

**City of Portage Common Council Meeting
Council Chambers of City Municipal Building
115 West Pleasant Street, Portage, WI
Regular Meeting – 7:00 p.m.
August 28, 2014
Agenda**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Minutes of Previous Meeting
6. Presentation by Alzheimer/Dementia Alliance
7. Consent Agenda
 - A. Reports of Sub-Committees, Boards, and Commissions
 1. Tourism Promotion Committee, August 5, 2014
 2. Park and Recreation Board, August 12, 2014
 3. Business Improvement District Board of Directors, August 13, 2014
 4. Airport Commission, August 13, 2014
 - B. License Applications
 1. Operator
8. Committee Reports
 - A. Plan Commission, August 18, 2014
 - B. Finance/Administration Committee, August 11, 2014 and August 18, 2014
 1. Consideration of recommendation for award of bid for Loader (front) Mounted Snow Blower
 2. Consideration of recommendation for Agreement to Provide Utility Rate Study Financing Services with Ehlers & Associates, Inc.
9. Old Business
 - A. Ordinances
 1. Ordinance No. 14-019 relative to Zoning Overlay District

- B. Consideration of recommendation from Municipal Services and Utilities Committee for Agreement to continue sanitary sewer connections and initiate connection to existing water main with Highway 33 Holdings, LLC and Portage Diesel, Inc.
 - C. Consideration of recommendation from Park and Recreation Board for 3-year Agreement with Poultry Association to lease City facilities at Veteran's Memorial Field.
10. New Business
- A. Resolutions
 - 1. Resolution No. 14-039 relative to County Facilities Locations
 - B. Proclamations
 - 1. Ovarian Cancer Awareness Month
 - C. Mayor's Comments
 - 1. Portage Fire Department
 - 2. PATHS meeting, September 30, 2014
 - D. City Administrator's Report
 - 1. Notice of award for elevator project from Wisconsin Department of Administration
11. Adjournment

Common Council Public Hearing
City of Portage

Council Chambers
City Municipal Building

August 14, 2014
6:55 p.m.

Consider changes to the M-W Municipal Well Recharge Area Overlay District.

Mayor Tierney called the Public Hearing to order at 6:55 p.m.

Present: Ald. Charles, Hamburg, Havlovic, Klapper, Lynn, Maass, Monfort

Excused: Ald. Dodd

Also Present: Mayor Tierney, City Clerk Moe, City Administrator Murphy, City Attorney Spankowski, Fire Chief Simonson, Police Chief Manthey

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

Clerk Moe read the Notice of Public Hearing, stated it had been published according to law.

City Administrator Murphy reviewed the current and proposed map, explaining the reason for the proposed change to the ordinance.

Mayor Tierney asked three times if anyone present wished to speak for or against the changes.

No one present wished to speak for or against the changes, so Mayor Tierney declared the Public Hearing closed at 7:03 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

Common Council Proceedings
City of Portage

Regular Meeting
Council Chambers
City Municipal Building

August 14, 2014
7:00 p.m.

1. Call to Order

Mayor Tierney called the meeting to order at 7:03 p.m.

2. Roll Call

Present: Ald. Charles, Hamburg, Havlovic, Klapper, Lynn, Maass, Monfort

Excused: Ald. Dodd

Also Present: Mayor Tierney, City Clerk Moe, City Administrator Murphy,
City Attorney Spankowski, Fire Chief Simonson, Police Chief Manthey

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

3. Pledge of Allegiance

The Pledge of Allegiance was said.

4. Approval of Agenda

It was noted that the Amended Agenda was sent to the media, but not
updated in the council packet.

5. Minutes of Previous Meeting

Motion by Klapper, second by Charles to approve the minutes of the July
24, 2014 Common Council meeting. Motion carried unanimously on call
of roll.

6. Presentation to Police Chaplain Dick Inglett

Police Chaplain Mark Goldsworthy gave the invocation. Police Chief
Manthey presented a plaque to Pastor Dick Inglett recognizing his 10
years of service as a Police Chaplain, as he is moving to Elkhorn. Pastor
Inglett stated that it was a privilege to serve the community.

7. Consent Agenda

Reports of Sub-Committees, Boards, and Commissions

AdHoc Canal Committee meeting of July 14, 2014

Historic Preservation Commission meeting of July 15, 2014

Board of Zoning Appeals meeting of August 4, 2014

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

License Applications

Operator applications for the following: Nathaniel F. Hahn, Jodi M. Manthey, Felicia A. Wagner.

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

8. Committee Reports

Plan Commission meeting of July 21, 2014

Legislative and Regulatory Committee meeting of August 4, 2014

Human Resources Committee, August 5, 2014

Motion by Maass, second by Hamburg to approve the compensation adjustments for Police Department Secretaries, Administrative Secretary/Deputy Clerk, and Administrative Assistant/Deputy Treasurer as provided for in the memo from City Administrator Murphy, dated July 31, 2014. Motion carried unanimously on call of roll.

Motion by Maass, second by Charles to approve the correction of the typographical error in the Director of Business Development & Planning's salary as stated in the memo from City Administrator Murphy, dated July 31, 2014; the salary should be \$55,639.49 as of July 7, 2014.. Motion carried unanimously on call of roll.

Municipal Services and Utilities Committee meeting of August 7, 2014

Finance/Administration Committee, August 11, 2014

Motion by Havlovic, second by Klapper to approve claims in the amount of \$1,568,988.93. Motion carried unanimously on call of roll.

City Administrator Murphy reviewed the two lease agreements recommended by the Finance Committee: one for Suite A (Classrooms) beginning January 1, 2015; and the other for Suite A Addition (Production Area) beginning September 1, 2014 which has been revised and placed on each alderperson's desk. The revised lease agreement included an additional 2000 square feet than the agreement presented to the Finance Committee.

Ald. Lynn questioned why the 30 day exit clause that the tenant has doesn't address any unpaid leasehold improvements (Suite A Addition agreement). Ald. Lynn commented that the agreement should state that if terminated, any unpaid leasehold improvements would be paid.

According to City Administrator Murphy, payments were discussed with MATC, who agreed to the payments. Ald. Lynn suggested that the council take no action until the revised Lease Agreement could be reviewed by the Finance Committee. City Administrator Murphy stated that the only change from what the committee approved was the additional square footage; and that MATC was hoping that the agreement would be in place by the time classes start shortly after Labor Day. The page containing Sections 17 and 18 was missing from the revised agreement and needs to be included. Ald. Havlovic agreed that any remaining balance of leasehold improvements should be paid in full upon early termination of the lease. Section 12.C. was added to the agreement reading "Tenant shall be responsible for any remaining unpaid balance on leasehold improvements upon early termination of lease, as a condition of acceptance of the 30 day termination of the lease." Motion by Maass, second by Charles to approve the lease agreements, with the addition of Section 12.C on the agreement for Suite A Addition, along with the inclusion of the missing page containing Sections 17 and 18. Motion carried unanimously on call of roll.

9. Old Business

Ordinances

Ordinance No. 14-017 relative to Common Council Meeting Attendance received its second reading and passed unanimously on motion by Maass, second by Hamburg and call of roll.

10. New Business

Ordinances

Ordinance No. 14-018 relative to Public Nuisance (lawn mowing) received its first reading. Ald. Lynn had concern that if the property in question is rental, the owner may not be aware that the lawn needs mowing, and stated that a copy of the notice provided to the renter should also be given to the owner so that the owner is aware and can take action. Ald. Lynn also commented that the city needs to address the grass on city-owned property as well. City Administrator Murphy explained that a notice of non-compliance is placed on the door of the property and the notice is also sent to the owner of the property. If the lawn is not cut within the required timeframe, the contractor hired by the city is notified to cut the lawn. Motion by Maass, second by Klapper to suspend the rules and have the second reading of Ordinance No. 14-018 relative to Public Nuisance (lawn mowing). Motion carried unanimously on call of roll. Ordinance No. 14-018 relative to Public Nuisance (lawn mowing) received its second reading. Motion by Maass, second by Hamburg to pass Ordinance No. 14-018 relative to Public Nuisance (lawn mowing). Motion carried unanimously on call of roll.

Ordinance No. 14-019 relative to Zoning Overlay District received its first reading.

Resolutions

Resolution No. 14-036 relative to Michael G. Oszman was read and adopted unanimously on motion by Charles, second by Maass and call of roll.

Resolution No. 14-037 relative to Establishing a Policy in the Use of Special Assessments for Certain Costs Associated with the Improvement of Public Sidewalks in the City of Portage was read. Motion by Klapper, second by Monfort to adopt Resolution No. 14-037 relative to Establishing a Policy in the Use of Special Assessments for Certain Costs Associated with the Improvement of Public Sidewalks in the City of Portage. Ald. Maass questioned the cost apportionment for replacement of sidewalks less than five (5) feet in width. It was Ald. Maass' opinion that the property owner in those instances should be assessed like all others if the sidewalk was in poor condition, not just assessed for the additional one (1) foot of width. City Administrator Murphy stated that provision has not changed from the policy currently in effect and that there are limited areas that currently have sidewalk less than the standard five (5) foot width. Ald. Lynn questioned what determines if a sidewalk is needed only on one side of the street. It was Ald. Lynn's opinion that if a sidewalk was installed only on one side of the street, the property owner across the street should receive a portion of the assessment. City Administrator Murphy explained that the policy calls for sidewalk to be installed on at least one side of the street, not that the sidewalk would only be installed on one side of the street, as Plan Commission determines the location of sidewalks via the Master Sidewalk Plan. Ald. Lynn suggested to take no action until this issue is straightened out. Motion failed 6 to 1 with Charles, Hamburg, Havlovic, Lynn, Maass and Monfort voting no. It was Ald. Maass' belief that state statutes allow property owners across the street to be assessed a portion of the assessment for a sidewalk on the opposite side of the street. According to City Attorney Spankowski, the Statutes would need to be reviewed to determine whether a property owner across the street could be assessed. Motion by Maass, second by Lynn to send the policy back to the Municipal Services Committee to look at other options. City Administrator Murphy requested more direction as to what options the council wanted explored as this policy is what came out of committee. Ald. Maass included the following options in the motion to which Ald. Lynn agreed with the second: assessing the opposite side of the street, and that if a four (4) foot sidewalk is removed because of its condition, the assessment should be for the entire five (5) foot width, not just the one (1) foot width. Motion carried unanimously on call of roll.

Resolution No. 14-038 relative to Fee Schedule was read. Motion by Charles, second by Maass to adopt Resolution No. 14-038 relative to Fee Schedule. Ald. Maass questioned the administrative fee of \$55.00 for lawn mowing/snow and ice removal as the Legislative Committee recommended \$60.00. City Administrator Murphy explained that the proposed charge was estimated at \$60.00 when discussed at committee, but that following the justification process by staff; the actual amount was \$55.00. Resolution No. 14-038 relative to Fee Schedule was adopted 6 to 1 on call of roll with Maass voting no.

Appointment of Sixth District Alderperson

Mayor Tierney thanked the four people interested in serving as Sixth District Alderperson and asked Council to approve the appointment of William A. Kutzke. Mr. Kutzke will serve on the committees that former Ald. Oszman did. Motion by Maass, second by Lynn to approve the appointment of William A. Kutzke as Sixth District Alderperson. Motion carried unanimously on call of roll. Motion by Maass, second by Lynn to approve the appointment of William A. Kutzke to the following committees: Human Resources Committee, Municipal Services and Utilities Committee, Community Development Authority, Economic Development Loan Fund Committee, Airport Commission, Cable TV Commission. Motion carried unanimously on call of roll.

Election by Council of member to Plan Commission

Klapper nominated Charles as council member to the Plan Commission, seconded by Monfort. Mayor Tierney asked two more times for nominations. There being no other nominations, Charles was elected to the Plan Commission unanimously on call of roll.

Proclamations

Proclamations for Friendship Village Celebrates Zona Gale and Spinal Cord Injury Awareness Month were read.

Mayor's Comments

Events happening in the city this weekend include: Silver Lake Triathlon, Portage Pride Event at 207 West Franklin Street, Zona Gale Celebrates Friendship Village, Music Fest at Lawton Field, and Skate Park Benefit Concert.

A Joint Council Committee of the Whole and Park and Recreation Board Meeting will be held August 19th to discuss the design plan for Veterans Memorial Field. Representatives from the School District will also be in attendance.

Columbia County's Infrastructure Committee will be meeting August 20th to continue discussion on infrastructure plans.

Taste of Portage is next weekend.

Early indications are that the recycling carts are going well; but that the carts should be removed from the curb after pick up. There should be a three foot space between the garbage and recycling carts when placing at the curb. Those requesting a different size cart should contact city hall.

City Administrator's Report

Work has begun on the 2015 budget. The Finance Committee will be meeting every Monday evening for review. A 3% reduction has been requested. Because of levy limit laws, the net increase allowed for 2015 is zero. There are several fixed costs that are increasing. A borrowing will be looked at for 2015. Water and sewer rates will be researched to see if adjustments are needed.

Closed Session

Motion by Klapper, second by Charles to 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. Motion carried unanimously on call of roll at 8:51p.m.

