

**City of Portage Common Council Meeting
Council Chambers of City Municipal Building
115 West Pleasant Street, Portage, WI
Regular Meeting – 7:00 p.m.
May 30, 2013
AMENDED Agenda**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Minutes of Previous Meeting
6. Consent Agenda
 - A. Reports of Sub-Committees, Boards, and Commissions
 1. Business Improvement District Board of Directors, May 8, 2013
 2. Police and Fire Commission, May 8, 2013
 3. Library Board, May 14, 2013
 4. Park and Recreation Board, May 14, 2013
 5. Historic Preservation Commission, May 21, 2013
 - a. Accept Resignation D. Udelhoven.
 - B. License Applications
 1. Operator
 2. Taxi Cab Operator
7. Committee Reports
 - A. Finance/Administration Committee, May 9, 2013, May 13, 2013, May 22, 2013
 1. Consideration of Revised Procurement Policy.
 2. Consideration of replacement for City Hall Office Copier/scanner/printer.
 3. Consideration of surplus property.
 4. Consideration of award of contract for Exterior Water Tower Painting.
 5. Consideration of contract for splash pad shelter design/build (phase 1).
 6. Consideration of contract for demolition of 310 DeWitt Street.

- B. Legislative and Regulatory Committee, May 16, 2013
 - 1. Consideration of Class B Combination License for 205 Vino LLC, 205 DeWitt Street, Tricia Mumm, agent.
 - 2. Consideration of Alcohol License renewals.
 - 3. Consideration of Taxicab License renewal.
 - C. Plan Commission, May 20, 2013
8. Old Business
- A. Requests from Columbia County Fair Association
 - 1. Waiver of noise ordinance, July 24 – 27, 2013
 - 2. Waiver of double fence requirement for Temporary Class “B” License, July 24 – 28, 2013
9. New Business
- A. Ordinances
 - 1. Ordinance No. 13-006 relative to Illegal Dumping
 - 2. Ordinance No. 13-007 relative to Telephone and Electronic Harassment
 - B. Resolutions
 - 1. Resolution No. 13-014 relative to County Highway Aid
 - C. Requests from Main Street Portage
 - 1. Carnival License for May 30 – June 2, 2013.
 - 2. Waiver of fee for parade permit.
 - 3. Street Use Permit and waiver of fee, May 31, - June 2, 2013.
 - 4. Waiver of double fence requirement for Temporary Class “B” License, May 31 – June 1, 2013.
 - 5. Waiver of noise ordinance, May 31 – June 2, 2013.
 - D. Mayor’s Comments
 - 1. Web page
 - 2. Mayor’s Corner
 - 3. Proclamations/Awards
 - 4. Committee Meetings
 - E. City Administrator’s Report
 - 1. Parks & Recreation Registration Location Change
 - 2. Summer Hours for Streets/Parks & Rec Depts.
 - 3. Status of E Haertel St Design

F. Adjournment

Amended 5/29/13; 9:30am

Common Council Proceedings
City of Portage

Regular Meeting
Council Chambers
City Municipal Building

May 9, 2013
7:00 p.m.

1. **Call to Order**
Mayor Tierney called the meeting to order at 7:00 p.m.
2. **Roll Call**
Present: Ald. Dodd, Ebnetter, Garetson, Hamre, Klapper, Maass, Miller

Excused: Ald. Havlovic, Oszman

Also Present: Mayor Tierney, City Clerk Moe, City Administrator Murphy, City Attorney Spankowski, Director of Public Works/Utilities Manager Redelings, Fire Chief Simonson, Police Chief Manthey

Media Present: Craig Sauer from Portage Daily Register, Bill Welsh from Cable TV
3. **Pledge of Allegiance**
The Pledge of Allegiance was said.
4. **Approval of Agenda**
No changes.
5. **Minutes from Previous Meeting**
Motion by Klapper, second by Dodd to approve the minutes of the April 16, 2013 Annual Business meeting and the April 25, 2013 Common Council meeting. Motion carried unanimously on call of roll.
6. **Minutes from Committee of the Whole, May 2, 2013**
Motion by Klapper, second by Hamre to approve the minutes of the Committee of the Whole meeting of May 2, 2013 as presented. Motion carried unanimously on call of roll.
7. **Consent Agenda**
Reports of Sub-Committees, Boards and Commissions
Business Improvement District Board of Directors meeting of April 10, 2013
Community Development Authority meeting of April 23, 2013
Emergency Planning Committee meeting of April 26, 2013
Motion by Maass, second by Klapper to accept the reports on the consent agenda. Motion carried unanimously on call of roll.

License Applications

Motion by Maass, second by Klapper to approve operator license applications for period ending June 30, 2013 for Katherine M. Kitchen, Justin R. Kopfhamer, Shawn M. Pellman and Jason S. Morris. Motion carried unanimously on call of roll.

8. Committee Reports

Human Resources Committee meeting of April 30, 2013

Municipal Services and Utilities Committee meeting of May 2, 2013

Motion by Garetson, second by Maass to approve the in-kind service requests as listed in the minutes and to have a single fence around the entire park for Sgt. Daniel J. Thompson Memorial Tournament. Motion carried unanimously on call of roll.

Motion by Garetson, second by Miller to approve the Bruce Company bid for the purchase of the 2013 sewer combination truck in an amount not to exceed \$336,219.00. Motion carried unanimously on call of roll.

Finance/Administration Committee meeting of May 9, 2013

Motion by Dodd, second by Garetson to approve claims in the amount of \$792,995.18. Motion carried unanimously on call of roll.

9. New Business

Resolutions

Resolution No. 13-013 relative to Authorizing an Interfund Loan Between the General Fund Reserves and Library Fund was read and adopted unanimously on motion by Dodd, second by Maass and call of roll.

Street Use Permit Applications

Motion by Dodd, second by Garetson to approve street use permits for the following: R3 Events LLC/Silver Lake Triathlon, August 17, 2013; St. Mary's 4K – 8th School, October 5, 2013; St. John's Lutheran School, May 31, 2013; St. Mary's Best Fest, May 18, 2013. Motion carried unanimously on call of roll.

Requests from Columbia County Fair Association for waiver of noise ordinance and waiver of double fence requirement

This item was removed from the agenda to get some clarification on the areas to be licensed. The requests will be placed on the agenda for the next meeting.

Requests from Portage Area Chamber of Commerce

Motion by Klapper, second by Hamre to approve the waiver of the double fence requirement for the Temporary Class "B" License; the street use

permit and the waiver of the noise ordinance on August 23 – 24, 2013. Motion carried 6 to 1 on call of roll with Dodd voting no.

Request from Portage Rod and Gun Club

Motion by Maass, second by Klapper to approve the waiver of the double fence requirement for the Temporary Class “B” License for the Portage Rod and Gun Club, May 31 – June 3, 2013. Motion carried 6 to 1 on call of roll with Dodd voting no.

Ald. Maass inquired about changing the ordinance requiring the double fencing since council always waives the requirement. Ald. Dodd informed the council that his no votes were because it was his opinion that the ordinance requiring double fencing should be changed. This item was referred to the Legislative Committee.

Appointment

Motion by Klapper, second by Garetson to approve the appointment of Todd Kreckman to the Park and Recreation Board, Martin Havlovic to the Columbia County Economic Development Corporation Board, and Carolyn Hamre to the Airport Commission. The reason for the change in appointment for the Columbia County Economic Development Corporation Board is that the county changed bylaws and there can only be one representative from the city. Ald. Havlovic currently serves as secretary for the Board. Ald. Hamre will be moved to the Airport Commission to replace Ald. Havlovic to maintain committee assignment balance. Motion carried unanimously on call of roll.

Mayor’s Comments

Mayor Tierney read the Proclamations for Robert Shlimovitz and Arbor Day.

There has not been a quorum for the last three Tourism Committee meetings. Mayor Tierney explained that the city cannot function without working committees. He asked the council to give thought as to filling the spots with people who will be able to make the meetings.

Mayor Tierney has created an AdHoc Canal Committee with the following members Chris Arnold, Ron Dorn, Joel Engelland, Marianne Hanson, Doug Klapper, Gil Meisgeier, Tim Raimer, Bob Redelings, Addie Tamboli, Jesse Spankowski, Destinee Udelhoven, Fred Galley. Mr. Galley will serve as chairperson.

City Administrator’s Report

The procurement policy is being looked at and streamlined.

An integrated financial system is being looked into.

10. Adjournment

Motion by Garetson, second by Dodd to adjourn. Motion carried unanimously on call of roll at 7:43 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

City of Portage
Minutes of Business Improvement District Board of Dir. meeting
Wednesday May 8th, 2013
Municipal Building 115 West Pleasant Street,
Conference Room One

Meeting called to order at 7:30 a.m.

1. Roll Call: Present: Peggy Joyce; President; John Krueger; Vice President; Dennis Rupers, Treasurer; Chris Shadel, Steve Polnow, Shane Schmidt, Jim Rusch. All members present.
Non-Board Members Present: City Administrator, Shawn Murphy, Gil Meisgeier, BID Contractor, Main Street Portage Ex. Dir. /BID Administrator;

2. Approval of April 13th. 2013 Minutes.

Motion to approve April 10th 2013 minutes by Shadel. 2nd. Rusch. Motion carried, all in favor.

3. Treasurer's Report, Claims to pay & Financials Report

Motion to amend previous Treasurer's reports date to read 03/31/13. report by Polnow, 2nd. Rupers. Motion carried, all in favor.

Claims to pay Motion to pay claims as presented by Treasurer. Motion by Shadel, 2nd by Krueger; Motion carried, all in favor.

Motion to pay extra \$200.00 for printing of 5,000 additional Dells/Ad/Lit racks cards for local use. Motion by Shadel; 2nd. Krueger. Motion carried, all in favor.

Financials: Motion to approve financials as presented by Treasurer. Motion by Krueger, 2nd Shadel. Motion carried, all in favor.

Motion to approve BID Contractor using BID credit card for all BID purchases. Motion by Schmidt, 2nd. Rupers; Motion carried, all in favor.

Treasurer Rupers acknowledged receipt of BID owned properties that was sent to all BID Board members.

Motion was made to approve \$500.00 for purchase of a full page in color in the Capital Publications "This Week In The Dells" using the "100 REASONS" format as in the "103 Reasons" mag. Motion by Polnow, 2nd. Schmidt. Motion carried, all in favor.

Discussion took place as to disposition of BID tree guards that were disposed of by City crew. Contractor stated that he was informed by Shawn Murphy and Mayor Tierney that Street Superintendent Standke made the decision to scrap approximately 22 guards and broken tree grates based on condition. Contractor was advised to follow up on the proceeds of scrapping the above mentioned BID owned items.

4. Introductions of guests in attendance. City Administrator, Shawn Murphy and Patrick Strain of Turning Points Theater Company were recognized and welcomed as guests.

Shawn Murphy gave a presentation on the forthcoming Storm water assessment to property owners. Questions & answers followed.

Patrick Strain gave a presentation on his planned theater company development in the Downtown. The board was supportive of his efforts and he was encouraged to go forward with his plan.

5. Meisgeier presented correspondence from State of Wisconsin Department of Health Services re:the WIC and Seniors Market Nutrition Program.
6. **Schmidt gave report on Portage Area Community Center planned for former Woolen Mill site.**
7. **Discussion and possible action on BID Contractors report.** Motion to approve report by Rupers, second Polnow, motion carried all in favor.
Motion to approve request of BID Contractor to purchase 9 additional oak whiskey barrel planters at \$25.00 each (\$225.00) for planting of flowers on canal Tow Path and River Walk trail portions in the BID.
Motion by Joyce, 2nd Rupers. Motion carried, all in favor.
Contractor reported that new banners came in and that he made arrangements with City Street Superintendent Standke to put up the new banners on 100 blocks of East and West Cook St. which was done.
8. **MSP Executive Directors Report** was approved on a motion Polnow, 2nd by Rupers. Motion carried All in favor.
9. **Requests for financial assistance:** Written request for \$250.00 was presented by Alder Doug Klapper for \$250.00 on behalf of the Fox Wisconsin Heritage Parkway 2013 Heritage Paddle from Pardeeville to Portage Paddle on June 1st. Motion to approve was included in the Claims to Pay motion.
10. **Report on Marketing Program** included Summary of BID Marketing placements were presented by Meisgeier,
11. **Report was given on City projects in the BID.** A report was given by Meisgeier re:
Mayor Tierney's re-formation of the Canal Ad-Hoc Committee to proceed with advising City Council on next phase of Canal project.
Welcome Center project has been put off until 2014.
11. **Motion to adjourn** at 9:19 a.m. Motion by Polnow, 2nd Schmidt, Motion carried.

Prepared by GAM
Approved by Pres. Joyce

City of Portage
Police and Fire Commission Meeting
Wednesday, May 8, 2013, 7:00 p.m.
Municipal Building, Conference Room Two
Minutes

Members Present: Charles Miller, Thomas Drury, Patrick Hartley, Kay Miller

Members Absent: Jeynell Boeck

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

1. Roll Call

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

2. Approval of Previous Meeting Minutes

Motion by Hartley, second by K. Miller to approve the minutes of the March 6, 2013 and March 7, 2013 meetings. Motion carried.

