

City of Portage Common Council Meeting
Council Chambers of City Municipal Building
115 West Pleasant Street, Portage, WI
Regular Meeting – 7:00 p.m.
June 14, 2012
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. Library Board Task Force Committee
 2. Joint Park and Recreation Board and AdHoc Committee for Proposed Welcome Center
 - B. Resolutions
 1. Resolution No. 12-018 relative to Subordination No. 12-01
 - C. License Applications
 1. Operator
 2. Taxi Cab Operator
7. Committee Reports
 - A. Human Resources Committee
 1. Approval of City Administrator retirement agreement
 2. Approval of Deputy Clerk
 - B. Finance/Administration Committee
 1. Approval of claims
 2. Award of Agreement for Engineering Services with General Engineering Company for Hamilton Street Lift Station Upgrade Project
 3. Award of Contract No. 12-004 Salter and Snow Plow
 4. Approval of museum repairs bid
 5. Approval of Service Agreement with Columbia County Humane Society
 6. Award of Contract No. 12-005, Riding Lawn Mower with Cab
 7. Approval of purchase of one ton truck for public works

8. Approval of contract with Central Wisconsin Community Action Council for Community Development Block Grant – Housing Rehabilitation Program
 9. Approval of Banking Services Contract Extension with Community Bank of Wisconsin Dells
 10. Award of contract for cleaning services for the Portage Enterprise Center
- C. Legislative and Regulatory Committee
1. Approval of alcohol license renewals
 2. Approval of taxicab license renewal
- D. Plan Commission
- E. Municipal Services and Utilities Committee
1. Approval of Design Engineering Agreement with Jewell for West Haertel Street
 2. Approval of credit on sewer portion of water bill for Portage Curling Club
8. Old Business
9. New Business
- A. Resolutions
1. Resolution No. 12-019 relative to Surplus Property
 2. Resolution No. 12-020 relative to Budget Transfer
 3. Resolution No. 12-021 relative to Compliance Maintenance Annual Report
- B. Correspondence from Wisconsin Department of Administration regarding award of Community Development Block Grant Housing funds
- C. Discussion and possible action on request from Portage Rotary Club for waiver of double fencing requirement for Class B Temporary License for Rotary Craft Beer & Wine Fest, July 7, 2012
- D. Discussion and possible action on request from Janet and David Grotzke for waiver of Noise Ordinance for American Cancer Society Relay for Life Event, July 13 – 14, 2012
- E. Discussion and possible action on waiver of fees for residential building permits
- F. Discussion and possible action on former Nursing Home property
1. Report from Adhoc Committee for former Nursing Home property

2. Consideration of accepting offer from Divine Savior
Healthcare or what to do in the future

10. Adjournment

Common Council Proceedings
City of Portage

Regular Meeting
Council Chambers
City Municipal Building

May 24, 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, Garetson, Hamre, Havlovic, Klapper, Maass, Miller, Oszman

Excused: Ald. Ebnetter

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: Library Board Task Force Committee, Class B Combination License application for Zachary Ziegler, 316 DeWitt Street (Whiskey Business Bar & Grill) was withdrawn, Plan Commission

5. Minutes of Previous Meetings

Motion by Klapper, second by Oszman to approve the minutes of the May 10, 2012 Common Council meeting. Motion carried unanimously on call of roll.

6. Consent Agenda

Reports of Sub-Committees, Boards, and Commissions

Police and Fire Commission meeting of May 2, 2012

Library Board meeting of May 8, 2012

Business Improvement District Board of Directors meeting of May 10, 2012

Tourism Promotion Committee meeting of May 10, 2012

Historic Preservation Commission meeting of May 15, 2012

Park and Recreation Board meeting of May 15, 2012

Airport Commission meeting of May 16, 2012

License Applications

Operator License application for period ending June 30, 2012 for Ronnie G. Wendt.

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

7. Committee Reports

Municipal Services and Utilities Committee meeting of May 3, 2012

Motion by Garetson, second by Klapper to approve the in-kind services request from Portage Area Chamber of Commerce for MDA Freedom Ride and Canal Days Encampment. Motion carried unanimously on call of roll.

Human Resources Committee meeting of May 7, 2012

Human Resources Committee meeting of May 9, 2012

Finance/Administration Committee meeting of May 7, 2012

Motion by Dodd, second by Klapper to approve the 2012 Federal Section 5311 Transit Capital Assistance contract. Motion carried 7 to 1 on call of roll with Maass abstaining.

Motion by Dodd, second by Klapper to approve the Amended 2009 Section 5311 Transit Capital Assistance contract. Motion carried 7 to 1 on call of roll with Maass abstaining.

Motion by Dodd, second by Klapper to approve the Kep Safe agreement. Motion carried unanimously on call of roll.

Motion by Dodd, second by Klapper to award Contract No. 12-004 Vbox Spreader Truck and Snow Plow to Lakeside in the amount of \$76,974.00. Motion carried 7 to 1 on call of roll with Maass abstaining.

Finance/Administration Committee meeting of May 14, 2012

Doug Wagner from Ehlers & Associates was present to explain the borrowing, which was structured to provide as much flexibility as possible. Existing debt will be refinanced.

Legislative and Regulatory Committee meeting of May 17, 2012

8. Old Business

Ordinance

Ordinance No. 12-003 relative to Snow Removal From Sidewalks. Motion by Oszman, second by Dodd to suspend the rules and have the third

reading of Ordinance No. 12-003 relative to Snow Removal From Sidewalks and have it read by title only. Motion carried 7 to 1 on call of roll with Maass voting no. Ordinance No. 12-003 relative to Snow Removal From Sidewalks received its third reading by title only and was passed unanimously on motion by Oszman, second by Maass and call of roll.

Discussion and possible action on the Portage Canal project and financing

Ald. Dodd stated that as Finance Chairperson, he wanted to know if the council wished to go ahead with the project. It was Ald. Maass' opinion that the canal is not the city's sole responsibility to clean up, but the state's as well. She was not in favor of continuing the canal project at this time, but instead work on other infrastructure projects that need to be done.

Ald. Oszman was in agreement that no further money should be put into the project until the DNR steps forward. He instead supports road and stormwater infrastructure projects,

Ald. Klapper was in support of continuing the project; and would like the council to listen to a presentation on the Fox Wisconsin Parkway on the canal being part of a national heritage area. He referenced the federal grant dollars that the city has received that would need to be returned if the project did not go forward. It was also Ald. Klapper's opinion that there is not a good understanding of what the costs of the project are.

Mayor Jahn agreed and stated that it was his opinion that the engineering needed to be done to know what the costs are. He stated that the canal is an important part of the city's stormwater system; but it was his opinion that the project was a want not a need; and that other road and infrastructure projects were needs that need to be addressed.

It was Ald. Hamre's opinion that basic services including roads need to be fixed, and this is not the time with the economy the way it is to put money into the canal.

Ald. Miller stated that when he went door-to-door, he questioned residents regarding the project and the feedback he received was not to support the project. It was his opinion that roads and stormwater projects were much more important at this time; and that someday he hope the canal project could take place.

9. New Business

Resolutions

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) was

read and adopted unanimously on motion by Maass, second by Dodd and call of roll.

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) was read and adopted unanimously on motion by Klapper , second by Maass and call of roll.

Resolution No. 12-020 relative to Initial Resolution Authorizing \$500,000 General Obligation Bonds for Sewerage System Projects was read and adopted unanimously on motion by Miller, second by Dodd and call of roll.

Resolution No. 12-021 relative to Initial Resolution Authorizing \$1,400,000 General Obligation Bonds for Street Improvement Projects was read and adopted unanimously on motion by Maass, second by Dodd and call of roll.

Resolution No. 12-022 relative to Initial Resolution Authorizing \$815,000 General Obligation Bonds for Community Development Projects in Tax Incremental District No. 4 was read and adopted unanimously on motion by Maass, second by Dodd and call of roll.

Resolution No. 12-023 Initial Resolution Authorizing \$5,290,000 General Obligation Refunding Bonds was read and adopted unanimously on motion by Oszman, second by Dodd and call of roll.

Resolution No. 12-024 relative to Resolution Directing Publication of Notice to Electors was read and adopted unanimously on motion by Oszman, second by Dodd and call of roll.

Resolution No. 12-025 relative to Resolution Providing for the Sale of \$2,005,000 General Obligation Promissory Notes was read and adopted unanimously on motion by Dodd, second by Oszman and call of roll.

Resolution No. 12-026 relative to Resolution Providing for the Sale of \$5,680,000 General Obligation Corporate Purpose Bonds was read and adopted unanimously on motion by Maass, second by Dodd and call of roll.

Resolution No. 12-027 relative to Resolution Providing for the Sale of \$2,325,000 Taxable General Obligation Corporate Purpose Bonds was read and adopted unanimously on motion by Oszman, second by Maass and call of roll.

Resolution No. 12-028 relative to Part Time Police Officer Job Description was read and adopted 7 to 1 on motion by Oszman, second by Dodd and call of roll with Maass voting no.

Discussion and possible action on land transfer agreement with Portage School District for property for splash pad

Attorney Spankowski discussed the proposed Memorandum of Understanding received from the school. Revisions included to limit the term of the Memorandum to what was in the agreement with the parking lot at DeWitt and East Marion Streets, eliminate item 5 permitting school personnel to park in the parking lot at all times when school is in session, and a reversionary clause. Motion by Maass, second by Dodd to approve the Memorandum as revised. Motion carried unanimously on call of roll.

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

Motion by Maass, second by Ozman to waive the requirement for a double fence. Motion carried 7 to 1 on call of roll with Dodd voting no.

Discussion and possible action on in-kind service request from BPOE Portage Elks for Daniel Thompson Memorial Tournament June 1 – 3, 2012

Motion by Maass, second by Oszman to approve use of city fencing and if needed, assist in installing the fence and to waive the fee for the use of the grounds. Motion carried unanimously on call of roll.

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

Motion by Maass, second by Havlovic to waive the requirement for a double fence, waive the noise ordinance and waive the parade permit fee as requested. Motion carried 6 to 2 on call of roll with Dodd and Oszman voting no.

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

Motion by Oszman, second by Klapper to approve the street use permit and barricades for the parking stalls located on 301 and 303 DeWitt Street as requested. Motion carried 7 to 1 on call of roll with Maass voting no.

Closed Session

Motion by Oszman, second by Klapper to go into closed session pursuant to Wisconsin State Statutes 19.85(1)(e) regarding consideration and negotiating the sale of public property. Motion carried unanimously on call of roll at 9:27 p.m.

10. Adjournment

Motion by Dodd, second by Oszman to adjourn. Motion carried unanimously on call of roll at 9:45 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

City of Portage
Joint Park and Recreation Board and AdHoc Committee Minutes
for Proposed Welcome Center Meeting
Friday, June 1, 2012- 10:00 a.m.
City Municipal Building, Conference Room 1

Park and Recreation Board Members Present: Larry Messer, Dan Brunt, Kirk Konkel, Tim Raimer

Park and Recreation Board Members Excused: Brian Zirbes, Fred Reckling, Russ Shaw

AdHoc Committee for Proposed Welcome Center Members Present: Dan Brunt, Marianne Hanson, Tim Raimer, Bob Redelings

AdHoc Committee for Proposed Welcome Center Members Excused: Peggy Joyce and Gil Meisgeier

Others present: Mayor Ken Jahn, Alderperson Jeff Garetson, Bill Welsh – Cable TV, Jason Jackson and Jolene O'Brien of General Engineering

1. Roll call

2. Preliminary plans were presented for the Welcome Center with a single story including the option to add a second story in the future.

- The location of the building will be where the existing shelter is at this time at the end of the park near Associated Bank.
- inside changes to layout include flipping the concession stand and the unisex restroom, adding a desk area to the front door area and creating one wall for brochures
- parking discussion included changing the driveway leading out to Wisconsin Street to be only a right turn or even having a way to utilize the return that Associated Bank uses to Wisconsin Street. Angle parking could be added to the park side where the concrete barriers currently sit.
- stormwater could be helped by looking into a retention pond that would blend in with the landscaping of the building
- the base bid for GEC would be for a zoned forced air system with cooling attached. Then geothermal and green technologies could be added on individually to the bid. Outer bathrooms will be zoned separately with the inside split into two sections as well – the welcome center area and then the conference area.
- outside building changes include adding a water fountain near the outside restrooms, add a thicker base board to reach the bottom of the windows to make more of a contrast on the design look, rough in surveillance cameras over the restrooms, outside bathrooms should have

automatic timers installed

- electrical to be added to outside of building, out into park area for future use with activities, out to the front for a message center sign and out to the driveway entrances for dusk to dawn lighting on the pillars
- lighting will also be addressed from the walkway off the Levee to get to the outer bathrooms, lighting will be under the overhang around the building and at the open deck area
- interior will be discussed at next meeting with samples shown

Adjournment at 11:25am

Next Meeting on June 15th at 8:30am at General Engineering

RESOLUTION NO. 12-018

RESOLUTION RELATIVE TO SUBORDINATION NO. 12-01

WHEREAS, the City of Portage has been requested to subordinate a mortgage loan to Bank Mutual in the amount of \$33,650.00; and

WHEREAS, the total of the City Block Grant loan and the new mortgage to Bank Mutual will be equal to or less than the appraised fair market value of the property.

NOW THEREFORE IT IS HEREBY RESOLVED that the Mayor and the City Clerk be and they are hereby authorized to execute a Mortgage Subordination Agreement subordinating the interest of the City of Portage to Bank Mutual as set forth above.

DATED this 14th day of June, 2012.

Kenneth H. Jahn, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

Resolution requested by:
Committee Development Block Grant Committee

OPERATOR LICENSE APPLICATIONS - BY LAST NAME

LICENSE YEAR: JUNE 14, 2012 - JUNE 30, 2012

6/14/2012

BELMONT, MATTHEW J
MILLER, DEBRA A
STEINGRAEBER, DEBRA L.
WOLF, CASSANDRA L

OPERATOR LICENSE APPLICATIONS - BY LAST NAME

LICENSE YEAR: JULY 1, 2012-JUNE 30, 2013

AICHER, AME MAE
ALBRIGHT, KURT C
ANGELL, JUSTIN J
ANHALT, RANDY A
BROWN, JODENE A
BROWN, THOMAS W
CORSO, KONNIE J
CURTIS, JESSICA L
DOUGLAS, SHERRYL E
DREW, ROBERT A.
DREW, VANESSA A
EULBERG, DAVID
FISHER, KATLYNN A.
GLENDEENING, TARA L.
HAMRE, CAROLYN M.
HERNKIND, CAROL B
HORNAT SR, WILLIAM P
INGLETT, MARY K.
JANSSEN, ANN D
JOHNSON, JENIFER A
KOCH, JULIE L
KROMBACH, SANDRA L
KRUEGER, JAMES A
LAUTH, JEANNE C.
LONSKI, LISA L
MORIEARTY, CASSANDRA M
MURPHY, PAMELA S
NELSON, LISA M
NEWELL, SHERYL L
PAPE, DIANE K
PREUSS, JANICE E
RAIMER, BRIAN L
RICKABAUGH, DANIEL A.
RUSCH, MARY L
SCHMIDT, RACHEL D
SCHROEDER, MARK A.
SEEP, MARIANNE L.
SHUTTS, LINDSEY D
SMITH, DEBBY S.
STEELE, MARLENE J.
SUTFIN, JANET E.
TEUBER, JULIE A
VAN ESS, VICKI A
WALDRON, THOMAS J.
WROTEN, BRETT D.

TAXI CAB LICENSE RENEWALS

5/17/2012 13:00

LICENSE PERIOD: JULY 1, 2012 - JUNE 30, 2013

| |
|---------------------|
| ATKINSON, ESTHER M |
| BAGNALL, ROBERT J |
| ELLIOTT, KEITH L |
| FERGUSON, RICHARD N |
| ROBINSON, SHERYL M |

**City of Portage
Human Resources Committee Meeting
Tuesday, May 30, 2012, 5:00 p.m.
Conference Room One, City Municipal Building**

Mayor Jahn called the meeting to order at 5:00 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 Dodd 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 5:01 p.m.

