

**City of Portage Common Council Meeting
Council Chambers of City Municipal Building
115 West Pleasant Street, Portage, WI
Public Hearings – 6:30 p.m., 6:35 p.m., 6:40 p.m., 6:45 p.m.
Regular Meeting – 7:00 p.m.
June 26, 2014
Agenda**

Public Hearing – 6:30p.m.

Declaring intent to exercise special assessment powers relative to the replacement of sanitary sewers, water mains and street reconstruction on East Conant Street from DeWitt Street to Adams Street

Public Hearing – 6:35 p.m.

Declaring intent to exercise special assessment powers relative to the asphalt resurfacing of the following Municipal Alleys: No. 15 from Adams Street to Jefferson Street between East Franklin Street and East Carroll Street; No. 18 from Park Street to Pierce Street between West Carroll Street and Prospect Avenue; No. 53 from Cass Street to Dunn Street between West Cook Street and West Edgewater Street; No. 77 from Thompson Street to East Wisconsin Street between Superior Street and Michigan Street

Public Hearing – 6:40 p.m.

Declaring intent to exercise special assessment powers relative to the construction of sidewalks and appurtenant work on West Pleasant Street from West Conant Street to MacFarlane Road; Prospect Avenue from West Conant Street to Dunn Street; West Conant Street from Pierce Street to MacFarlane Road; Pierce Street from Prospect Avenue to West Conant Street

Public Hearing 6:45 p.m.

Declaring intent to exercise special assessment powers relative to the installation of sidewalk, curb and gutter and appurtenant work on East Albert Street from New Pinery Road to East Haertel Street (sidewalk installation on south side of East Albert Street)

Regular Meeting – 7:00 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Minutes of Previous Meeting

6. Presentation on proposed storm water utility
7. Presentation on police K-9 program
8. Consent Agenda
 - A. Reports of Sub-Committees, Boards, and Commissions
 1. Ad Hoc Canal Committee, May 19, 2014
 2. Library Board, June 10, 2014
 3. Historic Preservation Commission, June 17, 2014
 - B. License Applications
 1. Operator
 2. Taxi Cab Operator
9. Committee Reports
 - A. Plan Commission, June 16, 2014
 - B. Finance/Administration Committee, June 18, 2014
 1. Consideration of recommendation for award of Contract 14-45001 Sidewalk Construction and Replacement
 2. Consideration of recommendation for award of Contract 14-20C06 (alleys) and Contract 14-20C07 (parking lot) Bituminous Asphalt Street Resurfacing
 3. Consideration of recommendation for award of Contract 14-20C05 Chip Sealing
 4. Consideration of award of contract for Cable Access Channel Equipment Replacement
10. Old Business
 - A. Consideration of veto of Class "A" Fermented Malt Beverage License for Pal and Simran, LLC (Market Basket)
11. New Business
 - A. Resolutions
 1. Resolution No. 14-033 relative to Compliance Maintenance Annual Report
 - B. Consideration of Appointment of Ian Dumbleton to Historic Preservation Commission
 - C. Mayor's Comments
 1. Correspondence from Portage Canal Society, Inc.
 2. Recycling
 3. Central Business District Banners
 4. Committee of the Whole meeting July 17, 2014

- D. City Administrator's Report
 - 1. Update on tabletop exercises with dam operators

 - E. Closed Session
 - The Common Council will go into closed session pursuant to Wisconsin State Statutes 19.85(1)(e) for the consideration of the potential sale of city-owned property, tax parcel 5000 and the vacated portion of the unimproved Kimberly Street right of way east of Wauona Trail
12. Adjournment

CITY OF PORTAGE

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



"Where the North Begins"

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE that the Common Council of the City of Portage will conduct a public hearing to declare its intent to exercise special assessment powers relative to the replacement of sanitary sewers, water mains and street reconstruction on the following streets:

<u>STREET</u>	<u>FROM</u>	<u>TO</u>
East Conant Street	DeWitt Street	Adams Street

The **Public Hearing** will be held on the 26th day of June, 2014 at 6:30 p.m. in the Common Council Chambers at the City Municipal Building, Portage, Columbia County, Wisconsin.

All interested persons may appear in person or by their attorney or by agent for the purpose of offering proof either for or against the replacement of sanitary sewers, water mains and street reconstruction.

DATED this 9th day of June, 2014.

City of Portage

Marie A. Moe

Marie A. Moe, WCPC, MMC, City Clerk

CITY OF PORTAGE

115 West Pleasant Street
Portage, Wisconsin 53901
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"Where the North Begins"

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE that the Common Council of the City of Portage will conduct a public hearing to declare its intent to exercise special assessment powers relative to the asphalt resurfacing of the following Municipal Alleys:

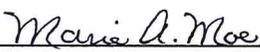
<u>ALLEY</u>	<u>FROM</u>	<u>TO</u>	<u>BETWEEN</u>
No. 15	Adams Street	Jefferson Street	East Franklin Street and East Carroll Street
No. 18	Park Street	Pierce Street	West Carroll Street and Prospect Avenue
No. 53	Cass Street	Dunn Street	West Cook Street and West Edgewater Street
No. 77	Thompson Street	East Wisconsin St.	Superior Street and Michigan Street

The **Public Hearing** will be held on the 26th day of June, 2014 at 6:35 p.m. in the Common Council Chambers at the City Municipal Building, Portage, Columbia County, Wisconsin.

All interested persons may appear in person or by their attorney or by agent for the purpose of offering proof either for or against the asphalt resurfacing of the Municipal Alleys.

DATED this 9th day of June, 2014.

City of Portage



Marie A. Moe, WCPC, MMC, City Clerk

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"Where the North Begins"

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE that the Common Council of the City of Portage will conduct a public hearing to declare its intent to exercise special assessment powers relative to the construction of sidewalks and appurtenant work on the following streets:

<u>STREET</u>	<u>FROM</u>	<u>TO</u>
West Pleasant Street	West Conant Street	MacFarlane Road
Prospect Avenue	West Conant Street	Dunn Street
West Conant Street	Pierce Street	MacFarlane Road
Pierce Street	Prospect Avenue	West Conant Street

The **Public Hearing** will be held on the 26th day of June, 2014 at 6:40 p.m. in the Common Council Chambers at the City Municipal Building, Portage, Columbia County, Wisconsin.

All interested persons may appear in person or by their attorney or by agent for the purpose of offering proof either for or against the construction of sidewalks and appurtenant work.

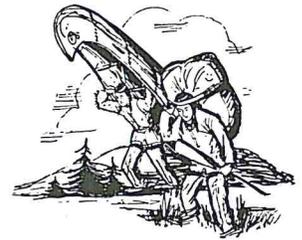
DATED this 9th day of June, 2014.

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NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE that the Common Council of the City of Portage will conduct a public hearing to declare its intent to exercise special assessment powers relative to the installation of sidewalk, curb and gutter and appurtenant work on the following streets:

<u>STREET</u>	<u>FROM</u>	<u>TO</u>
East Albert Street	New Pinery Road	East Haertel Street

****Sidewalk installation on south side of East Albert Street.****

The **Public Hearing** will be held on the 26th day of June, 2014 at 6:45 p.m. in the Common Council Chambers at the City Municipal Building, Portage, Columbia County, Wisconsin.

All interested persons may appear in person or by their attorney or by agent for the purpose of offering proof either for or against the installation of sidewalk, curb and gutter and appurtenant work.

DATED this 9th day of June, 2014.

City of Portage

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

Common Council Proceedings
City of Portage

Regular Meeting
Council Chambers
City Municipal Building

June 12, 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. Charles, Dodd, Hamburg, Havlovic, Klapper, Lynn, Maass, Monfort, Oszman

Also Present: Mayor Tierney, City Clerk Moe, City Administrator Murphy, City Attorney Spankowski, Director of Business Development and Planning Sobiek, Director of Public Works/Utilities Manager Redelings, Fire Chief Simonson, Police Chief Manthey

Media Present: Shannon Green 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 Maass to approve the minutes of the May 22, 2014 Public Hearings and Common Council meeting. Motion carried unanimously on call of roll.

6. Consent Agenda

Upon the request of Ald. Maass, the AdHoc Canal Committee meeting of May 19, 2014 report was removed from the consent agenda and will be taken up with the City Administrator's report.

Reports of Sub-Committees, Boards, and Commissions

Business Improvement District Board of Directors meeting of May 15, 2014

Joint Review Board meeting of May 19, 2014

Police and Fire Commission meeting of May 21, 2014

Board of Zoning Appeals meeting of June 2, 2014

Motion by Dodd, second by Maass to accept the reports on the on the consent with the exception of the AdHoc Canal Committee meeting of May 19, 2014, which was removed. Motion carried unanimously on call of roll.

License Applications

Operator applications for the following: Able, Seth J.; Albright, Kurt C.; Anagnostopoulos, Jennifer A.; Anderson, April L.; Anderson, Leavon S.; Angell, Justin J.; Asch, Jessica R.; Asch, Matthew L.; Atkinson, Kim M.; Baron, Carol M.; Barton, Cheryl A.; Behnke, James D.; Bellmore, Kelly E.; Bennett, Daniel H.; Bennett, John D.; Benson, Dennis F.; Bigford, Nancy A.; Blum, Thomas E.; Boehm, William C.; Boelter, Steven J.; Booth, Nathan C.; Braun, Jerry J.; Briggs, Michael D.; Brown, Thomas W.; Brunsluk, Tracy L.; Chouinard, Kimberly S.; Clark, Michael R.; Coffman, Jeremy R.; Coleman, Christina L.; Curtis, Rodney R.; Daley, Christine A.; Daley, Erin E.; Daley, Laura J.; Denman, Kalynn M.; Douglas, Elizabeth A.; Douglas, Sherryl E.; Drew, Vanessa A.; Dugan, Thomas J.; Duvall, David L.; Duvall, Matthew D.; Eastman, Pamela A.; Erickson, Eric J.; Eulberg, David W.; Fahey, Brooke A.; Faul, Zachary H.; Felton, Nicole S.; Fennewald, Curtis J.; Friedeck, Tim T.; Gauden, Traci S.; Gawronski, Mary E.; George-Burton, Marilyn; Gifford, Katlynn A.; Gilchrist, David W.; Glendenning, Tara L.; Gorman, Thomas P.; Gorsuch, John V.; Gorsuch, Ronald M.; Gray, Jakop R.; Green, Arthur J.; Green, David C.; Green, Jennifer A.; Green, John L.; Green, Timothy A.; Hamre, Carolyn M.; Hardt, Theresa M.; Harvestine, Lydia; Hawley, Heather J.; Hebl, Jordan T.; Heiskanen, Linda L.; Henke, Susan; Hornat, Sr., William P.; Howley, Sandra; Husom, Heidi K.; Husom, Hilary L.; Jackson, Jay S.; Jensen, Shawn A.; Johnson, Jenifer A.; Jones, Vickie L.; Joyce, Kimberly A.; Kastner, W.Red; Kitchen, Katherine M.; Klawitter, Deanna L.; Kleiman, Krista Kay; Koch, Lynette M.; Koch, Scott T.; Kottka, Patricia A.; Kral, Donna M.; Kreitzman, Jamie; Krintz, Nicole R.; Kubiniec, Renee K.; Kuse, Theodore J.; Lane, Alyssa M.; Lane, Robert J.; Larkins, Michael J.; Lauth, Jeanne C.; Leder, Abigail A.; Lindquist, Carrie M.; Lonski, Lisa L.; Lythjohan, Tiffany C.; Madani, Manoucher; Madsen, Eric S.; Mael, Michael G.; Malone, Cheryl L.; Malone, Evan S.G.; Manthey, Sheena; Mcfaul, Dency O.; Mohr, Amanda L.; Moninski, Kenneth B.; Mootz, Julianne D.; Murphy, Pamela S.; Nelson, Lisa M.; O'bryon, H. Paul; Okan, Jessica K.; Olson, Lori J.; Osborn, Catherine E.; Otto, Mark R.; Pape, Diane K.; Pellmann, Shawn M.; Petzke, James K.; Pinion, Thomas; Pionke, Tricia M.; Poulson, Krystle M.; Raimer, Brandon T.; Raimer, Brian L.; Reichhoff, Diana; Riemer, Kerri A.; Ringelstetter, Sarah J.; Robson, Matthew J.; Rogers, Barbara E.; Rusch, Mary L.; Russell, Margaret A.; Schelvan, Daniel D.; Schmidt, Christine C.; Schmidt, Rachel D.; Schmidtke, Trisia D.; Schroeder, Mark A.; Schultz, Becky E.; Seep, Marianne L.; Shafer, Erica J.; Sigmund, Micah E.; Simonson, Wendy A.; Sletten, Michael W.; Smith, Eric P.; Stanley, Kelley A.; Steele, Marlene J.; Steingraeber, Debra L.; Stekelberg, Laura A.; Stensrud, Chadwick D.; Stensrud, Russell A.; Stufin,

Janet E.; Sweeney, Joanne P.; Sweeney, Joseph F.; Sweeney, Julie E.; Terpstra, Sheri L.; Thiede, Peri L.; Thome, Candice L.; Ulferts, Gordon L.; Van Houten, Patricia A.; Vick, Shauna M.; Vitale, Teresa H.; Voiss, Victoria A.; Waldron, Thomas J.; Wilcox, Chad J.; Woodard, Ronald E.; Wroten, Brett D.

Taxi Cab Operator applications for the following: Albright, Tammy S; Atkinson, Esther M; Bagnall, Robert J; Barker, Patrick A.; Brouette, Joseph A; Coffman, John R.; Curtis, Jessica L.; Ferguson, Richard N; Finzel, Robert J; Greene, Shelly J.; Guthrie, William A; Kenas, Cindy M.; Kenas, Paul A; Lochner, Aaron M; Martinez, Lonnie R.; Martinez, Jonathan J.; Moore, Kari S.; Myhre, Lori A; Poster, Mary K; Rader, David L; Revling, Selena J.W.; Ritter, Shelvy J.; Rogge, Lauren C; Schneller, Thomas R; Schultz, Daniel L; Simonson, Larry; Swanson, Ronald L; Sylvester, Rocco J; Taylor, Devon M; Woodard, Daniel L.; Yonkie, James A.

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

7. Committee Reports

Plan Commission meeting of May 19, 2014

Municipal Services and Utilities Committee meetings of May 22, 2014; May 28, 2014 and June 5, 2014

Legislative and Regulatory Committee meeting of June 2, 2014

Motion by Lynn, second by Oszman to overturn the police officer's dangerous animal declaration for the Alberts' dog. The report of the committee was reviewed. Discussion included that the dog was tethered on its property; the child entered the property unsupervised; the dog was protecting his property; and that the parents of the child have responsibility to supervise their child. There was a comment on the severity of the bite and there was a bite to the child's brother last year. Motion carried 5 to 4 with Dodd, Klapper, Maass and Monfort voting no.

Motion by Maass, second by Lynn to approve a Class "A" Fermented Malt Beverage License for Pal and Simran LLC, 403 DeWitt Street, Sharam Singh, agent (Market Basket). Ald. Oszman stated he will not support the motion as the owners have a history of problems and he holds a license holder to a higher standard. According to Ald. Oszman once the terms of the deferred prosecution are met, application for a license can be made at that time. Ald. Hamburg agreed that application for the license should follow completion of the deferred prosecution agreement. According to Ald. Lynn, Mr. Singh has suffered enough and that it is not in the city's

best interest if the business closed. Ald. Maass stated she would not be supporting approving the license since she has received several calls from constituents strongly against the approval of the license. Motion passed 6 to 3 with Hamburg, Maass and Oszman voting no.

