

# CITY OF PORTAGE

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



*"Where the North Begins"*

## NOTICE OF PUBLIC HEARING

### CITY OF PORTAGE FLOODPLAIN ORDINANCE

PUBLIC NOTICE is given to all persons in the City of Portage that a public hearing will be held on March 24, 2016, at 6:55 p.m. in the Common Council Chambers at the City Municipal Building, Portage, WI, to solicit comments on proposed floodplain zoning ordinance and map revisions that are required by state and federal law. These revisions govern development in mapped floodplain areas. The proposed ordinance and map revisions are on file in the office of the City Clerk.

The proposed regulations are intended to protect life, health and property in floodplain areas and will govern uses permitted in mapped floodplains. Activities such as dredging, filling, excavating and construction of buildings are generally allowed, but may be restricted according to which flood zone the property is in. A copy of the proposed ordinance will be on the City's website, [www.portagewi.gov](http://www.portagewi.gov), and on file and open for public inspection in the office of the City Clerk for a period of two weeks prior to this public hearing.

All persons interested are invited to attend this hearing and be heard. Written comments may be submitted to: City of Portage Plan Commission, W.F. "Bill" Tierney, Chair

Dated at Portage, WI, this day of March 3, 2016.

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

**City of Portage Common Council Meeting  
Council Chambers of City Municipal Building  
115 West Pleasant Street, Portage, WI  
Public Hearing – 6:55 p.m.  
Regular Meeting – 7:00 p.m.  
March 24, 2016  
Agenda**

Public Hearing – 6:55 p.m.

Solicit comments on proposed floodplain zoning ordinance and map revisions that are required by state and federal law

Regular Meeting – 7:00 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Minutes of Previous Meeting
6. Consent Agenda
  - A. Reports of Sub-Committees, Boards, and Commissions
    1. Park and Recreation Board, March 8, 2016
    2. Finance/Administration Committee, March 15, 2016
    3. Airport Commission, March 16, 2016
  - B. License Applications
    1. Operator
7. 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
8. New Business
  - A. Ordinances
    1. Ordinance No. 16-004 relative to Administration
  - B. Resolutions

1. Resolution No. 16-010 relative to Initial Resolution Authorizing General Obligation Bonds in an Amount not to Exceed \$40,000 for Construction of Police Facilities
  2. Resolution No. 16-011 relative to Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$720,000 for Street Improvement Projects
  3. Resolution No. 16-012 relative to Initial Resolution Authorizing General Obligation Bonds in an Amount not to Exceed \$455,000 for Sewerage Projects
  4. Resolution No. 16-013 relative to Initial Resolution Authorizing General Obligation Bonds in an Amount not to Exceed \$545,000 for Parks and Public Grounds Projects
  5. Resolution No. 16-014 relative to Initial Resolution Authorizing General Obligation Bonds in an Amount not to Exceed \$80,000 for Community Development Projects in Tax Incremental District Nos. 6 and 7
  6. Resolution No. 16-015 relative to Initial Resolution Authorizing General Obligation Bonds in an Amount not to Exceed \$40,000 for Airport Projects
  7. Resolution No. 16-016 relative to Directing Publication of Notice to Electors Relating to Bond Issues
  8. Resolution No. 16-017 relative to Providing for the Sale of \$1,880,000 General Obligation Corporate Purpose Bonds, Series 2016A
  9. Resolution No. 16-018 relative to Providing for the Sale of Approximately \$2,265,000 Water System Revenue Bonds, Series 2016B
- C. Consideration of recommendation on operator license application for Kara F. Sassano
- D. Consideration of recommendation on operator license application for Michael A. Greiner
- E. Consideration of recommendation on Memorandum of Understanding with Fairway Independent Mortgage Corporation and the Portage Boys Hoops Club for Collipp-Worden Park basketball court facilities
- F. Mayor's Comments
1. Annual clean-up, this year along the canal
  2. Newsletter
- G. City Administrator Report
1. Revaluation
  2. Spring election and Presidential Preference
9. Adjournment

Common Council Proceedings  
City of Portage

Regular Meeting  
Council Chambers  
City Municipal Building

March 17, 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 (arrived at 7:11 p.m.), Director of Public Works/Utilities Manager Jahncke, 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**

No changes.

**5. Presentation by Portage Community Schools on the upcoming school referendum**

Charles Poches and Peter Hibner presented information on the upcoming school referendum.

**6. Presentation by Phil O'Rourke on success and growth of his business, Ship-Rec**

Phil O'Rourke thanked the City and those involved with the assistance with the growth of his business. He was pleased with the Enterprise Center and thanked Administrator Murphy for his assistance; as well as Director of Business Development and Planning Sobiek for his assistance in obtaining financing and working with him on his new location.

**7. Minutes of Previous Meeting**

Motion by Klapper, second by Charles to approve minutes of the February 25, 2016 Common Council meeting. Motion carried unanimously on call of roll.

## **8. Consent Agenda**

### Reports of Sub-Committees, Boards, and Commissions

Business Improvement District Board of Directors meeting of February 10, 2016

Police and Fire Commission meeting of February 16, 2016

Library Board meeting of February 23, 2016

Municipal Services and Utilities Committee meeting of March 3, 2016

Legislative and Regulatory Committee meeting of March 7, 2016

Board of Zoning Appeals meeting of March 7, 2016

Library Board, March 8, 2016

Common Council Public Hearing, March 10, 2016

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 Nicole K. Bardell, Jennifer E. Bogenberger, Kami M. Bornick, Ashley A. Bussell, Lisa M. Cook, Deanna P. Davenport, Jordyn D. Gaffney, Cheri L. Gessner, Diana R. Gilden, Mike A. Krogman, Tanya M. Krueger, Heidi R. Lloyd, Timothy Marchand, Kristine J. Mazzucca, Emily A. Peterson, Loriann J. Price, Rhea J. Scherbert, Jessica D. Stevens, Amy Voss, Cody T. Zach.

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

## **9. 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.

Ordinance No. 16-002 relative to Alcoholic Beverages in Parks received its second reading. Motion by Charles, second by Maass to pass Ordinance No. 16-002 relative to Alcoholic Beverages in Parks. Motion carried 8 to 1 on call of roll with Kutzke voting no.

Ordinance No. 16-003 relative to Floodplain Zoning received its second reading and passed unanimously on motion by Klapper, second by Dodd and call of roll.

## 10. New Business

### Resolutions

Resolution No. 16-008 relative to Award of Contract 14-20C01, 2016 Street and Utility Project was read. Motion by Hamburg, second by Charles to adopt Resolution No. 16-008 relative to Award of Contract 14-20C01, 2016 Street and Utility Project. Ald. Dodd stated he is recusing himself for the vote because of a possible conflict of interest. Motion by Kutzke, second by Lynn to consider the base bid and alternate #1 (Sidewalk installation from Wisconsin Street to Summit Street) as one action; and that alternate #2 (Sidewalk installation from Summit Street to Cemetery Road) be considered as a separate action. The amendment carried 5 to 3 on call of roll with Charles, Hamburg and Klapper voting no. The original motion, as amended carried unanimously (8 to 0) on call of roll.

Motion by Charles, second by Hamburg to approve alternate #2 in the amount of \$113,326. Ald. Havlovic informed the council that he has received 100% negative feedback for the project from residents; and doesn't feel that the area warrants a sidewalk.

It was Ald. Lynn's opinion that the money for the project should be used to repair existing infrastructure instead of creating new infrastructure.

Ald. Maass concurred and stated that the money could be more wisely spent.

Mayor Tierney reminded the Council that most of the work being done would be assessable to property owners.

Ald. Charles stated that he received quite a few calls as well; and that if sidewalk was not put in now, it would be more costly in the future.

Ald. Klapper stated that it's a safety issue and the city is getting a better cost for the project because of the work being done on the street.

Ald. Kutzke commented that he has spoken with residents and there is no support for the sidewalk; that the homes were built with the understanding that there would be no sidewalks; and that the character of the neighborhood would change with the addition of sidewalk. He was in favor of using the money for this project for other streets needing repair.

Ald. Charles disagreed, stating that the right of way was designed for the installation of sidewalk.

Ald. Hamburg commented that the city should be proactive, as it is a safety issue.

Ald. Monfort encouraged the council to look at the future and that the installation of sidewalks is for the good of the City. He also commented that installation will be less costly now.

According to Director of Public Works/Utilities Manager Jahncke, there will be an operational change in plowing snow, with the snow being directed toward to the river side of the street.

Mayor Tierney reminded council that there is an adopted sidewalk policy and it is important to be consistent with the policy; it is also a safety issue.

He went on to explain that staff worked with the residents by moving the sidewalk closer to the curblin.

The motion received a 4 to 4 tie vote with Havlovic, Kutzke, Lynn and Maass voting no. Mayor Tierney broke the tie by voting yes and the motion carried.

Resolution No. 16-009 relative to Final Resolution Authorizing Public Improvement and Levying Special Assessments Against Benefited Property in Portage, Wisconsin (2016 Street Utility Improvements) was read and adopted 6 to 3 on motion by Klapper, second Charles and call of roll with Havlovic, Kutzke and Lynn voting no.

Consideration of recommendation for Inter-Governmental Agreement for the Canal Dredging Project between the City of Portage, Columbia County, and Wisconsin DNR

Direction of Public Works/Utilities Manager Jahncke provided the background on the agreement and the City's responsibilities. Scoot Inman from DNR explained that as many dollars as possible were saved on the project by using equipment already at the site for the county project, and the City performing in-kind services for the majority share of the municipal match. Motion by Maass, second by Charles to approve the Inter-Governmental Agreement for the Canal Dredging Project between the City of Portage, Columbia County, and Wisconsin DNR. Motion carried unanimously on call of roll.

Consideration of recommendation on claims

Motion by Dodd, second by Lynn to approve claims in the amount of \$775,936.93. Motion carried unanimously on call of roll.

Mayor's Comments

City efforts at promoting a Dementia Friendly Community have been noticed at the State, with the State looking to mirror the City's efforts.

