

City of Portage Common Council Meeting  
Council Chambers of City Municipal Building  
115 West Pleasant Street, Portage, WI  
Regular Meeting – 7:00 p.m.  
November 8, 2012  
Agenda

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Minutes of Previous Meeting
6. Consent Agenda
  - A. Reports of Sub-Committees, Boards, and Commissions
    1. Library Board
  - B. License Applications
    1. Operator
7. Committee Reports
  - A. Finance & Administration
    1. Action on Recommendation for surplus property.
    2. Action on Recommendation for Engineering Proposals for 2013 Water & Sewer Projects.
    3. Action on Recommendation for Visitor Center Archeological Survey
  - B. Legislative and Regulatory Committee
  - C. Municipal Services Committee
    1. Action on Recommendation for In-Kind Services for Surgeon's Quarters.
    2. Action on Recommendation for Retaining Wall at Silver Lake Beach.
  - D. Human Resources Committee
8. New Business
  - A. Action on Recommendation for Bids Received for Library Addition and Renovations.
  - B. Ordinances.
    1. Action on Recommendation on Ordinance No. 12-010

C. Proclamation for Pancreatic Cancer Awareness Month.

9. Adjournment

Common Council Proceedings  
City of Portage

Regular Meeting  
Council Chambers  
City Municipal Building

October 30, 2012  
7:00 PM

1. **Call to Order**  
Mayor Jahn called the meeting to order at 7:00 p.m.
2. **Roll Call**  
Present: Ald. Dodd, Ebnetter, Garetson, Hamre, Klapper, Maass, Oszman  
  
Excused: Ald. Havlovic, Miller  
  
Also Present: Mayor Jahn, City Clerk Moe, Interim City Administrator Murphy, City Attorney Spankowski, Police Chief Manthey  
  
Media Present: Craig Sauer from Portage Daily Register, Bill Welsh from Cable TV
3. **Pledge of Allegiance**  
The Pledge of Allegiance was said.
4. **Approval of Agenda**  
Deletions: Tourism Promotion Committee meeting minutes; consider lease of replacement Street Sweeper for 2012
5. **Presentation of Historic Preservation Quarterly Award**  
Stephanie Miller-Lamb, representing the Historic Preservation Commission named the Spring 2012 Historic Preservation Quarterly Award winner, 911 Dunn Street owned by William and Kathleen Zoltowski.
6. **Minutes of Previous Meeting**  
Motion by Klapper, second by Oszman, to approve the minutes of the October 11, 2012 Common Council meeting. Motion carried unanimously on call of roll.
7. **Consent Agenda**  
Reports of Sub-Committees, Boards, and Commissions  
Business Improvement District Board of Directors meeting of October 10, 2012.  
Library Board meeting of October 9, 2012.  
Library Board Fundraising Task Force meeting of October 16, 2012.  
Community Development Authority meeting of October 16, 2012.

License Applications

Operator License applications for period ending June 30, 2013 for the following: Carrie M. Carstens-Ritter, Kyle R. Charmley, Craig J. Gault, Jacob C. Solterman, Chadwick D. Stensrud, Genevieve L. Tangney

Motion by Dodd, second by Oszman to approve the consent agenda.  
Motion carried unanimously on call of roll.

**8. Committee Reports**

Human Resources Committee Meeting of October 17, 2012

Motion by Oszman, second by Hamre to approve job description for Finance Director/Treasurer. Motion carried unanimously on call of roll.

Motion by Oszman, second by Klapper to approve the revised job description for City Clerk, effective upon the hiring of the Finance Director/Treasurer. Motion carried 6 to 1 on call of roll with Maass voting no.

Motion by Oszman, second by Maass to approve job description for Court Clerk/Administrative Assistant. Motion carried unanimously on call of roll.

Motion by Oszman, second by Maass to approve the revised job description for Receptionist/Administrative Support Clerk. Motion carried unanimously on call of roll.

Motion by Oszman, second by Garetson to approve a contract with Public Administration Associates for the recruitment of a City Administrator. Motion carried 6 to 1 on call of roll with Hamre voting no.

Legislative and Regulatory Committee Meeting of October 30, 2012

Motion by Oszman, second by Maass, to approve a Class B Combination License for Sherry Lee Schehr, 1207 Dunn Street (The Caboose BBQ Company) with the premise description as approved by the committee. Motion carried 6 to 1 on call of roll with Maass voting no.