3. Police Report

a. Training

i. First Responder

1. Chief Manthey and officer met with the schools on 5/1/13 for training and crisis management for school based incidents.
2. Det. Pionke cell phone technology. See report for others.

b. Community Relations

i. School/Child related events

1. Sgt. Pixler: Suspicious item outside school 4/7/13. It appears it was refused from commercial fireworks. Dane Co. bomb squad was called and responded.

ii. Businesses

1. Two local men pulled out a machete behind Shamrock Bar.

iii. Neighborhoods

1. 5th time OWI on 4/14/13 Sunday am.
2. Search warrant Historic 4/9/13; suspects had been selling crack cocaine

iv. Community Service Officers job duties/responsibilities. See report.

v. Senior Citizens

vi. Chaplain Volunteers

1. New chaplain added (approved 5/2/13). Cert. Chaplain Mark Goldsworthy replaces Pastor Christian Rozalds spot as 4th chaplain.
- vii. VIPS (Volunteers in police service)
 1. Training on flooding issues 4/9/13 had 15 attendees.
- viii. Citizen Police Academy Classy #4 graduated March 12, 13 new graduates, taking names for 2014.
- c. Administration
 - i. Intergovernmental/interagency
 1. See report.
 - ii. Attitude & Morale
 1. Bill Charlebois – Red Cross Good Samaritan Award & Life Saving Award from Wis. Professional Police Association
 2. 880 Total calls.
 3. Flooding preparation
 - iii. Crisis management question asked by Kay Miller – MATC.
 - iv. Part Time Officer Positions
 1. Discussed with Sarah Rueth.
 - a. Works 2pm-10pm shift at Mendota.
 - b. Needs to come in for training, if available to fill in.
 - c. Offered conditional part-time job offer by the DNR.
 - i. Wants full time not part time.
 - d. Would be considered by PFC for full time position, if one available.

4. Fire Department

- a. Training, see report.
 - i. Natural gas
 - ii. Survival
 - iii. Ice rescue
 - iv. Wildland review – DNR classroom
 - v. Electric vehicles & traffic control
 - vi. Search & rescue, rope
 - vii. Hazmat
 - viii. RIT, Rapid Intervention Team
 - ix. Rescuing firefighter
- b. Community Relations
 - i. School/event – see report.
 - ii. Fire safety/extinguisher training
 1. Smoke detector batteries available at fire station for free.
 - iii. New equipment

1. Have to replaced 4 lengths of 2 ½" hose
- c. Fire Suppression/Rescue:
- i. Calls during the period 2/1/13-4/30/13
 1. 14 vehicle accidents
 2. 3 vehicle fires
 3. 13 dispatched and cancelled en route
 4. 3 good intent
 5. 5 wildland fires
 6. 0 outside rubbish/trash
 7. 1 building fire
 8. 1 cooking fire
 9. 0 fire other
 - 10.3 natural gas leak
 - 11.2 flammable liquids spill
 - 12.0 severe weather
 - 13.6 smoke/odor removal
 - 14.1 medical assist
 - 15.12 smoke detector or co. alarm or activation/sprinkler activation
 - 16.1 electrical problem
 - 17.2 chimney fires
 - 18.1 bomb scare
 - 19.1 search for missing person
- d. Administration
- i. Personnel
 1. 29 members on the dept
 2. 6 members going through officer's training
 3. Starting new fitness program
 4. New orientation process: what's expected to be a paid on call firefighter
- e. Statistics:
- i. 709 inspections in the period.
 - ii. 68 emergency responses (857 man hours)
 - iii. 42 city (62%)
 - iv. 24 townships (38%)
 - v. 139.25 misc. man hours
- f. 2014: New fire engine will replace engine 3 (3rd out.)
- i. Engine 8, first out, Engine 6, second out.
- g. June 1, 2013 will have MABIS operational
- i. Catastrophic event fire/tornado.

5. Next Meeting

The next meeting will be August 14, 2013, 7:00pm.

6. Adjournment

- a. Motion by Hartley, second by K. Miller to adjourn the meeting at 8:00pm.
Motion carried.

Submitted by Chuck Miller

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
May 14, 2013

Meeting called to order 12:05

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

Excused: Gregory

Visitor: Mayor Bill Tierney

- 1) Motion to approve April 9 regular meeting minutes and April 23 special meeting minutes. (AT/CP)
- 2) Financial Reports:
 - a) Motion to approve April 2013 Municipal funds claims and Library restricted funds claims for payment as presented. (AT/EV)
- 3) Director's Report: Shannon Schultz
 - a) City financing of the remainder of the construction project is complete.
 - b) Construction timeline is on target.
 - c) Two new circulation clerks have been hired.
- 4) Business:
 - a) Sunday, June 23 is the Portage Library Foundation Golf Outing. Library Board members will sponsor one of the holes.
 - b) Motion to approve a keyless entry system for the Library as presented. The cost of equipment and installation will be \$8,014.19 plus \$5.00 each for the 15 cards needed. (AT/KV)
 - c) Technology options for the Library were discussed. More information will be presented at the June meeting.
- 5) Mayor Bill Tierney expressed his appreciation for the Library Board members' community service.
- 6) Meeting adjourned 1:00. (AT/EM)

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
Park and Recreation Board Meeting
Tuesday, May 14, 2013 - 6:30 p.m.
Municipal Building Room #1
Minutes**

Members: Brian Zirbes Chairperson; Kirk Konkel, Larry Messer,
Todd Kreckman, Fred Reckling, Mike Lindner

Others present: Leslie Hawkinson, Craig Sauer (Daily Register), Michael Draper

1. Roll Call

The meeting was called to order at 6:60 p.m. by chairperson Zirbes.

2. Approval of minutes of last previous meeting

Motion was made by Konkel and seconded by Kreckman to approve the minutes from the last meeting. The motion passed 6-0.

3. Discussion and possible action on Park naming policy for Daniel Thompson

A motion was made by Konkel and seconded by Lindner to have the VFW to review this and bring it back to the committee. Motion carried 6-0.

4. Discussion and possible action on Park and Rec. 5 year Plan.

After a presentation by Draper, the committee members were assigned to read over the plan and bring back ideas for the next meeting.

5. Discussion and possible action on Interpretive Solutions, Inc.

No action taken.

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

a. Splash Park Committee Report - No action taken.

b. Skate Board Park Committee Report - No action taken.

7. Discussion and possible action on the Boy Scout Cabin

No Action taken.

8. Discussion and possible action on a mural painted by Charles Bradley

The committee discussed some possible sites for a 8'X8' mural painted by Charles Bradley. This item will be taken up at the next meeting.

9. Pool Update

No action taken.

10. Discussion and possible action on VFW proposal at Blue Star Park

The committee was brought up to date about the plan for the VFW/Legion placing a K I A Memorial at Blue Star Park. The memorial Committee will meet on June 11th at Bluestar Park.

11. Managers Report

The committee talked about the land purchase next to Collipp-Worden Park. This idea will be brought back at next month's meeting.

12. Ideas for April meeting.

a. Wisconsin/Fox Heritage Park ideas

Doug Klapper talked about some of the ideas that were brought up at a Wisc/Fox Heritage Parkway. More information will be presented at a future meeting.

b. Portage disc golf club

No action taken.

13. Adjournment

A motion by Konkel and seconded by Messer to adjourn the meeting 7:25 p.m. The motion passed 6-0.

Respectfully submitted

Leslie Hawkinson Park and Recreation Assistant

**City of Portage
Historic Preservation Commission
Tuesday, May 21 2013, 6:00 p.m.
Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

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

Members Absent: Todd Bennett

Guests: Wade Udelhoven, Mayor Bill Tierney, Bill Welsh (Cable TV)

1. Roll call

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

2. Introductions

- Current members of the PHPC introduced themselves to the new members. New members Kris Droste and Kyle Dumbleton introduced themselves.
 - Droste is a realtor with United County and Realty. She's a nearly life-long resident of Portage and is excited to see a new interest in maintaining some of the older buildings in the city.
 - Dumbleton is a native of Portage, recently moving back into the 1940s home he grew up in. His background is in Architecture and Business. He's interested any anything that is well built and well done.
- Destinee Udelhoven submitted her resignation from the PHPC. She is leaving on very good terms to take on a role with the Commission looking at the restoration of the Portage Canal. Udelhoven suggested that her spouse, Wade Udelhoven, may be a suitable appointment to the PHPC to fill her position.
 - Wade Udelhoven introduced himself to the group. He has a background in American History, as well as prior experience as a member of the Main Street program and the Historic Preservation Commission in Platteville, WI.
- Mayor Bill Tierney welcomed the new members and thanked the continuing members for their work on the commission. He looks forward to revitalizing the historic perspective in Portage and hopes to empower the commission. The Mayor indicated that once Destinee's resignation was accepted, he found Wade Udelhoven to be a good fit for the opening; the Mayor indicated that he would appoint Wade Udelhoven to the opening next month.

3. Approval of previous meeting minutes

Udelhoven moved to approve the minutes as presented. Cavanaugh seconded the motion, which passed unanimously by voice vote.

4. Discussion and possible action on claims

- Cavanaugh presented receipts totaling \$252.72 for purchase of banner, posters and cards for the Open House on May 9 at the Museum at the Portage. Miller-Lamb moved to reimburse Cavanaugh in the amount of \$252.72 for the purchases; Foley seconded the motion. Klapper called roll for the vote, which passed unanimously.
- Miller-Lamb moved to authorize payment to the Portage Chamber of Commerce for \$125.00 in Portage Green certificates for the winners of the May Architectural Scavenger Hunt. Beebe seconded the motion. Klapper called roll for the vote, which passed unanimously.

5. Discussion and possible action Wisconsin Historical Society's presentation on Homeowners Tax Credit Program

- Jen Davel spoke at the May 9 event on tax credits available for work on historic properties. There are 247 properties in the city of Portage that already qualify, as they are contributing members of a Historic District or are properties that stand alone on the State Register of Historic Places.
- Mayor Tierney and Chair Klapper discussed the value of having this presentation repeated for a Common Council meeting in the future. This could serve to inform the various members, as well as the public, start discussions in the community and get the message out about preserving our history and our architecture.
 - Discussion ensued about reaching out not only to the Common Council but also to members of the community who are private property owners, as well as business owners, owners of rental income properties and owners of related business that support the maintenance and upkeep of historic properties.
 - Income producing properties have different opportunities now in Governor Walker's administration, as there is more money allocated to that program than there has been in the past.
 - Guest W. Udelhoven suggested that Main Street state level representatives should be invited as well, as they can offer additional ideas to business owners.
 - The Mayor suggested that such a presentation might be arranged for the fall.
- Miller-Lamb moved to invite Jen Davel to return to repeat the presentation with the Common Council as a whole and to invite commercial businesses, home owners, contractors and other interested parties to attend. Udelhoven seconded the motion, which passed unanimously by voice vote. Mayor Tierney said he will look at potential dates for the fall and get back with Chair Klapper.

6. Discussion and possible action on Historic Preservation Commission's mission

- Chair Klapper reviewed the initial statements in the Historic Preservation Ordinance with the group, reviewing Sec. 34.1. He suggested that new members read the ordinance and familiarize themselves with it. The group will continue to revisit the ordinance in future meetings.

- Klapper reviewed some of the activities the commission has undertaken: Architectural Scavenger Hunt and Open House in May, Preservation Awards for local properties, addition of properties to the Portage Municipal Register, purchase of textbooks for 4th grade classrooms, sponsorship for speakers and purchase of materials for the Portage Library.
 - Klapper reported that he had saved several materials donated to the library by the PHPC from the library's recent attempt to lighten their load and purge themselves of unwanted materials.
 - Foley later agreed to take the materials home to inventory and catalog them. The group will then take materials home to peruse them and report back on what needs to be saved and ideas for where to keep the materials.
- Mayor Tierney suggested that the PHPC consider pulling together a packet of materials that would be automatically provided to property owners who request a building permit within a Historic District. The packet would include information about historic tax credits, the municipal register, etc. This would help education property owners about opportunities that they may not otherwise be aware of.

7. Discussion and possible action on Antique Auction Fundraiser

Droste and Cavanaugh talked about fundraising ideas that would bring additional money into the PHPC that could help provide means for future projects. Ideas included an Antique Auction or an event where the proceeds could be dedicated to a particular preservation or maintenance project on a chosen property in the city. There was general discussion about PHPC not being able to fundraise for its own funding; all funds would need to be put in the City's General Fund and the PHPC would then need to apply to use those funds. Klapper will check with the appropriate City Officials to inquire about any protocols, challenges or prohibitions related to a City Commission conducting fundraisers and who funds would need to allocated or used. Mayor Tierney offered that the City is currently revising its website and Facebook pages. Were we to do fundraising events, we could advertise them on the website or FB page. Group will continue to brainstorm ideas, perhaps with representatives from the Main Street program.