Residents were reminded that when flying the flag to replace tattered and worn flags and to dispose of properly.

Department Report - Finance

City Administrator gave the department report. Status of audit: field work is complete; a preliminary draft will be received in April, with the final in May.

City is working with the State on the 2011 Community Development Block Grant close-out. There are applications on file to be processed once the close-out is complete.

There is approximately \$70,000 in the business economic development

loan fund.

The Finance Committee is recommending long term borrowing, which is on the agenda for next week's Council meeting.

**11. Adjournment**

Motion by Charles, second by Hamburg to adjourn. Motion carried unanimously on call of roll at 8:34 p.m.

Marie A. Moe, WCPC, MMC  
City Clerk

Date Approved: \_\_\_\_\_

# City of Portage

## Park and Recreation Board Meeting

Tuesday, March 8, 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, Larry Messer, Rita Maass, Mike Charles, and Todd Kreckman.

Parks and Recreation Manager Dan Kremer, City Administrator Shawn Murphy, Justin Ostrowski, Ron Olson, Mike Hurd, Gregg Steinhaus, Scott Seaman, Kayla Rinkel, and reporter Craig Sauer.

### 2. Approval of February 9 meeting minutes.

Motion was made by Charles to approve the minutes from the February meeting. Second by Messer

Motion carried on a 5-0 roll call vote.

### 3. Discussion and possible action on proposals from Fairway Independent Mortgage Corporation and the Portage Boys Hoops Club Memorandum of Understandings for Collipp Worden Park basketball court facilities

Manager Kremer provided a summary of a final proposal from the Fairway Mortgage Corporation and the Nancy Lieberman Foundation and partnership with the Portage Boys Hoops Club for a new sport court facility within Collipp-Worden Park. Kremer summarized the second half of the proposal from the Portage Boys Hoops Club to repay \$10,000 over four years if the City would help upgrade the existing basketball courts in 2016. Kremer stated the funding options were provided by an email sent to board members for four options.

Mike Hurd stated since Fairway Mortgage was proposing to invest over \$30,000 for the initial court it would provide benefits to perform both projects at the same time since it would beautify the park and increase the value to the City and be more useful. Mike stated their group started out with no money to contribute to the project but their group feels the project is so important they want to invest the funds they have raised thus far to complete this project by investing \$5,000 up front and another \$5,000 over the next three years.

Gregg Steinhaus mentioned that one question that has been asked was that when it was proposed initially what has changed from the original proposal that the group would cover everything. Gregg stated the group had delivered an incorrect message at the presentation in December and that their original intention was to bring in the sport court facility and have the city participate in the existing court upgrade.

Ron Olson passed around drawings to give the park board a visual representation of what the existing courts may look like if approved. Ron highlighted the ten additional feet proposed to be added to the south end and changing the orientation from North/South to East/West. Ron provided

a highlight of the color presentation. Ron stated the courts would do four things; one it would be an area of the park that is used largely, two it would give the hoops club in town an identity, third it would allow outdoor park and recreation basketball programming in the summer, and lastly it would be more kids playing basketball in town.

Kremer provided a breakdown of what the \$20,000 consisted of from the proposal document. Items included were dirt removal and asphalt addition to the south side, four new hoops, seal and color coating of the court surface. Kremer stated he felt if this project was approved by the board that a contingency be incorporated for anything that may have gone up since 2015 and allocate at least \$25,000. Kremer also provided an overview of the parkland fund to the board and a listing of the 2016 capital projects.

Zirbes asked if a savings from one of the 2016 projects could be allocated to reimburse the parkland fund. Administrator Murphy stated only actual amounts from the parkland fund would be used and any unused amounts could remain in the park land fund.

Charles asked if the project budget included a compliant path. Kremer said the complaint path was not included but the city crews could install it if budget did not allow. Discussion followed in regards to what type of path could be installed.

Charles asked about the flying "P" logo on the court or if a warrior head or City logo could be incorporated. Maass stated black surfacing could become hot in summer for programming purposes. Discussion ensued about if other logo options could be examined and what color options would be used.

Zirbes asked how the City would know if the organization would exist the following year to pay back the remaining \$5,000 and discussion followed about organization make up and future fund raising commitments by the Portage Boys Hoops Club. Membership is around 70 in their organization.

Administrator Murphy suggested consolidation of both projects into one agreement to aid in tracking measures and review. Manager Kremer suggested including the obligations from each party within the consolidated agreement.

Zirbes asked for a summary about options of reallocation from another project or using the parkland fund. Kremer informed the board that the projects for 2016 have not been bid yet and it is likely the entire budget will be needed to complete those projects. Kremer felt to relocate from another project would be taking a chance at not completing portions of that project. Kremer recommended that if the basketball courts were approved it would be best to use funds from the parkland fund to complete it in 2016. Discussion followed about the amount and process of relocation and repayment by the group.

Motion by Charles to recommend to council reallocation of \$25,000 from the parkland fund with repayment of \$10,000 over four years by the increments spelled out within the packet and acceptance of a combined MOU. Second by Maass.

Maass asked about if \$20,000 or \$25,000 was needed and if the \$5,000 would be provided by the Portage Boys Hoops Club up front. Scott Seaman asked if the \$5,000 could be repaid by years end or if it was needed initially. Discussion ensued about repayment dates being December 31<sup>st</sup> and to be included within the MOU for repayment dates. Scott stated the \$5,000 was not currently available but was in the process of being fundraised.

Motion carried on a 4 – 0 roll call vote with Kreckman abstaining.

**4. Discussion and possible action on request by Kayla Rinkel on renting ag building May – September.**

Manager Kremer outlined a proposal from Kayla Rinkel to rent an outdoor and/or indoor facility for therapy sessions provided by her organization. Kremer provided the board with the rental fees for both facilities of \$100 per day and asked the board for direction on how they would like to handle this request and if a reduction of fees and/or agreement should be considered.

Discussion about fair events, building availability and special events followed.

Zirbes asked about winter months and indoor needs. Kreckman asked if the \$100 was reasonable.

Kayla felt it was and also provided an overview of her therapy that is provided with the horse interaction. She stated no riding takes place and that it is handled from the ground. Grooming and props are used within the therapy. Kayla stated the maximum number of clients would be 5 per group.

Charles asked what the insurance would be. Discussion followed regarding listing the City as additionally insured and what will be required.

Zirbes asked about reduction of fees and if revision to the fee schedule would be necessary. Kremer stated the City has addressed that for groups like the Poultry Club via agreement.

Maass asked about if special events are booked through the park and recreation department and discussion followed about if any conflicts would exist seeing as special events are submitted in advance.

Motion by Zirbes to draft a MOU for rental of the ag building for May – September for the equine assisted psychotherapy with a reduced rate based on similar events in the past  
Second by Messer

Motion passed on a 5 – 0 roll call vote.

**5. Discussion on park emergency sign design.**

Manager Kremer presented with help from Chairperson Zirbes nearly all of the parks have been assigned addresses. The second step within that plan is to mount a sign at these locations to allow visitors to know their location in case of emergency. Kremer showed the board artwork that he put together based on a sign provide by the U.S. National Grid Trail markers.

Discussion ensued about color, size and content for the sign design. Feedback was recorded and another draft to be presented at April meeting.

**6. Discussion and review of CORP plan.**

Manager Kremer informed the board that chairperson Zirbes and he were in discussion about maps and information for the parks and that this item was on the agenda to incorporate that discussion and also as a highlight and chance to review the document.

Chairperson Zirbes gave an overview that there is a need to outline lands and areas that are under jurisdiction of the parks board. Zirbes gave recent examples of the parkland adjacent the airport that is being examined for airport expansion and also the Boy Scout cabin proposal that is being examined to be installed at the end of the Indian Agency House Road.

Discussion followed about naming of undeveloped parks and process for identifying sellable areas.

Kremer asked the board for feedback or direction on anything they wanted included or examined through this process. Kremer stated this information leads to a larger idea of prioritizing a Comprehensive Outdoor Recreation Plan (CORP) in a future budget item to help with this process. Kremer stated the initial goals Zirbes and Kremer had identified was assembling definitions and a listing of properties for things like green spaces, parks, recreation trails, nature areas, etc. Kremer asked the board to provide additional goals/objectives to consider by contacting him for April's meeting.

Discussion ensued about positives of having an external consultant provide an update for a CORP plan and the resources a consultant would bring for public properties and investigating materials associated with it.

**7. Discussion and possible action on date change for Parks and Recreation Board meeting date and time.**

- No change

**8. Old Business Update**

- Skate park documents

Manager Kremer informed the board that the final drawing review was available and he could email them to anyone on the board who wanted to review them. After review, bidding documents will be released and advertised in the next few weeks.

- Beachwall

- Manager Kremer stated a letter had been sent out to Great Lakes Marine and that a formal response and/or solution had not been presented yet. The contractor had called Friday but nothing has been presented to the City. More information at a future date.

**9. New Business**

**10. Manager's Report**

First dance recital was held in late February and had over 100 attend. In cooperation with the County the City was able to receive free fill dirt from their project that can be used for the soccer fields. That material is now stored where Lawton Field was. The program guide will be available by next month for review; anticipated print date is next week.

**11. Adjournment**

Zirbes asked all in favor to adjourn say Aye. No nay's. Motion Passed.  
Meeting adjourned at 7:25 pm.

Respectfully submitted  
Dan Kremer  
Park & Recreation Department

DRAFT

Date Approved: \_\_\_\_\_

**City of Portage**  
**Finance/Administration Committee Meeting**  
**Tuesday, March 15, 2016 6:00 p.m.**  
**City Municipal Building, 115 West Pleasant Street**  
**Conference Room One**  
**Minutes**

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

Member Absent: Martin Havlovic

Also Present: Administrator Murphy, Finance Director Mohr, Jim Mann – Ehlers, Justin Running – Running, Inc., Craig Sauer – Daily Register, Bill Welsh – Cable TV

**1. Roll call**

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

**2. Approval of minutes from February 8, 2016.**

Motion by Charles, second by Klapper to approve minutes from February 8, 2016.  
Motion carried 4-0 on call of roll.