**9. New Business**

Resolutions

Resolution No. 12-047 relative to Declaring Properties to be Blighted and Authorizing the Community Development Authority to Acquire or Assist the Private Redevelopment of the Properties was read and adopted unanimously on motion by Oszman, second by Dodd and call of roll.

Resolution No. 12-048 relative to Authorization for Appraisal Service was read and adopted unanimously on motion by Oszman, second by Dodd and call of roll.

Resolution No. 12-049 relative to Vacating a Portion of Certain City Streets was read and adopted unanimously on motion by Oszman, second by Klapper and call of roll.

Resolution No. 12-050 relative to Endorsing Main Street Agreement was read and adopted unanimously on motion by Klapper, second by Hamre and call of roll.

Resolution No. 12-051 relative to Inter-Municipal Agreement for Fire and Rescue Services was read and adopted unanimously on motion by Hamre, second by Dodd and call of the roll.

Motion by Maass, second by Oszman to approve the resignation of Karen Kaiser and appointment of Klay Vehring to the Library Board. Motion carried unanimously on a call of the roll.

**10. Closed Session**

Motion by Oszman, second by Hamre to go into closed session pursuant to Wisconsin State Statutes 19.85(1)(b) for the reconsideration of an Operator License for MacKenzie Barney. Motion carried unanimously on call of roll at 7:48 p.m.

Motion by Hamre, second by Klapper to approve an Operator License for MacKenzie Barney. Motion carried unanimously on call of roll.

**11. Adjournment**

Motion by Oszman, second by Klapper to adjourn. Motion carried unanimously on call of roll at 7:57 p.m.

Marie A. Moe, WCPC, MMC  
City Clerk

**Portage Public Library**  
253 W. Edgewater Street  
Portage WI 53901  
Phone: (608) 742-4959  
E-mail: [porill@scls.lib.wi.us](mailto:porill@scls.lib.wi.us)  
Web Site: [www.portagelibrary.us](http://www.portagelibrary.us)

LIBRARY BOARD SPECIAL MEETING Minutes  
October 30, 2012

Meeting called to order 7:02

Present: Davis, Tamboli, Hoffmann, McLeish, Poches, Varvil-Weld, Voigt

Excused: Gregory

- 1) Mike Bahr of Plunkett-Raysich Architects presented the Bid Tabulation Form listing the General Contractor firms bidding on the Library Expansion/Renovation Project.
- 2) Motion to recommend to the City Council the selection of Ellis Stone as General Contractor of the Library Expansion/Renovation Project, contingent upon verifying their bid and references. The Board recommends accepting their base bid of \$1,214,700 plus Alternates 1, 2, 3, 4, 5, 6, 8, 9, and 10. (AT/CP)
- 3) Motion to recommend to the City Council to allow Cappel Brothers to withdraw their bid and to forgive the forfeiture of their bid bond. (CP/DV-W)
- 4) Meeting adjourned 7:31. (CP/AT)

Richard Davis – President  
Addie Tamboli – Vice President  
Beverly Hoffmann - Treasurer  
Eleanor McLeish – Secretary  
Charles Poches – School Superintendent  
Dr. David Gregory  
Dr. Douglas Varvil-Weld  
Eleanor Voigt

**City of Portage**  
**Finance/Administration Committee Meeting**  
**(This meeting will constitute a meeting of the Community Development Block Grant**  
**Committee)**  
**Monday, October 29, 2012, 5:30 p.m.**  
**Municipal Building, Conference room One**  
**Minutes**

Members: Rick Dodd, Chairperson; Kenneth A. Ebnetter, Doug Klapper, Carolyn Hamre

Members Excused: Marty Havlovic

Others Present: Interim Administrator Murphy; Interim Treasurer Mohr; City Clerk Moe; Library Director Schultz; Manager of Parks, Recreation & Forestry Raimer; Craig Sauer from Portage Daily Register.

**1. Roll Call**

Meeting called to order by Chairperson Dodd at 5:30 p.m.

Present: Dodd, Ebnetter, Hamre, Klapper

Quorum was established and meeting was posted according to Wisconsin State Statutes regarding open meeting law.

**2. Approval of minutes from October 11, 2012 meetings**

Moved by Ebnetter to approve the minutes of the October 11, 2012 meetings; second by Klapper. Motion passed 4-0 on a roll call.