2. Adjournment

Motion by Dodd, second by Oszman to adjourn. Motion carried unanimously on call of roll at 6:39 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

**City of Portage
Human Resources Committee Meeting
Monday, June 11, 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. Approval of minutes from previous meetings

Motion by Dodd, second by Jahn to approve the minutes from the committee meetings of May 7, 9, 21, and 30, 2012. Motion carried unanimously on call of roll.

2. Election of Vice Chairperson and recording secretary when the Clerk is absent

Motion by Klapper, second by Garetson to elect Dodd as Vice Chairperson. Motion carried 5 to 1 on call of roll with Dodd voting no.

Klapper nominated Oszman for secretary, second by Garetson. Oszman nominated Klapper for secretary, second by Dodd. A show of hands elected Oszman as secretary 4 to 2.

3. Discussion and possible action on recommendation for hiring of Deputy Clerk

Motion by Dodd, second by Klapper to recommend to the council the hiring of Sherry Haase at step B, \$33,139.00. Motion carried unanimously on call of roll.

4. Closed Session

Motion by Dodd, second by Oszman to go into closed session pursuant to Wisconsin State Statutes 19.85(1)(e) regarding labor negotiations with firefighters (IAFF Local 2775); and pursuant to Wisconsin State Statutes 19.85(1)(e) and 19.85(1)(c) to consider retirement Agreement for City Administrator; and pursuant to Wisconsin State Statutes 19.85(1)(c) for evaluation of the city administrative staff. Motion carried unanimously on call of roll at 5:45 p.m.

5. Reconvene to open session for remainder of the meeting

Motion by Klapper, second by Oszman to reconvene to open session. Motion carried unanimously on call of roll at 6:58 p.m.

6. Discussion and possible action on the approval of the City Administrator retirement agreement

Motion by Oszman, second by Dodd to approve the City Administrator retirement agreement. Motion carried unanimously on call of roll.

7. Discussion and possible action on the job duties of the City Administrator

Motion by Dodd, second by Oszman to approve the following for the interim time period: use of the City Attorney for legal issues; the Mayor/Vice Chairperson approving vacations; the Treasurer having a more active role in the budget; the City Attorney and two (2) members of the committee will deal with union negotiations; department heads will attend council meetings as needed; Craig Kettleson will have a more active role with the Enterprise Center. Motion carried unanimously on call of roll.

8. Discussion and possible action on temporary position in administration department

Motion by Dodd, second by Oszman to hire Jean Mohr as a temporary part-time employee to do the bank reconciliations, January – June 2012, at a rate of \$25 per hour with no benefits. Motion carried unanimously on call of roll.

9. Discussion and possible action on other staff and personnel related items such as water department, sewer department, public works postings, public works secretary/deputy treasurer

Rick Crawford has been transferred back to the water utility. Tony Bortz has taken the vacant position in the sewer utility, leaving the Chief Mechanic position open.

Motion by Oszman, second by Dodd to authorize posting of the Chief Mechanic position. Motion carried unanimously on call of roll.

10. Discussion of next meeting and setting of meeting date

The next meeting was set for June 25, 2012 at 5:30 p.m.

11. Adjournment

Motion by Oszman, second by Ebnetter to adjourn. Motion carried unanimously on call of roll at 7:16 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, June 4, 2012, 6:00 p.m.
Municipal Building, Conference Room One

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

Members Excused: Carolyn Hamre

Others Present: City Administrator Plaster, Mayor Jahn, City Clerk Moe, City Treasurer Lohr, Jerry Foelmi from General Engineering Company, and Craig Sauer from Portage Daily Register.

1. Roll Call

The meeting was called to order at 6:00 pm

2. Approval of minutes from May 7 & 14, 2012 meetings

Motion by Klapper, seconded by Havlovic to approve the minutes from the May 7th and May 14th, 2012 finance meetings. Motion passed on a 4-0 on a call of roll.

3. Discussion and possible action on claims

Motion by Klapper, seconded by Havlovic to approve claims in the amount of \$540,687.63. Motion passed 4-0 on a call of roll.

4. Discussion and possible action on award of contract for the Hamilton Street lift station. (GEC)

Total of the project is approximately \$14,000. Per Jerry Foelmi half for construction engineering services and staking. The lift stations have been an ongoing project.

Motion by Havlovic, seconded by Klapper to approve the contract with General Engineering for the Hamilton Street Lift Station project. Motion passed on a 4-0 on a call of roll.

5. Discussion on general surplus and 2011 audit status

Per Administrator Plaster, the audit has begun and Miller Brussel (MBEG) is expected to complete the preliminary general fund information for the borrowing in time for a final resolution to be ready for the July meeting. Administrator Plaster stated that Ehlers is aware of the timeline.

Klapper asked if Ehlers is aware of this deadline and the tight turnaround. Administrator Plaster noted that a phone conference had been completed with Craig Corning from MBEG, Dave Ehlers, Treasurer Lohr and himself to discuss the information deadlines.

No action taken on these items.

6. Discussion on initial 2013 budget

Chairman Dodd would like the budget to start with a 3% cut on the total operating budget of the entire department costs. The police department would need to be modified for the dissolution of the dispatch. Dodd would like the department heads to come in and explain the need for additional funding if they cannot meet the 3% cut.

Havlovic noted that there are items that department heads have no control over and it is a bit unfair to have the department heads hands are tied.

Mayor Jahn entered into the meeting at 6:10pm.

Dodd would like to have the department heads receive a copy of last year's budget with the amount of the 3% cut. It would be expected that this is not a hard and fast rule but the idea is to evoked discussion on the budget.

Mayor Jahn posed the question as to what is the idea of the 3%, is it to decrease the tax impact to the committee regarding the cutting. How is the revenue generating departments impact the cutting of costs? Mayor Jahn pointed out that there will be department heads that will pose that revenue that is generated directly by charges for services should be used to reduce the amount of tax dollars related to the expenses. The Mayor used the fire contracts as an example. There are contracts that are settled but the fire contracts are open at this point. The expense of the service in the Township is paid by the Township and generates revenue that can offset the tax burden for the service.

Dodd stated that it has been a backwards process in the past by having the departments bring a budget then the council determines if that amount can be passed.

Administrator Plaster explained that the ultimate question is what the dollars are being applied to, how are the services provided and are they being done in the most efficient way.

Chairman Dodd's goal would be to have the full preliminary budget to the Council by the first meeting in October. Dodd would expect to have additional meetings in August and September. Department meetings only expected to have a budget discussion based on the inability to meet the 3% cut.

There should be a discussion only on the ability of the department to still provide services with the cuts in the budget. Mayor Jahn addressed the Administrator and the Clerk regarding the expected revenues coming from the state.

Dates should be determined for the deadlines of the budget information. The amounts should be provided by the departments by June 30th and returned by the July 30th of July to the Treasurer. Dodd offered a meeting on August 13th to have a meeting to discuss. Utilities will also be expected to be part of the packet.

Administrator Plaster mentioned that there has been an objective to allow for the rates to cover the capital expenditures in the utilities and that a capital plan would need to be generated to fit the rates.

No action taken on this.

7. Discussion and possible action on bank reconciliations (2011 and 2012)

The general accounts have been completed through December 2011. Dodd posed the question on when the 2012 bank reconciliations would be completed as we are already 5 months into 2012.

Dodd does not believe that there is a skeletal staff with the loss of a single full-time person, the Administrative Secretary/Deputy Clerk in March of this year.

Treasurer Lohr noted that Carole Cleary was the full-time Public Works Assistance/Deputy Treasurer who had not been replaced when she retired.

Klapper asked whether or not the recs could be hired out. Mayor Jahn mentioned that he contacted the previous Treasurer and she may be willing to do it. Dodd would like to see the items on the HR committee at the very least completed in the short-term.

The push is to have the reconciliations completed and caught up for monthly reporting. Mayor Jahn expected to contact the former Treasurer, Jean Mohr and MBEG to get the bank recs caught up to current as a short-term solution. The structure of the administration will be reviewed with the retirement of the Administrator.

8. Discussion and possible action on award of remaining portion of Contract No. 12-004 Salter and Snow Plow

Havlovic asked if the item was budgeted. It is part of the Vehicle Equipment Replacement fund.

Motion by Havlovic, seconded by Ebnetter to approve the contract by Monroe Truck for \$34,584. Motion passed 4-0 on a call of roll.

9. Discussion and possible action on museum repair bids

The recommendation was to go with Westring for the glazing and carpentry option then wait on the remaining items to be completed at a later date. There is only \$20,000 budgeted for the project.

Motion by Havlovic, seconded by Klapper to award Westring the contract to do the glazing and carpentry. Motion passed 4-0 on a call of roll.

10. Discussion and possible action on Service Agreement with Columbia County Humane Society

Dodd noted that this is essentially the same as every year. There was a clause that held up the contract on the large seizure of animals. The city is to be notified if fee is increased.

The \$18,000 amount for the contract is the budgeted amount and a clause was added to allow for an automatic renewal every year except with a change in fees.

Motion by Klapper, seconded by Havlovic to approve the contract with Columbia County Humane Society. Motion passed 4-0 on a call of roll.

11. Discussion and possible action on award of Contract No. 12-005, Riding Lawn Mower with cab

Only one bid for the lawn mower was received

Motion by Havlovic, seconded by Dodd to approve the contract for Mid-state for the mower, cab and snowbrush in the amount of \$22,640 after trade-in. Motion passed 4-0 on a call of roll.

12. Discussion and possible action on one ton truck for public works department

This is a budgeted item as part of the Vehicle Equipment Replacement fund.

Motion by Klapper, seconded by Havlovic to award contract for one-ton pickup truck to Hill Ford for \$45,075. Motion passed 4-0 on a call of roll.

13. Discussion and possible action on award of Contract No. 12-006, Vbox Spreader and Snow Plow

Item was deleted as it is a duplicate item

14. Discussion and possible action on contract with Central Wisconsin Community Action Council for new block grant funding

The contract is for the same service provider who handles the current revolving loan fund for housing projects. Treasurer Lohr explained that the percentage is 13% and is the same as the other contract. A new contract is required by the grant.

Motion by Havlovic, seconded by Ebnetter to approve the contract to the Central Wisconsin Community Action Council for administration of the new Community Development Block Grant funding. Motion passed 4-0 on a call of roll.

15. Discussion and possible action on Subordination No. 12-01

The homeowner is refinancing for a lower rate and is expected to use funds for replacing the homes roof. Currently, the loan with the city is \$12,000 and the new mortgage would be \$33,650. At the 2011 estimated fair market value, the home is value far exceeds the outstanding amounts.

Motion by Havlovic, seconded by Klapper to recommend approval of subordination No. 12-01. Motion passed 4-0 on a call of roll.

16. Discussion and possible action on surplus property

Motion by Havlovic, seconded by Klapper to dispose of surplus items listed:

| | | |
|--------|--------------|--|
| | Water | 2001 GMC Safari Van |
| | Water | 1999 Ford Ranger |
| '01909 | Police | 1999 Buick Regal |
| '02385 | Police | 2009 Chevy Impala |
| 00587 | Police | Kodak Easy Share CX7330 |
| 01116 | Fire | 43 Pagers Minitor III/IV |
| 01510 | Fire | Minitor IV |
| 02432 | Fire | 1999 Toro 4x4 Mower |
| 01629 | Fire | Monitor 1997 Ford F350 Dump Pick up |
| 00298 | Public Works | Truck |
| 02055 | Public Works | Printer |
| 01178 | Admin | HP Deskjet 935C Printer |

Motion passed 4-0 on a call of roll.

17. Discussion and possible action on banking services contract extension with Community Bank

Motion by Havlovic, seconded by Klapper to approve the extension of the bank contract for an additional two-year period with the fee schedule changes noted in schedule A Motion passed 4-0 on a call of roll.

18. Discussion and possible action on award of contract for cleaning services for the Portage Enterprise Center

The contract would be for the common areas. Service master was considerably less than the others and would be in twice a week.

Motion by Klapper, seconded by Havlovic to approve the contract for Service Master to clean common areas of Portage Enterprise Center twice a week for \$189 per month. Motion passed 4-0 on a call of roll.

19. Discussion and possible action regarding the transfer of funds to purchase a new garage door for the police garage

Police garage door was not budgeted for the door. The door is expected to cost \$2,690 for the garage.

Motion by Havlovic, seconded by Ebnetter to approve the transfer of funds in the amount of \$2,690 from the 100-10-52110-211 to the small equipment fund 100-10-52120-860. Motion passed 4-0 on a call of roll.

20. Discussion regarding the change of Internet provider and service

Information was obtained from the two service providers on faster internet. Speeds would increase from 3m download/512mb upload to 5m download/768mb upload for approximately \$110 with Frontier and 5m download/5m upload with Charter for approximately \$158 per month with a single \$99 installation fee.

No action taken on this item.

21. Adjournment

Motion by Havlovic, seconded by Klapper to adjourn at 7:30pm. Motion passed 4-0 on a call of roll.

| Vendor | Vendor Name | Invoice No | Description | Inv Date | Net Inv Amt | Amount Paid | Date PD |
|--------------------------------|--------------------------------------|------------|-------------|----------|-------------|-------------|---------|
| 24/7 HOME COMFORT SERVICES INC | | | | | | | |
| | Total 24/7 HOME COMFORT SERVICES INC | | | | 11.95 | .00 | |
| ALLIANT ENERGY/WP&L | | | | | | | |
| | Total ALLIANT ENERGY/WP&L | | | | 9,412.03 | .00 | |
| CARGILL INC-SALT DIVISION | | | | | | | |
| | Total CARGILL INC-SALT DIVISION | | | | 8,150.48 | .00 | |
| CHARTER COMMUNICATIONS | | | | | | | |
| | Total CHARTER COMMUNICATIONS | | | | 54.99 | .00 | |
| CITY OF PORTAGE - TREASURER | | | | | | | |
| | Total CITY OF PORTAGE - TREASURER | | | | 24,198.15 | .00 | |
| CITY TREASURER-PAYROLL | | | | | | | |
| | Total CITY TREASURER-PAYROLL | | | | 23,237.14 | .00 | |
| CT LABORATORIES, LLC | | | | | | | |
| | Total CT LABORATORIES, LLC | | | | 207.90 | .00 | |
| DIGGERS HOTLINE INC | | | | | | | |
| | Total DIGGERS HOTLINE INC | | | | 171.14 | .00 | |
| FRONTIER | | | | | | | |
| | Total FRONTIER | | | | 115.64 | .00 | |
| HACH COMPANY | | | | | | | |
| | Total HACH COMPANY | | | | 540.50 | .00 | |
| HAWKINS INC | | | | | | | |
| | Total HAWKINS INC | | | | 640.57 | .00 | |
| KWIK TRIP INC | | | | | | | |
| | Total KWIK TRIP INC | | | | 724.67 | .00 | |
| MARTELLE WATER TREATMENT | | | | | | | |
| | Total MARTELLE WATER TREATMENT | | | | 2,640.10 | .00 | |
| NAPA AUTO PARTS | | | | | | | |
| | Total NAPA AUTO PARTS | | | | 54.89 | .00 | |
| USA BLUE BOOK | | | | | | | |
| | Total USA BLUE BOOK | | | | 152.61 | .00 | |
| WALSH'S ACE HARDWARE | | | | | | | |
| | Total WALSH'S ACE HARDWARE | | | | 2.98 | .00 | |
| WEAVER AUTO PARTS | | | | | | | |
| | Total WEAVER AUTO PARTS | | | | 5.30 | .00 | |
| Total Paid: | | | | | - | | |
| Total Unpaid: | | | | | 70,321.04 | | |
| Grand Total: | | | | | 70,321.04 | | |

