

**City of Portage**  
**Municipal Services and Utilities Committee Meeting**  
**(This meeting will constitute a meeting of the Legislative and Regulatory**  
**Committee as a quorum of members will be present; but no business of that**  
**committee will be taken up.)**  
**Thursday, September 6, 2012 6:00 p.m.**  
**Municipal Building, 115 West Pleasant Street, Conference Room One**  
**Agenda**

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

1. Roll Call
2. Approval of meeting minutes from previous meeting
3. Discussion and possible action on In-kind services for the Portage United Methodist Fun Run
4. Discussion and Possible Action on Ridgeview Court
5. Discussion and Possible Action on Insurance Claim for Eric Swanson
6. Discussion and Possible Action on Insurance Claim for Nick Hryszko
7. Discussion and possible action on storm water management on New Pinery Road and Collins Street; and Jefferson Street
8. Discussion and possible action on Conant Street parking structure
9. Discussion on splash pad and skate park
10. Discussion on support staff for Municipal Services Department
11. Discussion and possible action on Village Road sidewalk, chip sealing and street resurfacing projects
12. Discussion and possible action on stop lights on East Wisconsin Street at Wauona Trail
13. Discussion and possible action on Municipal Building parking lot expansion
14. Discussion and possible action on grandstand repair and storm shelter renovation projects
15. Discussion and possible action on 2013 capital projects
16. Discussion and possible action on location for 2013 Concerts in the Park
17. Discussion and possible action on Canal Project engineering
18. Adjournment

Jeff Garetson, Chairperson

**Municipal Services and Utilities Committee Meeting**  
**Thursday August 2, 2012 6:00 p.m.**  
**Municipal Building, 115 West Pleasant Street, Conference Room One**  
**Minutes**

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

**Others Present:** Tim Ralmer, Scott Maass, Klaus Perkins, Sherri Blount, E. Kevin O'Neill, Gil Meisgeier, Kory Anderson, Jerry Foellmi, Craig Sauer, Bob Redelings

1. **Roll Call**  
Miller excused, all others present
2. **Approval of meeting minutes from previous meeting**  
Motion by Klapper to approve minutes second by Oszman. Passed 4-0
3. **Discussion and possible action on In-kind services**  
Motion by Oszman to approve in-kind services for Living Steps for Loved Ones Breast Cancer Walk, second by Klapper. Passed 4-0  
Motion by Oszman to approve in-kind services for River of Life Church Harvest Party, Second by Klapper. Passed 4-0
4. **Discussion and possible action on Dawns Foods request for invoice reduction**  
In 2011 the wastewater department provided a considerable amount of effort and expense analyzing Dawn's operation to ensure the wastewater billing was consistent with their operation and was fair to all the City's customers. While the study was being performed, Dawn's did not submit data for their wastewater loadings so monthly surcharge bills were not calculated. The study showed historical uniform sampling and testing resulted in invoices within one percent of the invoices resulting from specific monitoring of Dawn's wastewater. However; Dawn's had not anticipated the one large charge of \$23,000 for 2011 and find it a financial hardship on the business. Discussion concluded they still need to pay the entire amount but because there were oversights on both parties a payment plan may be possible.  
Motion by Oszman for a zero percent payment plan having the entire bill paid by the end of 2014, second by Klapper. Passed 4-0
5. **Discussion and possible action on PATHS signing existing trails within the city**  
Bob Redelings was concerned about marking trails on streets that were not safe for pedestrian traffic. It was agreed signs on street sign posts would be ok but no markings on the street. There was also a request that the names of the trails are consistent and reflect the unique sites of the area. Sent to Park and Rec dept w/agreement no lines will be painted.

