

**City of Portage Common Council Meeting
Council Chambers of City Municipal Building
115 West Pleasant Street, Portage, WI
Regular Meeting – 7:00 p.m.
August 8, 2013
Agenda**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Minutes of Previous Meetings
6. Consent Agenda
 - A. Reports of Sub-Committees, Boards, and Commissions
 1. Business Improvement Board of Directors, July 10, 2013
 2. Historic Preservation Commission, July 16, 2013
 3. Cable TV Commission, July 16, 2013
 4. Airport Commission, July 23, 2013
 5. Park and Recreation Board, July 23, 2013\
 6. Emergency Planning Committee, July 26, 2013
 - B. License Applications
 1. Operator
 2. Taxi Cab Operator
7. Committee Reports
 - A. Plan Commission, July 15, 2013
 - B. Finance/Administration Committee, July 22, 2013 and August 8, 2013
 1. Consideration of Design Engineering Proposals for WWTP Digester Upgrade Project
 2. Consideration of claims
 - C. Municipal Services and Utilities Committee, August 1, 2013
 1. Consideration of In-Kind Requests
 - a. River of Life Church, September 21, 2013
 - b. Portage Kiwanis Club, August 10, 2013
 - c. American Red Cross, September 26, 2013; November 21, 2013; January 30, 2014; April 3, 2014; May 29, 2014; July 31, 2014; September 25, 2014; November 20, 2014

d. Portage Community Theatre, August 24 and 25, 2013

8. Old Business

A. Consideration of Change of Agent for Class "A" Fermented Malt Beverage License for Kwik Trip Inc., Kwik Trip #653, 1223 East Wisconsin Street, Randy Showers, agent

B. Ordinances

1. Ordinance No. 13-010 relative to Number of "Class A" Intoxicating Liquor Licenses and Class "A" Fermented Malt Beverage Licenses

9. New Business

A. Consideration of Secondhand Article Dealer License for Amanda G. Stalker, Hidden Treasures, 111 East Haertel Street

B. Mayor's Comments

1. Friendship Village
2. Taste of Portage
3. LED Street Light Update
4. Downtown Parking

C. City Administrator's Report

1. Enterprise Center Update

10. Adjournment

Common Council Proceedings
City of Portage

Regular Meeting
Council Chambers
City Municipal Building

July 11, 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, Assistant Police Chief O'Neill

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

Deletion – operator license application for Ronald G. Jacob.

5. Minutes of Previous Meeting

Motion by Klapper, second by Oszman to approve the minutes of the June 27, 2013 Common Council meeting. Motion carried unanimously on call of roll.

6. Consent Agenda

Operator license applications for period ending June 30, 2014 for Randy A. Anhalt, Daniel J. Brunt, Kathleen L. Clark, Julie D. Hellenbrand, Donald C. Krisher, Teresa A. Meisel, Tracy Meister-Briggs, Sheryl L. Newell, Shawn M. Pellman, Trisha L. Powell.

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

7. Committee Reports

Finance/Administration Committee, July 8, 2013

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

8. Old Business

None.

9. New Business

Project Agreement with State to Request Funding for Design & Construction of Phase 2 of the Canal Project

City Administrator Murphy explained that the agreement is to secure funding for the design and construction of Phase 2 of the Canal Project. It was explained that the design must be completed in order to come up with more accurate construction costs. Once the design work is completed, the city has ten (10) years to complete the project. If the project is not completed in the ten (10) years, the city must pay the entire cost for the design phase, not just the local share. If the design is approved, the project scope may be modified by the city if costs of construction are too high. Motion by Klapper, second by Havlovic to enter into the agreement with the State to request funding for design and construction of Phase 2 of the Canal Project. Motion carried 6 to 3 on call of roll with Dodd, Maass and Oszman voting no.

Mayor's Comments

The July 10th tour of city facilities that took place will become an annual event. It provided background for Alderpeople as they consider needs during the upcoming budget process.

The Mayor's Corner will be the third Wednesday each month. Upcoming guests are as follows: Library Director Schultz – July; Director of Public Works Redelings – August; School District Administrator Poches – September; Chamber of Commerce – October; City Administrator Murphy – November.

Residents and businesses were reminded that it is against City Ordinances to purposely discharge lawn clippings into the street. City workers are expected to comply as well.

The webpage and Facebook page are being updated for current information

City Administrator's Report

The summer newsletter is available on the city's website. The newsletter will come out three times a year.

Improvements are being made to the phone system. The automated greeting is being changed.

Park and Recreation Manager Raimer will be retiring after 22 years with the city. The job description will be restructured as well as the Park and Recreation Board. Hiring is hoped to be completed by year end.

10. Adjournment

Motion by Oszman, second by Klapper to adjourn. Motion carried unanimously on call of roll at 7:42 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

Common Council Proceedings
City of Portage

Regular Meeting
Council Chambers
City Municipal Building

July 25, 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, Garetson, Hamre, Klapper, Maass, Miller, Oszman

Excused: Ald. Ebnetter, Havlovic

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: Lyn Jerde from Portage Daily Register, Bill Welsh from Cable TV

3. Pledge of Allegiance

The Pledge of Allegiance was said.

4. Approval of Agenda

Deletion: Minutes from July 11, 2013 Common Council meeting

5. Consent Agenda

Reports of Sub-Committees, Boards, and Commissions

Police and Fire Commission, July 1, 2013

Library Board, July 9, 2013

Motion by Dodd, second by Oszman to accept the reports as presented.
Motion carried unanimously on call of roll.

License Applications

Operator license applications for period ending June 30, 2014 for Alberts, Elizabeth A. and Foss, Daniel P.

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

6. Committee Reports

Finance/Administration Committee, July 8, 2013

Municipal Services and Utilities Committee, July 10, 2013

Motion by Garetson, second by Miller to waive the sewer charges of \$692.81 and any delinquent utility charges; and to pay the water charges of \$688.05 for property at 310 DeWitt Street. Payment will be charged to TIF. Motion carried unanimously on call of roll.

Human Resources Committee, July 17, 2013

Motion by Oszman, second by Miller to approve the position description for Director of Business Development/Planning and to proceed with posting of the position. Motion passed unanimously on call of roll.

Motion by Oszman, second by Maass to approve the position description for Parks & Recreation Foreman and to proceed with posting of the position. Motion passed unanimously on call of roll.

Motion by Oszman, second by Garetson to approve for position description for Manager of Parks & Recreation and to proceed with posting of the position. Motion passed unanimously on call of roll.

Legislative and Regulatory Committee, July 18, 2013

7. Old Business

Update and Discussion on State Budget (Act 20) Impact on Proposed Adoption of Stormwater Utility

City Administrator Murphy explained how the recently approved changes at the state level will impact the creation of a Stormwater Utility. With the change in the law, the city must reduce the amount of its levy limit by the amount of the new fee if a stormwater utility is created. A handout showing a summary of current and projected stormwater debt was reviewed. The handout shows the effect on the tax levy with and without a stormwater utility

Motion by Oszman, second by Klapper to move forward with the establishment of a stormwater utility. Motion carried unanimously on call of roll.

8. New Business

Ordinances

Ordinance No. 13-008 relative to Sales of Rabbits or Artificially Colored Animals received its first and second readings. There was question as to the quantity referred to in the ordinance. The Ordinance was referred back to the Legislative and Regulatory Committee for review.

Ordinance No. 13-009 relative to Underground Parking Lot received its first and second readings. Motion by Hamre, second by Oszman to

suspend the rules and have the third reading of Ordinance No. 13-009 relative to Underground Parking Lot and have it read by title only. Motion carried 6 to 1 on call of roll with Klapper voting no. Motion by Oszman, second by Garetson to suspend the third reading and pass Ordinance No. 13-009 relative to Underground Parking. Motion carried unanimously on call of roll.

Ordinance No. 13-010 relative to Number of "Class A" Intoxicating Liquor Licenses and Class "A" Fermented Malt Beverage Licenses received its first and second readings. Motion by Oszman, second by Garetson to suspend the rules and have the third reading of Ordinance No. 13-010 relative to Number of "Class A" Intoxicating Liquor Licenses and Class "A" Fermented Malt Beverage Licenses and have it read by title only. Motion failed 5 to 2 with Dodd, Hamre, Klapper, Maass, and Miller voting no.

Resolutions

Resolution No. 13-018 relative to Agreement for Audit Services was read and adopted unanimously on motion by Dodd, second by Hamre and call of roll.

Appointment to Historic Preservation Commission – Rob Nurre

Motion by Klapper, second by Maass to approve the appointment of Rob Nurre to the Historic Preservation Commission. Motion carried unanimously on call of roll.

Approval of Report Regarding the Care and Maintenance of Soldiers' Graves for St. Mary's Cemetery

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

Mayor's Comments

Fire Chief Simonson gave an overview of the Fire Department Hazmat Team.

Council members were reminded that the public records disclaimer is now on all email communication. Attorney Spankowski reviewed the rules regarding emails and the open record/open meeting laws.

Council members were reminded that their requests for service need to go through the City Administrator so appropriate planning can be done.

Recycling has gone down since the city changed to containers for garbage pickup. Recycling is still a requirement.

City Administrator's Report

Adjustments have been made to the Splash Pad as to the hours of operation and water pressure. Water usage cannot exceed 50,000 gallons a day, without additional requirements such as additional monitoring and recapturing of the water.

Police Chief Manthey reported on the recent bank robbery, capture of the suspect and recovery of a portion of the money.

9. Closed Session

Motion by Oszman, second by Klapper to go into closed session pursuant to Wisconsin State Statutes 19.85(1)(b) in regard to the potential purchase of property on E. Mullet Street and potential sale of public property east of CTH CX. Motion carried unanimously on call of roll at 8:11p.m.

10. Adjournment

Motion by Oszman, second by Klapper to adjourn. Motion carried unanimously on call of roll at 8:31p.m.

Marie A. Moe, WCPC, MMC
City Clerk

City of Portage
Business Improvement District Board of Directors
Wednesday, July 10th, 2013, 7:30 a.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes

Board Members: President- Peggy Joyce, VP- John Krueger, Treasurer-Dennis Rupers, Steve Polnow, Shane Schmidt, Jim Rusch, Chris Shadel,

Also present: Mayor Tierney, City Administrator Murphy, Mariann Hanson, G. Meisgeier

1. Roll Call: All present.
2. Motion to approve minutes for May 8th. 2013 meeting by Schmidt, 2nd Rupers. Motion passed all in favor.
3. Discussion and possible action on treasurer's report
 - a. Motion to approve June Claims to pay by Polnow, 2nd Krueger. Motion passed all in favor.
 - b. Motion to approve July Claims to pay by Rusch, 2nd. Schmidt, Motion passed all in favor.
 - c. Motion to approve May Financials by Rusch, 2nd Polnow. Motion passed all in favor.
 - d. Motion to approve June Financials by Schmidt 2nd. Krueger. Motion passed all in favor
4. Introduction of guests: Mayor Tierney, City Administrator Murphy, Mariann Hanson
5. Correspondence; Meisgeier reported the sentencing of juvenile involved in starting a fire on Meisgeier's trailer which was full of donated cornstalks harvested by volunteers to decorate Downtown.
6. Motion to accept BID contractor's June report by Polnow, 2nd Krueger. Motion passed all in favor. Contractor presented costs and possible locations for additional hanging baskets. Question to mayor and Administrator re: city crews installing hanger brackets for baskets. Following expressions of support by both it was advised that Meisgeier contact Street Superintendant Standke as to sites etc. Motion to approve up to \$500.00 for hangers and baskets by Polnow, 2nd. Shadel. Motion passed all in favor.
7. Following explanation and apology by MSP E.D. as to delayed emailing of report due to computer failures, motion to approve MSPExecutive Directors report with recommended change re: PD Chief request of relocating parades out of Downtown. Motion by Polnow 2nd. Schmidt. Motion passed all in favor.
8. There were no requests for financial support for downtown events.
9. Update was given by Meisgeier re: current Marketing program. Krueger suggested looking into a kiosk of some sort to be located at the Splash Pad site to publicize activities in the Downtown. M. Hanson stated that a plan of this type is underway.
10. Updates were given on city projects by Mayor Tierney, Administrator Murphy and Meisgeier re: report on city committees, council agenda items.
11. Motion to Adjourn at 8:36 by Rupers 2nd. by Krueger. Motion passed all in favor.

