

**City of Portage Common Council Meeting
Council Chambers of City Municipal Building
115 West Pleasant Street, Portage, WI
Regular Meeting – 7:00 p.m.
July 25, 2013
Agenda**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Minutes of Previous Meeting
6. Consent Agenda
 - A. Reports of Sub-Committees, Boards, and Commissions
 1. Police and Fire Commission, July 1, 2013
 2. Library Board, July 9, 2013
 - B. License Applications
 1. Operator
7. Committee Reports
 - A. Finance/Administration Committee, July 8, 2013
 - B. Municipal Services and Utilities Committee, July 10, 2013
 1. Action on Recommendation to Waive Delinquent Utility Charges, 310 DeWitt Street.
 - C. Human Resources Committee, July 17, 2013
 1. Action on Recommendation for Position Description of Director of Business Development/Planning.
 2. Action on Recommendation for Position Description for Parks & Recreation Foreman.
 3. Action on Recommendation for revised Position Description for Manager of Parks & Recreation.
 - D. Legislative and Regulatory Committee, July 18, 2013
8. Old Business
 - A. Update and Discussion on State Budget (Act 20) Impact on Proposed Adoption of Stormwater Utility.

9. New Business
 - A. Ordinances
 1. Ordinance No. 13-008 relative to Sales of Rabbits or Artificially Colored Animals
 2. Ordinance No. 13-009 relative to Underground Parking Lot
 3. Ordinance No. 13-010 relative to Number of "Class A" Intoxicating Liquor Licenses and Class "A" Fermented Malt Beverage Licenses
 - B. Resolutions
 1. Resolution No. 13-018 relative to Agreement for Audit Services
 - C. Appointment to Historic Preservation Commission – Rob Nurre
 - D. Approval of Report Regarding the Care and Maintenance of Soldiers' Graves for St. Mary's Cemetery
 - E. Mayor's Comments
 1. Hazmat – Fire Chief Simonson
 2. Communication protocol
 3. Recycling
 - F. City Administrator's Report
 1. Splash Pad Update
 2. Police Report-Chief Manthey
10. Closed Session

The Common Council will go into closed session pursuant to Wisconsin Statutes 19.85(1)(e) in regard to the potential purchase of property on E. Mullet Street and potential sale of public property east of CTH CX.
11. Adjournment

Common Council Proceedings
City of Portage

Regular Meeting
Council Chambers
City Municipal Building

June 27, 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, Havlovic, Klapper,
Maass, Miller, Oszman

Also Present: Mayor Tierney, City Clerk Moe, City Administrator Murphy,
City Attorney Spankowski, Fire Chief Simonson, Police Chief Manthey,
Engineering Technician Salmon

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 of Previous Meeting

Motion by Klapper, second by to Maass to approve the minutes of the
June 13, 2013 Common Council meeting with the following change: the
sentence reading "Funds would not go towards the Canal Project; but
funds could go for storm water discharge facilities in the Canal." to be
changed to "Funds could go for storm water discharge facilities in the
Canal." Ald. Maass withdrew her second as her opinion was that the
minutes were correct as stated. The motion was then seconded by
Havlovic. Motion carried 7 to 2 on call of roll with Maass and Oszman
voting no.

6. Consent Agenda

Reports of Sub-Committees, Boards, and Commissions

Library Board, June 11, 2013

Economic Development Loan Fund Committee, June 17, 2013

Historic Preservation Commission, June 18, 2013

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

License Applications

Operator license applications for period ending June 30, 2014 for Kurt C. Albright; Carol M. Baron; Kelly E. Bellmore; Reid A. Bellmore; Nathan C. Booth; Christina L. Borden; Matthew F. Bremer; Thomas W. Brown; Eric A. Carpenter; Melanie J. Colen; Shawn P. Crossen; Cyndi L. Dieter; Vanessa A. Drew; Lori A. Elsner; Kayla N. Eickhoff; David W. Eulberg; Laura L. Gordon; John V. Gorsuch; Jennifer A. Green; Heather J. Hawley; Heiskanen, Jeffery L.; Tammy L. Hoepfner; William P. Hornat Sr.; Shawn A. Jensen; Anthony L. Kornish IV; Patricia A. Kottka; Jenna M. Krenz; Nicole R. Krintz; Sharon S. Krueger; Renee K. Kubinec; Theodore J. Kuse; Carrie M. Lindquist; Lisa L. Lonski; Eric S. Madsen; Kenneth B. Moninski; Antonio L. Naxi; Jessica K. Okan; Mark R. Otto; Melody K. Pfitzenreuter; Holly J. Potratz; Sarah J. Ringelstetter; Mary L. Rusch; Daniel D. Schelvan; Rachel D. Schmidt; Cheyenne N. Stewart; Sutfin, Janet E.; Julie E. Sweeney; Joseph F. Sweeney; Addie A. Tamboli; Tyler J. Teasdale; Peri L. Thiede; Candice L. Thome; Ulferts, Gordon L.; Kristy R. Wantroba

Taxi Cab Operator license applications for period ending June 30, 2014 to Kevin R.C. Connor; Chris A. Hixson; Matt J. Rathman.

Motion by Dodd, second by Oszman to approve the license applications as presented. Motion carried unanimously on call of roll.

7. Committee Reports

Finance/Administration Committee, June 10, 2013

Motion by Dodd, second by Garetson to deny the insurance claim from Mahlon Brasda. Motion carried unanimously on call of roll.

Plan Commission, June 17, 2013

Legislative and Regulatory Committee, June 20, 2013

Motion by Oszman, second by Miller to uphold the committee's recommendation for nonrenewal for Class A license of Pal and Simran LLC. Mayor Tierney recognized Attorney Bart Achterberg to speak on the behalf of Sharam Singh. Attorney Achterberg asked the council to reconsider the nonrenewal and to wait on any action until the court case is completed. Motion carried 5 to 4 on call of roll with Dodd, Ebnetter, Havlovic and Klapper voting no.

8. Old Business

None.

9. **New Business**

Resolutions

Resolution No. 13-017 relative to Preliminary Resolution Declaring Intent to Exercise Special Assessment Powers Under 66.0703 of the Wisconsin Statutes (Airport Road, West Slifer Street, Eastridge Drive and East Slifer Street Sidewalk Improvement Projects, and Selective Sidewalk Improvements) was read. Motion by Oszman, second by Klapper to adopt Resolution No. 13-017. Motion by Dodd, second by Oszman to amend the motion to correct the interest rate, which should be 3.50%. The amendment carried unanimously on call of roll. Resolution No. 13-017, as amended, was adopted unanimously on call of roll.

Resignation

A letter of resignation from Richard Beebe from the Historic Preservation has been received and filed.

Request from Janet Grotzke for waiver of Noise Ordinance for American Cancer Society Relay for Life event, July 12 – 13, 2013

Motion by Oszman, second by Miller to approve a waiver of the noise ordinance for the American Cancer Society Relay for Life event, July 12 – 13, 2013. Ald. Maass stated she would not be voting to approve the waiver because she thought the ordinance should be changed instead of granting waivers. Motion carried 8 to 1 on call of roll with Maass voting no.

Request from Portage Rotary Club for waiver of double fence requirement for Temporary Class "B" License for July 20, 2013.

Motion by Hamre, second by Klapper to approve a waiver of the double fence requirement for the Temporary Class "B" License for the Portage Rotary Club for July 20, 2013. Motion carried 7 to 2 on call of roll with Dodd and Maass voting no.