- 6. Discussion and possible action on construction of watch house on the levee/Canal**  
Per Director Redelings the verbal quote we received from a local mason is \$7000 to erect the watch house. Preliminary estimates for providing a steel roof and a steel access door is an additional \$4,000, making the project total \$11,000. However, after looking at pictures of original structure provided by Fred Galley we may want to reconstruct more like original. Assistant Chief O'Neill expressed concerns that it not be a place for people to hide in and that it needs to be secure. Klapper asked that we all walk down there to see how the building may obstruct view of the river, are we sure we want to re-build there? Gil indicated there may be groups willing to donate time to re-build. No action taken. We will bring back next month.
- 7. Discussion and possible action on storm water management on New Pinery Road and Collins Street; and Jefferson Street**  
New Pinery project put off until after Labor Day because the hot dry summer not conducive to transplanting trees. A certified letter was sent to property owner along Hamilton Street where the drainage easement is required. We have not received a response. It was suggested to talk with Penda about donating to the project. We need to let property owner know why project is delayed. No action taken.
- 8. Discussion and possible action on tree replacement in downtown business area**  
Per Tim Raimer, project delayed due to dry weather and time constraints. They will be getting back on the project. No action taken.
- 9. Discussion and possible action on Conant Street parking structure**  
To pay for initial renovation and provide annual funds for a reserve account, it's estimated that an annual income of \$28,350 is required. There was much discussion about whether or not the project was worth doing. Are the assumptions made in calculations realistic because has only had about 20 to 30% occupancy and 90% occupancy used to calculate income. Oszman said there does not seem to be interest by downtown business owners because a list of people willing to rent space, which was asked for months ago, has not been given to the committee. Gil indicated it was still being passed around.  
Discussion then moved to the fact that there continues to be vandalism to the structure and someone may get injured.  
Motion by Oszman to recommend to council to close lower section, move those renters to the upper section and request the money to do so, second by Garetson. Passed 3-1 with Klapper voting no.
- 10. Discussion on splash pad and skate park**  
Splash pad plans are moving forward. Tim Raimer is still looking for volunteers to work on fund raising and design for the skate park. There is a sign-up sheet at the park and rec office. Looking for Grants to help pay for. Once plan is in place for the skate park we can make an application to the Tony Hawk foundation for money for construction of park.

11. **Discussion on support staff for Municipal Services Department**  
The estimated first year budget for an engineering technician is \$70,000. Labor at \$45,000, payroll burden of 33% equals \$15,000 and computer hardware and software cost of \$10,000. Adding this position should save the city money by not having to pay for outside help.
12. **Discussion and possible action on plans and specifications for Village Road chip sealing and resurfacing projects**  
The paving was budgeted at \$90,000 for these streets and parking lots. The low bid was for \$83,883.40 (\$62.04/ton). There was also \$6,000 of curb and gutter replacement in preparation of the paving. We were also informed the County will not be repaving Townsend Street so we want to add that to the bid.  
Motion by Oszman to do a change order to contract 12-009a to add Townsend Street if a new bid is not necessary, second by Klapper. Passed 4-0  
The chip sealing was budgeted at \$60,000 and the only bid was for \$69,111.30  
The Village Road sidewalk was budgeted at \$120,000. The low bid was \$25,141. More than \$16,000 of the project is assessable.
13. **Discussion and possible action on stop lights at East Wisconsin Street at Wauona Trail**  
It was discussed and agreed that resurfacing East Wisconsin Street and DeWitt would at this time be of more importance than stop lights at Wauona Trail so pushing the stop lights to 2014 and moving East Wisconsin/DeWitt Street project to 2012.  
Routing truck traffic down Townsend Street is still being discussed
14. **Discussion and possible action on 15 minute parking from Clark Street to DeWitt Street**  
No numbers available yet so moved item to next agenda
15. **Discussion and possible action on grandstand storm shelter renovation**  
Design is proceeding with this project but bidding won't occur until the CDBG funding agreement is finalized. This is to ensure the funding won't be jeopardized. Tim Raimer indicated a Hometown Baseball Team may be interested in using the Grandstand for games when completed.
16. **Discussion on 2013 capital projects**  
Some projects may be moved to earlier dates if money available. There is a consensus that fixing the roads needs to be a priority.
17. **Discussion and possible action on paving project on DeWitt and East Wisconsin Street**  
Based on the bids received the estimated construction cost is \$199,000. Also, 3,600 feet of the 5,700 foot project length (63%) of the work (\$125,000) lies within TIF 7. This was also discussed under item 13

