

**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 26, 2013
Agenda**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Life-Saving Award Presentation
6. Minutes of Previous Meeting
7. Consent Agenda
 - A. Reports of Sub-Committees, Boards, and Commissions
 1. AdHoc Canal Committee, September 4, 2013
 2. Library Board, September 10, 2013
 3. Park and Recreation Board, September 10, 2013
 4. Business Improvement District Board of Directors, September 11, 2013
 5. Committee of the Whole, September 11, 2013
 6. Historic Preservation Commission, September 17, 2013
 - B. License Applications
 1. Operator
 2. Taxi Cab Operator
8. Committee Reports
 - A. Finance/Administration Committee, September 9, 2013, September 16, 2013
 1. Consideration of Section 5311 Federal Transit Act Grant Application
 2. Consideration of award of Contract No. 13-012, 2013 Street Chip Sealing
 3. Consideration of insurance claim from Phillip Mattke, 723 West Edgewater Street
 4. Consideration of insurance claim from Crystal Gawel, 223 ½ West Marion Street

5. Consideration of Amendment No. 2 to Engineering Services Contract with Jewell Associates Engineers, Inc. for East Haertel Street Project
- B. Legislative and Regulatory Committee
9. Old Business
 - A. Mayor's Veto of Ordinance No. 13-012 relative to Four-Way Stop on Cass Street
 1. Reconsideration of Ordinance No. 13-012 relative to Four-Way Stop
10. New Business
 - A. Ordinances
 1. Ordinance No. 13-015 relative to Weed Commissioner and Overgrown Lawn and Grasses
 - B. Resolutions
 1. Resolution No. 13-022 Relative to Fee Schedule
 - C. Consideration of request from Portage Fire Department for street closure on October 12, 2013 during the Annual Open House for Fire Prevention Week
 - D. Mayor's Comments
 1. Dumping Sites
 2. Skate Park Donation
 3. Set Date for Committee of the Whole meeting
 4. Call and Pump
 - E. City Administrator's Report
 1. Phosphorous Discharge Limits
11. Adjournment

Common Council Proceedings
City of Portage

Regular Meeting
Council Chambers
City Municipal Building

September 12, 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. Ebnetter, Hamre, Klapper, Maass, Miller, Oszman

Excused: Ald. Dodd, Havlovic

Absent: Ald. Garetson

Also Present: Mayor Tierney, City Clerk Moe, City Administrator Murphy, City Attorney Spankowski, Fire Chief Simonson, Assistant Police Chief O'Neill

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

3. Pledge of Allegiance

The Pledge of Allegiance was said.

4. Approval of Agenda

Deletion: Ordinance No. 13-013 relative to Regulations on Silver Lake as the DNR is still reviewing.

5. Minutes of Previous Meeting

Motion by Klapper, second by Oszman, to approve the minutes of the August 22, 2013 Common Council meeting. Motion carried unanimously on call of roll.

6. Consent Agenda

Reports of Sub-Committees, Boards, and Commissions

Business Improvement District Board of Directors meeting of August 14, 2013

Historic Preservation Commission meeting of August 20, 2013

Airport Commission meeting of August 20, 2013

Library Board meeting of August 29, 2013

Tourism Promotion Committee meeting of September 3, 2013

License Applications

Operator license applications for period ending June 30, 2014 for David W. Gilchrist, Heidi K. Husom, Hilary L. Husom, Vicki L. Jones, and H. Paul O'Brion.

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

7. Committee Reports

Plan Commission meeting of August 19, 2013

Finance/Administration Committee meeting of August 26, 2013

Finance/Administration Committee meeting of September 9, 2013

Motion by Maass, second by Klapper to approve claims in the amount of \$1,570,872.96. Motion carried unanimously on call of roll.

Human Resources Committee meeting of September 3, 2013

Motion by Ozman, second by Miller to approve the promotion of Phil Koch to the Park and Recreation Foreman position. Motion carried unanimously on call of the roll.

According to Ald. Maass a correction is needed under item number 3 as there may be more places in addition to (d)(4)(a) that need to be changed from "will" to "may".

Municipal Services and Utilities Committee, September 5, 2013

Motion by Klapper, second by Hamre to approve the in-kind request for River of Life Church as presented. It was clarified that four barricades will be placed. Motion carried unanimously on call of the roll.

Motion by Klapper, second by Miller credit the sewer portion of the utility billing in the amount of \$848.40 for Patricia Barrett. Motion carried unanimously on call of the roll.

The spelling of Ald. Maass' name will be corrected in the minutes, as well as removing Ald. Maass from being excused, as she joined the meeting at 6:06 p.m.

8. Old Business

Ordinances

Ordinance No. 13-011 relative to Tourism Promotion Committee received its third reading. Motion by Maass, second by Oszman to pass Ordinance

No. 13-011 relative to Tourism Promotion Committee. Motion carried unanimously on call of the roll.

Ordinance No. 13-012 relative to Four-Way Stop on Cass Street received its third reading. Motion by Oszman, second by Miller to pass Ordinance No. 13-012 relative to Four-Way Stop on Cass Street. Ald. Hamre stated that since she first requested the Ordinance to attempt to slow traffic down, other constituents have contacted her opposed to placing stop signs; so she will not be supporting the change. Motion carried 4 to 2 on call of the roll with Hamre and Maass voting on.

Ordinance No. 13-014 relative to Park and Recreation Board received its third reading. Motion by Oszman, second by Maass to pass Ordinance No. 13-014 relative to Park and Recreation Board. Motion carried unanimously on call of the roll.

9. New Business

Resolution

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 was read and adopted unanimously on motion by Oszman, second by Ebnetter and call of roll.

Mayor's Comments

The Signs of Suicide Walk for Hope will be held September 29, 2013.

Residents were reminded to be responsible pet owners. Those who don't clean up after their pet face receiving a citation.

Parking of trailers on city streets is only allowed for a limited amount of time. If a resident has questions regarding the rules, they should contact City Hall.

Beginning January on the 4th Wednesday of the month, the Library will host a Memory Cafe for those with early onset of Alzheimer's.

City Administrator's Report

The Library addition project has almost reached completion.

The Crawford's will be formally notifying the city of their intent to detach two parcels along Highway 33, which were annexed in the past few years. In their opinion, there is not sufficient benefit to be in the city.

10. Closed Session

Motion by Oszman, second by Klapper to go into 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. Motion carried unanimously on call of roll at 7:40 p.m.

11. Return to Open Session to consider action on items(s) discussed in Closed Session

Motion by Maass, second by Oszman to reconvene to open session. Motion carried unanimously on call of roll at 8:15 p.m.

There was no action to be taken from the closed session.

12. Adjournment

Motion by Oszman, second by Maass to adjourn. Motion carried unanimously on call of roll at 8:17 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

City of Portage
Ad Hoc Canal Committee Meeting
Wednesday, September 4th, 2013, 6:30 p.m.
Municipal Building, Conference Room One

Members present: Chris Arnold, Ron Dorn, Doug Klapper (appointed meeting chairperson), Bob Redelings, Addie Tamboli, Jesse Spankowski (citizen member), Mayor William Tierney ex-officio, Destine Udelhoven

Members excused: Fred Galley, Gil Miesgeier, Tim Raimer and Marianne Hanson

Others present: Shawn Murphy, Kim Johnson, Steve Inman, Jerry Foellmi, Craig Sauer and Bill Welsh

1. Roll Call
2. Approval of minutes from 6/3/13 meeting.

Motion by Tamboli, second by Dorn to approve the minutes. Motion passed 7 to 0 on call of the roll.

3. Approval of minutes from 8/5/13 meeting.

Motion by Tamboli, second by Dorn to approve the minutes. Motion passed 7 to 0 on call of the roll.

4. Update on contaminated sediment project; Scott Inman, DNR Water Quality Specialist.

Mr. Inman clarified the use of the Marsh Master. Though the DNR's equipment isn't set up for the Canal application, proposals are being solicited for the appropriate equipment. Work is anticipated for October.

Dorn inquired about the project costs and Mr. Inman indicated that various options would be considered.

Klapper surmised that because of the higher concentrations closer to the Fox River, the pollutants were apparently traveling downstream. Mr. Inman said not necessarily, because the sediments haven't been traveling downstream. Although the sampling program will concentrate on the reach of canal downstream of Adams Street.

Dorn inquired if Superfund would be a source of funds. Mr. Inman said that the funds would only be available if the responsible party for the pollutants could be identified. Foellmi inquired as to whether an investigation of the responsible party would be performed. Mr. Inman indicated that an investigation was not being conducted.

Mr. Inman indicated that there is a need to measure the flow in the canal.

5. Discussion and possible action on Engineering NOI for Segment 2.

Tamboli indicated that she would not be able to participate in the meeting due to a potential conflict of interest since GEC intends to propose on the canal restoration project.

Administrator Murphy presented a draft version of the Notice of Interest for the consultant solicitation.

Ms. Johnson provided the basic project outline and suggested the elements be reviewed. Dorn inquired as to whether the consultants would provide project experience and references. Ms. Johnson indicated they would. Dorn also suggested the questions be similar for all consultants. Ms. Johnson agreed that consistency is a key element in comparing consultants.

Murphy touched on the RFP's content, the solicitation process, selection of an interview committee and the timeframe.

Klapper suggested a pedestrian bridge be placed over the locks in lieu of the Riverwood Apartment bridge. (Galley arrives at 6:52 p.m.)

Redelings indicated the desire to narrow the canal to 40 feet which would provide higher velocities for a given flow and potentially eliminate the need for property acquisition and/or the provision of an expensive railing system.

Ms. Johnson indicated this is the type of information needed because of the impact on the jurisdictional wetland. The scope in the RFP is primarily for the selection of the consultant experienced with related project elements. Once selected, a more definitive scope of services would be developed for the engineering agreement.

Mr. Inman indicated that the placement of sediment behind the wall may be feasible, but the DNR would need to be satisfied that the walls would confine the sediment in perpetuity.

To give the selection it deserves, it was suggested that 2 interviews be held one night and 3 interviews held on a second night. Due in part to the holidays, it appears that early to mid-December would be a good time for the interviews.

After some discussion, motion by Spankowski, second by Galley to amend the Notice of Intent with the changes illustrated on the attached NOI. Motion passed unanimously on call of the roll.

It was agreed that a sub-committee would provide a more efficient process to the selection of a consultant. Motion by Dorn, second by Udelhoven to appoint Engineer Redelings, Administrator Murphy, Klapper, Chairperson Galley and Arnold to the sub-committee. Motion passed unanimously on call of the roll.

6. Update on opening the canal waterway and ped/bike path under Hwy 51/16 as discussed at the Highway 51 scoping meeting.

Redelings mentioned that there have two initial meetings w/ the DOT to start the scoping of the E. Wisconsin St. reconstruction project. At both meetings the DeWitt St. intersection was discussed. The discussions included the need for a safe pedestrian crossing of the intersection and the possibility of incorporating the crossing under the intersection which would also facilitate small watercraft passing through the canal.