Memorandum of Understanding to secure, administer and allocate monies raised for purposes of constructing and maintaining a publicly owned skateboard facility.

Motion by Dodd, second by Klapper to approve the Memorandum of Understanding to secure, administer and allocate monies raised for purposes of constructing and maintaining a publicly owned skateboard facility. Motion carried on call of roll with Ebnetter abstaining.

Mayor's Comments

Portage has been selected for the Wisconsin LED Streetlight Pilot Project.

The Municipal Services and Utilities Committee will take a tour of city facilities at 6:00 p.m. on July 10, 2013. The bus tour will begin at the Municipal Building.

Events on June 29, 2013 include the Independence Day Parade and Concert in the Park.

There has been an inquiry from someone wishing to donate a statute of an 18 foot tall canoe with a Native American to be placed in the vacant property triangle at the Intersection of Wisconsin and DeWitt Streets.

The building at 310 DeWitt Street is now down.

City Administrator's Report

An update on the status of the 2013 Projects was given.

10. Closed Session

Motion by Oszman, second by Dodd to go into closed session pursuant to Wisconsin State Statutes 19.85(1)(b) for reconsideration of an Operator License for Kimberly A. Gavinski and pursuant to Wisconsin State Statutes 19.85(1)(e) to consider the purchase of property adjacent to the Industrial Park. Motion carried unanimously on call of roll at 7:52 p.m.

Motion by Oszman, second by Klapper to uphold the denial of an Operator License for Kimberly A. Gavinski. Motion carried unanimously on call of roll.

11. Adjournment

Motion by Oszman, second by Ebnetter to adjourn. Motion carried unanimously on call of roll at 8:20 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

City of Portage
Police and Fire Commission Meeting
Monday, July 1, 2013, 6:30 p.m.
City of Portage Municipal Building, 115 West Pleasant Street
Conference Room Two
Minutes

Members Present: Thomas Drury, President; Jeynell Boeck, Pat Hartley, Charles Miller, Kay E. Miller

Others Present: Assistant Police Chief Kevin O'Neill, Mayor Bill Tierney

1. Roll Call

Meeting was called to order by Drury at 6:29 pm.

2. Approval of previous meeting minutes

Motion by Hartley, second by K. Miller to approve the minutes from the May 8, 2013 meeting. Motion passed unanimously by call of roll.

3. Recruitment and selection of part-time Police Officers.

Drury discussed the problem where the eligibility list of 15 potential candidates had been exhausted to fill the part-time officer position and how the PFC should proceed to fill this position. The 10 mile radius rule for this position has made it difficult if not impossible to fill.

Assistant Police Chief O'Neill discussed an email that he received from City Administrator Shawn Murphy on 7/1/13 (attached), which states that there is no clear provision within the personnel policy regarding residency requirements. O'Neill stated that according to this email, there is no 10 mile radius or 40 minute response time for the part-time position. Transporting is the main duty for the part-time officer, and it can be expensive to out-fit a part-time officer for this position. Other options include discussing the filling the position with a former military person, like Lucas Dawson, or going deeper into the applicant list.

Mayor Tierney stated it's important for this position to be filled as soon as possible.

Motion by Hartley, second by Boeck to recommend the police department look further into the eligibility list, such as application rating 16 or lower, to determine if any of these applicants meet the qualifications for a part-time officer. At such time, interviews can be scheduled with the PFC. If the police department is not able to obtain an eligibility list, then further

avenues will be opened in the recruitment process, such as newspaper ads or the city website. Motion carried unanimously on call of roll.

4. Adjournment

Next meeting was set for August 14, 2013.

Motion by Hartley, second by Boeck to adjourn the meeting at 7:17 pm.
Motion carried unanimously on call of roll.

Minutes prepared 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
July 9, 2013

Meeting called to order 12:05

Present: Davis, Tamboli, Voigt, McLeish, Gregory, Stevenson, Vehring

Excused: Poches, Varvil-Weld

Visitors: Mayor Bill Tierney; Russell Owens, Plunkett Raysich Architects

- 1) Motion to approve June 11, 2013 regular meeting minutes. (AT/KV)
- 2) Financial Reports:
 - a) Motion to approve June 2013 Municipal funds claims and Library restricted funds claims for payment as presented. (AT/EV)
- 3) Director's Report: Shannon Schultz
 - a) Friends of the Library Annual Book Sale will take place July 24-27.
 - b) The Library Foundation Golf Outing was a success.
 - c) The Library will receive funds from the Blanche Murtagh Estate to be used for the expansion project.
 - d) 509 are registered for the Youth Summer Library Program.
- 4) Russell Owens of Plunkett Raysich Architects reported on the expansion project.
- 5) Business:
 - a) Motion to approve \$2,000 to purchase the extended update and warranty plan for two AWE stations. (EM/AT)
- 6) Meeting adjourned 12:28. (AT/RD)

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

OPERATOR LICENSE APPLICATIONS - BY LAST NAME

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

ALBERTS, ELIZABETH A.
FOSS, DANIEL P.

City of Portage
Finance/Administration Committee Meeting
(This meeting will constitute a meeting of the Community Development Block
Grant Committee as a quorum of members will be present; but no business of
this committee will be taken up.)
Monday, July 8, 2013, 6:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes

Present: Rick Dodd, Chairperson; Martin Havlovic, Doug Klapper, Rita Maass

Absent: Jeff Garetson

Also present: Craig Sauer, Portage Daily Register; Bill Welsh, Cable TV; Craig Corning, Miller, Brussell, Ebben, & Glaske; City Clerk Marie Moe; City Administrator Shawn Murphy; City Finance Director Jean Mohr; Mayor Bill Tierney

1. Roll call

The meeting was called to order by Rick Dodd at 6:00pm.

2. Approval of minutes from June 10, 2013 and June 13, 2013 meetings

Motion by Maass, second by Klapper to approve minutes from the June 10, 2013 meeting and the June 13, 2013 meeting. Maass requested that the minutes be amended to include attendance of a Cable TV representative. Motion to approve minutes from June 10, 2013 and June 13, 2013 meetings carried unanimously by a call of roll.

3. Review of 2012 audit

Craig Corning from Miller, Brussell, Ebben & Glaske presented an overview of the 2012 Audit and Management Letter.

4. Review and possible recommendation on approval of claims

Motion by Havlovic, second by Maass to approve claims in the amount of \$1,292,316.79. Motion carried unanimously on a call of roll.

5. Review and possible recommendation on Change Order No. 5 for Contract No. 12-001, 2012 Wastewater Treatment Plant Upgrades

Motion by Havlovic, second by Klapper to accept Change Order No. 5 for Contract No. 12-001, 2012 Wastewater Treatment Plant Upgrades in the total amount of \$38,750.50. Motion carried unanimously on call of roll.

6. Review and possible recommendation on Conference Room Chairs

Motion by Havlovic, second by Klapper to purchase 16 conference room chairs at \$219.99 per chair. Motion carried unanimously on call of roll.

7. Review and possible recommendation on engagement letter from Miller, Brussell, Ebben & Glaeske for auditing services for 2013-2015.

Motion by Maass, second by Havlovic to accept the engagement letter from Miller, Brussell, Ebben & Glaeske for auditing services for 2013-2015. Motion carried unanimously on call of roll.

8. Consideration of City Administrator's Attendance of ICMA Conference in Boston, MA, Sept, 2013

Motion by Havlovic, second by Klapper to approve the City Administrator's attendance of the CMA Conference in Boston, MA, Sept, 2013; travel and hotel expenses are to be paid by the Administrator. Motion carried unanimously on call of roll.

