

**City of Portage Common Council Meeting
Council Chambers of City Municipal Building
115 West Pleasant Street, Portage, WI
Regular Meeting – 6:30 p.m.
March 4, 2013
Agenda**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Minutes of Previous Meeting
6. Consent Agenda
 - A. Reports of Sub-Committees, Board and Commissions
 1. Library Board, February 12, 2013
 2. Business Improvement District Board of Directors, February 13, 2013
 3. Historic Preservation Commission, February 19, 2013
 4. Police and Fire Commission, February 20, 2013
 - B. License Applications
 1. Operator
 2. Taxi Operator
7. Committee Reports
 - A. Finance/Administration Committee, February 11, 2013 and February 18, 2013
 1. Approval of loan subordination for 1114 Wauona Trail
 - B. Plan Commission, February 18, 2013
 - C. Legislative and Regulatory Committee, February 21, 2013
 1. Action on operator license application for Sean F. McLaughlin

D. Human Resources Committee, February 28, 2013

1. Action on recommendation for Police Secretary-Confidential
2. Action on revisions to non-represented position descriptions

8. Old Business

A. Ordinances

1. Ordinance No. 13-002 relative to Reserve Alcohol Beverage Licenses

9. New Business

A. Ordinances

1. Ordinance No. 13-003 relative to No Parking Areas (Portage Road and East Haertel Street)
2. Ordinance No. 13-004 relative to Restricted Parking Areas (Portage Road)

B. Resolutions

1. Resolution No. 13-004 relative to Fee Schedule
2. Resolution No. 13-005 relative to Authorizing an Interfund Loan Between the General Fund and Capital Fund
3. Resolution No. 13-006 relative to Community Development Block Grant House Rehabilitation Housing Procedures Manual
4. Resolution No. 13-007 relative to Preliminary Resolution Declaring Intent to Exercise Special Assessment Powers Under Section 66.0703 of the Wisconsin Statutes (2013 Water Main and Sanitary Sewer Construction)

C. Prioritize 2013 Projects

D. Dates for meetings in March

E. Closed Session

The Common Council will go into closed session pursuant to Wisconsin Statutes 19.85(1)(e) in regard to the potential sale of public property north of Gunderson Drive, east of Highway CX and on Superior Street.

10. Adjournment

Common Council Proceedings
City of Portage

Regular Meeting
Council Chambers
City Municipal Building

February 12, 2013
7:00 p.m.

1. Call to Order

Mayor Jahn called the meeting to order at 6:35 p.m.

2. Roll Call

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

Excused: Ald. Ebnetter

Also Present: Mayor Jahn, City Clerk Moe, Interim City Administrator Murphy, 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.

4. Approval of Agenda

Deletions: Closed session and reconvening to open session.

5. Minutes of Previous Meeting

Motion by Klapper, second by Oszman to approve the minutes of the January 24, 2013 Common Council meeting. Motion by Maass, second by Klapper to amend the minutes to show Maass voting no on Resolution No. 13-004. Motion carried unanimously on call of roll. The original motion as amended carried unanimously on call of roll.

6. Consent Agenda

Reports of Sub-Committees, Boards, and Commissions

Library Board Task Force Committee of January 23, 2013

Tourism Promotion Committee of January 24, 2013

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

7. Committee Reports

Human Resources meeting of January 24, 2013

The motion under item number 3 was changed to insert the word "commercial" in front of driver's license.

Human Resources meeting of January 31, 2013

Human Resources meeting of February 9, 2013

Human Resources meeting of February 12, 2013

Motion by Dodd, second by Oszman to approve Tammy O'Leary for Administrative Secretary/Deputy Treasurer and to approve the terms of employment outlined in Interim City Administrator Murphy's memo dated January 30, 2013. Motion carried unanimously on call of roll.

Police Chief Manthey joined the meeting at 6:50 a.m.

Municipal Services and Utilities Committee meeting of February 7, 2013

Motion by Garetson, second by Oszman to approve a refund of \$214.02 for sewer charges and \$111.61 for water charges for Steve Kayartz, 704 Adams Street. Ald. Maass was against the refund as Mr. Kayartz continued to receive bills and did not contact the utility. Motion carried 7 to 1 on call of roll with Maass voting no.

Legislative and Regulatory Committee meeting of February 11, 2013

Finance/Administration Committee meeting of February 11, 2013

Motion by Dodd, second by Klapper to approve claims in the amount of \$1,156,500.95. Motion carried unanimously on call of roll.

Motion by Dodd, second by Garetson to declare the property recommended as surplus property. Motion carried unanimously on call of roll.

8. Old Business

Ordinances

Ordinance No. 13-001 relative to Keeping of Chickens. Motion by Dodd, second by Oszman to suspend the rules and have the third reading of Ordinance No. 13-001 relative to Keeping of Chickens read by title only. Motion carried 5 to 3 with Hamre, Klapper and Maass voting no.

Ordinance No. 13-001 relative to keeping of Chickens received its third reading by title only. Motion by Hamre, second by Klapper to pass Ordinance No. 13-001 relative to Keeping of Chickens. There was discussion that the zoning ordinance would need some changes based on this ordinance. Ald. Klapper spoke of the benefits allowing chickens. Ald. Garetson stated he would be voting against this ordinance based calls from numerous constituents. Motion carried 5 to 3 on call of roll with Dodd, Garetson and Maass voting no.

9. New Business

Ordinances

Ordinance No. 13-002 relative to Reserve Alcohol Beverage licenses received its first and second readings.

Resolutions

Resolution No. 13-003 relative to Fee Schedule was read and adopted unanimously on motion by Maass, second by Oszman and call of roll.

Correspondence

Request from Portage Community School District for presentation on upcoming referendum has been received. Council will allow a presentation at a council meeting in March.

Correspondence from John Ruth regarding Library expansion project traffic and parking concerns has been received and filed. Director of Public Works/Utilities Manger Redelings will contact Mr. Ruth regarding his concerns.

Correspondence from Matt and Linda Gorsuch regarding Sgt. Daniel J. Thompson Memorial has been received. This was referred to the Park and Recreation Board. There was discussion that a policy for these kind of requests should be put in place.

Retirement

A letter of retirement from Scott Maass has been received and filed. Mayor Jahn thanked Mr. Maass for his years of service and showed the plaque that will be given to Mr. Maass.

Possible action on Release For Photographs To Be Used in Pamela Quinlan's children's books

Motion by Maass, second by Hamre to approve the release of photographs to be used in Pamela Quinlan's children's books. Ald. Dodd suggested that Ms. Quinlan donate some of the books to the Library. Motion carried unanimously on call of roll.

Resolutions

Resolution No. 13-005 relative to Employment Agreement with City Administrator was read and adopted 6 to 2 on motion by Oszman, second by Garetson and call of roll with Dodd and Maass voting no.

10. Adjournment

Motion by Oszman, second by Garetson to adjourn. Motion carried unanimously on call of roll at 7:32 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

**City of Portage Joint Public Hearing of the Plan Commission and Common
Council
Council Chambers of City Municipal Building
115 West Pleasant Street, Portage, WI
February 12, 2013, 6:00 p.m.**

Council members present: Ald. Dodd, Garetson, Hamre, Havlovic (arrived at 6:17 p.m.), Klapper, Maass, Miller, Oszman

Excused: Ald. Ebneter

Plan Commission members present: Mayor Jahn, Robert Redelings; Ald. Oszman, Dan Daley, Addie Tamboli

Absent: Peter Tofson

Excused: Brian Zirbes

Others present: City Clerk Moe, Interim City Administrator Murphy, Attorney Spankowski, Michael Slavney

Media Present: Craig Sauer and Bill Welsh.

City planning consultant presentation of Draft Zoning Ordinance Part 2

Mike Slavney, planning consultant from Vandewalle Associates, gave a presentation on the draft zoning ordinance part 2.

Public Hearing on proposed amendments to Zoning Ordinance

City Clerk Moe read the Notice of Public Hearing. Mayor Jahn asked three times if anyone present wished to speak for or against the draft zoning ordinance.

Bill Tierney, 523 West Edgewater Street, congratulated the council and plan commission for their work. Once approved, he hoped that the Board of Zoning Appeals does not just give blanket approval to requests that come before the board.

No one else present wish to speak for or against the zoning ordinance, so Mayor declared the public hearing closed at 6:34 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

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
February 12, 2013

Meeting called to order 12:05
Present: All

- 1) Motion to approve January 8, 2013 meeting minutes. (AT/DV-W)
- 2) Financial Reports:
 - a) Motion to approve January 2013 Municipal funds claims and Library restricted funds claims for payment as presented. (AT/EM)
- 3) Director's Report: Shannon Schultz
 - b) The Library Annual Report will be presented for approval at the March meeting.
- 4) Library Construction Report:
 - a) Start date for the Library expansion/renovation project is March 18, 2013.
 - b) A ground breaking event for children is tentatively scheduled for Saturday, March 16, 2013.
 - c) The concept of any type of outdoor display will be presented to the Board for approval.
- 5) Business:
 - a) Motion to approve the 2012 Annual Report to the Department of Public Instruction. (DV-W/AT)
 - b) Beverly Hoffmann has resigned from the Board, effective immediately. The county will appoint a replacement.
 - c) The slate of Board officers will be voted on at the May meeting.
- 6) Meeting adjourned 12:52. (AT/RD)

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

City of Portage
Minutes of Business Improvement District Board of Dir. meeting
Wednesday February 13, 2013
Municipal Building 115 West Pleasant Street, Conference Rm. 1

Meeting called to order at 7:31 a.m.

1. **Roll Call:** Present: Peggy Joyce;; Vice President ;John Krueger, Treasurer; Dennis Rupers, Chris Shadel, Steve Polnow, Shane Schmidt, Jim Rusch,
Members absent: John Krueger, Shane Schmidt

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

2. **Approval of December 12 minutes 2012.**

Motion to approve December 12th. 2012 minutes. Motion by Shadel, 2nd by Rusch; Motion carried, all in favor.

Note: There were no minutes for January as the Board did not meet due to lack of quorum.

3. **Update re: Meeting with City Administrator Murphy and Public Works Director re: snow removal procedures.**

BID Contractor stated that overall conditions re: City snow removal and snow piles that block sidewalks were greatly improved. The City sidewalk crew is now removing snow on most sidewalks abutting city properties. i.e. parking lots, library etc. Contractor will continue to assist snow removal in those areas as well. Request from Steve Polnow to have public works state, when they will wind row snow to center of streets, as to not interfere with downtown business.

4. **Claims to pay & Financials Report**

- a. **Financials:** The board felt that the financials as forwarded by the city were incomplete. As a result a motion was made not to approve the financials. Motion, Rusch, second Polnow; Motion passed, all in favor. Pres. Joyce to follow up with Finance Director.
- b. **Claims to pay:** List of claims was presented by Treasurer Rupers. Shadel had question re: bill for insurance deductible for \$500.00 to Reinders equipment for repairs to the Polar Trac and Erskine snow blower. Shadel also had a question as to the format for payment of the BID Contractors liability insurance. Explanation was given by Contractor that the then City Administrator Plaster stated at the time of the Contractors 3 year contract in 2009 that before Contractor could be paid that it was an absolute requirement to have the City and BID included as additional insured and copies of certificates of insurance be provided to City. This required a commercial policy. This was approved by the BID Board. BID has paid the premium as approved by the BID Board. Shadel asked for verification that the City requires that the City and BID be named as additional insured on Contractor's Liability policy. President Joyce to check with City Clerk on this matter.

- c. After discussions all claims as presented by Treasurer Rupers were approved. Motion to approve by Rusch, second Polnow motion carried all in favor.

5. Discussion and possible action on Board member's terms of office

President Joyce obtained list of those board members whose terms were up from City Clerk Marie Moe. The members whose terms were up in 2014 were given as being Joyce, Polnow, Rupers (Wilz seat), Schmidt.

6. BID Contractors report.

Chris Shadel brought up issues regarding damage to the snow machine during contractors use. Shadel's discussion with Reinders service manager, revealed, that the damage to the snow machine would have been less, if the contractor had stopped using the unit after hitting something. Because of the continued use, Shadel encouraged the BID board , to consider the contractor, paying the \$500.00 insurance deductible. Rupers encouraged the BID board to pay the \$500.00 deductible since BID owns the unit. Rupers stated, that any continued damage to the unit, should be considered as a separate issue and possibly considered as a topic for discussion, for the next contract renewal. The BID board thanked the contractor for the good job he does of clearing the sidewalks. The timing and detail are excellent. However, the BID board encouraged the contractor to use more care when using the machine, to avoid further damage to the unit and to others personal property. The board discussed maybe not getting so close to buildings, street lights, steps, etc...

7. MSP Executive Directors Report

Approved on a motion Polnow, 2nd by Shadel. Motion carried. All in favor.

8. Requests for financial assistance: None

9. BID Marketing program was discussed.

Meisgeier presented an updated version of 100 REASONS ad that will be at the center of the BID marketing campaign.

Proposals were presented based on renewal requests. Board approved payments for the following:

- \$1,200.00 to Capitol Publications for the 100 reasons ad in 25,000 Columbia County Visitors Guides.
- \$500.00 for the Columbia County Visitors map with 100 Reasons copy.
- \$1,200.00 to local printer located in the BID, Allen & Associates for 25,000 four color glossy rack cards as presented.
- \$1,040.00 to ADLIT for rack card distribution service.
- \$600.00 to ADLIT for 100 reasons ad in 25,000 copies of the Shoppers Guide.

A motion was made to approve the preceding payments totaling \$4,540.00.

Motion by Polnow, 2nd. Rupers. Motion carried, all in favor

10. Report was given on City projects in the BID.

Questions arose re: the unattractive fencing that forces pedestrians to walk in the south bound traffic lane. It was suggested that a covered sidewalk be considered.

