

City of Portage Common Council Meeting  
Council Chambers of City Municipal Building  
115 West Pleasant Street, Portage, WI  
Regular Meeting – 7:00 p.m.  
May 24, 2012  
Amended Agenda

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Minutes of Previous Meeting
6. Consent Agenda
  - A. Reports of Sub-Committees, Boards, and Commissions
    1. Police and Fire Commission
    2. Library Board Task Force Committee
    3. Library Board
    4. Business Improvement District Board of Directors
    5. Tourism Promotion Committee
    6. Historic Preservation Commission
    7. Park and Recreation Board
    8. Airport Commission
  - B. License Applications
    1. Operator
7. Committee Reports
  - A. Municipal Services and Utilities Committee
    1. Discussion and possible action on request for in-kind services from Portage Area Chamber of Commerce for MDA Freedom Ride and Canal Days Encampment
  - B. Human Resources Committee
  - C. Finance/Administration Committee
    1. Discussion and possible action on 2012 Federal Section 5311 Transit Capital Assistance contract
    2. Discussion and possible action on Amended 2009 Section 5311 Transit Capital Assistance contract
    3. Discussion and possible action on award of Contract No. 12-004 Vbox Spreader Truck and Snow Plow
    4. Discussion and possible action on Kep Safe agreement

- D. Legislative and Regulatory Committee
    - 5. Class B Combination License application for Zachary Ziegler, 316 DeWitt Street (Whiskey Business Bar & Grill)
  - E. Plan Commission
8. Old Business
- A. Ordinances
    - 1. Ordinance No. 12-003 relative to Snow Removal From Sidewalks
  - B. Discussion and possible action on the Portage Canal project and financing
9. New Business
- A. Resolutions
    - 1. Resolution No. 12-018 relative to Preliminary Resolution Declaring Intent to Exercise Special Assessment Powers Under Section 66.0703 of the Wisconsin Statutes (2012 Watermain and Sanitary Sewer Project)
    - 2. Resolution No. 12-019 relative to Preliminary Resolution Declaring Intent to Exercise Special Assessment Powers Under Section 66.0703 of the Wisconsin Statutes (Village Road Sidewalk Improvement Project)
    - 3. Resolution No. 12-020 relative to Initial Resolution Authorizing \$500,000 General Obligation Bonds for Sewerage System Projects
    - 4. Resolution No. 12-021 relative to Initial Resolution Authorizing \$1,400,000 General Obligation Bonds for Street Improvement Projects
    - 5. Resolution No. 12-022 relative to Initial Resolution Authorizing \$815,000 General Obligation Bonds for Community Development Projects in Tax Incremental District No. 4
    - 6. Resolution No. 12-023 Initial Resolution Authorizing \$5,290,000 General Obligation Refunding Bonds
    - 7. Resolution No. 12-024 relative to Resolution Directing Publication of Notice to Electors
    - 8. Resolution No. 12-025 relative to Resolution Providing for the Sale of \$2,325,000 General Obligation Promissory Notes
    - 9. Resolution No. 12-026 relative to Resolution Providing for the Sale of \$5,680,000 General Obligation Corporate Purpose Bonds
    - 10. Resolution No. 12-027 relative to Resolution Providing for the Sale of \$2,325,000 Taxable General Obligation Corporate Purpose Bonds

11. Resolution No. 12-028 relative to Part Time Police Officer Job Description
  - B. Discussion and possible action on land transfer agreement with Portage School District for property for splash pad
  - C. Discussion and possible action request from BPOE Portage Elks Lodge #675 for waiver of fencing requirement for Class B Temporary License for Daniel Thompson Memorial Tournament, June 1 – 3, 2012
  - D. Discussion and possible action on in-kind service request from BPOE Portage Elks for Daniel Thompson Memorial Tournament June 1 – 3, 2012
  - E. Discussion and possible action on request from Main Street Portage for waiver of fencing requirement for Class B Temporary License for Class B Temporary License for Canal Days, June 1 – 2, 2012 and waiver of noise ordinance to 11:00 p.m. June 1 – 2, 2012, and waiver of parade permit fee for Canal Days Parade
  - F. Discussion and possible action on request from The Corner Pocket for a street use permit and barricades for 301 – 303 DeWitt Street, June 2, 2012
  - G. Closed Session  
The Council will go into closed session pursuant to Wisconsin State Statutes 19.85(1)(e) regarding consideration and negotiating the sale of public property
10. Adjournment  
(Amended 05/23/12, 12:50 p.m.)

Common Council Proceedings  
City of Portage

Regular Meeting  
Council Chambers  
City Municipal Building

May 10, 2012  
7:00 PM

**1. Call to Order**

Mayor Jahn called the meeting to order at 7:00 p.m.

**2. Roll Call**

Present: Ald. Dodd, Ebnetter, Garetson, Hamre, Havlovic, Klapper,  
Maass, Miller, Oszman

Also Present: Mayor Jahn, Clerk Moe, Administrator Plaster, Attorney  
Spankowski

Media Present: Craig Sauer from Portage Daily Register, Bill Welsh from  
Cable TV

**3. Pledge of Allegiance**

The Pledge of Allegiance was said.

**4. Approval of Agenda**

Deletions: Finance/Administration Committee meeting of May 7, 2012;  
Human Resources Committee meetings of May 7 and 9, 2012.

**5. Minutes of Previous Meetings**

Motion by Klapper, second by Oszman to approve the minutes of the April  
26, 2012 Common Council meeting. Motion carried unanimously on call  
of roll.

**6. Consent Agenda**

Reports of Sub-Committees, Boards, and Commissions

AdHoc Committee for the Old Nursing Home Property meeting of April 25,  
2012

Board of Zoning Appeals meeting of May 1, 2012

Emergency Planning Committee meeting of April 27, 2012

Motion by Oszman, second by Dodd to approve the consent agenda.  
Motion carried unanimously on call of roll.

**7. Committee Reports**

Finance/Administration Committee meeting of May 7, 2012

Motion by Dodd, second by Klapper to approve claims in the amount of \$874,160.85, which is \$276.90 less than what the committee approved due to an adjustment to an invoice after the committee approval. Motion carried unanimously on call of roll.

Motion by Dodd, second by Havlovic to approve Change Order No. 1 for Contract No. 12-002 Silver Lake Beach House in the amount of \$8,405.00. Motion carried unanimously on call of roll.

Legislative and Regulatory Committee meeting of May 10, 2012

Motion by Oszman, second by Miller to approve a Class B Fermented Malt Beverage and Class C Wine License for PR Partners, LLC, 2905 New Pinery Road, James H. Firari, agent (Portage Pizza Ranch). Motion carried unanimously on call of roll.

**8. Old Business**

Discussion and possible additions, deletions and priorities of goals of the standing committees and other committees

Committee Chairpersons stated when their committees will be meeting. An Airport Commission meeting will be held May 16<sup>th</sup>. Suggestions were for a "green" committee, and for municipal services to discuss upgrading signalization, maintenance program.

Discussion and possible action on Quit Claim Deed with Portage Community School District, tax parcel 997 (property on DeWitt Street)

Mayor Jahn explained that this is a housekeeping item, as there are two lots, lot 23 and 24, which apparently were never transferred to the school district when the rest of the property was transferred. Motion by Oszman, second by Dodd to approve the Quit Claim Deed with Portage Community School District for tax parcel 997. Motion carried unanimously on call of roll.

**9. New Business**

Ordinance

Ordinance No. 12-003 relative to Snow Removal From Sidewalks received its first and second readings. There was discussion regarding further defining a law enforcement officer to include Community Service Officer.

Arbor Day Proclamation

The Arbor Day Proclamation was read.

Closed session

Motion by Oszman, second by Dodd, to go into closed session pursuant to Wisconsin State Statutes 19.85(1)(b) for the reconsideration of an

Operator License for Paula M. George; and pursuant to Wisconsin State Statutes 19.85(1)(c) to consider negotiating the employment contract for the City Administrator and to consider employment and compensation for Administrative Secretary/Deputy Clerk; and pursuant to Wisconsin State Statutes 19.85(1)(e) to negotiate the purchase of property from Portage Community Schools between DeWitt Street and MacFarlane Road.  
Motion carried unanimously on call of roll at 7:50 p.m.

Motion by Oszman, second by Dodd to uphold the denial of an Operator License for Paula M. George. Motion failed 6 to 3 with Dodd, Ebnetter, Garetson, Hamre, Havlovic and Klapper voting no.

Motion by Klapper, second by Garetson to approve an Operator License for Paula M. George. Motion carried 6 to 3 on call of roll with Maass, Miller and Oszman voting no.

**10. Adjournment**

Motion by Oszman, second by Havlovic to adjourn. Motion carried unanimously on call of roll at 9:15 p.m.

Marie A. Moe, WCPC, MMC  
City Clerk

**City of Portage  
Police and Fire Commission Meeting  
Wednesday, May 2, 2012, 7:00 p.m.  
Municipal Building, Conference Room Two  
Minutes**

**Members Present:** Thomas Drury, Jeynell Boeck, Patrick Hartley, Charles Miller,  
Kay Miller

**Others Present:** Fire Chief Clayton Simonson, Police Chief Ken Manthey

**1. Roll Call**

Meeting called to order at 7:05 p.m. by Tom Drury.

Motion by Kay Miller, second by Jeynell Boeck to convene. Motion carried.

**2. Approval of Previous Meeting Minutes**

Motion by Jeynell Boeck, second by Kay Miller to approve the minutes of the February 15, 2012 meeting. Motion carried.

Tom Drury and members discussed and agreed to re-order agenda, Fire Report will go first.

**3. Election of Officers**

Motion by Pat Hartley: Tom Drury, President; Chuck Miller, Secretary. Kay Miller second. All agreed, motion carried.

**4. Fire Report**

Chief Clayton Simonson

Portage Fire Dept will be featured in the WI Fire Journal, possibly next issue.

a. Training

2/28/12 Wildland Fire Review

3/13/12 Ice/Water rescue

3/20/12 Power Plant Tour

3/27/12 Search & Rescue

4/17/12 Search & Rescue

4/21/12 House Burn Training

b. Community Relations

a. School/event

- Training
- Mock tornado drill
- Emergency preparedness
- Re-evaluating city's ISO rating
- Visit to flexible foam
- Training at Columbia Corr. Inst. (bomb threat)

b. Fire Safety/Extinguisher Training

- Smoke detector batteries at fire station
- Knox Box maintenance

c. New equipment

- 7 new sets of turn-out gear
- All SCBA cylinders & other air cylinders given 5 yr. hydrostatic testing
- All SCBA went through annual flow test

- Tower 1 will have new radiator put in and will be out of service rest of week & next week
- c. Fire Suppression/rescue
- 16 vehicle accidents
  - 5 vehicle fires
  - 10 dispatched and cancelled enroute
  - 12 wildland fires
  - 0 outside rubbish/trash
  - 5 building fires
  - 3 cooking fires
  - 4 natural gas leak
  - 0 severe weather
  - 2 smoke/odor removal
  - 2 medical assist
  - 0 flood assessment
  - 1 water/ice rescue
  - 0 chemical spill
  - 1 chimney fire
  - 1 flammable liquid spills
  - 3 electrical problem
  - 7 smoke detector or Co alarm activation
- d. Administration
- Personnel 31 members on dept.  
5 new candidates will be interviewed
- e. Statistics
- Inspections 643 inspections  
Emergency responses 183 1292 man-hours  
50 (60%) in city  
33 (40%) in townships  
21 (25%) were vehicle accidents  
11 (13%) grass fires  
Misc. activities 169 man-hours  
Reviewed 2011 Annual report

## 5. Police Report

Chief Ken Manthey

Gary Peterson last day June 8, 2012 (retiring August 4, 2012)

Eligibility list from 7/2/11 is still valid

Tyler Tikkenan was hired by North Fond du Lac Police dept.

Next 2 from list Dennis Pomeroy, Benjamin Larson

Discussed status of eligibility list

Part-time police officer position for medical emergency detentions and de-toxes and transportation and if officer gone 21 days or more or if officer retires

Ken presents Tom Moore as part-time officer

Kay Miller motion to hire, 2<sup>nd</sup> Pat Hartley, all agreed, motion carried

1/1/12 – 3/31/12 see report

4/1/12 – 5/2/12 see report

a. Training

Brian Fehd new DAAT (Defense and Arrest Tactics ) Instructor  
New Neighborhood watch

- b. Community Relations
  - 1. Businesses
  - 2. Neighborhoods
    - Male subject overdosed on heroin (5<sup>th</sup> time)
  - 3. Community Service officer
  - 4. Senior citizens
  - 5. Chaplains Program
  - 6. VIPs (Volunteers in Police Service)
  - 7. Citizen police academy
- c. Reviewed Annual Report 2011

**Next meeting 8/8/12**

Motion by Jeynell Boeck, second by Pat Hartley to adjourn. Motion carried. Meeting adjourned at 9:09 p.m.

Respectfully submitted, Chuck Miller

— 5/2/2012 —

**PORTAGE POLICE DEPARTMENT  
POLICE & FIRE COMMISSION REPORT  
(Activities from 04-01-12 – 05-02-12)**

1) **TRAINING**

- Sgt. Brian Fehd will be our new DAAT (Defense And Arrest Tactics) Instructor; he will need 96 hours of training in May and June
- Officers Teresa Johnson and David Clark will receive two hour training for PBT certification on May 9<sup>th</sup>
- Detectives Pionke & Thompson attended the Wisconsin Association of Homicide Investigators Conference April 25<sup>th</sup> – 27<sup>th</sup>
- Lt. Penny Kiefer attended a child abuse conference on April 27<sup>th</sup>
- Ass't Chief O'Neill and Fire Chief Simonson attended Emergency Management Hazards Preparedness training on April 12<sup>th</sup>

2) **COMMUNITY RELATIONS**

A) **Schools/Child related events**

- Students from St. John's washed our squads on Friday, May 4<sup>th</sup>, as part of their "service day"
- Sgt. Brian Fehd attended a Parent/Teacher meeting at Rusch Elementary School on 5-01-12 reference issues on the playground
- Chief Manthey helped out with "Law Day" at the Columbia County Courthouse on 5-01-12; students from three different schools participated; morning & afternoon sessions
- Officer Blaine Young had a job shadow/ride-along student on Friday, 4-27-12
- Chief Manthey was asked to lead the Portage High School students with the Pledge of Allegiance on 4-27-12
- Sgt. Rich Hoege gave his "Terri Rockett" presentation to the Portage High School Juniors & Seniors on 4-27-12 talking about the dangers of underage drinking
- Detective Klaude Thompson gave a presentation on 4-26-12 at MATC on the Teen Court program
- Chief Manthey was asked to be a guest reader for the Learning Tree on 4-26-12
- At the request of school officials, the Portage High School & Middle School were checked with drug dogs (Sauk County Sheriff's Dept., WI Dells & Baraboo K-9 units) on 4-23-12 & Columbia County Detectives; nothing found inside school; small amount of THC found in a vehicle in the parking lot

B) **Businesses**

- Two boys (one twelve & one thirteen) cited after they were found on the rooftops downtown on 4-15-12
- Two fourteen old boys arrested for shoplifting from Wal\*Mart on 4-09-12; they were placed in shelter care/detention because of multiple criminal charges
- Theft of money from a locked cash box at Little School (Methodist Church) on 4-02-12; three juveniles were involved and have been referred to the juvenile authorities

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

- Owner of Freedom Carpeting was cited for failure to obtain an occupancy permit for the Group X business that had moved in
  - Over 100 nicely dressed geese were found all over the city of Portage; part of a nice April Fool's gift to the City of Portage by a lady in memory of her deceased husband (some of them were stolen on 4-06-12; they were recovered and returned)
- (C) Neighborhoods**
- Sgt's Keith Klafke and Brian Fehd gave a neighborhood watch presentation to approximately 20 residents/staff at the Howard Wood Apartment complex on 4-25-12
  - Three different drivers cited for excessive display of power after they did "burn-out's" at MacFarlane & Pleasant after a funeral visitation at Pflanz-Mantey-Mendrala funeral home
  - Computer and other electronic equipment stolen from an apartment in the 500 block of DeWitt Street on 4-13-12
  - Portage man arrested for burglary on 4-09-12 after he broke into a garage in the 100 block of Michigan Street and stole items
  - Fatality accident on New Pinery at Albert Street on 4-08-12; subject on motorcycle struck by motor vehicle
  - Male subject overdosed on heroin on 4-02-12 in his apartment on Main Street; he was revived thanks to the quick response of police & EMT's; after he was treated; he was taken into custody for possession of paraphernalia and bailjumping
- (D) Community Service Officer**
- Runs criminal history/RMS/CCAP/DL checks on bartender applications for approval/denial
  - Handled several junk complaints on the east side of Portage
  - Assisted officers with two female shoplifters on 2-27-12
  - Makes contact with citizens who forget to sign/witness their absentee ballots
  - Crossing Guard duty (substituted several times for regular guards who had conflicts at the last minute)
  - Assisted with several serious/life threatening ambulance calls
  - Checks off on 5 day warning (equipment violation) tickets in the lobby on a regular basis
  - Assisted Lt. Kiefer with the Senior spring training on 4-25-12
  - Parking enforcement on a daily basis began in the downtown area by CSO Jerilyn Jerome on 1-09-11; 10 parking tickets were issued the first day
  - Follow-up citations written on unpaid snow ordinance tickets
  - Entering of information into a computer on a daily basis
- (E) Senior Citizens**
- Annual spring training day was held on 4-25-12 in the basement of city hall; great turn-out and great speakers
- (F) Chaplains' Program**
- No calls for this time frame

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

- (G) VIPS (Volunteers In Police Services)
    - VIPS have been attending the new CPA classes; 8 of the 12 CPA graduates expressed a desire to become a Volunteer
  - (H) Citizen Police Academy
    - We're taking names for CPA Class #4 starting in January 2013
- 3) ADMINISTRATION
- (A) Intergovernmental/ Interagency
    - COSO assisted us with taking a subject into custody for domestic abuse on 5-02-12
    - We assisted COSO with a car in the water along Blackhawk Road on 4-30-12
    - We assisted State Patrol with locating a hit & run driver in the city on 4-28-12; incident occurred on I-94
    - We assisted COSO on Hillcrest Road on 4-27-12 with a juvenile threatening suicide with a knife; he dropped the knife and was taken into protective custody
    - Chief Manthey attended a Coordinated Services Team (CST) Community Presentation on 4-26-12 at the LEC
    - Ass't Chief O'Neill and Fire Chief Simonson attended an Incident Command System (ICS) tabletop exercise at CCI on 4-25-12
    - Chief Manthey wrote letter to US Representative Tammy Baldwin asking for support of the Child and Elderly Missing Alert Program (CEMAP) on 4-20-12
    - Chief Manthey attended a Columbia County CARES Summit on 4-18-12 to discuss contributing to the well-being of children
    - We provided security at the Portage airport for Governor Walker on 4-16-12
    - COSO assisted us with an uncooperative group of people during a traffic stop at MacFarlane & Pleasant on 4-13-12
    - State Patrol, COSO & Medical Examiner assisted us with the fatal motorcycle accident on 4-08-12
    - We assisted State Patrol & COSO with accident on I-39 near the Highway 33 ramp on 4-06-12
    - We assisted Outagamie County on 4-04-12 with recovering a stolen vehicle in the 300 block of DeWitt Street and the driver who was found inside the Cottonwood Tavern; he was taken into custody on a Probation & Parole Warrant
  - (B) Attitude & Morale
    - Officer Gary Petersen announced his retirement; his last working day will be on June 8<sup>th</sup>

Respectfully submitted,



Kenneth R. Manthey  
Chief of Police 5-02-12

**PORTAGE POLICE DEPARTMENT  
CITY COUNCIL MEMBERS 1<sup>st</sup> QUARTER REPORT  
(Activities from 01-01-12 – 03-31-12)**

**1) TRAINING**

- Det. Lt. Hahn attended Homicide Conference March 28<sup>th</sup> -30<sup>th</sup>
- Sgt. Brian Fehd attended one day supervisor school on March 30<sup>th</sup>
- Officer Bob Bagnall attended Intoximeter School March 28<sup>th</sup> & 29<sup>th</sup>
- Officers went through their first quarter firearms training
- Officers attended the annual blood borne pathogen training
- Officer Teresa Johnson attended the WAWP (Wisconsin Association of Women Police) Conference in Madison February 19<sup>th</sup> – 21<sup>st</sup>
- Officers went through their annual in-service training starting on January 10<sup>th</sup> and 11<sup>th</sup>; this was repeated three more times in January and February; training held at Columbia County L.E.C.
- Officer AJ Brauner attended Advanced C.I.T. (Crisis Intervention Training) on 1-12-12
- Officers trained with our Rescue Discs in case we had someone go through the ice because of warm weather conditions

**2) COMMUNITY RELATIONS**

**A) Schools/Child related events**

- Sgt. Keith Klafke helped out with “mini-course” day at Rusch Elementary School on 3-30-12
- Chief Manthey was a guest reader at St. Mary’s School on 3-05-12
- Another student referred to Human Services on 3-02-12 for having a knife in his possession at the Portage High School
- Student cited for disorderly conduct at the Portage High School girls’ basketball game on 3-01-12 after he refused to leave at the request of his father and police officers
- 14 year old freshman referred to Human Services on 2-24-12 for having a knife in his locker at the Portage High School
- Chief Manthey attended the Columbia County Connects 2012 Summit on Healthy Youth on 2-16-12
- Lt. Kiefer along with PFD and EMS worked with a group of girl scouts on 2-09-12 to help them earn their badges
- A bomb threat note was found at St. Mary’s School on 2-09-12; building was searched; nothing found; investigation revealed that a 13 year old boy had left the note; he is not a student of St. Mary’s; he is being referred to Human Services
- Chief Manthey and Mayor Jahn participated in a forum at the Columbia County Courthouse with the student group “FLAG” Future Leaders in Active Government on 1-25-12
- Crossing Guard Recognition Week was January 9<sup>th</sup> through the 15<sup>th</sup>; crossing guards were treated to a breakfast

*“Protecting our community and its’ quality of life by delivering exceptional law enforcement services”*

**B) Businesses**

- Eight alcohol compliance checks were done on eight businesses on 3-30-12; only one business sold; Fort BP; citation was issued
- Two seventeen year old females showed up at the Columbia County Jail on 3-25-12 to visit a friend; both were under the influence of alcohol; both were cited for underage drinking
- Female shoplifter stole more than \$200 worth of items from Wal\*Mart on 3-05-12; fled the store and ran into Super 8 where she was taken into custody; has similar charges in Milwaukee
- Portage Café was burglarized on 2-26-12; no forced entry; suspect was developed and was taken into custody; used money for drugs
- Market Basket was burglarized on 2-19-12; lottery tickets, cartons of cigarettes and other miscellaneous items taken; suspect was developed; search warrant executed at his apartment on 2-22-12; some of the property was recovered; he's on the run
- Large trailer for hauling heavy equipment was stolen from Dreyer Construction in the 1300 block of Wauona Trail; reported 2-03-12
- Al Hamele's business in the 300 block of East Wisconsin Street was burglarized sometime around 2-01-11; large amount of cash was taken
- Gruber's called in an intoxicated person on 1-10-12; it turns out he was driving a stolen vehicle; he was arrested for OMVWOC, 5<sup>th</sup> offense OMVWI & Bailjumping
- Sgt. Keith Klafke & Officer Jeff Stumpf helped save the life of a 44 year old man who collapsed at Tolly's Alleys on 1-07-11; they performed CCR and gave oxygen until EMS arrived
- Two 14 year olds were found on the rooftops in the 100 block of West Cook Street on 1-07-11; they were cited for Trespassing and turned over to their parents
- Auto Access was broken into during the early morning hours of 1-04-12; a 2003 Nissan Sentra was stolen; suspect was arrested in West Bend; he confessed to the burglary and auto theft

**C) Neighborhoods**

- While investigating a potential house fire on 3-31-12 in the 600 block of MacFarlane Road, officers detected smell of THC; consent search was granted; THC & Paraphernalia recovered; two adults charged/ordered into court; they were cooperative
- Eighteen year old Portage man cited for trespassing and underage drinking after he entered a stranger's home in the 200 block of West Pleasant Street on 3-29-11 and fell asleep on their couch
- Fight call in the 800 block of East Cook Street on 3-23-12; two subjects arrested on probation holds; both cited for disorderly conduct; one was also charged with possession of marijuana
- Officers had foot chase on 3-22-12 with a subject wanted on two different warrants; he was caught in the 300 block of East Franklin Street and had to be forcibly taken to the ground

- Brakes went out on p/u truck as it was backing boat into Silver Lake on 3-21-12; truck went into the lake and had to be towed out
- Several more search warrants were executed in Portage on 3-19-12 reference drug investigations; drugs and one weapon was recovered; a total of six people were taken into custody
- A search warrant was executed in the 100 block of East Howard on 3-16-12; drugs, paraphernalia & currency were recovered; two people were taken into custody on felony drug charges
- A 13 year old girl on the north side of Portage was communicating over sexual matters on 3-13-12 with a 22 year old out of state man
- A mentally challenged subject went out of control at a REM house on Hamilton Street on 3-10-12; he was threatening both staff and officers and attacked them; had to be restrained by several officers and was transferred to a mental health facility; he later was transferred to a different REM home outside of Portage
- Driver suffered a medical condition and drove her vehicle up and over the levee along East WI Street and into the Wisconsin River on 3-05-12; the driver was rescued by Portage Fire and transferred to a Madison hospital for surgery
- Two Portage residents suffered serious complications on 3-03-12 in the 300 block of East Marion Street after drinking a liquid they thought was old whiskey; it appears to have been anti-freeze
- Young lady cut herself with a pair of scissors and was then running through the neighborhood of the 300 block of East Conant Street on 2-29-12; she was taken to DSH for treatment and then turned over to Northwest Connections for a safety plan
- 19 year old man in the 200 block of East Slifer was threatening to kill himself with a knife on 2-26-12; he was Tasered in order to protect/disarm him and he was taken to a mental health facility
- 48 year old Portage man charged with strangulation, disorderly conduct, battery and criminal damage to property after violent domestic situation in the 200 block of East Conant on 2-12-12
- 2001 Pontiac Grand Am stolen from the 100 block of East Burns on 2-05-12; it had been left unlocked with a spare key inside; the vehicle was located in Mohave County, AZ on 2-14-12
- Another heroin overdose on 1-25-12 in an apartment in the 100 block of East Cook; quick response by officers & EMS saved the young lady's life; after she recovered, both she and her boyfriend were taken into custody on probation holds
- 14 year old male referred to Human Services for numerous charges on 1-21-12 after he stole a vehicle from a family member and then crashed it into a power pole at Carroll & Summit
- Two people were taken into custody on 1-19-12 for their role in several burglaries (same residence, different dates) in the 500 block of East Conant Street

*“Protecting our community and its’ quality of life by delivering exceptional law enforcement services”*

- Child abuse investigation in the 600 block of East Conant Street on 1-15-12; six year old girl suffered a broken upper arm; suspect is the father; he's been charged with felony child abuse
  - Man displayed a handgun on 1-10-12 while retrieving property in the 200 block of Henry Drive and then fled scene; he was later located by State Patrol; arrested for OMVWI; the handgun turned out to be a pellet gun; we charged him with Disorderly Conduct
  - Possible Heroin overdose on 1-09-12; the victim was given CPR and narcam; she was brought back; no evidence was found at the scene; blood was drawn at DSH for analysis
  - Heroin overdose on 1-04-12; the victim was in critical condition for several hours but recovered; he was taken into custody for possession and bailjumping; the person who furnished him with the Heroin was also taken into custody for felony delivery
- (D) Community Service Officer Jerilyn Jerome's various job duties:
- Distributed fliers to the neighborhoods reference a sex offender notification meeting
  - Runs criminal history/RMS/CCAP/DL checks on bartender applications for approval/denial
  - Handled several junk complaints on east/west sides of Portage
  - Assisted officers with two female shoplifters on 2-27-12
  - Made contact with citizens who forget to sign/witness their absentee ballots
  - Crossing Guard duty (substituted several times for regular guards who had conflicts at the last minute)
  - Assisted with several serious/life threatening ambulance calls
  - Checked off on 5 day warning (equipment violation) tickets in the lobby on a regular basis
  - Funeral escort on 2-24-12
  - Assisted Lt. Kiefer with the Community Expo on 2-04-12
  - Parking enforcement on a daily basis began in the downtown area on 1-09-11; 10 parking tickets were issued the first day
  - Follow-up citations written on unpaid snow ordinance tickets
  - Entering of information into a computer on a daily basis
- (E) Senior Citizens
- June Davis has been making quilts/blankets/mittens and hats for abused children for 10 years
- (F) Chaplains' Program
- Pastor Dick Inglett assisted us on 2-09-12 in the 600 block of West Edgewater on a death investigation (natural causes)
  - Pastor Scott Schultz assisted us on 1-21-12 in the 1200 block of MacFarlane Road with a death of a 54 year old man; he had lung cancer; Pastor Schultz met with the family

