

**City of Portage Common Council Meeting
Council Chambers of City Municipal Building
115 West Pleasant Street, Portage, WI
Regular Meeting – 7:00 p.m.
February 27, 2014**

Agenda

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Minutes of Previous Meeting
6. Presentation by Police Officer Pomeroy on DARE program
7. Consent Agenda
 - A. Reports of Sub-Committees, Boards, and Commissions
 1. Emergency Planning Committee, February 7, 2014
 2. Park and Recreation Board, February 11, 2014
 3. Business Improvement District Board of Directors, February 12, 2014
 4. Library Board, February 18, 2014
 5. Historic Preservation Commission, February 18, 2014
 6. Police and Fire Commission, February 19, 2014
 - B. License Applications
 1. Operator
 2. Taxi Cab Operator
8. Committee Reports
 - A. Legislative and Regulatory Committee, February 20, 2014
 1. Consideration of recommendation on Class B Combination Alcohol and Fermented Malt Beverage License application for Johnny Ts Bar & Deli Inc., 1207 Dunn Street, John L. Timm, agent (Johnny Ts Trackside Bar & Grill)
 - B. Plan Commission, February 17, 2014
 - C. Finance/Administration Committee, February 10, 2014 and February 27, 2014
 1. Consideration of Agreement with MadREP for consulting services
 2. Consideration of recommendation for State Debt Collection Agreement
 3. Consideration of recommendation on insurance claim from Lee Vaughan
 4. Consideration of recommendation for CDBG Housing Loan #23

5. Consideration of recommendation for purchase of Online Registration/Reservation System for Parks and Recreation
9. Old Business
 - A. Consideration of Snow & Ice Control Guidelines
10. New Business
 - A. Ordinances
 1. Ordinance No. 14-008 Relative to Offences Against Public Safety and Peace
 - B. Resolutions
 1. Resolution No. 14-007 relative to Establishing a Policy to Special Assessments for Certain Costs Associated with the Improvement of Public Alleys in the City of Portage
 2. Resolution No. 14-008 relative to Amending 2013 Adopted Budget
 3. Resolution No. 14-009 relative to Final Resolution Authorizing Public Improvement and Levying Special Assessments Against Benefitted Property in Portage, Wisconsin (2013 Sidewalk Construction and Replacement Project)
 4. Resolution No. 14-010 relative to Preliminary Resolution Declaring Intent to Exercise Special Assessment Powers Under Section 66.0703 of the Wisconsin Statutes (2014 Water Main and Sanitary Sewer Construction)
 5. Resolution No. 14-011 relative to Preliminary Resolution Declaring Intent to Exercise Special Assessment Powers Under Section 66.0703 of the Wisconsin Statutes (2014 Sidewalk Improvement Project)
 6. Resolution No. 14-012 relative to Preliminary Resolution Declaring Intent to Exercise Special Assessment Powers Under Section 66.0703 of the Wisconsin Statutes (East Albert Street Reconstruction Project)
 - C. Resignation
 1. Tourism Promotion Committee, Andy Murphy
 - D. Appointment
 1. Tourism Promotion Committee, Chad Stevenson
 - E. Mayor's Comments
 1. City drill on May 3, 2014
 2. Council proceedings
 - F. City Administrator's Report
 1. Newsletter
11. Adjournment

Common Council Proceedings
City of Portage

Regular Meeting
Council Chambers
City Municipal Building

February 13, 2014
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, Havlovic, Klapper, Miller, Oszman

Excused: Ald. Ebnetter, Hamre, Maass

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

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

3. Pledge of Allegiance

The Pledge of Allegiance was said.

4. Approval of Agenda

No changes.

5. Minutes of Previous Meeting

Motion by Klapper, second by Oszman to approve the minutes of the January 23, 2014 Common Council meeting. Motion carried unanimously on call of roll.

6. Presentation by Local Attorneys regarding location of county courthouse

Attorneys John Miller, Vytas Salna, Doug Kammer, and Todd Bennett were present to voice their support in keeping county offices downtown. According to the attorneys, there are 19 attorneys with offices within two (2) blocks of the Courthouse, and four (4) title companies. The reason the offices are in the central business district is because of the county offices being located there as well. The attorneys stated that keeping the county offices downtown is of major importance for a vital downtown. They were also supportive of bringing county health and human services offices to downtown. The council was encouraged not to wait for the county to make decisions; but to take an active role and have keeping the county offices in downtown as a major priority.

7. Consent Agenda

Reports of Sub-Committees, Boards, and Commissions

Historic Preservation Commission meeting of January 21, 2014

Business Improvement District Board of Directors meeting of January 22, 2014

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

License Applications

Operator applications for period ending June 30, 2014 for Seth J. Able and Timothy T Friedeck.

Taxi Cab Operator applications for period ending June 30, 2014 for Daniel L. Woodard.

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

8. Committee Reports

Economic Development Loan Fund Committee meeting of January 23, 2014

Motion by Klapper, second by Dodd to approve writing off the uncollectible balance of the Sta-Care loan and to file a claim with the bankruptcy trustee. Motion carried unanimously on call of roll with Oszman abstaining.

Motion by Oszman, second by Klapper to purchase the 2005 Chrysler van, which was collateral from the Sta-Care loan, in the amount of \$2,254.00. Motion carried unanimously on call of roll.

Motion by Oszman, second by Dodd to designate the remaining balance of \$27,577.51 of the Regalis/Portage Cafe loan as uncollectible. Motion carried unanimously on call of roll.

AdHoc Canal Committee meeting of January 28, 2014

Fred Galley was present to give background to the council on the selection process for the engineering firm for Segment 2 of the canal project. Motion by Klapper, second by Garetson to approve Short Elliott Hendrickson, Inc. as the engineering consultant for Segment 2 of the canal project. Motion carried 5 to 1 on call of roll with Oszman voting no.

Plan Commission meeting of January 27, 2014

Motion by Oszman, second by Klapper to approve three (3) driveway access points for the proposed CBRF on Hamilton Street. Motion carried unanimously on call of roll.

Motion by Oszman, second by Dodd to approve the sale of city owned property located at 217 East Mullett Street (tax parcel 309) to Habitat for Humanity. Motion carried unanimously on call of roll.

Human Resources Committee meeting of February 4, 2014

Motion by Oszman, second by Miller to approve a 2.4% COLA increase for K. Bortz and Hornischer, 2% merit increase for Standke and 3% merit increase for Loveland, all effective first pay period of March, 2014. Motion carried unanimously on call of roll.

Municipal Services and Utilities Committee, February 6, 2014

City Administrator Murphy explained a potential agreement between the state, county and city for the construction of a salt storage facility. If constructed on city owned property, the value of the property would more than offset the city's share of the project. A long term lease would be entered into with the state and county. Various city-owned properties were considered with one parcel, tax parcel number 5000, of the former Evans property being considered the most viable due to its location. Five (5) acres of the 14 acre parcel would be needed for the facility. Council action is being requested to determine whether there is interest in using that parcel for the potential construction of a salt storage facility. Action this evening will not formally commit the city to the project; but will allow continued negotiation for an agreement, which would be brought forward for consideration. If the proposed parcel is used for the facility, it would set the tone for future use of the property, which is currently being marketed for commercial retail.

Mayor Tierney vacated the chair to address the council, stating that the city would be turning down an opportunity to work cooperatively with the state and county if council chooses to not support the project. Mayor Tierney then retook the chair.

Motion by Garetson, second by Dodd to continue discussion with the state and county for locating a joint salt storage facility on tax parcel number 5000. Motion carried unanimously on call of roll with Garetson abstaining.

Finance/Administration Committee, February 10, 2014

Motion by Dodd, second by Garetson to approve claims in the amount of \$916,357.79. Motion carried unanimously on call of roll.

Motion by Dodd, second by Garetson to award the contract for reconditioning of Well 8 to CTW Corporation in the amount of \$32,983.00. Motion carried unanimously on call of roll.

Motion by Dodd, second by Garetson to award the contract for replacement of Engine 3 to Jefferson Fire & Safety in the amount of \$464,789.00. Motion carried unanimously on call of roll.

9. **Old Business**

Ordinances

Motion by Oszman, second by Garetson to read all the Ordinances on the agenda by title only. Motion carried 5 to 1 with Klapper voting no. Mayor Tierney requested a brief synopsis be given of each Ordinance since they will be read by title only.

Ordinance No. 14-003 relative to Floodplain Zoning received its third reading by title only. Motion by Oszman, second by Miller to pass Ordinance No. 14-003 relative to Floodplain Zoning. Motion carried unanimously on call of roll.

Ordinance No. 14-004 relative to Parks and Recreation received its third reading by title only. Motion by Oszman, second by Garetson to pass Ordinance No. 14-004 relative to Parks and Recreation. Motion carried unanimously on call of roll.

Ordinance No. 14-005 relative to Residency for Service on Boards or Commissions received its third reading by title only. Motion by Klapper, second by Garetson to pass Ordinance No. 14-005 relative to Residency for Service Boards or Commissions. Mayor Tierney vacated the chair to ask for the council's support of this ordinance. Mayor Tierney then retook the chair. Motion carried 4 to 2 on call of roll with Dodd and Oszman voting no.

Ordinance No. 14-006 relative to Possession of Controlled Substances received its third reading by title only. Motion by Oszman, second by Miller to pass Ordinance No. 14-006 relative to Possession of Controlled Substances. Motion carried 5 to 1 on call of roll with Havlovic voting no.

Ordinance No. 14-007 relative to Loitering received its third reading by title only. Motion by Oszman, second by Dodd to pass Ordinance No. 14-007 relative to Loitering. Motion carried unanimously on call of roll.

Consideration of recommendation on dangerous animal determination for dog owned by Charles and Cecile Paske

Motion by Oszman, second by Miller to overturn the police department's dangerous dog determination. Motion carried unanimously on call of roll.

Possible reconsideration of installation of gates for underground parking structure

It was discovered that the contract for the installation of the gates was never awarded. Based on the information, there was no motion for reconsideration, as action taken at the last council meeting stands.

10. **New Business**

Resolutions

Resolution No. 14-005 relative to Final Amended Resolution Authorizing Public Improvement and Levying Special Assessments Against Benefited Property in Portage, Wisconsin (2013 Water and Sanitary Sewer Construction Project) was read and adopted unanimously on motion by Oszman, second by Dodd and call of roll.

Resolution No. 14-006 relative to Authorizing a Temporary Polling Place for Voting Purposes in the City of Portage for All Regularly Scheduled Elections for the Years 2014 and 2015 was read and adopted unanimously on motion by Oszman, second by Klapper and call of roll.

Mayor's Comments

While Mayor Tierney is pleased to have the taxi service, he has met with Justin Running to discuss the concern with the dispatch. A meeting has been scheduled in March with the Running's to discuss operations.

The final Frozen Friday of ice skating on the Canal has taken place. While not a huge success in this first year, it has provided one more venue for outside activities to build upon.

With the continued cold weather, there are areas where residents are being asked to continually run a small stream of water. A map of the area is available on the city website.

The youth ice fishing event will be held February 16th, 11:00 a.m. – 1:30 p.m.

Registration is taking place for grades 1 – 8 flag football.

Police Officer Pomeroy has completed DARE instructor training and will be giving a presentation at the next council meeting.

Police Chief Manthey has met with the State Patrol in regard to pursuit protocol after the city being involved in a high speed chase.

City Administrator's Report

To bring the elevator in compliance with election laws, the city will be making application for a public facilities grant to fund 50% of the cost of a new elevator cab.

The city is struggling with frozen pipes, and looking to be more proactive with regard to snow and ice. Policies for salting and plowing are being proposed to ensure a uniform response.

11. Adjournment

Motion by Oszman, second by Dodd to adjourn. Motion carried
unanimously on call of roll at 9:12 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

PORTAGE EMERGENCY PLANNING COMMITTEE MEETING

Minutes for Friday, February 7, 2014

MEMBERS PRESENT: Mayor Tierney, Fire Chief Simonson, County Emergency Mgmt. Dep. Beghin, Police Chief Manthey, Police Dept. Asst. Chief O'Neill, EMS Director Jon Erdmann, City Attorney Spankowski, Director of Public Works Redelings, School Representative Messer.

OTHERS PRESENT: Fire Dept. Lt. Steve Dehn and Nathaniel Sievers, Alliant Energy

MEMBERS ABSENT: City Administrator Murphy, 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 Public Works Director Redelings and seconded by Police Chief Manthey to approve the minutes from the November 1, 2014 meeting. Motion passed unanimously.

It was decided to have the Alliant Energy Presentation given first before the rest of the meeting.

2. **NEW BUSINESS:**

Alliant Energy Presentation: Nathaniel Sievers from Alliant Energy gave a presentation to the committee showing them how their new addition at the Columbia Generating facility was progressing. The project, AQCS (Air Quality Control System), has been pretty much on time and within budget. They anticipate getting everything up and running before the end of the year.

3. **OLD BUSINESS:**

Hazmat Course Updates: Pat Beghin advised that there not any new course updates, but he did advise that there are two ICS courses coming up. ICS 300 March 25 & 26, and ICS 400 April 29 & 30 are being held in Sauk County at Sysco Foods. Anyone interested in attending should contact Pat.

Emergency Shelters: Public Works Director Redelings advised at the last meeting in November that they received a block grant of \$80,000 for emergency shelters. They are looking at a few designs with one being at the ball field to include a community safe room, new bathrooms and a concession area. Pat Beghin advised him that FEMA has shelter plans that are available that he should look into. Bob is hoping to have this project completed by the end of the year.

Update City Drill: Chief Simonson advised that this drill will be taking place on May 3, 2014 from 8:00 a.m. to about 2 or 3:00 p.m. This disaster drill will include Fire, Police, EMS, Public Works, Columbia County Emergency Management, National Guard, American Red Cross and the Salvation Army. This will take place on Wauona Trail and Morgan Street and will consist of a crash with a chemical release. The planning group will be meeting again with the National Guard on March 4th and then further meetings will be held with City officials on a weekly basis after that.

4. **ADJOURNMENT**

A motion was made by Public Works Director Redelings and seconded by Pat Beghin to adjourn the meeting at 11:05 a.m.

The next meeting is scheduled for Friday, April 25, 2014 at 10:00 a.m. in Conference Room #1.

Respectfully submitted,

Chris Essex
Recording Secretary

/ce

**City of Portage
Park and Recreation Board Meeting
Tuesday, February 11, 2014, 6:30 p.m.
Conference Room One
Minutes**

Present: Brian Zirbes, Chairperson, Larry Messer, Kirk Konkel, Mike Lindner.

