

City of Portage Common Council Meeting  
Council Chambers of City Municipal Building  
115 West Pleasant Street, Portage, WI  
Regular Meeting – 7:00 p.m.  
August 23, 2012  
Agenda

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Recognition of Dr. Curtis
5. Proclamation – National Assisted Living Week 2012, “Art for the Ages”
6. Approval of Agenda
7. Minutes of Previous Meeting
8. Consent Agenda
  - A. Reports of Sub-Committees, Boards, and Commissions
    1. Board of Zoning Appeals
    2. Library Board Fundraising Task Force
    3. Business Improvement District Board of Directors
    4. Police and Fire Commission
    5. Tourism Promotion Committee
    6. Community Development Authority
    7. Park and Recreation Board
    8. Cable TV Commission
  - B. License Applications
    1. Operator
9. Committee Reports
  - A. Finance/Administration Committee
  - B. Human Resources Committee
    1. Action on Interim City Administrator
    2. Community Service Officer update and recommendation
  - C. Legislative and Regulatory Committee
    1. Action on Operator License application for Molly A. Patchin
    2. Action on Class B Combination License application for Gerald D. Spears, 1505 New Pinery Road
    3. Action on Change of Agent for Kwik Trip Store #653, 1223 East Wisconsin Street – Nona Hartman

- D. Finance/Administration Committee
  - 1. Approval of funding for East Wisconsin Street resurfacing
  - 2. Approval of funding for Townsend Street resurfacing
- 10. Old Business
  - A. Ordinances
    - 1. Charter Ordinance No. 12-009 relative to Term of Office for Alderperson
- 11. New Business
  - A. Resolutions
    - 1. Resolution No. 12-035 relative to Submitting the Attached Charter Ordinance 12-009 to a Referendum at the November 6, 2012 General Election Pursuant to Wisconsin Statute §66.0101(7) and §9.20(4)
    - 2. Resolution No. 12-036 relative to Proposing to Discontinue that Portion of Canal Street Lying North of State Highway 33 in the City of Portage, Columbia County, Wisconsin, pursuant to Wis. Stat. §66.1003
    - 3. Resolution No. 12-037 relative to Proposing to Discontinue that Portion of Denning Street Lying Northwesterly of Old Agency House Road in the City of Portage, Columbia County, Wisconsin, pursuant to Wis. Stat. §66.1003
    - 4. Resolution No. 12-038 relative to Proposing to Discontinue that Portage of Jones Street Lying Northwesterly of State Highway 33 in the City of Portage, Columbia County, Wisconsin, pursuant to Wis. Stat. §66.1003
  - B. Correspondence – Thank you from Lydia Reilly and Layleigh Marshall
  - C. 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, and on West Cook/DeWitt Street
- 12. Adjournment

## **National Assisted Living Week<sup>®</sup> 2012 “Art for the Ages”**

**Whereas**, the number of elderly and disabled Americans is dramatically increasing;

**Whereas**, assisted living is a long term care service that fosters choice, dignity, independence and autonomy in our elderly nationwide;

**Whereas**, the National Center for Assisted Living proudly created National Assisted Living Week<sup>®</sup>;

**Whereas**, the theme of National Assisted Living Week<sup>®</sup> 2012—“Art for the Ages”— highlights the opportunity to share with our residents a multitude of events and activities that demonstrate how much we care for and love them;

**Therefore**, do I, Mayor Ken Jahn, proclaim the week of September 9 -15, 2012 as National Assisted Living Week<sup>®</sup> in this city of Portage, Wisconsin. I urge all citizens to visit friends, and loved ones who reside at these facilities and also to learn more about assisted living services and how they benefit our communities.

Given under my hand this 23<sup>rd</sup> day of  
August, 2012 at Portage Wisconsin

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Kenneth H. Jahn, Mayor

Common Council Proceedings  
City of Portage

Regular Meeting  
Council Chambers  
City Municipal Building

August 9, 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, City Clerk Moe, City Attorney Spankowski,  
Deputy City Clerk Kranz, Police Chief Manthey, Assistant Police Chief  
O'Neill

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**

No changes. Motion by Maass, second by Garetson to approve the  
agenda. Motion carried unanimously on call of roll.

**5. Minutes of Previous Meeting**

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

**6. Consent Agenda**

Reports of Sub-Committees, Boards, and Commissions

Library Board meeting of August 7, 2012

Joint Park and Recreation Board and AdHoc Committee for Proposed

Welcome Center meeting of July 31, 2012

Emergency Planning Committee meeting of August 3, 2012

Applications

Operator License applications for period ending June 30, 2013 for the  
following: Joni L. Kreiser and Phillip J. Stoffels.

Motion by Dodd, second by Maass to approve the consent agenda. There was a question under the Emergency Planning Committee as to whether the specifications for the bracket and approval from DOT has been received. Specifications are coming and approval has been received. Under the Joint Park and Recreation Board and AdHoc Committee for Proposed Welcome Center meeting, it was Ald. Maass' opinion that the purpose for the AdHoc Committee has been met as the location for the facility has been determined. She continued that the committee should be recommending, not taking action. Mayor Jahn stated that the committee serves an advisory role to the council and as Mayor can appoint and change the role and scope of adhoc committees. Motion carried unanimously on call of roll.

## **7. Committee Reports**

### Human Resources Committee Meeting of July 23, 2012

Motion by Dodd, second by Garetson to approve the hiring of Kim Stillwell at pay grade 5, step E with an hourly rate of \$17.90 for the Community Service Officer position. Motion carried unanimously on call of roll.

Motion by Dodd, second by Garetson approve the revised job description for Assistant Chief of Police and change the pay grade to 11, step G, effective August 5, 2012. Motion carried unanimously on call of roll.

### Legislative and Regulatory Committee meeting of July 30, 2012

Motion by Oszman, second by Miller to overturn the dangerous dog declaration for Buster owned by Patrick and Lisa Shier. Motion carried unanimously on call of roll.

### Municipal Service and Utilities Committee meeting of August 2, 2012

Motion by Garetson, second by Oszman to approve the in-kind service request for Living Steps for Loved Ones, breast cancer walk and to waive the park fee. Motion carried unanimously on call of roll.

Motion by Garetson, second by Oszman to approve the in-kind service request for River of Life Church, Harvest Party. Motion carried unanimously on call of roll.

There was discussion regarding the Canal Project engineering and using the federal earmarks for the consultant, working through DOT. Motion by Maass, second by Klapper to send this item back to the Municipal Services Committee for reconsideration. DOT's liaison, Kim Johnson, will be requested to attend the meeting. Motion carried unanimously on call of roll.

Mayor Jahn requested that a decision on the Conant Street parking structure be held off as he is exploring different ideas with the City

Attorney. There has been an inquiry from a private individual to take over the structure. Another idea was to give the structure to BID. This subject will be taken up at the next Municipal Services Committee meeting.

Finance/Administration committee meeting of August 6, 2012 and August 9, 2012

Motion by Dodd, second by Klapper to approve claims in the amount of \$718,636.66. Motion carried unanimously on call of roll.

Motion by Dodd, second by Klapper to approve a lease for Employment & Training Association, Inc. from September 1, 2012 to June 30, 2013.

Motion carried unanimously on call of roll.

Motion by Dodd, second by to approve the transfer of funds from accounts 100-02-51410-200 and up to 100-01-5111-211 for the purchase of Microsoft Office (10 copies). Motion carried unanimously on call of roll.

Motion by Dodd, second by Oszman approve the purchase of office equipment for the municipal court office in the amount not to exceed \$2,000.00; and to approve the transfer of \$1,350.00 from account 100-02-51500-290 to account 100-02-51400-823 for office equipment in the office area. Motion carried unanimously on call of roll.

Motion by Dodd, second by Miller to approve a contract with Frontier for internet services for one year. Motion carried unanimously on call of roll.

Motion by Dodd, second by Klapper to approve Change Order No. 2 for Contract No. 12-001 Wastewater Treatment Plant Upgrades. Ald. Maass stated that she could not support the motion without knowing about the SCADA upgrades that may be needed next year. Motion carried 8 to 1 on call of roll with Maass voting no.

Motion by Dodd, second by Miller to approve the transfer of funds from account 100-20-53311-111 to account 100-20-53540-820 in the amount of \$5,016.48 for Market Square Electrical work. Motion carried unanimously on call of roll.

Motion by Dodd, second by Oszman to approve the award of Contract No. 12-007 Village Road Sidewalk Construction Improvements to Van's Construction in the amount of \$25,141.00. Motion carried unanimously on call of roll.

Motion by Dodd, second by Klapper to approve the award of Contract No. 12-008 Street Chip Sealing to Scott Construction in the amount of \$69,111.30. Motion carried unanimously on call of roll.

Motion by Dodd, second by Oszman to approve the award of Contract No. 12-009A Street Asphalt Resurfacing to Gasser Construction in the amount of \$83,883.40. Motion carried unanimously on call of roll.