9. Adjournment

Motion by Maass, second by Klapper to adjourn the meeting at 7:28pm. Motion carried unanimously on call of roll.

Jean Mohr, Finance Director

City of Portage
Municipal Services and Utilities Committee Meeting
(This meeting will constitute a meeting of the Legislative and Regulatory Committee as a quorum of members will be present; but no business of that committee will be taken up.)
Wednesday, July 10, 2013, 5:00 p.m.
Municipal Building, 115 West Pleasant Street, Conference Room One
Agenda

Members Present: Jeff Garetson, Chairperson; Doug Klapper, Frank Miller, and Rita Maass.

Excused: Carolyn Hamre

Others Present: City Administrator Shawn Murphy, Director Bob Redelings, Public Works Secretary Tammy O'Leary, City Eng Tech Erin Salmon; Cable TV Bill Welsh and Mayor Bill Tierney.

1. Roll Call. The meeting was called to order at 5:00 pm.
2. Approval of meeting minutes from June 6, 2013 meeting with the following correction in item number 6; "Redelings suggested putting in a drainage swale as a temporary solution to the flooding problem but the City still needed an (not and) easement from Minnema's to go forward". Motion by Maass, 2nd by Klapper to approve minutes with the above correction. Roll call. Passed 4-0.
3. Discussion and possible action regarding "No Parking" in the 300 block of West Cook Street. Motion by Maass, 2nd by Klapper to recommend changing the 300 block of West Cook Street to no parking on the north side so the stripping can be done correctly. It was also suggested to forward the recommendation to the Legislative and Regulatory Committees and to notify St. Mary's of the meeting. Roll Call. Passed 3-1 with Miller voting no.
4. Discussion and possible action on utility bill for 310 DeWitt Street. Administrator Murphy explained that when the city purchased the building, any outstanding utility bills were the responsibility of the buyer. Motion by Mass, 2nd by Miller to waive the \$692.81 sewer charges and any delinquent charges and pay the \$688.05 water bill. Motion passed 4 to 0 on call of roll.
5. Discussion and possible action on placing stop signs at the corner of Cass St. and W. Emmett St. No action taken until Alderperson Hamre is present and accident information is provided by the police department.
6. Adjournment. Motion by Miller, 2nd by Klapper to adjourn. Roll Call. Passed 4-0. Adjourned at 5:21pm.

Following adjournment, the Committee took a tour of city facilities. The tour constituted a meeting of the Municipal Services and Utilities Committee, but no business was taken up as the tour was to educate members of the committee on the different city facilities.

Minutes taken by Tammy O'Leary, Public Works Secretary

PORTAGE UTILITIES
(608) 742-4727

135 NORTHRIDGE DRIVE
PORTAGE, WI 53901

PRESORT
FIRST CLASS MAIL
U.S. POSTAGE PAID
PERMIT NO. 131
PORTAGE, WI
53901

FROM	TO	BILLING DATE	PREV BALANCE
06/01/2013	06/30/2013	06/27/2013	796.23
PREVIOUS READING	PRESENT READING	CONSUMPTION	SERVICE AMOUNT
		0	W COM .625" S COM .625" WATER PEN 4.26 SEWER PEN 3.70 FRZ MTR CHC

ADDRESS SERVICE
REQUESTED

1% LATE CHARGE AFTER DUE DATE

ACCOUNT NUMBER	DUE DATE
3.00453.04	07/20/2013
AMOUNT DUE AFTER DUE DATE	AMOUNT DUE
812.23	804.19

BANK OF PRAIRIE DU SAC
FOR 310 DEWITT ST

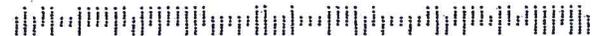
05/09/2013

* SEE REVERSE SIDE FOR CODE EXPLANATION
PLEASE RETURN THIS STUB WITH PAYMENT

ACCOUNT NUMBER	DUE DATE
3.00453.04	07/20/2013
AMOUNT DUE AFTER DUE DATE	AMOUNT DUE
812.23	804.19

30045304

BANK OF PRAIRIE DU SAC
% CITY OF PORTAGE
115 W PLEASANT ST
PORTAGE WI 53901



PORTAGE UTILITIES

Customer History - Account Summary by Number
Report Date(s): 01/01/2012 to 07/31/2013

Page: 1
Jul 05, 2013 09:12am

Report Criteria:

Customer.Cust No = 30045304

3.00453.04 BANK OF PRAIRIE DU SAC

310 DEWITT ST

Account Summary:

Period	Water	Sewer	WTPN	SWPN	F MTR	Billings	Adj	Payments	Oth	Balance
05/14/2012										.00
05/31/2012	3.13	5.99	-	-	-	9.12		-		9.12
06/30/2012	5.70	10.93	-	-	-	16.63		9.12 -		16.63
07/31/2012	5.70	10.93	.06	.11	-	16.80		16.80 -		16.63
08/31/2012	5.70	10.93	-	-	-	16.63		16.63 -		16.63
09/30/2012	18.50	22.37	-	-	-	40.87		16.63 -		40.87
10/31/2012	34.50	36.67	-	-	-	71.17		40.87 -		71.17
11/30/2012	44.10	45.25	-	-	-	89.35		71.17 -		89.35
12/31/2012	40.90	42.39	-	-	-	83.29		89.35 -		83.29
01/31/2013	358.55	334.11	-	-	-	692.66		83.29 -		692.66
02/28/2013	158.22	148.21	3.59	3.34	-	313.36		-		1,006.02
03/31/2013	5.70	10.93	3.58	3.35	-	23.56		313.36 -		716.22
04/30/2013	5.70	10.93	3.67	3.49	-	23.79		-		740.01
05/09/2013	1.65	3.17	-	-	-	4.82		-		744.83
05/31/2013	-	-	3.77	3.63	44.00	51.40		-		796.23
06/30/2013	-	-	4.26	3.70	-	7.96		-		804.19
07/31/2013	-	-	-	-	-	-		-		804.19
Totals:	688.05	692.81	18.93	17.62	44.00	1,461.41		657.22 -		

Metered Services:

Water Current Rate Table: 112 W COM .625"

Period	Read Date	Meter Id	Beg Read	End Read	Usage	Demand	Multiplier	Amount	Status
05/31/2012		18851815	220					3.13	Connect
05/30/2012	06/12/2012	18851815	220	220	0	.0000	1.0000	5.70	
07/31/2012	07/12/2012	18851815	220	220	0	.0000	1.0000	5.70	
08/31/2012	08/15/2012	18851815	220	220	0	.0000	1.0000	5.70	
09/30/2012	09/14/2012	18851815	220	224	4	.0000	1.0000	18.50	
10/31/2012	10/11/2012	18851815	224	233	9	.0000	1.0000	34.50	
11/30/2012	11/12/2012	18851815	233	245	12	.0000	1.0000	44.10	
12/31/2012	12/11/2012	18851815	245	256	11	.0000	1.0000	40.90	
01/31/2013	01/14/2013	18851815	256	369	113	.0000	1.0000	358.55	
02/28/2013	02/11/2013	18851815	369	417	48	.0000	1.0000	158.22	
03/31/2013	03/12/2013	18851815	417	417	0	.0000	1.0000	5.70	
04/30/2013	04/11/2013	18851815	417	417	0	.0000	1.0000	5.70	
05/09/2013	05/09/2013	18851815	417	417	0	.0000	1.0000	1.65	Cust Term
05/31/2013		18851815	417					.00	
06/30/2013		18851815	417					.00	
07/31/2013		18851815	417					.00	
					197			688.05	

