

**City of Portage Common Council Meeting  
Council Chambers of City Municipal Building  
115 West Pleasant Street, Portage, WI  
Regular Meeting – 7:00 p.m.  
September 12, 2013  
Agenda**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Minutes of Previous Meeting
6. Consent Agenda
  - A. Reports of Sub-Committees, Boards, and Commissions
    1. Business Improvement District Board of Directors, August 14, 2013
    2. Historic Preservation Commission, August 20, 2013
    3. Airport Commission, August 20, 2013
    4. Library Board, August 29, 2013
    5. Tourism Promotion Committee, September 3, 2013
  - B. License Applications
    1. Operator
7. Committee Reports
  - A. Plan Commission, August 19, 2013
  - B. Finance/Administration Committee, August 26, 2013 and September 9, 2013
    1. Consideration of approval of claims
  - C. Human Resources Committee, September 3, 2013
    1. Consideration of recommendation for Park and Recreation Foreman
  - D. Municipal Services and Utilities Committee, September 5, 2013
    1. Consideration of recommendation for in-kind request from River of Life
    2. Consideration of recommendation for sewer bill adjustment for Patricia Barrett

8. Old Business
  - A. Ordinances
    1. Ordinance No. 13-011 relative to Tourism Promotion Committee
    3. Ordinance No. 13-012 relative to Four-Way Stop on Cass Street
    3. Ordinance No. 13-013 relative to Regulations on Silver Lake
    4. Ordinance No. 13-014 relative to Park and Recreation Board
9. New Business
  - A. Resolution
    1. Resolution No. 13-021 relative to Proposing to Discontinue that Portion of Brady Street lying North of Townsend Street and South of East Mullett Street in the City of Portage, Columbia County, Wisconsin, Pursuant to Wis. Stat. § 66.1003
  - B. Mayor's Comments
    1. Signs of Suicide Walk for Hope
    2. Animal feces
    3. Parking of trailers
    4. Memory Cafe
  - C. City Administrator's Report
    1. Library addition
    2. Detachment request
10. Closed Session
  - A.. Adjourn to Closed Session pursuant to Wisconsin State Statutes 19.85(1)(e) to discuss unsolicited offer to sell property on Silver Lake Drive and separate offer to purchase Tax Parcel No. 5000
11. Return to Open Session to consider action on items(s) discussed in Closed Session
12. Adjournment

Common Council Proceedings  
City of Portage

Regular Meeting  
Council Chambers  
City Municipal Building

August 22, 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 Administrator Murphy, Deputy Clerk Ness, City Attorney Spankowski, Police Chief Manthey

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

**3. Pledge of Allegiance**

The Pledge of Allegiance was said.

**4. Approval of Agenda**

Mayor Tierney noted the Taylor Rentals Hearing was removed from the agenda.

**5. Consideration of In-kind Request and Application for Temporary Class "B" License for August 29, 2013 – September 2, 2013 from Portage Elks #675**

Motion by Garetson, second by Hamre, to approve In-kind Request and Application for Temporary Class "B" License for August 29, 2013 – September 2, 2013 from Portage Elks #675. Motion carried unanimously on call of roll.

**6. Minutes of Previous Meeting**

Motion by Klapper, second by Oszman, to approve the minutes of the August 8, 2013 Common Council meeting. Motion carried unanimously on call of roll.

**7. Consent Agenda**

Reports of Sub-Committees, Boards, and Commissions

AdHoc Canal Committee, August 5, 2013

Board of Zoning Appeals, August 5, 2013

Library Board, August 13, 2013

Police and Fire Commission, August 14, 2013

Motion by Dodd, second by Maass to accept the reports as presented. Motion carried unanimously on call of roll. Maass stated she had questions regarding the Tourism Promotion minutes so this item was moved to committee reports.

### License Applications

Operator license applications for period ending June 30, 2014 for Kimberly A. Gaglio, Ronald M. Gorsuch, and Heather L. Klauer.

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

## **8. Committee Reports**

### Finance Administration Committee, August 12, 2013 and August 19, 2013

Motion by Dodd, second by Garetson to award Contract No. 13-011, 2013 Sidewalk Construction and Replacement to Vans Construction in the amount of \$77,550.65. Motion carried unanimously on call of roll.

Motion by Dodd, second by Klapper to renew Liability Insurance with League of Wisconsin Municipalities and Property Insurance with Local Government Property Insurance Fund for a total premium of \$290,872 including the no-fault sewer/water back up coverage. Motion carried unanimously on call of roll.

Motion by Dodd, second by Maass to designate 1997 Ford F350 (VIN 1FDJF34628E138933) surplus. Motion carried unanimously on call of roll.

Motion by Dodd, second by Klapper to reallocate Capital Funds for Hamilton Street Trail Segment in the amount of \$4200. Murphy noted PATHS group pledged \$1500 and Divine Savior Hospital pledged \$500 toward the project. Motion carried unanimously on call of roll.

Motion by Dodd, second by Miller to award Contract No. 13-013, 2013 Bituminous Asphalt Street Resurfacing to Gasser in the amount of \$235,222 with a change order to remove E. Conant. Motion carried unanimously on call of roll.

### Legislative and Regulatory Committee, August 15, 2013

Motion by Oszman, second by Hamre to deny Class "A" Fermented Malt Beverage License application for Wal-Mart Stores East, LP, Wal-Mart #1799, 2950 New Pinery Road, Kathleen M. Doucey, agent on grounds of proximity to other licensed establishments. Motion carried unanimously on call of roll.

Motion by Oszman, second by Miller to deny Class "A" Fermented Malt Beverage License application for FKG Oil Company, Portage Motomart, 601 East Wisconsin Street, Katherine L. Winter, agent on grounds of proximity to other licensed establishments. Motion carried unanimously on call of roll.

Motion by Oszman, second by Miller to approve Class "B" Fermented Malt Beverage and "Class C" Wine License for Golden Cup 2 Cafe, LLC, 2812 New Pinery Road, Arif Topalovski, agent. Motion carried unanimously on call of roll.

### Tourism Promotion Committee, June 13, 2013 and August 6, 2013

Maass questioned the porta-potties being denied on the June 13, 2013 minutes, she wanted to know if this was for a planned Portage event and wanted to make sure planned events weren't being left without facilities. Havlovic stated the

request was made to pay for the porta-potty with no specifics. Maass stated in her opinion requests need to have all details before being sent to committees. Maass questioned what has to be changed on the informational signs; Havlovic noted the nursing home and hospital are no longer on the south side of town. Maass questioned if all the informational signs were going to be updated at the same time and Havlovic noted the project would be completed and not piecemealed. Motion by Maass, second by Dodd to accept minutes as presented. Motion carried unanimously on call of roll.

**9. Old Business**

None

**10. New Business**

Ordinances

Ordinance No. 13-011 relative to Tourism Promotion Committee received its first and second reading.

Ordinance No. 13-012 relative to Four-Way Stop on Cass Street received its first and second reading.

Ordinance No. 13-013 relative to Regulations on Silver Lake received its first and second reading. Motion by Maass, second by Hamre to suspend the rules and have the third reading. Attorney Spankowski noted this ordinance needs to be sent to DNR for review. Second withdrawn by Hamre, motion withdrawn by Maass.

Ordinance No. 13-014 relative to Park and Recreation Board received its first and second reading. Suggestion was made to fix Sec. 2-270 to be broken into two points A and B, Creation and Purpose; Move appointment and term of office up to Sec. 2.271. Noted the ordinance shall take effect April 15, 2014. Changes will be made.

Resolutions

Resolution No. 13-018 relative to Declaring intent to Exercise Special Assessment Powers Under Section 66.0703 of the Wisconsin Statutes (2013 Sanitary Sewer Construction) was read. Motion by Klapper, second by Dodd to adopt Resolution No, 13-018. Motion carried unanimously on call of roll.

Resolution No. 13-019 relative to Acquisition of Storm Water Easement was read. Motion by Maass, second by Garetson to adopt Resolution No. 13-019. Motion carried unanimously on call of roll.

Resolution No. 13-020 relative to Proposing to Discontinue That Portion of McPherson Street Lying East of Wauona Trail and West of Ontario Street in the City of Portage, Columbia County, Wisconsin, Pursuant to Wis. Stat. § 66.1003 was read. Motion by Oszman, second by Dodd to adopt Resolution No. 13-020. Motion carried unanimously on call of roll.

### Mayor's Comments

Regarding quorum at committees- if there is no quorum at the beginning of a meeting adjourn. If there is a quorum present at the beginning of a meeting and a member has to leave, dissolving the quorum, adjourn. If there is a quorum at the beginning of a meeting, someone has to leave, dissolving the quorum, then someone else shows up to make a quorum, adjourn. It's easier to reschedule a meeting than worry about what was said outside a formal meeting.

In-kind Requests need to be turned into city hall in a timely fashion to assure the work is accounted for. Having to change the schedule of city employees for last minute requests wastes time.

Downtown Portage Inc is having their first meeting Monday, August 26, 8:00 am at 205 VINO.

Alzheimer's and Dementia Walk will be held Sunday, September 8 at Riverside Park and WI River Levee.

Ovarian Cancer Awareness Month proclamation was read.

### City Administrator's Report

Downtown Tree Replacement will be continued as it has been on hold for a time.

US Hwy 51 (Wisconsin/DeWitt Streets) Reconstruction was last done in 1959. A meeting was held to update affected municipalities. The City of Portage is affected from the southern city limits to DeWitt Street and Pleasant Street. Currently the plan is design 2013-2015 and construction in 2020. The project will be state and federally funded as well as locally funded.

Habitat for Humanity has done a lot of work recently in Sauk County and would like to again have projects in Columbia County, namely City of Portage. City owned property has been looked at by the group.

## **11. Adjournment**

Motion by Oszman, second by Klapper to adjourn. Motion carried unanimously on call of roll at 8:08 p.m.

Rebecca C. Ness  
Deputy Clerk

**City of Portage**  
**Business Improvement District Board of Directors**  
**Wednesday, August 14th. 2013, 7:30 a.m.**  
**City Municipal Building, 115 West Pleasant Street**  
**Conference Room One**  
**Minutes**

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

1. **Roll Call.** All present except VP- John Krueger, absent
2. **Approval of minutes for July 10<sup>th</sup>. 2013 meeting.** Motion to approve by Rusch, 2<sup>nd</sup> Shadel. Motion carried all in favor
3. **Discussion and possible action on treasurer's report.**
  - a. Claims to pay; Motion to accept the attached listing as presented by Shadel, 2<sup>nd</sup> Rusch. Motion carried all in favor
  - b. Financials: Motion to accept as presented by Schmidt, 2<sup>nd</sup> Shadel. Motion carried all in favor.
4. **Introduction of guests, Larry Okray, Missy Paulson**
5. **Correspondence.** None
6. **Discussion and possible action on BID contractor's report.** Motion to approve by Schmidt, 2<sup>nd</sup> Rupers. Motion carried all in favor
7. **Discussion and possible action on MSP Executive Director's report.** Motion to accept as presented by Schmidt, 2<sup>nd</sup> Polnow. Motion carried all in favor
8. **Discussion and possible action on requests for financial support for downtown events.** None
9. **Discussion and possible action on Marketing program.** Missy Paulson of Capital Newspapers presented the concept of Holiday Happenings which replaces The List. The Board approved purchase of the lower half of the front page at a cost of \$900.00. Also approved was a wrap around to be in papers in Baraboo, Portage, Dells & Reedsburg (15,000 circulation) on 11/22, 11/29, 12/13 at a cost of \$750.00.

Motion to accept as presented by Rusch 2<sup>nd</sup>. Shadel, Motion carried all in favor

- 10. Discussion and possible action on Report on city committees, council agenda items.** Schmidt reported on meeting with Mayor and Administrator. They are willing to talk re: underground parking facility. Ad Hoc committee to be appointed. BID reps to be Rupers, Schmidt, Rusch.
- 11. Discussion and possible action on BID Contractor's contract.** Joyce reported that the contract must be put out for bid 3 months in advance. Present contract, request for bid to be sent to all who were asked to have comments ready for September meeting.
- 12. Discussion and possible action on 2014 BID budget.** Joyce appointed Rupers, Schmidt and Polnow to serve on 2014 BID budget committee to have budget ready for 09/11/13 meeting. Motion to accept as presented by Shadel, 2<sup>nd</sup> Rusch. Motion carried all in favor.
- 13. Adjournment.** Motion to adjourn at 8:57 a.m. by Polnow, 2<sup>nd</sup>. Schmidt. Motion carried all in favor

2013  
City of Portage  
Business Improvement District

August Schedule of Vouchers

#	Date	Charge Acct	Invoice #	Amount	Vendor	Description	Account #	Description
1	7/31/2013		PB073113	✓ \$1,562.00	Main Street Portage	Administrative Services	550	Administrative Services
2	7/31/2013			✓ \$2,489.00	GH Weisgerler DBA	July 2013 Services	241	Custodial Services
3	5/1/2013	POR0818	121939	✓ \$1,040.00	AdLit, Inc	Rack Card Distribution Services	296	Marketing
4	6/1/2013	POR0818	121864	✓ \$400.00	AdLit, Inc	Shoppers Guide - 100 Reasons	296	Marketing
5	8/14/2013			✓ \$200.00	Main Street Portage	Shoppers Guide - 100 Reasons - Reimburse	296	Marketing
6	8/14/2013			✓ \$1,444.46	Main Street Portage	Temple Display - Banners - Reimbursement	296	Marketing
7								
8								
9								
10								

Total: \$7,135.46

Debit Card Disbursements - #7116

#	Date	Card Balance:	Amount	Vendor	Description	Account #	Description
1	7/1/2013		\$500.00				
2	7/17/2013		\$208.00	Walsh's Ace Hardware	4 Can Liners at \$52 each	351	Repairs/Maintenance Supplies
3	7/17/2013		\$0.92	Walsh's Ace Hardware	Contact Paper	351	Repairs/Maintenance Supplies
4			\$10.09	Walsh's Ace Hardware	Paper & Laminated Peel/Stick	351	Repairs/Maintenance Supplies
5							
6							
7							
8							

Total: \$219.01

Balance: \$280.99

Approved for payment during City of Portage Business Improvement District Committee meeting dated 8/14/13

  
Dennis Rupers, Treasurer  
BID Board of Directors

Date 8/14/13

245 00 567 20  
116 46.46

**City of Portage  
Historic Preservation Commission  
Tuesday, August 20, 2013, 6:00 p.m.  
Municipal Building, 115 West Pleasant Street  
Conference Room One  
Minutes**

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

**1. Roll call**

Klapper called the meeting to order at 6:01 pm.

**2. Approval of previous meeting minutes**

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

**3. Discussion and possible action on claims**

Klapper stated that no claims have been presented.

**4. Discussion and possible action on 2014 budget**

Klapper opened discussion with a request for \$500 presented by the Historic Indian Agency House (HIAH) in support of a planned four-part 2014 Summer Speaker Series. Destinee Udelhoven was asked to speak about her request. The 2014 series will focus on doing historic research using archaeology and oral traditions. D. Udelhoven noted that the HIAH requested \$1000 for similar programming in previous years; the 2014 request has been scaled back in recognition of other HPC proposed programming.