Motion by Maass, second by Klapper to deny the Class "A" Fermented Malt Beverage License application from Kwik Trip, Inc. 1925 New Pinery Road, Patricia A. Kottka, agent (Kwik Trip 764) based on proximity of other licensed establishments and there being no license available because of being at the quota limit. Motion carried unanimously on call of roll.

Motion by Maass, second by Havlovic to approve a Class B Combination License for NY Sushi Bar, Inc., 123 East Cook Street, Wen Jian Lui, agent (Portage Asian Cuisine). Ald. Lynn was advised to abstain from discussion and action on this license as he is the property owner. Motion carried unanimously on call of roll with Lynn abstaining.

Motion by Maass, second by Charles to approve the following alcohol licenses for the period ending June 30, 2014:

Class B Combination Licenses: 205 Vino LLC, 205 DeWitt Street, Tricia Pionke, Agent (205 Vino); 4 R Future Inc., 322 West Wisconsin Street, Jeremy Rusch, Agent (Portage Theatres); Bellmore & Associates LLC, 301 DeWitt Street, Mark A. Bellmore, Agent (The Corner Pocket Sports Bar & Grill); Billie's Place LLC, 220 West Cook Street, Lacey Jane Thomas, Agent (Billie's Place); B.P.O. Elks Lodge #675, 201 West Conant Street, Myron T Shannon Jr, Agent (Benevolent & Protective Order of Elks #675); Cactus Club Bar & Grill LLC, 102 East Cook Street, Dean Jeffery Audiss, Agent (Cactus Club); Cleary Krech Post 1707 of Veterans of Foreign Wars of the United States, 215 West Collins Street, Jeremy Duffy, Agent (Cleary Krech VFW Post 1707); Cottonwood Bar & Grill Inc, 312 DeWitt Street, Randal Leigh Heinzl, Agent (Cottonwood Bar & Grill Inc.); Dewitt's End LLC, 1101 DeWitt Street, Ronald Spangler, Agent (Dewitt's End); Douglas' Big Dog Saloon LLC, 218 West Cook Street, Bradley John Douglas, Agent (Douglas' Big Dog Saloon) House of Booze LLC, 220 West Wisconsin Street, Kevin M. Malone, Agent (Blarney Stone); Johnny T's Bar & Deli Inc., 1207 Dunn Street, John L. Timm, Agent (Johnny T's Trackside Bar); Knights of Columbus, 918 Silver Lake Drive, Darrell Parker, Agent (Knights of Columbus); Krueger, Jon & Lord, Robert, 223 Oneida Street, (The Friendly Tavern); Kubiniec, Jr., Michael D., 316 Dewitt Street, Renee K. Kubiniec, Agent (Renees Bar) La Tolteca Fuentes, Inc., 2653 New Pinery Rd, Reyes Aranda, Agent (La Tolteca); New Pinery Enterprises LLC, 1402 West Wisconsin Street, Lyman O. Kaiser, Agent (Sarbacker's Bar); Noll, William N., 412 East Wisconsin Street, (Tamarack Pizza); NY Sushi Bar, Inc., 123 East Cook Street, Wen Jian Liu, Agent (Portage Asian Cuisine); B & B Hitching Post

LLC, 2503 West Wisconsin Street, Michael Scot Bergman, Agent (B & B Hitching Post); Riley's Bar LLC, 1314 West Wisconsin Street, Lisa Thompson, Agent (Riley's Bar LLC); Schehr, Sherry Lee, 1505 New Pinery Road (The Caboose BBQ Company); Shutova, LLC, 2900 New Pinery Road, Beadin Mehmedi, Agent (Dino's Restaurant & Bar); Stover Enterprises Inc., 2711 Hwy CX, Dana Lee Stover, Agent (Suzy's Steak & Seafood House); The Ball Room LLC, 112 East Cook Street, Mike Ganz, Agent (The Ball Room); Threadz Fashion LLC, 214 West Wisconsin Street, Jake Stolte, Agent (Liquid); Tolly's Alleys LLC, 817 East Wisconsin Street, Brian R. Tollison, Agent (Tolly's Alleys); TRT Corporation, 125 Wauona Trail, Patricia A. Madani, Agent (Trail's Lounge Restaurant) Vinayaka, Inc., 2701 South CX, Dawn Schneller, Agent (Best Western Resort Hotel & Conference Center)

Class B Fermented Malt Beverage Licenses: Golden Cup 2 Cafe, LLC, 2812 New Pinery Road, Arif Topalovski, Agent (Golden Cup 2 Cafe); Milz, Norman E., 100 East Cook Street, Norman E Milz, (Norm's Pitstop); Peng, Huan Qing, 238 West Cook Street, (Cathay Garden); Pizza Hut of Southern Wisconsin, Inc., 401 East Wisconsin Street, Jon W. Kreklow, Agent (Pizza Hut); PR Partners LLC, 2905 New Pinery Road, James H. Firari, Agent (Pizza Ranch)

Class C Wine Licenses: Golden Cup 2 Cafe, LLC, 2812 New Pinery Road, Arif Topalovski, Agent (Golden Cup 2 Cafe); Peng, Huan Qing, 238 West Cook Street, (Cathay Garden); Pizza Hut of Southern Wisconsin, Inc., 401 East Wisconsin Street, Jon W. Kreklow, Agent (Pizza Hut); PR Partners LLC, 2905 New Pinery Road, James H. Firari, Agent (Pizza Ranch)

Class A Combination Licenses: Crawford Oil Co. Inc., 2211 West Wisconsin Street, Steven Douglas Madsen, Agent (Jim's BP); Daley, James D., 1623 New Pinery Road, (Daley's Beverage Mart); Mathieus, Kevin Edward, 211 East Wisconsin Street (Discount Liquor); Pierce's Supermarket Inc., 2915 New Pinery Road, Angela K Pierce, Agent (Pierce's Marketplace); Wilz Drug, Inc., 140 East Cook Street, Larry R Wilz, Agent (Wilz Drug & Home Health Care); Express Laundry, LLC, 2725 New Pinery Road, John D. Bennett, Agent (Mobil Travel Plaza)

Class A Fermented Malt Beverage Licenses): Crawford Oil Co. Inc., 1901 East Highway 33, Steven Douglas Madsen, Agent (Fort BP); Kwik Trip, Inc., 1223 East Wisconsin Street, Michael Jude McConville, Agent (Kwik Trip #653); Kwik Trip, Inc., 2970 New Pinery Road, Nona May Hartman, Agent, (Kwik Trip #683).

Motion carried unanimously on call of roll with Lynn abstaining.

Motion by Maass, second by Charles to deny an Operator License for Mackenzie L. Barney based on two OMVWI offenses in the past five (5) years and a domestic abuse citation. Motion carried unanimously on call of roll.

Motion by Maass, second by Charles to deny an Operator License for Sonja R. Peplinski based on incomplete information and two alcohol related convictions in the past five (5) years. Motion carried unanimously on call of roll.

Motion by Maass, second by Havlovic to approve a Taxi Cab License for Richard Running (Running Inc.). Motion carried unanimously on call of roll.

Human Resources Committee meeting of June 3, 2014

Motion by Dodd, second by Oszman to accept the appointment of Mark Ulrich for the Municipal Services Crewperson position, with a start date of 06/16/14. Motion carried unanimously on call of roll.

Finance/Administration Committee meeting of June 9, 2014

Motion by Dodd, second by Maass to approve claims in the amount \$1,387,297.75. Motion carried unanimously on call of roll.

Motion by Dodd, second by Lynn to approve the proposal from Bank of Wisconsin Dells for banking services. Motion carried unanimously on call of roll.

Motion by Dodd, second by Lynn to award the contract for the Welcome Center to Advanced Building Corporation in the amount of \$467,000.00 for the base bid including alternates 1, 2 and 4. Ald. Maass commented that the project is still over budget; it is not the time to add another project with so many already in progress; and there are many infrastructure and road needs to be taken care of. Ald. Oszman would like to see the money for the project be used to construct bathrooms at Riverside Park and to fully fund the Skate Park. Ald. Dodd didn't see where any revenue will be generated from the center; and questioned how the facility would be maintained as there is not enough staff to maintain current facilities. Ald. Klapper stated that this is an important project to highlight things in the community and that grant dollars will be lost if the project does not proceed. Based on constituent input, Ald. Charles stated he would not be in support of the project. Ald. Lynn was concerned that the city has begun many projects and doesn't follow through with them; he would like to see the city invest in the community. Mayor Tierney vacated the chair to Council President Dodd. Mayor Tierney applauded the concept, but informed the council that the city isn't in a position to go forward with the project. Mayor Tierney questioned where the city funding share will come from; what the 20 year plan for maintenance is; and how the facility will be maintained as there isn't staff to maintain the current facilities. Mayor Tierney took back the chair. Motion carried failed 5 to 4 on call of roll with Charles, Dodd, Maass, Monfort and Oszman voting no.

8. Old Business

Ordinance No. 14-013 relative to Solid Waste received its second reading and passed unanimously on motion by Dodd, second by Lynn and call of roll.

9. New Business

Resolutions

Resolution No. 14-028 relative to Approving an Amendment to the Project Plan of Tax Incremental District No. 6, City of Portage, Wisconsin was read and adopted unanimously on motion by Oszman, second by Dodd and call of roll.

Resolution No. 14-029 relative to Approving an Amendment to the Project Plan and Boundaries of Tax Incremental District No. 7, City of Portage, Wisconsin was read and adopted unanimously on motion by Oszman, second by Charles and call of roll.

Resolution No. 14-030 relative to Approving the Project Plan and Establishing the Boundaries for and the Creation of Tax Incremental District No. 8, City of Portage, Wisconsin was read and adopted unanimously on motion by Charles, second by Oszman and call of roll.

Resolution No. 14-031 relative to Airport Statement of Project Intentions for Next Six Years was read and adopted unanimously on motion by Maass, second by Oszman and call of roll.

Resolution No. 14-032 relative to Final Amended Resolution Authorizing Public Improvement and Levying Special Assessments Against Benefitted Property in Portage, Wisconsin (2013 Sidewalk Construction and Replacement Project) was read and adopted unanimously on motion by Oszman, second by Dodd and call of roll.

Mayor's Comments

Columbia County Facility Plans – Discussion and Possible Action

Mayor Tierney reviewed, for the four (4) new council members, the position taken by the previous council in support of the county maintaining not only significant presence in the City, but within the central business district. A new option, Option 3, is being discussed by the County, which would keep court functions at the Administration Building, along with relocating the Human Services Offices downtown. The result would be that all county services would be located in the downtown area. Council members voiced their support for Option 3. Ald. Lynn suggested that the city participate to provide the parking, and to financially assist the county.

Ald. Lynn relinquished time to Attorney Doug Kammer, who asked the council to commit to Option 3, and to find money to assist the county with

parking facilities.

Andy Ross, representing Columbia County, informed the council that the Infrastructure Committee plans to have a decision by the end of June as to which option will be forwarded to the full board in October.

Ald. Lynn relinquished time to Attorney Bill Smiley, who explained that he wished to see dollars spent on security at the current courthouse and to relocate Human Services downtown .

Ald. Oszman was excused at 9:25 p.m.

Motion by Dodd, second by Charles to go on record preferring county Option 3; work with the county on parking and to allow the CDA to work to relocate businesses on DeWitt Street. Motion carried unanimously on call of roll.

Community Conversation

Mayor Tierney summarized the school strategic focus planning session.

Mayor Tierney will be introducing his proposal for P.A.T.H.S. at the next council meeting.

City Administrator's Report

Correspondence has been received from Wisconsin Department of Transportation explaining requirements of Act 20 which requires that previously awarded grant project funds must be commenced on or before October 27, 2014; otherwise funding will be lost and a municipality would need to reapply for funding. Municipalities that are impacted will receive priority if they re-apply for lost funding. Funding for the Canal design is not impacted as the AdHoc Committee is currently negotiating a contract with a consulting firm. Funding for the Canal construction would be impacted.

10. Adjournment

Motion by Dodd, second by Charles to adjourn. Motion carried unanimously on call of roll at 9:44 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

Report for
City of Portage, Wisconsin

Stormwater Utility Feasibility Study Update
Technical Memorandum

Prepared by:

STRAND ASSOCIATES, INC.®
910 West Wingra Drive
Madison, WI 53715
www.strand.com

June 2014



INTRODUCTION

This report provides an update to the Stormwater Utility Feasibility Study dated October 2009 for the City of Portage (Portage), Wisconsin. This report provides Portage with a general overview of current stormwater management practices and funding in Portage, background information on stormwater utilities and other funding alternatives, estimates of impervious areas by land class in the City, and an evaluation of potential impacts of stormwater utility formation on select properties.

BACKGROUND INFORMATION

Currently, the costs of expansion, operation, and maintenance of Portage stormwater management system are paid for by property taxes through the General Fund. Increasing pressures on the General Fund caused by rising municipal costs and reduced revenues from the State of Wisconsin may make the General Fund a less reliable source for stormwater management funding. One possible means of addressing stormwater management funding needs without placing an additional burden on property taxes is the formation of a stormwater utility. A stormwater utility is a utility formed for the purpose of managing stormwater and imposing user charges for cost recovery. Unlike property tax funding, user charges under a stormwater utility are established in proportion to the relative amount of stormwater runoff “generated” by an individual property. A common method of estimating the relative amount of stormwater runoff from a property is by the amount of “impervious area.” Impervious area includes surfaces such as rooftops, parking lots, driveways, and sidewalks that generally resist infiltration of stormwater. Typically, there is a greater amount of stormwater runoff from impervious areas than vegetated areas.

The Wisconsin Department of Natural Resources (WDNR) requires municipalities with populations greater than 10,000 to implement pollution reduction measures, public education, and increased maintenance on stormwater discharges into lakes and rivers. While some of the pollution abatement standards have been reduced or delayed, there are public education and increased monitoring and maintenance costs required. Accordingly, as many of Portage’s stormwater discharges are located along the canal and the Fox and Wisconsin Rivers, they will need to be replaced and updated to meet new discharge requirements.

Stormwater utilities continue to be a popular means of funding stormwater management improvements throughout Wisconsin and the United States. A stormwater utility could provide a means of funding implementation measures to protect and improve nearby water resources and comply with State requirements. Table 1 provides an updated summary of information from some stormwater utilities in Wisconsin.

TABLE 1 APWA CHART



WI Stormwater User Charge System Information
 Representative Wisconsin Communities
Stormwater user charge information changes often! Contact individual communities to confirm accuracy.