No action was taken on the funding for East Wisconsin Street resurfacing and for the funding for Townsend Street Resurfacing.

**8. Old Business**

Ordinance - reconsideration

Motion by Klapper, second by Miller to reconsider Ordinance No. 12-007 relative to Floodplain Zoning by title only. Motion carried 7 to 2 with Hamre and Maass voting no. Motion by Dodd, second by Maass to pass Ordinance No. 12-007 relative to Floodplain Zoning. Motion carried unanimously on call of roll.

Designation of the zoning administrator

Motion by Oszman, second by Klapper to designate Director of Public Works Bob Redelings as Zoning Administrator. Motion carried unanimously on call of roll.

**9. New Business**

Ordinance

Charter Ordinance No. 12-009 relative to Term of Office for Alderperson received its first and second readings. It was Ald. Maass' opinion that a two year term is sufficient.

Resolution

Resolution No. 12-035 relative to Submitting the Attached Charter Ordinance 12-009 to a Referendum at the November 6, 2012 General Election Pursuant to Wisconsin Statute §66.0101(7) and §9.20(4). This Resolution will be taken up at the next meeting.

Motion by Oszman, second by Dodd to go into closed session pursuant to Wisconsin State Statutes 19.85(1)(b) for the reconsideration of an Operator License for Michael W. Madsen; and pursuant to Wisconsin State Statutes 19.85(1)(g) to confer with legal counsel in regard to a through the fence agreement with Raymond Wiegel; and pursuant to Wisconsin State Statutes 19.85(1)(e) to consider the potential purchase of property on West Cook/DeWitt Street. Motion carried unanimously on call of roll at 9:12 p.m.

Motion by Maass, second by Hamre to overturn the denial of an Operator License for Michael W. Madsen and to approve the license. Motion carried 7 to 2 on call of roll with Miller and Oszman voting no.

**10. Adjournment**

Motion by Oszman, second by Hamre to adjourn. Motion carried 8 to 1 on call of roll with Oszman voting no at 9:53 p.m.

Marie A. Moe, WCPC, MMC  
City Clerk

**City of Portage  
Board of Zoning Appeals Minutes  
Monday, August 6, 2012, 5:30 p.m.  
Municipal Building, Conference Room One**

Members Present: Philip Tegen, Chairperson; Fred Reckling, Adam Field; Carol L. Heisz

Also Present: Scott Beard, Bridget Growney, Mary Beth Growney Selene

1. Call to order – Chairperson Tegen called the meeting to order at 5:30 with the above members present.
2. Approval of minutes from previous meetings – Motion by Reckling, 2<sup>nd</sup> by Field to approve, with changes (excuse Field, end time corrected to 5:38), motion carries.
3. Public hearings and determinations

5:30 p.m.

The application of Ryan Signs, Inc., 3007 Perry Street, Madison, Wisconsin, for a variance to Chapter 90, Article V, Section 90-126B(3)(e), governing street yard setbacks in an R-2 Single Family Residential District according to the City of Portage Zoning Ordinance.

Said variance will allow the construction of a ground sign eleven (11) feet from the street yard line at 330 West Collins Street, Portage, Wisconsin, a variance of nineteen (19) feet.

Mary Beth Growney Selene was present to discuss the proposed sign for Madison College. She said the sign would be located on the campus side of the driveway, not the residential side, and perpendicular to the street. They've taken into account the vision triangle as well as the large tree and other unique issues. The sign background would be opaque, with just the shield and letters backlit, so as not to be excessively bright for their neighbors. Motion by Reckling, 2<sup>nd</sup> by Tegen to approve variance as presented, motion carries.

4. Adjournment – motion by Field, 2<sup>nd</sup> by Reckling to adjourn at 5:38 p.m. , motion carries.

Respectfully submitted,  
Carol L. Heisz, Secretary

City of Portage  
Minutes of Business Improvement District Board of Dir. meeting  
Wednesday, August 8, 2012  
115 West Pleasant Street, Conference room 1

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

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

**Members Absent** Jim Rusch

**Non-Members Present:** Gil Meisgeier, BID Contractor, Main Street Portage Ex. Dir. /BID Administrator; City Treasurer Ruth Lohr, PACC Exec. Dir. Mariann Hanson.

- 2. Approval of July 11, 2012 Minutes**

Motion to approve July 11, 2012 minutes. Motion by Rusch, 2nd by; Schmidt  
Motion by Krueger, 2<sup>nd</sup>. Shadel; Motion carried, all in favor.

- 3. Claims to pay & Financials Report**

Claims were presented by Treasurer Wilz, Motion to approve by Krueger, 2nd by Shadel. Motion carried, all in favor. Motion to approve Treasurers report, financials as presented by Wilz. Motion by Shadel; 2<sup>nd</sup> by Krueger. Motion carried, all in favor.

Discussion took place re: BID 2013 BID budget was presented by BID budget Com. Schmidt, Wilz & Polnow. Discussion followed. Motion to approve 2013 budget by Krueger, 2<sup>nd</sup>. Shadel ; Motion carried, all in favor.

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

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

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

None, no action

Discussion on developing plans for a Community Center on former Woolen Mill site.

No action.

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

Steve Polnow and Meisgeier brought board up to date on committee activity

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.

**8. Reports were given on several city issues of concern to the BID**

- A. Conant St. parking facility
- B. Downtown trees
- C. Walking Tour signs
- D. Stone Watch House on river
- E. Canal Engineering for continuing project
- F. The Flirt/ Image/ Rhyme building action by council

Following reports and discussion, President Joyce appointed a Committee to draft a letter to the City administration and Council expressing the BID Boards concerns re these issues. **Appointees named were Joyce, Polnow, Schmidt.**

**9. Motion to adjourn**

At 8:18 a.m. by Joyce, 2<sup>nd</sup> Krueger, Motion carried. All in favor.

prepared by gam

**2012 JUNE BID Maintenance Contractor Report**  
**7/01/ 2 012 to 7/31/12 submitted by**  
**Gil Meisgeier, Associated Management Services on August 3<sup>rd</sup> 2012**

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

**II. Equipment**

All's well at this time.

**III Snow removal**

**IV. BID Farmer's Market**

Market has been Down a bit due to the exceptionally high heat. Other neighboring markets closed down one week in July. We had only 5 vendors the same week, an all time low for a summer market. Four left early the other sold out!.

The new parking signs for Senior and Handicapped parking approved by the BID Board have been in use and working well..

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

Flower barrels and hanging baskets are doing well in spite of the high heat with a lot of extra care. It has been necessary to water a lot more than usual. With the number of plant sites that now exceed one hundred, only a very few plants were lost.

There are many favorable comments being made regarding the beauty and condition of flowers in the BID!

I have heard only positive comments on the street, art metal sculptures placed in two bump out planters.

Contractor has increased weed spraying with four applications through July as weeds have been growing rapidly. An observation of where BID does not spray will demonstrate how effective our program is!

The 11 remaining trees on W. Cook St. have been watered on a regular basis by contractor. Park and Rec has been watering them also with large tank on truck. Some trees are still stressed because of high heat but most look good. One has been destroyed, two others broken off. The tree guards on hand would put an end to that type of vandalism.

BID/MSP Streetscape committee is working on getting sites selecting sites for placement of permanent preformed flower beds on Cook St., presently awaiting plans showing electrical conduits etc.

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

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.

**SHOP THE BID!**

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

- The MDA Ride for Life was considered a huge PR success. Weather was absolutely superb and all plans laid came off without any major occurrences. MSP volunteers played a part in the event. All the activities were scheduled in the Downtown with most brought many people into the BID!!!
- Sand County Art Festival and Rotary beer and wine event did very well on July 7<sup>th</sup>.
- The city Council has met in closed session two times to discuss the property where the tragic fire that destroyed the historic Rhyme building. Their plans are not known at this time.
- The Davis Barber Shop east outer wall of the fire is to be stuccoed.
- The underground parking facility was on the Municipal Services Committee agenda again for the August 2<sup>nd</sup>. meeting. **LATE NOTE ON THIS - 8/3/12: LAST NIGHT THE M.S. COMMITTEE VOTED ONCE AGAIN TO CLOSE OFF THE LOWER LEVEL. THIS AFTER CITY ENGINEER**

**PRESENTED ADDITIONAL COST FIGURES AND INCOME ESTIMATES!!!! I WILL HAVE THESE FIGURES AT WED. MEETING.**

- **ALSO, M.S. COMMITTEE, AFTER SOME STRONG EXCHANGES, APPROVED CITY EXPENDITURE OF APPROXIMATELY \$150,000.00 (THEIR 20% SHARE OF THE GRANT)**
- The City Tourism Committee program to have Portage as a 2013 on Discover Wisconsin show is locked up. They have already been filming at Downtown sites and events including Farmers Market.
- The Riverside Park Welcome Center ad-hoc committee work is progressing with some design changes and recommendations. July meeting centered on final layout and selections of accoutrements.
- The Downtown Portage Area Community Center (PACC) committee has embarked on a program with General Engineering to provide preliminary plans of the proposed project on the former Woolen Mill site for presentation to City Council, Administration et al. **This would be a tremendous AND VITAL anchor for Downtown!!!!**  
Project concept should be ready for presentations IN September. Several groups and individuals have stepped up to provide the \$7,500.00 funding required for this effort. GEC is doing the work at half price for the PACC! This is on Wed. agenda.
- The I-90, 94, 39 billboard project is now up. As BID had requested, the bill board bottom line will read “Historic Downtown next exit” with a large arrow pointing right.
- The program for placing high quality two sided banners on the Hwy 33 bridge is advancing. There will be three sets of six banners. At BID request a historical set will include a banner for Historic Downtown, The Portage Canal. Also pictured will be Surgeons Quarters, Agency House and two end banners that will contain Welcome and Thank You messages on reverse sides.
- Paint the Town 2012 got underway with the delivery of the Lynn Properties scissor lift to the Downtown. The lift is in use at Prairie Flower Beads. Rita and Art are using the lift to paint new faces on the front and rear of their large Cook Street building.
- The former St. Vincents building on west Cook St. is undergoing extensive renovations.
- A new home care business opened in the former Sweet Dreams site next to Davis Barber Shop.

