

**City of Portage Common Council Meeting
Council Chambers of City Municipal Building
115 West Pleasant Street, Portage WI
Annual Business Meeting – 7:00 p.m.
April 19, 2016
Agenda**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Minutes of Previous Meeting
6. Committee Reports
 - A. Finance/Administration Committee, April 11, 2016
 - B. Library Board, April 12, 2016
 - C. Tourism Promotion Committee, April 12, 2016
 - D. Park and Recreation Board, April 12, 2016
7. Approve the minutes of the above meeting as recorded by City Clerk
8. Letter of Resignation
 - A. Alderperson, District 3
 - B. Plan Commission – Carolyn Hamre
9. Motion to adjourn Sine Die

New Council

1. Install newly elected officials – Clerk administers oath to new officials
2. Roll Call of New Council
3. Appointment of Alderperson, District 3
4. Administer Oath – Alderperson, District 3
5. Standing Rules of the Council
 - A. Resolution No. 16-021 relative to City Council Operation
6. Election by the Council of President of the Council, one year term to April 2017, Maass now in (This election can be by secret ballot and

- Mayor appoints tellers.)
7. Standing Committees of the Council – appointed by Mayor
 8. Elections by the Council
 - A. Council Member to Plan Commission
Charles now in (2/3 vote needed)
 - B. City Attorney
 9. Appointments by Mayor – confirmed by Council vote
 - A. Airport Commission
 - B. Board of Zoning Appeals
 - C. Cable TV Commission
 - D. Columbia County Economic Development Corporation Board
 - E. Community Development Authority
 - F. Community Development Block Grant Committee
 - G. Economic Development Loan Fund Committee
 - H. EMS Advisory Board
 - I. Emergency Planning Committee
 - J. Historic Preservation Commission
 - K. Library Board
 - L. Park and Recreation Board
 - M. Plan Commission
 - N. Police and Fire Commission
 - O. Steering Committee for Veterans Memorial Field
 - P. Tourism Promotion Commission
 - Q. Board of Review
 - R. AdHoc Canal
 10. Mayor's Comments
 11. Council Orientation
 12. Adjournment

Common Council Proceedings
City of Portage

Public Hearing
Council Chambers
City Municipal Building

March 24, 2016
6:55 p.m.

Relative to solicit comments on proposed floodplain zoning ordinance and map revisions that are required by state and federal law.

Call to Order

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

Roll Call

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

Excused: Ald. Charles

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

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

Clerk Moe read the Notice of Public Hearing and stated that it had been published according to law. Courtesy letters were sent to those property owners whose property was impacted; an Affidavit of Mailing is on file.

Mayor Tierney asked for the first time if anyone present wished to speak for the proposed floodplain zoning ordinance.

Maealine Bottoni, 1019 West Franklin Street, questioned what the proposed changes are. Mayor Tierney informed her that her property was not affected.

Mayor Tierney asked for the second and then third time if anyone present wished to speak for the proposed floodplain zoning ordinance.

No one else present wished to speak for the proposed floodplain ordinance.

Mayor Tierney asked for the first time if anyone present wished to speak against the proposed floodplain zoning ordinance.

Steve O'Malley, 228 East Edgewater Street, stated his property is impacted and didn't know what this was all about. He is opposed.

Mayor Tierney asked for the second time if anyone present wished to speak against the property floodplain zoning ordinance.

Rex Taylor, N398 Miller Avenue, Endeavor stated he can't understand why property is being put back into the floodplain. He is opposed.

Mayor Tierney asked for the third time if anyone present wished to speak against the property floodplain zoning ordinance.

Bill Kutzke, Sixth District Alderperson, stated he has not seen the proposed changes and not had enough time to look into how the changes affect properties, and whether they're appropriate or inappropriate. He is opposed.

No one else present wished to speak against the proposed floodplain ordinance.

Mayor Tierney declared the Public Hearing closed at 7:05 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

Approved: _____

Common Council Proceedings
City of Portage

Public Hearing
Council Chambers
City Municipal Building

April 14, 2016
6:50 p.m.

Consider rezoning Lots 2, 3, 4, 5, 6 of Block 22; Webb & Bronson's Plat of the Town of Fort Winnebago (tax parcel 31.B); Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 of Block 47 Webb & Bronson's Plat of the Town of Fort Winnebago, together with vacated Huron Street (tax parcel 57); Lots 4, 5, 6, 7, 8, 9 of Block 54, Webb & Bronson's Plat of the Town of Fort Winnebago (tax parcel 78); Lots 10, 11, 12 of Block 54, Webb & Bronson's Plat of the Town of Fort Winnebago, together with Vacated Huron Street (tax parcel 78.A), City of Portage, Columbia County, Wisconsin.

Call to Order

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

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 Administrative Lieutenant Klafke

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

Clerk Moe read the Notice of Public Hearing and stated that it had been published according to law. The property is owned by the City. An affidavit of Mailing is on file for property owners who received courtesy notice regarding the hearing.

Mayor Tierney asked three times if anyone present wished to speak for the rezoning.

No one present wished to speak for the rezoning.

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

No one present wished to speak against the rezoning.

Mayor Tierney declared the Public Hearing closed at 6:54 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

Approved: _____

Common Council Proceedings
City of Portage

Public Hearing
Council Chambers
City Municipal Building

April 14, 2016
6:55 p.m.

Consider the discontinuance of that portion of Townsend Street lying east of Superior Street and west of Wauona Trail, and that portion of Averbeck Street lying east of US Highway 51 (New Pinery Road) and west of Adams Street, and those portions of Bennett Drive located north of Collins Street in the City of Portage, Columbia County, Wisconsin.

Call to Order

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

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 Lieutenant Klafke

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

Clerk Moe read the Notice of Public Hearing, stated that it has been published according to law, a Lis Pendens has been filed with Columbia County Register of Deeds, Affidavits of Personal Service are on file, and an Affidavit of mailing is on file.

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

No one present wished to speak for the discontinuance request.

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

Dave Flickner, 1201 Coit Street was opposed.

No one else present wished to speak against the discontinuance request.

Mayor Tierney declared the Public Hearing closed at 6:57 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

DRAFT

Approved: _____

Common Council Proceedings
City of Portage

Regular Meeting
Council Chambers
City Municipal Building

April 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 Lieutenant Klafke

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. Minutes of Previous Meeting

Motion by Klapper, second by Hamburg to approve minutes of the March 24, 2016 Common Council meeting. Motion carried unanimously on call of roll with Charles abstaining.

6. Consent Agenda

Reports of Sub-Committees, Boards, and Commissions

Plan Commission meeting of March 21, 2016

Library Board meeting of March 29, 2016

Police and Fire Commission meeting of March 29, 2016

Legislative and Regulatory Committee meeting of April 4, 2016

Motion by Dodd, second by Charles to accept the reports on the consent agenda. Motion carried unanimously on call of roll.

License Applications

Operator license applications for Denise J. Blau, Lisa A. Clemmons,

Theresa R. Gibson, Shawny L Grande, Robyn E. Holmes, Jasmine A. Martin, Lisa A. Persack, Kevin Randall.

Taxi cab operator license application for Randall R. Brown.

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

7. 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. 16-003 relative to Floodplain Zoning was read and passed unanimously on motion by Klapper, second by Monfort and call of roll.

