

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

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Minutes of Previous Meeting
6. Department Report – Director of Public Works and Utilities Manager
7. Consent Agenda
 - A. Reports of Sub-Committees, Boards, and Commissions
 1. Park and Recreation Board, July 5, 2016
 2. Finance/Administration Committee, July 11, 2016
 3. Library Board, July 12, 2016
 4. Human Resources Committee, July 12, 2016
 5. Business Improvement District Board of Directors, July 13, 2016
 6. Economic Development Loan Fund Committee, July 18, 2016
 - B. License Applications
 1. Operator
 2. Taxi Cab Operator
8. Unfinished Business
 - A. Ordinances
 1. Ordinance No. 15-007 relative to Miscellaneous Offenses (Regulation of Smoking, E-Cigarettes) Tabled 05/14/15 until such time the State Legislature takes action on the proposed legislation
9. New Business
 - A. Consideration of First Amendment to the Intergovernmental Development Agreement with Portage Community School District

- B. Resignations
 - 1. Fred Langbecker – Airport Commission
 - 2. Ken Jahn – Economic Development Loan Fund Committee

- C. Mayor's Comments
 - 1. Listening Session Summary

- D. City Administrator Report
 - 1. Employee Trainings

10. Adjournment

The meeting location is handicap accessible. If you need reasonable accommodations due to a disability, please contact the City Clerk at 608-742-2176 no later than 48 hours prior to the meeting

Common Council Proceedings
City of Portage

Regular Meeting
Council Chambers
City Municipal Building

July 14, 2016
7:00 p.m.

1. Call to Order

Mayor Dodd called the meeting to order at 7:01 p.m.

2. Roll Call

Present: Ald. Charles, Hahn, Havlovic, Klapper, Kutzke, Maass, Monfort

Excused: Ald. Hamburg, Nachreiner

Also Present: Mayor Dodd, City Clerk Moe, City Administrator Murphy, City Attorney Spankowski, Director of Business Development and Planning Sobiek, Administrative Lieutenant Klafke

Media Present: Jonathan Stefonek from Portage Daily Register, Bill Welsh from Cable TV

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval of Agenda

Ald. Klapper requested to give an update on items from the Municipal Services and Utilities Committee meeting.

5. Minutes of Previous Meeting

Motion by Klapper, second by Charles to approve minutes of the June 27, 2016 Common Council meeting. Motion carried unanimously on call of roll.

6. Department Report – Business Development & Planning

Director Sobiek reported that an application for the building façade program is being drafted. The Frontier broad band upgrade is taking place in the Industrial Park area. The Entrepreneur and Investor Club has formed; there will be a meeting July 21st at 5:00 p.m. AMN has relocated from Poynette. The following companies have had expansions: Encapsys, St. Gobain, AMPI, Dawn's Foods. Ship-Rec Logistics has moved from the Enterprise Center into their own building. Construction on Aldi's is underway. Habitat for Humanity resale store will open Saturday. Fastenal will be locating a retail store in Northridge Mall. Culvers and Hart Dental are expanding. Cardinal Glass is working on a new rail spur and

planning an expansion. Rolling Woods has begun Phase 2 of their project. The first home in Pate's Place has been completed. There will be a skilled workforce career fair October 26th. The British Broadcasting Company will be filming in the City in August for the show "Great American Railroad Journeys". Weinbrenner Shoe Company has named a shoe after Portage. The International Edsel convention will be in Portage July 20 – 23. Plan Commission will be reviewing the courthouse renovation and expansion project. The Bureau of Land Management is looking to develop campsites and trails on the island in the river. The Dane County Auto Group will be holding a sale July 20 – 30 in the former Kmart parking lot. A new retail store development will be announced soon.

7. Consent Agenda

A. Reports of Sub-Committees, Boards, and Commissions

Legislative and Regulatory Committee meeting of June 27, 2016

Municipal Services and Utilities Committee meeting of July 7, 2016

Motion by Maass, second by Charles to accept the reports on the consent agenda.

Ald. Klapper informed the Council that there will be an increase in fees by the County for services at the City recycling drop off site. Conant Street will be the street project in 2017. Input is being taken as there will be challenges with the sidewalks and walking path because of the river on one side and hill on the other side. Carroll Street will be the street project in 2018. Ald. Klapper encouraged the Council to review the Interstate 39/90/94 Study, which was included in the Municipal Services packet.

Motion carried unanimously on call of roll.

B. License Applications

Operator license applications for Gabriella P. Baures, Eric A. Carpenter, Christina L. Coleman, Curtis J. Fennewald, Sara J. Kaeder, Susan D. Kelso, Ryan A. Kerns, Manoucher Madani, Kristine J. Mazzucca, Kristy A. Szczesniak.

Taxi operator license application for Roger D. Durbin.

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

8. Unfinished Business

A. Ordinances

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

9. New Business

A. Ordinances

Ordinance No. 16-008 relative to Adopting an Amendment to the Official Zoning Map for the City of Portage, Columbia County, Wisconsin received its first reading. Motion by Charles, second by Maass to suspend the rules and have the second reading of the Ordinance, and have it read by title only. Motion carried unanimously on call of roll.

Ordinance No. 16-008 relative to Adopting an Amendment to the Official Zoning Map for the City of Portage, Columbia County, Wisconsin received its second reading by title only. Motion by Charles, second by Hahn to pass Ordinance No. 16-008 relative to Adopting an Amendment to the official Zoning Map for the City of Portage, Columbia County, Wisconsin. Motion carried unanimously on call of roll.

