

**City of Portage Common Council Meeting  
Council Chambers of City Municipal Building  
115 West Pleasant Street, Portage, WI  
Regular Meeting – 7:00 p.m.  
September 25, 2014  
Agenda**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Minutes of Previous Meeting
6. Consent Agenda
  - A. Reports of Sub-Committees, Boards, and Commissions
    1. Business Improvement District Board of Directors, September 9, 2014
    2. Library Board, September 9, 2014
    3. Park and Recreation Board, September 9, 2014
    4. Board of Zoning Appeals, September 10, 2014
    5. Historic Preservation Commission, September 16, 2014
  - B. License Applications
    1. Operator
7. Committee Reports
  - A. Finance/Administration Committee, September 8, 2014 and September 15, 2014
    1. Consideration of recommendation for approval of award of contract for Contract No. 14-30C05 Goodyear Park Restroom and Concession Building, and Contract No. 14-30C02 Lawton Field Restroom and Concession Building
    2. Consideration of recommendation for approval of Change Order award of contract for Contract No. 14-20C12 East Albert Street
8. Old Business
9. New Business
  - A. Resolutions

1. Resolution No. 14-041 relative to Exemption from County Library Tax
  2. Resolution No. 14-042 relative to Authorizing the Use of Special Registration Deputies for Election Day Voter Registration
- B. Resignation
1. Business Improvement District Board of Directors, Chris Shadel
- C. Appointment
1. Business Improvement District Board of Directors, Marlena Cavanaugh
- D. Consideration of renaming the south side of Goodyear Park to "Gary O'Hearn Recreational Complex"
- E. Consideration of approval of revised Bylaws for the Business Improvement District Board of Directors
- F. Mayor's Comments
1. Banners and their locations
  2. Photo ID
  3. Run/Walks
  4. Committee of the Whole
- G. City Administrator's Report
1. Deer abatement and hunting
- H. Closed Session
- The Common Council will go into closed session pursuant to Wisconsin State Statutes 19.85(1)(b) for the reconsideration of an Operator License for MacKenzie L. Barney
10. Adjournment

Common Council Proceedings  
City of Portage

Public Hearing  
Council Chambers  
City Municipal Building

September 11, 2014  
6:50 p.m.

Regarding 2011 Community Development Block Grant Funds.

Mayor Tierney called the Public Hearing to order at 6:50 p.m.

Present: Ald. Charles, Dodd, Hamburg, Klapper, Kutzke, Lynn, Maass, Monfort

Excused: Ald. Havlovic

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

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

City Clerk Moe read the notice of public hearing and stated it has been published according to law.

Craig Gaetzke from Central Wisconsin Community Action Council discussed the following:

- Program status: 35 households were approved for assistance. 5 applicants chose not to go through with the work. 29 homes received repairs. 1 applicant's repairs are on hold pending Wisconsin Department of Housing approval.
- Eligible Community Development Block Grant activities: Initial plans were to use the block grant to install a number of storm shelters and provide home repair assistance; but the plan was changed and all funding was used for home rehab.
- Activities of the program: All repairs are to be completed by end of September. Grant close out documents are to be submitted to State by end of October. Future requests for funding will be through Wisconsin's regional Community Development Block Grant program; or when current recipients repay loans.
- Citizen input regarding Community Development Block Grant activities: what the city should do with its revolving money.

Mayor Tierney asked three times if anyone wished to speak on the program.

No one present wished to speak; so Mayor Tierney declared the Public Hearing closed at 7:01 p.m.

Marie A. Moe, WCPC, MMC  
City Clerk

Common Council Proceedings  
City of Portage

Regular Meeting  
Council Chambers  
City Municipal Building

September 11, 2014  
7:00 p.m.

**1. Call to Order**

Mayor Tierney called the meeting to order at 7:02 p.m.

**2. Roll Call**

Present: Ald. Charles, Dodd, Hamburg, Klapper, Kutzke, Lynn, Maass, Monfort

Excused: Ald. Havlovic

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

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

**3. Pledge of Allegiance**

The Pledge of Allegiance was led by Fire Chief Simonson and Assistant Police Chief O'Neill in honor of 9-11.

Mayor Tierney read a poem in remembrance of 9-11 by Vickie Detert, titled Heart to Heart.

**4. Minutes of Previous Meeting**

Motion by Klapper, second by Dodd to approve the minutes of the August 28, 2014 Common Council meeting. Motion carried unanimously on call of roll.

**5. Approval of Agenda**

No changes.

**6. Consent Agenda**

Reports of Sub-Committees, Boards, and Commissions

Library Board meeting of August 19, 2014

Historic Preservation Commission meeting of August 19, 2014

Joint Council Committee of the Whole and Park and Recreation Board meeting of August 27, 2014

Police and Fire Commission meeting of August 20, 2014

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

License Applications

Operator license applications for Kevin R. Ballweg, Eric A. Carpenter, Kassandra A. Joranger, Gregory J. Maney, Robert H. Miller, and Addie A. Tamboli.

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

**7. Committee Reports**

Community Development Block Grant Committee and Finance/Administration Committee meeting of August 25, 2014

Finance/Administration Committee meeting of September 8, 2014

Motion by Dodd, second by Lynn to approve claims in the amount of \$1,685,273.69. Motion carried unanimously on call of roll.

Human Resources Committee meeting of September 2, 2014

Municipal Services and Utilities Committee meeting of September 4, 2014

Motion by Klapper, second by Lynn to approve a credit in the amount of \$185.90 for Brandon Raimer on his sewer bill. Motion carried 7 to 1 on call of roll with Maass voting no.

**8. Old Business**

Resolutions

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 Hamburg 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. The last sentence in Section V, Cost Apportionment, will be revised to not conflict with Section III, F, Items Not Subject to Special Assessment. Motion carried unanimously on call of roll.

Additional Driveway for Saint Gobain exceeding limitation of Section 10-306

Motion by Klapper, second by Monfort to approve an additional driveway, 40 feet in width, for Saint Gobain. Motion carried unanimously on call of roll.

**9. New Business**

Resolutions

Resolution No. 14-040 relative to Authorizing Certain Individuals to Perform Necessary Functions Associated with Acquisition of Right-of-Way (East Haertel Street) was read and adopted unanimously on motion by Maass, second by Charles and call of roll.

East Haertel Street Right of Way Plat

Motion by Klapper, second by Dodd to approve the East Haertel Street Right of Way Plat. Motion carried unanimously on call of roll.

East Haertel Street Relocation Order

Motion by Klapper, second by Hamburg to approve the East Haertel Street Relocation Order. Motion carried unanimously on call of roll.

Exceed driveway limitations per Section 10-307 (555 School Road)

Motion by Maass, second by Charles approve the request to exceed driveway limitations per Section 10-307 at 555 School Road by two (2) feet. Motion carried unanimously on call of roll.

The ordinances requiring Council needing to approve driveways exceeding certain widths will be addressed by the Legislative and Regulatory Committee.

Mayor's Comments

The skate park was discussed. It was the opinion of Ald. Dodd and Maass that the skate park project should go through the Park and Recreation Board for consideration during the Board's capital project planning process; the same as any other project.

Ald. Lynn deferred his time to Frank Miller (218 East Pleasant Street), who explained his involvement with the project when he was on council. It was Mr. Miller's opinion that a skate park is an important asset for the city.

Todd Miller (423 East Howard Street), Vice President of Portage Family Skate Park, informed the council that currently the group has raised \$70,000 (\$30,000 of this amount is from the city). According to Mr. Miller, the project with the group's concept plan is \$210,000. Mr. Miller noted that ultimately the city will be designing the park with the amount of funding appropriated.

Motion by Charles, second by Dodd to refer the skate park project back to the Park and Recreation Board for their October meeting for consideration in the department's capital project borrowing request. Motion carried unanimously on call of roll.

Anyone interested in serving as an Election Inspector was asked to contact the City Clerk's office.

Committee chairpersons were reminded to discuss with staff items for committee agendas to allow for adequate preparation time, and to avoid amendments to the agenda.

City Administrator's Report

Updates were given on the following projects: New Pinery Road, East Conant Street, East Albert Street, sidewalk replacement, alley resurfacing, biodigester, Chamber parking lot, cable tv upgrades, chip sealing of streets, recycling carts, replacement of overhead electrical line at fairgrounds, Well 8 rehabilitation.

**10. Adjournment**

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

Marie A. Moe, WCPC, MMC  
City Clerk

**City of Portage**  
**Business Improvement District Board of Directors**  
**Tuesday, September 9, 2014, 7:30 a.m.**  
**City Municipal Building, 115 West Pleasant St.**  
**Conference Room Two**  
**Minutes**

Present: President- Peggy Joyce, Treasurer Shane Schmidt, Secretary Dennis Rupers, Marybeth Dorn, Ian Dumbleton, Myrna Hooper & Sheila Link.

Also present: BID Contractor, Scott Davis and Missy Paulson, Advertising Executive with Capital Newspapers

Excused: Vice President, John Krueger

**1. Roll Call**

The meeting was called to order at 7:31am by President Joyce.

**2. Discussion and request for approval of BID Meeting minutes for August 13, 2014.**

President Joyce presented the minutes from August 13, 2014 and asked for a motion to approve the minutes as presented. Motion by Schmidt, second by Dumbleton to approve minutes for August 13, 2014 meeting. Motion carried unanimously.

**3. Discussion and possible action on BID Committee Chairman Report**

**Discussion moved to Marketing Committee report.**

President Joyce introduced Missy Paulson from Capital Newspapers regarding advertising for Portage BID. Missy offered four advertising opportunities; two for the Holidays, one for Columbia County Visitors Guide and one with the Columbia County Map. The two Holiday ads are \$1650. The Spadia or wrap ad is \$750 and will be printed 4 times in the Baraboo, Portage, Dells and Reedsburg papers on 11/21/14, 11/28/14, 12/05/14 and 12/12/14. The second is the Holiday Happenings for \$900 and will be published in all 6 newspapers on 11/12/14. The Marketing Department would like to use these ads to draw people to the seasonal events within the Portage BID. The Columbia County Visitors Guide has a Full Page available to the Portage BID for \$1200. BID used the "Explore Portage" full page ad in 2013. 45,000 copies are printed and distributed in March in Columbia, Marquette and Sauk counties and within local Rest Areas. The Columbia County Map has 4 spots available. Portage BID used the "Explore Portage" ad on the back panel in 2013. The back panel is available again for \$450.

Motion by Schmidt, second by Dorn to approve spending \$1650 for both holiday ads in 2014; \$750 for the Spadia ad and \$900 for the Holiday Happenings ad. Motion carried unanimously.

Motion by Hooper, second by Dumbleton to approve spending \$1650 toward the 2015 marketing plan in which \$450 will be used for the back panel of the Columbia County Map and \$1200 for a full page ad in the Columbia County Visitors Guide. Motion carried unanimously.

President Joyce continued with the Marketing committee report and stated that the Marketing Committee will be meeting on Wednesday, 09/10/14, at 5:00pm, with Marlena Cavanaugh from Cavanaugh Enterprises regarding the initial planning for the Portage BID website.