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

- (G) VIPS (Volunteers In Police Services)
    - VIPS attended the recent CPA classes; 9 of the 12 CPA graduates expressed a desire to become a Volunteer
  - (H) Citizen Police Academy
    - CPA Class #3 started on 1-09-11; we started with 14 participants; two had to drop out; graduation night was held on 3-19-12
- 3) ADMINISTRATION
- (A) Intergovernmental/ Interagency
    - Total of 92 Agency Assists
    - Ass't Chief O'Neill attended the quarterly Southwest Wisconsin Incident Management All Team meeting on March 28<sup>th</sup>
    - Assisted Baraboo PD by taking a Portage resident into custody on 3-26-12 on domestic abuse charges; transported to Sauk line
    - Sgt. Keith Klafke gave a presentation to a group of driver's education instructors at the Portage High School on 3-21-12
    - Det. Lt. Hahn gave a sex offender presentation to a west side neighborhood watch group on 3-12-12
    - Mary Grossman was presented with a plaque on 3-12-12 at the monthly Triad meeting thanking her for her 15 years of service to her neighborhood watch group on the east side of Portage; she had to step down because of other obligations
    - Chief Manthey was asked to speak at a memorial service at the VFW on 3-03-12 for Neil Ferguson, retired crossing guard
    - Lt. Penny Kiefer attended a Columbia County Crisis Coordinating Team meeting on 2-29-12 to discuss emergency detentions
    - Chief Manthey met with a representative on 2-28-12 who is doing long range strategic planning for Divine Savior Hospital
    - We assisted State Patrol/COSO on 2-27-12 with a vehicle driving recklessly in the county heading towards Portage; COSO had no one in position; driver was intoxicated/arrested
    - We assisted State Patrol with stopping a vehicle driving southbound in the northbound lanes of I-39 on 2-24-12; state patrol issued the citation and filled out a driver behavior report on the 79 year old female driver
    - We assisted COSO with a high speed chase on 2-24-11 which started at 16 & Industrial; ended at 33 & I-90/94
    - We assisted Dells PD with an emergency detention at the hospital on 2-23-12; he tried to flee from police; had to be Tasered to be taken into custody
    - We assisted Probation & Parole in a search at the TLP residence in the 300 block of Adams Street on 2-17-12; two residents were taken into custody
    - Chief Manthey assisted COSO/First Responders in Friesland with a debriefing on 2-16-12 for a suicide of a 16 year old boy

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

- Police and Fire Commission President Tom Drury was presented with a plaque on 2-15-12 by Chief Simonson and Chief Manthey honoring him for 25 years of service to the commission
- We assisted PFD with three separate fire calls on 2-11-12; one at 2830 Village Road, one at Wal\*Mart & one at 216 Brady
- We assisted COSO with patrol coverage and debriefings on 2-09-12 and 2-10-12 reference their loss of former deputy
- On 2-07-12, Sheriff Richards, Chief Manthey, Ass't Chief O'Neill & Det. Lt. Hahn met with Mayor Jahn, Mayor Landers and other leaders in Columbia County reference the continuing heroin problems; Officers Blaine Young and David Clark have been assigned to work with the Columbia County Drug Unit
- Lt. Kiefer & Community Service Officer Jerome worked at the Community Expo at the High School on 2-04-12
- We assisted COSO with a fight call at the jail on 2-04-12
- We assisted the Sheriff's Department with courtroom security on 1-31-12 for the Robert Artis jury trial (Armed Robbery and Hostage situation from the summer of 2010) He was found guilty on all counts that were presented to the jury
- Chief Manthey gave a presentation to the Rotary Club on 1-30-12
- Assisted Fall River PD on 1-19-11 by taking a subject into custody in the 300 block of W. Marion for theft and probation violation
- Our department hosted the Columbia County Police Association monthly meeting on 1-17-12
- Assisted Sauk County Sheriff's Department with Critical Incident Stress Debriefing on 1-16-12 reference a hanging in the jail
- Assisted Walworth County Sheriff's Department on 1-09-12 with following up on leads on shooting incident in their county

**(B) Attitude & Morale**

- Retired Lt. Tom Moore was given his retirement plaque with his badge and photo on 3-21-12 at the party at the Elks Lodge
- Ass't Chief Kevin O'Neill and Officer Gary Petersen were given letters of commendation for their work on Citizen Police Academy Class #3
- Detective Klaude Thompson and Sgt. Duaine Pixler were recognized on 1-20-12 for their 25 years of service to Portage PD

**(C) Statistics/Criminal/Other Investigations:**

- 2,824 total number of calls for this time frame
- 18 bail-jumping arrests
- 14 battery arrests
- 10 criminal damage to property arrests
- 78 disorderly conduct arrests
- 36 drug arrests
- 5 obstructing arrests
- 34 Probation & Parole arrests

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

- 52 Warrants
- 86 9-1-1 hang-up calls
- 83 accidents
- 47 alarms
- 167 ambulance calls
- 63 animal complaints
- 10 child abuse/ neglect cases
- 16 child custody disputes
- 66 civil disputes
- 10 criminal damage complaints
- 53 disturbances
- 29 fire calls
- 46 found property incidents
- 12 funeral escorts
- 8 garbage complaints
- 38 harassment
- 89 juvenile misbehavior
- 10 missing persons
- 19 motorist assists
- 49 noise complaints
- 12 open doors at businesses
- 6 remove person/property
- 76 suspicious activity & 17 suspicious persons
- 15 telephone harassment
- 76 different kinds of theft complaints
- 128 welfare checks
- 460 warnings given out for traffic/equipment violations
- 601 citations issued
- 1. Total of 22 drunk and drugged drivers
- 2. Five 2<sup>nd</sup> time drunk drivers
- 3. One 5<sup>th</sup> time drunk driver arrested; also charged with bailjumping and stolen vehicle (OMVWOC)

**(D) Seasonal Issues**

- 144 snow ordinance tickets issued on 1-13-12 (this was a well publicized event so this high number is very frustrating)
- Two drunk drivers arrested on New Year's Eve including one who was driving southbound in the northbound lanes on I-39

Respectfully submitted,

**Kenneth R. Manthey**  
**Chief of Police 4-01-12**

5/2/2012

## PORTAGE FIRE DEPARTMENT

QUARTERLY REPORT: February 11, 2012 to May 1, 2012

### TRAINING:

February 14, 2012 – 1<sup>st</sup> Responder: All personnel went through procedures to follow at accident scenes and then had personnel that are 1<sup>st</sup> responders practice stabilizing patients then packaging patients onto a backboard. They then had to shoelace the person in so they could raise the board horizontal with the person inside.

February 28, 2012 – Wildland Fire Review: All personnel went through a video and power point presentation on how to attack a wildland fire. They then went through all the wildland equipment on the trucks. They also went over procedures for using Brush 2 at wildland calls.

March 13, 2012 – Ice/Water Rescue: The ice was already gone so personnel were able to take the Boat out and practice using the side imaging locator. They also went over all safety items on board the craft. New personnel and anyone else were able to get in a suit and float in the water to get used to the suits. They were shown how to don the suit and then burp it to get all the air they could out of the suit.

March 20, 2012 – Power Plant Tour: All personnel had a tour of the Power Plant to re-familiarize themselves with different processes going on in the many buildings they have.

March 27, 2012 – Search and Rescue: The fire department acquired a house from the US Fish and Wildlife to do search and rescue training in and at a later date burn it for training. All personnel did several room searches looking for a victim that was put in different rooms.

April 10, 2012 – Search and Rescue: All personnel were again able to do searches for a victim put in a different rooms, but this time it was a downed firefighter that had to have his face piece changed and brought out. They practiced using three man teams.

April 17, 2012 – Search and Rescue: All personnel went through their firefighter survival exercise and then doing searches had to find a downed firefighter that needed to have a face piece change and then they had to find a secondary egress area in case they could not go back out the same way they came in. This was done with four man teams. The teams would rotate responsibilities each time in.

April 21, 2012 – House Burn Training: The department conducted a house burn on Cascade Mountain Road. We invited all departments in the county to send any personnel that needed training. We had a total of 46 personnel attend and were able to set up 9 teams (27) personnel to do the room burns. The other 19 personnel made up our Incident Command Officer, Safety Officer, Operations Officer, Fire Starters, and the Pump Operators, along with tender drivers. Sandwiches for lunch were provided by Murph's Chop Shop and chips donated by my wife Deb. Barb Anderson and Deb set up the tables for the meal. Once everyone had eaten lunch the house was set ablaze to burn to the ground. Departments that sent personnel were: Pardeeville fire, Poynette Fire, Rio Fire, Wyocena Fire, Lodi Fire, and Arlington Fire.

#### **FIRE SUPPRESSION/RESCUE:**

- (16) Vehicle Accidents
- (5) Vehicle Fires
- (10) Dispatched and cancelled enroute
- (12) Wildland Fires
- (0) Outside Rubbish/Trash
- (5) Building Fires
- (3) Cooking Fire
- (4) Natural Gas Leak
- (0) Severe Weather
- (2) Smoke/Odor removal
- (2) Medical Assist
- (0) Flood assessment/Water evacuation/Search
- (1) Water/Ice Rescue
- (0) Chemical Spill
- (1) Chimney Fire
- (1) Flammable liquid spills
- (3) Electrical Problem
- (7) Smoke detector or Co Alarm or activation/Sprinkler Activation

#### **ADMINISTRATION:**

##### **Personnel**

- Attitudes are good; we now have 31 members on the department.
- We had one of the new members quit before her classes started.
- The department will be interviewing 5 new candidates for the paid-on-call.

#### **STATISTICS:**

Inspections: 643 inspections have been completed since the beginning of the year.

Emergency Responses: The department responded to 183 emergency responses during this time period (1,292.00 man-hours). 50 (60%) responses were in the city and 33 (40%) were in the townships. Of those 21 (25%) were vehicle accidents and 11 (13%) were grass fires.

Training: 843.25 man-hours were spent on the above training.

Miscellaneous Activities: 169.0 man-hours were spent on miscellaneous activities.

Portage Public Library  
253 W. Edgewater Street  
Portage WI 53901  
Phone: (608) 742-4959  
E-mail: [porill@scls.lib.wi.us](mailto:porill@scls.lib.wi.us)  
Web Site: [www.portagelibrary.us](http://www.portagelibrary.us)

LIBRARY BOARD MEETING Minutes  
May 8, 2012

Meeting called to order 12:05

Present: Davis, Tamboli, McLeish, Poches, Gregory

Excused: Hoffmann, Varvil-Weld, Voight

- 1) Motion to approve April 10, 2012 meeting minutes. (CP/AT)
- 2) Financial Reports:
  - a) Motion to approve April 2012 City/County and Library restricted funds claims for payment as presented. (AT/CP)
- 3) Director's Report: Shannon Schultz
  - a) The bandwidth upgrade from 3 to 10 will be completed in June.
  - b) The Fire Department has been consulted to re-evaluated and update the disaster plan.
  - c) One hundred meeting room chairs have been acquired, free of charge, from the Middleton Library.
  - d) Fifty-one people were in attendance at Elizabeth Eulberg's book signing on April 24.
  - e) Elise Gregory will lead an Open MIC Poetry Event on Wednesday, May 23 at 6:00 p.m.
  - f) The Director attended a seminar on managing multiple projects and deadlines.
- 4) Library Fundraising Campaign Report – Addie Tamboli
  - a) The campaign is going very well. \$940,870, or 53.8% of the goal of \$1.75 million, has been raised.
  - b) "Portage Daily Register" and the Magnum radio stations have donated \$75,000 worth of in-kind services.
- 5) Business:
  - a) 2012 budget priorities were discussed.
- 6) Meeting adjourned 12:55. (AT/EM)

Richard Davis – President  
Addie Tamboli – Vice President  
Beverly Hoffmann - Treasurer  
Eleanor McLeish – Secretary  
Charles Poches – School Superintendent  
Dr. David Gregory  
Dr. Douglas Varvil-Weld  
Eleanor Voigt

**City of Portage**  
**Minutes of Business Improvement District Board of Dir. meeting**  
**Wednesday, May 10, 2012**  
**Municipal Building, 115 West Pleasant Street, Conference room 1**

Meeting called to order at 7:32 a.m.

- 1. Roll Call: Members Present:** Peggy Joyce; President; John Krueger, Vice President;; Larry Wilz, Treasurer; Chris Shadel, Steve Polnow, Jim Rusch, Shane Schmidt

**Non-Members Present:** Gil Meisgeier, BID Contractor, Main Street Portage Ex. Dir. /BID Administrator; Roger Krejchik, PACC E.D. Mariann Hanson. Library Fund Raising Committee members John Crawford, Chad Stevenson, Dr. Curran, Elle Voigt, Jeff Liegel, Library Administrator Shannon Schultz.

- 2. Approval of March 14, 2012 Minutes**

Motion to approve April 11, 2012 minutes. Motion by Schmidt, 2nd by Rusch  
Motion carried, all in favor.

- 3. Claims to pay & Financials Report**

Claims were presented by Treasurer Wilz, motion to approve. Motion by Schmidt, 2nd by Shadel motion carried, all in favor.

Discussion clarified the issuance of \$2,600.00 payment to Portage Theater approved at the April meeting for the production of the movie trailer featuring the BID/MSP.

Discussion clarified the issuance of funds committed to splash park.

Motion to approve claims. Motion by Schmidt, 2<sup>nd</sup> Shadel. Motion carried, all in favor.

Motion to approve financials as presented by Wilz. Motion by Schmidt, 2<sup>nd</sup> Rusch, and motion carried, all in favor.

- 4. Discussion and possible action on BID Contractors report.**

Meisgeier brought the board up to date re: present status of Conant St. parking facility, Canal project, and alternate site for Community Center.

Motion to draft letters to Council Members and Administration re:

Drafts to be previewed by the board before sending.

1. That city explore alternative options to closing of facility.
2. Urging the utilization of \$1,500,000.00 in grants and to provide the necessary matching funds for continuing of the Canal project
3. That city consider alternate location and construction of a community center in Portage Downtown.

Motion by Polnow, 2<sup>nd</sup> Schmidt. Motion carried, all in favor.

Motion to accept Contractors report. Motion by Schmidt, 2<sup>nd</sup> Krueger, Motion carried, all in favor.

**5. Discussion and possible action on MSP Executive Directors report**

MSP E.D. Report was presented by MSP E.D. Meisgeier.

Motion to accept MSP report by Polnow, 2<sup>nd</sup> Krueger, Motion carried, all in favor.

**6. Discussion and possible action on requests for financial support for 2012 downtown events**

Meisgeier presented email request from Doug Klapper for \$250.00, \$500.00.and/or a Porta Pottie at the Conant St boat ramp for the Fox Wisconsin Heritage Paddle event on June 9, part of which will take place at the Corner Pocket in the BID as presented by D.Klapper in his email. Motion to provide \$500.00 by Schmidt, 2<sup>nd</sup> Krueger. Motion carried, all in favor.

Presentation and request for \$10,000.00/year commitment for 5yrs. by John Crawford, Dr Curran, Chad Stevenson and Jeff Liegel on behalf of the Library Fund Raising committee.

**7. Discussion and possible action on downtown street scape and marketing**

Marketing:

Streetscape - Bruce Sanderson of Temple Display provided catalogs, prices in the \$70.00/\$90.00 range and information on banners for the downtown light poles.

Selection Committee appointed by Joyce consisting of Krueger, Schmidt, Joyce, Meisgeier.

Schmidt to inventory Cook St banners, Meisgeier to inventory DeWitt, Wisconsin, Commerce Plaza etc.

Motion to establish a banner replacement program by Schmidt, 2<sup>nd</sup> Krueger

Motion carried, all in favor.

Tree replacement in the BID a committee was appointed by Joyce. Members being Joyce, Polnow and Meisgeier. Three meetings have taken place with Forester Raimer, Alderman Klapper, Volunteer Jennie Dumbleton. Polnow and Meisgeier gave update on tree islands and stationary preformed concrete planters starting with 100 blocks of East and West Cook.St.

**8. Discussion and possible action on sign ordinance**

Polnow gave update on meeting with City Inspector Jankowski and PACC E.D.

Hanson re: banner ordinance.

**9. Motion to adjourn at 9:18 by Joyce, 2<sup>nd</sup> Krueger. Motion carried. All in favor.**

prepared by gam

**2012 APRIL BID Maintenance Contractor Report**  
**4/01/12 to 4/30/12 submitted by**  
**Gil Meisgeier, Associated Management Services on May 4th 2012**

**I. Trash** Some containers still being used for household garbage and may fill rapidly.

**II. Equipment**

All's well at this time.

**III Snow removal**

**IV. Farmer's Market**

Thursday April 12<sup>th</sup> City Council gave definite answer on the location of 2012 Farmers Market. On a vote of 4 -3 the Market returned to Commerce Plaza. See attached PDR article re: Farmers Mkt.

**V. BID flower and trash containers etc.**

Contractor made arrangements with Street Superintendant Maass for reinstallation of planters and benches in April.

We are staining five of the older benches that have been in storage. Arrangements will be made with Scott Maass to have them installed at locations in the BID. The older Benches that are already installed are slated for repair and re-staining during May.

Eight of ten new large planters have been delivered to the City Yard by Wabash and Lee Enterprises. They now have to be prepped which consists of perforating the liners for drainage, placing several inches of stone for drainage, adding Styrofoam filler and topping off with growing mix blended with black dirt prior to planting them.

Most will be placed South of Edgewater as will most of the ten new plant hangers Alderman Beebe made for us. Also four new wooden whiskey barrel planters will be placed along new canal walk. 4H kids and parents are to help plant the sixty barrels and plant beds during May.

I have discussed the planting of annual flowers in the Plaza and Market Square entrance with committee member and fantastic gardener Cindy Polnow who has volunteered to help in the selection and planting at these locations.

**VI. Parking lot cleanup, planted areas maintenance and tree grates etc.**

Major spring cleaning of lots was done in April. Cleanup/pick up of all streets, parking lots, alleys and curb pick up is ongoing. Cigarette butts etc in front of a few of the bars is still often a problem.

2 meetings of Streetscape committee have been called by chair Steve P. with committee members City Forester Raimer, Jennie Dumbleton, Carol LaVigne, Alderman Klapper, MSP Pres. Schmidt and BID contractor.

The Cook St. tree issue was on the April and May Municipal Services and Utilities committee agenda and is proceeding.

**VII. Additional Items of Interest in the BID**

Task force plans for Canal Days 2012, June 1<sup>st</sup> – June 3<sup>rd</sup> are proceeding with MSP playing a major part in this years events. Most of all the activities will be taking place in the Downtown with most of those at Market Square. Posters should be done in next few days and I will forward copies to all ASAP.

**Please let me know if you are able to assist at any of the events in the BID.**

- BACK TO THE DRAWING BOARD !! See attached article from PDR on the engineering firm of Arnold and O'Sheridan analysis of the parking deck.. The A&O recommendations have not been completely studied by the city engineer. See article attached !!!!! NOT GOOD !!
- More discussion took place on removal of the protective structures over the outdoor stairwells of the underground parking facility. GAM forwarded the concerns of the BID Board and MSP re: this action but ADA considerations may have to be considered with any renovations..
- MDA Ride for Life will be on the 100 blocks of East and West Cook Street and nearby areas. BID has committed for the cost of Porta Potties for the event.

**NOTE: For detailed report of the above and other items, see emails from GAM**

- **SEE MSP E.D. report for additional items in the District**

END OF APRIL, 2012 REPORT.

**A SPECIAL THANKS TO THOSE FOLKS WHO DO CALL MY ATTENTION TO AREAS IN THE BID NEEDING ATTENTION BY ME OR THE CITY CREWS.**

AND AS ALWAYS.....

**PLEASE LET ME KNOW IF THERE ARE THINGS THAT I MAY HAVE OVERLOOKED OR ANY ITEMS THAT NEED ATTENTION. I WELCOME YOUR SUGGESTIONS, JUST GIVE A CALL TO 742-5054; CELL # 608 334-4207**

Thank You, and HAPPY SPRING !!!

Gil Meisgeier, Portage BID Contractor, Associated Management Services.

MAIN STREET PORTAGE  
Executive Director's Report (Final/revised)  
APRIL 2012 ACTIVITY  
**Prepared by GAM**

**NOTE: BE FULLY INFORMED ON YOUR "NEIGHBORHOOD GOINGS ON"**  
**READ THIS AND ALSO SEE BID REPORT FOR ADDITIONAL PERTINENT INFORMATION.**  
**DON'T MISS IT!**  
**FIND IT ON LINE AT THE MAIN STREET PORTAGE WEB SITE**  
**THE MSP E.D. REPORT WILL ALSO BE ON THE MSP WEB SITE**  
**Some information is carried in both MSP & BID reports as it applies to the Downtown.**

**WEDC MAINSTREET STATE AND NATIONAL NEWS**

**MAIN STREET EXECUTIVE DIRECTORS TRAINING OCEOLA, WED- FRI, JUNE 13<sup>TH</sup> - 15<sup>TH</sup>**

**DON'T FORGET, SEE BID REPORT ON THE MSP WEB SITE FOR ADDITIONAL HAPPENINGS PERTINENT TO ALL**  
**BUSINESSES AND PROPERTY OWNERS IN THE MSP/BID DISTRICT.**

**WHERE DOES THE SMART SHOPPER SHOP FIRST? ? ? ?**

**MAIN STREET PORTAGE ACTIVITY**

**MSP COMMITTEE REPORTS**

**ORGANIZATION COMMITTEE**

**Corporate sponsorship:** The Director and Vice President Joyce report that the new MSP sponsorship program for commerce and industry in the Portage area is still in the planning stages.

**New business directory:** As part of the Organization Committee work plan a new MSP/BID list of businesses, their addresses; phone numbers and most importantly their email addresses has been compiled. The 130 member mailing list has been put into use and is on the MSP website.

The list has been put into use for Canal Days mailings to MSP constituency. This will greatly enhance the communications between BID/MSP and the district businesses.

**MSP Web Site:** Through the combined efforts of MSP President Shane Schmidt, BID President Peggy Joyce, Web master Marlena Cavanaugh and the director met to develop plans to greatly improve the information carried on the web site have been started. MSP/BID Business links and ads, more events details, improved communications are a few of the areas of improvements and/or additions.

**ECONOMIC REVITALIZATION COMMITTEE**

**MSP/BID MARKETING** The full page ad first developed for the Columbia County Visitor's Guide containing 16 thumbnail photos of downtown happenings bordering the four edges with the list of the many types of business categories of "**80 GOOD REASONS TO - EXPLORE PORTAGE DOWNTOWN**" - "**WHERE ALL GOOD THINGS COME TOGETHER**" has been very well received.

The same piece will be used extensively in Canal Days promotional / marketing promotions. Additional uses such as counter cards, future events flyers, ads etc. and bag stuffers are being looked at as well.

**USDA GRANT(s)**

I am currently working intermittently on the budget for the fulfillment of the work plans submitted and approved by the USDA.

**SUMMARY and STATUS OF 2012 MSP / USDA TECHNICAL ASSISTANCE WORK PLAN**

1. **SCHEDULED EXACT DATE TBD - Using Interactive Media in a Small Business – Wave of the Future Is Now; Use of internet, social media and e-commerce to expand your small business and business horizons.**

As of now it looks like Mike McCrary of Keystone Click is most likely to be conducting the program for MSP member businesses.

2. **SCHEDULED AUGUST - Upstairs Downtown, Grow Up, Not Out - Through Green reuse/redevelopment of unused or under used retail space and/or second stories. How to capitalize on the increased retail space and/or residents while enhancing the appeal of the Downtown.**

We will be conducting this program in August in conjunction with a program on preservation at the Indian Agency House on the reconstruction that is underway this year.

3. **DONE - Smart Interior Design & Layout - Increase Traffic, Sales and Profits through proven merchandising & display techniques. Individual consults, hands on physical modifications.**

Lyn Falk- Done in November 2012

4. **Marketing Management Development – Marketing, Sales Management and Customer Service. Facilitator will also work with MSP Co-op Marketing Team to form, organize MSP team (#5 below)**

5. **Marketing Your Products or Service - Improve Sales, network by forming a local Marketing co-op(#4 below).**

6. **SCHEDULED SPRING / SUMMER / FALL Paint the Town: Enhance customer appeal of your business through visible exterior improvements (curb appeal) of your property. 2012 plans are to add to and include the eight façade improvements completed during summer of 2011 through MSP Paint the Town assistance, technical instruction, procurement, equipment use and/or materials and volunteers.**

Lynn properties scissor lift is lined up to be used again for the MSP 2012 Paint the Town projects soon. as weather allows.

7. **PLANNED BIDS RECEIVED TBA - Attracting New Customers through visible, attractive improvements to our Main Street Portage business community boosting tourism and attracting tourists to downtown shops and restaurants. A community wide effort of volunteerism mentored by a nationally recognized mural artist's team whose program is focused on capturing a town's heritage. People of all ages are invited to join in to improve and support their Downtown.**

Included in the above work plan is the renovation of two vintage wall signs in the MSP district. I

Received bids from Keith Willa and I am seeking another bid from Gary Leamons of L'Sign.

Wall Dogs Mural Painters could get here in August/September.

#### **BUSINESSES NEWS IN MSP/BID:**

- Presently conferring with a person wishing to open a healing center, massage etc. on Cook St.
- Former Larry's Smoke House now The Smoke House has new owners. Adam Moore and his fiancé are the new operators. Asked for MSP help, E.D. assisted them in getting their license expedited.
- There is still interest in the occupancy of the former Penny's building with the potential of bringing up to 60 staff people back to the MSP/BID.
- Relocation of a second business within the district is being worked on.
- E.D. is still working with Harris bank officials and Krista Bleich in an attempt to salvage the once very popular Bakery/Café/ Coffee House in some way shape or form.

#### **PORTAGE WELCOME & SENIORS CENTER ADVANCES**

Plans for the new Welcome/Visitors Center in Riverside Park have advanced with General Engineering being awarded the contract for the engineering of the facility. The mayor's ad-hoc committee on the Welcome Center on which the MSP E.D. has served made the recommendation to the mayor and City Council.

## **PORTAGE CANAL RE-HAB PROJECT**

The 80% share of federal and state funding for the re-hab of the next segment is in place. The funds for engineering are in place. The City council has approved including funding in the 2012 budget.

It is possible that if the City does not follow through on its commitment that over \$1,500,000.00 in state and federal funding grants could be lost. The financing of the first City funding is to be determined soon!

## **DESIGN COMMITTEE**

**STREET SCAPE COMMITTEE** E.D. has been participating as a member of the BID/MSP Street Scape committee gathering information and pricing on welded street art sculptures and precast concrete planters for tree islands/planted beds. #rd meeting to take place Thursday, May 10<sup>th</sup>.

**MSP PAINT THE TOWN 2012** has the scissor available for use by any business/property owner desiring to use it to improve their property.

Any property in the BID/MSP is eligible for the MSP paint the town program. Any business that could use MSP assistance is to get on the list if you intend to take advantage of this opportunity !!!!

Again, big thanks to those businesses that cared enough to help make our downtown look much better. Perhaps this will encourage others to do the same.