Reconvene to Open Session for remainder of the meeting

Motion by Maass, second by Havlovic to reconvene to open session for the remainder of the meeting. Motion carried unanimously on call of roll at 9:24 p.m.

Consideration of sale of the vacated portion of the unimproved Kimberly Street right of way east of Wauona Trail.

Motion by Charles, second by Lynn to accept the offer to purchase of \$400 plus transfer cost from Ron Wendt for the vacated portion of the unimproved Kimberly Street right of way east of Wauona Trail. Motion carried unanimously on call of roll.

11. Adjournment

Motion by Maass, second by Klapper to adjourn. Motion carried unanimously on call of roll at 9:26 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

City of Portage
Tourism Promotion Committee Meeting
Tuesday, August 5, 2014, 5:30pm
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes

1. Meeting called to order by chair Marty Havlovic. Present were Rick Dodd, Chad Stevenson and Marty Havlovic. Excused were Carole LaVigne and Dawn Schneller. A quorum was established.

Guests present were Marianne Hanson (PACC) and Craig Sauer, Portage Daily Register

2. Moved by Dodd to approve the minutes of the April 1, 2014 meeting; second by Stevenson. Motion passed 3-0 on a roll call voice vote.

3. No public comment.

4. Moved by Dodd to approve payment on claims submitted in the amount of \$42,492.76; second by Stevenson. Motion passed 3-0 on a roll call voice vote.

5. No proposals

6. Moved by Stevenson to instruct PACC to go forward with proposal to place 3 events as well as 1 sponsor on the back of each informational sign (6-8 signs total), with production cost being around \$225 per sign and the sponsorship or advertising to go for \$300 per year for a total of \$900 for 3 year contract payable in one lump sum; second by Dodd. Motion passed 3-0 on a roll call voice vote.

7. PACC was instructed to proceed with discussions amongst various service organizations in Portage about the possibility of the Tourism Committee paying the \$1475 per sign (total of 5 signs throughout the entrances to the city) while individual service clubs/organizations would pick up the cost of \$160 per individual circle sign that would be attached to the "Welcome to Portage" sign. Only 6 circles per welcome sign for maximum of 30 spots available. Some service clubs/organizations may want to have circles on more than just one welcome sign. PACC would investigate and report back to the committee.

8. Tourism Committee will meet on Tuesday, September 16 and Tuesday, September 23 to begin 2015 tourism budget. The September 16th meeting will cover advertising/media budget items and the September 23rd meeting will be presentations by local groups for grant funding, etc. Requests for grant funding is due in the City Clerk's office by Friday, September 12, 2014.

9. Next meeting date is Tuesday, September 16, 2014 at 5:30pm.

10. Moved by Dodd to adjourn,; second by Stevenson. Havlovic adjourned meeting at 6:10 pm.

City of Portage Park and Recreation Board Meeting

Tuesday, August 12, 2014 - 6:30 p.m.

Municipal Building Room #1

1. Roll Call

The meeting called to order at 6:30 pm by Chairperson Zirbes. Members present: Brian Zirbes, Chairperson, Larry Messer, Rita Maass, Mike Charles, Todd Kreckman

Also in attendance were Manager, Dan Kremer, Leslie Hawkinson, Sean Malone, News Reporter, Craig Sauer and City Administrator, Shawn Murphy.

2. Approval of minutes of July 8th, 2014 meeting

Motion was made by Charles and seconded by Kreckman to approve the minutes, as presented, from the July 8th, 2014 meeting.

The motion carried 5-0 on call of roll.

3. Discussion and possible recommendation on Wisconsin International Poultry Club Agreement

After a brief discussion of the three year contract terms, Maass made a motion to accept the Wisconsin International Poultry Club Agreement as written and seconded by Kreckman.

The motion carried 5-0 on call of roll.

4. Discussion on renaming a portion of Goodyear Park.

Sean Malone led the discussion to have a portion of Goodyear Park renamed to honor Gary O'Hearn. Evidence of community support listing his achievements and the far reaching O'Hearn legacy were presented to the board. The suggested Gary O'Hearn Park is requesting to encompass the Splash Pad area and all the original Clough School land. Further discussion will take place after thirty days' time to consider additional public input.

5. Discussion and possible action on 2015 Budget

Manager Kremer presented a comparison budget spanning from 2012 to 2015 noting the expected changes for the 2015 budget. Kremer explained the reasons behind areas where significant increases or decreases were noticed. Kremer also pointed out that some pool budget items were moved to a different area where it is a better fit. Maass motioned to approve the 2015 Budget as presented by the Park and Recreation Manager and seconded by Messer.

The motion carried 5-0 on call of roll.

6. Discussion and prioritization of 2015 Capital Projects.

Maass lead the discussion of prioritizing the 2015 Capital Project list by strongly suggesting that repair on the Lawton shelter's water and sewer move to position 2 and the ADA woodchips move to position 3. After further discussion among the board, repair to the Pine Meadow Tennis Court was relocated to position 4 on the project list. Discussion also included inquiring if there are any grants available to assist with financing the Silver Lake Beach Parking Lot Retaining Wall. The Manager will bring this discussion back with cost amounts for each of the Capital Projects.

7. Manager Kremer's Report

Kremer provided photos of the recently installed Musky Club bench located near the Silver Lake handicapped pier and the reinstalled City of Portage sign at _____. He also announced the out dated equipment located at Lincoln Park was successfully removed and installation of the new spinning structure will be very soon. Kramer did a brief review of the success of the department's summer activities and the approaching fall/winter activities including swimming lessons, youth flag football, open gyms, adult volleyball and basketball. He reported a fallen tree in Pauquette Park that needed removing and that plans to remove various trees that have died in either the parks or other City maintained properties is being planned as well. Trees were not going to be automatically replaced at this time. Portage Pride work day was discussed and Kremer asked for everyone's input for future Portage Pride projects.

5. Adjournment

Motion by Zirbees to all say Aye to adjourn. Motion carried 5-0.

Meeting adjourned at 7:42 pm.

Respectfully submitted
Leslie Hawkinson
Park & Recreation Department

City of Portage
Business Improvement District Board of Directors
Wednesday, August 13, 2014, 7:30 a.m.
City Municipal Building, 115 West Pleasant St.
Conference Room One
Minutes

Present: President- Peggy Joyce, Vice President John Krueger, Treasurer Shane Schmidt, Secretary Dennis Rupers, Ian Dumbleton, Myrna Hooper.

Also present: Alderman Richard Lynn, Marlena Cavanaugh from Cavanaugh Enterprises & BID Contractor, Scott Davis.

1. Roll Call

The meeting was called to order at 7:30am by President Joyce.

2. Discussion and request for approval of BID Meeting minutes for July 9, 2014.

President Joyce presented the minutes from July 9, 2014 and asked for a motion to approve the minutes as presented. Motion by Krueger, second by Dorn to approve minutes for July 9, 2014 meeting. Motion carried unanimously. July 9, 2014 Minutes included as Addendum 1.

3. Discussion and possible action on Board resolution to encourage the Columbia County Board of Supervisors to review and consider having all County Services located within the downtown area of Portage.

Rupers distributed the resolution that the Executive Committee drafted for review by the BID Board. Rupers asked if there were any questions or corrections to the Resolution. President Joyce asked for a motion to adopt the resolution if no one had any questions or concerns. Motion by Krueger, second by Dumbleton to approve the drafted resolution to encourage the Columbia County Board of Supervisors to review and consider having all County Services located within the downtown area of Portage. Motion carried unanimously. Resolution is attached as Addendum 2.

4. Discussion and possible action on BID Committee Chairman Reports

Discussion moved to Executive Committee Report.

President Joyce informed the Board that the Executive Committee met to discuss and draft the 2015 Budget for Board consideration, as well as to discuss and draft the resolution. The resolution has been adopted and the budget will be discussed later on the agenda. Joyce reminded everyone to look for a replacement Director due to Shadel's resignation.

Discussion moved to Marketing Committee report.

Due to guest, Marlena Cavanaugh, being present at the meeting, President Joyce moved to the Marketing Committee report. President Joyce introduced Marlena Cavanaugh to the Board, Owner of Cavanaugh Enterprises, and stated that the Marketing Committee invited Marlena to the meeting to present to the Board some options concerning the BID Board having a Website created. Marlena discussed the 5 phases of the website design and planning process. Marlena would use the "Word Press" software program. Word Press would automatically adjust to the many device sizes that may access the site. Also, the Word Press program is very easy for anyone who has been given permissions or rights to access the site for updating via the phone or from any computer. Not only can logins be set-up for multiple users but it can be set-up for BID membership logins, as well, if need be. Cavanaugh presented two (2) Website creation options for the Portage BID Board to consider. Option 1 is the Basic program and would be \$1500. The website would contain up to 15 pages, 1.5 hours of training, along with Basic SEO Optimization, Google Analytics and Plus. Option 2 would be \$2300 and would contain items in Option 1, but allow for up to 25 pages, the member log-

in module and up to 2.5 hours of training. Cavanaugh stated that she would be available for updating the website as necessary and she would discuss a fee with the Board if desired. President Joyce thanked Marlena for her presentation to the Board and that she would be contacted with the Board's decision.

Vice President Krueger continued with the Marketing Committee report stating that the committee met with Marianne Hanson from the Chamber and Brad from Tourism. A formal marketing plan will be presented to the BID Board at the September 2014 BID Board meeting. The plan will contain a Holiday Season campaign, including businesses to stay open till 7:00pm on Thursdays and Portage overnight stay package options during special events. The goal is to make Portage a destination and not just a travel through location. Krueger continued that they are looking at working with "Travel Wisconsin" and with "Our Wisconsin" with an E-mail marketing campaign to their subscribers. Travel Wisconsin has around 25,000 subscribers Our Wisconsin has around 8,000 biking enthusiast subscribers. Details will be presented at the October 2014 Board meeting. Treasurer Schmidt added that Missy Paulson from Capital Newspapers contacted him regarding Holiday Advertising and Schmidt provided her contact information to Krueger so that can be planned in a timely manner.

President Joyce asked the Board to consider which Website package they feel should be considered. Rupers asked that the Board have a meeting to plan out the content of the site and what should be included before making a decision to a package. President Joyce disagreed and asked Alderman Lynn his opinion and he added that a decision made sooner than later should be considered so that time is not wasted and the project potentially be put on hold. Motion by Krueger, second by Joyce to approve up to \$3000 for website design, implementation and maintenance. Motion carried unanimously.

Discussion moved to the Contractor Committee Report

President Joyce asked BID Contractor, Scott Davis to present the Contractors report to the Board. Davis referenced the Contractors report to his written report already distributed to the Board. Davis stated that he's having issues with people pulling and damaging the flowers in the pots throughout the BID. Davis also suggested that more barrels be placed around the BID and more specifically along the west side of the district.

President Joyce referenced an e-mail from previous contractor, Gil Meisgeier that he has been hearing within the district that areas requiring weeding are being missed. Contractor Committee Chairperson Schmidt added that those areas have been addressed with Davis. Schmidt added that Davis is continuing to learn and is consistently improving. Director Dorn added that she has heard nothing but good things regarding the Contractors work within the BID. Schmidt also added that he is having Davis add strapping to the hanging baskets as the weight of the larger baskets are causing the mounting screws to loosen and pop out.

Alderman Lynn asked the Board if there is a point person that the BID Board has to present city related issues to the appropriate city employee to be remedied. Lynn cited an example of dead trees within the BID. His question is who is responsible for removing dead trees and planting new ones, and if not the BID Contractor, what process is in place to inform the correct person? Schmidt added that the BID is currently working with the City Administrator regarding a plan for replacing trees within the BID, along with an overall streetscape plan for the BID. Schmidt added Davis does contact the city when an issue arises that needs to be handled by the city. Rupers added that this issue is what is currently being discussed between the BID Executive Committee and with the City Administrator, Shawn Murphy. There are no clear cut or black and white lines of responsibility between what the City is responsible for and what the Contractor is responsible. The question being asked is "If the BID was not in place, what functions would the city then have to do that BID is doing," has yet to be completely answered. The BID fees are for additional services and are not to be used to complete the City's responsibilities through the BID Contractor. Once this question is answered and the responsibilities and duties more clear, we can then move to Alderman Lynn's

question of having a logistic plan in place for the responsibilities of repairs and maintenance. Schmidt provided a background of the previous year's financial commitments by the City to the Portage BID Board and why they financially supported BID each as the Contractor relieved the City with some of the man hours required to service the BID. Lynn added that normally, when funds are cut, services are taken away. However, the BID has been responsible with their budget and yet has continued to maintain services to their BID members.

President Joyce, Treasurer Schmidt and Secretary Rupers reiterated to Alderman Lynn the need for the City to again reconsider their commitment to the BID Board and reinvest in the BID with their past annual commitments of \$10,000 to the Portage BID Board, for services provided by the BID Contractor, within the BID on behalf of the City of Portage. Rupers stated that the City of Portage's Finance Committee has rejected the BID Boards request for the \$10,000 the past 2 years. Alderman Lynn stated that he would support this City's financial commitment to the Portage BID Board. Schmidt added that in conclusion to his report, a painting has been done on the side of the BID Building. Schmidt wanted to thank Portage native, Chris Dreyer for donating his time, materials and efforts for his painting on the building.