B. Resolutions

Resolution No. 16-037 relative to #JustFixItWI Transportation Funding was read and adopted unanimously on motion by Maass, second by Klapper and call of roll.

C. Consideration of recommendation for reallocation to Taxi (Mass Transit) Fund

City Administrator Murphy summarized the need for the reallocation.

Motion by Hahn, second by Havlovic to approve the transfer of \$113,561 from General Fund Reserves to the Mass Transit Fund. Motion carried unanimously on call of roll.

D. Consideration of recommendation for claims

Motion by Havlovic, second by Hahn to approve claims in the amount of \$1,954,546.27. Motion carried unanimously on call of roll.

E. Consideration of Agreement for Alley Improvements, 702 West Carroll Street

Motion by Klapper, second by Charles to approve the Agreement and Release for 702 West Carroll Street. Motion carried unanimously on call of roll.

F. Consideration of appointment of Municipal Services Crewperson
Motion by Maass, second by Monfort to approve the appointment of Aaron Eberle for the Municipal Services Crew Person position, with a start date of August 1, 2016, pursuant to the terms outlined in the memorandum from City Administrator Murphy dated July 12, 2016. Motion carried unanimously on call of roll.

G. Proclamation

The Fair Housing Awareness Week Proclamation was read.

H. Mayor's Comments

The Mayor's listening session will be held July 25, 2016, 5:30 p.m. – 7:30 p.m. in the Bidwell Room at the Library.

Mayor Dodd read a portion of a letter sent to the police department thanking those who serve as police officers, particularly in light of recent events throughout the country. Mayor Dodd commented that the City has a very good police department and he appreciates their dedication.

I. City Administrator Report

City Administrator Murphy gave an update on the summer capital projects: light poles and fixtures are being placed at the soccer field; skatepark is near completion; soccer field is a month ahead of schedule; tree inventory is complete; River Street completion will be mid-August; dredging at Canal completed with the encapsulation expected to be complete the end of next week; county building project continues to move forward with phase 2 design process beginning; alley improvements and crack sealing of levee trail and streets are underway; East Wisconsin Street project is waiting approval from the Federal Highway Commission; updating and replacing the five (5) computer servers is $\frac{3}{4}$ complete; cable studio upgrade is nearing completion; proposals are being reviewed to upgrade/replace city website; handicap ramp at museum is being replaced; work on design for Conant Street project.

Ald. Maass inquired about placing temporary fencing around the soccer fields during the fair, to keep people off the new fields.

10. Adjournment

Motion by Charles, second by Maass to adjourn. Motion carried unanimously on call of roll at 8:02 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

Date Approved: _____

Common Council Proceedings
City of Portage

Public Hearing
Council Chambers
City Municipal Building

July 14, 2016
6:55 p.m.

Regarding the completion of its Community Development Block Grant – Public Facilities Program (CDBG-PF) project, which involved an elevator replacement at the Municipal Building. The public is invited to attend to learn about the project, to help identify additional community development needs, and to comment on other activities included in Portage's CDBG funded programs

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

Present: Ald. Charles, Hahn, Havlovic, Klapper, Kutzke, Maass, Monfort

Excused: Ald. Hamburg, Nachreiner

Also Present: Mayor Dodd, City Clerk Moe, City Administrator Murphy, City Attorney Spankowski, Director of Business Development and Planning Sobiek, Administrative Lieutenant Klafke

Media Present: Jonathan Stefonek from Portage Daily Register, Bill Welsh from Cable TV

Clerk Moe read the Notice of Public Hearing, and stated that the notice has been published according to law.

City Administrator Murphy explained the reason for the hearing including the conclusion of the elevator replacement with which 50% of the project was funded through CDBG-PF funding. Murphy explained the purpose of and provided examples of eligible CDBG-PF projects and the City's participation in other CDBG funded programs including economic development and housing assistance programs funded via the City's revolving loan funds.

Mayor Dodd asked three (3) times if anyone present wished to speak.

No one present wished to speak, so Mayor Dodd declared the Public Hearing closed at 7:01 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

City of Portage Parks and Recreation Board Meeting

Tuesday, July 5, 2016
6:30p.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, Mike Charles, Todd Kreckman and Mark Hahn.

Parks and Recreation Manager Dan Kremer, Craig Sauer, John Bergman, and Betsy Bergman.

2. Approval of June 7 Meeting Minutes

Motion by Charles to approve minutes as presented, second by Kreckman.

Motion passed on a 5 – 0 roll call vote.

3. Discussion on VMF Master Plan and sequence

Kremer introduced this item by providing an overview of the last time the sequencing was reviewed and provided a drawing of the overall plan as well as the original sequence drawing that the committee of the whole reviewed in 2014. Kremer reviewed the sequence change for the soccer fields to be first with the agreement with the Portage School District. Kremer stated City staff had reviewed the plan and sequence to see if anything should be adjusted now that construction had begun. Kremer informed that staff recommended moving the design of the loop road to the next phase to allow for proper layout of the softball fields and other park upgrades since no road design had been done as of yet.

Kremer also informed the board that the City staff feels Morgan Street can be left as a straight road and the park road could start off Morgan Street where Superior begins currently. The reasoning was truck traffic will be routed this direction with the removal of Townsend Street and with the road being in good condition, it would save the City money on that portion of construction. Kremer asked for direction from the board on what they would like to see come forward in 2017 and succeeding years so the capital plan could be updated to reflect that. Kremer informed the board that \$16,000 was in the budget for 2016 and believes design dollars will need to be in the budget yearly going forward after discussions with Rettler.