**THE MURAL PORTION OF PAINT THE TOWN PROGRAM** is advancing in that we have obtained two bids for the restoration of two vintage painted wall signs. We would require a signed agreement with the property owners. Insurance etc. Other wall art is in the planning stages. We plan on kicking it in gear in spring as soon as weather permits. The planned restoration of two vintage signs and a new mural or two would surely greatly improve the ambiance of our downtown.

## **PROMOTIONS COMMITTEE** – GAM temporary chair,

Canal Days 2012 is progressing at a fast pace as a Downtown MSP event. All activity except the Divine Savior Run Walk and Kite Fly and the Historic Re-enactors Guild encampment will be in the Downtown centered in Market Square. MSP has partnered with the other participating entities in C'Days 2012. The primary reason for participating at a higher level in the iconic event in the hope that would be to raise additional funds for MSP as an annual MSP event.

MANY SUMMER EVENTS ARE HELD IN WHOLE OR IN PART IN OUR DOWNTOWN.

### **SUMMER CALENDAR OF DOWN TOWN EVENTS**

- May – October - Portage BID Farmers Market, every Thursday, noon to 6pm.
- June – September - Community Wellness Walk, every Wednesday , 6 to 7pm
- May – October; Downtown Walking Tour, every 1<sup>st</sup>. Saturday, 10am, from Chamber office
- June – August - Concerts At the Portage every Wednesday night, Riverside Park
- June 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> – Canal Days 2012
  - FRI. Possible fish boil, beer tent and entertainment,
  - SAT. Run Walk, Parade, MSP Softball Tournament, Historical Re-enactors Guild Encampment; Re-enactors Battle –Skirmish; Free Canoe Rides; possible adult and children's games and entertainment, beer tent, music, horse drawn rides.
  - SUN - 2<sup>ND</sup> Annual 100 Paddlers on Canal & River Historical Re-enactors Guild Encampment,
- June 30<sup>th</sup>. Fourth of July Parade, Cook St.
- July 21<sup>st</sup>. Sand County Fine Arts Festival
- July 21<sup>st</sup>; MDA Ride For Life, 1,000 bikes Downtown, Cook St. 12:30 to 2:30
- August 4<sup>th</sup> - MSP Super Sidewalk Sales/Antique Appraisal Fair & Flea market
- August 11<sup>th</sup> Kiwanis Bike to Read, hundreds of cyclers depart from Riverside Park
- August 24<sup>th</sup>, 25<sup>th</sup> Taste of Portage

## TIME WELL SPENT

- During the month of April, Director was able to personally visit, correspond with and/or patronize 42 MSP business/property owners in the MSP/BID and several additional ones by phone. Also corresponded with 50 Farmers Market vendors thru the Annual Spring Gazette.  
Computer Clinic, Lambert Appraisal, Big Chicken Antiques, Blarney Stone, Corner Pocket, Dr. Bauer, Amy Anunson of Hands in Motion, 3 Chamber staffers, Fancy Pants, Flirt, Galley Studio, Gruber Automotive, The Historic, House of Clocks, Jeff 's Tire, La Boutique, Smoke House, Lynn Properties, Market Basket, several Mercantile vendors, Napa, Norm's Pit Stop, The Phoenix, Polnow's, Pizza Hut, Pop Corn Corner, Portage Café, Portage Theater and owners, Portage Insurance Center, Prairie Flower Beads, Rainbow Shop, Salna Law Office, Smart Woman, Sombrero, Sunrise Cafe, Tamarack, US Bank, U.S. Postal Service, Weavers, and Wilz.  
Add several County Court House personnel/County Board members, Library personnel, City staffers, Council Members, the mayor, Main Street board members, seven BID board members and several meetings of the Canal Days Task Force, Canal Society board members, Book signing reception for Steve Faulkner author of River Walk
- Spoke personally with the City Clerk and staff, City Engineer, Mayor, six City Council members including three newly elected ones on BID/MSP matters.
- During April, Director attended a total of 11 meetings of MSP associated entities including Mayor's ad-hoc Committee on the Welcome Center, the new Finance Com., Tourism Com., The new Municipal Services and Utilities committee, City Council, BID Board, MSP Board, Columbia County Silent Sports all day planning conference.
- Arranged for BID/MSP representatives to be on City Council agenda.
- Obtained the assistance of the Portage Area Chamber of Commerce in getting the Annual Gazette out to the Farmers Market vendors.
- PACC also assisted in the compilation of the up dated BID/MSP businesses listings. MSP E.D. Conferred with PACC E.D. on several subjects during the month.
- Numerous contacts with the Fox Wisconsin Heritage Trail team members.
- Half day meeting with Economic Development Consultants working on the Fox Wisconsin Heritage Trail development.
- Columbia County Economic Development Corporation Silent Sports Com.
- Columbia County Economic Development Corporation Visitors Bureau Com.
- Numerous day to day contacts with MSP/BID leadership on various issues.
- Conferred and/or corresponded with Wisconsin Main Street administrators in Madison..
- Spoke with over a hundred participating Canal Day's entities, vendors, entertainers, suppliers.
- Coordinated and/or conferred with USDA Grant Administrator
- Fielded many phone calls and emails re: MSP/BID business, activities and involvements.
- Met with and corresponded with MSP intern Cody Simonson re: MSP/BID Directory.
- 2012 Work Plan facilitators to arrange their participation in MSP programs.

**Total estimated MSP Director Hours expended on MSP associated business during March was approximately 205 hrs. (47 hrs/wk. average). THX**

**END OF MSP EXECUTIVE DIRECTOR'S REPORT ON MARCH 2012 ACTIVITY REPORT.**

**HOW MANY DOWNTOWN BUSINESSES DID YOU PATRONIZE THIS PAST MONTH??**

City of Portage  
Tourism Promotion Committee Meeting  
5:15 PM May 10, 2012  
City Municipal Building, 115 West Pleasant Street  
Conference Room One  
Minutes

Members Present: Marty Havlovic, Rick Dodd, Dawn Schneller and Kevin Kasten  
Members Excused: Beth Woyt, Carol LaVigne

Others Present: Marianne Hanson (PACC), Doug Klapper, Craig Sauer (Portage Daily Register) & Gil Meisgeier.

1. Roll Call: 5:15 PM  
Meeting called to order at 5:15 PM with the above members present.
2. Election of Committee Chair, Vice Chair and Secretary:
  - A. Nomination was made by Rick with a 2<sup>nd</sup> by Dawn to nominate Marty Havlovic as the Committee Chair. Motion made by Rick and 2<sup>nd</sup> by Kevin to elect Marty to the Committee Chair. Motion Passed 4-0.
  - B. No nominations were made for a Vice Chair
  - C. Nomination was made by Kevin with a 2<sup>nd</sup> by Rick to nominate Dawn Schneller as the Secretary. Motion made by Kevin and 2<sup>nd</sup> by Rick to elect Dawn as Secretary. Motion passed 4-0
3. Approval of minutes from April 12, 2012 meeting:  
Motion made by Kevin to approve the minutes, 2<sup>nd</sup> by Rick. Motion passed 4-0.
4. Discussion and action on claims:  
No claims have been made for this meeting.
5. Update on:
  - A. Billboard Sign: The billboard sign has not been put up as of this date, did get a letter from CBS Signs thanking us for renting a sign with them.
  - B. MDA Ride: Per Marianne, everything is on track there will be a 2nd meeting with the organizers (no date as yet), the ride will be in Portage at approximately 1 pm. Marianne will be meeting with the food vendors. There will be media coverage of this event. We have requested that the businesses give the Committee a report on the % their business increased during the time the ride is in Portage.
  - C. Discover Wisconsin: Per Marianne, the Chamber has started fundraising for the funds to get Discover Wisconsin to do an episode on Portage, to date they have raised almost 75% of the ½ of the total amount needed.
  - D. Other Projects: Per Marianne, American Way will provide funding for 1 set (6 Banners) of banners to be displayed on the Hwy 33 Bridge. They wanted to know if we would be willing to purchase other sets at an average price of \$550.00 per set (6 Banners). We agreed to get 2 more sets (3 with the ones American Way is providing) and doing another Historical set and a Seasonal Set. Marianne will try and get a couple of designs done by the next meeting.

6. Next Meeting Date:

The next Tourism Meeting will be on Thursday June 14, 2012 at 5:15 PM

7. Adjournment:

Motion by Dawn, 2<sup>nd</sup> by Rick to adjourn. Motion passed 4-0. Adjourned at 5:38 PM

Respectfully submitted by, Dawn Schneller, Secretary

**City of Portage  
Park and Recreation Board Meeting  
Tuesday, May 15, 2012 - 6:30 p.m.  
Municipal Building Room #1**

Members Present: Brian Zirbes Chairperson, Dan Brunt, Fred Reckling,  
Kirk Konkel , Manager Raimer

Members excused: Larry Messer, Russ Shaw

Others present: Rita Maass, Jeff Garetson, Gary O'Hearn, Bill "Ted Turner" Welsh

**1. Roll Call**

The meeting was called to order by Chairman Zirbes at 6:32 p.m. by roll call.

**2. Approval of minutes of last previous meeting**

Motion was made by Konkel and seconded by Reckling to approve the minutes from last meeting. Motion carried 4-0. At this time item #7 was moved up to be discussed by the committee.

**3. Discussion and possible action on setting a standard meeting date and time.**

The committee agreed to set the second Tuesday of the month at 6:30 p.m. to be set for all of the meetings. If a meeting wasn't needed they will hold off to the next month.

**4. Pool Update**

Manager Raimer updated the committee on the pool reopening the 21st of May. Swimming lesson signup is going strong.

**5. Discussion and possible action on the Little League complex fields.**

The committee talked about the addition of the third ball field, with the use of astro-turf from Camp Randall Stadium for the field.

**6. Discussion and possible action on soccer fields.**

Jeff Garetson brought the committee up to date on the activities of the Portage Youth Soccer Association.

**7. Discussion and possible action for the Recreation at Goodyear Park.**

a. Splash Park

Gary O'Hearn, Chairman of the splash pad committee talked to the committee about the need to get the building decided on for the area. After several minutes of discussion the committee ask Manager Raimer to get some hard numbers for the total package of the project, also to get the information about the water and sanitary sewer main.

b. Skate Board Park

Manager Raimer talked to the board about starting to move ahead on the skate board park. The committee talked about the park. Mr Reckling stated that he would like to see the park done in concrete, to be able to stand up to people using it.

c. Flag Pole

Manager Raimer will ask General Engineering to add a nice flag pool to the design of the area. It would need to be lighted.  
At this point the meeting return to item #3.

**8. Riverside Park, Information Center**

a. location of the welcome center

The committee talked about the Information Center. Dan Brunt explained where things where at this time with this project.

**9. Discussion and possible action on Silver Lake Beach Building and other beach projects**

The was discussion on the project. Rita Maass spoke about the project and some questions that she had. The committee will make recommendation to the Municipal Service Committee after the guard house is finished, for more improvements.

**10. Grandstands at Vet's Field**

Manager Raimer did not have any updates for this project.

**11. Building #7 Facial Repairs**

Manager Raimer has requested quotes for the materials to do this project. He has not received them at this point.

**12. Discussion and possible action Community Center**

Discussion about this was talked about. Jeff Garetson explained what was going on and that the issue would go to the people via referendum is Divine Savior would give us the time. Rita Mass asked the committee to keep this idea in their plans if the referendum doesn't pass.

**13. Discussion and possible action Portage Canal Project**

Manager Raimer talked about the potential of maintenance to the extension of the canal. Mr. Brunt as to get some numbers for costs.

**14. Managers Report**

a. Fishing Pier

The pier is in and should be put in the lake next week.

b. Boating Dock

The Portage Muskie Club has offered part funding if the City where to put a boat dock next to the boat landing. Manager Raimer said he would look into more grants.

c. Five Year Plan

Manager Raimer will be sending out the 5 year plan to the members for review.

**15. Adjournment**

Motion by Konkel and seconded by Brunt to adjourn at 8:32 p.m. Motion passed 4-0.

Respectfully submitted  
Tim Raimer Manager

**City of Portage  
Airport Commission Meeting  
Wednesday, May 16,2012, 5:30 P.M.  
City Municipal Building, 115 West Pleasant Street  
Conference Room One  
Minutes**

1. Roll call  
Present: Rita Maass, chairperson; Michael Ozman, Barry Erath, Fred Langbecker, David, Tesch. Jeff Garetson excused. Also present John Poppy, Airport Manager, Craig Sauer, Daily Register, William Welsh, CATV.
2. Approval of minutes of previous meeting.  
No action taken, previous meeting held in October, 2011. Minutes to be provided for next meeting.
3. Discussion and review of the correspondence from FAA regarding airport master plan.  
The commission discussed the letter dated May 1, 2012 from the FAA addressed to David Greene, Director Dept. of Transportation, Bureau of Aeronautics. There will be a meeting with the mayor, other city officials, Wendy Hottenstein-DOT, and Thomas Angus-HNTB consultant to discuss this letter as to what is next for the Portage Airport plans.
4. Discussion and review of the airport master plan.  
The Master Plan from September 2011 reviewed.
5. Discussion and review of 2013 budget.  
John Poppy stated that the budget would be much as the same as 2012. Discussion to place as to whether there were any items needed to be added to the budget --- discussion took place to the lights, condition of the Vasi light is old, no longer able to get parts and needs to be repaired frequently. Currently Electric 1 is making fabrications to keep it working.
6. Adjournment.  
Motion and second by Ozman and Langbecker to adjourn at 6:28. Motion passed 5-0.

Rita A. Maass

**OPERATOR LICENSE APPLICATIONS - BY LAST NAME**

**LICENSE YEAR: MAY 24, 2012 - JUNE 30, 2012**

5/24/2012

WENDT, RONNIE G

—

**City of Portage**  
**Municipal Services and Utilities Committee Meeting**  
**(This meeting will constitute a meeting of the Legislative and Regulatory**  
**Committee as a quorum of members will be present; but no business of that**  
**committee will be taken up.)**  
**Thursday, May 3, 2012 6:30 p.m.**  
**Municipal Building, 115 West Pleasant Street, Conference Room One**  
**Minutes**

**Members:** Jeff Garetson, Chairperson; Carol Hamre, Doug Klapper, Frank Miller, Michael G. Oszman

**Others Present:** Bob Redelings, Scott Maass, Tim Raimer, Kory Anderson, Bill Tierney, Marianne Hanson, Gil Meisgeier, Rita Maass, Craig Sauer

1. **Roll Call**  
All present
2. **Approval of meeting minutes from previous meeting**  
Motion by Oszman to approve second by Klapper. Passed on roll call 5-0.
3. **Election of a Vice Chairperson**  
Klapper nominated Oszman second by Miller. Passed on roll call 5-0
4. **Election of a recording secretary**  
Klapper nominated Hamre second by Miller, Hamre nominated Klapper, died lack of second. Hamre nominated by call of roll. Passed 4-1 Hamre voting no.
5. **Discussion on day and time of meetings**  
Dates to stay the same times will change to 6 pm.
6. **Update on mosquito policy**  
Dir Redelings notified that brochures we be available at City Hall and on the website also will ask if Bill Welsh can air the presentation giving by Pellitri.
7. **Discussion and possible action on requests for in-kind services**
  - A. **Wavier of fee for street closure permit for Portage Area Chamber of Commerce for MDA Freedom Ride**  
A discussion about location of banners was brought up. The committee asked Tim Raimer to look at locations of banners and give recommendations on locations. Motion by Ozsman second by Klapper to approve. Passed on call of roll 5-0
  - B. **Canal Days Encampment**  
Motion Ozsman second Klapper to approve passed on call of roll. 5-0
8. **Discussion and possible action on storm water management at New Pinery Road and Collins St. (Richard Minnema) and Jefferson Street.**  
Collins St is still waiting for School board approval, they will meet on May 14,

no other updates.... Jefferson St , FEMA denied grant application for financial aid, however COE approved the use of smart ditch or some other device equivalent to. Which estimate cost of 90k. Motion by Oszman second by Klapper, for Dir Redelings to pursue purchase or gain easement of land just east of Hamilton St. (Councilmen Klapper wanted to remind residents not to blow grass clippings and leave into city streets, this can cause drainage issues.)

**9. Discussion and possible action on trees replacement plan for 100 blocks of east and west Cook Street**

Tim Raimer will do a walk through to look at locations and find out what type of vaults will be needed. Tim will come up with a plan for June meeting.

**10. Discussion and possible action on Conant Street parking structure**

Dir Redelings gave update that after study was completed shows that the costs of repairs would be 250k - 300k. No action was taken do that was just completed and Dir Redelings had not had a chance to review entire study. Dir Redelings will provide a copy of the study to full council.

**11. Discussion and possible action on change order for Silver Lake Beach Bathhouse**

Dir. Redelings reports that the original foundation is not sufficient and will require removal. A change order of \$8405 will be needed instead of putting it out for bid since the project is already close to being 5 weeks behind. Motion by Oszman second by Miller to approve change order. Passed on call of roll 5-0.

**12. Discussion on splash pad project**

Service clubs report they have raised \$62k, however there has not been a land transfer with the school district which has slowed down fund raising.

**13. Discussion on skate park project**

There is money in the budget but there has not been a whole lot of interest from community. Oszman suggests that if the pad was there it may spark more interest from the community.

**14. Discussion on vehicle replacement for one ton pickup and dump truck**

Trucks are in the budget and are spec out soon to go out for bids.

**15. Updates on street and park projects**

Dir Redelings gave reports on capital projects along with a schedule.

**16. Discussion and possible action on West Howard Street Sanitary Sewer Replacement Project**

There is a chronic sewer back up on West Howard St., immediately east of Lock St. The 2012 Underground Utility Project includes replacement of the 6" sewer on W. Howard St. from Lock St. to MacFarlane Rd. This requires adding 80 ft to the project. Motion by Oszman second by Klapper to approve the change of the project. Passed on call of roll 5-0.

**17. Adjournment**

Motion to adjourn by Ozsman second by Miller. Passed 5-0 8:25 pm

Jeff Garetson, Chairperson

MDA Freedom Ride

Event Name

July 21, 2012 (Saturday)

Date(s) of Event

Portage Area Chamber of Commerce

Marianne Hanson

Organization & City of Portage  
Tourism Committee

Contact Person

104 West Cook St

Address

Portage, WI 53901

City, State, Zip

608-742-6242

Phone number

paac@portagewi.com

Email: (not required)

In-Kind Services Requested

Item	Qty	
Barricades	?	conversation w/ Tim & Scott as needed
Picnic Tables	—	
Trash Containers		
Banners	4	Banner Location(s) Canal Bridge, 51 South Pauquette Park, 51 North
Park Fee waiver	Y <input checked="" type="radio"/> N	No park
Traffic Control	<input checked="" type="radio"/> Y N	Police Dept. Approval (Signature required) <b>Chief Ken Mantz</b>

Licenses/Permits Street Closure: Cook Street from Adams to Wisconsin & Market Square <sup>top half of</sup>

Park Rental Form	Y <input checked="" type="radio"/> N	
Beer/Wine License	Y <input checked="" type="radio"/> N	Fee
Certificate of Insurance	Y N	Their own through MDA
Carnival License	Y <input checked="" type="radio"/> N	Fee \$25.00 per day
Street closure Permit	<input checked="" type="radio"/> Y N	Fee \$25.00 - waiver requested
Parade Permit	Y <input checked="" type="radio"/> N	Fee \$10.00 Circle One: #1 Pauquette Park to Market Square #2 Market Square to Fairgrounds #3 W. Slifer - Airport road to Blue Star Park #4 E. Slifer - Hamilton to New Pinery

Marianne Hanson

Signature

3/20/12

Submit date

**Event Name**  
**CANAL DAYS – 2012 ENCAMPMENT**

**Organization**  
**PORTAGE CANAL DAYS COMMITTEE**

**LOCATION: END OF AGENCY HOUSE ROAD Historical Re-enactors Guild encampment at end of Agency House Rd**

IN KIND SERVICES, ALL SAME AS PRIOR EVENTS -6 trash barrels, water wagon sanitized filled and delivered , grass cut at encampment site & mosquito sprayed, trash and clean up debris picked up. Use of gravel road on City property along the canal across 33 from Agency House Road to park encampment vehicles.

**Date(s) of Event** JUNE 1,2, 2012

**Contact Person** GIL MEISGEIER

**Address** 117 W. Cook St

**City, State, Zip** PORTAGE WI

**Phone number** 608-334-4207

**Email:** (1gambit1@charter.net)

Item	Qty	HWY 33 @ PAQUETTE PARK	COMMERCE PLAZA RAILING
Barricades	AS NEEDED AS IN PAST	NORTH SIDE-HWY 51 MEDIAN NEAR WELCOME TO PORTAGE SIGN	2 - HWY 16/51 CANAL BRIDGE RAILINGS
Picnic Tables	N	HWY.33 NEAR WAUONA TRAIL	HWY 16 WEST AT WELCOME TO PORTAGE SIGN
Trash Containers	6	MAC FARLANE ON RUSCH FENCE	
Banners. Same ones used for all C'Days events	8	Banner Location(s) see above	
Park Fee waiver	N	Park & Rec Dept. Approval	
Traffic Control	N	Police Dept. Approval (Signature required)	

**Licenses/Permits**

Park Rental Form	N		
Beer/Wine License	Y	Fee	
Certificate of Insurance	Y		
Carnival License	N	Fee \$25.00 per day	
Street Use Permit	N	Fee \$25.00	
Parade Permit	N		
Walk/Run Permit	N	Fee \$25.00	

**City of Portage  
Human Resources Committee Meeting  
Wednesday, May 7, 2012, 5:30 p.m.  
Conference Room One, City Municipal Building**

Mayor Jahn called the meeting to order at 5:30 p.m.

Members Present: Kenneth H. Jahn, Mayor, Rick Dodd, Kenneth A. Ebnetter, Jeff Garetson, Doug Klapper, Michael G. Oszman

Also present: City Clerk Moe, City Administrator Plaster

**1. Closed Session**

Motion by Oszman, second by Klapper to go into closed session pursuant to Wisconsin State Statutes 19.85(1)(c) to conduct interviews for the Administrative Secretary/Deputy Clerk position. Motion carried unanimously on call of roll at 5:31 p.m.

**2. Adjournment.**

Motion by Oszman, second by Garetson to adjourn. Motion carried 5 to 1 on call of roll with Dodd voting no at 6:38 p.m.

Marie A. Moe, WCPC, MMC  
City Clerk

**City of Portage  
Human Resources Committee Meeting  
Wednesday, May 9, 2012, 5:30 p.m.  
Conference Room One, City Municipal Building  
Closed Session**

Mayor Jahn called the meeting to order at 5:30 p.m.

Members Present: Kenneth H. Jahn, Mayor, Rick Dodd, Kenneth A. Ebnetter, Jeff Garetson, Doug Klapper, Michael G. Oszman

Also present: City Clerk Moe, City Administrator Plaster

**1. Closed Session**

Motion by Dodd, second by Garetson to go into closed session pursuant to Wisconsin State Statutes 19.85(1)(c) to conduct interviews for the Administrative Secretary/Deputy Clerk position. Motion carried unanimously on call of roll at 5:31 p.m.

**2. Reconvene to open session**

Motion by Dodd, second by Oszman to reconvene to open session for the remainder of the meeting. Motion carried unanimously on call of roll at 6:46 p.m.

**3. Discussion and possible action on recommendation for Administrative Secretary/Deputy Clerk**

The candidates have been narrowed down and background checks will be conducted.

**4. Discussion and possible action on approval of part-time non-union police officer job description and compensation**

The current job description for police officer will also apply for the part-time officer. The Police Chief is recommending the salary for the position be \$15.00 per hour. There will be a pool of candidates; but there will only be one officer. Motion by Oszman, second by Klapper to recommend to the Common Council approval of the part-time position and the salary at \$15.00 per hour. Equipment will be supplied by the city; and the city will pay for the cost of the uniform. Motion carried unanimously on call of roll.

**5. Adjournment**

Motion by Oszman, second by Garetson to adjourn. Motion carried unanimously on call of roll at 6:46 p.m.

Marie A. Moe, WCPC, MMC  
City Clerk

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

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

**Others Present:** City Administrator Plaster, City Clerk Moe, City Treasurer Lohr, Laurie Lindell – Central Wisconsin Community Action Council and Craig Sauer from Portage Daily Register.

**1. Roll Call**

The meeting was called to order at 7:00 pm

**2. Approval of minutes from previous meeting**

Motion by Klapper, second by Ebnetter to approve the minutes from April 12, 2012. Motion 5-0 on a call of roll.

**3. Selection of Vice Chair for Finance**

Motion by Havlovic, second by Hamre to nominate Klapper for committee Vice Chair. Motion passes on unanimous call of roll

Chairman Dodd moved item #13 up to the next on the agenda to accommodate Laurie Lindell from Central Wisconsin Community Action Coalition (CWCAC).

**4. Discussion and possible action on block grant project #14**

Laurie Lindell from CWCAC passed out information on portage #14 for a scenario where there is a negative equity. The finance committee had previously wanted to find out additional information on the child support lien. Additional value can be added to equity with the repairs and the final equity would be negative \$22,891.

Committee did not approve at the last meeting because of the child support payment. Lindell noted that there is negative equity but there will be many more of these items.

Klapper noted that the house clearly needs repair and if it is not approved

Chairman Dodd asked how long have they been in the home. Lindell stated they have been in there since 2008. Havlovic asked what the monthly payment would be with the change, it was noted that this is a no interested loan with deferred payments until sale or transfer of title.

Havlovic inquired on the age of the home. The home is on the historic register but they are approved to put a Steele roof on the home.

Motion by Klapper, seconded by Havlovic to approve application #14.  
Passed unanimously on a call of roll

**5. Discussion and possible action on claims**

Motion by Klapper, seconded by Havlovic to approve claims in the amount of \$874,437.75. Motion carried unanimously on a call of roll.

**6. Discussion and possible action on setting interest terms for preliminary special assessment resolutions**

Currently the amount for the special assessment is prime rate plus 2%. Klapper asked what the point of charging an additional amount on the specials. Administrator Plaster noted that the installment payments is costly for the city and the current rate of prime is at 3.25%.

Motion by Klapper, seconded by Havlovic to set the specials rate at 5.25%. Unanimous on a call of roll.

**7. Discussion and possible action on the borrowing and logistics**

Chairman Dodd mentioned that the budget set for 2012 was roughly \$1.5 for the projects. Dodd mentioned that the canal project was not included in the \$1.5.

The stormsewer fund would be generally used up. Dodd asked if the school project was part of this item, was not included, project was a retention pond behind Minnema and a drain on Collins to go to the marsh. Klapper inquired on the amount of grant reimbursement covered for the current items. Three projects are the bridge and bike paths, the canal and the welcome center. There are funds available for the engineering of the bike paths and bridges. At least \$250,000 will need to be used to cover the Canal project.

It was in question whether or not the Finance committee needs to decide on the financing of 2013. Dodd agreed that this is part of what will need to be determined for Ehlers to provide scenarios for a future visit. The amounts for the 2013 will be based on the five year capital planning.

The \$500,000 for the Wisconsin Street improvements are the projected costs that the estimated revenue stream could cover.

Revolving sidewalk funds were expected to cover projects every other year in order to help prevent the need to borrow. Klapper asked if there have been any new. Dodd mentioned that Village Road will be a new sidewalk and a portion of it will not be able to be assessed. Sidewalk is expected to be added only on the one side for Village road. Airport road in 2013 is only on the east side of the road.

In terms of the logistics, the determining of the amount for the 2013 funding there is \$1,809,000 without the canal funding. Admin Plaster mentioned that the preliminary resolution at the next council meeting. The preliminary amount could change as long as it is less than the preliminary  
No action was taken on this item.

**8. Set date for borrowing meeting with Dave Wagner of Ehlers and Associates**

Determine the timing of Ehlers return. Proposal of items by Ehlers to be expected next Monday the 14th of May at 6:00pm.

