

**City of Portage Common Council Meeting
Council Chambers of City Municipal Building
115 West Pleasant Street, Portage, WI
Public Hearing – 6:50 p.m.
Regular Meeting – 7:00 p.m.
October 23, 2014
Amended Agenda**

Public Hearing – 6:50 p.m.

Consider discontinuance of the shuttle service to Madison, effective November 24, 2014; and increase of taxi fares

Regular Meeting – 7:00 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Minutes of Previous Meeting
6. Presentation by Portage Area Service Clubs transferring ownership of Splash Pad to City
7. Consent Agenda
 - A. Reports of Sub-Committees, Boards, and Commissions
 1. Board of Zoning Appeals, October 6, 2014
 2. Community Development Authority, October 6, 2014
 3. Business Improvement District Board of Directors, October 8, 2014
 4. Cable TV Commission, October 8, 2014
 5. Library Board, October 14, 2014
 6. Park and Recreation Board, October 14, 2014
 - B. License Applications
 1. Operator
 2. Taxi Cab Operator
8. Committee Reports
 - A. Legislative and Regulatory Committee, October 6, 2014
 1. Consideration of recommendation for denial of operator license application for Megan C. Nedza

2. Consideration of recommendation for approval of Class B Combination Alcohol License application for Le Croissant, LLC; Antonio Estrada Lozada, agent
 - B. Finance/Administration Committee, October 6, 2014, October 13, 2014
 1. Consideration of recommendation for approval of Revision No. 1 to the State/Municipal Agreement for East Haertel Street
 - C. Human Resources Committee, October 7, 2014
 1. Consideration of recommendation for approval of Personnel Policies and Procedures Manual Grievance Procedure
9. Old Business
10. New Business
 - A. Ordinances
 1. Ordinance No. 14-020 relative to Parks and Recreation and Public Works
 - B. Consideration of discontinuance of taxi shuttle service to Madison and an increase in taxi fares
 - C. Mayor's Comments
 1. P.A.T.H.S.
 2. Elections 2014/2015
 3. Halloween
 - D. City Administrator's Report
 1. Fall cleanup
 - E. Closed Session

The Common Council will go into closed session pursuant to Wisconsin State Statutes 19.85(1)(e) for discussion regarding the conveyance of public lands for Columbia County infrastructure needs
11. Adjournment
(Amended 10/22/14, 8:50 a.m.)

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE that the Common Council of the City of Portage will conduct a public hearing to consider the following changes to the Mass Transit Program:

1. Discontinuance of the Shuttle Service to Madison, effective November 24, 2014.
2. Increase in taxicab fares as of January 1, 2015. The fares will increase as follows:

<u>Fare Category</u>	FARES	
	<u>Current Fare¹</u>	<u>Proposed Fare</u>
Adult	\$3.25	\$3.50
Student ²	\$2.50	\$2.75
Senior ³	\$2.50	\$2.75
Disabled	\$2.50	\$2.75

¹ Fare - Per trip, Per person

² Student - Persons age 3 to 18 years

³ Senior - Person age 55 years and older

The public hearing will be held on the 23rd day of October, 2014 at 6:50 p.m. in the Common Council Chambers at the City Municipal Building, Portage, Wisconsin.

All interested persons may appear to give comment on the discontinuance of the shuttle service to Madison and/or the increase of fares.

DATED this 10th day of September, 2014.

CITY OF PORTAGE



Marie A. Moe, WCPC, MMC, City Clerk

Common Council Proceedings
City of Portage

Regular Meeting
Council Chambers
City Municipal Building

October 9, 2014
7:00 p.m.

1. Call to Order

Mayor Tierney called the meeting to order at 7:00 p.m.

2. Roll Call

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

Excused: Havlovic

Also Present: Mayor Tierney, Deputy Clerk Ness, City Administrator Murphy, City Attorney Spankowski, Police Chief Manthey, Roger Brandner from Columbia County Sheriff's Dept., Ben Neumann from Portage Police Dept., Mike Schutz from Portage Police Dept., Jim Dalton from Portage Public Library

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

3. Pledge of Allegiance

The Pledge of Allegiance was said.

4. Approval of Agenda

No changes.

5. Minutes of Previous Meeting

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

6. Presentation of Lifesaving Awards – Police Department

Lifesaving Awards were presented to Roger Brandner, Ben Neumann, Mike Schutz (and Eric Walters who wasn't present).

7. Loan "Pay Off" Presentation by Library

Jim Dalton, Portage Library Foundation presented a ceremonial re-payment of the \$500,000 construction loan from the City. Dalton indicated that actual re-payment was provided on October 1. Dalton stated the library was very grateful for the assistance provided from the city. With

the new addition the library was able to provide space for over 1000 school age children to receive lunches this summer.

8. Consent Agenda

Reports of Sub-Committees, Boards, and Commissions

Community Development Authority, September 23, 2014

Police and Fire Commission, September 24, 2014

Common Council Committee of the Whole, September 30, 2014

Cable TV Commission, October 1, 2014

Motion by Dodd, second by Maass to approve consent agenda as presented. Motion carried unanimously on call of roll.

License Applications

Operators license applications for Jessica L. Bagnall and Eliza E. Rylander.

Taxi Operator applications for Ronald L. Gabbei.

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

9. Committee Reports

Finance/Administration Committee, September 22, 2014, September 29, 2014 and October 6, 2014

Motion by Dodd, second by Charles to declare proposed assets as surplus. **Police:** Vehicle, 1998 Dodge Stratus VIN 1B3EJ46X7WN266997, 2011 Chevrolet Impala VIN 2GIWD5EM6B1224395 **Public Works:** 2001 Swenson salt spreader #38, Unit #31 1985 Fair Snowblower **Taxi:** Vehicle #PH12 - 2010 DODGE Braun Intervan VIN 2D4RN4DE6AR255090, Vehicle #514 - 2010 FORD Crown Victoria VIN 2FABP7CV2AX126454, Vehicle #515 - 2010 FORD Crown Victoria VIN 2FABP7CV4AX126455 **Water:** Ingersoll Rand T-30 air compressor, Tag 01452, Vehicle 1992 Chevrolet 3500 Cube Van #72 VIN 1GTKP32K2N3500803, Pressure Washer MTM Corporation 2504 Tag 01429, Black and Decker battery operated drill 9.6v, Milwaukee 3/8 driver drill with battery, Monitors Tags 01280, 01207 and 01208, (2) Keyboards Tags 01281 and 01265, Mouse, (2) Printers, Tag 1283, Adler Typewriter Tag 01262 and 01282, Portable generator Tag 1388, John Deere A90 Tag 1387, Snapper Lawnmower w/bag Tag 1402, Compressor Tank, Tag 1403, Walking saw dolly Tag 367, Napa Battery Charger Tag 1449

Motion carried unanimously on call of roll.

Motion by Dodd, second by Lynn to approve the Library loan interest waiver on full repayment. Motion carried 7-1 on call of roll, Maass voting no. Maass inquired when the first payment was to be made and wanted noted if the library had gone to any other facility the interest would need to be paid. Lynn stated the decision was made to waive the interest and take the full payment of \$500,000 and then reallocate that money to other

items. Murphy stated interest was paid by the library on construction draws from the city.

Motion by Dodd, second by Charles to approve claims in the amount of \$1,391,108.30. Motion carried unanimously call of roll.

Municipal Services and Utilities Committee, October 2, 2014

Motion by Klapper, second by Lynn to approve sending scope of services for engineering of Segment 2 of the Portage Canal to Finance for the dollar amounts to be filled in. Motion carried unanimously call of roll.

10. Old Business

11. New Business

Resolutions

Resolution No. 14-043 relative to Taxi Cab Contract was read and adopted unanimously on motion by Dodd, second by Maass and call of roll.

Resolution No. 14-044 relative to Taxi Cab Vehicle Lease Agreement was read and adopted unanimously on motion by Dodd, second by Charles and call of roll.

Resolution No. 14-045 relative to Final Special Assessments for 2014 Sidewalk Improvements was read. Motion by Klapper, second by Monfort to approve the resolution as presented. Dodd stated the sidewalk policy was recently changed to only assess corner properties on street number side and inquired if the assessment roll could be reviewed to determine what impact this would have. Lynn questioned who would pay the other part of the assessment and Administrator Murphy stated the city. Klapper stated the revised policy was adopted earlier this year and he is in support of updating the assessment roll to reflect this change. Maass stated the 2014 budget was done expecting the assessment to be completed as presented and the project was started before the policy change was implemented and supported the assessment roll as presented. Hamburg questioned if the resolution could wait for motion until after the assessment roll was reviewed/revised. Administrator Murphy stated there is a timeline to complete the process so letters can be sent to the residents giving them the choice of full payment or choosing installment payments on their tax bills, this resolution needs to be completed so information can be forwarded to the county in a timely matter. Motion and second were withdrawn. Motion by Klapper, second by Lynn to approve sending Resolution No. 14-045 back to Finance with the adjustments for corner lots. Failed 6-1 with Charles, Dodd, Hamburg, Klapper, Maass, Monfort voting no and Kutzke abstaining due to have a property on the

assessment roll. Motion by Dodd, second by Charles to approve Resolution No. 14-045 with option to credit residents after assessments are recalculated for corner lots. Attorney Spankowski stated an amended assessment roll can be approved when the adjustments are complete. Discussion ensued regarding assessing all properties except those affected by the corner lot issue and do separate special assessments roll for those. Motion amended to approve Resolution No. 14-045 and reassess properties on corner lots and delay those assessments. Passed 6-1 with Maass voting no and Kutzke abstaining.

Resolution No. 14-046 relative to Final Special Assessments for 2014 Alley Improvements was read aloud. Motion by Dodd, second by Monfort to adopt resolution. Administrator Murphy noted the interest rate is to read 3.5% in #6. Motion carried unanimously on a call of roll.

Freedom From Workplace Bullies Week Proclamation: The Mayor's proclamation was read aloud.

Mayor's Comments

1. County Infrastructure Committee update
Portage is still being considered for Columbia County offices. The Council will need to convene into closed session very soon to discuss what specific support the City of Portage can provide.
2. Elections
Election day is November 4 and elections will be held at the Portage Public Library. Please make sure ahead of time registration is complete and a photo id is obtained.

City Administrator's Report

1. Employee updates
Assistant Police Chief O'Neill is retiring January 2015. Officer Jeffrey Stumpf's last working day was October 1. Officer Dennis Pomery has returned from his injury in the field with light duty. This year the Public Works Dept. assisted with many projects and saved the city over \$50,000.

12. Adjournment

Motion by Dodd, second by Charles to adjourn. Motion carried unanimously on call of roll at 8:19 p.m.

Rebecca C. Ness
Deputy Clerk

**City of Portage
Board of Zoning Appeals
Monday, October 6, 2014, 5:30 p.m.
Municipal Building, Conference Room Two
Minutes**

Members Present: Dave Carlson; Adam Field; Jeff Wetzel; Mike Paul

Members Absent: Fred Reckling (excused); Traci Bartels; Ryan Jahn, alternate

Also Present: Dave Gunderson; Ken Jahn, Two River Signs

1. **Public hearings** – convened at 5:25pm.
2. **Call to order** – following public hearing, the determination meeting was called to order at 5:43pm by Chairman Carlson.
3. **Roll call** – roll was taken with the above members present.
4. **Approval of minutes from previous meetings** – motion by Paul to approve, 2nd by Wetzel, motion carried 4-0.
5. The application for Hamilton Park Place LLC, 2525 Hamilton Street, City of Portage, Columbia County, Wisconsin for a variance to Chapter 90, Article II, Section 90-29 (5) for exceeding the minimum street side setbacks on Hamilton Street and E. Slifer St. of 30 feet. The property is zoned R-3 single family and two-family residential district and has a Conditional use permit.

Said variance will allow a ground sign within 20 feet of the street side right of way on E. Slifer St, a variance of 10 feet and within 5 feet, of the street side right of way on Hamilton Street, a variance of 25 feet.

Dave Gunderson and Ken Jahn were present to present the variance request. The request contained two parts, a setback variance and a sign total square footage variance. The variance would allow construction of a sign for the Hamilton Park Place community based residential facility. The property is zoned R3 residential, but owners have received a conditional use permit from the City of Portage. Location and size of the sign need to be sufficiently large and visible to be readable from a sufficient distance to identify the facility while driving without creating a safety hazard. The setback variance would also be consistent with other nearby properties and would not impede the vision triangle or obstruct the view of drivers on the roadway.

There was discussion by the committee about the effect of plans by the city to widen Hamilton Street in front of the property in question would have on the variance. Committee members believed that the sign could serve the intended purpose while remaining within the square footage limitations.

Motion made by Field to approve the setback and square footage variance requests, 2nd by Wetzel. Carlson moved to amend the motion to exclude the sign square footage variance request from the motion, 2nd by Wetzel, motion carried 3-1 (Carlson, Paul, and Wetzel voting yes and Field voting no). The amended motion for approval carried 4-0. Setback variance was approved. Square footage variance was denied.

6. **Adjournment** – meeting adjourned at 6:08pm, motion by Field, 2nd by Paul.

Respectfully submitted,

Adam R. Field
Secretary

City of Portage
Community Development Authority Meeting
Monday, October 6, 2014 – 5:30pm
Portage Enterprise Center, Conference Room 101

Members present: Michael Decker, Kyle Dumbleton, James Grothman, William Kutzke, and Charles Poches. **Members excused:** Charles Poches and Martin Havlovic. **Member absent:** Steve Benck.

Also present: Administrator Shawn Murphy and Shannon Green (PDR).

Approval of Minutes from September 23, 2014. Motion by Decker, second by Kutzke to approve the minutes from the September 23, 2014 meeting as presented. Motion passed 3-0 on a call of the roll. Dumbleton abstained.

Update on proposed TID Changes . Director Sobiak presented an update on creation of TID 8, changes to TID 7 and the valuation reset of TID 6.

Discussion of By-laws and evaluating purpose and goals of the CDA. Mr. Sobiak summarized his memo recommending no changes in the Authority's By-laws and recommending creation of a City Economic Development Committee. The Commission discussed the role of the Authority and possible creation of a new Economic Development Committee.

MOTION by Decker, second by Dumbleton, to authorize City staff to draft a purpose statement for the Authority, compilation of economic development and redevelopment related grants currently available, and creation of a City flow chart of economic development responsibility. Motion passed 4-0 on a roll call vote.

Discussion on action plan for downtown distressed properties. Brief discussion. Further discussion and possible action deferred until next meeting.

Update on Property Acquisition Discussions - 101 W. Cook St. Administrator Murphy presented an update. Murphy indicated he will invite City Attorney Spankowski to present an update at the next meeting.

Adjournment - Motion by Decker, second by Dumbleton to adjourn the meeting. Motion passed 4-0 on a call of the roll. Meeting adjourned at 6:36pm. A tour of the Portage Enterprise Center followed.

Minutes prepared by Steve Sobiek, Business Development and Planning Director

City of Portage
Business Improvement District Board of Directors
Wednesday, October 8, 2014, 7:30 a.m.
City Municipal Building, 115 West Pleasant St.
Conference Room Two
Minutes

Present: President- Peggy Joyce, Vice President – John Krueger, Treasurer Shane Schmidt, Secretary Dennis Rupers, Ian Dumbleton & Sheila Link.

Excused: Maribeth Dorn & Myrna Hooper.

Also present: Scott Davis, BID Contractor; Marianne Hanson, Executive Director of the Portage Chamber of Commerce; Rick Lynn, Alderman.

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 September 9, 2014.

President Joyce presented the minutes from September 9, 2014 and asked for a motion to approve the minutes as presented. Motion by Krueger, second by Dumbleton to approve minutes for September 9, 2014 meeting. Motion carried unanimously.

3. Discussion and possible action on BID Committee Chairman Reports

Discussion moved to Executive Committee Report.

President Joyce welcomed and introduced new BID Board Member, Marlena Cavanaugh and she gave a brief verbal resume. Joyce continued stating that the Executive Committee did not meet due to her being out of town and therefore no report to present to the Board.

Discussion moved to Buildings & Grounds Committee Report.

Director Dumbleton started the committee's report stating that the committee is going to wait until the spring to obtain other bids for fencing at the BID Storage location. These upcoming bids will be taken into consideration with the 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 that no action will be taken at this time regarding the decision of an accepted bid.

Committee Chair & Treasurer Schmidt moved to the discussion of repairs to the Polar Trac. Due to lack of cleaning the unit since the purchase, the current year's cleaning and maintenance attempts by the Contractor, Scott Davis, the committee received an estimate of repairs from Reinders in the amount of \$5145.78. Also, Davis stated that the roof is leaking at BID Storage location and that the committee will be working with the property owner, Dennis Dorn, to get this repair completed before the winter and spring seasons. Davis will also work with Doug Williams to obtain corn stalks to be placed throughout the downtown in keeping with the fall season. Motion by Rupers, second by Schmidt to approve payment to Reinders for estimate of repairs to the Polar Trac in the amount of \$5145.78. Motion carried unanimously.

Discussion moved to the Farmers Market Committee Report

Director Dumbleton stated to the Board that he has begun efforts to ensure that the Portage Farmers Market is "up to code" and meets state requirements. The committee will also be working on a layout to improve current spacing and parking issues. The committee plans to survey the vendors to get the pulse of Farmers Market for improvement. Dumbleton stated that the Board can expect a monthly report published to the Board.

Discussion moved to the Grants Committee Report

Due to the excused absence of Director Dorn, President Joyce presented the report to the Board. Joyce introduced Marianne Hanson, Executive Director of the Portage Chamber of Commerce, and she presented a \$1500 grant request for the Taste of Portage in 2015. Motion by Schmidt, second by Krueger to approve the Chamber of Commerce \$1500 grant request for the Taste of Portage in 2015. Motion carried unanimously.

Discussion moved to Marketing Committee report.