Charles asked if we are still planning on the two smaller fields going adjacent the two larger soccer fields. Kremer informed that on the concept plan Rettler felt there may be room but the road would need to be designed in order to confirm room for that. Charles stated he believed the softball diamonds need to be on the fast track seeing as the teams don't want

to play at the high school. Charles also stated the City needs to get going on the grandstands before they get worse. Charles stated it won't get any cheaper if the City waits.

Kreckman stated the grandstands have been unsafe for years and that his concern with the soccer fields being moved is that he is unsure what they are being used for.

Charles stated it's a blank canvas, concerts, bands for canal days or thing similar could be placed in that area. Charles believes larger restrooms could be placed underneath.

Zirbes summarized Manager Kremer's wish to lay out the road in order to place the other facilities correctly and accordingly. Zirbes asked Kremer if the road could be laid out schematically and surveyed but constructed in segments. Kremer stated that is what he was looking for and by having the schematic it would make placement easier.

Hahn stated through his time catching up on things since he joined the park board he heard the softball fields should be moved up. Hahn stated the things he heard were that the soccer fields benefitted the schools and that softball fields would serve users of the Parks and Recreation Department. Hahn also stated the jump in capital expenditures from year to year may need to be more spread out in order to be achievable.

Discussion followed regarding the phasing and sequence and parking for the existing soccer complex.

Kreckman stated that this larger project of VMF is going to eat into our capital budget and that many smaller projects may be put off in order for this larger plan to be enacted.

Kremer asked based on the discussion if the softball fields along with the roadway around it would be the next phase for design.

Charles stated schematic design for the entire roadway should be taken into consideration for design along with the softball fields to avoid needing to placing items in incorrect spots.

Kremer stated if the \$16,000 in the budget for 2016 is enough to design the three fields if the board would like to move forward with that and the schematic of the roadway. The board discussed incorporating those items if the \$16,000 is enough.

Charles also stated the property we don't own needs to be talked about and place held in the capital budget.

Kremer asked if following the softball fields and loop road design/construction if the grandstands would be the next sequence in the project.

Discussion followed regarding dry creek beds, the ditches and storm water movement.

Zirbes asked if the light wiring upgrades should be included for the existing lights in front of the grandstand. Kremer stated it will need to be included and that the Fair Board will be asked to participate in those costs.

No action taken

4. Discussion on park signs design and Goodyear Park Sign

Kremer stated that the board had done a lot with signs this year with the Emergency signs and the rules signs. Kremer stated his vision for the parks signs are to be unique and standalone compared to other signs in the City. Kremer stated all signs currently are red wood signs and that the design in front of the board would be placed on an aluminum panel, with a unique shape that was taken from a search on the internet, and that the color and presentation was assembled through help from Two Rivers Signs. Kremer gave an overview of the wording and layout.

Messer stated the sign is bold and catches a person eye.

Kremer overviewed the specifications of the sign and that cross bracing is encouraged to prevent any damage from wind or vandals. Kremer informed the board that the digital print can be peeled and replaced and the aluminum panel wouldn't need to be replaced. Kremer stated the proposal would be with white posts and all signs in the future would follow this same design and that the operational budget would include updating at least one sign each year. Kremer informed the board that color does not play a role in fading time.

Kremer had the O'Hearn family review the sign and that the family had approved of the design and appreciated being included.

Messer recommended a steel post be used based on a sign they used in Lewiston.

Kreckman stated steel posts would be his preference.

Zirbes asked about the backing or if a border would be used around the sign. A discussion followed on if a border should be included around the sign.

Hahn asked if we are paying to have them installed. Kremer stated the City would install them with Two Rivers providing the specifications.

Hahn asked if the budget would allow for steel posts. Kremer stated with the recent change order credit that there is around \$9,000 remaining on the skate park project budget and that nothing has ran over on the skate park thus far.

Hahn asked if a phone number or website should be included. Kremer stated that with the plans of relocating the park office may lead to a phone number change and that the Park

and Recreation Department website is run through Recdesk which is a contractual service and would change if the City elected a new vendor for online registration.

Charles asked how much was budgeted for signs with the skate park. Kremer stated the sign design was included in the scope of the Skate park design and Grindline informed the City that they do not provide sign design and that the City would get a better price if we ordered them directly without their markup.

Kreckman asked if the board should wait another month in case something runs over on the skate park.

Kremer asked if the board could give feedback on the design the approval could take place in August.

Charles stated he liked the steel signs and that wood signs which were redone a few years ago at baseball complex were already chipping and fading.

5. Discussion and possible action Sunset Tennis Court and survey results

Kremer informed the board the full spreadsheet was included in the packet verbatim of what the surveys stated. Kremer stated he tallied the results and included them on another page with the survey questions. Kremer stated by looking at the surveys there isn't much split question to question but that 35 surveys is not a large response size. Kremer included a schematic drawing of a full single regular court to the board.

Charles asked if the court is currently 78 x 60. Kremer pulled open the property survey to show the lot size.

Kreckman stated he was there and that the court is most likely a junior court size which is uncommon.

John Bergman stated the tennis court doesn't have to be full size in order to be a tennis court since it was a court for 71 years.

Kremer stated there aren't any funds in the 2016 budget to rebuild or replace. Kremer stated a tear down could take place in 2016 by City staff if that was the direction of the board. Kremer asked the board for direction now that the information they requested was being presented as to what direction they would like to take with the tennis court.

Charles stated judging from what was received from the surveys and that he received less phone calls about the Walmart liquor license and that he felt the City received a good amount of feedback. Charles stated he does not believe going back to seed is the appropriate way to go and that the City should talk with the abutting neighbors about the trees and that the City needs to do a better job maintaining it. Charles stated he felt the City could get by with a junior court and keep it there.