**NOTE: For detailed report and other additional items in the MSP/BID, see emails from GAM and MSP E.D. report.**

END OF JULY, 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**

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.**

**YOU DON'T HAVE TO WAIT FOR A BID MEETING! CONTRACTOR IS AVAILABLE 24/7 !**

**JUST GIVE A CALL TO 742-5054; CELL # 608 334-4207**

Thank You, STAY COOL AND ENJOY LIFE !!!

**AND..... SHOP THE BID!**

MAIN STREET PORTAGE  
Executive Director's Report (Final/revised)  
JULY 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 WISCONSIN WILL BE CONDUCTING DIRECTORS AND BOARD MEMBERS**  
**TRAINING ON AUGUST 23<sup>RD</sup>. & 24<sup>TH</sup>. AT THEIR OFFICES IN MADISON.**

**DON'T FORGET, YOU CAN ALSO SEE THE 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**

**MSP Web Site improvements ongoing:** 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.

**MSP ran a Lemon Ice stand** as a fund raiser at the Garden Tractor Daze. With all supplies donated by Culvers we netted \$270.00. Thanks to volunteers Jerry Indermark and Ron Wendt who assisted Shane and GAM in the operation.

The Downtown Portage Area Community Center (PACC) committee program with General Engineering to provide preliminary plans of the proposed project on the former Woolen Mill site for presentation to City Council, Administration et al is progressing. Project concept should be ready for presentations around the beginning of September.

## **ECONOMIC REVITALIZATION COMMITTEE**

### **USDA GRANT(s)**

GAM completed USDA reports for 2011 and to date for 2012 and forwarded same to Kristen Peterson from USDA. Final scheduling and budgeting for the fulfillment of the work plans submitted and approved by the USDA should be completed by the end of August.

### **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.

1. **DONE - JULY 30th - Upstairs Downtown, Grow Up, Not Out – Professor Mike Jackson described how**

**unused or under used second stories. How to capitalize on the increased retail space and/or residents while enhancing the appeal of the Downtown.**

**This was the first of two presentations in Portage. One at the Agency House on 8/31/12 about green reuse/redevelopment of vintage properties.**

2. **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

3. **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)**

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

5. **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.

**6. 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. The former Black's Furniture sign was one of the signs but will have to wait as the access building was destroyed by fire. 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.

**7. BUSINESS NEWS IN MSP/BID:**

- Smart Woman moved into their location in the former Book World location.
- The owners of the former Penny's building are developing a plan whereby the space may be used.
- Relocation of a second business within the district is being worked on.
- E.D. has been working on the possibility of a bakery/café in the downtown.

**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.

Metal sculpture street art: Two pieces of metal art have been placed in square planters on bump outs. One near Shane Schmidt's office the other near Welcome Home Sew and Vac.

Plans are to obtain six more for the remaining square planters.

**MSP PAINT THE TOWN 2012** Paint the Town 2012 got underway with the delivery of the Lynn Properties scissor lift to the Downtown.

Prairie Flower beads is the present user . Rita and Art are painting the front and rear of their large Cook Street building.

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 care 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 – NEW BOARD MEMBERS RIED BALLMORE AND JON CRAWFORD HAVE CONSENTED TO BE THE CO-CHAIRS OF THE PROMOTIONS COMMITTEE !**

**MDA RIDE FOR HEALTH** MSP volunteers assisted during the monitoring intersections as the riders arrived in Portage.

**SIDEWALK SALES** E.D. worked with media store owners on Side Walk Sale advertizing and other promotional activities for the event on August 4<sup>th</sup>.

**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 1<sup>st</sup>. Saturday, 10am, from Chamber office
- June – August - Concerts At the Portage every Wednesday night, Riverside Park
- June 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> – Canal Days 2012
- June 30<sup>th</sup>. Fourth of July Parade, Cook St.

- July 7th. Sand County Fine Arts Festival
- July 21<sup>st</sup>; MDA Ride For Life, 1,000 bikes Downtown, Cook St. 12:30 to 2:30
- **August 4<sup>th</sup> - MSP Super Sidewalk Sales**
- **August 11<sup>th</sup> Kiwanis Bike to Read, hundreds of cyclers depart from Riverside Park**
- **August 24<sup>th</sup>, 25<sup>th</sup> Taste of Portage**

**TIME WELL SPENT**

- During the month of JULY, Director worked on the following.
- Contacts with 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 July, Director attended a total of 8 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 Core team members and attendance at an all day meeting in Sauk Prairie's new Chamber office.
- Numerous day to day contacts with MSP/BID leadership on various issues.
- Conferred and/or corresponded with Wisconsin Main Street administrators in Madison..
- Fielded hundreds of phone calls and emails re: MSP/BID business, activities and involvements.
- Updated USDA reports to date.

**Total estimated MSP Director Hours expended on MSP associated business during July was approximately 140 hrs. (32.5 hrs/wk. average). THX**

**END OF MSP EXECUTIVE DIRECTOR'S REPORT ON JULY 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  
Police and Fire Commission Meeting  
Wednesday, August 8, 2012, 7:00 p.m.  
Municipal Building, Conference Room Two  
Minutes**

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

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

**1. Roll Call**

Meeting called to order at 7:01 p.m. by Tom Drury.

Motion by Pat Hartley, second by Kay Miller to convene. Motion carried.

**2. Approval of Previous Meeting Minutes**

Motion by Kay Miller, second by Jeynell Boeck to approve the minutes of the May 2, 2012 meeting. Motion carried.

**3. Distribution of Police and Fire Commission Manual for future review**

Clayton Simonson put together Police & Fire Commission Administrative Manual. Police and Fire Commission will go over in 3 sections in subsequent meetings.

**4. Fire Report**

Chief Clayton Simonson

a. Training

5/8/12 Power Tools

5/15/12 Boat/Hovercraft

5/22/12 Rope Rescue

6/12/12 Pumping & Driving

6/26/12 Hazmat Decon

7/10/12 Ventilation – will burn down house in Caledonia

7/17/12 MABAS

b. Community Relations

1. School/events

- Had group of International participants tour the fire dept. Captain Hudgens explained Hazmat Team capabilities

2. Fire Safety/Extinguisher Training

- Smoke detector batteries are available at fire station
- Knox Box maintenance

3. New equipment

- Dept received 4 new sets of turn-out gear

4. Fire Suppression/rescue

- 31 vehicle accidents
- 5 vehicle fires
- 16 dispatched and cancelled enroute
- 3 good intent
- 15 wildland fires
- 1 outside rubbish/trash

- 6 building fires
  - 0 cooking fires
  - 4 fire other
  - 2 natural gas leak
  - 0 severe weather
  - 7 smoke
- c. Administration  
 Personnel: Attitudes are good  
 3 from previous will start FF1 class  
 2 more applicants will be coming in later
- d. Statistics  
 Inspections 979 inspections in first 6 months of 2012  
 Emergency responses 119 (1511.25 man-hours)  
 58 (49%) in city  
 61 (51%) in townships  
 32 (27%) were vehicle accidents  
 449 man-hours spent on training  
 439.25 man-hours spend miscellaneous including County Fair  
 8/5/12 Fire on Karla Court, unknown origination at this time; fire had huge head start before it was called in; 25 mph winds drove flames. Assisted by Pardeeville Fire Dept., Dells (Kilbourn) Fire Dept., and Poynette Fire Dept.

