

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

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Minutes of Previous Meeting
6. Consent Agenda
  - A. Reports of Sub-Committees, Boards, and Commissions
    1. Airport Commission, September 30, 2015
  - B. License Applications
    1. Operator
    2. Taxi Cab Operator
7. Committee Reports
  - A. Plan Commission, September 21, 2015
  - B. Finance/Administration Committee, September 28, 2015 and October 8, 2015
    1. Consideration of recommendation for approval of claims
  - C. Human Resources Committee, September 29, 2015
    1. Consideration of recommendation for approval of Receptionist/Administrative Assistant position description revisions
    2. Consideration of recommendation for approval of for full-time use of city vehicle by Public Works Superintendent
8. Unfinished Business
  - A. Ordinances
    1. 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
    2. Ordinance No. 15-011 relative to Alcohol Licensing
    3. Ordinance No. 15-012 relative to Fire Prevention & Protection

- 9. New Business
  - A. Mayor's Comments
    - 1. Elections
    - 2. Dogs at large
  - B. Department Report – Library
- 10. Adjournment

Common Council Proceedings  
City of Portage

Regular Meeting  
Council Chambers  
City Municipal Building

September 24, 2015  
7:00 p.m.

**1. Call to Order**

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

**2. Roll Call**

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

Also Present: Mayor Tierney, City Administrator Murphy, City Attorney Spankowski, Deputy Treasurer O'Leary, Business Development and Planning Sobiek, Police Chief Manthey.

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

**3. Pledge of Allegiance**

The Pledge of Allegiance was said.

**4. Approval of Agenda**

No changes.

**5. Minutes of Previous Meeting**

Motion by Klapper, second by Charles to approve minutes of September 10, 2015 Common Council meeting. Motion carried unanimously on call of roll.

**6. Consent Agenda**

Reports of Sub-Committees, Boards, and Commissions

Business Improvement District Board of Directors, September 9, 2015

Board of Zoning Appeals, September 14, 2015

Emergency Planning Committee, September 18, 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 Brittany F. Byers, Pamela J. Byrd, Abby R. Degarmo, and Amy L. Hollenberger.

Taxi Cab Operator license applications for Daniel S. Bednarz and Eric W. Ingram.

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

## **7. Committee Reports**

### Park and Recreation Board, September 8, 2015

Ald. Klapper raised an issue about Item #6 Alcohol in City Parks. Klapper is concerned that if we ban alcohol from some locations it will encourage the use of alcohol in other less visible locations like the Canal and Indian Agency House.

Ald Maass stated the ban is proposed for Riverside and Goodyear parks at this time and not all parks. Attny Spankowski commented that the open intoxicant ordinance can be enforced on other City properties.

### Legislative and Regulatory Committee, September 9, 2015

Motion by Maass, second by Charles to approve "Class A" Cider Only License for Kwik Trip, Inc., Nona May Hartman, agent, 2970 New Pinery Road ((Kwik Trip #683). Motion carried 8-1 with Klapper voting no.

Ald. Maass stated this is a new license and in order to receive a Class A Cider Only license, the establishment must already possess a Class A beer license. Ald Maass stated this license was made available due to changes in state statute and there is no fee.

Motion by Maass, second by Charles to approve "Class A" Cider Only License for Kwik Trip, Inc., Jude McConville, agent, 1223 East Wisconsin Street (Kwik Trip #653). Motion carried 8-1 with Klapper voting no.

Motion by Maass, second by Hamburg to approve change of agent for Portage Elks Lodge No. 675 Benevolent and Protective Order of Elks of the United States of America, Inc. Class B Combination Alcohol License to Marilyn George-Burton. Motion carried unanimously on call of roll.

### Finance/Administration Committee, September 10, 2015, September 14, 2015

## **8. Unfinished Business**

### Ordinances

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. No action taken.

## 9. New Business

### Ordinances

Ordinance No. 15-011 relative to Alcohol Licensing received its first reading.

Motion by Lynn second by Kutzke to suspend the rules and immediately hold the second reading on Ord 15-011. Motion failed 5 to 4 with Charles, Dodd, Hamburg, Klapper and Maass voting no.

Ald. Maass asked if this allows 1 license to 500 residents that if the population goes down does the number of licenses decrease. Attorney Spankowski stated that there would not be a decrease in licenses, but with the ordinance the committee would be adopting would have the authority to not grant a license. Ald. Maass indicated she changed her position on this ordinance and was concerned that City would be open to litigation by picking and choosing licenses that meet the same criteria. Ald. Maass stated that all applications should be taken at City Hall for the committee to review location, guidelines and demand.

Mayor Tierney stated that revisions to the ordinance can be made at this time and encouraged before the final reading.

Ald. Lynn stated that the city already has a saturation of alcohol sales in the community. Lynn stated that if we have alcohol accessible in all corners of the city with additional licenses, the City may need additional law enforcement to monitor. Ald. Lynn stated the he would not support removal of the cap of licenses and Council needs to support residents' wishes. Lynn stated the availability of licenses should not be used to attract new businesses but applications for new licenses should be presented to Council for consideration in amending the ordinance.

Ald. Monfort stated his concern on the impact that additional licenses would have on existing licensed establishments.

Ald. Klapper stated that the increase is too many as written but would like to leave possible a few open for licenses. Klapper inquired if City exposes itself to more liability by raising the moratorium and individually considering applications or leaving moratorium in place.

Atty. Spankowski indicated that quotas are legally defensible but an applicant seeking a license is a privilege, not a right. Statutes and case law support granting municipalities' wide discretionary authority in the decision to approve or deny a license application as long as a rational basis for the decision is used. The guidelines adopted by Legislative and Regulatory Committee provide the basis for rational review and decision.

Ordinance No. 15-012 relative to Fire Prevention & Protection received its first reading.

Resolutions

Resolution No. 15-038 relative to Urban Forestry Authorizing Resolution was read and adopted unanimously on motion by Charles, second by Dodd and call of roll.

Resolution No. 15-039 relative to Adopting the Columbia County All Hazards Mitigation Plan was read and adopted unanimously on motion by Dodd, second by Charles and call of roll.

Resolution No. 15-040 relative to Fee Schedule was read and adopted unanimously on motion by Klapper, second by Dodd and call of roll.

Proclamation – Vietnam Veterans Month

The Proclamation was read.

Mayor's Comments

The Mayor stated the 2015 Walk for Hope will be held this Sunday at 1 p.m. with a change of location from the Indian Agency to the Portage High School track with parking at the Bartels Middle School.

Reminder that there is prescription drug collection on Saturday at Walgreens 8 to noon for proper disposal of expired and unused prescription drugs.

The Mayor stated our recycling numbers have decreased and encourages residents when questioning items to add to recycling, there is a list of what is recyclable on the website and at City Hall for all residents.

Mayor stated that the sign the revision process was forwarded by the Plan Commission to revise the sign ordinance for uniformity to the process. The Mayor stated that the City has reached out the public for input to the ordinance. The ordinance will be user friendly and a guideline for how we want the City to look years from now including uniformity. Administrator Murphy stated that some current signs are legal non-conforming and a variance would be needed when replacing. Adoption of the new revisions in the ordinance will mitigate a lot of the legal non-conforming situations by accommodating some of the size, setbacks, and height requirements. The City will not be able to accommodate everyone's concerns and requests because the Plan Commission that will make a recommendation and then forward to Council for final adoption.

### City Administrator Report

Administrator Murphy stated Fall Cleanup will take place for all City residents not including businesses on November 7<sup>th</sup> from 8 a.m. to 4 p.m. at the City Garage, 616 Washington Street. Residents will have the opportunity to dispose of appliance and furniture at reduced prices and the elderly or disabled will have the opportunity to have the City have curb side pickup at full price for disposal. The information will be placed in the paper to view fees and items that can be disposed of and on the City's website. No liquids are allowed for disposal.

