

**City of Portage Common Council Meeting
Council Chambers of City Municipal Building
115 West Pleasant Street, Portage, WI
Public Hearings – 6:40 p.m. and 6:50 p.m.
Regular Meeting – 7:00 p.m.
November 14, 2013
Agenda**

Public Hearing – 6:40 p.m.

Consider a time change for the speed restrictions on Silver Lake

Public Hearing – 6:50 p.m.

Consider the discontinuance of that portion of Brady Street lying North of Townsend Street and South of East Mullett Street in the City of Portage, Columbia County, Wisconsin

Regular Meeting – 7:00 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Minutes of Previous Meeting
6. Consent Agenda
 - A. Reports of Sub-Committees, Boards, and Commissions
 1. Library Board, October 8, 2013 and November 5, 2013
 2. Emergency Planning Committee, November 1, 2013
 3. Board of Zoning Appeals, November 4, 2013
 - B. License Applications
 1. Operator
 2. Taxi Cab Operator
7. Committee Reports
 - A. Plan Commission, October 21, 2013
 - B. Finance/Administration Committee, October 21, 2013 and October 28, 2013
 1. Consideration of Award of Contract for Employee Assistance Program
 2. Consideration of Award of Contract for City Attorney

3. Consideration of Award of Memorandum of Understanding for Nutrition Site
 4. Consideration of Approval of Claims
 - C. Municipal Services and Utilities Committee, November 7, 2013
 - D. Human Resources Committee, November 12, 2013
 1. Consider appointment of Manager of Parks and Recreation
 8. Old Business
 - A. Ordinances
 1. Ordinance No. 13-017 relative to Special Event Ordinance
 9. New Business
 - A. Ordinances
 1. Ordinance No. 13-018 relative to Providing for the Detachment of a Portion of the City of Portage to the Town of Fort Winnebago, Columbia County, Wisconsin
 2. Ordinance No. 13-019 relative to Joint Municipal Court
 - B. Consider approval of Agreement Between the City of Portage and the Village of Endeavor for the Operation of the Joint Municipal Court
 - C. Resolutions
 1. Resolution No. 13-032 relative to Surplus Property.
 2. Resolution No. 13-033 relative to Final Resolution Relative to Discontinuance of that Portage 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
 - D. City Administrator's Report
 1. 2013 Projects Update
 - E. Mayor's Comments
 1. South Central Library System Foundation Cornerstone Award
 2. DTP
 3. Review of Proposed 2014 budget
 10. Adjournment

Common Council Proceedings
City of Portage

Regular Meeting
Council Chambers
City Municipal Building

October 24, 2013
7:00 p.m.

1. Call to Order

Mayor Tierney called the meeting to order at 7:00 p.m.

2. Roll Call

Present: Ald. Dodd, Garetson, Hamre, Havlovic, Klapper, Miller

Excused: Ald. Ebnetter, Maass, Oszman

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

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

3. Pledge of Allegiance

The Pledge of Allegiance was said.

4. Approval of Agenda

Deletion: Ordinance No. 13-013 relative to Veteran's Memorial Field and Silver Lake Regulations, a Public Hearing is required to take place prior to adoption of the Resolution. The Hearing has been scheduled for November 14, 2013.

5. Minutes of Previous Meeting

Motion by Klapper, second by Dodd, to approve the minutes of the October 10, 2013 Common Council meeting. Motion carried unanimously on call of roll.

6. Hearing and possible action on appeal by Rexford Taylor of the Notice of Public Nuisance for unsafe trees on property located at 910 Jefferson Street (Tax Parcel No. 922)

Rex Taylor, N398 Miller Avenue, Endeavor, WI addressed the council. Mr. Taylor explained that a few years ago, then Manager of Parks, Recreation and Forestry Raimer contacted him regarding the condition of the trees. Following that conversation Mr. Taylor trimmed the trees. According to Mr. Taylor, the trees are all in good condition; but he will trim

them. Mr. Taylor informed the council that he has contacted a contractor to top the trees, but the contractor is out of state until November 1st.

Pictures of the trees in questions were shown by City Administrator Murphy.

Joanne Genrich, 224 East Emmett Street, Portage, WI, the next door property owner, addressed the council. Mrs. Genrich agreed that Mr. Taylor did have the trees trimmed a few years ago. She explained that the trees are Siberian Elms, which are brittle and grow 5 – 6 feet a year. According to Mrs. Genrich, this type of tree is considered evasive in 24 states, including WI. She went on to explained the problems with the trees: a branch knocking a window out of their home last year, a branch falling and hitting her; and that branches hanging over their driveway cause them to have to move their vehicles when it storms as they are concerned about branches falling and damaging the vehicles.

Motion by Havlovic, second by Dodd to have the County Forester evaluate the trees and make a recommendation as to what needs to be done; both parties have agreed that his determination is final; and the trees be taken care of by November 4, 2013. Motion carried unanimously on call of roll.

7. Consent Agenda

Reports of Sub-Committees, Boards, and Commissions

Business Improvement District Board of Directors meeting of October 9, 2013

Historic Preservation Commission meeting of October 15, 2013

Police and Fire Commission meeting of October 16, 2013

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

License Applications

Operator license applications for period ending June 30, 2014 for, Dennis D. Stone and John M. Dekeyrel.

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

8. Committee Reports

Finance/Administration Committee meeting of October 7, 2013

Community Development Block Grant Committee / Finance/Administration Committee meeting of October 14, 2013

Motion by Dodd, second by Gareston to approve Task Order No. 14-01

with Strand Associates, Inc. for 2014 IT services. Motion carried unanimously on call of roll.

The award of bid for the installation of gates at the underground parking lot was discussed. Ald. Dodd relinquished his time to Dennis Rupers representing BID, for BID's comments on the underground parking lot. Mr. Rupers explained that representatives from BID and the City are meeting; and that he is hoping that a long range plan for the parking lot will be forwarded to the council by year end. No action was taken on the award of bid for the installation of gates at the parking lot. The validity of the bid, if not awarded until January 2014, will be researched. The funds will need to be encumbered, if not approved until 2014. The Municipal Services and Utilities Committee will discuss which spaces in the parking lot would be allowed to be used at the present time.

Human Resources Committee meeting of October 14, 2013

Motion by Dodd, second by Miller to approve Public Works Superintendent Standke's use of a city vehicle to commute to and from his home from November 1 through April 30 each year with the implied IRS implications. Motion carried unanimously on call of roll.

Legislative and Regulatory Committee meeting of October 17, 2013

Motion by Havlovic, second by Hamre to approve the transfer of a Class B Combination License held by Sherry Lee Schehr from 1207 Dunn Street to 1505 New Pinery Road. Motion carried unanimously on call of roll.

Airport Commission meeting of October 22, 2013

Motion by Hamre, second by Dodd to award the PAPI light installation to Electric One in the amount of \$7,425 which is with the REILs being deleted. Motion carried unanimously on call of roll.

9. Old Business

Ordinances

Ordinance No. 13-016 relative to Compensation received its third reading. Motion by Dodd, second by Klapper to pass Ordinance No. 13-016 relative to Compensation. Motion carried unanimously on call of roll.

10. New Business

Ordinances

Ordinance No. 13-017 relative to Special Event Ordinance. Motion by Hamre, second by Garetson to suspend the rules and have the first and second readings of Ordinance No. 13-017 relative to Special Event Ordinance by title only. Motion carried 4 to 2 on call of roll with Havlovic and Klapper voting no. Ordinance No. 13-017 relative to Special Event Ordinance received its first and second readings by title only.

Resolutions

Resolution No. 13-028 relative to Surplus Property was read and adopted unanimously on motion by Dodd, second by Garetson and call of roll.

Resolution No. 13-029 relative to Final Resolution Authorizing Public Improvement and Levying Special Assessments Against Benefitted Property in Portage, Wisconsin (2013 Sanitary Sewer Construction Project) was read and adopted unanimously on motion by Dodd, second by Hamre and call of roll.

Resolution No. 13-030 relative to Amendment to Line of Credit Agreement Between the City of Portage and Library was read and adopted unanimously on motion by Dodd, second by Klapper and call of roll.

Resolution No. 13-031 relative to Adoption of Modified Employee Classification and Pay Plan was read. The following addition was included: City Administrator current plan 15, revised plan 10. Resolution No. 13-031 relative to Adoption of Modified Employee Classification and Pay Plan was adopted unanimously on motion by Miller, second by Dodd and call of roll.

Mayor's Comments

Halloween Trick or Treat Hours are October 31st, 4:00 p.m. – 7:00 p.m.

The new recreational trail from Gunderson Park to Divine Savior Healthcare property was a collaborative effort between the City, Divine Savior Healthcare, Portage Schools and PATHS, who donated \$1500.

The rebuilding of the River Watch Tower by Neal Hurd and his crew is almost complete.

City Administrator's Report

The auction for the sale of surplus equipment will be held November 15th at 10:00 a.m. at the Portage Enterprise Center.

11. Adjournment

Motion by Dodd, second by Hamre to adjourn. Motion carried unanimously on call of roll at 8:38 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

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
October 8, 2013

Meeting called to order:12:05

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

Excused: McLeish, Gregory, Stevenson, Vehring

- 1) Approval of minutes from previous meeting. (AT/DV-W)
- 2) Approval of financial Reports (City claims & library restricted funds claims. (AT/CP)
- 3) Director's Report:
 - 2014 budget hearing went well
 - bollards by book drop were removed
 - HVAC cabinets have been installed; 7 small items of construction are yet to be completed.
 - Staff training will be conducted on Wed., Oct. 30.
 - Open house date will be set when signage is complete
- 4) Business
 - Approval of transfer of funds from Staudenmayer Bequest to the Portage Library Foundation account. (AT/DV-W)
 - Action on Gift Policy will be taken at November, 2013 meeting.
 - Discussion of present trustee by-laws. No action taken.
 - Shannon will e-mail a copy of Foundation By-Laws to board members.
- 5.) Board convened into closed session pursuant to Wisconsin State Statute 19.85 (1)(c) to discuss performance evaluation of the Library Director at 12:37. (AT/EV)
 - Motion to convene into open session at 1:06. (AT/EV)
- 6.) Meeting adjourned at 1:07. (DV-W/AT)

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

PORTAGE EMERGENCY PLANNING COMMITTEE MEETING

Minutes for Friday, November 1, 2013

MEMBERS PRESENT: Fire Chief Simonson, Police Chief Manthey, Police Dept. Asst. Chief O'Neill, EMS Director Jon Erdmann, City Attorney Spankowski, City Administrator Murphy, Director of Public Works Redelings, School Representative Messer.

OTHERS PRESENT: Diana O'Neill, American Red Cross Representative, County Emergency Mgmt. Dep. Asst. Johnson

MEMBERS ABSENT: Mayor Tierney, Railroad Administrator Meierhoff, and Fire Dept. Capt. Hudgens

Meeting was called to order at 10:05 a.m.

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

A motion was made by Chief Manthey and seconded by EMS Director Erdmann to approve the minutes from the July 26, 2013 meeting. Motion passed unanimously.

2. **OLD BUSINESS:**

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

Update the City's Emergency Operation Plan: Various changes were made to the plan. Chief Simonson advised that we hope to have all changes made and copies distributed at the beginning of the year.

Emergency Shelters: Public Works Director Redelings advised that they received a block grant of \$80,000 for emergency shelters. They put out bid requests for renovating the Fairground Grandstands, but did not receive any bids. He has information for purchasing some stand-alone shelters and is looking at possibly purchasing 3 of them to be placed in various public locations with possibly one right in the Wauona Trailer Park area. Other concerns were about how to open/close these shelters during an emergency. He is looking into getting that done remotely. Need to have some sort of battery packs to get that done as well as lighting inside. Need to have some sort of bathroom arrangements as well as seating arrangements, ex. benches. Bob is hoping to have all of this set up by next season.

3. **NEW BUSINESS:**

All Hazards Training: Asst. Chief O'Neill went over the emergency situation training that was conducted at the County Court House on October 25, 2013. He would eventually like to do similar training in all City buildings so that all departments will know what the procedures are during an emergency situation.

The schools in Columbia County are currently reviewing their emergency response procedures and are looking at implementing the use of flip charts showing what those procedures are.

American Red Cross: Diana O'Neill discussed what the American Red Cross can provide to the City and/or County during a disaster or emergency situation. They are currently gathering a list of emergency shelter locations within Columbia County. If assistance is required, the number to contact is the main office at 877-618-6628. They will then contact the person who is on call and will respond. Another service they provide is "Safe Welfare Linking"; where a client's information is posted on their website and family members or interested parties can look to see if they are OK and what assistance they require.

Other Training: Kathy Johnson advised that on December 2, 2013 there is a 2 day workshop being held in Madison on Mass Fatalities. A few of this committee's members are going to be attending.

Tabletop Exercise: On December 12, 2013 CP Rail is looking to conduct a tabletop exercise. There are two meetings scheduled, November 4th and November 18th, that will be held at the CP Rail yard here in Portage.

4. **ADJOURNMENT**

A motion was made by Public Works Director Redelings and seconded by City Administrator Murphy to adjourn the meeting at 10:49 a.m.

The next meeting is scheduled for Friday, January 24, 2014 at 10:00 a.m. in Conference Room #1.

Respectfully submitted,

Chris Essex
Recording Secretary

/ce

**City of Portage
Board of Zoning Appeals
Monday, November 4, 2013, 5:30 p.m.
Municipal Building, Conference Room One
Minutes**

Members Present: Phil Tegen; Adam Field; Dave Carlson; Jeff Wetzel, alternate

Members Excused: Fred Reckling

Members Absent: Michael Paul; Ryan Jahn, alternate

Also Present: Jim Firari, Pizza Ranch; Ken Jahn, Two River Signs

1. **Call to Order** - meeting was called to order at 5:30 p.m. by chairman Tegen.
2. **Roll Call** - was taken with above members present.
3. **Approval of minutes from previous meeting** - motion by Field to approve, 2nd by Carlson, motion carried 3-0.
4. **Public hearing and determination**

The application for Pizza Ranch, 2905 New Pinery Road, City of Portage, Columbia County, Wisconsin is for variances to Chapter 10, Article XI, Section 10-380 (b) (3) for exceeding the 25 foot maximum height and for exceeding the 100 square foot maximum area. The property is zoned B-3 Interchange Business.

Said variance will allow a sign 31 feet high (variance of 6 feet) and 130 square feet on each side (variance of 30 sq. ft. each side).

Ken Jahn from Two River Signs was present to represent Pizza Ranch property owner Jim Firari. The nature of the property is unique in that it is below the road grade of New Pinery Road by at least 4-6 ft. The variance would thus allow them to place a sign at the standard level above the road. The additional square footage would allow them to add an electronic message board to their existing sign.

Carlson asked about the proposed sign's relationship to one on an adjacent property and whether the conditional use permit for the property contained any sign restrictions. The conditional use permit did not contain sign placement restrictions and the sign size would not be inconsistent with others along the same corridor. In addition, raising the proposed sign would likely increase the visibility of a nearby one on the adjacent property.

Field asked whether any concerns or objections were raised by neighboring property owners. Firari responded that none had been raised to him. Neighboring property owners were provided notice of hearing. None were present.

Motion made by Tegen to approve the variance application, 2nd by Field. Motion carried 3-0.

5. **Adjournment** – motion made by Field to adjourn at 5:52pm, 2nd by Tegen, motion carried 3-0.

Respectfully submitted,
Adam R. Field

OPERATOR LICENSE APPLICATIONS - BY LAST NAME

LICENSE YEAR: NOVEMBER 14, 2013-JUNE 30, 2014

BENEVENTI, TRACY L.
CZERKAS, BETHANY J.
STEKELBERG, LAURA
STEWART, JAMES D.
VANHOUTEN, PATRICIA A.
WOODARD, RONALD E.

TAXI CAB LICENSE RENEWALS

LICENSE PERIOD: NOVEMBER 14, 2013 - JUNE 30, 2014

SHELLY J. GREENE

**City of Portage
Plan Commission Meeting
Monday, October 21, 2013
Public Hearing – 6:25 p.m.
Regular Meeting – 6:30 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room Two**

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

Members excused: Brian Zirbes and Peter Tofson.

Others present: Ann Clausen, Jim Grothman, Tommy Nakielski, Bobby Nakielski, Tommy Nakielski Jr. and John Helmann.

Public Hearing – 6:25 p.m.

Consider conditional use permit for Tommy D. Nakielski vehicles sales & equipment.

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

Tommy Nakielski indicated he was in favor of the CUP and they restore classic cars.

Mayor Tierney asked for the second time if there was anyone present who wished to speak in favor of or in opposition to the CUP. Mayor Tierney asked for the third and final time if there was anyone present who wished to speak in favor of or in opposition to the CUP. Hearing no responses, he declared the Public Hearing closed at 6:28 p.m.

Regular Meeting – 6:30 p.m.

- 1. Roll call**
- 2. Approval of minutes from previous meeting**

Motion by Oszman, second by Tamboli to approve the minutes. Motion passed 5 to 0 on call of the roll.

3. Discussion and possible action on Conditional Use Permit for Tommy D. Nakielski for the additional use of vehicles sales and equipment at 901 E. Wisconsin Street.

Tamboli inquired as to what the nature of the business was. Mr. Nakielski said they currently restore classic cars and they intend to obtain a dealership license. He said they own the building at 901 E. Wisconsin St.

Tamboli mentioned that the parking lot abuts the sidewalk and bumper guards may be required. Mr. Nakieski said that wouldn't be an issue. Mayor Tierney expressed concern for "fixer-uppers" being in open sight. Mr. Nakieski indicated there wouldn't be any junk cars in the open.

Motion by Tamboli, second by Oszman to approve the CUP w/ the condition that cars parked on the lot won't have their bumpers extend into the right of way. Motion passed 5 to 0 on call of the roll.

