

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 28, 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. Business Improvement District Board of Directors
 3. Tourism Promotion Committee
 4. Joint Park and Recreation Board and AdHoc Committee for Proposed Welcome Center
 5. Historic Preservation Commission
 - B. Resolutions
 1. Resolution No. 12-031 relative to Certified Survey Map of Portage Community School District Lands
 - C. License Applications
 1. Operator
 2. Taxi Cab Operator
7. Committee Reports
 - A. Plan Commission
 - B. Legislative and Regulatory Committee
 1. Approval of Class B Combination License renewal for Threadz Fashion LLC, 214 West Wisconsin Street, Jacob Steven Stolte, agent
 2. Approval of Class B Combination License for Green Enterprises LLC, 316 DeWitt Street, Timothy A. Green, agent (Shamrock Bar and Grill)
 3. Action on operator license application for Dalton J. Christie

- C. Human Resources Committee
 - 1. Relocation of Water Department Personnel

- 8. Old Business
 - A. Approval of Design Engineering Agreement with Jewell Associates Engineers, Inc. for West Haertel Street

- 9. New Business
 - A. Ordinances
 - 1. Ordinance No. 12-004 relative to Alcohol License Demerit Point System
 - 2. Ordinance No. 12-005 relative to Alcohol License Closing Hours

 - B. Resolutions
 - 1. Resolution No. 12-029 relative to Final Resolution Authorizing Public Improvement and Levying Special Assessments Against Benefited Property in Portage Wisconsin (2011 Sidewalk Maintenance Project)
 - 2. Resolution No. 12-030 relative to Fee Schedule

 - C. Discussion and possible action on request from Columbia County Fair Association for waiver of double fencing requirement for Class B Temporary License for the Columbia County Fair, July 25 – 29, 2012

 - D. Closed session
The Council will go into closed session pursuant to Wisconsin State Statutes 19.85(1)(e) to consider the potential purchase of property on Silver Lake Drive; West Cook/DeWitt Street; and East Wisconsin Street

- 10. Adjournment

Common Council Proceedings
City of Portage

Regular Meeting
Council Chambers
City Municipal Building

June 14, 2012
7:00 PM

1. Call to Order

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

2. Roll Call

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

Also Present: Mayor Jahn, Clerk Moe, Administrator Plaster

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 meeting minutes; Design
Engineering agreement with Jewell for West Haertel Street.

5. Minutes of Previous Meetings

Motion by Klapper, second by Oszman to approve the minutes of the May
24, 2012 Common Council meeting. Motion carried unanimously on call
of roll.

6. Consent Agenda

Reports of Sub-Committees, Boards, and Commissions

Joint Park and Recreation Board and AdHoc Committee Meeting of June
1, 2012

Resolutions

Resolution No. 12-018 relative to Subordination No. 12-01

License Applications

Operator License applications for period ending June 30, 2012 for
Matthew J. Belmont, Debra A. Miller, Debra L. Steingraeber, Cassandra L.
Wolf.

Operator License application for period ending June 30, 2013 for Ame Mae Aicher, Kurt C. Albright, Justin J. Angell, Randy A. Anhalt, Jodene A. Brown, Thomas W. Brown, Konnie J. Corso, Jessica L. Curtis, Sherryl E. Douglas, Robert A. Drew, Vanessa A. Drew, David Eulberg, Katlynn A. Fisher, Tara L. Glendenning, Carolyn M. Hamre, Carol B. Hernkind, William P. Hornat Sr., Mary K. Inglett, Ann D. Janssen, Jenifer A. Johnson, Julie L. Koch, Sandra L. Krombach, James A. Krueger, Jeanne C. Lauth, Lisa L. Lonski, Cassandra M. Moriearty, Pamela S. Murphy, Lisa M. Nelson, Sheryl L. Newell, Diane K. Pape, Janice E. Preuss, Brian L. Raimer, Daniel A. Rickabaugh, Mary L. Rusch, Rachel D. Schmidt, Mark A. Schroeder, Marianne L. Seep, Lindsey D. Shutts, Debby S..Smith, Marlene J. Steele, Janet E. Sutfin, Julie A. Teuber, Vicki A. Van Ess, Thomas J. Waldron, Brett D. Wroten

Taxi Cab Operator applications for period ending June 30, 2013 for Esther M. Atkinson, Robert J. Bagnall, Keith L. Elliott, Richard N. Ferguson, Sheryl M. Robinson

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

7. Committee Reports

Human Resources Committee meeting of May 30, 2012

Human Resources Committee meeting of June 11, 2012

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

Motion by Dodd, second by Klapper to approve the hiring of Sherri Haase for the Deputy Clerk position at step B. Motion carried unanimously on call of roll.

Finance/Administration Committee meeting of June 4, 2012

Motion by Dodd, second by Maass to approve the claims in the amount of \$540,687.63. Motion carried on call of roll.

Motion by Dodd, second by Havlovic to approve the Award of Contract No. 12-004 Salter and Snow Plow to Monroe Truck Equipment in the amount of \$34,584.00. Motion carried unanimously on call of roll. It will be confirmed if the auger style is stainless steel.

There was discussion on the repairs that need to be completed at the Museum. There is currently \$20,000.00 in the budget, so not all the repairs can be completed at this time. Motion by Dodd, second by Klapper to approve the proposal submitted by Westring Construction for the glazing and carpentry work. If there was raw wood, painting would be

considered now. There is approximately \$6,000.00 in the budget for emergency repairs if needed. Ald. Havlovic suggested that the \$6,000.00 be carried over to next year if not used. Motion carried unanimously on call of roll.

Motion by Dodd, second by Maass to approve the Service Agreement with Columbia County Humane Society. Motion carried unanimously on call of roll.

Motion by Dodd, second by Oszman to approve the Award of Contract No. 12-005, Riding Lawn Mower with Cab to Mid-State from Columbus in the amount of \$22,640 after trade-in. Motion carried unanimously on call of roll.

Motion by Dodd, second by Oszman to approve the purchase of one ton truck for public works from Hill Ford in the amount of \$45,075.00. Ald. Maass questioned the documentation given to Council which was a vehicle order confirmation. It was Mayor Jahn's opinion that the truck was part of Hill Ford's inventory as the city has not yet approved the purchase. Motion carried 8 to 1 on call of roll with Maass abstaining.

Motion by Dodd, second by Maass to approve the contract with Central Wisconsin Community Action Council for Community Development Block Grant – Housing Rehabilitation Program. Motion carried unanimously on call of roll.

Motion by Dodd, second by Hamre to approve the Banking Services Contract Extension with Community Bank of Wisconsin Dells. Motion carried unanimously on call of roll.

Motion by Dodd, second by Klapper to approve the award of contract for cleaning services for the Portage Enterprise Center to Service Master to clean twice a week for \$189.00 per month. Motion carried unanimously on call of roll.

From the Human Resources Committee meeting of June 11, 2012, motion by Oszman, second by Maass to approve the hiring of Jean Mohr as a short term, temporary employee at an hourly rate of \$25.00 per hour to complete the January 2012 – June 2012 bank reconciliations. Motion carried unanimously on call of roll.

Legislative & Regulatory Committee meeting of June 6, 2012

Motion by Oszman, second by Maass to approve alcohol license renewals for the following Class "B" Combination Licenses:

4 R Future Inc., 322 West Wisconsin Street, Jeremy S Rusch, agent;
Bellmore & Associates LLC, 301 DeWitt Street, Mark A. Bellmore, agent;

Billie's Place, LLC, 220 West Cook Street, Lacey J. Thomas, agent; B.P.O. Elks Club #675, 201 West Conant Street, Gary J. Alberts, agent; Cactus Club Bar & Grill, LLC, 102 East Cook Street, Debra J. Audiss, agent; Cottonwood Bar & Grill, Inc., 312 DeWitt Street, Randal Leigh Heinzl, agent; Douglas' Big Dog Saloon LLC, 218 West Cook Street, Bradley John Douglas, agent; Gillingham, Valarie Renee, 123 East Cook Street; Good Stuff LLC, 2520 West Wisconsin Street, Catherine C. Mael, agent; House of Booze LLC, 220 West Wisconsin Street, Kevin M. Malone, agent; Knights of Columbus Lodge #1637, 918 Silver Lake Drive, Kenneth L. Graves, agent; La Tolteca Fuentes, Inc., 2653 New Pinery Rd, Reyes Aranda, agent; Lane's Full Throttle LLC, 1101 DeWitt Street, Robert J. Lane, agent; New Pinery Enterprises LLC, 1402 West Wisconsin Street, Lyman O. Kaiser, agent; Noll, William N., 412 East Wisconsin Street; Portage Cafe WI LLC, 111 West Cook Street, Kevin Kasten, agent; B & B Hitching Post LLC, 2503 West Wisconsin Street, Michael S. Bergman, agent; Rileys Bar LLC, 1314 West Wisconsin Street, Lisa Thompson, agent; Lord, Robert & Krueger, Jon, 223 Oneida Street; Shutova, LLC, 2900 New Pinery Road, Beadin Mehmedoski, agent; Sombreros LLC, 235 West Pleasant Street, Neil Shortreed, agent; Stover Enterprises Inc., 2711 Hwy CX, Dana L Stover, agent; Threadz Fashion LLC, 214 West Wisconsin Street, Jake Stolte, agent; Tolly's Alleys LLC, 817 East Wisconsin Street, Brian R. Tollison, agent; Treinen's Trackside Bar, LLC, 1207 Dunn Street, Michelle Y. Treinen, agent; TRT Corporation, 125 Wauona Trail, Patricia Madani, agent; Cleary Krech Post 1707 of Veterans of Foreign Wars of United States, 215 West Collins Street, David L. DuVall, agent; Vinayaka, Inc., 2701 South CX, Dawn Schneller, agent. Motion carried unanimously on call of roll.

Motion by Oszman, second by Miller to approve Class "B" Fermented Malt Beverage and Class "C" Wine License renewals for Pizza Hut of Southern Wisconsin, Inc., 401 East Wisconsin Street, Jon Kreklow, agent; PR Partners LLC, 2905 New Pinery Road, James H. Firari agent; Shun Fa LLC, 238 West Cook Street, Kuen Liu, agent. Motion carried unanimously on call of roll.

Motion by Oszman, second by Maass to approve Class "A" Combination License renewals for the following: James D. Daley, 1623 New Pinery Road; Kevin Edward Mathieus, 211 East Wisconsin Street; Pierce's Supermarket, Inc., 2915 New Pinery Road, Angela K. Pierce, agent; Wilz Drug Inc., 140 East Cook Street, Larry Rufus Wilz, agent; Express Laundry, LLC, 2725 New Pinery Road, Mark H. Bennett, agent; Crawford Oil Co. Inc. 2211 West Wisconsin Street, Steven Madsen. Motion carried unanimously on call of roll.

Motion by Oszman, second by Hamre to approve Class "A Fermented Malt Beverage License renewals for the following: Crawford Oil Co. Inc.,

1901 Hwy. 33 East, Steven D. Madsen; Kwik Trip, Inc., 1223 East Wisconsin Street, Deborah M. Tallafuss, agent; Kwik Trip, Inc., 2970 New Pinery Road, Vickie M. Lahti, agent; Pal and Simran, LLC, 403 DeWitt Street, Singh Sharam, agent. Motion carried unanimously on call of roll.

Motion by Oszman, second by Miller to approve the Taxicab License renewal for Running Inc. Motion carried 8 to 1 on call of roll with Maass abstaining.

Plan Commission meeting of June 7, 2012

Municipal Services and Utilities Committee meeting of June 7, 2012

Motion by Garetson, second by Oszman to approve the request from Portage Curling Club for a credit of \$171.00 on the sewer portion of their water bill. Motion carried unanimously on call of roll.

There was discussion regarding crushing the entire concrete pile instead of just enough to cover projects for the next two years.

From the Finance/Administration Committee meeting of June 4, 2012, motion by Dodd, second by Klapper to approve the Agreement for Engineering Services with General Engineering Company for the Hamilton Street Lift Station in the amount of \$14,000.00. Motion carried unanimously on call of roll.

8. Old Business

None.

9. New Business

As there was no objection from the council, the request from the Portage Rotary Club was moved to this place in the meeting.

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

Addie Tamboli was present to explain the event and request. Motion by Oszman, second by Hamre to approve the request from Portage Rotary Club for a waiver of the double fencing requirement and allow a single fence for the Rotary Craft Beer & Wine Fest on July 7, 2012. Motion carried 8 to 1 on call of roll with Dodd voting no.

Resolutions

Resolution No. 12-019 relative to Surplus Property was read and adopted unanimously on motion by Dodd, second by Oszman and call of roll.

Resolution No. 12-020 relative to Budget Transfer was read and adopted unanimously on motion by Oszman, second by Dodd and call of roll.

Resolution No. 12-021 relative to Compliance Maintenance Annual Report was read and adopted unanimously on motion by Oszman, second by Dodd and call of roll.

Correspondence has been received from Wisconsin Department of Administration regarding the City receiving a \$550,000.00 Community Development Block Grant Housing award.

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

Motion by Dodd, second by Oszman to approve the waiver of the noise ordinance for the American Cancer Society Relay for Life event July 13 – 14, 2012. Motion carried unanimously on call of roll.

Discussion and possible action on waiver of fees for residential building permits

Mayor Jahn requested the council consider waiving building permit fees for new single family construction in an effort to promote growth. Motion by Oszman, second by Hamre to suspend the fee for building permits for single family new construction until January 1, 2014. Motion carried unanimously on call of roll.

Discussion and possible action on former Nursing Home property - Report from Adhoc Committee for former Nursing Home property; Consideration of accepting offer from Divine Savior Healthcare or what to do in the future

Ald. Garetson reported that the AdHoc Committee determined that it would cost approximately \$20,000 to renovate the space that would be initially used. Many groups have expressed interest in using the facility. Some groups to use the facility could include the park and recreation department, county offices on the 3rd floor, children's museum, the Chamber of Commerce, daycare programs for preschool and adults, youth sports activities, intergenerational programs, an incubator for small businesses, vaccination site, health and human services. Meeting rooms could be rented out for events. The estimated cost of operation is \$200,000 - \$250,000 per year, not including rents. That amount includes \$87,000 for heat. There would need to be 1 – 2 staff members at a cost of \$60,000 - \$80,000 per year. According to Ald. Garetson, the community wants and needs a community center and senior center; but he is unsure this site is feasible.

Mayor Jahn expressed concern that the groups using the facility don't have any funds and it would take tax dollars to operate.

It was Ald. Maass' opinion that \$20,000.00 would not come close to renovating the facility. She continued that there is a need for a center; but this is the wrong location.

Ald. Hamre agreed stating a center should be located in the downtown.

Mayor Jahn stated that the AdHoc Committee has determined a need; but there needs to be a consensus what a community center is.

The council recessed for approximately 10 minutes at 8:51 p.m. to go outside to welcome the returning Portage High School Boys Baseball State Championship team back home.

The meeting continued following the recess with the discussion on the former Nursing Home property.

Ald. Dodd was not in favor of going forward with the property. It was his opinion that \$20,000.00 would not do much in the way of renovation.

Motion by Maass, second by Miller to deny accepting the offer on the former Nursing Home property. Motion carried 5 to 4 on call of roll with Garetson, Havlovic, Klapper and Oszman voting no.

A referendum on a community center was briefly discussed. Mayor Jahn and Ald. Havlovic will work on a draft of the question.

10. Adjournment

Motion by Oszman, second by Dodd to adjourn. Motion carried unanimously on call of roll at 9:13 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

	<ul style="list-style-type: none"> • Peter led discussion of reports from Pace, Financial, Industrial, Advance, and Primary Gifts Divisions.
IV.	<p><i>Non-Soliciting Division Reports</i></p> <ul style="list-style-type: none"> • Speaker's Bureau has presented at three organizations and have three more scheduled. • Portage Daily Register will begin publishing ads explain campaign. • WPDR/WDDC will conduct interviews with various members of the Campaign Cabinet in the Wednesday morning, 8:30 slot next week. Sign-up with Shannon.
V.	<p><i>Open Discussion</i></p> <ul style="list-style-type: none"> • Chad emphasized importance of getting the last chairperson in place.
VI.	<p><i>Consultants Comments</i></p> <ul style="list-style-type: none"> • Peter reminded members that the next meeting is scheduled for June 12.
VII.	<p><i>Adjournment</i></p> <ul style="list-style-type: none"> • Chad and Jeff adjourned the meeting at 8:45.



CABINET MEETING DISCUSSION POINTS

Tuesday, June 12, 2012

8:00 a.m. to 8:45 a.m.

Memorial Room

Members Present: Jon Crawford
Jim Crawford
Jim Dalton
Jim Dalton
Rich Davis
Mayor Ken Jahn
Barb Knight
Sue Martin

Dustin Mueller
Shannon Schultz
Dr. Jan Seubert
Addie Tamboli
Ellie Voigt

Members Absent: Ginni Hamele
Dr. Mark Curran
Rich Heimerl
Travis Hamele

Bev Hoffmann
Jeff Liegel
Matt Meyers
Chad Stevenson

Consultant: Peter Woodburn

I.	Welcome <ul style="list-style-type: none">Peter welcomed the cabinet members.
II.	Enlistment Needs <ul style="list-style-type: none">Chair candidate for Major Gifts is on vacation.

<p>III.</p>	<p><i>Soliciting Division Reports and Updates</i></p> <ul style="list-style-type: none"> • Peter reviewed the various reports. • Advance and Primary Gifts are having kick-off events on June 25.
<p>IV.</p>	<p><i>Non-Soliciting Division Reports</i></p> <ul style="list-style-type: none"> • The Campaign "Book Thermometers" are up around Portage and will be updated as necessary. • Members had seen ads in Portage Daily Register. • Radio spots every other Wednesday are continuing. • Future radio dates are as follows: <ul style="list-style-type: none"> June 13: Jim Dalton June 27: Jim and Jon Crawford July 11: Ellie Voigt July 25: Drs. Curran and Seubert Aug 1 : Sue Martin
<p>V.</p>	<p><i>Open Discussion</i></p> <ul style="list-style-type: none"> • Peter reviewed the standing of the funds. • Local churches will be contacted about including a handout in their bulletin on "Library Sunday" (Aug 12). Clergy in Portage will be invited to a breakfast prior to Aug 12 to update them on the library project. They (and other area businesses) will also be asked to participate in "Changeable Sign Day" on August 11 to make the public more aware of the library campaign. Funds will not be solicited at the churches. Anyone having a sign or knowing of a sign that can be changed should let Barb Knight know.

VI.

Consultant's Comments

- Peter reminded division leaders of the importance of completing their calls.
- Next Cabinet Meeting is July 10.

Adjournment

- Peter adjourned the meeting at 9:00.

City of Portage
Business Improvement District Board of Dir. meeting
Wednesday, June 13, 2012
Municipal Building 115 West Pleasant Street, Conference room 1
Minutes

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

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

Non-Members Present: Gil Meisgeier, BID Contractor, Main Street Portage Ex. Dir. /BID Administrator; Roger Krejchik

- 2. Approval of May 9, 2012 Minutes**

Motion to approve May 9, 2012 minutes. Motion by Krueger, 2nd by Rusch; Motion carried, all in favor.