Rupers stated that the Board needs to approve the Contractor's report. Motion by Krueger, second by Schmidt to approve the July 2014 Contractor's Report. Motion carried unanimously. Report is attached as Addendum 3.

Discussion moved to Buildings & Grounds Committee Report.

Treasurer Schmidt presented the Building & Grounds report stating that the committee did not meet since the July Board meeting. Dumbleton added that he is awaiting the estimate for installing a security fence at the BID Building location. He should hear from the vendor in August.

President Joyce asked about the Tree Planning Program. Joyce added that it has been 3 years and there still is no written plan in place. Rupers added that the committee is waiting for estimates for the concrete tree planters that the committee is considering. Schmidt added that another meeting has yet to be established but it is the goal of the Committee and the City to move forward correctly and not hastily, just to get something done.

Discussion moved to the Grants Committee Report

No report presented.

Discussion moved to Streetscape Committee report.

President Joyce presented her report stating that Director Hooper purchased the metal artwork and that the invoice for reimbursement was sent to Treasurer Schmidt. Krueger asked about the Christmas tree ornaments. Joyce stated that she is undecided on those at this time. Hooper stated that she thought that they were ordered already. Rupers added that \$3000 was already approved for the items and encouraged that the order be made. Joyce added that she will check with the City regarding their willingness to help with putting them on, taking them off and storing the ornaments.

5. Discussion and possible action on BID Bylaws change to place overseeing the Contractor position and duties under Building & Grounds Committee

Secretary Rupers presented to the Board for consideration the bylaw change to delete the Contractor Committee and move the Contractor position and duties under the Building & Grounds Committee. Motion by Schmidt, second by Dorn to adopt the BID Bylaws change to delete the Contractor Committee and move the Contractor position and duties under the Building & Grounds Committee. Motion carried unanimously. Bylaws change is Addendum 4.

6. Discussion and possible action on BID Bylaws change to create a Farmers Market Committee

Secretary Rupers presented to the Board for consideration the bylaw change to create a Farmers Market Committee. Motion by Dumbleton, second by Schmidt to adopt the BID Bylaws change to

create the Farmers Market Committee. Motion carried unanimously. Bylaws change is included in Addendum 4.

7. Discussion and possible action on the 2015 BID Budget

Rupers presented the 2014 Budget to the BID Board as discussed and created by the Executive Committee. The budgeted income is set at \$101,800 and the budgeted expenses are set at \$101,800. Income does include the annual request of \$10,000 from the City of Portage Finance Committee. Expenses include committee budgets of \$11,960 from the Executive Committee; \$45,750 from the Buildings & Grounds Committee; \$2000 from the Farmers Market Committee; \$11,500 from the Grants Committee; \$32,500 from the Marketing Committee; and \$2590 from the Streetscape Committee. Motion by Schmidt, second by Dumbleton to accept the 2015 Portage BID Board Budget as presented. Motion carried unanimously. 2015 BID Board Budget included as Addendum 5.

8. Discussion and update on involvement with Downtown Portage, Inc. (DPI)

Director Link stated that DPI is looking for support in the amount of \$15,000 to help with ceiling repair at the Mercantile. Due to previous damage from a leaky roof, the ceiling needs to be repaired and according to historical guidelines. The current bid that DPI is reviewing is for \$30,000. President Joyce suggested that DPI put in a request for assistance with the City of Portage. Link continued with her report stating that DPI is strongly considering a paid position for an events coordinator for the DPI functions. Current DPI President is considering stepping down if she can't get help with coordinating these events. Director Schmidt suggested that DPI consider having an intern from MATC or UW-Baraboo help with the coordinator functions. Joyce added that a summer intern could possibly get a lot of the coordinating done for the holiday events. Link stated that she would bring these ideas to the DPI Board.

9. Discussion and possible action on treasurer's report.

Claims to pay

Treasurer Schmidt presented the Claims to Pay Voucher list for August, 2014. Schmidt presented the Claims to pay for June in the amount of \$4457.17. Motion by Krueger, second by Dorn to approve the presented Claims To Pay list in the amount of \$4457.17. Motion carried unanimously. Claims to pay list included as Addendum 6.

Financials – July 2014

Treasurer Schmidt presented the July 2014 Financials to the Board. Schmidt stated that the BID July Financials were accurate and balanced. Motion by Rupers, second by Schmidt to approve the July 2014 Financials, Motion carried unanimously. July 2014 Financials included as Addendum 7.

10. Adjournment

Motion by Joyce, second by Krueger to adjourn the meeting at 9:09. Motion carried unanimously.

Respectfully Submitted by Dennis Rupers, BID Secretary.

Portage BID Board Resolution 14-1

FINAL RESOLUTION ENCOURAGING COLUMBIA COUNTY TO HAVE ALL COUNTY SERVICES LOCATED WITHIN DOWNTOWN PORTAGE, WI.

Whereas, the Portage BID Board of Directors held their Board Meeting in Conference Room 1, at the City Municipal Building, 115 W Pleasant St, Portage, WI, Columbia County, WI at 07:30 a.m. on July 9, 2014, for the purpose of hearing all interested persons concerning the discussion and possible action on Board Resolution to encourage the Columbia County Board of Supervisors to review and consider having all County Services located within the downtown area of Portage.

Now, Therefore, be it hereby resolved, the Portage BID Board of Directors determines as follows:

1. That the City of Portage encourage Columbia County to have all county services located within downtown Portage, WI.
2. That the City of Portage present plans that would answer questions and solve problems that Columbia County foresees in moving all county services within downtown Portage, WI.
3. That the City of Portage use objective means to help reduce costs to Columbia County for relocating all county services within downtown Portage, WI, such as land for building needs and ample parking.

2014 Monthly BID Maintenance Contractor Report

07/01/14-07/31/14

To: BID Board

From: Scott Davis

Farmers Market:

- The Farmers Market is going well more vendors are showing up with different products. The parking lot was resurfaced and looks a lot better.

BID Building:

- Mowing the grass and taking care of the weeds around the building as needed. Sprayed weeds around the BID areas may need to do more. There was a painting mounted on the front side of the BID building. The DJ fence company stopped and took measurements for a fence. The Bobcat side by side and the 4 wheelers are running good.

Miscellaneous:

- People are still messing with the flowers once or twice a week flowers are being pulled out or broken off. All the sculptures are in the rest of the planters. Some of the sculptures needed a little welding done on them. The legs on sculptures needed to be lengthened in order to be more stable in the planters. I took the sculptures to a friend's shop and welded the extensions on.

08/13/2014 BID Bylaws Change Proposal

1. Delete Contractor Committee
2. Add Farmers Market Committee -

Farmers Market – Committee Chairperson/Liaison serves as a conduit to the BID Board of Directors with all issues relating to the Farmers Market. Responsibilities include the proposal of the annual plan and budget, along with specific items each month as necessary, for consideration to the BID Board of Directors for possible action, as well as the implementation and overseeing of the committee’s plan and its successful completion. The Farmers Market Committee Chairperson will work directly with and oversee the BID Contractor who will serve as the Manager of the Farmers Market related activities. The Farmers Market Committee Chairperson is required to ensure that the BID Board Treasurer receives the monthly Farmers Market related expenditure receipts no later than the Friday after the 1st Wednesday of each month. Farmers Market Committee Chairperson ensures that Farmers Market report is presented to the BID Board Secretary no later than the Friday after the 1st Wednesday of each month. Farmers Market Committee Chairperson/Liaison ensures that the Farmers Market report is presented to the BID Board at each monthly meeting.

3. Revise Buildings & Grounds Committee to include the responsibilities of the BID Contractor.

Building & Grounds – The Buildings & Grounds Committee Chairperson/Liaison serves as a conduit to the BID Board of Directors with all issues relating to the BID Contractor, along with the current and potential grounds, buildings and property, owned by and under the care, custody and control of the Business Improvement District. Responsibilities include the proposal of the annual plan and budget, along with specific items each month as necessary, for consideration to the BID Board of Directors for possible action, as well as the implementation and overseeing of the committee’s plan and its successful completion. The Buildings & Grounds Committee Chairperson/Liaison is required to update and oversee Contractor duties and responsibilities, as necessary, and annually coordinate Contractor bids & recommendations to the BID Board for consideration and action. The Buildings & Grounds Committee Chairperson/Liaison ensures that the BID Board Treasurer receives the monthly Contractor expenditure receipts no later than the Friday after the 1st Wednesday of each month. The Buildings & Grounds Committee Chairperson/Liaison ensures that contractor report is presented to the BID Board Secretary no later than the Friday after the 1st Wednesday of each month. The Buildings & Grounds Committee Chairperson/Liaison ensures that the Contractor report is presented to the BID Board at each monthly meeting.

BID		2012	2013	2014	2014	2015	Higher (Lower) 14 Bdgt	15 Bdgt vs	15 Bdgt vs
Fund 245 Dept 00 Object 56720		Actual	Actual	Budget	Act 6 month	Budget	14 Bdgt	14 Bdgt	14 Bdgt
Account Description									
130	HEALTH INSURANCE	\$ -	\$ -		\$ -		\$ -		
211	SOFTWARE SUPPORT	\$ -	\$ -		\$ -		\$ -		
219	OTHER PROFESSIONAL SERVICES	\$ -	\$ 4,000	\$ 18,000	\$ -	\$ 17,500	\$ (500)	-2.78%	
220	TELEPHONE	\$ -	\$ -		\$ -		\$ -		
221	ELECTRICITY & GAS	\$ -	\$ -		\$ 53	\$ 150	\$ 150	100.00%	
241	CUSTODIAL SERVICES	\$ 27,379	\$ 32,607	\$ 30,000	\$ 12,500	\$ 31,500	\$ 1,500	5.00%	
242	SNOW/ICE CONTROL	\$ -	\$ -	\$ 6,000	\$ -	\$ 3,000	\$ (3,000)	-50.00%	
290	TRAINING	\$ -	\$ -	\$ -	\$ -		\$ -		
291	POSTAGE	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ 100	100.00%	
292	PRINTING/PUBLISHING	\$ -	\$ -		\$ -		\$ -		
294	OTHER CONTRACTUAL SERVICES	\$ -	\$ 385		\$ -		\$ -		
295	MISCELLANEOUS BUSINESS EXP	\$ -	\$ -	\$ -	\$ -		\$ -		
296	MARKETING	\$ 8,279	\$ 8,212	\$ 20,150	\$ 9,409	\$ 15,000	\$ (5,150)	-25.56%	
297	FARMERS MARKET	\$ 113	\$ 65	\$ 250	\$ 1,830	\$ 2,000	\$ 1,750	700.00%	
310	OFFICE SUPPLIES	\$ -	\$ -		\$ -	\$ 100	\$ 100	100.00%	
320	PUBLICATIONS, SUBSCRIPTIONS	\$ -	\$ -		\$ -		\$ -		
340	OPERATING SUPPLIES	\$ 1,500	\$ -	\$ -	\$ -		\$ -		
342	GASOLINE/OIL	\$ 112	\$ 1,564	\$ 1,500	\$ (218)	\$ 1,500	\$ -		
351	REPAIR/MAINT SUPPLIES-BLDG & G	\$ 429	\$ 1,337	\$ 1,000	\$ 103	\$ 1,000	\$ -		
352	REPAIR/MAINT SUPP-EQUIPMENT	\$ 1,026	\$ 991	\$ 1,000	\$ 615	\$ 1,000	\$ -		
390	MISCELLANEOUS SUPPLIES	\$ 115	\$ 66	\$ 500	\$ -	\$ 100	\$ (400)	-80.00%	
510	LIABILITY INSURANCE	\$ 731	\$ 1,348	\$ 2,000	\$ 295		\$ (2,000)	-100.00%	
512	PROPERTY INSURANCE	\$ 1,560	\$ 1,472	\$ 1,500	\$ 1,506	\$ 2,200	\$ 700	46.67%	
550	ADMINISTRATIVE SERVICES	\$ 14,058	\$ 15,620	\$ -	\$ -	\$ 4,500	\$ 4,500	100.00%	
590	BANK FEES	\$ 66	\$ 86	\$ 100	\$ 17	\$ 60	\$ (40)	-40.00%	
710	COMMUNITY EVENTS	\$ 12,585	\$ 6,865	\$ 15,000	\$ 2,350	\$ 11,500	\$ (3,500)	-23.33%	
715	GRANTS	\$ 8,000	\$ -	\$ -	\$ 200		\$ -		
731	MAIN STREET	\$ -	\$ -	\$ -	\$ -		\$ -		
760	CONTNGENCY	\$ -	\$ -	\$ -	\$ -		\$ -		
790	MISCELLANEOUS EXPENSE	\$ 4	\$ 593	\$ -	\$ -	\$ 500	\$ 500	100.00%	
821	BUILDINGS/GROUNDS	\$ 5,334	\$ 3,500	\$ -	\$ 4,920	\$ 5,000	\$ 5,000	100.00%	
840	EQUIPMENT	\$ 5,516	\$ -	\$ 2,500	\$ 23,624	\$ 2,500	\$ -		
860	SMALL EQUIPMENT	\$ 103	\$ -	\$ -	\$ 2,376	\$ 2,590	\$ 2,590	100.00%	
59100	RESIDUAL EQUITY	\$ -	\$ -	\$ 2,100	\$ -		\$ (2,100)	-100.00%	
TOTAL FUND EXPENSES & RESIDUAL EQUITY		\$ 86,910	\$ 78,711	\$ 101,600	\$ 59,579	\$ 101,800	\$ 200	0.20%	

