

**City of Portage Common Council Meeting  
Council Chambers of City Municipal Building  
115 West Pleasant Street, Portage, WI  
Regular Meeting – 7:00 p.m.  
January 8, 2015  
Agenda**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Minutes of Previous Meeting
6. Lifesaving Award Presentation
7. Introduction of new Police Officer Derek Anderson
8. Consent Agenda
  - A. Reports of Sub-Committees, Boards, and Commissions
    1. Airport Commission, November 19, 2014
    2. Library Board, December 15, 2014
    3. Business Improvement District Board of Directors, December 16, 2014
  - B. License Applications
    1. Operator
    2. Taxi Cab Operator
9. Committee Reports
  - A. Park and Recreation Board, December 9, 2014
    1. Consideration of recommendation for approval of agreement with Catholic Charities Diocese of Madison (CCDM) for mobile food pantry
  - B. Plan Commission, December 15, 2014
  - C. Human Resources Committee, January 6, 2015
    1. Consideration of recommendation for appointment of Building and Grounds Maintenance position

10. Old Business
  - A. Consideration of Utility Bill Leak Adjustment Policy
  
11. New Business
  - A. Ordinances
    1. Ordinance No. 15-001 relative to Opting in for Category B Implements of Husbandry to Comply with the Table of Statutory Weight Limits Under Wis. Stat. §348.15(3)(g)
  
  - B. Resignation
    1. Historic Preservation Commission – Wage Udelhoven
    2. AdHoc Canal Committee – Destinee K. Udelhoven
  
  - C. Appointment
    1. Business Improvement District Board of Directors – Mynra Hooper
  
  - D. License Applications
    1. Secondhand Article Dealer
      - a. Krueger, Jon M. – This That & Everything
      - b. Bodien, Mary A. – Good Times
  
  - E. Mayor’s Comments
    1. Adjourning Sine Die
    2. April 7, 2015 election
    3. Garbage/recycling containers
    4. Law Enforcement Appreciation Day
  
  - F. City Administrator’s Report
    1. 2015 Projects
  
  - G. Closed Session  
The Common Council will go into closed session pursuant to Wisconsin Statutes 19.85(1)(e) for the consideration of the potential purchase of property at 101West Cook Street.
  
  - H. Reconvene to Open Session for remainder of the meeting
  
  - I. Consideration of the purchase of property at 101 West Cook Street
  
12. Adjournment

Common Council Proceedings  
City of Portage

Regular Meeting  
Council Chambers  
City Municipal Building

December 11, 2014  
7:00 pm

**1. Call to Order**

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

**2. Roll Call**

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

Also Present: Mayor Tierney, City Clerk Moe, City Administrator Murphy, City Attorney Spankowski, Director of Business Development and Planning Sobiek, Fire Chief Simonson, Library Director Schultz, 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**

Deletion: report from Airport Commission meeting of November 19, 2014

**5. Minutes of Previous Meeting**

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

**6. Presentation by Library on programs**

Library Director Schultz informed the council on various programs offered through the Library including community services, youth services, adult and senior programs. The Library will be approving a strategic plan on Monday. The South Central Library System Foundation recently awarded the Library with the Program Wizard Award for the summer food program at the Library.

**7. Consent Agenda**

Reports of Sub-Committees, Boards, and Commissions

Historic Preservation Commission meeting of November 18, 2014

Police and Fire Commission meetings of November 18, 2014 and  
November 20, 2014  
Board of Zoning Appeals meeting of December 1, 2014

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

License Applications

Operator license applications for Shanna N. Atkinson, Ashlee M. Brimmer, and Samantha A. Maroney.

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

**8. Committee Reports**

Municipal Services and Utilities Committee meeting of December 4, 2014

Finance/Administration Committee meeting of December 8, 2014

Motion by Dodd, second by Charles to approve claims in the amount of \$1,129,029.28. Motion carried unanimously on call of roll.

Motion by Dodd, second by Lynn to pre-approve payment of any claims that must be paid by year-end, which will be reviewed by the committee in January. Motion carried unanimously on call of roll.

The HVAC contract will go out for bid.

The County is in the process of confirming that there is no change to the online access agreement for real property records.

Motion by Dodd, second by Charles to approve a three year contract with Aramark for uniforms and material laundering services. Motion carried unanimously on call of roll

Motion by Dodd, second by Klapper to approve the Portage Enterprise Center Lease Agreement with MATC. Ald. Lynn had concern that any unpaid leasehold improvements would be paid upon early termination of the lease. The lease does contain that language. Ald. Lynn stated that the Enterprise Center was designed for start-up businesses not for long-term tenants; and felt that there should be no options on any of the leases. City Administrator Murphy explained that the mission of the Enterprise Center is job creation, economic development and training, with MATC being a partner since the center's inception. Columbia County Economic Development Corporation (CCEDC) is also a partner and has an office at the Center. Partnerships with MATC and CCEDC fit the mission of the

Center. The City does not provide long-term leases for start-up businesses. Motion carried 8 to 1 on call of roll with Lynn voting no.

Motion by Dodd, second by Lynn to approve the 2015 Inter-Municipal Fire Agreement. Motion carried unanimously on call of roll.

Motion by Dodd, second by Charles to approve Amendment No. 4 for the Haertel Street Reconstruction Design Services with Jewell Associates. Motion carried unanimously on call of roll.

**9. Old Business**

Ordinances

Ordinance No. 14-021 relative to Municipal Court Service Fees received its second reading and passed unanimously on motion by Maass, second by Dodd and call of roll.

Ordinance No. 14-022 relative to Commercial, Industrial and Residential Driveway Regulations received its second reading and passed unanimously on motion by Maass, second by Charles and call of roll.

**10. New Business**

Resolutions

Resolution No. 14-049 relative to Establish Specified Reserve Funds was read and adopted unanimously on motion by Dodd, second by Klapper and call of roll.

Resolution No. 14-050 relative to Wage and Salary Schedule Covering Non-Union Personnel was read and adopted unanimously on motion by Dodd, second by Lynn and call of roll.

Resolution No. 14-051 relative to Final Resolution Authorizing Public Improvement and Levying Special Assessments Against Benefitted Property in Portage, Wisconsin (East Albert Street Reconstruction Project) was read and adopted unanimously on motion by Hamburg, second by Dodd and call of roll.

Resolution No. 14-052 relative to Final Resolution Authorizing Public Improvement and Levying Special Assessments Against Benefitted Property in Portage, Wisconsin (2014 Water Main and Sanitary Sewer Construction) was read and adopted unanimously on motion by Dodd, second by Hamburg and call of roll.

Appointments

Motion by Dodd, second by Klapper to approve the appointment of Ernie Curley to the Community Development Authority. Motion carried unanimously on call of roll.