Portage Water Utility

Dated: _____

DATE: 06/01/2012
TIME: 10:00:50
ID: AP450000.WOW

CITY OF PORTAGE
PAID INVOICE LISTING

PAGE: 1

VENDOR # GWRS GREAT WEST RETIRMENT SERVICES
FROM 05/11/2012 TO 06/01/2012

| INVOICE # | ITEM DESCRIPTION | ACCOUNT NUMBER | INV. DATE | P.O. NUM | CHECK # | CHK DATE | CHECK AMT | INVOICE AMT/ ITEM AMT |
|-----------|-------------------------------|----------------------------|-----------|----------|---------|----------|-------------------------|--------------------------|
| GWRS | GREAT WEST RETIRMENT SERVICES | | | | | | | |
| 051812 | | | 05/18/12 | | 482112 | 05/18/12 | 7,390.61 | 7,390.61 |
| | 01 | 05/18/12 P/R DEFERRED COMP | | | | | | 4,819.61 |
| | 02 | 05/18/12 P/R DEFERRED COMP | | | | | | 365.00 |
| | 03 | 05/18/12 P/R DEFERRED COMP | | | | | | 600.00 |
| | 04 | 05/18/12 P/R DEFERRED COMP | | | | | | 1,160.00 |
| | 05 | 05/18/12 P/R DEFERRED COMP | | | | | | 246.00 |
| | 06 | 05/18/12 P/R DEFERRED COMP | | | | | | 200.00 |
| 060112 | | | 06/01/12 | | 831195 | 06/01/12 | 7,390.61 | 7,390.61 |
| | 01 | 06/01/12P/R DEFERRED COMP | | | | | | 4,819.61 |
| | 02 | 06/01/12P/R DEFERRED COMP | | | | | | 365.00 |
| | 03 | 06/01/12P/R DEFERRED COMP | | | | | | 600.00 |
| | 04 | 06/01/12P/R DEFERRED COMP | | | | | | 1,160.00 |
| | 05 | 06/01/12P/R DEFERRED COMP | | | | | | 246.00 |
| | 06 | 06/01/12P/R DEFERRED COMP | | | | | | 200.00 |
| | | | | | | | VENDOR TOTAL: | 14,781.22 |
| | | | | | | | TOTAL --- ALL INVOICES: | 14,781.22 |

DATE: 06/01/2012
TIME: 10:00:12
ID: AP450000.WOW

CITY OF PORTAGE
PAID INVOICE LISTING

PAGE: 1

VENDOR # WIRE COMMUNITY BANK OF PORTAGE
FROM 05/11/2012 TO 06/01/2012

| INVOICE # | ITEM DESCRIPTION | ACCOUNT NUMBER | INV. DATE | P.O. NUM | CHECK # | CHK DATE | CHECK AMT | INVOICE AMT/ ITEM AMT |
|---------------|---------------------------|----------------|-----------|----------|---------|----------|-------------------------|--------------------------|
| WIRE | COMMUNITY BANK OF PORTAGE | | | | | | | |
| 1-285-993-600 | | | 05/11/12 | | 993600 | 05/11/12 | 6,964.99 | 6,964.99 |
| | 01 04/20/12 PAYROLL | 1000021000907 | | | | | | 5,846.96 |
| | 02 04/20/12 PAYROLL | 2110021000907 | | | | | | 21.79 |
| | 03 04/20/12 PAYROLL | 2300021000907 | | | | | | 340.24 |
| | 04 04/20/12 PAYROLL | 6100021000907 | | | | | | 418.63 |
| | 05 04/20/12 PAYROLL | 6200021000907 | | | | | | 337.37 |
| 1-714-418-816 | | | 05/25/12 | | 714418 | 05/25/12 | 6,801.90 | 6,801.90 |
| | 01 05/04/12 PAYROLL | 1000021000907 | | | | | | 5,715.88 |
| | 02 05/04/12 PAYROLL | 2300021000907 | | | | | | 331.95 |
| | 03 05/04/12 PAYROLL | 6100021000907 | | | | | | 428.98 |
| | 04 05/04/12 PAYROLL | 6200021000907 | | | | | | 325.09 |
| 53171913 | | | 05/18/12 | | 71913 | 05/18/12 | 29,778.01 | 29,778.01 |
| | 01 05/18/12 PAYROLL | 1000021000903 | | | | | | 13,294.37 |
| | 02 05/18/12 PAYROLL | 1000021000905 | | | | | | 11,212.44 |
| | 03 05/18/12 PAYROLL | 2300021000903 | | | | | | 1,246.36 |
| | 04 05/18/12 PAYROLL | 2300021000905 | | | | | | 538.49 |
| | 05 05/18/12 PAYROLL | 6100021000903 | | | | | | 1,099.21 |
| | 06 05/18/12 PAYROLL | 6100021000905 | | | | | | 899.96 |
| | 07 05/18/12 PAYROLL | 6200021000903 | | | | | | 922.92 |
| | 08 05/18/12 PAYROLL | 6200021000905 | | | | | | 564.26 |
| | | | | | | | VENDOR TOTAL: | 43,544.90 |
| | | | | | | | TOTAL --- ALL INVOICES: | 43,544.90 |

FROM CHECK # 131771 TO 132041

| VENDOR # | INVOICE # | ITEM DESCRIPTION | ACCOUNT NUMBER | INV. DATE | P.O. NUM | CHECK # | CHK DATE | CHECK AMT | INVOICE AMT/ ITEM AMT |
|----------|-----------------------------|-------------------------------|----------------|-----------|----------|---------|----------|---------------|--------------------------|
| | 1204-3000654 | | | 05/02/12 | | 131903 | 05/18/12 | 6,447.40 | 1,593.46 |
| | 01 | FUEL | 6205553610342 | | | | | | 1,593.46 |
| | | | | | | | | VENDOR TOTAL: | 7,869.89 |
| MAASSC | SCOTT H. MAASS | | | | | | | | |
| | 120518 | | | 05/18/12 | | 131904 | 05/18/12 | 262.33 | 262.33 |
| | 01 | CAFETERIA REIMBURSEMENT | 1000021000929 | | | | | | 262.33 |
| | | | | | | | | VENDOR TOTAL: | 262.33 |
| MAINSTR | MAIN STREET PORTAGE, INC | | | | | | | | |
| | M5041712 | | | 04/17/12 | | 131917 | 05/25/12 | 4,947.00 | 3,385.00 |
| | 01 | CANAL DAYS DONATION | 2450056720710 | | | | | | 3,385.00 |
| | M5050112 | | | 05/01/12 | | 131917 | 05/25/12 | 4,947.00 | 1,562.00 |
| | 01 | APRIL ADMINISTRATIVE SERVICES | 2450056720550 | | | | | | 1,562.00 |
| | | | | | | | | VENDOR TOTAL: | 4,947.00 |
| PIXLDU | DUAINE M. PIXLER | | | | | | | | |
| | 052912 | | | 05/29/12 | | 132039 | 06/01/12 | 163.37 | 163.37 |
| | 01 | CAFETERIA PLAN REIMBURSEMENT | 1000021000929 | | | | | | 163.37 |
| | | | | | | | | VENDOR TOTAL: | 163.37 |
| PORTCHAM | PORTAGE AREA CHAMBER OF | | | | | | | | |
| | 11102 | | | 04/01/12 | | 131918 | 05/25/12 | 1,625.00 | 1,000.00 |
| | 01 | INDEPENDENCE DAY PROMO | 2450056720296 | | | | | | 1,000.00 |
| | 11174 | | | 04/11/12 | | 131918 | 05/25/12 | 1,625.00 | 500.00 |
| | 01 | LADIES SHOPPING PROMO | 2450056720296 | | | | | | 500.00 |
| | PORTAGE GREEN | | | 05/15/12 | | 131918 | 05/25/12 | 1,625.00 | 125.00 |
| | 01 | PORTAGE GREEN | 1000256000732 | | | | | | 125.00 |
| | | | | | | | | VENDOR TOTAL: | 1,625.00 |
| PORTFIR | PORTAGE FIREFIGHTERS ASSOC. | | | | | | | | |
| | MAY 18, 2011 | | | 05/18/11 | | 131919 | 05/25/12 | 46,000.00 | 46,000.00 |
| | 01 | PAID ON CALL COMPENSATION | 1001552220218 | | | | | | 46,000.00 |
| | | | | | | | | VENDOR TOTAL: | 46,000.00 |
| RESERACC | RESERVE ACCOUNT | | | | | | | | |
| | 05/18/12 | | | 05/18/12 | | 131905 | 05/18/12 | 1,000.00 | 1,000.00 |

FROM CHECK # 131771 TO 132041

| VENDOR # | INVOICE # | ITEM DESCRIPTION | ACCOUNT NUMBER | INV. DATE | P.O. NUM | CHECK # | CHK DATE | CHECK AMT | INVOICE AMT/ ITEM AMT |
|----------|-------------------------------|----------------------------|----------------|-----------|----------|---------|----------|---------------|--------------------------|
| | 05/18/12 | | | 05/18/12 | | 131905 | 05/18/12 | 1,000.00 | 1,000.00 |
| | 01 | POSTAGE METER REFILL | 1000016000053 | | | | | | 1,000.00 |
| | | | | | | | | VENDOR TOTAL: | 1,000.00 |
| STAPLES | STAPLES CREDIT PLAN | | | | | | | | |
| | 1204-4349 | | | 05/06/12 | | 131906 | 05/18/12 | 1,280.08 | 1,280.08 |
| | 01 | TONER | 1001052110870 | | | | | | 121.63 |
| | 02 | TONER | 1001052110310 | | | | | | 148.40 |
| | 03 | OFFICE SUPPLIES | 1001052110310 | | | | | | 9.08 |
| | 04 | OFFICE SUPPLIES | 1001052110310 | | | | | | 213.03 |
| | 05 | TONER, NOTEBOOK | 1001052110310 | | | | | | 146.69 |
| | 06 | TONER CARTRIDGES | 1001052110310 | | | | | | 590.25 |
| | 07 | TONER CARTRIDGE | 1001052110310 | | | | | | 84.98 |
| | 08 | OFFICE SUPPLIES | 1001052110310 | | | | | | -33.98 |
| | | | | | | | | VENDOR TOTAL: | 1,280.08 |
| STENJA | JASON STENBERG | | | | | | | | |
| | 052912 | | | 05/29/12 | | 132040 | 06/01/12 | 100.00 | 100.00 |
| | 01 | UNIFORM REIMBURSEMENT | 1001052120133 | | | | | | 100.00 |
| | | | | | | | | VENDOR TOTAL: | 100.00 |
| SUPPORT | WISCONSIN SUPPORT COLLECTIONS | | | | | | | | |
| | 120518 | | | 05/18/12 | | 131907 | 05/18/12 | 571.06 | 571.06 |
| | 01 | 05/18/12 PAYROLL | 1000021000925 | | | | | | 571.06 |
| | 120601 | | | 06/01/12 | | 132041 | 06/01/12 | 571.06 | 571.06 |
| | 01 | 06/01/12 P/R CHILD SUPPORT | 1000021000925 | | | | | | 571.06 |
| | | | | | | | | VENDOR TOTAL: | 1,142.12 |
| THOMKL | KLAUDE THOMPSON | | | | | | | | |
| | 120514 | | | 05/14/12 | | 131908 | 05/18/12 | 24.00 | 24.00 |
| | 01 | NIFORM REIMBURSEMENT | 1001052130133 | | | | | | 24.00 |
| | | | | | | | | VENDOR TOTAL: | 24.00 |
| UNEMINS | UNEMPLOYMENT INSURANCE | | | | | | | | |
| | 3710818 | | | 05/04/12 | | 131773 | 05/11/12 | 1,878.94 | 1,878.94 |
| | 01 | APRIL UNEMPLOYMENT CHARGES | 1001052150110 | | | | | | 1,815.00 |
| | 02 | APRIL UNEMPLOYMENT CHARGES | 2300055110111 | | | | | | 63.94 |
| | | | | | | | | VENDOR TOTAL: | 1,878.94 |

FROM CHECK # 131771 TO 132041

| VENDOR # | INVOICE # | ITEM DESCRIPTION | ACCOUNT NUMBER | INV. DATE | P.O. NUM | CHECK # | CHK DATE | CHECK AMT | INVOICE AMT/ ITEM AMT |
|----------|-----------------------------------|------------------|----------------|-----------|----------|---------|----------|-----------|-----------------------------------|
| WALMART | WALMART COMMUNITY | | | | | | | | |
| | 1205-00077280 | | | 05/16/12 | | 131920 | 05/25/12 | 16.44 | 16.44 |
| | 01 SUPPLIES | | 1001552230390 | | | | | | 16.44 |
| | | | | | | | | | VENDOR TOTAL: 16.44 |
| WALSACE | WALSH'S ACE HARDWARE | | | | | | | | |
| | 4302012 | | | 04/30/12 | | 131921 | 05/25/12 | 8.75 | 8.75 |
| | 01 OPERATING SUPPLIES | | 2450056720860 | | | | | | 8.75 |
| | | | | | | | | | VENDOR TOTAL: 8.75 |
| WDANIMAL | WDATCP | | | | | | | | |
| | LATE FEE | | | 05/11/12 | | 131909 | 05/18/12 | 7.50 | 7.50 |
| | 01 LATE FEE FISH FARM REGISTRATIO | | 1003055200505 | | | | | | 7.50 |
| | | | | | | | | | VENDOR TOTAL: 7.50 |
| WIRE | COMMUNITY BANK OF PORTAGE | | | | | | | | |
| | 051505 | | | 05/13/05 | | 132017 | 05/27/05 | 6,533.77 | 6,533.77 |
| | 01 PAYROLL 5/13 | | 1000021000907 | | | | | | 5,057.78 |
| | 02 PAYROLL 5/13 | | 2300021000907 | | | | | | 306.10 |
| | 03 PAYROLL 5/13 | | 6100021000907 | | | | | | 435.48 |
| | 04 PAYROLL 5/13 | | 6200021000907 | | | | | | 329.40 |
| | 05 R.DALY PAYOUT | | 1000021000907 | | | | | | 405.01 |
| | | | | | | | | | VENDOR TOTAL: 6,533.77 |
| | | | | | | | | | TOTAL --- ALL INVOICES: 93,036.14 |

DATE: 06/01/2012
 TIME: 14:41:25
 ID: AP442000.WOW

CITY OF PORTAGE
 VENDOR SUMMARY REPORT

PAGE: 1

DATE: 06/01/2012
 TIME: 14:41:25
 ID: AP442000.WOW

CITY OF PORTAGE
 VENDOR SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 06/15/2012

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|----------|--------------------------------|-----------------------|------------|
| 1STAYD | 1STAYD CORPORATION | 272.02 | 390.32 |
| 5ALARM | 5 ALARM | 1,996.00 | 337.48 |
| ACCUAPR | ACCURATE APPRAISAL, LLC | 8,220.00 | 11,020.00 |
| ACSGOV | ACS FIREHOUSE SOFTWARE | 0.00 | 735.00 |
| AIRTEMP | AIR TEMPERATURE SERVICES INC | 15,510.59 | 1,325.68 |
| ALERETOX | ALERE TOXICOLOGY SERVICES INC | 174.75 | 174.75 |
| ALLIENE | ALLIANT ENERGY | 124,033.42 | 23,462.76 |
| AMERFAS | AMERICAN FASTENER | 88.21 | 64.53 |
| ARAMUNI | ARAMARK UNIFORM SERVICES | 5,751.19 | 1,774.85 |
| ARNOLD | ARNOLD & O'SHERIDAN, INC. | 0.00 | 2,700.00 |
| AT&T | AT&T | 166.25 | 58.88 |
| BADGTECH | BADGER TECH SALES LLC | 0.00 | 49.80 |
| BARTON | CASSANDRA M. BARTON | 0.00 | 25.20 |
| BEARBRA | BEAR GRAPHICS, INC. | 0.00 | 104.65 |
| BENDFIR | BENDLIN FIRE EQUIPMENT CO., IN | 2,987.40 | 2,671.50 |
| BENNET | BENNETT PROPERTIES | 0.00 | 1,342.01 |
| BLYSTOW | BLYSTONE TOWING & RADIATOR, IN | 0.00 | 2,208.99 |
| BPBATT | BP BATTERY PRODUCTS INC | 70.51 | 324.62 |
| BROOTRA | BROOKS TRACTOR INC. | 0.00 | 27.72 |
| BRYAELE | BRYAN ELECTRICAL CONTRACTING | 592.00 | 177.00 |
| CALICON | CALIFORNIA CONTRACTORS | 752.53 | 287.28 |
| CAPNEWS | CAPITAL NEWSPAPERS | 6,332.49 | 68.37 |
| CAREWCO | CAREW CONCRETE & SUPPLY CO INC | 229.50 | 265.50 |
| CARRTOP | CARROT-TOP INDUSTRIES | 235.04 | 137.73 |
| CCHIGH | COLUMBIA COUNTY HIGHWAY | 19,148.50 | 97,102.28 |
| CCSOLID | COLUMBIA CO. SOLID WASTE | 47,921.96 | 49,542.04 |
| CCTREAS | COLUMBIA COUNTY TREASURER | 10,020.18 | 2,148.31 |
| CENSPRIN | CENTURY SPRINGS | 282.30 | 29.50 |
| CENTSFR | CENTURY SPRINGS BOTTLING CO | 752.35 | 14.50 |
| CHARCOM | CHARTER COMMUNICATIONS | 379.88 | 94.97 |
| CHEMETR | CHEMTRICS, INC | 0.00 | 53.08 |
| COMMSER | COMMUNICATION SERVICES, INC | 40,786.34 | 86.00 |
| CONNSAF | CONNEY SAFETY PRODUCTS | 0.00 | 133.77 |
| COUNPLU | COUNTRY PLUMBER, INC | 1,899.35 | 390.00 |
| CREAPRO | CREATIVE PRODUCT SOURCING INC. | 1,611.30 | 501.12 |
| CTLABOR | CT LABORATORIES, LLC | 798.00 | 1,592.19 |
| DANNWEN | DANN & WENDT, INC | 0.00 | 260.00 |
| DAVISCON | DAVIS CONSTRUCTION CO | 0.00 | 1,950.00 |
| DIVISAV | DIVINE SAVIOR HEALTHCARE | 1,570.50 | 597.00 |
| DLGASSER | D.L. GASSER CONSTRUCTION | 0.00 | 905.32 |
| EDGEGRE | EDGEWATER GREENHOUSE | 0.00 | 413.96 |
| EHLINV | EHLERS INVESTMENT PARTNERS | 411.38 | 417.32 |
| ELECONE | ELECTRIC ONE | 1,477.60 | 188.07 |
| ENVITEC | ENVIROTECH EQUIPMENT CO | 0.00 | 1,651.00 |