**2013
City of Portage
Business Improvement District**

June Schedule of Vouchers

Converted invoice #

#	Date	Charge Acct	Invoice #	Amount	Vendor	Description	Account #	Description
1	5/31/2013		PB053113	\$1,562.00	Main Street Portage	Administrative Services	550 ✓	Administrative Services
2	5/31/2013			\$2,489.00	Gil Meisgeier DBA	May 2013 Services	241 ✓	Custodial Services
3	6/3/2013	2599988	2058923	\$100.00	Capital Newspapers	100 Reasons in "This Week In The Dells"	296 ✓	Marketing
4	5/6/2013	2599988	2046779	\$400.00	Capital Newspapers	BID/Page - Downtown Portage	296 ✓	Marketing
5	5/19/2013			\$16.00	Gil Meisgeier DBA	Mileage Reimbursement - Links 32mi.	342 ✓	Gasoline/Oil
6	5/18/2013			\$576.00	Links Greenhouse	Flowers/Grass	351 ✓	Repairs/Maintenance Supplies
7	5/30/2013		251701	\$19.48	NAPA Auto Parts	Cable Ties	351 ✓	Repairs/Maintenance Supplies
8								
9								
10								

Total: \$5,162.48

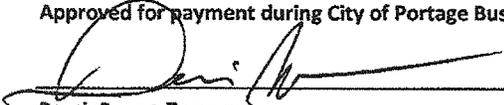
Debit Card Disbursements - #7116

1								
2								
3								
4								
5								
6								
7								
8								

Total: \$0.00

Balance On Card: \$500.00

Approved for payment during City of Portage Business Improvement District Committee meeting dated 7/10/13


Dennis Rupers, Treasurer
BID Board of Directors

7/10/13
Date

**2013
City of Portage
Business Improvement District**

July Schedule of Vouchers

#	Date	Charge Acct	Invoice #	Amount	Vendor	Description	Account #	Description
1	6/30/2013		PB063013	\$1,562.00	Main Street Portage	Administrative Services	551 ✓	Administrative Services
2	6/30/2013			\$2,489.00	Gil Meisgeier DBA	June 2013 Services	241 ✓	Restodial Services
3	5/20/2013		11797	\$1,300.00	Portage C of C	Taste of Portage Marketing	296 ✓	Marketing
4	5/20/2013		11797	\$1,166.67	Portage C of C	Discover Wisconsin - 2nd payment	296 ✓	Marketing
5	4/10/2013			\$3,300.00	Main Street Portage	Canal Days Financial Assistance	OK 710 ✓	Community Events OK
6								
7								
8								
9								
10								

Total: \$9,817.67

Debit Card Disbursements - #7116

1								
2								
3								
4								
5								
6								
7								
8								

Total: \$0.00
Balance On Card: \$500.00

Approved for payment during City of Portage Business Improvement District Committee meeting dated 7/10/13


Dennis Rupers, Treasurer
BID-Board of Directors

7/10/13
Date

245 60 567 20

**City of Portage
Historic Preservation Commission
Tuesday, July 16, 2013, 6:00 p.m.
Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

Members Present: Doug Klapper, Chairperson; Marlena Cavanaugh, Kristin Droste, Erin Foley, Stephanie Miller-Lamb, Wade Udelhoven
Members Excused: Kyle Dumbleton
Members Absent: Todd Bennett
Guests Present: Marilyn Baxter, Destinee Udelhoven, Bill Wade (Cable TV)

1. Roll call

Klapper called the meeting to order at 6:03 pm.

2. Election of recording secretary

Cavanaugh nominated Foley as recording secretary. Miller-Lamb seconded the motion, which passed unanimously by voice vote.

3. Election of vice chair

Foley nominated Miller-Lamb as vice chair. Cavanaugh seconded the motion, which passed unanimously by voice vote.

4. Approval of previous meeting minutes

Miller-Lamb moved that the minutes be approved. Udelhoven seconded the motion, which passed unanimously by voice vote.

5. Discussion and possible action on claims

Klapper presented a claim from Destinee Udelhoven for \$1000 for the 2013 HIAH Summer Speaker Series. Miller-Lamb moved that the claim be paid. Wade Udelhoven seconded the motion, which passed unanimously by roll call vote.

6. Discussion and possible action on 2014 budget

The HPC budget for 2014 will be \$3,104.00. Miller-Lamb presented examples of grants administered by HPC commissions in other cities. The commission discussed the criteria needed from applicants, how much money could be distributed, and what sorts of projects would be funded.

The commission put together a draft budget for 2014:

Scavenger Hunt	\$ 125
Municipal register mailings and ads	\$ 100
Plaques for Municipal Register properties	\$ 200
Preservation Month activities	\$1000
Printing/marketing expenses for other events	\$ 350
Conference attendance and memberships	<u>\$1000</u>
Subtotal	\$2775

This would leave only \$329 for grants. The budget discussion will be continued at the August meeting when more information has been gathered to better estimate costs. Other options for activities were discussed, including the feasibility of partnering with other local agencies to fund Preservation Month activities, or some other event such as a house tour. Cavanaugh shared information about grants available through the National Trust for Historic Preservation.

7. Discussion and possible action on Tax Credit Program

Jen Davel of the Wisconsin Historical Society will speak with the Commission of the Whole on Wednesday, September 11, at 7:00 pm. Other community members will be invited to attend. HPC members discussed advertising the event by e-mail. Cavanaugh suggested that Main Street Portage might have an e-mailing list that could be used.

8. Discussion and possible action on Municipal Register

Klapper toured Portage sites with members of the Municipal Services and Utilities Committee. He identified two City of Portage properties that might be eligible for the Municipal Register: the Portage airport terminal building, and the grandstand at the fairgrounds. The terminal building is one of only two in the state in close to original condition. The grandstand is a Depression-era building for which the city has received a block grant to install a storm shelter within an area formerly used as the locker rooms.

9. Discussion and possible action on disposition of historic preservation books and booklets.

No action was taken on this item. It will be discussed at the August meeting.

10. Adjournment

Chair Klapper adjourned the meeting at 7:30 pm.

Respectfully submitted,
Erin Foley
Secretary

**City of Portage
Cable TV Commission Meeting
Tuesday, July 16, 7:00 P.M.
Municipal Building, Conference Room One**

Members: William P. Welsh, Chairperson; Kenneth Ebnetter, Rita Maass, Michael Oszman,
Jeremy Rusch

1. Roll Call

Called to order at 7:00 P.M. Jeremy Rusch absent

2. Approve minutes of previous meeting.

Maass moved to approve minutes from previous meeting, second by Ebnetter. Motion passed 4-0.

3. Election of secretary

No action taken, because not all members present. Chair appointed Maass take minutes for this meeting.

4. Discussion and possible action on expenditures for 2013

Two bids were reviewed and discussion took place regarding a digital sign system for the front lobby as well as for signage outside of the Council Chambers and Conference rooms one and two. Oszman moved to recommend contacting Fearing's to install digital sign system in the main entrance for the amount of \$4587.78, second by Maass. Motion passed 4-0.

5. Preliminary discussion of 2014 budget

The chair presented the commission with a preliminary budget for 2014. Discussion took place, suggestions made to consider creating an equipment replacement fund for Cable TV. The current equipment needs to be replaced/upgraded within the next 5 years. As well as hiring a part time employee.

6. Adjournment

Maass motion to adjourn at 8:00 P.M., second by Oszman. Motion passed 4-0.

Respectfully submitted,

Rita A. Maass

**City of Portage
Airport Commission Meeting
Tuesday, July 23, 2013, 6:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One**

Members present: Rita Maass, Chairperson; Carolyn Hamre, Barry Erath, Jeff Garetson and David Tesch

Members absent: Fred Langbecker

Also present: John Poppy, Manager; Bob Redelings, City Engineer and Bill Welsh (Cable TV)

1. Roll Call
2. Approval of minutes of previous meetings

Motion by Gaertson, second by Tesch to approve the minutes of the May 21, 2013 meeting. Motion carried 5 to 0 on call of the roll.

3. Discussion and possible action on airport fencing

Redelings mentioned that 6' chain link fence is estimated to cost \$12/foot and a \$5,000 budget would be able to have 400' installed. Maass requested costs for woven wire fence and Poppy suggested a 4' high fence may be adequate w/ associated signing.

There may not be a specific reference to no trespassing in the City's ordinances, although Poppy believes there's an FAA requirement. It is the consensus that signage should be installed in concert with the fencing. Poppy suggested that the signs include language for penalties, which may require an ordinance change.

4. Discussion and possible action on wildlife abatement plan for airport

Maass said she had a discussion w/ the City Administrator regarding the proposed ordinance amendment to allow bow hunting. If the area was limited to airport property, the ordinance could be taken directly to Council. If the ordinance was for City owned property in general, it would first need to be taken up by the Legislative and Regulatory Committee.

The Commission was in agreement that the program should start w/ an initial large deer kill followed by a regular maintenance program. Because bow hunters may perform eradication for free, it was agreed to move forward w/ the ordinance. If the bow hunt wasn't entirely successful, the budgeted \$5,000 could be encumbered for a programmed firearms kill this winter.

Some of the specific ordinance language was brought into question. Redelings suggested replacing the DNR required items w/ language to the effect that all DNR regulations would be met.

Following a discussion as to whether the ordinance should be limited to the Airport property or City-wide, there was a motion by Hamre, second by Tesch to forward the ordinance to Legislative and Regulatory Committee to make any necessary corrections regarding DNR regulations, with emphasis on the Airport property. Motion passed 4 to 1 w/ Gaertson voting no.

5. Discussion and possible action regarding 2014 budget

Maass indicated that she met w/ Poppy and Redelings to review the proposed budget. A few changes from 2013 included an increase in the Manager's contract, an additional \$5,000 for fencing and an additional \$5,000 for deer eradication.

Motion by Erath, second by Gaertson to approve the 2014 budget as presented. Motion carried 5 to 0 on call of the roll.

6. Adjournment

Motion by Gaertson, second by Erath to adjourn. Motion passed 5 to 0 on call of the roll.

The meeting concluded at 7:00 p.m.

Respectfully submitted,

Robert G. Redelings, City Engineer

**City of Portage
Park and Recreation Board Meeting
Tuesday, July 23, 2013 - 6:00 p.m.
Municipal Building Conference 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), Shawn Murphy, City Administrator

1. Roll Call

The meeting was called to order at 6:00 p.m. by chairperson Zirbes, all members were present.

2. Approval of minutes of May 14, 2013 meeting

Motion was made by Konkel and seconded by Messer to approve the minutes from the May 14, 2013. The motion passed 6-0 on call of the roll.

3. Discussion and possible recommendation on Park Comprehensive Plan

Zirbes reported that Draper finished the Park and Recreation Comprehensive Plan. Discussion occurred relative to the comparative size and number of parks in Portage as compared to communities with population range between 10,000 – 20,000. Motion by Kreckman, second by Reckling to recommend approval of Park and Recreation Comprehensive Plan as presented. Motion carried 6-0 on call of the roll.

4. Discussion and possible recommendation on Park & Recreation Manager Position Description

Murphy summarized the proposed revisions to the existing position description. Konkel expressed concern with conflicting oversight and supervisory responsibility of the Parks staff. Murphy explained that the revisions emphasized the intent to better coordinate and utilize staff, equipment and resources with other City Departments. Motion by Reckling, second by Messer to recommend approval of Park & Recreation Manager position description as presented. Motion carried 6-0 on call of the roll.

5. Discussion and possible recommendation on Park and Recreation Foreman Position Description

Murphy summarized the proposed position description stating this position would be open to the existing staff. Konkel expressed concern similar to the Park and Recreation Manager position with conflicting oversight and supervisory responsibility to the Public Works Superintendent position. Board supported the position with the intent to review after implementation. Motion by Reckling, second by Kreckman to recommend approval of Park & Recreation Foreman position description as presented. Motion carried 6-0 on call of the roll.