Customer Notes:

05/10/13 - 12:29 PM -- SUSAN
METER REQ REM'D BY KB - METER HAD BEEN FROZEN - WATER TURNED OFF BY ORDER OF BOB REDELING - CITY OF PORTAGE NOW OWNS THE PROPERTY

01/25/13 - 11:54 AM -- SUSAN
WATER WAS RUNNING OUT OF THE BLDG - KB CALLED THE REALTOR (ADDIE TAMBOLI) & PICKED UP THE KEYS FROM C-21 -- JERAD AND KB WENT DOWNSTAIRS, TURNED THE WATER OFF BEFORE THE METER AND AFTER THE METER. ADDIE ENTERED BLDG, GAVE HER THE KEYS BACK

City of Portage
Human Resources Committee Meeting
(This meeting will constitute a meeting of the Finance/Administration Committee,
the Community Development Block Grant Committee and the Municipal Services
and Utilities Committee as a quorum of members will be present; but no business
of those committees will be taken up)
Wednesday, July 17, 2013, 6:30 p.m.
Municipal Building, Conference Room One
Minutes

Members Present: Bill Tierney, Chairperson, Rick Dodd, Jeff Garetson, Rita Maass, Frank Miller, Michael G. Oszman

Also Present: City Administrator Shawn Murphy, Bill Walsh, CATV and C Sauer PDR.

1. Roll call

The meeting was called to order at 6:30pm by Mayor Tierney.

2. Approval of minutes from previous meeting

Motion by Oszman, second by Garetson to approve the minutes from the June 4, 2013 meeting. Motion carried 4-0 on call of the roll with Miller abstaining.

3. Discussion and possible recommendation on Economic Development position description.

Murphy review substantive changes from previous draft. Maass inquired about necessity of certifications (AICP & CeCD).

Motion by Oszman, second by Garetson to recommend approval of position description and proceed with hiring process. Maass questioned pay range (Grade 10) and felt a specific pay and benefit package should be recommended. It was discussed that specific hiring package would be brought back to Committee with recommendation. Motion carried 4-1 on a call of the roll with Maass voting no.

4. Discussion and possible recommendation on Parks & Recreation Foreman position description.

Murphy reviewed proposed position description and recommended implementing initially from April – November with a subsequent review. Position would be posted internally using same selection process as Streets Foreman position.

Committee felt position should be full-time annually not seasonally.

Motion by Oszman, second by Maass to recommend approval of Position Description as presented. Motion carried 5-0 on call of the roll.

5. Discussion and possible recommendation on proposed revisions to Parks & Recreation Manager Position.

Murphy reviewed proposed changes to Position Description. Discussion occurred relative to inclusion of physical requirements for operation of equipment and tools. Murphy indicated that it was not the intent to have this person perform the physical requirements as a normal, daily component of the position but have the ability and expectation to do so. Discussion occurred relative to informing applicant of potential for open records disclosure of personnel file.

Motion by Oszman, second by Miller to recommend approval of revisions to Position Description and proceed with hiring. Murphy indicated a higher priority would be placed on filling this position. Motion carried 5-0 on call of the roll.

6. Adjournment

Motion by Oszman, second by Garetson to adjourn the meeting. Motion carried unanimously on call of roll at 7:18pm.

Respectfully submitted,
Shawn Murphy, City Administrator

CITY OF PORTAGE
JOB DESCRIPTION
(Draft 06/2013)

Name: Department: Administration
Title: **Director of Business Development/Planning** Reports To: City Administrator
Date: July, 2013 Pay Grade: 10 FLSA: Exempt

GENERAL STATEMENT OF DUTIES: This position performs a variety of administrative and professional work in the development and implementation of a comprehensive economic development program for the City.

ESSENTIAL DUTIES & RESPONSIBILITIES: Plans, organizes, and implements the economic development program to promote the growth and development of the City's economic base, assists in the retention and expansion of existing businesses, and supports efforts to recruit new businesses for the City. The position frequently interacts with all City departments, members of the City Council, Boards, Committees and Commissions, Enterprise Center, representatives of the business and development communities, Columbia County Economic Development Corporation, Chamber of Commerce, Main Street Program, Business Improvement District and a variety of other public agencies and entities.

The position is responsible for the overall management and implementation of a wide array of economic development activities and will provide a voice for economic development interests in other municipal areas such as planning, infrastructure, and marketing. The Director assists local businesses and industry to ensure a healthy business climate and job retention in the City. The Director shall be responsible for implementation of short-term, mid-term and long-term economic development strategy in the categories listed below, which reflect the current strategic direction of the City.

Business Retention & Expansion

- Develops relationships with existing businesses to gain understanding of the local economy along with assisting business development as necessary (business expansions, grant/loan applications, networking).
- Generates regular reports to the Administrator, City Council and its committees, regarding the status, interests and needs of local businesses.
- Solicits the involvement of the private sector in economic development planning and implementation for Portage.
- Develop familiarity with available financial resources (loans, grants, etc) to provide relevant information specific to accommodate needs of businesses related to expansion and retention.

Business Recruitment

- Prepares and maintains an electronic database on utilities, taxes, zoning, transportation, community services, financing tools, etc.
- Responds to requests for information for economic development purposes; prepares and analyzes demographic information.
- Develops and maintains a comprehensive inventory of available buildings and sites in new developments, and redevelopment areas for economic development purposes.
- Manages and maintains data on various web-based inventories (e.g., www.InWisconsin.com) and the City's web site (in coordination with Reception).
- Initiates and maintains key strategic partnerships with state and regional level

organizations focused on business recruitment.

- Drafts and responds to requests for information from development prospects.
- Is responsible for assisting developers and businesses with local activities and approvals necessary for project completion including, but not limited to, zoning matters, financial incentives, and general coordination activities with City Administrator, City Engineer and Mayor.

Redevelopment Projects

- Serves as Ex-Officio to the Community Development Authority.
- Assists with the Economic Development Revolving Loan Fund Committee.
- Assists the City Administrator in activities associated with a regional CDBG fund (if implemented).
- Participates in the development and administration of City Tax Increment Financing projects.
- Provides staff support to evaluate, redevelop, market and enhance key areas of the City including but not limited to the Downtown Area, Industrial Park, the New Pinery Rd. Corridor, and E. Wisconsin Ave. business districts and city owned parcels available for sale.

Portage Enterprise Center

- Assists with the management, promotion and administration of the Portage Enterprise Center (PEC) including its operating budget, grants, leases, services, contracts and planning, marketing, advertising, and promotional programs.
- Responsible for the application and administration of grants associated with creation, operation and promotion of the PEC.
- Working with contracted management, assist with tenant leasing activities at PEC including lease administration; represent the City to tenants, users, vendors and suppliers at PEC.
- In coordination with contracted management, respond to inquiries regarding potential tenants, requests for assistance and information regarding the PEC.

Planning & Community Development

- Assists City Engineer with planning, zoning and code enforcement duties.
- Assists in the monitoring, updating, interpretation and administration of the Comprehensive Plan.
- Participates in the review of commercial, industrial and institutional developments and redevelopments.
- Assists with subdivision and floodplain/shoreland zoning ordinance interpretation, revisions and administration.
- Analyzes and makes recommendations on policies and regulations related to Conditional Use Permits, subdivision, and floodplain/shoreland zoning permits.

