

**City of Portage Common Council Meeting
Council Chambers of City Municipal Building
115 West Pleasant Street, Portage, WI
Regular Meeting – 7:00 p.m.
October 13, 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 – Park and Recreation
7. Consent Agenda
 - A. Reports of Sub-Committees, Boards, and Commissions
 1. Park and Recreation Board, September 6, 2016 and October 4, 2016
 2. Plan Commission, September 19, 2016
 3. Business Improvement District Board of Directors, September 21, 2016
 4. Finance/Administration Committee, September 26, 2016
 5. Tourism Promotion Committee, September 27, 2016
 6. Board of Zoning Appeals, October 3, 2016
 7. Legislative and Regulatory Committee, October 3, 2016
 8. Historic Preservation Commission, October 5, 2016
 9. Municipal Services and Utilities Committee, October 6, 2016
 - B. License Applications
 1. Operator
 2. Taxi Cab Operator
8. Unfinished Business
9. New Business
 - A. Ordinances
 1. Ordinance No. 16-012 relative to Fire Prevention and Protection
 2. Ordinance No. 16-013 relative to Motor Vehicles and Traffic (Parking – West Conant Street)
 3. Ordinance No. 16-015 relative to Business Licenses (Reserve “Class B” Alcohol License Economic Development Grant)

- B. Resolutions
 - 1. Resolution No. 16-044 relative to Taxi Contract
 - 2. Resolution No. 16-045 relative to Taxi Vehicle Lease Agreement.
 - 3. Resolution No. 16-046 relative to Declaring Intent Regarding the City's Preference for the Lane Widths for USH 51 From E. Mullett to Ontario St. for the USH 51 Reconstruction Project, WisDot Project ID: 6918-01-72

- C. Consideration of recommendation for "Class A' Combination License for BonBon and Bordeaux LLC, Tracy K. Fuqua, agent, 201 DeWitt Street

- D. Consideration of recommendation for claims

- E. Consideration of recommendation for transfer of funds to Mass Transit (taxi) fund for taxi repayment

- F. Consideration of recommendation on Revision #1 to Project Agreement for Canal

- G. Proclamation
 - 1. Wisconsin School Board Appreciation Week

- H. Mayor's Comments
 - 1. Committee of the Whole meeting

- I. City Administrator Report
 - 1. Follow up on Turnout for Transportation event

- J. Closed Session
The Common Council will go into closed session pursuant to Wisconsin State Statutes 19.85(1)(e) to discuss the sale price of public property

- K. Return to Open session for remainder of the meeting

- L. Consideration of recommendation on Pre-Development Agreement with Kasten Living Trust

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

September 22, 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, Hamburg, Kutzke, Monfort, Nachreiner

Excused: Ald. Havlovic, Klapper, Maass

Also Present: Mayor Dodd, City Clerk Moe, City Administrator Murphy,
City Attorney Spankowski

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

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval of Agenda

No changes.

5. Minutes of Previous Meeting

Motion by Charles, second by Hamburg to approve minutes of the
September 8, 2016 Common Council meeting and the closed session
minutes of the September 8, 2016 Common Council meeting. Motion
carried unanimously on call of roll.

6. Department Report – Administration

City Clerk Moe reported on department activities: reviewing RFPs for the
Employee Assistance Program, Audit Services, and Compensation
Classification Study; work continues on the redesign of the City's website,
photos and documents have been uploaded, the next step is the design
creation, launch is planned for December 22; preparing for Health
Insurance Open Enrollment; following Wisconsin Legislative Study
Committee on publication of government documents and legal notices
who is considering allowing for postings on a website in place of
publishing, which would result in significant savings; property tax bills will
contain additional information.

There have been important changes in election laws, which are now in effect. Recent developments in two court cases regarding election laws have an impact on the November election: the Photo ID requirement remains unchanged; the time limits for absentee voting have been removed resulting in in-office absentee voting being six weeks instead of two; residency requirements changed; the prohibition on emailing ballots has been removed.

Mailings are being sent out from various groups, not connected with the city, regarding voter registration and absentee voting.

Wisconsin is now part of the Election Registration Information Center (ERIC) and will be mailing postcards to residents who are not registered to vote.

Absentee voting began today and continues through November 4th. There are State and Federal deadlines this week. Registration continues through November 4th.

The layout for the polling place will be one-way with electors being directed to enter through the front door or door on the southeast side of building; and exiting through the door on the northeast side of building.

7. Consent Agenda

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

Board of Zoning Appeals meeting of September 7, 2016

Historic Preservation Commission meeting of September 7, 2016

Finance/Administration Committee meetings of September 8, 2016 and September 12, 2016

Library Board meeting of September 13, 2016

Tourism Promotion Committee meeting of September 13, 2016

Human Resources Committee meeting of September 13, 2016

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

B. License Applications

Operator license applications for Angela M. Hall, Pamela D. Livingston, Kristine A. Massari, Kevin R. Webb.

Taxi operator license applications for Jackie J. Bortz and Jesse J. Crye.

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

8. Unfinished Business

None.

9. New Business

A. Ordinances

Ordinance No.16-010 relative to Adopting an Amendment to the Official Zoning Map for the City of Portage, Columbia County, Wisconsin was read. Motion by Hahn, second by Nachreiner to suspend the rules and have the second reading of Ordinance No. 16-010 relative to Adopting an Amendment to the Official Zoning Map for the City of Portage, Columbia County, Wisconsin and have it read by title only. Ald. Charles questioned if there was a need to suspend the rules. There was no need to act on this tonight according to Mayor Dodd. Motion carried unanimously on call of roll. Motion by Hahn, second by Charles to pass Ordinance No.16-010 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. Consideration on recommendation for award of Employee Assistance Program Contract

Motion by Nachreiner, second by Hamburg to award the contract for the Employee Assistance Program to Pauquette Center for Mental Health. Motion carried unanimously on call of roll.

C. Consideration on recommendation for award of Audit Services Contract

Motion by Nachreiner, second by Hahn to award the contract for audit services to Baker Tilly Virchow Krause, LLP. Motion carried unanimously on call of roll.

D. License Application – Secondhand Dealer, Tamara S. Cebery, Tam’s Treasures

Motion by Charles, second by Hamburg to grant Tamara S. Cebery, Tam’s Treasures a Secondhand Dealer license. Motion carried unanimously on call of roll.

E. Mayor’s Comments

Upcoming events: Greater Portage Youth Education Foundation Tailgate Party, September 23rd; Downtown Beer Hop, September 23rd; Walk for Hope benefitting Prevent Suicide, September 24th; meat raffle at Jack’ Tap, September 24th; Sharing Supper, September 26th; Dedication of KIA Memorial at Blue Star Park, September 27th; Summer Speaker Series at Indian Agency House, September 27th; Rendezvous at the Fort, October 8th; Police and Fire Open House, October 8th; Friends Fall Festival MacKenzie Center, October 22nd;

Wine Walk, October 28th; Halloween at Portage Theaters, October 29th.

Police Department plush K-9 puppies are for sale for \$20.

F. City Administrator Report

The Turnout for Transportation meeting will be held September 29th at 7:00 p.m. at the County Highway Shop in Wyocena. This is a coordinated effort with Wisconsin Counties Association, Wisconsin Towns Association and the League of Wisconsin Municipalities to have a statewide event in every county on September 29th. The meetings will bring attention to the state's transportation needs as funding is deteriorating and inadequate. Projects are being reduced and delayed. The current state funding structure is not sustainable.

10. Adjournment

Motion by Charles, second by Nachreiner to adjourn. Motion carried unanimously on call of roll at 7:35 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

Date Approved: _____

City of Portage Parks and Recreation Board Meeting

Tuesday, September 6, 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, Mark Hahn and Todd Kreckman.

Parks and Recreation Manager Dan Kremer and reporter Craig Sauer, Gayle Mack, Nancy Schaper, Mayor Rick Dodd, Gary O'Hearn, George Beasley, Nancy Beasley, Marianne Hanson, Shawn Murphy, Kyle Little, Mike Hurd, Dan Kremer

2. Approval of August 2nd meeting minutes.

Motion by Charles to approve minutes as presented, second by Hahn.
Motion passed on a 4 – 0 roll call vote with Kreckman abstaining.

3. Presentation of proposal by Portage Service Club Association (PSCA) for band shell in Pauquette Park.

Manager Kremer introduced George Beasley as spokesperson for the PSCA after reminding those present of the various clubs that comprise the Portage Service Club Association and projects they have completed for Portage.

Beasley, noting that Portage has a history of pride in music, the arts and the City parks announced that the PSCA would like to recommend the vision of a Band Shell to be constructed and placed at Pauquette Park as their project for 2017-18. Beasley stated the PSCA would also be responsible for raising the majority of the money needed to fund a 70' x 30' band shell to be placed adjacent to the Bridal Pond where an existing concrete slab is currently located. The club would be responsible for purchasing materials and installation of the band shell, plus install concrete for placement at an approximate value of \$300,000. The club is seeking endorsement to enter into a Memorandum of Understanding with the City of Portage.

Kremer further explained the points of the agreement the PSCA is seeking from the City of Portage.

Discussion followed with Mayor Dodd stating that while he was very much in favor of the project, he expressed concern that the neighborhood might have issues with parking, event noise and resale values of neighborhood property. He also felt viewing any production from across the pond might be a disadvantage. Charles and Hahn expressed concern if Pauquette Park is the best place for a Band Shell due to traffic and parking issues.

4. Discussion and proposal by Portage Service Club Association.

Topic was tabled until Pauquette Park neighborhood input could be obtained and brought back for discussion at the October meeting.

5. Discussion and possible action on skate park rules and sign.

Kremer directed the board's attention to the proposed sign of rules for the skate park and introduced Officer Fehd to assist with any discussion regarding Ordinance enforcement.

The general rules outlined the existing park rule ordinances on proper park etiquette, emergency procedures, adult supervision for children under age 10, posted hours of operation of "8 am to dusk" and restricted the use to only skateboards and encouraged the users to wear proper protective equipment. A discussion regarding bike use and how their not being allowed could be enforced followed. Hahn felt the rule prohibiting drug use was redundant since drug use was not allowed anywhere, and should be taken off the sign. Rollerblades and non-motorized Scooters were suggested to be allowed along with the skateboards.

Motion by Charles to approve the Portage Family Skate Park at Goodyear Park General Rules sign as presented with noted changes. Second by Kreckman
Further discussion by Kremer to note that past rules for the First Ward skate park were not incorporated into these rules and don't apply, but will need to be looked at in the future.

Motion carried on a 5-0 roll call vote.

Further discussion from Kyle Little announcing that Tony Hawk's son, Riley, will be in attendance at the Skate Park grand opening and that he also has acquired 3 skate decks personally signed by Tony Hawk to be auctioned off on eBay. Another board auctioned off in another WI city was purchased for \$25,000 and he was hopeful the decks would raise a significant amount of money for the next phase of the Portage Family Skate Park.

6. Discussion and possible action on north end of fairgrounds design proposal.

Kremer stated that at the last meeting the board approved the topical map of the north end of the fairgrounds and that the board directed to move forward with the ballfields and roadway design. Rettler has completed Phase 2 development project of the soccer complex and is in the process of designing the softball field at the Bruce A Smith Little League Complex. Rettler proposes to create a specific program to the proposed parking lot southwest of the proposed ball fields creating 35% design documents at a cost not to exceed \$12,500.

Kremer stated \$16,000 was budgeted for 2016 design including the master planning and that the topographical map cost was \$1,800 leaving \$14,200 for the design work. With

the master planning being removed, it should bring the proposal under budget for design.

Kremer recommended the board approve moving forward with Rettler's schematic design documents to the City as presented.

Motion by Hahn to accept the proposed design on the north end of the fairgrounds as presented and not to exceed \$12,500. Second by Charles.

Motion carried on a 5-0 roll call vote.

7. Discussion and possible action on playground budget for 2017 and matching playground grant from charitable foundation.

Kremer informed the board that he had recently been approached by a charitable foundation and they expressed interest in increasing the value of playground facilities and equipment with the City Parks. A representative from this foundation sought information on playground cost and timelines in which the City had equipment scheduled to be replaced. They wished only to participate in playground projects and that the project or projects must be completed in 2017.

The foundation would like to partner with the City and match City funds up to \$50,000 to be donated in 2016 for project to be completed in 2017.

Currently, the park board has budgeted \$25,000 for 2017 for Sanborn Park playground, \$15,000 for Pauquette Park playground for 2018, and \$21,000 for Silver Lake Beach playground for 2019.

Kremer shared three possible projects to utilize the foundation's matching funds and asked the board for discussion and a decision of acceptance of this proposal. Kremer also stated that the Parkland fund has an undesignated fund balance of approximately \$140,000 following the completion of 2016 projects.

Charles asked if there were any stipulations or requirements from the foundation attached to the \$50,000 allocation and Kremer said there was not, just that it had to be spent by 2017.

Kremer recommended the City budget an additional \$50,000 to make use of the foundations matching funds.

Motion by Charles to accept the matching foundation funds and to increase the next years budgeted funds to \$75,000 to do three parks. Second by Messer.

Further discussion as to whether or not it should be two or three parks in the budget and it was decided it could be explored further as the proposal and costs are formulated.

Motion carried on a 5-0 roll call vote.

8. Discussion on beach complaint by Tom Reick

Kremer summarized a complaint by a community member in relation to boat parking at Silver Lake. Discussion followed about parking stalls at Silver Lake Beach parking lot.

9. Discussion and possible action on Girls Youth Basketball 2016

Kremer informed the board the Youth Basketball organization in the City of Portage has disbanded and that the Portage Boys Hoops Club will be running all boys youth basketball activities. Kremer stated no group has stepped forward for the girls program and that he recommends the City run the program with the proposed fee of \$100.00 per participant. Kremer presented the budget to the board for review.

Motion by Hahn that the Park and Recreation run the Girls Youth Basketball program with the selected fee of \$100 per participant. Second by Charles

10. Old Business

- Soccer field update - lights tentatively scheduled to be installed on 9/19, blue grass is growing in nicely, fields were recently mowed for the first time
- Skate Park Grand Opening - be held on September 9th at 6:30 pm
- KIA Unveiling Ceremony - will be held at 5:30 pm on September 27th at Blue Star Park

11. Future agenda recommendations

Skateboard Park Phase 2

12. Managers' Report

a. Historic Designation application

Kremer informed the board that the City received an application for the Sunset tennis court and lot be designated as an historic site. The Ordinance regarding procedures and what designates an historic site are listed in Chapter 34-30 to 34-32. Kremer stated a meeting had taken place between Doug Klapper, Brian Zirbes, the Mayor, Shawn Murphy and himself in which the application was discussed. Kremer stated it was felt following that meeting that the Historic Preservation Committee and Parks Board should have a joint meeting to discuss the application before a public hearing was scheduled. Kremer asked the board if they would like to do that at the October meeting or have a separate meeting to just discuss this item.

Zirbes stated the criteria for doing this is that the site has to have some age to it and someone has to fill out an application.

Kreckman said he does not need to be at a meeting if the preservation committee wants to designate it.

Zirbes stated that if the preservation committee wants to go this route then the common council, mayor and city administrator need to handle the historical significance of this item and that the common council needs to get a handle on what the historic preservation is deeming historic and develop criteria for them to follow.

Hahn stated that if it is designated it just restricts what the Park Board may do.

13. Adjournment.

Zirbes asked all in favor to adjourn say Aye. No nay's. Motion Passed.
Meeting adjourned at 7:05 pm.

Minutes submitted by
Leslie Hawkinson, Administrative Assistant
Park and Recreation Department

Date Approved: _____

DRAFT

City of Portage
Park and Recreation Board Meeting
Tuesday, October 4, 2016, 6:00 p.m.
Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes

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 and Todd Kreckman

Parks and Recreation Manager Dan Kremer, Gary O’Hearn, Nancy Beasley, Nancy Schaper, Mike Hurd, Marianne Hanson, City Administrator Shawn Murphy, Betsy Bergman, and reporter Craig Sauer.

2. Approval of September 6th meeting minutes.

Motion by Charles to approve September 6th meeting minutes, second by Messer

Motion passed 5-0 on a roll call vote

3. Discussion and possible action on installation of gaga ball pit in Collipp-Worden Park by Portage Girl Scouts – presented by the girl scouts.

Maggie Zirbes and Arora from the local girls scout troop presented information on a gaga ball pit and requested permission to work with the Parks and Recreation Department on installing it in Collipp-Worden Park. Troop proposed to cover cost of supplies.

Kremer stated there is plenty space in Collipp-Worden to install the item and that the Parks crew could assist with assembly in late winter inside of building 8. Kremer recommended to the board to approve the project

Charles asked if it was a fixed or movable unit and Hahn asked what type of surfacing the unit is installed on. Discussion followed.

Motion by Hahn to approve building of gaga ball pit inside Collipp-Worden. Second by Messer

Motion passes on a 5-0 roll call vote.

4. Discussion and possible action on band shell at Pauquette Park.

Kremer presented two neighborhood feedback returns to the park board not in support of the project. One was from a resident who removed their name. Kremer also stated he received one verbal positive feedback.

Hahn asked if the proposed shelter structure would be located in the same location as the current slab and that by doing so, there would be no space for seating in front of the cement slab. Hahn stated without seating in front of the stage doesn’t allow him to think big because parents will not be allowed to sit close to performances.

Discussion followed regarding seating arrangements and placement.

Zirbes stated he shares some of Mr. Hahns concerns after looking at Bowman Park and Beaver Dam's band shell. Zirbes asked if moving the shelter to the east and up within the hill farther would correct the seating concerns.

Marianne Hanson shared the board had looked at multiple locations within the park and the high water levels in areas were what lead them to look at the current location.

Discussion followed regarding alternate locations within the park.

Kreckman stated he had sticker shock when he saw the \$300,000 proposal.

Discussion followed regarding project budget and potential users.

No action taken

5. Discussion and possible action on tree budget and ash tree removal/treatment.

Kremer summarized this item as dating back to when Emerald Ash Borer (EAB) was discovered in 2015. Kremer stated the tree inventory lists 596 ash trees along street boulevards and parks which have a combined diameter inch measurement of 8,914 inches. Kremer stated cost to treat is based on diameter inches and ranges from \$6 to \$8 per diameter inch. Average size of an ash tree in Portage is 15" which equates out to \$105 to treat an ash tree each time; trees must be treated every two years. Kremer stated 164 trees were recommended to be considered for treatment following the inventory. Kremer stated if all 164 trees were treated, it would cost \$17,220 every two years to continue treatment. Kremer stated there is no evidence that the trees would survive without treatment every two years.

The estimates provided showed \$400 to remove one tree and to plant one 2" tree estimates showed \$275. Staff's recommendation was to increase planting budget from \$4,000 per year to \$10,000 per year to allow for approximately 60 trees to be planted each year and to forego treatment of ash trees unless a resident wishes to adopt an ash tree and pay for treatment. Adoption program would be coordinated through the Parks and Recreation office and the City would still hold the authority to remove if the tree is discovered to have EAB.

Hahn asked where this would go within the budget. Kremer stated he is requesting to increase the operational budget to include the increased planting funds.

Discussion followed regarding the budget

Motion by Charles to recommend to finance committee to increase annual planting budget to \$10,000, second by Hahn.

Administrator Murphy added the Wachtel Tree Inventory was a great planning tool in helping the City begin addressing EAB.

Motion passed on a 5-0 roll call vote

6. Discussion on playgrounds and potential grant from area trust.

Kremer gave an update on the potential grant discussed the month previous. Kremer informed the board the trust is strongly interested in one ramped structure with rubberized surfacing. Kremer said Pauquette Park seemed to be their greatest interest. Kremer asked the board if they would still be in support of partnering with the trust if only one structure was constructed instead of two.

Discussion followed regarding the project parameters

No action taken

7. Review of 2017 capital projects and 5 year capital project plan.

Kremer presented the 5 year capital budget and parkland budget to the board and stated this spreadsheet was updated to reflect the proposed changes from the board's recommendations from earlier this year. Kremer asked the board to review and make and change recommendations. Kremer also presented the total capital budget borrowing being proposed for the City and how close that would bring the City to the allowed borrowing capacity. Kremer requested the board prioritize next year's projects in case a project(s) was cut due to the borrowing capacity.

Kremer stated his notes show that the Little League Field being priority 1 and the ball fields on the north end being priority 2 for 2017.

Kreckman stated the board should prioritize Silver Lake to get a handle on water quality and health of the lake. A short discussion followed regarding what the \$15,000 would allow for Silver Lake.

Zirbes stated the rest of 2017 items revolve around Veteran's Memorial Fields and stated they tie together and are necessities.

Zirbes asked if the loop road is a paved road within the \$700,000. Kremer provided a summary of the portion of the road that would be included within that scope. Discussion followed regarding the north end project.

Charles stated the next phase of the skateboard park should be considered. Charles stated even with it being cold out it is still being heavily utilized. Charles stated both phases were estimated together and separately and that \$6,000 savings would come from building both. Charles stated the skate park group was comfortable funding \$30,000 leaving the City share at \$120,000 for phase 2. Charles stated he would like to see that put in 2018's budget.

Messer asked the board what is our priority, the fairground improvements or the other projects.

Motion by Kreckman to approve the 5 year capital plan as outlined with removal of the band shelter money in 2018, second by Messer.

Motion passed 4-1 on a roll call vote with Charles voting no

8. Old business

A. Soccer field at VMF

-Lights to be put up on Wednesday, October 5

9. Future Agenda Item Recommendations

- Kreckman asked for Silver Lake to be on the future agenda

10. Manager's Report

A. Storage at fairgrounds

- Storage to begin on October 14, 15, and 16 at Columbia County Fairgrounds. This is the money maker for the City at those facilities.

11. Adjournment

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

Meeting adjourned at 7:20 pm.

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

Date Approved: _____

**City of Portage
Plan Commission Meeting
Public Hearing 6:25 p.m.
Monday, September 19, 2016, 6:30 p.m.
City Municipal Building, 115 West Pleasant Street
City Council Chamber**

Members present: Mayor Rick Dodd, Chairperson, Mike Charles, Chuck Sulik, Kevin Zarecki and Brian Zirbes.

Excused: Peter Tofson and Frank Miller

Others present: Administrator Murphy, Director Jahncke, Director Sobiek, Bill Welsh, Craig Sauer, Michael Mueller, Carol Mueller, Ronald Wendt, Ron Locast, Brad Boettcher, Vern Gove, Kirk Konkel, Jan Bauman

Public Hearing - 6:25 p.m.

To consider issuing a zoning map amendment for Parcel #102, 1429 STH 33, to rezone the subject property from A-1 Agriculture Zoning District to M-1 Industrial Zoning District.

Director Sobiek read the public hearing notice aloud.