- 3. Claims to pay & Financials Report**

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

Motion to approve Treasurers report as presented by Wilz. Motion by Rusch, 2nd by Krueger. Motion carried, all in favor.

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

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

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

MSP E.D. Report was presented by MSP E.D. Meisgeier. Motion to accept MSP report. Motion by Krueger, 2nd Schmidt, Motion carried, all in favor.

- 6. Discussion and possible action on requests for financial support for 2012 down town events.**

Schmidt reported on discussion of Library fund raising committee consisting of Schmidt, Wilz, and Krueger re: BID contribution to the Library fund raising effort. This action was in response to a letter from the Library fund raising committee that Meisgeier received from the Library Fund Raising Committee and presented at the May BID board meeting.

Motion was made to grant a BID contribution of \$5,000.00 for 2012 with consideration for additional annual grants on a year to year basis. Motion by Shadel, 2nd. Schmidt. Motion carried, all in favor.

Roger Krejchik requested that \$ 4,000.00 previously placed in designated funds for future development for triangle park bounded by Edgewater, Wisconsin and DeWitt

streets be reallocated to the proposed site development plan for a community center to be located on the former woolen mill site on Mullet Street.

Motion by Schmidt to reallocate the \$4,000.00 of designated funds from Triangle park to Portage area community center. 2nd. by Krueger. Motion carried, all in favor.

BID Contractor Meisgeier requested funding for seven signs designating parking for Seniors and handicapped persons to be used at Farmer's Market in west half of east portion of Commerce Plaza parking lot. Proposal for signs from Two Rivers Sign Co. for \$210.00 for seven two sided 12" X 24" signs on Coroplast.

Motion by Krueger, 2nd by Shadel. Motion carried, all in favor.

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

Marketing - Meisgeier brought the board up to date re: present status of I90-94-39 billboard, banners on new Hwy. 33 bridge and progress of Discover Wisconsin program.

Streetscape - Discussion took place on request for allocating up to \$2,000.00 for welded sculptures by artist Jerry Studinski to be placed in the eight 36" square planters located in the four mid block Cook St. bump outs.

Studinski sculptures were selected by the recommended by Street scape committee after viewing a sculpted bluegill of his work.

NOTE: BID representatives to the Street Scape Committee appointed by Joyce are Joyce, Polnow and Meisgeier. With Polnow acting as chair, committee was expanded to include Carol LaVigne, Jenny Dumbleton, Alderman Klapper and City Forester Raimer.

BID board members expressed interest in viewing a planter with the sample sculpture in it and/or a plan of same. No further action was taken.

8. Motion to adjourn at 9:07 by Joyce, 2nd Polnow. Motion carried. All in favor.

prepared by gam

2012 MAY BID Maintenance Contractor Report
5/01/12 to 5/31/12 submitted by
Gil Meisgeier, Associated Management Services on June 10 2012

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

II. Equipment

All's well at this time. Polaris ATVs were completely cleaned and waxed and have the BID decals on them.

III Snow removal

IV. Farmer's Market

Market has been drawing about 12 vendors per week with exceptionally high patron activity . Thus far only a few early food crops are available with an abundance of flowering plants. We now have two bakeries participating with the addition of Webbers bakery from Lodi. Try it you'll like it!

V. BID flower and trash containers etc.

Three of the older benches have been stained and are scheduled for installation in early June. Contractor made arrangements with Street Superintendent Maass for reinstallation of all planters and benches in April.

All ten of the new large black planters have been prepped by perforating the liners for drainage, placing several inches of stone for drainage, adding Styrofoam filler and topping off with growing mix blended with black dirt prior to planting them. All ten have been placed south of Edgewater St.

The new plant hangers Alderman Beebe made for us will be hung in early June with several to be mounted south of Edgewater St. Five of the old whiskey barrels have been placed along the Levee Walk. Also four new wooden whiskey barrel planters were placed along new canal walk. 4H kids and parents helped plant the sixty barrels and plant beds during May.

Planting of annual flowers in the Plaza and Market Square entrance are scheduled to be taking place in June.

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

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

Streetscape committee has had to reschedule two meetings while awaiting additional information for the permanent planters. Steve P. with committee members City Forester Raimer, Jennie Dumbleton, Carol LaVigne, Alderman Klapper, MSP Pres. Schmidt and BID contractor.

The Cook St. tree issue was on the April and May Municipal Services and Utilities committee agenda and is proceeding awaiting plans showing electrical conduits etc.

Committee has selected a metal artist and hope to obtain some sculptures from the artist at the July Sand County Fine Arts festival upon approval of the BID Board.

VII. Additional Items of Interest in the BID

Task force plans for Canal Days 2012, June 1st – June 3rd.had all plans laid and were hoping for good weather. With MSP playing a major part in this year's events, most of all the activities were scheduled in the Downtown with most of those at Market Square. Posters and ads were sent to BID / MSP Board members as were other C'Days marketing material.

4,000 of the "80 REASONS TO EXPLORE DOWNTOWN PORTAGE" with listings of nineteen Downtown businesses Parade Of Values offerings on the reverse side were printed by Downtown printer Terry Allen. These were distributed to the thousands of parade goers. Several of the businesses that listed their business on the flyer enjoyed increased business and others had regular customers who were stimulated to stop in the stores for the various offerings.

- BACK TO THE DRAWING BOARD !! The underground parking facility was on the Municipal Services Committee agenda again for the June meeting.
- MDA Ride for Life will be on the 100 blocks of East and West Cook Street and nearby areas. BID has committed for the cost of Porta Potties for the event.

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

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

END OF MAY, 2012 REPORT.

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

AND AS ALWAYS.....

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

Thank You, and MAKE IT A GREAT SUMMER !!!

Gil Meisgeier, Portage BID Contractor, Associated Management Services.

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

NOTE: BE FULLY INFORMED ON YOUR "NEIGHBORHOOD GOINGS ON"
READ THIS AND ALSO SEE BID REPORT FOR ADDITIONAL PERTINENT INFORMATION.
DON'T MISS IT!

FIND IT ON LINE AT THE MAIN STREET PORTAGE WEB SITE
THE MSP E.D. REPORT WILL ALSO BE ON THE MSP WEB SITE
Some information is carried in both MSP & BID reports as it applies to the Downtown.

WEDC MAINSTREET STATE AND NATIONAL NEWS

MAIN STREET EXECUTIVE DIRECTORS TRAINING OCEOLA, WED- FRI, JUNE 13TH - 15TH

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

WHERE DOES THE SMART SHOPPER SHOP FIRST? ? ? ?

MSP COMMITTEE REPORTS

ORGANIZATION COMMITTEE

Corporate sponsorship: The Director and Vice President Joyce still have the new MSP sponsorship program for commerce and industry in the Portage area in their plans.

New business directory: As part of the Organization Committee work plan a new MSP/BID list of businesses, their addresses; phone numbers and most importantly their email addresses has been compiled. The 130 member mailing list was been put into use for canal days promotions and is on the MSP website. This has greatly enhanced the communications between BID/MSP and the district businesses.

MSP Web Site: Through the combined efforts of Web master Marlena Cavanaugh and the director greatly improved information is being carried on the web site. MSP/BID Business links and ads, more events details, improved communications are a few of the areas of improvements and/or additions.

ECONOMIC REVITALIZATION COMMITTEE

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

The same piece was used extensively in Canal Days advertizing / marketing promotions. Additional uses such as counter cards, future events flyers, ads etc.and bag stuffers are being looked at as well. Also in 35,000 Dells Shopping Guides placed in racks within 25 miles of Dells

USDA GRANT(s)

Final scheduling and budgeting for the fulfillment of the work plans submitted and approved by the USDA should be completed by the end of July.

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

Repeat FYI

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

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

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

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

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

Lyn Falk- Done in November 2012

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

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

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

NOTE: Lynn properties scissor lift is in the downtown and is available to any downtown BID/ MSP business wishing to use it for property improvement. We will also have a three story bucket truck that has been made available to us for the same uses.

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

Included in the above work plan is the renovation of two vintage wall signs in the MSP district. We received bids from Keith Willa and I have met with Gary Leamons of L'Sign seeking additional bids.

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

BUSINESSES NEWS IN MSP/BID:

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

PORTAGE WELCOME & SENIORS CENTER ADVANCES

Plans for the new Welcome/Visitors Center in Riverside Park have advanced with joint meetings between the mayors ad hoc committee, Portage Park and Rec Committee and General Engineering who was awarded the contract for the engineering of the facility. There has been some discussion regarding inclusion of the second story being considered again.

PORTAGE CANAL RE-HAB PROJECT JEOPARDIZED !!!!

The proposed 2013 city budget contains funding for the continuation of the Canal Project. The City council has approved including funding in the 2013 budget

The funds for engineering are in place..

However, two things brought up by council members place the canal project in danger:

- 1. It has been advocated by some alders that the project be held off for the present time.**
- 2. It has been stipulated that the CITY funding provided for the canal project can be used other infrastructure projects, namely storm water management!**

These types of actions would jeopardize the 80% share of federal and state funding for the re-hab of the next segment that is in place. It is possible that if the City does not follow through on its commitment that over \$1,500,000.00 in state and federal funding grants could be lost. Also, if that were to happen it is questionable as to whether Portage could count on any future grants for projects of this type!!!! This after seven successful attempts bringing over \$5,000,000.00 to Portage for the projects !!! AND WITH ANOTHER TEA 21 GRANT CYCLE APPROACHING! NUMBER 8 MAY DEPEND ON PORTAGE CITY COUNCIL ACTION!!

- 1. \$750,000.00 DNR Grant through then DNR Secretary George Meyer**

NOTE: #1.Obtained through efforts of State Representative Joan Wade.

- 2. \$1,000,000.00 Federal Grant from Federal Omnibus Transportation bill**
- 3. \$3,000,000.00 Federal Grant from Federal Omnibus Transportation bill**

NOTE: #s 2 & 3 were obtained through efforts of Tammy Baldwin

- 4. \$250,000.00 Wisconsin River Lock #1 re-hab TEA grant**
- 5. \$550,000.00 TEA grant for trail completion Adams St to CP rail bridge**
- 6. Above included grant for two bridges over canal at Lock St. and**
- 7. \$187,000.00 TEA grant for Portage Canal Trails and Welcome Center**

NOTE: Narratives for # 2, 3, 4, 5, and 6 written by GAM. Grants # 4, 5, 6, 7 co-authored by GAM with

- #4.Amy Squiteiri of Mead and Hunt,

- #5 & 6 with Portage City Engineer Bob Redelings
- # 7 by General Engineering Staff and PATHS Chair Fred Galley.

DESIGN COMMITTEE

STREET SCAPE COMMITTEE E.D. has been participating as a member of the BID/MSP Street Scape committee gathering information and pricing on welded street art sculptures and precast concrete planters for tree islands/planted beds.

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

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

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

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

Andy at the House of Clocks has had a twelve foot tall image of a grandfather clock produced to be mounted on his building at the point facing Wisconsin and Cook Streets.

PROMOTIONS COMMITTEE – GAM temporary chair,

Main Street Portage Canal Days 2012 Festival came off as planned as a Downtown MSP event. All activities except the Divine Savior Run Walk and Kite Fly and the Historic Re-enactors Guild encampment were in the Downtown centered in Market Square. MSP partnered with the other participating entities in C'Days 2012.

The primary reasons for participating at a higher level in the iconic event are to enhance and increase the awareness and visibility of Main Street Portage and to develop an income stream from future events. Final figures are not completed as of this time as we are awaiting final bills from suppliers.

The C'Days 2012 events listed below took place in the BID/MSP District.

FRIDAY.

- Fish boil (over 80 dinners sold)
- Beer tent
- Two bands

SATURDAY.

- Parade (Sponsored by Canal Society)
- MSP parade float entry
- Badger Antique Auto Club Car Show (Sponsored by Norm's Pit Stop)
- Pony rides
- Petting zoo
- Horse drawn rides (Provided by Blue Skyy Stables)
- Bounce houses (Provided by Ace Hardware)
- Face Painting by Carol Shogren
- Chalk drawing contest
- Food vendor
- Beer tent
- Two bands

SUNDAY

- Free Canoe Rides

- 2ND Annual 100 Paddlers At The Portage (on Canal & River trip)
(T&G Canoeing Adventures provided access to up to fifty canoes/kayaks.)

**MANY SUMMER EVENTS ARE HELD IN WHOLE OR IN PART IN OUR DOWNTOWN AS DEMONSTRATED BY THE
SUMMER CALENDAR OF DOWN TOWN EVENTS**

- May – October - Portage BID Farmers Market, every Thursday, noon to 6pm.
- June – September - Community Wellness Walk, every Wednesday , 6 to 7pm
- May – October; Downtown Walking Tour, every 1st. Saturday, 10am, from Chamber office
- June – August - Concerts At the Portage every Wednesday night, Riverside Park
- June 1st, 2nd, 3rd – Canal Days 2012
- June 30th. Fourth of July Parade, Cook St.
- July 7th. Sand County Fine Arts Festival
- July 21st; MDA Ride For Life, 1,000 bikes Downtown, Cook St. 12:30 to 2:30
- August 4th - MSP Super Sidewalk Sales/Antique Appraisal Fair & Flea market
- August 11th Kiwanis Bike to Read, hundreds of cyclers depart from Riverside Park
- August 24th, 25th Taste of Portage

TIME WELL SPENT

- During the month of May, Director worked extensively on Canal Days 2012 preparations. This in itself enabled the Director to personally visit, phone, correspond with and/or patronize over 130 MSP business/property owners in the MSP/BID .
- Contacts with 3 Chamber staffers, several of County Court House personnel/County Board members, Library personnel, City staffers, Council Members, the mayor, Main Street board members, Canal Society board members, seven BID board members and several meetings of the Canal Days Task Force,
- Spoke personally on BID/MSP matters.with the City Administrator, City Clerk and staff, City Treasurer, City Engineer, Mayor, two City Council members.
- During May, Director attended a total of 9 meetings of MSP associated entities including Mayor’s ad-hoc Committee on the Welcome Center, Finance Com., Tourism Com., Municipal Services and Utilities committee, City Council, BID Board, MSP Board, Fox Wisconsin Heritage Parkway Core Planning Com.
- Numerous contacts with the Fox Wisconsin Heritage Trail team members.
- Numerous day to day contacts with MSP/BID leadership on various issues.
- Conferred and/or corresponded with Wisconsin Main Street administrators in Madison..
- Spoke with over a hundred participating Canal Day’s entities, vendors, entertainers, suppliers etc.
- Fielded hundreds of phone calls and emails re: MSP/BID business, activities and involvements.

Total estimated MSP Director Hours expended on MSP associated business during May was approximately 300 hrs. (70 hrs/wk. average). THX

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

SOMETHING TO THINK ABOUT

BID PROMOTION, “80 GREAT REASONS TO EXPLORE PORTAGE DOWNTOWN” LISTS 100 BUSINESS CATEGORIES !!

HOW MANY OF THOSE DOWNTOWN BUSINESSES DID YOU PATRONIZE THIS PAST MONTH??

IF YOU DON’T HOW CAN YOU EXPECT OTHERS TO?

City of Portage
Tourism Promotion Committee Meeting
5:15 PM June 14, 2012
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes

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

Others Present: Marianne Hanson (PACC), & Gil Meisgeier

1. Roll Call: 5:15 PM

Meeting called to order at 5:15 PM with the above members present.

2. Approval of minutes from May 10, 2012 meeting

Motion made by Rick to approve the minutes, 2nd by Dawn. Motion passed 4-0.

3. Discussion and action on claims

4 Claims in the amount of \$12,745.

CBS Outdoor: \$4500 (\$900/month times 5 months)

Ad Lit: \$5245.00

Capitol News: \$3000.00

4. Update on

- A. Billboard Sign: The billboard sign has been put up, however Marty will call CBS to see about them trimming the brush and trees around it.
- B. MDA Ride: Per Marianne, everything is still on track, everything finalized except for the porta-pottys, which this committee is paying for.
- C. Discover Wisconsin: Per Marianne, the Chamber has gotten all but about \$1500.00 (of the City's portion) of the funds to get Discover Wisconsin to do an episode on Portage. Our first payment is due in August. Our actual segment (as of right now) will air in February, July and September of 2013.
- D. Other Projects: Per Marianne, American Way will provide funding for 1 set (6 Banners) of banners to be displayed on the Hwy 33 Bridge. Some of the designs were brought in by Marianne, which were approved; cost will be about \$90-\$100 with shipping, taxes, etc.

5. Next Meeting Date

The next Tourism Meeting will be on Thursday July 26, 2012 at 6:00 PM

6. Adjournment

Motion by Rick, 2nd by Beth to adjourn. Motion passed 4-0. Adjourned at 5:30 PM

Respectfully submitted by, Dawn Schneller, Secretary

City of Portage
Joint Park and Recreation Board and AdHoc Committee for Proposed
Welcome Center Meeting Minutes
Friday, June 15, 2012- 8:30am
General Engineering, 916 Silver Lake Drive

Park and Recreation Board Members Present: Larry Messer, Dan Brunt, Kirk Konkell, 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, Gil Meisgeier, Tim Raimer

AdHoc Committee for Proposed Welcome Center Members Excused: Peggy Joyce, Bob Redelings

Others Present: Jason Jackson and Jolene O'Brion of General Engineering, Mayor Ken Jahn, Alderperson Jeff Garretson

1. Roll call

2. Discussion and possible action for Riverside Park Welcome Center

Parking – adding angle parking could increase the stall count to 34 and would add about \$10,000 to the cost of the project. In the bid process this could be an add-on.

Discussion on inside layout options. Option #4 was selected, which would add two interior restrooms, remove the unused corridor, remove the outside concession door, and offer different interior storage options.

Outdoor discussion – could be vertical siding options, wood windows, aluminum front door, steel roof

Indoor discussion – could be VCT tile, wainscoting, drywall in offices

3. Adjournment

Motion by Kirk Konkell and 2nd by Tim Raimer at 9:55 am. Passed on call of roll 6-0

Next meeting July 10, 6:00 pm at General Engineering

**City of Portage
Historic Preservation Commission
Tuesday, June 19, 2012, 6:00 p.m.
Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

Members Present: Doug Klapper, Chairperson; Richard Beebe, Marlena Cavanaugh, Erin Foley, Stephanie Miller-Lamb, Destinee Udelhoven

Members Absent: J. Robert Curtis, Mary Ann Harding

Guests: Alan Hanson (intern, Historic Indian Agency House), Bill Welsh (Cable TV)

1. Roll call

Klapper called the meeting to order at 6:03 pm.

2. Approval of previous minutes

Udelhoven moved to approve the minutes as written; Cavanaugh seconded the motion. Motion passed unanimously by voice vote.

3. Approval of claims

Udelhoven will make copies of the Historic Indian Agency House's application for inclusion in the member's commission binders, as discussed and approved at a prior meeting; claim for copying will be submitted accordingly. There are no new claims at this time.

4. Budget review

Members discussed how we would approach the 2013 budget, including at 3% cut, and where we are with spending of the current fiscal year budget.