May 20, 2014

	Name of Community or Stormwater District	Population	Created	ERU Size (sf)	Annual \$/ERU or 1 fam home	Credit Policy?		Comments/ Web site addresses
						Y/ N	Max Amount	
1	Allouez (Village)	15,443	2006	3,330	\$ 84.00			www.villageofallouez.com
2	Appleton (City)	73,243	1995	2,368	\$ 155.00	Y	77%	www.appleton.org
3	Ashwaubenon (Village)	16,973	2012	3,316	\$ 50.00	Y	50%	www.Ashwaubenon.com
4	Baraboo (City)	11,952	2005	2,379	\$ 49.24	N		www.cityofbaraboo.com
5	Barron (City)	3,250	2005	10,850	\$ 24.00	Y	75%	www.barronwi.us
6	Beaver Dam (City)	14,983	2008	2,637	\$ 48.61	Y	33%	www.cityofbeaverdam.com
7	Bellevue (Village)	14,386	2002	3,221	\$ 48.00	Y	100%	www.bellevue-wi.com
8	Beloit (City)	36,913	2006	3,347	\$ 36.00			beloit.govoffice3.com/
9	Brown Deer (Village)	11,895	2004	3,257	\$ 91.80	N		www.browndeerwi.org
10	Butler (Village)	1,885	1999	3,032	\$ 66.00			www.butlerwi.gov/
11	Chetek (City)	2,180	2005		\$ 27.00	Y		www.chetek.net
12	Chippewa Falls (City)	13,374	2005		\$ 36.00			www.ci.chippewa-falls.wi.us
13	Cudahy (City)	18,430	2001	2,700	\$ 60.00	Y	\$2/ ERU	www.ci.cudahy.wi.us
14	De Forest (Village)	7,400	2005	2,900	\$ 60.00			www.vi.deforest.wi.us/
15	Delafield (City)	7,820	2004	1,000	\$ 29.00			www.cityofdelafield.com/
16	De Pere (City)	24,060	2003		\$ 62.00			www.de-pere.org/
17	Eau Claire (City)	66,623	1997	3,000	\$ 83.00	Y	100%	www.ci.eau-claire.wi.us
18	Elm Grove (Village)	6,250	2004	6,235	\$ 65.50			www.elmgrovetwi.org
19	Fitchburg (City) - Urban	25,260	2002	3,700	\$ 78.00	Y	50%	www.fitchburgwi.gov
20	Fitchburg (City) - Rural	4,000	2002	3,700	\$ 38.84	Y	50%	www.fitchburgwi.gov
21	Fox Point (Village)	6,816	2009	2,988	\$ 126.72			http://www.vil.fox-point.wi.us/
22	Fort Atkinson (City)	12,407	2009	3,096	\$ 33.84			http://www.fortatkinsonwi.net/
23	Garner's Creek (watershed)		1998	3,623	\$ 96.00	Y	85%	http://www.garnerscreekutility.org/
24	Glendale (City)	13,400	1996	3,200	\$ 42.00	N	‡	www.glendale-wi.org
25	Grand Chute (Town)	21,288	1997	3,283	\$ 99.84	Y	85%	www.grandchute.net
26	Grantsburg (Village)	1,397	2004		\$ 18.00	Y	75%	www.grantsburgwi.com
27	Green Bay (City)	105,809	2004	3,000	\$ 63.76	Y	67%	www.ci.green-bay.wi.us
28	Greendale (Village)	14,410	2004	3,941	\$ 78.00	Y	50%	www.greendale.org
29	Greenfield (City)	35,476	2009	3,630	\$ 49.80			http://www.ci.greenfield.wi.us/
30	Greenville (Town)	10,602	1999	4,510	\$ 65.00	Y	85%	www.townofgreenville.com
31	Hales Corners (Village)	7,665	2008	3,952	\$ 9.00			http://www.halescorners.org/
32	Harrison (Town of)	5,800	1998		\$ 96.00			www.townofharrison.org
33	Hobart (Village of)	5,834	2007	4,000	\$ 72.00	Y	50%	www.hobart-wi.org/
34	Holmen (Village of)	7,176	2007	3,550	\$ 44.00	Y	50%	www.holmenwi.com
35	Howard (Village)	15,774	2005	3,301	\$ 44.00			www.villageofhoward.com
36	Janesville (City)	63,479	2003	3,200	\$ 39.76	Y	65%	www.ci.janesville.wi.us
37	Kaukauna (City)	15,519	2009	2,944	\$ 60.00	Y	50%	www.cityofkaukauna.com
38	Kenosha (City)	99,738	2007	2,477	\$ 60.00	Y		www.kenosha.org
39	La Crosse (City)	51,647	2012	2,841	\$ 53.90	Y	80%	www.cityofiacrosse.org
40	Lake Delton (Village)	2,975	1993	1,685	\$ 18.00	Y	100%	www.lakedelton.org
41	Lancaster (City)	4,033	2008	2,400	\$ 24.00	Y		www.lancasterwisconsin.com
42	Lisbon (Town)	9,359	2007	6,642	\$ 40.00	Y	50%	www.townoflisbonwi.com
43	Little Chute (Village)	10,830	1998	2,752	\$ 96.00	N		www.littlechutewi.org
44	Madison (City)	236,901	2001	Lot Area	\$ 55.00	Y	50%	www.cityofmadison.com
45	McFarland (Village)	6,416	2007	3,456	\$ 46.85			www.mcfarland.wi.us
46	Menomine (City of)	15,318	2008	3,000	\$ 36.00	Y	20%	www.menomone-wi.gov/
47	Milton (City of)	5,667	2009		\$ 55.13			http://www.ci.milton.wi.us/
48	Milwaukee (City)	597,867	2006	1,610	\$ 64.52	Y	60%	http://city.milwaukee.gov/mpw
49	Monona (City)	8,000	2004	NA *	\$ 60.00	Y	65%	www.monona.wi.us

TABLE 1 APWA CHART (CONTINUED)



WI Stormwater User Charge System Information
 Representative Wisconsin Communities
Stormwater user charge information changes often! Contact individual communities to confirm accuracy.



May 20, 2014

	Name of Community or Stormwater District	Population	Created	ERU Size (sf)	Annual \$/ERU or 1 fam home	Credit Policy?		Comments/ Web site addresses
						Y/ N	Max Amount	
50	Monroe (City)	10,600	2006	2,728	\$ 60.00			www.cityofmonroe.org
51	Neenah (City)	24,600	2003	3,138	\$ 84.00	Y	66%	www.ci.neenah.wi.us
52	New Berlin (City)	39,669	2001	4,000	\$ 60.00	N		www.newberlin.org
53	New Richmond (City)	7,726	2004	12,632	\$ 28.68	Y	75%	www.ci.new-richmond.wi.us
54	N. Fond du Lac (Village)	4,557	2007	3,123	\$ 56.00	Y		www.nfdl.org
55	Oak Creek (City)	28,456	2003	3,300	\$ 27.50			http://www.oakcreekwi.org/
56	Onalaska (City)	17,900	2009	3,888	\$ 59.64	Y	40%	www.cityofonalaska.com
57	Onalaska (Town)	5,600	2005	3,709	\$ 24.00			www.co.la-crosse.wi.us/townofonalaska
58	Oshkosh (City)	66,344	2003	2,817	\$ 107.68	Y	75%	www.ci.oshkosh.wi.us
59	Pewaukee (City)	11,783	2010	5,339	\$ 120.00	Y		www.cityofpewaukee.us
60	Pleasant Prairie (Village)	18,000	2006		\$ 15.00			www.pleasantprairieonline.com/
61	Poynette (Village)	2,563	2006	3,550	\$ 50.00			www.poynette-wi.gov/
62	Racine (City)	78,853	2004	2,844	\$ 72.30	Y	40%	www.cityofracine.org
63	Raymond (Town)	3,516	2008	\$0.0036/sf imp area		N		www.raymondtownof.com
64	Reedsburg (City of)	8,594	2008	3,024	\$ 46.00	Y	50%	www.reedsburgwi.gov
65	River Falls (City)	14,889	1998	NA *	\$ 37.68	Y	100%	www.rfcity.org
66	Rochester (Village)	3,682	2011	4,500	\$ 73.00	Y	50%	http://rochsterwi.us.index.asp
67	Salem (Town)	9,871	2009	6,352	\$ 60.00	Y	50%	www.townofsalem.net
68	Sheboygan (City)	50,792	2001	2,215	\$ 36.00	Y		www.ci.sheboygan.wi.us
69	Shorewood Hills (Village)	1,732	2007	2,941				www.shorewood-hills.org
70	Slinger (Village)	3,901	2007	4,300	\$ 40.00	Y		www.slinger-wi-usa.org/
71	St. Francis (Village)	9,373	2001	2,500	\$ 48.00			www.ci.stfrancis.wi.gov/
72	Sun Prairie (City)	24,464	2003	3,468	\$ 72.00	Y	65%	www.cityofsunprairie.com/
73	Superior (City)	27,370	2007	1,907	\$ 70.80	Y	TBD	www.ci.superior.wi.us/
74	Sussex (Village)	9,687	2005		\$ 60.00			www.village.sussex.wi.us/
75	Union Grove (Village)	4,884	2009	4,000	\$ 86.83	Y	50%	www.uniongrove.net
76	Vernon (Town)	7,455	2008	6,904	\$ 32.00	Y	50%	www.townofvernon.org/
77	Verona (City)	7,052	2009	2,842	\$ 53.06			http://www.ci.verona.wi.us/
78	Washburn (City)	2,300	2005		\$ 48.00			www.cityofwashburn.org/
79	Watertown (City)	23,163	2005	2,900	\$ 76.00			www.cityofwatertown.org/
80	Waupun (City)	10,720	2005	3,204	\$ 96.00			www.cityofwaupun.org/
81	Wauwatosa (City)	46,629	1999	2,174	\$ 67.28	Y	100%	www.wauwatosa.net/
82	West Allis (City)	60,300	1997	1,827	\$ 77.16	Y	56%	www.ci.west-allis.wi.us/
83	West Milwaukee (Village)	4,142	1998	1,956	\$ 36.00	Y	50%	www.westmilwaukee.org/
84	Weston (Village)	12,736	2004	3,338	\$ 47.78	Y	68%	www.westonwisconsin.org/

Information presented here is dependent on your input! Please send updates to jmmazanec@gmail.com

Reverse numbers indicate entries updated or confirmed within 365 days of the date of this publication.

Anticipated responsibilities of a stormwater utility typically include the following activities:

1. Develop and administer programs and practices to reduce sediment, heavy metals, pesticides, nutrients, bacteria, and oxygen-demanding organic waste from pollutant “source areas” that have been recognized as a cause of water quality degradation in Portage’s streams, lakes, ponds, and other water resources. These programs and practices are necessary for compliance with United States Environmental Protection Agency (USEPA) and WDNR nonpoint source pollution control rules and local stormwater management and erosion control ordinances.
2. Fund and administer stormwater management operation and maintenance activities. Activities include cleaning and routine repair of ditches, detention basins, retention basins, storm sewers, catch basins, manholes, streambanks and associated facilities, street sweeping, leaf collection, and construction of stormwater treatment, detention, and conveyance facilities serving a public purpose.
3. Fund stormwater capital improvement projects related to stormwater quantity and quality management.
4. Respond to customer billing and service inquiries.

STORMWATER UTILITY RATE STRUCTURE

The proposed stormwater utility rate structure is based on a parameter known as an equivalent runoff unit (ERU). One ERU is defined as the average square footage of impervious area for a typical residential parcel. The impervious area analysis estimated that in Portage, one ERU is equivalent to approximately 3,274 square feet (rounded) of impervious area, which is the basis for the stormwater utility rate structure. Two alternatives, a flat residential and a tiered residential rate, were analyzed as part of the previous study.

1. Flat Rate

Under this alternative, stormwater service charges are based on ERUs. One ERU equals the average impervious area on a typical single-family residential property (3,274 square feet). Single-family residential parcels are assigned one ERU. The fee for nonresidential (including multifamily parcels) is based on the measured number of ERUs on each nonresidential parcel. The number of ERUs is estimated by dividing the total estimated impervious area on that parcel by the typical single-family residential impervious area.

2. Tiered Rate

This alternative would establish the following single-family residential classes:

- a. Single-family residential parcels less than one-eighth acre.
- b. Single-family residential parcels between one-eighth and one-half acre.
- c. Single-family residential parcels larger than one-half acre.

Typically, a tiered single-family residential rate is implemented if there is greater variation in parcel sizes in a particular community. For instance, if there is a high percentage of greater than one-half-acre lots or less than one-eighth-acre lots in a community, it may be appropriate to implement a more

equitable tiered single-family residential rate. Because these percentages were considered to be relatively low for Portage, it was recommended not to implement a tiered single-family residential rate and instead implemented a flat single-family rate.

STORMWATER UTILITY BUDGET SUMMARY

The estimated stormwater user fee was calculated based on the flat user fee approach as described above. The City has indicated it would like to maintain a stable ERU fee in each three-year planning period (planning period) beginning in 2015. User fees have been estimated based on a three-year average annual stormwater management budgets beginning in 2015. This allows for comparison of user fees to current property tax rates as well as for future estimated stormwater management costs.

Note that the City had originally intended on funding all expenditures related to its stormwater management program, including operation and maintenance costs and capital improvement projects. However, based on state legislation that was passed within the 2013-2015 budget (2013 Wisconsin Act 20), if a municipality adopts a new fee for covered services which had previously been partly or wholly funded by property tax revenue, the municipality must commensurately reduce its levy limit by the amount of the new fee. Based on discussions with Wisconsin Department of Revenue staff, Act 20 would not apply to fees that are covering expenditures that were not previously funded with property tax revenue, including new debt service payments for capital improvement projects and stormwater utility administration expenditures. If expenditures for operation and maintenance activities, including street sweeping, leaf collection, and storm sewer repairs, were to be funded with stormwater utility revenue, tax levy reductions would need to apply. For this reason, we have developed a stormwater utility budget proposal that only includes debt service payments for future stormwater capital improvement projects. Additionally, we have included administration costs related to the stormwater utility, including billing and customer service tasks. Below in Table 2 is a list of future stormwater improvement projects that are programmed between 2014 and 2020 that are proposed to be funded with stormwater utility revenue. The majority of these projects are part of street reconstruction projects that will involve construction of new storm sewer conveyance systems.

Project	Estimated Stormwater Cost
River Street	\$75,000
Jefferson Street	\$150,000
East Haertel Street	\$50,000
East Albert Street	\$50,000
1st Ward Storm Sewer Installation	\$400,000
East Collins Street	\$50,000
West Conant Street	\$225,000
West Carroll Street	\$232,000
Canal Outfall Structures	\$50,000
Total Estimated Cost	\$1,282,000

Table 2 Future Programmed Stormwater Capital Projects

Table 3 summarizes the estimated potential revenue that could be generated based on a range of ERU costs from \$1 to \$6 per month (\$12 to \$72 per month).

Monthly ERU Charge	Annual ERU Charge	ERUs	Potential Annual Revenue Generated
\$ 1.00	\$ 12.00	8,683	\$ 104,196
\$ 2.00	\$ 24.00	8,683	\$ 208,392
\$ 3.00	\$ 36.00	8,683	\$ 312,588
\$ 4.00	\$ 48.00	8,683	\$ 416,784
\$ 5.00	\$ 60.00	8,683	\$ 520,980
\$ 6.00	\$ 72.00	8,683	\$ 625,176

Table 3 Potential Annual Revenue per ERU Charge

Below is a description of the proposed stormwater utility budget for the six-year planning period between 2015 and 2020.

The rate for each ERU is determined by dividing the average revenue that must be generated for the stormwater program in the three-year planning period by the total number of ERUs within the stormwater utility district at the beginning of the planning period. The total number of ERUs is estimated to increase by 1 percent during each planning period. Based on 8,683 ERUs, the user fee necessary to support the average annual stormwater management budget of \$83,135 for the 2015-2017 planning period would be approximately \$9.57. This means the annual stormwater management fee for a typical residential user (one ERU) would be \$9.57/year or \$0.80 per month. A property assigned 10 ERUs (32,740 square feet of impervious area) would pay \$95.70/year or \$8.00 per month. The stormwater utility fee would be increased by 10 percent to \$24.79 per ERU per year in the planning period to address future stormwater management need (refer to Table 4). This is shown graphically in Figure 1.

For the 2017-2019 planning period, an average annual stormwater budget of \$134,564 was developed, which equates to an annual fee of \$15.35/ERU.