7. Discussion on next meeting date.

Because the consultant shortlist would be developed after October 18, the next best date for the committee would be November 13. The interview details including expectations would be developed in the interim.

8. Adjournment

Motion by Galley, second by Redelings to adjourn. Motion passed 8 to 0 on call of the roll.

The meeting concluded at 7:56 p.m.

Respectfully submitted,
Robert G. Redelings, City Engineer

DRAFT CITY OF PORTAGE NOTICE OF INTEREST

Scope of Services Narrative

Solicitation Type (Roster or Open)
Roster

SOLICITATION DATE:
~~November 2013~~
ASAP
September 2013

NOI DUE DATE:
~~December, 2013~~
October 18

Location/Description
ID 6996-05-27
Portage Canal (Wisconsin River – Fox River)
Segment 2 (Adams St – CP Rail Bridge)
City of Portage
Columbia County
Local selection?
Yes

Anticipated Construction Cost:
\$1,400,000 - \$1,600,000
Anticipated Project Start Date:
~~April, 2016~~ *April, 2014*
~~April, 2014~~ ~~August, 2015~~
Anticipated Completion Date:
~~June, 2017~~ *November*
August, 2015

Project purpose and need

The purpose of this project is to develop the second phase of the rehabilitation of the Portage Canal between the Wisconsin River and the Fox River, which is listed on the National Register of Historic Places. It was completed in 1851 and open to navigation until 1959. In 1960 the State of Wisconsin took ownership from the federal government. The City of Portage wants to provide an adjacent pedestrian and bicycle facility, and incorporate stormwater management measures for the existing structures which drain into the canal. The Department of Natural Resources is working on contaminated sediment removal in the canal and coordination is required. The first phase of construction between the Wisconsin River and Adams Street, including the rehabilitation of the Wisconsin River lock, was completed in 2006.

examination of the canal and
It will include narrowing of the canal and

Project description

This second phase will include reviewing the previous concepts, preliminary engineering and environmental documentation between Adams Street and the Fox River with construction of a bicycle/pedestrian facility adjacent to the canal between Adams Street and the Canadian Pacific Railway structure. It will also include construction of a new bicycle/pedestrian bridge crossing at Hamilton Street and a replacement bicycle/pedestrian bridge ~~east~~ *west* of Wisconsin Street, near the Riverwood Apartments. Stormwater management measures for the structures which drain into the canal will need to be incorporated. Specific services will include preliminary and final design. Project will involve extensive coordination with pertinent state and federal agencies, as well as City staff and public involvement process.

Deliverables

The selected consultant is responsible for completing all preliminary and final design services resulting in final PS&E submittal. Deliverables include but are not limited to project administration; extensive public involvement, agency, utility and railroad coordination; environmental documentation, including Section 106 coordination; preliminary bicycle and pedestrian facility and structure plans; structure survey report, design study report, and final bicycle and pedestrian facility and structure plan resulting in Pre-PS&E and Final PS&E.

Schedule for deliverables

The current scheduled PS&E and Wisconsin Department of Transportation letting dates are ~~August 1, 2015~~ *November* and ~~December 8, 2016~~, respectively. The schedule for other deliverables will be determined when the three-party design engineering services contract is negotiated and awarded.

City of Portage provides

Several relevant reports and documentation providing background information and overall concept plan for the Canal Rehabilitation Project may be found at www.portagewi.gov/index/canalproject. Specifically included here for reference:

Portage Public Library
253 W. Edgewater Street
Portage WI 53901
Phone: (608) 742-4959
E-Mail: porill@scls.lib.wi.us
Web Site: www.portagelibrary.us

LIBRARY BOARD MEETING Minutes
September 10, 2013

Meeting called to order 12:04

Present: All

Visitor: Sue Martin

- 1) Motion to approve August 13, 2013 regular meeting minutes and August 29 special meeting minutes. (AT/KV)
- 2) Financial Reports:
 - a) Motion to approve August 2013 Municipal funds claims and Library restricted funds claims for payment as presented. (AT/EV)
- 3) Director's Report: Shannon Schultz
 - a) Additional programming for teens was discussed.
 - b) Moving the Staudenmeyer memorial funds to the Library Foundation was discussed.
 - c) Keyless entry system will be installed soon.
 - d) Problems with the new book drop area were discussed.
 - e) A plan for the use of study rooms will be presented to the Board.
- 4) Closed Session:
 - a) Motion to convene into closed session pursuant to Wisconsin State Statute 19.85(1)(c) to discuss the performance evaluation of the Library Director. 12:28 (AT/CP)
 - b) Motion to convene into open session. 12:55 (EM/DV-W)
- 5) Business:
 - a) Change Orders were discussed.
 - b) Motion to request the City Council reduce their collateral requirement for the Library loan to 60%. (CS/DV-W)
 - c) The 2014 budget was discussed. The meeting with the City is September 30.
- 6) Meeting adjourned 1:18. (AT/EM)

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
Park and Recreation Board Meeting
Tuesday, September 10, 2013 - 6:00 p.m.
Municipal Building Conference Room #1
Minutes**

1. Roll Call

The meeting called to order at 6:00 pm by Chairperson Zirbes. Present were Lindner, Konkell, Messer and Zirbes with Kreckman and Reckling excused. Also present were Hawkinson, Murphy, Welsh and Sauer of Portage Daily Herald.

2. Approval of minutes of July 23, 2013 meeting.

Motion was made by Messer and seconded by Konkell to approve the minutes from the July 23, 2013 meeting. The motion passes 4-0 on call of roll.

3. Discussion and possible action on Request Brownie Troop 1148 a Little Free Library at the Park & Recreation Office.

Hawkinson read a letter from the Brownie Troop 1148 stating their request to present the Little Free Library to the Park & Recreation Department as a community service project to earn their Brownie Quest badges. Building the Little Free Library was intended to provide people of all ages with some "free" reading materials. The Brownie Troop would provide the reading material and maintain the library as part of their project. The Board supported this project. Motion made by Messer, second by Konkell to accept the Library Station at the Park & Recreation Department on the west side of the building. Motion carried 4-0 on call of roll.

4. Discussion and possible action on Request to install Mural on the Park & Recreation Office building

Hawkinson presented updated photos of the Mural and read a brief letter by the mural artist, Charles Bradley. Bradley stated he intends to put another coat of varnish on the mural and would agree to retouch for a few years if necessary. He would also be willing to make changes before the mural was hung, if needed. The site of the west side of Park & Recreation Department building was presented by Hawkinson. Brad Conrad of the Chamber of Commerce was present and stated the 8' x 8' mural still needed to be framed and that it is the second mural donated to the City. Conrad stated the Chamber would enter into an agreement with the City for the installation addressing maintenance, liability and removal, if necessary. Other locations were discussed. Zirbes requested conditions that may be incorporated that if a more visible place to display the mural would become available, the mural be able to be relocated. In addition, if the public objected to the mural placement, the mural would be moved. The Chamber would be responsible for all costs, placement and maintenance of mural. It was agreed the City would assist with the installation. Motion was made by Konkell, second by Lindner to install the mural at the Park & Recreation building with the presented conditions. Motion carried 4-0 on call of roll.

5. Discussion and possible action on Recommendation on Proposed Policy for Waiver of Park Rental Fees

Administrator Murphy stated the Facility Fee Exemption Policy came about due to a request of fee waiver and was presented as a guideline in determining fee exemptions. If adopted, the policy would be incorporated into the ordinance (Sect 54-92) on rental of park land and facilities. After discussion, the Board requested updates specific to allow existing groups that have been granted exemption be incorporated. Murphy will revise and bring back at the next meeting in format of proposed ordinance revisions.

6. Discussion and possible recommendation on Selection Process for Manager of Park & Recreation

Administrator Murphy reported the City had currently received 16-20 applications for the Managers position which closes on 9/26/2013. The review process would begin the last week of September, interviews beginning mid October and a final recommendation process by November for Council consideration. A selection committee that would review applications and interview candidates would include a member of the Park & Recreation Board. Messer and Konkel indicated they would be interested in serving on the selection committee. Konkle indicated that he would defer to Messer if he was more available.

7. Discussion and review on proposed 2014 Budget

Administrator Murphy stated an overall 8% fee increase was proposed in the Park & Recreation fee structure. Discussion followed to note how the rate changes would be impacted. Specifically week day shelter rental fees for both residents and non-residents would increase by \$5; daily use pool fees increased for aerobics and adults by \$1 decreased by \$0.25 for youth. The punch card rate (11 admissions) was increased to \$40 for aerobics and \$30 for adults. Flea market booth fees increased \$5; Vehicle storage costs changed from a flat fee to \$11/foot for a secured facility and \$6/foot for unsecured. Flat fees were still assigned to personal watercraft and motorcycles. A discussion followed on the Vehicle Storage Contract and the reasons for two different ends of contract dates. It was reported that building #6 is rented by the County for LWC Tree distribution beginning April 15th and all vehicles need to be vacated for that activity. Hawkinson is to report back at the next meeting with the details of the County's 2014 dates for form clarification. The proposed changes will go before the Council for approval on September 26th. Motion by Messer, second by Konkle to recommend the fee adjustments as revised per the discussion. Motion carried 4-0.

8. Manager's Report

Hawkinson reported on WPRA ticket sales, beach revenue totals and the transfer to full service soda machines that left the department with some unsold product. An updated report that the Park & Recreation roof leak has been repaired. Complaints on a chronic sand burr issue at Lincoln Park and feral cats were causing problems at Cattail Park were also reported. Compliments from patrons on the Splash Pad were also reported with requests for expanded use for 2014. Murphy commented that due to water usage restriction and an agreement with the school district, the hours of operation were revised to 10am -8pm Memorial Day through

Labor Day. Labor Day closure is required due to school starting. Murphy commended Hawkinson for her continued efforts at running the department without the assistance of a Manager.

9. Adjournment

Motion by Zirbes, second by Messer to adjourn. Motion carried 4-0 upon call of the roll. Meeting adjourned at 7:18 pm.

Respectfully submitted
Leslie Hawkinson, Administrative Assistant
Park & Recreation Department

City of Portage
Business Improvement District Board of Directors
Wednesday, September 11, 2013, 7:30 a.m.
City Municipal Building, 115 West Pleasant St.
Conference Room One
Minutes

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

Also present: Mayor Tierney, City Administrator Murphy, Myrna Hooper, Roger Krejchik, Gil Meisgeier, Larry Okray & Tricia Pionke.