Vice President Krueger had Hanson continue with her presentation to have the Chamber, Tourism and BID share in a marketing program. A formal marketing program has not been developed but the concept of shared advertising is being presented and would like the Board to consider starting with the Holiday advertising already approved. President Joyce stated that it is important to ensure that the BID funds are for the Business Improvement District only. Joyce recognized Alderman, Rick Lynn and he commented that he didn't believe there was anything wrong with funds being shared on a pro-rated basis. Rupers added that \$1650 was already approved for 2014 Holiday Advertising plans and that if the Holiday Ads were to be shared, an adjustment to the appropriated funds would need to be approved in November.

Krueger continued the report and asked Cavanaugh to update the Board on the BID website program. Cavanaugh stated that she met with Krueger and Rupers on 09/10/14 to start the conceptual design of the website. The URL purchased will be PortagewiBID.org. Cavanaugh asked that each committee provide a detailed description of their committee's purpose and goals to be used within the website. Rupers asked that the Board strongly consider allowing DPI to utilize a number of pages of the website for their purposes.

Discussion moved to Streetscape Committee report.

President Joyce presented her report stating that the Christmas tree ornaments have been ordered and that Silent Night has agreed to provide the greenery again this year.

Rupers reminded the Board that approval of the Contractor's report was still required. Davis presented his report to the Board. Motion by Schmidt, second by Link to approve the September 2014 Contractor Report. Motion carried unanimously. September 2014 Contractor Report is included as Addendum1BIDOct.

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

Director Link provided an update to the Board on the upcoming Wine Walk on 10/24/14, from 6-9. Cost is \$25 per person. 22 businesses have signed up and paid already. 5 are new businesses and 2 more than last year. 200 tickets were sold in 2013 and they are planning on 250 tickets being purchased this year.

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

Claims to pay

Treasurer Schmidt presented the Claims to Pay Voucher list for October, 2014. Schmidt presented the Claims to pay for October in the amount of \$3688.71. Motion by Krueger, second by Dumbleton to approve the presented Claims To Pay list in the amount of \$3688.71. Motion carried unanimously. Claims to pay list included as Addendum2BIDOct.

Financials – September 2014

Treasurer Schmidt presented the September 2014 Financials to the Board. Schmidt stated that the BID September Financials were accurate and balanced. Motion by Krueger, second by Rupers to approve the September 2014 Financials, Motion carried unanimously. September 2014 Financials included as Addendum3BIDOct.

5. Adjournment

Motion by Joyce, second by Rupers to adjourn the meeting at 8:52. Motion carried unanimously.

Respectfully Submitted by Dennis Rupers, BID Secretary.

2014 Monthly BID Maintenance Contractor Report 09/01/14-09/30/14

To: BID Board

From: Scott Davis:

BID District Trash Cans:

- Check all BID district trash cans empty as needed. Check all BID sidewalks and clean up trash along the curbs and cigarette butts.

Farmers Market:

- Farmers Market is doing well. Different vendors are showing up and more vendors are calling about next year.

BID Equipment:

- The 50 hour service on the Bobcat side-by-side was done by bobcat service tech on Wednesday the 17th. The oil and filter was changed along with the hydraulic filter. The tech also checked the machine over to make sure there no leaks and bolts were tight. The Polar Track was delivered to the dealer Monday the 15th for a preseason checkup. They are going to check out way the tires are wearing so fast. They are also going to go over the broom attachment.

BID Building:

- Starting to check out the inside of the BID building to see what need to be done to set it up for the winter season.

Miscellaneous:

- Some of the flowers are looking ruff. I am starting to pull out the ones that look bad.

2014
City of Portage
Business Improvement District
October Schedule of Vouchers

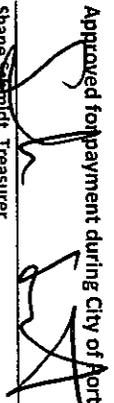
#	Date	Charge Acct	Invoice #	Amount	Vendor	Description	Account #	Description
1				\$2,500.00	BKO, LLC - Scott Davis	June 2014 Services	241	Custodial Services
2	8/28-9/29	118698-013	11868109292014	\$9.06	Alliant Energy	BID Building Electrical	221	Electrical & Gas
3	9/16/2014		01-28406	\$447.59	Bobcat of Madison, Inc.	50 Hour Planned Maintenance	352	REPAIR/MAINT SUPP-EQUIPMENT
4	9/29/2014		1408	\$732.06	Cavanaugh Enterprises, LLC	Web Design&Development/Web Hosting, 30% down (Per Contract)	296	Marketing
5								
6								
7								
8								
9								
10								

Total: \$3,688.71

Pre Paid Expense Account #055.

1	9/26/2014		Pre-Paid	\$2.95	Walgreens Balance	Monthly Fee	590	Bank Fees
2	9/18/2014		Pre-Paid	\$60.05	Market Basket	Diesel	342	Gasoline/Oil
3								
4								
5								
6								
7								
8								
9								
10								

Total: \$63.00
Balance On Card: \$848.02

Approved for payment during City of Portage Business Improvement District Committee meeting dated 10/8/2014

 Shane Schmidt, Treasurer
 BID Board of Directors
 Date 10/9/2014

Approved Future Expenditures

#	Minutes Date	Amount	Account #	Description	Vendor	Description
1	8/13/2014	\$3,000.00	296	Marketing	Cavanaugh Enterprises-Marlena Cavanaugh	BID Web Design
2	7/10/2013	\$7,500.00	351	Repairs/Maintenance Supplies		Trees
3	3/25/2014	\$3,000.00	860	Small Equipment	Temple Display	Xmas Tree Ornaments
4	10/9/2013	\$1,500.00	821	Buildings & Grounds	Various - Madero/Alliant - \$1500 of \$5000	Thomson/Muller BID Storage Facility - Repairs & Clean-up
5	11/13/2013	\$1,000.00	821	Buildings & Grounds	Various - Madero/Alliant - Additional \$1000	Thomson/Muller BID Storage Facility - Repairs & Clean-up
6	1/22/2014	\$500.00	821	Buildings & Grounds	Fire Dynamics LLC & Various Vendors	Shed Heat & Fire Safety Items
7	9/9/2014	\$750.00	296	Marketing	Capital Newspapers	Holiday Spacis/Atrep-Yuletide(Need to approve by end of Sept)
8	9/9/2014	\$900.00	296	Marketing	Capital Newspapers	Holiday Happenings-Yuletide(Need to approve by end of Sept)
9	10/8/2014	\$1,500.00	296	Marketing	Portage Chamber of Commerce	"Taste of Portage" 2015
10	9/9/2014	\$1,200.00	296	Marketing	Capital Newspapers	Columbia County Visitors Guide 2015(Approve by Feb)
11	9/9/2014	\$450.00	296	Marketing	Capital Newspapers	Columbia County Maps 2015(Approve by Feb)
Total:		\$21,300.00				

Designated Fund Balance - \$96,167

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



ACCOUNT NUMBER	118698-013	NEXT METER READING	10/30,10/31	PREVIOUS BALANCE	\$ 0.00
Questions? Contact us using the appropriate number below:				CURRENT BALANCE	\$ 9.06
Customer Service/Billing 1-800-862-6222 Electric Emergency/Outage 1-800-862-6261 Gas Emergency 1-800-862-6263				AMOUNT DUE	\$ 9.06
Wisconsin Power & Light, an Alliant Energy Company				DUE DATE	OCT 15, 2014

CITY OF PORTAGE
205 E MULLETT ST
COAL YRD
PORTAGE WI 53901

0929201400624-1

Invoice Number: 118698U09292014

Location Number:

COMMERCIAL
RATE: GS1

Electric Meter: 931823733

Billed for 32 Days

Meter Reading Sep 29 112
Aug 28 - 106 = 6 KWH

Energy Charge..... 6 KWH X \$.121900 = \$ 0.73
Customer Charge..... 32 Days X \$.2522 = \$ 8.07
State-Wide Low-Income Assistance Fee..... = \$ 0.26
TOTAL \$ 9.06

Wisconsin sales tax exempt or not applicable.

Your Utility payment of \$ 8.43 was received on 09/15/2014.

Thank you.

Alliant Energy processes check payments electronically. The amount of your check may be withdrawn the same day we receive your check.
For energy saving advice, please call 1-800-ALLIANT.

01688171

COMPARISON	This Month	This Month Last Year	COMPARISON	This Month	This Month Last Year
Ave. Temp.	63		Elec days	32	
Degree Days	148		Elec KWH	6	
			Elec \$/day	\$ 0.28	

6



ACCOUNT NUMBER	118698-013	Please Return This Stub With Your Payment	PREVIOUS BALANCE	\$ 0.00
3			CURRENT BALANCE	\$ 9.06
			AMOUNT DUE	\$ 9.06
			DATE DUE	OCT 15, 2014
			AMOUNT ENCLOSED	

AV 01 010686 21647B 31 A**5DGT



CITY OF PORTAGE
%BUS IMPROVEMENT
DIST
115 W PLEASANT ST
PORTAGE WI 53901-1742

Please Do Not Write In Area Below.

AE-9



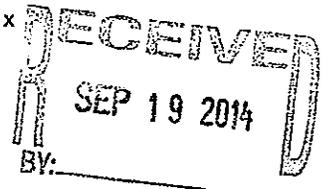
ALLIANT ENERGY/WP&L
PO BOX 3068
CEDAR RAPIDS IA 52406-3068

118698U0929201400624-1

Bobcat of Madison, Inc.
 7101 Manufacturers Drive
 Madison, WI 53704
 Phone: (608) 221-3360
 Fax: (608) 221-4355
 Email: sales@bobcatofmadison.com
 www.bobcatofmadison.com

Doc/Invoice: 01-28406
 Date: 9/16/2014
 Customer Id: CITPOR
 Phone: (608) 742-5601 x
 Customer P.O:
 Salesperson: SamT
 User: SteveF

3



SERVICE INVOICE

CITY OF PORTAGE
 BUSINESS IMPROVEMENT DISTRICT
 115 W PLEASANT ST
 PORTAGE, WI 53901 US

Ship To:
 CITY OF PORTAGE

Opened: 9/16/2014	Make: BOBCAT
Work Order No: 01-28867	Model: 3650 (MY14) (4X4)
My Reference: 3650	Serial: AVW420208
Responsible Tech:	Unit No: 24433
Meter: 62.2 Hours	Delivery Date:
Pickup Date:	

608-617-9232 SCOTT

50 HOUR PLANNED MAINTENANCE

Item/Tag	Type	Description/Model/Serial Number	Quantity	Tax	Price	Net Price
50 HOUR P.M.						
SERVICE CALL; 50 HOUR PLANNED MAINTENANCE; Traveled to the customer's location. Performed the 50 break-in planned maintenance per the service schedule chart. Drained the engine oil. Removed and replaced the engine oil filter. Installed new engine oil. Removed and replaced the hydraulic filter. Added hydraulic fluid as needed. Cleaned the battery terminals and cable connections. Inspected the electrolyte level. Drained the fuel filter of any trapped water. Inspected the air intake system for any issues. Checked the belts for proper tension.						
7018465	PA	BOB - FILTER, OIL ENG	1.00	N	\$15.83	\$15.83
6686926	PA	BOB - FILTER, CHARGE	1.00	N	\$39.57	\$39.57
7023076	PA	BOB - OIL, 10W30 QT 12	3.00	N	\$4.29	\$12.87
6904026	PA	BOB - HYDRAULIC FLUID 1 GALLON	1.00	N	\$17.79	\$17.79
		Shop Supplies	1.00	N	\$10.53	\$10.53
Total 50 HOUR P.M.						\$96.59

Labor 3.25 \$351.00

Labor \$351.00

Parts \$86.06

Enviro/Shop Supplies \$10.53

Sub Total \$447.59

Total Tax \$0.00

Invoice Total \$447.59

.Charge \$447.59

Customer Id: CITPOR

Thank you for your business.

Cavanaugh Enterprises, LLC
 101 E Pleasant St
 Portage, WI 53901

Date	Invoice #
9/29/2014	1408

Bill To
BID - Portage, WI 115 W Pleasant Street Portage, WI 53901

P.O. No.	Terms	Rep
	Net 10	MMC

Item	Quantity	Description	Rate	Amount
Hosting	1	Website hosting and domain name with GoDaddy.com	42.06	42.06
Web Site Design	1	Web Design And Development project 30% Down (per contract)	690.00	690.00
		Sales Tax	5.50%	0.00

Thank you for your business.		Total	\$732.06
		Payments/Credits	\$0.00
		Balance Due	\$732.06



Card Statement

Card ending in: 9185

Information is updated each business morning after all transactions have been processed.

How are transactions posted to my account?

Summary of Account Activity

Current Balance	\$848.02
Total Loads This Period	\$0.00
Total Pending Authorizations	\$0.00
Total Settled Transactions	-\$63.00

Transactions

Date ▲	Details	Amount
09/26/2014 1:30 AM	Monthly Fee	-\$2.95
09/18/2014 5:10 AM	MARKET BASKET Q39, AGE WI, WI	-\$60.05

Transactions are displayed in MST

FUND: BUSINESS IMPROVE DISTRICT FUND
 FOR PERIOD 9 ENDING SEPTEMBER 30, 2014

ACCOUNT #	DESCRIPTION	BALANCE 09/01/14	NET DEBITS	NET CREDITS	BALANCE 09/30/14
ASSETS					
CASH AND MARKETABLE SECURITIES					
245-00-11000-001	CASH	61,736.80	261.74	2,623.04	59,375.50
245-00-11000-003	MONEY MARKET	70,609.64	9.29	0.00	70,618.93
245-00-11000-007	INVESTMENTS	0.00	0.00	0.00	0.00
	TOTAL CASH AND MARKETABLE SECURITIES	132,346.44	271.03	2,623.04	129,994.43
ACCOUNTS RECEIVABLE					
245-00-13000-019	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
	TOTAL ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
DUE FROM OTHER FUNDS					
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
	TOTAL DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
INVENTORIES AND PREPAYMENTS					
245-00-16000-055	PREPAID EXPENSE	995.51	0.00	84.49	911.02
	TOTAL INVENTORIES AND PREPAYMENTS	995.51	0.00	84.49	911.02
INTERFUND					
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
	TOTAL INTERFUND	0.00	0.00	0.00	0.00
	TOTAL ASSETS	133,341.95	271.03	2,707.53	130,905.45
LIABILITIES AND FUND EQUITY					
LIABILITIES					
ACCOUNTS PAYABLE					
245-00-21000-901	ACCOUNTS PAYABLE	0.00	2,613.75	2,613.75	0.00
	TOTAL ACCOUNTS PAYABLE	0.00	2,613.75	2,613.75	0.00
DUE TO OTHER FUNDS					
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 9 ENDING SEPTEMBER 30, 2014

ACCOUNT #	DESCRIPTION	BALANCE 09/01/14	NET DEBITS	NET CREDITS	BALANCE 09/30/14
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	2,613.75	2,613.75	0.00
FUND EQUITY					
FUND 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	27,291.21	0.00	68,875.79
TOTAL FUND BALANCE		108,900.27	27,291.21	0.00	81,609.06
	FUND SURPLUS (DEFICIT)	24,441.68	0.00	24,854.71	49,296.39
TOTAL FUND EQUITY		133,341.95	27,291.21	24,854.71	130,905.45
TOTAL LIABILITIES AND FUND EQUITY		133,341.95	29,904.96	27,468.46	130,905.45

DATE: 10/06/2014
 TIME: 09:00:37
 ID: GL47B005.WOW

CITY OF PORTAGE
 DETAILED REVENUE & EXPENSE REPORT
 MONTH YTD ACTUAL VS. REVISED BUDGET WITH PRIOR YTD ACTUAL
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2014

FUND: BUSINESS IMPROVE DISTRICT FUND
 DEPT: LICENSES AND PERMITS

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	REVISED FISCAL YEAR BUDGET	% COLLECTED/EXPENDED	PRIOR YEAR-TO-DATE ACTUAL
FARMERS MARKET FEES						
245-44-44130-000	FARMERS MARKET FEES	246.00	2,180.00	2,000.00	109.0	2,169.00
TOTAL REVENUES: FARMERS MARKET FEES						
		246.00	2,180.00	2,000.00	109.0	2,169.00
TOTAL REVENUES: LICENSES AND PERMITS						
		246.00	2,180.00	2,000.00	109.0	2,169.00

CITY OF PORTAGE
 DETAILED REVENUE & EXPENSE REPORT
 MONTH YTD ACTUAL VS. REVISED BUDGET WITH PRIOR YTD ACTUAL
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2014

FUND: BUSINESS IMPROVE DISTRICT FUND
 DEPT: CHARGES FOR SERVICES

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

DATE: 10/06/2014
 TIME: 09:00:37
 ID: GL47B005.MOW

CITY OF PORTAGE
 DETAILED REVENUE & EXPENSE REPORT
 MONTH YTD ACTUAL VS. REVISED BUDGET WITH PRIOR YTD ACTUAL
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2014

FUND: BUSINESS IMPROVE DISTRICT FUND
 DEPT: MISCELLANEOUS REVENUE

SEPTEMBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	REVISED FISCAL YEAR BUDGET	% COLLECTED/EXPENDED	PRIOR YEAR-TO-DATE ACTUAL
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INTEREST INCOME				
245-48-48110-000	15.74	155.83	100.00	155.8
TOTAL REVENUES: INTEREST INCOME	15.74	155.83	100.00	155.8

DONATIONS				
245-48-48500-000	0.00	0.00	10,000.00	0.0
TOTAL REVENUES: DONATIONS	0.00	0.00	10,000.00	0.0

MISCELLANEOUS INCOME				
245-48-48900-000	0.00	0.00	0.00	0.0
TOTAL REVENUES: MISCELLANEOUS INCOME	0.00	0.00	0.00	0.0
TOTAL REVENUES: MISCELLANEOUS REVENUE	15.74	155.83	10,100.00	1.5

CITY OF PORTAGE
 MONTH YTD ACTUAL VS. REVISED BUDGET WITH PRIOR YTD ACTUAL
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2014