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

Motion by Klapper, second by Charles to recommend claims in the amount of \$775,936.93. Motion carried unanimously on call of roll.

**4. Discussion and possible recommendation on proposed 2016 General Obligation and Utility Revenue debt issuances.**

Mann reviewed the Base Debt Plan noting the projected equalized rate for debt service of the current debt. He further reviewed the proposed new debt listing netting out to \$1,878,750 of G.O. projects with additional finance & rounding costs of \$76,250 for a total of \$1,955,000. The new Water Revenue Bond project cost is \$1,968,500 with additional finance & rounding costs of \$296,500 for a total of \$2,265,000. The future projects plans currently include \$4.7M in 2017; \$3.4M in 2018; and \$6.1M in 2019.

Mann further broke the \$1.955M G.O. debt into two options; one over 20 years and a second over 15 years. There would be approximately \$170K in interest savings to pay the debt off in 15 years. He commented that with the level of projected future projects that the 15 year option may present some challenges; and stated generally speaking when interest rates are low, as they are now, it is better to borrow over a longer term. Mann then showed the impact the GO Sewer debt would have on coverage.

He illustrated two options for the Water Revenue Debt. Both options are for 20 year terms; the first option contains lower payments in the first few years in order to complement the existing debt and even out the debt coverage.

Lynn inquired into the inclusion of borrowing for economic development. Murphy stated the current proposed borrowings are for capital projects in the community. Economic development projects are available through the TID districts and the Economic Development RLF. Lynn requested Mann's opinion on the importance of economic development rather than raising taxes on the residents for paying for the projects. Mann indicated that economic development would have an impact on the tax base but there are tax laws that preclude the city from borrowing tax exempt money for economic development.

Motion by Charles, second by Lynn to recommend the 20 year option for the General Obligation Borrowing and Option 1 for the Water Revenue Bonds. Motion carried unanimously on call of roll.

Murphy requested that item 6 be moved up in respect of Justin Running's time.

**5. Discussion on Taxi audits and status.**

Murphy indicated that as was reported about a year ago the State has completed their audits for 2008 to 2012 at which time we were notified that there was approximately \$280K due back to the State for overpayments. The city paid back \$173K of the funds still on hand. The balance of \$107K will need to be paid back to the State over the next 2 years along with an estimated \$41K from 2015. Murphy further explained that the deficit is a combination of lower funding from the State and lower revenues from the agency revenue portion of the program which resulted in a city share.

Murphy stated that the city has taken action to offset the city share by eliminating the Madison Shuttle, increasing fares, and reducing the hours of the Snow Shuttle. Running added that they are working with the current agency engaged by the State for Agency rides (MA – medical assistance) to increase ridership and correspondingly revenues.

Mohr indicated that the city met with Running and reviewed the vehicle situation. The city has 6 vehicles available as part of the grant. In discussing the various vehicles and options and listening to the concerns from the community the city is looking to purchase (2) 6 passenger; (2) split seat rear loading; and (2) bench seat rear loading vans. The procurement process will start in April.

**6. Discussion and possible recommendation on options for proposed short debt issuance.**

Murphy reviewed the capital items to be purchased with a short term alternative. He reviewed three financing options including option A. 1 year note from BWD(Bank of Wisconsin Dells) or STF (State Trust Fund); option B. include a portion in long term GO.Water Debt and structure a portion to be paid off in 1<sup>st</sup> year of the GO/Utility debt; and option C. use General Fund balance.

Motion by Lynn, second by Klapper to recommend option C in financing the short term debt projects. Motion carried unanimously on call of roll.

**7. Staff Report.**

- a. CDBG grant close out status – Mohr indicated that the city received a response letter to the H11-12 grant close out. The information the State requested was emailed on March 2<sup>nd</sup>, 2016. Based on the State's response we will proceed to settle with CWCAC (the previous administrator of the program).
- b. Server updates in April – FYI the city will be updating the servers in April.
- c. Audit Status – the field work has been completed the majority of the City's entries have been made; we are waiting on the adjustments for the Water Utility so the interfunds can be completed. The plans are to have a preliminary audit available in April and a final in May.
- d. 2015 Year End Recap - Based on the preliminary numbers we are anticipating a \$238K surplus in the General Fund. Revenues were higher by \$113K and expenditures were lower by \$125K. All departments came in under 100% of the budget – the majority were between 97% - 99% with Municipal Court at 92% and CATV at 59%.

**8. Adjournment.**

Motion by Charles, second by Klapper to adjourn the meeting at 7:28 p.m. Motion carried unanimously on call of roll.

Jean Mohr, Finance Director

Date Approved:

**City of Portage  
Airport Commission  
Wednesday, March 16, 2016, 6:00 p.m.  
City Municipal Building, 115 West Pleasant Street  
Conference Room One  
Minutes**

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

**Member excused:**

**Others present:** Manager Poppy, Director Jahncke, Administrator Murphy and Bill Welsh (Cable TV)

**1. Roll Call**

Meeting called to order at 7:00 pm by chairperson Maass

**2. Approval of minutes from February 16, 2015**

Motion by Erath, second by Kutzke to approve the minutes. Motion passed 6-0.

**3. Discussion on the proposed 6 year Capital Improvement Plan**

Director Jahncke presented the plan and the memo.

Kutzke stated: We should aim to complete everything in the draft A.I.P. and we need a list of ideas of what we are doing and in what order. The City should really look into removing trees rather than inventorying them.

Maass stated: The Certified Survey Map is one of our greatest needs as an airport. It will determine the boundaries of the property that we own.

Murphy stated: It is important to have this CSM complete so we do not cut down trees on neighbor's property like we did in the past.

Kutzke stated: We need the survey in 2016 and we need to cut down trees in 2016 and not put it off until 2017 and that property identification to begin sooner than later will be helped by having a survey.

Maass: Stated a portion of the property around the airport are owned by the city and we should deal with those properties first. There is also a chance we might have to move the fuel farm sooner than later.

Poppy stated: the most important trees to remove are the ones on prison property and we may have to do a bat survey if it is done in the summer.

Erath questioned: Whether the state departments were for saving bat's lives or pilot's lives.

Maass stated: We have to survey for bats if they are roosting if they are not there for instance in the winter they would not be an issue.

Kutzke stated: That he would like to see obstruction removal in 2016 – 2017 and that the city may be entitled to a credit for wildlife mitigation polkicesince the police have been culling deer.

Jahncke stated: He will adjust the CIP Plan to reflect 2016-2017 Obstruction removal and 2016-2017 Wildlife mitigation plan. He will also adjust the language in the Airport Master Plan to allow a planning phase prior to sending out an RFP for consulting services.

**4. Discussion by the Airport Commission regarding the Mayoral candidate's platforms regarding the airport.**

Erath presented the finding from the meetings with the Mayoral candidates as summarized in the attached email#1.

**5. Reports**

**a. Director Public Works' report**

Reimer roofing was awarded the contract for the roof repairs on the hangars. And that the Individual Airport Meeting is scheduled for the afternoon of March 30<sup>th</sup>.

**b. Manager's report**

Manager Poppy reported the lights were being replaced and to check out the Airport Manager's Association Conference in May at wiama.org if anyone was interested in attending.

**6. Adjournment**

Motion by Tesch and second by Kutzke. Motion passed. The meeting adjourned at 7:06 p.m.

Aaron J. Jahncke, Director of Public Works

Date Approved:

email#1

## **Barry Erath**

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**From:** Barry Erath  
**Sent:** Wednesday, March 16, 2016 4:12 PM  
**To:** William Kutzke; John Poppy  
**Subject:** Please check for your impressions and give me feedback for tonight's meeting. Thanks.

On 3/15 we met with mayor candidates Rick Dodd and Bill Tierney to discuss their platforms for the airport;

Rick Dodd's main points were: He wanted details of what the current airport plan entailed with specifics: How would traffic be handled? How would obstructions be cleared? How can we proceed without a completed ALP? What can we expect for our investment and what is the payback for our money? He was neither supportive nor unsupportive of the existing airport but indicated that the current airport is prime property for industry. His vision would be a site closer to the Dells. He could not guarantee the airport commission would be the same council members assigned. He was not interested in flying to Juneau to observe a General Aviation airport of a similar size community to see how they had impacted the community at this time.

Bill Tierney's main points were: He asked about the composition of the commission and if there needed to any changes with citizen participation...should there be more members? He was agreeable to leave the existing council members on the commission. He wondered if pairing the commission with another committee (Municipal Services) might be more efficient for planning purposes. He asked about a long range plan of a successor to the FBO, how would we shape and pay for someone following John? He questioned whether a regional airport between Marquette and Columbia County would be more beneficial to the area than an airport in Portage? If the airport was going to remain at its current location, he indicated that one property owner may be interested in marketing his property and mentioned it might be beneficial to contact the owner before he sells to another party. He said that he was impressed with the energy of the city engineer whom seems to be thorough in finding answers to questions. He thought he would be diligent in following up assignments requested that the commission would ask of him. He would be interested in flying to Juneau to observe the services that GA airport provides to the community.

*Barry Erath, LCSW, Director  
Licensed Clinical Psychotherapist*

Aspen Family Counseling  
2639 New Pinery Road, Ste. 1  
Portage, WI 53901

608-742-5020  
berath@aspenfc.com

CONFIDENTIALITY: This electronic message is intended only for the use of the addressee(s) named above and may contain confidential information. If you are not the intended recipient of this message, you are notified that any dissemination, distribution or copying of this message is strictly prohibited. If you received this message in error, please immediately notify the sender by telephone or email and return the original message by email to the sender berath@aspenfc.com. Thank you.

