

**City of Portage Common Council Meeting
Council Chambers of City Municipal Building
115 West Pleasant Street, Portage, WI
Regular Meeting – 7:00 p.m.
August 13, 2015
Amended 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. Historic Preservation Commission Award Presentation
8. Consent Agenda
 - A. Reports of Sub-Committees, Boards, and Commissions
 1. Business Improvement District Board of Directors, July 8, 2015
 2. Library Board, July 14, 2015
 3. Joint Common Council Committee of the Whole and Airport Commission, July 15, 2015
 4. Board of Zoning Appeals, August 3, 2015
 5. Tourism Promotion Committee, August 4, 2015
 - B. License Applications
 1. Operator
9. Committee Reports
 - A. Plan Commission, July 20, 2015
 - B. Legislative and Regulatory Committee, August 3, 2015
 1. Consideration of recommendation for denial of Operator License for Nicole K. Baumann
 - C. Human Resources Committee, August 4, 2015
 1. Consideration of Recommendation for approval of revised position description for Director of Public Works
 2. Consideration of recommendation for approval of bonus for Water Utility Superintendent

3. Consideration of recommendation for approval of bonus for Waste Water Utility Superintendent

D. Municipal Services and Utilities Committee, August 6, 2015

E. Finance/Administration Committee, August 10, 2015

1. Consideration of recommendation for approval of claims
2. Consideration of recommendation for property insurance

10. Unfinished Business

- A. Ordinance No. 15-007 relative to Miscellaneous Offenses (Regulation of Smoking, E-Cigarettes) Tabled 05/14/15 until such time the State Legislature takes action on the proposed legislation

11. New Business

A. Ordinances

1. Ordinance No. 15-010 relative to Parking Regulations (Eastridge Drive)

B. Resolutions

1. Resolution No. 15-032 relative to Compliance Maintenance Annual Report
2. Resolution No. 15-033 relative to Final Resolution Authorizing Public Improvement and Levying Special Assessments Against Benefitted Property in Portage, Wisconsin (2015 Sidewalk Improvement Project)
3. Resolution No. 15-034 relative to Final Resolution Authorizing Public Improvement and Levying Special Assessments Against Benefitted Property in Portage, Wisconsin (2015 Municipal Alley Improvement Project)

C. Resignation

1. Tourism Promotion Committee – Dawn Schneller

D. Mayor's Comments

1. Ribbon cutting follow-up
2. ABC's next step

E. Department Report – Park and Recreation

F. Closed Session

The Common Council will convene into closed session pursuant to Wisconsin State Statutes 19.85(1)(b) for the reconsideration of Operator Licenses for Adam J. Pohlkamp and Seth J. Able.; and pursuant to Wisconsin State Statutes 19.85(1)(e) for consideration of a proposed settlement agreement with Sabel Mechanical LLC for outstanding invoices.

G. Reconvene to open session for remainder of the meeting

H. Consideration of approval of settlement agreement with Sabel
Mechanical LLC for outstanding invoices

12. Adjournment

(Amended 08/11/15, 8:00 a.m.)

Common Council Proceedings
City of Portage

Public Hearing
Council Chambers
City Municipal Building

July 23, 2015
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

Mayor Tierney called the Public Hearing to order at 6:50 p.m.

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

Excused: Ald. Hamburg

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

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

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

Mayor Tierney asked three (3) times if anyone present wished to speak in favor of the special assessments.

Mayor Tierney asked if anyone present wished to speak against the special assessments.

Steve Polnow from Polnow Automotive, 311 West Conant Street stated that the notice he received stated that the alley south of West Wisconsin Street between MacFarlane Road and West Conant Street (Alley No. 36) was to be repaired. He agreed that the alley was in terrible condition; but his position is there was nothing wrong with the alley behind his building. It was his opinion that he should not be charged for the assessment.

Mayor Tierney asked for the second time if anyone present wished to speak against the special assessment.

Jeanne Mundt, 430 West Wisconsin, spoke for the vacant property with an address of 424 West Wisconsin. She stated she knew the alley was in terrible condition and was to be replaced, but there was no mention of fees from the city. Ms. Mundt commented that the \$3500 was a large burden to bear.

Ms. Mundt also spoke on behalf of Mundt Mantey Mendrala LLC and commented that the report showed 12 feet of accessible property, but questioned if the measurement was correct.

Steve Rohrbeck, 621 West Edgewater Street spoke on Alley No. 52. The pavement is 2 – 3 inches lower than the cement on his driveway creating a problem when his vehicle goes from the alley to the driveway. It was his opinion that he would pay when the project was complete.

Mayor Tierney asked for the third time if anyone present wished to speak against the special assessments.

No one else present wished to speak for or against the special assessments, so Mayor Tierney declared the Public Hearing closed at 7:00 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

Common Council Proceedings
City of Portage

Regular Meeting
Council Chambers
City Municipal Building

July 23, 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, Havlovic, Klapper, Kutzke, Lynn, Maass, Montfort

Excused: Ald. Hamburg

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

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

A moment of silence was held in memory of Carole Cleary, a retired city employee, who passed away this week.

3. **Pledge of Allegiance**

The Pledge of Allegiance was recited.

4. **Approval of Agenda**

No changes.

5. **Minutes of Previous Meeting**

Motion by Charles, second by Dodd to approve minutes of July 9, 2015 Common Council meeting. Motion carried unanimously on call of roll with Maass abstaining.

6. **Consent Agenda**

Reports of Sub-Committees, Boards, and Commissions

Historic Preservation Commission meeting of July 1, 2015

Board of Zoning Appeals meeting of July 6, 2015

Airport Commission meeting of July 15, 2015

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 Sheila M. Benson, Patricia H. Hinickle, Evan S.G. Malone, Jolene M. Morris, and Briana L. Wruck.

Taxi Cab Operator license applications for Krystle M. Poulson and Ellen K. Schmidt.

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

7. Committee Reports

Municipal Services and Utilities Committee meeting of July 2, 2015

Legislative and Regulatory Committee meeting of July 6, 2015

Motion by Maass, second by Kutzke to uphold the recommendation to deny an Operator License for Randy A. Anhalt based on two (2) convictions in the past five (5) years (operating a snowmobile while intoxicated and possession of drug paraphernalia) and for false/inaccurate information on his application. Motion carried unanimously on call of roll.

Motion by Maass, second by Charles to uphold the recommendation to deny an Operator License for Seth J. Able based on incomplete information on the application, not listing the two (2) misdemeanor convictions for battery. Motion carried unanimously on call of roll.

Human Resources Committee meeting of July 7, 2015

Motion by Dodd, second by Klapper to approve a 2.5% wage increase for the Public Works Superintendent, effective July 6, 2015. Motion carried 6 to 2 on call of roll with Kutzke and Maass voting no.

Finance/Administration Committee meeting of July 9, 2015 and July 13, 2015

Motion by Dodd, second by Klapper to award the contract for the City Hall Elevator (Project No. 15-02C01) to Schindler Elevator Corporation in the amount of \$96,305.00. Motion carried unanimously on call of roll.

Motion by Dodd, second by Charles to approve the change order for the City Hall Elevator (Project No. 15-02C01) to Schindler Elevator Corporation, making the total contract \$94,760.00 (base bid and change order). Motion carried unanimously on call of roll.

Motion by Dodd, second by Charles to award the contract for the Beach Parking Lot Retaining Wall (Project No. 15-30C03) to Great Lakes Marine Contracting in the amount of \$147,212.00. Motion carried unanimously on call of roll.

Motion by Dodd, second by Lynn to approve the contract amendment for HVAC with Bassett Mechanical in the amount of \$576.00 for the Municipal Building and \$1,320.00 for the WWTP. Motion carried unanimously on call of roll.

Park and Recreation Board, July 14, 2015

Clarification is needed on the approval of the Levee crack fill and seal coat bid. There was an amendment to the original motion, which was voted on; but the main motion was not acted on. According to Ald. Maass, there was not an amendment, rather the motion was changed prior to the vote. This will be clarified by the Park and Recreation Board at their next Meeting.

8. New Business

Correspondence

Correspondence has been received and filed from Spinning Wheels Skate Center, Inc., Gary and Joyce Kasten, regarding subdividing a parcel of property. Director of Public Works/Utilities Manager Redelings will follow up and address with the appropriate committee.

Mayor's Comments

Portage has been ranked 35th as a best place to start a business in Wisconsin by NerdWallet.

Renewal Unlimited continues to be a good community partner cleaning and planting flowers in city parks.

Committee Chairpersons were requested to check with City Clerk Moe about unsigned Oaths from committee members.

City Administrator's Report

City Administrator Murphy provided a status report on the 2015 Capital Projects:

Building Projects

Goodyear Park RR facility: Completed. Lawton Field RR Facility: Completed. Elevator Replacement: approved earlier in the meeting. Library AC Replacement: Seeking quotes. Water Maintenance Building Design: Proposals accepted scheduled for review by Municipal Services and Utilities Committee in August; Design by December. Museum ramp/railing replacement: Currently out to bid, expected completion Oct 1.

Park & Rec Projects

Pine Meadow Tennis Court Replacement: Completed except for court

Painting. Master Plan Phase II Layout Design: Rettler Co engaged design expected to be completed in November. Deconstruct Lawton/Siegel Ball Fields: Scheduled for Oct/Nov, 2015. Silver Lake Parking Lot Retaining Wall: Council considering Bid award to Great Lakes Marine, completion expected perhaps in October Levy Walkway crack fill/seal coat: Davis Construction awarded bid for portion

Infrastructure:

Alleys: Project completed except alley #52 entrance off Armstrong St. Chip Seal: Thompson (E Mullett – Wauona): Complete this week. Hamilton St Reconstruction: Project Completed. E. Haertel St Reconstruct: Project Begin June, substantial completion by Sept. 100 E Franklin & 300 W Marion Reconstruction: Pavement removals underway/underground to follow; completion by September. Sidewalks: Need to install new sidewalk on Armstrong St. and do the removal and replacement on W. Wisconsin St. Restoration underway on Sunset St. The retaining wall on W. Pleasant St. is currently being installed.

Vehicles

Engine 3 Replacement: Completed, vehicle in service-old Eng 3 sold by towns. Skid Steer Replacement- Unit ordered. Taxis: 3 replaced, selling old units.

Utilities

Well #3 SCADA/VFD replacement: Underway expected completion in Sept. In-line Chlorination: Project redefined as chlorine residual enhancement. Analysis/Design in 2016 w/Construction 2017. WWTP Crack Fill/Seal Coat: Contract awarded, project completed. Screw Pump Gear Reducers: materials purchased, repairs bids being evaluated to determine how many unit can be repaired. Ray-O-Vac Lift Station: Control cabinet encroaching runway clear zone, replacement delay until variance granted or design modified.

Closed Session

Motion by Klapper, second by Dodd to 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. Motion carried unanimously on call of roll at 7:32 p.m.

Reconvene to Open Session for the remainder of the meeting

Motion by Dodd, second by Charles to reconvene to open session for the remainder of the meeting. Motion carried unanimously on call of roll at 8:05 p.m.

Letter of Engagement with Zimmerman Reed, PLLP

No action.

9. Adjournment

Motion by Charles, second by Dodd to adjourn. Motion carried unanimously on call of roll at 8:06 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

City of Portage
Business Improvement District Board of Directors
Wednesday, July 8, 2015, 7:30 a.m.
City Municipal Building, 115 W Pleasant St
Conference Room One
Minutes

Present: President- Peggy Joyce, Vice President- Dennis Rupers, Treasurer Shane Schmidt, Fred Galley, Myrna Hooper, John Krueger & Sheila Link.

Excused: Secretary Ian Dumbleton, Director Sheila Link and Director Marlena Cavanaugh

Also present: Scott Davis, BID Contractor, Director of Business Development, Steve Sobiek and Marianne Hanson, Executive Director of Portage Chamber of Commerce (PACC).

1. President Joyce called the meeting to order at 7:31 am.

2. Discussion and request for approval of BID Meeting minutes for June 10, 2015.

President Joyce presented the minutes from June 10, 2015 and asked for a motion to approve the minutes as presented. Motion by Rupers, second by Krueger to approve minutes for June 10, 2015 meeting. Motion passed.

3. Discussion and update on Fred Galley's idea for a weekly Saturday event.

President Joyce asked Director Galley to present his report. Galley said that the Portage Park & Rec 2015 Flea Market is on schedule. There are 40+ vendors registered to attend. He will report back the outcome at the August meeting.

Galley continued his report stating that he has 70-80 ideas listed for Saturday events consideration. He would like to meet with DPI and Marketing committee to discuss.

Rupers added that maybe now is the time that BID consider the hiring of a Marketing Contractor to handle the marketing efforts and the website for BID and to work closely with DPI and PACC.

Marianne Hanson, from PACC, added that she believes that the communication and coordination of marketing is working very well at this. She added that it is the best that it has ever been.

President Joyce stated that the Executive Committee will meet before the August meeting to discuss and possibly present a Marketing Coordinator job description to consider.

With permission from President Joyce, Marianne Hansen added that she will be making a grant request of \$1500 to help with The Taste of Portage/Sidewalk Sale Days event on 08/21 & 08/22.

4. Discussion and possible action on BID Committee Chairman Reports

Discussion moved to Executive Committee report.

President Joyce stated that there was no report to present but that the Executive Committee will meet before the August meeting to discuss and possibly present a Marketing Coordinator job description to consider.

Joyce recognized Director Galley and Galley brought up the issue of the old Hill Ford area and asked that BID help in getting a letter drafted to the property owner to improve that lot, especially now that the County will be improving the Canal area with their new building construction.

Discussion moved to Building & Grounds Committee report.

President Joyce asked if everyone received the BID Contractor's report from Scott Davis. All agreed that they read the report and no questions or comments were offered. Motion by Rupers, second by Krueger to accept the June 2015 Contractor's Report. Motion passed. Contractor's Report is included as Addendum1BIDJuly.pdf.

Treasurer Schmidt presented the Committee report stating that since we have until October to use the current storage building, the committee is seeking permission from the City to use the underground for storing equipment and is currently seeking a bid for erecting walls to protect the BID equipment while in storage. Hope to have some answers by the August meeting. Joyce asked that the committee consider getting 2-3 bids for the project if the City approves the use of the underground.

Schmidt completed the report that the committee is reviewing a request from the City to help with the cost of installing timed locks on the bathroom doors at Commerce Plaza.

Discussion moved to Farmer's Market Committee report.

Due to Secretary Dumbleton's excused absence, there was no report presented.

President Joyce asked Scott Davis how he felt the Farmers Market was going and he responded stating that they are getting a few new vendors and that the vendors are happy with the way things are going. They just wish that the open hours decreased to 5:00pm, instead of 6:00pm.

Discussion moved to Grants Committee report.

Vice President Rupers stated that there was no report to present to the Board as there were no grant requests.

Discussion moved to Marketing Committee report.

President Joyce asked if Director Krueger could present the Marketing report due to the excused absence of Director Cavanaugh. Krueger stated that they did not meet the past month and therefore, no report to present to the Board.

Discussion moved to Streetscape Committee report.

President Joyce presented the Streetscape Committee report stating that the Streetscape Committee did not meet, but that there were a few items to discuss. Director Hooper discussed her review of additional metal sculptors to be placed in the planters throughout the Downtown. She would like to present some items for purchase consideration by the Board.

Motion by Schmidt, second by Krueger to appropriate \$1000 for the Streetscape Committee to purchase the sculptures for the BID and have them placed throughout the Downtown. Motion passed.

5. Discussion and update on involvement with Downtown Portage, Inc.

Due to Director Link's excused absence, there was no report presented.

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

Claims to pay

Treasurer Schmidt presented the Claims to Pay Voucher list for July, 2015. Schmidt presented the Claims to pay in the amount of \$2680.13. Motion by Krueger, second by Rupers to approve the presented Claims To Pay list in the amount of \$2680.13. Motion passed. Claims to pay list included as Addendum2BIDJuly.pdf.

Financials – June 2015

Treasurer Schmidt stated that he did not get the financials until a couple of days ago and did not have time to review them to present them to the Board. Therefore, no action was taken on the June 2015 BID financial reports.

7. Adjournment

Motion by Joyce, second by Rupers to adjourn the meeting at 8:35 am. Motion passed.

Respectfully Submitted by Dennis Rupers, BID Vice President.

2015 Monthly BID Maintenance Contractor Report 06/01/15-06/30/15

To: BID Board

From: Scott Davis

BID District Trash Cans:

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

Farmers Market:

- Farmers Market is going good more vendors are showing up due to weather and produce.

BID Equipment:

- The Bobcat is running great. The new water tank works well.

BID Building:

- Mowing and cleaning up around BID building.

Miscellaneous:

- I found one of the sculptors was broken so I took it and had it welded. The sculptor was the big sunflower in front of the sushi restaurant. The flowers are looking good .