- We have spent \$2,362.60 of the current year's budget, with another \$937.40 remaining.
- Miller-Lamb will check prior minutes to see where Judy Eulberg, former commission member, had been approved for reimbursement for travel and registration for attending a conference. The reimbursement does not appear in the current spending ledger.
- Items were discussed for potential inclusion or exclusion from the next year's budget. Items the group thought important to retain included: Commission Memberships, Quarterly Preservation Awards, Conference Attendance and Memberships. Items to potentially increase include funds to support addition of sites to the Municipal Register, to cover notices, postage, etc. related to process for consideration of site. Item to potentially decrease would be signs for historic districts.

5. Discussion and possible action on municipal register

- Group discussed how to get started on adding sites to the Municipal Register. Udelhoven will send out the instructions and forms for adding sites and districts to the commissioners.
- A logical addition to the register would be the Museum at the Portage. The group will spend time at the next meeting starting on the form for nomination.

- Commissioners were charged with researching the necessary information to include in the nomination papers.
- Klapper will invite members of the Portage Historical Society to attend the next meeting in order to facilitate completion of nomination forms.
- Commissioners discussed a challenge of each member adding one site to the Municipal Register each year. Members agreed that homes nominated for the Quarterly Preservation Awards would be a great place to start, since we already have background information on those properties.
- Members were charged with bringing in photos and nomination information for the next Quarterly Preservation Award to the July meeting.

6. Discussion and possible action on walking tour guide

- Sub-committee has met to start discussion on potential additional walking tour guides. Group is considering Society Hill as target of a walking guide.
 - Would request that Blanche Murtough be asked to assist with walking tour guide device that would build on her general guide of the area, which is currently still in publication.
 - Group will inquire as to whether there are grants available for this type of project.
 - Project may require hiring of a consultant/intern.
 - Tourism Commission may have funds available to give towards this project if the back flap of the walking guide promotes tourism.
 - Group would like physical appearance of the guide to be consistent with guides currently in use.

7. Discussion and possible action on supporting Senator Kohl's bill S2158 to establish the Fox Wisconsin Heritage Parkway National Heritage Area

Klapper provided information on the legislation that has moved to congress and is up for hearings on Congressional Hill (Room SD366) on June 27, 2012. This is a land management plan for 144 square miles, covering 15 counties, from Green Bay to Portage to Prairie du Chien, which would provide funding of up to \$10 million over a period of 15 years. The Parkway would become part of the National Parks System. There are 49 such areas currently and several others in the pipeline. Udelhoven moved that the Portage Historic Preservation Commission send a letter in support of the bill to Jake McCook. Cavanaugh seconded the motion, which passed unanimously by voice vote. Klapper agreed to craft the letter and send it to Mr. McCook accordingly.

8. Adjournment

Klapper adjourned the meeting at 6:41 pm.

Respectfully submitted,
Stephanie Miller-Lamb
Secretary

RESOLUTION NO. 12-031

**RESOLUTION RELATIVE TO CERTIFIED SURVEY MAP OF PORTAGE
COMMUNITY SCHOOL DISTRICT LANDS**

WHEREAS, James R. Grothman of Grothman and Associates, S.C. has prepared a Certified Survey Map being All of blocks 227, 228, 229 & 230, J.J.Guppy's Plat & vacated West Burns Street, West Emmett Street, & West Marion Street, City of Portage, located in the NE1/4 of the SE1/4, & E1/4 of the SE1/4, Section 6, & the NW1/4 of the SW1/4 & the SW1/4 of the SW1/4, Section 5, T.12N, R.9 E, City of Portage, Columbia County, Wisconsin; and

WHEREAS, the Plan Commission has reviewed the survey dated June 7, 2012; and

WHEREAS, since no residential lots are being created, there is no park fee due.

NOW THEREFORE, IT IS HEREBY RESOLVED by the Common Council that the Certified Survey Map dated June 7, 2012 is hereby accepted by the Common Council and that the City Clerk is hereby authorized to execute the original Certified Survey Map for recording in the Register of Deeds office for Columbia County,

DATED this 28th day of June, 2012.

Kenneth H. Jahn, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

Resolution requested by:
Plan Commission

As prepared by:

G GROTHMAN & ASSOCIATES S.C. LAND SURVEYORS

625 EAST SLIFER STREET, P.O. BOX 373 PORTAGE, WI. 53901
PHONE: PORTAGE (608) 742-7788 SAUK (808) 844-8877
FAX: (608) 742-0434 E-MAIL: surveying@grothman.com
(RED LOGO REPRESENTS THE ORIGINAL MAP)

SEAL:



G & A FILE NO. 911-350

DRAFTED BY: J. ABEGGLEN

CHECKED BY: TGB

PROJ. 911-350

DWG. 911350

SHEET 1 OF 2

6-07-12

COLUMBIA COUNTY CERTIFIED SURVEY MAP NO. _____

GENERAL LOCATION

Volume _____, Page _____

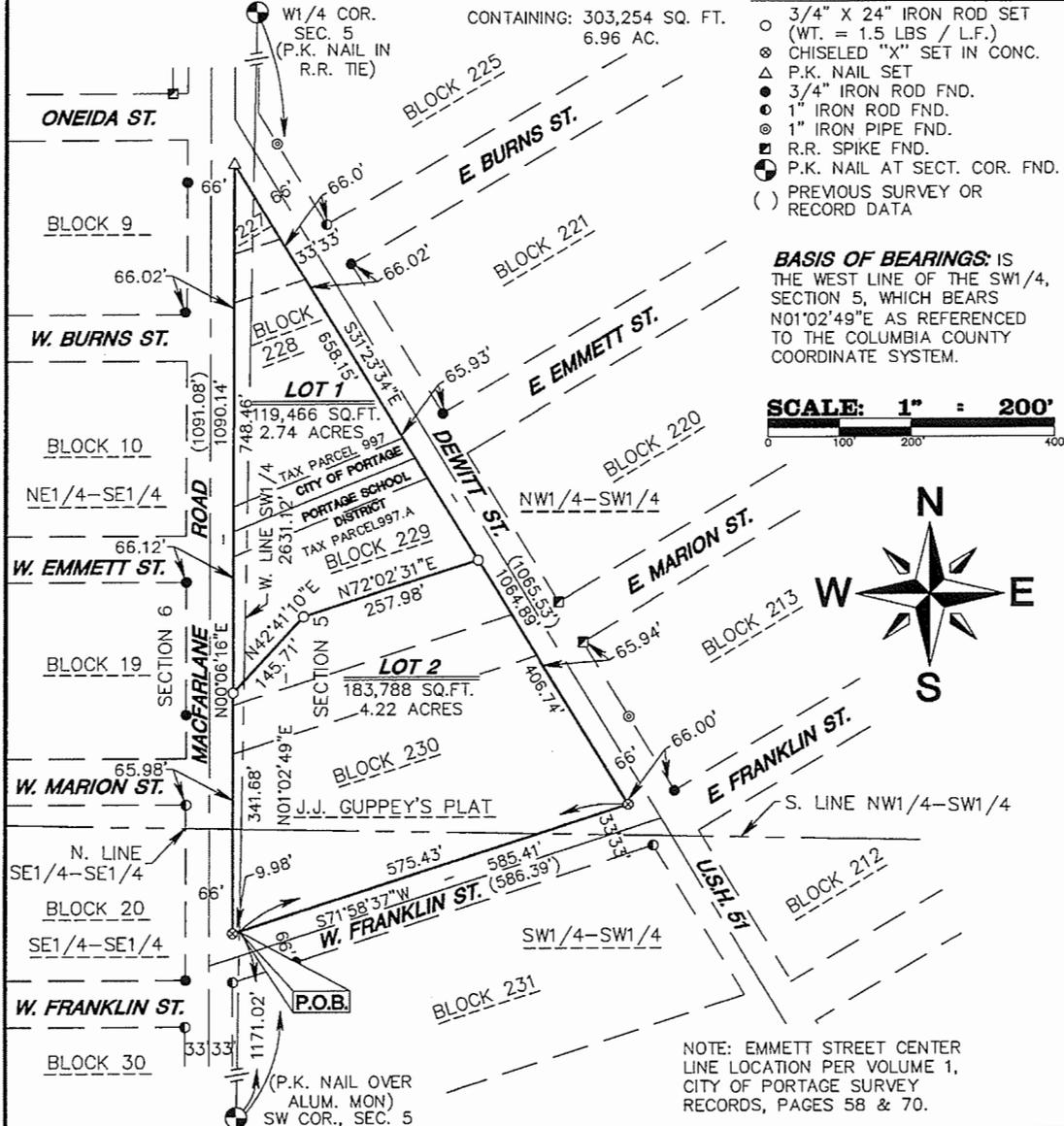
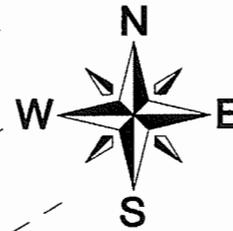
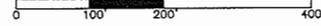
BEING ALL OF BLOCKS 227, 228, 229 & 230, J.J. GUPPEY'S PLAT & VACATED WEST BURNS STREET, WEST EMMETT STREET, & WEST MARION STREET, CITY OF PORTAGE, LOCATED IN THE NE1/4 OF THE SE1/4, & SE1/4 OF THE SE1/4, SECTION 6, & THE NW1/4 OF THE SW1/4 & THE SW1/4 OF THE SW1/4, SECTION 5, T. 12 N., R. 9 E., CITY OF PORTAGE, COLUMBIA COUNTY, WISCONSIN

LEGEND

- 3/4" X 24" IRON ROD SET (WT. = 1.5 LBS / L.F.)
- ⊗ CHISELED "X" SET IN CONC.
- △ P.K. NAIL SET
- 3/4" IRON ROD FND.
- ⊙ 1" IRON ROD FND.
- ⊕ 1" IRON PIPE FND.
- ⊖ R.R. SPIKE FND.
- ⊙ P.K. NAIL AT SECT. COR. FND.
- () PREVIOUS SURVEY OR RECORD DATA

BASIS OF BEARINGS: IS THE WEST LINE OF THE SW1/4, SECTION 5, WHICH BEARS N01°02'49"E AS REFERENCED TO THE COLUMBIA COUNTY COORDINATE SYSTEM.

SCALE: 1" = 200'



NOTE: EMMETT STREET CENTER LINE LOCATION PER VOLUME 1, CITY OF PORTAGE SURVEY RECORDS, PAGES 58 & 70.

DIVIDER
SERVICE CLUB ASSOC.
c/o GARY O'HEARN
518 PROSPECT AVE.
PORTAGE, WI 53901

OWNER LOT 1
CITY OF PORTAGE
115 W. PLEASANT STREET
PORTAGE, WI 53901

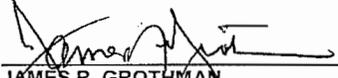
OWNER LOT 2
PORTAGE COMMUNITY SCHOOL DISTRICT
904 DEWITT STREET
PORTAGE, WI 53901

SURVEYOR'S CERTIFICATE

I, **JAMES R. GROTHMAN**, Registered Land Surveyor, do hereby certify that by the order of the **Service Club Association**, I have surveyed, monumented, mapped and divided all Blocks 227, 228, 229 and 230, JJ Guppey's Plat and vacated West Burns Street, West Emmett Street and West Marion Street, City of Portage, located in the Northeast Quarter of the Southeast Quarter and the Southeast Quarter of the Southeast Quarter of Section 6 and the Northwest Quarter of the Southwest Quarter and the Southwest Quarter of the Southwest Quarter of Section 5, Town 12 North, Range 9 East, City of Portage, Columbia County, Wisconsin described as follows:

Commencing at the southwest corner of said Section 5;
thence North 00°02'49" East along the west line of the Southwest Quarter of said Section 5, 1,171.02 feet to the point of beginning;
thence South 71°58'37" West along the south line of Block 230, of JJ Guppey's Plat, and the north right-of-way line of West Franklin Street, 9.98 feet to the southwest corner thereof;
thence North 00°06'16" East along the west line of Blocks 227, 228, 229 and 230 and the northerly extensions thereof and the east right-of-way line of McFarlane Road, 1,090.14 feet to a point in the southwesterly right-of-way line of Dewitt Street;
thence South 31°23'34" East along the southwesterly right-of-way line of Dewitt Street and the east lines of Block 227, 228, 229 and 230, JJ Guppey's Plat, 1,064.89 feet to the southeast corner of said Block 230;
thence South 71°58'37" West along the north right-of-way line of West Franklin Street, also being the southerly line of Block 230, 575.43 feet to the point of beginning.
Containing 303,254 square feet, (6.96 acres), more or less.

I DO FURTHER CERTIFY that this is a true and correct representation of the boundaries of the land surveyed and that I have fully complied with the Provisions of Chapter 236.34 of the Wisconsin State Statutes and the City of Portage Subdivision Ordinances in surveying and mapping the same to the best of my knowledge and belief.


JAMES R. GROTHMAN
Registered Land Surveyor, No. 1321
Dated: June 7, 2012
File No.: 913-350



OPERATOR LICENSE APPLICATIONS - BY LAST NAME

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

ALBERTS, ELIZABETH A *Denied by Treasurer for significant outstanding court fines*
ANAGNOSTOPOULES, JENNIFER A. *Denied by Treasurer for significant outstanding court fines*
ANDERSON, APRIL L.
ATKINSON, KIM M
BARON, CAROL M.
BARTH, KATHLEEN M
BARTON, CHERYL A
BELLMORE, KELLY E
BELLMORE, REID A
BENNETT, DANIEL H
BENNETT, JOHN D
BENNETT, TAMMY J
BENSON, DENNIS F
BEYER, VICKY L.
BLUM, THOMAS E
BLYSTONE, KRISTI L
BOEHM, WILLIAM C
BOOTH, BRITTANY N
BOOTH, NATHAN C
BOUTIN, CHRISTOPHER E
BRAUN, EMILEY D
BRAUN, JERRY J.
BREMER, MATTHEW F.
BROESCH, JOAN R
BURNS, KRISTINE E
CARPENTER, ERIC A
CURTIS, RODNEY R.
DALEY, CHRISTINE A
DALEY, LAURA J.
DIETER, CYNDI L
DIMOND, DEBRA D
DOUGLAS, ELIZABETH A
DUGAN II, THOMAS J
DUVALL, MATTHEW D.
EASTMAN, PAMELA A.
ERICKSON, ERIC J.
FAHEY, BROOKE A.
FISCHER, JEREMIAH F
FOSS, DANIEL P
FOX, ASHLEE R
FUNDINGSLAND, FRANK L
GAFFNEY, BARBARA A
GAUDEN, TRACI S.
GAUER, JOLYNNE M
GEORGE, PAULA M.
GIESE, RODNEY J
GORDON, LAURA L
GORMAN, THOMAS P.
GORSUCH, JOHN V
GRAY, SALLIANN
GREEN JR, ARTHUR J
HEINLE, DAWN
HEITMEIER, SHEENA D
HELLENBRAND, JULIE D.
HENKE, SUSAN M
HOOVER, JEREMY E.
HORAN, MELISSA A (CRAWFORD)
HOWLEY, SANDRA D
HULL, RONALD A.
JACKSON, JAY S
KASTNER, W. RED
KAUR, KIRPAL
KLAUER, HEATHER L

KLUENDER, PATRICIA A
KNOPH, DEBORAH M
KOCH, SCOTT T.
KOTTKA, PATRICIA A
KRALL, CHRISTOPHER R
KREITZMAN, JAMIE L.
KRENZ, JENNA M
KRISHER, DONALD C.
KUSE, THEODORE J
LANE, ALYSSA M.
LINDMAN, NINA J
LINDQUIST, CARRIE M
LONGO, CRYSTAL L
LOWE, CRAIG A
LYTHJOHAN, TIFFANY C
MADANI, MANOUCHER
MADSEN, ERIC S
MADSEN, MICHAEL W.
MAEL, MICHAEL G.
MAIR, JENNIFER L
MALONE, CHERYL L.
MARKS, SAMANTHA G
MARTIN, LAURA J
MCGRATH, JEAN M.
MCMAHON, BETH H
MCFAUL, DENCY O
MCMAHON, BETH H
MOHR, AMANDA L
NAXI, ANTONIO C
OKAN, JESSICA K
OTTO, MARK R.
PAUL, RHEA R
PETZKE, JAMES K.
POTRATZ, HOLLY J.
RADER, BRENT W
RAIMER, BRANDON T
SAINSBURY, RENEE J
SARVER, NICHOLAS L
SCHELVAN, DANIEL D
SCHMIDT, CHRISTINE C.
SCHMIDTKE, TRISIA D
SCHULTZ, BECKY E
SIGMUND, MICAH E
SIMONSON, WENDY A
SLEPICKA, SANDRA J
SLETTEN, SAMANTHA L
SMITH, ERIC P.
STAVENESS, KRISTAL K.
STEINGRAEBER, DEBRA L.
SUNDE, ASHLEY G
SWEENEY, JOANNE P
SWEENEY, JOSEPH F
SWEENEY, JULIE E
TAMBOLI, ADDIE A
THIEDE, PERI L
THOME, CANDICE L
TOLLISON, ANGELA R
TREINEN, ROBERT A
ULFERTS, GORDON L
VITALE, TERESA H
VOISS, VICTORIA A.
WALTHER, TODD V
WELLMAN, JAMIE R
WERNING, PHILLIS J
WILCOX, CHAD J.
WOLF, CASSANDRA L
ZARING, REBECCA L
ZIMMERMAN, MARK L.

Denied by Treasurer for significant outstanding court fines

TAXI CAB LICENSE RENEWALS

6/28/2012 0:00

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

ALBRIGHT, TAMMY S
ANGELL, DAVID J
BARKER, PATRICK A.
BROOKS, PHILIP S
CUTSFORTH, CURTIS R.K.
DITTMAN, STEVEN M
FINZEL, ROBERT J
KENAS, CINDY M.
KENAS, PAUL A
KNECHT, RONALD E
LOCHNOR, AARON M
LYNCH, DAVID J
MOORE, KARI S.
MYHRE, LORI A
PAFFORD, LEANNE D
POSTER, MARY K
RADER, DAVID L
RITTER, SHELVY J.
SCHULTZ, DANIEL L
SIMONSON, KERMIT J.
SYLVESTER, ROCCO J
TAYLOR, DEVON M
WINCHESTER, SELENA J
WINTER, KATHERINE L.
WOODARD II, JOSEPH J

**City of Portage
Plan Commission Meeting
Monday, June 18, 2012, 6:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room Two
Minutes**

Members present: Mayor Kenneth Jahn, Chairperson; Robert Redelings, City Engineer, Peter Tofson and Brian Zirbes

Members excused: Michael Oszman and Dan Daley

Also present: Jim Grothman, Dave Gunderson, Bill Welsh Craig Sauer and public hearing attendees

1. Roll call

2. Approval of minutes from 06/07/12 meeting

No action was taken.

3. Public Hearing – 6:05 p.m. to consider the request for a Conditional Use Permit (CUP) to James R. Grothman to build a 45-unit assisted living complex

Mayor Jahn explained the procedure for public hearings and Redelings read aloud the Notice of Public Hearing.

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

Bill Neble with Crown Commercial Real Estate Development, 6829 University Ave., Middleton, WI, a partner of the proposed RCAC and CBRF, expressed his support of the project.

Tamara Kraklow, 2602 Hamilton St., Portage, WI, expressed concerns with traffic, the impact on real estate values and lack of information.