# City of Portage

OPERATOR (BARTENDER)

COREY J. BOWMAN

HEIDI A. BROST

LISA M. HOLMES

GWENYTH A. TRACY

DAWN K. WELTER

*Summary of Proposed Changes*

*This ordinance changes the membership of the Plan Commission to include an additional citizen member (4 total) in lieu of the Director of Public Work and note that City staff shall act as a resource to the Plan Commission. Additionally, the ordinance appoints the Director of Business Planning & Development as the Zoning Administrator for the City (formally the Director of Public Works), formally recognizes that the City Administrator (or his/her designee) shall act on the behalf of a Department Head during his/her absence.*

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**ORDINANCE NO. 16-004**  
**ORDINANCE RELATIVE TO ADMINISTRATION**

**Section I**

**Chapter 2, Article V - BOARDS, COMMITTEES, COMMISSIONS**

**Division 6 City Plan Commission**

The following sections of this Article shall be amended to read as follows:

**Sec. 2-241. – Composition.**

The plan commission shall consist of seven members as follows: The mayor, one alderperson, the chair of the park and recreation board and four citizen members of recognized experience and qualifications. City staff shall serve as resources to the plan commission and shall make reports and provide recommendations to the plan commission on items to be considered by the plan commission upon request of the Mayor.

**Sec. 2-242. - Appointment.**

- (a) *Election/appointment of alderperson members.* At its annual meeting in April of each year, the common council shall, by a two-thirds majority vote of its members, elect one of its number as member of the city plan commission for a period of one year from and after May 1 next ensuing.
- (b) *Appointment and terms of citizen members.* The citizen members shall be appointed by the mayor and confirmed by the common council. Annually during April, one member shall be appointed for a term of three years except that in every third year two members shall be appointed for a term of three years.

All other sections shall remain as previous adopted.

**Section II**

**Chapter 90, Article X – ADMINISTRATION AND PROCEDURES**

The following section of this Article shall be amended to read as follows:

**Sec. 90-462. – Zoning Administrator.**

(1) *Designation.* The Director of Business Development & Planning, or his/her other designee, is hereby designated as the administrative and enforcement officer(s) for the provisions of this chapter and is herein referred to as the Zoning Administrator.

All other sections shall remain as previously adopted.

**Section III**

**Chapter 2, Article X – OFFICERS, EMPLOYEES AND DEPARTMENTS**

The following section of this Article shall be amended to read as follows:

**Sec. 2-113. - City departments.**

(c) *Department management and supervision.* The day-to-day operation of the city departments shall be under the management and supervision of the appointed department managers or his designee. With the exception of the Police, Fire & Library, the City Administrator or his/her designee shall have the authority to act on behalf of a department manager during vacancies or extended leaves of absences of the department manager.

All other sections shall 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 & Regulatory Committee

Resolution No. 16-010

INITIAL RESOLUTION AUTHORIZING  
GENERAL OBLIGATION BONDS  
IN AN AMOUNT NOT TO EXCEED  
\$40,000 FOR CONSTRUCTION OF POLICE FACILITIES

BE IT RESOLVED by the Common Council of the City of Portage, Columbia County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$40,000 for the public purpose of paying the cost of construction of police facilities.

Adopted, approved and recorded March 24, 2016.

---

W.F. "Bill" Tierney  
Mayor

ATTEST:

---

Marie A. Moe  
City Clerk

(SEAL)

Resolution No. 16-011

INITIAL RESOLUTION AUTHORIZING  
GENERAL OBLIGATION BONDS  
IN AN AMOUNT NOT TO EXCEED  
\$720,000 FOR STREET IMPROVEMENT PROJECTS

BE IT RESOLVED by the Common Council of the City of Portage, Columbia County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$720,000 for the public purpose of paying the cost of street improvement projects.

Adopted, approved and recorded March 24, 2016.

---

W.F. "Bill" Tierney  
Mayor

ATTEST:

---

Marie A. Moe  
City Clerk

(SEAL)

Resolution No. 16-012

INITIAL RESOLUTION AUTHORIZING  
GENERAL OBLIGATION BONDS  
IN AN AMOUNT NOT TO EXCEED  
\$455,000 FOR SEWERAGE PROJECTS

BE IT RESOLVED by the Common Council of the City of Portage, Columbia County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$455,000 for the public purpose of paying the cost of sewerage projects, consisting of sanitary sewer and storm sewer improvements.

Adopted, approved and recorded March 24, 2016.

---

W.F. "Bill" Tierney  
Mayor

ATTEST:

---

Marie A. Moe  
City Clerk

(SEAL)

Resolution No. 16-013

INITIAL RESOLUTION AUTHORIZING  
GENERAL OBLIGATION BONDS  
IN AN AMOUNT NOT TO EXCEED  
\$545,000 FOR PARKS AND PUBLIC GROUNDS PROJECTS

BE IT RESOLVED by the Common Council of the City of Portage, Columbia County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$545,000 for the public purpose of paying the cost of parks and public grounds projects.

Adopted, approved and recorded March 24, 2016.

---

W.F. "Bill" Tierney  
Mayor

ATTEST:

---

Marie A. Moe  
City Clerk

(SEAL)

Resolution No. 16-014

INITIAL RESOLUTION AUTHORIZING  
GENERAL OBLIGATION BONDS  
IN AN AMOUNT NOT TO EXCEED  
\$80,000 FOR COMMUNITY DEVELOPMENT PROJECTS  
IN TAX INCREMENTAL DISTRICT NOS. 6 AND 7

BE IT RESOLVED by the Common Council of the City of Portage, Columbia County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$80,000 for the public purpose of providing financial assistance to community development projects under Section 66.1105, Wisconsin Statutes, in the City's Tax Incremental District Nos. 6 and 7.

Adopted, approved and recorded March 24, 2016.

---

W.F. "Bill" Tierney  
Mayor

ATTEST:

---

Marie A. Moe  
City Clerk

(SEAL)

Resolution No. 16-015

INITIAL RESOLUTION AUTHORIZING  
GENERAL OBLIGATION BONDS  
IN AN AMOUNT NOT TO EXCEED  
\$40,000 FOR AIRPORT PROJECTS

BE IT RESOLVED by the Common Council of the City of Portage, Columbia County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$40,000 for the public purpose of paying the cost of airport projects.

Adopted, approved and recorded March 24, 2016.

---

W.F. "Bill" Tierney  
Mayor

ATTEST:

---

Marie A. Moe  
City Clerk

(SEAL)

Resolution No. 16-016

RESOLUTION DIRECTING PUBLICATION OF NOTICE TO ELECTORS  
RELATING TO BOND ISSUES

WHEREAS initial resolutions authorizing general obligation bonds have been adopted by the Common Council of the City of Portage, Columbia County, Wisconsin (the "City") and it is now necessary that said initial resolutions be published to afford notice to the residents of the City of their adoption;

NOW, THEREFORE, BE IT RESOLVED that the City Clerk shall, within 15 days, publish a notice to the electors in substantially the form attached hereto in the official City newspaper as a class 1 notice under ch. 985, Wis. Stats.

Adopted, approved and recorded March 24, 2016.

---

W.F. "Bill" Tierney  
Mayor

Attest:

---

Marie A. Moe  
City Clerk

(SEAL)

CITY OF PORTAGE

NOTICE TO ELECTORS RELATING TO BOND ISSUES

NOTICE IS HEREBY GIVEN, that on March 24, 2016, at a meeting of the Common Council of the City of Portage, the following resolutions were adopted and recorded pursuant to Section 67.05(1), Wisconsin Statutes:

INITIAL RESOLUTION AUTHORIZING  
GENERAL OBLIGATION BONDS  
IN AN AMOUNT NOT TO EXCEED  
\$40,000 FOR CONSTRUCTION OF POLICE FACILITIES

BE IT RESOLVED by the Common Council of the City of Portage, Columbia County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$40,000 for the public purpose of paying the cost of construction of police facilities.

INITIAL RESOLUTION AUTHORIZING  
GENERAL OBLIGATION BONDS  
IN AN AMOUNT NOT TO EXCEED  
\$720,000 FOR STREET IMPROVEMENT PROJECTS

BE IT RESOLVED by the Common Council of the City of Portage, Columbia County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$720,000 for the public purpose of paying the cost of street improvement projects.

INITIAL RESOLUTION AUTHORIZING  
GENERAL OBLIGATION BONDS  
IN AN AMOUNT NOT TO EXCEED  
\$455,000 FOR SEWERAGE PROJECTS

BE IT RESOLVED by the Common Council of the City of Portage, Columbia County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$455,000 for the public purpose of paying the cost of sewerage projects, consisting of sanitary sewer and storm sewer improvements.

INITIAL RESOLUTION AUTHORIZING  
GENERAL OBLIGATION BONDS  
IN AN AMOUNT NOT TO EXCEED  
\$545,000 FOR PARKS AND PUBLIC GROUNDS PROJECTS

BE IT RESOLVED by the Common Council of the City of Portage, Columbia County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$545,000 for the public purpose of paying the cost of parks and public grounds projects.

INITIAL RESOLUTION AUTHORIZING  
GENERAL OBLIGATION BONDS  
IN AN AMOUNT NOT TO EXCEED  
\$80,000 FOR COMMUNITY DEVELOPMENT PROJECTS  
IN TAX INCREMENTAL DISTRICT NOS. 6 AND 7

BE IT RESOLVED by the Common Council of the City of Portage, Columbia County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$80,000 for the public purpose of providing financial assistance to community development projects under Section 66.1105, Wisconsin Statutes, in the City's Tax Incremental District Nos. 6 and 7.

INITIAL RESOLUTION AUTHORIZING  
GENERAL OBLIGATION BONDS  
IN AN AMOUNT NOT TO EXCEED  
\$40,000 FOR AIRPORT PROJECTS

BE IT RESOLVED by the Common Council of the City of Portage, Columbia County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$40,000 for the public purpose of paying the cost of airport projects.

The Wisconsin Statutes (s. 67.05(7)(b)) provide that the initial resolutions need not be submitted to the electors unless within 30 days after adoption of the initial resolutions a petition is filed in the City Clerk's office requesting a referendum. This petition must be signed by electors numbering at least 10% of the votes cast for governor in the City at the last general election. A petition may be filed with respect to any one or more of the initial resolutions.