ACCOUNT NUMBER	DESCRIPTION	DEPT: BUSINESS IMPROVE DISTRICT FUND OTHER FINANCING SOURCES	SEPTEMBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	REVISED FISCAL YEAR BUDGET	% COLLECTED/EXPENDED	PRIOR YEAR-TO-DATE ACTUAL
FUND BALANCE APPLIED							
245-49-49900-000	FUND BALANCE APPLIED		27,291.21	27,291.21	0.00	100.0	0.00
TOTAL REVENUES: FUND BALANCE APPLIED			27,291.21	27,291.21	0.00	100.0	0.00
TOTAL REVENUES: OTHER FINANCING SOURCES			27,291.21	27,291.21	0.00	100.0	0.00

FUND: BUSINESS IMPROVE DISTRICT FUND
 DEPT:

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER	FISCAL	REVISED	%	PRIOR
		ACTUAL	YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	COLLECTED/EXPENDED	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	8.43	78.93	0.00	(100.0)	0.00
245-00-56720-241	CUSTOMER SERVICES	2,500.00	20,000.00	30,000.00	66.6	22,401.00
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	0.00	0.00	0.00	0.0	0.00
245-00-56720-297	FARMERS MARKET	0.00	10,938.92	20,150.00	54.2	9,811.83
245-00-56720-310	OFFICE SUPPLIES	0.00	0.00	250.00	731.9	65.00
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	40.10	(28.79)	1,500.00	(1.9)	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	15,620.00
245-00-56720-590	BANK FEES	2.95	25.65	100.00	25.6	86.23
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	146.76	3,373.33	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		2,698.24	69,830.65	99,500.00	70.1	61,729.54

CITY OF PORTAGE
 MONTH YTD ACTUAL VS. REVISED BUDGET WITH PRIOR YTD ACTUAL
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2014

FUND: BUSINESS IMPROVE DISTRICT FUND
 DEPT:

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	REVISED FISCAL YEAR BUDGET	% COLLECTED/EXPENDED	PRIOR YEAR-TO-DATE ACTUAL
RESIDUAL EQUITY						
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:	2,698.24	69,830.65	101,600.00	68.7	61,729.54
	TOTAL FUND REVENUES	27,552.95	119,127.04	101,600.00	117.2	91,748.07
	TOTAL FUND EXPENSES	2,698.24	69,830.65	101,600.00	68.7	61,729.54
	FUND SURPLUS (DEFICIT)	24,854.71	49,296.39	0.00	100.0	30,018.53

ACTIVITY THROUGH FISCAL PERIOD 09

PER. JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
01	01/01/2014		BEGINNING BALANCE				41,099.52	
	01/31/2014	43	JEO031 JAN 14 INTEREST				5.15	
	01/31/2014	32	JEO033 JAN 13/14 TAX SETT				16,522.32	
	01/03/2014	02	ACCOUNTS PAYABLE OFFSET					2,489.00
	01/03/2014	02	ACCOUNTS PAYABLE OFFSET					2,489.00
	01/03/2014	02	ACCOUNTS PAYABLE OFFSET					2,489.00
	01/03/2014	02	ACCOUNTS PAYABLE OFFSET					2,489.00
			TOTAL PERIOD 01 ACTIVITY				19,016.47	4,978.00
02	02/28/2014	28	JEO008 REC TRANSFER				89,500.00	
	02/28/2014	21	JEO009 FEB 14 INTEREST				5.52	
	02/28/2014	32	JEO022 FEB 14 TAX SETT				63,804.78	
	02/28/2014	24	JEO024 TRANSF DELQ SP TO GENL				9,172.90	
	02/28/2014	04	JEO026 REV GJ1402-02 RPL W VAR					89,500.00
	02/07/2014	10	ACCOUNTS PAYABLE OFFSET					5,825.95
	02/14/2014	08	ACCOUNTS PAYABLE OFFSET					250.00
	02/21/2014	04	ACCOUNTS PAYABLE OFFSET					6,199.76
			TOTAL PERIOD 02 ACTIVITY				162,483.20	101,775.71
03	03/31/2014	21	JEO001 MAR 14 INTEREST				15.31	
	03/31/2014	30	JEO024 WIRE 3/24 AP ERR TOUR				750.00	
	03/28/2014	08	ACCOUNTS PAYABLE OFFSET					5,000.00
			TOTAL PERIOD 03 ACTIVITY				765.31	5,000.00
04	04/30/2014	21	JEO013 APR 14 INTEREST				13.72	
	04/04/2014	06	ACCOUNTS PAYABLE OFFSET					1,792.86
	04/17/2014	06	ACCOUNTS PAYABLE OFFSET					1,683.76
	04/01/2014	35	CASH RECEIPTS OFFSET				1,020.00	
	04/24/2014	45	CASH RECEIPTS OFFSET				425.00	
			TOTAL PERIOD 04 ACTIVITY				1,458.72	3,476.62
05	05/31/2014	21	JEO008 INTEREST MAY 2014				10.18	
	05/02/2014	06	ACCOUNTS PAYABLE OFFSET					2,500.00
	05/16/2014	04	ACCOUNTS PAYABLE OFFSET					31,683.24
	05/19/2014	66	CASH RECEIPTS OFFSET				188.00	
			TOTAL PERIOD 05 ACTIVITY				198.18	34,183.24
06	06/30/2014	21	JEO009 INTEREST JUNE 2014				7.39	
	06/06/2014	06	ACCOUNTS PAYABLE OFFSET					2,500.00
	06/13/2014	10	ACCOUNTS PAYABLE OFFSET					4,334.61
	06/24/2014	33	CASH RECEIPTS OFFSET				151.00	
			TOTAL PERIOD 06 ACTIVITY				158.39	6,834.61
07	07/31/2014	21	JEO020 INTEREST JULY 2014				6.83	
	07/03/2014	04	ACCOUNTS PAYABLE OFFSET					2,500.00
	07/10/2014	10	ACCOUNTS PAYABLE OFFSET					359.54
			TOTAL PERIOD 07 ACTIVITY				6.83	2,859.54
08	08/31/2014	21	JEO021 AUGUST 2014				6.10	

CITY OF PORTAGE
 GENERAL LEDGER ACTIVITY REPORT
 ACTIVITY THROUGH FISCAL PERIOD 09

PER. JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
08	AP-140801F	08/01/2014	04 ACCOUNTS PAYABLE OFFSET					2,500.00
	AP-140815F	08/15/2014	20 ACCOUNTS PAYABLE OFFSET					1,958.20
	CR-C140812	08/12/2014	41 CASH RECEIPTS OFFSET				150.00	
			TOTAL PERIOD 08 ACTIVITY				156.10	4,458.20
09	GJ-1409-01	09/30/2014	21 JE0001 SEPT 14 INTEREST				6.45	
	GJ-1409-05	09/30/2014	33 JE0001 SEPT 14 INTEREST				9.29	
	AP-140905F	09/05/2014	06 JE0020 CORR SEPT INT 1409-01					9.29
	AP-140912F	09/12/2014	04 ACCOUNTS PAYABLE OFFSET					2,500.00
	CR-C140919	09/19/2014	10 ACCOUNTS PAYABLE OFFSET					113.75
			24 CASH RECEIPTS OFFSET				246.00	
			TOTAL PERIOD 09 ACTIVITY				261.74	2,623.04
			TOTAL ACCOUNT ACTIVITY				184,504.94	166,228.96
			ENDING BALANCE				59,375.50	

245-00-11000-003 (A) MONEY MARKET									
01		01/01/2014		BEGINNING BALANCE			70,539.75		
	GJ-1401-08	01/31/2014	03	JE0031 JAN 14 INTEREST			8.99		
				TOTAL PERIOD 01 ACTIVITY			8.99		0.00
02	GJ-1402-03	02/28/2014	33	JE0009 FEB 14 INTEREST			8.12		
				TOTAL PERIOD 02 ACTIVITY			8.12		0.00
03	GJ-1403-01	03/31/2014	33	JE0001 MAR 14 INTEREST			8.99		
				TOTAL PERIOD 03 ACTIVITY			8.99		0.00
04	GJ-1404-05	04/30/2014	33	JE0013 APR 14 INTEREST			8.70		
				TOTAL PERIOD 04 ACTIVITY			8.70		0.00
05	GJ-1405-03	05/31/2014	33	JE0008 INTEREST MAY 2014			8.70		
				TOTAL PERIOD 05 ACTIVITY			8.70		0.00
06	GJ-1406-04	06/30/2014	33	JE0009 INTEREST JUNE 2014			8.99		
				TOTAL PERIOD 06 ACTIVITY			8.99		0.00
07	GJ-1407-02	07/31/2014	33	JE0020 INTEREST JULY 2014			8.99		
				TOTAL PERIOD 07 ACTIVITY			8.99		0.00
08	GJ-1408-05	08/31/2014	33	JE0021 AUGUST 2014			8.41		
				TOTAL PERIOD 08 ACTIVITY			8.41		0.00
09	GJ-1409-05	09/30/2014	05	JE0020 CORR SEPT INT 1409-01			9.29		
				TOTAL PERIOD 09 ACTIVITY			9.29		0.00
				TOTAL ACCOUNT ACTIVITY			79.18		0.00
				ENDING BALANCE			70,618.93		

245-00-11000-007 (A) INVESTMENTS									
01		01/01/2014		BEGINNING BALANCE			0.00		
				TOTAL ACCOUNT ACTIVITY			0.00		0.00
				ENDING BALANCE			0.00		0.00

ACTIVITY THROUGH FISCAL PERIOD 09

PER. JOURNAL # ENTRY DATE ITEM TRANSACTION DESCRIPTION VENDOR CHECK INVOICE DEBIT CREDIT

245-00-13000-019 (A) ACCOUNTS RECEIVABLE
 01 01/01/2014 BEGINNING BALANCE 0.00 0.00
 TOTAL ACCOUNT ACTIVITY 0.00 0.00
 ENDING BALANCE 0.00 0.00

245-00-15000-037 (A) TOURISM FUND
 01 01/01/2014 BEGINNING BALANCE 0.00 0.00
 02 GJ-1402-01 02/11/2014 09 JE0001 REV JAN BID AND RECLASS 750.00 0.00
 TOTAL PERIOD 02 ACTIVITY 750.00 0.00

03 GJ-1403-07 03/31/2014 31 JE0024 WIRE 3/24 AP ERR TOUR 750.00 0.00
 TOTAL PERIOD 03 ACTIVITY 0.00 750.00
 TOTAL ACCOUNT ACTIVITY 750.00 750.00
 ENDING BALANCE 0.00 0.00

245-00-15000-051 (A) TAX ROLL FUND
 01 01/01/2014 BEGINNING BALANCE 89,500.00 16,522.32
 GJ-1401-09 01/31/2014 33 JE0003 JAN 13/14 TAX SETTLE 0.00 16,522.32
 TOTAL PERIOD 01 ACTIVITY 89,500.00 16,522.32

02 GJ-1402-02 02/28/2014 29 JE0008 REC TRANSFER 89,500.00 89,500.00
 GJ-1402-06 02/28/2014 33 JE0022 FEB 14 TAX SETTLE 63,804.78 63,804.78
 GJ-1402-07 02/28/2014 25 JE0024 TRANSF DELO SP TO GENL 9,172.90 9,172.90
 GJ-1402-09 02/28/2014 03 JE0026 REV GJ1402-02 RPL W VAR 89,500.00 89,500.00
 TOTAL PERIOD 02 ACTIVITY 89,500.00 162,477.68
 TOTAL ACCOUNT ACTIVITY 89,500.00 179,000.00
 ENDING BALANCE 0.00 0.00

245-00-16000-055 (A) PREPAID EXPENSE
 01 01/01/2014 BEGINNING BALANCE 0.00 0.00
 03 GJ-1403-02 03/31/2014 02 JE0003 RECLASS CC TO PPD 446.69 93.15
 03/31/2014 08 JE0004 MARCH VOUCHERS
 AP-140404F 04/04/2014 42 PREPAID CREDIT CARD 500.00 500.00
 SCOTT DAVIS DBA 142173 1404 PREPAID
 TOTAL PERIOD 03 ACTIVITY 946.69 93.15

04 GJ-1404-07 04/28/2014 21 JE0023 3/26/14 WALGREENS MO FE 0.00 2.95
 TOTAL PERIOD 04 ACTIVITY 0.00 2.95

05 GJ-1405-04 05/31/2014 06 JE0010 BID CC APRIL EXP 1,000.00 654.86
 AP-140516A 05/16/2014 01 RELOAD 055 1,000.00 654.86
 SCOTT DAVIS DBA 142865 140516 PREPAID
 TOTAL PERIOD 05 ACTIVITY 1,000.00 654.86

06 GJ-1406-05 06/30/2014 02 JE0011 CC BANK FEES MAY 2014 2.95 2.95
 GJ-1406-06 06/30/2014 04 JE0028 ADJ BANK FEE RLD TIE CC 2.05 2.05
 TOTAL PERIOD 06 ACTIVITY 0.00 5.00

07 GJ-140731 07/31/2014 24 JE0003 JULY CC MKT BST DIESEL 115.42 115.42
 TOTAL PERIOD 07 ACTIVITY 0.00 115.42

ACTIVITY THROUGH FISCAL PERIOD 09

PER. JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
08	GJ-1408-04	08/31/2014	03 JE0018 AUG CLMS MKT BSKT				0.00	79.80
			TOTAL PERIOD 08 ACTIVITY					79.80
09	GJ-1409-04	09/30/2014	04 JE0017 MO CLAIMS				0.00	84.49
			TOTAL PERIOD 09 ACTIVITY				1,946.69	1,035.67
			TOTAL ACCOUNT ACTIVITY				911.02	
			ENDING BALANCE					

245-00-21000-901 (L) ACCOUNTS PAYABLE

PER. JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
01	GJ-1401-04	01/01/2014	06 BEGINNING BALANCE					2,739.00
	AP-140103	01/03/2014	01 JE0011 REC JAN BID TO CORR MON				2,489.00	5,075.95
	AP-14013C	01/03/2014	01 ACCRUAL OFFSET				2,489.00	
	AP-14013R	01/03/2014	02 ACCRUAL OFFSET					2,489.00
			TOTAL PERIOD 01 ACTIVITY				4,978.00	7,564.95
02	GJ-1402-01	02/11/2014	06 JE0001 REV JAN BID AND RECLASS				5,075.95	5,000.00
	AP-140207F	02/07/2014	09 ACCRUAL OFFSET				5,825.95	
	AP-140214	02/14/2014	07 ACCRUAL OFFSET				250.00	
	AP-140221	02/21/2014	47 ACCRUAL OFFSET				6,199.76	6,199.76
	AP-140221F	02/21/2014	03 ACCRUAL OFFSET				6,199.76	
	AP-14207F	02/07/2014	52 ACCRUAL OFFSET					5,825.95
			TOTAL PERIOD 02 ACTIVITY				17,351.66	12,025.71
03	AP-140328	03/28/2014	53 ACCRUAL OFFSET				5,000.00	5,000.00
	AP-140328F	03/28/2014	07 ACCRUAL OFFSET				5,000.00	
	AP-140404F	04/04/2014	47 ACCRUAL OFFSET				5,000.00	1,792.86
			TOTAL PERIOD 03 ACTIVITY				5,000.00	6,792.86
04	AP-140404	04/04/2014	05 ACCRUAL OFFSET				1,792.86	1,683.76
	AP-140418	04/17/2014	49 ACCRUAL OFFSET				1,683.76	
	AP-140418F	04/17/2014	05 ACCRUAL OFFSET				3,476.62	1,683.76
			TOTAL PERIOD 04 ACTIVITY				3,476.62	1,683.76
05	AP-140502	05/02/2014	42 ACCRUAL OFFSET				2,500.00	2,500.00
	AP-140502F	05/02/2014	05 ACCRUAL OFFSET				2,500.00	
	AP-140516	05/16/2014	41 ACCRUAL OFFSET				30,683.24	30,683.24
	AP-140516A	05/16/2014	02 ACCRUAL OFFSET				1,000.00	1,000.00
	AP-140516F	05/16/2014	03 ACCRUAL OFFSET				31,683.24	
			TOTAL PERIOD 05 ACTIVITY				34,183.24	34,183.24
06	AP-140606	06/06/2014	09 ACCRUAL OFFSET				2,500.00	2,500.00
	AP-140606F	06/06/2014	05 ACCRUAL OFFSET				2,500.00	
	AP-140613	06/13/2014	58 ACCRUAL OFFSET				4,334.61	4,334.61
	AP-140613F	06/13/2014	09 ACCRUAL OFFSET				4,334.61	
			TOTAL PERIOD 06 ACTIVITY				6,834.61	6,834.61
07	AP-140704	07/03/2014	11 ACCRUAL OFFSET				2,500.00	2,500.00
	AP-140704F	07/03/2014	03 ACCRUAL OFFSET				2,500.00	