8. Adjournment

Klapper adjourned the meeting at 7:13 pm.

Respectfully Submitted,
Stephanie Miller-Lamb
Secretary

OPERATOR LICENSE APPLICATIONS - BY LAST NAME

LICENSE YEAR: May 30, 2013-JUNE 30, 2013

Ronnie G. Wendt

OPERATOR LICENSE APPLICATIONS - BY LAST NAME

LICENSE YEAR: JULY 1, 2013-JUNE 30, 2014

ANGELL, JUSTIN J.
ARANDA, ALONSO
BENNETT, JOHN D
CURTIS, RODNEY R.
DOUGLAS, ELIZABETH A
DOUGLAS, SHERRYL E.
EASTMAN, PAMELA A.
FAHEY, BROOKE A.
GAUDEN, TRACI S.
GLEN DENNING, TARA L.
GRAY, JILL M.
KREITZMAN, JAMIE L.
KRUEGER, ALEXA D.
LAUTH, JEANNE C.
MARKS, SAMANTHA G
PAPE, DIANE K.
PINION, THOMAS S.
RADER, BRENT W
SCHMIDT, RACHEL D.
SIGMUND, MICAH E
SIMONSON, WENDY A
STANLEY, KELLEY A.
SWEENEY, JOSEPH F
WALDRON, THOMAS J.

TAXI CAB LICENSE APPLICATION

LICENSE PERIOD: May 23, 2013 - JUNE 30, 2013

Kevin R. Connor

City of Portage
Finance/Administration Committee Meeting
(This meeting will constitute a meeting of the Community Development Block Grant
Committee)
Thursday, May 9, 2013 6:30 p.m.
Municipal Building, Conference Room One
Minutes

Members: Rick Dodd, Chairperson, Jeff Garetson, Doug Klapper, Rita Maass
Member Excused: Martin Havlovic

Others Present: Administrator Murphy; Finance Director Mohr; Director of Public Works Redelings; Craig Sauer from Portage Daily Register; Dean Peak from Aquatech; Jeff Shesler from RNow

1. Roll Call

Meeting called to order by Chairperson Dodd at 6:30 p.m.

Present: Dodd, Garetson, Klapper, Maass

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

2. Approval of minutes from April 8, 2013 meeting

Moved by Klapper to approve the minutes of the April 8, 2013 meeting; second by Garetson. Motion passed 2-0 on a roll call with Garetson and Maass abstaining.

3. Discussion and Possible Recommendation on claims

Moved by Maass to approve claims in the amount of \$792,995.18, 2nd by Klapper.

Motion carried 4-0 on call of roll. The committee discussed the budget overage on the salt/sand purchased from Columbia County.

4. Discussion and possible recommendation regarding 2013 sewer combination truck

Administrator Murphy reviewed the various quotes and the input from staff as to the reasoning for the recommendation of the Vactor 2100 Plus PD unit sold by Bruce as opposed to the lower priced vehicle. Staff felt that the Vactor 2100 had a longer representation in the market, was more efficient in setting up, and would use less fuel to operate. Motion by Maass to purchase the Vactor 2100 Plus PD unit from Bruce at a price not to exceed \$336,219 including a trade in, second by Garetson.

Representation for Aquatech and RNow expressed their position. The committee supported the recommendation of the staff. Motion passed 4-0 on a call of roll.

5. Adjournment

Moved by Garetson to adjourn; second by Klapper. Motion passed 4-0 on a roll call vote. Chairperson Dodd adjourned meeting at 7:00 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, May 13, 2013 6:00 p.m.
Municipal Building, Conference Room One
Minutes

Members: Rick Dodd, Chairperson, Jeff Garetson, Doug Klapper, Rita Maass
Member Excused: Martin Havlovic

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

1. Roll Call

Meeting called to order by Chairperson Dodd at 6:00 p.m.

Present: Dodd, Garetson, Klapper, Maass

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

2. Approval of minutes from May 9, 2013 meeting

Moved by Maass to approve the minutes of the May 9, 2013 meeting; second by Klapper. Motion passed 4-0 on a roll call.

3. Selection of Vice Chair

Klapper nominated Maass second by Garetson. Maass was selected as Vice Chair on a 3-0 roll call with Maass abstaining.

4. Discussion and possible recommendation of quotes for Replacement of Administration Office Copier/Scanner/Printer

Administrator Murphy reviewed the various quotes. After discussion by the committee a decision was made to lease the Kyocera 3500I for \$108.36 per month for 4 years including maintenance allowing for 8300 pages per month from Markent. This decision was based on the life of a copier as opposed to the length of the borrowing term. Funding for 2013 is to come out of contingency and is to be budgeted for 2014 forward. Motion by Maass to approve the 4 year lease with Markent at the specifications noted above for the Kyocera 3500I, second by Klapper. Motion passed 4-0 on a call of roll.

5. Discussion and possible recommendation of quotes for Replacement of Conference Room Chairs

Administrator Murphy reviewed the various quotes. After discussion by the committee it was decided to look into a sturdier chair. With the decision to lease the copier there will be some additional capital money available to support this option. Administration will investigate further and bring choices back to the committee.

6. Review 2013 Q1 Revenue/Expense Statements

Finance Director Mohr reviewed the information pointing out various items. Chairman Dodd requested a high level summary. Changes will be made in future meetings.

7. Discussion and possible recommendation of Revised Procurement Policy

Administrator Murphy reviewed the various areas of updates to the current Procurement Policy with intentions of improving and streamlining purchasing. The committee approved with the following additions:

- a. Under section I. adding fourth requirement that if the lowest bid wasn't selected it would be brought back to the Finance Committee with an explanation.
- b. Under section II. D. a. changing the part that would allow the City Engineer to have the authority to approve CCO's that increase the contract award by 15% not to exceed the original budget amount. This is to be consistent with the city's bidding process
- c. Under section VIII. Change the wording to Petty Cash/Working Cash Drawer as appropriate to reflect the actual usage of the money.

Motion by Maass to approve the Revised Procurement Policy with the above noted changes, second by Klapper. Motion passed 4-0 on a call of roll. Mayor Tierney recommended putting in place a regularly scheduled audit of petty cash.

8. Discussion and possible recommendation regarding soliciting proposals for City Insurance Policies

Administrator Murphy inquired into the guidelines the committee would like to use for the solicitation of proposals for the City Insurance Policies. This would be for the city's business, liability, workers comp type insurance. The committee recommended soliciting bids for the same level of insurance the city currently carries.

9. Status of 2012 Audit

Finance Director Mohr stated that the auditors indicated they would have a draft if not final audit by the end of May.

10. Discussion and possible recommendation regarding 2014 Budget Review/Approval Process & Goals

Administrator Murphy and Finance Director Mohr indicated the process will be similar to what has been done in the past with an earlier start. The proposed schedule will be circulated and brought back to the committee for approval. Budget guidelines will be established by the committee in the next meeting.

11. Discussion and possible action on designation of surplus property

The list of surplus property was reviewed. The committee recommended adding the current administration's copier/scanner/printer that will be disposed of as part of leasing the new copier/scanner/printer. Motion by Klapper second by Garetson to

approve the list of surplus property with the addition of the copier/scanner/printer.
Motion carried 4-0 on a call of roll.

12. Report of approved Subordination

Finance Director Mohr reviewed the Subordination for 250 W. Edgewater St. that was approved on 5/2/13 per the city's guidelines.

13. Adjournment

Moved by Garetson to adjourn; second by Klapper. Motion passed 4-0 on a roll call vote. Chairperson Dodd adjourned meeting at 7:38 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)
Thursday, May 22, 2013 6:00 p.m.
Municipal Building, Conference Room One
Minutes

Members: Rick Dodd, Chairperson, Jeff Garetson, Martin Havlovic, Doug Klapper, Rita Maass

Others Present: Administrator Murphy; Finance Director Mohr; Mayor Bill Tierney; Craig Sauer from Portage Daily Register

1. Roll Call

Meeting called to order by Chairperson Dodd at 6:00 p.m.

Present: Dodd, Garetson, Klapper, Maass

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

2. Approval of minutes from May 13, 2013 meeting

Moved by Klapper to approve the minutes of the May 13, 2013 meeting; second by Maass. Motion passed 4-0 on a roll call with Havlovic abstaining.

3. Review and possible recommendation on bids received for exterior water tower painting

Motion by Havlovic to the recommended bid from Water Tower Clean & Coat for \$95,000 for exterior water tower painting, 2nd by Klapper. Motion carried 5-0 on call of roll.

4. Review and possible recommendation on bids received for splash pad shelter design/build (phase1)

Administrator Murphy indicated that there was only one bid received for this project and it is significantly over the initial cost estimate. He therefore recommended that the committee reject the bid from Harmony Construction Management in the amount of \$122,000. Murphy further noted he and Director Redelings met with the Splash Pad Board to review the various options per the attached memo. The option most appealing was for the city to purchase the materials and the Splash Pad Board seek donated services for installation. Both groups are pursuing this option and administration will bring back the recommendation at a later date.

Motion by Maass to reject the bid from Harmony Construction Management in the amount of \$122,000 for the Splash Pad at Good Year Park, second by Garetson. Motion passed 5-0 on a call of roll.

5. Review and possible recommendation on bids received for demolition of 310 DeWitt Street

Administrator Murphy reviewed the two bids and recommended the lowest bid from Robinson Brothers for \$98,128. In addition compensation of \$1,000 to Patrick Kraemer, owner of 101 W. Cook St, the adjacent property for a temporary access easement on his property to conduct demolition was recommended to be included as part of the approval. Administrator Murphy further recommended the cost for this project be charged to the TIF #6 district as they are eligible TIF expenses and if at some point the TIF district is able to pay the General Fund back they would be covered. If the TIF district is unable to pay back the General Fund this would not impact the Expenditure Restraint or Levy Limit requirements as currently are in existence.

Motion by Maass to approve the bid for demolition of 310 DeWitt Street to Robinson Brothers in the amount of \$98,128 along with \$1,000 to Patrick Kraemer for temporary access easement with expenses to be charged to TIF #6, second by Havlovic. Motion passed 4-1 on a call of roll with Klapper voting no.

6. Review and possible recommendation on proposals for replacement of city hall copier

Administrator Murphy indicated that this is being brought back because of an error in the formula, that the cost of maintenance was not included in the amount as was previously stated. The quote from Markent now offers a 5 year option in order to be comparable with the other quotes.

Motion by Maass to reconsider the previous motion from the May 13th meeting, second by Klapper. Motion passed 5-0. After discussion a new motion was made by Havlovic to lease the Kyocera 3500I for 5 years at \$90.36 per month plus maintenance of \$0.0038/page estimated to be \$31.54 per month (8,300pages) for an estimated total of \$121.90 per month. The funding for 2013 is to come out of contingency at an estimated amount of \$853.30 (7 months) and is to be budgeted for 2014; second by Klapper. Motion passed 5-0 on a call of roll.

7. Adjournment

Moved by Klapper to adjourn; second by Havlovic. Motion passed 5-0 on a roll call vote. Chairperson Dodd adjourned meeting at 6:48 p.m.

Jean Mohr
Finance Director

City of Portage Procurement Policy

(Rev 5/14/13)

Objectives:

1. To obtain goods and services at the lowest possible price consistent with quality and performance.
2. To ensure that materials, services and equipment are available to operating units on a timely basis.
3. To provide an internal control process over city expenditures.
4. To provide a standardized system for purchases by all departments.
5. To ensure the City of Portage purchases are in compliance with federal and state laws and local ordinances regarding non-discrimination, equal opportunity and conflict of interest.
6. To maximize the value of public expenditures.
7. To encourage local vendors to compete for city purchases.

Scope:

All departments and utilities of the city are required to comply with the procurement policy.

Section I: Purchasing Thresholds

The following procedure pertains to all city purchases using budgeted funds. If funds are not appropriated then no purchase shall be completed until the City Council appropriates the necessary funding **upon recommendation by Finance and Administration Committee**. All purchases of ~~a~~ \$1,000.00 or greater must be proceeded by a Purchase Request Form submitted to the City Treasurer.

Budgeted p~~urchases by employees up to of \$9499 or less~~ in any department are ~~approved~~**authorized**. ~~by the appropriate Department Head and submitted to the City Treasurer.~~ Invoices **for such purchases shall be** ~~are~~ submitted to the Deputy Clerk by the end of the following work day after receipt. Department Heads may authorize **budgeted** purchases of ~~\$200.00~~**500.00 to** ~~or \$999 less~~ made by a subordinate. ~~Written authorization must be provided to the City Clerk which defines who is authorized by the Department Head to make purchases and for what period of time the authorization is applicable.~~

Budgeted P~~purchases~~ between \$1,000 and ~~\$2,499~~**4,999** in any department are approved by the appropriate Department Head and made only after completion and approval of a Purchase Request Form submitted to the City Treasurer. Invoices are then submitted to the Deputy Clerk by the end of the following work day after receipt.

Budgeted P~~purchases~~ of ~~\$2,500~~**5,000 or more** ~~and up to \$15,000~~ are approved by the Department Head and the City Administrator and made only after completion of a

purchase request form. Invoices are then submitted to the Deputy Clerk by the end of the following work day after receipt.