City of Portage

Marie A. Moe  
City Clerk

Resolution No. 16-017

RESOLUTION PROVIDING FOR THE SALE OF  
\$1,880,000 GENERAL OBLIGATION CORPORATE PURPOSE BONDS, SERIES 2016A

WHEREAS, the City of Portage, Columbia County, Wisconsin (the "City") has adopted initial resolutions (the "Initial Resolutions") authorizing the issuance of general obligation bonds for the following public purposes and in the following amounts:

\$40,000 for construction of police facilities;

\$720,000 for street improvement projects;

\$455,000 for sewerage projects;

\$545,000 for parks and public grounds projects;

\$80,000 for community development projects in Tax Incremental District Nos. 6 and 7;  
and

\$40,000 for airport projects (collectively, the "Projects").

WHEREAS, the Common Council hereby finds and determines that the Projects are within the City's power to undertake and therefore serve a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes; and

WHEREAS, the Common Council of the City hereby finds and determines that general obligation bonds in an amount not to exceed \$1,880,000 should be issued pursuant to the Initial Resolutions.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City that:

Section 1. Combination of Issues. The issues referred to above are hereby combined into one issue of bonds designated "General Obligation Corporate Purpose Bonds, Series 2016A" (the "Bonds") and the City shall issue Bonds in an amount not to exceed \$1,880,000 for the purposes above specified.

Section 2. Sale of the Bonds. The Common Council hereby authorizes and directs that the Bonds be offered for public sale. At a subsequent meeting, the Common Council shall consider such bids for the Bonds as may have been received and take action thereon.

Section 3. Notice of Sale. The City Clerk (in consultation with the City's financial advisor, Ehlers & Associates, Inc. ("Ehlers")) is hereby authorized and directed to cause the sale of the Bonds to be publicized at such times and in such manner as the City Clerk may determine and to cause copies of a complete, official Notice of Sale and other pertinent data to be forwarded to interested bidders as the City Clerk may determine.

Section 4. Official Statement. The City Clerk (in consultation with Ehlers) shall also cause an Official Statement to be prepared and distributed. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

Section 5. Award of the Bonds. Following receipt of bids for the Bonds, the Common Council shall consider taking further action to provide the details of the Bonds; to award the Bonds to the lowest responsible bidder therefor; and to levy a direct annual irrepealable tax sufficient to pay the principal of and interest on the Bonds as the same becomes due as required by law.

Section 6. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the Common Council or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded March 24, 2016.

---

W.F. "Bill" Tierney  
Mayor

Attest:

---

Marie A. Moe  
City Clerk

(SEAL)

Resolution No. 16-018

RESOLUTION PROVIDING FOR THE SALE OF APPROXIMATELY  
\$2,265,000 WATER SYSTEM REVENUE BONDS, SERIES 2016B

WHEREAS the City of Portage, Columbia County, Wisconsin (the "City") is in need of \$2,265,000 for the public purpose of paying the cost of extensions, improvements and additions to the City's water system; and

WHEREAS it is desirable to borrow said funds through the issuance of water system revenue bonds pursuant to Section 66.0621, Wis. Stats.;

NOW, THEREFORE, BE IT RESOLVED that:

Section 1. Issuance of Bonds. The City shall issue water system revenue bonds in an approximate amount of \$2,265,000 for the purpose above specified, which bonds shall be designated "Water System Revenue Bonds, Series 2016B" (the "Bonds").

Section 2. Sale of Bonds. The Common Council hereby authorizes and directs that the Bonds be offered for public sale. At a subsequent meeting, the Common Council shall consider such bids for the Bonds as may have been received and take action thereon.

Section 3. Notice of Sale. The City Clerk (in consultation with the City's financial advisor, Ehlers & Associates, Inc. ("Ehlers")) is hereby authorized and directed to cause the sale of the Bonds to be publicized at such times and in such manner as the City Clerk may determine and to cause copies of a complete, official Notice of Sale and other pertinent data to be forwarded to interested bidders as the City Clerk may determine.

Section 4. Official Statement. The City Clerk (in consultation with Ehlers) shall also cause an Official Statement to be prepared and distributed. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

Adopted, approved and recorded March 24, 2016.

---

W.F. "Bill" Tierney, Mayor

Attest:

---

Marie A. Moe, City Clerk

(SEAL)

Applicant Name: Kara F. Sassano Redmond  
First Middle Initial Last Maiden

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

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

Date of Conviction	Location of Charge (City, County)	Type: Felony, Misdemeanor, Ordinance, Other	Penalty Imposed
2008	Arapahoe County Centennial CO	DWAI	DUI classes / probation / completed
2009	Arapahoe County Centennial CO	DUI	Class D. DUI classes 2 yrs probation / completed
2010	Arapahoe County Centennial CO	Below \$240.00 Misdemeanor Theft	Paid back in full
Attached is my driving record cuz I have so many traffic offenses			

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

Offense Date	Location of Case (City, County)	Court Date	Violation	Description of Charges	Status
5/15	WIS DELLS Jensen City?	11/20/15	Driving w/out a license 3+	3rd offense in last 5 yrs.	<del>pending</del> Guilty
11/2014	Douglas City Casterock, CO	plea by mail	Driving under Restraint	DUI - I am pleading down	pending decision by mail
11/2015	possession of paraphernalia	11/21/15	municipal potting w.		no deferred judgment

**READ CAREFULLY BEFORE SIGNING**

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

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

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

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

Applicant Signature Kara J Sassano Date 2/14/2016  
MM/A/15

**DEPARTMENT RECOMMENDATIONS**

Department	Approved/Denied	Signature	Date
City Clerk	<input type="checkbox"/> Approved <input type="checkbox"/> Denied		
City Treasurer	<input type="checkbox"/> Approved <input type="checkbox"/> Denied		
Police Chief	<input type="checkbox"/> Approved <input checked="" type="checkbox"/> Denied	<u>Ken Matthey</u>	<u>2-05-16</u>

If denied, explain reason (NOT JUST ONE SPECIFIC REASON BUT "TOTALITY OF CIRCUMSTANCES")

- MS. SASSANO WAS DENIED BY THE WI DELLS POLICE CHIEF FOR A BARTENDER'S LICENSE
- " " LISTS A N 381 OAK STREET, WI DELLS ON HER WI DELLS APPLICATION
- " " O.L. LISTS A N 381 CENTER STREET, WI DELLS
- " " HAS A OPEN DEFERRIS. PROSECUTION FOR POSSESSION OF DRUG PARAPHRASIA - P.D.
- " " HAS AN ACTIVE HARASSMENT/PROTECTION ORDER FILED AGAINST HER N 381 CENTER ST. WHICH IS ACTIVE UNTIL 5-26-19
- " " WAS FOUND GUILTY OF TAMPERING WITH AN IGNITION/IMMOBILIZATION DEVICE ON 10-29-12 (THIS WAS FROM A 2009 BMW CONVICTION + 2008 CONVICTION)
- " " CONTINUES TO DRIVE W/O A VALID DRIVER'S LICENSE - 3 TIMES IN PAST 3 YEARS. STILL OWES SAUK COUNTY \$542.00 DUE 1-19-16

Applicant Name: Michael A Greiner   
First Middle Initial Last Maiden

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

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

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

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

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

**READ CAREFULLY BEFORE SIGNING**

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

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

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

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

Applicant Signature Michael Greiner Date 1-19-16

**DEPARTMENT RECOMMENDATIONS**

Department	Approved/Denied	Signature	Date
City Clerk	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	<u>Maria A. Mor</u>	<u>02-17-16</u>
City Treasurer	<input type="checkbox"/> Approved <input type="checkbox"/> Denied		
Police Chief	<input type="checkbox"/> Approved <input checked="" type="checkbox"/> Denied	<u>Ken Mantley</u>	<u>2-19-16</u>

If denied, explain reason \_\_\_\_\_

MICHAEL GREINER HAS A LENGTHY CRIMINAL RECORD: 2014 CF 00178

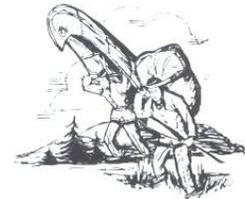
- 1) CONVICTED OF FELONY BAILJUMPING ON 2-18-16 + PLACED ON TWO YEARS PROBATION (TAMPERING WITH) FAILURE TO INSTALL IGNITION INTERLOCK DEVICE DISMISSED
- 2) HE HAS AN OPEN CASE OF ROBBERY BY FORCE 2014 CF 00131
- 3) CONVICTED OF OMKWI 2ND OFFENSE ON 4-01-13 + ORDERED TO HAVE IGNITION INTERLOCK DEVICE INSTALLED 2012 CT 06211
- 4) CONVICTED FELONY BAILJUMPING 11-29-06 2005 CF 00147
- 5) CONVICTED OF BURGLARY 2004 CF 00440
- 6) TAKE VEHICLE W/O OWNER'S CONSENT 2004 CF 00030

SEE ATTACHED SHEETS

CHIEF Ken Mantley

# CITY OF PORTAGE

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



*"Where the North Begins"*

March 14, 2016

City of Portage Common Council:

I wanted to include some background information on the Memorandum of Understanding (MOU) that is before you for action this evening. In late 2015, an opportunity presented itself to the Portage Boys Hoops Club (PBHC) through conversations with the Fairway Independent Mortgage Corporation (FIMC) and Gregg Steinhaus, for a new sport court facility to be installed in the City of Portage at no cost to the location/property owner. At that time, I began meeting with the PBHC and FIMC to discuss potential locations, budgets, scheduling, etc. When discussions began, many ideas were presented and the sport court was not yet a certainty for our community.