### Mayor's Comments

The kick off committee meeting for a dementia friendly community was held the first Thursday in December. Council members were encouraged to participate. Meetings will be held the second Thursday of the month at 3:30 p.m. at 602 East Albert Street.

Tax bills have been sent out. An informational letter has been included with the bill.

Nomination papers for Aldermanic District 3, 4, 6 and 8 are due January 6, 2015 to the City Clerk. Nomination papers for Multi-jurisdictional Municipal Judge are due January 6, 2015 to the Columbia County Clerk.

Mayor Tierney signed and presented a Proclamation for National Pearl Harbor Remembrance Day to the VFW and thanked the organization for keeping the remembrance alive.

### City Administrator's Report

The revaluation process has begun. Postcards to those properties being inspected for 2015 have been sent and the assessors are currently visiting those properties. Half of the properties are being inspected for 2015, with the other half being inspected for 2016.

## **11. Adjournment**

Motion by Dodd, second by Charles to adjourn. Motion carried unanimously on call of roll at 8:01p.m.

Marie A. Moe, WCPC, MMC  
City Clerk

**City of Portage  
Airport Commission Meeting  
Wednesday, November 19, 2014, 7:00 p.m.  
City Municipal Building, 115 West Pleasant Street  
Conference Room One**

Members present: Rita Maass, Chairperson; Doug Klapper, William Kutzke, David Tesch

Excused: Barry Erath, Fred Langbecker

Others present: John Poppy (Manager) and Craig Sauer (PDR) and Bill Welsh

- 1. Roll Call**  
Meeting was called to order by Maass at 7:00 pm
- 2. Approval of minutes of previous meeting on October 28, 2014**  
Motion by Kutzke, second by Tesch to approve the minutes. Motion passed 4 to 0.
- 3. Discussion on development of long-term plan for airport**  
Discussion took place. First course of action will be to review previous feasibility studies.  
  
Next meeting will be Wednesday, December 17, 2014 at 7:00 pm
- 4. Adjournment**  
Motion by Tesch, second by Kutzke to adjourn. Motion passed 4 to 0 on call of the roll. The meeting concluded at 8:09 p.m.

Chairperson Rita Maass

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

LIBRARY BOARD MEETING Minutes  
December 15, 2014

Meeting called to order 6:38 pm

Present: Tamboli, Voigt, Stevenson, McLeish, Blohm, Schoenborn-Hoffmann

Excused: Davis, Gregory, Vehring

- 1) Motion to approve November 11, 2014 regular meeting minutes. (BB/CS)
- 2) Financial Reports:
  - a) Motion to approve November 2014 Municipal funds claims and Library Restricted funds claims for payment as presented. (EV/NS-H)
- 3) Director's Report: Shannon Schultz
  - a) The Library Foundation Audit and 501(c)(3) process is completed.
  - b) Library programs report was presented to the Common Council on December 11.
  - c) December 17, the Library summer food service program will be recognize by a County resolution.
  - d) A presentation of the Library food service program will be given to the Rotary in January.
  - e) Circulation Supervisor and Teen Services Coordinator have been hired.
- 4) Business:
  - a) Motion to approve the 2015 Library Budget as presented. (CS/EV)
  - b) Motion to approve the 2015 Library Wage Schedule as presented. (BB/CS)
  - c) Motion to approve the 5-Year Strategic Plan for Library Services with corrections. (BB/NS-H)
- 5) Closed Session:
  - a) Motion to convene into closed session pursuant to Wisconsin State Statute 19.85(1)(c) to discuss performance evaluation of the Library Director. 7:18 pm (EV/BB)
- 6) Meeting adjourned 8:07 pm.

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  
Business Improvement District Board of Directors  
Tuesday, December 16, 2014, 7:30 a.m.  
City Municipal Building, 115 West Pleasant St.  
Conference Room Two  
Minutes**

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

Excused: Vice President – John Krueger.

Also present: Scott Davis, BID Contractor, Portage Director of Business Development- Steve Sobiek, Mayor William Tierney.

**1. Roll Call**

The meeting was called to order at 7:35am by President Joyce.

**2. Discussion and request for approval of BID Meeting minutes for November 12, 2014.**

President Joyce presented the minutes from November 12, 2014 and asked for a motion to approve the minutes as presented. Motion by Schmidt, second by Dumbleton to approve minutes for November 12, 2014 meeting. Motion carried unanimously.

**3. Discussion and possible action on BID Board Member(s) consideration.**

President Joyce asked Maribeth Dorn if she was interested in returning as a Director of the Portage BID Board. Dorn declined due to personal reasons.

President Joyce asked Myrna Hooper if she was interested in returning as a Director of the Portage BID Board. Hooper agreed to returning to the BID Board. President Joyce presented to the Board Myrna Hooper as a returning Portage BID Board Director. **Motion was made to accept and present Myrna Hooper to the Portage City Common Council, with a 3 year term from 2015 to 2017, by President Joyce, 2<sup>nd</sup> by Schmidt. Motion passed with all in favor.**

**4. Discussion and possible action on BID Committee Chairman Reports**

**Discussion moved to Executive Committee Report.**

President Joyce presented the Executive Committee report stating that a number of the Tree Ornaments were recently broken. Joyce stated that she will call the manufacturer due to an understanding of them being unbreakable. She will keep the Board up to date on her discussion. Joyce continued her report stating the Executive Committee discussed the upcoming Orientation Meeting at 6:30pm, on 01/26/15, at 205 VINO. A flyer will be created. The flyer will be mailed to the BID fee payer and hand delivered to the tenants at each location. Joyce will ask if the Mayor and Steve Sobiek are willing to make scheduled remarks at the meeting.

Joyce finished her report stating the council is asking for an annual operational plan. She will discuss with City Administrator Murphy regarding specifics since the Bylaws are already approved and an annual budget is present to the Common Council for approval each August.

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

Director Schmidt presented the Buildings & Grounds Committee report stating that the Committee is meeting with Contractor, Scott Davis and President Joyce regarding snow removal and that expectations of the Board, contractor and the BID members are in sync. Schmidt continued stating that the Polar Trac lights have been fixed.

Schmidt continued stating that the committee has been included in the discussion of trees at the Chamber Plaza and the electrical problems with provided power. Schmidt stated that the City has contracted with Electric One to fix the electrical problems.

Schmidt stated that he has been in contact with the City Administrator Murphy regarding the shattered Christmas Tree ornaments. Schmidt stated that he received a forwarded e-mail between Murphy and Police Chief Manthey regarding the matter. The committee is looking at the feasibility and cost of attractive fencing around the tree. The fencing could be used within the BID for other purposes as deemed necessary. Director Link stated that she sees constant vandalism at the Chamber Plaza and has asked why this continues to be a problem without an apparent answer by the City of Portage. Schmidt added that cameras have been looked at as a potential answer but that the cost was prohibitive. Dumbleton added that the Portage BID Board and the City of Portage should look into constructive ways to deter and not focus on why something cannot be done to alleviate vandalism at the Chamber Plaza.

