

**City of Portage Common Council Meeting
Council Chambers of City Municipal Building
115 West Pleasant Street, Portage, WI
Regular Meeting – 7:00 p.m.
August 25, 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 – Police
7. Consent Agenda
 - A. Reports of Sub-Committees, Boards, and Commissions
 1. Legislative and Regulatory Committee, August 1, 2016 and August 16, 2016
 2. Park and Recreation Board, August 2, 2016
 3. Historic Preservation Commission, August 3, 2016
 4. Finance/Administration Committee, August 8, 2016
 5. Library Board, August 9, 2016
 6. Business Improvement District, August 10, 2016
 7. Emergency Planning Committee, August 12, 2016
 8. Plan Commission, August 15, 2016
 9. Tourism Promotion Committee, August 16, 2016
 10. Airport Commission, August 17, 2016
 - B. License Applications
 1. Operator
 2. Taxi Cab Operator
8. Unfinished Business
9. New Business
 - A. Consideration on Recommendation for Revisions to Fee Schedule

- B. Consideration on Recommendation & Report from Legislative & Regulatory Committee on Klingbiel Appeal of Vicious Dog Declaration.
- C. Resignations
 - 1. Business Improvement District Board of Directors – Myrna Hooper
- D. Appointments
 - 1. Business Improvement District Board of Directors – Sherry Douglas
 - 2. Fire Chief's request to replace his appointment on the Emergency Planning Committee of Mike Hudgens with Craig Ratz (Mr. Ratz's work schedule is more conducive with the committee's meeting schedule.)
 - 3. Airport Commission – Dan Huebner
 - 4. Steering Committee for Veterans Memorial Field – Paul Becker and Russ Shaw, Fair Board Member
 - 5. Tourism Promotion Committee – Dawn Schneller, Hotel Representative
- E. Proclamation
 - 1. Ovarian Cancer Awareness Month
- F. Mayor's Comments
 - 1. Vision creation results
- G. City Administrator Report
 - 1. Property Values

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

August 11, 2016
7:00 p.m.

1. Call to Order

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

2. Roll Call

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

Also Present: Mayor Dodd, Deputy City Clerk Ness, City Administrator Murphy, City Attorney Spankowski, Police Admin. Lieutenant Klafke, Fire Chief Simonson (arrived 7:10)

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. Noted Chief Simonson will be doing a report in lieu of Library when he arrives.

5. Minutes of Previous Meeting

Motion by Klapper, second by Charles to approve minutes of the July 28, 2016 Common Council meeting. Motion carried unanimously on call of roll.

6. Consent Agenda

License Applications

Operator license applications for Jesse E. Jahn, and Peggy M. Traeder.
Taxi operator license application for Kori K. Howell.

Motion by Maass, second by Charles 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)

Motion by Klapper, second by Hamburg to remove Ordinance No.15-007 relative to Miscellaneous Offences (Regulation of Smoking, E-Cigarettes) from the table. Motion carried unanimously on call of roll.

Motion by Charles, second by Hahn to refer Ordinance No. 15-007 relative to Miscellaneous Offences (Regulation of Smoking, E-Cigarettes) to Legislative & Regulatory Committee. Motion carried unanimously on call of roll.

8. New Business

Ordinances

Ordinance No. 16-009 relative to Boards, Committees & Commissions and Historic Preservation received its first reading. Motion by Klapper, second by Hamburg to suspend the rules and have the second reading of the Ordinance, and have it read by title only. Motion passed 7-2 with Maass and Charles voting no.

Ordinance No. 16-009 relative to Boards, Committees & Commissions and Historic Preservation received its second reading by title only. Motion by Maass, second by Charles to pass Ordinance No. 16-006 relative to Boards, Committees & Commissions and Historic Preservation. Maass asked Klapper if there was a specific urgency to have this ordinance passed. Klapper stated for Historic Preservation reducing the number for membership would lower the number required for a quorum. The next meeting is a special meeting with speakers and a guarantee of a quorum would help. Decreasing the number of members is removing unfilled seats.

Motion carried unanimously on call of roll.

9. Department Report - Fire

Chief Simonson reported the on the active shooter exercise held at the Portage High School 8/9/16. The event was very productive and brought together many agencies including fire departments, EMS departments, police departments and Divine Savior Hospital. The Daily Register took over 300 pictures during the evening. Not everything went as planned but that is a positive because actual crisis situations are not planned at all. The next exercise is tentative to be held at a business.

Lt. Klafke wanted to thank Portage Schools and Larry Messer for the use of their buildings. This was the third training for the police department and each one is different. The one common goal of every agency involved is safety.

Consideration of recommendation on Operator License for Megan A. Morshead

Motion by Maass, second by Charles to uphold the denial of operator license for Megan A. Morshead based on incomplete application and two or more convictions within past five years-5/27/14 absolute sobriety law; 6/27/14 underage drinking; 6/27/14 OWI. Motion carried unanimously on call of roll.

Consideration of recommendation on change of premises description for NY Sushi Bar Inc. (Class B Combination Alcohol License)

Motion by Maass, second by Hahn to uphold the recommendation to change premises description for NY Sushi Bar Inc. (Class B Combination Alcohol License) as presented, that being removing the outside beer garden from the premises description. Motion carried unanimously on call of roll.

Consideration of recommendation for claims

Motion by Nachreiner, second by Hamburg to approve the claims for \$1,732,105.25 presented. Motion carried unanimously on call of roll. Nachreiner stated the majority of this month's claims is for construction projects.

Mayor's Comments

The ribbon cutting for Dementia Friendly locations was held this afternoon in front of the Municipal Building. There are more than 550 people trained in the city and upwards of 40 businesses.

The mission statement development meeting was held Wednesday night. This is to develop a vision statement for the city with strengths and a direction. Approximately 25 people attended included employees, citizens, and business owners. The next meeting will be August 17, 5:30-7:30.

City Administrator Report

Administrator Murphy reviewed 2017 budget process. The city will have more flexibility this year as there has been a growth in the tax base. This will give opportunity to address some issues that haven't been addressed in a while. The budget hearing will be November 22 because of the holiday. One item that has been started in Finance is a wheel tax. This is a statutory provision available to municipalities. The Department of Transportation collects the fee per vehicle licensed in the city of Portage and makes an annual payment to the city to be used for transportation expenses.

Nachreiner stated the wheel tax item will also be sent to Municipal Services and then it will be reviewed by eight of nine alderpersons. He then invited Maass to attend the Municipal Services meeting which included the wheel tax on the agenda.

10. Adjournment

Motion by Charles, second by Nachreiner to adjourn. Motion carried unanimously on call of roll at 7:30p.m.

Rebecca C. Ness
City Deputy Clerk

Date Approved: _____

**City of Portage
Legislative & Regulatory Committee Meeting
August 1, 2016, 7:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

Members Present: Rita A. Maass, Chairperson; Mike Charles, Mary E. Hamburg, Jeffrey F. Monfort

Members Excused: Martin Havlovic

Also present: City Clerk Moe, Deputy Clerk Ness, Sergeant Schutz, Tanya Klingbiel, Jason Klingbiel and Lauri Cline

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

1. Roll call

The meeting was called to order by Chairperson Maass at 7:00 p.m.

2. Approval of minutes from previous meeting.

Motion by Charles, second by Hamburg to approve minutes from June 27, 2016 meeting. Motion carried unanimously on call of roll.

3. Discussion and possible recommendation on appeal from Tanya Klingbiel of the vicious animal determination.

Maass stated the committee had copies of the vicious animal notification, police report, request for appeal of determination and a copy of the Vicious & Dangerous Animal Appeal Process.

Sergeant Schutz reviewed the events as stated in the police report dated 7/10/16. Portage Police was called by Columbia County Humane Society because Ms. Klingbiel had called them stating her dog Odyssey had attacked one of her other dogs, Skai, and she wanted to surrender Odyssey. Sergeant Schutz arrived on scene and observed, the dog that was attacked, Skai, lying lifeless, but still breathing. According to Sergeant Schutz, Ms. Klingbiel was holding a towel on the wound and did not want to remove the towel. She stated that the wound was approximately 3 inches long and approximately 1" deep. Sergeant Schutz observed that Odyssey had blood on his paws and jowls. Tanya stated this was the third time this week Odyssey had attacked Skai and each one was unprovoked. Odyssey is spayed and vaccinated. Odyssey seemed friendly toward Sergeant Schutz. According to Sergeant Schutz, it was Ms. Klingbiel's intent to surrender Odyssey, but Columbia County Humane Society was full and she would need to contact another shelter, Dane County, Dodge County or Sauk County. Sergeant Schutz stated that since the dog, Odyssey, had by the owner's admission attacked

another dog on three separate occasions unprovoked in the past week Odyssey was going to be declared vicious.