Ordinance No. 16-004 relative to Administration. Motion by Maass, second by Charles to suspend the rules and read Ordinance No. 16-004 relative to Administration by title only. Motion carried 7 to 2 on call of roll with Havlovic and Klapper voting no. Ordinance No. 16-004 relative to Administration received its second reading by title only. Motion by Charles, second by Hamburg to pass Ordinance No. 16-004 relative to Administration. Motion carried unanimously on call of roll.

8. New Business

Ordinances

Ordinance No. 16-005 relative to Miscellaneous Offenses received its first reading.

Ordinance No. 16-006 relative to Adopting an Amendment to the Official Zoning Map for the City of Portage, Columbia County, Wisconsin received its first reading.

Resolutions

Resolution No. 16-019 relative to the Discontinuance that Portion of Townsend Street Lying East of Superior Street and West of Wauona Trail, and those Portions of Bennett Drive Located North of Collins Street in the City of Portage, Columbia County, Wisconsin, Pursuant to Wis. Stats. §66.1003 was read and adopted unanimously on motion by Dodd, second by Charles and call of roll.

Resolution No. 16-020 relative to Encroachment Agreement for 1325 Adams Street with Winport Holdings, LLC was read and adopted unanimously on motion by Dodd, second by Maass and call of roll.

Consideration of recommendation for using General and Utility Fund Balance to pay for the short term debt projects

Motion by Dodd, second by Hamburg approve using fund balance to pay for the short term debt projects as outlined in City Administrator Murphy's memo, 2016 short term capital purchases, dated 04/08/16. Motion carried unanimously on call of roll.

Consideration of recommendation on operator license application for Ryan M Dorn

Motion by Maass, second by Charles to deny an operator license for Ryan M. Dorn based on open felony drug case filed 1/29/16, felony drug conviction 3/5/15, felony drug conviction 7/11/05 and OMVWI arrest on 8/8/14 conviction 3/5/15. Motion carried unanimously with call of roll.

Consideration of recommendation on Class B Combination License application for Tall Pauls LLC, Paul Salzwedel, agent, 214 West Wisconsin Street

Motion by Maass, second by Hamburg to approve a Class B Combination License for Tall Pauls LLC, Paul Salzwedel, agent, 214 West Wisconsin Street. Motion carried unanimously on call of roll.

Consideration of recommendation on Class A Combination License application for Wal-Mart Stores East, LP, Todd O. Tollefson, agenda, 2950 New Pinery Road

Motion by Maass, second by Hamburg to deny a Class A Combination License for Wal-Mart Stores East, LP, based on number 15 of the Guidelines for Use in Granting & Denial of Class A Liquor Licenses, as this will not be a new business to occupy a formerly vacant building, new construction or replace existing business.

Mayor Tierney recognized Steve Palacek, representing Wal-Mart. Mr. Palacek explained to the Council that Wal-Mart has been a part of the local business community for 25 years, employing 300 employees, providing economic growth for the city, and supporting charitable groups. According to Mr. Palacek, the store is considered a highway store and when people stop at Wal-Mart, they also stop for gas and to eat. Customers ask for alcohol and the want to give the customers what they want.

Director of Business Development Sobiek commented that liquor licenses are a recruitment tool; and that Aldi's would not be locating in the city if there was no Wal-Mart here. He continued that the City needs to balance economic development and the interests of the city.

Ald. Klapper stated he would be voting to deny based on the proximity to other licensed establishments and constituent comments.

Ald. Hamburg stated that of the five (5) constituents who contacted her, three (3) were against granting the license.

Ald. Kutzke requested the issue to go back to the Committee for further consideration. He wanted Wal-Mart to file specific responses to each of the items in the guidelines. According to Ald. Kutzke, he's been contacted by constituents on both sides of the issue; and has received comments that the handicap accessibility at Wal-Mart is superior to other licensed locations.

Ald. Dodd stated that the community wants to be business friendly and denying the license does not send that message. According to Ald. Dodd, there should not be different sets of rules, one for small businesses and another for large.

Ald. Havlovic explained that he voted against the denial in committee because he did not have enough information, and wants Wal-Mart to come with a more detailed presentation. Many of his constituents have no access transportation and walk to Wal-Mart to shop.

Because of the size of the building, Ald. Maass had concern with the point of sale for alcohol. She pointed out that Wal-Mart did explain that the registers required the customer's birthdate to be entered in prior to the sale of any alcohol.

The motion and second were withdrawn.

Ald. Lynn had concern that Wal-Mart, being a big box store, is being treated differently and not equally to other applicants; and they should be given the opportunity to address the items in the guidelines.

Motion by Lynn, second by Maass to send the application back to the Committee for review to give Wal-Mart the opportunity to address each of the criteria listed in the Guidelines.

Ald. Maass questioned if the guidelines need revising.

Ald. Monfort had concern for small businesses, should the license be granted.

City Attorney Spankowski reminded the Council that the guidelines are not a checklist; but rather a guide in which to base decisions. He also commented on fair trade laws and cautioned that to protect another business is not a permissible reason to deny a license.

Ald. Lynn relinquished his time to Lisa Nelson from Wal-Mart. Ms. Nelson commented on the control at the registers. She also stated that the store is scheduled for a huge remodel next year and is willing to put in a separate liquor box.

Ald. Charles commented that the majority of conversation with his constituents has been against granting the license. His concern is that Wal-Mart also sells firearms, which in his opinion, could be potentially a dangerous mix if there was an alcohol license on the premise as well.

Mayor Tierney informed the Council that he has contacted other municipalities and municipal officials where Wal-Mart has an alcohol license and it has not had an adverse impact on other businesses. He reminded members that it is not the city's job to regulate fair trade; that Wal-Mart is a huge tax base and a good community partner, and deserves to have the license.

Motion carried 8 to 1 on call of roll with Hamburg voting no.

Consideration of recommendation for claims

Motion by Dodd, second by Charles to approve claims in the amount of \$2,562,346.04. Motion carried unanimously on call of roll

Reconsideration of operator license for Michael A. Greiner

Michael A. Greiner addressed the council explaining that he had made bad choices in the past and has paid the consequences. He is currently working two jobs, with bartending being his third job, to pay child support and bills. Mr. Greiner stated that his probation agent does not have an issue with him being a bartender.

Administrative Lieutenant Klafke explained Mr. Greiner's substantial, lengthy criminal record.

Motion by Maass, second by Hamburg to uphold the denial of an operator license for Michael A. Greiner. Motion carried 5 to 4 on call of roll with Havlovic, Klapper, Lynn and Monfort voting no.

Department Report – Clerk/Administration

City Clerk Moe reported gave the Department Report.

Alcohol: changes in the law, \$10,000 fee for a reserve "Class B" liquor license may not be rebated or refunded, city ordinance will need revision; beer and wine walks are now permitted.

Assessment: Board of Review is scheduled for May10, 2016. This year was the final year of the two-year revaluation. The overall change was 5.36% increase.

Tax Incremental Financing: a municipality is now required to submit an

annual report describing the status of each TID. The Joint Review Board is required to meet annually.

Election: numerous law changes. Presidential Preference and Spring Election had 58% turnout of registered voters. 11% of the votes were cast by absentee ballot. The Voter Participation Center mailing is causing confusion and frustration among citizens. The organization has been contacted.