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

Michael Mueller, petitioner and owner of the parcel, spoke in favor. He indicated his intention is to eventually sell the property for a possible new auto repair business. He stated the current A-1 Agriculture zoning would be a detriment to any possible sale and that the parcel should not have been rezoned to the A-1 Agriculture zoning district in his estimation.

Mayor Dodd asked if there was anyone else present who wished to speak in favor or against the petition.

Ronald Wendt, spoke in favor of the petition, indicating the Mueller's have been good neighbors for 42 years and the rezoning petition was in the best interests of all concerned.

Mayor Dodd asked a third time, if there was anyone else present who wished to speak for or against the petition. Hearing none, Mayor Dodd declared the Public Hearing closed at 6:29 p.m.

Regular Meeting - 6:30 p.m.

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

Charles asked that a correction be made in the August 15, 2016 minutes, under Agenda Item 3, to reflect that Tofson, and not Charles, made the motion, with the second to the motion made by Zirbes, to approve the AMM, Inc site plan as presented and submitted for 811 Hamilton Street.

Motion by Charles, second by Zirbes to approve the minutes as corrected. Motion passed 5 to 0, with Dodd, Charles, Sulik, Zarecki and Zirbes voting yes on call of the roll.

3. Discussion and possible action on previously approved minutes of the May 16, 2016 meeting.

Charles asked that the May 16, 2016 minutes be corrected, under Agenda Item 3, by striking, 'Charles nominated Zirbes for Vice Chairperson'.

Motion by Charles, Second by Zirbes, to correct the May 16, 2016 minutes as stated. Motion passed, 4-0 with Dodd, Charles, Zarecki and Zirbes voting yes. Sulik abstained.

4. Discussion and possible action on rezoning Parcel #102, 1429 STH 33, from A-1 Agriculture to M-1 Industrial, City of Portage, Columbia County, Wisconsin.

Director Sobiek presented his Staff report.

Sulik inquired if parcel #102 met the minimum lot size for a parcel zoned M-1 Industrial. Director Sobiek reported that parcel #102 met the 20,000 sf minimum lot size requirement for M-1 Industrial zoning.

Sulik inquired what land use the Comprehensive Plan recommend for parcel #102. Director Sobiek reported that in the original Comprehensive Plan adopted in 2008, the current and future recommended land use map listed parcel #102 as Industrial. However, the parcel was subsequently rezoned to Ag-1 Agriculture, presumably to reflect the adjoining and surrounding parcels designated land use as Resource Conservation.

Charles reported that the parcel had been home to an auto repair related business for many years and that he would like to see an auto repair business continue to operate there as a legally conforming business.

Zirbes asked whether another zoning district designation would also allow a vehicle repair and maintenance business to operate on the parcel. Director Sobiek indicated that B-4 General Business zoning would also allow a vehicle repair business to operate. However, in both M-1 Industrial zoning and B-4 General Business District zoning, a Conditional Use permit would also be required for the business to operate. Additionally, M-1 Industrial zoning would allow outdoor storage, as B-4 General Business

zoning would not. M-2 Heavy Industrial zoning would be the only zoning designation allowing a junkyard or salvage yard.

Zirbes asked if another commercial zoning district designation might offer the owner of parcel #102 more options in operating or attracting business there. Director Sobiek replied that commercial zoning districts such as B-1 Neighborhood Business or B-4 General Business would allow for retail, indoor sales or service businesses, and indoor commercial entertainment businesses (restaurants, etc) to operate, whereas M-1 Industrial zoning would not.

Mayor Dodd inquired on Director Sobiek's rationale for stating in his Staff Report that the rezoning petition is not in harmony with the Comprehensive Plan. Director Sobiek stated that he did not state implicitly that the parcel's rezoning is not in harmony with the Comprehensive Plan, but rather that it can be argued that it is not in the spirit or harmony of the plan. This is because adjoining parcels are listed as Resource Conservation and that parcel #102 was subsequently rezoned as Ag-1 Agriculture to reflect this same Resource Conservation land use.

Motion by Charles, second by Mayor Dodd, to recommend approval of the Zoning map amendment to rezone Parcel #102 from A-1 Agriculture to M-1 Industrial. Motion passed 3-2, with Dodd, Charles, and Zarecki voting yes, and Sulik and Zirbes voting no on a call of the roll.

5. Review and Discussion of Columbia County Court House Renovation And Expansion Project.

Ron Locast, Potter Lawson, outlined the Columbia County Courthouse renovation and expansion project, stating there would be a new Salley Port encompassing a 4,700 sf addition, a secure parking are for the public and staff, and the current Annex building will be taken down to build a new parking lot for staff and the public.

No sewer changes, but a new water lateral will be upgraded from 4 inch to 6 inch service.

The project team has met with the Fire Department and has incorporated new hydrants into the plan.

Since there will be no new impervious surface created, there will be no new stormwater plan for the project.

Mr. Boettcher stated that bio-filters will be installed in the parking lots to filter stormwater and remove contaminants as stormwater flows into storm drains.

Parking lot space count will increase from 113 parking stalls currently to 131 under the new plan.

Mr. Locast indicated the project team is still working on the landscaping and lighting plans. All green areas will be landscaped with ornamental trees and grasses of various sizes and varieties.

Interior Level 3 building renovations will include increased security at the main entrance, and ensuring ADA building compliance.

The first floor will be renovated for new space to house all Court-related offices, with the second floor renovated for court rooms.

Inmate transfer will only occur in secure vestibules, and the basement will see very few changes.

The Court House building will have a new sprinkler fire suppression system installed, with standpipes as recommended by the Fire Department.

Exterior changes planned for the Court House building, including the brick for the new addition matching existing exterior brick, as well as the metal panels matching current exterior design.

The new security fence will be ornamental with brick piers also matching the current building's brick color palette.

A new loading zone will be incorporated into the off-street parking lot plan.

The project plans will be officially submitted to the City for Plan Commission action in October.

Director Sobiek reported that a Staff review of these plans indicate the number of off-street parking lot spaces appears to comply with City Code. City staff has asked for a total parking lot space count, including current spaces vs. the proposed spaces, so staff can confirm this during final plan review. This has been provided.

Staff also noted the change in the security fencing from the initial plan proposed earlier and that pedestrian gate entrance to the Sally Port shown on the proposed site plan sheet (C200) does not appear on the elevations sheet or floor plan entrances.

Staff also recommends inclusion of a lighting and photometric plan for the parking lots. As indicated, a landscaping plan will also be provided with point values, with the final plan submittal.

6. Discussion and possible action on request by Jeremy and Pamela Schilling to vacate the undeveloped ROW portion of Erie Street, between Whitney Street and Jones Street; the undeveloped ROW portion of Ontario Street, between Whitney Street and Jones Street; the undeveloped alley ROW running through parcel #50 and parcel #51 between Whitney Street and Jones Street; and the undeveloped alley ROW running through parcel #43 and parcel #44 between Whitney Street and Jones Street.

Director Sobiek reported that Jeremy and Pamela Schilling, 915 Whitney Street, have requested the ROW vacations of the undeveloped portion of Ontario Street between Jones Street and Whitney Street, the undeveloped ROW portion of Erie Street between Jones and Whitney Street, the undeveloped alley ROW running through parcel # 50 and parcel #51 between Jones and Whitney Street, and the undeveloped alley ROW running through parcel #43 and parcel #44 between Jones Street and Whitney Street.

The Schillings are desirous of these undeveloped street and alley vacations to occur so that they combine parcel #50, parcel #51, parcel # 43, parcel #39, and the adjoining triangle shaped parcel labeled as Block 5.

No City utilities are planned in the undeveloped ROWs.

Director Sobiek reviewed the street and alley vacation map and exhibit for the Committee.

Motion by Charles, second by Sulik, to recommend to the City Council approval of the vacation of the undeveloped ROW portion of Erie Street, between Whitney Street and Jones Street; the undeveloped ROW portion of Ontario Street, between Whitney Street and Jones Street; the undeveloped alley ROW running through parcel #50 and parcel #51 between Whitney Street and Jones Street; and the undeveloped alley ROW running through parcel #43 and parcel #44 between Whitney Street and Jones Street. Motion passed 5-0 on a call of the roll, with Dodd, Charles, Sulik, Zarecki, and Zirbes, voting yes.

7. Discussion on Comprehensive Plan Priority Items.

Director Jahncke reviewed the Comprehensive Plan Action Item packet and memo he prepared, including:

- The breakdown of the action items to Complete, Evolving, partially Complete, Not to be Completed, and Nothing to Date categories.
- The prioritized Action Item list compiled by the Plan Commission in February, 2016.

- The prioritized Action Item compiled by the Plan Commission in July, 2013.

Mayor Dodd stated the priorities of the Comprehensive Plan Action Items will constantly change, but asked Commissioners for their suggestions. He indicated he believed the priorities of the Plan should include development of a Stormwater Plan, a Pedestrian Master Plan and the Canal Project, which is now going forward.

Zirbes asked if the Plan Commission can target missing sidewalks as part of the PATHS or Pedestrian Master Plan. Director Jahncke indicated that the City does address missing sidewalks everytime it undertakes a street project. However, with only \$100,000. In the Sidewalk Account, funds are limited to address this. Another way to address missing sidewalks is to include them in a Comprehensive Recreation Plan as a 'to do' list.

Administrator Murphy indicated that in 2014 the City Council adopted a Sidewalk Priority Plan and recommended filling in missing sidewalks as part of the plan.

Zarecki expressed concern about the bike path plan, indicating there are new bike access lanes such as on Albert Street that are not being utilized by bikers. Most bikers use the New Pinery Road corridor.

Mayor Dodd indicated that the top priority of long range planning should be discussions and agreements with the townships on the City's extra-territorial power and related issues. This will have an impact on the city's growth in the future. He also indicated that at this time, the Hamilton Street project does not rise to a top priority item.

Director Jahncke indicated that future next steps to revise the Comprehensive Plan include an RFP for a consultant to help overhaul the original Comprehensive Plan adopted in 2008. This effort will reflect current trends, and facilitate the Plan Commission in adopting a new Plan by 2018.

Mayor Dodd asked Commission members to submit their top Action Item priorities to Director Jahncke within the next two weeks. Director Jahncke indicated he will send an email reminder. The list of these new Comprehensive Plan priority action items will then be compiled and brought before the Plan Commission in October or November.

8. Update and discussion on Evans parcel, parcel #5000.

Administrator Murphy provided an update to the Commission on the 260 acre parcel purchased by the City over a decade ago for the purpose of relocating the Portage Municipal Airport there. With federal aviation officials turning down this airport relocation, the City has leased the

parcel's 237 tillable acres to Mr. Evans for cropland, and entertained a number of proposals for development that didn't go beyond the discussion stage. With the Evan's five year farm land lease expiring in February 28, 2017, future options for the property are being explored.

Murphy reported that the City Council has authorized moving ahead in soliciting offers to purchase the bulk of the property, while retaining approximately 17-20 acres in the northwest corner fronting County Road CX for commercial development.

A complex drain tile and stormwater flow system through the parcel would have to be retained via a perpetual drainage easement as this serves as a major stormwater system for the City. The pumping station to the Fox River for this stormwater system lies just southeast of the parcel on the adjoining parcel, as licensed by the WDNR.

The goal would be to solicit purchase offers in October, select a purchase proposal to buy the parcel in November and schedule a closing of the property by late December.

Mayor Dodd stated that after much consideration, it appeared prudent for the City to move ahead in selling the parcel.

Zarecki stated it would be his recommendation that the City not sell the parcel for less than the City originally paid for it.

Zirbes inquired if stormwater ponds could be constructed on the parcel to handle the stormwater system and flow. Director Jahncke responded that it would be possible, depending on the parcel's elevations.

Zirbes asked if the future buyer uses the parcel solely for agriculture purposes, would the City favor detachment to the township. Administrator Murphy said that would be an option the City could favorably consider under those circumstances.

Zirbes inquired whether any part of the Evans parcel could be utilized for designated park land since designated parkland adjoining the current Airport will likely be redesignated as Airport property. Mayor Dodd indicated there is alternate wooded property on the city's north side that could be considered for alternative designated parkland under this scenario.

9. Update and discussion on potential purchase of City portion of the vacated Skaters Way ROW and adjoining City property.

Director Sobiek reported that as part of Gary Kasten's request to vacate the Skaters Way ROW, Mr. Kasten and Rev. Justin O'Boyle/City of Refuge Church (the potential buyer of the Spinning Wheel's property) are desirous of acquiring the City's portion (southern half) of the anticipated-

to-be-vacated Skaters Way ROW. In addition, the owner of the Spinning Wheels' parcel would like to acquire a portion of parcel #2430.F2, a City owned parcel adjoining the southern half of a vacated Skaters Way ROW. In addition, parcel #3807.01 adjoining a vacated Skaters Way ROW, owned by William and Irma Brockley, is also expected to be conveyed.

If and subsequent to this ROW vacation and land acquisition taking place, the Spinning Wheel parcel owner plans to construct a parking lot on this property to meet the City's off-street parking requirements for the Spinning Wheel's roller skating business and City of Refuge Church . A pre-development agreement outlining this project, contingent upon the street ROW vacation and adjoining property acquisition as outlined, has been drafted for the City approval.

Director Sobiek reported that the vacation of the Skaters Way ROW and adjoining property acquisitions would facilitate the expected sale, and ensuing building remodel and improvement of the Spinning Wheels' property.

Director Sobiek reviewed the Vacation ROW exhibit of Skaters Way, as well as the adjoining City and Brockley parcels.

10. Update on ATC's Portage transmission line rebuild project.

Director Sobiek outlined the ATC project to rebuild 24 existing overhead transmission lines running through the city, in 2016-17. Because this project does not involve inhabitable structures and is a replacement of existing electrical infrastructure/utilities within existing ROW, Plan Commission approval is not required by ordinance.

Section 90-303, Portage City Code, does require the Zoning Administrator to issue a permit for projects in the floodplain. In reviewing this project, as well as the State permits issued, it does not appear this project will impact floodways or negatively impact floodplains.

A ROW permit is also required which has already been issued by the City for this project.

For this reason, City Staff is sharing this project plan with the Plan Commission for review, information and comments.

The Wisconsin Public Service Commission (PSC) and Wisconsin Department of Natural resources (DNR) approved this project and permits in 2014. The project will be constructed within the existing 80 foot ROW with 24 new structures (uninhabitable). As indicated on the plans, these structures will replace 26 existing structures, using a minor reroute of the existing line on the north shore of the Wisconsin River.

Nine of the new structures within the City will be constructed within 100-year floodplain. There will be no grading associated with this project within the City of Portage. Council approved a revised easement for the replacement transmission line through Sunset Park earlier this summer.

11. Adjournment.

Motion by Charles, second by Sulik, to adjourn the meeting. Motion passed 5 to 0 on call of the roll. Dodd, Charles, Sulik, Zirbes, and Zarecki voted yes.

The meeting concluded at 8:27 p.m.

Respectfully submitted

Steven Sobiek,
Director, Business Development and Planning

Date Approved: _____

DRAFT

**City of Portage
Business Improvement District Board of Directors
Wednesday, September 21, 2016, 7:30 a.m.
City Municipal Building, 115 W Pleasant St
Conference Room One
Minutes**

Present: President - Shane Schmidt, Treasurer - Dennis Rupers, Sherry Douglas, Fred Galley, John Krueger & Sheila Link.

Excused: Secretary - Mila Stahl & Director Klay Vehring

Also present: Scott Davis, BID Contractor, Director of Business Development and Marianne Hanson, Executive Director of Portage Chamber of Commerce (PACC) & guest, Cory Otto.

1. President Schmidt called the meeting to order at 7:36 am.

Discussion and request for approval of BID Meeting minutes for August 10, 2016.

President Schmidt presented the minutes from August 10, 2016 and asked for a motion to approve the minutes as presented. Director Douglas stated that the minutes incorrectly reflected that she has been collecting template information on what a downtown should "Look" like under Agenda item #3. She asked that this comment be stricken from the minutes as she is not collecting this information.

Motion by Douglas, second by Rupers to approve minutes for August 10, 2016 meeting with the correction to strike from the minutes as she is not collecting template information on what a downtown should "Look" like. Motion Passed.

President Schmidt presented the minutes from August 31, 2016 and asked for a motion to approve the 2017 Budget meeting minutes as presented.

Motion by Douglas, second by Krueger to approve minutes for August 31, 2016 Budget meeting for 2017. Motion Passed.

2. 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 health issues and Vice President, Ian Dumbleton had resigned from the Board.

Discussion moved to Building & Grounds Committee report.

President Schmidt stated that due to Director Vehring's absence, there will be no report presented to the board.

Discussion moved to Farmer's Market Committee report.

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

Discussion moved to Grants Committee report.

Treasurer Rupers presented to the Board of a \$3000 Grant request from Jared Pierson Enterprises, LLC for coordinating a Halloween Event at the old Opera House at 117 W Cook St within the BID. Family Event to be held on 10/31/16, from 4:30pm to 8:00pm with a theme of Phantom at the Portage Opera House.

Motion by Rupers, second by Krueger to approve the \$3000 grant to Jared Pierson Enterprises, LLC for the Halloween Event on 10/31/16. Motion Passed.

Discussion moved to Marketing Committee report.

Director Douglas stated that she met with the Portage Chamber of Commerce and started to specifically plan the 2017 Marketing plan due to the approved budget.

Discussion moved to the issue with the Website and the updating of the site. President Schmidt presented to the Board a contract that was appropriately signed by then VP Dumbleton with Amalgam, LLC. It was decided that the \$300 bill should be paid since we had a signed agreement. Director Douglas will utilize Amalgam to update and maintain the Portage BID Website until 2017. Director Douglas will work with the Portage Chamber of Commerce to determine an agreement for maintaining the Portage BID Website in 2017.

Discussion moved to Streetscape Committee report.

Director Link stated that she did not have a report to present to the Board this month.

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

President Schmidt stated that there was no report to present due to Director Vehring's absence. However, Director Douglas did add that the Beer Walk is coming up on 09/23/16. Directory Douglas added that they have been interviewing 3 viable candidates that are interested in their posted Coordinator position that they plan on using for 2017.

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

Claims to pay

Treasurer Rupers presented the Claims to Pay Voucher list for September, 2016. Rupers presented the Claims to pay in the amount of \$8,046.75.

Motion by Krueger, second by Schmidt to approve the presented Claims To Pay list in the amount of \$8046.75. Motion passed. Claims to pay list included as "Addendum1BIDSeptember2016.pdf."

Financials – August 2016

Treasurer Rupers presented the August 2016 financials. Financials were correct and balanced.

Motion by Douglas, second by Krueger to approve the presented Financials for August 2016. Motion passed. Financials included as "Addendum2BIDFinancialsAugust16.pdf."

5. Other Agenda Items

President Schmidt discussed the Doug Williams is asking about corn stalks for the downtown. Schmidt asked that the contractor, Scott Davis coordinate a date to obtain the corn stalks and to work with Portage Pride to coordinate a day for installation of the corn stalks throughout the BID.

Treasurer Rupers reminded President Schmidt that the Contractor's report needed to be approved. President Schmidt presented the Contractor's report with no comments or questions from the Board.

Motion by Rupers, second by Krueger to approve the September 2017 Contractor's Report. Motion passed. Contractors Report included as "Addendum3ContractorsReportSept16.pdf."

6. Adjournment

Motion by Rupers, second by Douglas to adjourn the meeting at 8:04 am. Motion passed.

Respectfully Submitted by Dennis Rupers, BID Treasurer.

Date Approved: _____

DRAFT

City of Portage
Finance/Administration Committee Meeting
Monday, September 26th, 2016 5:30 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes

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

Excused: Martin Havlovic

Also Present: Administrator Murphy, Finance Director Mohr, Director of Business Development and Planning Sobiek, Library Director Bergin, Bill Welsh - Cable TV, Craig Sauer - Daily Register, Pam Klitzke – Columbia County Humane Society, David Bain and James Grothman – Silver Lake Cemetery, Rita Bryant - DPI, Justin O'Rourke - Continual,LLC, Gary Kasten – Spinning Wheels, Dan O'Callaghan – Attny for Kasten, Justin O'Boyle – City of Refuge Church, Jerry Indermark – Resident.

1. Roll call

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

Nachreiner indicated the Cable TV from item 3 will be moved to the end of the agenda to allow Mr. Welsh to broadcast the meeting; and item 6 will be moved up after item 4 to accommodate attendees. Committee concurred.

2. Approval of minutes from September 12, 2016.

Motion by Hahn, second by Klapper to approve minutes from September 12, 2016. Motion carried unanimously on call of roll.

3. Discussion and Review of 2017 Agency Requests, Library, Cable TV, Other Funds (TIF, PEC, etc).

The various agencies presented their request to the committee starting with Pam Klitzke, Office Manager for Columbia County Humane Society who is requesting \$18,000, the same amount as the past few years.

Mohr indicated that the Oak Grove Cemetery is requesting \$1,000 more than last year for a total of \$8,000 which is the same increase they requested in 2016. Judy Shaw was unable to attend. The Committee requested she be invited to the next meeting to present the request.

James Grothman and David Bain presented the Silver Lake Cemetery's request of \$34,500 which is a \$3,500 increase over 2016. They cited a decrease in revenue due to the increase popularity in cremation as opposed to the traditional burial. They are looking to replace one lawn mower. They are also looking for the same \$10,000 in capital improvements, mainly road maintenance as has been received in the past several years.

Mohr indicated that the Historic Indian Agency House requested \$10,000 which is consistent with previous years and will be offering similar events as 2016. Lisa Thomas, Executive Director, was unable to attend. The Committee requested she be invited to the next meeting to present the request.

Downtown Portage, Inc. (DPI) was represented by Rita Bryant. DPI is requesting \$10,000 which is the same as the request for 2016. The money would be used to assist with making events such as the canal days and lighted holiday parade a bigger draw of people to the area.

The committee reviewed the request from Historic Preservation Commission (HPC) of \$3,011 which is the same as 2016 for various events. HPC is seeking to promote the planting of trees in historic districts in 2017 by covering 100% of the planting cost for the resident who requests one. Concern was expressed that HPC's tree planting program conflicts with the City's tree planting program which provide 50% funding up to a maximum of \$50.

Mohr indicated the Library budget for 2017 includes the changes in health (2-3% increase); Retirement (0.4% increase general staff); and 1% COLA along with merit recommendations from the Director and Library Board. The first six months of 2016 actuals are at 49.5% of budget. The overall 2017 increase is budgeted at 3.1% which is mainly contributed to the new full time position. With the increase in County Appropriations of \$31,361 the Levy portion for the Library is projected to decrease \$9,648 or roughly 2%.

Director Bergin added that positions have been realigned and one more full time position was added to address the teen and senior service's needs. A memoir writing program will be starting and will take place at the various assisted living places; Tech Tuesday will be reinitiated to assist users with basic technical/computer related questions; and programs for Teens and Seniors will be increased. Bergin has delved in to the library accounts and is reviewing, adapting, and eliminating some of the expenses to operate more efficiently. She has discovered an issue with the sprinkler system that was not addressed at the time of expansion. This will be included in the capital budget process.