### **10. Adjournment**

Motion by Dodd, second by Charles to adjourn. Motion carried unanimously on call of roll at 8:20 p.m.

Submitted by Tammy O'Leary

**City of Portage  
Airport Commission  
Wednesday, September 30, 2015, 7:00 p.m.  
City Municipal Building, 115 West Pleasant Street  
Conference Room One  
Minutes**

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

Members excused: Barry Erath

Members absent: Fred Langbecker

Others present: Director Redelings, Manager Poppy, Administrator Murphy, Bill Welsh (Cable TV) and Craig Sauer (PDR)

**1. Roll Call**

**2. Approval of minutes from August 19, 2015 meeting.**

Motion by Kutzke, second by Tesch to approve the minutes. Passed 4 to 0 on call of the roll.

**3. Discussion and possible action on materials for October 14, 2015 Public Hearing and Petition for FAA/BOA Funding on Proposed Improvements.**

Chairperson Maass referenced the memo in the packet and mentioned that the BOA suggested it wouldn't be advised to state the ALP needed to be approved prior to starting some projects.

Administrator Murphy reviewed the memo provided in the packet pertaining to proposed projects for the petition.

Kutzke expanded on the Chair's suggestion that in addition to not making the ALP a prerequisite for certain projects, likewise, the Master Plan wasn't required for certain improvements. He questioned the need for consultants early involvement, believing the Commission w/ the assistance of the BOA would be able to do the initial planning.

Kutzke and Poppy indicated that obstruction removal and remedying clear zone issues was necessary to get the ALP approved.

It was the consensus that the 13 items listed in the memo be included in the petition without an approved ALP being a condition of the projects and without a defined schedule being included.

Tesch indicated it is the intent to have all hard surfaces, including taxiways, be part of the runway improvements.

Poppy suggested a wildlife mitigation plan should be added to the list of projects – citing recent issues w/ the influx of geese on the runways.

Kutzke suggested another long range item should be the relocation of the power lines over Hwy 16 at the C.P. railroad tracks.

Murphy indicated the deer mitigation program is in place and will begin again after the first of the year, in accordance with the DNR permit. Maass inquired if this item was budgeted and Murphy responded that police officers are provided comp-time for their efforts.

Murphy also recommended a Public Information Meeting be held at some point to alert property owners of potential impacts.

#### **4. Overview of the Airport Operations & Land Use Seminar**

Maass felt the Seminar was very worthwhile and that she felt it was beneficial to those in attendance from Portage. She stated that the BOA would facilitate the property acquisition process, which was well received by the Commission. Redelings added that by taking entitlement funds, it would be necessary to perform work in accordance with federal requirements. This even extends to the environmental assessment for tree removal, due to the long eared bat being on the list of threatened animals.

#### **5. Discussion and possible action on monthly reports.**

Poppy's September report isn't complete, but he reiterated his concern for the number of geese (approximately 100) frequenting the airport.

#### **6. Adjournment**

Motion by Tesch, second by Kutzke to adjourn. Motion passed 4 to 0 on call of the roll. The meeting concluded at 8:23 p.m.

Respectfully submitted,

Robert G. Redelings, Public Works Director

# **City of Portage**

## **Operator's License Applications**

KRYSTLE M. POULSON

JULIE A. TEUBER

# **City of Portage**

## **Taxi Cab Operator License Applications**

GREG G. HONS

**City of Portage**  
**Plan Commission Meeting**  
**Monday, September 21, 2015, 6:30 p.m.**  
**City Municipal Building, 115 West Pleasant Street**  
**Conference Room Two**  
**Minutes**

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

Member excused: Peter Tofson

Others present: Administrator Murphy, Director Sobiek, Jon Stefanek, David Gunderson, Nancy Schaper, George Beasley, Dennis Trecek, Marianne Hanson, Sherry Douglas, Rita Briant, and Art Briant

**1. Roll call**

Vice Chair Brian Zirbes called the meeting to order at 6:30pm

**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 Bluebird Drive parcel division.**

Dave Gunderson asked the Commission to recommend approval of dividing parcel 3147.216, lots 109 and Lot 110 of Rolling Hills Country Estates, into two separate lots. The lots on Bluebird Drive had been previously combined into a larger estate lot for a parcel sale that did not materialize.

Director Redelings indicated said new parcels would meet City bulk regulation parcel code requirements for the R-1 zoning district.

Motion by Charles, second by Hamre, to approve dividing lots 109 and 110 of Rolling Hills, as indicated on the certified survey map included in the packet, into two separate parcels.

**4. Update on Conditional Use Permit Application for City of Refuge Church.**

Director Redelings reviewed Administrator Murphy's memo summarizing discussions with the parcel owner, the parcel owner's legal counsel, and Church Pastor O'Boyle regarding satisfying Code parking requirements for the Church to receive its Conditional Use permit to operate. In Staff discussions with the building owner, he has not agreed to provide the required off-street parking either

on the property or via a street vacation of Skaters Way. This has put the City of Refuge Church in a difficult position as it seeks to cooperate with the City.

Staff have also met with Pastor O'Boyle, City of Refuge Church, who is not represented by legal counsel and has indicated a willingness to work with the City on resolving this parking issue. Subsequent research shows City Code will allow off-street parking off the premises but within 300 feet.

In addition, the building owner has retained legal counsel to represent him in this matter. Administrator Murphy has been in discussions with the owner's legal counsel, but has not been able to reach a satisfactory resolution to the parking issue. Consequently, Natalie Bussan, the owner's legal counsel, will be present at the Commission's October meeting to discuss this conditional use permit parking issue. She was unable to attend the September 21 Commission meeting.

#### **5. Discussion and possible action on the sign ordinance revision.**

Mayor Tierney joined the meeting and assumed chair of the meeting.

Administrator Murphy stated a revision of the sign ordinance was on the City's 'to do' list for over seven years. With the creation of the City's new Business Development and Planning position last year, Director Sobiek was recently tasked with facilitating this code revision in line with his past experience. Mr. Sobiek did not undertake this sign revision as an initiative of his new position, but rather at the direction of City administration.

Mayor Tierney said he echoed Administrator Murphy's comments and that Director Sobiek drew the "short straw" in being directed to facilitate drafting of the sign ordinance revision. This has put him in a difficult position given his dual role of boosting business development and facilitating a new set of sign regulations as part of his planning responsibilities. In addition, the City has undertaken an unprecedented outreach effort in meeting with businesses, non-profits, and business groups to obtain their input, and suggestions on the sign ordinance revision.

Director Sobiek reviewed new changes incorporated in the most recent sign ordinance revision draft, including cleanup of the abandoned sign definition, lines 23-25; removing the prohibition against balloons, beacons, streamers and statuary language, lines 110-113; adding parcels fronting E. Wisconsin Street from the eastern City limit to Ontario Street to the highway interchange sign overlay district; removing brightness limitation, lines 275-283, and rely on the City's current lighting ordinance regulating light pollution over property lines; cleaning up highway entranceway direction descriptions, north, south, east and

west, for Community Organization Identification Signs, lines 397-401; allowing Zoning Administrator or Plan Commission approval of more than three flagpoles per lot, or more than additional flagpole per every 200 feet of linear foot of street frontage, lines 432-436; removing duplication of flag regulations from lines 679-683; removing the requirement that garage/estate sale signs contain the sign owner's name and phone number, line 692; adding allowances for murals that depict historical renderings of an organization, business, service or product, lines 755-756.

In addition, removing the prohibition against off-premise advertising on a sign, lines 191-193; removing the prohibition against advertising a product in community information signs from line 376; and remove the requirement that community information signs be approved by the Plan Commission on lines 378-379.

Consensus of the Commission to 'pull back" from the internal light standards required on lines 268-274.

Mr. Trecek indicated that his vehicle dealership leases signs from General Motors and that this dictates sign size and location. He also suggested removing the 20 percent reduction in multiple wall signs .