Schmidt ended his report stating that Contractor Davis is doing a great job and wanted to thank him for his hard work and the positive comments that he has been hearing. Schmidt asked that Davis present his contractors report for the month of November.

**Motion by Rupers, second by Schmidt to approve the November 2014 Contractors Report. Motion passed with all in favor.** October 2014 Contractor Report is included as Addendum1BIDDec.

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

Director Dumbleton presented the Farmers Market Committee report stating that a preliminary report is available until the November 2014 financials are finalized and approved. The Farmers Market income is \$2180 and the expenses are currently at \$1829.86, with \$350 of those expenses including many start-up purchases, such as clothing and small equipment. Dumbleton stated that the state of WI "Pickle Bill" requirements are now included on the website, along with a request for individuals to consider becoming members of the Farmers Market Committee.

#### **Discussion moved to the Grants Committee Report**

President Joyce stated that there was no committee report this month. However, **Joyce made a motion to remove the table item to discussion and consider possible action on \$1000 request from Downtown Portage, Inc for 2015 Fine Vine Wine Walk event in October of 2015, 2<sup>nd</sup> by Rupers. Motion passed with all in favor.**

Director Link presented the requested DPI Financial reports to the Board for DPI's request for \$1000 for the 2014 Fine Vine Walk event held in October 2014. Rupers stated that he did not see the a coordinator fee for, Tricia Pionke. Link stated that she donated her time this year for coordinating this event. **Motion to approve DPI's request for \$1000 for the 2014 Fine Vine Walk event held in October 2014 by President Joyce, 2<sup>nd</sup> by Cavanaugh. Motion passed with all in favor.**

#### **Discussion moved to Marketing Committee report.**

President Joyce stated that since the Marketing Committee Chairperson, Vice President Krueger was excused, she asked that Director Cavanaugh present to the Board an update on the Portage BID Website. Cavanaugh stated that the change requests from the November Board meeting were completed. She is working on improving the Search Engine Optimization of the website and has asked the Board to access the website on a regular basis to improve the website's positioning. Cavanaugh stated that DPI has requested a page on the site to include the vacant building locations within the Downtown and to include the contact information and pricing. Portage Director of Business Development- Steve Sobiek added that he is working with the owners of vacant buildings for lease/selling opportunities and asked for our help if we know of potential tenants or buyers.

Cavanaugh added that she believes a focus on businesses within the Portage BID and space availability is crucial.

**Discussion moved to Streetscape Committee report.**

President Joyce stated that there is not report as the Streetscape committee did not meet.

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

Director Link presented the report stating that the Living Window event on Saturday, 12/13/14 was a success and an awesome day. There was an estimated 1000 people attending to view 22 windows and a live nativity scene.

Link continued her report stating that the Holiday Shopping Spree is looking very good as there have been over \$35,000 in receipts since 12/11/14. 41, or 50% of the downtown businesses participated and 90% of the receipts were from Downtown businesses. The average receipt was \$340. The shopping spree created a positive buzz for the downtown and suggestions were made to use Sandwich Boards for advertising the Shopping Spree in December of 2015.

**6. Discussion and possible action on treasurer's report.**

Claims to pay

Treasurer Schmidt presented the Claims to Pay Voucher list for December, 2014. Schmidt presented the Claims to pay for December in the amount of \$10,607.59. **Motion by Rupers, second by Dumbleton to approve the presented Claims To Pay list in the amount of \$10,607.59. Motion carried unanimously.** Claims to pay list included as Addendum2BIDDec.

Financials – November 2014

Treasurer Schmidt stated that he did not receive the November 2014 Financials from the City. Schmidt stated that the BID November Financials will be presented in January 2015, along with the December 2014 Financials.

**7. Discussion and possible action on BID Board Officer positions for 2015**

- a. President Joyce nominated Director Dumbleton as BID Secretary for 2015.
  - i. **President Joyce made a motion to close nominations for Secretary and accept Director Dumbleton as Portage BID Secretary for 2015, 2<sup>nd</sup> by Cavanaugh. Motion passed with all in favor.**
- b. Director Rupers nominated Director Schmidt as BID Treasurer for 2015.
  - i. **Director Rupers made a motion to close nominations for Treasurer and accept Director Schmidt as Portage BID Treasurer for 2015, 2<sup>nd</sup> by Dumbleton. Motion passed with all in favor.**
- c. President Joyce nominated Director Rupers as BID Vice President for 2015.
  - i. **President Joyce made a motion to close nominations for Vice President and accept Director Rupers as Portage BID Vice President for 2015, 2<sup>nd</sup> by Schmidt. Motion passed with all in favor.**
- d. Secretary Rupers nominated Director Joyce as BID President again for 2015.
  - i. **Secretary Rupers made a motion to close nominations for President and accept Director Joyce as Portage BID President for 2015, 2<sup>nd</sup> by Link. Motion passed with all in favor.**

President Joyce recognized Mayor Tierney regarding an update on Columbia County and the acquiring of property within the Portage BID. Mayor Tierney stated that there will be a County

Infrastructure meeting on 12/30/14. The County is looking to purchase land along the canal from Wisconsin to Thompson Streets to house the Health & Human Services and Administration buildings. Mayor Tierney suggested that the Portage BID Board consider a Representative to become a regular attendee of the Columbia County infrastructure meetings.

**8. Adjournment**

Motion by Joyce, second by Rupers to adjourn the meeting at 8:43. Motion carried unanimously.

Respectfully Submitted by Dennis Rupers, BID Secretary.

## 2014 Monthly BID Maintenance Contractor Report 11/01/14-11/30/14

To: BID Board

From: Scott Davis

### BID District Trash Cans:

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

### Farmers Market:

### BID Equipment:

- I took the two 4 wheelers to a friend's shop and had them tuned up and all the fluids changed. The Polar Trac was dropped off November 7. The lights did not work the first time went to use it. I thought it might be an easy fix so I had Schadel auto check it over and they replaced a relay that was bad. The lights went out again so Shane suggested I have a tech from the dealer look it over. He checked all the wire connections and replaced the relay that Schadel auto put in. The Bobcat side by side is still working out great.

### BID Building:

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

### Miscellaneous:

- Carol from Edgewater Greenhouse, Joanne from Portage Pride, Shane Schmidt and a couple of other ladies put more boughs and red willow in the planters. Carol brought different types of boughs and some red willow with her. I also cut a bunch of red willows. I helped the city workers with putting up the big tree and the new ornaments. Ian and I put up the candy cane street signs. Diana Haertel, Mrs. Polnow and I put the lights on the trees around the Commerce Plaza.

