

City of Portage Common Council Meeting
Council Chambers of City Municipal Building
115 West Pleasant Street, Portage, WI
Regular Meeting – 7:00 p.m.
September 27, 2012
Amended Agenda

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Presentation of Historic Preservation Quarterly Award for Spring 2012
6. Minutes of Previous Meeting
7. Consent Agenda
 - A. Reports of Sub-Committees, Boards, and Commissions
 1. Library Board Fundraising Task Force
 2. Library Board
 3. Business Improvement District Board of Directors
 4. Tourism Promotion Committee
 5. Historic Preservation Commission
 - B. License Applications
 1. Operator
 2. Taxi Cab Operator
8. Committee Reports
 - A. Plan Commission
 1. Action on waiving stormwater fee for Library expansion
 - B. Human Resources Committee
 1. Action on change of pay grade and step for Water Superintendent and Sewer Superintendent
 2. Action on Public Works Administrative Assistant/Deputy Treasurer
 3. Action on Job Descriptions for Administrative Secretary/Back-up Municipal Court Clerk and Administrative Secretary
 4. Action on job description for Public Works Superintendent
 - C. Legislative and Regulatory Committee
 1. Action on Operator License application for Mackenzie L. Barney

2. Action on Class B Fermented Malt Beverage and Class C Wine License for Huan Qing Peng, 238 West Cook Street
3. Action on Change of Agent for Kwik Trip Store #653, 1223 East Wisconsin Street to Robert Favorite
4. Recommendation regarding pursuing ordinance allowing chickens in the city

9. New Business

A. Ordinances

1. Ordinance No. 12-009 relative to Regulating and Licensing Pawnbrokers, Scrap Metal Dealers, Secondhand Article and Secondhand Jewelry Dealers

B. Resolutions

1. Resolution No. 12-042 relative to Parking Space Lease Agreements

C. Action on request from Portage Fire Department for Street Closure for October 13, 2012

10. Adjournment

Amended 9/21/12; 4:50 pm

Common Council Proceedings
City of Portage

Regular Meeting
Council Chambers
City Municipal Building

September 11, 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

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

3. Pledge of Allegiance

The Pledge of Allegiance was said.

A moment of silence was observed in remembrance of those who lost
their lives on 09/11/01.

4. Approval of Agenda

No changes.

5. Minutes of Previous Meeting

Motion by Klapper, second by Oszman to approve the minutes of the
August 23, 2012 Common Council meeting. Motion by Dodd, second by
Maass to amend the motion to correct the minutes as the Library Board
Fundraising Task Force meeting of August 7, 2012 and the Community
Development Authority meeting of August 14, 2012 were not approved.
Motion carried unanimously on call of roll. Ald. Maass pointed out that
following discussion at the previous meeting, Mayor Jahn was going to
discuss with Manager Raimer an item from the Park and Recreation Board
minutes. Mayor Jahn has done so. Motion as amended
carried unanimously on call of roll.

6. Consent Agenda

Reports of Sub-Committees, Boards, and Commissions

Library Board Fundraising Task Force meeting of August 7, 2012

Community Development Authority meeting of August 14, 2012

Library Board meeting of August 21, 2012

Historic Preservation Commission meeting of August 21, 2012
Airport Commission meeting of August 22, 2012

Applications

Operator License applications for period ending June 30, 2013 for the following: Charelle B. Becker, James D. Behnke, Joseph A. Boston, Michael R. Clark, Melissa C. Devine, Kelsey A. Hayes, Serena A. Knowles, Lynette M. Koch, Mary S. Ramsey, Margaret A. Russell, Matthew P. Russell.

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

7. Committee Reports

Plan Commission Meeting of August 20, 2012

Finance/Administration Committee Meeting of August 20, 2012

Motion by Dodd, second by Klapper to approve the transfer from surplus of \$25,000.00 to account number 100-02-54100-721 for economic development. Motion carried unanimously on call of roll.

Finance/Administration Committee meeting of September 4, 2012

Motion by Dodd, second by Oszman to approve the transfer of \$5800.00 from account number 100-20-53510-510 to 100-20-53510-840 and \$13,505.00 from surplus to account number 100-20-53510-840 for the PAPI light. Motion carried on call of roll with Havlovic abstaining.

Motion by Dodd, second by Oszman to approve the transfer from surplus of \$4,600.00 to account number 100-35-55190-840 for conference room presentation displays. Motion carried on call of roll.

No action was taken on the appropriation of funds for municipal court office updates as there appears to be money in the borrowing to cover those expenses.

Motion by Dodd, second by Klapper to approve the award of Contract No. 12-009B, Hamilton Street and Cass Street Resurfacing, including Change Order No. 1 to Gasser Construction in the amount of \$83,909.00. Motion carried unanimously on call of roll.

Motion by Dodd, second by Hamre to approve the award of Contract No. 12-010, East Wisconsin Street Resurfacing, including Change Order No. 1 to Gasser Construction in the amount of \$176,475.00. Motion carried on call of roll.

Motion by Dodd, second by Klapper to approve the payment of claims in the amount of \$1,089,526.91. Motion carried unanimously on call of roll.

Human Resources Committee meeting of August 22, 2012

Human Resources Committee meeting of September 5, 2012

Motion by Maass, second by Klapper to approve the position description for Administrative Assistant/Deputy Treasurer. Motion carried unanimously on call of roll.

Motion by Oszman, second by Dodd to approve the appointment of Jean Mohr as Interim City Treasurer for a period not to exceed six (6) months at a rate of \$25.00 per hour. Motion carried on call of roll.

Motion by Dodd, second by Oszman to allow Carolyn Severson to carry over a maximum of 14 days vacation, which is to be used within the next 180 days. Motion carried unanimously on call of roll.

Municipal Services and Utilities Committee meeting of September 6, 2012

Motion by Garetson, second by Miller to approve in-kind services request for Portage United Church Fun Run, October 13, 2012. Motion carried 8 to 1 on call of roll with Maass voting no.

Motion by Garetson, second by Oszman to deny the insurance claim for Eric Swanson. Motion carried 8 to 1 on call of roll with Dodd voting no.

Motion by Garetson, second by Oszman to deny the insurance claim for Nick Hrysko. Motion carried unanimously on call of roll.

There was discussion regarding the error by Gasser Construction, pulverizing the wrong street, Ridgeview Court instead of Parkview Court. Motion by Maass, second by Havlovic to deny the city paying 25% of the \$23,000 cost to repave the street. Discussion continued with some members of the opinion that the city could pay approximately \$5000 toward the street because of the value received of having an entirely new street. Motion failed 8 to 1 on call of roll with Dodd, Ebnetter, Garetson, Hamre, Havlovic, Klapper, Miller and Oszman voting no.

8. Old Business

None.

9. New Business

Resolutions

Resolution No. 12-039 relative to Community Development block Grant Housing Rehabilitation Program Housing Procedures Manual was read

and adopted unanimously on motion by Oszman, second by Havlovic and call of roll.

Resolution No. 12-040 relative to Signatures on Accounts was read and adopted unanimously on motion by Oszman, second by Klapper and call of roll.

Resolution No. 12-041 relative to Employment Agreement with Interim City Administrator was read by and adopted unanimously on motion by Oszman, second by Klapper and call of roll.

Proclamation

Mayor Jahn read the Kids Day America Proclamation.

Motion by Klapper, second by Oszman, to approve Report Regarding the Care and Maintenance of Soldiers' Graves for Silver Lake Cemetery.
Motion carried unanimously on call of roll.

10. Closed Session

Motion by Oszman, second by Dodd to 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 the potential sale of property on Gunderson Drive/County Highway CX. Motion carried unanimously on call of roll at 8:25 p.m.

11. Adjournment

Motion by Oszman, second by Hamre to adjourn. Motion carried on call of roll at 8:53 p.m.

Marie A. Moe, WCPC, MMC
City Clerk



CABINET MEETING DISCUSSION POINTS

Tuesday, September 11, 2012

8:00 a.m. to 9:00 a.m.