Messer asked what it would take to bring the court back. Charles stated it took his family four hours on a Saturday to clean up the court.

John Bergman stated there is a cheaper way to bring it back to spec with an epoxy and then asphalt over the top. Betsy Bergman stated the court is not a competition tennis court and that it is a recreational neighborhood tennis court that is part of the park system. Betsy stated it has been neglected for so many years and people do not realize it belongs to the City. Betsy stated that a number of people do come when it is cleaned up and that they periodically go and remove weeds.

Kremer stated the methods he is familiar with are putting a base over the surface and overlaying asphalt, pulverizing the surface by grinding the asphalt and using that as a base, or bringing an acrylic and seal coat the surface if the cracks have not separated too far. Valley Seal Coat looked at the surface and felt the surface was not in good enough condition to crack fill and seal coat.

Charles stated some of the cracks are getting raised up but that throughout the entire surface most of it is pretty solid. Charles said it won't be a competition court but that without a tennis court on that side of town it is silly to expect all kids to ride to the school or Collipp-Worden to play.

Discussion followed regarding the cleanup and the price to replace or rebuild the court.

Motion by Hahn to leave the court as is, cleanup around it until 2018 and obtain further cost analysis for surfacing for future consideration. Second by Charles

Kremer asked by cost analysis if the board meant if there is another option for crack filling the cracks, Hahn stated yes.

Zirbes asked the fence could be used. Kremer stated that the fence is in usable condition but looks poor and has a bent section or a hole in the back stop.

Hahn stated that a fundraiser may be a viable option for those that live in that area if they wanted to take the initiative. Messer made mention of safety and the pine needles being a priority. Kreckman stated that when Silver Lake needed a weed eater that concerned citizens was what bought that item and that is how good projects get done. Kreckman stated he is not comfortable fixing the tennis court without addressing the trees from a safety standpoint.

Motion passes on a 5 – 0 roll call vote.

6. Discussion and possible action on 2017 Capital Improvement Projects and 5 year Capital Improvement projects plan

Kremer gave an overview of 2016 projects and status updates on each item. Kremer introduced a draft of 2017 capital budget with inclusion of a CORP plan that the board directed the month previous. Kremer overviewed the budget phasing for VMF master plan, Little League Field, underground electric, and other place held projects within the capital improvement plan. Kremer informed the board that Miller and Associates gave a budget number of \$25,000 per shade feature for a shade structure at the beach.

Kremer overviewed the parkland fund and stated play equipment in Sanborn Park is planned for 2017 for a total of \$15,000. Kremer stated that the tree inventory and Collipp-Worden Project are two items that were taken out of the parkland fund in 2016. \$40,000 from ATC will be deposited into this fund in 2016.

Hahn asked if the \$215,000 for the Little League Field was set in stone. Kremer stated that it needs to be approved by finance and council but that it has been planned for 2017 and moved back from 2016 due to the field cost being higher than anticipated.

Zirbes asked if any efforts have been made to purchase property near fairground facility for road. Kremer stated no conversations had been had at this point.

Discussion followed regarding 2017 projects and prioritization.

Kremer reviewed the discussion and outlined his notes stating the board would like to move land acquisition for Veteran's Memorial Fields to 2017, get cost estimates and include two or three softball fields in 2017, CORP plan to 2017, design and construction of bathroom facility to 2018 at Veteran's Memorial Field; design of the loop road schematic to be examined in 2016 or within scope of 2017 to allow for proper placement.

Kremer asked if the board would be in favor of increasing the \$15,000 parkland allocation for playground equipment to a larger number in order to purchase a bigger structure and add a sidewalk. The board recommended increasing the allocation to \$25,000 for Sanborn playground in 2017.

Motion by Charles to update the 2017 and five year capital plan parameters as discussed.

Second by Messer

Motion passed on a 5-0 roll call vote.

7. Old Business

1. Tree inventory – completed by Wachtel Tree Service. Working through a few format issues with contractor. One page summary provided to board outlining data briefly
2. Skate park is coming right along, sidewalks are complete and parts of the Clough have been incorporated. Donor bricks being included within the concrete pour
3. Lincoln Park building is complete, pantry is open and the bathroom timer is being installed today and will open tomorrow.
4. Conduit installed at soccer complex. Storm pipe installed and seeding will be completed once electrician leaves, light bases are installed.
5. Hoop footings are in at Collipp-Worden, hoops should be installed in a day or two. Surface to be completed in August
6. KIA Memorial is in the United States and should be delivered later this month

8. New Business

Operational budget to come next month

9. Manager's Report

1. Second barn quilt to be installed at fairgrounds. Quilt is being provided by Margo Holzman
2. Over 130 participants in session 1 swim lessons
3. Phase 2 of park addresses have been assigned and will be displayed in coming weeks

10. Adjournment

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

Meeting adjourned at 7:49 pm.

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

Date Approved: _____

**City of Portage
Finance/Administration Committee Meeting
Monday, July 11, 5:30 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

Members Present: Martin Havlovic, Chairperson; Mark Hahn, Doug Klapper, Mary Hamburg

Excused: Dennis Nachreiner

Also Present: Administrator Murphy, Finance Director Mohr, Clerk Moe, Mayor Dodd, Mindy McConnell, Miller Brussell, Ebben, and Glaeske, LLC (MBEG), Adam Routson, Portage Schools Building Trades, Craig Sauer, Daily Register, and Bill Welsh – Cable TV.

1. Roll call

Chairperson Havlovic called the meeting to order at 5:30 p.m.