**2014  
City of Portage  
Business Improvement District**

**December 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	10/29-11/24	118698-013	118698U11242014	\$9.03	Alliant Energy	BID Building Electrical	221	Electrical & Gas
3	11/30/2014		#1657 & #1661	\$142.30	Shadel Auto & Truck Clinic	Tire Repair/Patch & Replace Relay on PolarTrac	352	REPAIR/MAINT SUPP-EQUIPMENT
4	11/12/2014	2599988	2252695	\$900.00	Capital Newspapers	Holiday Happenings Raffle	296	Marketing
5	11/21-11/22	2599988	2254310 & 2254315	\$250.00	Capital Newspapers	Christmas Spadia	296	Marketing
6	11/28-11/29	2599988	2264947 & 2264948	\$250.00	Capital Newspapers	Christmas Spadia	296	Marketing
7	11/19/2014		313488	\$41.07	Napa Auto Parts	Magnetic Block Heater	352	REPAIR/MAINT SUPP-EQUIPMENT
8	8/27/2014		303558	\$5.69	Napa Auto Parts	Sand Paper	352	REPAIR/MAINT SUPP-EQUIPMENT
9	11/26/2014		314282	\$1.90	Napa Auto Parts	Cut Key	352	REPAIR/MAINT SUPP-EQUIPMENT
10	11/7/2017		977863	\$100.00	Scott Davis	Seasonal Maint of Polaris 500(Spark Plug,Oil,Gear,Trans)(Scott pd Mike Hebel)	352	REPAIR/MAINT SUPP-EQUIPMENT
11	11/7/2014		977864	\$100.00	Scott Davis	Seasonal Maint of Polaris 500(Spark Plug,Oil,Gear,Trans)(Scott pd Mike Hebel)	352	REPAIR/MAINT SUPP-EQUIPMENT
12	11/26/2014		427651	\$2,289.00	Don Rick Insurance	2015 Pkg Renewal(Cincinnati Indemnity)	510/512	Liability Ins/Property Ins
13	12/5/2014	133794	1563149-00	\$326.25	Reinders	Service Call-Replace Relay(Lights going out on Polar Trac)	352	REPAIR/MAINT SUPP-EQUIPMENT
14	11/12/2014		3698	\$50.00	Silent Night Evergreens	Boughs	790	MISCELLANEOUS EXPENSE
15	12/6/2014			\$1,000.00	Downtown Portage Inc. (DPI)	2014 Fine Wine Walk-Marketing Materials	296	Marketing
16	12/2/2014		12846	\$2,642.35	Temple Display LTD	106-8" Red,Silver,Gold Ornaments/168-5 1/2" Red,Silver,Gold Ornaments		

Total: \$10,607.59

**Pre Paid Expense Account #055**

1	12/12/2014		Pre-Paid	\$214.84	Portage Lumber	Plywood,Tarps(section to heat Polar Trac)	821	Buildings/Grounds
2	11/27/2014		Pre-Paid	\$15.96	Tractors Supply	Cable Ties	352	REPAIR/MAINT SUPP-EQUIPMENT
3	11/26/2014		Pre-Paid	\$39.75	Market Basket	Diesel	342	Gasoline/Oil
4	11/26/2014		Pre-Paid	\$2.95	Walgreen Balance	Monthly Fee	590	Bank Fees
5	11/20/2014		Pre-Paid	\$166.31	Portage Lumber	Ice Melter & Can Liners	352	REPAIR/MAINT SUPP-EQUIPMENT
6	11/20/2014		Pre-Paid	\$119.99	Tractors Supply	Infered Heater	860	Small Equipment
7	11/12/2014		Pre-Paid	\$7.25	Tractors Supply	Cable Ties,Wire Rope	352	REPAIR/MAINT SUPP-EQUIPMENT
8	11/10/2014		Pre-Paid	\$39.00	Market Basket	Diesel	342	Gasoline/Oil

Total: \$606.05  
Balance On Card: \$673.65

Approved for payment during City of Portage Business Improvement District Committee meeting dated 12/16/2014

Shane Schmidt, Treasurer  
BID Board of Directors

12/16/2014  
Date

Shadel Auto and Truck Clinic  
608-742-8870

Date

**Statement**

3

# City of Portage

## Operator's Applications

STEPHANIE BUSHOR

MICHAEL L. EDDY

# City of Portage

Taxi Cab Operator

DAVID C. FANDRICH

**City of Portage  
Park and Recreation Board Meeting  
Tuesday, December 9, 2014, 6:30 p.m.  
Municipal Building Room #1**

Members present: Brian Zirbes, Chairperson, Larry Messer, Mike Charles, Todd Kreckman and 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 November 4th, 2014 meeting**

Motion was made by Charles and seconded by Messer to approve the minutes, as submitted, from the November 4th, 2014 meeting. The motion carried 4-1, Maass abstaining on call of roll.

**3. Discussion and action on drafting agreement allowing Portage Youth Softball to utilize T-ball fields at Veterans Memorial Fields.**

Kremer reported that the Portage Youth Softball Association has recently realigned their board and were interested in expanding their activities to include the K-2<sup>nd</sup> grade group. They have asked permission to use the City's T-ball fields from mid-April through mid-June, noting that these dates would not interfere with any of the City's youth programs. The group was asking for a 1 year agreement stating they would pay a \$15 fee per participant to the Park and Recreation Department and the City would only need to drag the field for preparation. Maass made a motion to give Kremer direction to draft an agreement for the \$15 per participant use fee and noting that if they would need the fields lined it would be an additional cost to the Youth Softball group. Second by Charles. The motion carried 5-0 on call of roll.

**4. Discussion and possible recommendation on agreement with Catholic Charities Diocese of Madison (CCDM) to locate food pantry at Building 8 in Veterans Memorial Field Complex.**

Kremer presented a draft of a rental contract for the CCDM for the use of building 8 each 2<sup>nd</sup> Monday of the month from 8 am to about 1 pm. No fee is tied to the proposed 3 year contract for the mobile food pantry. There are no foreseen conflicts with the group and current users of building 8. Charles made a motion to present the contract to council for approval as presented by Kremer and second by Maass. The motion carried 5-0 on call of roll.

**5. Discussion and possible recommendation on change of Ordinance Sec. 54-49  
“Turf Protection on Public Property”**

After a brief discussion with the City Administrator and the Police Chief, where no issues were discovered, Kremer proposed a restricted permit be allowed for metal-detectors to search City owned property with a minimal \$10 fee base. The Park and Recreation Department would oversee the permits and would notify the Police Department when permits were issued as a precautionary for any unforeseen issues. Charles made a motion to recommend that Council approve the drafted change to the current Ordinance Sec. 54-49 releasing Council as approving agent for metal detecting and allowing authorization to be done by the Manager of Parks and Recreation; and to take out the Portage Community School District as one of the agents within the release of liability paragraph. Second by Kreckman. The motion carried 5-0 on call of roll.