Miller-Lamb suggested making room in the draft budget for the \$500 request, specifically through combining the \$350 for Printing/marketing expenses with the \$329 for grants. She proposed that the \$1000 Preservation Month budget line should include all advertising expenses for the event. The draft budget was revised as follows:

Scavenger Hunt	\$ 125
Municipal register mailings and ads	\$ 100
Plaques for Municipal Register properties	\$ 200
Preservation Month activities	\$1000
Expenses for other partnership events	\$ 679
Conference attendance and memberships	<u>\$1000</u>
<b>Total</b>	<b><u>\$3104</u></b>

Bennett stated his support for including \$500 for the HIAH event in this budget. Miller-Lamb suggested deferring the decision for the September meeting. After discussion, Miller-Lamb moved that the Commission accept the draft budget with her proposed change. Bennett seconded the motion, which passed unanimously by voice vote.

**5. Discussion and possible action on Tax Credit Program**

Klapper reminded the Commission of Jen Davel's upcoming talk about the Tax Credit Program. He requested HPC members attend Davel's talk on Wednesday, September 11, and alert others who might be interested. The talk will focus on the types of properties found in the city of Portage.

**6. Discussion and possible action on HPC partnerships with non-profit groups**

The question was raised as to what organizations would be good partners for the HPC. The new director of the Surgeon's Quarters, Robert Nurre, has already proposed an event to be jointly sponsored. Nurre has been approved to join the HPC.

**7. Discussion and possible action on Municipal Register**

Klapper mentioned the Grandstand as a possible property for the Register. Miller-Lamb offered to prepare the nomination for the October meeting. It is a Portage-owned building, so the HPC should not need special permission to proceed with a nomination to the Municipal Register.

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

No obvious location for storage of the booklets has been found. Klapper will draft a formal letter to the Portage Library to see if they are willing to house the items and make them available to the public. If the Library cannot do this, some other location will need to be found.

**9. Adjournment**

Chair Klapper adjourned the meeting at 7:00 pm.

Respectfully submitted,  
Erin Foley  
Secretary

**City of Portage  
Airport Commission Meeting  
Tuesday, August 20, 2013, 6:00 p.m.  
City Municipal Building, 115 West Pleasant Street  
Conference Room Two**

Members present: Rita Maass, Chairperson; Carolyn Hamre, Fred Langbecker and David Tesch

Members excused: Barry Erath and Jeff Garetson

Others present: Mayor Bill Tierney, Director Bob Redelings, Manager John Poppy, Wendy Hottenstein(BOA) and Bill Welsh

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

Motion by Tesch, second by Langbecker to approve the minutes.  
Passed 4 to 0 on call of the roll.

3. Discussion and possible action on Airport Layout Plan (ALP).

Ms. Hottenstein said that HNTB, the consultant, submitted the ALP cover sheet at the end of May and only in the past week, submitted an approach sheet for the PAPI. She estimates the report is only about 50% complete, partly due to a change in staff at HNTB. The BOA hasn't pushed for the completion of the ALP because the Airport District Office (ADO) is changing from Minneapolis to Chicago.

The Commission was disheartened by the news since they expected a final report at the end of May.

4. Discussion and possible action on Precision Approach Path Indicator Installation (PAPI).

Ms. Hottenstein indicated that the drawing she received from HNTB yesterday showed 7 trees obstructing the approach. The trees are located west of I-39 and the critical tree is #1819, located on CCI property.

Poppy said there wouldn't be an annual financial commitment for the PAPI because of the public airport status. Ms. Hottenstein indicated that there wouldn't be an annual inspection of the PAPI and thus no annual fee. An initial inspection would be performed and there may be

an associated fee. Solon Springs was charged \$8,500, but Baraboo wasn't charged because an inspector was already in the area.

The FAA needs to approve the PAPI location. Once tree #1819 is removed, Ms. Hottenstein would identify the PAPI location. The City would then determine the ground elevation at the site and provide the information to Ms. Hottenstein. She would then submit the information to the FAA for approval.

Motion by Tesch, second by Langbecker to contact the property owner to get permission to remove tree #1819 as soon as possible and provide the information so the PAPI location can be submitted to the FAA for approval. Motion passed 4 to 0 on call of the roll.

5. Discussion and possible action on bow hunting plan for the airport.

Chairperson Maass conveyed that the proposed bow hunting ordinance and report by Mr. Paske were presented at the Legislative and Regulatory meeting. Mr. Paske suggested a late season hunt is still viable. Poppy requested the number of hunters be regulated.

Because Mr. Langbecker isn't able to receive electronic copies of materials, he requested he be provided with written copies in the future.

6. Discussion and possible action on airport fencing.

Redelings provided some verbal quotes on various types and heights of fences. If the PAPI installation didn't occur this fall, funds for that purpose could be applied to fencing. Hamre and Langbecker supported a 6' high chain link fence alternative.

7. Discussion and possible action on claims.

Poppy indicated the EAA has agreed to donate labor to paint hangers and lubricate the doors. He suggested that 10 weight oil performs better than grease. ACE has provided a cost of less than \$250 for the paint and oil.

Motion by Langbecker, second by Tesch to purchase the required materials using account 350. Motion passed 4 to 0 on call of the roll.

8. Adjournment

Mayor Tierney expressed his appreciation for the members serving on the Commission.

Motion by Langbecker, second by Tesch to adjourn. Motion carried 4 to 0 on call of the roll.

The meeting concluded at 7:00 p.m.

Respectfully submitted,  
Robert G. Redelings, City Engineer

## **Portage Public Library**

253 W. Edgewater Street

Portage, WI 53901

Phone: (608)742-4959

E-mail: [porill@scls.lib.wi.us](mailto:porill@scls.lib.wi.us)

Web site: [www.portagelibrary.us](http://www.portagelibrary.us)

### LIBRARY BOARD SPECIAL MEETING Minutes

August 29, 2013

Meeting called to order 12:50 p.m.

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

Excused: Poches, Varvil-Weld, Gregory

- 1) Motion to approve Change Order ES-19. (AT/KV)
- 2) Meeting adjourned 1:00 p.m. (EV/CS)

Richard Davis – President

Addie Tamboli – Vice President

Eleanor Voigt – Treasurer

Eleanor McLeish – Secretary

Charles Poches – School Superintendent

Dr. David Gregory

Chad Stevenson

Dr. Douglas Varvil-Weld

Klay Vehring

City of Portage  
Tourism Promotion Committee Meeting  
05:30 pm September 3, 2013  
City Municipal Building, 115 West Pleasant Street  
Conference Room One  
Minutes

Members Present: Marty Havlovic, Rick Dodd, Dawn Schneller Carol Lavigne

Members Not Present: Beth Woyt, Andy Murphy

Others Present: Marianne Hanson (PACC), Destinee Udelhoven (Indian Agency House), Craig Sauer (Capitol Newspapers), Brett Essee (Garden Tractor Days & WWII Museum)

1. Roll Call: 5:30 PM  
Meeting called to order at 5:30 PM with the above members present.
2. Approval of minutes from August 6, 2013 meeting:  
Motion made by Rick to approve the minutes, 2<sup>nd</sup> by Rick. Motion passed 4-0.
3. Public Comment:  
No public comment.
4. Discussion and Action on Claims:  
No claims submitted.
5. Discussion and action 2013 Grant Request:  
Tractor Daze has requested \$2,500.00 for advertising from the 2013 show. He was advised to bring any invoices and expenditures on the money he spent. Marty recommended that he be reimbursed at least \$1000.00 towards the advertising. Needs to have everything to us no later than September 24, 2013 to be considered.
6. Discussion and action on various marketing proposals by Portage Area Chamber of Commerce:  
Marianne discussed the various advertising opportunities that are recommended for promoting Portage.
7. Discussion and action on informational signage in Portage:  
The Directional signage in Portage is fading or has faded to longer readable. There are 7 directional's on each sign, to replace these it will be approximately \$4000.00 for Two Rivers Signs to replace these. Marianne took inventory as to what is on each sign and made subtractions or additions. Will reviewed them, recommended a few other changes. Marianne will also try and get us a sample of paint and Brad Conrad will work on a logo. We will take action at next meeting.
8. Next Meeting Date: Tuesday September 24, 2013 at 5:30 pm.
9. Adjournment: Rick made motion to adjourn, 2<sup>nd</sup> by Carol, all in unanimous agreement. Meeting adjourned at 6:34 pm.

Respectfully submitted by, Dawn Schneller, Secretary

**OPERATOR LICENSE APPLICATIONS - BY LAST NAME**

**LICENSE YEAR: SEPTEMBER 12, 2013-JUNE 30, 2014**

David W. Gilchrist

Heidi K. Husom

Hilary L. Husom

Vicki L. Jones

H. Paul O'Brion

**City of Portage  
Plan Commission Meeting  
Monday, August 19, 2013  
Public Hearing – 6:25 p.m.  
Regular Meeting – 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 and Mike Oszman

Members excused: Peter Tofson

Also present: Glen Frazer, Lori Frazer, Dave Gunderson, Jesse Spankowski, Don Weideman, Wayne Jorgenson, Charles Poches, Fred Reckling, Shawn Murphy, Bill Welsh and Craig Sauer

Public Hearing – 6:25 p.m.

Consider conditional use permit (CUP) for assembling personalization products on parcel 3137.

Mayor Tierney called the Public Hearing to order and read the Notice aloud. He asked for the first time if there was anyone present who wished to speak in favor of or in opposition to the CUP.

Glen Frazer, the tenant, supports the CUP and provided a brochure on the operation.

Mayor Tierney asked for the second time if there was anyone present who wished to speak in favor of or in opposition to the CUP.

Dave Gunderson, the proprietor, supports the CUP and indicated the operation is quieter than when the construction business was in operation.

Mayor Tierney asked for the third and final time if there was anyone present who wished to speak in favor of or in opposition to the CUP. Hearing no responses, he declared the Public Hearing over at 6:29 p.m.

Regular Meeting – 6:30 p.m.

1. Roll call

2. Approval of minutes from previous meeting

Motion by Oszman, second by Tamboli to approve the minutes. Motion passed 6 to 0 on call of the roll.

3. Discussion and possible action on a conditional use permit to assemble personalization products and software for "Lifelong Memories" to David M. Gunderson and Glen Frazer for parcel 3137; property located north of Gunderson Drive on the east side of CTH CX.

Tamboli inquired about deliveries. Mr. Frazer indicated that UPS would ship daily, but other trucks would only have deliveries once a week.

Mr. Gunderson pointed out that "Lifelong Memories" would be the only business in the building except for the existing tenant, Brewster & Associates.

Motion by Tamboli, second by Oszman to approve the CUP. Motion passed 6 to 0 on call of the roll.

4. Discussion and possible action on vacation of Brady Street between East Mullett Street and Townsend Street.

Wayne Jorgenson from AMPI presented proposed construction drawings and a site plan for a building expansion to accommodate an updated palletizing operation in the southwest corner of their building.

Redelings indicated that there are water, sanitary sewer and storm sewer utilities in the right of way and easements would need to be retained for these facilities. He also mentioned that the fire chief is requiring a 20' fire lane between the AMPI and ALTER properties.

Mr. Jorgenson also expressed a desire to obtain the right of way for the short segment of Coit Street at the north end of Brady Street. Administrator Murphy indicated that the right of way has no apparent public benefit.

Mayor Tierney suggested there is a process to follow with street vacations and Coit Street wasn't included on the agenda. Attorney Spankowski said any action could only address Brady Street at this time.

Motion by Oszman, second by Tamboli to recommend Council hold a public hearing for the vacation of Brady Street from Townsend Street to E. Mullett Street with the provisions that a 20' fire lane be retained

along with the required utility easements. Motion passed 6 to 0 on call of the roll.

5. Discussion and possible action on a request by the Portage Community School District to reconsider the installation of concrete sidewalk.

Additional attendees at this time include Howard Latton, Carolyn Hamre, Jeff Gaertson and John Helmann.

Attorney Spankowski provided an explanation of the process necessary to modify a condition of the CUP. Basically, the Plan Commission would need to hold a public hearing to consider changes.

Charles Poches, PCSD administrator spoke to the fact that an extension to comply with the CUP conditions was granted in December, 2011. He suggested postponing the sidewalk installation until the parking lot was reconstructed.

Tamboli inquired as to when the parking lot was planned. Mr. Reckling indicated that it was not in their 5 year plan. He explained that an existing fence was removed to facilitate pedestrian traffic which resulted in a loss of many parking spaces.

Mayor Tierney suggested the placement of bumper guards along the sidewalk to delineate the sidewalk from the parking area. He also indicated that the Council would be apprised of any Plan Commission action because they are considering award of the sidewalk contract at their next meeting.

Motion by Tamboli, second by Oszman to hold a public hearing on the CUP and to postpone installation of the sidewalk at this time. Mayor Tierney suggested a time certain be considered for sidewalk installation. Motion passed 6 to 0 on call of the roll.

6. Discussion and possible action on Sidewalk Master Plan.

The northeast area revisions were reviewed. Redelings explained that there were some grade issues along Evergreen, but nothing that would prevent sidewalk installation. The biggest challenge is a driveway on the inside loop, but it already has sidewalk through the driveway. Meadowlark on the other hand has a driveway on the north side that is very steep and the placement of a sidewalk at that residence would necessitate the reconstruction of the entire driveway.

Bauman inquired as to who would be responsible for conflicts with utilities and trees. Redelings indicated that utility companies, including the water department are responsible for relocating their facilities. The Commission did not offer any changes to the proposed plan that was presented for the northeast areas of the city. It was mentioned that PATHS needed to be incorporated into the discussion on sidewalks. Along River Street, perhaps a walking path could be placed on the river side of the street. Mr. Helmann emphasized the need to separate pedestrian traffic from vehicular traffic.

7. Adjournment.

Motion by Tamboli, second by Oszman to adjourn. Motion passed 6 to 0 on call of the roll.

The meeting concluded at 7:25 p.m.

Respectfully submitted,

Robert G. Redelings, City Engineer

**City of Portage  
Finance/Administration Committee Meeting  
Monday, August 26, 2013, 6:00 p.m.  
City Municipal Building, 115 West Pleasant Street  
Conference Room One  
Minutes**

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

Also present: Bill Welsh, Cable TV; Craig Sauer, Portage Daily Register; City Administrator Shawn Murphy; Finance Director Mohr; Director Redelings; Mayor Tierney

**1. Roll call**

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

**2. Approval of minutes from August 19th, 2013**

Motion by Klapper, second by Garetson to approve minutes from the August 19<sup>th</sup>.  
Motion carried unanimously by a call of roll.

**3. Discussion on 2014 budget and review of Municipal Services budget.**

The committee reviewed the 2014 budget for Municipal Services.

**4. Adjournment**

Motion by Klapper, second by Garetson to adjourn. Motion carried unanimously on call of roll at 7:04 p.m.