**18. Discussion and possible action on Canal Project engineering**

Director Redelings met with the management consultant and was informed that with the current state of the economy the city's entitlement may be in jeopardy if not encumbered in the near future. Using the entitlement funds for this purpose will be a positive step in this direction.

Gil stated that DOT has said we will not receive new money for visitor center unless we use the money we have received for the canal.

There was a heated discussion on whether any money should be used on the canal at all. It was pointed out that the engineering work needs to be done to know just what everything will cost and how to meet requirements for storm water drainage.

The question on hand was should we obtain our own consultant from DOT's list of eligible consultants which has the major advantage of the city using price as a criteria in the selection. A disadvantage is that the consultant bills the City directly for their services. The other option is to work through WisDOT. The advantage of using this method is cash flow because the consultant is paid by WisDOT and in turn, WisDOT bills the City for their share. The disadvantage is that the consultant selection process is a Quality Based Selection (QBS) and price isn't allowed to be selection criteria. Agreements are negotiated and costs are typically higher than when they are bid.

Motion made by Klapper to obtain consultant through bidding process from DOT's list of eligible consultants, second by Hamre. Passed 3-1 with Oszman voting no.

**19. Adjournment**

Motion by Oszman to adjourn, second by Klapper. Passed 4-1. Meeting adjourned at 8:07

**Carolyn Hamre, Secretary**

# Portage United Methodist Fun Run

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Saturday October 13, 2012 9:00 AM

August 16, 2012

Ms. Marie Moe  
City Clerk, City of Portage  
115 W. Pleasant Street  
Portage, WI 53901

Re: Application for permits for PUMC Fun Run

Dear Ms. Moe,

Portage United Methodist Church (PUMC) is requesting a permit to conduct a Fun Run/Walk on city streets. We are planning to hold this event on Saturday October 13, 2012 with a start time of 9:00 am. We will be starting and ending the races on the 500 block of Volk Street at the back parking lot of PUMC. There will be two routes: a 1 Mile run/walk and a 5K run/walk. The 1 Mile route will cross Haertel St on Volk and continue in the residential area between Haertel St and the Railroad tracks (see attached map). The 5K route will head out Silver Lake Dr. to Airport Rd and return on the same route (see attached map). Below you will find contact information and more detailed information regarding the Fun Run.

Applicant: Portage United Methodist Church  
1804 New Pinery Rd.  
Portage, WI 53901  
(608) 742-2107

Run Coordinator: Laci Jamison  
202 E. Franklin St.  
Portage, WI 53901  
(608) 566-1041

**Date & Duration of the Event:**

- Saturday October 13, 2012 from 7:30 am - 12:00 pm.
- Set-up to begin at 7:30 am.
- Registration beginning at 8:00 am.
- Run to begin at 9:00 am with the course to close at 11:00 am.
- Awards to be awarded immediately following the run.
- Will be completely finished and cleaned up by 12:00 pm.

# Portage United Methodist Fun Run

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Saturday October 13, 2012 9:00 AM

## Assembly Area, Starting Point, Routes and Termination Points:

- Assembly area: The 500 block of Volk St in the rear parking lot of PUMC.
- Starting point and termination point: the 500 block of Volk St. at the rear parking lot entrances.
- Routes: There will be a 1 Mile and a 5K route. Please see the attached maps for exact routes.

## Number of Participants:

- Approximately 50-100 runner/walkers in the two different races.