**Discussion moved to Executive Committee Report.**

President Joyce informed the Board that the Executive Committee met regarding Downtown Portage, Inc's (DPI) request for support for an Events Coordinator. President Joyce recommended to the Board that they not consider supporting DPI in this manner. Joyce stated that she talked with DPI President, Sherry Douglas about meeting with the Portage BID Executive Committee so that

everyone is on the same page in regards to support requests. Rupers stated that he feels that DPI's decision to use an Event Coordinator is a great idea, but he would prefer to see DPI request support when needed on an event basis. When requests for support are made by DPI to the Portage BID, Schmidt stated that the Executive Committee would like to see a budget presented along with a current financial statement. Rupers added that he feels that the Portage BID should stay clear of supporting an employee due to potential Department of Labor issues. Director Link added that it was important that they look to an Event Coordinator to minimize burn out due to high levels of commitment and involvement by a volunteer board. Joyce stated that she will try to set-up the meeting between the BID Executive Committee and the DPI Board.

President Joyce moved to the next item which was the filling of the vacant Board Member position vacated by Chris Shadel. Joyce stated that Rupers suggested Marlena Cavanaugh as a Board Member since she would fit the criteria of membership. Joyce stated that she talked with Cavanaugh and she accepted the nomination if the Board were to approve.

Motion by Joyce, second by Dorn to recommend the nomination of Marlena Cavanaugh for approval to the Mayor of Portage, to fill the Director position vacated by Chris Shadel and to complete the term through 2016. Motion carried unanimously.

#### **Discussion moved to Buildings & Grounds Committee Report.**

Director Dumbleton started the committee's report stating that he received a BID from DJ Fence Company in the amount of \$4800. Fencing is to be erected at the BID Storage shed location so that BID equipment can be securely stored. Dumbleton stated that the committee will be seeking another bid, as well. No action regarding the decision of an accepted bid at this time.

Committee Chair & Treasurer Schmidt moved to the discussion of Trees in the Downtown. Schmidt stated that the Council is not in support of a tree program for the downtown which would include replacement of trees in 5-8 year time frames. Schmidt stated that it will be necessary to educate the council members on a proper plan so that it gains support. Trees are an important aspect of a beautiful downtown, but with the current vaults located underground, they are no longer feasible. Planters would be required and they are a viable option to pursue. Schmidt stated that he feels that the BID would garner more support if trees were included in specific projects and not in a Tree Program format. He believes that a good place to start is at the Chamber Plaza. Joyce added that the Plaza is not a BID area. Schmidt stated that no dollars have been discussed, but that the BID should be involved in the planning process so that it has a positive effect within the whole of Downtown Portage. Schmidt continued his report stating that Scott Davis is looking into the best option for the water tank since more watering is being required. The committee will continue to discuss what will be the best option regarding the ample size and delivery system for the water tank.

#### **Discussion moved to the Farmers Market Committee Report**

President Joyce presented the newly formed Farmers Market Committee Report. Joyce asked Scott Davis if he had anything to report in regards to the Farmers Market. Davis stated that he still hears complaints and comments from the downtown merchants regarding the parking spaces being taken away and being used for the Farmers Market. Director Link added that it may be helpful if parking is made available along the back in the alley. Treasurer Schmidt added that he feels that the Farmers Market Committee should contain members from the local retailers as well as the Vendors as they work together to grow and improve the Farmers Market. Schmidt added that the Vendors feel that the Commerce Plaza is the best location compared to Market Square due to traffic and visibility.

President Joyce stated that the committee is in need of a Chairperson. She asked if there was someone willing to take on the position as Committee Chair for the Farmers Market Committee.

Director Dumbleton nominated himself for the position.

Motion by Joyce, second by Schmidt to accept the nomination of Ian Dumbleton as the Chairperson for the Farmers Market Committee. Motion carried unanimously.

President Joyce asked Scott Davis to present the Contractors report. Davis stated that he has been watering every week. There has been some vandalism to the new metal sculptures placed around downtown but that he was able to fix where necessary. Davis added that he would like to make more brackets for hanging baskets to fill in the empty areas within the BID. Davis stated that Links Greenhouse said we should get another month of life from the flowers if they are trimmed back a bit. Davis concluded his report stating that more people are showing up to the Farmers market and that it will be open through October, the Bobcat will be scheduled for its 50 hour service visit and that he replaced the bearings on the water wagon.

Motion by Rupers, second by Schmidt to accept the September Contractor's Report. Motion carried unanimously.

Rupers asked what are the plans for the hanging baskets and barrel planters for the Winter Season. Schmidt stated that BID and DPI have been responsible for handling that task. Director Link stated that a committee should be formed so that this can be done before the Holiday events start. Dumbleton stated that he would ask Silent Night Evergreens if they could provide again for us the evergreen boughs for the downtown. Schmidt added that it would be nice if mini trees and/or solar lights could be utilized in the near future.

**Discussion moved to the Grants Committee Report**

No report presented.

**Discussion moved to Streetscape Committee report.**

President Joyce presented her report stating that she is awaiting approval from the City Administrator, Shawn Murphy, that they would be willing to put up the Christmas Tree Ornaments. She will follow-up with Shawn today. Director Dorn suggested that they be installed on the sections before the tree is erected. Treasurer Schmidt suggested that the ornaments get ordered and that all who can help can get together to add the ornaments to the sections.

**4. Discussion and possible action on BID Bylaws change add Annual Orientation Meeting paragraph under Article III – Board of Directors; Section IV Responsibilities.**

Secretary Rupers presented to the Board for consideration the bylaw change to add Annual Orientation Meeting paragraph under Article III – Board of Directors; Section IV Responsibilities. Motion by Schmidt, second by Dumbleton to adopt the BID Bylaws change to add Annual Orientation Meeting paragraph under Article III – Board of Directors; Section IV Responsibilities. Motion carried unanimously. Bylaw change is Addendum1BIDSept.

**5. Discussion and possible action on BID Bylaws change to clarify the paragraph containing committee chairperson preliminary budget responsibilities under Article V – Committees; Section II Committee Leadership & Responsibilities.**

Secretary Rupers presented to the Board for consideration the bylaw change to clarify the paragraph containing committee chairperson preliminary budget responsibilities under Article V – Committees; Section II Committee Leadership & Responsibilities. Motion by Schmidt, second by Hooper to adopt the BID Bylaws change to clarify the paragraph containing committee chairperson preliminary budget responsibilities under Article V – Committees; Section II Committee Leadership & Responsibilities. Motion carried unanimously. Bylaw change is included in Addendum1BIDSept.

**6. Discussion and possible action on BID Bylaws change amend paragraph regarding BID Budget under Article VI – Finances; Section IV Budget.**

Secretary Rupers presented to the Board for consideration the bylaw change to amend paragraph regarding BID Budget under Article VI – Finances; Section IV Budget.

Motion by Schmidt, second by Hooper to adopt the BID Bylaws change to to amend paragraph regarding BID Budget under Article VI – Finances; Section IV Budget. Motion carried unanimously. Bylaw change is included in Addendum1BIDSept.

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

Director Link stated that there is nothing more to report other than what has already been discussed in the Executive Committee report.

**8. Discussion and possible action on treasurer’s report.**

Claims to pay

Treasurer Schmidt presented the Claims to Pay Voucher list for September, 2014. Schmidt presented the Claims to pay for September in the amount of \$2613.75. Motion by Rupers, second by Dorn to approve the presented Claims To Pay list in the amount of \$2613.75. Motion carried unanimously. Claims to pay list included as Addendum 2BIDSept.

Financials – August 2014

Treasurer Schmidt presented the August 2014 Financials to the Board. Schmidt stated that the BID August Financials were accurate and balanced. Motion by Dumbleton, second by Dorn to approve the August 2014 Financials, Motion carried unanimously. August 2014 Financials included as Addendum 3BIDSept.

**9. Adjournment**

Motion by Joyce, second by Rupers to adjourn the meeting at 8:49. Motion carried unanimously.

Respectfully Submitted by Dennis Rupers, BID Secretary.

## **09/09/2014 BID Bylaws Change Proposal**

1. Add Orientation paragraph under Article III – Board of Directors; Section IV Responsibilities

The BID Board of Directors will host an orientation meeting with the Business Improvement District Members every year in January. The BID Board President will preside over the meeting whereby the BID Board of Directors will be introduced, Committee Chairpersons will be recognized and the goals and action plans of the BID Board and each committee will be identified.

2. Clarify paragraph containing committee chairperson preliminary budget responsibilities under Article V - Committees; Section II Committee Leadership & Responsibilities

Each Committee Chairperson is responsible for producing and providing an annual budget for review and for possible action by the BID Board of Directors. Each Committee's preliminary budget should be provided to the Vice President, the budget coordinator, no later than August 1<sup>st</sup> of each year.

3. Amend paragraph regarding BID Budget under Article VI – Finances; Section IV Budget

Each June, the President shall appoint a budget committee to work under the direction of the Vice President, the Budget Coordinator, to formulate a budget in line with the coming year's goals and objectives of the Board and committees. The BID Board Vice President will present a proposed budget at the August meeting, which will, in turn, be presented along with the coming year's Operating Plan to the City of Portage to accomplish the BID Operational Plan.

2014  
City of Portage  
Business Improvement District

September 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	8/28/2014	118698-013	11869808282014	\$8.43	Alliant Energy	BID Building Electrical	221	Electrical & Gas
3	8/20/2014		78287	\$105.32	Walsh's Ace Hardware	Round Up, Pin & Clip Sleeved	860	Small Equipment
4								
5								
6								
7								
8								
9								
10								

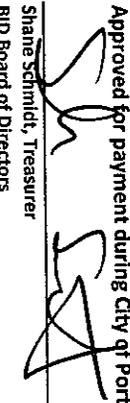
Total: \$2,613.75

Pre-Paid Expense Account #055

1	8/26/2014		Pre-Paid	\$2.95	Walgreens Balance		590	Bank Fees
2	8/28/2014		W30-422581	\$41.44	Motion Industries	Wheel Bearing for watering Trailer	860	Small Equipment
3	8/20/2014		Pre-Paid	\$40.10	Market Basket	Diesel	342	Gasoline/Oil
4								
5								
6								
7								
8								
9								
10								

Total: \$84.49

Balance On Card: \$911.02

Approved for payment during City of Portage Business Improvement District Committee meeting dated 9/9/2014  
 9/9/2014  
 Shane Schmidt, Treasurer  
 BID Board of Directors

DETAILED BALANCE SHEET

FUND: BUSINESS IMPROVE DISTRICT FUND  
 FOR PERIOD 8 ENDING AUGUST 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 08/01/14	NET DEBITS	NET CREDITS	BALANCE 08/31/14
<b>SETS</b>					
<b>SH AND MARKETABLE SECURITIES</b>					
245-00-11000-001	CASH	66,038.90	156.10	4,458.20	61,736.80
245-00-11000-003	MONEY MARKET INVESTMENTS	70,601.23	8.41	0.00	70,609.64
245-00-11000-007	INVESTMENTS	0.00	0.00	0.00	0.00
<b>TAL CASH AND MARKETABLE SECURITIES</b>					
		136,640.13	164.51	4,458.20	132,346.44
<b>COUNTS RECEIVABLE</b>					
245-00-13000-019	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
<b>TAL ACCOUNTS RECEIVABLE</b>					
		0.00	0.00	0.00	0.00
<b>E FROM OTHER FUNDS</b>					
245-00-15000-037	TOURISM FUND	0.00	0.00	0.00	0.00
245-00-15000-051	TAX ROLL FUND	0.00	0.00	0.00	0.00
<b>TAL DUE FROM OTHER FUNDS</b>					
		0.00	0.00	0.00	0.00
<b>VENTORIES AND PREPAYMENTS</b>					
245-00-16000-055	PREPAID EXPENSE	1,075.31	0.00	79.80	995.51
<b>TAL INVENTORIES AND PREPAYMENTS</b>					
		1,075.31	0.00	79.80	995.51
<b>INTERFUND</b>					
245-00-90000-998	SUMMARY ACCOUNT	0.00	0.00	0.00	0.00
245-00-90000-999	DUE TO/FROM OTHER FUNDS	0.00	0.00	0.00	0.00
<b>TAL INTERFUND</b>					
		0.00	0.00	0.00	0.00
<b>TAL ASSETS</b>					
		137,715.44	164.51	4,538.00	133,341.95
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
<b>COUNTS PAYABLE</b>					
245-00-21000-901	ACCOUNTS PAYABLE	0.00	4,458.20	4,458.20	0.00
<b>TAL ACCOUNTS PAYABLE</b>					
		0.00	4,458.20	4,458.20	0.00
<b>E TO OTHER FUNDS</b>					
245-00-25000-955	GENERAL FUND	0.00	0.00	0.00	0.00
245-00-25000-974	TOURISM FUND	0.00	0.00	0.00	0.00