**2015
City of Portage
Business Improvement District**

Addendum2BIDJuly

July Schedule of Vouchers

#	Date	Charge Acct	Invoice #	Amount	Vendor	Description	Account #	Description
1				\$2,500.00	BKO, LLC - Scott Davis	Feb 2015 Services	241	Custodial Services
2	05/27-06/26	118698-013	118698U06262015	\$8.44	Alliant Energy	BID Building Electrical	221	Electrical & Gas
3	4/1/2015		12969	\$171.69	Portage Area Chamber of Commerce	Farmers Market Apps,Paper,labels envelopes,postage	297	Farmers Market
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								

Total: \$2,680.13

Pre Paid Expense Account #055

1	6/22/2015			\$17.30	Market Basket	Gas	342	Gasoline/Oil
2	6/26/2015			\$2.95	Walgreens Balance	Monthly Fee	590	Bank Fees
3	7/2/2015			\$128.96	Tractor Supply	Weed killer,Battery for Water pump	860	Small Equipment
4	7/4/2015			\$30.00	Market Basket	Diesel	342	Gasoline/Oil
5								
6								
7								
8								

Total: \$179.21
Balance On Card: \$801.84

Approved for payment during City of Portage Business Improvement District Committee meeting dated 7/8/15

Shane Schmidt, Treasurer
BID Board of Directors

7/8/15
Date

Approved Future Expenditures

#	Minutes Date	Amount	Account #	Description	Vendor	Description
1	7/10/2013	\$7,500.00	351	Repairs/Maintenance Supplies		Trees
2	10/9/2013	\$1,500.00	821	Buildings & Grounds	Various - Madero/Alliant - \$1500 of \$5000	Thomson/Mullet BID Storage Facility - Repairs & Clean-up
3	11/13/2013	\$1,000.00	821	Buildings & Grounds	Various - Madero/Alliant - Additional \$1000	Thomson/Mullet BID Storage Facility - Repairs & Clean-up
4	1/22/2014	\$500.00	821	Buildings & Grounds	Fire Dynamics LLC & Various Vendors	Shed Heat & Fire Safety Items
5	7/8/2015	\$1,000.00	860	Small Equipment	Streetscape-Misc Vendor(Ok'ed Myrna to purchase)	Sculptures for 5 new square planters
6						
		Total:		\$11,500.00		

Designated Fund Balance - \$96,167

#	Minutes Date	Amount	Description
1	9/11/2013	\$23,708.00	Streetscape (Planters: \$3392/Plant Hangers: \$400-5/13/2015) \$27,500 Started 2015
2	9/11/2013	\$41,375.79	Buildings & Grounds
3			
4			
		Total:	\$65,083.79

Coop Funds with the City of Portage

#	Minutes Date	Amount	Description
1			
2			
3			
4			
		Total:	\$0.00

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

LIBRARY BOARD MEETING Minutes
July 14, 2015

Meeting called to order 12:06 pm

Present: Voigt, McLeish, Gregory, Schoenborn-Hoffmann, Simonson, Stenberg, Vehring

Excused: Blohm, Stevenson

Visitor: Mayor Tierney

- 1) New Trustees Melissa Simonson and Heather Stenberg were welcomed to the Board.
- 2) Motion to approve June 9, 2015 regular meeting minutes. (KV/DG)
- 3) Financial Reports:
 - a) Motion to approve June 2015 Municipal funds claims and Library Restricted funds claims for payment as presented. (NS-H/KV)
- 4) Director's Report: Shannon Schultz
 - a) The Friends purchased 3 new bushes for the entryway.
 - b) A grant proposal was presented at United Way for the Summer Food Program. Between 90 and meals are served per day at the 2 Portage sites.
 - c) Compared to last year, attendance at teen programs has increased ten-fold.
- 5) Business:
 - a) Budget 2016 was discussed.
- 6) Mayor Tierney expressed his appreciation to Simonson & Stenberg for volunteering to be Board members.
- 7) Meeting adjourned 12:51 pm. (KV/NS-H)

Eleanor Voigt – President
Dr. Brenda Blohm – vice-President
Chad Stevenson - Treasurer
Eleanor McLeish – Secretary
Dr. David Gregory
Nikki Schoenborn-Hoffmann
Melissa Simonson
Heather Stenberg
Klay Vehring

City of Portage
Joint Committee of the Whole/Airport Commission
Council Chambers, Municipal Building
115 W. Pleasant Street, Portage, WI
July 15, 2015
7:00 p.m.

Council Members Present: Kutzke, Charles, Dodd, Monfort, Klapper, Lynn, Havlovic and Council President Maass.

Council Member Excused: Hamburg.

Airport Commission Members Present: R. Maass, Chair, B. Erath, D. Klapper, F. Langbecker, W. Kutzke and D Tesch.

Also Present: Mayor Tierney, Bob Redelings, Steve Sobiek, Jesse Spankowski, Shawn Murphy and members of the public and press.

Council President called the meeting to order at 7:00 pm. Roll was taken.

Presentation on the Portage Airport and Discussion of the Value of an Airport to a Community.

Kutzke presented a slide show providing an overview of the current Portage Municipal Airport, its economic value and an exploration of options to relocate or expand operations at current location. During the presentation, Kutzke recognized Tom Thomas, retired Wisconsin Bureau of Aeronautics official. The presentation represented a recommendation from the Airport Commission to maintain the airport at its current location and expand the facility to insure future sustainability. Previous airport relocation studies were reviewed. However, such closure and relocation to other sites proved too expensive and created additional problems.

The slide show included a letter of support from Divine Savior Hospital to maintain an airport in Portage. Lastly, using the uncompleted, draft Airport Layout Plan, Kutzke provided a summary of proposed capital improvements to the airport including:

- ~Adopt draft Airport Layout Plan (ALP)
- ~Tree clearance
- ~Land acquisition to improve use of existing runway & provide space to lengthen.
- ~Improve Aids to Navigation
- ~Relocate fueling station
- ~Improve Terminal & Add hangers
- ~Fence airport
- ~Relocate adjacent overhead electric transmission lines.

Total estimated cost of proposed capital improvements is \$3,000,000 of which FAA would contribute 90-95% with State and City share equaling remaining 5-10% of cost.

FAA grant eligible projects must be listed in the approved ALP. A draft ALP was provided earlier this year, however Wisconsin Bureau of Aeronautics (BOA) is still reviewing the document.

Kutzke presented an alternate, pared down version of proposed capital improvements for an estimated cost of \$1.356 Million in which the FAA grant would fund \$1.22 Million with the State and City picking up the remaining \$136,000.

Discussion occurred relative to use of hanger rental fees and/or maintenance surcharge fees toward the City's share of the proposed improvement costs (currently \$150-200/month/hanger). Questions occurred about proposed relocation of overhead electric transmission lines. Kutzke and Thomas replied the lines needed to be either buried or relocated outside of the runway clear zone to allow use of the full runway length. Currently a portion of the runway is displaced or cannot be used as a result of these lines in their present location. Question occurred about optimal length of runway. Thomas replied 5000' would be optimal (current primary runway is 3768').

S. Sobiek provided an economic impact summary of the Portage Airport including current and projected use of the airport, uses of airport currently, area business utilization of the airport and current impediments to use. Steve recommended contacting BOA to conduct an economic impact study of the Portage Airport.

Where Does the City Go From Here?

Maass indicated the Airport Commission (AC) would request \$100,000 in the 2016 budget for City match to begin proposed capital improvements. J. Monfort expressed support for continuation and expansion of airport at current location. D. Tesch recommended soliciting input from pilots/airport users to prioritize improvements. D. Klapper supports pursuit of FAA funding but felt project cost eligibility should be obtained first. M. Charles supported improving airport in the current location. R. Dodd supported improvements but would not support allocation in budget until such time at BOA issued final ALP and determined if such project are grant eligible. R Lynn felt the airport is an economic development tool and the Council should send a strong message of support for proposed improvements immediately and determine funding later as needed. M. Havlovic inquired if County would participate in funding or management as airport impacts region, not just City. J. Poppy shared that in 1963 the Portage Common Council discussed airport closure vs expansion and little, if anything has been done since. L. Ebnetter commented that as a long-time user of the airport, the City needs to support a vibrant airport.

Mayor Tierney thanked the Commission for the presentation and the work in compiling the recommendation. Mayor commented that the meeting was not about closing the airport, however sustaining the airport at the current location without promoting any improvements will continue to turn away users. Mayor had instructed City Staff to seek out insight from Baraboo as their airport was the closest and fairly successful in their operations. The Mayor echoed Dodd's recommendation to confirm BOA's grant

eligibility determination of proposed improvement prior to allocating any funds and complete ALP. Council will need to prioritize airport improvement in conjunction with other Council stated projects in upcoming budgets.

Adjourn. Motion by Dodd, second by Charles to adjourn. Motion carried on a call of the roll. Meeting adjourned 8:58 p.m.

Respectfully submitted,

Shawn Murphy, City Administrator

**City of Portage
Board of Zoning Appeals
Monday, August 3, 2015
Municipal Building, Conference Room Two
Minutes**

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

Members Absent: Traci Bartels; Ryan Jahn, alternate

Also Present: Jeremy Biehl, CESA 5; James Grothman, Grothman & Associates; Michael Bortz, property owner; Ken Jahn, Two River Signs

1. **Public hearing** – convened at 5:20pm
2. **Call to order** – following public hearing, the determination meeting was called to order at 5:31pm by Chairman Carlson.
3. **Roll call** – roll was taken with the above members present.
4. **Approval of minutes from previous meetings** – motion to approve as corrected by Mulhern, 2nd by Wetzel. Reference to “Mr. Adams” in the minutes should correctly be listed as Mr. Field. Motion passed unanimously.
5. **The application for CESA 5 Parcel 2464.B, 626 East Slifer Street, Portage, Columbia County, Wisconsin for a variance to Chapter 90, Article II, Section 90-33 (5) for exceeding the minimum street side setbacks on East Slifer Street of 30 feet. The property is zoned B 1 Neighborhood Business.**

Said variance will allow a ground sign approximately 12 feet from the street side right of way on East Slifer Street, a variance of 18 feet.

Applicant Jeremy Biehl, from CESA 5, and Ken Jahn, Two River Signs, presented the variance request to the committee. Variance would allow CESA 5 to place a new sign as a result of losing their previous one because of sidewalk and road work on the corner of Hamilton and E. Slifer St. The new sign would be placed farther back from the corner of Slifer and Hamilton than the old one. Will be an unlighted ground sign. Because that portion of Slifer St. curves inward needs to be placed close enough for visibility.

Motion made by Field to approve the variance request, 2nd by Mulhern. Passed, 5-0.

6. **The application for Mike Bortz, 613 W. Cook St., Parcel 1858, City of Portage, Columbia County, Wisconsin is for a variance to Chapter 90, Article II, Section 90-29 (5) for exceeding the minimum side yard setback of 4 feet. The property is zoned R-3 Single Family and Two Family Residential.**

Said variance will allow the construction of an addition to an existing detached garage to within 1 foot of the side lot line, a variance of 3 feet.

Applicant Mike Bortz presented variance request. Variance would allow him to add a small addition onto existing garage. New addition would not encroach farther than existing structure, which is structurally in sound condition. Neighboring owner did not testify at the hearing and according to Mr. Bortz had no objections to the variance request. It is his intent to include gutters and downspouts on the addition to prevent runoff onto neighboring property.

Motion made by Field to amend the request to add the condition that the garage addition have gutter and downspout along the roof to direct water away from the neighboring property, 2nd by Wetzel. Motion passed, 5-0.

Motion made by Mulhern to approve the variance request as amended; 2nd by Paul. Passed, 5-0.

7. Adjournment – meeting adjourned at 5:42pm.

Respectfully submitted,

Adam R. Field
Secretary

**City of Portage
Tourism Promotion Committee Meeting
Tuesday, August 4, 2015, 5:30pm
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

Members Present: Marty Havlovic, Rick Dodd & Carole LaVigne

Members Excused: Dawn Schneller & Chad Stevenson

Others Present: Marianne Hanson, Russ Shaw, Michele Abler, Sherry Bornick, Lisa Renier Thomas, Vietta Kampen

1. Roll call

The meeting was called to order at 5:30 pm by chairperson Marty Havlovic

2. Approval of minutes from previous meeting

Motion by Carole, second by Rick to approve the previous minutes. Motion carried unanimously on the roll call of 3-0.

3. Public comment

None

4. Discussion and action on claims submitted

A motion was made by Carole, second by Rick to approve claims as submitted in the amount of \$30,236.00. Motion carried unanimously on the roll call of 3-0.

5. Discussion and actions on various marketing proposals by Portage Area Chamber of Commerce in 2015 budget

Discussion on getting students involved at yearly events to conduct impact surveys that the committee could review for future use.

Discussion on murals and two new ones will be completed in 2015. One on the Wilz Drug building and one on the foundation of the area of the former Hill Ford building in downtown. A motion was made by Rick, second by Carole to approve \$1500 toward the projects, as long as the mural on the Wilz Drug building is approved by the City with the new proposed changes to the sign ordinance. Motion carried unanimously on the roll call of 3-0.

Discussion on bicycle loops and the impact we are seeing. We have distributed 30,000 maps over the past 2 years. Another map is scheduled to be produced for 2016 with business advertising spaces. A motion was made by Carole, second by Rick to approve \$600 toward the bicycling loops with a report back to the committee on how the ad sales progress. Motion carried unanimously on the roll call of 3-0.

6. Reports on tourism activities by organizations receiving funds in 2015

- Marianne gave a report on Concert in the Park Independence Celebration that was held on July 3. Great attendance both at the Concert and the fireworks had people

watching from multiple areas including a packed HWY 33 bridge area. The downtown walking tours have concluded and they were held once a month June – August, with close to 20 people attending over the summer.

- Russ gave a report on the Columbia County Fair that was held July 22-26. Great attendance and sold out grandstand shows with the Rodeo. Increased attendance from previous years. They will be looking for a new activity for Sunday.

- Lisa gave a report on the Historic Indian Agency House. They have not asked for funds that were set aside for a possible sign. Marty asked her to let the committee know if they will not be requesting the funds. Rick asked her to make sure she checks with Steve Sobiek about proposed changes to the new sign ordinance.

- Michele gave a report on Surgeons Quarters. Canal Days was successful for them even though it did rain. Flag Day in June had good efforts for getting people to attend. They will be having a Harvest Day on October 14 with descendants from the builders of the Surgeons Quarters site at the event.

-Vietta gave a report on the Curling Club. Previous year activities went well and they received comments that the Portage Club organizes the best level bonspiels. They are trying for a men's event this coming season. They hope to split a Junior Bonspiel into 24 competitive teams. The Pardeeville Lions Club hosted their bonspiel here in Portage with 32 teams and many stayed at hotels locally. They are working on fundraising for a new roof and dehumidification for the building.

7. Beginning discussion and deliberation on 2016 budget

Requests for 2016 will be due to the committee on August 31, 2015. At the next meeting the committee will look at discussing advertising for 2016.

8. Next meeting date to be determined

September 1st at 5:30pm.

9. Adjournment

The meeting was adjourned at 6:25pm with a motion by Rick, second by Carole. Motion carried unanimously on the roll call of 3-0.

Minutes submitted by Marianne Hanson

City of Portage

Operator's License Applications

DONNA J. BOEHM

BONNIE R. KRATZ

ELLEN A. MAGLI

PERI L. THIEDE

TRISTA TRAUT

**City of Portage
Plan Commission Meeting
Public Hearing, 6:20pm
Monday, July 20, 2015, 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, Mike Charles, and Peter Tofson

Member excused: Carolyn Hamre

Member absent: Brian Zirbes

Others present: Administrator Murphy, Director Sobiek, Bill Welsh, Craig Sauer, Justin O'Boyle, Braedon O'Boyle, Erin O'Boyle, Gary Landgraf, Jeremy Landgraf, Cathy Woods, Deanna Ennis, Michael Dietrich, Brian Frost, Jeanne Mundt, Phillip Stuckey, Andy Palec, Jeff Thompson, and AJ Bradley.

Public Hearing - 6:20pm

To consider issuing a conditional use permit (CUP) to City of Refuge Church for a church or ministry facility on parcel #2430.02 at 111 Skaters Way, Portage, Wisconsin.

Mayor Tierney read the public hearing notice aloud and the Director of Business Development and Planning provided the staff report. The City received no negative comments or inquiries by phone and in person prior to the hearing. A letter in support of the CUP was received from Catherine (Vande Hey) Sowers (attached).

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

Rev. Justin O'Boyle, Pastor of City of Refuge Church, responded affirmatively, spoke in favor of granting the petition and asked the Commission to approve the Church's application for a conditional use permit.

He indicated he opened the church nine months ago and was unaware of the conditional use permit requirement until notified by the Director of Business Development and Planning.

Mayor Tierney asked a second time if there was anyone present who wished to speak in favor of the petition. Hearing no response, Mayor Tierney asked a third time, if there was anyone else present who wished to speak in favor of the petition.

Mayor Tierney asked if there was anyone present who wished to speak against the petition.

Cathy Woods, owner of the parcel at 1411 New Pinery Road, responded and spoke against the CUP application. She stated that while she is not opposed to the Church itself, there is no parking plan complying with City code for the church. Parking remains an issue for Spinning Wheels and the City of Refuge Church.

Mayor Tierney asked a second time if there was anyone else present who wished to speak against the petition. Hearing none, he asked a third time, if there was anyone else present who wished to speak against the petition. Hearing none, Mayor Tierney asked Rev. O'Boyle if he would like to address the comments made by Ms. Woods.

Rev. O'Boyle responded affirmatively, and stated that since Spinning Wheels and City of Refuge Church are open at different times, he did not believe parking has ever been an issue.

Mayor Tierney declared the Public Hearing closed at 6:46pm.

Regular Meeting - 6:30pm

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

Motion by Charles, second by Bauman to approve the minutes. Motion passed 5 to 0 on call of the roll.

- 3. Discussion and possible action on a conditional use permit to City of Refuge Church to operate a church or ministry facility on parcel 2430.02 at 111 Skaters Way, Portage, Wisconsin.**

Director Sobiek outlined City Code requirements for City of Refuge Church, including that there be 6-10 off street parking stalls based on a 30-50 person average church attendance, and that an additional restroom be installed. The Code requirement that there be a 50 foot distance between the church and any residential zoning district boundary line is satisfied.

Director Sobiek read a letter from the property owner stating that he would install the additional restroom in October, 2015

He indicated that street vacation of Skaters Way was offered to the property owner as a way to provide off-street parking for the church since current parking along Skaters Way is in the street right of way. However, the property owner is out of town and did not respond to a voice message before the meeting.

Rev. O'Boyle outlined the activities of City of Refuge Church, indicating they are greatly benefiting the community.

Rev. O'Boyle indicated he spoke with the City's Director of Business Development and Planning who informed him that he needed to have an off street parking area, and an additional restroom.

Tofson indicated that off-street parking to satisfy the Code requirement could also be provided by installing a parking lot behind the building.

Motion by Director Redelings, second by Tofson to approve the Conditional Use Permit for City of Refuge Church, on the condition that there be an off street parking plan satisfying City code parking requirements. Motion withdrawn by Director Redelings and Tofson.

Mayor Tierney indicated that it would be unwise to take action on the Church's conditional use permit application until the parcel's property owner can meet with City staff regarding satisfying the parking requirements.

Consensus of the Commission, as enunciated by Mayor Tierney, to delay action on the Conditional Use Permit submitted by City of Refuge Church until the August meeting and the property owner concurs with providing the City a Code-compliant parking plan.

4. Discussion and possible action on Encapsys building expansion

Director Sobiek presented the Staff review report for the 8,800 square foot production building addition submitted by Encapsys.

The plan was submitted with a completed developer's checklist.

Stormwater detention was addressed for this building addition when their prior building expansion project was approved.