Tanya Klingbiel stated Odyssey was her service dog to help her with her PTSD, and movement issues. Ms. Klingbiel presented a certificate of registration from U.S. Service and Support Dog Outfitters and a U.S. Service Dog Identification Card. According to Ms. Klingbiel, Odyssey has no problems with people. The dog was trained by her to detect seizures, low blood sugar and support her if she started to fall since her ankle had been injured. Ms. Klingbiel surrendered Odyssey to Sauk County Humane Society; but stated she didn't understand what she signed, as she only wanted to board Odyssey. She stated that Sauk County gave Odyssey a behavior test, which she passed without issues. Ms. Klingbiel noted the dog was a pure bred Boxer and not a Pitbull. Ms. Klingbiel stated Odyssey had recently been spayed and maybe that's why she was moody and attacked the other dog. Ms. Klingbiel again stated she needed Odyssey as her service dog.

Clerk Moe stated that none of Ms. Klingbiel's dogs were licensed in the City of Portage this year. Jason Klingbiel, Tanya's husband, stated by statute he thought the dog was exempt from requiring a license. Clerk Moe stated by statute the fee would not be charged but the license still needed to be obtained every year. Charles presented the behavior assessment from Sauk County, stating Odyssey did well. The assessment noted Odyssey was startled with noise; and the report noted the dog was a boxer mix. There was concern from committee that being startled with noise might make the animal attack if upset.

Hamburg stated that it could have been possible that Odyssey detected the cancer in the other dog, Skai, which caused her to attack.

In response to the question about citations issued, Sergeant Schutz stated that no citations were issued for this incident as there were 7 pending citations: 1 for prohibited animals, 1 for limit number of dogs/cats, 5 for unlicensed dogs & cats (2 cats, 5 dogs, 2 foxes, 1 skunk were previously found in the home). Responding to the question of how many animals she currently has, Ms. Klingbiel stated that she has 2 puppies.

Maass closed the testimony portion of the hearing. The Committee began deliberations. Maass stated that Odyssey met the vicious criteria in set forth in the ordinance.

Motion by Maass, second by Charles for recommendation to uphold declaration by Sergeant Schutz of Odyssey Rose as vicious based on police report by Sergeant Schutz, number 16-07410; dog had bit another one of owners dogs, owner stated dog had been bitten twice before by Odyssey. Odyssey meets the criteria for vicious animal, Section 6-102(2)(b) of the Ordinances stated has on two or more occasions bitten, injured, killed, damaged, or attacked any person or domestic animal on public

or private property. Motion failed 2-2 on call of roll with Charles and Hamburg voting no.

Motion by Charles, second by Hamburg to overturn vicious animal declaration due to extenuating circumstances of recent surgery and behavior assessment report from Sauk County Humane Society dated July 14, 2016. Maass stated she couldn't support motion because if the dog was that upset because of surgery maybe it shouldn't have been around other animals; also that it should not have bitten another animal unprovoked. Motion failed 2-2 on call of roll with Maass and Monfort voting no.

Hamburg was of the opinion that the temperament of an animal can change when spayed. She further commented that PTSD can make a person unstable in decision making. Maass reviewed the severity of the bite- approximately 3" long by approximately 1" deep.

Committee reviewed the regulations for a dangerous animal as stated in the Ordinance Chap. 6, Article III, Sect. 6-102 – Vicious and dangerous animals.

Maass questioned if the dog was leashed when taken out of the home. Tanya stated the dog is always on a harness and is controlled with commands both verbal and hand signals. Concern was raised if the owner were to have an episode, what the dog would do to a stranger trying to help.

Discussion ensued regarding service dogs and if a dangerous dog can still be determined a service dog. Staff was requested to get further information.

No action taken.

4. Discussion and possible recommendation Operator License for Megan A. Morshead

Motion by Charles, second by Hamburg to recommend denial of Operator License for Megan A. Morshead due to incomplete application and two or more convictions within past five years-5/27/14 absolute sobriety law; 6/27/14 underage drinking; 6/27/14 OWI. Motion carried unanimously on call of roll.

5. Discussion and possible recommendation on change of premises description for NY Sushi Bar Inc. (Class B Combination Alcohol License)

The Committee reviewed the request to remove the outside beer garden for NY Sushi Bar Inc. (Portage Asian Cuisine). Motion by Charles, second by Hamburg to recommend to council change of premises description for NY Sushi Bar Inc. (Class B Combination Alcohol License) to remove outside beer garden. Motion carried unanimously on call of roll.

6. Discussion and possible recommendation on proposed modifications to Airport Commission and Historic Preservation Commission memberships

Motion by Charles, second by Monfort to recommend proposed modifications to Airport Commission and Historic Preservation Commission memberships. Committee reviewed changes: designated City staff shall act as a resource to the Airport Commission and Historic Preservation Commission membership reduces from 9 to 7 and clarifies the appointment of individuals with specialized qualifications is desired, not required. Motion carried unanimously on call of roll.

7. Adjournment

Motion by Hamburg, second by Monfort to adjourn. Motion carried unanimously on call of roll at 8:44 p.m.

Rebecca C Ness
Deputy Clerk

Date Approved: August 16, 2016

**City of Portage
Legislative & Regulatory Committee Meeting
August 16, 2016, 6:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

Members Present: Rita A. Maass, Chairperson; Mike Charles, Martin Havlovic, Jeffrey F. Monfort

Members Excused: Mary E. Hamburg

Also present: City Clerk Moe, City Administrator Murphy, Tanya Klingbiel, Jason Klingbiel and Lauri Cline

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

1. Roll call

The meeting was called to order by Chairperson Maass at 6:00 p.m.

2. Approval of minutes from previous meeting.

Motion by Charles, second by Monfort to approve minutes from the August 1, 2016 meeting. Motion carried unanimously on call of roll with Havlovic abstaining.

3. Discussion and possible recommendation on appeal from Tanya Klingbiel of the vicious animal determination.

Chairperson Maass reminded all that the hearing portion of the appeal concluded at the last meeting and that deliberations were suspended until this meeting giving staff the opportunity to follow up on requested information.

City Clerk Moe informed the Committee that there is no certified registration process for service animals, and an opinion from the City Attorney is that being a "service animal" has no bearing on whether an animal can be declared dangerous or vicious.

Chairperson Maass stated that she contacted ADA and was informed that it is irrelevant whether or not an animal is a service animal in regard to a dangerous or vicious designation. Chairperson Maass continued saying that the dog meets the criteria of a vicious animal as listed in the ordinance.

Ald. Charles stated that he was contacted by Sauk County today and they have had no issue with the dog; and have no idea if the recent surgery had anything to do with the dog's behavior. According to Ald. Charles, the representative from Sauk County suggested that perhaps the environment the dog was living in had something to do

with the dog's behavior. If the declaration is overturned, Sauk County may not give the dog back to Ms. Klingbiel, but instead put the dog up for adoption.

Ald. Monfort stated that he took no pleasure in the decision to take the dog away from the owner, but was concerned about the possibility of the dog biting again since it has already bitten three (3) times. Ald. Monfort stated he supported the police determination.

Motion by Monfort, second by Charles to uphold the vicious animal declaration made by the Police Department. In response to Ald. Havlovic's question as to ownership of the dog, Ms. Klingbiel stated she signed the wrong papers when she took the dog to the Humane Society. She commented that it would cost \$50 to change the paperwork, plus the boarding fees and fees for food to regain ownership. Motion carried 3 to 1 on call of roll with Charles voting no.

4. Adjournment

Motion by Charles, second by Havlovic to adjourn. Motion carried unanimously on call of roll at 6:14 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

Date Approved:

City of Portage Parks and Recreation Board Meeting

Tuesday, August 2, 2016

**6:00p.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, and Mark Hahn. Todd Kreckman is excused

Parks and Recreation Manager Dan Kremer and reporter Craig Sauer.

2. Approval of July 5th meeting minutes.

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

Motion passed on a 4 – 0 roll call vote.

3. Discussion and possible recommendation on 2017 operational budget.

Manager Kremer stated he was given budget parameters of up to a 1% increase. Kremer stated after 6 months the department is at 47% of the 2016 budget and is proposing an increase of \$6,564 which equates to 1.04% for 2017. The increase would move 2016's total budget of \$630,000 to \$637,000 in 2017.

Kremer presented a \$10,000 decrease in forecasted revenue based on adult softball not running while construction is underway at VMF. The Parks and Recreation Administration is proposed to increase \$1,325(.73 %); the Recreation Programming is proposed to be reduced by \$2,711(-3.47 %) with the reduction being under part-time wages; parks maintenance budget is proposed to increase \$7,950 (2.15 %) and include a new furnace for building 8, increased water expense for the splash pad and new shelters, increased overtime based on actuals; increase in part-time wages and increase in training for park maintenance employees. Kremer stated budget increases from the data from the tree inventory were not included until staff is able to meet to review removal and replacement options.

Motion by Charles to recommend to finance the 2017 operational budget as presented.
Second by Messer.

Motion carried on a 4-0 roll call vote

4. Discussion and possible action on Goodyear Park Signs.

Kremer stated the proposal in the packet is the same that was displayed last month with an additional rendering of the second sign which would be located at the point in Goodyear Park. Kremer stated to order both signs and steel posts the total would be \$1,914. Kremer presented that the project with two credits is \$1,750 under the awarded contract amount and the full award price had \$7,725 remaining in the project fund. Kremer stated purchasing both and the posts would leave \$7,561 in the project fund and only a rule sign would need to be purchased to complete the project which would be in front of the park board in September. Staff recommendation is to move forward with the proposed sign design along with steel posts.