4. Discussion and possible action on Certified Survey Map resulting from request to combine tax parcels 11271-112 and 11271-113.

Redelings provided a brief history of the situation where the property presently consists of two parcels, the residence is on the parcel that is zoned Industrial and the vacant parcel is zoned residential.

Mr. Grothman indicated this is a normal practice whereby parcels are combined to satisfy requirements imposed by a financial lender.

Mayor Tierney inquired about the zoning. Redelings indicated it would remain the same and the new parcel would have split zoning. Tamboli inquired about the parcel's legal status. Redelings suggested it would be legal non-conforming.

Motion by Tamboli, second by Oszman to approve the CSM and forward it to Council. Motion passed 5 to 0 on call of the roll.

5. Discussion and possible action regarding letter from FEMA regarding final flood hazards.

Redelings referred to correspondence received from FEMA. The current floodplain maps are dated April 2, 2008 and the Baraboo River experienced unprecedented flooding in the summer of 2008. As a result, the maps have been updated w/ new information which extends into the City. Gary Heinrichs (DNR) was contacted and said DNR

would soon be providing direction to City on action needed to stay in compliance w/ the National Flood Insurance Program.

6. Discussion and possible action on Sidewalk Master Plan.

Redelings provided a handout outlining the Master Sidewalk Plan adoption process and suggestions for 2014 sidewalk installation and replacement (attached).

7. Discussion and possible action on P.A.T.H.S.

Mayor Tierney introduced Ann Clausen, consultant to the Fox-Wisconsin Rivers Heritage Parkway. Ms. Clausen was pleased to speak on behalf of the Parkway and the benefits of PATHS.

She referred to the 1905 monument that's at the northwest corner of Wauona Trail and E. Wisconsin St. Recognizing the roadway is scheduled for reconstruction in 2020, Ms. Clausen emphasized the need to retain the monument at or near it's current location. She also mentioned that it would be beneficial to bring this matter to DOT's attention.

Redelings provided a working drawing of the next generation of P.A.T.H.S.

Ms. Clausen indicated it would be desirable to link the trail system to the Indian Agency House, Fort Winnebago and the Surgeon's Quarters. She also expressed a desire to show the water trails. She indicated there is currently an initiative to raise funds for 2 ADA canoe landings – one near the Indian Agency House and one on the Wisconsin River.

Oszman mentioned that Boy Scouts make good use of the Marquette Segment of the Ice Age Trail.

Mr. Helmann indicated the proposed Hwy 33 Crossing at Pauquette Park is currently unsafe and advocated for a better crossing.

The City Engineer will make suggested changes and bring an updated map to the next meeting.

8. Adjournment.

Motion by Oszman, second by Tamboli to adjourn. Motion passed 5 to 0 on call of the roll.

The meeting concluded at 7:34 p.m.

Respectfully submitted,

Robert G. Redelings, City Engineer

City of Portage
Finance/Administration Committee Meeting
Monday, October 21, 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

Excused: Martin Havlovic

Also Present: Bill Welsh, Cable TV; Shannon Greene, Daily Register; City Administrator Shawn Murphy; Finance Director Jean Mohr;

1. Roll call

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

2. Approval of minutes from October 14, 2013

Motion by Maass, second by Garetson, to approve the minutes from the October 14th meeting. Motion carried 3-0 by a call of roll, with Klapper abstaining.

3. Discussion and possible recommendation on Employee Assistance Program Contract

Administrator Murphy stated that Pauquette Center was willing to offer the \$5.50 per employee rate for up to three years; Aspen Family Counseling's rate is \$7.25 for two years. Motion by Maass, to recommend the contract for employee assistance with Pauquette Center at a rate of \$5.50 for three years, second by Klapper. Motion carried 3-1 by a call of roll, with Dodd voting no.

4. Discussion and possible recommendation on City Attorney Contract

The committee reviewed the justification for the rate increase on the City Attorney Contract from \$115 per hour to \$120 effective May 1, 2014. Motion by Klapper to recommend the contract for City Attorney to Miller & Miller, LLC at a rate of \$120 per hour effective May 1, 2014, second by Garetson. Motion carried 4-0 by a call of roll.

5. Discussion and possible recommendation on Nutrition Site Memorandum of Understanding

The committee reviewed the Memorandum of Understanding with Columbia County Health & Human Services Commission on Aging for use of the lower level facilities of the Municipal Building for their Nutrition Site. Hours have been updated to 9:30 a.m. to 1:30 p.m. to better reflect actual usage the rate of \$200 per month is the same. Motion by Klapper to recommend the Memorandum of Understanding for the Nutrition Site with Columbia County Health and Human Services Commission on Aging for 2014 at a rate of \$200 per month, second by Garetson. Motion carried 4-0 by a call of roll.

6. Discussion and possible recommendation on proposed surplus asset

The committee reviewed the surplus item noting that the item is different from the list in the packet, which is from a previous meeting. The item to be declared surplus for this meeting is a P&R Toro Mower 223-D Groundmaster CP366-21-01936 that was purchased in 1999.

Motion by Maass, second by Garetson to approve the item noted above as surplus. Motion carried 4-0 on a call of roll.

7. Discussion on 2014 budget and review of General Funds and Levy.

The committee reviewed the budgets for General Funds and Levy. Mohr reviewed current City finances in relation to City budget policies. Also levy limits were discussed in relation to proposed budget. Compiled Budget requests were presented which resulted in an approximate funding gap of \$131,000. Several options were presented to address the funding gap, including recommended expenditure reductions (\$89,956); revenue adjustments (\$57,095); alternate funding strategies on retiree benefits, cable tv upgrade and small equipment purchases. After reviewing the proposed reductions the committee requested that \$5K be added back to both the Historic Indian Agency House and Downtown Portage line items. It was also requested that the Airport maintenance area be reviewed. The committee requested time to absorb the information presented in order to make a more informed decision on how to move forward.

8. Adjournment

Motion by Garetson, second by Klapper, to adjourn. Motion carried unanimously on a call of roll at 8:07 p.m.

Jean Mohr
Finance Director

**City of Portage
Finance/Administration Committee Meeting
Monday, October 28, 2013, 6:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

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

Absent: Martin Havlovic

Also Present: Bill Welsh, Cable TV; Shannon Greene, Daily Register; City Administrator Shawn Murphy; Finance Director Jean Mohr; 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 October 21, 2013

Motion by Klapper, second by Maass to approve the minutes from October 21, 2013. Motion carried 4-0 by a call of roll.

3. Discussion on 2014 budget and review of the Utilities, Capital Fund, General Funds and Levy.

The committee reviewed the budgets for the Utilities. It was noted that in the current budget the rates are projected to be flat over 2013 budget. However they will be looked at in the near future to determine if an increase is warranted. It was anticipated that due to the digester upgrade at the WWTP, the sewer utility may require a rate adjustment depending on level of debt issue for the project. The water utility may require a simplified rate case. Further review will be conducted early next year. Chairman Dodd requested a breakout of account 620-55-53610-353 Repair/Maint – Collection System for Wastewater.

In reviewing the Capital Projects the direction received was to move construction of River Street back to 2015; leaving the design engineering for River Street in 2014. E. Albert St was also discussed with the consensus that, as a minimum resurfacing is desired for 2014 with further evaluation of installation of curb & gutter, storm sewer and sidewalk. It was also noted that a total of \$112,000 was added to the Facilities budget for Cable T.V. upgrades in 2014; along with \$155,000 in Municipal Services for recycling carts. The committee determined to finance these with a short term borrowing at this point; funding to be reviewed as part of the overall 2013 capital review yet this year. The committee is also looking for recommendation from Municipal Services on the alley resurfacing for special assessment participation. It was felt that alleys are not utilized extensively by the general public therefore the residential share of special assessment should be 60% or more of the cost. The Welcome Center project is expected to go out for bids by January, 2014 at which time the Council will consider moving

ahead with the project or not. \$400,000 was included in the 2012 bond issue for this project; however \$250,000 will be reimbursed via grant funds if constructed.

In the Park and Recreation Capital Budget it was noted that the \$9,000 for the Silver Lake Beach Retaining Wall would cover either the remaining portion by the beach area or the section by the parking lot but not both. It would be an estimated \$18,000 to do both. While \$220,000 was included for the shelter at Goodyear Park, it is contingent upon the Splash Pad group contributing \$100,000. An agreement obligating their commitment is being negotiated with the Splash Pad Group. It was also questioned if the Skateboard Committee would be willing to donate a portion to the Goodyear Park Shelter since they would also benefit. Murphy commented the group is struggling to meet their portion of the funding for the skateboard facility.

The committee then reviewed the current status of the General Fund shortfall. Finance Director Mohr reviewed the proposed changes from last week's meeting noting several changes to revenues and expenses that allowed for the add back of previously capitalized expenses for computer hardware and software; Public Works small equipment; tub grinding; as well as appropriations to Downtown Portage, Inc. and Historic Indian Agency House. It was determined to reduce the allocation to Vehicle and Equipment Replacement Fund in order to incorporate the funding for the Retiree Benefits of approximately \$50,000.

A final review of the budget will be presented at the November 17 Council meeting.

4. Adjournment

Motion by Maass, second by Klapper, to adjourn. Motion carried unanimously on a call of roll at 7:47 p.m.

Jean Mohr
Finance Director



COMMUNITY
SERVICE
ASSOCIATES, S.C.

**EMPLOYEE ASSISTANCE CONTRACT
BETWEEN THE CITY OF PORTAGE
AND PAUQUETTE CENTER FOR
PSYCHOLOGICAL SERVICES**

This Agreement is made between the CITY OF PORTAGE, County of Columbia, State of Wisconsin and Pauquette Center for Psychological Services, a professional corporation with offices located at 2901 Hunters Trail, City of Portage, County of Columbia, and State of Wisconsin.

Pauquette Center agrees to provide Employee Assistance Services to CITY OF PORTAGE at an annual rate of \$5.50 per employee. The CITY OF PORTAGE agrees to pay employee assistance fees to Pauquette Center at the beginning contract date. The CITY OF PORTAGE agrees to provide a list of eligible employees to Pauquette Center. Tracking utilization of EAP services will be the responsibility of Pauquette Center, and Pauquette Center will provide utilization data to the CITY OF PORTAGE on an annual basis.

The following services are provided in this contract and are part of the above-mentioned fee for service;

- A. Crisis Intervention – to include brief intervention and arrange A referral with a mental health professional or AODA professional within two working days when necessary;**
- B. Alcohol and drug abuse services – Inservice for employees, Assessment and treatment referrals;**
- C. Marriage and family information and referral services – Mental health assessment and referral services, inservices available regarding parenting, marriage enrichment, and referrals for mental health counseling;**

- D. **Financial and budgeting services – education, examination of personal finances, and household budgeting facilitation;**
- E. **Legal referral services- assistance with referral process in retaining most appropriate attorney and their specialties;**
- F. **Housing and home ownership issues – education and inservices;**
- G. **Supervision consultation to managers, supervisors and quarterly on-site workshops to include presentations to all personnel to explain EAP services.**

Pauquette Center agrees to provide three consultations with the employee. If the EAP Director and the employee determine that the situation warrants professional counseling services, the employee will assist in the process of selecting a mental health clinician that is both appropriate to the given situation and is covered under the employees' health insurance.

Pauquette Center's EAP Director agrees to provide up to three onsite workshops to the CITY OF PORTAGE employees/supervisors per year. These workshops will deal with topics that are appropriate and agreed upon by the employer and human resources department. Pauquette Center EAP Director agrees to conduct these workshops in a timely and professional manner. The workshops will be designed and offered during times convenient for the employer and employees. If a more comprehensive training is provided by a professional of Pauquette Center, a fee will be determined between the professional and CITY OF PORTAGE. This fee for service will be agreed upon in writing henceforth.

This agreement constitutes the entire agreement between Pauquette Center and the CITY OF PORTAGE and shall bind and insure to the benefit of Pauquette Center and the CITY OF PORTAGE and their legal representatives. This agreement may not be changed orally, but only by an amendment in writing endorsed by the party against whom enforcement or any waiver, modification, extension, or discharge was sought.

This agreement is hereby executed between Pauquette Center for Psychological Services, AND the CITY OF PORTAGE. This contract runs from January 1, 2014, through December 31, 2016

BY 
 PAUQUETTE CENTER FOR PSYCHOLOGICAL SERVICES
 Thomas J. Hayes, Ph.D.
 Director

BY _____
 CITY OF PORTAGE
 (Representative)

CITY OF PORTAGE CITY ATTORNEY CONTRACT

This Contract is entered into by and between the City of Portage, Wisconsin, a municipal corporation, and Miller & Miller, LLC of Portage, Wisconsin, for the performance of legal services as City Attorney for the City of Portage; the parties shall be subject to the following terms and conditions:

GENERAL LEGAL SERVICES:

The City Attorney shall provide all general legal services to the City. Said services shall include all duties and responsibilities of the City Attorney set forth in the Wisconsin Statutes Section 62.09(12), including but not limited to the following:

- providing legal counseling to Mayor, department heads, officers and city officials;
- providing legal assistance in the area of labor relations and personnel;
- drafting of ordinances, resolutions, contracts and other legal documents;
- serving as legal counsel on all land acquisitions not involving condemnation;
- providing legal assistance in general matters pertaining to the water & sewer utilities;
- providing legal assistance to the Police and Fire Commission as well as all other boards, committees, and commissions requiring such assistance;
- assisting in the issuance and processing of ordinance violations, citations, and delinquent accounts;
- serve as legal counsel to the Board of Review;
- the processing of all delinquent accounts receivable through the small claims court;

The City Attorney shall attend all Council meetings and any other committee or commission meetings at which legal advice is requested.

SPECIALIZED LEGAL SERVICES:

Specialized legal services shall be provided by the City Attorney upon written request of the City on a fee for service basis or, if the City Attorney is in agreement in the alternate, through an outside firm or attorney. Such specialized legal services shall including the following:

- labor contract negotiations;
- litigation or specialized legal work involving a project or procedure under which legal costs incurred are covered in the project and/or are normally included in the award made by the courts;
- defense of officers, officials or employees of the City of Portage by the City Attorney, when so authorized by the Council;
- complex litigation of a specialized nature requiring intensive research and/or negotiations; and
- other matters of litigation, excluding litigation involving any traffic complaint or citation;

COMPENSATION:

Attorney Jesse Spankowski shall be designated as the City Attorney. The other attorneys in the firm, Attorney John R. Miller, Attorney Mary C. Pfothenauer, and Attorney Elizabeth A.H. Stevens, who may be called upon to provide services from time to time, shall be designated as Assistant City Attorneys. The rate of compensation for all attorneys shall be \$120.00/hour.

If this contract is renewed, it is anticipated that there will be adjustments in compensation from time to time, those adjustments to be subject to the mutual approval of the parties.

EXPENSES:

The City shall reimburse the City Attorney only for those expenses actually paid by the City Attorney on behalf of the City.

CONFLICT OF INTEREST:

The City Attorney shall recommend counsel, as may be required, for legal services due to conflicts of interest. Payment for said services shall be the responsibility of the City.

TERM:

The term for the position of City Attorney shall run from May 1st through April 30th each year. This contract replaces the prior contract between the parties for legal services and shall take effect on January 1, 2014. The contract will be automatically renewed unless written notification of termination by either party is received at the end of the then

current term. It is agreed that either party shall have the right to terminate this contract, prior to the end of any term, for any reason, on ninety (90) days advance written notice.

DATED this ____ day of _____, 2013.