1. Meeting Came to Order at 7:31am. Roll Call: All present.
2. **Motion to approve minutes for August 14, 2013 meeting by Shadel. 2nd by Schmidt. Motion passed with all in favor.**
3. Introduction of Guests: Mayor Tierney & City Administrator Murphy.
 - a. City Administrator Murphy was introduced and he presented the issues pertaining to the Conant Street Parking Structure and the outstanding repair issues.
 - b. Since the City decided not to spend money to repair the parking structure, and due to the BID Board having an assigned committee to review the parking structure and parking needs of the BID, Murphy presented 3 Ownership options for the Conant Street Parking Structure
 - i. City Owned/City Operated & Maintained
 - ii. City Owned/Privately Operated & Maintained
 - iii. Park Utility Owned & Maintained
 - c. Polnow asked Mayor Tierney of the Counties involvement and interest in the parking structure due to their future growth needs.
 - d. After discussion with BID Board members, President Joyce asked Mayor Tierney for some guarantees from City Council to not close down the structure due to needing time to review and consider these options so that the best decision can be made for all parties involved.
 - e. Mayor Tierney stated that he will spearhead and communicate with the County, City and BID regarding the best plan for the Conant Street Parking Structure.
4. Discussion and possible action on requests for financial support for downtown events.
 - a. Introduction of Guests: Tricia Pionke, representing Downtown Portage, Inc. (DPI)
 - i. Pionke provided an update on the new entity, DPI, replacing Main Street Portage.
 - ii. Pionke requested \$800 for marketing efforts of the new entity, Downtown Portage, Inc.
 - iii. Since Main Street Portage is defunct and the budgeted monies for Administrative Services will stop being paid, Pionke asked that the BID Board consider helping DPI with a paid events coordinator for the planned Downtown activities.

- e. BID Board members discussed their disappointment of the program's cancellation but were extremely happy to hear that a new entity, Downtown Portage, Inc., has started and includes new business owners in Portage that have not been involved in the past.
- 8. Discussion and possible action on Community Center**
- a. Schmidt presented to the Board that the Community Center committee is no longer considering the Canal site for the center.
 - b. The committee will be working toward repaying the \$4000 that the BID donated to the Community Center
 - c. Polnow pleaded with Mayor Tierney that the City not forget about the downtown and the available canal site. Some type of development should be sought to help jump start the downtown to become more vibrant area of Portage.
- 9. Discussion and possible action on BID/MSP/DPI Marketing Program**
- a. No further discussion
- 10. Discussion and possible action on Report on City Committees, Council Agenda, etc.**
- a. No further discussion
- 11. Discussion and possible action on BID Contractor's Contract**
- a. Since it was decided that the BID Board is not under a time constraint for posting BID Contractor bids, President Joyce appointed Shadel, Krueger and Polnow to come up with an updated contract and bid guidelines.
 - b. Discussion ensued on the City's Memorandum of Understanding Regarding Snow Removal. Polnow brought up the background and concept of the City's responsibility regarding snow removal and the City's funds received by the State for doing such.
 - i. Meisgeier provided a list of areas that he, as the BID Contractor, provides snow removal services to the City that are not BID's responsibility.
 - c. The Contractor's Contract committee will include the snow removal guidelines within the contract and provide more acceptable terms of snow removal that foster teamwork and good will within the city instead of one that can lead to animosity and finger pointing. What is best for the downtown is what will be the main focus when it comes to fulfilling the requirements of the BID Contractor's contract.
- 12. Discussion and possible action on 2014 BID Budget**
- a. Treasurer Rupers presented a budget for discussion and approval based on the assigned budget committee's philosophy.
 - b. Budgeting Philosophy and Specifics of Accounts
 - i. Current Balance of account as of 07/31/13 is \$137,038.
 - 1. Planned Expenses of remaining 5 months of 2013 is about \$36,000. (Includes the ceasing of the Administrative Services monthly payment.)
 - 2. Fund Surplus is around \$100,000.

- c. Assigned budget committee felt that BID Board Budget should work within the confines of the \$89,500 Economic Development Income and to again request the \$10,000 funds from the City per the original agreement of 20 years ago, whereas the BID Contractor would be doing work that the City Employees would be doing, such as Maintenance, Snow Removal, Trash & Watering.
- d. The Committee felt that it was important to show the City Council and Mayor that the fund surplus will be used to better the Business Improvement District.
 - i. The Committee has contacted City Treasurer, Jean Mohr asking if we can change the Class of "Donation" (#48500) to another more appropriate name. Maybe #48600, "Miscellaneous Revenue" or #49210 "Transfer from General Fund" account options.
 - ii. Since the City of Portage is deciding to not deal with/repair the current underground parking structure, the BID Board should consider being involved with the underground parking structure in some way that would provide adequate and safe parking for all those needing a place to park their vehicle while doing business within the BID.
- e. The 2014 Budget #'s are basically staying as the current 2013 Budget #'s but with actual expenses taken in mind where applicable.
- f. Marketing Budget has been increased with the intent of the Board considering the hiring of a marketing contractor. Therefore, Other Professional Services has been increased to \$18,000 for the year. Proposed Marketing Budget for the BID is \$20,150.
- g. Proposed Detail Budget for 2014 includes:
 - i. Income - \$101,600
 - 1. \$89,500 – Economic Development Revenue
 - 2. \$10,000 – Request from City due to pre-established understanding between BID and City
 - ii. Expenses - \$99,500
- h. Fund Surplus Reassignment –
 - i. The assigned budget committee felt it was best to " earmark" the surplus of funds for various potential expenditures. Currently, there is \$8509 in the Designated Fund Balance based on a past board decision. Those funds were for:
 - 1. \$3000 for Triangle Park
 - 2. \$500 for Child Museum
 - 3. \$5000 for ATV Replacement
 - 4. \$9 for Interest Income
 - ii. Committee is requesting the discussion of the \$100,000 Fund Surplus Reassignment to the proposed \$96,167:
 - 1. Equipment - \$15,000 (for ATV/Ranger)
 - 2. Streetscape - \$30,000
 - 3. Discover WI (2015) - \$1167
 - 4. Building/Grounds - \$50,000
 - iii. The Committee is contacting Jean Mohr asking if we add sub-categories of #245-00-34000-992 Designated Fund Balance. This will help us keep better track of those monies that have been earmarked for specific purposes in the future.
- i. **Motion made by Treasurer Rupers to revise the Designated Fund Balance from \$8509 to \$96,167, according to reassignment schedule of 1.) Equipment - \$15,000 (for ATV/Ranger); 2.) Streetscape - \$30,000; 3.) Discover WI (2015) - \$1167; 4.) Building/Grounds - \$50,000. 2nd by Krueger. Motion passed with all in favor.**

- j. Motion made by Krueger to accept the proposed budget with the corrected Designated Balance Fund reassignment. 2nd by Schmidt. Motion passed with all in favor.**

13. Other Business Items to Discuss

- a. E-mail from Board Member, Shadel regarding bathroom needs at Market Street Location.
- b. Myrna Hooper's Resume due to interest of being considered for the BID Board.
- c. Discussed adding to next month's agenda changes to the current By-Laws.

14. Adjournment

- a. Motion to Adjourn at 10:13 by Joyce, 2nd by Krueger. Motion passed with all in favor.**

Respectfully Submitted by Dennis Rupers, BID Treasurer.

2013
City of Portage
Business Improvement District

September Schedule of Vouchers

#	Date	Charge Acct	Invoice #	Amount	Vendor	Description	Account #	Description
1	8/31/2013			\$2,489.00	Gil Meisgeier DBA	August 2013 Services	241	Custodial Services
2	8/31/2013		P8083113	\$1,562.00	Main Street Portage	Administrative Services	550	Administrative Services
3	8/5/2013	2058923		\$200.00	Capital Newspapers	This Week in the Delta (SPTW 07/03)	296	Marketing
4								
5								
6								
7								
8								

Total: \$4,251.00

Debit Card Disbursements - #7116

#	Date	Charge Acct	Invoice #	Amount	Vendor	Description	Account #	Description
1	9/3/2013			\$19.53	Polnoms	Gas & Oil	342	Gas/Oil
2	8/23/2013			\$21.03	Polnoms	Gas & Oil	342	Gas/Oil
3	8/23/2013			\$5.95	GreenDot	Monthly Fee	790	Miscellaneous Expense
4	8/21/2013			\$24.00	Jeff's Tire	Gas & Oil	342	Gas/Oil
5	8/13/2013			\$15.00	Jeff's Tire	Gas & Oil	342	Gas/Oil
6	8/8/2013			\$23.48	Polnoms	Gas & Oil	342	Gas/Oil
7	8/3/2013			\$33.76	Polnoms	Gas & Oil	342	Gas/Oil
8	7/23/2013			\$5.95	GreenDot	Monthly Fee	790	Miscellaneous Expense
9	7/21/2013			\$20.82	Market Basket	Gas & Oil	342	Gas/Oil
10	7/2/2013			\$7.68	Portage Lumber	Repairs/Maintenance Supplies	351	Repairs/Maintenance Supplies
11	6/24/2013			\$5.95	GreenDot	Monthly Fee	790	Miscellaneous Expense
12	6/16/2013			\$72.37	Tractor Supply	Repairs/Maintenance Supplies	351	Repairs/Maintenance Supplies
13	5/23/2013			\$5.95	GreenDot	Monthly Fee	790	Miscellaneous Expense
14	4/23/2013			\$5.95	GreenDot	Monthly Fee	790	Miscellaneous Expense
15	3/25/2013			\$5.95	GreenDot	Monthly Fee	790	Miscellaneous Expense
18								

Card Balance: \$280.99

Total: \$273.37
 Balance On Card: \$7.62

Approved for payment during City of Portage Business Improvement District Committee meeting dated _____


 Dennis Rupers, Treasurer
 BID Board of Directors

9/11/13
 Date

9/11/13

**City of Portage
Common Council Committee of the Whole
Council Chambers
September 11, 2013, 8:00 p.m.**

1. Call to Order

The meeting was called to order at 8:00 p.m.

A moment of silence was held to commemorate the anniversary of September 11.

The Pledge of Allegiance was said.

2. Roll Call

Present: Ald. Ebnetter, Garetson, Hamre, Havlovic, Klapper, Maass, Miller

Excused: Ald. Dodd, Oszman

Also Present: Mayor Tierney, City Clerk Moe, City Administrator Murphy, City Attorney Spankowski

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

3. Election of President Pro-Tem

Klapper nominated Havlovic, seconded by Garetson. Havlovic nominated Ebnetter, seconded by Miller. There were no other nominations; so nominations were closed. Ald. Havlovic was elected President Pro-Tem on a 4 to 3 vote on call of roll. Voting for Havlovic – Ebnetter, Garetson, Klapper, Miller. Voting for Ebnetter – Hamre, Havlovic, Maass.

4. Discussion on proposed Visitor Center

Mayor Tierney stated that the purpose of the meeting was to reach some decisions as to the direction the council was looking to go on the project.

The terms of the grant were reviewed. The grant is for an amount not to exceed \$323,110.00 in project costs, with a cost share split 80% federal, 20% local. Any costs exceeding the grant award are the responsibility of the city. The size of the facility was reduced from 2933 square feet to 2565 square feet after the initial cost estimate came in at \$517,000.00. The revised cost estimate is \$420,200.00. The Chamber of Commerce would lease space including the two offices, display area, conference room and restroom accessed from within the building (65% of the building). The common areas including the mechanical room, storage room and restroom accessed from the outside would be the responsibility

of the city (35% of the building). Estimated annual operating costs are \$15,842.50, of which the Chamber would be responsible for approximately 65%.

