

**City of Portage Common Council Meeting
Council Chambers of City Municipal Building
115 West Pleasant Street, Portage, WI
Public Hearing – 7:00 p.m.
Regular Meeting – Immediately Following Public Hearing, approximately
7:10 p.m.
November 25, 2014
Agenda**

Public Hearing – 7:00 p.m.
Proposed 2015 Budget

Regular Meeting – Immediately Following Public Hearing, approximately 7:10 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Minutes of Previous Meeting
6. Consent Agenda
 - A. Reports of Sub-Committees, Boards, and Commissions
 1. Police and Fire Commission, November 11, 2014, November 12, 2014
 2. Business Improvement District Board of Directors, November 12, 2014
 3. Common Council Committee of the Whole, November 13, 2014
 4. Library Board, November 17, 2014
 - B. License Applications
 1. Taxi Cab Operator
7. Committee Reports
 - A. Park and Recreation Board, November 4, 2014
 1. Consideration of recommendation for approval of Agreement with Portage Youth Baseball LLC
 - B. Legislative and Regulatory Committee, November 10, 2014
 - C. Human Resource Committee, November 12, 2014
 1. Consideration of recommendation for approval of revised Administrative Lieutenant position description

2. Consideration of recommendation for approval of revised Patrol Lieutenant position description
 3. Consideration of recommendation for approval of revised Sergeant position description
 4. Consideration of recommendation for approval of revised Police Officer position description
 5. Consideration of recommendation for approval of wage adjustments with Teamsters Local 695
 - D. Finance/Administration Committee, November 13, 2014
 - E. Plan Commission, November 17, 2014
8. Old Business
9. New Business
 - A. Ordinances
 1. Ordinance No. 14-021 relative to Municipal Court Service Fees
 2. Ordinance No. 14-022 relative to Buildings and Building Regulations
 - B. Resolutions
 1. Resolution No. 14-048 relative to Adopting 2015 Budget and Tax Levy
 - C. Consideration of Amendment No. 1 to Agreement Between the City of Portage and the Village of Endeavor for the Operation of the Joint Municipal Court
 - D. Resignations
 1. Community Development Authority – Steve Benck
 - E. Appointments
 1. Board of Zoning Appeals
 2. Emergency Planning Committee
 - F. Mayor's Comments
 1. 2015 elections
 2. Alleys
 3. December meetings
 4. Library Recognition
 - G. City Administrator's Report
 1. Winter Reminders
10. Adjournment

NOTICE OF PUBLIC HEARING

CITY OF PORTAGE

PROPOSED 2015 BUDGET

Notice is hereby given that the City of Portage will hold a Public Hearing on the proposed 2015 Municipal Budget at 7:00 p.m., Tuesday, November 25, 2014, in the Council Chambers at the Portage Municipal Building. The proposed budget is presented in summary below, a copy of the full text budget document is available for public inspection at the Portage Municipal Building, 115 West Pleasant Street and Portage Public Library, 253 West Edgewater Street during normal business hours.

GENERAL FUND

	2014 <u>Budget</u>	2015 <u>Proposed</u>	% <u>Change</u>
<u>Revenues</u>			
Taxes			
General Property Tax	3,698,481	3,697,961	-0.01%
Other Taxes	363,874	381,562	4.86%
Special Assessments	-	-	
Intergov't Revenue	2,460,445	2,487,193	1.09%
Licenses & Permits	188,200	207,555	10.28%
Fines & Forfeitures	153,800	171,800	11.70%
Charges for Services	104,680	111,455	6.47%
Miscellaneous Revenue	81,452	79,702	-2.15%
Intergov't Charges	248,491	246,535	-0.79%
Reserves Applied	50,000	88,540	
 Total Revenues & Reserves	 7,349,423	 7,472,303	 1.67%
<u>Expenditures</u>			
General Government	896,789	964,950	7.60%
Municipal Court	120,174	122,140	1.64%
Law Enforcement	2,621,929	2,632,607	0.41%
Fire Protection	1,211,665	1,242,568	2.55%
Public Works	1,854,693	1,869,920	0.82%
Parks & Recreation	626,068	622,188	-0.62%
CATV	18,105	17,930	-0.97%
 Total Expenditures	 7,349,423	 7,472,303	 1.67%

All Governmental and Proprietary Funds Combined

	Estimated Fund Balance Jan-15	Projected Revenues	Projected Expenses	Projected Fund Balance 31-Dec	Property Tax
General Fund	3,638,290	7,472,303	7,472,303	3,638,290	3,697,961
Special Rev	133,040	2,745,936	2,877,518	1,458	461,996
Debt Service	2,660	1,999,955	1,999,955	2,660	683,238
Capital Proj.	3,022,791	3,122,486	4,056,938	2,088,339	-
Proprietary	15,437,954	3,569,336	3,170,799	15,836,491	-
Total	22,234,735	18,910,016	19,577,513	21,567,238	4,843,195

Proposed 2015 Tax Levy = 4,843,195
 Actual 2014 Tax Levy = 4,816,054
 Per Cent Change in Levy = 0.56%

Marie A. Moe, WCPC, MMC
 City Clerk

Common Council Hearing
City of Portage

Council Chambers
City Municipal Building

November 13, 2014
6:55 p.m.

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

Mayor Tierney called the hearing to order at 7:12 p.m.

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

Excused: Ald. Havlovic

Also Present: Mayor Tierney, City Clerk Moe, City Administrator Murphy, City Attorney Spankowski, Director of Public Works/Utilities Manager Redelings, Fire Chief Simonson, Manger of Parks and Recreation Kremer, Police Chief Manthey

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

Clerk Moe read the Notice of Public Hearing, stated that the notice has been published according to law, and an Affidavit of Mailing is on file.

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

No one present wished to speak for or against the special assessments; so Mayor Tierney declared the Public Hearing closed at 7:14 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

Common Council Proceedings
City of Portage

Regular Meeting
Council Chambers
City Municipal Building

November 13, 2014
7:00 p.m.

1. Call to Order

Mayor Tierney called the meeting to order at 7:14 p.m.

2. Roll Call

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

Excused: Ald. Havlovic

Also Present: Mayor Tierney, City Clerk Moe, City Administrator Murphy, City Attorney Spankowski, Director of Public Works/Utilities Manager Redelings, Fire Chief Simonson, Manager of Parks and Recreation Kremer, Police Chief Manthey

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

3. Pledge of Allegiance

The Pledge of Allegiance was said.

4. Approval of Agenda

No changes.

5. Minutes of Previous Meeting

Motion by Klapper, second by Dodd to approve the minutes of the October 23, 2014 Public Hearing and Common Council meeting with the noted change of Lyn Jerde, not Craig Sauer, being the representative from Portage Daily Register at the council meeting. Motion carried unanimously on call of roll.

6. Consent Agenda

Reports of Sub-Committees, Boards, and Commissions

Historic Preservation Commission meeting of October 21, 2014

Police and Fire Commission meeting of October 27, 2014

Airport Commission meeting of October 28, 2014

Community Development Authority meeting of October 30, 2014

Emergency Planning Committee, October 31, 2014

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

License Applications

Operator license applications for Miranda A. Christian, Tammy L. Hoepfner, Crystal L. Longo, and Christine M. Stader.

Taxi Cab Operator applications Grant E. Marcelain and Antonio Muniz.

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

7. Committee Reports

Finance/Administration Committee meetings of October 20, 2014, October 27, 2014, November 3, 2014, November 13, 2014

Motion by Dodd, second by Lynn to approve the Intergovernmental Cooperation Agreement with School District for Pool Operation. Motion carried unanimously on call of roll.

Motion by Dodd, second by Lynn to approve the Agreement with Bank of Wisconsin Dells for Property Tax Collection. Motion carried unanimously on call of roll.

Motion by Dodd, second by Klapper to approve the Agreement with Strand Associates for IT Services. Motion carried unanimously on call of roll.

Motion by Dodd, second by Maass to award the contract for engineering services for 2015 street and utility reconstruction projects to Ayres Associates in the amount of \$38,310.00. Motion carried unanimously on call of roll.

Motion by Dodd, second by Charles to award contract for 2014 Skid Steer to Preuss Implement Inc. in the amount of \$35,426.78. Ald. Maass questioned why the recommendation was to not go with the low bidder and recommendation of the Chief Mechanic. Ald. Lynn referenced a memo he distributed to council members, a copy of which has been placed on file, stating that the Gehl Skid Steer from Preuss is a stronger, better, and cheaper operating machine; in addition to being purchased from a local business. Motion carried 7 to 1 on call of roll with Maass voting no.

Motion by Dodd, second by Charles to award the contract for Sanitary Manhole Rehabilitation to Visu-Sewer, Inc. in the amount of \$25,489.20. Motion carried unanimously on call of roll.

Motion by Dodd, second by Charles to award the contract for construction of restroom facilities at Goodyear Park and Lawton Field (2014 Park Shelters) in the amount of \$480,908.00 to Harmony Construction. In response to Ald. Maass' question as to why not wait until the first of the year and rebid; City Administrator Murphy explained that the projects were rebid with extended completion dates to attract more bidders and more attractive costs. Ald. Lynn still objected to the bid process and referenced a spreadsheet he prepared and distributed to council members, a copy of which has been placed on file, of his cost estimates for the projects. Ald. Kutzke stated that the costs were out of line. Ald. Monfort agreed that the costs were high, but the projects needed to be done. City Administrator Murphy explained that due diligence was done by staff, and that 30 area contractors were contacted regarding the projects. City Administrator Murphy also contacted other municipalities with similar projects and found that bids came in similar to what the city received. In one case, no bids were received. Ald. Lynn requested the list of contractors contacted. Ald. Maass called the question, second by Charles. Motion carried unanimously on call of roll. The contract was awarded to Harmony Construction 6 to 2 on call of roll with Kutzke and Lynn voting no.

Motion by Dodd, second by Lynn to approve the following 2014 budget encumbrances:

Municipal Airport: account number 100-20-53510-350, Buildings Repair/Maintenance Supplies, \$4,000.00; account number 100-20-53510-294, Other Contractual Services, \$1,000.00

Municipal Services: account number 100-20-56910-219, Other Professional Services, \$1,500.00

Motion carried unanimously on call of roll.

Motion by Dodd, second by Charles to approve claims in the amount of \$2,026,899.02. Motion carried unanimously on call of roll.

Plan Commission meeting of October 20, 2014

Legislative and Regulatory Committee meeting of November 10, 2014

Motion by Maass, second by Charles to uphold the committee recommendation for denial of the operator license application for Carissa M. Longo based on false information on the application and an active warrant for drugs. Motion carried 7 to 1 on call of roll with Lynn voting no.

Municipal Services and Utilities Committee meeting of November 6, 2014

Motion by Klapper, second by Monfort to credit Marlene Drake, 402 Winnebago Avenue, for \$42.90 on the sanitary sewer portion of her water bill. Motion carried 7 to 1 on call of roll with Maass voting no. A policy setting parameters for any adjustment will be explored by the Municipal Services and Utilities Committee, which will then be forwarded to the

Legislative and Regulatory Committee for review and recommendation to the council.

8. Old Business

Ordinances

Ordinance No. 14-020 relative to Parks and Recreation and Public Works received its second reading and passed unanimously on motion by Maass, second by Charles and call of roll.

Letter of Agreement regarding position of K-9 Officer

Motion by Maass, second by Hamburg to approve the Letter of Agreement with Wisconsin Professional Police Association/LEER concerning the position of K-9 Officer. Motion carried unanimously on call of roll.

Letter of Agreement regarding use of qualified Officers who volunteer as deer abatement sharpshooters

Motion by Dodd, second by Maass to approve the Letter of Agreement with Wisconsin Professional Police Association/LEER concerning the use of qualified Officers who volunteer as Deer Abatement Sharpshooters. Motion carried unanimously on call of roll.

9. New Business

Resolutions

Resolution No. 14-047 relative to Final Amended Resolution Authorizing Public Improvement and Levying Special Assessments Against Benefitted Property in Portage Wisconsin (2014 Sidewalk Construction and Replacement Project) was read and adopted 7 to 1 on motion by Dodd, second by Charles and call of roll with Maass voting no.

Resignations

Motion by Dodd, second by Maass to accept the resignation of Fred Reckling from the Board of Zoning Appeals, effective November 5, 2014. Motion carried unanimously on call of roll.

Motion by Dodd, second by Maass to accept the resignation of E. Kevin O'Neill from the Emergency Planning Committee, effective January 5, 2015. Motion carried unanimously on call of roll.

Mayor's Comments

It is time for the six month follow-up regarding a Committee of the Whole vs. a committee structure format. According to Mayor Tierney, no member has approached him regarding changing from the committee structure format; so he is assuming everyone is happy with the committee format. Mayor Tierney reminded members that deliberations should take place in the committees, not on the council floor.

The second Council meeting in November will be on Tuesday, November 25th.

November is National Pancreatic Cancer Awareness Month. November 13th is being recognized as World Pancreatic Cancer Day, marked by wearing purple.

Fridays in November are designated for recognizing Juvenile Diabetes by wearing blue.

Cascade Mountain is donating \$50.00 from every season pass sold in November and December to the PATHS project.

City Administrator's Report

Turnout for the General Election was 66% of registered voters. With a change in state law, voting was conducted at three (3) nursing facilities, compared to one (1) in the past. CrossPoint Assembly of God and Pizza Ranch provided food for the pollworkers.

Reconsideration of an Operator License for Megan C. Nedza

Megan Nedza appeared before the council. Ms. Nedza apologized for not having the correct dates listed on her application for the violations. She has been in the industry off and on for 20 years. Police Chief Manthey noted that Ms. Nedza had only listed one (1) violation on her application, when a background check revealed three (3).

According to Ms. Nedza, the first violation was a CESA string that she was not aware of that was being conducted; and she made a judgment call and didn't ask for ID. The second violation, the person looked to be of age, so she didn't ask for ID. There was some question as to the third violation, which shows as filed only.

Motion by Lynn, second by Monfort to approve an Operator License for Megan C. Nedza. Motion carried 5 to 3 on call of roll with Charles, Hamburg and Maass voting no.

Closed Session

Motion by Dodd, second by Lynn to go into closed session pursuant to Wisconsin State Statutes 19.85(1)(g) to review legal counsel advice on employee separation matter. Motion carried unanimously on call of roll at 8:43 p.m.

Reconvene to Open Session for remainder of the meeting

Motion by Dodd, second by Charles to reconvene to open session for the remainder of the meeting. Motion carried unanimously on call of roll at 9:10 p.m.

Action on Employee Separation Agreement

Motion by Dodd, second by Charles to approve the Employee Separation Agreement with Daniel Pionke. Motion carried unanimously on call of roll.

10. Adjournment

Motion by Dodd, second by Charles to adjourn. Motion carried unanimously on call of roll at 9:14 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

City of Portage
Police and Fire Commission Meeting
Tuesday, November 11, 2014, 5:00 p.m.
City of Portage Municipal Building, 115 West Pleasant Street
Conference Room Two
Minutes

Members Present: Thomas Drury, President; Pat Hartley, Charles Miller,
Kay E. Miller

Excused: Jeynell Boeck

1. Roll Call
President Drury called the meeting to order at 5:10pm.
2. Closed session
Motion by K. Miller, second by C. Miller to go into closed session pursuant to Wisconsin State Statutes 19.85(1)(c) to conduct interviews for Police Officer. Motion carried unanimously on call of roll at 5:12 pm.
3. Adjournment
Motion by C. Miller, second by K. Miller to adjourn. Motion carried unanimously on call of roll at 9:20pm.

Submitted by Pat Hartley

City of Portage
Police and Fire Commission Meeting
Wednesday, November 12, 2014, 5:00 p.m.
City of Portage Municipal Building, 115 West Pleasant Street
Conference Room Two
Minutes

Members: Thomas Drury, President; Pat Hartley, Charles Miller, Kay E. Miller

Excused: Jeynell Boeck

1. Roll Call
President Drury called the meeting to order at 5:07 pm.
2. Closed session
Motion by K. Miller, second by C. Miller to go into closed session pursuant to Wisconsin State Statutes 19.85(1)(c) to conduct interviews for Police Officer. Motion carried unanimously on call of roll at 5:08 pm.
3. Adjournment
Motion by K. Miller, second by C. Miller to adjourn. Motion carried unanimously on call of roll at 9:30 pm.

Submitted by Pat Hartley

**City of Portage
Business Improvement District Board of Directors
Wednesday, November 12, 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, Marlena Cavanaugh, Ian Dumbleton & Sheila Link.

Excused: Myrna Hooper.