Since that time, FIMC has selected Portage as the winning location for the sport court facility. In working with the PBHC and FIMC, Collipp-Worden Park is the location proposed for the installation of this free facility. When that idea became reality, the PBHC was desirous to upgrade the entire complex to allow residents to play basketball on a new recreational area. At that time, the PBHC and I began soliciting estimates to see what a project budget would be in order to turn the two courts to East/West, add some additional asphalt to them and install acrylic (glass like) backboard hoops to create a unique basketball complex in addition to the sport court. The project budget came in at just over \$20,000.

Since that time, the initial proposal seeking permission to draft an MOU for this project occurred in December at the Park Board meeting and the draft MOU was approved at the March 8, 2016 Park Board meeting; that draft is what you see within your packet tonight. On March 8, park board recommended to the common council to enter into an agreement with the PBHC and FIMC and to allocate \$25,000 from the Parkland Fund to allow this project to be constructed in the spring of 2016. Within the MOU below, you will see the PBHC is proposing to repay the City a total of \$10,000 over the next four years which would be placed back in to the parkland fund. The sport court facility would be provided at no cost to the City by FIMC. The total project is anticipated to be over \$52,000 and the cost to the City would be \$15,000. Please see the summary proposal from the PBHC which is also included below.

Within the agreement you will see drawings displaying the existing court color scheme and orientations of what that facility will look like. In addition to that, we have received word from FIMC that the new sport court facility will be orange and blue and a drawing of that is also enclosed.

The PBHC and FIMC are seeking approval of the MOU and allocation of \$25,000 for 2016. Please contact me with any questions

Dan Kremer  
Manager of Parks and Recreation

## **MEMORANDUM OF UNDERSTANDING**

### **To Secure, Administer and Allocate Monies Raised for Purposes of Constructing a Sport Court Basketball Facility And Reconstructing Existing Basketball Courts at Collipp-Worden Park.**

This Memorandum of Understanding (MOU) is made on this \_\_\_\_\_ day of March, 2016, by and between the CITY OF PORTAGE, a Wisconsin municipal corporation located in Columbia County, with its offices at City Hall, 115 W. Pleasant Street, Portage, WI 53901 (the "City") and Fairway Independent Mortgage Corporation ( the "FIMC"), and Portage Boys Hoops Club (the "PBHC"), a non-profit charitable, community service chapter organized under IRS Section 501(c)(3), with local offices located at 2643 Pine Ridge Ct, Portage, WI 53901, (the "PBHC").

The City owns Collipp-Worden Park, located on West Slifer Street and the PBHC has been awarded a Sport Court from Fairway Independent Mortgage Corporation and the Nancy Lieberman Foundation and are desirous of constructing the sport court within Collipp-Worden Park. The PBHC has agreed to provide the court and assist with the design and planning for the construction of the new sport court facility. In addition, PBHC is desirous of fundraising using their IRS Section 501(c)(3) designation to pay for a portion of the reconstruction and realignment of the two existing basketball courts located along the northwest edge of Collipp-Worden Park. The PBHC has agreed to undertake a community fundraising effort and assist with the fundraising, design and planning for the reconstruction of the existing basketball court facility. The PBHC shall partner with the City to contribute \$10,000 towards the \$25,000 project budget over a four year repayment schedule outlined below. Exhibit A and B are included to further display what the project entails and a visual aid to what the project will look like.

This MOU shall articulate the responsibilities and obligations of the City, FIMC and PBHC for the construction of a Sport Court and reconstruction of the existing basketball courts, approved in concept by the Portage Parks & Recreation Board on December 15<sup>th</sup>, 2015. The Sport Court shall be a newly constructed 35' x 65' basketball facility consisting of 2 goals, a composite playing surfaced installed on a 5" concrete foundation in the location as depicted on Exhibit A. The Sport Court shall also include a newly constructed path leading from existing paths to allow for access. The rehabilitation of the two existing basketball courts shall consist of adding 10' of asphalt to the south end of the existing courts, top coat, seal and paint new courts and replacement of 4 basketball goals.

Upon completion of the new and existing courts, it will become property of the City. This MOU shall provide for the process in which the basketball court shall be designed, approved, constructed, inspected and accepted by the City.

#### **I. RESPONSIBILITIES OF THE CITY FOR SPORT COURT FACILITY.**

- a. Cooperatively work with FIMC to assist with the design, procurement, scheduling of construction, inspection and maintenance of the basketball court.
- b. Cooperatively work with the FIMC to prepare materials, schedule necessary approval reviews by the Parks & Recreation Board in a timely fashion for the basketball court.
- c. Upon securing necessary funding and approvals, develop and act as the inspecting and administrative authority during the construction of each phase of the basketball court.
- d. Secure necessary approvals, permits, licenses and contracts necessary for the construction of the basketball court.
- e. Upon satisfactory inspection of the constructed basketball court, accept the facility with the intent to maintain, clean, repair and establish and enforce necessary rules for the safe use of the Park by the general public.
- f. Fund and construct accessible path from existing court to sport court facility (Pea Gravel or Concrete, budget depending)
- g. Working with the FIMC, with the approval of the FIMC, develop and install some type of permanent recognition for the Fairway Independent Mortgage Corporation's role as fundraising sponsor by way of permanent marker or similar recognition, and additionally add the PBHC if allowed by the Nancy Lieberman Foundation, and approved by FIMC.

## **II. RESPONSIBILITIES OF FIMC FOR SPORT COURT FACILITY.**

- a. Cooperatively work with City to establish secure account(s) to receive and secure all funds donated, obtained and otherwise received for the exclusive use by the City and FIMC for purchase, construction and inspection of the basketball court as shown on Exhibit A until such time as this MOU expires or is terminated. FIMC shall be responsible for retaining qualified contractor(s) for the project and insure the proper completion in a timely manner.
- b. Coordinate with Manager of Parks & Recreation to schedule, review and approval of project plans and specifications, pre-construction meeting, construction schedule and subsequent City inspections during and upon completion of construction.
- c. In a timely fashion, process requests by contractors and consultants for reimbursements, advances or other substantiated expenses associated with the purchase of material, equipment, construction, administration and inspection of the installation of the basketball court.
- d. Cooperatively work with the City to assist with the design, procurement, construction, inspection and maintenance of the basketball court.
- e. Fully raise and/or secure donations of cash, materials or equipment necessary to fully purchase and install all phases of the sport court basketball court.

- f. Apply for grants, donations or other funding sources necessary to fully fund all phases of basketball court construction; comply with all conditions and requirements necessary in the receipt and use of such funds.
- g. To the extent necessary, participate in planning and progress meetings related to the construction and operation of the basketball court.
- h. Indemnify and hold harmless, the City from any actions by FIMC associated with the receipt, administration and disbursement of funds for the purchase and installation of the basketball court.
- i. On a monthly basis or as otherwise agreed upon, make available for inspection by the City and general public, account balances, disbursements, or other transactions associated with the account designated to receive and secure funds received for the purchase and installation of the basketball court.

### **III. RESPONSIBILITIES OF THE CITY FOR EXISTING COURT UPGRADE.**

- a. Reallocate and budget total project budget of \$25,000 from the Parkland Fund into 2016 budget; with PBHC repayment of \$5,000 in 2016, and 3 annual payments of \$1,667 in years 2017, 2018 and 2019 for a total repayment of \$10,000. Payments to be made on or before December 31<sup>st</sup> each year.
- b. Cooperatively work with PBHC to assist with the design, procurement, scheduling of construction, inspection and maintenance of the basketball courts.
- c. Cooperatively work with the PBHC to prepare materials, schedule necessary approval reviews by the Parks & Recreation Board in a timely fashion for the basketball courts.
- d. Develop and act as the inspecting and administrative authority during the construction of each phase of the basketball courts reconstruction.
- e. Secure necessary approvals, permits, licenses and contracts necessary for the construction of the basketball court.
- f. Upon satisfactory inspection of the constructed basketball courts, accept the facility with the intent to maintain, clean, repair and establish and enforce necessary rules for the safe use of the Park by the general public.
- g. Working with the PBHC, with the approval of the PBHC, develop and install some type of permanent recognition for the PBHC role as fundraising sponsor by way of permanent marker or similar recognition.

### **IV. RESPONSIBILITIES OF THE PBHC FOR EXISTING COURT UPGRADE.**

- a. Submit payment of \$5,000 to City of Portage in 2016 and an annual payment of \$1,667 in years 2017, 2018 and 2019 for a total repayment of \$10,000. Payments to be submitted on or before December 31<sup>st</sup> each year.
- b. Fully raise and/or secure donations of cash, materials or equipment necessary to repay \$10,000 to the City as stated in item A.

- c. Apply for grants, donations or other funding sources necessary to fully fund \$10,000 repayment agreement to City; comply with all conditions and requirements necessary in the receipt and use of such funds.
- d. Cooperatively work with City to establish secure account(s) under the PBHC 501(c)(3) designation to receive and secure all funds donated, obtained and otherwise received for the exclusive use by the City and the PBHC (less any administrative costs and fees incurred by the PBHC) for purchase, construction and inspection of the basketball courts as shown on Exhibit A until such time as this MOU expires or is terminated. The PBHC shall be responsible for working with the City to retain qualified contractor(s) for the project and insure the proper completion in a timely manner.
- e. Coordinate with Manager of Parks & Recreation to schedule, review and approval of project plans and specifications, pre-construction meeting, construction schedule and subsequent City inspections during and upon completion of construction.
- f. In a timely fashion, process requests by contractors and consultants for reimbursements, advances or other substantiated expenses associated with the purchase of material, equipment, construction, administration and inspection of the installation of the basketball courts.
- g. Cooperatively work with the City to assist with the design, procurement, construction, inspection and maintenance of the basketball courts.
- h. To the extent necessary, participate in planning and progress meetings related to the construction and operation of the basketball courts.
- i. Indemnify and hold harmless, the City from any actions by the PBHC associated with the receipt, administration and disbursement of funds for the purchase and installation of the basketball courts.
- j. On a monthly basis or as otherwise agreed upon, make available for inspection by the City and general public, account balances, disbursements, or other transactions associated with the account designated to receive and secure funds received for the purchase and installation of the basketball courts

**RELATIONSHIP OF THE PARTIES.** This MOU is not intended to nor shall it be constructed to create a permanent joint venture, partnership, agency, or other legal relationship between the parties, but is intended solely to establish the roles and responsibilities of each Party during the fund raising, design, approval, construction and acceptance the basketball court.