## 5. Police Report

Chief Ken Manthey

### a. Training

Newly sworn officer Dennis Pomeroy was trained/certified with pistol 7/23/12, trained with shotgun/rifle/taser 7/25/12

### b. Community Relations

1. Schools/child related events

2. Businesses

- Numerous thefts, graffiti

3. Neighborhoods

a) investigated and solved credit card scam

b) Assisted Fire Department at house fire 8/5/12 at 505 Karla Court; discovered re-kindled house next door on 8/6/12, Fire Department took care of it

c) Responded to stolen jewelry and checks, suspects were guests invited by owners son

d) Investigated underage drinking in Lincoln Park, 6 tickets and obstruction ticket

4. Community Service Officer

29 applicants; will start 8/13 interviewed top 10, Kim Stillwell has been selected for the position

5. Senior citizens

6. Chaplains program

7. VIPS

8. Citizens Police Academy class #4 to start January 2013

### c. Administration

1. Intergovernmental/Interagency 45 agency assists

2. Attitude & Morale

- a) Park-time officer Tom Moore continues to assist with detox transports, emergency detentions and medical clearances at DSH, also assisted with parades and the house fire call 8/5/12
- b) Officer Dennis Pomeroy sworn in Monday, July 23, as Badge #7 to replace officer Gary Peterson
- c) Officers Brian Fehd, Ben Neumann & Teresa Johnson helped save a life in Wauona Trail Manor 7/3/12 by doing chest compressions & assisting in bagging a person who had quit breathing; assisted by DSH EMS and PFD
- d. Statistics 1353 total number of calls
- e. Seasonal Issues
  - 1. Assisted with MDA & the Hunger MC fundraiser rides 7/21
  - 2. Dealt with road buckling issues and fireworks complains on/around July 4

**Next meeting 11/14/12, 7:00 pm**

Motion by Kay Miller, second by Jeynell Boeck to adjourn. Motion carried. Meeting adjourned at 8:38 p.m.

Respectfully submitted, Chuck Miller

City of Portage  
Tourism Promotion Committee Meeting  
5:00 PM August 09, 2012  
City Municipal Building, 115 West Pleasant Street  
Conference Room One  
Minutes

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

Members Excused: Kevin Kasten

Others Present: Marianne Hanson (PACC), Craig Sauer, Destinee Udelhoven, and presenters mentioned below.

**1. Roll Call: 5:00 PM (not enough members present to have a quorum)**

Meeting called to order at 5:15 PM with the above members present, (except Marty who arrived at about 6 pm)

**2. Approval of minutes from June 14, 2012 meeting:**

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

**3. Public Comment:**

Presentations were made by:

- Dennis Healy (Ad-Lit): For ads in the Wisconsin Travel Guides and on wistravel.com. No action taken at this time.
- Jeff Smith (Baraboo Broadcasting) and Derek Mayolet (Skillet Creek Media): Presentation on advertising to targeting visitors of Devils Lake and Mirror Lake. No action taken at this time.
- Doug Steele (Magnum Broadcasting): Presentation on advertising on 3 different radio stations. No action taken at this time.
- Missy Paulson (Capitol Newspapers): Presentation on Advertising with Capitol Newspapers and adding advertising in "77 Square". No action taken at this time.

**4. Discussion and Action on Claims: Total claims presented are \$24,595.98**

- A. Portage Chamber : 5 Claims (\$360.00, \$6000.00, \$7500.00, \$4000.00, and \$850.00 = \$18,710.00)
- B. Capitol Newspapers: 2 Claims (\$331.67 and \$500.00 = \$831.67)
- C. CBS Outdoor: 2 Claims (\$900.00 and \$900.00 = \$1800.00)
- D. Magnum Communications: 4 Claims (\$503.39, \$1006.78, \$581.38 and \$1162.76 = \$3254.31)

Motion made by Carol to pay the above claims, 2<sup>nd</sup> by Rick. Motion passed by roll call 5-0

**5. Beginning discussion on 2013 budget: We started talking about the budget, will discuss more at next meeting.**

**6. Discussion and action on mural request by PACC:** Brad (PACC) for a Mural Project in Portage, cost presented to us was \$1,500.00 for the 1<sup>st</sup> mural. Motion by Marty and 2<sup>nd</sup> by Carol to pay the \$1500.00 to get the 1<sup>st</sup> mural started, motion passed by roll call 5-0.

**7. Next Meeting Date:**

The next Tourism Meeting will be on Thursday September 13, 2012 at 5:15 PM

**8. Adjournment:**

Motion by Rick, 2<sup>nd</sup> by Carol to adjourn. Motion passed 5-0. Adjourned at 6:23 PM

Respectfully submitted by, Dawn Schneller, Secretary

**City of Portage  
Park and Recreation Board Meeting  
Tuesday, August 14, 2012 - 6:30 p.m.  
Municipal Building Room #1  
Minutes**

**Members Present:** Brian Zirbes Chairperson, Larry Messer, Dan Brunt, Kirk Konkel, Manager Raimer

**Members absent:** Fred Reckling, Russ Shaw

**Others Present:** Jeff Garetson, Gil Meisgeier, Kory Anderson, Rita Maass, Roger Krejchik, Dave Portage Soccer Coach, Craig Sauer - Portage Daily Register.

**1. Roll Call**

Took place at 6:35 p.m. with a call of those present.

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

Brunt made a motion to approve the minutes as written from the last meeting. Konkel seconded. The motion passed 4-0.

**3. Discussion and possible action on Paths Projects**

After some talk, a motion was made by Konkel and seconded by Larry to approve the signs of the path trails and place slips into the current maps till we need to print new maps. The motion carried 4-0.

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

Manager Raimer talked about the update that will be happening on the third field.

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

Jeff Garetson brought up a couple of items. He would like to put a fence on the west side of the soccer fields to keep extra traffic from driving on the fields and tearing them up. A motion was made by Konkel and Seconded by Brunt to allow the soccer club to purchase and place a new fence with gates on the west side of the soccer fields. After discussion about snow storage and availability to get into this area after the fence was put up the vote passed 4-0.

Jeff also asked about moving the large field to the area of the smaller fields till we can get the large field to grow back from the bad summer we had. The board did not have any problems with this. Jeff stated he would look into some portable lighting for the high school games that will be played on the large field, later this month.

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

**a. Splash Park**

Cory Anderson present the committee with drawing and layouts of the project at Goodyear Park. Members of the board had concerns with the current layout and how it might affect the storm sewers, the trees and the proposed rain gardens. Mr. Konkel said he would like the current line televised to see what shape it would be in. Other members question with the line should be moved prior to the splash pad and skateboard park were built. The committee would like the council to look into these

concerns. Another concern was the water runoff from the parking lot and placing inlet drain on the skate board park.

The committee also reviewed the design of the restrooms. They thought that the design was very good.

#### **b. Skate Board Park**

Manager Raimer meet with a small group of skate board people and should them some of the layout he had. He asked them to bring back list and names and phone numbers/email address so there could be a larger group formed to work on the layout. Sept. 1st was the deadline for names. After that there will be a large meeting date and time set.

#### **c. Flag Pole**

Manager Raimer just reminded everyone that the VFW would like to see a lighted flag pole put up in the park during all this work.

### **7. Discussion and possible action on Silver Lake Beach projects**

Mr. Brunt asked to speak first about the project. He had several concerns about how the project was handled and how much money was left in the budget, for other items at the beach. He wondered why we had to pay the extra \$3,000.00 that the engineering firm had added for putting the wrong type roof in the plan and why the City had to pay for their mistake.

The committee wanted to put the additional item into a prioritized list. #1 would be to put the new wall up, in front of the old wall; this would make the area look so much better. #2 was to address the parking lot fencing and place a retaining wall with railings on the top of the wall to protect people using the side hill if the fence is taken down. Other items will be added if enough funds were found.

### **8. Grandstands at Vet's Field**

Manager Raimer talked about the extra funding for the storm shelter from a grant. How getting that money might help get the whole project done. He reminded the committee that this project was being done with the City Engineer overseeing, General Engineering on it.

### **9. Building #7 Facial Repairs**

Several quote have been received, Manager Raimer is waiting for one more before bringing the numbers in.

### **10. Pool Update**

The pool will be taking applications for new lifeguards and instructors for the fall. Lessons will be posted sometime in early September.

Brian Zirbes made a comment about the water polo goals and that the group would like newer goals that where no falling apart.

### **11. Discussion and possible action Portage Canal Project**

Manager Raimer updated the committee on the progress of the canal project. He stated that the engineering plan was sent back to the Municipal Service Committee and that there was no real update.

### **12. Managers Report**

#### **a. Boating Dock**

Manager Raimer has started to rewrite the grant for the fishing pier. This was originally part of the grant submitted to the State a few years ago and was lost. The fishing pier was part of the original grant and when it was found, only the pier was founded.

Aldersperson Maass wanted to make sure that when the pier is taken out of the water that it would be stored inside, for the winter.

b. Five Year Plan

Chairman Zirbes explained to the group that he was working with Dave Marcouiller on a plan for graduate students to rewrite the City 5 year Park Plan so it would try into the States plan. This would make the City more eligible for grant in the future if our plans blending in with what the State was looking for. The committee thought that it would be a good idea and would work with the group to make it happen.

**13. Adjournment**

A motion by Brunt and seconded by Konkel to adjourn the meeting at 8:00 p.m. The motion passed 4-0.