**3. 2013 Budget Review**

A. Library – Director Schultz reviewed the Library budget indicating that Training has been moved to Restricted Funds; Wages have increased due to an addition of a part time Circulation Clerk position along with hours to service the expansion and anticipated increase in patrons, and wage adjustments that are long overdue; Building/Grounds and Office Equipment & Furnishings have been drastically reduced with the expansion project; and Books have taken a large reduction this year as well as over the last several years which has a direct correlation to circulation numbers and County support. If further reductions are necessary, Director Schultz would prefer to take more out of the Office Equipment area. Alderperson Dodd requested Director Schultz to review the WIFI cost.

B. Park and Recreation – Interim Administrator Murphy pointed out that 10% of Manager Raimer's and the Secretary's wages have been allocated to the Pool. Manager Raimer reviewed the budgets noting that the Recreation Part Time Wages have been reduced to better reflect actuals over the past three years; it was noted that an amount needs to be added to the Drug/Alcohol Testing line; The Committee requested a breakdown of Park Maintenance Operating Supplies, and to see the Revenue accounts that pertain to Park and Rec. The Committee then reviewed the Pool Fund, Interim Administrator Murphy noted that there will be a request from the school and there is a meeting scheduled for next week with the school.

C. Administration The Committee reviewed the Administration and Municipal Court budgets; due to several errors administration will re-present to the Committee next week; Alderperson Dodd requested details on the General Admin Misc Exp account for the years 2010 – 2012; along with Finance Other Professional Services 2010 – 2012; Municipal Building – what is the License Fee for, along with the details of Operating Supplies; he would also like the 2013 budget to reflect 2 months of Administrator wages for the Interim Administrator and 10 months of a permanent Administrator; and to note on the Appr Agencies budget that the \$70,000 for ED would include benefits if it is determined to hire someone as opposed to contracting the work. It was also noted that under Appr Agencies budget the \$15,000 for Historic Indian Agency House can be revisited; that In-Kind to Silver Lake for fixing broken pipes has been denied since the Cemetery group declined the City's offer to install one pipe at the front of the Cemetery. It was also requested that we update the foot note on Municipal Court to reflect the changes in personnel.

#### **4. Adjournment**

Moved by Klapper to adjourn; second by Ebnetter. Motion passed 4-0 on a roll call vote. Chairperson Dodd adjourned meeting at 7:45 p.m.

Jean Mohr  
Interim City Treasurer

**City of Portage**  
**Finance/Administration Committee Meeting**  
**(This meeting will constitute a meeting of the Community Development Block Grant**  
**Committee)**  
**Monday, November 5, 2012, 5:30 p.m.**  
**Municipal Building, Conference room One**  
**Minutes**

Members: Rick Dodd, Chairperson; Kenneth A. Ebnetter, Doug Klapper, Carolyn Hamre

Members Excused: Marty Havlovic

Others Present: Interim Administrator Murphy; Interim Treasurer Mohr; Director of Public Works/Utilities Manager Redelings; Kory Anderson from General Engineering; Alderperson Maass; Craig Sauer from Portage Daily Register.

**1. Roll Call**

Meeting called to order by Chairperson Dodd at 5:30 p.m.

Present: Dodd, Ebnetter, Hamre, Klapper

Quorum was established and meeting was posted according to Wisconsin State Statutes regarding open meeting law.

**2. Approval of minutes from October 11, 2012 meetings**

Moved by Klapper to approve the minutes of the October 29, 2012 meetings; second by Ebnetter. Motion passed 4-0 on a roll call. Moved items 8 and 9 on agenda to front.

**3. Discussion and possible action on the required Visitor Center Archeological Survey**

The Committee discussed the notice from the State that an Archeological survey of the area where the new Visitor Center is to be built is required before moving forward. This survey would need to be done asap as to not push the project off another year. Although the filings were made with the State earlier this year we were only recently made aware of this requirement. The amount for phase one of the survey is to be capped at \$4,000 which should be it unless something is discovered. Motion by Dodd to move on to council for approval of phase one Archeological Survey for the Visitor Center to be capped at \$4,000 as a change order to the project; second by Klapper motion carried 4-0 on a roll call.

**4. Discussion and possible action on Engineering Proposals for 2013 Water & Sewer Projects**

Director Redelings presented four proposals for the above engineering work. He recommended General Engineering as they are the low bidder. Motion by Klapper to approve General Engineering for the engineering work on the 2013 watermain and sanitary sewer projects and move on to council; second by Ebnetter motion carried 4-0 on a roll call.