Absent: Maribeth Dorn

Also present: Scott Davis, BID Contractor, Missy Paulson from Capital Newspapers and Tricia Pionke from 205 Vino.

1. Roll Call

The meeting was called to order at 7:33am by President Joyce.

2. Discussion and request for approval of BID Meeting minutes for October 8, 2014.

President Joyce presented the minutes from October 8, 2014 and asked for a motion to approve the minutes as presented. Motion by Krueger, second by Cavanaugh to approve minutes for October 8, 2014 meeting. Motion carried unanimously.

**3. Discussion and possible action on BID Committee Chairman Reports
Discussion moved to Executive Committee Report.**

President Joyce presented the Executive Committee report stating that the committee did not meet but that Executive Committee will be starting the planning for the Annual Orientation meeting in January, 2015. Joyce introduced guest, Tricia Pionke from 205 Vino, where the Orientation meeting will be held. Joyce asked the board to consider a date in January. Since 205 Vino is closed on Monday nights, Tricia said that she would consider the meeting on a Monday evening for BID. January 26, 2015 was chosen as the date. The Executive Committee will work out the agenda and budget for the Board to consider at the December 2014 BID Board meeting.

Discussion moved to Buildings & Grounds Committee Report.

Committee Chair & Treasurer Schmidt presented the report stating that the repairs to the Polar Trac were completed and the cost was less than anticipated at \$4384.15. Estimate of repairs from Reinders was originally thought to be \$5145.78. Shadel Auto & Truck Clinic will continue to allow Davis to clean and dry the Polar Trac after each use for a reasonable fee of \$50 per cleaning. Schmidt asked that Davis present the Contractors report for the month of October. Motion by Krueger, second by Schmidt to approve the October 2014 Contractor Report. Motion carried unanimously. October 2014 Contractor Report is included as Addendum1BIDNov.

President Joyce wanted to thank everyone who helped with decorating the Christmas Tree. She stated that the tree looks great!

Director Link stated that on behalf of Downtown Portage, Inc and Portage Pride, she wanted to thank Scott Davis, Director Ian Dumbleton, Silent Night, Edgewater Greenhouse and everyone else who helped with the seasonal planters throughout the downtown. Everything looks very nice.

Discussion moved to the Farmers Market Committee Report

Director Dumbleton stated to the Board that the Farmers Market came to a close on October 30, 2014 and that there were a lot of positive comments regarding the Farmers Market this year. They are looking to continue to improve in 2015. Rupers asked if a Farmers Market Financial Statement could be presented to the BID Board for the December 2014 Board meeting and he agreed to put that together. Dumbleton continued stating that he had a couple of questions from cith officials regarding the minutes from October. Dumbleton stated that the newly formed committee is going to take the off season to ensure that the Portage Farmers Market meets state requirements. There is no indication that it is not but that they want to establish a base from which to build upon.

Discussion moved to the Grants Committee Report

Due to the un-excused absence of Director Dorn, President Joyce presented the report to the Board. Joyce asked that Director Link present the request from DPI. Link stated that DPI is requesting support for Yuletide At The Portage 2014, in the amount of \$4026. Support will help with the fee for the reindeer, multiple advertising efforts and coordinator hours for this seasonal event. Rupers added that this event is not an income generating event for DPI but one to help bring in people to Portage so that they can shop and spend their money within the Portage BID. Motion by Schmidt, second by Rupers to approve the \$4026 grant request from DPI for Yuletide At The Portage 2014 holiday event. Motion carried unanimously.

Link continued with a Grant request from DPI for \$350 toward 50% of the cost for the \$700 Portage Holiday Shopping Cash Giveaway. Motion by Schmidt, second by Dumbleton to approve the \$350 grant request from DPI for the Portage Holiday Shopping Cash Giveaway. Motion carried unanimously.

Link presented a \$1000 Grant request from DPI for the 2014 Fine Vine event held in October. Rupers stated that since this is an income generating event for DPI, he asked that DPI present a Profit & Loss statement for the event as well as an updated Balance Sheet for 2014. Rupers added that the Board needs to ensure that BID funds are dispersed appropriately and prudently. Link stated that she would present the request to the DPI Board. Motion by Joyce, second by Dumbleton to table this request until proper reporting is presented to the BID Board with the Grant request. Motion carried unanimously.

Discussion moved to Marketing Committee report.

Vice President Krueger stated that the committee continues to work with Tourism to help with coordinating marketing efforts. Krueger continued the report and asked Cavanaugh to update the Board on the BID website program. Cavanaugh went through the website with what was already completed and many complements were made and improvement ideas were presented. The website is hoped to be completed and ready for unveiling at the January Orientation meeting.

Discussion moved to Streetscape Committee report.

President Joyce presented her report stating that the Christmas tree ornaments were purchased and hung on the tree. Joyce wanted to again thank DPI, Director Dumbleton and Scott Davis for coordinating and placing of the pine boughs and to Silent Night Evergreens for providing the pine boughs. Lastly, Joyce wanted to again thank Edgewater Greenhouse for providing items that added to the seasonal planters through out Portage BID.

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

Director Link stated that the DPI report was already presented during the Grant Committee report.

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

Claims to pay

Treasurer Schmidt presented the Claims to Pay Voucher list for November, 2014. Schmidt presented the Claims to pay for November in the amount of \$12,448.95. Motion by Rupers, second by Krueger to approve the presented Claims To Pay list in the amount of \$12,448.95. Motion carried unanimously. Claims to pay list included as Addendum2BIDNov.

Financials – October 2014

Treasurer Schmidt presented the October 2014 Financials to the Board. Schmidt stated that the BID October Financials were accurate and balanced. Motion by Krueger, second by Rupers to approve the October 2014 Financials, Motion carried unanimously. October 2014 Financials included as Addendum3BIDNov.

President Joyce reminded everyone that agenda items will not be accepted after the Monday previous to the week of the meeting, or 9 days before the meeting.

5. Adjournment

Motion by Joyce, second by Rupers to adjourn the meeting at 9:14. Motion carried unanimously.

Respectfully Submitted by Dennis Rupers, BID Secretary.

2014 Monthly BID Maintenance Contractor Report 10/01/14-10/31/14

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:

- The last day for the Farmers Market was Oct. 30th there were only about 7 vendors do to the weather. I put away the banners and sandwich boards for the year. Hopefully next year we can come up with some new banners in different locations.

BID Equipment:

- The Bobcat side by side is working out great.

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:

- Doug Williams donated the corn stalks for the down town area. Doug cut them and helped load them. Ian Dumpelton picked up the boughs on Saturday from Silent Night of Endeavor. Sunday Myrna Hooper, Diana Haertel, her husband and two other volunteers put the boughs in the planters. We ran out of boughs so I picked up some more today. Diana from Independent Optician, Joanne from Portage Pride and Carol from Edgewater Greenhouse would like to work more on the planters and add more things to them.

**2014
City of Portage
Business Improvement District**

November 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	9/29-10/29	118698-013	118698U10292014	\$8.59	Alliant Energy	BID Building Electrical	221	Electrical & Gas
3	10/30/2014		1554959-00	\$4,384.15	Reinders	Preseason Tune up	352	REPAIR/MAINT SUPP-EQUIPMENT
4	7/22/2014		77487	\$98.82	Walsh's Ace Hardware	Chain, Round up, Padlock	860	Small Equipment
5	7/10/2014		77157	\$45.99	Walsh's Ace Hardware	Round Up	860	Small Equipment
6				\$500.00	Scott Davis	\$ to recharge Prepaid card-no 1099	55	Pre Paid Expense Account
7	11/1/2014		64398	\$385.40	Turn Key Media Solutions	XM Radio Business-Downtown Music	320	PUBLICATIONS, SUBSCRIPTIONS
8	11/10/2014			\$150.00	Fred Achteberg (Shane will get it to Fred)	P/U & Drop off of Polar Trac to Reinders	790	MISCELLANEOUS EXPENSE
9	11/12/2014			\$4,026.00	Downtown Portage Inc.	Advertising for YuleTide & Event Coordinator (Big Cheese, Dairy, Reindeer)	296	Marketing
10	11/12/2014			\$350.00	Downtown Portage Inc.	Holiday Shopping (1/2 cash giveaway)	715	Grants

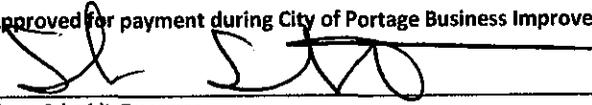
Total: \$12,448.95

Pre Paid Expense Account #055

1	10/26/2014		Pre-Paid	\$2.95	Walgreens Balance	Monthly Fee	590	Bank Fees
2	10/25/2014		Pre-Paid	\$11.78	Tractor Supply	Spot Sprayer Harness & 3/4 Male adapter	860	Small Equipment
3	10/23/2014		Pre-Paid	\$30.60	Market Basket	Diesel	342	Gasoline/Oil
4	10/8/2014		Pre-Paid	\$19.99	Tractor Supply	Twine	860	Small Equipment
5								
6								
7								
8								
9								
10								

Total: \$65.32
Balance On Card: \$743.70

Approved for payment during City of Portage Business Improvement District Committee meeting dated 11/12/2014.

 11/13/2014
Shane Schmidt, Treasurer
BID Board of Directors
date

Addendum3BIDNov

FUND: BUSINESS IMPROVE DISTRICT FUND
 FOR PERIOD 10 ENDING OCTOBER 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 10/01/14	NET DEBITS	NET CREDITS	BALANCE 10/31/14
SETS					
SH AND MARKETABLE SECURITIES					
245-00-11000-001	CASH	59,375.50	5.50	3,688.71	55,692.29
245-00-11000-003	MONEY MARKET	70,618.93	9.00	0.00	70,627.93
245-00-11000-007	INVESTMENTS	0.00	0.00	0.00	0.00
TOTAL CASH AND MARKETABLE SECURITIES		129,994.43	14.50	3,688.71	126,320.22
COUNTS 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	911.02	0.00	63.00	848.02
TOTAL INVENTORIES AND PREPAYMENTS		911.02	0.00	63.00	848.02
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		130,905.45	14.50	3,751.71	127,168.24
LIABILITIES AND FUND EQUITY					
LIABILITIES					
COUNTS PAYABLE					
245-00-21000-901	ACCOUNTS PAYABLE	0.00	3,688.71	3,688.71	0.00
TOTAL ACCOUNTS PAYABLE		0.00	3,688.71	3,688.71	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 10 ENDING OCTOBER 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 10/01/14	NET DEBITS	NET CREDITS	BALANCE 10/31/14
<hr/>					
TAL DUE TO OTHER FUNDS		0.00	0.00	0.00	0.00
<hr/>					
FERRED REVENUES					
245-00-26000-967	TAX ROLL	0.00	0.00	0.00	0.00
<hr/>					
TAL DEFERRED REVENUES		0.00	0.00	0.00	0.00
<hr/>					
TAL LIABILITIES		0.00	3,688.71	3,688.71	0.00
<hr/>					
ND EQUITY					
ND BALANCE					
245-00-34000-991	FUND BALANCE	12,733.27	0.00	0.00	12,733.27
245-00-34000-992	DESIGNATED FUND BALANCE	68,875.79	0.00	0.00	68,875.79
<hr/>					
TAL FUND BALANCE		81,609.06	0.00	0.00	81,609.06
	FUND SURPLUS (DEFICIT)	49,296.39	3,737.21	0.00	45,559.18
<hr/>					
TAL FUND EQUITY		130,905.45	3,737.21	0.00	127,168.24
<hr/>					
TAL LIABILITIES AND FUND EQUITY		130,905.45	7,425.92	3,688.71	127,168.24
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DETAILED REVENUE & EXPENSE REPORT
MONTH YTD ACTUAL VS. REVISED BUDGET WITH PRIOR YTD ACTUAL
FOR 10 PERIODS ENDING OCTOBER 31, 2014

F-YR: 14

FUND: BUSINESS IMPROVE DISTRICT FUND
DEPT: LICENSES AND PERMITS

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	REVISED FISCAL YEAR BUDGET	% COLLECTED/ EXPENDED	PRIOR YEAR-TO-DATE ACTUAL

RMERS MARKET FEES						
245-44-44130-000	FARMERS MARKET FEES	0.00	2,180.00	2,000.00	109.0	2,337.00

TOTAL REVENUES: FARMERS MARKET FEES		0.00	2,180.00	2,000.00	109.0	2,337.00
TOTAL REVENUES: LICENSES AND PERMITS		0.00	2,180.00	2,000.00	109.0	2,337.00

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DETAILED REVENUE & EXPENSE REPORT
MONTH YTD ACTUAL VS. REVISED BUDGET WITH PRIOR YTD ACTUAL
FOR 10 PERIODS ENDING OCTOBER 31, 2014

F-YR: 14

FUND: BUSINESS IMPROVE DISTRICT FUND
DEPT: CHARGES FOR SERVICES

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	REVISED FISCAL YEAR BUDGET	% COLLECTED/ EXPENDED	PRIOR YEAR-TO-DATE ACTUAL

ECONOMIC DEVELOPMENT						
245-46-46850-000	ECONOMIC DEVELOPMENT	0.00	89,500.00	89,500.00	100.0	89,500.00

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

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DETAILED REVENUE & EXPENSE REPORT
MONTH YTD ACTUAL VS. REVISED BUDGET WITH PRIOR YTD ACTUAL
FOR 10 PERIODS ENDING OCTOBER 31, 2014

F-YR: 14

FUND: BUSINESS IMPROVE DISTRICT FUND
DEPT: MISCELLANEOUS REVENUE

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	REVISED FISCAL YEAR BUDGET	% COLLECTED/EXPENDED	PRIOR YEAR-TO-DATE ACTUAL

INTEREST INCOME						
245-48-48110-000	INTEREST INCOME	14.50	170.33	100.00	170.3	94.27

TOTAL REVENUES: INTEREST INCOME		14.50	170.33	100.00	170.3	94.27
DONATIONS						
245-48-48500-000	DONATIONS	0.00	0.00	10,000.00	0.0	0.00

TOTAL REVENUES: DONATIONS		0.00	0.00	10,000.00	0.0	0.00
MISCELLANEOUS INCOME						
245-48-48900-000	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.0	0.00

TOTAL REVENUES: MISCELLANEOUS INCOME		0.00	0.00	0.00	0.0	0.00
TOTAL REVENUES: MISCELLANEOUS REVENUE		14.50	170.33	10,100.00	1.6	94.27

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DETAILED REVENUE & EXPENSE REPORT
MONTH YTD ACTUAL VS. REVISED BUDGET WITH PRIOR YTD ACTUAL
FOR 10 PERIODS ENDING OCTOBER 31, 2014

F-YR: 14

FUND: BUSINESS IMPROVE DISTRICT FUND
DEPT: OTHER FINANCING SOURCES

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	REVISED FISCAL YEAR BUDGET	% COLLECTED/ EXPENDED	PRIOR YEAR-TO-DATE ACTUAL

VD BALANCE APPLIED						
245-49-49900-000	FUND BALANCE APPLIED	0.00	27,291.21	0.00	100.0	0.00

TOTAL REVENUES: FUND BALANCE APPLIED		0.00	27,291.21	0.00	100.0	0.00
TOTAL REVENUES: OTHER FINANCING SOURCES		0.00	27,291.21	0.00	100.0	0.00

DETAILED REVENUE & EXPENSE REPORT
 MONTH YTD ACTUAL VS. REVISED BUDGET WITH PRIOR YTD ACTUAL
 FOR 10 PERIODS ENDING OCTOBER 31, 2014

FUND: BUSINESS IMPROVE DISTRICT FUND
 DEPT:

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	REVISED FISCAL YEAR BUDGET	% COLLECTED/EXPENDED	PRIOR YEAR-TO-DATE ACTUAL
BUSINESS IMP DISTRICT						
245-00-56720-130	HEALTH INSURANCE	0.00	0.00	0.00	0.0	0.00
245-00-56720-211	SOFTWARE SUPPORT	0.00	0.00	0.00	0.0	0.00
245-00-56720-219	OTHER PROFESSIONAL SERVICES	0.00	0.00	18,000.00	0.0	4,000.00
245-00-56720-220	TELEPHONE	0.00	0.00	0.00	0.0	0.00
245-00-56720-221	ELECTRICITY & GAS	9.06	87.99	0.00	(100.0)	0.00
245-00-56720-241	CUSTODIAL SERVICES	2,500.00	22,500.00	30,000.00	75.0	24,890.00
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 BUSINESSS EXP	0.00	0.00	0.00	0.0	0.00
245-00-56720-296	MARKETING	732.06	11,670.98	20,150.00	57.9	8,211.63
245-00-56720-297	FARMERS MARKET	0.00	1,829.86	250.00	731.9	65.00
245-00-56720-310	OFFICE SUPPLIES	0.00	0.00	0.00	0.0	0.00
245-00-56720-320	PUBLICATIONS, SUBSCRIPTIONS	0.00	0.00	0.00	0.0	0.00
245-00-56720-340	OPERATING SUPPLIES	0.00	0.00	0.00	0.0	0.00
245-00-56720-342	GASOLINE/OIL	60.05	31.26	1,500.00	2.0	1,048.44
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	447.59	1,062.11	1,000.00	106.2	990.55
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	28.60	100.00	28.6	86.23
245-00-56720-710	COMMUNITY EVENTS	0.00	2,350.00	15,000.00	15.6	6,164.90
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	CONTNGENCY	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	0.00	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		3,751.71	73,582.36	99,500.00	73.9	64,586.04