FUND: BUSINESS IMPROVE DISTRICT FUND  
 FOR PERIOD 8 ENDING AUGUST 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 08/01/14	NET DEBITS	NET CREDITS	BALANCE 08/31/14
TOTAL DUE TO OTHER FUNDS		0.00	0.00	0.00	0.00
DEFERRED REVENUES					
245-00-26000-967	TAX ROLL	0.00	0.00	0.00	0.00
TOTAL DEFERRED REVENUES		0.00	0.00	0.00	0.00
TOTAL LIABILITIES		0.00	4,458.20	4,458.20	0.00
ND EQUITY					
ND BALANCE					
245-00-34000-991	FUND BALANCE	12,733.27	0.00	0.00	12,733.27
245-00-34000-992	DESIGNATED FUND BALANCE	96,167.00	0.00	0.00	96,167.00
TOTAL FUND BALANCE		108,900.27	0.00	0.00	108,900.27
	FUND SURPLUS (DEFICIT)	28,815.17	4,373.49	0.00	24,441.68
TOTAL FUND EQUITY		137,715.44	4,373.49	0.00	133,341.95
TOTAL LIABILITIES AND FUND EQUITY		137,715.44	8,831.69	4,458.20	133,341.95

ACCOUNT NUMBER	DESCRIPTION	AUGUST ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	REVISED FISCAL YEAR BUDGET	% COLLECTED/EXPENDED	PRIOR YEAR-TO-DATE ACTUAL
BUSINESS IMP DISTRICT						
245-00-56720-130	HEALTH INSURANCE	0.00	0.00	0.00	0.0	0.00
245-00-56720-211	SOFTWARE SUPPORT	0.00	0.00	0.00	0.0	0.00
245-00-56720-219	OTHER PROFESSIONAL SERVICES	0.00	0.00	18,000.00	0.0	4,000.00
245-00-56720-220	TELEPHONE	0.00	0.00	0.00	0.0	0.00
245-00-56720-221	ELECTRICITY & GAS	9.20	70.50	0.00	(100.0)	0.00
245-00-56720-241	CUSTODIAL SERVICES	2,500.00	17,500.00	30,000.00	58.3	19,912.00
245-00-56720-242	SNOW/ICE CONTROL	0.00	0.00	6,000.00	0.0	0.00
245-00-56720-290	TRAINING	0.00	0.00	0.00	0.0	0.00
245-00-56720-291	POSTAGE	0.00	0.00	0.00	0.0	0.00
245-00-56720-292	PRINTING/PUBLISHING	0.00	0.00	0.00	0.0	0.00
245-00-56720-294	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.0	0.00
245-00-56720-295	MISCELLANEOUS BUSINESS EXP	0.00	0.00	0.00	0.0	0.00
245-00-56720-296	MARKETING	1,500.00	10,938.92	20,150.00	54.2	9,311.63
245-00-56720-297	FARMERS MARKET	0.00	1,829.86	250.00	731.9	65.00
245-00-56720-310	OFFICE SUPPLIES	0.00	0.00	0.00	0.0	0.00
245-00-56720-320	PUBLICATIONS, SUBSCRIPTIONS	0.00	0.00	0.00	0.0	0.00
245-00-56720-340	OPERATING SUPPLIES	0.00	0.00	0.00	0.0	0.00
245-00-56720-342	GASOLINE/OIL	76.85	(68.89)	1,500.00	(4.5)	962.44
245-00-56720-351	REPAIR/MAINT SUPPLIES-BLDG & G	0.00	103.03	1,000.00	10.3	622.89
245-00-56720-352	REPAIR/MAINT SUPP-EQUIPMENT	0.00	614.52	1,000.00	61.4	409.05
245-00-56720-390	MISCELLANEOUS SUPPLIES	0.00	0.00	500.00	0.0	66.40
245-00-56720-510	LIABILITY INSURANCE	0.00	295.00	2,000.00	14.7	1,348.00
245-00-56720-512	PROPERTY INSURANCE	0.00	1,506.00	1,500.00	100.4	1,472.00
245-00-56720-550	ADMINISTRATIVE SERVICES	0.00	0.00	0.00	0.0	14,058.00
245-00-56720-590	BANK FEES	2.95	22.70	100.00	22.7	77.46
245-00-56720-710	COMMUNITY EVENTS	0.00	2,350.00	15,000.00	15.6	4,864.90
245-00-56720-715	GRANTS	0.00	200.00	0.00	(100.0)	0.00
245-00-56720-731	MAIN STREET	0.00	0.00	0.00	0.0	0.00
245-00-56720-760	CONTINGENCY	0.00	0.00	0.00	0.0	0.00
245-00-56720-790	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.0	0.00
245-00-56720-821	BUILDINGS/GROUNDS	0.00	4,920.00	0.00	(100.0)	0.00
245-00-56720-840	EQUIPMENT	0.00	23,624.20	2,500.00	944.9	0.00
245-00-56720-860	SMALL EQUIPMENT	449.00	3,226.57	0.00	(100.0)	0.00
245-00-56720-890	BANK FEES	0.00	0.00	0.00	0.0	0.00

TOTAL EXPENSES: BUSINESS IMP DISTRICT 4,538.00 67,132.41 99,500.00 67.4 57,169.77

DETAILED REVENUE & EXPENSE REPORT  
 MONTH YTD ACTUAL VS. REVISED BUDGET WITH PRIOR YTD ACTUAL  
 FOR 8 PERIODS ENDING AUGUST 31, 2014

FUND: BUSINESS IMPROVE DISTRICT FUND  
 DEPT:

ACCOUNT NUMBER	DESCRIPTION	AUGUST ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	REVISED FISCAL YEAR BUDGET	% COLLECTED/EXPENDED	PRIOR YEAR-TO-DATE ACTUAL
RESIDUAL EQUITY	RESIDUAL EQUITY	0.00	0.00	2,100.00	0.0	0.00
245-00-59100-000	RESIDUAL EQUITY	0.00	0.00	2,100.00	0.0	0.00
TOTAL EXPENSES:	RESIDUAL EQUITY	0.00	0.00	2,100.00	0.0	0.00
TOTAL EXPENSES:		4,538.00	67,132.41	101,600.00	66.0	57,169.77
FAL FUND REVENUES		164.51	91,574.09	101,600.00	90.1	91,589.09
FAL FUND EXPENSES		4,538.00	67,132.41	101,600.00	66.0	57,169.77
ND SURPLUS (DEFICIT)		(4,373.49)	24,441.68	0.00	100.0	34,419.32

DETAILED REVENUE & EXPENSE REPORT  
 MONTH YTD ACTUAL VS. REVISED BUDGET WITH PRIOR YTD ACTUAL  
 FOR 8 PERIODS ENDING AUGUST 31, 2014

ACCOUNT NUMBER	DESCRIPTION	FUND: BUSINESS IMPROVE DISTRICT FUND		REVISED FISCAL YEAR BUDGET	COLLECTED/EXPENDED	PRIOR YEAR-TO-DATE ACTUAL
		AUGUST ACTUAL	FISCAL YEAR-TO-DATE ACTUAL			
FARMERS MARKET FEES						
245-44-44130-000	FARMERS MARKET FEES	150.00	1,934.00	2,000.00	96.7	2,019.00
TOTAL REVENUES: FARMERS MARKET FEES						
		150.00	1,934.00	2,000.00	96.7	2,019.00
TOTAL REVENUES: LICENSES AND PERMITS						
		150.00	1,934.00	2,000.00	96.7	2,019.00

DETAILED REVENUE & EXPENSE REPORT  
 MONTH YTD ACTUAL VS. REVISED BUDGET WITH PRIOR YTD ACTUAL  
 FOR 8 PERIODS ENDING AUGUST 31, 2014

ACCOUNT NUMBER	DESCRIPTION	FUND: BUSINESS IMPROVE DISTRICT FUND		DEPT: CHARGES FOR SERVICES		FISCAL YEAR ACTUAL	REVISED FISCAL YEAR BUDGET	COLLECTED/EXPENDED	PRIOR YEAR-TO-DATE ACTUAL
		AUGUST ACTUAL	YEAR-TO-DATE ACTUAL	YEAR-TO-DATE ACTUAL	YEAR-TO-DATE ACTUAL				
ECONOMIC DEVELOPMENT									
245-46-46850-000	ECONOMIC DEVELOPMENT	0.00	89,500.00	89,500.00	100.0	89,500.00	89,500.00	100.0	89,500.00
TOTAL REVENUES: ECONOMIC DEVELOPMENT									
		0.00	89,500.00	89,500.00	100.0	89,500.00	89,500.00	100.0	89,500.00
TOTAL REVENUES: CHARGES FOR SERVICES									
		0.00	89,500.00	89,500.00	100.0	89,500.00	89,500.00	100.0	89,500.00

DETAILED REVENUE & EXPENSE REPORT  
 MONTH YTD ACTUAL VS. REVISED BUDGET WITH PRIOR YTD ACTUAL  
 FOR 8 PERIODS ENDING AUGUST 31, 2014

ACCOUNT NUMBER	DESCRIPTION	FUND: BUSINESS IMPROVE DISTRICT FUND		REVISED FISCAL YEAR BUDGET	COLLECTED & EXPENDED	PRIOR YEAR-TO-DATE ACTUAL
		AUGUST ACTUAL	FISCAL YEAR-TO-DATE ACTUAL			
-----						
INTEREST INCOME						
245-48-48110-000	INTEREST INCOME	14.51	140.09	100.00	140.0	70.09
-----						
TOTAL REVENUES: INTEREST INCOME		14.51	140.09	100.00	140.0	70.09
-----						
DONATIONS						
245-48-48500-000	DONATIONS	0.00	0.00	10,000.00	0.0	0.00
-----						
TOTAL REVENUES: DONATIONS		0.00	0.00	10,000.00	0.0	0.00
-----						
MISCELLANEOUS INCOME						
245-48-48900-000	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.0	0.00
-----						
TOTAL REVENUES: MISCELLANEOUS INCOME		0.00	0.00	0.00	0.0	0.00
-----						
TOTAL REVENUES: MISCELLANEOUS REVENUE		14.51	140.09	10,100.00	1.3	70.09

DETAILED REVENUE & EXPENSE REPORT  
 MONTH YTD ACTUAL VS. REVISED BUDGET WITH PRIOR YTD ACTUAL  
 FOR 8 PERIODS ENDING AUGUST 31, 2014

