

**City of Portage Common Council Meeting  
Council Chambers of City Municipal Building  
115 West Pleasant Street, Portage, WI  
Regular Meeting – 7:00 p.m.  
January 28, 2016  
Agenda**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Minutes of Previous Meeting
6. Habitat for Humanity Presentation
7. Consent Agenda
  - A. Reports of Sub-Committees, Boards, and Commissions
    1. Historic Preservation Commission, January 6, 2016
    2. Library Board, January 12, 2016
    3. Business Improvement District Board of Directors, January 13, 2016
  - B. License Applications
    1. Operator
8. Committee Reports
  - A. Park and Recreation Board, January 12, 2016
  - B. Finance/Administration Committee, January 11, 2016
  - C. Legislative and Regulatory Committee, January 13, 2016
    1. Consideration of recommendation for Consideration of recommendation on change of agent for Kwik Trip, Inc., Kwik Trip 653, 1223 East Wisconsin Street, Class "A" Fermented Malt Beverage and "Class A" Cider License – Patricia J. Lintl
  - D. Joint Airport Commission/Plan Commission, January 18, 2016

9. 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 Business Licenses (Alcohol Licenses)
3. Ordinance No. 16-001 relative to Motor Vehicles and Traffic (No Parking Area in the 100 Block of West Franklin Street)
4. Ordinance No. 16-002 relative to Alcoholic Beverages in Parks

10. New Business

A. Resolutions

1. Resolution No. 16-003 relative to Wage and Salary Schedule Covering Non-Union Personnel
2. Resolution No. 16-004 relative to Petitioning the Secretary of Transportation for Airport Improvement Aid

B. Mayor's Comments

1. Garbage and recycling

C. City Administrator Report

1. Sign Ordinance
2. Upcoming Events

11. Adjournment

Common Council Public Hearing  
City of Portage

Council Chambers  
City Municipal Building

January 14, 2016  
6:55 p.m.

Consider the discontinuance of a two (2) foot wide strip of Mullett Street located along the southeastern boundary of Mullett Street lying East of the center line of vacated Brady Street and West of McPherson Street in the City of Portage, Columbia County, Wisconsin.

Mayor Tierney called the Public Hearing to order at 6:55 p.m.

Present: Ald. Charles, Dodd, Hamburg (arrived at 6:57 p.m.), Havlovic, Klapper, Kutzke, Lynn, Maass, Monfort

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

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

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

Mayor Tierney asked for the first time if anyone present wished to speak for the discontinuance request.

Donald Weideman, plant manager of AMPI, 301 Brook Street, home address N7900 Theil Road explained that a fire at the plant last year caused the northwest corner of the building to be demolished and they need to rebuild. That portion of the building had a jag in it and they want to square it up when rebuilding, which is the reason for the request. Ald. Hamburg arrived at 6:57 p.m.

Mayor Tierney asked for the second time and third time if anyone present wished to speak for the discontinuance.

No one else present wished to speak for the discontinuance.

Mayor Tierney asked three times if anyone present wished to speak against the discontinuance.

No one else present wished to speak against the discontinuance; so Mayor Tierney declared the Public Hearing closed at 6:58 p.m.

Marie A. Moe, WCPC, MMC  
City Clerk

Common Council Proceedings  
City of Portage

Regular Meeting  
Council Chambers  
City Municipal Building

January 14, 2016  
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, Monfort

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

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

**3. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**4. Approval of Agenda**

Resolution No. 16-001 Resolution relative to the Discontinuance of a Portion of Mullett Street in the City of Portage, Columbia County, Wisconsin, Pursuant to Wis. Stat. §66.1003 was moved on the agenda to follow the Sharing Supper program presentation upon no objection of the council.

**5. Minutes of Previous Meeting**

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

**6. Sharing Supper Program Presentation**

Janis Nowak, representing the Sharing Supper program, gave a presentation of the program, whose goal is to build a sense of community through community suppers.

**7. Resolution No. 16-001 Resolution relative to the Discontinuance of a Portion of Mullett Street in the City of Portage, Columbia County, Wisconsin, Pursuant to Wis. Stat. §66.1003**

Resolution No. 16-001 Resolution relative to the Discontinuance of a Portion of Mullett Street in the City of Portage, Columbia County, Wisconsin, Pursuant to Wis. Stat. §66.1003 was read and adopted unanimously motion by Dodd, second by Charles and call of roll with Klapper abstaining.

**8. Consent Agenda**

Reports of Sub-Committees, Boards, and Commissions

Board of Zoning Appeals meetings of December 7, 2015 and January 4, 2016

Library Board meeting of December 8, 2015

Airport Commission of December 16, 2015

Historic Preservation Commission meeting of December 17, 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 application for James H Davenport Jr.

Taxi Operator license applications for Amanda Lynn Accettura, Shawn M Meyers

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

**9. Committee Reports**

Park and Recreation Board meeting of December 15, 2015

Plan Commission, December 21, 2015

Human Resources Committee, January 5, 2016

Motion by Dodd, second by Lynn to approve the appointment of Erin Salmon to the Engineering Technician position pursuant to the terms of the memo from City Administrator Murphy, dated January 7, 2016. Motion carried unanimously on call of roll.

Municipal Services and Utilities Committee meeting of January 7, 2016

Finance/Administration Committee meeting of January 11, 2016

Motion by Dodd, second by Lynn to approve claims in the amount of \$1,205,091.02. Motion carried unanimously on call of roll.

Motion by Dodd, second by Charles to approve the transfer of \$3,450 from the Pine Meadow Tennis Court project to cover the Change Order for Rettler Corporation for Design Phase II for Veterans Memorial Field project. Motion carried unanimously on call of roll.

## **10. 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.

## **11. New Business**

### Ordinances

Ordinance No. 15-011 relative to Business Licenses (Alcohol Licenses) received its first reading. Ald. Dodd questioned the provision in Sec. 14-55(d) requiring bathrooms with running water for temporary licenses during special events. This item will be researched.

Ordinance No. 16-001 relative to Motor Vehicles and Traffic (No Parking Area in the 100 Block of West Franklin Street) received its first reading. Ald. Kutzke questioned that the proposed Ordinance allows a drop-off zone; but not a pick-up zone. The school will be contacted for clarification of their request.

Ordinance No. 16-002 relative to Parks and Recreation (Alcoholic Beverages in Parks) received its first reading. Ald. Kutzke expressed concern with the word "possess" in the ordinance; and that technically a person could not have a pack of cigarettes in their purse or pocket, or alcohol in a trunk of a vehicle without being in violation. Ald. Lynn's opinion was that the intent of the ordinance was that violations would occur only if these items were in plain view. Ald. Lynn yielded his time to Police Chief Manthey, who explained that his department would look at the intent and spirit, not the letter of the law. He also commented on the importance of leaving the word "possession" in the ordinance. Ald. Klapper inquired if the Park Board would be considering making areas such as the Canal trail, the area near the lock, and the Fox River end as parks. He had concern that with prohibiting alcohol at Riverside Park, for example, it would just move problems to other areas. Manager of Parks and Recreation Kremer indicated that this item can be placed on an agenda for the Park Board.

Motion by Maass, second by Charles to amend to Sec. 54-47(a) to strike the word "consume" and replace with "smoke or use". The motion and second were withdrawn.

Ald. Maass had concern with the wording in (c) because of the fisheree event where there will most likely be tobacco use. Motion by Maass, second by Charles to amend Sec. 54-47(a) to strike the word "consume"

and replace with “smoke or use”, and to strike the wording “Silver Lake Beach and Parking Lot”; (c) insert the following language after the word “beverages”, “or possess, smoke or use tobacco products”. Motion carried 8 to 1 on call of roll with Kutzke abstaining.

### Resolutions

Resolution No. 16-002 relative to Fee Schedule was read. Motion by Dodd, second by Charles. Ald. Kutzke questioned the substantial increase. City Administrator Murphy explained that the changes reflect the new contract with General Engineering approved last year. The 25% administrative fee is to cover staff costs, and is down from 30%. Resolution No. 16-002 relative to Fee Schedule was adopted unanimously on call of roll with Kutzke abstaining.

### Mayor’s Comments

Mayor Tierney commented on the many events during the holiday season.