**6. Discussion on 2014 Park Shelter Rental Data and fees and charges.**

Kremer explained the collected data on the 2014 park use and corresponding fees, noting Collipp-Worden Shelter #1 and Pauquette Shelter #1 are currently the most rented shelters. A fee comparison with other similar communities was supplied for a base. The tally showed 83% of the rentals are made by residents with only 17% made by non-residents. A more precise report is expected for 2015 with the shelter rentals now being exclusively done through the RecDesk program.

**7. Discussion and review of 2014 departmental goals, update on financial numbers and discussion on 2015 goals.**

Kremer listed 6 of the goals for 2014 that have been completed, are in progress or are near completion along with a list of accomplishments realized by the department. Recreation revenue and park facility rentals were up by several thousand dollars; improvements to park structures were made with the removal of outdated equipment and electrical upgrades; further improvements to the Splash Pad were realized, the addition of several memorial benches in park areas and the creation of several new youth based programs. Goals for 2015 include a more detailed inventory for the parks, continued upgrades to the parks and playground areas; increased revenue and new recreation programs; increased online visibility of the parks and programs; completed construction of bathrooms/shelters at Lawton and Goodyear; continuation of an Emerald Ash Borer Plan.

**8. Manager Kremer’s Report**

Kremer reported registration for the winter/spring swimming lesson program has begun and that the adult basketball leagues have 9 teams participating this year. Work continues with end of the year reports and updates to the Fair Board contract for 2015. Information is being compiled for the spring brochure that will be distributed with cooperation with the school system. Vandalism at both Market Square and Lincoln Park were also reported.

**9. Adjournment**

Zirbes asked all in favor to adjourn say Aye. Motion Passed. Meeting adjourned at 7:15 pm.

Respectfully submitted  
Leslie Hawkinson  
Park & Recreation Department

## **RENTAL CONTRACT**

**THIS AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_, 2014 by and between the **City of Portage, WI**, a municipal corporation with main offices at 115 W. Pleasant St. Portage, WI 53901(hereinafter referred to be as the "City") and the **Catholic Charities, Diocese of Madison, WI** (hereinafter referred to as "CCDM") a non-profit, 501(c)(3) charitable organization whose main offices are located at 702 S. High Point Road, Madison, WI 53744-46550;

**WHEREAS**, the CCDM operates has a Free Mobile Food Pantry and is desirous of locating the Pantry at Building 8 in the City for the term of this Agreement; and

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

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

1. This agreement shall be for (3) calendar years, 2015, 2016, and 2017; either party may terminate agreement by providing a written notice to the other with (1) year notice.
2. The specific dates and length of each pantry shall be mutually agreed upon between the City and CCDM, but is generally understood that such pantry's shall be held at the second Monday of the month from January through December for approximately 5 hours (including set up and take down).
3. CCDM shall be allowed to use Building 8 at the Veteran's Memorial Field Complex and the City will provide CCDM with a key for the building. Any tables, chairs, etc. will be the responsibility of CCDM to provide. CCDM may also utilize Fair Boulevard and gravel parking areas inside of fairgrounds for parking prior to and after event. Green space parking will only be permitted if weather permits; any damage to Building 8, its contents and adjacent grounds shall be repaired by CCDM or the City and invoiced to CCDM. No parking is allowed on youth or varsity soccer fields at any time.
4. Inconsideration of the covenants herein, the Park Rental Fees will be waived for CCDM to utilize Building 8 for monthly food pantries. City staff time for cleaning or prepping building in addition to any consumable supplies (toilet paper, hand towels, ice salt, etc.) required will be invoiced quarterly to CCDM.
5. CCDM shall be responsible for cleaning up the premises during and immediately after the pantry and to return the premises to the condition it was in prior to the pantry and to keep

the grounds free from debris and other materials resulting from the pantry. After the cleanup is completed, the City shall inspect the premises. If the premises are not cleaned up satisfactorily, the City shall clean up the premises and shall charge all cleanup costs to CCDM. Failure to pay cleanup costs within (90) days may result in the termination of the contract. CCDM, at no time may alter Building #8 without written permission from the City.

6. CCDM shall be allowed to use the restroom facilities located inside of Building #8 for its pantry participants. If any additional restroom facilities are required, CCDM shall be responsible for ordering and paying for those additional restrooms.
7. The City shall be responsible for payment of all utility charges incurred by CCDM in hosting the monthly food pantry.
8. CCDM shall provide the City of Portage a Certificate of Insurance with the City listed as an additional insured for the following 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.

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

**City of Portage**

**Catholic Charities, Diocese of Madison**

\_\_\_\_\_  
W F "Bill" Tierney, Mayor

\_\_\_\_\_  
(Representative)

\_\_\_\_\_  
Marie A. Moe, City Clerk

\_\_\_\_\_  
(Representative)

**City of Portage  
Plan Commission Meeting  
Monday, December 15, 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: John Morauski, Charles Poches, Jim Grothman, Kevin Meyer, Steve Vanderhoef, Steve Sobiek, Bill Welsh and Craig Sauer

**Public Hearing – 6:25 pm**

Consider the granting of a conditional use permit (CUP) to Richard Allen to operate an office in the home on parcel 2557; 1511 W. State Rd 33, 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 provided any comments. Redelings read the previously prepared staff report. A letter from Mr. Morauski was also provided (attached).

Mayor Tierney asked the petitioner if there was anything he'd like to add to the staff report. Mr. Morauski provided a brief description of the business and indicated he also wanted a sign for the business.

Mayor Tierney asked 3 times if there was anyone present who wished to speak in favor of the petition. Hearing no response, he asked 3 times if there was anyone present who wished to speak in opposition to the petition. Hearing no response, he declared the public hearing closed at 6:34 p.m.

**Regular Meeting – 6:30 pm**

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

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

- 3. Discussion and possible action on Conditional Use Permit for Richard Allen to operate an office in the home on parcel 2557; 1511 W. State Rd 33, City of Portage, Columbia County, Wisconsin**

Zirbes inquired about on-site parking and the need for a DOT permit for signage. Mr. Morauski explained that there's much more land available than what's required and there's 2 existing driveways to

accommodate traffic. Director Sobiek suggested the petitioner contact Denney Drier at the DOT regarding a sign permit.

Redelings requested clarification on the property ownership. Mr. Morauski explained that he's in the process of purchasing the property from Mr. Richard Allen.

Mayor Tierney asked how often customers would be accessing the business. Mr. Morauski indicated 2 to 3 times a week. He may include some training as part of the business.

Zirbes inquired as to whether the proposed sign would be lighted. Mr. Morauski said it probably would be, but not until the spring – once the frost is no longer present. He said the sign would be no more than 4'X8' in size with copy on both sides.