Jean Mohr Finance Director

**City of Portage**  
**Finance/Administration Committee Meeting**  
**Monday, September 9, 2013, 6:00 p.m.**  
**City Municipal Building, 115 West Pleasant Street**  
**Conference Room One**  
**Minutes**

Present: Rita Maass, Vice-Chair; Jeff Garetson, Martin Havlovic, Doug Klapper  
Excused: Rick Dodd

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

1. Roll call  
The meeting was called to order by Rita Maas at 6:01 p.m.
2. Approval of minutes from August 26, 2013.  
Motion by Havlovic, second by Klapper to approve minutes from the August 26<sup>th</sup> meeting. Motion carried unanimously by a call of roll.
3. Discussion and possible action on Section 5311 Federal Transit Act grant application.  
Finance Director Mohr reviewed the Attachment A for the Section 5311 Federal Transit Act grant application and explained that this is to approve the application for the grant. The grant requires the city participate in 20% of the purchase cost for the vehicles and 10% of the ADA equipment. The City's share will be offset by the sale of the vehicles that are being replaced. The operating application will be presented at the September 30<sup>th</sup> meeting. The City's share of purchases will be incorporated in the Vehicle Replacement Fund.  
Motion by Klapper, second by Garetson to approve the Section 5311 Federal Transit Act grant application. Motion carried unanimously on a call of roll.
4. Discussion and possible action on claims.  
The committee reviewed the total claims of \$1,570,872.96.  
Motion by Klapper, second by Garetson to approve claims in the amount of \$1,570,872.96. Motion carried 4-0 on a call of roll.
5. Review and Possible Recommendation on Award of Contract No. 13-012; 2013 Street Chip Sealing.  
Administrator Murphy reviewed Director Redelings' memo summarizing the bids received for Contract 13-012 for 2013 Street Chip Sealing. Staff is recommending the low bid from D.L. Gasser/Fahrner.  
Motion by Havlovic, second by Klapper to recommend awarding Contract 13-012 to D.L. Gasser/Fahrner in the amount of \$34,448.20 for Bid items 1 & 2 and move it on to council. Motion carried 4-0 on call of roll.
6. Discussion and Possible Recommendation on Insurance Claim from Phillip Mattke 723 W. Edgewater St.

Administrator Murphy presented the claim and stated that the city's insurance company recommends denial of the claim based on the police report indicating that the mower was not in a position to damage the vehicle.

Motion by Garetson to deny the claim based on the recommendation of insurance company and information in the police report, second by Klapper. Motion carried 4-0 on call of roll.

7. Discussion and Possible Recommendation on Insurance Claim from Crystal Gawel 223 ½ W. Marion St.

Administrator Murphy presented the claim and stated that the city's insurance carrier recommend denial based on LMS Construction Inc.'s insurance has paid on the claim.

Motion by Havlovic to deny the claim based on LMS Construction Inc.'s insurance payment of the claim, second by Klapper. Motion carried 4-0 on call of roll.

8. Discussion on 2014 budget and review of Park & Recreation budget. The committee reviewed the 2014 budget for Park & Recreation.

9. Adjournment

Motion by Havlovic, second by Klapper, to adjourn. Motion carried unanimously on a call of roll at 6:38 p.m.

Jean Mohr  
Finance Director

**Claims - Finance Meeting 9/09/13**

**Vendor Summary Report**

15,520.68	Air Temperature - HVAC Maint - Sewer Repl Chiller
44,116.02	Alliant Energy
2,484.00	Aquachem - Sewer
61,682.00	Bear Graphics Genl Insurance
2,984.14	Cardmember Svc - Credit Cards - Various Trainings/Conf
24,848.78	Columbia County Solid Waste
5,280.51	Country Plumber - Televising Sanitary & Storm Water
85,369.40	Dept of Employee Trust Funds
2,400.05	Fire Rescue Supply LLC Gloves, Hoods, Helmets
4,690.00	Fredrick Excavating - Airport Sidewalk Work
15,067.08	General Engineering Welcome Ctr Des; Splsh Pd; Permits
12,477.51	Global Equipment Co - Bleachers
4,235.51	H&M Contracting - Lights
3,343.76	Hawkins - Sewer
16,181.68	Image Builders - Sewer & Storm Water Manholes
3,115.46	Ingram Library Svc
4,800.00	Roger Krejchik - Museum Painting
161,963.82	LMS Contruccion Inc Capital Street, Sewer & Water Proj
51,444.00	Local Govt Prop - Insurance
18,601.70	L.W. Allen, Inc. - Sewer - Scada Sys Upgrades
4,076.00	Medivan Inc - Hazmat annual physicals
48,757.76	Michels Corp - Concrete Crushing
7,136.10	Miller & Miller LLC
11,307.10	Municipal Code - Update
3,263.09	Napa - Various
12,923.94	Neenah Foundry Co - Sidewalk warning pads
30,530.00	Pierce Mfg - Repairs Tower 1 - Insurance claim
2,337.17	Portage Schools - mobile home taxes Aug & July
5,780.65	Sabel Mech Sewer repairs
2,922.08	Tyler Tech - Municipal Court Software
8,185.00	William/Reid Sewer - Submersible Chopper
45,299.92	WI Retirement System
3,150.00	Xylem Water Sol - Sewer Pumps & Controls

726,274.91

**776,160.90** 776,160.90 Revised Amount  
94%

**Paid Invoice Listing 9/06/13 chk# 139766 - 140024**

4,978.00	Gil Meisgeier - BID (2) Months
6,687.54	Delta Dental
2,825.00	Embury, LTD - Library Expansion
49,719.34	Evergreen Installations - Library Expansion
5,572.88	Fearing's - Library Expansion
52,348.10	Interior Investments of Madison - Library Expansion
13,029.98	Kwik Trip
3,206.46	Main Street - BID
6,164.00	Miller & Miller LLC
16,500.00	Portage Area Chamber - Tourism
34,424.06	Portage Water
56,649.99	Running Inc. - Taxi
3,734.24	St of WI Court Fines - Muni Court
11,332.90	WI Parks - Return of Tickets Sold (keep \$0.75/ticket)
17,355.50	Yerges Van Liners - Library Expansion

284,527.99 Subtotal

**311,072.84** 311,072.84 Total  
91%

**Manual Checks Issued - Wires**

19,969.52	Great West Retirement Svc Annuities
86,946.00	Dept of Employee Trust Funds
126,074.58	Comm Bank of Ptg (pg2) Tax W/H
45,767.60	WI Retirement System

278,757.70 Subtotal

**279,084.23** 279,084.23 Total  
100%

**Water Claims Paid but not Approved 8/19/13 14154-14161**

12,197.05	Alliant Energy
148,704.90	Sewer Utility

160,901.95 Subtotal

**163,320.65** 163,320.65 Total  
99%

**Water Claims not paid**

1,518.91	Alliant Energy
5,506.22	Cargill
1,500.00	Davis Const
4,330.00	General Engineering
14,947.06	LMS
5,365.90	Martelle Water Treatment

33,168.09 Subtotal

**41,234.34** 41,234.34 Total  
80%

\$ 1,570,872.96 Total Claims

INVOICES DUE ON/BEFORE 09/13/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
5ALARM	5 ALARM	18,101.53	701.71
ADAMCOL	ADAMS-COLUMBIA ELECTRIC COOP	554.48	29.65
AIRGAS	AIRGAS	753.92	39.74
AIRPORT	AIR PORTAGE, INC	16,500.00	1,750.00
AIRTEMP	AIR TEMPERATURE SERVICES INC	41,331.20	15,520.68
ALERETOX	ALERE TOXICOLOGY SERVICES INC	2,899.75	58.25
ALLIENE	ALLIANT ENERGY	589,632.68	44,116.02
ALLIPTG	ALLIANT ENERGY	6,600.00	240.00
AMAZON	AMAZON	24,267.76	1,066.01
AMERFAS	AMERICAN FASTENER	1,150.60	33.43
AQUACHE	AQUACHEM OF AMERICA INC.	35,901.00	2,484.00
ARAMUNI	AUS LA CROSSE MC LOCKBOX	32,370.54	2,107.68
ASPEN	ASPEN FAMILY COUNSELING	0.00	623.00
AT & T	AT & T	0.00	647.00
AT&T	AT&T	1,117.48	2.02
BAKEENT	BAKER & TAYLOR	8,386.97	23.42
BATTPRO	BATTERY PRODUCTS INC	1,152.97	78.79
BAYCOM	BAYCOM INC.	509.00	215.00
BEARBRA	BEAR GRAPHICS, INC.	519.29	61,682.00
BLYSTOW	BLYSTONE TOWING & RADIATOR, IN	7,192.49	130.00
BORTMAS	BORTZ MASONRY INC.	0.00	2,200.00
CAPIBAT	CAPITOL CITY BATTERY, INC.	1,932.38	572.75
CAPNEWS	CAPITAL NEWSPAPERS	33,400.59	395.46
CARDMEM	CARDMEMBER SERVICE	23,886.32	2,984.14
CAREWCO	CAREW CONCRETE & SUPPLY CO INC	13,757.48	852.13
CCHIGH	COLUMBIA COUNTY HIGHWAY	338,819.34	237.49
CCSHER	COLUMBIA COUNTY SHERIFF'S DEPT	2,900.00	300.00
CCSOLID	COLUMBIA CO. SOLID WASTE	447,826.71	24,848.78
CENTLINK	CENTURY LINK	145.57	49.27
CENTMFG	CENTURY MANUFACTURING	0.00	133.93
CENTSPR	CENTURY SPRINGS BOTTLING CO	4,651.00	126.62
CHARCOM	CHARTER COMMUNICATIONS	3,361.58	627.95
CINTAS	CINTAS CORPORATION #446	0.00	90.67
COMMSER	COMMUNICATIONS SERVICE	66,250.30	111.76
COUNPLU	COUNTRY PLUMBER, INC	13,394.90	5,280.51
CRAWOIL	CRAWFORD OIL CO., INC.	10,328.14	706.95
CTLABOR	CT LABORATORIES, LLC	5,997.87	16.80
DAVISCON	DAVIS CONSTRUCTION CO	3,750.00	675.00
DAVISTAN	DAVIS & STANTON	132.00	30.00
DEANHEAL	DEAN CLINIC	935.00	88.00
DEMCO	DEMCO, INC.	8,978.84	358.96
DEPTEMP	DEPT. OF EMPLOYEE TRUST FUNDS	1,593,898.90	85,369.40
DIVISAV	DIVINE SAVIOR HEALTHCARE	10,952.00	371.00
ELECONE	ELECTRIC ONE	6,059.40	426.00

DATE: 09/06/2013  
TIME: 14:45:09  
ID: AP442000.WOW

CITY OF PORTAGE  
VENDOR SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 09/13/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
ELECSER	ELECTRICAL SERVICES	0.00	1,030.26
ENVICON	ENVIRONMENT CONTROL	25,793.16	1,381.70
ENVITEC	ENVIROTECH EQUIPMENT CO	9,328.47	314.90
FIRERES	FIRE RESCUE MAGAZINE	43.00	43.00
FIRERESC	FIRE RESCUE SUPPLY LLC	11,567.40	2,400.05
FREDEXC	FREDRICK EXCAVATING	8,175.00	4,690.00
FRONTON	FRONTIER ONLINE	33,948.30	2,147.98
GALEGRO	GALE	353.74	41.05
GENENG	GENERAL ENGINEERING COMPANY	206,546.82	15,067.08
GLOBEQUI	GLOBAL EQUIPMENT COMPANY	0.00	12,477.51
GLOVON	GLOVES ONLINE, INC.	0.00	194.95
GRAINGER	GRAINGER	2,579.72	379.39
H&MCON	H & M CONTRACTING	28,685.89	4,235.51
HAWKWAT	HAWKINS INC.	64,026.77	3,343.76
HESTARK	THE H.E. STARK AGENCY INC	16,341.88	1,899.06
IMAGBUI	IMAGE BUILDERS	39,973.64	16,181.68
INGRBOO	INGRAM LIBRARY SERVICES	52,659.02	3,115.46
INTEELE	INTERSTATE ELECTRIC SUPPLY CO.	25,975.36	74.00
KREJROG	ROGER KREJCHIK	164.08	4,800.00
KUSTSIG	KUSTOM SIGNALS, INC	0.00	294.70
KYOCERA	KYOCERA MITA, INC.	0.00	132.30
LIFESTO	THE LIFEGUARD STORE INC	1,028.60	646.75
LMSCON	LMS CONSTRUCTION INC	404,047.60	161,963.82
LOGOVPRO	LOCAL GOVERNMENT PROPERTY	1,485.00	51,444.00
LWALLEN	L.W. ALLEN, INC.	5,962.15	18,601.70
LYCONINC	LYCON INC.	0.00	110.00
MARKSOL	MARKENT SOLUTIONS	0.00	37.27
MEDIVAN	MEDIVAN INC	3,978.00	4,076.00
MGDWELD	MGD WELDING	19,416.17	600.00
MICHELS	MICHELS CORP	21,481.32	48,757.76
MICRMAR	MICROMARKETING, LLC	480.67	17.95
MIDTAPE	MIDWEST TAPE	3,746.72	397.19
MILLMIL	MILLER & MILLER LLC	107,989.70	7,136.10
MINNMUT	THE MINNESOTA LIFE INSURANCE	37,308.03	1,835.15
MOTIIND	MOTION INDUSTRIES, INC.	483.14	1,743.60
MUNICOD	MUNICIPAL CODE CORPORATION	1,000.00	11,307.10
NAPAAUT	NAPA AUTO PARTS	24,197.27	3,263.09
NEENFOU	NEENAH FOUNDRY COMPANY	0.00	12,923.94
NEWPIG	NEW PIG CORPORATION	302.51	149.30
NORTCEN	NORTH CENTRAL LABORATORIES	19,239.59	672.39
NORTLAK	NORTHERN LAKE SERVICE, INC	1,736.00	496.00
OREIAUT	O'REILLY AUTO PARTS	2,183.04	82.31
PENWORTH	THE PENWORTHY COMPANY	8,546.21	1,324.35
PIERMFG	PIERCE MANUFACTURING, INC.	0.00	30,530.00