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

Jamie Herrmann, 2606 Hamilton St., Portage, WI, also opposed the project for the same reasons as Ms. Kraklow.

Mayor Jahn requested for the third and final time if there was anyone present who wished to speak for or against the proposed CUP. Hearing no more comments, the public hearing was declared closed at 6:10 p.m.

4. Public Hearing – 6:10 p.m. to consider the request for a Conditional Use Permit to River of Life Church, Inc. to provide church offices at 104 West Franklin Street

Redelings read aloud the Notice of Public Hearing.

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

Bob Turner, Pastor, 102 W. Franklin St., Portage, WI, indicated the church was purchasing the adjacent building and supported the CUP.

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

Anne Zinsmeister, church treasurer, 209 Minnehaha St., Portage, WI, said she supported the CUP.

Mayor Jahn requested for the third and final time if there was anyone present who wished to speak for or against the proposed CUP. Hearing no more comments, the public hearing was declared closed at 6:14 p.m.

5. Discussion and possible action on issuing a Conditional Use Permit to James R. Grothman to build a 45-unit assisted living complex

Mr. Neble introduced other member partners of the team including Mr. Grothman, Mr. Gunderson, Patty Martin and the project architect, Jeff Haskamp. He and Mr. Haskamp, gave a presentation of the proposed project.

Addie Tamboli arrived at 6:18 p.m.

Tofson inquired as to the adequacy of the proposed parking and the location of truck deliveries. Mr. Neble said the parking was in accordance w/ the ordinance and deliveries would be at the northeast corner of the building. Mayor Jahn inquired as to the handicap parking. Mr. Neble explained the number of stalls were in excess of code requirements and based on need.

Tofson asked if a sprinkler system was planned for the landscaping and Mr. Neble indicated that was their intention.

Ms. Kraklow inquired about the proposed construction timeline. Mr. Neble said construction was planned to start this fall and be complete by next fall. She also inquired as to the need for the project and Mr. Neble indicated that

there is a need based on a study they performed. Ms. Kraklow asked if there had been a study on the effect of property values. Mr. Neble indicated he didn't see any problems with property values resulting from the project.

Ms. Herrmann inquired as to how many ambulance calls could be expected. Mr. Neble indicated their experience was an average of about one every two weeks.

Tamboli asked the size and type of trees proposed along Hamilton St. The architect indicated they would be deciduous trees, but didn't have landscaping details at this time.

Zirbes asked about the number of residents and if there would be a tax exempt status. Mr. Neble indicated there would be a maximum of 47 residents in 46 units and the complex is a private pay for profit operation. The RCAC section is 28,000 square feet and the CBRF memory care section is 10,000 square feet.

Tofson asked about the construction type and was informed the buildings would be of wood construction.

Motion by Tamboli, second by Redelings to approve the CUP.
Tofson asked if there was a contingency plan if more parking was needed. The applicant indicated additional parking could be expanded along the north boundary.

Mayor Jahn inquired of the public hearing attendees what they thought now, knowing more about the project. Ms. Kraklow and Ms. Herrmann said they felt cautiously better.

Tamboli indicated that this development would be good for the local economy. Mayor Jahn said he had a comfort level with the project, knowing one of the partners home was in close proximity to the project.

Motion passed 5 to 0 on call of the roll.

6. Discussion and possible action on Preliminary Site Plan for assisted living complex on Hamilton Street

Redelings mentioned that several items would need to be addressed in the final site plan. There's the issue with the sidewalk policy which requires sidewalks on both sides of streets, properties limited to a single driveway and the need for a stormwater management plan. Mayor Jahn mentioned that the City's sidewalk plan is being revisited and the new plan will be based on need.

Tamboli indicated that a lighting plan is required and the landscaping plan needed a schedule of plant species.

Zirbes mentioned the plan should show where future parking would be located if needed.

Redelings mentioned the Developer's checklist needed to be completed.

Motion by Tamboli, second by Tofson to approve the preliminary site plan and recommend the final site plan address the above listed items. Motion passed 5 to 0 on call of the roll.

7. Discussion and possible action on issuing a Conditional Use Permit to River of Life Church, Inc. to provide church offices at 104 West Franklin Street

It was noted that the subject building previously housed church offices. Motion by Tamboli, second by Redelings to approve the CUP. Motion passed 5 to 0 on call of the roll.

8. Discussion and possible action on Certified Survey Map for land transfer from Portage Community School District to City of Portage – Goodyear Park expansion

It was noted that the proposed boundary reflected the land required for the facilities previously presented on the conceptual plan. Motion by Redelings, second by Tamboli to forward the CSM to the City Council for approval. Motion passed 5 to 0 on call of the roll.

9. Election of Vice Chairperson and recording secretary

No action was taken

10. Set next meeting date

A working session was set for July 9, 2012 at 6 p.m.

11. Adjournment

Motion by Tamboli, second by Tofson to adjourn. Motion passed 5 to 0 on call of the roll.

The meeting concluded at 7:37 p.m.

Respectfully submitted
Robert G. Redelings, Public Works Director

**City of Portage
Legislative & Regulatory Committee Meeting
Thursday, June 21, 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

Others in attendance: Police Chief Manthey, Jake Stolte, Tim Green

1. Roll call

The meeting was called to order at 6:30 P.M. All members were present.

2. Approval of minutes from previous meeting

Motion by Miller to approve the minutes of the previous meeting, seconded by Maass. Passed on a 5-0 vote.

3. The Committee will convene into closed session pursuant to Wisconsin State Statutes 19.85(1)(b) for hearing and deliberation regarding license suspension for Threadz Fashion LLC, 214 West Wisconsin Street, Jacob Steven Stolte, agent (Liquid) Class B Combination License

Motion made by Havlovic to go to closed session, seconded by Maass. Approved on a 5-0 vote. Moved to closed session at 6:35 P. M.

4. Reconvene to open session for remainder of the meeting

Motion made by Miller to reconvene to open session, seconded by Hamre. Approved on a 5-0 vote. Open session reconvened at 6:56 P.M.

5. Discussion and possible action regarding license suspension for Threadz Fashion LLC, 214 West Wisconsin Street, Jacob Steven Stolte, agent (Liquid) Class B Combination License

Motion made by Miller to reduce points violation on 10-29-2011 from 35 points to 12 ½ points, base on the present 25 point system in place, seconded by Maass. Passed on a 4-1 call of roll. Hamre voting no. Much discussion took place including input from Police Chief Manthey as to the strange occurrence of events on 10-29-2011 at Liquid on that night. A stolen wallet and cell phone led to a fight at the bar and the people involved in the fight were cleared from the bar. A disturbance took place outside the bar, but it was very unclear as to who did what after much information gathering by several members of the Portage Police Department. Mr. Stolte was instructed that next time the police should be called when a

disturbance starts in the bar. No suspension is warranted, because Liquid is under the 100 point total for a license review. Liquid has not had any issues in the last eight months.

6. Discussion and possible action on Class B Combination License renewal for Threadz Fashion LLC, 214 West Wisconsin Street, Jacob Steven Stolte, agent (Liquid)

A motion was made by Havlovic to approve a Class B Combination License renewal for Threadz Fashion LLC, 214 West Wisconsin Street, Jacob Steven Stolte, agent (Liquid), seconded by Maass. Passed on a 5-0 vote.

7. Discussion and possible action on Class B Combination License application for Green Enterprises LLC, 316 DeWitt Street, Timothy A. Green, agent (Shamrock Bar and Grill)

Motion made by Hamre to approve a Class B Combination License application for Green Enterprises LLC, 316 DeWitt Street, Timothy A. Green, agent (Shamrock Bar and Grill), seconded by Havlovic. Passed on a 4-1 call of roll. Miller voting no.

8. Discussion and possible action regarding closing hours of Class A Fermented Malt Beverage and Intoxicating Liquor Licensed Establishments

Motion made by Havlovic to adopt the state standard for closing hours of Class A Fermented Malt Beverage and Intoxicating Liquor Licensed Establishments, seconded by Oszman. Passed on a 4-1 call of roll. Maass voting no. The idea is to adopt the state guidelines for now and in the future.

9. Discussion and possible action on Operator License application for Dalton J. Christie

Motion by Havlovic to deny an Operator License application for Dalton J. Christie, seconded by Maass. Passed on a 5-0 call of roll. Motion denied because of two drug and/or alcohol convictions in the last five years.

10. Discussion and possible action on establishing a late fee for alcohol license applications

Motion made by Oszman to establish a \$500 late fee and a \$1500 special meeting fee for late alcohol license applications. Motion failed for lack of a second.

Motion by Maass to approve a \$500 late fee for late alcohol license applications, and no special meetings will be held until the date of the next City Council meeting, if a special meeting is requested, seconded by Miller. Passed on a 4-1 call of roll. Havlovic voting no.

11. Adjournment

Motion by Hamre to adjourn, seconded by Miller. Passed on a 5-0 vote. Meeting adjourned 8:01 pm

Frank Miller

RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning: July 1, 2012 ending: June 30, 2013
(MM DD YYYY) (MM DD YYYY)

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

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

CHECK ONE Individual Partnership Limited Liability Company
 Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number	
Federal Employer Identifier Number (FEIN): <u>6</u>	
LICENSE REQU	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ <u>100.00</u>
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input checked="" type="checkbox"/> Class B liquor	\$ <u>500.00</u>
<input type="checkbox"/> Reserve Class B liquor	\$
Publication fee	\$ <u>25.00</u>
TOTAL FEE	\$ <u>625.00</u>

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name(s) (Last, First and Middle Name) Stolte Jacob Steven Home Address 1126th 11th St #6 Post Office & Zip Code 53913

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company Threadz Fashion LLC
 Address of Corporation/Limited Liability Company (if different from licensed premises) 1126th 11th St #6 Baraboo, Wis.
 All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company.

Title	Name (Inc. Middle Name)	Home Address	Post Office & Zip Code
President/Member	<u>Jacob Steven Stolte</u>	<u>1126th 11th St #6</u>	<u>53913</u>
Vice President/Member	<u>Todd Vincent Walther</u>	<u>11335 Southern Rd.</u>	<u>53944</u>
Secretary/Member			
Treasurer/Member			
Agent	<u>Jake Stolte</u>	<u>1126th 11th St #6</u>	<u>53913</u>
Directors/Managers			

C. 1. Trade Name Liquid Business Phone Number 608-434-3433
 2. Address of Premises 214 West Wisconsin St. Post Office & Zip Code 53901

3. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No
4. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) Entire First Floor - See Attachment
5. Legal description (omit if street address is given above): _____
6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been convicted of any offenses (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? If yes, complete reverse side Yes No
- b. Are charges for any offenses presently pending (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? If yes, explain fully on reverse side Yes No
7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? If yes, explain. Yes No
8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain. Yes No
9. Does the applicant understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown under Section A or B above? [phone (608) 266-2776] Yes No
10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? Yes No
11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.)

SUBSCRIBED AND SWORN TO BEFORE ME

this 18 day of May, 2012
Javier M. Schlanke
(Clerk/Notary Public)
 My commission expires 2-22-15

Jacob Steven Stolte
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner/Individual)
Todd Vincent Walther
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner)
(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>05-18-12</u>	Date reported to council/board	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

**AUXILIARY QUESTIONNAIRE
ALCOHOL BEVERAGE LICENSE APPLICATION**

Submit to municipal clerk.

Individual's Full Name (please print) (last name) <u>Green</u>		(first name) <u>TIMOTHY</u>		(middle name) <u>A</u>	
Home Address (street) <u>12</u>		Post Office	City	State <u>WI</u>	Zip Code <u>53913</u>
Home Phone <u>(6)</u>		Place of Birth <u>ADAMS/FRIENDSHIP</u>			

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

A as an individual
 A making application for
 MEMBER of _____ of _____ LLC
(Office/Director/Member/Manager/Agent) (Name, Location and Type of License/Permit)

which is making application for an alcohol beverage license.

- The above named individual provides the following information to the licensing authority:
- How long have you continuously resided in Wisconsin prior to this date? 36 YEARS
 - Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
DUI 2006, SUIC FINE PD
 - Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
 If yes, describe status of charges pending.
 - Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
 If yes, identify. (Name, Location and Type of License/Permit)
 - Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
 If yes, identify. (Name of Wholesale Licensee or Permittee) (Address By City and County)

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

Employer's Name	Employer's Address	Employed From	To
<u>ZACHS BAR</u>	<u>126 4th ST BARABOWE WI 53913</u>	<u>12/09</u>	<u>PRESENT</u>
<u>Ravina Bar</u>	<u>231 E. PARKER ST LAKE KILBURN WI 53440</u>	<u>7/05</u>	<u>12/09</u>

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

Subscribed and sworn to before me
 this 27th day of May, 2012
Maui D. Moe
(Clerk/Notary Public)
 My commission expires term of office

[Signature]
(Signature of Named Individual)



SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

To the governing body of: Town Village of Portage County of Columbia
 City

The undersigned duly authorized officer(s)/members/managers of Green Enterprises
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as

Shamrock Bar and Grill
(trade name)

located at 316 DeWitt St Portage WI 53901

appoints Timothy A Green
(name of appointed agent)

126 4th St Apt B Baraboo WI 53913
(home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

To Shamrock Green Enterprises LLC

Is applicant agent subject to completion of the responsible beverage server training course? Yes No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 36 years

Place of residence last year 126 4th St Apt B Baraboo WI 53913

For: Green Enterprises
(name of corporation/organization/limited liability company)

By: [Signature]
(signature of Officer/Member/Manager)

And: _____
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Timothy A Green, hereby accept this appointment as agent for the
(print/type agent's name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] 5/29/12 Agent's age 36
(signature of agent) (date)

126 4th St Apt B Baraboo WI 53913 Date of birth 9/4/75
(home address of agent)

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on _____ by _____ Title _____
(date) (signature of proper local official) (town chair, village president, police chief)

**CITY OF PORTAGE
APPLICATION FOR LICENSE TO SERVE
FERMENTED MALT BEVERAGES & INTOXICATING LIQUORS**

License Year: ^{June} July 1, 2012 through June 30, 2013

Original
Renewal
Provisional

License Fee: \$25

Receipt # C120601-11

Application Date: 6-4-12

APPLICANT MUST BE 18 YEARS OF AGE OR OLDER TO APPLY

To the Clerk of the City of Portage, WI: I hereby apply for a License to serve Fermented Malt Beverages and Intoxicating Liquors, subject to the limitations imposed by Section 125.32 (2) and 125.68 (2) of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such beverage and liquors if a license be granted to me.

PLEASE PRINT CLEARLY:

Name: Christie Dalton
Last First Middle Initial Maiden

Address: 1700 ... 1 Pardoeville, WI 53954
City, State & Zip Code

Home Ph: 44 Sex: Male Female

Date of E: _____ Age 19

List all prior addresses within the last 5 years:

City	State	Zip	From	To
Madison	WI	53704	Jan. 2011	March 2012
Madison	WI	53704	April 2006	March 2009

Place of Birth: Madison, WI

Social Security Number: _____

Driver's License Number: 01

**City of Portage
Human Resources Committee Meeting
Monday, June 25, 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 Attorney Spankowski

1. Closed session

Motion by Dodd, second by Garetson to go into closed session pursuant to Wisconsin State Statutes 19.85(1)(b) regarding discussion and possible action on a grievance from Teamsters Union Local No. 695 Department of Public Works. Motion carried unanimously on call of roll at 5:31 p.m.

2. Reconvene to open session for the remainder of the meeting

Motion by Oszman, second by Dodd to reconvene to open session for the remainder of the meeting. Motion carried unanimously on call of roll 5:45 p.m.

3. Approval of minutes from previous meetings

Motion by Oszman, second by Dodd to approve the minutes from the committee meeting of June 11, 2012. Motion carried unanimously on call of roll.

4. Discussion and possible recommendation on authorizing promotion of Assistant Mechanic to Chief Mechanic

Director/Utilities Manager Redelings explained that Assistant Mechanic Cory Miler was the only person to sign for the position. Mr. Miller is ASC certified. Motion by Garetson, second by Oszman to authorize the promotion of Cory Miller to the position of Chief Mechanic. Motion carried unanimously on call.

5. Discussion and possible recommendation on authorizing posting of Assistant Mechanic position

Motion by Oszman, second by Garetson to recommend the posting of the Assistant Mechanic position and to begin the process of hiring. Motion carried unanimously on call of roll.

6. Discussion of retirement of Police Officer Gary Petersen and replacement

Major Jahn explained that there was still an eligibility list from when the last police officer was hired. Police Chief Manthey has selected the person from the list and will be meeting with him and conducting the background checks.

7. Discussion and possible recommendation on support staff – update on Administrative Secretary/Deputy Clerk position, relocation of Water Department Personnel, Municipal Court Clerk/Public Works Secretary/Deputy Treasurer

Sherri Kranz has accepted the position of Administrative Secretary/Deputy Clerk and will begin July 3, 2012.

There was discussion regarding relocating the Water Department Personnel back to Northridge Drive. Reasons for relocating them include not having to pull a field person in to open the facility when there are deliveries; room will be created at the Municipal Building to put another person for Public Works; an office would be created for the Water Superintendent who is the immediate supervisor of the office staff; and to provide them with autonomy as a utility. The ability to bring one of the support staff to the Municipal Building to help would remain. Motion by Garetson, second by Klapper to relocated the Water Department Personnel to the Northridge facility. Motion carried unanimously on call of roll. The committee requested that the move take place prior to the August election.

There was discussion regarding Municipal Court Clerk/Public Works Secretary/Deputy Treasurer. Discussed was where to locate the Municipal Court Clerk office, which could be in the conference room on the first floor, with a window being put in to be used for customer service. The Committee discussed the former position of public works secretary, which also had the title Deputy Treasurer and assisted the Treasurer at tax collection time. Ald. Dodd questioned whether a support person was needed or someone with technical expertise. A Civil Tech person was discussed that would be able to handle inspections during projects, which would cause the use of outside services to be less. That person would also update the GIS system and help with zoning administration. It was suggested that the Municipal Services Committee determine the duties of this position and forward it back to the Human Resources Committee and Finance Committee.

8. Discussion on structure of Municipal Services including Water, Sewer, Park and Recreation

The Committee discussed the retirement early next year of Street Superintendent Maass and perhaps changing the working structure of the departments. Discussed was to combine all members of the public works bargaining group under the Director of Public Works/Utilities Manager with perhaps a park foreman and street foreman as the park and street laborers

have similar duties. Recreation would be kept separate. The Committee will continue to pursue changes to the structure of the departments.

9. Discussion and possible action on City Administrator position

The Committee discussed whether to begin the search process now or wait to evaluate the position as to what the most important roles of an Administrator are. Currently, the expertise of the staff is being used to fill in for the vacancy. Committee discussed whether or not there should be an Administrator, but instead, a fulltime Mayor, which would require a change in the city charter. As the Mayor's term is up in April, if the Charter were to be changed, the change must take place this fall. Discussed were potential professional skills you may not get in a Mayor, how long current key management people would be still in place to provide knowledge and expertise. It was the Committee's opinion that this should be a discussion for a Committee of the Whole session. It was Ald. Oszman's opinion that the length of terms for alderpersons should also be considered at this time. Committee is looking to schedule the meeting the 3rd Tuesday of July.