6. Discussion and possible recommendation on Proposed Revisions to Park and Recreation Board Ordinance

Murphy summarized the changes to the current ordinance which provides budgetary and supervisory authority to the Park and Recreation Board. While forestry duties will not be

included in the Park & Recreation Manager position, they will be responsibility of the Park and Recreation Board. Reckling noted a correction in the revisions to change Commissioner to Board members. Konkel recommended changing Alder term to reflect staggered terms similar to the citizen members. Motion by Reckling, second by Messer to recommend ordinance changes to Legislative and Regulatory Committee.

7. Manager's Report

Hawkinson reported on Department programs, number of participants, Brewer Game Day event, beach activities including break-in at the beach house. Additionally a leak in the new Beach House roof was observed. City will follow up. Park & Recreation is linked to City financial system which has improved reporting and cash control procedures. Murphy commended Hawkinson for all her efforts after Raimer's retirement.

8. Adjournment

Motion by Reckling, second by Kreckman to adjourn. Motion carried 6-0 upon call of the roll. Meeting adjourned at 6:54 p.m.

Respectfully submitted
Shawn Murphy, City Administrator

PORTAGE EMERGENCY PLANNING COMMITTEE MEETING

Minutes for Friday, July 26, 2013

MEMBERS PRESENT: Mayor Tierney, Fire Chief Simonson, County Emergency Mgmt. Dep. Asst. Johnson, Police Chief Manthey, Police Dept. Asst. Chief O'Neill, EMS Director Jon Erdmann, City Attorney Spankowski, City Administrator Murphy, Director of Public Works Redelings, School Representative Poches, and Fire Dept. Capt. Hudgens.

OTHERS PRESENT: Capt. Jeremy Duffy, WI Army National Guard

MEMBERS ABSENT: None

Meeting was called to order at 10:03 a.m.

1. **APPROVAL OF MINUTES FROM LAST MEETING**

A motion was made by Chief Manthey and seconded by City Attorney Spankowski to approve the minutes from the April 26, 2013 meeting with the one correction of spelling on Jon Erdmann's name. Motion passed unanimously.

2. **OLD BUSINESS:**

Hazmat Course Updates: Kathy Johnson advised that she does not have any new course updates.

Update the City's Emergency Operation Plan: Various changes were made to the plan. Chris Essex will make all of the changes/corrections and will send out a new copy for everyone to review. The committee hopes to get approval of this plan during the October meeting and then pass it on to the Common Council for final approval and implementation.

3. **NEW BUSINESS:**

Capt. Jeremy Duffy of the Wisconsin Army National Guard gave a presentation regarding what services that the National Guard and provide during a major incident, i.e Hazmat, tornado, mass casualty, etc. After his presentation, the committee inquired about possibly holding a training exercise with them. Chief Simonson will get together with Jeremy to coordinate this.

Emergency Shelters: The County would like to get a list from the City for emergency shelters in the City that would be available to citizens after normal business hours during a tornado/severe thunderstorm warning.

4. **ADJOURNMENT**

A motion was made by Public Works Director Redelings and seconded by Kathy Johnson to adjourn the meeting at 10:50 a.m.

The next meeting is scheduled for Friday, October 25, 2013 at 10:00 a.m. in Conference Room #1.

Respectfully submitted,

Chris Essex
Recording Secretary

/ce

OPERATOR LICENSE APPLICATIONS - BY LAST NAME

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

David C. Green
Linda L. Heiskanen
Ronald G. Jacob
Margaret A. Russell

TAXI CAB LICENSE RENEWALS

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

LONNIE R. MARTINEZ

JERRY J. SCHOENEMANN

**City of Portage
Plan Commission Meeting
Monday, July 15, 2013, 6:30 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room Two**

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

Others present: Mike Corning, Loretta Corning, Wayne Schultz, Karen Wehrmann, Marianne Hanson, Craig Sauer and Bill Welsh

1. Roll call

2. Approval of minutes from previous meetings

Motion by Tamboli, second by Bauman to approve the minutes from the May 20 and June 17 meetings. Motion passed unanimously on call of the roll.

3. Discussion and possible action on vacation of McPherson Street between Wauona Trail and Ontario Street

Redelings explained that subsequent to the last Plan Commission meeting, it was discovered that no portion of McPherson St. between Wauona Trail and Ontario Street had been vacated. This resulted in another property being affected. Communication with the property owners resulted in a desire for them to also have McPherson St. vacated.

Wayne Schultz, speaking on behalf of the Cornings (property owners), inquired as to whether the vacated street would be staked. Redelings indicated it would likely only be vacated by description.

Following some discussion, it was apparent that the Cornings preferred to combine their property with the vacated 33' of McPherson St. into a single parcel.

Motion by Tofson, second by Zirbes to recommend Council hold a public hearing on the Vacation of McPherson Street between Wauona Trail and Ontario Street. Motion passed unanimously on call of the roll.

4. Discussion and Possible action on Sidewalk Master Plan

Commissioners reviewed the northeast quadrant of the City for deficient sidewalks and had several suggestions. Based on Gunderson's Country Estates development, it was the understanding that sidewalks wouldn't be installed on Morningstar Dr., Wood Thrush Cir. and Forest Hill Dr. Based on input from the PCSD, sidewalk is recommended on both sides of all streets surrounding the campus. Hamilton Street would have sidewalk along the west side of the street and also on the east side of the street in the vicinity of Pine Meadow Park. Suggestions were also made for sidewalks on several other streets. Redelings is to review the topography along Evergreen Trail, Meadowlark Lane, Eagle Ridge Lane and Bluebird Drive for compatibility of sidewalks.

5. Discussion and possible action on Comprehensive Plan priorities

Redelings presented a tabulation of the priorities provided by the Commissioners. It was obvious from the information that PATHS, and bicycle/pedestrian facilities are very high priorities. Mayor Tierney indicated that these facilities are also high on the priority lists of potential industry.

There was some discussion as to who would take ownership of the program to ensure it's implementation. It was suggested that the plan start with the Park & Recreation Board, but it may also be beneficial to retain a consultant to assist with the program.

6. Discussion and possible action on sign ordinance

Redelings explained that the sign ordinance was originally part of the zoning ordinance, but wasn't reviewed and adopted at that time. The review was only conducted at the staff level and with input from the consultant. A year old draft of proposed changes was presented. It was noted that the draft had several shortcomings and was in need of further discussion.

Redelings is to arrange for a meeting with senior staff, a member of the Chamber of Commerce and the consultant to review the proposed changes in more detail. The proposed revisions will be brought back to the Plan Commission for deliberation at a future meeting.

7. Discussion regarding developer's checklist and associated submittal deadline

In response to requests for site plan reviews, the Commission considered the time required for staff and their review. It was concluded that the current 21 day process was appropriate, with staff

being afforded 2 weeks for review and providing the Commission a week to examine site plan proposals.

8. Adjournment

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

The meeting concluded at 8:20 p.m.

Respectfully submitted,

Robert G. Redelings, P.E., City Engineer

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 22, 2013, 6:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes

Present: Rick Dodd, Chairperson; Jeff Garetson, Rita Maass

Absent: Martin Havlovic, Doug Klapper

Also present: Craig Sauer, Portage Daily Register; Bill Welsh, Cable TV; City Administrator Shawn Murphy

1. Roll call

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

2. Approval of minutes from July 8, 2013

Motion by Garetson, second by Maass to approve minutes from the July 8, 2013 meeting. Motion carried unanimously by a call of roll.

3. Review Quotes for Bleacher Replacement

Murphy presented a summary of quotes that Raimer had solicited for the replacement of bleachers at parks and ball fields. \$25,000 was budgeted in the 2013 Capital Fund for this project. Of the 6 quotes received, Global Industries submitted the lowest priced quote for 16 – 7.5', 4-row aluminum units at \$558.25 each. Total quote is \$10,032.00 with shipping. The Committee expressed a desire to order additional units to take advantage of the pricing. However, it was not known how many bleachers the city has in its inventory or how many may need replacement. Motion by Maass, second by Garetson to order 20 bleacher units from Global Industries at \$558.25 each plus shipping. Replaced units will be declared surplus and disposed. Motion carried unanimously by a call of roll.

4. Review and possible recommendation on Proposals for Design Engineering for WWTP Digester Upgrade Project.

Murphy presented a memo summarizing the 3 proposals received from McMahon, Strand and Donahue for design and bidding services for the project. An interview committee comprised of Ald. Garetson, Engineer Redelings, WWTP Operator Hornischer and Murphy heard presentations from all 3 firms and recommended McMahon Associates for \$26,900. Although McMahon was not to lowest cost proposal, the Interview Committee recommended McMahon due to the overall detail and approach in their proposal, their sensitivity to explore cost-saving alternatives, their experience and approach to the NFPA 820 review. Although not included in the 2013 budget, this project had an estimated design

cost of \$50,000 and construction cost of approximately \$750,000. The design for a jet mixing process would replace the antiquated gas-mixing digester process which will result in increased capacity and capability. Design will occur this year with construction in 2014. Motion by Garetson, second by Maass to recommend McMahon Associate for \$26,900. Motion carried unanimously on a call of roll.

5. Adjournment

Motion by Garetson, second by Maass to adjourn the meeting at 6:18pm. Motion carried unanimously on call of roll.

Shawn Murphy, City Administrator

MEMO

DATE: July 19, 2013
TO: Finance & Administration Committee
FROM: Shawn Murphy, City Administrator
SUBJECT: Design Proposals-WWTP Digester Upgrade

The City received 3 design engineering proposals in response to a Request for Proposals (RFP) sent out in June, 2013 by City Engineer Redelings for the replacement of the existing gas mixing system for the anaerobic digesters at the Wastewater Treatment Plant (WWTP). The gas mixing system was installed in 1983 and has been experiencing problems. The City is seeking the replacement of this system with a more efficient and cost effective process known as jet-mixing. Additionally, since the facility in which this process is housed in is more than 30 years old, a review of the facility for NFPA 820 code compliance will be conducted. The RFP sought proposals from engineering firms with relevant experience in jet-mixing system design to provide bidding specifications and documents suitable for soliciting bids on the installation later this year for construction in 2014.

Here's a summary of the proposals received:

Firm	Location	Cost	
Strand Associates	Madison, WI	Design	\$28,000
		Bid Services	<u>4,000</u>
		Total	\$32,000
McMahon Engineers	Neenah, WI	Design	\$22,900
		Bid Services	<u>4,000</u>
		Total	\$26,900
Donahue/GEC	Sheboygan/Portage, WI	Design	\$20,350
		Bid Services	<u>3,540</u>
		Total	\$23,890

An interview committee consisting of Jeff Garetson, Bob Redelings, WWTP Operator Dave Hornischer and myself met with representatives of all 3 firms on July 12. After considerable review of each firm proposal and presentation it was recommended to retain McMahon Engineers for the project. While their proposal was not the lowest cost, it was felt their proposal best met our needs and concerns with respect to the project. More specifically, the Committee recommended McMahon due to the following reasons:

1. Best overall presentation.
2. Provide a good overall, in-house support staff for aspects of the design (Architecture, electric, mechanical, etc).
3. Significant relevant project experience
4. Good explanation of alternative equipment & processes with sensitivity to cost saving approaches over the lifecycle.

5. Good approach to NFPA 820 guideline review.
6. Proposal included a detailed task analysis.

If approved, design process will begin in August with project completion expected in September, 2014.