Trecek also referenced the recent Supreme Court case, Reed v. Town of Gilbert that struck down a municipality's right to put a timeline on temporary signs.

Director Sobiek indicated that the City Attorney is reviewing this case and its impact on the City's sign ordinance and whether the revision would need to be further amended to constitutionally comply with this decision.

Ms. Hanson offered several possible changes suggestions, including amending the 36' projection limit on awning signs, lines 349-351, and the provision only allowing lighting lettering and graphic elements of the sign, lines 268-274.

Zirbes indicated that 36' might be appropriate for awning signs so that they could be visible and seen from the street, sidewalk and right of way.

The Commission discussed how temporary signs would be accommodated in the new revision. Zirbes suggested a one-time location permit for business and organizations whereby temporary signs could be changed out without additional permitting as long as they were sited at the original permit location. Likewise, designated sign locations could be permitted for non-profit groups. Installation and sign construction standards could be required in the one-time 'location'

permitting process. Staff will draft a provision along these lines for consideration by the Commission.

Hansen suggested reviewing the minutes of 2012 Municipal Services Committee meeting(s) where locations, policy and process of allowing temporary signs was discussed.

**6. Report on 10' walkway right of way vacation in Woodbridge Subdivision**

Director Redelings reported on the walkway right of way vacation and reviewed the subdivision plat map.

In response to Mr. Zirbes inquiry, Director Redelings indicated Woodbridge subdivision homeowners would be notified, but ultimately, it's the Council's decision in accepting the walkway right of way vacation.

Motion by Redelings, second by Charles, to recommend that a public hearing be held on the 10' walkway right of way vacation in Woodbridge Subdivision. Motion passed unanimously on a call of the roll.

**7. Adjournment.**

Motion by Charles, second by Hamre to adjourn. Motion passed 6 to 0 on call of the roll.

Respectfully submitted,

Steven Sobiek  
Director, Business Development and Planning

**City of Portage  
Finance/Administration Committee Meeting  
Monday, September 28, 2015 6:00 p.m.  
City Municipal Building, 115 West Pleasant Street  
Conference Room One  
Minutes**

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

Absent: Doug Klapper

Excused: Martin Havlovic

Also Present: Administrator Murphy, Finance Director Mohr, Library Director Schultz, Bill Welsh – Cable TV, Craig Sauer – Daily Register, Judy Shaw – Oak Grove Cemetery, Pam Klitzke – Columbia County Humane Society, David Bain and James Grothman – Silver Lake Cemetery, Lisa Thomas – Historic Indian Agency House, Sherry Douglas – DPI,

**1. Roll call**

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

**2. Approval of minutes from September 14, 2015.**

Motion by Charles, second by Lynn to approve minutes from September 14, 2015. Motion carried unanimously on call of roll.

**3. Discussion on 2016 budget and Cable TV, Library, and Agency Requests.**

The various agencies presented their request to the committee starting with Pam Klitzke, Office Manager for Columbia County Humane Society who is requesting \$18,000, the same amount as the past few years. The Committee had no questions.

Lisa Thomas, Executive Director, Historic Indian Agency House. Thomas again requested \$10,000 to assist with operational costs. Director Thomas mentioned they are looking to work with more groups citing the Girl Scouts as a popular one; add more children's programs; along with year round special events. She also mentioned that the Visitor Center is open year round for groups to meet. Thomas mentioned several unexpected facility repairs which the 2015 City allocation helped complete. The Committee inquired about outreach efforts to Portage residents, Thomas responded she would continue to generate additional participation by residents.

James Grothman and David Bain presented the Silver Lake Cemetery's request of \$31,000 which is a \$3,480 increase over 2015. They cited a decrease in revenue due to the increase popularity in cremation as opposed to the traditional burial. They thanked the city for their assistance in purchasing a new heavy duty mower which has increased the efficiency. They are also looking for the same \$10,000 in capital improvements, mainly road maintenance as has been received in the past several years.

Judy Shaw, Oak Grove Cemetery presented their request of \$7,000 which is an increase of \$1,000 over 2015. This would be used for various operational expenses; and reiterated the concern in decreased revenue as did Silver Lake Cemetery.

Downtown Portage, Inc. (DPI) was represented by President Sherry Douglas. DPI is requesting \$10,000 which is a \$1,000 decrease over 2015. The money would be used to assist with making events such as the canal days and lighted holiday parade a bigger draw of people to the area. The group is also looking forward to the approval of the recent legislation to allow beer and wine walks as this has taken a toll on revenues in the 2015 budget.

The committee reviewed the request from Historic Preservation of \$3,011 which is the same as 2015 for various events. BID again requested \$10,000 for the 2016 budget which has not awarded in the past few years.

Director Schultz presented the Library's 2016 budget indicating the majority of the increase is driven by the retirement of an employee and funding post-retirement healthcare based on accrued sick leave. Murphy indicated that the city will look at funding this with reserves since it is not an ongoing expense.

CATV Chairperson Welsh presented the 2016 budget indicated an increase of \$1,500 due to additional software for live streaming. Murphy commented that with the departure of Jennifer Loveland, efforts have increased to find another part-time assistant to Mr. Welsh. Committee commented on improving the sound quality of speakers at Council meetings.

#### **4. Staff Report.**

- a. Mohr reported that the RFP for the City's Shared Ride Taxi Program for 2016 to 2020 is available on VendorNet and the City's website which are due back on October 14, 2015.

The 2016 State/Federal application is due on October 15, 2015. The City will be requesting the purchase of 2 vehicles in the 2016 Capital Grant. As reviewed in the Administrative Budget for 2016 the City is planning on purchasing 6 new vans the first part of 2016; 3 from the 2014 Capital Grant and 3 from the 2015 Capital Grant. With the above purchases and the 3 vans purchased earlier this year the vehicles should be circulated through from the 2009 ARRA Grant.

Murphy commented that some of the state 2016 revenues and expenses are coming in. Shared revenue & Expenditure Restraint payments will hold at 2015 levels, however recycling was decreased 25%. It will be more challenging to qualify for the ERP in 2016 as the cost of living is below 1%. Health insurance premiums are expected to increase approximately 4% while worker's compensation increase is not yet know, but expected to be significant. TIF District valuations have increased for the first time in 6 years.

**5. Adjournment.**

Motion by Charles, second by Lynn to adjourn the meeting at 6:54 p.m. Motion carried unanimously on call of roll.

Jean Mohr, Finance Director

**Claims - Finance Meeting 10/08/15**

**Vendor Summary Report**

42,205.33	Alliant
2,484.00	Aquachem - Sewer
53,668.00	Baer Ins (WC & Liability) Qtrly
2,647.64	Col Cty Highway - Concrete Repair Hwy 51
28,911.95	Col Cty Solid Waste
3,700.00	Crescent Landscape P&R Playgrnd Chips 15-30C07
5,350.00	Davis Const Patch W Cook/Armstrong
103,853.40	Dept Employee Trust Funds
2,657.38	Electric One - Various repairs incl Papi airport \$1,216
52,277.00	EMC Insurance (Property) Annual
38,260.10	General Engineering (1)
6,129.17	GOVHR - Final w/travel \$24,129.17
5,085.76	Hawkins Sewer
2,756.05	Ingram Library Services
9,151.02	Jefferson Fire & Safety (2) Thermal Img Cameras
7,509.34	Kwik Trip
2,750.02	Lange Enterprises School Crossing Signs
5,796.00	Miller & Miller
3,075.03	Monroe Truck PW Hydraulic Repair #5
7,790.00	Portage Youth Soccer Fall pass through
32,805.79	Portage Water Utility
133,059.13	Ptaschinski Const E Frank/Wmarion/E Albert 15-20C05
2,835.00	Tapco - stop light repair
174,309.77	WI DOT Haertel 15-20C03
46,950.76	Wisconsin Retirement System