The project proposes the desired watermain loop with a new hydrant and a replacement hydrant. The City will become the owners of the watermain. Specific requirements for the watermain include a permanent 20' easement, Encapsys to provide construction observation to meet DNR requirements and verification that no cross connection exists with Encapsys private water system.

Setback and landscaping plan and points meet Code requirements. Lighting as shown appears to be adequate.

Brian Frost and Phil Stuckey, representing Encapsys, outlined the new building addition, indicating the expansion would facilitate a new product

line and result in up to 7 new jobs. Construction would begin in August, with an August 13 groundbreaking expected.

Tofson asked where the downspouts for the building addition were located. Stuckey indicated they would be on the western side of the building.

Mayor Tierney thanked Encapsys for investing in the city with this expansion.

Motion by Director Redelings, second by Charles, to approve the building expansion plan submitted by Encapsys. Motion carried unanimously, on a call of the roll.

5. Discussion and possible action on Rolling Woods leasing office

Director Sobiek presented the staff review report for the proposed leasing office and maintenance building for the Rolling Woods Estates development, noting it would be located between buildings 4 and 7. A set of construction drawings were submitted with a developer's checklist.

No stormwater calculations were provided as the amount of impervious surface is less than one percent of the site's total impervious surface and does not warrant modification of the stormwater detention system.

The proposed utility extensions are appropriate for the building, but a shut off valve (curb stop) is required on the water lateral.

The development's previous landscaping plan as approved will cover the small additional building.

The maintenance area of the building will also be used to store snow plowing equipment. Completion of the first apartment building in the Rolling Woods Estates development is expected in September. One apartment building will then be completed in each additional month, until phase one is complete.

Motion by Tofson, second by Director Redelings, to approve the leasing office and maintenance building plan for the Rolling Woods Estates development as submitted by Premier Real Estate. Motion carried unanimously, on a call of the roll.

6. Discussion and possible action on Pflanz, Mantey, Mendrala Funeral Home parking lot development

Director Sobiek reported that as a follow up to the Pflanz Funeral Home parking lot expansion project reviewed by the Commission at its May, 2015 meeting, staff met with Ms. Mundt and Mr. Hamele . The revised plan proposes to have “right turn only” signs placed at the exit onto West Wisconsin Street.

The applicant would like to move this proposal forward and is reluctant to provide internal circulation in the proposed parking lot.

The applicant will need to pay a fee in lieu of stormwater detention, but no fee calculation has been provided for review.

The landscaping plan and points of 120 points, including 30 percent trees and 40 percent shrubs, for the 30 parking lot stall parking lot, now meets Code requirement.

The lighting plan shown on site plan, along with the photometrics, now shows adequate lighting for the proposed parking lot.

Jeanne Mundt, representing Pflanz Funeral Home, asked that the Commission approve the parking lot plan with the ‘right turn only’ signs placed at the exit onto West Wisconsin Street . She stated she does not see any bottlenecks occurring in the parking lot layout she submitted. The parking lot would not be used everyday, but it would serve as the funeral home’s principle parking lot.

Tofson indicated concern with the two smaller parking stalls on the plan.

Motion by Charles, second by Bauman, to approve the parking lot expansion plan submitted by Pflanz Funeral Home, with the condition that two handicapped parking spaces be provided on the northwest corner of the parking lot with easy access to the building, that the two smaller parking stalls be reserved for small cars or motorcycles, that the costs of driveway modifications are the responsibility of the applicant, and that there is a fee in lieu of stormwater detention. Motion passed unanimously on a call of the roll.

7. Discussion and possible action on Cardinal F.G. Sub Station Building

Director Sobiek provided a staff review report on the Cardinal F.G. Substation project, indicating a complete plan set was submitted. No additional stormwater plan required as stormwater detention was addressed with the initial site development.

Director Redelings indicated the lighting plan included an interior light plan, as well as two exterior lights on the building.

Mike Dietrich, Auth Engineering, outlined the substation building project indicating it would allow flexibility in transferring the plant's electrical load from the current substation to the new substation.

Motion by Director Redelings, second by Charles, to approve the substation building plan submitted by Cardinal F.G. Motion passed unanimously on a call of the roll.

8. Discussion and possible action on Divine Savior parking lot reconfiguration

Mayor Tierney indicated he would continue chairing the meeting due to the Vice Chair's absence, but he would abstain from participation in the discussion/approval as he is employed by Divine Savior Healthcare. Bauman also indicated she would abstain from participating in the discussion/approval as she is also employed by Divine Savior Healthcare.

Director Sobiek provided the staff review report for the parking reconfiguration plan, indicating 54 parking spaces have been eliminated. The 527 parking stalls in the new plan, however, still the City's code requirement of 309 new stalls.

Watermain and drainage features have been realigned, and the permanent watermain easement will need to reflect the proposed realignment.

The landscaping plan satisfies the City's Code requirements, and the lighting plan provides adequate lighting for the realigned area.

Andy Palec, Summit Smith, reviewed the parking lot reconfiguration indicating it was necessary due to the recent Divine Savior Healthcare purchase of the adjoining Schultz farm parcel. The plan will provide better and more logical access to the healthcare campus, allow for more green space near the front, and provide more flexibility for future expansion and development.

Tofson inquired what Divine Savior Healthcare's plan was for developing the back fill areas of the campus. Palec indicated it would be developed as part of a future five year plan when space will be repurposed.

Motion by Director Redelings, second by Tofson, to approve the parking lot reconfiguration plan submitted by Divine Savior Healthcare. Motion passed on a call of the roll, with Redelings, Tofson, Charles, voting yes. Mayor Tierney and Bauman abstained.

9. Discussion and possible action on Sign Ordinance

Director Sobiek reviewed the changes made in the sign ordinance revision since the last meeting, as contained in the latest draft. He also recommended amending the mural section to allow murals that depict an historic rendering of a business, organization, product or service and having historical, cultural or artistic significance that will benefit the city or commercial district.

Mayor Tierney asked what the ordinance revision language limiting flag poles would have on the multiple flag poles in Blue Star Park, as well as future developments that might desire multiple flag poles in relative close proximity.

Tofson questioned the need to add VA (volt amperage) to electronic signs noting that this is not required for electric transformers.

Director Redelings suggested amending the five entrance locations, under Community Organization Identification Signs, so that Highway 33 entrance ways are reflected as 'east' and 'west', as opposed to 'north' and 'south' in the current draft.

Director Sobiek indicated Staff will review these issues and make necessary changes in the next draft.

Sobiek indicated that Staff continue to meet with business groups and sign vendors to obtain their input and suggestions for the sign ordinance revision.

Tofson indicated that he looked forward to the next phase of the sign code revision that would include design standards in two years.

10. Adjournment.

Motion by Tofson, second by Charles to adjourn. Motion passed 5 to 0 on call of the roll.

The meeting concluded at 7:56 p.m.

Respectfully submitted

Steven Sobiek,
Director, Business Development and Planning

July 20, 2015

To Whom It May Concern:

I am writing in support of City of Refuge Church in Portage, WI at the said site (previously the Portage Roller Skating Rink).

I am presently living in Merrimac, WI but was born in Portage, when my father was serving as an Air Force recruiter back in the early 50s. Our family traveled to the Phillipines, Germany, Mexico and all over the United States during my father's career, but it was Portage that he and my mother chose to raise their family in after his 20 years of active service concluded. All of my 3 siblings graduated from Portage High School and in fact, it was our family that hosted the first foreign exchange student at the High School who came from Lima, Peru, Luis Coronado Verestegui. Our parents taught us the importance of giving back and being an active community member...not in word, but by example.

Our family moved away in 1969, but I would marry a Portage classmate whose family also knew the importance of serving his/her community. My husband Bill's aunt was Hazel Kohls, the Register of Deeds; his father was Norm Stowers, Justice of the Peace and grandfather was HB Stowers, Mayor of Portage. Community involvement and an active role is at the heart of our family's life as was it for those that came before us.

I reside in Merrimac and work year round for the Sauk Prairie School District, yet I drive to Portage weekly to support City of Refuge Church, because I care about my home city of Portage and believe in the amazing contribution we can make as active members of the Portage community. There is no greater gift but to serve others and this is what we are prepared to do.

We appreciate the opportunity to do so.

Thank you!

A handwritten signature in cursive script that reads "Catherine (Vande Hey) Stowers". The signature is written in dark ink and is positioned above the printed name.

Catherine (Vande Hey) Stowers

**City of Portage
Legislative & Regulatory Committee Meeting
Monday, August 3, 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, Jeffrey F. Monfort

Also present: City Clerk Moe, Administrator Murphy, Deputy Clerk Ness, Director of Business Development Sobiek, City Attorney Spankowski, Admin. Lt. Klafke, Adam Kreger, James Daley, Dean Pauliot, Pierson White, John Bennett

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 July 6, 2015 meeting. Motion carried unanimously on call of roll.

3. Discussion and possible action on appeal from Dean Pauliot Sr. of the dangerous animal determination

Clerk Moe stated the appeal was received timely and letters were sent to the owner of the dog as well as the complainants regarding the time and place of the meeting. Lt. Klafke gave an overview of the police report as Officer Bartaczewicz was unable to attend. Dean Pauliot stated the dog has never bitten anyone and he has never observed the dog chasing people or another dog. Discussion ensued between Dean Pauliot and the committee. Mr. Kreger stated he wants his wife to feel comfortable taking his 3 yr. old and 2 mos. old outside.

Committee stated a warning for dog at large has been given and next time a ticket will be issued. Motion by Hamburg, second by Havlovic to not declare Hercules dangerous, motion carried unanimously on call of roll.

4. Discussion and possible recommendation on Operator License application for Nicole K. Baumann

Motion by Hamburg, second by Charles to recommend denial of operator license application for Nicole K. Baumann based on two underage alcohol convictions within past five years. Motion passed 4-1 on call of roll with Monfort voting no.

5. 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

Committee reviewed guidelines drafted by staff. Request for guidelines to include the same items for Class A and Class B. Guidelines are in addition to

statutes and committee still needs to use rationale means to make determination for or against each license individually. Staff recommends increasing number of Class A from 10 to 20 using 1 for each 500 population. Director Sobiek reviewed the leakage report produced by Buxton (see attached) in regards to beer, wine and liquor sales. Director Sobiek referenced the report saying demand exceeds supply by 50% and that consumers are leaving Portage to buy wine and spirits. Dan Daley stated he disagreed with the report and feels the numbers are not correct; John Bennett agreed with Dan Daley. Chair Maass suggested Director Sobiek meet with Dan Daley and John Bennett to review the report in full. Motion by Charles, second by Hamburg to accept the guidelines as proposed, with items matching for both Class A and Class B, to be used for all liquor license applications. Motion passed unanimously on call of roll. Guidelines are attached.

Motion by Charles, second by Maass for staff to draft an ordinance to increase Class A quota to 20 using 1 per 500 of population as means for increase. Motion passed 4-1 with Havlovic voting no.

6. Discussion and possible action on request for no parking on the north side of Eastridge Drive

Motion by Hamburg, second by Monfort to recommend to Council no parking on the north side of Eastridge Drive from Hwy 51 to Hunters Trail. Motion carried unanimously on call of roll. Administrator Murphy stated the two businesses impacted, Red Fox Run apartments and Renewal Unlimited, were contacted and were supportive of the change.

7. Discussion and possible action on outdoor furnaces

Police department found a discrepancy between the Zoning Ordinance and Ordinance Section 30-83, outdoor furnaces are to be legal in the City of Portage. Motion by Hamburg, second by Havlovic to draft an ordinance to make the Zoning Ordinance and Section 30-83 – Outdoor heating devices state the same regulations. Motion carried unanimously on call of roll.

8. Adjournment

Motion by Charles, second by Hamburg to adjourn. Motion carried unanimously on call of roll at 8:43 p.m.

Rebecca C. Ness
Deputy City Clerk

Memorandum

July 27, 2015

TO: Legislative and Regulatory Committee
FROM: Steve Sobiek, Business Development and Planning Director
RE: Portage Retail Leakage Report for Beer, Wine and Liquor Stores

In response to your Committee's request for a retail leakage analysis for Portage retail stores selling beer, wine and liquor, attached is a leakage analyses report for Portage provided by Buxton, a respected leader in retail leakage and surplus analysis and services.

As you will note from this Report, the analysis indicates whether the retail beer, wine and liquor needs of local consumers are being met, or conversely, not being met.

Leakage and Surplus

The term 'retail leakage' means that residents are spending more for products than local businesses capture. In other words, there is unmet demand in in the Portage trade area and our community can support additional store space for that type of product, specifically beer, wine or spirits.

The term 'retail surplus' means that Portage is capturing the local market AND attracting shoppers from outside of the Portage trade area (15 minute drive time).

Leakage Index

1.0 = Equilibrium, meaning that demand and sales in Portage are in balance. Supply basically meets demand.

.80 = Demand exceeds supply by 20 percent, meaning that consumers are leaving Portage to buy beer, wine and spirits.

1.2 = Sales exceed demand by 20 percent, meaning that consumers are coming from outside of Portage to buy beer, wine and spirits.

Report Summary

In summary, the attached Report shows that there is .5 leakage in the Portage beer, wine and spirit sales market. This means that demand exceeds supply by 50 percent and that consumers are leaving Portage to buy, wine and spirits.

The Report also shows estimated annual sales in the Portage market at beer, wine and liquor stores at \$1,272,832., and the potential for beer, wine and liquor store sales of \$2,585,484.



Retail Leakage and Surplus Analysis

The Retail Leakage and Surplus Analysis examines the quantitative aspect of the community's retail opportunities. It is a guide to understanding retail opportunities but it is not an analysis that indicates unconditional opportunities. The analysis is sometimes called "a gap analysis" or "a supply and demand analysis" and can aid in the following:

- Indicating how well the retail needs of local residents are being met
- Uncovering unmet demand and possible opportunities
- Understanding the strengths and weaknesses of the local retail sector
- Measuring the difference between actual and potential retail sales

Understanding Retail Leakage

Retail leakage means that residents are spending more for products than local businesses capture. Retail sales leakage suggests that there is unmet demand in the trade area and that the community can support additional store space for that type of business.

However, retail leakage does not necessarily translate into opportunity. For example, there could be a strong competitor in a neighboring community that dominates the market for that type of product or store.

Understanding Retail Surplus

A retail surplus means that the community's trade area is capturing the local market plus attracting non-local shoppers. A retail surplus does not necessarily mean that the community cannot support additional business. Many communities have developed strong clusters of stores that have broad geographic appeal. Examples of these types of retailers include: sporting goods stores, home furnishing stores, restaurants, and other specialty operations that become destination retailers and draw customers from outside the trade area.

Examining the quantitative aspects (Leakage/Surplus) is only part of the evaluation of community's retail opportunities. Before any conclusions can be drawn about potential business expansion or recruitment opportunities, qualitative considerations such as trade area psychographics and buying habits must be analyzed in context of other market factors.

Interpreting Leakage Index

- 1.0 = equilibrium, meaning that demand and sales in the area being analyzed are in balance.
- .80 = demand exceeds sales by 20%, meaning that consumers are leaving the area being analyzed.
- 1.2 = sales exceed demand by 20%, meaning that consumers are coming from outside the area being analyzed.

Sources and Methodology

The primary data sources used in the construction of the database include:

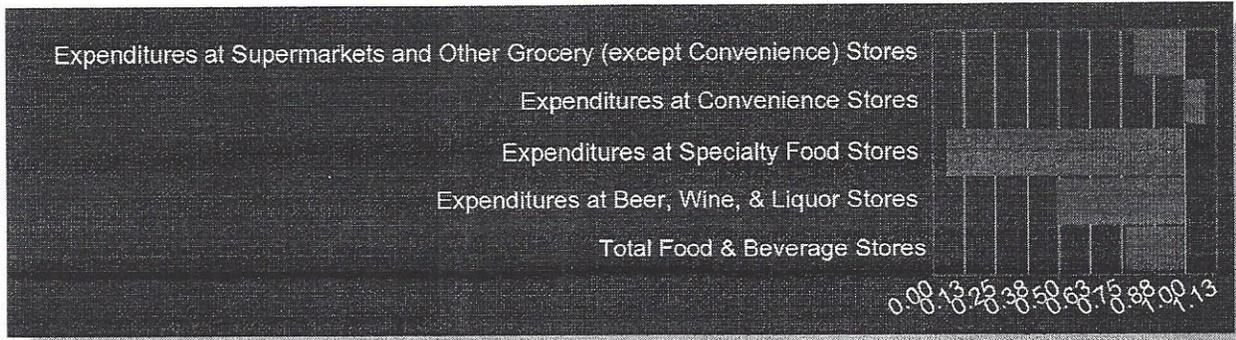
- Current Year CAPE (Census Area Projections & Estimates) Consumer Expenditure Estimates
- Census of Retail Trade, Merchandise Line Sales
- Census Bureau Monthly Retail Trade

The Census of Retail Trade presents a table known as the Merchandise Line summary, which relates approximately 120 merchandise lines (e.g. hardware) to each of the store types. For each merchandise line, the distribution of sales by store type can be computed, yielding a conversion table which apportions merchandise line sales by store type.

The CAPE (Census Area Projections & Estimates) Consumer Expenditure database was re-computed to these merchandise lines by aggregating both whole and partial categories, yielding, at the block group level, a series of merchandise line estimates which are consistent with the CAPE Consumer Expenditure database.

These two components were then combined in order to derive estimated potential by store type. The results were then compared to current retail trade statistics to ensure consistency and completeness.