Excused: Todd Kreckman

Absent: Fred Reckling

Also Present: Ex-Officio Non-Voting Member Dan Kremer, Leslie Hawkinson, Liz Miller, Margo Holzman, Mayor Bill Tierney, Craig Sauer from Daily Register

1. Roll Call

The meeting called to order at 6:30 pm by Chairperson Zirbes.

2. Approval of minutes of January 6th, 2014 meeting

Motion was made by Konkel and seconded by Lindner to approve the minutes from the January 6th, 2014 meeting. The motion passes 4-0 on call of roll.

3. Discussion and recommendation on barn quilt at Fairgrounds-(Margo Holzman from Columbia County Barn Quilts)

Miller and Holzman presented both verbal and visual information on potential Columbia County Barn Quilt Project and their wishes to hang a project at the fairgrounds. All materials would be provided by Columbia County and 4-H groups would choose a meaningful design as part of a combined project. The City would need to assist with installation. A discussion of where to hang the completed quilt to thwart vandalism was led by Konkel. The Board wishes to see the chosen design and proposed location prior to complete approval at future meeting.

Motion made by Messer, second by Lindner to allow the barn quilt group to go forward and choose a design and location to bring back to another meeting for final approval. Motion carried 4-0 on call of roll.

4. Discussion and possible action for Recdesk Online Registration Module.

Manager Kremer presented comparison information and financial costs on three online registration modules: Vermont, ActiveNet and Recdesk. Kremer recommended Recdesk as the system Portage should install for reasons such as: no per transaction fees, no start-up fees, complete training and support included, free upgrades and a guarantee that the annual \$2500 fee won't change

until the community expands beyond a population of 12,000. The benefits are that the department will have less in house paperwork, better program management, ease in scheduling all programs including park reservations and swimming lessons, a visible master calendar for the general public, and unlimited user/seats. It was estimated that approximately 25% - 30% of registrations will be done online year 1, and increase each year. The department has \$2500 budgeted in 2014 for an online system.

Motion was made by Konkel, second by Messer to accept a contract with Recdesk. Motion carried 4-0 on call of roll.

5. Discussion and possible action on non-resident fees.

No action taken until more information is available.

6. Discussion and possible action on RFP – Veteran’s Memorial Fields

Kremer presented draft of the master plan RFP for Veteran’s Memorial Fields and Park/Rec and Public Works buildings. The intent is to evaluate all building locations along with current and projected use and provide recommendations for improvement/reconstruction and/or relocation of current departmental offices. Study also will examine all areas of the park and provide recommendations on upgrades, layouts, ada plans and overall use of park amenities. A discussion of the overall plan followed and the board expressed concern on the idea of combining all departments into one facility.

A motion was made by Konkel and seconded by Zirbes that the RFP be issued with the intent that each department seek to maintain their own identity. Motion carried 4-0 on call of roll.

7. Manager’s Report

Kremer presented that over 100 participants are taking part in current swim lessons on Sundays. The department is evaluating park signs and possible replacement; a new flag football program will be offered in the fall and the last skating on the canal was a success on April 7th. Plans for doing that event next winter will begin in Spring.

8. Adjournment

Motion by Konkel, second by Messer to adjourn. Motion carried 4-0 upon call of the roll. Meeting adjourned at 7:45 pm.

Respectfully submitted
Leslie Hawkinson
Park & Recreation Department

City of Portage
Business Improvement District Board of Directors
Wednesday, February 12, 2014, 7:30 a.m.
City Municipal Building, 115 West Pleasant St.
Conference Room One
Minutes

Board Members: President- Peggy Joyce, Vice President-John Krueger, Treasurer-Dennis Rupers, Secretary-Shane Schmidt, Maribeth Dorn, Ian Dumbleton, Myrna Hooper, Sheila Link & Chris Shadel.

Also present: BID Contractor-Scott Davis, Mayor-William Tierney, City Administrator-Shawn Murphy & Marianne Hanson, Executive Director of PACC.

1. Meeting Came to Order at 7:30am under the direction of President, Peggy Joyce. All members present.
2. President Joyce welcomed the new Board members.
 - a. Maribeth Dorn introduced herself and gave a brief verbal resume to the Board. The Board thanked her for her willingness to serve as a Director for the Portage Business Improvement District.
 - b. Ian Dumbleton introduced himself and gave a brief verbal resume to the Board. The Board thanked him for his willingness to serve as a Director for the Portage Business Improvement District.
 - c. Sheila Link introduced herself again and gave a brief verbal resume to the Board. The Board thanked her for her willingness to serve as a Director for the Portage Business Improvement District.
 - d. Myrna Hooper introduced herself again and gave a brief verbal resume to the Board. The Board thanked her for her willingness to serve as a Director for the Portage Business Improvement District.
3. President Joyce presented the minutes from January 22, 2014 and asked for a motion to approve the minutes as presented.
 - a. **Motion to approve minutes for December 4, 2013 meeting by Schmidt. 2nd by Shadel. Motion passed with all in favor.**
4. President Joyce welcomed the guests to today's meeting.
 - a. Attorney, John Miller was introduced and was given the floor to present his concerns to the BID Board in regards to maintaining the County Services Location within the downtown Portage. Mr. Miller stressed that the efforts of the BID and City Council in passing resolutions to keep the County Services within downtown Portage are a good start but not enough. More effort must be made so that the County fully understands the importance of keeping County services within the downtown area as it is vital for the health of the downtown. Mr. Miller stated his disappointment in the County as they shutout the public with their closed door meetings. Mr. Miller is concerned that the Madison based consulting firm does not share the same notion of the importance in keeping the county services within

downtown Portage. Mr. Miller stressed that downtown business owners need to be involved and vocal in sharing their concerns with the County to keep their presence within downtown Portage. The downtown business owners, BID and the City need to be active in the promotion of keeping the county services within downtown Portage and determining the obstacles, and overcoming those obstacles, in order to achieve this goal. Mr. Miller asked that BID Board members attend the City Council meeting on Thursday, 02/13/14, at 7:00pm and attend the County meeting on 02/19/14 to share their concerns. Mr. Miller also asked that Board members and the downtown business owners individually contact the City and County Representatives to share their concerns.

- b. Marianne Hanson, Executive Director for the Portage Area Chamber of Commerce was welcomed to the meeting. Hanson did not make a request to petition the Board.
 - c. Mayor Tierney was welcomed to the meeting. Mayor Tierney wanted to thank the BID Board for their involvement along with stating how pleased he was that the BID was able to obtain 2 additional members and congratulated the Board for now having 9 working Board members. Mayor Tierney stated how positive this is for the City and feels that the BID Board efforts are headed in a very positive direction. Mayor Tierney reiterated that the new Portage Director of Business Development, Steve Sobiek is the conduit between the BID Board and the City and that he looks forward to positive things happening with this relationship.
 - d. City Administrator, Shawn Murphy was welcomed to the meeting. Murphy presented to the board that he is in direct contact with the County and that the County is very cognizant of the City's desire to keep the county services within downtown Portage. President Joyce added her request that the Board members attend the City Council meeting on Thursday, 02/13/14, at 7:00pm along with the County meeting on Wednesday, 02/19/14.
5. Discussion and possible action on treasurer's report
- a. Treasurer Schmidt presented the Claims to Pay Voucher list for February, 2014.
 - i. **Motion to approve the presented Claims To Pay list in the amount of \$6199.76 by Krueger. 2nd by Hooper. Motion passed with all in favor.**
 - b. Treasurer Schmidt presented the January 2014 Financials to the Board. It was stated that not all board members received the January Financials. Therefore, Rupers and Schmidt presented the financials to the Board stating that we are in balance for the beginning of this fiscal year and that the Tax Roll Funds will be added to the BID account this month and will be reflected in the February 2014 financials.
 - i. **Motion to approve January 2014 Financials based on the review and recommendation by Treasurer Schmidt and Secretary Rupers by Krueger. 2nd by Shadel. Motion passed with all in favor.**
 - c. **Motion to remove the tabled item from January 2014 meeting regarding Gil Meisgeier's request for an additional payment of \$1472.94 by Shadel. 2nd by Rupers. Motion approved with all in favor.**

- i. President Joyce presented her request not respond to the request for additional funds from Gil Meisgeier due to her confirming discussion with City Administrator, Shawn Murphy, that Meisgeier's contract was not terminated but it expired as of 12/31/13. Meisgeier was given the opportunity present a bid for the Contractor's job for the 2014 fiscal year and he was given a courtesy letter stating that the bid was awarded to another contractor. Gil was also thanked for his prior years of service. No action was needed to be taken on this matter.
6. Discussion and possible action on BID Committee Chairman reports.
- a. **Executive Committee** – Chairperson, President Joyce stated that there is no report to present to the Board.
 - i. Director Schmidt stated to the Board that each committee should strive to meet once a month and present a report to Board.
 - ii. Director Rupers added that each committee should keep minutes of each meeting and present them to the Secretary for distribution before each meeting. Director Rupers also added that each Committee Chairperson should inform the Secretary of committee members and their contact information so that proper membership lists can be maintained.
 - b. **Buildings & Grounds Committee** – Chairperson, Treasurer Schmidt presented to the Board the results of their committee meeting which centered on the replacement of the current ATV(s) with a new UTV, side by side unit.
 - i. Schmidt presented the question to the board to determine what the primary and secondary uses of this machine would be.
 - ii. Discussion ensued and President Joyce asked that the committee present to the board its recommendations within the next few months.
 - c. **Contractor Committee** - Director Shadel presented to the Board the Contractor Committee and the January 2014 Contractor reports.
 - i. Director Shadel provided an update on the cleaning and maintenance of the Polar Trac. Cleaning process is going well. Determined that the rear tires were in desperate need of being replaced. This was completed but will be included in the February report. Shadel updated the board on the replacement of the ram for the Polar Trac that was damaged when removing snow from a low level step that was hidden by snow. Replacement was made and the damaged ram will be repaired and used for a spare.
 - ii. Contractor Davis presented to the Board his meeting with the Fire Inspector regarding Fire Safety and proper heating of shed. Davis will cover the exposed wiring according to code that are serving the outlets and switches. Davis will remove the prohibited insulation currently installed in the ceiling. Adequate fire extinguisher is in place. An electric heater is allowable within the shed and Davis will therefore work with Director Shadel on purchasing an adequate heater along with a block heater for the Polar Trac. Both items will be presented in the February report.
 - iii. Discussion moved to the topic of snow removal from the sidewalks within the Business Improvement District. A number of Board members received complaints about snow not being removed from the sidewalks in front of their businesses. It was determined that there is a problem due to an established precedent as well as miscommunication between the BID Board and the business owners within the BID. The Contractor's contract clearly states that the Contractor will remove the snow

when there is 1" or more of snow on the sidewalks. The previous contractor would remove snow when there was less than 1". Discussion ensued as to when the contractor should remove the snow. Director Dorn stated the importance of keeping the downtown cleaned up and presentable for the business owners and the visitors. Director Rupers added that there was an issue of the sidewalks not being cleared in front of the vacant locations when there was less than 1" of snow cover, as well as in front of the business that were closed during the weekends.

1. **Motion to have the contractor clear sidewalks when there is 1/2" or more of snow on the walks by Hooper. 2nd by Krueger. Motion passed with all in favor.**
- iv. Director Schmidt discussed the need to communicate to the current and new Business and Property owners within the BID of the Contractor's responsibility and the Business and Property owners responsibility with snow removal from the sidewalks. Directors Schmidt and Shadel agreed to work with Director Rupers and join him on working on a plan for implementing and communicating properly with the Business and Property owners.
 - v. Director Shadel continued his report with discussion on the Farmers Market and the actions required from the Board to properly prepare for the 2014 season.
 1. **Motion to approve payment for a \$30 Permit Fee for Farmers Market by Shadel. 2nd by Krueger. Motion passed with all in favor.**
 2. **Motion to approve payment for \$760 for Liability Insurance for Farmers Market by Shadel. 2nd by Krueger. Motion passed with all in favor.**
 3. **Motion to approve payment for \$200 to Portage Chamber of Commerce for Farmers Market services rendered in 2014 by Shadel. 2nd by Hooper. Motion passed with all in favor.**
 4. **Motion to approve up to \$1000 for purchase of Traffic Cones for BID use within the district by Shadel. 2nd by Rupers. Motion passed with all in favor.**
 5. **Motion to approve updating Farmers Market application according to Federal & State regulations by Shadel. 2nd by Schmidt. Motion passed with all in favor.**
 6. **Motion to approve keeping indefinitely, the location of the Farmers Market at the Commerce Plaza location by Shadel. 2nd by Dumbleton. Motion passed with all in favor.**
 - vi. **Motion to accept BID Contractor's January 2014 report by Rupers. 2nd by Schmidt. Motion passed with all in favor.**
- d. **Grants (Community Events) Committee** – Newly appointed Chairperson, Maribeth Dorn did not have a report to present to the Board but she opened up the floor for discussion. Director Schmidt presented a request for \$250 from Heritage Paddles for 2014.
 - i. **Motion to approve \$250 payment to Heritage Paddles by Rupers. 2nd by Schmidt. Motion passed with all in favor.**

Director Hooper was excused at 9:04.

- e. **Marketing Committee** – Director Krueger stated that there was no new report to present to the Board.
 - f. **Streetscape Committee** – President Joyce stated that there was no new report to present to the Board other than they are currently working on the pre-approved purchase of Post Holiday Winter Banners.
 - g. **Ad Hoc Committee Reports** –
 - i. Location Study for County Services – President Joyce stated that there is no further report to present to the Board since guest, Attorney John Miller made his presentation.
 - ii. Conant Street Parking Structure – Director Rupers stated that there is no further report to present to the Board at this time.
7. Update, discussion and possible action of involvement with Downtown Portage, Inc. (DPI)
- a. President Joyce stated that there is no report to present to the Board.
8. Discussion and possible action on BID Committee Goals and Action Plans for 2014
- a. **Motion to remove Discussion and possible action on BID Committee Goals and Action Plans for 2014 from off the table for Board discussion by Schmidt. 2nd by Rupers. Motion passed with all in favor.**
 - i. Director Schmidt reiterated from the Bylaws that the Executive Committee should meet with the committee chairs to work on goals and actions plans for completing those goals in 2014. Schmidt also added that each committee should try to meet once a month and present a report to the Board each month.
 - ii. Director Rupers asked President Joyce that the Executive Committee get together before the March 2014 board meeting to discuss planning for 2014. Director Rupers also added that each committee chair should recruit volunteer committee members to help them accomplish goals. Rupers again reminded the Board that each Chairperson should present the names and contact information of each member.
9. Adjournment
- a. **Motion to Adjourn at 9:16 by Joyce, 2nd by Shadel. Motion passed with all in favor.**

Respectfully Submitted by Dennis Rupers, BID Secretary.