Respectfully submitted  
Tim Raimer Manager

**OPERATOR LICENSE APPLICATIONS - BY LAST NAME**

**LICENSE YEAR: AUGUST 23, 2012-JUNE 30, 2013**

Rebecca L. Kowald  
Melody K. Pfutzenreuter  
Russell A. Stensrud  
Tyler J. Teasdale

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

Members Present: Rick Dodd, Chairperson; Kenneth A. Ebnetter, Carolyn Hamre

Members Excused: Marty Havlovic, Doug Klapper

Others Present: Laurie Lindell from CWCAC, City Treasurer Lohr, City Clerk Moe (arrived at 6:15 p.m.), Council Member Rita Maass and Craig Sauer from the Portage Daily Register

**1. Roll Call**

Meeting called to order 6:00 pm

**2. Approval of minutes from July 1 and July 12, 2012**

Motion by Ebnetter, second by Hamre to approve, motion passed on a 3-0 call of roll.

**3. Discussion and possible action on two block grant applications**

Laurie Lindell from Community Action Coalition stated there are actually 3 loans that she would like to bring to the attention of the committee.

Portage #17 would have a negative equity of \$30,745. The owners had a squirrel infestation that caused the problems to the home.

Dodd inquired as to the length of ownership of the property. The owners have owned for at least 5 years. How were the owners unaware of the problem? A cap was put on the opening where the squirrels gained access.

Hamre felt the inability to fix this issue may be one of other issues that are being ignored. If this is putting them into negative equity, there is a chance that this is not all inclusive. She questioned the protocol of approving these types of loans. Dodd responded that they generally are not as negative as this one. He also noted that the chimney liner will prevent heat from going into the chimney. Laurie speculated that it is likely that the water heater may be vented to it but it is not the furnace.

Motion by Hamre, seconded by Dodd to deny Portage #17 block grant application. Motion passed on a 3-0 call of roll.

There are other applications that are not over equity and are approved through the traditional approval process. Laurie will move one to the revolving loan fund to spend down the funds.

Portage #1 new block grant funds does have negative equity of \$52,304, they have not been in the house for long and they are not employed currently. The owner has been in the house for only two years. There is another infestation issue in this home as well.

Motion by Hamre, seconded by Ebnetter to deny Portage #1 block grant. Motion passed on a 3-0 call of roll.

Generally these appear to be maintenance and upkeep on the home that does increase the value on the home.

Portage #2 new block grant loan negative equity of \$37,714. There is a lead hazard issue and they have small children but none under age 6. Hamre inquired to how long they have been in the home. Lindell noted since 2006, one homeowner is employed, the other is unemployed.

Dodd noted that this one is pushing close to 50%. Hamre questioned whether or not they could come back and reduce the repairs to the lead hazard. Lindell noted that this is a possibility.

Motion by Hamre, seconded by Dodd to deny Portage #2. Motion passed on a 3-0 call of roll.

City Clerk Moe entered the meeting.

Laurie Lindell asked to be put on the agenda for the first meeting in September. The official meeting will be on Tuesday the 4th.

**4. Discussion on bank reconciliations (2011) and 2011 audit status**  
2012 bank reconciliation were into March.

Treasurer Lohr will check with auditors on the status of the audit.

**5. Discussion and possible action on PEC lease with Employment & Training Association, Inc.**

Lease with Employment & Training Associates is a new contract and the square feet is available now. The lease is a September to June and was questioned by Hamre as to the reason for the odd lease term.

Motion by Hamre, seconded by Dodd to approve the PEC lease with Employment and Training. Motion passed on a 3-0 call of roll.

**6. Discussion on 2013 budget and review meeting dates**

Dodd would like to schedule budget meetings for every other meeting. The Mayor is requesting that an HR meeting for next Monday. First budget meeting will be the 20th, then on the 4th of September. Send the budgets to Rick to determine the groups that will be included in the meetings.

**7. Discussion and possible action on Microsoft Office purchase (10 copies)**

Treasurer Lohr recommended that there are funds available from the Administrators miscellaneous accounts to cover the cost of the Microsoft Office. Savings would come from the discretionary spending in the Administrators budget.

The transfer of \$2,000 will be from 100-20-51410-200 series accounts to the 100-01-51110-211.

Motion by Hamre, seconded by Ebnetter to approve the transfer of \$2,000 from 100-20-51410-200 series accounts to the 100-01-51110-211 to purchase 10 copies of Microsoft Office for the Council laptops. Motion passed on a 3-0 call of roll.

**8. Discussion and recommendation on investigation of insurance providers**

Dodd mentioned that it would make sense to look into possible cost savings in insurance as the budget is being reviewed. The school board looked at adding co-pays to the plans to help save. The intention is not to slash the insurance budget at the cost of the employees and the coverage. Council member Maass inquired on the ability to change with the union contract in place for the police department.

Recommendation for the administration to start the investigation of insurance.

**9. Discussion and possible action on purchasing of office equipment**

Motion by Hamre, seconded by Dodd to approve the purchase of office equipment not to exceed \$2,000 for equipment in account 100-03-51200-823; and the transfer of \$1,000 from account 100-02-51500-290 and \$350 from 100-02-51400-290 to account 100-20-51400-823. Motion passed on a 3-0 call of roll.

**10. Discussion and possible action on internet provider contract with Frontier.**

Motion by Hamre, seconded by Dodd to approve the one-year contract with Frontier for internet services for one -year. Motion passed on a 3-0 call of roll.

**11. Discussion and possible action on E. Wisconsin street resurfacing funding**

The contract would be to resurface Ontario for the road. A portion of the item is within the TIF district and could be covered by the TIF.

Motion by Hamre, seconded by Ebnetter that funding will be allocated for the amounts not covered by the TIF for the resurfacing of E Wisconsin and Dewitt St. Motion passed on a 3-0 call of roll.

**12. Discussion and possible action on Townsend St. resurfacing funding**

Resurfacing of Townsend. No action taken

**13. Discussion and possible action on Change Order No. 2 for Contract No. 12-001 Wastewater Treatment Plant Upgrades**

Change order for the wastewater treatment would save approximately \$4,000.

Motion by Hamre, seconded by Ebnetter to approve change order #2 for the wastewater treatment plant. Motion passed on a 3-0 call of roll.

**14. Discussion and possible action on transfer of funds for Market Square electrical work**

\$5,016.48 transfer from 100-20-53311-111 to account 100-20-53540-820 for the electrical move in market square.

Motion by Hamre, seconded by Ebnetter to transfer of funds for electrical from account 100-20-53311-111 to account 100-20-53540-820. Motion passed on a 3-0 call of roll.

**15. Discussion and possible action on award of bid for sidewalk and street projects**

**A. Contract No. 12-007 Village Road Sidewalk Construction Improvements**

Motion by Ebnetter, seconded by Hamre to approve the award of contract 12-007 for Village Rd sidewalk to Van's Construction in the amount of \$25,141. Motion passed on a 3-0 call of roll.

**B. Contract No. 12-008 Street Chip Sealing**

Motion by Hamre, seconded by Dodd for the approval of contract 12-008 to Scott Construction for the chip seal at Wauona Trail in the amount of \$69,111.30 with the additional overage to be transferred from GIS lights in the capital budget. Motion passed on a 3-0 call of roll.

**C. Contract No. 12-009A Street Asphalt Resurfacing**

Motion by Dodd, seconded by Hamre to approve 12-009A to Gasser Construction in the amount of \$83,883.40 Motion passed on a 3-0 call of roll.

**16. Adjournment**

Motion by Hamre, seconded by Ebnetter to adjourn at 7:32pm. Motion passed on a 3-0 call of roll.

Ruth Lohr, Treasurer

**City of Portage**  
**Finance/Administration Committee Meeting**  
**(This meeting will constitute a meeting of the Community Development Block**  
**Grant Committee but no business of that committee will be taken up.)**  
**Thursday, August 9, 2012, 6:30 p.m.**  
**Municipal Building, Conference Room One**  
**Agenda**

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

**1. Roll Call**

Meeting called to order at 6:30 alderperson Klapper excused all other members present.

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

Motion by Havlovic second by Ebnetter to pay claims in the amount of \$718,636.66.  
Motion carried 4-0 on call of role.

**3. Adjournment**

Motion by Ebnetter second by Havlovic to adjourn. Motion carried 4-0 on call of role.  
Adjourned @ 6:35

Submitted by: Rick Dodd

**City of Portage**  
**Human Resources Committee Meeting**  
**Monday, August 13, 2012, 5:30 p.m.**  
**Conference Room One, City Municipal Building**

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

Also present: City Clerk Moe, Director of Public Workings/Utilities Manager Redelings, Police Chief Manthey, Duane Gau, David Berner

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

**1. Roll call**

Mayor Jahn called the meeting to order at 5:40 p.m.

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

Motion by Dodd, second by Ebnetter to approve the minutes from the committee meeting of July 23, 2012. Motion carried unanimously on call of roll.