## Barricades:

- We would like barricades or cones to block the North shoulder of the road on Silver Lake Dr. from Volk St. to Airport Rd and the East shoulder of the road on Airport Rd from Silver Lake Dr. to just before Collins St. These could be in 100 yard intervals (which would require about 75 barricades/cones) or as you see fit.

Insurance information will be sent to you directly from PUMC's insurance carrier should you need it. Enclosed you will find the application fee, maps and written directions for both routes.

If you have any questions or require any additional information about this event please contact me at 566-1041.

Please notify me as soon as a permit for this Fun Run has been approved. Thank you in advance for your attention to this permit.

Sincerely,



Laci Jamison  
PUMC Fun Run Coordinator

City of Portage  
Street Use Permit Application

Street Use Permits: Chapter 66, Division 4 Code of Ordinances

License Fee: \$25.00

Receipt No. 14-0120814

Name or Organization: Portage United Methodist Church  
Contact Person: Laci Jamison  
Address: (church) 1804 New Piney Rd. Portage  
Event: Fun Run 1-mile / 5K

Date of Event: 10-13-12  
Hours of Event: 7:30 - Noon  
Street to be Closed: (only parking lanes)  
From: 9:00 AM  
To: 11:00 AM

Services Requested (for example, barricades): Cones, if not -  
barricades along Silver Lake Ave from Volk St  
to Airport Rd on N. Side of Street & on Airport Rd  
to almost Collins St on East Side of Street

The undersigned agrees to release, defend and hold the City of Portage and its employees and agents harmless against all claims, liability, loss, damage or expense incurred by the city on account of any injury to or death of any person or any damage to property caused by or resulting from the activities for which the permit is granted.

Sharyl Kuhl, Admin. Secretary  
Signature

8-20-12  
Date

Office Use:  
Insurance required: Yes  No   
Approved/Denied: Yes  No

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Event Name** PUMC Sun Run **Date(s) of Event** 10-13-12  
**Organization** Portage United Methodist Church **Contact Person** Laci Johnson  
**Location of event** PUMC - 1804 New Pinery Rd. **Address** 1804 New Pinery Rd (202 E Franklin St)  
**City, State, Zip** Portage, WI 53901  
**Phone number** 742- (566-1041)  
**Email: (not required)** N/A

**In-Kind Services Requested**

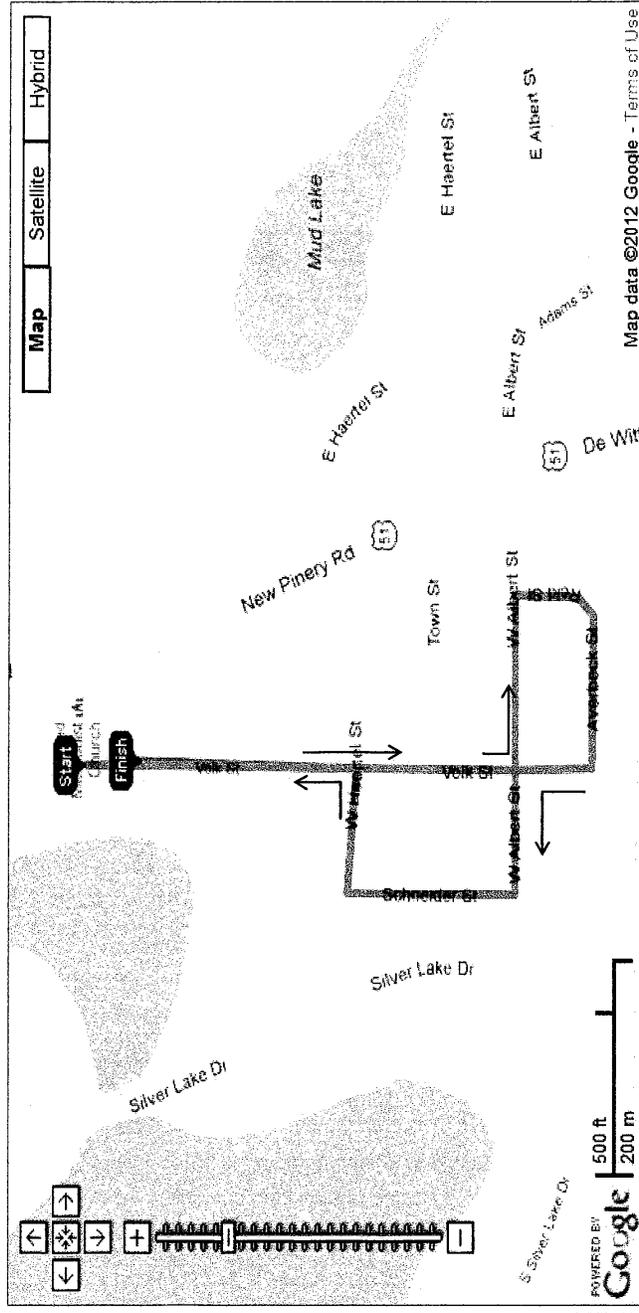
Item	Qty	
Barricades / Cones	75	every 100 yds for 1 1/2 miles (out & back course) on Silver Lake Dr & Airport Rd.
Picnic Tables	—	
Trash Containers	—	
Banners	—	Banner Location(s)
Park Fee waiver	Y <input checked="" type="radio"/> N	Park & Rec Dept. Approval
Traffic Control	Y <input checked="" type="radio"/> N	Police Dept. Approval (Signature required)