No action taken

**9. Discussion and possible action on training request**

Previous finance committee expected to review all training requests over \$300. Klapper asked if the items were budgeted for the training request and questioned whether there other opportunities for the newer staff and if there has been training.

Motion by Klapper, seconded by Havlovic to approve training request for City Clerk in the amount of \$619. Passed on unanimous call of roll.

**10. Discussion and possible action on 2012 Federal Section 5311 Transit Capital Assistance contract**

This is the new contract for 2012 capital assistance; the contract is for each year. Treasurer Lohr noted that this contract simply had not yet been signed and does require the 20% local match that is expected to be recovered through the sale of the vehicle that it will be replacing.

Motion by Havlovic, seconded by Klapper to approve the 2012 capital contract and the amended 2009 contract. Passed unanimously on a call of roll.

**11. Discussion and possible action on Amended 2009 Section 5311 ARRA Capital Assistance contract**

Treasurer Lohr explained that the items are fully funded through the ARRA stimulus package. The mini-van is the final of the five taxi vehicles allotted to the City through the ARRA grant funding. An amendment was necessary due to the removal of sedans from the state bid contracts and a move toward the use of mini-vans.

Motion combined with previous item to approve the amended contract which passed unanimously on call of roll.

**12. Discussion and possible action on agreement with Kep Safe**

This is an apparatus to will allow municipal court clerk to collect fees immediately for those paying with a credit/debit card. By having the machine available at the time of the court appearance, it provides an incentive to pay the fines and fees immediately.

Motion by Havlovic, seconded by Hamre to approve the contract with Kep Safe for services as presented. Unanimously passed on a call of roll.

**13. Discussion and possible action on award of Contract No. 12-004 Vbox Spreader Truck and Snow Plow**

Dodd mentioned that the contract is only for the body and the dump. The spreader and additional items were \$28,500 were from Monroe. Klapper explained that there is an expert on Municipal Services who believes that the option of the new type of spreader could be very advantageous to the City.

Motion by Havlovic, seconded by Klapper to approve the recommendation was for the lowest bidder in the amount of \$76,974 to Lakeside

**14. Discussion and possible action on Change Order No. 1 for Contract No. 12-002 Silver Lake Beach House**

Changed order to include a cap on the existing footing with a 4" slab plus the bond fees for the change order as well as a design change from a hip roof to a gable roof for a total change of \$8,405.

This will add an additional 5 weeks from the approval of the change order. The project was expected to the tight with the Memorial Day deadline.

Motion by Havlovic, seconded by Klapper to approve the change order to contract 12-002 in the amount of \$8,405. Unanimously passed on a call of roll.

**15. Adjournment**

Motion by Klapper, seconded by Hamre to adjourn at 8:07pm. Motion carries on a call of roll.

Ruth A. Lohr  
City Treasurer



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

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

---

April 9, 2012

Dear Colleague:

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

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

Please return the signed contract(s) to:

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

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

Sincerely,

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

John Alley, Chief  
Bureau of Transit and Local Roads

Enclosure

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

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

**PRELIMINARY STATEMENT**

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

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

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

**Article I: Payment by the Department**

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

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

#### **Article II: Responsibility of Recipient**

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

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

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

**Article III: Records and Audits**

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

**Article IV: Labor Protection**

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

**Article V: Prohibited Interests**

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

**Article VI: Applicable Law**

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

**Article VII: Safety Requirements**

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

**Article VIII: Dispute Resolution**

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

**Article IX Privacy Act**

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

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

**Article X: Notification of Federal Participation**

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

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

**Article XI: Department Approval of Contracts and Procurements**

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



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

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

Telephone: 608-267-7350

Facsimile (FAX): 608-266-0658

---

May 3, 2012

Dear Colleague:

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

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

Please return the signed contract(s) to:

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

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

Sincerely,

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

John Alley, Chief  
Bureau of Transit and Local Roads

Enclosure

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

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

**WITNESSETH THAT:**

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

**WHEREAS**, the Recipient's budget is revised; and

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

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

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

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

Article I: Payment by the Department

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

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

Article XIV: Attachments and Appendices

Attachment B shall be replaced with "Attachment C."

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

**STATE OF WISCONSIN  
DEPARTMENT OF TRANSPORTATION**

**CITY OF PORTAGE**

By \_\_\_\_\_

By \_\_\_\_\_

Mark J. Wolfgram, Administrator  
Division of Transportation Investment Management

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

FEIN Number: 389701113-00

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

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

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

<b>Total Federal Share (A+B)</b>	<b>\$543,282.00</b>
<b>Total Cost (A+B)</b>	<b>\$543,282.00</b>

# CITY OF PORTAGE

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



*'Where the North Begins'*

## MEMORANDUM

To: Finance Committee  
From: Bob Redelings, Public Works Director *B.R.*  
Subject: Dump Truck Bids  
Date: May 4, 2012  
CC: Larry Plaster, City Administrator  
Scott Maass, Street Superintendent

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

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

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

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

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





## KEPSafe Solutions

Service Agreement, City of Portage Municipal Court

March 12, 2012

## CASH FACILITATOR AGREEMENT

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

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

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

### SERVICES OFFERED: (Check all that apply)

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

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

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

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

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

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

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

10. **INDEPENDENT CONTRACTOR:** KSS shall perform all the Services under this Agreement as an independent contractor and not as an employee of **THE AGENCY**. KSS understands and acknowledges that it shall not be entitled to any of the benefits of an **AGENCY** employee. **THE AGENCY** has the right to rely and does rely upon the expertise of KSS to perform the Services in a skillful and professional manner. KSS agrees to perform the Services in such a manner.
  
11. **RESPONSIBILITIES OF THE AGENCY:** **THE AGENCY** shall provide an email address, fax number and other equipment to receive transaction documents and other necessary information. **THE AGENCY** will follow the KSS procedures for all transactions. If contracted for (under 1.A or 1.B) **THE AGENCY** further agrees in matters referencing Cash Bonds, Forfeitures or other municipal court-imposed fees to provide its law enforcement personnel with sufficient information to allow them to identify a valid KSS Receipt (or other documentation) provided to a Payor as proof of payment for use until the payment is reflected in the records used by law enforcement inquiring about the status of such payments. KSS shall not change the form of its receipts or other payment documentation without providing **THE AGENCY** with at least fifteen (15) days notice of the appearance and contents of the revised forms. Further, **AGENCY** agrees to defend and hold KSS harmless against any action filed by Payor against KSS as a direct or indirect result of its law enforcement officers failing or refusing to recognize or acknowledge a valid payment receipt presented by a Payor of which **The Agency** had proper notice.
  
12. **CONFIDENTIALITY AND NONDISCLOSURE:** KSS agrees that any information or data obtained, documents produced, or any other material which is required by law or regulation as a result of this Agreement, will be kept confidential and shall not be disclosed without the prior written approval of **THE AGENCY** or as required by law or regulation.
  
13. **NOTICES:** Any notice or consent required or permitted to be given under this Agreement shall be given to the respective parties in writing, by first class mail or email delivered to:

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

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

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

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

Effective Date \_\_\_\_\_.

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

\_\_\_\_\_

\_\_\_\_\_

Kenneth Jahn  
City of Portage Mayor

Phil Latona, CFO  
KEP Safe Solutions, Inc.

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

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

## ATTACHMENT "A"

### KSS Transaction Payment Fee Schedule

#### FOR CASH BONDS

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

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

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

**Non-Tax Payments Made Via the Internet**

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

**City of Portage**  
**Finance/Administration Committee Meeting**  
**(This meeting will constitute a meeting of the Community Development**  
**Block Grant Committee.)**  
**Monday, May 14, 2012, 6:00 p.m.**  
**Municipal Building, Conference Room One**

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

**Others Present:** City Administrator Plaster, Mayor Jahn, City Clerk Moe, City Treasurer Lohr, Gil Meisgeier, Council member Rita Maass and Craig Sauer from Portage Daily Register.

**1. Roll Call**

The meeting was called to order at 6:04 pm

**2. Discussion and possible action on preliminary resolution for capital borrowing for 2012 and 2013 and debt restructuring. Dave Wagner will present options.**

Dave Wagner from Ehlers to discuss the options for borrowing for the 2012-2013 capital projects. Spreadsheets provided for various options, five, to allow for a single year borrowing or a multiple year borrowing.

The City has a base structure with net levy of \$794,000 approximately for 2012 and a jump up due to a balloon payment in TIF #5, Portage Highlands. It was not expected to go passed 10 years assuming a good revenue stream.

Each scenario includes the financing of roads, canal and other capital projects. Option 1 generally included all of the financing needed to cover \$2,000,000 for the canal and \$500,000 in TIF #7 road improvements. Expected the TIF #7 to be self-sustaining based on projected revenues. The \$800,000 for the TID 4 is the borrowing of monies from vehicle equipment replacement for the industrial park improvement projects. Option A of the two, generally excluded the \$800,000 from the borrowing and assumed cash funding from general surplus.

All of the options assumed refinancing all debt to save the city around \$90,000. Generally, at least 2% in savings and option 1 allows for a more sustainable debt service. All scenarios include the same projects over the next two years. Main objective is to allow for the debt service to maintain at a reasonable amount and peak in 2014 to allow for additional debt issues after that point.

Each of the scenarios also refinances the water debt. When general obligation debt is refunded, it would be expected to save in the water utility that is not related to the revenue bonds. A separate column for the water

utility savings has been added to delineate the refinance under a revenue bond versus general obligation refinancing.

Dave noted that there is a significant savings in the average rate for a 20 year bond issue, the scenarios assume a 15 year 2-3% rate on average.

Multiple debt issues are presented based on the covenants at the state and municipal level. A bond issue is mainly for debt issued over 20 years. A note would allow for a shorter term and less requirements although there would not be a reasonable debt service level to allow for additional funding of projects. Due to the multiple issues, there are some additional expenses that are a premium on the issue.

A leased or spec building predetermines that there is a taxable bond issue in order to cover debt. Mayor inquired as to the point that revenues that are being utilized to net the debt. Dave noted that in terms of the TIF revenues, the auditor is expected to properly track the revenues as projected. Capital improvement plans tend to be relatively shorter term projects.

Council member Hamre joined the meeting at 6:25pm.

Chairman Dodd confirmed with Dave Wagner the amount of refinanced. Dave stated \$2.4 of the \$7 million is from the water utility. Mayor questioned Dave as to the type of project that was totally this debt. A portion was for the purifiers and a portion was for the improvements. Originally it was expected to be through the state funded loan program. Mayor asked if the water has been able to cover the debt service on this and the benefit.

Dave also supplied the fact that it will actually be beneficial to the City to use the revenue bonds.

Mayor noticed that the TIF #6 which is the downtown is not included in the scenarios mainly due to only the creation costs on the books.

Debt that is related to the taxable bond are state trust fund loans that carry an interest rate of 5%, state trust fund does have a timeline on a prepayment for the 30 day notice. Mayor checked the terms options 1A & 2A keep the terms within the time of the TIF whereas the other options would assume that the overage would return to the general fund. It is expected that there is a chance that the asset used or obtained are not over the useful life for the items when tax-exempt is issued. If a water revenue bond is utilized rather than the general obligation, the amount of savings would be less significant.

At the current options, there would be about an \$8 per hundred thousand dollar home. The assumptions would be that the capital projects are not self-sustaining. A number of positives have not been included in these assumptions. The amount of the cash available is still to be determined by

the auditors. Generally the differences would be related to the timing of the borrowing, a larger bond issue or a hold to borrow when funding is needed. Whether the timing is all done at once or in increment will allow for savings if the amounts are all refinanced.

Recommendation from Dave Wagner would be either option 2 or 2A depending on the conclusion of the auditor to fund the \$800,000 in-house or through a borrowing. Amounts will be moved to the tax-exempt bond to the tax-exempt note column. The changes in the schedule would have minimal impact on the schedule of payments.

With option 1A, the increase in 2013 and 2014 is due to the requirements of the state trust fund loan. Dodd inquired on the ability to shift the use of the funding from a single project to another. When the amounts are bonded versus a note, the bonding requirements stipulate the disclosure of the projects to be completed with the proceeds of the funding to prevent creating an endless debt funding. EDA project has amounts of \$900,000 of the total approved projects that would need to be spent to complete the costs of the grant. Funding is not included in the current borrowing amount however; it could be part of the \$2,000,000.

Bond attorneys would need to be involved in order to determine whether the canal project could be allotted as a storm sewer project. Dave Wagner did not assume significant increases or decreases in the tax increment revenues. The point has been addressed that the growth factors have been ignored due to the rapidly declining amounts in the housing valuations.

Klapper mentioned that no conversation has been discussed as to the amounts that would relate to the canal project. Are the council members committing to discuss the canal project and the allocation of the projects to the capital plan? At this point, the timeline gives for a 30-day. A determination on the general fund amount would expect before the final resolution for the debt. One of the reasons there is not an advantage is that interest payments are being paid in 2012 if the borrowing is done all at once.

Based on the conversation, Dave will look into the flexibility of the canal projects and the 15 year bond to the 10 year note. Only the \$500,000 in TIF 7 appears to be self-sustaining. Klapper commented on the canal money being partially federally funding which is not true of all of the other projects. Timeline on the conclusion of funding should be no later than the second meeting in June. Ideally, the determination should be the first meeting in June. It is the time before the final resolution that would allow for an addendum to the final resolution and the exact amount of the issue whether it includes the \$800,000 or not.

Motion Dodd, seconded by Havlovic to recommend option #2 as presented with the not to exceed value of \$10,185,467 and maximize the flexibility of the project. Unanimously passes on a call of roll.

**City of Portage**  
**Legislative & Regulatory Committee Meeting**  
**(This meeting will constitute a meeting of the Municipal Services and**  
**Utilities Committee as a quorum of members will be present; but no business of that**  
**committee will be taken up.)**  
**Thursday, May 17, 2012, 6:30 p.m.**  
**City Municipal Building, 115 West Pleasant Street**  
**Conference Room One**  
**Agenda**

**Members:** Michael G. Oszman, Chairperson; Carolyn Hamre, Martin Havlovic, Rita A. Maass, Frank Miller

**Also present:** Zach Ziegler, Tim Green, Marianne Hanson, Doug Klapper, Gil Meisgeier, Brad Conrad

- 1. Roll call**  
The meeting was called to order at 6:30 p.m.
- 2. Approval of minutes from previous meeting**  
Motion by Maass and seconded by Hamre to approve the minutes from the previous meeting. Passed on a 4-0 vote. Havlovic not yet present.
- 3. The Committee will convene into closed session pursuant to Wisconsin State Statutes 19.85(1)(b) for hearing and deliberation regarding license suspension for New Pinery Enterprises LLC, 1402 West Wisconsin Street, Lyman O. Kaiser, agent (Sarbacker's Bar) Class B Combination License**  
Committee went into closed session pursuant to Wisconsin State Statutes 19.85(1)(b) for hearing and deliberation regarding license suspension for New Pinery Enterprises LLC, 1402 West Wisconsin Street, Lyman O. Kaiser, agent (Sarbacker's Bar) Class B Combination License at 6:35 p.m. on a motion by Miller and a second by Maass. Passed on a 4-0 vote.
- 4. Reconvene to open session for the remainder of the meeting**  
Motion by Havlovic to reconvene to open session at 7:20 p.m., seconded by Hamre. Passed on a 5-0 vote.
- 5. Discussion and possible action regarding license suspension for New Pinery Enterprises LLC, 1402 West Wisconsin Street, Lyman O. Kaiser, agent (Sarbacker's Bar) Class B Combination License**  
Motion regarding license suspension for New Pinery Enterprises LLC, 1402 West Wisconsin Street, Lyman O. Kaiser, agent (Sarbacker's Bar) Class B Combination License as follows: 10 day suspension, 5 days served from May 29, 2012 – June 2, 2012, with five days in abeyance until 1-1-2013 by Ozman and seconded by Maass. Passed on a 5-0 vote.

- 6. Discussion and possible action on Class B Combination License application for Zachary Ziegler, 316 DeWitt Street (Whiskey Business Bar & Grill)**  
Motion by Miller to approve a Class B Combination License application for Zachary Ziegler, 316 DeWitt Street (Whiskey Business Bar & Grill) and seconded by Havlovic. Passed on a 5-0 vote.
- 7. Discussion and possible action on establishing point value for noise complaints and fights under the alcohol demerit point system ordinance**  
After much discussion and input from Police Chief Manthey, Oszman made a motion to establish a 25 point system for fights and a 10 point system noise violations, seconded by Hamre. Passed on a 5-0 vote.
- 8. Discussion and possible action on floodplain ordinance**  
Motion by Maass to adopt the flood plain ordinance and to submit said ordinance to the DNR and to schedule a public hearing, seconded by Hamre. Passed on a 5-0 vote.
- 9. Discussion and possible action on change to parking ordinance to have permit parking at Sunset Boat Landing**  
After a brief discussion it was determined no action was needed. A suggestion was made to install a drop-box for vehicle owners to communicate to the Portage Police Department the length of time vehicles would be parked there for. It was encouraged that vehicle owners also contact the police department by phone as well.
- 10. Adjournment**  
Motion by Miller to adjourn, and seconded by Maass. Meeting adjourned at 8:15 p.m. Passed on a 5-0 vote.

Frank C. Miller, Secretary

J-6120501

# ORIGINAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning July 1st 20 12 ;  
ending June 30 20 13

TO THE GOVERNING BODY of the:  Town of }  
 Village of } Portage  
 City of }

County of Columbia Aldermanic Dist. No. \_\_\_\_\_ (if required by ordinance)

- 1. The named  INDIVIDUAL  PARTNERSHIP  LIMITED LIABILITY COMPANY  
 CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

- 2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): Zachery Lee Ziegler

Applicant's Wisconsin Seller's Permit Number:	
Federal Employer Identification Number (FEIN):	
<b>LICENSE R</b>	
TYPE	
<input type="checkbox"/> Class A beer	
<input checked="" type="checkbox"/> Class B beer	
<input type="checkbox"/> Wholesale beer	
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input checked="" type="checkbox"/> Class B liquor	\$ <u>500.00</u>
<input type="checkbox"/> Reserve Class B liquor	\$
Publication fee	\$ <u>25.00</u>
<b>TOTAL FEE</b>	\$ <u>625.00</u>

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

	Title	Name	Home Address	Post Office & Zip Code
President/Member	<u>Owner</u>	<u>Zachery Ziegler</u>	<u>2301 Sunney Lane, Baraboo,</u>	<u>53913</u>
Vice President/Member				
Secretary/Member				
Treasurer/Member				
Agent				
Directors/Managers				

- 3. Trade Name Whiskey Business Bar & Grill Business Phone Number 608-438-2589
- 4. Address of Premises 314 and 316 Dewitt St, Post Office & Zip Code Portage, 53901

per Zach Ziegler 05-07-12

- 5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period?  Yes  No
- 6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant?  Yes  No
- 7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business?  Yes  No
- 8. (a) Corporate/limited liability company applicants only: Insert state \_\_\_\_\_ and date \_\_\_\_\_ of registration.  
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company?  Yes  No  
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin?  Yes  No  
*(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)*
- 9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) main floor bar area and basement for storage
- 10. Legal description (omit if street address is given above): \_\_\_\_\_
- 11. (a) Was this premises licensed for the sale of liquor or beer during the past license year?  Yes  No  
(b) If yes, under what name was license issued? \_\_\_\_\_
- 12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864]  Yes  No
- 13. Does the applicant understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in Section 2, above? [phone (608) 266-2776]  Yes  No
- 14. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor?  Yes  No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicant's and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

### SUBSCRIBED AND SWORN TO BEFORE ME

this 2nd day of May, 20 12

Maria A. Moe  
(Clerk/Notary Public)

Zach Ziegler  
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)

(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)

My commission expires term of office

(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

### TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk: <u>05-02-12</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

# AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)	(middle name)		
Zachery Ziegler		Zachary	Loe		
Home Address (street/route)		Post Office	City	State	Zip Code
		Baraboo	Baraboo	WI	53913
Sex		Age	Date of Birth	Place of Birth	
		32		Baraboo, IL	

The following information as a person making application for an alcohol beverage license of \_\_\_\_\_ of \_\_\_\_\_ (Name of Director/Member/Manager/Agent) \_\_\_\_\_ (Name of Profit Organization)

The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? 22 years

2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality?  Yes  No  
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)

3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality?  Yes  No  
If yes, describe status of charges pending.

4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit?  Yes  No  
If yes, identify. Zach's Bar, Baraboo, Class B Beer & Liquor, Good Times, Reedsburg, Class B  
(Name, Location and Type of License/Permit)

5. Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer license, brewery/winery permit or wholesale liquor manufacturer or rectifier permit in the State of Wisconsin?  Yes  No  
If yes, identify. \_\_\_\_\_ (Name of Wholesale Licensee or Permittee) \_\_\_\_\_ (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
Zach's Bar	126 4th St, Baraboo	2004	Present
Columbia Parcar	Reedsburg	2002	2004

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me  
this 2nd day of May, 2012  
Maria A. Moe  
(Clerk/Notary Public)

My commission expires term of office

Zach Ziegler  
(Signature of Named Individual)



### **2011 Incidents Involving Zach's Bar**

**2010-04836:**

Female patron assaults another female patron in the bar resulting in an arrest for Battery and Disorderly Conduct. Patron was extremely intoxicated and uncooperative with officers.

**2010-05264:**

Intoxicated patron became angry while at bar and kicks the fence, damaging the fence. Refuses to pay for damage and instead throws his wallet at the fence. Charges were not pressed by bar owner.

**2010-05444:**

Male patron threatens another male patron with a pocket knife. This resulted in an arrest for Disorderly Conduct and Carrying a Concealed weapon.

**2010-05502:**

Officers responded for loud noise/music coming from beer garden area. Officers observed open bottles in this area. Alcoholic beverages are not allowed outside of the bar. Bartender is advised and says he will speak to owner.

**2010-05509:**

Complaint taken at the police department about the loud noise/music coming from Zach's Bar since the smoking laws went into effect. Reporting party reports people drinking outside and leaving the doors to the bar open, causing loud noise and making it difficult for the reporting party to fall asleep.

**2010-06172:**

Officers responded for a highly intoxicated patron needing a ride home. Once on scene, patron refused ride. Friend assisted in getting patron home safely.

**2010-06172:**

Officers responded for a physical disturbance. Once on scene, male patron advised he was punched in the face by another male patron but couldn't positively identify the male. Officers spoke with suspect male patron who advised he was put into a choke hold for no reason but could not positively identify his assailant. No arrests were made but the first male patron was taken into custody on a probation hold.

**2010-06438:**

Officers responded to physical disturbance outside Zach's Bar. Female patron reports being assaulted by 3-4 other patrons. After some investigation it was learned that the initial reporting patron was actively involved in the fight. Three patrons were cited with city ordinance Disorderly Conduct.

**2010-06668:**

Officers were dispatched for broken glass in the alley behind Zach's Bar. Officers responded and found glass from a broken Budweiser bottle in the area. Glass was not a traffic hazard and the larger pieces were cleaned up by officer.

**2010-06826:**

Officers responded for loud noise complaint. When doors were closed the noise was not excessive but when people came outside to smoke the noise became much louder. Bartender was informed and advised the music would be turned down and advise people to smoke in back.

**2010-06829:**

Officers responded for loud noise complaint. Upon arrival officer observed 20-30 people in the porch area smoking. Officer advised the people they needed to keep the noise down.

**2010-07199:**

Officers responded for the report of a male patron being punched in the face and knocked to the floor. Upon arrival male patron was bleeding . Male patron was intoxicated and not cooperative, claimed he slipped on the floor. Due to uncooperative witnesses and conflicting statements, no arrests were made.

**2010-07350:**

Bar owner reported to police that male patron got into an argument with him and threw a glass at him. Owner did not press charges but did write a letter stating that patron was no longer allowed in the bar.

**2010-07731:**

Officers were advised of a man causing a disturbance in the 500 block of Ash Street. Subject advised he had been punched in the face at Zach's Bar. Subject did not know the identity of assailant and could not identify the vehicle that the assailant left in. Subject was intoxicated and not cooperative with police. No charges were filed.

**2010-08058:**

Officers were advised of broken glass in the alley behind Zach's Bar. Officers responded and found half of a beer bottle most likely broken by clean up staff. Officer suggested the bar employees clean up the dumpster area on occasion.

**2010-08233:**

Officers responded for loud noise complaint. Upon arrival noise level was not excessive.

**2010-08318:**

Officers were dispatched for a physical disturbance no longer ongoing. Male patron advised he got into a fight at Zach's Bar. Patron could not identify who he was fighting with. Bar owner states that patron was trying to start fights with people all night. Patron was cited for city ordinance Disorderly Conduct.

**2010-08553:**

Officers responded for a physical disturbance no longer ongoing. Reporting party advised she was slapped by female patron. RP was very intoxicated. Female patron denied slapping anyone and advised that the reporting party was grabbing females and was eventually asked to leave by bartender. No charges filed.

**2010-09011:**

Male subject reported being assaulted at Zach's Bar and thrown out by bouncers. Subject changed his story multiple times. After investigating, it was found that subject was removed for fighting and was swinging at bar patrons. No charges filed.

**2010-09438:**

Officers responded for a physical disturbance ongoing. Bar owner advised two patrons got into a verbal argument and that the argument was race related. No actual physical disturbance took place. No charges filed.

**2011-0004:**

Intoxicated patron refused to leave bar. Bouncers tried to restrain the male, but he physically resisted. Patron continued resisting bouncers once outside. Patron physically fought with officers, resulting in an officer being bit by the patron. Patron arrested for Assault/Battery to Police Officer, Obstructing/Resisting Officer, and Disorderly Conduct.

**2011-00184:**

Officers responded for a fight taking place on 4<sup>th</sup> Street. Intoxicated male patron had been kicked out earlier and had returned and caused a disturbance after being told to leave again by bouncer. Patron was cited for city ordinance Disorderly Conduct.

**2011-00491:**

Officers made contact with intoxicated patron who advised he had been struck with a beer bottle and punched in the face. There were no witnesses. No charges filed.

**2011-01401:**

Officers were dispatched for an ongoing physical disturbance. Upon arrival, bar owner advised that a male patron had been acting "weird" and called 911 after hitting on a female patron and being told to leave her alone. Male patron left the bar before police arrived. No charges filed.

**2011-1594:**

Officers were flagged down by a reporting party who advised of a fight at Zach's Bar. Suspect was standing in front of police department. Male subject was uncooperative and argumentative with officers and was arrested for Disorderly Conduct.

**2011-01981:**

Officers were advised of a loud noise complaint. Upon arrival there were numerous individuals outside being loud. They were warned about the noise level. Officers advised bar management to monitor the noise outside and also to turn down the bass and music as it was too loud. No charges filed.

**2011-01985:**

While on patrol, officers observed a male subject urinating in the alley behind Zach's Bar. Contact was made with the subject who was very intoxicated. Subject admitted to urinating behind the bar and was cited for Littering.

**2011-02162:**

While on patrol, officers observed a male subject laying on sidewalk in front of Zach's Bar. Contact was made with subject who was extremely intoxicated and vomiting. Sober party did take custody of intoxicated male. No charges filed.

**2011-02163:**

Officers responded to a loud noise complaint. Reporting party also stated that people were yelling, fighting, and females were exposing their breasts. Upon arrival no one was out front. Contact was made with reporting party who said he has been awoken three nights in a row by bar noise. Contact was made with bar owner who advised he would try to keep the smokers in the back behind the bar. He was told to call police if he needed crowd control at bar time. No charges filed.

**2011-02233:**

Report from parent that her juvenile daughter and friends have been frequenting Zach's Bar while underage and consuming alcohol without ID. Report was confirmed by the daughter. No charges filed.

**2011-02353:**

Officers responded to loud noise complaint. Upon arrival people were clearing from the area and the noise level was not excessive. No charges filed.

**2011-02665:**

Large group of subjects seen leaving Zach's Bar with open intoxicants in hand. Contact was made and subject was cited for open intoxicant in public. No charges filed.