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
February 18, 2014

Meeting called to order 12:06

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

Excused: Stevenson, Varvil-Weld

- 1) Nikki Schoenborn was introduced as the new trustee to replace Charles Poches who resigned.
- 2) Motion to approve December 10, 2013 regular meeting minutes. (EV/DG)
- 3) Financial Reports:
 - a) Motion to approve December 2013 and January 2014 Municipal funds claims and Library Restricted funds claims for payment as presented. (AT/EV)
- 4) Director's Report: Shannon Schultz
 - a) Meeting room use, the policy concerning unattended children in the Library and a process for assisting displaced individuals will be discussed at the March meeting.
 - b) Joe Sadlon is the new custodian.
 - c) Addie Tamboli and Shannon attended the Library Legislative Day in Madison on February 11.
- 5) Business:
 - a) Motion to approve a 4'2" height of the exterior book drop as presented with matching brick facing. The change will be made at no cost to the Library. The book cart will be at the discretion of the Director. (AT/KV)
 - b) Tamboli and McLeish will continue to serve as trustees for another 3 years.
 - c) Motion to approve the 2013 Annual Report as presented with updates as needed. (AT/DG)
 - d) Schoenborn, Vehring, Voigt and Tamboli will coordinate the formation of a Strategic Planning committee.
- 6) Meeting adjourned 12:53. (AT/RD)

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

**City of Portage
Historic Preservation Commission
Tuesday, February 18, 2014, 6:00 p.m.
Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

Members Present: Doug Klapper, Chairperson; Todd Bennett, Marlena Cavanaugh, Kristin Droste, Erin Foley, Stephanie Miller-Lamb, Wade Udelhoven

Members absent: Rob Nurre

Guests Present: Bill Wade (Cable TV); Steve Sobieik

1. Roll call

Klapper called the meeting to order at 6:01 pm. He noted that Rob Nurre will continue to be an HPC member until his term ends in April. Marie Moe has had no response to her attempts to contact him.

2. Approval of previous meeting minutes

Minor corrections were made to two items in the January minutes. Miller-Lamb moved that the minutes be approved with the corrections. Foley seconded the motion, which passed unanimously by voice vote.

3. Discussion and possible action on minutes from the October 15 meeting

Klapper noted that the word “tabled” was used incorrectly in the minutes from the meeting of October 15, 2013. Klapper moved that the wording of item 4 be changed to read “No action will be taken on adding the Grandstand at the fairgrounds to the Municipal Register until the November meeting....” Cavanaugh seconded the motion, which passed unanimously by voice vote.

4. Discussion and possible action on claims

Klapper shared a mailing from the Wisconsin Association of Historic Preservation Commissions asking us to renew our membership for 2014. After discussion, Bennett moved that the HPC pay the membership fee of \$40. Miller-Lamb seconded the motion, which passed unanimously by voice vote.

5. Introduction of Steve Sobieik, Director of Business Development and Planning for the City of Portage

Klapper introduced Steve Sobieik to the Commission members. Sobieik talked about his background in the city of Columbus, a city with an active Historic Preservation program. He believes Columbus’ preservation work contributed directly to the selection of Columbus as a film location for “Public Enemies.” Sobieik hopes that Portage businesses will make use of the state tax credit for historic properties. Sobieik has an office in the Portage Enterprise Center, and would be happy to answer questions at any time.

6. Discussion and possible action on Historic Preservation Month (May) activities

Droste needs a firm date before she can work with the churches that would be part of the proposed Preservation Month building tour. Klapper has discussed historic district walking tour dates and costs with Judy Eulberg. After considerable discussion, the proposed events and schedule were:

- Judy Eulberg walking tour, May 3 or 4
- Photographic Scavenger Hunt, May 5-10
- Church Hill District property tour, May 16-17
- Business district talk about the Wisconsin Historic Preservation Tax Credit, refreshments provided by HPC members, May 21
- Judy Eulberg walking tour, May 27

Further discussion will take place at the March meeting. Cavanaugh and Droste will use the dates to schedule properties for the district tour. Klapper said the April HPC meeting will be important for the final preparations for May activities, but the meeting date must be changed. Wed., April 9 was suggested as a good date. Klapper will check for the availability of Conference Room One.

7. Discussion and possible action on annual HPC award winning home

Udelhoven has one award plaque available. Klapper suggested that all HPC members bring suggested properties for the award to the March meeting.

8. Discussion and possible action on Building Permit Process

At the January meeting, Bob Redelings, Public Works Director, gave a flow chart that shows the process for obtaining building permits in Portage. Klapper hopes to get the HPC input properly placed within the process. He'd also like to have our information placed on the city's website.

9. Adjournment

Chair Klapper adjourned the meeting at 7:03 pm.

Respectfully submitted,
Erin Foley
Secretary

City of Portage
Police and Fire Commission Meeting
Wednesday, February 19, 2014, 7:00 p.m.
City of Portage Municipal Building, 115 West Pleasant Street
Conference Room Two
Minutes

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

Also Present: Chief Simonson, Chief Manthey, Officer Pomeroy

1. Roll Call

The meeting was called to order by President Drury at 7:05pm.

2. Approval of minutes for previous meeting

Motion by K. Miller, second by Hartley to approve the minutes from the December 11, 2013 meeting. Motion carried unanimously on call of roll.

3. Presentation on DARE training from Police Officer Pomeroy

Officer Pomeroy talked about the 2 week officer instructor training course he attended in Minneapolis, MN from January 27-February 7. He found it valuable for both DARE classroom and as an officer on the street. He discussed numerous topics that were covered in the DARE training; the DARE program does not focus on drugs quite as much as before because of some drugs being legal in some states now. The focus has changed to being a good citizen.

4. Police Department Report

Police Chief Manthey presented the Police Department quarterly report, November 1, 2013-January 31, 2014. (See attached report.)

Officer Pomeroy graduated from DARE officer training. Sgt. Klafke was given a letter of commendation for taking a knife away from a suicidal subject.

Several anniversaries with Portage PD were observed: Sgt. Pixler's 27th anniversary was on 2/1/14; Officer Brauner's 11th anniversary was 1/20/13; Officer Thompson's 27th anniversary was 1/18/13; Officer Johnson's 15th year anniversary was 1/11/14; Det. Stenberg reached his 15th anniversary.

1,578 calls were received during this time period.

Two officers fell and were hurt during the ice storm on 1/10/14. There were 8 vehicle accidents during/after the storm.

5. Fire Department Report

Fire Chief Simonson presented the Fire Department quarterly report from November 1, 2013 to January 31, 2014. (See attached report.)

A total of 557.75 man hours were spent in training. There were 341 calls in 2013; few car accidents were reported in 2013 than in previous years.

New equipment purchases were made: 1000' of 5" supply line for Tower 1; (4) new sets of turn-out gear; and (3) new helmets. The cost to outfit a firefighter is \$6000.

A new fire truck is being ordered; it will be finished it about 325 days.

There were (28) vehicle accidents, (4) vehicle fires, and (2) building fires.

There are now 29 members of the Portage FD.

There were 442 inspections this quarter; 1,970 for the year. There were 105 emergency responses; 66 were in the city, 39 in the townships.

There will be a large-scale training exercise involving many agencies on 5/3/14.

6. Adjournment

The next meeting will be May 21, 2014.

Motion by K. Miller, second by Boeck to adjourn at 8:37pm. Motion carried unanimously on call of roll.

Submitted by Chuck Miller

2/19/2014

PFC Meeting

**PORTAGE POLICE DEPARTMENT
POLICE & FIRE COMMISSION 1st QUARTER REPORT (PARTIAL)
(Activities from 01-01-14 – 2-19-14)**

1. TRAINING

- Officer Dennis Pomeroy attended a two week DARE Officer Instructor School from January 27th through February 7th
- Officers Bagnall and Stenberg both attended death scene investigation training on January 29th
- Officer Bob Bagnall attended two day "Active Shooter" training on January 27th & 28th
- Ass't Police Chief O'Neill and Fire Chief Simonson attended emergency management training on 1-23-14
- Officers attended our annual in-service training (held in January & February) Topics included TraCS 10 (Laptop computers), synthetic drugs, Drug Endangered Children, ground defense fighting, legal update, suicide awareness, officer involved shooting, active shooter, digital forensics and arson investigations
- Officer AJ Brauner attended CIT (Crisis Intervention Team) training on January 21st
- Officers went through the annual Taser training in January
- Newly sworn officer Sarah Rueth was given training in firearms, Taser, Defense & Arrest Tactics, Emergency Vehicle Operation

2) COMMUNITY RELATIONS

A) Schools/Child related events

- Six truancy citations were issued on 2-05-14 (4 at the Sr. High School and two at Wayne Bartels Middle School)
- Officers continued their "walk-through's" of the schools on January 2nd with the return of students

B) Businesses

- Seven gas drive-off's at Kwik Trip between November and January; suspect was taken into custody in Sauk County
- Ka Zuag Vang was sentenced to two years in prison and eight years extended supervision on January 31st, 2014 for robbing the US Bank last July
- Portage man arrested at Pizza Hut on 1-31-14 for vagrancy after he made up a story that he had to get back home up north; we have had numerous complaints of him doing this around the city
- Strong armed robbery at Market Basket on 1-21-14; cash was taken from cash register by force; no weapon was shown; suspect fled on foot; suspect was taken into custody on 1-22-14
- 17 year old Pardeeville man taken into custody at McDonalds on 1-21-14 for possession of THC with intent to deliver

- Internal theft at Aspen Family Counseling; officer manager was stealing money; she was interviewed on 1-21-14 & ordered into criminal court
 - Theft of cash on 1-06-14 from a money bag inside a city cab; a rider took the money while the cab driver was putting air in a tire; the money was recovered from the 31 year old Portage man; he was ordered into criminal court
- C) Neighborhoods:**
- House entered in the 300 block of East Pleasant Street on 2-19-14; victim's purse was stolen; male suspect fled on foot
 - 20 year old Portage man arrested in the 200 block of East Conant Street on 2-16-14 after he was found with 61 small baggies of THC
 - Several thousand dollars' worth of power tools were taken from a garage in the 2900 block of Red Fox Run on 2-08-14; suspect was developed after he pawned some of the items in Madison; he has been ordered into criminal court
 - 44 year old woman found deceased in her residence on the east side of Portage on 2-05-14; autopsy was performed on 2-06-14
 - Numerous complaints all over the city of packages being stolen from residences; left there by FedEx, UPS & USPS
 - 22 year old Portage woman charged with reckless endangerment & false imprisonment after she threatened a man with a knife at their apartment in the 700 block of East Wisconsin on 1-08-14
 - A 20 year old Endeavor man was found passed out in a snow bank at Wisconsin & Cass on 1-01-14; PBT of .18; transported by ambulance to the hospital for possible frostbite
- D) Community Service Officers Job Duties/Responsibilities**
- Numerous residences have been tagged for not shoveling the sidewalks; also numerous vehicles were red-tagged for not moving for several days after the snow
 - Following up on junk complaints & animal nuisance complaints
 - Assists with funeral escorts & fills in for crossing guards
 - Entering of information into the computer on a daily basis
- E) Senior Citizens**
- Planning for the spring training which will be held on April 30th
 - Triad Member Mary Grossman lost her husband; Lt. Kiefer & Chief Manthey attended his funeral on 1-23-14
- F) Chaplains' Program**
- Chaplain Mark Goldsworthy gave a prayer for our Crossing Guard recognition breakfast on January 16th, 2014
 - Chaplain Mark Goldsworthy gave a prayer at Officer Sarah Rueth's swearing in on January 6th, 2014
- G) VIPS (Volunteers In Police Services)**
- Three VIPS attended our first night of the Citizen Police Academy

H) Citizen Police Academy

- The 2014 class (Class #5) started on Tuesday, January 7th; we have another great group of citizens

3) ADMINISTRATION

(A) Intergovernmental/Interagency

- Total of 55 Agency Assists
- Officer Thompson assisted State Patrol with a blood draw at DSH on 2-15-14
- Ass't Chief O'Neill and Fire Chief Simonson attended a planning meeting at CCI on 2-14-14
- Ass't Chief O'Neill, CSO Todryk & Chief Manthey attended the first "Portage Pride" meeting on 2-12-14; very well attended
- Sgt. Pixler and Officer Brauner assisted Dells PD with a disorderly subject at Divine Savior on 2-12-14
- COSO assisted us with a short high speed chase on 2-12-14 which ended at Hwy. 51 & P; 47 year old West Allis woman was taken into custody and charged with felony eluding
- Officer Stumpf & Deputy Steinle responded to a house fire in the 400 block of West Conant on 2-12-14 and removed a tenant who was trying to put the fire out; appears to have started from careless use of smoking materials
- Officers Brauner, Rueth and Neumann assisted COSO with a search warrant in 500 block of West Wisconsin Street on 2-11-14
- COSO recovered numerous pieces of stolen property in Blackhawk Park on 2-10-14 that came from storage units at Cameron Heights apartment building
- Officer Mike Schutz assisted COSO with transporting one of three people who were arrested at Oakwood Estates on 2-08-14
- Lt. Kiefer assisted COSO with an accident involving a county highway truck at I-39 & 51 on 1-23-14
- Sgt. Klafke assisted COSO with a domestic arrest on 1-17-14; suspect had come into Portage and was stopped in the downtown
- Officer Pomeroy assisted Poynette PD with uncooperative subject at DSH on 1-01-14

(B) Attitude & Morale

- Officer Dennis Pomeroy graduated from his DARE Officer training on 2-06-14; Ass't Chief Kevin O'Neill and his wife, Diana, were able to attend the ceremony (Diana had been the WI DARE Officer of the year in 2000)
- Sgt. Keith Klafke was given a letter of commendation for taking a knife away from a suicidal subject in the downtown area on 2-03-14
- Officer Dennis Pomeroy successfully completed his 18 month probationary period on 1-23-14
- Sgt. Duaine Pixler's 27 year anniversary with PPD was on 2-01-14

- Officer AJ Brauner's 11 year anniversary with PPD was on 1-20-13
 - Officer Klaude Thompson's 27 year anniversary with PPD was on 1-18-13
 - Officer Teresa Johnson's 15 year anniversary with PPD was on 1-11-14
 - WI Adult School Crossing Guard recognition week was January 13th through the 17th; crossing guards were taken out for breakfast on January 16th
 - Officer Sarah Rueth was sworn in on 1-06-14; she was introduced to the city common council on 1-23-14
 - Officer Jason Stenberg's 15 year anniversary with PPD was on 1-04-14
 - Officer David Clark accepted a conditional job offer with the Columbia County Sheriff's Department on 12-10-13; he is anticipated to start for them on 1-02-14; we appreciate his faithful five plus years of service to us (he started for us on 10-20-08)
- (C) Statistics/Criminal/Other Investigations:
- 1,578 total number of calls for this time frame
- (D) Seasonal Issues
- 78 snow ordinance citations written on February 18th/19th after a snow emergency was called
 - Two officers were hurt when they fell after an ice storm hit us on Friday, January 10th; eight vehicle accident reports were taken

Respectfully submitted,



Kenneth R. Manthey
Chief of Police 2-19-14

- 2/19/2014 - PFC Meeting

PORTAGE FIRE DEPARTMENT

QUARTERLY REPORT: November 1, 2013 to January 31, 2014

TRAINING:

November 9, 2013 – House Burn: Alliant Energy Fire Brigade along with personnel of the Portage, Poynette, and Briggsville Fire Departments conducted a live house burn training. The house and a separate building were used for our training earlier in October. We were able to get 36 burns out of the house and 20 burns out of the other building; once completed we let both buildings burn. It was a great opportunity for the Alliant Energy Fire Brigade and the other departments to interact with training.