**5. Discussion on general surplus and 2011 audit status**

Interim Treasurer Mohr stated that per our auditors the preliminary audit should be received this week.

**6. Discussion on initial 2013 debt services budget**

Interim Administrator Murphy indicated the expense portion of the debt service budget is correct; the revenue portion may change mainly between the General and TIF accounts as we work through the TIF budgets.

**7. Discussion and possible action on 2012 bank reconciliations**

Interim Treasurer Mohr stated that the reconciliations are basically done through August with the journal entries needing to be made. No action taken.

**8. Discussion and possible action on surplus property (Copier and shredder from Police department)**

Interim Administrator Murphy stated both the copier and shredder were traded in for newer items and according to our ordinances are not defined as "surplus property", therefore we are not required to declare them as surplus. No action taken.

**9. Discussion on initial 2013 budget (Admin)**

Interim Treasurer Mohr and Interim Administrator Murphy reviewed the highlighted changes in the Administration budgets along with answering the questions that surfaced from the October 29<sup>th</sup> meeting. Alderperson Dodd inquired into how long previous Administrator Plaster's Retiree Benefits are scheduled for. He also requested us to check into the Tourism administration amount. There was further discussion on the Appropriations to other Agencies section.

**10. Adjournment**

Moved by Klapper to adjourn; second by Hamre. Motion passed 4-0 on a roll call vote. Chairperson Dodd adjourned meeting at 6:29 p.m.

Jean Mohr  
Interim City Treasurer

## MEMORANDUM

To: Finance Committee  
From: Bob Redelings, City Engineer *BR*  
Date: November 1, 2012  
Subject: Engineering Proposals for 2013 Water and Sewer Project  
cc: Ken Jahn, Mayor  
Jeff Gaertson, Municipal Services Chairperson  
Shawn Murphy, Administrator

The 2013 watermain and sanitary sewer project includes the 200 blocks of W. Emmett St., W. Marion St. and W. Franklin St.. Sanitary sewer replacement on Dunn St. is also included.

Four firms submitted responsive proposals and are qualified to perform the work. The four proposals are attached and are summarized as follows:

<b>Company Name</b>	<b>Company Location</b>	<b>Total Fee</b>	<b>Total Hours</b>
General Engineering Company	Portage, WI	\$7,470	70
Jewell Associates Engineers	Spring Green, WI	\$16,100	188
MSA Professional Services	Madison, WI	\$19,500	236
Kunkel Engineering Group	Beaver Dam, WI	\$19,950	204

Based on the proposals submitted and our experience with GEC, I recommend award of the engineering services to GEC of Portage. The proposed fee is well below the \$25,000 proposed in the revised 2013 budget and well below the \$50,000 which was borrowed for this purpose. Note the \$50,000 figure included construction inspection which will be performed by the proposed (staff) engineering tech.

There are several advantages to getting the consultant on board early. First, it's much more cost effective to acquire the needed survey information before snow and ice covers the ground. It also provides more time to work through issues and to bid the work in February – while contractors are still hungry. Lastly, project completion will come sooner, allowing the special assessment billing to occur during the project year.

## **AGREEMENT FOR ENGINEERING SERVICES**

This Agreement made this 8th day of November 2012, by the **CITY OF PORTAGE**, hereafter referred to as the OWNER, and **GENERAL ENGINEERING COMPANY**, hereinafter referred to as the ENGINEER:

The Owner intends to replace the utilities/streets on the following streets: Dunn St. from W. Wisconsin St. to W. Burns St.; and the 200 blocks of W. Emmett St., W. Marion St., and W. Franklin St.; collectively known as the 2013 WATERMAIN & SANITARY SEWER CONSTRUCTION PROJECT, hereinafter referred to as the PROJECT, located in the City of Portage, Columbia County, Wisconsin, and for which the Engineer agrees to perform the various professional engineering services relating to the completion of the Project.

WITNESSETH:

That for and in consideration of the mutual covenants and promises between the parties hereto, it is hereby agreed:

### **SECTION A - ENGINEERING SERVICES**

#### **SECTION A - DATA COLLECTION, DESIGN, BIDDING, and CONSTRUCTION RELATED SERVICES**

The Engineer shall furnish engineering services for the Project as follows:

##### Data Collection and Design

- The Engineer will collect the necessary field information necessary to design the Project.
- The Engineer will perform the preliminary and final design of the Project.
- The Engineer will prepare construction drawings, specifications, and bid documents.
- The Engineer will attend a municipal services committee meeting and a public information meeting.
- The Engineer will coordinate with Owner's representatives.
- The Engineer will submit plans, specifications, and permit applications to W-DNR for approval.
- The Engineer will apply for State of Wisconsin prevailing wage rates.