ACCOUNT NUMBER	DESCRIPTION	AUGUST		FISCAL YEAR-TO-DATE		REVISED FISCAL YEAR BUDGET		% COLLECTED / EXPENDED		PRIOR
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	EXPENDED	ACTUAL	
ND BALANCE APPLIED	FUND BALANCE APPLIED	0.00		0.00		0.00		0.0		0.00
245-49-49900-000	FUND BALANCE APPLIED	0.00		0.00		0.00		0.0		0.00
TOTAL REVENUES: FUND BALANCE APPLIED		0.00		0.00		0.00		0.0		0.00
TOTAL REVENUES: OTHER FINANCING SOURCES		0.00		0.00		0.00		0.0		0.00

FUND: BUSINESS IMPROVE DISTRICT FUND  
 DEPT: OTHER FINANCING SOURCES

JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
<b>3-00-11000-001 (A) CASH</b>								
	08/01/2014		BEGINNING BALANCE				66,038.90	
	08/31/2014	21	JE0021 AUGUST 2014				6.10	
	08/01/2014	04	ACCOUNTS PAYABLE OFFSET					2,500.00
	08/15/2014	20	ACCOUNTS PAYABLE OFFSET					1,958.20
	08/12/2014	41	CASH RECEIPTS OFFSET				150.00	
			TOTAL PERIOD 08 ACTIVITY				156.10	4,458.20
			ENDING BALANCE				61,736.80	
<b>3-00-11000-003 (A) MONEY MARKET</b>								
	08/01/2014		BEGINNING BALANCE				70,601.23	
	08/31/2014	33	JE0021 AUGUST 2014				8.41	
			TOTAL PERIOD 08 ACTIVITY				8.41	0.00
			ENDING BALANCE				70,609.64	
<b>3-00-11000-007 (A) INVESTMENTS</b>								
	08/01/2014		BEGINNING BALANCE				0.00	
			ENDING BALANCE				0.00	
<b>3-00-13000-019 (A) ACCOUNTS RECEIVABLE</b>								
	08/01/2014		BEGINNING BALANCE				0.00	
			ENDING BALANCE				0.00	
<b>3-00-15000-037 (A) TOURISM FUND</b>								
	08/01/2014		BEGINNING BALANCE				0.00	
			ENDING BALANCE				0.00	
<b>3-00-15000-051 (A) TAX ROLL FUND</b>								
	08/01/2014		BEGINNING BALANCE				0.00	
			ENDING BALANCE				0.00	
<b>3-00-16000-055 (A) PREPAID EXPENSE</b>								
	08/01/2014		BEGINNING BALANCE				1,075.31	
	08/31/2014	03	JE0018 AUG CLMS MKT BSKT				0.00	79.80
			TOTAL PERIOD 08 ACTIVITY				1,075.31	79.80
			ENDING BALANCE				995.51	
<b>3-00-21000-901 (A) ACCOUNTS PAYABLE</b>								
	08/01/2014		BEGINNING BALANCE					0.00
	08/01/2014	05	ACCRUAL OFFSET					2,500.00
	08/01/2014	03	ACCRUAL OFFSET					2,500.00
	08/15/2014	48	ACCRUAL OFFSET					1,958.20

ACTIVITY FOR FISCAL PERIOD 08

JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
3	AP-140815F	08/15/2014	19 ACCRUAL OFFSET				1,958.20	
			TOTAL PERIOD 08 ACTIVITY				4,458.20	4,458.20
3			ENDING BALANCE					0.00
<hr/>								
3			3-00-25000-955 (L) GENERAL FUND					
			08/01/2014 BEGINNING BALANCE					0.00
			ENDING BALANCE					0.00
<hr/>								
3			3-00-25000-974 (L) TOURISM FUND					
			08/01/2014 BEGINNING BALANCE					0.00
			ENDING BALANCE					0.00
<hr/>								
3			3-00-26000-967 (L) TAX ROLL					
			08/01/2014 BEGINNING BALANCE					0.00
			ENDING BALANCE					0.00
<hr/>								
3			3-00-34000-991 (C) FUND BALANCE					
			08/01/2014 BEGINNING BALANCE					12,733.27
			ENDING BALANCE					12,733.27
<hr/>								
3			3-00-34000-992 (C) DESIGNATED FUND BALANCE					
			08/01/2014 BEGINNING BALANCE					96,167.00
			ENDING BALANCE					96,167.00
<hr/>								
3			3-00-56720-130 (E) HEALTH INSURANCE					
			08/01/2014 BEGINNING BALANCE					0.00
			MONTHLY REVISED BUDGET				0.00	
			ANNUAL REVISED BUDGET				0.00	
			ENDING BALANCE					0.00
<hr/>								
3			3-00-56720-211 (E) SOFTWARE SUPPORT					
			08/01/2014 BEGINNING BALANCE					0.00
			MONTHLY REVISED BUDGET				0.00	
			ANNUAL REVISED BUDGET				0.00	
			ENDING BALANCE					0.00
<hr/>								
3			3-00-56720-219 (E) OTHER PROFESSIONAL SERVICES					
			08/01/2014 BEGINNING BALANCE					0.00
			MONTHLY REVISED BUDGET				1,500.00	
			ANNUAL REVISED BUDGET				18,000.00	
			ENDING BALANCE					0.00
<hr/>								
3			3-00-56720-220 (E) TELEPHONE					
			08/01/2014 BEGINNING BALANCE					0.00
			MONTHLY REVISED BUDGET				0.00	
			ANNUAL REVISED BUDGET				0.00	
			ENDING BALANCE					0.00

JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
3-00-56720-221	08/01/2014	(E) ELECTRICITY & GAS	BEGINNING BALANCE				61.30	
	08/15/2014	45	ELECT/GAS-MULLETT STREET	ALLIANT ENERGY	143777	118698013 07	9.20	0.00
			MONTHLY REVISED BUDGET				9.20	
			ANNUAL REVISED BUDGET				70.50	
			TOTAL PERIOD 08 ACTIVITY					
3-00-56720-241	08/01/2014	(E) CUSTODIAL SERVICES	BEGINNING BALANCE				15,000.00	
	08/01/2014	04	JULY 2014	SCOTT DAVIS DBA	143571	1407 JULY	2,500.00	
			MONTHLY REVISED BUDGET				2,500.00	
			ANNUAL REVISED BUDGET				2,500.00	0.00
			TOTAL PERIOD 08 ACTIVITY					
3-00-56720-242	08/01/2014	(E) SNOW/ICE CONTROL	BEGINNING BALANCE				0.00	
			MONTHLY REVISED BUDGET				500.00	
			ANNUAL REVISED BUDGET				6,000.00	0.00
			TOTAL PERIOD 08 ACTIVITY					
3-00-56720-290	08/01/2014	(E) TRAINING	BEGINNING BALANCE				0.00	
			MONTHLY REVISED BUDGET				0.00	
			ANNUAL REVISED BUDGET				0.00	0.00
			TOTAL PERIOD 08 ACTIVITY					
3-00-56720-291	08/01/2014	(E) POSTAGE	BEGINNING BALANCE				0.00	
			MONTHLY REVISED BUDGET				0.00	
			ANNUAL REVISED BUDGET				0.00	0.00
			TOTAL PERIOD 08 ACTIVITY					
3-00-56720-292	08/01/2014	(E) PRINTING/PUBLISHING	BEGINNING BALANCE				0.00	
			MONTHLY REVISED BUDGET				0.00	
			ANNUAL REVISED BUDGET				0.00	0.00
			TOTAL PERIOD 08 ACTIVITY					
3-00-56720-294	08/01/2014	(E) OTHER CONTRACTUAL SERVICES	BEGINNING BALANCE				0.00	
			MONTHLY REVISED BUDGET				0.00	
			ANNUAL REVISED BUDGET				0.00	0.00
			TOTAL PERIOD 08 ACTIVITY					
3-00-56720-295	08/01/2014	(E) MISCELLANEOUS BUSINESS EXP	BEGINNING BALANCE				0.00	
			MONTHLY REVISED BUDGET				0.00	
			ANNUAL REVISED BUDGET				0.00	0.00
			TOTAL PERIOD 08 ACTIVITY					
3-00-56720-296	08/01/2014	(E) MARKETING	BEGINNING BALANCE				9,438.92	
	08/15/2014	46	TASTE OF PORTAGE ADV SIDEWALK	PORTAGE AREA CHAMBER	143789	12302	1,500.00	
			MONTHLY REVISED BUDGET				1,500.00	
			ANNUAL REVISED BUDGET				1,500.00	0.00
			TOTAL PERIOD 08 ACTIVITY					
			MONTHLY REVISED BUDGET				1,679.17	
			ANNUAL REVISED BUDGET				20,150.00	10,938.92



JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
3	08/01/2014	(E) ADMINISTRATIVE SERVICES	BEGINNING BALANCE				0.00	
3	08/01/2014		MONTHLY REVISED BUDGET				0.00	
3	08/01/2014		ANNUAL REVISED BUDGET				0.00	
3	08/01/2014	(E) BANK FEES	BEGINNING BALANCE				19.75	
3	08/31/2014	01 JE0018 AUG CLMS WALGREENS					2.95	
			MONTHLY REVISED BUDGET				2.95	
			ANNUAL REVISED BUDGET				2.95	
			TOTAL PERIOD 08 ACTIVITY					0.00
							22.70	
3	08/01/2014	(E) COMMUNITY EVENTS	BEGINNING BALANCE				2,350.00	
3	08/01/2014		MONTHLY REVISED BUDGET				1,250.00	
3	08/01/2014		ANNUAL REVISED BUDGET				15,000.00	
3	08/01/2014	(E) GRANTS	BEGINNING BALANCE				200.00	
3	08/01/2014		MONTHLY REVISED BUDGET				0.00	
3	08/01/2014		ANNUAL REVISED BUDGET				200.00	
3	08/01/2014	(E) MAIN STREET	BEGINNING BALANCE				0.00	
3	08/01/2014		MONTHLY REVISED BUDGET				0.00	
3	08/01/2014		ANNUAL REVISED BUDGET				0.00	
3	08/01/2014	(E) CONTINGENCY	BEGINNING BALANCE				0.00	
3	08/01/2014		MONTHLY REVISED BUDGET				0.00	
3	08/01/2014		ANNUAL REVISED BUDGET				0.00	
3	08/01/2014	(E) MISCELLANEOUS EXPENSE	BEGINNING BALANCE				0.00	
3	08/01/2014		MONTHLY REVISED BUDGET				0.00	
3	08/01/2014		ANNUAL REVISED BUDGET				0.00	
3	08/01/2014	(E) BUILDINGS/GROUNDS	BEGINNING BALANCE				4,920.00	
3	08/01/2014		MONTHLY REVISED BUDGET				0.00	
3	08/01/2014		ANNUAL REVISED BUDGET				4,920.00	
3	08/01/2014	(E) EQUIPMENT	BEGINNING BALANCE				23,624.20	
3	08/01/2014		MONTHLY REVISED BUDGET				208.33	
3	08/01/2014		ANNUAL REVISED BUDGET				2,500.00	
3	08/01/2014	(E) SMALL EQUIPMENT	BEGINNING BALANCE				2,777.57	

JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
2	AF-140815	08/15/2014	47 EMPORIUM METAL SCULP FOR BOWP	MYRNA HOOPER	143785	1408 BID EMPOR REIMB	449.00	449.00
			MONTHLY REVISED BUDGET				449.00	0.00
			ANNUAL REVISED BUDGET				3,226.57	
			TOTAL PERIOD 08 ACTIVITY					

3-00-56720-890	(E) BANK FEES	08/01/2014	BEGINNING BALANCE	0.00			0.00	
			MONTHLY REVISED BUDGET	0.00			0.00	
			ANNUAL REVISED BUDGET	0.00			0.00	
			ENDING BALANCE					