**Licenses/Permits**

Park Rental Form	Y <input checked="" type="radio"/> N		
Beer/Wine License	Y <input checked="" type="radio"/> N	Fee	
Certificate of Insurance	Y <input checked="" type="radio"/> N		
Carnival License	Y <input checked="" type="radio"/> N	Fee \$25.00 per day	
Street Use Permit	<input checked="" type="radio"/> Y N	Fee \$25.00	14-C120814
Parade Permit	Y <input checked="" type="radio"/> N	Fee \$10.00 Circle One: #1 Pauquette Park to Market Square #2 Market Square to Fairgrounds #3 W. Slifer - Airport road to Blue Star Park #4 E. Slifer - Hamilton to New Pinery	
Walk/Run Permit	<input checked="" type="radio"/> Y N	Fee \$10.00	14-C120814

**Signature** Laci Johnson **Submit date** 8/17/12

# 1 Mile Route



1. Start down Volk St.
2. Left on W. Albert St.
3. Right on Reid St./Averbeck St.
4. Right on Volk St.
5. Left on W. Albert St.
6. Right on Schneider St.
7. Right on W. Haertel St.
8. Left on Volk St. to FINISH





# Portage United Methodist Church Fun Run

Saturday October 13, 2012 9:00 AM



- **Location:**  
The PUMC Fun Run will start and end at the Portage United Methodist Church located at 1804 New Pinery Rd. Portage, WI 53901.
- **Distances:**  
There will be a 5K (3.1 miles) Run/Walk as well as a 1 Mile Run Walk.
- **Entry Fee: Sorry No Refunds**  
If Postmarked by September 24, 2012:  
Single Entry: \$15.00 Family Entry: \$35.00  
After September 24, 2012  
Single Entry: 18.00 Family Entry: \$45.00  
(Family entry fee includes up to four people, each additional person will be \$5.00 each)
- **Registration:**  
Mail in Registration will be accepted until October 8, 2012. Race day registration will be available from 8:00-8:30 am. Shirts will not be guaranteed after October 8, 2012.
- **Course:**  
Both Courses begin and end at the back parking lot of PUMC.
- **Parking:**  
Is available in the front parking lot of PUMC.
- **Awards:**  
Ribbons will be given to the first three places for both the 5K and 1 Mile races in each age category both male and female divisions. (9 & under, 10-14, 15-20, 21-29, 30-39, 40-49, 50-59 & 60+)
- **Additional Info:**  
Race packets containing maps, race bibs and t-shirts can be picked up at the event from 8:00-8:55 am.
- **SPONSORSHIP/VOLUNTEER:**  
We are in need of business and personal sponsors as well as race day volunteers. Please contact Laci Jamison (566-1041) to help.