INVOICES DUE ON/BEFORE 09/13/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
POLNAMO	POLNOW AUTOMOTIVE REPAIR	151.01	43.94
POMPTIR	POMP'S TIRE SERVICE INC	9,785.07	645.32
PORTCHAM	PORTAGE AREA CHAMBER OF	97,583.29	30.00
PORTLUM	PORTAGE LUMBER	19,108.66	737.78
PORTPRI	PORTAGE PRINTING	4,273.20	486.80
PORTSCH	PORTAGE COMMUNITY SCHOOL DIST.	3,404,493.19	2,337.17
PREUIMP	PREUSS IMPLEMENT, INC	5,619.94	375.45
PROFOR	PROFORMA	740.50	617.09
RANDHOU	RANDOM HOUSE INC	2,111.30	135.00
RENNFIR	RENNERT'S FIRE EQUIPMENT	6,156.50	498.21
RHYMBUS	RHYME BUSINESS PRODUCTS	27,210.47	25.20
SABELMEC	SABEL MECHANICAL LLC	342,152.93	5,780.65
SALES	WISCONSIN DEPT OF REVENUE	5,407.60	213.48
SCHULTZT	SCHULTZ TURF & FORAGE SEED	0.00	150.50
SCHUSMA	SCHULTZ SMALL ENGINE	3,596.10	130.19
SCOTTCON	SCOTT CONSTRUCTION INC.	83,125.79	566.44
SERVCLE	SERVICEMASTER CLEANING SERVICE	2,398.80	189.00
SHERIND	SHERWIN INDUSTRIES	3,984.81	600.00
SIMETAL	S.I. METAL	792.55	26.82
STAPLES	STAPLES CREDIT PLAN	33,478.29	1,707.79
STATEIND	STATE INDUSTRIAL PRODUCTS	305.95	455.65
STRAASS	STRAND ASSOCIATES INC	45,907.88	1,218.15
SUPECHE	SUPERIOR CHEMICAL INC	33,827.58	1,117.21
TACTSOL	TACTICAL SOLUTIONS	0.00	336.00
TRECEK	TRECEK AUTOMOTIVE OF	17,513.18	1,188.38
TRUCKCO	TRUCK COUNTRY	65,956.27	622.88
TWORIV	TWO RIVERS SIGNS & DESIGN	6,935.80	510.00
TYLERWKS	TYLER TECHNOLOGIES INC	2,782.93	2,922.08
ULTRACOM	ULTRACOM WIRELESS	5,959.49	29.99
UNEMINS	UNEMPLOYMENT INSURANCE	9,016.13	155.30
UNIQMAN	UNIQUE MANAGEMENT SERVICES INC	1,109.80	44.75
USCELL	U. S. CELLULAR	102,072.70	1,154.09
WALSACE	WALSH'S ACE HARDWARE	18,494.59	535.63
WEAVAUT	WEAVER AUTO PARTS	5,295.12	324.17
WELWILL	WILLIAM P. WELSH	11,264.00	565.00
WIESCON	WIESER CONCRETE	789.30	298.80
WILLREID	WILLIAM/REID	0.00	8,185.00
WRS	WISCONSIN RETIREMENT SYSTEM	865,250.07	45,299.92
XYLEM	XYLEM WATER SOLUTIONS	47,329.01	3,150.00
ZARNBRU	ZARNOTH BRUSH	2,050.00	887.00
ZEPMAN	ZEP SALES & SERVICE	678.48	129.02
ZIMMPLU	ZIMMERMAN PLUMBING INC	5,454.28	972.97

TOTAL ALL VENDORS: 776,160.90

CITY OF PORTAGE  
 PAID INVOICE LISTING

FROM CHECK # 139766 TO 140024

ENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
903789	01	SOFTWARE RENEWAL	1001552210211	08/15/13	00000000	139788	08/16/13	735.00	735.00
							VENDOR TOTAL:	735.00	735.00
121864	01	ADLIT DISTRIBUTING & PUBL.	2450056720296	08/30/13	00000000	139948	08/30/13	1,440.00	400.00
121939	01		2450056720296	08/30/13	00000000	139948	08/30/13	1,440.00	400.00
							VENDOR TOTAL:	1,440.00	1,040.00
							VENDOR TOTAL:	1,440.00	1,040.00
039295	01	AMERICAN FAMILY LIFE	1000021000929	08/23/13	00000000	139936	08/23/13	164.83	164.83
							VENDOR TOTAL:	164.83	164.83
130809	01	GIL MEISGEIER DBA	2450056720241	08/09/13	00000000	139766	08/09/13	2,489.00	2,489.00
130906	01	JULY 2013	2450056720241	09/06/13	00000000	140012	09/06/13	2,489.00	2,489.00
							VENDOR TOTAL:	2,489.00	2,489.00
							VENDOR TOTAL:	2,489.00	2,489.00
10-292	01	BADGER PLUMBING SERVICES	2400056000790	06/02/13	00000000	140013	09/06/13	200.00	200.00
							VENDOR TOTAL:	200.00	200.00
1308-RIGHT OF WAY	01	BLYSTONE TOWING & RADIATOR, IN	1000023000939	08/23/13	00000000	139937	08/23/13	1,000.00	1,000.00
							VENDOR TOTAL:	1,000.00	1,000.00
24162	01	BOARDMAN & CLARK LAW FIRM	1001552210219	08/09/13	00000000	139767	08/09/13	37.00	37.00
							VENDOR TOTAL:	37.00	37.00
							VENDOR TOTAL:	37.00	37.00

CITY OF PORTAGE  
 PAID INVOICE LISTING

FROM CHECK # 139766 TO 140024

ENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ARDMEM		CARDMEMBER SERVICE							
	1307-2015			08/15/13		139789	08/16/13	183.00	183.00
		01	1000251400290		00000000				56.50
		02	1000251500290		00000000				126.50
	1307-3065			08/09/13		139768	08/09/13	740.57	715.61
		01	1000251500290		00000000				20.30
		02	1000251400290		00000000				20.30
		03	1000251500290		00000000				25.26
		04	1000251500290		00000000				11.36
		05	1000251500290		00000000				24.75
		06	1000251500290		00000000				7.00
		07	1000251500290		00000000				493.11
		08	1000251500290		00000000				17.08
		09	BALANCE DISK RECEIPT		00000000				48.21
		10	BALANCE DISK DEPT TR		00000000				16.08
		11	BALANCE DISK MUNICIPAL		00000000				16.08
		12	BALANCE DISK FINAN DIR		00000000				16.08
	1307-6773			08/09/13		139768	08/09/13	740.57	24.96
		01	1002053100790		00000000				24.96
TREAS		COLUMBIA COUNTY TREASURER						VENDOR TOTAL:	923.57
	1307			08/14/13		139790	08/16/13	1,676.71	1,676.71
		01	1004545110000		00000000				1,676.71
MARKDA		DAVID CLARK						VENDOR TOTAL:	1,676.71
	130816			08/14/13		139791	08/16/13	85.26	85.26
		01	1001052120133		00000000				85.26
	130830			08/30/13		139949	08/30/13	26.63	26.63
		01	1001052120133		00000000				26.63
DLCTYEC		COLUMBIA COUNTY ECONOMIC						VENDOR TOTAL:	111.89
	1308			08/23/13		139938	08/23/13	200.00	200.00
		01	2750056710219		00000000				200.00
DNVSOL		CONVERGENT SOLUTIONS INC						VENDOR TOTAL:	200.00
	29345			07/31/13		139950	08/30/13	1,123.25	1,123.25





CITY OF PORTAGE  
 PAID INVOICE LISTING

FROM CHECK # 139766 TO 140024

ENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
63629	01		1000015000030	07/31/13	00000000	139953	08/30/13	52,348.10	35,752.62 35,752.62
							VENDOR TOTAL:	52,348.10	52,348.10
CHNDEE		JOHN DEERE FINANCIAL							
	7010729978-09			08/30/13	00000000	139954	08/30/13	1,285.35	1,285.35
	01		1003055400341						1,270.91
	02		1002053311341						14.44
							VENDOR TOTAL:	1,285.35	1,285.35
JURCOM		JOURNAL COMMUNITY PUBLISHING							
	NWSI29975-1306			08/09/13	00000000	139774	08/09/13	300.00	300.00
	01	SILENT SPORTS	2400056000296						300.00
							VENDOR TOTAL:	300.00	300.00
COURSEN		JOURNAL SENTINEL INC.							
	4235262			08/09/13	00000000	139775	08/09/13	1,680.00	1,680.00
	01	EXPLORE WI	2450056720296						1,680.00
							VENDOR TOTAL:	1,680.00	1,680.00
LAFKE		KEITH J. KLAFKE							
	130816 CAFE			08/15/13	00000000	139793	08/16/13	147.60	147.60
	01		1000021000929						147.60
							VENDOR TOTAL:	147.60	147.60
NIKTPI		KWIK TRIP STORES							
	13-07 16000653			08/13/13	00000000	139794	08/16/13	13,029.98	657.05
	01		1001552220342						657.05
	1307-105046			08/15/13	00000000	139794	08/16/13	13,029.98	5,226.47
	01		1001052120342						5,226.47
	1307-13291			08/13/13	00000000	139794	08/16/13	13,029.98	2,484.36
	01		1003055400342						2,484.36
	1307-204173			08/13/13	00000133	139794	08/16/13	13,029.98	133.72
	01		1002053100342						133.72
	1307-3000653			08/15/13	00000000	139794	08/16/13	13,029.98	3,745.94
	01		1002053311221						3,745.94

CITY OF PORTAGE  
 PAID INVOICE LISTING

FROM CHECK # 139766 TO 140024

ENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	1307-654	01	6205553610342	08/14/13	00000000	139794	08/16/13	13,029.98	782.44 782.44
							VENDOR TOTAL:		13,029.98
	0588	01	1002053100213	09/06/13	00000000	140016	09/06/13	518.00	518.00 518.00
							VENDOR TOTAL:		518.00
	130814	01	2450056720296	08/30/13	00000000	139955	08/30/13	3,206.46	200.00 200.00
	130814A	01	2450056720296	08/30/13	00000000	139955	08/30/13	3,206.46	1,444.46 1,444.46
	PB 073113	01	2450056720550	08/30/13	00000000	139955	08/30/13	3,206.46	1,562.00 1,562.00
							VENDOR TOTAL:		3,206.46
	14703	01	1000351200219	08/01/13	00000000	139795	08/16/13	6,164.00	3,496.00 3,082.00 414.00
		02	1000251300219						
	14704	01	1000251300219	08/01/13	00000000	139795	08/16/13	6,164.00	46.00 46.00
	14705	01	1000251300219	08/01/13	00000000	139795	08/16/13	6,164.00	2,622.00 2,622.00
							VENDOR TOTAL:		6,164.00
	SEPT 2013	01	1000021000915	08/14/13	00000000	139796	08/16/13	2,103.99	2,103.99 1,632.08 159.67 11.43 174.47 126.34
		02	2300021000915						
		03	2110021000915						
		04	6200021000915						
		05	6100021000915						
							VENDOR TOTAL:		2,103.99

UNNMUT THE MINNESOTA LIFE INSURANCE

CITY OF PORTAGE  
 PAID INVOICE LISTING

FROM CHECK # 139766 TO 140024

ENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
JRWI	OUR WISCONSIN								
236	01	OUR WISCONSIN MAGAZINE	2400056000296	08/09/13	00000000	139776	08/09/13	848.00	848.00
PIERCE		PIERCES SUPERMARKET						VENDOR TOTAL:	848.00
130809	01	JOSEPH S MULHERN RESTIT	1004545110000	08/09/13	00000000	139777	08/09/13	154.94	154.94
PITNEY		PITNEY BOWES						VENDOR TOTAL:	154.94
5502271503	01		1000251400310	08/06/13	00000000	140017	09/06/13	61.19	61.19
OMEDE		DENNIS J. POMEROY						VENDOR TOTAL:	61.19
130830-UNI	01		1001052120133	08/30/13	00000000	139956	08/30/13	246.75	246.75
ORTCHAM		PORTAGE AREA CHAMBER OF						VENDOR TOTAL:	246.75
11836	01	3RD QUARTER	24000560000720	07/16/13	00000000	139778	08/09/13	16,500.00	10,500.00
	02	TASTE OF PORTAGE GRANT	24000560000710		00000000				7,500.00
11844	01	DISC WI 2/3	2400056000296	07/18/13	00000000	139778	08/09/13	16,500.00	3,000.00
ORTWAT		PORTAGE WATER UTILITY						VENDOR TOTAL:	6,000.00
01.02263.00	07		1002053311222	08/09/13	00000000	139779	08/09/13	34,424.06	16,500.00
	01	WATER/SEWER -							28.75
01.02273.01	07		1003055400222	08/09/13	00000000	139779	08/09/13	34,424.06	28.75
	01	WATER/SEWER -							116.50
01.02366.00	01		1003055400222	08/09/13	00000000	139779	08/09/13	34,424.06	116.50
	01	WATER/SEWER -							18.65
01.02604.00				08/09/13		139779	08/09/13	34,424.06	18.65

CITY OF PORTAGE  
 PAID INVOICE LISTING

FROM CHECK # 139756 TO 140024

ENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
01.02604.00	01	WATER/SEWER -	1003055400222	08/09/13	00000000	139779	08/09/13	34,424.06	28.75 28.75
01.02827.00	01	WATER/SEWER -	1003055400222	08/09/13	00000000	139779	08/09/13	34,424.06	39.82 39.82 0.00
	02	WATER/SEWER -	** COMMENT **						
01.02939.00	01	WATER/SEWER -	6205553610222	08/09/13	00000000	139779	08/09/13	34,424.06	12.10 12.10
01.02940.00	01	WATER/SEWER -	6205553610222	08/09/13	00000000	139779	08/09/13	34,424.06	1,923.00 1,923.00
01.02941.00	01	WATER/SEWER -	6205553610222	08/09/13	00000000	139779	08/09/13	34,424.06	681.35 681.35
01.03011.03	01	WATER/SEWER -	1003055400222	08/09/13	00000000	139779	08/09/13	34,424.06	9.08 9.08
01.03027.00	01	WATER/SEWER -	1003055400222	08/09/13	00000000	139779	08/09/13	34,424.06	54.81 54.81
01.03088.00	01	WATER/SEWER -	1002053311222	08/09/13	00000000	139779	08/09/13	34,424.06	80.60 80.60
01.03431.00	01	WATER/SEWER -	1003055400222	08/09/13	00000000	139779	08/09/13	34,424.06	49.90 49.90
01.03480.00	01	WATER/SEWER -	6205553610222	08/09/13	00000000	139779	08/09/13	34,424.06	1,001.80 1,001.80
02.03192.00	01	WATER/SEWER -	2300055110222	08/09/13	00000000	139779	08/09/13	34,424.06	118.39 118.39
03.00412.00	01	WATER/SEWER -	2400056000222	08/09/13	00000000	139779	08/09/13	34,424.06	5.70 5.70
03.02673.00	01	WATER/SEWER -	1003055400222	08/09/13	00000000	139779	08/09/13	34,424.06	85.11 85.11
03.02784.00	01	WATER/SEWER -	1000251600222	08/09/13	00000000	139779	08/09/13	34,424.06	72.99 72.99
03.03110.00				08/09/13		139779	08/09/13	34,424.06	5.70

CITY OF PORTAGE  
 PAID INVOICE LISTING

FROM CHECK # 139766 TO 140024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	03.03110.00	01 WATER/SEWER -	1003055400222	08/09/13	00000000	139779	08/09/13	34,424.06	5.70 5.70
	04.00637.00	01 WATER/SEWER -	1003055400222	08/09/13	00000000	139779	08/09/13	34,424.06	22.69 22.69
	04.02705.00	01 WATER/SEWER -	1000251600222	08/09/13	00000000	139779	08/09/13	34,424.06	171.04 106.04 65.00
	07-01.00171.00	01 WATER/SEWER -	1003055400222	08/09/13	00000000	139779	08/09/13	34,424.06	34.81 34.81
	08.00298.00	01 WATER/SEWER -	1003055400222	08/09/13	00000000	139779	08/09/13	34,424.06	5.70 5.70
	1.00170.00	01 WATER/SEWER -	1003055400222	08/09/13	00000000	139779	08/09/13	34,424.06	16.63 16.63
	10.02639.00 JUL	01 WATER/SEWER -	** COMMENT **	08/09/13	00000000	139779	08/09/13	34,424.06	28.75
		02 WATER/SEWER -	1002053510222		00000000				0.00 28.75
	10.02785.00 JUL	01 WATER/SEWER -	1003055400222	08/09/13	00000000	139779	08/09/13	34,424.06	46.93 46.93
	10.03729.00 JUL	01 WATER/SEWER -	2750056710222	08/09/13	00000000	139779	08/09/13	34,424.06	117.16 117.16
	11.02807.00 JUL	01 WATER/SEWER -	1003055400222	08/09/13	00000000	139779	08/09/13	34,424.06	63.85 63.85
	21.00010.00 JUL	01 WATER/SEWER -	1001552220531	08/09/13	00000000	139779	08/09/13	34,424.06	27,572.50 27,572.50
	9.03409.00	01 WATER/SEWER -	1003055400222	08/09/13	00000000	139779	08/09/13	34,424.06	2,011.00 2,011.00
JLSDA	DANIEL PULSFUS					VENDOR TOTAL:		34,424.06	
	130823 REIM	01 MEAL MILEAGE REIMBURSEMENT	1000251300290	08/23/13	00000000	139941	08/23/13	106.35	106.35 106.35
						VENDOR TOTAL:		106.35	