Zirbes asked who would take out the existing sign and the block wall it is attached to. Kremer stated the park crew would remove the existing and install the new signs.

Charles asked where the plan is to install the new sign. Kremer stated it would face DeWitt Street and be located south of the fence on the green space. Kremer showed the board the location via google maps for review.

Discussion followed regarding placement of the signs and total cost.

Motion by Hahn to approve purchase of two signs with metal posts for a total cost of \$1,914, second by Messer.

Motion carried on a 4-0 roll call vote.

5. Discussion and possible action on Proposed Compensation for AmeriCorps program at Renewal Unlimited, Portage, WI.

Kremer outlined his memo to the board the partnership with Renewal has gone great and that all park sign planters along with several additional spots look incredible due to their program participant's efforts. Kremer stated that the City originally intended on hiring someone to perform this work and since that position was not hired due to the partnership it was Kremer's recommendation to donate \$1,200 to their program as a contribution for their outstanding efforts. Hahn asked if there was any cost to the City. Kremer stated only the plants were the City's cost, all labor was provided at no cost by the AmeriCorps. Hahn stated he noticed a big difference with Blue Star and Worden, Messer stated he did as well.

Kremer stated the AmeriCorps program did not ask or seek this contribution and that he felt it was an appropriate gesture seeing as it would have cost the City significantly more to hire someone for the summer to perform the same work.

Motion by Charles to provide compensation of \$1,200 to Renewal Unlimited's AmeriCorps program, second by Zirbes.

Messer asked if they will be back next year. Kremer stated they are planning to return in 2017.

Motion carried on a 4-0 roll call vote.

6. Discussion and possible action on topographical mapping proposal for north end of fair grounds.

Kremer presented that at the last meeting the board directed to move forward with the ball fields and roadway on the north end of the fair grounds. Since that time, Rettler provided a proposal to design to 35% construction documents for the north end of the grounds. Kremer stated that within that proposal there were fees tied with master planning that staff felt could be removed. Following evaluation of the proposal, Zirbes, Shawn Murphy, Aaron Jahnke, Rick Dodd and Kremer had a phone conference with Rettler and they agreed to revise their proposal and remove the master planning information.

The proposal was not completed in time for park board review but Rettler was able to provide their proposal for topographical mapping of the area which will be needed to begin construction documents. Kremer recommended the board approved the topo mapping for \$1,800 so that process could begin until September when the revised design proposal would be in front of the board for consideration. Kremer stated the county's contour maps couldn't be used as Rettler survey's 1' to .5' contours and the county's maps are 2' contours.

Hahn asked what was budgeted for this in 2016. Kremer stated \$16,000 for 2016 design and Kremer stated it would leave \$14,200 for the design work. Hahn asked if we will come under that with what Rettler is proposing. Kremer stated the initial proposal was for \$16,000 exactly including the master planning. With the master planning being removed, it should bring the proposal under budget for design.

Motion by messer for Rettler to provide the topographical mapping for \$1,800, second by Charles.

Motion carried 4-0 on a roll call vote

7. Old Business

- Lincoln Park restroom is now completed and open. Doors were painted and the door timer is functional.

- Lincoln Park basketball court light is now installed and turns off in the evening at park close (10 pm)

8. New business

Charles asked if anything additional could be done to address the recent issues that arose from carnival workers during the County Fair.

9. Managers' Report

- Pauquette band shelter

Kremer informed the board that the Portage Service Club Association is working on cost proposals of a band shelter for Pauquette Park. They asked Kremer to share a photo and let the board know they intend on asking for permission to enter an agreement at a future meeting.

-Recreation Programs Update

Session two of day time summer swim lessons are running, 86 registered
Second evening lessons begin next week, 70 registered for the evening

- Projects update

Second pay application was received for the soccer fields, grass is still growing and contractor is monitoring and working on it daily. KIA monument is completed in Blue Star Park and an unveiling ceremony will be planned by the veteran's in September. Skate park is complete outside of some small restore work. A soft opening will occur when fence is removed and grand opening is being planned by the skate park group for September 9th.

10. Adjournment

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

Meeting adjourned at 7:05 pm.

Minutes submitted by

Dan Kremer

Manager of Parks and Recreation

Date Approved: _____

**City of Portage
Historic Preservation Commission
Wednesday, August 3, 2016, 6:00 p.m.
Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

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

Guests Present: Bill Welsh (Cable TV); Betsy Bergman

1. Roll call (introduction of members)

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

2. Approval of previous meeting minutes

Miller-Lamb moved to accept the minutes as written for the meeting of June 1. Droste seconded the motion, which passed unanimously by roll call vote.

3. Discussion and possible action on claims

Miller-Lamb has not heard if the Portage Green for the Scavenger Hunt winners has been purchased. There is no information, so likely the purchase has been completed and will be billed against the HPC budget.

4. Discussion and possible action on purchasing trees for Historic Districts

The Commission members discussed how to start this project. Klapper has learned that the city will pay half the cost of a new tree placed in the strip of grass between the sidewalk and the curb. Trees can be planted until October. Discussion included what species should be planted, whether the HPC should pay for the full cost of the trees, whether property owners will be interested in this project, and whether trees should be purchased for areas not in historic districts. Droste noted trees removed from the 200 block of West Marion St. that would be in the Society Hill Historic District. Miller-Lamb questioned the intent of the Commission as to continuing the tree purchases after 2016; she is concerned about committing funds from future HPC budgets. Klapper and Droste will meet with the city forester and report at the September meeting. The City will review the 2017 budget request at their Sept. 26 meeting.

5. Discussion and possible action on potential Municipal Register property (Sunset Park Tennis Court)

Betsy Bergman presented her nomination of the Sunset Park Tennis Court as a historic site to be placed on the Municipal Register. She is a neighbor of the Court in the 1200 block of Prospect Ave., and has been concerned about the city's lack of maintenance on the Court. Bergman's research discovered that the property was gifted to the city of Portage in 1945 by Dorothy Walker, a distinguished lawyer who became District Attorney in Portage in 1924, the first female D.A. in Wisconsin and possibly in the United States. After discussion of the nomination form, Miller-Lamb moved that the city conduct a hearing on Sept. 7 to add Lot 13, Block 6, as a Historic Site on the Portage Municipal Register. Droste seconded the motion, which passed unanimously by roll call vote.

6. Discussion and possible action on informational signage

Klapper noted that Fred Galley would like to place signs with historical information about the city. Klapper will ask Galley to submit his information for the HPC to consider.

7. Discussion and possible action on 2017 budget

The HPC will need to vote on its 2017 budget request at the September meeting. Klapper proposed these budget line items:

<u>Draft 2017 Budget Proposal</u>	
Scavenger Hunt	\$ 125
Municipal Register expenses	\$ 100
Tree replacement costs	\$ TBD
Preservation Month Activities	\$1000
Conferences and Memberships	\$1000
Partnerships and events	<u>\$ 786</u>
	\$3011

8. Discussion and possible action on National Historic Preservation Month Activities (May)

Among other activities to be planned later, a coloring book of historic buildings, tours of historic churches, and walking tours given by Judy Eulberg were proposed for the May 2017 National Historic Preservation Month. Klapper will get estimates on printing costs. Miller-Lamb will contact Eulberg.

9. Adjournment

Chair Klapper adjourned the meeting at 7:00 pm.

Respectfully submitted,
Erin Foley
Secretary

Date Approved: _____

City of Portage
Finance/Administration Committee Meeting
Monday, August 8, 2016 5:30 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes

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

Also Present: Administrator Murphy, Finance Director Mohr, Alderman Kutzke, Bill Welsh Cable TV

1. Roll call

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

2. Approval of minutes from July 11, 2016.

Motion by Hahn, second by Klapper to approve minutes from July 11, 2016. Motion carried unanimously on call of roll.

3. Discussion and possible recommendation on claims.

Mohr reviewed the high dollar claims indicating several are from capital projects. Nachreiner requested a total dollar for capital items.

Motion by Havlovic, second by Hahn to recommend claims in the amount of \$1,732,105.25. Motion carried unanimously on call of roll.

4. Discussion and possible recommendation to revisions to Fee Schedule.

Murphy reviewed the recommended changes to the Fee Schedule. Indicating the increases are being requested to cover some of the City's costs to process. The fee for Keeping Chickens is a one-time fee. Fence permit was relocated from the Building Inspection section to the Zoning section. Under Businesses the Temporary licenses were added to reflect the new legislation for Beer and Wine Walks.

Under Streets, Sidewalks and Other Public Places 66.1003 Stats Right of Way Discontinuance was added as there has been an increasing demand and the costs to process are significant including a Public Hearing, Council approval, official publications, legal review, and surveying. 90.633 Parking Lot was removed under the Zoning section as there has been no activity under this category.

Motion by Havlovic, second by Hamburg to approve the revisions to the Fee Schedule as presented. Motion carried unanimously on a call of the roll.