Sub-Categories of Food & Beverage Stores



Store Type	Potential Expenditures	Estimated Sales	Surplus/Leakage
Expenditures at Supermarkets and Other Grocery (except Convenience) Stores	32,001,258	25,721,444	0.8
Expenditures at Convenience Stores	1,804,360	1,958,671	1.1
Expenditures at Specialty Food Stores	1,209,094	66,790	0.1
Expenditures at Beer, Wine, & Liquor Stores	2,585,484	1,272,832	0.5
Total Food & Beverage Stores	37,600,196	29,019,737	0.5

PROPOSED GUIDELINES TO BE USED FOR GRANTING & DENIAL OF

CLASS A LIQUOR LICENSES

1. Compliance with all statutory and ordinance requirements.
2. The character of the applicant, agent, managerial personnel, and the directors or stockholders of a corporation where disclosure of the stockholders is required, and past experience with the police, if any, of any of these individuals, all subject to sec. 111.335, Wis. Stats.
3. The experience of the applicant and manager in operating a licensed establishment and his or her capability to do so as they relate to the establishment for which the license is sought. The presence of a business plan, market analysis and other reports to demonstrate applicant's evaluation/analysis of establishing a licensed premise at this location and their ability to operate the business.
4. The applicant's and managerial personnel's level of knowledge of alcoholic beverage regulations.
5. Proximity to other licensed establishments, to residential complexes or areas, to public buildings, or those used listed under 125.68(3) Wis. Stats.
6. The availability of parking and external lighting for patrons.
7. The ease of access to the premises by public safety personnel (Police, fire & EMS), and building inspection personnel, for inspections, enforcement, and calls to request aid and the expense of providing government services to the location.
8. The impact on surrounding neighbors and other businesses involving increased traffic, noise, litter, influx of additional persons into the neighborhood, and the impact on maintenance, development, or improvement of adjacent and nearby properties.
9. The economic impact on the neighborhood and city from the new establishment (number of employees, average payroll, expected building value, participation in community organizations).
10. The level of community, neighborhood, and aldermanic support for, or opposition to the establishment.
11. If there is a previous license at this location, what, if any, changes are being proposed.

12. The existence of any associated business conducted on the premises in conjunction with the liquor license that could be potentially dangerous or not conducive to liquor dispensing.
13. Applicant's precautions to insure safe and legal operation of the business (age verification of customers, presence and type of security surveillance, including recoding and storage of surveillance video, etc.)
14. Description of goods and services to be sold at this location. Estimated % of gross sales devoted to alcohol, estimated % of gross sales to other products and services sold at the location.
15. Will new business occupy formerly vacant building, new construction or replace existing business?
16. Inspection reports from Building Inspector and Fire Inspector to demonstrate level of compliance with state and city code requirements.

By design, these criteria are fairly broad and general, although each relates specifically to the operation impact of the proposed establishment. We believe that generality is to be preserved to keep the committee's and the council's exercise of discretion fairly broad. The cases do not require specificity in the determination of whether to grant a new license and continually uphold the licensing authority's exercise of broad discretion. The committee believes that we must preserve the broad authority granted to licensing agencies by the statutes and the courts, in part, to avoid the implication that if all the criteria are met, a license must automatically be issued. The committee and the council have and bear the responsibility of exercising sound judgment based on rational decisions and logic in the granting of licenses. The myriad of circumstances which can exist cannot be legitimately covered by strict and detailed guidelines.

PROPOSED GUIDELINES TO BE USED FOR GRANTING & DENIAL OF

CLASS B LIQUOR LICENSES

1. Compliance with all statutory and ordinance requirements.
2. The character of the applicant, agent, managerial personnel, and the directors or stockholders of a corporation where disclosure of the stockholders is required, and past experience with the police, if any, of any of these individuals, all subject to sec. 111.335, Wis. Stats.
3. The experience of the applicant and manager in operating a licensed establishment and his or her capability to do so as they relate to the establishment for which the license is sought. The presence of a business plan, market analysis and other reports to demonstrate applicant's evaluation/analysis of establishing a licensed premise at this location and their ability to operate the business.
4. The applicant's and managerial personnel's level of knowledge of alcoholic beverage regulations. The number and type of employees expected to work at this location.
5. Proximity to other licensed establishments, to residential complexes or areas, to public buildings or those uses as listed under 125.68(3) Wis. Stats.
6. A detailed site plan depicting the licensed premises, parking, garbage storage area, entrances/exits, liquor storage areas, coolers, external lighting, signage, etc.
7. The ease of access to the premises by public safety personnel (Police, fire & EMS), and building inspection personnel, for inspections, enforcement, and calls to request aid and the expense of providing government services to the location.
8. The impact on surrounding neighbors and other businesses involving increased traffic, noise, litter, influx of additional persons into the neighborhood, and the impact on maintenance, development, or improvement of adjacent and nearby properties.
9. The economic impact on the neighborhood and city from the new establishment (number of employees, average payroll, expected building value, participation in community organizations).
10. The level of community, neighborhood, and aldermanic support for, or opposition to the establishment.

11. If there is a previous license at this location, what, if any, changes are being proposed.
12. The existence of any associated business conducted on the premises in conjunction with the liquor license that could be potentially dangerous or not conducive to liquor consumption on the premises.
13. Applicant's precautions to insure safe and legal operation of the business (age verification of customers, presence and type of security surveillance, training of bar tenders, including recoding and storage of surveillance video, etc.)
14. Description of goods and services to be sold at this location. Estimated % of gross sales devoted to alcohol, estimated % of gross sales to other products and services sold at the location.
15. The existence of any restrictions that would enhance the application, including the hours of operation open, seating capacity, use of outdoor consumption or activity areas, on-site security, noise reduction, etc.
16. Will food be served on the premises? If so, provide explanation of food preparation and serving areas, hours of operation, types of food to be served on-site, pick-up and/or delivery, etc.
17. Will new business occupy formerly vacant building, new construction or replace existing business?
18. If a renewal, provide a summary of points assessed against licensed premises or Police reports to complaints for prior year.
19. Inspection reports from Building Inspector and Fire Inspector to demonstrate level of compliance with state and city code requirements.

By design, these criteria are fairly broad and general, although each relates specifically to the operation impact of the proposed establishment. We believe that generality is to be preserved to keep the committee's and the council's exercise of discretion fairly broad. The cases do not require specificity in the determination of whether to grant a new license and continually uphold the licensing authority's exercise of broad discretion. The committee believes that we must preserve the broad authority granted to licensing agencies by the statutes and the courts, in part, to avoid the implication that if all the criteria are met, a license must automatically be issued. The committee and the council have and bear the responsibility of exercising sound judgment based on rational decisions and logic in the granting of licenses. The myriad of circumstances which can exist cannot be legitimately covered by strict and detailed guidelines.

Applicant Name: Nicole K Baumann
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
5/8/14	Westfield, Marquette	Statute	school/possession/Alcohol (1st)
9/27/14	Packwaukee, Marquette	Statute	underage drinking-Possess (2nd)
7/31/14	Montello, Marquette	Statute	speeding in 55mph (11-15mph)

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 Nicole Baumann Date 7/14/15

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 type="checkbox"/> Approved <input checked="" type="checkbox"/> Denied	<u>Ken Manthey</u>	<u>7-22-15</u>

If denied, explain reason TWO CONVICTIONS FOR UNDERAGE ALCOHOL IN THE PAST FIVE YEARS:

① CITED FOR UNDERAGE ALCOHOL ON 5-08-14 + CONVICTED ON 7-22-14

② CITED FOR UNDERAGE ALCOHOL ON 9-27-14 + CONVICTED ON 2-24-15

BOTH INCIDENTS OCCURRED IN MARQUETTE COUNTY. (MS. BAUMANN IS ONLY 18 YEARS OLD.) CCAP ATTACHED.

CHIEF Ken Manthey

Wisconsin Circuit Court Access (WCCA)

Marquette County vs. Nicole Katherine Baumann

Marquette County Case Number 2014FO000059

Filing Date	Case Type	Case Status
05-13-2014	Non-Traffic Ordinance Violation	Closed

Defendant Date of Birth

Address

Charge(s)

Count No.	Statute	Description	Severity	Disposition
1	125.09(2)(b)1	School/Possession/Alcohol-17-20 (1st)	Forf. U	Guilty Due to No Contest Plea

Defendant Owes the Court: \$ 0.00

Responsible Official	Prosecuting Agency	Prosecuting Attorney	Defense Attorney
Bult, Bernard N.	District Attorney	Hendee, Chad A.	

Defendant

Defendant Name	Date of Birth	Sex	Race ¹
Baumann, Nicole Katherine		Female	Caucasian

Address: [REDACTED] Address Updated On: 05-08-2014

JUSTIS ID: [REDACTED] Finger Print ID: [REDACTED]

Charge(s)/Sentence(s)

Charge Detail

The Defendant was charged with the following offense:

Count No.	Statute Cite	Description	Severity	Offense Date	Plea
1	125.09(2)(b)1	School/Possession/Alcohol-17-20 (1st)	Forf. U	05-08-2014	No Contest on 07-22-2014

On 07-22-2014 there was a finding of:

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

Guilty Due to No Contest Plea Bult, Bernard N.

On 07-22-2014 the following was ordered:

Sentence Time Begin Date Notes

Forfeiture / Fine

Citations

Citation 9F800FKD6W

Bond Amount	Deposit Type	Appearance Date and Time	Mandatory
\$ 186.00	None	07-14-2014 at 01:00 pm	No
Name	Date of Birth	Sex	
Baumann, Nicole Katherine	[REDACTED]	Female	
Address		Address Updated On	
[REDACTED]		05-08-2014	
Plate Number	State	Expiration	VIN
Issuing Agency	Officer Name	Violation Date	MPH Over
Marquette County	McCoy, Jordon	05-08-2014	
Plaintiff Agency	Ordinance or Statute	Statute	Charge Description
Marquette County Statute		125.09(2)(b)1	School/Possession/Alcohol-17-20 (1st)
Severity			
Forf. U			

Total Receivables

Court Assessments	Adjustments ³	Paid to the Court	Probation/Other Agency Amount ⁴	Balance Due to Court	Due Date ⁵
\$ 186.00	\$ 0.00	\$ 186.00	\$ 0.00	\$ 0.00	

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

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

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

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

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

6 Your payment may not be processed immediately.

Wisconsin Circuit Court Access (WCCA)
Marquette County vs. Nicole Katherine Baumann

Marquette County Case Number 2014FO000121

Filing Date	Case Type	Case Status
10-09-2014	Non-Traffic Ordinance Violation	Closed

Defendant Date of Birth

Address

Branch Id

**DA Case
Number**

2014MQ000716

Charge(s)

Count No.	Statute	Description	Severity	Disposition
1	125.07(4)(b)	Underage Drinking-Possess-17-20 (2nd)	Forf. U	Guilty Due to No Contest Plea

Defendant Owes the Court: \$ 0.00

Responsible Official	Prosecuting Agency	Prosecuting Attorney	Defense Attorney
Bult, Bernard N.	District Attorney	Hendee, Chad A.	

Defendant

Defendant Name	Date of Birth	Sex	Race¹
Baumann, Nicole Katherine		Female	Caucasian
Address			Address Updated On
			09-27-2014
JUSTIS ID		Finger Print ID	

Charge(s)/Sentence(s)

Charge Detail

The Defendant was charged with the following offense:

Count No.	Statute Cite	Description	Severity	Offense Date	Plea
		Underage Drinking-Possess-17-20			No Contest on

1

125.07(4)(b) (2nd)

Forf. U 09-27-2014 02-24-2015

On 02-24-2015 there was a finding of:

Action	Court Official
Guilty Due to No Contest Plea	Bult, Bernard N.

On 02-24-2015 the following was ordered:

Sentence Time	Begin Date	Notes
Forfeiture / Fine		
Other Sentence		90-Day suspension stayed for 60 days to allow Defendant time to complete Underage Alcohol Program and provide proof to Clerk's Office. If proof is provided of successful completion, no suspension will be assessed. If no, then 90-Day suspension will be added at that time.

Citations

Citation 9F8014K13L

Bond Amount	Deposit Type	Appearance Date and Time	Mandatory
\$ 389.50	None	11-10-2014 at 08:30 am	No
Name	Date of Birth	Sex	
Baumann, Nicole Katherine		Female	
Address	Address Updated On		
	09-27-2014		
Plate Number	State	Expiration	VIN
Issuing Agency	Officer Name	Violation Date	MPH Over
Marquette County	Zauner, Joseph	09-27-2014	
Plaintiff Agency	Ordinance or Statute	Statute	Charge Description
Marquette County	Statute	125.07(4)(b)	Underage Drinking-Possess-17-20 (2nd)
Severity			
Forf. U			

Total Receivables

Court Assessments	Adjustments	Paid to the Court	Probation/Other Agency Amount⁴	Balance Due to Court	Due Date⁵
	3				

**City of Portage
Human Resources Committee Meeting
Tuesday, August 4, 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 Administrator Shawn Murphy & Bill Welsh, CATV.

1. Roll call

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

2. Approval of minutes from the July 7, 2015 meeting.

Motion by Dodd, second by Klapper to approve minutes from the July 7, 2015 meeting. Motion carried unanimously on call of roll.

3. Discussion and possible recommendation on proposed revisions to Director of Public Works position description.

Murphy reviewed the highlighted changes to the position description which largely reflected actual duties and responsibilities as well as some shifting of responsibilities and oversight for Building Inspections & Zoning to the Director of Business Development & Planning. It was determined by observation and supported by recommendations from the recently completed Staffing Evaluation that the Director of Public Works span of control was fairly large and an opportunity to transfer appropriately related function(s) to the Director of Business Development and Planning (DP&D) was recommended. Much of the zoning duties and responsibilities have been transferred to the DP&D already. Building Inspections is still being evaluated in that proposals were received and a comparative analysis of in-house staff vs consulting services is underway. Some discussion occurred relative to requirement of PE certification for position. Maass believed this was required for operation of WWTP.

Motion by Dodd, 2nd by Havlovic to recommend revised position description upon confirmation of PE requirement for WWTP and minor edit. Motion carried 3-2 with Maass and Hamburg voting no.

4. Convene to Closed Session pursuant to Wisconsin State Statutes 19.85(1)(c) to discuss proposed wage adjustments and conduct performance evaluation for specified employees.

Motion by Havlovic, 2nd by Dodd to convene to closed session pursuant to Wisconsin State Statutes 19.85(1)(c) to discuss proposed wage adjustments and conduct performance evaluation for specified employees. Motion carried unanimously on call of roll at 6:58 pm.

5. Return to Open Session.

Motion by Dodd, 2nd by Havlovic to return to open session. Motion carried unanimously on call of the roll at 8:00 pm.

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

Motion by Dodd, 2nd by Havlovic to recommend one-time bonus payment to Water Utility Superintendent of \$1,011 effective immediately. Motion carried 5-1 with Maass voting no.

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

Motion by Havlovic, 2nd by Dodd to recommend one-time bonus payment to Waste Water Utility Superintendent of \$1,011 effective immediately. Motion carried 5-1 with Maass voting no.

8. Discussion and possible recommendation on employee merit adjustment process.

Murphy summarized the current process in which Council adopted a revised compensation/classification ordinance which provides for merit adjustments for city employees, funding was set aside in budget for merit adjustments, Dept Head compiled performance evaluations, comparable wages of specified position in other communities and provides recommendations for merit increases which are not supported at Council level. This process is unclear to Dept Management and created disharmony with employees as there are contradictory and confusing expectations as to how an employee may advance. Murphy proposed revising the process to allow Department Heads to evaluate employees, determine those that are exceeding expectations and reward them (within guidelines and budgetary parameters), without seeking subsequent Council approval. The Dept Heads are more familiar with specific employees strengths and weaknesses, are more appropriate to determine employees who are exceeding expectations (or those who are not) and use this process to recognize them. Empowering Dept Heads with this authority will give them additional tools to make them better managers and provide responsibility and accountability on them to insure the process is followed.

Dodd was supportive of the process in letting Dept Heads make the determination which employees warrant an increase or not but it must be based on an evaluation of goals jointly established by the employee and Dept Head. Employees consistently achieving or excelling at goal attainment should receive merit base salary/wage increases; employee that demonstrate exceptional performance due to a limited term action or event should be eligible for a bonus only. Havlovic concurred in that goals shall be established by which the employee is evaluated against. Mayor Tierney stated this process is more appropriate in that it places the responsibility for

determining employee recognition in the hands of those that know the employees the best-and can be held accountable.

Dodd also suggested consideration of a peer incentive program that allows employees to recognize co-workers who have helped or improve a situation with small one-time monetary rewards (gift cards, etc). Funding for merit increase shall be included in the budget separate from contingency starting in 2016.

With committee concurrence, Murphy will draft ordinance changes to provide for the revised process and develop guidelines for Dept. Heads to use.

9. Adjournment

Motion by Hamburg, second by Klapper to adjourn the meeting at 8:25 pm. Motion carried unanimously on call of roll.

Submitted by Shawn Murphy

**City of Portage
Position Description**

Name: _____ **Department:** Public Works
Position Title: Director of Public Works/Utilities Manager **Pay Grade:**9 **FLSA:** Exempt
Date: August 2015 **Reports To:** City Administrator

Purpose of Position

Plans, organizes, directs and supervises the Department of Public Works, Waterworks, Wastewater Treatment facilities. Functions include streets, facilities management, fleet management, storm sewer, solid waste collection and recycling, and other public works projects and programs.

Essential Duties and Responsibilities

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

- Performs administrative functions: develops, implements, interprets, and oversees policies, procedures, plans and projects; schedules work and directs staff; administers personnel policies and agreements for employees and contracted staff, prepares and administers the Department budget; participates in capital planning for the Department; administers Department contracts; serves on and provides recommendations to various committees, provides direct service to the public; coordinates activities with other City departments and state and federal agencies; completes necessary reports.
- Performs engineering functions: designs, develops and reviews plans, maps, construction drawings and specifications for public works projects; conducts site inspections, coordinates improvements and repairs to City infrastructure; writes contracts and prepares bids for projects; coordinates activities of consulting engineers, directs and supervises activities of engineering personnel.
- Oversees Public Works operations: coordinates and directs street, fleet and storm sewer operations;
- Oversees Waterworks and Wastewater Treatment operations. Supervises/coordinates, schedules and directs operations, maintenance and personnel; prepares and administers annual budgets; assists in the development of capital improvement plans.
- Performs supervisory duties: makes recommendations regarding interviewing, hiring, selection, promotion, discipline and discharge of employees; delegates authority and responsibility to subordinates; conducts employee performance evaluations; ensures training requirements are met; ensures compliance with OSHA regulations and safety programs.
- Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Civil Engineering or related field and five or more years engineering, utilities or construction experience with at least 3 years supervisory experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Must possess a valid Wisconsin Drivers License. Certification as a professional engineer by the State of Wisconsin, desired but not required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of equipment and tools such as a vehicle, office equipment, including computers, surveying and drafting equipment, telephone and camera, fax machine and scanner.
- Walking, standing and sitting for periods of up to 4 hours. Occasional lifting of objects up to 40 pounds or less. Ability to travel offsite for meetings, conferences, etc.
- Ability to conduct on-site inspection of public works sites.