(1) General Engineering		
\$	22,398.75	E Haertel 15-20C02
\$	1,367.97	Beach Wall 15-30C03
\$	7,648.75	Ray O Vac Lift St 15-620S08
\$	870.00	WWTP
\$	500.00	Eng Svc - Mapping
\$	1,599.23	Saint Gobain
\$	865.32	Portage Schools
\$	644.00	Cartwright Comm Blg
\$	235.00	Freedom Cpt
\$	314.08	AHMC Comm Bldg
\$	1,417.00	Residential & Other
\$	400.00	Park Shelters 14-30C02 &05
\$	38,260.10	

776,017.64 Subtotal

**819,095.63**    **819,095.63** Total  
95%

819095.63

816951.58  
2,144.05

**Paid Invoice Listing 147798-147911**

3,750.00	Air Portage 3rd Q
1,819.08	Columbia Cty Treas - Muni Court
2,550.00	Scott Davis BID Contractor
6,144.20	Delta Dental
8,791.78	Kwik Trip
2,079.31	MSA CDBG
2,210.00	Schommer Const -BID Undrgrnd Pkg Storage Area
4,798.71	State of WI - Muni Court
13,075.15	WI Park - P&R Ticket Returns

45,218.23 Subtotal

**57,476.26**    **57,476.26** Total  
79%

**Manual Checks Issued - Wires**

13,197.00	Great West Retirement Svc
75,496.65	Comm Bank of Ptg Tax W/H Fed (903/905)
14,544.46	Comm Bank of Ptg Tax W/H State (907)
81,923.75	DTC Interest on 09;11A;12A;12C Debt (10/1/15)
51,245.00	BTS Interest on 12B Debt (9/30/15)
78,531.00	USDA P&I Debt Payment (10/1/15)

314,937.86 Subtotal

**314,937.86**    **314,937.86** Total  
100%

**Water Claims not paid input date 08/27/15**

18,031.29	City Treasurer - Payroll
9,930.65	Cargill
3,100.00	General Eng 2015 cross conn inspections
3,806.00	HD Supply Waterworks
3,840.00	LW Allen survey
5,980.62	Martelle Water Treatment
6,330.00	Midwest Meter

51,018.56 Subtotal

**59,205.22**    **59,205.22** Total  
86%

**Water Pd Claims 15334-15358**

152,844.51	City Treasurer - Muni Owned Tax; AP; Debt
11,829.00	Alliant Energy
30,315.33	City Treasurer - Payroll (2)
3,589.44	Martelle Water Treatment
3,920.36	Midwest Meter
168,709.93	Sewer

371,208.57 Subtotal

**378,934.64**    **378,934.64** Total  
98.0%

**\$ 1,629,649.61** Total Claims

INVOICES DUE ON/BEFORE 10/08/2015

VENDOR #	NAME	AMOUNT DUE
1STAYD	1STAYD CORPORATION	256.93
ADAMCOL	ADAMS-COLUMBIA ELECTRIC COOP	31.79
ADREDEW	DEWEY ADREON	100.00
AIRGAS	AIRGAS	33.98
ALERETOX	ALERE TOXICOLOGY SERVICES INC	57.50
ALLIENE	ALLIANT ENERGY	42,205.33
AMAZON	AMAZON	495.22
AMERFAS	AMERICAN FASTENER	54.83
AQUACHE	AQUACHEM OF AMERICA INC.	2,484.00
ARAMUNI	AUS LA CROSSE MC LOCKBOX	478.84
BAERINS	BAER INSURANCE SERVICES, LLC	53,668.00
BAKEENT	BAKER & TAYLOR	803.81
BARATEN	BARABOO TENT & AWNING	500.00
BASSMEC	BASSETT MECHANICAL	1,745.20
BOBCMAD	BOBCAT OF MADISON INC	161.61
BRAUNTHY	BRAUN THYSSENKRUPP ELEVATOR	230.38
BROOTRA	BROOKS TRACTOR INC.	214.03
BRUCMUN	BRUCE MUNICIPAL EQUIPMENT, INC	1,213.29
CAPNEWS	CAPITAL NEWSPAPERS	545.31
CARDMEM	CARDMEMBER SERVICE	765.28
CARTDIR	CARTRIDGES DIRECT	200.00
CCHIGH	COLUMBIA COUNTY HIGHWAY	2,647.64
CCSHER	COLUMBIA COUNTY SHERIFF'S DEPT	50.00
CCSOLID	COLUMBIA CO. SOLID WASTE	28,982.95
CENTLINK	CENTURY LINK	54.99
CENTSPR	CENTURY SPRINGS BOTTLING CO	17.00
CHARCOM	CHARTER COMMUNICATIONS	767.51
CHESTER	CHESTER SROKA FIRE PREV. FUND	3.30
CINTAS	CINTAS CORPORATION #446	708.13
COASTTO	COAST TO COAST SOLUTIONS	441.22
COLIBRI	COLIBRI SYSTEMS NORTH AMERICA	1,260.00
COUNPLU	COUNTRY PLUMBER, INC	812.50
CREAPRO	CREATIVE PRODUCT SOURCING INC.	298.30
CRESLAND	CRESCENT LANDSCAPE SUPPLY, INC	3,700.00
DANBRO	DANIEL BROS. TREE SERVICE	465.00
DAVISCON	DAVIS CONSTRUCTION CO	5,350.00
DEANHEAL	DEAN CLINIC	46.00
DEPTEMP	DEPT. OF EMPLOYEE TRUST FUNDS	103,853.40
DIVISAV	DIVINE SAVIOR HEALTHCARE	462.50
ELECONE	ELECTRIC ONE	2,657.38
EMCINS	EMC INSURANCE COMPANIES	52,277.00
ENVITEC	ENVIROTECH EQUIPMENT CO	2,133.22
FIRERESC	FIRE RESCUE SUPPLY LLC	157.50
FIRESAFE	FIRE & SAFETY EQUIPMENT INC	30.00

INVOICES DUE ON/BEFORE 10/08/2015

VENDOR #	NAME	AMOUNT DUE
FRONTON	FRONTIER ONLINE	2,144.05
GALLS	GALLS, AN ARAMARK COMPANY	366.46
GENENG	GENERAL ENGINEERING COMPANY	38,260.10
GOVHR	GOVHR USA	6,129.17
GRAINGER	GRAINGER	1,591.98
H&MCON	H & M CONTRACTING LLC	301.23
HAWKWAT	HAWKINS INC.	5,085.76
HHINDUS	H & H INDUSTRIES INC.	933.34
IIMC	INT'L INSTITUTE OF MUNICIPAL	155.00
INGRBOO	INGRAM LIBRARY SERVICES	2,756.05
INTEELE	INTERSTATE ELECTRIC SUPPLY CO.	110.09
JEFFFIR	JEFFERSON FIRE & SAFETY, INC.	9,151.02
KWIKTRI	KWIK TRIP STORES	7,509.34
KYOCERA	KYOCERA MITA, INC.	90.36
LANGENT	LANGE ENTERPRISES, INC	2,750.02
MADITRU	MADISON TRUCK EQUIPMENT INC.	465.00
MAILYEAR	THE MAILBOX YEARBOOK	39.95
MALCAD	ADAM MALCHOW	43.89
MARISASS	MARIS ASSOCIATES	223.69
METCO	METCO	598.82
MIDAMER	MID-AMERICAN RESEARCH CHEMICAL	225.97
MIDTAPE	MIDWEST TAPE	408.86
MILLMIL	MILLER & MILLER LLC	5,796.00
MINNMUT	THE MINNESOTA LIFE INSURANCE	2,290.67
MONRTRU	MONROE TRUCK EQUIPMENT, INC.	3,075.03
NAPAAUT	NAPA AUTO PARTS	1,899.32
NEWPIG	NEW PIG CORPORATION	133.73
NFPAINTE	NATIONAL FIRE PROTECTION ASSOC	185.45
NORTCEN	NORTH CENTRAL LABORATORIES	625.70
ODBCO	ODB COMPANY	810.00
OREIAUT	O'REILLY AUTO PARTS	5.49
PARTSMAS	PARTSMAS	191.06
PENGRAN	PENGUIN RANDOM HOUSE LLC	246.00
PIONRAN	PIONEER MANUFACTURING COMPANY	234.00
PITNBOW	PITNEY BOWES GLOBAL FINANCIAL	132.33
PITNEY	PITNEY BOWES	61.19
PITNEYBO	PITNEY BOWES PURCHASE POWER	103.20
POMPTIR	POMP'S TIRE SERVICE INC	632.28
PORTGLAS	PORTAGE GLASS COMPANY	47.09
PORTLUM	PORTAGE LUMBER	220.16
PORTSCH	PORTAGE COMMUNITY SCHOOL DIST.	1,196.05
PORTWAT	PORTAGE WATER UTILITY	32,805.17
PORTYTH	PORTAGE YOUTH SOCCER	7,790.00
PTASCON	PTASCHINSKI CONSTRUCTION, INC.	133,059.13