### Department Report – Development and Planning

Director of Business Development and Planning Sobiek informed the council that 2015 was a good development year with the following projects: County gateway project, Rolling Woods, a new TID district with Hamilton Park Place, the school developing a single family development (Pate’s Place), Divine Savior’s health and wellness center LaVito. Manufacturing expansions include: St. Gobain, AMPI, Dawn Foods, Encapsys, Ship Rec Logistics, Freedom Carpeting. There will be two (2) new manufacturing companies locating in the city from the Chicago area. Future annexations include: south side of Hwy. 51, and the former Schultz farm purchased by Divine Savior. Two (2) rail spur options are being developed. Enterprise Center: MATC completed its’ Advanced Manufacturing Training Center; expansions with DeHaus, A-Tech, and Premier Concrete. The success of the Enterprise Center has others looking at the model created here.

## **12. Adjournment**

Motion by Dodd, second by Charles to adjourn. Motion carried unanimously on call of roll at 8:32 p.m.

Marie A. Moe, WCPC, MMC  
City Clerk

**City of Portage  
Historic Preservation Commission  
Wednesday, January 6, 2016, 6:00 p.m.  
Municipal Building, 115 West Pleasant Street  
Conference Room One  
Minutes**

**Members Present:** Doug Klapper, Chairperson; Kristin Droste, Erin Foley, Gayle Mack, Stephanie Miller-Lamb

**Guests Present:** Bill Wade (Cable TV)

**1. Roll call**

Klapper called the meeting to order at 6:01 pm.

**2. Approval of previous meeting minutes**

Miller-Lamb moved that the minutes for the meeting of December 17 be approved. Droste seconded the motion, which passed unanimously by roll call vote.

**3. Discussion and possible action on claims**

No claims were presented.

**4. Discussion and possible action on Municipal Register**

Klapper will ask Timothy Heggland to come to the February HPC meeting to discuss his work updating the Intensive Historical and Architectural Survey. Klapper will also ask Mayor Tierney and City Administrator Shawn Murphy to attend a future HPC meeting so the Commission can learn about future city projects, and how the HPC can help Portage maintain its historic character.

**5. Discussion and possible action on National Heritage Preservation Month Activities (May)**

Miller-Lamb hopes to involve the schools in 2016 Preservation Month activities. It was suggested that someone in the city might be able to help coordinate with the schools, or that a notice be sent directly to the schools with information about Preservation Month activities for children. Miller-Lamb will ask Judy Eulberg for ideas.

**6. Discussion and possible action on new Commission members**

Klapper asked the City Administrator whether the city preservation ordinance could be amended to reduce the membership of the HPC. The current ordinance requires nine people. Opening up the ordinance to amendments might allow other changes to be made. If the HPC decides to pursue an amendment, it may delay the request until after the spring election.

**7. Discussion and possible action on 2015 funds**

Klapper explained that city funds may only be encumbered if there is enough time for the city to approve the action. This means the December request to encumber 2015 HPC funds was too late in the year. That money will return to the city. Klapper will add a reminder about fund allocation deadlines in the HPC's October agenda. It was suggested that the City provide training for the commissioners in how to handle city funds.

**8. Discussion and possible action on parking lot naming**

Klapper noted that the parking lot naming project has stalled. It is unclear what still needs to be done. Mack suggested that further discussion be done at the February meeting. She pointed out that February would be a good time to address other city projects, suggesting that the city's capital plan would be a source of information about projects that may affect historic properties. Other future agenda items were proposed, including revisiting the sign ordinance and amending the preservation ordinance. It was requested that HPC agendas include a recurring item asking for future agenda topics.

**9. Adjournment**

Chair Klapper adjourned the meeting at 7:03 pm.

Respectfully submitted,  
Erin Foley  
Secretary

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

LIBRARY BOARD MEETING Minutes  
January 12, 2016

Meeting called to order 12:01pm

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

Excused: Blohm, Stephenson

Visitor: Judy Eulberg, Columbia County Library System Board Member

- 1) Motion to approve December 8, 2015 regular meeting minutes. (KV/MS)
- 2) Financial Reports:
  - a) Motion to approve December 2015 Municipal funds claims and Library restricted funds claims for payment as presented. (KV/NS-H)
- 3) Director's Report: Shannon Schultz
  - a) Lynn Harthorne accepted the position of Adult Services Librarian and will start on January 18.
  - b) Jeanne Caswell has resigned to care for elderly family.
- 4) Business:
  - a) Motion to approve change in Computer Use Policy as presented. (DG/KV)
  - b) Motion to approve change to the hourly rate for PM position as presented. Change to go into effect when training is finalized. (EM/HS)
- 5) Next meeting date is Tuesday, February 23, 2016 at noon.
- 6) Meeting adjourned 12:43pm. (DG/MS)

Eleanor Voigt - President  
Dr. Brenda Blohm - Vice-President  
Chad Stephenson - Treasurer  
Eleanor McLeish - Secretary  
Dr. David Gregory  
Nikki Schoenborn-Hoffmann  
Melissa Simonson  
Heather Stenberg  
Klay Vering

**City of Portage**  
**Business Improvement District Board of Directors**  
**Wednesday, January 13, 2016, 7:30 a.m.**  
**City Municipal Building, 115 W Pleasant St**  
**Conference Room One**  
**Minutes**

Present: President- Shane Schmidt, Vice President- Ian Dumbleton, Treasurer - Dennis Rupers, Secretary – Mila Stahl, Fred Galley, Myrna Hooper, John Krueger & Klay Vehring.

Excused: Sheila Link

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 Schmidt called the meeting to order at 7:31 am.**

**2. Discussion and request for approval of BID Meeting minutes for December 2, 2015.**

President Schmidt presented the minutes from December 2, 2015 and asked for a motion to approve the minutes as presented. Motion by Rupers, second by Galley to approve minutes for December 2, 2015 meeting. Motion passed.

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

**Discussion moved to Executive Committee report.**

President Schmidt reported that the Executive Committee met on December 7, 2015 and place chair people for the committees. The following determinations were made to lead the committees: Building & Grounds – Klay Vehring; Farmers Market – Secretary Stahl; Grants – John Krueger; Marketing – Myrna Hooper; Streetscape – Sheila Link.

President Schmidt also acknowledges that Klay Vehring is the current President of Downtown Portage, Inc. (DPI) and he looks forward to a good collaboration between the two entities.

President Schmidt reported that he has worked with the Marketing Committee in development of specific email address related to the committees, for Q & A's, comments or inquiries, that community residents will be able to access from our website.

President Schmidt reported that the goal of his Executive Committee is to develop templates for a smooth transition for each officer position. These templates will serve as a transition tool for newly elected officers.

The annual orientation meeting is being held on January 25, 2016 at The Ball Room on Cook Street. The event begins at 6 p.m. VP Dumbleton reported that he has received roughly 30 invites. President Schmidt has compiled an agenda for the evening. The goal of the evening is introduce the BID Board, explain the history of the Board and discuss the new exciting things that are being planned.

**Discussion moved to Building & Grounds Committee report.**

President Schmidt reported that in early December 2015 that a semi took the corner by Andy's Clock Shop a little sharp and destroyed a flower barrel. The Portage Police was able to track down the semi-truck company and was able to supply President Schmidt the company's name and number.

President Schmidt contacted the company and through several conversations the company agreed to reimburse the BID Board for the replacement cost and the monies has been received.

Recent snowplowing removal was discussed and when a minimum of 1" of snow has accumulated, the BID Contractor will help to remove the snow but the primary responsible still belongs to the business tenant or the business owner. President Schmidt will set up a meeting with the City to discuss future snow removal options to provide a safer environment for downtown visitors.

No comments or comments were offered on the BID Contractor's Report from Scott Davis. Motion by Rupers, second by Galley to accept the December 2015 Contractor's Report. Motion passed. Contractors Report is included as Addendum1BIDDecember.pdf.

**Discussion moved to Farmer's Market Committee report.**

President Schmidt stated that the Executive Committee has asked Director Galley to be the co-chair of the Farmers Market due to his current participation in the Farmers Market.

VP Dumbleton stated that he has renewed the Farm Fresh Atlas guidebook ad for 2016.

New published times for the Farmers Market will be Thursdays – Noon to 5 pm.

Secretary Stahl stated that she will present an outline of ideas and options at the annual meeting to be held on January 25, 2016.