DETAILED REVENUE & EXPENSE REPORT
 MONTH YTD ACTUAL VS. REVISED BUDGET WITH PRIOR YTD ACTUAL
 FOR 10 PERIODS ENDING OCTOBER 31, 2014

FUND: BUSINESS IMPROVE DISTRICT FUND
 DEPT:

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	REVISED FISCAL YEAR BUDGET	% COLLECTED/EXPENDED	PRIOR YEAR-TO-DATE ACTUAL

31 DUAL 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:		3,751.71	73,582.36	101,600.00	72.4	64,586.04
TOTAL FUND REVENUES		14.50	119,141.54	101,600.00	117.2	91,931.27
TOTAL FUND EXPENSES		3,751.71	73,582.36	101,600.00	72.4	64,586.04
NET SURPLUS (DEFICIT)		(3,737.21)	45,559.18	0.00	100.0	27,345.23

ACTIVITY THROUGH FISCAL PERIOD 10

3.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
	3-00-11000-001	(A) CASH							
1		01/01/2014		BEGINNING BALANCE				41,099.52	
	GJ-1401-08	01/31/2014	43	JE0031 JAN 14 INTEREST				5.15	
	GJ-1401-09	01/31/2014	32	JE0033 JAN 13/14 TAX SETTL				16,522.32	
	AP-140103	01/03/2014	02	ACCOUNTS PAYABLE OFFSET					2,489.00
	AP-140103VD	01/03/2014	02	ACCOUNTS PAYABLE OFFSET				2,489.00	
	AP-14013C	01/03/2014	02	ACCOUNTS PAYABLE OFFSET					2,489.00
				TOTAL PERIOD 01 ACTIVITY				19,016.47	4,978.00
2	GJ-1402-02	02/28/2014	28	JE0008 REC TRANSFER				89,500.00	
	GJ-1402-03	02/28/2014	21	JE0009 FEB 14 INTEREST				5.52	
	GJ-1402-06	02/28/2014	32	JE0022 FEB 14 TAX SETTL				63,804.78	
	GJ-1402-07	02/28/2014	24	JE0024 TRANSF DELQ SP TO GENL				9,172.90	
	GJ-1402-09	02/28/2014	04	JE0026 REV GJ1402-02 RPL W VAR					89,500.00
	AP-140207F	02/07/2014	10	ACCOUNTS PAYABLE OFFSET					5,825.95
	AP-140214	02/14/2014	08	ACCOUNTS PAYABLE OFFSET					250.00
	AP-140221F	02/21/2014	04	ACCOUNTS PAYABLE OFFSET					6,199.76
				TOTAL PERIOD 02 ACTIVITY				162,483.20	101,775.71
3	GJ-1403-01	03/31/2014	21	JE0001 MAR 14 INTEREST				15.31	
	GJ-1403-07	03/31/2014	30	JE0024 WIRE 3/24 AP ERR TOUR				750.00	
	AP-140328F	03/28/2014	08	ACCOUNTS PAYABLE OFFSET					5,000.00
				TOTAL PERIOD 03 ACTIVITY				765.31	5,000.00
4	GJ-1404-05	04/30/2014	21	JE0013 APR 14 INTEREST				13.72	
	AP-140404	04/04/2014	06	ACCOUNTS PAYABLE OFFSET					1,792.86
	AP-140418F	04/17/2014	06	ACCOUNTS PAYABLE OFFSET					1,683.76
	CR-C140401	04/01/2014	35	CASH RECEIPTS OFFSET				1,020.00	
	CR-C140424	04/24/2014	45	CASH RECEIPTS OFFSET				425.00	
				TOTAL PERIOD 04 ACTIVITY				1,458.72	3,476.62
5	GJ-1405-03	05/31/2014	21	JE0008 INTEREST MAY 2014				10.18	
	AP-140502F	05/02/2014	06	ACCOUNTS PAYABLE OFFSET					2,500.00
	AP-140516F	05/16/2014	04	ACCOUNTS PAYABLE OFFSET					31,683.24
	CR-C140519	05/19/2014	66	CASH RECEIPTS OFFSET				188.00	
				TOTAL PERIOD 05 ACTIVITY				198.18	34,183.24
5	GJ-1406-04	06/30/2014	21	JE0009 INTEREST JUNE 2014				7.39	
	AP-140606F	06/06/2014	06	ACCOUNTS PAYABLE OFFSET					2,500.00
	AP-140613F	06/13/2014	10	ACCOUNTS PAYABLE OFFSET					4,334.61
	CR-C140624	06/24/2014	33	CASH RECEIPTS OFFSET				151.00	
				TOTAL PERIOD 06 ACTIVITY				158.39	6,834.61
7	GJ-1407-02	07/31/2014	21	JE0020 INTEREST JULY 2014				6.83	
	AP-140704F	07/03/2014	04	ACCOUNTS PAYABLE OFFSET					2,500.00
	AP-140711F	07/10/2014	10	ACCOUNTS PAYABLE OFFSET					399.54
				TOTAL PERIOD 07 ACTIVITY				6.83	2,899.54
3	GJ-1408-05	08/31/2014	21	JE0021 AUGUST 2014				6.10	

ACTIVITY THROUGH FISCAL PERIOD 10

3.	JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
3	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
9	GJ-1409-01	09/30/2014	21	JE0001 SEPT 14 INTEREST				6.45	
		09/30/2014	33	JE0001 SEPT 14 INTEREST				9.29	
	GJ-1409-05	09/30/2014	06	JE0020 CORR SEPT INT 1409-01					9.29
	AP-140905F	09/05/2014	04	ACCOUNTS PAYABLE OFFSET					2,500.00
	AP-140912F	09/12/2014	10	ACCOUNTS PAYABLE OFFSET					113.75
	CR-C140919	09/19/2014	24	CASH RECEIPTS OFFSET				246.00	
				TOTAL PERIOD 09 ACTIVITY				261.74	2,623.04
0	GJ-1410-01	10/31/2014	21	JE0001 OCTOBER INTEREST				5.50	
	AP-141003F	10/02/2014	08	ACCOUNTS PAYABLE OFFSET					2,500.00
	AP-141010	10/10/2014	08	ACCOUNTS PAYABLE OFFSET					1,188.71
				TOTAL PERIOD 10 ACTIVITY				5.50	3,688.71
				TOTAL ACCOUNT ACTIVITY				184,510.44	169,917.67
				ENDING BALANCE				55,692.29	

5-00-11000-003 (A) MONEY MARKET

1		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
2	GJ-1402-03	02/28/2014	33	JE0009 FEB 14 INTEREST				8.12	
				TOTAL PERIOD 02 ACTIVITY				8.12	0.00
3	GJ-1403-01	03/31/2014	33	JE0001 MAR 14 INTEREST				8.99	
				TOTAL PERIOD 03 ACTIVITY				8.99	0.00
4	GJ-1404-05	04/30/2014	33	JE0013 APR 14 INTEREST				8.70	
				TOTAL PERIOD 04 ACTIVITY				8.70	0.00
5	GJ-1405-03	05/31/2014	33	JE0008 INTEREST MAY 2014				8.70	
				TOTAL PERIOD 05 ACTIVITY				8.70	0.00
5	GJ-1406-04	06/30/2014	33	JE0009 INTEREST JUNE 2014				8.99	
				TOTAL PERIOD 06 ACTIVITY				8.99	0.00
7	GJ-1407-02	07/31/2014	33	JE0020 INTEREST JULY 2014				8.99	
				TOTAL PERIOD 07 ACTIVITY				8.99	0.00
3	GJ-1408-05	08/31/2014	33	JE0021 AUGUST 2014				8.41	
				TOTAL PERIOD 08 ACTIVITY				8.41	0.00
9	GJ-1409-05	09/30/2014	05	JE0020 CORR SEPT INT 1409-01				9.29	
				TOTAL PERIOD 09 ACTIVITY				9.29	0.00

ACTIVITY THROUGH FISCAL PERIOD 10

JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
3	GJ-1410-01	10/31/2014	31	JE0001 OCTOBER INTEREST			9.00	
				TOTAL PERIOD 10 ACTIVITY			9.00	0.00
				TOTAL ACCOUNT ACTIVITY			88.18	0.00
				ENDING BALANCE			70,627.93	
<hr/>								
5-00-11000-007	(A) INVESTMENTS							
1	01/01/2014		BEGINNING BALANCE				0.00	
				TOTAL ACCOUNT ACTIVITY			0.00	0.00
				ENDING BALANCE			0.00	
<hr/>								
5-00-13000-019	(A) ACCOUNTS RECEIVABLE							
1	01/01/2014		BEGINNING BALANCE				0.00	
				TOTAL ACCOUNT ACTIVITY			0.00	0.00
				ENDING BALANCE			0.00	
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5-00-15000-037	(A) TOURISM FUND							
1	01/01/2014		BEGINNING BALANCE				0.00	
2	GJ-1402-01	02/11/2014	09	JE0001 REV JAN BID AND RECLASS			750.00	
				TOTAL PERIOD 02 ACTIVITY			750.00	0.00
3	GJ-1403-07	03/31/2014	31	JE0024 WIRE 3/24 AP ERR TOUR				750.00
				TOTAL PERIOD 03 ACTIVITY			0.00	750.00
				TOTAL ACCOUNT ACTIVITY			750.00	750.00
				ENDING BALANCE			0.00	
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5-00-15000-051	(A) TAX ROLL FUND							
1	01/01/2014		BEGINNING BALANCE				89,500.00	
	GJ-1401-09	01/31/2014	33	JE0033 JAN 13/14 TAX SETTL				16,522.32
				TOTAL PERIOD 01 ACTIVITY			0.00	16,522.32
2	GJ-1402-02	02/28/2014	29	JE0008 REC TRANSFER				89,500.00
	GJ-1402-06	02/28/2014	33	JE0022 FEB 14 TAX SETTL				63,804.78
	GJ-1402-07	02/28/2014	25	JE0024 TRANSF DELQ SP TO GENL				9,172.90
	GJ-1402-09	02/28/2014	03	JE0026 REV GJ1402-02 RPL W VAR			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	
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5-00-16000-055	(A) PREPAID EXPENSE							
1	01/01/2014		BEGINNING BALANCE				0.00	
3	GJ-1403-02	03/31/2014	02	JE0003 RECLASS CC TO PPD			446.69	
		03/31/2014	08	JE0004 MARCH VOUCHERS				93.15
	AP-140404F	04/04/2014	42	PREPAID CREDIT CARD	SCOTT DAVIS DBA	142173	1404 PREPAID	500.00
				TOTAL PERIOD 03 ACTIVITY			946.69	93.15
4	GJ-1404-07	04/28/2014	21	JE0023 3/26/14 WALGREENS MO FE				2.95
				TOTAL PERIOD 04 ACTIVITY			0.00	2.95
5	GJ-1405-04	05/31/2014	06	JE0010 BID CC APRIL EXP				654.86

ACTIVITY THROUGH FISCAL PERIOD 10

JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
5	AP-140516A	05/16/2014	01 RELOAD 055	SCOTT DAVIS DBA	142865	140516 PREPAID	1,000.00	
			TOTAL PERIOD 05 ACTIVITY				1,000.00	654.86
5	GJ-1406-05	06/30/2014	02 JE0011 CC BANK FEES MAY 2014					2.95
	GJ-1406-06	06/30/2014	04 JE0028 ADJ BANK FEE RLD TIE CC					2.05
			TOTAL PERIOD 06 ACTIVITY				0.00	5.00
7	GJ-140731	07/31/2014	24 JE0033 JULY CC MKT BST DIESEL					115.42
			TOTAL PERIOD 07 ACTIVITY				0.00	115.42
3	GJ-1408-04	08/31/2014	03 JE0018 AUG CLMS MKT BSKT					79.80
			TOTAL PERIOD 08 ACTIVITY				0.00	79.80
3	GJ-1409-04	09/30/2014	04 JE0017 MO CLAIMS					84.49
			TOTAL PERIOD 09 ACTIVITY				0.00	84.49
3	GJ-1410-03	10/31/2014	03 JE0003 CC SEPTEMBER CHARGES					63.00
			TOTAL PERIOD 10 ACTIVITY				0.00	63.00
			TOTAL ACCOUNT ACTIVITY				1,946.69	1,098.67
			ENDING BALANCE				848.02	

5-00-21000-901		(L) ACCOUNTS PAYABLE						
1		01/01/2014	BEGINNING BALANCE					2,739.00
	GJ-1401-04	01/31/2014	06 JE0011 REC JAN BID TO CORR MON					5,075.95
	AP-140103	01/03/2014	01 ACCRUAL OFFSET				2,489.00	
	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
2	GJ-1402-01	02/11/2014	06 JE0001 REV JAN BID AND RECLASS				5,075.95	
	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
	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
3	AP-140328	03/28/2014	53 ACCRUAL OFFSET					5,000.00
	AP-140328F	03/28/2014	07 ACCRUAL OFFSET				5,000.00	
	AP-140404F	04/04/2014	47 ACCRUAL OFFSET					1,792.86
			TOTAL PERIOD 03 ACTIVITY				5,000.00	6,792.86
4	AP-140404	04/04/2014	05 ACCRUAL OFFSET				1,792.86	
	AP-140418	04/17/2014	49 ACCRUAL OFFSET					1,683.76
	AP-140418F	04/17/2014	05 ACCRUAL OFFSET				1,683.76	
			TOTAL PERIOD 04 ACTIVITY				3,476.62	1,683.76
5	AP-140502	05/02/2014	42 ACCRUAL OFFSET					2,500.00
	AP-140502F	05/02/2014	05 ACCRUAL OFFSET				2,500.00	

ACTIVITY THROUGH FISCAL PERIOD 10

JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
5	AP-140516	05/16/2014	41	ACCRUAL OFFSET				30,683.24
	AP-140516A	05/16/2014	02	ACCRUAL OFFSET				1,000.00
	AP-140516F	05/16/2014	03	ACCRUAL OFFSET			31,683.24	
TOTAL PERIOD 05 ACTIVITY							34,183.24	34,183.24
5	AP-140606	06/06/2014	09	ACCRUAL OFFSET				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
	AP-140613F	06/13/2014	09	ACCRUAL OFFSET			4,334.61	
TOTAL PERIOD 06 ACTIVITY							6,834.61	6,834.61
7	AP-140704	07/03/2014	11	ACCRUAL OFFSET				2,500.00
	AP-140704F	07/03/2014	03	ACCRUAL OFFSET			2,500.00	
	AP-140711	07/10/2014	53	ACCRUAL OFFSET				399.54
	AP-140711F	07/10/2014	09	ACCRUAL OFFSET			399.54	
TOTAL PERIOD 07 ACTIVITY							2,899.54	2,899.54
3	AP-140801	08/01/2014	05	ACCRUAL OFFSET				2,500.00
	AP-140801F	08/01/2014	03	ACCRUAL OFFSET			2,500.00	
	AP-140815	08/15/2014	48	ACCRUAL OFFSET				1,958.20
	AP-140815F	08/15/2014	19	ACCRUAL OFFSET			1,958.20	
TOTAL PERIOD 08 ACTIVITY							4,458.20	4,458.20
3	AP-140905	09/05/2014	32	ACCRUAL OFFSET				2,500.00
	AP-140905F	09/05/2014	03	ACCRUAL OFFSET			2,500.00	
	AP-140912	09/12/2014	25	ACCRUAL OFFSET				113.75
	AP-140912F	09/12/2014	09	ACCRUAL OFFSET			113.75	
TOTAL PERIOD 09 ACTIVITY							2,613.75	2,613.75
0	AP-141003F	10/02/2014	07	ACCRUAL OFFSET			2,500.00	
	AP-141010	10/10/2014	07	ACCRUAL OFFSET			1,188.71	
	AP-141010F	10/10/2014	24	ACCRUAL OFFSET				1,188.71
	AP-14103F	10/02/2014	35	ACCRUAL OFFSET				2,500.00
TOTAL PERIOD 10 ACTIVITY							3,688.71	3,688.71
TOTAL ACCOUNT ACTIVITY							85,484.33	82,745.33
ENDING BALANCE								0.00
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5-00-25000-955 (L) GENERAL FUND								
1		01/01/2014		BEGINNING BALANCE				0.00
TOTAL ACCOUNT ACTIVITY							0.00	0.00
ENDING BALANCE								0.00
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5-00-25000-974 (L) TOURISM FUND								
1		01/01/2014		BEGINNING BALANCE				0.00
TOTAL ACCOUNT ACTIVITY							0.00	0.00
ENDING BALANCE								0.00
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5-00-26000-967 (L) TAX ROLL								
1		01/01/2014		BEGINNING BALANCE				89,500.00