**3. Closed Session**

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

**4. Reconvene to open session for remainder of the meeting**

Motion by Oszman, second by Garetson to reconvene to open session for the remainder of the meeting. Motion carried unanimously on call of roll at 6:29 p.m.

**5. Update on Community Service Officer/possible recommendation**

Kim Stilwell has withdrawn from accepting the position. Police Chief Manthey is recommending that Kevin Todryk, who was the next choice, be the selected candidate to fill the position. Motion by Oszman, second Dodd to recommend that Kevin Todryk be hired to fill the position, with the pay set at grade 5, step E. Motion carried unanimously on call of roll.

**6. Possible recommendation to council for union contract with firefighters, (IAFF Local 2775)**

Discussions continue.

**7. Discussion and possible recommendation to council for interim city administrator – (review panel set up). Human Resources duties: pay grade and step evaluation, personnel evaluation, Act 10, policy and procedure manual; Finance processes evaluations and set up procedures; 2011 audit/2013 budget information; EDA grant closure; CDBG grant administration**

Committee discussed items they would like to see an Interim Administrator take care of, which are listed above. The Interim Administrator would also serve on the interview panel for the selection of the Administrator. A review panel made up of the Mayor, Ald. Dodd, Ald. Oszman, a member of the staff, City Clerk Moe if available, and the city's auditor will meet with the interim candidates and report back to the Human Resources Committee meeting on August 22<sup>nd</sup> for a recommendation to the Council on August 23<sup>rd</sup>.

**8. Discussion and recommendation to council for firm to recruit/find permanent City Administrator**

A review panel will be used to review proposals and make a recommendation to the committee.

**9. Discussion, update and possible action on public works positions, pay grade and step – Assistant Mechanic, Public Works Technician, Public Works support staff, Street Superintendent, Streets Foreman, Parks Foreman**

Director of Public Works/Utilities Manager Redelings informed the committee that interviews have taken place and he is recommending that Keith Hall be hired for the Assistant Mechanic position. No action of the committee is necessary.

The Municipal Services Committee continues to look into a public works technician.

Committee discussed support staff for Public Works. Becky Ness' hours will include more time in the support staff role for public works, but duties with receipting taxes and other administrative support functions will remain.

There was discussion regarding the Street Superintendent's retirement and to begin advertising for the position with the hope to bring a new person on while the current Superintendent is still here.

The position of Streets Foreman and Parks Foreman will be looked into.

**10. Discussion and possible action on the job duties/job description, pay grade and step – Deputy Treasurer/Public Works Administrative Assistant, Municipal Court Clerk, City Treasurer position**

The Deputy Treasurer/Public Works Administrative Assistant was discussed in item 9.

The Municipal Court Clerk has been determined to be a 40 hour per week position.

There was discussion regarding posting the City Treasurer position, with assistance from the Interim Administrator, who will be included in the recruitment of the position. Former Treasurer Jean Mohr has expressed some interest in the position.

**11. Discussion and possible action on appointment of interim City Treasurer**

Jean Mohr will continue to do the bank reconciliations and has agreed to do the daily duties in the interim.

**12. Discussion, interpretation, and clarification of motion made by HR and council on previous wage increase for non representative staff members**

Mayor Jahn explained that it has been past practice to increase the step schedule in addition to the approved wage percent increases; and that the step schedule was not adjusted when non represented employees received a 1% increase January 1, 2010 and 1% increase December 1, 2010. The committee agreed that that was the intent of the council when approved in 2010, and that the correction should be made. The committee will look at those people hired after the increases were approved, as they agreed to the salary offered them when hired. Motion by Oszman, second by Garetson to clarify that the step schedule should have been adjusted. Motion carried unanimously on call of roll.

**13. Discussion on non union salary and benefits for 2013 budget**

The committee will discuss and get input from the Interim Administrator.

**14. Next Meeting Date**

The meeting has been set for August 22, 2012 at 5:30 p.m.

**15. Adjournment**

Motion by Oszman, second by Ebnetter to adjourn. Motion carried unanimously on a call of roll at 7:58 p.m.

Marie A. Moe, WCPC, MMC  
City Clerk

**City of Portage  
Legislative & Regulatory Committee Meeting  
August 16, 2012, 6:30 p.m.  
City Municipal Building, 115 West Pleasant Street  
Conference Room One**

Members Present: Michael G. Oszman, Chairperson; Carolyn Hamre, Rita A. Maass

Members Excused: Martin Havlovic, Frank Miller

Also Present: City Clerk Moe, Gerald Spears, Miklaya Spears, Gil Meisgeier

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

**1. Roll call**

The meeting was called to order at 6:30 p.m. by Chairperson Oszman.

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

Motion by Hamre, second by Maass to approve the minutes of the July 30, 2012 meeting. Motion carried unanimously on call of roll.

**3. Discussion and possible action on ordinance requiring secondhand dealers and pawnbrokers to file reports electronically**

No action was taken. This item will be placed on the agenda for the next meeting.

**4. Discussion and possible action on ordinance allowing chickens in the city**

Committee briefly discussed ordinances from other municipalities. Maass stated that she would not be in support of an ordinance to allow chickens in the city; as she has received numerous calls from her constituents not in favor. It was decided that further consideration of an ordinance should wait until the other two members of the committee are present.

**5. Discussion and possible action on operator license application for Molly A. Patchin**

Motion by Maass, second by Hamre to recommend to the council denial of the license application for Molly A. Patchin based on two (2) OWI convictions and a possession of THC conviction all within the past five (5) years. Motion carried unanimously on call of roll.

- 6. Discussion and possible action on Class B Combination license application for Gerald D. Spears, 1505 New Pinery Road**  
Motion by Hamre, second by Maass to recommend to the council approval of a Class B Combination License for Gerald D. Spears, 1505 New Pinery Road. Motion carried unanimously on call of roll.
- 7. Discussion and possible action on change of agent (Class "A" Fermented Malt Beverage License) for Kwik Trip Inc. Store #653, 1223 East Wisconsin Street, Nona Hartman, agent**  
Motion by Maass, second by Hamre to recommend to the council approval of the change of agent to Nona Hartman for Kwik Trip Inc. Store #653, 1223 East Wisconsin Street. Motion carried unanimously on call of roll.
- 8. Discussion on Ordinance regarding placement of banners on city owned property**  
Plan Commission is beginning work on the sign ordinance, which will include banners, so there is no action at this time.
- 9. Adjournment**  
Motion by Hamre, second by Oszman to adjourn. Motion carried unanimously on call of roll at 6:50 p.m.

Marie A. Moe, WCPC, MMC  
City Clerk

Applicant Name: Patehin Molly A  
Last First Middle Initial Maiden

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

life

**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? \_\_\_\_\_

If YES, describe the circumstances and give conviction date and jurisdiction where convicted

1st DW '09 2nd DW '11 POSS of THC '12

4. Are there charges of any kind pending against you (either as an adult or juvenile)? No  
If YES, describe the circumstances and give conviction date and jurisdiction where convicted \_\_\_\_\_

5. Name of the licensed establishment(s) where you will be working. Tamamack Trails Lounge

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

If YES, when and where 6-29-12 Computer Seller Server.com

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: Mary A Patekin

Subscribed and sworn to before me this 9th day of July, 2012

Clerk/Notary Public Sherri Kranz

**DEPARTMENT RECOMMENDATIONS**

Department	Approved	Denied	Signature/Date
City Clerk	x		<u>Marian A. Moe</u> 07-19-12
City Treasurer	o		<u>Rita A. [Signature]</u> 7-19-12
ASST. Police Chief		✓	<u>J. K. O'Neill</u> 7/19/12

If denied, explain reason ① - CONVICTED OWI 2ND 11/16/2011  
② CONVICTED - POSSESSION OF THC 3/20/2012  
(MAINTAINING DRUG TRAFFICING PLACE) ("READ IN")  
WAS  
GROUNDS:  
"CONVICTED OF ANY SUBSTANCE ABUSE  
TWICE DURING THE PAST FIVE YEARS"

# ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning August 24 2012 ending 6 30 2013

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

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

Applicant's Wisconsin Seller's Permit Number:	<u>456-000303797-04</u>
Federal Employer Identification Number (FEIN):	<u>22-0182444</u>
LICENSE REQUESTED ▶	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ <u>91.63</u>
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input checked="" type="checkbox"/> Class B liquor	\$ <u>458.37</u>
<input type="checkbox"/> Reserve Class B liquor	\$
Publication fee	\$ <u>25.00</u>
<b>TOTAL FEE</b>	\$ <u>575.00</u>

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

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

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): ▶ SPEARS GERALD D

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

Title	Name	Home Address	Post Office & Zip Code
President/Member			
Vice President/Member			
Secretary/Member			
Treasurer/Member			
Agent ▶			
Directors/Managers			

3. Trade Name ▶ BUDDS PIZZA INN Business Phone Number (608) 242-5300  
 4. Address of Premises ▶ 1505 NEW PERRY RD Post Office & Zip Code ▶ 53961