##### Bidding Services

- The Engineer will provide and distribute contract documents to potential bidders via paper copies or electronically via QUEST.
- The Engineer will prepare and distribute addenda to clarify intent of plans and/or specifications.
- The Engineer will prepare the bid tabulation and prepare a letter of recommendation regarding award of the construction contract.

##### Construction Related Services

- Attend the preconstruction conference with all interested parties.
- Establish reference benchmarks and baselines adjacent to the work.
- Work with City Engineering Technician to incorporate as-built information into the City's GIS.

### **SECTION B - ADDITIONAL ENGINEERING SERVICES**

In addition to the foregoing being performed, the following services may be provided upon prior written or oral authorization by the Owner or authorized representative.

- Site surveys and other similar special surveys as may be required.
- Wetland delineations, environmental services, archeological investigations, endangered species studies.
- Laboratory tests, borings, specialized geological, soils, hydraulic, or other studies recommended by the

Engineer.

- Legal property surveys, detailed description of sites, maps, drawings, or estimates related thereto; assistance in negotiating for land and easement rights.
- Special assessments.
- Grant preparation or grant administration.
- Review of contractor submittals and/or pay applications, processing of change orders, construction observation services.
- Necessary data and filing maps for water rights, water adjudication, and litigation.
- Any other engineering services not specifically provided for in Section A.
- Appearances before courts or boards on matters of litigation or hearings related to the project or any other work required by the Engineer relating to litigation.

### SECTION C - COMPENSATION FOR ENGINEERING SERVICES

The compensation for engineering services shall be payable as follows:

Section A -- The Owner shall compensate the Engineer for services provided in Section A based on current hourly rates plus expenses for a fixed fee amount of Seven-Thousand, Four-Hundred Seventy dollars (\$7,470) plus printing costs and applicable permit fees. The compensation for engineering services shall be payable upon receipt of invoice for work completed.

Section B -- The Owner shall compensate the Engineer for the services specified in Section B outlined above based on current hourly rates, plus expenses. Work will be invoiced from time to time and payment is due upon receipt of an invoice from the engineer.

Principal or Project Manager	\$110/hr
Senior Project Engineer / Architect	\$100/hr
Project Engineer / Architect	\$100/hr
Registered Land Surveyor	\$95/hr
Project Coordinator	\$90/hr
Staff Engineer II	\$90/hr
Staff Engineer I	\$85/hr
Engineering Technician III	\$80/hr
Engineering Technician II	\$70/hr
Engineering Technician I	\$60/hr
Environmental Project Manager	\$65/hr
Funding Coordinator	\$75/hr
Field Crew Chief (1 person Total Station)	\$70/hr
Field Crew Chief (1 person Robotic)	\$115/hr
Field Crew Chief (1 person GPS)	\$135/hr
Land Survey Crew (2 person)	\$125/hr
Field Crew Chief w/ Tracemaster Locator	\$70/hr
Secretarial and Support Staff	\$40/hr

For services beyond the scope of the services listed above, major filing fees, permit fees, and charges will be forwarded to the client for direct payment. Other out-of-pocket costs and expenses, such as travel, facsimile, printing or photocopy, minor filing or permit fees, mileage at 65 cents/mile, and miscellaneous expenses shall be included in monthly invoices.

We reserve the right to terminate our representation and services if payment is not received within 30 days of our billing invoice, and the client agrees not to contest the termination of our representation and services if payment is not received within 30 days of our billing invoice.

**SPECIAL PROVISIONS**

1. The client is responsible for providing, or requiring the contractor to provide any necessary insurance relating to this project.
2. The engineer agrees to obtain and maintain, at the engineer's expense, such insurance as will protect the engineer under claims of Workmen's Compensation, General and Professional Liability Insurance.
3. Original documents, design notes, tracings, computer files, and the like, except those furnished to the engineer by the client, are and shall remain the property of the engineer however a hard copy and/or electronic copy shall be provided to the client upon completion of the record drawings.
4. The engineer may assist the client in submitting various permit documentation when outlined in the scope of services, however there is never either an implied or express warranty that any permits applied for will be approved. It is the client's responsibility to obtain approved file copies of all required federal, state, county, or local permits before any work can commence that would require issuance of any permit.
5. Facsimile signatures shall carry the same meaning and weight as original signatures.