Mohr reviewed the PEC budget noting that the first six months expenses are at 43% of budget. Sobiek noted the 2017 budget is lower by 8.5% mainly due to the Other Professional Services area as the \$12,000 for the build out is not recurring. Sobiek reviewed the various tenants and is anticipating lease revenues to hold steady for 2017. The collaboration with Madison College, work force development, and area businesses in providing skilled labor is going well.

Murphy reviewed the TID budgets noting without further development for their remaining respective durations TID 4 (Industrial Park) and TID 5 (Highlands) will not achieve solvency; TID 6 (Downtown), will break even; TID 7 (First Ward) will also experience a deficit; however TID 8 (Hamilton Park Place), is already generating annual surpluses and could be used as a donor TID or fund additional eligible projects.

It was noted that TID 5, Highlands, has a developer agreement that includes a “claw back provision” to recoup increment deficits up to a maximum of \$200,000 starting in 2017.

TID 7 experienced a significant property value reduction in 2016 due to the fire at AMPI that will result in negative value (decrement) and produce no revenue in 2017. AMPI is rebuilding and expanding, so it is expected that 2017 value will increase significantly.

All TID’s are early in the 27 year life and will continue to monitor their performance. Currently, General Fund reserves are subsidizing any revenue shortfalls to pay debt service obligations.

4. Discussion and possible recommendation on Utility Refund Analysis Agreements.

O’Rourke reviewed the basis of Continual, LLC as an offshoot of Ship-Rec Logistics, a former PEC tenant that reviews shipping bills for clients to save them money for overages charged. Continual, LLC contracts with specialists in the utility, telecom, and supply areas to review the clients’ bills to detect overage charges and/or make recommendations of more economical methods to purchase goods and services.

The first agreement with Amtelaudit is to evaluate the telephone, cell phone and internet costs and identify the savings for the past 24 months and the next 24 months and retain 50% of the actual savings.

The second agreement with UR Company will evaluate other utilities and provide analysis and projected refunds for the past 36 months and retain 50% of the actual refunds obtained.

Hahn questioned section 2h of the Amtelaudit contract as it appears the client (city) would be obligated to pay Amtelaudit 85% of the estimated cost savings even if the client didn’t approve the recommendation by Amtelaudit. O’Rourke to review section with Amtelaudit and get back to staff.

No action taken at this time.

6. Discussion and possible recommendation on Pre-Development Agreement with Kasten Regarding ROW Discontinuance and Conveyance of Public Property

Murphy reviewed Pre-Development Agreement with Kasten regarding ROW discontinuance and conveyance of public property. Kasten’s Attorney O’Callaghan reviewed the various steps required to ultimately allow the development of a surface parking lot in the area of Skater’s Way and the approval of the city committees/council in coordinating the steps of this complex process.

Motion by Hahn, second by Hamburg to recommend above agreement to Council. Motion carried unanimously on call of roll.

5. Discussion and possible recommendation on 2017 Police Vehicle Purchase.

Murphy reviewed the 2017 purchase request from the Police Department for 2 Ford SUV squad vehicles. The bid received from Hill Ford is \$282 higher than the State bid. Administration is looking for approval to accept a higher local bid due to the small difference.

Motion by Hamburg, second by Hahn to recommend approval to purchase (2) 2017 Ford SUV squads from Hill Ford. Motion carried unanimously on call of roll.

7. Discussion and possible recommendation on revision #1 to State Funding Agreement for Canal.

Murphy reviewed the recommendation by staff to approve the revision #1 to State Funding Agreement for the Canal. Klapper commented that the City should not accept the reduction in funding. Murphy indicated the revision was due to notice received by the State in 2014 requiring municipalities to “commence construction” on DOT funded projects within 4 years of grant award or lose funding. As of the deadline (10/27/14) the City was unable to start construction on the Canal, therefore the revision was expected. Further construction on Segment II is underway (30%) and under SHPO review, however construction is currently scheduled for 2019 to coincide with State funding of contamination cleanup required before construction may begin.

Motion by Hahn, second by Hamburg to approve above revision #1 to State Funding Agreement for Canal.

Motion approved 3 to 1 on call of roll with Klapper voting no.

3. Discussion and Review of 2017 Agency Requests, Library, Cable TV, Other Funds (TIF, PEC, etc).

Mohr presented the Cable TV budget first six months is 31% of budget as some of the purchases of equipment are made in the later part of the year. The 2017 budget will include expanded hours for the part-time CATV assistant position as the 2016 budget funded the employee for only 6 months. The 2017 budget currently shows an increase of 4% mainly due to an increase in training and the services from Charter.

8. Adjournment

Motion by Klapper, second by Hamburg to adjourn at 8:15 p.m.

Motion carried unanimously on call of roll.

Jean Mohr, Finance Director

Date Approved: _____

**City of Portage
Tourism Promotion Committee Meeting
5:30 pm on Tuesday, September 27, 2016
City Municipal Building, 115 West Pleasant Street
Conference Room One
MEETING MINUTES**

Members Present: Marty Havlovic, Marianne Hanson, Bill Kutzke, Carole LaVigne

Members Absent, Dawn Schneller

Others Present: Jeff Grothman, Nancy Burns, Paul Nelson, Klay Vehring, Lisa Renier
Thomas, Vietta Kampen, Paul Becker

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 Carole to approve the previous minutes. Motion carried unanimously on the roll call of 4-0.

3. Discussion and action on claims submitted

No claims were presented.

4. 2017 budget deliberations

Attendees gave a short overview of their past requests and requests for 2017.

Jeff Grothman – representing Friendship Village Celebrates Zona Gale. Happening August 19, 2017. Historic recognition, museum tours, along with a pie and ice cream social at the Women's Civic League.

Nancy Burns/Paul Nelson – representing Fort Winnebago Surgeons Quarters. Planning many activities for 2017. Had 3,000 tours for 2016 to date. Planning encampments, tours, food and more during Canal Days on June 3, 2017. Also, hosting a Children's Day on June 2, 2017 for school tours. Possibly looking to host a Family Run/Walk day in 2017.

Lisa Reiner Thomas –representing Historic Indian Agency House. Visitor numbers are up this year and just over 3,000 tours. Held 12 programs in 2016 and 10 were free to attend. Planning similar events for 2017 and will host their Living History weekend in September, which is their largest attended event. Also continuing with Snow Days, Summer Speaker Series, Flag Dag and Girl Scout events.

Klay Vehring – representing Downtown Portage Inc. and Portage Kiwanis. Ride to Read held by Kiwanis had 87 riders from 36 locations outside of Portage. They have given out more than 2500 books from the proceeds of the event. It will be on August 12 in 2017. Downtown Portage Inc, hosts Yuletide at the Portage and Canal Days. Canal Days this year did not have the best attendance in the afternoon, but the parade and children's activities went well. It will be on June 3 in 2017. Yuletide is a great family community event for the Holidays with good attendance. Many attend the parade and the group gave out over 500 cookies to visitors for the Holiday parade. Downtown Portage Inc is in the process of hiring an event coordinator.

Vieta Kampen – representing the Portage Curling Club Association. They are hosting many events for 2016/2017 season. HoopLa Bonspiel, Junior Nationals, Scott's Men's Tour, Badger Women's', U.S. Senior Men's and more. Many teams will be needing lodging and also utilizing restaurants and other activities in the area. The Club will be working with the Chamber of Commerce to put together welcome bags with information about Portage, with places to eat, shop and more.

Paul Becker – representing Columbia County Fair Board. The Fair implemented online ticket sales this year and it went very well. The Demo Derby had over 1600 people attend and was one of the largest events. The carnival continues to do well and the \$1 a ride night had over 3000 rides in 3 hours. Vendor booth area fills fast and many organizations participate.

-Marty asked the groups to work with the Chamber of Commerce so the Chamber has the correct event dates for 2017 and coordinate advertising options to promote.

-Groups receiving money will need to use the city of Portage Tourism logo on their publications. Marianne at the Chamber will send out to the groups.

-Marty reminded the groups that in 2017 the checks for their grant requests will be issued in January and the organizations will need to come back to the committee after their event and give a report.

5. Next Meeting Date

October 11 at 5:30pm

6. Adjournment

The meeting was adjourned at 6:40pm with a motion by Carole, second by Bill. Motion carried unanimously on the roll call of 4-0.

Minutes submitted by Marianne Hanson

Date Approved: _____

**City of Portage
Board of Zoning Appeals
Public Hearings, 5:20pm and 5:25pm,
Regular Meeting, 5:30pm
Monday, October 3, 2016**

**Municipal Building, Conference Room Two
Minutes**

Members present: Chuck Sulik, Michael Mulhern, Jeff Wetzel, Michael Paul, Traci Bartels;

Members excused: Ryan Jahn, Alternate 1; Liz Seinkowski, Alternate 2

Also Present: Director Sobiek, Bill Welsh, David Gunderson, Sandy Gunderson, Christopher Krause, Suzanne Hoppe, and Gary Koss

- 1. Public Hearing convened at 5:20pm regarding the application for Christopher Krause, parcel # 1617, 228 W. Franklin St. Portage, Columbia County, Wisconsin for variance to Chapter 90; Article II, Section 90-29 (5) to allow minimum rear setback of less than 11 feet for an attached garage and addition. A variance of 29 feet from the required minimum rear set back of 40 feet. The property is zoned R-3 Single Family and Two Family Residential district.**

Said variance would permit the attached garage and addition to be within 11 feet of the rear setback, a variance of 29 feet. The minimum rear setback is 40 feet. on 228 W Franklin St., a variance of 29 feet.

Christopher Krause, applicant, spoke in favor and presented request for the attached garage/building addition set back variance.

No opposition was read or present against the variance request.

Public Hearing adjourned at 5:25pm.

- Public Hearing convened at 5:25pm regarding the application for David and Sandra Gunderson, parcel # 176, 218 Washington St. Portage, Columbia County, Wisconsin for variance to Chapter 90; Article II, Section 90-28 (5) to allow lot width of 65 feet. A variance of 5 feet from the required minimum lot width of 70 feet. The property is zoned R-2 Single Family Residential district.**

Said variance would permit the lot width of 65 feet, a variance of 5 feet. The minimum lot width is 70ft. on 218 Washington St., a variance of 5 feet.

David Gunderson, petitioner, spoke in favor and stated he and his wife, Sandy, have owned the parcel for 29 years. It was once the childhood home of his wife, Sandy.

Gary Koss, owner of parcel #175 next door, spoke against the variance petition. He stated he was concerned about a new home being too close to the lot line and too close to his existing house.

Suzanne Hoppe, Renewel Unlimited, spoke in favor, stating that if the variance was granted, Renewel Unlimited would build two new homes of about 1,300-1,400 square feet on each of the two subdivided parcels new separate parcels. Renewel Unlimited builds new homes with construction done by at-risk youths under the supervision of construction professionals. These homes are then offered for sale to low to moderate income families in need of housing.

Public hearing concluded at 5:31pm.

2. Call to order

Following the public hearing, the determination meeting was called to order at 5:31 by Chair Sulik.

3. Roll Call

Roll was taken with the above members present.

4. Approval of minutes from the September 7, 2016 meeting

Motion by Mulhern, second by Wetzel, to approve the September 7, 2016 meeting minutes. Motion carried 5-0 on a call of the roll with Sulik, Mulhern, Paul, Bartels and Wetzel voting yes.

5. Consider the application for Christopher Krause, Parcel #1617, 228 W. Franklin Street, City of Portage, Columbia County, Wisconsin for a variance to Chapter 90, Article II, Section 90-29 (5) to allow exceeding the minimum rear setback of 40 feet. The property is zoned R-3 Single and Two Family Residential. Said variance will allow for the building of an attached garage and addition within 11 feet of the rear lot line, a variance of 29 feet.

Mr. Krause indicated the variance was needed to allow him to build an attached garage and addition with an 11 foot setback from the rear lot line. Parking on the steep driveway has created a safety issue for his family, including young children.

Mulhern indicated his support for granting the variance since the safety issue with the steep driveway incline needs to be addressed.

Wetzel concurred with Mr. Mulhern.

Chair Sulik indicated there were no City plans for utility easements in the rear set back area.

Motion by Mulhern, second by Wetzel, to approve the variance request. Motion carried, 5-0, with Mulhern, Sulik, Wetzel, Paul and Bartels voting yes. Variance granted.

6. Consider the application for David and Sandra Gunderson, parcel # 176, 218 Washington St., Portage, Columbia County, Wisconsin for variance to Chapter 90; Article II, Section 90-28 (5) to allow lot width of 65 feet. A variance of 5 feet from the required minimum lot width of 70 feet. The property is zoned R-2 Single Family Residential district.

Said variance would permit the lot width of 65 feet, a variance of 5 feet. The minimum lot width is 70 feet. on 218 Washington St., a variance of 5 feet.

Mr. Paul indicated that if this variance petition was granted, the new homes would still have to comply with lot line setbacks so that no home would up against a lot line. Director Sobiek concurred, indicating that the side lot line setback is 10 feet.

Chair Sulik inquired as to whether the street light in front of the parcel would be moved or removed. Mr. Gunderson indicated that he is meeting with Alliant Energy to discuss either moving or removing the street light.

Mr. Mulhern indicated he is favor of granting the variance as it would add new single family construction to the city. Mr. Wetzel concurred.

Motion by Mulhern, secnd by Wetzel, to approve the variance request. Motion carried, 5-0, with Sulik , Paul, Mulhern, Bartels, and Wetzel voting yes. Variance granted.

7. Adjournment

Motion to adjourn by Mulhern, second by Wetzel, to adjourn the meeting. Motion carried 5-0 with Mulhern, Sulik and Wetzel, Bartels and Paul voting yes. Meeting adjourned at 5:43 pm.

Respectfully submitted,

Steven Sobiek
Director, Business Development and Planning

DATE APPROVED: _____

**City of Portage
Legislative & Regulatory Committee Meeting
October 3, 2016, 7:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

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

Members Excused: Mike Charles

Also present: City Clerk Moe, City Administrator Murphy, Deputy Clerk Ness, Olivia Fuqua and Tracy Fuqua

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 Havlovic, second by Monfort to approve minutes from the August 16, 2016 meeting. Motion carried unanimously on call of roll.

3. Discussion and possible recommendation on Class A Combination license application from BonBon and Bordeaux LLC, Tracy K. Fuqua, agent, 201 DeWitt Street (BonBon and Bordeaux LLC)

Clerk Moe reviewed application and stated everything was in order and had been signed off by the departments. Motion by Havlovic, second by Hamburg to recommend Class A Combination license BonBon and Bordeaux LLC, Tracy K Fuqua, agent, 201 DeWitt Street (BonBon and Bordeaux LLC). Motion carried unanimously on call of roll.

4. Discussion and possible recommendation on e-cigarette ordinance.

Administrator Murphy explained this had been tabled at Council May 2014 waiting state legislation. State legislation wasn't passed. Regulation was requested from the school district as a tool of enforcement to ban devices on school grounds. The school district will have a set rule and then ordinance can assist with enforcement. Discussion ensued as to apply to both nicotine and non-nicotine e-cigarettes, differentiating would be hard to do by sight only. This ordinance would apply to public buildings and school district grounds, signs would be posted. Businesses can set their own rules. Maass requested municipal vehicles be added to the ordinance. Staff will review and present at future meeting.

5. Discussion and possible recommendation on Fire Occupancy Permit and Fire Sprinkler Variance Committee ordinance revisions.

This ordinance clarifies as to when an Occupancy Permit is required. Specifically, this Ordinance requires an Occupancy Permit and inspection for fire code compliance after new commercial and multi-family construction or upon changes in use thereof. Additionally, it required annual inspections to maintain the Occupancy Permit. Also, this ordinance abolishes the automatic fire sprinkler variance committee. The state adopted the Uniform Commercial Building Code (UCBC) which prohibits municipalities from establishing any requirements or standards for commercial buildings that do not strictly conform to the UCBC. The City abolished local fire prevention requirements that differed from the UCBC including automatic sprinkler requirements, which in turn eliminated the need for a variance committee. Motion by Havlovic, second by Hamburg to recommend Fire Occupancy Permit and Fire Sprinkler Variance Committee ordinance revision. Motion carried unanimously on call of roll.

6. Discussion and possible recommendation on Ordinance to remove the parking stall between the two entrances of the parking structure on West Conant Street.

Requested from Municipal Services. Concern from a citizen the height of the driver, the height of the driver's car and the height of the car parked in the street make seeing oncoming traffic difficult while pulling out of the parking structure. The parking spot can be removed but in order to be enforceable by police an ordinance is required. BID will review at their meeting October 12. Motion by Hamburg, second by Monfort to recommend Ordinance relative to motor vehicles and traffic. Motion carried unanimously on call of roll.

7. Discussion and possible recommendation on Historic Preservation Commission appeal revision Ordinance.

Updates the existing Historic Preservation Ordinance to reflect the inclusion of an appeal process as required by Chap. 62.23(7)(em)3, Wis. Stats. to either the Historic Preservation Commission's designation of a historic site, structure, or district. The provision that requires a public hearing to be held before both the Historic Preservation Commission and the Council, be changed to eliminate a public hearing being held by the Council, as it doesn't make sense to hold two public hearings on the same issue with the same property owners being notified. Motion by Havlovic, second by Monfort to recommend Ordinance relative to historic preservation. Motion carried unanimously on call of roll.

8. Discussion and possible recommendation to repeal Ordinance allowing economic development grant for the \$10,000 reserve license.

About 3 years ago the ordinance was created. Wisconsin Act 286, adopted in March, 2016, prohibited municipalities from granting any refunds, rebates, tax credits, or other compensation to offset the initial \$10,000 cost of a Reserve "Class

B” alcohol license. This ordinance repeals the City’s process to refund up to \$9500 to an applicant in the form of an economic development grant. Motion by Havlovic, second by Monfort to recommend repealing Ordinance allowing economic development grant for the \$10,000 reserve license. Motion carried unanimously on call of roll.

9. Adjournment

Motion by Hamburg, second by Monfort to adjourn. Motion carried unanimously on call of roll at 7:45 p.m.

Rebecca C. Ness
Deputy Clerk

Date Approved:

DRAFT

**City of Portage
Historic Preservation Commission
Wednesday, October 5, 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

Klapper called the meeting to order at 6:00 pm.

2. Approval of meeting minutes from September 7, 2016

Miller-Lamb moved to accept the minutes for the meeting of September 7 as written. Droste seconded the motion, which passed unanimously by roll call vote.

3. Discussion and possible action on claims

No claims were presented.

4. Update on Municipal Register

Klapper asked the Mayor to call a meeting of the Committee of the Whole to discuss the role of the Historic Preservation Commission, and to educate the Common Council in the work of the Historic Preservation Commission. Klapper would like this meeting to take place before there is a hearing about placing the Sunset Park tennis court on the municipal register.

Droste has obtained a copy of the deed. She will scan and distribute it to the HPC. Droste noted increased traffic by the tennis court. Betsy Bergman mentioned receiving anonymous notes and a donation in support of preserving the court.

5. Discussion and possible action on proposed changes to Historic Preservation Ordinance due to passage of Act 176

Foley noted a typo of "propery" for "property" in the proposed ordinance change. Miller-Lamb asked why the ordinance was being amended to remove the requirement that the common council hold a public hearing on the designation or rejection of historic districts. She stated that a public hearing should be an important step in city deliberations on historic districts. Miller-Lamb moved to reject the city's proposal to amend Section (2)b. of Sec. 34-34 of the ordinances to remove the necessity of holding a public hearing on historic districts. Klapper seconded the motion, which passed unanimously by roll call vote.

6. Discussion and possible action on disposition of remaining 2016 funds

The General Ledger Activity Report was discussed. \$20,000 in subgrant funds were added to the HPC account, but the date of this transaction was not recorded. Klapper suggested the funds were a reimbursement from the Historical Society after the City of Portage paid for the services of Timothy F. Heggland in doing the Update to the Intensive Survey. Klapper noted that membership in the Fox-Wisconsin Heritage Parkway was paid in January, but he did not remember this being approved by the HPC.

With approximately \$2700 unspent in the 2016 budget, Klapper asked for other items that should be funded. Miller-Lamb would like to renew the HPS membership in the Association of Historic Preservation Commissions, which should cost \$40. Printing copies of a coloring book of Portage buildings, notecards, and the Update were also discussed. Klapper estimated \$600 for printing costs, plus the \$40 for membership fees.

The remaining \$2100 could be encumbered to spend on trees for homes in the city's historic districts in 2017. Klapper was asked by the Finance Committee why only historic district homes would be eligible for free trees. To explain this and other issues, Klapper hopes meeting with the Committee of the Whole will educate the Common Council on how the work of the HPC advances the city's standing as an attractive and historic community and a good place to live. Klapper suggested that Jen Davel and Joe DeRose from the Wisconsin Historical Society be invited to attend this meeting.

Miller-Lamb moved to encumber \$1800 from the 2016 budget to pay for trees for homes in Portage Historic Districts in 2017. Lamb seconded the motion, which passed by roll call vote. Before the next meeting, Klapper will check our membership in the Association of Historic Preservation Commissions, Erin will check on printing costs for a booklet of Portage homes coloring book using her mother's images, and Droste will look into printing and binding options for the Updated Historic Survey.

7. Discussion and possible action on 2017 budget request

Klapper has spoken with the Finance Committee about the 2017 HPC budget.

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

Miller Lamb and Judy Eulberg will do talks for Preservation Month. There are plans to develop a Cemetery Tour, for which Eulberg would prepare materials. Foley suggested that the Silver Lake Cemetery might be eligible for the Municipal Register as a historic site.

9. Discussion on possible topics for future HPC meeting agenda

The next meeting should include discussions on the Ordinance revision; meeting with the Committee of the Whole to discuss the Municipal Register and the HPC; printing projects; and the budget encumbrance. The remaining meeting dates for 2016 are November 2 and December 7.

10. Adjournment

Chair Klapper adjourned the meeting at 7:05 pm.

Respectfully submitted,
Erin Foley
Secretary

Date Approved: _____

**City of Portage
Municipal Services and Utilities Committee Meeting
Thursday, October 6, 2016, 5:30 p.m.
Municipal Building, 115 West Pleasant Street, Conference Room One
Minutes**

Members Present: Doug Klapper, Chairperson; Mike Charles, Dennis Nachreiner, Jeffrey F. Monfort, and William Kutzke

Others Present: Aaron Jahncke, Public Works Director; Bill Welsh, CATV, Shawn Murphy, City Administrator, Craig Sauer, PDR; Dave Gunderson and Suzanne Hoppe.

Excused: N/A

1. Roll Call

The meeting was called to order at 5:30 p.m.