CITY OF PORTAGE

MILLER & MILLER, LLC

W.F. Bill Tierney, Mayor

John R. Miller, Member

Marie A. Moe, City Clerk

COMPENSATION SURVEY 2013

		CITY ATTORNEY	
	Pop.	Rate	Notes
Reedsburg, City of	9,190	\$135/Hour	Contracted with local firm, very part-time, appointed, no benefits
Portage, City of	10,284	\$115.00/Hour	Contracted, appointed, no benefits
Wausau, City of	39,142	\$99,881.00	Salaried, full-time, health, dental, paid vacation and holiday, sick leave, retirement match
Merrill, City of	9,632	\$87,607.00	Salaried, full-time, appointed, full-time benefits
Ripon, City of	7,712	\$63,145.00	Salaried, full-time (benefits not given)
Lake Geneva, City of	7,662	\$60,000.00	Salaried, part-time, elected, WRS
Shawano, City of	9,288	\$34,602.00	Annual counseling and \$150/hour for prosecution, elected, no benefits
Antigo, City of	8,176	\$26,211.00	Salaried, part-time, health, dental, WRS, etc.
Oconto, City of	4,505	\$25,000.00	Contracted, appointed, part-time, no benefits
Plymouth, City of	8,441		Contracted service, appointed, no benefits
Tomah, City of	9,138		Contracted

Portage City Attorney Expenses

<u>2011</u>	Traffic	General	Litigation	Total
August-11	\$ 1,897.50	\$ 2,024.00		\$ 3,921.50
September-11	\$ 2,185.00	\$ 2,737.00		\$ 4,922.00
October-11	\$ 1,460.50	\$ 2,067.50	\$ 80.50	\$ 3,608.50
November-11	\$ 1,276.50	\$ 1,909.00	\$ 287.50	\$ 3,473.00
December-11	\$ 2,173.00	\$ 1,127.00	\$ 207.00	\$ 3,507.00
<u>2012</u>			Total	\$ 19,432.00
January-12	\$ 3,188.00	\$ 2,369.00	\$ 621.00	\$ 6,178.00
February-12	\$ 3,864.00	\$ 3,323.50	\$ 471.50	\$ 7,659.00
March-12	\$ 2,311.50	\$ 2,495.50	\$ 126.50	\$ 4,933.50
April-12	\$ 3,220.00	\$ 2,334.50		\$ 5,554.50
May-12	\$ 2,403.50	\$ 4,151.50		\$ 6,555.00
June-12	\$ 1,328.25	\$ 2,489.75		\$ 3,818.00
July-12	\$ 1,633.00	\$ 3,829.50		\$ 5,462.50
August-12	\$ 1,656.00	\$ 4,103.50		\$ 5,759.50
September-12	\$ 1,978.00	\$ 2,990.00		\$ 4,968.00
October-12	\$ 2,277.00	\$ 3,375.25		\$ 5,652.25
November-12	\$ 1,886.00	\$ 2,794.50		\$ 4,680.50
December-12	\$ 1,173.00	\$ 2,576.00		\$ 3,749.00
<u>2013</u>			Total	\$ 64,969.75
January-13	\$ 2,403.50	\$ 2,783.00		\$ 5,186.50
February-13	\$ 2,093.00	\$ 2,863.50		\$ 4,956.50
March-13	\$ 3,082.00	\$ 3,781.50		\$ 6,863.50
April-13	\$ 2,455.25	\$ 3,691.50		\$ 6,146.75
May-13	\$ 3,179.75	\$ 4,600.00		\$ 7,779.75
June-13	\$ 2,254.00	\$ 2,127.50	\$ 2,110.25	\$ 6,491.75
July-13	\$ 3,496.00	\$ 2,622.00	\$ 46.00	\$ 6,164.00
August-13	\$ 2,714.00	\$ 4,381.50		\$ 7,095.50
			Total	\$ 50,684.25
Total	\$ 57,588.25	\$ 73,547.50	\$ 3,950.25	\$ 135,086.00
Monthly Average	\$ 2,303.53	\$ 2,941.90	\$ 158.01	\$ 5,403.44
Ave. Hours/month	20.0	25.6	1.4	47.0

Claims - Finance Meeting 11/11/13

Vendor Summary Report

2,868.48	Air Temperature Svc (Wastewater Plant)
31,325.52	Alliant Energy
2,484.00	AquaChem (Sewer)
6,430.64	Columbia County Highway Dept
24,727.28	Columbia County Solid Waste Oct
3,840.00	City of Madison - NW Command School - Klafke
8,240.00	Davis Const Airport; Hamilton Pathway
245,913.00	D.L. Gasser asphalt overlay Dunn, Armstrong, Monroe; Haertel
14,748.51	Embury, LTD (Library Expansion)
6,353.28	Fearings (Library Exp \$1664; City Hall Digital Sign \$4,588)
2,710.00	Gray's Inc (PW Roads Maint Suppl - Carbide Hdw)
3,798.29	Ingram Library Svc
3,795.79	Jewell Assoc (New Pinery/Albert)
262,468.44	LMS Contruotion Inc Capital Street, Sewer & Water Proj
3,102.99	McMahon Assoc (Sewer - Digester Eng)
5,750.00	Miller & Miller LLC
2,754.00	The O-Brion Agency (paper/envelopes)
6,733.50	Plunkett Raysich Arch (Library Exp)
3,340.58	Pomp's Tires
47,029.63	Portage Firefighters Assoc (2nd payment)
32,634.32	Portage Water
2,673.93	Reliable Printing Solutions (library cartridges)
59,378.41	Van's Construction (Sidewalks)
3,836.66	WI DOR (Mfg Assessment)
45,354.91	WI Retirement System

829,423.68

885,711.87 885,711.87
94%

Paid Invoice Listing 11/08/13 chk# 140438 - 140586

4,950.00	Apex (Library Exp)
2,575.00	Gil Meisgeier - BID
5,405.83	Col Cty Treas - Muni Court; 2nd half Dog Tags
59,040.00	Central WI Comm - Block Grant
6,520.35	Delta Dental
3,205.07	Interior Invst of Madison - Library Expansion
11,966.19	Kwik Trip
55,017.89	Running Inc. - Taxi
10,645.54	St of WI Court Fines - Muni Court
6,086.37	US Cellular
3,234.20	Van's Construction

168,646.44 Subtotal

179,086.89 179,086.89 Total
94%

Manual Checks Issued - Wires

12,379.68	Great West Retirement Svc Annuities
85,880.47	Comm Bank of Ptg (pg2) Tax W/H

98,260.15 Subtotal

99,171.31 99,171.31 Total
99%

Water Claims not paid 10/1/13-11/7/13

6,351.75	Alliant Energy
8,090.82	Cargill
208,653.66	City Treasurer
17,433.49	City Treasurer - Payroll
6,382.00	First Supply
5,376.49	LMS
4,104.90	Martelle Water Treatment
168,526.84	Sewer

424,919.95

434,186.88 434,186.88
98%

Water Claims Paid but not Approved 10/13 ck14208; 10/11 cks 14209-14254

15,857.56	Alliant Energy
8,196.35	Cargill
12,611.04	City Treasurer
49,225.11	City Treasurer - Payroll
3,093.30	Martelle Water Treatment
156,376.40	Sewer
5,000.00	US Postal Svc - Bulk Refill

250,359.76

264,804.53 264,804.53
95%

\$ 1,862,961.48 Total Claims

MANUAL CHECKS ISSUED 10/11/2013 THRU 11/08/2013

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

GWRS GREAT WEST RETIRMENT SERVICES							
131101	11/01/13	01		1000021000923	992138	11/01/13	4,483.84
		02		1000021000923			410.00
		03		2300021000923			300.00
		04		6100021000923			558.00
		05		6100021000923			216.48
		06		6200021000923			192.00
		07		6200021000923			29.52
						INVOICE TOTAL:	6,189.84
4264-131018	10/17/13	01		1000021000923	984262	10/18/13	4,483.84
		02		1000021000923			410.00
		03		2300021000923			300.00
		04		6100021000923			558.00
		05		6100021000923			216.48
		06		6200021000923			192.00
		07		6200021000923			29.52
						INVOICE TOTAL:	6,189.84
						VENDOR TOTAL:	12,379.68
SALES WISCONSIN DEPT OF REVENUE							
131031	11/04/13	01	SALES TAX REPORT	1000024000941	911872	11/04/13	882.95
		02	SALES TAX REPORT	1004141222000			-10.00
		03	SALES TAX REPORT	2110024000941			38.25
		04	SALES TAX REPORT	1000251400790			-0.04
						INVOICE TOTAL:	911.16
						VENDOR TOTAL:	911.16
WIRE COMMUNITY BANK OF PORTAGE							
1-283-490-688	10/25/13	01	WITHHOLDING	1000021000907	490688	10/25/13	5,944.56
		02	WITHHOLDING	2110021000907			13.66
		03	WITHHOLDING	2300021000907			378.55
		04	WITHHOLDING	6100021000907			503.29
		05	WITHHOLDING	6200021000907			573.10
						INVOICE TOTAL:	7,413.16
130930 WT-6	10/10/13	01		1000021000907	914553	10/11/13	6,236.65

MANUAL CHECKS ISSUED 10/11/2013 THRU 11/08/2013

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

WIRE	COMMUNITY BANK OF PORTAGE						
130930	WT-6	10/10/13	02	2110021000907	914553	10/11/13	12.79
			03	2300021000907			363.51
			04	6100021000907			507.83
			05	6200021000907			594.40
						INVOICE TOTAL:	7,715.18
131018	50121	10/17/13	01	1000021000903	950121	10/18/13	16,144.12
			02	1000021000905			12,146.72
			03	2110021000903			95.98
			04	2110021000905			23.90
			05	2300021000903			1,635.90
			06	2300021000905			592.17
			07	6100021000903			1,538.66
			08	6100021000905			992.86
			09	6200021000903			1,667.06
			10	6200021000905			1,003.01
						INVOICE TOTAL:	35,840.38
131101		11/01/13	01	1000021000903	973395	11/01/13	15,359.56
			02	1000021000905			11,717.88
			03	2110021000903			124.84
			04	2110021000905			28.22
			05	2300021000903			1,691.02
			06	2300021000905			640.90
			07	6100021000903			1,565.58
			08	6100021000905			1,024.88
			09	6200021000903			1,712.94
			10	6200021000905			1,045.93
						INVOICE TOTAL:	34,911.75
						VENDOR TOTAL:	85,880.47
						TOTAL ALL INVOICES:	99,171.31

FROM CHECK # 140438 TO 140586

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT	
CCREGIS	COLUMBIA CO. REGISTER OF DEEDS									
	131018	MCPHER		10/17/13		140497	10/18/13	30.00	30.00	
	01	FILING FEES FOR RES 13-026	1000251400790		00000000				30.00	
	SATISFACTION HAMELE									
	01	RECORDING FEES HAMELE SATIS	2200056000790	10/10/13	00000000	140438	10/11/13	30.00	30.00	
									VENDOR TOTAL:	60.00
CCTREAS	COLUMBIA COUNTY TREASURER									
	130920			10/10/13		140439	10/11/13	1,841.59	1,841.59	
	01		1004545110000		00000000				1,841.59	
	1311	OCTOBER		11/08/13		140582	11/08/13	3,564.24	2,943.49	
	01		1004545110000		00000000				2,943.49	
	131104	DOG TAGS		11/08/13		140582	11/08/13	3,564.24	620.75	
	01		1004444220000		00000000				620.75	
									VENDOR TOTAL:	5,405.83
CENTWIS	CENTRAL WISCONSIN COMMUNITY									
	100			10/17/13		140511	10/25/13	32,049.00	135.00	
	01	TITLE SEARCHES	2200056000752		00000000				135.00	
	101			10/17/13		140511	10/25/13	32,049.00	675.00	
	01	INSPECT, SEARCH, FILING, TRAIN	2200056000752		00000000				675.00	
	102			10/25/13		140511	10/25/13	32,049.00	3,360.00	
	01	PAYMENT IN FULL WOLTER	2200056000752		00000000				3,360.00	
	103			10/25/13		140511	10/25/13	32,049.00	5,500.00	
	01	PARTIAL WOLTER	2200056000752		00000000				5,500.00	
	104			10/17/13		140511	10/25/13	32,049.00	7,205.00	
	01	PARTIAL O'ROURKE	2200056000752		00000000				7,205.00	
	105			10/25/13		140511	10/25/13	32,049.00	60.00	
	01	FILING FEES	2200056000752		00000000				60.00	
	91			10/10/13		140440	10/11/13	26,991.00	4,200.00	
	01	JOHNSON WEATH MATKE PROJECT	2200056000752		00000000				4,200.00	
	92			10/10/13		140440	10/11/13	26,991.00	10,000.00	
	01	JOHNSON WEATH O'ROUKE	2200056000752		00000000				10,000.00	

FROM CHECK # 140438 TO 140586

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	1311			11/01/13		140564	11/01/13	6,520.35	6,520.35
		06	2300021000929		00000000				214.38
		07	6100021000913		00000000				179.60
		08	6100021000929		00000000				226.25
		09	6200021000913		00000000				160.40
		10	6200021000929		00000000				248.79
		11	1000021000929		00000000				83.59
								VENDOR TOTAL:	6,520.35
DEMCO	DEMCO, INC.								
	5073860			10/17/13		140498	10/18/13	609.17	609.17
		01	1000015000030		00000000				609.17
								VENDOR TOTAL:	609.17
EQUIVES	EQUI-VEST								
	131018			10/17/13		140499	10/18/13	40.00	40.00
		01	1000021000923		00000000				40.00
	131101			11/01/13		140565	11/01/13	40.00	40.00
		01	1000021000923		00000000				40.00
								VENDOR TOTAL:	80.00
FAHEMA	MARK W. FAHEY								
	1310 CAF			10/10/13		140441	10/11/13	380.00	380.00
		01	1000021000929		00000000				380.00
	131101 CAF			11/01/13		140566	11/01/13	380.00	380.00
		01	1000021000929		00000000				380.00
								VENDOR TOTAL:	760.00
HARDMI	MIKE HARDY, DIRECTOR								
	1311			11/01/13		140567	11/01/13	42.94	42.94
		01 MILEAGE INTERVIEW PANEL P&R	1003055200219		00000000				42.94
								VENDOR TOTAL:	42.94
HJPERT	H.J. PERTZBORN								
	1311			11/01/13		140568	11/01/13	1,000.00	1,000.00
		01 RIGHT OF WAY 105 LAKE RD	1000023000939		00000000				1,000.00
								VENDOR TOTAL:	1,000.00
HORNDA	DAVID HORNISCHER								
	1311 REIMB			11/01/13		140569	11/01/13	118.41	73.41

FROM CHECK # 140438 TO 140586

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	1311 REIMB			11/01/13		140569	11/01/13	118.41	73.41
	01	MEAL REIMBURSEMENT CONFERENCE	6205553610290		00000000				73.41
	1311 RENEW			11/01/13		140569	11/01/13	118.41	45.00
	01	RENEW OPERATOR CERTIFICATION	6205553610290		00000000				45.00
							VENDOR TOTAL:		118.41
IAFFU		INT'L ASSOC. OF FIRE FIGHTERS							
	1311			11/01/13		140570	11/01/13	200.00	200.00
	01		1000021000917		00000000				200.00
							VENDOR TOTAL:		200.00
INTINVES		INTERIOR INVESTMENTS OF MADISO							
	63792			10/17/13		140500	10/18/13	3,205.07	2,947.67
	01		1000015000030		00000000				2,947.67
	63871			10/17/13		140500	10/18/13	3,205.07	257.40
	01		1000015000030		00000000				257.40
							VENDOR TOTAL:		3,205.07
KLAFKE		KEITH J. KLAFKE							
	1311 CAFE			11/08/13		140583	11/08/13	500.56	500.56
	01		1000021000929		00000000				500.56
							VENDOR TOTAL:		500.56
KWIKTRI		KWIK TRIP STORES							
	1309- 105046			10/10/13		140442	10/11/13	11,966.19	5,152.86
	01		1001052120342		00000000				5,152.86
	1309-0653			10/10/13		140442	10/11/13	11,966.19	1,022.83
	01		1001552220342		00000000				1,022.83
	1309-13291			10/10/13		140442	10/11/13	11,966.19	1,356.48
	01		1003055400342		00000000				1,356.48
	1309-204173			10/10/13		140442	10/11/13	11,966.19	68.66
	01		1002053100342		00000000				68.66
	1309-3000653			10/10/13		140442	10/11/13	11,966.19	3,597.96
	01		1002053311342		00000000				3,597.96

FROM CHECK # 140438 TO 140586

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	1309-3000654			10/10/13		140442	10/11/13	11,966.19	767.40
	01		6205553610342		00000000				767.40
								VENDOR TOTAL:	11,966.19
MACPDAV		DAVE MACPHERESON							
	1310 DEPOSIT			11/01/13		140571	11/01/13	100.00	100.00
	01	SECURITY DEPOSIT HANGER 10	1000023000919		00000000				100.00
								VENDOR TOTAL:	100.00
MALCAD		ADAM MALCHOW							
	10182013			10/18/13		140513	10/25/13	519.77	519.77
	01	REIMBURSEMENT - MALCHOW	1001052120133		00000000				519.77
								VENDOR TOTAL:	519.77
MANTKE		KENNETH MANTHEY							
	1311 CAFE			11/01/13		140572	11/01/13	388.00	388.00
	01		1000021000929		00000000				388.00
								VENDOR TOTAL:	388.00
PARKDA		DARRELL PARKER							
	131014 REFUND			10/17/13		140501	10/18/13	35.00	35.00
	01	REFUND OPERATOR	1004444110000		00000000				35.00
	02		** COMMENT **		00000000				0.00
								VENDOR TOTAL:	35.00
PIONDA		DANIEL C. PIONKE							
	131018 REIM			10/17/13		140502	10/18/13	49.60	49.60
	01	CUSA TRAINING REIMB	1001052130290		00000000				49.60
								VENDOR TOTAL:	49.60
PITNBOW		PITNEY BOWES GLOBAL FINANCIAL							
	2266344-SP13			10/17/13		140503	10/18/13	213.00	213.00
	01		1000251400530		00000000				213.00
								VENDOR TOTAL:	213.00
POGGE		POGGE LAW OFFICE							
	14582			10/19/13		140514	10/25/13	741.50	741.50
	01	PROFESSIONAL SERVICES STACARE	2700056710550		00000000				741.50
								VENDOR TOTAL:	741.50

FROM CHECK # 140438 TO 140586

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
POMEDE	DENNIS J. POMEROY								
	131101-UNIFORM 01		1001052120133	11/01/13	00000000	140573	11/01/13	111.90	111.90 111.90
VENDOR TOTAL:									111.90
PORTWAT	PORTAGE WATER UTILITY								
	4.00637.00 1309 01 SUNSET PARK		1003055400222	10/10/13	00000000	140443	10/11/13	34.45	28.75 28.75
	8.00298.00 1309 01 LINCOLN PARK		1003055400222	10/10/13	00000000	140443	10/11/13	34.45	5.70 5.70
VENDOR TOTAL:									34.45
REINGAME	REINDEER GAMES								
	1992 01 REINDEER RENTAL		2450056720710	11/01/13	00000000	140574	11/01/13	700.00	700.00 700.00
VENDOR TOTAL:									700.00
RESERACC	RESERVE ACCOUNT								
	131108 01 POSTAGE METER REFILL		1000016000053	11/08/13	00000000	140584	11/08/13	1,000.00	1,000.00 1,000.00
VENDOR TOTAL:									1,000.00
RUNNING	RUNNING INC.								
	10349 01 SHARED RIDE TAXI SERVICE		2600053520725	10/10/13	00000000	140575	11/01/13	55,017.89	55,017.89 55,017.89
VENDOR TOTAL:									55,017.89
SMILEY	SMILEY LAW OFFICE								
	131018 01 GARNISHMENT		1000021000925	10/17/13	00000000	140504	10/18/13	100.00	100.00 100.00
	131101 01 STUMPF		1000021000925	11/01/13	00000000	140576	11/01/13	100.00	100.00 100.00
VENDOR TOTAL:									200.00
STAPLES	STAPLES CREDIT PLAN								
	6035517820094349-10 01 CARTRIDGE, PC CARD		1001052110310	10/06/13	00000000	140505	10/18/13	80.87	80.87 80.87