2. Approval of minutes from June 13, 2016.

Motion by Hahn, second by Hamburg to approve minutes from June 13, 2016.
Motion carried 4-0 on call of roll.

3. Review of 2015 Audit.

Mohr introduced Mindy McConnell from MBEG who reviewed various section of the audit along with the letter to the City of Portage and the letter to the City Council Members. McConnell noted that the audit went smoothly and there were no significant audit findings. In the letter to the Council Members it was noted that a significant deficiency in internal control was found in the preparation of the City's financial statements. Governmental Accounting Standards (GASB) 34 requires a high level of technical experience and expertise in preparing the General Accepted Accounting Principles (GAAP) financial statements. McConnell stated that due to the cost of attaining and retaining this level of expertise all of MBEG clients rely on their firm to prepare the GAAP financial statements and are sited with this deficiency. McConnell stated staff was very involved in preparing and reviewing the Audited Financial Statements and are responsible for the fair presentation of the information in all material respects in conformity with U.S. GAAP.

McConnell recommended the City establish a Fund Balance Policy and pointed out on page 20 and 21 of the audit under Note 1 Q the various categories of defining the fund balance. She will provide an example to follow. McConnell also recommended further analysis of the Municipal Court outstanding fines as to determine guidelines for writing off uncollectible balances. Mohr pointed out that about 30% of the outstanding balance from 2008-2015 is recorded on the books as

a receivable which staff felt was a conservative amount. The City has been tracking the open balances by year in order to develop some history to base the collectible rate at and is also checking with other area courts to develop guidelines. Murphy indicated the staff has been meeting and the goal is to have guidelines developed by the end of the year.

4. Discussion and possible recommendation on claims.

Havlovic asked if there were any questions on the claims in the amount of \$1,954,546.27. There were no questions.

Motion by Hahn to approve claims second by Hamburg in the amount of \$1,954,546.27. Motion carried 4-0 on call of roll.

5. Discussion and possible recommendation on Release for Alley Improvements, 702 W. Carroll St.

Murphy reviewed the Agreement and Release for Alley Improvements for 702 W. Carroll St. indicating that Municipal Services recommended the approval. The 2014 Alley Improvements changed the elevation of the alley which resulted in the elimination of access to a vehicle parking area abutting the rear of the Property. The City agrees to reimburse the Resident a one-time maximum amount of \$1,600 and approximately 5 cubic yards of pavement millings and topsoil. The City is not responsible for any of the construction and is absolved of any responsibility.

Motion by Klapper, second by Hamburg to recommend the Agreement and Release for Alley Improvements for 702 W. Carroll St. Motion passed 4-0 on call of roll.

6. Discussion and possible recommendation on reallocation for VMF soccer complex project 16-30C05.

Murphy reviewed the Memorandum for the reallocation for Change Order No. 2 for the VMF soccer complex project. In the course of constructing the soccer project an unmapped storm water pipe was encountered that required relocation and replacement. MZ Construction submitted Change Order No. 2 in the amount of \$46,064.83 for the relay of 500' of storm sewer adjacent to Wauona Trail. Staff is recommending reallocating \$25,000 from Storm Water project #16-20C12 and the balance of \$21,064.83 from the 2016 Street & Alley Improvement project #16-20C07 which came in under budget with MacFarlane St deferred until 2017.

It was pointed out that the 2016 Street & Alley Improvement project #16-20C07 was initially budgeted at \$100K; \$10K was reallocated to the Alley project #16-455A01; and \$32,095 committed to W. Mullet project; \$21,064.83 proposed reallocation to VMF soccer project #16-30C05 will have a balance of \$36,840 which is earmarked for 2017 street projects.

Motion by Hamburg, second by Klapper to recommend reallocation of \$25,000 from project 16-20C12 and \$21,064.83 from project 16-20C07 for a total of \$46,064.83 to project 16-30C05 for the storm water pipe relocation. Motion passed 4-0 on call of roll.

7. Discussion and possible recommendation on School District for waiver of Building Permit Fees for home construction on School Road.

Murphy indicated the Portage Community School District is requesting all City of Portage permits and fees associated with the building of a house be waived for each of the 4 additional houses the School plans to build, (one was built in 2015 for a total of 5 houses). Murphy spoke with General Engineering (GEC) who agreed to waive their fees to the City; the City would then agree to waive the administrative fees and GEC fees to the School. Since the Sewer Utility is a separate enterprise those fees, approximately \$500, are not recommended to be waived. Murphy indicated that if approved the Developer Agreement would also need to be amended at a future date.

Motion by Hamburg, second by Hahn to waiving the building permit fees for home construction as requested by the Portage Community School District and noted above. Motion passed 4-0 on call of roll.

8. Staff Report

a. Budget parameters

Murphy reviewed the 2017 Budget Parameters indicating there are several factors taken into consideration: Consumer Price Index (CPI); Net New Construction; and change in total Assess Value. Additionally there are fixed and non-discretionary costs including personnel costs, which comprise almost two-thirds of the General Fund budget. The City currently has three labor contracts (2 in 2017) in which some increases for 2017 are known at this point.

The current CPI (as of May, 2016) is 0.8% which is higher compared to May, 2015. He also indicated the Assessed Values (excluding manufacturing) increased 4.74% based on the Board of Review. The Manufacturing section is assessed by the State and notifies the municipalities in August each year. Net new construction (change in total property value as a result of new construction

less demolition) is used to establish Expenditure Restraint and Property Tax Levy increase limits is published by the State in late October. (0.74% in 2015).