Activity	2015	2016	2017	Average (2015-2017)	2018	2019	2020	Average (2018-2020)
Operation and Maintenance*								
Street Sweeping	\$62,208	\$63,452	\$64,721	\$63,460	\$66,016	\$67,336	\$68,683	\$67,345
Leaf/Brush/Grass Collection	\$19,051	\$19,432	\$19,821	\$19,435	\$20,217	\$20,621	\$21,034	\$20,624
Storm Sewer Maintenance	\$20,696	\$21,110	\$21,532	\$21,113	\$21,963	\$22,402	\$22,850	\$22,405
Capital Improvements and Projects - Debt Service Payments	\$47,355	\$39,726	\$87,814	\$58,298	\$119,926	\$114,652	\$109,833	\$114,804
Administrative	\$18,253	\$18,618	\$18,990	\$18,620	\$19,370	\$19,758	\$20,153	\$19,760
Initial Fund Balance	\$18,650	\$0	\$0	\$6,217	\$0	\$0	\$0	\$0
Total Annual Budget	\$205,500	\$189,207	\$191,611	\$195,439	\$214,763	\$217,265	\$219,816	\$217,361
SWU Annual Budget	\$84,258	\$58,344	\$106,804	\$83,135	\$139,296	\$134,410	\$129,986	\$134,564
	Cost/ERU/Year (2015-2017)			\$9.57	Cost/ERU/Year (2018-2020)			\$15.35

*Highlighted Operation and Maintenance Expenditures not included in the SWU budget
 Note: Costs are in given annual dollars.

Table 4 Projected Annual Stormwater Utility Fees

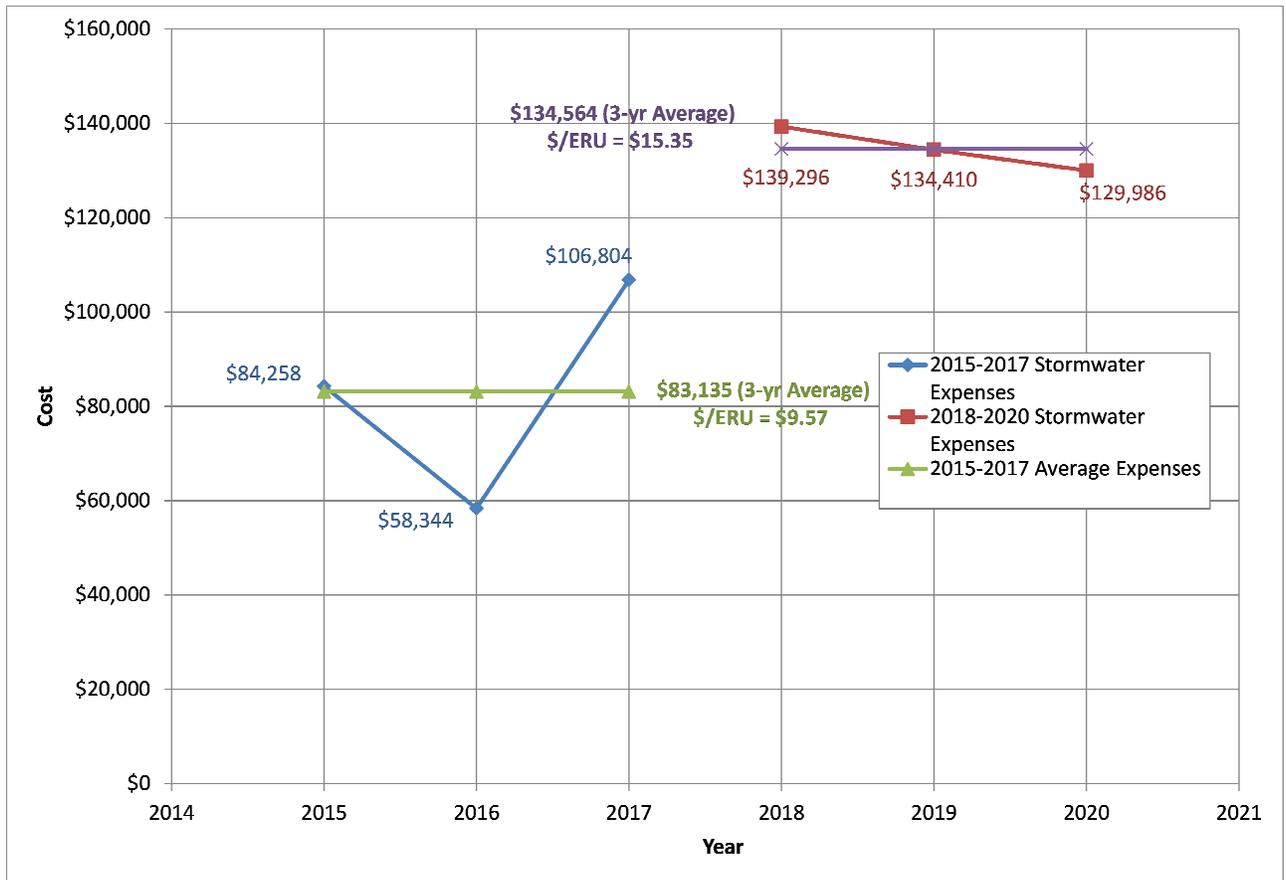


Figure 1 Projected Annual Stormwater Utility Fees

A stormwater utility would shift the burden of stormwater management funding largely from the residential sector to the nonresidential sector (refer to Figure 3). Greatest impacts would be felt by tax-exempt properties, which do not currently contribute to stormwater management funding through property taxes. Residential parcels would generally contribute proportionately less to stormwater funding than currently based on the lower relative impervious area present on typical residential properties.

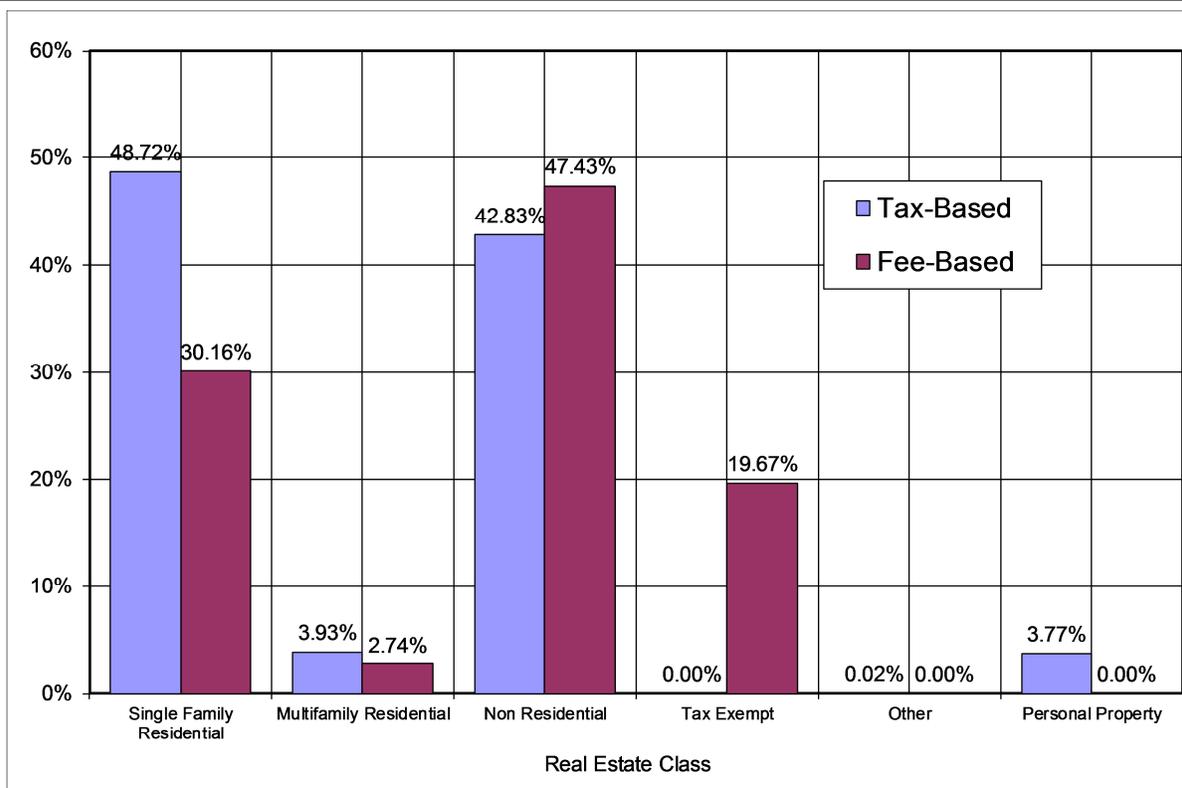


Figure 3 Reallocation of Funding Contribution by Class Under a Stormwater Utility

COMPARISON OF STORMWATER UTILITY IMPACTS ON INDIVIDUAL PROPERTIES

Impacts of conversion to a user fee-based method of stormwater system funding were evaluated for various residential, commercial, industrial, and tax-exempt properties. To provide a comparison, the following analysis is based on the average stormwater budget for 2015 to 2017 of \$83,135, the 2013 mill rate of \$24.47 per \$1,000 of assessed value, and an estimated 8,683 ERUs. Results of this evaluation are summarized in Table 5 and a graphical representation is provided in Figure 4.

Individual properties analyzed included small, average, and large single-family residential parcels. For each single-family residential category, the approximate average assessed value, based on the 2013 assessor's database, was used. Results indicate the stormwater contribution from each typical residential parcel would be lower under a stormwater utility than under the present property-tax based system. The annual reduction would be about \$14 per parcel.

Relative impacts of tax-funding versus stormwater utility funding were compared at the Silver Lake Apartments complex and Conifer Ridge Condo (multifamily residential) at 917 Silver Lake Drive and 526 Clemens Court, respectively. Results indicate a reduction of approximately \$664 and \$119, respectively, under a stormwater utility in comparison with the current property tax-based system at these properties.

A variety of commercial and manufacturing properties was also evaluated including Hill Ford, Walmart Department Store, Cardinal Glass, and the Associated Milk Producers, Inc. The comparative analysis indicates that the stormwater contribution would increase for each of the nonresidential properties analyzed.

The most significant impacts of conversion to a stormwater fee-based system will be tax-exempt parcels such as the City of Portage, Portage School District, and area churches. Analysis of these parcels indicates potential increases ranging from approximately \$165 per year for the Grace Bible Church to \$5,154 for the City.

It should be noted this analysis does not consider potential reductions in fees from credits for measures such as detention basins. The Task Force recommended consideration of a variety of credits and exemptions from stormwater fees for both residential and nonresidential customers acknowledging the installation of on-site detention/retention basins of greater capacity than what is required, installation of rain gardens, rain barrel, and similar improvements designed to accommodate some or all the stormwater discharge from the property. Also some consideration may be given to reducing stormwater fees to customers whose surface waters do not discharge into a lake or river. The criteria for eligibility and size of these credits will need to be developed and implemented into the fee structure.

TABLE 5

COMPARISON OF POSSIBLE PROPERTY COSTS—TAX-BASED VERSUS FEE BASED

Owner	Class	Tax-Based ¹			Fee-Based ²			Change ³
		Assessed Value	Rate	Annual Contribution	ERUs	Rate/ERU	Annual Contribution	
Typical Residential Property	Single-Family Residential	\$154,575	\$0.000155	\$24	1	\$9.57	\$10	-\$14
Silver Lake Apartments	Multifamily Residential	\$5,799,800	\$0.000155	\$901	24.8	\$9.57	\$237	-\$664
Conifer Ridge Condos	Multifamily Residential	\$1,634,900	\$0.000155	\$254	14.1	\$9.57	\$135	-\$119
Walmart	Commercial	\$9,087,100	\$0.000155	\$1,412	215.6	\$9.57	\$2,064	\$652
Hill Ford	Commercial	\$2,262,700	\$0.000155	\$352	58.5	\$9.57	\$560	\$208
Cardinal Glass	Manufacturing	\$12,521,000	\$0.000155	\$1,946	299.7	\$9.57	\$2,869	\$923
Associated Milk Producers, Inc.	Manufacturing	\$4,808,100	\$0.000155	\$747	118	\$9.57	\$1,130	\$382
Grace Bible Church	Tax-Exempt	\$0	\$0.000155	\$0	17.2	\$9.57	\$165	\$165
Portage School District (15 Parcels)	Tax-Exempt	\$0	\$0.000155	\$0	394.9	\$9.57	\$3,781	\$3,781
City of Portage (169 Parcels)	Tax-Exempt	\$0	\$0.000155	\$0	538.3	\$9.57	\$5,154	\$5,154

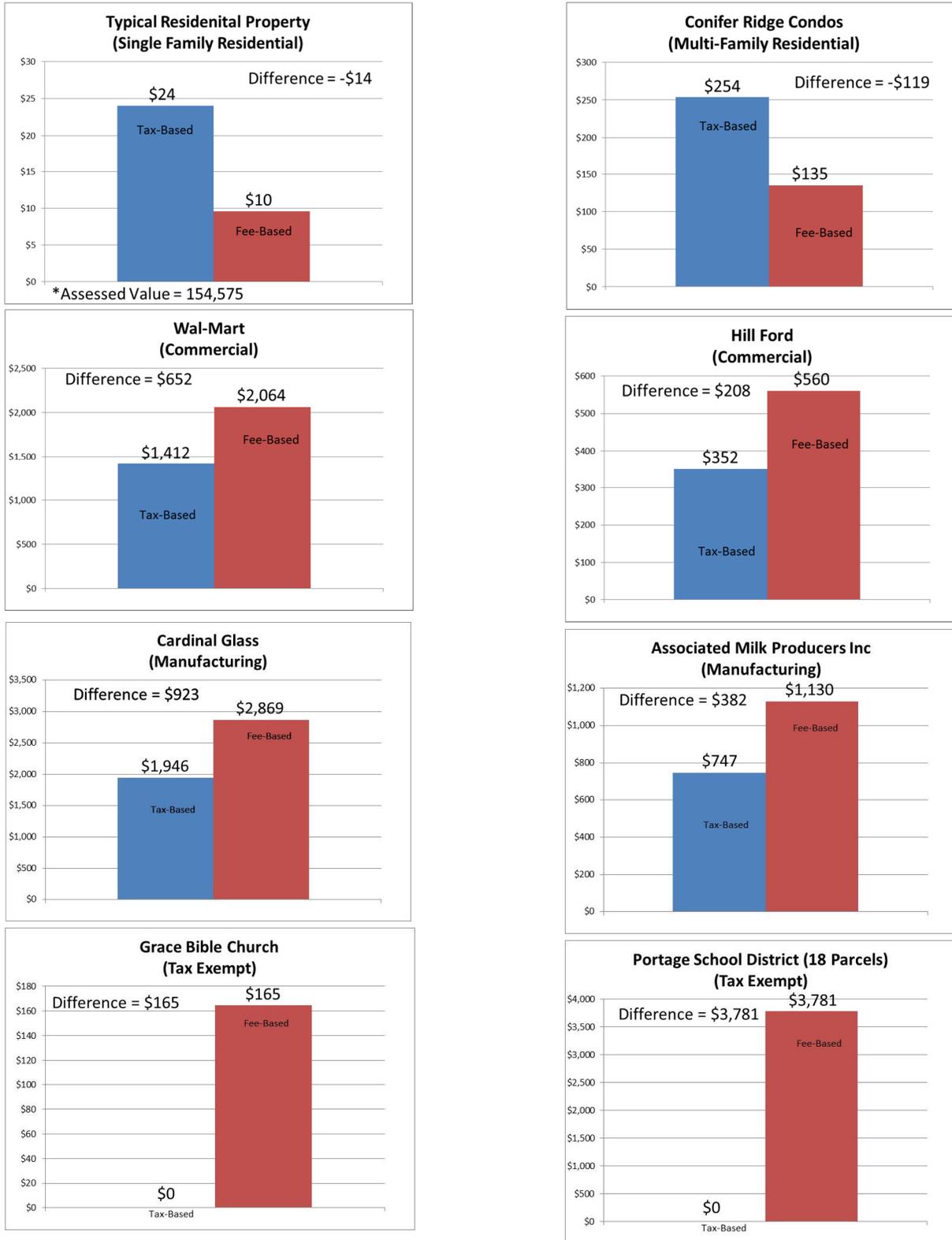
¹ Based on the 2013 City Budget of \$13,086,010 (mill rate = \$24.47/\$1,000 value).

