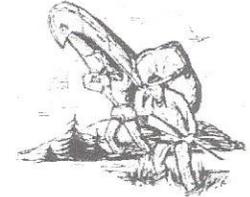


CITY OF PORTAGE

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



"Where the North Begins"

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE that the Common Council of the City of Portage will conduct a public hearing to declare its intent to exercise special assessment powers relative to public alley improvements.

The public improvement shall include the asphalt resurfacing of the following Municipal Alleys:

Alley No. 52; From Armstrong St. to Cass St. between W. Cook St. and W. Edgewater St.

Alley No. 36; South of W. Wisconsin St., between MacFarlane Rd. and W. Conant St.

Alley No. 63; From E. Wisconsin St. to Thompson St. between Pauquette St. and Brady St.

Alley No. 64; From Thompson St. to Townsend St. between Pauquette St. and Brady St.

The **Public Hearing** will be held on the 23rd day of July, 2015 at 6:50 p.m. in the Common Council Chambers at the City Municipal Building, Portage, Columbia County, Wisconsin.

All interested persons may appear in person or by their attorney or by agent for the purpose of offering proof either for or against the alley improvement project.

DATED this 2nd day of July, 2015.

City of Portage



Marie A. Moe, WCPC, MMC, City Clerk

**City of Portage Common Council Meeting
Council Chambers of City Municipal Building
115 West Pleasant Street, Portage, WI
Public Hearing – 6:50 p.m.
Regular Meeting – 7:00 p.m.
July 23, 2015
Agenda**

Public Hearing – 6:50 p.m.

Declaring intent to exercise special assessment powers relative to asphalt resurfacing of the following public alleys: Alley No. 52 from Armstrong Street to Cass Street between West Cook Street and West Edgewater Street; Alley No. 36 south of West Wisconsin Street between MacFarlane Road and West Conant Street; Alley No. 63 from East Wisconsin Street to Thompson Street between Pauquette Street and Brady Street; Alley No. 64 from Thompson Street to Townsend Street between Pauquette Street and Brady Street

Regular Meeting – 7:00 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Minutes of Previous Meeting
6. Consent Agenda
 - A. Reports of Sub-Committees, Boards, and Commissions
 1. Historic Preservation Commission, July 1, 2015
 2. Board of Zoning Appeals, July 6, 2015
 3. Airport Commission, July 15, 2015
 - B. License Applications
 1. Operator
 2. Taxi Cab Operator
7. Committee Reports
 - A. Municipal Services and Utilities Committee, July 2, 2015
 - B. Legislative and Regulatory Committee, July 6, 2015
 1. Consideration of recommendation for denial of Operator License for Randy A. Anhalt
 2. Consideration of recommendation for denial of Operator License for Seth J. Able

- C. Human Resources Committee, July 7, 2015
 - 1. Consideration of recommendation for wage adjustment for Public Works Superintendent

 - D. Finance/Administration Committee, July 9, 2015 and July 13, 2015
 - 1. Consideration of recommendation for award of contract for City Hall Elevator (Project No. 15-02C01) to Schindler Elevator Corporation
 - 2. Consideration of recommendation for change order for City Hall Elevator (Project No. 15-02C01) to Schindler Elevator Corporation
 - 3. Consideration of recommendation for award of contract for Beach Parking Lot Retaining Wall (Project No. 15-30C03) to Great Lakes Marine Contracting
 - 4. Consideration of recommendation for approval of contract amendment for HVAC with Bassett Mechanical

 - E. Park and Recreation Board, July 14, 2015
8. New Business
- A. Correspondence
 - 1. Spinning Wheels Skate Center, Inc., Gary and Joyce Kasten, regarding subdividing a parcel of property

 - B. Mayor's Comments
 - 1. Portage's ranking
 - 2. Renewal's continued work
 - 3. Committee Oaths

 - C. City Administrator's Report
 - 1. 2015 Project Update

 - D. Closed Session

The Common Council will convene into closed session pursuant to Wisconsin State Statutes 19.85(1)(g) to confer with legal counsel regarding potential litigation on behalf of the sewer utility

 - E. Reconvene to Open Session for the remainder of the meeting

 - F. Possible action on Letter of Engagement with Zimmerman Reed, PLLP
9. Adjournment

Common Council Proceedings
City of Portage

Regular Meeting
Council Chambers
City Municipal Building

July 9, 2015
7:00 p.m.

1. Call to Order

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

2. Roll Call

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

Excused: Ald. Klapper, Maass

Also Present: Mayor Tierney, City Clerk Moe, City Administrator Murphy,
City Attorney Spankowski

Media Present: Jonathan Stefonek from Portage Daily Register, Bill Welsh
from Cable TV

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval of Agenda

Deletion: Under new business, appeal by Adam Ackerson of Notice of
Hazardous Tree/Public Nuisance declaration

5. Minutes of Previous Meeting

Motion by Charles, second by Dodd to approve minutes of June 25, 2015
Common Council meeting. Motion carried unanimously on call of roll.

6. Consent Agenda

License Applications

Operator license applications for Jessilyn R. Balsiger, Kevin S. Bennett,
Ashlee M. Brimmer, Daniel J. Brunt, Shirley K. Brus, David W. Gilchrist,
Rachel A. Krizan, Alyssa M. Lane, Emma E. Ogas, Tricia M. Pionke,
Diane M. Sweeney.

Taxi Cab Operator license applications for Nathan M. Murray, Joshua C.
Raimer, James D. Sugden.

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

7. Committee Reports

Finance/Administration Committee, July 9, 2015

Motion by Dodd, second by Charles to approve claims in the amount of \$935,778.46. Motion carried unanimously on call of roll.

Motion by Dodd, second by Monfort to award Phase II Design of Veteran's Memorial Fields Master Plan to Rettler Corporation in the amount of \$16,500. Motion carried 5 to 2 on call of roll with Kutzke and Lynn voting no.

Motion by Dodd, second by Lynn to award the contract for crack filling to Crack Filling Service in the amount of \$26,750; and to award the contract for seal coating to Scott Construction in the amount of \$42,856.79. Motion carried unanimously on call of roll.

8. New Business

Resolutions

Resolution No. 15-031 relative to Sale of Parcel No. 11271-309.01 was read. Motion by Dodd, second by Havlovic to adopt Resolution No. 15-031 relative to Sale of Parcel No. 11271-309.01. Ald. Kutzke inquired as to the sale price of the property the County would be acquiring from Habitat for Humanity. According to City Attorney Spankowski, that information is unknown. It was Ald. Kutzke's opinion that Habitat should not profit from the sale, and if the sale price was more than the \$100 Habitat paid the City, the City should exercise the reversionary clause to acquire the property back and transfer it to the County for \$100. Ald. Lynn wanted the reversionary clause executed as well, and commented that the City should negotiate for access to the Canal on that parcel of property. City Administrator Murphy explained that it was Habitat's intent to use the proceeds to find another lot in the city to build a home. Ald. Monfort, Charles and Hamburg expressed support for Habitat. Motion carried 4 to 3 on call of roll with Havlovic, Kutzke and Lynn voting no.

Appointment

Motion by Charles, second by Monfort to approve the appointment of Melissa Simonson to the Library Board. Motion carried unanimously on call of roll.

Correspondence from Portage Food Pantry

The Food Pantry is looking about the possibility of locating in the vacant building owned by the City at Lincoln Park. This item was referred to the Park and Recreation Board.

Mayor's Comments

The following businesses have relocated: Head to Toe Salon, Discount Smoke, Wisconsin River Title, which Mayor Tierney reminded the council is a part of economic development.

The Joint Committee of the Whole/Airport Commission meeting will be held Wednesday, July 15th at 7:00 p.m.

Department Report – Clerk/Administration

City Clerk Moe reported on department activities including: Licensing: Renewals; informational meeting with alcohol license holders; new laws; proposed legislation. Assessment: 2015 overall 4.8% increase; this will be second year of physical inspections; new laws regarding Board of Review procedures; proposed legislation. Election: new laws; proposed legislation; photo id is now required for every election; outreach will be done to educate voters so they are prepared; four year voter record maintenance has begun; process of evaluating new election equipment is beginning; attended informational session on electronic poll books; new Election Boards will be appointed in December. Insurance: proposed changes for health insurance in 2016; income continuation insurance will have a premium holiday again for 2016; RFPs are being prepared for property insurance; implementation of the requirement for the Affordable Care Act will be beginning. Retirement contribution rates for 2016 will decrease. Continue to monitor proposed state budget, one proposal included would prohibit municipalities from rebating or refunding the \$10,000 fee for Reserve licenses.

9. Adjournment

Motion by Dodd, second by Charles to adjourn. Motion carried unanimously on call of roll at 7:38 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

**City of Portage
Historic Preservation Commission
Wednesday, July 1, 2015, 6:00 p.m.
Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

Members Present: Doug Klapper, Chairperson; Kristin Droste, Erin Foley, Gayle Mack, Stephanie Miller-Lamb
Members excused: Marlena Cavanaugh
Guests Present: Bill Welsh (Cable TV), Sean Murphy (City of Portage), Craig Sauer (Daily Register)

1. Roll call

Klapper called the meeting to order at 6:02 pm.

2. Election of Secretary

Miller-Lamb nominated Foley to continue as secretary for 2015-16. Droste seconded this motion. There were no other nominations. Foley was elected unanimously with one abstention (Foley).

8. Discussion and possible action on WHS subgrant to update Intensive Historical and Architectural Survey

Klapper opened discussion on agenda item #8 to allow Sean Murphy to speak about the two proposals received in response to our RFP. Murphy noted that both proposals fit the criteria. Mack suggested that references could be called or that the HPC could conduct in-person interviews with the two agencies. Miller-Lamb noted that the Legacy Architecture proposal referred to the project being done for the City of Beloit, a small error but one that concerned her. After further discussion, Miller-Lamb moved that, pending a reference check, the Timothy F. Heggland proposal be accepted with the stipulation that Mr Heggland provide quarterly reports on his progress in completing the project. Droste seconded the motion, which passed unanimously by voice vote.