FROM CHECK # 140438 TO 140586

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	6035517820099165-11			10/13/13		140515	10/25/13	40.85	40.85
	01	SUPPLIES	1001552210310		00000000				25.27
	02	SUPPLIES	1001552220390		00000000				15.58
							VENDOR TOTAL:		121.72
STWICOUR	STATE OF WISCONSIN COURT FINES								
	130920			10/10/13		140444	10/11/13	4,835.92	4,835.92
	01	STATE SHARE CT FINES	1004545110000		00000000				4,835.92
	1311 OCTOBER			11/08/13		140585	11/08/13	5,809.62	5,809.62
	01	STATE SHARE CT FINES	1004545110000		00000000				5,809.62
							VENDOR TOTAL:		10,645.54
SUPPORT	WISCONSIN SUPPORT COLLECTIONS								
	131018			10/17/13		140506	10/18/13	371.07	371.07
	01	MARTIN	1000021000925		00000000				221.07
	02	STUMPF	1000021000925		00000000				150.00
	131101			11/01/13		140577	11/01/13	371.07	371.07
	01	MARTIN	1000021000925		00000000				221.07
	02	STUMPF	1000021000925		00000000				150.00
							VENDOR TOTAL:		742.14
SUTCRO	ROB SUTCLIFFE								
	131010			10/10/13		140445	10/11/13	100.00	100.00
	01	NON FUNCTIONAL PLOTTER	1004848309000		00000000				100.00
							VENDOR TOTAL:		100.00
TEAMLOC	TEAMSTERS LOCAL #695								
	1311			11/01/13		140578	11/01/13	931.00	931.00
	01		1000021000917		00000000				686.00
	02		6100021000917		00000000				129.36
	03		6200021000917		00000000				115.64
							VENDOR TOTAL:		931.00
TRACSUP	TRACTOR SUPPLY CREDIT PLAN								
	6035301202839567 10			10/10/13		140446	10/11/13	24.99	24.99
	01		1003055400351		00000000				24.99
							VENDOR TOTAL:		24.99

FROM CHECK # 140438 TO 140586

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
USCELL	U. S. CELLULAR								
	0009476558			10/07/13		140507	10/18/13	4,513.63	97.94
	01	EMPLOYEE CELL PHONE-M. FAHEY	1000021000921		00000000				97.94
	0009476683			10/07/13		140507	10/18/13	4,513.63	314.81
	01	P.D. AIR CARDS	1001052150840		00000000				314.81
	0009477829			10/07/13		140507	10/18/13	4,513.63	165.78
	01	EMPLOYEE CELL PHONE-C. STANLEY	1000021000921		00000000				165.78
	0009479472			10/07/13		140507	10/18/13	4,513.63	266.50
	01	F.D. TABLES	1001552210870		00000000				266.50
	0009480097			10/07/13		140507	10/18/13	4,513.63	184.80
	01	EMPLOYEE CELL PHONE-K. STANDKE	1000021000921		00000000				184.80
	0009481464			10/07/13		140507	10/18/13	4,513.63	50.77
	01	EMPLOYEE CELL PHONE-D. PIONKE	1000021000921		00000000				50.77
	0009481780			10/07/13		140507	10/18/13	4,513.63	219.41
	01	EMPLOYEE CELL PHONE-B. FEHD	1000021000921		00000000				219.41
	0009482037			10/07/13		140507	10/18/13	4,513.63	41.12
	01	EMPLOYEE CELL PHONE-B. WILSON	1000021000921		00000000				41.12
	0009482127			10/07/13		140507	10/18/13	4,513.63	240.03
	01	EMPLOYEE CELL PHONE-T. JOHNSON	1000021000921		00000000				240.03
	0009482241			10/07/13		140507	10/18/13	4,513.63	241.78
	01	EMPLOYEE CELL PHONE-K. THOMPSON	1000021000921		00000000				241.78
	0009482564			10/07/13		140507	10/18/13	4,513.63	665.10
	01	FIRE - CELL	1001552220220		00000000				94.86
	02	POLICE - CELL	1001052140220		00000000				351.92
	03	WATER - CELL	1000013000025		00000000				27.52
	04	DPW - CELL	1002053100220		00000000				72.33
	05	PARKS - CELL	1003055200220		00000000				118.47
	0009482667			10/07/13		140507	10/18/13	4,513.63	197.67
	01	EMPLOYEE CELL PHONE-P. KOCH	1000021000921		00000000				197.67
	0009482709			10/07/13		140507	10/18/13	4,513.63	153.31
	01	EMPLOYEE CELL PHONE-D. PIXLER	1000021000921		00000000				153.31
	0009482822			10/07/13		140507	10/18/13	4,513.63	103.03

FROM CHECK # 140438 TO 140586

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
0009482822	01	EMPLOYEE CELL PHONE-B. BERGER	1000021000921	10/07/13	00000000	140507	10/18/13	4,513.63	103.03 103.03
0009482926	01	EMPLOYEE CELL PHONE-A. BORTZ	6200021000921	10/07/13	00000000	140507	10/18/13	4,513.63	209.80 209.80
0009483120	01	EMPLOYEE CELL PHONE-M. BUBLITZ	1000021000921	10/07/13	00000000	140507	10/18/13	4,513.63	51.53 51.53
0009802115	01	POLICE - CELL	1001052140220	10/07/13	00000000	140507	10/18/13	4,513.63	1,056.44 7.78
	02	ADMINISTRATOR - CELL	1000251410220		00000000				33.00
	03	FIRE SQUAD 2 - CELL	1001552220220		00000000				3.56
	04	FIRE ENGINEER - CELL	1001552220220		00000000				3.60
	05	PULBIC WORKS - CELL	1002053100220		00000000				34.25
	06	MAYOR - CELL	1000151110220		00000000				44.61
	07	LIBRARY - CELL	2300055110220		00000000				102.06
	08	PUBLIC WORKS - SALMON-CELL	1002053100220		00000000				127.65
	09	FIREFIGHTERS ASSOC. CELL	1000013000023		00000000				137.78
	10	EMPLOYEE CELL PHONE	1000021000921		00000000				235.92
	11	EMPLOYEE CELL PHONE	6100021000921		00000000				223.50
	12	EMPLOYEE CELL PHONE	6200021000921		00000000				102.73
0009802431	01	EMPLOYEE CELL PHONE-B. SCHWING	6100021000921	10/07/13	00000000	140507	10/18/13	4,513.63	253.81 253.81
0010763318	01	EMPLOYEE CELL PHONE-D. PIONKE	1000021000921	10/19/13	00000000	140516	10/25/13	988.23	-3.23 -3.23
0010763836	01	EMPLOYEE CELL PHONE-M. FAHEY	1000021000921	10/19/13	00000000	140516	10/25/13	988.23	-6.85 -6.85
0010764218	01	EMPLOYEE CELL PHONE PD AIRCARD	1001052150840	10/19/13	00000000	140516	10/25/13	988.23	265.04 265.04
0010764476	01	EMPLOYEE CELL PHONE-B.FEHD	1000021000921	10/19/13	00000000	140516	10/25/13	988.23	-0.31 -0.31
0010766698	01	EMPLOYEE CELL PHONE-B. WILSON	1000021000921	10/19/13	00000000	140516	10/25/13	988.23	-13.26 -13.26
0010767065	01	EMPLOYEE CELL PHONE-T. JOHNSON	1000021000921	10/19/13	00000000	140516	10/25/13	988.23	-38.71 -38.71
0010767459				10/19/13		140516	10/25/13	988.23	652.71

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
0010767459				10/19/13		140516	10/25/13	988.23	652.71
	01	F.D. PHONES	1001552220220		00000000				98.67
	02	P.D. PHONES	1001052140220		00000000				336.23
	03	WATER DEPT. PHONES	1000013000025		00000000				27.52
	04	DPW PHONES	1002053100220		00000000				71.82
	05	PARK & REC PHONES	1003055200220		00000000				118.47
0010767856				10/19/13		140516	10/25/13	988.23	-10.71
	01	EMPLOYEE CELL PHONE-P.KOCH	1000021000921		00000000				-10.71
0010770953				10/19/13		140516	10/25/13	988.23	-13.87
	01	EMPLOYEE CELL PHONE-B. BERGER	1000021000921		00000000				-13.87
0010770954				10/19/13		140516	10/25/13	988.23	-24.73
	01	EMPLOYEE CELL PHONE-D. PIXLER	1000021000921		00000000				-24.73
0010771350				10/19/13		140516	10/25/13	988.23	-18.02
	01	EMPLOYEE CELL PHONE-M.BUBLITZ	1000021000921		00000000				-18.02
0010771359				10/19/13		140516	10/25/13	988.23	266.50
	01	EMPLOYEE CELL PHONE FD TABLETS	1001552210870		00000000				266.50
0010771745				10/19/13		140516	10/25/13	988.23	-20.32
	01	EMPLOYEE CELL PHONE-A.BORTZ	1000021000921		00000000				-20.32
0010775100				11/01/13		140579	11/01/13	584.51	584.51
	01	EMPLOYEE CELL PHONE	1001052140220		00000000				7.77
	02	EMPLOYEE CELL PHONE	1000251410220		00000000				32.45
	03	EMPLOYEE CELL PHONE	1001552220220		00000000				3.56
	04	EMPLOYEE CELL PHONE	1001552220220		00000000				3.76
	05	EMPLOYEE CELL PHONE	1002053100220		00000000				44.49
	06	EMPLOYEE CELL PHONE	1000151110220		00000000				46.84
	07	EMPLOYEE CELL PHONE	2300055110220		00000000				113.63
	08	EMPLOYEE CELL PHONE	1002053100220		00000000				53.16
	09	EMPLOYEE CELL PHONE	6205553610220		00000000				55.30
	10	EMPLOYEE CELL PHONE	1000013000023		00000000				73.39
	11	EMPLOYEE CELL PHONE	1000021000921		00000000				104.62
	12	EMPLOYEE CELL PHONE	6100021000921		00000000				32.84
	13	EMPLOYEE CELL PHONE	6200021000921		00000000				12.70
0010775439				10/19/13		140516	10/25/13	988.23	-23.57
	01	EMPLOYEE CELL PHONE-K. STANDKE	1000021000921		00000000				-23.57
0010775819				10/19/13		140516	10/25/13	988.23	-12.55

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	0010775819			10/19/13		140516	10/25/13	988.23	-12.55
	01	EMPLOYEE CELL PHONE-B. SCHWING	6100021000921		00000000				-12.55
	0012169954			10/20/13		140516	10/25/13	988.23	-9.89
	01	EMPLOYEE CELL PHONE-C. STANLEY	1000021000921		00000000				-9.89
							VENDOR TOTAL:		6,086.37
WALMART		WALMART COMMUNITY							
	6032202000077280			10/16/13		140517	10/25/13	86.05	49.52
	01	SMOKE ALARM, SUPPLIES	1001552230390		00000000				49.52
	60322020000826611-11			10/16/13		140517	10/25/13	86.05	36.53
	01	NOZZLE	1001052120340		00000000				8.73
	02	FRAMES	1001052140340		00000000				27.80
							VENDOR TOTAL:		86.05
WI DETRA		WI DEPT. OF TRANSPORTATION							
	131108			11/08/13		140586	11/08/13	30.00	30.00
	01	SUSPEND AND REFUSE	1004545110000		00000000				30.00
							VENDOR TOTAL:		30.00
WILCDA		DAWN M. WILCOX							
	131018			10/17/13		140508	10/18/13	352.62	352.62
	01	REIMBURSEMENT APPLETON	1000351200290		00000000				352.62
							VENDOR TOTAL:		352.62
WPPA		WISCONSIN PROFESSIONAL POLICE							
	1311			11/01/13		140580	11/01/13	675.75	675.75
	01		1000021000917		00000000				675.75
							VENDOR TOTAL:		675.75
							TOTAL --- ALL INVOICES:		179,086.89

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CITY OF PORTAGE
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INVOICES DUE ON/BEFORE 11/15/2013

VENDOR # NAME	AMOUNT DUE
ADAMCOL ADAMS-COLUMBIA ELECTRIC COOP	29.65
AIRGAS AIRGAS	206.60
AIRTEMP AIR TEMPERATURE SERVICES INC	2868.48
ALERETOX ALERE TOXICOLOGY SERVICES INC	83.25
ALLIENE ALLIANT ENERGY	31325.52
AMAZON AMAZON	823.70
AMERFAS AMERICAN FASTENER	147.15
AQUACHE AQUACHEM OF AMERICA INC.	2484.00
ARAMUNI AUS LA CROSSE MC LOCKBOX	1627.42
BADGSPR BADGER SPRAY REPAIR LLC DBA	138.93
BADGSTAI BADGER STATE INDUSTRIES	1231.26
BAKEENT BAKER & TAYLOR	19.04
BENDFIR BENDLIN FIRE EQUIPMENT CO., IN	202.26
BIGO BIG O'S TRAILERS, INC	234.11
BOAR&CLA BOARDMAN & CLARK LAW FIRM	18.50
BROOTRA BROOKS TRACTOR INC.	2104.68
CADWJAM JAMES CADWELL	381.94
CAPIBAT CAPITOL CITY BATTERY, INC.	573.75
CAPNEWS CAPITAL NEWSF	839.34
CARDMEM CARDMEMBER SERVICE	2182.30
CAREWCO CAREW CONCRETE & SUPPLY CO INC	100.00
CCHIGH COLUMBIA COUNTY HIGHWAY	6430.64
CCSHER COLUMBIA COUNTY SHERIFF'S DEPT	650.00
CCSOLID COLUMBIA CO. SOLID WASTE	24727.28
CENTLINK CENTURY LINK	41.39
CENTSPR CENTURY SPRINGS BOTTLING CO	12.00
CHARCOM CHARTER COMMUNICATIONS	577.96
CINTAS CINTAS CORPORATION #446	616.10
CITYMAD CITY OF MADISON	3840.00
COMPCLI COMPUTER CLINIC OF WISCONSIN	96.24
COUNPLU COUNTRY PLUMBER, INC	795.00
CRAWOIL CRAWFORD OIL CO., INC.	1260.82
CREAPROS CREATIVE PRODUCT SOURCE, INC.	633.24
CTLABOR CT LABORATORIES, LLC	1562.28
DAVISCON DAVIS CONSTRUCTION CO	8240.00
DEANHEAL DEAN CLINIC	42.00
DEMCO DEMCO, INC.	511.10
DIVEMED DIVERSE MEDIA	43.18
DIVISAV DIVINE SAVIOR HEALTHCARE	315.00
DJFENCE THE D.J. FENCE CO.	1580.00
DLGASSER D.L. GASSER CONSTRUCTION	245913.00
ELECSYS ELECTION SYSTEMS & SOFTWARE	1085.99
EMBURY EMBURY, LTD.	14748.51
EMPINC EMERGENCY MEDICAL PRODUCTS, IN	0.00
ENVICON ENVIRONMENT CONTROL	1934.40
ENVITEC ENVIROTECH EQUIPMENT CO	97.45
FEARAUD FEARINGS AUDIO VIDEO SECURITY	219.48
FEARSAT FEARING'S AUDIO-VIDEO-SECURITY	6353.28
FIRESAFE FIRE & SAFETY EQUIPMENT INC	30.00
FREDEXC FREDRICK EXCAVATING	1040.00
FRONTON FRONTIER ONLINE	2097.32

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VENDOR # NAME -----	AMOUNT DUE -----
GALEGRO GALE	41.86
GALLS GALLS, AN ARAMARK COMPANY	160.50
GENENG GENERAL ENGINEERING COMPANY	2366.00
GLENSLAW GLEN'S LAWN CARE, INC.	101.25
GRAYINC GRAY'S INC.	2710.00
HESTARK THE H.E. STARK AGENCY INC	1158.66
HILLGAL HILL'S GALLERY & GIFTS	29.25
HILLWIR HILL'S WIRING INC.	149.86
HOLIWHO HOLIDAY WHOLESale	119.30
INGRBOO INGRAM LIBRARY SERVICES	3798.29
INTEELE INTERSTATE ELECTRIC SUPPLY CO.	387.60
JEWELL JEWELL ASSOCIATES ENGINEERS	3795.79
JPCOOKE J.P. COOKE CO.	59.39
KIMBMID KIMBALL MIDWEST	137.06
KWIKTRI KWIK TRIP STORES	992.87
KYOCERA KYOCERA MITA, INC.	90.36
LEADS LEADSONLINE.COM	2128.00
LMSCON LMS CONSTRUCTION INC	262468.44
LOGISINC LOGISTECH INC	119.60
MADAREA MADISON AREA TECHNICAL COLLEGE	80.00
MADCOLL MADISON COLLEGE	101.76
MAILYEAR THE MAILBOX YEARBOOK	39.95
MARKSOL MARKENT SOLUTIONS	739.87
MCMAASS MCMAHON ASSOCIATES, INC.	3102.99
MGDWELD MGD WELDING	450.00
MIDTAPE MIDWEST TAPE	194.95
MIDWEST MIDWEST UNIFORMS	159.95
MILLMIL MILLER & MILLER LLC	5750.00
MONRTRU MONROE TRUCK EQUIPMENT, INC.	344.10
NAPAAUT NAPA AUTO PARTS	981.81
NOBLIND NOBLE INDUSTRIAL SUPPLY CORP	1423.81
NORTCEN NORTH CENTRAL LABORATORIES	706.79
NORTLAK NORTHERN LAKE SERVICE, INC	248.00
OBRIAGE THE O'BRION AGENCY, LLC	2754.00
OREIAUT O'REILLY AUTO PARTS	286.65
PETEAND ANDY PETERSON	31.64
PETTY PETTY CASH	80.99
PITNBOW PITNEY BOWES GLOBAL FINANCIAL	126.42
PITNEYBO PITNEY BOWES PURCHASE POWER	83.36
PLUNRAY PLUNKETT RAYSICH ARCHITECTS	6733.50
POLNAMO POLNOW AUTOMOTIVE REPAIR	31.05
POMPTIR POMP'S TIRE SERVICE INC	3340.58
PORTFIR PORTAGE FIREFIGHTERS ASSOC.	47029.63
PORTGLAS PORTAGE GLASS COMPANY	128.43
PORTLUM PORTAGE LUMBER	375.83
PORTSCH PORTAGE COMMUNITY SCHOOL DIST.	2442.92
PORTWAT PORTAGE WATER UTILITY	32634.32
PREMWAT PREMIUM WATERS, INC.	60.39
RANDHOU RANDOM HOUSE INC	90.00
REINBRO REINDERS INC	146.25
RELIPRI RELIABLE PRINTING SOLUTIONS	2673.93