11. Motion to adjourn at 9:06 a.m. by Polnow, 2nd Shadel. Motion carried.

Prepared by GAM

Approved by Pres. Joyce

**2013
City of Portage
Business Improvement District**

February Schedule of Vouchers

#	Date	Credit Card Payment	Invoice #	Amount	Vendor	Description	Account #	Description
1	7/3/2012		58085	\$10.56	Walsh's Ace Hardware	Nipple Black Flange	352	Repairs & Maint - Equipment
2	1/23/2013		237502	\$9.30	Napa Auto Parts	Screw & Washer	352	Repairs & Maint - Equipment
3	1/24/2013		214419	\$2.16	Weaver Auto Parts	Butt Splice Connector	352	Repairs & Maint - Equipment
4	1/24/2013		214417	\$14.22	Weaver Auto Parts	Horn Pigtail Repair Assembly	352	Repairs & Maint - Equipment
5	1/28/2013			\$31.27	AMS- Market Basket	Expense Reimbursement - Market Basket	342	Gasoline/Oil
6	1/28/2013			\$28.05	AMS- Market Basket	Expense Reimbursement - Market Basket	342	Gasoline/Oil
7	1/9/2013			\$31.65	AMS- Market Basket	Expense Reimbursement - Market Basket	342	Gasoline/Oil
8	2/1/2013			\$4,000.00	General Engineering	Community Center Project	2190	Community Events <i>Other Professional Services</i>
9								
10								
11								
12								
13								
14								
15								

Total: \$4,127.21

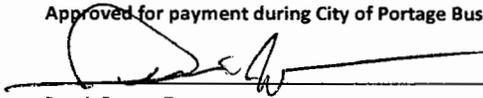
Debit Card Disbursements - #7116

1								
2								
3								
4								
5								
6								
7								

Total: \$0.00

Balance On Card: \$13.94

Approved for payment during City of Portage Business Improvement District Committee meeting dated 2/13/13.


Dennis Rupers, Treasurer
BID Board of Directors

2/13/13
Date

**2013
City of Portage
Business Improvement District**

January Schedule of Vouchers

#	Date	Credit Card Payment	Invoice #	Amount	Vendor	Description	Account #	Description
1	12/1/2012		PB113012	\$1,562.00	Main Street Portage	November 2012 Administrative Services	550	Administrative Services
2	12/19/2012			\$15.79	Market Basket	Expense Report - 12/29/12	342	Gasoline/Oil
3	12/20/2012			\$21.48	Market Basket	Expense Report - 12/29/12	342	Gasoline/Oil
4	12/31/2012		PB123112	\$1,562.00	Main Street Portage	December 2012 Administrative Services	550	Administrative Services
5	12/31/2012			\$2,489.00	Gil Meisgeier DBA	December 2012 Services	241	Custodial Services
6	1/1/2013		364951	\$1,472.00	Don-Rick, Inc.	BID Insurance - Policy #ENP 011 51 94	512	Property Insurance
7	1/1/2013			\$848.00	Portage Insurance Center <i>Acuity</i>	Acuity Commercial Auto Policy	510	Liability Insurance
8	1/1/2013		1414895-00	\$500.00	Reinders, Inc.	Toro Repair - Deductible for \$1278.73 Claim	352	Repairs & Maint - Equipment
9	1/1/2013			\$500.00	Cash - Dennis Rupers	Debit Card Reload - #7116	342	Gasoline/Oil
10	1/9/2013			\$87.73	AMS	Expense Report - 12/29/12	342	Gasoline/Oil
11	1/9/2013		1154834	\$180.09	AMS	Gil Meisgeier - Exp Reim - Toro Blade Edges	352	Repairs & Maint - Equipment
12	10/26/2012		2223611-00	\$192.72	Reinders, Inc.	Toro Service - 50 Hour check-up	352	Repairs & Maint - Equipment
13	1/2/2013		6363829	\$66.40	Holiday Wholesale	Trash Can Liners	390	Miscellaneous Supplies
14								
15								

Total: \$9,497.21

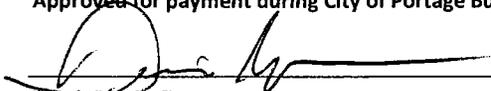
Debit Card Disbursements - #7116

1	10/2/2012	Debit Card		\$9.00	Red Barn Car Wash	Expense Report - 12/29/12	342	Gasoline/Oil
2	12/9/2012	Debit Card		\$23.99	Market Basket	Expense Report - 12/29/12	342	Gasoline/Oil
3	12/20/2012	Debit Card		\$18.10	Moto Mart	Expense Report - 12/29/12	342	Gasoline/Oil
4	12/20/2012	Debit Card		\$16.82	Polnows	Expense Report - 12/29/12	342	Gasoline/Oil
5								
6								
7								

Total: \$67.91

Balance On Card: \$13.94

Approved for payment during City of Portage Business Improvement District Committee meeting dated 2/13/13.


Dennis Rupers, Treasurer
BID Board of Directors

2/13/13
Date

**City of Portage
Historic Preservation Commission
Tuesday, February 19, 2013, 6:00 p.m.
Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

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

Members Excused: Stephanie Miller-Lamb

Members Absent: Mary Ann Harding

1. Roll call

Chair Klapper called the meeting to order at 6:02 pm.

2. Approval of previous minutes

Foley noted that the agenda had a typo for the meeting date. Udelhoven moved that the minutes be approved; Beebe seconded the motion, which passed unanimously by voice vote.

3. Discussion and possible action on claims

There were no claims presented. Udelhoven noted that she will shortly submit a claim for making 5 x 7 photographic prints of images for the Municipal Register submission.

4. Discussion and possible action on Municipal Register

Cavanaugh presented her draft of the nomination to add 804 MacFarlane Road to the Municipal Register. After some discussion on the draft, Cavanaugh agreed to check details and finalize the form. The next step is to hold a hearing on the nomination. The neighbors of the building will be notified of the hearing by Marie Moe. Foley moved that, after the changes to the form have been made, the nomination of 804 MacFarlane Road to the city of Portage Municipal Register be given a public hearing. Udelhoven seconded the motion, which passed unanimously by voice vote.

5. Discussion and possible action on Commissionership

David Bartelt, Peggy Malone, and Merwyn Jenkins have been suggested as persons interested in appointment to the PHCP. Malone is too busy to consider serving.

6. Discussion and possible action on 310 DeWitt Street

Miller-Lamb's letter concerning the status of the property at 310 DeWitt Street was discussed. Udelhoven suggested some changes be made. Because Chair Klapper is unaware of any impending action on the building, it was suggested that Udelhoven and Miller-Lamb revise the letter and bring the new version to the March meeting.

7. Discussion and possible action on letter to editor in regard to Historic Preservation commission membership

Chair Klapper is preparing a letter about the PHPC's work and that it needs additional members. His draft was read to the Commission. Udelhoven moved that Chair Klapper

send his letter as presented to the editor of the local paper. Cavanaugh seconded the motion, which passed unanimously by voice vote.

8. Discussion and possible action on HPC Quarterly Award

The Commission members discussed whether the Quarterly Awards should be modified. The awards are behind schedule, and most of the work is done by Udelhoven and Miller-Lamb. Udelhoven suggested the awards be given to owners of properties whose buildings are added to the Municipal Register. Klapper commented that the Municipal Register is the PHPC's most important task. Cavanaugh requested that an award be given at least once a year. Foley suggested that an event in May, Historic Preservation Month, might be a good time to present an award, which this year could be given in honor of Doc Curtis. Klapper suggested PHPC members research possible properties for an award this May. He will send a reminder e-mail in advance of the next meeting.

9. Discussion and possible action on letter from Jen Davel of Wisconsin Historical Society regarding tax credits

Klapper read a letter from Jen Davel, a Historic Preservation Architect at the Wisconsin Historical Society. Davel has prepared a talk about earning tax credits for restoration and repair work on historic properties. She is interested in presenting the talk in Portage because it has so many eligible properties. The Indian Agency House hosted her talk last year, which was interesting but not well attended. Commission members discussed having Davel speak at the award event in May. To differentiate this talk from the previous one, additional activities would be included, including the award presentation. Individual advertisements for the event should be sent to residents of historic properties in the Society Hill and Church Hill historic districts in Portage. City of Portage staff involved with issuing building permits will be invited, and local businesses that do remodeling will be asked to bring information and discuss their work with attendees. The date of Tuesday, May 7 was selected for the event. Udelhoven will place the event on the Chamber calendar. Klapper will check the date with the Museum at the Portage and Jen Davel. Cavanaugh will prepare marketing ideas. She also suggested sponsors for refreshments should be researched. All PHPC members were asked to brainstorm ideas for the March PHPC meeting.

10. Adjournment

Klapper adjourned the meeting at 7:05 pm

Respectfully submitted,
Erin Foley
Acting Secretary

**City of Portage
Police and Fire Commission Meeting
Wednesday, February 20, 2013, 7:00 p.m.
Municipal Building, Conference Room Two
Minutes**

Members Present: Thomas Drury, Patrick Hartley, Kay Miller

Members Absent: Charles Miller, Jeynell Boeck

Others Present: Deputy Fire Chief Brian Bonovetz, Police Chief Ken Manthey

1. Roll Call

Meeting called to order at 7:05 p.m. by Patrick Hartley.

2. Approval of Previous Meeting Minutes

Motion by Patrick Hartley, second by Kay Miller to approve the minutes of the November 14, 2012 meeting. Motion carried.

3. Fire Report

Deputy Chief Brian Bonovetz.

a. Training

- a. Natural Gas 11/13/12
- b. Medical Review 11/20/12
- c. Search & Rescue 11/27/12
- d. Hazmat 11/11/12
- e. Foam & Flammable Liquids 11/18/12
- f. Gear Inspection 1/8/13
- g. IDC/Blood borne 1/15/13

- Discussed MABAS (Mutual Aid Box Alarm System) process and its benefit to the stretch of resources.

h. Art of Reading Smoke 1/22/13

b. Community Relations

1. School/events

- a. Holiday Train Meeting
- b. Annual meeting with CCI at the Library
- c. Crisis-based Management for School based incidents
- d. Pre-Disaster Mitigation plan review for All Hazards Mitigation plan
- e. Planning meeting at school: tabletop school bus exercise
- f. Holiday Train arrival planning meeting
- g. Live room burns at house on Currie Road.

- Coordination with Pardeeville, Poynette, and Kilbourn fire departments

h. Test drove an engine from Rosenbauer with feature similar to the new engine for our department.

i. Disturbance Control meeting at CCI.

2. Fire Safety/Extinguisher Training

- a. City of Portage and Township residents: batteries for smoke detectors available at fire station, 9V and AA. We will replace batteries in smoke and carbon monoxide

detectors for residents who are not able to do so for themselves, except apartment buildings.

- Battery replacement requests have gone up compared to the last few years.

b. Fire Extinguisher Training at Portage Schools December 4 and 11.

3. New equipment

- a. New office furniture
- b. New flooring
- c. Fresh paint
- d. Four sets of turn out gear ordered, to be delivered in March.

4. Fire Suppression/rescue

- 21 Vehicle Accidents
- 0 Vehicle Fires
- 1 Wildland Fires
- 2 Outside Rubbish/Trash
- 4 Building Fires
- 4 Chimney Fire
- 2 Cooking Fire
- 1 Fire Other
- 5 Natural Gas Leak
- 0 Severe Weather
- 1 Smoke/Odor Removal
- 5 Medical Assist
- 14 Dispatched and Cancelled Enroute
- 1 Good Intent
- 14 Smoke Detector or Co Alarm or Activation/Sprinkler Activation
- 3 Electrical Problem
- 2 Flammable Liquid Spills
- 0 Flood Assessment/Water Evacuation/Search
- Water/Ice Rescue
- Chemical Spill

c. Administration

Personnel: Attitudes are good; we now have 30 members on the department. One new member placed on roll January 31, 2013: Edwin Diekhus

Awards presented at Christmas party on December 15, 2012 at the Best Western:

Michael Nachreiner named Firefighter of the Year

Fire Prevention: Ryan Armson, John Yaskal, Thomas Colen, Dan Hinickle

d. Statistics

Inspections 667 inspections completed during this time period

Emergency responses 81 (1059.25 man-hours)

48 (59%) in city

33 (41%) in townships

20 (25%) were vehicle accidents

43.25 man-hours spent on miscellaneous activities.

4. Police Report

Chief Ken Manthey

a. Training

b. Community Relations

1. Training

- Chief Manthey attended WCPA Mid-Winter Training Conference
 - Discussed refresher training on PFC Powers and Procedures, and reviewing the Portage PFC Manual.
- Annual in-service training 1/22/13 and 1/23/13; will run four different times to cover everyone.
- Deputy Chief Kevin O'Neill attended a presentation by officers at the Sikh Temple shooting in Oak Creek
 - Incident command was critical
 - Rifles, ballistic shield, ballistic helmets
 - Office response training

2. Schools/child related events

3. Businesses

4. Neighborhoods

- Two men cited for disorderly conduct after a road rage incident on 2/9/13 at intersection of Silver Lake Dr. and West Wisconsin St.
- 21-year old rolled and ejected from his vehicle at Hwy 33 & Wauona Trail on 1/20/13, cited for OMVWI, med-flighted to UW Hospital; released from hospital and thanked officers.

5. Community Service Officer

6. Senior citizens

7. VIPS

8. Citizen Police Academy

- New class started on January 8 with 15 participants

c. Administration

1. Intergovernmental/Interagency 64 agency assists

2. Attitude & Morale

- a) Department presented Scott Maass with plaque on his last day of work to thank him for his assistance to the department for the past 34+ years.
- b) Officer David Clark returned from paternity leave on 1/28/13

3. Statistics 1333 total number of calls

4. Seasonal issues

- Busy with snowstorm related issues: ticketing & towing of vehicles, issues with un-shoveled sidewalks.

5. Selection of New Officer

- We reviewed the procedure for selecting the officer, and talked through the list of potential candidates.
 - Interviews will be conducted on March 6 & 7.
 - Interviews will be scheduled for the candidates with the top 15 scores of those that took the Eligibility Test.

Next meeting 5/8/13, 7:00 pm

Motion by Kay Miller, second by Pat Hartley to adjourn. Motion carried. Meeting adjourned at 8:45 p.m.

Respectfully submitted, Pat Hartley

PORTAGE FIRE DEPARTMENT

QUARTERLY REPORT: November 1, 2012 to January 31, 2013

TRAINING:

November 13, 2012 – Natural Gas review: Personnel went through videos showing natural gas incidents that have occurred and how to respond to prevent these issues. We covered responses of buildings with high levels of natural gas, low levels, and the just right mixture of natural gas. They then went through electrical issues that we could face with downed wires on scenes.

November 20, 2012 – Medical review: Personnel went through re-certification of their CCR skills. They then went through first aid skills and all of our first aid kits on the trucks. This was also set up and done for the rest of the City employees.