² Based on an estimated 2015-2017 Stormwater Utility Budget of \$83,135 and 1 ERU = 3,274 square feet of impervious area.

³ Does not consider possible reductions from credits or other adjustments.

⁴ Manufacturing assessed values are based on 2009 assessment data.

FIGURE 4 SELECT PROPERTIES REALLOCATION OF FUNDING CONTRIBUTION



*Stormwater Fee is based on the 2015-2017 planning period

**City of Portage
Ad Hoc Canal Committee Meeting
Monday, May 19th, 2014, 3:30 p.m.
Municipal Building, Conference Room One**

Members present: Fred Galley, Chairperson; Chris Arnold, Ron Dorn, Marianne Hanson, Doug Klapper, Bob Redelings and Jesse Spankowski (citizen member).

Members excused: Mayor William Tierney ex-officio and Destine Udelhoven

Others present: Jill Fehrman, Darren Fortney, Chris Blum, Ryan VanCamp , Tom Sear, Scott Inman, Jeff Melville, Shawn Murphy, Karen Richardson, Craig Sauer and Bill Welsh

1. Roll Call

2. Discussion and possible action on minutes from 5/5/14 meeting.

Motion by Hanson, second by Dorn to approve the minutes. Motion passed unanimously on call of the roll.

3. Sediment and water sampling update (Scott Inman, DNR)

Mr. Inman stated that the DNR received approval and funding to proceed with a feasibility study for the Canal clean up. A Statement of Work (SOW) is currently being developed which will follow a superfund process. Alternatives will be developed and a detailed cost estimate prepared for the selected alternative.

Mr. Inman also mentioned that there was a meeting with the Secretary of the DNR and a decision was made to not include the canal clean up in the State's 2015 - 2016 biennial budget.

4. SEH introduction (Jill Fehrman)

Ms. Fehrman introduced herself as the Project Manager for SEH, provided a brief history of her work experience and also introduced the SEH project team.

5. Discussion and possible action on engineering scope of services

Ms. Richardson presented the draft agreement dated May 9, 2014. In the Special Provisions, if the project is locally let, no cooperative agreement is required. It was also mentioned that the 2004 Environmental Document was too old to revise and a new document

would need to be developed. Requirements for segments 3 & 4 need to be defined. Segment 1 was considered an adverse effect.

For the Hazardous Materials/Contamination Assessments, a letter report will be prepared from the records search.

For the section 4(f) Evaluation, Ms. Richardson is investigating if it can be programmatic, which is generally not used w/ an adverse effect. She is also going to inquire at the DNR as to the applicability of the language under the Recreational and Boating Facilities Program Permits.

In response to Arnold's inquiry of needing a Chapter 30 Permit, Mr. Melville indicated it would be required.

On page 8., under H(6)2., replace the word remove with remediate.

On page 9., under H(10), after some discussion, it was suggested that SEH propose language for this item.

On page 12., under J(2), Title Searches will be on a per parcel basis. The City has identified 17 parcels on the south side of the canal. It should be noted that there are also 42 parcels on the north side of the canal, but it's not believed they will be impacted at this time.

6. Set Next Meeting Date

No action taken

7. Adjournment

Motion by Dorn, second by Redelings to adjourn. Motion passed 5 to 0 on call of the roll.

The meeting concluded at 6:05 p.m.

Respectfully submitted,

Robert G. Redelings, P.E.
City Engineer

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
June 10, 2014

Meeting called to order 12:07

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

Excused: Stevenson

- 1) Motion to approve May 13, 2014 regular meeting minutes. (EV/KV)
- 2) Financial Reports:
 - a) Motion to approve May 2014 Municipal funds claims and Library Restricted funds claims for payment as presented. (EV/BB)
- 3) Director's Report: Shannon Schultz
 - a) The new book drop is installed.
 - b) Fiber was run to the Library's block and Frontier Communications must complete the connection to the Library.
 - c) Second Harvest awarded the Library a grant of \$1,900 to fund supplies, promotion and staffing for the Summer Food Service Program.
 - d) The Portage Library Foundation Golf Outing was a success.
 - e) The Library received a gift of over \$135,000 from the Blanche Murtagh Estate.
- 4) Strategic Planning Subcommittee Report:
 - a) Shannon will send Board members the service list.
- 5) Business:
 - a) Motion to authorize a grant request to the Library Foundation for up to \$20,000.00 for repair of the existing Fire Suppression System. (BB/NS)
- 6) Meeting adjourned 1:02. (EV/BB)

Addie Tamboli – President
Eleanor Voigt – Vice-President
Chad Stevenson - Treasurer
Eleanor McLeish – Secretary
Dr. Brenda Blohm
Dr. David Gregory
Nikki Schoenborn
Klay Vehring

**City of Portage
Historic Preservation Commission
Tuesday, June 17, 2014, 6:00 p.m.
Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

Members Present: Doug Klapper, Chairperson; Marlena Cavanaugh, Erin Foley, Stephanie Miller-Lamb, Wade Udelhoven
Members absent: Todd Bennett, Kristin Droste
Guests Present: Joe DeRose, Bill Wade (Cable TV), Mia Udelhoven

1. Roll call

Klapper called the meeting to order at 6:06 pm.

2. Approval of previous meeting minutes

Miller-Lamb moved to approve the minutes of the April meeting. Udelhoven seconded the motion, which passed unanimously by voice vote.

There was no quorum for the May meeting. Marie Moe explained that quorum for the HPC is 5 members because the Commission is defined by city ordinance to have 9 members. Joe DeRose, from the Historic Preservation and Public History Division of the Wisconsin Historical Society, said the legislated number of members may be changed.

Klapper asked BID to suggest a member who might be willing to represent the interests of historic downtown building owners on the HPC. BID president Peggy Joyce suggested Ian Dumbleton, who agreed to serve on the HPC. Dumbleton's nomination will be presented at the next City Council meeting.

3. Discussion and possible action on claims

The Chamber of Commerce submitted a bill for \$125 for the Portage Green awarded in this year's architectural scavenger hunt. Miller-Lamb noted this was the first year the contest has had only one repeat winner. Udelhoven moved to pay the claim. Cavanaugh seconded the motion, which passed unanimously by roll call vote.

4. Presentation from Joe DeRose of the Wisconsin Historical Society regarding grant opportunities available.

DeRose brought information about grant funds available for historic preservation projects in Certified Local Government communities such as Portage. Portage wishes to apply for money to update its 1993 intensive architectural survey. The maximum grant funding for a project is \$25,000. There are 68 CLG's in the state. The Historical Society receives 8 to 10 funding applications each year. If awarded a grant, the municipality needs to pay for the project work directly, and is reimbursed from the grant.

DeRose went over the application process. The intensive survey update would document substantial changes to significant buildings since 1993, and would add buildings considered too recent for the 1993 survey. DeRose suggested the survey cover construction up to the 1970s. New photographs documenting the buildings would be added to the WHS database of historic architectural images.

The timeline for the application was discussed. A letter of intent must be received by the WHS by 9/12/2014. The applications are reviewed internally by the staff, then reviewed by the State Historic Preservation Review Board in February 2015. The final project would be due by July 2016.

DeRose discussed his experience with other projects, and offered to help with Portage's application. He left the meeting at 6:45 pm.

5. Correspondence from the Museum at the Portage

Peggy Amend sent a letter commending the work of the fire departments that put out the Museum fire while minimizing damage to the building.

6. Review of 2014 budget and available funds

The 2014 budget review will be discussed at a future meeting.

7. Adjournment

Chair Klapper adjourned the meeting at 6:55 pm.

Respectfully submitted,
Erin Foley
Secretary

OPERATOR LICENSE APPLICATIONS - BY LAST NAME

AHMAD, MUDASSAR
ATKINSON, KRISTEN N.
BRUNT, DANIEL J.
DEKEYREL, JOHN M.
DIETER, CYNDI L.
HULL, RON
KRENZ, JENNA M.
MORRIS, JOLENE M.
NAXI, ANTONIO C.
POTRATZ, HOLLY J.
SMITH, TAMMY L.

TAXI CAB LICENSE APPLICATIONS

ELLIOTT, KEITH L
MIRE, ANGELA M.

**City of Portage
Plan Commission Meeting
Monday, June 16, 2014, 6:30 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room Two**

Members present: Mayor Bill Tierney, Chairperson; Robert Redelings, City Engineer, Vickie Greenwold, Brian Zirbes and Mike Oszman

Members excused: Jan Bauman

Members absent: Peter Tofson

Others present: Steve Sobiek, Brian Frost, Ramesh Janardhanam, Mike Maas and Bill Welsh

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

Motion by Oszman, second by Greenwold to approve the minutes.
Motion passed 4 to 0 w/ Zirbes abstaining

- 3. Discussion and possible action on site plan for Encapsys proposed building addition**

Redelings introduced the proposed building expansion project and indicated the submittal was complete including a stormwater management plan, except for providing a landscaping plan.

Mr. Maas provided more detail and handed out some color renderings (attached) and also provided some exterior building material samples.

Mr. Frost provided some pictures (attached) illustrating landscaping improvements Encapsys has made. He also indicated the company is ISO 14001 certified.

Mr. Sobiek requested a narrative including an inventory of existing plants, which would receive credit.

Mr. Maas and Mr. Frost expressed a concern for keeping the project on schedule.

Motion by Redelings, second by Oszman to approve the site plan as submitted contingent upon submittal of approved landscaping documentation. Motion passed 5 to 0 on call of the roll.

4. Discussion and possible action on City of Portage Comprehensive Plan, 2008-2028.

Redelings provided a brief summary of past Plan Commissions priorities regarding the 51 action items. Mayor Tierney encouraged the Commissioners to review the items for further discussion at the next meeting.

5. Adjournment.

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

The meeting concluded at 7:02 p.m.

Respectfully submitted,

Robert G. Redelings, P.E., Public Works Director

Portage Office Expansion - Landscaping

June-16-2014

ENCAPSYS.
MICROENCAPSULATION

Butterfly Garden — Designed, Planted & Maintained by employees



6/16/2014

ENCAPSYS.
MICROENCAPSULATION

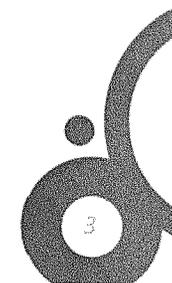


Butterfly Garden



6/16/2014

ENCAPSYS.
MICROENCAPSULATION



Trees along truck route



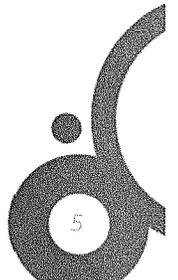
6/16/2014

Portage Office



6/16/2014

ENCAPSYS.
MICROENCAPSULATION



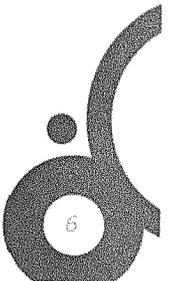
Expanded butterfly garden

Truck route with low level trees & shrubs



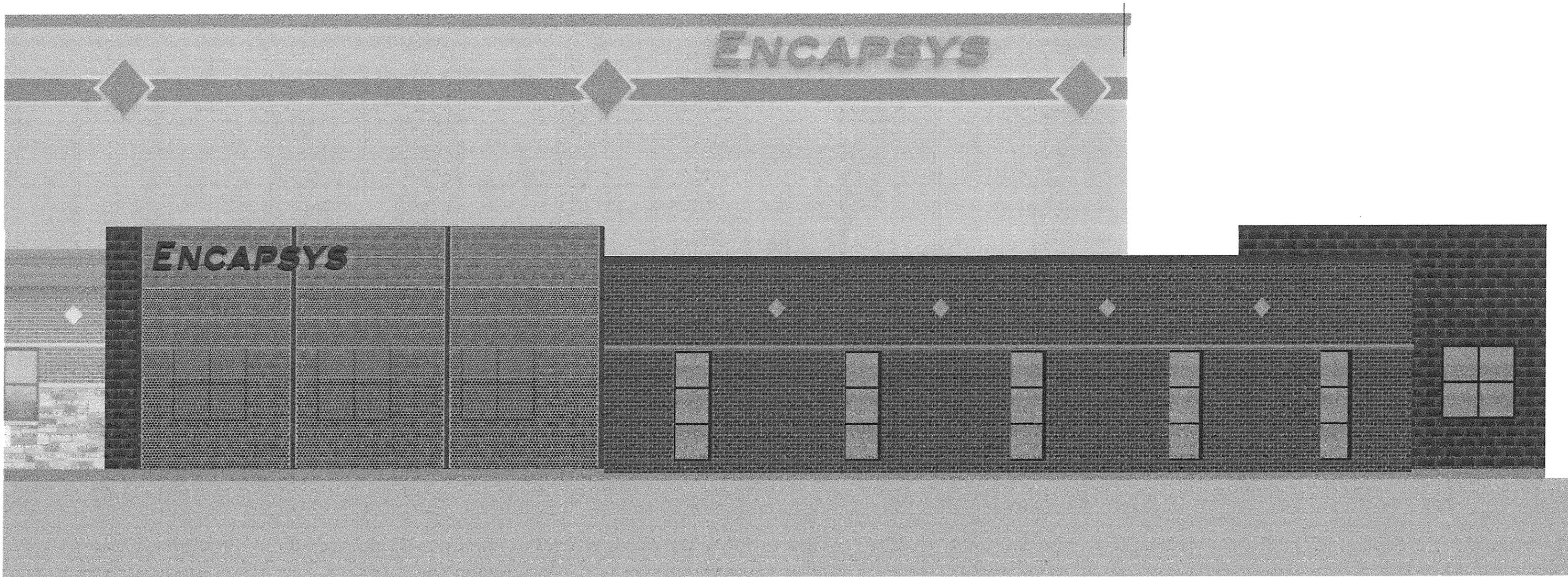
6/16/2014

ENCAPSYS.
MICROENCAPSULATION









ADCI



**Architectural Design
Consultants, Inc.**

NORTH ELEVATION

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**City of Portage
Finance/Administration Committee Meeting
Wednesday, June 18, 2014, 6:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

Present: Mike Charles, Doug Klapper, Richard Lynn
Excused: Rick Dodd
Absent: Martin Havlovic

Also present: Jean Mohr, Finance Director, City Administrator Shawn Murphy, Craig Sauer from Daily Register and Bill Welsh.

1. Roll call

Administrator Murphy called the meeting to order at 6:00 pm and requested nominations for chair.

Lynn nominated Charles to chair the meeting, with a second by Klapper. Hearing no further nominations, Charles was appointed Chair unanimously on a roll call vote.

2. Approval of minutes from June 9, 2014

Motion by Klapper, second by Lynn to approve the minutes from the June 9, 2014 meeting. Motion carried unanimously on call of roll.