General Administration

- When necessary prepares economic development reports, provides professional advice and supporting data for drafting or revising local legislation and plans, projecting trends, findings, trends and recommendations to the City Council, City Administrator, Mayor, Legislators, civic groups and the general public.
- Works with the City Administrator to assist with development and negotiation of development agreements on behalf of the City and ensure positive results from the investment of public resources.
- Assist with establishment and staffing of the City Economic Development Committee, should it be established.
- Keeps abreast of developments in local, county, state, and federal legislation and programs that could impact economic development activity in Portage.

- Actively pursues state and federal grants and loans to support Portage’s economic development efforts.
- Attends regional, state, or national conferences as approved by the City Administrator.
- Perform other duties as may be assigned by the City Administrator.

QUALIFICATIONS: This position requires high-level technical, professional and managerial competency with a proven and verifiable track record of success. A Bachelor’s Degree from an accredited four-year college or university with a degree in planning, public or business administration, marketing, economics, finance, or related field; or five (5) years progressively responsible experience in senior-level economic development activities in a public sector agency or in another equivalent organization that would confer a comparable skills base; or an equivalent combination of education and experience are required. AICP and/or CECD membership is encouraged.

The ideal candidate will possess the following attributes and have a record of success in the following:

- A comprehensive understanding of the operation of local and state government as applies to economic development plus sophisticated skills in finance, marketing, communications and problem solving;
- A comprehensive understanding of the principles and practices of economic development and ability to accurately evaluate and effectively communicate complex economic development projects/ programs;
- A rich network of peers and colleagues and a proven record of forming and sustaining collaborative partnerships and positive relationships with regional elected leaders and officials, City staff, the Business and Development Community, and Regional Agencies.

SPECIAL REQUIREMENTS: Valid Wisconsin Driver’s License or ability to obtain one.

TOOLS AND EQUIPMENT: Proficient in the use of personal computer and standard business software; copy machine; postage machine; fax machine; motor vehicle; phone; and calculator. Experience in developing and maintain websites is preferred.

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

Employee’s Signature

Date

Supervisor’s Signature

Date

Approved by Common Council: _____

**City of Portage
Position Description**

Name:	Department: Parks and Recreation
Position Title: Parks and Recreation Foreman	Pay Grade: Subject to Labor Agreement FLSA: Non-Exempt
Date: July, 2013	Reports To: Public Works Superintendent

Purpose of Position

The purpose of this position is to coordinate and direct daily assignments and work tasks of Parks & Recreation personnel and coordinate assignments with Public Works for scheduling of training, projects and events under the supervision of the Public Works Superintendent.

Essential Duties and Responsibilities

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

- Performs on-site supervisory duties: instructs, coordinates, schedules and assigns Parks and Recreation crewpersons as directed by the Public Works Superintendent.
- Assists in the coordination and implementation of training requirements; makes recommendations regarding crew and equipment assignments and allocations; coordinates necessary notifications with Department Directors, contractors and general public for park land and park facility maintenance, inspection & construction, assists with implementation of City Safety and Health Program.
- Under supervision of Public Works Superintendent and in cooperation with the Parks & Recreation Manager and Chief Mechanic, coordinates maintenance and repairs of park buildings & facilities, vehicles and equipment, ordering of supplies and parts, and training on new equipment.
- Performs administrative duties: under supervision of Parks & Recreation Manager and Public Works Superintendent, coordinates determination and prioritizing of projects and tasks; provides information for payroll reports, job reports, purchase orders, invoices, and a variety of other reports, forms, correspondence, etc. Under supervision of Parks & Recreation Manager, resolves complaints/concerns from the public and City officials, or refers complaints/concerns to appropriate person or agency.
- Assist Parks & Recreation Manager with set up, administration, coordination of programs, events and activities in the parks, parks facilities and other facilities used by Parks and Recreation. Performs duties of Parks & Recreation Manager during his/her absence.
- Performs other duties as required or as directed by Public Works Superintendent & Parks & Recreation Manager.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent; three to five years related experience in construction, parks & recreation and/or direct supervisory experience; or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Must possess a valid Wisconsin Driver's license and CDL license with air brake and tanker endorsements within 6 months of hire date.
- Additional training as necessary to obtain any and all certifications and/or endorsements as required to operate vehicles and equipment.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of vehicles, off-road equipment and tools including, but not limited to patrol truck, front-end loader, lawn movers, service vehicles, locate equipment, 2-way radio and telephone.
- Ability to climb, walk, dig, lift up to 50 pounds unassisted, and operate a variety of off-road equipment.

Supervisory Skills

- Ability to instruct, assign, and coordinate multiple work functions of others.

Mathematical Ability

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

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents such as construction drawings, bills, invoices, and reports.
- Ability to communicate effectively with City personnel and officials, contractors, vendors, and the general public to convey or exchange information including giving assignments and/or directions to subordinates and receiving instructions from supervisors.

Environmental Adaptability

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

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

Employee's Signature

Date

Supervisor's Signature

Date

**City of Portage
Position Description**

Name: _____ **Department:** Parks and Recreation
Position Title: Manager of Parks, Recreation, and Forestry **Pay Grade:** 10 **FLSA:** Exempt
Date: ~~March 2000~~July, 2013 **Reports To:** ~~Administrative Services
Coordinator~~City Administrator

Purpose of Position

This position exists to administer the daily activities of the Parks and Recreation Department of the City.

Essential Duties and Responsibilities

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

- Performs administrative duties: ~~researches and drafts~~ develops, implements, interprets and administers policies, procedures, long range plans and projects for the Department; ~~designs and updates~~ manages maintenance, inspections and construction of new and existing park facilities; develops, schedules and otherwise manages recreational activities and ~~coordinates~~ programs for the City and in cooperation with the School District; applies for and administers grants and work assistance programs; in coordination with Chairperson establishes ~~sets~~ agendas and attends Parks & Recreation Board~~Department~~ meetings; serves on and advises various committees; engages in ~~media and~~ public relations functions for the Department including preparation of reports, brochures, signs or other media; reviews and approves requests for In-Kind services, coordinates activities with other City Departments, federal, state, county and regional agencies and prepares necessary reports.
- Performs budgetary duties: prepares, monitors, and coordinates accounting of annual operating and capital ~~the Department~~ budgets; manages controls ~~purchases~~ and cash controls within the Department; prepares and monitors expense accounts; prepares bi-weekly payroll reports; updates Department records.
- Performs field work: In cooperation with Public Works Superintendent, coordinates ~~oversees the~~ maintenance, inspections, events, staffing and operations of City Parks and Recreation facilities including but not limited to Veterans Memorial Field, Silver Lake Beach all buildings and park facilities ~~usage of Silver Lake; performs forestry duties and~~ assists with park and recreation field work including special and community events; inspects and maintains records of maintenance, damage and construction of park facilities, prepares necessary reports for and attends meetings on operation of community pool; coordinates and manages volunteers, donations of gifts or other donations to the Department and works with individuals, groups and organizations to develop and manage programs, events, activities and projects ~~acts as City Weed Commissioner.~~
- Performs supervisory functions: plans and coordinates daily work schedule of Department, including staffing, and budget management of recreation programs, community pool, public beach and community events; conducts employee evaluations; ~~coordinates field work and maintenance personnel daily work schedules with Operations Manager;~~ coordinates activities with Public Works Superintendent, Parks & Recreation Foremen~~Utility Manager,~~ and other Department Heads~~City Planner/Engineer and Operations Manager;~~ responsible for recruitment, selection and

promotion, discipline and discharge of all part-time and seasonal Parks & Recreation employees; makes recommendations regarding interviewing, hiring, selection, promotion, discipline, and discharge of regular Department employees; work effectively with community organizations to assist with planning, scheduling, registration for organized events, responsible for planning and scheduling of athletic fields and facilities including their maintenance; administration~~implementation~~ of City safety and health program for Department.

- Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Parks and Recreation Administration and three to five years experience in a related field or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Must possess a valid Wisconsin Drivers License. Must be eligible to be bonded.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office and electronic equipment such as a personal computer, registration software~~typewriter~~, recreational scoring and timing equipment and public address systems, security equipment and communications devices, ~~calculator, and telephone.~~
- Ability to operate a variety of machinery such as ~~riding~~ lawn mowers, ~~push-mower, gas weed trimmer, chain saw, electronic score clock~~ and hand tools ~~used in~~ associated with lawn care, maintenance and landscaping and field marking and maintenance equipment. ~~Ability to perform park maintenance duties.~~
- Ability to climb, walk, dig, lift and carry up to 50 pounds unassisted, and operate a variety of off-road equipment.

Supervisory Skills

- Ability to plan, instruct, assign, evaluate, and review the work of others.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percents, and utilize principles of algebra.

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents such as budget reports, billings, purchase orders, contracts, expense accounts, maintenance records, vandalism reports, work records, and attendance records.
- Ability to prepare a variety of documents such as ~~department~~ proposals, budget reports, expense reports, meeting minutes, agendas, payroll reports, grant proposals, utility reports, and employee reports using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

City of Portage
Legislative & Regulatory Committee Meeting
Thursday, July 18, 2013, 6:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes

Members present: Michael G. Oszman, Chairperson; Kenneth A. Ebnetter, Frank Miller

Excused: Carolyn Hamre, Martin Havlovic

Also present: City Clerk Moe, Deputy Clerk Ness, City Attorney Spankowski, Mayor Tierney, James Daley from Daleys Beverage Mart, Kathy Doucey from WalMart, Marianne Hanson from Portage Area Chamber, Royce Rossier from MotoMart, Katherine Winter from MotoMart, Bill Welsh from Cable TV, Craig Sauer from Portage Daily Register

1. Roll call

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

2. Approval of minutes from previous meetings

Motion by Oszman, second by Ebnetter to approve the minutes as presented from the committee meetings of June 4, 2013 and June 20, 2013. Passed 3-0 on call of roll

3. Discussion and possible recommendation on change of agent for (Class "A" Fermented Malt Beverage License) for Kwik Trip Inc., Kwik Trip #653, 1223 East Wisconsin Street, Randy Showers, agent

Motion by Miller, second by Ebnetter to recommend to council approval of change of agent for (Class "A" Fermented Malt Beverage License) Kwik Trip Inc., Kwik Trip #653, 1223 East Wisconsin Street Randy Showers, agent. Passed 3-0 on call of roll.

4. Discussion and possible recommendation on number of Class A Fermented Malt Beverage and Intoxicating Liquor Licenses

Discussion ensued about dissolving one Class A Fermented Malt Beverage License. Clerk Moe explained that there is no state quota on Class A licenses; it is up to the municipality if they wish to limit the number or not. The city by ordinance has three Class A beer licenses, but with the annexation of Fort BP, the number increased by one to four. Motion by Miller, second by Ebnetter to recommend to council dissolving one Class A Fermented Malt Beverage License. Passed 3-0 on call of roll.

5. Discussion and possible recommendation on Class “A” Fermented Malt Beverage License applications

A. Wal-Mart Stores East, LP, Wal-Mart #1799, 2950 New Pinery Road, Kathleen M. Doucey, agent

Wal-Mart has two separate proposals for location of alcohol in the store. Kathy Doucey explained 1) “drink box”, back of the store, all registers would be able to sell and during after-hours the alcohol would be located behind a locked gate; 2) former Pretzel shop, a cash register would be put in this area limiting alcohol purchases to one register and after-hours the area would be locked off. Kathy Doucey handed out the Responsible Vendor of Alcohol guidelines Wal-Mart associates follow.

Motion by Oszman to deny Wal-Mart Stores East, LP, Wal-Mart #1799, 2950 New Pinery Road, Kathleen M. Doucey, agent Class “A” Fermented Malt Beverage License on proximity to other Class A Establishments and concern of constituents.

James Daley spoke in support of denying license on grounds of proximity to other establishments and he feels the license would be better suited for the south side of town.

Motion died for lack of second.

B. FKG Oil Company, Portage MotoMart, 601 East Wisconsin Street, Katherine L. Winter, agent

Royce Rossier mentioned Moto-Mart has a Responsible training the employees follow. Revenue from the alcohol sales would be used for improving the building.

No action taken.

6. Discussion and possible recommendation on Ordinance revision for Sec. 6-111, sale of rabbits, chicks or artificially colored animals

Committee reviewed the proposed changes. Motion by Miller, second by Ebner to recommend to council changes to Ordinance as presented. Update 100.30(2)(g) to 100.30(2)(e) and strike baby chicks. Passed 3-0 on call of roll.

7. Discussion and possible recommendation on Ordinance revision for Sec. 50-86, underground parking lot

Committee reviewed the proposed changes to the Ordinance. Motion by Oszman, second by Miller to recommend to council changes to Ordinance as presented. Passed 3-0 on call of roll.

Brief recess 6:50 pm. Committee reconvened at 6:55 pm.

- 8. Review of ordinances containing sections allowing granting of waivers by the council, and various boards and committees**
Clerk Moe stated guidelines for waivers would streamline the process and keep it consistent. Currently there is no provision in the ordinance to waive fees. Ald. Miller stated that it was his opinion that fees are minimal in the City of Portage and he would not be in favor of waiving. Staff is to get together recommendations for review and parameters which could be used for guidelines back to the committee.
- 9. Discussion and possible recommendation on Ordinance revision for Tourism Promotion Committee membership**
Tourism has had problems getting a quorum for meetings. Mayor Tierney suggested keeping an odd number, following state statute this would equal five members. Mayor said his concern is finding people willing to serve. A draft ordinance will be put together and presented at next meeting.
- 10. Adjournment**
Motion by Miller, second by Ebnetter to adjourn at 7:15 pm. Passed 3-0 on call of roll.

Rebecca C. Ness
Deputy Clerk

ORDINANCE NO. 13-008
ORDINANCE RELATIVE TO SALE OF RABBITS OR ARTIFICIALLY
COLORED ANIMALS

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

The following Section is hereby repealed and recreated to read as follows:

Section 6-111(b)(2) Sale of Rabbits, Chicks or Artificially Colored Animals

The following Section is hereby recreated to read as follows:

Section 6-111(b)(2) Sale of Rabbits or Artificially Colored Animals

No retailer, as defined in Wis. Stats. § 100.30(2)(e), may sell, offer for sale, barter or give away living baby rabbits, ducklings or other fowl under two months of age, in any quantity less than six, unless the purpose of selling these animals is for agricultural, wildlife or scientific purposes.

This Ordinance shall take effect upon passage and publication thereof.

Passed this ____ day of _____, 2013.