ACTIVITY THROUGH FISCAL PERIOD 10

JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
1	GJ-1401-06	01/31/2014	13	JE0014 REC REV 2013 TAX ROLL			89,500.00	
				TOTAL PERIOD 01 ACTIVITY			89,500.00	0.00
				TOTAL ACCOUNT ACTIVITY			89,500.00	0.00
				ENDING BALANCE				0.00
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5-00-34000-991 (C) FUND BALANCE								
1		01/01/2014		BEGINNING BALANCE				12,733.27
				TOTAL ACCOUNT ACTIVITY			0.00	0.00
				ENDING BALANCE				12,733.27
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5-00-34000-992 (C) DESIGNATED FUND BALANCE								
1		01/01/2014		BEGINNING BALANCE				96,167.00
3	GJ-1409-06	09/30/2014	01	JE0021 STREETSCAPE FLOWERS			2,500.00	
		09/30/2014	03	JE0021 BLDG/GRNDS BOBCAT UTV			8,624.21	
		09/30/2014	05	JE0021 EQUIPMENT BOBCAT UTV			15,000.00	
		09/30/2014	07	JE0022 DISCOVER WI PTG CHAMBER			1,167.00	
				TOTAL PERIOD 09 ACTIVITY			27,291.21	0.00
				TOTAL ACCOUNT ACTIVITY			27,291.21	0.00
				ENDING BALANCE				68,875.79
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5-00-56720-130 (E) HEALTH INSURANCE								
1		01/01/2014		BEGINNING BALANCE			0.00	
				YTD BUDGET	0.00	TOTAL ACCOUNT ACTIVITY	0.00	0.00
				ANNUAL REVISED BUDGET	0.00	ENDING BALANCE	0.00	
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5-00-56720-211 (E) SOFTWARE SUPPORT								
1		01/01/2014		BEGINNING BALANCE			0.00	
				YTD BUDGET	0.00	TOTAL ACCOUNT ACTIVITY	0.00	0.00
				ANNUAL REVISED BUDGET	0.00	ENDING BALANCE	0.00	
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5-00-56720-219 (E) OTHER PROFESSIONAL SERVICES								
1		01/01/2014		BEGINNING BALANCE			0.00	
				YTD BUDGET	15,000.00	TOTAL ACCOUNT ACTIVITY	0.00	0.00
				ANNUAL REVISED BUDGET	18,000.00	ENDING BALANCE	0.00	
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5-00-56720-220 (E) TELEPHONE								
1		01/01/2014		BEGINNING BALANCE			0.00	
				YTD BUDGET	0.00	TOTAL ACCOUNT ACTIVITY	0.00	0.00
				ANNUAL REVISED BUDGET	0.00	ENDING BALANCE	0.00	
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5-00-56720-221 (E) ELECTRICITY & GAS								
1		01/01/2014		BEGINNING BALANCE			0.00	
4	AP-140418	04/17/2014	44	BID BUILDING 205 E MULLETT	ALLIANT ENERGY	142596 118698012 03 LAST BI	38.54	
				TOTAL PERIOD 04 ACTIVITY			38.54	0.00
5	AP-140516	05/16/2014	29	205 E MULLETT	ALLIANT ENERGY	142861 118698-013 1404	6.23	
				TOTAL PERIOD 05 ACTIVITY			6.23	0.00
5	AP-140613	06/13/2014	51	BID BUILDING ELECTRICAL	ALLIANT ENERGY	143176 118698 013-05	8.36	
				TOTAL PERIOD 06 ACTIVITY			8.36	0.00

ACTIVITY THROUGH FISCAL PERIOD 10

JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
7	AP-140711	07/10/2014	49	BID BUILDING	ALLIANT ENERGY	143471 118698-013 06	8.17	
				TOTAL PERIOD 07 ACTIVITY			8.17	0.00
3	AP-140815	08/15/2014	45	ELECT/GAS-MULLETT STREET	ALLIANT ENERGY	143777 118698013 07	9.20	
				TOTAL PERIOD 08 ACTIVITY			9.20	0.00
3	AP-140912	09/12/2014	23	BID BUILDING ELECTRICAL	ALLIANT ENERGY	144123 1186980131408	8.43	
				TOTAL PERIOD 09 ACTIVITY			8.43	0.00
0	AP-141010F	10/10/2014	21	BID BUILDING	ALLIANT ENERGY	144377 118698-0131409	9.06	
				TOTAL PERIOD 10 ACTIVITY			9.06	0.00
		YTD BUDGET		0.00	TOTAL ACCOUNT ACTIVITY		87.99	0.00
		ANNUAL REVISED BUDGET		0.00	ENDING BALANCE		87.99	
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5-00-56720-241 (E) CUSTODIAL SERVICES								
1		01/01/2014		BEGINNING BALANCE			0.00	
	AP-140103VD	01/03/2014	01	DECEMBER SERVICES :VOID 141423	GIL MEISGEIER DBA	141424 1312		2,489.00
	AP-14013R	01/03/2014	01	DECEMBER SERVICES	GIL MEISGEIER DBA	141424 1312	2,489.00	
				TOTAL PERIOD 01 ACTIVITY			2,489.00	2,489.00
2	AP-140221	02/21/2014	35	JANUARY 2014	SCOTT DAVIS DBA	142017 1401	2,500.00	
				TOTAL PERIOD 02 ACTIVITY			2,500.00	0.00
3	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
5	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
5	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
7	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
3	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
3	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
0	AP-14103F	10/02/2014	34	SEPTEMBER 2014	SCOTT DAVIS DBA	144238 141003 SEPT 2014	2,500.00	
				TOTAL PERIOD 10 ACTIVITY			2,500.00	0.00
		YTD BUDGET		25,000.00	TOTAL ACCOUNT ACTIVITY		24,989.00	2,489.00
		ANNUAL REVISED BUDGET		30,000.00	ENDING BALANCE		22,500.00	
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5-00-56720-242 (E) SNOW/ICE CONTROL								
1		01/01/2014		BEGINNING BALANCE			0.00	
		YTD BUDGET		5,000.00	TOTAL ACCOUNT ACTIVITY		0.00	0.00
		ANNUAL REVISED BUDGET		6,000.00	ENDING BALANCE		0.00	

ACTIVITY THROUGH FISCAL PERIOD 10

3. JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
5-00-56720-290 (E) TRAINING								
1	01/01/2014		BEGINNING BALANCE				0.00	
			YTD BUDGET	0.00	TOTAL ACCOUNT ACTIVITY		0.00	0.00
			ANNUAL REVISED BUDGET	0.00	ENDING BALANCE		0.00	
5-00-56720-291 (E) POSTAGE								
1	01/01/2014		BEGINNING BALANCE				0.00	
			YTD BUDGET	0.00	TOTAL ACCOUNT ACTIVITY		0.00	0.00
			ANNUAL REVISED BUDGET	0.00	ENDING BALANCE		0.00	
5-00-56720-292 (E) PRINTING/PUBLISHING								
1	01/01/2014		BEGINNING BALANCE				0.00	
			YTD BUDGET	0.00	TOTAL ACCOUNT ACTIVITY		0.00	0.00
			ANNUAL REVISED BUDGET	0.00	ENDING BALANCE		0.00	
5-00-56720-294 (E) OTHER CONTRACTUAL SERVICES								
1	01/01/2014		BEGINNING BALANCE				0.00	
3	GJ-1403-02	03/31/2014	01 JE0003 RECLASS CC TO PPD					446.69
	GJ-1403-03	03/31/2014	01 JE0004 CORR JE0003 CC PPD					
							<u>446.69</u>	
					TOTAL PERIOD 03 ACTIVITY		446.69	446.69
			YTD BUDGET	0.00	TOTAL ACCOUNT ACTIVITY		446.69	446.69
			ANNUAL REVISED BUDGET	0.00	ENDING BALANCE		0.00	
5-00-56720-295 (E) MISCELLANEOUS BUSINESS EXP								
1	01/01/2014		BEGINNING BALANCE				0.00	
			YTD BUDGET	0.00	TOTAL ACCOUNT ACTIVITY		0.00	0.00
			ANNUAL REVISED BUDGET	0.00	ENDING BALANCE		0.00	
5-00-56720-296 (E) MARKETING								
1	01/01/2014		BEGINNING BALANCE				0.00	
	GJ-1401-04	01/31/2014	01 JE0011 REC JAN BID TO CORR MON				<u>1,650.00</u>	
					TOTAL PERIOD 01 ACTIVITY		1,650.00	0.00
2	GJ-1402-01	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
	AP-140221	02/21/2014	36 COL CTY MAP 20000 RACKED	CAPITAL NEWSPAPERS	142016	2155920	450.00	
	AP-14207F	02/07/2014	39 CAPITAL NEWSPAPERS	CAPITAL NEWSPAPERS	141777	2127704	900.00	
		02/07/2014	40 CHRISTMAS ADS	CAPITAL NEWSPAPERS	141777	2128487	750.00	
		02/07/2014	41 GYM BANNER	JAG COURTS INC	141784	16075	<u>500.00</u>	
					TOTAL PERIOD 02 ACTIVITY		2,600.00	2,150.00
3	AP-140404F	04/04/2014	43 FINANCE INTEREST LATE	CAPITAL NEWSPAPERS	142171	1402 2599988	<u>14.00</u>	
					TOTAL PERIOD 03 ACTIVITY		14.00	0.00
4	AP-140418	04/17/2014	45 COL CTY TRAVEL PLANNER	CAPITAL NEWSPAPERS	142597	2155911	1,200.00	
		04/17/2014	46 HATS OFF TO SPRING ADVER REQUE	DOWNTOWN PORTAGE INC	142601	14 HATS OFF TO SPRIN	<u>412.05</u>	
					TOTAL PERIOD 04 ACTIVITY		1,612.05	0.00
5	AP-140516	05/16/2014	30 104 THINGS TO DO IN PORTAGE	CAPITAL NEWSPAPERS	142863	2181813	386.00	

ACTIVITY THROUGH FISCAL PERIOD 10

JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
5 AP-140516	05/16/2014	31	CANAL DAYS 2014	DOWNTOWN PORTAGE INC	142866	2014 CANAL DAYS	1,950.00	
	05/16/2014	32	POLE BANNERS/FLYING PIG CO.	GALLEY STUDIO	142868	1768	966.95	
	05/16/2014	33	DISCOVER WI 13-14	PORTAGE AREA CHAMBER	142872	12417	1,166.67	
			TOTAL PERIOD 05 ACTIVITY				4,469.62	0.00
5 AP-140613	06/13/2014	52	PRINTING AD LIST RACK CARDS	DOWNTOWN PORTAGE INC	143180	96	1,213.25	
			TOTAL PERIOD 06 ACTIVITY				1,213.25	0.00
7 AP-140711	07/10/2014	50	REIMB EXEC MEETING	DENNIS RUPERS	143482	1026	30.00	
			TOTAL PERIOD 07 ACTIVITY				30.00	0.00
3 AP-140815	08/15/2014	46	TASTE OF PORTAGE ADV SIDEWALK	PORTAGE AREA CHAMBER	143789	12302	1,500.00	
			TOTAL PERIOD 08 ACTIVITY				1,500.00	0.00
0 AP-141010F	10/10/2014	22	WEB DES/DEV/HOUSING 30%/CONTR	CAVANAUGH ENTERPRISE	144380	1408	732.06	
			TOTAL PERIOD 10 ACTIVITY				732.06	0.00
	YTD BUDGET		16,791.66	TOTAL ACCOUNT ACTIVITY			13,820.98	2,150.00
	ANNUAL REVISED BUDGET		20,150.00	ENDING BALANCE			11,670.98	
5-00-56720-297 (E) FARMERS MARKET								
1	01/01/2014		BEGINNING BALANCE				0.00	
3 AP-140404F	04/04/2014	44	FARMER MARKET SPEC EVEN INSURA	OKRAY INSURANCE SERV	142184	9339440	760.00	
			TOTAL PERIOD 03 ACTIVITY				760.00	0.00
4 AP-140418	04/17/2014	47	FARMERS MARKET SODA	CHRIS SHADEL	142607	1851426	5.26	
	04/17/2014	48	FARMERS MARKET MEETING SNACKS	CHRIS SHADEL	142607	7119	27.91	
			TOTAL PERIOD 04 ACTIVITY				33.17	0.00
5 GJ-1405-04	05/31/2014	01	JE0010 BID CC EZ UP TENT ETC.				426.69	
AP-140516	05/16/2014	34	FARMER MARKET APP	PORTAGE AREA CHAMBER	142872	12348	125.00	
	05/16/2014	35	ENVELOPE/COPIES/POSTAGE	PORTAGE AREA CHAMBER	142872	12348	37.00	
			TOTAL PERIOD 05 ACTIVITY				588.69	0.00
5 AP-140613	06/13/2014	53	COROPLAST FARMERS MARKET	TWO RIVERS SIGNS & D	143200	20140269	448.00	
			TOTAL PERIOD 06 ACTIVITY				448.00	0.00
	YTD BUDGET		208.32	TOTAL ACCOUNT ACTIVITY			1,829.86	0.00
	ANNUAL REVISED BUDGET		250.00	ENDING BALANCE			1,829.86	
5-00-56720-310 (E) OFFICE SUPPLIES								
1	01/01/2014		BEGINNING BALANCE				0.00	
	YTD BUDGET		0.00	TOTAL ACCOUNT ACTIVITY			0.00	0.00
	ANNUAL REVISED BUDGET		0.00	ENDING BALANCE			0.00	
5-00-56720-320 (E) PUBLICATIONS, SUBSCRIPTIONS								
1	01/01/2014		BEGINNING BALANCE				0.00	
	YTD BUDGET		0.00	TOTAL ACCOUNT ACTIVITY			0.00	0.00
	ANNUAL REVISED BUDGET		0.00	ENDING BALANCE			0.00	
5-00-56720-340 (E) OPERATING SUPPLIES								
1	01/01/2014		BEGINNING BALANCE				0.00	
	YTD BUDGET		0.00	TOTAL ACCOUNT ACTIVITY			0.00	0.00
	ANNUAL REVISED BUDGET		0.00	ENDING BALANCE			0.00	