INVOICES DUE ON/BEFORE 06/15/2012

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|----------|--------------------------------|-----------------------|------------|
| FEDESIG | FEDERAL SIGNAL CORP. | 0.00 | 676.00 |
| FIRERESC | FIRE RESCUE SUPPLY LLC | 109.90 | 683.50 |
| FIRESAFE | FIRE & SAFETY EQUIPMENT INC | 103.00 | 261.90 |
| FRONTON | FRONTIER ONLINE | 2,718.38 | 27.93 |
| GALLS | GALLS, AN ARAMARK COMPANY | 910.07 | 158.91 |
| GENENG | GENERAL ENGINEERING COMPANY | 37,262.29 | 15,875.30 |
| GOMINI | GO MINI'S | 0.00 | 232.62 |
| GRAINGER | GRAINGER | 580.17 | 125.39 |
| HAWKWAT | HAWKINS INC. | 4,798.80 | 3,089.40 |
| HESTARK | THE H.E. STARK AGENCY INC | 4,023.27 | 811.86 |
| HILLWIR | HILL'S WIRING INC. | 13,281.34 | 370.21 |
| HJPERT | H.J. PERTZBORN | 0.00 | 577.39 |
| HOHLFAR | HOHL'S FARM SUPPLY | 0.00 | 180.00 |
| HOLIWHO | HOLIDAY WHOLESALE | 565.20 | 621.50 |
| INTEBATT | INTERSTATE BATTERY | 0.00 | 50.40 |
| INTEELE | INTERSTATE ELECTRIC SUPPLY CO. | 541.72 | 40.40 |
| JOHNDEE | JOHN DEERE FINANCIAL | 381.25 | 38.48 |
| JONESVAC | JONES VACUUM CLEANER SERVICE | 19.77 | 31.50 |
| LIBEFLA | LIBERTY FLAG & SPECIALTY CO. | 0.00 | 80.95 |
| LINCCON | LINCOLN CONTRACTORS SUPPLY, IN | 0.00 | 40.28 |
| LWALLEN | L.W. ALLEN, INC. | 3,158.56 | 44.92 |
| LYNNPEA | LYNN PEAVEY COMPANY | 0.00 | 53.25 |
| MADCOLL | MADISON COLLEGE | 0.00 | 310.00 |
| MIDAMER | MID-AMERICAN RESEARCH CHEMICAL | 373.27 | 934.95 |
| MIDSTATE | MID-STATE EQUIPMENT INC. | 0.00 | 94.37 |
| MONRTRU | MONROE TRUCK EQUIPMENT, INC. | 0.00 | 310.00 |
| NAPAAUT | NAPA AUTO PARTS | 3,612.15 | 540.78 |
| NORTCEN | NORTH CENTRAL LABORATORIES | 2,896.93 | 761.30 |
| PORTDIE | PORTAGE DIESEL, INC. | 92.85 | 1,864.95 |
| PORTLUM | PORTAGE LUMBER | 1,873.48 | 724.65 |
| ROYAL | JERAD ROYAL | 0.00 | 30.00 |
| RUNNING | RUNNING INC. | 165,996.89 | 28,129.65 |
| SABELMEC | SABEL MECHANICAL LLC | 12,145.68 | 626.75 |
| SCHUSMA | SCHULTZ SMALL ENGINE | 645.30 | 62.52 |
| SCHWTRE | SCHWANDT TREE SERVICE | 200.00 | 300.00 |
| SERWEIMP | SERWE IMPLEMENT CO INC. | 0.00 | 39.23 |
| SIMETAL | S.I. METAL | 11.60 | 28.86 |
| SOUTWIS | SOUTHERN WISCONSIN ROOFING | 0.00 | 1,559.00 |
| STAPLES | STAPLES CREDIT PLAN | 11,240.37 | 271.93 |
| STATWI | STATE OF WISCONSIN | 0.00 | 150.00 |
| STRAASS | STRAND ASSOCIATES INC | 2,219.64 | 2,281.19 |
| STWICOUR | STATE OF WISCONSIN COURT FINES | 19,614.89 | 4,682.31 |
| SUPECHE | SUPERIOR CHEMICAL INC | 7,563.39 | 2,112.63 |
| T&S | T & S CONSTRUCTION | 0.00 | 34,081.20 |

DATE: 06/01/2012
TIME: 14:41:25
ID: AP442000.WOW

CITY OF PORTAGE
VENDOR SUMMARY REPORT

PAGE: 3

INVOICES DUE ON/BEFORE 06/15/2012

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|--------------------|---------------------------|--------------------------|------------|
| TAPCO | TAPCO | 402.41 | 203.85 |
| TRECEK | TRECEK AUTOMOTIVE OF | 3,652.98 | 53.20 |
| TWORIV | TWO RIVERS SIGNS & DESIGN | 3,533.85 | 70.00 |
| USCELL | U. S. CELLULAR | 20,196.06 | 3,485.93 |
| VANCONS | VAN'S CONSTRUCTION INC. | 0.00 | 465.00 |
| WALSACE | WALSH'S ACE HARDWARE | 3,109.54 | 1,018.37 |
| WEAVAUT | WEAVER AUTO PARTS | 351.55 | 71.68 |
| WNOA | W.N.O.A. | 0.00 | 175.00 |
| ZIMMELU | ZIMMERMAN PLUMBING INC | 899.41 | 387.89 |
| ZINKDRA | ZINKE DRAY LINE INC | 0.00 | 1,300.00 |
| TOTAL ALL VENDORS: | | | 319,004.33 |

AGREEMENT FOR ENGINEERING SERVICES

This Agreement made this ____ day of _____ 2012, by the **CITY OF PORTAGE**, hereafter referred to as the OWNER, and **GENERAL ENGINEERING COMPANY**, hereinafter referred to as the ENGINEER:

The Owner intends to upgrade the Hamilton St. Lift Station. The HAMILTON ST. LIFT STATION UPGRADE PROJECT, hereinafter referred to as the PROJECT, is located in the City of Portage, Columbia County, Wisconsin, and for which the Engineer agrees to perform the various professional engineering services relating to the completion of the Project.

WITNESSETH:

That for and in consideration of the mutual covenants and promises between the parties hereto, it is hereby agreed:

SECTION A - ENGINEERING SERVICES

SECTION A - DATA COLLECTION, EVALUATION, DESIGN, AND RECOMMENDATIONS FOR HAMILTON ST. LIFT STATION UPGRADE PROJECT

The Engineer shall furnish engineering services for the Project as follows:

Data Collection and Design

- The Engineer will collect the necessary field information necessary to design the Project.
- The Engineer will examine the condition at the lift station to determine the best replacement methodology and provide a recommendation to the City.
- The Engineer will perform the necessary detailed preliminary and final design of the Project. The scope of the upgrade includes converting the station to duplex submersible pumps with an above ground valve vault and controls.
- The Engineer will prepare construction drawings and specifications.
- The Engineer will attend conferences, municipal services committee meetings, and/or public information meetings with the Owner or other interested parties as may be reasonably necessary.
- The Engineer will cooperate and work closely with Owner's representatives.
- The Engineer will submit plans and specifications to W-DNR for approval.

Bidding Services

- The Engineer will distribute contract documents to potential bidders.
- The Engineer will prepare and distribute addenda to clarify intent of plans and/or specifications.
- The Engineer will prepare the bid tabulation.
- The Engineer will prepare a letter of recommendation regarding award of the construction contract.

SECTION B – CONSTRUCTION ENGINEERING SERVICES

SECTION B - CONSTRUCTION SERVICES FOR HAMILTON ST. LIFT STATION UPGRADE PROJECT

The Engineer shall furnish construction inspection services as follows:

General Administration of Construction

- Attend the preconstruction conference with all interested parties.
- Review and process contractors' submittals.
- Provide one copy of contractor submittals to the OWNER.

- Provide construction administration and coordination as necessary.
- Review and make recommendations to the OWNER on Pay Applications submitted by the contractor.
- Review and prepare change orders as necessary.

Construction Observation Services

- Provide on-site construction observation to determine the amount, quality, acceptability, and fitness of the work, material, and equipment that are to be paid for under the contract, and reject or condemn work, material, or equipment that does not conform to the terms of the contract.
- Provide on-site construction observation to decide all questions relative to the classification of materials and the measurement of quantities.
- Conduct periodic on-site meetings with all contractors to assist in coordination of the work.
- Witness and document performance tests required to demonstrate compliance with the contract documents.
- Perform technical reviews of the construction work at critical points.
- Provide OWNER with updates of the construction project progress by attending OWNER meetings as required during the course of the construction work.
- Conduct final inspection and issue Certificate of Final Acceptance.

Construction Staking Services

- Provide one set of drawings showing all recorded modifications.
- Establish reference benchmarks and baselines adjacent to the work (i.e. construction staking).

SECTION C - ADDITIONAL ENGINEERING SERVICES

In addition to the foregoing being performed, the following services may be provided upon prior written or oral authorization by the Owner or authorized representative.

- Site surveys and other similar special surveys as may be required.
- DNR Ch. 30 permitting.
- Wetland delineations, environmental services, archeological investigations, endangered species studies.
- Laboratory tests, borings, specialized geological, soils, hydraulic, or other studies recommended by the Engineer.
- Legal property surveys, detailed description of sites, maps, drawings, or estimates related thereto; assistance in negotiating for land and easement rights.
- Necessary data and filing maps for water rights, water adjudication, and litigation.
- Any other engineering services not specifically provided for in Section A.
- Appearances before courts or boards on matters of litigation or hearings related to the project or any other work required by the Engineer relating to litigation.

SECTION D - COMPENSATION FOR ENGINEERING SERVICES

The compensation for engineering services shall be payable as follows:

Section A -- The Owner shall compensate the Engineer for services provided in Section A based on current hourly rates plus expenses for a fixed fee amount of Seven-Thousand dollars (\$7,000) plus printing costs and applicable permit fees. The compensation for engineering services shall be payable upon receipt of invoice for work completed.

Section B -- The OWNER shall compensate the Engineer for services outlined in Section B based on current hourly rates plus expenses for a fixed fee amount of Seven-Thousand dollars (\$7,000) plus printing costs and

applicable permit fees. The compensation for engineering services shall be payable upon receipt of invoice for work completed.

Section C -- The Owner shall compensate the Engineer for the services specified in Section C outlined above based on current hourly rates, plus expenses. Work will be invoiced from time to time and payment is due upon receipt of an invoice from the engineer.

| | |
|---|----------|
| Principal or Project Manager | \$115/hr |
| Senior Project Engineer / Architect | \$100/hr |
| Project Engineer / Architect | \$100/hr |
| Registered Land Surveyor | \$95/hr |
| Project Coordinator | \$90/hr |
| Staff Engineer II | \$90/hr |
| Staff Engineer I | \$85/hr |
| Engineering Technician III | \$80/hr |
| Engineering Technician II | \$70/hr |
| Engineering Technician I | \$60/hr |
| Environmental Project Manager | \$65/hr |
| Funding Coordinator | \$75/hr |
| Building Inspector | \$75/hr |
| Field Crew Chief (1 person Total Station) | \$70/hr |
| Field Crew Chief (1 person Robotic) | \$115/hr |
| Field Crew Chief (1 person GPS) | \$135/hr |
| Land Survey Crew (2 person) | \$125/hr |
| Field Crew Chief w/ Tracemaster Locator | \$70/hr |
| Secretarial and Support Staff | \$40/hr |

For services beyond the scope of the services listed above, major filing fees, permit fees, and charges will be forwarded to the client for direct payment. Other out-of-pocket costs and expenses, such as travel, facsimile, printing or photocopy, minor filing or permit fees, mileage at 65 cents/mile, and miscellaneous expenses shall be included in monthly invoices.

We reserve the right to terminate our representation and services if payment is not received within 30 days of our billing invoice, and the client agrees not to contest the termination of our representation and services if payment is not received within 30 days of our billing invoice.

SPECIAL PROVISIONS

1. The client is responsible for providing, or requiring the contractor to provide any necessary insurance relating to this project.
2. The engineer agrees to obtain and maintain, at the engineer's expense, such insurance as will protect the engineer under claims of Workmen's Compensation, General and Professional Liability Insurance.
3. Original documents, design notes, tracings, computer files, and the like, except those furnished to the engineer by the client, are and shall remain the property of the engineer however a hard copy and/or electronic copy shall be provided to the client upon completion of the record drawings.
4. The engineer may assist the client in submitting various permit documentation when outlined in the scope of services, however there is never either an implied or express warranty that any permits applied for will be approved. It is the client's responsibility to obtain approved file copies of all required federal, state, county, or local permits before any work can commence that would require issuance of any permit.
5. Facsimile signatures shall carry the same meaning and weight as original signatures.

In Witness whereof, the parties hereto have executed, or caused to be executed by their duly authorized officials this Agreement in duplicate on the date indicated herein.

CLIENT:
CITY OF PORTAGE

ENGINEER:
GENERAL ENGINEERING COMPANY

By: _____
Kenneth H. Jahn, Mayor

By: _____
Jerry A. Foellmi, President

By: _____
Marie A. Moe, Clerk

BID TABULATION**CONTRACT #12-006****CONTRACT #12-006 - VBOX SPEADER AND SNOW PLOW (CITY OF PORTAGE)**

| BIDDER | ITEM NO.1 | | ITEM NO. 2 | | TOTAL BID |
|----------------------|---------------------|--|--------------------|--|--------------------|
| | VBOX SPEADER | | SNOW PLOW | | |
| BADGER TRUCK | \$ 28,750.00 | | \$12,300.00 | | \$41,050.00 |
| CENTER | | | | | |
| MONROE TRUCK | \$25,432.00 | | \$9,152.00 | | \$34,584.00 |
| EQUIPMENT | | | | | |
| CASPER TRUCK | \$26,791.00 | | \$9,156.00 | | \$35,947.00 |
| EQUIPMENT | | | | | |
| MADISON TRUCK | \$27,460.00 | | \$8,686.00 | | \$36,146.00 |
| EQUIPMENT | | | | | |

REQUEST FOR PROPOSALS
EXTERIOR CARPENTRY AND PAINTING
MUSEUM AT THE PORTAGE

GENERAL

The City of Portage is requesting proposals from carpenters and painters to provide related services for the Museum at the Portage.