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period?  Yes  No  
 6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant?  Yes  No  
 7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business?  Yes  No  
 8. (a) Corporate/limited liability company applicants only: Insert state \_\_\_\_\_ and date \_\_\_\_\_ of registration.  
 (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company?  Yes  No  
 (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin?  Yes  No  
 (NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) FREE STANDING Building

10. Legal description (omit if street address is given above): \_\_\_\_\_  
 11. (a) Was this premises licensed for the sale of liquor or beer during the past license year?  Yes  No  
 (b) If yes, under what name was license issued? \_\_\_\_\_  
 12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864]  Yes  No  
 13. Does the applicant understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in Section 2, above? [phone (608) 266-2776]  Yes  No  
 14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs?  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.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

**SUBSCRIBED AND SWORN TO BEFORE ME**

this 6<sup>th</sup> day of July, 2012  
Maria A. Mae  
 (Clerk/Notary Public)

[Signature]  
 (Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)  
[Signature]  
 (Officer of Corporation/Member/Manager of Limited Liability Company/Partner)

My commission expires term of office  
 (Additional Partner(s)/Member/Manager of Limited Liability Company if any)

TO BE COMPLETED BY CLERK			
Date received and filed with municipal clerk	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
<u>07-06-12</u>			
Date license granted	Date license issued	License number issued	

# AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name) <b>SDEARS</b> (first name) <b>GERALD</b> (middle name) <b>D</b>	
Home Address (street/route, <b>W8891 C</b> )	City <b>FORD</b> State <b>WI</b> Zip Code <b>53952</b>
Home Phone Number <b>(608) 586</b>	Birth <b>-19-65</b> Place of Birth <b>HARVARD IL.</b>

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.
- \_\_\_\_\_ of \_\_\_\_\_  
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

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? 15 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.)  
PLEADED NO CONTEST TO DOMESTIC DISTURBANCE JW APRIL 1999 Columbia WI.
- 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 <b>Auto Access of Putnam</b>	Employer's Address <b>1133 WANDA TRAIL PUTNAM WI 53901</b>	Employed From <b>1997</b>	To <b>PRESENT</b>
Employer's Name	Employer's Address	Employed From	To

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 6<sup>th</sup> day of July, 2012  
Mavis A. Moe  
(Clerk/Notary Public)

[Signature]  
(Signature of Named Individual)

My commission expires terms of office



Printed on Recycled Paper



## Kwik Trip, Inc.

1626 Oak Street • P.O. Box 2107 • La Crosse, WI 54602-2107  
Phone: (608) 781-8988 • Human Resources Fax: (608) 779-9252 • www.kwiktrip.com

*"To serve our customers and community more effectively than anyone else by treating our customers, co-workers and suppliers as we, personally, would like to be treated, and to make a difference in someone's life."*

August 1, 2012

Marie Moe, City Clerk  
City of Portage  
115 W. Pleasant  
Portage, WI 53901-1742

RE: Kwik Trip #653  
1223 E. Wisconsin St.

Dear Marie:

Deborah Tallafuss, the agent of Kwik Trip #633 has left the company. In her place Nona Hartman will oversee the Portage Kwik Trip #653 store until a new manager is assigned (please note that Nona is the agent of Kwik Trip #683 in Portage as well).

Therefore, we would like to appoint Nona as the agent of the store. Enclosed please find completed appointment of agent and auxiliary questionnaire forms as well as a \$10.00 check for the administrative fee. I respectfully request that you include this item on the agenda of your City Council meeting for consideration.

If you require anything further from me, please don't hesitate to call me, I can be reached at (608) 793-6262. Thank you in advance for your assistance with this matter.

Yours truly,

A handwritten signature in cursive script, appearing to read "Deanna Hafner".

Deanna Hafner  
Licensing Agent

Enclosures

22-020731  
7/16/00

### 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  City of City of Portage County of Columbia

The undersigned duly authorized officer(s)/members/managers of Kwik Trip, Inc.  
(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 Kwik Trip #653  
(trade name)

located at 1223 E. Wisconsin Ave., Portage, WI 53901

appoints Nona M. Hartman  
(name of appointed agent)  
327 W. Conant St., Portage, WI 53901  
(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):  
Agent of Kwik Trip #653, Portage, WI

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

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

Place of residence last year 327 W. Conant St., Portage, WI 53901

For: Kwik Trip, Inc.  
(name of corporation/organization/limited liability company)

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

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

#### ACCEPTANCE BY AGENT

I, Nona M. Hartman, 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] 7/31/12 Agent's age 42  
(signature of agent) (date)  
327 W. Conant St., Portage, WI 53901 Date of birth 10/6/69  
(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)

**AUXILIARY QUESTIONNAIRE  
ALCOHOL BEVERAGE LICENSE APPLICATION**

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Hartman		Nona		May	
Address (street/route)		Post Office	City	State	Zip Code
		Portage		WI	53901
Place of Birth					
Madison, WI					

The above named individual provides the following information:

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.
- Agent** of **Kwik Trip, Inc.**  
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

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

1. How long have you continuously resided in Wisconsin prior to this date? All my life
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality?  Yes  No  
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)  
1995 DWI 1999 Possession
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality?  Yes  No  
 If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit?  Yes  No  
 If yes, identify. Agent of Kwik Trip #683, Portage, WI  
(Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer 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 <b>The Fisherman's Cover</b>	Employer's Address <b>Hwy 113, Lodi, WI</b>	Employed From <b>4/97</b>	To <b>10/97</b>
Employer's Name <b>Pasquals</b>	Employer's Address <b>6918 University Ave</b>	Employed From <b>10/94</b>	To <b>4/97</b>

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.

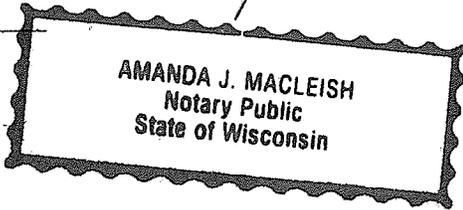
Subscribed and sworn to before me

this 31 day of July, 2012

Mona K. Macleish  
(Clerk/Notary Public)

My commission expires 9/20/2015

[Signature]  
(Signature of Named Individual)



Wisconsin Department of Revenue

**CITY CHARTER ORDINANCE NO. 12-009**

A Charter Ordinance repealing and recreating Section 2-33 of the Portage Code of Ordinances thereby establishing the term of office for alderpersons.

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

1. Section 2-33 of the Portage Code of Ordinances is hereby amended to read as follows:

**"Section 2-33 – ALDERPERSONS.**

The City shall have nine (9) Alderpersons. The Mayor and Alderpersons shall constitute the Common Council. Pursuant to Charter Ordinance, one Alderperson shall be elected (see Wis. Stats. §62.09(1)(b)) from each aldermanic district.

Commencing with the candidate elected at the regular spring election in April, 2013, and in accordance with the following schedule, the term of office of Alderperson shall be three (3) years. The schedule is as follows:

<b><u>2013</u></b>	<b><u>2014</u></b>	<b><u>2015</u></b>
Aldermanic District # _____ 3 years	Aldermanic District # _____ 3 years	Aldermanic District # _____ 3 years
	Aldermanic District # _____ 3 years	Aldermanic District # _____ 3 years
	Aldermanic District # _____ 3 years	Aldermanic District # _____ 3 years

**2016**

Aldermanic District # \_\_\_\_\_  
3 years

Aldermanic District # \_\_\_\_\_  
3 years

2. Any charter provision or any previously inactive Ordinance or Charter Ordinance inconsistent or in conflict herewith is hereby expressly repealed.

3. This Charter Ordinance shall take effect sixty (60) days after its passage and publication subject to the provisions of Section 66.01, Wis. Stats.

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

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

Attest:

\_\_\_\_\_  
Marie A. Moe, WCPC/MMC City Clerk  
Ordinance requested by:  
Committee of the Whole

**RESOLUTION 12-035**

**RESOLUTION APPROVING SUBMITTING THE ATTACHED CHARTER ORDINANCE 12-009 TO A REFERENDUM AT THE NOVEMBER 6, 2012 GENERAL ELECTION PURSUANT TO WISCONSIN STATUTE §66.0101(7) AND §9.20(4)**

**WHEREAS**, the Common Council of the City of Portage wants to give the citizens of the City of Portage the opportunity to determine whether or not it wishes to adopt Charter Ordinance 12-009 to change the term of the office of Alderpersons of the City of Portage from two (2) years to three (3) years; and

**WHEREAS**, the new term for the office of the Alderpersons of the City of Portage will become effective if approved by a majority of the electors voting in such a referendum.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the attached proposed Charter Ordinance shall be submitted to the electors of the City of Portage at the general election on November 6, 2012, by presenting the following question with a concise statement as to the nature of the same, all pursuant to Wisconsin Statutes §66.0101(7) and Wisconsin Statutes §9.20(4) to (6).

Question: Shall the Charter of the City of Portage be amended to change the term of the office of the Alderperson of the City of Portage from two (2) years to three (3) years?