November 12, 2013 - Hazmat: All personnel went through setting up a dress out area for the entry, backup and decon teams. Hazmat technicians that needed to dress out for the year were allowed to do so with the group doing it as if they were at a scene.

November 19, 2013 – Confined Space: All personnel went through the set-up of the tripod that is used for confined space rescue and then practiced putting on the harnesses along with hooking up to the tripod. We then went over the hard wire communications equipment and the blower used for confined spaces.

November 26, 2013 – Auto Extrication: All personnel went to Blystone's Towing to use the TNT extrication tools to remove doors off of vehicles and then remove the roof. They also practiced using the windshield saw and the knife for windshields on a couple cars.

December 10, 2013 – Medical Review: All personnel went over first aid procedures and then went through the jump kits we have in each vehicle. They also used the sked to stokes basket to practice tying a person in for vertical evacuation.

December 17, 2013 – Pre-Plan Tours: All personnel went through Walmart, Kmart, and Pierces Supermarket to do a tour of the facilities. We were able to orientate ourselves with where we were in the building, and how it related to areas outside.

January 14, 2013 – Gear Inspection: All personnel had their turnout gear (both sets) inspected along with their uniform shirts and Class A suit to see if there were any issues with them. They also wrote down any equipment that needed to be replaced for wear and tear. They were issued new items that were needed over the next couple of days.

January 21, 2014 – IDC/Bloodborne: Personnel went over our bloodborne policy and a power point presentation. They then went down onto the apparatus floor to go through the jump kits and different baskets we have for rescue.

January 28, 2014 – Equipment Location: All members went through each piece of equipment that is stored in the apparatus's compartments. Each piece was pulled out to make sure what was on our list for the apparatus was correct. They also described what each tool was and what its uses were.

A total of 557.75 man-hours were spent on training during this time period.

Fire Safety/Extinguisher Training:

- November 12, 2013: Inspector Ratz did a talk for a group at Divine Savior Hospital.

New Equipment:

- The department purchased 1000' of 5" supply line for Tower 1.
- 4 new sets of turnout gear were ordered.
- 3 new helmets were ordered for members. These are a new lighter helmet.

FIRE SUPPRESSION/RESCUE:

- (28) Vehicle Accidents
- (4) Vehicle Fires
- (18) Dispatched and cancelled enroute
- (4) Good Intent
- (0) Wildland Fires
- (0) Outside Rubbish/Trash
- (2) Building Fires
- (0) Cooking Fire
- (1) Fire Other
- (3) Natural Gas Leak
- (0) Flammable Liquids Spill
- (0) Severe Weather
- (0) Lightning Strike
- (6) Smoke/Odor removal
- (9) Medical Assist
- (23) Smoke detector or CO Alarm or activation/Sprinkler Activation
- (6) Electrical Problem
- (0) Chimney Fire
- (0) Water Rescue
- (0) Removal of victims from Elevator
- (0) Hazardous condition
- (2) Overpressure/Steam leak

ADMINISTRATION:

Personnel

- Attitudes are good. We now have 29 members on the department. We lost one member that stopped showing up for calls and training. Out of the six personnel that applied only three showed up for their interview and only one obtained their doctor's release to do our pre-acceptance testing. She then was unable to attend as she started a new job and was going to be working the 3-11 shift for training. She asked to keep her on the list until her probation was done and then she would look at continuing on with the testing.

STATISTICS:

Inspections: During this timeframe – 442 inspections were completed. As of December 31, 2013 all 987 inspections were completed for the July through December 2013 period. A total of 1970 inspections were completed for the entire year.

Emergency Responses: The department responded to 105 emergency responses during this time period (1,043.25 man-hours). 66 (63%) responses were in the city and 39 (37%) were in the townships. Of those 28 (237%) were vehicle accidents.

Miscellaneous Activities: 60.75 man-hours were spent on miscellaneous activities.

OPERATOR LICENSE APPLICATIONS - BY LAST NAME

SHANNA N. ATKINSON

TAXI CAB LICENSE APPLICATIONS

Lauren C. Rogge

**City of Portage
Legislative & Regulatory Committee Meeting
Thursday, February 20, 2014, 6:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

Present: Michael G. Oszman, Chairperson; Carolyn Hamre, Frank Miller & Martin Havlovic

Absent/Excused: Kenneth A. Ebnetter

Also Present: City Administrator Murphy and Manager of Parks and Recreation Kremer

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

1. Roll call

The meeting was called to order at 6:01 p.m. by Chairperson Oszman.

2. Approval of minutes from previous meeting.

Motion by Miller, second by Hamre to approve the minutes from the committee meeting of January 16, 2014. Motion carried 3-0 with Havlovic abstaining.

3. Discussion and possible action on Class B Combination Alcohol and Fermented Malt Beverage License application for Johnny Ts Bar & Deli Inc., 1207 Dunn Street, John L. Timm, agent (Johnny Ts Trackside Bar & Grill).

Murphy distributed a corrected licensed premise description. Motion by Havlovic, second by Hamre to approve the license application with the corrected description. Hamre noted that the description should reflect that the rear deck shall be accessible via the rear entrance only. Revised Motion carried unanimously on call of roll.

4. Discussion and possible recommendation on ordinance allowing hunting within the city.

A revised of proposed revisions to Sect. 46.31 was reviewed along with the proposed map designating city owned parcels in which public hunting will be allowed. Additionally, the hunting permit application was reviewed. It was noted that both the map designating city owned parcels in which hunting would be allowed and permit application will need to be approved by resolution.

Murphy & Kremer reported on the ability of the Council to designate Police Officers or contracted sharpshooter to harvest deer in the airport area if

they so choose. A permit from the DNR will be required. Murphy acknowledged input from Parks & Recreation and Police Depts and DW Sports Center in the creation of the ordinance.

Motion by Miller, second by Hamre to approve the revised draft ordinance as presented and recommended adoption of the map and permit application by resolution. Motion carried unanimously on call of roll.

5. Adjournment

Motion by Hamre, second by Miller to adjourn. Motion carried unanimously on call of roll at 6:15 p.m.

Shawn M. Murphy, City Administrator

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning February 20 14 ending June 30 20 14

TO THE GOVERNING BODY of the: Town of Village of City of } Portage

County of Columbia Aldermanic Dist. No. _____ (if required by ordinance)

Applicant's Wisconsin Seller's Permit Number: _____	
Federal Employer Identification Number (FEIN): _____	
LICENSE REQUESTED ▶	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$ _____
<input checked="" type="checkbox"/> Class B beer	\$ <u>41.65</u>
<input type="checkbox"/> Class C wine	\$ _____
<input type="checkbox"/> Class A liquor	\$ _____
<input checked="" type="checkbox"/> Class B liquor	\$ <u>208.35</u>
Reserve Class B liquor	\$ _____
Publication fee	\$ <u>25.00</u>
TOTAL FEE	\$ <u>275.00</u>

1. The named INDIVIDUAL PARTNERSHIP LIMITED LIABILITY COMPANY CORPORATION/NONPROFIT ORGANIZATION hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): Johnny Ts Bar & Deli Inc.

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

Title	Name	Home Address	Post Office & Zip Code
President/Member	<u>Owner</u>	<u>Johnathan B. Timm</u>	<u>W5931 Liberty St, Packwaukee, WI 53953</u>
Vice President/Member	_____	_____	_____
Secretary/Member	_____	_____	_____
Treasurer/Member	_____	_____	_____
Agent ▶	<u>John L. Timm</u>	<u>W5931 Liberty St.</u>	<u>PACKWAUKEE, WI. 53953</u>
Directors/Managers	_____	_____	_____

3. Trade Name ▶ Johnny Ts Trackside Bar & Grill Business Phone Number 715-630-1160
 4. Address of Premises ▶ 1207 Dunn St. Post Office & Zip Code ▶ Portage, WI 53901

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? Yes No
6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? Yes No
8. (a) Corporate/limited liability company applicants only: Insert state WI and date 02-20-13 of registration.
 (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? Yes No
 (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? Yes No
- (NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) 1207 Dunn St. Portage, WI - Approx 3000 sq. ft. Lower level & basement

10. Legal description (omit if street address is given above): Bear deck area, Horseshoe pits, volleyball court
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No
 (b) If yes, under what name was license issued? Sherry Lee Schehr
12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864] Yes No
13. Does the applicant understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in Section 2, above? [phone (608) 266-2776] Yes No
14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SWORN TO BEFORE ME
 this 31 day of January 20 14
 _____ (Clerk/Notary Public)
 _____ (Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)
 My commission expires 10/19/16
 _____ (Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK			
Date received and filed with municipal clerk: <u>02-05-14</u>	Date reported to council/board: _____	Date provisional license issued: _____	Signature of Clerk / Deputy Clerk: _____
Date license granted: _____	Date license issued: _____	License number issued: _____	

Johnny Ts Bar
116 Prospect St., Merrill, WI 54425
Class B License #06918

Johnny Ts Bar
503 Hwy 153 West, Mosinee, WI 54455
Class B License

Johnny Ts Bar + Grill
W5931 Liberty St.
P.O. Box 38
Packwaukee, WI 53953
Class B License 12-1302

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

Submit to municipal clerk.

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

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

The undersigned duly authorized officer(s)/members/managers of Johnny's Track Side Bar + Deli Inc.
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Johnny's Track Side Bar + Grill
(trade name)

located at 1207 Dunn St.

appoints John L. Timm
(name of appointed agent)

W 5931 Liberty St. Box 38 Packwaukee WI. 53953
(home address of appointed agent)

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

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).
Johnny's Track Side Bar + Deli Inc. Johnny's Track Side Bar + Grill Packwaukee WI.

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 61yr

Place of residence last year W 5931 Liberty St. Box 38 Packwaukee WI. 53953

For: Johnny's Track Side Bar + Deli Inc.
(name of corporation/organization/limited liability company)

By: John L. Timm
(signature of Officer/Member/Manager)

And: John L. Timm
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, John L. Timm, hereby accept this appointment as agent for the
(print/type agent's name)

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

John L. Timm 1-27-2014
(signature of agent) (date)

Agent's age 61

W 5931 Liberty St. Packwaukee WI. 53953
(home address of agent)

Date of birth 2/31/1952

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

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

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

**City of Portage
Plan Commission Meeting
Monday, February 17, 2014
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; Robert Redelings, City Engineer, Vicki Greenwold, Brian Zirbes and Peter Tofson

Members excused: Jan Bauman and Mike Oszman

Others present: Gerald Spears, Mikayla Spears, Bill Welsh and Craig Sauer

Public Hearing – 6:25 p.m.

Consider conditional use permit (CUP) to allow a car dealership on parcel 2431.C (zoned B4, General Business), 1803 New Pinery Road, Portage, Wisconsin.

Mayor Tierney read the Public Hearing Notice aloud and noted it had been legally published. He asked for the first time if there was anyone present who wished to speak for or in opposition to the proposed CUP.

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

Mayor Tierney asked for the third and final time if there was anyone present who wished to speak for or in opposition to the proposed CUP.

Hearing no comments, 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 Tofson, second by Zirbes to approve the minutes. Motion passed 5 to 0 on call of the roll.
- 3. Election of a vice chairperson**
Motion by Redelings, second by Greenwold to elect Brian Zirbes as Vice Chairperson of the Plan Commission. Motion passed 5 to 0 on call of the roll.

4. Discussion and possible action on a Conditional Use Permit for Gerald Spears to operate a car dealership on parcel 2431.C, 1803 New Pinery Rd.

Gerald Spears informed the Commission that he owns the property and surrounding properties including the Cattail Lodge and Auto Access. His intent is to operate the property only as a sales office for vehicles and to not perform any washing or maintenance of vehicles.

Mayor Tierney inquired as to how many vehicles would be displayed and Mr. Spears indicated 15 to 20 at the most. He indicated there's an apartment on the upper level, which he intends to rent.

Tofson inquired if there would be any building remodeling. Mr. Spears said there'd be removal of some partition walls, but nothing structurally. The building had new siding only a few years ago.

Zirbes asked about the hours of operation. Mr. Spears indicated operation would be from 9 a.m. to 5 p.m. Monday through Friday and until noon on Saturdays.

Motion by Zirbes, second by Redelings to approve the CUP subject to the following conditions: a maximum of 20 vehicles being displayed at a time; sales only; no servicing or washing of cars on-site . Motion passed 5 to 0 on call of the roll.

5. Discussion and possible recommendation on Bronson Ave street vacation at parcel 97.A, 1701 STH 33 – James Grothman.

Redelings explained that the subject street functions merely as a driveway for David and Marylou Bartelt. Mr. Bartelt has been in the process of getting the street vacated for some time. It's been an annoyance for motorists entering the road by mistake and needing to turn around by his house.

Zirbes inquired about the property conveyance. Redelings indicated there have been verbal agreements to the effect that the adjoining property owners would deed their interest to Mr. Bartelt in exchange for access to their property. Redelings also indicated that a 20' utility easement would be retained for the sanitary sewer.

Motion by Tofson , second by Greenwold to recommend the City Council consider vacating the subject property with the 20' utility easement being retained. Motion passed 5 to 0 on call of the roll.

6. Discussion and possible action on Certified Survey Map (CSM), parcel 97.A, 1701 STH 33 owned by David and Marylou Bartelt – James Grothman.

Because additional documentation was required to clear up questions on the verbal land transfer agreement(s), no action was taken on this item.

7. Adjournment.

Motion by Tofson, second by Zirbes to adjourn. Motion carried 5 to 0 on call of the roll.

The meeting concluded at 6:55 p.m.