CITY OF PORTAGE  
 PAID INVOICE LISTING

FROM CHECK # 139766 TO 140024

ENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
JRCPOW		PURCHASE POWER							
	1308-25749227		1000016000053	09/06/13	00000000	140018	09/06/13	500.00	500.00
	01								500.00
AIMTI		TIMOTHY RAIMER						VENDOR TOTAL:	500.00
	130809		1000021000929	08/09/13	00000000	139780	08/09/13	4.22	4.22
	01								4.22
JNNG		RUNNING INC.						VENDOR TOTAL:	4.22
	10210		2600053520725	08/15/13	00000000	139797	08/16/13	56,649.99	56,649.99
	01	SHARED RIDE TAXI SERVICE							56,649.99
AFEMARK		SAFEMARK, LLC						VENDOR TOTAL:	56,649.99
	SAFEID1474 A		4100057000820	06/19/13	00000000	139798	08/16/13	1,220.45	1,220.45
	01								1,220.45
CHIFL		FLOYD R SCHILLING						VENDOR TOTAL:	1,220.45
	130823		1004545110000	08/23/13	00000000	139942	08/23/13	66.50	66.50
	01	REIMBURSEMENT OVERPAY							66.50
EVECA		SEVERSON, CAROLYN						VENDOR TOTAL:	66.50
	130809		1000021000929	08/09/13	00000000	139781	08/09/13	773.27	773.27
	01								773.27
AILEY		SMILEY LAW OFFICE						VENDOR TOTAL:	773.27
	130809		1000021000925	08/09/13	00000000	139782	08/09/13	100.00	100.00
	01	GARNISHMENT							100.00
	130823		1000021000925	08/23/13	00000000	139943	08/23/13	100.00	100.00
	01	STUMPF							100.00
	130906		1000021000925	09/06/13	00000000	140019	09/06/13	100.00	100.00
	01	STUMPF							100.00
								VENDOR TOTAL:	300.00

CITY OF PORTAGE  
 PAID INVOICE LISTING

FROM CHECK # 139766 TO 140024

ENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
TAPLES		STAPLES CREDIT PLAN							
	6035517820094349-07			08/14/13		139799	08/16/13	591.56	591.56
		01	1001052110310		00000000				201.10
		02	1001052110310		00000000				19.99
		03	1001052110310		00000000				22.60
		04	1001052110310		00000000				347.87
TENJA		JASON STENBERG					VENDOR TOTAL:		591.56
	130823	UNI		08/23/13		139944	08/23/13	165.95	165.95
		01	1001052120133		00000000				165.95
TUMJE		JEFFREY E STUMPF					VENDOR TOTAL:		165.95
	1308			08/15/13		139800	08/16/13	56.99	56.99
		01	1001052120133		00000000				56.99
TWICOUR		STATE OF WISCONSIN COURT FINES					VENDOR TOTAL:		56.99
	1307			08/14/13		139801	08/16/13	3,734.24	3,734.24
		01	1004545110000		00000000				3,734.24
UPPORT		WISCONSIN SUPPORT COLLECTIONS					VENDOR TOTAL:		3,734.24
	130809			08/09/13		139783	08/09/13	371.07	371.07
		01 MARTIN	1000021000925		00000000				221.07
		02 STUMPF	1000021000925		00000000				150.00
	130823			08/23/13		139945	08/23/13	371.07	371.07
		01 MARTIN	1000021000925		00000000				221.07
		02 STUMPF	1000021000925		00000000				150.00
	130906			09/06/13		140020	09/06/13	371.07	371.07
		01 MARTIN	1000021000925		00000000				221.07
		02 STUMPF	1000021000925		00000000				150.00
EAMLOC		TEAMSTERS LOCAL #695					VENDOR TOTAL:		1,113.21
	1308			08/09/13		139784	08/09/13	931.00	931.00
		01	1000021000917		00000000				686.00

CITY OF PORTAGE  
 PAID INVOICE LISTING

FROM CHECK # 139766 TO 140024

ENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
1308				08/09/13	00000000	139784	08/09/13	931.00	931.00
			6100021000917		00000000				129.36
			6200021000917		00000000				115.64
1309				09/06/13	00000000	140021	09/06/13	931.00	931.00
			1000021000917		00000000				686.00
			6100021000917		00000000				129.36
			6200021000917		00000000				115.64
ALMART		WALMART COMMUNITY					VENDOR TOTAL:	1,862.00	
1308-7280				08/23/13	00000000	139946	08/23/13	102.79	102.79
			1001552210390		00000000				12.97
			1001552600340		00000000				37.94
			1001552600340		00000000				74.85
			1001552600340		00000000				-22.97
I DETRA		WI DEPT. OF TRANSPORTATION					VENDOR TOTAL:	102.79	
130816				08/15/13	00000000	139802	08/16/13	35.00	35.00
			1004545110000		00000000				35.00
130830				08/30/13	00000000	139957	08/30/13	205.00	205.00
			1004545110000		00000000				205.00
ISCSUP		WISCONSIN SUPREME COURT					VENDOR TOTAL:	240.00	
130809				08/09/13	00000000	139785	08/09/13	20.00	20.00
			1000351200290		00000000				20.00
ISCTRA		WI DEPT OF TRANSPORTATION					VENDOR TOTAL:	20.00	
130906				09/06/13	00000000	140022	09/06/13	70.00	70.00
			1001052130290		00000000				35.00
			1001052110290		00000000				35.00
PPA		WISCONSIN PROFESSIONAL POLICE					VENDOR TOTAL:	70.00	
130725				08/09/13	00000000	139786	08/09/13	675.75	675.75
			1000021000917		00000000				675.75
130906				09/06/13	00000000	140023	09/06/13	675.00	675.00



CITY OF PORTAGE  
 DETAIL BOARD REPORT

MANUAL CHECKS ISSUED 08/09/2013 THRU 09/06/2013

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	CHECK #	CHECK DATE	ITEM AMT
130823	08/27/13	01		1000021000911	902336	08/26/13	57,968.27
		02		1000021000929			8,065.12
		03		2110021000911			162.42
		04		2110021000929			29.69
		05		2300021000911			3,476.88
		06		2300021000929			1,051.12
		07		6100021000911			4,593.27
		08		6100021000929			626.36
		09		6200021000911			4,564.19
		10		6200021000929			622.39
		11		1001052110136			370.80
		12		1002053100136			1,317.00
		13		1001052120136			1,093.70
		14		1001052120136			1,317.00
		15		1000251410136			1,317.00
		16		1000251410136			370.79
							86,946.00
							86,946.00
							INVOICE TOTAL:
							VENDOR TOTAL:
130809	08/09/13	01		1000021000923	972284	08/09/13	4,528.84
		02		1000021000923			560.00
		03		2110021000923			5.00
		04		2300021000923			600.00
		05		6100021000923			558.00
		06		6100021000923			216.48
		07		6200021000923			192.00
		08		6200021000923			29.52
							6,689.84
							INVOICE TOTAL:
130823	08/23/13	01		1000021000923	993199	08/23/13	4,483.84
		02		1000021000923			560.00
		03		2300021000923			600.00
		04		6100021000923			558.00
		05		6100021000923			216.48
		06		6200021000923			192.00
		07		6200021000923			29.52
							6,639.84
							INVOICE TOTAL:
130906	09/06/13	01		1000021000923	975944	09/06/13	4,483.84
		02		1000021000923			560.00
		03		2300021000923			600.00
		04		6100021000923			558.00

MANUAL CHECKS ISSUED 08/09/2013 THRU 09/06/2013

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	CHECK #	CHECK DATE	ITEM AMT
130906	09/06/13	05	GREAT WEST RETIREMENT SERVICES	6100021000923	975944	09/06/13	216.48
		06		6200021000923			192.00
		07		6200021000923			29.52
						INVOICE TOTAL:	6,639.84
						VENDOR TOTAL:	19,969.52
130731	08/30/13	01	WISCONSIN DEPT OF REVENUE	1000251400790	921760	08/30/13	0.04
		02	SALES TAX REPORT	1000024000941			145.60
		03	SALES TAX REPORT	1004141222000			-10.00
		04	SALES TAX REPORT	2110024000941			190.89
						INVOICE TOTAL:	326.53
						VENDOR TOTAL:	326.53
130809 Q3 2013	08/09/13	01	COMMUNITY BANK OF PORTAGE	1000021000903	989529	08/09/13	16,677.82
		02		1000021000905			12,081.65
		03		2110021000903			925.22
		04		2110021000905			447.90
		05		2300021000903			1,632.10
		06		2300021000905			604.36
		07		6100021000903			1,520.18
		08		6100021000905			975.08
		09		6200021000903			1,695.88
		10		6200021000905			1,029.22
						INVOICE TOTAL:	37,589.41
130815	08/30/13	01	GREAT WEST RETIREMENT SERVICES	1000021000907	907776	08/30/13	6,192.08
		02		2110021000907			228.70
		03		2300021000907			374.15
		04		6100021000907			477.98
		05		6200021000907			597.49
						INVOICE TOTAL:	7,870.40
130823	08/23/13	01	GREAT WEST RETIREMENT SERVICES	1000021000903	938505	08/23/13	16,462.14
		02		1000021000905			12,150.76
		03		2110021000903			510.76
		04		2110021000905			195.06
		05		2300021000903			1,599.02
		06		2300021000905			593.18
		07		6100021000903			1,506.38
		08		6100021000905			969.99

CITY OF PORTAGE  
 DETAIL BOARD REPORT

MANUAL CHECKS ISSUED 08/09/2013 THRU 09/06/2013

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	CHECK #	CHECK DATE	ITEM AMT
130823	08/23/13	09 10	COMMUNITY BANK OF PORTAGE	6200021000903 6200021000905	938505	08/23/13	1,684.76 1,024.10 36,696.15
					INVOICE TOTAL:		
130906 Q2	09/06/13	01 02 03 04 05 06 07 08 09 10		1000021000903 1000021000905 2110021000903 2110021000905 2300021000903 2300021000905 6100021000903 6100021000905 6200021000903 6200021000905	960527	09/06/13	15,720.94 11,996.52 563.04 221.83 1,636.34 565.25 1,514.86 969.98 1,683.80 1,018.11 35,890.67
					INVOICE TOTAL:		
89312 WT 6	08/09/13	01 02 03 04 05		1000021000907 2110021000907 2300021000907 6100021000907 6200021000907	989312	08/09/13	6,421.33 190.90 365.52 478.94 571.26 8,027.95 126,074.58
					INVOICE TOTAL:		
					VENDOR TOTAL:		
RS 1307-109509	08/23/13	01 02 03 04 05	WISCONSIN RETIREMENT SYSTEM	1000021000909 2110021000909 2300021000909 6100021000909 6200021000909	909509	08/23/13	37,571.13 113.86 2,312.50 2,802.99 2,967.12 45,767.60 45,767.60
					INVOICE TOTAL:		
					VENDOR TOTAL:		
					TOTAL ALL INVOICES:		279,084.23

PORTAGE UTILITIES

Payment Approval Report Finance Committee Only

Page: 1 of 2

Input Date(s): 08/29/2013 - 08/29/2013

Aug 30, 2013 03:30pm

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
AIRGAS USA LLC	Total AIRGAS USA LLC				18.12	.00	
ALLIANT ENERGYWP&L	Total ALLIANT ENERGYWP&L				1,518.91	.00	
BADGER METER INC	Total BADGER METER INC				669.55	.00	
CAPITOL CITY BATTERY	Total CAPITOL CITY BATTERY				227.90	.00	
CARGILL INC-SALT DIVISION	Total CARGILL INC-SALT DIVISION				5,506.22	.00	
CT LABORATORIES, LLC	Total CT LABORATORIES, LLC				840.00	.00	
DAVIS CONSTRUCTION	Total DAVIS CONSTRUCTION				1,500.00	.00	
DIAMOND DISCS INTERNATIONAL	Total DIAMOND DISCS INTERNATIONAL				368.42	.00	
DIGGERS HOTLINE INC	Total DIGGERS HOTLINE INC				157.21	.00	
FIRST SUPPLY	Total FIRST SUPPLY				345.00	.00	
GENERAL ENGINEERING COMPANY	Total GENERAL ENGINEERING COMPANY				4,330.00	.00	
HACH COMPANY	Total HACH COMPANY				1,222.56	.00	
HAWKINS INC	Total HAWKINS INC				1,261.88	.00	
HD SUPPLY WATERWORKS, LTD	Total HD SUPPLY WATERWORKS, LTD				755.31	.00	
LMS CONSTRUCTION INC	Total LMS CONSTRUCTION INC				14,947.08	.00	
MARTELLE WATER TREATMENT	Total MARTELLE WATER TREATMENT				5,365.90	.00	
NAPA AUTO PARTS	Total NAPA AUTO PARTS				4.58	.00	
NORTH WOODS SUPERIOR	Total NORTH WOODS SUPERIOR				83.60	.00	
P W U	Total P W U				1,388.81	.00	
STAPLES CREDIT PLAN							

PORTAGE UTILITIES

Payment Approval Report Finance Committee Only  
 Input Date(s): 08/28/2013 - 08/29/2013

Page: 2 of 2  
 Aug 30, 2013 03:30pm

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
	Total STAPLES CREDIT PLAN				19.98	.00	
	THE KRAEMER COMPANY						
	Total THE KRAEMER COMPANY				89.72	.00	
	THERMA-STOR LLC						
	Total THERMA-STOR LLC				528.77	.00	
	USA BLUE BOOK						
	Total USA BLUE BOOK				42.97	.00	
	WALSH'S ACE HARDWARE						
	Total WALSH'S ACE HARDWARE				41.89	.00	

Total Paid: .  
 Total Unpaid: 41,234.34  
 Grand Total: 41,234.34

Portage Water Utility

Dated: \_\_\_\_\_

PORTAGE UTILITIES

Check Register \* CLAIMS PAID BUT NOT APPROVED \*  
 GL Posting Period(s): 08/13 - 08/13  
 Check Issue Date(s): 08/19/2013 - 08/19/2013

Page: 1  
 Aug 20, 2013 03:20pm

Per	Date	Check No	Vendor No	Payee	Invoice No	Seq	GL Acct No	Discnts Taken	Seq Amount
08/13	08/19/2013	14154	127	24 HOUR HOME COMFORT SERVICE	573813	1	1-655350		23.95
					576125	1	1-655350		11.95
Total 14154									35.90
08/13	08/19/2013	14155	2362	ALLIANT ENERGY/WP&L	488379U072513	1	1-622221		10.02
					398735U080513	1	1-622221		4,865.84
					363722U072513	1	1-622221		236.12
					285670U072513	1	1-622221		1,139.28
					258719U080113	1	1-622221		88.42
					228592U080813	1	1-622221		3,034.90
					663440U080213	1	1-622221		2,822.47
Total 14155									12,197.05
08/13	08/19/2013	14156	325	CENTURY LINK	1265894234	1	1-921220		.64
					1269486711	1	1-921220		1.43
Total 14156									2.07
08/13	08/19/2013	14157	319	CHARTER COMMUNICATIONS	INTERNET-8/13	1	1-921300		174.99
08/13	08/19/2013	14158	714	FRONTIER	WELLS-8/13-9/12/13	1	1-921220		236.44
					FAX-7/25-8/24/13	1	1-921220		42.21
Total 14158									278.65
08/13	08/19/2013	14159	1143	KWIK TRIP INC	7/13 - FUEL	1	1-920342		915.80
08/13	08/19/2013	14160	1615	P W U	WELL #3 - 7/13	1	1-632223		33.05
					OFFICE - 7/13	1	1-632223		13.79
					TRTMT PLT-7/13	1	1-632223		502.09
					WELL #8 - 7/13	1	1-632223		429.31
					SHOP - 7/13	1	1-632223		33.05
Total 14160									1,011.29
08/13	08/19/2013	14161	1975	SEWER UTILITY	7/13 - BILLING	2	1-233400		714.17 -
					7/13 - BILLING	1	1-233400		149,419.07
Total 14161									148,704.80
Totals:									163,320.65

**City of Portage  
Human Resources Committee Meeting  
Tuesday, September 3, 2013, 6:30 p.m.  
Municipal Building, Conference Room Two  
Minutes**

Members present: Bill Tierney, Chairperson, Rick Dodd, Rita Maass, Frank Miller, and Michael G. Oszman

Excused: Jeff Garetson

Also present: City Administrator Shawn Murphy; Bill Welsh, Cable TV; Jennifer Loveland, Administrative Assistant; Craig Sauer, PDR

1. Roll call

The meeting was called to order at 6:36pm by Mayor Tierney.