November 27, 2012 – Search and Rescue: All personnel went through finding all of their parts for their SCBA and face mask. Then they had to search the apparatus floor for a manikin.

December 11, 2012 - Hazmat: All personnel went over meters and the proper way to use the meters; for wet or dry applications. They then were able to use the meters to test different products.

December 18, 2012 – Foam and Flammable Liquids: 1: All personnel watched a video on Foam and Flammable liquids. This video explains the types of foams and what types of products they were to be used on. It also explained the percentages of foam used and why percentages are different for different applications.

January 8, 2013 – Gear Inspection: All personnel went through their turn out gear to make sure they had all the PPE that was issued and that the equipment was not damaged or torn. A list was made and personnel that needed new PPE or equipment will get it at next training.

January 15, 2013 – IDC/Blood borne: All personnel went through videos on infectious diseases and blood borne training. We then went through procedures for cleaning turn out gear on scene and when we get back to the station. We also did a MABAS scenario to help personnel understand the process of calling a Box alarm.

MANTUAL AID BOX ALARM SYSTEM

January 22, 2013 – Art of Reading Smoke: All personnel went through three new videos on The Art of Reading Smoke which helps personnel get a better understanding of how to tell where a fire might be located in a building and how the fire is progressing as it builds.

COMMUNITY RELATIONS:

School/Event

- November 12, 2012, I attended the Holiday Train meeting to get ideas of how to get more promotion for the train coming to Portage.
- November 14, 2012, attended the yearly meeting with CCI at the Library.
- November 16, 2012, I attended the class on Crisis based Management for School based incidents.
- November 27, 2012, I attended the Pre-disaster Mitigation plan review for our All Hazards Mitigation plan.

- November 27, 2012, I attended a planning meeting at the school to design a table top exercise involving a school bus.
- December 3, 2012, I attended the final planning meeting for the Holiday Train arrival.
- December 8, 2012, the department conducted live room burns at a house located at N8385 Currie Road. After doing the house burns we then burned the house down. We had members from Pardeeville, Poynette, and Kilbourn fire departments attend as well.
- December 9, 2012 the department participated in the arrival of the Holiday train.
- December 13, 2012, Chief Manthey, Asst. Chief O'Neil and I participated in a tabletop scenario of an active shooter at Columbia Correctional Institute.
- January 8, 2013, I attended a meeting to develop a tabletop training exercise for the High School.
- On January 29, 2013, Rosenbauer brought in a Fire Engine that was close to our design to let us drive it and look at the features we had asked for on a new Engine for our department.
- On January 31, 2013, I attended a Disturbance Control meeting at CCI.

Fire Safety/Extinguisher Training:

- A reminder to all City of Portage and Township residents; that we have smoke detector batteries available at the fire station. We have 9 volt as well as AA batteries. We also replace batteries in smoke detectors and carbon monoxide detectors for residents who cannot change them on their own. (This does not include apartment buildings).
- We have replaced quite a few batteries this year compared to years past on home smoke and carbon monoxide detectors.
- December 4th and 11th, 2012 Staff at the Portage Schools did fire extinguisher training.

New Equipment:

- Both my office and the downstairs office in the garage got new office furniture. The downstairs office had new flooring installed and was also painted.
- Four new sets of turn out gear have been ordered and should be delivered sometime in March.

FIRE SUPPRESSION/RESCUE:

- (21) Vehicle Accidents
- (0) Vehicle Fires
- (14) Dispatched and cancelled enroute
- (1) Good Intent
- (1) Wildland Fires
- (2) Outside Rubbish/Trash
- (4) Building Fires
- (2) Cooking Fire

- (1) Fire Other
- (5) Natural Gas Leak
- (2) Flammable Liquids Spill
- (0) Severe Weather
- (1) Smoke/Odor removal
- (5) Medical Assist
- (14) Smoke detector or Co Alarm or activation/Sprinkler Activation
- (3) Electrical Problem
- (4) Chimney Fire

ADMINISTRATION:

Personnel

- Attitudes are good; we now have 30 members on the department. One new member was placed on roll on January 31, 2013; Edwin Diekhuis. (OK FOR A PERSON) NEW 644
- The department had its Christmas party on December 15, 2012 at the Best Western. Awards were given out for the following:

Ryan Armson:	Fire prevention	} ATTENDANCE
John Yaskal:	Fire prevention	
Thomas Colen:	Fire prevention	
Dan Hinickle:	Fire prevention	
★ Michael Nachreiner:	→ Firefighter of the Year ★	

STATISTICS:

Inspections: 667 inspections were completed during this time period.

Emergency Responses: The department responded to 81 emergency responses during this time period (1,059.25 man-hours). 48 (59%) responses were in the city and 33 (41%) were in the townships. Of those 20 (25%) were vehicle accidents.

Miscellaneous Activities: 43.25 man-hours were spent on miscellaneous activities.

**PORTAGE POLICE DEPARTMENT
POLICE & FIRE COMMISSION 1st QUARTER REPORT (PARTIAL)
(Activities from 1-01-13 – 2-20-13)**

1) TRAINING

- Chief Manthey attended the WCPA Mid-Winter training conference on February 11th through the 13th
- Officers Pomeroy & Schutz attended domestic abuse training on 2-12-13
- Officer Neumann attended domestic abuse training on 2-11-13
- Annual in-service training began on 1-22-13 & 1-23-13; will run four different times to cover everyone without creating overtime; topics included legal update, excited delirium, drug investigations, K-9 units, sexual assault response investigations & officer safety courses
- Officer AJ Brauner attended updated Crisis Intervention Training on 1-24-13 (for dealing with mentally challenged people)

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2) COMMUNITY RELATIONS

A) Schools/Child related events

- We helped to escort the Portage High School girl's curling team back into town on 2-16-13 after they won the state title
- Chief Manthey attended John Muir's technology day on 2-06-13
- At the request of the school, K-9's walked through both the high school and middle school on 2-01-13; one adult student was arrested for Possession of THC and Drug Paraphernalia
- 16 year old student was out of control at the high school office on 1-25-13; he was cited for Disorderly Conduct and suspended from school for three days
- Chief Manthey met with student weekly assembly at Rusch Elementary School on 1-18-13 and talked about safety
- On 1-09-13, Ass't Chief O'Neill & Chief Manthey met with staff at St. Mary's Catholic School to discuss school safety
- On 1-02-13, we started a new initiative of doing "walk-through's" of all our schools on a regular basis in light of the terrible school shooting in Connecticut (six more shootings around the country in the month of January, 2013)

B) Businesses

- 58 year old female cited for shoplifting at Walgreen's on 2-13-13; she took approximately \$60 worth of items and admitted that she has a problem and has been shoplifting for the past four years
- Park & Recreation Office on Silver Lake Drive broken into sometime over the weekend; it was discovered on 2-11-13; the building had been ransacked and cash was taken
- Officers assisted DSH EMS by following ambulance to DSH from CCI for an inmate who had cut himself severely on 2-09-13

- Officers arrested 42 year old Baraboo man for disorderly conduct and resisting arrest on 1-25-13 at the Friendly Tavern; the man is the manager & he fought with officers and had to be Tasered; one of the officers suffered a minor injury to one of his hands
- Glass door damaged at the downtown US Bank on 1-25-13; no entry was made
- Threatening letter found at the Social Security Office on Village Road on 1-22-13; extra patrol was requested
- 93 year old woman had her diamond ring stolen from her room at "Our House" on 1-03-13; an employee was interviewed & confessed; ring was recovered and returned; employee charged with theft

C) Neighborhoods

- 14 year old boy out of control on West Haertel Street on 2-13-13; he was swearing at family members & threw a TV into a window breaking the window; he was taken to shelter care in Dane County
- Two Portage men were both cited for disorderly conduct after they were involved in a road rage incident on 2-09-13 near the intersection of Silver Lake Drive and West Wisconsin Street
- 27 year old Portage man arrested for 4th Degree Sexual Contact and three counts of bailjumping after he inappropriately touched a 20 year old woman at Howard Woods Apartments on 2-09-13
- Burglary to residence in the 100 block of East Emmett Street on 2-06-13; a flat screen tv was taken
- Three juveniles were caught in the old nursing home in the 700 block of West Pleasant Street on 2-02-13; they are being referred to Human Services for Criminal Damage & Criminal Trespassing
- Well-attended neighborhood watch meeting held at the Riverwood Apartments on 1-28-13; CSO Kevin Todryk spoke of his duties and Chief Manthey & Sgt. Fehd fielded questions
- Residence in the 500 block of West Pleasant was broken into on 1-26-13; jewelry and alcohol taken; three suspects were interviewed; they confessed and were taken into custody
- Residence in the 500 block of West Wisconsin was broken into on 1-26-13; electronic games were taken
- 25 year old Portage man was intoxicated and tried to set carpet on fire in residence in the 500 block of West Slifer on 1-25-13; he was de-toxed and was charged with attempted arson and recklessly endangering safety
- 21 year old Portage man rolled his vehicle at 33 & Wauona Trail on 1-20-13; he was ejected from vehicle; cited for OMVWI; was med-flighted to UW hospital with serious injuries; he was later released from the hospital & thanked the officers for their help

- 25 year old Portage woman claimed on 1-19-13 that she was sexually assaulted by a 23 year old male friend in the 2500 block of New Pinery Road; investigation showed that it was consensual and she had fabricated the story; she was taken into custody for obstructing on 2-02-13
- Theft of semi-auto pistol from a residence in the 600 block of Wauona Trail; reported on 1-19-13
- Montello man taken into custody on 1-09-12 after he confessed to having sexual intercourse with a 12 year old female; several incidents happened in Portage and others happened in Montello
- Responded to an unresponsive female in the 100 block of East Emmett Street on 1-08-13; she had taken a fatal amount of prescription medication; had been suffering from depression
- Responded to a unresponsive female in the 2800 block of Village Road on 1-07-13; a 41 year old woman had taken a fatal amount of prescription medication; she was due in court on 1-08-13 on sexual assault & child abuse charges and didn't want to go to jail/prison
- Responded to a domestic call in the 300 block of East Howard on 1-06-12; upgraded to a "man with a gun" call; 16 year old male had loaded a shotgun but did not threaten the officers with it; he was taken into protective custody & taken to mental health facility

D) Community Service Officers Job Duties/Responsibilities

- Assisted with snow ordinance tickets, unclean sidewalks, towing of vehicles plowed in
- Assisted with secretarial duties due to Judy Banks' retirement
- Checking businesses to make sure they have proper address numbers posted on the outside
- Following up on numerous junk complaints
- Assist with animal nuisance complaints
- Fill on for crossing guards when sub not available
- Assisted with funeral escorts
- Made contact with citizens who forgot to sign/witness their absentee ballots
- Entering of information into the computer on a daily basis

E) Senior Citizens

- They're planning for their spring training day which will be held on April 24th at city hall; drug collection will be on April 27th

F) Chaplains' Program

- Chaplain Pastor Scott Schultz assisted us with a death investigation and death notification on 1-24-13

G) VIPS (Volunteers In Police Services)

- Several members of the VIPS have been attending CPA classes Citizen Police Academy

H)

- New class (#4) started on Tuesday, January 8th ; we have 15 participants in the class

3) **ADMINISTRATION**

(A) **Intergovernmental/ Interagency**

- Total of 64 Agency Assists
- Assisted COSO with taking a subject into custody at Liquid tavern on 2-16-13; he was wanted for battery charges in Rio area
- Assisted MASO Deputy at DSH ER on 2-13-13 with a resistive prisoner; deputy had to Taser prisoner just before we arrived
- COSO K-9's and drug officers assisted us with the school searches on 2-01-13
- We assisted Wisconsin Department of Revenue agents and Alcohol & Tobacco agents on 1-31-13 when they served a tax warrant at Full Throttle tavern
- Chief Manthey & other city officials attended the annual safety preparedness meeting at CCI on 1-31-13
- Lt. Penny Kiefer spoke at the Wauona Women's Club on 1-21-13
- Chief Manthey attended the funeral for Bob Hamele on 1-15-13, former law enforcement officer and Alderperson for Portage
- Assisted State Patrol with a drunk driver at I-39 & Highway 51 & then at hospital with a blood draw on 1-12-13
- Assisted Baraboo PD by placing a Portage resident in custody on a domestic abuse arrest on 1-11-13 in the 500 block of W. Edgewater
- Assisted COSO with a sexual assault arrest in the 100 block of East Emmett on 1-10-13; a young boy was assaulted in the county
- Ass't Chief O'Neill has been working with Fire Chief Simonson & Portage Community School on a school disaster training scenario
- Assisted COSO with an arrest on 1-04-12 on a child enticement case; incident occurred in Pardeeville; suspect lives in Portage

(B) **Attitude & Morale**

- Our department gave Street Superintendent Scott Maass a plaque on his last day of work (2-05-13) thanking him for all of his assistance to our department the past 34+ years
- Officer David Clark returned from paternity leave on 1-28-13

(C) **Statistics/Criminal/Other Investigations:**

- 1,333 total number of calls for this time frame

(D) **Seasonal Issues**

- We continue to be busy with snowstorm related issues; ticketing and towing of vehicles; issues with un-shoveled sidewalks

Respectfully submitted,



**Kenneth R. Manthey
Chief of Police 4-04-13**

POLICE DISCIPLINE:

A Refresher on PFC Powers and Procedures

WCPA Mid-Winter Conference

February 13, 2013

James R. Korom
von Briesen & Roper, S.C.
411 East Wisconsin Avenue, Suite 1000
Milwaukee, Wisconsin 53202
(414) 276-1122
(800) 622-0607
(414) 287-1231 (Mr. Korom's direct line)
jkorom@vonbriesen.com

I. Among the Many Changes as a Result of Act 32, it is Now Clear That all Matters Subject to PFC Jurisdiction can Only be Heard There, and Can Only be Appealed to Circuit Court. Grievance Arbitration of Those Matters Dies When a Pre Act 32 Contract Ends.