Memorial Room

Members Present: Jon Crawford Jeff Ligel
Rich Davis Sue Martin
Jim Dalton Shannon Schultz
Mayor Ken Jahn Chad Stevenson
Barb Knight Addie Tamboli
Ellie Voigt

Members Absent: Dr. Mark Curran Rich Heimerl
Matt Meyers Bev Hoffman
Jim Crawford Dustin Mueller
Ginni Hamele Dr. Jan Seubert

Consultant: Peter Woodburn

I.	Welcome <ul style="list-style-type: none">Chad welcomed everyone in attendance at 9:05 a.m.
II.	Overall Soliciting Reports <ul style="list-style-type: none">Peter reported on Division Reports

<p>III.</p>	<p><i>Non-Soliciting Division Reports</i></p> <ul style="list-style-type: none"> • A full page ad will be appearing in the Daily Register, listing the names of all donors to date. • A final round of radio spots will be aired in the near future.
<p>IV.</p>	<p><i>Wrapping Up the Campaign</i></p> <ul style="list-style-type: none"> • Peter reported that the last committee meeting will be on September 25, and that pledges should be in by then.
<p>V.</p>	<p><i>Open Discussion</i></p> <ul style="list-style-type: none"> • Jeff reminded everyone about the Golf Outing on Thursday. • Chad emphasized the need to get pledges in.
<p>VI.</p>	<p><i>Adjournment</i></p> <ul style="list-style-type: none"> • Chad and Jeff adjourned the meeting at 9:00. <p style="text-align: center;"> FINAL CAMPAIGN CABINET MEETING Tuesday, September 25, 2012 8:00 A.M. – 9:00 A.M. Bidwell Room </p>

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

LIBRARY BOARD MEETING Minutes
September 11, 2012

Meeting called to order 12:06

Present: Davis, Tamboli, McLeish, Poches, Gregory, Varvil-Weld, Voigt

Excused: Hoffmann

- 1) Motion to approve August 7, 2012 meeting minutes and August 21, 2012 special meeting minutes. (AT/DV-W)
- 2) Financial Reports:
 - a) Motion to approve August 2012 Municipal funds claims and Library restricted funds claims for payment as presented. (AT/CP)
- 3) Director's Report: Shannon Schultz
 - a) Statistics for the completed Summer Reading Program were presented. 569 youth and 49 adults participated.
- 4) Library Fundraising Campaign Report: Addie Tamboli
 - a) 61.6% of the goal of \$1.75 million has been pledged.
- 5) Meeting adjourned 12:40. (EV/AT)

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

City of Portage
Minutes of Business Improvement District Board of Dir. meeting
Wednesday, September 12, 2012
Municipal Building, 115 West Pleasant Street, Conference room 1

Meeting called to order at 7:36 a.m.

1. Roll Call

Present: Peggy Joyce; President; John Krueger, Vice President; Jim Rusch; Chris Shadel, Shane Schmidt

Members Absent: Larry Wilz, Outgoing Treasurer; Steve Polnow

Non-Members Present: Gil Meisgeier, BID Contractor, Main Street Portage Ex. Dir. /BID Administrator; Alder Carolyn Hamre

2. Approval of August 8, 2012 Minutes

Motion to approve August 8, 2012 minutes. Motion by Schmidt, 2nd by Krueger; Motion carried, all in favor.

3. Claims to pay & Financials Report

Financials/Treasurers report was not available, no action was taken. President Joyce to check as to why.

Claims were presented by President Joyce, \$1,000.00 for Columbia County Visitors Bureau Concerts In The Park for 2012 season; \$5,000.00 first annual payment for 2012 to Library Expansion Fund (To be reviewed on annual basis too); AMS Contractor expense reimbursement \$164.30.

Motion to approve by Krueger, 2nd by Schmidt. Motion carried, all in favor.

4. Discussion and possible action on Board members

Motion to accept Larry Wilz resignation from BID Board. Motion by Schmidt, 2nd Shadel; Motion carried.

Dennis Rupers letter of interest in board vacancy and resume was discussed. Schmidt gave positive review of his working with Rupers on the MSP board in the past. Motion to recommend Rupers to mayor and council. Motion by Shadel, 2nd Rusch. Motion carried all in favor.

5. BID Contractors report

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

6. 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 Rusch, 2nd Schmidt. Motion carried, all in favor.

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

Discussion re: sail shades for concerts and other possible uses. Also, American flag for mast attached to the Historic (RAM hotel) Mast to be inspected as to stability. No further action; Explore possibility of installing large pole in center of kiosk or replacing existing flag pole in Commerce Plaza with a new larger one. No action taken.

8. 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.

9. Verbal status reports (were given on several city issues of concern to the BID (also, see BID & AMS reports))

- 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**

10. Discussion on Alder Klapper's letter of inquiry was discussed

President Joyce instructed Administrator to make sure that Klapper receive BID info. It was explained that with the exception of the bills to be paid all Alders receive the materials every month this was confirmed by Alder Hamre.
List of approved bills to be included in minutes reports.

11. Motion to adjourn

8:27 a.m. by Joyce, 2nd Krueger, Motion carried. All in favor.

prepared by gam

2011 August BID Maintenance Contractor Report
8/01/ 2 012 to 8/31/12 submitted by
Gil Meisgeier, Associated Management Services on September 6th 2012

I.Trash Some of the 24 BID trash containers still being used for household garbage and may fill rapidly.

II. Equipment

The 2009 Polaris ATV was taken in to Statz Equipment on August 27th.for overheating as fan was not operating. Statz will conduct a thorough check of the 2009 i.e. fluids check/change etc. as we have done in previous years in preparation for winter use.

III Snow removal

IV. BID Farmer's Market

Market has been up with a big increase in vendors due to summer crops coming in. We had a 2012 record 21 vendors for the last two Thursday markets in August. The new parking signs for Senior and Handicapped parking at the market are working well..

V. BID flower and trash containers etc.

With a lot of extra care, most all of the flower barrels and hanging baskets are still doing well in spite of the high heat. It has still been necessary to water 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 the BID flowers including a recent very complimentary letter to the editor in the PDR and also comments passed along from Judy Eulberg from people on her Downtown Walking Tour. We continue to receive positive comments on the flowers and the art metal sculptures placed in two bump out planters. Contractor has increased weed spraying with five applications through August as weeds have been growing rapidly.

As soon as Tim Raimer's summer schedule eases, Streetscape committee will be working on 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.

ADDITIONAL ITEMS OF INTEREST IN THE BID

- The city Council has met in closed session several 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 has been stuccoed.
- The underground parking facility is on the Municipal Services Committee agenda again for the Sept. 6th. meeting. On 8/3/12 the M.S. committee voted once again to close off the lower level after city engineer presented additional cost figures and income estimates!!!! I passed out these figures at the August meeting.
- Also at Aug. meeting, M.S. committee, after some strong exchanges, approved city expenditure of approximately \$150,000.00 (their 20% share of the grant) for the engineering on the Portage Canal project. This was to be considered by full council at the August 23rd meeting. At that meeting the action was taken to send it back to the M.S. committee for reconsideration on Sept.6th.
- A meeting was put together by State Rep. Fred Clark group consisted of city officials suggested by the mayor, DNR representatives, Tammy Baldwin's office, Fox Wisconsin Heritage Parkway, State Historical Society and others. I was invited to join in the discussion by Fred Clark as President of the Canal Society, and writer of all the grant narratives and co-author of some of the \$6,000,000.00+ in state and federal grants. There was a healthy interchange by all parties in attendance with possible DNR funding to be explored and another design for the next segment. The group is to get together in November with reports on progress.