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VENDOR # NAME	AMOUNT DUE
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RENNFIR RENNERT'S FIRE EQUIPMENT	3.74
RHYMBUS RHYME BUSINESS PRODUCTS	139.23
SCHAMAN SCHAEFFER MANUFACTURING CO	384.00
SCHUSMA SCHULTZ SMALL ENGINE	79.20
SERVCLE SERVICEMASTER CLEANING SERVICE	189.00
SERWEIMP SERWE IMPLEMENT MUNICIPAL SALE	285.00
SHAWRUS RUSS SHAW	500.00
SIMETAL S.I. METAL	31.22
SPRINT SPRINT	30.00
STAPLES STAPLES CREDIT PLAN	952.33
STATWI STATE OF WISCONSIN	50.00
STRAASS STRAND ASSOCIATES INC	2060.62
SUPECHE SUPERIOR CHEMICAL INC	573.99
TEVSTHE THERESA TEVSH	161.02
TRACSUP TRACTOR SUPPLY CREDIT PLAN	259.99
TRECEK TRECEK AUTOMOTIVE OF	549.45
UNIQMAN UNIQUE MANAGEMENT SERVICES INC	71.60
USBORNE USBORNE BOOKS	556.23
USCELL U. S. CELLULAR	1158.78
UWSOIL UW SOIL TESTING LAB	32.00
VANCONS VAN'S CONSTRUCTION INC.	59378.41
WALSACE WALSH'S ACE HARDWARE	445.66
WEAVAUT WEAVER AUTO PARTS	236.34
WELWILL WILLIAM P. WELSH	565.00
WIDEPJUS WI DEPT OF JUSTICE - TIME	391.50
WIDEPREV WISCONSIN DEPT OF REVENUE	3836.66
WIMUNCT WISCONSIN MUNICIPAL COURT	40.00
WRS WISCONSIN RETIREMENT SYSTEM	45354.91
ZIMMPLU ZIMMERMAN PLUMBING INC	92.50
TOTAL ALL VENDORS:	885711.87

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PORTAGE UTILITIES

Payment Approval Report Finance Committee Only

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Nov 07, 2013 02:01pm

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
24 HOUR HOME COMFORT SERVICES							
	Total 24 HOUR HOME COMFORT SERVICES				23.95	.00	
ABBS PAVING & SEAL COATING LLC							
	Total ABBS PAVING & SEAL COATING LLC				950.00	.00	
ADVANTAGE LOCK & KEY							
	Total ADVANTAGE LOCK & KEY				120.00	.00	
AIR TEMPERATURE SERVICES INC							
	Total AIR TEMPERATURE SERVICES INC				247.82	.00	
ALLIANT ENERGY/WP&L							
	Total ALLIANT ENERGY/WP&L				6,351.75	.00	
ARAMARK UNIFORM SERVICES							
	Total ARAMARK UNIFORM SERVICES				275.09	.00	
BADGER GRAPHIC SYSTEMS							
	Total BADGER GRAPHIC SYSTEMS				1,123.22	.00	
BADGER METER INC							
	Total BADGER METER INC				761.71	.00	
CARGILL INC-SALT DIVISION							
	Total CARGILL INC-SALT DIVISION				8,090.82	.00	
CED\INTERSTATE ELECTRIC							
	Total CED\INTERSTATE ELECTRIC				111.44	.00	
CHARTER COMMUNICATIONS							
	Total CHARTER COMMUNICATIONS				59.99	.00	
CITY OF PORTAGE - TREASURER							
	Total CITY OF PORTAGE - TREASURER				208,653.68	.00	
CITY TREASURER-PAYROLL							
	Total CITY TREASURER-PAYROLL				17,433.49	.00	
CT LABORATORIES, LLC							
	Total CT LABORATORIES, LLC				189.00	.00	
DIGGERS HOTLINE INC							
	Total DIGGERS HOTLINE INC				115.42	.00	
DOLESHAW, WESLEY							
	Total DOLESHAW, WESLEY				22.92	.00	
FIRE-RESCUE SUPPLY LLC							
	Total FIRE-RESCUE SUPPLY LLC				19.95	.00	
FIRST SUPPLY							
	Total FIRST SUPPLY				6,382.00	.00	
FRONTIER							
	Total FRONTIER				278.08	.00	
GRAINGER							

PORTAGE UTILITIES

Payment Approval Report Finance Committee Only

Page: 2

Input Date(s): 10/01/2013 - 11/07/2013

Nov 07, 2013 02:01pm

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
	Total GRAINGER				497.25	.00	
HAWKINS INC							
	Total HAWKINS INC				1,606.70	.00	
HD SUPPLY WATERWORKS, LTD							
	Total HD SUPPLY WATERWORKS, LTD				115.82	.00	
HILL AUTOMOTIVE INC							
	Total HILL AUTOMOTIVE INC				867.53	.00	
LMS CONSTRUCTION INC							
	Total LMS CONSTRUCTION INC				5,376.49	.00	
MARTELLE WATER TREATMENT							
	Total MARTELLE WATER TREATMENT				4,104.90	.00	
NAPA AUTO PARTS							
	Total NAPA AUTO PARTS				73.24	.00	
P W U							
	Total P W U				999.85	.00	
POMP'S TIRE SERVICE INC							
	Total POMP'S TIRE SERVICE INC				231.88	.00	
PORTAGE LUMBER DO-IT							
	Total PORTAGE LUMBER DO-IT				54.05	.00	
SEWER UTILITY							
	Total SEWER UTILITY				168,526.84	.00	
THE KRAEMER COMPANY							
	Total THE KRAEMER COMPANY				72.17	.00	
TRECEK AUTOMOTIVE							
	Total TRECEK AUTOMOTIVE				210.06	.00	
U S POSTAL SERVICE							
	Total U S POSTAL SERVICE				200.00	.00	
WI STATE LABORATORY OF HYGIENE							
	Total WI STATE LABORATORY OF HYGIENE				40.00	.00	

Total Paid: -
 Total Unpaid: 434,186.88
 Grand Total: 434,186.88

Portage Water Utility

Dated: _____

PORTAGE UTILITIES

Check Register - CLAIMS PAID BUT NOT APPROVED

Page: 1

GL Posting Period(s): 10/13 - 10/13

Oct 08, 2013 09:57am

Check Issue Date(s): 10/08/2013 - 10/08/2013

Por	Date	Check No	Vendor No	Payee	Invoice No	Seq	GL Acct No	Discnts Taken	Seq Amount
10/13	10/08/2013	14208	327	CITY OF PORTAGE - TREASURER	BULK MAIL REIMBURSE	1	1-903291		400.00
Totals:									400.00

PORTAGE UTILITIES

Check Register - CLAIMS PAID BUT NOT APPROVED

Page: 1

GL Posting Period(s): 10/13 - 10/13

Oct 11, 2013 03:28pm

Check Issue Date(s): 10/11/2013 - 10/11/2013

Per	Date	Check No	Vendor No	Payco	Invoice No	Seq	GL Acct No	Discnts Taken	Seq Amount
10/13	10/11/2013	14209	127	24 HOUR HOME COMFORT SERVICE	581805	1	1-655350		11.95
					580471	1	1-655350		23.95
					587545	1	1-655350		11.95
					586273	1	1-655350		23.95
Total 14209									71.80
10/13	10/11/2013	14210	2362	ALLIANT ENERGY/WP&L	228592U090613	1	1-622221		2,807.51
					683440U090313	1	1-622221		2,897.78
					563724091913	1	1-622221		251.17
					488379U082413	1	1-622221		9.20
					398735U100413	1	1-622221		4,339.54
					398735U090513	1	1-622221		4,385.02
					363722U082413	1	1-622221		198.17
					285670U082413	1	1-622221		807.42
					258719U080313	1	1-622221		83.13
					258719U100113	1	1-622221		80.62
Total 14210									15,857.56
10/13	10/11/2013	14211	216	BADGER PLUMBING SERVICES	10-296	1	1-635350		171.99
10/13	10/11/2013	14212	313	CARGILL INC-SALT DIVISION	2901287417	1	1-150530		2,706.70
					2901289499	1	1-150530		2,754.77
					2901282879	1	1-150530		2,734.88
Total 14212									8,196.35
10/13	10/11/2013	14213	325	CENTURY LINK	1272993001	1	1-921220		.92
					1276449062	1	1-921220		1.10
Total 14213									2.02
10/13	10/11/2013	14214	319	CHARTER COMMUNICATIONS	SHOP - 10/13	1	1-921300		4.98
10/13	10/11/2013	14215	327	CITY OF PORTAGE - TREASURER	2013612	5	1-930293		77.49
					2013612	2	1-921220		27.52
					2013612	3	1-930293		54.09
					2013612	4	1-930293		54.09
					2013612	6	1-924512		312.18
					2013612	1	1-950000		12,085.67
Total 14215									12,611.04
10/13	10/11/2013	14216		Information Only Check	.00		1-232000		V
10/13	10/11/2013	14217		Information Only Check	.00		1-232000		V
10/13	10/11/2013	14218		Information Only Check	.00		1-232000		V
10/13	10/11/2013	14219		Information Only Check	.00		1-232000		V
10/13	10/11/2013	14220		Information Only Check	.00		1-232000		V
10/13	10/11/2013	14221		Information Only Check	.00		1-232000		V
10/13	10/11/2013	14222		Information Only Check	.00		1-232000		V
10/13	10/11/2013	14223		Information Only Check	.00		1-232000		V
10/13	10/11/2013	14224		Information Only Check	.00		1-232000		V
10/13	10/11/2013	14225		Information Only Check	.00		1-232000		V
10/13	10/11/2013	14226	329	CITY TREASURER-PAYROLL	5/17/13 - PAY	5	1-630150		49.61
					5/17/13 - PAY	4	1-630110		746.20
					5/17/13 - PAY	3	1-620151		36.74
					5/17/13 - PAY	6	1-630151		53.83
					5/17/13 - PAY	1	1-620110		508.62

M = Manual Check, V = Void Check

PORTAGE UTILITIES

Check Register - CLAIMS PAID BUT NOT APPROVED

Page: 2

GL Posting Period(s): 10/13 - 10/13

Oct 11, 2013 03:28pm

Check Issue Date(s): 10/11/2013 - 10/11/2013

Per	Date	Check No	Vendor No	Payee	Invoice No	Seq	GL Acct No	Discnts Taken	Seq Amount
				5/17/13 - PAY		2	1-620150		33.78
				5/17/13 - PAY		17	1-902151		111.28
				5/17/13 - PAY		8	1-640150		126.15
				5/17/13 - PAY		9	1-640151		136.63
				5/17/13 - PAY		10	1-920000		4,122.96
				5/31/13 - PAY		7	1-630151		52.72
				5/17/13 - PAY		11	1-920111		171.33
				5/17/13 - PAY		12	1-920150		285.57
				5/17/13 - PAY		13	1-920151		317.29
				5/17/13 - PAY		14	1-902000		1,003.48
				5/17/13 - PAY		16	1-902150		100.57
				5/31/13 - PAY		13	1-920111		166.43
				5/31/13 - PAY		19	1-902151		95.32
				5/31/13 - PAY		1	1-620110		554.89
				6/14/13 - PAY		27	1-920151		328.45
				5/17/13 - PAY		20	1-901151		37.63
				6/14/13 - PAY		24	1-920131		26.21
				5/31/13 - PAY		9	1-640112		86.10
				5/31/13 - PAY		3	1-620151		40.59
				5/31/13 - PAY		4	1-630110		654.36
				5/31/13 - PAY		5	1-630112		68.88
				5/17/13 - PAY		15	1-902111		509.08
				5/31/13 - PAY		6	1-640110		1,804.64
				5/31/13 - PAY		10	1-640150		125.74
				5/31/13 - PAY		11	1-640151		137.24
				5/31/13 - PAY		12	1-920000		4,274.62
				5/31/13 - PAY		2	1-620150		36.86
				6/14/13 - PAY		1	1-620110		651.42
				6/14/13 - PAY		7	1-620151		50.70
				5/31/13 - PAY		15	1-920151		328.43
				5/31/13 - PAY		16	1-902000		716.48
				6/14/13 - PAY		22	1-920111		166.43
				5/31/13 - PAY		18	1-902150		86.07
				5/31/13 - PAY		20	1-920000		1,258.29
				6/14/13 - PAY		23	1-920130		1,622.54
				5/31/13 - PAY		22	1-901151		92.43
				5/17/13 - PAY		18	1-901000		523.92
				6/14/13 - PAY		2	1-620112		45.92
				6/14/13 - PAY		3	1-620130		373.25
				6/14/13 - PAY		4	1-620131		1.80
				6/14/13 - PAY		5	1-620132		9.91
				6/14/13 - PAY		6	1-620150		46.33
				5/31/13 - PAY		17	1-902111		577.61
				5/31/13 - PAY		21	1-920150		83.69
				6/14/13 - PAY		16	1-640130		1,032.96
				6/14/13 - PAY		17	1-640131		3.75
				6/14/13 - PAY		9	1-630112		45.92
				6/14/13 - PAY		10	1-630130		534.30
				6/14/13 - PAY		11	1-630131		2.09
				6/14/13 - PAY		12	1-630132		13.35
				6/14/13 - PAY		13	1-630150		62.20
				6/14/13 - PAY		25	1-920132		60.00
				6/14/13 - PAY		8	1-630110		689.70
				6/14/13 - PAY		15	1-640110		1,793.68
				6/14/13 - PAY		20	1-901151		129.69
				6/14/13 - PAY		18	1-901132		18.96
				6/14/13 - PAY		19	1-901150		119.26

PORTAGE UTILITIES

Check Register - CLAIMS PAID BUT NOT APPROVED

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GL Posting Period(s): 10/13 - 10/13

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Check Issue Date(s): 10/11/2013 - 10/11/2013

Per	Date	Check No	Vendor No	Payee	Invoice No	Seq	GL Acct No	Discnts Taken	Seq Amount
					5/31/13 - PAY	14	1-920150		295.31
					6/14/13 - PAY	21	1-920000		4,274.63
					5/17/13 - PAY	19	1-901150		34.87
					5/17/13 - PAY	7	1-640110		1,897.25
					6/14/13 - PAY	14	1-630151		67.65
					6/14/13 - PAY	35	1-901000		1,052.18
					6/14/13 - PAY	28	1-902000		358.24
					6/28/13 - PAY	9	1-640150		111.21
					6/14/13 - PAY	30	1-902130		231.79
					6/14/13 - PAY	32	1-902132		8.00
					6/28/13 - PAY	6	1-630151		67.50
					6/14/13 - PAY	34	1-902151		64.12
					6/14/13 - PAY	26	1-920150		295.32
					6/14/13 - PAY	29	1-902111		504.19
					6/28/13 - PAY	2	1-620150		35.13
					6/28/13 - PAY	1	1-620110		528.43
					6/14/13 - PAY	40	1-901150		74.57
					6/14/13 - PAY	39	1-901132		19.49
					6/14/13 - PAY	38	1-901131		4.67
					6/14/13 - PAY	37	1-901130		439.67
					6/14/13 - PAY	36	1-901112		68.88
					5/31/13 - PAY	6	1-630150		48.08
					6/14/13 - PAY	41	1-901151		82.90
					6/28/13 - PAY	10	1-640151		122.17
					6/28/13 - PAY	14	1-920151		328.83
					6/28/13 - PAY	4	1-630110		929.88
					6/14/13 - PAY	33	1-902150		57.34
					6/28/13 - PAY	8	1-640112		137.76
					6/14/13 - PAY	31	1-902131		7.01
					6/28/13 - PAY	11	1-920000		4,274.63
					6/28/13 - PAY	3	1-620151		38.25
					6/28/13 - PAY	13	1-920150		295.64
					6/28/13 - PAY	7	1-640110		1,534.51
					6/28/13 - PAY	16	1-902111		597.19
					6/28/13 - PAY	17	1-902150		63.53
					6/28/13 - PAY	18	1-902151		71.23
					6/28/13 - PAY	12	1-920111		171.33
					6/28/13 - PAY	19	1-901000		1,285.81
					6/28/13 - PAY	20	1-901150		85.54
					6/28/13 - PAY	21	1-901151		94.43
					6/28/13 - PAY	15	1-902000		358.24
					6/28/13 - PAY	5	1-630150		61.83
									<hr/>
									Total 14228
									49,225.11
									<hr/>
10/13	10/11/2013	14227	400	COMMUNICATIONS SERVICE WIS	1827	1	1-109397		41.03
10/13	10/11/2013	14228	1360	CT LABORATORIES, LLC	100003	1	1-641234		94.50
					100706	1	1-641234		170.10
					100142	1	1-641234		94.50
									<hr/>
									Total 14228
									359.10
									<hr/>
10/13	10/11/2013	14229	409	DAVIS CONSTRUCTION	11562	1	1-852354		300.00
					11559	1	1-851358		625.00
					11559	2	1-852354		400.00