Finance and Administration Committee shall review budgeted purchases if one or more of the following circumstances are present:

1. Upon review of the bids or quotes received pursuant Section II it is determined that such bids exceed the appropriated funding or do not comply with bid specifications.
2. In the opinion of a Department Head, City Administrator or Mayor, any questionable or irregular practices, communication(s) or event(s) occurred during the advertising, solicitation or receipt of bids, quotes or proposals that tainted or perceived to have tainted the competitive bid process.
3. The budgeted project, equipment or service purchase or the circumstances, or urgency pertaining to the proposed project, equipment or service have changed, altered or are no longer available since funding was appropriated.
4. The recommended award is not the lowest, eligible bid.

Purchases that are \$15,000 or more must be approved by the Department Head, City Administrator and the Finance Committee.

Vehicle purchases that have been budgeted and are purchased under a competitive purchasing agreement such as through the State of Wisconsin are exempt from the dollar threshold and additional bidding procedures.

Section II: Purchasing Procedures

- A. Competitive sealed bids are required for an individual purchase or purchases in the aggregate that exceed \$15,000. Sealed bidding requires specifications with sufficient detail and information so as to ensure fair competition. If the existing staff does not possess the expertise to create specifications and if the estimated cost to create specifications exceed 25% of the estimated project costs and the project can be successfully completed using only general specifications than the sealed bid requirement may be waived. Per a request of the Department Head the City Treasurer and City Administrator must approve waiving the sealed bid requirement. Less than three bids for all competitive sealed expenditures must be documented with a written explanation.
- B. Competitive written quotes are required for an individual purchase or purchases in the aggregate that exceed ~~\$2,500~~5,000. Every effort will be made to receive three quotes from qualified vendors. All quotes must be documented on the Purchase Request form.

- C. Competitive oral quotes are required and must be recorded for all individual purchases ~~or purchases in the aggregate that exceed~~ **between \$1,000.00 and \$4,999.**
- D. Public Construction Contracts. The City shall follow the bidding procedures for construction contracts as defined in Wisconsin State Statutes 66.29.

1. Contract Change Orders (CCO). CCO's shall require Council approval upon recommendation of Municipal Services & Utilities Committee (MSUC) except as follows:

- a. For construction contracts, City Engineer has the authority to approve CCO's that increase original contract award by a maximum aggregate amount of 15% or the budgeted amount, whichever is less, with subsequent report to MSUC. CCO's that modify the project scope or increase completion deadline, regardless of dollar amount shall require council approval upon recommendation of MSUC.
 - b. Emergency CCO. City Engineer has the authority to approve CCO's under emergency circumstances (defined as those requiring immediate action to avoid a serious work stoppage, delay and/or extra costs or those having the ability to cause damage to public/private properties or adversely impact public safety) with subsequent report to MSUC and Council.
 - c. CCO's that result in a decrease in the contract award (without modifying the project scope) may also be approved by the City Engineer with a subsequent report to MSUC and Council.
- E. Emergency Purchases. Under emergency conditions, purchases may be made by the Department Head or his designee. A report of the purchase shall be made to the appropriate authority based on the purchase threshold and as soon as practical. Emergency conditions are defined as purchases necessary to protect and ensure public safety and to protect against excessive damage.
- F. Professional Services. Where the cost of service is estimated to exceed ~~\$5~~**10,000** a Request for Proposal shall be prepared. Solicitation of proposals may be by general advertising, placing a notice in a publication likely to be viewed by the profession, **posting on the City website along with other websites commonly used for sale and/or purchase of goods and services by municipalities and businesses,** ~~being~~ solicited by direct mail or phone, or any combination or method that will be received or viewed by the profession or service provider for which the proposal is intended.

Professional services that are estimated to cost between ~~\$2,500 and~~ **\$5,000 and \$10,000** may be purchased by competitive negotiation with oral quotes recorded.

Professional services estimated to cost less than ~~\$2,500~~5,000 may be purchased from a sole source provider by a Department Head with approval of the City Administrator.

Section III: Budgetary Controls

A Purchase Request Form for planning purposes for all purchases of individual items and purchases for items that in the aggregate are estimated to exceed \$5,000 in the budget year is required to be completed and submitted to the City Treasurer at the same time as budget requests for the succeeding year are made. A proposed schedule projecting dates or purchase(s) must be included.

A Purchase Request Form must be submitted requesting authorization for purchases that exceed \$1,000. No purchase can be made without sufficient appropriated funds being available. In determining the availability of funds, the following procedure shall be followed:

- Capital Projects; the item is specifically budgeted
- Department purchases; Expenditure allocation will be in the following order;
 - (a) department
 - (b) sub-account or function within the department
 - (c) category of expenditure in the adopted budget, e.g. personnel, maintenance, contracted services, supplies, etc.

If the category of expenditures is exceeded the proposed expenditures may be internally allocated within the function of the department. In no case shall personnel expenditures be used for any non-personnel expenditures and in no case shall non-personnel expenditures in the operating budget be allocated to personnel expenditures. Expenditures shall not be allocated between departments or between functions in the same department without council authorization **via a budget amendment resolution**.

Section IV: Local Purchasing Sources

The City shall make efforts to solicit purchases from qualified vendors located in the City of Portage. Through the city's web site prospective bidders shall be invited to submit information regarding services and products offered. Prior to soliciting proposals **Department Head shall identify potential local providers and insure they receive notification of the solicitation** ~~the list shall be reviewed for potential bidders.~~

Recognizing the City of Portage is custodian of taxpayer's funds and to fulfill its fiduciary responsibilities all purchases will attempt to maximize the best value of expenditures. No purchases shall be made from local suppliers solely for the reason they are located in the City of Portage. The cost, quality and the ability to satisfy the city's purchasing requirements shall be the primary determinates of purchasing decisions.

Section V: Cooperative Purchasing

Whenever possible, UUsing State of Wisconsin or the specifications of another jurisdiction is permitted.

The City Administrator shall have authority to join with other units of government or with agencies funded in whole or in part by the City, and with other purchasing associations in cooperative purchasing plans when the best interest of the City would be served. Competitively bid cooperative purchasing contracts in which the City “piggybacks” are considered to have met competitive requirements, and no additional quotes are necessary. Additionally, if identical products can be obtained at a lower price than current cooperative purchasing contracts, no additional quotes are required.

Materials, supplies, machinery and equipment offered for sale by the federal or state government or by any municipality may be purchased without bids at prices to be agreed upon approval of the City Administrator and the respective department head for which the item is to be acquired. A report of such purchase shall be made to the Finance and Administration Committee.

Section VI: Sole Source Purchasing

~~Sole Source Purchasing is permitted is there is a lack of qualified vendors. Prior to executing a purchase from a sole source vendor, written documentation must be provided explaining the basis of the procurement and authorization is required.~~

Annual budgeted purchase of goods or services in the aggregate of \$15,000 or less may be made without competition when the following procedures are followed:

- (1) For sole source purchases over \$500 but less than \$5,000, the Department Head shall obtain verbal quotes, document quotes and the reason(s) for selecting the sole provider and enter into a written agreement with the provider. Copy of agreement shall be forwarded to the City Treasurer.
- (2) For sole source purchases over \$5,000 but less than \$15,000, written quotes shall be obtained by the Department Head and a recommended provider approved by the City Administrator. A written contract shall be executed by the City Administrator with a copy to the City Treasurer.
- (3) Any sole source purchase over \$15,000 shall follow the same process as (2) but must be approved by the Common Council upon recommendation by the Finance and Administrative Committee.
- (4) The use of the sole source exception to the competitive bidding process may only be used for a period not to exceed three (3) years.

Section VII: Service Contracts

Where continuity and familiarity are important factors, multiple year contracts are permitted. Every three years the contracts will be reviewed by the City Administrator, City Treasurer, the City Clerk and the appropriate Department Head for the purposes of making a recommendation to the Finance and Administration Committee as to whether

the contracts shall be renewed or re-bid. Service contracts may be bid more frequently and/or terminated with cause.

Section VIII: Petty Cash/Cash Drawer Funds

Petty Cash/**Cash Drawer Funds** are established for the purpose of expediting miscellaneous purchases and payment of small bills which need not be processed through formal purchasing procedures **as well as maintaining a set amount of funds on hand available for customer cash transactions**. These funds are not to be utilized for the purpose of avoiding or circumventing the city's centralized procurement policies.

The following departments shall have established a working Petty Cash Fund/**Cash Drawer Fund** in amounts as follows:

1.	Water Department	\$300.00
2.	Public Works	\$ 50.00
3.	Administrative Services	\$500.00
4.	Police Department	\$ 50.00
5.	Fire Department	\$200.00
6.	Sewer Department	\$ 50.00
7.	Library	\$ 67.00
8.	Park and Recreation	\$150.00
9.	Swimming Pool	\$230.00

Use of Petty Cash

All departments having Petty Cash shall be required to follow the policies and procedures outlined in this section.

Policies

- a) Items purchased with Petty Cash shall be those not ordinarily stocked or purchased by the City.
- b) No individual purchase shall exceed \$25.00.
- c) The following shall be prohibited from Petty Cash payment:
 - a. Items regularly purchased by the City of Portage
 - b. Payment for personal services
 - c. Loan to employees
 - d. Cashing of personal or payroll checks

Procedures

- a) Reimbursement from Petty Cash shall be subject to the filling out of a Petty Cash Voucher containing the following information:
 1. Amount of reimbursement requested
 - a) Purpose for which cash was utilized
 - b) Account to be charged
 - c) Department Head approval

All vouchers must be accompanied by a receipted bill bearing the name of the vendor and submitted to the City Clerk for processing.

2. The file copy of the Purchase Order, with required vendor quotes attached, shall accompany all bills presented to the City Clerk for payment.

Section IX: City Website

The City Website will be used for advertising all purchases for which solicitation is required.

Section X: Specifications

Specifications developed for bidding purposes shall contain sufficient information so as to promote competitive bidding, be capable of objective review and clearly indicate the City's requirements as appropriate which may include quantity, performance, brand, trade name, purpose, industry standards, composition or other criteria which will best meet the City of Portage requirements. Before bidding, specifications will be reviewed by a committee consisting of the head of the department in which the expenditures are to be made and the City Administrator. Specifications prepared for expenditures that are both estimated to exceed \$15,000 and require Finance Committee approval will be submitted for review and approval by the appropriate council committee prior to bidding.

Section XI: Bid Opening

All sealed bids shall be opened and recorded in the presence of not less than two City of Portage employees one of whom shall be the City Clerk or the Clerk's designee.

Section XII: Bid Award

Bid award will be to the lowest responsible bidder that meets specifications. The city reserves the right to reject any and all bids. No bids will be awarded to a vendor that has outstanding fines, fees, assessments or invoices due to the City of Portage.

If two or more qualified bids are for the same total amount or unit price, quality and service being equal, the contract shall be awarded to the local bidder. Where this is not practical, the contract will be awarded to one of the bidders by drawing lots in public.

Bids approvals shall be in accordance with the purchasing thresholds.

Section XIII. Conflict of Interest

Conflict of Interest in Contracting

An official or employees of a business in which an official or employee holds 10% or greater interest, may not enter into a contract with the City unless the official or

employee has made a written disclosure of the nature and extent of such relationship or interest to the City Clerk and reports such interest to the Common Council. Further, pursuant to Section 946.13, Wis. Stats., an official or employee is prohibited from participating in the formation of a contract or contracts with the City of Portage involving the receipts or disbursements of more than that permitted by statutes in any given year.