- The City Tourism Committee to have Portage on a 2013 Discover Wisconsin show. They have been filming more in recent days at Downtown. sites and events including Farmers Market., Taste etc. BID is participating in the cost of the program.
- The Riverside Park Welcome Center ad-hoc committee work is progressing with some design changes and recommendations. August meeting centered on listing final layout and selections of accoutrements.
- The Downtown Portage Area Community Center (PACC) committee has embarked on a program with General Engineering and Kyle Dumbleton 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 hopefully 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 Explore Portage billboard is now up between the rest area and the river. As BID had requested, the bill board bottom line reads “Historic Downtown next exit” with a large arrow pointing right.
- The placing of high quality two sided banners on the Hwy 33 bridge has been completed. There are three sets of six banners. At BID/MSP request a historical set include a banner for Historic Downtown, The Portage Canal, Surgeons Quarters, Agency House and two end banners that contain Welcome and Thank You messages on reverse sides.
- AS MENTIONED LAST MONTH, Paint the Town 2012 got underway with the delivery of the Lynn Properties scissor lift to the Downtown. First use was the expanding Smart Woman former Book World building.
The lift was then used at Prairie Flower Beads. Rita and Art and their son used the lift to paint new faces on the front and rear of their large Cook Street building. While at it, they restored the interesting engraved message above the second floor windows. The Portage Theater painters also used the lift to paint the entire large property.
Welcome Home Sew and Vac is next in line for the lift. This time for front façade work.
- The restoration of the vintage Wall Art sign “WOOL – HIDES” on the west end second floor of the Portage Furniture complex will be done during September. This will also utilize the lift. This will be paid for as part of the USDA grant MSP was awarded.
- Other murals are in the planning stage for the Clock Shop and one other also utilizing USDA funding.
- An additional mural has been commissioned by the Chamber and financed by the Tourism Committee depicting the vintage Eulberg brewery which is to be painted by Chris Dreyer. The lift has been offered for use on that project as well.
- On Aug. 25 approximately 75 people participated in the Volks March. The effort was spearheaded by Dr Blau & Fred Galley with assistance by GAM.
- The new Home Care Specialists business in the former Sweet Dreams site next to Davis Barber Shop is up and running.

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

END OF AUGUST, 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

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)
AUGUST 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

SPECIAL CONFERENCE COMING UP

2012 Wisconsin Conference on Downtown Revitalization

The Art of Downtown Development

Date: October 8 & 9 2012

Location: Radisson Paper Valley Hotel – Appleton WI

Cost: member \$89 / non member \$109

We are members. Anyone else want to go. MSP may have scholarship funding available for you to attend!

Main Street Wisconsin conducted directors and board members training on August 23rd & 24th 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? ? ? ?

- The city Council has met in closed session several 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 has been stuccoed.
- The underground parking facility was to be on the Municipal Services Committee agenda again for the Sept. 6th meeting. On 8/3/12 the M.S. committee voted once again to close off the lower level after city engineer presented additional cost figures and income estimates!!!! I passed out these figures at the August meeting.
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- On Aug. 25 approximately 75 people participated in the Volks March. The effort was spearheaded by Dr Blau & Fred Galley with assistance by GAM.
- The new Home Care Specialists business in the former Sweet Dreams site next to Davis Barber Shop is up and running.
- Pro Forma designs is operating in the former Zimmerman Promotionz space in the Phoenix building.

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

A NOTE FROM BID CONTRACTOR AMS:A SPECIAL THANKS TO THOSE FOLKS WHO DO CALL ATTENTION TO AREAS IN THE BID NEEDING ATTENTION BY AMS OR THE CITY PLEASE LET US KNOW IF THERE ARE THINGS THAT IMAY HAVE BEEN OVERLOOKED OR ANY ITEMS THAT NEED ATTENTION. AMS WELCOMES YOUR SUGGESTIONS, CONTRACTOR IS AVAILABLE 24/7 ! JUST GIVE A CALL TO 742-5054; CELL # 608 334-4207

MSP COMMITTEE REPORTS

ORGANIZATION COMMITTEE

Communications continue to improve as the MSP Web Site information being carried is more up to date, carries MSP/BID Business links and ads, more events details and improved communications. Please let me know of any recommended changes or news items.

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 sometime in 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 soon.

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.**

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.

Portage Paint the Town 2012 Façade Squad got underway with the use of the Lynn Properties scissor being provided to the Downtown. It was used to improve the facades of eight properties last season.

1. First use this season was the expanding Smart Woman former Book World building.
2. The lift was then used at Prairie Flower Beads. Rita and Art and their son used the lift to paint new faces on the front and rear of their large Cook Street building. While at it, they restored the interesting engraved message above the second floor windows.

They will be using the lift again to finish some details on the new faces.

3. Ed Steck and his wife used the lift to redo the rear of their office building on West Cook St.
4. The Portage Theater painters also used the lift to paint the entire large property on all sides.
5. Welcome Home Sew and Vac is next in line for the lift. This time for front façade work.
6. Two wall art projects will also utilize the lift. (see below)

Note: MSP will make the scissor lift available for use to any business/property owner in the downtown desiring to use it to improve their property. Give Gil a call 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. See the vibrant paint job of the Tire Company on Dodge St. It is visible from Popcorn Corner. Thanks to the owners for the upgrade and brightening their little corner of the world!

THE MURAL PORTION OF PAINT THE TOWN PROGRAM is scheduled to get underway during September with the restoration of vintage wall art on the Portage Furniture complex west wall. The lift will be utilized for the restoration of Downtown vintage wall art by Main Street Portage utilizing generous donations, MSP administrative time and USDA grant funds. Another piece of wall art is in the planning stages. The

planned restoration of vintage signs and a new mural or two will surely greatly improve the ambiance of our downtown. (Google Plymouth, WI murals for an idea of the direction we are heading.).

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. The lift will be used here to mount the clock and add back ground highlights.

Another piece of wall art where the lift will be used is being financed by the Portage Tourism Committee is also planned. A mural by Chris Dreyer depicting the vintage Eulberg Brewery is scheduled to be done this fall at a site in the Downtown.

PROMOTIONS COMMITTEE

The Yuletide at the Portage 2012 Committee and the Canal Days 2013 committee have begun plans for the events. Anyone wishing to participate in these efforts are urged to contact Gil.

Many summer/fall events that were held in whole or in part in our downtown brought thousands of visitors to our Downtown! This is demonstrated by the summer/fall calendar of Downtown events.

- May – October - Portage BID Farmers Market, every Thursday, noon to 6pm.
- June – September - Community Wellness Walk, every Wednesday , 6 to 7pm
- May – October; Downtown Walking Tour, every 1st. Saturday, 10am, from Chamber office
- June – August - Concerts At the Portage every Wednesday night, Riverside Park
- June 1st, 2nd, 3rd – Canal Days 2012 , Market Square, Portage Canal, Riverside Park
- June 30th. Fourth of July Parade, Cook St.
- July 7th. Sand County Fine Arts Festival, Market Square
- July 7th. Rotary Craft Beer and Wine festival, Market Square
- July 21st; MDA Ride For Life, 1,000 bikes Downtown, Cook St. 12:30 to 2:30
- August 4th - MSP Super Sidewalk Sales
- August 11th Kiwanis Bike to Read, hundreds of cyclers depart from Riverside Park
- August 24th, 25th Taste of Portage, Market Square and Cook St.
- August 25th.Volks March, from Riverside Park
- September 9th, Alzheimer's walk from Riverside Park

TIME WELL SPENT

- During the month of August 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 meetings of the Fox Wisconsin Heritage Parkway.
- Spoke personally on BID/MSP matters with the City Clerk and staff, City Treasurer, City Engineer, Mayor, two City Council members.
- During August, Director attended a total of 10 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., WI Main Street Executive Dir. Training in Madison.
- Numerous contacts with the Fox Wisconsin Heritage Trail Core team members.
- Coordinated Paint the Town schedule of those projects utilizing the Lynn scissor lift.
- Coordinating the Mural painting projects
- 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 August was approximately 156 hrs. (36.28 hrs/wk. average). THX

END OF MSP EXECUTIVE DIRECTOR'S REPORT ON AUGUST 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 WE DON'T KEEP OUR PART TO KEEP OUR DOWNTOWN GOING

HOW CAN WE EXPECT OTHERS TO?

ENJOY THESE LAST DAYS OF SUMMER!!!

AND REMEMBER SMART SHOPPERS... SHOP THE BID!

City of Portage
Tourism Promotion Committee Meeting
5:00 PM September 13, 2012
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes

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

Members Excused: Carol LaVigne

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

1. Roll Call: 5:00 PM

Meeting called to order at 5:00 PM with the above members present.

2. Approval of minutes from August 9, 2012 meeting:

Motion made by Rick to approve the minutes, 2nd by Beth. Motion passed 5-0.