PROJECT DESCRIPTION

The project entails the following:

- 1) Carpentry:
 - a. Replace temporary emergency repairs of eaves and soffit (previously completed by the city) with matching bead-board or wainscoting, prime, and paint.
 1. Soffit at corner of roof near front entryway – east side.
 2. Soffit west side – raccoon entry
 3. Backside repairs near circular stairway
 - b. Fabricate missing corbel on southwest corner of sun porch (plaster cast mold?), prime, and paint.
 - c. Repair/replace 3 exterior storm windows on southwest stairwell (Franklin Street) scraping to bare wood and salvaging as much of each storm as possible; replace segments of deteriorated windows, prime, and paint.
 - d. Replace/repair framing of support structures at north-side porch entry from study to garden, prime, and paint.
 - e. Inspect, clean and epoxy columns on sun porch.
- 2) Painting of all Exterior Woodwork: all eaves, soffits, window frames and windows and other wood surface details – clean, scrape to bare wood, patch as necessary, sand, prime, and paint.
 - a. South (Franklin St.) and East (MacFarlane Rd.) exposures
 - b. North and West exposures

PROPOSALS

The proposal shall include references related to your firm's recent (past 5 years) experience in carpentry and/or painting.

Provide a not to exceed lump sum fee with associated man hours for the work. Proposed fees shall be provided on the attached proposal form.

Westring Construction

PROPOSAL FORM MUSEUM AT THE PORTAGE

| CARPENTRY | LUMP SUM FEE | MAN-HOURS |
|--|---------------------------|------------------|
| 1a Emergency repairs of eaves and soffit | <u>\$5,130.00</u> | <u>64</u> hours |
| 1b Corbel on southwest corner of sun porch | <u>\$2,138.50</u> | <u>1.5</u> hours |
| 1c 3 exterior storm windows on southwest stairwell painting included but not part of painting section | <u>\$1,527.50</u> | <u>13</u> hours |
| 1d Framing of support structures at north-side porch entry | <u>\$3,405.00</u> | <u>64</u> hours |
| 1e Epoxy columns on sun porch | <u>\$420.00</u> | <u>6</u> hours |
| PAINTING | | |
| 2a South and East exposures | <u>\$11,474.70</u> | <u>184</u> hours |
| 2b North and West Exposures | <u>\$7,465.80</u> | <u>119</u> hours |
| TOTAL | <u><u>\$31,561.50</u></u> | |
| GLAZING OPTION | | |
| 3a All Exposures | <u>\$1,237.40</u> | <u>19</u> hours |
| GRAND TOTAL w/ option | <u><u>\$32,798.90</u></u> | |

Note: This estimate includes general conditions, company and job overhead, and profit.
The relationship between # of man-hours and Lump Sum price is incongruous.

SERVICE AGREEMENT

THIS AGREEMENT is by and between the City of Portage and the Columbia County Humane Society ("CCHS").

WHEREAS, the City of Portage desires assistances in providing humane care for impounded and stray dogs and cats: and

WHEREAS, CCHS agrees to assist the City of Portage in providing humane care for impounded dogs and cats, subject to certain conditions.

NOW THEREFORE, the parties agree as follows:

(1) CCHS agrees to provide humane care, as defined by Wisconsin Statutes, for all impounded or stray dogs and cats found in the City of Portage for a fee of \$18,000.00 for a period of one (1) year. Such fee shall be due on March 1, 2012 and shall cover services from January 1, 2012 to December 31, 2012. This agreement shall not be deemed to include CCHS providing care for animals taken by the City of Portage Humane Officer through a large seizure of 25 animals or more. The care required for animals taken in large seizure situations shall be contracted between the City of Portage and CCHS on a case by case basis.

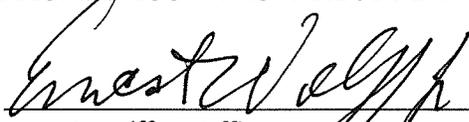
(2) The parties agree that CCHS shall pick up the dogs and cats, and the above fee includes pickup.

(3) This agreement shall be effective for a period of one (1) year. CCHS agrees that it shall notify the City of Portage of any fee changes it will require to provide these services for 2013 by October 1, 2012. The City of Portage shall then inform CCHS whether it desires to obtain the services of CCHS for 2013 by November 1, 2012. If the City of Portage does not notify CCHS in writing that it does NOT desire the services of CCHS for 2013 by November 1, 2012, the 2013 agreement will become effective at the rate notified by the CCHS.

Dated this ____ day of _____, 2012

CITY OF PORTAGE

COLUMBIA COUNTY HUMANE SOCIETY


Ernest Wolff Jr., Office Manager

May 30, 2012

To whom it may concern,

After reviewing the bid from contract #12-005, the bid amount does fit our 2012 budget for a new mower, cab and snow brush. The budget amount is \$24,000.00 and the bid less trade is \$22,640.00.

I recommend Mid - State from Columbus as the only bid and being under budgeted amounts as the winner of bid #12-005.

A handwritten signature in black ink, appearing to read "Tim Raimer". The signature is fluid and cursive, with a large initial "T" and "R".

Tim Raimer

Portage Parks, Recreation and Forestry

MEMORANDUM

To: Finance Committee
From: Bob Redelings, Public Works Director
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.

==>

Dealer: F41161

2012 F-SERIES SD

Page: 1 of 2

Order No: 1111 Priority: G2 Ord FIN: QD310 Order Type: 5B Price Level: 225

Ord PEP: 640A Cust/Flt Name: PORTAGE CITY PO Number:

| | RETAIL | DLR | INV | | RETAIL | DLR | INV |
|------|------------------|---------|------------|---|--------|-----|-----------|
| F3G | F350 4X2 CHAS/C | \$29620 | \$27688.00 | 13300# GVWR PKG | | | |
| | 141" WHEELBASE | | | 41H ENG BLK HEATER | NC | | NC |
| W6 | GREEN GEM | | | 425 50 STATE EMISS | NC | | NC |
| A | VNYL 40/20/40 | | | 65Z AFT AXLE TANK | NC | | NC |
| S | STEEL | | | 794 PRICE CONCESSN | | | |
| 640A | PREF EQUIP PKG | | | REMARKS TRAILER | | | |
| | .XL TRIM | | | SP DLR ACCT ADJ | | | (1324.00) |
| 572 | .AIR CONDITIONER | NC | NC | | | | |
| | .AM/FM STER/CLK | | | TOTAL BASE AND OPTIONS | 30615 | | 26802.44 |
| 996 | 6.2L EFI V8 ENG | NC | NC | TOTAL | 30615 | | 26802.44 |
| 44P | 6-SPD AUTOMATIC | NC | NC | *THIS IS NOT AN INVOICE* | | | |
| TBK | .LT245 BSW AS 17 | NC | NC | *TOTAL PRICE EXCLUDES COMP PRICE ALLOW* | | | |
| X37 | 3.73 REG AXLE | NC | NC | | | | |

JOB #2 BUILD * MORE ORDER INFO NEXT PAGE *
 LESS TPMS F8=Next

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

S006 - MORE DATA IS AVAILABLE. QC06294

Tony Bortz – City of Portage

Total Bid Package Price \$45,075.00

.Includes "Hot Patch" Asphalt Heater

.Henderson Dump Body

.Henderson 7-Ton Hoist

.Delivered To City of Portage

All Specs Included


 Howard Hill

Purchase of Service Contract for Community
Development Block Grant – Housing Rehabilitation Program
(CDBG) for the City Of Portage

I. Parties and Contract Period

A. This contract is between the City of Portage, whose business address is, 115 West Pleasant Street, Portage, WI 53901, hereinafter referred to as the **Purchaser**; and Central Wisconsin Community Action Council, Inc, whose business address is 1000 Hwy 13, PO Box 430, Wisconsin Dells, WI 53965, hereinafter referred to as the **Provider**. This contract is to be effective as of June 1, 2012 and will terminate May 31, 2014.

B. The Provider employee responsible for day to day administration of this contract will be Fred Hebert, whose principal business address is 1000 Hwy 13, PO Box 430, Wisconsin Dells, WI 53965. In the event that the administrator is unable to administer this contract, the Provider will contact the Purchaser and designate a new administrator.

C. The Purchaser employee responsible for day-to-day administration of this contract will be City Treasurer, whose principal business address is 115 W. Pleasant Street, Portage, WI 53901. In the event that the administrator is unable to administer this contract, the Purchaser will contact the Provider and designate a new administrator.

II. Services to be Provided

The Purchaser agrees to purchase for, and the Provider agrees to provide housing related repair and replacement service to eligible clients, in accordance with the Revolving Loan Policies and procedures of the City of Portage Community Development Block Grant Housing Rehabilitation Programs.

III. Payment for Services

The total amount to be paid to the Provider by the Purchaser shall not exceed 13% of the activity dollars spent plus fees described in Addendum A, Section II. Provider shall return to Purchaser funds paid in excess of the allowable cost of services provided. If the Provider fails to return funds paid in excess of the allowable cost Purchaser shall recover from Provider any money paid in excess of the allowable costs from subsequent payments made to the Provider.

IV. Eligibility Standards for Recipients of Service

A. Provider and Purchaser understand and agree that the eligibility of individuals to receive the services to be rendered under this Contract from Provider will be determined by the Provider in accordance with the rules and policies set forth by the State of Wisconsin, Department of Commerce.

B. An individual is entitled to the right of an administrative hearing concerning eligibility and the Provider shall inform individuals of this right.

V. Indemnity and Insurance

A. Provider agrees that it will at all times during the existence of this Contract indemnify Purchaser against any and all loss, damage and costs or expenses which Purchaser may sustain, incur or be required to pay by reason of any eligible client's suffering, personal injury, death or property loss resulting from participating in or receiving the services to be furnished by the Provider under this Contract. The provisions of this paragraph shall not apply to liabilities, losses, charges, costs, or expenses caused by the Purchaser.

B. Provider agrees that, in order to protect itself as well as Purchaser under the indemnity provision set forth in the paragraph above, Provider will at all times during the terms of this Contract keep in force a liability insurance policy issued by a company authorized to do business in the State of Wisconsin and licensed by the Wisconsin Insurance Department. Upon the execution of this Contract, Provider will furnish Purchaser with written verification of the existence of such insurance. In the event of any action, suit or proceedings against Purchaser upon any matter herein indemnified against, Purchaser shall, cause notice in writing thereof to be given to Provider, addressed to its post office address.

VI. Affirmative Action/Civil Rights Compliance

The Provider agrees to comply with the Purchaser and the Grantor's Civil Rights and Fair Housing requirements.

VII. Renegotiation

This Contract or any part thereof may be renegotiated in the case of 1) increased or decreased volume of services; 2) changes required by federal or state laws or regulations or court action; or 3) changes to monies available affecting the substance of this Agreement.

VIII. Contract Revisions and/or Termination

A. Failure to comply with any part of this Contract may be considered cause for revision, suspension, or termination.

B. Revisions to this Contract must be agreed to by Purchaser and Provider by an addendum signed by the authorized representatives of both parties.

C. Provider shall notify Purchaser whenever it is unable to provide the required quality or quantity of services. Upon such notification, Purchaser and Provider shall determine whether such inability will require a revision or cancellation of this Contract.

D. If Purchaser finds it necessary to terminate the Contract prior to the Contract expiration date for reason other than non-performance by the Provider, actual costs incurred by the Provider may be reimbursed for an amount determined by mutual agreement of both parties.

E. This Contract can be terminated by a 30-day written notice by either party.

IX. Records

- A. Provider shall maintain such records and financial statements as required by State and Federal laws, rules and regulations and by the Purchaser.
- B. Provider will furnish records and financial statements to the Purchaser for their internal audit procedures.

X. Reporting

Provider shall comply with the reporting requirements of the Grantor and Purchaser.

XI. Provider Responsibilities

Provider agrees to meet service standards and applicable licensure and certification requirements as expressed by state and federal rules and regulations. In addition, Provider shall:

1. Cooperate with Purchaser in establishing costs for reimbursement purposes.
2. Maintain a uniform double entry accounting system and a management information system compatible with costs accounting and control systems.
3. If the Provider obtains services for any part of this Agreement from another vendor, the Provider is responsible for fulfillment of the terms of the Contract and shall give prior written notice of such to the Purchaser for approval.

XII. Conditions of the Parties Obligations

- A. Nothing contained in this Contract shall be construed to supersede the lawful powers or duties of either party.
- B. The Purchaser shall insure that the Provider meets applicable state certification and licensure requirements. The Provider agrees to provide copies of all applicable certification and licenses to the Purchaser within 10 days of entering into this agreement.
- C. It is understood and agreed that the entire Contract between the parties is contained herein, except for those matters incorporated herein by reference, and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter thereof.
- D. Purchaser shall be notified in writing of all complaints filed against the Provider. Purchaser shall inform the Provider in writing with their understanding of the resolution of the complaint.
- E. Purchaser shall receive from the Provider a copy of the most recent licensing or certification report concerning the Provider.

XIII. Access to Provider Records

The Provider shall permit appropriate representatives of the Purchaser and the Grantor to have timely access to the Provider's records as necessary to review compliance with Contract requirements for the use of the funding.

Addendum A

I. General Conditions

1. The Provider will assure that it is in compliance with the following Equal Opportunity requirements as they are applicable to the administration of the CDBG program:
 - Civil Rights Act of 1964
Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color or national origin, be excluded from participation on, be denied the benefits, or be subjected to discrimination under any program or activity receiving federal financial assistance.
 - Section 109 of the Housing and Community Development Act of 1974
 - No person in the United States shall, on the grounds of race, color, national origin, sex, age, or handicap be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.
 - Section 504 of the Rehabilitation Act of 1973, as amended
 - Title VIII of the Civil Rights Act of 1974 as amended
 - Age Discrimination Act of 1975, as amended
 - Executive Order 11063
 - Executive Order 11246 as amended
 - Section 3 of the Housing and Urban Development Act of 1968 as amended
2. This agreement is not assignable without the express written consent of both parties.
3. The Provider will keep confidential, and not directly or indirectly disclose personal information regarding applicants for or recipients of the RLF funds covered by this Agreement, except to the extent required by any court or program administrative agency, open records laws, the Citizen Participation Committee, or other City officials, and then only to the extent necessary or appropriate. It is understood that all such information is the property of the City, and not the Provider.

II. Payments

1. The City of Portage will pay the Provider no more than 13% of the activity dollars spent for the services described in Section III, Para 2 below, plus fees described in Para 2 below. Payment will be made within 30 days of receipt of an invoice from the Provider.
2. The Provider will charge the property owner receiving funds under this program for certain required services. The cost for these services will be included in the RLF loan to the owner: The services may include:

| | |
|--|--------------------------|
| Initial Property Inspections | \$ <u>200.00</u> |
| Interim and Final Property Inspections | \$ <u>100.00</u> |
| Title Verification | \$ <u>65.00 to 70.00</u> |
| Lead Risk Assessment when needed | \$ <u>200.00</u> |
| Lead Clearance Testing when needed | \$ <u>100.00</u> |

3. The cost of inspections completed for projects that are not ultimately undertaken will be paid with contract administrative funds.

III. Administrative Duties

1. The Provider will have regular office hours in the city at least 20 hours per week. It is understood and expected that the Provider will be in the city for additional hours should the need arise to resolve project disputes. These hours do not include time spent in committee or board meetings.
2. The following services will be provided by the Provider or Purchaser as indicated.
 - C Environmental review document preparation (Tier I and II)
 - C Program outreach
 - C Project records completion and management
 - C Application intake
 - G Establishing checking account(s)
 - C & G Completion of required financial forms
 - C Completion of required reports
 - C Labor standards compliance (if applicable)
 - C Citizen Participation
 - G Payment for the required single audit
 - C & G Provision of office space
 - G Publication of public hearing, meeting, and other required notices
 - C & G Payments to contractors
 - G Designation of a Citizen Participation Committee
 - C & G Representation at Citizen Participation Committee meetings
 - G Payment for required legal work
 - C Rehabilitation Specification Write-up
 - C Preparation of Vendor Contracts
 - C Preparation of client loan/mortgage documents

C: CWCAC

G: Grantee (City of Portage)

XIV. Signatures

This Contract is agreed upon and approved by the authorized representatives of the City of Portage and Central Wisconsin Community Action Council, Inc. as indicated below.