**Discussion moved to Grants Committee report.**

Treasurer Rupers stated that a request had been received from Portage Chamber of Commerce for \$2,000 for Taste of Portage, 2016. The event will be held on August 26 and August 27, 2016. Motion by Rupers, second by Hooper to accept the grant request. Motion passed.

**Discussion moved to Marketing Committee report.**

President Schmidt asked Marianne Hanson, Executive Director of Portage Chamber of Commerce to report on the success of the Holiday advertising campaign. Marianne presented a performance summary that showed the response rate from Capital Newspapers was above the national average. The consensus was that the marketing campaign was a great success. Marianne also stated that the commercial could be changed at the end to feature different seasons and different reasons to visit Portage. Numerous comments were made that business owners had patrons state they saw the ad and came to visit Portage.

**Discussion moved to Streetscape Committee report.**

President Schmidt reported for the committee due to the excused absence of Director Link that Joanne Genrich had submitted a letter to the newspaper editor for Portage Pride. President Schmidt had forwarded a copy of the letter to each board member prior to the meeting for our information. A thank you for Joanne's time and dedication was submitted by President Schmidt.

Director Link is coordinating dates with Portage Pride.

**4. Discussion and update on involvement with Downtown Portage, Inc.**

Director Vehring reported that the next activity for DPI is Canal Days and plans are currently underway. It was reported that an event committee has been formed to look for other opportunities to draw traffic to the downtown areas.

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

Claims to pay

Treasurer Rupers presented the Claims to Pay Voucher list for December, 2015. Rupers presented the Claims to pay in the amount of \$13,523.07. Motion by Schmidt, second by Dumbleton to approve the presented Claims To Pay list in the amount of \$13,523.07. Motion passed. Claims to pay list included as Addendum2BIDDDecember2015.pdf.

Financials – December 2015

Treasurer Rupers presented the financials. The current year-end surplus is \$23,119.82 and this amount will carry over to our fund balance. Budgeting will begin in August with the Committee Chairs for 2016. Motion by Dumbleton , second by Galley to approve the Financials. Motion passed.

**6. Adjournment**

Motion by Schmidt, second by Galley to adjourn the meeting at 8:52 am. Motion passed.

Respectfully Submitted by Mila Stahl, BID Secretary.

# 2015 Monthly BID Maintenance Contractor Report

## 12/01/15-12/31/15

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:

### BID Equipment:

- The Polar Trac is running good. I used the 4 wheeler with the plow to clean up areas that I can't get with the Polar Trac. The Bobcat side by side is still working out great.

### BID Building:

- The portable heater works great to heat up the shop and clean off the snow on the BID equipment.

### Miscellaneous:

- I have been picking up ornaments and fixing the lights on the trees whenever the wind or people messed with them. People have been messing with the boughs in the planters a few times as well.

**2016  
City of Portage  
Business Improvement District**

**January Schedule of Vouchers**

#	Date	Charge Acct	Invoice #	Amount	Vendor	Description	Account #	Description
1	12/31/2015			\$2,500.00	BKO, LLC - Scott Davis	December 2015 Services	241	Custodial Services
2	12/10/2015		459110	\$28.00	Don-Rick, Inc.	Property Insurance	512	Comm Prop - 11/23/15 to 01/01/16
3	12/10/2015		459111	\$267.00	Don-Rick, Inc.	Property Insurance	512	Comm Prop - 01/01/16 to 01/01/17
4	12/8/2015		3107	\$238.00	H&M Contracting, LLC	Install Electrical Outlet for Kammer Corner	221	Electrical & Gas
5	12/1/2015			\$64.28	JoAnne Genrich	Address: 224 E. Emmett St, Portage - Tree Ornaments	860	Small Equipment
6	1/8/2016			\$500.00	BKO, LLC - Scott Davis	Pre-paid Credit Card	16000-055	Inventories & Prepayments; Prepaid Expense
7	11/30/2015	2599988		\$3,557.00	Capital Newspapers	Christmas Advertising	296	Marketing
8	12/28/2015	2599988		\$696.00	Capital Newspapers	Christmas Advertising	296	Marketing
9	11/29/2015	17768	17768-00002-0	\$50.15	Magnum Communications	WNNO - Christmas Advertising	296	Marketing
10	11/29/2015	17768	17768-00003-0	\$100.30	Magnum Communications	WPDR/WDDC - Christmas Advertising	296	Marketing
11	12/27/2015	17768	17768-00003-1	\$902.70	Magnum Communications	WPDR/WDDC - Christmas Advertising	296	Marketing
12	12/27/2015	17768	17768-00002-1	\$451.35	Magnum Communications	WNNO - Christmas Advertising	296	Marketing
13	11/29/2015		247302-1	\$640.00	WMTV	Christmas Advertising	296	Marketing
14	11/29/2015		247302-2	\$1,260.00	WMTV	Christmas Advertising	296	Marketing
15	11/29/2015		247317-1	\$50.00	GMTV	Christmas Advertising	296	Marketing
16	11/29/2015		247317-2	\$75.00	GMTV	Christmas Advertising	296	Marketing
17	12/31/2015		283698-1	\$450.00	WMTV	Production - Christmas Advertising	296	Marketing
18	12/4/2015		14494	\$253.49	Temple Display LTD	15 Wide-Angle Christmas Lights	860	Small Equipment
19	12/4/2015		14495	\$172.48	Temple Display LTD	10 Wide-Angle Christmas Lights	860	Small Equipment
20	12/4/2015		14496	\$253.61	Temple Display LTD	15 Wide-Angle Christmas Lights	860	Small Equipment
21	12/27/2015		7700	\$500.00	Pardeeville Shopper	BID Christmas Advertising	296	Marketing
22	11/24/2015	7086830000		\$7.73	Alliant Energy	BID Building Electrical	221	Electrical & Gas
23	12/30/2015	7086830000		\$15.52	Alliant Energy	BID Building Electrical	221	Electrical & Gas
24	1/11/2016			\$9.80	Myrna Hooper	Address: 127 W Cook St, Portage, WI 53901 - Postage	291	Postage
25	1/6/2016			\$93.90	Portage Printing	BID Orientation Meeting Invitations	292	Printing/Publishing

**Total: \$13,136.31**

**Pre Paid Expense Account #055**

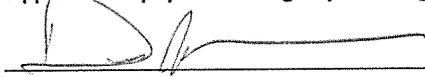
**\$784.78 Balance Carried Forward**

1	12/14/2015			\$28.50	Market Basket	Diesel	342	Gasoline/Oil
2	12/26/2015			\$2.95	Walgreen Balance	Monthly Fees	590	Bank Fees
3	1/1/2016			\$355.51	4imprint	BID Mugs	296	Marketing
4								
5								
				<b>Total:</b>	<b>\$386.96</b>			

**Balance On Card: \$397.82**

Approved for payment during City of Portage Business Improvement District Committee meeting dated

1/13/16



Dennis Rupers, Treasurer  
BID Board of Directors

1/13/16

Date

**Approved Future Expenditures**

#	Minutes Date	Amount	Account #	Description	Vendor	Description
1	12/2/2015	\$2,000.00	715	Grants	Portage Chamber of Commerce	Taste of Portage - 2016
2	12/2/2015	\$1,300.00	290	Training	The Ball Room & Others	2016 Annual BID Orientation Meeting
4	7/10/2013	\$7,500.00	351	Repairs/Maintenance Supplies		Trees
4						
5						
6						
7						
8						

Total: \$10,800.00

**Designated Fund Balance - \$59,913**

#	Minutes Date	Amount	Description
1	9/11/2013	\$23,708.00	Streetscape
2	9/11/2013	\$36,205.00	Buildings & Grounds
3			
4			

Total: \$59,913.00

**Coop Funds with the City of Portage**

#	Minutes Date	Amount	Description
1			
2			
3			
4			

Total: \$0.00

# City of Portage

## Operator's Regular

GERALD J. MCGOWAN

MURIAH K. MIKOLAJCZAK

Jacquelynn S. McGowan

ALESIA M. ROYEM

SUSAN M. STEARNS

**City of Portage  
Park and Recreation Board Meeting  
Tuesday, January 12<sup>th</sup>, 2016  
6:00 p.m. Regular Meeting  
Municipal Building Room #1**

**1. Roll Call**

The meeting called to order at 6:00 pm by Chairperson Zirbes. Members present: Brian Zirbes, Chairperson, Rita Maass, Mike Charles, and Todd Kreckman. Larry Messer was excused.