## Portage United Methodist Fun Run Entry Form

One form per person please! You may copy this form. Each family member must fill out a form.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Gender: M or F Race Day Age: \_\_\_\_\_  
 Adult T-Shirt: S M L XL XXL OR Youth T-Shirt: S M L XL  
 Event: (check one)  5K Run/Walk  1 Mile Run/Walk

### Waiver & Release

I know that competing in the Portage United Methodist Fun Run is a potentially hazardous activity. I should not enter and compete unless I am medically able and properly trained. I agree to abide by any decision of a race official as to my ability to safely complete the event. I assume all risks associated with competing in this event, including but not limited to falls, contact with other participants, the effects of weather, traffic or road conditions and all such risks being known to me. Having read this waiver and knowing these facts in consideration of acceptance of my entry, I, for myself and anyone entitled to act on my behalf, waive and release Portage United Methodist Church, its directors, officers, employees and volunteers, the City of Portage, contributors, their representatives and successors from all claims and liabilities of any kind arising out of my participation in this event.

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

(Parent/Guardian must sign if under 18 years of age)

Questions: Contact Laci Jamison 566-1041 or [bandlijamison@hotmail.com](mailto:bandlijamison@hotmail.com)

Please fill out and attach a check payable to PUMC (memo – Fun Run)

Send To: Laci Jamison 202 E. Franklin St. Portage, WI 53901

OR return to the Portage United Methodist Church office



**Statewide Services, Inc.**  
 Claim Division  
 24 Hour Telephone: 877-204-9712  
 FAX: 800-858-1536  
 Email: StatewideClaimsReporting@statewidesvcs.com

NOTICE OF:  
 CLAIM (Submitted for consideration of payment)  
 INCIDENT NOTICE (Record of purpose may develop into claim)

**INSURED:**

Contact Person: Sherrri Kranz Title/Position: Deputy Clerk  
 Address: 112 W. KANSANT ST Portage WI 53901 Phone #: 608-742-2176 x310  
 Email Address: melissa.leeland@ci.portage.wi.us Fax #: 608-742-8623  
 Date Reported: \_\_\_\_\_ Policy Number: \_\_\_\_\_ Policy Term: \_\_\_\_\_

COVERAGE TYPE:  General Liability  Police Liability  Public Officials Liability  Auto Liability  Auto Physical Damage

LOSS INFORMATION - DESCRIBE HOW LOSS OCCURRED: Eric Swanson was driving on East Albert Street and citymower kicked out a branch that broke mirror on Mr. Swanson's Vehicle.

ATTACH ADDITIONAL COPIES AS NEEDED

REPORTED TO (POLICE OR FIRE DEPT.)		REPORT #	
LOCATION OF CLAIM/INCIDENT	DATE OF CLAIM/INCIDENT / /	TIME <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	DATE INSURED NOTIFIED / /

Department

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Admin/General Operations | <input type="checkbox"/> Other                                   | <input type="checkbox"/> Public Works - Solid Waste |
| <input type="checkbox"/> Electric Utility         | <input type="checkbox"/> Police                                  | <input type="checkbox"/> Public Works - Tree Care   |
| <input type="checkbox"/> EMS                      | <input type="checkbox"/> Public Works                            | <input type="checkbox"/> Sanitary Sewer Utility     |
| <input type="checkbox"/> Fire Dept. - Paid        | <input type="checkbox"/> Public Works - Park & Rec.              | <input type="checkbox"/> Water Utility              |
| <input type="checkbox"/> Fire Dept. - Volunteer   | <input type="checkbox"/> Public Works - Streets-Snow/Maintenance | <input type="checkbox"/> Other _____                |