ACTIVITY THROUGH FISCAL PERIOD 10

JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
5-00-56720-342 (E) GASOLINE/OIL								
1	01/01/2014		BEGINNING BALANCE				0.00	
GJ-1401-04	01/31/2014	02	JE0011 REC JAN BID TO CORR MON				37.75	
TOTAL PERIOD 01 ACTIVITY							37.75	0.00
2	02/11/2014	02	JE0001 REV JAN BID AND RECLASS					37.75
AP-140221	02/21/2014	37	DIESEL	MARKET BASKET	142023	13484	18.04	
	02/21/2014	38	DIESEL	MARKET BASKET	142023	907	29.49	
	02/21/2014	39	DIESEL	MARKET BASKET	142023	942	15.17	
	02/21/2014	40	GASOLINE/OIL	MARKET BASKET	142023	984	27.30	
	02/21/2014	41	DIESEL	MARKET BASKET	142023	985	14.10	
AP-14207F	02/07/2014	42	GAS/OIL	SCOTT DAVIS DBA	141778	131228	37.75	
TOTAL PERIOD 02 ACTIVITY							141.85	37.75
3	03/31/2014	03	JE0004 MKT BASK GAS 2/17/14				16.00	
	03/31/2014	04	JE0004 MKT BASK GAS 2/19/14				34.25	
	03/31/2014	06	JE0004 MKT BASK GAS 3/3/14				37.00	
GJ-1403-03	03/31/2014	02	JE0004 CORR JE0003 CC PPD					446.69
TOTAL PERIOD 03 ACTIVITY							87.25	446.69
7	07/31/2014	20	JE0033 JULY CC MKT BST DIESEL				51.00	
	07/31/2014	23	JE0033 JULY CC MKT BST DIESEL				20.85	
TOTAL PERIOD 07 ACTIVITY							71.85	0.00
3	08/31/2014	02	JE0018 AUG CLMS MKT BSKT				76.85	
TOTAL PERIOD 08 ACTIVITY							76.85	0.00
3	09/30/2014	03	JE0017 MKT BST DIESEL				40.10	
TOTAL PERIOD 09 ACTIVITY							40.10	0.00
3	10/31/2014	02	JE0003 CC MKT BSKT DIESEL				60.05	
TOTAL PERIOD 10 ACTIVITY							60.05	0.00
			YTD BUDGET	1,250.00	TOTAL ACCOUNT ACTIVITY		515.70	484.44
			ANNUAL REVISED BUDGET	1,500.00	ENDING BALANCE		31.26	
5-00-56720-351 (E) REPAIR/MAINT SUPPLIES-BLDG & G								
1	01/01/2014		BEGINNING BALANCE				0.00	
GJ-1401-04	01/31/2014	03	JE0011 REC JAN BID TO CORR MON				103.03	
TOTAL PERIOD 01 ACTIVITY							103.03	0.00
2	02/11/2014	03	JE0001 REV JAN BID AND RECLASS					103.03
AP-14207F	02/07/2014	43	SHED EQUIPMENT	NAPA AUTO PARTS	141787	275789	47.66	
	02/07/2014	44	SUPPLIES	NAPA AUTO PARTS	141787	275995	10.18	
	02/07/2014	45	SHED EQUIPMENT	PORTAGE LUMBER	141790	123449	45.19	
TOTAL PERIOD 02 ACTIVITY							103.03	103.03
			YTD BUDGET	833.32	TOTAL ACCOUNT ACTIVITY		206.06	103.03
			ANNUAL REVISED BUDGET	1,000.00	ENDING BALANCE		103.03	
5-00-56720-352 (E) REPAIR/MAINT SUPP-EQUIPMENT								
1	01/01/2014		BEGINNING BALANCE				0.00	

ACTIVITY THROUGH FISCAL PERIOD 10

JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
2	AP-140221	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
3	AP-140404F	04/04/2014	45 TRACKS & 2 NEW TIRES	SHADEL AUTO AND TRUC	142188	244	268.86	
				TOTAL PERIOD 03 ACTIVITY			268.86	0.00
1	AP-141010F	10/10/2014	23 50 PLANNED MAINTENANCE	BOBCAT OF MADISON IN	144378	01-28406	447.59	
				TOTAL PERIOD 10 ACTIVITY			447.59	0.00
			YTD BUDGET	833.32	TOTAL ACCOUNT ACTIVITY		1,062.11	0.00
			ANNUAL REVISED BUDGET	1,000.00	ENDING BALANCE		1,062.11	
<hr/>								
5-00-56720-390 (E) MISCELLANEOUS SUPPLIES								
1		01/01/2014	BEGINNING BALANCE				0.00	
			YTD BUDGET	416.66	TOTAL ACCOUNT ACTIVITY		0.00	0.00
			ANNUAL REVISED BUDGET	500.00	ENDING BALANCE		0.00	
<hr/>								
5-00-56720-510 (E) LIABILITY INSURANCE								
1		01/01/2014	BEGINNING BALANCE				0.00	
5	AP-140613	06/13/2014	54 LIABILITY INSURANCE	DON RICK INSURANCE	143179	413564	295.00	
				TOTAL PERIOD 06 ACTIVITY			295.00	0.00
			YTD BUDGET	1,666.66	TOTAL ACCOUNT ACTIVITY		295.00	0.00
			ANNUAL REVISED BUDGET	2,000.00	ENDING BALANCE		295.00	
<hr/>								
5-00-56720-512 (E) PROPERTY INSURANCE								
1		01/01/2014	BEGINNING BALANCE				0.00	
	GJ-1401-04	01/31/2014	04 JE0011 REC JAN BID TO CORR MON				1,506.00	
				TOTAL PERIOD 01 ACTIVITY			1,506.00	0.00
2	GJ-1402-01	02/11/2014	04 JE0001 REV JAN BID AND RECLASS					1,506.00
	AP-14207F	02/07/2014	46 POLICY ENP 0115194	DON RICK INSURANCE	141779	397870 BID	1,467.00	
		02/07/2014	47 POLICY ENP 0115194	DON RICK INSURANCE	141779	400980	39.00	
				TOTAL PERIOD 02 ACTIVITY			1,506.00	1,506.00
			YTD BUDGET	1,250.00	TOTAL ACCOUNT ACTIVITY		3,012.00	1,506.00
			ANNUAL REVISED BUDGET	1,500.00	ENDING BALANCE		1,506.00	
<hr/>								
5-00-56720-550 (E) ADMINISTRATIVE SERVICES								
1		01/01/2014	BEGINNING BALANCE				0.00	
			YTD BUDGET	0.00	TOTAL ACCOUNT ACTIVITY		0.00	0.00
			ANNUAL REVISED BUDGET	0.00	ENDING BALANCE		0.00	
<hr/>								
5-00-56720-590 (E) BANK FEES								
1		01/01/2014	BEGINNING BALANCE				0.00	
3	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
4	GJ-1404-07	04/28/2014	20 JE0023 3/26/14 WALGREENS MO FE				2.95	
				TOTAL PERIOD 04 ACTIVITY			2.95	0.00

ACTIVITY THROUGH FISCAL PERIOD 10

JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
5-00-56720-790 (E) MISCELLANEOUS EXPENSE								
1	01/01/2014		BEGINNING BALANCE				0.00	
			YTD BUDGET	0.00	TOTAL ACCOUNT ACTIVITY		0.00	0.00
			ANNUAL REVISED BUDGET	0.00	ENDING BALANCE		0.00	
5-00-56720-821 (E) BUILDINGS/GROUNDS								
1	01/01/2014		BEGINNING BALANCE				0.00	
2	AP-140221	02/21/2014 46	NEW 200 AMP SERVICE	H & M CONTRACTING LL 142021	2894		2,000.00	
							2,000.00	0.00
5	AP-140516	05/16/2014 37	GRAVEL MACHINE LABOR	SUMMERS LANDSCAPING 142877	140514	BID	750.00	
							750.00	0.00
5	AP-140613	06/13/2014 56	BID FLOWERS & HANGING BASKETS	LINK'S GREENHOUSE 143188	140613	BID	2,053.50	
		06/13/2014 57	UTV DECALS DECALS FOR TOOLS	TWO RIVERS SIGNS & D 143200	20140360		116.50	
							2,170.00	0.00
							4,920.00	0.00
			YTD BUDGET	0.00	TOTAL ACCOUNT ACTIVITY		4,920.00	
			ANNUAL REVISED BUDGET	0.00	ENDING BALANCE		4,920.00	
5-00-56720-840 (E) EQUIPMENT								
1	01/01/2014		BEGINNING BALANCE				0.00	
5	AP-140516	05/16/2014 38	EQUIPMENT	BOBCAT OF MADISON IN 142862	24724		23,624.20	
							23,624.20	0.00
							23,624.20	0.00
			YTD BUDGET	2,083.32	TOTAL ACCOUNT ACTIVITY		23,624.20	
			ANNUAL REVISED BUDGET	2,500.00	ENDING BALANCE		23,624.20	
5-00-56720-860 (E) SMALL EQUIPMENT								
1	01/01/2014		BEGINNING BALANCE				0.00	
	GJ-1401-04	01/31/2014 05	JE0011 REC JAN BID TO CORR MON				1,779.17	
							1,779.17	0.00
2	GJ-1402-01	02/11/2014 05	JE0001 REV JAN BID AND RECLASS					1,779.17
	AP-14207F	02/07/2014 49	2 SCULPTURES	GIL MEISGEIER DBA 141775	140121		190.00	
		02/07/2014 50	SHED EQUIP	NAPA AUTO PARTS 141787	275817		58.43	
		02/07/2014 51	BANNER HOLIDAY	TEMPLE DISPLAY, LTD 141798	12176		1,530.74	
							1,779.17	1,779.17
5	GJ-1405-04	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	
	AP-140516	05/16/2014 39	SPECIAL ORDER 86503	PORTAGE LUMBER 142874	127953		360.67	
		05/16/2014 40	INVOICE	PORTAGE LUMBER 142874	128847		10.52	
							596.41	0.00
7	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	
	GJ-140731	07/31/2014 19	JE0033 JULY CC TS PUMP/SPRAY				18.48	
		07/31/2014 21	JE0033 JULY CC TS SCREW & SOCK				16.26	
		07/31/2014 22	JE0033 JULY CC PTGLMB HOSE FIT				5.88	
							401.99	0.00

ACTIVITY THROUGH FISCAL PERIOD 10

JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
3	AP-140815	08/15/2014	47	EMPORIUM METAL SCULP FOR BUMP	MYRNA HOOPER	143785 1408 BID EMPOR REIMB	449.00	
				TOTAL PERIOD 08 ACTIVITY			449.00	0.00
3	GJ-1409-04	09/30/2014	02	JE0017 MOTION BEARING WTR TRL			41.44	
	AP-140912	09/12/2014	24	ROUND UP, PIN & CLIP SLEEVED	WALSH'S ACE HARDWARE	144136 78287	105.32	
				TOTAL PERIOD 09 ACTIVITY			146.76	0.00
		YTD BUDGET	0.00	TOTAL ACCOUNT ACTIVITY			5,152.50	1,779.17
		ANNUAL REVISED BUDGET	0.00	ENDING BALANCE			3,373.33	
<hr/>								
5-00-56720-890 (E) BANK FEES								
1		01/01/2014		BEGINNING BALANCE			0.00	
				YTD BUDGET	0.00	TOTAL ACCOUNT ACTIVITY	0.00	0.00
				ANNUAL REVISED BUDGET	0.00	ENDING BALANCE	0.00	
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5-00-59100-000 (E) RESIDUAL EQUITY								
1		01/01/2014		BEGINNING BALANCE			0.00	
				YTD BUDGET	1,750.00	TOTAL ACCOUNT ACTIVITY	0.00	0.00
				ANNUAL REVISED BUDGET	2,100.00	ENDING BALANCE	0.00	
<hr/>								
5-00-90000-998 (I) SUMMARY ACCOUNT								
1		01/01/2014		BEGINNING BALANCE			0.00	
				TOTAL ACCOUNT ACTIVITY			0.00	0.00
				ENDING BALANCE			0.00	
<hr/>								
5-00-90000-999 (I) DUE TO/FROM OTHER FUNDS								
1		01/01/2014		BEGINNING BALANCE			0.00	
				TOTAL ACCOUNT ACTIVITY			0.00	0.00
				ENDING BALANCE			0.00	
<hr/>								
5-44-44130-000 (R) FARMERS MARKET FEES								
1		01/01/2014		BEGINNING BALANCE				0.00
4	CR-C140401	04/01/2014	34	FARMMKT 2014	02	0000000001		1,020.00
	CR-C140424	04/24/2014	44	FARMMKT APR2014	02	0000000014		425.00
				TOTAL PERIOD 04 ACTIVITY			0.00	1,445.00
5	CR-C140519	05/19/2014	63	5/20/14 FARM MKT	02	0000000024		91.00
		05/19/2014	64	5/20/14 FARM MKT	02	0000000024		12.00
		05/19/2014	65	5/20/14 FARM MKT	02	0000000024		85.00
				TOTAL PERIOD 05 ACTIVITY			0.00	188.00
5	CR-C140624	06/24/2014	31	FARM MKT 6/24/14	02	0000000001		66.00
		06/24/2014	32	FARM MKT 6/24/14	02	0000000001		85.00
				TOTAL PERIOD 06 ACTIVITY			0.00	151.00
3	CR-C140812	08/12/2014	40	8/12/14 FARMMKT FEES	01	0000000003		150.00
				TOTAL PERIOD 08 ACTIVITY			0.00	150.00
3	CR-C140919	09/19/2014	22	9/22/14 FARM MKT	02	0000000004		180.00
		09/19/2014	23	9/22/14 FARM MKT	02	0000000004		66.00
				TOTAL PERIOD 09 ACTIVITY			0.00	246.00
		YTD BUDGET	1,666.66	TOTAL ACCOUNT ACTIVITY			0.00	2,180.00
		ANNUAL REVISED BUDGET	2,000.00	ENDING BALANCE				2,180.00

ACTIVITY THROUGH FISCAL PERIOD 10

JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
<u>5-46-46850-000 (R) ECONOMIC DEVELOPMENT</u>								
1	01/01/2014		BEGINNING BALANCE					0.00
GJ-1401-06	01/31/2014	14	JE0014 REC REV 2013 TAX ROLL					89,500.00
			TOTAL PERIOD 01 ACTIVITY				0.00	89,500.00
			YTD BUDGET	74,583.32			0.00	89,500.00
			ANNUAL REVISED BUDGET	89,500.00				89,500.00
<u>5-48-48110-000 (R) INTEREST INCOME</u>								
1	01/01/2014		BEGINNING BALANCE					0.00
GJ-1401-08	01/31/2014	04	JE0031 JAN 14 INTEREST					8.99
	01/31/2014	44	JE0031 JAN 14 INTEREST					5.15
			TOTAL PERIOD 01 ACTIVITY				0.00	14.14
2	02/28/2014	22	JE0009 FEB 14 INTEREST					5.52
	02/28/2014	34	JE0009 FEB 14 INTEREST					8.12
			TOTAL PERIOD 02 ACTIVITY				0.00	13.64
3	03/31/2014	22	JE0001 MAR 14 INTEREST					15.31
	03/31/2014	34	JE0001 MAR 14 INTEREST					8.99
			TOTAL PERIOD 03 ACTIVITY				0.00	24.30
4	04/30/2014	22	JE0013 APR 14 INTEREST					13.72
	04/30/2014	34	JE0013 APR 14 INTEREST					8.70
			TOTAL PERIOD 04 ACTIVITY				0.00	22.42
5	05/31/2014	22	JE0008 INTEREST MAY 2014					10.18
	05/31/2014	34	JE0008 INTEREST MAY 2014					8.70
			TOTAL PERIOD 05 ACTIVITY				0.00	18.88
5	06/30/2014	22	JE0009 INTEREST JUNE 2014					7.39
	06/30/2014	34	JE0009 INTEREST JUNE 2014					8.99
			TOTAL PERIOD 06 ACTIVITY				0.00	16.38
7	07/31/2014	22	JE0020 INTEREST JULY 2014					6.83
	07/31/2014	34	JE0020 INTEREST JULY 2014					8.99
			TOTAL PERIOD 07 ACTIVITY				0.00	15.82
3	08/31/2014	22	JE0021 AUGUST 2014					6.10
	08/31/2014	34	JE0021 AUGUST 2014					8.41
			TOTAL PERIOD 08 ACTIVITY				0.00	14.51
9	09/30/2014	22	JE0001 SEPT 14 INTEREST					6.45
	09/30/2014	34	JE0001 SEPT 14 INTEREST					9.29
			TOTAL PERIOD 09 ACTIVITY				0.00	15.74
0	10/31/2014	22	JE0001 OCTOBER INTEREST					5.50
	10/31/2014	32	JE0001 OCTOBER INTEREST					9.00
			TOTAL PERIOD 10 ACTIVITY				0.00	14.50
			YTD BUDGET	83.32			0.00	170.33
			ANNUAL REVISED BUDGET	100.00				170.33

ACTIVITY THROUGH FISCAL PERIOD 10

JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
<u>5-48-48500-000 (R) DONATIONS</u>								
1	01/01/2014		BEGINNING BALANCE					0.00
			YTD BUDGET	8,333.32	TOTAL ACCOUNT ACTIVITY		0.00	0.00
			ANNUAL REVISED BUDGET	10,000.00	ENDING BALANCE			0.00
<u>5-48-48900-000 (R) MISCELLANEOUS REVENUE</u>								
1	01/01/2014		BEGINNING BALANCE					0.00
			YTD BUDGET	0.00	TOTAL ACCOUNT ACTIVITY		0.00	0.00
			ANNUAL REVISED BUDGET	0.00	ENDING BALANCE			0.00
<u>5-49-49900-000 (R) FUND BALANCE APPLIED</u>								
1	01/01/2014		BEGINNING BALANCE					0.00
3	GJ-1409-06	09/30/2014	02	JE0021	STREETSCAPE FLOWERS			2,500.00
		09/30/2014	04	JE0021	BLDG/GRNDS BOBCAT UTV			8,624.21
		09/30/2014	06	JE0021	EQUIPMENT BOBCAT UTV			15,000.00
		09/30/2014	08	JE0022	DISCOVER WI PTG CHAMBER			1,167.00
					TOTAL PERIOD 09 ACTIVITY		0.00	27,291.21
					YTD BUDGET	0.00	0.00	27,291.21
					ANNUAL REVISED BUDGET	0.00		27,291.21
					GRAND TOTAL		200,750.60	200,750.60
					TOTAL DIFFERENCE		0.00	0.00

City of Portage
Common Council Committee of the Whole
Council Chambers
November 13, 2014, 6:30 p.m.