Cc: B. Redelings, City Engineer

Claims - Finance Meeting 8/08/13**Vendor Summary Report**

6,588.50 4 Season - Splash Pad
 6,573.05 5 Alarm - Fire - Multigas Meter
 3,560.00 Accurate Appraisal
 3,668.78 Air Temperature - HVAC Maint - City Hall/Sewer
 15,004.18 Alliant Energy
 3,105.00 Aquachem - Sewer
 25,145.88 Col Cty Solid Waste
 2,981.40 CDW Govt - Symantech; PEC internet hook up
 3,000.00 DJ Fence - Splash Pad
 3,276.25 General Engineering Sewer Lift St; Permits
 11,042.21 Hawkins - Sewer
 136,806.45 LMS Construction Inc Capital Street, Sewer & Water Proj
 21,481.32 Michels Corp - Concrete Crushing
 5,210.06 Rhyme Business Chairs - City Hall \$3,520; Sewer \$1320
 5,351.69 Strand Associates, Inc. Storm Water & IT Support
 4,000.00 Tutor.com - Library
 95,000.00 Water Tower Clean & Coat, Inc. - Cardinal Glass Water Tower
 9,001.87 WI DNR - Sewer - License Fees

360,796.64

403,693.13 Total
 (96.45) Less IsoKinetics - on Credit Card
 (17.97) Less Radio Shack - on Credit Card

403,578.71 403,578.71 Revised Amount
 89%

Paid Invoice Listing 8/02/13 chk# 139296 - 139513

9,122.00 AWE Digital Learning Solutions - Library Expansion
 5,959.11 CED Interstate Electric - Library Expansion
 37,496.00 Central WI Community - BG
 6,394.97 Delta Dental
 3,286.07 Demco - Library Expansion
 625,160.58 Ellis Stone - Library Expansion
 46,745.56 Embury, LTD - Library Expansion
 8,284.51 Fearing's - Library Expansion
 20,774.50 Hill - 2013 Ford F150 PW
 21,095.01 Interstate Electric - Library Expansion
 16,446.14 Interior Investments of Madison - Library Expansion
 11,441.69 Kwik Trip
 6,424.00 Main Street - BID
 49,768.24 Running Inc - Taxi
 2,623.15 Schoolsin - Library Expansion
 5,014.47 St of WI Court Fines - Muni Court
 3,800.50 Yerges Van Liners - Library Expansion

879,836.50 Subtotal

897,616.23 897,616.23 Total
 98%

Manual Checks Issued - Wires

13,359.68 Great West Retirement Svc Annuities
 92,654.89 Comm Bank of Ptg (pg2) Tax W/H
 46,297.01 WI Retirement System

152,311.58 Subtotal

152,311.58 152,311.58 Total
 100%

Water Claims not paid

8,639.22 Alliant
 26,270.03 City - Payroll
 2,069.00 First Supply
 2,452.43 Hawkins
 10,425.01 North Am Salt

49,855.69 Subtotal

58,164.08 58,164.08 Total
 86%

\$ 1,511,670.60 Total Claims

DATE: 08/02/2013
TIME: 10:40:49
ID: AP442000.WOW

CITY OF PORTAGE
VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 08/09/2013

VENDOR #	NAME	AMOUNT DUE
4SEASON	4 SEASONS INC.	6,588.50
5ALARM	5 ALARM	6,573.05
ACCUAPR	ACCURATE APPRAISAL, LLC	3,560.00
ADAMCOL	ADAMS-COLUMBIA ELECTRIC COOP	26.79
AIRTEMP	AIR TEMPERATURE SERVICES INC	3,668.78
AKELIRV	AKELIUS IRVING	565.94
ALERETOX	ALERE TOXICOLOGY SERVICES INC	315.50
ALLIENE	ALLIANT ENERGY	15,004.18
ALLSCOR	ALL AMERICAN SCOREBOARDS	100.00
AMAZON	AMAZON	919.15
AMERBOT	AMERICAN BOTTLING COMPANY	288.50
AMERFAS	AMERICAN FASTENER	52.58
AQUACHE	AQUACHEM OF AMERICA INC.	3,105.00
ARAMUNI	AUS LA CROSSE MC LOCKBOX	1,351.07
AT&T	AT&T	2.33
BADTRUCE	BADGER TRUCK CENTER OF MADISON	26.57
BAKEENT	BAKER & TAYLOR	9.42
BATTPRO	BATTERY PRODUCTS INC	47.82
BSNSPO	BSN SPORTS INC.	138.76
CAPIBAT	CAPITOL CITY BATTERY, INC.	203.90
CAPNEWS	CAPITAL NEWSPAPERS	355.05
CARDMEM	CARDMEMBER SERVICE	159.36
CAREWCO	CAREW CONCRETE & SUPPLY CO INC	140.00
CARTDIR	CARTRIDGES DIRECT	285.97
CCMIS	COLUMBIA COUNTY MIS DEPT	1,374.24
CCSHER	COLUMBIA COUNTY SHERIFF'S DEPT	100.00
CCSOLID	COLUMBIA CO. SOLID WASTE	25,145.88
CDWGOV	CDW GOVERNMENT INC.	2,981.40
CENTLINK	CENTURY LINK	40.49
CENTSPR	CENTURY SPRINGS BOTTLING CO	330.30
CHARCOM	CHARTER COMMUNICATIONS	527.97
CLARKE	CLARKE	1,776.82
CNASURE	CNA SURETY	100.00
COMPCLI	COMPUTER CLINIC OF WISCONSIN	284.44
COUNPLU	COUNTRY PLUMBER, INC	1,190.50
CRAWOIL	CRAWFORD OIL CO., INC.	1,354.25
CTLABOR	CT LABORATORIES, LLC	16.80
DESIAPP	DESIGN 1 APPAREL	673.40
DIVISAV	DIVINE SAVIOR HEALTHCARE	295.00
DJFENCE	THE D.J. FENCE CO.	3,000.00
EHLINV	EHLERS INVESTMENT PARTNERS	414.02
ENVICON	ENVIRONMENT CONTROL	1,381.70
FASTCO	FASTENAL COMPANY	43.16
FIRERESC	FIRE RESCUE SUPPLY LLC	170.00

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TIME: 10:40:49
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CITY OF PORTAGE
VENDOR SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 08/09/2013

VENDOR #	NAME	AMOUNT DUE
FIRESAFE	FIRE & SAFETY EQUIPMENT INC	28.40
FREDEXC	FREDRICK EXCAVATING	2,340.00
FRONTON	FRONTIER ONLINE	2,134.80
GALEGRO	GALE	19.46
GAVIALB	ALBERT GAVINSKI	144.00
GEMSOVE	GEM'S OVERHEAD DOOR	700.00
GENENG	GENERAL ENGINEERING COMPANY	3,276.25
GRAINGER	GRAINGER	158.42
HAWKWAT	HAWKINS INC.	11,042.21
HEIBEDW	EDWARD F. HEIBERGER	23.98
HESTARK	THE H.E. STARK AGENCY INC	516.83
HOLIWHO	HOLIDAY WHOLESALE	828.69
IAMDairy	I.A.M. DAIRY DISTRIBUTING LLC	619.02
INGRBOO	INGRAM LIBRARY SERVICES	1,840.58
INTEELE	INTERSTATE ELECTRIC SUPPLY CO.	215.22
ISLAND	I&S LANDSCAPING SUPPLIES	346.50
ISOKINET	ISOKINETICSINC.COM	96.45
JOHNDEE	JOHN DEERE FINANCIAL	23.50
KIMBMID	KIMBALL MIDWEST	122.19
LANGENT	LANGE ENTERPRISES, INC	643.10
LARRTRO	LARRY'S TROPHIES & AWARDS	22.00
LMSCON	LMS CONSTRUCTION INC	136,806.45
MABAS	MABAS - WISCONSIN TREASURER	95.00
MDAPLUM	MDA PLUMBING & HEATING INC	384.00
MICHELS	MICHELS CORP	21,481.32
MICRMAR	MICROMARKETING, LLC	83.75
MIDSTATE	MID-STATE EQUIPMENT INC.	266.90
MIDTAPE	MIDWEST TAPE	130.94
NAPAAUT	NAPA AUTO PARTS	1,089.78
NEWPIG	NEW PIG CORPORATION	153.72
NORTBUS	NORTHLAND BUSINESS SYSTEMS INC	113.81
NORTCEN	NORTH CENTRAL LABORATORIES	1,242.21
NORTLAK	NORTHERN LAKE SERVICE, INC	248.00
OREIAUT	O'REILLY AUTO PARTS	418.88
AXBOMAR	OX-BO MARINE LLC	105.30
PISCPUB	PISCHKE PUBLICATIONS	18.45
PORTDIE	PORTAGE DIESEL, INC.	35.88
PORTLUM	PORTAGE LUMBER	318.85
PORTWAT	PORTAGE WATER UTILITY	28.75
RADISHA	RADIO SHACK	17.97
RANDHOU	RANDOM HOUSE INC	90.00
RHYMBUS	RHYME BUSINESS PRODUCTS	5,210.06
RITEBUS	RITEWAY BUS SERVICE	595.00
SCHUSMA	SCHULTZ SMALL ENGINE	106.15

DATE: 08/02/2013
TIME: 10:40:49
ID: AP442000.WOW

CITY OF PORTAGE
VENDOR SUMMARY REPORT

PAGE: 3

INVOICES DUE ON/BEFORE 08/09/2013

VENDOR #	NAME	AMOUNT DUE
SCOTTCON	SCOTT CONSTRUCTION INC.	650.76
SERVCLC	SERVICEMASTER CLEANING SERVICE	189.00
SIMETAL	S.I. METAL	44.94
STAPLES	STAPLES CREDIT PLAN	759.92
STEWLAN	STEWART'S LANDSCAPING & LAWN	204.00
STRAASS	STRAND ASSOCIATES INC	5,351.69
SUPECHE	SUPERIOR CHEMICAL INC	2,254.87
TONNPEST	TONN PEST CONTROL, INC.	75.00
TRACSUP	TRACTOR SUPPLY CREDIT PLAN	184.96
TRECEK	TRECEK AUTOMOTIVE OF	995.57
TRUCKCO	TRUCK COUNTRY	1,046.19
TUTORCOM	TUTOR.COM	4,000.00
ULTRACOM	ULTRACOM WIRELESS	194.79
UNIQMAN	UNIQUE MANAGEMENT SERVICES INC	98.45
UWEXTEN	UW-EXTENSION	120.00
VYTASSAL	VYTAS P. SALNA	1,154.00
WALMART	WALMART COMMUNITY	216.63
WALSACE	WALSH'S ACE HARDWARE	1,700.70
WATETOW	WATER TOWER CLEAN & COAT, INC.	95,000.00
WEAVAUT	WEAVER AUTO PARTS	263.28
WELWILL	WILLIAM P. WELSH	565.00
WIDEPJUS	WI DEPT OF JUSTICE - TIME	391.50
WINNTRA	WINNING TRADITIONS LLC	299.91
WISCDNR	WISCONSIN DNR	9,001.87
WITAX	WISCONSIN TAXPAYERS ALLIANCE	13.97
ZIMMPLU	ZIMMERMAN PLUMBING INC	44.77

TOTAL ALL VENDORS: 403,693.13

MANUAL CHECKS ISSUED 07/12/2013 THRU 08/02/2013

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	CHECK #	CHECK DATE	ITEM AMT
GWRS	GREAT WEST RETIRMENT SERVICES						
130712	07/12/13	01		1000021000923	972425	07/12/13	4,508.84
		02		1000021000923			560.00
		03		2110021000923			5.00
		04		2300021000923			600.00
		05		6100021000923			566.80
		06		6100021000923			216.48
		07		6200021000923			193.20
		08		6200021000923			29.52
						INVOICE TOTAL:	6,679.84
130726	07/26/13	01		1000021000923	906709	07/26/13	4,508.84
		02		1000021000923			560.00
		03		2110021000923			5.00
		04		2300021000923			600.00
		05		6100021000923			566.80
		06		6100021000923			216.48
		07		6200021000923			193.20
		08		6200021000923			29.52
						INVOICE TOTAL:	6,679.84
						VENDOR TOTAL:	13,359.68

MANUAL CHECKS ISSUED 07/12/2013 THRU 08/02/2013

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	CHECK #	CHECK DATE	ITEM AMT

WIRE	COMMUNITY BANK OF PORTAGE						
130715	07/26/13	01		1000021000907	933312	07/26/13	20.80
						INVOICE TOTAL:	20.80
172160	07/12/13	01		1000021000907	972160	07/12/13	6,408.19
		02		2110021000907			128.32
		03		2300021000907			364.45
		04		6100021000907			480.52
		05		6200021000907			567.01
						INVOICE TOTAL:	7,948.49
55736	07/12/13	01		1000021000903	955736	07/12/13	17,106.06
		02		1000021000905			12,561.78
		03		2110021000903			687.46
		04		2110021000905			290.34
		05		2300021000903			1,464.26
		06		2300021000905			583.88
		07		6100021000903			1,579.40
		08		6100021000905			1,048.25
		09		6200021000903			1,637.54
		10		6200021000905			978.42
						INVOICE TOTAL:	37,937.39
830784	07/12/13	01		1000021000907	930784	07/12/13	1.53
		02		2110021000907			0.17
						INVOICE TOTAL:	1.70
Q3 130726	07/26/13	01		1000021000903	967652	07/26/13	17,588.96
		02		1000021000905			12,630.87
		03		2110021000903			799.26
		04		2110021000905			372.51
		05		2300021000903			1,574.82
		06		2300021000905			590.01
		07		6100021000903			1,523.98
		08		6100021000905			983.42
		09		6200021000903			1,629.96