3. Discussion and Possible Recommendation on Bids for Contract #14-45001 Sidewalk Construction and Replacement

Murphy presented City Engineer Redelings memo summarizing the sole bid received from Van's Construction. Based on estimated quantities the total project cost will be \$79,313. However, an estimated \$77,688 of the total costs will be recovered via special assessments. Motion by Lynn, second by Klapper to recommend the bid from Van's Construction as presented for \$79,313 for the Sidewalk Construction and Replacement project, Contract #14-4500. It was noted the final cost may vary based on actual quantities. Motion carried unanimously on call of roll.

4. Discussion and Possible Recommendation on Bids for Contract #14-20C06 (alleys) and Contract #14-20C07 (parking lot) Bituminous Asphalt Street Resurfacing

Murphy presented Redelings memo summarizing the 3 bids received from DL Gasser (\$104,773), Tri-County Paving (\$105,941) and Payne & Dolan (\$134,790). Redelings recommends DL Gasser's bid which includes resurfacing 4 alleys (\$63,275) and resurfacing the Chamber parking lot (\$41,498). It was noted that the total budget for these projects was

\$130,000 while the total estimated project costs will be \$86,000 for the alley resurfacing (\$63,275 paving + \$4700 concrete work + \$18,000 storm sewer replacements) of which an estimated \$38,241 will be special assessed and \$45,498 for the Chamber lot (\$41,498 paving + \$4,000 concrete work) for a total estimated cost of \$131,498. Motion by Klapper, second by Lynn to recommend the bid from D.L. Gasser Construction as presented for \$104,773 for the Bituminous Asphalt Street Resurfacing, Contracts 14-20C06 and 14-20C07. Motion carried unanimously on call of roll.

5. **Discussion and Possible Recommendation on Bids for Contract #14-20C05 Chip Sealing**

Murphy presented Redelings memo summarizing the 2 bids received from Fahrner Asphalt Sealers (\$32,436) and Scott Construction (\$35,982). Redelings recommended the Fahrner bid and also noted that this project will include approximately \$18,000 for crack filling and \$5000 for fogging operation (separate quotes) for a total estimated cost of \$55,436. \$100,000 was budgeted for this project. Motion by Klapper, second by Lynn to recommend the bid from Fahrner Asphalt as presented in the amount of \$32,436 for the Chip Sealing, Contract #14-20C05. Motion carried unanimously on call of roll.

6. **Discussion and Possible Recommendation on Bids for Cable Access Channel Equipment Replacement**

Motion by Klapper, second by Lynn to recommend the bid from Fearing's as presented in the amount of \$90,581.25 for the Cable Access Channel Equipment Replacement. Murphy noted that the Cable Access TV Commission reviewed the 3 proposals received from Fearings, Integral Building Systems and Pridham Electronics and recommended Fearings based on the broadcast quality equipment included in the bid. It was noted that a total of \$126,000 was budgeted for this project which includes \$88,000 allocated for replacement of Council Chambers equipment (this project) and \$38,000 for replacement of the basement studio equipment to be separately bid. Motion carried unanimously on call of roll.

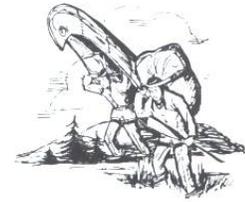
7. **Adjournment**

Motion by Lynn, second by Klapper to adjourn the meeting at 6:16 pm. Motion carried unanimously on call of roll.

Submitted by Jean Mohr

CITY OF PORTAGE

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



"Where the North Begins"

MEMORANDUM

To: Finance & Administration Committee
From: Bob Redelings, City Engineer
Re: Contract 14-45001; 2014 Sidewalk Construction and Replacement
Date: June 13, 2014

On June 11, 2014 we received the following bid for Contract 14-45001; 2014 Sidewalk Construction and Replacement:

Company	Location	Bid
Van's Construction	Portage, WI	\$79,313.00

The City budgeted \$100,000 for this project. Also the preliminary assessment roll indicated that special assessments are estimated to be \$77,688.50.

I recommend contract 14-45001 to be awarded to Van's Construction in the amount of \$79,313.00.

CC: Shawn Murphy, City Administrator
Marie Moe, City Clerk
Jean Mohr, City Treasurer
Erin Salmon, Engineering Technician
Bill Tierney, Mayor

CITY OF PORTAGE

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



"Where the North Begins"

MEMORANDUM

To: Finance & Administration Committee
From: Bob Redelings, City Engineer
Re: Contract 14-20C06 and 14-20C07 (bid as Contract 14-20C04)
Date: June 13, 2014

On June 11, 2014 three bids were received for Contract 14-20C04 Bituminous Asphalt Street Resurfacing as follows:

Company	Location	Bid
D.L. Gasser Construction	Baraboo, WI	\$104,773
Tri-County Paving, Inc.	DeForest, WI	\$105,941
Payne & Dolan, Inc.	Fitchburg, WI	\$134,790

The city budgeted \$130,000 for these projects - \$100,000 for the (4) alleys and \$30,000 for the Chamber Parking Lot. The preliminary assessment roll indicates there is an estimated \$38,241.58 that will be reimbursed to the city for 50% of the alley costs via special assessments.

Contracts 14-20C06 (alleys) and 14-20C07 (Chamber Parking Lot) are recommended to be awarded to D.L. Gasser of Baraboo in the amount of \$63,275 and \$41,498, respectively, totaling \$104,773.

CC: Shawn Murphy, City Administrator
Marie Moe, City Clerk
Jean Mohr, City Treasurer
Erin Salmon, Engineering Technician
Bill Tierney, Mayor

CITY OF PORTAGE

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



"Where the North Begins"

MEMORANDUM

To: Finance & Administration Committee
From: Bob Redelings, City Engineer
Re: Contract 14-20C05; Street Chip Sealing
Date: June 13, 2014

On June 11, 2014 the following bids were received for Contract 14-20C05; Street Chip Sealing:

Company	Location	Bid
Fahrner Asphalt Sealers	Waunakee, WI	\$32,436
Scott Construction, Inc.	Lake Delton, WI	\$35,982

The city budgeted \$100,000 for this project, including crack filling and "fogging." Separate proposals for crack filling the streets by Crack Filling Service, Corp. from Cross Plains, WI totaled \$18,000.

Subsequent to the crack filling and chip sealing, H.G. Meigs will "Fog" the streets at an estimated cost of \$5,000.

I recommend Contract 14-20C05 be awarded to Fahrner Asphalt Sealers in the amount of \$32,436.

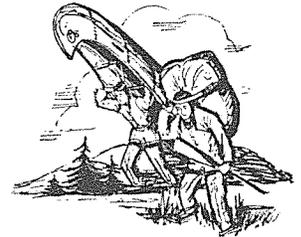
CC: Shawn Murphy, City Administrator
Marie Moe, City Clerk
Jean Mohr, City Treasurer
Erin Salmon, Engineering Technician
Bill Tierney, Mayor

Cable Access Channel Equipment Replacement
Proposal Opening June 12, 2013

1. Fearings Audio-Video-Security	\$90,581.25
2. Integral Building Systems, Inc.	\$86,000.00
3. Pridham Electronics	\$178,492.48

CITY OF PORTAGE

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



"Where the North Begins"

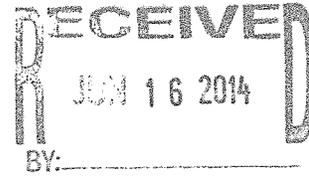
STATE OF WISCONSIN)
)ss.
COUNTY OF COLUMBIA)

I, Marie A. Moe, the duly appointed and acting Clerk of the City of Portage, Wisconsin, do hereby certify that the attached notice of veto has been received from Mayor Tierney, vetoing Common Council approval of a liquor license for the Market Basket which took place at a regular adjourned meeting of the Common Council held on the 12th day of June, 2014.

Dated this 16th day of June, 2014.

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

Attn: Common Council
City Clerk
115 W Pleasant St
Portage WI 53901



Ref: Veto of license for Market Basket

This document serves as my notice to the common council that I am exercising my veto authority.

I am vetoing the common council action on the approval of the liquor license for the Market Basket.

My reason for the veto:

In accordance with **Refusal to Grant A License Section 125.12.1**.....*Valid reasons for denial of a retail license are based on concern for public health, safety, and welfare of the community.*

Mr. Singh has an open criminal case for a Class I Felony of Distribution of a Hazardous Substance – Abuse Known (synthetic cannabinoid) until successful completion of the deferred prosecution agreement. Mr. Singh knowingly sold synthetic cannabinoid on the licensed premises after he had been warned. The above gives me great concern for the safety and welfare of the community.


W F "Bill" Tierney
Mayor0

RESOLUTION NO. 14-033

RESOLUTION RELATIVE TO COMPLIANCE MAINTENANCE ANNUAL REPORT

WHEREAS, the Municipal Services and Utilities Committee of the City of Portage has reviewed the attached 2013 Compliance Maintenance Annual Report prepared by City Staff; and

WHEREAS, the Report indicates the wastewater system scored an "A" in all 9 operational categories; and

WHEREAS, the Report does not disclose any effluent violations that have to be corrected.

NOW THEREFORE IT IS HEREBY RESOLVED that the City of Portage will undertake and comply with the results of the Compliance Maintenance Annual Report;

BE IT HEREBY FURTHER RESOLVED that a copy of this Resolution be mailed to the Department of Natural Resources.

DATED this 26th day of June, 2014.

W.F. "Bill" Tierney, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

Resolution requested by:
Municipal Services and Utilities Committee

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Portage Wastewater Treatment Facility

Last Updated:
6/9/2014

Reporting Year: 2013

Influent Flow and Loading

Questions

1. Monthly average flows and (C)BOD loadings.

InFluent No.701	Influent Monthly Average Flow, MGD	X	Influent Monthly Average (C)BOD Concentration on mg.l	X	8.34	=	Influent Monthly Average(C) BOD Loading, pounds/day
January	1.435	X	353	X	8.34	=	4226
February	1.455	X	279	X	8.34	=	3391
March	1.477	X	291	X	8.34	=	3588
April	1.640	X	257	X	8.34	=	3512
May	1.595	X	289	X	8.34	=	3845
June	1.642	X	289	X	8.34	=	3955
July	1.547	X	340	X	8.34	=	4382
August	1.511	X	324	X	8.34	=	4079
September	1.473	X	328	X	8.34	=	4025
October	1.475	X	301	X	8.34	=	3701
November	1.479	X	312	X	8.34	=	3841
December	1.475	X	263	X	8.34	=	3233

2. Maximum month design flow and design (C)BOD loading.

	Design	X	%	=	% of Design
Max Month Design Flow, MGD	2.102	x	90	=	1.8918
		x	100	=	2.102
Design (C)BOD, lbs./day	5000	x	90	=	4500
		x	100	=	5000

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Portage Wastewater Treatment Facility

Last Updated:
6/9/2014

Reporting Year: 2013

Influent Flow and Loading (Continued)

3. Number of times the flow and (C)BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent Flow	Number of times flow was greater than 90% of design	Number of times flow was greater than 100% of design	Number of times (C)BOD was greater than 90% of design	Number of times (C)BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	0	0	0	0
April	1	0	0	0	0
May	1	0	0	0	0
June	1	0	0	0	0
July	1	0	0	0	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per each exceedance		2	1	3	2
Exceedances		0	0	0	0
Points		0	0	0	0
Total Number of Points					0

4. Was the influent flow meter calibrated in the last year?

- Yes Enter last calibration date, MM/DD/YYYY 7/10/2013
 No -explain

5. Sewer Use Ordinance

5.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

- Yes
 No

If No, please describe:

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Portage Wastewater Treatment Facility

Last Updated:
6/9/2014

Reporting Year: 2013

Influent Flow and Loading (Continued)

5.2 Was it necessary to enforce?

- Yes
 No

If Yes, please describe:

6. Septage Receiving

6.1 Did you have requests to receive septage at your facility?

Septic Tanks	Holding Tanks	Grease Traps
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

6.2 Did you receive septage at your facility? If yes, indicate volume in gallons

Septic Tanks	Holding Tanks	Grease Traps
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
84950 gal	4010090 gal	gal

6.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes

Increase in BOD and suspended solids.

7. Pretreatment

7.1 Did your facility experience operational problems, permit violations, biosolids quality concerns or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

- Yes
 No

If Yes, describe the situation and your community's response:

7.2 Did your facility accept hauled industrial wastes, landfill leachate, etc?

- Yes
 No

If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the plant from the discharge of hauled industrial wastes.

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Portage Wastewater Treatment Facility

Last Updated:
6/9/2014

Reporting Year: 2013

Influent Flow and Loading (Continued)

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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Portage Wastewater Treatment Facility

Last Updated:
6/19/2014

Reporting Year: 2013

Effluent Quality and Plant Performance ((C)BOD)

Questions

1. Monthly average effluent values, exceedances, and points for (C)BOD:

Outfall No.001	Monthly Average C(BOD) Limit (mg/L)	90% of Permit Limit >10 (mg/L)*	Effluent Monthly Average C(BOD) (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	25	22.5	4	1	0	0
February	25	22.5	4	1	0	0
March	25	22.5	3	1	0	0
April	25	22.5	3	1	0	0
May	25	22.5	4	1	0	0
June	25	22.5	5	1	0	0
July	25	22.5	3	1	0	0
August	25	22.5	3	1	0	0
September	25	22.5	2	1	0	0
October	25	22.5	2	1	0	0
November	25	22.5	3	1	0	0
December	25	22.5	4	1	0	0
* Equals limit if limit is <=10						
Months of Discharge/yr				12		
Points per each exceedance with 12 months of discharge:					7	3
Exceedances					0	0
Points					0	0
Total Number of Points						0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

2. If any violations occurred, what action was taken to regain compliance?

3. Was the effluent flow meter calibrated in the last year?

Yes - enter last calibration date, MM/DD/YYYY:

7/10/2013

No - explain:

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Portage Wastewater Treatment Facility

Last Updated:
6/19/2014

Reporting Year: 2013

Effluent Quality and Plant Performance ((C)BOD) (Continued)

4.	<p>What problems, if any, were experienced over the last year that threatened treatment?</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">none</div>
5.	<p>Other Monitoring and Limits</p> <p>5.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as metals, pH, residual chlorine, or fecal coliform?</p> <p> <input type="radio"/> Yes <input checked="" type="radio"/> No </p> <p>If Yes, please describe:</p> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>
	<p>5.2 At any time in the past year was there an effluent acute or chronic whole effluent toxicity (WET) test?</p> <p> <input checked="" type="radio"/> Yes <input type="radio"/> No </p> <p>If Yes, please describe:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">Effluent toxicity test was run in April 2013</div>
	<p>5.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?</p> <p> <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA </p> <p>Please explain unless not applicable:</p> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Portage Wastewater Treatment Facility

Last Updated:
6/19/2014

Reporting Year: 2013

Effluent Quality and Plant Performance (Total Suspended Solids)

Questions							
1.	Monthly average effluent values, exceedances, and points for TSS:						
	Outfall No.001	Monthly Average TSS Limit (mg/L)	90% of Permit Limit >10 (mg/L)*	Effluent Monthly Average TSS (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
	January	30	27	7	1	0	0
	February	30	27	9	1	0	0
	March	30	27	9	1	0	0
	April	30	27	8	1	0	0
	May	30	27	8	1	0	0
	June	30	27	10	1	0	0
	July	30	27	7	1	0	0
	August	30	27	6	1	0	0
	September	30	27	7	1	0	0
	October	30	27	6	1	0	0
	November	30	27	9	1	0	0
	December	30	27	10	1	0	0
	* Equals limit if limit is <=10						
	Months of Discharge/yr				12		
	Points per each exceedance with 12 months of discharge:					7	3
	Exceedances					0	0
	Points					0	0
	Total Number of Points						0
	NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0						
2.	If any violations occurred, what action was taken to regain compliance?						