Department activities: year-end reporting to various agencies; even year tax exemption reporting is being compiled for state report; Secretary Ross from Department of Safety & Professional Services met with staff to discuss services provided by the Department.

Closed Session

Motion by Dodd, second by Charles to convene into closed session pursuant to Wisconsin State Statutes 19.85(1)(b) for the reconsideration of an Operator License for Kara F. Sassano. Motion carried unanimously on call of roll at 8:54 p.m.

Motion by Lynn, second by Klapper to approve an Operator License for Kara F. Sassano. Motion carried 6 to 3 on call of roll with Dodd, Hamburg and Maass voting no.

9. Adjournment

Motion by Dodd, second by Charles to adjourn. Motion carried unanimously on call of roll at 9:28 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

Date Approved: _____

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

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

Also Present: Finance Director Mohr, 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 March 15, 2016.

Motion by Charles, second by Klapper to approve minutes from March 15, 2016.
Motion carried 4-0 on call of roll with Havlovic abstaining.

3. Discussion and possible recommendation of claims.

Mohr reviewed the high level claims report pointing out that of the total \$2,562,346.04 debt payments made up \$1,612,672.02 leaving a balance of \$949,674.02 for all other.

Motion by Havlovic, second by Charles to recommend claims in the amount of \$2,562,346.04. Motion carried unanimously on call of roll.

4. Staff Report.

- a. ABC (America's Best Communities) Grant – RLF Façade – Mohr informed the committee that the ABC group is working on a RLF (revolving loan fund) for façade improvements for business owners and possibly building owners in the City of Portage. Details will follow.
- b. Audit Status – We are on track to have a preliminary audit by April 15th.

5. Adjournment.

Motion by Charles, second by Klapper to adjourn the meeting at 6:07 p.m. Motion carried unanimously on call of roll.

Jean Mohr, Finance Director

Date Approved:

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

LIBRARY BOARD MEETING Minutes
April 12, 2016

Meeting called to order 12:03pm

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

Visitors: Lynn Harthorne, Amanda Pardo, Dawn Foster - Library Staff Members
Shawn Murphy - Portage City Administrator
Jean Mohr - Portage City Financial Director

- 1) Motion to approve the March 29, 2016 regular and closed meeting minutes. (BB/HS)
- 2) Financial Reports:
 - a) Motion to approve March 2016 Municipal funds claims and Library restricted funds claims for payment as presented. (BB/CS)
 - b) Motion to authorize updating signatures on Library bank, credit card and business accounts to Lynn Harthorne and Eleanor Voigt. (DG/KV)
- 3) Director's Report:
 - a) Library Director's position vacated April 1, 2016.
 - b) Staff members Harthorne, Pardo and Foster will work together to manage the Library until a new Director is in place.
- 4) Business:
 - a) Motion to recommend to the City the appointments of Gregory and Simonson to another term as Library Board Members. (CS/KV)
- 5) Closed Session:
 - a) Motion to convene into closed session pursuant to Wisconsin State Statute 19.85 (1)(c) for discussion of performance evaluations of Library employees and to discuss employment and compensation for the Interim Library Director. 12:10pm (NS-H/DG)
 - b) Motion to reconvene to open session for the remainder of the meeting. 1:11pm (NS-H/HS)
- 6) Open Session:
 - a) Motion to appoint Lynn Harthorne as Interim Library Director. (DG/KV)
 - b) Motion to authorize the City Administrator and City Financial Director to assist Library Board and Interim Library Director to:
 - Coordinate and implement personnel policies
 - Coordinate and implement fiscal control measures
 - Assist with Library Director selection process
 - Assist with employee performance qualification evaluation
 - Obtain proposals for internal controls audit. (KV/CS)

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April 12, 2016

7) Meeting adjourned 1:16pm. (KV/DG)

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 Vehring

Date Approved: _____

City of Portage
Tourism Promotion Committee Meeting
5:30 pm on Tuesday, April 12, 2016
City Municipal Building, 115 West Pleasant Street
Conference Room Two
MEETING MINUTES

Members Present: Marty Havlovic, Rick Dodd and Carole LaVigne

Members Excused: Chad Stevenson and Dawn Schneller

Others Present: Marianne Hanson and Craig Sauer

1. Roll call

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

2. Approval of minutes from previous meeting

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

3. Public comment

None

4. Discussion and action on claims submitted

A motion was made by Rick, second by Carole to approve claims as submitted in the amount of \$29,427.45. Motion carried unanimously on the roll call of 3-0.

5. Discussion and actions on various marketing proposals by Portage Area Chamber of Commerce in 2016 budget

Marianne gave an update to the committee:

- New Portage Travel guides have arrived and 20,000 will be distributed.
- New Columbia County bike loop maps arrived with Portage having two panels of advertising, along with new Columbia County Travel Planner with inside and back page ads.
- The Chamber is working on a potential large mural with Dan Kremer (8ft x 30 ft) on the Wilz Drug building.
- New bike racks are being installed in downtown by BID and Park and Rec.
- Judy Eulberg will be hosting the downtown walking tours in June, July & Aug
- The Chamber is working with the Chair of the Farmer's Market Committee to hold activities during the market to draw more people. Such as music, bee keeping workshops, canning/preserving vegetables, etc.
- The Chamber is helping BID with their advertising/marketing ideas to promote the downtown using, print, radio online, etc.
- Ad-Lit increased our two ads to full pages this year based upon needing to fill ad space.
- Kiwanis took promotional materials to Bike-O-Rama this year instead of having someone at Canoecopia.

- Both Brad and Marianne from the Chamber attended the WI Governor's Conference on Tourism in March.
- Taste of Portage won the Community Event Award from the CCVB, along with 5 other businesses/organizations from Portage winning awards.
- Brief discussion on the winter online campaign reports from with Capital Newspapers. These were not as high as the previous year, but we also have to remember that this winter was not as promising for snow as previous.
- We are working on new Rockford TV ads, since we now have the footage to use from the Discover Wisconsin shows. Had a couple that stopped in over the winter who specifically came to Portage because they saw the campaign.
- The first airing of our Discover Wisconsin episode, Wisconsin River Communities aired in Feb, next airing will be this summer. The second payment is due May 1st.
- We hosted an editor from Premier Travel Media and we were able to get a small piece of information put into the new group travel planner for 2016.
- We are communicating with the HIAH & FWSQ on two separate tours this summer for 35-50 individuals.
- HIAH & FWSQ will be a featured story in the Country Today.
- The Super 8 has been sold and the new owners also own the Super 8 in Columbus.
- Marianne testified in support of Room Tax law changes to allow Chambers to continue to support and promote tourism and attended the bill signing with the Governor.
- Discussion on researching attendance at Sports Shows for 2017, specifically one in Rockford, Illinois. The committee would need to budget for a booth layout, travel, food, lodging etc. for attendees.
- Discussion on Service Club entrance signs and what type of organization should have a sign.
- No update on the water tower painting.

6. Adjournment

The meeting was adjourned at 6:10pm with a motion by Rick, second by Carole. Motion carried unanimously on the roll call of 3-0.