BID - REVENUES									
Fund 245									
2454444130000	FARMERS MARKET FEES	\$ 2,007	\$ 2,409	\$ 2,000	\$ 1,784	\$ 2,100	\$ 100	5.00%	
2454646850000	ECONOMIC DEVELOPMENT	\$ 89,500	\$ 89,500	\$ 89,500	\$ 89,500	\$ 89,500	\$ -		
2454848110000	INTEREST INCOME	\$ 159	\$ 123	\$ 100	\$ 110	\$ 200	\$ 100	100.00%	
2454848500000	DONATIONS	\$ 9,500	\$ -	\$ 10,000			\$ (10,000)	-100.00%	
2454848900000	MISCELLANEOUS REVENUE	\$ 793	\$ -	\$ -		\$ 10,000	\$ 10,000	100.00%	
2454949900000	FUND BALANCE APPLIED	\$ -	\$ -	\$ -	\$ -		\$ -		
TOTAL FUND REVENUE & FUND BALANCE APPLIED		\$ 101,959	\$ 92,032	\$ 101,600	\$ 91,394	\$ 101,800	\$ 200	0.22%	

**2014
City of Portage
Business Improvement District**

July Schedule of Vouchers

#	Date	Charge Acct	Invoice #	Amount	Vendor	Description	Account #	Description
1				\$2,500.00	BKO, LLC - Scott Davis	June 2014 Services	241	Custodial Services
2				\$449.00	Myma Hooper	The Emporium-Metal Sculptures for Bump outs	860	Small Equipment
3	7/18/2014		12302	\$1,500.00	Portage Area Chamber of Commerce	Tast of Portage Advertising "Sidewalk Sales"	296	Marketing
4	7/31/2014	118698-013	118698U06272014	\$8.17	Alliant Energy	BID Building Electrical	221	Electrical & Gas
5								
6								
7								
8								
9								
10								

Total: \$4,457.17

Pre Paid Expense Account #055

1	7/26/2014		Pre-Paid	\$2.95	Walgreens Balance	Monthly Fee	590	Bank Fees
2	7/3/2014		Pre-Paid	\$5.88	Portage Do It Center	Screws	860	Small Equipment
3	7/3/2014		Pre-Paid	\$20.85	Market Basket	Diesel	342	Gasoline/Oil
4	7/19/2014		Pre-Paid	\$40.50	Market Basket	Diesel	342	Gasoline/Oil
5	8/1/20214		Pre-Paid	\$18.00	Market Basket	Diesel	342	Gasoline/Oil
6	8/11/2014		Pre-Paid	\$18.35	Market Basket	Diesel	342	Gasoline/Oil
7								
8								
9								
10								

Total: \$106.53

Balance On Card: \$995.51

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

8/13/2014



8/13/2014
Date

Shane Schmidt, Treasurer
BID Board of Directors

Approved Future Expenditures

#	Minutes Date	Amount	Account #	Description	Vendor	Description
1	8/13/2014	\$3,000.00	296	Marketing	Cavanaugh Enterprises-Marlena Cavanaugh	BID Web Design
2	7/10/2013	\$7,500.00	351	Repairs/Maintenance Supplies		Trees
3	3/25/2014	\$3,000.00	860	Small Equipment	Temple Display	Xmas Tree Ornaments
4	10/9/2013	\$1,500.00	821	Buildings & Grounds	Various - Madero/Alliant - \$1500 of \$5000	Thomson/Mullet BID Storage Facility - Repairs & Clean-up
5	11/13/2013	\$1,000.00	821	Buildings & Grounds	Various - Madero/Alliant - Additional \$1000	Thomson/Mullet BID Storage Facility - Repairs & Clean-up
6	1/22/2014	\$500.00	860	Small Equipment	Fire Dynamics LLC & Various Vendors	Shed Heat & Fire Safety Items
7						
8						
9						
10						
Total:		\$16,500.00				

Designated Fund Balance - \$96,167

#	Minutes Date	Amount	Description
1	9/11/2013	\$27,500.00	Streetscape(\$2500 Flowers & Hanging Baskets)
2	9/11/2013	\$41,375.79	Buildings & Grounds(\$8624.21 Bobcat UTV)
3			
4			
Total:		\$68,875.79	

**City of Portage
Airport Commission Meeting
Wednesday, August 13, 2014, 6:30 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One**

Members present: Rita Maass, Chairperson; Barry Erath, Doug Klapper, Fred Langbecker and David Tesch

Others present: Wendy Hottenstein (BOA), Administrator Murphy, Manager Poppy, Director Redelings, Bill Welsh (Cable TV) and Craig Sauer (PDR).

1. Roll Call
2. Approval of minutes of previous meeting on April 10, 2014.

Motion by Tesch, second by Langbecker to approve the minutes.
Passed 5 to 0 on call of the roll.

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

Ms. Hottenstein provided an update on the ALP project and the status of information received from HNTB, the consultant for the project. The report contains details of the obstructions which exist for the proposed new runway alternatives. However, the report is silent on the obstructions for the current airport runways.

HNTB indicated they have expended the \$75,000 contract and don't intend on doing any more work on the project, although providing details of obstructions to the existing runways is basic information of all ALPs. To date, they've been paid all but \$4,000 of the contract amount.

Ms. Hottenstein has requested electronic copies of the report, but HNTB hasn't provided them to date, citing issues with converting their AutoCad files to Microstation.

Commissioners inquired as to the options the City has to complete the project. Ms. Hottenstein said she'd continue to pressure HNTB to provide the electronic version of the report, but the BOA doesn't have the resources to complete it. One option would be to hire another consultant to complete the report, but it's likely a different consultant would want to verify the information. This option would take additional time and funds.

Another option would be to submit the report to the FAA, but it's unknown as to whether the FAA would accept the report in its current form.

Another option may be to investigate any legal recourse the City may have regarding the apparent HNTB breach of contract. The City will review their options regarding this issue.

4. Discussion and possible action on furnace replacement at the airport terminal.

The proposals from Terrytown-Golz Plumbing & Heating and Johnson Mechanical Systems were reviewed. Motion by Tesch, second by Langbecker to purchase the 90% efficient furnace to Johnson Mechanical Systems in the amount of \$2,670. Motion passed 5 to 0 on call of the roll.

5. Discussion and possible action on entitlement transfer to Palmyra.

The Airport's FAA funding entitlement was discussed. The City doesn't have a current project to utilize the funding and if not used or transferred, it would be lost. Ms. Hottenstein indicated that Palmyra has an urgent need for the funding. Motion by Tesch, second by Langbecker to transfer \$20,000 of the City's 2010 entitlement and \$105,000 of the City's 2011 entitlement to Palmyra. Motion passed 5 to 0 on call of the roll.

6. Discussion and possible action on 2015 Budget.

Redelings presented a draft of the proposed 2015 Airport Operations budget (attached). Poppy indicated that \$600 is needed for two REILs and two windsocks are also needed. It was decided that these items could be purchased with 2014 budgeted funds. Additionally, 2014 funds could be used to address some of the drainage concerns. It was suggested that the budget be presented as shown.

7. Manager's Report

- Wildlife Mitigation Plan

Poppy said the U.S. Department of Fish and Wildlife would do a study on the status of wildlife at the airport. Once recommendations are made, it would be necessary for the City to follow up on the recommendations.

Klapper indicated there were unspent 2014 nuisance control funds that could be applied to controlling the deer herd.

Chairperson Maass indicated that at a recent Legislative and Regulatory meeting, the committee did not support changing the map to allow bow hunting at the airport, but discussed the possible need to hire sharpshooters. It was agreed that this is an issue that needs more research and study.

8. Public Works Directors Report.

- New FAA Requirement for 2014 Federal Funding.

Redelings mentioned that the FAA now requires 6 separate certificates signed by a City official indicating the airport is in conformance with federal funding requirements relative to construction projects. Additionally, the airport owner is required to read several documents which detail the conditions for accepting federal airport improvement funds.

9. Adjournment

Motion by Erath, second by Tesch to adjourn. Motion passed 5 to 0 on call of the roll. The meeting concluded at 8:01 p.m.

Respectfully submitted,

Robert G. Redelings, P.E., City Engineer/DPW

MUNICIPAL SERVICES		2012	2013	2014	2014	2015	Higher (Lower) 14 Bdgt	
Fund 100 Dept 20 Object 53510		Actual	Actual	Budget	Act 6 month	Budget	15 Bdgt vs	15 Bdgt vs
Account Description							14 Bdgt	14 Bdgt
MUNICIPAL AIRPORT								
211	SOFTWARE SUPPORT	\$ 1,256	\$ -	\$ 1,300	\$ -		\$ (1,300)	-100.00%
219	OTHER PROFESSIONAL SERVICES	\$ 13,000	\$ 13,000	\$ 15,000	\$ 7,500	\$ 15,000	\$ -	0.00%
220	TELEPHONE	\$ -	\$ -		\$ -			
221	ELECTRICITY & GAS	\$ 5,132	\$ 5,377	\$ 6,500	\$ 3,432	\$ 6,800	\$ 300	4.62%
222	WATER & SEWER CHARGES	\$ 315	\$ 309	\$ 500	\$ 210	\$ 400	\$ (100)	-20.00%
290	TRAINING	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ -	0.00%
294	OTHER CONTRACTURAL SERVICES	\$ -	\$ -	\$ 3,000	\$ -		\$ (3,000)	-100.00%
341	VEHICLE/EQUIP MAINT SUPPLIES	\$ -	\$ -		\$ -			
342	GASOLINE/OIL	\$ -	\$ -		\$ -			
350	BUILDINGS REPAIR/MAINT SUPPLIES	\$ 7,998	\$ 1,966	\$ 7,000	\$ 390	\$ 5,000	\$ (2,000)	-28.57%
351	GROUNDS REPAIR/MAINT SUPPLIES	\$ 3,397	\$ 8,475	\$ 3,900	\$ 1,191	\$ 5,000	\$ 1,100	28.21%
510	GENERAL LIABILITY INSURANCE	\$ 375	\$ 375	\$ 1,500	\$ -	\$ 1,500	\$ -	0.00%
790	MISCELLANEOUS EXPENSE	\$ -	\$ -		\$ -			
800	CAPITAL OUTLAY	\$ -	\$ -		\$ -			
821	BUILDINGS/GROUNDS (crack filling)	\$ 9,629	\$ 5,976	\$ 4,000	\$ 3,050	\$ 7,000	\$ 3,000	75.00%
840	EQUIPMENT	\$ -	\$ -		\$ -			
860	SMALL EQUIPMENT	\$ -	\$ -		\$ -			
TOTAL MUNICIPAL AIRPORT		\$ 41,102	\$ 35,479	\$ 43,700	\$ 15,774	\$ 41,700	\$ (2,000)	-4.58%

City of Portage

Operator's License Applications

DANIEL P. FOSS

ADAM J. POHLKAMP

**City of Portage
Plan Commission Meeting
Monday, August 18th, 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, Jan Bauman, Brian Zirbes and Mike Charles (arrived @ 7:05 p.m.)

Members excused: Vicki Greenwold

Members absent: Peter Tofson

Others present: Bill Cartwright, La Donna Devine, Steve Pate, Charles Poches, Margaret Rudolph, Betsy Bergman, Russ Straka, James Pindle, Dan Hale, Kevin Blau, Steve Sobiek, Shawn Murphy, Bill Welsh and Craig Sauer

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

Motion by Zirbes, second by Bauman to approve the minutes. Motion passed 4 to 0 on call of the roll.

- 3. Discussion and possible action on C&D Seamless Gutters Inc. building expansion.**

Redelings gave a brief presentation. The applicant has contacted Grothman & Associates to develop a CSM for the property in which the 4 original lots would be reconfigured to 2 lots. This would allow for the proposed building addition to not extend over a lot line.

Because the proposed building addition constitutes redevelopment and there's insufficient space for stormwater detention on the reconfigured lot, the applicant would be permitted to pay a fee in lieu of providing stormwater detention. Another option would be to provide stormwater detention on the other lot, but it may be in conflict with future development.

Sobiek indicated the proposed building plan met the landscape requirements.

Mayor Tierney inquired about the hard surface parking requirement. Mr. Cartwright said he intended to pave the lot, but not this year.

Motion by Zirbes, second by Redelings to approve the site plan w/ the applicant being permitted to pay a fee in lieu of stormwater detention and the parking and drive areas being paved within one year. Motion passed 4 to 0 on call of the roll.

4. Discussion and possible action on rezoning Lot 3 of Rolling Woods Estates

Redelings noted that this request is a follow up to the action taken by the Plan Commission at the last meeting when the 3 lot CSM was approved. He indicated that a rezoning would permit uses such as office space and professional services and indoor sales. Uses such as Daycare and Bed and Breakfast would require a Conditional Use Permit and uses such as vehicle sales or repair wouldn't be permitted.