**AUTHORITY OF CITY AS ULTIMATE OWNER OF BASKETBALL COURT.**

The City shall work cooperatively with FIMC and PBHC, but ultimately, the City shall have the sole responsibility and authority to approve and schedule the construction of the basketball court in a timely fashion after necessary funds and approvals have been secured. Additionally, the City shall have sole authority to determine the satisfactory completion and acceptance of the basketball court and provide access by the public for use.

**SEVERABILITY.** If any term or other provision of this MOU is determined to be invalid, illegal or incapable of being enforced by any rule or law, or public policy, all other conditions and provisions of this MOU shall nevertheless remain in full force and effect so long as the economic or legal substance of the transactions contemplated hereby is not affected in any manner materially adverse to any party. Upon such determination that any term or other provision is invalid, illegal or incapable of being enforced, the parties hereto shall negotiate in good faith to modify this MOU if necessary, so as to effect the original intent of the parties as closely as possible in an acceptable manner to the end that transactions contemplated hereby are fulfilled to the extent possible.

**TERM AND TERMINATION OF THIS MOU.**

This MOU shall terminate upon acceptance by the City of the final phase of the basketball court construction or upon one of the following occurrences:

1. Prior to completion of the sport court basketball court upon mutual agreement of the Parties;
2. Upon dissolution, disbanding or other discontinuation of one of the Parties;
3. By the City if it can be demonstrated that one or more of the Parties is unable or unwilling to fulfill their obligations as listed in this MOU.
4. No later than December 1, 2018.

Accepted and approved this \_\_\_\_ day of \_\_\_\_\_, 2016

**For the City:**

**For FIMC:**

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

\_\_\_\_\_  
CEO

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

\_\_\_\_\_  
(other representative)

**For the PBHC:**

\_\_\_\_\_  
President

\_\_\_\_\_  
(other representative)

February 23, 2016

Portage Parks & Recreation Board/Department  
City of Portage  
806 Silver Lake Drive  
Portage, WI 53901

Dear Parks & Recreation Board/Department:

On behalf of the "Portage Boys Hoops Club" (PBHC), we would like to make a formal proposal for your consideration and implementation. Note, this is slightly revised from our December 15<sup>th</sup> proposal.

Per the PBHC mission, the organization is "committed to the Portage community by volunteer and interactive activities, intended to build and support fellowship within the community and program alumni". Thus, we strongly believe that improvements to the Collipp-Worden Park basketball facilities, would be not only beneficial to the youth for their use, but to promote and support fellowship within the community. The courts would be used from ages young to old, from youth Park & Rec programming, to community members of all ages.

Our proposal includes 2 components, with implementation beginning Spring, 2016:

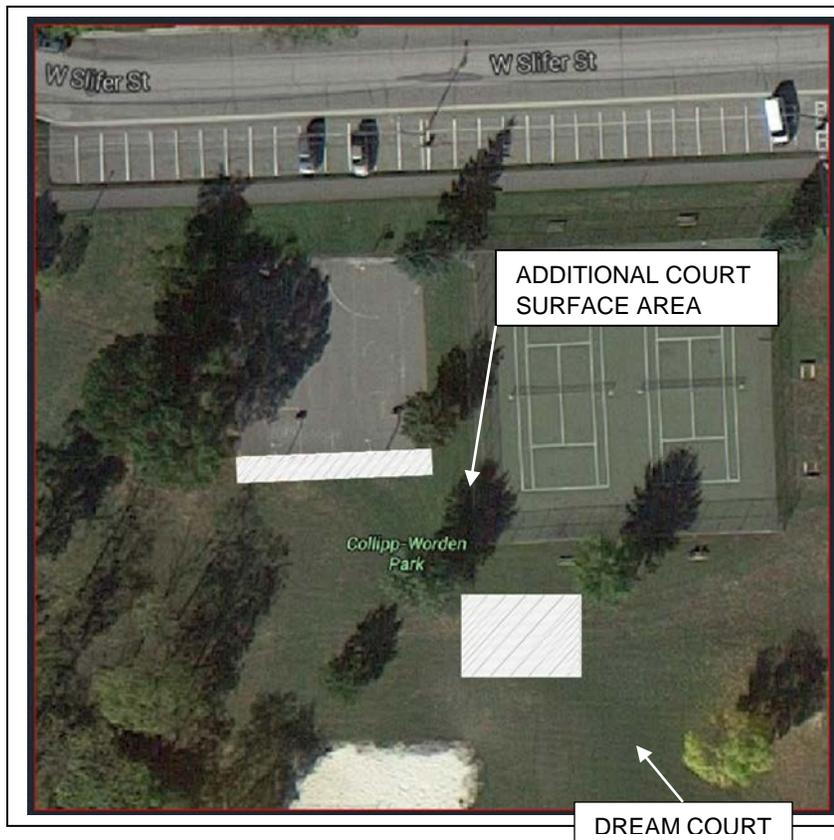
1. Installation of a 35' x 65' Dream Court, donated by Fairway Independent Mortgage Corporation:
  - a. Includes: Install of concrete base, sport court surface, and 2 basketball goals
  - b. Donated package valued at: \$30,697
  - c. Proposed location: Behind existing fenced tennis courts
2. Upgrade to Existing Basketball Courts:
  - a. Cost partially funded by City of Portage, with a financial contribution from the PBHC through fundraising efforts
    - i. PBHC would make a 1<sup>st</sup> year contribution of \$5,000, then \$1,666.67 for the next 3 years, for a total contribution of \$10,000, with contributions made by December 31<sup>st</sup> yearly.
  - b. Add an additional 10' of blacktop surface area (to the South)
  - c. Rotate the 2 courts 90 degrees to increase space between courts for safety and effective use
  - d. Top coat/seal with painted court/lines
  - e. Add 4 new basketball goals
  - f. Total estimated cost: \$20,300

For your reference, the following satellite view diagram shows the approximate proposed location of the new "Dream Court", and the additional surface for the existing courts:

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Portage Boys Hoops Club  
2643 Pine Ridge Ct | Portage, WI 53901

[PBBHoopsClub@gmail.com](mailto:PBBHoopsClub@gmail.com) | [facebook.com/PortageBoysHoopsClub](https://www.facebook.com/PortageBoysHoopsClub) | @PBBHoopsClub



The Portage Boys Hoops Club is extremely excited to offer this community beautification project valued at over \$52,000, with minimal costs to the City of Portage, which will provide outstanding use potential to the community.

Respectfully submitted,

Mike Hurd, PBHC Board President

Jeff Krockner, PBHC Board Vice President

Amber Ostrowski, PBHC Board Secretary

Scott Seaman, PBHC Board Treasurer

PBHC Board Members: Gregg Steinhaus, Tom Steinhaus, Sean Malone, Leroy Miles, Ron

Wheeler, Daniel Harkins, Justin Ostrowski, Susie Hammer

Ron Olson, PBHC Advisor & PHS Head Basketball Coach

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Portage Boys Hoops Club

2643 Pine Ridge Ct | Portage, WI 53901

[PBHBoopsClub@gmail.com](mailto:PBHBoopsClub@gmail.com) | [facebook.com/PortageBoysHoopsClub](https://www.facebook.com/PortageBoysHoopsClub) | [@PBHBoopsClub](https://www.instagram.com/PBHBoopsClub)