Respectfully submitted,

Robert G. Redelings, Public Works Director

**City of Portage
Finance/Administration Committee Meeting
Monday, February 10, 2014, 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

Also Present: City Administrator Murphy, Fire Chief Simonson, Ald. Miller, Mayor Tierney, Craig Sauer from Daily Register & Jennifer Loveland

1. Roll call

Chairperson Dodd called the meeting to order at 6:00 pm.

2. Approval of minutes from January 13, 2014

Motion by Maass, second by Klapper to approve the minutes from the January 13, 2014 meeting. Motion carried unanimously on call of roll.

3. Discussion and Possible Recommendation on Claims

Motion by Maass, second by Klapper to approve claims in the amount of \$916,357.79. Motion carried unanimously on call of roll.

4. Discussion and Possible Recommendation on Proposed CDBG Housing Loan (#23)

The discussion on this agenda item was postponed to the end of the meeting, pending the arrival of Laurie Lindall from CWCAC.

5. Discussion and Possible Recommendation on Bids Received for Reconditioning Well #8.

Murphy explained that the DNR recommends that the pumps on each well be pulled once every 10 years for inspection and possible repair; Well #8 has never been pulled since its installation in 1996. The extent of the work that needs to be done won't be totally clear until the pumps are actually pulled. Bids include an alternate cost should the repairs to the pump be so extensive as to require a replacement.

Maass questioned a note from the contractor on the third bid that states an alternate cost for line item #12, wanting to ensure that this was not something that had been left out of the other two quotes. Murphy will research and answer this question prior to approval of the award by Common Council.

Motion by Dodd, second by Klapper to recommend awarding the Reconditioning of Well #8 to CTW Corporation for \$32,983. Motion carried unanimously on call of roll.

Mayor Tierney joined the meeting at 6:10 pm.

6. Review and possible recommendation on Proposed Special Assessment Policy for public alleys.

Murphy explained that the purpose of this resolution, which was recommended by the Municipal Services and Utilities Committee, was to recover costs of resurfacing and reconditioning public alley ways. The intent was to establish a sustainable funding source to continue alley improvements annually based prioritizing an inventory and evaluation of their condition. The resolution proposes that the construction costs of repairs be equally shared between the city and owners of properties that abut the alleys on a lineal foot basis. The assessments will not include engineering, design, or utility costs.

Municipal Services and Utilities Committee recommends the resolution, with an amendment that while property owners can petition to move the alley that abuts their property farther up on the priority list, alleys with lower ratings will always take higher priority. A petition can only move an alley's improvements up within groups of alleys that require about the same amount of work.

Motion by Maass, second by Klapper to recommend the proposed Resolution Establishing a Policy to Special Assessments for Certain Costs Associated with the Improvement of Public Alleys in the City of Portage, with the proposed amendment from Municipal Services and Utilities. Motion carried unanimously on call of roll.

7. Review and possible recommendation on Bids Received for Replacement of Engine #3.

Chief Simonson was present to answer any questions regarding the bids. Each bid involved approximately the same capacity and the same delivery time. The bid for the Rosenbauer was lower because the brand is relatively new and less known. Elkhorn Fire Department has purchased a Rosenbauer pumper, has been happy with its performance, and will be ordering a second. The engine will be maintained at Jefferson Fire & Safety dealer in Middleton, WI, which is expanding. Hoses and appliances will be removed from the old engine and used with the new one. A recommendation will be brought back as to the disposition of the old engine.

The cost of the engine will be covered by the towns per the Intergovernmental Agreement; the next scheduled replacement will be in 2044, with 51% of the cost funded by the city and 49% funded by the towns. Any funds remaining between the budget and actual cost for replacement of Engine #3 will be credited toward the 2044 engine replacement.

Motion by Klapper, second by Garetson to recommend awarding the bid for replacement of Engine #3 to Jefferson Fire & Safety for the Rosenbauer Pumper in the amount of \$464,789. Motion carried unanimously on call of roll.

8. Review and possible recommendation on Proposed Agreement from MadREP for consulting services.

MadREP is a successor to THRIVE; it is an economic and business development resource that provides consulting services, information, and resources to Economic Development centers in south central Wisconsin. The agreement allows access to these

resources for one year at a rate of \$80/hour, not to exceed \$15,000 annually. We are not obligated to spend \$15,000, and we would have access to all consultants at the same hourly rate.

Havlovic requested that the agreement be amended to show that certain expenses, meal and lodging rates, be subject to current state rates.

Motion by Havlovic, second by Klapper to recommend the proposed agreement from MadREP as presented, with the proposed change that meal and lodging rates be subject to the current state rate. Motion carried unanimously on call of roll.

9. Review and possible recommendation on Proposed State Debt Collection Agreement.

Murphy presented a proposal to replace Stark, the current collection agency used for delinquent, with a new service offered by the Department of Revenue.

The benefit of using the DOR for collections is that the fees they charge are in addition to the original citation amount, rather than the 19% of the actual fine amount. The DOR has access to more information and resources for collecting fines, such as tax intercept. The City can still issue warrants to help actively collect fines. The effectiveness of this change will be measured by collection rate, which is currently at about 30%.

Motion by Klapper, second by Maass to recommend the State Debt Collection Agreement as presented. The motion carried on a call of roll, 4-1, with Havlovic voting no.

10. Review and possible recommendation on Insurance Claim from Lee Vaughan.

The Vaughan claim states that damage was done to a vehicle after hitting a pothole on Albert Street. The insurance company recommended denial, as the city had no prior knowledge of the pothole.

Motion by Garetson, second by Klapper to recommend denial of the insurance claim from Lee Vaughan. The motion carried on call of roll, 4-1, with Havlovic voting no.

11. Review and possible recommendation on 2014 Project Fund.

Murphy presented current debt issuances and how the remaining balances will be used to fund 2014 projects. We are able to re-allocate the balance on each as long as we apply it to a project within the same category as it was originally intended, i.e. facilities or parks and recreation.

The only two projects for which funding have not been identified are the recycling carts and the Cable TV upgrades. The options for funding these projects are either utilizing short term borrowing or possibly using funds remaining from the grant for the construction of the Visitor's Center, depending on the bids are submitted for that project. The recycling carts are expected to be completed by spring of 2014, but the Cable TV upgrades can be delayed until the fall of 2014.

Ald. Miller asked Chairperson Dodd if he could address the committee at 7:08 pm. He asked for the support of the Finance Committee when he addressed Common Council in March regarding completion of the Goodyear Park improvements in 2015. He specifically referred to the skate park, the concessions, and the bathrooms. He presented results from a survey that was conducted at the Portage High School, regarding support for the skate park and potential usage. Miller stated the importance of building the right type of skate park that would benefit the most people. Chairperson Dodd stated that the City has committed \$30,000 toward the skate park, and that money is not going away, but he would like to see a more concrete plan before committing to a completion date for that project.

Murphy provided an update on the emergency shelters to be built at the fairgrounds for the benefit of those residents living in the First Ward. The specifications required for shelter structures resulted in much higher construction cost than was anticipated or budgeted. The City did receive an extension to 12/1/2014 for the use of the \$80,000 CDBG grant funds for the storm shelter. However, the proposed replacement of the Lawton Field facility and combining with the proposed shelter resulted in a preliminary cost of \$300,000; whereas the budget is \$200,000. Possible suggestions to reduce the cost of the structure are incorporating the emergency shelter into the Grandstand renovations, asking the state to see if the capacity (size) of the shelter can be reduced, or applying for a FEMA grant that if awarded, would fund 90% of the costs, but would not be awarded until 2015.

12. Review and possible recommendation on 2013 Budget Amendment(s)

Murphy explained that certain areas of the 2013 expenditure budget exceeded published allocations. Some of these were offset by additional revenue, such as insurance payments. The additional spending from Municipal Services was largely due to the cost of snow & ice control measures. The proposed resolution reallocates funding within the budget and appropriates an additional \$84,500 that results in a balanced budget, required by state law.

Motion by Havlovic, second by Klapper to recommend a resolution to amend the 2013 Budget, re-appropriating and using reserve funds as presented. Motion carried unanimously on call of roll.

Motion by Maass, second by Garetson to adjourn at 7:49 pm. Motion was withdrawn by Maass and Garetson to adjourn so that the committee could address item #4 on the agenda.

The options for CDBG Housing Loan #23 were reviewed. Motion by Maass, second by Garetson to recommend Grant Loan Option #2. The committee would like further explanation on what each of the specific upgrades cost before making a decision on which option is best suited. Motion was withdrawn by Maass and Garetson to recommend Grant Loan Option #2. Murphy will schedule a special meeting in two weeks, prior to Common Council, when Laurie Lindall can be present to answer questions regarding the presented upgrades.

13. Adjournment

Motion by Maass, second by Garetson to adjourn at 7:59 pm. Motion carried unanimously on call of roll.

Prepared by Jennifer Loveland, Administrative Assistant

CONSULTING AGREEMENT

THIS CONSULTING AGREEMENT (this "Agreement") is made effective as of the _____ day of _____, 2014, by and between CITY OF PORTAGE, a Wisconsin municipality (the "City"), and MADISON REGION ECONOMIC PARTNERSHIP, a Wisconsin partnership ("Consultant").

WHEREAS, the City desires for Consultant to provide consulting and technical business assistance services to aid and advise the City with its community and economic development efforts focused on expanding the local tax base and creating jobs that ideally pay above average wages and provide access to benefits; and

WHEREAS, Consultant is willing to perform such consulting and technical business assistance services, on the terms set forth below.

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth herein, it is agreed as follows:

1. Engagement. The City agrees to hereby engage Consultant, and Consultant hereby agrees to be engaged, in accordance with the terms and conditions of this Agreement, for the purpose of providing the City with such consulting and technical business assistance services (the "Services"), as may be mutually agreed upon from time to time, which Services shall include, but not be limited to:

- a. Managerial and technical assistance services for the Enterprise Center program developed by the City including:
 - i. Evaluation of potential tenants;
 - ii. Assistance with tenant selection and lease negotiations;
 - iii. Delivery of business technical assistance to tenants; and
 - iv. Provision of managerial assistance to City staff regarding the design features of the Enterprise Center and business incubation best practices.
- b. General business development technical assistance including:
 - i. Start-up coaching or connection to mentors, as needed;
 - ii. Business plan development assistance, including assistance in the development of pro forma financial statements;
 - iii. Entity and intellectual property protection assistance;
 - iv. Financial planning and packaging assistance, including development of capital budgets that focus on sourcing capital from

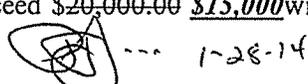
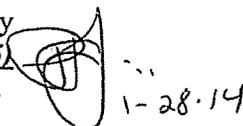
personal finances, private lenders, public lenders and venture capital/angel funds; and

- v. Succession planning.
 - c. General community development technical assistance including:
 - i. Evaluation of Tax Incremental Finance projects; and
 - ii. Evaluation of real estate development projects.
2. City Obligations.
- a. City Representative. The City shall designate its Administrator *and/or his/her designee* as the City's representative ("Representative") with respect to the Services performed under this Agreement and such Representative shall have the complete authority to transmit instructions, receive information, interpret and define the City's policies and decisions with respect to the Services.
 - b. Access to Documents. Upon the request of Consultant, the City shall provide full access to the City's documentation that is deemed, in the discretion of Consultant, to be necessary to complete the Services; including, without limitation, all studies, plans, and reports (collectively, the "City's Documents"). In addition, the City shall provide to Consultant and obtain any and all information from a third party service provider that is deemed, in the discretion of Consultant, to be necessary to complete the Services (the "Provider Documents"). The Company shall bear any and all costs related to accessing, obtaining or using such City Documents and Provider Documents.
 - c. Access to Personnel. During the Term, the City shall afford Consultant reasonable full and free access to the City's employees, staff and personnel during regular business hours.
 - d. Review and Approval. The City hereby reserves the right to review and approve all work product of the Services.
3. Term.
- a. Consultant shall be engaged by the City for a period of one (1) year (the "Term"), unless sooner terminated by either party upon seven (7) days' prior written notice to the other party.
 - b. After the Term, this Agreement may renew upon and under the terms of mutual agreement by the parties.

- c. No termination of this Agreement shall release either party from any liability or obligation which at the time of such termination has accrued to the other party or which thereafter may accrue with respect to any act or omission occurring prior to such termination.

4. Independent Contractor. Consultant's relationship with the City is that of an independent contractor and not as a joint venture, partner, agent or otherwise. Neither the City nor Consultant shall in any way become obligated for the debts or expenses of the other, unless otherwise agreed in writing. Consultant shall not have any authority to bind the City or otherwise execute any document on behalf of the City, nor shall Consultant hold itself out to the public or any third party as possessing such authority. Each party shall report all payments hereunder to all governmental agencies as payments to an independent contractor.

5. Compensation.

- a. As compensation for its Services, the City shall pay to Consultant on a Time (as defined below) and Expenses (as defined below) basis. The total annual fees shall not exceed \$20,000.00 \$15,000 without the prior written consent of the City. 
- b. Consultant shall invoice the City of such Time and Expenses on a monthly basis showing the Services performed and the City shall be obligated to pay such invoice upon seven (7) days of its receipt.
- c. "Time" shall mean the hours incurred by any and all Consultant personnel, including subcontractors, who perform the Services. Performance of the Services shall be billed for each person providing the Services at an hourly rate of \$80.00. Time incurred shall be invoiced in ~~thirty (30)~~ fifteen (15) minute increments and shall include travel time to and from meeting sites. 
- d. "Expenses" shall mean the actual expenses incurred in connection with the Services; including, without limitation, meals, airfare, and vehicle mileage computed at \$0.565 per mile.

6. Insurance. Consultant shall maintain, at its own expense and during the term of this Agreement, workers' compensation insurance, in an amount generally accepted in its respective industry. Consultant shall furnish evidence of such coverage upon request to the City.

7. Indemnification. The City shall defend, indemnify and hold harmless Consultant and shall reimburse such persons for, from and against each and every demand, claim, loss, liability, damages, cost and expense (including, without limitation, interest, penalties, costs of preparation and investigation, and the reasonable fees, disbursements and expenses of attorneys, accountants and other professional advisors) imposed on or incurred by such persons, directly or indirectly, relating to, resulting from or arising out of any claim, suit, action or proceeding based on this Agreement or in any way related to the engagement between Consultant and the City.

8. Entire Agreement. This Agreement constitutes the complete agreement between the parties with respect to the subject matter hereof and supersedes any and all previous

agreements, oral or written, that may have been made between the parties or acquired by the parties. This Agreement may be amended only in writing by an agreement duly executed by the parties hereto.