3. Public Comment:

No Public Comment

4. Discussion and Action on Claims: Total claims presented are \$6,003.25

A. Ad Lit: 1 Claim - \$1,466.25

B. Capitol Newspapers: 2 Claims (\$500.00 and \$500.00 = \$1000.00)

C. CBS Outdoor: 1 Claims - \$900.00

D. Magnum Communications: 3 Claims (\$510.48 and \$1,020.96 and \$22.65 = \$1,554.09)

E. Country Plumber (Portable restrooms for MDA Ride): 1 Claim - \$1065.75

F. Portage Utilities: 2 Claims (\$11.46 and \$5.70 = \$17.16)

Motion made by Beth to pay the above claims, 2nd by Dawn. Motion passed by roll call 5-0

5. Presentation by Entercom (WOLX 94.9) Radio:

Presentation was made by Barbara Bolan for advertising.

6. Presentation by Mike Hurd on Behaf of the Portage Legion Baseball:

Needing money for field improvements.

7. Discussion and action on City Directional Signage:

Tim Raimer was not present, will invite him to next meeting.

8. Beginning discussion on 2013 budget:

We started talking about the budget, will discuss more at next meeting. No action taken at this time. We were given presentations by Destinee Udelhoven (HIAH), Portage Kiwanis members, Peggy (Historical Society Museum), Ann Conway (Portage Center for the Arts).

Marty read a letter from Paul Katzke (Cruzin Portage Car show), Paul was awarded \$1500.00 for advertising, and they only spent \$1276.00 so he sent a check back in the amount of \$224.00. Paul is also not heading the car show next year.

9. Next Meeting Date:

October 4, 2012 @ 5:00pm.

10. Adjournment:

Meeting was adjourned at 6:18 pm by a 5-0 vote.

Respectfully submitted by, Dawn Schneller, Secretary

**City of Portage
Historic Preservation Commission
Tuesday, September 18, 2012, 6:00 p.m.
Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

Members Present: Doug Klapper, Chairperson; Marlena Cavanaugh, Stephanie Miller-Lamb, Destinee Udelhoven
Members Excused: Erin Foley
Members Absent: Richard Beebe
Guests: Mari and DuWayne Klapper (visitors to the area, parents of Chair Klapper, Bill Welsh (Cable TV)

1. Roll call

Klapper called the meeting to order at 6:02 pm. There were not a sufficient number of members present to have quorum; the meeting continued solely for purpose of discussion, as no votes could be taken or decisions made. Klapper noted that Harding is no longer a member of the PHPC, as she is no longer living in the area. A resignation letter has still not been received; Klapper will inquire as to what protocol is in this situation so we can fill the seat.

2. Approval of previous minutes

Miller-Lamb noted that the last sentence of the final bullet point in item 7 had a typo. The third last word of the paragraph should read 'by' rather than 'be.' Thus 'Miller-Lamb will send copies to the DAR as an email attachment and also by US Post.'

3. Discussion and possible action on claims

There were no claims presented.

4. Discussion and possible action on budget request

There were no budget requests to discuss.

5. Discussion and possible action on Commission vacancies

Klapper will approach Museum at the Portage to see if there are interested members who may wish to be considered for the PHPC. He will also approach David Bartelt. Cavanaugh offered to contact Jim or Mary Rusch to inquire about their interest in serving.

6. Discussion and possible action on HPC Quarterly Award

Miller-Lamb reported that she was unable to connect with the property owners of 911 Dunn Street, as the phone number has been disconnected and nobody has been home upon site visits. She was able to glean sufficient information through research done via city tax rolls and the Wisconsin Historical Society property inventory site. The award for this property will be noted at the September 27 City Council Meeting. The property at 813 Dunn is slated for being awarded at the October 11 City Council Meeting.

7. Discussion and possible action on Municipal Register

Group discussed the challenges they had in working through the first six items on the nomination form. Group agreed that there is still work to do to make the form more accessible and self-explanatory. Group thought we could benefit by having a representative of the WI Historical Society come to a meeting to make suggestions for improving and clarifying the nomination forms.

- What information are we looking for when we ask for the description of the property, site or entity?
- Should we request a date range for construction, rather than a specific date?
- When we ask for a physical description of the property and the state of condition, what specifically are we looking for in the answers? Is it architectural style and features? Features that were present and are now gone or altered? How can we make that section more clear?
- When talking about the Area of Significance, are we inquiring about the areas of significance of the party/parties who built the home, of the home itself or some combination of both?

8. Discussion on a visit to the portage

This was left for future discussion.

9. Adjournment

Klapper adjourned the meeting at 6:56 pm

Respectfully submitted,
Stephanie Miller-Lamb
Secretary

OPERATOR LICENSE APPLICATIONS - BY LAST NAME

LICENSE YEAR: SEPTEMBER 27, 2012-JUNE 30, 2013

Amie M. Apicella
Alex W. Frantz
Ashley M. Ledlow
David R. Smith
Pamela K. Smothers
Kellan M. Srur
Christian J. Theel

TAXI CAB LICENSE RENEWALS

9/21/2012 0:00

LICENSE PERIOD: SEPTEMBER 27, 2012 - JUNE 30, 2013

Ronald L. Swanson

**City of Portage
Plan Commission Meeting
Monday, September 17, 2012, 6:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room Two**

Members present: Mayor Kenneth Jahn, Chairperson; Michael Oszman, Vice Chairperson; Robert Redelings, City Engineer, Dan Daley, Addie A. Tamboli, Peter Tofson and Brian Zirbes

Others present: Gary O'Hearn, Jerry Foellmi, Michael Bahr, Shannon Schultz, Craig Sauer and Bill Welsh

1. Roll call

2. Approval of minutes

Motion by Tamboli, second by Oszman to approve the minutes of the August 20, 2012 meeting. Motion passed 5 to 0 with Daley and Tofson abstaining.

3. Discussion and possible action on library building expansion

Mayor Jahn mentioned that the single family house demolition and proposed building addition will occur on City property purchased for the library. As such, the library board has control over the use of the property and the project.

Redelings mentioned that the parcels over which the present and proposed building lie should be combined into a single parcel. Also, no employee information was provided so a determination of parking needs couldn't be made. Additionally, there's only a 4" watermain on Lock St. and on East Edgewater St. east of Lock St. It's uncertain whether the water system is adequate for the fire sprinkler system.

Michael Bahr, the architect, indicated that no additional staffing is proposed, resulting in no additional parking requirements. Also, the proposed building addition exterior will be consistent with the existing building. Tofson inquired about the proposed lighting and Mr. Bahr mentioned that there would be recessed LED lighting.

Library Director Schultz indicated that there is space planned for senior activities. Oszman mentioned that all current building issues need to be addressed. Redelings indicated that there wasn't space for stormwater detention and because this is a redevelopment, a stormwater fee in lieu of detention would be appropriate. However, in this case, it would be as if the City was paying itself.

Motion by Oszman, second by Tamboli to recommend approval of the project to Council and to have the property combined into a single parcel and waive the stormwater fee. Motion passed unanimously on call of the roll.

4. Presentation of proposed amendments to the zoning ordinance

Redelings indicated that the remaining sections of the zoning ordinance would be presented in 2 steps; the standard sections were distributed electronically and would be reviewed at a special meeting on October 1, 2012. Hard copies will be distributed this week.

The last section consisting of the sign ordinance will be reviewed at the special meeting on November 5, 2012. The consultant will be present at both meetings to answer questions.

5. Discussion and possible action on East Haertel Street sidewalks

Mayor Jahn described the Operation Planning Meeting that was held on September 7, 2012. The preliminary design of East Haertel St. including 2 – 4 foot bike lanes was presented along with the sidewalk options. The DOT requires sidewalk on both sides of the street unless there are reasons why a sidewalk on only one side is required. Cost is not considered a legitimate reason.

At the meeting, it was shown that having sidewalks on both sides did present some design challenges on the south side. Also, this alternative resulted in more wetland impacts. Also, the properties that have frontage on the south side all have their entrances on East Albert St. As for the need, it's apparent that residents in the area would walk on East Albert St. and not East Haertel St. if their destination was downtown.

Motion by Tamboli, second by Oszman to recommend Council support construction of a sidewalk only on the north side of East Haertel St. Motion passed unanimously on call of the roll.