For Purchaser:

Signature _____

Typed Name Kenneth H. Jahn _____ Date: _____

Title Mayor _____

For Provider:

Signature _____

Typed Name Fred Hebert _____ Date: _____

Title Executive Director _____

**BANKING SERVICES CONTRACT EXTENSION BETWEEN
BANK OF WISCONSIN DELLS & CITY OF PORTAGE, WI**

The Bank of Wisconsin Dells and the City of Portage hereby agree to extend for an additional two years the July 1, 2009 contract for banking services. All provisions of the said contract will remain in force with the exception of the charges changed on Schedule "A" (see attached) and interest will not be earned on all DDA accounts.

Bank of Wisconsin Dells

City of Portage, WI

Accepted
By: _____

Accepted
By: _____

Typed
Name: Jon B. Bernander

Typed
Name: Kenneth H. Jahn

Title: President/CEO

Title: Mayor

Date: _____

Date: _____

May 31, 2012

TO: Community Block Grant Committee Members

FROM: Ruth A. Lohr, Treasurer

RE: Subordination Loan Request 12-01

Gary and Pamela Kelley are requesting a subordination of the existing block grant in the amount of \$12,000. The Kelley's are requesting the subordination to refinance his existing mortgage for a lower rate and obtain a home equity loan for purpose of rehabilitating their primary residence. The amount of the new mortgage which will subordinate the City's block grant will be in the amount of \$33,650.

The 2011 Estimated fair market value for the parcel 11271 1892 at 407 West Cook Street for land and property was \$99,500. The amount to be subordinated falls well below the estimated fair market value.

Based on the information provided, I would recommend the committee grant the subordination.

City of Portage

Surplus Inventory



"Where the North Begins"

May 31, 2012

To: Finance/Administration Committee

From: Ruth A. Lohr, City Treasurer

Re: Surplus Items

The following is a list of items that are to be sold, donated, or disposed of in an appropriate manner:

| <u>Asset ID#</u> | <u>Dept</u> | <u>Description</u> |
|------------------|--------------|-----------------------------------|
| | Water | 2001 GMC Safari Van |
| | Water | 1999 Ford Ranger |
| '01909 | Police | 1999 Buick Regal |
| '02385 | Police | 2009 Chevy Impala |
| 00587 | Police | Kodak Easy Share CX7330 |
| 01116 | Fire | 43 Pagers Minitor III/IV |
| 01510 | Fire | Minitor IV |
| 02432 | Fire | 1999 Toro 4x4 Mower |
| 01629 | Fire | Monitor |
| 00298 | Public Works | 1997 Ford F350 Dump Pick up Truck |
| 02055 | Public Works | Printer |
| 01178 | Admin | HP Deskjet 935C Priner |

City of Portage
"Schedule A" Cost of Services

| ITEM | UNIT PRICE | ANNUAL CHARGE |
|---|----------------|---------------|
| General Account Services | | |
| Account Maintenance | \$10 per month | |
| Check sort on CD (software included) | \$18 per CD | |
| Debit items | \$0.15 | |
| Credit items | | no charge |
| Electronic Debits | \$0.03 | |
| Electronic Credits | \$0.03 | |
| Deposited Checks-Your Bank | | no charge |
| Deposited Checks-Local | \$0.04 | |
| Deposited Checks-Regional | \$0.04 | |
| Deposited Checks-Transit | \$0.04 | |
| Returned Items | \$1.00 | |
| Returned Items - Re-deposited | | no charge |
| Overdraft Protection | | N/A |
| General ACH Services | | |
| Electronic Credits Posted (per item after 25) | \$0.03 * | |
| Electronic Debits Posted (per item after 25) | \$0.03 * | |
| Wire & Other Transfer Services | | |
| Wire transfers-Incoming | \$3.00 | |
| Wire transfers-Outgoing | \$3.00 | |
| Wire Phone Advice | | no charge |
| On-Line Services | | |
| Internet Access fee per Account | | no charge |
| Account to Account transfers | | no charge |
| Stop Payment-on-line | \$3.00 | |
| Check inquiry | | no charge |
| Electronic deposit inquiry | | no charge |
| On-line wire transfer requests | \$3.00 | |
| * \$6.00 per file submitted | | |
| Supplies Provided | | |
| Bank Bags | | no charge |
| Deposit Slips-250 | \$55.00 | |
| Credit for existing check stock | N/A | |
| Laser checks-Stub,Stub, Check format-1,000 | \$200.00 | |
| Other Services Recommended | | |
| | | |
| | | |

Interest Income

No interest will be paid on these accounts.

Earnings Credit

An earnings credit will be applied to offset your monthly service charges. The earnings credit will be equal to the 90 day Treasury Bill rate as of the first business day of each month.

Bank of Wisconsin Dells

Larry L. Gehrke, SVP/Cashier/CFO

May 23, 2012

MEMO

To: Finance Committee
Re: Janitorial Contract for Portage Enterprise Center

Proposals for cleaning of the common areas of the Portage Enterprise Center were solicited. The revised Invitation to Bid is attached. The specification contained 2 options regarding the frequency of cleaning and included the bathrooms in the manufacturing area. We received 3 proposals.

| <u>Bidder</u> | Totals/mon. <u>Option 1</u> | Totals/mon. <u>Option 2</u> |
|----------------|--------------------------------|--------------------------------|
| Service Master | \$608 | \$428 |
| Maid Spotless | \$1250 | \$990 |
| CES Janitorial | \$3120 | \$2720 |

All of the proposals exceeded the projected budget of \$250 per month. Subsequent to receiving the proposals we negotiated an alternative price with the lowest bidder, Service Master, for option 2 without the manufacturing area at this time. They have agreed to provide the cleaning services of Option 2 for \$189 per month which now is within the budget.

BID

Bid of: _____ (hereinafter “Bidder”). In compliance with the Invitation to Bid, Bidder hereby proposes to perform all cleaning services as detailed in the attached Cleaning Specifications for the following monthly fee:

| | Option 1 (M,W,F) | Option 2 (T,R) |
|---|----------------------------|--------------------------|
| Portage Enterprise Center: Office Space: (8,000 sq. ft.) Total area square footage <i>(2,500 sq. ft.: Common Area) Cleaning area square footage</i> | \$_____ /mo. | \$_____ /mo. |

Owner agrees to pay Bidder the monthly fee net 30 days from the date of invoice for the previous month’s services. Bidder understands and agrees that the Owner has the option in lieu of termination to reduce the monthly payment by up to ten percent (10%) for any month there has not been full compliance with the attached Cleaning Specifications. The Owner will contact Bidder to resolve any and all cleaning issues prior to withholding payment.

The Bidder further understands and agrees that the Owner shall countersign the successful bid document, and thereafter this Bid and all of its documentation will become a Contract for Services with the Owner.

The Owner currently anticipates that the successful Bidder will commence work at the Portage Enterprise Center within 30 days of notice by the City of bid award. Bidder agrees to provide all documentation of insurances to the Owner prior to commencing work.

On behalf of Bidder, this Bid submitted and signed this _____ day of May, 2012.

Signature

Name

Title

On behalf of the City of Portage, the above-referenced Bid is accepted and the City of Portage agrees to enter into a Contract for Services with the successful Bidder under the terms of Option _____ (specify either 1 or 2) of this Bid. The Contract may be renewed on January 1st of each successive year based upon mutual agreement by the Bidder and the Owner.

Mutually agreed upon start date (hereinafter "Start Date"):

_____, 2012 (to be within 30 days of notice of award)

Signed this _____ day of May, 2012

Kenneth H. Jahn, Mayor

CLEANING SPECIFICATIONS

Facility

Portage Enterprise Center, 1800 Kutzke Road, Portage.

Term of Bid/Contract

Mutually determined Start Date to December 31, 2012, with the possibility of annual renewal each January 1st based upon the mutual agreement of the Bidder and the Owner.

Time and Place of Performance

BID OPTION 1

Daily Items: Three times per week (currently anticipated to be Monday, Wednesday and Friday).

BID OPTION 2

Daily Items: Two times per week (currently anticipated to be Tuesday and Thursday).

BID OPTIONS 1 and 2

Weekly Items: One time per week (currently anticipated to be Friday under Option 1 and Thursday under Option 2).

Monthly and Quarterly Items: One time per month or per quarter with the performance date to be determined by the Bidder.

Time and Place: Facility after 5:00 p.m.

Supplies

Bidder shall supply all cleaning and safety equipment used in the performance of the Cleaning Specifications at Bidder's expense. Owner shall furnish all cleaning chemicals and supplies for use by Bidder in the performance of the Cleaning Specifications at Owner's expense. The Bidder and Owner will mutually agree to the listing of chemicals that will be used by Bidder based upon the ability of the chemicals to quickly, efficiently and safely complete the required Work Items. Bidder agrees that all cleaning chemicals and supplies will be maintained and utilized on-site and will not be used by Bidder to complete any work outside of the facility.

Insurance

The successful bidder shall not commence work until he/she has obtained, at his/her own expense, all insurances herein specified.

- Worker's Compensation

Worker's Compensation Insurance in strict compliance with existing Wisconsin law as amended to date.

- Public Liability and Property Damage

Liability and property damage insurance of the types and amounts listed herein for both the Bidder and any subcontractors performing work covered by the Bid/Contract.

| Schedule of Insurances | | |
|--------------------------------------|-----------------|-----------------------|
| Type of Insurance | Occurrence | Amount per Occurrence |
| Comprehensive General Liability | Each person | \$1,000,000 |
| | Each accident | \$2,000,000 |
| Property Damage | Any accident | \$1,000,000 |
| | Aggregate | \$2,000,000 |
| Automobile Bodily Injury Liability | Each Person | \$500,000 |
| | Each Occurrence | \$500,000 |
| Automobile Property Damage Liability | Each Occurrence | \$500,000 |

Bidder shall indemnify and hold the Owner harmless from any and all claims, demands, suits, actions, proceedings, loss, costs and damages of every kind and description which may be brought or made against the Owner due to the execution of this Bid.

Work Items

The work items are itemized below by facility area, frequency and task. **Work items are specified for common areas and unoccupied office areas only. The cleaning of occupied office areas is the responsibility of the facility's tenants.**

- Entryways and Hallways

Daily: Empty waste and recycling containers; replace torn or soiled liners.
Pick or sweep up loose debris from area immediately outside all exterior doors.
Clean, sanitize and polish water fountain.
Vacuum carpets and mats.
Vacuum/sweep and damp mop floors.

Weekly: Spot clean waste and recycling containers.
Remove hard water deposits from water fountain.
Clean glass doors and frames; clean and sanitize handles/push plates.
Clean removable spots/stains/debris from wooden doors and all walls.
Clean light switches and plates.
Clean interior glass surfaces or windows.
Clean window frames and ledges.

- Conference Room

Daily: Empty waste and recycling containers; replace torn or soiled liners.
Clean and sanitize sink and countertop.
Clean and sanitize table tops.
Straighten chairs; brush or vacuum loose particles from chairs.
Vacuum carpet.

Weekly: Clean waste and recycling containers.
Remove hard water deposits from sink.
Clean glass doors and frames; clean and sanitize handles/push plates.
Clean interior glass surfaces or windows.
Clean window frames and ledges.
Detail dust items/surfaces (within 8' of floor).

Quarterly: Clean small spots from carpet and deep clean high traffic carpet areas.

- Restrooms

Daily: Empty waste containers; replace liners.
Clean containers and surrounding areas.
Clean and sanitize sinks; spot clean adjacent walls.
Clean mirrors, fixtures, brightwork and polish dry.
Damp wipe/disinfect toilets and urinals.
Clean dispensers.
Restock hand towels, toilet paper, soap, feminine products, and all other supplies.
Clean and sanitize door handles/push plates.
Clean stall doors, walls and partitions.
Vacuum/sweep and damp mop/disinfect floors.

Weekly: Detail dust items/surfaces (within 8' of floor).
Remove hard water deposits from toilets, urinals and tile floor.

- Unoccupied Offices

Monthly: Clean and sanitize door handles/push plates.
Clean interior glass surfaces or windows.
Clean window frames and ledges.
Vacuum carpets.

- Kitchenette/Break Area

Daily: Empty waste and recycling containers; replace liners.
Clean containers and surrounding areas.
Clean and sanitize sink and countertop.
Clean dispensers; restock hand towels and soap.
Straighten chairs; spot clean chairs and tabletops.
Vacuum/sweep and damp mop floors.

Weekly: Clean waste and recycling containers.
Remove hard water deposits from sink.
Clean microwave and refrigerator.
Clean vending machine glass.
Detail dust items/surfaces (within 8' of floor).

- Storage and Mechanical Rooms

Daily: Empty waste containers; replace torn and soiled liners.
Maintain supplies and equipment in neat and orderly condition.
Ensure MSDS and safety documents are readily accessible.
Remove debris from utility sinks and spot clean.

Weekly: Clean utility sinks thoroughly and remove hard water deposits.
Vacuum/sweep and damp mops floors.

- Building Wide Tasks

Daily: Report building maintenance issues to the City Administrator.

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.)
Wednesday, June 6, 2012, 6:30 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes

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

Also Present: Brian Tollison, Michelle Treinen, Kirpal Kaur, Kevin Kasten, Lacey Thomas

1. Roll Call

The meeting was called to order at 6:30 P.M.

2. Approval of minutes from previous meeting

Motion by Maass to approve the minutes from the previous meeting, seconded by Havlovic. Motion passed on a 5-0 vote.

3. Discussion and possible action on alcohol license renewals

All licenses in the City of Portage, Columbia County, Wisconsin.

All licenses run from July 1, 2012 to June 30, 2013.

Marie A. Moe, WCPC, MMC, City Clerk

A. Class B Combination Licenses

No action will be taken on Threadz Fashion LLC, 214 West Wisconsin Street, Jake Stolte, Agent (Liquid) until the June 21, 2012, meeting.

Applications for Class "B" Combination Licenses have been made at the Office of the City Clerk by the following:

4 R Future Inc., 322 West Wisconsin Street, Jeremy S Rusch, Agent (Portage Theatres)

Bellmore & Associates LLC, 301 DeWitt Street, Mark A. Bellmore, Agent (The Corner Pocket Sports Bar & Grill)

Billie's Place, LLC, 220 West Cook Street, Lacey Thomas, Agent (Billie's Place)

B.P.O. Elks Lodge #675, 201 West Conant Street, Gary J. Alberts, Agent (Benevolent & Protective Order of Elks #675)

Cactus Club Bar & Grill, LLC, 102 East Cook Street, Debra Jean Audiss, Agent (Cactus Club)

Cottonwood Bar & Grill Inc, 312 DeWitt Street, Randal Leigh Heinzl, Agent (Cottonwood Bar & Grill Inc.)

Douglas' Big Dog Saloon LLC, 218 West Cook Street, Bradley John Douglas, Agent (Douglas' Big Dog Saloon)
Gillingham, Valarie Renee, 123 East Cook Street, The Smokehouse Good Stuff LLC, 2520 West Wisconsin Street, Catherine C. Mael, Agent (Good Stuff)
House of Booze LLC, 220 West Wisconsin Street, Kevin M. Malone, Agent (Blarney Stone)
Knights of Columbus, 918 Silver Lake Drive, Ken Graves, Agent (Knights of Columbus)
La Tolteca Fuentes, Inc., 2653 New Pinery Rd, Reyes Aranda, Agent (La Tolteca)
Lane's Full Throttle LLC, 1101 DeWitt Street, Robert J. Lane, Agent (Lane's Full Throttle)
New Pinery Enterprises LLC, 1402 West Wisconsin Street, Lyman O. Kaiser, Agent (Sarbacker's Bar)
Noll, William N., 412 East Wisconsin Street, (Tamarack Pizza)
Portage Cafe WI LLC, 111 West Cook Street, Kevin Kasten, Agent (Portage Cafe WI LLC)
B & B Hitching Post LLC, 2503 West Wisconsin Street, Michael S. Bergman, Agent (B & B Hitching Post)
Rileys Bar LLC, 1314 West Wisconsin Street, Lisa Thompson, Agent (Rileys Bar LLC)
Lord, Robert & Jon Krueger, The Friendly Bar & Grill, 223 Oneida Street, (The Friendly Bar & Grill)
Shutova, LLC, 2900 New Pinery Road, Beadin Mehmedoski, Agent (Dino's Restaurant & Bar)
Sombreros LLC, 235 W. Pleasant Street, Neil Shortreed, Agent (Sombreros Burrito House)
Stover Enterprises Inc., 2711 Hwy CX, Dana L Stover, Agent (Suzy's Steak & Seafood House)
Threadz Fashion LLC, 214 West Wisconsin Street, Jake Stolte, Agent (Liquid)
Tolly's Alleys LLC, 817 East Wisconsin Street, Brian R. Tollison, Agent (Tolly's Alleys)
Treinen's Trackside Bar, LLC, 1207 Dunn St., Michelle Y. Treinen, Agent (Treinen's Trackside Bar)
TRT Corporation, 125 Wauona Trail, Patricia Madani, Agent (Trail's Lounge Restaurant)
Cleary Krech Post 1707 of Veterans of Foreign Wars of the United States, 215 West Collins Street, David DuVall, Agent (Cleary Krech VFW Post 1707)
Vinayaka, Inc., 2701 South CX, Dawn Schneller, Agent (Best Western

A motion was made by Havlovic and seconded by Maass to approve all of the above Class B Combination Licenses, except (Liquid). Passed on a 5-0 vote. No action will be taken on Liquid at this time as noted above.