5. Discussion on Street Light Utility and Wheel Tax.

Murphy presented the Preliminary Projected Street Light Utility Budget which extracts a portion of the related revenues and expenses from the General Fund resulting in a net deficit of \$110K for 2016 and \$118K for 2017.

The deficit is currently funded through the Property Tax Levy in which Tax Exempt Properties are not charged. The deficit is proposed to be funded through a Street Light Utility charge that could be added as a line on the Water & Sewer monthly bills. By treating this as a separate charge on the monthly Utility bills, Tax Exempt Properties would share in the costs.

The current assessed value is broken out as 55.3% Residential; 32.6% Commercial; 8.5% Manufacturing and 3.6% Personal Property. The average assessed Residential property value in 2016 is \$116K which calculates into \$22.41 per year levy for Street Light Utility related costs (Costs).

Several allocation options were presented to allocate the Costs. Option 1 would allocate the Costs (\$110K for 2016) per Utility Customer (3,631) broken out as: 2,970 Residential (81.8%); 535 Commercial (14.7%); 35 Manufacturing (1.0%); 91 Tax Exempt Properties (2.5%), consisting of 15 Churches, 20 City owned, 15 County owned, 5 State owned, 20 School owned, and 16 Other. This would result in \$30.36/year/customer rate; Residential would pick up 81.8% of the total or 26.5% more than the current Property Tax Levy. Tax Exempt would pick up approximately \$2.8K or 2.5%.

Option 2 would allocate the cost based on the Average Lot frontage in this scenario Residential would pick up 65.7% of the total deficit or 10.4% more than the current Property Tax Levy. Tax Exempt Properties would pick up \$12K or 10.9%

Option 3 involves a Tiered Rate Structure in which Residential would pick up 44.8% of the cost deficit or 10.5% less than the Residential burden via Property Tax Levy. Tax Exempt Properties would pick up \$9.9K or 9%.

Mohr pointed out that by adding a line to the monthly Utility Bill it would be the resident (potentially the renter) paying the bill as opposed to the property owner depending on how the billing is set up.

Murphy further reviewed Wheel Tax method to raise revenues to cover transportation related expenditures. He pointed out that since the start of 2016 six new communities have enacted the Wheel Tax. This could raise an estimated \$100K (\$10 Fee) - \$200K (\$20 Fee) of revenue depending on the annual per vehicle fee implemented.

The Committee was more in favor of the Wheel Tax and would support using the additional revenue for projects that have a noticeable impact on the Community. At this point the Finance Committee would like the Municipal Services Committee to review the Wheel Tax option and provide input on specific recommended uses.

The Committee felt rate Option #3 for the Street Light Utility was the most supported if the Committee decided to move forward with this revenue source at some point in the future.

Creating the Street Light Utility and/or enacting the Wheel Tax would allow the costs to be shared by more than just the Taxable Properties and allow for more transportation/ infrastructure related expenditures to be funded by the Levy or for the Levy to be reduced.

The 2017 budget will be developed with the intent of adopting a Wheel Tax and using specific recommendations from Municipal Services & Utilities committee for funding.

6. Staff report

a) Taxi

Mohr reported that two proposals were received for the non-ADA taxies; and the State BIDs are now available for the ADA accessible taxies.

b) Training

Mohr reported that the GFOA training last week was very educational and she will be looking to implement some of the suggestions in next year's audit which will hopefully have an impact on the city's rating.

7. Adjournment.

Motion by Hamburg, second by Klapper to adjourn the meeting at 6:42 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
August 9, 2016

Meeting called to order 12:00pm

Present: Voigt, McLeish, Simonson, Schoenborn-Hoffmann, Stenberg, Vehring, Director Bergin

Excused: Blohm, Gregory, Stevenson

- 1) Motion to approve July 12, 2016 regular and closed meeting minutes. (KV/HS)
- 2) Financial Reports:
 - a) Motion to approve July 2016 Municipal funds, Library restricted funds and Memorial funds claims for payment as presented. (KV/HS)
- 3) Director's Report:
 - a) 21 teen volunteers assisted with the Summer Library Program.
 - b) Sheril Lannoye retired on July 29.
 - c) Library Assistant Public Services position has been posted.
- 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 current staff. 12:12pm (MS/NS-H)
 - b) Motion to reconvene into open session for the remainder of the meeting. 12:28pm (NS-H/HS)
- 5) Business:
 - a) Motion to approve draft of 2017 budget as presented. (KV/HS)
 - b) Motion to approve changes to Adult Services Librarian, Circulation Supervisor and Children's Clerk job descriptions as presented. (NS-H/MS)
 - c) Motion to change Amanda Pardo's position to Teen & Technology Services Coordinator and Angela Tomlinson's position to Children's Clerk. (KV/NS-H)
 - d) Taking part in the Wisconsin Senior Employment Program (WISE) was discussed.
 - e) Collection Development Policy will be followed when weeding Library materials.
 - f) Patron complaint of 8/3/16 was discussed.
- 6) Meeting adjourned 1:18pm. (KV/MS)

Eleanor Voigt - President
Dr. Brenda Blohm - V-Pres.
Chad Stevenson - Treasurer
Eleanor McLeish - Secretary
Dr. David Gregory
Nikki Schoenborn-Hoffmann
Melissa Simonson

Heather Stenberg
Klay Vehring

Date Approved: _____

City of Portage
Business Improvement District Board of Directors
Wednesday, August 10, 2016, 7:30 a.m.
City Municipal Building, 115 W Pleasant St
Conference Room One
Minutes

Present: President - Shane Schmidt, Treasurer - Dennis Rupers, Fred Galley, Sheila Link & Klay Vehring.

Excused: Vice President - Ian Dumbleton, Secretary - Mila Stahl & Director John Krueger

Also present: Scott Davis, BID Contractor, Director of Business Development and Marianne Hanson, Executive Director of Portage Chamber of Commerce (PACC) & BID Board Director Candidate, Sherry Douglas.

1. President Schmidt called the meeting to order at 7:33 am.

2. Discussion and request for approval of BID Meeting minutes for July 13, 2016.

President Schmidt presented the minutes from July 13, 2016 and asked for a motion to approve the minutes as presented. Director Galley stated that the minutes incorrectly reflected that his absence was excused. Fred stated that he was at the meeting last month.

Motion by Rupers, second by Link to approve minutes for July 13, 2016 meeting with the correction to remove Fred Galley as an excused Director and to list him as in attendance. Motion passed.

3. Discussion and possible action on BID Committee Chairman Reports
Discussion moved to Executive Committee report.

President Schmidt stated that there was no report to present but that the Executive Committee was unable to meet due to personal schedules.

Director Galley informed the Board that Director Candidate, Mike Ganz declined his consideration as a Portage BID Board member.

President Schmidt introduced Sherry Douglas as a Director candidate for the Portage BID Board. Motion by Link, second by Galley to approve Sherry Douglas as a Director through 2017 to replace the open Director seat vacated by Myrna Hooper. Motion passed.

Sherry Douglas agreed to chair the Marketing Committee.

Treasurer Rupers informed the Board that the 2017 Portage BID Board Budget needs to be approved this month so that the Portage City Council can review and approve at their September meeting. President Schmidt called for another Board meeting to be held on Wednesday, 08/31/16, at 7:30am for the Board to present an approved 2017 Budget to the Council.

Discussion moved to Building & Grounds Committee report.

Director Vehring reported that the committee is still working on Planters and the plan for their use. Contractor Davis added that a band played for about 1.5 hours at last week's Farmers Market on Thursday.

Director Vehring presented the Contractor's report and asked the Board to consider increasing the contractor's pay \$500 from \$2500 to \$3000 per month and to approve the August Contractor's Report. Motion by Vehring, second by Rupers to approve the increase of contractor's pay \$500 from \$2500 to \$3000 per month and to approve the August Contractor's Report. Motion passed.

Discussion moved to Farmer's Market Committee report.

President Schmidt stated that there was no report to present as Secretary Stahl was excused.

Contractor Davis added that the available spots for the Farmers Market are filling up.

Director Galley presented to the board to consider spending \$3000 on speakers to be used downtown at the Farmer's Market and for other DPI events. No motion to purchase was made at this meeting.

Discussion moved to Grants Committee report.

President Schmidt stated that there was no report to present to the Board as there were no grant requests.

Discussion moved to Marketing Committee report.

President Schmidt introduced Marianne Hanson from the Portage Chamber. Marianne informed the Board that the on-line link hits have a score of .20 and the national average is .10 - .13.

Discussion moved to the issue with the Website not being updated. President Schmidt informed the Board that the contracted firm to update the Portage BID Board Website, Amalgam, LLC has not been informed of our updates and other information needing to be included on the website. Sherry Douglas said that she will work with Amalgam, LLC through the Portage Chamber of Commerce to ensure the Website is updated accordingly.

Discussion moved to Streetscape Committee report.

Director Link presented to the Board that she purchased the requested metal sculptures. The invoice was added to the August Claims To Pay list.

Director Link added that the flowers are looking really nice throughout the Downtown. Link also stated that she is working on a list of properties that need to be improved via paint.

Douglas added that she has been collecting template information on what a downtown should "Look" like.