6. Discussion and possible action on Splash Pad project

Jerry Foellmi presented the updated site plan based on the topographic information that was obtained. To avoid the stormsewer, the shelter building was reconfigured and the skateboard park narrowed.

Tamboli suggested the men's and women's restrooms be switched for better utility with small children. Tofson questioned the adequacy of the rain garden and any required disinfection of the splash pad.

Mr. Foellmi indicated there would be control of the splash pad runoff to the rain garden and an overflow to the storm sewer provided. Mr. O'Hearn mentioned that the splash pad would be poured with standard concrete and there wouldn't be any standing water. No special cleaning is required.

It was suggested that only the parking lot pavement areas required for parking be paved.

Motion by Tamboli, second by Redelings to forward the plan to council for approval subject to the restrooms being switched and parking lot green space being maximized. Motion passed unanimously on call of the roll.

Mr. O'Hearn indicated that the delivered cost of the splash pad materials is \$116,000 and \$81,648 has been raised. Additionally, there are materials and labor being donated to the project. The shelter building isn't an absolute necessity at this time. However, it would be beneficial to construct it at this time because the splash pad does require a mechanical room/building.

Mayor Jahn mentioned that it is a City goal to provide restrooms in all City parks. The established budget for these restrooms is \$100,000.

7. Adjournment

Motion by Oszman, second by Jahn to adjourn. Motion carried unanimously on call of the roll.

The meeting concluded at 7:16 p.m.

Respectfully submitted,

Robert G. Redelings, Public Works Director

**City of Portage
Human Resources Committee Meeting
Wednesday, September 19, 2012, 5:30 p.m.
Municipal Building, Conference Room One**

Members: Kenneth H. Jahn, Chairperson, Rick Dodd, Jeff Garetson, Doug Klapper, Michael G. Oszman

Excused: Kenneth Ebnetter

Also present: City Clerk Moe, Interim City Administrator Murphy, Director of Public Works/Utilities Manager Redelings, Fire Chief Simonson

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

1. Roll call

The meeting was called to order at 5:00 by Mayor Jahn.

2. Approval of minutes from previous meeting

Motion by Oszman, second by Dodd to approve the minutes of the September 5, 2012 meeting. Motion carried unanimously on call of roll.

3. Closed session

Motion by Oszman, second by Klapper 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 non-represented personnel. Motion carried unanimously on call of roll at 5:06 p.m.

4. Reconvene to open session for remainder of the meeting

Motion by Oszman, second by Klapper to reconvene to open session for the remainder of the meeting. Motion carried unanimously on call of roll at 6:20 p.m.

5. Discussion, update and possible action on public works positions, pay grade and steps for Public Works Adm. Ass't./Deputy Treasurer

Director of Public Works/Utilities Manager Redelings stated that two employees posted for the position, with one withdrawing because he lacked the qualifications required. Director Redelings is recommending that Becky Ness be promoted to the position with a pay grade 4, step C, effective September 30, 2012. For the two months, Ms. Ness will be assisting with the election and other duties in the clerk's office. Motion by Oszman, second by Klapper to approve the promotion of Becky Ness,

effective September 30, 2012 with a pay grade 4, step C. Motion carried unanimously on call of roll.

6. Discussion, update and possible action on public works positions, pay grade and steps and/or Job Descriptions for Water Superintendent and Sewer Superintendent

According to Director Redelings, no updates are needed in the job descriptions at this time. He is recommending that the pay grade and step of both the Water Superintendent and Sewer Superintendent be changed to grade 10, step D, which is a 10% increase in pay. Motion by Garetson, second by Oszman to accept the recommendation and recommend that the Water Superintendent and Sewer Superintendent be placed at grade 10, step D effective the beginning of the pay period nearest January 1, 2013. Ald. Dodd stated that he could perhaps support step C, but not step D. Motion carried 4 to 1 on call of roll with Dodd voting no.

7. Discussion, update and possible action on Fire Department support staff, pay grade and steps, and job description

Fire Chief Simonson presented the job description for Administrative Secretary/Back-up Municipal Court Clerk, which is the work Chris Essex is currently doing, and a job description for Administrative Secretary. At the time Ms. Essex is no longer with the city, the job description without the back-up to the municipal court could be used for the next person. Chief Simonson is also recommending that Ms. Essex's pay grade and step be changed from grade 4, step I to grade 5, step G. Motion by Oszman, second by Klapper to recommend to council that both job descriptions be approved. Motion carried unanimously on call of roll.

Mayor Jahn was excused at 6:40 p.m.

8. Discussion and possible action on recruitment of City Treasurer

Jean Mohr is interested in filling the position permanently. Prior to posting, the front office structure will be evaluated. The external posting of the position will occur November 1, 2012.

9. Next Meeting Date

The next meetings will be scheduled for September 27th at 6:15 p.m. and October 2, 2012 at 5:00 p.m.

10. Adjournment

Motion by Oszman, second by Garetson to adjourn. Motion carried unanimously on call of roll at 6:47 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

City of Portage Position Description

Name: Chris Essex	Department: Fire Department
Position Title: Secretary	Pay Grade: FLSA: Non-Exempt
Date: September, 2012	Reports To: Fire Chief

Purpose of Position

This position exists to provide secretarial support to the Fire Chief and back up to Municipal Court Clerk and other Department support staff.

Essential Duties and Responsibilities

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

- Performs secretarial and receptionist duties: Daily types, files, answers telephones, and records messages; directs telephone calls to appropriate personnel; keeps records of all fire call incidents by entering them in the computer system for NFIRS. Enters all fire inspections that are conducted twice a year.
- Performs administrative support duties: Monthly gathers information and processes various reports for the Fire Chief, City and State; calculates payroll for volunteer fire fighters; receives/reviews/codes all invoices
- Performs back up duties as the Municipal Court Clerk, along with taking care of all deposits for Municipal Court and data entry as needed.
- Fill in for other secretaries in other City Departments when they are on leave.
- Prepares all Township billings as well as HazMat billings that go to the City Treasurer.
- Records minutes for all Township contract meetings and Portage Emergency Planning Committee Meetings.
- Annually coordinates/organizes the Chester Sroka Fire prevention fund raising efforts. Purchases all fire prevention materials, assists in organizing the Fire Department Open House.
- Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Education and Experience

High school diploma and one to two years secretarial experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Experience in Court Clerk duties or the ability to achieve the schooling necessary to perform the job.

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

Physical Requirements

- Ability to operate a variety of office equipment such as a personal computer, typewriter, calculator, Dictaphone, fax machine, photocopier, and telephone.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percents.

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents such as billing invoices, Dictaphone tapes, fire call reports, attendance records, and drafts of letters.
- Ability to prepare a variety of documents such as various monthly and annual reports, incident response analysis, member attendance reports, and fire call reports using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, follow instructions, and to keep departmental information confidential for both the Fire Department and Municipal Court.
- Ability to communicate effectively with supervisors, sales representatives, the Fire Chief, the general public, and others.

Environmental Adaptability

- Work is performed in an office environment.

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

Employee's Signature

Date

Supervisor's Signature

Date

Director of Human Resources

Date

City of Portage Position Description

Name: Chris Essex	Department: Fire Department
Position Title: Administrative Secretary	Pay Grade: FLSA: Non-Exempt
Date: September 6, 2012	Reports To: Fire Chief

Purpose of Position

This position exists to provide secretarial support to the Fire Chief.

Essential Duties and Responsibilities

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

- Performs secretarial and receptionist duties: Daily types, files, answers telephones, and records messages; directs telephone calls to appropriate personnel; keeps records of all fire call incidents by entering them in the computer system for NFIRS. Enters all fire inspections that are conducted twice a year.
- Performs administrative support duties: Monthly gathers information and processes various reports for the Fire Chief, City and State; calculates payroll for volunteer fire fighters; receives/reviews/codes all invoices.
- Prepares all Township billings as well as Hazmat billings that go to the CityTreasurer.
- Performs taking minutes for all Township contract meetings and Portage Emergency Planning committee meetings.
- Annually coordinates/organizes the Chester Sroka Fire prevention fund raising efforts. Purchases all fire prevention materials, assists in organizing the Fire Departments Open House.
- Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Education and Experience

High school diploma and one to two years secretarial experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

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

Physical Requirements

- Ability to operate a variety of office equipment such as a personal computer, typewriter, calculator, Dictaphone, fax machine, photocopier, and telephone.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percents.