Approved by Council: _____

5/15/2013

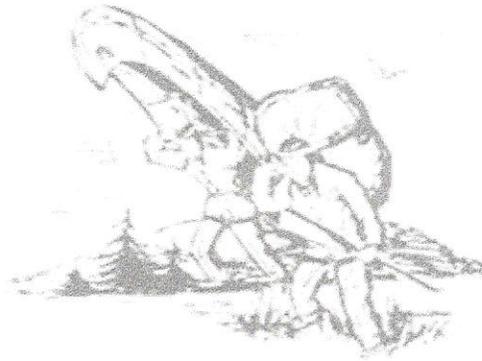
			<u>Purchase</u>	<u>Lease Cost Overall</u>	<u>Monthly Service Cost Overall</u>	<u>Lease Per Month</u>	<u>Service Per Month</u>			<u>5-yr Cost Purchase</u>	<u>5-yr Cost Lease</u>
							<u>Base Rate</u>	<u>Overage</u>	<u>Total</u>		
Gordon Flesch	<u>Canon iR Adv. 4035</u> 35 pgs/min Two trays Color scan to email & file Staple/Finisher Installation & Training Maint. Includes 6000 pages per month		\$5,619.00	\$7,255.20	\$2,088.00	\$120.92	\$34.80	\$13.34	\$48.14	\$7,707.00	\$9,343.20
					\$4,976.40 w/overage	5 year \$1 buyout					
										5-yr Cost Purchase	5-yr Cost Lease
Konica Minolta	<u>bizhub 363</u> 36 pgs/min Four trays Staple/Finisher Flat copier output (fewer jams) Printer Driver w/Booklet formatting Fax: print or sent as PDF to email User boxes Secure print Will provide hands on demo Option: 2/3 hole punch Option: Scan reconition of Word or Excel docs Maint. Includes 3000 pages per month		\$6,022.41	\$6,629.40	\$1,926.00	\$110.49	\$32.10	\$56.71	\$88.81	\$7,948.41	\$8,555.40
					\$5,328.60 w/overage	5 year Fair Mkt Value Lease \$1 buyout					
			\$654.08	Addl \$11.49/mo							
			\$629.00	Addl \$13.90/mo							

5/15/2013

		<u>Purchase</u>	<u>Lease Cost Overall</u>	<u>Monthly Service Cost Overall</u>	<u>Lease Per Month</u>	<u>Service Per Month</u>			<u>5-yr Cost Purchase</u>	<u>5-yr Cost Lease</u>
						<u>Base Rate</u>	<u>Overage</u>	<u>Total</u>		
Impact	Kyocera 3500I 35 pgs/min Two trays Maint. Includes 8300 pages per month	\$5,026.00	\$9,368.40		\$156.14 5 year includes full coverage maintenance: Parts, labor, installation, training and supplies				\$7,914.40	\$9,368.40
		\$577.68 Annual Maintenance							5-yr Cost Purchase	5-yr Lease Cost
					Lease Cost	Mntc Cost				
Markent	Kyocera 3500I 35 pgs/min Staple/Finisher Two drawers Color scanner 3 year warranty Maint @ \$.0038/page	\$4,104.00	\$4,520.88 3 Year	\$0.00	\$125.58 3 year \$108.36 4 year \$90.36 5 year	\$31.54 \$31.54 \$31.54			\$ 4,104.00	\$ 7,314.00 4-yr Lease Cost \$6,715.20 3-yr Lease Cost \$5,656.32

\$ 853.30 2013

City of Portage Surplus Inventory



"Where the North Begins"

May 10, 2013

To: Finance/Administration Committee

From: Jean E. Mohr, Finance Director

Re: Surplus Items

The following is a list of items that are to be sold, donated , or disposed of in an appropriate manner:

<u>Asset ID#</u>	<u>Dept</u>	<u>Description</u>	
100-15-02439	FIRE	DRAGER PAC3500	
100-15-02440	FIRE	DRAGER PAC3500	
100-15-00849	FIRE	REGRIGERATOR (SQUAD 2)	
260-62-02206	TAXI	2008 CHEVROLET	
100-10-02204	POLICE	2008 CHEVROLET	123,281
100-10-02202	POLICE	2007 CHEVROLET	
100-02-00692	ADMIN	POWERWRITER (DOESN'T WORK)	
100-02-01908	ADMIN	PRINTER (DOESN'T WORK)	
NA	PW	VARIOUS RADIOS (OLD) (35)	

CITY OF PORTAGE

115 West Pleasant Street
Portage, Wisconsin 53901
Telephone: (608) 742-2176 • Fax: (608) 742-8623



"Where the North Begins"

MEMORANDUM

To: Finance Committee

From: Bob Redelings, City Engineer

Date: May 22, 2013

Subject: Cardinal Glass Water Tower Exterior Painting Bids

Cc: Bill Tierney, Mayor
Shawn Murphy, City Administrator
Kevin Bortz, Water Superintendent

Five bids were received for the Cardinal Glass Water Tower Exterior Painting project. All five firms submitted responsive bids and are qualified to perform the work.

The five bids are summarized as follows:

Name	Location	Bid
Water Tower Clean & Coat	Lodi, WI	\$95,000
Macguire Iron	Sioux Falls, SD	\$98,740
TMI Coatings	St. Paul, MN	\$108,200
Pittsburg Tank & Tower	Henderson, NY	\$132,000
Classic Coatings	Menomonie, WI	\$223,700

There is \$110,000 in the 2013 Capital Water budget for this project. Based on proposals submitted and the past working relationship with Water Tower Clean and Coat, I recommend award of the painting project to Water Tower Clean and Coat in the amount of \$95,000.

MEMORANDUM

TO: Finance & Administration Committee
From: S. Murphy, City Administrator
Cc: Mayor Tierney, J. Mohr, Finance Director & B. Redelings, Engineer
Re: Splash Pad Shelter Bid
Date: 5/22/2013

On May 16, 2013 we opened bids for the design/build of the shelter at Goodyear Park for the Splash Pad project. Only one bid was received from Harmony Construction Management in the amount of \$122,000. Our estimated cost for this was \$30,500 construction and \$36,000 design. As a result we are recommending formal action to reject the bid.

Bob, Tim & I met with the Splash Pad group this morning at General Engineering. We presented the results of our design/build bid process and indicated that there are 2 options; 1) reject the bid, prepare building specifications for bidding, secure funding in the 2014 budget and move forward next year or, 2) reject the bid, work with the Splash Pad group to provide a proposal with labor to get the control unit installed and secured this year (with city purchased materials), and proceed with bidding/building the park shelter next year (if budgeted).

The Splash Pad group feels very strongly that they want to get the Splash Pad facility operational this year. They will work to compile a proposal for installing and securing the control unit and fencing along the DeWitt Street side of the Splash Pad for consideration by Council at their June 13 meeting (upon review by Finance on June 10).

We stressed that while we don't want to piecemeal this together, we will take a careful look at the proposal and attempt to provide a completed project (for this year) that is safe, secure, operational and lends itself to subsequent building construction for the shelter. This may entail purchase of a garden type shed to secure the control unit (along with electrical and water fittings). The group will seek a proposal for city purchase of materials for a fence with labor donated for installation. We would inspect and accept the completed project.

While this is not the ideal solution I believe it is one that can be cooperatively approached. Specifically this will minimally entail the following:

1. Construct about 16' of 4" water lateral (from the existing end of pipe that LMS recently installed) to the splash pad manifold. This would need to include a 2" water meter, reduced pressure backflow preventer and shutoff valve. We will approach LMS (who installed the water sewer to the site at Goodyear) for a proposal on this.
2. Temporary electric service to the manifold mounted splash pad control panel. Splash Pad group is seeking a donation to cover this.
3. Approx. 245' of 4' height cyclone fence. The City would purchase the materials; the Splash Pad group is seeking way to cover installation.
4. Securing the control unit, water meter, electrical in a small (10'x10') building/shed on site.
5. Some grading, sodding and seeding will be necessary to finish and make the site functional.

A more complete proposal will be brought forth at the next meeting.

MEMORANDUM

TO: Finance & Administration Committee
From: S. Murphy, City Administrator 
Cc: Mayor Tierney, J. Mohr, Finance Director & B. Redelings, Engineer
Re: Expense Allocation – DeWitt/Cook Properties (CDA Project Costs)
Date: 5/22/2013

This memo is intended to provide a recommendation on funding and allocation of expenses related to the actions of the Community Development Authority (CDA) and Council with respect to the possible acquisition and redevelopment of the blight declared properties at 101 W. Cook Street and 310 DeWitt Street. Earlier this year the CDA issued a blight declaration on both of the aforementioned properties. Pursuant to that declaration, the CDA initiated their intent to acquire the properties via eminent domain. Appraisals were conducted on both and offers to purchase extended. On May 6, 2013 we did close on the 310 DeWitt property and subsequently solicited bids for demolition of the existing building. We have not come to agreeable terms of purchase for the 101 W. Cook Street property as of this date.

As noted in Bob Redeling's memo, bids were opened on the demolition and a recommendation of award was made for the apparent low bid of \$98,128. Additionally, we are recommending compensation of \$1,000 to Patrick Kraemer, owner of 101 W. Cook St for a temporary access easement on his property to conduct demolition of the 310 DeWitt Street. In addition to the aforementioned costs, we have incurred expense for the appraisals, closing costs, legal and publication costs.

The purchase and preparation of the properties for redevelopment is a legitimate CDA expense and is listed in the project plan for Tax Increment Finance District (TID) #6. Since this project was not included in the 2013 budget, we evaluated how best to allocate expenses associated with this project. To that end, I wish to recommend that all costs associated with the acquisition and redevelopment of both of these properties be incurred as a project cost in TID #6. TID #6 specifically lists CDA acquisition and redevelopment costs as a TID project plan component. Since TID #6 is currently experiencing a negative increment, it is not producing increment revenue to fund project costs. This means by law the General Fund will incur the expense until the TID can reimburse the General Fund. Specifically the General Fund reserve will incur an outstanding expense to TID #6 for all related project costs.

The City has incurred approximately \$25,000 in acquiring the 310 DeWitt Street. If awarded, demolition cost of \$98,128 would be offset by the \$25,000 reimbursement grant. Some additional costs will be recouped with the sale of the property as intended. However, I do not foresee sufficient revenues to offset our costs, especially when factoring in estimated acquisition costs for 101 W. Cook Street.

By allocating these redevelopment costs to TIF #6 no budget amendment will be required and expenditure restraint limits on the General Fund will not be impacted. As we move through this project I will continue to seek authorization and apprise you of expenses incurred. However, for purposes of administering and accounting for project funding, I wish to establish this as a TIF #6 project cost moving forward.

CITY OF PORTAGE

115 West Pleasant Street
Portage, Wisconsin 53901
Telephone: (608) 742-2176 • Fax: (608) 742-8623



"Where the North Begins"

MEMORANDUM

To: Finance Committee

From: Bob Redelings, City Engineer

Date: May 22, 2013

Subject: Black's Building Demolition Bids

Cc: Bill Tierney, Mayor
Shawn Murphy, City Administrator

Two bids were received for the Black's Building Demolition project. The two firms submitted responsive bids and are qualified to perform the work.

The two bids are summarized as follows:

Name	Location	Bid
Robinson Brothers	Waunakee, WI	\$98,128
Guelig Waste Removal & Demolition	Eden, WI	\$172,000

This project is not included in the 2013 city budget. Based on proposals submitted, I recommend award of the subject bid to Robinson Brothers in the amount of \$98,128, contingent upon funding.

TEMPORARY ACCESS EASEMENT AGREEMENT

THIS NON-EXCLUSIVE TEMPORARY ACCESS EASEMENT AGREEMENT ("Easement Agreement") made as of this ____ day of _____, 2013, by and between City of Portage, Columbia County, WI, a municipal corporation organized and existing under the laws of the State of Wisconsin ("City"), whose address is 115 West Pleasant Street, Portage, WI 53901, and Patrick Kraemer, and individual owner of Parcel No. 11271-1122 located at 101 W. Cook Street, Portage, WI 53901, ("Easement Area") whose address is 484 South Jefferson Street, Rio, WI 53960 ("Grantor").

WITNESETH:

WHEREAS, City is the owner of Parcel No. 11271-1121 or 310 DeWitt Street, Portage, WI 53901, (hereinafter, the "Property") and is desirous of razing the condemned building located on the Property; and

WHEREAS, Grantor owns the vacant parcel immediately to the south of and adjoining to the Property; and

WHEREAS, City has solicited bids for the demolition of the building on the Property whereupon the contractor for said demolition will need temporary access onto the Grantor's parcel for purposes of staging equipment and materials and performing activities and debris processing associated with the demolition and removal of the vacant building on the Property ("Permitted Activity"); and

WHEREAS, Grantor has agreed to grant such Easement subject to the terms and conditions herein provided.

NOW, THEREFORE, for and in consideration of the foregoing premises, the mutual agreement of the parties hereto, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Recitations.** The above recitations are true and correct and are incorporated herein by this reference.

2. **Grant, Use and Maintenance of Temporary Access Easement.** Grantor does hereby give, grant and convey unto City (its employees, agents, contractors and assigns) the Easement Agreement for the Permitted Activity, on, over and across the Easement Area. This Easement shall be used by City (and its successors, assigns, employees, contractors and agents) solely for the Permitted Activity. Notwithstanding the foregoing, Grantee shall not construct any improvements in the Easement Area or perform any maintenance work within the Easement Area without the prior written consent of Grantor. This Easement is subject to the terms, conditions, restrictions and limitations set forth herein.

(a) City acknowledges that it may use trucks and vehicles carrying equipment for demolition activities and debris over the Easement Area. Upon completion of the Permitted Activity, the City shall restore the Easement Area affected by such activity to its current condition prior to commencement of the Permitted Activity through July 30, 2013.

3. Grantor's Reservation of Rights. Subject to the rights created herein, Grantor expressly reserves (to itself, its successors and assigns) the right to retain use, or subsequently grant to others the right to use by virtue of additional licenses, rights-of-way, reservations or easements, any and all portions of the area upon, above, or under the Easement Area upon completion of the Permitted Use and termination of this Easement Agreement.

4. Limitation of Rights. The Easement granted herein creates a non-exclusive Easement, and other than such easement right City does not and shall not (at any time) claim any interest or estate of any kind or extent whatsoever in the Easement Area.