Parks and Recreation Manager Dan Kremer, Leslie Hawkinson, News Reporter Craig Sauer, Marianne Hanson, Dave DuVal, Neil Krueger, Tim Raimer and Micha Schapiro via phone and Go To Meeting conference call.

**2. Approval of December 15th meeting minutes.**

Motion was made by Charles to approve the minutes from the December 15<sup>th</sup> meeting as presented. Second by Kreckman.

Motion carried on a 4 - 0 roll call vote.

**3. Discussion and possible action on Skate Park concept design**

Manager Kremer introduced Micah Schapiro of Grindline Skateparks through a conference call. Micah explained components of the Portage Skate Park Final Concept design on the viewing screen. Schapiro also showed future expansion designs to give a broader picture of how the park may evolve and fit at the designated area within Goodyear Park.

Schapiro pointed out where decorative building facings from the former Clough building will be placed and used with the proposed features.

Kremer asked to be shown where the park rule signs would be located and

Zirbes asked how the fencing would be placed and where the entrances would be located to help control where people cross the street and inside the park walking traffic.

Maass had further discussion asking if the current site had been approved by the Planning Commission and if the presented concept design would also fit at the original site plan. The plan is scheduled to go before the Planning Commission at their February meeting and it was noted that the concept design would fit at either site.

Motion was made by Maass to approve the final concept of the Skate Park as presented. Second by Charles.

Motion carried on a 4 – 0 roll call vote.

**4. Discussion and possible action on Splash Pad donation recognition sign.**

Manager Kremer introduced Marianne Hanson who was representing the Portage Service Club Association with a revised draft of the proposed Splash Pad recognition sign.

Hanson presented the revised sign which recognizes those who donated funds for the construction of the splash pad. She said the finished sign will be approximately 8' x 5'.

Kremer pointed out that the name was also updated to state Goodyear Park Splash Pad at the Gary O'Hearn Recreational Complex.

Motion was made by Charles to accept the Splash Pad's donation recognition sign as presented. Second by Kreckman

Motion carried on a 4 – 0 roll call vote.

**5. Discussion and possible action on proposal for installation of a K.I.A. monument with Blue Star Park.**

Manager Kremer provided information and visuals of the proposed Killed in Action (K.I.A.) monument and possible location at Blue Star Park. He noted that there is a flag pole just south of the current monument that will need to be either taken out or relocated since it will interfere with the proposed monument's location. Kremer then introduced over to Dave DuVall who was spokesperson for the American Legion, Veterans of Foreign Wars and the Vietnam Veterans of America organizations.

DuVal stated that over the last few months efforts have increased by the groups to construct a K.I.A. memorial within the Blue Star Park to honor those who have lost their lives serving our country. The names on the memorial would include veterans from the Portage area and would be reviewed and assembled through a committee of current veterans with assistance from existing state and national lists.

DuVal expressed that the group is asking for City support by assisting with the removal of the flag pole, providing fill dirt to raise the finished grade level and assisting with overseeing of construction. Through donations and current funds on hand, the group plans to order and purchase the monument, hire contractors to put in the path to the KIA memorial and to do the electrical and concrete work.

Kreckman asked how many names were currently on the list and was told they have acquired 110 names that go back to the Civil War.

The group asked if the cannon currently located at Veterans Memorial Fields would be able to be moved to Blue Star Park sometime in the future so as to bring a "full concept" to the memorial display. A discussion followed with Maass asking that the group bring in an overview plan of future displays to prevent the park from looking and feeling crowded.

A motion was made by Kreckman to accept the proposal for installation of the K.I.A. Monument within Blue Star Park and provide assistance with the removal of the flag pole, provide dirt fill to match existing grade levels and to oversee construction as presented. Seconded by Charles

Motion carried on a 4 – 0 roll call vote

**6. Discussion and possible action on ATC easement, timeline and access within Sunset Park and proposal for north shore nesting platform.**

Kremer provided the board with a review of the American Transmission Company's (ATC) easement proposal, project timelines, the relocation of the existing osprey platform to the south shore and possible options for a new platform on the north shore in Sunset Park.

Kremer provided an overview of the pole being removed on the Wisconsin River island and informed the board of why ATC was removing this pole vs. other options of installing a new one or leaving the existing.

Kremer then informed the board that ATC proposed a second nesting platform above the monopole to be located within Sunset Park. The pole will be approximately 140' high with a new nest platform and nesting branches on top. ATC consulted with avian experts who confirmed that humans in and around the park will not be a deterrent to birds nesting, but that there is no guarantee the nesting station will be selected. ATC would construct the north shore nest at no cost to the City. The construction timeline will begin in late 2016 and carry into winter of 2017 for the entire project.

Kremer stated that ATC would access the park with their equipment using the service road from Sunset Street and that they will restore any disturbance to the park. They plan to do site and brush clearing at their easement, which will include undergrowth and some trees along the park and water edge.

Charles made a motion to accept the ATC easement timeline and access within Sunset Park and proposal for the north shore nesting platform as presented. Second by Kreckman

Motion carried on a 4 – 0 roll call vote.

**7. Discussion and possible action on the change order and project acceptance/closeout for Silver Lake Beach Retaining Wall.**

Kremer reviewed multiple correspondences regarding the Change Order #1 and Pay Application #2 for contracted services for the replacement of the Silver Lake Beach Retaining Wall. The Great Lakes Marine Contracting has requested payment for recent construction costs regarding the Change Order #1 which provided a 5-year warranty on the wall and a reduction credit of \$4,500 for the variations of the cap thickness for the new retaining wall.

Discussion followed about concerns that included variations of the wall color, substantial cracks and the uneven wall cap thicknesses.

Kreckman stated he wanted a clear understanding of what the 5-year warranty covered; Charles expressed concern over the cracks and ways to fill them and still have the wall aesthetically pleasing. Charles also recommended taking photographs of each crack to develop a monitoring baseline. Discussion ensued regarding wall color and what the final color is compared to what the board approved during design.

Motion was made by Kreckmen to deny payment of Change Order #1 due the inconsistency of the wall color until additional corrective options can be presented. Second by Maass

Motion carried on a 4 – 0 roll call vote.

**8. Discussion and possible action on soil borings and reallocation of funds for VMF design project.**

Kremer reminded the board that Rettler Company recommended the City do soil borings which will also allow soil compositions be included on the construction documents. With the discovery of high ground water on the site, Rettler proposed 10 soil boring locations that span both the two soccer fields and the youth baseball field facility.

Kramer said two bids were received for soil boring work with the low bid from Nuemmelin Testing Services at a total of \$3,850. This bid is \$1,450 above the anticipated allowance provided by Rettler at project initiation. With the recommended 10 borings, the project budget is now \$19,950. Since the initial budget for this project was \$16,500, Kremer recommended the reallocation of \$3,450 from the completed Pine Meadow tennis court project that came in approximately \$12,000 under budget.

Motion made by Kreckman to award Nuemmelin Testing Services for a bid amount of \$3,850 for 10 soil boring locations at Veterans Memorial Fields and to approve the reallocation of \$3,450 from the Pine Meadow Tennis Court project to cover the additional costs. Second by Zirbes.

Motion carried on a 4 – 0 roll call vote.

**9. Old Business Update**

- No business to address

**10. New Business**

- The meeting time of 6:00 pm
- Move March meeting back a week

**11. Manager's Report**

- The Department has been approached by a Service Club and is interested in placing a band

- shelter at Pauquette Park
- Working on a detailed park flyer
- Swimming lessons has 104 participants; Youth basketball has 52 participants
- Lincoln Park is getting cleaned out
- Ice thickness for skating at Pauquette is being checked
- Making progress on the Tree inventory grant of \$11,000 to include the trees on the streets and in the parks.

## 12. **Adjournment**

Zirbees asked all in favor to adjourn say Aye. No nay's. Motion Passed.

Meeting adjourned at 7:26 pm.

Respectfully submitted  
Leslie Hawkinson  
Park & Recreation Department

**City of Portage**  
**Finance/Administration Committee Meeting**  
**Monday, January 11, 2016 6:00 p.m.**  
**City Municipal Building, 115 West Pleasant Street**  
**Conference Room One**  
**Minutes**

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

Also Present: Administrator Murphy, Finance Director Mohr, Park & Recreation Manager Kremer, Bill Welsh – Cable TV, Craig Sauer – Daily Register

**1. Roll call**

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

**2. Approval of minutes from December 7, 2015.**

Motion by Charles, second by Klapper to approve minutes from December 7, 2015. Motion carried 5-0 on call of roll.