A. Matters Subject to PFC Jurisdiction:

1. Disciplinary suspensions
2. Disciplinary demotions
3. Disciplinary discharges

B. Matters Not Subject to PFC Jurisdiction (and Therefore Arbitrable).

1. Oral/Written Reprimands
2. Reductions in Rank as a Result of Layoffs
3. Disciplinary Transfers
4. Medical Separations

II. Between the End of the Investigation and the Filing of Charges.

A. After You Announce the Investigation is Done, Due Process Requires You to Provide the File to the Accused.

1. If no discipline is issued, no obligation under due process; however, the open records law may require release.
2. You may be able to redact some limited information, but normally not.
3. Consider keeping the investigation technically “open” until after the settlement conference.

B. If a Suspension is Being Sought, There are Three Basic Options:

1. File Charges; PFC decides
2. Issue a suspension (Chiefs do not have the authority to demote or discharge), and wait to see if the employee appeals; then file charges.
3. Voluntary agreement, with a waiver of the right to appeal to the PFC (or anywhere else)

- C. The Settlement Conference
 - 1. “Due Process” does not apply to the decision to file charges; expunge the word “Loudermill” from your vocabulary.
 - 2. Propose, as the last step in the investigation (so it is not yet “closed”) a “settlement conference;” settlement proposals are not admissible in subsequent litigation.
 - 3. Negotiate a mutually agreeable suspension and associated terms.
 - 4. If no agreement is reached, do not suspend the employee; instead, file charges, and ask for a longer suspension (or discharge) from the PFC.
 - 5. Now, the investigation file is fair game for disclosure.
- D. If You Decide to Suspend, and the Employee Appeals, Can You Require Him/Her to Serve the Suspension?

III. Drafting and Filing the Charges

- A. Rules May be Adopted by the PFC; Follow Them (See Attached Example).
- B. Drafting Tips
 - 1. Allege facts for all Seven Tests.
 - 2. Correlate the specific acts of misconduct to specific rules.
 - 3. Quote the key rules in the charges.
 - 4. Write persuasively (for both the PFC and the press/public), not like Joe Friday.
 - 5. Anticipate your witnesses and exhibits.
 - 6. Research “equal treatment” (Test 6) and include distinguishing facts.
- C. Filing and Service
 - 1. Consider PFC and department scheduling issues to determine when to file.
 - 2. Hand deliver to entire PFC and to the accused; consider including the city attorney as a courtesy.

IV. The Hearing Process

- A. Use of a Pre-Hearing Conference
 - 1. Stipulations
 - 2. Witness disclosure
 - 3. Exhibit disclosure
 - 4. Subpoena practices
 - 5. Rules of evidence (hearsay)
 - 6. Other
- B. Discovery Problems from the Accused.
- C. Subpoenas and Their Use/Abuse.
- D. Common Hearing Tactics by the Accused:
 - 1. Grandstanding
 - 2. Pack the audience
 - 3. Collateral issues/attacks
 - 4. Personal attacks on command staff (Test 6 issues)
 - 5. Delaying tactics
 - 6. Accusations of PFC bias
- E. Decisions by the PFC
 - 1. In writing
 - 2. Answer 3 questions:
 - a) Sustained?
 - b) Seven Tests?
 - c) Good of the service?
 - 3. Be sure the date from which the appeal deadline begins to run is clearly communicated.

V. After the Hearing

- A. Post-mortem with the PFC
- B. Healing the Department/Relationships
- C. Dealing with Municipal Elected Leaders
- D. Assessing your Future Credibility

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(5) DISCIPLINARY ACTIONS AGAINST SUBORDINATES.

- (a)** A subordinate may be suspended as hereinafter provided as a penalty. The subordinate may also be suspended by the commission pending the disposition of charges filed against the subordinate.
- (b)** Charges may be filed against a subordinate by the chief, by a member of the board, by the board as a body, or by any aggrieved person. Such charges shall be in writing and shall be filed with the president of the board. Pending disposition of such charges, the board or chief may suspend such subordinate.
- (c)** A subordinate may be suspended for just cause, as described in par. (em), by the chief or the board as a penalty. The chief shall file a report of such suspension with the commission immediately upon issuing the suspension. No hearing on such suspension shall be held unless requested by the suspended subordinate. If the subordinate suspended by the chief requests a

hearing before the board, the chief shall be required to file charges with the board upon which such suspension was based.

(d) Following the filing of charges in any case, a copy thereof shall be served upon the person charged. The board shall set date for hearing not less than 10 days nor more than 30 days following service of charges. The hearing on the charges shall be public, and both the accused and the complainant may be represented by an attorney and may compel the attendance of witnesses by subpoenas which shall be issued by the president of the board on request and be served as are subpoenas under ch. 885.

(e) If the board determines that the charges are not sustained, the accused, if suspended, shall be immediately reinstated and all lost pay restored. If the board determines that the charges are sustained, the accused, by order of the board, may be suspended or reduced in rank, or suspended and reduced in rank, or removed, as the good of the service may require.

(em) No subordinate may be suspended, reduced in rank, suspended and reduced in rank, or removed by the board under par. (e), based on charges filed by the board, members of the board, an aggrieved person or the chief under par. (b), unless the board determines whether there is just cause, as described in this paragraph, to sustain the charges. In making its determination, the board shall apply the following standards, to the extent applicable:

1. Whether the subordinate could reasonably be expected to have had knowledge of the probable consequences of the alleged conduct.
2. Whether the rule or order that the subordinate allegedly violated is reasonable.
3. Whether the chief, before filing the charge against the subordinate, made a reasonable effort to discover whether the subordinate did in fact violate a rule or order.
4. Whether the effort described under subd. 3. was fair and objective.
5. Whether the chief discovered substantial evidence that the subordinate violated the rule or order as described in the charges filed against the subordinate.
6. Whether the chief is applying the rule or order fairly and without discrimination against the subordinate.
7. Whether the proposed discipline reasonably relates to the seriousness of the alleged violation and to the subordinate's record of service with the chief's department.

7
PILLAGES

(f) Findings and determinations hereunder and orders of suspension, reduction, suspension and reduction, or removal, shall be in writing and, if they follow a hearing, shall be filed within 3 days thereof with the secretary of the board.

(g) Further rules for the administration of this subsection may be made by the board.

(h) No person shall be deprived of compensation while suspended pending disposition of charges.

- (i) Any person suspended, reduced, suspended and reduced, or removed by the board may appeal from the order of the board to the circuit court by serving written notice of the appeal on the secretary of the board within 10 days after the order is filed. Within 5 days after receiving written notice of the appeal, the board shall certify to the clerk of the circuit court the record of the proceedings, including all documents, testimony and minutes. The action shall then be at issue and shall have precedence over any other cause of a different nature pending in the court, which shall always be open to the trial thereof. The court shall upon application of the accused or of the board fix a date of trial, which shall not be later than 15 days after such application except by agreement. The trial shall be by the court and upon the return of the board, except that the court may require further return or the taking and return of further evidence by the board. The question to be determined by the court shall be: Upon the evidence is there just cause, as described under par. (em), to sustain the charges against the accused? No costs shall be allowed either party and the clerk's fees shall be paid by the city. If the order of the board is reversed, the accused shall be forthwith reinstated and entitled to pay as though in continuous service. If the order of the board is sustained it shall be final and conclusive.
- (j) The provisions of pars. (a) to (i) shall apply to disciplinary actions against the chiefs where applicable. In addition thereto, the board may suspend a chief pending disposition of charges filed by the board or by the mayor of the city.

WATERTOWN POLICE AND FIRE COMMISSION
POLICIES AND PROCEDURES
Disciplinary Actions

The rules set forth are adopted pursuant to the authority granted the Commission by Wisconsin Statutes 62.13 (5)(g).

SECTION 1. The Commission may suspend or remove a Chief for cause based upon written charges filed with the President of the Commission. Written charges may be filed by the Mayor, a member of the Commission, by the Commission as a body, or by any other aggrieved person. The Commission may suspend a Chief, with pay, pending disposition of such charges.

SECTION 2. Charges may be filed against a subordinate by the Chief, by any member of the Commission, by the Commission as a body, or by any aggrieved person. Pending disposition of such charges, the Commission or Chief may suspend such subordinate.

SECTION 3. The Commission or a Chief may suspend a subordinate for cause as a penalty. If a Chief suspends a subordinate, the Chief shall immediately file a report with the Commission. No hearing on such suspension shall be held unless requested by the suspended subordinate within thirty (30) days from the date of suspension. If the subordinate suspended by the Chief requests a hearing before the Commission, the Chief shall be required to file charges with the Commission upon which such suspension was based and may recommend termination.

SECTION 4. Prior to the filing of a charge against a police officer or a firefighter by an aggrieved person (other than the Mayor, a Chief, a member of the Commission, or the Commission as a body), the person shall file a complaint with the Police or Fire Department under the Citizen Complaint procedure. A charge may be filed with the Commission if the person is not satisfied with the disposition under the Citizen Complaint procedure. The charge shall be filed with the Commission no later than ten (10) days following receipt of the written disposition.

Watertown Police and Fire Commission, Disciplinary Actions, p. 2

SECTION 5. Requirements of charges. Charges shall:

- a. be in writing on a form provided by or approved by the Commission;
- b. be addressed to the Watertown Police and Fire Commission;
- c. identify the person against whom the charges are brought;
- d. state sufficient facts to allow the accused to know and understand the factual allegations and to be able to prepare his or her defense. If any portion of the charge is made upon information or belief, the source of such information and belief shall be stated, including the names and addresses of witnesses having such knowledge. The charge shall specifically indicate the date and place of the alleged offense;
- e. state the specific Code of Conduct, Rules and Regulations, City Work Rules, and/or any state or federal law which the accused is charged with violating;
- f. be sworn to under penalty of perjury;
- g. be filed with the President or Secretary of the Commission. (In the event that the charges are filed with the Secretary, the Secretary shall thereupon file the charges with the President.)

SECTION 6. The Police Department Code of Conduct, Fire Department Rules and Regulations, and City Work Rules shall be available for review by the public, and copies shall be available upon request from the individual department or the Secretary of the Commission.

SECTION 7. If there is more than one charge against an accused which emanates from a specific event, all such charges may be consolidated and be heard in one hearing. The President is authorized to take reasonable steps to effectuate a consolidation.

SECTION 8. Following the filing of charges in any case, a copy of the charges shall be served within a reasonable amount of time by the Commission or its representative upon the person charged. The President shall set a date for the hearing not less than ten (10) nor more than thirty (30) days following service of charges.

Watertown Police and Fire Commission, Disciplinary Actions, p. 3

SECTION 9. The person filing the charge and the accused shall file with the Commission, and provide to the opposing party, at least seven (7) days before the hearing date, a list of all intended witnesses, including names and addresses. The Commission may refuse to allow a party to call a witness not named on the intended witness list, unless the failure to include the name occurred for good reason, in the determination of the Commission. Neither party will be required to call all of the witnesses included on his or her witness list.

SECTION 10. The accused and the person filing the charge may be represented by attorneys at no expense to the Commission.

SECTION 11. The accused and the person filing the charge may compel the attendance of witnesses by subpoenas which shall be issued by the President of the Commission on request. The service of the subpoena, and the cost of service fees, witness fees and other related expenses shall be borne by the party requesting the subpoena.

SECTION 12. The responsibility for prosecuting a case shall be with the person filing the charge. The burden of proof for proving the charges shall be by preponderance of the evidence.

SECTION 13. At least one (1) day prior to the scheduled hearing, parties shall provide each other with copies of or access to documents and other exhibits they intend to use at any hearing. At the hearing, parties shall provide each member of the Commission with copies of any documents and/or exhibits they intend to use.

SECTION 14. As the first order of business at any scheduled hearing, the Commission may hear and decide procedural motions, determine order of testimony, attempt to determine uncontested issues, attempt to simplify issues, attempt to obtain a stipulation of facts, determine what exhibits, if any, will be offered into evidence, and to conduct any such other procedural matters as may be deemed necessary.

Watertown Police and Fire Commission, Disciplinary Actions, p. 4

SECTION 15. The hearing on charges shall be public. The Commission may make reasonable rules for the orderly conduct of the hearing. The Commission reserves the right to go into executive session as allowed by law.

SECTION 16. The Commission may divide the hearing into two phases. In the first phase the Commission shall determine whether or not the charges have been sustained. If any of the charges are sustained, the hearing shall continue to the second phase, in which the Commission shall determine the disposition as provided in **SECTION 20**.

SECTION 17. At the hearing, the complainant shall present his or her testimony and evidence first. After the testimony of the complainant and each of the complainant's witnesses, the respondent or respondent's attorney may cross-examine the witness. After completion of the complainant's testimony and evidence, the accused may testify and call witnesses to testify. After each of the accused's witnesses testifies, the complainant or complainant's attorney may cross-examine the witness. Parties may thereafter present rebuttal and surrebuttal evidence, all subject to cross-examination. Members of the Commission may question any witness at any time, and may call its own witnesses.

SECTION 18. Civil Rules of Evidence will apply at any hearing with the Commission being at liberty to relax the Rules of Evidence if it deems the best interests of justice to be served thereby.

SECTION 19. All public portions of the hearing shall be recorded electronically or by court reporter or both. The decision shall be at the discretion of the Commission.

SECTION 20. If the Commission determines that the charges are not sustained, the accused, if he/she has been suspended, shall be immediately reinstated and all lost pay restored. If the Commission determines that the charges are sustained, the accused, by order of the Commission, may be suspended, reduced in rank, suspended and reduced in rank, or removed, as the good of the service may require.

Watertown Police and Fire Commission, Disciplinary Actions, p. 5

SECTION 21. Findings, determinations, and orders of suspension, reduction, suspension and reduction, or removal, shall be in writing and, if they follow a hearing, shall be filed within three (3) days with the Secretary of the Commission. The Commission may, if it deems it appropriate, provide an oral decision with regards to its determinations and findings following the hearing.

SECTION 22. Any person suspended, reduced, suspended and reduced, or removed by the Commission may appeal the order of the Commission to the Circuit Court pursuant to the applicable provision of the Wisconsin Statutes.

SECTION 23. The City Attorney or his representative shall represent the Commission.

SECTION 24. The term "President" shall include the President and/or his or her designee. In the event of the incapacity, unavailability or unwillingness of the President to act, his powers may be exercised by the Commissioner with the greatest seniority, in descending order, based on their availability.