INVOICES DUE ON/BEFORE 10/08/2015

VENDOR #	NAME	AMOUNT DUE
SAFEMARK	SAFEMARK, LLC	660.00
SCHUSMA	SCHULTZ SMALL ENGINE	167.44
SCOTTCON	SCOTT CONSTRUCTION INC.	559.55
SHAWRUS	RUSS SHAW	400.00
SIMETAL	S.I. METAL	33.62
SOBISTE	STEVE SOBIEK	231.73
SOUTCEN	SOUTH CENTRAL LIBRARY	504.70
SPEEDEE	SPEE-DEE DELIVERY SERVICE	23.96
STAPLES	STAPLES CREDIT PLAN	1,224.96
STRAASS	STRAND ASSOCIATES INC	314.35
SUPECHE	SUPERIOR CHEMICAL INC	1,134.67
TAPCO	TAPCO	2,835.00
TELEISCO	TELEDYNE ISCO, INC	220.00
TRECEK	TRECEK AUTOMOTIVE OF	697.35
TRUCKCO	TRUCK COUNTRY	512.22
TRUGREEN	TRUGREEN	550.00
TWORIV	TWO RIVERS SIGNS & DESIGN	45.00
ULTRACOM	ULTRACOM WIRELESS	149.99
UNIQMAN	UNIQUE MANAGEMENT SERVICES INC	26.85
USCELL	U. S. CELLULAR	1,406.58
VACUPUMP	VACUUM, PUMP & COMPRESSOR INC	543.90
WALMART	WALMART COMMUNITY	217.32
WALSACE	WALSH'S ACE HARDWARE	204.87
WEAVAUT	WEAVER AUTO PARTS	66.32
WELWILL	WILLIAM P. WELSH	565.00
WIDEPDMV	WIS DEPT OF TRANSPORTATION	174,309.77
WISDEPTJ	WISCONSIN DEPARTMENT OF JUSTIC	74.67
WITAX	WISCONSIN TAXPAYERS ALLIANCE	48.00
WRS	WISCONSIN RETIREMENT SYSTEM	46,950.76
WSDAR	W.S. DARLEY & CO.	24.48
ZIMMPLU	ZIMMERMAN PLUMBING INC	92.50
TOTAL ALL VENDORS:		819,095.63

PORTAGE UTILITIES

Payment Approval Report Finance Committee Only

Page: 1

Input Date(s): 09/30/2015 - 09/30/2015

Oct 02, 2015 10:15am

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
<b>ALLIANT ENERGY/WP&amp;L</b>							
	Total ALLIANT ENERGY/WP&L				870.42	.00	
<b>ARAMARK UNIFORM SERVICES</b>							
	Total ARAMARK UNIFORM SERVICES				211.06	.00	
<b>BORTZ, KEVIN</b>							
	Total BORTZ, KEVIN				210.42	.00	
<b>CARGILL INC-SALT DIVISION</b>							
	Total CARGILL INC-SALT DIVISION				9,930.65	.00	
<b>CHARTER COMMUNICATIONS</b>							
	Total CHARTER COMMUNICATIONS				64.99	.00	
<b>CITY TREASURER-PAYROLL</b>							
	Total CITY TREASURER-PAYROLL				18,031.29	.00	
<b>CT LABORATORIES, LLC</b>							
	Total CT LABORATORIES, LLC				180.00	.00	
<b>CTW CORPORATION</b>							
	Total CTW CORPORATION				956.05	.00	
<b>DANIELS, KATHY</b>							
	Total DANIELS, KATHY				50.00	.00	
<b>DAVIS CONSTRUCTION</b>							
	Total DAVIS CONSTRUCTION				1,431.25	.00	
<b>ELLIOTT DIAMOND INC</b>							
	Total ELLIOTT DIAMOND INC				219.00	.00	
<b>FIRST SUPPLY</b>							
	Total FIRST SUPPLY				1,140.00	.00	
<b>FRONTIER</b>							
	Total FRONTIER				52.97	.00	
<b>GENERAL ENGINEERING COMPANY</b>							
	Total GENERAL ENGINEERING COMPANY				3,100.00	.00	
<b>GRAINGER</b>							
	Total GRAINGER				1,015.94	.00	
<b>HACH COMPANY</b>							
	Total HACH COMPANY				746.67	.00	
<b>HAYNES, COLLEEN</b>							
	Total HAYNES, COLLEEN				50.00	.00	
<b>HD SUPPLY WATERWORKS, LTD</b>							
	Total HD SUPPLY WATERWORKS, LTD				3,806.00	.00	
<b>L W ALLEN</b>							
	Total L W ALLEN				3,840.00	.00	
<b>MARTELLE WATER TREATMENT</b>							

PORTAGE UTILITIES

Payment Approval Report Finance Committee Only  
 Input Date(s): 09/30/2015 - 09/30/2015

Page: 2  
 Oct 02, 2015 10:15am

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
	Total MARTELLE WATER TREATMENT				5,980.62	.00	
<b>MIDWEST METER INC</b>							
	Total MIDWEST METER INC				6,330.00	.00	
<b>NAPA AUTO PARTS</b>							
	Total NAPA AUTO PARTS				11.89	.00	
<b>STAPLES CREDIT PLAN</b>							
	Total STAPLES CREDIT PLAN				69.26	.00	
<b>THE KRAEMER COMPANY</b>							
	Total THE KRAEMER COMPANY				80.01	.00	
<b>TRACTOR SUPPLY CREDIT PLAN</b>							
	Total TRACTOR SUPPLY CREDIT PLAN				53.98	.00	
<b>W R W A</b>							
	Total W R W A				555.00	.00	
<b>WEAVER AUTO PARTS</b>							
	Total WEAVER AUTO PARTS				217.75	.00	