3-00-59100-000	(E) RESIDUAL EQUITY	08/01/2014	BEGINNING BALANCE	175.00			0.00	
			MONTHLY REVISED BUDGET	175.00			0.00	
			ANNUAL REVISED BUDGET	2,100.00			0.00	
			ENDING BALANCE					

3-00-90000-998	(I) SUMMARY ACCOUNT	08/01/2014	BEGINNING BALANCE				0.00	
			ENDING BALANCE				0.00	

3-00-90000-999	(I) DUE TO/FROM OTHER FUNDS	08/01/2014	BEGINNING BALANCE				0.00	
			ENDING BALANCE				0.00	

3-44-44130-000	(R) FARMERS MARKET FEES	08/01/2014	BEGINNING BALANCE				0.00	
			MONTHLY REVISED BUDGET	40	8/12/14 FARMER FEES	01	0.00	1,784.00
			ANNUAL REVISED BUDGET	166.67			0.00	150.00
			ENDING BALANCE	2,000.00				1,934.00
			TOTAL PERIOD 08 ACTIVITY					

3-46-46850-000	(R) ECONOMIC DEVELOPMENT	08/01/2014	BEGINNING BALANCE	7,458.33				
			MONTHLY REVISED BUDGET	7,458.33				89,500.00
			ANNUAL REVISED BUDGET	89,500.00				89,500.00
			ENDING BALANCE					

3-48-48110-000	(R) INTEREST INCOME	08/01/2014	BEGINNING BALANCE				0.00	125.58
			MONTHLY REVISED BUDGET	22	JE0021 AUGUST 2014		0.00	6.10
			ANNUAL REVISED BUDGET	34	JE0021 AUGUST 2014		0.00	8.41
			ENDING BALANCE					14.51
			TOTAL PERIOD 08 ACTIVITY					

3-48-48500-000	(R) DONATIONS	08/01/2014	BEGINNING BALANCE	833.33			0.00	0.00
			MONTHLY REVISED BUDGET	833.33			0.00	0.00
			ANNUAL REVISED BUDGET	10,000.00			0.00	0.00
			ENDING BALANCE					

ACTIVITY FOR FISCAL PERIOD 08

JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
1-48-48900-000	08/01/2014	(R)	MISCELLANEOUS REVENUE				0.00	0.00
			BEGINNING BALANCE				0.00	0.00
			MONTHLY REVISED BUDGET				0.00	0.00
			ANNUAL REVISED BUDGET				0.00	0.00
2-48-48900-000	08/01/2014	(R)	FUND BALANCE APPLIED				0.00	0.00
			BEGINNING BALANCE				0.00	0.00
			MONTHLY REVISED BUDGET				0.00	0.00
			ANNUAL REVISED BUDGET				0.00	0.00
GRAND TOTAL							200,543.25	200,543.25
TOTAL DIFFERENCE							0.00	0.00

**Portage Public Library**  
253 W. Edgewater Street, Portage WI 53901  
Phone: (608) 742-4959  
E-Mail: [info@portagelibrary.us](mailto:info@portagelibrary.us)  
Web Site: [www.portagelibrary.us](http://www.portagelibrary.us)

LIBRARY BOARD MEETING Minutes  
September 9, 2014

Meeting called to order 12:06

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

Excused: Stevenson, Davis

Visitors: Michael O'Brady & Andrew Gazapian, Knights of Columbus

- 1) Motion to approve August 19, 2014 regular meeting minutes. (BB/KV)
- 2) Financial Reports:
  - a) Motion to approve August 2014 Municipal funds claims and Library Restricted funds claims for payment as presented. (AT/BB)
- 3) Director's Report: Shannon Schultz
  - a) Over 590 Library cards have been issued this year.
- 4) Strategic Planning Subcommittee Report:
  - a) Next meeting will be Wednesday, September 17 at 5:30.
- 5) Business
  - a) Motion to transfer all funds in the Money Market account to the Portage Library Foundation and to write a grant to the Portage Library Foundation for \$500,000.00 to pay the City of Portage the loan balance used for the Library's expansion/renovation project in full. (BB/DG) Roll call vote:  
Ayes – All, Nays – None.
- 6) Meeting adjourned 12:50. (KV/DG)

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

# City of Portage Park and Recreation Board Meeting

Tuesday, September 9, 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 and Todd Kreckman was excused.

Also in attendance were Manager, Dan Kremer, Leslie Hawkinson, and News Reporter, Craig Sauer

### 2. Approval of minutes of August 12th, 2014 meeting

Motion was made by Maass and seconded by Charles to approve the minutes, as submitted, from the August 12th, 2014 meeting.

The motion carried 4-0 on call of roll.

### 3. Discussion and possible recommendation on renaming request of Goodyear Park's south side to the "Gary O'Hearn Park".

A brief discussion began with Chairperson Zirbes stating the piece of land transferred from the school district was officially claimed as part of Goodyear Park. Manager Kremer added that there is no policy restricting having more than one park name within the same property. Discussion followed with Maass expressing a need to recognize the Clough name somewhere on the property at a future time and followed with a motion by Maass that the portion of the donated green land that was combined from the Clough land to become known as the Gary O'Hearn Recreational Complex at Goodyear Park. Seconded by Charles.

The motion carried 4-0 on call of roll.

### 4. Discussion and possible action on donation of Memorial Tree at Pauquette Park.

Kremer informed the board that Bill Divine wishes to donate a Memorial Tree and have it placed on the flat portion of the hill near the gazebo and the tree line at Pauquette Park. Tree protocol and consideration for the existing path location, underground wiring and gazebo rentals was discussed. A memorial plaque intends to be securely erected in the ground in front of the tree. Messer made a motion to accept the donated tree within the agreed restrictions and second by Maass.

The motion carried 4-0 on call of roll.

### 5. Discussion and possible action on installation of water irrigation line at Pauquette Park garden.

Manager Kremer presented a visual plan for installing a ¾ inch line for an underground water

irrigation system to be placed around the Pauquette garden area. The system would be placed just below the surface of the ground, have 3 channels from the base and be on an electrical timer. The Water Department would make certain the system is installed according to City code and steps to secure the well from vandalism will also be taken. The Park & Recreation Department would winterize the system, but general maintenance would be maintained by Master Gardeners and other organizations that oversee the upkeep of the garden area. A motion to install the water irrigation line at Pauquette Park garden was made by Charles and seconded by Messer.

The motion carried 4-0 on call of roll.

#### **6. Discussion and possible action on November and December park board meeting day and time.**

No action taken

#### **7. Discussion and possible action on Park Board vice chair position.**

Discussion was led by Zirbes for a need to have a chair during times he would be absent from the Park and Recreation Board meetings. Pros and cons for a temporary vice chair and permanent vice chair were discussed ending with a nomination by Messer for Maass to become Permanent Vice Chair and seconded by Zirbes. Maass accepted.

The motion carried 4-0 on call of roll.

#### **8. Manager Kremer's Report**

Kremer reported the power was recently unhooked at the youth soccer field due to a corner electrical pole snapping. This affected the connection to the underground wires leading to the camping pedestals. The approved 20 spruce trees to be planted at the Little League complex has been completed; the beach and splash pad were now closed for the year and Kremer would supply a financial report at the next meeting; fall swimming registration was reported at 90 with an anticipated number of over 100 as a final count. Fall flag football reached 106 participants. Examples of the fall/winter brochures were displayed and handed out to board members for their review.

#### **5. Adjournment**

Zirbes asked all in favor to adjourn say Aye. Carried.

The meeting adjourned at 7:01 pm.

Respectfully submitted

Leslie Hawkinson

Park & Recreation Department

**City of Portage  
Board of Zoning Appeals  
Wednesday, September 10, 2014, 5:30 p.m.  
Municipal Building, Conference Room One  
Minutes**

Members Present: Dave Carlson; Adam Field; Traci Bartels; Jeff Wetzel

Members Absent: Mike Paul; Fred Reckling; Ryan Jahn, alternate

Also Present: Marlene Drake; Harvey Short; Steve Sobiek and Shawn Murphy, City of Portage

1. **Public hearings** – convened at 5:20pm.
2. **Call to order** – following public hearing, the determination meeting was called to order at 5:44pm by Chairman Carlson.
3. **Roll call** – roll was taken with the above members present.
4. **Approval of minutes from previous meetings** – motion by Field to approve, 2nd by Wetzel, motion carried 4-0.
5. Reconsideration for Marlene Drake, 402 Winnebago Ave., City of Portage, Columbia County, Wisconsin for a variance to Chapter 90, Article II, Section 90-27 (5) for exceeding the minimum side yard setback of 10 feet. The property is zoned R-1 Single Family Residential.

Said variance will allow the construction of an attached garage to within 6 feet of the side lot line, a variance of 4 feet.

Marlene Drake, applicant, was present to present the variance request. The variance would allow her to add 4 ft. onto her existing garage to accommodate two cars. As part of the project, additional landscaping between the adjoining property would also be improved. According to applicant, neighboring property owners have no objection to variance request. In addition, an easement granted to the city on the other side of the property would prevent a building addition in another location on the property.

Motion made by Field to approve the variance request, 2nd by Wetzel, motion carried 4-0.

6. The application for Harvey Short, 1115 Wauona Trail., City of Portage, Columbia County, Wisconsin is for a variance to Chapter 90, Article II, Section 90-28 (5) for exceeding the minimum side setback of 4 feet for an accessory structure. The property is zoned R-2 Single Family Residential District.

Said variance will allow the construction of a detached garage to within 1/2 foot of the side property line, a variance of 3.5 feet.

Harvey Short, applicant, was present to present the variance request. The variance would allow him to replace an existing detached garage with a new larger garage in the same location. The new structure would extend back further onto his property and the direction of the pitch of the roof would be changed. Carlson suggested that the new structure could be

built within the existing zoning ordinance by moving it 4 ft. in from the lot line with no hardship. Wetzel raised a concern about water and snow drainage onto the neighboring property.

Motion was made by Field to approve the variance request, 2nd by Wetzel, motion failed 1-3, with Field voting yes and Carlson, Wetzel, and Bartels voting no. Request was denied.

#### **7. Zoning Board of Appeals Handbook**

New handbooks were provided for committee members by Shawn Murphy, City of Portage, along with an update on the duties, powers, and legal responsibility of the Board.

#### **8. Adjournment** – meeting adjourned at 6:21pm.

Respectfully submitted,

Adam R. Field  
Secretary

**City of Portage  
Historic Preservation Commission  
Tuesday, September 16, 2014, 6:00 p.m.  
Municipal Building, 115 West Pleasant Street  
Conference Room One  
Minutes**

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

**1. Roll call**

Klapper called the meeting to order at 6:01 pm.

**2. Introductions**

HPC members introduced themselves to Ian Dumbleton when he arrived at 6:30 pm.

**3. Approval of previous meeting minutes**

Klapper noted that minutes for the meeting of July 15 needed to be approved, as well as for the Aug. 19 meeting that did not have a quorum. Udelhoven moved that the minutes for both meetings be approved as written. Miller-Lamb seconded the motion, which passed unanimously by voice vote.

**4. Discussion and possible action on claims**

Three claims were presented.