**2011-02984:**

While on patrol, officers observed a large group outside of Zach's Bar. Two males were seen arguing with bar owner. Bar owner claims they had been asked to leave the bar and became argumentative but not physical, as law enforcement arrived on scene at that time. No charges filed.

**2011-03056:**

Open intoxicant violation. Subject admitted leaving Zach's Bar with the alcoholic beverage. Patron was cited for Open Intoxicants in Public.

**2011-03019:**

OMVWI arrest. During investigation, the 19 year old arrestee advised he was drinking underage at Zach's prior to driving. He stated that he was never required to show proof of age, and stated that underage people drink there often. Subject cited for OMVWI – 1<sup>st</sup> Offense.

**2011-03205:**

Contact made with Zach Ziegler advising him of increase in open intoxicant violations from Zach's Bar. Also advised of high school age students frequenting the bar without ID and consuming alcohol. Zach denies underage customers in the bar. Warning letter issued.

**2011-03247:**

While on routine patrol, officer noticed two male subjects arguing in front of Zach's Bar. Subject accused someone at Zach's Bar of stealing his money. Subject was intoxicated and argumentative with officers. No charges filed.

**2011-03459:**

Officers called to the area near Zach's Bar for a fight that began in the bar. Bartender pointed out the subject hiding in the alley behind Zach's Bar and stated that he was almost punched by subject. Male subject was later arrested for Disorderly Conduct.

**2011-03465:**

Physical disturbance in beer garden area of bar in which the male victim was substantially battered, resulting in significant injuries, including a skull fracture. Bouncers and Zach Zeigler were interviewed regarding the disturbance . No charges filed

**2011-04566:**

Male suspect breaks through wooden beer garden fence trying to get away from a person who was told to escort the male out of the bar. Contact made with Zach who advised the subject was causing problems inside the bar and was told to leave. It is believed the individual who "escorted" the male out was not an actual bouncer for Zach's. Subject was cited for city ordinance Disorderly Conduct.

**2011-04735:**

Physical disturbance that originated in the beer garden portion of the bar between two patrons. Female victim was thrown to the ground and punched in the face several times, causing facial injuries. Bouncers at the Bar observed the two subjects verbally fighting in the beer garden area just prior to walking out into the alley. Male subject arrested for Domestic Battery and Domestic Disorderly Conduct.

**2011-05190:**

Officers were dispatched for verbal disturbance. Upon arrival male patron reported being kicked out of the bar for not playing on dart league. Bar owner advised the male patron was yelling in the bar and creating a disturbance. Male patron was advised not to return to the bar. No charges filed.

**2011-05348:**

Officers were dispatched for a physical disturbance no longer ongoing. Upon arrival, contact was made with two male subjects. Bar owner advised they were causing a disturbance inside and were told to leave. No witnesses to the altercation. No charges were filed.

**2011-05783:**

Officers were dispatched to the public parking lot west of Zach's Bar for a physical disturbance that began inside the bar. Witnesses state that subject was trying to start fights inside the bar. Subject then followed several people out and an altercation began. Three subjects were charged with City Ordinance Disorderly Conduct.

**2011-06393:**

Officers were dispatched to the alley behind Zach's Bar for report of a passed out patron who was now refusing to leave the bar. Bartender advised that female patron had left at bar time but refused to leave the property. Female patron was extremely intoxicated and was escorted to the Spinning Wheel. No charges filed.

**2011-06515:**

Officers were dispatched to Zach's Bar for the report of a male subject who had been asked to leave the bar and was now bothering people outside of the bar. Officers made contact with the male subject who was trying to bring his own beer into the bar/beer garden area. Laws regarding alcohol consumption were explained. No charges filed.

**2011-06746:**

Officers were dispatched to Zach's Bar for a 911 hang up. Once on scene officers made contact with owner Zach and male subject. Zach advised the male subject had been asked to leave and got upset and called 911. Male subject was advised that 911 is for emergencies only. No charges filed.

**2011-06772:**

Officers were dispatched to Zach's Bar for bar patron who was refusing to leave after being asked by owner Zach Ziegler. Upon arrival officers made contact with male subject and Zach. Zach stated male patron was yelling at bartenders and was told to leave but refused. After further investigation it was discovered patron had been in a fight in the bar as well. Patron was arrested for a Probation & Parole violation. No charges were filed for bar fight.

**2011-07454:**

Officer on patrol noticed large group of patrons in alley near Zach's Bar. Upon investigating it was discovered that a male subject had open intoxicants and a 20 year old male subject was intoxicated and admitted to being served in Zach's Bar. Officer also recognized subject as being in the bar on two separate occasions that day. Bar owner Zach Ziegler admitted to carding "a few people" and did not recognize underage patron. Zach said he would talk to his staff about carding and verifying ages. Subject was cited for underage drinking and one subject was cited for open intoxicants.

**2011-07506:**

While on routine patrol officers were contacted by bartender of Zach's Bar. Bartender advised he needed help removing an uncooperative patron from bar. Officers made contact with male patron who did leave the bar without issues. Officers gave patron a ride to his residence. No charges filed.

**2011-07712:**

While on routine patrol officer was flagged down by Zach Ziegler, owner of Zach's Bar. Zach advised that a male patron was asked to leave and was being uncooperative. Male patron stated he was playing pool inside the bar and the people he won money against were refusing to give it to him because he was gay. Zach Ziegler claimed that patron did not win money playing pool and he did not want them back in the bar tonight. Patron was cooperative. No charges filed.

**2011-08874:**

Officers were dispatched to St. Clare Hospital for the report of a stabbing victim. During the investigation it was learned that the stabbing happened outside of Zach's Bar. Upon interviewing Zach Ziegler, owner of Zach's Bar, he stated he did not witness the stabbing. Several witnesses and bar patrons reported seeing Zach witness the entire incident, as well as witnessing Zach help load the suspect who was injured during a fight with the stabbing victim into a vehicle. Case is still ongoing.

**2011-09010:**

While on routine patrol officer was flagged down by a group of females at Zach's Bar. As Officer stopped to talk to them another vehicle began to back out of a parking space. Officer moved squad in an attempt to avoid a crash but was struck slightly. Officer pulled offending vehicle over and Sauk County Sheriff's Deputies handled the investigation and arrest the driver for OWI.

Liston said that the properties that were "ceded" into the City still should be dealt with at the same time. Pinion stated that he would provide a draft ordinance revision for consideration at a future meeting.

**Reports:**

- b. Street Superintendent's Report. Sealcoating downtown is scheduled for the 14<sup>th</sup> of August, weather dependent. Kolb asked if curb and gutter was found on Victoria and it was answered in the affirmative; therefore, there will be no assessment for it. Curb and gutter repairs for catch basin repairs will be starting next week.
- c. Police Chief's Report. Schauf stated that the mental commitments are up and that creates a huge drain on their resources and finances because they have to pay to ship them to appropriate facilities. Liston said that this is not consistent with what the law reads and that this should be the County's responsibility to transport.
- d. Fire Chief's Report. Stieve presented the Committee with the Fire Protection Service Agreement between West Baraboo and the City and also the Fire Protection Service Agreement between the Towns and the City. He felt the Committee could read them over and bring back any questions if necessary.

**ADJOURNMENT** – Kolb moved and Wedekind seconded to adjourn the meeting at 9:18 a.m. Motion carried

**Administrative Committee****August 1, 2011**

Present: Robkin, Chambas, Vale

Absent: none

Also present: Reitz, Schauf, Giese, Zach Ziegler, Lisa Cone, Pete Premo

The meeting was called to order by Chairperson Robkin, noting compliance with the open meeting law. Moved by Chambas, second by Vale and carried unanimously to approve the minutes of July 6, 2011. Moved by Vale, second by Chambas, and carried unanimously to approve the agenda after rearranging order of business items.

Airport Report – Giese reported on the highlights at the focusing on pavement maintenance seal coating to occur later this summer.

Airport Operations and Land Use Seminar -- The Committee received an invitation to attend a seminar sponsored by the Bureau of Aeronautics in September at Stevens Point. The entire Council will be invited.

Baraboo Kiwanis Event at the Airport -- Pete Premo discussed continuing the river walk along the final leg. Kiwanis Club would like to financially participate by holding a fund raiser at the airport. A dinner/dance is being planned with a theme of Amelia Earhart. Robkin noted that the Finance Committee had waived the fee at their last meeting. Moved by Chambas, seconded by Vale and carried to approve the event.

Zach's Bar – Attorney Reitz explained that a new city code was approved several years ago creating a point system for events at licensed establishments. Zach's has accumulated 4.5 points since July last year. Zach discussed that he has taken the police contacts for 2011 and broken into 3 categories: underage, open intoxicants, and disorderly conduct. At one point he had a younger tenant renting upstairs and some police contacts were due to her living there. She only lived there 2 months. Another time a parent suggested that minors had been served in his bar, he refutes this. He moved to open intoxicants and stated that anyone can walk out of a bar with open intoxicants when the bartender has their back turned. The disorderly conduct bothers him and he'd appreciate talking with the police chief on how he can do a better job with this item. Chambas counted that 48 police contacts occurred in the last year, averaging 4 police visits per month. Chambas discussed that some of Zach's customers are causing problems in the downtown, fighting, disturbing peace, littering, etc. Complaints are received from other business owners in the downtown. Atty. Reitz discussed the hierarchy of demerit point accumulation, noting at 7 points, a license suspension can be considered. Robkin discussed offering more training for Zach's licensed operators and ID checkers, and possibly checking with the Tavern League for assistance. Vale noted that most incidents occurred on Saturdays, which happens to be their busiest day.

Lisa Cone's Request for Excessive Number of Dogs – Lisa Cone requested a pet fancier's permit which would allow 4 dogs per household. This would allow her to have two of her own dogs and two to foster. Her neighbors signed a petition stating the yard is clean and the dogs are quiet. They have never had any complaints concerning their dogs or foster dogs. Foster dogs are generally kept from 2 weeks to 6 months. She was informed that the foster dogs are not counted as part of the 2 dog limit by Sauk County Humane Society. Robkin reported that the City does not have a pet fancier permit and would need to change the code to allow it. Moved by Chambas, seconded by Vale directing City Attorney to work with Ms. Cone to draft a proposed ordinance for consideration to the Council.

Amanda Bartz Operator License – Reitz explained that new information was brought forward after the last meeting. An incident occurred the morning of the last meeting date, which was not revealed by Ms. Bartz during the meeting. Moved by Vale, seconded by Robkin to reconsider the license of Amanda Bartz and carried unanimously. Moved by Chambas, seconded by Robkin to issue a conditional license to Amanda Bartz with a six month review. Roll Call: Ayes: 0, Nays: 3. Motion denied.

Sexually Oriented Business Studies – Attorney Reitz explained now that the Committee has completed their review of the studies, the next step is to decide which zoning districts can allow certain SOB's and the intensity of the SOB's in the neighborhoods. A yes/no checklist can be developed to establish which conditions in our code have been met as an application works towards issuance. Robkin suggested that the Committee not limit itself to 4 categories, rather expand them so that there are more options. Robkin suggested that one standard be window

# Wisconsin Circuit Court Access (WCCA)

Baraboo, City of vs. Zachery L Ziegler

Sauk County Case Number 2010FO000665

<b>Filing Date</b>	<b>Case Type</b>	<b>Case Status</b>
04-15-2010	Non-Traffic Ordinance Violation	Closed
<b>Defendant Date of Birth</b>	<b>Address</b>	
07-1979	E11092 Skillet Creek Rd, Baraboo, WI 53913	

## Charge(s)

Count No.	Statute	Description	Severity	Disposition
1	10.06(5)	Storage of Junk, Garbage, etc	Forf. U	Guilty Due to No Contest Plea

Defendant Owes the Court: \$ 0.00

Responsible Official	Prosecuting Agency	Prosecuting Attorney	Defense Attorney
Grill, Leo	Baraboo City Attorney		

## Defendant

<b>Defendant Name</b>	<b>Date of Birth</b>	<b>Sex</b>	<b>Race<sup>1</sup></b>
Ziegler, Zachery L	07-1979	Male	Caucasian
<b>Address</b>			<b>Address Updated On</b>
E11092 Skillet Creek Rd, Baraboo, WI 53913			04-15-2010
<b>JUSTIS ID</b>	<b>Finger Print ID</b>		

## Charge(s)/Sentence(s)

### Charge Detail

The Defendant was charged with the following offense:

Count No.	Statute Cite	Description	Severity	Offense Date	Plea
1	10.06(5)	Storage of Junk, Garbage, etc	Forf. U	04-07-2010	No Contest on 04-26-2010

On 04-26-2010 there was a finding of:

Action	Court Official
Guilty Due to No Contest Plea	Grill, Leo

## On 04-26-2010 the following was ordered:

Sentence	Time	Begin Date	Notes
Forfeiture / Fine			

## Citations

## Citation 26300614

Bond Amount	Deposit Type	Appearance Date and Time	Mandatory
\$ 213.10	None	04-26-2010 at 09:45 am	No
Name	Date of Birth	Sex	
Ziegler, Zachery L	07-1979	Male	
Address	Address Updated On		
E11092 Skillet Creek Rd, Baraboo, WI 53913	04-15-2010		
Plate Number	State	Expiration	VIN
Issuing Agency	Officer Name	Violation Date	MPH Over
Baraboo Police Dept	Goetz, A.	04-07-2010	
Plaintiff Agency	Ordinance or Statute	Statute	Charge Description
Baraboo, City of	Ordinance	10.06(5)	Storage of Junk, Garbage, etc
Severity			
Forf. U			

## Total Receivables

Court Assessments	Adjustments <sup>3</sup>	Paid to the Court	Probation/Other Agency Amount <sup>4</sup>	Balance Due to Court	Due Date <sup>5</sup>
\$ 200.50	\$ 0.00	\$ 200.50	\$ 0.00	\$ 0.00	

<sup>1</sup> The designation listed in the Race field is subjective. It is provided to the court by the agency that filed the case.

<sup>2</sup> Non-Court activities do not require personal court appearances. For questions regarding which court type activities require court appearances, please contact the Clerk of Circuit Court in the county where the case originated.

<sup>3</sup> Includes collection agency fees; bankruptcy discharge of debt; Department of Revenue collection fees; and forgiven debts due to indigence, death, time served, or community service.

<sup>4</sup> Some amounts assessed by the courts are collected by the Department of Corrections or other agencies. This column is rarely updated by the courts and may be less than the actual amount owed.

<sup>5</sup> For cases with multiple assessments, the due date represents the assessment with the latest date.

<sup>6</sup> Your payment may not be processed immediately.

**Wisconsin Circuit Court Access (WCCA)**  
**Baraboo, City of vs. Zachery L Ziegler**  
**Sauk County Case Number 2009FO001730**

<b>Filing Date</b>	<b>Case Type</b>	<b>Case Status</b>
08-18-2009	Non-Traffic Ordinance Violation	Closed
<b>Defendant Date of Birth</b>	<b>Address</b>	
07-1979	E11092 Skillet Creek Rd, Baraboo, WI 53913	

---

**Charge(s)**

Count No.	Statute	Description	Severity	Disposition
1	12.02(10)(c)	Sale of Alcohol to Underage Person	Forf. U	Guilty Due to No Contest Plea

Defendant Owes the Court: \$ 0.00

Responsible Official	Prosecuting Agency	Prosecuting Attorney	Defense Attorney
Grill, Leo	Baraboo City Attorney		

---

**Defendant**

<b>Defendant Name</b>	<b>Date of Birth</b>	<b>Sex</b>	<b>Race<sup>1</sup></b>
Ziegler, Zachery L	07-1979	Male	Caucasian
<b>Address</b>			<b>Address Updated On</b>
E11092 Skillet Creek Rd, Baraboo, WI 53913			08-18-2009
<b>JUSTIS ID</b>	<b>Finger Print ID</b>		

---

**Charge(s)/Sentence(s)**

**Charge Detail**

The Defendant was charged with the following offense:

Count No.	Statute Cite	Description	Severity	Offense Date	Plea
1	12.02(10)(c)	Sale of Alcohol to Underage Person	Forf. U	08-05-2009	No Contest on 08-24-2009

On 08-24-2009 there was a finding of:

<b>Action</b>	<b>Court Official</b>
---------------	-----------------------

**On 08-24-2009 the following was ordered:**

**Sentence            Time    Begin Date    Notes**  
 Forfeiture / Fine

**Citations**

**Citation 26304138**

<b>Bond Amount</b>	<b>Deposit Type</b>	<b>Appearance Date and Time</b>	<b>Mandatory</b>
\$ 213.10	None	08-24-2009 at 09:45 am	No
<b>Name</b>		<b>Date of Birth</b>	<b>Sex</b>
Ziegler, Zachery L		07-1979	Male
<b>Address</b>			<b>Address Updated On</b>
E11092 Skillet Creek Rd, Baraboo, WI 53913			08-18-2009
<b>Plate Number</b>	<b>State</b>	<b>Expiration</b>	<b>VIN</b>
<b>Issuing Agency</b>	<b>Officer Name</b>	<b>Violation Date</b>	<b>MPH Over</b>
Baraboo Police Dept	Werner, R.	08-05-2009	
<b>Plaintiff Agency</b>	<b>Ordinance or Statute</b>	<b>Statute</b>	<b>Charge Description</b>
Baraboo, City of	Ordinance	12.02(10)(c)	Sale of Aocohol to Underage Person

**Severity**

Forf. U

**Total Receivables**

<b>Court Assessments</b>	<b>Adjustments</b> <sup>3</sup>	<b>Paid to the Court</b>	<b>Probation/Other Agency Amount</b> <sup>4</sup>	<b>Balance Due to Court</b>	<b>Due Date</b> <sup>5</sup>
\$ 213.10	\$ 0.00	\$ 213.10	\$ 0.00	\$ 0.00	

1 The designation listed in the Race field is subjective. It is provided to the court by the agency that filed the case.

2 Non-Court activities do not require personal court appearances. For questions regarding which court type activities require court appearances, please contact the Clerk of Circuit Court in the county where the case originated.

3 Includes collection agency fees; bankruptcy discharge of debt; Department of Revenue collection fees; and forgiven debts due to indigence, death, time served, or community service.

4 Some amounts assessed by the courts are collected by the Department of Corrections or other agencies. This column is rarely updated by the courts and may be less than the actual amount owed.

**ORDINANCE NO. 12-003**

**ORDINANCE RELATIVE TO SNOW REMOVAL FROM SIDEWALKS**

The Common Council for the City of Portage does hereby Ordain as follows:

The following Section is hereby repealed:

**Section 66-121 Removal from sidewalks**

The following Section is hereby recreated to read as follows:

**Section 66-121 Removal from sidewalks**

(a) The owner, occupant or person in charge of any parcel or lot which fronts upon or abuts any sidewalk and/or sidewalk approach shall keep the sidewalk and approach clear of all snow and ice. In the event of snow accumulating on the sidewalk due to natural means and/or by any other means, the sidewalks and approaches shall be cleared of all accumulated snow and/or ice within twenty-four (24) hours from the time the snow ceases to accumulate on the sidewalk. Sidewalks are to be kept clear of snow and ice to a minimum of four (4) feet in width. Pedestrian access to any corner intersection must also be kept clear as described above. In the event that ice has formed on any sidewalk or approach in such a manner that it cannot be removed, the owner, occupant or person in charge of the parcel or lot which fronts upon or adjoins the sidewalk shall regularly apply to the sidewalk and approach a material to accelerate melting and prevent slipping to permit safe travel by pedestrians.

(b) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

*Approach* means an access constructed within the public way, connecting the public roadway with adjacent property and intended to be used in such a way that the access into the adjacent property will be complete and will not cause the blocking of any sidewalk or roadway.

*City law enforcement officer* means any sworn police officer or any community service officer.

The following Section is hereby repealed:

**Section 66-122 Notice and removal of snow from sidewalks**

The following Section is hereby recreated to read as follows:

**Section 66-122 Notice and removal of snow from sidewalks**

If the owner, occupant or person in charge of any parcel or lot which fronts upon or adjoins any sidewalk and/or sidewalk approach shall fail to keep the sidewalk and/or approach clear of snow and ice as set forth in [section 66-121](#), the manager of parks, recreation and forestry or city law enforcement officers shall take the following action:

(1) *Hazardous conditions.* If the manager of parks, recreation and forestry or a city law enforcement officer determines that the failure to remove the snow and ice from the sidewalk and/or sidewalk approach creates an immediate danger to the public health and/or safety, he shall cause the issuance of a written notice to the owner, occupant or person in charge of any parcel or lot directing that the snow and ice be removed immediately after the delivery of the notice. In the event the property owner, occupant or person in charge of said parcel or lot is unavailable to receive a written notice, the manager of parks, recreation and forestry or city law enforcement officer shall immediately cause the removal of the snow and/or ice. The manager of parks, recreation and forestry or a city law enforcement officer shall send a written notice to the last known address of the property owner notifying him that a hazardous condition existed which required immediately abatement.

(2) *Nonhazardous conditions.* If the owner, occupant or person in charge of the subject parcel or lot fails to remove the snow within the time period established in [section 66-121](#), the manager of parks, recreation and forestry or city law enforcement officer shall cause the issuance of a written notice to said owner, occupant or person in charge of the subject parcel or lot directing the responsible person (as defined) to remove said snow and ice within 24 hours from the time the snow ceases to accumulate on the sidewalk and/or sidewalk approach. The written notice shall be posted on the property, hand delivered or mailed to the last known address of the owner of the subject property as identified on the records in the city clerk's office.

(3) *Snow and ice not to encroach.* No person shall push, shove or in any way deposit any snow or ice onto any public streets, alley, sidewalk or public lands dedicated to public use except for parcels or lots located where existing buildings are constructed within five feet of the street right-of-way and the sidewalks exist from the city right-of-way to the curblin. In such instances, the owners, occupants and/or employees of parcels or lots shall be permitted to deposit snow and ice from their sidewalks only onto the public streets. Snow from public sidewalks shall not be stored in any manner which will obstruct or limit vehicular or pedestrian vision, movement or access. The deposit of any snow or ice upon any sidewalk, alley or street of the city, contrary to the provisions of this section, is a nuisance; and in addition to the penalty provided for violation of this section, the city may summarily remove any snow or ice so deposited and cause the cost of said removal to be charged to the owner of the property from which said snow or ice had been removed.

The following Section is hereby repealed:

**Section 66-123 Enforcement**

The following Section is hereby recreated to read as follows:

**Section 66-122 Enforcement**

The director of public works, manager of parks, recreation and forestry, his designees and all city law enforcement officers are hereby authorized and directed to enforce the provisions of this article. A law enforcement officer or any other person designated in this Code may issue a citation for a forfeiture based upon a violation of this article at any time after the 24-hour period set forth in section 66-121 and without any written notice as required in section 66-122(2).

This Ordinance shall take effect upon passage and publication thereof.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Kenneth H. Jahn, Mayor

Attest:

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

Ordinance requested by:  
Legislative and Regulatory Committee

**RESOLUTION NO. 12-018**

**PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS UNDER SECTION 66.0703 OF THE WISCONSIN STATUTES (2012 WATERMAIN AND SANITARY SEWER)**

**BE IT HEREBY RESOLVED** by the Common Council of the City of Portage, Columbia County, Wisconsin:

1. That the Common Council of the City of Portage, Wisconsin, does hereby declare its intention to exercise its powers under Section 66.0703 of the Wisconsin Statutes to levy special assessments for the reconstruction of sanitary sewers and/or watermains on Oneida Street between Armstrong Street and Cass Street on Dunn Street between West Burns Street and Oneida Street, on W. Burns Street between Dunn Street and MacFarlane Road, on East Conant Street between Hamilton Street and Jackson Street, and on West Howard Street from MacFarlane Road to 100' east of Lock Street.
2. That said reconstruction project shall include the installation and replacement of sanitary sewer and water laterals.
3. The Common Council of the City of Portage, Columbia County, Wisconsin, determines that such improvements shall be made under the police power for the health, safety and public welfare and that the amount assessed against each parcel shall not exceed the actual cost of the project as prorated to each parcel.
4. The special assessments against any parcel may be paid in cash or in three (3) annual installments if the assessment is \$1,000 or less and five (5) annual installments if the assessment is over \$1,000, plus interest, at the rate of 5.25% at the time of assessment per annum on the unpaid balance.
5. The City Engineer is hereby ordered to prepare a report including the following:
  - A. Preliminary plans and specifications for said improvements.
  - B. An estimate of the entire cost of the proposed improvements.
  - C. A schedule of the proposed assessments to be levied and a breakdown as to how said assessments affect each parcel in the area being assessed.

- D. A statement that the property against which the assessments are proposed is benefited by the project.
- 6. Upon completion, a copy of such report shall be filed with the City Clerk for inspection by the general public.
- 7. Upon receiving such report, the City Clerk is directed to give notice of a public hearing on such reports, as specified in Section 66.0703(7) of the Wisconsin Statutes. A hearing shall be held at the Common Council Chamber in the City Municipal Building, Portage, Columbia County, Wisconsin, at a time set by the Clerk, in accordance with Section 66.0703(7) of the Wisconsin Statutes unless waived by all owners of benefited property.

**DATED** this 24<sup>th</sup> day of May, 2012.

---

Kenneth H.Jahn, Mayor

Attest:

---

Marie A. Moe, WCPC/MMC, City Clerk

Requested by:  
Director of Public Works/Utilities Manager

## RESOLUTION NO. 12-019

### PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS UNDER SECTION 66.0703 OF THE WISCONSIN STATUTES (VILLAGE ROAD SIDEWALK IMPROVEMENT PROJECT)

**BE IT HEREBY RESOLVED** by the Common Council by the City of

Portage, Columbia County, Wisconsin:

1. That the Common Council of the City of Portage, Wisconsin, does hereby declare its intention to exercise its powers under Section 66.0703 of the Wisconsin Statutes to levy special assessments for installation of sidewalk, driveway approaches and appurtenant work upon the property by such installation;

Sidewalk and driveway approaches on the West Side of village road from Henry Drive to Northridge Drive:

2. That said public improvement shall include the installation of sidewalks and driveway approaches.
3. The Common Council of the City of Portage, Columbia County, Wisconsin, determines that such improvements shall be made under the police power for the health, safety and public welfare and that the amount assessed against each parcel shall not exceed the actual cost of the project as prorated to each parcel.
4. The special assessments against any parcel for sidewalk installation and driveway costs totaling \$300.00 or less shall be paid in full within 60 days of being invoiced. Sidewalk installation costs exceeding \$300.00 that are not paid in full shall automatically be placed on the property tax bill with the principal being collected in five equal annual installments together with interest charged each year on the unpaid balance, plus interest, at the rate of five and twenty five percent (5.25%) per annum on the unpaid balance.
5. The City Engineer is hereby ordered to prepare a report concerning the following:
  - A. Preliminary plans and specifications for said improvements.
  - B. An estimate of the entire costs of the proposed improvements.
  - C. A schedule of the proposed assessments to be levied and a breakdown as to how said assessments affect each parcel in the area being assessed.

- D. A statement that the property against which the assessments are proposed is benefited by the project.
6. Upon completion, a copy of such report shall be filed with the City Clerk for inspection by the general public.
7. Upon receiving such report, the City Clerk is directed to give notice of a public hearing on such reports, as specified in Section 66.0703(7) of the Wisconsin Statutes. A hearing shall be held at the Common Council Chamber in the City Municipal Building, Portage, Columbia County, Wisconsin, at a time set by the Clerk, in accordance with Section 66.0703(7) of the Wisconsin Statutes unless waived by all owners of benefited property.