9. Governing Law, Venue and Jurisdiction. This Agreement shall be governed, construed and interpreted and enforced in accordance with the laws of the state of Wisconsin, without reference to its conflicts of laws statutes. With respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement, the parties submit to the jurisdiction and venue of the Dane County Circuit Court, Wisconsin. The City and Consultant hereby waive any objections that either may or could have to either jurisdiction or venue and stipulate that the venue referenced in this Agreement is convenient.

10. Counterparts. This Agreement may be executed in one or more counterparts, including by signature pages provided by facsimile, PDF format or other electronic transmission, each of which shall be deemed an original against the party that executes such counterpart, and all of which together shall constitute one and the same instrument.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement the day and year first written above.

CITY:

CITY OR PORTAGE

By: _____
William F. Tierney, Mayor

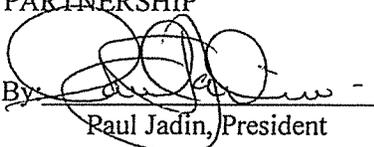
Phone: _____

Fax: _____

Email: _____

CONSULTANT:

MADISON REGION ECONOMIC
PARTNERSHIP

By:  _____
Paul Jadin, President

Phone: 608 443-1962

Fax: _____

Email: pjadin@madisonregion.org

Consulting Agreement - MadREP and City of Portage

[Signature Page to Consulting Agreement]

State Debt Collection Agreement

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Introduction

This agreement between the City of Portage Joint Municipal Court (hereafter referred to as "agency") and the Wisconsin Department of Revenue (hereafter referred to as "department") will set forth the requirements and expectations of both agencies relating to the department providing debt collection services for the agency under the provisions of s. 71.93 (8), Wis. Stats.

Statutory Authority

The department is authorized pursuant to the provisions of s. 71.93(8), Wis. Stats., to enter into a written agreement to have the department collect any amount owed to the state agency.

Duties of the Agency

1. Unless stated and agreed to separately, debt sent to the department for collection must be greater than \$50.00, and shall be reduced to a judgment prior to referral of the debt, unless the agency has provided the debtor with reasonable notice and an opportunity to be heard with regard to the debt.
2. The agency shall send unpaid debt to the department for collection when the debt is more than 90 days past due, unless the agency is negotiating a repayment agreement with the debtor, the debtor has filed bankruptcy, the debtor has objected to the basis of the debt and the agency is responding to the objection, or the agency has negotiated a waiver of the time period or debt type from the Secretary of the department.
3. At least 30 days prior to referral of the debt to the department, the agency shall send notice to the debtor of the agency's intention to refer the debt to the department for collection. The notice must state the nature and amount of the debt, identify the agency to whom the debt is owed, advise the debtor that collection costs will be assessed once the debt is referred to the department, and inform the debtor of the debtor's right to appeal. Any appeal periods will have expired and all disputes resolved prior to referral of debt to the department.
4. The agency will send the following file updates in an electronic format:
 - a. New Debts: The agency will furnish information using the department's prescribed file layout. Each debtor will have a unique agency identifier and each debt will have an agency debt number. If a judgment or lien against the debtor was entered, the agency shall provide the lien number, county where the judgment or lien is filed, the names on the judgment or lien, the docket or filing number, and the amount of the judgment or lien.
 - b. Debt Updates: Any non-monetary updates to the debt amount or recall of the debt must be transmitted to the department, using the department's prescribed file layout, within 24 hours of receipt. Changes to the balance may include estimated assessments replaced by actual information, debts reduced by compromise agreement, or administrative adjustments. Any payments must be remitted to the department for posting to the department's collection case. The agency is responsible for refunding the collection fee to the debtor, if appropriate, on recalled debts.

5. The agency agrees to adjust to zero any debts certified to the department's agency setoff system either through the TRIP application, state agency mainframe or CCAP. Through this agreement, the department will offset refunds to the agency's debts through the department's collection system.
6. Once debt is referred to the department for collection, the agency will discontinue billing statements, demand letters, and active collection efforts. The agency will direct all debtor calls or requests regarding collection of the debt to the department.
7. Once a debt is referred to the department for collection, the agency will forward any payments received to the department for processing. Department collection costs must be paid even if the debtor sends full payment of the debt to the agency.
8. If the debt is compromised or settled, the agency will contact the department to determine the amount of the department's collection costs that must be remitted to the department. The agency will be responsible for any department collection costs remaining when the agency fails to consider department collection costs when accepting payments from the debtor or compromising debt.
9. The agency will not re-refer debts that have been recalled by the agency or closed and returned by the department with the exception of closed bankruptcy cases and resolved disputes.
10. Correspondence and telephone inquiries received that relate to the validity of the debt will be forwarded to the agency for a timely response. The agency will have resources available to assist debtors and department collectors with debt-related issues.
11. If the agency fails to provide accurate and timely updates to the debt and the result is an overpayment of the debt, the debt will be returned to the agency for a refund to the debtor. The agency will refund the debtor the amount of overpayment received plus the department collection costs, if appropriate.
12. If a payment or refund setoff has been posted to a debt and it is later determined that the payment or refund setoff was in excess of the debt owed to the agency, it will be the agency's responsibility to refund such excess to the debtor. If at the time of payment or refund setoff, the debtor had a debt with the agency but the agency did not adjust the debt to zero, it is the agency's responsibility to refund the administrative fee to the debtor.
13. Payments and refund setoffs that occur because of erroneous identification information provided by the agency may be corrected by the department and it is the agency's responsibility to pay any collection fees or amounts involved may be reversed.
14. The agency shall be responsible and liable for any claims or lawsuits made against the department arising from collection of a debt that is alleged to be incorrect or not owed by the debtor.
15. The agency agrees to maintain the confidentiality of all accounts, correspondence, documents and any other related information, which may be obtained from or furnished by the department. If a third party is used by the agency to manage the debts referred to the department, the third party must sign an agreement with the department and will be bound by the same confidentiality requirements. Any unauthorized use or disclosure of such

information, or inadequate procedures for safeguarding the confidentiality of such information, constitutes grounds for immediate termination of this agreement.

16. The agency will review reports transmitted, reconcile accounts and notify the department within 60 days of any discrepancies.
17. The agency will have technical staff available to maintain electronic file layouts, electronic reports, and other requirements as needed. Agency and department contact information will be periodically updated.
18. The agency and the department can agree to other collection services, such as sending notices, providing the opportunity to be heard, and filing and managing bankruptcy claims.

Duties of the Department

1. The department will take all reasonable and cost-effective actions to collect referred debts. Collection efforts may include, but are not limited to:
 - a. Identify assets available for satisfaction of debts
 - b. Send demand letters
 - c. Subpoena records
 - d. Setoff refunds
 - e. Negotiate and monitor payment plans
 - f. Enter into compromise agreements
 - g. File liens when appropriate
 - h. Levy assets
 - i. Certify wages
2. The secretary of revenue may waive the referral of certain types of debts.
3. The department shall collect debts and assess interest in the same manner that it collects taxes and assesses interest under ss. 71.82(2), 71.91, 71.92, and 73.03 (20), Wis. Stats.
4. The department will add an administrative fee to each debt referred for collection. The administrative fee will be reviewed periodically and adjusted up or down to cover all costs to the department to administer this program.
5. The department will apply payments made on delinquencies first in discharging costs, then penalties and interest, with the balance applied to principal. Once a payment or refund setoff has been posted, the agency will be notified of such postings.
6. The department will collect against debtors who owe multiple debts to various state entities. Proceeds collected will apply first to debts owed to the department, then to debts owed to state agencies, including the courts and the Legislature, in the order that the debts were referred, then to debts owed to authorities and local units of government in the order that the debts were referred.
7. The department will send a Statement of Account to the debtor monthly as long as there is account activity, such as a payment or credit to the account. If there is no recent activity, a

Statement of Account will be sent at least once every 6 months. Delinquent interest will be added to the account monthly.

8. The department may suspend collection action on an agency account temporarily if the debtor raises concerns that need to be addressed by the agency, such as the validity of the debt or whether the debt was previously paid. The debtor will be advised that they must contact the agency, and department collection action will resume in 30 days unless the agency contacts the department to request additional time or to recall the debt.
9. If a payment, refund, or refundable credit is determined to be in error or is otherwise adjusted after posting to an agency debt, the department may reverse the credit with that agency.
10. The department will close out any debt with balance that falls below \$20.00 and return the debt to the agency as too small to pursue.
11. The department will pursue debt collection for a period of 5 years. Any debt that has not been collected within 5 years or any debt that has been determined to be uncollectible will be closed out and returned to the agency.
12. The department will suspend collection action on debts if the debtor files bankruptcy. It will be the agency's responsibility to pursue a bankruptcy claim, if appropriate. The agency has the right to recall a debt when a bankruptcy has been filed if they wish to pursue separately.
13. The department will send the following update files:
 - a. Debt Response File - The department will edit and compare debtor information to the department's "history file" to determine correctness. Notification will be given to the agency whether such data was accepted or rejected in the same medium as originally submitted by the agency. If the data is accepted by the department, the department will transmit the debt number for each debt accepted to the agency.
 - b. Transaction File - The department will post transactions to the debtor's account daily. On a monthly basis an update file will be transmitted to the agency.
 - c. Return Debt File - On a quarterly basis the department will notify the agency of any collection cases that have been determined as uncollectible. For any returned debt the department will indicate whether a lien was filed, the docket date of the lien, the docket number and where it was filed.
 - d. Performance Analysis Report will be made available upon agency request.
14. Monthly, remittances will be posted to the agency's WISMART account or through electronic funds transfer (EFT) to the agency's bank account.
15. The department will have collectors available to assist debtors and the agency staff with debt-related issues. The department will resolve any debtor disputes pertaining only to the department's collection process and any collections taken by the department.
16. The department will have technical staff available to create and maintain electronic file layouts, electronic reports, and other requirements as needed. Agency and department contact information will be periodically updated.

17. The Secretary of Revenue shall be the final authority in the resolution of any interagency disputes in regard to referral of debts.
18. The department and the agency can agree to other collection services, such as sending notices, providing the opportunity to be heard, and filing and managing bankruptcy claims.

Legal Requirements

This agreement is effective upon the signing below of the agency's and department's representatives. Amendments mutually agreed to by authorized representatives of the agency and the department shall become effective when signed and dated as an ADDENDUM to this agreement. The terms of the agreement may be renegotiated upon 60 days notice by either party.

Wisconsin Department of Revenue:

By: _____

Dated: _____

Agency: _____

By: _____

Dated: _____

Statewide Services, Inc.

Claim Division

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

January 23, 2014

City of Portage
115 West Pleasant Street
Portage WI 53901
Attention: Rebecca Ness

Program: League of Wisconsin Municipalities Mutual Insurance
Our Insured: City of Portage
Date of loss: 12/26/2013
Our Claim # WM000112710074
Claimant: Lee and Joanne Vaughan
N8610 Deerborn Rd
Westfield WI 53964

Dear Ms. Ness,

Statewide Services, Inc. administers the claims for the League of Wisconsin Municipalities Mutual Insurance which insures the City of Portage. We are in receipt of the claim submitted by Mr. and Mrs. Vaughan for damage to their vehicle.

We have reviewed the matter and recommend that the City of Portage deny this claim pursuant to the Wisconsin statute for disallowance of claim 893.80(1g). The disallowance will shorten the statute of limitations period to six (6) months.

Our denial is based on the fact that the investigation revealed no reported calls to the City of Portage or police that the pot hole was causing damage. The city had no prior knowledge that the pot hole existed. Therefore, we do not find any negligence on the City of Portage.

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

City of Portage
 Accident Investigation Forms
 (Liability and Property Claims)

RECEIVED
 JAN 13 2014
 BY: _____

Type of Claim:

Bodily Injury Property Damage Property Loss

Date of Accident: 12-26-2013 Time of Accident: 5:15 AM PM

Date Accident Reported: 12-30-2013 To Whom Reported: City of Portage clerk

Location (address) of Accident: Albert St in area of Solterman roofing

Owner of Premises Where Accident Occurred: City of Portage

Occupant of Premises Where Accident Occurred: _____

Describe fully how accident occurred: Driving west on Albert St, met vehicle traveling east that was over the center of road, I Joanne Vaughan turned to the right to avoid hitting the oncoming vehicle and hit the hole that was located between the roadway and the shoulder.

Witnesses:

Name	Address	Phone Number
(1) Lee Vaughan/husband	N8610 deerborn rd Westfield, Wi 53964	608.296.2276
(2)		
(3)		

Injured Person:

Name: none Address: _____

Nature of Injury: _____

Attended by: _____

Property Damage:

Name of Owner: Lee/Joanne Vaughan Address: N8610 Deerborn Rd. Westfield, Wi. 53964

Nature of Damage: right front wheel/rim, tire, and frontal alignment

Estimated Cost of Repair: ~~\$1039.61~~ 989.61 12.84

Comments: Wheel/rim-\$707.32 / Tire \$188.50 / valve core asy \$63.84 / alignment \$79.95

Damaged wheel/rim is at Gagne Ford in Princeton, Wi. 54968 920.295.6111 see Dave

Signature of Person Submitting Report: Lee Vaughan Date: 1-3-2014

2012-2014 NEW GRANT FUNDS
PORTAGE # 23 (1)
SCENARIO FOR DISCUSSION/APPROVAL

Homeowner's current Fair Market Value of the home	\$92,200.00
Homeowner's Current Mortgage is	\$106,155.00
Homeowner equity of	-\$13,955.00

All the repairs that are needed on the home are as follows:

Windows

Living Room Ceiling repair

Replace Roof

Gutters and Downspouts

Leak in Bathroom

Doors

Electrical Upgrade

Porch Repair

Total Cost for Rehabilitation is	\$26,643.00
----------------------------------	-------------

Inspection costs	300.00
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Title Search	45.00
--------------	-------

Filing Fee	30.00
------------	-------

Total Project Cost	\$27,018.00
---------------------------	--------------------

30% of Total Repair Cost is Equity to home	\$8,105.00
--	------------

13,955.00 Negative Equity

27,018.00 Repair Negative equity

8,105.00

32,868.00 Negative Equity

Homeowners have lived in the house for 5 years and are not planning to move.

_____ **Approval**

_____ **Denial**

_____ **Date**

2012-2014 NEW GRANT FUNDS
PORTAGE # 23 (2)
SCENARIO FOR DISCUSSION/APPROVAL

Homeowner's current Fair Market Value of the home	\$92,200.00
Homeowner's Current Mortgage is	\$106,155.00
Homeowner equity of	-\$13,955.00

If only the following repairs are done on the house it would still meet Decent, Safe and Sanitary are as follows:

Leak in Bathroom

Gutters and Downspouts

Roof

Porch repair

Total Cost for Rehabilitation is	\$15,195.00
----------------------------------	-------------

Inspection costs	300.00
------------------	--------

Title Search	45.00
--------------	-------

Filing Fee	30.00
------------	-------

Total Project Cost	\$15,570.00
---------------------------	--------------------

30% of Total Repair Cost is Equity to home	\$4,671.00
--	------------

13,955.00 Negative equity

15,570.00 Repair Negative equity

4,671.00 Repair Equity to the home after rehab

24,854.00 Negative Equity

Homeowners have lived in the house for 5 years.