Motion by Tofson, second by Charles to approve the Conditional Use Permit conditioned upon the sign meeting the City's Ordinance specifications, including setbacks. It was noted that reflective lettering would be permissible on the sign. Motion passed 4 to 2 with Zirbes and Mayor Tierney voting no.

**4. Discussion and possible action on a preliminary plat for a five-lot subdivision on School Road by the Portage Community School District.**

Redelings explained that the plat and engineering concerns expressed at the previous meeting were all addressed. As the final plat is developed, the notation regarding the property owner to the east would need to be removed following the parcel conveyance. Additionally, the final plat would need to be accompanied by a grading plan.

Mr. Poches indicated the parcel transfer would occur within a few weeks.

Tofson inquired as to why there was still a "future lot" designation on the Preliminary Plat. Mr. Gunderson indicated there was actually 52.5 feet of frontage and it was possible to have a residential lot in the future. Mayor Tierney inquired as to how that would occur. Redelings indicated it would take a CSM, approved by the Plan Commission. Tofson suggested the notation implied that the Plan Commission would be receptive to a future lot and that wasn't the Plan Commission's desire.

Motion by Zirbes, second by Tofson to approve the Preliminary Plat with "future lot" notation removed. Motion passed 6 to 0 on call of the roll.

**5. Discussion and possible action on construction drawings for five-lot subdivision on School Road by the Portage Community School District.**

Redelings only suggestion was to enlarge the pavement replacement limits at Oakridge Drive to include all pavement north of the south right of way line for School Road.

Motion by Tofson, second by Zirbes to approve the construction drawings with the noted pavement replacement limits. Motion passed 6 to 0 on call of the roll.

**6. Old Business (Redelings provided the following updates):**

- a. DSH Site Plan – Staff had a meeting with Divine Savior Healthcare representatives and are working thru a Developer’s Agreement. The items required by the Plan Commission are being addressed and have deadlines appropriate for the development.
- b. Crawford Oil Car Wash – The formerly approved site plan for the car wash is being reconsidered in favor of the car wash being located farther to the south and east on the parcel. A revised site plan will be presented at a future meeting.
- c. Residential kennel license for 212 Washington Street – A letter was sent to the applicant outlining the Plan Commission denial of the Conditional Use Permit and the need for the applicant to conform to the City code before the end of the 2014 calendar year.
- d. Jeanne Mundt (Pflanz) Parking Lot – No additional information has been submitted, but a more complete site plan is expected in the near future.

**7. Adjournment.**

Motion by Charles, second by Tofson to adjourn. Motion carried 6 to 0 on call of the roll.

Respectfully submitted,

Robert G. Redelings, City Engineer

The meeting concluded at 7:19 p.m.

## MEMORANDUM

To: Human Resources Committee  
From: Shawn Murphy, City Administrator   
Re: Conditional Offer of Employment – Building & Grounds Maintenance-Full Time  
Date: December 29, 2014

An internal posting for this position produced one candidate for this position, Joe Sadlon. Sadlon was appointed to this position on a part-time basis as of 1/13/2014 and completed his probationary period in July, 2014. It has been the unanimous consensus from Shannon Schultz, Steve Sobiek and Bob Redelings that Joe has steadily gained knowledge and proficiency in this position. The 2015 budget provided funding for this position to become full-time with the primary maintenance emphasis on the Library and Enterprise Center. Funding for this position is 50% library, 40% Enterprise Center and 10% General Fund. It was the expectation to appoint this position to full-time status at the start of 2015.

Therefore I wish to recommend employment pursuant with the following terms in the Teamster Local 695 agreement:

1. Probationary Period. Sadlon will begin full-time duties retroactive to January 5, 2015. While Joe did serve a 6-month probationary period at the start of part-time position, the wage schedule for the full-time provides for a wage adjustment after 6-months, therefore he will serve another 6-month probationary period.
2. Vacation/Sick Leave/Holiday. Sadlon will accrue vacation and sick leave at the same rate of other full-time employees including 2 weeks of vacation; 8 hours sick leave per month and 10 paid holidays plus one floating holiday.
3. Pre-Employment Physical. Completed.
4. Employee Benefits. Sadlon will have the opportunity to participate in the Health & Dental Insurances, retirement, income continuation benefit programs .
5. Salary. Sadlon will start on 1/5/15 at \$17.20 and \$17.45 upon successful completion of his probationary period.
6. Pre-Employment Background Check. This was successfully completed upon his appointment to the part-time position, therefore we will not require another.
7. Supervisor: As mentioned, this position covers building maintenance at 2 locations, therefore Shannon Schultz and Steve Sobiek will supervise Joe's performance.

Cc: S. Schultz  
S. Sobiek  
B. Redelings  
R. Ness

# City of Portage

(Draft 12/4/2014)

## LEAK ADJUSTMENT POLICY

### Policy

The Portage Utilities Department is responsible for maintenance and operation of water and wastewater treatment and distribution systems. Each property owner is responsible for installation, maintenance and repair of water piping from the curb stop to the main building and wastewater piping from the sanitary main to the main building and all plumbing inside the building.

This policy is intended to address high sewer usage charges caused by water pipe breaks (leaks) or appliance failures that develop inside a building. As further defined hereafter, this policy addresses only those leaks that are catastrophic in nature and beyond the control of the customer.

When such a leak occurs, adjustment of sewer charges may be considered if usage during the leak is at least 150% above the customer's average usage determined by the previous twelve billing cycles. Where a customer has not occupied or owned the property for at least twelve billing cycles, an average of any billing cycles available will be used. The leak must be non-preventable and be located in the service line on the customer's side of the meter. A leak adjustment may be granted whether the leak occurred inside or outside the building served.

### Applicability

An adjustment to the sewer usage charge will be considered only if the high usage is a result of:

- A cracked or broken water pipe inside of a building. Such a leak would typically result from a frozen pipe during the winter, a deteriorated pipe or pipe fitting.
- A defect or malfunction in appliances or plumbing fixtures such as toilets, faucets, water softeners, water heaters, boilers or furnace humidifiers located in a vacant building or an area where the leak or failure may go unnoticed until a high bill occurs.

A sewer usage charge adjustment **will not** be considered in the following cases:

- Customer failed to make repairs to a pipe, appliance or fixture known to have defects or be in need of repair.
- High usage occurred more than 30 days after customer received a high bill or high usage notice from the Portage Utilities Department.

- Customer is unwilling to allow Utility staff access or entry to inspect the reported leak and/or repairs made.
- High usage is due to watering of lawns, trees or gardens or filling of swimming pools.
- High usage is due to failure to turn off hoses, sprinklers or sprinkler systems.
- High usage is due to negligent water use or other incident within the customer's control.
- The customer has an outstanding delinquent balance. (Submit payment for delinquent balance or sign a deferred payment agreement prior to requesting adjustment).
- The customer was granted an adjustment to their sewer usage utility bill within the last 24 months at a specific location (adjustments may be granted to same customer at other locations).