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents such as billing invoices, Dictaphone tapes, fire call reports, attendance records, and drafts of letters.
- Ability to prepare a variety of documents such as various monthly and annual reports, incident response analysis, member attendance reports, and fire call reports using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, follow instructions, and to keep departmental information confidential for the Fire Department.
- Ability to communicate effectively with supervisors, sales representatives, the Fire Chief, the general public, and others.

Environmental Adaptability

- Work is performed in an office environment.

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

Employee's Signature

Date

Supervisor's Signature

Date

Director of Human Resources

Date

**City of Portage
Position Description**

Name: _____ **Department:** Public Works
Position Title: Public Works Superintendent **Pay Grade:** 10 **FLSA:** Exempt
Date: September 2012 **Reports To:** Director of Public Works

Purpose of Position

The purpose of this position is to coordinate, supervise, and direct daily public works and parks department maintenance personnel, oversee the fleet, and coordinate labor scheduling for construction/maintenance projects.

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.

- Responsible for the following public works activities: maintenance and snow/ice control of streets, sidewalks, alleys and municipal parking lots; buildings and grounds maintenance of municipal buildings and park, beach and trail facilities. Oversees fleet maintenance, sanitation program, airport maintenance, recreation fields, and municipal sties including the fairgrounds, levee, canal, former landfill and Industrial Park. In coordination with the Manager of Parks, Recreation and Forestry maintain recreational facilities and equipment, tree maintenance, removal and planting and street/alley closures, Coordinate with Community Services Officer to address property maintenance complaints.
- Performs supervisory duties: instructs, reviews, schedules and supervises public works crewpersons; supervises parks maintenance personnel as directed by Manager of Parks; delegates authority and responsibility to subordinates; handles work assignments; conducts performance evaluations; ensures training requirements are met; handles disciplinary actions and employee problems; makes recommendations regarding interviewing, selection, promotion, discipline and discharge of employees; assists with implementation of City Safety and Health Program.
- Coordinates public works activities: plans, implements, coordinates and supervises labor and fleet for public works construction and maintenance projects and activities; coordinates and directs street and fleet operations; schedules duties and assigns employees to tasks and projects; coordinates scheduling of Public Works with Utility Manager, Manager of Parks and Recreation, Fire Chief and Police Chief. Duties also include periodic stand-by duty to respond to emergencies outside of normal shift hours.
- Performs administrative duties: coordinates determination and prioritizing of projects and tasks; reviews and approves payroll reports, job reports, purchase orders, invoices, and a variety of other reports, forms, correspondence, etc. Receives and resolves complaints/concerns from the public and City officials, or refers complaints/concerns to appropriate person or agency; engages in public and media relations.
- Performs other duties as required including performing locates for digger's hotline.

Education and Experience

Associates Degree from an accredited technical school; five years related experience including management/supervisory experience; or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Must possess a valid Wisconsin Driver's license and CDL license with air brake and tank vehicle endorsements.

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

Physical Requirements

- Ability to operate a variety of vehicles, equipment and tools such as a computer, fax machine, a telephone, and camera.
- Ability to operate a surveyor's level and linear measurement equipment.
- Ability to perform on-site inspections of public works sites.
- Ability to lift up to 50 pounds.

Supervisory Skills

- Ability to efficiently work in Microsoft Office programs and research information via the Internet.
- Ability to instruct, assign, and review the work of others.

Mathematical Ability

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

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents such as construction drawings, bills, invoices, and payroll forms.
- Ability to use and interpret city maps; city codes and ordinances; and policy and procedure manuals.
- Ability to communicate effectively with City personnel, committees, City Council, elected public officials, organizations, media, contractors, and the general public to convey or exchange information including giving assignments and/or directions to subordinates and receiving instructions from supervisors.

Environmental Adaptability

- Work is performed in an office environment and outdoors in varying weather conditions and at construction sites with corresponding hazards.

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

Administrative Services Coordinator

Date

City of Portage
Legislative & Regulatory Committee Meeting
(This meeting will constitute a meeting of the Municipal Services and Utilities
Committee as a quorum of members will be present; but no business of that
committee will be taken up.)
Thursday, September 20, 2012, 6:30 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One

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

1. Roll call

The meeting was called to order at 6:30 P M. All committee members were present. Others in attendance: Huan Qing Peng, Mark Hahn, Jesse Spankowski, and Ken Manthey

2. Approval of minutes from previous meeting

Motion by Maass and seconded by Hamre to approve the minutes of the previous meeting as printed. Carried on a 3-0 vote with Miller and Havlovic abstaining, because they were not at the previous meeting.

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

Motion by Havlovic and seconded by Maass to approve ordinance requiring secondhand dealers and pawnbrokers to file reports electronically. The ordinance didn't have a number applied to it at the time of the meeting. The ordinance was changed under part 4 Holding Period part B from 10 days to 21 days after the date of purchase or receipt of any secondhand article. Also in section C 15 days was changed to 21 days after the date of purchase or receipt of any second hand jewelry.

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

Motion by Miller seconded by Maass to take this to the Council meeting of September 27th for preliminary approval or disapproval of drafting an ordinance allowing chickens in the city. If the Council votes no the issue is dropped, if the Council votes yes this committee will draft an ordinance allowing chickens in the city and bring it back to the full Council at a later date. Passes on a 5-0 vote.

5. Discussion and possible action on operator license application MacKenzie L. Barney

Motion by Maass and seconded by Miller to deny an operator license application to MacKenzie L. Barney, because she had two OWI convictions in the last five years. Passed on a 5-0 call of roll.

6. Discussion and possible action on Class B Fermented Malt Beverage License and Class C Wine License for Huan Qing Peng, 238 West Cook Street, Cathay Gardens

Motion by Maass and seconded by Miller to grant a Class B Fermented Malt Beverage License and Class C Wine License for Huan Qing Peng, 238 West Cook Street, Cathay Gardens. Passed on a 5-0 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, Robert D. Favorite, agent

Motion by Miller and seconded by Havlovic on change of agent (Class "A" Fermented Malt Beverage License) for Kwik Trip Inc. Store #653, 1223 East Wisconsin Street, to Robert D. Favorite, agent. Passed on a 5-0 call of roll.

8. Adjournment

Motion by Hamre and seconded by Havlovic to adjourn. Passed on a 5-0 call of roll. The meeting was adjourned at 7:27 P M.

Frank C. Miller, Secretary

Applicant Name: Barney Mackenzie L
Last First Middle Initial Maiden

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

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

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

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

Caledonia MN
Portage WI
If YES, describe the circumstances and give conviction date and jurisdiction where convicted
- OWI 1st - Houston County - March 2010 - this one took a year for the conviction
- OWI 1st - Columbia County - March 2010

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. Cottonwood Bar & Grill

6. Have you previously held an Operator License in the State of Wisconsin? yes
If yes, list dates held and issuing jurisdiction

Date	Issuing Jurisdiction
<u>current 8/15/2012</u>	<u>Pardeeville</u>
<u>2009</u>	<u>Portage</u>

7. Have you ever had an Operator License denied or revoked by the City of Portage? yes
If YES, explain when and why 2 alcohol violations within 5 years

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

If YES, when and where 8/15/2012 Learn2serve.com - online

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: Mackenzyl Barney

Subscribed and sworn to before me this 5th day of September, 2012

Clerk/Notary Public Sherril Kranz

DEPARTMENT RECOMMENDATIONS

Department	Approved	Denied	Signature/Date
City Clerk	X		Marie A. Moe 09-14-12
City Treasurer			
Police Chief		X	Ken Manthey 9-05-12

If denied, explain reason _____

MS. BARNEY HAS TWO OMOVWI CONVICTIONS IN THE PAST FIVE YEARS:

• ON 5-10-2009, SHE WAS ARRESTED FOR OMOVWI IN MINNESOTA + WAS CONVICED ON 2-23-10

• ON 1-29-2010, SHE WAS ARRESTED FOR OMOVWI IN PORTAGE + WAS CONVICED ON 3-08-10.