3. Approval of previous meeting minutes (May 6)

Mack moved that the minutes for the meeting of May 6 be accepted as written. Miller-Lamb seconded the motion, which passed unanimously by voice vote. It was noted that the meeting of June 3 did not have a quorum.

4. Discussion and possible action on awarding a special prize for this year's photo scavenger hunt

Miller-Lamb displayed an entry from a 10-year old boy for this year's scavenger hunt. This is the first entry ever received from a child. Miller-Lamb would like to give a special award to encourage other young residents to enter next year. Prize options were discussed. Klapper moved that \$15 in Portage Green be given as a prize to our 10-year-old participant, with a request that the prize be awarded at a meeting of the City Council. Droste seconded the motion which passed unanimously by roll call vote.

5. Discussion and possible action on claims

Miller-Lamb moved that Gayle Mack be reimbursed \$103.83 for the cost of her attendance at the April 25th meeting of the Wisconsin Association of Historic Preservation Commissions. Droste seconded the motion, which passed unanimously with one abstention (Mack) by roll call vote.

6. Discussion and possible action on HPC letterhead for correspondence

Klapper noted that HPC member Marlena Cavanaugh is resigning from the HPC. She will design the HPC letterhead before she leaves the Commission.

7. Discussion and possible action on letter to Columbia County regarding their building project along the Portage Canal

Klapper discussed a request received from the Columbia County Ad Hoc Building Committee. They want the HPC to send a letter noting that Committee members attended an HPC meeting to present their building plan. Miller Lamb asked what sort of letter was desired. Foley expressed her unwillingness to provide any statement of approval to the Committee. She disapproves of the plan to remove the last remaining waterfront buildings from the Portage Industrial Waterfront National Historic District, and sees no reason to send a letter since the HPC has no jurisdiction in the matter. Discussion followed about whether a letter stating that Columbia County attended an HPC meeting would be interpreted as approval of the project. Several members stated approval of the project as far as keeping Columbia County offices in downtown Portage, but expressed concerns about the design and the proposed location of the new buildings. Miller-Lamb moved that the HPC submit the minutes of the HPC meeting of May 6 to the Columbia County Ad Hoc Building Committee. Klapper seconded the motion, which passed unanimously with one abstention (Foley) by roll call vote.

9. Discussion and possible action on potential new commissioners

Cavanaugh will contact the new directors of the Historic Indian Agency House and the Surgeon's Quarters to see if either would be willing to serve on the HPC. The Commission is authorized to have 9 members, which requires 5 members for a quorum. The Mayor is concerned about the HPC membership. Klapper asked whether the Commission needs to meet 12 times a year, and what the purpose of the HPC is. It might be problematic to change the ordinance as far as HPC membership since that would open the entire ordinance for change. Klapper has asked BID for possible members. Sean Murphy noted HPC members may reside outside of the city limits as long as non-residents do not constitute a majority of the membership. Mack will check the Museum at the Portage for anyone interested in joining, and suggested that other Commission members ask around for potential members.

10. Adjournment

Chair Klapper adjourned the meeting at 7:05 pm.

Respectfully submitted,
Erin Foley
Secretary

**City of Portage
Board of Zoning Appeals
Public Hearings 5:30pm, 5:40pm, 5:50, 6:00pm and 6:10pm
Regular Meeting, 6:20pm
Monday July 6, 2015
Municipal Building, Conference Room Two
Minutes**

Members present: Dave Carlson, Adam Field, Michael Mulhern; Michael Paul; Jeff Wetzal, Alternate 2

Members Excused: Traci Bartels and Ryan Jahn, Alternate 1;

Also Present: Administrator Murphy, Director Sobiek, Alderman Richard Lynn, Vern Grove, Kirk Konkell, Ron Locast, and Brad Boettcher.

1. Public Hearing – convened at 5:30pm

No opposition was read or present against the variance changes. Ron Locast, Potter Lawson, spoke in favor and presented Columbia County's request for the three parking lot setback variances.

Director Sobiek indicated that a few of the proposed off-street spaces encroach into required setbacks off of Pauquette Street and Mullett Street.

County Supervisor Kirk Konkell spoke in favor of the variance requests and thanked the City and the Board for their support of the Gateway project and consideration of the variance requests.

With all parties presenting and speaking in favor of the three parking lot setback variance requests, and no opposition being read or present against the variance requests, Chair Carlson declared a break until 6:00pm.

Public Hearing - convened at 6:00pm

No opposition was read or present against the variance change. Ron Locast, Potter Lawson, spoke in favor and presented Columbia County's request for the off-street loading zone variance of two.

County Supervisor Kirk Konkell spoke in favor of the variance request and thanked the Board and City for consideration of the variance request.

Public Hearing – convened at 6:10pm

No opposition was read or present against the variance change. Ron Locast, Potter

Lawson, spoke in favor and presented Columbia County's variance request of 15 parking stalls.

Brad Boucher outlined the parking space plan on behalf of Columbia County.

County Supervisor Kirk Konkel spoke in favor of the variance request and thanked the Board for consideration of the variance request.

2. Call to order

Following the public hearings, the determination meeting was called to order at 6:20 by Chair Carlson.

3. Roll Call

Roll was taken with the above members present.

Mr. Adams recused himself from participating in the meeting due to his County Board position.

Mr. Mulhern disclosed that his two daughters and daughter-in-law work for Columbia County but stated that will not influence any votes he takes at the meeting.

4. Approval of minutes from June 1 , 2015 meeting

Motion by Wetzel, second by Paul. Motion carried 4-0.

5. The application for Columbia County, parcel #298, Thompson Street, City of Portage, Columbia County, Wisconsin for a variance to Chapter 90, Article II, Section 90-28 (5) for exceeding the minimum paved surface setback on Thompson Street of 10 feet from the right-of-way. The property is zoned R 2 Single Family.

Said variance will allow the extension of a parking lot to within 0 feet of the street right of way, a variance of 10 feet.

Paul indicated his concern with parking or vehicle encroachment on adjacent sidewalks, potentially impeding pedestrian travel on the narrow adjacent sidewalks. He suggested bumper or curb stops as a demarcation between the parking lots and the sidewalks.

Murphy indicated the sidewalks would not be enlarged until the City replaces the sidewalks at a future date.

- 6. The application for Columbia County, parcel #278, Thompson Street, City of Portage, Columbia County, Wisconsin for a variance to Chapter 90, Article II, Section 90-37 (5) for exceeding the minimum paved surface setback on Thompson Street of 10 feet from the right-of-way. The property is zoned M1 Industrial.**

Said variance will allow the extension of a parking lot to within 0 feet of the street right of way, a variance of 10 feet.

- 7. The application for Columbia County, parcel #282, Thompson Street, City of Portage, Columbia County, Wisconsin for a variance to Chapter 90, Article II, Section 90-36 (5) for exceeding the minimum paved surface setback on Thompson Street of 10 feet from the right-of-way. The property is zoned B 4 General Business**

Said variance will allow the extension of a parking lot to within 0 feet of the street right of way, a variance of 10 feet.

Motion by Carlson, second by Wetzel, to amend the three minimum paved surface setback variance requests to add the condition that physical objects be installed between the parking stalls and the sidewalk. Motion passed unanimously.

Motion by Paul, second by Wetzel, to approve the three minimum paved surface setback variance requests as amended . Motion passed unanimously.

- 8. The application for Columbia County, parcel # 305.01, 107 and 109 East Mullet Street; parcel 1297, 109 and 109 ½ East Wisconsin Street; parcel 1294.01,101 DeWitt Street; and parcel 372.01, 122 E. Edgewater Street , City of Portage, Columbia County, Wisconsin for a variance to Chapter 90, Article II, Section 90-116 (2) for not meeting the required 4 off-street loading areas for office use for a facility with 60,000-100,000 square feet. The property is zoned B 2 Downtown Business**

Said variance will allow 2-15' wide by 70' long off-street loading zones at the proposed County Administration Building and none at the proposed Columbia County Health and Human Services (both buildings totaling approximately 100,000 square feet), a variance of 2 loading zones.

Motion by Paul, second by Wenzel, to approve the variance request. Motion passed unanimously.

9. **The application for Columbia County’s ‘Gateway’ Building Project, City of Portage, Columbia County, Wisconsin for a variance to Chapter 90, Article II, Section 90-57 (7) (e) requiring 169 parking stalls for the proposed County Administration Building and 188 parking stalls for the proposed County Health and Human Services Building, for a total of 357 required parking stalls.**

Said variance will allow for up to 15 off street parking stalls short of the required 357 stalls, for a total of 342 stalls.

Chair Carlson asked if the off street parking space plan took into account future County government growth. Locast stated it did and indicated some initial building office space will be initially vacant yet counted toward required parking spaces.

Chair Carlson expressed concern over a parking space precedent that might be set with the variance, relative to using the Market Square parking lot for the development’s required off street parking.

Administrator Murphy indicated there would be a developer’s agreement between the City and County to memorialize that 50 percent of the Market Square lot’s stalls would be reserved for the two new County buildings.

Paul expressed concern about potential stormwater issues in the First Ward relative to the Gateway project/parking lots. Murphy indicated the development is considered redevelopment, relative to new impervious surface created, and, therefore the Department of Natural Resources does not require new stormwater retention. Boettcher agreed and indicated the plan would not create new stormwater issues for the First Ward, and that a water quality plan would be implemented to filter and cleanse stormwater.

Motion made by Carlson, second by Wenzel, to amend the variance request to add the condition that a developer’s agreement be entered into between the City of Portage and Columbia County memorializing 50 percent of the Market Square parking lot be reserved for parking for the proposed County Administration Building and the County Health and Human Services Building. Motion passed unanimously.

Motion made by Paul, second by Wenzel, to approve the variance request as amended. Motion passed unanimously.

9. Adjournment

Meeting adjourned at 6:52pm, with a motion by Wetzal, second by Paul.