CITY OF PORTAGE
 GENERAL LEDGER ACTIVITY REPORT
 ACTIVITY THROUGH FISCAL PERIOD 09

PER.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
07	AP-140711	07/10/2014	53	ACCRUAL OFFSET				399.54	399.54
	AP-140711F	07/10/2014	09	ACCRUAL OFFSET				2,899.54	2,899.54
TOTAL PERIOD 07 ACTIVITY									
08	AP-140801	08/01/2014	05	ACCRUAL OFFSET				2,500.00	2,500.00
	AP-140801F	08/01/2014	03	ACCRUAL OFFSET				2,500.00	2,500.00
	AP-140815	08/15/2014	48	ACCRUAL OFFSET				1,958.20	1,958.20
	AP-140815F	08/15/2014	19	ACCRUAL OFFSET				1,958.20	1,958.20
TOTAL PERIOD 08 ACTIVITY									
09	AP-140905	09/05/2014	32	ACCRUAL OFFSET				2,500.00	2,500.00
	AP-140905F	09/05/2014	03	ACCRUAL OFFSET				2,500.00	2,500.00
	AP-140912	09/12/2014	25	ACCRUAL OFFSET				113.75	113.75
	AP-140912F	09/12/2014	09	ACCRUAL OFFSET				113.75	113.75
TOTAL PERIOD 09 ACTIVITY									
TOTAL ACCOUNT ACTIVITY								2,613.75	2,613.75
ENDING BALANCE								81,795.62	79,056.62
TOTAL ACCOUNT ACTIVITY									0.00
245-00-25000-955 (L) GENERAL FUND									
01		01/01/2014		BEGINNING BALANCE				0.00	0.00
TOTAL ACCOUNT ACTIVITY									0.00
ENDING BALANCE									0.00
245-00-25000-974 (L) TOURISM FUND									
01		01/01/2014		BEGINNING BALANCE				0.00	0.00
TOTAL ACCOUNT ACTIVITY									0.00
ENDING BALANCE									0.00
245-00-26000-967 (L) TAX ROLL									
01	GJ-1401-06	01/01/2014	13	BEGINNING BALANCE				89,500.00	89,500.00
		01/31/2014		JE0014 REC REV 2013 TAX ROLL				89,500.00	0.00
TOTAL PERIOD 01 ACTIVITY									
TOTAL ACCOUNT ACTIVITY								89,500.00	0.00
ENDING BALANCE								0.00	0.00
245-00-34000-991 (C) FUND BALANCE									
01		01/01/2014		BEGINNING BALANCE				0.00	12,733.27
TOTAL ACCOUNT ACTIVITY									0.00
ENDING BALANCE									12,733.27
245-00-34000-992 (C) DESIGNATED FUND BALANCE									
01		01/01/2014		BEGINNING BALANCE				2,500.00	96,167.00
09	GJ-1409-06	09/30/2014	01	JE0021 STRETSCAPE FLOWERS				8,624.21	8,624.21
		09/30/2014	03	JE0021 BLDG/GRNDS BOBCAT UTV				15,000.00	15,000.00
		09/30/2014	05	JE0021 EQUIPMENT BOBCAT UTV				1,167.00	1,167.00
		09/30/2014	07	JE0022 DISCOVER WI PTG CHAMBER				27,291.21	27,291.21
TOTAL PERIOD 09 ACTIVITY									
TOTAL ACCOUNT ACTIVITY								27,291.21	0.00
ENDING BALANCE								68,875.79	0.00

PER. JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
245-00-56720-130 (E) HEALTH INSURANCE								
01	01/01/2014		BEGINNING BALANCE				0.00	
			YTD BUDGET				0.00	
			ANNUAL REVISED BUDGET				0.00	0.00
245-00-56720-211 (E) SOFTWARE SUPPORT								
01	01/01/2014		BEGINNING BALANCE				0.00	
			YTD BUDGET				0.00	
			ANNUAL REVISED BUDGET				0.00	0.00
245-00-56720-219 (E) OTHER PROFESSIONAL SERVICES								
01	01/01/2014		BEGINNING BALANCE				0.00	
			YTD BUDGET				0.00	
			ANNUAL REVISED BUDGET				0.00	0.00
245-00-56720-220 (E) TELEPHONE								
01	01/01/2014		BEGINNING BALANCE				0.00	
			YTD BUDGET				0.00	
			ANNUAL REVISED BUDGET				0.00	0.00
245-00-56720-221 (E) ELECTRICITY & GAS								
01	01/01/2014		BEGINNING BALANCE				0.00	
			YTD BUDGET				0.00	
			ANNUAL REVISED BUDGET				0.00	0.00
04	04/17/2014	44	BID BUILDING 205 E MULLETT				38.54	
			TOTAL PERIOD 04 ACTIVITY				38.54	0.00
05	05/16/2014	29	205 E MULLETT				6.23	
			TOTAL PERIOD 05 ACTIVITY				6.23	0.00
06	06/13/2014	51	BID BUILDING ELECTRICAL				8.36	
			TOTAL PERIOD 06 ACTIVITY				8.36	0.00
07	07/10/2014	49	BID BUILDING				8.17	
			TOTAL PERIOD 07 ACTIVITY				8.17	0.00
08	08/15/2014	45	ELECT/GAS-MULLETT STREET				9.20	
			TOTAL PERIOD 08 ACTIVITY				9.20	0.00
09	09/12/2014	23	BID BUILDING ELECTRICAL				8.43	
			TOTAL PERIOD 09 ACTIVITY				8.43	0.00
			YTD BUDGET				78.93	
			ANNUAL REVISED BUDGET				78.93	0.00
245-00-56720-241 (E) CUSTODIAL SERVICES								
01	01/01/2014		BEGINNING BALANCE				0.00	
			YTD BUDGET				0.00	
			ANNUAL REVISED BUDGET				0.00	0.00
02	02/21/2014	35	JANUARY 2014				2,500.00	
			TOTAL PERIOD 02 ACTIVITY				2,500.00	0.00
245-00-56720-241 (E) CUSTODIAL SERVICES								
01	01/03/2014	01	DECEMBER SERVICES	VOID	141423	GIL MEISGEIER DBA	141424	1312
			TOTAL PERIOD 01 ACTIVITY				2,489.00	2,489.00
02	01/03/2014	01	DECEMBER SERVICES		141424	GIL MEISGEIER DBA	141424	1312
			TOTAL PERIOD 01 ACTIVITY				2,489.00	2,489.00
02	02/21/2014	35	JANUARY 2014		142017	SCOTT DAVIS DBA	142017	1401
			TOTAL PERIOD 02 ACTIVITY				2,500.00	0.00

ACTIVITY THROUGH FISCAL PERIOD 09

PER. JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK INVOICE	DEBIT	CREDIT
03	AP-140328	03/28/2014	51 FEBRUARY 2014	SCOTT DAVIS DBA	142151 1402 FEB	2,500.00	
		03/28/2014	52 MARCH 2014	SCOTT DAVIS DBA	142151 1403 MARCH	2,500.00	
				TOTAL PERIOD 03 ACTIVITY		5,000.00	0.00
05	AP-140502	05/02/2014	41 APRIL 2014	SCOTT DAVIS DBA	142664 140502 APRIL 2014	2,500.00	
				TOTAL PERIOD 05 ACTIVITY		2,500.00	0.00
06	AP-140606	06/06/2014	08 MAY 2014	SCOTT DAVIS DBA	142978 140606 MAY	2,500.00	
				TOTAL PERIOD 06 ACTIVITY		2,500.00	0.00
07	AP-140704	07/03/2014	10 JUNE 2014	SCOTT DAVIS DBA	143293 1406 JUNE	2,500.00	
				TOTAL PERIOD 07 ACTIVITY		2,500.00	0.00
08	AP-140801	08/01/2014	04 JULY 2014	SCOTT DAVIS DBA	143571 1407 JULY	2,500.00	
				TOTAL PERIOD 08 ACTIVITY		2,500.00	0.00
09	AP-140905	09/05/2014	31 AUGUST 2014	SCOTT DAVIS DBA	143992 140905 AUGUST 14	2,500.00	
				TOTAL PERIOD 09 ACTIVITY		2,500.00	0.00
				TOTAL ACCOUNT ACTIVITY		22,489.00	2,489.00
				ANNUAL REVISED BUDGET		30,000.00	20,000.00
245-00-56720-242	(E) SNOW/ICE CONTROL					0.00	
01	01/01/2014			BEGINNING BALANCE		4,500.00	0.00
				YTD BUDGET		6,000.00	0.00
				ANNUAL REVISED BUDGET		0.00	0.00
245-00-56720-290	(E) TRAINING					0.00	
01	01/01/2014			BEGINNING BALANCE		0.00	0.00
				YTD BUDGET		0.00	0.00
				ANNUAL REVISED BUDGET		0.00	0.00
245-00-56720-291	(E) POSTAGE					0.00	
01	01/01/2014			BEGINNING BALANCE		0.00	0.00
				YTD BUDGET		0.00	0.00
				ANNUAL REVISED BUDGET		0.00	0.00
245-00-56720-292	(E) PRINTING/PUBLISHING					0.00	
01	01/01/2014			BEGINNING BALANCE		0.00	0.00
				YTD BUDGET		0.00	0.00
				ANNUAL REVISED BUDGET		0.00	0.00
245-00-56720-294	(E) OTHER CONTRACTUAL SERVICES					0.00	
01	01/01/2014			BEGINNING BALANCE		0.00	0.00
03	GJ-1403-02	03/31/2014	01 JE0003 RECLASS CC TO PPD			446.69	446.69
	GJ-1403-03	03/31/2014	01 JE0004 CORR JE0003 CC PPD			446.69	446.69
				YTD BUDGET		446.69	446.69
				ANNUAL REVISED BUDGET		0.00	0.00
245-00-56720-295	(E) MISCELLANEOUS BUSINESS EXP					0.00	
01	01/01/2014			BEGINNING BALANCE		0.00	0.00
				YTD BUDGET		0.00	0.00
				ANNUAL REVISED BUDGET		0.00	0.00

ACTIVITY THROUGH FISCAL PERIOD 09

PER. JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
245-00-56720-296	(F)	MARKETING						
01	01/01/2014	01	BEGINNING BALANCE				0.00	
	01/31/2014	01	JE0011 REC JAN BID TO CORR MON				1,650.00	
			TOTAL PERIOD 01 ACTIVITY				1,650.00	0.00
02	02/11/2014	01	JE0001 REV JAN BID AND RECLASS					1,650.00
	02/11/2014	07	JE0001 REV JAN BID AND RECLASS					500.00
	02/21/2014	36	COL CTY MAP 20000 RACKED				450.00	
	02/07/2014	39	CHRISTMAS ADS				900.00	
	02/07/2014	40	CHRISTMAS ADS				750.00	
	02/07/2014	41	GYM BANNER				500.00	
			TOTAL PERIOD 02 ACTIVITY				2,600.00	2,150.00
03	04/04/2014	43	FINANCE INTEREST LATE				14.00	
			CAPITAL NEWSPAPERS				142171	1402 2599988
			TOTAL PERIOD 03 ACTIVITY				14.00	0.00
04	04/17/2014	45	COL CTY TRAVEL PLANNER					
	04/17/2014	46	HATS OFF TO SPRING ADVER REQUR					
			CAPITAL NEWSPAPERS				142597	2155911
			DOWNTOWN PORTAGE INC				142601	14 HATS OFF TO SPRIN
			TOTAL PERIOD 04 ACTIVITY				1,612.05	0.00
05	05/16/2014	30	104 THINGS TO DO IN PORTAGE					
	05/16/2014	31	CANAL DAYS 2014					
	05/16/2014	32	POLE BANNERS/FLYING PIG CO.					
	05/16/2014	33	DISCOVER WI 13-14					
			CAPITAL NEWSPAPERS				142863	2181813
			DOWNTOWN PORTAGE INC				142866	2014 CANAL DAYS
			GALLEY STUDIO				142868	1768
			PORTAGE AREA CHAMBER				142872	12417
			TOTAL PERIOD 05 ACTIVITY				4,469.62	0.00
06	06/13/2014	52	PRINTING AD LIST RACK CARDS					
			DOWNTOWN PORTAGE INC				143180	96
			TOTAL PERIOD 06 ACTIVITY				1,213.25	0.00
07	07/10/2014	50	REIMB EXEC MEETING					
			DENNIS RUPERS				143482	1026
			TOTAL PERIOD 07 ACTIVITY				30.00	0.00
08	08/15/2014	46	TASTE OF PORTAGE ADV SIDEWALK					
			PORTAGE AREA CHAMBER				143789	12302
			TOTAL PERIOD 08 ACTIVITY				1,500.00	0.00
			YTD BUDGET				15,112.49	2,150.00
			ANNUAL REVISED BUDGET				20,150.00	
			ENDING BALANCE				10,938.92	
245-00-56720-297	(F)	FARMERS MARKET						
01	01/01/2014		BEGINNING BALANCE				0.00	
03	04/04/2014	44	FARMER MARKET SPEC EVEN INSURRA				760.00	
			OKRAY INSURANCE SERV				142184	9339440
			TOTAL PERIOD 03 ACTIVITY				760.00	0.00
04	04/17/2014	47	FARMERS MARKET SODA					
	04/17/2014	48	FARMERS MARKET MEETING SNACKS					
			CHRIS SHADEL				142607	1851426
			CHRIS SHADEL				142607	7119
			TOTAL PERIOD 04 ACTIVITY				33.17	0.00
05	05/31/2014	01	JE0010 BID CC EZ UP TENT ETC.					
	05/16/2014	34	FARMER MARKET APP					
	05/16/2014	35	ENVELOPE/COPIES/POSTAGE					
			PORTAGE AREA CHAMBER				142872	12348
			PORTAGE AREA CHAMBER				142872	12348
			TOTAL PERIOD 05 ACTIVITY				588.69	0.00

PER JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
245-00-56720-351 (E) REPAIR/MAINT SUPPLIES-BLDG & G								
01	01/01/2014		BEGINNING BALANCE				0.00	
	01/31/2014	03	JE0011 REC JAN BID TO CORR MON				103.03	
			TOTAL PERIOD 01 ACTIVITY					103.03
245-00-56720-352 (E) REPAIR/MAINT SUPP-EQUIPMENT								
01	01/01/2014		BEGINNING BALANCE				0.00	
02	02/21/2014	42	HYDRAULIC FLUID & FUNNEL	SCOTT DAVIS DBA	142017	1205520	24.24	
	02/21/2014	43	HYDRO CYLINDER	REINDERS INC	142028	1473126-00	271.42	
	02/21/2014	44	POLAR TRAC CLEANING	SHADEL AUTO AND TRUC	142030	29898	50.00	
			TOTAL PERIOD 02 ACTIVITY				345.66	0.00
03	04/04/2014	45	TRACKS & 2 NEW TIRES	SHADEL AUTO AND TRUC	142188	244	268.86	
			TOTAL PERIOD 03 ACTIVITY				268.86	0.00
			YTD BUDGET				749.98	0.00
			ANNUAL REVISED BUDGET				1,000.00	614.52
			TOTAL ACCOUNT ACTIVITY				1,000.00	614.52
245-00-56720-390 (E) MISCELLANEOUS SUPPLIES								
01	01/01/2014		BEGINNING BALANCE				0.00	
			YTD BUDGET				374.99	0.00
			ANNUAL REVISED BUDGET				500.00	0.00
			TOTAL ACCOUNT ACTIVITY				374.99	0.00
245-00-56720-510 (E) LIABILITY INSURANCE								
01	01/01/2014		BEGINNING BALANCE				0.00	
06	06/13/2014	54	LIABILITY INSURANCE	DON RICK INSURANCE	143179	413564	295.00	
			TOTAL PERIOD 06 ACTIVITY				295.00	0.00
			YTD BUDGET				1,499.99	295.00
			ANNUAL REVISED BUDGET				2,000.00	295.00
			TOTAL ACCOUNT ACTIVITY				2,000.00	295.00
245-00-56720-512 (E) PROPERTY INSURANCE								
01	01/01/2014		BEGINNING BALANCE				0.00	
	01/31/2014	04	JE0011 REC JAN BID TO CORR MON				1,506.00	
			TOTAL PERIOD 01 ACTIVITY				1,506.00	0.00
245-00-56720-550 (E) ADMINISTRATIVE SERVICES								
01	01/01/2014		BEGINNING BALANCE				0.00	
			YTD BUDGET				0.00	0.00
			ANNUAL REVISED BUDGET				0.00	0.00
			TOTAL ACCOUNT ACTIVITY				0.00	0.00
245-00-56720-550 (E) ADMINISTRATIVE SERVICES								
02	02/11/2014	04	JE0001 REV JAN BID AND RECLASS				1,467.00	1,506.00
	02/07/2014	46	POLICY ENP 0115194	DON RICK INSURANCE	141779	397870 BID	39.00	
	02/07/2014	47	POLICY ENP 0115194	DON RICK INSURANCE	141779	400980	1,506.00	
			TOTAL PERIOD 02 ACTIVITY				1,506.00	1,506.00
			YTD BUDGET				1,125.00	3,012.00
			ANNUAL REVISED BUDGET				1,500.00	1,506.00
			TOTAL ACCOUNT ACTIVITY				1,506.00	1,506.00