MANUAL CHECKS ISSUED 07/12/2013 THRU 08/02/2013

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	CHECK #	CHECK DATE	ITEM AMT

WIRE	COMMUNITY BANK OF PORTAGE						
Q3 130726	07/26/13	10		6200021000905	967652	07/26/13	969.81
						INVOICE TOTAL:	38,663.60
Q3 2013-130715	07/15/13	01		1000021000903	091145	07/15/13	87.08
		02		1000021000905			55.53
						INVOICE TOTAL:	142.61
WT 6 REPORT	07/26/13	01		1000021000907	916736	07/26/13	6,367.73
		02		2110021000907			136.76
		03		2300021000907			358.22
		04		6100021000907			502.81
		05		6200021000907			574.78
						INVOICE TOTAL:	7,940.30
						VENDOR TOTAL:	92,654.89
WRS	WISCONSIN RETIREMENT SYSTEM						
1306	07/26/13	01		1000021000909	907988	07/26/13	38,193.51
		02		2110021000909			113.86
		03		2300021000909			2,312.34
		04		6100021000909			2,753.31
		05		6200021000909			2,923.99
						INVOICE TOTAL:	46,297.01
						VENDOR TOTAL:	46,297.01
						TOTAL ALL INVOICES:	152,311.58

FROM CHECK # 139296 TO 139513

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ACOUSTEC	ACOUSTECH								
	344278	01	1000015000030	06/07/13		139296	07/12/13	344.06	344.06 344.06
									VENDOR TOTAL: 344.06
AFLAC	AMERICAN FAMILY LIFE								
	602838-0WBN6	01	1000021000929	07/26/13		139487	07/26/13	141.03	141.03 141.03
									VENDOR TOTAL: 141.03
AIRFLOW	AIR FLOW INC								
	6Z3519	01	1000015000030	07/12/13		139297	07/12/13	200.00	200.00 200.00
									VENDOR TOTAL: 200.00
ASSOMAN	GIL MEISGEIER DBA								
	130531	01 LINKS 32 MILES	2450056720342	05/31/13		139298	07/12/13	16.00	16.00 16.00
									VENDOR TOTAL: 16.00
AWEDIGIT	AWE DIGITAL LEARNING SOLUTIONS								
	PPLWI13001-1	01	1000015000030	07/10/13		139502	08/02/13	9,122.00	9,122.00 9,122.00
									VENDOR TOTAL: 9,122.00
CAPNEWS	CAPITAL NEWSPAPERS								
	2046779	01	2450056720296	07/12/13		139299	07/12/13	500.00	400.00 400.00
	2058923	01	2450056720296	07/12/13		139299	07/12/13	500.00	100.00 100.00
									VENDOR TOTAL: 500.00
CARDMEM	CARDMEMBER SERVICE								
	1305-2015	01	1000251400290	07/18/13		139330	07/19/13	1,669.99	1,669.99 90.00
		02	1000251500290						90.00
		03	4100055200821						1,489.99
	130627-2129			07/12/13		139300	07/12/13	10.00	10.00

FROM CHECK # 139296 TO 139513

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	130627-2129			07/12/13		139300	07/12/13	10.00	10.00
	01		1001052110310						10.00
								VENDOR TOTAL:	1,679.99
CCTREAS		COLUMBIA COUNTY TREASURER							
	1306			07/26/13		139488	07/26/13	2,438.51	2,438.51
	01		1004545110000						2,438.51
								VENDOR TOTAL:	2,438.51
CEDINTER		CED INTERSTATE ELECTRIC SUPPLY							
	5959-521587			07/12/13		139301	07/12/13	5,979.11	5,979.11
	01		1000015000030						5,979.11
								VENDOR TOTAL:	5,979.11
CENTWIS		CENTRAL WISCONSIN COMMUNITY							
	81			07/12/13		139302	07/12/13	37,496.00	730.00
		01 FILING FEES	2200056000790						180.00
		02 PAYMENTS	2200056000752						550.00
	82			07/12/13		139302	07/12/13	37,496.00	9,195.00
	01		2200056000752						9,195.00
	83			07/12/13		139302	07/12/13	37,496.00	180.00
	01	FILING (4)	2200056000790						180.00
	84			07/12/13		139302	07/12/13	37,496.00	3,595.00
	01	PAYMENTS	2200056000752						3,595.00
	85			07/12/13		139302	07/12/13	37,496.00	5,000.00
	01		2200056000752						5,000.00
	86			07/12/13		139302	07/12/13	37,496.00	6,500.00
	01		2200056000752						6,500.00
	87			07/12/13		139302	07/12/13	37,496.00	7,500.00
	01		2200056000752						7,500.00
ADM 68				07/12/13		139302	07/12/13	37,496.00	3,836.00
	01	ADMIN COSTS	2200056000219						3,836.00
ADM 69				07/12/13		139302	07/12/13	37,496.00	960.00

FROM CHECK # 139296 TO 139513

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	ADM 69	01 ADMIN COSTS	2200056000219	07/12/13		139302	07/12/13	37,496.00	960.00 960.00
								VENDOR TOTAL:	37,496.00
COLCTYEC	COLUMBIA COUNTY ECONOMIC								
	1307	01 JULY 2013	2750056710219	08/01/13		139503	08/02/13	200.00	200.00 200.00
								VENDOR TOTAL:	200.00
COLUMPD	COLUMBUS P.D.								
	130317	01 WARRANT ERIK MILLER WARRANT	1000021000935	07/12/13		139303	07/12/13	88.60	88.60 88.60
								VENDOR TOTAL:	88.60
DELTDEN	DELTA DENTAL PLAN OF WISCONSN								
	621758	01	1000021000913	07/26/13		139489	07/26/13	6,394.97	6,394.97 2,175.60 3,053.23 8.00 8.72 120.00 214.38 179.60 226.25 160.40 248.79
		02	1000021000929						
		03	2110021000913						
		04	2110021000929						
		05	2300021000913						
		06	2300021000929						
		07	6100021000913						
		08	6100021000929						
		09	6200021000913						
		10	6200021000929						
								VENDOR TOTAL:	6,394.97
DEMCO	DEMCO, INC.								
	5010739	01	1000015000030	06/28/13		139504	08/02/13	3,286.07	3,286.07 3,286.07
								VENDOR TOTAL:	3,286.07
ELLISSTO	ELLIS STONE CONST. CO. INC.								
	APP 3	01	1000015000030	07/12/13		139304	07/12/13	542,178.27	542,178.27 542,178.27
	APP 4	01	1000015000030	08/01/13		139505	08/02/13	82,982.31	82,982.31 82,982.31
								VENDOR TOTAL:	625,160.58

FROM CHECK # 139296 TO 139513

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	1307	01	1000021000917	07/12/13		139310	07/12/13	200.00	200.00 200.00
								VENDOR TOTAL:	200.00
INTEELE	INTERSTATE ELECTRIC SUPPLY CO.								
	5959-522980	01	1000015000030	07/18/13		139508	08/02/13	21,095.01	21,010.65 21,010.65
	5959-523424	01	1000015000030	07/19/13		139508	08/02/13	21,095.01	84.36 84.36
								VENDOR TOTAL:	21,095.01
INTINVES	INTERIOR INVESTMENTS OF MADISO								
	63563	01	1000015000030	07/19/13		139509	08/02/13	16,446.14	14,306.74 14,306.74
	63564	01	1000015000030	07/19/13		139509	08/02/13	16,446.14	2,139.40 2,139.40
								VENDOR TOTAL:	16,446.14
JOHNTE	TERESA H. JOHNSON								
	130726	01	1000021000929	07/26/13		139491	07/26/13	121.97	121.97 121.97
								VENDOR TOTAL:	121.97
KLAFKE	KEITH J. KLAFKE								
	1308 CAF	01	1000021000929	08/01/13		139510	08/02/13	128.26	86.65 86.65
	1308 UNIFORM	01	1001052120133	08/01/13		139510	08/02/13	128.26	41.61 41.61
								VENDOR TOTAL:	128.26
KWIKTRI	KWIK TRIP STORES								
	1306-105046	01	1001052120342	07/12/13		139311	07/12/13	11,441.69	4,897.44 4,897.44
	1306-13291	01	1003055400342	07/12/13		139311	07/12/13	11,441.69	1,938.49 1,938.49

FROM CHECK # 139296 TO 139513

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	1306-204173			07/12/13		139311	07/12/13	11,441.69	82.84
	01		1002053100342						82.84
	1306-3000653			07/12/13		139311	07/12/13	11,441.69	3,438.74
	01		1002053311342						3,438.74
	1306-653			07/12/13		139311	07/12/13	11,441.69	501.93
	01		1001552220342						501.93
	1306-654			07/12/13		139311	07/12/13	11,441.69	582.25
	01		6205553610342						582.25
								VENDOR TOTAL:	11,441.69
LINKGRE	LINK'S GREENHOUSE								
	1305			07/12/13		139312	07/12/13	576.00	576.00
	01		2450056720351						576.00
								VENDOR TOTAL:	576.00
MAINSTR	MAIN STREET PORTAGE, INC								
	2013 CANAL DAYS			07/12/13		139313	07/12/13	3,300.00	3,300.00
	01 CANAL DAYS 2013		2450056720710						3,300.00
	PB 053113			05/31/13		139314	07/12/13	3,124.00	1,562.00
	01		2450056720550						1,562.00
	PB063013			07/12/13		139314	07/12/13	3,124.00	1,562.00
	01		2450056720550						1,562.00
								VENDOR TOTAL:	6,424.00
NAPAAUT	NAPA AUTO PARTS								
	251701			07/12/13		139315	07/12/13	19.48	19.48
	01		2450056720351						19.48
								VENDOR TOTAL:	19.48
PIERCE	PIERCES SUPERMARKET								
	1307 BEEBE			07/12/13		139316	07/12/13	10.99	10.99
	01 SUZANNE K BEEBE		1004545110000						10.99
								VENDOR TOTAL:	10.99
PIXLDU	DUAINE M. PIXLER								
	130726			07/26/13		139492	07/26/13	48.17	48.17

FROM CHECK # 139296 TO 139513

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	130726	01	1000021000929	07/26/13		139492	07/26/13	48.17	48.17
	1308	01	1000021000929	08/01/13		139511	08/02/13	50.00	50.00
							VENDOR TOTAL:		98.17
PORTCHAM	11797	01 TASTE OF PORTAGE	2450056720296	07/12/13		139317	07/12/13	2,466.67	2,466.67
		02 DISCOVER WISCONSIN	2450056720296						1,300.00
							VENDOR TOTAL:		1,166.67
PORTWAT	3.00453.04	310 DEWITT		07/26/13		139493	07/26/13	688.05	688.05
		01 WATER/SEWER -310 DEWITT	2180056000790						688.05
							VENDOR TOTAL:		688.05
RAIMTI	130716	01	1000021000929	07/19/13		139332	07/19/13	43.76	43.76
	130726	01	1000021000929	07/26/13		139494	07/26/13	130.31	130.31
							VENDOR TOTAL:		174.07
REDCEDAR	149	01	1000351200219	07/12/13		139318	07/12/13	100.00	100.00
							VENDOR TOTAL:		100.00
RESERACC	1308	01 POSTAGE METER REFILL	1000016000053	08/01/13		139512	08/02/13	1,000.00	1,000.00
							VENDOR TOTAL:		1,000.00
RUNNING	10145			07/12/13		139319	07/12/13	49,768.24	49,768.24