- Judy Eulberg submitted an invoice for her Preservation Month walking tours, three hours of tours at \$30/hour. Miller-Lamb moved to pay the invoice for \$90. Cavanaugh seconded the motion, which passed unanimously by roll call vote.
- A written request for release of \$500 for the Historical Indian Agency House 2014 speaker series was submitted by Destinee Udelhoven. This expense was approved by the HPC on Sept. 17, 2013. Cavanaugh moved to pay the invoice. Miller-Lamb seconded the motion, which passed unanimously by roll call vote with one abstention (Udelhoven).
- Foley submitted a request for reimbursement of \$105 for registration costs at the 2014 Local History and Historic Preservation Conference in Elkhart Lake. Reimbursement for hotel, mileage, and meal expenses will be requested later. Udelhoven moved to pay the request for \$105. Droste seconded the motion, which passed unanimously by roll call vote with one abstention (Foley).

**5. Discussion and possible action on WHS Historic Preservation Fund Subgrant Application.**

Klapper submitted the letter of intent to request a subgrant to update Portage's survey of historic properties, estimated to cost between \$15,000 and \$24,000. His note was acknowledged by Joe DeRose at WHS. The HPC can now move forward with the grant application which is due by Nov. 14. Two estimates for performing the survey from approved historical consultants must be included with the application. Klapper noted that Portage became a Certified Local Government (CLG) in 2006. Foley noted Destinee Udelhoven referenced four objectives from Portage's 2006 Local Preservation Plan in her 2009 application for a CLG subgrant. Udelhoven believes he can obtain the 2006 plan from Destinee Udelhoven. Foley will contact Joe DeRose for recommendations on historical consultants, and to ask whether DeRose has the 2006 Portage preservation plan, and to make sure Portage's HPC is in good standing as a CLG.

**6. Discussion and possible action on 2015 budget**

Klapper submitted the 2015 HPC budget to the city. It is 3% less (\$93) than the 2014 budget.

Photo Scavenger Hunt	\$ 125
Municipal Register	\$ 100
Plaques for Municipal Register properties	\$ 200
Preservation Month Activities	\$1000
Conferences and memberships	\$1000
Expenses for Partnerships and events	<u>\$ 586</u>
TOTAL	\$3011

A funding request from the Historic Indian Agency House for \$1000 towards their 2015 Summer Speaker Series was discussed. Miller-Lamb would like to fund this if budget money can be reassigned during 2015 to cover it. Foley asked whether 2014 funds could be used for the 2015 request, or whether 2014 money could be encumbered for payment in 2015. Destinee Udelhoven will be asked to break down her funding request for any portion that can be spent prior to 2015. Klapper will ask whether 2014 funds could be encumbered.

**7. Discussion and possible action on 2014 funds**

Klapper discussed the 2014 expenses so far.

2014 Budget	\$3104.00
Already spent	<u>\$ 449.51</u>
Subtotal	\$2654.49
Judy Eulberg invoice	<u>\$ 90.00</u>
Subtotal	\$2564.49
HIAH 2014 Speaker Series	<u>\$ 500.00</u>
TOTAL	\$2064.49

An additional \$105 was approved for Foley’s attendance at the Preservation conference, plus approximately \$158 for the hotel, \$30 for food, and \$80 for mileage will be requested later. Klapper noted approximately \$350 for plaques, and \$30 for a hearing for the Municipal Register are likely to be spent before the end of 2014.

The plaques were discussed. Udelhoven will get a bid on preparing a nine-inch diameter circular plaque with the HPC “house” design in the center, and the words “MUNICIPAL REGISTER PROPERTY” in the frame above the design, and “PORTAGE, WISCONSIN” below.

Udelhoven suggested the HPC might consider funding 4<sup>th</sup> grade school tours of the HIAH and the Surgeon’s Quarters. Miller-Lamb approved the idea, but suggested the request for funding should originate from the schools. Udelhoven will ask Destinee Udelhoven for the teachers and schools that tour each year.

**8. Adjournment**

Chair Klapper adjourned the meeting at 7:23 pm.

Respectfully submitted,  
Erin Foley  
Secretary

# **City of Portage**

## **Operator License Applications**

KORTNEY L. KOCH

GERALD M. REIFFERS

TAMMY J. SHEPARD

PHILLIS J. WERNING

KAITLIN R. WEST

**City of Portage**  
**Finance/Administration Committee Meeting**  
**Monday, September 8, 2014, 6:00 p.m.**  
**City Municipal Building, 115 West Pleasant Street**  
**Conference Room One**  
**Minutes**

Members Present: Rick Dodd, Chairperson; Mike Charles, Martin Havlovic, Doug Klapper, Richard Lynn

Also Present: Administrator Murphy, Finance Director Mohr, Clerk Moe, Craig Sauer from Daily Register

**1. Roll call**

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

**2. Approval of minutes from August 25, 2014.**

Motion by Klapper, second by Charles to approve minutes from the August 25, 2014 meeting. Motion carried unanimously on call of roll.

**3. Discussion and Possible Recommendation on Claims.**

Motion by Klapper, second by Charles to approve claims in the amount of \$1,685,273.69. Motion carried unanimously on call of roll.

**4. Discussion and Possible Recommendation on Bids Received for Construction of Restroom Facilities at Goodyear Park & Lawton Field.**

Murphy reviewed the bid documentation and recommendation from staff. He noted that three bids were received although only two were received on time. The two bids received were quite a bit higher than the budgeted amount due to the bidding climate. Staff investigated alternative options and is recommending at this time to move forward with just the Lawton Field Restrooms until funding can be secured for Goodyear Park.

Lynn stated that he felt the bidding process should be expanded upon.

Dodd recommended that both facilities be completed this year utilizing a short term borrowing from the vehicle replacement fund until long term borrowing can be secured.

The committee decided to go with both Facilities (Goodyear \$170,116 base + \$45,006 A1 Canopy; Lawton \$225,511 base + B1Canopy+ B3 SS Fixtures) for a total of \$495,103. They also requested Murphy to look into a change order to add SS Fixtures at Goodyear. The decision was made to look into the Remote Lock option at a later date.

In addition to the amount of \$495,103 to Harmony Construction the projects will include \$24,530 in Architect and Inspection costs and \$20,000 for Utilities for a grand total of \$539,633. \$220,000 was budgeted for the projects leaving a balance of \$319,633. It was discussed to utilize the balance of \$112,000 from the Visitor Center budget and do a short term borrowing from the Vehicle Replacement of \$207,633. To be paid back with a long term borrowing in 2015. This will be reviewed as part of the 2015 Capital Project Budgeting process.

Motion by Charles, second by Klapper to approve the bid from Harmony Construction in the amount of \$495,103 to Harmony Construction of Restroom Facilities at Goodyear Park & Lawton Field with the options discussed above. Motion carried on call of roll, 3-2, with Lynn and Havlovic voting no.

5. Discussion on 2015 budget and review of Revenue & Administration. The committee reviewed the Administration Budget. Mohr requested the committee to consider the budget request to have the Assessors start a city wide reevaluation over four year period.
6. Adjournment  
Motion by Charles, second by Klapper to adjourn the meeting at 7:36pm. Motion carried unanimously on call of roll.

Submitted by Jean Mohr, Finance Director

**City of Portage**  
**Finance/Administration Committee Meeting**  
**Monday, September 15, 2014, 6:00 p.m.**  
**City Municipal Building, 115 West Pleasant Street**  
**Conference Room One**  
**Minutes**

Members Present: Rick Dodd, Chairperson; Mike Charles, Doug Klapper and Richard Lynn

Excused: Martin Havlovic

Also Present: Administrator Murphy, Finance Director Mohr, Director of Public Works Redelings, Mayor Tierney (joined at 6:07) and Craig Sauer from PDR

**1. Roll call**

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

**2. Approval of minutes from September 8, 2014.**

Motion by Klapper, second by Charles to approve the minutes from the September 8, 2014 meeting. Motion carried unanimously on call of roll.

**3. Discussion and Possible Recommendation on Change Order #1 for Ptachinski Construction 14-20C12 E. Albert St.**

Redelings reviewed the Change Order #1 for Ptachinski Construction noting the removal of items for Conant Street, New Pinery, and Albert Street totaling (\$25,190.00) and adding proposed work on Yellowstone for \$61,024.95 and Silver Lake Drive for \$47,622.55. The net amount of the Change Order#1 is \$83,468.50. The Substantial Completion date with this Change Order is extended from 10/3/14 to 11/7/14.

Murphy reviewed a section of the 2014 Capital Projects Fund indicating the current status of the various Municipal Service projects. The proposal is to reallocate the funds that were budgeted for the First Ward storm sewers on Griffith St. and the Griffith St paving & trail (\$162,000) to cover the overage of the Reconstruction of E. Albert St. and the above change order request as they will be included with the Master Plan for the Vets Memorial Field. The E. Albert St Reconstruction component of the Ptachinski contract was awarded in the amount of \$291,045. Change order No. 1 would result in a net increase of \$83,468.50.

Murphy also stated we are anticipating an additional change order for a reduction associated with the E. Albert St. base material of approximately \$27,000 and PolyOne has agreed to pay for approximately \$30,000 toward the additional storm sewer installation to serve their property.

Motion by Klapper, second by Charles to approve Change Order #1 for Ptachinski Construction 14-20C12 E. Albert St. in the amount of \$83,468.50 with the recommended reallocation of capital project funds. Motion carried unanimously on call of roll.

**4. Discussion and possible action on 2015 Section 5311 Federal Transit Act grant application – Capital & Rate**

Mohr reviewed the Capital Section 5311 Federal Transit Act Grant request for 3 replacement vans noting the grant requires the city to participate in 20% of the purchase cost for both the vehicles and the ADA equipment. In the past the city's participation in the ADA equipment was 10% this is a change in order for the grant program to purchase more vehicles overall. The city's portion will be offset by the sale of the vehicles replaced along with \$7,000 that is currently in the administration budget. In the 2015 grant application the city is also requesting a \$0.25 per ride rate increase. The last rate increase was for \$0.25 per ride in 2009. The proposed rate increase is intended to fully fund the city's share of the operating deficit for the program. Fare revenues have sufficiently offset past years deficits however, it is projected the 2015 fare revenue (at current rates) will not.

Motion by Klapper, second by Charles to approve the Capital request and Rate change on the 2015 Section 5311 Federal Transit Act grant application. Motion carried unanimously on call of roll.

**5. Discussion and possible action on 2014 Mass Transit Program – Madison Route**

Mohr indicated the city is proposing to eliminate the Madison Route Shuttle in the 2014 Mass Transit Program due to low ridership over the course of operation. Tierney added that the hours budgeted for this program will be utilized to better serve the community in improving response time within the City.

Motion by Klapper, second by Charles to approve the elimination of the Madison Route in the 2014 Mass Transit Program. Motion carried unanimously on call of roll.

**6. Discussion on 2015 budget and review of Municipal Services.**

The committee reviewed the 2014 budget for Municipal Services. It was requested that administration look at alternatives to purchasing a scanner. Lynn requested that the city look at the cost for creating a Building Inspector position. The committee requested looking into charging for underground parking since it doesn't appear the facility will be closed in the short term. Dodd requested a breakdown of the Solid Waste Disposal/Collections/Recycling accounts.

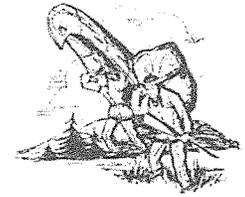
**7. Adjournment**

Motion by Klapper, second by Charles to adjourn the meeting at 7:16p.m. 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: Common Council  
From: Shawn Murphy, City Administrator   
Re: Finance & Adm Committee Recommendation – Goodyear/Lawton Park Facilities  
Date: 9/19/2014

The Finance & Administration Committee (Committee) reviewed the bid results and staff recommendation as summarized in a memo dated September 5, 2014. However the Committee voted to recommend acceptance of both bids from Harmony Construction for construction of Goodyear Park and Lawton Field restroom facilities. This memo will summarize the Committee's recommendation and provide detail on the total estimated project cost and funding sources as a result of their recommendation.