Minutes submitted by Marianne Hanson

Date Approved: _____

**City of Portage Tourism Promotion Committee
2016
Schedule of Vouchers**

Date	# of Invoice	Vendor	Description	Account	Amount
3/16/16	201601425	Madden Media	Dept of Tourism Travel Guide		\$ 1,707.65
3/11/16	13578	Portage Chamber	1st quarter payment	720	\$ 8,375.00
"	"	"	discover wi - 2nd payment	296	\$ 3,000.00
"	"	"	downtown walking tours	720	\$ 300.00
1/20/16	814	Our WI	1/4 page ad Our Wisconsin	296	\$ 886.00
3/25/16	2396800	Capital Newspapers	Col Cty travel planner 3/25	296	\$ 2,050.00
3/10/16	150311	Col. Cty Visitors Bureau	Concerts at the Portage	710	\$ 1,500.00
1/1/16	102-2016	Park by Nature Network LLC	12 month 1/16-1/17	296	\$ 800.00
2/1/16	2385939	Capital Newspapers	Col Co Bike Map	296	\$ 500.00
"	2385527	"	Winter Cam	296	\$ 3,000.00
8/26/15	3.1 10.1	Silent Sports	ads March -Oct 2016	296	\$ 2,152.80
11/11/15	167384	Journal & Topics Newspapers	Winter Travel	296	\$ 1,640.00
12/1/15	CIT020 1512	Adlit Distributing & Publ	wistravle link & WI winter travel guide	296	\$ 1,016.00
11/16/15	Yuletide 15	Downtown Portage Inc	Yuletide 2015	710	\$ 2,500.00
240-00-56000-				TOTAL	\$ 29,427.45

Approved for payment at 4/12/16 meeting of the City of Portage Tourism Promotion Committee



(Marty Havlovic, CPTPC Chair)

12 April 2016

Account:

- | | |
|---------------------------|--------------------------------|
| 222 Water & Sewer Charges | 726 Portage Historical Society |
| 292 Printing/Publishing | 728 Zona Gale Center |
| 296 Marketing | 730 Grants/Contributions |
| 710 Community Events | 790 Miscellaneous Expense |
| 720 Chamber of Commerce | |

City of Portage

Parks and Recreation Board Meeting

Tuesday, April 12, 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, and reporter Craig Sauer.

2. Approval of March 8 meeting minutes.

Motion was made by Charles to approve the minutes from the March meeting. Second by Maass

Motion carried on a 5-0 roll call vote.

3. Discussion and possible action on contract with Great Lakes Marine Inc. and final pay order.

Manager Kremer provided a summary detailing correspondence between Great Lakes Marine Contracting, General Engineering and the City since the letter was sent from the City denying payment of the final pay application. Kremer displayed an addendum to the board provided within the specifications that called for the finished color to be achieved by a solid pour and not by staining. Kremer summarized letter correspondence and a meeting that was called with the contractor that detailed negotiations. City staff proposed to the contractor to settle the final pay order by reducing the amount owed by 50%.

The contractor was not comfortable with 50%, counter offered for a total of \$2000. City staff didn't find that acceptable and asked contractor to counter offer the following week. After that, the contractor offered 25% reduction which equates to \$4,398 in an attempt to close out the project. City staff counter offered at 35% and that was declined by the contractor. Kremer stated City staff recommends accepting the initial credit of \$4,500, the five year warranty and the additional \$4,398 credit and close out the project. Staff then recommends using the credits to seek a corrective measure for the wall color.

Kreckman stated he was okay with that and that he appreciated city staff's work on finding a solution. Kreckman stated he wished the City hadn't authorized payment with General Engineering signing off but that since the City had it was water under the bridge.

Charles asked if photos have been taken of the cracks. Kremer stated if the board approves closing out the project that the next step would be to take those photos and to update the final pay application paperwork to reflect that.

Messer asked if five year warranty will cover those cracks. Kremer stated their five year warranty is the standard warranty language reflected in GEC's contracts.

Charles stated GEC told the board that the cracks were only shrinkage from drying, therefore now that it has dried anything widening would be unacceptable. Conversation followed regarding the difference in cracks.

Administrator Murphy stated some settling and shifting over time is common and the warranty would only cover structural problems and not normal shifting.

Messer stated his worry was what will happen to the cracks when frost sets in. Maass mentioned GEC was not concerned over the cracks when they attended the meeting earlier that year.

Zirbes asked how much money was remaining to use towards a color correction. Kremer told the board the budget was \$150,000 and this would bring the credit to just under \$9,000.

Kreckman asked if the warranty language is negotiable and stated he thought that was the most important part at this time. Kremer stated the warranty that was signed was the standard warranty language that GEC provides for their contracts.

Maass asked if Kremer had read through the warranty and if GEC had gone through the warranty language with him. Kremer stated he read through the warranty, but that it is not a four sentence warranty and that it is lengthy. Kremer stated it is their standard warranty language GEC includes within contracts and it would take an attorney to interpret thoroughly.

Discussion followed in regards to warranty and how to enforce in the future.

Motion by Charles to accept the \$4,500 credit for cap thickness, five year warranty for wall structure, and the \$4,398 credit reduction and to pay the close out amount of \$13,194 to close the contract. Second by Messer

Motion carried on a 5-0 roll call vote.

4. Discussion and possible recommendation on tree inventory bids.

Kremer stated there is an update to the memo for the tree inventory since the afternoon. Kremer gave an overview of the memo and project and informed the board that Bluestem had called to inform the City they were awarded another inventory project in Wisconsin Rapids and could not perform the job by August 1st. Kremer gave an overview of the out of state bidder, Arborpro, who was the low bidder if all aspects are to be awarded. Kremer also gave an overview of the three in state bidders, Wachtel, Bluestem and Davey, and his encounters with each at trainings within the state. Kremer gave a summary of the three alternate bids and what they entail.

Kremer stated his original recommendation was to award to Bluestem but now knowing the delay to complete the project, he asked for direction from the board if it would be better to award to the next low bidder, Wachtel, in order to have the project complete before budgeting happens in late summer. Wachtel could complete the project by July 22 but would be \$750 additional cost to the City. Kremer stated he couldn't disqualify Arborpor but since the project is being funded 50% by a state grant his recommendation is to hire a consultant within the state.

Messer asked if when Bluestem would be able to complete the project. Kremer said they just were hired for Wisconsin Rapids and that they could first begin in August/September and would complete in November/December.

Discussion followed about timeline and cost difference between Wachtel and Bluestem.

Zirbes stated that timing sounds important and that a couple hundred bucks may be money well spent.

Motion by Maass to award the bid to Wachtel for the base bid of \$21,750 and the alternate 3 for \$1,500. Second by Charles

Motion carried 5 – 0 on a roll call vote.

5. Discussion and possible action on agreement with Kayla Rinkel for building rental.

Kremer stated the agreement is updated language of what was discussed last month. Kayla was unable to attend the meeting but had reviewed the agreement and was okay with the language.

Maass stated that she hopes inspections are conducted prior to the fair and other events in the building. Kremer stated that is how they handle all events using the buildings and grounds.

Maass asked for clarification on item 10 in relation to the discount wording. Kremer stated if only an individual date was requested, cost would be \$100. If multiple dates are requested a \$25 reduction per day would be granted.

Zirbes asked when this building was set to be deconstructed. Kremer stated the City budgeted money to design the north end of the grounds this year and that a reevaluation would be done this year as to what year this building would be moved. Kremer stated 2017 at the earliest but likely 2018.