10. Adjournment

Motion by Oszman, second by Klapper to adjourn. Motion carried unanimously on call of roll at 7:06 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

Applicant Name: Christie Dalton J.
Last First Middle Initial Maiden

1. How long have you continuously resided in the State of Wisconsin prior to the date of this application?
19 years

NOTE: If you need assistance in answering the questions below, please contact the Local Police Dept., the County Sheriff's department or the authority who made the arrest, issued the citation or the summons.

2. Have you ever been convicted of a felony (unless pardoned)? No If YES, list violation, give conviction date and jurisdiction where convicted _____

3. Have you ever been arrested or convicted of violating any other laws of the United States, State, County, City, Village or Town, relating to the use or abuse (either as an adult or juvenile) of alcohol or controlled substances within the past 5 years? Yes

If YES, describe the circumstances and give conviction date and jurisdiction where convicted
Civil ordinance violation, City of Madison, casual possession of Marijuana, conviction date 9-23-09
Civil ordinance violation, City of Madison, casual possession of Marijuana, conviction date 8-7-11

4. Are there charges of any kind pending against you (either as an adult or juvenile)? ~~No~~ Yes
If YES, describe the circumstances and give conviction date and jurisdiction where convicted
civil ordinance violation, City of Madison, possession of drug paraphernalia, will be dismissed 9-13-12

5. Name of the licensed establishment(s) where you will be working. Searching for employment

6. Have you previously held an Operator License in the State of Wisconsin? No
If yes, list dates held and issuing jurisdiction

Date	Issuing Jurisdiction
_____	_____
_____	_____

7. Have you ever had an Operator License denied or revoked by the City of Portage? No
If YES, explain when and why _____

8. Have you completed the training session on alcohol beverage regulations? Yes

Date	Location
<u>May 27th, 2012</u>	<u>learn2serve.com (online)</u>

If No, are you currently registered to attend a training session? _____
If YES, you must attach a copy of the registration form.

If you haven't held an Operator (Bartender) License or a Class A or Class B Alcohol License, or were not an alcohol agent for a corporation within the past two years of the application date, you MUST complete the Alcohol Awareness Course and submit a copy of the Certificate of Completion before the Operator License can be issued.

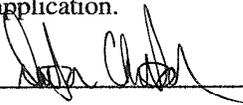
READ CAREFULLY BEFORE SIGNING

The undersigned, being duly sworn on oath, deposes and says that he/she is the person named in the foregoing application, that the applicant has read and made a complete answer to each question, and the answers in each instance are true and correct.

The undersigned further understands that an incomplete, inaccurate or false answer constitutes sufficient reason for rejection, denial or revocation of the license.

The undersigned further understands that a full background investigation may be conducted by the Portage Police Department prior to consideration of this application.

The undersigned further understands that any license contrary to Chapter 125 of Wisconsin Statutes shall be void and under penalty of State law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Applicant Signature: 

Subscribed and sworn to before me this 4th day of June, 2012

Clerk/Notary Public Maria A. Mae

DEPARTMENT RECOMMENDATIONS

Department	Approved	Denied	Signature/Date
City Clerk	X		Maria A. Mae 06-04-12
City Treasurer			
Police Chief		X	Ken Mantey 6-06-12

If denied, explain reason _____
MR. CHRISTIE ADVISES THAT HE HAS TWO CONVICTIONS FOR MARIJUANA
IN THE PAST FIVE YEARS AND HAS A PENDING CASE OF POSSESSION OF
DRUG PARAPHERVALIA (THAT WILL BE DISMISSED ON 8-13-12.)
SEE PAGE 2 OF THIS APPLICATION Ken Mantey



ENGINEERING SERVICES CONTRACT

Project I.D. 6996-05-69/70
City of Portage, East Haertel Street
(New Pinery Road to East Albert Street)
Local Street
Columbia County

This is an Engineering Services Contract (CONTRACT) between City of Portage (MUNICIPALITY) and Jewell Associates Engineers, Inc. (CONSULTANT). The CONSULTANT will provide Engineering Services to the City of Portage.

SCOPE OF SERVICES:

This CONTRACT is for the development of plans and specifications for 0.38 miles of urban reconstruction of East Haertel Street from USH 51 towards East Albert Street. No work is anticipated within the intersection of New Pinery Road (USH 51) and East Haertel Street.

“CONTRACTUAL DESIGN SERVICES”

1. Design services under this CONTRACT for street reconstruction include grading, base, pavement, curb and gutter, storm sewer main, catch basins, inlets for surface water drainage, sidewalk, restoration of terraces, signing, pavement marking, traffic control devices, landscaping and the restoration of driveways in kind.

“EXTRA DESIGN SERVICES”

The following items are considered “Extra Design Services”:

1. The design of the reconstruction of sanitary sewer including the reconstruction of manholes, connection of side street mains, connection of laterals, updating the City sewer main mapping and coordination of work with the Wisconsin Department of Transportation. These items are also considered non-participating construction items.
2. The design of the reconstruction of water main including valves, fire hydrants, connection of services, connection of side street mains, updating the City water main mapping and coordination of work with the Wisconsin Department of Transportation. These items are also considered non-participating construction items.

All work shall be completed to the standards of the City of Portage, Wisconsin Department of Transportation, and the “State/Municipal Agreement for a State – Let STP – Urban Project”. Funding Authorization was given on June 14, 2011.

- **DEFINITIONS**

- A. "MUNICIPALITY" means City of Portage.
- B. "DEPARTMENT" means the Wisconsin Department of Transportation.
- C. "CONSULTANT" means Jewell Associates Engineers, Inc.
- D. "FHWA" means the Federal Highway Administration.
- E. "PROJECT" means a specific section of highway proposed for improvement by the MUNICIPALITY in this CONTRACT.
- F. "SERVICES" means the engineering services, labor, equipment, and materials furnished by CONSULTANT in accordance with this CONTRACT.
- G. "MANUAL" means the DEPARTMENT'S Facilities Development Manual and other manuals referenced therein.

- **SCOPE OF SERVICES**

- **ADMINISTRATION AND COORDINATION** – Administration of the design contract providing coordination with the City of Portage, Wisconsin Department of Transportation, Local Program Management Consultant, Columbia County Highway Department, Department of Revenue, Department of Natural Resources, Department of Army Corps of Engineers, Bureau of Aeronautics, private utility companies, private land owners and sub contractors required for the design process.
- **SURVEYING** – Survey of work to determine existing right of way, existing topographic features, public and private utility locations, property lines, and any impacts to properties due to construction purposes. The existing digital CADD files of the topographic survey that was previously prepared will be provided to the CONSULTANT by the MUNICIPALITY.
- **DESIGN REPORTS** - The following reports will be prepared by the CONSULTANT for this project:

- 1. Concept Definition Report:

- A Concept Definition Report, as defined in the MANUAL, has been prepared for the PROJECT and will be furnished by the MUNICIPALITY.

- 2. Design Study Report:

- The CONSULTANT shall prepare a Design Study Report as set forth in the MANUAL. Three copies shall be submitted to the DEPARTMENT for approval. If the PROJECT involves highway work, the preparation of final Road Plans, Structure Plans or Right of Way Plats shall not be undertaken by the CONSULTANT until the Design Study Report has been approved by the DEPARTMENT. Preparation of request for exception to design standards report, if required by the MUNICIPALITY, will be considered EXTRA WORK. The Traffic Management Plan shall be incorporated into the Design Study Report. The Trans 75 checklist shall be prepared and incorporated into the Design Study Report.

3. Pavement Report

The CONSULTANT shall prepare a Pavement Report in accordance with the MANUAL.

• ENVIRONMENTAL DOCUMENTATION

By its execution of this CONTRACT, the CONSULTANT does hereby specify in accordance with the disclosure statement requirements of 40 CFR 1506.5(c) and 23 CFR 771.123(d) that CONSULTANT has no financial or other interest in the outcome of this PROJECT.

The CONSULTANT shall prepare an Environmental Report for the PROJECT as specified in the MANUAL and Chapter TRANS 400, Wisconsin Administrative Code. The appropriate number of copies shall be furnished to the MUNICIPALITY and DEPARTMENT for approval.

The CONSULTANT shall comply with the requirements specified in the MANUAL as well as in Chapter TRANS 400, Wisconsin Administrative Code. In the event of any unresolvable conflict between the MANUAL and Chapter TRANS 400, Wisconsin Administrative Code, the administrative rule controls.

1. Historical and Archaeological Surveys:

- a. The CONSULTANT shall follow the procedures set forth in the MANUAL for the Section 106 Process, Step 2 Identification, to locate archaeological sites that could be affected by the PROJECT.
- b. The CONSULTANT shall prepare the Section 106 Review Form, identifying the Area of Potential Effect for the PROJECT, notifying the interested parties if additional investigation is needed.
- c. If additional Archeological Surveys as required in the MANUAL are required this work will be considered EXTRA WORK.

2. Hazardous Materials/Contamination Assessments:

- a. The CONSULTANT shall prepare the necessary Phase 1 Hazardous Materials Assessment Site Summaries for the PROJECT in accordance with the MANUAL, and submit along with the Environmental Report.
- b. When Phase I indicates further work is needed, the CONSULTANT shall consult with the Project Manager and the Region environmental coordinator prior to conducting further evaluation studies.
- c. If a Phase 2 – Environmental Sampling is required, this work shall be considered EXTRA WORK.

3. Wetland Investigations:
 - a. The CONSULTANT shall delineate and identify wetland impacts in conjunction with the Department of Natural Resources and provide for compensation of wetland loss, if necessary, following the procedures in the MANUAL and the “Wisconsin Department of Transportation Wetland Mitigation Banking Technical Guideline dated March 2002”.
 - b. Wetland Mitigation Plans for the PROJECT shall be considered EXTRA WORK.

- **AGENCY COORDINATION**

1. General:
 - a. The CONSULTANT shall consult with all affected local, state, and federal agencies and supply them with the necessary information concerning the PROJECT, including exhibits, so as to enable them to discharge their responsibilities within their jurisdiction.
 - b. Contact with these agencies shall be made early enough in the development of the PROJECT to enable them to make a timely response so that their comments can be considered at the appropriate stage of SERVICES under this CONTRACT. These contacts shall be identified within the public involvement plan and public participation log.
 - c. The CONSULTANT shall keep the MUNICIPALITY fully informed of its and other affected agency activities.
 - d. Contact with the FHWA shall be only through the MUNICIPALITY or DEPARTMENT.
2. Permits - General:
 - a. The CONSULTANT shall determine those permits necessary to advance the PROJECT to the letting stage. When unable to make this determination the CONSULTANT shall confer with the MUNICIPALITY.
 - b. When a permit is required, the CONSULTANT shall prepare the permit applications, on the forms and in the manner prescribed by the issuing agency, or as indicated in the MANUAL, for execution and submittal by the MUNICIPALITY.
3. The agencies that will be required to be coordinated with are as follows:
 - a. Wisconsin Department of Natural Resources
 - b. Army Corps of Engineers
 - c. Bureau of Aeronautics
 - d. Native American Tribes (notification through KJohnson Engineers)

- **UTILITY INVOLVEMENTS**

1. General:

- a. The MUNICIPALITY will provide the CONSULTANT with a list of known utilities on the PROJECT and a list of contact personnel for utility coordination. This list may not be complete. If necessary, the list should be expanded by the CONSULTANT based on any additional facilities found in the field or based on contacts with other utilities. All known utilities should be invited to the Operational Planning Meeting.
- b. During the development of the work under this CONTRACT, the CONSULTANT shall confer on an ongoing basis with all railroad and utility companies in the PROJECT vicinity in accordance with the MANUAL, to establish mutual understanding on design features of the PROJECT affecting utility facilities.
- c. The CONSULTANT shall coordinate with utility companies to insure that facility relocations/ alterations have been adequately considered.
- d. The CONSULTANT shall keep the MUNICIPALITY duly informed of the status and nature of all such coordination activities. The CONSULTANT shall provide the MUNICIPALITY with timely plans and information that will permit it to meet its planned construction schedule.

2. Utility Coordination:

- a. The CONSULTANT shall arrange for all utility coordination as set forth in the MANUAL, with the exception of negotiating for utility company land interests.
- b. It is the responsibility of the CONSULTANT to locate existing utilities on plans and plats.
- c. The CONSULTANT shall provide notifications and project plans to the affected owners of utility facilities, review the work plans of the utility facility owners, consider their schedules and prepare special provisions.
- d. The CONSULTANT shall follow the procedures of the WisDOT Guide to Utility Coordination for non-TRANS 220 projects.

3. Utility Negotiations/Agreements:

- a. The CONSULTANT shall provide the MUNICIPALITY with all necessary PROJECT information including the names of affected utility companies, the locations of the facilities along the PROJECT, the manner and extent to which they are affected, and exhibits, plans, specifications, estimates, reports, and other pertinent documentation as may be required to enable the affected utility companies to obtain the necessary permits, to enter into any necessary

agreements and to adjust and/or relocate their facilities, in accordance with the procedures as set forth in the MANUAL.

- b. Preparation of any necessary conveyance documents for the MUNICIPALITY shall be considered "EXTRA WORK".
- c. The CONSULTANT shall prepare and submit to the MUNICIPALITY a Utility Status Report(s), in accordance with the procedures as set forth in the MANUAL.
- d. Plans and Other Material:

The CONSULTANT shall provide the MUNICIPALITY with all plans and other material necessary for utility adjustments/relocations. In addition to all other plans, CONSULTANT shall provide one copy of the final plan for each utility line, railroad and municipality located within the PROJECT limits.

- **PUBLIC INVOLVEMENT**

1. The CONSULTANT, after consultation with MUNICIPALITY shall prepare a Public Involvement Plan for this PROJECT.
2. In cooperation with the MUNICIPALITY the CONSULTANT shall maintain a log of public involvement activities associated with this PROJECT.
3. During the life of this CONTRACT the CONSULTANT shall assist the MUNICIPALITY in answering all questions received from the general public about this PROJECT.

- **SURVEYS**

1. The CONSULTANT shall make such surveys as necessary to accomplish the Services under this CONTRACT in accordance with the MANUAL. Such surveys shall be complete, detailed and as accurate as necessary to develop plans for the design of the PROJECT to usual standards of the MUNICIPALITY and to yield the data necessary for computation of the quantities of the items of work in the construction of the PROJECT.
2. Surveys shall include such investigation of the site, locating and field staking as may be necessary to provide adequate ties between utility facilities and the highway stationing for development of the design.
3. Surveys shall be tied into the Wisconsin County Coordinate System, Columbia County.

4. Preparation of a Right of Way Plat, title searches, easement descriptions or conveyance documents to utilities or the establishment of property lines and right of way negotiations shall be considered "EXTRA WORK".

- **MEETINGS**

1. Meetings may be scheduled at the request of the CONSULTANT or the MUNICIPALITY for the purpose of discussing and reviewing the Services under this CONTRACT.
2. Meeting schedules are to be coordinated with the MUNICIPALITY to ensure that MUNICIPALITY representatives are available to attend the meetings.
3. Project Meetings:
 - a. An organizational meeting shall be held at the start of the project with the CONSULTANT, MUNICIPALITY and the LOCAL PROGRAM MANAGEMENT CONSULTANT.
 - b. The CONSULTANT shall conduct one (1) Operational Planning Meeting.
 - c. The CONSULTANT shall conduct one (1) informational meeting to acquaint the public with the concepts and probable impacts of this PROJECT.
 - d. The CONSULTANT shall prepare all exhibits and documentary handout material and provide the equipment necessary to conduct the public informational meeting.
 - e. The CONSULTANT shall prepare a summary report after the public information meeting.
 - f. The CONSULTANT shall consult with the MUNICIPALITY and DEPARTMENT after the public informational meeting to discuss the comments received and shall recommend as to the possible disposition of these comments and suggestions.
 - g. The CONSULTANT shall make all the necessary arrangements for scheduling the meetings and provide notices and press releases for the MUNICIPALITY'S use. The CONSULTANT shall notify all adjacent and affected property owners.
 - h. The CONSULTANT shall provide the MUNICIPALITY and DEPARTMENT with copies of all public involvement correspondence and file notes.
 - i. The CONSULTANT shall coordinate meeting schedules with the DEPARTMENT and the MUNICIPALITY.
 - j. The CONSULTANT shall attend one (1) assessment hearing for the purposes of informing the impacted landowners of anticipated assessment charges.

- k. The CONSULTANT shall attend three progress meetings (30%, 60% and final plan review) for the purposes of informing the MUNICIPALITY of the PROJECT and plan development.
- l. The CONSULTANT shall attend the Pre-Construction Meeting prior to beginning construction activities.

- **SOILS AND SUBSURFACE INVESTIGATIONS**

1. The CONSULTANT shall review subsurface conditions from previous project investigations necessary to determine the suitability of the material in the existing or proposed roadway to sustain the overlying embankment; the need for special treatment of the underlying soils to adequately support the embankment, base course or pavement; the suitability of the material for roadway embankment or base courses; and the location of and extent to which rock or sub-surface water may be encountered in construction.
2. When completion of the subsurface investigation defined in the CONTRACT is not sufficient to adequately assess subsurface conditions, or provide all the required information for roadway design, the CONSULTANT shall recommend a revised investigation program for authorization by the MUNICIPALITY. Such recommendations shall be based on the content of available information provided by the MUNICIPALITY. The CONSULTANT shall recommend any additional investigation of subsurface conditions. Any additional subsurface investigations performed shall be considered EXTRA WORK.
3. When sufficient information has been obtained prior to the completion of the anticipated subsurface investigation, the CONSULTANT shall recommend termination of the investigation to the MUNICIPALITY. Termination of the investigation shall be justified by the CONSULTANT and substantiated in the Soils Report for the PROJECT.

- **ROAD PLANS**

1. The CONSULTANT shall prepare Road Plans for the PROJECT.
2. Road Plans are the compilation of documents, reproducible drawings, depicting the location, character, dimensions, and relevant data necessary to the layout and construction of the prescribed work. Road Plans generally consist of the following:
 1. Title Sheet
 2. Typical Cross Sections and General Notes
 3. Special Details including roadway elements, geometric layouts, and salvage/disposal of highway materials.
 4. List of Standard Detail Drawings
 5. Engineer Estimate (provided via Tran*port)
 6. Miscellaneous Quantities
 7. Plan and Profile Sheets

8. Computer Earthwork Data and Mass Diagrams
 9. Cross Sections
 10. Traffic Control / Detour Plan if necessary
 11. Erosion Control Plan
 12. Project Overview Map
 13. Signing and Marking Plans
 14. Lighting Plans
 15. Storm Sewer Plans
 16. Water and Sewer Plans will be considered EXTRA SERVICES if prepared by the CONSULTANT. The water and sewer plans will be inserted into the plan set as non participating construction items.
 17. The Plans will be developed in three submittals:
 - i. 30% associated with the Operational Planning Meeting
 - ii. 60% associated with the Environmental Report and Design Study Report
 - iii. 90% associated with the P.S&E.
3. Road Plans shall be designed in accordance with the current practices of the DEPARTMENT and in accordance with the principles, standards, and practices adopted by the DEPARTMENT for manual and computer aided design of highway plans, as specified in the MANUAL and shall be developed in accordance to, or be coordinated with the latest edition of the STANDARD SPECIFICATIONS for HIGHWAY and STRUCTURE CONSTRUCTION, of the DEPARTMENT, hereinafter referred to as STANDARD SPECIFICATIONS.
 4. The CONSULTANT shall develop sufficient alternative trial alignments and profiles, or other geometric configurations to enable selection of the design that provides the best balance between practical construction considerations, right of way requirements, aesthetics, blending with the topography, and costs. The roadway profiles are to provide a "good fit" to the terrain to minimize earthwork and grading costs and to develop the configuration of other roadway elements such as bridges, intersections and cross-sections. Such trial designs or adjustments are considered essential phases of good engineering design and are required work under this CONTRACT.
- **PLANS, SPECIFICATIONS, & ESTIMATES (P.S. & E.):**
 1. The CONSULTANT shall prepare a complete the P.S. & E. as specified in the MANUAL. The P.S.&E. shall be submitted electronically as a .pdf to the DEPARTMENT.
 2. The CONSULTANT is required to submit the Plan Letter, Sample Proposal with the Highway Work Proposal and Special Provisions; Recommendation to Governor for Contract and Bond Approval Form; Utility Status Report; Certificate of Right of Way; Contract Time for Completion; News Release; Notes to Construction; and the Wetland Impact Tracking Form prepared using the word processing software specified in the MANUAL.
 3. The CONSULTANT is required to prepare the estimate in Estimator for conversion to Trans*port.