Respectfully submitted, Steven Sobiek
Director, Business Development and Planning

**City of Portage
Airport Commission
Wednesday, July 15, 2015, 6:30 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

Members present: Rita Maass, Chairperson; Barry Erath, Doug Klapper, Fred Langbecker, William Kutzke, David Tesch

Also present: Bill Welsh from Cable TV, Craig Sauer from Portage Daily Register, Bob Redelings, Tom Thomas, Richard Lynn

1. Roll Call

Chairperson Maass called the meeting to order at 6:30pm.

2. Preview presentation on the airport for Joint Common Council Committee of the Whole and Airport Commission meeting

The information to be presented at the Joint Common Council Committee of the Whole and Airport Commission meeting was previewed. Also, a packet of information was handed out to Commission members.

3. Adjournment

Motion by Kutzke, second by Langbecker to adjourn the meeting at 6:55pm. Motion carried unanimously on call of roll.

Submitted by Rita Maass, Chairperson

City of Portage

Operator's @WbgY'5 dd`]WUjcbg

SHEILA M. BENSON

PATRICIA H. HINICKLE

EVAN S.G. MALONE

JOLENE M. MORRIS

BRIANA L. WRUCK

City of Portage

Taxi Cab Operator

KRYSTLE M. POULSON

ELLEN K. SCHMIDT

**City of Portage
Municipal Services and Utilities Committee Meeting
Thursday July 2, 5:30 p.m.
Municipal Building, 115 West Pleasant Street, Conference Room One
Minutes**

Members Present: Doug Klapper, Chairperson; Mary E. Hamburg arrive at 5:37 p.m.; Jeffrey F. Monfort; William A. Kutzke; Rick Dodd.

Others Present: Shawn Murphy, City Administrator; Tammy O'Leary; Public Works Secretary; Bill Welsh; CATV.

1. Roll Call

The meeting was called to order at 5:30 p.m.

2. Approval of meeting minutes from meeting on Thursday June 4, 2015.

Motion by Monfort second by Kutzke to approve the minutes from June 4, 2015.

Montfort withdraws motion and Kutzke second.

Bring back action at August meeting.

3. Update on Commercial Garbage Collection Survey.

City Administrator Murphy gave an update on the Commercial Garbage collection stating a Follow up from the Survey (147 received) revealed the following (As of 7/2/2015):

1. City collecting from 133 businesses. We were collecting from 150.
 - a. The list of Commercial Customers was outdated.
 - b. We discontinued collection from 22 businesses (13 industrial, multi-business, out of business, etc) and removed 12 from the list that are vacant properties, city, county owned, etc
 - c. We added 17 new businesses.
2. We added 10 tax-exempt properties for a total of 22.
3. We collected and re-distributed 16 carts.

More will be added after first week of bi-weekly collection commences next week.

City Administrator stated one garbage cart per each parcel number for commercial use. If multiple businesses are on the one parcel, only one commercial cart can be given. If on the same parcel there are residential units those units are covered on the residential garbage collection.

4. Discussion and possible action on an additional 2016 Project-Jefferson Street Storm Water Pump Station (west side).

City Administrator Murphy stated lift station replaced east side 5 years ago, West station has 2 inch discharge, one pump and controls are in pit. Propose to relocate control panel outside of pit, increase discharge, replace pump & install redundant pump. This item will come back to Municipal Services with cost estimations at a future meeting.

5. Superintendent's Report given by City Administrator Murphy

- 2015 Street Rating (PASER) update

Kim completed inspection and ratings of streets. In the process of updating the WISLR (WI's Information System for Local Roads) map and report that is due 12/15/2015.

- PATHS signage update

Fred Galley submitted inventory and location of proposed sign installations. We have reviewed and with the exception of a few locations that will need to be moved, we plan to issue permit this month. Galley needs to order sign mounting brackets installation expected completion in August.

- Sump Pump Connections to Sanitary Sewers

Sump Pump Connections to Sanitary Sewers: Approximately 50 letters sent to residents with sumps connected to sanitary sewers informing them of the need to disconnect. They have until 9/1/2015 to comply.

City Administrator Murphy also stated:

~CP Rail removed rails on E. Mullet St. Wauona Trail crossing upgrade scheduled for 2016.

~E Haertel St: Project pretty much on schedule. Surcharge fill material almost installed-will need to sit for 30 days (during which there will be minimal activity) after which flatwork will be installed. Significant settling of drainpipe occurred on north side after installation (partly due to large rain event on 6/25/15). Additionally, an emergency, unplanned project arose that the City is undertaking regarding drainage from Subway lift station. Discharge pipes from the storm lift station north side of rail overpass on New Pinery apparently cross E Haertel St and empty in Upper Mud Lake. These pipe(s) were not encountered during excavation of material and installation of surcharge on E. Haertel St, however the weight of the additional surcharge material most likely collapsed the pipes resulting in a blockage of the discharge when the subway lift station operated. This resulted in erosion of the surcharge material and ponding of water on the south side of Haertel St. The City engaged Davis Construction to dig down, expose the

discharge pipes and install connections to route the discharge to the newly installed drainage pipe crossing Haertel to Mud Lake.

6. Adjournment

**Move to adjourn at 5:51 p.m. by Dodd and second by Monfort.
Roll Call. Passed 5-0.**

Prepared by Tammy O'Leary, Public Works Secretary.

**City of Portage
Legislative & Regulatory Committee Meeting
Monday, July 6, 2015, 7:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

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

Excused: Jeffrey F. Monfort

Also present: City Clerk Moe, Administrator Murphy, Deputy Clerk Ness, City Attorney Spankowski, James Daley, Richard Lynn

Media Present: Craig Sauer from Daily Register and Bill Welsh from CATV

1. Roll call

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

2. Approval of minutes from previous meeting

Motion by Charles, second by Hamburg to approve minutes from June 17, 2015 meeting. Motion carried unanimously on call of roll.

3. Discussion and possible recommendation on Operator License applications

A. Randy A. Anhalt

Motion by Hamburg, second by Charles to recommend denial of operator license application for Randy A. Anhalt based on two convictions (1 OWI and 1 drug paraphernalia) in the last five years and improper responses to questions on the application. Motion carried unanimously on call of roll.

B. Seth J. Able

Motion by Charles, second by Hamburg to recommend denial of operator license application for Seth J. Able based on incomplete records on application and two misdemeanor convictions. Motion carried unanimously on call of roll.

4. Discussion and possible recommendation to consider a change in the ordinance restriction on the number of Class A alcohol licenses; and establishing guidelines for supplemental information for alcohol license applications

Administrator Murphy stated staff had reviewed Class A licenses from multiple municipalities and found they were all over the board in regards to setting a number limit or not. By statute there is no limit for municipalities but if the limit were to be raised rationale means should be used. Staff also reviewed supplemental applications from various municipalities. A common item on those

supplements is a business plan. Committee stated even if the number isn't changed for Class A alcohol licenses, there needs to be guidelines put in place for review of all alcohol licenses. Richard Lynn stated economic development needs to be taken into consideration when reviewing number of Class A licenses as this is good to increase commerce yet be fair to current businesses. Richard Lynn also stated the committee should look at reports stating the leakage experienced in the city, meaning the items people go to other communities to purchase. James Daley requested the committee look at other communities similar to Portage as far as traffic count and location relative to other municipalities. He stated Wisconsin Dells and Baraboo are not comparable because we don't get the tourism traffic they get. Committee asked staff to look at resources available to complete impact study on current small business if the number of Class A alcohol licenses were to be increased as well as sales within the city currently.

5. Adjournment

Motion by Charles, second by Hamburg to adjourn. Motion carried unanimously on call of roll at 7:57 p.m.

Rebecca C. Ness
Deputy City Clerk

Applicant Name: Rawy A Anhalt
First Middle Initial Last Maiden

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

1. Have you ever been convicted for a violation of any federal laws, state laws, of Wisconsin, or any other state, as well as any county or municipal violations? Yes No
 If YES, complete all information in the box below.

Date of Conviction	Location of Charge (City, County)	Type: Felony, Misdemeanor, Ordinance, Other	Penalty Imposed

2. Are there charges of any kind pending against you (either as an adult or juvenile)? Yes No
 If YES, complete all information in the box below.

Offense Date	Location of Case (City, County)	Court Date	Violation	Description of Charges	Status

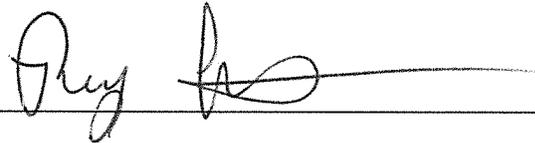
READ CAREFULLY BEFORE SIGNING

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

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

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

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

Applicant Signature  Date 4-28-15

DEPARTMENT RECOMMENDATIONS

Department	Approved/Denied	Signature	Date
City Clerk	<input type="checkbox"/> Approved <input type="checkbox"/> Denied		
City Treasurer	<input type="checkbox"/> Approved <input type="checkbox"/> Denied		
Police Chief	<input checked="" type="checkbox"/> Approved <input checked="" type="checkbox"/> Denied	<u>Ken Mantey</u>	<u>6-17-15</u>

If denied, explain reason TWO CONVICTIONS IN THE PAST FIVE YEARS FOR ALCOHOL OR DRUG VIOLATIONS. HE ALSO GAVE FALSE/INACCURATE INFORMATION ON QUESTION #1 WHEN HE ANSWERED NO TO ANY CONVICTIONS.

- 1) 2-01-14 MR. ANHALT WAS ARRESTED FOR OPERATING A SNOWMOBILE WHILE INTOXICATED. HE WAS LATER FINED \$641.50 DANE COUNTY 2014FO-00291
- 2) 8-24-14 MS. ANHALT WAS CHARGED WITH POSSESSION OF DRUG PARAPHERLIA BY THE COLUMBIA COUNTY SHERIFFS DEPARTMENT. HE WAS LATER FINED \$263.50

SEE ATTACHED CCAP RECORDS.