1. Call to Order

Council President Dodd called the meeting to order at 6:35 p.m.

2. Roll Call

Present: Ald. Charles, Dodd, Hamburg (arrived at 6:37 p.m.), Klapper, Kutzke, Lynn, Maass, Monfort

Excused: Ald. Havlovic

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

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

3. Presentation of proposed 2015 Budget

City Administrator Murphy and Finance Director Mohr gave a presentation on the proposed 2015 Budget.

Ald. Lynn wanted to have the \$10,000 BID appropriation previously removed by the Finance/Administration Committee restored to the proposed budget. Only Ald. Lynn and Kutzke were in favor.

Ald. Lynn wanted the staffing level in the fire department reviewed. According to Fire Chief Simonson, membership for paid on call is low; but six (6) new members have joined. Fire Chief Simonson stated that the full-time staffing level is fine.

Possible additional appropriations for the cable TV system will be explored for the 2016 budget.

4. Adjournment

Motion by Charles, second by Klapper to adjourn. Motion carried unanimously on call of roll at 7:11 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

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
November 17, 2014

Meeting called to order 6:30 pm

Present: Tamboli, Voigt, Stevenson, McLeish, Gregory, Vehring

Excused: Blohm, Davis, Schoenborn-Hoffmann

- 1) Motion to approve October 14, 2014 regular meeting minutes. (DG/KV)
- 2) Financial Reports:
 - a) Motion to approve October 2014 Municipal funds claims and Library Restricted funds claims for payment as presented. (EV/CS)
- 3) Director's Report: Shannon Schultz
 - a) Holiday Train is scheduled to arrive on Monday, December 8, 1:30 pm.
 - b) The November 4 election went well. The spring election will be held at the Library also.
 - c) In addition to the ongoing youth and adult programs, upcoming programs at the Library include Chair Yoga, December 4; FamilyFunEvent for All Ages: Hula Hoops!, December 6; and Mystery Lovers Group, December 9.
 - d) On November 20, the Library will be awarded the Program Wizard Award by the South Central System Foundation for the summer food service program.
- 4) Business:
 - a) The 2015 budget will be approved at the December meeting.
 - b) The Long Range Plan will be discussed and approved at the December meeting.
- 5) Meeting adjourned 7:32 pm. (AT/DG)

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

City of Portage

Taxi Cab Operator License Applications

MATTHEW D. MARCHAND

KRYSTLE M. POULSON

JILL A. TANK

**City of Portage
Park and Recreation Board Meeting
Tuesday, November 4, 2014, 6:30 p.m.
City Municipal Building, 115 W Pleasant St.
Conference Room One
Minutes**

Members Present: Brian Zirbes, Chairperson, Larry Messer, Mike Charles, Todd Kreckman

Excused: Rita Maass

Also Present: Manager Dan Kremer, Leslie Hawkinson and Richard Lillie.

1. Roll Call

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

2. Approval of minutes of October 14th, 2014 meeting

Motion was made by Charles and seconded by Messer to approve the minutes, as submitted, from the October 14th, 2014 meeting. The motion carried 3-1, Kreckman abstaining on call of roll.

3. Discussion and action on proposal to revise ordinance Sec. 54-49. "Turf Protection on Public Property" presented by Richard Lillie.

Lillie paraphrased the current "Turf Protection on Public Property" ordinance by stating that currently no metal-detectors are allowed on City property, with the exception of the beach area at Silver Lake, unless permission is obtained directly from the City Common Council. He then stated examples of his successful metal based finds through his detecting process and described how the Metal-Detecting Club would do respectful searching and would also assist with monitoring the integrity of fellow searchers. Lillie proposed a restricted permit be allowed with or without a fee base. Kremer added a need to have all City recreation surfaces be excluded from any revision for safety reasons, as well as, any known City Historic Sites. A motion was made by Zirbes and seconded by Kreckman to have Kremer explore similar permits from other cities and bring it back to the board with recommendations and restrictions to fit the City's specific needs. The motion carried 4-0 on call of roll.

4. Discussion and possible recommendation on Portage Youth Baseball Agreement.

Kremer presented the framework for a three (3) year contract between the City and Portage Youth Baseball LLC. The contract outlines the terms of use for the property

and facilities known as the Bruce A Smith Little League Complex, a funding partner agreement for an additional ball field, and the City's responsibilities for maintenance of said complex, as well as, processing payroll for Youth Baseball umpires. Charles noted a clause should be entered to state the renter is responsible for all property enclosed inside the buildings. A motion was made by Charles and seconded by Zirbes to accept the agreement as written with the exception of the additional clause. The motion carried 4-0 on call of roll.

5. Discussion and possible action on Memorial plaque @ Pauquette Park memorial tree.

Manager Kremer presented examples of the recently donated 4"x 6" bronze plaque in honor of Kathy Mantey, along with a suggested method of display for Pauquette Park. It was noted the City would provide the installation, but would not be responsible for replacing the plaque if it were damaged at any time. A brief discussion followed on the suggested method of display and a motion was made by Messer and seconded by Charles to mount the plaque in raised cement on the ground. The motion carried 4-0 on call of roll.

6. Manager Kremer's Report

Kremer reported the adult volleyball leagues were showing similar participation levels as previous years, with adult basketball increasing by three teams. Open gyms were just getting underway and that a tally is now being collected to follow participation in this free activity and a future report will be given. All parks except Pauquette Park have now been winterized. Pauquette will stay open as a warming shelter for winter ice skating. A fee agreement has been made with the water department to keep the water in building 8 running during the winter in an effort to keep ahead of possible pipe freezing as was experienced last winter. Kremer also stated the National Honors Society will be working with the Master Gardeners to spruce up the Pauquette Garden. Veterans Field buildings are nearing their full capacity with the vehicle storage project. The restricted storage hours and dates seem to be agreeable with the patrons and the City workers have been able to complete their usual tasks without disruption. The realized revenue of over \$17,500 is about average to previous years, with a few more vehicles scheduled to be stored.

7. Adjournment

Zirbes asked all in favor to adjourn say Aye. Motion Passed. Meeting adjourned at 7:01 pm.

Respectfully submitted
Leslie Hawkinson, Park & Recreation Department

Agreement with Portage Youth Baseball LLC
For the use of
Bruce A. Smith Little League Complex

THIS AGREEMENT made this ____ day of ____, 2014 by and between the City of Portage WI, a municipal corporation located In Columbia County, (hereinafter referred to as “the City”) and the Portage Youth Baseball LLC, P.O. Box 352, Portage, WI 53901, a non-profit charitable, community service chapter organized under IRS Section 501©(3) and registered as a Wisconsin Non-stock corporation, (hereinafter referred to as “the Renter”).

WHEREAS, THE City owns property and facilities known as the Bruce A. Smith Little League Complex and is desirous of providing the facility for the Renter to hold their events for (3) consecutive years., and

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

WHEREAS, because of the long history of cooperation between the City and other groups within the country and State, and

WHEREAS, the City and the Renter acknowledge that this agreement is not intended to be comprehensive, but serve as a framework for how they will work together.

NOW, THEREFORE, in consideration of the terms and covenants set forth herein, it is agreed as follow:

1. This Agreement shall be for three (3) years, beginning on the date the Agreement was executed and end on September 1, 2017. Either party to this Agreement may terminate the agreement prior to September 1, 2017 by providing written notice to the other party at least (1) year prior to termination. Such early termination shall not relieve the either party from their respective obligations as stated in Paragraph 4 unless mutually agreed in writing. The renter will provide written notice to the City, at the earliest possible date (no later than March 15 each year of the Agreement), of specific dates needed for the use of the facilities & grounds (Dates of Use). The City shall review and approve the Dates of Use no later than April 1 of each year of the Agreement. The City reserves the right to modify the Dates of Use if weather conditions, grounds and facilities conditions, construction activities or similar conditions exist that may interfere with the safe use and full enjoyment of the Bruce A. Smith Little League Complex. Such City approval/modification shall be mutually agreeable.
2. During the Dates of Use the Renter shall have exclusive use of the Bruce A. Smith Little League Complex; including the Majors and Minor’s fields, the concession/bathroom facility, storage sheds, and playground equipment and surrounding green space designated within the complex to hold their events. The Renter shall be responsible for all costs associated

with the operation of their events, including water usage during Dates of Use. The City will be responsible for electricity charges and sewer. Water bill will be invoiced to Renter at the end of their events.

3. At all other times the City shall have exclusive control of the Bruce A. Smith Little League Complex and shall use it as it deems appropriate. **(The Renter is responsible for all contents inside of concession building at all times)**
4. The City and Renter agree to partner in funding the construction of a 3rd field in the amount of \$100,000. The City of Portage agrees to budget a total of \$100,000 for the design and construction of an additional field for construction no earlier than 2016. The Renter shall pay the City 50% of total design and construction costs not to exceed \$50,000. Loan repayment terms will be mutually agreed upon between the City and Renter by separate agreement.
5. The Renter shall be responsible to pay the City a usage fee of \$1500 per year in addition to yearly loan payment as referenced in paragraph 4 until the balance of 3rd field construction loan is repaid. Following repayment of loan, the participant fee will be re-negotiated.
6. The City shall issue payroll checks to all Portage Little League Umpires and staff through the City's payroll accounting system upon the Renter submitting bi-weekly timesheets. The Renter shall require staff to complete the City's payroll materials upon hire. The City will be reimbursed at the end of the rental period by the Renter for all payroll costs. The City will invoice the Portage Little League for all payroll costs and the applicable tax within (30) thirty days of completion of the rental period.
7. The Renter, at no time may alter any of the buildings and grounds at the complex, without written permission from the City. Such permission will not be unreasonably denied. Written request may come via email from board president(s) or via letter to Park and Rec office.
8. The City shall be solely responsible for the maintenance, upkeep and repair of the buildings and grounds at the Bruce A. Smith Little League Complex with the exception that the Renter shall be responsible for playing field preparation (dragging and line marking) for weekend games and/or tournaments after the City initially prepares the fields the Friday prior to such event. Any new items requested by the renter must be approved by the City prior to installation. The grounds cannot be altered at any time by the Renter without approval by the City and shall be returned in the condition that it was prior granted to the Renter's use.
9. The City and the Renter further acknowledge that there are many issues, including but not limited to the provision of insurance, and in-kind services that will be subject to regular discussion, agreement and approvals so that the Renter will have successful event(s) for the Renter and the City.
10. The Club shall provide the City of Portage a Certificate of Insurance no later than May 1st each year of the Agreement with the City listed as an additional insured for the following minimum coverage limits.

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

A copy of the Certificate of Insurance issued by the Renter's Insurance Provider is attached and made part of this Agreement. The Renter shall annually provide a replacement Certificate of Insurance no later than 10 days from the expiration date of the previous Certificate for the duration of this Agreement.

11. The City and the Renter shall walk through the grounds and sign a pre-event review of the grounds, which shall include photographs of the condition prior to Renter's use. This review shall be used for comparison for the post event walk through of the grounds to determine if any damage occurred, caused directly by misuse of the Renter above and beyond normal wear and tear. The City shall notify the Renter within 7 days from the walk through of any damage or other conditions observed and grant the Renter an opportunity to repair or otherwise resolve the unsatisfactory conditions. If the Renter is unable to resolve said damages, the City will fix issues and invoice the Renter for any such repairs.
 - A. The Renter is not responsible for vandalism
 - B. Pre/Post reviews will be conducted by the Manager of Parks and Recreation along with a representative from the Renter Board
 - C. Pre-event review will be done prior to March 15, weather permitting and all unsafe playing conditions will be addressed or repaired by the City no later than April 1st, weather permitting. Final determination on what constitutes unsafe playing conditions will be determined by the Manager of Parks and Recreation.

12. The Renter has the right to appeal, in writing, this decision within 14 calendar days. Such appeal request shall be heard by the Parks and Recreation Board at the next regular scheduled meeting.
13. The Renter has the right to sell and display advertising on the outfield fences of the complex for their financial benefit. All advertising design and location must be approved by the Manager of Parks and Recreation.
14. The City will remove any/all mulch and storage materials that are located on the grounds prior to the start of the renter's event date and keep storage off grounds until the Renter's events are complete.

IN WITNESS WHEREOF, the parties have executed this agreement at the City of Portage, Columbia County, Wisconsin

Dated this _____ day of November, 2014

Mayor

Little League President

City Clerk

**City of Portage
Legislative & Regulatory Committee Meeting
Monday, November 10, 2014, 7:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

Members Present: Rita A. Maass, Chairperson; Mike Charles, Jeffrey F. Monfort

Excused: Mary E. Hamburg, Martin Havlovic

Also present: Administrator Murphy, Clerk Moe, Deputy Clerk Ness

Media Present: Bill Welsh from CATV

1. Roll call

The meeting was called to order by Chairperson Maass at 7:00pm.

2. Approval of minutes from previous meeting

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

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

Proposed changes include the City Engineer making determination for number of driveways if different than one and variances may be waived or modified by the Plan Commission. For commercial and industrial driveways, the Plan Commission may permit additional width during site plan consideration upon recommendation by the City Engineer, and residential driveway maximum width is 30 ft. at curb line and 24 ft. at property line with changes being approved by the City Engineer. Motion by Charles, second by Monfort to recommend to council proposed revision. Motion carried unanimously on call of roll.

4. Discussion and possible recommendation for ordinance relative to municipal court service fees

Motion by Charles, second by Monfort to recommend to Council ordinance relative to municipal court service fees. Endeavor approved the ordinance October 7 without any changes. Motion carried unanimously on call of roll.

5. Discussion and possible recommendation on operator license application for Carissa M. Longo

Motion by Charles, second by Maass to recommend denial of operator license for Carissa M. Longo based on false information on application. Motion carried unanimously on call of roll.

6. Adjournment

Motion by Maass, second by Charles to adjourn the meeting at 7:13 pm. Motion carried unanimously on call of roll.

Submitted by Rebecca C. Ness, Deputy Clerk

**City of Portage
Human Resources Committee Meeting
Wednesday, November 12, 2014, 6:00 p.m.
Municipal Building, Conference Room One
Minutes**

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

Absent: Martin Havlovic

Also Present: Shawn Murphy, Jennifer Loveland, Craig Sauer from Daily Register, Bill Welsh

1. Roll call

Mayor Tierney called the meeting to order at 6:02pm.

2. Approval of minutes from the October 7, 2014 meeting

Motion by Klapper, second by Dodd to approve the minutes from the October 7, 2014 meeting. Motion carried unanimously on call of roll.

3. Discussion and possible recommendation on City Administration Evaluation Process.

Mayor Tierney presented the form to be used for the City Administrator Evaluation. The form will be distributed to alderpersons, department heads, and members of the community that have interaction with the City. He asked for recommendations of individuals who could be added to this list. The form will be sent out on December 1, 2014 and returned by December 15, 2014. The results, compiled anonymously, will be discussed at the January meeting.

4. Discussion and Possible Recommendation on Revised Administrative Lieutenant Position Description.

Murphy described the revisions to the position description, which have been made to reflect actual job duties of the position, as well as re-distribution of some responsibilities that exist currently but are not reflected in the job description. The additions include the management of clothing/equipment allowance, serving as the Deputy Director of Emergency Management, administrating the Citizen Police Academy and Volunteers in Police service programs, and acting as the municipal court and threat liaison officer. Equipment descriptions were also updated to reflect changes in technology.

Dodd requested that the first bullet under Physical Requirements be corrected to say "electronic weapons" instead of "electric weapons."

Motion by Kutzke, second by Maass to recommend the revised position description for the Administrative Lieutenant. Motion carried unanimously on call of roll.

5. Discussion and Possible Recommendation on Revised Patrol Lieutenant Position Description.

Murphy described the revisions to this position description, which include some responsibilities that are currently with the Patrol Lieutenant, but are not reflected in the job description. These include fleet maintenance and supervision of the Community Service Officers.