4. The CONSULTANT shall provide one set of final plans for each utility within the PROJECT limits prior to the P.S. & E submittal date.

- **DESIGN STANDARDS**

1. Preparation of road plans and specifications shall be accomplished in accordance with the current standards and criteria as contained in the MANUAL and shall be consistent with generally accepted professional practice.
2. Preparation of water and sanitary sewer plans, if required, shall be accomplished in accordance with the standards of the City of Portage and the Wisconsin Department of Natural Resources. The design work for these items will be considered "Extra Services".
3. The Department Manuals required are: Facilities Development Manual, Guide to Utility Coordination, Standard Specifications and Wisconsin Bicycle Facility Handbook.

SCHEDULE:

This Agreement is based upon the following anticipated schedule.

Start of Work: July 2, 2012

Completion Date: October 1, 2013 (15 months)

Note that this schedule assumes Authorization to Proceed by June 27, 2012 and that permit approvals, delivery of documents by others etc. will occur without any substantial delays. Any difficulties in the process may affect the outlined schedule.

ADDRESS CONFIRMATION:

MUNICIPALITY's Billing Address is:

Bob Redelings – City Engineer
City of Portage
115 W. Pleasant Street
Portage, Wisconsin 53901
bob.redelings@ci.portage.wi.us

The telephone number where the MUNICIPALITY can be reached is 608-742-2176 Ext. 325.

COMPENSATION:

The CONSULTANT will be compensated for services provided under this CONTRACT on the following basis:

- (a) For Road Plans performed by CONSULTANT, a lump sum of \$45,188.01.
 - (b) For Phase 1 Archaeological Survey sublet to Commonwealth Cultural Resources Group, the CONSULTANT'S actual cost not to exceed \$2,435.21, based on the subconsultant's estimated cost proposal.
 - (c) For Wetland Delineation sublet to Taylor Conservation, LLC, the CONSULTANT'S actual cost not to exceed \$1,890.00, based on the subconsultant's estimated cost proposal.
 - (d) For the CONSULTANT'S total costs, not to exceed \$49,513.22.
1. Additional Fees not included in the above Lump Sum fee are any applicable government permit and/or review and recording fees, cost for publication of public notices or advertisements, right of way plats, easement descriptions, conveyance documents to utilities, right of way/easement negotiations, right of way staking, title search costs, soil boring and investigation report costs, exception to design standards report, archeological research and reporting Phase II, environmental exploration (Hazardous Materials) beyond a Phase I investigation, wetland permits and any additional added scope of work not defined in this contract.
 2. Construction Observation and Construction layout for are not included in the above Lump Sum fee.
 3. The CONSULTANT shall submit invoices monthly for SERVICES and payment is due within 30 days. If payment in full is not received within 30 days from due date, the invoice will be deemed past due and will bear interest at 1.5% of the past due amount per month.
 4. If the MUNICIPALITY fails to make payments, any collection costs the CONSULTANT incurs shall become immediately due and payable to the CONSULTANT. The costs include, but are not limited to, legal fees, collection agency fees, and court costs.

TERMINATION:

This CONTRACT may be terminated at any time upon seven (7) calendar days' written notice by either party should the other party fail to perform its obligations hereunder. In the event of termination for any reason whatsoever, the MUNICIPALITY shall pay the CONSULTANT for all services rendered to the date of termination, and all reimbursable expenses incurred prior to termination. Failure of MUNICIPALITY to make payments when due shall be cause for suspension of services, or ultimately termination, unless and until CONSULTANT has been paid in full all amounts due.

INFORMATION PROVIDED BY OTHERS:

The MUNICIPALITY shall furnish, at the MUNICIPALITY's expense, all information, requirements, reports, data, surveys and instructions required by this CONTRACT. The CONSULTANT may use such information in performing its services and is entitled to rely upon the accuracy and completeness thereof.

TIMELINESS OF PERFORMANCE/DELAYS:

The CONSULTANT will perform services under this CONTRACT with reasonable diligence and expediency consistent with sound professional practices. The MUNICIPALITY agrees that the CONSULTANT is not responsible for damages arising directly or indirectly from any delays for causes beyond the CONSULTANT's control. For purposes of this CONTRACT, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions or other natural disasters; failure of any government agency to act in a timely manner; failure of performance by the MUNICIPALITY or the MUNICIPALITY's contractors or consultants; or discovery of any hazardous substances or differing site conditions. If the delays resulting from any such causes increase the cost or time required by the CONSULTANT to perform its services in an orderly and efficient manner, the CONSULTANT shall be entitled to an equitable adjustment in schedule and/or compensation.

ATTORNEY'S FEES:

In the event of any litigation arising or related to this CONTRACT or the services provided hereunder, the prevailing party shall be entitled to recover from the non-prevailing party all reasonable costs incurred, including staff time, court costs, attorney's fees, and all other related expenses in such litigation.

INDEMNIFICATION:

The MUNICIPALITY and CONSULTANT shall, to the fullest extent permitted by law, indemnify and hold harmless the other party and the other party's officers, directors, partners, employees, agents, and subconsultants from and against losses, damages, and judgments arising from claims by third parties, including reasonable attorney's fees and expenses recoverable under applicable law, arising out of or in any way connected with the performance of the services under this CONTRACT, excepting only those damages, liabilities, or costs attributable to the sole negligence or willful misconduct of the indemnifying party. If claims, losses, damages, and judgments are found to be caused by the joint or concurrent negligence of MUNICIPALITY and CONSULTANT, they shall be borne by each party in proportion to its negligence.

OWNERSHIP OF INSTRUMENTS OF SERVICE:

All reports, drawings, specifications, computer files, field data, notes and other documents and instruments prepared by the CONSULTANT as instruments of service shall remain the property of the CONSULTANT and shared with the MUNICIPALITY. The CONSULTANT shall retain all common law, statutory and other reserved rights, including the copyright thereto. The CONSULTANT grants the MUNICIPALITY a license to use instruments of the CONSULTANT's service for the purpose of constructing, occupying, and maintaining the PROJECT. Reuse or modification of any such documents by the MUNICIPALITY or by others acting through the MUNICIPALITY, without the CONSULTANT's written permission, shall be

at MUNICIPALITY's sole risk, and MUNICIPALITY agrees to indemnify and hold CONSULTANT harmless from all claims, damages and expenses, including attorney's fees, arising out of such unauthorized reuse or modification.

DELIVERY OF ELECTRONIC FILES:

In accepting and utilizing any drawings, reports and data on any form of electronic media generated and furnished by the CONSULTANT, the MUNICIPALITY agrees that all such electronic files are instruments of service of the CONSULTANT, who shall be deemed the author, and shall retain all common law, statutory law and other rights, including copyrights.

Electronic files are furnished by the CONSULTANT to the MUNICIPALITY and the DEPARTMENT solely for the convenience of the MUNICIPALITY and use by the DEPARTMENT. In the event of a conflict between the signed construction documents prepared by the CONSULTANT and electronic files, the signed or sealed hard-copy construction documents shall govern.

The MUNICIPALITY agrees not to reuse these electronic files, in whole or in part, for any purpose other than for the PROJECT. The MUNICIPALITY agrees not to transfer these electronic files to others without the prior written consent of the CONSULTANT. The MUNICIPALITY further agrees to waive all claims against the CONSULTANT resulting in any way from any unauthorized changes to or reuse of the electronic files for any other project by anyone other than the CONSULTANT. In addition, the MUNICIPALITY agrees, to the fullest extent permitted by law, to indemnify and hold harmless the CONSULTANT, its officers, directors, employees and subconsultants (collectively, CONSULTANT) against all damages, liabilities or costs, including reasonable attorney's fees and defense costs, arising from any changes made by anyone other than the CONSULTANT or from any reuse of the electronic files without the prior written consent of the CONSULTANT.

Under no circumstances shall delivery of electronic files for use by the MUNICIPALITY be deemed a sale by the CONSULTANT, and the CONSULTANT makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall the CONSULTANT be liable for indirect or consequential damages as a result of the MUNICIPALITY's use or reuse of the electronic files.

DISPUTE RESOLUTION:

Any claims or disputes between the MUNICIPALITY and the CONSULTANT arising out of the services to be provided by the CONSULTANT or out of this CONTRACT shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.

OPINIONS OF COST:

Any opinions or estimates of probable construction cost prepared by the CONSULTANT are based on the CONSULTANT's professional judgment and experience. However, since the CONSULTANT has no control over the cost of labor, materials, equipment or service furnished by others, over the contractor's methods of determining prices, or over competitive bidding or market conditions, the CONSULTANT cannot and does not guaranty that proposals, bids, or actual construction cost will not vary from the CONSULTANT's opinions or estimates of probably construction cost.

FOR THE MUNICIPALITY:

Kenneth Jahn
City of Portage, Mayor

Date: _____

Marie Moe
City of Portage, City Clerk

Date: _____

FOR THE CONSULTANT:



Fred Gruber, P.E., R.L.S., Sr.-Vice President
Jewell Associates Engineers, Inc.

Date: 6/21/12



This proposal contains pricing and other information confidential and proprietary to Commonwealth Cultural Resources Group, Inc. Disclosure of this proposal's contents to persons or organizations outside Jewell Associates Engineering, Inc. and the Columbia County Highway Commission is not authorized without specific written permission of Commonwealth Cultural Resources Group, Inc. All technical specifications and costs in this proposal are valid for 90 days.

Date: June 20, 2012

To: Fred Gruber
Jewell Associates Engineering, Inc.
560 Sunrise Dr.
Spring Green, WI 53588

From: Katie Egan-Bruhy

Subject: Proposal - Phase I Archaeological Investigations
City of Portage, East Haertel Street (New Pinery Road to East Albert Street)
Columbia County, Wisconsin (WisDOT ID: 6996-05-69/70)

Commonwealth Cultural Resources Group, Inc. (CCRG) is pleased to present the following proposal for the Phase I archaeological investigation for the proposed East Haertel Street project, City of Portage, Columbia County, Wisconsin. CCRG understands the cultural resource surveys are being conducted pursuant to Sections 106 of the National Historic Preservation Act.

ARCHAEOLOGICAL INVESTIGATIONS

Records and Literature Review

The initial task of the project will consist of gathering background information for the project, including the area of potential effects (APE) and the surrounding area. Commonwealth Cultural Resources Group, Inc. (CCRG) holds a license for remote access to the Division of Historic

Preservation (DHP), Wisconsin Historical Society (WHS), Wisconsin Historic Preservation Database (WHPD). Therefore, the records review will be conducted from CCRG's Milwaukee Office. Plats, reports on previous surveys, and other information at the WHS will be gathered by a part-time, Madison-based CCRG staff member. At a minimum, the research will be directed to the development of an archaeological survey strategy.

Sources that potentially will be consulted may include (but are not necessarily limited to) previous cultural resource investigations in the project area, historic plat maps and atlases, and relevant literature pertaining to potential archaeological resources within the project area. For the purposes of background discussion and supporting the choice of field methods, CCRG will search for and identify archaeological sites within 1.0 mi (1.6 km) of the proposed project area. Results of the literature search will be integrated into the report or recorded on an Archaeological Literature and Records Review form that will be attached to the Archaeological Survey Report Form (ASFR) if a formal report is not required.

Acquisition of Permit and Landowner Contacts

In accordance with Wisc. Stats. § 44.47, the State reserves the right to protect and preserve archaeological and scientific information, matters, and objects on archaeological sites owned by political subdivisions of the state. In accordance with this statute, CCRG will prepare a *Wisconsin Public Lands Field Archaeological Permit* to be signed by a duly authorized representative as necessary. The permit will then be forwarded to the State Archaeologist for signature.

Finally, the WisDOT requires that for archaeological surveys all affected landowners be contacted prior to initiating the field investigations. CCRG will, therefore, send a letter notifying affected landowners of the proposed archaeological investigation and inquiring as to whether they have any objections or information relevant to the investigation.

Phase I Archaeological Field Investigations

The next stage of the project will consist of a Phase I archaeological survey of the APE. Based on the information provided by Jewell Associates Engineering, Inc. (Jewell) on May 1, we estimate that a total of ca. 0.38 mi of maximum 150 ft construction corridor, including right-of-way and temporary limited easements, will be affected by the proposed project. For purposes of this proposal, this area will constitute the APE. We assume that 25 percent of the APE will require shovel testing.

The following field techniques are consistent with the requirements of the Wisconsin DHP and the *Guidelines for Public Archeology in Wisconsin* (August 1997) and the most recent *Wisconsin Department of Transportation Facilities Development Manual* (FDM). Archaeological fieldwork will be completed using a two-person field team. In areas with substantial exposed ground visibility (> 10 percent), our field team will undertake a controlled surface survey with a

10-m interval maintained between visual transects. In areas where surface visibility is less than 15 percent, shovel testing will be conducted. Spacing between shovel tests and shovel test transects will not exceed 15 m. Shovel testing will not be undertaken on steep slopes, in wetlands, or in areas of obvious disturbances (e.g., borrow pits, two-track roads). Disturbed areas will, however, be evaluated excavating shovel probes at a 45-m interval to verify the disturbance. The field conditions, methods, and presence of disturbance will be documented on project plans.

Each shovel test will be approximately 35 cm to 50 cm in diameter (depending on the depth needed to reach sterile subsoil) and excavated to a depth sufficient to verify the presence of sterile, undisturbed subsoil. The contents of each shovel test unit will be screened through 1/4-in hardware cloth. If a shovel test produces artifacts, additional radial shovel tests will be excavated in cardinal directions from the findspot at 5-m intervals until two consecutive negative shovel tests are encountered. All shovel tests will be numbered and observations recorded individually on project forms and tied to project maps. The type of survey coverage (shovel testing versus walkover) and ground surface conditions, including disturbances, will also be recorded on project maps.

The location of each site will be recorded on project maps, and a compass and pace map will be produced to tie the site into the surrounding landscape. All sites will be referenced to the nearest permanent landmark. Site boundaries will be based on the surface distribution of artifacts or shovel tests containing artifacts within the survey corridor. During the fieldwork stage, particular attention will be given to locations within the proposed construction area that might contain sites identified during the background and literature search. All located or relocated sites will be photographed in color, plotted using GPS technology, and recorded on project maps.

Verbal notification of the results of the survey will be provided within five working days of completion of the fieldwork. The preparation of a Determination of Eligibility (DOE) for any identified archaeological site will be considered “extra services” under this contract.

It is assumed that Jewell will be responsible for providing CCRG with a list of landowners and their addresses, so that CCRG can secure landowner permission to conduct the survey. Fieldwork will commence after landowner permission has been secured. It is also assumed that Jewell, or a representative thereof, will provide detailed project plans prior to commencement of the survey.

Human Remains

CCRG understands that the discovery of human remains is a sensitive issue that must be addressed appropriately if the situation arises. If human remains are discovered, state, federal and WisDOT guidelines will be followed, and immediate consultation will be undertaken with Jewell, WisDOT, and DHP.

According to State Statute (S.157.70) and Chapter HS2 of the Wisconsin Administrative code only a “qualified archaeologist” may oversee the excavation of burials. CCRG has several “qualified archaeologist” on staff and available should burials be encountered during the construction phase of the project. This additional monitoring activity is not included in the current budget, but could be negotiated if requested.

Laboratory Analysis

In the event that artifacts are recovered, they will be cleaned, processed, and analyzed. To the extent feasible, artifacts will be classified according to chronology and/or cultural affiliation, function, and raw material. An inventory will be produced for inclusion in the report and will be generated using CCRG’s computerized database developed for archaeological collections. The types and quantities of artifacts will be integrated into the report on a site-by-site basis to help evaluate site significance. Artifact analysis will be done in accordance with the *Guidelines for Public Archeology in Wisconsin* (August 1997).

For each new site located, CCRG will complete a Wisconsin *Archaeological Site Inventory* (ASI) form and obtain a state site number from the Wisconsin DHP. For each site that has previously recorded and for which new information is derived, an ASI Update form will be completed. The state codification number will be recorded on all analytic paperwork, artifact bags and inventory cards, and field notes, at this time.

Curation

Artifacts will be prepared for curation in accordance with 36 CFR Part 79, Curation of Federally-Owned and Administered Archaeological Collections. CCRG will make arrangements for curation of the artifacts with a State-approved repository, and the ASI will be updated to reflect the final disposition of collections. Costs are not included in this proposal and will be negotiated once the volume of materials needing curation is known.

Report Preparation

Assuming that no archaeological site is found, under the Memorandum of Agreement between WisDOT and the Wisconsin DHP, CCRG will complete an Archaeological Survey Field Report (ASFR) and Archaeological Records and Literature Review form, instead of a formal report. Should a site be found, requiring preparation of a formal report, the report will detail the results of the archaeological records and literature review, and the Phase I archaeological survey. The technical report will present the findings and results of the investigations, in accordance with the guidelines of the *Guidelines for Public Archeology in Wisconsin* (August 1997). At a minimum it will include the following sections: 1) Introduction; 2) Environmental Setting; 3) Cultural Context; 3) Survey Methods; 4) Survey Results; 6) Conclusions and Recommendations; and 7) References Cited. The results section will include a summary of field observations, and describe each archaeological and historical site found in sufficient detail so that a preliminary evaluation

of NRHP significance may be made. Finally, the report will be fully illustrated and will minimally provide the location of each site on a 7.5 minute series USGS topographic map, showing its relationship to the permanent landmarks and the landscape. For purposes of this proposal, it is assumed that no archaeological sites will be identified and the results of the investigation will be documented in an ASFR, Archaeological Records and Literature Review form.

DELIVERABLES

Two copies of the draft archaeological survey report or an ASFR and Archaeological Records and Literature Review form will be submitted to Jewell for review and comment. Following receipt of comments, five copies of the final archaeological survey report and accompanying documents and the Section 106 form will be submitted to Jewell for their files and distribution to: the Columbia County Highway Commission, the Southwest Region/WisDOT, the Environmental Services Section/WisDOT, and the DHP, WHS. Finally, if an archaeological site is identified, copies of the archaeological field notes and the artifacts will be provided to a state-approved curation facility.