2014-FO-00577
CHIEF Ken Mantey

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State of Wisconsin vs. Randy A Anhalt
Dane County Case Number 2014FO000291

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What is RSS? 

Filing Date 02-11-2014	Case Type Non-Traffic Ordinance Violation	Case Status Closed	Court Record Events <input type="radio"/> Ascending Date Order <input checked="" type="radio"/> Descending Date Order
Defendant Date of Birth [REDACTED]	Address [REDACTED]		

Charge(s)

Count No.	Statute	Description	Severity	Disposition
1	350.101(1)(a)	Operate Snowmobile While Intoxicated	Forf. U	Guilty Due to No Contest Plea

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

Defendant Owes the Court: \$ 0.00

Responsible Official Commissioner, Initial Appearance	Prosecuting Agency District Attorney	Prosecuting Attorney	Defense Attorney
---	--	-----------------------------	-------------------------

Defendant

Defendant Name Anhalt, Randy A	Date of Birth [REDACTED]	Sex Male	Race¹ Caucasian
Address [REDACTED]			Address Updated On 02-01-2014
JUSTIS ID	Finger Print ID		

Citations

Citation 366224R286			
Bond Amount \$ 641.50	Deposit Type None	Appearance Date and Time 03-20-2014 at 08:30 am	Mandatory No
Name Anhalt, Randy A		Date of Birth [REDACTED]	Sex Male
Address [REDACTED]			Address Updated On 02-01-2014
Plate Number [REDACTED]	State WI	Expiration 2015	VIN [REDACTED]
Issuing Agency Dept of Natural Resources	Officer Name	Violation Date 02-01-2014	MPH Over
Plaintiff Agency State of Wisconsin	Ordinance or Statute Statute	Statute 350.101(1)(a)	Charge Description Operate Snowmobile While Intoxicated
Severity Forf. U			

Total Receivables

Court Assessments	Adjustments³	Paid to the Court	Probation/Other Agency Amount⁴	Balance Due to Court	Due Date⁵
--------------------------	--------------------------------	--------------------------	--	-----------------------------	-----------------------------

\$ 641.50 \$ 0.00 \$ 641.50 \$ 0.00 \$ 0.00

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

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State of Wisconsin vs. Randy A Anhalt

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Dane County Case Number 2014FO000291

The defendant Randy A Anhalt was found guilty of the following charge(s) in this case.

- Operate Snowmobile While Intoxicated. This is not a criminal offense and results only in a money penalty for this offense.

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

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Columbia County vs. Randy A Anhalt

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Columbia County Case Number 2014FO000577

What is RSS? 

Filing Date 08-27-2014	Case Type Non-Traffic Ordinance Violation	Case Status Closed
Defendant Date of Birth [REDACTED]	Address [REDACTED]	
Branch Id 3	DA Case Number	

Ascending Date Order

 Descending Date Order

Charge(s)

Count No.	Statute	Description	Severity	Disposition
1	22-1-1(19)	Possession of drug paraphernalia	Forf. U	Guilty Due to No Contest Plea

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

Defendant Owes the Court: \$ 0.00

Responsible Official White, Alan J	Prosecuting Agency District Attorney	Prosecuting Attorney	Defense Attorney
--	--	-----------------------------	-------------------------

Defendant

Defendant Name Anhalt, Randy A	Date of Birth [REDACTED]	Sex Male	Race ¹ Caucasian
Address [REDACTED]			Address Updated On 08-27-2014
JUSTIS ID	Finger Print ID		

Citations

Citation 4W803KD6NC

Bond Amount \$ 263.50	Deposit Type None	Appearance Date and Time 09-29-2014 at 10:00 am	Mandatory No
Name Anhalt, Randy A		Date of Birth [REDACTED]	Sex Male
Address [REDACTED]			Address Updated On 08-27-2014
Plate Number	State	Expiration	VIN
Issuing Agency Columbia County Sheriff Dept	Officer Name Poulin, Brian	Violation Date 08-24-2014	MPH Over
Plaintiff Agency Columbia County	Ordinance or Statute Ordinance	Statute 22-1-1(19)	Charge Description Possession of drug paraphernalia
Severity Forf. U			

Total Receivables

Court Assessments	Adjustments ³	Paid to the Court	Probation/Other Agency Amount ⁴	Balance Due to Court	Due Date ⁵
\$ 263.50	\$ 0.00	\$ 263.50	\$ 0.00	\$ 0.00	

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

² Non-Court activities do not require personal court appearances. For questions regarding which court type activities require court appearances, please contact the Clerk of Circuit Court in the county where the case originated.

³ Includes collection agency fees; bankruptcy discharge of debt; Department of Revenue collection fees; and forgiven debts due to indigence, death, time served, or community service.

⁴ Some amounts assessed by the courts are collected by the Department of Corrections or other agencies. This column is rarely updated by the courts and may be less than the actual amount owed.

⁵ For cases with multiple assessments, the due date represents the assessment with the latest date.

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Columbia County vs. Randy A Anhalt

Columbia County Case Number 2014FO000577

Court Record Events

[What is RSS?](#) 

Date	Event	Court Official	Court Reporter
1 10-04-2014	Return of unclaimed/undelivered mail service Additional Text: of default judgment sent to defendant at [REDACTED] came back "return to sender, no such number, unable to forward".		
2 09-30-2014	Notice of Default Judgment Amount \$ 0.00	White, Alan J	
3 09-29-2014	Dispositional order/judgment	White, Alan J	
4 09-29-2014	Default judgment entered	White, Alan J	
5 08-27-2014	Complaint filed		

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Applicant Name: Seth J Able
First Middle Initial Last Maiden

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

1. Have you ever been convicted for a violation of any federal laws, state laws, of Wisconsin, or any other state, as well as any county or municipal violations? Yes No
 If YES, complete all information in the box below.

Date of Conviction	Location of Charge (City, County)	Type: Felony, Misdemeanor, Ordinance, Other	Penalty Imposed
2009	sandstone MA	misdemeanor	DWI
2007	Columbia county WI	felony	pos THC
2005	Columbia county WI	felony	pos THC

2. Are there charges of any kind pending against you (either as an adult or juvenile)? Yes No
 If YES, complete all information in the box below.

Offense Date	Location of Case (City, County)	Court Date	Violation	Description of Charges	Status

READ CAREFULLY BEFORE SIGNING

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

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

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

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

Applicant Signature  Date 6-30-15

DEPARTMENT RECOMMENDATIONS

Department	Approved/Denied	Signature	Date
City Clerk	<input type="checkbox"/> Approved <input type="checkbox"/> Denied		
City Treasurer	<input type="checkbox"/> Approved <input type="checkbox"/> Denied		
ADMINISTRATIVE LICUTENANT Police Chief	<input type="checkbox"/> Approved <input checked="" type="checkbox"/> Denied	LT. 	7/1/15

If denied, explain reason INCOMPLETE RECORDS. THIS RENEWAL APPLICATION DOES NOT REFLECT TWO RECENT MISDEMEANOR CONVICTIONS, BEING TWO CONVICTIONS FOR BATTERY ON 2/10/15. ABLE PLACED ON TWO YEARS PROBATION.

Wisconsin Circuit Court Access (WCCA)

State of Wisconsin vs. Seth J Able

Columbia County Case Number 2014CF000566

Filing Date	Case Type	Case Status
12-11-2014	Criminal	Closed

Defendant Date of Birth	Address
--------------------------------	----------------

Branch Id	DA Case Number
2	2014CO003207

Charge(s)

Count No.	Statute	Description	Severity	Disposition
1	940.235(1)	Strangulation and Suffocation	Felony H	Charge Dismissed but Read In
2	940.19(1)	Battery	Misd. A	Guilty Due to No Contest Plea
3	940.19(1)	Battery	Misd. A	Guilty Due to No Contest Plea
4	947.01(1)	Disorderly Conduct	Misd. B	Charge Dismissed but Read In

Defendant Owes the Court: \$ 552.00

Responsible Official	Prosecuting Agency	Prosecuting Attorney	Defense Attorney
Voigt, W. Andrew	District Attorney	Kohlwey, Jane E.	Lawton, Mark D.

Defendant

Defendant Name	Date of Birth	Sex	Race¹
Able, Seth J		Male	Caucasian
Address			Address Updated On
			12-11-2014

JUSTIS ID	Finger Print ID
------------------	------------------------

Defendant Attorney(s)

Attorney Name	Entered
Lawton, Mark D.	01-20-2015

Charge(s)/Sentence(s)

Charge Detail

The Defendant was charged with the following offense:

Count No.	Statute Cite	Description	Severity	Offense Date	Plea
1	940.235(1)	Strangulation and Suffocation	Felony H	12-10-2014	

Charge Modifier(s)

Statute Cite	Description
968.075(1)(a)	Domestic Abuse

On 02-10-2015 there was a finding of:

Action	Court Official
Charge Dismissed but Read In	Voigt, W. Andrew

The Defendant was charged with the following offense:

Count No.	Statute Cite	Description	Severity	Offense Date	Plea
2	940.19(1)	Battery	Misd. A	12-10-2014	No Contest on 02-10-2015

Charge Modifier(s)

Statute Cite	Description
968.075(1)(a)	Domestic Abuse

On 02-10-2015 there was a finding of:

Action	Court Official
Guilty Due to No Contest Plea	Voigt, W. Andrew

On 02-10-2015 the following was ordered:

Sentence	Time	Begin Date	Notes
Probation, Sent Withheld	2 Years		

Condition Time Notes

Costs

Other	Defendant not to possess/consume alcohol but may possess alcohol while working, undergo domestic violence counseling
-------	--

The Defendant was charged with the following offense:

Count No.	Statute Cite	Description	Severity	Offense Date	Plea
3	940.19(1)	Battery	Misd. A	12-10-2014	No Contest on 02-10-2015

Charge Modifier(s)

Statute Cite	Description
968.075(1)(a)	Domestic Abuse

On 02-10-2015 there was a finding of:

Action	Court Official
--------	----------------

Guilty Due to No Contest Plea Voigt, W. Andrew

On 02-10-2015 the following was ordered:

Sentence	Time	Begin Date	Notes
Probation, Sent Withheld	2 Years		

Condition Time Notes

Costs	
Other	Defendant not to possess/consume alcohol but may possess alcohol while working, undergo domestic violence counseling

The Defendant was charged with the following offense:

Count No.	Statute Cite	Description	Severity	Offense Date	Plea
4	947.01(1)	Disorderly Conduct	Misd. B	12-10-2014	

Charge Modifier(s)

Statute Cite	Description
968.075(1)(a)	Domestic Abuse

On 02-10-2015 there was a finding of:

Action	Court Official
Charge Dismissed but Read In	Voigt, W. Andrew

Total Receivables

Court Assessments	Adjustments ³	Paid to the Court	Probation/Other Agency Amount ⁴	Balance Due to Court	Due Date ⁵
\$ 1,086.00	\$ 0.00	\$ 0.00	\$ 534.00	\$ 552.00	

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

Wisconsin Circuit Court Access (WCCA)

State of Wisconsin vs. Seth J Able

Columbia County Case Number 2014CF000566

Court Record Events

	Date	Event	Court Official	Court Reporter
1	02-16-2015	Judgment of conviction	Stilson, Katena L	
2	02-10-2015	Dispositional order/judgment	Voigt, W. Andrew	
3	02-10-2015	Victim rights information		
4	02-10-2015	Plea questionnaire, waiver of rights Additional Text: and Notice of Right to Seek Post Conviction Relief filed by defendant/counsel		
5	02-10-2015	Judicial transfer	Voigt, W. Andrew	
6	02-10-2015	Plea/sentencing hearing Additional Text: Defendant Seth J Able in court with attorney Mark D. Lawton. Crystal N Long appeared for the State of Wisconsin. Rights/Elements, Defendant pleads no contest to Ct. 2 and Ct. 3, Judgment to be entered, Ct. 1 and Ct. 4 dismissed, read in, Court withholds sentence, probation 2 years, Ct. 2, \$543.00 costs, not possess/consume alcohol, may possess alcohol while working, domestic violence counseling, Ct. 3, \$543.00 costs, not possess/consume alcohol, may possess alcohol while working, domestic violence counseling, 1 day sentence credit, defendant to report to probation and parole tomorrow	Voigt, W. Andrew	Kurtz, Margie
7	01-23-2015	Motion and demand for discovery Additional Text: and Notice of DNA and Witness List with Petition for Leave to file Additional Motions filed by DA Jane Kohlwey		
8	01-21-2015	Public defender order appointing counsel Additional Text: Appointed Attorney Mark Lawton		
9	12-17-2014	Notes Additional Text: Disposal of CIB cards.		
10	12-11-2014	Signature bond set		
		Event Party	Amount	

Able, Seth J \$ 2500.00

Additional Text:

with felony conds., no violent with K.P. & R.L. Maintain absolute sobriety, not possess alcoholic beverages but may possess alcohol for employment reason at Friendly Tavern, not go upon premises where alcohol is sold for on-site consumption.

11 12-11-2014 Initial appearance

White, Alan J

Champeau, Christine

Additional Text:

Defendant Seth J Able in court, in custody with Atty. Riek. Jane E. Kohlwey appeared for the State of Wisconsin. \$2,500 recog. bond with felony conds., no violent with K.P. & R.L. Maintain absolute sobriety, not possess alcoholic beverages but may possess alcohol for employment reason at Friendly Tavern, not go upon premises where alcohol is sold for on-site consumption. Time limits waived. Pre-trial conference scheduled for January 9, 2015 at 11:30 am. Hearing scheduled for February 10, 2015 at 02:45 pm.

12 12-11-2014 Complaint filed

City of Portage
Human Resources Committee Meeting
Tuesday, July 7, 2015, 6:30 p.m.
Municipal Building, Conference Room One
Minutes

Members Present: Bill Tierney, Chairperson, Rick Dodd, Doug Klapper, Mary Hamburg, Rita Maass & Marty Havlovic

Also Present: City Engineer Bob Redelings, City Administrator Shawn Murphy, Craig Sauer from Portage Daily Register & Bill Welsh, CATV.

1. Roll call

The meeting was called to order at 6:30pm by Mayor Tierney.

2. Approval of minutes from the May 5, 2015 meeting.

Motion by Maass, second by Dodd to approve minutes from the May 5, 2015 meeting. Motion carried unanimously on call of roll.

3. Convene to Closed Session pursuant to Wisconsin State Statutes 19.85(1)(c) to discuss proposed wage adjustments for specified employees and 19.85(1)(e) to discuss proposed parameters for successor IAAF and WPPA labor agreements.

Motion by Dodd, 2nd by Havlovic to convene to closed session pursuant to Wisconsin State Statutes 19.85(1)(c) to discuss proposed wage adjustments for specified employees and 19.85(1)(e) to discuss proposed parameters for successor IAAF and WPPA labor agreements. Motion carried unanimously on call of roll at 6:32 pm.

4. Return to Open Session.

Motion by Dodd, 2nd by Havlovic to return to open session. Motion carried unanimously on call of the roll at 7:59 pm.

5. Discussion and possible recommendation on proposed wage adjustment for Engineering Technician.

Motion by Tierney, 2nd by Klapper to recommend increase in Engineering Technician wages by 1.5% effective 7/6/15. Motion failed 3-3 with Maass, Havlovic and Dodd voting no.

6. Discussion and possible recommendation on proposed wage adjustment for Public Works Superintendent.

Motion by Tierney, 2nd by Klapper to recommend increase in Public Works Superintendent salary by 2.5% effective 7/6/15. Motion carried 5-1 with Maass voting no.

7. Discussion and possible recommendation on proposed wage adjustment for Water Utility Superintendent.

Motion by Tierney, 2nd by Klapper to recommend increase in Water Utility Superintendent salary by 1.7% effective 7/6/15. Motion failed 3-3 with Dodd, Havlovic and Maass voting no.

8. Discussion and possible recommendation on proposed wage adjustment for Waste Water Utility Superintendent.

Motion by Tierney, 2nd by Klapper to recommend increase in Waste Water Utility Superintendent salary by 1.7% effective 7/6/15. Motion failed 3-3 with Havlovic, Maass and Dodd voting no.

9. Adjournment

Motion by Maass, second by Dodd to adjourn the meeting at 8:06 pm. Motion carried unanimously on call of roll.

Submitted by Shawn Murphy

Memorandum

To: Human Resources Committee
From: Bob Redelings, Public Works Director/Utility Manager
Subject: Wage Adjustment for Kim Standke, Public Works Superintendent
Date: May 27, 2015

Kim Standke has 29 years' experience in the municipal public works field, of which 17 years have been with the City of Portage. He's served as the Public Works Superintendent for the past 2 years and functioned as the "working foreman" during the previous superintendent's last 2 years of employment. Mr. Standke's last merit increase was January 1, 2014.

During the past 2 years, crew productivity has increased. Kim also filled in to oversee the Parks crew when Tim Raimer retired. Kim has implemented many beneficial changes to the Public Works and Parks operations. The following is just a few of his accomplishments:

- He has rated the condition of all the streets, alleys and municipal parking lots in the City using the PASER system.
- He has developed a street light inventory of all City-owned street lights.
- He modified the street tree removal program to allow property owners to obtain the wood.
- He electronically reported the Tier II Chemicals (WHOPRS Submittal) used by the Public Works Department.
- He rented Columbia County's screener to produce 5,000 cu. yd. of compost/top soil.
- He modified the RV and boat storage program in the Parks Department.
- He cross-trained Parks and Water Department employees on Public Works equipment.
- He implemented snow and ice control policy changes by applying less salt to City streets and tailored work assignments to reduce over time.

Kim currently has a salary of \$57,561. He has a Grade 5 classification, which has a mid-point salary of \$61,789. A classification survey of five comparable communities (Monroe, Marinette, Platteville, Baraboo, and Tomah) resulted in an average salary for street superintendents of \$62,946. Three other comparable communities (Waupun, Reedsburg, and Shawano) were also surveyed, but are hourly – not salaried. Applying 10% overtime factor to these 3 positions, the average salary for the 8 communities is \$62,827.

Based on Kim's experience, performance, and knowledge, we recommend Kim's salary be adjusted to \$59,000(2.5%).

**City of Portage
Finance/Administration Committee Meeting
Thursday, July 9, 2015 6:30 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

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

Member Excused: Doug Klapper

Also Present: Administrator Murphy, Finance Director Mohr; CATV Bill Welsh; Craig Sauer with Daily Register

1. Roll call

Chairperson Dodd called the meeting to order at 6:15 p.m.

2. Approval of Minutes from June 16, 2015.

Motion by Charles, second by Havlovic to approve minutes from the June 16, 2015 meeting. Motion carried unanimously on call of roll.

3. Discussion and possible recommendation on claims.

Mohr highlighted a few of the higher dollar claims.

Motion by Charles, second by Havlovic to approve the claims in the amount of \$935,778.46. Motion carried unanimously on call of roll.

4. Discussion and possible recommendation on proposals for design of phase II for VMF.

Murphy indicated that the proposal is being brought from the Park and Recreation Board as they are not choosing the lowest bid. The Park and Recreation Board recommended the bid from Rettler Corporation for a base amount of \$14,100 for topography mapping, design services, including irrigation system and 3 visits for construction staking and a geotechnical allowance of \$2,400 if needed for a total of \$16,400. GEC base bid was \$14,500 with an additional \$2,200 to perform irrigation design services for a total of \$16,700. The lowest bidder CWE for \$12,500 did not meet the bid requirements. It was also pointed out that Rettler Corporation is a reputable firm with extensive experience in athletic field design; and GEC did not include staking in their bid or give a price for geotechnical services.

Lynn made a motion to recommend awarding the bid to GEC for the design of phase II for VMF, second by Havlovic. Lynn stated that in a case where the local reputable contractor is close in cost he believes they should be awarded the contract. Motion failed 2-2 on call of roll with Dodd and Charles voting no.