W.F. "Bill" Tierney, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

1st & 2nd Readings:

3rd Reading:

Passed:

Published:

Ordinance requested by:
Legislative and Regulatory Committee

ORDINANCE NO. 13-009
ORDINANCE RELATIVE TO UNDERGROUND PARKING LOT

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

The following Section is hereby repealed and recreated to read as follows:

Section 50-86 Underground Parking Lot

The lower level parking lot stalls at 110 West Conant Street may be designated as rented public parking spaces. The fee and duration to reserve each space shall be set forth in the city fee schedule on file in the city clerk's office. Any fees paid or collected shall be deposited with the city treasurer.

This Ordinance shall take effect upon passage and publication thereof.

Passed this ____ day of _____, 2013.

W.F. "Bill" Tierney, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

1st & 2nd Readings:

3rd Reading:

Passed:

Published:

Ordinance requested by:
Legislative and Regulatory Committee

ORDINANCE NO. 13-010

ORDINANCE RELATIVE TO NUMBER OF "CLASS A" INTOXICATING LIQUOR LICENSES AND CLASS "A" FERMENTED MALT BEVERAGE LICENSES

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

Sections 14-52(a) and 14-52(c) of the Portage Code of Ordinances are hereby repealed and recreated to read as follows:

Section 14-52(a) Retail "Class A" intoxicating liquor license. The number of these licenses shall be limited to six. If territory is annexed to the city, the number of these licenses shall be increased by the number of these licenses in the annexed territory.

Section 14-52(c) Class "A" fermented malt beverage retailer's license. There shall be a limit of ten total licenses of this type issued, six of which shall be issued in conjunction with a retail "Class A" intoxicating liquor license and the remaining four of which shall be available for issue on a separate basis. If territory is annexed to the city, the number of these licenses shall be increased by the number of these licenses in the annexed territory.

This Ordinance shall take effect passage and publication thereof.

Dated this ____ day of _____, 2013.

W.F. "Bill" Tierney, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

First and second readings:
Rules suspended by motion:
Third reading:
Passed:

Ordinance requested by:
Legislative and Regulatory Committee

RESOLUTION NO. 13-018

RESOLUTION RELATIVE TO AGREEMENT FOR AUDIT SERVICES

WHEREAS, Miller, Brussell, Ebben and Glaeske LLC has proposed to provide audit services for the City of Portage; and

WHEREAS, attached to this Resolution is an Agreement setting forth the services to be provided, along with the costs of those services.

NOW THEREFORE IT IS HEREBY RESOLVED by the Common Council of the City of Portage that the Mayor and City Clerk are hereby authorized to execute the attached Agreement with Miller, Brussell, Ebben and Glaeske LLC.

DATED this 25th day of July, 2013.

W.F. "Bill" Tierney, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

Resolution requested by:
Finance/Administration Committee



Miller, Brussell, Ebben and Glaeske LLC

Certified Public Accountants

Members:
Dennis H. Locy, C.P.A.
Craig A. Corning, C.P.A.

June 14, 2013

Portage City Council
Portage, WI 53901

We are pleased to confirm our understanding of the services we are to provide the City of Portage for the years ended December 31, 2013, 2014, and 2015. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the City of Portage as of and for the years ended December 31, 2013, 2014, and 2015. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Portage's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Portage's RSI in accordance auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's response to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Budgetary Comparison Schedules

We have also been engaged to report on supplementary information other than RSI that accompanies the City of Portage's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Combining Statements
2. Individual Fund Statements

Audit Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You agree to assume all management responsibilities for any nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and conforming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because of the inherent limitations of an audit, combined with the inherent risk of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures - Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures-Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Portage's compliance with applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We expect to issue our reports no later than June 30th following the audited year end. Our ability to meet this schedule depends in large measure upon you supplying us with the data needed to complete the audit.

Craig Corning is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed:

	<u>2013</u>	<u>2014</u>	<u>2015</u>
General Fund	\$11,175	\$11,725	\$12,275
Water Utility	8,025	8,425	8,825
Sewer Utility	6,150	6,450	6,750
Community Development Block Grant	2,200	2,325	2,450
Library	1,400	1,475	1,550

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Portage City Council
June 14, 2013
Page Five

We appreciate the opportunity to be of service to the City of Portage and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Miller, Brussell, Ebben and Glaeske LLC

This letter correctly sets forth the understanding of the City of Portage.

By: _____

Title: _____

Date: _____

Columbia County Veterans Service Annual Cemetery Report

(Report to be filed by September 1st of each given year of application)

Portage, Wisconsin
July 9, 2013

To: The County Clerk, Columbia County, Wisconsin:

The St. Mary's Cemetery Association of Columbia County, Wisconsin herewith submits their annual report to you, pursuant to Wisconsin Statute 45.85, for the care of all graves of members of the Armed Forces of the United States of America, including women's auxiliary organizations, who shall at any time have served in any branch of the Armed Forces of the United States of America, and of the wives or widows, husbands or widowers of all such soldiers, marines, sailors, airmen or coast guardsmen. **This letter also certifies that there does not exist any type of perpetual care for the same as required by WI Statute §157.11(9g) or any other "suitable care" which would prevent payment as described in WI Statute §45.85.**

The following is a list of the name, rank, date of death, lot number, and military branch of service to which every such member of the Armed Forces of the United States of America, including women's auxiliary organizations created by act of Congress, belonged.

(Please see attached cemetery grave listing)

The amount claimed for care of graves for fiscal year ending June 30, 2013 is calculated as:

Number of qualified graves 280 x \$5.00 each/year = \$ 1400.00. (see Note 1)

The undersigned certify that the cemetery graves claimed in this report: (check all that apply)

if located in a State of Wisconsin-licensed cemetery, were purchased prior to November 1, 1991, or

are located in an unlicensed, not-for-profit cemetery exempt from WI Statute §157.11(9g), and

are not otherwise provided any "suitable care" as described in WI Statute §45.85. (see Note 2)

Note 1: Actual payment amount may be prorated based on the results of total requests received by September 1st of the given year and the available total budgeted funds for the given year.

Note 2: Cemeteries and cemetery associations that receive tax levied funds from a town, village or city will be barred from applying for County Care of Veterans' Graves funds, as those local levied funds are considered "suitable care." **Important:** If any cemetery association fails to check this block, and is indeed not receiving any public funds that would qualify as "suitable care," the cemetery association will not be paid care of veterans' graves funds by the County.

Signed: Joe Lecher President

Signed: Veronica A. Kamrath Secretary/Treas St. Mary's Cemetery Association

Mail check to: Veronica A. Kamrath Address: PO Box 835
Portage, WI 53901

To the County Clerk of Columbia County, Wisconsin:

We, the undersigned City Council of the City of Portage in said County, pursuant to Section 45.85 of the Wisconsin Statutes, do hereby report that the bodies of the following honorably discharged soldiers, sailors or marines, or the wives or widows of such, are buried in St. Mary's Cemetery in the City of Portage, Columbia County, Wisconsin.

We further report that the veterans' or veteran widows' graves have received proper and decent care under our direction and that no other provision for suitable care has been provided. WE ALSO FURTHER REPORT THAT NONE OF THESE GRAVES ARE COVERED BY PERPETUAL CARE.