City Administrator Murphy and Mayor Tierney will be meeting with the Chamber of Commerce Board next week to discuss the facility and the Chamber entering into a lease agreement.

There was discussion as to the changing costs of the project; whether the city would be able to afford maintaining their share of the facility; and wanting a commitment from the Chamber that they will be leasing the space.

The city can still reach a decision to not proceed with the project. If the project does not proceed, any costs would be the responsibility of the city. Approximately \$27,000.00 has been spent to date for the design work and archeological study. If the project was bid and costs came in high; a decision could be made to not continue with the project. It was estimated that there would be approximately \$40,000.00 in costs that would be the responsibility of the city.

It was the consensus of the council to proceed with getting bids for the project; at which time a decision will be made whether or not to proceed with the project.

5. Adjournment

Motion by Miller, second by Hamre to adjourn. Motion carried unanimously on call of roll at 9:20 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

**City of Portage
Historic Preservation Commission
Tuesday, September 17, 2013, 6:00 p.m.
Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

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

1. Roll call

Klapper called the meeting to order at 6:00 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

No new claims have been presented. D Udelhoven has submitted a paper copy of her approved claim.

4. Discussion and possible action on 2014 budget

Klapper detailed the draft budget as amended at the last meeting. Will the HPC support the \$500 funding request from the Historic Indian Agency House (HIAH) in support of their 2014 Summer Speaker Series? W. Udelhoven recused himself from discussion on this issue. Miller-Lamb moved that the HPC provide \$500 to support the HIAH's program, with the money to come from the "Expenses for other partnership events" line in the draft budget. Bennett seconded the motion, which passed unanimously by voice vote, with one abstention.

Klapper asked if the HPC was ready to vote on the full budget. Udelhoven moved to accept the proposed 2014 budget as stated below:

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>
Total	<u>\$3104</u>

Cavanaugh seconded the motion, which passed unanimously by voice vote. Klapper will have the budget ready for the City of Portage Finance Committee meeting on September 30.

5. Discussion and possible action on Tax Credit Program

Klapper discussed Jen Davel's September talk about the Tax Credit Program. Davel's handouts about the program will be available at the main desk in the Portage City Hall. Klapper went over details of the program, specifically that benefits will be pro-rated if a property owner sells the building within 5 years of claiming the tax benefit. Klapper was contacted by a Society Hill District resident for information, and hopes that more people will take advantage of the program. HPC members discussed other ways to share the information. Miller-Lamb emphasized the importance of contacting Davel as early as possible before starting to work on renovations of eligible properties.

Klapper suggested HPC members check out the Wisconsin Historical Society's online classes to train Historic Preservation Commission members at <http://preview.wisconsinhistory.org/Content.aspx?dsNav=N:4294963828-4294961312&dsRecordDetails=R:CS245> This agenda item will be a one for HPC meetings.

6. Discussion and possible action on Municipal Register

Klapper spoke with Mayor Tierney about putting the Grandstand at the fairgrounds on the Municipal Register. Tierney mentioned that this action might affect the proposed use of the Grandstand for a storm shelter. Miller-Lamb hopes to have the nomination ready for discussion at the October meeting.

7. Discussion and possible action on historic preservation books and booklets

Klapper will not discuss donating the HPC books to the Portage Library until after the Library has finished the remodeling project.

8. Discussion and possible action on ice skating on the Portage Canal

Ann Clausen of Fox-Wisconsin Heritage Parkway is working with Klapper on the use of the Canal for winter ice skating. Klapper has ideas for events and refreshments, and requested other suggestions.

9. Adjournment

Chair Klapper adjourned the meeting at 6:55 pm.

Respectfully submitted,
Erin Foley
Secretary

OPERATOR LICENSE APPLICATIONS - BY LAST NAME

LICENSE YEAR: SEPTEMBER 26, 2013-JUNE 30, 2014

NICOLE S. FELTON
CURTIS J. FENNEWALD
DEANNA L. KLAWITTER

TAXI CAB LICENSE RENEWALS

LICENSE PERIOD: SEPTEMBER 26, 2013 - JUNE 30, 2014

JONATHAN J.MARTINEZ

SUE MAHER

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 Maass 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 26th 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 30th 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. It was pointed out that one of the claims was updated to change the name from Bear Graphics to Baer Insurance the dollar amount remained the same.

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

**City of Portage
Finance/Administration Committee Meeting
Monday, September 16, 2013, 6:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

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

Absent/Excused: Martin Havlovic

Also Present: Bill Welsh, Cable TV; Craig Sauer, Daily Register; City Administrator Shawn Murphy; Finance Director Jean Mohr; Clerk Marie Moe; Mayor Bill Tierney

1. Roll call

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

2. Approval of minutes from September 9, 2013.

Motion by Maass, second Klapper; request by Maass to correct spelling of her name under item #1 and approve the minutes from the September 9th meeting. Motion carried unanimously by a call of roll.

3. Discussion and Possible Recommendation on Amendment #2 to Engineering Services Contract with Jewell Associates Engineers, Inc. for East Haertel Street.

Administrator Murphy reviewed the above Amendment along with providing a preliminary summary of the East Haertel Street Project costs. Murphy stated that the amendment requested are for items that were encountered during the initial design of the project. The first item is for additional wetland delineation in the amount of \$1,250 related to the expansion pipe located under the street connecting upper and lower Mud Lake. This pipe is scheduled for replacement and possible relocation, therefore additional wetland delineation is necessary to avoid wetland impacts. The second item relates to a title search that is needed to clarify irregular and unclear boundaries for right-of-way determination in the amount of \$4,200. The third item is for hazardous materials investigation as the project boundaries include areas of a former land fill site whose limits were not known at the initial planning for this project. This hazmat investigation is in the amount of \$8,850. The total for Amendment #2 is \$14,300 which brings Jewell Associate's contract amount to \$68,413. A total of \$130,000 was initially budgeted in the Capital Project fund for the design of Haertel Street.

Chairperson Dodd requested to review the initial bidding documentation. Motion by Klapper, second by Garetson to recommend Amendment #2 to Engineering Services Contract with Jewell Associates Engineers, Inc. for East Haertel Street in the amount of \$14,300. Motion carried 3-1 with Maass voting no on a call of roll.

4. Discussion and Possible Recommendation on Revised Fee Schedule.

Administrator Murphy reviewed the revisions to the Fee Schedule; noting several changes. The committee requested that the proposed updates to 54-93 Storage fees at Veterans Memorial Field Buildings be changed to include a \$1 per foot discount for city residents.

Motion by Garetson to recommend the Revised Fee Schedule as presented with the change in 54-93 Storage at Veterans Memorial Field Buildings reducing the fee for city residents \$1/foot; along with the reference to dirt floor to be removed; and under Portage Fire Department – Charges for Emergency Responses – Materials change wording to cellular devices, second by Maass. Motion carried 4-0 on a call of roll.

5. Discussion on 2014 budget and review of General Fund Revenue and Administrative Budgets.

The committee reviewed the 2014 budget for Administration. Chairperson Dodd recommended review of GIS Website Host under account 100-02-51400-219 to determine if it would be a better fit under Municipal Services. Administration to review.

6. Adjournment

Motion by Klapper, second by Maass, to adjourn. Motion carried unanimously on a call of roll at 7:32 p.m.

Jean Mohr
Finance Director

Attachment A "5311/5339 Capital Funding"

Applicant Name:

Notes:

1. Any vehicle-related equipment required by the Clean Air Act or the Americans with Disabilities Act of 1990 should be separated from the total vehicle cost and listed as a separate item (under Section B) which will be eligible for 90% federal funding.
2. To enter a capital item, click on the "Select" key, highlight the appropriate item in the list, and hit "ok." The item and its ALI code will automatically populate the chart below. Next, enter the quantity of each item and unit price. Total price and subtotals are automatically calculated. Additional rows are automatically inserted.
3. Please refer to the vehicle description document at <http://www.dot.wisconsin.gov/localgov/transit/ruralsmall.htm> for unit item description and unit price information.
- 4. For 5311 applicants: all capital items should be listed by priority (highest priority is first) and match Exhibit J (TDP) in your 2014 Operating Assistance application.**
- 5. For 5311 applicants: Send Attachment A-1 electronically to chadwic.reuter@dot.wi.gov by October 15, 2013. For 5339 applicants: Send Attachment A-1 electronically to ian.ritz@dot.wi.gov by November 15, 2013.**

SelectA **A. Capital Items (remove ADA or Clean Air equipment costs and place in section B)**

Quantity	ALI	Item Description	Unit Price	Total Price
3		Mini-Van Rear Load, Lowered Floor with Ramp	\$ 25,920	\$ 77,760
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Subtotal A				\$ 77,760
Federal Share (80%)				\$ 62,208
Local Share (20%)				\$ 15,552

SelectB **B. Vehicle-related equipment to conform to provisions in ADA or the Clean Air Act**

Quantity	ALI	Item Description	Unit Price	Total Price
3		Rear Load Lowered Floor with Ramp Conversions	\$ 12,420	\$ 37,260
				\$ -
				\$ -
				\$ -
				\$ -
Subtotal B				\$ 37,260
Federal Share (90%)				\$ 33,534
Local Share (10%)				\$ 3,726

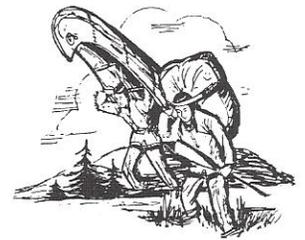
Total Federal Share (A+B)	\$ 95,742
Total Local Share (A+B)	\$ 19,278
Total Cost (A+B)	\$ 115,020

List sources and amounts of Total Local Share:

	\$ -
	\$ -
	\$ -

CITY OF PORTAGE

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



"Where the North Begins"

MEMORANDUM

To: Finance Committee
From: Bob Redelings, Public Works Director *B.R.*
Subject: Contract 13-012
Street Chip Sealing Bids

Date: September 5, 2013
CC: Shawn Murphy, City Administrator
Bill Tierney, Mayor

Two bids were received on July 31, 2013 for the subject project. The bid tabulation is summarized as follows:

Bidder	Bid Item 1 Chip Seal	Bid Item 2 Double Chip Seal	Total Bid (Items 1-2)
D.L. Gasser/Fahrner Baraboo, WI	\$28,778.20	\$5,670.00	\$34,448.20
Scott Construction Lake Delton, WI	\$40,640.71	\$6,810.75	\$47,451.86

There is \$60,000 budgeted for street chip sealing in 2013. The chip sealing cost, including subsequent fogging operation will be much less than the budgeted amount.

Upon review of the bids, 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.

Based on the bids received and CCI's experience, I recommend award of Contract 13-012 to D.L. Gasser in the amount of \$34,448.20.

Statewide Services, Inc.