**3. Discussion and possible recommendation on claims.**

Mohr reviewed some of the higher dollar claims for one time annual charges for various contracts, and capital projects noting the inclusion of the quarterly billing from Basset; a purchase of sand/salt; a payment to Schindler for the elevator. Murphy indicated that the elevator has been approved by the State and Schindler has been back in to wrap up on a few punch list items.

Motion by Klapper, second by Charles to recommend to approve claims in the amount of \$1,205,091.02. Motion carried unanimously on call of roll.

**4. Discussion and possible recommendation on Rettler Corporation design phase II for VMF change order.**

Kremer indicated that during the initial site visits and design work it was discovered that a portion of the property was likely a wetland area. Rettler recommended a wetland delineation study be performed as to not delay the project at a future time. The DNR and State recently began requiring the wetland studies in order to get a WRAP Permit (Grading Permit). Bids were received and R.A. Smith was selected to perform the study for \$2,000 which was within the 15% procurement guidelines allowing the project manager to approve.

The study indicated that a portion of the field is in the wetland. This requires some adjustment on the placement of the field and reduction in the allowable size. Rettler recommended expanding the number of soil borings to better assist with the construction stage of the project. The initial cost of the borings was estimated at \$2,400 the low bid came in at \$3,850. The total revised cost of the project is \$19,950 which is \$3,450 above the original proposal. Administration is requesting the Finance

Committee to approve the reallocation from the Pine Meadow Tennis Court Project which came in approximately \$12K under budget; contingent on the Park and Recreation Board approval of the change order on Tuesday, January 12<sup>th</sup>.

Lynn inquired as to the timing of the discovery of the wetlands as it is well known that the area of town has high water tables. Dodd pointed out that the clarity of the agenda item should have stated that the committee was to approve the reallocation of funds for the change order as opposed to the change order itself. The committee also discussed the timing of the approval as it is prior to the Park and Recreation Board meeting.

Murphy pointed out that the timing is impacted by the time frame of receiving information from Rettler due to an unfortunate life event of one of their main employees. This along with the timing of when the various committees and council meet in conjunction with needing to keep this project on track in order to be in compliance with the City's contract with the School.

Motion by Charles, second by Klapper to recommend the reallocation of \$3,450 from the Pine Meadow Tennis Court project contingent on the approval of the change order by Park and Recreation. Motion carried unanimously on call of roll.

**5. Staff Report (Agenda item 6c.) Silver Lake Beach Wall.**

Murphy requested if this item could be moved up in respect to Kremer's time, committee agreed. Kremer indicated that administration along with General Engineering met with the contractor Great Lake Marine and arrived at an agreement of \$4,500 credit along with an extension of the warranty from 1 year to 5 years. Kent Fish from General Engineering felt the wall was acceptable and that this was a fair settlement.

**6. Discussion and possible recommendation on fee schedule revised building inspection fees.**

Murphy reviewed the fee schedule changes to adjust for the charges in new contract with General Engineering. He noted that the fees from General Engineering have been increased by 25% to cover city administration costs; this has been reduced from the 30% that has been charged in the past. Murphy also noted that the Fee Schedule in the packet has three updates: the first one is to remove the section regarding Erosion Control as that is repeated below; second under 10-39 the rate should be \$0.10; and third under 90-774 the rate should be \$240.00.

Motion by Charles, second by Lynn to recommend the proposed fee schedule revisions with the additional 3 changes mentioned above.

Dodd questioned whether the maximum administrative fee of \$1,500 as stated under the heading Buildings and Building Regulations should be updated. After further discussion it was determined to remove this line completely.

Motion by Charles to amend the original motion and add a 4<sup>th</sup> update to remove the maximum administrative fee of \$1,500 from the fee schedule, second by Lynn. Motion carried unanimously on call of roll.

Roll was then taken to approve the motion as amended. Motion carried unanimously on call of roll.

## **7. Staff Report.**

Murphy continued with the staff report indicating that staff has been meeting with the businesses involved with the Snow Shuttle service provided through the taxi program in order to improve the performance of the service. The Snow Shuttle was started in 2010 to service the community in transporting residents and visitors to various businesses including hotels and the ski hill. Initially the businesses were requested to participate in the costs it was later determined that with the ridership fee and the grant the Snow Shuttle was self-funding and the businesses were no longer requested to participate. In evaluating the current situation, in which the grant has been lowered and ridership is minimal, it is projected that the service will run at a \$15K deficit for the 2015-2016 season. Staff is reviewing the hours, advertisement, and business participation in order to mitigate this deficit and bring the Snow Shuttle back to the stage of being self-funding. Changes will be implemented in the next few weeks and re-evaluated before the 2016-2017 season begins.

Murphy reviewed the Debt Issuance Schedule for 2016 stating that the draft of the proposed capital projects will be presented at the February Finance meeting. In order to receive the money by mid-May to fund the 2016 projects the borrowing packet will be presented at the March Finance meeting with the initial resolutions to be presented at the council meeting on March 24<sup>th</sup>. It was mentioned that the field work for the 2015 audit will be February 22<sup>nd</sup> – 24<sup>th</sup> this year. We are hoping to have a preliminary audit ready in time for the borrowing.

Murphy discussed the Developer Agreement with the County now that County Gateway project has received Plan Commission approval, the city is working to finalize development agreement, shared parking lot agreement and intergovernmental agreement with State DNR and County on Canal remediation which may include an in-kind contribution of sand from the airport; trucking to be provided by the County or DNR.

## **8. Adjournment.**

Motion by Charles, second by Klapper to adjourn the meeting at 7:15 p.m. Motion carried unanimously on call of roll.

Jean Mohr, Finance Director

**City of Portage  
Legislative & Regulatory Committee Meeting  
Wednesday, January 13, 2016, 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, Jeffrey F. Monfort

**Absent:** Martin Havlovic

**Also present:** City Clerk Moe, Mayor Tierney

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

**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 December 7, 2015 meeting. Motion carried unanimously with call of roll.

**3. Discussion and possible recommendation on change of agent for Kwik Trip, Inc., Kwik Trip 653, 1223 East Wisconsin Street, Class "A" Fermented Malt Beverage and "Class A" Cider License – Patricia J. Lintl**

Committee reviewed the application for change of agent. Motion by Hamburg, second by Monfort to recommend to council approval of the change of agent for Kwik Trip, Inc., Kwik Trip 653, 1223 East Wisconsin Street, Class "A" Fermented Malt Beverage and "Class A" Cider License to Patricia J. Lintl. Motion carried unanimously with call of roll.

**4. Discussion and possible recommendation on Plan Commission structure**

Mayor Tierney was present to explain his reason for requesting a change in the membership structure of the Commission. Currently, the Director of Public Works is a member of the Commission; but is also responsible for providing recommendations and reports for issues taken up by the Commission, which could create a conflict. In addition, the current and prior Directors of Public Works are not residents of the city. It is Mayor Tierney's opinion that the best interest of the City would be served with replacing the Director of Public Works with a citizen who is a small business person.

City Clerk Moe explained other proposed changes in the ordinance including changing the Zoning Administrator from the Director of Public Works to the Director of Business Development and Planning. Currently zoning

administration is shared among the Director of Public Works, City Administrator and Director of Business Development and Planning. While the Director of Public Works and City Administrator will still be involved, the main responsibility will be with the Director of Business Development and Planning. The other proposed change will designate the City Administrator as having the authority to act on behalf of a department manager during vacancies or extended leaves of absence.

The Committee was in agreement with the proposed ordinance; but as the agenda referenced Plan Commission structure and the ordinance included Zoning Administration and designation of the City Administrator in absence of a department head to act on their behalf; the Committee wished to bring back the proposed ordinance to the next meeting for action with a more inclusive agenda title.

**5. Adjournment**

Motion by Charles, second by Hamburg to adjourn. Motion carried unanimously on call of roll at 7:15 p.m.

Marie A. Moe, WCPC, MMC  
City Clerk



November 23, 2015

Ms. Marie Moe, City Clerk  
City of Portage  
115 W. Pleasant  
Portage, WI 53901-1742

RE: Change of Agent  
Kwik Trip 653  
1223 E. Wisconsin St.