**DATED** this 24<sup>th</sup> day of May, 2012.

---

Kenneth H.Jahn, Mayor

Attest:

---

Marie A. Moe, WCPC/MMC, City Clerk

Resolution recommended by:  
Municipal Services & Utilities Committee

**SUMMARY of Tax Impact Analysis - BEFORE & AFTER 2012-2014 New Money & Refinancing**

Year	Net Debt Levies						Water Utility	
	<u>BASE CASE</u>	<u>OPTION 1</u>	<u>OPTION 1-A</u>	<u>OPTION 1-A without Refinancing*</u>	<u>OPTION 2</u>	<u>OPTION 2-A</u>	<u>Savings by Refinancing with G.O.</u>	<u>Savings with Revenue Bond</u>
2012	793,897	793,897	793,897	793,897	793,897	793,897	(306)	2,944
2013	1,082,740	810,438	801,561	783,494	805,771	796,894	13,198	4,738
2014	648,658	825,171	815,948	860,638	820,996	811,773	15,196	7,763
2015	567,317	857,465	843,071	816,562	843,936	829,542	16,363	9,088
2016	506,874	828,050	763,815	755,191	813,396	749,161	16,643	4,628
2017	443,199	797,491	733,789	745,842	765,867	702,166	16,945	5,224
2018	376,358	722,532	659,469	672,765	693,859	630,797	17,296	5,880
2019	306,257	653,456	591,146	606,269	622,383	560,073	12,595	6,455
2020	252,847	580,264	518,812	536,455	561,333	499,881	17,949	2,144
2021	289,351	577,476	516,977	527,634	550,311	489,812	13,238	2,819
2022	137,616	574,308	514,851	524,369	548,734	489,277	13,429	8,304
2023	40,399	571,536	513,207	522,334	547,188	488,859	13,435	3,613
2024	59,482	563,043	510,825	520,336	549,424	497,207	13,410	6,819
2025	0	548,890	350,482	360,737	530,542	332,135	0	0
2026	0	543,091	346,530	351,595	519,771	323,210	0	0
2027	0	393,515	189,515	189,515	369,960	165,960	0	0
2028	0	189,515	189,515	189,515	160,460	160,460	0	0
2029	0	83,954	83,954	83,954	101,450	101,450	0	0
Total	<u>5,504,996</u>	<u>10,914,090</u>	<u>9,737,364</u>	<u>9,841,099</u>	<u>10,599,276</u>	<u>9,422,551</u>	<u>179,390</u>	<u>70,415</u>

**Footnotes**

- All Options > Finance \$4,025,000 in 2012-2014 capital improvements
- All Options > Refinance \$4,960,000 of existing debt to (1) eliminate 2013 balloon payment and (2) provide interest savings (except as \*noted above)
- Option 1 > **Borrows \$800,000 to reimburse** the Equipment Replacement Fund for advances made to the TID 4 Industrial Park for improvements
- Option 1 > **Uses State Trust Fund Loans** in 2013 & 2014 to fund 2013-2014 capital improvements
- Option 1-A > **Uses \$800,000 of General Fund cash** instead of borrowing to reimburse the Equipment Replacement Fund for advances made to TID 4
- Option 1-A > **Uses State Trust Fund Loans** in 2013 & 2014 to fund 2013-2014 capital improvements
- Option 2 > **Borrows \$800,000 to reimburse** the Equipment Replacement Fund for advances made to the TID 4 Industrial Park for improvements
- Option 2 > **Uses 2012 Bond issue instead of State Trust Fund Loans** in 2013 & 2014 to fund 2013-2014 capital improvements
- Option 2-A > **Uses \$800,000 of General Fund cash** instead of borrowing to reimburse the Equipment Replacement Fund for advances made to TID 4
- Option 2-A > **Uses 2012 Bond issue instead of State Trust Fund Loans** in 2013 & 2014 to fund 2013-2014 capital improvements

Estimated 2012-2014 Project Costs & Financing Plan - OPTION 1

	2012 Tax-Exempt G.O. Note	2012 Tax-Exempt G.O. Bond	2012 Taxable G.O. Bond	2013 & 2014 S.T.F. Loans
<b>Projects</b>				
2012 Municipal Building Improvements	757,110			
2012 Roads & Storm Water Infrastructure		585,000		
2012 Park Improvements	135,000			
2012 Equipment	48,461			
2013 & 2014 Canal, Roads & Storm Water Infrastructure				2,000,000
2013 TIF Infrastructure				500,000
Industrial Park Project Reimbursement to Equip. Repl. Fund			800,000	
<b>Subtotal Needed for Projects</b>	<b>940,571</b>	<b>585,000</b>	<b>800,000</b>	<b>2,500,000</b>
<b>Amounts Needed for Refunding on 8/1/12</b>				
Deposit to Escrow for Refunded Portion of 11/1/04 G.O. Bonds		2,443,130		
Less Debt Service Levy on Hand for 11/1/04 G.O. Bonds Notes		(45,243)		
Deposit to Escrow for Refunded Portion of 5/1/06 G.O. Notes		444,267		
Less Debt Service Levy on Hand for 2006 G.O. Notes		(8,455)		
Principal due 9/1/12 on 2004 G.O. Notes		820,000		
Interest due 9/1/12 on 2004 G.O. Notes		6,583		
Less Debt Service Levy on Hand for 2004 G.O. Notes		(223,168)		
Principal due 9/1/12 on 2007 G.O. Bonds		255,000		
Interest due 9/1/12 on 2007 G.O. Bonds		3,230		
Less Debt Service Levy on Hand for 2007 Bonds		(4,845)		
Principal due 8/1/12 on 8/18/04 STF Loan-A			127,521	
Interest due 8/1/12 on 8/18/04 STF Loan-A			1,937	
Principal due 8/1/12 on 8/18/04 STF Loan-B			1,318,858	
Interest due 8/1/12 on 8/18/04 STF Loan-B			25,055	
<b>Subtotal Needed for Refunding</b>	<b>0</b>	<b>3,690,500</b>	<b>1,473,371</b>	
<b>Finance Related Expenses</b>				
Financial Advisor	9,375	25,500	13,875	15,000
Bond Counsel	7,000	9,000	8,000	
Rating Agency Fee	1,215	6,711	3,575	
Paying Agent (if Term Bonds)	675	0	0	
Underwriter's Discount or (Premium) Allowance 1.0%	7,900	43,650	23,250	
Escrow & Verification Agent Fees for Advance Refundings	0	4,500	0	
Deposit to Debt Service Fund	0	0	0	
<b>Subtotal Finance Related Expenses</b>	<b>26,165</b>	<b>89,361</b>	<b>48,700</b>	<b>15,000</b>
<b>Total Financing Required</b>	<b>966,736</b>	<b>4,364,861</b>	<b>2,322,071</b>	<b>2,515,000</b>
Less: Budgetted Cash on Hand Applied				
Less: Other Cash on Hand Applied	(175,000)	(0)	(0)	(0)
Less: Estimated Interest Earnings/Rounding	(1,736)	139	2,929	0
<b>NET ISSUE SIZE</b>	<b>790,000</b>	<b>4,365,000</b>	<b>2,325,000</b>	<b>2,515,000</b>
<b>General Share of Debt Issue</b>	<b>790,000</b>	<b>1,515,000</b>	<b>0</b>	<b>2,012,000</b>
<b>Sanitary Sewer Utility Share of Debt Issue</b>	<b>0</b>	<b>30,000</b>	<b>0</b>	<b>0</b>
<b>Water Utility Share of Debt Issue</b>	<b>0</b>	<b>2,480,000</b>	<b>0</b>	<b>0</b>
<b>Tax Increment District No. 3 Share of Debt</b>	<b>0</b>	<b>0</b>	<b>130,000</b>	<b>0</b>
<b>Tax Increment District No. 4 Share of Debt</b>	<b>0</b>	<b>0</b>	<b>820,000</b>	<b>0</b>
<b>Tax Increment District No. 5 Share of Debt</b>	<b>0</b>	<b>340,000</b>	<b>1,375,000</b>	<b>0</b>
<b>Tax Increment District No. 7 Share of Debt</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>503,000</b>

Estimated 2012-2014 Project Costs & Financing Plan - OPTION 1-A

	2012 Tax-Exempt G.O. Note	2012 Tax-Exempt G.O. Bond	2012 Taxable G.O. Bond	2013 & 2014 S.T.F. Loans
<b>Projects</b>				
2012 Municipal Building Improvements	757,110			
2012 Roads & Storm Water Infrastructure		585,000		
2012 Park Improvements	135,000			
2012 Equipment	48,461			
2013 & 2014 Canal, Roads & Storm Water Infrastructure				2,000,000
2013 TIF Infrastructure				500,000
Industrial Park Project Reimbursement to Equip. Repl. Fund			800,000	
<b>Subtotal Needed for Projects</b>	<b>940,571</b>	<b>585,000</b>	<b>800,000</b>	<b>2,500,000</b>
<b>Amounts Needed for Refunding on 8/1/12</b>				
Deposit to Escrow for Refunded Portion of 11/1/04 G.O. Bonds		2,443,130		
Less Debt Service Levy on Hand for 11/1/04 G.O. Bonds Notes		(45,243)		
Deposit to Escrow for Refunded Portion of 5/1/06 G.O. Notes		444,267		
Less Debt Service Levy on Hand for 2006 G.O. Notes		(8,455)		
Principal due 9/1/12 on 2004 G.O. Notes		820,000		
Interest due 9/1/12 on 2004 G.O. Notes		6,583		
Less Debt Service Levy on Hand for 2004 G.O. Notes		(223,168)		
Principal due 9/1/12 on 2007 G.O. Bonds		255,000		
Interest due 9/1/12 on 2007 G.O. Bonds		3,230		
Less Debt Service Levy on Hand for 2007 Bonds		(4,845)		
Principal due 8/1/12 on 8/18/04 STF Loan-A			127,521	
Interest due 8/1/12 on 8/18/04 STF Loan-A			1,937	
Principal due 8/1/12 on 8/18/04 STF Loan-B			1,318,858	
Interest due 8/1/12 on 8/18/04 STF Loan-B			25,055	
<b>Subtotal Needed for Refunding</b>	<b>0</b>	<b>3,690,500</b>	<b>1,473,371</b>	
<b>Finance Related Expenses</b>				
Financial Advisor	9,375	25,500	11,625	15,000
Bond Counsel	7,000	9,000	7,500	
Rating Agency Fee	1,363	7,532	2,605	
Paying Agent (if Term Bonds)	675	0	0	
Underwriter's Discount or (Premium) Allowance 1.0%	7,900	43,650	15,100	
Escrow & Verification Agent Fees for Advance Refundings	0	4,500	0	
Deposit to Debt Service Fund	0	0	0	
<b>Subtotal Finance Related Expenses</b>	<b>26,313</b>	<b>90,182</b>	<b>36,830</b>	<b>15,000</b>
<b>Total Financing Required</b>	<b>966,884</b>	<b>4,365,682</b>	<b>2,310,201</b>	<b>2,515,000</b>
Less: Budgetted Cash on Hand Applied			(800,000)	
Less: Other Cash on Hand Applied	(175,000)	(0)	(0)	(0)
Less: Estimated Interest Earnings/Rounding	(1,884)	(682)	(201)	0
<b>NET ISSUE SIZE</b>	<b>790,000</b>	<b>4,365,000</b>	<b>1,510,000</b>	<b>2,515,000</b>
<b>General Share of Debt Issue</b>	<b>790,000</b>	<b>1,515,000</b>	<b>0</b>	<b>2,012,000</b>
<b>Sanitary Sewer Utility Share of Debt Issue</b>	<b>0</b>	<b>30,000</b>	<b>0</b>	<b>0</b>
<b>Water Utility Share of Debt Issue</b>	<b>0</b>	<b>2,480,000</b>	<b>0</b>	<b>0</b>
<b>Tax Increment District No. 3 Share of Debt</b>	<b>0</b>	<b>0</b>	<b>130,000</b>	<b>0</b>
<b>Tax Increment District No. 4 Share of Debt</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Tax Increment District No. 5 Share of Debt</b>	<b>0</b>	<b>340,000</b>	<b>1,380,000</b>	<b>0</b>
<b>Tax Increment District No. 7 Share of Debt</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>503,000</b>

Estimated 2012-2014 Project Costs & Financing Plan - OPTION 2

	2012 Tax-Exempt G.O. Note	2012 Tax-Exempt G.O. Bond	2012 Taxable G.O. Bond	
<b>Projects</b>				
2012 Municipal Building Improvements	757,110			
2012 Roads & Storm Water Infrastructure		585,000		
2012 Park Improvements	135,000			
2012 Equipment	48,461			
2013 & 2014 Canal, Roads & Storm Water Infrastructure	1,200,000	800,000		
2013 & 2014 TIF Infrastructure		500,000		TID 7
Industrial Park Project Reimbursement to Equip. Repl. Fund			800,000	TID 4
<b>Subtotal Needed for Projects</b>	<b>2,140,571</b>	<b>1,885,000</b>	<b>800,000</b>	
<b>Amounts Needed for Refunding on 8/1/12</b>				
Deposit to Escrow for Refunded Portion of 11/1/04 G.O. Bonds		2,443,130		
Less Debt Service Levy on Hand for 11/1/04 G.O. Bonds Notes		(45,243)		Water
Deposit to Escrow for Refunded Portion of 5/1/06 G.O. Notes		444,267		
Less Debt Service Levy on Hand for 2006 G.O. Notes		(8,455)		
Principal due 9/1/12 on 2004 G.O. Notes		820,000		Gen-
Interest due 9/1/12 on 2004 G.O. Notes		6,583		TID 5-
Less Debt Service Levy on Hand for 2004 G.O. Notes		(223,168)		W/S
Principal due 9/1/12 on 2007 G.O. Bonds		255,000		
Interest due 9/1/12 on 2007 G.O. Bonds		3,230		
Less Debt Service Levy on Hand for 2007 Bonds		(4,845)		
Principal due 8/1/12 on 8/18/04 STF Loan-A			127,521	TID 3
Interest due 8/1/12 on 8/18/04 STF Loan-A			1,937	
Principal due 8/1/12 on 8/18/04 STF Loan-B			1,318,858	TID 5
Interest due 8/1/12 on 8/18/04 STF Loan-B			25,055	
<b>Subtotal Needed for Refunding</b>	<b>0</b>	<b>3,690,500</b>	<b>1,473,371</b>	
<b>Finance Related Expenses</b>				
Financial Advisor	13,500	28,500	13,875	
Bond Counsel	7,000	9,500	8,000	
Rating Agency Fee	2,404	6,809	2,787	
Paying Agent (if Term Bonds)	0	0	0	
Underwriter's Discount or (Premium) Allowance	1.0% 20,050	1.0% 56,800	1.0% 23,250	
Escrow & Verification Agent Fees for Advance Refundings	0	4,500	0	
Deposit to Debt Service Fund	0	0	0	
<b>Subtotal Finance Related Expenses</b>	<b>42,954</b>	<b>106,109</b>	<b>47,912</b>	
<b>Total Financing Required</b>	<b>2,183,525</b>	<b>5,681,610</b>	<b>2,321,283</b>	
Less: Budgetted Cash on Hand Applied				
Less: Other Cash on Hand Applied	(175,000)	(0)	(0)	
Less: Estimated Interest Earnings/Rounding	(3,525)	(1,610)	3,717	
<b>NET ISSUE SIZE</b>	<b>2,005,000</b>	<b>5,680,000</b>	<b>2,325,000</b>	
<b>General Share of Debt Issue</b>	<b>2,005,000</b>	<b>2,385,000</b>	<b>0</b>	
<b>Sanitary Sewer Utility Share of Debt Issue</b>	<b>0</b>	<b>30,000</b>	<b>0</b>	
<b>Water Utility Share of Debt Issue</b>	<b>0</b>	<b>2,475,000</b>	<b>0</b>	
<b>Tax Increment District No. 3 Share of Debt Issue</b>	<b>0</b>	<b>0</b>	<b>130,000</b>	
<b>Tax Increment District No. 4 Share of Debt Issue</b>	<b>0</b>	<b>0</b>	<b>820,000</b>	
<b>Tax Increment District No. 5 Share of Debt Issue</b>	<b>0</b>	<b>340,000</b>	<b>1,375,000</b>	
<b>Tax Increment District No. 7 Share of Debt Issue</b>	<b>0</b>	<b>450,000</b>	<b>0</b>	

Estimated 2012-2014 Project Costs & Financing Plan - OPTION 2-A

	2012 Tax-Exempt G.O. Note	2012 Tax-Exempt G.O. Bond	2012 Taxable G.O. Bond
<b>Projects</b>			
2012 Municipal Building Improvements	757,110		
2012 Roads & Storm Water Infrastructure		585,000	
2012 Park Improvements	135,000		
2012 Equipment	48,461		
2013 & 2014 Canal, Roads & Storm Water Infrastructure	1,200,000	800,000	
2013 & 2014 TIF Infrastructure		500,000	
Industrial Park Project Reimbursement to Equip. Repl. Fund			800,000
<b>Subtotal Needed for Projects</b>	<b>2,140,571</b>	<b>1,885,000</b>	<b>800,000</b>
			TID 4
<b>Amounts Needed for Refunding on 8/1/12</b>			
Deposit to Escrow for Refunded Portion of 11/1/04 G.O. Bonds		2,443,130	
Less Debt Service Levy on Hand for 11/1/04 G.O. Bonds Notes		(45,243)	
Deposit to Escrow for Refunded Portion of 5/1/06 G.O. Notes		444,267	
Less Debt Service Levy on Hand for 2006 G.O. Notes		(8,455)	
Principal due 9/1/12 on 2004 G.O. Notes		820,000	
Interest due 9/1/12 on 2004 G.O. Notes		6,583	
Less Debt Service Levy on Hand for 2004 G.O. Notes		(223,168)	
Principal due 9/1/12 on 2007 G.O. Bonds		255,000	
Interest due 9/1/12 on 2007 G.O. Bonds		3,230	
Less Debt Service Levy on Hand for 2007 Bonds		(4,845)	
Principal due 8/1/12 on 8/18/04 STF Loan-A			127,521
Interest due 8/1/12 on 8/18/04 STF Loan-A			1,937
Principal due 8/1/12 on 8/18/04 STF Loan-B			1,318,858
Interest due 8/1/12 on 8/18/04 STF Loan-B			25,055
<b>Subtotal Needed for Refunding</b>	<b>0</b>	<b>3,690,500</b>	<b>1,473,371</b>
			TID 3
			TID 5
<b>Finance Related Expenses</b>			
Financial Advisor	13,500	28,500	11,625
Bond Counsel	7,000	9,500	7,500
Rating Agency Fee	2,617	7,413	1,971
Paying Agent (if Term Bonds)	0	0	0
Underwriter's Discount or (Premium) Allowance	1.0% 20,050	1.0% 56,800	1.0% 15,100
Escrow & Verification Agent Fees for Advance Refundings	0	4,500	0
Deposit to Debt Service Fund	0	0	0
<b>Subtotal Finance Related Expenses</b>	<b>43,167</b>	<b>106,713</b>	<b>36,196</b>
<b>Total Financing Required</b>	<b>2,183,738</b>	<b>5,682,213</b>	<b>2,309,567</b>
Less: Budgetted Cash on Hand Applied			(800,000)
Less: Other Cash on Hand Applied	(175,000)	(0)	(0)
Less: Estimated Interest Earnings/Rounding	(3,738)	(2,213)	433
<b>NET ISSUE SIZE</b>	<b>2,005,000</b>	<b>5,680,000</b>	<b>1,510,000</b>
<b>General Share of Debt Issue</b>	<b>2,005,000</b>	<b>2,385,000</b>	<b>0</b>
<b>Sanitary Sewer Utility Share of Debt Issue</b>	<b>0</b>	<b>30,000</b>	<b>0</b>
<b>Water Utility Share of Debt Issue</b>	<b>0</b>	<b>2,475,000</b>	<b>0</b>
<b>Tax Increment District No. 3 Share of Debt Issue</b>	<b>0</b>	<b>0</b>	<b>130,000</b>
<b>Tax Increment District No. 4 Share of Debt Issue</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Tax Increment District No. 5 Share of Debt Issue</b>	<b>0</b>	<b>340,000</b>	<b>1,380,000</b>
<b>Tax Increment District No. 7 Share of Debt Issue</b>	<b>0</b>	<b>450,000</b>	<b>0</b>

**Debt Limit Analysis - AFTER 2012-2014 New Money & Refinancing**

	Base Case	Refunded Principal	Option 2 New	Option 2 Net	Statutory Limit 5% of T.I.D.-in E.V. of 616,987,600	Limit Remaining	Percent of Limit Used
12/31/2011	10,567,250			10,567,250	30,849,380	20,282,130	34.3%
12/31/2012	9,466,379	(4,961,379)	10,010,000	14,515,000	30,849,380	16,334,380	47.1%
12/31/2013	7,981,604			13,465,000	30,849,380	17,384,380	43.6%
12/31/2014	6,942,416			12,260,000	30,849,380	18,589,380	39.7%

**Common Assumptions:**  
 1. No growth or decline in values  
 2. No new debt before 2015  
 3. No closure of TIF Districts

**Tax Rate Analysis - AFTER 2012-2014 New Money & Refinancing**

Year	T.I.D.-Out E.V.	BASE CASE				OPTION 2			
		Net Debt Levy	Levy Change	Rate/\$1000	Rate Change	Net Debt Levy	Levy Change	Rate/\$1000	Rate Change
2012	608,694,600	793,897		1.30		793,897		1.30	
2013	608,694,600	1,082,740	288,844	1.78	0.47	805,771	11,875	1.32	0.02
2014	608,694,600	648,658	(434,082)	1.07	(0.71)	820,996	15,224	1.35	0.03
2015	608,694,600	567,317	(81,341)	0.93	(0.13)	843,936	22,940	1.39	0.04
2016	608,694,600	506,874	(60,444)	0.83	(0.10)	813,396	(30,540)	1.34	(0.05)
2017	608,694,600	443,199	(63,674)	0.73	(0.10)	765,867	(47,529)	1.26	(0.08)
2018	608,694,600	376,358	(66,841)	0.62	(0.11)	693,859	(72,008)	1.14	(0.12)
2019	608,694,600	306,257	(70,101)	0.50	(0.12)	622,383	(71,476)	1.02	(0.12)
2020	608,694,600	252,847	(53,410)	0.42	(0.09)	561,333	(61,050)	0.92	(0.10)
2021	608,694,600	289,351	36,504	0.48	0.06	550,311	(11,023)	0.90	(0.02)
2022	608,694,600	137,616	(151,736)	0.23	(0.25)	548,734	(1,576)	0.90	(0.00)
2023	608,694,600	40,399	(97,216)	0.07	(0.16)	547,188	(1,546)	0.90	(0.00)
2024	608,694,600	59,482	19,083	0.10	0.03	549,424	2,236	0.90	0.00
2025	608,694,600	0	(59,482)	0.00	(0.10)	530,542	(18,882)	0.87	(0.03)
2026	608,694,600	0	0	0.00	0.00	519,771	(10,771)	0.85	(0.02)
2027	608,694,600	0	0	0.00	0.00	369,960	(149,811)	0.61	(0.25)
2028	608,694,600	0	0	0.00	0.00	160,460	(209,500)	0.26	(0.34)
2029	608,694,600	0	0	0.00	0.00	101,450	(59,010)	0.17	(0.10)
2030	608,694,600	0	0	0.00	0.00	0	(101,450)	0.00	(0.17)

City of Portage Summary Capital Expenditure Plan Years 2012 – 2019					
UPDATED 11/10/11					2012-2019
Project	2012	2013	2014	2015-2019	Total Cost
Fire	\$ -	\$ 6,800	\$ -	\$ 20,000	\$ 26,800
Facilities	\$ 357,110	\$ 25,000	\$ 105,000	\$ 10,000	\$ 497,110
Police Dept	\$ 48,461	\$ 30,000	\$ 14,500	\$ 24,000	\$ 116,961
Public Works	\$ 485,000	\$ 1,098,000	\$ 1,196,000	\$ 1,095,000	\$ 3,874,000
Park & Rec	\$ 135,000	\$ 165,000	\$ 29,000	\$ 3,000,000	\$ 3,329,000
<b>Sub - Total General Funds</b>	<b>\$ 1,025,571</b>	<b>\$ 1,324,800</b>	<b>\$ 1,344,500</b>	<b>\$ 4,149,000</b>	<b>\$ 7,843,871</b>
Library	\$ 400,000	\$ -	\$ -	\$ -	\$ 400,000
Storm Water	\$ 100,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Revolving Sidewalk	\$ 120,000	\$ 75,000	\$ 100,000	\$ 150,000	\$ 445,000
TIF #4	\$ 1,005,000	\$ -	\$ -	\$ -	\$ 1,005,000
TIF #7	\$ -	\$ 500,000	\$ -	\$ -	\$ 500,000
Airport	\$ -	\$ -	\$ -	\$ -	\$ -
Parkland Dedication Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Canal	\$ 231,000	\$ 1,812,720	\$ 50,000	\$ -	\$ 2,093,720
Water	\$ 265,000	\$ 325,000	\$ 376,000	\$ 870,000	\$ 1,836,000
Wastewater	\$ 165,000	\$ 390,000	\$ 174,000	\$ 120,000	\$ 849,000
<b>Total</b>	<b>\$ 3,311,571</b>	<b>\$ 4,477,520</b>	<b>\$ 2,094,500</b>	<b>\$ 5,339,000</b>	<b>\$ 15,222,591</b>

### Sources of Funding

G.O. Debt	\$ -	\$ -	\$ -	\$ -	\$ 1,219,503
Revenue Debt	\$ -	\$ -	\$ -	\$ -	\$ -
Grants/Aids (1)	\$ 1,132,738	\$ 1,417,814	\$ 552,750	\$ -	\$ 710,000
Special Assessment (Sidewalks)	\$ 80,000	\$ 60,000	\$ 70,000	\$ 120,000	\$ -
User Fees (Storm Water)	\$ -	\$ -	\$ -	\$ -	\$ -
Tax Levy	\$ 258,071	\$ -	\$ -	\$ -	\$ -
TIF/Other	\$ 3,300	\$ -	\$ -	\$ -	\$ -
Airport Fund Surplus					
Water Utility Surplus	\$ -				
Sanitary Sewer DNR Reserve	\$ 165,000				
Parkland Dedication Fund Balance	\$ 115,000				
Canal Fund Balance	\$ 46,000				
Stormwater	\$ 60,000				
Due from Water Utility (City Mael Bldg)					
Vehicle Replacement Fund (Gbge Trck)					
Capital Surplus	\$ 200,000	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 2,060,109</b>	<b>\$ 1,477,814</b>	<b>\$ 622,750</b>	<b>\$ 120,000</b>	<b>\$ 4,280,673</b>

Difference in expenses and revenue sources

\$ (1,251,462) \$ (2,999,706) \$ (1,471,750) \$ (5,219,000) \$ (10,941,918)

**Fire  
Capital Expenditure Plan  
Years 2012 – 2019**

<i>Project Codes</i>	<b>UPDATED 10/28/11</b>					
	<b>Project</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015-2019</b>	<b>Total Cost</b>
	Install New Floor Drain in Fire Department Garage	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000
	Office Furnishings	\$ -	\$ 6,800	\$ -	\$ -	\$ 6,800
	<b>Total</b>	\$ -	\$ 6,800	\$ -	\$ 20,000	\$ 26,800

**Sources of Funding**

G.O. Debt					\$ -
Revenue Debt					\$ -
Grants/Aids					\$ -
Special Assessment					\$ -
User Fees					\$ -
Tax Levy					\$ -
TIF/OTHER					\$ -
Due from Water Utility					\$ -
Capital Fund Balance					\$ -
General Fund Surplus					\$ -
	<b>Total</b>	\$ -	\$ -	\$ -	\$ -

Difference in expenses and revenue sources

\$ (6,800) \$ (20,000) \$ (26,800)

Facilities Capital Expenditure Plan Years 2012 – 2019						
Project Codes	UPDATED 10/28/11					
	Facilities	2012	2013	2014	2015-2019	Total Cost
	Welcome Center Project	\$ 323,110				\$ 323,110
	Second floor access security	\$ 14,000				\$ 14,000
	Emergency Generator			\$ 100,000		\$ 100,000
	Lower level kitchen rennovation		\$ 20,000			\$ 20,000
	Museum exterior repairs	\$ 20,000	\$ 5,000	\$ 5,000	\$ 10,000	\$ 40,000
	<b>Total</b>	\$ 357,110	\$ 25,000	\$ 105,000	\$ 10,000	\$ 497,110