Supervisory Skills

- Ability to plan, instruct, assign, evaluate and review the work of others.

Mathematical Ability

- Ability to add, subtract, multiply, and divide; perform calculations using decimals, percentages, and algebraic equations; utilize principles of trigonometry, geometry; interpret descriptive statistics.

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents such as invoices, plans, laboratory reports, job applications, contracts, and grievances.
- Ability to prepare a variety of documents such as the Department budget, plans, specifications, profiles, maps, bills, meeting minutes, agendas, and various reports using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret engineering books, statutes, the municipal code, specifications, plans, maps, and policy and procedure manuals.
- Ability to communicate effectively with City personnel, committees, elected public officials, organizations, state and federal agencies, media, and the general public to convey or exchange information including giving assignments and/or directions to subordinates and receiving instruction from supervisors.

Environmental Adaptability

- Work is performed in an office environment and outdoors in varying weather conditions.

The City of Portage is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. There is a residency and drug-screening requirement.

Employee's Signature

Date

City Administrator

Date

**City of Portage
Municipal Services and Utilities Committee Meeting
Thursday August 6, 2015, 5:30 p.m.
Municipal Building, 115 West Pleasant Street, Conference Room One
Minutes**

Members Present: Doug Klapper, Chairperson; Mary E. Hamburg arrive; Jeffrey F. Monfort; Rick Dodd.

Excused: William A. Kutzke

Others Present: Rita Maass; AirPort Commission; Bob Redelings, Public Works Director; Tammy O'Leary; Public Works Secretary; Bill Welsh; CATV; Dave Hornischer, Wastewater Superintendent; Craig Sauer, PDR; Kory Anderson and Jerry Foellmi, GEC

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 Dodd second by Hamburg to approve the minutes from June 4, 2015.

Roll Call. Passed 4-0.

3. Approval of meeting minutes from meeting on Thursday July 2, 2015.

Motion by Dodd second by Hamburg to approve the minutes from July 2, 2015.

Roll Call. Passed 4-0.

4. Discussion and possible action on 2014 Waste Water Compliance Maintenance Annual Report (CMAR).

Redelings gave a overview of the report stating the Wastewater Treatment Facility received an A in all areas which include Influent Flow and Loading, Effluent Quality and Plant Performance, Biosolids Quality and Management, Staffing and Preventative Maintenance, Operator Certification and Education and Sanitary Sewer Collection Systems.

Motion by Dodd second by Monfort to forward to Council the 2014 Waste Water Compliance Maintenance Annual Report for approval.

Roll Call. Passed 4-0.

5. Discussion and possible action on 2016 Budget & 5-yr. Capital Improvement Programs (CIP's).

Committee moved ahead to item #6 and returned to item #5 later, after item #9.

6. Discussion and possible action on Engineering Contract for River Street Reconstruction.

Redelings stated the City received 3 proposals with Kunkel proposal being the lowest at \$43,490.00. The Public works department recommended Kunkel at the lowest bid. The 2015 design budget is \$70,000 for the project.

Jerry Foellmi, President of General Engineering stated there was less than a thousand dollar difference with General Engineering and Kunkel proposals and GEC has successfully completed over 65 projects for the City of Portage. Mr. Foellmi stated that per the proposal it is a rated review and the committee should consider keeping the project local.

Motion by Hamburg second by Dodd to recommend the contract be awarded to General Engineering for the Engineering Contract for River Street Reconstruction for a total of \$44,500. The recommendation to be placed on Finance Committee agenda because GEC wasn't the low bidder.

Roll Call. Passed 4-0.

7. Discussion and possible action on Design Contract for Water Department Maintenance Facility.

Redelings stated the City received 4 proposals for the Design Contract for Water Department Maintenance Facility with General Engineering being the low bidder at \$73,250.00. Public Works Department is recommending the design be awarded to General Engineering. The 2015 design budget was \$100,000 for the project.

Motion by Monfort second by Hamburg to award the Design Contract for the Water Department Maintenance Facility to General Engineering for the amount of \$73,250.00.

Roll Call. Passed 4-0.

8. Discussion and possible action on Contract for Installing 4 Screw Pump Gear Reducers.

Redelings stated the gear reducers are already ordered and should arrive early fall. Redelings stated that the reducers in use now are really worn and if they were to fail it would be a large problem for the City because they elevate all the waste water from

the sewers to be processed. Water Superintendent, Dave Hornischer stated the reducers that are being used now are over 30 years old.

Hornischer also stated that JF Adhern would be ready to put them in as soon as they arrive. The two reducers for the outside would be done first and then the inside ones last in case weather becomes a factor.

Redelings stated there is budget to get this accomplished due to some projects being pushed back for 2016.

Motion by Dodd second by Monfort to award the contract for installing 4 screw pump gear reducers to JF Ahern for \$52,600.

Amend Motion by Dodd second by Monfort to forward recommendation of the contract for Installing 4 screw pump gear reducers to JF Ahern in 2015 for the amount of \$52,600 to Finance for approval.

Roll Call. Passed 4-0.

Moved to item #9 only the Ray-O-Vac Lift Station topic.

9. Public Works Directors Repot

- **Rav-O-Vac Lift Station**

Redelings stated the existing Ray-O-Vac lift station is in need of updating and the \$300,000 budgeted for this year is on Airport Property. The lift station is within the primary runway clear zone. The City has submitted information to the Wisconsin Bureau of Aeronics (BOA) to get clarification and request a variance for the existing location. Redelings stated that project is being bid out at current location with an alternative for moving the entire station out of the clear zone. Redelings stated he is still waiting on a response from the BOA. Once bids are received the project will come back to the committee.

Rita Maass chairperson of Airport Commission stated that a 7460 form needs to be filed with the FAA it could take 30 to 90 days to review and even though the FAA may allow a variance the BOA more than likely will not approve anything in the clear zone.

Mr. Foellmi from GEC stated one of the issues is not the lift station itself but the 20 foot antenna that is needed.

This item will come back to the committee when proposals are in.

Return to item #5.

5. Discussion and possible action on 2016 Budget & 5-yr. Capital Improvement Programs (CIP's).

Redelings reviewed all CIP's with the committee and stated the dollar amounts will be updated as the projects get better defined.

9. Public Works Directors Report

Redelings gave an update on the following:

- East Wisconsin Street-Dewitt Street Reconstruction Project- Kickoff meeting last week with a schedule in packet going out until 2021.
- East Haertel Street Reconstruction Project-Project is on schedule and should be completed in September. Davis Construction helped with an unexpected issue with the project and pushed the problem to the front of their work schedule putting some of their own projects behind. Thank you to Davis Construction.
- Design Contract for Segment 2 of the Portage Canal-update on Segment 2 Portage Canal next Thursday.
- Levee- USACOE report for the levee is now in and can be reviewed.
- Museum Ramp and Railing-just received bid in and the project is about \$36,000. Only \$30,000 was budgeted, but the ramp needs to be repaired.
- PASER Rating- Kim finished the paser rating and Erin created the map.

Redelings stated today was Erin Salmons last day with the City of Portage.

10. Adjournment

Move to adjourn at 6:53 p.m. by Dodd second by Hamburg. **Roll Call. Passed 4-0.**

Prepared by Tammy O'Leary, Public Works Secretary.

Claims - Finance Meeting 8/10/15

Vendor Summary Report

	Accurate Appraisal
30,993.93	Alliant
4,968.00	Aquachem - Sewer
9,442.79	Belco Vehicle Solutions- Squad Changeover
21,036.71	Bobcat of Madison P&R Utility Work Machine
3,465.71	Bruce Municipal Equip various parts PW Freightliner; Fire Hose
27,860.55	Columbia County Solid Waste
25,150.00	Crack Filling Service: Thompson 15-20C07; WWTP 15-620S09
40,720.60	Davis Const Albert St 15-20C03
105,496.20	Dept Employee Trust Funds
89,224.76	D.L. Gasser Const Alleys 15-20C08
9,856.03	General Engineering (1)
9,000.00	GovHR 2nd 40%
5,106.73	Hawkins - Sewer
3,186.40	Hill Automotive PW Van Repairs
9,534.63	Kwik Trip
3,516.00	Miller & Miller July 8/3
2,388.60	MN Life Ins
3,557.71	North Central Labs Sewer
34,353.14	Portage Water Utility
70,388.10	Ptaschinski: Sliver Stm Sew \$9.4K; Frnk/Mar/Alb/Ham \$61K
45,670.22	Scott Const: Seal Coat Thompson \$21K; WWTP \$23.8K
4,400.00	Staab Const RBC #16 Bearing Plate Sewer
4,000.00	Tutor.Com Library
6,682.00	Valley Sealcoat Tennis Court 15-30C01
64,256.75	Van's Const: SW \$60K; Alleys \$4K
48,861.07	Wisconsin Retirement System

(1) General Engineering		
\$	3,660.00	St Gobain Insp
\$	2,126.47	Sngl Fam Insp
\$	1,577.06	Other Businesses Insp
\$	810.00	Beach 15-30C05
\$	250.00	Eng Svc
\$	675.00	Park Shelters 14-30C02 &05
\$	757.50	Sewer
\$	9,856.03	

683,116.63 Subtotal

743,220.22 743,220.22 Total
92%

Paid Invoice Listing 147219 - 147403

2,500.00	Scott Davis BID Contractor (includes \$500 for prepaid card)
6,394.98	Delta Dental
3,050.00	General Eng Sewer Rayovac Lift St
18,716.42	JF Ahern - WWTP Digester
9,591.23	Kwik Trip
4,038.00	Miller & Miller
41,015.42	Portage Area Fund Mgt - Towns \$ Transfer
15,171.69	Portage Area Chamber - ABC Grant VMF Design \$15K
65,578.50	Running
2,695.35	Staab - WWTP
5,700.00	WIFR - Tourism - On Air; TV Spots; Internet
<u>4,560.09</u>	State of WI - Muni Court
<u>179,011.68</u>	Subtotal

196,196.85 196,196.85 Total
91%

Manual Checks Issued - Wires

19,795.00	Great West Retirement Svc
123,594.39	Comm Bank of Ptg Tax W/H Fed (903/905)
<u>15,519.63</u>	Comm Bank of Ptg Tax W/H State (907)
<u>158,909.02</u>	Subtotal

159,789.53 159,789.53 Total
99%

Water Claims not paid input date 08/7/15

12,768.38	Cargill Inc
19,636.13	City Treasurer - Payroll
5,168.00	Civic System
<u>3,077.44</u>	Martelle Water Treatment
<u>40,649.95</u>	Subtotal

49,622.42 49,622.42 Total
82%

Water Pd Claims 15258-15273

29,499.37	City Treasurer - Muni Owned Tax
295,093.07	Sewer Utility (2)
10,211.86	Alliant Energy
33,052.62	City Treasurer - Payroll (2)
3,398.16	Cargill Inc.
<u>371,255.08</u>	Subtotal

375,196.33 375,196.33 Total
99%

\$ 1,524,025.35 **Total Claims**

DATE: 08/07/2015
TIME: 09:29:29
ID: AP442000.WOW

CITY OF PORTAGE
VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 08/13/2015

VENDOR #	NAME	AMOUNT DUE
1STAYD	1STAYD CORPORATION	28.66
5ALARM	5 ALARM	1,729.34
ABBS	ABBS PAVING	2,170.00
ADAMCOL	ADAMS-COLUMBIA ELECTRIC COOP	37.09
AIRGAS	AIRGAS	125.63
ALERETOX	ALERE TOXICOLOGY SERVICES INC	173.25
ALLACOLE	ALLAN J. COLEMAN	313.78
ALLIENE	ALLIANT ENERGY	30,993.93
AMAZON	AMAZON	658.87
AMERFAS	AMERICAN FASTENER	40.55
AQUACHE	AQUACHEM OF AMERICA INC.	4,968.00
ARAMUNI	AUS LA CROSSE MC LOCKBOX	694.54
AXLEY	AXLEY BRYNELSON, LLP	240.00
BAKEENT	BAKER & TAYLOR	630.86
BEARBRA	BEAR GRAPHICS, INC.	184.71
BELCO	BELCO VEHICLE SOLUTIONS	9,442.79
BIBLIO	BIBLIOTHECA ITG LLC	612.00
BLYSTOW	BLYSTONE TOWING & RADIATOR, IN	185.87
BOBCMAD	BOBCAT OF MADISON INC	21,036.71
BRUCMUN	BRUCE MUNICIPAL EQUIPMENT, INC	3,465.71
CAPIBAT	CAPITOL CITY BATTERY, INC.	26.95
CAPNEWS	CAPITAL NEWSPAPERS	703.88
CARDMEM	CARDMEMBER SERVICE	1,654.61
CAREWCO	CAREW CONCRETE & SUPPLY CO INC	498.75
CARTDIR	CARTRIDGES DIRECT	215.97
CCHEALT	COLUMBIA COUNTY HEALTH &	40.00
CCSHER	COLUMBIA COUNTY SHERIFF'S DEPT	300.00
CCSOLID	COLUMBIA CO. SOLID WASTE	27,860.55
CENTLINK	CENTURY LINK	64.42
CENTSPR	CENTURY SPRINGS BOTTLING CO	254.00
CHARCOM	CHARTER COMMUNICATIONS	741.09
CINTAS	CINTAS CORPORATION #446	648.67
CITYTREA	CITY TREASURER	230.00
CNASURE	CNA SURETY	100.00
COMMSER	COMMUNICATIONS SERVICE	348.49
CONTECH	CONTECH CONSTRUCTION PRODUCTS	14.11
COUNMAT	COUNTY MATERIALS CORPORATION	161.25
COUNPLU	COUNTRY PLUMBER, INC	1,400.00
CRACFIL	CRACK FILLING SERVICE CORP.	25,150.00
CRAWOIL	CRAWFORD OIL CO., INC.	105.35
CRESLAND	CRESCENT LANDSCAPE SUPPLY, INC	1,850.00
CUSTFIR	CUSTOM FIRE APPARATUS, INC.	816.00
DAVISCON	DAVIS CONSTRUCTION CO	40,720.60
DEANHEAL	DEAN CLINIC	71.00

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CITY OF PORTAGE
VENDOR SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 08/13/2015

VENDOR #	NAME	AMOUNT DUE
DEPTEMP	DEPT. OF EMPLOYEE TRUST FUNDS	105,496.20
DIVISAV	DIVINE SAVIOR HEALTHCARE	621.00
DLGASSER	D.L. GASSER CONSTRUCTION	89,224.76
DOGPOOP	DOGPOOPBAGS.COM	132.68
DTECT	DTECT, LLC	259.86
EDGEGRE	EDGEWATER GREENHOUSE	340.71
ELECONE	ELECTRIC ONE	785.64
FIRESAFE	FIRE & SAFETY EQUIPMENT INC	105.15
FIRSAFUS	FIRE SAFETY USA, INC	1,058.75
FRONTON	FRONTIER ONLINE	2,155.18
GALEGRO	GALE	19.46
GALLS	GALLS, AN ARAMARK COMPANY	80.77
GAVIALB	ALBERT GAVINSKI	72.00
GENENG	GENERAL ENGINEERING COMPANY	9,856.03
GOVHR	GOVHR USA	9,000.00
GRAINGER	GRAINGER	609.49
GROTASS	GROTHMAN & ASSOCIATES, S.C.	985.00
H&MCON	H & M CONTRACTING LLC	60.00
HARDHEL	HARDER CORP	215.20
HASTAIR	HASTING AIR-ENERGY CONTROL INC	188.95
HAWKWAT	HAWKINS INC.	5,106.73
HGMEIGS	HG MEIGS, LLC	2,070.00
HHINDUS	H & H INDUSTRIES INC.	1,296.41
HILLAUTO	HILL AUTOMOTIVE INC.	3,186.40
HOHLFAR	HOHL'S FARM SUPPLY	1,010.05
HOLIWHO	HOLIDAY WHOLESALE	366.99
IAMDairy	I.A.M. DAIRY DISTRIBUTING LLC	583.33
INGRBOO	INGRAM LIBRARY SERVICES	2,768.18
INTEELE	INTERSTATE ELECTRIC SUPPLY CO.	466.98
ISLAND	I&S LANDSCAPING SUPPLIES	346.50
JEFFFIR	JEFFERSON FIRE & SAFETY, INC.	48.50
JOHNDEE	JOHN DEERE FINANCIAL	537.86
JOURCOMM	JOURNAL COMMUNICATIONS	1,930.00
KIMBMID	KIMBALL MIDWEST	283.65
KWIKTRI	KWIK TRIP STORES	9,534.63
KYOCERA	KYOCERA MITA, INC.	180.72
LANGENT	LANGE ENTERPRISES, INC	1,873.55
MADITRU	MADISON TRUCK EQUIPMENT INC.	285.37
MCMAASS	MCMAHON ASSOCIATES, INC.	994.23
MEIGADV	MEIGS ADVANTAGE, LLC	900.00
MGDWELD	MGD WELDING	589.00
MIDTAPE	MIDWEST TAPE	361.48
MILLMIL	MILLER & MILLER LLC	3,516.00
MINNMUT	THE MINNESOTA LIFE INSURANCE	2,388.60

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TIME: 09:29:29
ID: AP442000.WOW