5. Covenants of City. City (and its successors, assigns, agents, invitees and employees) shall:

(a) not interfere with or prevent the normal development, use and maintenance by Grantor of the Easement Area upon completion of the Permitted Use;

(b) not intentionally interfere with any existing license, easement, reservation or right-of-way upon, above, over, through, under or across the Easement Area;

(c) exercise diligent good faith efforts to comply at all times and in all respects with all present local, municipal, county, state and federal environmental and all other applicable laws, statutes, governmental constitutions, ordinances, codes, rules, regulations, resolutions, requirements, standards, applications and directives, as well as all decisions, judgments, writs, injunctions, orders, decrees or demands of courts, administrative bodies and other authorities construing any of the foregoing (collectively, the "Laws"). City shall not, by any act or omission, render the Grantor liable for any violation thereof;

(d) pay to the Grantor the lump sum of one-thousand dollars (\$1,000.00) for use of the Easement Area.

6. Condition of Easement Area. City acknowledges that it (i) has physically inspected the Easement Area; and (ii) accepts the Easement Area "AS IS" and "WHERE IS" with full knowledge of the conditions thereof and subject to all the terms, conditions, restrictions and limitations applicable thereto. Grantor makes no representations, statements, warranties or agreements to City in connection with this Easement Agreement or the Easement Area, other than as may be set forth herein. City's

use of the Easement Area is at its own risk and Grantor shall have no liability or obligation for or with respect to any loss or damage to any of City's equipment within the Easement Area.

7. **Termination/Expiration of Easement.** City acknowledges that this Easement Agreement, and the City's rights in and to the Easement granted herein, shall immediately self-terminate, expire and be deemed null and void upon the completion of Permitted Activity; provided, however, in no event shall the term of this Easement Agreement extend beyond June 30, 2013 without written consent of the Grantor.

8. **Modifications.** This Easement Agreement shall not be modified or amended in any respect except by a written agreement executed by or on behalf of the parties hereto, in the same manner as executed herein.

9. **Notice.** Any notice required to be given shall be sufficient if it is in writing and sent via certified or registered mail to:

City of Portage:

Shawn Murphy, City Administrator
City of Portage
115 W. Pleasant Street
Portage, WI 53901

Patrick Kraemer:

484 South Jefferson Street
Rio, WI 53960

10. **Indemnification.** Subject to the terms of this Easement Agreement, City shall defend, indemnify and save the Grantor and their respective heirs, personal representatives, successors and assigns, harmless from and against any and all claims for injury or death to persons or damage to or loss to property, including reasonable attorneys' fees and costs, arising out of or alleged to have arisen out of or occasioned by the use and occupancy of the Easement Area by City (and its contractors, assigns, employees, agents, guests and invitees).

11. **Governing Law.** This Easement Agreement shall be governed by and enforced in accordance with the laws of the State of Wisconsin.

12. **Construction of Agreement.** This Easement Agreement has been fully reviewed and approved by the parties hereto and their respective counsel. Accordingly, in interpreting this Easement Agreement, no weight shall be placed upon which party hereto or its counsel drafted the provisions being interpreted. Section headings are for convenience only and shall not be considered in construing this Easement Agreement.

13. **Severability.** Each paragraph, subparagraph, part, term and/or provision of this Easement Agreement shall be considered severable; and if, for any reason, any

paragraph, term and/or provision is herein determined to be invalid or contrary to or in conflict with any existing or future law or regulation of a court or agency having valid jurisdiction, such shall not impair the operation or effect the remaining portions, paragraphs, terms and/or provisions of this Easement Agreement, and the latter will be given full force and effect and will bind the parties hereto; and said invalid paragraphs, terms and/or provisions shall be deemed not to be part of this Easement Agreement.

IN WITNESS WHEREOF the parties hereto have executed this Easement in duplicate the day and year first above written.

For the Grantor:

For the City of Portage:

(signature)

(signature)

Name: _____

Name/Title: W. F. Bill Tierney, Mayor

Date: _____

(signature)

Name/Title: Marie Moe, City Clerk

Date: _____

**City of Portage
Legislative & Regulatory Committee Meeting
Thursday, May 16, 2013, 6:30 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Agenda**

Members: Michael G. Oszman, Chairperson; Carolyn Hamre, Frank Miller

Excused: Kenneth A. Ebnetter, Martin Havlovic

Also present: Police Chief Manthey, City Clerk Moe, Tricia Mumm from 205 Vno, Deputy Clerk Ness, Craig Sauer from Portage Daily Register, City Attorney Spankowski, and Bill Welsh from Cable TV

1. **Roll call**
The meeting was called to order at 6:30 pm by Chairperson Oszman.
2. **Approval of minutes from previous meeting**
Motion by Miller, second by Hamre to approve the minutes from the committee meeting of April 15, 2013. Passed 3-0.
3. **Discussion and possible action on Class B Combination License application for 205 Vno LLC, 205 DeWitt Street, Tricia Mumm, agent**
Clerk Moe explained the current license held by 205 Vno, Class "B" Fermented Malt Beverage and Class "C" Wine will return to the city. Motion by Hamre, second by Miller to recommend to Council Class B Combination License for 205 Vno, LLC, 205 DeWitt Street, Tricia Mumm, agent. Passed 3-0.
4. **Discussion and possible action on ordinance regarding harassing or obscene telephone calls**
Attorney Spankowski gave update. The new ordinance would cover electronic means of communication and include cyberbullying. The original ordinance only covers 911 calls. Motion by Miller, second by Hamre to recommend to Council Ordinance regarding harassing or obscene telephone calls. Passed 3-0.
5. **Discussion and possible action on ordinance regarding illegal dumping**
Attorney Spankowski explained this update would prohibit dumping in private receptacles; this includes the current receptacles used for garbage pick-up. The brush dump and public works area are also included. Motion by Miller, second by Hamre to recommend Ordinance regarding illegal dumping to Council. Passed 3-0.

6. Police Department review of licensed alcohol premises

Chief Manthey gave an update on the alcohol demerit points. For 2013 there has only been one incident with demerit points.

Next meeting will be May 28, 2013, 6:00 pm, to review Alcohol License Applications.

7. Adjournment

Motion by Hamre, second by Miller to adjourn at 6:45 pm. Passed 3-0.

Rebecca C. Ness
Deputy Clerk

RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning: 06/01/2013 ending: _____
(MM DD YYYY) (MM DD YYYY)

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

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

CHECK ONE Individual Partnership Limited Liability Company
 Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:
Full Name(s) (Last, First and Middle Name) 205 Vino **Home Address** _____ **Post Office & Zip Code** _____

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company ▶ _____
 Address of Corporation/Limited Liability Company (if different from licensed premises) ▶ _____
 All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:

Title	Name (Inc. Middle Name)	Home Address	Post Office & Zip Code
President/Member	Manager Tricia Munro	428 W Edgewater	Portage 53901
Vice President/Member	Member Jessica Asch	210 Charles St	Portage 53901
Secretary/Member	Member Daniel Pionke	428 W Edgewater	Portage 53901
Treasurer/Member	Member Matt Asch	210 Charles St	Portage 53901
Agent ▶	Tricia Munro	428 W Edgewater	Portage 53901
Directors/Managers _____			

C. 1. Trade Name ▶ 205 Vino Business Phone Number 608 742-2058
 2. Address of Premises ▶ 205 Duane Street Post Office & Zip Code ▶ 53901

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

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

SUBSCRIBED AND SWORN TO BEFORE ME

this 13 day of May, 20 13
Rebecca C. Ness
(Clerk/Notary Public)
 My commission expires Deputy Clerk

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

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>5-13-13</u>	Date reported to council/board	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

44-C130509

**City of Portage
Legislative & Regulatory Committee Meeting
Tuesday, May 28, 2013, 6:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Agenda**

Members: Michael G. Oszman, Chairperson; Carolyn Hamre, Frank Miller

Excused: Kenneth A. Ebnetter, Martin Havlovic

Also present: Officer Pete Bartaczewicz, Nate Casarez, Michael Ganz from The Ball Room, Police Chief Manthey, City Clerk Moe, Deputy Clerk Ness, Craig Sauer from Portage Daily Register, Tammy Schlapman, Micheala Sebastiani, Chelsie Seideman, City Attorney Spankowski, Becky Wachendorf, and Bill Welsh from Cable TV

1. Roll call

The meeting was called to order at 6:00 pm by Chairperson Oszman.

2. Approval of minutes from previous meeting

Motion by Miller, second by Hamre to approve the minutes from the committee meeting of May 16, 2013. Passed 3-0 on call of roll.

Oszman asked if anyone had a problem moving number 4 up so Mike Ganz could leave when finished. No problems were mentioned.

4. Discussion and possible recommendation on Reserve Class B Combination License for The Ball Room LLC, Mike Ganz, Agent, 112 East Cook Street, Portage, WI 53901

Mike Ganz explained the purchase of the property is contingent on the liquor license. Motion by Miller, second by Hamre to recommend approval of Reserve Class B Combination License for The Ball Room LLC, Mike Ganz, Agent, 112 East Cook Street, Portage, WI 53901 contingent on approval from the Building Inspector and Fire Department. Passed 3-0 on call of roll.

3. Discussion and possible action on appeal from Becki Wachendorf on dangerous dog declaration

Police report was reviewed. Becki Wachendorf stated her dog was not dangerous. Chelsie Seideman commented the scratch on the girl was only a single scratch vs. when she's playing with the dog and gets scratched it's 2 scratches from the nails. Tammy Schlapman stated the dog plays with children every day, she was there on the day in question and the girl, when asked for the second time if the dog shown to her was the dog that scratched her responded no. Oszman asked if the dog was licensed and up to date on shots and Officer Bartaczewicz responded at the time of the incident the dog was not licensed nor was there proof the dog was up to date on shots which meant the girl had to complete the rabies treatment. Motion by Oszman to uphold dangerous dog

declaration. Miller and Hamre stated they could not support the motion as with the police report it was unclear if the dog that scratched the girl was in fact the dog in question and if the dog was provoked. Chief Manthey supplied pictures taken at the scene to the members of the committee. Motion died for lack of second. Motion by Miller to overturn declaration of dangerous dog. Hamre second, passed 2-1 on call of roll with Oszman voting no.

5. Discussion and possible recommendation on alcohol license applications (Class B Combination Licenses, Class B Fermented Malt Beverage Licenses, Class C Wine Licenses, Class A Combination Licenses, Class A Fermented Malt Beverage Licenses)

Class B Combination Licenses

205 Vino LLC, 205 DeWitt Street, Tricia Mumm, Agent (205 Vino)

4 R Future Inc., 322 West Wisconsin Street, Jeremy S Rusch, Agent (Portage Theatres)

Angulo, Reynaldo G., 1505 New Pinery Road, (El Caballo Bayo Mexican Restaurant)

Bellmore & Associates LLC, 301 DeWitt Street, Mark A. Bellmore, Agent (The Corner Pocket Sports Bar & Grill)

Billie's Place, LLC, 220 West Cook Street, Lacey Thomas, Agent (Billie's Place)

B.P.O. Elks Lodge #675, 201 West Conant Street, Myron T Shannon Jr, Agent (Benevolent & Protective Order of Elks #675)

Cactus Club Bar & Grill, LLC, 102 East Cook Street, Dean Jeffery Audiss, Agent (Cactus Club)

Cleary Krech Post 1707 of Veterans of Foreign Wars of the United States, 215 West Collins Street, Jeremy Duffy, Agent (Cleary Krech VFW Post 1707)

Cottonwood Bar & Grill Inc, 312 DeWitt Street, Randal Leigh Heinzl, Agent (Cottonwood Bar & Grill Inc.)