FROM CHECK # 139296 TO 139513

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	10145	01 SHARED RIDE TAXI SERVICE	2600053520725	07/12/13		139319	07/12/13	49,768.24	49,768.24 49,768.24
								VENDOR TOTAL:	49,768.24
SAUKFIRE	SAUK COUNTY FIRE CHIEF'S ASSOC								
	130712	01 DANIEL HINICKLE	1001552230290	07/18/13		139333	07/19/13	235.00	235.00 235.00
								VENDOR TOTAL:	235.00
SCHOOLS	SCHOOLSIN								
	W56464	01	1000015000030	07/12/13		139320	07/12/13	2,623.15	2,623.15 2,623.15
								VENDOR TOTAL:	2,623.15
SMILEY	SMILEY LAW OFFICE								
	130712	01 GARNISHMENT	1000021000925	07/12/13		139321	07/12/13	100.00	100.00 100.00
	130726	01 GARNISHMENT	1000021000925	07/26/13		139495	07/26/13	100.00	100.00 100.00
								VENDOR TOTAL:	200.00
SOUTCEN	SOUTH CENTRAL LIBRARY								
	11-1838	01	1000015000030	07/12/13		139322	07/12/13	278.99	278.99 278.99
								VENDOR TOTAL:	278.99
STAPLES	STAPLES CREDIT PLAN								
	6035517820094349-JUN	01	1001052110310	07/18/13		139334	07/19/13	231.45	231.45 156.83
		02	1001052110310						74.62
	6035517820099165-07	01	1001552220390	07/26/13		139496	07/26/13	153.86	153.86 109.99
		02	1001552210310						55.84
		03	1001552210310						-68.77
		04	1001552210310						56.80
								VENDOR TOTAL:	385.31

FROM CHECK # 139296 TO 139513

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
STEWLAN	STEWART'S LANDSCAPING & LAWN								
	1307	01	4100055200821	07/12/13		139323	07/12/13	450.00	450.00 450.00
								VENDOR TOTAL:	450.00
STWICOUR	STATE OF WISCONSIN COURT FINES								
	1306	01 STATE SHARE CT FINES	1004545110000	07/26/13		139497	07/26/13	5,014.47	5,014.47 5,014.47
								VENDOR TOTAL:	5,014.47
SUPECHE	SUPERIOR CHEMICAL INC								
	27570	01	1000251600340	07/12/13		139324	07/12/13	303.94	303.94 303.94
								VENDOR TOTAL:	303.94
SUPPORT	WISCONSIN SUPPORT COLLECTIONS								
	130712	01 MARTIN 02 STUMPF	1000021000925 1000021000925	07/12/13		139325	07/12/13	371.07	371.07 221.07 150.00
	130726	01 MARTIN 02 STUMPF	1000021000925 1000021000925	07/26/13		139498	07/26/13	371.07	371.07 221.07 150.00
								VENDOR TOTAL:	742.14
TEAMLOC	TEAMSTERS LOCAL #695								
	1307	01 02 03 04	1000021000917 1000021000917 6100021000917 6200021000917	07/12/13		139326	07/12/13	1,076.25	1,076.25 145.25 686.00 129.36 115.64
								VENDOR TOTAL:	1,076.25
WI DETRA	WI DEPT. OF TRANSPORTATION								
	130712	01 SUSPEND REGISTRATION	1004545110000	07/12/13		139327	07/12/13	100.00	100.00 100.00
								VENDOR TOTAL:	100.00
WNOA	W.N.O.A.								
	1308			07/18/13		139335	07/19/13	185.00	185.00

FROM CHECK # 139296 TO 139513

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	1308	01 DAVID CLARK	1001052120290	07/18/13		139335	07/19/13	185.00	185.00 185.00
								VENDOR TOTAL:	185.00
WPPA		WISCONSIN PROFESSIONAL POLICE							
	1307	01	1000021000917	07/12/13		139328	07/12/13	675.75	675.75 675.75
								VENDOR TOTAL:	675.75
WWOA		WWOA							
	130726	01 47 ANNUAL CONFERENCE HORNISCHE	6205553610290	07/26/13		139499	07/26/13	105.00	105.00 105.00
								VENDOR TOTAL:	105.00
YERGESVA		YERGES VAN LINERS INC							
	M-13-5483	01	1000015000030	07/12/13		139329	07/12/13	912.50	912.50 912.50
	M-13-5498	01	1000015000030	07/17/13		139513	08/02/13	3,800.50	3,800.50 3,800.50
								VENDOR TOTAL:	4,713.00
								TOTAL --- ALL INVOICES:	897,616.23

PORTAGE UTILITIES

Payment Approval Report Finance Committee Only
Input Date(s): 11/04/2010 - 11/04/2010Page: 1
Jul 25, 2013 12:49pm

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
ALLIANT ENERGY/WP&L	Total ALLIANT ENERGY/WP&L				8,639.22	.00	
AT&T (4727/0448/0525)	Total AT&T (4727/0448/0525)				18.37	.00	
BADGER METER INC	Total BADGER METER INC				196.82	.00	
CHARTER COMMUNICATIONS	Total CHARTER COMMUNICATIONS				58.01	.00	
CITY TREASURER-PAYROLL	Total CITY TREASURER-PAYROLL				26,270.03	.00	
CT LABORATORIES, LLC	Total CT LABORATORIES, LLC				359.10	.00	
DIGGERS HOTLINE INC	Total DIGGERS HOTLINE INC				143.64	.00	
FIRST SUPPLY	Total FIRST SUPPLY				2,069.00	.00	
FRONTIER	Total FRONTIER				173.69	.00	
HACH COMPANY	Total HACH COMPANY				800.60	.00	
HAWKINS INC	Total HAWKINS INC				2,452.43	.00	
KWIK TRIP INC	Total KWIK TRIP INC				916.64	.00	
MARTELLE WATER TREATMENT	Total MARTELLE WATER TREATMENT				1,712.90	.00	
MIDWEST TESTING	Total MIDWEST TESTING				560.00	.00	
NORTH AMERICAN SALT CO	Total NORTH AMERICAN SALT CO				10,425.01	.00	
P W U	Total P W U				1,016.91	.00	
PORTAGE GLASS COMPANY	Total PORTAGE GLASS COMPANY				20.00	.00	
PORTAGE LUMBER DO-IT	Total PORTAGE LUMBER DO-IT				7.98	.00	
PUBLIC SERVICE COMMISSION WISC	Total PUBLIC SERVICE COMMISSION WISC				785.50	.00	
STAPLES CREDIT PLAN							

PORTAGE UTILITIES

Payment Approval Report Finance Committee Only
 Input Date(s): 11/04/2010 - 11/04/2010

Page: 2
 Jul 25, 2013 12:49pm

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total STAPLES CREDIT PLAN					185.98	.00	
U S POSTAL SERVICE							
Total: U S POSTAL SERVICE					185.00	.00	
US POSTAL SERVICE(POST/PHONE)							
Total US POSTAL SERVICE(POST/PHONE)					1,000.00	.00	
WALSH'S ACE HARDWARE							
Total WALSH'S ACE HARDWARE					147.45	.00	

Total Paid: -
 Total Unpaid: 58,164.08
 Grand Total: 58,164.08

Portage Water Utility

Dated: _____

City of Portage
Municipal Services and Utilities Committee Meeting
(This meeting will constitute a meeting of the Legislative and Regulatory
Committee as a quorum of members will be present; but no business of that
committee will be taken up.)
Thursday, August 1, 2013, 5:30 p.m.
Municipal Building, 115 West Pleasant Street, Conference Room One
Minutes

Members Present: Jeff Garetson, Chairperson; Carolyn Hamre and Doug Klapper.

Excused: Frank Miller & Rita Maass.

Others Present: Bob Redelings, Director of Public Works; Kevin O'Neill, Assistant Police Chief; Craig Sauer, Portage Daily Register and Bill Welsh, Cable T.V.

1. Roll Call. The meeting was called to order at 5:30 pm.
2. Approval of meeting minutes from previous meeting. Motion by Klapper, second by Garetson to approve minutes from the July 10, 2013 meeting. Roll Call. Passed 2-1 with Hamre abstaining.
3. Discussion and possible action on in-kind service requests. Committee discussed revision on process of the in-kind services requests. Committee would like to see requests 60 days prior to event with a late fee to be charged if time frame isn't met. Pauquette banner location to be removed from form with other option to be listed. Committee also suggested discontinuing the waiving of fees due to costs to the city to accommodate events.
 - a. River of Life Church, September 21, 2013. More information needed before motion or action can be made on the River of Life in-kind request.
 - b. Portage Kiwanis Club, August 10, 2013. Motion by Hamre, second by Klapper to approve in kind services request from Portage Kiwanis Club with the condition that if a certificate of insurance is needed that it is obtained and placed on file. Roll Call 3-0.
 - c. American Red Cross, September 26, 2013; November 21, 2013; January 30, 2014; April 3, 2014; May 29, 2014; July 31, 2014; September 25, 2014; November 20, 2014. Motion by Klapper, second by Hamre to approve in kind services request from American Red Cross with the relocation of the banner at Pauquette Park. Motion carried unanimously on call of roll.

- d. Portage Community Theatre, August 24 and 25, 2013. Motion by Klapper, second by Hamre to approve in kind services request from Portage Area Community Theatre with the relocation of the banner at Pauquette Park. Motion carried unanimously on call of roll.
4. Discussion and possible action on placing stop signs at Cass Street and West Emmett Street. Assistant Chief O'Neill provided a history of issues at the intersection and indicated stop signs would increase safety. Motion by Klapper, second by Hamre to place stop signs at Cass Street and West Emmett Street and forward to the legislative and regulatory committee for ordinance modification. Motion carried unanimously on call of roll.
5. Discussion and possible action on changing alley on north side of library to one-way westbound. Redelings mentioned that there were no responses to the letters sent in June, suggesting the property owners didn't have significant concerns with the proposed change. Motion by Klapper, second by Hamre to change the alley on the north side of the library to one-way westbound and forward to Legislative and Regulatory committee for ordinance modification. Motion carried unanimously on call of roll.
6. Discussion and possible action regarding placement of signs on the levee. Redelings indicated that the Corps of Engineers didn't reply to the information provided in June. A non-response could be interpreted as the sign placement not being an influence on the levee's integrity. Motion by Klapper, second by Hamre to place 3 signs on the levee as stated on the plans as long as there is no conflict with Corp Agreement. Motion carried unanimously on call of roll.
7. Discussion and possible action on policy for brush collection and disposal. Redelings mentioned the problems associated with brush and tree management. Because of the complexity to correct the problems, he suggested developing a policy that was enforceable and sustainable prior to referring to the Legislative and Regulatory committee. Hamre and Garetson were in favor of making firewood and wood chips available to residents on site. No action taken at this time, further discussion needed.
8. Discussion and possible action 2014 budget requests. Redelings provided proposed 2014 budget overview (sheets attached).

Hamre exited meeting at 6:16 p.m. with Maass joining at 6:18 p.m.

Maass requested information on the beach wall cost from 2012 budget, to see if there are funds available to finish the project this year. Other notable suggestions include having Engineering tech. and Street Superintendent share a metal locator. Maass also said she couldn't support the purchase of the Manhole King without having adequate crew to perform the work. She also indicated that improvements were needed to the sanitary facilities at the little league field/Lawton field complex.

Redelings mentioned that the Municipal Services Operations budgeted needed to add street signs, for the reflectivity program and sign maintenance for way-finding and park signs.

9. Public Works Director Report. Redelings gave report, New Sweeper coming Nov. 1st. Going to review contracts for future purchases requiring delivery date information to be added. Jetter not scheduled to arrive until Jan. 2014. Lake weed cutter has been down for 7 days. Current projects are ongoing with the 2013 Street Resurfacing and Sidewalk Construction bids just in.
10. Adjournment Motion by Klapper, second by Garetson to adjourn the meeting at 7:23 pm. Roll Call. Passed 3-0.

Minutes taken by Tammy O'Leary, Public Works Secretary.