CITY OF PORTAGE
 GENERAL LEDGER ACTIVITY REPORT
 ACTIVITY THROUGH FISCAL PERIOD 09

PER	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
245-00-56720-590 (E) BANK FEES									
01		01/01/2014		BEGINNING BALANCE				0.00	
03	GJ-1403-02	03/31/2014	05	JE0004 WALGREENS BAL BANK FEES				2.95	
		03/31/2014	07	JE0004 WALGREENS BAL BANK FEES				2.95	
				TOTAL PERIOD 03 ACTIVITY				5.90	0.00
04	GJ-1404-07	04/28/2014	20	JE0023 3/26/14 WALGREENS MO FE				2.95	
				TOTAL PERIOD 04 ACTIVITY				2.95	0.00
05	GJ-1405-04	05/31/2014	02	JE0010 BID CC WALGREENS MO FEE				2.95	
				TOTAL PERIOD 05 ACTIVITY				2.95	0.00
06	GJ-1406-05	06/30/2014	01	JE0011 CC BANK FEES MAY 2014				2.95	
	GJ-1406-06	06/30/2014	03	JE0028 ADJ BANK FEE RLD TIE CC				2.05	
				TOTAL PERIOD 06 ACTIVITY				5.00	0.00
07	GJ-140731	07/31/2014	18	JE0033 JULY CC WALGREENS				2.95	
				TOTAL PERIOD 07 ACTIVITY				2.95	0.00
08	GJ-1408-04	08/31/2014	01	JE0018 AUG CLMS WALGREENS				2.95	
				TOTAL PERIOD 08 ACTIVITY				2.95	0.00
09	GJ-1409-04	09/30/2014	01	JE0017 WALGREENS MO CHG				2.95	
				TOTAL PERIOD 09 ACTIVITY				2.95	0.00
				YTD BUDGET				74.98	0.00
				ANNUAL REVISED BUDGET				100.00	0.00
				TOTAL ACCOUNT ACTIVITY				25.65	0.00
				ENDING BALANCE					
245-00-56720-710 (E) COMMUNITY EVENTS									
01		01/01/2014		BEGINNING BALANCE				0.00	
02	GJ-1402-01	02/11/2014	08	JE0001 REV JAN BID AND RECLASS				800.00	250.00
	AP-140221	02/21/2014	45	FINE VINE WINE WALK 2013				250.00	
	AP-14207F	02/07/2014	48	SPONSORSHIP PADDLE				1,050.00	250.00
				TOTAL PERIOD 02 ACTIVITY				2,100.00	500.00
03	AP-140404F	04/04/2014	46	SPONSORSHIP 12 HERITAGE PADDLE				250.00	0.00
				FOX-WISCONSIN HERITA 142177				250.00	0.00
				TOTAL PERIOD 03 ACTIVITY				250.00	0.00
05	AP-140516	05/16/2014	36	TASTE OF PORTAGE 2014				1,300.00	0.00
				PORTAGE AREA CHAMBER 142872				1,300.00	0.00
				TOTAL PERIOD 05 ACTIVITY				1,300.00	0.00
				YTD BUDGET				2,600.00	250.00
				ANNUAL REVISED BUDGET				2,350.00	0.00
				TOTAL ACCOUNT ACTIVITY				2,350.00	0.00
				ENDING BALANCE					
245-00-56720-715 (E) GRANTS									
01		01/01/2014		BEGINNING BALANCE				0.00	
06	AP-140613	06/13/2014	55	DONATION KIDS MATINEE SUMMER				200.00	0.00
				PORTAGE THEATRES 143193				200.00	0.00
				TOTAL PERIOD 06 ACTIVITY				200.00	0.00
				YTD BUDGET				200.00	0.00
				ANNUAL REVISED BUDGET				200.00	0.00
				TOTAL ACCOUNT ACTIVITY				200.00	0.00
				ENDING BALANCE					
245-00-56720-731 (E) MAIN STREET									
01		01/01/2014		BEGINNING BALANCE				0.00	
				YTD BUDGET				0.00	0.00
				ANNUAL REVISED BUDGET				0.00	0.00
				TOTAL ACCOUNT ACTIVITY				0.00	0.00
				ENDING BALANCE					

ACTIVITY THROUGH FISCAL PERIOD 09

PER. JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
245-00-56720-760 (E) CONTINGENCY								
01	01/01/2014		BEGINNING BALANCE				0.00	
			YTD BUDGET				0.00	0.00
			ANNUAL REVISED BUDGET				0.00	
			TOTAL ACCOUNT ACTIVITY				0.00	0.00
			ENDING BALANCE				0.00	
245-00-56720-790 (E) MISCELLANEOUS EXPENSE								
01	01/01/2014		BEGINNING BALANCE				0.00	
			YTD BUDGET				0.00	0.00
			ANNUAL REVISED BUDGET				0.00	
			TOTAL ACCOUNT ACTIVITY				0.00	0.00
			ENDING BALANCE				0.00	
245-00-56720-821 (E) BUILDINGS/GROUNDS								
01	01/01/2014		BEGINNING BALANCE				0.00	
02	02/21/2014	46	NEW 200 AMP SERVICE	H & M CONTRACTING LL 142021		2894	2,000.00	
			TOTAL PERIOD 02 ACTIVITY				2,000.00	0.00
			TOTAL ACCOUNT ACTIVITY				2,000.00	0.00
			ENDING BALANCE				0.00	
05	05/16/2014	37	GRAVEL MACHINE LABOR	SUMMERS LANDSCAPING 142877		140514 BID	750.00	
			TOTAL PERIOD 05 ACTIVITY				750.00	0.00
			TOTAL ACCOUNT ACTIVITY				750.00	0.00
			ENDING BALANCE				0.00	
06	06/13/2014	56	BID FLOWERS & HANGING BASKETS	LINK'S GREENHOUSE 143188		140613 BID	2,053.50	
	06/13/2014	57	UTV DECALS FOR TOOLS	TWO RIVERS SIGNS & D 143200		20140360	116.50	
			TOTAL PERIOD 06 ACTIVITY				2,170.00	0.00
			TOTAL ACCOUNT ACTIVITY				4,920.00	0.00
			ENDING BALANCE				4,920.00	
245-00-56720-840 (E) EQUIPMENT								
01	01/01/2014		BEGINNING BALANCE				0.00	
05	05/16/2014	38	EQUIPMENT	BOBCAT OF MADISON IN 142862		24724	23,624.20	
			TOTAL PERIOD 05 ACTIVITY				23,624.20	0.00
			TOTAL ACCOUNT ACTIVITY				23,624.20	0.00
			ENDING BALANCE				23,624.20	
245-00-56720-860 (E) SMALL EQUIPMENT								
01	01/01/2014		BEGINNING BALANCE				0.00	
	01/31/2014	05	JE0011 REC JAN BID TO CORR MON				1,779.17	
			TOTAL PERIOD 01 ACTIVITY				1,779.17	0.00
			TOTAL ACCOUNT ACTIVITY				1,779.17	0.00
			ENDING BALANCE				1,779.17	
02	02/11/2014	05	JE0001 REV JAN BID AND RECLASS				190.00	1,779.17
	02/07/2014	49	2 SCULPTURES	GIL MEISGEIER DBA 141775		140121	58.43	
	02/07/2014	50	SHED EQUIP	NAPA AUTO PARTS 141787		275817	1,530.74	
	02/07/2014	51	BANNER HOLIDAY	TEMPLE DISPLAY, LTD 141798		12176	1,779.17	
			TOTAL PERIOD 02 ACTIVITY				1,779.17	1,779.17
			TOTAL ACCOUNT ACTIVITY				1,779.17	1,779.17
			ENDING BALANCE				1,779.17	
05	05/31/2014	03	JE0010 BID CC BIKE LOCKS				42.06	
	05/31/2014	04	JE0010 BID CC BUNGEE CORDS				14.54	
	05/31/2014	05	JE0010 BID CC TRASH LR CBLTIE				168.62	
	05/16/2014	39	SPECIAL ORDER 86503	PORTAGE LUMBER 142874		127953	360.67	
	05/16/2014	40	INVOICE	PORTAGE LUMBER 142874		128847	10.52	
			TOTAL PERIOD 05 ACTIVITY				596.41	0.00
			TOTAL ACCOUNT ACTIVITY				596.41	0.00
			ENDING BALANCE				596.41	

CITY OF PORTAGE
 GENERAL LEDGER ACTIVITY REPORT
 ACTIVITY THROUGH FISCAL PERIOD 09

PER. JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
07	AP-140711	07/10/2014	51 BID SHIRTS	DESIGN 1 APPAREL	143476	SCOTT 2477	141.37	
		07/10/2014	52 FAB PLANT HANGER	S&M CUSTOM WELDING	143483	466	220.00	
		07/31/2014	19 JEO033 JULY CC TS PUMP/SPRAY				18.48	
		07/31/2014	21 JEO033 JULY CC TS SCREW & SOCK				16.26	
		07/31/2014	22 JEO033 JULY CC PTGLMB HOSE FIT				5.88	
			TOTAL PERIOD 07 ACTIVITY				401.99	0.00
08	AP-140815	08/15/2014	47 EMPORIUM METAL SCULP FOR BUMF	MYRNA HOOPER	143785	1408 BID EMPOR REIMB	449.00	
			TOTAL PERIOD 08 ACTIVITY				449.00	0.00
09	GJ-1409-04	09/30/2014	02 JEO017 MOTION BEARING WTR TRL	WALSH'S ACE HARDWARE	144136	78287	41.44	
	AP-140912	09/12/2014	24 ROUND UP, PIN & CLIP SLEEVED				105.32	
			TOTAL PERIOD 09 ACTIVITY				146.76	0.00
			YTD BUDGET				5,152.50	1,779.17
			ANNUAL REVISED BUDGET				3,373.33	
<hr/>								
245-00-56720-890	(E) BANK FEES							
01	01/01/2014		BEGINNING BALANCE				0.00	
			YTD BUDGET				0.00	0.00
			ANNUAL REVISED BUDGET				0.00	
<hr/>								
245-00-59100-000	(E) RESIDUAL EQUITY							
01	01/01/2014		BEGINNING BALANCE				0.00	
			YTD BUDGET				0.00	0.00
			ANNUAL REVISED BUDGET				0.00	
<hr/>								
245-00-90000-998	(I) SUMMARY ACCOUNT							
01	01/01/2014		BEGINNING BALANCE				0.00	
			TOTAL ACCOUNT ACTIVITY				0.00	0.00
			ENDING BALANCE				0.00	
<hr/>								
245-00-90000-999	(I) DUE TO/FROM OTHER FUNDS							
01	01/01/2014		BEGINNING BALANCE				0.00	
			TOTAL ACCOUNT ACTIVITY				0.00	0.00
			ENDING BALANCE				0.00	
<hr/>								
245-44-44130-000	(B) FARMERS MARKET FEES							
01	01/01/2014		BEGINNING BALANCE				0.00	
04	CR-C140401	04/01/2014	34 FARMMKT 2014			0000000001		1,020.00
	CR-C140424	04/24/2014	44 FARMMKT APR2014			0000000014		425.00
			TOTAL PERIOD 04 ACTIVITY				0.00	1,445.00
05	CR-C140519	05/19/2014	63 5/20/14 FARM MKT			0000000024		91.00
		05/19/2014	64 5/20/14 FARM MKT			0000000024		12.00
		05/19/2014	65 5/20/14 FARM MKT			0000000024		85.00
			TOTAL PERIOD 05 ACTIVITY				0.00	188.00
06	CR-C140624	06/24/2014	31 FARM MKT 6/24/14			0000000001		66.00
		06/24/2014	32 FARM MKT 6/24/14			0000000001		85.00
			TOTAL PERIOD 06 ACTIVITY				0.00	151.00

City of Portage
Cable TV Commission Meeting
Wednesday, October 8, 2014, 7:00 p.m.
Municipal Building, Conference Room One
Minutes

Members Present: Wm. Welsh – Chair person; Jeremy Rusch; Gary Knebel; Richard Lynn; Wm. Kutzke; and Mary Hamburg

1. Roll Call

Meeting was called to order at 7:00pm by Wm. Welsh. Roll was called and all were present as listed above.

2. Approve minutes of previous meeting

No action taken.

3. Election of Secretary

Richard Lynn made a motion for Mary Hamburg to serve as Secretary with a second by Bill Kutzke, election was carried in favor by a unanimous vote.

4. Discussion and possible action on 2015 Budget

It was suggested by Wm Welsh to approve the current budget as it is written for \$17,930.00. Much discussion followed. Eventually the motion was made by Wm. Kutzke saying we should send the budget to finance asking for an adjusted amount which is to be a larger portion (\$62,000) of the Cable Franchise Fees (\$120,000) to remain in the possession of this committee in order to make some improvements to the existing equipment for the purpose of televising more community activities associated with tourism and local businesses, etc. so as to raise community awareness, increase community involvement and build pride for our city. It also included funds for the contract labor that would be involved as well as a part time employee to be trained to assist Wm Welsh in the taping of the meetings. The adjusted amount was \$79,930.00. The next Finance Committee mtg is to be held on October 13, 2014 @ 6:00pm. The motion was seconded by Mary Hamburg and carried by a unanimous vote.

5. Adjournment

Mary Hamburg moved to adjourn the meeting and Jeremy Rusch made a second to that motion. The motion was carried with a unanimous vote. Meeting was adjourned at 8:20pm.

Submitted by Mary E. Hamburg, CATV Committee Secretary

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

LIBRARY BOARD MEETING Minutes
October 14, 2014

Meeting called to order 12:06

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

Excused: Tamboli, Stevenson, Davis

Visitor: Shawn Murphy – City Administrator

- 1) Motion to approve September 9, 2014 regular meeting minutes with one correction, Visitor: Michael O’Grady. (BB/KV)
- 2) Financial Reports:
 - a) Motion to approve September 2014 Municipal funds claims and Library Restricted funds claims for payment as presented. (NS/BB)
- 3) Director’s Report: Shannon Schultz
 - a) The City Loan for the Library expansion/renovation project is repaid.
 - b) The Portage Library Foundation’s Beer and Wine Tasting Fundraiser will be held on Thursday, November 13, 5-9pm at 205 Vino. Cost is \$25.00 per person.
 - c) The Library’s Community involvement activities include the Coat Drive, Mobile Food Pantry, Dementia Friendly Community Task Force, Hope House partnership, Holiday Train on December 8, and hosting the November 4 election and Business After 5 on March 10, 2015.
 - d) Shannon will give a presentation on the USDA Summer Food Service Program at the WLA Conference in November.
 - e) Fire suppression pipe replacement has begun.
- 4) Business:
 - a) Motion to change the Library Board meeting day and time to the 3rd Monday of the month at 6:30pm. (BB/DG)
 - b) A draft of the 2015 budget will be presented at the November meeting.
 - c) Motion to eliminate the position of Reference Librarian effective December 31, 2014. (BB/KV)
 - d) Motion to create the Library positions of Circulation Supervisor and Teen Services Coordinator effective January 1, 2015. (BB/KV)
 - e) At the December meeting, Tamboli and Voigt will report to the Board the results of the Library Director’s performance review.
- 5) Meeting adjourned 12:45. (DG/NS)

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, October 14, 2014, 6:30 p.m.
City Municipal Building, 115 W Pleasant St.
Conference Room One
Minutes**

Members Present: Brian Zirbes, Chairperson, Larry Messer, Rita Maass, Mike Charles

Excused: Todd Kreckman

Also Present: Manager, Dan Kremer, Leslie Hawkinson, Kyle Little and Frank Miller.

1. Roll Call

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

2. Approval of minutes of September 9th, 2014 meeting

Motion was made by Charles and seconded by Maass to approve the minutes, as submitted, from the September 9th, 2014 meeting. The motion carried 4-0 on call of roll.

A motion was made by Maass to allow members of the Portage Family Skate Park to speak and seconded by Charles. Motion Carried 4-0 on call of roll.

Kyle Little, President of the Portage Family Skate Park organization, reported that they have raised over \$40,000 towards the City's Skateboard Park complex. With the understanding the City will allocate \$30,000 towards the project in 2015, Little suggested part of that amount go towards obtaining a design. He also suggested the nature of the park is not a phase adaptable project and should be built all at once rather than in stages. Frank Miller added the organization is looking for a firm commitment from the City to help add incentive for donations.

No action taken.

3. Discussion and action on portable structures policy.

Manager Kremer presented a draft of a policy for temporary structures in the parks during park rentals. A discussion followed with the suggestion that the policy be attached to the current park rental agreement as page two and be made available for immediate review upon rentals. A motion was made by Maass that the Portage Temporary Structures in Parks Permit Application be approved as presented with the policy placed as page two and the instruction sheet be made available at the Park and Rec office, on the City website and at City Hall. Seconded by Charles. The motion carried 4-0 on call of roll.

4. Discussion on 2014 Beach Revenue and Expenses.

Kremer explained the itemized beach concession expenses and profits along with the beach lifeguard wages for a total view of beach operational expenses from Memorial Day through Labor Day 2014. Noting a possible head count of the supervised and non-supervised areas could be added in 2015 for a broader evaluation of the beach area.

5. Discussion on 2014 Fees and Charges for Recreation Programs and 2014 revenue.

Manager Kremer presented a detailed breakdown of both youth and adult recreational activities through fall 2014 to familiarize the board with participation numbers, generated revenue, labor, expenses and net costs. The report is the base for tracking and evaluating future needs.

6. Discussion and possible recommendation on 5 year capital projects plan.

Kremer lead the discussion on the 5 year capital project plan by detailing the report with explanations of proposed capital expenditures, assisted fund projects and timeline expectations.

A discussion followed noting the stipulated Silver Lake Retaining Wall project amount was too low and that there was a need to add safety upgrades to the Grandstands in 2015. A motion was made by Messer that the 5 year capital project plan be presented to the Finance Committee with the additional recommendations. Seconded by Zirbes. The motion carried 4-0 on call of roll.

7. Discussion and possible action on November meeting date.

Discussion led to November 4th, 2014 to be the next meeting date. All were in agreement.

8. Manager Kremer's Report

Kremer reported the recent winter vehicle storage project, with the designated storage dates, reached about 65% capacity and that two more days would be added on at the end of the month to help realize a full capacity. Adult winter volleyball and basketball leagues were reaching the projected expected amounts and that he is currently working on a use agreement with the Little League group.

9. Adjournment

Zirbes asked all in favor to adjourn say Aye. Motion Passed. Meeting adjourned at 8:05 pm.

Respectfully submitted

Leslie Hawkinson, Park & Recreation Department

City of Portage

Operator's License Applications

JULIE L. KOCH

SONJA R. PEPLINSKI

SHAD M. STRAND

ROLANDA J. TADMAN

City of Portage

Taxi Cab Operator License Applications

MARK S. MURPHY, SR.

**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

Applicant Name: Nedza Megan C Prosch
Last First Middle Initial Maiden

1. How long have you continuously resided in the State of Wisconsin prior to the date of this application?

NOTE: If you need assistance in answering the questions below, please contact the Local Police Dept., the County Sheriff's department or the authority who made the arrest, issued the citation or the summons.

2. Have you ever been convicted of a felony (unless pardoned)? Yes No
If YES, list violation, give conviction date and jurisdiction where convicted.

Violation: _____ Conviction Date: _____

Jurisdiction where convicted: _____

3. Have you ever been arrested or convicted of violating any other laws of the United States, State, County, City, Village or Town, relating to the use or abuse (either as an adult or juvenile) of alcohol or controlled substances within the past 5 years? Yes No

If YES, describe the circumstances and give conviction date and jurisdiction where convicted.

Description: Underage Sale to a Minor

Conviction Date: 2008(?) Jurisdiction where convicted: _____

4. Are there charges of any kind pending against you (either as an adult or juvenile)? Yes No
If YES, describe the circumstances and give conviction date and jurisdiction where convicted.