PORTAGE UTILITIES

Check Register - CLAIMS PAID BUT NOT APPROVED

GL Posting Period(s): 10/13 - 10/13

Check Issue Date(s): 10/11/2013 - 10/11/2013

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Per	Date	Check No	Vendor No	Payee	Invoice No	Seq	GL Acct No	Discnts Taken	Seq Amount
Total 14229									1,325.00
10/13	10/11/2013	14230	370	DIGGERS HOTLINE INC	130 8 40801	1	1-641340		143.28
					130 9 40801	1	1-641340		137.31
Total 14230									280.59
10/13	10/11/2013	14231	2365	FIRST SUPPLY	2099117-00	1	1-651358		352.00
10/13	10/11/2013	14232	714	FRONTIER	WELLS-9/13-10/12/13	1	1-921220		229.10
					SHOP FAX-8/25-9/24/1	1	1-921220		42.21
					SHOP FAX-9/25-10/24/	1	1-921220		42.21
Total 14232									313.52
10/13	10/11/2013	14233	705	GRAINGER	9239761720	1	1-835350		497.25
10/13	10/11/2013	14234	810	HACH COMPANY	8502841	1	1-641234		124.19
10/13	10/11/2013	14235	820	HAWKINS INC	3519903 RI	1	1-150510		336.86
					3519903 RI	2	1-150500		156.60
Total 14235									493.26
10/13	10/11/2013	14236	1405	MD SUPPLY WATERWORKS, LTD	B487848	1	1-652354		372.48
					B458891	1	1-652354		208.68
					B403044	1	1-635350		660.00
Total 14236									1,241.16
10/13	10/11/2013	14237	815	HILL AUTOMOTIVE INC	203234	1	1-950100		1,839.40
10/13	10/11/2013	14238	1659	INTERSTATE BATTERY S W WIS	200095707	1	1-920341		227.90
10/13	10/11/2013	14239	1026	JIM'S PLUMBING	1726	1	1-635350		120.00
10/13	10/11/2013	14240	1143	KWIK TRIP INC	8/13 FUEL	1	1-920342		724.68
					9/13 - FUEL	1	1-920342		1,190.04
Total 14240									1,914.72
10/13	10/11/2013	14241	2334	LMS CONSTRUCTION INC	6481	1	1-852354		230.00
10/13	10/11/2013	14242	1318	MARTELLE WATER TREATMENT	11552	1	1-150500		456.20
					11524	3	1-150550		772.73
					11524	2	1-150500		534.73
					11524	1	1-150540		948.84
					11621	1	1-150500		380.80
Total 14242									3,093.30
10/13	10/11/2013	14243	1620	NAPA AUTO PARTS	263039	1	1-920341		5.10
10/13	10/11/2013	14244	1432	NORTH WOODS SUPERIOR	38519	1	1-655350		112.19
10/13	10/11/2013	14245	1615	P W U	OFFICE - 9/13	1	1-632223		13.79
					WELL #3 - 9/13	1	1-632223		35.91
					WELL #8 - 9/13	1	1-632223		560.87
					TRTMT PLT-9/13	1	1-632223		547.85
					SHOP - 9/13	1	1-632223		30.19
Total 14245									1,188.61
10/13	10/11/2013	14246	1643	PITNEY BOWES INC - RENTAL	570958	1	1-903291		126.99
10/13	10/11/2013	14247	1665	PORTAGE LUMBER DO-IT	117518	1	1-652354		69.99

M = Manual Check, V = Void Check

PORTAGE UTILITIES

Check Register - CLAIMS PAID BUT NOT APPROVED

GL Posting Period(s): 10/13 - 10/13

Check Issue Date(s): 10/11/2013 - 10/11/2013

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Per	Date	Check No	Vendor No	Payee	Invoice No	Seq	GL Acct No	Discnts Taken	Seq Amount
10/13	10/11/2013	14248	1610	PUBLIC SERVICE COMMISSION WIS	RA14-I-00583	2	1-926202		16.68
					RA14-I-00583	1	1-926202		2,049.28
Total 14248									2,032.80
10/13	10/11/2013	14249	1975	SEWER UTILITY	9/13 - BILLING	1	1-233400		156,376.40
10/13	10/11/2013	14250	1963	STAPLES CREDIT PLAN	32524	1	1-821340		225.77
10/13	10/11/2013	14251	1670	U S POSTAL SERVICE	10/13-BULK REFILL	1	1-903281		5,000.00
10/13	10/11/2013	14252	2315	WR WA	MEMBERSHIP RENEW	1	1-830280		460.00
10/13	10/11/2013	14253	30	WALSH'S ACE HARDWARE	68399	1	1-641340		50.52
					68689	1	1-654355		11.00
					68723	1	1-655350		13.79
					68740	1	1-654355		6.89
					68796	1	1-654355		6.89
					68820	1	1-654355		12.67
					68877	1	1-655350		16.53
					69335	1	1-655350		48.29
					69104	1	1-655350		7.03
Total 14253									173.61
10/13	10/11/2013	14254	1962	WI STATE LABORATORY OF HYGIEN	311019-1	1	1-641234		40.00
Totals:									264,404.53

City of Portage
Municipal Services and Utilities Committee Meeting
Thursday, November 7, 2013, 5:30 p.m.
Municipal Building, 115 West Pleasant Street, Conference Room One

Members Present: Jeff Garetson, Chairperson; Carolyn Hamre, Doug Klapper, Frank Miller, Rita Maass

Others Present: Bill Welsh, Cable TV; Craig Sauer; Portage Daily Register; Bob Redelings, Director of Public Works; Tammy O'Leary, Public Works Secretary; Kim Standke, Street Superintendent; Shawn Murphy, City Administrator; Carol Heisz; Dennis Nachreiner; Steve Dubberstein.

1. Roll Call.

The meeting was called to order at 5:30 pm.

2. Approval of meeting minutes from previous meeting.

Motion by Maass, second by Klapper to approve minutes from the October 3rd, 2013 meeting. Roll Call. Passed 5-0.

3. Discussion and possible action on E. Albert Street Resurfacing & Reconstruction Project.

Because members of the public are present, this item was moved up on the agenda. Redelings provided an overview of the project corridor and described the project. Because segments 2 & 3 are scheduled for 2015, most of the discussion focused on Segment 1. Mr. Nachreiner suggested that putting in a sidewalk on E. Albert would promote pedestrian traffic and create a safety issue. Klapper stated that for the pedestrians to get to the Splash Pad or down town there needs to be an outlet. Redelings indicated that if sidewalk or multi-use path was included, it would be on the South side of the road. Mr. Nachreiner said that the consultant indicated at the public hearing that E. Albert Street wouldn't be open to through traffic. He also requested to be informed about future meetings. Redelings indicated that the high cost associated with reconstruction resulted from lowering the street and providing curb & gutter, sidewalk and storm sewers. Because the entire North side is used for parking and access, a valley curb (which may be assessable) was being proposed.

Motion by Klapper, second by Maass to recommend to Finance Committee the reconstruction of E. Albert Street (segment1) in 2014. Roll call. Passed 5-0.

4. Discussion and possible action on water/sewer bill adjustment for Thomas Beaver.

Redelings stated that some of these credits could be addressed at staff level up to a certain dollar amount. A policy will be written and discussed at a future meeting. Motion by Hamre, second by Klapper to approve the sewer credit of \$24.12 for Tom Beaver at 306 Volk Street resulting from water loss due to leaking outside hose nozzle. Roll Call. Passed 3-2 with Maass and Garetson voting no.

- 5. Discussion and possible action on water/sewer bill adjustment for Quemal Alimi.**
Motion by Miller, second by Hamre to approve the sewer credit of \$1,268.24 for Qemal Alimi at 1151 E. Wisconsin Street due to a lack of floor drains and water escaping the building through doorways. Roll Call. Passed 4-1 Maass voting no.
- 6. Discussion and possible action on water/sewer bill adjustment for James Shlimovitz.**
Motion by Hamre. Second by Klapper to deny the credit of \$36.23 for Jim Schlimovitz at 515 Oakridge Drive. Roll Call. Failed 2-3 with Garetson, Miller and Klapper voting no.
Motion by Miller, second by Klapper to approve the credit of \$36.23 for Jim Schlimovitz at 515 Oakridge Drive. Roll Call. Passed 3-2 with Hamre and Maass voting no.
- 7. Discussion and possible action on request for No Parking on Eastridge by Divine Savior. Committee discussed the issues with parking near Divine Savior and Pierce's driveways resulting in poor visibility along Eastridge.**
Motion by Maass, second by Hamre to approve extending yellow curb on Eastridge Drive and the associated no parking signage for the Divine Savior driveways. After discussion on safety issues the motion was amended. Amended motion by Maass, second by Miller to recommend to the Legislative and Regulatory committee no parking 45 feet from driveways for Divine Savior and Pierce's driveway. All curbs to be painted yellow and signs erected. Roll Call. Passed 5-0.
- 8. Discussion and possible action on winter road maintenance program. The committee reviewed the handout from Redelings for the 2012/2013 Snow & Ice Control Costs.**
Hamre stated that some citizens complained about over salting last winter and frequency of salting. Redelings stated that the Public Works Department needs to respond when the police department calls about unsafe areas. Garetson also commented on the no overtime for the workers so they are trying to get the roads safe during regular hours. Standke also commented with the new type salter and a new employee, there was a learning curve with the use of the new truck. It went from a conveyor style to auger style spreading system. The auger was not slowing down the distribution of salt when the truck was slowing down or stopping. The auger has now been adjusted for the 2013, 2014 season. Miller stated that we have ongoing issues with the removal of vehicles during snow emergencies and regular plowing times stating sometimes we are plowing the same streets multiple times. Murphy stated the police department had a record number of parking tickets and will continue enforcement during the 2013/2014 season. No action was taken.
- 9. Discussion and possible action on River Street Reconstruction.**
Committee discussed the recommendation of the Finance Committee to move River Street Reconstruction back to 2015 were it was originally scheduled. Hamre stated she was concerned that if we pushed it back to 2015 that it may be pushed back further. Miller stated the citizens are happy to see the work we are completing on the roads but also suggested we should not be pushing back projects because there are many roads in the city that need repair. Murphy stated that there will likely be borrowing for this project in 2015. No action was to be taken.

10. Discussion and possible action on Municipal Parking Lot names.

Klapper provided a hand out to the committee with names the Historic Preservation was suggesting for the municipal parking lots. Hamre and Maass stated that some lots have been known by certain names and should be left that way. Klapper will gather more information for consideration at next meeting.

11. Discussion and possible action on Sidewalk Policy exception along E. Slifer Street.

Redelings said the Plan Commission approved the sidewalk at Portage Community School District administration building needs to be installed when the parking lot is resurfaced but no later than 2020. The Plan Commission is looking at new sidewalk policy and the committee agrees that the new policy will address the sidewalk along E. Slifer Street.

12. Discussion and possible action on Alley Policy.

Redelings stated that Maass brought to his attention the chip sealing on Levee Road. Redelings said the road looks appealing and is smooth driving and possibly an option for some alley work. Redelings stated he would like to see how it weathers over the winter before recommending it for our alleys. Miller suggested testing it on one of our own alleys. Hamre suggested one of the alleys in the first ward would be a good candidate for the trial alley. It was suggested Redelings change the language on the payment and construction sections of the policy. Klapper suggested that the payment be 60/40 on alleys that the city does not use but to be 50/50 on the alleys the city uses for garbage pickup. Miller stated he would like it to stay consistent at 50/50.

Motion by Maass, second by Hamre to approve the 60% private/ 40% city cost split to property owners except for the alleys that the city uses and those be assessed 50/50 and the payment to be 1% over prime as of January 1 each year. Roll Call. Passes 3-2 with Miller and Hamre voting no.

13. Public Works Director report.

Redelings gave report on the wrapping up of 2013 projects. There are a few sidewalks that need to be finished and cleanup is still to being done. The 100 block of E. Cook St was closed 11/7/2013 for a water service extension for a sprinkler system to the Ball Room; this will be paved next week. Redelings also informed the committee that there is a culvert collapsing on Hamilton Street just outside the city limits that the Town of Fort Winnebago and City are working on together. The County Highway Department will install the culvert next Monday.

14. Adjournment.

Motion by Miller, second by Hamre to adjourn the meeting at 8:22 pm. Motion carried unanimously on call of roll.

Prepared by Tammy O'Leary, Public Works Secretary

**City of Portage
Human Resources Committee Meeting
Tuesday, November 12, 2013, 5:45 p.m.
Municipal Building, Conference Room One
Minutes**

Present: Bill Tierney, Chairperson, Rick Dodd, Jeff Garetson, Rita Maass, Frank Miller and Mike Oszman.

Also Present: City Administrator Shawn Murphy and Craig Sauer, Portage Daily Register.

1. Roll call

The meeting was called to order by Mayor Tierney at 5:45pm.

2. Approval of minutes from previous meeting.

Motion by Maass, second by Dodd to approve minutes from the October 14, 2013 meeting. Motion carried unanimously on call of roll with Oszman abstaining.

3. Motion to convene to Closed Session per Chap. 19.85(1)(c) to discuss and provide possible recommendation on terms for Manager of Parks & Recreation Dept.

Motion by Oszman, second by Dodd to convene to Closed Session per Chap. 19.85(1)(c) to discuss and provide possible recommendation on terms for Manager of Parks & Recreation Department. Motion carried unanimously on call of roll at 5:47 pm.

4. Reconvene to Open session for possible recommendation on item(s) discussed in closed session.

Motion by Oszman, second by Garetson to reconvene to open session for possible recommendation on item(s) discussed in closed session. Motion carried unanimously on call of roll at 6:00 pm.

Motion by Dodd, second by Miller to recommend employment offer to Dan Kremer pursuant to terms listed in memo from Administrator Murphy dated 11/6/13. Motion carried unanimously on call of roll.

5. Adjournment

Motion by Oszman, second by Miller to adjourn the meeting at 6:03 pm. Motion carried unanimously on call of roll.

Respectfully submitted,

Shawn M. Murphy, City Administrator

ORDINANCE NO. 13-017

ORDINANCE RELATIVE TO SPECIAL EVENT ORDINANCE

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

The following Sections are hereby repealed in their entirety:

Chapter 14, Article IV. Nonintoxicating Beverages
Chapter 14, Article VI. Transient and Temporary Public Entertainments
Chapter 14, Article VII. Public Dances
Chapter 14, Article IX. Amusements

The following Sections are hereby repealed and recreated to read as follows:

Chapter 66, Article V. Division 4. Street Use Permits

Sec. 66-261. Purpose. The streets in possession of the city are primarily for the use of the public in the ordinary way. However, under proper circumstances, the city clerk, following review and approval by the Chief of Police and Public Works Director, may grant a permit for street use, subject to reasonable municipal regulation and control. Therefore, this division is enacted to regulate and control the use of streets pursuant to a street use permit to the end that the health, safety and general welfare of the public and the good order of the city can be protected and maintained. Persons or groups who successfully obtain a Special Event Ordinance shall not be required to obtain a separate Street Use Permit under this division.

Sec. 66-262. Application. A written application for a street use permit by persons or groups desiring the same shall be made on a form provided by the city clerk and shall be filed with the city clerk. The completed application must be received by the city clerk no later than fifteen (15) days prior to the proposed street use. The Chief of Police or Public Works Director have the authority to order immediate street closure if public safety or public/private property is threatened.

Sec. 66-263. Review by chief of police and director of public works. The application shall be reviewed by the director of public works and chief of police for their recommendation as to the affect that the temporary closing of the street will have on the public safety and traffic movement in the area during the time the street may be closed.

Sec. 66-264. Standards for approval or Mandatory denial of street use permit. Review of an application for a street use permit shall consider the following factors:

- (1) Compliance with Laws. The proposed street use shall be denied if it would violate any federal or state law or any ordinance of the city.
- (2) Traffic volume, route and circulation. The proposed street use will not substantially hinder the movement of police, fire or emergency vehicles, constituting a risk to persons or property.
- (3) Completeness of Application. The Director of Public Works and Chief of Police in reviewing the application may request additional information necessary for consideration.
- (4) In the event the application is denied, the applicant shall receive written notification of such denial detailing the reason(s) for the denial within ten (10) days of the date the application was submitted.

Sec. 66-265. Permit fee. Each application for a street use permit shall be accompanied by a fee set forth in the official city fee schedule on file in the city clerk's office. In addition to the permit fee, the applicant shall be responsible for additional costs the City may incur (including hourly equipment and personnel costs as listed in the schedule of fees) in providing service or assistance with the proposed street use permit use.

Sec. 66-266. Appeal of Denied Permit. An applicant may modify the application to seek approval or request an appeal of a denied permit within five (5) days of the issuance of the denial. The appeal shall be considered by the Municipal Services & Utilities Committee. Such appeal shall be rendered by the Municipal Services and Utilities Committee within twenty (20) days from the request for the appeal.

The following Sections are hereby repealed in their entirety:

**Chapter 66, Article VI. Processions, Parades, Runs, Walks,
Bicycle Races and Marathons**

The following Section is hereby created to read as follows:

Section 66-321 Special Event Ordinance

(a) Purpose. This Chapter is enacted to regulate and control the use of streets and public property to insure that the health, safety and general welfare of the public and the good order of the City is protected and maintained. The City's authority to regulate streets and public property is contained in the Wisconsin Statutes, including, but not limited to, Sec. 349.185, Wis. Stats.

(b) Definitions. As used in this Chapter:

(1) Processions, parades, runs, walks, marathons, bicycle races, block parties, and similar activities have their usual and customary usage.

(2) "Highways" and "streets" have the meanings set forth in Wis. Stats. § 340.01, and also include alleys (as defined in Sec. 340.01, Wis. Stats.) and areas owned by the City of Portage which are used primarily for pedestrian or vehicular traffic.

(3) "Neighborhood Event" includes any planned gathering to take place in a residential location such as a residential street or cul-de-sac. Examples include neighborhood or residential block parties and estate sales or auctions.