Specifically, the Committee voted to recommend award of contract to Harmony Construction as follows:

Base Bid (Goodyear & Lawton Facilities):	\$395,627
Addition of Canopies (Alt A1 + B1):	92,167
Addition of SS Fixture (Alt B3):	<u>7,309</u>
Total Award:	\$495,103

Projected costs:	
Architectural	\$24,780
Utility Relocation (Lawton)	<u>\$20,000</u>
Total Estimated Project Cost	\$539,883

The Committee also recommended requesting change orders for installation of stainless steel fixtures at Goodyear Park and not including remote locking systems in this award but seeking quotes for their installation separately.

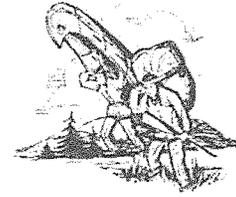
### Funding

The 2014 Capital Project Fund:	\$220,000
Unexpended Visitor Center Budget:	112,410
Reallocation from VRF:	<u>207,473</u>
TOTAL	\$539,883

The Committee recommended reallocating \$207,473 from the Vehicle Replacement to cover the funding shortfall and replenish with the next long term borrowing.

# CITY OF PORTAGE

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Portage, Wisconsin 53901  
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*"Where the North Begins"*

Cc: J. Mohr, Finance Director  
B. Redelings, City Engineer  
D. Kremer, Parks & Rec. Manager

Lawton Field/Goodyear Park Restroom Facility

Rev. 9/19/14

Bid Results - August 13, 2014

Bidder	Bid Bond/Addenda	Goodyear Park			Lawton Field		
		Base Bid	Alternates	Add/ (Deduct)	Base Bid	Alternates	Add/ (Deduct)
Cardinal Const Co.	Y	\$ 202,752	Alt A1-Canopy	\$ 56,231	\$237,048	Alt B1-Canopy	\$ 58,467
			Alt A2-Concession	\$ 36,124		Alt B2-Remote Lock	\$ 3,418
			Alt A3-Remote Lock	\$ 3,483		Alt B3-SS Fixtures	\$ 7,194
			Alt A4-Sec Camera	NB			
Harmony Const	Y	\$ 170,116	Alt A1-Canopy	\$ 45,006	\$225,511	Alt B1-Canopy	\$ 47,161
			Alt A2-Concession	\$ 41,880		Alt B2-Remote Lock	\$ 3,600
			Alt A3-Remote Lock	\$ 4,200		Alt B3-SS Fixtures	\$ 7,309
			Alt A4-Sec Camera	\$ 3,823			

Staff Recommendation: Base + Alts B1 & B2 \$276,272

Finance & Administration Committee Recommendation - 9/8/14

Bidder	Facility	Rec Award	Summary of Estimated Project Costs	
Harmony Const.	Goodyear Park		Architecture	\$ 24,780
	Base Bid	\$ 170,116	Construction Bid	\$ 495,103
	Alt A1 Canopy	\$ 45,006	Water & Sewer	\$ 20,000
	Sub Total	\$ 215,122	Total	\$ 539,883
	Lawton Field		<b>2014 Capital Budget</b>	
	Base Bid	\$ 225,511	Goodyear	\$ 120,000
	Alt B1 Canopy	\$ 47,161	Lawton	\$ 100,000
	Alt B3 SS Fixtures	\$ 7,309	Visitor Center	\$ 112,410
	Sub Total	\$ 279,981	Total	\$ 332,410
	TOTAL	\$ 495,103	Funding Shortfall	\$ (207,473)

# CITY OF PORTAGE

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



*"Where the North Begins"*

## MEMORANDUM

TO: Common Council  
From: Shawn Murphy, City Administrator  
Re: Finance & Adm Committee Recommendation – Change Order #1  
Ptaschinski Const.  
Date: 9/19/2014

The Finance & Administration Committee (Committee) reviewed a proposed change order from Ptaschinski Construction for the contract awarded for the following projects:

<u>Award</u>		<u>Proposed Change Order</u>
a. New Pinery Water Main Replacement	\$126,474	( \$1,190)
b. E. Conant Street Reconstruction	230,756	( 7,000)
c. E. Albert Street Reconstruction	<u>291,045</u>	<u>( 17,000)</u>
TOTAL	\$648,275	( \$25,190)
		\$61,025 Yellowstone
		<u>47,634</u> Silver Lake
Total w/CCO #1	<b><u>\$731,743</u></b>	\$83,469 Addition

In addition, we expect a subsequent change order reducing E. Albert St by an additional \$27,000 for elimination of new base material and PolyOne agreed to pay for additional storm sewer installation (included in base award) for approximately \$30,000. Lastly, special assessments expected for both E. Albert and E. Conant Sts in the amount of \$58,702. These projects were originally budgeted in the amount of \$443,730 (plus \$58,702 in special assessments, \$30,000 from PolyOne and \$27,000 addition change order) for a total of \$559,432. It was recommended that unexpended funds be reallocated from 2014 storm sewer projects in the 1<sup>st</sup> ward (\$162,200) put on hold pending implementation of the Master Plan to cover the budget shortfall.

Cc: J. Mohr, Finance Director  
B. Redelings, City Engineer  
D. Kremer, Parks & Rec. Manager

**RESOLUTION NO. 14-041**

**RESOLUTION RELATIVE TO EXEMPTION FROM COUNTY LIBRARY TAX**

**WHEREAS**, the Columbia County Board levies a county library tax; and

**WHEREAS**, Section 43.64(2)(b) of the Wisconsin Statutes provides such units of government which levy a tax for public library service and appropriate and expend for a library fund as defined by s.43.52 (1) during the year for which the county tax levy is made a sum at least equal to the county library tax rate in the prior year multiplied by the equalized valuation of property in the city or village for the current year, may apply for exemption from this tax; and

**WHEREAS**, the City of Portage does levy a library tax in excess of the amount calculated in accordance with 43.64(2)(b).

**NOW THEREFORE, BE IT RESOLVED** by the Common Council of the City of Portage that the City of Portage be exempted from the payment of any county library tax as provided in Section 43.64(2)(b) inasmuch as it will expend for its own library fund for 2015 an amount in excess of that calculated in accordance with 43.64(2)(b). Exemption from the payment of said county library tax shall not preclude the City of Portage participation in county library service in all other respects; and

**BE IT FURTHER RESOLVED**, that confirmed copies of the Resolution be forwarded by the City Clerk to the Portage Public Library and to the Columbia County Clerk no later than October 20, 2014.

**DATED** this 25th day of September, 2014.

---

W.F. "Bill" Tierney, Mayor

Attest:

---

Marie A. Moe, WCPC, MMC, City Clerk

Resolution requested by:  
City Clerk

**RESOLUTION NO. 14-042**

**RESOLUTION RELATIVE TO AUTHORIZING THE USE OF SPECIAL  
REGISTRATION DEPUTIES FOR ELECTION DAY VOTER REGISTRATION**

**WHEREAS**, pursuant to Section 6.55(2) of the Wisconsin Statutes, the governing body of any municipality may by resolution require a person who qualifies as an elector and who is not registered and desires to register on the day of an election to do so at another readily accessible location in the same building as the polling place serving the elector's residence; and

**WHEREAS**, pursuant to Section 6.55(6) Wis. Stats., the governing body of any municipality may by resolution provide that any of the registration duties as set forth in section 6.55(2) of the Wisconsin Statutes be carried out in the municipality by special registration deputies appointed by the municipal clerk at any polling place or other registration location whenever the clerk determines that the registration process provided for will be facilitated.

**NOW THEREFORE, BE IT RESOLVED** by the Common Council of the City of Portage that the City Clerk is authorized to appoint special registration deputies to carry out the registration duties set forth in section 6.55(2) Wis. Stats, and the term of these appointments shall be for one election only.

**DATED** this 25th day of September, 2014.

---

W.F. "Bill" Tierney, Mayor

Attest:

---

Marie A. Moe, WCPC, MMC, City Clerk

Resolution requested by:  
City Clerk

June 24th, 2014

To: Peggy Joyce, BID Board President

From: Chris Shadel, BID Board Member

Dear Peggy,

I wish to inform you and the members of the board, after much consideration I am choosing to resign from my position on the BID board as of today the 24th of June, 2014.

Sincerely,

Chris D. Shadel

**City of Portage**  
**Parks and Recreation**  
**Land and Facility Naming Policy**

4/4/2013

**Purpose**

The purpose of the policy is to establish standard procedures and guidelines for the naming of public parks and recreation lands and facilities owned and/or operated by the City of Portage.

**Authority**

The name of park or recreation site shall be the function of Parks and Recreation Board. Upon review and recommendation by the Parks and Recreation Board, the Common Council shall have final approval.

**Objectives**

- A. Provide name identification for parks, conservancy areas, public lands and recreational facilities.
- B. Provide criteria for citizen input into the process of naming parks, conservancy areas, public lands and recreational facilities.
- C. Insure that the naming of parks, conservancy areas, public lands and recreational facilities is controlled by the Common Council for the City of Portage upon review and recommendation by Parks and Recreation Board.

**Qualifying Names**

Names submitted for consideration should provide some form of individual identity in relation to the following:

- A. The geographic location of the facility. This includes descriptive names.
- B. An outstanding feature of the facility.
- C. An adjoining subdivision, street, school or natural feature.
- D. A commonly recognized historical event, group, organization or individual (living or deceased).
- E. An individual or organization that contributed significantly to the acquisition or development of the facility to be named. This can include either a deed or substantial monetary contribution, or contribution toward acquisition and/or development of the park or facility (typically not less than 50 percent of the value of the property or improvements).
- F. Outstanding accomplishments by an individual for the good of the community. Quality of the contribution should be considered along with the length of service by the individual - this to be fully substantiated by person making recommendation.

- G. An individual who provided an exceptional service in the interest of the park system as a whole. Typically, while serving in a public office, public officials should not be considered as a candidate for naming.

### **Other Naming Alternatives**

- A. Parks and facilities that are donated to the City can be named by deed restriction by the donor. The naming and acceptance of land is subject to approval by the City Council. Naming rights are not guaranteed if the donation of parkland is a dedication as required by the subdivision ordinance (parkland dedication).
- B. Facilities within a park can be named separately from the park and/or facility in which they are located, subject to the general guidelines outlined in this policy.

### **Naming Process – Existing Un-named Facilities**

- A. Individuals, groups and/or organizations interested in proposing a name for an existing un-named park area or facility must do so in writing, presented to the Parks and Recreation Manager, for consideration by the Parks and Recreation Board.
- B. The Parks and Recreation Board will conduct a public meeting on the request and allow 30 days following the public meeting for public comment.
- C. The Board will recommend to the City Council action on the request following appropriate publication (website, press release, etc.).

### **Naming Process – New Facilities**

- A. A temporary name will be designated by City staff for identification during acquisition and/or development of the park area or facility.
- B. Individuals, group and/or organization may suggest names for the park or facility in writing, presented to the Parks and Recreation Manager, for consideration by the Parks and Recreation Board.
- C. The Parks and Recreation Board will evaluate and make a name recommendation. This Board may choose from a variety of means to select a name (citizen contests, recommendations from previous owners, historical review of the site, etc.) but in all cases, citizen involvement is encouraged.
- D. The Parks and Recreation Board will conduct a public meeting on the suggested name and allow 30 days following the public meeting for public comment.
- E. The Board will recommend to the City Council action on the request following the 30 days for public comment.