Charles made a motion to recommend awarding the bid to Rettler Corporation for the design of phase II for VMF, second by Havlovic. Charles indicated the motion is based on the recommendation of the Park and Recreation Board, that the base

amount is lower, and includes staking. Motion carried 3-1 on call of roll with Lynn voting no.

5. Discussion and possible recommendation on seal coating bids.

Murphy indicated that this is being brought to Finance as the allocation between the funding sources for crack sealing and seal coating are different than budgeted; although the total amount is still under budget. There is a total of \$70,000 budgeted for crack filling and seal coating (\$10,000 for the WWTP and \$60,000 for Thompson Street). The Thompson Street bid came in well under the budget at \$29,513 and the bid for the WWTP came in above budget at \$40,093 for a total of \$69,606.

Motion by Havlovic, second by Lynn to recommend the crack filling bid to Crack Filling Service in the amount of \$26,750 and the seal coating bid to Scott Construction in the amount of \$42,856.79. Motion carried unanimously on call of roll.

6. Adjournment

Motion by Charles, second by Havlovic to adjourn the meeting at 6:41 pm. Motion carried unanimously on call of roll

Submitted by Jean Mohr, Finance Director

City of Portage
Finance/Administration Committee Meeting
Thursday, July 13, 2015 6:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes

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

Also Present: Administrator Murphy, Finance Director Mohr; Clerk Moe; CATV Bill Welsh; Craig Sauer with Daily Register; Mindy McConnell with MBEG

1. Roll call

Chairperson Dodd called the meeting to order at 6:00 p.m.

2. Comments from Chairperson.

Dodd addressed the committee regarding acceptable conduct at meetings. He indicated if there is a concern about a potential conflict of interest it is to be discussed after the meeting which the Mayor and/or City Attorney would be included. Furthermore if there are any personal attacks against committee members or guests the meeting will be immediately adjourned. The only things to be discussed during the meeting are items that have merit and relevancy and are to be handled in a respectful manner.

3. Approval of Minutes from July 9, 2015.

Motion by Charles, second by Havlovic to approve minutes from the July 9, 2015 meeting. Motion carried 4-0 on call of roll with Klapper abstaining.

4. Review of 2014 Audit.

Mohr introduced Mindy McConnell, lead auditor and partner with MBEG. McConnell handed out a draft of the 2014 audit and indicated that the information as noted in the Independent Auditor's Report fairly presents, in all material respects, the financial position the City's Governmental and Business-Type, (Proprietary Funds – Water & Sewer Utilities), Activities.

She stated that the audit currently in draft format; the Single Audit needs to be added which is required due to the level of Federal and State grants funds spent in 2014. This information will be added and the audit completed with the next month. McConnell reviewed various pages of the audit. She pointed out that the Statement of Net Position and Statement of Activities are required by GASB in order to restate the Governmental information in a Business-Type format. This basically means that the Capital Asset and Debt Liabilities are included with the basic Government Reports. Also on page 13 the Fiduciary Funds is the Tax Fund.

McConnell recommended on page 18 that the City may want to increase the Capital Asset threshold from \$1K to \$5K which seems to be standard practice and would

save some administrative time in recording the assets. She also pointed out on page 20 the change in the various categories of Fund Balance with GASB #54; along with recommending the City create a Fund Balance Policy. This could include authorizing City Personnel the ability to categorize certain funds as assigned; which would help define the purpose of a portion of the unassigned fund balance if appropriate.

She also complemented the committee for implementing the ICS, Insured Cash Sweep service (on page 23), which improved the security of the cash over last year's audit. McConnell noted that the Interfund reconciliation improved over last year but still required additional work between the City and the Water Utility mainly due to the separate computer systems. This may be an area to streamline in the future.

- 5. Discussion and possible recommendation on proposals for city hall elevator.** Murphy reviewed the two proposals received from Braun Thyssen Krupp, LLC for \$122,900 and Schindler Elevator Corporation for \$96,305. Murphy indicated that the City is recommending the lowest bid; within the lowest bid the contractor offered an option to modify the existing elevator cab and update the controls in lieu of replacing it and still bring it into ADA requirements. With the savings of modifying versus replacing Schindler recommended replacing the 40 year old hydraulic pump. The total bid for the modification option came in at \$94,760. This includes a 1 year new product maintenance and trouble call service to coincide with the labor and material warranty; and emergency telephone monitoring as well as Schindler Remote Monitoring service.

Lynn inquired as to whether Braun Thyssen Krupp, LLC was offered to bid on modifying the elevator as opposed to replacing it. Murphy explained that the lowest initial bid from Schindler Elevator Corporation was recommended and Schindler offered the alternative modification in lieu of replacement option. Both companies' base bids complied with specifications. After verifying dimensions, Schindler confirmed the modification of the existing cab would work and allow for the replacement of the pump. Dodd likened it to other bids where the lowest bid is accepted and then the contractor comes back with change orders; with Schindler the change order is being presented as part of the initial bid. Murphy also indicated that staff is looking for the best interest of the city to get the elevator ADA compliant in the most cost effective way allowed and in a timely fashion. It was also pointed out that if the contract awarded this month the elevator would be completed by the end of 2015.

Klapper made a motion to recommend awarding the bid to Schindler Elevator Corporation for \$94,760 for the modification option in the bid for the city hall elevator, second by Charles. Motion carried unanimously on call of roll.

- 6. Discussion and possible recommendation on Beach Parking Lot Retaining Wall.**

Murphy indicated that this is being brought to Finance as combination of the Engineering BID awarded to GEC for \$7,700 and the low bid for Construction from Great Lakes Marine Contracting for \$147,212 totals \$154,912 which is over the \$150,000 budget for this project by \$4,912. Murphy indicated that funds from the Beach Side Wall could be reallocated to this project as it came in approximately \$5700 under budget.

Motion by Charles, second by Klapper to recommend the bid for Great Lakes Marine Contracting for \$147,212 and the reallocation of funds from the other Beach Wall project (15-30C03) that came in under budget. Motion carried unanimously on call of roll.

7. Discussion and possible recommendation on HVAC Contract Amendment.

Murphy reviewed the request from Bassett Mechanical to revise the proposal they prepared earlier this year for the HVAC Contract as it contained a computer glitch stemming from their estimating software; along with identification of additional equipment that requires quarterly maintenance that was not included in the initial proposal. The increase would have a \$576 annual impact on the Municipal Building and a \$1,320 for the WWTP for a total of \$1,896. It was noted that Bassett was the only valid bid received; changes were detected prior to signing initial agreement.

Motion by Lynn, second by Klapper to recommend the Amendment to the HVAC Contract to include the increase for inspection service and minor maintenance as presented. Motion carried unanimously on call of roll.

8. Staff Report

a. Review of Haertel Street – New Pinery Storm Water Lift Station Discharge Repairs.

Murphy informed the committee of an incident regarding the storm water pipes going from the train under pass in to Mud Lake. As part of the Haertel Street project the contractor surcharged approximately 8' of material to test the settling in the area; unknown to the contractor or city staff there were drainage pipes under the ground in that area. It is assumed that the weight from the surcharge material crushed the pipes which were most likely deteriorated. With the heavy rains the water backed up and was not able to drain to Mud Lake. The situation has been remedied and costs are being tallied; estimated to approach \$40-50K.

b. Review of 2016 Budget Schedule.

Mohr handed out a schedule for the 2016 Budget Meetings for August to November and requested the members to check their schedules and let us know of any meetings they will be unable to attend.

c. Review of Taxi Fund.

Murphy handed out a Memo, Summary of Taxi Program, Listing of Transit Programs, and Memo from WI DOT. He gave an overview of the Taxi Fund situation indicating that the State has suffered personnel cut backs

and turnovers resulting in a back log of annual audits. The City recently received audit information for the years 2008 – 2012. The information indicates that the State made overpayments to the City in the amount of \$281K for this time period. This is ameliorated by the fact that the City is due credits of approximately \$146,800 leaving a net amount due to the DOT of \$134,200. We are still awaiting the 2013 & 2014 audits and are in discussions with Runnings and the DOT on how that repayment can be made. It was noted that the amount due is associated with the handling of the Medical Transport Agency Fare fluctuation.

The 2015 City Share is projected to be \$34K; however with the discontinuance of the Madison Shuttle and the transferring of the hours to the peak time, along with the increase in fares YTD we have seen an increase in regular revenue. If this continues it would mitigate the City Share.

Mohr indicated if anyone would like to go through the information in more detail to let her know.

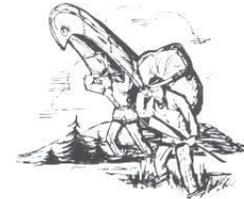
9. Agenda

Motion by Charles, second by Klapper to adjourn the meeting. Lynn inquired as to the status of the Staffing Analysis by GovHR. Murphy indicated it would be presented at the first Council meeting in August. Motion carried unanimously on call of roll at 7:39 pm.

Submitted by Jean Mohr, Finance Director

CITY OF PORTAGE

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



"Where the North Begins"

MEMORANDUM

TO: Finance & Administration Committee
From: Shawn Murphy, City Administrator
Re: Elevator Replacement Bids
Date: 7/10/2015

Bids for the CDBG-PF funded municipal building elevator replacement were opened Thursday, 7/9/2015. This was the 2nd bid advertisement as the 1st round failed to receive one bid. Two valid bids were received as follows:

<u>Bidder</u>	<u>Amount</u>
Baun Thyssen Krupp Elevator, LLC	\$122,900
Schindler Elevator Corporation	\$ 96,305

City Engineer Redelings & I reviewed the submittals and noted the bid from Schindler included several value engineering options to consider. We contacted Schindler to discuss the following options and the expected impact on the bid cost:

- a) Modification of existing elevator cab in lieu of replacement. Schindler proposed to modify existing cab to bring interior dimensions and controls into compliance with ADA requirements. Schindler will conduct additional inspection on 7/13/15 to confirm dimensions of existing elevator hoistway.
- b) Recommend replacement of hydraulic pump. In obtaining budget estimate for the elevator replacement, the company providing the budget estimate did not recommend replacement of the 40-year unit. However, during the bid inspection process a potential bidder recommended replacement of the unit and Schindler proposed replacement of the pump with the savings realized from the cab modification in lieu of replacement.
- c) Minor allowances included for electric shut off and telephone upgrades. Schindler provided allowances in the base bid for installation of code compliant electric disconnect and lock out and confirmation of telephone connectivity. Schindler further determined that cab travel heights of less than 25' do not require automatic return/shut in case of fire. The existing fire/smoke alarm is code compliant.