CITY OF PORTAGE
VENDOR SUMMARY REPORT

PAGE: 3

INVOICES DUE ON/BEFORE 08/13/2015

VENDOR #	NAME	AMOUNT DUE
MOORMED	MOORE MEDICAL CORP.	148.15
MOTIIND	MOTION INDUSTRIES, INC.	535.69
NAPAAUT	NAPA AUTO PARTS	1,618.43
NORTCEN	NORTH CENTRAL LABORATORIES	3,557.71
NORTLAK	NORTHERN LAKE SERVICE, INC	248.00
OREIAUT	O'REILLY AUTO PARTS	42.52
PENGRAN	PENGUIN RANDOM HOUSE LLC	56.25
PEPSI	PEPSI COLA COMPANY	295.56
PIONRAN	PIONEER ATHLETICS	292.50
PITNEYBO	PITNEY BOWES PURCHASE POWER	102.71
POMPTIR	POMP'S TIRE SERVICE INC	421.52
PORTCLE	PORTAGE CLEANERS INC.	11.60
PORTLUM	PORTAGE LUMBER	116.50
PORTSCH	PORTAGE COMMUNITY SCHOOL DIST.	1,224.09
PORTWAT	PORTAGE WATER UTILITY	34,353.14
PREMWAT	PREMIUM WATERS, INC.	33.00
PREUIMP	PREUSS IMPLEMENT, INC	19.52
PTASCON	PTASCHINSKI CONSTRUCTION, INC.	70,388.10
RENNFIR	RENNERT'S FIRE EQUIPMENT	130.92
RHYMBUS	RHYME BUSINESS PRODUCTS	224.99
RIESSCHN	RIESTERER & SCHNELL INC.	331.70
RUETSA	SARAH RUETH	118.16
SADLJO	JOSEPH SADLON	48.88
SCHUSMA	SCHULTZ SMALL ENGINE	187.39
SCOTTCON	SCOTT CONSTRUCTION INC.	45,670.22
SIMETAL	S.I. METAL	58.06
SIRCHIE	SIRCHIE FINGER PRINT	293.05
SOBISTE	STEVE SOBIEK	209.30
STAABCON	STAAB CONSTRUCTION CORP	4,400.00
STAPLES	STAPLES CREDIT PLAN	738.33
STRAASS	STRAND ASSOCIATES INC	388.07
SUPECHE	SUPERIOR CHEMICAL INC	1,798.22
SYSTTECH	SYSTEMS TECHNOLOGIES	125.00
THOMKL	KLAUDE THOMPSON	73.85
TRACSUP	TRACTOR SUPPLY CREDIT PLAN	5.87
TRECEK	TRECEK AUTOMOTIVE OF	24.78
TRUCKCO	TRUCK COUNTRY	148.65
TRUGREEN	TRUGREEN	550.00
TUTORCOM	TUTOR.COM	4,000.00
TWORIV	TWO RIVERS SIGNS & DESIGN	35.00
ULTRACOM	ULTRACOM WIRELESS	203.80
UNIQMAN	UNIQUE MANAGEMENT SERVICES INC	53.70
USCELL	U. S. CELLULAR	1,512.13
VALLSEAL	VALLEY SEALCOAT, INC.	6,682.00

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TIME: 09:29:30
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CITY OF PORTAGE
VENDOR SUMMARY REPORT

PAGE: 4

INVOICES DUE ON/BEFORE 08/13/2015

VENDOR #	NAME	AMOUNT DUE
VANCONS	VAN'S CONSTRUCTION INC.	64,256.75
VIKIN	BOB VIKING	300.00
VONBRIE	VON BRIESEN & ROPER S.C.	2,090.00
WALSACE	WALSH'S ACE HARDWARE	561.75
WEAVAUT	WEAVER AUTO PARTS	160.21
WELWILL	WILLIAM P. WELSH	565.00
WIESCON	WIESER CONCRETE	97.20
WISCJUS	WI DEPARTMENT OF JUSTICE	360.00
WRS	WISCONSIN RETIREMENT SYSTEM	48,861.07
WSFCA	WISCONSIN STATE FIRE CHIEFS'	118.60
WWOA	WWOA	250.00
WWOAMEM	WWOA	175.00
XYLEM	XYLEM WATER SOLUTIONS	120.00
ZIMMPLU	ZIMMERMAN PLUMBING INC	227.61
TOTAL ALL VENDORS:		743,220.22

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
24 HOUR HOME COMFORT SERVICES							
	Total 24 HOUR HOME COMFORT SERVICES				23.95	.00	
ALLIANT ENERGY/WP&L							
	Total ALLIANT ENERGY/WP&L				19.27	.00	
AMERICAN WATER WORKS ASSOC							
	Total AMERICAN WATER WORKS ASSOC				325.00	.00	
ANDRO LLC							
	Total ANDRO LLC				198.43	.00	
ARAMARK UNIFORM SERVICES							
	Total ARAMARK UNIFORM SERVICES				136.40	.00	
BURCHARDT, SUZANNE							
	Total BURCHARDT, SUZANNE				105.74	.00	
CAPITOL CITY BATTERY							
	Total CAPITOL CITY BATTERY				116.95	.00	
CARGILL INC-SALT DIVISION							
	Total CARGILL INC-SALT DIVISION				12,768.38	.00	
CED\INTERSTATE ELECTRIC							
	Total CED\INTERSTATE ELECTRIC				22.24	.00	
CHARTER COMMUNICATIONS							
	Total CHARTER COMMUNICATIONS				64.99	.00	
CITY TREASURER-PAYROLL							
	Total CITY TREASURER-PAYROLL				19,636.13	.00	
CIVIC SYSTEMS							
	Total CIVIC SYSTEMS				5,168.00	.00	
CLAUSEN, ANN							
	Total CLAUSEN, ANN				8.45	.00	
CT LABORATORIES, LLC							
	Total CT LABORATORIES, LLC				1,052.00	.00	
DAVIS CONSTRUCTION							
	Total DAVIS CONSTRUCTION				225.00	.00	
DIGGERS HOTLINE INC							
	Total DIGGERS HOTLINE INC				290.54	.00	
EDGEWATER GREENHOUSE							
	Total EDGEWATER GREENHOUSE				56.00	.00	
ELECTRIC ONE							
	Total ELECTRIC ONE				102.00	.00	
FEARING'S AUDIO VIDEO SECURITY							
	Total FEARING'S AUDIO VIDEO SECURITY				219.48	.00	
FIRE-RESCUE SUPPLY LLC							
	Total FIRE-RESCUE SUPPLY LLC				89.45	.00	
FRONTIER							
	Total FRONTIER				52.97	.00	
GRAINGER							

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
	Total GRAINGER				165.45	.00	
H & M CONTRACTING							
	Total H & M CONTRACTING				74.45	.00	
HACH COMPANY							
	Total HACH COMPANY				196.37	.00	
KWIK TRIP EXTENDED NETWORK							
	Total KWIK TRIP EXTENDED NETWORK				899.30	.00	
L W ALLEN							
	Total L W ALLEN				.00	.00	
MARTELLE WATER TREATMENT							
	Total MARTELLE WATER TREATMENT				3,077.44	.00	
MIDWEST METER INC							
	Total MIDWEST METER INC				608.57	.00	
P W U							
	Total P W U				1,210.76	.00	
PORTAGE PRINTING							
	Total PORTAGE PRINTING				152.00	.00	
STAPLES CREDIT PLAN							
	Total STAPLES CREDIT PLAN				218.40	.00	
THE O'BRION AGENCY LLC							
	Total THE O'BRION AGENCY LLC				1,728.06	.00	
USA BLUE BOOK							
	Total USA BLUE BOOK				70.01	.00	
W R W A							
	Total W R W A				330.00	.00	
WALSH'S ACE HARDWARE							
	Total WALSH'S ACE HARDWARE				190.24	.00	
WI STATE LABORATORY OF HYGIENE							
	Total WI STATE LABORATORY OF HYGIENE				20.00	.00	

Total Paid: -
 Total Unpaid: 49,622.42
 Grand Total: 49,622.42

Portage Water Utility

Dated: _____

PORTAGE UTILITIES

Check Register - CLAIMS PAID BUT NOT APPROVED

Page: 1

GL Posting Period(s): 07/15 - 07/15

Aug 07, 2015 08:22am

Check Issue Date(s): 07/20/2015 - 07/20/2015

Per	Date	Check No	Vendor No	Payee	Invoice No	Seq	GL Acct No	Discnts Taken	Seq Amount
07/15	07/20/2015	15258	327	CITY OF PORTAGE - TREASURER	2015185	1	1-408200		29,499.37
07/15	07/20/2015	15259	1143	KWIK TRIP EXTENDED NETWORK	NP44806629	1	1-920342		875.67
07/15	07/20/2015	15260	1615	P W U	OFFICE - 6/15	1	1-632223		10.93
					SHOP - 6/15	1	1-632223		33.05
					TRTMT PLT-6/15	1	1-632223		459.19
					WELL #3 - 6/15	1	1-632223		33.05
					WELL #8 - 6/15	1	1-632223		618.07
		Total 15260							1,154.29
07/15	07/20/2015	15261	1975	SEWER UTILITY	6/15 - BILLING	1	1-233400		151,529.58
		Totals:							183,058.91

PORTAGE UTILITIES

Check Register - CLAIMS PAID BUT NOT APPROVED

Page: 1

GL Posting Period(s): 07/15 - 07/15

Aug 07, 2015 08:23am

Check Issue Date(s): 07/24/2015 - 07/24/2015

Per	Date	Check No	Vendor No	Payee	Invoice No	Seq	GL Acct No	Discnts Taken	Seq Amount
07/15	07/24/2015	15262	2362	ALLIANT ENERGY/WP&L	228592U070915	1	1-622221		2,952.45
					663440U070815	1	1-622221		2,784.17
					447524	1	1-622221		4,475.24
Total 15262									10,211.86
07/15	07/24/2015	15263		Information Only Check	.00		1-232000		V
07/15	07/24/2015	15264	329	CITY TREASURER-PAYROLL	7/24/15 - PAY	8	1-920112		1.17
					7/24/15 - PAY	11	1-902000		72.72
					7/24/15 - PAY	2	1-620112		646.81
					7/24/15 - PAY	3	1-620150		361.80
					7/24/15 - PAY	4	1-620151		380.70
					7/24/15 - PAY	5	1-640111		608.00
					7/24/15 - PAY	7	1-920000		4,847.33
					7/24/15 - PAY	1	1-620110		4,673.71
					7/24/15 - PAY	10	1-920151		354.16
					7/24/15 - PAY	12	1-902111		687.81
					7/24/15 - PAY	13	1-902000		36.36
					7/24/15 - PAY	14	1-902150		54.19
					7/24/15 - PAY	15	1-902151		60.97
					7/24/15 - PAY	9	1-920150		329.69
					7/24/15 - PAY	6	1-640151		46.52
Total 15264									13,161.94
07/15	07/24/2015	15265	313	CARGILL INC-SALT DIVISION	29002368463	1	1-150530		3,398.16
Totals:									26,771.96

PORTAGE UTILITIES

Check Register - CLAIMS PAID BUT NOT APPROVED

Page: 1

GL Posting Period(s): 07/15 - 07/15

Aug 07, 2015 08:23am

Check Issue Date(s): 07/31/2015 - 07/31/2015

Per	Date	Check No	Vendor No	Payee	Invoice No	Seq	GL Acct No	Discnts Taken	Seq Amount
07/15	07/31/2015	15266	127	24 HOUR HOME COMFORT SERVICE	710984	1	1-655350		11.95
07/15	07/31/2015	15267	2362	ALLIANT ENERGY/WP&L	488379U072715	1	1-622221		10.89
					363722U072715	1	1-622221		270.81
					285670U072715	1	1-622221		820.66
					563724U072115	1	1-622221		551.05
Total 15267									1,653.41
07/15	07/31/2015	15268	325	CENTURY LINK	1344592802	1	1-921220		.83
07/15	07/31/2015	15269		Information Only Check	.00		1-232000		V
07/15	07/31/2015	15270		Information Only Check	.00		1-232000		V
07/15	07/31/2015	15271	329	CITY TREASURER-PAYROLL	7/10/15 - PAY	3	1-620130		3,816.54
					7/10/15 - PAY	14	1-920132		78.00
					7/10/15 - PAY	4	1-620131		9.55
					7/10/15 - PAY	6	1-620150		353.28
					7/10/15 - PAY	7	1-620151		371.12
					7/10/15 - PAY	8	1-640111		608.00
					7/10/15 - PAY	10	1-920000		4,959.63
					7/10/15 - PAY	5	1-620132		105.60
					7/10/15 - PAY	9	1-640151		46.52
					7/10/15 - PAY	1	1-620110		4,903.23
					7/10/15 - PAY	11	1-920112		13.87
					7/10/15 - PAY	13	1-920131		48.76
					7/10/15 - PAY	15	1-920150		338.19
					7/10/15 - PAY	16	1-920151		363.72
					7/10/15 - PAY	17	1-902000		48.48
					7/10/15 - PAY	18	1-902111		724.17
					7/10/15 - PAY	19	1-902000		13.63
					7/10/15 - PAY	20	1-902131		8.19
					7/10/15 - PAY	21	1-902150		53.47
					7/10/15 - PAY	22	1-902151		60.15
					7/10/15 - PAY	12	1-920130		2,674.48
					7/10/15 - PAY	2	1-620112		292.10
Total 15271									19,890.68
07/15	07/31/2015	15272	714	FRONTIER	7/15-8/12/15-WELLS	1	1-921220		245.10
07/15	07/31/2015	15273	1975	SEWER UTILITY	7/15 - BILLING	1	1-233400		143,563.49
Totals:									165,365.46

ORDINANCE NO. 15-010
ORDINANCE RELATIVE TO PARKING REGULATIONS

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

The following Section is hereby repealed and re-created to read as follows:

CHAPTER 50, Article III, Section 50-78 No Parking Areas

- (29) Eastridge Drive. The following area along the north curb line:
- a. From the east curblines of the New Pinery frontage road north of Eastridge Drive to the west curb line of Hunters Trail.

This Ordinance shall take effect upon passage and publication thereof.

Passed this _____ day of August, 2015.

W. F. "Bill" Tierney, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

1st Reading:

Rules Suspended by Motion:

2nd Reading:

Published:

Ordinance requested by:

Legislative and Regulatory Committee

RESOLUTION NO. 15-032

RESOLUTION RELATIVE TO COMPLIANCE MAINTENANCE ANNUAL REPORT

WHEREAS, the Municipal Services and Utilities Committee of the City of Portage has reviewed the attached 2014 Compliance Maintenance Annual Report prepared by City Staff; and

WHEREAS, the Report indicates the wastewater system scored an "A" in all nine (9) operational categories; and

WHEREAS, the Report does not disclose any effluent violations that have to be corrected.

NOW THEREFORE IT IS HEREBY RESOLVED that the City of Portage will undertake and comply with the results of the Compliance Maintenance Annual Report;

BE IT HEREBY FURTHER RESOLVED that a copy of this Resolution be mailed to the Department of Natural Resources.

DATED this 13th day of August, 2015.

W.F. "Bill" Tierney, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

Resolution requested by:
Municipal Services and Utilities Committee

Compliance Maintenance Annual Report

Portage Wastewater Treatment Facility

Last Updated: Reporting For:

7/6/2015

2014

Influent Flow and Loading

1. Monthly Average Flows and (C)BOD Loadings

1.1 Verify the following monthly flows and (C)BOD loadings to your facility.

Outfall No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average (C)BOD Concentration mg/L	x	8.34	=	Influent Monthly Average (C)BOD Loading, lbs/day
January	1.5002	x	303	x	8.34	=	3,796
February	1.5817	x	271	x	8.34	=	3,576
March	1.6542	x	256	x	8.34	=	3,530
April	1.6740	x	272	x	8.34	=	3,798
May	1.6436	x	273	x	8.34	=	3,748
June	1.6112	x	281	x	8.34	=	3,770
July	1.5423	x	290	x	8.34	=	3,735
August	1.4931	x	285	x	8.34	=	3,545
September	1.5210	x	277	x	8.34	=	3,515
October	1.5094	x	294	x	8.34	=	3,696
November	1.4792	x	304	x	8.34	=	3,750
December	1.5106	x	303	x	8.34	=	3,796

2. Maximum Month Design Flow and Design (C)BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	2.102	x	90	=	1.8918
		x	100	=	2.102
Design (C)BOD, lbs/day	5000	x	90	=	4500
		x	100	=	5000

2.2 Verify the number of times the flow and (C)BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times (C)BOD was greater than 90% of design	Number of times (C)BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	0	0	0	0
April	1	0	0	0	0
May	1	0	0	0	0
June	1	0	0	0	0
July	1	0	0	0	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per each		2	1	3	2
Exceedances		0	0	0	0
Points		0	0	0	0
Total Number of Points					0

0

Compliance Maintenance Annual Report

Portage Wastewater Treatment Facility

Last Updated: Reporting For:

7/6/2015

2014

3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?

Yes Enter last calibration date (MM/DD/YYYY)

No

If No, please explain:

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

Yes

No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

Yes

No

If Yes, please explain:

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks

Holding Tanks

Grease Traps

Yes

Yes

Yes

No

No

No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks

Yes gallons

No

Holding Tanks

Yes gallons

No

Grease Traps

Yes gallons

No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

Yes

No

If yes, describe the situation and your community's response.

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?

Yes

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- No

If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	25	22.5	6	1	0	0
February	25	22.5	6	1	0	0
March	25	22.5	7	1	0	0
April	25	22.5	9	1	0	0
May	25	22.5	8	1	0	0
June	25	22.5	5	1	0	0
July	25	22.5	5	1	0	0
August	25	22.5	5	1	0	0
September	25	22.5	5	1	0	0
October	25	22.5	4	1	0	0
November	25	22.5	5	1	0	0
December	25	22.5	5	1	0	0

0

* Equals limit if limit is ≤ 10

Months of discharge/yr	12		
Points per each exceedance with 12 months of discharge		7	3
Exceedances		0	0
Points		0	0
Total number of points			0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

None Required.

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

Yes

Enter last calibration date (MM/DD/YYYY)

07/28/2014

No

If No, please explain:

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

There was a septic hauler that was bringing in mixed loads of holding and septic waste. Major impact was on the RBC's loadings. We almost exceeded our CBOD monthly limits. we stopped the septic hauler from coming into the plant till the RBC's recovered.

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

Yes

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- No

If Yes, please explain:

4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?

- Yes

- No

If Yes, please explain:

4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?

- Yes

- No

- N/A

Please explain unless not applicable:

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	11	1	0	0
February	30	27	11	1	0	0
March	30	27	12	1	0	0
April	30	27	18	1	0	0
May	30	27	19	1	0	0
June	30	27	12	1	0	0
July	30	27	8	1	0	0
August	30	27	11	1	0	0
September	30	27	11	1	0	0
October	30	27	12	1	0	0
November	30	27	13	1	0	0
December	30	27	12	1	0	0

* Equals limit if limit is ≤ 10

Months of Discharge/yr	12		
Points per each exceedance with 12 months of discharge:	7	3	
Exceedances	0	0	
Points	0	0	
Total Number of Points		0	

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

None Required.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1	0.8	1	0
February	1	0.6	1	0
March	1	0.9	1	0
April	1	0.9	1	0
May	1	0.9	1	0
June	1	0.5	1	0
July	1	0.5	1	0
August	1	0.7	1	0
September	1	0.9	1	0
October	1	0.6	1	0
November	1	0.7	1	0
December	1	0.6	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				10
Exceedances				0
Total Number of Points				0

0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

None Required.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Biosolids Quality and Management

1. Biosolids Use/Disposal

1.1 How did you use or dispose of your biosolids? (Check all that apply)

- Land applied under your permit
- Publicly Distributed Exceptional Quality Biosolids
- Hauled to another permitted facility
- Landfilled
- Incinerated
- Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

1.1.1 If you checked Other, please describe:

2. Land Application Site

2.1 Last Year's Approved and Active Land Application Sites

2.1.1 How many acres did you have?

1084.70 acres

2.1.2 How many acres did you use?

143.5 acres

2.2 If you did not have enough acres for your land application needs, what action was taken?

None Required.