2. Approval of minutes from previous meeting

Motion by Oszman, second by Miller to approve the minutes from the July 17, 2013 meeting. Dodd requested that the meeting minutes be amended to show his excused absence. Motion carried unanimously on call of the roll with the aforementioned change.

3. Discussion and possible recommendation on Compensation Ordinance.

The committee requested alterations be made to the language in certain areas of the ordinance.

- (d)(4)(a): change "will" to "may"
- Add "or designee" to areas where ordinance refers to initiation of review process by the mayor
- Strike (d)(3)(b) entirely.
- (d)(5)(a): Add "or sooner at mayor's discretion" to the end of the last sentence

The committee would also like to see the pay scale revised so that all the pay grades match the format of Grades 8-15, with a Min, Mid, and Max range rather than the incremental steps, to allow for more flexibility. This would mean fewer pay grades with broader pay ranges. The transition should be translated to show where current pay grades and steps are within the new proposed ranges.

The revisions to this ordinance will be presented at the next meeting. They would also like to see a color-coded presentation to show the number and type of current employees in each pay range on the current scale.

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

Motion by Oszman, second by Miller to recommend Phil Koch for the Park & Recreation Foreman position. Motion carried unanimously on call of the roll.

Mayor Tierney requested an evaluation after a certain time period to evaluate the effectiveness of the newly created positions.

5. Discussion and possible recommendation on Selection Process for Manager of Parks & Recreation and Director of Business Development/Planning Positions.

City Administrator Murphy presented a memo outlining a possible process for selecting the Manager of Parks & Recreation and Director of Business Development/Planning Positions, asking for direction and feedback from the committee.

It was recommended that if an individual that currently holds an Economic Development position could not be found for the interview panel, one could be chosen from the Community Development Authority or possibly a former candidate for the City Administrator position. Also, the member of the business community on the panel should represent all businesses in Portage, not just the downtown area.

Dodd will be the Human Resources Committee representative on the selection panel for the Manager of Parks & Recreation; Miller will represent the committee on the selection panel for the Director of Business Development/Planning Position.

6. Convene to Closed Session per Wis. Chap 19.85(1)(c) to consider 2014 wage adjustments in developing negotiation strategy as related to collective bargaining agreements.

Motion by Oszman, second by Dodd to go into closed session per Wis. Chap 19.85(1)(e) to consider 2014 wage adjustments in developing negotiation strategy as related to collective bargaining agreements. Motion carried unanimously on call of roll at 7:29 p.m.

Loveland and Sauer exited the meeting at 7:30 pm.

7. Adjournment. Motion by Oszman, second by Dodd to Adjourn. Motion carried, meeting adjourned at 8:16pm.

Minutes prepared by Jennifer Loveland, Administrative Assistant

## MEMORANDUM

To: Human Resources Committee  
From: Shawn Murphy, City Administrator  
Re: Park and Recreation Foreman Position  
Date: August 28, 2013  
CC: Bob Redelings, City Engineer/Public Works Director  
Kim Standke, Public Works Superintendent

On Wednesday, August 21, 2013; Bob Redelings, Kim Standke and I interviewed the 2 applicants for this position: Phil Koch & Mark Fahey. Both individuals possessed qualities and skills that made them eligible and good applicants for the position. Based on their respective experiences, performance at the interview as well as during their tenures in the Parks and Recreation Dept., we recommend Phil Koch for the Foreman position. It was felt that Mr. Koch presented the specific attributes and goals that best served the City in this position.

Accordingly, I wish to recommend that Phil Koch be promoted to Park & Recreation Foreman position, effective September 16, 2013 conditioned upon Council approval.

**City of Portage  
Municipal Services and Utilities Committee Meeting  
Thursday, September 5, 2013, 5:30 p.m.  
Municipal Building, 115 West Pleasant Street, Conference Room One  
Minutes**

**Members Present:** Jeff Garetson, Chairperson; Carolyn Hamre, Doug Klapper, Frank Miller.

Excused: Rita Maass

Also Present: Bob Redelings, Director of Public Works; Tammy O' Leary, Public Works Secretary; Kim Standke, Streets Superintendent; Craig Sauer, Portage Daily Register; Fred Gruber and Ellery Schaffer, Jewell associates engineers, inc. 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 Miller to approve minutes from the August 1, 2013 meeting. Motion passed 3-0 with Hamre abstaining on call of roll.

**3. Discussion and possible action on in kind service request from River of Life Church for their annual Harvest Block Party.**

Discussed the request by Assistant Chief O'Neil to add additional barricades. Motion by Klapper, second by Hamre to approve in kind services request from River of Life Church for their September 21, 2013 block party. Motion passed 4-0 on call of roll.

**4. Discussion and possible action on the East Haertel Street project.**

Fred Gruber and Ellery Schaffer gave a presentation on the status for the East Haertel Street Project. Attached is an agenda of their presentation and an update on the revised contract dates. Mr. Gruber indicated 6 RFP's were sent to consultants for the phase 2.5 investigation. GEC was the only company that submitted a proposal (attached). He also indicated the remaining wetland delineation would be performed for \$1250 and needed to be performed prior to inclement weather. Additionally, Title work was needed for 24 parcels and of the 3 firms proposing, Title Experts submitted the most economical price of \$175/parcel for 24 parcels. The Right away plat and monumentation was not included with the current contract and if selected Jewell would charge an additional \$15,000. Right away negotiations would also be required for an additional \$11,000 for the 24 parcels. The right away negotiations could possibly be done by Director Redelings with the help of Jewell to keep costs down. Jewell also mentioned that the current contracted funds have nearly depleted due in part to additional services provided. Motion by Klapper, second by Miller to forward information to finance recommending the modified

wetland delineation and title work and Phase 2.5 Investigation be added to the Haertel St. project. (Proposal attached). Motion passed 4-0 on call of roll.

**5. Discussion and possible action on sewer bill adjustment for Patricia Barrett.**

Water Superintendent Bortz investigated the water usage issue at the residence at 931 W. Carroll St.(email attached) and concluded that the water did not go into the sanitary sewer.

Motion by Miller, second by Hamre to adjust the sewer bill for Patricia Barrett by \$848.40 for the sewer portion of the bill. Motion passed 4-0 on call of roll.

Mass joining the committee at 6:06 p.m.

**6. Discussion and possible action on brush collection and disposal program.**

Street Superintendent Standke and Director Redelings discussed the ongoing difficulties and miss use of the Airport Collection site along with the brush pick up program. Redelings suggested revisions to the ordinance for the program. Multiple ideas were discussed including better communication regarding brush collection months, smaller collection area, gates to be added to Airport Road site, utilizing the Currie Road location, adding signs with the guidelines for dumping including materials to be dumped and limiting the site to residents along with citations and monitoring of the sites. More information to be provided by Director Redelings and the Public Works Department to be presented at the next committee meeting.

**7. Discussion and possible action on Vehicle Replacement Schedule.**

Redelings provided a revised schedule of 2014 purchases (attached). Maass suggested more information be provided for the next meeting including hours on the equipment, service records and miles on the vehicles. The priority to purchase a truck for the Engineering Tech. in lieu of a new purchase of a waste water pick up was discussed. Redelings to provide additional information for consideration at the next month's meeting.

**8. Discussion and possible action on 2014-2018 Capital Expenditure Plan.  
Redelings provided a brief description of the proposed CIP's except for Water and Sewer, which were still a work in progress.**

There was considerable discussion as to whether East Albert Street should merely be resurfaced or provided with sidewalk and curb and gutter.

Regarding facilities, Redelings indicated some costs have been fine-tuned and resulted in reductions for the Municipal building HVAC controller and lower level plumbing. The proposed Municipal Services garage study was also reduced to \$12,000. Maass suggested a study may not be necessary nor may the need to obtain property for a

facility. Redelings felt a study was important and he would forward the proposal that he received earlier this year for review.

Miller noted that the Goodyear Park shelter wasn't included nor were the other features. He also suggested that based on needs, consideration for a more aggressive street and alley maintenance program should be considered.

The committee suggested discussing the CIP's in more detail at their next meeting with Redelings bringing additional cost information for reconstructing East Albert St. from New Pinery to East Haertel St.

Committee suggested discussing the CIP's in more detail at next meeting with Redelings bringing additional information to be reviewed.

Hamre made a motion to adjourn with no second because the Directors report was yet to be given.

Hamre dismissed at 8:00 p.m.

#### **9. Public Works Director report.**

Redelings discussed the progress of the 2013 projects including the completion of the museum exterior painting and updates on the current street projects. Request for proposals will be sent out on September 6<sup>th</sup> for gates for the underground parking structures and Municipal Solid Waste and Recycling.

Redelings explained upon review of the bids for chip sealing, D.L. Gasser/Fahrner proposed using 2,500 pounds of crack filling material compared to 15,000 pounds proposed by Scott Construction. During the past three years, the City has awarded the chip sealing contract to Scott Construction and their product has performed very well. Because of the discrepancy in quantities, a brief investigation was performed. CCI has contracted D.L. Gasser/Fahrner to perform crack filling for many years and are satisfied with their service. Memo to finance attached.

#### **10. Adjournment**

Motion by Klapper, second by Miller to adjourn the meeting at 8:10pm. Motion carried 3-0 on call of roll.

Minutes provided by Tammy O'Leary, Public Works Secretary

**Project ID 6996-05-69**  
**City of Portage, East Haertel Street**  
**(New Pinery Road to East Albert Street)**  
**Local Street**  
**Columbia County**

**SCOPE OF SERVICES - PHASE 2.5 INVESTIGATION**

A Phase 1 Hazardous Materials Investigation was completed by Jewell Associates Engineers, Inc. for the project corridor. The report determined that the former City Landfill is located underneath East Haertel Street from Station 20+00 to Station 31+00. WisDNR recommends proceeding with constructing the roadway overtop the existing landfill and removing any waste encountered during construction. WisDNR permit "Development at Historic Fill Site or Licensed Landfill Exemption" will be completed to satisfy Phase 2.5 Investigation requirements.

The Phase 2.5 Investigation shall document how to properly remove, handle, and transport the waste from the project site to the destination source (licensed landfill). The Phase 2.5 will not investigate the footprint outside of the project limits or the types of contaminants not anticipated to be encountered during construction.

The investigation shall follow all applicable procedures and guidelines as specified in both the WisDOT Facilities Development Manual 21-35 and the following WisDNR application documents:

- Development at Historic Fill Sites and Licensed Landfills: What you need to Know (RR-683)
- Development at Historic Fill Sites and Licensed Landfills: Guidance for Investigation (RR-684)
- Development at Historic Fill Sites and Licensed Landfills: Considerations and Potential Problems (RR-685)
- Development at Historic Fill Sites and Licensed Landfills: Exemption Application (Forms 4400-226 and 226A)

**1.) Project Concerns:**

**Methane:**

- Methane Gas Accumulation in Buildings
  - Jay and Kathleen Howell 221 East Albert Street – Full Basement (Locking Docks off of East Haertel Street)
  - Guardian Properties 409 East Haertel Street – ½ Basement
- Methane Gas Migration in Utility Lines (Granular Backfill)

**Disturbance of Landfill Soil Cap**

-Historical records indicate that cap is approximately 3.5 feet

**Dewatering**

-Equalizer Pipe Replacement (Sta. 28+90).

-Dewatering will be required at this location for placement of the equalizer pipes.

**Geotechnical Concerns**

-An initial geotechnical investigation was performed by NTS. The geotechnical investigation conducted borings and evaluated area soils approximately every 500 feet throughout the length of the project corridor. The Phase 2.5 Investigation proposes 10 borings within the landfill limits which will provide a better understanding of landfill contents. Subconsultant to provide any geotechnical concerns discovered through Phase 2.5 Investigation.

**Waste Handling**

-Any special waste handling required?

**Miscellaneous**

-WisDNR is requesting that the joints in the RCCP (equalizer pipe replacement) be sealed to prevent any leachate from entering into surface water.

-The Phase 1 Report discovered that leather shards are present in the landfill through the investigation from the former Shoe Factory located in downtown Portage. Possible heavy metals used to treat leather were of specific concern. Jewell interviewed a former employee of the shoe factory and it appears likely that the leather was treated (tannery) off-site and delivered to the factory where it was manufactured into shoes.

Note: \$500 fee associated with "Development at Historic Fill Site or Licensed Landfill Exemption Application or Development at Historic Fill Site or Licensed Landfill Expedited Exemption Application" permitting (ie. WisDNR technical review) shall be paid for by the subconsultant.

**2.) The Phase 2.5 Investigation shall include:**

- Site history (Jewell will provide information collected from Phase 1 Hazardous Materials Investigation.
- 10 Soil Borings – Geoprobe borings to determine the depth and waste contents anticipated to be encountered during construction. Boring locations and anticipated construction depths are provided on the attachments.
- Subconsultant to investigate registered landfills and recommend at least two (2) landfills to transfer waste from subject project to properly dispose of waste. Waste characterization guidelines shall be determined by registered landfill requirements.