Description: _____

Conviction Date: _____ Jurisdiction where convicted: _____

5. Have you completed the Beverage Servers Training Course in the past two years? Yes No

6. Have you held an Operator License in the past two years? Yes No

If yes

Municipality License issued by: _____

Date Issued: _____

New applicants must provide a copy of the Beverage Server Training completion certificate.

7. Have you ever had an Operator License denied or revoked by the City of Portage? Yes No

If YES, explain when and why _____

8. Name of the licensed establishment(s) where you will be working. Dewitts End

READ CAREFULLY BEFORE SIGNING

The undersigned affirms that he/she is the person named in the foregoing application, that the applicant has read and made a complete answer to each question, and the answers in each instance are true and correct.

The undersigned further understands that an incomplete, inaccurate or false answer constitutes sufficient reason for rejection, denial or revocation of the license.

The undersigned further understands that a full background investigation may be conducted by the Portage Police Department prior to consideration of this application.

The undersigned further understands that any license contrary to Chapter 125 of Wisconsin Statutes shall be void and under penalty of State law, the applicant may be prosecuted for submitting false statements in connection with this application.

Applicant Signature Meagan C. Duda Date 9-5-14

DEPARTMENT RECOMMENDATIONS

Department	Approved	Denied	Signature/Date
City Clerk			
City Treasurer			
Police Chief		X	<u>Ken Mantey 9-08-14</u>

If denied, explain reason _____

INCOMPLETE/INACCURATE INFORMATION. SHE WAS CHARGED THREE TIMES SINCE 2009 FOR UNDERAGE SALE TO A MINOR - SHE JUST WROTE 2008 DOWN.

TWO CONVICTIONS IN FIVE YEARS:

9-28-09 CONVICTED OF SELLING ALCOHOL TO A MINOR \$100 FINE

9-24-10 CONVICTED OF SELLING ALCOHOL TO A MINOR (2ND OFFENSE) \$425 FINE

ONE OPEN CASE SELLING ALCOHOL TO A MINOR (FILES ONLY) 3-09-10

SEE ATTACHED CCAP RECORDS.

CHIEF Ken Mantey

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Case Search Results

You searched for: Party Name nedza, megan

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Case Number	Filing Date	County Name	Case Status	Name	Date of Birth	Caption
2013CV000285	08-20-2013	Columbia	Open	Nedza, Megan	-	Voluntary Amortization of Debts of Megan Nedza
2011TR002309	06-08-2011	Columbia	Closed	Nedza, Megan C	03-1974	Columbia County vs. Megan C Nedza - speed.
2010FO000056	03-09-2010	Columbia	Filed Only	Nedza, Megan C	03-1974	Columbia County vs. Megan C Nedza - sell to underage 2nd
2010CM000275	06-11-2010	Columbia	Closed	Nedza, Megan C	03-19-1974	State of Wisconsin vs. Megan C Nedza - sell to underage 2nd
2009SC000300	02-25-2009	Columbia	Closed	Nedza, Megan C	-	Dean Health Systems, Inc. vs. Megan C Nedza
2009FO000589	08-24-2009	Columbia	Closed	Nedza, Megan C	03-1974	Columbia County vs. Megan C Nedza - sell to underage 1st
2008SC000962	07-29-2008	Columbia	Closed	Nedza, Megan	-	Divine Savior Healthcare Inc vs. Megan Nedza et al
2005SC000161	02-10-2005	Columbia	Closed	Nedza, Megan C	-	Dean Health Systems Inc vs. Megan C Nedza
1996SC007013	06-18-1996	Dane	Closed	Nedza, Megan	-	Courtney D Hoffmann vs Megan Nedza
1996SC002092	02-21-1996	Dane	Closed	Nedza, Megan	-	Madison Gas & Electric Company vs Megan Nedza

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Columbia County vs. Megan C Nedza
Columbia County Case Number 2009FO000589

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Filing Date

08-24-2009

Case Type

Non-Traffic Ordinance Violation

Case Status

Closed

Court Record Events

- Ascending Date Order
- Descending Date Order

Defendant Date of Birth

[REDACTED]

Address

[REDACTED]

Branch Id

2

DA Case Number

Charge(s)

Count No.	Statute	Description	Severity	Disposition
1	125.07(1)(a)	Sell Alcohol to Underage Person (1st)	Forf. U	Guilty Due to Guilty Plea

[View history and details of Charge\(s\)/Sentence\(s\)](#)

Defendant Owes the Court: \$ 0.00

Responsible Official	Prosecuting Agency	Prosecuting Attorney	Defense Attorney
Miller, James	District Attorney		

Defendant

Defendant Name	Date of Birth	Sex	Race ¹
Nedza, Megan C	[REDACTED]	Female	Caucasian
Address			Address Updated On
[REDACTED]			08-24-2009
JUSTIS ID	Finger Print ID		

Citations

Citation 14704761	Bond Amount	Deposit Type	Appearance Date and Time	Mandatory
	\$ 452.50	None	09-28-2009 at 10:00 am	No
Name	Date of Birth		Sex	
Nedza, Megan C	[REDACTED]		Female	
Address			Address Updated On	
[REDACTED]			08-24-2009	
Plate Number	State	Expiration	VIN	
Issuing Agency	Officer Name	Violation Date	MPH Over	
Columbia County Sheriff Dept	Ward, Darrell A	08-21-2009		
Plaintiff Agency	Ordinance or Statute	Statute	Charge Description	
Columbia County	Statute	125.07(1)(a)	Sell Alcohol to Underage Person (1st)	
Severity				
Forf. U				

Total Receivables

Court Assessments	Adjustments ³	Paid to the Court	Probation/Other Agency Amount ⁴	Balance Due to Court	Due Date ⁵
\$ 100.00	\$ 0.00	\$ 100.00	\$ 0.00	\$ 0.00	

- ¹ The designation listed in the Race field is subjective. It is provided to the court by the agency that filed the case.
- ² Non-Court activities do not require personal court appearances. For questions regarding which court type activities require court appearances, please contact the Clerk of Circuit Court in the county where the case originated.
- ³ Includes collection agency fees; bankruptcy discharge of debt; Department of Revenue collection fees; and forgiven debts due to indigence, death, time served, or community service.
- ⁴ Some amounts assessed by the courts are collected by the Department of Corrections or other agencies. This column is rarely updated by the courts and may be less than the actual amount owed.
- ⁵ For cases with multiple assessments, the due date represents the assessment with the latest date.
- ⁶ Your payment may not be processed immediately.

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Wisconsin Circuit Court Access (WCCA)

Columbia County vs. Megan C Nedza

Columbia County Case Number 2009FO000589

Court Record Events

Date	Event	Court Official	Court Reporter
1 09-28-2009	Dispositional order/judgment	White, Alan J	
2 09-28-2009	Appearance	White, Alan J	Champeau, Christine
Additional Text: Plead guilty, fine \$100.00 - kms			
3 08-24-2009	Complaint filed		

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Columbia County vs. Megan C Nedza

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Columbia County Case Number 2009FO000589

The defendant Megan C Nedza was found guilty of the following charge(s) in this case.

- Sell Alcohol to Underage Person (1st). This is not a criminal offense and results only in a money penalty for this offense.

Notice to employers: It may be a violation of state law to discriminate against a job applicant because of an arrest or conviction record. Generally speaking, an employer may refuse to hire an applicant on the basis of a conviction only if the circumstances of the conviction substantially relate to the particular job. For more information, see [Wisconsin Statute 111.335](#) and the Department of Workforce Development's [Arrest and Conviction Records under the Law publication](#).

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State of Wisconsin vs. Megan C Nedza
Columbia County Case Number 2010CM000275

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[What is RSS?](#) 

[Court Record Events](#)

- Ascending Date Order
- Descending Date Order

Filing Date

06-11-2010

Case Type

Criminal

Case Status

Closed

Defendant Date of Birth

[REDACTED]

Address

[REDACTED]

Branch Id

3

DA Case Number

2010CO001144

Charge(s)

Count No.	Statute	Description	Severity	Disposition
1	125.07(1)(a)	Sell Alcohol to Underage Person (2nd)	Misd. U	Guilty Due to No Contest Plea

[View history and details of Charge\(s\)/Sentence\(s\)](#)

Defendant Owes the Court: \$ 0.00

Responsible Official	Prosecuting Agency	Prosecuting Attorney	Defense Attorney
White, Alan J	District Attorney	Kohlwey, Jane E.	

Defendant

Defendant Name	Date of Birth	Sex	Race ¹
Nedza, Megan C	03-19-1974	Female	Caucasian
Address	Address Updated On		
[REDACTED]	07-13-2010		
JUSTIS ID	Finger Print ID		

Total Receivables

Court Assessments	Adjustments ³	Paid to the Court	Probation/Other Agency Amount ⁴	Balance Due to Court	Due Date ⁵
\$ 425.00	\$ 0.00	\$ 425.00	\$ 0.00	\$ 0.00	

- ¹ The designation listed in the Race field is subjective. It is provided to the court by the agency that filed the case.
- ² Non-Court activities do not require personal court appearances. For questions regarding which court type activities require court appearances, please contact the Clerk of Circuit Court in the county where the case originated.
- ³ Includes collection agency fees; bankruptcy discharge of debt; Department of Revenue collection fees; and forgiven debts due to indigence, death, time served, or community service.
- ⁴ Some amounts assessed by the courts are collected by the Department of Corrections or other agencies. This column is rarely updated by the courts and may be less than the actual amount owed.
- ⁵ For cases with multiple assessments, the due date represents the assessment with the latest date.
- ⁶ Your payment may not be processed immediately.

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Wisconsin Circuit Court Access (WCCA)

State of Wisconsin vs. Megan C Nedza

Columbia County Case Number 2010CM000275

Court Record Events

Date	Event	Court Official	Court Reporter
1 09-14-2010	Judgment of conviction	Stilson, Katena L	
2 09-14-2010	Conviction status report Additional Text: Associated with Charge #1		
3 09-13-2010	Dispositional order/judgment	White, Alan J	
4 09-13-2010	Other papers Additional Text: Plea Questionnaire and Waiver of Rights, Waiver of Right to Attorney and Notice of Right to Seek Post Conviction Relief filed by defendant. -ks		
5 09-13-2010	Plea/sentencing hearing Additional Text: State appeared by Atty Long, Defendant appeared in person, pro se, Waiver of Right to Atty filed, Court accepts waiver, Defendant pleads no contest to Ct. 1, Judgment to be entered, \$425.00 fine/costs due in 60 days or payment plan -ks	White, Alan J	Champeau, Christine
6 07-13-2010	Change of address notification Event Party Nedza, Megan C Additional Text: ADDRESS INFO for Megan C Nedza Current: [REDACTED] United States (Effective: 07-13-2010) Prior: [REDACTED]		
7 07-07-2010	Initial appearance Additional Text: Special Prosecutor Amesia Xiong present for the State. \$200 recog. NOTICE: ptc 8/13/10 10:10 DA Kohlwey, return 9/13/10 2:45 Br. 3 -bw	Church, Charles	Ulrich, Barbara
8 06-11-2010	Summons and complaint		

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Columbia County vs. Megan C Nedza
Columbia County Case Number 2010FO000056

[Printable Version \(PDF\)](#)

What is RSS?

Filing Date

03-09-2010

Case Type

Non-Traffic Ordinance Violation

Case Status

Filed Only

Court Record Events

- Ascending Date Order
- Descending Date Order

Defendant Date of Birth

03-1974

Address

[REDACTED]

Branch Id

1

DA Case Number

Charge(s)

Count No.	Statute	Description	Severity	Disposition
1	125.07(1)(a)	Sell Alcohol to Underage Person (2nd)	Misd. U	

[View history and details of Charge\(s\)/Sentence\(s\)](#)

Responsible Official	Prosecuting Agency	Prosecuting Attorney	Defense Attorney
George, Daniel	District Attorney		

Defendant

Defendant Name	Date of Birth	Sex	Race ¹
Nedza, Megan C	[REDACTED]	Female	Caucasian
Address			Address Updated On
[REDACTED]			03-05-2010
JUSTIS ID	Finger Print ID		

Citations

Citation 147047103			
Bond Amount	Deposit Type	Appearance Date and Time	Mandatory
\$ 300.00	None	04-28-2010 at 12:30 pm	Yes
Name		Date of Birth	Sex
Nedza, Megan C		[REDACTED]	Female
Address			Address Updated On
[REDACTED]			03-05-2010
Plate Number	State	Expiration	VIN
Issuing Agency	Officer Name	Violation Date	MPH Over
Columbia County Sheriff Dept	Ward, Darrell A	03-05-2010	
Plaintiff Agency	Ordinance or Statute	Statute	Charge Description
Columbia County	Statute	125.07(1)(a)	Sell Alcohol to Underage Person (2nd)
Severity			
Misd. U			

¹ The designation listed in the Race field is subjective. It is provided to the court by the agency that filed the case.

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Columbia County vs. Megan C Nedza

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Columbia County Case Number 2010FO000056

This case has not been concluded. Unless a judgment of conviction is entered, the defendant is presumed innocent of all charges.

Notice to employers: It may be a violation of state law to discriminate against a job applicant because of an arrest or conviction record. Generally speaking, an employer may refuse to hire an applicant on the basis of a conviction only if the circumstances of the conviction substantially relate to the particular job. For more information, see [Wisconsin Statute 111.335](#) and the Department of Workforce Development's [Arrest and Conviction Records under the Law](#) publication.

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ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning Oct 24 20 14 ;
ending June 30 20 15

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

County of Columbia Aldermanic Dist. No. _____ (if required by ordinance) ^{QMA}

1. The named INDIVIDUAL PARTNERSHIP LIMITED LIABILITY COMPANY
 CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): Le Croissant LLC

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

Title	Name	Home Address	Post Office & Zip Code
President/Member	<u>Claydia Kelly Soto Tjerna</u>	<u>[Redacted]</u>	<u>Madison WI 53711</u>
Vice President/Member	<u>Antonio Estrada</u>	<u>[Redacted]</u>	<u>Madison WI 53711</u>
Secretary/Member	<u>Guadalupe Gomez</u>	<u>[Redacted]</u>	<u>Madison WI 53711</u>
Treasurer/Member			
Agent	<u>Antonio Estrada Lozada</u>	<u>[Redacted]</u>	<u>Madison WI 53711</u>
Directors/Managers			

3. Trade Name Le Croissant Business Phone Number (608) 742-5466
4. Address of Premises 235 W. Pleasant St. Post Office & Zip Code 53901

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? Yes No
6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? Yes No
8. (a) Corporate/limited liability company applicants only: Insert state WI and date Feb 14 of registration.
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? Yes No
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? Yes No
(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include 1st floor restaurant all rooms including living quarters, if used, for the sales, service, and/or storage of alcohol beverages and records. (Alcohol beverages area 1600sq ft, may be sold and stored only on the premises described.) 1st floor restaurant area outside patio basement for storage,

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

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

SUBSCRIBED AND SWORN TO BEFORE ME
this 16 day of September, 20 14
Rebecca P. Ness
(Clerk/Notary Public)

Antonio Estrada
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)
Guadalupe Gomez
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)
[Signature]
(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

My commission expires Term of Office

TO BE COMPLETED BY CLERK			
Date received and filed with municipal clerk <u>9-16-14</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

1-C140916 \$475.09

Applicant's Wisconsin Seller's Permit Number: [Redacted]	
Federal Employer Identification Number (FEIN): [Redacted]	
LICENSE REQUESTED	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ <u>75.06</u>
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input checked="" type="checkbox"/> Class B liquor	\$ <u>375.03</u>
<input type="checkbox"/> Reserve Class B liquor	\$
Publication fee	\$ <u>25.00</u>
TOTAL FEE	\$ <u>475.09</u>

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

Submit to municipal clerk.

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

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

The undersigned duly authorized officer(s)/members/managers of Le Croissant LLC
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Antonio Estrada Le Croissant
(trade name)

located at 235 W Pleasant Portage WI 53901

appoints Antonio Estrada
(name of appointed agent)

[Redacted] Madison WI 53711
(home address of appointed agent)

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

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 12 yrs.