Total Paid: -  
 Total Unpaid: 59,205.22  
 Grand Total: 59,205.22

Portage Water Utility

Dated: \_\_\_\_\_

PORTAGE UTILITIES

Check Register - CLAIMS PAID BUT NOT APPROVED

Page: 1

GL Posting Period(s): 09/15 - 09/15

Sep 29, 2015 02:34pm

Check Issue Date(s): 09/25/2015 - 09/25/2015

Per	Date	Check No	Vendor No	Payee	Invoice No	Seq	GL Acct No	Discnts Taken	Seq Amount
09/15	09/25/2015	15334	127	24 HOUR HOME COMFORT SERVICE	721396	1	1-655350		11.95
					719907	1	1-655350		23.95
Total 15334									35.90
09/15	09/25/2015	15335	2362	ALLIANT ENERGY/WP&L	488379U082515	1	1-622221		10.24
					228592U091415	1	1-622221		2,662.49
					258719U090115	1	1-622221		37.43
					285670U082515	1	1-622221		936.79
					398735U090415	1	1-622221		4,538.41
					563724U092115	1	1-622221		574.67
					663440U090215	1	1-622221		2,862.83
					363722U082515	1	1-622221		206.14
Total 15335									11,829.00
09/15	09/25/2015	15336	325	CENTURY LINK	1350807993	1	1-921220		1.47
09/15	09/25/2015	15337	319	CHARTER COMMUNICATIONS	INTERNET - 9/15	1	1-921300		64.99
09/15	09/25/2015	15338	327	CITY OF PORTAGE - TREASURER	2015305	6	1-950000		65,760.00
					2015305	3	1-923207		120.90
					2015305	4	1-923215		4,425.00
					2015305	7	1-950000		51,928.00
					2015305	1	1-921220		48.46
					2015306	1	1-408200		30,524.64
					2015305	5	1-923208		48.00
					2015305	2	1-921340		10.49
Total 15338									152,844.51
09/15	09/25/2015	15339		Information Only Check	.00		1-232000		V
09/15	09/25/2015	15340		Information Only Check	.00		1-232000		V
09/15	09/25/2015	15341		Information Only Check	.00		1-232000		V
09/15	09/25/2015	15342	329	CITY TREASURER-PAYROLL	9/18/15 - PAY	1	1-620110		4,965.81
					9/18/15 - PAY	2	1-620112		41.73
					9/18/15 - PAY	3	1-620150		340.50
					9/18/15 - PAY	4	1-620151		356.76
					9/4/15 - PAY	21	1-902151		63.63
					9/18/15 - PAY	7	1-920150		298.28
					9/4/15 - PAY	16	1-920151		318.93
					9/18/15 - PAY	9	1-902000		290.88
					9/4/15 - PAY	4	1-620131		9.55
					9/18/15 - PAY	10	1-902111		460.56
					9/18/15 - PAY	11	1-902000		59.08
					9/18/15 - PAY	12	1-902150		55.12
					9/18/15 - PAY	8	1-920151		321.32
					9/4/15 - PAY	2	1-620112		448.58
					9/4/15 - PAY	11	1-920112		36.40
					9/18/15 - PAY	5	1-920000		4,318.94
					9/4/15 - PAY	3	1-620130		3,816.54
					9/4/15 - PAY	15	1-920150		296.15
					9/4/15 - PAY	14	1-920132		68.00
					9/4/15 - PAY	12	1-920130		2,313.06
					9/4/15 - PAY	10	1-920000		4,318.93
					9/4/15 - PAY	9	1-640151		46.52
					9/4/15 - PAY	8	1-640111		608.00
					9/4/15 - PAY	7	1-620151		359.14
					9/4/15 - PAY	5	1-620132		105.60

M = Manual Check, V = Void Check

PORTAGE UTILITIES

Check Register - CLAIMS PAID BUT NOT APPROVED

Page: 2

GL Posting Period(s): 09/15 - 09/15

Sep 29, 2015 02:34pm

Check Issue Date(s): 09/25/2015 - 09/25/2015

Per	Date	Check No	Vendor No	Payee	Invoice No	Seq	GL Acct No	Discnts Taken	Seq Amount	
					9/4/15 - PAY	18	1-902000		40.90	
					9/4/15 - PAY	13	1-920131		38.35	
					9/4/15 - PAY	6	1-620150		342.63	
					9/18/15 - PAY	6	1-920112		67.60	
					9/18/15 - PAY	13	1-902151		62.00	
					9/4/15 - PAY	20	1-902150		56.56	
					9/4/15 - PAY	17	1-902111		790.83	
					9/4/15 - PAY	19	1-902131		8.19	
					9/4/15 - PAY	1	1-620110		4,590.26	
		Total 15342								30,315.33
09/15	09/25/2015	15343	370	DIGGERS HOTLINE INC	150 8 40801	1	1-641340		304.47	
09/15	09/25/2015	15344	714	FRONTIER	8/25-9/24/15-FAX	1	1-921220		52.97	
					WELLS 9/13-10/12/15	1	1-921220		246.24	
		Total 15344								299.21
09/15	09/25/2015	15345	804	H & M CONTRACTING	3069	1	1-635350		300.00	
09/15	09/25/2015	15346		Information Only Check	.00		1-232000		V	
09/15	09/25/2015	15347	1405	HD SUPPLY WATERWORKS, LTD	E303325	6	1-654355		380.00	
					E303325	1	1-652354		1,308.00 -	
					E303325	2	1-652354		1,152.00	
					E120185	2	1-652354		196.00	
					E120185	1	1-652354		1,308.00	
					E303325	4	1-652354		170.00	
					E230831	1	1-654355		212.50	
					E303325	5	1-654355		488.37 -	
					E303325	3	1-652354		198.86 -	
					E120185	5	1-654355		488.37	
					E120185	4	1-652354		31.48	
					E120185	3	1-652354		198.86	
		Total 15347								2,141.98
09/15	09/25/2015	15348	1143	KWIK TRIP EXTENDED NETWORK	8/15 - FUEL	1	1-920342		767.26	
09/15	09/25/2015	15349	1318	MARTELLE WATER TREATMENT	13591	5	1-150550		1,043.80	
					13551	2	1-150500		109.50	
					13551	1	1-150500		557.20	
					13591	3	1-150510		445.84	
					13591	1	1-150500		114.50	
					13591	2	1-150500		458.60	
					13591	4	1-150540		860.00	
		Total 15349								3,589.44
09/15	09/25/2015	15350	10015	MIDWEST METER INC	0069498-IN	2	1-109347		3,360.68	
					0069498-IN	1	1-109346		559.68	
		Total 15350								3,920.36
09/15	09/25/2015	15351	1432	NORTH WOODS SUPERIOR CHEMIC	102463	1	1-655350		91.82	
09/15	09/25/2015	15352	1615	P W U	OFFICE - 8/15	1	1-632223		14.08	
					WELL #3 - 8/15	1	1-632223		27.00	
					TRTMT PLT-8/15	1	1-632223		599.88	
					WELL #8 - 8/15	1	1-632223		656.76	
					SHOP - 8/15	1	1-632223		30.08	

M = Manual Check, V = Void Check

PORTAGE UTILITIES

Check Register - CLAIMS PAID BUT NOT APPROVED

Page: 3

GL Posting Period(s): 09/15 - 09/15

Sep 29, 2015 02:34pm

Check Issue Date(s): 09/25/2015 - 09/25/2015

Per	Date	Check No	Vendor No	Payee	Invoice No	Seq	GL Acct No	Discnts Taken	Seq Amount
Total 15352									1,327.80
09/15	09/25/2015	15353	1665	PORTAGE LUMBER DO-IT	155441	1	1-635350		2.00
09/15	09/25/2015	15354	1975	SEWER UTILITY	8/15 - BILLING	1	1-233400		168,709.93
09/15	09/25/2015	15355	2011	THERMA-STOR LLC	27711172 RI	1	1-625350		2,040.00
					27711172 RI	2	1-625350		528.77 -
Total 15355									1,511.23
09/15	09/25/2015	15356	312	UW-MADISON - ENGINEERING REG	COURSE#R338	1	1-930290		120.00
					COURSE#R337	1	1-930290		120.00
					COURSE#R334	1	1-930290		120.00
Total 15356									360.00
09/15	09/25/2015	15357	2331	WESTECH ENGINEERING, INC	56259	1	1-635350		497.94
09/15	09/25/2015	15358	1962	WI STATE LABORATORY OF HYGIEN	427226-1	1	1-641234		20.00
Totals:									378,934.64

**City of Portage  
Special Human Resources Committee Meeting  
Tuesday, September 29, 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, Deputy Clerk Rebecca Ness, Public Works Superintendent Kim Standke

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

**1. Roll call**

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

**2. Approval of minutes from the August 4, 2015 meeting**

Motion by Dodd, second by Maass to approve minutes from the August 4, 2015 meeting. Motion carried unanimously on call of roll.