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

Director Vehring informed the Board that the Beer Walk will be held on 09/16/16. They have 15 businesses signed up of the 20 maximum desired. They plan to sell 350 tickets to the event.

Director Vehring added that they have some Mercantile building issues to remedy as they are trying to sell the building.

Director Link added that they have 3 viable candidates that are interested in their posted Coordinator position.

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

Claims to pay

Treasurer Rupers presented the Claims to Pay Voucher list for August, 2016. Rupers presented the Claims to pay in the amount of \$3206.92. Motion by Rupers, second by Vehring to approve the presented Claims To Pay list in the amount of \$3206.92. Motion passed. Claims to pay list included as Addendum2BIDAUGUST16.pdf.

Financials – July 2016

Treasurer Rupers presented the July 2016 financials. Financials were correct and balanced. Motion by Rupers, second by Vehring to approve the presented Financials for July 2016. Motion passed. Financials included as Addendum3BIDFinancialsJuly16.pdf.

6. Adjournment

Motion by Schmidt, second by Vehring to adjourn the meeting at 8:34 am. Motion passed.

Respectfully Submitted by Dennis Rupers, BID Treasurer.

Date Approved: _____

DRAFT

**2016
City of Portage
Business Improvement District**

August Schedule of Vouchers

#	Date	Charge Acct	Invoice #	Amount	Vendor	Description	Account #	Description
1	7/31/2016			\$2,500.00	BKO, LLC - Scott Davis	July 2016 Services	241	Custodial Services
2	6/21/2016			\$100.00	Links Greenhouse	Hanging Basket Plugs and Fertilizer	351	Repair/Maint Supplies - B & G
3	8/3/2016			\$150.00	Shane Schmidt	Polar Trac Delivery for Seasonal Prep	790	Miscellaneous
4	8/9/2016			\$426.92	Sheila Link	Iron Artwork - Sculptors	860	Small Equipment
5	4/26/2016		2016279	\$30.00	Two Rivers Signs & Designs	Vinyl Stickers - # 5	297	Farmers Market
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

Total: \$3,206.92

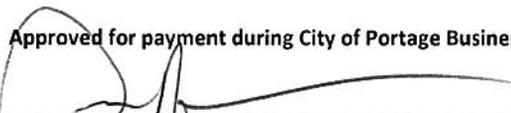
Pre Paid Expense Account #055 **\$590.19** **Balance Carried Forward**

1	7/26/2016			\$2.95	Walgreen Balance	Monthly Fees	590	Bank Fees
2	7/14/2016	2/28/2993	E05427	\$192.38	Portage Lumber Do It Best	Trash Can Liners	351	Repair/Maint Supplies - B & G
3	7/29/2016			\$37.40	Market Basket	Diesel	342	Gasoline/Oil
4	8/8/2016			(\$500.00)	Scott Davis	Card Reload - \$500	55	Prepaid Expense
5	8/8/2016			\$5.00	Walgreen Balance	Reload Fee	590	Bank Fees
6								
7								
8								

Total: (\$262.27)

Balance On Card: \$852.46

Approved for payment during City of Portage Business Improvement District Committee meeting dated 8/10/16.


Dennis Rupers, Treasurer
BID Board of Directors

8/11/16
Date

CITY OF PORTAGE
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 7 PERIODS ENDING JULY 31, 2016

FUND: BUSINESS IMPROVE DISTRICT FUND

ACCOUNT NUMBER	DESCRIPTION	JULY BUDGET	JULY ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
EXPENSES							
BUSINESS IMP DISTRICT							
245-00-56720-130	HEALTH INSURANCE	0.00	0.00	0.0	0.00	0.00	0.0
245-00-56720-211	SOFTWARE SUPPORT	0.00	0.00	0.0	0.00	0.00	0.0
245-00-56720-219	OTHER PROFESSIONAL SERVICES	1,000.00	0.00	100.0	12,000.00	1,385.00	88.4
245-00-56720-220	TELEPHONE	0.00	0.00	0.0	0.00	0.00	0.0
245-00-56720-221	ELECTRICITY & GAS	12.50	0.00	100.0	150.00	244.94	(63.2)
245-00-56720-241	CUSTODIAL SERVICES	2,625.00	2,500.00	4.7	31,500.00	17,500.00	44.4
245-00-56720-242	SNOW/ICE CONTROL	0.00	0.00	0.0	0.00	0.00	0.0
245-00-56720-290	TRAINING	83.33	0.00	100.0	1,000.00	0.00	100.0
245-00-56720-291	POSTAGE	8.33	0.00	100.0	100.00	9.80	90.2
245-00-56720-292	PRINTING/PUBLISHING	0.00	0.00	0.0	0.00	93.90	100.0
245-00-56720-294	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.0	0.00	300.00	100.0
245-00-56720-295	MISCELLANEOUS BUSINESS EXP	0.00	0.00	0.0	0.00	971.73	100.0
245-00-56720-296	MARKETING	1,500.00	1,365.25	8.9	18,000.00	16,458.01	8.5
245-00-56720-297	FARMERS MARKET	166.67	0.00	100.0	2,000.00	184.60	90.7
245-00-56720-310	OFFICE SUPPLIES	4.17	0.00	100.0	50.00	0.00	100.0
245-00-56720-320	PUBLICATIONS, SUBSCRIPTIONS	33.33	0.00	100.0	400.00	0.00	100.0
245-00-56720-340	OPERATING SUPPLIES	0.00	0.00	0.0	0.00	0.00	0.0
245-00-56720-342	GASOLINE/OIL	125.00	92.75	25.8	1,500.00	175.20	88.3
245-00-56720-351	REPAIR/MAINT SUPPLIES-BLDG & G	83.33	148.78	(78.5)	1,000.00	672.37	32.7
245-00-56720-352	REPAIR/MAINT SUPP-EQUIPMENT	83.33	0.00	100.0	1,000.00	324.98	67.5
245-00-56720-390	MISCELLANEOUS SUPPLIES	0.00	0.00	0.0	0.00	0.00	0.0
245-00-56720-510	LIABILITY INSURANCE	55.83	0.00	100.0	670.00	47.00	92.9
245-00-56720-512	PROPERTY INSURANCE	131.25	0.00	100.0	1,575.00	295.00	81.2
245-00-56720-550	ADMINISTRATIVE SERVICES	0.00	0.00	0.0	0.00	0.00	0.0
245-00-56720-590	BANK FEES	4.58	2.95	35.5	55.00	39.90	27.4
245-00-56720-710	COMMUNITY EVENTS	416.67	0.00	100.0	5,000.00	0.00	100.0
245-00-56720-715	GRANTS	625.00	11,000.00	(1660.0)	7,500.00	34,500.00	(360.0)
245-00-56720-731	MAIN STREET	0.00	0.00	0.0	0.00	0.00	0.0
245-00-56720-760	CONTINGENCY	0.00	0.00	0.0	0.00	0.00	0.0
245-00-56720-790	MISCELLANEOUS EXPENSE	0.00	0.00	0.0	0.00	0.00	0.0
245-00-56720-821	BUILDINGS/GROUNDS	375.00	0.00	100.0	4,500.00	3,218.13	28.4
245-00-56720-840	EQUIPMENT	333.33	0.00	100.0	4,000.00	756.00	81.1
245-00-56720-860	SMALL EQUIPMENT	829.17	0.00	100.0	9,950.00	743.86	92.5
245-00-56720-890	BANK FEES	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL BUSINESS IMP DISTRICT		8,495.82	15,109.73	(77.8)	101,950.00	77,920.42	23.5
RESIDUAL EQUITY							
245-00-59100-000	RESIDUAL EQUITY	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL RESIDUAL EQUITY		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES:		8,495.82	15,109.73	(77.8)	101,950.00	77,920.42	23.5

PORTAGE EMERGENCY PLANNING COMMITTEE MEETING

Minutes for Friday, August 12, 2016

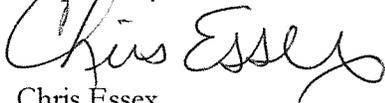
MEMBERS PRESENT: Fire Chief Simonson, Police Dept. Admin. Lt. Klafke, Director of Public Works Jahncke, City Attorney Spankowski, Columbia County Emerg. Management Johnsonb, and Director of EMS/EP Erdmann

MEMBERS NOT PRESENT: Railroad Train Master Bauer, Fire Captain Hudgens. Mayor Dodd, City Administrator Murphy, Police Chief Manthey, School Admin. Poches.

No meeting was held due to lack of quorum.

The next meeting is scheduled for Wednesday, August 24, 2016 at 10:00 a.m. in Conference Room #1.

Respectfully submitted,

A handwritten signature in cursive script that reads "Chris Essex".