Claim Division

1241 John Q. Hammons Dr.
P.O. Box 5555
Madison, WI 53705-0555
877-204-9712



August 9, 2013

City of Portage
115 W Pleasant Street
Portage, WI. 53901

Attention: Rebecca Ness

Program: League of Wisconsin Municipalities Mutual Insurance
Our Insured: City of Portage
Date of loss: 7/10/2013
Our Claim # WM000112710064
Claimant: Phillip Mattke
723 W Edgewater Street
Portage, WI. 53901

Dear Ms. Ness,

Statewide Services, Inc. administers the claims for the League of Wisconsin Municipalities Mutual Insurance and through the City of Portage is insured. We are in receipt of the claim submitted for damage to Phillip Mattke's vehicle.

We have reviewed the matter and recommend that the City of Portage deny this claim pursuant to the Wisconsin statute for disallowance of claim 893.80(1g). The disallowance will shorten the statute of limitations period to six (6) months. The basis of this denial is that there is no proof of the lawn mower struck your vehicle also the police measured and inspected the damage finding no evidence; therefore we find no negligence on the City.

Please submit the disallowance directly to the claimant at the above address. The disallowance should be sent certified or registered mail and must be received by the claimant within 120 days after you receive Notice of Claim. Please send a copy of the disallowance to Statewide Services Inc. Claims.

Sincerely,

Lois Reynolds
PO Box 5555
Madison, WI. 53705-0555
855-828-5514
lreynolds@statewidesvcs.com
CC: Mike Zagrodnik

Statewide Services, Inc.

Claim Division

1241 John Q. Hammons Dr.
P.O. Box 5555
Madison, WI 53705-0555
877-204-9712

August 22, 2013



City of Portage
115 W Pleasant Street
Portage, WI. 53901

Attention: Rebecca Ness

RE: Our Claim #: WM000112710067
Place of Incident: 223 ½ West Marion Street Portage, WI.
Claimant: Crystal Gawel
223 ½ West Marion Street
Portage, WI. 53901

Dear Ms. Ness:

Statewide Services, Inc. administers the claims for the League of Wisconsin Municipalities Mutual Insurance and through the City of Portage is insured. We are in receipt of the claim submitted by Crystal Gawel.

This claim arises out of property damage that occurred on August 6th, 2013 at 223 ½ West Marion Street Portage, WI. As you know, the City of Portage had a contract with LMS Construction Inc. The contract contained what is commonly known as a "hold harmless" or an "indemnification" provision which provides that LMS Construction Inc. has the responsibility to defend and indemnify the City of Portage for any liability claim being filed against the City.

We therefore believe that the City of Portage has no liability based on the hold harmless and indemnification provision, and you should also disallow the claim because the City had no negligence based on the hold harmless/indemnity provision.

Please let us know if you have any questions.

September 6, 2013

**Amendment #2 to
ENGINEERING SERVICES CONTRACT**

**Project I.D. 6996-05-69/70
City of Portage, East Haertel Street
(New Pinery Road to East Albert Street)
Local Street
Columbia County**

This is an amendment to the Engineering Services Contract (Contract) dated July 10, 2012, between City of Portage (Client or Municipality) and Jewell Associates Engineers, Inc. (Consultant). The Consultant will provide Engineering Services to the Client.

SCOPE OF SERVICES:

- **ENVIRONMENTAL DOCUMENTATION**
 1. Hazardous Materials/Contamination Assessments:
 - a. The CONSULTANT shall prepare the necessary Phase 2.5 Hazardous Materials Assessment for the PROJECT in accordance with the MANUAL.
 2. Wetland Investigations:
 - a. The CONSULTANT shall delineate and identify wetland impacts in conjunction with the Department of Natural Resources and provide for compensation of wetland loss, if necessary, following the procedures in the MANUAL and the "Wisconsin Department of Transportation Wetland Mitigation Banking Technical Guideline dated March 2002".
 - b. Wetland Mitigation Plans for the PROJECT shall be considered EXTRA WORK.

- **PLATS**

- (1) Title searches shall be made of the titles to all properties or premises through or over which existing or proposed Right of Way for the PROJECT is to be determined. The Title Search shall extend over and cover a minimum period of sixty (60) years or to the last conveyance of record if more than sixty (60) years, and shall include a certificate to the MUNICIPALITY of all entries of record affecting the titles of the said properties or premises during such period. A copy of the last deed of record shall be included as part of the title report. All easements of record on purchased property shall be identified. All liens, mortgages, and tax records shall be identified. Twenty four (24) title searches is included in this CONTRACT.

COMPENSATION:

This section is deleted and replaced with the following:

The CONSULTANT will be compensated for services provided under this CONTRACT on the following basis:

- (a) For Road Plans performed by CONSULTANT, a lump sum of \$45,188.01 (no change).
- (b) For Phase 1 Archaeological Survey sublet to Commonwealth Cultural Resources Group, the CONSULTANT'S actual cost not to exceed \$2,435.21, based on the subconsultant's estimated cost proposal, (no change).
- (c) For Wetland Delineation sublet to Taylor Conservation, LLC, the CONSULTANT'S actual cost not to exceed \$1,890.00, based on the subconsultant's estimated cost proposal, plus \$1,250.00 (amendment #2), for a total cost of \$3,140.00 (an increase of \$1,250.00).
- (d) For Subsurface Investigations sublet to Nummelin Testing Services, Inc., and associated administrative costs for coordination performed by CONSULTANT, a lump sum of \$4,600.00 (amendment #1), (no change).
- (e) For Title Searches sublet to Title Experts, LLC, the CONSULTANT'S actual cost not to exceed \$4,200.00 (amendment #2), based on the subconsultant's estimated cost proposal (an increase of \$4,200.00).

- (f) For Phase 2.5 Hazardous Materials Investigations sublet to General Engineering Company, the CONSULTANT'S lump sum of \$8,850.00 (amendment #2), (an increase of \$8,850.00).

- (f) For the CONSULTANT'S total costs, not to exceed \$68,413.22 (an increase of \$14,300.00).

- 1. Additional Fees not included in the above Lump Sum fee are any applicable government permit and/or review and recording fees, cost for publication of public notices or advertisements, right of way plats, easement descriptions, conveyance documents to utilities, right of way/easement negotiations, right of way staking, exception to design standards report, archeological research and reporting Phase II, environmental exploration (Hazardous Materials) beyond a Phase 2.5 investigation, wetland permits and any additional added scope of work not defined in this contract.

- 2. Construction Observation and Construction layout for are not included in the above Lump Sum fee.

- 3. The CONSULTANT shall submit invoices monthly for SERVICES and payment is due within 30 days. If payment in full is not received within 30 days from due date, the invoice will be deemed past due and will bear interest at 1.5% of the past due amount per month.

- 4. If the MUNICIPALITY fails to make payments, any collection costs the CONSULTANT incurs shall become immediately due and payable to the CONSULTANT. The costs include, but are not limited to, legal fees, collection agency fees, and court costs.

All other Contract provisions remain in full effect.

CLIENT

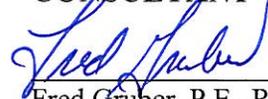
Bill Tierney
City of Portage, Mayor

Date: _____

Marie Moe
City of Portage, City Clerk

Date: _____

CONSULTANT



Fred Gruber, P.E., R.L.S., Sr. Vice-President
Jewell Associates Engineers, Inc.

Date: 9/6/13

Gruber, Fred

From: Scott Taylor [<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>
Cc: "Gruber, Fred" <Fred.Grubert@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

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

Sr. Vice-President

JEWELL Associates Engineers Inc.

General Engineering Company
P.O. Box 340
916 Silver Lake Drive
Portage, WI 53901



608-742-2169 (Office)
608-742-2592 (Fax)
gec@generalengineering.net
www.generalengineering.net

Engineers • Consultants • Inspectors

JUL 24 2013

July 22, 2013

Mr. Ellery Schaffer, P.E.
Jewell Associates Engineers, Inc.
560 Sunrise Drive
Spring Green, WI 53588

Re: Phase 2.5 Investigation
East Haertel Street
City of Portage, Columbia County, Wisconsin

Dear Mr. Schaffer,

Attached with this letter is a proposal for the Phase 2.5 Investigation for the East Haertel Street project in Portage, Wisconsin.

General Engineering Company appreciates the opportunity to provide this proposal. If you have any questions, or need any further information, please contact me at 608-742-2169.

Respectfully submitted,

GENERAL ENGINEERING COMPANY

A handwritten signature in blue ink that reads 'Lynn M. Bradley'.

Lynn M. Bradley
Environmental Project Manager

Enclosure: Request for Proposal

Portage •

Black River Falls •

La Crosse



Consulting Engineering • Structural Engineering • Building Design • Environmental Services • Building Inspection • GIS Services
Grant Procurement & Administration • Land Surveying • Zoning Administration • Mechanical, Electrical, & Plumbing Services



PROJECT OBJECTIVES

General. It is understood that Jewell Associates Engineers, Inc., is requesting proposals from a subcontractor for a Phase 2.5 Investigation to address waste associated with a former City of Portage Landfill, which is partially located beneath the project corridor of Haertel Street, in the City of Portage, Wisconsin. The Phase 2.5 Investigation shall document how to properly remove, handle and transport the waste from the project site to the licensed landfill. The investigation will follow applicable procedures and guidelines as specified in the Wisconsin Department of Transportation (DOT) Facilities Development Manual, FDM 21-35-1. In addition, the proper Wisconsin Department of Natural Resources (WDNR) guidelines will be followed regarding Development on a Historical Landfill.

SCOPE OF WORK

General Engineering Company will act as a subcontractor to Jewell Associates Engineering, Inc., to achieve the following Scope of Services as defined in the request for proposal provided by Jewell Associates Engineering, Inc.:

- Site History (Jewell will provide information collected from Phase I 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 attachment.
- Subcontractor 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.
- Subcontractor to determine number of waste profiling and sampling tests required based upon licensed landfill requirements.
- Sub-consultant 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.
- Sub-consultant shall investigate registered landfill disposal fees and provide estimate for project's waste disposal (fees to include any licensed trucks or permit fees required).
- Sub-consultant to perform field screening analyses of each soil sample with a photoionization detector or equivalent at each boring location. Sub-consultant 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 I 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 (PVOCS) 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. Sub-consultant 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 VOCs in the following basements:
-Jay and Kathleen Howell 221 East Albert Street – Full Basement

-Guardian Properties 409 East Haertel Street – ½ basement

- Information outlined in the Jewell Associates Engineers, Inc., request for proposal regarding the investigation work performed at the site, will be included in the final 2.5 Investigation Report. The final report will be signed by the Environmental Professional, and stamped by a licensed Professional Engineer.

EXPLANATION OF SERVICES

In addition to the Phase I Hazardous Material Investigation Report provided by Jewell, General Engineering will perform interviews with long time residents of the City to try to determine types of waste disposal at the landfill.