2. Approval of meeting minutes from meeting on Thursday, September 1, 2016.

Motion by Nachreiner second by Monfort to approve the minutes from September 1, 2016. Roll call 4-0.

Charles arrived at 5:32 p.m.

7. Number 7 on the agenda was moved forward due to accommodate the public present.

Discussion and action on moving the street light at 218 Washington St.

Director of Public Works Aaron Jahncke gave an overview of the parcel with the street light location. Mr. Gunderson stated he is looking to divide the current parcel into two parcels and that Renewal was interested in purchasing the two parcels to build two homes. Suzanne Hoppe stated her wish was to remove the street light entirely. After committee discussion and the City's need for street lights for multiple reasons the committee endorsed keeping the light but moving the location to be parallel with the lot lines and leaving the decision up to the property owner to pay for the burying of the line or leaving the power lines above.

Motion by Nachreiner to endorse moving the street light 25 feet northeast to run along property line of lot two and three and leave it up to the property owner to decide if the power line is above or below ground 2nd by Charles motion passed 5-0.

3. Discussion and action on the 2017 Capital Budget.

Jahncke reviewed the Capital Budget stating that he was looking at prioritization of the projects. With the 2017 projects the projected debt would reach the City's self-imposed limit and Jahncke need direction from the committee and how to pursue with which projects would be completed in 2017. If the entire list of projects were completed in 2017 it would hamper the City's ability to borrow future funds with the self-imposed limit. After committee discussion the committee wished to keep the project for the salt shed in the budget but adjusted the 2017 W. Conant Street project to 2019. West Carroll Street and Conant St, will be designed in one contract in 2017 to get a better finished product and to save money.

4. Discussion and action regarding the Resolution on USH 51 lane widths.

Jahncke reviewed the memo USH51 DOT Project stating that the DOT, FHWA and the City came up with an alternative to previously discussed 11foot lane, 14 foot lane, 2 foot curb flange and 3 foot boulevard. Due to impacts to existing businesses and the levy along USH 51 from E. Mullet St. to Ontario it was suggested to make 11 foot lane, 12 foot lane, 2 foot flange and a 4 foot boulevard. Jahncke stated that the bike accommodations would be removed from the cross section but bicycles are still allowed to use USH51. There will be parallel bike facilities on Thompson/Ontario Streets and on the levy path. Jahncke stated the two businesses that would be affected slightly by the change would be the Tamarack and Crawford Oil. Jahncke stated that both business did not have an issue with the change and would potentially lose a small parking area that was already in the City ROW.

Motion by Charles to recommend to council the Resolution declaring intent regarding the City's preference for the lane widths for USH 51 from E. Mullett to Ontario St for the USH 51 from E. Mullett to Ontario St for the USH51 Reconstruction project, Wis Dot Project Id: 6918-01-72 (as presented by Jahncke revised resolution at the meeting), 2nd by Nachreiner.
Motion carried unanimously by roll call vote.

5. Discussion on the USH 51 plans.

Jahncke reviewed the plans that are being presented to FHWA in the environmental section. Some pedestrian improvements include ramps to the levee trail off of Washington and Wauona. One of the intents of the project is to move the truck traffic to Wauona Trail by widening the turning radius for the larger truck traffic. Jahncke also stating the urban section would be extended all the way to Southtown Road; this should help control the speed.

6. Discussion and action about a change of date for the November MS&U meeting.

Jahncke stated that for the November 3rd meeting he would be in Janesville for a conference and suggested changing the meeting date. After discussion of the

committee is was suggested that if there was a MSU meeting that November 9th at 5:30 p.m. would be an alternative.

Jahncke also stated the Fall Cleanup is coming up on Saturday November 5th with a few price changes.

7. Number 7 was moved up in front of Item number 3.

8. Adjournment

There being no further business, motion by Charles, 2nd by Nachreiner to adjourn. Meeting adjourned at 7:41 pm. Roll Call Passed 5-0.

Prepared by Tammy O'Leary, Public Works Secretary

Date Approved: _____

Operator's Regular (Bartender)

Stephanie Bushor

Dawn M. Gerszewski

Michelle L. Gjavenis

Adam R. Lawrence

Harley P. O'Brion

Taxi Cab Operator

Nicole C. Brown

Summary of Proposed Changes

This ordinance clarifies as to when an Occupancy Permit is required. Specifically, this Ordinance requires an Occupancy Permit and inspection for fire code compliance after new commercial and multi-family construction or upon changes in use thereof. Additionally, it requires annual inspections to maintain the Occupancy Permit. Also, this ordinance abolishes the automatic fire sprinkler variance committee. The State adopted the Uniform Commercial Building Code(UCBC) which prohibits municipalities from establishing any requirements or standards for commercial buildings that do not strictly conform to the UCBC. The City abolished local fire prevention requirements that differed from the UCBC including automatic sprinkler requirements, which in turn eliminated the need for a variance committee.

ORDINANCE NO. 16-012

ORDINANCE RELATIVE TO FIRE PREVENTION and PROTECTION

SECTION I

Chapter 30, Article III, DIVISION 2. REGULATIONS

The following section shall be repealed and recreated as follows:

Sec. 30-82. - Occupancy permit and inspection.

- (a) *Permit required.* An occupancy permit and inspection is required after construction, prior to occupancy, for any commercial, industrial or institutional building and/or three or more family residential dwellings with new construction or upon change of use in existing buildings. This permit shall be in addition to and separate from a Zoning Permit as required in Section 90-476.
- (b) *Administration.* The fire department shall make a preliminary review of the application plans. Within seven (7) working days after receipt of the application, the fire department shall review the application and notify the owner of concerns that need to be addressed during construction. A fee shall be charged, as set by common council, for the initial permit and inspection as required in Section 30-82(a). Subsequent annual inspections for fire code compliance shall be required to maintain the Occupancy permit for commercial and three or more family residential dwellings thereafter with no additional fee.
- (c) *Inspection prior to occupancy.* The fire department shall inspect property to ensure compliance to fire prevention codes and ordinances only. At that time, the fire department shall authorize the issuance or refusal of an occupancy permit.
- (d) *Annual Inspection.* Per Chap. 101.14, Wis. Stats. subsequent annual inspections shall be made by the Fire Inspector for a permit to remain valid. Failure to allow Fire Inspector to conduct subsequent annual inspections or comply with findings of such inspections may cause the Occupancy Permit to be revoked per Section 30-83(d)
- (e) *Issuance and revocation of permit.*

- (1) Commercial buildings and/or three or more family residential dwellings with new construction or a change of use shall not be occupied or otherwise used prior to the issuance of an occupancy permit. Such permit shall be in writing and shall state the type of use which is permitted.

SECTION II

Chapter 30, Article V, DIVISION 2. AUTOMATIC FIRE SPRINKLER SYSTEMS

This section shall be repealed in its entirety:

All other sections shall remain as previously adopted.

This Ordinance shall take effect upon passage and publication thereof.

Passed this _____th day of _____, 2016.

Rick Dodd, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

First reading:

Second reading:

Ordinance requested by:

Legislative and Regulatory Committee

Summary of Ordinance Change

This ordinance removes the parking stall located between the entrances to the City Parking Ramp located along W. Conant Street.

ORDINANCE NO. 16-013

ORDINANCE RELATIVE TO MOTOR VEHICLES AND TRAFFIC

Chapter 50, Article III. Parking Regulations

The following sections shall be amended as follows:

Sec. 50-78. No Parking Areas.

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

(30) W. Conant Street. Along the south curbline of 110 W. Conant Street between the vehicle entrances to Municipal Lot 2.

All other sections shall remain as previously adopted.

This Ordinance shall take effect upon passage and publication thereof.

Passed this _____ day of _____, 2016.

Rick Dodd, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

First reading:

Second reading:

Published:

Ordinance requested by:

Municipal Services & Utilities Committee

Summary of Proposed Changes

Wisconsin Act 286, adopted in March, 2016 prohibited municipalities from granting any refunds, rebates, tax credits, or other compensation to offset the initial \$10,000 cost of a Reserve "Class B" alcohol license. This ordinance repeals the City's process to refund up to \$9500 to an applicant in the form of an economic development grant.

ORDINANCE NO. 16-015

ORDINANCE RELATIVE TO BUSINESS LICENSES

Chapter 14, Article II Alcoholic Beverages

The following Section is hereby repealed in its entirety:

Sec. 14-52. Classes of licenses.

(h) *Reserve "Class B" retailer's license.*

The following Sections are hereby repealed and recreated as follows:

Sec. 14-56. – Granting of a License.

- (a) Opportunity shall be given by the common council to any person to be heard for or against the granting of any license. Upon the approval of the applicant by the common council, the city clerk shall issue to the applicant a license, upon payment by the applicant of the license fee to the city. The fee for a license for less than 12 months shall be prorated according to the number of months or fraction thereof for which the license is issued.
- (b) If the common council denies the license, the applicant shall be notified in writing, by registered mail or personal service, of the reasons for the denial. The notice shall also inform the applicant of the opportunity to appear before the common council and to provide evidence as to why the denial should be reversed. In addition, the notice shall inform the applicant that the reconsideration of the application shall be held in closed session, pursuant to Wis. Stats. § 19.85(1)(b), unless the applicant requests such reconsideration be held in open session and the common council consents to the request. Such written notice shall be mailed or served upon the applicant at least ten days prior to the common council meeting at which the application is to be reconsidered.

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

Passed this _____th day of _____, 2016.

Rick Dodd, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

First and second readings:

Published:

Ordinance requested by:

Legislative and Regulatory Committee

Draft

RESOLUTION NO. 16-044

RESOLUTION RELATIVE TO TAXI CAB CONTRACT

WHEREAS, Running, Inc. has submitted a proposal to the City of Portage for the continuation of a taxi service pursuant to a subsidy program for the year of 2017; and

WHEREAS, attached to this Resolution is a contract with said taxi cab company which provides for taxi cab service for the City of Portage; and

WHEREAS, said contract provides for a continuation of taxi service by Running, Inc. according to a proposal submitted to the Finance/Administration Committee.

NOW THEREFORE BE IT HEREBY RESOLVED by the Common Council of the City of Portage that the Mayor and City Clerk be and are hereby authorized to execute copies of the contract; and the City Clerk is further directed to send a copy of this contract to the State Department of Transportation.

DATED this day of October, 2016.

Rick Dodd, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

Resolution requested by:
Finance/Administration Committee

RESOLUTION NO. 16-045

RESOLUTION RELATIVE TO TAXI CAB VEHICLE LEASE AGREEMENT

WHEREAS, the City of Portage has purchased vehicles with a grant from the "Section 5311" program of the Federal Transit Administration; and

WHEREAS, the City of Portage is leasing those vehicles to Running, Inc. for the operation of a taxi service; and

WHEREAS, attached to this Resolution is a Vehicle Lease Agreement setting forth the terms and conditions of the lease agreement;

NOW THEREFORE BE IT HEREBY RESOLVED that the Mayor and City Clerk be and are hereby authorized to execute copies of the vehicle lease agreement and the City Clerk is further directed to send a copy of the agreement to the State Department of Transportation.

DATED this day of October, 2016.

Rick Dodd, Mayor

Attest:

Marie A. Moe, CMC, City Clerk

Resolution requested by:
Finance/Administration Committee

RESOLUTION NO. 16-046

RESOLUTION DECLARING INTENT REGARDING THE CITY'S PREFERENCE FOR THE LANE WIDTHS FOR USH 51 FROM E. MULLETT to ONTARIO ST. FOR THE USH 51 RECONSTRUCTION PROJECT, WISDOT PROJECT ID: 6918-01-72

BE IT HEREBY RESOLVED by the Common Council by the City of Portage, Columbia County, Wisconsin:

Whereas, That the Common Council of the City of Portage, Wisconsin, does hereby declare its preference for the revised lane widths as presented by KL Engineering and Wisconsin Department of Transportation from E. Mullett St. to Ontario St.;

Whereas, the lane widths presented from E. Mullett to Ontario St. are a 12 foot, 11 foot and a 4 foot boulevard in both directions for a total pavement width, not including sidewalks, of 54 feet.

Whereas, the lane widths will not accommodate an on-street bike facility along this section of USH-51.

Whereas, the Department of Transportation plans to construct a new highway or reconstruct of USH 51 Reconstruction Project WisDot Project ID 6918-01-72 from Ontario St to East Pleasant St. in Portage, WI; and

Now therefore, be it resolved that City of Portage declares its preference for the revised lane widths of USH 51 from E. Mullett St to Ontario St. to be incorporated as part of the construction/reconstruction of WisDot Project ID 6918-01-72 from Ontario St to East Pleasant St.

DATED this 13th day of October, 2016.

Rick Dodd, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

Resolution recommended by:
City Engineer

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning October 20 16 ;
ending June 30 20 17

TO THE GOVERNING BODY of the: Town of
 Village of } Portage
 City of

County of Columbia Aldermanic Dist. No. _____ (if required by ordinance)

1. The named INDIVIDUAL PARTNERSHIP LIMITED LIABILITY COMPANY
 CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): Fuqua, Tracy Kay, Olivia Laveane Bon Bon and Bordeaux LLC
An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

Title	Name	Home Address	Post Office & Zip Code
President/Member	<u>Tracy K Fuqua</u>	[REDACTED]	[REDACTED]
Vice President/Member	<u>Olivia L Fuqua</u>	[REDACTED]	[REDACTED]
Secretary/Member	_____	_____	_____
Treasurer/Member	_____	_____	_____
Agent	<u>Tracy K Fuqua</u>	_____	_____
Directors/Managers	_____	_____	_____

3. Trade Name Bon Bon and Bordeaux LLC Business Phone Number 608 617 0936
4. Address of Premises 201 De Witt St Post Office & Zip Code Portage 53901

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? Yes No
6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? Yes No
8. (a) Corporate/limited liability company applicants only: Insert state WI and date 9/2/2016 of registration.
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? Yes No
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? Yes No

(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) 800 Square Feet Ground level selling floor

10. Legal description (omit if street address is given above): _____
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No
(b) If yes, under what name was license issued? _____

12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864] Yes No
13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776]. Yes No
14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SWORN TO BEFORE ME

this 7 day of September, 20 16

Rebecca C. Ness
(Clerk/Notary Public)

My commission expires Deputy Clerk

Tracy K Fuqua
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)

(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)

(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>9-7-16</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

15-0190901

LICENSE REQUESTED ▶	
TYPE	FEE
<input checked="" type="checkbox"/> Class A beer	\$ <u>37.53</u>
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input checked="" type="checkbox"/> Class A liquor	\$ <u>375.03</u>
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ <u>25.00</u>
TOTAL FEE	\$ <u>437.56</u>

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Fuqua		Olivia		Lavaune	
Home Address (street/route)		Post Office	City	State	Zip Code
Home Phone Number		Age	Place of Birth		

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

- Applying for an alcohol beverage license as an **individual**.
- A member of a **partnership** which is making application for an alcohol beverage license.
- Olivia L Fuqua of BonBon and Bordeaux LLC
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)
- which is making application for an alcohol beverage license.

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

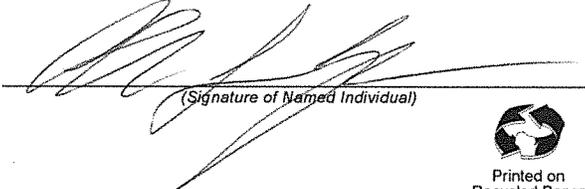
- How long have you continuously resided in Wisconsin prior to this date? 2 yrs 1 month
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or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

Employer's Name <u>Joanie Krause</u> <u>Bonsall Village Florist</u>	Employer's Address <u>5266 Mission Rd</u> <u>Bonsall CA 92003</u>	Employed From <u>5-2013</u>	To <u>1-2014</u>
Employer's Name	Employer's Address	Employed From	To

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 7 day of September, 20 16
Rebecca C. Ness
(Clerk/Notary Public)


(Signature of Named Individual)

My commission expires Deputy Clerk



AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Fuqua		Tracy		Kay	
Home Address (street/route)		Post Office	City	State	Zip Code
[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Home Phone Number		Age	Date of Birth	Place of Birth	
[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	

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

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.

Tracey K Fuqua of Bombon and Bordeaux LLC
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

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

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

Employer's Name <u>Jeanie Krause Bonsall Village Fl</u>	Employer's Address <u>5266 S Mission Rd Bonsall CA 92003</u>	Employed From <u>4-30-2012</u>	To <u>6-30-2013</u>
Employer's Name <u>Allan Sodomsky Attorney</u>	Employer's Address <u>606 Court St. Reading PA</u>	Employed From <u>2002</u>	To <u>2006</u>

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 7 day of September, 20 16
Rebecca P. Ness
(Clerk/Notary Public)

Tracey K Fuqua
(Signature of Named Individual)

My commission expires Deputy Clerk



Printed on
Recycled Paper

**City of Portage Alcohol and Fermented Malt Beverage
Class A Application Supplemental Form**

1. Applicant Information:

Applicant Name: Tracy Fuqua
Trade name of business: BonBon and Bordeaux LLC
Business address: 201 DeWitt St, Portage WI 53901
Business Telephone Number: 608 617 0936
Business email: bonbonandbordeaux@gmail.com

This application is a:

- New application
 Renewal application

This application is for a:

- Class "A" (fermented malt beverage)
 "Class A" (intoxicating liquor)
 "Class A" (cider only)

2. Business Plan

Describe the business; provide copy of business plan (business plan is for office use only).

See Attached.

Describe your management experience.

Tracy has worked in the floral industry managing, purchasing. Over the past 30+ years. Olivia has worked in the same industry also purchasing/ managing.

Hours of Operation.

M-Sat. 10:00 am - 6:30 pm Sunday 12:00 - 4:00 pm

Number and type of employees expected to work at establishment.

We will have no employees for the time being

Anticipated opening date:
(new applicants only)

Oct 15, 2016

3. Explain your security plan, including presence and type of security surveillance, including recording and store of surveillance video.

Samsung cameras will be installed and will be recording 24 hours a day and controlled wirelessly via wifi they will be linked to a computer system and the months recordings will be stored in an external hard drive. They will also have motion sensors for after hours, with alerts sent directly to us.

4. Do you have a policy to train employees in the sale of alcohol? Yes No

If yes, how often is the policy review by the management and employees?

Future employess will be required to have a Alcohol Seller - Server course completed.

5. Explain your process for age verification of customers.

Identification will be required to purchase alcohol to all customers looking under the age of 35.

6. Who will conduct the actual sale of the alcohol? This is the transaction where the patron hands the money to the cashier after reviewing the patron's identification. The purchase of alcohol is defined when the money is exchanged, not when the merchandise is scanned at the register.

Only employees over the age of 18 Only a licensed operator on the premises

Other (please explain)

7. Attach a detailed site plan depicting the licensed premises, parking, garbage storage area, entrances/exits, liquor storage areas, coolers, external lighting, signage, etc.

8. Premises Description - see attachment

Describe area where alcohol beverages are to be stored and indicate on site plan:

We have a small Storage area on the main floor We plan to store wine there if necessary

Describe area where alcohol records are to be stored and indicate on site plan:

Alcohol Records will be kept in office / Storage area

Describe area where alcohol beverages are to be sold and indicate on site plan:

Alcohol will be sold at Cash Counter on South side of shop about 10 feet from door

Describe the locations in the store where alcohol will be displayed and the type of structure that will be used for the display (for example, temporary/permanent shelving, rolling shelf, pallet, etc.)

Wine will be displayed in Hutches and Book cases on North side of shop in full view of cash counter. Beer & wine will also be displayed in Refrigerator.

9. Is there currently a license at this location (new applicants only)?

Yes No

If yes, what, if any, changes are being proposed?

10. Is there any other business conducted on the premises? Yes No

If yes, please explain:

11. Describe goods and services to be sold at this location, along with the estimated % of sales devoted to alcohol, food, other products and services.