Place of residence last year [Redacted] Madison WI 53711

For: LE Croissant LLC
(name of corporation/organization/limited liability company)

By: Guadalupe Gomez
(signature of Officer/Member/Manager)

And: [Signature]
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Antonio Estrada
(print/type agent's name), hereby accept this appointment as agent for the

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

Antonio Estrada 9/16/14 Agent's age 37
(signature of agent) (date)

2011 adderbury Ln madison WI 53711 Date of birth 04/16/77
(home address of agent)

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

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

Approved on 10-02-14 by Kenneth R. Mantley Title POLICE CHIEF
(date) (signature of proper local official) (town chair, village president, police chief)

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Soto Treana		Claudia		Kelly	
Home Address (street/route)	Post Office	City	State	Zip Code	
[REDACTED]		Madison	WI	53711	
Home Phone Number	Age	Date of Birth	Place of Birth		
[REDACTED]	[REDACTED]	[REDACTED]	Mexico		

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.
- ~~to Crossant~~ Member of EE Le Crossant LLC
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 4 years 6 months
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
 If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
 If yes, identify. (Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
 If yes, identify. (Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
La Bioche	2862 University Ave. Madison WI	2011	2014
Employer's Name	Employer's Address	Employed From	To

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 15 day of September, 2014
Rebecca C. Ness
(Clerk/Notary Public)

[Signature]
(Signature of Named Individual)

My commission expires Term of Office



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AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Estrada Lozada		Antonio			
Home Address (street/route)		Post Office		City	
[REDACTED]				Madison	
Home Phone Number		Age		Date of Birth	
[REDACTED]		[REDACTED]		[REDACTED]	
				State	
				WI	
				Zip Code	
				53711	
				Place of Birth	
				Mexico	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.
- Member of Le croissant LLC
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 12 years
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
 If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
 If yes, identify. (Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
 If yes, identify. (Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
La Brioche	2862 University Av. Madison	2002 September	June 2014
Employer's Name	Employer's Address	Employed From	To

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 16 day of September, 2014
Rebecca C. Ners
(Clerk/Notary Public)

Antonio Estrada Lozada
(Signature of Named Individual)

My commission expires Term of Office



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AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Gomez Garcia		Guadalupe		Janet	
Home Address (street/route)		Post Office		City	
[Redacted]		[Redacted]		Madison	
Home Phone Number		Age		Date of Birth	
[Redacted]		[Redacted]		[Redacted]	
				Place of Birth	
				Mexico	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.
- Member of Le croissant LLC
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? 12 years
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
If yes, identify. _____
(Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
If yes, identify. _____
(Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
<u>La Brioche</u>	<u>2862 University Av</u>	<u>2002</u>	<u>2014</u>
Employer's Name	Employer's Address	Employed From	To

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 16 day of September, 2014
Rebecca C. Ness
(Clerk/Notary Public)

Guadalupe Gomez
(Signature of Named Individual)

My commission expires Term of Office



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

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

Also Present: Administrator Murphy, Finance Director Mohr, Mayor Tierney (arrived 6:10), Craig Sauer from PDR

- 1. Roll call**
The meeting was called to order by Chairperson Dodd at 6:00pm.
- 2. Approval of minutes from September 29, 2014**
Motion by Klapper, second by Charles to approve the minutes from the September 29, 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 \$1,391,108.30. Motion carried unanimously on call of roll.
- 4. Discussion on Bidding Process.**
Murphy reviewed the rules for Requirements of Public Construction noting the Wis. Statutes and pointing out the biggest differences between Private and Public Construction Bidding. He also reviewed a Survey of comparable Communities' Bidding Practices; indicating that the majority advertise on their own website, local newspapers, along with Quest. One utilizes Wisconsin Bid Network and Road Builders Bid Network. Lynn questioned the ability of the city to perform the general contracting and some of the work "in-house." Murphy stated that the city would have the ability to do some of the work although other functions would suffer. Murphy also emphasized the legal requirements to follow the Wis. Statutes with Public Construction Projects.
- 5. Discussion and possible approval to re-solicit bids for Restroom/Concession Facilities at Goodyear Park & Lawton Field.**
Murphy indicated that the city would like to re-solicit the bids for the above projects with modifying and staggering the completion dates in hopes that this may encourage more bids at a lower cost. The Lawton Field completion date is set for July 1, 2015; and Goodyear Park is proposed for 12/1/2015. Bid openings would be set for 10/28/14 and be considered by Finance on 11/3/14; Council on 11/13/14.
Lynn commented that he is in the process of gathering information on the costs for this project and would like to take no action for two weeks.

Motion by Lynn, second by Havlovic to delay process for two weeks.
Motion failed on call of roll, 1-4, with Lynn voting yes.

Motion by Charles, second by Klapper to re-solicit bids for Restroom/Concession Facilities at Goodyear Park & Lawton Field with the above noted change in completion dates along with expanding the solicitation to include Wisconsin Bid Network and notification to local contractors. Motion carried on call of roll, 4-1, with Lynn voting no.

6. Discussion on meeting schedule

The committee will meet on the remaining Monday's in October at 6:00 p.m. and on Monday, November 3rd at 5:30 p.m.

7. Adjournment

Motion by Charles, second by Klapper to adjourn the meeting at 6:58pm.
Motion carried unanimously on call of roll.

Submitted by Jean Mohr, Finance Director

City of Portage
Finance/Administration Committee Meeting
Monday, October 13, 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, Alderperson William Kutzke, CATV Bill Welsh, Bod Redelings (joined the meeting at 6:18pm)

1. Roll call

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

2. Approval of minutes from October 6, 2014.

Motion by Klapper, second by Charles to approve the minutes from the October 6, 2014 meeting. Motion carried unanimously on call of roll.

3. Discussion and Possible Recommendation of Revision #1 to the State/Municipal Agreement for East Haertel Street.

Murphy reviewed the Summary of E Haertel St Project noting the differences in the Estimated Cost between 4/11 and 10/14 along with the increase in the DOT Grant. The State sent a revised State/Municipal Agreement reflecting the additional grant award to be signed by November 7, 2014. It was noted that this does not commit the City to do the project but must be signed to receive the grant as part of the project. The Haertel Street project is part of the 2015 Capital Budget review. If approved, it would be bid out early next year for construction in 2015.

Motion by Charles, second by Havlovic to recommend the Revision #1 to the State/Municipal Agreement for East Haertel Street. Motion carried unanimously on call of roll.

4. Discussion on 2015 Budget and review of Capital Fund and Cable TV.

Bill Welsh from CATV reviewed the 2015 budget proposal noting the additional items for Public Access Contract Person of \$17,000 along with Public Access Hardware of \$45,000 as recommended at the Cable TV Commission meeting on October 8, 2014.

The Commission is proposing that the CATV franchise fees be used to fund activities for the CATV to support the City of Portage's promotion of tourism, businesses, and economic development. It was pointed out that since inception of the CATV franchise fees; Council has directed them to be part of the General Fund Revenue which is currently \$112,000. In the 2014 Capital Budget it was approved to use \$112,000 of borrowed funds

for upgrades to the CATV equipment in order to continue to broadcast government meetings.

If the current Council would determine to direct the CATV franchise fees to be used specifically for CATV activities, in essence establishing a Special Revenue Fund, then the Council will need to determine how to fund the shortfall in the General Fund Budget. It was stated that with the 2014 upgrades there will be more capabilities to support tourism, businesses, and economic development. If additional equipment would be required, it could be proposed through the Capital Budgeting process with the proper time to review the specific needs. It was determined to include the additional items in the preliminary budget and review them as part of the final budgeting process.

Murphy then reviewed the 2015 and 2016 Capital Projects. He noted that there will be further changes based on Park & Recreation Board review on 10/14/14 and the timing of the VMF projects.

5. Adjournment

Motion by Charles, second by Klapper to adjourn the meeting at 8:08pm.
Motion carried unanimously on call of roll.

Submitted by Jean Mohr, Finance Director

Summary of E Haertel St Project

Rev. 10/10/2014
Project # 14-20C02

	(04/2011)	(10/2014)	Expended Thru 9/2014
Total Estimated Cost			
Design (Jewell)	\$ 49,513	\$ 112,453	\$ 100,409
Construction	\$ 661,296	\$ 940,000	
Non-Construct/Conting		\$ 53,400	
State Review Design	\$ 25,000	\$ 40,000	
State Consult Review	\$ 28,704	\$ 138,000	\$ 15,211
	<u>\$ 764,513</u>	<u>\$ 1,283,853</u>	<u>\$ 115,620</u>

DOT Grant:	(04/2011)	(10/2014)
Design Review	\$ 22,963	\$ 91,200
Construction	\$ 529,037	\$ 752,000
Total	<u>\$ 552,000</u>	<u>\$ 843,200</u>

Estimated City Cost (as of 11/1/2013)

Design/DOT Cost	\$ 103,217	Construction	\$ 661,296
DOT Grant	<u>\$ (22,963)</u>	DOT Grant	<u>\$ (529,037)</u>
Net Design Total	\$ 80,254	Est City Cost	\$ 132,259
Capital Budget	<u>\$ 130,000</u>		
Under/(Over) Budget	\$ 49,746	Total Est City	<u><u>\$ 212,513</u></u>

Estimated City Cost (as of 10/10/2014)

Design/DOT Cost	\$ 290,453	Construct/Non	\$ 993,400
DOT Grant	<u>\$ (91,200)</u>	DOT Grant	<u>\$ (752,000)</u>
Net Design Total	\$ 199,253	Est City Cost	\$ 241,400
Capital Budget	<u>\$ 130,000</u>		
Under/(Over) Budget	\$ (69,253)	Total Est City	<u><u>\$ 440,653</u></u>

Jewell Agreement

Prelim Design	\$ 45,188	Amendment #1	
Phase I Arch	\$ 2,435	Soil Testing	<u>\$ 4,600</u>
Wetland Del	<u>\$ 1,890</u>		
Base Contract	\$ 49,513		

Amendment #2

Add Wetland Del	\$ 1,250
Title Search	\$ 4,200
Haz Mat Invest	<u>\$ 8,850</u>
	<u>\$ 14,300</u>

Amendment #3

Design Reports	\$ 3,200
Envrnmntl Doc	\$ 2,235
Agency Coord	\$ 840
Meetings	\$ 985
Road Plans	\$ 10,250
P.S. & E.	\$ 3,200
Plats	\$ 11,830
ROW Negotiate	<u>\$ 11,500</u>
	<u>\$ 44,040</u>

Amend Contract Total \$ 112,453 NTE



Division of Transportation System Development
Southwest Region
2101 Wright Street
Madison, WI 53704-2583

Scott Walker, Governor
Mark Gottlieb, P.E., Secretary
Internet: www.dot.wisconsin.gov

Telephone: (608) 246-5361
Facsimile (FAX): (608) 246-3819

E-mail: michael.erickson@dot.wil.gov

October 2, 2014

SHAWN MURPHY
CITY OF PORTAGE - CITY ADMINISTRATOR
115 WEST PLEASANT STREET
PORTAGE, WI 53901

Mr. Murphy:

Enclosed for signature is the project agreement for the following project that has approved funds in the 2011-2014 STP-Urban (5-20K) program.

Project ID# 6996-05-69/70 Revision #1
City of Portage / East Haertel Street
New Pinery Road to East Albert Street

Please print and sign four (4) copies of the agreement. Please return four (4) copies of the agreement with original signatures to me by November 7, 2014.

Note the cost ratios for each project phase and any federal/state funding caps which may exist. The Municipality is responsible for the entire cost of non-participating items as well as any costs which exceed the funding caps, if applicable.

An agreement is not considered fully approved unless it has been approved by both the Municipality and the State, and it is not considered fully executed unless a fully approved copy has been returned to the Municipality.

The Municipality and its consultants (or any other parties hired by the Municipality) ***MUST NOT*** begin work on a federal/state-funded project phase until the State has provided notice of project authorization. Any such work would be ineligible for federal/state funding. Authorization will coincide with the currently scheduled year that is stated in the agreement.

If you have any questions regarding the agreement or need an extension to the submittal date, please call me at (608) 246-5361 or e-mail michael.erickson@dot.wi.gov.

Sincerely,

Michael Erickson

Michael Erickson
Local Programs Manager – SW Region



#1 Revision
STATE/MUNICIPAL AGREEMENT
FOR A STATE- LET STP-URBAN
PROJECT

This agreement supersedes the agreement signed by the Municipality on May 5, 2011 and approved by the State on June 14, 2011.

Program Name: STP-Urban

Population Group: 5,000 to 20,000

Sub-program #: 206

Revised: September 29, 2014

Date: April 1, 2011

I.D.: 6996-05-69/70

Road Name: East Haertel Street

Limits: New Pinery Road to East Albert Street

County: Columbia

Roadway Length: 0.38 miles

Functional Classification: Minor Arterial

Project Sponsor: City of Portage

The signatory, City of Portage, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Sections 86.25(1), (2), and (3) and Section 66.0301 of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

All components of the project must be defined in the environmental document if any portion of the project is federally funded. The Municipality agrees to complete all participating and any non-participating work included in this improvement consistent with the environmental document. No work on final engineering and design may occur prior to approval of the environmental document.

Existing Facility - Describe and give reason for request: The existing roadway is a 2-lane facility with rural cross section constructed of asphalt pavement. The roadway consists of 12.0' travel lanes and 1.0' gravel shoulders. The pavement was resurfaced in 1992. The roadway has a pavement rating of 5 and is in poor condition. There are no federal-aid eligible structures within the project limits. There are no existing sidewalks or bicycle/pedestrian accommodations. Requesting a reconstruction project due to poor pavement condition and the addition of sidewalk.

Proposed Improvement - Nature of work: A reconstruction project is proposed. The project will be 2,000' in length. It will have a 2-lane urban cross section consisting of asphalt pavement with 12.0' travel lanes, additional width, and concrete curb & gutter. Sidewalk will be added along the entire length of the project on the north side and there will be bicycle accommodations using the added width of the roadway. Storm sewer work will occur to improve drainage.

Describe non-participating work included in the project and other work necessary to completely finish the project that will be undertaken independently by the Municipality. Please note that non-participating components of a project/contract are considered part of the overall project and will be subject to applicable Federal requirements: **Non-participating storm sewer construction from Station 200 to Station 202+39.**

The Municipality agrees to the following 2011-2014 STP-Urban project funding conditions:

Project construction costs for ID 6996-05-70 are funded with 80% federal funding up to the maximum federal amount of **\$843,200** for this federally-funded project phase, when the municipality agrees to provide the remaining 20% and all project costs in excess of the \$834,200 federal funding maximum, in accordance with the STP-Urban program guidelines. Project design costs are funded 100% by the Municipality. Non-participating costs are 100% the responsibility of the Municipality. Any work performed by the Municipality prior to federal authorization is not eligible for federal funding. The Municipality will be notified by the State that the project is authorized and available for charging.

This project is currently scheduled in State Fiscal Year 2015. **In accordance with the State's sunset policy for STP-Urban projects, the subject 2011-2014 STP-Urban improvement must be constructed and in final acceptance within six years from the start of State Fiscal Year 2012, or by June 30, 2017.** Extensions may be available upon approval of a written request by or on behalf of the Municipality to WisDOT. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.

The dollar amounts shown in the Summary Funding Table below are estimates unless explicitly identified as maximum amounts. The final Municipal share is dependent on the final Federal participation, and actual costs will be used in the final division of cost for billing and reimbursement.

PHASE	SUMMARY OF COSTS				
	Total Est. Cost	Federal Funds	%	Municipal Funds	%
ID 6996-05-69					
State Review of Design	\$40,000	\$0	0%	\$40,000	100%
ID 6996-05-70		(\$843,200 Max)			
Participating Construction	\$940,000	\$752,000	80%	\$188,000	20% + Bal
Non-Participating Construction	\$19,000	\$0	0%	\$19,000	100%
State Review*	\$138,000	\$91,200	80%	\$46,800	20% + Bal
Total Est. Cost Distribution	\$1,137,000	\$843,200	MAX	\$293,800	N/A

* Includes cost of construction delivery on non-participating construction costs.
Federal funding has a maximum amount of **\$843,200** approved by CO 8/27/2014.

This request is subject to the terms and conditions that follow (pages 3 - 7) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State and delivery to the Municipality shall constitute agreement between the Municipality and the State. No term or provision of neither the State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Agreement.

Signed for and in behalf of the City of Portage: (please sign in blue ink.)

Name	Title	Date
------	-------	------

Signed for and in behalf of the State:

Name	Title	Date
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GENERAL TERMS AND CONDITIONS:

1. All projects must be in an approved Transportation Improvement Program (TIP) or State Transportation Improvement Program (STIP) prior to requesting authorization.
2. Work prior to federal authorization is ineligible for federal funding.
3. The Municipality, throughout the entire project, commits to comply with and promote all applicable federal and state laws and regulations that include, but are not limited to, the following:
 - a. Environmental requirements, including but not limited to those set forth in the 23 U.S.C. 139 and National Environmental Policy Act (42 U.S.C. 4321 et seq.)
 - b. Equal protection guaranteed under the U.S. Constitution, WI Constitution, Title VI of the Civil Rights Act and Wis. Stat. 16.765. The municipality agrees to comply with and promote applicable Federal and State laws, Executive Orders, regulations, and implementing requirements intended to provide for the fair and equitable treatment of individuals and the fair and equitable delivery of services to the public. In addition the Municipality agrees not to engage in any illegal discrimination in violation of applicable Federal or State laws and regulations. This includes but is not limited to Title VI of the Civil Rights Act of 1964 which provides that “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” The Municipality agrees that public funds, which are collected in a nondiscriminatory manner, should not be used in ways that subsidize, promote, or perpetuate illegal discrimination based on prohibited factors such as race, color, national origin, sex, age, physical or mental disability, sexual orientation, or retaliation.
 - c. Prevailing wage requirements, including but not limited to 23 U.S.C 113 and Wis. Stat. 103.50.
 - d. Buy America Provision and its equivalent state statutes, set forth in 23 U.S.C. 313 and Wis. Stat. 16.754.
 - e. Competitive bidding requirements set forth in 23 U.S.C 112 and Wis. Stat. 84.06.
 - f. All DBE requirements that the State specifies.
 - g. Federal Statutes that govern the Surface Transportation Program, including but not limited to 23 U.S.C. 133.
 - h. General requirements for administering federal and state aids set forth in Wis. Stat. 84.03.

STATE RESPONSIBILITIES AND REQUIREMENTS:

4. Funding of each project phase is subject to inclusion in Wisconsin’s approved 2011-2014 STP-Urban program. Federal funding will be limited to participation in the costs of the following items, as applicable to the project:
 - a. The grading, base, pavement, and curb and gutter, sidewalk, and replacement of disturbed driveways in kind.
 - b. The substructure, superstructure, grading, base, pavement, and other related bridge and approach items.
 - c. Storm sewer mains necessary for the surface water drainage, except from Station 200 to Station 202+39.
 - d. Catch basins and inlets for surface water drainage of the improvement, with connections to the storm sewer main.

- e. Construction engineering incident to inspection and supervision of actual construction work (except for inspection, staking, and testing of sanitary sewer and water main).
 - f. Signing and pavement marking.
 - g. New installations or alteration of street lighting and traffic signals or devices.
 - h. Landscaping.
 - i. Management Consultant and State Review Services during construction.
5. The work will be administered by the State and may include items not eligible for Federal participation.
6. As the work progresses, the State will bill the Municipality for work completed which is not chargeable to Federal funds. Upon completion of the project, a final audit will be made to determine the final division of costs. If reviews or audits show any of the work to be ineligible for Federal funding, the Municipality will be responsible for any withdrawn costs associated with the ineligible work.