The Police and Fire Collective Bargaining Agreements provide for a net wage increase of 2% for 2017. The Human Resources Committee will develop a recommended 2017 adjustment for non-represented personnel later this year (1.6% in 2016). The Wisconsin Retirement System (WRS) has published 2017 increases of 0.4% increase for general employees; 1.4% increase for protective services (police/fire). The City expects to receive information on health, and other insurances in September.

Given the expected increases in fixed and non-discretionary costs, coupled with the increase in assessed value and net new construction, it is recommended that increases in discretionary expenditures be limited to 1%. The Committee concurred with that recommendation.

b. Training

Mohr mentioned that Murphy and herself will be attending one day of the 2016 Master Academy on July 27th that will cover an Economic Update and Priority Based Budgeting in Green Bay. Mohr will also attend the 2 hour Webinar put on by the UW Extension on Developing the Annual Budget on July 22nd. Mohr will also be attending Government Finance Officers Association training in Chicago the week of August 1st on Accounting, Auditing, and Financial Reporting.

9. Adjournment.

Motion by Hamburg, second by Hahn to adjourn the meeting at 6:39 p.m.
Havlovic noted there were no other items on the agenda and adjourned the meeting.

Submitted by 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
July 12, 2016

Meeting called to order 12:02pm

Present: Voigt, McLeish, Gregory, Simonson, Stenberg, Vehring, Interim Director Lynn Harthorne, Director Jessica Bergin

Excused: Blohm, Schoenborn-Hoffmann, Stevenson

- 1) Motion to approve June 14, 2016 regular and closed meeting minutes. (KV/HS)
- 2) Financial Reports:
 - a) Motion to approve June 2016 Municipal funds claims and Library restricted funds claims for payment as presented. (KV/DG)
 - b) Motion to authorize updating signatures on bank and credit card accounts. Director Bergin, Eleanor Voigt and Lynn Harthorne are authorized. (HS/MS)
- 3) Director's/President's Report:
 - a) New Library Director Jessica Bergin was welcomed.
 - b) Attendance at Children's Programs has more than doubled compared to 2015.
 - c) The Remember Our Fallen Memorial hosted at the Library was well attended. A thank you letter was received from Dave Eulberg & the American Legion.
 - d) The Library's A/C will be replaced on July 14 & 15.
 - e) The Foundation's annual golf outing is September 15 at Pine Trails Golf Course.
- 4) Closed Session:
 - a) Motion to convene into closed session pursuant to Wisconsin State Statute 19.85 (1)(c) for discussion of employment and compensation of interim director. 12:15pm (MS/HS)
 - b) Motion to reconvene into open session for the remainder of the meeting. 12:18pm (KV/DG)
- 5) Business:
 - a) Motion to compensate Interim Director Lynn Harthorne a \$5.00 per hour pay increase from April 1, 2016 through July 16, 2016, a \$2.00 per hour pay increase from July 18, 2016 to the end of 2016 and two weeks paid vacation. (DG/KV)
 - b) Vehring will look into replacing a dead tree.
 - c) Bergin will check into the soffit panel replacement, a different vendor for hygiene products, leaf guards for the gutters and coverings for the children's area windows.

6) Meeting adjourned 12:24pm. (KV/HS)

Eleanor Voigt - President

Dr. David Gregory

Klay Vehring

Dr. Brenda Blohm - V-Pres.

Nikki Schoenborn-Hoffmann

Chad Stevenson - Treasurer

Melissa Simonson

Eleanor McLeish - Secretary

Heather Stenberg

Date Approved:

**City of Portage
Human Resources Committee Meeting
Tuesday, July 12, 2016, 6:00 p.m.
Municipal Building, Conference Room One
Minutes**

Members Present: Rick Dodd, Chairperson, Doug Klapper, Rita Maass & Jeff Monfort.

Excused: Marty Havlovic & Dennis Nachreiner

Also Present: City Administrator Shawn Murphy, Administrative Assistant Angela Clemmons

Media Present: Bill Welsh, CATV

1. Roll call

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

2. Approval of minutes from the June 22, 2016 meeting.

Motion by Maass, second by Monfort to approve minutes from the June 22, 2016 meeting. Motion carried unanimously.

3. Discussion and possible recommendation on appointment of Municipal Services Crewperson

Mr. Eberle was recommended for the municipal Services Crewperson position by Shawn Murphy, Aaron Jahncke, and Kim Standke. Mr. Eberle was a finalist when Mr. Armson was hired to fill Brad Wilson's position last year. He has a tentative start date of August 1st. Alderperson Maass asked if he had his CDL. Mr Murphy said that he did. Mayor Dodd expressed concern about the step increase when the Teamster agreement folds into regular non-representative employees in January, 2017. Mr. Murphy advised the contract would change once the Teamster agreement expires at the end of 2016. Motion by Dodd to approve with revised wording of 6 month probationary period and step increases per the Teamsters agreement while it is in effect, in addition to satisfactory completion of the background check, drug test, and physical, second by Klapper. Motion carried unanimously.

4. Discussion and Review of FLSA Salary and Overtime Regulations Effective December, 2016.

Mr. Murphy explained the FLSA requirements have changed, but it will not impact City of Portage employees. The City currently meets all new requirements and no action will be taken.

5. Adjournment

Motion by Maass, second by Monfort to adjourn the meeting at 6:12pm. Motion carried unanimously.

Submitted by Angela Clemmons, Administrative Assistant

Date Approved: _____

Draft

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

Present: President – Shane Schmidt; Treasurer - Dennis Rupers, Secretary – Mila Stahl, John Krueger, Sheila Link & Klay Vehring.