## **I. Application Process**

A customer may apply for a billing adjustment by submitting a written statement to the Utilities Office explaining the details of the leak, including:

- ~Location of leak, how the leak occurred and date it was discovered,
- ~Confirmation that the leak was corrected,
- ~Customer address and contact information during normal business hours.

Such Application for Leak Adjustment shall be submitted within 30 days of the billing date where the excessive use was included. It is strongly suggested that the customer pay at least the amount of an "average" bill and continue to pay subsequent bills during the time the application is under review.

## **II. Application Review Process and Appeals**

A committee consisting of the Finance Director, Utility Superintendent and Utility Clerk shall review Leak Adjustment Applications on a monthly basis. As part of the review process, the committee may request an inspection by Utility staff of the property where the leak occurred.

The committee will notify the applicant of its determination whether the case is eligible for an adjustment within 30 days of receiving the application. If the case is determined to be eligible for a leak adjustment, the committee will authorize the adjustment to be applied to the next billing cycle.

Applicants may appeal a committee decision to the Municipal Services and Utilities Committee. A customer wishing to appeal a decision may contact the Finance Director

to arrange consideration before the Municipal Services and Utilities Committee. The Municipal Services & Utilities Committee shall consider the application within 30 days of the date of appeal and issue a decision within 60 days of the date of appeal.

### **III. Adjustment Terms**

#### Water Usage Charges

State of Wisconsin Public Service Commission regulations require customers to pay at least the cost of the Utility providing the water lost due to a leak. Water charges will not be reduced in the event of a leak.

#### Sewer Usage Charges

In cases where a customer shows sufficient evidence to the committee that all water usage during a leak was not discharged to the sanitary sewer system, full credit of the sewer usage charges *above the customer's average usage* will be granted.

Please note that leak adjustment applications are subject to the Applicability section above and a recurring plumbing or appliance leak is not eligible for multiple leak adjustments where the customer has failed to make necessary repairs to prevent the leak from recurring.

Approved by Common Council \_\_\_\_\_, 2014

ORDINANCE NO. 15-001

**ORDINANCE OPTING IN FOR CATEGORY B IMPLEMENTS OF HUSBANDRY TO COMPLY WITH THE TABLE OF STATUTORY WEIGHT LIMITS UNDER WIS. STAT. §348.15(3)(g).**

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

The following Sections are hereby created to read as follows:

**50-39. Implements of husbandry.**

- (a) *Purpose.* The Common Council finds after due consideration, that regulating the weight of implements of husbandry on a per axle basis is more appropriate for maintenance purposes of all highways under the jurisdiction of the City of Portage.
- (b) *Authorization.* Wis. Stat. §348.15(9)(f) 1. provides that there is no weight limitation per wheel, axle, or group of axles for Category B implements of husbandry as defined in § 340.01 (24)(a)1.b, but does apply gross vehicle weight limitation to these vehicles. Wis. Stat. §348.15(9)(f)1. authorizes a municipality to require compliance with axle weight limitations established under Wis. Stat. §348.15(3)(g) for Category B implements of husbandry defined in Wis. Stat. §340.01(24)(a)1.b. on all highways under its jurisdiction.
- (c) *Regulation.*
  - (1) All implements of husbandry, including Category B implements of husbandry defined in Wis. Stat. §340.01(24)(a)1.b., may not exceed the weight limits imposed by Wis. Stat. §348.15(3)(g).
  - (2) To exceed the length or weight limitations on highways under the jurisdiction of the City of Portage a no-fee permit may be applied for from the City of Portage Department of Public Works.
  - (3) Pursuant to Wis. Stat. §348.27(19)(b)4m.a., in the event an application for a no-fee permit is made for a Category B implement of husbandry as defined in Wis. Stat. §340.01(24)(a)1.b., the City of Portage is required to provide an approved alternate route, which may include highways that are not under the jurisdiction of the City of Portage if prior approval has been given by the jurisdiction over the alternate routes not under the City of Portage's jurisdiction for operation of Category B implements of husbandry as defined in Wis. Stat. §340.01(24)(a)1.b..

This Ordinance shall take effect upon passage and publication thereof.

Passed this \_\_\_\_\_ day of January, 2015.

\_\_\_\_\_  
W.F. "Bill" Tierney, Mayor

Attest:

\_\_\_\_\_  
Marie A. Moe, WCPC, MMC, City Clerk

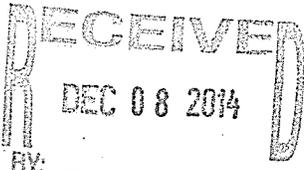
Ordinance requested by:  
Municipal Services and Utilities Committee

First Reading:  
Rules Suspended by Motion:  
Second Reading:  
Published:

# LICENSE APPLICATION

for

**PAWNBOKER  
SECONDHAND JEWELRY DEALER  
SECONDHAND ARTICLE DEALER  
SECONDHAND ARTICLE DEALER MALL/FLEA MARKET**



BY: \_\_\_\_\_

**CHECK ALL THAT APPLY:**

Original application <sup>12/12/14</sup>  Renewal

**TYPE:**  Pawnbroker  Secondhand Jewelry Dealer  
 Secondhand Article Dealer  Mall/Flea Market

**INSTRUCTIONS:**

INDIVIDUAL LICENSE – Complete Sections 1, 2, 3 and 6  
PARTNERSHIP LICENSE – Complete Sections 1, 2, 3, 4 and 6  
CORPORATE LICENSE – Complete Sections 1, 2, 3, 5, and 6

**(SECTION 1) APPLICANT INFORMATION**

Applicant Name (Last, First, MI) <b>KRUEGER JON M.</b>	Sex <b>M</b>	Race <b>W</b>	Date of Birth [REDACTED]	Place of Birth (City & State) <b>WAUPAN, WI</b>
Street Address [REDACTED]	City [REDACTED]	State <b>WI</b>	ZIP [REDACTED]	Home Telephone Number [REDACTED]

**(SECTION 2) CONVICTION RECORD**

Have you, or any other person listed on this application, been convicted of any of the following:

**A FELONY WITHIN THE LAST TEN (10) YEARS?**  YES  NO

**WITHIN THE LAST FIVE (5) YEARS OF:**

a misdemeanor?  YES  NO

a statutory violation punishable by forfeiture?  YES  NO

a county or municipal ordinance violation?  YES  NO

For each "YES" response provide the date of arrest, the nature of the offense and conviction information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(SECTION 3) BUSINESS INFORMATION**