Dear Marie:

A new manager, Patricia Lintl, has been assigned to oversee our Kwik Trip 653 convenience store. Therefore, we would like to appoint Patricia as the agent of the store.

Enclosed please find completed appointment of agent and auxiliary questionnaire forms as well as a \$10.00 check for the administrative fee. I respectfully request that you include this item on the agenda of your City Council meeting for consideration.

If you require anything further from me, please don't hesitate to call me, I can be reached at (608) 793-6262. Thank you in advance for your assistance with this matter.

Yours truly,

Deanna Hafner  
Licensing Agent

Enclosures

*- Sent under  
separate  
cover in  
error.*

**SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY**

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

To the governing body of:  Town of City of Portage County of Columbia  
 Village  
 City

The undersigned duly authorized officer(s)/members/managers of Kwik Trip, Inc.  
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as  
Kwik Trip 653  
(trade name)

located at 1223 E. Wisconsin Ave., Portage, WI 53901

appoints Patricia J. Lintl  
(name of appointed agent)

[Redacted]  
(home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes  No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).  
Agent Kwik Trip 857, Reedsburg, WI, until new agent appointed.

Is applicant agent subject to completion of the responsible beverage server training course?  Yes  No All my life

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? \_\_\_\_\_

Place of residence last year [Redacted]

For: Kwik Trip, Inc.  
(name of corporation/organization/limited liability company)

By: [Signature]  
(signature of Officer/Member/Manager)

And: [Signature]  
(signature of Officer/Member/Manager)

**ACCEPTANCE BY AGENT**

I, Patricia J. Lintl, hereby accept this appointment as agent for the  
(print/type agent's name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] [Date] Agent's age 40  
(signature of agent) (date)  
S3065B Fox Hill Rd., Baraboo, WI 53913 Date of birth 6/10/75  
(home address of agent)

**APPROVAL OF AGENT BY MUNICIPAL AUTHORITY  
 (Clerk cannot sign on behalf of Municipal Official)**

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on \_\_\_\_\_ by \_\_\_\_\_ Title \_\_\_\_\_  
(date) (signature of proper local official) (town chair, village president, police chief)

**AUXILIARY QUESTIONNAIRE  
ALCOHOL BEVERAGE LICENSE APPLICATION**

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Lintl		Patricia		Jean	
Home Address (street/route)		Post Office	City	State	Zip Code
[REDACTED]		Baraboo		WI	53913
Home Phone Number		Age	Date of Birth	Place of Birth	
[REDACTED]		[REDACTED]	[REDACTED]	Prairie du Sac, WI	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.
- Agent** of **Kwik Trip, Inc.**  
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? All my life
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality?  Yes  No  
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality?  Yes  No  
 If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit?  Yes  No  
 If yes, identify. Agent Kwik Trip 859, Reedsburg, WI, until new agent appointed.  
(Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin?  Yes  No  
 If yes, identify. \_\_\_\_\_  
(Name of Wholesale Licensee or Permittee) (Address By City and County)
6. Named individual must list in chronological order last two employers.

Employer's Name <b>Express Mart</b>	Employer's Address <b>Phillips, WI</b>	Employed From <b>5/95</b>	To <b>5/95</b>
Employer's Name <b>Fiscars</b>	Employer's Address <b>Sauk City, WI</b>	Employed From <b>12/94</b>	To <b>4/95</b>

The undersigned, being first duly sworn on oath, deposes and says 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 that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

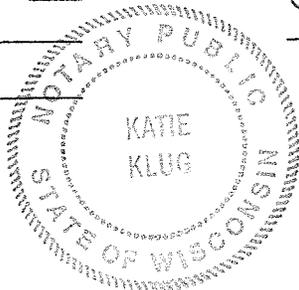
Notary Public

this 20th day of November, 2015  
Katie Klug  
(Clerk/Notary Public)

My commission expires 9-18-16

Patricia J Lintl  
(Signature of Named Individual)

Patricia J Lintl



Printed on Recycled Paper

Wisconsin Department of Revenue

**City of Portage**  
**Monday, January 18, 2016**  
**Public Hearing-Plan Commission, 6:25 p.m. (Conf Room 2)**  
**Airport Commission and Plan Commission**  
**Joint Meeting, 6:30 p.m.**  
**City Municipal Building, 115 West Pleasant Street**  
**Council Chamber**

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

Plan Commission Members present: Mayor Bill Tierney, Chairperson; Aaron Jahncke, City Engineer, Jan Bauman, Mike Charles, Carolyn Hamre, Peter Tofson, and Brian Zirbes  
Excused: Mike Charles (joined Plan Commission meeting at 7:54pm)

Others present: Administrator Murphy, Director Sobiek, Manager Poppy, Bill Welsh, Bill Voigt, Mark Bennett, Mark Clausen

**Public Hearing - 6:25 p.m.**

To consider granting a Conditional Use permit to Mark Clausen to operate a used car dealership on parcel No. 2231, zoned B4, 109 E. Albert Street, City of Portage, Columbia County, 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 comments and inquiries by phone and in person prior to the hearing.

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

Bill Voigt, owner of the parcel, spoke in favor of the petition and indicated Mr. Clausen's used car lot would benefit the area and the city.

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

Mr. Clausen, petitioner, indicated his presence in favor of the petition.

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

Hearing none, Mayor Tierney asked if there was anyone present who wished to speak against the petition.

Hearing none, Mayor Tierney asked for a second time if there was anyone else present who wished to speak against the petition.

Hearing none, Mayor Tierney asked a third and final time if there was anyone else present who wished to speak against the petition.

Hearing none, Mayor Tierney declared the Public Hearing closed at 6:33pm.

### **Joint Meeting - 6:30 p.m.**

#### **1. Roll call**

#### **2. Approval of minutes from previous meeting.**

Motion by Kutzke, second by Langbecker to approve the minutes from the December 16, 2015 Airport Commission meeting. Motion passed 5-0 on a call of the roll of the Airport Commission.

Motion by Zirbes, second by Tofson to approve the minutes from the December 21, 2015 Plan Commission meeting. Motion passed 6 to 0, with Hamre abstaining, on call of the roll of the Plan Commission. Mayor Tierney indicated the minutes had been corrected from the previous version, with the word 'financing' replaced with 'fencing', on the last line of page one.

#### **3. Airport Presentation**

Chair Maass stated that BOA guidelines require the Plan Commission to be notified and presented with the Airport Commission's proposed Airport improvement plans, as a condition of receiving federal and State entitlement funds to make such improvements.

Chair Maass indicated that as the City considered moving the Airport to a new location at the north edge of the city, maintenance at the current Airport was deferred, out of necessity. However, now that the FAA and BOA have indicated that there will be no new airports constructed, the Airport Commission has recommended upgrading and improving the current Airport, including delineating clear zones and removing obstructions. She stated the time is now to do the deferred maintenance at the Airport and to move forward with the proposed improvements, as outlined.

Mr. Kutzke presented a power point presentation outlining the recommendations of the Airport Commission to make improvements to the Airport. His presentation included the role of aviation in the U.S. and Wisconsin economy, statistics, features and shortcomings of the current Airport, conclusions of the efforts to build a new Airport, Airport Commission recommendations, the FAA Airport Improvement Program, items covered by FAA and WisDOT grants, cost of Airport improvements, and a proposed schedule of City funding for Airport improvements.

He concluded by stating the cost of operating the Portage Airport is very cost effective, with the City expending \$36,000 annually for Airport operations.

#### **4. Discussion and possible action on Airport improvements.**

Chair Maass reported that Director Sobiek compiled a report on the Airport at the direction of the mayor and asked if he had any comments to share.

Sobiek reported that his report compliments the fine report presented by Mr. Kutzke by summarizing current utilization of the Airport. In addition to business and general aviation usage, the Airport is utilized for medical emergency flight, as a backup for Medflight ambulance helicopters, law enforcement training, and agricultural pilot spraying. It is currently not being utilized for either pilot training or air cargo.

He noted that only one new airport, Rice Lake Airport, has been built in Wisconsin in the past 30 years.

He also indicated that many businesses who considered utilizing the Airport were in a holding pattern and waiting to see whether the City would build a new airport or maintain the current the current one.

Sobiek concluded by pointing out that his report includes a BOA printout of all Wisconsin airport improvement projects. This printout is impressive as it indicates most Wisconsin airports are undergoing improvements at some level in this multi-year time period.