Motion by Maass, second by Dodd to recommend the revised position description for the Patrol Lieutenant. Motion carried unanimously on call of roll.

6. Discussion and Possible Recommendation on Revised Sergeant Position Description.

Murphy presented the revisions to this position description, which are being made in anticipation of Sgt. Klafke's promotion to Administrative Lieutenant. These include updates to language which better describe supervisory duties of patrol officers and Community Service Officers and update equipment descriptions to reflect changes in technology.

Motion by Dodd, second by Maass to recommend the revised position description for the Sergeant. Motion carried unanimously on call of roll.

7. Discussion and Possible Recommendation on Revised Police Officer Position Description.

After discussion, the committee requested that a section with Desired Qualifications for all positions be added to the descriptions. These would include special language skills, working with the physically or behaviorally disabled, special training, additional education, etc.

Motion by Maass, second by Dodd to recommend the revised position description for the Patrol Officer. Motion carried unanimously on call of roll.

8. Convene to Closed Session pursuant to Wisconsin State Statutes 19.85(1)(e) and (g) to discuss proposed wage adjustment with Teamsters Local 695 and reviewing legal counsel advice on employee separation 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 wage adjustment with Teamsters Local 695 and reviewing legal counsel advice on employee separation matter. Motion carried unanimously on call of roll at 6:33pm.

9. Discussion and possible recommendation on matters discussed in closed session

Motion by Dodd, second by Klapper to reconvene to open session to vote on matters discussed in closed session. Motion carried unanimously on call of roll at 7:30 pm.

Motion by Dodd, second by Maass to recommend the resignation agreement between the City of Portage, the Wisconsin Professional Police Association, and Daniel Pionke. Motion carried unanimously on call of roll.

Motion by Klapper, second by Dodd to recommend the Wage Proposals for the 2015 Parks/Recreation, Public Works and Utilities Employees. Motion carried unanimously on call of roll.

10. Adjournment

Motion by Dodd, second by Maass to adjourn the meeting. Motion carried unanimously on call of roll at 7:32 pm.

**City of Portage
Position Description**

Name:	Department: Police
Position Title: Administrative Lieutenant	Pay Grade: 5 FLSA: Exempt
Date: November 2014	Reports To: Chief of Police

Purpose of Position

This position exists to provide management control to patrol officers and to direct law enforcement duties. ~~during a specific time.~~

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs management command level duties: instructs, assigns, reviews, and supervises personnel; handles employee problems, rule infractions, including temporary suspension for remainder of shift if warranted.
- Provides administrative support to the Department: works extensively on budget, approving bills for payment, purchasing officer for the department, clothing/equipment allowance coordinator/quartermaster; coordinates all training for the department; reviews reports; engages in media and community relations; prepares press release of major incidents; coordinates activities with other law enforcement agencies and City departments; assists in coordination of city-wide emergency planning.
- Performs law enforcement duties: performs routine patrol; handles complaints, criminal and traffic violations, arrests, and accidents; conducts investigations and interrogations; issues citations; serves warrants; performs searches; responds to serious incidents and accidents; provides assistance to emergency medical personnel; checks security of businesses, residences, fire scenes, and hospitals; appears in court when necessary.
- Assists regional sex offender notification team, coordinates meetings, press releases, community and neighborhood watch meetings.
- Conducts background investigations and assists in making recommendations for employment, will also conduct the more serious, in-depth internal affairs investigations.
- Serves as Deputy Director of Emergency Management for city; Citizen Police Academy program administrator; "Volunteers in Police Service" program administrator/coordinator; municipal court officer; threat liaison officer.
- Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

- Six years of full-time professional law enforcement experience and documented supervisory experience.
- 72 college credits, with at least six of these being in supervisory/management courses.
- One year of civic, community or professional activity.
- Must possess Wisconsin Law Enforcement Certification. Must possess a valid Wisconsin Drivers License.

Minimum Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of equipment and tools such as, but not limited to: computers, recorders, squad car, firearms, conducted electronic weapons, camera, mobile radios, intoxilizer, radar unit, handcuffs, flashlight, baton, medical equipment, and telephone.
- Ability to attend, and react appropriately, in emergency situations.
- Ability to perceive and discriminate colors and sounds.

Supervisory Skills

- Ability to instruct, assign, and review the work of others.
- Assist in promotional decisions and recommend disciplinary actions.

Mathematical Ability

- Ability to add, subtract, multiply, and divide; perform calculations using decimals and percentages.

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents such as arrest, accident, complaint, and medical reports, photographs, evaluations, statutes, ordinances, rules and regulations.
- Ability to prepare a variety of documents such as letters, arrest, accident, and complaint reports, requisitions, and various forms using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret legal terminology, statutes, ordinances, rules, regulations, bond book, accident instruction manual, and other policy and procedure manuals.
- Ability to communicate effectively with City personnel, students, medical personnel, business and community leaders, other law enforcement agencies, and the general public to

convey or exchange information including giving assignments and/or directions to subordinates and receiving instructions from supervisors.

Environmental Adaptability

- Work is performed outdoors on patrol and in an office environment; requires ability to perform in dangerous situations under high levels of stress.

Desired Attributes

Although not required for eligibility, candidates who possess the following attributes will be granted additional consideration in the hiring and promotional process:

- Special language skills (fluency in 2 or more languages) and/or possess sign language proficiency.
- Demonstrated experience or training in the effective interaction with individuals with physical or behavioral disabilities
- Additional training or education in relevant fields of criminal justice and/or management/supervision.

The City of Portage is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Date

Chief of Police's Signature

Date

**City of Portage
Position Description**

Name:	Department: Police
Position Title: Patrol Lieutenant	Pay Grade: 5 FLSA: Exempt
Date: November 2014	Reports To: Chief of Police

Purpose of Position

This position exists to provide management control to patrol officers and to direct law enforcement duties.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs supervisory duties: instructs, assigns, reviews, and supervises officers; provides training; handles employee problems and rule infractions, including temporary suspension for remainder of shift if warranted.
- Performs law enforcement duties: performs routine patrol; handles complaints, criminal and traffic violations, arrests, and accidents; conducts investigations and interrogations; issues citations; serves warrants; performs searches; responds to serious incidents and accidents; provides assistance to emergency medical personnel; checks security of businesses, residences, fire scenes, and hospitals; appears in court when necessary.
- Provides administrative support to the Department: completes and reviews reports; supervises Community Service Officers, sorts, dispenses and disposes of lost articles; orders supplies and forms; supervises fleet maintenance, engages in media and community relations; coordinates activities with other and law enforcement agencies and City departments.
- Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

- Six years of full-time professional law enforcement experience and documented supervisory experience.
- 72 college credits, with at least six of these being in supervisory/management courses.
- One year of civic, community or professional activity.
- Must possess a valid Wisconsin Drivers License.
- Must possess Wisconsin Law Enforcement Certification.

Minimum Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of equipment and tools such as, but not limited to, a computer, recorder, squad car, firearms, conducted electronic weapons, camera, mobile radios, intoxilizer, radar unit, handcuffs, flashlight, baton, medical equipment, and telephone.
- Ability to attend, and react appropriately, in emergency situations.
- Ability to perceive and discriminate colors and sounds.

Supervisory Skills

- Ability to instruct, assign, and review the work of others.
- Assist in promotional decisions and recommend disciplinary actions.

Mathematical Ability

- Ability to add, subtract, multiply, and divide; perform calculations using decimals and percentages.

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents such as arrest, accident, complaint, and medical reports, photographs, evaluations, statutes, ordinances, rules, and regulations.
- Ability to prepare a variety of documents such as letters, arrest, accident, and complaint reports, requisitions, and various forms using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret legal terminology, statutes, ordinances, rules, regulations, bond book, accident instruction manual, and other policy and procedure manuals.
- Ability to communicate effectively with City personnel, students, medical personnel, business and community leaders, other law enforcement agencies, and the general public to convey or exchange information including giving assignments and/or directions to subordinates and receiving instructions from supervisors.

Environmental Adaptability

- Work is performed outdoors on patrol and in an office environment; requires ability to perform in dangerous situations under high levels of stress.

Desired Attributes

Although not required for eligibility, candidates who possess the following attributes will be granted additional consideration in the hiring and promotional process:

- Special language skills (fluency in 2 or more languages) and/or possess sign language proficiency.
- Demonstrated experience or training in the effective interaction with individuals with physical or behavioral disabilities
- Additional training or education in relevant fields of criminal justice and/or management/supervision

The City of Portage is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Date

Chief of Police's Signature

Date

**City of Portage
Position Description**

Name:	Department: Police
Position Title: Sergeant	Pay Grade: FLSA: Non-Exempt
Date: November 2014	Reports To: Lieutenant

Purpose of Positions

This position exists to provide limited supervision to the patrol officers and Community Service Officers in the absence of higher ranking authority and to perform law enforcement duties to ensure the protection of City citizens and property and to perform community service functions.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs limited supervisory duties: makes duty assignments and gives instruction to a shift of personnel when a higher ranking authority is not on duty. Handles limited disciplinary action, issues oral or written reprimands for rule and regulation infractions by shift personnel, filing the report with either the Lieutenant or Chief. Assist with performance evaluations of subordinates. Accept citizen complaints of police or department action and forward report to Lieutenant and Chief.
- Performs law enforcement duties: performs routine patrol; handles complaints, criminal and traffic violations, and accidents; performs security checks of businesses, residences, and fire scenes; apprehends and arrests offenders; issues citations; conducts interrogations; interviews witnesses, victims, and suspects; performs searches; responds to and investigates alarms; completes reports such as incident, accident, and arrest reports; serves legal papers such as summons, warrants, subpoenas, and court orders; tags and labels physical evidence; appears in court when necessary; attends required training and educational sessions.
- Provides administrative support to the Department and performs community service functions: provides medical assistance to injured and ill persons; performs traffic control and animal control duties; advises and assists persons such as referring persons to agencies providing social services; escorts emergency vehicles and funeral processions. Engages in media and community relations and provide press release of major incidents in the absence of a Lieutenant or Chief; coordinates activities with other law enforcement agencies and City departments.
- May perform duties as a Field Training Officer (FTO) when a new probationary officer is assigned to the shift.
- Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

- A minimum of 60 college credits or 5 years law enforcement experience.
- Minimum of 3 years experience with the Portage Police Department and satisfactory evaluation report. Must possess Wisconsin Law Enforcement Certification. Must possess a valid Wisconsin Drivers License.

Minimum Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of equipment and tools such as, but not limited to, a computer, recorders, squad car, firearms, conducted electronic weapons, camera, mobile radios, intoxilizer, radar unit, handcuffs, flashlight, baton, medical equipment, and telephone.
- Ability to attend, and react appropriately, in emergency situations.
- Ability to perceive and discriminate colors and sounds.

Supervisory Skills

- Ability to instruct, assign, and review the work of others.
- Ability to give corrective suggestions to others.

Mathematical Ability

- Ability to add, subtract, multiply, and divide; perform calculations using decimals and percentages.

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents such as arrest, accident, complaint, and medical reports, photographs, evaluations, statutes, ordinances, rules, and regulations.
- Ability to prepare a variety of documents such as letters, arrest, accident, and complaint reports, requisitions, and various forms using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret legal terminology, statutes, ordinances, rules, regulations, bond book, accident instruction manual, and other policy and procedure manuals.
- Ability to communicate effectively with City personnel, students, medical personnel, business and community leaders, other law enforcement agencies, and the general public to convey or exchange information including giving assignments and/or directions to subordinates and receiving instructions from supervisors.

Environmental Adaptability

- Work is performed outdoors on patrol and in an office environment; requires ability to perform in dangerous situations under high levels of stress.

Desired Attributes

Although not required for eligibility, candidates who possess the following attributes will be granted additional consideration in the hiring and promotional process:

- Special language skills (fluency in 2 or more languages) and/or possess sign language proficiency.
- Demonstrated experience or training in the effective interaction with individuals with physical or behavioral disabilities
- Additional training or education in relevant fields of criminal justice and/or management/supervision.

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Employee's Signature

Date

Chief of Police's Signature

Date

**City of Portage
Position Description**

Name:	Department: Police
Position Title: Police Officer	FLSA: Non-Exempt
Date: November 2014	Reports To: Lieutenant or Sergeant

Purpose of Position

This position exists to perform law enforcement duties to ensure the protection of City citizens and property and to perform community service functions.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs law enforcement duties: patrols assigned areas of City: handles complaints, criminal and traffic violations, and accidents; performs security checks of businesses, residences, and fire scenes; apprehends and arrests offenders; issues citations; conducts interrogations; interviews witnesses, victims, and suspects; performs searches; responds to and investigates alarms; completes reports such as incident, accident, and arrest reports; serves legal papers such as summons, warrants, subpoenas, and court orders; tags and labels physical evidence; appears in court when necessary; attends required training and educational sessions.
- Performs community service functions: provides medical assistance to injured and ill persons; performs traffic control and animal control duties; advises and assists persons such as referring persons to agencies providing social services; escorts emergency vehicles and funeral processions.
- Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in Criminal Justice or a minimum of 60 college credits. Must possess Wisconsin Law Enforcement Certification. Must possess a valid Wisconsin Drivers License.

Minimum Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of equipment and tools such as, but not limited to, a computer, recorders, squad car, firearms, conducted electronic weapons, camera, mobile radios, intoxilizer, radar unit, handcuffs, flashlight, baton, medical equipment, and telephone.
- Ability to attend, and react appropriately, in emergency situations.

- Ability to perceive and discriminate colors and sounds.

Mathematical Ability

- Ability to add, subtract, multiply, and divide; perform calculations using decimals and percentages.

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents such as National Crime Information Center and Criminal Investigation Bureau information, warrants, court orders, reports, accident forms, statutes, ordinances, rules, and regulations.
- Ability to prepare a variety of documents such as accident, incident, and arrest reports, records, and time sheets using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret legal terminology, statutes, criminal code, ordinances, rules, regulations, drug manuals, and other policy and procedure manuals.
- Ability to communicate effectively with City personnel, students, medical personnel, attorneys, business and community leaders, other law enforcement agencies, and the general public to convey or exchange information including giving assignments and/or directions to subordinates and receiving instructions from supervisors.

Environmental Adaptability

- Work is performed outdoors on patrol in and in an office environment; requires ability to perform in dangerous situations under high levels of stress.

Desired Attributes

Although not required for eligibility, candidates who possess the following attributes will be granted additional consideration in the hiring and promotional process:

- Special language skills (fluency in 2 or more languages) and/or possess sign language proficiency.
- Demonstrated experience or training in the effective interaction with individuals with physical or behavioral disabilities
- Additional training or education in relevant fields of criminal justice and/or management/supervision.

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Employee's Signature

Date

Chief of Police's Signature

Date

11/6/14

**City of Portage Wage Proposals:
2015 Parks/Recreation, Public Works and Utilities Employees**

1. 1.67% increase to all positions except: Chief Sewerage Plant Operator, Sewer Plant Operator (for employee hired after 1/1/2015); Chief Water Serviceman, City Hall Custodian Assistant and Building & Grounds Mntc (Part-time) positions.

2. Eliminate Chief Sewerage Plant Operator and Chief Water Serviceman positions.

3. Propose adding the following:

Lead Wastewater and Water Operators. *The City shall create a Lead Operator position in the Utility Departments in which employee(s) so appointed shall receive \$0.75 per hour in addition to their base wage rate for all hours worked. The Lead Operator duties shall be as stated in the Position Description, including the assignment of personnel to tasks, supervision of said employees in the performance of tasks and completion of report or logs as directed by the Utility Superintendent.*

4. Propose elimination of \$0.20/hour adder for garbage crews as noted on Appendix A

5. Propose elimination of \$0.25/hour adders for Chief Water Serviceman and Water Serviceman upon obtaining additional certifications as listed on Appendix A. This shall apply to employees hired after 1/1/2015.

6. Freeze Sewerage Plant Operator Rates (for employees hired after 1/1/2015) at 2014 rates for 2015. All Sewerage Operators employed as of 12/21/14 to receive 1.67% increase.

7. Propose wage rates for Building & Grounds Maintenance position (full-time) as follows:
\$17.20/hr (Hire)
\$17.45/hr (6 months)
\$17.70/hr (18 months)

8. For employees not receiving laundered uniforms, the City shall reimburse up to \$175 annually upon submission of receipt for purchase of heavy weight denim trousers.