PERSONNEL QUALIFICATIONS

CCRG will dedicate the following key personnel to this project. Further, the project archaeological field director and architectural historian assigned to the project will meet the professional qualifications standards of the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation*.

Project Manager

Dr. Kathryn C. Egan-Bruhy (Ph.D., Michigan State University) is currently Regional Director for CCRG's Wisconsin office and has over 25 years of cultural resource management experience in the Upper Great Lakes and Midwest. She has served as project manager or principal investigator on over 400 archaeological investigations in Wisconsin, Michigan, Illinois, and Minnesota and project manager for over 200 architecture/history investigations in Wisconsin and Minnesota. She has nearly twenty years of experience working with the Wisconsin DHP and Burial Site Preservation Office and is registered with the WHS as a "Qualified Archaeologist" for excavating of human remains. In addition, she has ten years of experience coordinating cultural resource investigations with the WisDOT, BEES.

SCHEDULE



CCRG will complete the prefield research and contact landowners within 10 business days of receiving authorization to proceed, project plans and a landowner contact list. Weather permitting, the archaeological survey will begin within 15 business of receiving project plans and a list of landowners. Further, CCRG proposes to submit draft reports within 15 business days after the completion of the fieldwork. The final reports and a copy of the Section 106 form will be submitted within 5 business days of receiving comments from Jewell. Should this schedule not meet the needs of Jewell, CCRG will negotiate a modified schedule to better serve your project needs.

COST

Based on the information provided by your office, CCRG estimates archaeological field investigations will be conducted within the APE that comprises ca. 0.38 mi of maximum 150 ft construction corridor, including right-of-way and temporary limited easements, will be affected by the proposed project. We further assume that no archaeological sites will be identified. Based on these estimates and assumptions, we propose to complete the archaeological investigation and reporting for the proposed Haertel Street project in Portage, Columbia County, Wisconsin for a cost of \$2,435.21. Billing will be on a cost reimbursable, fixed fee basis. Attached please find a cost estimate.



**Archaeological and Architectural/History Investigations
Haertel Street, Portage, Columbia County**

DIRECT LABOR

	<u>Hours</u>	<u>Rate/Hour</u>	<u>Cost</u>
Project Manager	2	\$35.00	\$70.00
Archaeologist	26	\$19.60	\$509.60
GPS Operator/Archaeological Technician	12	\$15.00	\$180.00
GIS-Graphics	2	\$19.60	\$39.20
Administrative Asst'	4	\$14.00	\$56.00
	Labor		
	Totals	42	\$854.80

INDIRECT COSTS/GENERAL AND ADMINISTRATIVE

(Total Labor X Provisional Rate of 114.01%)

\$974.56

Subtotal Labor + Indirect Costs

\$1,829.36

PROFIT/FIXED FEE (8% of estimated labor and general/administrative costs)

\$146.35

NON-LABOR DIRECT COSTS

Travel/230 Miles @ \$0.55/Mi

\$126.50

Lodging/7 Person Days @ \$77.00/Day

\$231.00

Per Diem/7 Person Days @ \$34/Day

\$102.00

Subtotal Non-Labor Direct Costs

\$459.50

TOTAL COSTS

\$2,435.21



Proposal

Date: June 20th, 2012

To: Mr. Jason Paukner, Jewell Associates Engineers, Inc.

From: Scott Taylor, Taylor Conservation, LLC

Re: **Wetland Delineation** for East Haertel St. reconstruction, City of Portage, Wisconsin.

Thank you for asking me to provide a quote for a wetland delineation. I understand that you need wetland determinations and delineations in the East Haertel St. corridor in preparation for road reconstruction (see map, p. 3). The Wisconsin Wetland Inventory map identifies wetlands close to East Haertel St. in two locations. The Natural Resource Conservation Service soil map shows a wetland indicator soil covering a portion of the street as well. Hence wetlands are likely to be present in the project area and a field inspection is needed to confirm this and stake the wetland boundaries, as needed. Please note that survey and mapping of the wetland flags are not parts of this proposal.

For the purpose of the wetland delineation, the project area is the area within 100 feet of road reconstruction limits.

Wetland determinations and delineations for state and federal regulatory compliance are done using the Routine Method from the 1987 The Corps of Engineers Wetland Delineation Manual. This method identifies wetlands by the presence of three indicators: (1) **wetland vegetation** – a preponderance of plant species adapted to growth in saturated or inundated soil, (2) **wetland hydrology** – direct or indirect evidence of the presence of soil saturation or standing or flowing water for at least 14 consecutive days of the growing season and (3) **hydric soil** – soil colors, patterns or other characteristics indicating prolonged saturation during the growing season.

Significantly Disturbed or **Naturally Problematic** wetlands are those where any of the above three indicators are obscured or missing due to human or natural factors. If areas within the project area were mowed, filled or plowed, for examples, they would be considered significantly disturbed. If areas strongly suspected of being wetlands lack water temporarily or lack other wetland indicators, they could be naturally problematic wetlands. Professional judgment is often used to make wetland determinations and to mark wetland boundaries in these situations.

Scott Taylor is an **Assured Delineator** under Wisconsin Department of Natural Resources guidelines (<http://dnr.wi.gov/topic/wetlands/assurance.html>). Taylor's wetland delineations are considered dependable by the WDNR for purposes of Wisconsin wetland and waterway permits, shoreland-wetland zoning or other state-mandated local wetland programs. Therefore Taylor's clients do not require concurrence letters from WDNR before project planning or permit applications that are based on Taylor's wetland delineations. However, concurrence from the Army Corps of Engineers is still necessary. The WDNR and Army Corps have final authority over wetlands in Wisconsin. They may adjust Taylor's wetland boundaries. Assurance does not change decisions about wetland fill. Assurance is not a guarantee of accuracy or relief from landowner responsibility in the event an error occurs and wetlands are filled. While it is unlikely for a professional whose work is assured, inadvertent wetland fill that may result from errors must be remedied.

Scope of Services

Task 1: Desk-Review of Relevant Maps and Literature

- NRCS Web Soil Survey
- Wisconsin Wetland Inventory
- U.S.G.S. 7.5 Minute Topographic Map
- Natural Resource Conservation Service hydric soil lists

Task 2: Field Wetland Determination & Delineation:

- Locate an appropriate number of transects and sample plots in representative habitats of the project area.
- Gather sample plot data – vegetation, hydrology & soils, record on Army Corps data sheets and determine whether habitats are wetlands or uplands.
- Locate wetland boundaries within the project area and stake them with pin flags for subsequent survey by others, preferably a registered land surveyor.

Task 3: Wetland Delineation Report:

- Document findings of field investigation in data sheets, narrative description, survey map of delineated wetland boundary and other figures.
- With client approval, submit report to DNR water management specialist, Army Corps project manager and any local officials that request it.

Cost: \$1,890.00

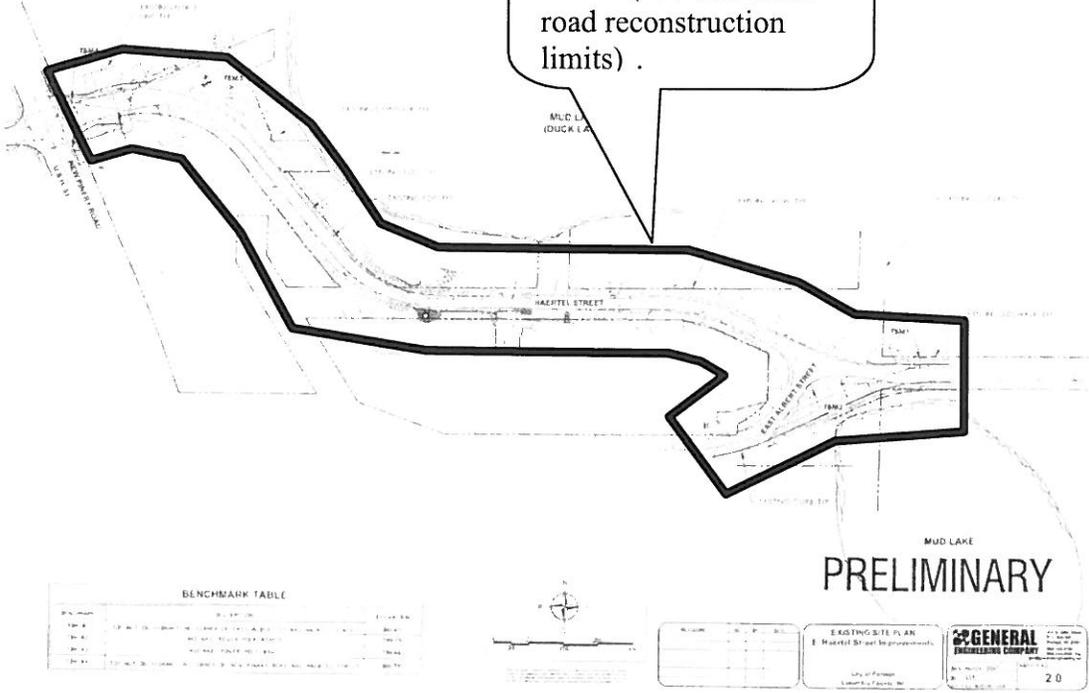
Any work not outlined above is outside the scope of this proposal. Examples of tasks not outlined above are surveying of wetland flags, follow-up site visits required by local officials and regulatory authorities, permit preparation or additional wetland delineation beyond the project limits. These tasks will be billed separately based on separate quotes or at an hourly rate of \$80/hour and \$40/hour for drive time and \$0.50 per mile.

This price is valid until June 20th, 2013.

Schedule: The field work shall be completed by Tuesday, July 3rd, 2012. The draft wetland delineation report will be complete within 5 business days of receipt of a survey map of the wetland boundary from a registered land surveyor.

Project Area:

Wetlands in this area will be identified & staked (100 feet from road reconstruction limits) .



ORDINANCE NO. 12-004

ORDINANCE RELATIVE TO ALCOHOL LICENSE DEMERIT POINT SYSTEM

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

The following Section is hereby repealed and recreated to read as follows:

Section 14-60

(e) Alcohol License Demerit Point System.

(2) Point Schedule. The following is a list of demerit points for each type of listed violation.

Type of Violation	Point Value
Sale of alcohol beverages without license or permit	100
Unauthorized transfer/use of license	75
Sale of alcohol beverages to under aged person	50
Sale of alcohol beverages to intoxicated person	35
Under aged person on premises	35
Intoxicated bartender	50
After hours consumption	35
Refusal to allow police to search premises or refusal to cooperate with lawful police investigation	75
Licensee, Agent or Licensed Operator to be on premises at all times	35
Agent responsibility violations – for example lack of control of business holding the license, lack of control of premises, etc.	35
Person(s) on premises after closing hours	25
No carry-out, restricted to appropriate hours	10
Permit person to leave licensed premises with open alcohol beverage	10
Failure to post license	50
Employee selling/possessing controlled substance with intent to sell	75
Employee possessing controlled substance	35

Owner/License holder selling/possessing controlled substance with intent to sell	150
Owner/License holder possessing controlled substance	75
Exceeding posted occupancy by more than 30%	25
Orderly conduct required	35
Fights	25
Noise	10
All Other Violations of Wisconsin Statutes Section 125 or ordinances of the City of Portage	10-75
Any points assessed for the above violations shall double if the violation results in serious bodily injury to or the death of any person	
Any warning issued by the Portage Police Department for any of the above violations shall be counted as one half the points specified for that violation	

This Ordinance shall take effect upon passage and publication thereof.

Dated this 14th day of June, 2012.

Kenneth H. Jahn, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

First and second readings:
Rules suspended by motion:
Third reading:
Passed:
Published:

Ordinance requested by:
Legislative and Regulatory Committee

ORDINANCE NO. 12-005

ORDINANCE RELATIVE TO ALCOHOL BEVERAGE LICENSE CLOSING HOURS

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

Section 14-58 of the Portage Code of Ordinances is hereby repealed and recreated to read as follows:

Section 14-58. Closing hours.

Closing hours shall be established in conformance with Wis. Stats. §125-32(3).

This Ordinance shall take effect passage and publication thereof.

Dated this 14th day of June, 2012.

Kenneth H. Jahn, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

First and second readings:
Rules suspended by motion:
Third reading:
Passed:
Published:

Ordinance requested by:
Legislative and Regulatory Committee

RESOLUTION NO. 12-029

FINAL RESOLUTION AUTHORIZING PUBLIC IMPROVEMENT AND LEVYING SPECIAL ASSESSMENTS AGAINST BENEFITED PROPERTY IN PORTAGE, WISCONSIN (2011 SIDEWALK MAINTENANCE PROJECT)

WHEREAS, the Common Council of the City of Portage held a public hearing in the Common Council Chambers at the City Municipal Building, 115 West Pleasant Street, Portage, Columbia County, Wisconsin at 6:55 p.m. on August 25, 2011, for the purpose of hearing all interested persons concerning the preliminary resolution and report of the City Engineer on the proposed public improvements consisting of sidewalk construction on the following streets:

<u>STREET</u>	<u>FROM</u>	<u>TO</u>
West Cook Street (Both Sides)	West Wisconsin Street	STH 33 West
West Edgewater Street (Both Sides)	West Wisconsin Street	STH 33 West
West Wisconsin Street (South Side)	Canal	West Cook Street
Lock Street (Both Sides)	Canal	West Cook Street
McFarlane Road (Both Sides)	West Edgewater Street	West Cook Street
Dunn Street (Both Sides)	West Edgewater Street	West Cook Street
Cass Street (Both Sides)	West Edgewater Street	West Cook Street
Armstrong Street (Both Sides)	West Edgewater Street	West Cook Street
Pierce Street (East Side)	West Edgewater Street	West Cook Street

NOW, THEREFORE, BE IT HEREBY RESOLVED, the Common Council of the City of Portage determines as follows:

1. The report of the City Engineer, including the plans and specifications and assessments set forth herein, is adopted and approved.

2. The City of Portage has advertised for bids and supervised construction of the improvements in accordance with the report hereby adopted.
3. Payment for the improvements shall be made by assessing the entire cost to the property benefited as indicated in the report.
4. Benefits shown on the report are true and correct and are hereby confirmed.
5. Assessments for all projects included in the report are hereby combined as a single assessment but any interested property owner may object to each assessment separately or all assessments jointly for any purpose.
6. Assessments shall be due within 45 days of billing date. Assessments may be paid in cash or in three (3) annual installments if the assessment is \$1,000 or less and five (5) annual installments if the assessment of over \$1,000, plus interest, at the rate of prime plus 2.5% at the time of assessment per annum on the unpaid balance.
7. The municipal clerk shall publish this resolution as a class 1 notice under ch. 985, Stats., in the assessment district and mail a copy of this resolution and a statement of the final assessment against the benefited property together with notice of installment payment privileges to every property owner whose name appears on the assessment roll whose post office address is known or can with reasonable diligence be ascertained.

DATED this 28th day of June, 2012.

Kenneth H.Jahn, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

Resolution recommended by:
Common Council

June 27, 2012

To: Mayor, Common Council

From: Marie A. Moe, City Clerk

Re: Alcohol License for County Fair

Following are two applications for a Temporary Class "B" License from the Columbia County Fair Association. One application covers the entire fenced in area of the fairgrounds, while the other application is for under the grandstand, which is the area that has been licensed in the past. The Fair Association is looking for the entire area to be licensed, but filed the second application for under the grandstands in case the entire area would not be approved.

Police Chief Manthey denied licensing the entire area stating that he feels it would be too difficult to enforce or observe violations throughout the entire fairgrounds. He recommends keeping the alcohol license the same as in the past.

When considering the application, keep in mind that any licensed area is subject to the same rules as a bar. Unaccompanied underage persons are not allowed.

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 \$ _____ Application Date: 6-1-12

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 7-25-12 and ending 7-29-12 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 Columbia Co Fair Assoc

(b) Address 1 Fair Blvd Portage
(Street) Town Village City

(c) Date organized 1851

(d) If corporation, give date of incorporation _____

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

(f) Names and addresses of all officers:

President Paul Becken, 25172 Oakland Dr, Rio WI 53960

Vice President Arling Gundersen, 20465 Schwantz Rd, Randolph WI 53954

Secretary Marianne McMillan, 29124 Silkier Rd, Poynton WI 53955

Treasurer Kess Shaw, 729 Remington Dr #3, Portage WI 53901

(g) Name and address of manager or person in charge of affair: Randy Anhalt, 3721 Windsor Rd, Reedsburg WI 53532

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

(a) Street number Fair Grounds

(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: Beer will be sold under Grandstand + Grandstand, during events, and a Food in area 20x80 in front of Grandstand

3. NAME OF EVENT

(a) List name of the event Columbia Co Fair

(b) Dates of event July 25-29-2012

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.

(Name of Organization)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

COLUMBIA COUNTY FAIR ASSOCIATION

May 30, 2012

City of Portage

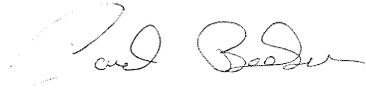
115 Pleasant Street

Portage WI 53901

To whom it may concern:

The Columbia County Fair is scheduled for July 25 - 29, 2012. We are requesting a permit for the fair using a single fenced area for the beer garden. The beer garden will be the grandstand, the area underneath the grandstand, and a fenced area 20' x 80' in front of the grandstand area. The fire chief was contacted on fencing in front of the grandstand area and replied it would meet his requirements. We are requesting the waiver to allow the single fence option in the beer serving area. The required license bartenders and form are completed. For any questions or other information please contact Paul Becker 608-697-9293 or Russ Shaw at 608-697-0395.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul Becker". The signature is written in a cursive style with a large initial "P" and "B".

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 \$ _____

Application Date: 6-1-12

Town Village City of Pontage 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 7-25-12 and ending 7-29-12 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 Columbia Co Fair Assoc.

(b) Address 1 FAIR BLVD PONTAGE
(Street) Town Village City

(c) Date organized 1851

(d) If corporation, give date of incorporation _____

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

(f) Names and addresses of all officers:

President PAUL BECKER 25172 OAKLAND CR, RID WI 53960

Vice President ARLIND GUNDERSON 16465 SCHWANTZ RD, BROOKVILLE WI 53954

Secretary MARIANNE DE MILLAN, 27124 BILKIE RD, POYNETTE WI 53955

Treasurer RUS SHAW 729 MEUNSTER #3, PONTAGE WI 53901

(g) Name and address of manager or person in charge of affair: RANDY ANHALT, 3721 WINDSOR RD, DEFOREST WI 53537

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

(a) Street number FAIR GROUNDS

(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: BEER WILL BE SOLD UNDER GRANDSTAND FOR CONSUMPTION ON THE FAIR GROUNDS WITHIN THE NEW FOREST IN AREA.

3. NAME OF EVENT

(a) List name of the event Columbia Co Fair

(b) Dates of event JULY 25-29, 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.