Motion by Maass to recommend approval of agreement with Kayla Rinkel for building rental at Vet's Memorial Field. Second by Charles

Motion carried on a 5 – 0 roll call vote.

6. Discussion and possible action on donation/partnership with Renewal Unlimited and Americorps for flower beds and park signs landscaping.

Kremer informed the board that before posting the newly approved 14 week position to maintain the flower beds within the City that he was approached by Ryan Banks and the Americorps group who had maintained a few planters in 2015 and they requested partnering with the City to maintain all of the flower spaces in the City for 2016. Kremer stated they were proposing to perform this work each week and it would be no cost to the City for labor.

Kremer recommended to the board that the City donate \$1,000 to the Americorps and partner with them to plant and maintain all City flower beds and entry points. Kremer stated that would still leave \$3,200 in the budget so if the partnership was unsuccessful the City could still hire a staff person if needed.

Maass asked how Renewal Unlimited and Americorps were related. Kremer stated Renewal was the parent organization and that the Americorps was a chapter under them.

Messer stated he could personally vouch for Ryan banks.

Charles asked about insurance. Kremer stated he would a volunteer agreement and would also check to see if a formal agreement would be needed to cover insurance.

Zirbes asked if it would be better to wait and determine the donation amount following the program instead of predetermine the donation up front. Discussion followed regarding when and how to structure a donation.

Kremer asked if the board was comfortable allowing a sign to be put up in the flower beds and if that could be included within a motion.

Motion by Zirbes to approve a partnership with Renewal Unlimited and the Americorps for flower bed and park sign landscaping and allow a small sign to be put up at each location. Second by Maass.

Motion carried on a 5 – 0 roll call vote.

7. Discussion and possible action on Emergency Sign for Park pavilions.

Review of sign led to discussion.

Motion by Kreckman to approve emergency sign placard and to give Dan Kremer expertise of bolt placement. Second by Charles

Motion carried on a 5 – 0 roll call vote

8. Discussion on Lincoln Park basketball court and neighborhood complaints.

Kremer informed the board he has received complaints about basketball play taking place late at night at Lincoln Park. Kremer informed the board there is a light on the court all evening. Kremer gave a summary of the complaints and asked if putting a park light timer on the entire park or one of the lights would be beneficial.

Discussion ensued regarding which lights to put on a timer

Motion by Messer to install a timer on light pole closest to court and installing signage in future. Second by Zirbes

Motion carried on a 5 – 0 roll call vote

9. Old Business Update

- General Engineering is mapping tennis court boundaries and should be on agenda in May.
- Soccer complex bid was released for advertisement in paper. Bids open May 5
- Skatepark documents are close to going out next week, may need to move May meeting back one week

10. New Business

Maass raised a question about a wash out on the smaller side of the pond. Discussion followed about water being pumped into Pauquette Park and when the water will be pumped out. Kremer to have crew look at wash out

11. Manager's Report

- Steel roof installed at Lincoln
- Middle school tennis being offered this spring with an away game at Baraboo
- Flag football started with just under 140 this year

12. Adjournment

Zirbes asked all in favor to adjourn say Aye. No nay's. Motion Passed.
Meeting adjourned at 7:01 pm.

*Minutes submitted by
Dan Kremer
Manager of Parks and Recreation*

Date Approved: _____

April 15, 2016

William Tierney, Mayor
City of Portage
115 W. Pleasant
Portage, WI 53091

Mayor Tierney,

I am resigning my 3rd aldermanic district seat effective at the end of this council year. It has been a pleasure serving the citizens of the 3rd district.

I wish to thank you and Administrator, the city employees and most importantly the residents of the 3rd Aldermanic District for allowing me the opportunity to serve.

Sincerely,

A handwritten signature in black ink that reads "Rick Dodd". The signature is written in a cursive style with a large, stylized "R" and "D".

Rick Dodd

RESOLUTION NO. 16-021

RESOLUTION RELATIVE TO CITY COUNCIL OPERATION

WHEREAS, the Common Council of the City of Portage is bound by the Rules of Procedures, as set forth in detail in Chapter 2 of the Code of Ordinances of the City of Portage, such ordinances covering the council procedure and/or organization;

AND WHEREAS, at the annual reorganizational meeting of the Common Council on the 3rd Tuesday of April, as established by State law, it becomes necessary to reaffirm Chapter 2 of the Code of Ordinances of the City of Portage in detail;

AND WHEREAS, in order to save time and money and to avoid publishing such ordinance in detail, it is now the decision of the Common Council that they adopt such Rules by Resolution, as previously amended;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Portage that the council for the years 2016-2017 does hereby adopt Chapter 2 of the Code of Ordinances of the City of Portage as it has been printed in full, subject to any further amendment thereto, thus reaffirming said ordinance in detail, copies of such having been attached hereto and made a part hereof by reference.

BE IT HEREBY FURTHER RESOLVED, by the Common Council of the City of Portage that they shall, and are hereby bound, by Chapter 2 of the Code of Ordinances for the ensuing year, subject to any further amendment thereto.

DATED this 19th day of April, 2016.

Rick Dodd, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

Resolution requested by:
City Clerk

ARTICLE II. -COMMON COUNCIL

FOOTNOTE(\$):

--- (2) ---

State Law reference- Common council, Wis.Stats.§62.11.

Sec. 2-31. -Mayor-council form of government.

The city is a body corporate and politic with the powers of a municipality at common law and governed by the provisions of Wis.Stats.chs. 62 and 66, laws amending those chapters, other acts of the legislature and the Constitution of the State of Wisconsin. The city operates under the mayor-council form of government under Wis.Stats.ch. 62.

(Code 1990, § 2-1-1(a))

State law reference- Form of government, Wis.Const. art. XI, § 5.

Sec. 2-32. - Division of responsibilities.

- (a) *Legislative branch.* The common council is the legislative branch of the city government. The common council's primary business is the passage of laws in the form of ordinances or resolutions which shall prescribe what the law shall be, not only in relation to the particular facts existing at the time, but as to all future cases arising under it. The common council shall fix the salaries of all officers and employees of the city, and be charged with the official management of the city's financial affairs, its budget, its revenues and the raising of funds necessary for the operation of the city.
- (b) *Executive branch.* The mayor shall be the chief executive officer. The mayor shall take care that all city ordinances and state laws are observed and enforced and that all city officers, boards, committees and commissions discharge their duties. When present, he shall preside at the meetings of the common council. The mayor shall give the common council such information and recommend such measures as he deems advantageous to the city. The common council shall be vested with all the powers of the city not specifically given some other officer, as well as those powers set forth elsewhere throughout this Code.

(Code 1990, §§ 2-1-1(b), 2-2-1)

State law reference- Common Council, Wis. Stats. § 62.11.

Sec. 2-33.- Alderpersons.

The city shall have nine alderpersons. The mayor and alderpersons shall constitute the common council. Pursuant to Charter Ordinance number 12-009, one alderperson shall be elected (see Wis. Stats. § 62.09(1)(b)) from each aldermanic district for a term of three years. Alderpersons shall be divided into two classes, one class of alderpersons to be elected in the odd years and one class to be elected in the even years.

(Code 1990, § 2-2-2; Char. Ord. No. 12-009, 11-06-12)

State law reference- Officers, Wis. Stats. § 62.09.