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Portage Wastewater Treatment Facility

Last Updated:
6/19/2014

Reporting Year: 2013

Effluent Quality and Plant Performance (Phosphorus)

Questions					
1.	Monthly average effluent values, exceedances, and points for Phosphorus:				
	Outfall No.001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
	January	1	0.6	1	0
	February	1	0.8	1	0
	March	1	0.4	1	0
	April	1	0.4	1	0
	May	1	0.3	1	0
	June	1	0.4	1	0
	July	1	0.6	1	0
	August	1	0.8	1	0
	September	1	0.9	1	0
	October	1	0.5	1	0
	November	1	0.5	1	0
	December	1	0.6	1	0
	Months of Discharge/yr			12	
	Points per each exceedance with 12 months of discharge:				10
	Exceedances				0
	Total Number of Points				0
	<p>NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$</p>				
2.	If any violations occurred, what action was taken to regain compliance?				

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Portage Wastewater Treatment Facility

Last Updated:
6/19/2014

Reporting Year: 2013

Biosolids Quality and Management

	Questions	Points						
1.	<p>Biosolids Use/Disposal:</p> <p>1.1 How did you use or dispose of your biosolids?(Check all that apply)</p> <p> <input checked="" type="checkbox"/> Land Applied Under Your Permit <input type="checkbox"/> Publicly Distributed Exceptional Quality Biosolids <input type="checkbox"/> Hauled to Another Permitted Facility <input type="checkbox"/> Landfilled <input type="checkbox"/> Incinerated <input type="checkbox"/> Other </p> <p>NOTE:If you do not remove biosolids from your system annually, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc, and if biosolids were land applied last year, please also check top box above.</p> <p>1.1.1 If you checked Other, Please describe:</p> <div style="border: 1px solid black; height: 20px; width: 400px;"></div>							
2.	<p>Land Application Site:</p> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <th colspan="2" style="text-align: left;">Last Year's Approved and Active Land Application Sites</th> </tr> <tr> <td style="width: 50%;">2.1.1 How many acres did you have?</td> <td style="width: 50%;">2.1.2 How many acres did you use?</td> </tr> <tr> <td>1020.20 acres</td> <td>110.5 acres</td> </tr> </table> <p>2.2 If you did not have enough acres for your land application needs, what action was taken?</p> <div style="border: 1px solid black; height: 20px; width: 400px; margin-top: 5px;"></div>	Last Year's Approved and Active Land Application Sites		2.1.1 How many acres did you have?	2.1.2 How many acres did you use?	1020.20 acres	110.5 acres	
Last Year's Approved and Active Land Application Sites								
2.1.1 How many acres did you have?	2.1.2 How many acres did you use?							
1020.20 acres	110.5 acres							
	<p>2.3 Did you overapply nitrogen on any of your approved land application sites you used last year?</p> <p> <input type="radio"/> Yes(30 points) <input checked="" type="radio"/> No </p>	0						
	<p>2.4 Have all the sites you used last year for land application been soil tested in the previous 4 years?</p> <p> <input checked="" type="radio"/> Yes <input type="radio"/> No (10 points) <input type="radio"/> N/A </p>	0						
3.	<p>Biosolids Metals</p> <p>Number of biosolids outfalls in your WPDES permit = 1</p> <p>3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year</p>							
BIOSOLIDS METALS CHARACTERISTICS								

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Portage Wastewater Treatment Facility

Last Updated:
6/19/2014

Reporting Year: 2013

Biosolids Quality and Management (Continued)

Outfall:003 - SLUDGE

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	mg/kg on a dry weight basis												Times Exceeded			
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling	
arsenic		41	75		8.1													0	0
cadmium		39	85		2.5													0	0
copper		1500	4300		636													0	0
lead		300	840		25.9													0	0
mercury		17	57		.48													0	0
molybdenum	60		75		15												0		0
nickel	336		420		16.1												0		0
selenium	80		100		<.86												0		0
zinc		2800	7500		766													0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel or selenium = 0

Exceedance Points		
<input checked="" type="radio"/>	0	0 Points
<input type="radio"/>	1-2	10 Points
<input type="radio"/>	> 2	15 Points

3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loadings at each land application site? (check applicable box) 0

- Yes
- No (10 points)
- NA. Did not exceed limits or no HQ limit applies (0 points)
- NA. Did not land apply biosolids until limit was met(0 points)

3.1.3 Number of times any of the metals exceeded the ceiling limits = 0

Exceedance Points		
<input checked="" type="radio"/>	0	0 Points
<input type="radio"/>	1	10 Points
<input type="radio"/>	> 1	15 Points

3.1.4 Were biosolids land applied which exceeded the ceiling limit? 0

- Yes(20 points)
- No (0 points)

3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken?

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Portage Wastewater Treatment Facility

Last Updated:
6/19/2014

Reporting Year: 2013

Biosolids Quality and Management (Continued)

	Has the source of the metals been identified?																	
4.	Pathogen Control(per outfall):																	
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%;">Outfall Number:</td> <td>008</td> </tr> <tr> <td>Biosolids Class:</td> <td>B</td> </tr> <tr> <td>Bacteria Type and Limit</td> <td>F</td> </tr> <tr> <td>Sample Dates:</td> <td>01/01/2013 12:00:00 AM - 12/31/2013 12:00:00 AM</td> </tr> <tr> <td>Density:</td> <td>15159</td> </tr> <tr> <td>Sample Concentrator Amount:</td> <td>CFU/G TS</td> </tr> <tr> <td>Process:</td> <td>ANAER</td> </tr> <tr> <td>Process Description:</td> <td>We have two digesters, Primary digester 55 foot diameter with a SWD of 25 feet. Holds 444,300 gallons of cothicken sludge from the primary clarifiers. Sludge is heated and mixed. The biosolids from the primary flow by gravity to the secondary digester, 55 foot diameter with a SWD of 24.33 feet. Holds approximately 432,400 gallons of biosolids. The biosolids in both tanks are heated and our mixed with gas mixers. Biosolids are pumped from the secondary to a belt press to form a cake sludge. Cake sludge is hauled to approved farm land.</td> </tr> </table>	Outfall Number:	008	Biosolids Class:	B	Bacteria Type and Limit	F	Sample Dates:	01/01/2013 12:00:00 AM - 12/31/2013 12:00:00 AM	Density:	15159	Sample Concentrator Amount:	CFU/G TS	Process:	ANAER	Process Description:	We have two digesters, Primary digester 55 foot diameter with a SWD of 25 feet. Holds 444,300 gallons of cothicken sludge from the primary clarifiers. Sludge is heated and mixed. The biosolids from the primary flow by gravity to the secondary digester, 55 foot diameter with a SWD of 24.33 feet. Holds approximately 432,400 gallons of biosolids. The biosolids in both tanks are heated and our mixed with gas mixers. Biosolids are pumped from the secondary to a belt press to form a cake sludge. Cake sludge is hauled to approved farm land.	
Outfall Number:	008																	
Biosolids Class:	B																	
Bacteria Type and Limit	F																	
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	4.1 If exceeded Class B limit or did not meet the process criteria at the time of land application(40 Points)																	
	<p>4.1.1 Was the limit exceeded or the process criteria not met at any time?</p> <p> <input type="radio"/> Yes <input checked="" type="radio"/> No </p> <p>If yes, what action was taken?</p> <div style="border: 1px solid black; height: 20px; width: 400px; margin-top: 10px;"></div>																	
5.	Vector Attraction Reduction(per outfall):0																	

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Portage Wastewater Treatment Facility

Last Updated:
6/19/2014

Reporting Year: 2013

Biosolids Quality and Management (Continued)

	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 40%;">Outfall Number:</td><td>008</td></tr> <tr><td>Method Date:</td><td>02/14/2013 12:00:00 AM</td></tr> <tr><td>Option Used To Satisfy Requirement:</td><td>VSR</td></tr> <tr><td>Limit (if applicable):</td><td>38</td></tr> <tr><td>Results (if applicable):</td><td>45.50</td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 40%;">Outfall Number:</td><td>008</td></tr> <tr><td>Method Date:</td><td>02/14/2013 12:00:00 AM</td></tr> <tr><td>Option Used To Satisfy Requirement:</td><td>VSR</td></tr> <tr><td>Limit (if applicable):</td><td>38</td></tr> <tr><td>Results (if applicable):</td><td>68.80</td></tr> </table>	Outfall Number:	008	Method Date:	02/14/2013 12:00:00 AM	Option Used To Satisfy Requirement:	VSR	Limit (if applicable):	38	Results (if applicable):	45.50	Outfall Number:	008	Method Date:	02/14/2013 12:00:00 AM	Option Used To Satisfy Requirement:	VSR	Limit (if applicable):	38	Results (if applicable):	68.80		
Outfall Number:	008																						
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Option Used To Satisfy Requirement:	VSR																						
Limit (if applicable):	38																						
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Outfall Number:	008																						
Method Date:	02/14/2013 12:00:00 AM																						
Option Used To Satisfy Requirement:	VSR																						
Limit (if applicable):	38																						
Results (if applicable):	68.80																						
	<p>5.1 If the limit or criteria was exceeded at the time of land application, 40 point</p> <p>5.1.1 Was the limit exceeded or the process criteria not met at any time?</p> <p> <input type="radio"/> Yes <input checked="" type="radio"/> No </p> <p>If yes, what action was taken?</p> <div style="border: 1px solid black; height: 20px; width: 400px; margin-top: 5px;"></div>	0																					
6.	Biosolids Storage:0																						
	<p>6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?</p> <p> <input checked="" type="radio"/> >+ 180 days (0 points) <input type="radio"/> 150 - 179 days (10 points) <input type="radio"/> 120 - 149 days (20 points) <input type="radio"/> 90 - 119 days (30 points) <input type="radio"/> < 90 days (40 points) <input type="radio"/> Not Applicable (0 points) </p>	0																					
	<p>6.2 If you check Not Applicable above, explain why.</p> <div style="border: 1px solid black; height: 20px; width: 400px; margin-top: 5px;"></div>																						
7.	Issues:																						
	<p>7.1 Describe any outstanding biosolids issues with treatment, use or overall mgt?</p>																						

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Portage Wastewater Treatment Facility

Last Updated:
6/19/2014

Reporting Year: 2013

Biosolids Quality and Management (Continued)

	none		
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Portage Wastewater Treatment Facility

Last Updated:
6/19/2014

Reporting Year: 2013

Staffing and Preventative Maintenance (All Treatment Plants)

	Questions	Points
1.	<p>Was your wastewater treatment plant adequately staffed last year?</p> <p> <input checked="" type="radio"/> Yes <input type="radio"/> No </p> <p>If No, please describe:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Could use more help/staff for:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
2.	<p>Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <p> <input checked="" type="radio"/> Yes <input type="radio"/> No. Explain </p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
3.	<p>Did your plant have a <u>documented AND implemented</u> plan for preventative maintenance on major equipment items?</p> <p> <input checked="" type="radio"/> Yes (Continue with questions below) <input type="radio"/> No (40 points and go to question 6) </p> <p>If No, explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	0
4.	<p>Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <p> <input checked="" type="radio"/> Yes <input type="radio"/> No (10 points) </p>	0
5.	<p>Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <p> <input checked="" type="radio"/> Yes <input type="radio"/> (Paper file system) <input type="radio"/> (Computer program) <input checked="" type="radio"/> (Both Paper and Computer) <input type="radio"/> No (10 points) </p>	0
6.	<p>Did your plant have a detailed O&M Manual that was used as a reference when needed?</p>	

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Portage Wastewater Treatment Facility

Last Updated:
6/19/2014

Reporting Year: 2013

Staffing and Preventative Maintenance (All Treatment Plants) (Continued)

	<input checked="" type="radio"/> Yes <input type="radio"/> No	
7.	Rate the overall maintenance of your wastewater plant.	
	<input checked="" type="radio"/> Excellent <input type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor	
	Describe your rating: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> Each operator has been trained in maintain plant equipment and are able to perform maintenance tasks at regular intervals. Ops maintenance program is use to keep track of plant maintenance, equipment in the plant and different types of maintenance for each piece of plant equipment. </div>	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Portage Wastewater Treatment Facility

Last Updated:
6/19/2014

Reporting Year: 2013

Operator Certification and Education

	Questions	Points
1.	<p>Did you have a designated operator-in-charge during the report year?</p> <p> <input checked="" type="radio"/> Yes (0 point) <input type="radio"/> No (20 points) </p> <p>Name: <input style="width: 500px;" type="text" value="DAVID HORNISCHER"/></p> <p>Certification No: <input style="width: 500px;" type="text" value="11458"/></p>	0
2.	<p>In accordance with Chapter NR 114.08 and 114.09, Wisconsin Administrative Code, what grade and subclass(es) were required for the operator-in-charge to operate the wastewater treatment plant and what grade and subclass(es) were held by the operator-in-charge?</p> <p>Required: <input style="width: 500px;" type="text" value="4 - ABEFGIJ; A - PRIMARY SETTLING; B - TRICKLING FILTER/RBC; E - DISINFECTION; F - ANAEROBIC DIGESTION; G - MECHANICAL SLUDGE; I - PHOSPHORUS REMOVAL; J - LABORATORY"/></p> <p>Held: <input style="width: 500px;" type="text" value="4 - ABEFGIJ; 2 - C; 4 - A=PRIMARY SETTLING GRADE 4; B=TRICKLING FILTER/RBC GRADE 4; E=DISINFECTION GRADE 4; F=ANAEROBIC DIGESTION GRADE 4; G=MECHANICAL SLUDGE GRADE 4; I=PHOSPHORUS REMOVAL GRADE 4; J=LABORATORY GRADE 4; 2 - C=ACTIVATED SLUDGE GRADE 2"/></p>	
3.	<p>Was the operator-in-charge certified at the appropriate level to operate this plant?</p> <p> <input checked="" type="radio"/> Yes (0 point) <input type="radio"/> No (20 points) </p>	0
4.	<p>In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation & maintenance of the plant that includes one or more of the following options (check all that apply):</p> <p>4.1 <input checked="" type="checkbox"/> one or more additional certified operators on staff</p> <p>4.2 <input checked="" type="checkbox"/> an arrangement with another certified operator</p> <p>4.3 <input type="checkbox"/> an arrangement with another community with a certified operator</p> <p>4.4 <input checked="" type="checkbox"/> an operator on staff who has an operator-in-training certificate for your plant and is expected be certified within one year</p> <p>4.5 <input type="checkbox"/> a consultant to serve as your certified operator</p> <p>4.6</p>	0

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Portage Wastewater Treatment Facility

Last Updated:
6/19/2014

Reporting Year: 2013

Operator Certification and Education (Continued)

	<p><input type="checkbox"/> None of the above (20 points)</p> <p>Explain: We have 2 operators that are at grade 2 general and lab. One operator has his grade 4 general and is going for the required grade4 subclasses to operate this plant. The retired Chief operator is willing to help out if needed. we also have a engineering firm which can act as a consultant for the treatment plant, till the city hires a new grade 4 operator, or one of the other operators working at the plant meet the requirements to operate this plant. </p>	
5.	<p>If you had a designated operator-in-charge, was the operator-in-charge earning continuing education credits at the following rates?</p> <p>Grades T, 1, and 2:</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Averaging 6 or more CEUs per year <input type="radio"/> Averaging less than 6 CEUs per year <p>Grades 3 and 4:</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Averaging 8 or more CEUs per year <input type="radio"/> Averaging less than 8 CEUs per year <p>Not applicable:</p> <ul style="list-style-type: none"> <input type="radio"/> See Question 1. 	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Portage Wastewater Treatment Facility