Adopted December 13, 1999
Section 19 modified on January 13, 2003

OPERATOR LICENSE APPLICATIONS - BY LAST NAME

LICENSE YEAR: MARCH 4, 2013-JUNE 30, 2013

Shanna N. Atkinson
Daniel J. Brunt
Jill M. Gray
Brooke M. Harshman
Jennifer P. Johnson
Alexa D. Krueger
Teresa A. Meisel
Krystle M. Poulson
Elizabeth C. Horton
Barbara E. Rogers

City of Portage
Finance/Administration Committee Meeting
(This meeting will constitute a meeting of the Community Development Block Grant
Committee)
Monday, February 11, 2013 6:00 p.m.
Municipal Building, Conference Room One
Minutes

Members: Rick Dodd, Chairperson, Carolyn Hamre, Marty Havlovic (arrived 6:15), Doug Klapper

Member Excused: Kenneth A. Ebnetter

Others Present: Interim Administrator Murphy; Finance Director Mohr; Clerk Moe; Craig Sauer from Portage Daily Register; Alderperson Rita Maass.

1. Roll Call

Meeting called to order by Chairperson Dodd at 6:07 p.m.

Present: Dodd, Hamre, Klapper, Havlovic arrived 6:15

Quorum was established and meeting was posted according to Wisconsin State Statutes regarding open meeting law.

2. Approval of minutes from January 14, 2013 meeting

Moved by Klapper to approve the minutes of the January 14, 2013 meeting; second by Hamre. Motion passed 3-0 on a roll call.

3. Discussion and possible action on claims

Claims were reviewed. Motion by Klapper, second by Hamre to recommend to council approval of the claims in the amount of \$1,156,500.95. Motion carried unanimously on call of roll.

4. Discussion and possible action on designation of surplus property

Interim Administrator Murphy pointed out that the Police firearms will be sold to a licensed dealer for resale. Finance Director Mohr indicated the Police vehicle would be sent out for auction. Motion by Klapper to approve the list presented of assets as surplus items and forward on to council, second by Hamre. Motion passed 3-0 on a roll call.

5. Discussion and possible action on approval of training in excess of \$300 and discussion on allowance limits

Interim Administrator Murphy presented three training requests that are in the 2013 budget but exceed the \$300 limit and are required to be presented to the Finance Committee. The Committee also discussed the conditions in which they would like to approve training requests. Alderperson Havlovic stated that if they are in the budget it is up to the Administrator to approve them and he didn't feel they needed to be presented at Finance meetings. Chairperson Dodd concurred with the exception if the training is to take place out of state he would like the Finance Committee to approve.

Members are in agreement to these terms going forward. Motion by Hamre to approve the three presented training requests, second by Klapper. Motion carried unanimously on call of roll.

- 6. Discussion and possible action for Loan Subordination – 1114 Wauona Trail**
Finance Director Mohr presented the Loan Subordination request. Motion by Klapper second by Dodd to approve the Loan Subordination in the amount of \$11,845.00 – 1114 Wauona Trail and move it on to council. Motion passed 4-0 on a roll call.

- 7. Review of 2013 project prioritization list**
Chairperson Dodd reviewed the list of 2013 projects. There was some discussion painting on the water tower by Cardinal Glass as to the possibility of promoting the City; administration was requested to check into agreements and prices. Alderperson Hamre questioned if there were plans and money in the budget in regards to the skate park. Interim Administrator Murphy indicated the City was waiting for the group to bring in more information. Motion by Havlovic to move the 2013 project prioritization list on to council for approval, second by Klapper. Motion approved 4-0 on a roll call.

- 8. Adjournment**
Moved by Klapper to adjourn; second by Havlovic. Motion passed 4-0 on a roll call vote. Chairperson Dodd adjourned meeting at 6:57 p.m.

Jean Mohr
Finance Director

City of Portage
Finance/Administration Committee Meeting
(This meeting will constitute a meeting of the Community Development Block Grant
Committee)
Monday, February 18, 2013 5:30 p.m.
Municipal Building, Conference Room One
Minutes

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

Member Excused: Marty Havlovic

Others Present: Administrator Murphy; Finance Director Mohr; Clerk Moe; Craig Sauer from Portage Daily Register

1. Roll Call

Meeting called to order by Chairperson Dodd at 5:30 p.m.

Present: Dodd, Ebnetter, Hamre, Klapper

Quorum was established and meeting was posted according to Wisconsin State Statutes regarding open meeting law.

2. Approval of minutes from February 11, 2013 meeting

Moved by Klapper to approve the minutes of the February 11, 2013 meeting; second by Ebnetter. Motion passed 4-0 on a roll call.

3. Review City Hall Basement Remodeling Project Costs

Administrator Murphy reviewed the estimated costs for the Kitchen & Area Flooring Replacement. The estimate to replace the kitchen area along with areas around the steps is \$10,258.18 which also includes asbestos removal of the current flooring. The project was budgeted at \$15,000; we were able to attain donations for the cabinets, and appliances which may leave some money left over to consider replacing the main floor area. The estimates to replace the main floor area range from \$7,370 to \$11,845.60 depending on the quality of the materials used, it was further noted that the existing flooring is still intact and would not need to be removed. The Committee decided to replace the kitchen and step area flooring at this time and revisit the main floor area this summer when we have a better idea where this and other projects are falling. Motion by Dodd to approve the kitchen and step area flooring at \$10,258.18 plus 10%, second by Klapper. Motion carried unanimously on call of roll.

4. Review Short Term Loan Proposal

Administrator Murphy presented two Estimated Short Term Loan Amortization Schedule for \$156,000 one at 2.5% for 3 years and a second at 2.0% for 2 years. Administration is reviewing the implications on the City's Levy Limit to determine if it would be more beneficial to borrow from the State Trust Fund or internally within City Funds. The \$156,000 was approved as part of the 2013 budgeting process to purchase \$37,000 Police Dash Cams; \$94,000 towards the Street Sweeper Replacement and \$25,000 for Street Lights & Signs. Motion by Klapper to approve

the short term borrowing of \$156,000 preferably within the City Funds, secondly from the State Trust Fund pending the implication of the City's Levy, second by Ebnetter. Motion passed 4-0 on a roll call.

5. Consider Proposed Revision to CDBG Housing Rehabilitation Revolving Loan Policy

Administration reviewed the changes to the Policy that would allow the Finance Director/Treasurer to approve Subordination Requests that are strictly to refinance the current mortgage balance due at a lower interest rate. This would sustain the current risk level the City has while allowing us to serve the residents in a more timely matter. Motion by Klapper to approve the revisions presented, second by Ebnetter. Motion carried unanimously on call of roll.

6. Adjournment

Moved by Klapper to adjourn; second by Hamre. Motion passed 4-0 on a roll call vote. Chairperson Dodd adjourned meeting at 5:59 p.m.

Jean Mohr
Finance Director

Proposed revision to Article VIII, Section B of the City of Portage Housing Procedures Manual for the Community Development Block Grant Program.

VIII MORTGAGES

B. SUBORDINATION

1. Homeowners who anticipate refinancing an existing loan and request that the Grantee subordinate its mortgage position, must submit in writing the following information:
 - a. The reason for the subordination request.
 - b. The name, address, and contact person(s) at the cooperating financial institution.
 - c. The new mortgage amount that would take precedence over the Grantee's mortgage.
 - d. Copies of estimates for any rehab/construction work being completed.
2. **The Grantee Finance Director/Treasurer shall have the authority to approve subordination request for homeowners wishing to refinance an existing mortgage to obtain a reduced interest rate if the following conditions are met:**
 - a. **The outstanding balance on the current mortgage does not increase.**
 - b. **The homeowner's equity does not decrease.**
 - c. **The City's current subordination status remains unchanged or does not become further subrogated.**
 - d. **A report of the subordination request is made at the next regularly scheduled Grantee CDBG Committee meeting.**
3. The Grantee will, on a case-by-case basis, consider subordination requests for homeowners wishing to:
 - a. Refinance an existing mortgage to obtain a reduced interest rate **in which conditions listed in VIII B 2 are not met.**
 - b. Refinance an existing mortgage to obtain a comparable interest rate and extended payment terms.
 - c. Obtain a home equity loan for the sole purpose of rehabilitating their primary residence.
 - d. Refinance an existing mortgage as necessary to halt foreclosure proceedings by a bank or to halt tax deed proceedings by the county.
4. Typically, the CDBG Committee or Program Administrator will NOT consider requests for subordinations if ANY of the following apply:
 - a. For consolidation of consumer debt, such as credit cards, automobiles or other "cash to homeowner" transactions, or for any home equity loans other than for the

sole purpose of rehabilitating one's primary residence.

- b. For any subordination that will put the Grantee's security interest in jeopardy, as determined by standard underwriting practice, unless required to halt foreclosure or tax deed proceedings.
 - c. For any subordination where the interest rate on the new loan is 2% above the average local lending rate for similar type loans.
5. Written requests for subordination agreements must be approved by the CDBG Committee. The subordination agreement must be drafted at the homeowner's expense by the cooperating financial institution or legal counsel.

**City of Portage
Plan Commission Meeting
Monday, February 18, 2013, 6:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room Two**

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

Members excused: Mike Oszman and Peter Tofson

Also Present: Shawn Murphy, Craig Sauer and Bill Welsh

1. Roll call
2. Approval of minutes January 7, 2013

Motion by Tamboli, second by Zirbes to approve the minutes. Motion passed 5 to 0 on call of the roll.

3. Discussion and possible action on Zoning Ordinance Amendments

Redelings indicated there were 3 changes in the most recent zoning amendment that was distributed and an additional suggestion from the City attorney. One change entailed merely referencing the adopted chicken ordinance because of its comprehensive nature. The City Attorney also recommended referencing Section 6-122 of the City's Municipal Code in lieu of Ordinance 13-001. The second change included the addition of language permitting the City Forester the ability to make tree species changes w/o a change to the ordinance. The third change was to include the entire Shoreland-Wetland Ordinance. The previous submittal inadvertently deleted Divisions 2 & 3. Additionally, the map references were changed to reference the current maps.

Zirbes suggested the map references in the Shoreland-Wetland Ordinance make a more generic reference so the Ordinance didn't need to be revisited every time the maps were updated.

There was much discussion regarding the chicken ordinance and merely referencing it wouldn't be sufficient. Ideally, the chicken ordinance would have been limited to matters of permitting and silent on issues related to zoning. An appeal to permitting matters is directed to the Legislative and Regulatory Committee while building issues

should be handled by the Zoning Administrator with variance requests taken up by the Board of Zoning Appeals. Additionally, it was the intent of Plan Commission to allow a chicken coop w/o an impact on the number of allowable accessory structures. It was suggested the zoning ordinance include the zoning and building aspects of the chicken ordinance. At a later date the chicken ordinance would be modified to delete zoning related items.

The landscaping section was also discussed, with emphasis on the 3 appendixes (A1 thru A3) referencing the tree species. As previously requested, the tree species lists were to be removed from the ordinance and maintained by the City Forester as a separate document. Tamboli suggested that A1 could be retained in a more general form to provide guidance with the point system. i.e. Shade Trees worth 75 points w/o reference to tree names. A2 could be retained, however, A3 should be deleted and reference made to the appropriate section of the Municipal Code, whereby the City is required to prohibit certain tree species by State Statute.

4. Adjournment

Motion by Tamboli, second by Daley to adjourn. Motion carried 5 to 0 on call of the roll.

The meeting concluded at 6:56 p.m.

Respectfully submitted,

Robert G. Redelings, P.E., Public Works Director

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, February 21, 2013, 6:00 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

Also present: City Clerk Moe, City Administrator Murphy, Craig Sauer from Portage Daily Register

1. Roll call

The meeting was called to order at 6:00 PM. All members present, except Havlovic excused.

2. Approval of minutes from previous meeting

Motion by Maass and seconded by Hamre to approve the minutes as printed with corrections.

3. Discussion and possible action on recommendation on Operator License for Sean F. McLaughlin

Motion by Maass and seconded by Hamre to deny an Operator License for Sean F. McLaughlin based on two OMVWI convictions in the last five years. Passed on a 4-0 call of roll.

4. Discussion and possible action on recommendation for no parking ordinance on East Haertel Street

Motion by Hamre and seconded by Miller to make a recommendation for no parking ordinance on East Haertel Street be sent to Council for approval. (Ordinance Relative to No Parking Areas) Passed on a 4-0 call of roll.

5. Discussion and possible action on recommendation for limited term parking on Portage Road

Motion by Maass and seconded by Hamre for recommendation for limited term parking on Portage Road go to Council for approval. (Ordinance Relative to Restricted Parking Areas) Passed on a 3-0 call of roll. Oszman abstaining.

6. Discussion and possible recommendation on changes to the fee schedule

Motion by Miller and seconded by Hamre to approve changes to the fee schedule as presented. Passed on a 3-1 call of roll. Maass voting no.

7. Adjournment

Motion by Maass and seconded by Oszman to adjourn. Passed on a 4-0 call of roll. Meeting adjourned at 6:28 PM.

Frank C Miller, Secretary

Applicant Name: McLAUGHLIN SEAN E
Last First Middle Initial Maiden

1. How long have you continuously resided in the State of Wisconsin prior to the date of this application?
3 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? NO

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

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. OPew

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>2010</u>	<u>PORTAGE</u> PORTAGE + PORTAGE
<u>2011-2012</u>	<u>LOD; WI</u>

7. Have you ever had an Operator License denied or revoked by the City of Portage? NO

If YES, explain when and why _____

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

Date	Location
<u>8-11-2009</u>	<u>LEARN TO SERVE</u>

If No, are you currently registered to attend a training session? _____

If YES, you must attach a copy of the registration form.

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

READ CAREFULLY BEFORE SIGNING

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

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

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

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

Applicant Signature: Sean McLaughlin

Subscribed and sworn to before me this 1st day of February, 2013

Clerk/Notary Public Rebecca C. Ness

DEPARTMENT RECOMMENDATIONS

Department	Approved	Denied	Signature/Date
City Clerk	X		Marian G. Moore 02-11-13
City Treasurer	X		Jean E. Mohr 2/11/13
Police Chief		X	Ken Martney 2-08-13

If denied, explain reason _____

INACCURATE / FALSE INFORMATION: TWO OR MORE OMKWI CONVICTIONS:

• SEAN MCLAUGHLIN WAS ARRESTED FOR OWI/RECKLESS DRIVING ON 5-11-11. HE WAS CONVICTED ON 10-06-11 OF IMPLIED CONSENT.