Chris Essex
Recording Secretary

/ce

**City of Portage
Plan Commission Meeting
Monday, August 15, 2016, 6:30 p.m.
City Municipal Building, 115 West Pleasant Street
Common Council Chambers**

Members present: Mayor Rick Dodd, Mike Charles, Frank Miller, Chuck Sulik,
Peter Tofson, Kevin Zarecki, and Brian Zirbes

Others present: Administrator Murphy, Director Jahncke, Director Sobiek, Bill
Welsh, Craig Sauer, Perry Dorn, Kellie Dorn, and Todd Cibulka

Regular Meeting - 6:30pm

- 1. Roll call**
- 2. Approval of minutes from previous meeting.**

Charles asked that the June 20 minutes be corrected by changing Agenda Item 2 to reflect that motion to approve the previous meeting minutes at the May 16 meeting was made by Tofson, not Charles, and that the second to that motion was made by Charles, not Zirbes. In addition, strike the following verbage in this section as follows: 'In addition, in Agenda Item 3, change the second to the motion to elect Charles as Vice Chair to reflect Zirbes making the motion, instead of Miller'.

In addition, change the May 16 minutes, under Item 2, to reflect that the motion to approve the previous meeting minutes was made by Charles, not Zirbes, and that the second to this motion was made by Zirbes, not Charles.

Lastly, in the May 16 meeting minutes, under Item 3, strike 'Charles nominated Zirbes for Vice Chairperson'.

Motion by Charles, second by Zirbes to approve the minutes as corrected. Motion passed 5 to 0 on a call of the roll, with Chair Dodd, Charles, Miller, Tofson, and Zirbes voting Yes, with Sulik and Zarecki abstaining.

- 3. Discussion and possible action on site plan for AMM, Inc, 811 Hamilton Street.**

Director Sobiek reported that AMM, Inc has submitted plans to renovate and upgrade the former Sta-Care, Inc property at 811 Hamilton Street. AMM, Inc is purchasing this property and moving the company's headquarters and machining and fabrication business from Poynette to this new facility.

The site plan, with a developer's checklist, was submitted with site plan details, plan narrative, building demolition areas A and B, first floor plans and exterior elevations, including:

- Demolishing and removal of 3,275 sf of the northwest portion of the existing 53,400 sf building. The building will be 50,125 sf at the completion of the project. 47,150 sf will remain as is and house the machining and fabricating operation of the business. The remaining 2,975 sf will house remodeled office space with a new exterior and front entrance. The cedar and gray metal, with blue windows, will give the front of the building a new updated appearance, as shown.
- The footprint of the demolished part of the building will become green space, a grass lawn entry court, for the new office building's front entrance.
- The existing gravel roadways and parking on the north side of the building will be paved. No new parking areas are planned. The City Code requirement for off street parking requirement is one space for each employee on the largest shift (15). Existing parking is more than adequate to handle existing employees, as well as future additional employees.
- There will be a reduction in impervious surface created by the new green spaces shown on the plan. As a result, no storm water management plan is required.

Meetings with the adjacent landowner to the east have resulted in that parcel owner making improvements to satisfactorily address previous storm water flow issues.

Any outside storage would be on the south side of the building in areas currently or previously utilized as outside storage.

Although future landscaping in the green space area is planned, the fact that there is no new building addition nor any new parking lot area would not necessitate a landscaping requirement.

Existing parking lot lighting will remain with no new exterior lighting shown.

The owner plans on submitting a follow-up package for signage, including a sign on the building and utilizing the existing ground sign.

Existing utility and gas service to the site is still serviceable.

Tofson inquired as to whether the outlets near the back of the property would be utilized. Mr. Cibulka indicated he was unsure of their utilization at this point in time.

Tofson recommended that both handicapped parking stalls be the same dimensions.

Sulik asked what AMM, Inc's business plan is after moving into the new facility.

Cibulka stated that AMM, Inc has been in business for 28 years, primarily manufacturing food related and other manufacturing equipment for clients such as Oscar Mayer, cheese plants, book manufacturers, feed mills, farmers (augers), and the canning industry. The overall long term goal of the company is to develop product lines for specific customers versus repairing existing equipment for these customers.

Motion by Charles, second by Sulik, to approve the AMM, Inc site plan as presented and submitted for 811 Hamilton Street. Motion carried 7-0 on a call of the roll with Chair Dodd, Sulik, Miller, Zirbes, Zarecki, Tofson, and Charles voting yes.

4. Discussion and possible action on discontinuance of the undeveloped portion of Huron Street between Jones Street and Denning Street.

Director Sobiek reported that Perry Dorn and Les Pettibone have petitioned the City to vacate the undeveloped ROW portion of Huron Street between Jones Street and Denning Street.

Sulik inquired as to whether the City planned any utility easements in the future through this undeveloped portion of the Huron Street ROW. Director Jahncke indicated the City did not plan on any utility easements in this undeveloped street ROW.

Motion by Charles, second by Sulik, to recommend approving the vacation of the undeveloped portion of Huron Street, between Jones Street and Denning Street. Motion passed 7-0 on a call of the roll, with Chair Dodd, Tofson, Zirbes, Miller, Sulik, Zarecki, and Charles voting yes.

5. Discussion on Comprehensive Plan Update.

Director Sobiek reported the City's Comprehensive Plan, enacted in 2008, needs to be updated by the City by 2018 in order to comply with state law. Toward this end, the Plan Commission prioritized the 51 Item Action Item list this past year.

Tofson asked whether the Plan's prioritized Action List undertaken by the Plan Commission in 2015 was compiled. Sobiek responded that the prioritized list data was available for compilation, and could be provided to the Commission.

Zarecki inquired as to whether the Plan's Action Item List were goals or a 'wish list'.

Chair Dodd responded that the list is a set of goals, but that it is up to the City Council and Committees on how fast to accomplish them. He indicated the 51 items are itemized randomly in no particular order, and that they were facilitated by an outside consultant who helped develop the Comprehensive Plan.

Administrator Murphy indicated that some of the 51 items have been stalled by State legislation, such as the goal of enacting a stormwater utility. Another example is Wisconsin Act 176 that now prohibits municipalities from licensing multi-family housing, except on a complaint driven basis. In addition, he indicated 'market forces' have resulted in multi-family housing development in the City eclipsing the Plan's priority for traditional neighborhood or single family housing in recent years

Chair Dodd suggested the list be divided into those items that have been completed, partially completed, and not completed at all.

Sulik suggested that the Plan's Action Items be revisited and reprioritized, initially by Staff.

Tofson inquired as to whether the Commission should add new items and ideas to the original list. Director Murphy responded that, yes, new action items could be added as part of the Plan's update required by 2018.

Miller stated that the updated Plan should put a priority on addressing the City's many infrastructure needs.

Director Jahncke indicated that although the City has no comprehensive survey on its infrastructure needs, it is getting a handle on them through the City's 5 year Capital improvement plan, as well as 'spot televising'.

Miller asked if the City had a fiscal estimate on all infrastructure needs. Jahncke responded that he estimates the cost would be upwards of \$120 million.

Chair Dodd asked if Staff could provide the updated priority Action Item lists, as discussed and recommended, could be prepared by the next Commission meeting. Director Sobiek indicated that they could.

6. Adjournment.

Motion by Charles, second by Tofson, to adjourn. Motion passed 7 to 0 on call of the roll. Chair Dodd, Miller, Zarecki, Charles, Tofson, Zirbes, and Sulik voted yes.

The meeting concluded at 7:11 p.m.

Respectfully submitted

Steven Sobiek,
Director, Business Development and Planning

Date Approved: _____

DRAFT

**City of Portage
Tourism Promotion Committee Meeting
5:30 pm on Tuesday, August 16, 2016
City Municipal Building, 115 West Pleasant Street
Conference Room Two
MEETING MINUTES**

Members Present: Marty Havlovic, Marianne Hanson, Bill Kutzke

Members Absent: Carole LaVigne

Others Present: 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 Bill, second by Marianne 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

None.

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

Marianne gave an update:

- FWSQ has hired a new Executive Director - Paul Nelson.
- Good responses this summer from the Rockford TV ads.
- Edsel Car Show Recap – estimates from Dept. of Tourism impact formula is that they had an impact of over \$100,000 back into the area.
- Drew Nussbaum will be our new Dept. of Tourism Rep.
- Getting calls from Chicago area for visits from our guide shipments to this area.
- Judy Eulberg had 12 people attend her downtown walking tours for July/Aug
- Working on promotion ideas for winter campaigns
- Events coming up: Taste of Portage, HIAH History Weekend, Skate Park Levee Cruise, Triathlon
- Summer online campaign reports from online with Capital Newspapers show good responses.
- Columbia County Fair had great attendance this year.

6. Discussion and action on 2017 budget directives and schedule

- Marty will make some changes to the documents for the grant applications. These will be posted on the City of Portage website as well as available in print to walk-ins. Marianne is going to email the past grant recipients informing them of the 2017 grant process and deadlines. The deadline for grant applications is Friday, September 9,

2016. Individuals requesting funds should attend the September 27, 2016 meeting and give a report to the committee on the past activity as to how it went and what they plan to do for the activity in 2017.

- The committee agreed to keep the budget similar to last year and the goal will be to spend 50% of the budget on marketing and advertising items for 2017.

7. Discussion and action on meeting date and time

Future meetings will be September 13th and September 27th at 5:30pm.

Individuals requesting funds for 2017 should attend the September 27th meeting.

Tentatively scheduled Tuesday, October 4th at 5:30pm as the meeting where we will finalize our 2017 budget.

8. Adjournment

The meeting was adjourned at 5:50pm with a motion by Bill, second by Marianne.