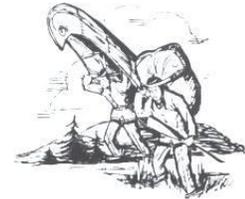
_____ **Approval**

_____ **Denial**

_____ **Date**

CITY OF PORTAGE

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



"Where the North Begins"

To: Finance Committee
From: Dan Kremer, Manager of Parks and Recreation
Date: February 12, 2014
Subject: Online Registration Module

Overview:

One of the Park and Recreation Department's goals for 2014 is to implement an online registration module for activities and facility reservations. There are three vendors who lead the industry for Wisconsin's park and recreation departments for this type of service. I have solicited quotes and provided some information for all three.

Vermont Systems

Startup Cost: \$28,130 (includes in office system and online website design)
Yearly Maintenance: \$3,286

Notes:

Vermont Systems is common with large municipalities due to its capabilities. It provides advanced services beyond online and in house registration and reservation. It contains modules for producing league schedules, team set ups, brochure editing, email blasts, etc.

Active Net

Startup cost: \$11,100
Yearly Maintenance: 2.5 % of all over the counter transactions
6.5 % + \$1.00 for all transactions via the web less than \$150
3.5 % + \$5.00 for all transactions via the web for \$150 - \$499 transactions

Contract duration: 3 year minimum

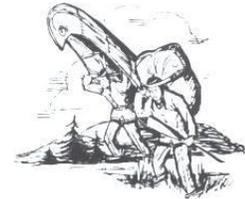
Notes:

This software is very common throughout the state, because after the initial \$11,100 investment, the department has the option to pass on the maintenance fees for online registration to the consumer. Meaning, we could have our public pay the 2.5 % + \$1.00 for transactions when they register online or reserve online, it would make a \$15.00 program cost the public \$16.38 if that option is utilized.

However, we can't pass the over the counter maintenance fee on to the consumer. So for all over the counter transactions, we would be invoiced 2.5 % for the life of the software.

CITY OF PORTAGE

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"Where the North Begins"

Recdesk

Startup cost: None
Yearly Maintenance: \$2,500
Contract duration: No contract, prorated if discontinued

Notes:

Recdesk charges a yearly flat rate fee. Their fee is based on population of the municipality, and our fee is guaranteed to stay at that rate until our municipality reaches 12,000 people. This system provides online and in house registration and reservation.

Recommendation:

My recommendation is for the City of Portage to install Recdesk Registration Software. All three of these systems can provide the services we need, but Recdesk offers those services without a startup cost and with a fee that we can budget yearly. It would allow anyone to browse all of our program offerings, and view all facility calendars in real time. It would also eliminate much of the department's manual input and collection of data for facilities and activities. This system would also be able to be accessed and operated from any computer or device that has access to the internet.

The department has \$2,500 budgeted for online registration.

City of Portage, WI

Snow & Ice Control Guidelines

(01/29/2014)

PURPOSE: It is the goal of the City of Portage (City) to provide timely, efficient and cost-effective winter maintenance, snow removal and ice control on local public roads for the safety and benefit of the City's residents and motorized public. These guidelines are intended to form the basis of City response to winter traffic and pedestrian conditions. Due to many variables inherent in winter weather events (snow, sleet, rain, wind, temperature, etc.) each event may require modifications in emphasis or use of the guidelines herein. At all times, public safety shall be a priority when determining the materials and resources used.

LEVEL OF SERVICE: It shall be the policy of the City to initiate salting or other material distribution operations, upon request of the Police Department or in the opinion of the Public Works Superintendent or his/her designee, on arterial and intersection roadway pavements which warrant the application of materials to improve vehicle traction and stopping abilities. It shall be the policy to initiate snow plowing operations when winter snow events of 2" or more of accumulation occur. It shall be the policy of the City to schedule snow removal operations in the Central Business District after snow events of 6" or more occur and areas where the terrace (area between sidewalk and curb) are of insufficient area to accommodate snow accumulations after plowing operations are complete. The responsibility in determining the appropriate level of service for all winter storm events shall reside with the Public Works Superintendent or his/her designee. One or more of the following conditions may affect all or any part of the Level of Response:

- Lack of operable equipment
- Rate of snow accumulation
- Sleet, rain or other icing conditions
- Traffic Volume/Congestion
- Availability of personnel, materials or funding restraints

RESIDENTIAL STREETS: Streets with primarily residential housing will receive minimal salt/abrasive applications except at intersections and where the street grade exceeds 4%. Generally no salt/sand shall be applied on residential streets when storm accumulations of 2" or less occur.

PROCEDURE TO REQUEST SNOW/ICE CONTROL: City employees or elected officials shall contact the Public Works Superintendent or his/her designee and notify of any unsafe winter roadway conditions. The Public Works Superintendent shall determine the appropriate response to each request.

PRIORITY OF RESPONSE: Notwithstanding the Level of Service conditions, the City shall plow/treat roadways in the following priority:

1. Arterials
2. Snow Emergency Routes
3. City Parking lots (for public parking in declared snow emergencies)
3. Streets with Public Safety Facilities
4. Streets with Hospitals
5. Downtown Business District
6. Streets with Schools
7. All remaining streets

Snow plowing/salting route maps for the Central Business District and City street are available for review with the City Engineer.

USE OF MATERIALS:

ROAD SALT (sodium chloride): Generally, the primary Level of Service after snow events of greater than 2” shall be plowing. Salt is the primary de-icing material on roadways and will generally be applied during ice events and snow events up to 2” accumulation when traffic conditions warrant at the rate of 100-300 pounds per lane mile depending on temperature, type of precipitation, pavement condition/type, etc. Salt shall be primarily applied to Priority of Response Streets 1-6 listed above and intersections as needed. When temperatures decline to 10° F or below and icy conditions exist, a mixture of sand/salt shall be applied at intersections, inclines and curves. Generally higher rates of application shall be required under the following conditions:

1. Snowfall has higher moisture content or is accumulating rapidly.
2. Snow accumulation already exists on pavement.
3. There will be a 3 or more hour duration occurring before plowing or next salt application.
4. High traffic volume (streets in excess of 3000 ADT).

ABRASIVES: When conditions warrant, a mix of sand and salt (50-100 pounds per cubic yard) shall be used on icy streets, inclines, curves or roads without curb & gutter.

OTHER DE-ICERS/PRE-WETTING APPLICATIONS

The City will continue to explore the use of other de-icing materials and pre-wetting materials(i.e., salt brine, calcium chloride, and magnesium chloride) on salter trucks. Wetting provides moisture to make brine. Applications of 8-10 gallons of liquid per cubic yard of salt are recommended if used.

ORDINANCE NO. 14-008

ORDINANCE RELATIVE TO OFFENCES AGAINST PUBLIC SAFETY AND PEACE

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

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

Sec. 46-31. Regulation of firearms, weapons and explosives.

(a) *Discharge and possession of firearms and weapons regulated.* No person, except a police officer or other law enforcement officer in the performance of an official duty, or a person working for a firm designated by the common council to harvest wildlife pursuant to a state department of natural resources approved wildlife management program, shall fire or discharge any firearm, rifle, spring gun, air gun or pneumatic pellet gun of any description, crossbow or bow and arrow(except as provided in Sec. 46-31(e), within the city or have any firearm, rifle, spring gun, air gun or pneumatic pellet gun in his possession or under his control unless it is unloaded and enclosed or encased within a carrying case or other suitable container pursuant to state law. Except as provided in Sec. 46-31(e), this subsection shall be deemed to prohibit hunting within the corporate limits of the city. This provision does not apply to persons authorized by firms hired by the city to conduct wildlife harvest pursuant to state department of natural resources approved wildlife management programs.

(e) *Regulation of Hunting Within City Limits.* The general prohibition against hunting within City of Portage corporate limits is exempted according to the rules and regulations set out below:

-
- (1) Deer hunting by archery is permissible within the corporate limits during annual Wisconsin DNR designated archery hunting seasons under the following conditions:
- a. Hunting of deer by archery within the corporate limits shall be done in accordance with the rules and regulations of the Wisconsin Department of Natural Resources, and city ordinances.
 - b. Hunters must possess current Wisconsin DNR archery license.
 - c. No release of a hunting arrow or bolt may occur within 300 feet from a park or building located on another person's land, unless the hunter has permission from the landowner to hunt within the 300 feet.
 - d. Any hunter releasing a hunting arrow or bolt is required to discharge the hunting arrow or bolt toward the ground, from an elevated stand or other

means. The arrow or bolt shall have the owner's name and telephone number permanently affixed.

- e. Hunters must have permission of any landowner before tracking or retrieving deer from the landowner's property.

(2) *Deer hunting by archery within the corporate limits on designated city-owned property* in the City of Portage shall be permitted upon obtaining a municipal hunting permit issued by the Portage Parks and Recreation Department or other designated agent subject to the requirements as listed under Sec. 46-31(e)(1) and the following:

- a. Hunting shall only be allowed on municipal property(ies) as shown on a map approved by the Legislative and Regulatory Committee. The map shall be retained and reviewed annually by the Portage Parks and Recreation and Police Department.
- b. Prior to receipt of a municipal hunting permit, every applicant for such permit must complete an application at the Portage Parks and Recreation Department providing their name, address, phone number, photo identification, indicate desired municipal property they wish to hunt, provide proof of possession of a DNR archery hunting license and show proof of successful completion of marksmanship proficiency certification. The City of Portage Common Council shall include the cost of the municipal hunting permit on the official Fee Schedule. The permit shall expire at the end of each calendar year or at such time as determined.
- c. Elevated stands and/or ground blinds may be installed on municipal property no earlier than 24 hours prior to a permitted hunt and shall be removed by the end of allowable hunting hours on the last day of the permitted hunt. Said stands or blinds shall have the owner's name, address and phone number attached that is visible from the ground. Tree stands, or tree steps shall not be permanently installed or attached to trees in such a manner that damages the tree. Cutting of shooting lanes shall not be permitted.
- d. Hunters shall at minimum, wear a blaze orange cap while hunting.
- e. Coordinated drives for the purpose of hunting deer are not permitted.
- f. Each municipal hunting permit shall designate the dates and times it is valid. Such dates and times shall be given to each person applying for a municipal hunting permit. Hunters shall complete and return the hunter performance section of the municipal hunting permit to the Parks and Recreation office within 72 hours of final day of permitted hunting. Failure

to return hunter performance section of municipal hunting permit shall result in suspension of eligibility to receive future municipal hunting permits.

- (3) No motorized vehicles are permitted on municipal property except for authorized City vehicles.
- (4) Fish may be hunted by archery within the corporate limits of the city in bodies of water designated by the City of Portage Legislative and Regulatory Committee. Hunting of fish by archery shall be done in accordance with the rules and regulations of the Wisconsin Department of Natural Resources, and the city ordinances.
- (5) Penalty. Any person violating any provision of this section shall be subject to the general penalty provisions of Sec. 1-15.

Sec. 46-33. Throwing or shooting of arrows, stones and other missiles prohibited.

Except as provided in Sec. 46-31(e), it shall be unlawful for any person to discharge or throw by any means any dangerous missile, object, arrow, stone, snowball or other missile within the city.

This Ordinance shall take effect upon passage and publication thereof.

Passed this _____th day of _____, 2014.

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

RESOLUTION NO. 14-007

RESOLUTION ESTABLISHING A POLICY TO SPECIAL ASSESSMENTS FOR CERTAIN COSTS ASSOCIATED WITH THE IMPROVEMENT OF PUBLIC ALLEYS IN THE CITY OF PORTAGE

WHEREAS, the Common Council for the City of Portage (“City”) has established a public alley maintenance program with a goal to pave all public alleys; and

WHEREAS, the inclusion of initial funding in the 2014 Capital Budget follows the establishment of an inventory of alleys that were evaluated and their respective conditions rated to establish a priority sequence in determine the order in which each alley is reconditioned; and

WHEREAS, the purpose of this Public Alley Special Assessment Policy is to establish a fair and equitable manner of recovering and distributing the cost of maintaining public alleys. The procedures used by the City for levying special assessments are those specified by §66.0703 Wis. Stats. This assessment policy is intended to serve as a general guide for a systematic alley special assessment process in the City; and

WHEREAS, property tax levy limitations imposed by statute render annual City budget appropriations for 100% of annual alley maintenance financially unsustainable, therefore it is the intent to special assess a portion of the alley maintenance costs to abutting property owners with a goal to establish a revolving alley fund sufficient to maintain public alleys in the city on an indefinite basis;

NOW THEREFORE, be it hereby resolved by the Common Council of the City of Portage that the following parameters shall be used in determining the special assessment of alley maintenance cost against benefiting abutting property owners:

Prioritization: During even numbered years, the Municipal Services and Utilities Committee shall review the paved alley inventory and ratings as prepared by the City Engineer to determine priority sequence of alley improvements. At any time a petition signed by more than 50% of the property owners abutting an alley may be submitted to the City Clerk for consideration and inclusion in the subsequent year alley re-paving schedule, provided that such petitioned alley shall not supersede any alley with a lower pavement condition rating. Unpaved alleys may be designated by the Municipal Services and Utilities Committee for paving upon recommendation by the City Engineer if drainage problems, traffic volume, excessive maintenance costs or other similar circumstances warrant the necessity of paving the alley.

Cost Apportionment: All property owners abutting an improved alley shall pay 50% of the total construction costs, excluding engineering/design and utility costs, if any. The cost shall be assessed on a per foot basis for the entire length or width of the property abutting the public alley. Property owners abutting unpaved alleys shall not be assessed any cost for maintenance of that alley.

Payment: Property owners abutting public alleys shall be subject to the same requirements and conditions, including a provision for installment payments with interest,

as applied to other properties subject to special assessments for public street improvements.

This Resolution shall be effective upon its adoption and approval.

Adopted this _____ day of _____, 2014.