Tofson asked what the 20 year plan for the Airport is. Kutzke responded that the plan would include a better terminal building and access to the air field, as well as more hangars utilized by businesses. The plan would also include improving runway access at Silver Lake Drive, addressing the power line issues, moving the fuel farm, and providing hangars in new locations.

Erath stated the Airport Commission would like the City to commit to improving the current Airport. This includes improvements to allow for the ideal angle to land a plane. The goal is to have a quality and viable airport, similar to a quality school system and hospital that serves to entice and attract businesses and contributes to a growing community.

Manager Poppy stated the current Airport is currently safe, but indicated it does not have night instrument approaches. Cleaning up airport encroachments will keep businesses using the Airport as well entice more businesses to utilize the airport. He further stated that the runway was repaved in 1996 and is holding up well because of regular maintenance and crack sealing every other year. He also reminded Commissioners that the entitlement money to improve the Airport comes from fuel taxes, so it is already earmarked for airport improvements.

Kutzke added that the Airport improvements will total \$1.5 to 3 million dollars over the course of several years.

Tofson indicated he would like to see the Airport upgraded to attract more corporate airplane traffic like the Baraboo-Wisconsin Dells Airport. He cautioned the City not to under estimate improvement costs as bids , more often than not, are coming in much higher than anticipated.

Zirbes asked why the entire City-owned adjoining parcels on the eastern side of the Airport were not circled for inclusion into the airport clear zone.

Maass indicated that the entire parcels could be considered in added clear zones and that the circled areas of the parcels simply indicated the minimum clear zone required.

Zirbes also asked if there was a plan to reimburse the Park and Recreation Department for the two parcels, including the parcel used for brush drop-off, since bringing the parcels under Airport control would force the department to move the brush drop-off site to another location. Kutzke indicated that, at this point in time, there was not.

Chair Maass stated the Plan Commission is free to make any recommendation regarding the Airport improvement plan as presented, but that any recommendation would not be binding on efforts to move forward with the plan with federal entitlement funding.

Mayor Tierney applauded the efforts of the Airport Commission in putting forward and moving quickly on the proposed Airport improvements. He indicated he appreciated the Commission's optimism and the proposed need to work together and be positive to achieve the proposed Airport improvements.

Jahncke stated that the Airport lift station project scheduled for 2016 might not occur until 2017, in order to get the City's ducks in a row to capture reimbursement funding.

Tofson stated he would like to see the Airport improvements made.

Motion by Hamre, second by Zirbes, to support the Portage Airport Improvement plan as recommended by the Airport Commission. Motion passed 7-0 on a call of the roll, with Tierney, Jahncke, Bauman, Charles, Hamre, Tofson, and Zirbes voting yes.

## **5. Airport Commission Adjournment**

Motion by Kutzke, second by Klapper, to adjourn the Airport Commission portion of the meeting. Motion passed on a call of the roll, with Maass,

Erath, Klapper, Kutzke, and Langbecker voting yes. Meeting adjourned at 7:53 p.m.

**6. Discussion and possible action on Conditional Use Permit granted for Mark Clausen to operate a used car dealership on parcel #2231; 109 E. Albert Street, City of Portage.**

Mr. Clausen indicated the hours of operation for his car dealership would be 8 am to 5 pm during the week and Saturday, with an occasional showing at night. He indicated there would be no immediate signage.

Mayor Tierney asked if there is City Code requirement regarding untreated parking lot surfaces and paved parking areas since the driveway/parking area is not paved. Director Sobiek replied that City Code requires parking lots to be of a dustless surface, thereby requiring them to be paved.

Hamre indicated that the Commission has granted Conditional Use permits to applicants without requiring them to have paved parking lots, thereby creating inconsistencies. Director Sobiek concurred but indicated the City's Code requirement for parking lots to be paved can still be enforced, outside of the Conditional Use petition process.

Motion by Charles, second by Hamre, to approve the Conditional Use permit for Mark Clausen to operate a used car lot at 109 E. Albert Street, with the condition that the parking lot must be paved if the non-paved parking lot becomes a problem in the future and that the conditional use will be reviewed by the Commission in one year. Motion passed 7 – 0 on call of roll with Tierney, Jahncke, Bauman, Charles, Hamre, Tofson and Zirbes voting yes.

**7. Discussion and possible action on the Bennett Drive street vacation**

Director Sobiek outlined the need to vacate Bennett Drive to accommodate the planned remodel and expansion of the Culvers Restaurant and the sale of the parcel.

Administrator Murphy outlined the length of the frontage road to be vacated, as well as its the history and previous street vacations.

Discussions have taken place with the DOT, as well as Divine Savior Healthcare regarding various property access issues and lining up Henry Drive with driveway access to the Schultz farm parcel.

Mr. Bennett, the parcel owner, indicated he is in favor of the street vacation to facilitate the property sale and Culver's expansion.

Motion by Tofson, second by Zirbes to approve recommending the street vacation of Bennett Drive, as presented, for a public hearing and action

before the City Council. Motion passed 7-0 on call of roll with Tierney, Jahncke, Charles, Hamre, Tofson, Zirbes and Bauman voting yes.

#### **8. Discussion and possible action on new skate board site**

Director Kramer outlined the new proposed site of the skate board park just north of the previously approved site. Because this new plan moves the skate board park north of the previous site and plan that was approved for Goodyear Park by the Plan Commission in 2012, it is now before the Commission for approval.

The new site for the park was necessary because the previous plan did not take into account the storm sewer under the park site as well as two trees that would have to be removed. In addition, the new site plan allows for more skate board park expansion in the future. It also allows parents a clear vision between the splash pad and the skateboard park to see their kids.

Kramer indicated the Park Board recommends partnering with the School District on utilizing and sharing the existing Rusch School parking lot, with potential future expansion of this lot.

Tofson asked how the plan at the new site will accommodate the topography given the slight grade change. Kramer indicated drainage will flow east to the inlet on the lower right hand side of the site plan.

The site plan also shows future phases, including phases 2 and 3 that could be added to the skateboard park in future years. However, Zirbes indicated there is no funding mechanism so these phases may or may not be implemented, leaving green space in this space.

Motion by Hamre, second by Charles to approve the new site of the skateboard park as presented and approved by the Park Board. Motion passed 7-0 on call of roll with Tierney, Jahncke, Charles, Hamre, Tofson, Zirbes and Bauman voting yes.

#### **9. Update on sign ordinance revision.**

Director Sobiek reported that the City Attorney's review of the sign ordinance revision draft revealed that the recent 2015 Supreme Court ruling in *Reed v. Town of Gilbert* invalidated large swaths of the proposed ordinance draft. The ruling found that any municipal regulation of signs by type or definition violates the Free Speech clause.

The International Municipal Lawyers Association is drafting a model ordinance to comply with the *Reed* decision. Staff will share this draft with the Commission when the final draft is completed.

Because the ruling is very new, staff has been unable to find any new or model ordinances that have been drafted or adopted to comply with this ruling. For these reasons, the City Attorney Spankowski advises the Commission not to take any action at this time

**10. Plan Commission Adjournment**

Motion by Hamre, second by Charles, to adjourn. Motion passed 7-0 on call of the roll. Tierney, Jahncke, Charles, Hamre, Tofson, Zirbes, and Bauman voted yes.

The Plan Commission meeting concluded at 8:28 p.m.

Respectfully submitted

Steven Sobiek,  
Director, Business Development and Planning

## 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.*
- (b) *Retail "Class B" intoxicating liquor license.*
- (c) *Class "A" fermented malt beverage retailer's license.*

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

- (a) Each license application except for temporary Class B beer and wine licenses shall be forwarded to the legislative and regulatory committee for examination and recommendation to the common council for approval or rejection. In the case of temporary Class B beer and wine licenses, the city clerk shall have the authority to approve the license if no disqualifying information is provided by the chief of police. If such disqualifying information is provided by the chief of police and the license application is denied, that denied temporary Class B beer and wine license shall be referred to the legislative and regulatory committee for examination and recommendation to the common council for approval or rejection.
- (b) No license shall be granted for operation on any premises or with any equipment for which taxes, assessments, forfeitures or other financial claims of the city are delinquent and unpaid.
- (c) *Right to premises.* No applicant will be considered without having the right to possession of the premises described in the application for the license period, by lease or by deed.
- (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).