General Engineering has been a local business in the City of Portage for 100 years, and has developed relationships with long-time residence of Portage, as well as the City of Portage municipality, that may provide additional information into the history of the landfill activities.

GEC will oversee the advancement of 10 Geoprobe borings to determine the depth and waste contents anticipated to be encountered during construction. The soil borings locations and depths have been provided within the scope of work. One of the soil probes will be advanced in the area of the property located at 303 and 305 East Haertel Street, to address possible petroleum volatile organic compounds (PVOC) resulting from at least one underground storage tank. Soils will be continuously sampled, and will be classified and documented on soil boring logs, which will be included in the Phase 2.5 Report. Site specific geology and hydrogeology will be documented on the logs.

Soil samples will be collected from a select location from each boring and field screened with a photoionization detector (PID). Soil samples with the highest PID reading will be submitted for laboratory analysis of volatile organic compounds (VOC) and metals, as defined in the request for proposal. Based on the analytical results and field observations, a level of protective gear can be determined. During the Phase 2.5 Investigation, field personnel will be dressed in Level D protective gear.

In addition, as part of the soil probe activities, GEC will have the soils evaluated to determine if the soils encountered during probing activities are suitable for road construction. This information will not supersede the Soil Report performed by Nummelin Testing Service, Inc.

Soil samples will be collected from each soil probe, and based on the classification of the soils, field assessments, and laboratory analytical results, General Engineering Company will determine the most cost effected means of disposal. GEC will work with the disposal facility to determine parameters necessary to dispose of waste material. GEC has a good working relationship with Landfills in the area that will accept hazardous waste as long as analytical results indicate “acceptable levels” of required parameters. Once the initial results are reviewed, an appropriate licensed landfill will be selected and the waste will be disposed of properly.

General Engineering Company will analyze for methane gas and volatile organic vapors in the basements of the properties located at 221 East Albert Street and 409 East Haertel Street.

The Request for proposal also includes paperwork for “Development at Historic Fill Site or Licensed Landfill Application. The fee of \$500 is included in the cost of services.

The information gathered from the Phase 2.5 Assessment will be reviewed and included in a final investigation report. In addition, line items included in the request for proposal will also be addressed in the report.

COMPENSATION FOR ENGINEERING SERVICES

The compensation for engineering services shall be payable as follows:

Jewell Associates Engineers, Inc. shall pay General engineering Company for professional consulting services and commodity services (soil probes and laboratory fees) to complete the required Phase 2.5 Investigation for the Haertel Street project. The costs associated with the Phase 2.5 Investigation activities, shall not exceed \$8,850.00 without authorization from Jewell Associates Engineers, Inc.

Due to different conditions other than that defined in the Bid Spec, it may be necessary for General Engineering to perform additional services not identified in the bid spec and at costs which exceed those identified therein. Such additional services shall only be performed, or such costs shall only be incurred pursuant to authorization from the responsible party. These costs will be billed on a time and material basis.

Laboratory and soil probe fees will be billed by General Engineering Company and will also be due upon receipt of an invoice from General Engineering Company. The laboratory fees do not include those necessary for landfill profiling, if additional sampling is required beyond the VOCs and metals. Major filing fees, permit fees, and charges will be forwarded to the client for direct payment. Other out-of-pocket costs and expenses, such as travel, facsimile, printing or photocopy, minor filing or permit fees, mileage at 65 cents/mile, and miscellaneous expenses shall be included in monthly invoices.

The client is obligated to pay all costs and expenses (including, without limitation, reasonable attorneys' fees) incurred by us in obtaining payment of our fees for engineering services and disbursements. We reserve the right to terminate our representation and services if payment is not received within 30 days of our billing invoice, and the client agrees not to contest the termination of our representation and services if payment is not received within 30 days of our billing invoice.

SPECIAL PROVISIONS

1. The client is responsible for providing, or requiring the contractor to provide any necessary insurance relating to this project.
2. The engineer agrees to obtain and maintain, at the engineer's expense, such insurance as will protect the engineer under claims of Workmen's Compensation and General Liability Insurance. The client agrees to limit any liability of the engineer to the limits of engineer's insurance company settlement payments, if applicable, or the total compensation under this agreement.
3. Original documents, design notes, tracings, computer files, and the like, except those furnished to the engineer by the client, are and shall remain the property of the engineer.
4. The engineer may assist the client in submitting various permit documentation when outlined in the scope of services, however there is never either an implied or express warranty that any permits applied for will be approved. It is the client's responsibility to obtain approved file copies of all required federal, state, county, or local permits before any work can commence that would require issuance of any permit.
5. Engineer shall provide information for the Environmental Assessment that is reasonably ascertainable and will be used without extraordinary verification
6. Facsimile signatures shall carry the same meaning and weight as original signatures.

REQUEST FOR PROPOSAL – East Haertel Street, Portage, Wisconsin
Page 4

Please feel free to contact Lynn Bradley, Environmental Professional at General Engineering Company, or Bradley Boettcher, P.E., Vice President at General Engineering Company, with any questions or concerns you may have at 608-742-2169.

CLIENT:
Jewell Associates Engineers, Inc.

ENGINEER:
General Engineering Company

By: _____
Authorized Representative
(Ellery Schaffer, P.E.)

By: _____
Authorized Representative
(Bradley Boettcher, P.E.)

Date: _____

Date: _____



COST ESTIMATE

CLIENT: Jewell Associates Engineers, Inc.
560 Sunrise Drive
Spring Green, WI 53588
Attn: Mr. Ellery Schaffer, P.E.

PROJECT: Phase 2.5 Site Investigation **Date** 7/22/2013

LOCATION: East Haertel Street, Portage, WI **PM** LMB

Field Work GEC/Commodity

Item	Hours		Rate	Total
1. 10 Soil Probes to depths ranging from 7 to 13 feet below ground surface.	1	Lump	\$1,200.00	\$ 1,200.00
2. GEC oversight of soil probes, field screening, vapor screening in basements, soil classification and sampling	1	Lump	\$1,500.00	\$ 1,500.00
				\$ -
Estimated Total				\$ 2,700.00

GEC Administrative

Item	Hours		Rate	Total
1. Phase 2.5 Investigation Report, Including WDNR Forms to Develop on a Historic Landfill, including Recommendations for Waste Profiling, Determine Sampling Protocol for Waste Disposal, and Calculation of Waste to be Removed.	1	Lump	\$4,000.00	\$ 4,000.00
2. \$500 WDNR Fee to Develop on a Historic Landfill	1	Lump	\$500.00	\$ 500.00
Estimated Total				\$ 4,500.00

Laboratory Services

Item	Estimate		Rate	Total
1. Soil Samples of VOC and Metals Analysis	10	Each	\$165.00	\$ 1,650.00
Estimated Total				\$ 1,650.00

Total Estimated Costs				\$ 8,850.00
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Owner Signature

Date

NOTE: This scope of work does not include profile sampling for landfill disposal, or profiling for water disposal. Recommendations for the sampling will be provided in the Phase 2.5 Investigation Report. The initial sampling will provide information necessary to determine if additional sampling will be required.

Lynn Bradley
General Engineering Company
916 Silver Lake Drive
Portage, WI 53901
Phone: 608-742-2169 Fax: 608-742-2592

Subject: Haertel Street
Date: 7/23/2013
Sheet:



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

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 cursive script that reads "Kathie".

Kathie Quade

For Title Experts, LLC

**City of Portage
Legislative & Regulatory Committee Meeting
Thursday, September 19, 2013, 6:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

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

Excused: Martin Havlovic

Also present: City Administrator Murphy, Deputy Clerk Ness, City Attorney Spankowski, Mayor Tierney, Marianne Hanson from Portage Area Chamber, Tricia Pionke from Downtown Portage Inc., Neil Shortreed from Sombreros, Bill Welsh from Cable TV, Craig Sauer from Portage Daily Register

1. Roll call

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

2. Approval of minutes from previous meetings

Motion by Miller, second by Hamre to approve the minutes as presented from the committee meeting of August 15, 2013. Passed 4-0 on call of roll.

3. Discussion and possible recommendation on Sombreros LLC Class B Combination License

Neil Shortreed explained the business was first closed for review of business but during that time suffered substantial water damage and he has been unable to reopen. Neil requested additional time before the committee reviews his Class B Combination License for abandonment. Motion by Miller, second by Hamre to grant extension up to 90 days from day closed before review by committee. Passed 4-0 on call of roll. Oszman stated he appreciated Neil Shortreed being proactive and keeping the city informed.

4. Discussion and possible recommendation on special event ordinance

This ordinance is being created to streamline the in-kind process for permits issued by the city and combine ordinances. Proposed process is for the event to be evaluated and approved at staff level. Staff would have guidelines to verify the event follows ordinance.

Administrator Murphy handed out special events cost put together with events from this year and time spent by Municipal Services and Police. The special event ordinance would attempt to recapture cost for city. Marianne Hanson requested the ordinance list a cap on fee so groups can

budget accordingly. She thanked the city for all the help that is done for her events.

Mayor Tierney stated the cap is very important for budgeting purposes and for groups with intent of raising funds with their event. He stated when the new ordinance passes it needs to be sent out to the groups just as it was sent out for review.

Chairperson Oszman requested the groups review the proposed ordinance as well as the committee review.

5. Discussion and possible recommendation on overgrown lawn and grasses ordinance

Motion by Miller, second by Hamre to forward to Council overgrown lawn and grasses ordinance as presented, passed 4-0.

6. Discussion and possible recommendation on ordinance allowing hunting

Attorney Spankowski presented the ordinance as drafted. Discussion ensued including changing bow and arrow to archery hunting to include crossbow; suggested denial process needs to be reviewed; elevated hunting and distance needs to be reviewed. The areas to be hunted would be reviewed with the police department. Mayor Tierney stated the city needs to educate people the correct way regarding this ordinance and realize this would not end the deer population completely in the City of Portage. This will be reviewed again next month.

7. Discussion and possible recommendation on recommendation on municipal court ordinance

Village of Endeavor has approached City of Portage to have a joint municipal court. Endeavor would be contracting for service; we would have control over the court. Current judge would fulfill current term. This would be an increase of revenue for the city. Both cities need to come to agreement before ordinance can be finalized. Motion by Miller, second by Ebnetter to move ordinance forward to Council when agreement is finalized by City of Portage and Village of Endeavor, passed 4-0.

8. Adjournment

Motion by Ebnetter, second by Miller to adjourn at 8:30 pm. Passed 4-0 on call of roll.

Rebecca C. Ness
Deputy Clerk



9-13-2013

City Clerk Marie Moe

Reference: Veto of Ordinance #13-012 Relative to Four-Way Stop on Cass Street

Pursuant to Section 2-34(c) of the Portage Code of Ordinances, I hereby veto Ordinance #13-012 Relative to Four-Way Stop on Cass Street.