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning 20 ending June 30 20 13

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

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

Applicant's Wisconsin Seller's Permit Number	
Federal Employer Identification Number (FEIN): 451	
LICENSE R	
TYPE	
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ 83.30
<input checked="" type="checkbox"/> Class C wine	\$ 83.30
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class B liquor	\$
Reserve Class B liquor	\$
Publication fee	\$ 25.00
TOTAL FEE	\$ 191.60

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): **Huan Qing Peng**

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	Owner	Huan Qing Peng	2925 Red Fox Run Apt. 203
Vice President/Member			
Secretary/Member			
Treasurer/Member			
Agent	Huan Qing Peng	2925 Red Fox Run	Apt. 203

3. Trade Name **Cathay Garden** Business Phone Number **608-742-6453**
 4. Address of Premises **238 W. COOK ST** Post Office & Zip Code **53901**

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.) **Cooler and Storage Room, Dining Room**

10. Legal description (omit if street address is given above): **238 W. COOK ST**

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? **Kuen Tin SHUN ZA LLC**
 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 **16th** day of **August**, 20**12**

Marie A. Mae
 (Clerk/Notary Public)

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

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

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
08-16-12			
Date license granted	Date license issued	License number issued	

R-C 120814-9

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Peng		Huan Qing			
Home Address (street/route)		Post Office	City	State	Zip Code
20 2nd St Sun Apt. 203			D 1 - 2	WI	53901
Home				Place of Birth	
6	78			China	

The above named individual provides the following information as:

- 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? 3 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.)
- 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)
- Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
Panda King	2201 Glacier Drive	2010	2012
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 16th day of August, 2012
Maui A. Moe
(Clerk/Notary Public)

HUANQING PENG
(Signature of Named Individual)

My commission expires term of office



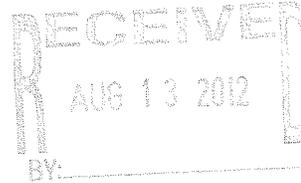


Kwik Trip, Inc.

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 9, 2012



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

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

Dear Marie:

A hiring decision was made regarding the management of Kwik Trip #633.
Robert Favorite is now the new manager of the store.

Therefore, we would like to appoint Robert 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

1-C120814

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 of City of Portage County of Columbia
 Village
 City

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 Robert D. Favorite
(name of appointed agent)
53590
(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 #496 in Sun Prairie, WI until new agent appointed.

Is applicant agent subject to completion of the responsible beverage server training course? Yes No Since 1998

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

Place of residence last year 2949 Kentville Dr., Sun Prairie, WI 53590

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, Robert D. Favorite, 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] 8/8/12 Agent's age 49
(signature of agent) (date)
2949 Kentville Dr., Sun Prairie, WI 53590 Date of birth 3/27/63
(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 8-29-12 by [Signature] Title POLICE CHIEF
(date) (signature of proper local official) (town chair, village president, police chief)

WHEREAS, the local governing body of the City of Sun Prairie, County of Dane, Wisconsin, has, upon application duly made, granted and authorized the issuance of the following licenses to:

**Kwik Trip Inc.
DBA: Kwik Trip #496
2599 Ironwood Dr
Robert Favorite, Agent**

WHEREAS, said licenses are issued at the following described premises:

one story frame constructed building for sales, storage, and coolers located at 1252 West Main Street Sun Prairie, WI 53590 and in accordance with the approved CUP and PIP

WHEREAS, said capacity of the following area(s)

: 0000
: 0000

NO A12-21
"CLASS A" RETAILER'S LICENSE
FOR THE SALE OF
FERMENTED MALT BEVERAGES
FOR CONSUMPTION ~~OFF~~ THE PREMISES WHERE SOLD.

To sell Fermented Malt Beverages, as defined by law, pursuant to Section 125 of the Statutes of the State of Wisconsin, and local Ordinances;

License is hereby issued to said applicant to sell, deal and traffic in, at retail, Fermented Malt Beverages

NO C12-10
CIGARETTE TOBACCO PRODUCTS RETAIL LICENSE

FURTHERMORE, said applicant is licensed for exchange, barter, disposition of or giving away of cigarettes or tobacco products as defined in the Statutes of the State of Wisconsin and City Ordinances.

BE IT FURTHERED RESOLVED, the said applicant has paid the required sum for License as provided by State Statutes and local ordinances, and has complied with all the requirements necessary for obtaining such licenses.

THESE LICENSES ARE ISSUED FOR THE PERIOD from July 01, 2012 to June 30, 2013

Given under my hand and the corporate seal of the City of Sun Prairie, County of Dane, State of Wisconsin, this 19th day of June, 2012



Diane J. Hermann-Brown, CMC, City Clerk

This License must be **FRAMED** and **POSTED** in a conspicuous place in the room or place where:
Fermented Malt, Wine, and/or Alcohol Beverages are drawn or removed for service or sale;
tobacco products are sold; or where amusement machines are used.

**AUXILIARY QUESTIONNAIRE
ALCOHOL BEVERAGE LICENSE APPLICATION**

Submit to municipal clerk.

Dr. Lic. #F163-7646-3107-01

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Favorite		Robert		David	
Home Address (street/number)	Post Office	City	State	Zip Code	
	Sun Prairie		WI	53590	
Home	Age	Date of Birth	Place of Birth		
			Appleton, WI		

TI Providing information a

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) of (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? Since 1998
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
If yes, identify. Agent of Kwik Trip #496 in Sun Prairie, WI until new agent appointed
(Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
If yes, identify. _____
(Name of Wholesale Licensee or Permittee) (Address By City and County)

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

Employer's Name	Employer's Address	Employed From	To
St Paul's Lutheran School	1301 Pearl St, Bangor, WI	6/98	4/04
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 07 day of August, 2012
Charles Curtis
(Clerk/Notary Public)

Robert D. Faust
(Signature of Named Individual)

My commission expires 5-1-16



ORDINANCE NO. 12-009

ORDINANCE REGULATING AND LICENSING PAWNBROKERS, SCRAP METAL DEALERS, SECONDHAND ARTICLE AND SECONDHAND JEWELRY DEALERS

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

The following Article is hereby created to read as follows:

Article XI. – Pawnbrokers, Scrap Metal Dealers and Secondhand Dealers

The following Section is hereby created to read as follows:

Section 14-400 Pawnbrokers and secondhand article and jewelry dealers.

(a) State Statute Adopted. The provisions of Wis. Stat. §134.71 shall apply and are incorporated into this section; however, pursuant to Wis. Stat. §134.71(14) any provisions of this ordinance shall apply in addition to the requirements of Wis. Stat. §134.71.

(b) Definitions.

(1) “Secondhand article dealer” means any person, other than an auctioneer, engages in the business of purchasing, selling or exchanging secondhand articles except when engaging in any of activities listed under Wis. Stat. §134.71(1)(g)(1-6).

(2) “Pawnbroker” means any person who engages in the business of lending money on the deposit or pledge of any article, jewelry, or any item of tangible personal property, or purchasing any article, jewelry, or any item of tangible personal property with an expressed or implied agreement or understanding to sell it back at a subsequent time at a stipulated price.

(c) Pawnbroker and Dealer Requirements.

(1) *Records.* It shall be the duty of every license holder to keep a record of all articles and jewelry purchased by her/him and it is required that a detailed description be obtained of all property purchased. Said description shall contain such information as to identify said property correctly; and shall include type of property, serial number, model number, color description and purchase price of said property. The description need not include the title, artist or author of audiotapes, compact discs, laser discs, records, videotapes, digital video discs or other audio or audio-visual recording media. At the time of any reportable transaction other than a renewal, extension, or redemption, every secondhand

shall immediately record in English the following information by using a computerized record approved by the City Council:

- a. A complete and accurate description of each item, including but not limited to any trademark, identification number, serial number, model number, brand name or other identifying mark.
- b. The purchase price, or amount of money loaned upon or pledged for the item.
- c. The maturity date of the transaction, the amount due, interest rates, fees and charges.
- d. Date and time the item was received, and a unique transaction identifier that distinguishes it from other transactions.
- e. Full name, address, telephone number, date of birth and description (sex, height, weight, race, eye and hair color) of the person from whom the item was received (the seller).
- f. The identification number and state of issue of a photo identification of the seller.