- (5) Evaluation of the application using the “Guidelines For Use In Granting & Denial of Class A Liquor Licenses” as approved by Legislative and Regulatory Committee.

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

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
W.F. “Bill” Tierney, Mayor

Attest:

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

First reading:  
Second reading:  
Published:

Ordinance requested by:  
Legislative and Regulatory Committee

**ORDINANCE NO. 16-001**

**ORDINANCE RELATIVE TO MOTOR VEHICLES AND TRAFFIC**

Chapter 50, Article III. Parking Regulations

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

**Sec. 50-78. No Parking Areas.**

Except when temporarily stopped for the purpose of discharging passengers and occupied by the vehicle's driver, vehicles are prohibited from parking in the following areas:

*School grounds.* No person shall park along the curb on the north side of West Franklin Street from the west curbline of DeWitt Street to a point 395 feet west thereof, when temporary poles are placed from 7:30 a.m. to 3:15 p.m. on school days except when engaged in necessary maintenance work. No person shall park or stop any vehicle upon or along the westerly side of DeWitt Street between Emmett Street and Franklin Street and the easterly side of MacFarlane Road between Emmett Street and Franklin Street from 7:30 a.m. to 3:15 p.m. on school days except when engaged in necessary maintenance work.

All other sections shall remain as previously adopted.

This Ordinance shall take effect upon passage and publication thereof.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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

Attest:

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

First reading:

Second reading:

Published:

Ordinance requested by:

Legislative and Regulatory Committee

**ORDINANCE NO. 16-002**

**ORDINANCE RELATIVE TO PARKS AND RECREATION**

**Chapter 54, Article II Park Regulations**

The following Section is hereby repealed and recreated to read as follows:

**Sec. 54-47. Possession and consumption of alcoholic beverages and tobacco products at municipally owned parks.**

(a) No person shall possess<sup>^</sup> or consume tobacco products at any of the following park locations: *smoke or use*

Bruce A Smith Little League Complex

Goodyear Park

~~Silver Lake Beach and Parking Lot~~

(b) No person shall possess or consume alcohol beverages at any of the following park locations:

Bruce A. Smith Little League Complex

Goodyear Park

*or possess, smoke or use tobacco products*

(c) No person shall possess or consume alcohol beverages<sup>^</sup> at any of the following park locations without successful application and issuance of special event permit:

Riverside Park

Silver Lake Beach and Parking Lot

(d) "Silver Lake Beach and Parking Lot" shall be defined as the entire park, beach and the buildings, retaining walls and the parking lot area within 10 feet of the retaining wall but excluding the remaining parking lot area, the boat launch ramp and approach areas at the north edge of the parking lot.

The following Section is hereby repealed in its entirety:

**Section 54-170. Possession or consumption of alcoholic beverages, glass containers and tobacco products at Silver Lake Beach.**

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

Passed this \_\_\_\_\_th day of \_\_\_\_\_, 2016.

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

Attest:

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

First and second readings:  
Published:

Ordinance requested by:  
Legislative and Regulatory Committee

**RESOLUTION NO. 16-003**

**RESOLUTION RELATIVE TO WAGE AND SALARY SCHEDULE COVERING  
NON-UNION PERSONNEL**

**WHEREAS**, the City's Classification and Pay Plan covering non-union personnel provides for the establishment of a wage and salary schedule; and

**WHEREAS**, the Human Resources Committee has reviewed and is recommending approval of the attached wage and salary schedule.

**NOW THEREFORE, BE IT RESOLVED** by the Common Council of the City of Portage that the Wage and Salary Schedule, attached hereto and made a part of this Resolution, is hereby adopted to take effect December 20, 2015 and shall remain in effect until amended by action of the Common Council.

**DATED** this 28th of January, 2016.

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W.F. "Bill" Tierney, Mayor

Attest:

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Marie A. Moe, WCPC, MMC, City Clerk

Resolution requested by:  
Human Resources Committee

### City of Portage Wage & Salary Schedule

**2016**

Non-Represented

Adopted

1.50%

Grade	HIRE	Min	Mid	Max	# of Positions
<b>1</b>	\$23,083.75	\$24,007.10	\$28,808.51	\$ 34,570.22	
<b>2</b>	\$30,043.87	\$31,245.62	\$37,182.29	\$ 44,246.92	2
<b>3</b>	\$37,002.39	\$38,482.48	\$45,794.15	\$ 54,495.04	8
<b>4</b>	\$43,961.70	\$45,720.17	\$54,407.00	\$ 64,744.33	4
<b>5</b>	\$50,920.22	\$52,702.43	\$62,715.89	\$ 74,631.91	5
<b>6</b>	\$54,993.84	\$56,918.63	\$67,448.57	\$ 79,926.56	2
<b>7</b>	\$58,843.41	\$60,902.93	\$72,169.97	\$ 85,521.42	6
<b>8</b>	\$62,962.45	\$65,166.13	\$77,221.87	\$ 91,507.91	3
<b>9</b>	\$67,369.82	\$69,390.91	\$81,881.28	\$ 96,619.91	2
<b>10</b>	\$72,085.71	\$74,248.28	\$87,612.97	\$103,383.30	1

## **RESOLUTION NO. 16-004**

# **RESOLUTION PETITIONING THE SECRETARY OF TRANSPORTATION FOR AIRPORT IMPROVEMENT AID**

**BY**

**Common Council of the City of Portage  
Columbia County, Wisconsin**

WHEREAS, the City of Portage, Columbia County, Wisconsin hereinafter referred to as the sponsor, being a municipal body corporate of the State of Wisconsin, is authorized by Wis. Stat. §114.11, to acquire, establish, construct, own, control, lease, equip, improve, maintain, and operate an airport, and

WHEREAS, the sponsor desires to develop or improve the Portage Municipal Airport, Columbia County, Wisconsin,

### **"PETITION FOR AIRPORT PROJECT"**

WHEREAS, the foregoing proposal for airport improvements has been referred to the city plan commission for its consideration and report prior to council action as required by Wis. Stat. §62.23(5), and

WHEREAS, airport users have been consulted in formulation of the improvements included in this resolution, and

WHEREAS, a public hearing was held prior to the adoption of this petition in accordance with Wis. Stat. §114.33(2) as amended, and a transcript of the hearing is transmitted with this petition, and

THEREFORE, BE IT RESOLVED, by the sponsor that a petition for federal and (or) state aid in the following form is hereby approved:

The petitioner, desiring to sponsor an airport development project with federal and state aid or state aid only, in accordance with the applicable state and federal laws, respectfully represents and states:

1. That the airport, which it is desired to develop, should generally conform to the requirements for a General Aviation type airport as defined by the Federal Aviation Administration.
2. The character, extent, and kind of improvements desired under the project are as follows: certified survey map of airport property; tree encroachment/obstruction removals; seal coat runway; establish master plan for airport; reconstruction/relocation sanitary lift station at airport; survey external airport areas for height limitation ordinance; acquisition of easements and/or properties encroaching runway clear zones or height limitation ordinance; construct airport perimeter fence; relocate/expand fuel storage/dispensing facility; reconstruct/improve cross runway; hangar construction/replacements; runway/airport lighting; airport terminal replacement; development of a wildlife mitigation plan; relocation of overhead utility lines in runway clear zones.
3. That the airport project, which your petitioner desires to sponsor, is necessary for the following reasons: to meet the existing and future needs of the airport.

WHEREAS, it is recognized that the improvements petitioned for as listed will be funded individually or collectively as funds are available, with specific project costs to be approved as work is authorized, the proportionate cost of the airport development projects described above which are to be paid by the sponsor to the Secretary of the Wisconsin Department of Transportation (hereinafter referred to as the Secretary) to be held in trust for the purposes of the project; any unneeded and unspent balance after the project is completed is to be returned to the sponsor by the Secretary; the sponsor will make available any additional monies that may be found necessary, upon request of the Secretary, to complete the project as described above; the Secretary shall have the right to suspend or discontinue the project at any time additional monies are found to be necessary by the Secretary, and the sponsor does not provide the same; in the event the sponsor unilaterally terminates the project, all reasonable federal and state expenditures related to the project shall be paid by the sponsor; and

WHEREAS, the sponsor is required by Wis. Stat. §114.32(5) to designate the Secretary as its agent to accept,