Douglas' Big Dog Saloon LLC, 218 West Cook Street, Bradley John Douglas, Agent (Douglas' Big Dog Saloon)

Good Stuff LLC, 2520 West Wisconsin Street, Catherine C. Mael, Agent (Good Stuff)

Green Enterprises LLC, 316 DeWitt Street, Timothy A. Green, Agent (Shamrock Bar and Grill)

House of Booze LLC, 220 West Wisconsin Street, Kevin Michael Malone, Agent (Blarney Stone)

Knights of Columbus, 918 Silver Lake Drive, Ken Graves, Agent (Knights of Columbus)

La Tolteca Fuentes, Inc., 2653 New Pinery Rd, Reyes Aranda, Agent (La Tolteca)

Lane's Full Throttle LLC, 1101 DeWitt Street, Robert J. Lane, Agent (Lane's Full Throttle)

New Pinery Enterprises LLC, 1402 West Wisconsin Street, Lyman O. Kaiser, Agent (Sarbacker's Bar)

Noll, William N., 412 East Wisconsin Street, (Tamarack Pizza)

B & B Hitching Post LLC, 2503 West Wisconsin Street, Michael S. Bergman, Agent (B & B Hitching Post)
Rileys Bar LLC, 1314 West Wisconsin Street, Lisa Thompson, Agent (Rileys Bar LLC)
Lord, Robert & Jon Krueger, The Friendly Bar & Grill, 223 Oneida Street, (The Friendly Tavern)
Schehr, Sherry Lee, 1207 Dunn Street, (The Caboose BBQ Co.)
Shutova, LLC, 2900 New Pinery Road, Beadin Mehmedi, Agent (Dino's Restaurant & Bar)
Sombrosos LLC, 235 W. Pleasant Street, Neil Shortreed, Agent (Sombrosos Burrito House)
Stover Enterprises Inc., 2711 Hwy CX, Dana Lee Stover, Agent (Suzy's Steak & Seafood House)
Threadz Fashion LLC, 214 West Wisconsin Street, Jake Stolte, Agent (Liquid)
Tolly's Alleys LLC, 817 East Wisconsin Street, Brian R. Tollison, Agent (Tolly's Alleys)
TRT Corporation, 125 Wauona Trail, Patricia Madani, Agent (Trail's Lounge Restaurant)
Vinayaka, Inc., 2701 South CX, Dawn Schneller, Agent (Best Western Resort Hotel & Conference Center)

Class "B" Beer Licenses

Milz, Norman E., 300 East Cook Street, Norman E Milz, (Norm's Pitstop)
Peng, Huan Qing, 238 West Cook Street, (Cathay Garden)
Pizza Hut of Southern Wisconsin, Inc., 401 East Wisconsin Street, Jon W. Kreklow, Agent (Pizza Hut)
PR Partners LLC, 2905 New Pinery Road, James H. Firari, Agent (Pizza Ranch)

Class "C" Wine Licenses

Milz, Norman E., 300 East Cook Street, Norman E Milz, (Norm's Pitstop)
Peng, Huan Qing, 238 West Cook Street, (Cathay Garden)
Pizza Hut of Southern Wisconsin, Inc., 401 East Wisconsin Street, Jon W. Kreklow, Agent (Pizza Hut)
PR Partners LLC, 2905 New Pinery Road, James H. Firari, Agent (Pizza Ranch)

Class "A" Combination Licenses

Crawford Oil Co. Inc., 1901 East Highway 33, Steven D. Madsen, Agent (Fort BP)
Crawford Oil Co. Inc., 2211 West Wisconsin Street, Steven D. Madsen, Agent (Jim's BP)
Daley, James D., 1623 New Pinery Road, (Daley's Beverage Mart)
Mathieus, Kevin Edward, 211 East Wisconsin Street (Discount Liquor)
Pierce's Supermarket Inc., 2915 New Pinery Road, Angela K Pierce, Agent (Pierce's Marketplace)
Wilz Drug, Inc., 140 East Cook Street, Larry R Wilz, Agent (Wilz Drug & Home Health Care)

Express Laundry, LLC, 2725 New Pinery Road, John D. Bennett, Agent
(Mobil Travel Plaza)

Class “A” Beer Licenses

Kwik Trip, Inc., 1223 East Wisconsin Street, Jeffery Kenneth Pfeiffer, Agent
(Kwik Trip #653)

Kwik Trip, Inc., 2970 New Pinery Road, Nona May Hartman, Agent, (Kwik Trip
#683)

Changes presented by Clerk Moe were VFW change of officers and Elks change of officers. La Tolteca has a premise description change regarding a patio addition.

Motion by Oszman, second by Miller to recommend approval of all licenses as presented except the application from La Tolteca Fuentes, Inc. which is being recommended contingent upon approval of the patio meeting all building permit codes and setbacks. Passed 3-0 on call of roll.

Police Chief Manthey presented a criminal complaint listing regarding Sharam Singh of Pal and Simran LLC, 403 DeWitt Street, Sharam Singh, Agent (Market Basket). Motion by Oszman, second by Hamre to recommend non-renewal of Class “A” Beer License for Pal and Simran LLC, 403 DeWitt Street, Sharam Singh, Agent (Market Basket) on based on the charges outlined in the criminal complaint, specifically of Count 1: Distribute Hazardous Substance, Count 2: Distribute Hazardous Substance, Count 3: Possession with Intent to Deliver Controlled Substances, Count 4: Possession of Synthetic Cannabinoid. Passed 3-0 on call of roll.

6. Discussion and possible recommendation on taxicab license application

Motion by Miller, second by Oszman to recommend approval of the Taxi Cab License for Running, Inc. The license will run from July 1, 2012, until June 30, 2013. Passed 3-0 on call of roll.

7. Adjournment

Motion by Miller, second by Hamre to adjourn at 6:51 pm. Passed 3-0 on call of roll.

Rebecca C. Ness
Deputy Clerk

9) Continued

Entire retail space w/ lower level + loft consist of 5598 sq ft. Only front portion of building (No backroom or loft area) will alcohol be served.

Main Room's side patioed area consists of approximately 2100 sq ft.

Beer + wine will be kept + stored in back basement area. Approx 500 sq ft.

NOTICE OF LICENSE APPLICATION

Applications for Class "B" Combination Licenses have been made at the Office of the City clerk by the following:

205 Vino LLC, 205 DeWitt Street, Tricia Mumm, Agent (205 Vino)
4 R Future Inc., 322 West Wisconsin Street, Jeremy S Rusch, Agent (Portage Theatres)
Angulo, Reynaldo G., 1505 New Pinery Road, (El Caballo Bayo Mexican Restaurant)
Bellmore & Associates LLC, 301 DeWitt Street, Mark A. Bellmore, Agent (The Corner Pocket Sports Bar & Grill)
Billie's Place, LLC, 220 West Cook Street, Lacey Thomas, Agent (Billie's Place)
B.P.O. Elks Lodge #675, 201 West Conant Street, Myron T Shannon Jr, Agent (Benevolent & Protective Order of Elks #675)
Cactus Club Bar & Grill, LLC, 102 East Cook Street, Dean Jeffery Audiss, Agent (Cactus Club)
Cleary Krech Post 1707 of Veterans of Foreign Wars of the United States, 215 West Collins Street, Jeremy Duffy, Agent (Cleary Krech VFW Post 1707)
Cottonwood Bar & Grill Inc, 312 DeWitt Street, Randal Leigh Heinzl, Agent (Cottonwood Bar & Grill Inc.)
Douglas' Big Dog Saloon LLC, 218 West Cook Street, Bradley John Douglas, Agent (Douglas' Big Dog Saloon)
Good Stuff LLC, 2520 West Wisconsin Street, Catherine C. Mael, Agent (Good Stuff)
Green Enterprises LLC, 316 DeWitt Street, Timothy A. Green, Agent (Shamrock Bar and Grill)
House of Booze LLC, 220 West Wisconsin Street, Kevin Michael Malone, Agent (Blarney Stone)
Knights of Columbus, 918 Silver Lake Drive, Ken Graves, Agent (Knights of Columbus)
La Tolteca Fuentes, Inc., 2653 New Pinery Rd, Reyes Aranda, Agent (La Tolteca)
Lane's Full Throttle LLC, 1101 DeWitt Street, Robert J. Lane, Agent (Lane's Full Throttle)
New Pinery Enterprises LLC, 1402 West Wisconsin Street, Lyman O. Kaiser, Agent (Sarbacker's Bar)
Noll, William N., 412 East Wisconsin Street, (Tamarack Pizza)
B & B Hitching Post LLC, 2503 West Wisconsin Street, Michael S. Bergman, Agent (B & B Hitching Post)
Rileys Bar LLC, 1314 West Wisconsin Street, Lisa Thompson, Agent (Rileys Bar LLC)
Lord, Robert & Jon Krueger, The Friendly Bar & Grill, 223 Oneida Street, (The Friendly Tavern)
Schehr, Sherry Lee, 1207 Dunn Street, (The Caboose BBQ Co.)
Shutova, LLC, 2900 New Pinery Road, Beadin Mehmedi, Agent (Dino's Restaurant & Bar)
Sombreros LLC, 235 W. Pleasant Street, Neil Shortreed, Agent (Sombreros Burrito House)
Stover Enterprises Inc., 2711 Hwy CX, Dana Lee Stover, Agent (Suzy's Steak & Seafood House)
Threadz Fashion LLC, 214 West Wisconsin Street, Jake Stolte, Agent (Liquid)
Tolly's Alleys LLC, 817 East Wisconsin Street, Brian R. Tollison, Agent (Tolly's Alleys)
TRT Corporation, 125 Wauona Trail, Patricia Madani, Agent (Trail's Lounge Restaurant)
Vinayaka, Inc., 2701 South CX, Dawn Schneller, Agent (Best Western Resort Hotel & Conference Center)

Applications for Class “B” Beer Licenses have been made at the Office of the City Clerk by the following:

Milz, Norman E., 300 East Cook Street, Norman E Milz, (Norm’s Pitstop)
Peng, Huan Qing, 238 West Cook Street, (Cathay Garden)
Pizza Hut of Southern Wisconsin, Inc., 401 East Wisconsin Street, Jon W. Kreklow,
Agent (Pizza Hut)
PR Partners LLC, 2905 New Pinery Road, James H. Firari, Agent (Pizza Ranch)

Applications for Class “C” Wine Licenses have been made at the Office of the City Clerk by the following:

Milz, Norman E., 300 East Cook Street, Norman E Milz, (Norm’s Pitstop)
Peng, Huan Qing, 238 West Cook Street, (Cathay Garden)
Pizza Hut of Southern Wisconsin, Inc., 401 East Wisconsin Street, Jon W. Kreklow,
Agent (Pizza Hut)
PR Partners LLC, 2905 New Pinery Road, James H. Firari, Agent (Pizza Ranch)

Applications for Class “A” Combination Licenses have been made at the Office of the City Clerk by the following:

Crawford Oil Co. Inc., 1901 East Highway 33, Steven D. Madsen, Agent (Fort BP)
Crawford Oil Co. Inc., 2211 West Wisconsin Street, Steven D. Madsen, Agent (Jim’s
BP)
Daley, James D., 1623 New Pinery Road, (Daley’s Beverage Mart)
Mathieus, Kevin Edward, 211 East Wisconsin Street (Discount Liquor)
Pierce’s Supermarket Inc., 2915 New Pinery Road, Angela K Pierce, Agent
(Pierce’s Marketplace)
Wilz Drug, Inc., 140 East Cook Street, Larry R Wilz, Agent (Wilz Drug & Home
Health Care)
Express Laundry, LLC, 2725 New Pinery Road, John D. Bennett, Agent
(Mobil Travel Plaza)

Applications for Class “A” Beer Licenses have been made at the Office of the City Clerk by the following:

Kwik Trip, Inc., 1223 East Wisconsin Street, Jeffery Kenneth Pfeiffer, Agent
(Kwik Trip #653)
Kwik Trip, Inc., 2970 New Pinery Road, Nona May Hartman, Agent, (Kwik Trip #683)
Pal and Simran LLC, 403 DeWitt Street, Sharam Singh, Agent (Market Basket)

All licenses in the City of Portage, Columbia County, Wisconsin.
All licenses run from July 1, 2013 to June 30, 2014.

Marie A. Moe, WCPC, MMC, City Clerk

**City of Portage
Plan Commission Meeting
Monday, May 20th, 2013, 6:30 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room Two**

Members present: Mayor Bill Tierney, Chairperson; Robert Redelings, City Engineer, Jan Bauman, Addie A. Tamboli, Brian Zirbes, Mike Oszman and Peter Tofson

Others present: Shawn Murphy, City Administrator, Mark Bennett, Todd Bennett, Tom Bergeman, Chad Stevenson, Jeff Liegel, Craig Sauer and Bill Welsh

1. Roll call
2. Approval of meeting minutes for March 4, 2013

Motion by Tamboli, second by Tofson to approve the minutes. Motion passed 6 to 0 w/ Tierney abstaining.
3. Discussion and possible action on electing a Vice Chairperson.

Motion by Tofson to nominate Addie Tamboli as Vice Chairperson. Motion passed 7 to 0 on call of the roll.
4. Overview of Plan Commission Responsibilities (City Engineer).
Redelings provided an overview of the Plan Commission's roles and responsibilities. Mayor Tierney thanked the Commission and reiterated the importance of the Commission because of the responsibilities and authority it has.
5. Discussion and Possible action on request for rezoning 666 Center St (Tom Bergeman).

Tom Bergeman appeared before the Commission to explain his position and to request rezoning his property if needed.

Redelings indicated that presently, the property is legal non-conforming – a residential property in an M1, industrial district. Property owners are permitted to use and maintain the property as residential. If the property was converted to an industrial use, it would not be able to return to a residential use w/o rezoning.

Several items were further discussed. These include the existing encroachment in the Center Street right-of-way, the possibility of vacating a portion of Center Street, the need to maintain a walk path easement along the canal and possible improvements to the building/car port by the former dog kennel.

It was the consensus that Redelings investigate these matters and bring back recommendations to the Plan Commission next month.

6. Discussion and possible action on request to vacate New Pinery Frontage Road at East Collins Street (Mark Bennett).

Mark and Todd Bennett appeared and mentioned that they are the owners of the property along w/ their brother John. They provided a brief history of the property's development including the easement which was granted along East Collins Street for access to the high school.

One of their tenants, Culvers, desires to erect a new sign and possibly expand their operation to the west. The presence of the frontage road right-of-way is holding them back.