- (4) "Special Event" means any planned event on a highway or street in the City of Portage or on property owned by the City of Portage, including, but not limited to: processions, parades, runs, walks, marathons, bicycle races, block parties, transient or temporary public entertainment, festivals or celebrations, estate sales or auctions, political gatherings or events, and events requiring the issuance of a Temporary Class "B" alcohol license. For avoidance of doubt, a Special Event includes a Neighborhood Event.
- (5) *"Transient or temporary public entertainment" is one to which the public may gain admission by payment of an admission charge. A transient or temporary public entertainment includes shows, circuses, exhibitions, carnivals, or other traveling entertainment venues.*
- (6) *"Person" means any natural individual, group, entity, organization, partnership, association, corporation, or limited liability company.*

(c) Permit Required. No person may hold a Special Event on a highway or street in the City of Portage or on property owned by the City of Portage without first obtaining a Special Event Permit from the City.

- (1) The Chief of Police has the authority to issue a Special Event Permit for a Neighborhood Event. Said permits shall be exempt from the fee as required in Section (j) and may be exempt from insurance as required in Section (l) herein. Issuance of a Special Event Permit for Neighborhood Event or other Special Event defined herein shall not require obtaining separate Street Use Permit.
- (2) All other Special Event Permits shall be subject to review and approval by the City Administrator upon review by the Chief of Police, City Clerk, Director of Public Works, Fire Chief and

Manager of Parks & Recreation (Departmental Review), subject to subsection (c)(3) below.

- (3) The City of Portage reserves the authority, in its sole discretion, to refer any Special Event Permit application to the Legislative and Regulatory Committee or the Common Council for review and approval.

(d) Application. A person seeking to hold a Special Event shall file an application with the City Clerk on the form provided by the City Clerk. The application shall be filed at least forty-five (45) days before the Special Event. No application shall be considered that is filed fifteen (15) days or less from the date of the Special Event. The application shall contain the following information:

- (1) The name, address and telephone number of the applicant or applicants.
- (2) If the Special Event is to be conducted for, on behalf of, or by an organization or company, the name, address and telephone number of the organization's or company's headquarters and of individual(s) authorized to act on behalf of the organization or company.
- (3) The name, address and telephone number of the person or persons who will be responsible for operating the Special Event.
- (4) The proposed use, described in detail, for which the Special Event Permit is requested.
- (5) The date(s) and duration of time during which the Special Event is to occur.
- (6) An accurate description of the portion(s) of the street(s) or property to be used.
- (7) The applicant shall indicate if the Special Event requires complete, partial, or no closure of any streets.

- (8) A map of the Special Event, including the street(s)/property to be used, the route of the event, and the placement of any tents, facilities, or equipment.
- (9) The approximate number of persons who will attend the Special Event.
- (10) Any other information that the City deems necessary or appropriate.

(e) Exemptions. A Special Event Permit is not required for assembling or movement of a funeral procession or military convoy. A Special Event, including a parade, sponsored by an agency of the federal or state government, acting in its governmental capacity within the scope of its authority, may be required to obtain a Special Event permit; however, the agency may be exempt from the permit fee and insurance requirements contained in this Chapter.

(f) Application Review. If the City Clerk determines that the Special Event Permit application is complete, the City Clerk shall forward the application to the Chief of Police, Director of Public Works, Fire Chief and Manager of Parks & Recreation for review (Departmental Review). If the Departmental Review determines that members of the Fire, Parks & Recreation, Police or Public Works Departments must assist with setup, operation, clean-up or be available to staff the Special Event, the applicant shall pay a deposit as established in the Fee Schedule. The City Clerk may require the applicant to provide additional information in support of the application if the Departmental Review deems the additional information necessary for review purposes.

(g) Representative at Meeting. The Departmental Review of the application may require a meeting or meeting(s) with applicant representative(s). If the Special Event Permit application is to be

reviewed by the Legislative and Regulatory Committee or the Common Council, the applicant shall attend the meeting or meetings at which the application is considered. The applicant may be asked to provide additional information at the meeting or meetings.

(h) Action on Application. The individuals of the Departmental Review, the Legislative & Regulatory Committee, or the Common Council shall consider the following factors when deciding whether to grant a Special Event Permit:

- (1) How vehicular traffic may be affected by the Special Event, including the effect, if any, of construction projects in and around the City.
- (2) When the Special Event is scheduled to be held and the duration of the event, particularly if the event is scheduled between the hours of 10:00 p.m. and 7:00 a.m.
- (3) Whether sufficient supervision will be provided to reasonably assure orderly conduct by the attendees.
- (4) Whether the location, facility or City has adequate resources to accommodate the event.
- (5) Whether the Special Event is primarily for private or commercial economic gain, unless the event is an estate sale or auction.
- (6) Whether the Special Event will negatively affect the health, safety or general welfare of the public, including, but not limited to, the movement of police, fire, or emergency vehicles within the City.
- (7) Whether the operation of the Special Event violates any federal or state law or City ordinance. The City Administrator, Legislative & Regulatory Committee, or the Common Council may deny a Special Event Permit application if, in their discretion, it is determined that one or more of the factors identified above warrant denial of the application. Further, the City Administrator, the Legislative & Regulatory Committee, or

the Common Council may place conditions on the approval of a Special Event Permit application. If a Special Event Permit is granted, the permittee shall comply with all conditions placed on the Permit, if any, and with all applicable federal and state laws and City ordinances and regulations.

- (i) Appeal of Permit Denials. If a Special Event Permit application is denied by the City Administrator, the applicant may appeal the denial to the Legislative & Regulatory Committee by filing a request with the City Clerk within five (5) days of the application denial. The Legislative & Regulatory Committee shall consider the appeal and make a recommendation to the Common Council sustain or overturn the decision to deny the permit, or send the application back to City Administrator with direction for further review the application. In each instance, the Common Council shall consider the recommendation of the Legislative & Regulatory Committee within fifteen (15) days of the Committee recommendation. If a Special Event Permit application is denied by the Common Council, there is no further appeal.

- (j) Permit Fee. Each application for Special Event Permit shall be accompanied by a fee per the City Fee Schedule. Applications that are filed less than forty-five (45) days before the Special Event are subject to a double application fee, which shall be paid before the application is considered. Further, an application for a Special Event that is not a Neighborhood Event shall be subject to a Special Event fee, pursuant to the City Fee Schedule or fees specified in a written agreement between the applicant and the City. The Deposit shall be returned to the applicant upon completion of the Special Event less any costs the City incurs in the actual assistance during setup, operation, clean-up and/or staffing required by the City. Additionally, costs to restore or repair damage to facilities and property owned by the City as a result of the Special Event shall be deducted from the Deposit. Any

remaining balance shall be returned to the applicant within ten (10) days of the completion of the Special Event along with an itemized listing of any deductions. If the amount of the Deposit is insufficient to cover such City incurred expenses, the City shall invoice the applicant for the remaining balance. The fees referenced in the preceding sentence are intended to cover costs the City incurs relating to the Special Event.

(k) Neighborhood Events. Each application for a Special Event Permit for a Neighborhood Event shall include a petition designating the proposed area of the street to be used and the time for such use. The petition shall be signed by adult residents from not less than seventy-five percent (75%) of the households on the portion of the street designated for the proposed use. The petition shall be verified and shall be submitted in substantially the following form:

PETITION FOR SPECIAL EVENT PERMIT

We, the undersigned residents of the _____ hundred block of _____ Street in the City of Portage, hereby consent to the _____ recreational or business use of this street between the hours of _____ and _____ on _____, the _____ / _____ / _____ day of _____, 20_____, for the purpose of _____. We also hereby consent to the City of Portage granting a Special Event Permit for use of the portion of the street identified above for the use identified, and do hereby agree to abide by any conditions that the City of Portage places on the Special Event Permit. We further understand that the Permit will not be granted for longer than twelve (12) hours, and agree to remove from the street before the end of the Special Event all equipment, vehicles, and other personal property placed or driven thereon during the Special Event.

We designate _____ as the responsible person or persons who shall apply for a Special Event Permit.

(l) Insurance. An applicant for a Special Event Permit may be required to furnish the City Clerk with a certificate of insurance written by a company licensed in the State of Wisconsin, approved by the City Clerk, and covering any and all liability or obligations that may result from the Special Event, including any and all activities and operations by the applicant and the applicant's employees, agents, or contractors, including worker's compensation coverage in accordance with Chapter 102 of the Wisconsin Statutes. The certificate shall be written in comprehensive form and shall protect the applicant and the City against all claims arising out of the Special Event, including, but not limited to, any act or omission of the applicant and the applicant's employees, agents, or contractors. The policy of insurance shall provide minimum combined single limits for bodily injury and property damage of One Million Dollars (\$1,000,000.00) or such other insurance limits as deemed adequate by the City. The certificate of insurance (and any required endorsements) shall name the City of Portage as an Additional Insured and must be submitted to the City Clerk at least five (5) days before the Special Event is to occur.

(m) Indemnification. The applicant shall indemnify, defend and hold harmless the City of Portage and its officers, officials, agents, and employees against all loss or expense (including liability costs and reasonable attorney's fees) by reason of any claim or suit, or of liability imposed by law upon the City or its officers, officials, agents or employees, for damages because of injury, including death at any time resulting therefrom, sustained by any person or persons, or on account of damages to property, including loss of use thereof, arising from, in connection with, caused by or resulting from the Special Event.

- (n) Cleanup Requirements. The applicant shall return the site to the condition that existed before the Special Event occurred within twenty-four (24) hours of the completion of the event. The City may require the applicant to provide a deposit in an amount to be determined by the City to insure that the site is adequately restored.
- (o) Termination of Permit and Special Event. A Special Event may be immediately terminated, and the Special Event Permit revoked, while the event is in progress, if the Chief of Police or his or her designee determine that the health, safety or general welfare of the public, including participants at the event, is endangered by activities generated as a result of the event, or if the Special Event has violated any conditions placed on the event in the Permit, or if the Special Event has violated any City ordinances.
- (p) Emergency Revocation. The Chief of Police or his or her designee may revoke a Special Event Permit that has already been issued if the Chief of Police or Fire Chief or his or her designee determine that revocation is justified by an actual or potential emergency due to weather, fire, riot, other catastrophe or likelihood of a breach of the peace, or by a major change in the conditions forming the basis for the issuance of the Permit.
- (q) Penalties. Any person who violates any provisions of this Chapter shall be subject to a penalty as provided in Section 1-15 of this Code. Additionally, failure to comply with any provisions of this Chapter may result in the withholding of approval on any subsequent permit applications for this or other permits required by the City.

This Ordinance shall take effect upon passage and publication thereof.

Passed this _____ day of _____, 2013.

W.F. "Bill" Tierney, Mayor

Attest:

Marie A. Moe, City Clerk

First and second readings:

Third reading:

Published:

Ordinance requested by:

Legislative and Regulatory Committee

ORDINANCE 13-018

ORDINANCE PROVIDING FOR THE DETACHMENT OF A PORTION OF THE CITY OF PORTAGE TO THE TOWN OF FORT WINNEBAGO, COLUMBIA COUNTY, WISCONSIN

WHEREAS a petition pursuant to Wis. Stat. §66.0227 was filed with the City Clerk on October 1, 2013, requesting that the following described land (the "Territory") be detached from the City of Portage and attached to the Town of Fort Winnebago:

A parcel of land located in Lots 1 & 2, CSM No. 3422, Volume 23, Page 39, Columbia County Register of Deeds Office and Government Lot 5, Section 33, T13N, R9E, City of Portage, Columbia County, Wisconsin bounded by the following line:

Beginning at the southwest corner of said Lot 1; thence N01°17'47"E along west line of said Lot 1, 39.36 feet; thence N61°32'47"E along north line of said Lots 1 and 2 and their extension, 571.55 feet to west line of C.T.H. EE; thence Southerly along said west line on a curve to the left, radius 319.48 feet, whose chord bears S18°39'38"W, 182.70 feet; thence S02°02'46"W, 101.47 feet to north line of S.T.H. 33; thence Westerly along north line of said S.T.H. 33 to point of beginning.

WHEREAS, the Territory contains approximately 1.05 acres with a current population of 0 persons and is currently zoned B3-Interchange Business and was annexed in Document No. 807275; and

WHEREAS, a scale map reasonably showing the boundaries of the Territory and the relation of the Territory to the municipalities involved is attached as Exhibit A1; and

WHEREAS, a three-fourths vote of the council is required to approve the detachment petition; and

WHEREAS, it appears that the petitioner has filed duplicate original of the Petition for Detachment with the Town Clerk for the Town of Fort Winnebago, Columbia County, Wisconsin; and

WHEREAS, the Petition has been signed by all owners of the taxable property within the Territory proposed for detachment; and

WHEREAS, the Petitioner has agreed to comply with the special assessment duly levied on the Property per Resolution No. 12-002; and

WHEREAS, the Petitioner is an existing utility customer for sanitary sewer service and shall continue to receive service and comply with rules and requirements of Chapter 78, Article III of the code of ordinances as a condition of continuing such service; and

WHEREAS, the Petitioner is not a current utility customer for water utility service and shall be eligible for connection to the water utility only upon condition of annexation to the City of Portage; and

WHEREAS, it appears in the best interests of the City of Portage that the afore described parcels be detached from the City of Portage; and

WHEREAS, pursuant to Wis. Stat. §66.0227(2), the Town of Fort Winnebago shall, by duly adopted ordinance, attach the Territory within sixty (60) days of the detachment of the Territory from the City of Portage, or else this ordinance shall be void.

NOW, THEREFORE BE IT RESOLVED, the Common Council of the City of Portage, Columbia County, Wisconsin does ordain as follows:

THAT the following Territory is detached from the City of Portage and attached to the Town of Fort Winnebago, Columbia County, Wisconsin:

A parcel of land located in Lots 1 & 2, CSM No. 3422, Volume 23, Page 39, Columbia County Register of Deeds Office and Government Lot 5, Section 33, T13N, R9E, City of Portage, Columbia County, Wisconsin bounded by the following line:

Beginning at the southwest corner of said Lot 1; thence N01°17'47"E along west line of said Lot 1, 39.36 feet; thence N61°32'47"E along north line of said Lots 1 and 2 and their extension, 571.55 feet to west line of C.T.H. EE; thence Southerly along said west line on a curve to the left, radius 319.48 feet, whose chord bears S18°39'38"W, 182.70 feet; thence S02°02'46"W, 101.47 feet to north line of S.T.H. 33; thence Westerly along north line of said S.T.H. 33 to point of beginning.

THAT the City Clerk is hereby directed to provide a copy of this Ordinance to the Town Clerk of the Town of Fort Winnebago with a request that said Town Board may act upon the Ordinance as set forth in Section 66.0227, Wis. Stats. The City Clerk is further directed to send notices pursuant to Section 66.0217(9), Wis. Stats. All such notices shall be mailed within thirty (30) days of the date hereof pursuant to Section 66.03, Wis. Stats.

THAT the Petitioner shall be responsible for any fees or costs imposed by any agency or incurred by the City of Portage in the preparation and approval of this detachment.

This Ordinance shall take effect upon passage and publication thereof.

Passed this _____ day of _____, 2013.

W.F. "Bill" Tierney, Mayor

Attest:

Marie A. Moe, City Clerk

Ordinance requested by: Jim & Jonathon Crawford, Petitioners

PARCEL DESCRIPTION (To be annexed by Town of Fort Winnebago):

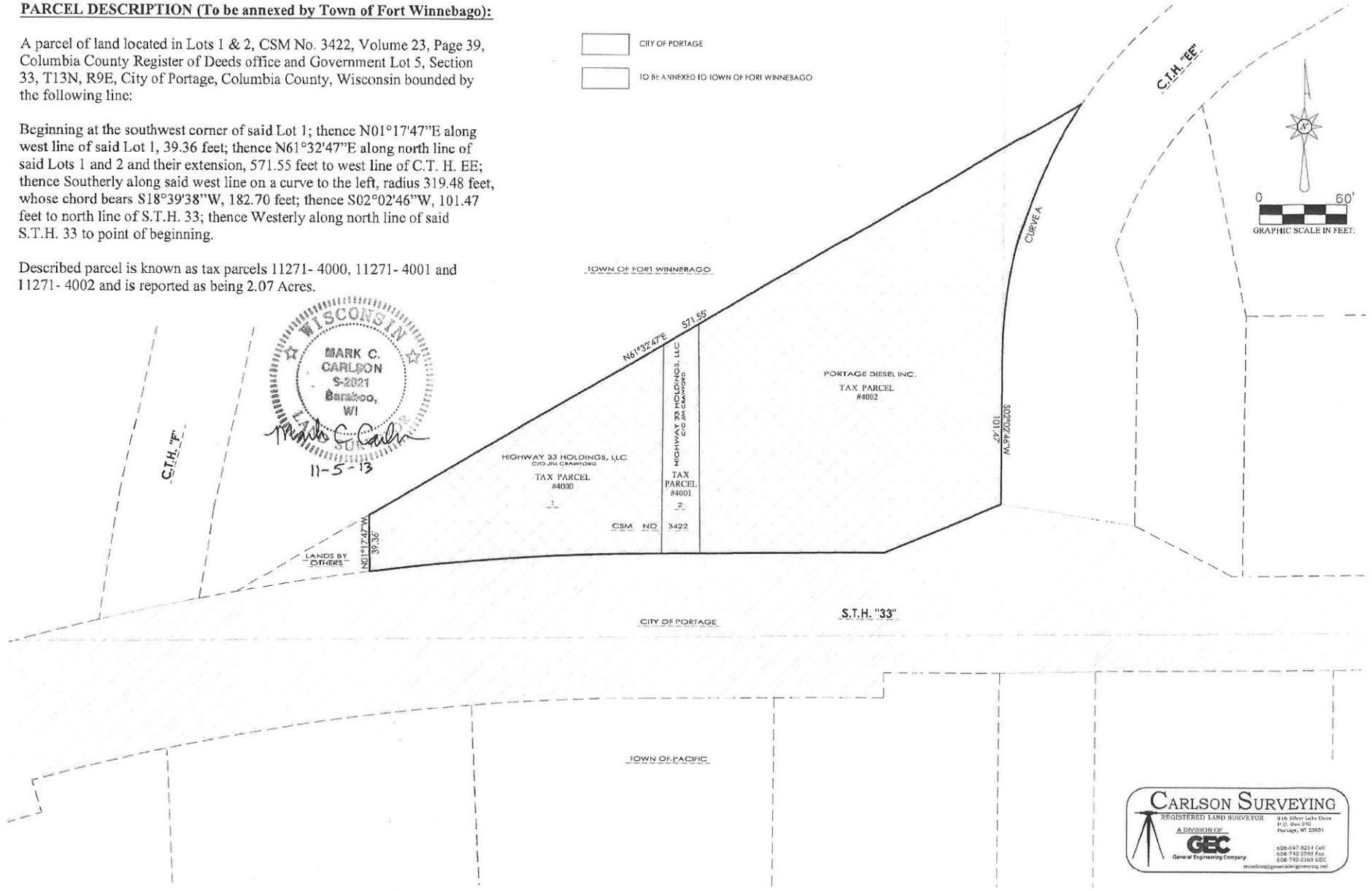
A parcel of land located in Lots 1 & 2, CSM No. 3422, Volume 23, Page 39, Columbia County Register of Deeds office and Government Lot 5, Section 33, T13N, R9E, City of Portage, Columbia County, Wisconsin bounded by the following line:

Beginning at the southwest corner of said Lot 1; thence N01°17'47"E along west line of said Lot 1, 39.36 feet; thence N61°32'47"E along north line of said Lots 1 and 2 and their extension, 571.55 feet to west line of C.T. H. EE; thence Southerly along said west line on a curve to the left, radius 319.48 feet, whose chord bears S18°39'38"W, 182.70 feet; thence S02°02'46"W, 101.47 feet to north line of S.T.H. 33; thence Westerly along north line of said S.T.H. 33 to point of beginning.