Wastewater Department - Capital

<u>Item</u>	<u>Budget Amt.</u>
C- Sanitary Sewer Lining	\$50,000.00
C- Sanitary Sewer Replacement on River St. (Wisconsin-Summit)	\$180,000.00
C- Sanitary Sewer Manhole repairs	\$50,000.00
C- Replace valves at Armstrong & Edgewater Lift Station	\$20,000.00
C- Repair pump at Edgewater Lift Station	\$5,000.00
T&SH- Jet Mixing, Primary & Secondary Digesters	\$700,000.00
T&SH- Grit Washer & Pump	\$40,000.00
B&G- Repair retaining wall & pavement crack filling	\$25,000.00

Wastewater Department - Vehicles

<u>Item</u>	<u>Budget Amt.</u>
Replace unit #40; 3/4 ton pick-up	\$40,000.00
Manhole King Attachment	\$25,000.00

Wastewater Department - Operations

<u>Item</u>	<u>Budget Amt.</u>
Inspect Lift Station SCADA controls	\$6,000.00
Replace hose on levee pump	\$3,000.00
Annual liftstation pump inspection (Flyght)	\$3,000.00
Annual liftstation pump inspection (LW Allan)	\$3,000.00
Annual inspection of Ashbrook press	\$3,000.00
Inspect Screw pump	\$1,000.00
New ferric feed pump	\$2,000.00
Direct feed from fuel tank to Emergency generator	\$1,500.00
Part-time/seasonal employee	\$5,000.00

Water Department - Capital

<u>Item</u>	<u>Budget Amt.</u>
D- 4" Watermain Replacement on E. Conant St. (DeWitt St. to Main St.)	\$40,000.00
D- 4" Watermain Replacement on River St. (Wisconsin-Summit)	\$220,000.00
P&T- Well #8: Rehabilitation	\$45,000.00
P&T- Meter Boards (SCADA)	\$25,000.00
P&T- Time of Day Pumping; Saves \$10,000/year (10pm-8am; Oct-April)	\$25,000.00

Water Department - Vehicles

<u>Item</u>	<u>Budget Amt.</u>
None	\$0.00

Water Department - Operations

<u>Item</u>	<u>Budget Amt.</u>
Well #9 - 10" Valve	\$3,000.00
Cross Connection Inspections	\$5,000.00
Part-time/seasonal employee	\$5,000.00
Well #8: Iron filter inspection	\$5,000.00
Well #8: 2 - 12" Valves	\$6,000.00
Meter Testing (3", 4", & Wells)	\$6,500.00
Powerwash "North" (W. Slifer St.) Tower	\$3,000.00

Municipal Services - Capital

<u>Item</u>	<u>Budget Amt.</u>
River Street Engineering	\$40,000.00
River Street Reconstruction (2,400'; Wisconsin-Summit)	\$360,000.00
Street Resurfacing	\$240,000.00
Chip Sealing & Crack Filling	\$60,000.00
Alley Resurfacing (4)	\$100,000.00
Chamber lot C&G & resurfacing	\$50,000.00
SLD Bridge Repairs	\$10,000.00
Traffic Signal PM Program	\$6,000.00

Municipal Services - Vehicles

<u>Item</u>	<u>Budget Amt.</u>
2 - Salters (conveyor type)	\$50,000.00
Skid loader w/attachments (Unit #32 replacement)	\$75,000.00
Dump truck (Unit #6 replacement)	\$110,000.00
Snowblower (Unit #31 replacement)	\$100,000.00

Municipal Services - Operations

<u>Item</u>	<u>Budget Amt.</u>
Metal Locator	\$800.00
Hammer drill/demo	\$2,400.00
Electric generator	\$2,800.00
2 - Chainsaws	\$850.00
2 - String Trimmers (parks)	\$500.00
Confined Space Training for 4 employees	\$1,500.00
Screen for compost (10 days)	\$2,000.00
Tub grinders (16 hours)	\$6,400.00
Scan Tool	\$850.00
Orange "snow" fence (parks)	\$500.00
Work bench	\$800.00
Sign shed	\$15,000.00
Concrete "blow out" Repairs	\$10,000.00
Tool set	\$5,000.00
Misc Tools; hand grinder, Air Impact wrench, bench grinder, grease gun tire pressure monitor	\$2,000.00
Large wheel balancer	\$2,000.00
Asphalt Milling at concrete pavement	\$2,500.00

Storm Water

<u>Item</u>	<u>Budget Amt.</u>
River St. (Wisconsin-Summit)	\$50,000.00

TIF #7 (1st Ward)

<u>Item</u>	<u>Budget Amt.</u>
Storm Sewer on Griffith St. (Superior St. to Wauona Trail	\$50,000.00
Storm Sewer on Superior St. (Griffith St. to Townsend St.)	\$100,000.00

Municipal Facilities

Goodyear Park Shelter	\$200,000.00
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Museum Roof	\$10,000.00
-------------	-------------

Public Works & Parks Garage; Space Needs Study	\$20,000.00
--	-------------

Municipal Building

<u>Item</u>	<u>Budget Amt.</u>
Emergency Generator & Panel relocation	\$90,000.00
Lower level flooring	\$8,000.00
Lower level plumbing repair	\$5,000.00
Fire station roof replacement (80'@ \$50/ft)	\$40,000.00
HVAC Controller Switch	\$4,000.00

Facility Operations

Janatorial Service	\$26,000.00
--------------------	-------------

Engineering - Operations

<u>Item</u>	<u>Budget Amt.</u>
Trimble hand-held GPS unit rental	\$1,000.00
Metal Locator	\$700.00
GIS & CADD Software (AutoCad Map, ESRI)	\$6,300.00
Intern for map archiving data entry & GPS	\$4,000.00

Engineering - Vehicles

Truck	\$25,000.00
-------	-------------

Revolving Sidewalk

<u>Item</u>	<u>Budget Amt.</u>
Sidewalk Replacement in District 6	\$50,000.00
New sidewalk per master plan	\$50,000.00
Sidewalk edge sawcutting	\$2,000.00
Accessible "intersection" ramps	\$10,000.00

In Kind Services Request Form

Event Name River of Life Church Annual Harvest Block Party

Organization River of Life Church

Event Location 104 west Franklin Contact Person Paul Zuelke

Date(s) of Event SAT. Sept 21st Mailing Address 104 west Franklin St

Phone Number 608-745-4040 Email Zuelke@gmail.com

Barricades Y N
 Location: 104 west Franklin
 Qty: 4

*Banners: Y N
Location:
 Walmart _____
 Commerce Plaza _____
 Pauquette Park _____
 33 E Wayside _____
 Hwy 51/16 South _____
 Hwy 16 N _____ (only 1 at a time)
 Others 2 on each end of Franklin street

Picnic Tables Y N
 Location: _____
 Qty: _____

Trash Containers Y N
 Location: _____
 Qty: _____

Fencing: Y N
 Type: _____

Requesting Park Fee Waiver Y N
 Traffic Control Y N

Installation: _____
 Requesting Council Waivers Y N
 Explain: _____

Certificate of Insurance Y N
 Does the organization have liability coverage? Y N

* _____
 Amount of Liability Coverage _____ Insurance Company _____

Licenses/Permits

Park Rental Form	<input type="radio"/> Y	<input type="radio"/> N	(Res) Mon-Fri, \$15/day; Sat-Sun-Hol, \$25/day (Non) Mon-Fri, \$25/day; Sat-Sun-Hol, \$50/day
Beer Picnic Permit	<input type="radio"/> Y	<input type="radio"/> N	Fee \$10.00 Paid <input type="radio"/> Y <input type="radio"/> N
Wine Picnic Permit	<input type="radio"/> Y	<input type="radio"/> N	Fee \$25.00 Paid <input type="radio"/> Y <input type="radio"/> N

City of Portage
Street Use Permit Application

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

License Fee: \$25.00

Receipt No. 130502-#36

Name or Organization: River of Life Church
Contact Person: Paul Zuelke
Address: 104 ~~888~~ West Franklin St. Portage
Event: Annual Harvest Block Party

Date of Event: Sept 21st SAT
Hours of Event: ~~10:00 - 12:00~~ 9:00 - 6:00
Street to be Closed:
From: 2:00 pm
To: 11:00 pm

Services Requested (for example, barricades): Barricades
for both ends of street in front
of church (Franklin)

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

Paul Zuelke
Signature _____ Date _____

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

Mavis A. Moe
Signature _____ Date _____

Proof of Insurance Coming

Portage
Kiwanis 'Ride to Read' Event

In Kind Services Request Form

Event Name

Portage Kiwanis Club

Organization

100 block Mullett St

Event Location by Feedmill in Green Area

Mary Winkler

Contact Person

8/10/13

Date(s) of Event

608-697-1415

Phone Number

206 W. Collins St. Portage WI

Mailing Address

Kiwanismary@yahoo.com

Email

Barricades Y N

*Banners: Y N

Location:

Location: _____

Walmart _____

Qty: _____

Commerce Plaza _____

Pauquette Park _____

Picnic Tables Y N

33 E Wayside _____

Location: Green Area by Feedmill

Hwy 51/16 South _____

Qty: 10

100 block of Mullett St.

Hwy 16 N _____ (only 1 at a time)

Others _____

Trash Containers Y N

Fencing: Y N

Location: Green Area by Feedmill

Type: _____

Qty: 5 100 block of Mullett St.

Requesting Park Fee Waiver Y N

Installation: _____

Traffic Control Y N

Requesting Council Waivers Y N

Explain: _____

Certificate of Insurance Y N

Does the organization have liability coverage? Y N

Amount of Liability Coverage

Insurance Company

Licenses/Permits

Park Rental Form Y N (Res) Mon-Fri, \$15/day; Sat-Sun-Hol, \$25/day
(Non) Mon-Fri, \$25/day; Sat-Sun-Hol, \$50/day

Beer Picnic Permit Y N Fee \$10.00 Paid Y N

Wine Picnic Permit Y N Fee \$25.00 Paid Y N

Public Entertainment	Y	<input checked="" type="radio"/> N				
Circuses & Carnivals			Fee \$25.00/day	Paid	Y	N
Public Entertainment			Fee \$10.00/day, \$25/wk			
Street Closure Permit	Y	<input checked="" type="radio"/> N	Fee \$25.00	Paid	Y	N
Run/Walk Permit	Y	<input checked="" type="radio"/> N	Fee \$10.00	Paid	Y	N

*Banners can be up a week before the event. Must be taken down the day after.
 Violations on the Banner Permit will result in loss of privilege of use City Property for banners.

Parade Permit Fee \$10.00	Y	<input checked="" type="radio"/> N	Circle One:			
			#1	Pauquette Park to Market Square		
			#2	Market Square to Fairgrounds		
			#3	W. Slifer - Airport Road to Blue Star Park		
			#4	E. Slifer - Hamilton to New Pinery		

Mary K Winkler
 Signature

7/16/13
 Submission Date

More Information:

I sent an email to you, Bob & Shaun regarding this and Bob said that due to this being a new process that we could hopefully work this out without the process as the Bike Ride is 8/10/13 and we were not aware of the new process.

Please advise. Thank you
Mary Winkler

In Kind Services Request Form

Red Cross Blood Drives

Event Name

American Red Cross

Organization

Methodist Church

Laura Moon

Event Location

2013: 9/26, 11/21 2014: 1/30, 4/3, 5/29, 7/31

Contact Person

217 2nd St, Baraboo, 53913

Date(s) of Event

608-513-2151

Mailing Address

laura.moon@redcross.org

Phone Number

Email

Barricades Y N

Location: _____
Qty: _____

Picnic Tables Y N

Location: _____
Qty: _____

Trash Containers Y N

Location: _____
Qty: _____

Requesting Park Fee Waiver Y N

Traffic Control Y N

Certificate of Insurance Y N

Does the organization have liability coverage? Y N

*Banners: Y N

Location:

- Walmart
- Commerce Plaza
- Pauquette Park
- 33 E Wayside _____
- Hwy 51/16 South
- Hwy 16 N _____ (only 1 at a time)
- Others _____

Fencing: Y N

Type: _____

Installation: _____

Requesting Council Waivers Y N

Explain: _____

Amount of Liability Coverage

Insurance Company

Licenses/Permits

Park Rental Form	<input type="checkbox"/> Y <input type="checkbox"/> N	(Res) Mon-Fri, \$15/day; Sat-Sun-Hol, \$25/day (Non) Mon-Fri, \$25/day; Sat-Sun-Hol, \$50/day
Beer Picnic Permit	<input type="checkbox"/> Y <input type="checkbox"/> N	Fee \$10.00 Paid <input type="checkbox"/> Y <input type="checkbox"/> N
Wine Picnic Permit	<input type="checkbox"/> Y <input type="checkbox"/> N	Fee \$25.00 Paid <input type="checkbox"/> Y <input type="checkbox"/> N

In Kind Services Request Form

SHAKESPEARE IN THE PARK

Event Name

PORTAGE AREA COMMUNITY THEATRE

Organization

PAUQUETTE PARK

ALEX PARSONS

Event Location

AUGUST 24 + 25

Contact Person

P.O. Box 263, PORTAGE WI 53901

Date(s) of Event

608-561-1738

Mailing Address

ALPARSONS@GMAIL.COM

Phone Number

email

Barricades

Y

N

*Banners:

Y

N

Location:

Location:

Qty:

Walmart

Commerce Plaza

Pauquette Park

33 E Wayside

Hwy 51/16 South

Hwy 16 N

Others

(only 1 at a time)

Picnic Tables

Y

N

Location:

Qty:

Trash Containers

Y

N

Location:

Qty:

Fencing:

Y

N

Type:

Requesting Park Fee Waiver

Y

N

Installation:

Traffic Control

Y

N

Requesting Council Waivers

Y

N

Explain:

Certificate of Insurance

Y

N

Does the organization have liability coverage?