Business Name <b>THIS THAT + EVERYTHING</b>	Street Address <b>318 DEWITT</b>	City <b>PORTAGE</b>	State <b>WI</b>	ZIP <b>53901</b>	Telephone Number <b>(608) 742-8899</b>
Owner's Name <b>JON KRUEGER</b>	Street Address <b>51559 HWY 12 # Q4</b>	City <b>NORTH FREEDOM</b>	State <b>WI</b>	ZIP <b>53951</b>	Telephone Number <b>(608) 393-3049</b>
Business Manager's Name <b>SIMAD STRAND</b>	Street Address <b>318 DEWITT</b>	City <b>PORTAGE</b>	State <b>WI</b>	ZIP <b>53901</b>	Telephone Number <b>(608) 742-8899</b>
Building Owner's Name <b>COOK FAMILY TRUST</b>	Street Address <b>200 9TH AVE</b>	City <b>BARABO</b>	State <b>WI</b>	ZIP <b>53913</b>	Telephone Number

C141205#5 12/8/14 \$27<sup>(Over)</sup>

**(SECTION 4) PARTNERSHIP INFORMATION**

Partnership Name: \_\_\_\_\_

List name, address, sex, race and date of birth (DOB) of all partners. *Attach additional sheets if necessary.*

Name (Last, First, MI)	Sex	Race	DOB	Street Address	City	State	ZIP

**(SECTION 5) CORPORATE INFORMATION**

Corporation Name: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_

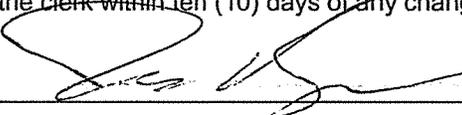
List name, address, sex, race and date of birth (DOB) of all corporation officers and directors. *Attach additional sheets if necessary.*

Name (Last, First, MI)	Sex	Race	DOB	Street Address	City	State	Zip

**(SECTION 6) PENALTY NOTICE**

I understand that this license may be denied or revoked for fraud, misrepresentation or false statement contained in the application or for any violation of Wis. Stats. §§ 134.71, 943.34, 948.62 or 948.63.

Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge. I agree to inform the clerk within ten (10) days of any change in the information supplied in this application.

Signature of Applicant:  \_\_\_\_\_

Print Name of Applicant: Jon Krueger

**FOR ADMINISTRATIVE USE ONLY**

Licensing Authority	License Number Assigned	Date Effective	Clerk

FEES RECEIVED: Pawnbroker Bond \$ \_\_\_\_\_ Secondhand Article License \$ 21  
Pawnbroker License \$ \_\_\_\_\_ Secondhand Dealer Mall/Flea Market License \$ \_\_\_\_\_  
Secondhand Jewelry License \$ \_\_\_\_\_ **TOTAL FEE: \$ 21 C141205#5, 12/8/14**

**FOR LAW ENFORCEMENT USE ONLY**

Recommend Approval       Recommend Denial (Attach explanation.)

Investigating Office Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Investigating Officer: \_\_\_\_\_

2015

# LICENSE APPLICATION

for

**PAWNBOKER  
SECONDHAND JEWELRY DEALER  
SECONDHAND ARTICLE DEALER  
SECONDHAND ARTICLE DEALER MALL/FLEA MARKET**

### CHECK ALL THAT APPLY:

Original application       Renewal

**TYPE:**       Pawnbroker       Secondhand Jewelry Dealer  
 Secondhand Article Dealer       Mall/Flea Market

### INSTRUCTIONS:

INDIVIDUAL LICENSE – Complete Sections 1, 2, 3 and 6  
 PARTNERSHIP LICENSE – Complete Sections 1, 2, 3, 4 and 6  
 CORPORATE LICENSE – Complete Sections 1, 2, 3, 5, and 6

### (SECTION 1) APPLICANT INFORMATION

Applicant Name (Last, First, MI)	Sex	Race	Date of Birth	Place of Birth (City & State)
BODIEN, MARY A.	F	W	[REDACTED]	CHICAGO
Street Address	City	State	ZIP	Home Telephone Number
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

### (SECTION 2) CONVICTION RECORD

Have you, or any other person listed on this application, been convicted of any of the following:

**A FELONY WITHIN THE LAST TEN (10) YEARS?**       YES       NO

**WITHIN THE LAST FIVE (5) YEARS OF:**

a misdemeanor?       YES       NO  
 a statutory violation punishable by forfeiture?       YES       NO  
 a county or municipal ordinance violation?       YES       NO

For each "YES" response provide the date of arrest, the nature of the offense and conviction information:

1-2-2013 CITY CITATION #443004193 Loud & UNNECESARY NOISE  
 6-10-2010 COUNTY ORDINANCE 22-22-1 (74)

### (SECTION 3) BUSINESS INFORMATION

Business Name	Street Address	City	State	ZIP	Telephone Number
GOOD TIMES	305 DEWITT	PORTAGE	WI	53901	742-1519
Owner's Name	Street Address	City	State	ZIP	Telephone Number
MARYANN BODIEN	305 DEWITT	PORTAGE	W	53901	742-1519
Business Manager's Name	Street Address	City	State	ZIP	Telephone Number
N/A					
Building Owner's Name	Street Address	City	State	ZIP	Telephone Number
MARYANN BODIEN	305 DEWITT ST	PORTAGE	WI	53901	742-1519

(Over)

**(SECTION 4) PARTNERSHIP INFORMATION**

Partnership Name: \_\_\_\_\_

List name, address, sex, race and date of birth (DOB) of all partners. *Attach additional sheets if necessary.*

Name (Last, First, MI)	Sex	Race	DOB	Street Address	City	State	ZIP

**(SECTION 5) CORPORATE INFORMATION**

Corporation Name: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_

List name, address, sex, race and date of birth (DOB) of all corporation officers and directors. *Attach additional sheets if necessary.*

Name (Last, First, MI)	Sex	Race	DOB	Street Address	City	State	Zip

**(SECTION 6) PENALTY NOTICE**

I understand that this license may be denied or revoked for fraud, misrepresentation or false statement contained in the application or for any violation of Wis. Stats. §§ 134.71, 943.34, 948.62 or 948.63.

Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge. I agree to inform the clerk within ten (10) days of any change in the information supplied in this application.

Signature of Applicant: Mary Ann Bodien

Print Name of Applicant: MARY ANN BODIEN

**FOR ADMINISTRATIVE USE ONLY**

Licensing Authority	License Number Assigned	Date Effective	Clerk

FEES RECEIVED: Pawnbroker Bond \$ \_\_\_\_\_ Secondhand Article License \$ X  
Pawnbroker License \$ \_\_\_\_\_ Secondhand Dealer Mall/Flea Market License \$ \_\_\_\_\_  
Secondhand Jewelry License \$ \_\_\_\_\_ TOTAL FEE: \$ 27.50 CH218 #1

**FOR LAW ENFORCEMENT USE ONLY**

Recommend Approval       Recommend Denial (Attach explanation.)

Investigating Office Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Investigating Officer: \_\_\_\_\_