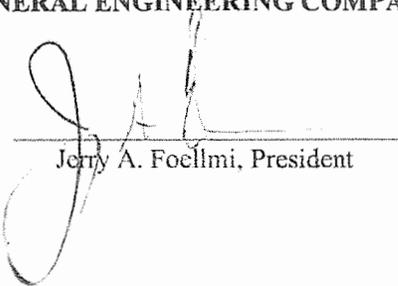
In Witness whereof, the parties hereto have executed, or caused to be executed by their duly authorized officials this Agreement in duplicate on the date indicated herein.

**CLIENT:  
CITY OF PORTAGE**

By: \_\_\_\_\_  
Kenneth H. Jahn, Mayor

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

**ENGINEER:  
GENERAL ENGINEERING COMPANY**

By:  \_\_\_\_\_  
Jerry A. Focllmi, President

**City of Portage  
Legislative & Regulatory Committee Meeting  
Tuesday, October 30, 2012, 6:15 p.m.  
City Municipal Building, 115 West Pleasant Street  
Conference Room One**

Members: Michael G. Oszman, Chairperson; Carolyn Hamre, Rita A. Maass

Members Excused: Martin Havlovic, Frank Miller

Others Present: City Clerk Moe, Police Chief Manthey, Sherry Schehr

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

**1. Roll call**

The meeting was called to order at 6:30 p.m. by Chairperson Oszman.

**2. Approval of minutes from previous meeting**

Motion by Maass, second by Hamre to approve the minutes of the September 20, 2012 meeting. Motion carried unanimously on call of roll.

**3. Discussion and possible action on Class B Combination License for Sherry Lee Schehr, 1207 Dunn Street (The Caboose BBQ Company)**

The committee discussed the proposed premise description. The volleyball courts across the street were removed. Ald. Maass had concern regarding the outside areas and how that area would be controlled. Motion by Oszman, second by Hamre to recommend approval of a Class B Combination License for Sherry Lee Schehr, 1207 Dunn Street with the following premise description: bar room, pool room, liquor closet, walk-in cooler, horseshoe pit, smoking area on the south side of the building. Motion carried 2 to 1 on call of roll with Maass voting no.

**4. Discussion and possible action regarding parking on Portage Road**

Ed Fosdick from Rayovac has requested that there be no parking on Portage Road, as drivers doing business with the company are threatening not to make deliveries or pick-ups as they are concerned with safety when vehicles are parked on both sides of the street. Motion by Maass, second by Hamre to recommend that the ordinance be changed to have no parking on both sides of the road at the corner of Northport Road and Portage Road to a point 15 feet beyond Rayovac's driveway. Motion carried unanimously on call of roll.

**5. Adjournment**

Motion by Hamre, second by Oszman to adjourn. Motion carried unanimously on call of roll at 6:49 p.m.

Marie A. Moe, WCPC, MMC  
City Clerk

**City of Portage**  
**Municipal Services and Utilities Committee Meeting**  
**Thursday, November 1, 2012 5:00 p.m.**  
**Municipal Building, 115 West Pleasant Street, Conference Room One**  
**Minutes**

**Members:** Jeff Garetson, Chairperson; Carolyn Hamre, Doug Klapper,

**Others Present:** Craig Sauer, Tim Raimer, Thomas Lorfeld, Kent Fish, Gil Meisgeier, Meg Blankschein, Kory Anderson, Marylynn Baxter, Nancy Lesh, Dick Minnema. Dir. Bob Redelings

**1. Roll Call**

Oszman and Miller excused

**2. Approval of meeting minutes from previous meeting**

Motion by Klapper second by Hamre. Motion passed unanimously.

**3. Discussion and possible action on salt storage facility and presentation by Columbia County Highway Commissioner**

Tom Lorfeld, Columbia County Hwy Commissioner gave brief presentation on purchasing and salt storage with the county. Railroad is most efficient delivery method but not likely to happen unless the county buys a railway car. The county has larger capacity so more cost efficient. A lot of salt left over from last year so this year's price is based on last year. Surcharge is necessary to cover the cost of maintaining buildings and equipment. The county may be able to deliver salt for the city. No action taken.