Sec. 2-34.- Mayor.

- (a) *Election.* Pursuant to Charter Ordinance number 1444, commencing with the candidate elected at the regular spring election for the office of Mayor in April 1992, the regular term of office for the mayor shall be as provided in section 2 of Charter Ordinance number 1444.
- (b) *Duties.*
- (1) The mayor shall be the chief executive officer of the city and head of the police and fire departments. The mayor shall take care that city ordinances and the state statutes are observed and enforced and that all officers and employees discharge their duties.
 - (2) The mayor shall, from time to time, provide the common council such information and recommend such measures as he may deem advantageous to the city. When present, he shall preside at the meetings of the common council.
 - (3) The mayor shall have such other duties and responsibilities as are prescribed in the state statutes.
- (c) *Veto power.* The mayor shall have the veto power as to all acts of the common council except such as to which it is expressly or by necessary implications otherwise provided. All such acts shall be submitted to the mayor by the city clerk, and shall be enforced upon his approval, evidenced by his signature, or upon his failing to approve and disapprove within five days, which fact shall be certified thereon by the city clerk. If the mayor disapproves, he shall file his objection with the city clerk, who shall present it to the common council at its next regular meeting. A two-thirds vote of all the members of the common council shall be necessary to make the act effective, notwithstanding the objection of the mayor.
- (d) *Mayoral appointments.*
- (1) Wherever in this Code the mayor is required to appoint citizens to committees, commissions and/or boards, the mayor shall give written notice by executive letter to the common council at least seven days prior to the common council meeting at which such appointment shall be made. In the event the common council rejects a mayor's appointment, the same name may not be submitted for the same job for a period of 12 months after the refusal of such appointment.
 - (2) In the event a vacancy occurs in any committee, board or commission requiring the appointment of a citizen member and the mayor does not nominate a successor thereof for a period of 60 days after the vacancy occurs, the common council may then nominate an appointee to such position, subject to the approval of the mayor.
 - (3) In the event the common council, by parliamentary practice, tables an appointment by the mayor, such tabling action shall be effective for that meeting, but at the next regular meeting of the common council, such appointment shall be on the meeting agenda for further consideration, and the particular appointment involved may not be tabled a second time.

(Code 1990, § 2-2-3)

State law reference- Authority to establish term by charter ordinance. Wis. Stats. § 62.09(5)(b); mayor, Wis. Stats. § 62.09(8).

Sec. 2-35.- President of the common council.

The common council at its first meeting subsequent to the regular election and qualification of new members shall, after organization, annually choose from its members a president who, in the absence of the mayor, shall preside at meetings of the common council and, during the absence or inability of the mayor, shall have the powers and duties of the mayor, except that he shall not have

power to approve an act of the common council which the mayor has disapproved by filing objections with the city clerk. The president shall, when so officiating, be styled "acting mayor." The president of the common council shall be elected for a one year term of office.

(Code 1990, § 2-2-4)

State law reference- Similar provisions, Wis. Stats. § 62.09(8)(e).

Sec. 2-36.- Standing committees; action on committee reports.

(a) *Appointments.*

- (1) *Committees.* At the organizational meeting of the common council each year, the mayor shall appoint alderpersons to each of the following committees, which shall be designated as the standing committees of the common council:
 - a. Finance/administration.
 - b. Human resources.
 - c. Municipal services and utilities.
 - d. Legislative and regulatory.
- (2) *Appointment approval.* All such appointments shall be subject to common council approval.
- (3) *Special committees.* In addition to the designated standing committees, the mayor may appoint special or ad-hoc committees as deemed necessary to address matters of unique interest or importance to the city.

(b) *Composition of committees.* Each of the several standing committees shall be composed of five (5) alderpersons with the chairperson to be designated by the mayor, except that for the human resources committee the mayor shall be the chairperson. The mayor and administrator shall serve as ex-officio members of each standing committee, except that the mayor is an official member of the human resources committee.

(c) *Committee duties and responsibilities.* The standing committees of the common council are established as legislative entities with their primary function being one of policy determination and general oversight of municipal operations. In this capacity, committees may conduct studies of pending action, develop and introduce alternate policy initiatives, and make recommendations for specific action to the common council. Within their respective areas of responsibilities, as defined below, each committee shall receive, review and provide direction on staff generated proposals, common council directed initiatives, and/or public requests for services.

- (1) *Finance/administration committee.* The finance/administration committee shall advise the common council on those matters concerning general financial management practices, debt administration, budget preparation, insurance and risk management issues, and matters of general administrative operation.
- (2) *Human resources committee.* The human resources committee shall advise the common council on those matters relating to personnel policies and practices, compensation administration, labor relations and collective bargaining, and employee relations.
- (3) *Municipal services and utilities committee.* The municipal services and utilities committee shall advise the common council on those matters relating to streets/alleys, storm drainage system, water distribution, wastewater treatment, traffic and parking, public buildings/grounds, and parks.

(4)

Legislative and regulatory committee. The legislative and regulatory committee shall advise the common council on matters relating to Code provisions, legislative (code) initiatives, ordinance review, licensing and permits.

(d) *Committee meetings.*

- (1) *Schedule.* Standing committees are expected to maintain a meeting schedule as necessary to effectively discharge their respective responsibilities, provided, however, that each committee shall meet no less frequently than once each quarter.
- (2) *Meeting call.* The mayor or committee chairperson may call a committee meeting at such time as he may designate by reasonable advance written notice to each committee member.
- (3) *Exclusion from closed meetings.* No common council member shall be excluded from any closed meeting of any committee, except that the chairperson of the human resources committee shall have the right to exclude all non-member alderpersons from any human resources meeting.

(e) *Committee minutes.* Each committee shall be responsible for recording the minutes of meetings as may be required by state statute.

(f) *Committee reports.* In all matters requiring common council approval, written minutes of findings and recommended action shall be prepared and presented to the common council. Committee minutes shall be filed with the city clerk by 12:00 noon on the Thursday preceding the common council meeting, and recorded in the proceedings of the common council meeting.

(Code 1990, § 2-2-5; Ord. No. 06-002, 4-27-2006)

Sec. 2-37.- General powers of the common council.

- (a) *Acquisition and disposal of property.* The common council may acquire property, real or personal, within or without the city, for parks, libraries, historic places, recreation, beautification, streets, waterworks, sewage or waste disposal, harbors, improvement of watercourses, public grounds, vehicle parking areas and for any other public purpose; may acquire real property within or continuous to the city, by means other than condemnation, for industrial sites; may improve and beautify the same; may construct, own, lease and maintain buildings on such property for instruction, recreation, amusement and other public purposes; and may sell and convey such city-owned property, except dedicated, platted parks.
- (b) *Acquisition of easements and property rights.* Confirming all powers granted to the common council and in furtherance thereof, the common council is expressly authorized to acquire by gift, purchase or condemnation under Wis. Stats. ch. 32, any and all property rights in lands or waters, including rights of access and use, negative or positive easements, restrictive covenants, covenants running with land, scenic easements and any rights for use of property of any nature whatsoever, however denominated, which may be lawfully acquired for the benefit of the public or for any public purpose, including the exercise of powers granted under Wis. Stats. § 62.23; and may sell and convey such easements or property rights when no longer needed for public use or protection.
- (c) *City finances.* The common council may levy and provide for the collection of taxes and special assessments; may refund any tax or special assessment paid, or any part thereof, when satisfied that the same was unjust or illegal; and generally may manage the city finances.
- (d)

Construction of powers. Consistent with the purpose of giving to cities the largest measure of self-government in accordance with the spirit of the home rule amendment to the Constitution, the grants of power to the common council in this section and throughout this Code shall be liberally construed in favor of the rights, powers and privileges of cities to promote the general welfare, peace, good order and prosperity of the city and its inhabitants.