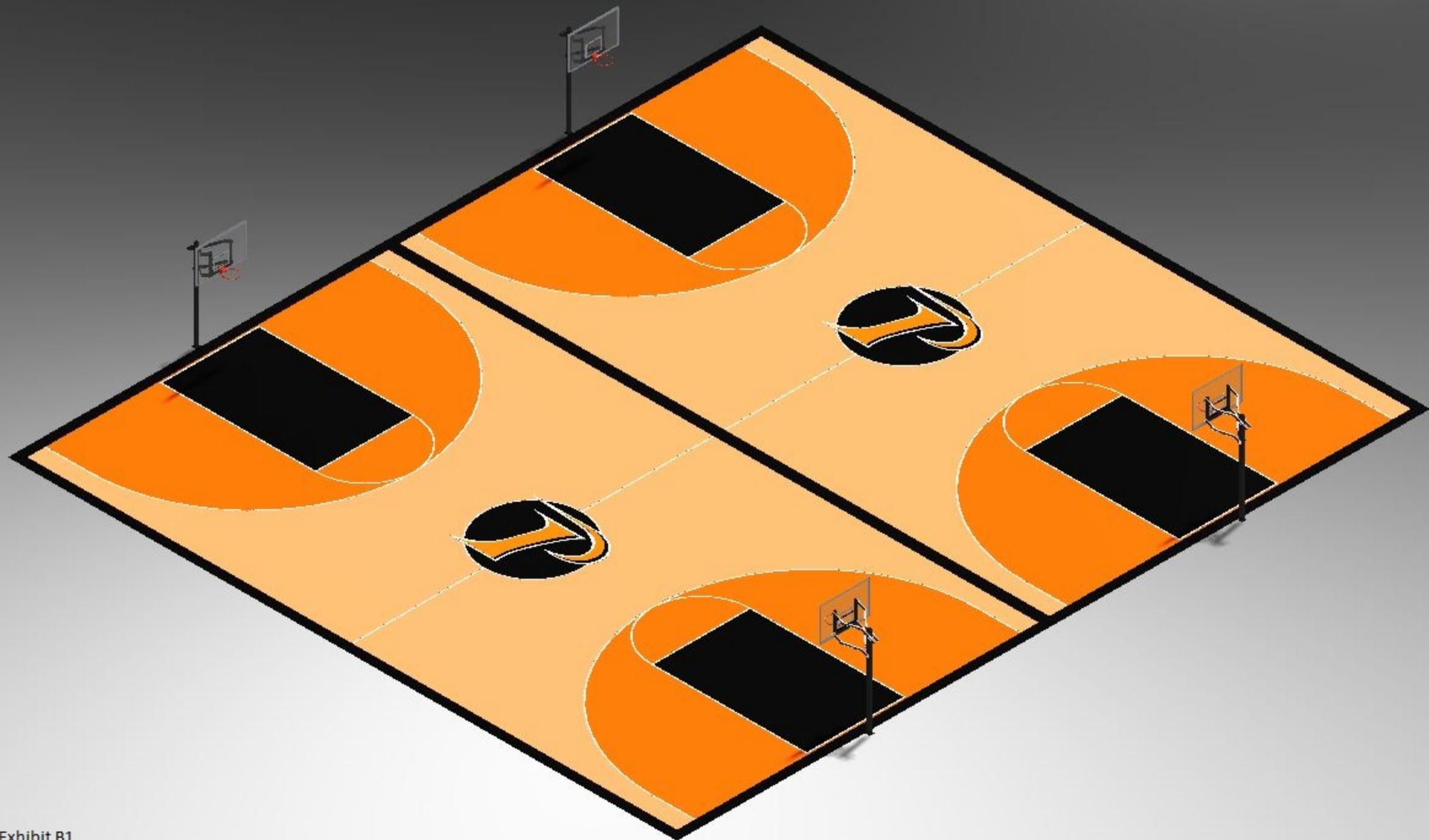


Exhibit B1

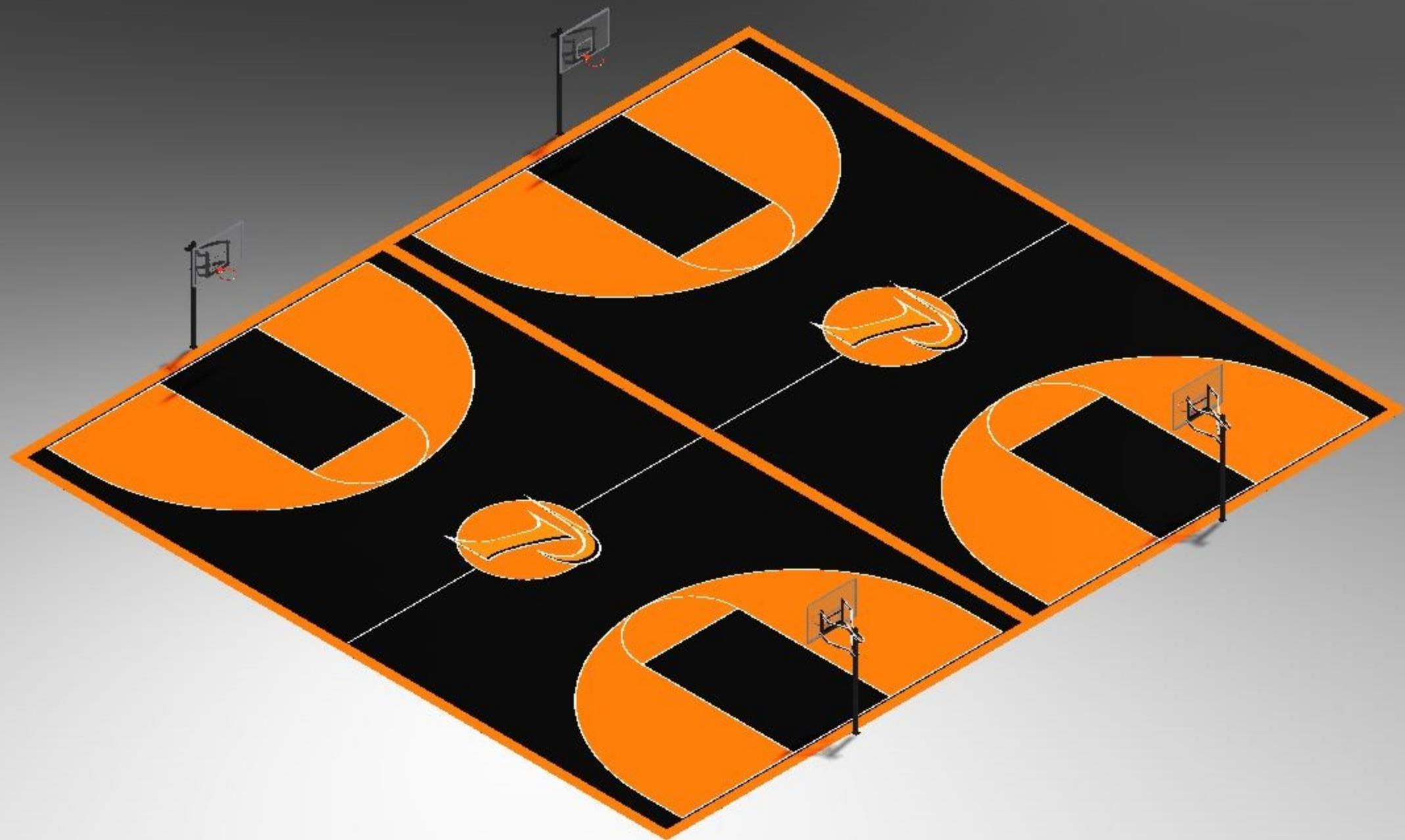
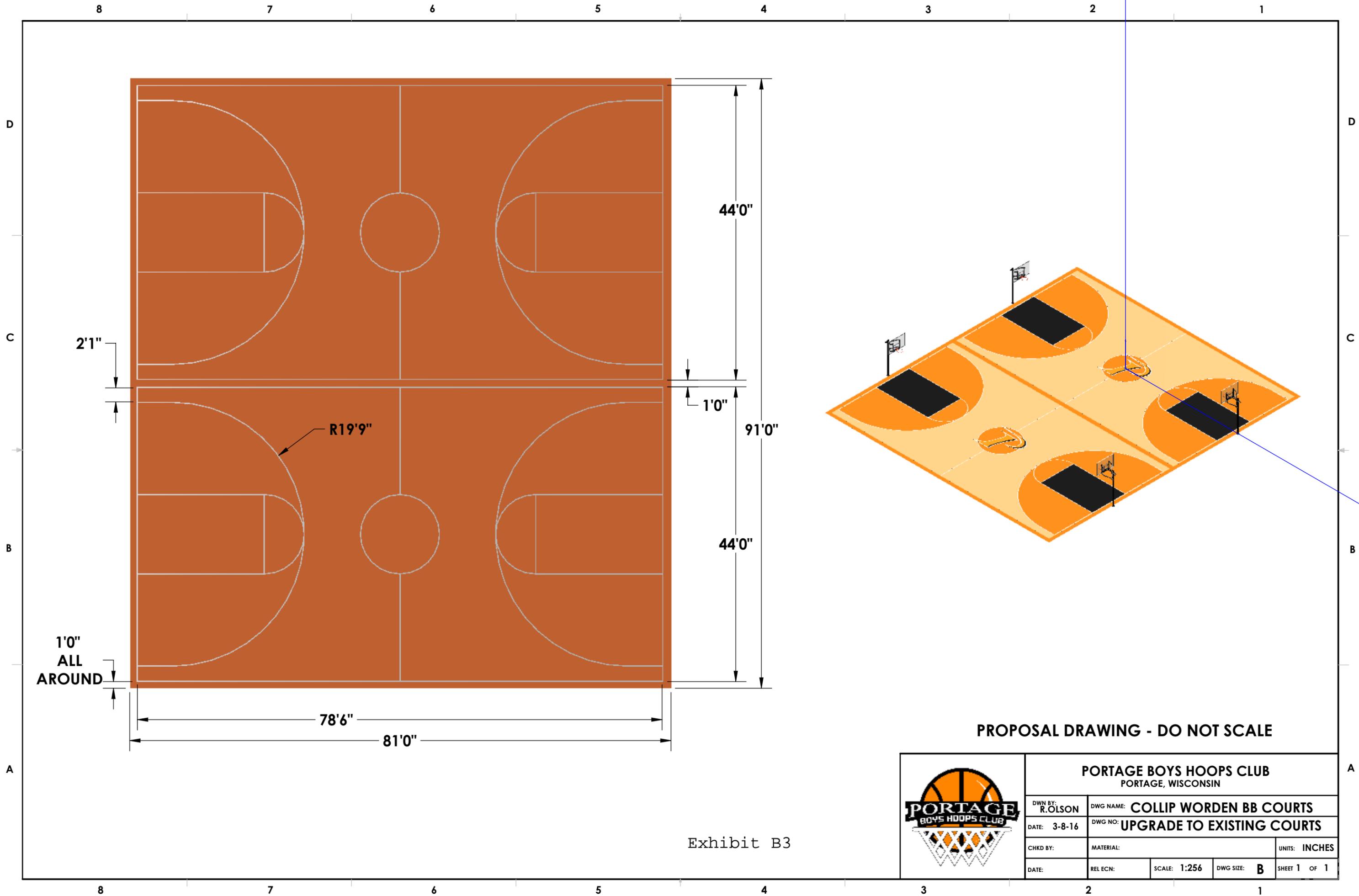


Exhibit B2



**PROPOSAL DRAWING - DO NOT SCALE**

					<b>PORTAGE BOYS HOOPS CLUB</b> PORTAGE, WISCONSIN				
					DWN BY: <b>R. OLSON</b>		DWG NAME: <b>COLLIP WORDEN BB COURTS</b>		
DATE: <b>3-8-16</b>		DWG NO: <b>UPGRADE TO EXISTING COURTS</b>							
CHKD BY:		MATERIAL:			UNITS: <b>INCHES</b>				
DATE:		REL ECN:	SCALE: <b>1:256</b>	DWG SIZE: <b>B</b>	SHEET <b>1</b> OF <b>1</b>				

Exhibit B3

W Slifer St

W Slifer St

Exhibit B4

ADDITIONAL COURT  
SURFACE AREA

Collipp-Worden  
Park

DREAM COURT