**3. Discussion and possible recommendation on proposed revisions to Reception/Administrative Assistant position description**

Murphy reviewed the highlighted changes to the position description which largely reflected actual duties and responsibilities. Klapper questioned if the high school diploma can include equivalent, Murphy stated this revision can be made.

Motion by Havlovic, 2<sup>nd</sup> by Dodd to recommend revised position description upon minor revision. Motion carried unanimously on call of roll.

**4. Discussion and possible recommendation on proposed revision to employee classification and pay plan regarding merit adjustments**

Murphy reviewed the proposed changes to the Ordinance relative to Administration, Chapter 2, Article IV Officers, Employees & Departments, Section 2-115 Classification and pay plan and Merit Adjustment Guidelines. Changes include merit adjustments to be initiated by the Department Head and approved by the City Administrator. Merit adjustments for department heads would be initiated by the City Administrator; suggested addition to also be reviewed by Human Resources. Tierney stated an appeal process should be put in place for any appeals to be brought to Human Resources. Change of the word "will" to "may" on Guidelines second sentence. Request by committee to not have wage surveys completed by employee whom wage is being reviewed for adjustment.

Revised Ordinance and guidelines will be brought to November meeting for review.

**5. Discussion and possible recommendation on request by Public Work Superintendent for full-time use of City vehicle**

Murphy stated the Public Work Superintendent is currently not using the City vehicle full-time and recommendation has been made to allow this. This position is a 24/7/365 job. Currently the vehicle can be used November 1 – April 30 with employee noting how many trips are made to be reported for tax purposes. Motion by Maass, second by Hamburg to recommend full-time use of City vehicle by Public Work Superintendent as long as a logbook is kept in the vehicle. Motion passed unanimously on call of roll.

**6. Convene to Closed Session pursuant to Wisconsin State Statutes 19.85(1)(c) to discuss request for reconsideration of wage adjustment(s) for specified employees and consideration of 2016 Non-Represented employee pay adjustments.**

Motion by Dodd, 2<sup>nd</sup> by Klapper to convene to closed session pursuant to Wisconsin State Statutes 19.85(1)(c) to discuss request for reconsideration of wage adjustment(s) for specified employees and consideration of 2016 Non-Represented employee pay adjustments. Motion carried unanimously on call of roll at 7:14 pm.

**7. Return to Open Session.**

Motion by Dodd, 2<sup>nd</sup> by Maass to return to open session. Motion carried unanimously on call of the roll at 8:16 pm.

**8. Discussion and possible recommendation on item(s) discussed in Closed Session.**

Motion by Hamburg, second by Maass to recommend 1.5% market adjustment for non-represented employees effective January 2016. Motion passed 5 to 1 with Dodd voting no.

**9. Adjournment**

Motion by Hamburg, second by Klapper to adjourn the meeting at 8:18 pm. Motion carried unanimously.

Submitted by Rebecca Ness

## City of Portage Position Description

<b>Name:</b>		<b>Department:</b>	Administration
<b>Position Title:</b>	Receptionist/Administrative Assistant	<b>Pay Grade:</b>	1 <b>FLSA:</b> Non-Exempt
<b>Date:</b>	September, 2015	<b>Reports To:</b>	City Administrator

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### Purpose of Position

This position exists to provide clerical and administrative support services to the Administrative Department including back up duties to Finance and Municipal Court.

### 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 general clerical, secretarial and receptionist duties: types and files correspondence and reports; answers telephone and records messages; directs calls to appropriate staff; answers citizens inquiries regarding municipal services; assists in maintenance of various records; distributes daily mail; assists as necessary in election procedures; acts as confidential secretary to the City Administrator; acts as secretary to other department heads as needed.
- Receives and receipts customer payments for various municipal services, including court, and assists in ledger processing as assigned.
- Assembles, transmits/mails agendas and accompanying materials for Common Council and committee, boards and commissions appointed by the Council.
- Coordinates postings and editing information and forms on City of Portage Website, Cable Access Television Channel, city social media and publications.
- Provides initial technical support and routine maintenance for city computers, Municipal Building telephone system; local area network, copiers, printers and postage machine including, server memory storage backup and software updates, firewall and virus protection software updates, and email account management.
- Maintains License Manager database tracking status of alcohol and operator licenses.
- Coordinates Special Event Permits, City newsletter and assists with inventory maintenance of office supplies.

### Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma with additional training in secretarial/administrative skills and one to three years general office experience, or one to two years word processing experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Must be eligible to be bonded and/or a notary public.

**Knowledge, Skills, Abilities, and Physical Requirements Necessary to Perform Essential Job Functions**

**Physical Requirements**

- Ability to operate a variety of office equipment such as a personal computer, typewriter, calculator, photocopier, fax machine, and telephone switchboard.
- Walking, standing and sitting for periods of up to 4 hours. Occasional lifting of objects up to 40 pounds or less.
- Ability to obtain a Wisconsin Driver License.

**Mathematical Ability**

- Ability to add, subtract, multiply, divide, and calculate decimals.

**Language Ability and Interpersonal Communication**

- Ability to read, write and interpret and comprehend variety of documents such as billing invoices, employee time sheets, meeting minutes, reports, ordinances, and operating policies and procedures.
- Ability to communicate effectively with co-workers, elected officials, and the general public.
- Ability to keep departmental information confidential.
- Ability to prepare a variety of documents such as reports and correspondence.
- Familiar with and ability to use word processing, electronic mail and similar digital document processing applications.

**Environmental Adaptability**

- Work is performed an office environment.

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

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

City Council Approval:

**ORDINANCE NO. 15-011**

**ORDINANCE RELATIVE TO BUSINESS LICENSES**

**Chapter 14, Article II Alcoholic Beverages**

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

**Sec. 14-52. Classes of licenses.**

- (a) *Retail "Class A" intoxicating liquor license.* The number of these licenses shall be limited to one per 500 residents however, the limit shall include the number of licenses issued as described under 14-52(c) individually or in conjunction. If territory is annexed to the city, the number of these licenses shall be increased by the number of these licenses in the annexed territory.
- (b) *Retail "Class B" intoxicating liquor license.*
- (c) *Class "A" fermented malt beverage retailer's license.* There shall be a limit of one license per 500 residents licenses of this type issued however, the limit shall include the number of licenses issued as described under 14-52(a) individually or in conjunction. If territory is annexed to the city, the number of these licenses shall be increased by the number of these licenses in the annexed territory.

**Sec. 14-55. - Approval of application.**

- (d) No license shall be issued unless the premises conform to the sanitary, safety and health requirements of the state building code, and the regulations of the state board of health applicable to restaurants. The premises must be properly lighted and ventilated, must be equipped with separate sanitary toilet and lavatory facilities equipped with running water for each sex and must conform to all ordinances of the city. Licensed premises located outside shall have fencing, screening or other barrier pursuant to 14-59(3).
- (e) Consideration for the granting or denial of a license will be based on:
  - (1) The financial responsibility of the applicant;
  - (2) The appropriateness of the location and the premises where the licensed business is to be conducted; and
  - (3) Generally, the applicant's fitness for the trust to be reposed.
  - (4) Providing false, incomplete or inaccurate information on license application form(s).

All other sections shall remain as previously adopted. This Ordinance shall take effect upon passage and publication thereof.

Passed this \_\_\_\_\_th day of October, 2015.