B. Class B Fermented Malt Beverage Licenses

Applications for Class “B” Beer Licenses have been made at the Office of the City Clerk by the following:

Shun Fa LLC, 238 West Cook Street, Kuen S. Liu, Agent (Cathay Garden)

Pizza Hut of Southern Wisconsin, Inc., 401 East Wisconsin Street, Jon W. Kreklow, Agent (Pizza Hut)

PR Partners LLC, 2905 New Pinery Road, James H. Firari, Agent (Pizza Ranch)

Motion made by Maass to approve all the Class “B” Beer Licenses above, seconded by Hamre. Passed on a 5-0 vote.

C. Class C Wine Licenses

Applications for Class “C” Wine Licenses have been made at the Office of the City Clerk by the following:

Shun Fa LLC, 238 West Cook Street, Kuen S. Liu, Agent (Cathay Garden)

Pizza Hut of Southern Wisconsin, Inc., 401 East Wisconsin Street, Jon W. Kreklow, Agent (Pizza Hut)

PR Partners LLC, 2905 New Pinery Road, James H. Firari, Agent (Pizza Ranch)

A motion was made by Havlovic to approve the above Applications for Class “C” Wine Licenses, seconded by Miller. Passed on a 5-0 vote.

D. Class A Combination Licenses

Applications for Class “A” Combination Licenses have been made at the Office of the City Clerk by the following:

Daley, James D., 1623 New Pinery Road, (Daley’s Beverage Mart)

Mathieus, Kevin Edward, 211 East Wisconsin Street (Discount Liquor)

Pierce’s Supermarket Inc., 2915 New Pinery Road, Angela K Pierce, Agent (Pierce’s Marketplace)

Wilz Drug, Inc., 140 East Cook Street, Larry Rufus Wilz, Agent (Wilz Drug & Home Health Care)

Express Laundry, LLC, 2725 New Pinery Road, Mark H. Bennett, Agent (Express Travel Mart)

Crawford Oil Co. Inc., 2211 West Wisconsin Street, Steven Madsen, Agent (Jim’s BP)

A motion was made by Havlovic to approve the above applications for Class A Combination Licenses, seconded by Maass. Passed on a 5-0 vote.

E. Class A Fermented Malt Beverage Licenses

Applications for Class "A" Beer Licenses have been made at the Office of the City Clerk by the following:

Crawford Oil Company, Inc., 1901 E Highway 33, Steven Madsen, Agent (Fort BP)

Kwik Trip, Inc., 1223 East Wisconsin Street, Deborah M. Tallafuss, Agent (Kwik Trip #653)

Kwik Trip, Inc., 2970 New Pinery Road, Vickie M. Lahti, Agent, (Kwik Trip #683)

Pal and Simran LLC, 403 DeWitt Street, Sharam Singh, Agent (Market Basket)

A motion was made by Maass to approve the above applications for Class A Fermented Malt Beverage Licenses, seconded by Miller. Passed on a 5-0 vote.

Discussion took place to place a late fee in the future for businesses that do not complete the required license application in a timely manner. It has become a common practice for some businesses to apply after the deadline on an annual basis. This will likely be discussed more at the monthly meeting in July or August.

4. Discussion and possible action on taxicab license application

Motion by Havlovic to approve the Taxi Cab License for Running Inc., seconded by Maass. Passed on a 4-0 vote. Maass abstaining. The license will run from July 1, 2012, until June 30, 2013.

5. Adjournment

Motion made by Maass to adjourn the meeting, seconded by Hamre. Passed on a 5-0 vote. Meeting adjourned at 6:56 P. M.

Frank C. Miller, Secretary

NOTICE OF LICENSE APPLICATION

Applications for Class “B” Combination Licenses have been made at the Office of the City clerk by the following:

4 R Future Inc., 322 West Wisconsin Street, Jeremy S Rusch, Agent (Portage Theatres)
Bellmore & Associates LLC, 301 DeWitt Street, Mark A. Bellmore, Agent (The Corner
Pocket Sports Bar & Grill)

Billie’s Place, LLC, 220 West Cook Street, Lacey Thomas, Agent (Billie’s Place)

B.P.O. Elks Lodge #675, 201 West Conant Street, Gary J. Alberts, Agent
(Benevolent & Protective Order of Elks #675)

Cactus Club Bar & Grill, LLC, 102 East Cook Street, Debra Jean Audiss,
Agent (Cactus Club)

Cottonwood Bar & Grill Inc, 312 DeWitt Street, Randal Leigh Heinzl, Agent
(Cottonwood Bar & Grill Inc.)

Douglas’ Big Dog Saloon LLC, 218 West Cook Street, Bradley John Douglas, Agent
(Douglas’ Big Dog Saloon)

Gillingham, Valarie Renee, 123 East Cook Street, The Smokehouse

Good Stuff LLC, 2520 West Wisconsin Street, Catherine C. Mael, Agent (Good Stuff)

House of Booze LLC, 220 West Wisconsin Street, Kevin M. Malone, Agent (Blarney
Stone)

Knights of Columbus, 918 Silver Lake Drive, Ken Graves, Agent (Knights of Columbus)

La Tolteca Fuentes, Inc., 2653 New Pinery Rd, Reyes Aranda, Agent (La Tolteca)

Lane’s Full Throttle LLC, 1101 DeWitt Street, Robert J. Lane, Agent (Lane’s Full
Throttle)

New Pinery Enterprises LLC, 1402 West Wisconsin Street, Lyman O. Kaiser, Agent
(Sarbacker’s Bar)

Noll, William N., 412 East Wisconsin Street, (Tamarack Pizza)

Portage Cafe WI LLC, 111 West Cook Street, Kevin Kasten, Agent (Portage Cafe WI
LLC)

B & B Hitching Post LLC, 2503 West Wisconsin Street, Michael S. Bergman, Agent (B &
B Hitching Post)

Rileys Bar LLC, 1314 West Wisconsin Street, Lisa Thompson, Agent (Rileys Bar LLC)

Lord, Robert & Jon Krueger, The Friendly Bar & Grill, 223 Oneida Street, (The Friendly
Bar & Grill)

Shutova, LLC, 2900 New Pinery Road, Beadin Mehmedoski, Agent (Dino’s
Restaurant & Bar)

Sombreros LLC, 235 W. Pleasant Street, Neil Shortreed, Agent (Sombreros Burrito
House)

Stover Enterprises Inc., 2711 Hwy CX, Dana L Stover, Agent (Suzy’s Steak & Seafood
House)

Threadz Fashion LLC, 214 West Wisconsin Street, Jake Stolte, Agent (Liquid)

Tolly’s Alleys LLC, 817 East Wisconsin Street, Brian R. Tollison, Agent (Tolly’s Alleys)

Treinen’s Trackside Bar, LLC, 1207 Dunn St., Michelle Y. Treinen, Agent (Treinen’s
Trackside Bar)

TRT Corporation, 125 Wauona Trail, Patricia Madani, Agent (Trail’s Lounge
Restaurant)

Cleary Krech Post 1707 of Veterans of Foreign Wars of the United States, 215 West Collins Street, David DuVall, Agent (Cleary Krech VFW Post 1707)
Vinayaka, Inc., 2701 South CX, Dawn Schneller, Agent (Best Western Resort Hotel & Conference Center)

Applications for Class “B” Beer Licenses have been made at the Office of the City Clerk by the following:

Shun Fa LLC, 238 West Cook Street, Kuen S. Liu, Agent (Cathay Garden)
Pizza Hut of Southern Wisconsin, Inc., 401 East Wisconsin Street, Jon W. Kreklow, Agent (Pizza Hut)
PR Partners LLC, 2905 New Pinery Road, James H. Firari, Agent (Pizza Ranch)

Applications for Class “C” Wine Licenses have been made at the Office of the City Clerk by the following:

Shun Fa LLC, 238 West Cook Street, Kuen S. Liu, Agent (Cathay Garden)
Pizza Hut of Southern Wisconsin, Inc., 401 East Wisconsin Street, Jon W. Kreklow, Agent (Pizza Hut)
PR Partners LLC, 2905 New Pinery Road, James H. Firari, Agent (Pizza Ranch)

Applications for Class “A” Combination Licenses have been made at the Office of the City Clerk by the following:

Daley, James D., 1623 New Pinery Road, (Daley’s Beverage Mart)
Mathieus, Kevin Edward, 211 East Wisconsin Street (Discount Liquor)
Pierce’s Supermarket Inc., 2915 New Pinery Road, Angela K Pierce, Agent (Pierce’s Marketplace)
Wilz Drug, Inc., 140 East Cook Street, Larry Rufus Wilz, Agent (Wilz Drug & Home Health Care)
Express Laundry, LLC, 2725 New Pinery Road, Mark H. Bennett, Agent (Express Travel Mart)
Crawford Oil Co. Inc., 2211 West Wisconsin Street, Steven Madsen, Agent (Jim’s BP)

Applications for Class “A” Beer Licenses have been made at the Office of the City Clerk by the following:

Crawford Oil Company, Inc., 1901 E Highway 33, Steven Madsen, Agent (Fort BP)
Kwik Trip, Inc., 1223 East Wisconsin Street, Deborah M. Tallafuss, Agent (Kwik Trip #653)
Kwik Trip, Inc., 2970 New Pinery Road, Vickie M. Lahti, Agent, (Kwik Trip #683)
Pal and Simran LLC, 403 DeWitt Street, Sharam Singh, Agent (Market Basket)

All licenses in the City of Portage, Columbia County, Wisconsin.
All licenses run from July 1, 2012 to June 30, 2013.

Marie A. Moe, WCPC, MMC, City Clerk

05/31/2012 THU 9:35 FAX 8087428623 CITY OF PORTAGE

002/002

4-0120516
\$90.00

City of Portage
Taxi Cab License Application

Fee: \$25.00 First Cab
\$ 5.00 Each Additional Cab

Date: 5-8-12

I hereby apply for a license to operate a Taxi Cab from July 1, 2012 to June 30, 2013, subject to Portage Code of Ordinances Sec. 86-31 and limitations imposed therein:

Owner Name Richard Running Owner Address 55316 Sidie Hollow Rd Viragea WI 54665
Business Name Running Inc Business Address 318 W Decker Street Viragea WI 54645
Date of Birth 5-31-54 Number of Cars 14

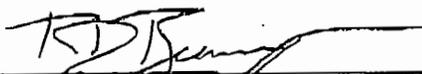
| Year | Make | Model | Vehicle ID Number | License Plate Number |
|------|-------|-----------------|-------------------|----------------------|
| 2009 | Ford | E-150 Starcraft | 1FD4E45S78DB6023 | 251-PVX |
| 2010 | Ford | Crown Victoria | 2FABP7CV0AX126453 | 566-SBH |
| 2010 | Ford | Crown Victoria | 2FABP7CV2AX126454 | 567-SBH |
| 2010 | Ford | Crown Victoria | 2FABP7CV4AX126455 | 568-SBH |
| 2010 | Ford | Crown Victoria | 2FABP7CV6AX126456 | 569-SBH |
| 2011 | Ford | E-150 Starcraft | 1FDFE4FLDBDB12356 | 82744 |
| 2011 | Ford | E-150 Starcraft | 1FDFE4FL6BDB12359 | 82745 |
| 2011 | Dodge | Grand Caravan | 2D4RN4D62BB778867 | 82775 |
| 2010 | Dodge | Braun Entervan | 2D4RN4DEKAR255089 | 430-RZU |
| 2010 | Dodge | Braun Entervan | 2D4RN4DE6AR255087 | 433-RZU |
| 2010 | Dodge | Braun Entervan | 2D4RN4DE2AR255085 | 447-RZU |
| 2010 | Dodge | Braun Entervan | 2D4RN4DE4AR255086 | 445-RZU |
| 2010 | Dodge | Braun Entervan | 2D4RN4DE8AR255088 | 437-RZU |
| 2010 | Dodge | Braun Entervan | 2D4RN4DE6AR255090 | 441-RZU |

Name of Liability Insurance Company Republic Franklin Insurance

Amount of Insurance \$5,000,000.00 Number of Policy CPP 388 1849

Please Attach Certificate of Insurance

Attested to: _____
City Clerk


Signature of Applicant

| Department | Approved | Denied | Reason | Signature |
|----------------|----------|--------|--------|-----------|
| City Clerk | X | | | |
| City Treasurer | | | | |
| Police Chief | | | | |



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/8/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| PRODUCER AdvisorNet Property and Casualty LLC 701 4th Avenue South Suite 1620 Minneapolis MN 55415 | CONTACT NAME: Julie Pelischek PHONE (A/C, No. Ext): (866) 896-0281 FAX (A/C, No): (612) 313-7574 E-MAIL ADDRESS: jpelischek@advisornetpc.com | | | | | | | | | | | | | | | | | | | | |
|---|---|-------------------------------|--|--------|--|--|-------|---|--|--|--|--|--|------------|--|--|------------|--|--|------------|--|
| | <table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Republic Franklin Insurance</td> <td></td> <td>12475</td> </tr> <tr> <td>INSURER B: Utica National Insurance Group</td> <td></td> <td></td> </tr> <tr> <td>INSURER C: Companion Property & Casualty</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table> | INSURER(S) AFFORDING COVERAGE | | NAIC # | INSURER A: Republic Franklin Insurance | | 12475 | INSURER B: Utica National Insurance Group | | | INSURER C: Companion Property & Casualty | | | INSURER D: | | | INSURER E: | | | INSURER F: | |
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| INSURER D: | | | | | | | | | | | | | | | | | | | | | |
| INSURER E: | | | | | | | | | | | | | | | | | | | | | |
| INSURER F: | | | | | | | | | | | | | | | | | | | | | |
| INSURED Running, Inc., DBA: Brown Cab Service, Inc. 318 West Decker Street Viroqua WI 54665 | | | | | | | | | | | | | | | | | | | | | |

COVERAGES **CERTIFICATE NUMBER:** 11-12 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL SUBR INSR | WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | | | | | | | |
|-----------------------------|---|----------------|-----|---------------|-------------------------|-------------------------|--|---------------------|-------|--------------------|------------|----------------------------|------------|-----------------------------|
| A | GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | | | CPP3881849 | 8/1/2011 | 8/1/2012 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$ | | | | | | | |
| | AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | | CPP3881849 | 8/1/2011 | 8/1/2012 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Underinsured motorist \$ 300,000 | | | | | | | |
| B | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | | | CULP3881850 | 8/1/2011 | 8/1/2012 | EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ \$ | | | | | | | |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below | N/A | | WCI710092701 | 12/31/2011 | 12/31/2012 | <table border="1"> <tr> <td>WC STATUTORY LIMITS</td> <td>OTHER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$ 500,000</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$ 500,000</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$ 500,000</td> </tr> </table> | WC STATUTORY LIMITS | OTHER | E.L. EACH ACCIDENT | \$ 500,000 | E.L. DISEASE - EA EMPLOYEE | \$ 500,000 | E.L. DISEASE - POLICY LIMIT |
| WC STATUTORY LIMITS | OTHER | | | | | | | | | | | | | |
| E.L. EACH ACCIDENT | \$ 500,000 | | | | | | | | | | | | | |
| E.L. DISEASE - EA EMPLOYEE | \$ 500,000 | | | | | | | | | | | | | |
| E.L. DISEASE - POLICY LIMIT | \$ 500,000 | | | | | | | | | | | | | |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

| | |
|--|---|
| CERTIFICATE HOLDER City of Portage Marie Moe 115 W. Pleasant Street Portage, WI 53901 | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE David Burkart CPCU/JP |
|--|---|

**City of Portage
Plan Commission Meeting
Thursday, June 7, 2012, 7:30 a.m.
City Municipal Building, 115 West Pleasant Street
Conference Room Two
Minutes**

Members present: Mayor Kenneth Jahn, Chairperson; Michael Oszman, Vice Chairperson; Robert Redelings, City Engineer and Dan Daley

Members excused: Brian Zirbes, Addie A. Tamboli and Peter Tofson

Also present: Gary Mercer, Leah Stark, Patricia Foust, Ray Norland and Bill Welsh

1. **Roll call 7:45 a.m.**
2. **Public Hearing – 7:30 a.m. to consider the request for a Conditional Use Permit (CUP) to Leah Stark at 121 James Street to sell produce in an R-1 Single Family Residential District**

The Public Hearing notice was legally noticed and Mayor Jahn requested for the first time if there was anyone present who wished to speak for or against the CUP.