INSURED VEHICLE AUTO LOSS INFORMATION			
VEH. NO.	YEAR, MAKE, MODEL	V.I.N. (VEHICLE IDENTIFICATION)	PLATE NO.
DRIVER'S NAME		RESIDENCE PHONE (A/C No.)	BUSINESS PHONE (A/C, No., Ext.)
DESCRIBE DAMAGE	DATE OF BIRTH	DRIVER'S LICENSE NUMBER	PURPOSE OF USE
	ESTIMATE AMOUNT	WHERE CAN VEHICLE BE SEEN?	
INSURED PROPERTY LOSS INFORMATION			
LOCATION OF LOSS		POLICE OR FIRE DEPT. TO WHICH REPORTED	
KIND OF LOSS (Fire, Wind, Explosion, Etc.)		PROBABLE AMOUNT ENTIRE LOSS	
DESCRIPTION OF LOSS & DAMAGE (Use reverse side, if necessary)			

My wife and I were driving past Heaps  
landscaping on Friday 6-1-12 at 10:15 AM  
and went to go around a John Deere tractor  
with a brush mower on it mowing the  
ditch. Just as I was passing him the  
mower threw out a baseball bat size branch  
and hit my truck in the windshield then  
the driver side mirror. It smashed my mirror.  
I would have stopped to talk to the operator  
but I had a doctor appointment at 10:30 AM.  
I am also faxing a price for a new mirror.

My phone number is 608-617-6336  
my name is Eric Swanson



**Statewide Services, Inc.**  
 Claim Division  
 24 Hour Telephone: 877-204-9712  
 FAX: 800-858-1536  
 Email: StatewideClaimsReporting@statewidesvcs.com

NOTICE OF:  
 CLAIM (Submitted for consideration of payment)  
 INCIDENT NOTICE (Record of purpose may develop into claim)

INSURED: CITY OF PORTAGE  
 Contact Person: Sherri Kranz Title/Position: Deputy Clerk  
 Address: 115 W. Pleasant St., Portage Phone #: 608-742-2176, EXT 310  
 Email Address: Sherri.Kranz@ci.portage.wi.us WI 53901 Fax #: 608-742-8623  
 Date Reported: 8/3/12 Policy Number: 11271 Policy Term: 1/1/12 - 12/31/12

COVERAGE TYPE:  General Liability  Police Liability  Public Officials Liability  Auto Liability  Auto Physical Damage

LOSS INFORMATION - DESCRIBE HOW LOSS OCCURRED: WIND BLEW THE TREE BRANCH DOWN. A large branch broke off a tree on City right of way at W. Conant St + Sunset St. The branch fell on an electric service line to the house at 1202 W. Pleasant St. and ripped the electric meter off the house. The homeowner was presented the attached bill from the electrician that performed the repair. The homeowner requested the city pay the bill. Park & Rec. Director Raimor indicated the City is not liable for "Acts of God".

REPORTED TO (POLICE OR FIRE DEPT.)	ATTACH ADDITIONAL COPIES AS NEEDED		REPORT #
LOCATION OF CLAIM/INCIDENT	DATE OF CLAIM/INCIDENT	TIME	DATE INSURED NOTIFIED
<u>1202 W. Pleasant St.</u>	<u>08 1031 12</u>	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	<u>08 1031 12</u>

- Department
- Admin/General Operations
  - Electric Utility
  - EMS
  - Fire Dept. - Paid
  - Fire Dept. - Volunteer
  - Other
  - Police
  - Public Works
  - Public Works - Park & Rec.
  - Public Works - Streets-Snow/Maintenance
  - Public Works - Solid Waste
  - Public Works - Tree Care
  - Sanitary Sewer Utility
  - Water Utility
  - Other \_\_\_\_\_