Y

N

\$1,000,000

ACORD

Amount of Liability Coverage

Insurance Company

Licenses/Permits

Park Rental Form

Y

N

(Res) Mon-Fri, \$15/day; Sat-Sun-Hol, \$25/day
(Non) Mon-Fri, \$25/day; Sat-Sun-Hol, \$50/day

Beer Picnic Permit

Y

N

Fee \$10.00

Paid Y

N

Wine Picnic Permit

Y

N

Fee \$25.00

Paid Y

N

Public Entertainment

Y N

Circuses & Carnivals

Fee \$25.00/day

Paid

Y N

Public Entertainment

Fee \$10.00/day, \$25/wk

Street Closure Permit

Y N

Fee \$25.00

Paid

Y

N

Run/Walk Permit

Y N

Fee \$10.00

Paid

Y

N

*Banners can be up a week before the event. Must be taken down the day after.

Violations on the Banner Permit will result in loss of privilege of use City Property for banners.

Circle One:

Parade Permit

Y N

Fee \$10.00

#1

Pauquette Park to Market Square

#2

Market Square to Fairgrounds

#3

W. Slifer - Airport Road to Blue Star Park

#4

E. Slifer - Hamilton to New Pinery



Signature

7/24/2013

Submission Date

More Information:

THIS IS A FREE PERFORMANCE OF SHAKESPEARES
"THE TEMPEST" WE PLAN ON TWO PERFORMANCES
ONE STARTING AT 6PM ON SATURDAY AUGUST 24TH
AND ONE STARTING AT 2PM ON SUNDAY AUGUST 25TH.

PORTAGE AREA COMMUNITY THEATRE INC IS A 501(C)3
CORPORATION.



May 7, 2013

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

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

Dear Marie:

Jeff Pfeiffer has left the employment of Kwik Trip. A new manager has been assigned to oversee Kwik Trip #633. Therefore, we would like to appoint this individual, Randy Showers, as the agent of the store.

Enclosed please find completed appointment of agent and auxiliary questionnaire forms as well as a \$10.00 check for the administrative fee. I respectfully request that you include this item on the agenda of your City Council meeting for consideration.

If you require anything further from me, please don't hesitate to call me, I can be reached at (608) 793-6262. Thank you in advance for your assistance with this matter.

Yours truly,

Deanna Hafner
Licensing Agent

Enclosures



Our Mission: "To serve our customers and community more effectively than anyone else by treating our customers, co-workers and suppliers as we, personally, would like to be treated, and to make a difference in someone's life."

SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

To the governing body of: Town Village City of City of Portage County of Columbia

The undersigned duly authorized officer(s)/members/managers of Kwik Trip, Inc.
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Kwik Trip #653
(trade name)

located at 1223 E. Wisconsin Ave., Portage, WI 53901

appoints Randy A. Showers
(name of appointed agent)

W9325 Hwy. V, Poynette, WI 53955
(home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? Yes No All my life

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

Place of residence last year W9325 Hwy. V, Poynette, WI 53955

For: Kwik Trip, Inc.
(name of corporation/organization/limited liability company)
By: [Signature]
(signature of Officer/Member/Manager)
And: [Signature]
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Randy A. Showers, hereby accept this appointment as agent for the
(print/type agent's name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] 5/20/13 Agent's age XXXXXX
(signature of agent) (date) XXXXXX
W9325 Hwy. V, Poynette, WI 53955 Date of birth XXXXXX
(home address of agent)

**APPROVAL OF AGENT BY MUNICIPAL AUTHORITY
(Clerk cannot sign on behalf of Municipal Official)**

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on _____ by _____ Title _____
(date) (signature of proper local official) (town chair, village president, police chief)

77. 0120102

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name) Showers		(first name) Randy		(middle name) Allen	
Home Address (street/route) XXXXXXXXXXXXXXXXXX		Post Office XXXXXXXXXXXX		City XXXXXXXXXXXX	
Home Phone Number XXXXXXXXXXXX		Age XX		Date of Birth XXXXXXXXXX	
				State WI	
				Zip Code XXXXXX	
				Place of Birth XXXXXXXXXX	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.
- Agent** of **Kwik Trip, Inc.**
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? All my life
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
If yes, identify. _____
(Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
If yes, identify. _____
(Name of Wholesale Licensee or Permittee) (Address By City and County)
6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
Famous Footwear Nat'l Dist. Ctr.	1615 Commerce St., Sun Prairie, WI 54950	1991	1994
Cascade Airgas dba Welder's Sup.	4000 - 7 th Ave. S., Seattle, WA 98108	1984	1994

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

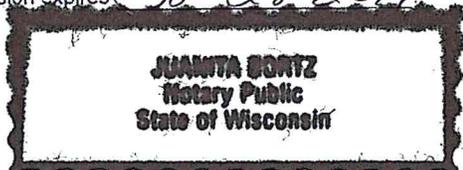
this 21st day of May, 2013

[Signature]
(Clerk/Notary Public)

My commission expires 8-28-2016

[Signature]
(Signature of Named Individual)

Randy A. Showers



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

LICENSE APPLICATION

for

**PAWNBOKER
SECONDHAND JEWELRY DEALER
SECONDHAND ARTICLE DEALER
SECONDHAND ARTICLE DEALER MALL/FLEA MARKET**

2-C130716
\$ 27.50

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/> Original application	<input type="checkbox"/> Renewal
TYPE: <input type="checkbox"/> Pawnbroker	<input type="checkbox"/> Secondhand Jewelry Dealer
<input checked="" type="checkbox"/> Secondhand Article Dealer	<input type="checkbox"/> Mall/Flea Market

INSTRUCTIONS:

INDIVIDUAL LICENSE – Complete Sections 1, 2, 3 and 6
 PARTNERSHIP LICENSE – Complete Sections 1, 2, 3, 4 and 6
 CORPORATE LICENSE – Complete Sections 1, 2, 3, 5, and 6

(SECTION 1) APPLICANT INFORMATION

Applicant Name (Last, First, MI) Stalker, Amanda, G	Sex F	Race W	Date of Birth [REDACTED]	Place of Birth (City & State) [REDACTED]
Street Address [REDACTED]	City Portage	State WI	ZIP 53901	Home Telephone Number [REDACTED]

(SECTION 2) CONVICTION RECORD

Have you, or any other person listed on this application, been convicted of any of the following:

A FELONY WITHIN THE LAST TEN (10) YEARS?

YES NO

WITHIN THE LAST FIVE (5) YEARS OF:

a misdemeanor?

YES NO

a statutory violation punishable by forfeiture?

YES NO

a county or municipal ordinance violation?

YES NO

For each "YES" response provide the date of arrest, the nature of the offense and conviction information:

2.20.12, Resisting or obstructing officer

7.22.09, Driving after Rev due to PAC

5.20.09, Disorderly conduct

02.08.08 Felony OWI/PAC 2nd

(SECTION 3) BUSINESS INFORMATION

Business Name Hidden Treasures	Street Address 111 E. Haertel St.	City Portage	State WI	ZIP 53901	Telephone Number [REDACTED]
Owner's Name Amanda Stalker	Street Address [REDACTED]	City Portage	State WI	ZIP WI	Telephone Number [REDACTED]
Business Manager's Name "Same"	Street Address [REDACTED]	City Portage	State WI	ZIP WI	Telephone Number [REDACTED]
Building Owner's Name Gary Kasten	Street Address [REDACTED]	City Portage	State WI	ZIP WI	Telephone Number [REDACTED]

(Over)

(SECTION 4) PARTNERSHIP INFORMATION

Partnership Name: _____

List name, address, sex, race and date of birth (DOB) of all partners. *Attach additional sheets if necessary.*

Name (Last, First, MI)	Sex	Race	DOB	Street Address	City	State	ZIP

(SECTION 5) CORPORATE INFORMATION

Corporation Name: _____ State of Incorporation: _____

List name, address, sex, race and date of birth (DOB) of all corporation officers and directors. *Attach additional sheets if necessary.*

Name (Last, First, MI)	Sex	Race	DOB	Street Address	City	State	Zip

(SECTION 6) PENALTY NOTICE

I understand that this license may be denied or revoked for fraud, misrepresentation or false statement contained in the application or for any violation of Wis. Stats. §§ 134.71, 943.34, 948.62 or 948.63.

Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge. I agree to inform the clerk within ten (10) days of any change in the information supplied in this application.

Signature of Applicant: A. Stalker

Print Name of Applicant: Aranda B. Stalker

FOR ADMINISTRATIVE USE ONLY

Licensing Authority	License Number Assigned	Date Effective	Clerk

FEES RECEIVED: Pawnbroker Bond \$ _____ Secondhand Article License \$ ~~37.50~~ 27.50
Pawnbroker License \$ _____ Secondhand Dealer Mall/Flea Market License \$ _____
Secondhand Jewelry License \$ _____ **TOTAL FEE: \$ 27.50**

FOR LAW ENFORCEMENT USE ONLY

Recommend Approval Recommend Denial (Attach explanation.)

Investigating Office Signature _____ Date: _____

Print Name of Investigating Officer: _____



WISCONSIN DEPARTMENT OF REVENUE
 PO BOX 8946
 MADISON, WI 53708-8946

Contact Information:
 2135 RIMROCK RD PO BOX 8946
 MADISON, WI 53708-8946
 ph: 608-266-2776 fax: 608-264-6884
 email: dorbusinessstax@revenue.wi.gov
 website: revenue.wi.gov

Letter ID L1102677792

AMANDA G STALKER
 309 W EDGEWATER ST
 PORTAGE WI 53901-2119

Wisconsin Department of Revenue Seller's Permit

Legal/real name: AMANDA G STALKER
Business name: HIDDEN TREASURES
 111 E HAERTEL ST
 PORTAGE WI 53901-1301

- This certificate confirms you are registered with the Wisconsin Department of Revenue and authorized in the business of selling tangible personal property and taxable services.
- You may not transfer this permit.
- This permit must be displayed at the place of business and is not valid at any other location.
- If your business is not operated from a fixed location, you must carry or display this permit at all events.

Tax Type

Account Type

Account Number

Sales & Use Tax

Seller's Permit





WISCONSIN DEPARTMENT OF REVENUE
 PO BOX 8902
 MADISON, WI 53708-8902

State of Wisconsin • DEPARTMENT OF REVENUE

REGISTRATION UNIT
 2135 RIMROCK RD PO BOX 8902 MADISON, WI 53708-8902
 PHONE: 608-266-2776 FAX: 608-264-6884
 EMAIL: dorbusinessstax@revenue.wi.gov WEBSITE: www.revenue.wi.gov

Letter ID: L0565806880

AMANDA G STALKER
 309 W EDGEWATER ST
 PORTAGE WI 53901-2119

 **State of Wisconsin** • DEPARTMENT OF REVENUE

Personal Wallet Copy

Seller's Permit: [REDACTED]
 Expiration Date: July 31, 2015
 Legal/Real Name: AMANDA G STALKER

Signature _____

Wisconsin Business Tax Registration Certificate

Expiration date: July 31, 2015
 Legal/real name: AMANDA G STALKER

- This certificate confirms that you are registered with the Wisconsin Department of Revenue and authorized to engage in business activities for the tax types shown below.
- You may not transfer this certificate to any other individual or business.
- If your business is not operated from a fixed location, you must bring the wallet copy to all events.

Tax Type	Account Type	Number
Sales & Use Tax	Seller's Permit	[REDACTED]
Withholding Tax	Withholding Tax	[REDACTED]