LIST OF NAMES

Ableman, Alva Robert	Coridon, Thomas M.	Ehr, Nicholas
Abraham, Henry Charles	Coughlin, David J.	Ernsperger, Samuel B.
Abraham, Martin A.	Coyne, Michael	Esser, Paul H.
Amend, Bernard J.	Cramer, Arnold	Eulberg, Fred W.
Amend, George W.	Crawford, Thomas E.	Eulberg, Julius L.
Amend, Norbert W.	Crowe, Charles R.	Eulberg, Julius P.
Anderson, Clyde Joseph	Cushing, Phillip	Fahey, Joseph H.
Anderson, Jean Mae	Cushing, Thomas W.	Fahey, Joseph P.
Arn, William J.	Dailey, Maurice A.	Field, Richard S.
Ashley, Robert G.	Daley, James M.	Finn, Francis N.
Baker, James P.	Daley, John	Finnegan, Michel
Baker, John F.	Deere, Raymond B.	Fontaine, Walter J.
Baxter, Robert L.	Delaronde, Louis	Ford, John
Beckerjeck, Frank L.	Delaronde, Nelson	Furman, John W.
Beirne, Ronald Henry	Deloughery, Eleanor M.	Gaffney, Joseph R.
Bentley, John E. Dr.	Deloughery, Francis X.	Gavinski, Conrad M.
Berger, Leroy	Dempsey, Gregory W.	Gavinski, Walter
Berst, Robert Thomas	Dempsey, James	Gloeckler, Bernard M.
Bescup, Robert E.	Denzien, Francis E.	Grace, John
Bescup, William D.	Derey, Cecil F.	Grace, Joseph
Betts, Frank A.	Devine, George L.	Grace, William
Britt, Bernard	Devine, Leo A.	Grady, Michael
Brodie, Russell W.	Dittberner, Merlin J.	Greier, Robert
Brown, Keith Thomas	Dolan, James	Groener, Arnold G.
Brown, Robert Lee	Drury, Charles	Gundlach, Paul
Breunig, Melvin	Drury, Michael J.	Hall, James W. Jr.
Buckley, Cornelius J.	Drury, Robert Charles	Hamele, Albert J.
Buckley, John S.	Duffy, Glen F.	Hamele, Glendon J.
Carrington, George Dewey Sr.	Durick, John J.	Hamele, Howard
Carroll, John F.	Dushek, Edward F.	Harding, Frank M Sr.
Cera, Raymond W.	Eastman, William A.	Harkins, John P.
Cleary, Thomas W.	Eastman, William H.	Hartl, Conrad M. Jr.
Collins, Francis W.	Egan, Raymond W.	Hayes, Philip
Collins, Harold William	Ehr, Benedict R.	Hayes, Williard J.
Corbett, Francis T.	Ehr, Hilarius	Heberlein, John P.

Heiman, Robert Alyn
Helmann, John W.
Hennessy, Arthur H.
Henney, Thomas E.
Hibner, Glenn R.
Hibner, Lowell John
Hollender, Robert A.
Horton, Harry W.
Hubbard, Paul L.
Hudson, Charles
Hudson, Henry J.
Hunter, James J.
Jacobs, Charles H.
James, Henry Harrison
Janis, Leonard R.
Jankowski, Edward J.
Jedlinski, Eugene S.
Johnson, Alvin R.
Johnston, William J.
Julian, William Francis
Kamrath, Eugene M.
Kayartz, John H.
Kearns, Blaine T.
Kelm, William O.
Kiefer, Frank J.
Kieffer, Henry L.
Kiggens, Martin J.
Kiggens, Nicholas J.
Kiggens, Patrick Thomas
Klann, Victor A.
Klenert, Raymond O.
Klenert, Sidney F.
Klosterhuber, Raymond C.
Koch, Henry G.
Koebler, Andrew
Koebler, Franklin Andrew
Kremka, Anthony G.
Kronenberg, John William
Lavigne, Edward J.
Leary, Charles Francis
Lennon, Elmer P.
Lennon, Glen E.
Leonard, James
Lindsay, Dan
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Lindsay, John G.
Lindsay, Robert J.
Ludwig, Raymond W.
Lyons, Elmer W.
Lyons, James
MacDonald, Katherine
Malonev, Genevieve
Master, John A.

Mashack, Woodrow Bernard
McCartan, John C.
McCarthy, John R.
McCormack, Paul
McCormig, Philip
McDermott, Cyril C.
McDermott, Francis E.
McDowell, James E.
McLaughlin, Charles D.
McLaughlin, George William
McMahon, Charles B.
McMahon, Delbert J.
McMahon, George W.
McMahon, Harry
McMahon, Howard
McMahon, James
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McMahon, John J.
McMahon, Maurice Thomas
McMahon, Ray J.
McMahon, William M.
McMahon, William N.
McMillen, Horace A.
McMurray, Ralph
McQueeney, Lawrence E.
McSorley, John
McSorley, John E.
Mikolajewski, Henry Thaddeus
Miller, John Joseph
Miller, Walter F. Sr.
Monthey, Robert A.
Monthey, Robert J.
Moran, Clifford J.
Mulcahy, Daniel
Mulcahy, Richard W.
Mulhern, John
Mullaley, Michael J.
Mullen, J. Owen
Mullen, John Owen
Mulryan, William H.
Murphy, Arthur M.
Murphy, Edward J.
Murphy, Francis P.
Murphy, Frank
Murphy, John E.
Murray, John
Nennig, Peter C.
Newton, George P.
Nugent, Catherine M.
O'Connor, Daniel
O'Halloran, Robert T.
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O'Keefe, Charles D.
110

O'Keefe, John F.
O'Keefe, John J.
Page, Robert Dean
Parkovich, Anthony John
Peters, Charles F.
Prieve, Harold W.
Prosch, John R.
Quinn, John V.
Rampanelli, Arthur Amelio
Reynolds, Edward R. Sr.
Riley, Joseph Patrick
Robinson, James J.
Roecker, John
Rubin, Carleton J.
Rubin, William
Russell, Wayne Gordon
Ryan, James
Ryan, Walter F.
Sarbacker, James Phillip
Sauer, George J.
Saunders, John J.
Schulze, John P.
Schwartz, Hilliard C.
Seeley, George
Selbach, Kenneth J.
Sereg, Paul Matthew
Shaw, Bernard M.
Sitko, Edward P.
Smith, James H.
Smith, Martin J.
Snyder, James F.
Splaine, James D.
Spletstoesser, Otto E.
Stanek, Robert Thomas
Statz, Henry Joseph
Staudenmayer, John A.
Staudenmayer, William John
Sturtevant, Douglas
Sullivan, James Harold
Sweeney, Francis J.
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Tierney, Edward F.
Toal, Wilfred F.
Turinski, Chester A.
Versen, John
Vessey, Genevieve
Volkert, Egbert William
Wagner, John
Wagner, Peter
Walker, Lawrence S.
Walsh, James F.

Warren, Carl A.
111

Welsh, Daniel Louis
Welsh, Harlan J.
Welsh, Patrick J.
Welsh, Raymond D.
Wendlick, Henry J.
Wendorf, Gerald Keith

Wenker, Gilbert A.
Widrig, Robert J.
Wiedholz, George Julius
Wilz, Rufus Henry
Winklepleck, Michael Leo
Winn, Bernard M.

Woelfein, John Victor
Wright, Orville C.
York, Warren George
Zamzow, Clarence W.

Amount due and payable to:

St. Mary's Cemetery
Veronica Kamrath
P.O. Box 835, Portage, WI 53901
(Name and Address of Cemetery Association Treasurer)

at the rate of \$5.00 per year, for the year ²⁰¹³~~2010~~ is \$ 1400.00
(or prorated amount if it is not within the budgeted amount)

Town or Village Board or City Council

CC: Father James Murphy
T:\VeteransGraves\StMarys