INSURED VEHICLE AUTO LOSS INFORMATION			
VEH. NO.	YEAR, MAKE, MODEL	V.I.N. (VEHICLE IDENTIFICATION)	PLATE NO.
DRIVER'S NAME		RESIDENCE PHONE (A/C No.)	BUSINESS PHONE (A/C, No., Ext.)
DESCRIBE DAMAGE	DATE OF BIRTH	DRIVER'S LICENSE NUMBER	PURPOSE OF USE
	ESTIMATE AMOUNT	WHERE CAN VEHICLE BE SEEN?	
INSURED PROPERTY LOSS INFORMATION			
LOCATION OF LOSS		POLICE OR FIRE DEPT. TO WHICH REPORTED	
KIND OF LOSS (Fire, Wind, Explosion, Etc.)		PROBABLE AMOUNT ENTIRE LOSS	
DESCRIPTION OF LOSS & DAMAGE (Use reverse side, if necessary)			

**City of Portage  
Position Description**

**Name:** \_\_\_\_\_ **Department:** Municipal Services  
**Position Title:** Engineering Technician **Pay Grade:** \_\_\_\_\_ **FLSA:** Exempt  
**Date:** August 2012 **Reports To:** Director of Public Works

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**Purpose of Position**

Performs routine and complex technical work and provides customer assistance to the public. Assists the Public Works Director with mapping (GIS), public works projects and zoning administration.

**Essential Duties and Responsibilities**

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

- Provides technical assistance for the GIS program
- Obtains field information using a GPS unit and other measurement tools.
- Manages operation of GIS equipment, including plotter, software and databases.
- Presents GIS information at Meetings and educates new users.
- Maintains and files City and Utility system maps and master plans for streets (WISLR), sidewalks, signs, trees, facilities, water distribution, wastewater conveyance, stormwater drainage and project plans.
- Coordinates with Columbia County, Land Information office regarding parcel and address mapping.
  
- Performs surveys and manages data for public works projects
- Prepares construction drawings (CADD) for public works projects
- Performs staking for public works construction projects
- Performs construction inspection on public works projects
  
- Assists Public Works Director with zoning administration
- Processes applications for variances, conditional use permits and zoning changes and prepares recommendations to appropriate Boards and Committees
- Coordinates enforcement issues with Building Inspector and City Attorney
- Coordinates property information records with Assessor
- Assign property addresses and maintain address map
- Oversea building inspection and building maintenance programs
- Processes building permits and performs inspection of signs, fences, decks, driveways and sewer and water laterals
- Answers general questions regarding legal descriptions, floodplain information, zoning and site plans

**Education and Experience**

Associate degree in Civil Engineering and three years engineering experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Must possess a valid Wisconsin Drivers License.

**Knowledge, Skills, Abilities and Physical Requirements Necessary to Perform Essential Job Functions**

**Physical Requirements**

- Ability to operate a variety of equipment and tools such as a vehicle, computer, surveying and drafting equipment, and telephone.
- Ability to conduct on-site inspection of public works sites.

**Mathematical Ability**

- Ability to add, subtract, multiply, and divide; perform calculations using decimals, percentages, and algebraic equations; utilize principles of geometry and trigonometry

**Language Ability and Interpersonal Communication**

- Ability to comprehend and interpret a variety of documents such as invoices, engineering plans, laboratory reports, contracts, and architectural drawings.
- Ability to prepare a variety of documents such as plans, specifications, profiles, maps, permit applications, property records, GIS maps and databases, bills, meeting minutes, agendas, and various reports using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret engineering books, statutes, the municipal code, specifications, plans, maps, and policy and procedure manuals.
- Ability to communicate effectively with City personnel, committees, elected public officials, organizations, state agencies, media, real estate companies and the general public.

**Environmental Adaptability**

- Work is performed in an office environment and outdoors in varying weather conditions.

The City of Portage is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. There is a residency and drug-screening requirement.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date