Upon confirmation of dimensions, Schindler is prepared to revise their bid to reflect these changes with a resulting cost reduction. We'll provide the revised amount at the meeting. The CDBG-PF funds will reimburse the City 50% of costs for this project to a maximum of \$47,250. Schindler's current bid would be funded with \$47,250 CDBG funds and the City's share would be \$49,055.

Cc: B. Redelings, City Engineer
J. Mohr, Finance Director

Change Order



Change Order Number: MSVN-9Y7S47-1

Job Information

Job Name:	Portage Municipal Building	Job No:	MSVN-9Y7S47
To:	City of Portage	From:	MARC SVENDSEN Schindler Elevator Corporation
Address:	115 W. Pleasant St.	Address:	1906 Wright St. Madison, WI 53704
Attn:	Mr. Shawn Murphy	Phone:	414-234-9511
Fax:	N/A (see e-mail)	Fax:	608-237-5715
Email:	Shawn.Murphy@portagewi.gov	Email:	Marc.Svensen@us.schindler.com
Date:	July 16, 2015		

Change Order Description

Summary: Elevator Modernization Specification and Pricing Modification

Scope:

In lieu of replacing the existing platform and cab shell, we shall remove the existing rear wall, install a platform extension along with a side wall and canopy extensions, and re-install the rear cab shell wall.

New interior finishes shall be designed for the new cab dimensions in order to yield a net inside cab depth of 48 inches (the existing depth is 44" and the existing width is 73" - note the existing 36" W door opening shall not change).

In addition, to assist the City of Portage with the maximization of their overall purchasing dollars and to assist with the overall coordination and execution of the project, we shall perform the project as a turnkey project. The additional scope added to the project is as follows:

1. In lieu of retaining the existing pump unit, we shall install a new submersible hydraulic pump unit, including a new pump, motor, muffler, and hydraulic control valve (note your existing valve is obsolete).
2. Include the machine room and pit electrical work as required by code, including:
 - a. Machine Room: new mainline disconnect switch, new 110V single-phase car lighting switch, new machine room lighting, and new light switch / GFI outlet fixture
 - b. Pit area: new pit lighting fixtures (2) with switch and GFI outlet

Per local code rule (for the State of Wisconsin), elevators under 25 feet of travel are not required to have fireman's recall operation. Therefore, the existing smoke alarm in the elevator machine room shall remain and the existing fire alarm system shall be retained as is.

Change Order



The total price for the work listed above is, including all work in the base bid specification (including the machine room HVAC unit), in consideration of the specification deviation, is \$94,760.00, including all labor, parts, engineering, and applicable taxes.

Furthermore, our base bid and alternate pricing include 1 year of new product maintenance and trouble call service to coincide with the labor and material warranty. This service includes emergency telephone monitoring as well as Schindler Remote Monitoring service.

Total Cost: \$94,760.00 including applicable taxes

This Change Order amends the terms, conditions and scope of the Agreement for the referenced Job. By execution of this Change Order, the Contractor / Purchaser accepts the contract price change / scope change / schedule change described herein. Except as expressly modified, all terms of the original trade contract / subcontract shall remain in full force and effect.

Authorization

Please sign and return a copy to our office as approval and authorization by Subcontractor to make the change(s) in its Scope of Work.

Contractor _____
Signature of _____
Authorized Person _____
Date: _____

By: (Type Name) Title _____

Subcontractor Schindler Elevator Corporation _____
Signature of _____
Authorized Person _____
Date: _____

By: (Type Name) _____

General Engineering Company
P.O. Box 340
916 Silver Lake Drive
Portage, WI 53901



608-742-2169 (Office)
608-742-2592 (Fax)
gec@generalengineering.net
www.generalengineering.net

Engineers • Consultants • Inspectors

July 9, 2015

City of Portage Park & Recreations
Attn: Dan Kremer - Manager
806 Silver Lake Drive
Portage, WI 53901

Re: Bid Tab – Letter of Recommendation
Contract #15-30C05 Silver Lake Beach Retaining Wall Replacement
GEC Project No. 2-0115-1B

Dear Dan:

The purpose of this letter is to provide a recommendation for the contract award for the above-referenced project. Please find attached a copy of the tabulation of bids for the bids that were received.

We recommend awarding the contract to Great Lakes Marine Contracting of Kaukauna, WI, the low bidder, for the base bid contract price of \$147,212.00. Great Lakes Marine Contracting is a reputable contractor that we have worked with on a couple of projects over the years. The projects were dam repair projects that included working near water and placement of structural concrete. The Park and Recreations Committee and/or the City will need to decide if they want to award the pier alternate for the project.

If there are additional questions or concerns, please do not hesitate to call.

Sincerely,

GENERAL ENGINEERING COMPANY

A handwritten signature in blue ink that reads 'Kory D. Anderson'.

Kory D. Anderson, P.E.
Project Engineer

Enclosures

Portage • Black River Falls • La Crosse



Consulting Engineering • Structural Engineering • Building Design • Environmental Services • Building Inspection • GIS Services
Grant Procurement & Administration • Land Surveying • Zoning Administration • Mechanical, Electrical, & Plumbing Services



DATE: July 9, 2015

TIME: 10:00 a.m.

PLACE: City Hall at the Portage Municipal Building

TABULATION OF BIDS
Silver Lake Beach Retaining Wall Replacement
City of Portage, Columbia County, WI

GENERAL ENGINEERING CO.
P.O. Box 340, 916 Silver Lake Dr.
Portage, WI 53901

CONTRACTOR:		Great Lakes Marine Contracting 587 Man-Cal Rd. Kaukauna, WI 54130	Vans Construction N7557 Sandhill Crane Ct. Portage, WI 53901	NuGen Johnson, LLC PO Box 148 Sussex, WI 53089
Addendum 1:		X	X	X
Bid Bond:		X		X
Certified Check:			X	

No.	Description	Qty.	Unit	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
Contract # 15-30C05 Retaining Wall Replacement									
1	Performance and Payment Bonds	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 3,500.00	\$ 3,500.00	\$ 7,900.00	\$ 7,900.00
2	Mobilization/Demobilization	1	LS	\$ 8,600.00	\$ 8,600.00	\$ 3,500.00	\$ 3,500.00	\$ 106,036.00	\$ 106,036.00
3	Saw Cut Existing AC Pavement	240	LF	\$ 3.00	\$ 720.00	\$ 2.91	\$ 700.00	\$ 1.65	\$ 396.00
4	Remove Asphalt Pavement	250	SY	\$ 10.00	\$ 2,500.00	\$ 3.20	\$ 800.00	\$ 6.90	\$ 1,725.00
5	Remove Concrete Retaining Wall	216	LF	\$ 34.00	\$ 7,344.00	\$ 18.51	\$ 4,000.00	\$ 43.50	\$ 9,396.00
6	Dewatering	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 61,698.00	\$ 61,698.00	\$ 42,464.00	\$ 42,464.00
7	Structural Retaining Wall	216	LF	\$ 453.00	\$ 97,848.00	\$ 250.92	\$ 56,000.00	\$ 632.00	\$ 136,512.00
8	Pavement Underdrain Areas	1	LS	\$ 4,000.00	\$ 4,000.00	\$ 23,925.00	\$ 23,925.00	\$ 17,000.00	\$ 17,000.00
9	Asphalt Replacement	225	SY	\$ 36.00	\$ 8,100.00	\$ 31.00	\$ 7,000.00	\$ 33.00	\$ 7,425.00
10	Erosion Control Facilities	1	LS	\$ 3,100.00	\$ 3,100.00	\$ 3,000.00	\$ 3,000.00	\$ 2,000.00	\$ 2,000.00
TOTAL CONTRACT 15-30C05:					\$ 147,212.00		\$ 164,123.00		\$ 330,854.00
BID RESULTS:									
Alternates for Contract 15-30C05: Pier									
A1	Pier								
	Base Bid: Pier Genuis				\$ 15,000.00		\$ 14,000.00		\$ 14,100.00
	Other				\$		\$		\$
A2	Installation of Pier				\$ 1,000.00		\$ 8,700.00		\$ 3,550.00

CITY OF PORTAGE

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



Where the North Begins

MEMORANDUM

To: Finance Committee
From: Bob Redelings, City Engineer
Subject: Bassett Mechanical Agreements
Date: July 10, 2015
C.C.: Shawn Murphy, City Administrator
Bill Tierney, Mayor

Earlier this year, the City received proposals from 2 companies to perform HVAC maintenance for the Municipal Building and the Waste Water Treatment Plant. The City signed 3-year contracts with Bassett Mechanical-the only responsive proposer.

Subsequently, following detailed surveys of the building inventories, Bassett identified additional equipment requiring quarterly maintenance- primarily due to the use of refrigerants. The chiller at the Municipal Building and condenser at the WWTP RBC building accounts for some of the inventory adjustment.

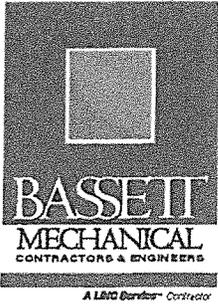
Additionally, via a telephone conference, Bassett explained that their proposals understated the actual costs due to a computer glitch in their estimating software.

Bassett's proposing adjustments to their Agreements as a result of the additional equipment maintenance and the initial estimating issue.