## **Park Renaming**

Critical examination will be conducted to insure that renaming the park will not diminish the original justification for the name or the prior contributors. Renaming will follow the same procedures as naming the park.

- A. Only parks and facilities named for geographic location, outstanding feature or subdivision should be considered for renaming. Parks that have been named by deed restriction shall not be considered for renaming.
- B. Parks and facilities named after individuals shall not be changed unless it is found that because of the individual's character the continued use of their name would not be in the best interest of the community.

## **Plaques, Markers and Memorials**

The Parks and Recreation Board, or its designee must approve any plaques, markers or memorials. All parties involved must agree upon a written maintenance agreement for each plaque/marker/memorial before they are installed.

All memorials must be designed to blend with and complement the existing Parks and Recreation Department signs, plaques, markers, and memorials.

# **Bylaws for the City of Portage Business Improvement District**

## **Article 1 – General**

### **Section I Name**

This organization shall be known as The Business Improvement District (BID), operating as the Board of Directors of the Business Improvement District.

### **Section II Creation**

The Business Improvement District was approved on December 11, 1987 by the Common Council of the City of Portage and must, according to Wisconsin Act 184, be approved on a yearly basis by that body.

### **Section III Purpose**

The purpose of the Business Improvement District is to provide an organizational and funding mechanism to support the development, improvement and promotion of the downtown area for the economic benefit of all businesses within the District as well as the general social and economic benefit of the people of the City of Portage and visitors.

### **Section IV Area**

The Business Improvement District will include all properties shown within the boundaries outlined on the attached map.

## **Article II – Funding**

### **Section I Special Assessment**

All property within the boundaries of the Business Improvement District will be assessed at a rate determined by the Board of Directors and approved by the Portage Common Council. This special assessment will be levied by the City pursuant to Wis. Stats. 66.1109. Assessment shall be a pro-rated share of the annual Business Improvement District budget based on the assessed valuation of each property.

### **Section II Exemptions**

All properties within the boundaries of the Business Improvement District shall be assessed except:

1. Properties which are exempt from paying property taxes, such as public utilities and religious buildings.
2. Real property used exclusively for residential purposes.

## **Article III - Board of Directors**

### **Section I Composition of the Board**

The Business Improvement District will establish a Board of Directors consistent with Wisconsin Act 184 whereby a majority of the Directors must own or occupy real estate within the Portage Business Improvement District. The Board will consist of nine (9) members, as follows:

- At least Five (5) owner/leasing occupants
  - Retailers
  - Service providers
- No more than two (2) non-owner occupant
- No more than three (3) at large representatives

### **Section II Selection and Appointment of Directors**

The Board of Directors shall be appointed by the Mayor and confirmed by the local legislative body. The BID Board will make annual Board member recommendations to the Mayor.

### **Section III Term of Office**

Terms of office will be for three years, with a yearly appointment by the Mayor. Term of office will begin January 1<sup>st</sup>.

### **Section IV Responsibilities**

The government and policy-making responsibilities of the Business Improvement District shall be vested in the Board of Directors, which shall enter into contractual agreements, purchase and control its property, be responsible for its finances and direct its affairs. The Board has the option of carrying out all or parts of the Operational Plan to accomplish all or part of the BID Operational Plan.

Members of the BID Board of Directors must either serve on the Executive Committee, or serve as a Committee Chairperson or as Liaison to the Board on a committee.

The BID Board of Directors will host an orientation meeting with the Business Improvement District Members every year in January. The BID Board President will preside over the meeting whereby the BID Board of Directors will be introduced, Committee Chairpersons will be recognized and the goals and action plans of the BID Board and each committee will be identified.

### **Section V Seating of New Directors**

All newly appointed Board members shall be seated at the regular December meeting and be considered participating members at that time, with their Board term officially beginning on January 1.

### **Section VI Election of Officers**

Election of officers shall take place at the regular December meeting, with a President, Vice President, Treasurer and Secretary elected by the Board of Directors (combination of new and retiring).

## **Section VII Vacancies**

Vacancies on the Board of Directors shall be filled by appointment of the Mayor.

## **Section VIII Management**

The Board of Directors shall contract a maintenance worker for related duties and shall negotiate yearly regarding remuneration and outline of duties and responsibilities.

# **Article IV - Officers**

## **Section I Executive Committee**

The Executive Committee shall act for and on behalf of the Board of Directors when the Board is not in session, but shall be accountable to the Board for its actions. It shall be composed of the President, Vice President, Treasurer and Secretary. The President shall serve as chairman of this committee.

## **Section II Duties of Officers**

- A. President. The President shall serve as the chief elected officer of the Business Improvement District Board of Directors and shall preside at all meetings of the Board and Executive Committee. The President shall assign committee chairmen, subject to approval of the Board of Directors. President shall preside over the annual Portage Business Improvement District Orientation Meeting to be held in January.
- B. Vice President. The Vice President shall exercise the powers and authority of the President upon his/her absence of disability. The Vice President shall serve as chairman of the Operating Plan Committee. As such, the Vice President will be responsible for determining the special projects and programs and ensuing budgetary requirements for the next year.
- C. Treasurer. The Treasurer shall be responsible for overseeing the financial activities of the Business Improvement District. Activities include coordinating the annual budget with Vice President, committee chairpersons and other members assigned by the President. Treasurer shall present all claims to pay, maintain accounting of approved future expenditures and present monthly financial reports for approval by the BID Board for each monthly meeting. Funds shall be kept in a segregated account in the municipal treasury, and disbursed through the City of Portage.
- D. Secretary. The Secretary will be responsible for creating the minutes of each meeting according to the requirements of Open Meetings Law and are to be provided to the BID Board President no later than one (1) week after the past BID

Board meeting. Secretary creates monthly BID Board meeting agenda under the direction of the BID Board President and provides completed agenda to the City Clerk no later than the 1<sup>st</sup> Wednesday of each month. Secretary collects and distributes all necessary committee and contractor reports that are referenced in the upcoming agenda to the BID Board Members no later than the 1<sup>st</sup> Friday of each month before the following BID Board meeting. Secretary will maintain annual contact list of assigned committee members and volunteers, along with the annual committee directives from the BID Board President and other approved Board assignments. Secretary shall provide an updated committee contact list to the Board of Directors no later than the February meeting.

## **Article V - Committees**

### **Section I Appointment and Authority**

Committees are responsible for being the first line of responsibility and accountability for completing goals and objectives that have been assigned, as well as the specific conduit for Business Improvement District retailers, owners, occupants and service providers.

It shall be the function of committees, whether standing or ad hoc, to make investigations, conduct studies and hearings, make recommendations to the Board of Directors and to carry on such activities as may be delegated to them by the Board.

After the Election of Officers for the upcoming fiscal year has been completed at the December meeting, the BID Board President will appoint Committee Chairpersons and Board Liaison(s), as well as each committee's objectives for the upcoming fiscal year. Committee Chairperson(s) and/or Liaison(s) will be formally presented to the BID Board of Directors at the January meeting, along with each committee's goals and objectives.

Committee members shall be recommended by the chairman or liaison of each committee and approved by the Board of Directors.

No action by any committee or committee member, employee or contractor, Director or Officer shall be binding upon, or constitute an expression of the policy of the Portage Business Improvement District Board of Directors, until having been approved or ratified by the Board.

### **Section II Committee Leadership & Responsibilities**

Committee make up will contain a Committee Chairperson and/or a Liaison to BID Board of Directors, along with as many interested non-BID Board Member volunteers. Directors are encouraged to recruit committee volunteers and encourage their involvement within the committee to assist in its success.

If approved Committee Chairperson is not a BID Board Director, a BID Board Director must be appointed to the committee as the Liaison to the Board.

Each Committee Chairperson is responsible for producing and providing an annual budget for review and for possible action by the BID Board of Directors. Each Committee's Preliminary Budget should be provided to the ~~Treasurer~~ Vice President, the budget coordinator, no later than August 1<sup>st</sup> each year.

Committee Chairperson and/or Liaison presents monthly written committee reports or previous month's meeting minutes, along with requests to the BID Board for consideration and possible action. Monthly committee reports/minutes are to be provided to the Secretary no later than the Friday after the 1<sup>st</sup> Wednesday of each month for distribution to the Board Directors for reviewing before BID Board meeting.

### Section III Committee Structure

**Executive** – as stated in Article IV – Officers; Section I – Executive Committee.

**Building & Grounds** – The Buildings & Grounds Chairperson/Liaison 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 ~~Portage~~ 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 1<sup>st</sup> 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 1<sup>st</sup> 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.

~~**Contractor** – Committee Chairperson/Liaison serves as a conduit to the BID Board of Directors with all issues relating to the BID Contractor. 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 Contractor Committee Chairperson 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. Committee Chairperson ensures that the BID Board Treasurer receives the monthly Contractor expenditure receipts no later than the Friday after the 1<sup>st</sup> Wednesday of each month. Contractor Committee Chairperson ensures that contractor report is presented to the BID Board Secretary no later than the Friday after the 1<sup>st</sup> Wednesday of each month.~~

~~Contractor Committee Chairperson/Liaison is required to present the Contractor report at each monthly BID Board meeting.~~

**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 1<sup>st</sup> 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 1<sup>st</sup> 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.

**Grants** (Community Events) - Committee Chairperson/Liaison serves as a conduit to the BID Board of Directors with all issues relating to grant requests for community events within 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.

**Marketing** (Advertising/Promotion/Marketing) – Committee Chairperson/Liaison serves as a conduit to the BID Board of Directors with all issues relating to advertising, promoting and marketing within 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.

**Streetscape** - Committee Chairperson/Liaison serves as a conduit to the BID Board of Directors with design, planning and the care of the Streetscape within 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.

Additional committees may be appointed by the President as deemed necessary to carry out the goals of the Business Improvement District as stated in the Operating Plan, or to serve a special need within the District.

## **Article VI – Finances**

### **Section I Funds**

Funds will be raised through a special assessment of all property that is not deemed exempt on a pro-rated share of the BID budget based on the assessed valuation of each property or through City of Portage funding, Farmer’s Market or sale of BID owned property.

### **Section II Disbursements**

Upon approval of the budget by the City of Portage Common Council, as set forth by the BID Board of Directors, funds will be disbursed through a segregated account in the municipal treasury as designated in the budget.

### **Section III Fiscal Year**

The fiscal year of the Business Improvement District shall close on December 31<sup>st</sup> each year.

### **Section IV Budget**

Each ~~July~~June, the President shall appoint a budget committee to work under the direction of the Vice Present, the Budget Coordinator, to formulate a budget in line with the coming year’s goals and objectives of the Board and committees. ~~The budget committee~~The Vice President will present a proposed budget at the August meeting, which will, in turn, be presented along with the coming year’s Operating Plan to the City of Portage to accomplish the BID Operational Plan.

## **Section V Accounting**

The accounts of the Business Improvement District shall be audited annually as of the close of business on December 31<sup>st</sup> by a qualified public accountant.

## **Article VII**

### **Section I Parliamentary Authority**

The current edition of Roberts Rules of Order shall be the final source of authority in all questions of parliamentary procedure when such rules are not consistent with the Bylaws of the Business Improvement District.

## **Article VIII**

### **Section I Amendments**

These bylaws may be amended or altered by a two-thirds vote of the Board of Directors.