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

Attest:

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Marie A. Moe, WCPC, MMC, City Clerk

First and second readings:

Published:

Ordinance requested by:

Legislative and Regulatory Committee

Draft

## ORDINANCE NO. 15-012

### ORDINANCE RELATIVE TO FIRE PREVENTION AND PROTECTION

Chapter 30, Article III, Division 2. Regulations

**The following sections shall be repealed and recreated as follows:**

**Sec. 30-81. Open burning.**

(a) *Open burning prohibited.*

- (1) No person shall burn or cause to be burned any leaves, grass, wood, rubbish or other combustible material on any street, alley or sidewalk in any district within the City at any time.
- (2) No person shall burn or cause to be burned any leaves, grass, wood rubbish or other combustible material outdoors on any lot or parcel of land in any district within the City at any time without a burning permit. The provisions of this subsection, however, shall not apply to the controlled outdoor burning as set forth in paragraph (3) below.
- (3) A burning permit may be issued by the Fire Department for prescribed vegetation management purposes subject to reasonable conditions to mitigate fire hazards. The fee for a burning permit shall be as set forth in the Fee Schedule. Supervision and inspection costs shall be billed to the owner of the property upon which supervision or inspection is required. If not paid within thirty (30) days of billing, said costs shall be assessed against the property as a special charge pursuant to Wis. Stats. §66.0627. Burning permits shall apply to individual parcels or occupancies and are not transferable from person to person, parcel to parcel or occupancy to occupancy; however, burning permits may encompass multiple parcels under common ownership if part of a common vegetation management project.

(b) *Outdoor recreational fireplaces.* Dry wood may be burned in commercially manufactured outdoor recreational fireplaces that are certified by a nationally recognized listing agency, or non-commercially constructed brick fireplaces with chimneys approved by the Building Inspector or his designee according to applicable building codes, subject to the following conditions:

1. The fireplace must be an assembly that includes a bowl, pit or device for holding the wood and a method of containing embers and sparks.
2. Only dry wood, entirely contained within the device, is permitted to be burned.

3. No outdoor fireplace shall be used within fifteen (15) feet of any structure or five (5) feet of any lot line unless the fireplace is a brick fireplace and closer placements are approved by the Fire Chief.
  4. The smoke shall not create a nuisance for other properties, obstruction of vehicle travel, or health concerns of others. No fireplace shall be used on a wood deck, wood porch, or wood patio.
  5. An ABC type fire extinguisher, charged garden hose, or other method of fire control must be readily available.
  6. The fireplace must be supervised or attended at all times while in use by a responsible adult over the age of 18. The fire must be completely extinguished before the fireplace is left unsupervised.
  7. Use of the fireplace shall be discontinued when atmospheric conditions are unfavorable or make the use of the device hazardous or if a city wide ban of outdoor burning has been declared by the Fire Department. Such unfavorable atmospheric conditions include, but are not limited to, winds in excess of 8 miles per hour, excessive dry weather conditions and other conditions as declared by the Fire Department. Fireplace operators shall be responsible for checking with the Fire Department to determine whether hazardous conditions exist. No burning will be allowed if wind conditions will cause smoke, embers or other burning materials to be carried toward any building or other combustible material.
- (c) *Other open burning.* The Fire Chief or his designee may grant written authorization and impose conditions necessary for any open burning in the City that would otherwise be prohibited by this section if he/she believes the environment, public safety and welfare of the public will not be adversely affected by such authorization.
- (d) *Extinguishment.* The Fire Department may extinguish any fire ignited or maintained contrary to this section.
- (e) *Liability.* Persons utilizing and maintaining outdoor fires shall be responsible for any liability resulting from damage caused by such fires.
- (f) *Penalty.* Whoever shall violate any provision of this section shall be subject to a penalty as prescribed by Section 1-15 of this Code.

**Sec. 30-83. Outdoor Heating Devices.**

- (a) Purpose and intent. This section is intended to promote and to safeguard the health, comfort, living conditions, safety and welfare of the citizens of the city from the air pollution and fire hazards of outdoor solid fuel-fired heating units which are generally recognized to

create noxious and hazardous smoke, soot, fumes and odors. All outdoor heating devices may be continued only in strict compliance with this section and upon obtaining a permit from the Building Inspector.

- (b) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

*Chimney* means a vertical structure or stack enclosing a flue or flues that carry off smoke or exhaust from a solid fuel-fired heating device.

*Clean wood* means natural wood which has not been painted, varnished or coated with a similar material, has not been pressure-treated with preservatives and does not contain resins or glues as in plywood or other composite wood products.

*Outdoor solid fuel-fired heating device* means a solid fuel-fired furnace, stove or boiler that is not located within a building.

- (c) *Permits for installation and operation.*

(1) *Required.* The owner of an outdoor solid fuel-fired heating device shall obtain a permit from the Building Inspector before installation of the device. Application for the permit shall be made on the form provided by the city and shall be submitted with the appropriate permit fee in the amount(s) established by the official city fee schedule.

(2) *Revocation.* Any permit issued for such a device may be revoked at anytime by order of the Building Inspector, Fire Chief or his designee. The Building Inspector, Fire Chief or his/her designee must give the permit holder notice, in writing, of the revocation at least 48 hours before it takes effect, unless emergency circumstances require less notice. The notice must also contain information about the violations that formed the basis for the revocation.

(3) *Objection to revocation.* If the permit holder objects to the fire chief's order, he or she may file a written objection contesting such order with the city clerk within five days of receiving the written notice.

(4) *Hearing on objection.* Upon timely receipt of the permit holder's written objection, the matter shall be placed on the soonest legislative and regulatory committee agenda practicable for review. The legislative and regulatory committee shall act as a quasi-judicial body allowing the permit holder an opportunity to present evidence as to why the Fire Chief's order should not be enforced. The Fire Chief's order shall be presumed to be valid, but such presumption may be overcome by the permit holder by evidence presented at the hearing.

- (5) *Determination after hearing.* After the legislative and regulatory committee has made a decision and its' report has been approved by the common council, the permit holder shall be notified of the decision in writing, by certified mail. If a decision is made that the Fire Chief's order was appropriately issued, the permit holder shall cease operation of the outdoor solid fuel-fired heating device within 24 hours.
- (g) *Setback, yard and other restrictions.* Outdoor heating devices are deemed accessory structures for purposes of zoning regulations and shall comply with additional restrictions set forth below. If the restrictions set out below are in conflict with the provisions of the zoning regulations applicable to accessory structures, the specific regulations herein shall supersede those general rules found in the zoning code:
- (1) *Placement.* Outdoor heating device may only be located in the rear yard of the premises served by the device. Such devices may not be placed less than 50 feet from any property boundary, the residence served by the device or any other flammable structure. Outdoor heating devices shall not be placed in any location that is within 100 feet of any structure not served by the device.
- (2) *Chimneys.* Chimneys for outdoor heating devices shall have a minimum height of 20 feet measured from ground level and be at least two feet higher than the roof of every residence located within 300 feet of the chimney. Chimneys for outdoor heating devices shall meet the minimum requirements of the Wisconsin Administrative Code and shall be insulated and properly braced or supported per manufacturer's recommendations and specifications. Permit applicants may seek a waiver from this regulation from the Building Inspector or Fire Chief if it can be demonstrated that a lower height chimney will not adversely affect the public safety and general welfare of the public.
- (3) *Storage of edible fuels.* If corn or other edible food stuff is to be used as fuel in an outdoor heating device, it shall be stored in a vermin-proof container.
- (4) *Locking device.* All outdoor heating devices must be equipped with a child-proof locking device on the fire door or be in an enclosure with the access door having such a locking device. Such locking device shall be in use at all times.
- (h) *Penalties.* Any person who violates, neglects or refuses to comply with any of the provisions of this section shall be subject to a penalty as provided in [chapter 1-15](#)

All other sections shall remain as previously adopted.

This Ordinance shall take effect upon passage and publication thereof.

Passed this \_\_\_\_\_th day of October, 2015.

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

Attest:

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

First reading:           09/24/15

Second reading:

Ordinance requested by:  
Legislative and Regulatory Committee