

**City of Portage  
Legislative & Regulatory Committee Meeting  
Monday, October 6, 2014, 7:00 p.m.  
City Municipal Building, 115 West Pleasant Street  
Conference Room One  
Minutes**

**Members Present:** Rita A. Maass, Chairperson; Mike Charles, Mary E. Hamburg, Martin Havlovic, Jeffrey F. Monfort

**Also present:** Administrator Murphy, Deputy Clerk Ness, Attorney Spankowski, Guadalupe Gomez, Claudia Soto, and Mr. Estrada from Le Croissant

**Media Present:** Bill Welsh from CATV, Craig Sauer from Daily Register

1. **Roll call**  
The meeting was called to order by Chairperson Maass at 7:05pm.
2. **Approval of minutes from previous meeting**  
Motion by Hamburg, second by Charles to approve minutes from the August 4, 2014 meeting. Motion carried unanimously on call of roll.
3. **Discussion and possible recommendation on operator license application for Megan C. Nedza.**  
Motion by Charles, second by Hamburg to deny operator license for Megan C. Nedza based on two convictions alcohol related within the last five years not listed on the application as noted by Chief Manthey. Motion carried unanimously on call of roll.
4. **Discussion and possible recommendation on Class B combination alcohol license application for Le Croissant, LLC; Antonio Estrada Lozada, agent**  
Motion by Hamburg, second by Monfort to recommend approval of Class B combination alcohol license application for Le Croissant, LLC; Antonio Estrada Lozada, agent. Motion carried unanimously on call of roll.
5. **Discussion and possible recommendation for ordinance relative to municipal court service fees**  
Attorney Spankowski explained this is in addition to the current Municipal Court ordinance. With this additional ordinance the amount recouped for serving warrants is closer to the actual cost whereas without it we have to follow state statute and the amount allowed for recoup is under the actual cost. Currently the city is waiting to hear from Endeavor as their court is handled here and if they pass a similar ordinance this will impact the

wording of our ordinance. Decision was made to wait until next month to see if Endeavor forwards their decision.

**6. Discussion and possible recommendation for ordinance revision relative to commercial, industrial and residential driveway regulations**

Committee reviewed the current driveway related ordinances. The committee discussed that driveways should be part of a site plan submittal, which is reviewed and approved by the Plan Commission. Suggestion to review other communities for width requirement both residential and commercial/industrial and review at next meeting.

**7. Discussion and possible recommendation for ordinance revision relative to Manager of Parks and Recreation designation**

Proposed ordinance will update references to Manager of Parks, Recreation and Forestry to read Manager of Park and Recreation as well as Street Superintendent to read Public Works Superintendent. Parks and Recreation Board will be a standing committee so the duties are updated as needed.

Motion by Havlovic, second by Charles to recommend ordinance revision relative to Manager of Parks and Recreation designation as presented. Motion carried unanimously on call of roll.

**8. Adjournment**

Motion by Charles, second by Monfort to adjourn the meeting at 7:38 pm. Motion carried unanimously on call of roll.

Submitted by Rebecca C. Ness, Deputy Clerk