Excused: Ian Dumbleton and Fred Galley

Also present: Scott Davis, BID Contractor and Marianne Hanson.

- 1. President Schmidt called the meeting to order at 7:31 am.**
- 2. Discussion and request for approval of BID Meeting minutes for March 9, 2016.** President Schmidt presented the minutes from June 8, 2016 and asked for a motion to approve the minutes as presented. Motion by Rupers, second by Vehring. Motion passed.
- 3. Discussion and possible action on BID Committee Chairman Reports**
Discussion moved to Executive Committee report.
President Schmidt reported that no executive committee was held in June but one was scheduled to be held either late July or early August due to vacations.

President Schmidt said the replacement to replace Myrna Hooper is continuing and we hope to have the position filled very quickly.

President Schmidt has asked the members of the committee be prepared next month to discuss the BID's website and design and come prepared to discuss a new look and proposed feel as we move forward in updating our website.

Discussion moved to Building & Grounds Committee report.

Director Vehring reported that B&G has started discussing adding trees to the downtown area and enhancing the planters. Director Vehring showed pictures of other communities' ideas of trees, planters and bike racks. Director Vehring has said that most towns utilize dwarf trees and that the city has been asking downtown folks for their suggestions / ideas / concerns.

Director Vehring mentioned that The Mercantile has scraped and painted their cedar boards above the entrance and how outstanding it looks. "Paint The Town" files and old information will be forwarded to Director Vehring to look at the past project and see what can be done to the empty buildings and see if we can adopt that program to beautify our downtown.

No comments or comments were offered on the BID Contractor's Report from Scott Davis. Motion by Rupers, second by Vehring to accept the July 2016 Contractor's Report. Motion passed. Contractors Report is included as Addendum1BIDJuly.pdf.

Discussion moved to Farmer's Market Committee report.

Director Stahl reported that she has received her first request from a non-profit and they will be attending in August. They were scheduled to come July 7th but due to the storms, they declined to

travel to our market. Suggestions were passed around as to other ideas of having vendors sell drinks, coffee and food items. Director Stahl will reach out to these types of businesses and see if they have interest.

Discussion moved to Grants Committee report.

Due to the absence of Director Krueger, President Schmidt elected to move on to the Marketing Committee report and allowed Chamber Director Hanson to speak.

Discussion moved to Marketing Committee report.

Marianne Hanson reported that Channel 15 and the newspaper advertising will come to an end in July. Our next advertising blitz will begin in the late fall for the holiday season. Marianne distributed a drawing of the projected mural project that will be placed on the side of Wilz Drug. Fundraising will be done for the painting of the faces. The mural will be roughly 10 feet high by 30 feet wide. A grant request was made to BID for \$7,500 to be contributed to the mural project and the launch of the mural would be unveiled in Spring 2017. Motion by Stahl, second by Rupers to pay the \$7,500 now to begin the project. Motion passed.

Discussion moved to Streetscape Committee report.

Director Link will be working with Marianne Hanson on future mural projects as BID begins our budgeting process for 2017.

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

Director Vehring reported that the 2016 Canal Days was a success given the extreme heat. The DPI board is continuing discussions to enhance the scope of Canal Days 2017. DPI will be potentially asking the local businesses to consider having sidewalk sales in conjunction with Canal Days. The Saturday Downtown Market is building momentum and a request for an additional \$3,500 for marketing and advertising was requested by DPI. Motion by Rupers, second by Stahl to pay \$3,500 for additional marketing and advertising. Motion passed.

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

Claims to pay

Treasurer Rupers presented the Claims to Pay Voucher list for July, 2016. Rupers presented the Claims to pay in the amount of \$15,014.03 and this amount includes the \$7,500 that was approved for the mural project and \$3,500 for the Saturday Downtown Market. Motion by Galley, second by Vehring to accept Claims to Pay. Motion passed. Claims to pay list included as Addendum2BIDJuly2016.pdf.

Financials – June 2016

Treasurer Rupers presented the financials. Motion by Rupers, second by Vehring to accept June's financials. Motion passed.

6. Adjournment

Motion by Schmidt, second by Vehring to adjourn the meeting at 8:50 am. Motion passed.

Respectfully Submitted by Mila Stahl, BID Secretary.

Date Approved: _____

City of Portage
Economic Development Loan Fund Committee Meeting
Monday, July 18, 2016, 5:15 p.m.
Municipal Building, Conference Rm 1

Members Present: Jean Mohr (Chair), Dave Gunderson, Bill Kutzke and Jeff Davis.
Excused: Kim Dorn, Nita Bortz, Ken Jahn

Also present: City Attorney Spankowski, Bus. Dev & Planning Director Steve Sobiek, City Administrator Murphy and C. Sauer, Portage Daily Reg.

1. Roll Call

The meeting was called to order by Mohr at 5:15 p.m.

2. Approval of minutes of previous meeting

Motion by Kutzke, second by Davis to approve the minutes of the June 6, 2016 meeting. Passed 4-0 on call of the roll.

3. Closed session pursuant to Wisconsin State Statutes 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation regarding the Sta-Care of Illinois, Inc. loan.

Motion by Gunderson, second by Kutzke to convene to closed session pursuant to Wisconsin State Statutes 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation regarding the Sta-Care of Illinois, Inc. loan. Motion carried 4-0 on a call of the roll, convened to closed session at 5:17 pm.

4. Return to Open Session.

The Committee returned to open session at 5:35 pm.