(Code 1990, § 2-2-6)

State law reference-Common Council, Wis. Const. art. XI, § 3; Wis. Stats. §§ 62.09(5), 62.11.

Sec. 2-38. -Internal powers of the common council.

The common council has the power to preserve order at its meetings, compel attendance of alderpersons and punish nonattendance. The common council shall be judge of the election and qualification of its members.

(Code 1990, § 2-2-8)

Sec. 2-39. - Meeting times.

- (a) *Annual organization meeting.* Following a regular city election, the common council shall meet on the third Tuesday of April for the purpose of organization.
- (b) *Regular meetings.* Regular meetings of the common council shall be held on the second and fourth Thursday of each calendar month, at 7:00p.m., or as otherwise scheduled by the common council. Any regular meetings falling upon a legal holiday shall be held on the prior Tuesday at 7:00p.m.
- (c) *Public hearings.* Public hearings shall be scheduled on the days of the regularly scheduled common council meetings.
- (d) *Special meetings.* Special meetings may be called by the mayor upon written notice of the time and purpose thereof to each member of the common council delivered to him personally or left at his usual place of abode at least six hours before the meeting. The city clerk shall cause an affidavit of service of such notice to be filed in his office prior to the time fixed for such special meetings. Special meetings shall comply with the notice provisions of the Wisconsin Open Meeting Law, Wis. Stats § 19.81 et seq. In addition, a special meeting may be called by a written request signed by two-thirds of the common council, which written notice for said special meeting shall be delivered to every member of the common council and the mayor personally, or left at their abode at least six hours before said meeting being called. If written consent is obtained, it shall be filed with the city clerk prior to the beginning of the meeting.

(Code 1990, §§ 2-2-10, 2-2-11)

State law reference-Meeting, Wis. Stats. §

62.11(2). Sec. 2-40. - Presiding officers.

- (a) *Generally.* The mayor shall preside over all meetings of the common council. In the absence of the mayor, the president of the common council shall preside.
- (b) *Duties.* The presiding officer shall preserve order and decorum, decide all questions of order, and conduct the proceedings of the meeting in accordance with the parliamentary rules contained in Robert's Rules of Order (Revised), unless otherwise provided by statute or by this chapter. Any member shall have the right to appeal from a decision of the presiding officer. An appeal shall be sustained by a two-thirds vote of the members present excluding the mayor. In the absence of the city clerk, the presiding officer shall appoint a clerk pro tern.

(Code 1990, § 2-2-14)

State law reference-Similar provisions, Wis. Stats. § 62.09(8).

Sec. 2-41.- Order of business.

(a) *Generally.* At all regular meetings, the order of business shall be according to the agenda prepared by the city clerk. All matters considered at a regular common council meeting shall be submitted to the city clerk no later than 12:00 noon on the Thursday preceding the meeting. In the case of a special common council meeting, matters to be considered shall be submitted to the city clerk at least 24 hours in advance of the meeting. The following order shall be observed in disposing of business before the common council, unless otherwise provided for in the furnished agenda:

- (1) Call to order.
- (2) Roll call.
- (3) Pledge of allegiance. (4) Approval of agenda. (5) Approval of minutes. (6) Consent agenda.
- (7) Reports of city departments.
- (8) Reports of standing committees.
- (9) Unfinished business.
- (10) New business.
- (11) Information items, petitions, correspondence and acknowledgements.
- (12) Adjournment.

(b) *Order to be followed.* No business shall be taken up out of order unless by majority consent of all alderpersons or in the absence of any debate whatsoever.

(Code 1990, § 2-2-15)

Sec. 2-42.- Ordinances to be in writing.

- (a) *Submission, drafting and passage of ordinance.* All ordinances submitted to the common council shall be in writing and shall begin with a title and the committee requesting action. All ordinances shall be drafted by the city attorney or by the city clerk, at the request of the mayor or any member of the common council. Upon passage by the common council, the city clerk shall oversee the printing of the same.
- (b) *Subject and numbering of ordinances.* Each ordinance shall be related to no more than one subject. Amendment or repeal of ordinances shall only be accomplished if the amending or repealing ordinance contains the number and title of the ordinance to be amended or repealed, and title of amending and repealing ordinances shall reflect their purpose to amend or repeal.
- (c) *Notice.*
- (1) The common council may take action on an ordinance only if it appears on the written agenda for the meeting at which action is requested.
 - (2) Every ordinance shall receive a minimum of one separate reading previous to its passage. No ordinance shall have its second reading on the same day that it is first read, unless by suspension of the rules as provided in this chapter. Alderpersons may discuss the merits of any proposed ordinance during the first reading.

(Code 1990, § 2-2-16)

Sec. 2-43. - Publication and effect of ordinances.

- (a) All general ordinances of the city and all regulations imposing any penalty shall be published in the official paper of the city once and shall be immediately recorded, with the affidavit of publication, by the city clerk in a book kept for that purpose. A printed copy of such ordinance or regulation in any book, pamphlet or newspaper and published or purporting to be published therein by direction of the common council shall be prima facie proof of due passage, publication and recording thereof.
- (b) All ordinances shall take effect and be in force from and after passage and publication, unless otherwise provided and published copies thereof shall have appended the date of first publication.

(Code 1990, § 2-2-17)

Sec. 2-44. - Conduct of deliberations.

- (a) *Roll call.* When the presiding officer shall have called the members to order, the city clerk shall proceed to call the roll in alphabetical order, noting who are present, and who are absent. If, after having gone through the call, it shall appear that a quorum is not present the fact shall be entered in the minutes, and the members present may adjourn to a later date in the month.
- (b) *Meeting attendance.* All members of the common council shall attend all common council meetings, meetings of committees to which members have been appointed, and special or adjourned meetings when duly notified thereof. A member who does not appear in answer to his name when the roll is called at any regular meeting or any special or adjourned meeting when notified thereof shall be marked absent. Any member seeking to be excused from attending any regular or special meeting must notify, either in writing, by email, by telephone or in person, the mayor or city clerk in advance of such meeting, explaining the reason for his absence and, upon complying with this requirement, such members shall be duly excused from attending said meeting. Any member who shall not render a sufficient excuse for his nonappearance at said meeting, whether regular or special, shall pay the sum of \$15.00 for each meeting missed, at or before the next regular common council meeting, and in the event said member misses two unexcused consecutive meetings, then such member may be censured by the common council, by written resolution, for failure to attend a duty. In the event such member shall not voluntarily pay the fine as provided to the city clerk, then the city clerk shall deduct said amount from his next salary order.
- (c) *Absence of designated presiding officers.* In the case of the absence of the mayor and the president of the common council, the common council at any regular or special meeting shall proceed to elect one of its members to preside at a meeting, which election shall be by open ballot, and shall require a majority of the total votes cast by the members in attendance.
- (d) *Addressing council.* No member may speak more than ten minutes without first obtaining leave of the presiding officer, and no person not a member of the common council shall be permitted to address the common council, except on leave especially granted by the presiding officer.
- (e) *Consent agenda.*
 - (1)

The city clerk, subject to mayor approval, may create a subsection on any common council agenda entitled "consent agenda." In a consent agenda, the clerk may place matters that, in the clerk's judgment, are of routine nature and do not require a special vote or specific action by the common council.