Mr. Blau indicated he has no immediate plans for a building expansion other than increasing the parking area.

Mayor Tierney inquired as to how the new zoning fits with the Comprehensive Plan. Zirbes indicated it's shown as Undeveloped Residential. Tierney said he'd feel more comfortable if there was a proposed expansion of the chiropractic office.

An amendment to the Comprehensive Plan was discussed. Administrator Murphy suggested there are other areas of the City that should also be considered.

Motion by Zirbes, second by Tireney to consider an amendment to the Comprehensive Plan. Blau indicated his purchase of the property was time sensitive, with 30 days of the 75 days already having elapsed. It was noted that due to the public notice requirements, the zoning couldn't be accomplished in this time frame. Motion passed 4 to 0 on call of the roll.

5. Discussion and possible action on Saint Gobain building expansion

Charles arrived.

Redelings indicated the plans had been professionally prepared and except for an additional 40' driveway, all submittal requirements have been met. The stormwater management plan, landscaping plan and outside lighting plan all met ordinance requirements. The Utility Plan was modified to include a watermain and two hydrants on the northwest side of the building. It's recommended that upon watermain construction acceptance, that the City own the watermain and an easement be granted to the City for access and maintenance.

Mr. Straka, St. Gobain Engineering Services Manager provided a background on the company and the plant operations. The demand for their thermoplastic tubing, primarily in the medical field is driving the need for the plant expansion which is currently at capacity. The facility is ISO 9001 Certified and the Company considers safety one of its highest priorities.

Mr. Hale, the Strang architect for the project gave a presentation on the building and site elements. The exterior façade will match the existing building with enhanced architectural elements at the public and employee entrances. Trucks will be routed to the other side of the building to reduce conflicts with employee traffic. Mechanicals currently on the top of the building will be moved inside to improve aesthetics.

In response to an inquiry by Mayor Tierney, Mr. Straka indicated the plant expansion would increase the building size by 50,000 square feet from the current 75,000 square foot footprint. The workforce would increase from 300 to 420 employees. The build out will include 312 parking spaces and their schedule includes breaking ground as soon as possible, being under roof by winter and completion approximately eight month after that.

Motion by Redelings, second by Charles to approve the site plan with the watermain easement being provided and a recommendation to Council that the additional driveway be approved. Motion passed 5 to 0 on call of the roll.

6. Discussion and possible action on (4) lot residential development by the Portage Community School District

Mr. Poches described how the P.C.S.D. is bringing back the building trades program and one of their initiatives is to make lots available for building houses. The proposed houses would be about 1,300 square feet on the main level with a portion of the lower (exposed) level also being improved.

Mr. Pate said they originally envisioned 6 residential lots on the property known as the school forest. Due in part to topography, the development has been scaled back to 4 lots. This is a wonderful opportunity for students and house building could start as early as next summer.

Poches indicated this is a win-win with their business partners. They'd like to build a house each year.

Redelings indicated most public improvements are in place, but the sanitary sewer, though deep, would need to be extended. Also there's a drainage concern along the west edge of the proposed development and there also needs to be consideration of sidewalk and driveways. Murphy suggested a Developer's Agreement may be necessary to address these issues and others.

Motion by Charles, second by Zirbes to endorse the development concept. Motion passed 5 to 0 on call of the roll.

7. Discussion and possible action on the Sidewalk Master Plan

Redelings presented a revised plan for Ward 5 based on a more detailed field investigation and input from neighborhood residents. Since this area won't be revisited for 10 years (one ward each year), members were encouraged to do their own field investigation so priorities could be discussed in more detail at the next meeting. Recommendations will be incorporated into the program for 2015.

8. Adjournment.

Motion by Bauman second by Charles to adjourn. Motion passed 5 to 0 on call of the roll. The meeting concluded at 8:54 p.m.

Respectfully submitted,

Robert G. Redelings, City Engineer

**City of Portage
Finance/Administration Committee Meeting
Monday, August 11, 2014, 6:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

Members Present: Mike Charles, Martin Havlovic, Doug Klapper, Richard Lynn

Excused: Rick Dodd

Also present: Finance Director Mohr, Craig Sauer from Daily Register

1. Roll call

The meeting was called to order by Vice-Chairperson Havlovic at 6:00pm.

2. Approval of minutes from July 14, 2014

Motion by Charles, second by Klapper to approve the minutes from the July 14, 2014 meeting. Motion carried unanimously on call of roll.

3. Discussion and Possible Recommendation on Claims.

Motion by Charles, second by Klapper to approve claims in the amount of \$1,568,988.93. Motion carried unanimously on call of roll.

4. Discussion and Possible Recommendation on Proposed Revisions to Fee Schedule.

Director Mohr reviewed the proposed revisions to the fee schedule indicating that first is the removal of the \$10 permit fee related to processions, parade, run, etc. which was overlooked as part of the special event ordinance that was adopted. The second change is to establish a fixed charge of \$55.00 to cover the administrative costs for Lawn Mowing/Snow and Ice Removal plus time, material and equipment costs.

Motion by Charles, second by Klapper to remove section 66-349 and change section 26-106/66-126. Motion carried unanimously on call of roll.

5. Discussion of Possible Recommendation on (2) PEC Leases with MATC.

Director Mohr reviewed the two PEC Leases with MATC indicating the first lease is a four year extension to the existing lease. The second lease is a new lease covering the four year and four month period from September 1, 2014 to December 31, 2018 for a manufacturing training area. The new lease includes a section for leaseholder improvements of \$11,000 which is to be paid back over a 24 month period.

Motion by Klapper, second by Charles to recommend approving the leases with MATC at the Portage Enterprise Center. Motion carried unanimously on call of roll.

6. Finance Director's Comments.

Director Mohr reviewed the meeting schedule for budget reviews; and also mentioned that the plans are to review 2013 audit at the August 18th meeting.

7. Adjournment.

Motion by Klapper, second by Lynn to adjourn the meeting at 6:17 pm.
Call of roll was not taken.

Prepared by Jean Mohr, Finance Director

**City of Portage
Community Development Block Grant &
Finance/Administration Committee Meeting
Monday, August 18, 2014, 6:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

Members Present: Mike Charles, Doug Klapper, Richard Lynn

Members Excused: Rick Dodd, Martin Havlovic

Also present: Administrator Murphy, Finance Director Mohr, Bill Welsh Chief Simonson, Chief Manthey and Craig Sauer from Daily Register.

1. Roll call

Mohr called the meeting to order at 6:00 pm. Mohr entertained nominations for a chairperson for this meeting. Motion by Charles, second by Lynn to nominate Klapper. Motion carried unanimously on call of roll.

2. Approval of minutes from August 11, 2014.

Motion by Charles, second by Klapper to approve the minutes from the August 11, 2014 meeting. Motion carried unanimously on call of roll.

3. Review of 2013 audit.

This agenda item was moved to the August 25, 2014 meeting.

4. Discussion on 2015 budget and review of Police Services and Fire Services budgets.

The committee reviewed the 2015 budgets for both Police and Fire Services. Both budgets included represented scheduled labor wage adjustments, but no adjustment yet for non-representative personnel. Several employee and city insurance costs were not yet available. Lynn questioned why Fire Dept budget did not include additional staff. Simonson and Murphy responded that no determination has been made that additional staff is warranted. Police Dept included a significant reduction in part-time wage expense and additional costs for a K-9 unit.

5. Discussion and Possible Recommendation on the Inter-Municipal Agreement for Fire Services.

Murphy reviewed the Inter-Municipal Agreement for Fire Services.

Motion by Charles, second by Lynn to recommend approval of the Inter-Municipal Agreement for Fire Services. Motion carried unanimously on call of roll. It was noted that final consideration by Council will be scheduled after Town Boards have adopted agreement.

6. **Discussion and Possible Recommendation on Loader (front) Mounted Snow blower.**

Murphy reviewed the bids for the Loader (front) Mounted Snowblower.

Motion by Charles, second by Klapper to recommend the bid from Bruce Company in the amount of \$99,863 for the Loader (front) Mounted Snow blower, without exercising the trade-in option. Motion carried on call of roll, 2-0, with Lynn abstaining stating insufficient information was provided.

7. **Discussion and Possible Recommendation on Water and Sewer User Rate Study Proposal from Ehlers & Associates, Inc.**

Murphy reviewed the above Proposal from Ehlers & Associates, Inc. Stating that the last rate increases were in 2010 and 2011.

Motion by Lynn to recommend that this work be done in-house. Motion died for lack of 2nd. Motion by Klapper, second by Charles to recommend approval of Water and Sewer User Rate Study Proposal from Ehlers & Associates. Motion carried on call of roll, 2-1, with Lynn voting no.

8. **Discussion and Possible Approval of Block Grant Subordination dated 8/13/14.**

No action was taken on this item. Mohr was asked to obtain more information.

9. **Adjournment**

Motion by Charles, second by Lynn to adjourn the meeting at 7:03 pm. Motion carried unanimously on call of roll.

Submitted by Jean Mohr, Finance Director

CITY OF PORTAGE

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



'Where the North Begins'

MEMORANDUM

To: Finance Committee
From: Bob Redelings, City Engineer
Subject: Loader (front) Mounted Snow Blower
Date: August 14, 2014
C.C.: Shawn Murphy, City Administrator
Bill Tierney, Mayor

Two bids were received for the Subject equipment and are summarized on the attached bid tabulation.

The Fair MFG. Snocrete does not meet the specifications provided in the request for proposal (see attached notes from the City Chief Mechanic). The Fair model proposed is essentially the same as the 1985 Fair Model being traded.

The 1985 Fair Snow Blower hasn't performed as expected and has seen very limited use over the past 29 years. There are only 107 actual hours on the machine.

The snow blower proposed by Bruce Municipal Equipment meets or exceeds the City's specifications.

The Public Works Department recommends purchase of the Bruce 2014 Snogo Model WK-800 snow blower for \$99,863.00. The City budgeted \$105,000 for this equipment for purchase in 2014.

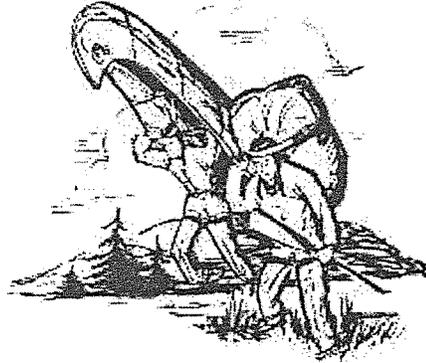
The 1985 Fair Snow blower should be advertised for sale on open market or at auction.

At the bid opening for the loader mounted snowblower we received two bids. The first bid for a Fair Manufacturing Snocrete 842SI model year 2014 with a price of \$78,937.00 and a trade of \$3000.00 for a net of \$75,937.00. The second bid for a Snogo WK-800 model year 2014 from Bruce Municipal with a price of \$99,863.00 and a trade of \$1000.00 for a net of \$98,893.00.

After reviewing the specifications I found the Fair to not meet the specifications used, specifically we requested a two stage blower with a single fan and bolt on replaceable blades. The Fair unit is a single stage dual fan unit with weld on blades. The single stage unit with dual fans makes the snow coming out of the chute more turbulent and less efficient for loading trucks. In previous experience with this style blower the streets would have to be done twice to get the snow removed. The weld on blades makes it more difficult to repair and almost impossible to balance the fans.

The Snogo unit meets or exceeds all of our specifications and has a closer parts and service location (Menomonee Falls WI VS Menno SD). It is also the same model that has been used here for the past 17 years.

I am recommending we get the snogo from Bruce Municipal and check to see if there is any local interest in purchasing our trade outright.



"Where the North Begins"

REQUEST FOR PROPOSALS

City of Portage, WI

Public Works Department

One Loader (front) Mounted Snowblower

Due: August 7, 2014

Submit Sealed Proposals to:

Marie Moe, City Clerk

City of Portage

115 W. Pleasant Street

Portage, WI 53901

Marie.Moe@portagewi.gov

Phone: 608-742-2176

Fax: 608-742-8623

I. INSTRUCTION TO PROPOSERS:

1. Proposals shall be for one loader mounted snowblower FOB Portage, Wisconsin, to be delivered to the public works garage.
2. Only the Proposal form included here in shall be used to submit a proposal.
3. The City of Portage reserves the right to reject any and all proposals, to waive any informality in the proposals, and to accept the proposal considered to be in the best interest of the City of Portage.
4. Warranty and/or guarantee on the equipment shall be expressly stated and submitted as part of the proposal.
5. Proposals shall be for 2014 models or newer.
6. Descriptive literature and complete manufacturer's specifications shall be submitted with the proposal. A parts and repair manual shall be provided by the successful proposer.
7. The City of Portage is exempt from paying sales Tax.
8. Proposers shall complete the attached Data Form.