Described parcel is known as tax parcels 11271- 4000, 11271- 4001 and 11271- 4002 and is reported as being 2.07 Acres.

- CITY OF PORTAGE
- TO BE ANNEXED TO TOWN OF FORT WINNEBAGO

Exhibit A1



CARLSON SURVEYING
 REGISTERED LAND SURVEYOR
 A DIVISION OF
GEC
 General Engineering Company
 916 Silver Lake Drive
 P.O. Box 910
 Portage, WI 53901
 608-687-0214 Cell
 608-743-2593 Fax
 608-743-2199 GEC
 mcarlson@generaleng.com

ORDINANCE NO. 13-019

ORDINANCE RELATIVE TO JOINT MUNICIPAL COURT

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

Article I of Chapter 42 is hereby repealed and recreated to read as follows:

ARTICLE I – MUNICIPAL COURT

Section 42-1. Municipal Court Established

Pursuant to the authority granted by Chapter 755 of the Wisconsin Statutes there is hereby created a joint municipal court to be designated Municipal Court for the City of Portage and the Village of Endeavor (hereinafter referred to as "Municipal Court"), said court to become operative and function on January 1, 2014.

Section 42-2. Jurisdiction

(a) The Municipal Court shall have jurisdiction over incidents occurring on or after March 1, 2008 as provided in Article VII, §14 of the Wisconsin Constitution, §§ 755.045 and 755.05, Wis. Stats., and as otherwise provided by State Law. In addition, it shall have exclusive jurisdiction over actions in which the municipality seeks to impose forfeitures for violations of municipal ordinances, resolutions and by-laws.

(b) The Municipal Judge may issue civil warrants to enforce matters under the jurisdiction of the Municipal Court under §755.045(2), §66.0119 and §66.0119(3), Wis. Stats.

(c) Pursuant to the authority granted by §938.17(2)(cm), Wis. Stats, the Municipal Judge may impose the disposition contemplated by each of the following statutes upon a juvenile for a violation of municipal ordinances:

- (1) Any disposition allowed under Chapter 48, Wisconsin Statutes;
- (2) §938.343, Wis. Stats.;
- (3) §938.344, Wis. Stats.;
- (4) §938.361, Wis. Stats.;

Any of the above listed dispositions may be used in combination with any other(s) when imposed by the Municipal Judge.

Section 42-3. Municipal Judge

(a) Qualifications. There is hereby created the office of Municipal Judge of the Municipal Court. The Municipal Judge shall be an adult resident of the City

of Portage or the Village of Endeavor, not otherwise disqualified from holding office.

(b) Oath and Bond. The Judge shall, after election or appointment to fill a vacancy, take and file the official oath as prescribed in §757.02(1), Wis. Stats., and at the same time shall execute and file an indemnity bond. The Judge shall not act until the oath and bond have been filed as required by §19.01(4)(c), Wis. Stats. and the requirements of §755.03 Wis. Stats., have been complied with.

(c) Compensation. The Municipal Judge shall receive a salary as fixed by the Common Council of the City of Portage, which shall be in lieu of fees and costs. No salary shall be paid to the Judge for any time during his/her term for which he/she has not executed and filed the official bond and oath.

Section 42-4. Elections

(a) Term. The initial municipal judge shall be the municipal judge currently serving in the Portage Municipal Court. At the expiration of his current term, the municipal judge shall be elected at large in the spring election in odd-numbered years for a term of four (4) years commencing on May 1, 2015. All candidates for the position of municipal judge shall be nominated by nomination papers as provided in Wis. Stat. §8.10, and selection at a primary election if such is held as provided in Wis. Stat. §8.11. The filing officer for the candidates shall be as designated in Wis. Stat. §8.10(6)(bm).

(b) Vacancy. Any permanent vacancy or temporary absence occurring in the office of municipal judge shall be filled pursuant to state law.

(c) Electors. Electors in both municipalities, the City of Portage and the Village of Endeavor, shall vote for the municipal judge.

Section 42-5. Operations and Procedures

(a) Hours. The Municipal Court shall be open as determined by order of the Municipal Judge.

(b) Employees. The Judge shall, in writing, appoint a clerk and up to two (2) deputy clerks. Their salaries shall be fixed by the Common Council of the City of Portage.

(c) Location. The Municipal Judge shall keep his/her office and hold court in the City of Portage Municipal Building. However, the Municipal Judge may issue process and perform ministerial functions at any place authorized by the Common Council of the City of Portage.

Section 42-6. Collections

The municipal judge may impose punishment and sentences as provided by Wis. Stat. Chaps. 800 and 938, and as provided in the ordinances of the City

of Portage and the Village of Endeavor. The Municipal Court shall collect all forfeitures, penalty assessments, fees and taxable costs in any action or proceeding and shall pay over such monies to the Treasurer of the City of Portage. At such time, the Municipal Court shall report to the Treasurer the title, nature of offenses and total amount of judgments imposed in actions and proceedings in which such monies were collected.

Section 42-7. Contempt of Court

The Municipal Judge, after affording an opportunity to the person accused to be heard in defense, may punish for contempt as provided in §800.12, Wis. Stats., and may impose a forfeiture as set forth in City of Portage bond schedule. Upon nonpayment of the forfeiture and or Court costs, a jail sentence not to exceed seven (7) days may be imposed.

Section 42-8. Stipulations and Deposits

(a) Deposits for Ordinance, traffic and boating violations. The Municipal Judge shall establish and submit to the Common Council for approval in accordance with §800.03(3), Wis. Stats., a schedule of deposits for violations of City ordinances, resolutions and bylaws. The deposit amount and schedule of deposits for violation of traffic regulations, boating regulations, and municipal ordinances, resolutions and bylaws shall be set pursuant to Wis. Stat. §800.037.

(b) Stipulations and Deposits in Lieu of Court Appearance. Persons cited for violations of City ordinances, resolutions or bylaws or violations of traffic or boating regulations for which a deposit has been established, shall be permitted to make a stipulations of no contest and a deposit in lieu of court appearance as provided in Wis. Stat. §800.035.

Section 42-9. Abolition

The Municipal Court hereby established shall not be abolished while the Wis Stat. §755.01(4) agreement is in effect.

This Ordinance shall take effect

Passed this day of , 2013.

W.F. "Bill" Tierney, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

First and second readings:

Third reading:

Ordinance requested by:

**AGREEMENT BETWEEN THE CITY OF PORTAGE AND
THE VILLAGE OF ENDEAVOR FOR THE OPERATION OF
THE JOINT MUNICIPAL COURT**

(ver. 11/6/13)

This Agreement is made and entered into this ____ day of _____, 2013 by and between the City of Portage (hereinafter "City") and the Village of Endeavor (hereinafter "Village"), both being municipal corporations organized and existing under the laws of the State of Wisconsin.

WHEREAS, the City and Village intend to create a Joint Municipal Court pursuant to *Wis. Stat.* §755; and,

WHEREAS, the City and Village seek to equitably share the cost of administering and operating the Court pursuant to *Wis. Stat.* §66.0301;

NOW, THEREFORE, in consideration of the mutual promises and covenants set forth herein, the City and Village agree as follows:

1. **Creation of Joint Municipal Court.** The City and the Village agree to create and establish a Joint Municipal Court (hereinafter "Court"), effective upon enactment and publication by each party of the ordinance creating the Court for the City and Village, copies of which are attached as Exhibit A.
2. **Costs.** The City and Village agree to share in the costs of administering the operation of the Court as follows:
 - a. The Village shall pay to the City the following surcharges:
 - i. A sum of \$12.00 for each Village Ordinance citation issued by the Village which is processed by the Court.
 - ii. A sum of \$15.00 for each uniform traffic code citation issued by the Village which is processed by the Court.
 - iii. A sum of \$22.00 for each operating under the influence citation issued by the Village which is processed by the Court.
 - iv. A sum of \$10.00 for each warrant issued by the Court on behalf of the Village for a citation issued by the Village.
 - b. In the event that an individual is held to be in contempt of court, such contempt citation shall be considered as a separate case, and the Village shall pay an additional sum of \$12.00 for the contempt citation processed by the Court.

- c. In the event that a citation issued by the Village proceeds to trial, the Village shall pay to the City an additional sum of \$30.00 per hour of trial.
- d. The Village shall make the payment to the Court Clerk within 30 days after the date scheduled for the initial appearance on each citation issued by the Village.
- e. The Village shall reimburse the City at an hourly rate of \$30.00 for the Court Clerk's time involved with the input of the Village's bond/forfeiture schedule into the Court records software. The Village shall pay to the City a sum of \$250.00 for annual software maintenance fees, payable within thirty (30) days of the annual renewal of the software. If, during the term of this agreement the software provider (currently Tyler Technologies) adjusts the annual software maintenance fee, the fee paid by the Village shall increase by the percent increase as was incurred by the City. Any time incurred by the Court Clerk subsequently revising the bond/forfeiture schedule, printing reports, or otherwise obtaining information not otherwise noted in this agreement for the Village shall be reimbursed to the City at the hourly rate of \$30.00/hr.
- f. All other costs of operating or administering the Court shall be paid by the City, including but not limited to: compensation and fringe benefits paid to the Municipal Judge, Clerk of Court and other court-related personnel (except the prosecuting attorney), office supplies, public notices, and other incidental expenses related to the operating of the Court by the City. Expenses for Village personnel, such as Village police department or Village Prosecutor, required to attend trials and hearings, and all costs associated with the service of process in such cases initiated by the Village, shall be paid by the Village.
- g. All fines and forfeitures resulting from citations issued by the Village and processed by the Court shall be paid to the City. Semi-annually, the City shall pay to the Village the full amount of the fines and forfeitures, except as stated in section (h). At that time, the City shall report to the Village the title of each action, the offense for which each forfeiture was imposed and the total amount of the judgment or sentence, including forfeitures, fines, assessments and costs.
- h. Mandatory assessments and charges established by Wisconsin Statutes shall be added to all judgments entered by the Court. That portion of the statutory court cost that is normally retained by the City shall continue to be payable, in all cases adjudicated by the Court, to the City for purposes of paying a portion of the expenses of the Court.
- i. Any other monies collected by the City through operation of the Court shall be retained by the City, except for taxable costs under *Wis. Stat.*

§814, actually paid by the Village and ordered reimbursed as part of the judgment or sentence, which shall be paid to the Village, together with fees and forfeitures on each citation.

- j. If a Defendant is imprisoned following issuance of a warrant or summons pursuant to *Wis. Stat.* §800.095 following a defendant's conviction on a citation issued by the Village (except in cases where the Defendant has been committed to the Wisconsin State Prisons), the Village shall pay the expenses incurred by Columbia County to imprison the Defendant.

3. Term, Termination and Amendment. This Agreement shall remain in effect for an initial period coinciding with the current term of the existing Municipal Judge, and shall automatically renew thereafter, on the same terms (except that Costs listed under Section 2 may be subject to annual review pursuant to Section 3c), for successive four (4) year periods, coinciding with the term of the Municipal Judge, unless any party requests a review of the substantive terms of this Agreement within nine (9) months prior to the end of the term and the parties agree to amend the terms.

- a. Any amendment or modification must be in writing, approved and executed by the City and the Village.
- b. This Agreement may be terminated by either the City or the Village at the end of any term upon at least six (6) months prior written notice of termination to the other.
- c. On or about November 1 in each year of the Agreement, the City shall review Cost as listed in Section 2 and notify the Village of any adjustments which may become effective on January 1 of the succeeding year of the Agreement. In no case shall any Cost increase by more than three percent (3%) annually during the Agreement.

4. Severability. If any part, term or provision of this Agreement is held by the courts to be illegal or otherwise unenforceable, such illegality or unenforceability shall not affect the validity of any other part, term or provision, and the rights of the parties will be construed as if the unenforceable part, term or provision was never part of the Agreement.

5. Entire Agreement. This written Agreement, and written amendments, together with the Ordinances enacted by the City and the Village, copies of which are attached, shall constitute the entire agreement between the City and the Village on the subject matter of the Joint Municipal Court.

CITY OF PORTAGE

W.F. Bill Tierney, Mayor

Marie A. Moe, City Clerk

VILLAGE OF ENDEAVOR

Steve Biba, President

Eileen Bennett, Clerk-Treasurer

RESOLUTION NO. 13-032

RESOLUTION RELATIVE TO SURPLUS PROPERTY

WHEREAS, the Finance/Administration Committee has recommended that the following property be declared surplus property and disposed of in the most financially beneficial manner for the City:

Toro Mower 223-D Groundmaster CP366-21-01936

NOW THEREFORE IT IS HEREBY RESOLVED by the Common Council of the City of Portage that the above listed property be declared surplus and disposed of in the most financially beneficial manner for the City.

DATED this 14th day of November, 2013.

W.F. "Bill" Tierney, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

Resolution requested by:
Finance/Administration Committee

RESOLUTION NO. 13-033

FINAL RESOLUTION RELATIVE TO DISCONTINUANCE OF 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

WHEREAS, the City of Portage has received a request to discontinue and vacate the Street set forth as follows: that portion of that portion of Brady Street (Street) lying north of Townsend street and South of East Mullett Street in the City of Portage, Columbia County, Wisconsin; and

WHEREAS, pursuant to Section 66.1003 of Wisconsin Statutes, the Common Council initiated proceedings on September 12, 2013 at a meeting of the Common Council, to discontinue that portion of Brady Street; and

WHEREAS, a public hearing on the passage of such resolution was set by the Common Council, which hearing was scheduled for November 14th, 2013 at 6:50 p.m. in the Council Chambers, and written notice of such meeting was duly served on the owners of all of the frontage of the lots and lands abutting upon that portion sought to be discontinued as provided by law; and

WHEREAS, the City Council held the public hearing pursuant to the notice at the time and place therefore affixed and all persons so served and interested were then and there given an opportunity to be heard; and

WHEREAS, it appears that the Street has portions vacated by previous resolutions.

WHEREAS, a public easement for utilities and fire department access, as described and shown on the attached Exhibit A, shall be granted by the new

owners of the land to be vacated to the City of Portage, as a condition of the discontinuance

NOW THEREFORE IT IS HEREBY RESOLVED by the Common Council of the City of Portage that the City Street set forth above is hereby vacated and discontinued, provided that a grant of easement is made by the new owners of the vacated land to the City of Portage pursuant to Exhibit A, and that pursuant to Section 66.1005 Wisconsin Statutes such discontinuance shall not terminate any other easements acquired or rights of the public in any of the underground structures, improvements or services as enumerated or otherwise existing in the public way, but such easements and rights and all rights of entrance, maintenance, construction and repair shall continue as if such public way had not been discontinued.

IT IS HEREBY FURTHER RESOLVED that the City Clerk is hereby ordered to record a certified copy of this Resolution with the Register of Deeds office for Columbia County, Wisconsin setting forth the discontinuation of the street.

DATED this 14th day of November, 2013.

W.F. "Bill" Tierney, Mayor

Attest:

Marie A. Moe, WCPC/MMC, City Clerk

Resolution requested by:
Plan Commission

November 4, 2013

South Central Library System Foundation Award Reception:

It is with great pleasure that I wish to congratulate Kathryn Curtis and the late Dr. J. Robert Curtis on being presented the Cornerstone Award from the South Central Library System. It is fitting that this award, which is given annually to individuals who have had a significant and long-term impact on enhancing public libraries in South Central Wisconsin, be given to both Dr. and Kathryn.

Through the years, both Dr. and Kathryn have served as tireless advocates for libraries by serving on both local and system library boards. The Curtis' have passed on their love of libraries to their children, as both Mark and Ellie served on the library boards of their communities.

As long-time library supporters, the Curtis' have been major parts of past and recent successes of not only the Portage Public Library, but the entire South Central System.

Because of their contributions, the Portage Public Library continues to be an important resource facility for not only the city, but the surrounding area.

W.F. "Bill" Tierney
Mayor