Following are my reasons:

1. The specific area that is to have a four-way stop while proposed by, was not supported by the Alderperson from the District during the actual vote.
2. I have serious concerns that the potential to unintentional cause more cars to utilize Armstrong Street that has a grade school that has an exit immediately off of Armstrong are too great.
3. The purpose of the STOP sign is to prevent collisions. It is not intended, nor shall it be used for the control of speed, traffic calming,(The Massachusetts Highway Department)


W F Tierney

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 12th day of September, 2013.

W.F. "Bill" Tierney, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

1st and 2nd Readings: 08/22/13
3rd Reading: 09/12/13
Published:

Ordinance requested by:
Legislative and Regulatory Committee

ORDINANCE NO. 13-015

ORDINANCE RELATIVE TO WEED COMMISSIONER AND OVERGROWN LAWN AND GRASSES

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

The following Section is hereby created to read as follows:

Chapter 26, Article II, Division 1 GENERALLY.

Sec. 26-31. – Weed Commissioner

The Manager of Parks and Recreation shall serve as the City's Weed Commissioner. Any provision under this Chapter providing for the duties or powers of the Weed Commissioner shall also provide the same duties or powers to the Weed Commissioner's designees.

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

DIVISION 4. OVERGROWN LAWN AND GRASSES

Sec. 26-101. Purpose.

This division is adopted due to the unique nature of the problems associated with lawns, grasses and noxious weeds being allowed to grow to excessive length in the city.

Sec. 26-102. Public nuisance declared.

- (a) For purposes of this subsection "the following definitions shall apply:
1. Noxious Weeds as defined in §66.0407, Wis. Stats. (Canada thistle, leafy spurge, field bindweed or any weed designated as a noxious weed by the Department of Natural Resources by rule);
 2. Invasive weeds as defined in §23.22, Wis. Stats. which are non-indigenous species whose introduction causes or is likely to cause economic or environmental harm or harm to human health (Garlic Mustard, Black Locust, Common Teasel, Common Tansy, Japanese Knotwood, Common and Glossy Buckthorn, Exotic Bush Honeysuckle, Oriental Bittersweet or any plant designated by the Department of Natural Resources as invasive);
 3. Nuisance weeds as defined in §23.235, Wis. Stats (Purple loosestrife or any nonnative member of the genus Lythrum, Poison Ivy, Poison Sumac, Stinging Nettle, Wild Parsnip,

Poison Hemlock, Bitter Nightshade, Jimson Weed, Ragweed, Cocklebur and Sandburs).

- (b) The common council finds that noxious weeds, invasive weeds and/or nuisance weeds on any lot and lawns, and grasses, on residential or commercial lots or parcels of land which exceed eight inches in length adversely affect the public health and safety of the public in that they tend to emit pollen and other discomforting bits of plants, constitute a fire hazard and a safety hazard in that debris can be hidden in the grass, interferes with the public convenience and adversely affects property values of other land within the city. For that reason, any lawn, grass or weed on a lot or other parcel of land which exceeds eight inches in length is hereby declared to be a public nuisance, except for property located in a designated stormwater facility, floodplain area and/or wetland area, undeveloped parkland or city owned outlots, where the lawn, grass or weed is part of a natural lawn approved pursuant to division 3 of this article, or on vacant non-residential parcels as provided in section 26-105(c) or section 26-105(d).

Sec. 26-103. Nuisances prohibited.

No person, firm or corporation shall permit any public nuisance as defined in section 26-102 to remain on any premises owned or controlled by him within the city.

Sec. 26-104. Enforcement.

If an owner of any property or parcel of land is found to be not in compliance with this Section or of any previously approved natural lawn fails to comply with the requirements of this subsection, such premises shall be deemed to be a public nuisance and the Weed Commissioner or his designee shall notify the property owner of the nuisance and direct the owner to abate said nuisance within five (5) days. If the owner of any property or parcel so notified fails to abate such nuisance within five (5) days, the Weed Commissioner or his designee is authorized to take actions to abate the nuisance and charge the cost thereof back to the property owner as a special charge pursuant to Chap. 66.0627 Wis. Stats.

Sec. 26-105. Abatement of nuisance.

- (a) If the weed commissioner shall determine with reasonable certainty that any public nuisance as defined in section 26-102 exists, he shall immediately cause written notice to be served that the city proposes to have the lot grass or lawn cut within five (5) days so as to conform with this division, including the procedures under section 26-106.
- (b) The notice may be served by:
1. Personal service.
 2. Certified Mail.
 3. Regular mail to the last known address of the owner, occupant or person in charge if the notice is posted, no later than the same day as mailing, on the front door of the main

building, or dwelling on the premises, or if no building or dwelling exists, by posting on the premises in a conspicuous manner.

- (c) Nonresidential Vacant Parcels. "Nonresidential vacant parcels" are defined as parcels located within nonresidential zoning districts, as well as vacant parcels planned for nonresidential development within approved planned developments, on which there are no improvements (i.e., dwelling unit, garage, commercial/industrial buildings). On nonresidential vacant parcels all grass and vegetation located in the terrace and from a depth up to fifteen (15) feet behind the right-of-way must be mowed so as to not permit or maintain any growth over eight inches in height. Noxious weeds as defined in this ordinance shall not be permitted over eight inches in height anywhere on vacant parcels. In addition nonresidential vacant parcels that abut a public park or a property with any improvement (i.e., dwelling unit, garage, commercial/industrial buildings) must be mowed so as not to permit or maintain any growth of grass or vegetation within fifteen (15) feet over eight inches in height along the property line.
- (d) Cultivation of Agricultural Crops. An owner of a Nonresidential vacant parcel may cultivate forage or legume crops that are harvested at least annually. Parcel owners choosing to cultivate permitted crops shall practice good agricultural and land conservation measures including practices to prevent erosion and the growth and spread of noxious weeds. No manures, fertilizers, herbicides and pesticides shall be applied within 100 feet of a residential dwelling. Undeveloped parcels with naturally occurring grasses and weeds are not considered forage crop for purposes of this section and shall comply with Section 26-105(c).

Sec. 26-106. City's Failure to abate nuisance.

In any case where the owner, occupant or person in charge of the property shall fail to cut his lawn, grass or weeds as set forth above, the city may:

- (1) Cut or cause to be cut all grass and weeds from the subject property so as to conform with this Section and Section 26-102.
 - (2) The city shall charge the expenses of providing the service at a rate as established by resolution by the common council. The city charge for such mowing shall be assessed at the rate of \$1.00 per front foot of unmowed lot, plus the actual cost of mowing the lot as set forth in the city fee schedule on file in the city clerk's office. The charges shall be set forth in a statement to the city clerk who, in turn, shall mail the same to the owner, occupant or person in charge of the subject premises.
- (b) If said statement is not paid in full within 30 days thereafter, the city

clerk shall enter the charges in the tax roll as a special charge against said lot or parcel of land as provided by Wis. Stat. §66.027.

- (c) The failure of the city clerk to record such claim or to mail such notice or the failure of the owner to receive such notice shall not affect the right to place the city expense on the tax rolls for unpaid bills for abating the public nuisance as provided for in this division.
- (2) Issue a citation or complaint in municipal court for failure to abate the public nuisance. Upon conviction, any person found guilty of violating this Section shall be subject to the general penalty found in section 1-15. Each day that the public nuisance remains unabated shall constitute a separate violation.
- (3) In addition to any penalties herein provided, the city may issue stop work orders upon owners of lots where work is unfinished under a previously issued building permit for any violation of this division.

Secs. 26-107—26-130. Reserved.

This Ordinance shall take effect upon passage and publication thereof.

Passed this _____ day of _____, 2013.

W.F. "Bill" Tierney, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

1st and 2nd Readings:

3rd Reading:

Published:

Ordinance requested by:
Legislative and Regulatory Committee

RESOLUTION NO. 13-022

RESOLUTION RELATIVE TO FEE SCHEDULE

WHEREAS, the City of Portage previously adopted a Fee Schedule, Resolution No. 13-004, dated March 4, 2013; and

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

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

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

DATED this 26th day of September, 2013.

W.F' "Bill" Tierney, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

Resolution requested by:
Finance/Administration Committee

**City of Portage
Fee Schedule 09/16/13
Proposed Changes**

Administration

2-442	NSF Checks.....	\$25.00
2-455	Publication Fees	\$25.00
2-458	Hazardous Material Reimbursement	Actual Costs
2-459	Sale of Wood	Solicit two (2) quotes
2-460	Special Assessment Letter	\$20.00
2-534	Public Records.....	\$.25 per page for copies plus or actual search costs \$35.00 per CD

Animals

6-53(a)	Dog and Cat	\$8.00 spayed or neutered per license year \$13.00 not spayed or neutered per license year
6-54(a)	Kennel	\$30.00 for a kennel of twelve (12) or fewer dogs and an additional \$3.00 for each dog in excess of twelve (12).
6-55	Late Fee.....	\$5.00
6-102(c)(1)b	Dangerous Animal License	\$180 annually, 1 st year is prorated according to month animal is declared dangerous
6-122(b)	Keeping of Chickens.....	\$1025.00

Buildings and Building Regulations

The maximum administrative fee is \$1500.

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

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

Businesses

14-52	Reserve Class “B” Initial Fee	\$10,000 per license
14-53	Fermented Malt Beverage Wholesale.....	\$25.00 per license year
14-53	Class “A” Intoxicating Liquor	\$500.00 per license year
14-53	Class “B” Intoxicating Liquor	\$500.00 per license year
14-53	Class “A” Beer Retailers.....	\$50.00 per license year
14-53	Class “B” Beer Retailers.....	\$100.00 per license year
14-53	Class “B” Beer Picnic	\$10.00 per license year
14-53	Class “B” Wine Picnic.....	\$25.00 per license year
14-53	Change of Agent.....	\$10.00
14-53	Change of Premises Description.....	\$1020.00
14-53	Change of Trade Name.....	\$1020.00
14-53	Late filing of alcohol license application.....	\$500.00
14-94(a)	Operator’s License.....	\$2535.00 per license year
14-94(b)	Provisional License	\$2535.00
14-132	Cigarette License	\$100.00 per license year
14-194(a)	Direct Seller	\$1040.00 per weekmonth
14-235(a)	Transient and Temporary Public Entertainment Carnivals	\$25.00 per day Circuses \$25.00 per day Public Entertainment \$10.00/day, \$25.00/week
14-272(a)	Dance	\$25.00 per license year
14-275	Floor Manager	\$25.00 per license year
14-303	Junk Dealer	\$25.00 plus \$5.00 for each additional storage building, yard or premises per license year
14-306	Special Junk Dealer	\$35.00 per day
14-341(b)	Amusement Devices	\$10.00 per license year
14-342	Skating Rink	\$10.00 per license year
14-343	Bowling Alleys	\$10.00 each lane per license year
14-344	Theaters	\$25.00 each screen per license year
14-374(e)	Weights and Measures.....	\$35.00 per license year

Emergency Services

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

Environment

26-73(a)	Natural Lawn	\$25.00
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Equipment Rates

Use Wisconsin DOT Classified Equipment Rates published annually (Chap. 2, Sect. 25, Part 60 Hwy Maintenance Manual)