- Subconsultant to determine number of waste profiling and sampling tests required based upon licensed landfill requirements.
- Subconsultant shall quantify volume of waste material to be removed from project to registered landfill site. This estimate shall be based upon the proposed roadway design.
- Subconsultant shall investigate registered landfill disposal fees and provide estimate for project's waste disposal (fees to include any licensed trucks or permit fees required).
- Subconsultant to perform field screening analyses of each soil sample with a photo ionization detector or equivalent at each boring location. Subconsultant to submit sample with highest screening levels of VOC and analyze for metals (arsenic, barium, cadmium, chromium, lead, mercury, selenium, and silver). Include a discussion on any concerns based on these findings regarding worker safety.
- Phase 1 Hazardous Materials Report documents former UST from Station 22+80 – Station 25+05, Rt. (303 and 305 East Haertel Street). At least one (1) boring shall be taken adjacent to this property to verify any petroleum volatile organic compounds (PVOC's) concerns from former tank(s).
- Residual Soil Contamination – If any residual soil contamination is present, provide recommendation for proper removal and disposal of contaminated soils.
- Groundwater Contamination specifically in location of equalizer pipe replacement (approximately Sta. 28+90). Dewatering will be required in this area as ground water is anticipated at approximately 8 to 12 feet. Subconsultant to provide recommendation for removal of dewatering activities (ie. Discharge into City sewer, taken off site to treatment facility, etc.)
- Explosive Gas Potential  
Air samples to be analyzed for methane gas and VOC's in the following basements:
  - Jay and Kathleen Howell 221 East Albert Street – Full Basement (Loading Docks off of East Haertel Street)
  - Guardian Properties 409 East Haertel Street – ½ Basement
- The following information should be included in a discussion of the investigation results.
  - Description of ownership and Responsible Party status for the contaminated site.
  - Discussion regarding any geotechnical concerns by constructing the proposed roadway over the landfill.
  - As appropriate, discuss the geologic and hydrogeologic setting, based on both the regional

information available and the site-specific information obtained during the site investigation.

- Nature of Contamination (if applicable) - Nature and extent of contamination within and near the depth of excavation must include concentrations of regulated materials and notation of how these concentrations compare to soil or groundwater regulatory standards. Nature of contamination should also include characterization of waste adequate for acceptance at regulated landfill. To describe contamination, a plan view should include boring or sampling locations, excavation limits required for project construction, utility locations, limits of contamination, recommended exclusion zone for non-OSHA trained personnel, and reference points that will remain undisturbed during construction. The plan should also note project stationing, north arrow, property boundaries, and structures when relevant. Depth of contamination should be shown in sectional views with both existing and proposed location of utilities, subgrade, groundwater elevations (when appropriate) and other relevant structures noted.
- As appropriate, discuss the contaminant concentrations found, and compare them with the associated groundwater quality standards and soil standards or any suggested contaminant threshold levels if no standards exist.
- Discuss the impact that the contaminants would have on the proposed redevelopment and the impact of the redevelopment on the waste and associated contaminants.
- Discuss the implications of the identified contaminants on the proposed development and on a possible Phase 2.5/degree and extent investigation.
- Identify actions that can be completed in the design of the development to avoid or mitigate the impacts of the waste on the surrounding environment caused by the development.
- Include a Conclusions discussion in the report discussing any conclusions about the waste, the current impact of the waste on the environmental media in the vicinity of the waste, the level of risk to human health or welfare or the environment posed by the waste, particularly with respect to the proposed redevelopment. These conclusions should reflect the statement of the signed professional evaluation regarding the impact of the proposed development on soil and groundwater quality and on health and safety.
- Options and recommendation for excavation, hauling, de-watering, disposal of contamination, methods to prevent migration onto the site after construction, methods to prevent migration off of the site ( e.g., through utility trenches) and coordination with highway construction.
- Description of local government or DNR permits or notifications required. Note: WisDOT typically does not need to get DNR water quality permits but may need to get prior approvals or give prior notice to DNR under NR 700 Investigation and Remediation of Environmental Contamination.

## Bob Redelings

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**From:** Schaffer, Ellery <Ellery.Schaffer@JewellAssoc.com>  
**Sent:** Tuesday, September 03, 2013 11:13 AM  
**To:** Bob Redelings  
**Cc:** Gruber, Fred  
**Subject:** FW: Wetland Delineation  
**Attachments:** Scope of Services - Phase 2.5 Investigation.pdf; 3987\_001.pdf

Bob,

Below is the quote we received for additional wetland delineation services as previously discussed.

Also attached is the scope of services sent for the Phase 2.5 Investigation. We requested proposals from six different sub consultants and have attached the quote that we would like to proceed with (General Engineering).

Please let Fred or I know if you have any questions.

Thanks Bob!

**Ellery Schaffer, PE**

**Project Engineer**

**JEWELL Associates Engineers, Inc.**

560 Sunrise Drive

Spring Green, WI 53588

Ph: (608) 588-7484

Cell: (608) 341-8159

Email: [ellery.schaffer@jewellassoc.com](mailto:ellery.schaffer@jewellassoc.com)

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**From:** Scott Taylor [mailto:[sotaylor@taylorconservation.com](mailto:sotaylor@taylorconservation.com)]  
**Sent:** Thursday, May 23, 2013 10:01 AM  
**To:** Schaffer, Ellery  
**Subject:** Re: Wetland Delineation

Hi Ellery,

The cost for this additional segment of wetland boundary would be \$1,250.00. I would update the old report to include the new boundary, data sheets and adjustments to figures and narrative.

Best

Scott Taylor

Scott O. Taylor

Taylor Conservation, LLC

3856 Schneider Dr.

Stoughton, WI 53589

(608) 444-7483

**From:** "Schaffer, Ellery" <Ellery.Schaffer@JewellAssoc.com>

**To:** Scott Taylor <[sotaylor@taylorconservation.com](mailto:sotaylor@taylorconservation.com)>

**Cc:** "Gruber, Fred" <[Fred.Gruber@JewellAssoc.com](mailto:Fred.Gruber@JewellAssoc.com)>

**Sent:** Tuesday, May 21, 2013 8:55 AM  
**Subject:** RE: Wetland Delineation

Hi Scott,

Please provide a quote for additional wetland delineation work on East Haertel Street in the City of Portage (see attachments). The City would like to replace an equalizer pipe between North and South Mud Lake as part of this project. The replacement will take place partially in an area of probable wetlands that was not part of the initial delineation. Attached is a cover letter, project location map, and project overview map.

If possible, please provide a quote by this Friday, May 24, 2013. Please call with any questions.

Thank you!

**Ellery Schaffer, PE**

**Project Engineer**

**JEWELL Associates Engineers, Inc.**

560 Sunrise Drive

Spring Green, WI 53588

Ph: (608) 588-7484

Cell: (608) 341-8159

Email: [ellery.schaffer@jewellassoc.com](mailto:ellery.schaffer@jewellassoc.com)

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**From:** Scott Taylor [<mailto:sotaylor@taylorconservation.com>]

**Sent:** Thursday, October 04, 2012 10:25 AM

**To:** Gruber, Fred

**Cc:** Schaffer, Ellery; Ballweg, Thomas

**Subject:** Re: Wetland Delineations

Hi Fred, Just wanted to check in to see if you got a chance to review the E. Haertel St. wetland delineation report. Thanks

Scott

Scott O. Taylor

Taylor Conservation, LLC

3856 Schneider Dr.

Stoughton, WI 53589

(608) 444-7483

**From:** "Gruber, Fred" <[Fred.Grubert@JewellAssoc.com](mailto:Fred.Grubert@JewellAssoc.com)>

**To:** Scott Taylor <[sotaylor@taylorconservation.com](mailto:sotaylor@taylorconservation.com)>

**Cc:** "Schaffer, Ellery" <[Ellery.Schaffer@JewellAssoc.com](mailto:Ellery.Schaffer@JewellAssoc.com)>; "Ballweg, Thomas" <[Thomas.Ballweg@JewellAssoc.com](mailto:Thomas.Ballweg@JewellAssoc.com)>

**Sent:** Thursday, September 20, 2012 2:25 PM

**Subject:** RE: Wetland Delineations

Thanks Scott,

We'll take a look at it.

**Fred G. Gruber P.E., R.L.S.**

**Sr. Vice-President**

**JEWELL Associates Engineers Inc.**

560 Sunrise Drive

Spring Green, WI 53588



## Title Experts, LLC

313 DeWitt Street • P.O. Box 97 • Portage, WI 53901

Phone: 608-745-0203

Toll-Free: 866-863-6600

Fax: 608-745-0204

support@titleexpertswi.com

MAR 28 2013

March 26, 2013

JEWELL Associates Engineers, Inc.  
560 Sunrise Dr  
Spring Green WI 53588

Dear Mr. Schaffer;

Thank you for the opportunity to bid your bridge project. We have reviewed the DOT requirements and believe that we can perform the work for you.

The cost would be \$175.00 per search, and includes all maps, deeds, copies, tax bills, etc that would be needed as attachments.

I noticed that there is no completion deadline in your letter. If this project will be a rush, I would need to know that so I can adjust my workload accordingly.

Thank you again for the opportunity to serve you.

Sincerely,

A handwritten signature in black ink that reads "Kathie".

Kathie Quade

For Title Experts, LLC

**Project I.D. 6996-05-69  
City of Portage, East Haertel Street  
(New Pinery Road to East Albert Street)  
Local Street  
Columbia County**

**Meeting Agenda  
September 5, 2013**

**1.) Project Update**

- Submittals/Approvals (see attached schedule)
- Currently Working On...
  - Environmental Document (October 1, 2014)
  - 60% Plans (December 1, 2014)
- PS&E to Central Office (WisDOT): August 1, 2014
- Letting Date: December 9, 2014
- Begin Construction: Spring, 2015

**2.) Amendment**

- Phase 2.5 Investigation (General Engineering)
- Wetland Delineation (Taylor Conservation)
- Other Items

**3.) Comments/Questions?**

**Project I.D. 6996-05-69  
 City of Portage, East Haertel Street  
 (New Pinery Road to East Albert Street)  
 Local Street  
 Columbia County**

<b>Project Schedule</b>	<b>Initial Contract Date</b>	<b>Revised Contract Date (1/7/2013)</b>	<b>Revised Contract Date (5/23/2013)</b>	<b>Comments</b>
30% Plans	November 9, 2012	November 16, 2012	November 16, 2012	Submitted
Trans 75 Exception	November 15, 2012	November 16, 2012	March 26, 2013	Approved
Section 106 Report	November 15, 2012	November 16, 2012	March 19, 2013	Approved
Phase 1 Hazardous Materials Report	December 1, 2012	March 1, 2013	May 2, 2013	Approved
Phase 2.5 Hazardous Materials Report	--	--	September 1, 2013	
Environmental Report	January 1, 2013	March 15, 2013	October 1, 2013	
60% Plans	March 1, 2013	March 15, 2013	December 1, 2013	
Design Study Report	March 1, 2013	April 1, 2013	January 1, 2014	
Right-of-Way Plat / Descriptions	April 1, 2013	May 1, 2013	February 1, 2014	
90% Plans	August 1, 2013	--	June 1, 2014	
Final PS&E to Management Consultant	September 1, 2013	--	June 1, 2014	
Final PS&E Submittal to CO	November 1, 2013	--	August 1, 2014	
Letting Date	March 11, 2014	--	December 9, 2014	

## 2014 Vehicle Replacement Schedule

<u>Department</u>	<u>No.</u>	<u>Vehicle Description</u>	<u>Life (yrs)</u>	<u>Replacement Value (\$)</u>
Water	n/a	n/a	n/a	n/a
Public Works	6	2002 Dump Truck	12	\$110,000
	31	1985 Snow Blower	20	\$105,000
	32	1997 Skid Loader	20	\$75,000
	38	2001 Salt Spreader	10	\$20,000
	39	2001 Salt Spreader	10	\$20,000
Wastewater	40	2002 3/4 ton Pickup Truck	12	\$30,000
Parks	85	2000 Gator 6x4	12	\$20,000
	89	2006 Mower	10	\$26,000
	90	2008 Mower	8	\$39,000

**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 21<sup>st</sup> Mailing Address 104 west Franklin St

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

Barricades  Y  N  
 Location: 104 west Franklin  
 Qty: 4

Picnic Tables  Y  N  
 Location: \_\_\_\_\_  
 Qty: \_\_\_\_\_

Trash Containers  Y  N  
 Location: \_\_\_\_\_  
 Qty: \_\_\_\_\_

Requesting Park Fee Waiver  Y  N  
 Traffic Control  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 2 on each end of Franklin street

Fencing:  Y  N  
 Type: \_\_\_\_\_

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**

<b>Park Rental Form</b>	<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
<b>Beer Picnic Permit</b>	<input type="radio"/> Y	<input type="radio"/> N	Fee \$10.00 Paid <input type="radio"/> Y <input type="radio"/> N
<b>Wine Picnic Permit</b>	<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 21<sup>st</sup> 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)

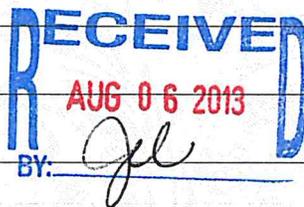
The undersigned agrees to release, defend and hold the City of Portage and its employees and agents harmless against all claims, liability, loss, damage or expense incurred by the city on account of any injury to or death of any person or any damage to property caused by or resulting from the activities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



Patricia A. Barnett  
6731 E. EVANS DR.  
Scottsdale, AZ 85254

Portage Water Utilities  
115 W. Pleasant St.  
Portage, WI 53901

Betty Maungely  
931 W. Carroll St.  
A/cct # 500870.00  
Portage, WI 53901

To Whom It May Concern:

On March 28, 2013, I received a phone call from Portage Water Utilities stating I was using an excessive amount of water and since the home was unoccupied at this time we agreed to shut the water off at the street at that time. It remained off until July 23, 2013.

My insurance agency inspected the home and found water damage, behind the refrigerator, up the walls, and under the vinyl.



Upon my arrival in Portage, the water department came to my home and upon turning the water back on, we found a broken pipe in the cellar on the far west side of my home. Please note that neither leak caused any water to go through the sewer system.

I was informed per your staff the bill may be adjusted if no water went through the sewer system. I would deeply appreciate you reevaluating the bill. If any questions arise please feel free to call me.

Sincerely yours,  
Ann Barrett  
480-313-2780  
480-699-8188



# FAX

To: Bob

From: Sue

Fax: (608)742-8623

Pages: 3, with cover

Phone: (608)

Date: 9/3/2013

Re: 931 W. Carroll Street

CC:

Priority: Normal

Phone: (608) 742-4727

Fax: (608)742-0448

Email: susan.goodman@portagewi.gov

Bob,

The high consumption from the broken pipe occurred sometime between February 11th and March 28<sup>th</sup> of this year. That is the reason the consumption is high on two separate billings, due to the "overlap" of the read cycles. The service was turned off at the curb as soon as we discovered it and Kevin received permission from Ann Barrett to do so.

Ann has been making payments of \$100 every other month toward the current balance of \$1612.38.