**Last Updated:
6/19/2014**

Reporting Year: 2013

Financial Management

	Questions	Points						
1.	Person Providing This Financial Information							
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Name:</td> <td>Jean E Mohr , City Fianance Director</td> </tr> <tr> <td>Telephone:</td> <td>(608) 742-2176</td> </tr> <tr> <td>E-Mail Address(optional):</td> <td>jean.mohe@portagewi.gov</td> </tr> </table>	Name:	Jean E Mohr , City Fianance Director	Telephone:	(608) 742-2176	E-Mail Address(optional):	jean.mohe@portagewi.gov	
Name:	Jean E Mohr , City Fianance Director							
Telephone:	(608) 742-2176							
E-Mail Address(optional):	jean.mohe@portagewi.gov							
2.	Are User Charge or other Revenues sufficient to cover O&M Expenses for your wastewater treatment plant AND/OR collection system ?	0						
	<p style="margin-left: 40px;"> <input checked="" type="radio"/> Yes (0 points) <input type="radio"/> No (40 points) </p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 60%; margin-left: 40px;"></div>							
3.	When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: 2013	0						
	<p style="margin-left: 40px;"> <input checked="" type="radio"/> 0-2 years ago (0 points) <input type="radio"/> 3 or more years ago (20 points) <input type="radio"/> Not Applicable (Private Facility) </p>							
4.	Did you have a special account (e.g., CWFP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?	0						
	<p style="margin-left: 40px;"> <input checked="" type="radio"/> Yes <input type="radio"/> No (40 points) </p>							
REPLACEMENT FUNDS(PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 5)								
5.	Equipment Replacement Funds							
	5.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: 2013	0						
	<p style="margin-left: 40px;"> <input checked="" type="radio"/> 1-2 years ago (0 points) <input type="radio"/> 3 or more years ago (20 points) <input type="radio"/> Not Applicable Explain: </p> <div style="border: 1px solid black; height: 20px; width: 60%; margin-left: 40px;"></div>							
	5.2 What amount is in your Replacement Fund?							
	Equipment Replacement Fund Activity							
	5.2.1 Ending Balance Reported on Last Year's CMAR:	\$1557490						

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Portage Wastewater Treatment Facility

Last Updated:
6/19/2014

Reporting Year: 2013

Financial Management (Continued)

5.2.2 Adjustments	+		\$0.00
if necessary (e.g., earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)			
5.2.3 Adjusted January 1st Beginning Balance			\$1,557,490.00
5.2.4 Additions to Fund (e.g., portion of User Fee, earned interest, etc.)	+		\$234,700.00
5.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 5.2.5.1 below*.)	-		\$164,298.00
5.2.6 Ending Balance as of December 31st for CMAR Reporting Year			\$1,627,892.00

(All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.)

*5.2.5.1. Indicate adjustments, equipment purchases and/or major repairs from 5.2.5 above

Repairs/Replacement on following equipment, Sludge recirculation pump, Secondary sludge pumps, waste sludge pumps, final flow meter, system integrator, screw pump greasers, screw pumps shaft hubs and reducers, electrical actuators for slide gates, gas mixer shut off valve, polymer feed unit, effluent weir plates, raw screen rehab, primary sludge pump rehab, air piping for diaphragm pumps, coupling adapter for 6 inch drain line, replace main plant generator controls. electrical work for pumps. Project carried over from 2012 due to not having all parts available.

5.3 What amount should be in your replacement fund? \$1,627,892.00
 (If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the HELP option button.)

5.3.1 Is the Dec. 31 Ending Balance in your Replacement Fund above (#5.2.6) equal to or greater than the amount that should be in it(#5.3)?

- Yes
 No Explain:

6. Future Planning

6.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating or new construction of your treatment facility or collection system?

- Yes (If yes, please provide major project information, if not already listed below)
 No

Project Description	Estimated Cost	Approximate Construction Year

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Portage Wastewater Treatment Facility

Last Updated:
6/19/2014

Reporting Year: 2013

Financial Management (Continued)

	Changing out the gas mixing systems in the primary and secondary digester with a jet mixing system.	\$900,000.00	2014	
	Considering at adding a generator set up to run off digester gas and new equalization tank for digester.	\$500,000.00	2019	
7.	Financial Management General Comments:			
	none			

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Portage Wastewater Treatment Facility

Last Updated:
6/19/2014

Reporting Year: 2013

Sanitary Sewer Collection Systems

	Questions	Points
1.	<p>Do you have a Capacity, Management, Operation & Maintenance (CMOM) requirement in your WPDES permit?</p> <p style="margin-left: 40px;"> <input type="radio"/> Yes <input checked="" type="radio"/> No </p>	
2.	<p>Did you have a <u>documented</u> (written records/files, computer files, video tapes, etc.) sanitary sewer collection system operation & maintenance or CMOM program last calendar year?</p> <p style="margin-left: 40px;"> <input checked="" type="radio"/> Yes (go to question 3) <input type="radio"/> No (30 points) (go to question 4) </p>	0
3.	<p>Check the elements listed below that are included in your Operation and Maintenance (O&M) or CMOM program.:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Goals: Describe the specific goals you have for your collection system: <div style="border: 1px solid black; padding: 2px; margin-left: 20px;">Implement the CMOM Program. Continue implementation of the CMOM program.</div> <input checked="" type="checkbox"/> Organization: Do you have the following written organizational elements (check only those that you have): <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ownership and governing body description <input type="checkbox"/> Organizational chart <input checked="" type="checkbox"/> Personnel and position descriptions <input checked="" type="checkbox"/> Internal communication procedures <input type="checkbox"/> Public information and education program <input checked="" type="checkbox"/> Legal Authority: Do you have the legal authority for the following (check only those that apply): <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Sewer use ordinance Last Revised MM/DD/YYYY <div style="border: 1px solid black; padding: 2px; display: inline-block;">03/27/2007</div> <input checked="" type="checkbox"/> Pretreatment/Industrial control Programs <input checked="" type="checkbox"/> Fat, Oil and Grease control <input checked="" type="checkbox"/> Illicit discharges (commercial, industrial) <input checked="" type="checkbox"/> Private property clear water (sump pumps, roof or foundation drains, etc) <input type="checkbox"/> Private lateral inspections/repairs <input checked="" type="checkbox"/> Service and management agreements <input checked="" type="checkbox"/> Maintenance Activities: details in Question 4 <input checked="" type="checkbox"/> Design and Performance Provisions: How do you ensure that your sewer system is designed and constructed properly? <ul style="list-style-type: none"> <input checked="" type="checkbox"/> State plumbing code <input checked="" type="checkbox"/> DNR NR 110 standards <input checked="" type="checkbox"/> Local municipal code requirements <input checked="" type="checkbox"/> Construction, inspection and testing <input type="checkbox"/> Others: 	

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Sanitary Sewer Collection Systems (Continued)

	<p><input checked="" type="checkbox"/> Overflow Emergency Response Plan: Does your emergency response capability include (check only those that you have):</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Alarm system and routine testing <input checked="" type="checkbox"/> Emergency equipment <input checked="" type="checkbox"/> Emergency procedures <input checked="" type="checkbox"/> Communications/Notifications (DNR, Internal, Public, Media etc) <p><input checked="" type="checkbox"/> Capacity Assurance: How well do you know your sewer system? Do you have the following?</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Current and up-to-date sewer map <input checked="" type="checkbox"/> Sewer system plans and specifications <input checked="" type="checkbox"/> Manhole location map <input checked="" type="checkbox"/> Lift station pump and wet well capacity information <input checked="" type="checkbox"/> Lift station O&M manuals <p>Within your sewer system have you identified the following?</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Areas with flat sewers <input checked="" type="checkbox"/> Areas with surcharging <input type="checkbox"/> Areas with bottlenecks or constrictions <input checked="" type="checkbox"/> Areas with chronic basement backups or SSO's <input checked="" type="checkbox"/> Areas with excess debris, solids or grease accumulation <input checked="" type="checkbox"/> Areas with heavy root growth <input checked="" type="checkbox"/> Areas with excessive infiltration/inflow (I/I) <input checked="" type="checkbox"/> Sewers with severe defects that affect flow capacity <input checked="" type="checkbox"/> Adequacy of capacity for new connections <input checked="" type="checkbox"/> Lift station capacity and/or pumping problems <p><input checked="" type="checkbox"/> Annual Self-Auditing of your O&M/CMOM Program to ensure above components are being implemented, evaluated, and re-prioritized as needed.</p> <p><input checked="" type="checkbox"/> Special Studies Last Year (check only if applicable):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Infiltration/Inflow (I/I) Analysis <input type="checkbox"/> Sewer System Evaluation Survey (SSES) <input type="checkbox"/> Sewer Evaluation and Capacity Management Plan (SECAP) <input type="checkbox"/> Lift Station Evaluation Report <input checked="" type="checkbox"/> Others: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> Emergency lift station operation plan. Detailed Manhole inspection program to gather data for GIS Smart Map </div>	
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4. Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained:

Cleaning	90	% of system/year
Root Removal	90	% of system/year
Flow Monitoring	0	% of system/year
Smoke Testing	0	% of system/year
Sewer Line Televising	2	% of system/year

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Manhole Inspections	90	% of system/year
Lift Station O&M	10	# per L.S./year
Manhole Rehabilitation	2	% of manholes rehabed
Mainline Rehabilitation	2	% of sewer lines rehabed
Private Sewer Inspections	0	% of system/year
Private Sewer I/I Removal	0	% of private services
Please include additional comments about your sanitary sewer collection system below:		
Very old system (>100 years) with many 6 inch clay pipe.		

5. Provide the following collection system and flow information for the past year:

39.51	Total Actual Amount of Precipitation Last Year
36.14	Annual Average Precipitation (for your location)
58	Miles of Sanitary Sewer
11	Number of Lift Stations
2	Number of Lift Station Failure
0	Number of Sewer Pipe Failures
14	Number of Basement Backup Occurrences
52	Number of Complaints
1.394	Average Daily Flow in MGD
1.642	Peak Monthly Flow in MGD(if available)
	Peak Hourly Flow in MGD(if available)

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Sanitary Sewer Collection Systems (Continued)

LIST OF SANITARY SEWER OVERFLOWS (SSO) REPORTED			
	Date	Location	Cause
Estimated Volume (MG)			
NONE REPORTED			
<p>** If there were any SSO's that are not listed above, please contact the DNR and stop work on this section until corrected.</p> <p>What actions were taken, or are underway, to reduce or eliminate SSO occurrences in the future?</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
PERFORMANCE INDICATORS			
0.18	Lift Station Failures(failures/ps/year)		
0.00	Sewer Pipe Failures(pipe failures/sewer mile/yr)		
0.00	Sanitary Sewer Overflows (number/sewer mile/yr)		
0.24	Basement Backups(number/sewer mile)		
0.90	Complaints (number/sewer mile)		
1.2	Peaking Factor Ratio (Peak Monthly:Annual Daily Average)		
0.0	Peaking Factor Ratio(Peak Hourly:Annual daily Average)		
6.	Was infiltration/inflow(I/I) significant in your community last year?		
<p style="text-align: center;"> <input type="radio"/> Yes <input checked="" type="radio"/> No </p> <p>If Yes, please describe:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
7.	Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?		
<p style="text-align: center;"> <input type="radio"/> Yes <input checked="" type="radio"/> No </p> <p>If Yes, please describe:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
8.	Explain any infiltration/inflow(I/I) changes this year from previous years?		
9.	What is being done to address infiltration/inflow in your collection system?		
Identifying and eliminating clear water connections, plugging open pick holes and relaying defective sewers.			

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Sanitary Sewer Collection Systems (Continued)

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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WPDES No.0020427

GRADING SUMMARY				
SECTION	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent Loadings	A	4.0	3	12
Effluent Quality:BOD	A	4.0	10	40
Effluent Quality:TSS	A	4.0	5	20
Effluent Quality:P	A	4.0	3	12
Biosolids Mgt.	A	4.0	5	20
Prev Maintenance Staffing	A	4.0	1	4
Operator Certification	A	4.0	1	4
Financial Management	A	4.0	1	4
Collection Systems	A	4.0	3	12
TOTALS			32	128
GRADE POINT AVERAGE(GPA)=4.00		4.00		

Notes:

A = Voluntary Range

B = Voluntary Range

C = Recommendation Range (Response Required)

D = Action Range (Response Required)

F = Action Range (Response Required)

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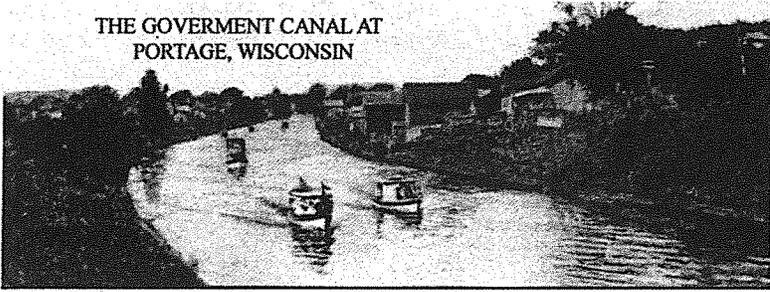
Last Updated:

Reporting Year: 2013

Resolution or Owner's Statement

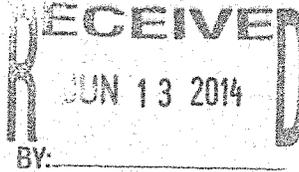
NAME OF GOVERNING BODY OR OWNER	DATE OF RESOLUTION OR ACTION TAKEN
City of Portage	
RESOLUTION NUMBER	
ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F. Regardless of grade, required for Collection Systems if SSO's were reported):	
Influent Flow and Loadings: Grade=A	
Effluent Quality: BOD: Grade=A	
Effluent Quality: TSS: Grade=A	
Effluent Quality: Phosphorus: Grade=A	
Biosolids Quality and Management: Grade=A	
Staffing: Grade=A	
Operator Certification: Grade=A	
Financial Management: Grade=A	
Collection Systems: Grade=A	
ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS (Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00) G.P.A. = 4.00	

THE GOVERNMENT CANAL AT
PORTAGE, WISCONSIN



PORTAGE CANAL SOCIETY, INC.
Post Office Box 847
Portage, Wisconsin 53901

June 10, 2014



Mayor William Tierney
115 W. Pleasant Street
Portage, WI 53901

Dear Bill,

I am sorry that I have not had the chance to get together and talk with you. The Portage Canal is a very important community resource. It is a shame that it is regarded as a millstone around the city's neck. As you well know, the citizens here have had to tolerate the federal, state and Wisconsin DNR neglect and the state's failure to maintain under Statute 44.41. The Portage Canal Society incorporated in 1977 to begin to revitalize the valuable resource. While the Society has won some battles, it was certainly a blow when we got so close to improving it and then the six year non-action era and now the loss of funding, from the very people who own it! You, like me, inherited this problem but we must not quit!

The Portage Canal today, even partially redone, represents not only a very important piece of our storm water drainage and public safety but has long been looked on by others as a valuable piece of the economic development puzzle. Not to mention the historic value from visitors. We are the hub of any future Fox/Wisconsin Waterway development.

Over the years, study has shown that it would cost more to install culverts and fill the waterway in. The flooding impact would be felt by a large area of residential and business properties between the river and the railroad tracks.

We must continue to work together in concert to lobby for financial support and the end of the mandate that future work on revetment walls and trails has to stop until the Wisconsin DNR wants to force funding.

The Canal Society looks forward to your continued support and the cooperation of the City. We understand the impact of the economy and all the needs of our City, yet there must be a point in time for this very valuable community resource.

Respectfully,