MUNICIPAL RESPONSIBILITIES AND REQUIREMENTS:

7. Work necessary to complete the 2011-2014 STP-Urban improvement project to be financed entirely by the Municipality or other utility or facility owner includes the items listed below.
- a. New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - b. Damages to abutting property after project completion due to change in street or sidewalk widths, grades or drainage.
 - c. Detour routes and haul roads. The municipality is responsible for determining the detour route.
 - d. Conditioning, if required and maintenance of detour routes.
 - e. Repair of damages to roads or streets caused by reason of their use in hauling materials incident to the improvement.
 - f. All work related to underground storage tanks and contaminated soils.
 - g. Street and bridge width in excess of standards, in accordance with the current WisDOT Facilities Development Manual (FDM).
 - h. Real estate for the improvement.
 - i. Preliminary Engineering and design.
 - j. Management Consultant and State Review Services during design.
 - k. Storm sewer mains from Station 200 to Station 202+39.
8. The construction of the subject improvement will be in accordance with the appropriate standards unless an exception to standards is granted by WisDOT prior to construction. The entire cost of the construction project, not constructed to standards, will be the responsibility of the Municipality unless such exception is granted.
9. Work to be performed by the Municipality without Federal funding participation necessary to ensure a complete improvement acceptable to the Federal Highway Administration and/or the State may be done in a

manner at the election of the Municipality but must be coordinated with all other work undertaken during construction.

10. The Municipality is responsible for financing administrative expenses related to Municipal project responsibilities.
11. The Municipality will include in all contracts executed by them a provision obligating the contractor not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01 (5), sexual orientation as defined in s. 111.32 (13m), or national origin.
12. The Municipality will pay to the State all costs incurred by the State in connection with the improvement that exceed Federal financing commitments or are ineligible for Federal financing. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.
13. **In accordance with the State's sunset policy for STP-Urban projects, the subject 2011-2014 STP-Urban improvement must be constructed and in final acceptance within six years from the start of State Fiscal Year 2012, or by June 30, 2017.** Extensions may be available upon approval of a written request by or on behalf of the Municipality to WisDOT. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.
14. If the Municipality should withdraw the project, it will reimburse the State for any costs incurred by the State on behalf of the project.
15. The Municipality will at its own cost and expense:
 - a. Maintain all portions of the project that lie within its jurisdiction (to include, but not limited to, cleaning storm sewers, removing debris from sumps or inlets, and regular maintenance of the catch basins, curb and gutter, sidewalks and parking lanes [including snow and ice removal]) for such maintenance through statutory requirements in a manner satisfactory to the State, and will make ample provision for such maintenance each year.
 - b. Regulate [or prohibit] parking at all times in the vicinity of the proposed improvements during their construction.
 - c. Regulate [or prohibit] all parking at locations where and when the pavement area usually occupied by parked vehicles will be needed to carry active traffic in the street.
 - d. Assume general responsibility for all public information and public relations for the project and to make fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the projects.
 - e. Provide complete plans, specifications, and estimates.
 - f. Provide relocation orders and real estate plats.
 - g. Use the *WisDOT Utility Accommodation Policy* unless it adopts a policy, which has equal or more restrictive controls.
 - h. Provide maintenance and energy for lighting.
 - i. Provide proper care and maintenance of all landscaping elements of the project including replacement of any plant materials damaged by disease, drought, vandalism or other cause.
16. It is further agreed by the Municipality that:

- a. The Municipality assumes full responsibility for the design, installation, testing and operation of any sanitary sewer and water main infrastructure within the improvement project and relieves the state and all of its employees from liability for all suits, actions, or claims resulting from the sanitary sewer and water main construction under this agreement.
- b. The Municipality assumes full responsibility for the plans and special provisions provided by their designer or anyone hired, contracted or otherwise engaged by the Municipality. The Municipality is responsible for any expense or cost resulting from any error or omission in such plans or special provisions. The Municipality will reimburse WisDOT if WisDOT incurs any cost or expense in order to correct or otherwise remedy such error or omission or consequences of such error or omission.
- c. The Municipality will be 100% responsible for all costs associated with utility issues involving the Contractor, including costs related to utility delays.
- d. All signs and traffic control devices and other protective structures erected on or in connection with the project including such of these as are installed at the sole cost and expense of the Municipality or by others, will be in conformity with such "Manual of Uniform Traffic Control Devices" as may be adopted by the American Association of State Highway and Transportation Officials, approved by the State, and concurred in by the Federal Highway Administration.
- e. The right-of-way available or provided for the project will be held and maintained inviolate for public highway or street purposes. Those signs prohibited under Federal aid highway regulations, posters, billboards, roadside stands, or other private installations prohibited by Federal or State highway regulations will not be permitted within the right-of-way limits of the project. The municipality, within its jurisdictional limits, will remove or cause to be removed from the right-of-way of the project all private installations of whatever nature which may be or cause an obstruction or interfere with the free flow of traffic, or which may be or cause a hazard to traffic, or which impair the usefulness of the project and all other encroachments which may be required to be removed by the State at its own election or at the request of the Federal Highway Administration, and that no such installations will be permitted to be erected or maintained in the future.

LEGAL RELATIONSHIPS:

17. The State shall not be liable to the Municipality for damages or delays resulting from work by third parties. The State also shall be exempt from liability to the Municipality for damages or delays resulting from injunctions or other restraining orders obtained by third parties.
18. The State will not be liable to any third party for injuries or damages resulting from work under or for the Project. The Municipality and the Municipality's surety shall indemnify and save harmless the State, its officers and employees, from all suits, actions or claims of any character brought because of any injuries or damages received or sustained by any person, persons or property on account of the operations of the Municipality and its sureties; or on account of or in consequence of any neglect in safeguarding the work; or because of any act or omission, neglect or misconduct of the Municipality or its sureties; or because of any claims or amounts recovered for any infringement by the Municipality and its sureties of patent, trademark or copyright; or from any claims or amounts arising or recovered under the Worker's Compensation Act, relating to the employees of the Municipality and its sureties; or any other law, ordinance, order or decree relating to the Municipality's operations.
19. Contract Modification: This State/Municipal Agreement can only modified by written instruments duly executed by both parties. No term or provision of neither this State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally.
20. Binding Effects: All terms of this State/Municipal Agreement shall be binding upon and inure to the benefits of the legal representatives, successors and executors. No rights under this State/Municipal Agreement may be transferred to a third party. This State/Municipal Agreement creates no third-party enforcement rights.

21. Choice of Law and Forum: This State/Municipal Agreement shall be interpreted and enforced in accordance with the laws of the State of Wisconsin. The Parties hereby expressly agree that the terms contained herein and in any deed executed pursuant to this State/Municipal Agreement are enforceable by an action in the Circuit Court of Dane County, Wisconsin.

PROJECT FUNDING CONDITIONS

22. The Municipality agrees to the following 2011-2014 STP-Urban project funding conditions:

- a. ID 6996-05-69: Design is funded 100% by the Municipality. This phase includes Plan Development, Management Consultant Review, and State Review. The work includes project review, approval of required reports and documents and processing the final PS&E document for award of the contract. Costs for this phase include an estimated amount for state review activities, to be funded 100% by the Municipality.
- b. ID 6996-05-70: Construction:
 - i. Costs for participating construction items are funded with 80% federal funding up to a federal maximum amount of **\$843,200**, when the municipality agrees to provide the remaining 20% and all costs in excess of the **\$843,200** federal capped amount.
 - ii. Costs for this phase include an estimated amount for state review activities, to be funded 80% with federal funding and 20% by the Municipality. These percentages for state review costs will vary dependent on the cost of 100% locally funded non-participating items which have been added to this project.
 - iii. All costs for non-participating construction are 100% funded by the municipality.

[End of Document]

**City of Portage
Human Resources Committee Meeting
Tuesday, October 7, 2014, 6:30 p.m.
Municipal Building, Conference Room One
Minutes**

Members Present: Bill Tierney, Chairperson, Rick Dodd, Martin Havlovic, Doug Klapper, William Kutzke, Rita Maass

Also Present: Administrator Murphy, Chief Manthey, Craig Sauer from The Daily Register (left at 6:43 pm), Jennifer Loveland

1. Roll call

The meeting was called to order by Mayor Tierney at 6:31pm.

2. Approval of minutes from the September 2, 2014 meeting

Motion by Maass, second by Dodd to approve the minutes from the September 2, 2014 meeting. Motion carried unanimously on call of roll.

3. Discussion and possible recommendation on Employee Grievance Procedure

Murphy presented the Employee Grievance Procedure with the changes requested by the committee at the September meeting.

He also asked department heads to review the proposed procedure. Based on their feedback, Murphy was recommending that the item requiring employees to use time outside of their scheduled shift to work on a grievance be struck. This line does not seem to be conducive with grievance procedures in other labor agreements. After discussion, the committee members agreed that this line could be struck, on the understanding that the employee would need permission from a supervisor before working on a grievance during scheduled work hours.

Motion by Dodd, second by Klapper to recommend the Employee Grievance Procedure to Common Council with the proposed changes. Motion carried unanimously on call of roll.

4. Convene to Closed Session pursuant to Wisconsin State Statutes 19.85(1)(e) and (g) to discuss proposed side letter of agreements to agreement with Wisconsin Professional Police Association and 2015 non-represented employee wage adjustments and reviewing legal counsel advice on employee discharge matter.

Motion by Dodd, second by Klapper to convene to closed session pursuant to Wisconsin State Statutes 19.85(1)(e) and (g) to discuss proposed side letter of agreements to agreement with Wisconsin Professional Police Association and 2015 non-represented employee wage adjustments and reviewing legal counsel advice on employee discharge matter. Motion carried unanimously on call of roll at 6:43 pm.

5. Adjournment

Motion by Dodd, second by Maass to adjourn the meeting at 7:44 pm. Motion carried unanimously on call of roll.

Submitted by Jennifer Loveland, Administrative Assistant

GRIEVANCE PROCEDURE

Portage Personnel Policy Handbook

CORRECTIVE ACTION AND GRIEVANCE PROCEDURE

The City of Portage has established this Procedure for an employee to utilize for matters concerning discipline or correction action, termination or workplace safety. An employee shall use this Procedure for resolving disputes regarding termination, employee corrective action or workplace safety. Employees represented by a bargaining unit contract shall follow the grievance procedure as provided in the contract to the extent those procedures cover the matters as outlined in this procedure. This Procedure does not create a contract of employment. Employees of the City of Portage may resign with or without reason. The Employer may terminate the employee during probation with or without cause or at any time after completion of probation with cause.

Corrective Action. Corrective action may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee's performance is not acceptable, or when the employee's conduct is detrimental to the interests of the City of Portage. Corrective action may call for any of four steps – verbal warning, written warning, suspension or termination of employment – depending on the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Certain types of employee problems are serious enough to justify either a suspension or termination of employment without going through progressive corrective active steps. The City of Portage reserves the right, in its sole discretion, to impose corrective action as may be appropriate to the particular circumstances.

Grievance Procedure. This policy is intended to comply with Section 66.0509, Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, corrective action and termination. This policy applies to all employees covered under Section 66.0509, Wis. Stats., other than police and fire employees subject to Section 62.13(5), Wis. Stats. An employee may appeal any level of corrective action under this grievance procedure. For purposes of this policy, the following definitions apply:

1. "Employee" shall not include employees subject to a collective bargaining agreement addressing employee discipline, termination and workplace safety, statutorily appointed individuals identified specifically in statutes as serving at the pleasure of a governing body, elected officials or independent contractors.
2. "Employee corrective action" includes all levels of progressive corrective action or discipline, but shall not include the following items:
 - Placing an employee on paid administrative leave pending an internal investigation;
 - Counseling, meetings or other pre-disciplinary action;

- Actions taken to address work performance, including use of a performance improvement plan or job targets;
 - Non-disciplinary demotion, transfer or change in job assignment; or
 - Other personnel actions taken by the employer that are not a form of progressive corrective action.
3. "Employee termination" shall include action taken by the employer to permanently separate an individual's employment for misconduct or performance reasons, but shall not include the following personnel actions:
- Voluntary quit or resign;
 - Layoff or failure to be recalled from layoff at the expiration of the recall period;
 - Retirement;
 - Non-disciplinary demotion
 - End or completion of temporary or seasonal employment or assignment;
 - Job abandonment, "no-call, no-show", or other failure to report to work; or
 - Termination of employment due to medical condition, lack of qualification or license, or other inability to perform job duties.
4. "Workplace safety" is defined as conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same.

Any written grievance filed under this policy must contain the following information:

- The name and position of the employee filing it,
- A statement of the issue involved,
- A statement of the relief sought,
- A detailed explanation of the facts supporting the grievance;
- The date(s) the event(s) giving rise to the grievance took place,
- The identity of the policy, procedure or rule that is being challenged;
- The steps the employee has taken to review the matter, either orally or in writing, with the employee's supervisor; and
- The employee's signature and the date.

Steps of the Grievance Procedure

Employees should first discuss complaints or questions with their immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance.

1. Step 1 – Written Grievance Filed with the Department Head. The employee must prepare and file a written grievance with the Department Head within five (5) business days of when the employee knows, or should have known, of the

events giving rise to the grievance. The Department Head or his/her designee will investigate the facts giving rise to the grievance and inform the employee of his/her decision, within ten (10) business days of receipt of the grievance. In the event the grievance involves the Department Head, the employee may initially file the grievance with the City Administrator, who shall conduct the Step 1 investigation.

2. Step 2 – Review by City Administrator. If the grievance is not settled at Step 1, the employee may appeal the grievance to the City Administrator within five (5) business days of the receipt of the decision of the department head at Step 1. The City Administrator or his/her designee will review the matter and inform the employee of his/her decision by written report, within ten (10) business days of receipt of the grievance.
3. Step 3 – Impartial Hearing Officer. If the grievance is not settled at Step 2, the employee may request in writing, within five (5) business days following receipt of the City Administrator's decision, a request for written review by an impartial hearing officer (IHO). The Mayor shall select the IHO. The IHO shall not be a City employee; however any costs incurred by the City to retain the services of an IHO shall be paid by the grievant. In the event the grievant prevails in their grievance, such costs incurred by the City and paid by the grievant shall be reimbursed to the grievant within twenty (20) days of the final decision. In all cases, the grievant shall have the burden of proof to support the grievance. The IHO will determine whether the City acted in an arbitrary and capricious manner. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the IHO will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The IHO shall prepare a written decision. The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no authority to revised or otherwise modify the term of any City personnel policy, statute or work rule.
4. Step 4 – Review by the Governing Body If the grievance is not resolved after Step 3, the employee or the City Administrator shall request within five (5) business days of receipt of the written decision from the IHO a written review by the Governing Body. For Library employees, such review shall be filed with the Library Board. For all other employees, the appeal shall be filed with the City Clerk for a hearing before the Common Council. The Common Council or Library Board shall not take testimony or evidence; it may only determine whether the IHO reached an arbitrary or incorrect result based on a review of the record before the IHO. The matter will be scheduled for the Common Council's or Library Board's next regular meeting. The Common Council or Library Board will inform the employee of its findings and decision in writing within ten (10) business days of the meeting. The Governing Body shall decide the matter by majority vote and this decision shall be final and binding.

An employee may not file a grievance outside of the time limits set forth above. If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved. If it is impossible to comply with the deadlines due to meeting notice requirements or meeting preparation, the grievance will be reviewed at the next possible meeting date. An employee must process his/her grievance outside of normal work hours, unless the employee elects to use accrued paid time (vacation, comp time etc.) in order to be paid for time spent processing his/her grievance through the various steps of the grievance procedure.

Draft

ORDINANCE NO. 14-020

ORDINANCE RELATIVE TO PARKS AND RECREATION AND PUBLIC WORKS

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

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

Sec 2-36. Standing committees; action on committee reports

(a) Appointments

(1) *Committees*. At the organizational meeting of the common council each year, the mayor shall appoint alderpersons to each of the following committees, which shall be designated as the standing committees of the common council:

- a. Finance/administration.
- b. Human resources.
- c. Municipal Services and Utilities
- d. Legislative and regulatory.
- e. *Parks and Recreation Board*

(c) Committee duties and responsibilities. The standing committees of the common council are established as legislative entities with their primary function being one of policy determination and general oversight of municipal operations. In this capacity, committees may conduct studies of pending action, develop and introduce alternate policy initiatives, and make recommendations for specific action to the common council. Within their respective areas of responsibilities, as defined below, each committee shall receive, review and provide direction on staff generated proposals, common council directed initiatives, and/or public requests for services.

(3) Municipal Services and Utilities committee. The municipal services and utilities committee shall advise the common council on those matters relating to streets/alleys, storm drainage system, water distribution, wastewater treatment, traffic and parking and public buildings/grounds.

(5) Parks & Recreation Board. The establishment of the Park and Recreation Board shall be for the purpose of acquiring, governing, managing, controlling, improving and caring for all public parks, City trees, parkways, conservancy areas, and recreation programs in the City.

Sec. 54-133. Unauthorized use of racetrack.

No person shall operate any motor vehicle or power-driven cycle on the racetrack without permission from the parks and recreation department and authorization from the chief of police.

Sec. 82-33. Authority of city forester to enter private premises.

(a) The city will designate the Parks & Recreation Board to govern the City's urban forestry program as provided for under Wis. Stats. Ch. 27.09 and shall designate Manager of Parks, and Recreation or his designee to direct, manage, supervise and control planting, maintenance, removal and protection of trees and shrubs in the City of Portage, including other duties of a City Forester under Wis. Stats. ch. 27 and will authorize such forester to perform the duties and exercise the powers imposed by this article.

II. The following changes are hereby ordered:

- a. Wherever the title, "Manager of Parks, Recreation and Forestry" appears in the Code of Ordinances, they shall be repealed and recreated to read, "Manager of Parks and Recreation".
- b. Wherever the title, "Street Superintendent" appears in the Code of Ordinances, they shall be repealed and recreated to read, "Public Works Superintendent".

This Ordinance shall take effect upon passage and publication thereof.

Passed this _____ day of October, 2014.

W.F. "Bill" Tierney, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

1st Reading:

2nd Reading:

Published:

Ordinance requested by:
Legislative and Regulatory Committee