Percent gross receipts from intoxicating liquor and/or fermented malt beverages

Wine 20%

Percent gross receipts from other (list below)

Beer 10%

Chocolate 20% Stationary 10% Gift Baskets 20%

Wine Accessories 10% Housewares 10%

12. Who may we contact between 8:00am and 4:30pm regarding this license?

Contact person Tracy Fuqua

Email address Bonbonandbordeaux@gmail.com

Telephone number Personal Cell 608-617-0265 Shop 608-617-0936

13. The following must be included with the application:

a. New Application

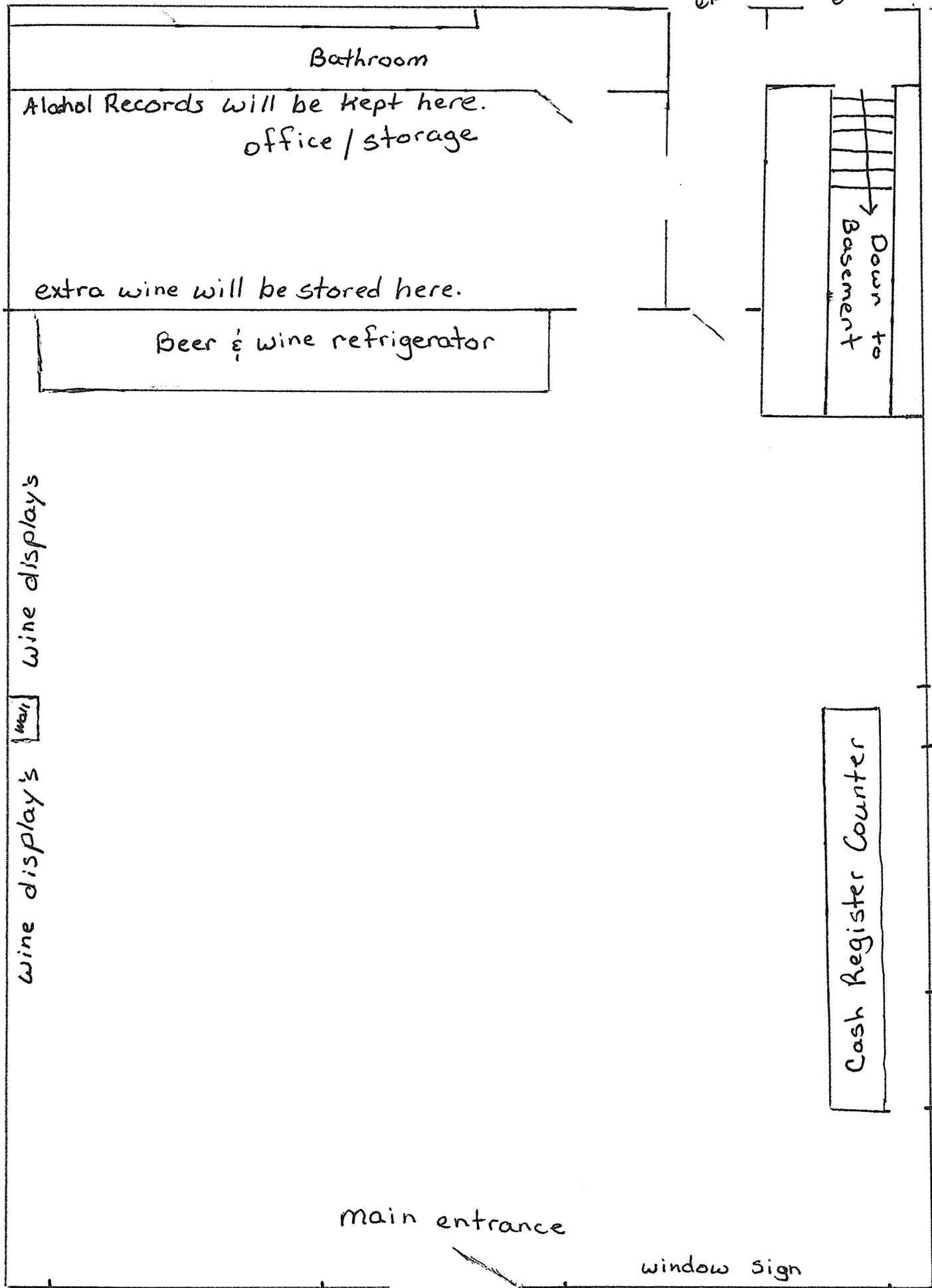
- Federal Identification Number
- Wisconsin Seller's Permit Registration Certificate
- Articles of Incorporation (Corporation/LLC only)
- Deed, Lease or Offer to Purchase Agreement
- Form for surrender of previous license (if applicable)
- Responsible Beverage Service Training Course Certificate

b. Renewal Application

- Federal Identification Number
- Wisconsin Seller's Permit Registration Certificate
- Articles of Incorporation (Corporation/LLC only)
- Deed, Lease or Offer to Purchase Agreement –
current year tax bill can be submitted in place of a deed
- Form for surrender of previous license (if applicable)
- Responsible Beverage Service Training Course Certificate –
submit only if change of agent

Tracy Fuqua
Signature

Sept 7, 2016
Date



Claims - Finance Meeting 10/10/16

Vendor Summary Report

33,552.92	Alliant
28,375.90	Columbia County Solid Waste
111,505.60	Dept of Empl Trust
3,067.31	General Engineering (1)
276,114.41	Harmony Const Mgt; Water Bldg 16-610W03
3,686.16	Hawkins Sewer chemicals
32,537.51	JF Ahern; Screw Pump 16-620S04
7,424.66	Kwik Trip Sept
5,420.52	L.W. Allen - Sewer Repairs/Maint
7,273.00	Medivan; (23) annual physicals - St Hazmat funds
5,586.00	Miller & Miller Sept
30,186.18	Portage Water Utility
	Rettler; 16-30C05 VMF Soccer Fld Const \$7,965; 16-210P03
15,185.00	Little League Design PkInd \$4,320; 16-30C06 VMF Phase III Design \$2,900
5,654.79	Strand Associates; Server Upgrd \$4,433.04; IT Support \$1,221.75
5,136.35	Walker Process Equip; Sewer Repair
72,950.28	WRS

(1) General Engineering		
\$	701.25	River St 16-20C01
\$	170.00	Services
\$	42.50	Occupancy Inspections
\$	762.00	Permits Comm (7)
\$	1,391.56	Permits Resid (25)
\$	3,067.31	

643,656.59 Subtotal

698,094.35 Total
92%

Paid Invoice Listing 9/9/16-10/7/16 Checks & Wires

3,750.00	Air Portage 3rd Qtr
68,270.00	Baer Insurance Liability & WC
2,714.34	Columbia County Treasurer Municipal Court
3,000.00	Scott Davis - BID
6,144.20	Delta Dental
2,257.74	Frontier
7,313.00	Great West Retirement Svc
21,963.00	Image Builders Manhole Repairs
5,500.00	Historic Indian Agency House - Tourism 16 allocation
3,000.00	Jared Pierson BID Halloween Event
7,950.13	Kwik Trip August
5,226.00	Miller & Miller August
44,040.00	Neuville Chrysler (2) Taxi Vans
5,500.00	Portage Curling Club BID 2016 grant
80,271.75	Comm Bank of Ptg Tax W/H Fed (903/905)
15,518.34	Comm Bank of Ptg Tax W/H State (907)
64,698.05	Running: August Taxi
6,123.91	St of WI - Municipal Court
3,610.00	WIFR Tourism TV Campaign; Internet Ads

356,850.46 Subtotal

392,115.12 Total
91%

Water Claims not paid input date 10/1/16-10/31/16

6,486.64	Cargill Salt Division
3,640.00	General Engineering Commercial Cross Connection
6,943.51	HD Supply Waterworks
1,989.08	L.W. Allen
3,195.88	Martelle Water Treatment
7,208.00	Midwest Testing
1,170.72	PWU Sewer
1,927.24	PSC

32,561.07 Subtotal

38,223.26 Total
85%

Water Pd Claims 15852-15851

10,921.58	Alliant Energy
26775.73	City Treasurer - Muni Owned Tax; AP
47,847.42	City Treasurer - Payroll
158,027.52	Sewer

243,572.25 Subtotal

245,370.07 Total
99.3%

1,373,802.80 Subtotal Claims

373,011.21 Total Capital Related Claims

1,000,791.59 Total Other Claims

Debt Payments due 10/1/16

78,506.00	SEWER USDA BAB 2010
94,563.75	BTS P&I on 12B & 15A Debt (9/30/16)
71,243.75	DTS GO DEBT 2009; 2011A; 2012A; 2012C

244,313.50 Total Debt Payments

\$ 1,618,116.30 Total Claims

DATE: 10/07/2016
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CITY OF PORTAGE
VENDOR SUMMARY REPORT

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INVOICES DUE ON/BEFORE 10/13/2016

VENDOR #	NAME	AMOUNT DUE
1STAYD	1STAYD CORPORATION	97.84
5ALARM	5 ALARM	1,660.47
ADAMCOL	ADAMS-COLUMBIA ELECTRIC COOP	32.85
ALERETOX	ALERE TOXICOLOGY SERVICES INC	115.75
ALFALAV	ALFA LAVAL, INC.	549.00
ALLIENE	ALLIANT ENERGY	33,552.92
AMAZON	AMAZON	1,663.33
AMERFAS	AMERICAN FASTENER	89.41
ARAMUNI	AUS LA CROSSE MC LOCKBOX	674.73
AUTOZON	AUTOZONE	250.00
BAKEENT	BAKER & TAYLOR	1,718.12
BASSMEC	BASSETT MECHANICAL	436.80
BEARBRA	BEAR GRAPHICS, INC.	220.29
BEYERS	BEYER'S HOPE UNLIMITED, LLC	32.98
BOAR&CLA	BOARDMAN & CLARK LAW FIRM	312.00
BRAUNTHY	BRAUN THYSSENKRUPP ELEVATOR	238.35
CAPNEWS	CAPITAL NEWSPAPERS	691.15
CARDMEM	CARDMEMBER SERVICE	2,779.76
CAREWCO	CAREW CONCRETE & SUPPLY CO INC	302.50
CCHEALT	COLUMBIA COUNTY HEALTH &	45.00
CCHIGH	COLUMBIA COUNTY HIGHWAY	6,416.09
CCSHER	COLUMBIA COUNTY SHERIFF'S DEPT	630.00
CCSOLID	COLUMBIA CO. SOLID WASTE	28,375.90
CDWGOV	CDW GOVERNMENT INC.	1,276.38
CENTLINK	CENTURY LINK	63.63
CENTSPR	CENTURY SPRINGS BOTTLING CO	279.40
CHARCOM	CHARTER COMMUNICATIONS	741.60
CINTAS	CINTAS CORPORATION #446	521.30
COMMSER	COMMUNICATIONS SERVICE	345.00
COMPLETE	COMPLETE OFFICE OF WISCONSIN	26.06
COUNPLU	COUNTRY PLUMBER, INC	1,020.00
CUSTFIR	CUSTOM FIRE APPARATUS, INC.	59.30
DASHMED	DASH MEDICAL GLOVES	65.90
DEANHEAL	DEAN CLINIC	48.00
DEMCO	DEMCO, INC.	241.30
DEPTEMP	DEPT. OF EMPLOYEE TRUST FUNDS	111,505.60
DIVISAV	DIVINE SAVIOR HEALTHCARE	72.00
DJFENCE	THE D.J. FENCE CO.	165.00
DLGASSER	D.L. GASSER CONSTRUCTION	1,210.30
EAGLEENG	EAGLE ENGRAVING	56.04
EISENLES	LESLIE E. EISENBERG, PH.D	30.00
ELECONE	ELECTRIC ONE	596.86
FEARSAT	FEARING'S AUDIO-VIDEO-SECURITY	372.25
FIRERESC	FIRE RESCUE SUPPLY LLC	867.00

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CITY OF PORTAGE
VENDOR SUMMARY REPORT

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INVOICES DUE ON/BEFORE 10/13/2016

VENDOR #	NAME	AMOUNT DUE
FIRESAFE	FIRE & SAFETY EQUIPMENT INC	30.00
FLYME	FLY-ME FLAG	133.23
FRONTON	FRONTIER ONLINE	2,478.79
GALLS	GALLS, AN ARAMARK COMPANY	206.46
GENENG	GENERAL ENGINEERING COMPANY	3,067.31
GRAINGER	GRAINGER	435.20
HARMCON	HARMONY CONSTRUCTION MGMT.	276,114.41
HAWKWAT	HAWKINS INC.	3,686.16
IAMDairy	I.A.M. DAIRY DISTRIBUTING LLC	906.04
INFOTEC	INFORMATION TECHNOLOGIES INC.	525.00
INGRBOO	INGRAM LIBRARY SERVICES	1,267.92
INTEELE	INTERSTATE ELECTRIC SUPPLY CO.	90.72
ISLAND	I&S LANDSCAPING SUPPLIES	216.00
JEFFFIR	JEFFERSON FIRE & SAFETY, INC.	605.61
JFAHREN	J.F. AHERN COMPANY	32,537.51
JONESVAC	JONES VACUUM CLEANER SERVICE	33.00
KOZIBR	BRANDON M. KOZIOL	453.16
KWIKTRI	KWIK TRIP STORES	7,424.66
KYOCERA	KYOCERA MITA, INC.	90.36
LAKELAND	LAKELAND CHEMICAL SPECIALITIES	477.07
LWALLEN	L.W. ALLEN, LLC	5,420.52
MCKAY	MCKAY NURSERY COMPANY	225.00
MEDIVAN	MEDIVAN INC	7,273.00
MICRORES	MICROBIAL RESTORATION SERVICES	94.85
MIDAMER	MID-AMERICAN RESEARCH CHEMICAL	442.71
MIDIMAG	MIDWEST IMAGING SOLUTIONS	407.95
MIDTAPE	MIDWEST TAPE	253.96
MILLMIL	MILLER & MILLER LLC	5,586.00
MINNMUT	THE MINNESOTA LIFE INSURANCE	2,240.43
MOTIIND	MOTION INDUSTRIES, INC.	92.13
NAPAAUT	NAPA AUTO PARTS	563.98
NORTCEN	NORTH CENTRAL LABORATORIES	236.69
OBRIAGE	THE O'BRION AGENCY, LLC	60.00
PARTSMAS	PARTSMAS	140.97
PENGRAN	PENGUIN RANDOM HOUSE LLC	146.25
PEPSI	PEPSI COLA COMPANY	55.00
PITNEY	PITNEY BOWES	117.00
POMPTIR	POMP'S TIRE SERVICE INC	770.90
PORTCHAM	PORTAGE AREA CHAMBER OF	50.00
PORTCLE	PORTAGE CLEANERS INC.	14.00
PORTLUM	PORTAGE LUMBER	354.81
PORTSCH	PORTAGE COMMUNITY SCHOOL DIST.	1,163.63
PORTWAT	PORTAGE WATER UTILITY	30,186.18
PREMWAT	PREMIUM WATERS, INC.	36.00

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CITY OF PORTAGE
VENDOR SUMMARY REPORT

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INVOICES DUE ON/BEFORE 10/13/2016

VENDOR #	NAME	AMOUNT DUE
PROFOR	PROFORMA	38.00
RENNFIR	RENNERT'S FIRE EQUIPMENT	1,536.25
RETTLER	RETTLER CORPORATION	15,185.00
RIESSCHN	RIESTERER & SCHNELL INC.	81.20
SCHUSMA	SCHULTZ SMALL ENGINE	454.75
SCOTTCON	SCOTT CONSTRUCTION INC.	599.04
SERWEIMP	SERWE IMPLEMENT MUNICIPAL SALE	610.51
SHARECO	SHARE CORP	441.05
SIMETAL	S.I. METAL	157.34
SOBISTE	STEVE SOBIEK	203.58
SOUTCEN	SOUTH CENTRAL LIBRARY	519.92
STAPLES	STAPLES CREDIT PLAN	767.40
STRAASS	STRAND ASSOCIATES INC	5,654.79
SUPECHE	SUPERIOR CHEMICAL INC	607.44
SYSTTECH	SYSTEMS TECHNOLOGIES	440.00
TAPCO	TAPCO	360.00
TRECEK	TRECEK AUTOMOTIVE OF	150.30
TRUGREEN	TRUGREEN	550.00
TWORIV	TWO RIVERS SIGNS & DESIGN	348.00
TYLERWKS	TYLER TECHNOLOGIES INC	200.00
ULTRACOM	ULTRACOM WIRELESS	180.10
UNIOMAN	UNIQUE MANAGEMENT SERVICES INC	62.65
USCELL	U. S. CELLULAR	1,912.68
UWSOIL	UW SOIL TESTING LAB	24.00
V&H	V&H, INC. TRUCKS	18.72
WALKPRO	WALKER PROCESS EQUIPMENT	5,136.35
WALSACE	WALSH'S ACE HARDWARE	255.42
WEAVAUT	WEAVER AUTO PARTS	176.68
WELWILL	WILLIAM P. WELSH	606.67
WILKIL	WIL-KIL PEST CONTROL	40.00
WORLBOO	WORLD BOOK, INC.	575.00
WRS	WISCONSIN RETIREMENT SYSTEM	72,950.28
ZIMMPLU	ZIMMERMAN PLUMBING INC	92.50

TOTAL ALL VENDORS: 698,094.35

DATE: 10/07/2016
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CITY OF PORTAGE
 PAID INVOICE LISTING

FROM 09/09/2016 TO 10/07/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT

AFLAC		AMERICAN FAMILY LIFE							
	026810			09/12/16		151171	09/23/16	678.82	678.82
		01 1609	1000021000929		00000000				678.82
									VENDOR TOTAL: 678.82
AIRPORT		AIR PORTAGE, INC							
	1609	THIRD QUARTER		09/30/16		151212	09/30/16	3,750.00	3,750.00
		01 16 THIRD QUARTER	1002053510219		00000000				1,750.00
		02 16 THIRD QUARTER	1002053510219		00000000				2,000.00
									VENDOR TOTAL: 3,750.00
ALLIENE		ALLIANT ENERGY							
	0097420000-1609			08/30/16		151111	09/09/16	328.28	269.25
		01 NORTHPORT ROAD	6205553610221		00000000				269.25
	7626740000-1609			08/30/16		151111	09/09/16	328.28	15.19
		01 NEW PINERY ROAD SIGN	1002053100515		00000000				15.19
	8325160000-1609			08/30/16		151111	09/09/16	328.28	43.84
		01 BOECK ROAD LIFT STATION	6205553610221		00000000				43.84
									VENDOR TOTAL: 328.28
AMALGAM		AMALGAM, LLC							
	1145			08/01/16		151172	09/23/16	300.00	300.00
		01 WEBSITE SERVICE CONTRACT 2OF2	2450056720294		00000000				300.00
									VENDOR TOTAL: 300.00
BAERINS		BAER INSURANCE SERVICES, LLC							
	60500			09/01/16		151173	09/23/16	68,270.00	68,270.00
		01 LIABILITY	1000251400510		00000000				1,200.00
		02 W/C	1000251400511		00000000				1,015.00
		03 PUB/OFF LIABILITY	1000251400513		00000000				5,031.00
		04 LIABILITY	1001052110510		00000000				6,786.00
		05 W/C	1001052110511		00000000				13,198.00
		06 LIABILITY	1001552210510		00000000				5,592.00
		07 W/C	1001552210511		00000000				4,061.00
		08 LIABILITY	1002053311510		00000000				4,560.00
		09 W/C	1002053311511		00000000				6,092.00
		10 LIABILITY	1002053510510		00000000				375.00
		11 LIABILITY	1003055200510		00000000				1,812.00
		12 W/C	1003055200511		00000000				4,061.00

DATE: 10/07/2016
 TIME: 12:56:52
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CITY OF PORTAGE
 PAID INVOICE LISTING

FROM 09/09/2016 TO 10/07/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	60500			09/01/16		151173	09/23/16	68,270.00	68,270.00
		13 LIABILITY	2300055110510		00000000				279.00
		14 W/C	2300055110511		00000000				338.00
		15 LIABILITY	1000013000025		00000000				2,049.00
		16 NO FAULT	1000013000025		00000000				2,249.00
		17 W/C	1000013000025		00000000				2,707.00
		18 LIABILITY	6205553610510		00000000				2,247.00
		19 NO FAULT	6205553610510		00000000				2,249.00
		20 W/C	6205553610511		00000000				2,369.00
								VENDOR TOTAL:	68,270.00
BASSMEC	BASSETT MECHANICAL								
	636731C			07/01/16		151152	09/16/16	1,371.00	1,371.00
		01 QUARTER PAYMENT	1000251600232		00000000				1,371.00
								VENDOR TOTAL:	1,371.00
CAPNEWS	CAPITAL NEWSPAPERS								
	2432652	2432657		08/01/16		151174	09/23/16	1,634.75	938.84
		01 PROMOTE PORTAGE AD 1 & 2	2450056720296		00000000				938.84
	2432657			08/29/16		151174	09/23/16	1,634.75	695.91
		01 PROMOTE PORTAGE AD 2	2450056720296		00000000				695.91
								VENDOR TOTAL:	1,634.75
CARDMEM	CARDMEMBER SERVICE								
	47985100424720151609			08/25/16		151153	09/16/16	1,358.80	1,358.80
		01 GFT ARCHIVER CAL LICENSE	4100051600821		00000000				603.83
		02 GFT ARCHIVER CAL LICENSE	1000013000025		00000000				181.99
		03 GFT ARCHIVER CAL LICENSE	6205553610870		00000000				181.98
		04 ALOFT GREEN BAY	1000251400290		00000000				280.00
		05 RADISSON	1000251400290		00000000				111.00
								VENDOR TOTAL:	1,358.80
CCCLERK	COLUMBIA COUNTY CLERK OF COURT								
	COURT PARDUHN 566			10/07/16		151227	10/07/16	217.00	217.00
		01 FELICIA PARDUHN 2015CM000566	1004545110000		00000000				217.00
								VENDOR TOTAL:	217.00
CCTREAS	COLUMBIA COUNTY TREASURER								
	1608 PORTAGE CTY			09/22/16		151213	09/30/16	2,714.34	2,714.34
		01 1608 PORTAGE CTY	1004545110000		00000000				2,714.34
								VENDOR TOTAL:	2,714.34

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
CREACUTS	CREATIVE CUTS	LAWN CARE &							
	1608	01 MOWING/CLEAN UP	1001052140294	09/01/16	00000000	151112	09/09/16	93.00	93.00 93.00
VENDOR TOTAL:									93.00
CTBARLCH	CHAWNDEILL	BARLOW							
	REG REIMB	01 REGISTRATION PAYMENT REIMB	1004545110000	09/13/16	00000000	151154	09/16/16	20.00	20.00 20.00
VENDOR TOTAL:									20.00
DAVISCO	SCOTT DAVIS	DBA							
	1610	SEPTEMBER 16 01 1609	2450056720241	10/07/16	00000000	151228	10/07/16	3,000.00	3,000.00 3,000.00
VENDOR TOTAL:									3,000.00
DELTDEN	DELTA DENTAL	PLAN OF WISCONSN							
	950902	1610		09/15/16		151175	09/23/16	6,144.20	6,144.20
	01	1610	1000021000913		00000000				2,192.60
	02	1610	1000021000929		00000000				2,687.24
	03	1610	2110021000913		00000000				8.00
	04	1610	2110021000929		00000000				0.36
	05	1610	2250021000913		00000000				12.37
	06	1610	2250021000929		00000000				0.16
	07	1610	2300021000913		00000000				220.00
	08	1610	2300021000929		00000000				302.47
	09	1610	2750021000913		00000000				53.62
	10	1610	2750021000929		00000000				34.16
	11	1610	6100021000913		00000000				193.60
	12	1610	6100021000929		00000000				321.32
	13	1610	6200021000913		00000000				212.40
	14	1610	6200021000929		00000000				282.07
	15	1610 TOLLISON REFUND	1000021000913		00000000				-501.56
	16	1610	2750021000913		00000000				40.00
	17	1610	2750021000929		00000000				85.39
VENDOR TOTAL:									6,144.20
DEPREV	DEPARTMENT OF	REVENUE							
	1608	SDC FEES		09/23/16		151176	09/23/16	70.00	70.00 70.00
	01	1608 SDC FEES	1004545110000		00000000				
VENDOR TOTAL:									70.00

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DONRICK	DON RICK INSURANCE								
	481959 ARES			09/01/16		151177	09/23/16	1,885.00	910.00
	01 INSURANCE ARES		1000016000055		00000000				606.66
	02 INSURANCE ARES		1001052110512		00000000				303.34
	482353 MOHR BOND			09/13/16		151177	09/23/16	1,885.00	975.00
	01 MOHR BOND		1000251500520		00000000				975.00
							VENDOR TOTAL:		1,885.00
EQUIVES	EQUI-VEST								
	160916 PAYROLL			09/16/16		151155	09/16/16	40.00	40.00
	01 160916 PAYROLL		1000021000923		00000000				40.00
	160930 PAYROLL			09/30/16		151214	09/30/16	40.00	40.00
	01 160930 PAYROLL		1000021000923		00000000				40.00
							VENDOR TOTAL:		80.00
FAHEMA	MARK W. FAHEY								
	16 TROUSER REIMB			09/30/16		151215	09/30/16	1,130.43	265.43
	01 TROUSER REIMB		1003055400293		00000000				65.01
	02 TROUSER REIMB		1003055400293		00000000				79.10
	03 SHOES REIMB		1003055400293		00000000				121.32
	160927 DEP REIMB			09/27/16		151215	09/30/16	1,130.43	865.00
	01 160927 DEPT REIMB		1000021000929		00000000				865.00
							VENDOR TOTAL:		1,130.43
FEHDBR	BRIAN D. FEHD								
	1609 CAFE REIMB			09/29/16		151216	09/30/16	200.00	200.00
	01 1609 CAFE REIMB		1000021000929		00000000				200.00
							VENDOR TOTAL:		200.00
FRIEVILL	FRIENDSHIP VILLAGE CELEBRATES								
	16 ALLOCATION			09/09/16		151156	09/16/16	400.00	400.00
	01 16 FRIENDSHIP VILLAGE EVENT		2400056000710		00000000				400.00
							VENDOR TOTAL:		400.00
FRONTON	FRONTIER ONLINE								
	26215905470813075169			08/25/16		151113	09/09/16	2,413.43	2,257.74
	01 POLICE-MULTIPLE		1001052140220		00000000				863.60