W. F. "Bill" Tierney, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

Resolution Requested by:
Municipal Services & Utilities Committee

RESOLUTION NO. 14-008

RESOLUTION AMENDING 2013 ADOPTED BUDGET

WHEREAS, Wis. Stats. 65.90 establishes requirements for municipal budgets, specifies required levels of revenue and expenditure categories, requires a balanced budget, and prohibits any expenditures exceeding the appropriation for a specific purpose at the adopted level of the budget, and

WHEREAS, Wis. Stats. 65.90(5)(a) further requires that the amounts of the various appropriations and the purposes for such appropriations stated in a budget may not be changed unless authorized by a vote of two-thirds of the entire membership of the governing body of the municipality, and

WHEREAS, it is necessary to amend the previously adopted 2013 budget as follows to reflect the following re-appropriations.

NOW, THEREFORE, BE IT RESOLVED that the Common Council for the City of Portage hereby approves the following amendments to the 2013 budget:

<u>Budget Category/Account</u>	<u>Increase</u>	<u>Decrease</u>
General Government		66,300
Municipal Court	4,700	
Law Enforcement		18,100
Fire Protection	17,600	
Public Works	151,800	
Parks & Recreation		4,000
CATV	1,100	
GF Undesignated Reserve Fund		86,800
TOTAL	175,200	175,200

This Resolution shall be effective upon its adoption and approval.

Adopted this 27th day of February, 2014.

W.F. "Bill" Tierney, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

Resolution requested by:
Finance/Administration Committee

RESOLUTION NO. 14-009

FINAL RESOLUTION AUTHORIZING PUBLIC IMPROVEMENT AND LEVYING SPECIAL ASSESSMENTS AGAINST BENEFITTED PROPERTY IN PORTAGE, WISCONSIN (2013 SIDEWALK CONSTRUCTION AND REPLACEMENT PROJECT)

WHEREAS, the Common Council of the City of Portage held public hearings in the Common Council Chambers at the City Municipal Building, 115 West Pleasant Street, Portage, Columbia County, Wisconsin at 6:55 p.m. on August 8, 2013 and at 6:45 p.m. on August 22, 2013, for the purpose of hearing all interested persons concerning the preliminary resolution and report of the City Engineer on the proposed public improvements consisting of sidewalk improvements on portions of Airport Road, West Slifer Street, Eastridge Drive and selective locations throughout the City.

NOW, THEREFORE, BE IT HEREBY RESOLVED, the Common Council of the City of Portage determines as follows:

1. The report of the City Engineer, a copy of which is attached hereto and incorporated herein, including the plans and specifications and assessments set forth therein, is adopted and approved.
2. The City of Portage has advertised for bids and supervised construction of the improvements in accordance with the report hereby adopted.
3. Payment for the improvements shall be made by assessing the entire cost to the property benefited as indicated in the report.
4. Benefits shown on the report are true and correct and are hereby confirmed.
5. Assessments for all projects included in the report are hereby combined as a single assessment but any interested property owner may object to each assessment separately or all assessments jointly for any purpose.
6. The special assessments against any parcel may be paid in cash or in three (3) annual installments if the assessment is \$1,000 or less and five (5) annual installments if the assessment is over \$1,000, plus interest, at the rate of 3.5% per annum at the time of assessment per annum on the unpaid balance.
7. The municipal clerk shall publish this resolution as a class 1 notice under ch. 985, Stats., in the assessment district and mail a copy of this resolution and a statement of the final assessment against the benefited property together with notice of installment payment privileges to every property owner whose name appears on the assessment roll whose post office address is known or can with reasonable diligence be ascertained.

DATED this 27th day of February, 2014.

W.F. "Bill" Tierney, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

Resolution recommended by:
City Engineer

FINAL ASSESSMENT ROLL FEBRUARY 20, 2014

PROJECT: 13-011; 2013 Sidewalk Construction and Replacement

Tax	Property Owner	Mailing Address	City, State Zip	Property Address	4 inch Sidewalk ft²	4 inch Sidewalk Assessment \$3.70/ft²	6 inch Sidewalk ft²	6 inch Sidewalk Assessment \$4.00/ft²	Total Sidewalk Assessment
3301	St Mary's Cemetery	N9400 Collins Street	Portage, WI 53901	N9400 Collins Street	2,560	\$9,472.00			\$9,472.00
2512.29	Howard, Latton	809 W. Edgewater Street	Portage, WI 53901	Airport Rd.	4,150	\$15,355.00			\$15,355.00
2512.04	Eight Rocks, LLC	4880 Messer Rd	Merrimac, WI 53561	641 Latton Ln	765	\$2,830.50			\$2,830.50
2515.4	Silver Lake Apartments LLC	102 N Franklin St	Madison, WI 53703	917 Silver Lake Dr	169	\$625.30			\$625.30
2515.5	Silver Lake Apartments LLC	102 N Franklin St	Madison, WI 53703	620 West Slifer St	1,415	\$5,235.50			\$5,235.50
2515.A	Silver Lake Apartments LLC	102 N Franklin St	Madison, WI 53703	917 Silver Lake Dr	1,459	\$5,398.30			\$5,398.30
2515.B	Silver Lake Apartments LLC	102 N Franklin St	Madison, WI 53703	917 Silver Lake Dr	1,575	\$5,827.50			\$5,827.50
2509.A	Kayla Johnson	580 W. Slifer St	Portage, WI 53901	580 W. Slifer St	750	\$2,775.00			\$2,775.00
3801.01	Bank of Poynette	PO Box 67	Poynette, WI 53955	Lot 1, Parkside	370	\$1,369.00			\$1,369.00
3801.05	Bank of Poynette	PO Box 67	Poynette, WI 53955	Lot 5, Parkside	375	\$1,387.50			\$1,387.50
3801.06	Bank of Poynette	PO Box 67	Poynette, WI 53955	Lot 6, Parkside	375	\$1,387.50			\$1,387.50
3801.07	Bank of Poynette	PO Box 67	Poynette, WI 53955	Lot 7, Parkside	725	\$2,682.50			\$2,682.50
3142.A	P.R. Real Estate LLC	255 Jefferson St.	Waterloo, WI 53594	2905 New Pinery Road	545	\$2,016.50			\$2,016.50
2814	Joan & William Swift	2300 Yellow Stone Avenue	Portage, WI 53901	2300 Yellow Stone Ave	60	\$222.00			\$222.00
1795	Cindy & Paul Kenas	630 W. Pleasant St.	Portage, WI 53901	630 W. Pleasant St.	305	\$1,128.50			\$1,128.50
1810	Jordan Parker	726 W. Pleasant St.	Portage, WI 53901	726 W. Pleasant St.	305	\$1,128.50			\$1,128.50
1811	Cheryl Burnstad	730 W. Pleasant St.	Portage, WI 53901	730 W. Pleasant St.	523	\$1,935.10			\$1,935.10
2114	Carol Bank	914 W. Pleasant St.	Portage, WI 53901	914 W. Pleasant St.	150	\$555.00			\$555.00
2188	William & Ann Higgins	911 W. Pleasant St.	Portage, WI 53901	911 W. Pleasant St.	200	\$740.00			\$740.00
2186	Jean & Sandra Kuhn	917 W. Pleasant St.	Portage, WI 53901	917 W. Pleasant St.	285	\$1,054.50			\$1,054.50
1829	Anne & Thomas Bobek	3115 Hawks Haven Trl	Deforest, WI 53532	823 W. Conant St.	336	\$1,243.20	40	\$160.00	\$1,403.20
2620	Timothy & Pamela Weisee	1218 W Pleasant St	Portage, WI 53901	1300 Wisconsin St.	228	\$843.60			\$843.60
937	Nathan Canard	134 E Emmett St	Portage, WI 53901	134 E Emmett St	200	\$740.00			\$740.00
694	Daniel Stowell	130 E Howard St	Portage, WI 53901	130 E Howard St	350	\$1,295.00			\$1,295.00
1601	Riggs Living Trust	314 W. Franklin St.	Portage, WI 53901	314 W. Franklin St.	85	\$314.50			\$314.50
805	Robert Simutis	318 E. Franklin St.	Portage, WI 53901	318 E. Franklin St.	25	\$92.50			\$92.50
237	June & Willam Esser	124 Brady St.	Portage, WI 53901	124 Brady St.	272	\$1,006.40			\$1,006.40
TOTAL					18,557	\$68,661	40	\$160	\$68,821

RESOLUTION NO. 14-010

PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS UNDER SECTION 66.0703 OF THE WISCONSIN STATUTES (2014 WATER MAIN AND SANITARY SEWER CONSTRUCTION)

BE IT HEREBY RESOLVED by the Common Council of the City of Portage, Columbia County, Wisconsin:

1. That the Common Council of the City of Portage, Wisconsin, does hereby declare its intention to exercise its powers under Section 66.0703 of the Wisconsin Statutes to levy special assessments for the replacement of sanitary sewers and water mains and street reconstruction on East Conant Street from DeWitt Street to Adams Street and East Franklin Street from DeWitt Street to Adams Street.
2. That said reconstruction project shall include the installation and replacement of sanitary sewer laterals, water laterals, and defective sidewalk.
3. The Common Council of the City of Portage, Columbia County, Wisconsin, determines that such improvements shall be made under the police power for the health, safety and public welfare and that the amount assessed against each parcel shall not exceed the actual cost of the project as prorated to each parcel.
4. The special assessments against any parcel may be paid in cash or in three (3) annual installments if the assessment is \$1,000 or less and five (5) annual installments if the assessment is over \$1,000, plus interest, at the proposed rate of 3.735% per annum on the unpaid balance.
5. The City Engineer is hereby ordered to prepare a report including the following:
 - A. Preliminary plans and specifications for said improvements.
 - B. An estimate of the entire cost of the proposed improvements.
 - C. A schedule of the proposed assessments to be levied and a breakdown as to how said assessments affect each parcel in the area being assessed.
 - D. A statement that the property against which the assessments are proposed is benefited by the project.

6. Upon completion, a copy of such report shall be filed with the City Clerk for inspection by the general public.
7. Upon receiving such report, the City Clerk is directed to give notice of a public hearing on such reports, as specified in Section 66.0703(7) of the Wisconsin Statutes. A hearing shall be held at the Common Council Chamber in the City Municipal Building, Portage, Columbia County, Wisconsin, at a time set by the Clerk, in accordance with Section 66.0703(7) of the Wisconsin Statutes unless waived by all owners of benefited property.

DATED this 27th day of February, 2014.

W.F. "Bill" Tierney, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

Requested by:
City Engineer

RESOLUTION NO. 14-011

PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS UNDER SECTION 66.0703 OF THE WISCONSIN STATUTES (2014 SIDEWALK IMPROVEMENT PROJECT)

BE IT HEREBY RESOLVED by the Common Council by the City of

Portage, Columbia County, Wisconsin:

1. That the Common Council of the City of Portage, Wisconsin, does hereby declare its intention to exercise its powers under Section 66.0703 of the Wisconsin Statutes to levy special assessments for construction of sidewalk and appurtenant work upon the properties improved by such construction;
2. That said public improvement shall include the construction of sidewalks on West Pleasant Street from West Conant Street to MacFarlane Road, Prospect Ave from West Conant Street to Dunn Street, West Conant Street from Pierce Street to MacFarlane Road and Pierce Street from Prospect Avenue to West Conant Street.
3. The Common Council of the City of Portage, Columbia County, Wisconsin, determines that such improvements shall be made under the police power for the health, safety and public welfare and that the amount assessed against each parcel shall not exceed the actual cost of the project as prorated to each parcel.
4. The special assessments against any parcel for sidewalk construction costs totaling \$300.00 or less shall be paid in full within 60 days of being invoiced. Sidewalk construction costs exceeding \$300.00 that are not paid in full shall automatically be placed on the property tax bill with the principal being collected in five equal annual installments together with interest charged each year on the unpaid balance, plus interest, at the rate of 3.735% per annum on the unpaid balance.
5. The City Engineer is hereby ordered to prepare a report concerning the following:
 - A. Preliminary plans and specifications for said improvements.
 - B. An estimate of the entire costs of the proposed improvements.
 - C. A schedule of the proposed assessments to be levied and a breakdown as to how said assessments affect each parcel in the area being assessed.

- D. A statement that the property against which the assessments are proposed is benefited by the project.
- 6. Upon completion, a copy of such report shall be filed with the City Clerk for inspection by the general public.
- 7. Upon receiving such report, the City Clerk is directed to give notice of a public hearing on such reports, as specified in Section 66.0703(7) of the Wisconsin Statutes. A hearing shall be held at the Common Council Chamber in the City Municipal Building, Portage, Columbia County, Wisconsin, at a time set by the Clerk, in accordance with Section 66.0703(7) of the Wisconsin Statutes unless waived by all owners of benefited property.

DATED this 27th day of February, 2014.

W.F. "Bill" Tierney, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

Resolution recommended by:
City Engineer

RESOLUTION NO. 14-012

PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS UNDER SECTION 66.0703 OF THE WISCONSIN STATUTES (EAST ALBERT STREET RECONSTRUCTION PROJECT)

BE IT HEREBY RESOLVED by the Common Council by the City of

Portage, Columbia County, Wisconsin:

1. That the Common Council of the City of Portage, Wisconsin, does hereby declare its intention to exercise its powers under Section 66.0703 of the Wisconsin Statutes to levy special assessments for installation of sidewalk, curb and gutter and appurtenant work upon the property by such installation.
2. That said public improvements shall include the installation of sidewalks on the South Side of East Albert Street and curb and gutter on both sides of East Albert Street from new Pinery Road to East Haertel Street.
3. The Common Council of the City of Portage, Columbia County, Wisconsin, determines that such improvements shall be made under the police power for the health, safety and public welfare and that the amount assessed against each parcel shall not exceed the actual cost of the project as prorated to each parcel.
4. The special assessments against any parcel may be paid in cash or in three (3) annual installments if the assessment is \$1,000 or less and five (5) annual installments if the assessment is over \$1,000, plus interest, at the rate of 3.735% per annum on the unpaid balance.
5. The City Engineer is hereby ordered to prepare a report concerning the following:
 - A. Preliminary plans and specifications for said improvements.
 - B. An estimate of the entire costs of the proposed improvements.
 - C. A schedule of the proposed assessments to be levied and a breakdown as to how said assessments affect each parcel in the area being assessed.
 - D. A statement that the property against which the assessments are proposed is benefited by the project.

6. Upon completion, a copy of such report shall be filed with the City Clerk for inspection by the general public.
7. Upon receiving such report, the City Clerk is directed to give notice of a public hearing on such reports, as specified in Section 66.0703(7) of the Wisconsin Statutes. A hearing shall be held at the Common Council Chamber in the City Municipal Building, Portage, Columbia County, Wisconsin, at a time set by the Clerk, in accordance with Section 66.0703(7) of the Wisconsin Statutes unless waived by all owners of benefited property.

DATED this 27th day of February, 2014.

W.F. "Bill" Tierney, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

Resolution recommended by:
City Engineer