9. Propose to increase reimbursement for Safety Shoe purchase to \$150 annually.

10. Propose to increase reimbursement membership cost in Health Club to \$150 annually.

City of Portage
Teamster Local No. 695
Appendix A. Wages

Position	Effective 12/21/2014		
	Hire Rate	6 Month Rate	18 Month Rate
Building & Grounds Maintenance	\$ 17.20	\$ 17.45	\$ 17.70
Building & Grounds Maintenance (Part-Time)	\$ 14.25	\$ 14.45	\$ 14.65
Chief Mechanic	\$ 22.31	\$ 22.62	\$ 23.33
Assistant Mechanic	\$ 21.79	\$ 22.09	\$ 22.71
City Hall Custodian	\$ 21.15	\$ 21.44	\$ 22.08
Municipal Services Crewman	\$ 21.15	\$ 21.44	\$ 22.08
Sewerage Plant Operator ¹	\$ 22.92	\$ 23.26	\$ 23.85
Sewerage Plant Operator ²	\$ 22.73	\$ 23.06	\$ 23.71
Water Serviceman ³	\$ 22.73	\$ 23.06	\$ 23.71
Water Serviceman ⁴	\$ 21.48	\$ 21.81	\$ 22.46

¹Applies to Operators employed of 1/1/2015

²Applies to Operators hired after 1/1/2015

³Applies to Water Serviceman with Groundwater(G), Zeolite(Z), Iron Removal(I), Distribution(D) and VOC Removal as of 12/21/2014 or employees appointed to position after 1/1/2015.

⁴Applies to Water Serviceman employed as of 12/21/14 who are in the process of obtaining the Operator Grade 1 certifications (G, Z, I, D and VOC Removal), will qualify for a twenty-five cent (\$0.25) per hour increase in base pay for each Grade 1 certification obtained.

City of Portage
Finance/Administration Committee Meeting
Thursday, November 13, 2014, 6:20 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes

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

Excused: Martin Havlovic

Also Present: Administrator Murphy, Finance Director Mohr, Director Sobiek, Mayor Tierney CATV Bill Welsh, Craig Sauer from Daily Register

1. Roll call

Chairperson Dodd called the meeting to order at 6:20pm.

2. Approval of minutes from November 3, 2014.

Motion by Klapper, second by Charles to approve the minutes from the November 3, 2014 meeting. Motion carried unanimously on call of roll.

3. Discussion and Possible Recommendation on Claims

Motion by Charles, second by Klapper to approve claims in the amount of \$2,026,899.02. Motion carried unanimously on call of roll.

4. Discussion and Possible Recommendation on proposed 2015 budget.

Mohr reviewed the changes from the previous budget presented noting that in order to maximize the allowable Expenditure Restraint Limit, three items were moved from the Capital Budget into the General Fund (\$21,000 Staffing Analysis; \$3,175 (5) Police Vests; and \$7,865 K-9 Equipment for Patrol vehicle) for a total of \$32,040 to be funded from General Fund Surplus. Lynn commented about adding the \$10,000 BID request back into the budget; and questioned the inclusion of the K9 equipment prior to the program being approved. Dodd responded that the committee agreed to accept the previous proposed budget with the BID request out; and including the K9 equipment in the budget with funding for the program which was recommended by council. The K9 program funding is for start-up costs with fundraising for the dog. If sufficient funding is not attained the budgeted money will either fall through to surplus or be reallocated to a different item.

Motion by Charles, second by Klapper to recommend the proposed 2015 budget to Common Council. Motion carried on call of roll, 4-1, with Lynn voting no.

5. Adjournment.

Motion by Charles, second by Klapper to adjourn the meeting at 6:30 pm. Motion carried unanimously on call of roll.

Jean Mohr, Finance Director

**Plan Commission Meeting
Monday, November 17, 2014, 6:30 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room Two**

Members present: Mayor Bill Tierney, Chairperson; Robert Redelings, City Engineer, Jan Bauman, Brian Zirbes, Peter Tofson and Mike Charles

Members excused: Vickie Greenwold

Others present: Administrator Murphy, Director Sobiek, Charles Poches (PCSD), Roger Sheimo, Rose Bishop, Officer Teresa Johnson (PPD), David Gunderson, Sandra Gunderson, Jerry Spencer, Andy Palec, Craig Sauer and Bill Welsh

Public Hearing – 6:25 pm

Consider the granting of a conditional use permit (CUP) to Roger & Ginny Sheimo for a residential kennel license on parcel 177; 212 Washington Street, City of Portage, Columbia County, Wisconsin.

Mayor Tierney read the Public Hearing Notice and indicated the Notice was legally published. He then opened the Public Hearing and asked if staff had any comments. Redelings read the previously prepared staff report.

Mayor Tierney asked if the petitioner had anything to add to the staff report. Mr. Sheimo said he owns 1 dog and 10 cats. Recently they've seen a veterinarian and he's cleaned up the premises. He indicated he wasn't looking to have more animals, but to retain the ones he has.

Mayor Tierney asked for the first time if there was anyone present who wished to speak in favor of the petition. Rose Bishop said she owns some of the cats and she has been trying to keep things cleaned up. She's been in contact with Dr. Cooper. The dog is allergic to sand fleas and they've been using Yard Guard.

Mayor Tierney asked for the second time if there was anyone present who wished to speak in favor of the petition.

Mayor Tierney asked for the third time if there was anyone present who wished to speak in favor of the petition.

Mayor Tierney asked for the first time if there was anyone present who wished to speak in opposition to the petition. Officer Johnson said she initially visited the property with personnel from Health and Human Services on September 4, 2014. At that time, there were 5 humans and 13 animals living at the residence. She indicated it wasn't a healthy environment. At the time of the visit, she inquired as to whether health care of the animals had been sought. She was informed that the owners had contacted a veterinarian, but when she called the two local veterinarians, they indicated they had not been contacted by the

petitioner. Ms. Johnson indicated she had not been back to the residence since September.

Mayor Tierney asked for the second time if there was anyone present who wished to speak in opposition to the petition. Sandra Gunderson said they own the adjacent property and over the years, have observed multiple ordinance violations at the subject property. She has no grudge with the occupants, but requested the kennel license not be issued for the best interest of the neighbors.

Mayor Tierney asked for the third time if there was anyone present who wished to speak in opposition to the petition. Hearing none, he asked the petitioner if he had anything to add to what he had heard.

Mr. Sheimo indicated they had moved his mother-in-laws belongings to their place when she went into a nursing home and the place was gradually getting cleaning up. He also indicated that all the animals have had their rabies shots. Mayor Tierney inquired as to the number of animals proposed to be at the premises and Mr. Sheimo said 1 dog and 10 cats.

Mayor Tierney declared the public hearing closed at 6:42 p.m.

Regular Meeting – 6:30 pm

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

Motion by Charles, second by Bauman to approve the minutes. Motion passed 6 to 0 on call of the roll.

- 3. Discussion and possible action on Conditional Use Permit for Roger & Ginny Sheimo to allow a residential kennel license on parcel 177; 212 Washington Street, City of Portage, Columbia County, Wisconsin**

Motion by Tierney, second by Redelings to deny the Conditional Use Permit, based on the police reports. Zirbes inquired as to how many animals would be permitted without the CUP. Redelings indicated up to 4 animals. Motion passed 6 to 0 on call of the roll. Mayor Tierney requested that Mr. Sheimo contact the Columbia County Humane Society to assist in reducing the number of pets at his residence to the amount allowed.

- 4. Discussion and possible action on a pre-application for a six-lot subdivision on School Road by the Portage Community School District.**

Charles Poches said they intend to name the development Pate's Place and indicated they're still working through issues with the property owner at the intersection of Dorn Drive and School Road. He explained how these lots would provide the location for new homes, which would be built by the school's building

trades program. He indicated this would be a great opportunity for the students and there are on-going discussions with Madison College about students being placed in MATC's apprenticeship program. The building trades program may be extended to area high school students outside the PCSD.

Redelings presented his report which indicated that sidewalks should be shown on the construction drawings and that there were egress and stormwater issues with lot #6. Murphy mentioned that these issues would be addressed in the Developer's Agreement.

Mayor Tierney said this would be a very desirable development and the City was enthusiastic to see it proceed. Mr. Poches said they still need MATC input on the Apprenticeship program, but thought they'd have documents ready for the December 8 Plan Commission meeting.

Tofson indicated he liked the idea of eliminating lot #6 and inquired as to whether there would be any covenants. Murphy said that the City doesn't impose covenants. The PCSD hasn't indicated there would be any covenants. Mr. Poches said the school district is very cognizant of the homes in the area and the proposed houses would be higher end homes compared to ones constructed in the past. Tofson also encouraged retention of as many trees as possible.

Based on the review comments, Mr. Poches will confer with their consultants and submit construction drawings and the preliminary plat at the next meeting. Redelings suggested submitting the documents 2 weeks prior to the meeting.

5. Discussion and possible action on site plan for a wellness center for Divine Savior Health Care at 2815 New Pinery Road

Commissioner Zirbes assumed the Chairperson's role at this time.

Mr. Palec and Mr. Spencer presented several drawings and described the building layouts, elevation views and site plan. Mr. Spencer indicated that the proposed parking far exceeded the City's requirements because their experience is that this type of facility requires about one stall for each 200 square feet of building space.

Redelings presented his Sobiek's findings. Most of the site plan requirements including landscaping and stormwater matters have been adequately addressed. The plan did have several shortcomings however. These include the lack of a photometric plan for the outside lighting, underground utilities, pedestrian and bicycle facilities and a traffic analysis.

Though traffic ingressing and egressing directly from New Pinery may be a concern, Charles and Zirbes expressed a bigger concern at the Eastridge – New Pinery intersection. Charles also indicated that parking along Eastridge may need to be eliminated.

Tofson inquired as to the catchment area of potential customers. Mr. Palec said they intend to maintain existing clientele and to increase the number of patients

resulting from recruitment of orthopedic services. However, nothing quantitative was provided.

Tofson noted that the site plan did lack pedestrian pathways, but thought it may be premature to require a traffic analysis without the benefit of a projection of the increase in number of patients.

Tofson also noted several architectural design concerns including the building construction type and classification. Mr. Spencer addressed the concerns, but acknowledged the need for pedestrian pathways.

The swimming pool was briefly discussed. The potential concern for chlorine being hazardous was dismissed by Mr. Palec, noting the low concentration and the supplemental UV treatment.

Motion by Redelings, second by Charles to approve the site plan contingent upon receiving an acceptable photometric plan, site plan revisions addressing pedestrian and bicycle facilities and an acceptable underground utilities plan. Additionally, funds should be escrowed for a future traffic analysis. These items may need to be addressed in the Developer's Agreement.

Tofson inquired about screening the roof top mechanicals. Mr. Spencer indicated that due to the building orientation and remoteness to the street, the mechanical features wouldn't be noticeable.

Motion passed 4 to 0 with Tierney and Bauman abstaining.

Mayor Tierney returned to chair of committee.

6. Old Business

- a. Comprehensive Plan/Zoning Map Update – Redelings said that there will be a public hearing forthcoming to modify the land use changes the Plan Commission recommended.
- b. Don Roecker CSM – Redelings indicated the CSM has been modified to show access easements and is acceptable.
- c. Hubert Hill CSM – Redelings said the CSM as previously submitted is acceptable and the frontage issue has been cleared up.
- d. Jeanne Mundt (Pflanz) Parking Lot – Redelings spoke to the project engineer who indicated he's still working on the site plan.

7. Adjournment.

Motion by Tofson, second by Charles to adjourn. Motion passed 6 to 0 on call of the roll. The meeting concluded at 7:40 p.m.

Respectfully submitted,
Robert G. Redelings, City Engineer

ORDINANCE NO. 14-021

ORDINANCE RELATIVE TO MUNICIPAL COURT SERVICE FEES

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

Section 42-9 is hereby repealed and re-enacted in its entirety as:

Section 42-10

Section 42-10. Abolition.

The Municipal Court hereby established shall not be abolished while the Wis Stat. §755.01(4) agreement is in effect.

The following Section is hereby created to read as follows:

Section 42-9

Section 42-9. Service fees.

- (a) *Service Fees.* Pursuant to Wis. Stat. §§ 814.70, 814.705 and 814.71 the City of Portage Police Department shall charge a service fee of \$30 when the City Police serve a warrant or commitment order upon a person. The person served with the warrant or commitment order shall be responsible for the payment of the warrant or commitment order service fee. The service fee may be collected as a court cost through the court.
- (b) *Multiple Warrants.* The City of Portage Police Department shall charge a separate fee for each warrant or commitment order served on a person.
- (c) *Disposition of Fees.* Upon collection by the court, all warrant or commitment order service fees shall be forwarded by the court to the City of Portage Treasurer.
- (d) *Severability.* It is the legislative intent that should any provision of this Ordinance be declared invalid, illegal, unenforceable, or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions of this Ordinance. Furthermore, the relevant court of competent jurisdiction is authorized to substitute for the provision at

issue a valid and enforceable provision as similar as possible to the provision at issue.

Passed this _____ day of _____, 2014.

W.F. Bill Tierney, Mayor

Attest:

Marie A. Moe, City Clerk

Ordinance requested by:
City Attorney

ORDINANCE NO. 14-022

ORDINANCE RELATIVE TO BUILDINGS & BUILDING REGULATIONS

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

CHAPTER 10 ARTICLE IX DRIVEWAYS

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

Sec. 10-305. General requirements.

- (2) *Number.* The number of driveways to serve an individual property fronting on a street shall be one, except where deemed necessary and feasible by the City Engineer, for reasonable and adequate service to the property, considering the safety, convenience and utility of the street.
- (10) *Variances.* Any of the above requirements may be waived or modified by the Plan Commission in such instances where the peculiar nature of the property or the design of the street may make the rigid adherence to the above requirements impossible or impractical.

Sec. 10-306. Special requirements for commercial and industrial driveways.

- (1) *Width of drive.* No part of a private driveway located within the dedicated area of a public street shall, except as hereinafter provided, have a width greater than 30 feet measured at right angles to the centerline of said driveway, except as increased by permissible radii. In instances where the nature of the commercial or industrial activity or the physical characteristics of the land would require a driveway of greater width than herein specified, the Plan Commission in its discretion may permit a driveway of additional width during site plan consideration upon recommendation by the City Engineer.

Sec. 10-307. Special requirements for residential driveways.

- (1) *General requirements.* Unless approved by the City Engineer, a residential driveway shall be no greater than 30 feet wide at the curblin and 24 feet wide at the property line.

All other sections of this Article shall remain as previously adopted.

Passed this _____ day of December, 2014.

W.F. "Bill Tierney", Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

First reading:

2nd reading:

Published:

Ordinance requested by:

Legislative and Regulatory Committee

RESOLUTION NO. 14-048

RESOLUTION RELATIVE TO ADOPTING 2015 BUDGET AND TAX LEVY

WHEREAS, the Common Council of the City of Portage has formulated a budget for the operation and administration of city government; and

WHEREAS, pursuant to the provisions of Wisconsin State Statutes 65.90, a public hearing on the matter of the 2015 Municipal Budget was held on November 25, 2014.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Common Council of the City of Portage, Columbia County, Wisconsin, as follows:

1. That the Municipal Budget for the year 2015, as printed and attached hereto and made a part hereof, shall be and is hereby adopted.
2. That there is being levied a tax of four million eight hundred forty-three thousand one hundred ninety-five dollars (\$4,843,195) on all the taxable property within the City of Portage for the uses and purposes set forth in the Municipal Budget.
3. That the City Clerk is hereby authorized and directed to spread the tax on the current taxroll of the City of Portage.

DATED this 25th of November, 2014.

W.F. "Bill" Tierney, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

Resolution requested by:
Finance/Administration Committee

AMENDMENT No. 1
To the Agreement Between the City of Portage and
The Village of Endeavor for the Operation of
The Joint Municipal Court (Agreement)
(Draft 9/18/14)

This Amendment No. 1 to the Agreement between the City of Portage ("City") and the Village of Endeavor ("Village") for the establishment and operation of a Joint Municipal Court is made and entered into this 11 day of November, 2014.

The following Section of the Agreement originally adopted November, 2013 shall be amended as follows:

2. **Costs.** The City and Village agree to share in the costs of administering the operation of the Court as follows:
- a. The Village shall pay to the City the following surcharges:
 - ii. A sum of \$15.00 for each uniform traffic code citation issued by the Village which is processed by the Court **except for those citations which have a forfeiture amount of less than \$30.00, the Village shall pay to the City one-half (1/2) of the forfeiture amount.**

All other sections of the Agreement shall remain as originally adopted.

CITY OF PORTAGE

W.F. Bill Tierney, Mayor

Marie A. Moe, City Clerk

VILLAGE OF ENDEAVOR

Steve Biba
Steve Biba, President

Laura Myers
Laura Myers, Clerk-Treasurer