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	26215905470813075169			08/25/16		151113	09/09/16	2,413.43	2,257.74
	02	CITY	2113055200220		00000000				33.87
	04	CITY	1002053100220		00000000				197.97
	05	GARAGE-DSL	1002053311220		00000000				101.77
	06	PEC	2750056710220		00000000				59.93
	07	SEWER	6205553610220		00000000				241.73
	08	POLICE	2350052130294		00000000				52.39
	09	FIRE	1001552210220		00000000				155.18
	10	COURT	1000351200200		00000000				118.58
	11	DSL & ELEVATOR	1000251400220		00000000				94.87
	12	PARKS	1003055200220		00000000				144.13
	13	LIBRARY	2300055110220		00000000				193.72
	60874500380414165168			08/01/16		151113	09/09/16	2,413.43	155.69
	01	PEC	2750056710220		00000000				155.69
								VENDOR TOTAL:	2,413.43
GRIEJE	JENNIFER GRIEP								
	160902	PAYROLL CORR		09/09/16		151114	09/09/16	108.50	108.50
	01	160902 PAYROLL	1000021000935		00000000				108.50
								VENDOR TOTAL:	108.50
GWRS	GREAT WEST RETIREMENT SERVICES								
	160916	PAYROLL		09/16/16		921538	09/16/16	7,313.00	7,313.00
	01	160916 PAYROLL	1000021000923		00000000				3,828.00
	02	160916 PAYROLL	1000021000923		00000000				1,185.00
	03	160916 PAYROLL	2110021000923		00000000				5.00
	04	160916 PAYROLL	2300021000923		00000000				700.00
	05	160916 PAYROLL	6100021000923		00000000				1,062.00
	06	160916 PAYROLL	6100021000923		00000000				66.00
	07	160916 PAYROLL	6200021000923		00000000				458.00
	08	160916 PAYROLL	6200021000923		00000000				9.00
	160930	PAYROLL		09/30/16		958913	09/30/16	7,313.00	7,313.00
	01	160930 PAYROLL	1000021000923		00000000				3,828.00
	02	160930 PAYROLL	1000021000923		00000000				1,185.00
	03	160930 PAYROLL	2110021000923		00000000				5.00
	04	160930 PAYROLL	2300021000923		00000000				700.00
	05	160930 PAYROLL	6100021000923		00000000				1,062.00
	06	160930 PAYROLL	6100021000923		00000000				66.00
	07	160930 PAYROLL	6200021000923		00000000				458.00
	08	160930 PAYROLL	6200021000923		00000000				9.00
								VENDOR TOTAL:	14,626.00

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HALLKE	KEITH HALL								
	1610 CAFE REIMB			10/05/16		151229	10/07/16	346.00	346.00
	01 1610 CAFE REIMB		1000021000929		00000000				346.00
									VENDOR TOTAL:
									346.00
HARTOLSO	HART & OLSON FAMILY DENTISTRY								
	CITY OUTFALL STRUCT			09/30/16		151230	10/07/16	2,107.50	2,107.50
	01 CITY OUTFALL STRUCTURE AGREEME		1002053441294		00000000				2,107.50
									VENDOR TOTAL:
									2,107.50
HAWKLE	LESLIE HAWKINSON								
	1609 CAFE REIMB			09/20/16		151178	09/23/16	289.98	289.98
	01 CAFE REIMB		1000021000929		00000000				289.98
									VENDOR TOTAL:
									289.98
HUDGMI	MICHAEL HUDGENS								
	1609 CAFE REIMB			09/20/16		151217	09/30/16	284.85	284.85
	01 1609 CAFE REIMB		1000021000929		00000000				284.85
									VENDOR TOTAL:
									284.85
IMAGBUI	IMAGE BUILDERS								
	STORM MANHOLE REPAIR			08/26/16		151179	09/23/16	21,963.00	21,963.00
	01 MANHOLE REPAIRS		1002053311380		00016113				3,294.45
	02 MANHOLE REPAIRS		6205553610820		00016113				18,668.55
									VENDOR TOTAL:
									21,963.00
INDIAGE	HISTORIC INDIAN AGENCY HOUSE								
	16 ALLOCATION			09/06/16		151115	09/09/16	5,500.00	5,500.00
	01 16 ALLOCATION		2400056000730		00000000				5,500.00
									VENDOR TOTAL:
									5,500.00
JAREDPIE	JARED PIERSON ENTERPRISES LLC								
	HALLOWEEN EVENT GRAN			09/20/16		151180	09/23/16	3,000.00	3,000.00
	01 16 HALLOWEEN EVENT		2450056720715		00000000				3,000.00
									VENDOR TOTAL:
									3,000.00
KABELJER	JERRY KABELE								
	PARCEL 1692 AGREEMEN			09/14/16		151157	09/16/16	1,600.00	1,600.00

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		PARCEL 1692 AGREEMEN 01 AGREEMENT PARCEL 1692	1002053311370	09/14/16	00000000	151157	09/16/16	1,600.00	1,600.00 1,600.00
									VENDOR TOTAL: 1,600.00
KIEFLI		LISSA KIEFER							
		1608 DEPOSIT RETURN 01 ROOM RENTAL	1004848210000	09/29/16	00000000	151218	09/30/16	30.00	30.00 30.00
									VENDOR TOTAL: 30.00
KRIZAKEN		KEN KRIZAN							
		615 E CONANT RGHT WA 01 615 E CONANT ST SEC DEPT	1000023000939	09/15/16	00000000	151158	09/16/16	1,000.00	1,000.00 1,000.00
									VENDOR TOTAL: 1,000.00
KWIKTRI		KWIK TRIP STORES							
		BG2239401 NP48382592 01 ADMIN FUEL	1000251400342	09/05/16	00000000	151116	09/09/16	7,950.13	33.34 33.34
		BG2243581 NP48383095 01 PARK & REC FUEL	1003055400342	09/05/16	00000000	151116	09/09/16	7,950.13	1,573.30 1,573.30
		BG2247379 NP48384000 01 POLICE FUEL	1001052120342	09/05/16	00000000	151116	09/09/16	7,950.13	2,997.33 2,997.33
		BG2247746 NP48384135 01 GARAGE FUEL	1002053311342	09/05/16	00000000	151116	09/09/16	7,950.13	2,342.42 2,342.42
		BG2249109 NP48384209 01 FIRE FUEL	1001552220342	09/05/16	00000000	151116	09/09/16	7,950.13	443.04 443.04
		BG2250004 NP48384211 01 SEWER FUEL	6205553610342	09/05/16	00000000	151116	09/09/16	7,950.13	560.70 560.70
									VENDOR TOTAL: 7,950.13
LARKUNI		LARK UNIFORM, INC.							
		226083 SCHUTZ UNIFOR 01 SCHUTZ UNIFORM	1001052120133	07/29/16	00000000	151117	09/09/16	165.90	165.90 165.90
									VENDOR TOTAL: 165.90
MARQCOU		MARQUETTE COUNTY							
		1608 ENDEAV CTY		09/22/16		151219	09/30/16	60.00	60.00

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NEUVCHRY	NEUVILLE CHRYSLER-DODGE-JEEP								
	T6147	TAXI CARAVAN		09/27/16		151232	10/07/16	22,020.00	22,020.00
	01	16 CARAVAN 51704	2600053500830		00000000				22,020.00
	T6148	DOGE CARA TAXI		09/27/16		151222	09/30/16	22,020.00	22,020.00
	01	2016 DODGE GRAND CARAVAN TAXI	2600053500830		00000000				22,020.00
								VENDOR TOTAL:	44,040.00
PETTY	PETTY CASH								
	1609	FIRE DEPT		09/27/16		151223	09/30/16	64.54	64.54
	01	SUPPLIES	1001552210310		00000000				10.66
	02	SUPPLIES	1001552220390		00000000				49.91
	03	SUPPLIES	1001552210390		00000000				3.97
								VENDOR TOTAL:	64.54
PORTCURL	PORTAGE CURLING CLUB								
	16	GRANT		09/09/16		151160	09/16/16	5,500.00	5,500.00
	01	16 GRANT	2400056000730		00000000				5,500.00
								VENDOR TOTAL:	5,500.00
REGFEE	REGISTRATION FEE TRUST								
	07	DUMP 78459		08/05/16		151161	09/16/16	2.00	2.00
	01	07 DUMP 04012	1002053311341		00000000				2.00
	07	TRUCK 87172		08/02/16		151162	09/16/16	2.00	2.00
	01	07 TRUCK 58149	1002053311341		00000000				2.00
	12	FREIGHTLINER		08/30/16		151163	09/16/16	74.50	74.50
	01	2012 FREIGHTLINER	1002053311341		00000000				74.50
								VENDOR TOTAL:	78.50
RESERACC	RESERVE ACCOUNT								
	160916	POSTAGE		09/15/16		151164	09/16/16	1,000.00	1,000.00
	01	POSTAGE METER REFILL	1000016000053		00000000				1,000.00
								VENDOR TOTAL:	1,000.00
RUNNING	RUNNING INC.								
	15352			09/06/16		151165	09/16/16	64,698.05	64,698.05
	01	AUGUST SHARED RIDE TAXI SERVC	2600053520725		00000000				64,698.05
								VENDOR TOTAL:	64,698.05

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STAPLES	STAPLES CREDIT PLAN								
	6035517820094349-09			09/05/16		151166	09/16/16	297.01	297.01
		01	1001052110310		00000000				147.53
		02	1001052110310		00000000				69.97
		03	1001052110870		00000000				34.69
		04	1001052110310		00000000				44.82
	6035517820099165-09			09/12/16		151183	09/23/16	124.05	124.05
		01 TONER	1001552210310		00000000				67.59
		02 SUPPLIES	1001552210310		00000000				24.47
		03 SUPPLIES	1000251400310		00000000				31.99
								VENDOR TOTAL:	421.06
STWICOUR	STATE OF WISCONSIN COURT FINES								
	1608 ENDEAV STATE			09/22/16		151224	09/30/16	6,123.91	154.20
		01 1608 EANDEAVOR STATE	1004545115000		00000000				154.20
	1608 PORTAGE STATE			09/22/16		151224	09/30/16	6,123.91	5,969.71
		01 1608 PORTAGE STATE	1004545110000		00000000				5,969.71
								VENDOR TOTAL:	6,123.91
SUPPORT	WISCONSIN SUPPORT COLLECTIONS								
	160916 PAYROLL			09/16/16		151167	09/16/16	246.92	246.92
		01 160916 PAYROLL	1000021000925		00000000				246.92
	160930 PAYROLL			09/30/16		151225	09/30/16	246.92	246.92
		01 160930 PAYROLL	1000021000925		00000000				246.92
								VENDOR TOTAL:	493.84
TRACSUP	TRACTOR SUPPLY CREDIT PLAN								
	60353012028395671608			08/30/16		151118	09/09/16	72.28	72.28
		01 SUPPLY	1002053311340		00000000				2.29
		02 HOSE REEL	1002053311340		00000000				69.99
								VENDOR TOTAL:	72.28
TWORIV	TWO RIVERS SIGNS & DESIGN								
	20140386			08/31/16		151184	09/23/16	112.00	112.00
		01 4 CUSTOM SIGNS INVOICE 5/29/14	2450056720297		00000000				112.00
								VENDOR TOTAL:	112.00
UWPLATT	UW-PLATTEVILLE								
	21 CENT POLICE CONFE			09/16/16		151168	09/16/16	75.00	75.00

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	21	CENT POLICE CONFE		09/16/16		151168	09/16/16	75.00	75.00
	01	MANTHEY KLAFKE DRURY	1001052120290		00000000				75.00
								VENDOR TOTAL:	75.00
WALGREEN	WALGREENS								
	RESTIT MAY			09/22/16		151185	09/23/16	53.00	53.00
	01	RESTITUTION ASHLEY MAY	1004545110000		00000000				53.00
								VENDOR TOTAL:	53.00
WALMARSU	WALMART SUPERCENTER								
	RESTIT RAKOVICH			09/22/16		151186	09/23/16	29.80	29.80
	01	RESTITUTION RAKOVICH LINDSAY	1004545110000		00000000				29.80
								VENDOR TOTAL:	29.80
WALMART	WALMART COMMUNITY								
	6032202000077280-09			09/16/16		151187	09/23/16	65.57	48.85
	01	BATTERIES	1001552220340		00000000				48.85
	60322020000826611-09			09/16/16		151187	09/23/16	65.57	16.72
	01	COURT INCODE TRAINING	1000351200290		00000000				16.72
								VENDOR TOTAL:	65.57
WI DETRA	WI DEPT. OF TRANSPORTATION								
	160923 SUSPEND & REF			09/30/16		151226	09/30/16	10.00	10.00
	01	SUSPEND & REFUSE	1004545110000		00000000				10.00
								VENDOR TOTAL:	10.00
WIDEAERO	WISCONSIN DEPT. TRANSPORTATION								
	150920 SEMINAR			09/09/16		151119	09/09/16	70.00	70.00
	01	KUTZKE-TUESDAY 9/20 ONLY	1002053510290		00000000				35.00
	02	JAHNCKE-TUESDAY 9/20 ONLY	1002053510290		00000000				35.00
								VENDOR TOTAL:	70.00
WIFR	WIFR								
	329918-2 JULY 2016			07/31/16		151169	09/16/16	3,610.00	3,485.00
	01	TV 2016 CAMPAIGN	2400056000296		00000000				3,485.00
	329933-2 JULY 2016			07/31/16		151169	09/16/16	3,610.00	125.00

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
24 HOUR HOME COMFORT SERVICES							
	Total 24 HOUR HOME COMFORT SERVICES				23.95	.00	
ARAMARK UNIFORM SERVICES							
	Total ARAMARK UNIFORM SERVICES				249.16	.00	
CARGILL INC-SALT DIVISION							
	Total CARGILL INC-SALT DIVISION				6,486.64	.00	
CED\CONSOLIDATED ELECTRICAL DI							
	Total CED\CONSOLIDATED ELECTRICAL DI				130.86	.00	
CHARTER COMMUNICATIONS							
	Total CHARTER COMMUNICATIONS				36.66	.00	
COMMUNICATIONS SERVICE WIS							
	Total COMMUNICATIONS SERVICE WIS				193.50	.00	
CT LABORATORIES, LLC							
	Total CT LABORATORIES, LLC				180.00	.00	
DAVIS CONSTRUCTION							
	Total DAVIS CONSTRUCTION				1,130.00	.00	
ENERGY CONTROL SYSTEMS							
	Total ENERGY CONTROL SYSTEMS				152.03	.00	
FRONTIER							
	Total FRONTIER				53.84	.00	
GENERAL ENGINEERING COMPANY							
	Total GENERAL ENGINEERING COMPANY				3,640.00	.00	
HACH COMPANY							
	Total HACH COMPANY				306.42	.00	
HD SUPPLY WATERWORKS, LTD							
	Total HD SUPPLY WATERWORKS, LTD				6,943.51	.00	
L W ALLEN LLC							
	Total L W ALLEN LLC				1,989.08	.00	
LINCOLN CONTRACTORS SUPPLY INC							
	Total LINCOLN CONTRACTORS SUPPLY INC				281.47	.00	
MARTELLE WATER TREATMENT							
	Total MARTELLE WATER TREATMENT				3,195.88	.00	
MIDWEST METER INC							
	Total MIDWEST METER INC				906.43	.00	
MIDWEST TESTING							
	Total MIDWEST TESTING				7,208.00	.00	
NAPA AUTO PARTS							
	Total NAPA AUTO PARTS				3.25	.00	
NORTH WOODS SUPERIOR CHEMICAL							

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
	Total NORTH WOODS SUPERIOR CHEMICAL				194.07	.00	
P W U							
	Total P W U				1,170.72	.00	
PITNEY BOWES INC - RENTAL							
	Total PITNEY BOWES INC - RENTAL				117.00	.00	
PORTAGE LUMBER DO-IT							
	Total PORTAGE LUMBER DO-IT				86.76	.00	
PUBLIC SERVICE COMMISSION WISC							
	Total PUBLIC SERVICE COMMISSION WISC				1,927.24	.00	
SCHWINGLE, BARRY							
	Total SCHWINGLE, BARRY				142.43	.00	
VAN'S CONSTRUCTION INC							
	Total VAN'S CONSTRUCTION INC				480.00	.00	
W R W A							
	Total W R W A				555.00	.00	
WALSH'S ACE HARDWARE							
	Total WALSH'S ACE HARDWARE				33.40	.00	
WESTECH ENGINEERING, INC							
	Total WESTECH ENGINEERING, INC				380.96	.00	
WI STATE LABORATORY OF HYGIENE							
	Total WI STATE LABORATORY OF HYGIENE				25.00	.00	

Total Paid: -
 Total Unpaid: 38,223.26
 Grand Total: 38,223.26

Portage Water Utility

Dated: _____

Report Criteria:

Check.Check No = 15844-15851

Per	Date	Check No	Vendor No	Payee	Invoice No	Seq	GL Acct No	Discnts Taken	Seq Amount	
09/16	09/09/2016	15844	2362	ALLIANT ENERGY/WP&L	881412-8/1-9/1/16	1	1-622221		21.16	
					495644-8/2-9/2/16	1	1-622221		2,884.00	
Total 15844									2,905.16	
09/16	09/09/2016	15845		Information Only Check	.00		1-232000			V
09/16	09/09/2016	15846		Information Only Check	.00		1-232000			V
09/16	09/09/2016	15847	329	CITY TREASURER-PAYROLL	9/2/16 - PAY	10	1-920000		5,879.06	
					9/2/16 - PAY	3	1-620130		3,800.52	
					9/2/16 - PAY	4	1-620131		10.20	
					9/2/16 - PAY	5	1-620132		105.60	
					9/2/16 - PAY	6	1-620150		347.52	
					9/2/16 - PAY	16	1-920151		430.96	
					9/2/16 - PAY	1	1-620110		4,966.92	
					9/2/16 - PAY	15	1-920150		390.82	
					9/2/16 - PAY	11	1-920112		42.23	
					9/2/16 - PAY	12	1-920130		4,822.62	
					9/2/16 - PAY	13	1-920131		44.36	
					9/2/16 - PAY	7	1-620151		374.93	
					9/2/16 - PAY	8	1-640111		78.00	
					9/2/16 - PAY	9	1-640151		5.98	
					9/2/16 - PAY	17	1-902000		73.80	
					9/2/16 - PAY	18	1-902111		808.72	
					9/2/16 - PAY	19	1-902000		86.10	
					9/2/16 - PAY	20	1-902131		8.42	
					9/2/16 - PAY	21	1-902150		63.93	
					9/2/16 - PAY	22	1-902151		74.10	
					9/2/16 - PAY	14	1-920132		138.00	
					9/2/16 - PAY	2	1-620112		298.51	
Total 15847									22,851.30	
09/16	09/09/2016	15848	370	DIGGERS HOTLINE INC	160 8 40801	1	1-641340		216.91	
09/16	09/09/2016	15849	1405	HD SUPPLY WATERWORKS, LTD	F891442	1	1-654355		395.00	
					F920297	1	1-654355		210.00	
Total 15849									605.00	
09/16	09/09/2016	15850	1614	P W U PETTY CASH	SHOP & OFFICE	1	1-641340		78.00	
					SHOP & OFFICE	2	1-903291		13.06	
Total 15850									91.06	
09/16	09/09/2016	15851	1975	SEWER UTILITY	8/16 - BILLING	1	1-233400		158,027.52	
Totals:									184,696.95	

Per	Date	Check No	Vendor No	Payee	Invoice No	Seq	GL Acct No	Discrts Taken	Seq Amount	
09/16	09/30/2016	15852	127	24 HOUR HOME COMFORT SERVICE	786633	1	1-655350		11.95	
09/16	09/30/2016	15853	2362	ALLIANT ENERGY/WP&L	562203-8/25-9/26/16	1	1-622221		10.56	
					390633-8/25-9/26/16	1	1-622221		278.72	
					096931-8/24-9/26/16	1	1-622221		346.91	
					093885-8/5-9/7/16	1	1-622221		2,044.21	
					05182-8/22-9/21/16	1	1-622221		500.18	
					614975-8/5-9/7/16	1	1-622221		4,835.84	
Total 15853									8,016.42	
09/16	09/30/2016	15854	325	CENTURY LINK	1386434605	1	1-921220		.62	
09/16	09/30/2016	15855	327	CITY OF PORTAGE - TREASURER	2016288	3	1-921340		181.99	
					2016288	1	1-921220		51.86	
					2016287	1	1-408200		26,325.64	
					2016288	2	1-923207		216.24	
Total 15855									26,775.73	
09/16	09/30/2016	15856		Information Only Check	.00		1-232000			V
09/16	09/30/2016	15857		Information Only Check	.00		1-232000			V
09/16	09/30/2016	15858	329	CITY TREASURER-PAYROLL	9/30/16 - PAY	3	1-620150		358.84	
					9/16/16 - PAY	7	1-920132		10.00	
					9/16/16 - PAY	10	1-902000		178.35	
					9/16/16 - PAY	9	1-920151		368.83	
					9/16/16 - PAY	1	1-620110		5,136.39	
					9/16/16 - PAY	8	1-920150		337.21	
					9/16/16 - PAY	6	1-920112		110.84	
					9/16/16 - PAY	5	1-920000		4,998.26	
					9/16/16 - PAY	4	1-620151		381.41	
					9/16/16 - PAY	12	1-902150		34.50	
					9/30/16 - PAY	10	1-902000		24.60	
					9/16/16 - PAY	13	1-902151		39.99	
					9/30/16 - PAY	2	1-620112		533.50	
					9/30/16 - PAY	4	1-620151		388.06	
					9/30/16 - PAY	5	1-920000		4,502.23	
					9/16/16 - PAY	11	1-902111		344.40	
					9/30/16 - PAY	7	1-920132		10.00	
					9/16/16 - PAY	2	1-620112		213.79	
					9/30/16 - PAY	9	1-920151		325.24	
					9/30/16 - PAY	1	1-620110		4,903.39	
					9/30/16 - PAY	11	1-902111		900.97	
					9/30/16 - PAY	12	1-902000		64.57	
					9/30/16 - PAY	13	1-902150		65.35	
					9/30/16 - PAY	14	1-902151		75.75	
					9/30/16 - PAY	8	1-920150		299.59	
					9/16/16 - PAY	3	1-620150		353.11	
					9/30/16 - PAY	6	1-920112		36.95	
Total 15858									24,996.12	
09/16	09/30/2016	15859	714	FRONTIER	WELLS-9/13-10/12/16	1	1-921220		257.94	
09/16	09/30/2016	15860	1143	KWIK TRIP EXTENDED NETWORK	NP48383401	1	1-920342		614.34	
Totals:									60,673.12	

Taxi Program Summary

6/9/2016

- The taxi grant program allows for a max of 60 - 65% of the programs expenses; the individual contracts are based on the budgets turned in - and actual grants have ranged from 45-58% of program expenses. 10% of the State portion of the grant is withheld until the audit by the State is complete. The 4thQ Federal payment is historically paid in the following calendar year.
- In the past the taxi contract was put together based on a line item budget; the audits were done 1-2 years after the contract year; adjustments were allowed and the actual grant was adjusted within the cap of the 60 - 65%
- The State was short staffed and fell behind in performing audits.
- In March 2015 the city received the results of the 2008 - 2010 audits; and in June 2015 we received 2011-2012; indicating that a net overpayment of **\$281,124** was made. The city share was **\$0**.
- **\$133,000** was withheld from the 1st & 2nd Q payments in 2015 ; leaving a balance due of **\$148,124**
- In December 2015 the audits from 2013 - 2014 were received indicating a city share of **\$113,561**; and a holdback (10% of State share) of \$40,675.
- A portion of the overpayments were used to cover the City share in 2013 & 2014 which resulted from to lower agency revenues in the Taxi Program. The shortage was within the 60-65% max allowance and was presumed would be adjusted (covered) through the State audit process.
- In discussions with the State those practices changed as the number of participants have increased and the funding has decreased. The maximum amount paid is not adjusted up from the amount in the actual contract.
- The Taxi Program for 2015 pre-audit is showing a City share of **\$40,451**; and is currently covered from the General Fund.
- The Taxi Program for 2016 is budgeted to have a City Share of \$26,528.