**BE IT FURTHER RESOLVED** that the Clerk shall take all steps necessary and provide all necessary notices to accomplish the intent of this Resolution.

**DATED** this \_\_\_\_ day of \_\_\_\_\_, 2012.

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

Attest:

\_\_\_\_\_  
Marie Moe, WCPC/MMC, City Clerk

Resolution requested by:  
Committee of the Whole

**CITY OF PORTAGE**

**RESOLUTION NO. 12-036**

A resolution proposing to discontinue that portion of Canal Street lying North of State Highway 33 in the City of Portage, Columbia County, Wisconsin, pursuant to Wis. Stat. § 66.1003.

**WHEREAS**, the Common Council of the City of Portage believes the public interest may be served by discontinuing that portion of Canal Street lying North of State Highway 33 in the City of Portage, Columbia County, Wisconsin.

**WHEREAS**, the subject parcel was dedicated as and for a public street and right-of-way several years ago; and

**WHEREAS**, the subject parcel has not been improved, maintained, or repaired by the City of Portage at any time since dedication nor is the same identifiable on-site as a public street and presently has several private buildings on it; and

**WHEREAS**, the parcels abutting the subject parcel continues to have direct access onto a public street and is not dependent upon the portion of Canal Street to be discontinued for direct access onto a public way, and will not be landlocked as a result of the discontinuance; and

**WHEREAS**, discontinuance of the subject parcel will terminate all responsibility of the City of Portage for maintenance, repair, and liability with respect to its possible use by the public; and

**WHEREAS**, pursuant to Wis. Stat. §66.1005(1), the City's easement rights related to the utility located in the subject parcel shall remain in the event of discontinuance of the right-of-way; and

**WHEREAS**, pursuant to Wis. Stat. §840.11, a lis pendens containing a map and description of the subject parcel was filed in the Columbia County Register of Deeds Office on \_\_\_\_\_ at \_\_\_\_\_ as Document No. \_\_\_\_\_; and

**WHEREAS**, the Common Council believes the public interest may require vacating and discontinuing the subject parcel as it serves no public purpose and is not a through street and thoroughfare, and where said discontinuance will have no harmful effect upon the citizens and general public of the City of Portage nor to the abutting and adjacent property owner;

**NOW, THEREFORE**, the Common Council of the City of Portage does hereby resolve as follows:

1. That on October 11, 2012 the Common Council of the City of Portage shall meet to consider and conduct a public hearing on the passage of a resolution declaring the public interest requires that a notice of public hearing the proposed discontinuance of the subject parcel.

2. That the Clerk of the City of Portage be authorized and directed to personally serve the notice of said public hearing upon all of the owners of the land abutting that portion of Canal Street to be discontinued, and any other parties required to be served under Wis. Stat. §66.1003.

3. That the Clerk is further authorized and directed to publish a Class 3 notice of said public hearing, pursuant to Wis. Stat. §66.1003(4)(b) and (8)(b).

**DATED** this \_\_\_\_ day of \_\_\_\_\_, 2012.

---

Kenneth H. Jahn, Mayor

Attest:

---

Marie A. Moe, WCPC, MMC, City Clerk

**CITY OF PORTAGE**

**RESOLUTION NO. 12-037**

A resolution proposing to discontinue that portion of Denning Street lying Northwesterly of Old Agency House Road in the City of Portage, Columbia County, Wisconsin, pursuant to Wis. Stat. § 66.1003.

**WHEREAS**, the Common Council of the City of Portage believes the public interest may be served by discontinuing a portion of Denning Street lying Northwesterly of Old Agency House Road in the City of Portage, Columbia County, Wisconsin.

**WHEREAS**, the subject parcel was dedicated as and for a public street and right-of-way several years ago; and

**WHEREAS**, the subject parcel has not been improved, maintained, or repaired by the City of Portage at any time since dedication nor is the same identifiable on-site as a public street and presently has several private buildings on it; and

**WHEREAS**, the parcel abutting the subject parcel continues to have direct access onto a public street and is not dependent upon the portion of Denning Street to be discontinued for direct access onto a public way, and will not be landlocked as a result of the discontinuance; and

**WHEREAS**, discontinuance of the subject parcel will terminate all responsibility of the City of Portage for maintenance, repair, and liability with respect to its possible use by the public; and

**WHEREAS**, pursuant to Wis. Stat. §66.1005(1), the City's easement rights related to the utility located in the subject parcel shall remain in the event of discontinuance of the right-of-way; and

**WHEREAS**, pursuant to Wis. Stat. §840.11, a lis pendens containing a map and description of the subject parcel was filed in the Columbia County Register of Deeds Office on \_\_\_\_\_ at \_\_\_\_\_ as Document No. \_\_\_\_\_; and

**WHEREAS**, the Common Council believes the public interest may require vacating and discontinuing the subject parcel as it serves no public purpose and is not a through street and thoroughfare, and where said discontinuance will have no harmful effect upon the citizens and general public of the City of Portage nor to the abutting and adjacent property owner;

**NOW, THEREFORE**, the Common Council of the City of Portage does hereby resolve as follows:

1. That on October 11, 2012 the Common Council of the City of Portage shall meet to consider and conduct a public hearing on the passage of a resolution declaring the public interest requires that a notice of public hearing the proposed discontinuance of the subject parcel.

2. That the Clerk of the City of Portage be authorized and directed to personally serve the notice of said public hearing upon all of the owners of the land abutting that portion of Denning Street to be discontinued, and any other parties required to be served under Wis. Stat. §66.1003.

3. That the Clerk is further authorized and directed to publish a Class 3 notice of said public hearing, pursuant to Wis. Stat. §66.1003(4)(b) and (8)(b).

**DATED** this \_\_\_\_ day of \_\_\_\_\_, 2012.

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Kenneth H. Jahn, Mayor

Attest:

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Marie A. Moe, WCPC, MMC, City Clerk



**CITY OF PORTAGE**

**RESOLUTION NO. 12-038**

A resolution proposing to discontinue that portion of Jones Street lying Northwesterly of State Highway 33 in the City of Portage, Columbia County, Wisconsin, pursuant to Wis. Stat. § 66.1003.

**WHEREAS**, the Common Council of the City of Portage believes the public interest may be served by discontinuing that portion of Jones Street lying Northwesterly of State Highway 33 in the City of Portage, Columbia County, Wisconsin.

**WHEREAS**, the subject parcel was dedicated as and for a public street and right-of-way several years ago; and

**WHEREAS**, the subject parcel has not been improved, maintained, or repaired by the City of Portage at any time since dedication nor is the same identifiable on-site as a public street and presently has several private buildings on it; and

**WHEREAS**, the parcels abutting the subject parcel continues to have direct access onto a public street and is not dependent upon the portion of Jones Street to be discontinued for direct access onto a public way, and will not be landlocked as a result of the discontinuance; and

**WHEREAS**, discontinuance of the subject parcel will terminate all responsibility of the City of Portage for maintenance, repair, and liability with respect to its possible use by the public; and

**WHEREAS**, pursuant to Wis. Stat. §66.1005(1), the City's easement rights related to the utility located in the subject parcel shall remain in the event of discontinuance of the right-of-way; and

**WHEREAS**, pursuant to Wis. Stat. §840.11, a lis pendens containing a map and description of the subject parcel was filed in the Columbia County Register of Deeds Office on \_\_\_\_\_ at \_\_\_\_\_ as Document No. \_\_\_\_\_; and

**WHEREAS**, the Common Council believes the public interest may require vacating and discontinuing the subject parcel as it serves no public purpose and is not a through street and thoroughfare, and where said discontinuance will have no harmful effect upon the citizens and general public of the City of Portage nor to the abutting and adjacent property owner;

**NOW, THEREFORE**, the Common Council of the City of Portage does hereby resolve as follows:

1. That on October 11, 2012 the Common Council of the City of Portage shall meet to consider and conduct a public hearing on the passage of a resolution declaring the public interest requires that a notice of public hearing the proposed discontinuance of the subject parcel.

2. That the Clerk of the City of Portage be authorized and directed to personally serve the notice of said public hearing upon all of the owners of the land abutting that portion of Jones Street to be discontinued, and any other parties required to be served under Wis. Stat. §66.1003.

3. That the Clerk is further authorized and directed to publish a Class 3 notice of said public hearing, pursuant to Wis. Stat. §66.1003(4)(b) and (8)(b).

**DATED** this \_\_\_\_ day of \_\_\_\_\_, 2012.

---

Kenneth H. Jahn, Mayor

Attest:

---

Marie A. Moe, WCPC, MMC, City Clerk



Thank  
You

RECEIVED  
BY

Portage City Council,  
Thank you so much for  
allowing us to receive a  
Carnival Permit in less than  
21 days, and waiving the  
\$25 fee! The Library Fun Day  
Fundraiser earned \$185 for  
the library's expansion!  
Thank you!  
Lidia Reilly + Hayleigh Marshaw