2.3 Did you overapply nitrogen on any of your approved land application sites you used last year?

Yes (30 points)

No

2.4 Have all the sites you used last year for land application been soil tested in the previous 4 years?

Yes

No (10 points)

N/A

3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

Outfall No. 003 - SLUDGE

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75		11.7												0	0
Cadmium		39	85		1.2												0	0
Copper		1500	4300		682												0	0
Lead		300	840		20.7												0	0
Mercury		17	57		.098												0	0
Molybdenum	60		75		9.6											0		0
Nickel	336		420		13											0		0
Selenium	80		100		5.6											0		0
Zinc		2800	7500		865												0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

0 (0 Points)

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- 1-2 (10 Points)
 - > 2 (15 Points)
- 3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)
- Yes
 - No (10 points)
 - N/A - Did not exceed limits or no HQ limit applies (0 points)
 - N/A - Did not land apply biosolids until limit was met (0 points)
- 3.1.3 Number of times any of the metals exceeded the ceiling limits = 0
Exceedence Points
- 0 (0 Points)
 - 1 (10 Points)
 - > 1 (15 Points)
- 3.1.4 Were biosolids land applied which exceeded the ceiling limit?
- Yes (20 Points)
 - No (0 Points)
- 3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?

0

None Required.

4. Pathogen Control (per outfall):

4.1 Verify the following information. If any information is incorrect, Contact Us.

Outfall Number:	008
Biosolids Class:	B
Bacteria Type and Limit:	F
Sample Dates:	01/01/2014 - 12/31/2014
Density:	1,700,000
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	ANAER
Process Description:	We have two digesters, Primary digester 55 foot diameter with a SWD of 25 feet. Holds 444,300 gallons of cothicken sludge from the primary clarifiers. Sludge is heated and mixed. The biosolids from the primary flow by gravity to the secondary digester, 55 foot diameter with a SWD of 24.33 feet. Holds approximately 432,400 gallons of biosolids. The biosolids in both tanks are heated and our mixed with gas mixers. A new mixing system is going to be installed late spring, early summer in both digesters. Biosolids are pumped from the secondary to a belt press to form a cake sludge. Cake sludge is hauled to approved farm land.

4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.

4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?

- Yes (40 Points)
- No

If yes, what action was taken?

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7/6/2015 **2014**

	0																													
<p>5. Vector Attraction Reduction (per outfall):</p> <p>5.1 Verify the following information. If any of the information is incorrect, Contact Us.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Outfall Number:</td> <td style="text-align: center;">008</td> </tr> <tr> <td>Method Date:</td> <td style="text-align: center;">02/03/2014</td> </tr> <tr> <td>Option Used To Satisfy Requirement:</td> <td style="text-align: center;">VSR</td> </tr> <tr> <td>Requirement Met:</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td>Land Applied:</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td>Limit (if applicable):</td> <td style="text-align: center;">38</td> </tr> <tr> <td>Results (if applicable):</td> <td style="text-align: center;">47.70</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Outfall Number:</td> <td style="text-align: center;">008</td> </tr> <tr> <td>Method Date:</td> <td style="text-align: center;">02/03/2014</td> </tr> <tr> <td>Option Used To Satisfy Requirement:</td> <td style="text-align: center;">VSR</td> </tr> <tr> <td>Requirement Met:</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td>Land Applied:</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td>Limit (if applicable):</td> <td style="text-align: center;">38</td> </tr> <tr> <td>Results (if applicable):</td> <td style="text-align: center;">46.80</td> </tr> </table> <p>5.2 Was the limit exceeded or the process criteria not met at the time of land application?</p> <p><input type="radio"/> Yes (40 Points)</p> <p><input checked="" type="radio"/> No</p> <p>If yes, what action was taken?</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		Outfall Number:	008	Method Date:	02/03/2014	Option Used To Satisfy Requirement:	VSR	Requirement Met:	Yes	Land Applied:	Yes	Limit (if applicable):	38	Results (if applicable):	47.70	Outfall Number:	008	Method Date:	02/03/2014	Option Used To Satisfy Requirement:	VSR	Requirement Met:	Yes	Land Applied:	Yes	Limit (if applicable):	38	Results (if applicable):	46.80	0
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Requirement Met:	Yes																													
Land Applied:	Yes																													
Limit (if applicable):	38																													
Results (if applicable):	46.80																													
<p>6. Biosolids Storage</p> <p>6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?</p> <p><input checked="" type="radio"/> >= 180 days (0 Points)</p> <p><input type="radio"/> 150 - 179 days (10 Points)</p> <p><input type="radio"/> 120 - 149 days (20 Points)</p> <p><input type="radio"/> 90 - 119 days (30 Points)</p> <p><input type="radio"/> < 90 days (40 Points)</p> <p><input type="radio"/> N/A (0 Points)</p> <p>6.2 If you checked N/A above, explain why.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		0																												
<p>7. Issues</p> <p>7.1 Describe any outstanding biosolids issues with treatment, use or overall management:</p> <div style="border: 1px solid black; padding: 5px;">None Required.</div>																														

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Staffing and Preventative Maintenance (All Treatment Plants)

<p>1. Plant Staffing</p> <p>1.1 Was your wastewater treatment plant adequately staffed last year?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes<input type="radio"/> No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Could use more help/staff for:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes<input type="radio"/> No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<p>2. Preventative Maintenance</p> <p>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes (Continue with question 2)<input type="radio"/> No (40 points) <p>If No, please explain, then go to question 3:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes<input type="radio"/> No (10 points) <p>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes<ul style="list-style-type: none"><input type="radio"/> Paper file system<input type="radio"/> Computer system<input checked="" type="radio"/> Both paper and computer system<input type="radio"/> No (10 points)	0
<p>3. O&M Manual</p> <p>3.1 Does your plant have a detailed O&M Manual that can be used as a reference when needed?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes<input type="radio"/> No	
<p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Excellent<input type="radio"/> Very good<input type="radio"/> Good<input type="radio"/> Fair<input type="radio"/> Poor <p>Describe your rating:</p>	

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Each operator has been trained in maintaining plant equipment and are able to preform maintenance task at regular intervals. OPS maintenance program is used to keep tract of plant maintenance, equipment in the plant and different types of maintenance for each piece of plant equipment.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Operator Certification and Education

<p>1. Operator-In-Charge</p> <p>1.1 Did you have a designated operator-in-charge during the report year?</p> <p>● Yes (0 points)</p> <p>○ No (20 points)</p> <p>Name <input type="text" value="DAVID HORNISCHER"/></p> <p>Certification No: <input type="text" value="11458"/></p>	0
<p>2. Certification Requirements</p> <p>2.1 In accordance with Chapter NR 114.08 and 114.09, Wisconsin Administrative Code, what grade and subclass(es) were required for the operator-in-charge to operate the wastewater treatment plant and what grade and subclass(es) were held by the operator-in-charge?</p> <p>Required:</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 4 - ABEFGIJ; A - PRIMARY SETTLING; B - TRICKLING FILTER/RBC; E - DISINFECTION; F - ANAEROBIC DIGESTION; G - MECHANICAL SLUDGE; I - PHOSPHORUS REMOVAL; J - LABORATORY </div> <p>Held:</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 4 - ABEFGIJ; 2 - C; 4 - A=PRIMARY SETTLING GRADE 4; B=TRICKLING FILTER/RBC GRADE 4; E=DISINFECTION GRADE 4; F=ANAEROBIC DIGESTION GRADE 4; G=MECHANICAL SLUDGE GRADE 4; I=PHOSPHORUS REMOVAL GRADE 4; J=LABORATORY GRADE 4; 2 - C=ACTIVATED SLUDGE GRADE 2 </div> <p>2.2 Was the operator-in-charge certified at the appropriate level to operate this plant?</p> <p>● Yes (0 points)</p> <p>○ No (20 points)</p>	0
<p>3. Succession Planning</p> <p>3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?</p> <p><input checked="" type="checkbox"/> One or more additional certified operators on staff</p> <p><input type="checkbox"/> An arrangement with another certified operator</p> <p><input type="checkbox"/> An arrangement with another community with a certified operator</p> <p><input checked="" type="checkbox"/> An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year</p> <p><input checked="" type="checkbox"/> A consultant to serve as your certified operator</p> <p><input type="checkbox"/> None of the above (20 points)</p> <p>If "None of the above" is selected, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	0
<p>4. Continuing Education Credits</p> <p>4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?</p> <p>Grades T, 1, and 2:</p> <p>○ Averaging 6 or more CECs per year.</p> <p>○ Averaging less than 6 CECs per year.</p> <p>Grades 3 and 4:</p> <p>● Averaging 8 or more CECs per year.</p> <p>○ Averaging less than 8 CECs per year.</p>	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Financial Management

<p>1. Provider of Financial Information</p> <p>Name: <input style="width: 300px;" type="text" value="Jean E Mohr , City Finance Director"/></p> <p>Telephone: <input style="width: 150px;" type="text" value="(608) 742-217"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 300px;" type="text" value="jean.mohr@portagewi.gov"/></p>																									
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?</p> <p><input checked="" type="radio"/> Yes (0 points)</p> <p><input type="radio"/> No (40 points)</p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?</p> <p>Year: <input style="width: 80px;" type="text" value="2014"/></p> <p><input checked="" type="radio"/> 0-2 years ago (0 points)</p> <p><input type="radio"/> 3 or more years ago (20 points)</p> <p><input type="radio"/> N/A (private facility)</p> <p>2.3 Did you have a special account (e.g., CWFPP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <p><input checked="" type="radio"/> Yes (0 points)</p> <p><input type="radio"/> No (40 points)</p>	0																								
REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]																									
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised?</p> <p>Year: <input style="width: 80px;" type="text" value="2014"/></p> <p><input checked="" type="radio"/> 1-2 years ago (0 points)</p> <p><input type="radio"/> 3 or more years ago (20 points)</p> <p><input type="radio"/> N/A</p> <p>If N/A, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>																									
<p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">3.2.1 Ending Balance Reported on Last Year's CMAR</td> <td style="width: 5%;"></td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;"><input style="width: 150px;" type="text" value="1,627,892.00"/></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="0.00"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="1,627,892.00"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: center;">+</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="119,218.00"/></td> </tr> <tr> <td>3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)</td> <td style="text-align: center;">-</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="843,744.00"/></td> </tr> <tr> <td>3.2.6 Ending Balance as of December 31st for CMAR Reporting Year</td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="903,366.00"/></td> </tr> </table>	3.2.1 Ending Balance Reported on Last Year's CMAR		\$	<input style="width: 150px;" type="text" value="1,627,892.00"/>	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)		\$	<input style="width: 150px;" type="text" value="0.00"/>	3.2.3 Adjusted January 1st Beginning Balance		\$	<input style="width: 150px;" type="text" value="1,627,892.00"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	\$	<input style="width: 150px;" type="text" value="119,218.00"/>	3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)	-	\$	<input style="width: 150px;" type="text" value="843,744.00"/>	3.2.6 Ending Balance as of December 31st for CMAR Reporting Year		\$	<input style="width: 150px;" type="text" value="903,366.00"/>	
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Portage Wastewater Treatment Facility

Last Updated: Reporting For:

7/6/2015

2014

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

Digester mixing equipment, air handling units, electrical equipment, grit washer, grit pump, upgrades.

3.3 What amount should be in your Replacement Fund? \$ 903,366.00

Please note: If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the HELP link under Info in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

0

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Changing out the gas mixing systems in the primary and secondary digester with a jet mixing system.	900000	2014
2	Considering at adding a generator set up to run off digester gas and new equalization tank for digester.	500000	2019
3	Upgrades to the screw pumps (new lower tail shafts, sand blast and recoat augers, cover boards).	350,000	2016

5. Financial Management General Comments

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Sanitary Sewer Collection Systems

1. CMOM Program

1.1 Do you have a Capacity, Management, Operation & Maintenance (CMOM) requirement in your WPDES permit?

- Yes
- No

1.2 Did you have a documented (written records/files, computer files, video tapes, etc.) sanitary sewer collection system operation & maintenance (O&M) or CMOM program last calendar year?

- Yes (Continue with question 1)
- No (30 points) (Go to question 2)

1.3 Check the elements listed below that are included in your O&M or CMOM program.

Goals

Describe the specific goals you have for your collection system:

Implement the CMOM Program. Continue implementation of the CMOM program.

Organization

Do you have the following written organizational elements (check only those that apply)?

- Ownership and governing body description
- Organizational chart
- Personnel and position descriptions
- Internal communication procedures
- Public information and education program

Legal Authority

Do you have the legal authority for the following (check only those that apply)?

- Sewer use ordinance Last Revised Date (MM/DD/YYYY) 03/08/2007
- Pretreatment/industrial control Programs
- Fat, oil and grease control
- Illicit discharges (commercial, industrial)
- Private property clear water (sump pumps, roof or foundation drains, etc.)
- Private lateral inspections/repairs
- Service and management agreements

Maintenance Activities (provide details in question 2)

Design and Performance Provisions

How do you ensure that your sewer system is designed and constructed properly?

- State plumbing code
- DNR NR 110 standards
- Local municipal code requirements
- Construction, inspection, and testing
- Others:

Overflow Emergency Response Plan:

Does your emergency response capability include (check only those that apply)?

- Alarm system and routine testing
- Emergency equipment
- Emergency procedures
- Communications/notifications (DNR, internal, public, media, etc.)

Capacity Assurance:

How well do you know your sewer system? Do you have the following?

- Current and up-to-date sewer map
- Sewer system plans and specifications

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- Manhole location map
- Lift station pump and wet well capacity information
- Lift station O&M manuals

Within your sewer system have you identified the following?

- Areas with flat sewers
- Areas with surcharging
- Areas with bottlenecks or constrictions
- Areas with chronic basement backups or SSOs
- Areas with excess debris, solids, or grease accumulation
- Areas with heavy root growth
- Areas with excessive infiltration/inflow (I/I)
- Sewers with severe defects that affect flow capacity
- Adequacy of capacity for new connections
- Lift station capacity and/or pumping problems
- Annual Self-Auditing of your O&M/CMOM Program to ensure above components are being implemented, evaluated, and re-prioritized as needed
- Special Studies Last Year (check only those that apply):
 - Infiltration/Inflow (I/I) Analysis
 - Sewer System Evaluation Survey (SSES)
 - Sewer Evaluation and Capacity Management Plan (SECAP)
 - Lift Station Evaluation Report
 - Others:

0

Emergency lift station operational plan. Detailed manhole inspections program to gather data for GIS Smart Map.

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	25	% of system/year
Root removal	25	% of system/year
Flow monitoring	0	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	2	% of system/year
Manhole inspections	90	% of system/year
Lift station O&M	10	# per L.S./year
Manhole rehabilitation	2	% of manholes rehabbed
Mainline rehabilitation	2	% of sewer lines rehabbed
Private sewer inspections	0	% of system/year
Private sewer I/I removal	0	% of private services

Please include additional comments about your sanitary sewer collection system below:

System is very old (>100 years) with many 6 inch clay pipe.

3. Performance Indicators

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2014

3.1 Provide the following collection system and flow information for the past year.

35.31	Total actual amount of precipitation last year in inches
34.18	Annual average precipitation (for your location)
58	Miles of sanitary sewer
11	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
18	Number of basement backup occurrences
118	Number of complaints
1.434	Average daily flow in MGD (if available)
1.970	Peak monthly flow in MGD (if available)
	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

	Lift station failures (failures/year)
	Sewer pipe failures (pipe failures/sewer mile/yr)
	Sanitary sewer overflows (number/sewer mile/yr)
	Basement backups (number/sewer mile)
	Complaints (number/sewer mile)
	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OFERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume (MG)
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

Yes

No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

Yes

No

If Yes, please describe:

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

We found 2 lift stations that had I/I coming into the wet well. A specialized company came in and sealed up the wet wells which stopped the I/I.

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7/6/2015

2014

5.4 What is being done to address infiltration/inflow in your collection system?

identifying and eliminating clear water connections, plugging open pick holes and relaying defective sewers.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Last Updated: Reporting For:

7/6/2015

2014

Grading Summary

WPDES No: 0020427

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			32	128
GRADE POINT AVERAGE (GPA) = 4				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

RESOLUTION NO. 15-033

FINAL RESOLUTION AUTHORIZING PUBLIC IMPROVEMENT AND LEVYING SPECIAL ASSESSMENTS AGAINST BENEFITTED PROPERTY IN PORTAGE, WISCONSIN (2015 SIDEWALK IMPROVEMENT PROJECT)

WHEREAS, the Common Council of the City of Portage held a public hearing in the Common Council Chambers at the City Municipal Building, 115 West Pleasant Street, Portage, Columbia County, Wisconsin at 6:50 p.m. on June 25, 2015, for the purpose of hearing all interested persons concerning the preliminary resolution and report of the City Engineer on the proposed public improvements consisting of sidewalk replacement on the south side of West Wisconsin Street from James Street to Armstrong Street and both sides of West Franklin Street from West Wisconsin Street to Sunset Street; and the construction of new sidewalks on the west side of Sanborn Street from West Franklin Street to Prospect Avenue, on the east side of Sunset Street from West Carroll Street to Prospect Avenue, on the north side of West Pleasant Street from Sunset Street to 125 feet east of Sunset Street, and on the west side of Armstrong Street from West Cook Street to 115 feet north of West Cook Street.