Schedule	State/ Federal Funding	City Share
2008 AUDIT - Overpayment	\$ 11,962	\$ -
2009 AUDIT - Overpayment	\$ 57,701	\$ -
2010 AUDIT - Overpayment	\$ 125,220	\$ -
2011 AUDIT - Underpayment	\$ (21,208)	\$ -
2012 AUDIT - Overpayment	\$ 107,449	\$ -
TOTAL OVERPAYMENT	\$ 281,124	\$ -
Withheld from 1st & 2nd Q payments 2015	\$ (133,000)	
Amount Due Currently per State	\$ 148,124	
2013 AUDIT - Underpayment	\$ (16,848)	\$ 39,046
2014 AUDIT - Underpayment	\$ (23,827)	\$ 74,515
CK RECEIVED MAY 2016 - Needs to be paid back to the State	\$ (40,675)	\$ 113,561
Amount Due to State	\$ 107,449	
Estimated 2015 City Share - Preaudit		\$ 40,451
Estimated Fund Balance Deficit (Surplus) 12/31/15		\$ 154,012

**Federal/State/Project Sponsor
High Priority Projects (HPP) Program
Transportation Alternatives Program (TAP) –
Subprogram 290
STATE LET
Revision #1 Project Agreement**

Revision #1 Date: June 16, 2016

Date: June 25, 2013

This agreement supersedes the agreement for 6996-05-27/28/33/35 signed by the Municipality on July 16, 2013 and approved by the State on July 23, 2013.

ID: 6996-05-27/28 (HPP)

6996-05-35 (TAP)

Highway: Non Highway

Project Name: City of Portage, Portage Canal

Limits: Wisconsin River to Fox River (HPP - 6996-05-27)

Adams Street to Canadian Pacific Railway Bridge (HPP - 6996-05-28)

Hamilton Street and Riverwood Apartments Bridges (TAP – 6996-05-35)

County: Columbia

The signatory, City of Portage, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the high priority project hereinafter described.

Wisconsin Statute 85.026(1) authorizes the State to administer a program to award grants of assistance to any political subdivision or state agency for transportation enhancement activities consistent with federal regulations promulgated under 23 USC 133 (b) (8).

The authority for the Municipality to enter into this Agreement with the State is provided by Section 86.25(1), (2) and (3) and Section 66.0301 of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

Describe Project or Existing Facility – Give details and reason for request: The Portage Canal is on the National Register for Historic Places. It begins at the Wisconsin River where the Wisconsin River lock is located and runs northeast approximately 2.5 miles to its terminus at the Fox River, just north of the remnants of the Fort Winnebago lock. The canal is no longer used as a transportation route. It has been neglected and its condition has deteriorated.

Proposed Improvement - Nature of Work: It is proposed to provide a pedestrian and bicycle facility adjacent to Portage Canal, which will result in modifications to the canal. The first phase of construction between the Wisconsin River and Adams Street, including the rehabilitation of the Wisconsin River lock was completed in 2006. This phase will include reviewing the previous concepts to the Fox River, with construction proposed between Adams Street and the Canadian Pacific Railway bridge. It will also include a new pedestrian/bicycle bridge crossing at Hamilton Street and a new pedestrian/bicycle bridge across the Wisconsin River Locks near the Riverwood Apartments.

Non Participating Items: None.

Summary of Project Funding:

	Total Estimated Cost	HPP Funds	%	TAP Funds	%	Local Share	%
Design (6996-05-27)							
Plan Development	\$ 350,000	\$ 280,000	80%	\$ -	N/A	\$ 70,000	20%
State Review	\$ 50,000	\$ 40,000	80%	\$ -	N/A	\$ 10,000	20%
Total Design	\$ 400,000	\$ 320,000	80%	\$ -	N/A	\$ 80,000	20%
Construction (6996-05-28):							
Participating	\$ 824,191	\$ 659,353	80%	\$ -	N/A	\$ 164,838	20%
Non-participating	\$ -	\$ -	0%	\$ -	N/A	\$ -	100%
(Non-Federally Eligible Items)	\$ -	\$ -	0%	\$ -	N/A	\$ -	100%
Total Construction (6996-05-28)	\$ 824,191	\$ 659,353	80%	\$ -	N/A	\$ 164,838	N/A
Construction (6996-05-35)							
Participating	\$ 226,800	\$ -	N/A	\$ 181,440	80%	\$ 45,360	20%
Non-participating	\$ -	\$ -	N/A	\$ -	0%	\$ -	100%
(Non-Federally Eligible Items)	\$ -	\$ -	N/A	\$ -	0%	\$ -	100%
Total Construction (6996-05-35)	\$ 226,800	\$ -	N/A	\$ 181,440	80%	\$ 45,360	20%
Total Construction	\$ 1,050,991	\$ 659,353	80%	\$ 181,440	80%	\$ 210,198	N/A
Total Cost Distribution	\$ 1,450,991	\$ 979,353		\$ 181,440		\$ 290,198	
Maximum		\$ 979,353		\$ 181,440			

Note: Construction also includes construction engineering.

The apportionment of costs for work necessary to finish the project (including non-participating work and work which will be undertaken by the Municipality) is as follows:

Summary of HPP Earmark Appropriation Remaining:

Note: Please see the Revised State/Municipal Agreement for Project ID 6996-05-06/07/12 signed by the Municipality on August 25, 2006 for the FFY 2005 and 2006 amounts. The total Federal Amount was \$1,760,000 and the Actual Federal Amount Available was \$1,583,824.

Federal Fiscal Year (FFY)	Federal Amount	Local Share	Actual Federal Amount Available (1)	Modified Local Share (2)	Cumulative Federal Funds Available
2007	\$352,000	\$88,000	\$324,271	\$81,068	\$324,271
2008	\$352,000	\$88,000	\$325,428	\$81,357	\$649,699
2009	\$352,000	\$88,000	\$329,654	\$82,414	\$979,353
Total	\$1,056,000	\$264,000	\$979,353	\$244,839	\$979,353

(1) The amount available will be determined when the Federal Highway Administration (FHWA) issues the Notice of Funding for the State for each Federal Fiscal Year (FFY). The amount includes or will include federal obligation limit and any applicable rescissions. The State will provide notice to the Municipality of the amount to be inserted when the information is available.

(2) The required local match must equal 20% of the total. The Municipality may choose to increase the local match or seek concurrence with the State to down-scope the project to compensate for any decreased federal funds or increases in costs above estimates. The State will provide notice or confirmation of the amount to be inserted after the Municipality and the State consult.

The federal High Priority Projects program under 23 USC 117 provides authorization for funding over five years, 20% each year, subject to the annual obligation limitation set by Congress in each year's appropriations bill.

In FFY 2007, the obligation limitation ratio was 90.549%, plus there was a Revenue-Aligned Budget Authority (RABA) adjustment of \$6,116. Therefore, the project received an allocation of \$324,271 in FFY 2007 (((20% of \$1,760,000) + \$6,116) for the RABA x 90.549%).

In FFY 2008, the obligation limitation ratio was 92.451%. Therefore, the project received an allocation of \$325,428 in FFY 2008 (92.451% of 20% of \$1,760,000).

In FFY 2009, the obligation limitation ratio was 93.652%. Therefore, the project received an allocation of \$329,654 in FFY 2009 (93.652% of 20% of \$1,760,000).

Project funding is a local responsibility and the State is statutorily unable to advance construct the project with State funds. Therefore, the Municipality has the option to wait until all federal funding for the project is received – after the FFY 2009 appropriations bill has been enacted – or front all of the project funds in excess of the federal funds currently available for reimbursement thus far. The Municipality must ensure that the non-federal match requirement is met. This project must be State let.

The State will bill the Municipality for the entire amount of the High Priority Project (HPP) work, less any federal funds actually currently available to the State for the specific project. The Municipality shall be responsible for all costs less the federal funds that actually are available.

(3) Project 6996-05-28 must be constructed and in final acceptance by June 30, 2019. The State may consider a written request to extend the completion deadline from the Municipality and may approve such a request in the presence of extenuating circumstances. The written request shall explain the reasons for project implementation delay and revised timeline for project completion. If the Wisconsin Department of Natural Resources is unable to complete its responsibilities associated with the remediation of the contaminated soils within this timeline, this should be included as one of the reasons.

The Municipality agrees to the following State Fiscal Year 2014 – 2018 TAP project funding conditions:

Project ID 6996-05-35 is funded with 80% federal funding up to a maximum of \$181,440 for all federal-funded project phases when the Municipality agrees to provide the remaining 20% and all funds in excess of the \$181,440 federal funding maximum, in accordance with TAP guidelines. Non-participating costs are 100% the responsibility of the Municipality. Any work performed by the Municipality prior to federal authorization is not eligible for federal funding. The Municipality will be notified by the State that the project is authorized and available for charging.

Project 6996-05-35 must be commenced within four (4) years of the project award date or the grant is rescinded. Sec. 85.021, Wis. Stats.

- 1) For construction projects, a project is commenced when construction is begun.
- 2) For planning projects, a planning project is commenced when the planning study is begun.
- 3) For non-infrastructure projects that do not fall within any of the above categories, a project is considered commenced on the date that WisDOT receives the first reimbursement request from the project sponsor, as noted on form DT1713 in the 'Date Received' field.

Project Award date: Miscellaneous

Commencement deadline: 7/1/2014

Completion deadline: 6/30/2021

The project commencement deadline is fixed by statute, and may not be extended.

Project 6996-05-35 must be constructed and in final acceptance by June 30, 2021. The State may consider a written request to extend the completion deadline from the Municipality and may approve such a request in the presence of extenuating circumstances. The written request shall explain the reasons for project implementation delay and revised timeline for project completion. If the Wisconsin Department of Natural Resources is unable to complete its responsibilities associated with the remediation of the contaminated soils within this timeline, this should be included as one of the reasons.

The Catalogue of Federal Domestic Assistance (CFDA) number for this project is 20.205 – Highway Planning and Construction.

This request is subject to the terms and conditions that follow (pages 6 and 7) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon acceptance by the State shall constitute agreement between the Municipality and the State.

Signed for and on behalf of Municipality:	
Signature	Title Mayor
Name (Written Clearly)	Date
Signature	Title Clerk
Name (Written Clearly)	Date

Accepted for and on behalf of the State and returned to Municipality:	
Signature	Title Southwest Region Planning Chief
Name (Written Clearly)	Date

-Terms and Conditions Begin on the Next Page-

TERMS AND CONDITIONS

1. The initiation and accomplishment of the improvement will be subject to the applicable Federal and State regulations.
2. The Municipality will pay to the State all costs incurred by the State in connection with the improvement which exceed the current amount of Cumulative Federal Funds Available to the State as shown in the table on the first page of this Agreement or are ineligible for Federal/State financing.
3. Funding of each project phase (preliminary engineering, real estate, construction, and other) is subject to inclusion in an approved program. Federal aid and/or State transportation fund financing will be limited to participation in the costs of the following items as specified in the estimate summary:
 - a. Preliminary engineering and state review services.
 - b. The grading, base, pavement, curb and gutter, retaining wall, and restoration of the canal, including dredging, construction of revetment walls, and bridges.
 - c. Catch basins and inlets for surface water drainage of the improvement, with connections to the storm sewer main.
 - d. Construction engineering incidental to inspection and supervision of actual construction work.
 - e. Signing and pavement marking, including detour routes.
 - f. Storm sewer mains necessary for the surface water drainage.
 - g. Construction or replacement of sidewalks and surfacing of private driveways.
 - h. New installations or alteration of street lighting and traffic signals or devices.
 - i. Landscaping.
4. Work necessary to complete the improvement to be financed entirely by the Municipality or other utility or facility owner or other responsible party (not including the State) includes the following items:
 - a. New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - b. Damages to abutting property due to change in street or sidewalk widths, grades or drainage.
 - c. Conditioning, if required, and maintenance of detour routes.
 - d. Repair of damages to roads or streets caused by reason of their use in hauling materials incidental to the improvement.
 - e. Real estate for the improvement.
5. As the work progresses, the Municipality will be billed for and agrees to pay for work completed which exceeds the current amount of Cumulative Federal Funds Available to the State as shown in the table on the first page of this Agreement or which is ineligible for Federal/State financing. Upon completion of

the project, a final audit will be made to determine the final division of costs and the Municipality agrees to pay any required reimbursement to the State.

6. If the Municipality should withdraw from the project, it will reimburse the State for any costs incurred by the State on behalf of the project.
7. The work will be administered by the State and may include items not eligible for Federal/State participation.
8. The Municipality will at its own cost and expense:
 - a. Maintain all portions of the project that lie within its jurisdiction for such maintenance through statutory requirements, in a manner satisfactory to the State and will make ample provision for such maintenance each year.
 - b. Prohibit angle parking.
 - c. Regulate or prohibit all parking at locations where and when the pavement area usually occupied by parked vehicles will be needed to carry active traffic in the street.
 - d. Regulate and prohibit parking at all times in the vicinity of the proposed improvements during their construction.
 - e. Assume general responsibility for all public information and public relations for the project and to make fitting announcements to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the project.
 - f. Use the WisDOT Utility Accommodation Policy unless the Municipality adopts a policy that has equal or more restrictive controls.
9. Project ID 6996-05-28 must be constructed and in final acceptance by June 30, 2019. Project ID 6996-05-35 must be constructed and in final acceptance by June 30, 2021. The State may consider a written request to extend the completion deadline from the Municipality and may approve such a request in the presence of extenuating circumstances. The written request shall explain the reasons for project implementation delay and revised timeline for project completion. If the Wisconsin Department of Natural Resources is unable to complete its responsibilities associated with the remediation of the contaminated soils within this timeline, this should be included as one of the reasons.
10. Basis for local participation:

ID 6996-05-27/28:	High Priority Projects Program, Section 1702 of SAFETEA-LU, 80% federal up to the maximum available at this time, or \$979,353, with 100% Local for non-federally eligible items, if necessary.
ID 6996-05-35:	80% Transportation Alternatives Program, with a maximum cap of \$181,440; and 20% Local.
11. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.

**Federal/State/Project Sponsor
High Priority Projects (HPP) Program
Transportation Enhancements (TE) Program –
Subprogram 214
Bicycle Pedestrian Facilities Program (BPFP) –
Subprogram 215
STATE LET
Project Agreement**

Date: June 25, 2013
ID: 6996-05-27/28 (HPP)
6996-05-33 (TE)
6996-05-35 (BPFP)
Highway: Non Highway
Project Name: City of Portage, Portage Canal
Limits: Wisconsin River to Fox River (HPP - 6995-05-27)
Adams Street to Canadian Pacific Railway Bridge (HPP - 6995-05-28)
Adams Street to Canadian Pacific Railway Bridge (TE)
Hamilton Street and Riverwood Apartments Bridges (BPFP)
County: Columbia

The signatory, City of Portage, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the high priority project hereinafter described.

Wisconsin Statute 85.026(1) authorizes the State to administer a program to award grants of assistance to any political subdivision or state agency for transportation enhancement activities consistent with federal regulations promulgated under 23 USC 133 (b) (8).

The authority for the Municipality to enter into this Agreement with the State is provided by Section 86.25(1), (2) and (3) and Section 66.0301 of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

Describe Project or Existing Facility – Give details and reason for request: The Portage Canal is on the National Register for Historic Places. It begins at the Wisconsin River where the Wisconsin River lock is located and runs northeast approximately 2.5 miles to its terminus at the Fox River, just north of the remnants of the Fort Winnebago lock. The canal is no longer used as a transportation route. It has been neglected and its condition has deteriorated.

Proposed Improvement - Nature of Work: It is proposed to rehabilitate the historic canal and provide an adjacent pedestrian and bicycle facility. The first phase of construction between the Wisconsin River and Adams Street, including the rehabilitation of the Wisconsin River lock was completed in 2006. The next phase will include reviewing the previous concepts to the Fox River, with construction proposed between Adams Street and to the Canadian Pacific Railway bridge in 2016. It will also include a new pedestrian/bicycle bridge crossing at Hamilton Street and a replacement pedestrian/bicycle bridge east of Wisconsin Street, near the Riverwood Apartments.

Non Participating Items: None.

Summary of Project Funding:

	Total Estimated Cost	HPP Funds	%	TE Funds	%	BFPF Funds	%	Local Share	%
Design (6996-05-27)									
Plan Development	\$ 350,000	\$ 280,000	80%	\$ -	N/A	\$ -	N/A	\$ 70,000	20%
State Review	\$ 50,000	\$ 40,000	80%					\$ 10,000	20%
Total Design	\$ 400,000	\$ 320,000	80%	\$ -	N/A	\$ -	N/A	\$ 80,000	20%
Construction (6996-05-28):									
Participating	\$ 824,191	\$ 659,353	80%	\$ -	N/A	\$ -	N/A	\$ 164,838	20%
Non-participating (Non-Federally Eligible Items)	\$ -	\$ -	0%	\$ -	N/A	\$ -	N/A	\$ -	100%
Total Construction (6996-05-28)	\$ 824,191	\$ 659,353	80%	\$ -	N/A	\$ -	N/A	\$ 164,838	N/A
Construction (6996-05-33):									
Participating	\$ 507,450	\$ -	N/A	\$ 405,960	80%	\$ -	N/A	\$ 101,490	20%
Total Construction (6996-05-33)	\$ 507,450	\$ -	N/A	\$ 405,960	80%	\$ -	N/A	\$ 101,490	20%
Construction (6996-05-35)									
Participating	\$ 226,800	\$ -	N/A	\$ -	N/A	\$ 181,440	80%	\$ 45,360	20%
Total Construction (6996-05-35)	\$ 226,800	\$ -	N/A	\$ -	N/A	\$ 181,440	80%	\$ 45,360	20%
Total Construction	\$ 1,558,441	\$ 659,353	80%	\$ 405,960	80%	\$ 181,440	80%	\$ 311,688	N/A
Total Cost Distribution	\$ 1,958,441	\$ 979,353		\$ 405,960		\$ 181,440		\$ 391,688	
Maximum		\$ 979,353		\$ 405,960		\$ 181,440			

Note: Construction also includes construction engineering.

The apportionment of costs for work necessary to finish the project (including non-participating work and work which will be undertaken by the Municipality) is as follows:

Summary of HPP Earmark Appropriation Remaining:

Note: Please see the Revised State/Municipal Agreement for Project ID 6996-05-06/07/12 signed by the Municipality on August 25, 2006 for the FFY 2005 and 2006 amounts. The total Federal Amount was \$1,760,000 and the Actual Federal Amount Available was \$1,583,824.

Federal Fiscal Year (FFY)	Federal Amount	Local Share	Actual Federal Amount Available (1)	Modified Local Share (2)	Cumulative Federal Funds Available
2007	\$352,000	\$88,000	\$324,271	\$81,068	\$324,271
2008	\$352,000	\$88,000	\$325,428	\$81,357	\$649,699
2009	\$352,000	\$88,000	\$329,654	\$82,414	\$979,353
Total	\$1,056,000	\$264,000	\$979,353	\$244,839	\$979,353

(1) The amount available will be determined when the Federal Highway Administration (FHWA) issues the Notice of Funding for the State for each Federal Fiscal Year (FFY). The amount includes or will include federal obligation limit and any applicable rescissions. The State will provide notice to the Municipality of the amount to be inserted when the information is available.

(2) The required local match must equal 20% of the total. The Municipality may choose to increase the local match or seek concurrence with the State to down-scope the project to compensate for any decreased federal funds or increases in costs above estimates. The State will provide notice or confirmation of the amount to be inserted after the Municipality and the State consult.

The federal High Priority Projects program under 23 USC 117 provides authorization for funding over five years, 20% each year, subject to the annual obligation limitation set by Congress in each year's appropriations bill.

In FFY 2007, the obligation limitation ratio was 90.549%, plus there was a Revenue-Aligned Budget Authority (RABA) adjustment of \$6,116. Therefore, the project received an allocation of \$324,271 in FFY 2007 (((20% of \$1,760,000) + \$6,116) for the RABA x 90.549%).

In FFY 2008, the obligation limitation ratio was 92.451%. Therefore, the project received an allocation of \$325,428 in FFY 2008 (92.451% of 20% of \$1,760,000).

In FFY 2009, the obligation limitation ratio was 93.652%. Therefore, the project received an allocation of \$329,654 in FFY 2009 (93.652% of 20% of \$1,760,000).

Project funding is a local responsibility and the State is statutorily unable to advance construct the project with State funds. Therefore, the Municipality has the option to wait until all federal funding for the project is received – after the FFY 2009 appropriations bill has been enacted – or front all of the project funds in excess of the federal funds currently available for reimbursement thus far. The Municipality must ensure that the non-federal match requirement is met. This project must be State let.

The State will bill the Municipality for the entire amount of the High Priority Project (HPP) work, less any federal funds actually currently available to the State for the specific project. The Municipality shall be responsible for all costs less the federal funds that actually are available.