(2) Daily Reports to Police.

- a. Within 24 hours after purchasing or receiving an item, a licensee shall make available original forms and receipts completed by the seller for inspection by law enforcement.
- b. All records required in sub. (c)(1) must be transmitted to a computerized record system approved by the City Council each day after the close of the business so that records are available to law enforcement.

(3) Receipt Required. The licensee must provide a receipt to the seller in every transaction and must maintain a duplicate of the receipt for three (3) years. The receipt must include the following information:

- a. The name, address and telephone number of the licensed business.
- b. The date and time the item was received by the licensee, and the nature of the transaction.
- c. A description of the item received.
- d. The name or unique identifier of the licensee or employee that conducted the transaction.
- e. The amount of money advanced or paid for the item.
- f. The last day of business by which the item must be redeemed by the seller without risk that the item will be sold, and the amount of money required to redeem the item on that date, including interest rates, fees and charges.
- g. The name, address, telephone number and date of birth of the seller.
- h. The signature of the seller.

(4) *Holding Period.*

a. Except as provided in Paragraph e., any secondhand article or jewelry purchased or received by a pawnbroker shall be kept on the dealer's premises or other place for safekeeping for not less than thirty (30) days after the date of purchase or receipt, unless the person known by the pawnbroker to be the lawful owner of the secondhand article or jewelry recovers it.

b. Except as provided in Paragraph e., any secondhand article purchased or received by a secondhand article dealer shall be kept on the dealer's premises or other place for safekeeping for not less than twenty-one (21) days after the date of purchase or receipt.

c. Except as provided in Paragraph e., any secondhand jewelry, purchased or received by a secondhand jewelry dealer shall be kept on the dealer's premises or other place for safekeeping for not less than twenty-one (21) days after the date of purchase or receipt.

d. During the period set forth in Paragraphs a., b., or c., the secondhand article or jewelry shall be held separate and apart and may not be altered in any manner. The pawnbroker, secondhand article dealer or secondhand jewelry dealer shall permit any law enforcement officer to inspect the secondhand article or jewelry during this period. Within twenty-four (24) hours after a written request of a law enforcement officer during this period, a pawnbroker or other secondhand dealer shall make available for inspection any secondhand article or jewelry which is kept off the premises for safekeeping. Any law enforcement officer who has reason to believe any secondhand article or jewelry was not sold or exchanged by the lawful owner may direct a pawnbroker or other secondhand dealer to hold that secondhand article or jewelry for a reasonable length of time which the law enforcement officer considers necessary to identify it.

e. At all times during the terms of the license, the secondhand dealer shall allow law enforcement officials to enter the premises where the business is conducted, including all off-site storage facilities, during normal business hours, for the purpose of inspecting such premises and inspecting the items, ware and merchandise and records therein to verify compliance with this section and other applicable laws.

f. Paragraphs a. to c. do not apply to the following:

1. A secondhand article consigned to a pawnbroker or other secondhand dealer;
2. A coin of the United States, any gold or silver coin or gold or silver bullion.
3. An audio tape, compact disc, laser disc, digital video disc, record, video tape or other similar audio or audio-visual recording media.
4. A textbook.

g. If a secondhand article dealer is required to submit an electronic report under Sec. 14-400(c)(2) concerning an article consisting of a computer or video game purchased or received by the secondhand article dealer, the computer or video game shall be kept on the secondhand article dealer's premises or other place for safe keeping for not less than seven (7) days after the report is submitted.

The following Section is hereby created to read as follows:

Section 14-401 Scrap Metal Dealers.

(a) State Statue Adopted. The provisions of Wis. Stat. §134.405 shall apply and are incorporated into this section.

(b) Electronic Reporting Required. Pursuant to Wis. Stat. §134.405(6)(b), a scrap dealer shall electronically submit to the Portage Police Department a report of each purchase of nonferrous scrap, metal articles, and proprietary articles not later than the business day following the purchase, including each seller's or deliverer's name, date of birth, identification number, and address, and the number and state of issuance of the license plate on each seller's or deliverer's vehicle, by electronically transmitting to a computerized record system approved by the City Council each day after the close of the business so that records are available to law enforcement.

Passed this _____ day of _____, 2012.

Kenneth H. Jahn, Mayor

Attest:

Marie A. Moe, WCPC/MMC City Clerk

Ordinance requested by:
Legislative and Regulatory Committee

RESOLUTION NO. 12-042

RESOLUTION RELATIVE TO PARKING SPACE LEASE AGREEMENTS

WHEREAS, the City of Portage wishes to entered into Lease Agreements with Roger's Gifts and Gallery and Todd Kreckman Attorney at Law to allow the storage of dumpsters in City Parking Lot No. 8; and

WHEREAS, attached to this Resolution are Agreements setting forth the terms of the leases.

NOW THEREFORE IT IS HEREBY RESOLVED by the Common Council of the City of Portage that the Mayor and City Clerk are hereby authorized to execute the attached Lease Agreements with Roger's Gifts and Gallery and Todd Kreckman Attorney at Law.

ADOPTED this 27th day of September, 2012.

Kenneth H. Jahn, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

Resolution requested by:
Municipal Services and Utilities Committee

Parking Space Lease Agreement

This Agreement is made and entered in this ____ day of _____, 2012, between The City of Portage, hereinafter referred to as "City" and Roger's Gifts and Gallery, hereinafter referred to as "Tenant".

The parties hereby agree as follows:

- 1.** The City hereby leases to Tenant one parking space in the parking lot designated as number eight (#8) for a term of one year beginning October 1, 2012 and ending September 30, 2013 for the sole purpose of allowing Tenant to store its dumpster. This agreement will automatically renew each year unless either party gives the other written notice 30 days before renewal.
- 2.** Tenant agrees to pay \$1.00 and other good and valuable consideration to the City in advance of the lease's start date.
- 3.** Tenant agrees to maintain the dumpster to be stored in the parking space. Tenant understands and agrees that the City assumes no responsibility for maintenance of the dumpster.
- 4.** The City assumes no responsibility for any damage to person or property arising out of this rental. Tenant understands and expressly agrees that the City is not responsible for loss or damage to any Tenant property by fire, vandalism, theft or any other cause, nor for loss, damage or injury by or to other customers or any other individual personal injury of any nature. Tenant expressly acknowledges that the Owner shall have no duty to provide security, and expressly does not assume any obligation to provide for the security of the parking area or to protect individuals using the parking area or property in the parking area from criminal activities.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first above written.

CITY OF PORTAGE

ROGER'S GIFTS AND GALLERY

By: _____
Kenneth H. Jahn, Mayor

By: _____
Vicki Barton

By: _____
Marie A. Moe, Clerk

Parking Space Lease Agreement

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CITY OF PORTAGE

TODD KRECKMAN ATTORNEY AT LAW

By: _____
Kenneth H. Jahn, Mayor

By: _____
Todd A. Kreckman

By: _____
Marie A. Moe, Clerk

CITY OF PORTAGE

OFFICE OF
CHIEF OF FIRE DEPT.

119 West Pleasant Street
Portage, Wisconsin 53901
Phone: (608) 742-2172 • Fax: (608) 745-4601



"Where the North Begins"

September 6, 2012

Chief Ken Manthey
Portage Police Department
117 W. Pleasant Street
Portage, WI 53901

Dear Ken:

The Fire Department will be holding its 24th Annual Open House for Fire Prevention Week on Saturday, October 13, 2012 from 9:00 a.m. to 1:00 p.m. Set up will start at 8:30 a.m. on that day.

I am again requesting that there be no parking on the street behind the station and on the West side of the station. To improve the safety of the Police Officers, Firefighters, and visitors, it is requested to have W. Pleasant Street from W. Wisconsin to the parking lot East side of the Church closed to traffic from 8:30 a.m. to 2:30 p.m. This would also include Clark Street from the Post Office alley to W. Pleasant Street.

If you have any questions or concerns, please feel free to contact me.

Sincerely,

PORTAGE FIRE DEPARTMENT

A handwritten signature in cursive that reads "Clayton Simonson, Jr.".

Clayton Simonson, Jr.
Fire Chief

CS:ce

OK CHIEF Ken Manthey
9-07-12