### Sources of Funding

G.O. Debt					\$ -
Revenue Debt					\$ -
Grants/Aids	\$ 258,488				\$ 258,488
Special Assessment					\$ -
User Fees					\$ -
Tax Levy					\$ -
General Fund Surplus					\$ -
Capital Fund Surplus					\$ -
<b>Total</b>	\$ 258,488	\$ -	\$ -	\$ -	\$ 258,488

Difference in expenses and revenue sources

\$ (98,622) \$ (25,000) \$ (105,000) \$ (10,000) \$ (238,622)

**Library  
Capital Expenditure Plan  
Years 2012 – 2019**

*Project  
Codes*

UPDATED					
Facilities	2012	2013	2014	2015-2019	Total Cost
Building Construction	\$ 400,000				\$ 400,000
<b>Total</b>	\$ 400,000	\$ -	\$ -	\$ -	\$ 400,000

**Sources of Funding**

G.O. Debt					\$ -
Revenue Debt					\$ -
Grants/Aids					\$ -
Special Assessment					\$ -
User Fees					\$ -
Tax Levy					\$ -
General Fund Surplus					\$ -
Capital Fund Surplus					\$ -
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -

Difference in expenses and revenue sources

\$ (400,000)

\$ (400,000)

**Police Department  
Capital Expenditure Plan  
Years 2012 – 2020**

Project Codes	UPDATED					
	Project	2012	2013	2014	2015-2019	Total Cost
	Furnishings/Carpet			\$ 10,000		\$ 10,000
	Replace five MDC Squad Computers				\$ 21,000	
	Replacement Squad DP 3 dash cameras		\$ 26,000			
	Software Upgrade (IT1 Enterprise) \$5385 per Q starting 10/09 - 12 Qs total	\$ 18,131				\$ 18,131
	Replacement Server	\$ 5,200				
	Two Body Armor Protective Vests	\$ 1,000				\$ 1,000
	Computer Upgrades	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 12,000
	Laser Radar Unit	\$ 2,700				\$ 2,700
	Industrial Shredder	\$ 1,900				\$ 1,900
	Semi-Auto Pistols Replace 25 @ \$450 & ammo 220 boxes x \$24 \$5,280	\$ 16,530				\$ 16,530
	Two Body Armor Protective Vests		\$ 1,000	\$ 1,500		\$ 2,500
	<b>Total</b>	\$ 48,461	\$ 30,000	\$ 14,500	\$ 24,000	\$ 116,961

**Sources of Funding**

	G.O. Debt					\$ -
	Revenue Debt					\$ -
S	Sale of used pistols (22 x \$150)	\$ 3,300				
	Grants/Aids	\$ 500	\$ 500	\$ 750		\$ 1,750
	Special Assessment					\$ -
	User Fees					\$ -
	Tax Levy					\$ -
	Other					\$ -
	General Fund Surplus					\$ -
	<b>Total</b>	\$ 3,800	\$ 500	\$ 750	\$ -	\$ 5,050

Difference in expenses and revenue sources

\$ 44,660.50    \$ (29,500)    \$ (13,750)    \$ (24,000)    \$ (111,911)

**Public Works  
Capital Expenditure Plan  
Years 2012 – 2016**

**REVISION 1**

Project Codes	UPDATED 10/28/11	2012	2013	2014	2015	2016	Total Cost
	Streets						Total Cost
12-20C01	Asphalt mill & 3" overlay; 400 blk. Oneida, 1100 blk. Dunn, 200 blk. W. Burns, Parkview Ct., N.P. Front. Rd. (Henry - Northridge), Cass (W. WI - W. Cook) and Hamilton (E. Cook - E. Franklin) = 5,700'	\$ 260,000					\$ 260,000
	Chip Seal & Crackfilling; Wauona Trail	\$ 60,000					\$ 60,000
	Street Reconstruct.- design engineering	\$ 50,000					\$ 50,000
	Street Reconstruction; 200 blks. W. Emmett, W. Marion & W. Franklin and 900 & 1,000 blks Dunn - 2,400'		\$ 720,000				\$ 720,000
	Street Reconst. - design engineering			\$ 50,000			\$ 50,000
	Street Reconstruction; River St. - 2,400'				\$ 720,000		\$ 720,000
	Asphalt mill & 3" overlay; Eastridge (N.P. Rd.- R.F. Run), Dunn (Prospect - W. Cook), Armstrong (W. WI - W. Cook) & Monroe (W. Cook - Marion) = 5,350,		\$ 243,000				\$ 243,000
	Chip Seal & Crackfilling; W. Slifer, Mohr Rd. & Murphy Rd.		\$ 60,000				\$ 60,000
	Hamilton Street Reconstruction; E. Slifer to Morningstar (2,600 Feet); design and construction				\$ 50,000	\$ 780,000	\$ 830,000
	Asphalt mill & 3" overlay; E. Albert (E. Haertel - Hamilton), 100 & 400 blks. E. Howard, 100 blk. E. Emmett, 100 & 600 blks. E. Conant & Sanborn (W. Franklin - River) = 5,300'			\$ 241,000			\$ 241,000
	Chip Seal & Crackfilling; Gunderson Dr., Eastridge (Red Fox Run - Hunter's Trl.), E. Burns & Adams			\$ 160,000			\$ 160,000
	East Haertel St. design & DOT fees; Hwy. 51 to East Albert Street	\$ 65,000	\$ 50,000				\$ 115,000
	East Haertel St. const.; Hwy. 51 to East Albert Street			\$ 690,000			\$ 690,000
	East Wisconsin & DeWitt Streets; Ontario to Pleasant - Design Engineering					\$ 200,000	\$ 200,000
	Asphalt mill & 3" overlay; 100 blk. E. Franklin, 100 blk. E. Carroll, 200 & 300 blks. E. Howard, Dunn (W. WI - W. Marion) & E. Edgewater ( DeWitt - Hamilton) = 5,850'				\$ 240,000	\$ 240,000	\$ 480,000
	Chip Seal & Crackfilling streets (1 mile each year) - DeWitt (Pleasant - E. Burns), Townsend & Thompson (E. Mullet - Wauona Trl.) & E. & W. Collins				\$ 60,000	\$ 60,000	\$ 120,000
	<b>Alleys, Parking Lots and Cemetary Roads</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>Total Cost</b>
	NAPA & Roger's Gifts lot resurfacing	\$ 25,000					\$ 25,000
	Chamber parking lot resurfacing			\$ 30,000			\$ 30,000
	<b>Street lights and signs</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>Total Cost</b>
Street lights; Airport Road	\$ 5,000					\$ 5,000	
New street lights; locations tbd		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 20,000	
Street lights; GIS and attribute information	\$ 10,000					\$ 10,000	
Street light replacement		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000	
New street signs	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000	
Street sign repair/replacement	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000	
<b>Total</b>	<b>\$ 485,000</b>	<b>\$ 1,098,000</b>	<b>\$ 1,196,000</b>	<b>\$ 1,095,000</b>	<b>\$ 1,305,000</b>	<b>\$ 5,179,000</b>	

**Public Works  
Capital Expenditure Plan  
Years 2012 – 2016**

**REVISION 1**

*Project*

<b>UPDATED 10/28/11</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>Total Cost</b>
-------------------------	-------------	-------------	-------------	-------------	-------------	-------------------

**Sources of Funding**

G.O. Debt						\$ -
Revenue Debt						\$ -
Grants/Aids			\$ 552,000			\$ 552,000
Special Assessment						\$ -
User Fees						\$ -
Tax Levy						\$ -
Vehicle Replacement Fund (Gbgge Trck)						\$ -
Capital Fund Surplus						\$ -
<b>Total</b>	\$ -	\$ -	\$ 552,000	\$ -	\$ -	\$ 552,000

Difference in expenses and revenue sources

\$ (485,000) \$ (1,098,000) \$ (644,000) \$ (1,095,000) \$ (1,305,000) \$ (4,627,000)

**Park and Recreation  
Capital Expenditure Plan  
Years 2012 – 2019**

**Project  
Codes**

<b>UPDATED</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015-2019</b>	<b>Total Cost</b>
Electrical Vet's Field					\$ -
Riverside Park Restrooms					\$ -
Vet's Field Improvements					\$ -
Grandstand Remodeling - Vet's	\$ 125,000				\$ 125,000
Bleachers Ball Fields		\$ 25,000			\$ 25,000
Play Equipment Pauquette				\$ 15,000	\$ 15,000
Play Equipment Silver Lake				\$ 15,000	\$ 15,000
Sign Replacement		\$ 6,000			\$ 6,000
Play Equipment Good Year Park				\$ 15,000	\$ 15,000
Levy Walkway Resurfacing				\$ 15,000	\$ 15,000
Gen. Bldg Repairs Vet's	\$ 10,000				\$ 10,000
Play Equipment Lawton Field			\$ 15,000		\$ 15,000
Picnic Table Replacement			\$ 5,000		\$ 5,000
Community Center				\$ 3,000,000	\$ 3,000,000
<b>Total</b>	\$ 135,000	\$ 31,000	\$ 20,000	\$ 3,060,000	\$ 3,246,000

**Sources of Funding**

G.O. Debt					\$ -
Revenue Debt					\$ -
Grants/Aids					\$ -
Special Assessment					\$ -
User Fees					\$ -
Tax Levy					\$ -
Parkland Dedication Fund					\$ -
Capital Fund Surplus					\$ -
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -

Difference in expenses and revenue sources

\$ (135,000) \$ (31,000) \$ (20,000) \$ (3,060,000) \$ (3,246,000)

Storm Water Capital Expenditure Plan Years 2012 – 2019						
Project Codes	UPDATED	2012	2013	2014	2015-2019	Total Cost
						Total Cost
	Jefferson Street Alley Improvements	\$ 100,000				\$ 100,000
	First ward storm sewers - Phase I		\$ 50,000			\$ 50,000
	First ward storm sewers - Phase II			\$ 50,000		\$ 50,000
	First ward storm sewers - Phase III				\$ 50,000	\$ 50,000
	<b>Total</b>	\$ 100,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000

### Sources of Funding

G.O. Debt						\$ -
Revenue Debt						\$ -
Grants/Aids						\$ -
Special Assessment						\$ -
User Fees						\$ -
Tax Levy						\$ -
Other						\$ -
Capital Fund Balance (Prev Pd)						\$ -
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Difference in expenses and revenue sources

\$ (100,000) \$ (50,000) \$ (50,000) \$ (50,000) \$ (250,000)

**450 Revolving Sidewalk  
Capital Expenditure Plan  
Years 2012 – 2019**

<i>Project Codes</i>	<b>UPDATED 11/19/10</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015-2019</b>	<b>Total Cost</b>
	<b>Sidewalks and Paths</b>					<b>Total Cost</b>
	New sidewalk on Village Road (Henry to Northridge)	\$ 120,000				\$ 120,000
	New sidewalk on Airport Road		\$ 75,000			\$ 75,000
	Sidewalk replacement in District TBD			\$ 100,000		\$ 100,000
	New sidewalk on W. Slifer St.				\$ 150,000	\$ 150,000
	<b>Total</b>	\$ 120,000	\$ 75,000	\$ 100,000	\$ 150,000	\$ 445,000

**Sources of Funding**

G.O. Debt	\$ 40,000	\$ 15,000	\$ 30,000	\$ 30,000	\$ 115,000
Revenue Debt					\$ -
Grants/Aids					\$ -
Special Assessment	\$ 80,000	\$ 60,000	\$ 70,000	\$ 120,000	\$ 330,000
User Fees					\$ -
Tax Levy					\$ -
Other					\$ -
Fund Surplus					\$ -
<b>Total</b>	\$ 120,000	\$ 75,000	\$ 100,000	\$ 150,000	\$ 445,000

Difference in expenses and revenue sources

Park and Recreation Parkland Ded. Capital Expenditure Plan Years 2011 – 2019						
<i>Project Codes</i>	UPDATED 10/28/11	2012	2013	2014	2015-2019	Total Cost
	Vet's Field Fencing (Parkland Fund)					\$ -
	Play Equipment Lincoln					\$ -
	Play Equipment Woodridge Park					\$ -
	Play Equipment Little League					\$ -
	<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -

**Sources of Funding**

	G.O. Debt					\$ -
	Revenue Debt					\$ -
	Grants/Aids					\$ -
	Special Assessment					\$ -
	User Fees					\$ -
	Tax Levy					\$ -
	Other					\$ -
	Fund Surplus					\$ -
	<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -

Difference in expenses and revenue sources

**City of Portage 216 TIF #4  
Capital Expenditure Plan  
Years 2012 – 2019**

<i>Project Codes</i>	<b>UPDATED</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015-2019</b>	<b>Total Cost</b>
	Industrial Park Development Infrastructure		\$ 1,005,000			
	<b>Total</b>	\$ 1,005,000	\$ -	\$ -	\$ -	\$ 1,005,000

**Sources of Funding**

G.O. Debt						\$ -
Revenue Debt						\$ -
Grants/Aids		\$ 704,000				\$ 704,000
Special Assessment						\$ -
User Fees						\$ -
Tax Levy						\$ -
Fund Surplus						\$ -
	<b>Total</b>	\$ 704,000	\$ -	\$ -	\$ -	\$ 704,000

Difference in expenses and revenue sources

\$ (301,000)

\$ (301,000)

**City of Portage 219 TIF #7  
Capital Expenditure Plan  
Years 2021 – 2019**

<i>Project Codes</i>	<b>UPDATED</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015-2019</b>	<b>Total Cost</b>
	Wisconsin St Improvements		\$ -	\$ 500,000		
	<b>Total</b>	\$ -	\$ 500,000	\$ -	\$ -	\$ 500,000

**Sources of Funding**

G.O. Debt					\$ -
Revenue Debt					\$ -
Grants/Aids					\$ -
Special Assessment					\$ -
User Fees					\$ -
Tax Levy					\$ -
VEHICLE REPL FUND					\$ -
Fund Surplus					\$ -
	<b>Total</b>	\$ -	\$ -	\$ -	\$ -

Difference in expenses and revenue sources

\$ (500,000)

\$ (500,000)

**City of Portage - Canal Fund 460  
Capital Expenditure Plan  
Years 2012 – 2019**

**Project  
Codes**

<b>UPDATED 11/19/10 Canal Improvements</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015-2019</b>	<b>Total Cost</b>
Segment 2 design	\$ 100,000				\$ 100,000
Segment 2 construction		\$ 1,084,220			\$ 1,084,220
Linear Park Master Plan	\$ 10,000				\$ 10,000
Aerator System	\$ 30,000				\$ 30,000
Canal Intake System: Design	\$ 30,000	\$ 100,000			\$ 130,000
Canal two bridges design	\$ 27,000				\$ 27,000
Canal two bridges construction		\$ 180,000			\$ 180,000
Canal paths design	\$ 34,000				\$ 34,000
Canal paths construction		\$ 448,500			\$ 448,500
Erect Stone Building east of Riverwood Apts	\$ -		\$ 50,000		\$ 50,000
<b>Total</b>	\$ 231,000	\$ 1,812,720	\$ 50,000	\$ -	\$ 2,093,720

**Sources of Funding**

G.O. Debt					\$ -
Revenue Debt					\$ -
Grants/Aids	\$ 169,750	\$ 1,417,314			\$ 1,587,064
Special Assessment					\$ -
User Fees					\$ -
Tax Levy					\$ -
TIF/OTHER	\$ -				\$ -
Fund Surplus					\$ -
<b>Total</b>	\$ 169,750	\$ 1,417,314	\$ -	\$ -	\$ 1,587,064

Difference in expenses and revenue sources

\$ (61,250) \$ (395,406) \$ (50,000) \$ (506,656)

**City of Portage 470 AIRPORT  
Capital Expenditure Plan  
Years 2010 – 2019**

<i>Project Codes</i>	<b>UPDATED 11/20/09</b>					
	<b>Project</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015-2019</b>	<b>Total Cost</b>
	New Airport Development (Land Acquisition)	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -

**Sources of Funding**

G.O. Debt					\$ -
Revenue Debt					\$ -
Grants/Aids					\$ -
Special Assessment					\$ -
User Fees					\$ -
Tax Levy					\$ -
TIF/OTHER					\$ -
Fund Surplus					\$ -
	<b>Total</b>	\$ -	\$ -	\$ -	\$ -

Difference \$ - \$ - \$ - \$ - \$ - \$ -

**Portage Water Utility  
Capital Expenditure Plan  
Years 2012 – 2020**

Project Codes	UPDATED 10/25/11						Total Cost
	Project	2012	2013	2014	2015	2016-2020	
11-610W10	D - Hydrant Flow Study (2011 Carryover \$10,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	D - Paint & Repair West Tower	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ 200,000
12-610W01	P&T - Well #3- inspect & renovate	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
12-610W02	P&T - WTP Reservoir - clean & inspect	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ 3,500
12-610W03	D - Cardinal Glass Tower- clean & inspect	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
12-610W04	D - 1350Orion Meter Heads	\$ 111,600	\$ -	\$ -	\$ -	\$ -	\$ 111,600
12-610W05	D - 200 block W Burns 4" watermain replacement	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
12-610W06	D - 1100 block Dunn Street 4" watermain replacement	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
12-610W07	D - 4 hydrants - replacement	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ 12,000
12-610W08	D - large meter testing	\$ 5,400	\$ -	\$ -	\$ -	\$ -	\$ 5,400
12-610W09	P&T - Well #3 furnace	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ 2,500
11-610W01	P&T - resurface parking lot Well #8 (2011 carryover @\$7,500)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2014	D - Replace 6" W.M. on E Conant from Adams to DeWitt	\$ -	\$ -	\$ -	\$ 80,000	\$ -	\$ 80,000
2013	D - West Wisconsin Service Road water main replacement	\$ -	\$ -	\$ -	\$ 80,000	\$ -	\$ 80,000
2013	D - W. End of CTH O watermain replacement	\$ -	\$ -	\$ -	\$ 70,000	\$ -	\$ 70,000
2014	P&T - Chlorination System Southeast of Canal	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ 150,000
2014	P&T - Well #8 - inspect iron filter media & repair air relief valves	\$ -	\$ -	\$ 6,000	\$ -	\$ -	\$ 6,000
2014	P&T - Well #8 - convert meter boards to SCADA	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000
2013	D - Watermain replacement - 200 blocks of W Emmett, W Marion & W Franklin and 900 & 1000 blocks of Dunn St	\$ -	\$ 290,000	\$ -	\$ -	\$ -	\$ 290,000
2013	P&T - Well #8 - inspect & rehabilitate	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000
2014	D - North Tower - paint & repair	\$ -	\$ -	\$ -	\$ 230,000	\$ -	\$ 230,000
2014	D - replace 4" watermain on W Conant; Macfarlane to Cass & Pierce to W Pleasant	\$ -	\$ -	\$ -	\$ 410,000	\$ -	\$ 410,000
2015	D - replace 4" watermain Ontario St ; Wisconsin to Thompson St	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ 60,000
2015	D - E Wisconsin St watermain replacement; Waouna to Pauquette	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000
2015	D - Pauquette St watermain replacement ; E Wisconsin to Thompson St	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ 80,000
	<b>Total</b>	\$ 265,000	\$ 325,000	\$ 376,000	\$ 870,000	\$ 640,000	\$ 871,000

**Sources of Funding**

G.O. Debt						\$ -
Revenue Debt						\$ -
Grants/Aids						\$ -
Special Assessment						\$ -
User Fees						\$ -
Tax Levy						\$ -
Surplus						\$ -
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Difference in expenses and revenue sources

\$ (265,000) \$ (325,000) \$ (376,000) \$ (870,000) \$ (640,000) \$ (871,000)

**KEY:**

P&T - Pumping & Treatment  
D - Distribution

**Sanitary Sewer  
Capital Expenditure Plan  
Years 2012 – 2016**

Project Codes	UPDATED 10/25/11						
	Project	2012	2013	2014	2015	2016	Total Cost
11-620S05	Conveyance System - Sanitary Sewer & Manhole Rehab (based on televising) Locations TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2013	Conveyance System - Sanitary Sewer replacement in the 200 blocks of W Emmett, W Marion, & W Franklin (est. \$70,000 each block)	\$ -	\$ 210,000	\$ -	\$ -	\$ -	\$ 210,000
2013	Conveyance System - Sanitary Sewer replacement in the 900 & 1000 blocks of Dunn (est. \$40,000 each block)	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ 80,000
2013	Treatment System - repair of 2 screw pump gear reducers	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000
2013	Treatment System - replace 2 screw pump greasers	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000
2014	Treatment System - Service Water Pumping. Installation of two Non-Potable Effluent Pumps due to reduced Non-Potable Water Service Demand	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000
2014	Treatment System - Repair of water & air lines in raw waste building	\$ -	\$ -	\$ 24,000	\$ -	\$ -	\$ 24,000
2014	Treatment System - replace water lines in digester building	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000
2015	Treatment Plant - Aeration for Influent to help with Surfactents	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000
2015	Treatment Plant - replacing heat exchanger in digester building	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000
2014	Conveyance System - DeWitt Street; Wisconsin to Conant, 700 Feet Sanitary Sewer (TIF)	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ 80,000
2015	East Conant San Sewer Replacement; DeWitt to Adams - 700 feet (TIF)	\$ -	\$ -	\$ -	\$ 80,000	\$ -	\$ 80,000
2015	Conveyance System - Hamilton Sewer Replacement (Morningstar to Slifer)	\$ -	\$ -	\$ -	\$ 20,000	\$ 300,000	\$ 320,000
12-620S01	Conveyance System - sanitary sewer replacement for Oneida St (250')	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
12-620S02	Conveyance System - sanitary sewer repairs to Hamilton St lift station	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
11-620S06	W Howard and E Conant St sanitary relays (Carryover of \$60,000 from 2011)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11-620S06A	200 block of W Burns St (use carryover from 2011 of \$65,000 for sewer relay from Highland Ave)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12-620S03	Treatment Plant - upgrades (SEE NOTE BELOW)	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000
10-S08	Lift Station and Interceptor Hamilton – Gunderson Drive	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ 600,000
2013	Treatment Plant - Influent Lift Station. Replace Screw Pump wooden covers with Fiberglass Covers	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
	<b>Total</b>	\$ 165,000	\$ 390,000	\$ 174,000	\$ 120,000	\$ 900,000	\$ 1,749,000

**Sources of Funding**

G.O. Debt						\$ -
Revenue Debt						\$ -
Grants/Aids						\$ -
Special Assessment						\$ -
User Fees						\$ -
Tax Levy						\$ -
Other Fund Surplus						\$ -
DNR Reserve						\$ -
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Difference in expenses and revenue sources      \$ (165,000)   \$ (390,000)   \$ (174,000)   \$ (120,000)   \$ (900,000)   \$ (1,749,000)

**NOTE: Refer to page two of 10/17/11 Memo. The \$148,000 carryover was for replacing clarifier covers; instead of replacing, the carryover will be used for treatment plan upgrades**

Resolution No. 12-020

INITIAL RESOLUTION AUTHORIZING  
\$500,000 GENERAL OBLIGATION BONDS  
FOR SEWERAGE PROJECTS

RESOLVED that the City of Portage, Columbia County, Wisconsin, borrow an amount not to exceed \$500,000 by issuing its general obligation bonds for the public purpose of financing sewerage projects, consisting of storm sewer improvements.

Passed this 24th day of May, 2012.

Approved this 24th day of May, 2012.

---

Mayor

Attest:

---

City Clerk

Resolution No. 12-021

INITIAL RESOLUTION AUTHORIZING  
\$1,400,000 GENERAL OBLIGATION BONDS  
FOR STREET IMPROVEMENT PROJECTS

RESOLVED that the City of Portage, Columbia County, Wisconsin, borrow an amount not to exceed \$1,400,000 by issuing its general obligation bonds for the public purpose of financing street improvement projects.

Passed this 24th day of May, 2012.

Approved this 24th day of May, 2012.

---

Mayor

Attest:

---

City Clerk

Resolution No. 12-022

INITIAL RESOLUTION AUTHORIZING  
\$815,000 GENERAL OBLIGATION BONDS  
FOR COMMUNITY DEVELOPMENT PROJECTS IN  
TAX INCREMENTAL DISTRICT NO. 4

RESOLVED that the City of Portage, Columbia County, Wisconsin, borrow an amount not to exceed \$815,000 by issuing its general obligation bonds for the public purpose of providing financial assistance to community development projects under Section 66.1105, Wisconsin Statutes, by financing project costs of the City's Tax Incremental District No. 4.

Passed this 24th day of May, 2012.

Approved this 24th day of May, 2012.

---

Mayor

Attest:

---

City Clerk

Resolution No. 12-023

INITIAL RESOLUTION AUTHORIZING  
\$5,290,000 GENERAL OBLIGATION REFUNDING BONDS

RESOLVED that the City of Portage, Columbia County, Wisconsin, borrow an amount not to exceed \$5,290,000 by issuing its general obligation bonds for the public purpose of refunding obligations of the City, including interest on them.

Passed this 24th day of May, 2012.

Approved this 24th day of May, 2012.

---

Mayor

Attest:

---

City Clerk

Resolution No. 12-024

RESOLUTION DIRECTING PUBLICATION OF NOTICE TO ELECTORS

WHEREAS initial resolutions authorizing general obligation bonds have been adopted by the Common Council of the City of Portage, Wisconsin (the "City") and it is now necessary that certain of said initial resolutions be published to afford notice to the residents of the City of their adoption;

NOW, THEREFORE, BE IT RESOLVED that the City Clerk shall, within 15 days, publish a notice to the electors in substantially the form attached hereto as Exhibit A in the official City newspaper as a class 1 notice under ch. 985, Wis. Stats.

Passed this 24th day of May, 2012.

Approved this 24th day of May, 2012.

---

Mayor

Attest:

---

City Clerk

EXHIBIT A

NOTICE TO ELECTORS OF THE CITY OF PORTAGE, WISCONSIN

NOTICE IS HEREBY GIVEN that the following initial resolutions have been adopted at the meeting of the Common Council of the City of Portage held May 24, 2012:

Resolution No. \_\_\_\_

INITIAL RESOLUTION AUTHORIZING  
\$500,000 GENERAL OBLIGATION BONDS  
FOR SEWERAGE PROJECTS

RESOLVED that the City of Portage, Columbia County, Wisconsin, borrow an amount not to exceed \$500,000 by issuing its general obligation bonds for the public purpose of financing sewerage projects, consisting of storm sewer improvements.

Resolution No. \_\_\_\_

INITIAL RESOLUTION AUTHORIZING  
\$1,400,000 GENERAL OBLIGATION BONDS  
FOR STREET IMPROVEMENT PROJECTS

RESOLVED that the City of Portage, Columbia County, Wisconsin, borrow an amount not to exceed \$1,400,000 by issuing its general obligation bonds for the public purpose of financing street improvement projects.

Resolution No. \_\_\_\_

INITIAL RESOLUTION AUTHORIZING  
\$815,000 GENERAL OBLIGATION BONDS  
FOR COMMUNITY DEVELOPMENT PROJECTS IN  
TAX INCREMENTAL DISTRICT NO. 4

RESOLVED that the City of Portage, Columbia County, Wisconsin, borrow an amount not to exceed \$815,000 by issuing its general obligation bonds for the public purpose of providing financial assistance to community development projects under Section 66.1105, Wisconsin Statutes, by financing project costs of the City's Tax Incremental District No. 4.

The Wisconsin Statutes (s. 67.05(7)(b)) provide that the initial resolutions need not be submitted to the electors unless within 30 days after adoption of the initial resolutions a petition is filed in the City Clerk's office requesting a referendum. This petition must be signed by electors numbering at least 10% of the votes cast for governor in the City at the last general election. A petition may be filed with respect to any one or more of the initial resolutions.

Dated May 24, 2012.

By Order of the Common Council  
City Clerk

Resolution No. 12-025

RESOLUTION PROVIDING FOR THE SALE OF \$2,325,000  
GENERAL OBLIGATION PROMISSORY NOTES

WHEREAS the City of Portage, Columbia County, Wisconsin (the "City") is presently in need of an amount not to exceed \$2,325,000 for the public purpose of paying the cost of municipal building improvements, park improvements, acquiring equipment, improvements for the Portage Canal and other storm water improvements and street improvements; and

WHEREAS it is desirable to borrow said funds through the issuance of general obligation promissory notes pursuant to Section 67.12(12), Wisconsin Statutes.