Fire Prevention and Protection

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

Housing

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

50-88(a)(1)	Short Term Parking.....	\$5.00
50-88(a)(2)	Long Term Parking.....	\$10.00
50-151(d)	Parking Violations	\$15.00
	Blocking Driveway.....	\$5.00
	Official Sign	\$5.00
	Yellow Line.....	\$5.00
	Fire Lane	\$25.00
	Fire Hydrant	\$50.00
	Snow Emergency.....	\$50.00
	Handicap Parking.....	\$50.00

	Other	\$5.00
50-183(b)(2)	Bicycle	\$52.00
50-374(c)	Junked Vehicles and Appliances on Private Property.....	\$200.00
50-401(e)	Horse Drawn Vehicle License.....	\$125.00 per vehicle

Park and Recreation

54-42	Fees and Charges (Parks and Recreation.....	Cross Reference with 54-93
54-93	Park Reservation Fee	\$2045.00/day Monday through Friday for residents, \$3025.00/day Monday through Friday for non-residents; \$25.00/day Saturday, Sunday and Holiday for residents \$50.00/day Saturday, Sunday and Holiday for non-residents

Dog Park

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

Flea Market

Outside booth	\$1520
Inside booth	\$2025

Youth Programs

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

Adult Programs

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

Swimming Program

Spring/Fall Semester Passes.....	\$100
Summer & Youth Semester Passes	\$75
Punch Card (11 sessions)	\$2840 (Aerobics)
.....	\$2530 (Adult)
.....	\$20 (Student)
Daily Rates	\$34.00 (Aerobics)
.....	\$2753.00 (Adults)
.....	\$2252.00 (Students)

Lessons

Student (Level 1-6)	
Resident	\$33

Non-Resident	\$43
Max/Family	\$100 Resident/\$125 Non-Resident
Preschool/Infant	
Resident	\$23
Non-Resident	\$33
Max/Family	\$50 Resident/\$90 Non-Resident
Adult Lessons	\$33 Resident/\$43 Non-Resident

Storage Fees – Veterans Memorial Field Buildings (plus 5.5% Sales Tax)

Enclosed Buildings (Concrete Floor & Locked): (City residents receive \$1/foot discount)
All vehicles except as listed below \$11.00/foot (measured bumper to bumper)
Boat & Trailer/Pontoons \$11.00/foot (measured prop to trailer hitch)
Camping Trailer \$11.00/foot (measured bumper/spare tire to trailer hitch)

Pontoons	\$200.00 /winter storage, remove by 4/15
.....	\$215.00 /winter storage, remove by 5/1
Mobile Campers	\$200.00 /winter storage, remove by 4/15
.....	\$215.00 /winter storage, remove by 5/1
Boats (>20')	\$150.00 /winter storage, remove by 4/15
.....	\$165.00 / winter storage, remove by 5/1
Automobiles	\$150.00 /winter storage, remove by 4/15
.....	\$165.00 / winter storage, remove by 5/1
Personal Watercraft	\$9085.00 /winter storage, remove by 4/15
.....	\$100.00 / winter storage, remove by 5/1
Motorcycle	\$7060.00 /winter storage, remove by 4/15
.....	\$9075.00 / winter storage, remove by 5/1
Recreational Vehicle (per foot of length)	\$118.00/foot(measured bumper/spare tire to bumper)
.....	winter storage, remove by 4/15
.....	\$8.50 /foot winter storage, remove by 5/1

Other Buildings (Unsecured, Roof/Not Enclosed) (City residents received \$1/foot discount)
All vehicles except as listed below \$6.00/foot (measured bumper to bumper)
Boat & Trailer/Pontoons \$6.00/foot (measured prop to trailer hitch)
Camping Trailer \$6.00/foot (measured bumper/spare tire to trailer hitch)
Recreational Vehicle \$6.00/foot (measured bumper/spare tire to bumper)
Personal Watercraft \$50.00/winter storage
Motorcycle \$40.00/winter storage

All vehicles must be removed by April 30.

Solid Waste

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

Streets, Sidewalks and Other Public Places

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

Subdivision

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

Taxation

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

78	Sewer Connection Charge.....	New residential construction \$500 per Residential Equivalent Connection up to two (2); and \$400 per Residential Equivalent Connection thereafter the first two (2) Residential Equivalent Connections for multi-family. Commercial, industrial and other non-residential sanitary sewer hook-up fees shall be based on the City Engineer's estimate of the number of Residential Equivalent Connections based on the plumbing design submitted. The applicant shall have the opportunity to request a one time hook-up adjustment based on actual flows after (2) years have elapsed, but prior to (3) years elapsing from the actual hook-up.
78-37(c)	Private well	\$25.00
	Water flow test conducted by a private firm.....	\$40
78-39	Water Rates, Deposits Charges	
	Private Fire Protection Service – Unmetered.....	
	Monthly Charges	2-inch, \$7.00 3-inch, \$12.00 4-inch, \$20.00 6-inch, \$41.00 8-inch, \$65.00 10-inch, \$98.00 12-inch, \$142.00 14-inch, \$195.00
	General Service – Metered – Monthly Charges...	5/8-inch meter, \$5.70 3/4-inch meter, \$5.70 1-inch meter, \$9.30 1-1/4-inch meter, \$12.30 1-1/2-inch meter, \$15.45 2-inch meter, \$23.00 3-inch meter, \$40.00 4-inch meter, \$63.00 6-inch meter, \$120.00 8-inch meter, \$189.00 10-inch meter, \$279.00 12-inch meter, \$369.00

Plus Volume Charge:

First	30,000	gallons used each month - \$3.20	per 1000 gallons
Next	70,000	gallons used each month - \$3.14	per 1000 gallons
Next	200,000	gallons used each month - \$2.85	per 1000 gallons
Over	300,000	gallons used each month - \$1.90	per 1000 gallons

Reconnection Charges:

During Normal

After Normal

	<u>Business Hours</u>	<u>Business Hours</u>
Reinstallation of meter, including valving at curb stop	\$35.00	\$50.00
Valve turned on at curb stop	\$30.00	\$45.00
Frozen meter charge.....	\$44.00	\$87.50
Water Lateral Installation Charge	Actual Cost	
Bulk Water.....	Service Charge - \$35.00 per tank load Volume Charge - \$3.20 per 1,000 gallons \$1,000 deposit required for hydrant meter	
Additional Meter Rental Charge	5/8 and 3/4-inch meter - \$3.50 per month 1-inch meter - \$5.70 per month 1 1/4-inch meter - \$7.50 per month 1 1/2-inch meter - \$9.50 per month Initial meter - \$35.00 (one time charge only)	
Temporary Metered Supply, Meter and Deposits:		
Service charge for setting the valve and furnishing and setting the meter.....	\$35.00	
Deposit for valve and meter	\$1,000.00	

Water usage shall be billed at actual rates.

Hydrant Charges

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

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

78-127(c)

Sewer Service Charge
Category A

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

Category B

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

78-127(g)(1)

Disposal of Septic Tank Sludge and Holding Tank Sewage Permit..... \$50.00 per calendar year

78-127(g)(3)

(b) Sewer Charge for Disposal of Septic Tank Sludge and Holding Tank Sewage.....

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

Portable Toilet Waste - \$60.00/1000 gallons

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

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

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

78-132(b) Sewer Permit Appeal \$15.00

Vehicles for Hire

86-35(c) **Taxi Driver’s License** **\$30.00** ~~25.00~~ per license year
86-35(c) **Provisional Taxi/Cab Operator License** **\$30.00** ~~25.00~~

Zoning

90-34 Zoning and Occupancy Permit Occupancy Permit included in construction permit for single family residences and duplexes \$150 for Building Inspector and Fire Inspector
90-36(1) Rezoning \$100.00 per application including repetitions of previous applications
90-36(2) Conditional Use Permit \$100.00
90-36(3) Variance \$75.00
90-93 Zoning Code Petition for Change or Amendment.....
90-171 PUD Planned Unit Development Procedures..... \$75 Administrative Costs Plus Actual Review Costs
90-633 Parking Lot..... \$75
Signs \$100/Ground Sign + 30% + bldg. & elec. if required
\$60.00/Other Signs + 30% + bldg. & elec. if required
90-771, 90-773 Miscellaneous (accessory bldg. where building permit not required, fence, above ground pool, etc.) Zoning Permit \$60.00 + 30% + building permit if required
90-774 Swimming Pool \$60.00 + 30%
90-806 Mobile Home Park Developer’s Permit \$50.00

Wood-Fired Furnace Permit Fee \$75.00

Miscellaneous

Portage Fire Department – Charges for Emergency Responses

Personnel

Command Officer-Chief’s Salary \$40.02 per hour
Captain Engineer \$21.32 per hour
\$31.98 per hour for overtime
Lt. Engineer..... \$20.45 per hour

	\$30.68 per hour for overtime
Inspector/Engineer	\$27.08 per hour
	\$40.62 per hour for overtime
Engineer	\$19.31 per hour
	\$28.97 per hour for overtime
Secretary	\$16.48 per hour
	\$24.72 per hour for overtime
Paid-on-call Firefighter	\$10.00 per hour

Vehicles

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

Other Equipment

Hovercraft.....	\$70.00 per hour
Boat.....	\$50.00 per hour
Silo Fire Equipment.....	\$50.00 per hour
Confined Space Rescue	\$50.00 per hour
Rescue System (jaws, air bags)	\$100.00 per hour

Mileage

Total miles (round trip) x ~~\$.375 per mile~~ **Current IRS Rate**

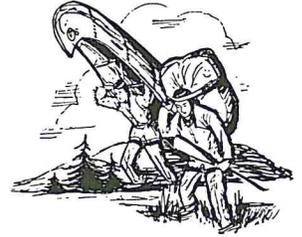
Materials

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

CITY OF PORTAGE

OFFICE OF
CHIEF OF FIRE DEPT.

119 West Pleasant Street
Portage, Wisconsin 53901
Phone: (608) 742-2172 • Fax: (608) 745-4601



"Where the North Begins"

September 12, 2013

Chief Ken Manthey
Portage Police Department
117 W. Pleasant Street
Portage, WI 53901

Dear Ken:

The Fire Department will be holding its 25th Annual Open House for Fire Prevention Week on Saturday, October 12, 2013 from 9:00 a.m. to 1:00 p.m. Set up will start at 8:30 a.m. on that day.

I am again requesting that there be no parking on the street behind the station and on the West side of the station. To improve the safety of the Police Officers, Firefighters, and visitors, it is requested to have W. Pleasant Street from W. Wisconsin to the parking lot East side of the Church closed to traffic from 8:30 a.m. to 2:30 p.m. This would also include Clark Street from the Post Office alley to W. Pleasant Street.

If you have any questions or concerns, please feel free to contact me.

Sincerely,

PORTAGE FIRE DEPARTMENT

Clayton Simonson, Jr.
Fire Chief

CS:ce

OK 9-16-13

CHIEF Ken Manthey