- (2) No separate discussion or debate shall be permitted on any matter listed on the consent agenda.
 - (3) When the consent agenda is considered as an order of business, any common council member may request the removal of any item from the consent agenda and such item shall be removed without debate or vote. Any item so removed from the consent agenda shall be separately considered at the appropriate time in the common council's regular order of business.
- (f) *Necessity of roll call vote.* A roll call shall be necessary on all questions or motions.
- (g) *Roll call vote procedure.* The ayes and nays shall be ordered upon any question at the request of any member of the common council, or the mayor, and the city clerk shall call the roll starting with the alderperson whose last name appears first on the list of the alderperson's names alphabetically arranged and, on the next call of the roll, at the same or any subsequent meeting, the clerk shall start with the alderperson whose name appears next on said alphabetical list, and each subsequent call of roll shall begin with the name of the alderperson next on said alphabetical list of alderpersons, such order of roll call shall be followed until the list of alderpersons has been completed. Each time the list has been completed, the city clerk shall again start on top of the list and proceed on down through the list.
- (h) *Reconsideration.* When a motion has been decided, it shall be in order for any member who voted in the majority, to move a reconsideration thereof, at the same or next succeeding meeting and the mayor shall call for a roll call of the alderpersons. If a majority of the members present shall be in favor of a reconsideration, the subject shall be before the common council for further action.
- (i) *Use of common council chambers.* The common council chambers shall be used only for common council, municipal court, council committee meetings, by city departments, boards or commissions when such use involves educational or administrative functions of city employees, board members or commission members. No club, society or organization shall use the common council chambers for regular meetings.
- U) *Rules of parliamentary procedure.* The rules of parliamentary practice in Robert's Rules of Order, Newly Revised, Tenth Edition, which is hereby incorporated by reference, shall govern the proceedings of the common council in all cases to which they are applicable and in which they are not inconsistent with these rules or with the laws of the state.
- (k) *Amendment of rules.* The rules of this section shall not be rescinded or amended unless the proposed amendment or motion to rescind has laid over from a regular meeting, and then it shall require a vote of two-thirds of all the members of the common council.
- (l) *Suspension of rules.* Any of the provisions of this section may be suspended temporarily by a recorded vote of two-thirds of the common council members present at any meeting.

(Code 1990, § 2-2-18; Ord. No. 08-004, 2-28-2008; Ord. No. 14-017, 8-14-14)

Sees. 2-45-2-80.- Reserved.

Mayoral Appointments - 2016

Standing Committees

Finance/Administration Committee

Dennis Nachreiner*, Chairperson

Mark Hahn
Mary Hamburg
Martin Havlovic
Doug Klapper
Dennis Nachreiner*

Human Resources Committee

Rick Dodd, Chairperson

Rick Dodd
Martin Havlovic
Doug Klapper
Rita A. Maass
Jeff Monfort
Dennis Nachreiner*

Legislative and Regulatory Committee

Rita A. Maass, Chairperson

Mike Charles
Mary Hamburg
Martin Havlovic
Rita A. Maass
Jeff Monfort

Municipal Services and Utilities Committee

Doug Klapper, Chairperson

Mike Charles
Doug Klapper
William Kutzke
Jeff Monfort
Dennis Nachreiner*

Boards, Commissions and Committees

Airport Commission

Rita A. Maass, Chairperson

William A. Kutzke, Alderperson

Rita A. Maass, Alderperson

Jeff Monfort, Alderperson

Board of Zoning Appeals

Chuck Sulik, Chairperson

Michael Paul

Chuck Sulik

Jeff Wetzel

Ryan Jahn, Alternate

Liz Seinkowski, Alternate

Cable TV Commission

Jeremy Rusch, Chairperson

Mark Hahn, Alderperson

Mary Hamburg, Alderperson

William A. Kutzke, Alderperson

Gary Knebel, Representative of School District appointed by school

Columbia County Economic Development Corporation Board

Steve Sobiek

Community Development Authority

Doug Klapper, Alderperson

Ken Jahn, Citizen

Ernie Curley, Citizen

Community Development Block Grant Committee

Dennis Nachreiner*, Chairperson

Mark Hahn

Mary Hamburg

Marty Havlovic

Doug Klapper

Dennis Nachreiner*

Economic Development Loan Fund Committee

Jean Mohr, Chairperson

William A. Kutzke, Alderperson
Kim Dorn, Community member
Ken Jahn, Local development corporation member
Dave Gunderson, Chamber of Commerce member
Nita Bortz, Local banking community member
Jeff Davis, Accountant

EMS Advisory Board

Mark Hahn

Emergency Planning Committee

Clayton Simonson, Chairperson

Mike Hudgens, Member of Fire Department designated by Fire Chief
Keith Klafke, Member of Police Department designated by Police Chief
Charles Poches, School Administrator
Jon Erdmann, Hospital Emergency Medical Services Coordinator
Pat Beghin, County Emergency Management Director
Eric Bauer, Railroad Administrator

Historic Preservation Commission

Doug Klapper, Chairperson

Doug Klapper, Alderperson

_____, Registered architect, if available in the City

_____, Historian

Kristin Droste, Licensed real estate broker

Erin Foley, Citizen

Jessica Lamb, Citizen

Stephanie Miller-Lamb, Citizen

_____, Citizen

_____, Citizen

Library Board

David Gregory

Melissa Simonson

Park and Recreation Board

Brian Zirbes, Chairperson

Mike Charles, Alderperson

Mark Hahn, Alderperson

Plan Commission

Brian Zirbes, Park and Recreation Chairperson

Frank Miller, Citizen

Kevin Zarecki, Citizen replacing Carolyn Hamre (term ending 2018)

Police and Fire Commission

Thomas M. Drury, Citizen

Steering Committee for Veterans Memorial Field

Doug Klapper, Municipal Services and Utilities Committee Chairperson

_____, Fair Board Member

_____, Fair Board Member

Tourism Promotion Committee

Martin Havlovic, Chairperson

Martin Havlovic, Alderperson

William A. Kutzke, Alderperson

_____, Represent Wisconsin hotel and motel industry

Carole LaVigne, City of Portage business community

Marianne Hanson, City of Portage business community

Board of Review

Dennis Nachreiner*, Finance/Administration Committee Chairperson

Doug Klapper, Municipal Services and Utilities Chairperson

_____, Common Council President (if chair of
Finance/Administration or Municipal Services,
than one alternate takes place)

Mark Jankowski, Building Inspector

Kenneth Jahn, Citizen, Alternate

Michael Paul, Citizen, Alternate

AdHoc Canal Committee

Fred Galley

Chris Arnold

Ron Dorn

Marianne Hanson

Doug Klapper

Jerry Foellmi

Jesse Spankowski

Aaron Jahncke

Rick Dodd

*Pending approval of appointment of Alderperson, District 3