The attached Addendum for the Municipal Building increases the quarterly service charge by \$144 (\$576 annually). The attached Addendum for the Waste Water Treatment Plant increases the quarterly service charge by \$330 (\$1,320 annually).

We recommend modifying the subject Agreements based on the information presented above.

Attachments



Customer Name
Complete Preventive Maintenance
Addendum to Agreement

Location : City of Portage – Municipal Building
Agreement # : C0413
Addendum # : C0413-7115
Effective Date: 7/1/15

Modify Equipment in the Agreement:

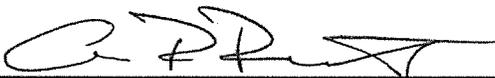
- (See attached equipment list for Portage Municipal Building, Exhibit A)

Total Add: \$576

Current Annual Amount at Location: \$4,908
Add: \$576
Decrease: \$0
New Total: \$5,484

Signed – Customer

Date



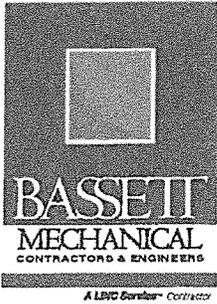
Signed - Bassett Mechanical – Sales Manager

7/1/15
Date



1215 Hyland Avenue
Kaukauna, WI 54130
920-759-2500
800-236-2500
FAX: 920-759-2525
www.bassettmechanical.com

We answer to you



Customer Name
Complete Preventive Maintenance
Addendum to Agreement

Location : City of Portage – Waste Water Treatment Plant
Agreement # : C0414
Addendum # : C0414-7115
Effective Date: 7/1/15

Modify Equipment in the Agreement:

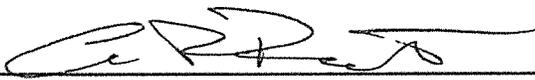
- (See attached equipment list for Portage Waste Water Treatment Plant, Exhibit B)

Total Add: \$1,320

Current Annual Amount at Location: \$7,908
Add: \$1,320
Decrease: \$0
New Total: \$9,228

Signed – Customer

Date


Signed - Bassett Mechanical – Sales Manager

7/1/15
Date



1215 Hyland Avenue
Kaukauna, WI 54130
920-759-2500
800-236-2500
FAX: 920-759-2525
www.bassettmechanical.com

We answer to you

**City of Portage
Park and Recreation Board Meeting
Tuesday, July 14, 2015
6:30 p.m. Regular Meeting
Municipal Building Room #1**

1. Roll Call

The meeting called to order at 6:30 pm by Chairperson Zirbes. Members present: Brian Zirbes, Chairperson, Larry Messer, Mike Charles and Rita Maass, Vice Chair. Todd Kreckman was excused.

2. Approval of minutes of May 12, 2015 meeting

Motion was made by Charles and seconded by Messer to approve the minutes, as submitted, from the June 9, 2015 meeting. The motion carried 4-0.

3. Discussion and possible action on design & installation of barn quilt at VMF.

Manager Kremer asked for Board approval on a picture of the barn quilt design that the 4-H groups made in the Columbia County Barn Quilt Project under the direction of Margo Holzman. The group also selected a spot above the Ag building door located on Griffith St to display their quilt. Discussion about possible vandalism and how the eventual relocation of the building will affect the project followed. The 4-H group made the request hoping to see the quilt displayed before the Columbia County fair the week of July 20.

Motion was made by Maass to approve the design and the location as chosen by the Fair Board for the Barn Quilt at the VMF building. Second by Charles. No further discussion. The motion carried 4 – 0 on call of roll.

4. Discussion and possible recommendation on Silver Lake Beach Retaining Wall Bids.

Manager Kremer began the discussion providing a brief overview of a letter of recommendation to award the contract to the low bidder for a base bid contract price of \$147,212.00 from Kory Anderson of General Engineering Company. Kremer explained the details regarding the three bids that were received for this project and reminded the board that the bid also contained an alternate bid for a boat pier. The low bid was from Great Lakes Marine Contracting of Kaukauna, WI with the local Vans Construction coming in with the next lowest bid. Charles provided an overview of the discussion the previous night at the finance committee meeting where that board recommended the low bidder be awarded the contract. Charles recommended going with Great Lakes Marine Contracting for the base amount and not including the optional boat pier at this time with the budget not being large enough to include the alternate. Charles also recommended using surplus moneys from other projects

to cover the overage on this project. Discussion followed regarding the design and the potential of an addition of a boat pier at a later date.

Motion was made by Charles to recommend to Council to award the bid to Great Lakes Marine Contracting for the base amount of \$147,212.00. Second by Maass. Further discussion clarified the installation would begin after Labor Day, once the beach was closed for the season. The motion carried 4 – 0 on call of roll.

5. Discussion and possible recommendation on Levee Crack Fill and Seal Coat Bid.

Kremer provided an overview of the bid results for the Levee project stating this was the second time bids were received. The first time the bids were solicited for the entire project and came back higher than the budgeted amount. The second bid included options for bids for just the crack filling and seal coating portions. Davis Construction had the lowest bid and Kremer recommended awarding the contract for the crack filling portion for their bid of \$11,998. Discussion followed regarding the pros and cons of separating the seal coating and crack filling. With \$15,000 budgeted for this project, discussion led to inquire if Davis Construction would honor their square foot bid calculations and add the seal coat for as far as the full budgeted amount would take it and budget completion amounts in 2016. The project is expected to take place around mid-August.

A motion was made by Charles to recommend accepting the bid from Davis Construction to crack fill and seal coat as far as the \$15,000 would take us, if they agree to honor the \$2.03 per square foot bid amount. Second by Maass. After further discussion an amendment to the motion was made by Charles to include that if Davis Construction would not honor the bid amount of \$2.03 per square foot amount to crack fill and seal coat, to revert back to the original crack fill only bid of \$11,998. Second by Maass. The motion carried 4 – 0 on call of roll.

6. Discussion and Possible action 5 year capital improvement plan.

Manager Kremer explained changes and updates to current and upcoming projects listed on the Capital Expenditure Plan. A group discussion followed with the board requesting further investigation and possible inclusion of the following: levee bridge connection on the canal, plat survey at the tennis court area at Sunset Park, cost of seal coat on both the tennis courts and basketball courts at Collipp-Warden Park and what the plan would look like with those projects, cost of hot patching at the dip in the beach parking lot.

A motion made by Charles to accept the 5 year Capital Improvement Plan with the noted changes. Second by Maass. The motion was carried 4 – 0 on call of roll.

7. Old Business

A. Bow Hunting Program

3 deer were harvested through the hunting portion of last year's program. This year will include the same zones and registration procedures.

B. Shelter Updates

Lawton needs a few minor tweaks with the locks, but is mostly finished and ready to be used and rented. The water main was worked on by the Public Works Department and should be working properly now. Goodyear is completed with the first rental occurring this month. A final payment on these projects will be allocated upon total completion.

C. Beach Parking lot dip

Dip to be hot patched in 2015 as discussed during the 5 year Capital Improvement Plan discussion.

8. New Business

Compliments from Maass on how nice the parks looked after the Portage Pride Clean up.

9. Manager's Report

Several summer programs are coming to an end now that summer school is beginning with Masters, T-ball, and Soccer showing strong numbers again this summer. Rookie Basketball and Tot Dance is just starting and the tennis program will begin early August.

Portage Pride, Renewal Unlimited and AmeriCorp weeded and planted flowers at Sanborn, Lincoln, Riverside, Ketchum's Point and Blue Star Park. Edgewater donated some of the flowers for the project and Kremer noted the AmeriCorp group seems interested in examining taking over the maintenance of the flower areas; The City received a letter of interest to acquire the building at Lincoln Park. Portage Food Pantry is looking for a new home. The tennis courts at Pine Meadow had a 30 day cure waiting period and the company is running behind schedule. The court lines and seal coat should be in place by mid-August; the second matching bench has been donated by the Musky Club and is now in place.

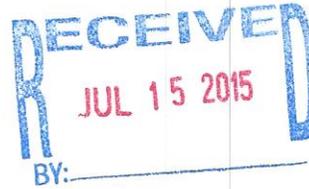
10. Adjournment

Zirbes asked all in favor to adjourn say Aye. No nay's. Motion Passed. Meeting adjourned at 7:57 pm.

Respectfully submitted

Leslie Hawkinson, Park & Recreation Department

City of Portage, Wisconsin
715 West Pleasant Street
Portage, Wisconsin



July 6, 2015

Dear Mayor Tierney & Portage City Council

Now that East Haertel Street is nearing completion, along with a portion of Skaters Way, I must add that from what I am seeing, it looks like its going to be very nice.

There is just one issue I would like to have resolved. That issue is my land. When I purchased the property back in 1976, the land was one parcel of land. In 1982 I had the land split so that I could build a house next to the rink. However the city did not let me build the house in the location I wanted, which would have solved many problems. I wanted the house to be built 100 feet from the road, so a parking lot could be built in the North West side of the front of the building. However that never happened.

I don't remember the year but will guess the early 2000's I was told by an employee of the city of Portage that if I combined the two parcels of land my taxes would be cheaper. Over the next 5 years my taxes more than doubled and almost forced me out of business. With lots of hard work I was able to survive.

Portage is very fortunate to have a roller skating center. These skating centers are far and few between. I can remember when Wisconsin had over 60 roller skating centers. I believe we now have under 30 and I know of only 3 others that are in towns under 25,000 people.

As many of you know, I'm trying to sell my property. I am asking the city of Portage to please separate the property to what it was several years ago. That way there will be 2 properties and not just one. I am asking this for two reasons. Number one, it will make selling my property easier. Number two, I don't think you can have one property with two different addresses which is the case right now.

Please have someone contact me ASAP so we can get this issue rolling. I will be back in Wisconsin on July 23rd and will be there till July 31st.

Thanks on behalf of Spinning Wheels Skate Center, Inc
111 Skaters Way
Portage, WI 53931
&
Gary & Joyce Kasten
109 E Haertel Street
Portage, WI 53901