Motion carried unanimously on the roll call of 3-0.

Minutes submitted by Marianne Hanson

Date Approved: _____

**City of Portage
Airport Commission
Wednesday, August 17, 2016, 7:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

Members present: Rita Maass, Chairperson; Jeffrey Monfort, Barry Erath, William Kutzke, David Tesch

Member excused:

Others present: Director Jahncke, and Bill Welsh (Cable TV)

1. Roll Call

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

2. Approval of minutes from June 15, 2016

Motion by Erath, second by Kutzke to approve the minutes. Motion passed 5 to 0 on the call of roll.

3. Discussion about Airport Meeting with the BOA from June 29, 2016

Jahncke: Presented his memo.

Maass: clarification of timeframe of the ALP coming to the City prior to final approval.

Tesch: Important to note that the Airport contributed to City savings in regards to the lift station.

Kutzke: Where is the BOA in hiring Omni?

4. Discussion and Possible action on the City properties that surround the airport.

Kutzke: Possibly leasing back the water site if aeronautically obligated.
Portage smallest airport footprint as possible.

Maass: What are park board's plans for undeveloped parkland?

Kutzke: Lease back to water building lot #6 to the City.

Maass: Parcels 7 & 8 are life estate property

Jahncke: I would like the chance to ask the BOA what uses define aeronautically obligated.

Maass: No need to touch City ROW #9.

Jahncke: This is a multi-step process. It would have to be first recommended to planning commission and then planning commission would have to recommend it to Common Council.

Motion by Kutzke, second by Erath to direct Jahncke to ask the BOA about the uses of parcels 6, 5, and 2 and whether the uses could continue if the parcels were aeronautically obligated prior to a formal recommendation to plan commission. The commission at this time would support moving parcels labeled 1-8 and vacate ROW labeled 10 and 11 and include those as City property on behalf of the Airport and in the future use the Water maintenance building for an airport purpose after Park and Recreation is out of the building. Pass 5-0 on a call of roll.

5. Discussion and possible recommendation on BOA contract runway resurfacing.

Jahncke: Mike Gabor of the BOA confirmed that the remaining funds would be used to crack fill the cross runway. The city will contract out the painting directly with Struck and Irwin's sub Crowley for the reduced price of \$4700 due to the fact the contractor doesn't have to pay prevailing wages.

No action necessary.

6. Discussion of airport commerce and competitive airports.

Kutzke: Option for financing of Baraboo's airport and verifies the approach that the City has to do smaller projects before commencing on the larger projects.

a. Advertising

Maass: John Poppy would like to put in an ad in Midwest Flyer magazine. Find out what it costs and budget for it.

Tesch: We are one of four in the state with the new fuel.

b. Planning for Airport Business

7. Reports

a. Director Public Works' report

None

b. Manager's report

Attached

c. Initial Discussion in the 2017 budget

Airport commission would like to see the following added:

Include cost of advertising in flying publications in budget to be provided by John Poppy.

Include replacing the wood on hangar doors either all at once or as a phased project over multiple years.

Consideration for the Airport manager salary and to have Jahncke to look at comparable salaries with in the state.

8. Discuss and set the date for the next meeting.

a. Possibly arrange a meeting with Mary Strait at the Portage Airport.

Jahncke: Initial contacts have been made. We need to have an agenda for our discussion.

Maass: We need to figure out a capital budget.

Kutzke: We need to have a 5% match on hand.

Maass: We need to have money or purchasing ability on hand. What do they see us accomplishing in 2017 and how much will it cost us. Push back our CIP. We will meet September 21, 2016 at 7p.

9. Discussion about putting together a resolution thanking Fred Langbecker for his time on the commission.

Yes. Possible presentation by the mayor.

10. Discussion about possible new members.

Mayor will make an appointment. Commission members should make a recommendation to Rita to talk to the mayor.

11. Adjournment

Motion by Erath and second by Tesch. Motion passed. The meeting adjourned at 8:35 p.m.

Aaron J. Jahncke, Director of Public Works

Date Approved:

Operator's Regular (Bartender)

LUCAS M. BROLIN

AMY M. BROWN

TAYLOR A. COLE

CYNDI L. DIETER

ADRIENNE A. EBERL

GINA R. PARPART

JACQUELINE A. WORDEN

Taxi Cab Operator

DEIRDRE BOYD

DAWN M. WIEGAND

City of Portage
Proposed Fee Schedule Changes
Revised 08/8/2016

Administration

2-242 NSF Checks..... \$2530

Animals

6-122(b) Keeping of Chickens..... \$1025.00

Buildings and Building Regulations (corrected 3/1/16)

~~Fence,~~ Furnace, Central AC, Windows & Door.....\$37.50 – Residential only

Businesses

14-53 Temporary Class “B” Beer Picnic\$10.00 per license ~~year~~

14-53 Temporary Class “B” Wine Picnic.....\$2510.00 per license ~~year~~

Streets, Sidewalks and Other Public Places

66.1003 Stats Right of Way Discontinuance.....\$250.00

Zoning

~~90-633~~ Parking Lot.....\$75

90-~~62771~~ Accessory structure (144 sf max)\$50.00

90-121 Fence.....\$50.00

90-122773 Above Ground Pool\$50.00

MEMORANDUM

To: Common Council
From: Shawn Murphy, City Administrator
Re: Report on Legislative & Regulatory Committee Recommendation on Klingbiel Vicious Dog Appeal
Date: August 16, 2016

On July 10, 2016 Off. Schutz was dispatched to Ms. Klingbiel residence after a request by Columbia County Humane Society, who received a call from Ms. Klingbiel seeking to surrender her dog, Odyssey Rose as it attacked and injured one of her other dogs. Schutz's Police Report on Complaint No. 16-07410 is attached for reference. After interviewing Ms. Klingbiel who indicated Odyssey Rose had attacked her other dog on three (3) separate occasions, all of which were unprovoked. As the number of attacks met the definition of a vicious dog under Sect. 6-102(a)(2), Off. Schutz informed Ms. Klingbiel that he declared the dog as vicious and it must be removed from the City within 10 days; Ms. Klingbiel initially responded that she would comply. However, on July 20, 2016 the City received an appeal from Ms. Klingbiel of the vicious dog declaration.

Legislative & Regulatory Committee (LRC) held a hearing, per Sect. 6-102(b) on August 1, 2016. Two motions (one to uphold the declaration of vicious dog and the other to overturn the declaration) failed and the LRC tabled further action until staff could provide information on Ms. Klingbiel's designation of Oddyssey Rose as her trained "service dog" and what impact, if any that would have on a declaration as a vicious dog. The City Administrator consulted with the City Attorney, who concluded that the designation (by Ms. Klingbiel) of Oddyssey Rose as a service dog has no bearing on a determination whether a dog is vicious or not. LRC held a follow up meeting on 8/16/16 in which a motion to recommend to uphold the declaration of Oddyssey Rose as vicious passed 3-1. It was noted at the August 16 LRC meeting that Sauk County will not release the dog to anyone if the City upholds the vicious declaration and additionally, may choose not to release the dog to the owner should the City overturn the vicious dog declaration.

Minutes from both LRC meetings in August, 2016 are also attached for reference.

Cc: M. Moe, City Clerk

**City of Portage
Legislative & Regulatory Committee Meeting
August 1, 2016, 7:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

Members Present: Rita A. Maass, Chairperson; Mike Charles, Mary E. Hamburg, Jeffrey F. Monfort

Members Excused: Martin Havlovic

Also present: City Clerk Moe, Deputy Clerk Ness, Sergeant Schutz, Tanya Klingbiel, Jason Klingbiel and Lauri Cline

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

1. Roll call

The meeting was called to order by Chairperson Maass at 7:00 p.m.

2. Approval of minutes from previous meeting.

Motion by Charles, second by Hamburg to approve minutes from June 27, 2016 meeting. Motion carried unanimously on call of roll.

3. Discussion and possible recommendation on appeal from Tanya Klingbiel of the vicious animal determination.

Maass stated the committee had copies of the vicious animal notification, police report, request for appeal of determination and a copy of the Vicious & Dangerous Animal Appeal Process.

Sergeant Schutz reviewed the events as stated in the police report dated 7/10/16. Portage Police was called by Columbia County Humane Society because Ms. Klingbiel had called them stating her dog Odyssey had attacked one of her other dogs, Skai, and she wanted to surrender Odyssey. Sergeant Schutz arrived on scene and observed, the dog that was attacked, Skai, lying lifeless, but still breathing. According to Sergeant Schutz, Ms. Klingbiel was holding a towel on the wound and did not want to remove the towel. She stated that the wound was approximately 3 inches long and approximately 1" deep. Sergeant Schutz observed that Odyssey had blood on his paws and jowls. Tanya stated this was the third time this week Odyssey had attacked Skai and each one was unprovoked. Odyssey is spayed and vaccinated. Odyssey seemed friendly toward Sergeant Schutz. According to Sergeant Schutz, it was Ms. Klingbiel's intent to surrender Odyssey, but Columbia County Humane Society was full and she would need to contact another shelter, Dane County, Dodge County or Sauk County. Sergeant Schutz stated that since the dog, Odyssey, had by the owner's admission attacked

another dog on three separate occasions unprovoked in the past week Odyssey was going to be declared vicious.