Tamboli indicated that the City may not need the entire frontage road, but may need some of the right-of-way for a future turn lane. Leigel and Stevenson indicated that if a median was constructed on New Pinery, studies indicate that the customer base would drop by 30%. Redelings will determine the width of the New Pinery right-of-way and the disposition of the frontage road right-of-way if it was vacated.

Chad Stevenson and Jeff Liegel said they haven't developed any plans because they wanted to first see if there was a chance the frontage road would be vacated. Mayor Tierney suggested a plan be proposed so the Commission would have something to discuss and consider. Several members echoed the Mayor's suggestion.

Todd Bennett said he'll work w/ the City regarding the development of the property.

7. Discussion and possible action on request to combine parcels 2952 & 2952.1 on Winnebago Avenue (David & Tammy Albright).

The Albright's weren't represented and Redelings indicated they couldn't be contacted. Zirbes mentioned that merely combining the parcels didn't entirely resolve the issue because there are still 2 separate deeds and the properties could be sold separately. Tamboli

suggested the correct procedure would be to develop a CSM. Oszman suggested a letter be sent to the Albrights to request more information.

8. Discussion on Comprehensive Plan 2008-2028.

Tamboli suggested the Comp. Plan be reviewed more frequently and Tofson indicated, with emphasis on revisiting the priorities. Mayor Tierney requested the Commissioners review the 51 implementation items and rank their 5 highest priority items for the next meeting.

9. Discussion and possible action on Sidewalk Master Plan.

Mayor Tierney indicated the sidewalk policy dates back to the public hearing in the '90's.

Redelings said that about a year and a half ago, the Plan Commission was considering modifications to the policy. It's the intent that the placement of sidewalks would be driven by need rather than unilaterally providing them on both sides of all streets. A draft plan was presented.

Zirbes mentioned that DOT funding may be available for a study and Tamboli indicated the plan should be developed in concert w/ the PATHS plan.

The draft plan will be reviewed over several meetings, examining the City in quadrants and starting in the southeast area.

10. Adjournment.

Motion by Tamboli, second by Oszman to adjourn. Motion passed 7 to 0 on call of the roll.

The meeting concluded at 8:01 p.m.

Respectfully submitted,
Robert G. Redelings, Public Works Director

ORDINANCE NO. 13-006

ORDINANCE RELATIVE TO ILLEGAL DUMPING

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

The following Section is hereby repealed:

Section 62-33(b)

The following Section is hereby recreated to read as follows:

Section 62-33(b)

(b) No person shall deposit or cause to be deposited in or on any public street, water, or grounds, or in any other place, any dead animal, garbage, refuse, recyclable waste, or any substance or material that will tend to contaminate or litter the area, or to create a strong odor or stench, or endanger public health. This section shall not apply to a sprinkling of clean sand or salt upon icy sidewalks, nor to the deposit on the person's own premises of refuse containers for collection. No person shall deposit or cause to be deposited in or near any private dumpster, trash can, recycling container, or other private trash receptacle, any refuse, garbage, recyclable waste, or other items without the consent of the owner, designated agent or authorized user of such dumpster, trash can, trash receptacle or recycling container. No person shall deposit or cause to be deposited in or near any City owned or leased dumpster, trash can, recycling container, or other City trash or recycling receptacle, any refuse, garbage, recyclable waste, or other items; except such garbage as normally generated during the usual use of a City building, park, or other facility may be placed in trash or recycling receptacles provided for such waste. No person shall deposit or cause to be deposited in or near any City owned yard waste site or brush site any refuse, garbage, recyclable wastes or other items not designated as acceptable materials at that site by the public works department.

This Ordinance shall take effect upon passage and publication thereof.

Passed this _____ day of _____, 2013.

W.F. Bill Tierney, Mayor

Attest:

Marie A. Moe, City Clerk

Ordinance requested by:
Police Department

ORDINANCE NO. 13-007

ORDINANCE RELATIVE TO TELEPHONE AND ELECTRONIC HARASSMENT

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

The following Section is hereby repealed:

Section 46-34 Harassing or obscene telephone calls

The following Section is hereby recreated to read as follows:

Section 46-34 Harassing or obscene telephone calls and electronic communication

(a) *Definitions.*

1) *Electronic Communication* means the transmission of sound, images, data or messages which includes, but is not limited to, email, text messaging, instant messaging and social networking websites by the means of an Electronic Communication Device.

2) *Electronic Communication Device* means a device capable of transmitting and/or receiving Electronic Communication.

(b) *911 Calls.* No person shall make a 9-1-1 call, whether or not a conversation ensues, for the purpose of activating an emergency response when no actual emergency exists. This provision shall not affect those callers who in good faith believe an emergency situation exists when initiating the call.

(c) *Harassing or obscene communication.* It shall be unlawful for any person to do any of the following by telephone, or by means of electronic communication, originating within or received within the limits of the City.

1) Make any comment, request, suggestion or proposal which is obscene, lewd, lascivious or indecent;

2) Make a telephone call or electronic communication, whether or not conversation ensues, with the intent to abuse, threaten or harass any person;

3) Make or cause the telephone of another repeatedly or continuously to ring, with intent to harass any person at the called number or numbers;

4) Knowingly permit any telephone or electronic communication device under the person's control to be used for any purpose prohibited by this Section;

5) In conspiracy or concerted action with other persons, make repeated calls, simultaneous telephone calls or repeated electronic communications solely to harass any person.

This Ordinance shall take effect upon passage and publication thereof.
Passed this _____ day of _____, 2013.

W.F. Bill Tierney, Mayor

Attest:

Marie A. Moe, City Clerk

Ordinance requested by:
Police Department

RESOLUTION NO. 13-014

RESOLUTION RELATIVE TO COUNTY HIGHWAY AID

WHEREAS, the City of Portage is in need of street improvements and the Municipal Services and Utilities Committee of the Common Council has been working on examining such programs; and

WHEREAS, the Common Council for the City of Portage has been advised that there is a possibility of aid and/or assistance from the Columbia County Highway Committee pursuant to Section 83.03 and 83.035 of the Wisconsin Statutes; and

WHEREAS, in order to secure such assistance from Columbia County, it is necessary that a petition be made by the City of Portage to the County Board;

NOW THEREFORE, BE IT HEREBY RESOLVED by the Common Council of the City of Portage that such Council go on record as requesting aid and/or assistance from Columbia County and from the Columbia County Highway office pursuant to Chapter 83.03 and 83.035 of the Wisconsin Statutes;

BE IT HEREBY FURTHER RESOLVED that the Mayor and the City Clerk be and they are hereby authorized to sign a petition for such county aid requesting assistance in a sum not to exceed Four Thousand Dollars (\$4,000.00);

BE IT HEREBY FURTHER RESOLVED that the Common Council for the City of Portage go on record as establishing the fact that there is available for such work within the City of Portage in the year 2013 the sum of Four Thousand (\$4,000.00), and be it hereby noted that the Mayor and City Clerk be and they are hereby authorized to certify as to the availability of funds in their petition to the Columbia County Board.

DATED this 30th day of May, 2013.

W.F. "Bill" Tierney, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

Resolution requested by:
Municipal Services and Utilities Committee

MAIN STREET PORTAGE (MSP)

DATE: 05/13/2013
TO: Marie Moe
FROM: Gil Meisgeier for Main Street Portage
SUBJECT(S): Waivers

Waivers are kindly requested by Main Street Portage for MSP Canal Days Festival 2012 as follows:

1. Waiver of fence ordinance requiring a double fence, namely the use of only a single fence, for the Canal Days beer garden at Market Square in similar fashion to that which was granted last year for Canal Days, Sand County Arts Fair and Taste of Portage, all of which were conducted in Market Square on like days of the week and for similar hours.

The principals of Canal Days 2012, 2013 and the below referenced events have conducted said events either with no fencing or a single fence.

Note: The organizers of this event have been the principals in over 16 Portage Festivals Requiring temporary CLASS "B"/"CLASS B" RETAILERS LICENSES **without one single incident**. These include all 6 annual Yesterfests, 6 yrs.of Beer Gardens at Taste of Portage, several entertainment tents with live music, a demo- derby and two softball tournaments, all without incident

We will be providing security for the two evening events

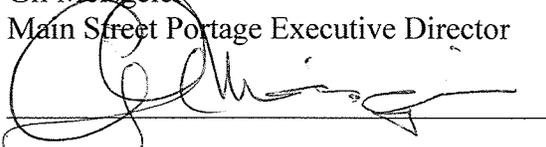
2. Waiver of noise ordinance at above location to 11:30 p.m. on Fri. May 31st. and Sat., June 1st & 2nd 2013
3. Waiver of parade permit fee for Canal Days Parade Sat. June 2nd at 11 a.m.

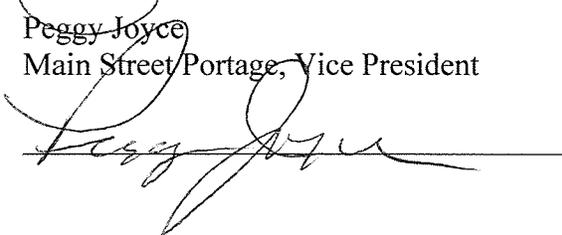
Thank you in advance for all considerations and assistance extended to enable MSP to provide quality events for our community and visitors.

Respectfully submitted,

Gil Meisgeier
Main Street Portage Executive Director

Peggy Joyce
Main Street Portage, Vice President





Marie Moe

From: GIL MEISGEIER <1gambit1@charter.net>
Sent: Thursday, May 16, 2013 11:26 AM
To: Marie Moe
Cc: SHANE SCHMIDT; PEGGY JOYCE; MARLENA CAVANAUGH; MARK ZIMMERMAN;
LEROY SWIECICHOWSKI; JERRY INDERMARK; JEREMY RUSCH; DIANE BORTZ;
CAROL SHOGRN; REID BELLMORE; dennis@don-rick.com; CHRIS SHADEL; JOHN
KRUEGER; STEVE POLNOW; GIL MEISGEIER; FRED GALLEY; AUSTIN,BILL; MARY
ROSIN
Subject: 2013 letter to city re - fees

DATE: 05/16/13

TO: CITY OF PORTAGE PARTIES CONCERNED WITH PERMITS
FROM: CANAL DAYS COMMITTEE; MAIN STREET PORTAGE
SUBJECT: PERMIT WAIVERS

We seek permit waivers based on the fact that the events we sponsor are in essence, gifts to the residents of Portage and surrounding areas. True that the City does incur some expense in setting up barricades and the like, but hundreds of Volunteers come together to present these great events and give of hours of their time and do not make penny one on them. Please understand that Portage would be a lot different place if it were not for the many Volunteers who make these events possible.

It is our hope that the City of Portage would join us in improving the quality of life for our citizens and all who attend and participate in the events by waiving the associated permit fees.

We thank you in advance for any and all considerations extended.

Proclamation

WHEREAS: The annual sale of Buddy Poppies by the Veterans of Foreign Wars of the United States has been officially recognized and endorsed by governmental leaders since 1922, and

WHEREAS, VFW Buddy Poppies are assembled by disabled veterans, and the proceeds of this worthy fund-raising campaign are used exclusively for the benefit of disabled and needy veterans, and the widows and orphans of deceased veterans, and

WHEREAS, the basic purpose of the annual sale of Buddy Poppies by the Veterans of Foreign Wars is eloquently reflected in the desire to “Honor the Dead by Helping the Living,” therefore

I, W.F. “Bill” Tierney, Mayor of the City of Portage, do hereby urge the citizens of this community to recognize the merits of this cause by contributing generously to its support through the purchase of Buddy Poppies on the day set aside for the distribution of these symbols of appreciation for the sacrifices of our honored dead.

I urge all patriotic citizens to wear a Buddy Poppy as mute evidence of our gratitude to the men and women of this country who have risked their lives in defense of the freedoms which we continue to enjoy as American citizens.

Given under my hand this 20th day of May, 2013, at
Portage Wisconsin

W.F. “Bill” Tierney, Mayor

Historic Indian Agency House Proclamation

WHEREAS, the Historic Indian Agency House, holds a historically significant place in the history of the City of Portage; and

WHEREAS, the Historic Indian Agency House, located at the portage between the Fox and Wisconsin Rivers was built for John Kinzie, an agent to the Winnebago Indians. It served as important place for Indians to come and trade their goods; and

WHEREAS, the Historic Indian Agency House was placed on the National Register of Historic Places in 1972; and

WHEREAS, the Historic Indian Agency House provides many educational opportunities to learn and explore the history of the area and its people; and

WHEREAS, the Historic Indian Agency House underwent complete restoration this past year. To celebrate the completion of the restoration work, special celebrations have been planned for the re-opening of the Historic Indian Agency House on May 19, 2013.

NOW THEREFORE, I, W.F. "Bill" Tierney, Mayor of the City of Portage, do hereby recognize the Historic Indian Agency House, its place in history and its efforts to continue to educate the public on the history of area and its people.

Given under my hand this 19th day of
May, 2013, at Portage Wisconsin

W.F. "Bill" Tierney, Mayor