(3) These projects must be authorized for construction by June 30, 2018 and completed by June 30, 2019. The State may consider a written extension from the Municipality and may approve such a request in the

presence of extenuating circumstances. The written request shall explain the reasons for project implementation delay and revised timeline for project completion. If the Wisconsin Department of Natural Resources is unable to complete its responsibilities associated with the remediation of the contaminated soils within this timeline, this should be included as one of the reasons.

The Municipality agrees to the following Calendar Year 2008 [Fiscal Year 2009-2011] Transportation Enhancements (TE) Program project funding conditions:

Project ID 6995-05-33 is funded with 80% federal funding up to a maximum of \$405,960 for all federally-funded project phases when the Municipality agrees to provide the remaining 20% and all funds in excess of the \$405,960 federal funding maximum, in accordance with TE program guidelines.

The Catalogue of Federal Domestic Assistance (CFDA) number for this project is 20.205 – Highway Planning and Construction.

The Municipality agrees to the following Calendar Year 2008 [Fiscal Year 2009-2011] Bicycle and Pedestrian Facilities Program (BPPF) project funding conditions:

Project ID 6995-05-35 is funded with 80% federal funding up to a maximum of \$181,440 for all federal-funded project phases when the Municipality agrees to provide the remaining 20% and all funds in excess of the \$181,440 federal funding maximum, in accordance with BPPF guidelines.

The Catalogue of Federal Domestic Assistance (CFDA) number for this project is 20.205 – Highway Planning and Construction.

This request is subject to the terms and conditions that follow (pages 5 and 6) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon acceptance by the State shall constitute agreement between the Municipality and the State.

Signed for and on behalf of Municipality:	
Signature	Title Mayor
Name (Written Clearly)	Date
Signature	Title Clerk
Name (Written Clearly)	Date

Accepted for and on behalf of the State and returned to Municipality:	
Signature	Title Southwest Region Planning Chief
Name (Written Clearly)	Date

-Terms and Conditions Begin on the Next Page-

TERMS AND CONDITIONS

1. The initiation and accomplishment of the improvement will be subject to the applicable Federal and State regulations.
2. The Municipality will pay to the State all costs incurred by the State in connection with the improvement which exceed the current amount of Cumulative Federal Funds Available to the State as shown in the table on the first page of this Agreement or are ineligible for Federal/State financing.
3. Funding of each project phase (preliminary engineering, real estate, construction, and other) is subject to inclusion in an approved program. Federal aid and/or State transportation fund financing will be limited to participation in the costs of the following items as specified in the estimate summary:
 - a. Preliminary engineering and state review services.
 - b. The grading, base, pavement, curb and gutter, retaining wall, and restoration of the canal, including dredging, construction of revetment walls, and bridges.
 - c. Catch basins and inlets for surface water drainage of the improvement, with connections to the storm sewer main.
 - d. Construction engineering incidental to inspection and supervision of actual construction work.
 - e. Signing and pavement marking, including detour routes.
 - f. Storm sewer mains necessary for the surface water drainage.
 - g. Construction or replacement of sidewalks and surfacing of private driveways.
 - h. New installations or alteration of street lighting and traffic signals or devices.
 - i. Landscaping.
4. Work necessary to complete the improvement to be financed entirely by the Municipality or other utility or facility owner or other responsible party (not including the State) includes the following items:
 - a. New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - b. Damages to abutting property due to change in street or sidewalk widths, grades or drainage.
 - c. Conditioning, if required, and maintenance of detour routes.
 - d. Repair of damages to roads or streets caused by reason of their use in hauling materials incidental to the improvement.
 - e. Real estate for the improvement.
5. As the work progresses, the Municipality will be billed for and agrees to pay for work completed which exceeds the current amount of Cumulative Federal Funds Available to the State as shown in the table on the first page of this Agreement or which is ineligible for Federal/State financing. Upon completion of

the project, a final audit will be made to determine the final division of costs and the Municipality agrees to pay any required reimbursement to the State.

6. If the Municipality should withdraw from the project, it will reimburse the State for any costs incurred by the State on behalf of the project.
7. The work will be administered by the State and may include items not eligible for Federal/State participation.
8. The Municipality will at its own cost and expense:
 - a. Maintain all portions of the project that lie within its jurisdiction for such maintenance through statutory requirements, in a manner satisfactory to the State and will make ample provision for such maintenance each year.
 - b. Prohibit angle parking.
 - c. Regulate or prohibit all parking at locations where and when the pavement area usually occupied by parked vehicles will be needed to carry active traffic in the street.
 - d. Regulate and prohibit parking at all times in the vicinity of the proposed improvements during their construction.
 - e. Assume general responsibility for all public information and public relations for the project and to make fitting announcements to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the project.
 - f. Use the WisDOT Utility Accommodation Policy unless the Municipality adopts a policy that has equal or more restrictive controls.
9. These projects must be authorized for construction by June 30, 2018 and completed by June 30, 2019. The State may consider a written extension from the Municipality and may approve such a request in the presence of extenuating circumstances. The written request shall explain the reasons for project implementation delay and revised timeline for project completion. If the Wisconsin Department of Natural Resources is unable to complete its responsibilities associated with the remediation of the contaminated soils within this timeline, this should be included as one of the reasons.
10. Basis for local participation:

ID 6996-05-27/28:	High Priority Projects Program, Section 1702 of SAFETEA-LU, 80% federal up to the maximum available at this time, or \$979,353, with 100% Local for non-federally eligible items, if necessary.
ID 6996-05-33:	80% Transportation Enhancement Program, with a maximum cap of \$405,960; and 20% Local.
ID 6996-05-35:	80% Bicycle/Pedestrian Facilities Program, with a maximum cap of \$181,440; and 20% Local.
11. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.



Division of Transportation System Development
Southwest Region
3550 Mormon Coulee Road
La Crosse, WI 54601

Scott Walker, Governor
Mark Gottlieb, P.E., Secretary
Internet: www.dot.wisconsin.gov

Telephone: (608) 785-9952
Facsimile (FAX): (608) 789-6302

E-mail: arthur.sommerfield@dot.wi.gov

June 17, 2016

SHAWN MURPHY
CITY OF PORTAGE
115 W. PLEASANT STREET
PORTAGE, WI 53901

SUBJECT: WELCOME CENTER PROJECT AGREEMENT

Mr. Murphy:

Enclosed for signature is the project agreement for the following project that has approved funds in the Transportation Alternatives Program:

Project 6996-05-27
City of Portage - Portage Canal

Please print and sign four (4) copies of the agreement. Please return four (4) copies of the agreement with original signatures as soon as possible to:

Southwest Region- Madison
Attn: Michael Erickson
2101 Wright Street
Madison, WI 53704-2583

Note the cost ratios for each project phase and any federal/state funding caps which may exist. The Municipality is responsible for the entire cost of non-participating items as well as any costs which exceed the funding caps, if applicable.

An agreement is not considered fully approved unless it has been approved by both the Municipality and the State, and it is not considered fully executed unless a fully approved copy has been returned to the Municipality.

The Municipality and its consultants (or any other parties hired by the Municipality) ***MUST NOT*** begin work on a federal/state-funded project phase until the State has provided notice of project authorization. Any such work would be ineligible for federal/state funding.

If you have any questions regarding the agreement, please call me at (608) 785-9952 or e-mail arthur.sommerfield@dot.wi.gov.

Sincerely,

Arthur P. Sommerfield

Arthur P. Sommerfield, P.E.
Local Programs Engineer

CITY OF PORTAGE

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



"Where the North Begins"

Wisconsin School Board Appreciation Week Proclamation

WHEREAS, the City of Portage recognizes the importance of public education in our community; and

WHEREAS, the City of Portage appreciates the vital role played by the local school board, which establishes policies to ensure an efficient, effective school system; and

WHEREAS, school board members serve as a voice that enables our community to preserve local management and control of our public schools; and

WHEREAS, school board members are charged with representing our local education interests to state and federal government and ensuring compliance with state and federal law; and

WHEREAS, school board members selflessly devote their knowledge, time and talents as advocates for our schoolchildren and community's future;

WHEREAS, local school board members are strong advocates for public education and responsible for communicating the needs of the school district to the public and the public's expectations to the district;

NOW THEREFORE, BE IT RESOLVED, that the City of Portage recognizes and salutes the members of the Portage School Board by proclaiming October 2-8, 2016, as Wisconsin School Board Appreciation Week.

Given under my hand this 26 day of
September 2016, at Portage, Wisconsin.

Rick Dodd, Mayor



**PRE-DEVELOPMENT
AGREEMENT**

THIS PRE-DEVELOPMENT AGREEMENT (this “Agreement”) is made by and between the Garold D. & Joyce M. Kasten Living Trust, dated December 5, 2007 (hereafter “Developer”) and the City of Portage (the “City”) as of the ____ day of _____, 2016 (the “Effective Date”).

WHEREAS, Developer is the owner of the property located at 109 E. Haertel Street (Parcel No. 11271-2430.021) as depicted on the attached Exhibit A (the “Developer Property”); and

WHEREAS, Skater’s Way, a public-right-of way, abuts the Developer Property to the south, as depicted on Exhibit A; and

WHEREAS, the City owns several parcels immediately south of Skater’s Way (Parcel Nos. 11271-3806 and 11271-2430.F2) as depicted on Exhibit A, totaling approximately 0.56acres (the “City Parcels”); and

WHEREAS, the William W. and Irma J. Brockley Jr. Revocable Living Trust owns an approximately 0.11-acre parcel of land immediately east of the City Parcels (Parcel No. 11271-3807.01) (the “Brockley Parcel”); and

WHEREAS, Developer desires that the City vacate the portion of Skater’s Way as depicted on the attached Exhibit B (the “Surplus Portion of Skater’s Way”); and

WHEREAS, following the desired vacation of the Surplus Portion of Skater’s Way, the Developer Parcel will continue to have direct access onto a public street and will not be landlocked as a result of the vacation; and

WHEREAS, the Common Council of the City of Portage (the “Common Council”), after receipt of a recommendation from the City Plan Commission recommending that the Surplus Portion of Skater’s Way be discontinued, adopted Resolution No. 16-039, titled “A Resolution Proposing to Discontinue a Portion of Skaters Way in the City of Portage, Columbia County, Wisconsin, pursuant to Wis. Stat. § 66.1003” (the “Preliminary Vacation Resolution”); and

WHEREAS, the Common Council is scheduled to meet on October 27, 2016 to consider and conduct a public hearing on the passage of a final resolution vacating the Surplus Portion of Skater’s Way (the “Final Vacation Resolution”); and

WHEREAS, if the Final Vacation Resolution is adopted, Developer desires to acquire the Surplus Portion of Skater’s Way, the City Parcels and the Brockley Parcel (collectively, the “Subject Property”)

Recording Area

Drafted by and return to:

Daniel A. O’Callaghan, Esq.
Michael Best & Friedrich LLP
1 S. Pinckney St., Suite 700
Madison, WI 53703

PIN:

11271-2430.021
11271-3806
11271-2430.F2
11271-3807.01

for the purposes of developing the Subject Property as a surface parking lot in the configuration depicted on the attached Exhibit C, to be used in connection with the building and uses located on the Developer Property; and

WHEREAS, the parties to this Agreement desire to set forth their intent with respect to Developer's acquisition of the Subject Property and the subsequently development of the Subject Property as a parking lot;

NOW THEREFORE, in consideration of the foregoing recitals, the mutual covenants set forth herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Acquisition of the Subject Property.

a. *Agreement to Purchase.* Subject to the City's acquisition of the Brockley Parcel as anticipated, and subject to the Common Council's approval of the Final Resolution vacating the Surplus Portion of Skater's Way, Developer agrees to purchase the Subject Property from the City and the City agrees to sell the Subject Property to Developer, on the terms and conditions outlined in this Agreement.

b. *Purchase Price.* The purchase price to be paid by Developer to the City for the Subject Property shall be an amount equal to: (i) _____ Dollars (\$_____), which represents the estimated fair market value of the City Parcels, as determined by a licensed Wisconsin real estate broker or appraiser, acceptable to the City (taking into consideration the portion of the City Parcels devoted to right-of-way and the existence of the two electric transmission easements running through the City Parcels, as depicted on Exhibit D), PLUS; (ii) an amount equal to any direct costs incurred by the City in its acquisition of the Brockley Parcel.

c. *Closing.* Closing on Developer's purchase of the subject property shall occur within ten (10) days following the satisfaction of the conditions precedent described in Section 1.a. above.

d. *Outside Deadline for Satisfaction of Contingencies.* In the event the City does not acquire the Brockley Parcel or the Common Council does not approve the Final Resolution, for whatever reason, on or before December 31, 2016, this Agreement shall automatically terminate and neither party shall have any further obligations hereunder. In the event the City successfully acquires the Brockley Parcel and the Common Council approves the Final Resolution this Agreement shall remain valid until either Developer (or its successors in interest), fulfills the obligations as provided in Section 2.a. herein or the City exercises its reversionary right as provided in Section 1.e. below and as more specifically provided for on the deed by which the City conveys the Subject Property to Developer.

e. *Reversionary Interest.* City by deed shall retain a reversionary interest in the Subject Property such that the City may elect to purchase the Subject Property from Developer (or its successors in interest) at the same Purchase Price as Developer paid the City, if development of the Parking Lot is not completed by May 15, 2020. In the event the Parking Lot construction is completed and approved by the City, this reversionary interest shall terminate. Such City approval of parking lot completion shall not be unreasonably withheld.

2. Developer's Obligations.

a. *Development of the Parking Lot.* Following Developer's acquisition of the Subject Property, Developer (or its successors in interest), agrees to develop the Subject Property as a

surface parking lot in accordance with the general concept plan attached hereto as Exhibit C, all in accordance with applicable ordinances and other governmental regulations, including the establishment of an on-site storm water management facility. Developer (or its successors in interest) shall be responsible for obtaining all necessary permits and approvals for the parking lot prior to construction and shall complete said parking lot construction no later than May 15, 2020.

b. *Assignment.* Developer shall be permitted to assign its interest in this Agreement to The City of Refuge Church, Inc. upon submission of written notice to the City. Any other assignment of Developer's interest is subject to the express written consent of the City.

3. Miscellaneous.

a. *Modifications.* This Agreement may only be modified in writing signed by both Seller and Buyer.

c. *Captions.* The captions at the beginning of the several paragraphs and subparagraphs, respectively, are for convenience in locating the context only, and are not part of the text.

d. *Governing Law.* This Agreement shall be interpreted in accordance with the laws of the State of Wisconsin without giving effect to principles of conflicts of law thereof.

e. *Severability.* In the event any term or provision of this Agreement shall be held illegal, invalid or unenforceable, or inoperative as a matter of law, the remaining terms and provisions of this Agreement shall not be affected thereby but each such term and provision shall be valid and shall remain in full force and effect.

f. *Counterparts; Facsimile.* This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all such counterparts together shall constitute one original instrument. Signatures transmitted by facsimile or PDF by electronic mail (i.e., email) shall be deemed to be original signatures for all purposes.

g. *Successors and Assigns.* This Agreement shall be binding on Developer and the City and their successors and assigns.

h. *Recording.* This Agreement may be recorded at the option of the City in the Columbia County Register of Deeds Office.

[Signature page(s) to follow]

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 _____

EXHIBIT A



EXHIBIT B

VACATION EXHIBIT

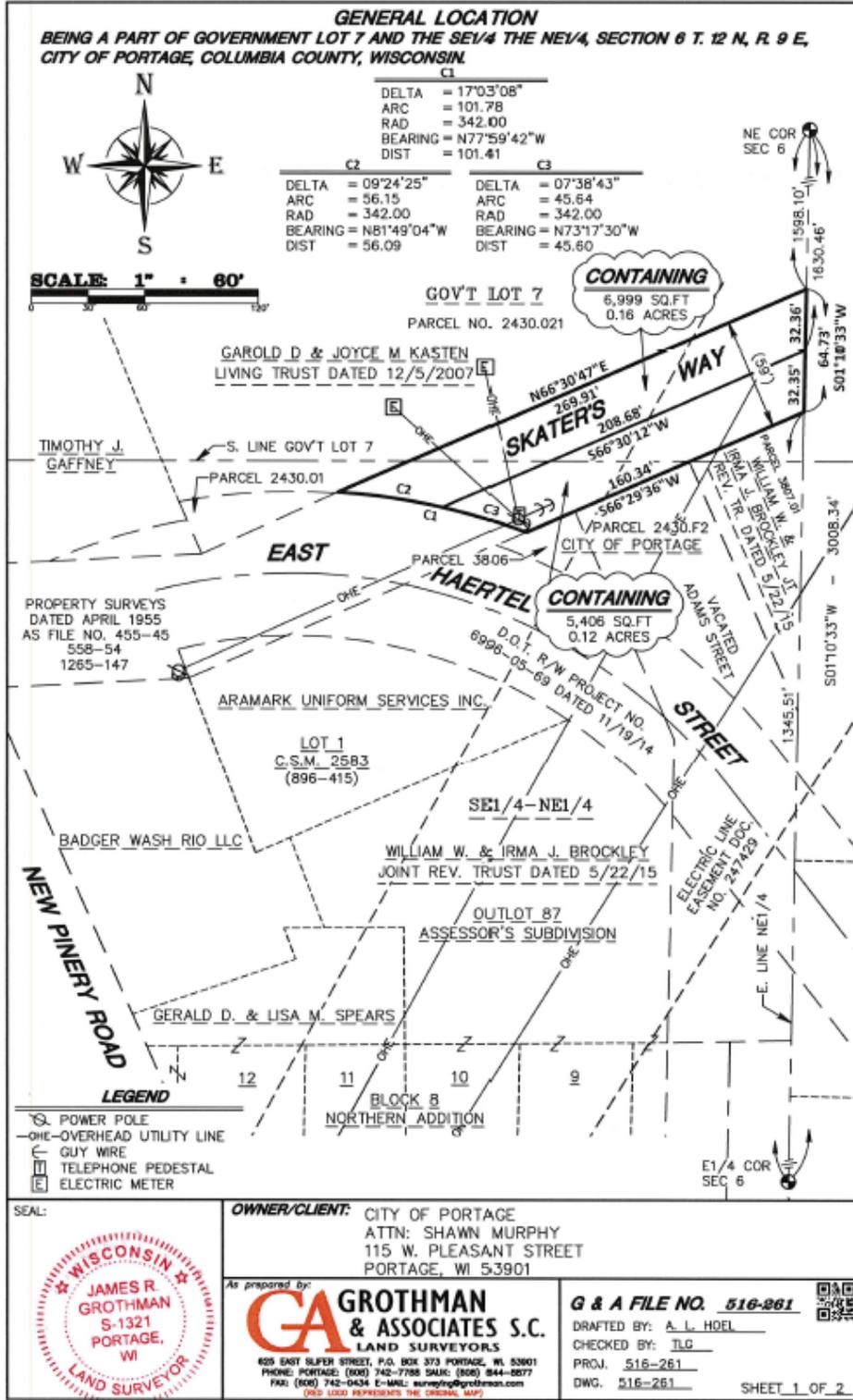


EXHIBIT C

PARKING LOT LAYOUT

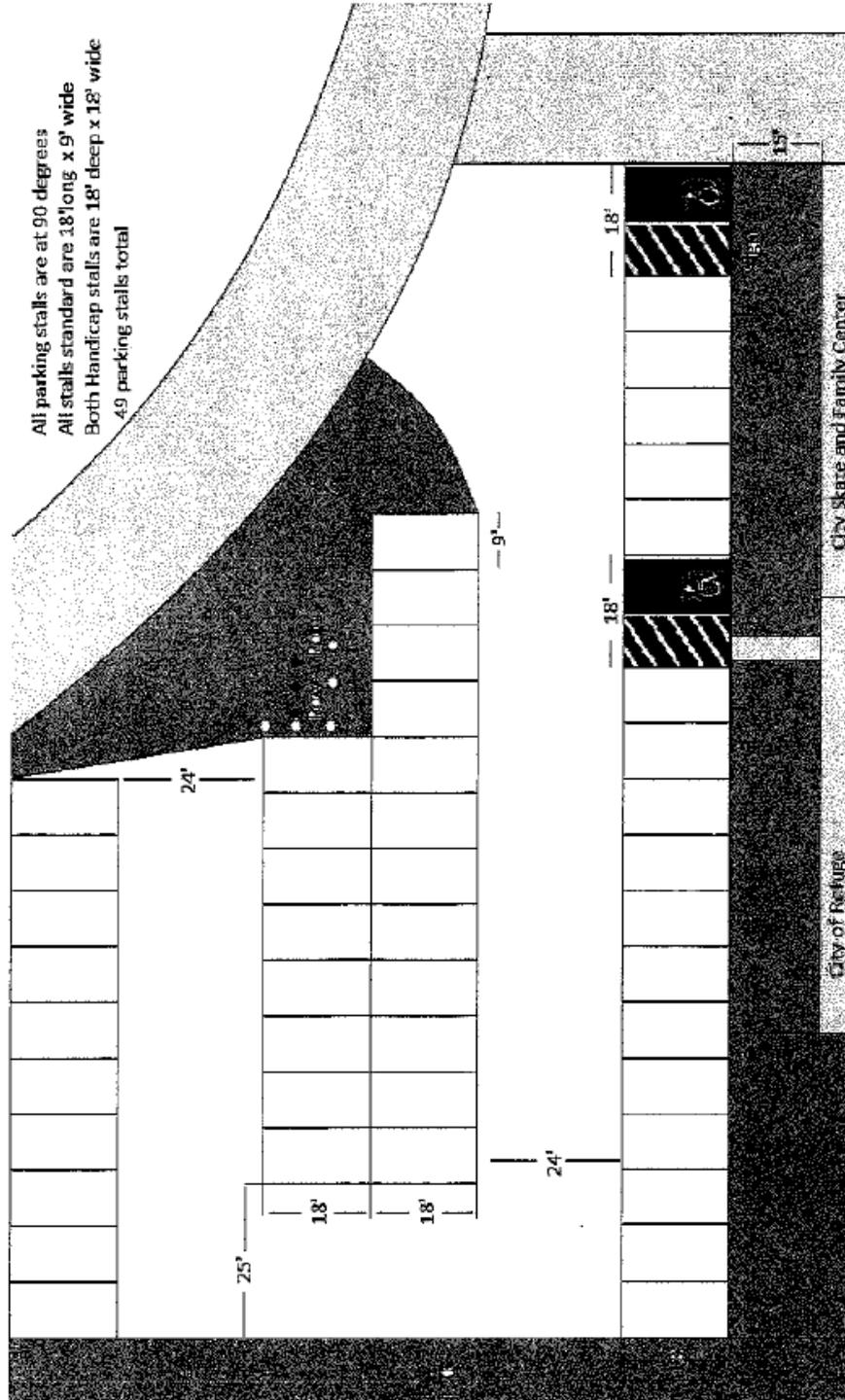


EXHIBIT D