NOW, THEREFORE, BE IT HEREBY RESOLVED, the Common Council of the City of Portage determines as follows:

1. The report of the City Engineer, a copy of which is attached hereto and incorporated herein, including the plans and specifications and assessments set forth therein, is adopted and approved.
2. The City of Portage has advertised for bids and supervised construction of the improvements in accordance with the report hereby adopted.
3. Payment for the improvements shall be made by assessing the entire cost to the property benefited as indicated in the report.
4. Benefits shown on the report are true and correct and are hereby confirmed.
5. Assessments for all projects included in the report are hereby combined as a single assessment but any interested property owner may object to each assessment separately or all assessments jointly for any purpose.
6. The special assessments against any parcel for sidewalk improvement costs totaling \$300 or less shall be paid in full within 60 days of being invoiced. Sidewalk improvement costs

totaling greater than \$300 but less than \$1500 shall be paid in full or placed on the property tax bill with the principal balance being collected in three (3) annual installments plus interest charged each year on the unpaid balance at the rate of 3.91% per annum. Sidewalk improvement costs exceeding \$1,500 shall be paid in full or be placed on the property tax bill with the principal balance being collected in five (5) annual installments plus interest charged each year on the unpaid balance, at the rate of 3.91% per annum.

7. The municipal clerk shall publish this resolution as a class 1 notice under ch. 985, Stats., in the assessment district and mail a copy of this resolution and a statement of the final assessment against the benefited property together with notice of installment payment privileges to every property owner whose name appears on the assessment roll whose post office address is known or can with reasonable diligence be ascertained.

DATED this 13th day of August, 2015.

W.F. "Bill" Tierney, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

Resolution requested by:
City Engineer

**City of Portage, WI
2015 Sidewalk Project
AMENDED FINAL ASSESSMENT ROLL**

8/5/2015

PROJECT: 15-45001; 2015 New and Replaced Sidewalk Construction

New Verified on County's website 3/27/2015

Parcel	Owner	Mailing Address	City	Zip	State	House number	Street	4 inch Sidewalk ft2	4 Inch Sidewalk Assessment \$4.00/ft2	6 inch Sidewalk ft2	6 inch Sidewalk Assessment \$4.25/ft2	Total Sidewalk Assessment
SANDBORN ST. - NEW SIDEWALK												
2359	Holland, Cynthia; Holland, Gary	W6955 County Road EE	Portage	53901	WI	904	West Carroll St	515	*\$0.00	105	\$0.00	\$0.00
2356.A	Vovos, Sandra J	1101 Prospect Ave	Portage	53901	WI	1101	Prospect Ave	520	*\$0.00	100	\$0.00	\$0.00
SUNSET ST. - NEW SIDEWALK												
2051.B	Kellan Srur	1121 Prospect Ave	Portage	53901	WI	1121	Prospect Ave	400	*\$0.00	100	\$0.00	\$0.00
2051.A	John and Roslyn Zeltins	309 Sunset Street	Portage	53901	WI	309	Sunset St	340	\$1,360.00	51	\$216.75	\$1,576.75
2051	Cynthia Jones, Danielle Jones	930 W Carroll Street	Portage	53901	WI	930	West Carroll St	440	*\$0.00	0	\$0.00	\$0.00
W. PLEASANT ST. - NEW SIDEWALK												
2069	Forester, Caroline Sopha	1123 W Pleasant	Portage	53901	WI	1123	West Pleasant St	305	\$1,220.00	0	\$0.00	\$1,220.00
2068	Jeffrey Ramsay	1121 W. Pleasant St.	Portage	53901	WI	1121	West Pleasant St	30	\$120.00	0	\$0.00	\$120.00
ARMSTRONG ST. - NEW SIDEWALK												
1845	Thomas, Billie C; Thomas, Sandra L	W10049 Eagle Bluff Ct	Portage	53901	WI	701	West Cook St	450	*\$0.00	115	\$0.00	\$0.00
WISCONSIN ST. - SIDEWALK REPLACEMENT												
2723	McConochie, Robert	1203 W. Wisconsin St.	Portage	53901	WI	1203	West Wisconsin St	125	\$500.00	0	\$0.00	\$500.00
2317	O'Connor, Daniel Pray; O'Connor, Karen A	1042 W Wisconsin Street	Portage	53901	WI	1042	West Wisconsin St	50	\$200.00	0	\$0.00	\$200.00
2322	Grimm, David P; Grimm, Melinda J	810 Dunn Street	Portage	53901	WI	1024	West Wisconsin St	25	\$100.00	0	\$0.00	\$100.00
2326	Mc Conochie, Julie A; Mc Conochie, Stuart J	1012 W Wisconsin St	Portage	53901	WI	1012	West Wisconsin St	100	\$400.00	25	\$106.25	\$506.25
2336	Robarge, Aaron T; Robarge, Nichole L	926 W Wisconsin Street	Portage	53901	WI	926	West Wisconsin St	25	\$100.00	0	\$0.00	\$100.00
1554	Wanta, Jody	908 W Wisconsin Street	Portage	53901	WI	908	West Wisconsin St	75	\$300.00	0	\$0.00	\$300.00
1552	Wendt, Linda	1324 Wauona Trail	Portage	53901	WI	601	Pierce St	75	*\$0.00	0	\$0.00	\$0.00
1549	Bardell, Terry L	824 West Wisconsin Street	Portage	53901	WI	824	West Wisconsin St	150	*\$600	0	\$0.00	\$600.00
1572	Dersham, Jeffery L	806 W Wisconsin Street	Portage	53901	WI	806	West Wisconsin St	25	\$100.00	0	\$0.00	\$100.00
W. FRANKLIN ST. - SIDEWALK REPLACEMENT												
1560	Lynch, Brian Edward; Lynch, Karlene L	611 W Franklin St	Portage	53901	WI	611	West Franklin St	50	\$200.00	0	\$0.00	\$200.00
1565	Dombeck, Danice	W11480 Reynolds Road	Lodi	53555	WI	620	West Franklin St	75	\$300.00	0	\$0.00	\$300.00
2337	Fountain-Hughes Properties LLC	W8024 Morse Road	Poynette	53955	WI	703	West Franklin St	0	\$0.00	50	\$212.50	\$212.50
2121	Landsverk, Eric; Landsverk, Linda	826 W Franklin Street	Portage	53901	WI	826	West Franklin St	25	\$100.00	0	\$0.00	\$100.00
2353	Lock, Alice J	829 W Franklin St	Portage	53901	WI	829	West Franklin St	50	\$200.00	0	\$0.00	\$200.00
2046.A	Bublitz, Cynthia A; Bublitz, Mark R.	926 W Franklin St	Portage	53901	WI	926	West Franklin St	57	\$228.00	0	\$0.00	\$228.00
E. MARION ST. - SIDEWALK REPLACEMENT												
930	Helmann, Colleen M; Helmann, James E.	215 E. Marion St.	Portage	53901	WI	215	E. Marion St.	175	\$700.00	0	\$0.00	\$700.00

\$7,263.50

***Corner Lots are not assessed for some or all of the sidewalk construction**

RESOLUTION NO. 15-034

FINAL RESOLUTION AUTHORIZING PUBLIC IMPROVEMENT AND LEVYING SPECIAL ASSESSMENTS AGAINST BENEFITTED PROPERTY IN PORTAGE, WISCONSIN (2015 MUNICIPAL ALLEY IMPROVEMENT PROJECT)

WHEREAS, the Common Council of the City of Portage held a public hearing in the Common Council Chambers at the City Municipal Building, 115 West Pleasant Street, Portage, Columbia County, Wisconsin at 6:50 p.m. on July 23, 2015, for the purpose of hearing all interested persons concerning the preliminary resolution and report of the City Engineer on the proposed public improvements consisting of asphalt resurfacing on the following 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, and Alley No. 64 from Thompson Street to Townsend Street between Pauquette Street and Brady Street.

NOW, THEREFORE, BE IT HEREBY RESOLVED, the Common Council of the City of Portage determines as follows:

1. The report of the City Engineer, a copy of which is attached hereto and incorporated herein, including the plans and specifications and assessments set forth therein, is adopted and approved.
2. The City of Portage has advertised for bids and supervised construction of the improvements in accordance with the report hereby adopted.
3. Payment for the improvements shall be made by assessing the entire cost to the property benefited as indicated in the report.
4. Benefits shown on the report are true and correct and are hereby confirmed.
5. Assessments for all projects included in the report are hereby combined as a single assessment but any interested property owner may object to each assessment separately or all assessments jointly for any purpose.
6. The special assessments against any parcel for alley improvement costs totaling \$300 or less shall be paid in full within 60 days of being invoiced. Alley improvement costs totaling greater than \$300

but less than \$1500 shall be paid in full or placed on the property tax bill with the principal balance being collected in three (3) annual installments plus interest charged each year on the unpaid balance at the rate of 3.91% per annum. Alley improvement costs exceeding \$1,500 shall be paid in full or be placed on the property tax bill with the principal balance being collected in five (5) annual installments plus interest charged each year on the unpaid balance, at the rate of 3.91% per annum.

7. The municipal clerk shall publish this resolution as a class 1 notice under ch. 985, Stats., in the assessment district and mail a copy of this resolution and a statement of the final assessment against the benefited property together with notice of installment payment privileges to every property owner whose name appears on the assessment roll whose post office address is known or can with reasonable diligence be ascertained.

DATED this 13th day of August, 2015.

W.F. "Bill" Tierney, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

Resolution requested by:
City Engineer

**City of Portage, WI
2015 Alley Resurfacing Project
Final Assessment Roll**

City of Portage - 15-20C08; 2015 Alley Resurfacing

7/24/2015
Names Verified 3/27/15

Parcel No.	Property Owner	Street Number	Street Address	Alley ID #	Property Owner Mailing Address	City	State	Zip Code	Assessible Alley Length (FT)	Area Based on Nominal Alley Width	Asphalt & CAB Cost per SY	Total Assessment *At 50%
1065	Tool, Brian J; Tool, Lynn C	315	West Conant St	36	535 Winnebago Street	Portage	WI	53901	19.20	16.00	\$30.00	\$240.00
1066	Polnow Amoco LLC	311	West Conant St	36	311 W Conant Street	Portage	WI	53901	160.06	133.38	\$30.00	\$2,000.75
1067	Mundt, Jeanne M	424	West Wisconsin St	36	424 W Wisconsin Street	Portage	WI	53901	267.30	222.75	\$30.00	\$3,341.25
1069	Mundt Mantey Mendrala, LLC	430	West Wisconsin St	36	430 W Wisconsin Street	Portage	WI	53901	11.90	9.26	\$30.00	\$138.83
*1071.A	Callen, Mary; Christian, Nicole	409	MacFarlane Rd	36	6596 Chestnut Street	Windsor	WI	53598	99.50	77.39	\$30.00	\$1,160.83
1074 & 1075	Ernst, Christopher A; Ernst, Michelle L	325	West Conant St	36	5350 Bong Road	Waunakee	WI	53597	114.30	88.90	\$30.00	\$1,333.50
1075.A	Head 2 Toe Salon Inc.	321	West Conant St	36	321 W. Conant St.	Portage	WI	53901	75.00	62.50	\$30.00	\$937.50
1924	Craig, Mitchel B; Craig, Thelma M	602	West Cook St	52	602 W Cook St	Portage	WI	53901	61.74	48.02	\$30.00	\$720.30
1925	Gehling, Andrea; Gehling, Jared	608	West Cook St	52	608 W Cook Street	Portage	WI	53901	60.50	47.06	\$30.00	\$705.83
1926	Gaffney, Adam W; Seboe, Melissa J	610	West Cook St	52	610 W Cook St	Portage	WI	53901	60.50	47.06	\$30.00	\$705.83
1927	Hein, Leonard A	614	West Cook St	52	W9606 Cascade Mt Rd	Portage	WI	53901	60.50	47.06	\$30.00	\$705.83
1928	Bonin, Amanda A; Bonin, Michael J	618	West Cook St	52	618 W Cook Street	Portage	WI	53901	60.50	47.06	\$30.00	\$705.83
1929	Rockhill, Erika; Rockhill, James	622	West Cook St	52	W7499 Patchin Road	Pardeeville	WI	53954	60.50	47.06	\$30.00	\$705.83
1930	Polkowske, Lynette M; Polkowske, Nicholas P	626	West Cook St	52	626 W Cook Street	Portage	WI	53901	60.50	47.06	\$30.00	\$705.83
1931	Dornacker, Jenny L	630	West Cook St	52	630 W Cook St	Portage	WI	53901	60.50	47.06	\$30.00	\$705.83
1939	Michael Greiber	601	West Edgewater St	52	5563 Moonlight Dr.	Waunakee	WI	53597	61.93	48.17	\$30.00	\$722.52
1938	Reitzner, Hannah L; Reitzner, Shane T	607	West Edgewater St	52	607 W Edgewater Street	Portage	WI	53901	60.50	47.06	\$30.00	\$705.83
1937	Buchholz, Randall H	609	West Edgewater St	52	921 Badger Court	Columbus	WI	53925	60.50	47.06	\$30.00	\$705.83
1936	James W LaFleur Rev Trust dated 7/11/2012	619	West Edgewater St	52	619 W Edgewater Street	Portage	WI	53901	121.00	94.11	\$30.00	\$1,411.67
1934	Rohrbeck, Deborah; Rohrbeck, Steven L	621	West Edgewater St	52	621 W Edgewater	Portage	WI	53901	60.50	47.06	\$30.00	\$705.83
1933	McManamy, Kathleen M	625	West Edgewater St	52	625 W Edgewater St	Portage	WI	53901	60.50	47.06	\$30.00	\$705.83
1932	Kallungi, Greg I; Kallungi, Kelly S	103	Armstrong St	52	103 Armstrong St	Portage	WI	53901	59.30	46.12	\$30.00	\$691.83
250	Horvath, Richard; Horvath, Sharon	130	Pauquette St	63	N9649 Muskrat Road	Portage	WI	53901	65.64	55.43	\$30.00	\$831.44
252	RJS Electric LLC	114	Pauquette St	63	405 Washington Street	Portage	WI	53901	37.00	31.24	\$30.00	\$468.67
253	401 East Wisconsin Street Portage WI LLC	NULL	NULL	63	434 S Yellowstone Drive	Madison	WI	53719	59.00	49.82	\$30.00	\$747.33
254	401 East Wisconsin Street Portage WI LLC	401	East Wisconsin St	63	434 S Yellowstone Drive	Madison	WI	53719	62.60	52.86	\$30.00	\$792.93
255	401 East Wisconsin Street Portage WI LLC	NULL	NULL	63	434 S Yellowstone Drive	Madison	WI	53719	98.89	83.51	\$30.00	\$1,252.61
256	401 East Wisconsin Street Portage WI LLC	NULL	NULL	63	434 S Yellowstone Drive	Madison	WI	53719	58.00	48.98	\$30.00	\$734.67
257	401 East Wisconsin Street Portage WI LLC	NULL	NULL	63	434 S Yellowstone Drive	Madison	WI	53719	67.41	56.92	\$30.00	\$853.86
258	401 East Wisconsin Street Portage WI LLC	NULL	NULL	63	434 S Yellowstone Drive	Madison	WI	53719	33.00	27.87	\$30.00	\$418.00
260	Larson, Stephen M	117	Brady St	63	117 Brady	Portage	WI	53901	33.00	27.87	\$30.00	\$418.00
259	Grover, Lee	113	Brady St	63	113 Brady	Portage	WI	53901	66.00	55.73	\$30.00	\$836.00
263	Lytle, George; Lytle, Linda	312	Thompson St	63	N9910 Dalton Road	Pardeeville	WI	53954	99.00	83.60	\$30.00	\$1,254.00
261	Boaman, Bethany; Petersen, Michael	121	Brady St	63	121 Brady	Portage	WI	53901	99.00	83.60	\$30.00	\$1,254.00
251	Crawford, Gary C	126	Pauquette St	63	W7426 STH 33	Portage	WI	53901	131.64	111.16	\$30.00	\$1,667.44
268	Meredith, Diane K; Meredith, Duane L	201	Brady St	64	622 Emerson St	Madison	WI	53715	67.40	59.91	\$30.00	\$898.67
269	Zuehlke, Scott L	207	Brady St	64	207 Brady Street	Portage	WI	53901	98.45	87.51	\$30.00	\$1,312.67
*270	Deutsche Bank National Trust Co.	215	Brady St	64	1661 Worthington Road, Suite 100	West Palm Beach	FL	33409	99.54	88.48	\$30.00	\$1,327.20
271	Dicka, Joan	221 & 221 1/2	Brady St	64	221 Brady St.	Portage	WI	53901	66.30	58.93	\$30.00	\$884.00
272	Dicka, Joan	225	Brady St	64	225 Brady Street	Portage	WI	53901	66.30	58.93	\$30.00	\$884.00
264	Zabler, Lisa L	224	Pauquette St	64	224 Pauquette St	Portage	WI	53901	66.30	58.93	\$30.00	\$884.00
265	Andrew, Margaret J; Andrew, Nedums D	220	Pauquette St	64	220 Pauquette Street	Portage	WI	53901	66.30	58.93	\$30.00	\$884.00
266	Deal, Benjamin L	216	Pauquette St	64	216 Pauquette St	Portage	WI	53901	66.00	58.67	\$30.00	\$880.00
266.A	Taylor, Rexford	212	Pauquette St	64	N398 Miller Ave	Endeavor	WI	53930	66.30	58.93	\$30.00	\$884.00
266.B	Hewitt, Kim W; Landon, Cindy; Miller, Pamela	210	Pauquette St	64	210 Pauquette Street	Portage	WI	53901	72.60	64.53	\$30.00	\$968.00
267	Ollhoff, Branden L	200	Pauquette St	64	200 Pauquette Street	Portage	WI	53901	66.30	58.93	\$30.00	\$884.00

*50% of Estimated Construction Cost

*Owner Changed after Preliminary Roll 07/01/2015

\$42,682.63

Marie Moe

From: Dawn Schneller <dawnschneller@gmail.com>
Sent: Monday, August 03, 2015 12:52 PM
To: Marie Moe; Marty Havlovic
Subject: Tourism Committee

Hi,

I respectfully request to resign from the City of Portage Tourism Committee. I will no longer be employed by Best Western. I know the nomination has to go through the mayor, however we do have one of the owners son's that would like to join if possible. Just let me know if or how we can proceed with that. It has been a pleasure working with all of the committee, and hopefully we can do it again.

Respectfully,

Dawn M Schneller

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Dawn Schneller
General Manager
Best Western Resort Hotel
2701 S. CX
Portage, WI 53901
608-742-2200