Gary Mercer, 139 James St. indicated he was in favor of the CUP.

Ray Norland, 151 James St. indicated he was in favor of the CUP.

Mayor Jahn requested for the second time if there was anyone present who wished to speak for or against the CUP.

Leah Stark indicated she would only be selling produce that was raised on her property at 121 James St.

Mayor Jahn requested for the third time if there was anyone present who wished to speak for or against the CUP. Hearing no more comments, Mayor Jahn closed the public hearing at 7:57 a.m.

3. Discussion and possible action on issuing a Conditional Use Permit to Leah Stark at 121 James Street to sell produce in an R-1 Single Family Residential District

Motion by Oszman, second by Redelings to approve the CUP. Oszman indicated he was also in favor of the CUP. Motion passed 4 to 0 on call of the roll.

4. Discussion and possible action on a request by Patricia Foust to rezone tax parcel 218, 501 Washington Street from M-1 Industrial District to R-2 Single Family Residential District

Redelings explained that the subject property was occupied by Ms. Foust residence. She intends to sell the house and, as currently zoned, the residence would be a non-conforming use. Adjoining properties to the north and west are zoned M1 and have industrial type uses. Adjacent properties to the east and south are zoned R2 and have residential type land uses. Prior to the City-wide rezoning in early 2011, the property was zoned residential.

Motion by Oszman, second by Daley to recommend a public hearing be held by the City Council to consider the rezoning request. Motion passed 4 to 0 on call of the roll.

5. Adjournment

Motion by Oszman, second by Daley to adjourn. Motion passed 4 to 0 on call of the roll.

The meeting concluded at 8:05 a.m.

Respectfully submitted,

Robert G. Redelings, Public Works Director

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, June 7, 2012 6:00 p.m.
Municipal Building, 115 West Pleasant Street, Conference Room One
Minutes

Members: Jeff Garetson, Chairperson; Carolyn Hamre, Doug Klapper, Frank Miller,
Michael Oszman

Others Present: Bob Redelings, Kory Anderson, Gil Meisgeier, Craig Sauer

- 1. Roll Call**
All present
- 2. Approval of meeting minutes from previous meeting**
Motion by Oszman to approve second by Miller. Passed on roll call 5-0
- 3. Discussion and possible action on Conant Street parking structure**
Bob gave update stating final report will be ready soon. Discussion on type of garage door to use. Oszman made a motion to post a 4 ton weight limit. Second by Miller. Passed 5-0
- 4. Discussion and possible action on the Design Engineering for the West Haertel Street Improvement Project**
Motion by Oszman to recommend Jewell for the project with the provision they use Jim Grothman for survey work second by Miller. Passed 4-1 with Klapper voting no. Doug stated he may approve at Council after he reads the reports we just received.
- 5. Discussion and possible action on the request from Portage Curling Club for a credit on the sewer portion of their water bill**
After discussion motion by Oszman to credit Portage Curling Club \$171.00 second by Klapper. Passed on roll call 5-0
- 6. Discussion and possible action on recommendation of concrete crushing for concrete pile which is located between Morgan Street and the railroad tracks**
Much discussion on how city may save money and/or make money by having pile crushed and using for future street projects and selling. Motion by Oszman to recommend to finance payment of \$9375 for crushing second by Miller. Passed on roll call 5-0
- 7. Discussion and possible action on Compliance Maintenance Annual Report**
Motion by Oszman to forward report to Council for approval second by Klapper. Passed on roll call 5-0
- 8. Discussion regarding the possible location of a traffic signal on East Wisconsin Street at Wauona Trail**

Discussion on cost and other projects in district that we need to move forward on

9. Discussion on splash pad and skate park projects

Kory went over preliminary cost estimate for entire project. Bob thought some of the numbers were high. Discussion on trying to get input from skaters as to what kind of park they want and we need to get somebody going on fund raising.

10. Updates on street and park projects

Bob said bid came in under budget so we may be able to resurface more streets than planned this year. Village road sidewalk project is ready for bids. Beach house ahead of schedule and Collins St project moving ahead with school approval

11. Adjournment

Motion to adjourn by Oszman second by Klapper. Passed on roll call 5-0, 7:14

Carolyn Hamre, Secretary

RESOLUTION NO. 12-019

RESOLUTION RELATIVE TO SURPLUS PROPERTY

WHEREAS, the Finance/Administration Committee has recommended that the following property be declared surplus property and disposed of in the most financially beneficial manner for the City:

| | |
|-----------------|--|
| Water: | 2001 GMC Safari Van 1999 Ford Ranger |
| Police: | 1999 Buick Regal, city id #01909 2009 Chevy Impala, city id #02385 Kodak Easy Share CX7330, city id #00587 |
| Fire: | 43 pagers Minitor III/IV, city id #01116 Minitor IV, city id #01510 1999 Toro 4x4 mower, city id #02432 Monitor, city id #01629 |
| Public Works: | 1997 Ford F350 Dump Pickup Truck, city id #00298 Printer, city id #02055 |
| Administration: | HP Deskjet 935C printer, city id #01178 |

NOW THEREFORE IT IS HEREBY RESOLVED by the Common Council of the City of Portage that the above listed property be declared surplus and disposed of in the most financially beneficial manner for the City.

DATED this 14th day of June, 2012.

Kenneth H. Jahn, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

Resolution requested by:
Finance/Administration Committee

RESOLUTION NO. 12-020

RESOLUTION RELATIVE TO BUDGET TRANSFER

WHEREAS, the Finance/Administration Committee has recommended approval of the following budget transfer in the General Fund:

| | | <u>To</u> <u>Account</u> | <u>From</u> <u>Account</u> |
|------------------|---|-----------------------------|-------------------------------|
| 100-10-52120-860 | Police Patrol Small Equipment | \$2,690.00 | |
| 100-10-52110-211 | Police Administration Software Support | | \$2,690.00 |

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Common Council of the City of Portage that the above budget transfer is approved and the City Clerk is authorized to record and publish the transfer.

DATED this 14th day of June, 2012.

Kenneth H. Jahn, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

Resolution requested by:
Finance/Administration Committee

RESOLUTION NO. 12-021

RESOLUTION RELATIVE TO COMPLIANCE MAINTENANCE ANNUAL REPORT

WHEREAS, the Municipal Services and Utilities Committee of the City of Portage has reviewed the attached 2011 Compliance Maintenance Annual Report prepared by City Staff, said report being dated the May 23, 2012; and

WHEREAS, the Report indicates the wastewater system scored an "A" in all 9 operational categories; and

WHEREAS, the Report does not disclose any effluent violations that have to be corrected.

NOW THEREFORE IT IS HEREBY RESOLVED that the City of Portage will undertake and comply with the results of the Compliance Maintenance Annual Report;

BE IT HEREBY FURTHER RESOLVED that a copy of this Resolution be mailed to the Department of Natural Resources.

DATED this 14th day of June, 2011.

Kenneth H. Jahn, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

Resolution requested by:
Municipal Services and Utilities Committee



**WISCONSIN DEPARTMENT OF
ADMINISTRATION**

SCOTT WALKER
GOVERNOR
MIKE HUEBSCH
SECRETARY

Division of Housing
101 E. Wilson Street, Floor 5
P.O. Box 7970
Madison, WI 53707-7970

May 16, 2012

Kenneth Jahn, Mayor
City of Portage
115 West Pleasant Street
Portage, WI 53901

Dear Mayor Jahn:

On behalf of Governor Scott Walker and Secretary Mike Huebsch, I am writing to congratulate you for being selected to receive a \$550,000 Community Development Block Grant (CDBG) Housing Award. Your efforts in developing and carrying out this community development program serve to improve the quality of life not only for the people of Portage, but for the entire State.

I am pleased that the State and the City of Portage will be working together to improve the living conditions of Wisconsin citizens. Shortly, you will be receiving a letter from Joanna Schumann, in the Bureau of Affordable Housing, which will contain the details of your grant award. We are committed to working closely with you to ensure the success of your program.

Congratulations on your selection and thank you for making the CDBG program a success.

Sincerely,

Lisa Marks, Administrator
Division of Housing

cc. Oscar Herrera, Director
Bureau of Affordable Housing

Joanna Schumann, CDBG Program Manager
Bureau of Affordable Housing

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: 6/4/12

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 7/7/12 and ending 7/7/12 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 PORTAGE ROTARY CLUB

(b) Address P.O. BOX 818
(Street)

(c) Date organized 1948 Town Village City PORTAGE

(d) If corporation, give date of incorporation N/A

(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 JOHN KRUEGER, 419 N. WESTMOUNT DR., SUN PRAIRIE

Vice President JOSH VEHRING, 529 MEADOWLARK DR, PORTAGE

Secretary ROBIN KYALO, 512 W EDGEWATER ST, PORTAGE

Treasurer KATHY MANTHEY, N7032 COUNTY SS, COLUMBIA

(g) Name and address of manager or person in charge of affair:
ADDIE A. TAMBOLI, 211 W HOWARD ST, PORTAGE

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

(a) Street number MARKET SQUARE PARKING LOT

(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 ROTARY CRAFT BEER & WINE FEST

(b) Dates of event JULY 7, 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 [Signature] 6-4-12
(Signature/date)

Officer [Signature] 6-4-12
(Signature/date)

Date Filed with Clerk 06-04-12

Date Granted by Council _____

PORTAGE ROTARY CLUB
(Name of Organization)

Officer [Signature] 6-4-12
(Signature/date)

Officer [Signature] 6-4-12
(Signature/date)

Date Reported to Council or Board _____

License No. _____

01206 01-13

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.

Portage Rotary Brew & Wine Fest
Saturday July 7, 2012
11am to 5pm
Market Square Parking Lot

Event Description: The Brew & Wine Fest will be held in conjunction with the Sand County Fine Arts Festival. Portage Rotary Club is hosting the event as a fundraiser for our scholarship program.

General Event Description: There will 3 ways to purchase beer, and 2 ways to purchase wine. Beer will be sold by tasting, glass or pitcher. Wine will be sold by tasting or glass.

Tasting Glass: The tasting glass is a 5oz collectible glass that will be filled with approximately 4oz of either craft beer or wine. The glass is purchased for \$25. The payee will be id checked and wrist-banded.

Individual Plastic Cup or Pitcher: The cup is 12oz. The pitcher is 48oz. A cup is purchased for \$3, the pitcher is purchased for \$9. The payee will be id checked and wrist-banded.

Overall Event Grounds: The festival grounds include all area designated in the attached map. Fencing will be snow fence secured to welded auto-rim/fence post stands. There will be 2 entrance/exit points for the festival grounds. These entrance/exit points will be staffed from 11am to 5pm. No alcohol will leave the festival grounds. It will be a single barrier fence. Portage Rotary will petition Council for a waiver of the double fencing requirement.

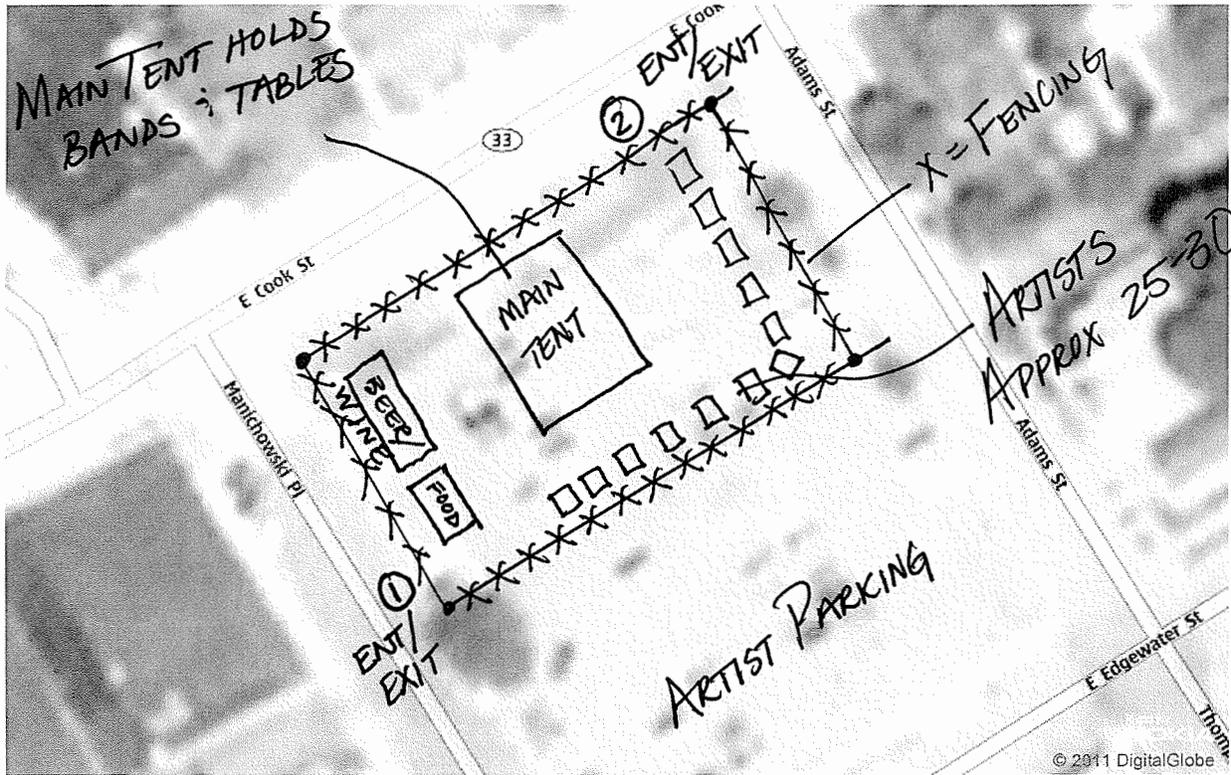
Beer/Wine Service Area: The area is noted on the attached map. There will be 1 licensed bartender in the service area at all times.


ADDIE A. TAMBOLI



Portage Rotary Brew & Wine Festival Grounds

MARKET SQUARE



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:

Adrian Tamboli

6/4/2012

(Revised: 05/26/04)

Common Council City Of Portage
115 W. Pleasant Street
Portage, WI 53901

Ladies and Gentlemen,

On July 13th and 14th, 2012, Portage will again be hosting the American Cancer Society Relay for Life Event. The event is held annually at the Portage High School Track. The event is a 24 hour fundraiser to help find a cure for this disease that touched so many of us. Our hope is that through our efforts we can continue to celebrate with those who have survived this disease, cherish the memories of those we have lost to cancer, and prevent another person from ever having to hear the words "you have cancer". As a committee, we are asking for a Noise Ordinance variation for this event, and we will also be having the lights on through out the night by the Tennis Courts, they will be on when it gets dark until it gets light out. We are hoping with the lights on that more people will stay for the event, and we hope to have more activities through out the night. Again this will be July 13th starting at 6 p.m., to 9 a.m July 14th. If you have any questions, please contact me at (608) 697-7186.

We invite all of you to come to this event.

Sincerely,

Janet & David Grotzke
Logistics Chairs

Janet Grotzke
612 Adams St.
Portage, WI 53901