• SEAN MCLAUGHLIN WAS ARRESTED FOR OWI ON 8-13-11. HE WAS CONVICTED ON 9-29-11.

• MR. MCLAUGHLIN ANSWERED "NO" TO ANY PREVIOUS CONVICTIONS FOR DRINKING RELATED OFFENSES.

CHIEF Ken Martney

**City of Portage
Human Resources Committee Meeting
Thursday, February 28, 2013, 6:00 p.m.
Municipal Building, Conference Room One**

Members Present: Kenneth H. Jahn, Chairperson, Rick Dodd, Kenneth Ebnetter,
Doug Klapper, Michael G. Oszman

Excused: Jeff Garetson

Also present: City Clerk Moe, City Administrator Murphy

1. Roll call

The meeting was called to order at 6:00 p.m. by Mayor Jahn.

2. Approval of minutes from previous meetings

Motion by Dodd, second by Oszman to approve the minutes of the February 9, 2013 and February 12, 2013 committee meetings. Motion carried unanimously on call of roll.

3. Discussion and possible recommendation for Police Secretary - Confidential

The committee reviewed a memo from City Administrator Murphy regarding the conditional offer of employment for Denise Alwin, dated February 22, 2013. Motion by Dodd, second by Oszman to recommend Denise Alwin for Police Secretary – Confidential with the salary as outlined in the memo. Motion carried unanimously on call of roll.

4. Discussion and possible recommendation for revisions to non-represented position descriptions

The committee reviewed the position descriptions for Utility Account Clerk and Customer Account Clerk. The committee did not think it was appropriate for a position to have two direct managers, so the descriptions were changed to report to the Utility Manager. There was discussion regarding being proficient in Word and Excel. The Utility Account Clerk will change to a pay grade 5.

The committee reviewed the position description for Parks & Recreation Secretary. The pay grade will change to a pay grade 5.

Ald. Dodd requested that at some point the clerical staff at pay grade 5 be analyzed as to how each position compares to each other in the same pay grade.

Motion by Dodd, second by Klapper to recommend to the council the position descriptions as revised.

5. Adjournment

Motion by Oszman, second by Klapper to adjourn. Motion carried unanimously on call of roll at 6:42 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

MEMORANDUM

To: Human Resources Committee
From: Shawn Murphy, City Administrator
Cc: K. Manthey, M. Moe
Re: Conditional Offer of Employment – Police Secretary-Confidential
Date: February 22, 2013

The Police Department received over 30 applications for the Police Secretary-Confidential vacancy. The applicant pool was narrowed to 12 candidates for testing, eight of whom were selected for interviews and a personnel evaluation profile. From that process one candidate emerged as the best qualified. Chief Manthey has extended a conditional offer of employment to Denise Alwin who has accepted the position pending satisfactory completion of a drug screen test. Ms. Alwin is currently an employee of Columbia County in their Human Services Dept. She has successfully completed her physical, background and reference checks.

Therefore I wish to recommend employment with the following terms:

1. Probationary Period. Ms. Alwin is a new employee and the 6 month probationary period would apply.
2. Pre-Employment Drug Test/Background. We are awaiting the results of Ms. Alwin's drug screen test as of this date. She has successfully completed the background check on driver's license and criminal record.
3. Employee Benefits. Sick leave accrual, longevity and participation in in the health/Life/Dental/Income Continuation Insurances and retirement programs will remain the same as other non-represented employees.
4. Salary. Due to her technical experience and skills as well as her current wage rate with Columbia County, I wish to propose a starting wage rate a Pay Grade 4 A (\$14.34) as of 3/11/2013 (her start date) with an increase to 4 B (\$14.92) upon satisfactory completion of her probationary period.

**City of Portage
Position Description**

Name:		Department:	Parks and Recreation
Position Title:	Office Assistant <u>Parks & Recreation Secretary</u>	Pay Grade:	25 FLSA: Non-Exempt
Date:	January 1, 1998	Reports To:	Parks and Recreation
Revised:	<u>3/30/93, 2/28/13</u>		Director

Purpose of Position

This position exists to provide secretarial support to the Parks, ~~and~~ Recreation and ~~Director~~Forestry Department.

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 administrative support duties: gathers information and process various reports for the Park and Recreation and Forestry Director and City; maintains payroll timesheets for the full and part time employees; assists in scheduling employee shifts, receives/reviews invoices, schedules and sets up recreation activities, assists with printing activities.
- Performs secretarial and receptionist duties: types, files, answers telephones, records messages, sells tickets, reserves park shelters and storage buildings, coordinate registration for area athletic organizations, register participants in swimming programs ~~and coordinates City Hall basement usage.~~
- Performs other duties as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

Education and Experience

High school diploma and one to two years secretarial or recreation supervision 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, fax machine, copier/printer/scanner, risograph, computer scanner, telephone.
- Ability to sit or stand up to 4 hours and lift up to 30 pounds up and down stairs.

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, time sheets, employee records.
- Ability to record and deliver information, explain procedures and follow instructions.
- Ability to communicate effectively with the Director, full and part time employees, and the general public.
- Ability to prepare a variety of documents such as monthly and annual reports, payroll and balance sheets.
- ~~Ability to keep departmental information confidential.~~
- The ability to work and understand a variety of computer programs.

Environmental Adaptability

- Work is performed in an office environment.
- Must be able possess a valid Wisconsin Driver's License.
- Must be eligible to be bonded.

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

~~_____
Administrative Services Coordinator~~

~~_____
Date~~

City of Portage Position Description

Name:		Department:	Water Utility
Position Title:	<u>Utility Accounting Clerk-Technician</u>	Pay Grade:	<u>35</u> FLSA: Non-Exempt
Date:	June 1993	Reports To:	Water Utility <u>Superintendent/Manager</u>
Revised:	March 1999, <u>February 2013</u>		

Purpose of Position

This position exists to perform utility billing and collection of payments.

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 utility billing functions: receives & processes customer payments of utility bills; ~~counts, stamps, and~~ confirms totals on receipts; responsible for entering all receivables and payables as well as payments enters receipts into computer; responsible for makes daily/daily reconciliation and deposit bank deposits of cash receipts; organizes monthly billing process; compiles delinquent account information; assists customers with requests and refers problems to the Superintendent.
- Performs secretarial and receptionist duties: data entry, word processing types, answers telephones, records messages and directs calls to appropriate personnel; prepares various monthly and annual reports; records meter readings and maintains meter books; records customer service changes; prepares payables for approval by the Superintendent.
- Assists with or acts as back up to the Clerk-Cashier
- Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in ~~Secretarial Science or~~ Accounting, or Bookkeeping and three to five years experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Must be eligible to be bonded.

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, copier/scanner/printer typewriter, calculator, and telephone.
- Ability to sit or stand up to 4 hours and lift up to 30 pounds up and down stairs.

Supervisory Skills

- Ability to assist and direct work of other clerical staff.

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 utility reports, balance sheets, meter readings, billings, invoices, employee records, ~~and~~ general ledger and correspondence.
- Ability to prepare a variety of documents such as monthly and annual reports, water utility statements, and balance sheets using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions, and to keep information confidential.
- Ability to utilize spreadsheet and word processing programs.
- Ability to communicate effectively with the Superintendent, ~~co-workers~~, water utility customers, 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: Water Utility
Position Title: <u>Customer Account Clerk/Cashier</u>	Pay Grade: <u>3</u> FLSA: Non-Exempt
Date: June 1993; <u>February 2013</u>	Reports To: <u>Water-Utility Manager</u> <u>Superintendent</u>

Purpose of Position

This position exists to assist with utility billing and collection of payments.

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 utility billing functions: receives & processes customer payments of utility bills; assists in counting, stamping, and confirming totals on receipts; assist with recordings receipts and payables in accounting software ledger; makes daily bank deposits of cash receipts; assists in monthly billing process; assists customers with service requests and refers problems to Superintendent; compiles delinquent account information.
- Performs general secretarial functions: performs data entry types, answers telephones, records messages, and directs calls to appropriate personnel; assists in data collection and word processing of various reports; assists with compiling and maintaining information and records for reports, correspondence, accounting functions or as requested. ~~assists in maintenance of various records and data entry.~~
- Acts as back up to and assists with Utility Account Clerk functions.
- Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma with additional training in bookkeeping or secretarial skills and one to two years related experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Must be eligible to be bonded.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office equipment such as personal computer, typewriter, calculator, copier/printer/scanner and telephone.
- Ability to sit or stand up to 4 hours and lift up to 30 pounds up and down stairs.

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 ~~personal checks, laboratory~~ reports, meter readings, ~~telephone calls and message, and drafts of letters~~ billing/accounting software and correspondence.
- Ability to utilize spreadsheet and word processing software in the preparation of reports and coorespondence.
- Ability to prepare a variety of documents such as billings, payroll reports, disconnection notices, water sample reports, meeting minutes, sewer allocations, well pumping records, and Public Service Commission reports using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to communicate effectively with supervisors, sales representatives, the general public, and others.

Environmental Adaptability

- Work is performed in 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

ORDINANCE NO. 13-002

ORDINANCE RELATIVE TO RESERVE ALCOHOL BEVERAGE LICENSES

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

Sections 14-52 and 14-56 of the Portage Code of Ordinances are hereby amended to read as follows:

Section 14-52

(h) Reserve "Class B" Retailer's License. Pursuant to sec. 125.51(3)(e)2, Wis. Stats., the fee for an initial issuance of a reserve Class B license is \$10,000.00, except that the fee for an initial issuance of a reserve Class B license to a bona fide club or lodge situated and incorporated in the state for a least six (6) years is the fee established under Sec. 14-53. The fee established in this Subdivision is in addition to any other fee required under this chapter. The annual fee for renewal of a Reserve Class B license is the fee established under Sec. 14-53. The initial reserve Class B license fee shall be deposited in the Economic Development Fund and any subsequent economic development grants issued herein shall be disbursed from same.

Section 14-56

(c) The City of Portage hereby finds that it is in the interests of the public welfare to increase the property tax base, provide employment opportunities, attract tourists and generally enhance the economic and cultural climate of the community by providing additional economic incentives for new businesses with liquor licenses.

(1) The holder of a Reserve Class B license may apply for economic development grants in a total amount not to exceed \$10,000 within twelve (12) months of the date of issuance of the Reserve Class B License. The holder shall complete an Application for Economic Development Grant for Reserve Class B Liquor Licenses, available from the city clerk, and shall

ORDINANCE NO. 13-003
ORDINANCE RELATIVE TO NO PARKING AREAS

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

The following Section is hereby recreated to read as follows:

CHAPTER 50, Article III, Section 50-78

(25) Portage Road. Along the east curb line from a point 80 feet north of intersection with Northport Road to a point 285 feet north of intersection and along the west curb line from the north side of the intersection with Northport Road to a point 285 north thereof.

(26) East Haertel Street. Along both curb lines from East Albert Street to New Pinery Road.

This Ordinance shall take effect upon passage and publication thereof.

Passed this ____ day of _____, 2013.

Kenneth H. Jahn, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

1st & 2nd Readings:

Rules suspended by motion:

3rd Reading:

Passed:

Published:

Ordinance requested by:

Legislative and Regulatory Committee

ORDINANCE NO. 13-004
ORDINANCE RELATIVE TO RESTRICTED PARKING AREAS

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

The following Section is hereby created to read as follows:

CHAPTER 50, Article III, Section 50-77(1)

s. Portage Road. The area along the east curb line from the north side of the intersection of Northport Road to a point 80 feet north of intersection shall have a 15 minute parking limitation.

This Ordinance shall take effect upon passage and publication thereof.

Passed this ____ day of _____, 2013.

Kenneth H. Jahn, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

1st & 2nd Readings:

Rules suspended by motion:

3rd Reading:

Passed:

Published:

Ordinance requested by:

Legislative and Regulatory Committee

attach complete, legible copies of paid invoices or receipts evidencing or documenting improvements made to the licensed premises in an amount equal to or greater than the amount requested in the economic development grant application. Consideration for owner provided labor for such improvements shall be considered at a reasonable rate upon provision of written statement of services rendered. Licensees must be compliant with all liquor licensing requirements and all ordinances of the City of Portage, and not have been delinquent in any obligation to the City of Portage for the previous five years.

- (2) The Reserve Liquor License Grant Review Subcommittee (hereinafter "Review Subcommittee"), consisting of the city clerk, finance director and city administrator or other city staff member(s) designated by the mayor, shall review the grant application and either approve or deny the application, as appropriate. The grant funds shall not be disbursed until subsequent common council approval by resolution and the licensed premises listed on the application is operating and open to the public.*
- (3) If the Review Subcommittee determines that the licensee is not in compliance with the approved license or grant application requirements set forth above, the economic development grant request shall be denied and the clerk shall make such findings in writing and cause to be delivered a copy of the findings to the licensee. If the licensee disagrees with the Review Subcommittee's determination, the licensee may file a written notice of appeal upon the clerk within ten (10) calendar days of the delivery of the Review Subcommittee's findings to the licensee. The clerk shall forward said notice of appeal to the Legislative and Regulatory Committee, which shall hold a hearing thereon within fifteen (15) business days. The Legislative and Regulatory Committee shall then make findings of whether the licensee is in compliance with the license requirements and whether the applications satisfies the above requirements, and forward its findings to the common council. If the common council finds that the licensee is in compliance with license requirements and*

the grant application satisfies requirements, the common council shall notify the city clerk to authorize the payment of the Economic Development Grant.

This Ordinance shall take effect passage and publication thereof.

Dated this _____th day of February, 2013.

Kenneth H. Jahn, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

First and second readings:

Third reading:

Ordinance requested by:

Legislative and Regulatory Committee

RESOLUTION NO. 13-004

RESOLUTION RELATIVE TO FEE SCHEDULE

WHEREAS, the City of Portage previously adopted a Fee Schedule, Resolution No. 12-003, dated February 12, 2013; and

WHEREAS, it is necessary to revise the Fee Schedule for changes in various fees; and

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

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

DATED this 28th day of February, 2013.