**4. Discussion and possible action on In-kind services for the Surgeon's Quarters**

Motion by Klapper, second by Hamre to provide snow plowing services for the Surgeon's Quarters. Miller amended the motion to say that in exchange for the snow plowing service the Surgeon's Quarters would allow free tours to Portage residents for three days a year. Motion passed unanimously.

Per Dir. Redelings it is unlikely the city will be able to waive the \$5000 cost of water hook-up, but the PSC is in the process of making a determination. However, the Surgeon's Quarters can pay over 5 years at 2.5%.

A local lawn service had indicated to Hamre they would donate lawn service next season. Nancy Lesh said she has not been contacted by the service. Hamre said she would call them again

**5. Discussion and Possible Action on pedestrian bridge over canal at Riverwood Apt.**

Kent Fish from General Engineering brought pictures of the bridge and indicated it was his opinion that heavy snow plow equipment or a wheel chair may not be safe to operate on the bridge due to the deteriorated condition. He said the main structure is sound but some cross supports have rusted away. He thought it would cost approximately \$10,000 to have repaired.

Motion by Hamre, second by Klapper to have Kent Fish do the engineering to repair the bridge and solicit proposals to do the work. Motion passed unanimously.

It was suggested to bridge be closed until repairs are completed. A legal opinion on what should be done in the short term will be pursued.

**6. Discussion and Possible Action on retention wall at Silver Lake Beach**

There is still budgeted money available for beach work so Tim Raimer has received 3 bids on beautifying the retaining wall.

Motion by Miller, second by Klapper to accept the low bid on the block wall that matches the new building and use any remaining money to add railings. Motion passed unanimously.

**7. Discussion and possible action on storm water management on New Pinery Road and Collins Street; and Jefferson Street**

The easement description was completed and sent to the property owners for Jefferson St work.

The trees the school wanted on New Pinery have been transplanted. Work continues to fix the water problem in the area.

**8. Discussion and possible action on recycling**

Recycling for curb-side pick-up has dropped 15% since the switch to cart system for garbage. Dir. Redelings is addressing this issue in the Municipal Services newsletter which should be after the election. There was discussion on possibly having a local service group go around and stencil "no recyclables" on the garbage carts. There was also discussion on going to the cart system for recyclables. The cost would be \$180,000. No action taken

**9. Discussion and possible action on parking on Portage Road**

Rita Maass informed the committee there is a truck entrance for Rayovac on Northport Rd. Miller said he would like input from Rayovac prior to the Council meeting as to why that entrance is not used. No action taken

**10. Discussion and possible action on Public Works uniforms**

This is an issue for contract negotiations but Jeff indicated he would like city employees to wear something identifiable or a vest so people know they are city employees

**11. Discussion and possible action on stop lights on East Wisconsin Street at Wauona Trail**

DOT has found that stop lights are not warranted on East Wisconsin St at Wauona Tr. The city may still go ahead with the project but the state cannot be held responsible if there is an accident at the intersection. The committee discussed that the lights are necessary to promote economic activity to the area and to give semi-trucks a place to safely enter East Wisconsin St. Legal will be consulted to assess any increased liability the city may incur. No action taken.

**12. Discussion and possible action on alley paving**

A priority list will be created on alley paving and residents may petition to be moved up on the list. 50% of cost will be assessed to homeowners based on footage. City will start next year with probably only two alleys but may be able to do more than two per year after that. No action taken.

**13. Discussion and possible action on grandstand repair and storm shelter renovation projects**

The state wants a study done to compare cost of renovating old vs. building new before the Grant is amended. Repair work is scheduled for next spring to be completed by the end of June.

**14. Discussion and possible action on 2013 capital projects**

Discussion on completing a path on Collip St so there will be a full path from the beach to Collip Worden Park. Dir. Redelings said there would be a lot of fill coming out of the St Mary's Cemetery area that may be used on Collip St. Rita Maass expressed concern over whether we will be able to fill because of marsh.

Engineering is set for next year's projects so work should be starting in April 2013

Discussion that the dump site off Wauona Trail needs to be completed because there are parties interested in purchasing.

No action taken.

**15. Discussion and possible action on east Haertel Street lighting**

Dir Redelings indicated we will not be purchasing lighting from Alliant but would be looking into more energy saving options including LED and Solar lighting.

No action taken

**16. Adjournment**

Motion by Miller, second by Klapper to adjourn. Motion passed unanimously.