Tanya Klingbiel stated Odyssey was her service dog to help her with her PTSD, and movement issues. Ms. Klingbiel presented a certificate of registration from U.S. Service and Support Dog Outfitters and a U.S. Service Dog Identification Card. According to Ms. Klingbiel, Odyssey has no problems with people. The dog was trained by her to detect seizures, low blood sugar and support her if she started to fall since her ankle had been injured. Ms. Klingbiel surrendered Odyssey to Sauk County Humane Society; but stated she didn't understand what she signed, as she only wanted to board Odyssey. She stated that Sauk County gave Odyssey a behavior test, which she passed without issues. Ms. Klingbiel noted the dog was a pure bred Boxer and not a Pitbull. Ms. Klingbiel stated Odyssey had recently been spayed and maybe that's why she was moody and attacked the other dog. Ms. Klingbiel again stated she needed Odyssey as her service dog.

Clerk Moe stated that none of Ms. Klingbiel's dogs were licensed in the City of Portage this year. Jason Klingbiel, Tanya's husband, stated by statute he thought the dog was exempt from requiring a license. Clerk Moe stated by statute the fee would not be charged but the license still needed to be obtained every year. Charles presented the behavior assessment from Sauk County, stating Odyssey did well. The assessment noted Odyssey was startled with noise; and the report noted the dog was a boxer mix. There was concern from committee that being startled with noise might make the animal attack if upset.

Hamburg stated that it could have been possible that Odyssey detected the cancer in the other dog, Skai, which caused her to attack.

In response to the question about citations issued, Sergeant Schutz stated that no citations were issued for this incident as there were 7 pending citations: 1 for prohibited animals, 1 for limit number of dogs/cats, 5 for unlicensed dogs & cats (2 cats, 5 dogs, 2 foxes, 1 skunk were previously found in the home). Responding to the question of how many animals she currently has, Ms. Klingbiel stated that she has 2 puppies.

Maass closed the testimony portion of the hearing. The Committee began deliberations. Maass stated that Odyssey met the vicious criteria in set forth in the ordinance.

Motion by Maass, second by Charles for recommendation to uphold declaration by Sergeant Schutz of Odyssey Rose as vicious based on police report by Sergeant Schutz, number 16-07410; dog had bit another one of owners dogs, owner stated dog had been bitten twice before by Odyssey. Odyssey meets the criteria for vicious animal, Section 6-102(2)(b) of the Ordinances stated has on two or more occasions bitten, injured, killed, damaged, or attacked any person or domestic animal on public

or private property. Motion failed 2-2 on call of roll with Charles and Hamburg voting no.

Motion by Charles, second by Hamburg to overturn vicious animal declaration due to extenuating circumstances of recent surgery and behavior assessment report from Sauk County Humane Society dated July 14, 2016. Maass stated she couldn't support motion because if the dog was that upset because of surgery maybe it shouldn't have been around other animals; also that it should not have bitten another animal unprovoked. Motion failed 2-2 on call of roll with Maass and Monfort voting no.

Hamburg was of the opinion that the temperament of an animal can change when spayed. She further commented that PTSD can make a person unstable in decision making. Maass reviewed the severity of the bite- approximately 3" long by approximately 1" deep.

Committee reviewed the regulations for a dangerous animal as stated in the Ordinance Chap. 6, Article III, Sect. 6-102 – Vicious and dangerous animals.

Maass questioned if the dog was leashed when taken out of the home. Tanya stated the dog is always on a harness and is controlled with commands both verbal and hand signals. Concern was raised if the owner were to have an episode, what the dog would do to a stranger trying to help.

Discussion ensued regarding service dogs and if a dangerous dog can still be determined a service dog. Staff was requested to get further information.

No action taken.

4. Discussion and possible recommendation Operator License for Megan A. Morshead

Motion by Charles, second by Hamburg to recommend denial of Operator License for Megan A. Morshead due to incomplete application and two or more convictions within past five years-5/27/14 absolute sobriety law; 6/27/14 underage drinking; 6/27/14 OWI. Motion carried unanimously on call of roll.

5. Discussion and possible recommendation on change of premises description for NY Sushi Bar Inc. (Class B Combination Alcohol License)

The Committee reviewed the request to remove the outside beer garden for NY Sushi Bar Inc. (Portage Asian Cuisine). Motion by Charles, second by Hamburg to recommend to council change of premises description for NY Sushi Bar Inc. (Class B Combination Alcohol License) to remove outside beer garden. Motion carried unanimously on call of roll.

6. Discussion and possible recommendation on proposed modifications to Airport Commission and Historic Preservation Commission memberships

Motion by Charles, second by Monfort to recommend proposed modifications to Airport Commission and Historic Preservation Commission memberships. Committee reviewed changes: designated City staff shall act as a resource to the Airport Commission and Historic Preservation Commission membership reduces from 9 to 7 and clarifies the appointment of individuals with specialized qualifications is desired, not required. Motion carried unanimously on call of roll.

7. Adjournment

Motion by Hamburg, second by Monfort to adjourn. Motion carried unanimously on call of roll at 8:44 p.m.

Rebecca C Ness
Deputy Clerk

Date Approved: August 16, 2016

**City of Portage
Legislative & Regulatory Committee Meeting
August 16, 2016, 6:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

Members Present: Rita A. Maass, Chairperson; Mike Charles, Martin Havlovic, Jeffrey F. Monfort

Members Excused: Mary E. Hamburg

Also present: City Clerk Moe, City Administrator Murphy, Tanya Klingbiel, Jason Klingbiel and Lauri Cline

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

1. Roll call

The meeting was called to order by Chairperson Maass at 6:00 p.m.

2. Approval of minutes from previous meeting.

Motion by Charles, second by Monfort to approve minutes from the August 1, 2016 meeting. Motion carried unanimously on call of roll with Havlovic abstaining.

3. Discussion and possible recommendation on appeal from Tanya Klingbiel of the vicious animal determination.

Chairperson Maass reminded all that the hearing portion of the appeal concluded at the last meeting and that deliberations were suspended until this meeting giving staff the opportunity to follow up on requested information.

City Clerk Moe informed the Committee that there is no certified registration process for service animals, and an opinion from the City Attorney is that being a "service animal" has no bearing on whether an animal can be declared dangerous or vicious.

Chairperson Maass stated that she contacted ADA and was informed that it is irrelevant whether or not an animal is a service animal in regard to a dangerous or vicious designation. Chairperson Maass continued saying that the dog meets the criteria of a vicious animal as listed in the ordinance.

Ald. Charles stated that he was contacted by Sauk County today and they have had no issue with the dog; and have no idea if the recent surgery had anything to do with the dog's behavior. According to Ald. Charles, the representative from Sauk County suggested that perhaps the environment the dog was living in had something to do

with the dog's behavior. If the declaration is overturned, Sauk County may not give the dog back to Ms. Klingbiel, but instead put the dog up for adoption.

Ald. Monfort stated that he took no pleasure in the decision to take the dog away from the owner, but was concerned about the possibility of the dog biting again since it has already bitten three (3) times. Ald. Monfort stated he supported the police determination.

Motion by Monfort, second by Charles to uphold the vicious animal declaration made by the Police Department. In response to Ald. Havlovic's question as to ownership of the dog, Ms. Klingbiel stated she signed the wrong papers when she took the dog to the Humane Society. She commented that it would cost \$50 to change the paperwork, plus the boarding fees and fees for food to regain ownership. Motion carried 3 to 1 on call of roll with Charles voting no.

4. Adjournment

Motion by Charles, second by Havlovic to adjourn. Motion carried unanimously on call of roll at 6:14 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

Date Approved:

> Subject: BID
> From: mmhooper1@gmail.com
> Date: Tue, 10 May 2016 07:26:59 -0500
> To: shaneschmidt@hotmail.com
>
> Shane,
> As of May 9th 2016 I will be resigning from the BID board.
>
> Sorry,
> Myrna Hooper
>

This email is on a publicly owned system, subject to open records and archival requirements under Wisconsin State Law. This email and any attachments may contain confidential information that is exempt from disclosure under applicable law. If you received this email in error, please notify the sender, delete the email and any attachments and do not use, disclose, or store the information it contains

Ovarian Cancer Awareness Month Proclamation

WHEREAS, ovarian cancer is the fifth leading cause of death in women and the deadliest of all gynecologic cancers; and

WHEREAS, early detection and treatment of ovarian cancer often means the difference between a woman's life and death; and

WHEREAS, ovarian cancer awareness month provides an opportunity to learn more about the causes and warning signs of this deadly disease, so that ovarian cancer can be detected early and treated effectively, thereby improving the survival rate and quality of life for the women whom ovarian cancer affects.

NOW THEREFORE, I, Rick Dodd, Mayor of Portage, Wisconsin, do hereby proclaim the month of September 2016 as

OVARIAN CANCER AWARENESS MONTH

Given under my hand this 25th day of August
2016, at Portage, Wisconsin.

Rick Dodd, Mayor