Kenneth H. Jahn, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

Resolution requested by:
Legislative and Regulatory Committee

City of Portage Proposed Fee Schedule 02/28/13

Administration

2-442	NSF Checks.....	\$25.00
2-455	Publication Fees	\$25.00
2-458	Hazardous Material Reimbursement	Actual Costs
2-459	Sale of Wood	Solicit two (2) quotes
2-460	Special Assessment Letter	\$15.00 \$20.00
2-534	Public Records.....	\$.25 per page for copies plus search costs \$2.00 \$3.00 per CD

Animals

6-53(a)	Dog and Cat	\$5.00 \$8.00 spayed or neutered per license year \$10.00 \$13.00 not spayed or neutered per license year
6-54(a)	Kennel	\$30.00 for a kennel of twelve (12) or fewer dogs and an additional \$3.00 for each dog in excess of twelve (12).
6-55	Late Fee	\$5.00
6-102(c)(1)b	Dangerous Animal License	\$180 annually, 1 st year is prorated according to month animal is declared dangerous
6-122(b)	Keeping of Chickens.....	\$10.00

Buildings and Building Regulations

The maximum administrative fee is \$1500.

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

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

Businesses

14-52	Reserve Class "B" Initial Fee	\$10,000 per license
14-53	Fermented Malt Beverage Wholesale.....	\$25.00 per license year
14-53	Class "A" Intoxicating Liquor	\$500.00 per license year
14-53	Class "B" Intoxicating Liquor	\$500.00 per license year
14-53	Class "A" Beer Retailers.....	\$50.00 per license year
14-53	Class "B" Beer Retailers.....	\$100.00 per license year
14-53	Class "B" Beer Picnic	\$10.00 per license year
14-53	Class "B" Wine Picnic.....	\$25.00 per license year
14-53	Change of Agent.....	\$10.00
14-53	Change of Premises Description.....	\$10.00
14-53	Change of Trade Name.....	\$10.00
14-53	Late filing of alcohol license application.....	\$500.00
14-94(a)	Operator's License	\$25.00 per license year
14-94(b)	Provisional License	\$25.00
14-132	Cigarette License	\$100.00 per license year
14-161	Soda Water License.....	\$5.00 per license year (eliminate)
14-194(a)	Direct Seller.....	\$10.00 per week
14-235(a)	Transient and Temporary Public Entertainment ..	Carnivals \$25.00 per day Circuses \$25.00 per day Public Entertainment \$10.00 per day, \$25.00 per week
14-272(a)	Dance	\$25.00 per license year
14-275	Floor Manager.....	\$25.00 per license year
14-303	Junk Dealer	\$25.00 plus \$5.00 for each additional storage building, yard or premises per license year
14-306	Special Junk Dealer	\$3.00 per day
14-341(b)	Amusement Devices	\$10.00 per license year
14-342	Skating Rink	\$10.00 per license year
14-343	Bowling Alleys	\$10.00 each lane per license year
14-344	Theaters	\$25.00 each screen per license year
14-374(e)	Weights and Measures.....	\$35.00 per license year

Emergency Services

22-38(c)	False Fire Alarms involving system malfunctions	4 th – 7 th alarms in any year, not less than \$100 and no more than \$200 for each violation, plus applicable assessments, penalty surcharge and court costs. 8 th – 10 th alarms in any year, not less than \$200 and no more than \$400 for each violation, plus applicable assessments, penalty surcharge and court costs. 11 or more alarms in any year, not less than \$400 and no more than \$800, plus applicable assessments, penalty surcharge and court costs
22-38(c)(2)	False Fire Alarms Malicious.....	Not less than One Thousand Dollars (\$1,000.00) and no more than Two Thousand Dollars (\$2,000.00), plus applicable assessments, penalty surcharge and court costs
22-39(c)(1)	False Burglar Alarms.....	Third alarm for a location within a period of one year \$25.00 Fourth alarm for a location within a period of one year \$35.00 Fifth alarm for a location within a period of one year \$45.00 Sixth and subsequent alarms for a location within a period of one year \$65.00.

Environment

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

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

Housing

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

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

50-401(e)	Property.....	\$200.00
	Horse Drawn Vehicle License.....	\$125.00 per vehicle

Park and Recreation

54-42	Fees and Charges (Parks and Recreation.....	Cross Reference with 54-93
54-93	Park Reservation Fee	\$10.00 15.00 /day Monday through Friday for residents, \$20.00 25.00 /day Monday through Friday for non-residents;
		\$20.00 25.00 /day Saturday, Sunday and Holiday for residents
		\$50.00/day Saturday, Sunday and Holiday for non-residents

Dog Park

Residents	\$20/year or \$2/day
Non-Residents	\$25/year

Youth Programs

Resident and Non-resident ~~\$10~~**15.00** per event per person
 Non-resident has additional ~~\$20.00~~**25.00** fee to be paid each six (6) month period, unless the township pays a co-sponsorship fee of \$1,000 per year.
 A family can petition the Park and Recreation Board for a hardship waiver for the payment of fees.
 Flea Market – outside booth.....\$15
 Flea Market – inside booth.....\$20

Adult Programs

Non-resident.....	\$25/season.
Basketball.....	\$325/team
Karate.....	\$20/session
Senior Fitness	\$1/day
Softball	\$325/team
Volleyball.....	\$65/team - \$150/team officiated

Swimming Program

Spring/Fall Semester Passes.....	\$100
Summer & Youth Semester Passes	\$75
Punch Card (11 sessions).....	\$28 (non-resident)
.....	\$25 (Adult Resident)
.....	\$20 (Student)
Daily Rates	\$3.00 (aerobics)
.....	\$2.75 (adults)
.....	\$2.25 (students)

Lessons

Student (Level 1-6)	
Resident	\$33
Non-Resident	\$43
Max/Family.....	\$100 Resident/\$125 Non-Resident
Preschool/Infant	
Resident.....	\$23
Non-Resident	\$33
Max/Family.....	\$50 Resident/\$90 Non-Resident

Adult Lessons..... \$33 Resident/\$43 Non-Resident

Storage Fees – Veterans Memorial Field Buildings

Pontoons	\$200.00 /winter storage, remove by 4/15
.....	\$215.00 /winter storage, remove by 5/1
Mobile Campers	\$200.00 /winter storage, remove by 4/15
.....	\$215.00 /winter storage, remove by 5/1
Boats (>20').....	\$150.00 /winter storage, remove by 4/15
.....	\$165.00 / winter storage, remove by 5/1
Automobiles	\$150.00 /winter storage, remove by 4/15
.....	\$165.00 / winter storage, remove by 5/1
Personal Watercraft	\$85.00 /winter storage, remove by 4/15
.....	\$100.00 / winter storage, remove by 5/1
Motorcycle.....	\$60.00 /winter storage, remove by 4/15
.....	\$75.00 / winter storage, remove by 5/1
Recreational Vehicle (per foot of length).....	\$8.00 /foot winter storage, remove by 4/15
.....	\$8.50 /foot winter storage, remove by 5/1

Solid Waste

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

Streets, Sidewalks and Other Public Places

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

Subdivision

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

Taxation

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

78	Sewer Connection Charge	New residential construction \$500 per Residential Equivalent Connection up to two (2); and \$400 per Residential Equivalent Connection thereafter the first two (2) Residential Equivalent Connections for multi-family. Commercial, industrial and other non-residential sanitary sewer hook-up fees shall be based on the City Engineer's estimate of the number of Residential Equivalent Connections based on the plumbing design submitted. The applicant shall have the opportunity to request a one time hook-up adjustment based on actual flows after (2) years have elapsed, but prior to (3) years elapsing from the actual hook-up.
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furnishing and setting the meter..... \$35.00
 Deposit for valve and meter \$1,000.00

Water usage shall be billed at actual rates.

Hydrant Charges

Service charge for setting or moving sprinkler
 valve..... \$20.00

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

78-127(c)

Sewer Service Charge

Category A

Fixed Monthly Charge = \$10.93/equivalent 5/8 inch meter
 Volume Charge = \$2.86/1,000 gallons

Category B

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

78-127(g)(1)

Disposal of Septic Tank Sludge and Holding

Tank Sewage Permit..... \$50.00 per calendar year

78-127(g)(3)

(b)

Sewer Charge for Disposal of Septic Tank

Sludge and Holding Tank Sewage..... Wastewater - \$6.00/1,000 gallons
 BODS/Suspended Solids <250 MG/L Total P <10 MG/L
 High-strength Wastewater - \$40.00/1,000 gallons
 BODS/Suspended Solids 250 – 1000 MG/L Total P
 10 – 20MG/L

Portable Toilet Waste - \$60.00/1000 gallons

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

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

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

78-132(b)

Sewer Permit Appeal \$15.00

Vehicles for Hire

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

Zoning

90-34	Zoning and Occupancy Permit	Occupancy Permit included in construction permit for single family residences and duplexes	\$150 for Building Inspector and Fire Inspector
90-36(1)	Rezoning	previous applications	\$50100.00 per application including repetitions of
90-36(2)	Conditional Use Permit		\$50100.00
90-36(3)	Variance		\$5075.00
90-93	Zoning Code Petition for Change or Amendment.....		
90-171	PUD Planned Unit Development Procedures.....		\$75 Administrative Costs Plus Actual Review Costs
90-633	Parking Lot.....		\$75
	Signs		\$100/Ground Sign + 30% + bldg. & elec. if required
			\$60.00/Other Signs + 30% + bldg. & elec. if required
90-771, 90-773	Miscellaneous (accessory bldg. where building permit not required, fence, above ground pool, etc.)		Zoning Permit \$60.00 + 30% + building permit if required
90-774	Swimming Pool		\$60.00 + 30%
90-806	Mobile Home Park Developer's Permit		\$50.00
	Wood-Fired Furnace Permit Fee		\$75.00

Miscellaneous

Portage Fire Department – Charges for Emergency Responses

Manpower

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

Vehicles

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

Other Equipment

Hovercraft.....	\$70.00 per hour
Boat	\$50.00 per hour
Silo Fire Equipment.....	\$50.00 per hour

Confined Space Rescue \$50.00 per hour
Rescue System (jaws, air bags) \$100.00 per hour

Mileage

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

Materials

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

RESOLUTION NO. 13-005

RESOLUTION AUTHORIZING AN INTERFUND LOAN BETWEEN THE VEHICLE REPLACEMENT FUND AND CAPITAL FUND

WHEREAS, the Capital Fund Budget was established to provide annual funding for project and equipment expenditures with an expected life of more than 3 years or projected cost greater than \$5,000;

WHEREAS, the Vehicle Replacement Fund (VRF) receives annual appropriations from the General Fund for scheduled replacements of municipal vehicles and equipment;

WHEREAS, the General Fund was established to provide annual funding for general operations of the City;

WHEREAS, the adopted 2013 Capital Fund Budget and VRF which receive funding from appropriations and loan proceeds for the replacement of a street sweeper for \$300,000, the purchase of new traffic control, street signs and street lights for \$25,000 and the replacement of Police vehicle video recording equipment for \$37,000, for a total 2013 allocation of \$362,000;

WHEREAS, the levy increase limitations on the General Fund and insufficient annual appropriations to the VRF have resulted in a funding disparity of \$62,000 for the aforementioned items in the 2013 Capital Fund Budget and \$94,000 in the VRF for a total funding deficiency of \$156,000, requiring the City to borrow such funds;

WHEREAS, the City evaluated several debt issuance options and determined the designated reserves of the Vehicle Replacement Fund to be the most appropriate source of short term loan funds for the 2013 Capital Fund and VRF deficiency;

NOW THEREFORE, be it hereby resolved by the Common Council of the City of Portage to loan \$156,000 from the VRF Designated Reserves to the 2013 Capital Fund and VRF Budgets with an annual interest rate of 2.5 percent for 3 years, with annual repayments of \$55,389.04; \$54,207.38 and \$53,086.67 due June 1 of each year 2014 through 2016 from the General Fund.

This Resolution shall be effective upon its adoption and approval.

Adopted this 28th day of February, 2013.

Kenneth H. Jahn, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

Resolution Requested by:
Finance/Administration Committee

RESOLUTION NO. 13-006

**RESOLUTION RELATIVE TO COMMUNITY DEVELOPMENT BLOCK GRANT
HOUSING REHABILITATION PROGRAM HOUSING PROCEDURES MANUAL**

WHEREAS, the City of Portage previously adopted a Housing Procedures Manual for the Community Development Housing Block Grant Program; and

WHEREAS, the Finance/Administration Committee has recommended revisions to the subordination section of the manual.

NOW THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Portage that the revised subordination section of the Housing Procedures Manual attached to this Resolution is hereby approved and adopted by the City of Portage.

DATED this 28th day of February, 2013.

Kenneth H. Jahn, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

Resolution requested by:
Community Development Block Grant Committee

RESOLUTION NO. 13-007

PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS UNDER SECTION 66.0703 OF THE WISCONSIN STATUTES (2013 WATER MAIN AND SANITARY SEWER CONSTRUCTION)

BE IT HEREBY RESOLVED by the Common Council of the City of Portage, Columbia County, Wisconsin:

1. That the Common Council of the City of Portage, Wisconsin, does hereby declare its intention to exercise its powers under Section 66.0703 of the Wisconsin Statutes to levy special assessments for the replacement of sanitary sewers and water mains and street reconstruction on Dunn Street from West Burns Street to West Franklin Street; on West Emmett Street from Dunn Street to MacFarlane Road; West Marion Street from Dunn Street to MacFarlane Road; and West Franklin Street from Dunn Street to MacFarlane Road.
2. That said reconstruction project shall include the installation and replacement of sanitary sewer laterals, water laterals, and defective sidewalk.
3. The Common Council of the City of Portage, Columbia County, Wisconsin, determines that such improvements shall be made under the police power for the health, safety and public welfare and that the amount assessed against each parcel shall not exceed the actual cost of the project as prorated to each parcel.
4. The special assessments against any parcel may be paid in cash or in three (3) annual installments if the assessment is \$1,000 or less and five (5) annual installments if the assessment is over \$1,000, plus interest, at the proposed rate of 5.75% at the time of assessment per annum on the unpaid balance.
5. The City Engineer is hereby ordered to prepare a report including the following:
 - A. Preliminary plans and specifications for said improvements.
 - B. An estimate of the entire cost of the proposed improvements.
 - C. A schedule of the proposed assessments to be levied and a breakdown as to how said assessments affect each parcel in the area being assessed.