NOW, THEREFORE, BE IT RESOLVED that:

Section 1. The Notes. The City shall issue its General Obligation Promissory Notes, Series 2012A, in an amount not to exceed \$2,325,000 for the purposes above specified.

Section 2. Sale of Notes. The Common Council hereby authorizes and directs that the Notes be offered for public sale. At a subsequent meeting, the Common Council shall consider such bids for the Notes as may have been received and take action thereon.

Section 3. Notice of Note Sale. The City Clerk be and hereby is directed to cause notice of the sale of the Notes to be disseminated in such manner and at such times as the City Clerk may determine and to cause copies of a complete, official Notice of Note Sale and other pertinent data to be forwarded to interested bidders as the City Clerk may determine.

Section 4. Official Statement. The City Clerk shall cause an Official Statement concerning this issue to be prepared by Ehlers & Associates, Inc. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

Passed this 24th day of May, 2012.

Approved this 24th day of May, 2012.

---

Mayor

Attest:

---

City Clerk

RESOLUTION PROVIDING FOR THE SALE OF \$5,680,000  
GENERAL OBLIGATION CORPORATE PURPOSE BONDS

WHEREAS the Common Council of the City of Portage, Columbia County, Wisconsin (the "City") has adopted initial resolutions authorizing the issuance of general obligation bonds for the following public purposes and in the following amounts:

\$500,000 to finance sewerage projects, consisting of storm sewer improvements;

\$1,400,000 to finance street improvement projects; and

\$5,290,000 to refund obligations of the City, including interest on them (the "Refunding Bonds");

WHEREAS due to certain provisions contained in the Internal Revenue Code of 1986, as amended, it is necessary to issue a portion of the Refunding Bonds on a taxable basis (approximately \$1,510,000) and a portion on a tax-exempt basis (approximately \$3,780,000).

NOW, THEREFORE, BE IT RESOLVED that:

Section 1. Combination of Issues. The issues referred to in the preamble hereof (including only the portion of the Refunding Bonds to be used on a tax-exempt basis) are hereby combined into one issue of bonds designated as "General Obligation Corporate Purpose Bonds, Series 2012B" (the "Bonds") and the City shall issue the Bonds in an amount not to exceed \$5,680,000 for the purposes above specified.

Section 2. Sale of Bonds. The Common Council hereby authorizes and directs that the Bonds be offered for public sale. At a subsequent meeting, the Common Council shall consider such bids for the Bonds as may have been received and take action thereon.

Section 3. Notice of Bond Sale. The City Clerk be and hereby is directed to cause notice of the sale of the Bonds to be disseminated in such manner and at such times as the City Clerk may determine and to cause copies of a complete, official Notice of Bond Sale and other pertinent data to be forwarded to interested bidders as the City Clerk may determine.

Section 4. Official Statement. The City Clerk shall cause an Official Statement concerning this issue to be prepared by Ehlers & Associates, Inc. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

Passed this 24th day of May, 2012.

Approved this 24th day of May, 2012.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

RESOLUTION PROVIDING FOR THE SALE OF \$2,325,000  
TAXABLE GENERAL OBLIGATION CORPORATE PURPOSE BONDS

WHEREAS the Common Council of the City of Portage, Columbia County, Wisconsin (the "City") has adopted initial resolutions authorizing the issuance of general obligation bonds for the following public purposes and in the following amounts:

\$815,000 to finance community development projects in Tax Incremental District No. 4;  
and

\$5,290,000 to refund obligations of the City, including interest on them (the "Refunding Bonds");

WHEREAS due to certain provisions contained in the Internal Revenue Code of 1986, as amended, it is necessary to issue a portion of the Refunding Bonds on a taxable basis (approximately \$1,510,000) and a portion on a tax-exempt basis (approximately \$3,780,000).

NOW, THEREFORE, BE IT RESOLVED that:

Section 1. Combination of Issues. The issues referred to in the preamble (including only the portion of the Refunding Bonds to be issued on a taxable basis) hereof are hereby combined into one issue of bonds designated as "Taxable General Obligation Corporate Purpose Bonds, Series 2012C" (the "Bonds") and the City shall issue the Bonds in an amount not to exceed \$2,325,000 for the purposes above specified.

Section 2. Sale of Bonds. The Common Council hereby authorizes and directs that the Bonds be offered for public sale. At a subsequent meeting, the Common Council shall consider such bids for the Bonds as may have been received and take action thereon.

Section 3. Notice of Bond Sale. The City Clerk be and hereby is directed to cause notice of the sale of the Bonds to be disseminated in such manner and at such times as the City Clerk may determine and to cause copies of a complete, official Notice of Bond Sale and other pertinent data to be forwarded to interested bidders as the City Clerk may determine.

Section 4. Official Statement. The City Clerk shall cause an Official Statement concerning this issue to be prepared by Ehlers & Associates, Inc. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

Passed this 24th day of May, 2012.

Approved this 24th day of May, 2012.

---

Mayor

Attest:

---

City Clerk

**RESOLUTION NO. 12-028**

**RESOLUTION RELATIVE TO PART TIME POLICE OFFICER JOB DESCRIPTION**

**WHEREAS**, the City of Portage is establishing the position of part time Police Officer; and

**WHEREAS**, the Human Resources Committee has reviewed the job description for Part Time Police Officer and has recommended the attached job description.

**NOW THEREFORE, BE IT RESOLVED** by the Common Council of the City of Portage that the attached job description for Part Time Police Officer is hereby adopted.

**DATED** this 24<sup>th</sup> day of May, 2012.

---

Kenneth H. Jahn, Mayor

Attest:

---

Marie A. Moe, WCPC, MMC, City Clerk

Resolution requested by:  
Human Resources Committee

**City of Portage  
Position Description**

<b>Name:</b>	<b>Department:</b> Police
<b>Position Title:</b> Police Officer Part Time	<b>FLSA:</b> Non-Exempt
<b>Date:</b> 2012	<b>Reports To:</b> Lieutenant or Sergeant

---

**Purpose of Position**

This position exists to perform law enforcement duties to ensure the protection of City citizens and property and to perform community service functions.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Performs law enforcement duties: patrols assigned areas of City; handles complaints, criminal and traffic violations, and accidents; performs security checks of businesses, residences, and fire scenes; apprehends and arrests offenders; issues citations; conducts interrogations; interviews witnesses, victims, and suspects; performs searches; responds to and investigates alarms; completes reports such as incident, accident, and arrest reports; serves legal papers such as summons, warrants, subpoenas, and court orders; tags and labels physical evidence; appears in court when necessary; attends required training and educational sessions.
- Performs community service functions: provides medical assistance to injured and ill persons; performs traffic control and animal control duties; advises and assists persons such as referring persons to agencies providing social services; escorts emergency vehicles and funeral processions.
- Performs other duties as required.
- No regular hours scheduled.

**Minimum Training and Experience Required to Perform Essential Job Functions**

- Associate degree in Criminal Justice or a minimum of 60 college credits. Must possess Wisconsin Law Enforcement Certification. Must possess a valid Wisconsin Drivers License.
- Must be certified law enforcement with minimum 2 years experience.

**Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

**Physical Requirements**

- Ability to operate a variety of equipment and tools such as, but not limited to, a computer, typewriter, Dictaphone, squad car, mobile radio, radar unit, pistol, shotgun, handcuffs, baton, medical equipment, fire extinguisher, flashlight, camera, and telephone.
- Ability to attend, and react appropriately, in emergency situations.
- Ability to perceive and discriminate colors and sounds.

**Mathematical Ability**

- Ability to add, subtract, multiply, and divide; perform calculations using decimals and percentages.

**Language Ability and Interpersonal Communication**

- Ability to comprehend and interpret a variety of documents such as National Crime Information Center and Criminal Investigation Bureau information, warrants, court orders, reports, accident forms, statutes, ordinances, rules, and regulations.
- Ability to prepare a variety of documents such as accident, incident, and arrest reports, records, and time sheets using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret legal terminology, statutes, criminal code, ordinances, rules, regulations, drug manuals, and other policy and procedure manuals.
- Ability to communicate effectively with City personnel, students, medical personnel, attorneys, business and community leaders, other law enforcement agencies, and the general public to convey or exchange information including giving assignments and/or directions to subordinates and receiving instructions from supervisors.

**Environmental Adaptability**

- Work is performed outdoors on patrol in and in an office environment; requires ability to perform in dangerous situations under high levels of stress.

The City of Portage is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Human Resources

\_\_\_\_\_  
Date

## MEMORANDUM OF UNDERSTANDING

In order to provide parking for the Splash Pad park and Rusch Elementary School, the **City of Portage**, 115 W. Pleasant Street, Portage, Wisconsin (hereafter "City") and the **Portage Community School District**, 305 East Slifer Street, Portage, Wisconsin (hereafter "PCSD") enter into the following Memorandum of Understanding (hereafter "MOU") governing the construction, the maintenance, and the usage of the Splash Pad parking lot and driveway (hereafter "Parking Lot").

### PURPOSE AND SCOPE

The purpose of this Memorandum of Understanding (MOU) is to clearly identify the roles and responsibilities of each party as they relate to the construction, maintenance, and usage of the Parking Lot. The construction of the Parking Lot is for the mutual benefit of the City, the PCSD, and the residents of the City of Portage. The City is to construct the Parking Lot as soon as possible, and this MOU is intended to accommodate the budgeting and funding processes of the City with respect to capital projects.

### EFFECTIVE DATE AND TERM

The effective date of this MOU is the \_\_\_\_\_ day of \_\_\_\_\_, 2012. The term of this MOU shall be five (5) years. This MOU shall terminate on the \_\_\_\_\_ day of \_\_\_\_\_, 2022 unless it is renewed in writing.

### OBLIGATIONS AND RESPONSIBILITIES OF CITY

The City agrees to:

1. Place the Parking Lot construction project on the City's capital projects budget starting in 2013, and every year thereafter necessary until the funding can be committed by the City to complete the Parking Lot with the intention of completing the Parking Lot within a maximum of five (5) years.
2. Construct the Parking Lot and follow the applicable state and federal public constructions laws in the bidding and completion of the project.
3. Provide all repairs, snowplowing, and all other maintenance necessary to keep the Parking Lot in good and operable condition.
- 4.. Provide enforcement of any parking restrictions that may be applicable to the Parking Lot.
5. Permit PCSD personnel to park in the Parking Lot at all times when school is in session.

**OBLIGATIONS AND RESPONSIBILITIES OF THE PCSD**

PCSD agrees to:

- 1. Execute a deed to convey the land described as Lot \_\_\_ of CSM \_\_\_\_\_ as recorded in Document No. \_\_\_\_\_ by the Columbia County Register of Deeds to the City.

**MODIFICATION AND TERMINATION**

This document may be modified only by mutual agreement of the City of Portage and the Portage Community School District. The City of Portage or the Portage Community School District may terminate this MOU by providing written notice to the other, not less than thirty (30) days prior to the effective date of termination.

\_\_\_\_\_  
Kenneth H. Jahn, Mayor  
City of Portage  
115 W. Pleasant Street  
Portage, WI 53901

\_\_\_\_\_  
Kristen Skolarz, School Board President  
Portage Community School District  
305 E. Slifer Street  
Portage, WI 53901

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Marie A. Moe, City Clerk  
City of Portage  
115 W. Pleasant Street  
Portage, WI 53901

\_\_\_\_\_  
Rita LaVigne, School Board Clerk  
Portage Community School District  
305 E. Slifer Street  
Portage, WI 53901

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **SPLASH PAD LAND TRANSFER AGREEMENT**

**THIS AGREEMENT** is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2012 by and between the Portage Community School District (hereinafter "PCSD") and the City of Portage (hereinafter "City");

**WHEREAS**, improving the quality of life for the residents of the City of Portage is among the highest priorities for PCSD and the City; and

**WHEREAS**, PCSD and the City desire to improve the quality of life and recreational opportunities for the residents of the City of Portage by the construction of a Splash Pad park; and

**WHEREAS**, PCSD is the owner of certain land suitable for the construction of the Splash Pad park; and

**WHEREAS**, the City maintains Goodyear Park adjacent to the land owned by PCSD and desires to add the Splash Pad park to Goodyear Park;

**NOW THEREFORE**, PCSD and the City agree as follows:

1. PCSD agrees to execute a deed to convey the land described as Lot \_\_\_\_ of CSM \_\_\_\_\_ as recorded in Document No. \_\_\_\_\_ by the Columbia County Register of Deeds to the City.
2. The City agrees that the conveyance shall contain a reversionary clause stating that the conveyed land shall revert to PCSD's ownership if the Splash Pad park is not constructed within five (5) years from the date of agreement.
3. The City agrees to develop a parking lot adjacent to the Splash Pad park pursuant to the Memorandum of Understanding between the City and PCSD that shall be executed concurrently to this agreement.

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement at the City of Portage, Columbia County, Wisconsin.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2012.

**PORTAGE COMMUNITY SCHOOL DISTRICT**

By:

---

Kristen Skolarz, School Board President

---

Rita LaVigne, School Board Clerk

**CITY OF PORTAGE**

By:

---

Kenneth H. Jahn, Mayor

---

Marie A. Moe, Clerk



- GOOD YEAR PARK DEVELOPMENT**
- RAZE CLOUGH BUILDING
  - 40± STALL ANGLE ON STREET PARKING
  - SPEED HUMP/PEDESTRIAN CROSSING
  - 3,500±SF SPLASH PAD
  - 10,000±SF SKATE PARK
  - 24'X40' EXPANDABLE SHELTER w/RESTROOMS
  - 2,300±SF COMBINED RAIN GARDEN AREAS FOR SPLASH PAD WATER REUSE

REVISIONS	NO.	BY	DATE

**CONCEPTUAL SITE PLAN  
GOODYEAR PARK DEVELOPMENT  
SPLASH PAD/SKATE PARK**

City of Portage  
Columbia County, WI

**GENERAL ENGINEERING COMPANY**

818 Stone Lane Dr  
P.O. Box 541  
Portage, WI 53001  
608-742-2160  
608-742-2007 Fax  
gen@generalengineering.net

DATE: May 2011  
BY: PCK  
PLOT FILE NO. 011-002

SHEET TITLE  
**OPTION 4A**

This document contains confidential and proprietary information of General Engineering Company, Inc. and is intended for the information of the City of Portage. It is to be reviewed, distributed, used or otherwise altered in whole or in part without the written approval of General Engineering Company, Inc.



APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: 5/14/12

Town Village City of Portage County of Columbia

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 6/11/12 and ending 6/3/12 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. ORGANIZATION (check appropriate box) Bona fide Club Church Lodge/Society Veteran's Organization Fair Association

(a) Name BPOE Portage ELKS lodge #675

(b) Address 201 East Conant St Portage WI

(c) Date organized 1903

(d) If corporation, give date of incorporation

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Matthew P Russell N7558 Boeck RD Portage WI.

Vice President Marylin George 786 Saddle Ridge portage

Secretary Thomas TESSMAN W 10244 Hwy 16 Portage

Treasurer Robert Goodman 302 Lake St, Portageville CURTIS

(g) Name and address of manager or person in charge of affair: Rodney Hwy B Poyvette

2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:

(a) Street number Portage Veterans Field (Softball Diamonds)

(b) Lot Block

(c) Do premises occupy all or part of building?

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

3. NAME OF EVENT

(a) List name of the event Daniel J Thompson Memorial Softball Tournament

(b) Dates of event June 1st, 2nd, and 3rd, 2012

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

BPOE ELKS lodge #675 Portage (Name of Organization)

Officer Matthew P Russell 5/14/12 (Signature/date)

Officer (Signature/date)

Officer Robert Goodman 5/14/12 (Signature/date)

Officer (Signature/date)

Date Filed with Clerk 05-15-12 EC 120510 -50 Date Reported to Council or Board

Date Granted by Council

License No.

# CITY OF PORTAGE

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



*"Where the North Begins"*

## Checklist for Temporary Class "B" Fermented Malt Beverage License and Temporary "Class B" Wine License

- Received a copy of the Ordinances dealing with Temporary Licenses.
- Filed completed application and paid applicable fees.
- Petition City Clerk if requesting waiver of the Ordinance.
- Contacted the Parks, Recreation and Forestry Manager regarding the event. If the license is for an event on non-city owned property and there is no request for city services, or if the license is for an indoor facility; it is not necessary to contact the Parks, Recreation and Forestry Manager.
- Contacted the Police Chief about the event.

Applicant Signature:

Date:





(Revised: 05/26/04)

June 15th, 2012

To : Municipal Services

Portage Elks Lodge # 675 along with Riley's Tournament Softball Team will be holding a softball tournament June 1st - June 3rd at the Columbia County Fairgrounds, Veteran's Memorial Field, Portage.

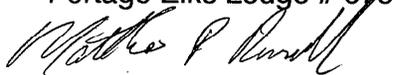
We are going to have beer sales on the grounds, all sales will be from the concession stand located at Veteran's Field. We will provide a certified beverage server at all hours of beer sales and request that the requirement to have a double fenced in area be waived for this tournament.

If you require that the fields and/or area be fenced in may we request assistance from Portage City Municipal Services with supplying the fence and helping to set it up in the correct locations.

This will be a yearly ( If Possible ) Memorial Tournament in memory of Sgt Daniel J Thompson, and proceeds will be given at the Portage High School in the form of a college scholarship to a graduate of PHS. If we are able to keep expenses down we may be able to give more then one scholarship to a PHS student.

Please feel free to contact me with any questions or concerns and I thank you for your consideration of our request

Matt Russell  
Exalted Ruler  
Phone 608-617-5875  
Portage Elks Lodge # 675



Daniel Thompson Memorial  
Event Name TOURNAMENT

June 1-2-3 2012  
Date(s) of Event

B.P.O.E Portage Elks  
Organization

~~VISA~~ AOD Curtis  
Contact Person

Portage Veterans field  
Location of event Softball field

Hay B  
Address

Poynette WI  
City, State, Zip

608-332-8105  
Phone number

**In-Kind Services Requested**

Email: (not required)

Item	Qty	
Barricades	<input checked="" type="checkbox"/>	
Picnic Tables	<input type="checkbox"/>	
Trash Containers	<input type="checkbox"/>	
Banners	<input type="checkbox"/>	Banner Location(s)
Park Fee waiver	<input checked="" type="radio"/> Y <input type="radio"/> N	Park & Rec Dept. Approval
Traffic Control	<input type="radio"/> Y <input checked="" type="radio"/> N	Police Dept. Approval (Signature required)

**Licenses/Permits**

Park Rental Form	<input checked="" type="radio"/> Y <input type="radio"/> N		
Beer/Wine License	<input checked="" type="radio"/> Y <input type="radio"/> N	Fee	
Certificate of Insurance	<input checked="" type="radio"/> Y <input type="radio"/> N		
Carnival License	<input type="radio"/> Y <input checked="" type="radio"/> N	Fee \$25.00 per day	
Street Use Permit	<input type="radio"/> Y <input checked="" type="radio"/> N	Fee \$25.00	
Parade Permit	<input type="radio"/> Y <input checked="" type="radio"/> N	Fee \$10.00 Circle One: #1 Pauquette Park to Market Square #2 Market Square to Fairgrounds #3 W. Slifer - Airport road to Blue Star Park #4 E. Slifer - Hamilton to New Pinery	
Walk/Run Permit	<input type="radio"/> Y <input checked="" type="radio"/> N	Fee \$10.00	

Matthew P. Russell  
Signature

5/15/12  
Submit date

# Army Sgt. Daniel J. Thompson

Died February 24, 2009 Serving During Operation Enduring Freedom



## Memorial Tournament

PRESENTED BY RILEYS BAR AND GRILL

Portage , WI  
City Fairgrounds  
June 1<sup>st</sup> – 3<sup>rd</sup>, 2012

12 Team Tournament  
(We will expand to 16 if there are enough teams)  
Each team is guaranteed 3 games

Entry Fee: \$125  
\$25 will be refunded to each team upon completion of umpiring duties

Payout: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup>

### CONTACTS

Ryan Cook  
608-566-3722  
rdcook10@hotmail.com

ScottDerlein  
608-576-6308  
scooter16@yahoo.com

June 15th, 2012

To : Portage Park and Recreation Department

Riley's Bar & Grill along with Riley's Tournament Softball Team will be holding a softball tournament June 1st - June 3rd at the Columbia County Fairgrounds Veteran's Memorial Field, Portage.

We are requesting that the fee to use the field Category B - \$75.00 per day \*The use of City owned ball fields, including softball diamonds, football & soccer field and little league diamonds be waived for this tournament.

This will be a yearly ( If Possible ) Memorial Tournament in memory of Sgt Daniel J Thompson, and proceeds will be given at the Portage High School in the form of a college scholarship to a graduate of PHS. If we are able to keep expenses down we may be able to give more then one scholarship to a PHS student.

Please feel free to contact me with any questions or concerns and I thank you for your consideration of our request

Lisa Thompson

A handwritten signature in cursive script that reads "Lisa Thompson".

608 -617 -7475

APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date 5/18/12

Town Village City of PORTAGE County of COLUMBIA

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning JUNE 1st 2012 and ending JUNE 2nd 2012 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. ORGANIZATION (check appropriate box) Bona fide Club Church Lodge/Society Veteran's Organization Fair Association

(a) Name MAIN STREET PORTAGE
(b) Address 117 W. COOK ST., PORTAGE, WI
(c) Date organized MAY 2003
(d) If corporation, give date of incorporation MAY 15, 2003
(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:
(f) Names and addresses of all officers: President SHANE J. JIMDT 121, W. COOK ST., PORTAGE, WI; Vice Pres. BOBBY JOYCE 219 W. FRANKLIN ST., PORTAGE, WI; Secretary KRISTA MILNER W. COOK ST., PORTAGE, WI; Treasurer LEROY SWIECICHOWSKI 319 W. FRANKLIN, PORTAGE, WI
(g) Name and address of manager or person in charge of affair: RON WENDT (RONNIE) 207 W. COOK ST # 222

2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:

(a) Street number MARKET SQUARE
(b) Lot COOK, ADAMS, MARCHOWSKI Block
(c) Do premises occupy all or part of building? No.
(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

3. NAME OF EVENT

(a) List name of the event PORTAGE CANAL DAYS
(b) Dates of event JUNE 1st, 2nd, 2012

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer Leroy Swiecichowski 5/18/12 (Signature/date)

Officer SA SA 5/18/2012 (Name of Organization) (Signature/date)

Officer (Signature/date)

Officer (Signature/date)

Date Filed with Clerk

Date Reported to Council or Board

Date Granted by Council

License No.

## ADDITIONAL INFORMATION

### May be Granted and Issued only to:

- (1) Bona fide clubs that have been in existence for at least 6 months prior to the date of application.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Church, lodge, or society that has been in existence for at least 6 months prior to the date of application.
- (4) Posts now or hereafter established of ex-servicemen's organizations.

### Application:

- (1) Filing: In writing, for each event, on Form AT-315.
- (2) The local licensing authority may act on application or authorize an official or body of the municipality to issue the license. (ss. 125.26(1) and 125.51(1)(a), Wis. Stats.)
- (3) The written application shall be filed with the clerk of the municipality in which premises are located:  
Class "B" (Beer):
  - a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (s. 125.04(3)(f), Wis. Stats.)
  - b. At least 15 days prior to the granting of the license for events lasting 4 or more days."Class B" (Wine):

The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.
- (4) Seller's Permit: Sec. 77.54 (7m), Wis. Stats., provides an exemption from Wisconsin sales and use taxes relating to certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore is not required to hold a seller's permit.
- (5) Publication: Not required.

**Fee:** Not to exceed \$10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.)

**Duration:** The day, or consecutive days, that the specified event is in progress.

### Restrictions:

- (1) License may not be issued to individuals.
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. They may not be issued for business or social meetings of the organization.
- (3) Licenses for club or organization meetings may be issued only to ex-servicemen's posts.
- (4) License may cover either a specified area or the entire picnic grounds.
- (5) License issued to a county or district fair must cover the entire fairground (ss. 125.26(6) and 125.51(10), Wis. Stats.)
- (6) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (s. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
- (7) Licensed operator(s) must be present at all times (ss. 125.26(6), 125.32(2) - Beer; 125.51(10), 125.68(2) - Wine; 125.17)
- (8) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (s. 125.32(6), Wis. Stats.)
- (9) Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society or veterans' post in any 12 month period.
- (10) Licensed organizations must purchase their product from a licensed wholesaler.

**NOTE:** Most coolers presently on the market have a fermented malt beverage base allowing sale under a beer license, e.g. Bartles and James, Seagrams, etc.

# CITY OF PORTAGE

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



*"Where the North Begins"*

## Checklist for Temporary Class "B" Fermented Malt Beverage License and Temporary "Class B" Wine License

- Received a copy of the Ordinances dealing with Temporary Licenses.
- Filed completed application and paid applicable fees.
- Petition City Clerk if requesting waiver of the Ordinance.
- Contacted the Parks, Recreation and Forestry Manager regarding the event. If the license is for an event on non-city owned property and there is no request for city services, or if the license is for an indoor facility; it is not necessary to contact the Parks, Recreation and Forestry Manager.
- Contacted the Police Chief about the event.

Applicant Signature:

Date: 5/18/12

---

(Revised: 05/26/04)

MAIN STREET PORTAGE (MSP)

DATE: 05/18/2012  
TO: Marie Moe  
FROM: Gil Meisgeier for Main Street Portage  
SUBJECT(S): Waivers

Waivers are kindly requested by Main Street Portage for MSP Canal Days Festival 2012 as follows:

1. Waiver of fence ordinance requiring a double fence, namely the use of only a single fence, for the Canal Days beer garden at Market Square in similar fashion to that which was granted this year for Taste of Portage which is to be conducted in Market Square on like days of the week and for similar hours.  
The principals of Canal Days 2012 and the below referenced events have conducted said events either with no fencing or a single fence.

Note: The organizers of this event have been the principals in over 15 Portage Festivals Requiring temporary CLASS "B"/"CLASS B" RETAILERS LICENSES **without one single incident**. These include all 6 annual Yesterfests, 6 yrs. of Beer Gardens at Taste of Portage, entertainment tents with live music, a demo- derby and two softball tournaments.

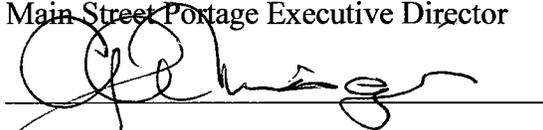
We will be providing security for the two evening events

2. Waiver of noise ordinance at above location to 11:00 p.m. on Fri. and Sat., June 1<sup>st</sup> & 2<sup>nd</sup> 2012
3. Waiver of parade permit fee for Canal Days Parade Sat. June 2<sup>nd</sup> at 11 a.m.

Thank you in advance for all considerations and assistance extended to enable MSP to provide quality events for our community and visitors.

Respectfully submitted,

Gil Meisgeier  
Main Street Portage Executive Director



Shane Schmidt  
Main Street Portage, President



City of Portage  
Street Use Permit Application

Street Use Permits: Chapter 66, Division 4 Code of Ordinances

License Fee: \$25.00

Receipt No. 40-C120516

Name or Organization: THE CORNER POCKET

Contact Person: MARK

Address: 301 Dewitt ST

Event: Canal Days

Date of Event: 6-7-2012

Hours of Event: 10AM-3 PM

Street to be Closed:  
From: 301 - Dewitt

To: 303 Dewitt

Services Requested (for example, barricades):

The undersigned agrees to release, defend and hold the City of Portage and its employees and agents harmless against all claims, liability, loss, damage or expense incurred by the city on account of any injury to or death of any person or any damage to property caused by or resulting from the activities for which the permit is granted.

Mark A Bellomo  
Signature

5/19/12  
Date

Office Use:  
Insurance required: Yes  No   
Approved/Denied: Yes  No

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date