Sue

PORTAGE UTILITIES  
(608) 742-4727

135 NORTHRIDGE DRIVE  
PORTAGE, WI 53901

FROM	TO	BILLING DATE	PREV. BALANCE	
03/01/2013	03/31/2013	09/03/2013	22.86	
PREVIOUS READING	CURRENT READING	CONSUMPTION	SERVICE	AMOUNT
	143		W RES 625	444.05
	143		S RES 625	419.91
			WATER PEN	.09
			SEWER PEN	.14

ADDRESS SERVICE  
REQUESTED

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

1% LATE CHARGE AFTER DUE DATE

ACCOUNT NUMBER	DUE DATE
5.00870.00	04/20/2013
AMOUNT DUE	AMOUNT DUE
895.92	887.05

MOUNGEY, BETTY  
931 W CARROLL ST  
FOR

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

ACCOUNT NUMBER	DUE DATE
5.00870.00	04/20/2013
AMOUNT DUE	AMOUNT DUE
895.92	887.05

\*50087000\*

MOUNGEY, BETTY  
C/O JUSTIN BARRETT  
6731 E EVANS DR  
SCOTTSDALE AZ 85254-3490

PORTAGE UTILITIES  
(608) 742-4727

135 NORTHRIDGE DRIVE  
PORTAGE, WI 53901

FROM	TO	BILLING DATE	PREV. BALANCE	
04/01/2013	04/30/2013	09/03/2013	887.05	
PREVIOUS READING	CURRENT READING	CONSUMPTION	SERVICE	AMOUNT
	146		W RES 625	452.60
	146		S RES 625	428.49
			WATER PEN	4.53
			SEWER PEN	4.34

ADDRESS SERVICE  
REQUESTED

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

1% LATE CHARGE AFTER DUE DATE

ACCOUNT NUMBER	DUE DATE
5.00870.00	05/20/2013
AMOUNT DUE	AMOUNT DUE
1,794.78	1,777.01

MOUNGEY, BETTY  
931 W CARROLL ST  
FOR

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

ACCOUNT NUMBER	DUE DATE
5.00870.00	05/20/2013
AMOUNT DUE	AMOUNT DUE
1,794.78	1,777.01

\*50087000\*

MOUNGEY, BETTY  
C/O JUSTIN BARRETT  
6731 E EVANS DR  
SCOTTSDALE AZ 85254-3490

PORTAGE UTILITIES

Customer History - Account Summary by Number  
Report Date(s): 03/01/2013 to 08/31/2013

Page: 1  
Sep 03, 2013 11:04am

Report Criteria:

Customer Cust No = 50087000

5.00870.00 MOUNGEY, BETTY

931 W CARROLL ST

Account Summary:

Period	Water	Sewer	WTPN	SWPN	Billings	Adj	Payments	Oth	Balance
02/28/2013									22.86
03/31/2013	444.05	419.91	.09	.14	864.19		-		887.05
04/30/2013	452.60	428.49	4.53	4.34	889.96		-		1,777.01
05/31/2013	5.70	10.93	8.62	8.15	33.40		100.00 -		1,710.41
06/30/2013	5.70	10.93	8.76	8.34	33.73		-		1,744.14
07/31/2013	5.70	10.93	8.39	8.05	33.07		100.00 -		1,677.21
08/23/2013	7.43	10.97	8.53	8.24	35.17		-		1,712.38
08/31/2013	-	-	-	-	-		100.00 -		1,612.38
Totals:	921.18	892.16	38.92	37.26	1,889.52		300.00 -		

Customer Notes:

08/27/13 - 12:48 PM -- SUSAN  
MTR REQ REM'D PER PHONE CALL FROM KB - WATER ALREADY OFF @ CS

08/13/13 - 09:54 AM -- SUSAN  
PREVIOUS READ ACTUALLY 321

08/13/13 - 09:53 AM -- SUSAN  
PER RC, NO ONE WAS THERE TO LET HIM MAKE SURE THE WATER WAS OFF FOR SURE. HE SHUT THE WATER OFF AT THE CS AND THE WATER WAS OFF AT THE OUTSIDE HOSE BIB AND TOOK AN OUTSIDE READ. HE WENT BY AT 1:00 PM AND FOUND THE CARETAKER WHO LET HIM HIM. THEY QUESTIONED THE FINAL READ OF 322.7 - THE WATER IS OFF @ THE CURB.

08/12/13 - 10:47 AM -- SUSAN  
ANN BARRETT WAS INFORMED THAT IF SHE CHOSE TO LEAVE THE METER IN THAT SHE WOULD HAVE A MONTHLY BILL - WAS GIVEN RATES - SHE UNDERSTOOD AND REQUESTED IT TURNED OFF @ CURB ONLY.

07/25/13 - 09:29 AM -- SUSAN  
ANN BARRETT (DAUGHTER) WAS IN TOWN AND REQ WATER TURNED ON SO THAT REPAIRS COULD BE MADE.

SHE ASKED WHO TO TALK TO ABOUT A POSSIBLE ADJUSTMENT BECAUSE THE WATER HAD NOT WENT INTO THE SEWER. I TOLD HER TO WRITE A LETTER TO MUNICIPAL SERVICES COMMITTEE - SHE WONDERED IF THERE WAS SOMEONE SHE COULD TALK TO ABOUT IT AT CITY HALL BEFORE THAT TIME. I TOLD HER BOB REDELINGS.

RC MADE SURE THE VALVE WAS OFF IN THE BASEMENT - NO DAMAGE TO THE METER - HE TURNED THE WATER ON @ THE CURB STOP AND THEN AT THE METER - THEY FOUND A PIPE WAS BROKEN IN THE CRAWL SPACE BACK BY THE BACK TOILET, WHICH HE SHUT THE VALVE GOING TO IT. SHE ALSO HAS A SMALL LEAK SOMEWHERE IN THE HOUSE - PROBABLY THE OTHER TOILET WHICH SHE KNOWS ABOUT NOW.

03/28/13 - 04:05 PM -- SUSAN  
READ RE-CHECKED @ 3:00 PM - SAME READ

03/28/13 - 01:24 PM -- SUSAN  
KB CALLED RC BY RADIO AND TOLD HIM TO SHUT IT OFF PER ANN BARRETT

03/28/13 - 01:23 PM -- SUSAN  
VERY HIGH CONSUMPTION - RC WENT TO CHECK - NEIGHBOR'S THINK IT IS VACANT. KB CALLED TO SEE ABOUT TURNING OFF @ CURB - WE FOUND A POSSIBLE PHONE #, KB WAS GOING TO CALL IT.

06/22/10 - 01:17 PM -- SUSAN  
WATER REQ OFF TO REPAIR VALVE - METER HORN PURCHASED BY J B

02/06/07 - 03:16 PM -- CAROLYN  
CHANGE MAILING ADDRESS TO SERVICE ADDRESS PER GRANDSON, HE IS LIVING AT THE PROPERTY, HIS GRANDMOTHER'S MAILING ADDRESS:  
BETTY MOUNGEY  
% ANN BARRETT  
5731 E EVANS DR  
SCOTTSDALE, AZ 85254-3490

## Bob Redelings

---

**From:** Kevin Bortz  
**Sent:** Friday, August 23, 2013 10:57 AM  
**To:** Bob Redelings  
**Subject:** "931 W. Carroll" Water Bill Leak Issue

Bob, I got into this house today. I could not find any floor drain in the house. They had a refrigerator ice maker water line and a pipe in a crawl space leaking. There was no real indication of the water to enter the sewer. Evidently they didn't want to pay for sewer, only the water in this case. Any other questions email me. Thanks, Kevin.

*This email is on a publicly owned system, subject to open records and archival requirements under Wisconsin State Law. This email and any attachments may contain confidential information that is exempt from disclosure under applicable law. If you received this email in error, please notify the sender, delete the email and any attachments and do not use, disclose, or store the information it contains*

**ORDINANCE NO. 13-011**

**ORDINANCE RELATIVE TO TOURISM PROMOTION COMMITTEE**

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

The following Section is hereby repealed:

**Section 2-331(a)**

The following Section is hereby recreated to read as follows:

**Section 2-331(a)**

(a) *Composition.* The committee will consist of five members appointed for one-year terms by the mayor. The committee shall include two alderpersons, one of which represents the district with the most hotel/motel rooms in the city, and three citizen members, one of which shall represent the Wisconsin hotel and motel industry, and the other two will represent the City of Portage business community.

The following Section is hereby repealed:

**Section 2-142(8)**

The following Section is hereby recreated to read as follows:

**Section 2-142(8)**

(8) One member of the tourism promotion committee, who represents the Wisconsin hotel and motel industry by being an owner or manager of a hotel or motel located in the City of Portage, shall not be subject to the residency requirement.

This Ordinance shall take effect April 15, 2014.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
W.F. Bill Tierney, Mayor

Attest:

\_\_\_\_\_  
Marie A. Moe, City Clerk

Ordinance requested by:  
Mayor

**ORDINANCE NO. 13-012**

**ORDINANCE RELATIVE TO FOUR-WAY STOP ON CASS STREET**

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

**SECTION 50-32(9)(d)** is hereby repealed and recreated to read as follows:

- (9) Cass Street. Stop signs at:
  - d. West Emmett Street (four-way stop.)

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
W.F. "Bill" Tierney, Mayor

Attest:

\_\_\_\_\_  
Marie A. Moe, WCPC, MMC, City Clerk

1<sup>st</sup> and 2<sup>nd</sup> Readings:  
3<sup>rd</sup> Reading:

Ordinance requested by:  
Legislative and Regulatory Committee

**ORDINANCE NO. 13-013**

**ORDINANCE RELATIVE TO REGULATIONS ON SILVER LAKE**

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

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

**Section 54-184 Water skiing in Silver Lake.**

No person shall operate in Silver Lake a motorboat towing a person on water skis, aquaplane, personal watercraft, or similar device, nor shall any person engage in water skiing, aquaplaning or similar activity, at any time between the hours of 6:00 p.m. and 9:00 a.m.

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

**Section 54-185. - Races, regattas, sporting events and exhibitions on Silver Lake.**

- (a) Permit required. No person shall direct, sponsor or participate in any boat race, regatta, water ski meet or other water sporting event or exhibition unless such event has been authorized by the common council and a permit issued therefor by common council after investigation by the chief of police and manager of parks and recreation.
- (b) Permit specifications for events held at Silver Lake. A permit issued under this section shall specify the course or area of water to be used by participants in such event, and the permittee shall be required to place markers, flags or buoys approved by the manager of parks and recreation designating the specified area. Permits shall be valid only for the hours and areas specified thereon.

This Ordinance shall take effect upon passage and publication thereof.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
W.F. "Bill" Tierney, Mayor

Attest:

\_\_\_\_\_  
Marie A. Moe, WCPC, MMC, City Clerk  
1<sup>st</sup> and 2<sup>nd</sup> Readings:  
3<sup>rd</sup> Reading:

Ordinance requested by:  
Legislative and Regulatory Committee

## ORDINANCE NO. 13-014

### ORDINANCE RELATIVE TO PARK AND RECREATION BOARD

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

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

#### **Chapter 2, Article V, Division 7 Park and Recreation Board.**

##### **Sec. 2-270. – Creation and Purpose.**

- (a) A Park and Recreation Board is hereby created which shall have the powers granted herein and all the powers granted under Secs. 27.08 and 27.09, Wis. Stats.
- (b) Purpose. The establishment of the Park and Recreation Board shall be for the purpose of acquiring, governing, managing, controlling, improving and caring for all public parks, City trees, parkways, conservancy areas, and recreation programs in the City.

##### **Sec. 2-271. – Membership, Appointment and term of office.**

The Park and Recreation Board shall consist of five (5) citizen members and one (1) ex-officio member. The Manager of Parks and Recreation shall serve as an ex-officio nonvoting member of the Board and secretary to the Board. Two (2) members shall be Alders appointed by the Mayor annually for staggered two (2) year terms beginning on May 1 of each year. Three (3) citizen members of the park and recreation board shall be appointed at large by the mayor for staggered three (3) year terms beginning on May 1 of each year. The mayor shall appoint a citizen member of the board annually to serve as the board chairperson. All appointments shall be subject to confirmation by the common council.

##### **Sec. 2-272. – Finances.**

The Park and Recreation Board shall submit to the City Administrator by September 1 of each year a proposed program and budget for the ensuing calendar year. The Board shall not contract any liability in excess of the budget appropriated unless specifically authorized by the Common Council. All monies received for the purposes of the Board, whether from the general fund or from approved donations, or from such reasonable fees as may be charged for activities, shall be paid over to the City Treasurer and be disbursed in accordance with the annual budget as approved by the Common Council. (Code 1990, § 2-4-6(b))

##### **Sec. 2-273. - Duties and responsibilities.**

- (a) The Park and Recreation Board shall function in an advisory capacity to the Common Council, have responsibility for the planning, evaluation and development of city parks facilities and recreation programs. In this capacity, it is the Board's responsibility to develop specific recommendations regarding physical properties, staffing and equipment needs, program content and financial requirements for presentation to the Common Council.

**RESOLUTION NO. 13-021**

**A resolution proposing to discontinue that portion of Brady Street lying North of Townsend Street and South of East Mullet Street in the City of Portage, Columbia County, Wisconsin, pursuant to Wis. Stat. § 66.1003.**

**WHEREAS**, the Common Council of the City of Portage believes the public interest may be served by discontinuing that portion of Brady Street lying North of Townsend Street and South of East Mullet Street in the City of Portage, Columbia County, Wisconsin.

**WHEREAS**, the subject parcel was dedicated as and for a public street and right-of-way several years ago; and

**WHEREAS**, portions of the subject parcel were previously vacated by Resolution No. 3929 and Resolution No. 00-040; and

**WHEREAS**, the parcels abutting the subject parcel continue to have direct access onto a public street and is not dependent upon the portion of Brady Street to be discontinued for direct access onto a public way, and will not be landlocked as a result of the discontinuance; and

**WHEREAS**, discontinuance of the subject parcel will terminate all responsibility of the City of Portage for maintenance, repair, and liability with respect to its possible use by the public; and

**WHEREAS**, pursuant to Wis. Stat. §66.1005(1), the City's easement rights related to utilities located in the subject parcel shall remain in the event of discontinuance of the right-of-way; and

**WHEREAS**, the City Plan Commission on August 19, 2013 moved and recommended that the subject parcel be discontinued, contingent on the City retaining a twenty (20) foot fire lane easement over the subject parcel; and

**WHEREAS**, pursuant to Wis. Stat. §840.11, a lis pendens containing a map and description of the subject parcel was filed in the Columbia County Register of Deeds Office on \_\_\_\_\_ at \_\_\_\_\_ as Document No. \_\_\_\_\_; and

**WHEREAS**, the Common Council believes the public interest may require vacating and discontinuing the subject parcel as it serves no public purpose and where said discontinuance will have no harmful effect upon the citizens and general public of the City of Portage nor to the abutting and adjacent property owners;

**NOW, THEREFORE**, the Common Council of the City of Portage does hereby resolve as follows:

1. That on November 14, 2013 the Common Council of the City of Portage shall meet to consider and conduct a public hearing on the passage of a resolution declaring the public interest requires that a notice of public hearing the proposed discontinuance of the subject parcel.

2. That the Clerk of the City of Portage be authorized and directed to personally serve the notice of said public hearing upon all of the owners of the land abutting that portion of Brady Street to be discontinued, and any other parties required to be served under Wis. Stat. §66.1003.

3. That the Clerk is further authorized and directed to publish a Class 3 notice of said public hearing, pursuant to Wis. Stat. §66.1003(4)(b) and (8)(b).

**DATED** this \_\_\_\_ day of September, 2013.

---

W.F. Bill Tierney, Mayor

Attest:

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Marie A. Moe, WCPC, MMC, City Clerk

Resolution requested by:  
Plan Commission