Columbia Co Fair
(Name of Organization)

Officer _____
(Signature/date)

Officer: Russ Shaw
(Signature/date)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

22-C120529

COLUMBIA COUNTY FAIR ASSOCIATION

May 30, 2012

City of Portage

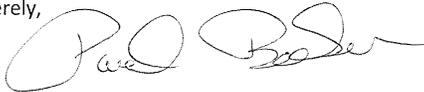
115 Pleasant Street

Portage WI 53901

To whom it may concern:

The Columbia County Fair is scheduled for July 25 - 29 2012. We are requesting a permit for the fair using a single fenced area for the Area contained inside the new Fenced Area. We will ID and wrist band all customers purchasing Beer from the Fair Board. Any one observed with Beer who is not ID and wrist banded will be checked for proof of ID and wrist banded or be subject to state of Wisconsin and City of Portage regulations for failure of meeting those Regulations, We will be serving the beer from under the grandstand area for consumption on the Fair Grounds. All beer will be served in open containers only for use on the Grounds. We will post notice at all exits that it is illegal under state and city regulations to remove any beer from the grounds and that anyone doing so will be subject to those charges. The Columbia County Sherriff department will be assisting us in regulating the proper use of beer on site. The Columbia County Fair would be glad to hear any other requirements and or request to make the allowance of this permit as it would be the first time a group has requested a permit for this serving area. We are requesting the waiver to allow the single fence option in the beer serving area. The required license bartenders and form are completed. For any questions or other information please contact Paul Becker 608-697-9293 or Russ Shaw at 608-697-0395.

Sincerely,

A handwritten signature in cursive script, appearing to read "Paul Becker". The signature is written in black ink and is positioned to the right of the word "Sincerely,".

RESOLUTION NO. 12-030

RESOLUTION RELATIVE TO FEE SCHEDULE

WHEREAS, the City of Portage previously adopted a Fee Schedule, Resolution No. 12-005, dated January 26, 2012; and

WHEREAS, it is necessary to revise the Fee Schedule to include a fee for filing an alcohol license application late; and

WHEREAS, attached to this Resolution is a revised Fee Schedule which sets forth various fees prescribed by the Code of Ordinances and other required fees;

NOW THEREFORE IT IS HEREBY RESOLVED by the Common Council of the City of Portage that the attached Fee Schedule shall be adopted and shall be on file with the City Clerk.

DATED this 28th day of June, 2012.

Kenneth H. Jahn, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

Resolution requested by:
Legislative and Regulatory Committee

Propose Fee Schedule 06/28/12

Administration

2-442	NSF Checks	\$25.00
2-455	Publication Fees.....	\$25.00
2-458	Hazardous Material Reimbursement.....	Actual Costs
2-459	Sale of Wood.....	Solicit two (2) quotes
2-460	Special Assessment Letter.....	\$15.00
2-534	Public Records	\$.25 per page for copies plus search costs \$2.00 per CD

Animals

6-53(a)	Dog and Cat.....	\$5.00 spayed or neutered per license year
6-54(a)	Kennel.....	\$30.00 for a kennel of twelve (12) or fewer dogs and an additional \$3.00 for each dog in excess of twelve (12). \$10.00 not spayed or neutered per license year
6-55	Late Fee	\$5.00
6-102(c)(1)b	Dangerous Animal License.....	\$180 annually, 1 st year is prorated according to month animal is declared dangerous

Buildings and Building Regulations

The maximum administrative fee is \$1500.

10-37(d)(2)	Transfer, place or dump soil fill within the City....	\$15.00 which shall be retained if permit is not issued \$10.00 per truck for each truck hauling to fill area
10-39	Preliminary Inspection for Relocating Structure and Moving Structure	\$200 + 30% + Bond + Insurance
10-39	Commercial Remodel (Does Not Include Mechanicals).....	\$0.08/sq. ft. – Min. \$75 + 30%
10-39	Commercial New, Additions, Remodel for Storage or Shell Buildings (Does Not Include Mechanicals).....	\$0.07/sq. ft. – Min \$75 + 30%
10-41	New Construction – Residential (Includes: decks, garages, basements and mechanicals).....	\$0.185/sq. ft. - \$500 min. + 30% + San Sew Conn. (+\$75 zoning review)
10-41	Remodel - Residential.....	\$0.185/sq. ft. - \$75 min. + 30% + \$50 zoning review
10-41	Addition – Residential.....	\$0.185/sq. ft. - \$100 min. + 30% + \$50 zoning review
10-41	Foundation - Residential	\$60 + 30%
10-41	Garage (Detached).....	\$75 + 30% + zoning review \$10 < \$1,000; \$50 > \$1,000 value
10-41	Deck.....	\$60 + 30%
10-41	New construction, Addition, Commercial Multi-Family (3 Family or More) Restaurants, Motels, Offices, CBRF, Taverns, Mercantile, Assembly Halls, Manufacturing and Industrial, Schools, Hospitals, Schools, Institutional, and Vehicle Repair and Storage, etc.....	\$0.12/sq. ft. - \$75 min. + 30%
10-41	Foundation – Commercial (Early Start)	\$100 + 30%
10-41	Reinspections	\$75/hr
10-76, 10-116 & 10-191	Work Begun Without a Permit Plumbing, HVAC, Building and Electrical	Double permit fees

10-76(2)	Plumbing permit.....	\$60 + 30% - Residential \$0.04/sq. ft. - \$60 min. + 30% - Commercial
10-116	Heating, Ventilating, Air Conditioning.....	\$60.00 + 30% - Residential \$0.03/sq. ft. - \$60 min. + 30% - Commercial
10-154	Electrical permit.....	\$60.00 + 30% - Residential \$0.04/sq. ft. - \$100 min. + 30% - Commercial
	Signs.....	\$100/Ground Sign + 30% + bldg. & elec. if required \$60.00/Other Signs + 30% + bldg. & elec. if required
10-228	Permit Application, Control Plan, and Permit Issuance (Erosion Control).....	\$75 + 30% - New One and Two Family \$50 + 30% - Residential Additions \$150 for First Acre + \$50/Acre thereafter + 30% - Commercial
10-272(f)	Storm water land disturbing.....	Actual costs
10-272(d)	Storm water land disturbing.....	\$425.00
10-272(a)(1)	Storm water land disturbing.....	\$150.00
10-303	Driveway.....	\$100.00
	Manufacturing and HUD Dwellings.....	\$300.00 + \$0.185/sq. ft. for garages and decks+ 30% + San Sew Conn.
	Plus State Seal (New One and Two Family).....	Cost of seal + \$2.00
	Raze/Demolition.....	\$25 + 30%

Businesses

14-53	Fermented Malt Beverage Wholesale.....	\$25.00 per license year
14-53	Class "A" Intoxicating Liquor.....	\$500.00 per license year
14-53	Class "B" Intoxicating Liquor.....	\$500.00 per license year
14-53	Class "A" Beer Retailers.....	\$50.00 per license year
14-53	Class "B" Beer Retailers.....	\$100.00 per license year
14-53	Class "B" Beer Picnic.....	\$10.00 per license year
14-53	Class "B" Wine Picnic.....	\$25.00 per license year
14-53	Change of Agent.....	\$10.00
14-53	Change of Premises Description.....	\$10.00
14-53	Change of Trade Name.....	\$10.00
14-53	Late filing of alcohol license application.....	\$500.00
14-94(a)	Operator's License.....	\$25.00 per license year
14-94(b)	Provisional License.....	\$25.00
14-132	Cigarette License.....	\$100.00 per license year
14-161	Soda Water License.....	\$5.00 per license year
14-194(a)	Direct Seller.....	\$10.00 per week
14-235(a)	Transient and Temporary Public Entertainment.....	Carnivals \$25.00 per day Circuses \$25.00 per day Public Entertainment \$10.00 per day, \$25.00 per week
14-272(a)	Dance.....	\$25.00 per license year
14-275	Floor Manager.....	\$25.00 per license year
14-303	Junk Dealer.....	\$25.00 plus \$5.00 for each additional storage building, yard or premises per license year
14-306	Special Junk Dealer.....	\$3.00 per day
14-341(b)	Amusement Devices.....	\$10.00 per license year
14-342	Skating Rink.....	\$10.00 per license year
14-343	Bowling Alleys.....	\$10.00 each lane per license year
14-344	Theaters.....	\$25.00 each screen per license year
14-374(e)	Weights and Measures.....	\$35.00 per license year

Emergency Services

22-38(c)	False Fire Alarms involving system malfunctions.....	4 th - 7 th alarms in any year, not less than \$100 and no
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more than \$200 for each violation, plus applicable assessments, penalty surcharge and court costs.
 8th – 10th alarms in any year, not less than \$200 and no more than \$400 for each violation, plus applicable assessments, penalty surcharge and court costs.
 11 or more alarms in any year, not less than \$400 and no more than \$800, plus applicable assessments, penalty surcharge and court costs

22-38(c)(2)	False Fire Alarms Malicious	Not less than One Thousand Dollars (\$1,000.00) and no more than Two Thousand Dollars (\$2,000.00), plus applicable assessments, penalty surcharge and court costs
22-39(c)(1)	False Burglar Alarms	Third alarm for a location within a period of one year \$25.00 Fourth alarm for a location within a period of one year \$35.00 Fifth alarm for a location within a period of one year \$45.00 Sixth and subsequent alarms for a location within a period of one year \$65.00.

Environment

26-73(a)	Natural Lawn.....	\$25.00
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Fire Prevention and Protection

30-82	Occupancy Permit and Inspection	\$75
30-83(c)(1)	Outdoor Furnace Permit.....	\$75
30-135	Appeals (Fire Prevention and Protection)	\$150
30-162	Monitoring Requirements (Sprinkler)	Included with Occupancy Permit
30-171	Automatic Fire Sprinkler Systems Variance Board	\$100
30-415(b)	Fireworks	\$200.00 per license year
30-344	Fire and Smoke Detection Systems	Included with Occupancy Permit

Housing

38-71	Administration (Housing)	\$100
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Motor Vehicles and Traffic

50-88(a)(1)	Short Term Parking	\$5.00
50-88(a)(2)	Long Term Parking.....	\$10.00
50-151(d)	Parking Violations	\$15.00
	Blocking Driveway	\$5.00
	Official Sign.....	\$5.00
	Yellow Line	\$5.00
	Fire Lane.....	\$25.00
	Fire Hydrant.....	\$50.00
	Snow Emergency	\$50.00
	Handicap Parking	\$50.00
	Other.....	\$5.00
50-183(b)(2)	Bicycle	\$2.00
50-374(c)	Junked Vehicles and Appliances on Private Property.....	\$200.00
50-401(e)	Horse Drawn Vehicle License.....	\$125.00 per vehicle

Park and Recreation

54-42	Fees and Charges (Parks and Recreation.....	Cross Reference with 54-93
54-93	Park Reservation Fee.....	\$10.00 per day Monday through Friday for residents, \$20.00 per day Monday through Friday for non-residents; \$20.00 per day Saturday, Sunday and Holiday for residents \$50.00 per day Saturday, Sunday and Holiday for non-residents

Solid Waste

62-36(a)	Solid Waste Disposal.....	\$2.00 per sticker for each additional bag
62-36(c)(1)	Tax Exempt Properties.....	Annual contract cost for weekly pick up of approved container plus \$25.00 annual administration fee

Streets, Sidewalks and Other Public Places

66-5(a)	Dumpster.....	\$10.00
66-54(f)(2)	Street Opening Permit.....	\$150.00 plus \$1,000.00 deposit or bond
66-92(c)	Street Privilege.....	\$10.00 plus actual city costs
66-265	Street Use.....	\$25.00
66-349	Procession, Parade, Run, Walk, Bicycle Race, Marathon.....	\$10.00
66-126	Snow and Ice Removal.....	\$1.00 per running foot plus time, material and equipment costs

Subdivision

70-6(f)	Certified Survey Map.....	\$100.00
70-10	Park Fees.....	\$600 per unit
70-11(c)	Subdivision or Condominium.....	\$500.00
	Review Fees.....	Actual cost with \$2,500.00 deposit.

Taxation

74-32(d)	Hotel/Motel.....	\$15.00 per license year
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Utilities

78	Sewer Connection Charge.....	New residential construction \$500 per Residential Equivalent Connection up to two (2); and \$400 per Residential Equivalent Connection thereafter the first two (2) Residential Equivalent Connections for multi-family. Commercial, industrial and other non-residential sanitary sewer hook-up fees shall be based on the City Engineer's estimate of the number of Residential Equivalent Connections based on the plumbing design submitted. The applicant shall have the opportunity to request a one time hook-up adjustment based on actual flows after (2) years have elapsed, but prior to (3) years elapsing from the actual hook-up.
78-37(c)	Private well.....	\$25.00
78-39	Water Rates, Deposits Charges	
	Private Fire Protection Service – Unmetered.....	
	Monthly Charges	2-inch, \$7.00 3-inch, \$12.00 4-inch, \$20.00 6-inch, \$41.00 8-inch, \$65.00 10-inch, \$98.00 12-inch, \$142.00 14-inch, \$195.00

General Service – Metered – Monthly Charges .. 5/8-inch meter, \$5.70
 3/4-inch meter, \$5.70
 1-inch meter, \$9.30
 1-1/4-inch meter, \$12.30
 1-1/2-inch meter, \$15.45
 2-inch meter, \$23.00
 3-inch meter, \$40.00
 4-inch meter, \$63.00
 6-inch meter, \$120.00
 8-inch meter, \$189.00
 10-inch meter, \$279.00
 12-inch meter, \$369.00

Plus Volume Charge:

First 30,000 gallons used each month - \$3.20 per 1000 gallons
 Next 70,000 gallons used each month - \$3.14 per 1000 gallons
 Next 200,000 gallons used each month - \$2.85 per 1000 gallons
 Over 300,000 gallons used each month - \$1.90 per 1000 gallons

Reconnection Charges:

	<u>During Normal Business Hours</u>	<u>After Normal Business Hours</u>
Reinstallation of meter, including valving at curb stop	\$35.00	\$50.00
Valve turned on at curb stop	\$30.00	\$45.00
Frozen meter charge	\$44.00	\$87.50

Water Lateral Installation Charge Actual Cost

Bulk Water Service Charge - \$35.00 per tank load
 Volume Charge - \$3.20 per 1,000 gallons
 \$1,000 deposit required for hydrant meter

Additional Meter Rental Charge 5/8 and 3/4-inch meter - \$3.50 per month
 1-inch meter - \$5.70 per month
 1 1/4-inch meter - \$7.50 per month
 1 1/2-inch meter - \$9.50 per month
 Initial meter - \$35.00 (one time charge only)

Temporary Metered Supply, Meter and Deposits:

Service charge for setting the valve and
 furnishing and setting the meter \$35.00
 Deposit for valve and meter..... \$1,000.00

Water usage shall be billed at actual rates.

Hydrant Charges

Service charge for setting or moving sprinkler
 valve \$20.00

The minimum charge for water usage Actual cost, not less than \$10.00. \$1,000 Deposit.

78-127(c) Sewer Service Charge
 Category A
 Fixed Monthly Charge = \$10.93/equivalent 5/8 inch meter
 Volume Charge = \$2.86/1,000 gallons

Category B
 Fixed Monthly Charge = \$10.93/equivalent 5/8 inch meter
 Volume Charge = \$2.86/1,000 gallons
 Surcharge for BOD greater than 250 mg/l=\$0.48/lb.
 Surcharge for Suspended Solids greater than 250 mg/l=\$0.45/lb.
 Surcharge for Total Phosphorus greater than 7.0 mg/l=\$0.91/lb.

78-127(g)(1) Disposal of Septic Tank Sludge and Holding
 Tank Sewage Permit \$50.00 per calendar year

78-127(g)(3)
 (b) Sewer Charge for Disposal of Septic Tank
 Sludge and Holding Tank Sewage Wastewater - \$6.00/1,000 gallons
 BODS/Suspended Solids <250 MG/L Total P <10 MG/L
 High-strength Wastewater - \$40.00/1,000 gallons
 BODS/Suspended Solids 250 – 1000 MG/L Total P
 10 – 20MG/L

 Portable Toilet Waste - \$60.00/1000 gallons

 Extra-strength Waste – Not accepted.
 BODS/Suspended Solids >1000 MG/L Total P> 20MG/L
 Grease and Settling Basin Material – Not accepted

 Administrative Fee: \$10.00 per load for non-permitted
 haulers.

 Analytical Fees (if required by City):
 BODs = \$12.00 per test
 Suspended Solids = \$8.00 per test
 Total Phosphorus = \$16.00 per test
 PH = \$4.00 per test
 Ammonia Nitrogen = \$16.00 per test

78-132(b) Sewer Permit Appeal \$15.00

Vehicles for Hire

86-35(c) Taxi Driver's License \$25.00 per license year
 86-35(c) Provisional Taxi/Cab Operator License \$25.00

Zoning

90-34 Zoning and Occupancy Permit Occupancy Permit included in
 construction permit for single family residences and
 duplexes
 \$150 for Building Inspector and Fire Inspector
 90-36(1) Rezoning \$50.00 per application including repetitions of previous
 applications
 90-36(2) Conditional Use Permit \$50.00
 90-36(3) Variance \$50.00
 90-93 Zoning Code Petition for Change or
 Amendment

90-171	PUD Planned Unit Development Procedures	\$75	Administrative Costs Plus Actual Review Costs
90-633	Parking Lot	\$75	
	Signs.....	\$100/Ground Sign + 30% + bldg. & elec. if required	
		\$60.00/Other Signs + 30% + bldg. & elec. if required	
90-771, 90-773	Miscellaneous (accessory bldg. where building permit not required, fence, above ground pool, etc.).....	Zoning Permit \$60.00 + 30% + building permit if required	
90-774	Swimming Pool.....	\$60.00 + 30%	
90-806	Mobile Home Park Developer's Permit.....	\$50.00	
	Wood-Fired Furnace Permit Fee	\$75.00	

Miscellaneous

Portage Fire Department – Charges for Emergency Responses

Manpower

Command Officer-Chief's Salary	\$40.02 per hour
Captain Engineer	\$21.32 per hour
	\$31.98 per hour for overtime
Lt. Engineer	\$20.45 per hour
	\$30.68 per hour for overtime
Inspector/Engineer	\$27.08 per hour
	\$40.62 per hour for overtime
Engineer	\$19.31 per hour
	\$28.97 per hour for overtime
Secretary	\$16.48 per hour
	\$24.72 per hour for overtime
Paid-on-call Firefighter	\$10.00 per hour

Vehicles

Aerial.....	\$250.00 per hour
Engine.....	\$200.00 per hour
Rescue/Hazmat	\$175.00 per hour
Tankers.....	\$160.00 per hour
Grass	\$100.00 per hour
Command	\$65.00 per hour

Other Equipment

Hovercraft	\$70.00 per hour
Boat	\$50.00 per hour
Silo Fire Equipment	\$50.00 per hour
Confined Space Rescue.....	\$50.00 per hour
Rescue System (jaws, air bags).....	\$100.00 per hour

Mileage

Total miles (round trip) x	\$.375 per mile
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Materials

Actual invoice costs (including cellular telephone at \$.75 per minute)

Park and Recreation

Resident and Nonresident.....	\$10 per event per person
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Nonresident has additional \$20.00 fee to be paid each six (6) month period, unless the township pays a co-sponsorship fee of \$1,000 per year.

A family can petition the Park and Recreation Board for a hardship waiver for the payment of fees.

Flea Market – outside booth.....\$15
Flea Market – inside booth.....\$20

Water

Water flow test conducted by a private
company \$40