5. Discussion and Possible Action on Sta-Care of Illinois, Inc. loan.

Motion by Kutzke, second by Gunderson to accept settlement proposal discussed in closed session, to authorize City Attorney Spankowski to prepare a release agreement with Sta-Care of Illinois, Inc and authorize chair to write-off remaining loan balance of approximately \$6500. Motion carried, 4-0 on a call of the roll.

6. Update on 205 Vino, LLC Loan.

Mohr indicated that with the closing of 205 Vino the outstanding loan balance of approximately \$16,000 was paid in full and the UCC lien was released on the collateral. The revolving loan fund currently has approximately \$80,000 balance available.

7. Adjourn

Motion by Gunderson, second by Kutzke to adjourn. Hearing no objections meeting adjourned at 5:38 pm.

Respectfully submitted,
Shawn Murphy, City Administrator

Date Approved: _____

Draft

Operator's Regular (Bartender)

JEORGIA R. GRAY

KATHRYN L. HAUG

JAMES C. KERRIGAN

EVAN S.G. MALONE

AARON M. SMITH

LANE JS STEINHAUS

GARRETT D. THIEDE

Taxi Cab Operator

MARIA S. ADAMS

CARLA L. HOLLIDAY

FIRST AMENDMENT TO the INTERGOVERNMENTAL DEVELOPMENT AGREEMENT
With PORTAGE AREA SCHOOL DISTRICT

THIS AMENDMENT to the INTERGOVERNMENTAL DEVELOPMENT AGREEMENT (“First Amendment”) is entered into by and between Portage Area School District, a Wisconsin public body corporate (the “District”) and the City of Portage (the “City”) shall be effective upon the date of final execution by all parties.

WHEREAS, the District and City entered into an Intergovernmental Development Agreement (the “Agreement”) related to the development of lots 1-5 of the plat entitled Pate’s Place approved by the Common Council on May 15, 2015 , in the City of Portage, Columbia County, Wisconsin (the “Property”); and

WHEREAS, the District has constructed a single family home on lot 1 of Pate’s Place, and is desirous of constructing 4 additional single family homes on lots 2-5 of Pate’s Place through the District’s Building Trades Program which provides students with specific skills and knowledge in the building construction industry under the supervision of experienced tradespersons, and

WHEREAS, the District’s Building Trades Program is funded, in part by the same taxpayers who will subsequently benefit from the addition of these fully constructed single family homes to the City tax base.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. **Building Inspection Permit Fees.** The City agrees to waive the fees normally charged for the issuance of the initial building permit for the construction and inspection of single family houses on lots 2-5 of Pate’s Place plat provided that the building permit is issued to the District. The District may not assign this waiver of fees to a third party without the written consent of the City. Building permits obtained by the property owner of these single family houses subsequent to the initial building permit for remodeling, addition or as required for the maintenance of the structure will be assessed normal fees in effect at the time of the permit issuance.
2. **Driveway Permit Fees.** The City agrees to waive the fees normally charged for the issuance of the initial driveway permit for the construction of a driveway if it is constructed simultaneous to and in conjunction with the construction of the single family house on lots 2-5 of Pate’s Place plat provided that the driveway permit is issued to the District. The District may not assign this waiver of fees to a third party without the written consent of the City. Driveway permits obtained for the installation after the construction of the house, subsequent replacement or modification of the driveway will be assessed normal fees in effect at the time of the permit issuance.
3. **Other Fees/Requirements.** Except for those permits specifically referenced in Sections 1 and 2 above, all other required permits shall be assessed the normal fees in effect at the time of their issuance. The aforementioned waiver of fees does not release the owner from obtaining all required permits and compliance with their respective requirements and conditions.

4. Counterpart Originals. This First Amendment may be executed in one or more counterparts. All such counterparts, when taken together, shall comprise the fully executed agreement of the parties hereto.
5. Parties of Interest. Each party represents that this First Amendment is executed by its duly authorized representative. The terms of the First Amendment shall be binding upon, and inure to the benefit of, the parties to this First Amendment and their successors and assigns.

Except as specifically set forth in this First Amendment, the parties hereby reinstate, ratify and confirm each and every term, representation, warranty, covenant and condition of the Agreement, which shall remain in full force and effect; provided, however, that in the event of any conflict between the Agreement and this First Amendment, this First Amendment shall govern and control. Unless otherwise specifically provided for in this First Amendment, all capitalized terms used throughout this First Amendment shall have the same meaning as such terms are defined in the Agreement.

SIGNATURES ON FOLLOWING PAGE

IN WITNESS WHEREOF, District and the City hereby execute this First Amendment.

City of Portage, Wisconsin

Dated: _____

BY: _____
Rick Dodd, Mayor

Dated: _____

ATTEST: _____
Marie A. Moe, City Clerk

STATE OF WISCONSIN)
) ss.
COLUMBIA COUNTY)

Personally came before me this ____ day of _____, 2016, the above-named Rick Dodd, Mayor and Marie A. Moe, Clerk of the City of Portage, of the above named municipal corporation, to me known to be the persons who executed the foregoing instrument, and to me known to be such Mayor and City Clerk of said municipal corporation, and acknowledge that they executed the foregoing instrument, as such officers, as the deed of said corporation, by its authority.

Notary Public, State of Wisconsin
My Commission is permanent/expires _____

District: Portage Area Schools

Dated: _____

BY: _____
Matt Foster, Board President

Dated: _____

BY: _____

STATE OF WISCONSIN)
)ss.
COLUMBIA COUNTY)

Personally came before me this ____ day of _____, 2016, the above-named Matt Foster and _____, to me known to be the persons who executed the foregoing instrument and acknowledge the same.

Notary Public, State of Wisconsin
My Commission is permanent/expires _____