II. SPECIFICATIONS for one Loader (front) Mounted Snowblower

The following are minimum specifications. If the manufacturer's standard exceeds the following, the manufacturer's standard shall be furnished and included in the proposal price. If federal regulations require equipment in addition to or different from that which is specified, the required equipment shall be furnished and included in the proposal price. If the equipment meets the specification, simply indicate by checking the **Std** box; if the equipment differs in any way, describe any **Variation(s)**, accordingly.

Minimum Specifications	STD	Variations
Self-contained 150 hp diesel engine	X	
2 stage design with augers feeding a single fan		Single Stage/Twin Fans
Fan must have replaceable blades		Weld-on Replaceable
42 inch cutting height	X	
102 inch cutting width		96 inch
1000 ton per hour capacity	X	
Single hydraulically controlled rotating telescopic chute for loading trucks	X	
Sized to fit a John Deere 544K wheel loader	X	
Pemberton hitch hookup	X	

III. SCHEDULE OF ANTICIPATED DATES AND DEADLINES

RFP issued	July 25, 2014
RFP deadline	August 7, 2014
Contract awarded by Common Council	August 28, 2014
Snowblower Delivery	October 31, 2014

IV. SUBMISSION/WITHDRAWAL OF PROPOSALS

1. Deadline: Proposals shall be delivered to the City Clerk's Office of City Hall on or before August 7, **2014, 1:00 p.m. CDST**. The City will not be liable for any costs incurred by the proposer in responding to this RFP or participating in the RFP process.
2. Submission of Proposal: The proposal form must be submitted in a sealed envelope. Mark submitted envelope as follows:

Addressee: City Clerk's Office
Portage City Hall
115 West Pleasant Street
Portage, WI 53901

Proposal for Public Works Department Loader Mounted Snowblower

3. Withdrawal of Proposal: Proposals may be withdrawn by the proposer provided a written request is in the hands of the City Clerk before the proposal opening date and time. Any proposal withdrawn will be returned, unopened, to the proposer after the opening process has been completed.

V. ADDENDA OR QUESTIONS

The City of Portage reserves the right to modify or issue Addenda to this RFP. If questions result in the modification of this RFP, the addenda will be distributed to known proposers, or anyone who has indicated an interest in submitting a proposal.

Questions about the Snowblower specifications should be directed to: Cory Miller, Public Works Mechanic, (608)742-8486.

VI. INSURANCE REQUIREMENTS

Proposer who is awarded a contract shall be expected to provide proof of insurance coverage naming the City of Portage as additional insured. Proof of insurance shall include liability coverage - Occurrence Form in the following limits:

- ~Vehicle Liability (owned, non-owned and hired vehicles) Bodily Injury & Property Damage: \$1,000,000
- ~Personal & Advertising Injury \$1,000,000
- ~Professional Liability (E & O) \$1,000,000

PROPOSAL FORM: One Loader (front) Mounted Snowblower

Having thoroughly examined the Request for Proposal Documents, the undersigned proposes to furnish to the City of Portage, Wisconsin, the following equipment:

ITEM NO. 1 One Loader (front) mounted snowblower complete as specified for

Snocrete 842SI 2014

\$ 78,937.00

Make/Model/Year

Seventy-eight thousand nine hundred and thirty-seven dollars and zero cents

(Written)

Complete as spec'd and built, including delivery.

Alternate Item No. 1 Trade in value of Portage Unit No. 31 : a 1985 "Fair", model Snocrete 742IC, Serial #653352. The hour meter reads 107 hours

Add/Deduct

\$ 3,000.00

Three thousand dollars and zero cents

(Written)

Total with Trade: \$ 75,937.00

Seventy-five thousand nine hundred and thirty-seven dollars and zero cents

(Written)

Warranty and/or guarantee on equipment shall be expressly stated and submitted with the proposal and shall become part of the contract.

Fair Manufacturing Inc.

Company Name

PO Box 536, 28563 431st Ave.

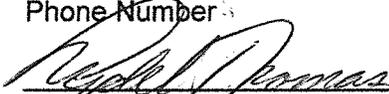
Street Address

Menno, SD 57045

City, State, Zip Code

(605) 387-2389

Phone Number

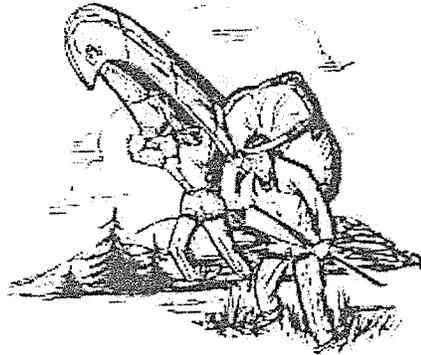

Authorized Signature

Sales Manager

Title

August 5, 2014

Date



"Where the North Begins"

REQUEST FOR PROPOSALS

City of Portage, WI

Public Works Department

One Loader (front) Mounted Snowblower

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Marie.Moe@portagewi.gov

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Minimum Specifications	STD	Variations
Self-contained 150 hp diesel engine	X	
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Fan must have replaceable blades	X	
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102 inch cutting width	X	
1000 ton per hour capacity	X	
Single hydraulically controlled rotating telescopic chute for loading trucks	X	
Sized to fit a John Deere 544K wheel loader	X	
Pemberton hitch hookup	X	

III. SCHEDULE OF ANTICIPATED DATES AND DEADLINES

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Portage City Hall
115 West Pleasant Street
Portage, WI 53901

Proposal for Public Works Department Loader Mounted Snowblower

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~Vehicle Liability (owned, non-owned and hired vehicles) Bodily Injury &
Property Damage: \$1,000,000
~Personal & Advertising Injury \$1,000,000
~Professional Liability (E & O) \$1,000,000

PROPOSAL FORM: One Loader (front) Mounted Snowblower

Having thoroughly examined the Request for Proposal Documents, the undersigned proposes to furnish to the City of Portage, Wisconsin, the following equipment:

ITEM NO. 1 One Loader (front) mounted snowblower complete as specified for

Wausau Everest SnowGo / WK-800 / 2014 \$99,863.⁰⁰
Make/Model/Year
Ninety - Nine Thousand, Eight Hundred + Sixty - Three Dollars⁰⁰
(Written)

Complete as spec'd and built, including delivery.

Alternate Item No. 1 Trade in value of Portage Unit No. 31 : a 1985 "Fair", model Snocrete 742IC, Serial #653352. The hour meter reads 107 hours

Add/Deduct \$1000.⁰⁰
One Thousand Dollars⁰⁰
(Written)

Total with Trade: \$98,863.⁰⁰
Ninety - Eight Thousand, Eight Hundred + Sixty - Three Dollars⁰⁰
(Written)

Warranty and/or guarantee on equipment shall be expressly stated and submitted with the proposal and shall become part of the contract.

Bruce Municipal Equipment
Company Name
N60 W15835 Kohler Lane
Street Address

Menomonee Falls, WI 53051
City, State, Zip Code

(262) 252-4744
Phone Number

Nit Tea
Authorized Signature

Territory Sales
Title

8-7-14
Date



EHLERS

LEADERS IN PUBLIC FINANCE

August 1, 2014

Shawn Murphy
City Administrator
City of Portage
115 West Pleasant Street
Portage, WI 53901

RE: Water and Sewer User Rate Study Proposal

Dear Shawn:

Per your request we are pleased to provide the City with this proposal to conduct a Water and Sewer Rate Study. The goal of this study is to assess the current financial condition of both utilities, anticipate future user rate adjustments that may be necessary, and if required prepare a cost of service rate study for one or both utilities to ensure any rate recommendations are fair and equitable for all customer classes and prescribes to the current process for increasing water rates through the Wisconsin Public Service Commission (PSC).

Given that the City is unsure a full user rate study is warranted for both utilities this proposal is consists of two phases. The first phase will consist of preparing a cash flow analysis for both utilities that analyzes their current financial state and provides initial recommendations for user rate increases necessary to fund the current financial obligations of the utility, as well as future upcoming capital improvement projects as applicable. If through the first phase of work it is determined that a full rate study is warranted for either or both utilities, the second phase will consist of a full user rate study.

We look forward to working with the City on this project. Please contact Jon Cameron or myself with any questions on the proposal.

Sincerely,

EHLERS & ASSOCIATES, INC.

James A. Mann, CIPFA
Senior Financial Advisor - Vice President

Jonathan P. Cameron
Financial Advisor





Agreement to Provide Utility Rate Study Financing Services

Date of Agreement: August 1, 2014
Client: City of Portage, WI
Proposed Project: Water and Sewer User Rate Study

This Agreement is between the City of Portage (the "Client") and Ehlers & Associates, Inc. ("Ehlers"). Ehlers agrees to provide the following scope of services for the above Project:

Scope of Services

Phase I – Cash Flow Analysis

In this phase a separate cash flow analysis will be prepared for both utilities their current financial state and provides initial recommendations for user rate increases necessary to fund the current financial obligations of the utility, as well as future upcoming capital improvement projects. As part of phase I Ehlers will:

- Request and review the following:
 - Current schedule of user rates.
 - A copy of the last completed user rate study, if applicable.
 - Detailed sewer and water billing records for the past 3 years showing billed water and sewer consumption by customer class and rate block for the water utility portion and number of customers by class and meter size within each utility.
 - Annual audits for the past three years (we currently have this information).
 - YTD actual expenses and revenues for both utilities.
 - The 2014 budget for both utilities (we currently have this information).
 - PSC annual reports for the last three years (available on the PSC website)
 - Current annual debt service schedules for existing utility debt (we currently have this information).
 - Any available capital improvement plan documents for both utilities
 - Prepare separate detailed cash flow analysis for both utilities with the following:
 - Development of annual operating expenses for the utility using an assumed rate of inflation based on historical expenses and discussions with staff.
 - Actual annual debt service expenses for existing utility debt.
 - The planned debt service for Clean Water Fund Loan, Safe Drinking Water Fund Loan or other financing for the sewer and water utility upgrades taking into consideration available and minimum recommended reserves, existing debt and existing revenue bond covenants if applicable.
 - Project out revenues and identify projected user rate increases to meet all financial obligations of the utility in future years.
 - Meet with City staff to discuss and review the analysis.
 - Make specific recommendations on the need for a simplified rate increase or full conventional water rate case for the water utility. Currently the allowed rate increase under the simplified process is 3.0% to all user rates. Anything higher than a 3.0% increase requires a conventional water rate case.





Phase II – Utility Rate Study

If it is determined in Phase I that a more detailed user rate study of either utility is required Ehlers will perform the services listed below. **It is important to note that if the cash flow analysis from Phase I determines that the water utility requires a simplified water rate increase and not a full conventional water rate case; Ehlers will only perform the services listed under the Simplified Water Rate Increase.**

- Simplified Water Rate Increase
 - If the cash flow analysis in Phase I determines that a simplified water rate increase is required, Ehlers will prepare and submit the request for simplified water rate increase with the Public Service Commission. **If a simplified water rate increase is required the remaining tasks listed below for only the water utility would not apply.**
- Information Gathering and Review
 - We will request and review the following additional information for the sewer utility:
 - Any available information on upcoming developments and population growth over the study planning period that would increase the customer base and usage, or conversely any information on customers reducing usage or moving out of the municipality
 - Wastewater Treatment Facility influent data for the past 3-years if applicable.
 - Billable sewer flows and loadings for other high strength customers, if applicable for the past 3 years.
 - Current number of un-metered customers within each utility, if any.
 - Billable flows for waste haulers for the last three years by type of waste hauler, if applicable.
 - A map of the sewer system, if readily available.
 - We will request and review the following additional information for the water utility:
 - List of 4 largest users in each customer class (i.e. residential, commercial, industrial, public authority) including the name of the customer, meter size, and total billed consumption for the largest quarter over the last 12 month period.
 - The current number of private fire protections by the size of connection, if any.
 - For municipal financed utility plant in service and contributed plant in service, the estimated 2013 and 2014 asset additions, retirements and adjustments.
 - Current depreciation rates depreciation schedule including accumulated depreciation for utility financed plant.
 - The current percentage allocated to the sewer utility's portion of meter costs and assets. Usually the depreciation of the meters is split 50/50 between water and sewer.
 - Estimated materials and supplies inventory for 2013 and 2014, if any.
 - For 2013 and 2014 the number of feet of main and hydrants added and retired. Please classify additions and retirements as routine or major.
- Sewer Rate Study
 - Develop of Revenue Requirements and Calculation of User Rates
 - Based on the available budget, debt and asset detail, develop the revenue requirements for the utility under the cash based or utility based method.