- D. A statement that the property against which the assessments are proposed is benefited by the project.
- 6. Upon completion, a copy of such report shall be filed with the City Clerk for inspection by the general public.
- 7. Upon receiving such report, the City Clerk is directed to give notice of a public hearing on such reports, as specified in Section 66.0703(7) of the Wisconsin Statutes. A hearing shall be held at the Common Council Chamber in the City Municipal Building, Portage, Columbia County, Wisconsin, at a time set by the Clerk, in accordance with Section 66.0703(7) of the Wisconsin Statutes unless waived by all owners of benefited property.

DATED this 28th day of February, 2013.

Kenneth H.Jahn, Mayor

Attest:

Marie A. Moe, WCPC/MMC, City Clerk

Requested by:
Director of Public Works/Utilities Manager

City of Portage **2013 Projects**

Date: February 12, 2013 (Draft)

A. FIRE DEPARTMENT

1. **Furniture/Flooring:** Replace office furniture in Engineer's office; \$6,800 capital budget;
Priority: 1-Completed. Project # 13-15C01 (2012 Budget)

2. **Labor Agreement:** Expires 12/2013; develop successor plan; initiate negotiations with legal assistance.
Priority: 3-March develop strategy, June/ initiate bargaining.
Cost: \$3000 - 2013 budget.

3. **Replace Engine 3:** \$503,000 Vehicle Replacement Fund;(49% Towns)
Timeframe: Specifications, 6 month lead time on chassis. 2014 budget
Priority: 4-Initiate Order prior to June.

B. POLICE DEPARTMENT

1. **Replace Dash Cams:** Replace 5 squad cameras; \$37,000; 2013 Capital budget (short-term note).
Priority: 3-Issue Short Note (March). Project # 13-10C01

2. **Replace Recording System:** Replace Interview Recording System; Poss. Include with Dash Cam purchase budget (\$37,000)
Priority: 3-Issue Short Note (March)

4. **Labor Agreement:** Expires 12/2013; develop successor plan; initiate negotiations with legal assistance.
Priority: 3-March develop strategy, June/ initiate bargaining.
Cost: \$1000 - 2013 budget

C. PARKS/RECEATION & FORESTRY

1. **Veterans Memorial Field:** Grandstand repairs & emergency shelter (C.D.B.G.).
Timeframe: Coordinate with State to obtain CDBG approval. Amend grant and re-bid.
Project #: 12-30C17 (Grandstand); 13-30C03 Shelter
Follow Up/Action Needed: State CDBG approval/amendment.
Cost: \$125,000 Grandstand (Cap Bud)/\$80,000 Storm shelter Not Budgeted
Priority: 3-April Grant Amend; May; re-bid & construct July before Fair.

2. **Sign Replacement: Project # 13-30C02 Silver Lake Beach & trail signs**
Cost: \$6,000 (Cap Bud)
Priority: 3-May
3. **Bleacher Replacement: Ball Fields. Project # 13-30C01**
Cost: \$25,000 (Cap Bud)
Priority: 4-July.
4. **Emerald Ash Borer:** Initiate Public Ed Program; identify affected trees, develop removal/disposal program & implement.
Follow Up/Action Needed: Identify potential grant assistance, develop & distribute information, set up disposal area.
Cost: \$3,000 Budget
Priority: 3/4-March/April - Education; June - Identify trees; August - establish disposal area.

D. PUBLIC WORKS/UTILITIES

I. Operations

1. **Public Works Personnel** – Hire Crewperson & Select PW Foreman
Timeframe: PD's approved, post & select in February/start in March. (BR)
Cost Est: Website & Job Center (\$0) Training
Priority: 1-Currently underway.
2. **Laptop Computer/iPAD:** Public Works Superintendent.
Timeframe: Purchase February (BR)
Cost: \$2000 encumbered from 2012 budget
Priority: 1-Currently underway.
3. **Amend Sign Ordinance:** Requires fund reallocation.
Timeframe: Revise and separate from Zoning Ord.
Cost: \$500 Consultant plus staff time
Follow Up/Action Needed: Plan Commission & Council Approval
Priority: 2
4. **Hire Engineering Technician**
Timeframe: Post position in February, interview and hire in late March; start mid-April.
Cost: Ad in Municipality, Website & Job Center (\$0); Equipment (\$10,000-GF budget), training. Salary/benefit budget start May, 2013.
Follow Up/Action Needed: Interview, HR Comm & Council Approval
Priority: 2
5. **Hire 2 seasonal street employees and 6 seasonal park employees**
Timeframe: Solicit & select in March (TR)
Cost: 2013 budget item
Priority: 2

6. **Nuisance Control:** Animal control at the airport.
Timeframe: Need to develop long-term program to address in ALP. (AC/FA)
Cost: \$5000 encumbered from 2012.
Follow Up/Action Needed: If fencing pursued, coordinate w/ Poppy on BOA funding.
Priority: 3

7. **Sign Replacement Program:** Replace dilapidated/obsolete traffic control signs.
Timeframe: Purchase & replace existing signs – (June-Oct)
Cost/Project #: 2013-\$10,000/13-20C06; 2012-\$5,000(new)/12-20008;
\$5,000(replace)/12-20009
Follow Up/Action Needed: KS coordinate purchase & installation
Priority: 3-Inventory/order/Install

8. **Vehicle Replacements:**
 - Unit #26, a 2003 Freightliner Street Sweeper; (2013 VRF). To offset the street sweeper expense, sale of unit #25, a 1990 CAT grader may be a consideration. Evaluate lease option, collaboration with County and outsourcing.
Follow Up/Action Needed: MS to review purchase alternatives. Coordinate w/ Police for Dash Cam replacement & approve short-term loan.
Priority: 2-March; Cost: \$250,000
 - Unit #9, a ½ ton Dodge pick-up (2013 VRF)
Priority: 3-April; Cost: \$33,000

9. **Parking Facilities:** Closure of underground structure
Timeframe: Spring (LR/MS)
Cost Est: \$7150; 2013 budget for Closure;
Follow Up/Action Needed: Structure: L&R Comm amend Ord, close stairwells immediate, notify renters, close structure in Spring.
Priority: 3

10. **Solid Waste:** Spring/fall clean-up programs
Timeframe: Plan spring & fall resident drop off disposal dates. (MS)
Cost Est: \$4000 less \$2000 fee revenue (reallocate 2013 budget).
Priority: 3

11. **Landfill Closure:** Documentation to DNR
Timeframe: Process to closeout landfill, determine long term use/disposition.
Priority: 3-Closeout-May/Long term use-July/August

12. **Storm Water Utility:** Update, adopt & implement.
Timeframe: Re-Visit & update 2009 study, determine Council support, public information, ordinance adoption, account structure & program implementation 2014.
Cost Est: \$38,000 for consult fee & software modification (reallocate or budget in 2014).
Follow Up/Action Needed: Municipal Services/Council decide whether to proceed in March.
Priority: 3 If yes, start implementation planning in May

13. **Sidewalks:** Revise policy and develop master plan.
Timeframe: Draft needs review & approval (March/April).
Follow Up/Action Needed: Plan Commission/Council Approval
Priority: 3-After Sign Ord Modification Approved.

14. **Street Light Replacement:** Identify deteriorated/obsolete lights & replace.
Timeframe: Evaluate replacement of poles in downtown area.
Cost/Project #: \$15,000 2013 Budget/13-20C05
Priority: 4-Spring

15. **Labor Agreement:** Expires 12/2013; Depending on outcome of Act 10 litigation, negotiate successor agreement.
Cost: \$0-In-house staff time
Priority: 4-Late Summer

16. **Signs for Municipal Lots:** Purchase & Install Signs at Parking Lots
Cost: \$2000 Est, Historic Preservation Budget
Follow Up: Finalize Design/Allocate Funds/Purchase & Install
Priority: 4/5

17. **Recycling:** Evaluate purchase & distribution of stickers and recycling carts
Timeframe: Evaluate recycling cart acquisition when current contract up for re-bid. Hold on garbage cart sticker purchase.
Cost Est: \$180,000 carts/\$750 stickers.
Priority: 5-On hold until County contract expires

18. **Alley Resurfacing:** Develop program & funding.
Timeframe: Look at implementation & funding.
Cost Est: \$20,000/alley – poss. Special Assess 50%.
Priority: 5-Include in 2014 Budget Process.

19. **Revise Personnel Policies.**
Timeframe: Update Handbook Upon appeal/litigation resolution.
Cost Est: \$1,000 est Legal Review
Priority: 5-Include in 2014 Budget Process

II. Capital Projects

a. FACILITIES (Building & Grounds)

1. **Municipal Building:** Repair lower level floor and kitchen facilities and office enhancements on main level for engineering department.
Timeframe: Obtain Quotes, Install after Feb Election.
Follow Up/Action Needed: Also obtain quote to replacing floor in main area.
Cost/Project #: \$15,000 Budget (cabinet & counter donated)/13-02C01
Priority:1-Must complete in March.

2. **Splash Pad:** 1st phase construction – Water/Sewer & underground.
Timeframe: Target Memorial Day Completion-Phase I
Follow Up: Draft agreement w/ PSCA
Cost/Project #: \$90,000 Capital Budget (city)/13-30C04
Priority: 1- Execute agreement & complete City's portion by 4/15/2013.

3. **Visitor Center:** Design & construct building.
Timeframe: Finalize/approve design May; bid & construct July-October.
Cost/Project #: \$400,000 Budget (\$250,000 Grant)/12-02C10
Priority: 2-Finalize Design/cost. Bid in May

4. **Library:** construct addition; Administer purchase order and draw requests. City acting as fiscal agent & inspection. Construction begins March-October, 2013. Coordinate street closures. **Project #:** 12-23C16
Priority: 2 Purchase Ordering completed.

5. **Canal:** Segment 2 design (earmark & borrowed funds); design path/bridges (T.E. Grants) & guardhouse reconstruction.
Timeframe: DNR funding not secured.
Follow Up/Action Needed: Pursue Design only until DNR funds dredging.
Cost: Design - \$400,000 Budget/\$80,000 City share; Construct \$3,135,250/\$1,888,497 City share
Priority: 3

6. **Airport:** PAPI installation (aircraft approach lighting) and replace exterior vestibule.
Timeframe: Tree trim/removal in February; PAPI installation May; exterior vestibule July.
Follow Up: City remove trees & retain PAPI Installer
Cost: \$13,000 PAPI (2012 Encumber); \$6,000 vestibule.(2013 budget)
Priority: 3-Tree removal winter, spring PAPI install & vestibule construct.

7. **Stormwater:** improvements at E. Collins, Hamilton & Jefferson Sts.
Timeframe: Evaluate Smart ditch vs pipe.
Cost/Project #: \$97,000 Capital Budget/12-20C14
Follow Up/Action Needed: Secure easement & Corps approval by June.
Priority: 4-Construct in July-Oct

8. **Museum:** Handicap ramp and railing system & exterior painting.
Timeframe: Re-bid painting; obtain quotes ramp/railing.
Cost: Capital Budget \$17,000-Painting & \$7,000 Ramp/Railing
Priority: 4-Summer.
Project #'s: Ramp & Railing-12-02C12; Painting-13-02C02

b. PUBLIC WORKS (Streets)

1. **TIF 4** (Industrial Park) install street lights, entrance sign & pond aerator.
Budget \$25,000. Project #: 11-20C29
Priority: 3 Aerator & lights (north side) primary; entrance sign lower priority.
2. **TIF 7** (1st Ward) 1st phase storm sewers and Hwy 16-Wauona Trail signalization. *Budget \$50,000 (storm)/Project #13-20C07;\$125,000 Signals*
Priority: 2 Coordinate storm improvements with Superior Res. Dvlpmnt. Proceed with design, follow up with DOT on signals.
3. **Street Reconstruction:** 200 blocks of W. Emmett, W. Marion & W. Franklin & Dunn Sts. north of Wisconsin St. *Bid-Feb/Construct April-August. Spec Assess.*
Cost: \$720,000 (Cap Bud)
Priority: 3-Bid Feb; Construct April.
4. **Street Reconstruction:** E Hartel (US 51 – Albert St) **Project No.** 12-20C01
Cost: Design \$50,000 Project #12-20C01(2013); Construction \$690,000 (2014)
5. **Street Resurfacing:** Dunn St. and Armstrong St. south of Wisconsin St. and Monroe St. *Late Summer. Cost/Project #:* \$210,000/13-20C02
6. **Chip Seal/Fogging:** W. Slifer St. *Coordinate with Resurfacing*
Cost/Project #: \$60,000/13-20C03
7. **New Sidewalks:** East side of Airport Rd. and the south side of W. Slifer St. *Obtain easement, August install, spec. assess.*
Cost: \$75,000 (SRF), \$60,000 Spec Assess, \$15,000 (Cap Bud)

III. Water/Sewer Projects

- a. SANITARY SEWER – Total Est. Budget \$400,000
 1. **Replace Mains** in conjunction with W. Emmett, W. Marion & W. Franklin & Dunn Sts. Reconstruction. (Capital Budget)
 2. **Repair** 2 Screw Pumps/(Capital Budget)
 3. **Recondition** primary & secondary digesters/(Capital Budget)
 4. **Update SCADA & Computers**/(Capital Budget)
 5. **Replace Gas Line**/(Capital Budget)
 6. *Consider Engineering for Digester Mixing Project Est. \$50,000. (non-budget Safety Concern).*
Follow Up: *Check status of USDA funding. Obtain Engineer proposals.*
 7. **Replace:** Lift Stations (2) @ Gunderson & Hamilton Sts. Capital Budget (borrowed funds) \$85,000 in 2011.
 8. **Replace:** 2001 Sewer Jetter; \$350,000 included in Equipment Replacement Fund
 9. **Replace:** 2001 Riding Mower: \$9,000 included in ERF

b. WATER - Total Est. Budget \$370,000.

1. **Replace Mains** in conjunction with W. Emmett, W. Marion & W. Franklin./
(Capital Budget)
2. **Replace Hydrants & Valves:** Monroe St./ (Capital Budget)
3. **Repaint:** Exterior Reservoir at Cardinal Glass/ (Capital Budget)
4. **Replace/Install:** 400 Orion remote read meter heads/ (Capital Budget)
5. **Purchase Laptop/Software:** Water Superintendent (Budgeted 2012)
6. **Replace:** 1992 Step Van, \$50,000 included in Vehicle Replacement Fund

IV. Miscellaneous

1. Annex City-Owned Properties outside corporate limits.
Timeframe: City parcels outside limits annexed by Sept.
Priority: 4