- Allocate the revenue requirements for the test year to the appropriate utility functions. (i.e. customer, demand, volume, BOD, TSS, etc).
- Calculate the user rates for all customer classes based on the revenue requirements allocated to each utility function divided by the appropriate billable units.
- Create a cash flow analysis for the test year to ensure that the calculated user rates will meet the cash flow needs of the utility.
- User Rate Comparison
 - Develop a comparison of existing and proposed user rates for example properties by customer class.
 - Develop a comparison of existing and proposed user rates to other communities.
- Report and Presentation
 - Prepare a report including all project tables and a brief executive summary describing the findings and recommendations.
 - Review the report with staff and make any appropriate changes.
 - Prepare a final report and submit via PDF or paper copy
 - Prepare and present the report and findings to the Common Council or other designated board.
- Water Rate Study
 - Complete and Submit the Application to Increase Water Rates
 - Complete and submit all attachments of the PSC Water Rate Application including:
 - Consumption of 4 largest customers by class over last 12 months
 - Detailed water consumption projections by rate block and customer class for the test year.
 - Number of water meters by meter size and customer class for the test year.
 - Projection of direct public fire protection revenues for test year.
 - Projection of private fire protection revenues for test year.
 - Project operating revenues for current year by customer class
 - Enter tax rate information and calculate PILOT payment for test year.
 - Enter 2013 and 2014 detailed expenses and explain any expense plus or minus 15-percent of the 3-year average.
 - For 2013 and 2014, enter utility plant in service and contributed plant in service asset additions and retirements.
 - Review and adjust the depreciation rates for all utility financed assets if applicable to be in line with PSC accepted depreciation rates.
 - Enter the annual interest payment and principal remaining on outstanding utility debt for the next 3-years.
 - Prepare a cash flow analysis for the test year and calculate the return on net investment rate base (ROI) adequate to finance the appropriate share of debt service, equipment replacement and capital outlay expenses.
 - Enter the number of feet of main and fire hydrants added and retired in 2013 and 2014.
 - Assist Utility staff as needed with any follow up questions from PSC staff on the application.





- Review PSC Cost of Service Analysis and Proposed Rate Schedule for 2014
 - We will review the cost of service analysis prepared by the PSC and proposed rate structure for 2014 with City staff and identify any potential changes or issues with the proposed rates.
- Preparation of Report and Presentations
 - We will prepare a report containing a written summary of results of the Application to Increase Water Rates and cash flow analysis along with all supporting worksheets.
 - Be present at a Common Council meeting, or other designated meeting to present the study and proposed rate increase for 2014.
 - If requested, present the PSC proposed water rate structure for 2014 and answer questions.
- Represent the City at PSC required public hearing
 - Be present at the required telephonic public hearing and provide testimony in support of the proposed water rates for 2014 on behalf of the City.

Compensation

In return for the services set forth in the “Scope of Services,” Client agrees to compensate Ehlers as follows:

	Water Utility	Sewer Utility
Phase I	\$ 3,200	\$3,200
Phase II (Conventional Water Rate Increase)	\$ 7,500	\$4,900
Phase II (Simplified Water Rate Increase)	\$400	
Total	\$3,600-\$ 10,700	\$8,100

Please note that under Phase II for the Water Utility, Ehlers will either complete the conventional water rate case or a simplified water rate increase depending on the rate increase required.

Payment for Services

For all compensation due to Ehlers, Ehlers will invoice Client for the amount due at the completion of each Phase. Our fees include our normal travel, printing, computer services, and mail/delivery charges. The invoice is due and payable upon receipt by the Client.

Execution and Authority

By executing this Agreement, the person signing on behalf of Client represents that he/she has the authority to execute agreements of this type on behalf of Client and that this Agreement constitutes a binding obligation of Client enforceable in accordance with its terms.





The above Contract is hereby accepted

by the City of Portage, Wisconsin,

by its authorized officer this _____ day of _____, 20__.

By: _____ Title: _____





Ehlers & Associates, Inc.

By: _____ Title: _____

Dated: _____, 20__.



ORDINANCE NO. 14-019

ORDINANCE RELATIVE TO ZONING OVERLAY DISTRICT

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

Chapter 90 ZONING; Article VI OVERLAY ZONING DISTRICTS

Sec. 90-97. M-W municipal well recharge area overlay district.

Sub-sections (5), (8), (10) and (11) are hereby repealed and recreated to read as follows:

- (5) *Groundwater technical review committee.*
 - (a) The Portage Groundwater Technical Review Committee shall consist of:
 - 1. The city engineer, acting as committee chair.
 - 2. The utility manager or utility superintendent.
 - 3. The mayor or city administrator.

- (8) *Zones.* The groundwater protection overlay district is divided into zones as follows:
 - (a) *Zone 1:* The area of land which lies within a 600-foot radius of each municipal well or included in the 5-year ground water capture zone, whichever is greater as identified on Figure 1. Zone boundaries are normalized to road centerlines, railways, surface water features, and include all of any tax parcel touched by the Zone 1 boundary.
 - (b) *Zone 2:* The area of land surrounding each municipal well included in the 50-year ground water capture zone as identified on Figure 1. Zone 2 does not include the area included in the 5-year ground water capture zone. Zone boundaries are normalized to road centerlines, railways, surface water features, and include all of any tax parcel touched by the Zone 2 boundary.

- (10) *Permitted uses.*
 - (a) The following permitted uses in Zone 1 are subject to the separation distance requirements as listed in NR 811.12(5)(d) and prohibited uses of this section in addition to applicable design and operational standards:
 - 1. Public and private parks, playgrounds and beaches, provided there are no on-site wastewater disposal systems or holding tanks.
 - 2. Wildlife and natural and woodland areas.
 - 3. Biking, hiking, skiing, nature, equestrian, and fitness trails.

4. Municipally sewerred residential uses whose aggregate storage and/or use of regulated substances do not exceed 20 gallons or 160 pounds at any time.
 5. Commercial, industrial, and other non-residential uses that are municipally sewerred and whose aggregate use, handling, and/or storage of regulated substances do not exceed 20 gallons or 160 pounds at any time.
 6. Routine tillage, planting, and field management operations in support of agricultural crop production, where nutrients from legume, manure, and commercial sources are accounted for and credited toward crop nutrient need. The combination of all nutrient sources applied or available on individual fields may not exceed University of Wisconsin soil test recommendations for that field.
- (b) The following permitted uses in Zone 2 are subject to the separation distance requirements as listed in NR 811.12(5)(d) and prohibited uses of this section in addition to applicable design and operational standards:
1. All of the uses permitted in Zone 1.
 2. Residential use of aboveground LP gas tanks for heating, not to exceed 1,000 gallons.
 3. Commercial, industrial, and other non-residential uses that primarily warehouse, wholesale, and/or retail various substances, which may or may not be regulated substances, but are in all cases handled as sealed containers not larger than 55 gallon drums. Handling regulated substances shall require transmitting copies of applicable permits and a current emergency contingency plan for containment annually to the city fire department.
 4. Commercial, industrial, and other non-residential uses that utilize various regulated substances where such regulated substances are used as part of a process or in some other way that is ancillary to the use. Process and use of regulated substances shall require transmitting copies of applicable permits and a current emergency contingency plan for containment annually to the city fire department and a physical containment design, sealed by a state-registered professional engineer with experience in environmental containment design, appropriate to the scope of the process and/or use of the regulated substances.

- (11) *Separation distance requirements.* The separation distances as specified in Wis. Admin. Code section NR 811.12(5)(d) as amended, shall be maintained unless a hydrogeologic investigation indicates lesser

separation distances would provide adequate protection of a well from contamination or Department of Natural Resources approved treatment is installed to address the potential contamination concerns.

Passed this _____ day of August, 2014.

W.F. "Bill Tierney", Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

First and second readings:

Published:

Ordinance requested by:

Legislative and Regulatory Committee

**Agreement to Continue Sanitary Sewer Connections
And
Initiate Connection to Existing Water Main for
Properties on East State Highway 33**

This Agreement is made on this _____ day of August, 2014, by and between the CITY OF PORTAGE, a Wisconsin municipal corporation located in Columbia County, with its offices at City Hall, 115 W. Pleasant Street, Portage, WI 53901 (the "City"); Highway 33 Holdings, LLC located at 1901 E State Road 33, Portage, WI 53901 (Parcel Nos. 11271-4000 & 4001) (hereinafter "Fort BP") and Portage Diesel, Inc., located at 1905 E. State Road 33, Portage, WI 53901 (Parcel No. 11271-4002) (hereinafter "Portage Diesel"). Collectively these entities will be referred to as the "Parties".

On May 25, 2000, the City entered into a contract with Fort BP (James H. Crawford, Registered Agent), to connect a newly constructed convenience store with vehicle fuel retail sales in the Town of Fort Winnebago and receive service for the treatment of wastewater from the City of Portage for Fort BP via a force sanitary main located on State Road 33. That contract remained valid until October, 2009 when the City voted to annex Fort BP, along with other properties, including Portage Diesel from the Town of Fort Winnebago to the City of Portage (Ord No. 09-017). In 2010, the City became aware that Portage Diesel previously connected their sanitary sewer lateral to the lift station owned by Fort BP and began billing Portage Diesel for sanitary service. In 2012, Portage Diesel was acquired by the Crawfords (Jonathon J Crawford, Registered Agent). Neither Fort BP nor Portage Diesel are connected to the City water main located on State Road 33 as both properties operate private wells as of the date of this Agreement.

Section 78-1(a) Portage code of ordinances states, *"When a sewer or water main becomes available to any building used for any residential commercial or industrial use, the building inspector, health office or other person appointed for that purpose shall notify, in writing the owner or his agent, to connect the building thereto and to install such facility as may be reasonably necessary."*

Section 78-37(b) Portage code of ordinances states, *"All private wells located on any premises which are served by the public water system of the city shall be abandoned in accordance with applicable Wis. Admin Code NR six months after notification."*

The City entered into a contract with Saddle Ridge Estates Association, Ltd (Saddle Ridge) on February 14, 1992 (Amended on September 22, 1996) for the extension of a sanitary force main along State Highway 33. The force main is jointly owned by the City and Saddle Ridge. Any connections to the force main within City corporate limits are subject to the requirements and fees as required by City ordinances. Any connections to the force main outside of City Limits are subject to the terms of the agreement (as amended) with Saddle Ridge.

By execution of this Agreement, the Parties agree to the following:

I. RESPONSIBILITIES/OBLIGATIONS OF FORT BP.

- a. Prior to any transfer of ownership of real estate or business owned by Fort BP, Fort BP shall undertake all necessary actions and assume all reasonable costs to discontinue, disconnect or otherwise permanently terminate the sanitary lateral connection from Portage Diesel to the lift station owned and operated by Fort BP.
- b. Prior to seeking a change in the zoning designation or use of the property or business owned by Fort BP, Fort BP shall undertake all necessary actions and assume all reasonable costs to discontinue, disconnect or otherwise permanently terminate the sanitary lateral connection from Portage Diesel to the lift station owned and operated by Fort BP.
- c. Prior to the closing of or the expansion of the buildings or business owned by Fort BP, Fort BP shall undertake all necessary actions and assume all reasonable costs to discontinue, disconnect or otherwise permanently terminate the sanitary lateral connection from Portage Diesel to the lift station owned and operated by Fort BP. This paragraph shall not apply to or negate Fort BP's ability or responsibility to maintain the property and facilities thereon in accordance with all applicable codes, regulations and requirements.
- d. By or before August 1, 2015 Fort BP shall obtain necessary permits, pay necessary fees and costs to install such necessary facilities and connect the building(s) located on Parcel Nos. 11271-4000 and 4001 to the City water main located on State Road 33.
- e. By or before September 1, 2015 Fort BP shall obtain necessary permits, pay necessary fees and costs associated with the proper abandonment of all private wells located on Parcel Nos. 11271-4000 and 4001. Such abandonment shall be in accordance with Section 78-37 of City ordinance.

II. RESPONSIBILITIES/OBLIGATIONS OF PORTAGE DIESEL.

- a. Prior to any transfer of ownership of real estate or business owned by Portage Diesel, Portage Diesel shall undertake all necessary actions and assume all reasonable costs to discontinue, disconnect or otherwise permanently terminate the sanitary lateral connection from Portage Diesel to the lift station owned and operated by Fort BP.
- b. Prior to seeking a change in the zoning designation or use of the property or business owned by Portage Diesel, Portage Diesel shall undertake all necessary actions and assume all reasonable costs to discontinue, disconnect or otherwise permanently terminate the sanitary lateral connection from Portage Diesel to the lift station owned and operated by Fort BP.
- c. Prior to the closing of or the expansion of the buildings or business owned by Portage Diesel, Portage Diesel shall undertake all necessary actions and assume all reasonable costs to discontinue, disconnect or otherwise permanently terminate the sanitary lateral connection from Portage Diesel to the lift station owned and operated by Fort BP. This paragraph shall not apply to or negate Portage Diesel's

ability or responsibility to maintain the property and facilities thereon in accordance with all applicable codes, regulations and requirements.

- d. By or before August 1, 2015 Portage Diesel shall obtain necessary permits, pay necessary fees and costs to install such necessary facilities and connect the building(s) located on Parcel No. 11271-4002 to the City water main located on State Highway 33.
- e. By or before September 1, 2015 Portage Diesel shall obtain necessary permits, pay necessary fees and costs associated with the proper abandonment of all private wells located on Parcel No. 11271-4002. Such abandonment shall be in accordance with Section 78-37 of City ordinance.
- f. By or before September 1, 2021 Portage Diesel shall obtain necessary permits, pay necessary fees and costs to install such necessary facilities and connect the building(s) located on Parcel No. 11271-4002 to the City sanitary force main located on State Highway 33. If Portage Diesel satisfactorily complies with this section and independently connects their sanitary lateral to the force main on State Highway 33 and Portage Diesel is located within the corporate limits of the City, Portage Diesel shall not be responsible for the connection fee as referenced in the agreement between the City and Saddle Ridge.

III. DEFAULT.

If Fort BP or Portage Diesel is in default of this Agreement, the City shall be entitled to take any action allowed by applicable law by virtue of said default, provided that it first gives the defaulting party written notice of default describing the nature of the default; what action, if any, is deemed necessary to cure the same; and specifying a period of time within which the default may be cured. A monetary default should be cured within ten (10) days after the date of the notice of default. A non-monetary default shall be cured within forty-five (45) days after the date of the notice of default. In the event the non-monetary default cannot be reasonably cured within such 45 day period, then so long as Fort BP and/or Portage Diesel reasonably commences the cure within the 45 day period and diligently prosecutes such cure thereafter, the Parties shall, in good faith, mutually determine a completion date and, provided that the complete cure occurs within the said agreement upon period, then such non-monetary default shall be deemed cured.

If Fort BP and/or Portage Diesel is in default by reason of failing to complete the Responsibilities/Obligations set forth in Sections I and II herein, or by failing to make payments due the City hereunder, and fails to cure the same as provided herein, the City, without limiting its remedies under this Agreement, or under applicable law, may compel completion of said Responsibilities/Obligation(s) by Fort BP or Portage Diesel by bringing an action for damages and/or specific performance.

If a default is not cured within the specified time and proceedings are initiated to cure an alleged default, the City in such proceedings shall be entitled to reimbursement from Fort BP

and/or Portage Diesel plus reasonable attorneys and associated costs and disbursements incurred in such proceedings.

IV. DETACHMENT

In the event Fort BP and/or Portage Diesel submits a petition to detach from the City of Portage, it shall be understood that a condition of any Common Council approval to adopt such detachment ordinance shall automatically obligate completion of the following sections of this Agreement prior to the effective date of such detachment ordinance:

- a. If **Fort BP** submits a petition to detach from the City of Portage or is a signature party of said petition, Fort BP shall be obligated to complete one of the following options:

Option A1: Disconnect from City Utilities, which shall include all of the following:

1. Complete the requirements of Section I. a. of this Agreement;
2. Undertake all necessary actions, obtain necessary permits and assume all costs to discontinue, disconnect and otherwise permanently terminate the sanitary lateral connection from Fort BP and the sanitary force main located on State Highway 33;
3. Undertake all necessary actions to obtain necessary state and city permits and assume all costs to discontinue disconnect and otherwise permanently terminate any water service connection from Fort BP and the water main located on State Highway 33.
4. Fully restore pavement, facilities and/or utilities disturbed or otherwise modified during the course of completing the aforementioned obligations enumerated in this Section.

Option B1: Maintain connection and service from City Utilities, which shall include all of the following:

1. Complete the requirements of Section I. a. of this Agreement;
2. Enter into a separate agreement with the City of Portage and Saddle Ridge Estates, LTD to continue connection to the sanitary force main located on State Highway 33 and wastewater treatment.
3. (If applicable), enter into a separate agreement with the City to maintain connection to the water main on State Highway 33.

- b. If **Portage Diesel** submits a petition to detach from the City of Portage or is a signature party of said petition, Fort BP shall be obligated to complete one of the following options:

Option A2: Disconnect from City Utilities, which shall include all of the following:

1. Complete the requirements of Section II. a. of this Agreement;
2. Undertake all necessary actions, obtain necessary permits and assume all costs to discontinue, disconnect and otherwise permanently terminate any sanitary lateral connection from Portage Diesel and the sanitary force main located on State Highway 33;
3. Undertake all necessary actions to obtain necessary state and city permits and assume all costs to discontinue disconnect and otherwise permanently terminate any water service connection from Portage Diesel and the water main located on State Highway 33.
4. Fully restore pavement, facilities and/or utilities disturbed or otherwise modified during the course of completing the aforementioned obligations enumerated in this Section.

Option B2: Maintain connection and service from City Utilities, which shall include all of the following:

1. Complete the requirements of Section II. a. of this Agreement;
 2. Enter into a separate agreement with the City of Portage and Saddle Ridge Estates, LTD to continue connection to the sanitary force main located on State Highway 33 and wastewater treatment.
 3. (If applicable), enter into a separate agreement with the City to maintain connection to the water main on State Highway 33.
- c. If both **Fort BP and Portage Diesel** submit a petition to detach from the City of Portage or is a signature party of said petition, both Fort BP and Portage Diesel shall choose and fully complete one of the options under Section IV a and b of this Agreement, respectively.

V. SEVERABILITY

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

VI. ASSIGNMENT

No party may assign its rights or obligations under this Agreement without the written consent of the other party.

VII. RIGHTS AND REMEDIES.

The rights and remedies of the Parties to the Agreement, whether provided by law or provided by the Agreement, shall be cumulative, and the exercise by any party of any one or more of such remedies shall not preclude the exercise by it at the same or different times of any other such remedies for the same event or default or breach or any of its remedies for any other event of default or breach by any of the Parties.

Any delay or failure by any party in instituting or prosecuting any action or proceedings or asserting its rights under this Agreement shall not operate as a waiver of such rights or deprive it of or limit such rights in any way, nor shall any waiver in fact made by any party with respect to any specific default by the other party under this Agreement be considered or treated as the waiver of the rights of the non-defaulting party with respect to the particular default except to the extent specifically waived in writing.

VIII. NOTICES

Any notice provided for herein shall be in writing and shall be deemed to have been given if and when delivered personally or when deposited in the United States mail, certified, return receipt requested, postage prepaid, addressed as follows:

To FORT BP: Highway 33 Holdings, LLC
James Crawford, Registered Agent
P.O. Box 115
416 E. Wisconsin Street
Portage, WI 53901

To Portage Diesel: Portage Diesel, Inc.
Jonathon Crawford, Registered Agent
1905 State Highway 33
Portage, WI 53901

To the City: City Clerk
City of Portage
115 W. Pleasant Street
Portage, WI 53901

IX. TERM OF AGREEMENT

This Agreement shall expire upon fulfillment of all obligations described herein.

X. AMENDMENTS

This Agreement may be supplemented or amended only by written instrument executed by the Parties affected by such supplement or amendment. Such approval of amendments shall not be unreasonably withheld by either party to this Agreement.

For the City:

For Fort BP:

For Portage Diesel:

W.F. "Bill" Tierney, Mayor

James H. Crawford
Registered Agent

Jonathon J. Crawford
Registered Agent

Marie A. Moe, City Clerk

Date

Date

Date

AGREEMENT

THIS AGREEMENT made this _____ day of _____, 2014 by and between the **City of Portage**, WI, a municipal corporation located in Columbia County, hereinafter referred to be as the **City** and the Wisconsin International Poultry Club, Inc., an educational non-profit organization under IRS code 501(c)(5) and registered as a Wisconsin Non-stock corporation hereinafter referred to as the **Club**;

WHEREAS, the Club organizes and hosts an annual State Poultry Show (“Convention”); and

WHEREAS, City is desirous of providing a facility for the Club to hold such Convention for three (3) consecutive years at Veteran Memorial Field Complex/Fairgrounds;

WHEREAS, the initial term of this Agreement shall begin on the Agreement date above and end on October 31st, 2017. Either party may terminate the agreement by providing written notice to the other with a (1) one year notice of termination.

NOW THEREFORE, IT IS HERBY AGREED by and between the City and Club the mutual covenants herein set forth as follows:

1. This Agreement shall be for (3) calendar years, 2015, 2016, and 2017; either party may terminate this Agreement by providing a written notice to the other with (1) year notice.
2. The specific dates and length of each Convention shall be mutually agreed upon between the City and Club, but is generally understood that such Conventions shall be held at the end of September or the beginning of October of each year for 3 consecutive days each. The set up for the show will be allowed the Saturday prior to the Convention dates. The buildings to be used as set forth in paragraph 3 below will be empty and any equipment located therein shall be removed by the City prior to set up day. Specific dates for each annual convention shall be established as early as possible however no later than May 1 of each year of this Contract.
3. The Club shall be entitled to use the following buildings and area for its Convention: Building 6, 7, 8, Bidwell Building and the camping area. The Club may also use the Fair Office Building with approval of the Columbia County Fair Board.
4. The Club will also be able to store a semi-trailer with supplies in the Ag Building for the balance of each year excluding those times when the Ag building is used for other events. It is the responsibility of the Club to move the trailer out of the building and to move it back in at the request of the City, provided at least (3) days’ notice is given by the City to the Club.

5. The amount of rent the Club shall pay the City annually for the Convention and storage shall be as follows:

2015	\$2,000.00
2016	\$2,000.00
2017	\$2,000.00

6. The rental payment shall be made to the City Treasurer no later than July 15 each year of this Agreement in which the Convention and storage occurs.
7. The Club shall be responsible for cleaning up the buildings and grounds during and immediately after the show and to return them to the condition they were prior to the Convention and to keep the grounds free from debris and other materials resulting from the Convention. The Club shall be responsible for any damage to the buildings and grounds. After the cleanup is completed, the City shall inspect the premises. If the premises are not cleaned up satisfactorily or damage is observed, the City shall clean up the premises and shall charge all cleanup and damage costs to the Club. Failure to pay cleanup/damage repair costs within (60) days may result in the imposition of a deposit for subsequent use under this Agreement or termination of the Agreement, at the City's discretion.
8. The Club shall be allowed to use the restroom facilities located at the Veteran's Memorial Field for its show participants. The City shall provide the restrooms to the Club fully supplied and clean. The Club shall be responsible for cleaning and repairing any damage to the restrooms upon completion of the Conventions. If the restrooms are not cleaned up satisfactorily or damage is observed and not repaired, the City shall clean/repair the restrooms and shall charge all cleanup and damage costs to the Club. Failure to pay cleanup/damage repair costs within (60) days may result in the imposition of a deposit for subsequent use under this Agreement or termination of the Agreement, at the City's discretion. If any additional restroom facilities are required, the Club shall be responsible for ordering and paying for those additional restrooms.
9. The City shall be responsible for payment of all utility charges incurred by the Club in hosting the State Poultry Show.
10. The Club shall provide the City of Portage a Certificate of Insurance no later than August 1 each year of the Agreement with the City listed as an additional insured for the following minimum coverage limits:

General Liability (per occurrence):	\$1,000,000
Personal & Advertising Injury:	\$1,000,000
Products-Completed Operations Aggregate:	\$1,000,000
Damage to Premises Rented:	\$ 250,000
Medial Expense:	\$ 10,000
General Aggregate:	\$2,000,000

11. The Club shall provide their own insurance for the trailer and/or equipment stored in the Ag Building.

12. The Club shall retain and make available upon request animal ID registration in compliance with the Wisconsin Livestock ID Consortium. They will also make available total number of registrants at the end of each year's show.

DATED this _____ day of _____, 2014.

City of Portage

**Wisconsin International
Poultry Club, Inc.**

W F "Bill" Tierney, Mayor
115 W. Pleasant Street
Portage, WI 53901

Bill Krueger, President
7025 Center Rd
Manitowoc, WI 54220

Marie A. Moe, City Clerk

Airling D. Gunderson, Secretary

Resolution:

We the Common Counsel of the City of Portage, Columbia County, Wisconsin, hereby resolve as follows:

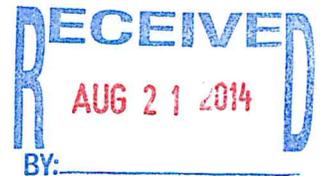
1. We affirm our vote of June 12, 2014. We believe that it is most appropriate for the county facilities now being considered to be located in the downtown Portage area, which is an established business district that has housed county offices since the inception of this community.
2. That locating those county facilities in downtown Portage is consistent with the sound zoning principals, in placing together uses that complement each other, and is consistent with Portage's comprehensive plan.
3. We believe that scattering county offices, in different areas of the community, is not desirable from a long term planning prospective, for either the city or the county.
4. To that end, we will entertain requests by the county for variances and waivers of our height limitations and parking requirements in the downtown area and will cooperate in reasonably considering such requests as well as possible Conant street closure. We will also consider requests to contribute financially toward developing parking areas to accommodate county building plans in downtown Portage.

Marie Moe

Portage, City Clerk.

Dear Marie: Here is a resolution I want to get on the agenda for the next city council meeting.

Thank you



Ovarian Cancer Awareness Month Proclamation

WHEREAS, ovarian cancer is the fifth leading cause of death in women and the deadliest of all gynecologic cancers; and

WHEREAS, early detection and treatment of ovarian cancer often means the difference between a woman's life and death; and

WHEREAS, ovarian cancer awareness month provides an opportunity to learn more about the causes and warning signs of this deadly disease, so that ovarian cancer can be detected early and treated effectively, thereby improving the survival rate and quality of life for the women whom ovarian cancer affects.

NOW THEREFORE, I, W.F. "Bill" Tierney, Mayor of Portage, Wisconsin, do hereby proclaim the month of September 2014 as

OVARIAN CANCER AWARENESS MONTH

Given under my hand this 28th day of August
2014, at Portage, Wisconsin.

W.F. "Bill" Tierney, Mayor