Carolyn Hamre, Secretary

**City of Portage  
Human Resources Committee Meeting  
Tuesday, October 30, 2012, 5:30 p.m.  
Municipal Building, Conference Room One**

Members Present: Kenneth H. Jahn, Chairperson, Rick Dodd, Kenneth Ebnetter,  
Jeff Garetson, Doug Klapper, Michael G. Oszman

Also present: City Clerk Moe, Interim City Administrator Murphy

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

**1. Roll call**

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

**2. Approval of minutes from previous meeting**

Motion by Oszman, second by Ebnetter to approve the minutes of the  
October 17, 2012 meeting. Motion carried unanimously on call of roll.

**3. Closed session**

Motion by Oszman, second by Klapper to go into closed session pursuant  
to Wisconsin State Statutes 19.85(1)(c) to consider non-represented  
employee performance and compensation; and 19.85(1)(e) to discuss the  
status of labor contract with IAFF #2775. Motion carried unanimously on  
call of roll at 5:33 p.m.

**4. Adjournment**

Motion by Oszman, second by Klapper to adjourn. Motion carried  
unanimously on call of roll at 6:19 p.m.

Marie A. Moe, WCPC, MMC  
City Clerk

# Capelle Bros. & Diedrich, Inc.

## General Contractors

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253 North Hickory Street  
P.O. Box 1274  
Fond du Lac, WI 54936-1274  
(920) 921-7830 Fax: (920) 921-4679

October 31, 2012

City of Portage  
115 West Pleasant Street  
Portage, WI 53901

Attention: Shawn M. Murphy

Re: Portage Public Library Addition

Dear Shawn,

I would like to take this opportunity to thank you for your help with the situation that has come about after the bidding of the above referenced project. As you know this project had many involved alternates which made it very difficult to compile numbers in the last minutes before the bid was due. When our firm is putting together an estimate we take the multiple subcontractor bids and check them for completeness to the scope of work and then file them into divisions of work. The lowest complete bid is then chosen for the project. With this project our project manager reviewed one of the electrical estimates and by mistake labeled it HVAC work, the result of this was when inputting our lowest subcontractor numbers we entered an electrical sub number into the HVAC division of work. This mistake resulted in a difference of approximately \$ 120,000.00 between that electrical number and what the lowest actual HVAC subcontractor number was. Again, I would like to thank you for all of your help and apologize for any inconvenience we have caused the City of Portage.

Sincerely,



Todd A. Diedrich

**BID TABULATION FORM**

Portage Public Library  
Addition & Renovations



PRA 110394-01

Bids Due: October 30, 2012, 2:00 p.m.

Bidders	NCI Roberts	Fischl	Vogel Brothers	Cardinal	Gunderson	Olympic	Ellis Stone	Joe Daniels	Capelle Brothers	
<b>Base Bid</b>	\$ 1,297,300.00	\$ 1,241,900.00	\$ 1,325,000.00	\$ 1,338,671.00	\$ 1,240,400.00	\$ 1,244,800.00	\$ 1,214,700.00	\$ 1,384,600.00	\$ 1,034,400.00	\$
<b>Taxes on Owner-Purchase</b>	\$	\$ 16,900.00	\$ 7,500.00	\$ 8,854.00	\$	\$ 8,500.00	\$ 15,000.00	\$ 25,240.00	\$ 8,000.00	\$
<b>Bond Information</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Addendum #1 Receipt	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Addendum #2 Receipt	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Alternate No. 1	\$ 30,700.00	\$ 57,200.00	\$ 45,760.00	\$ 17,851.00	\$ 37,000.00	\$ 39,840.00	\$ 32,500.00	\$ 38,200.00	\$ 44,080.00	
Alternate No. 2	\$ 21,200.00	\$ 32,600.00	\$ 21,000.00	\$ 15,257.00	\$ 23,800.00	\$ 36,570.00	\$ 25,700.00	\$ 32,000.00	\$ 22,200.00	
Alternate No. 3	\$ 33,900.00	\$ 45,200.00	\$ 28,500.00	\$ 26,416.00	\$ 38,400.00	\$ 14,554.00	\$ 23,150.00	\$ 26,500.00	\$ 29,430.00	
Alternate No. 4	\$ 9,400.00	\$ 16,200.00	\$ 12,000.00	\$ 10,545.00	\$ 10,200.00	\$ 7,744.00	\$ 9,500.00	\$ 14,400.00	\$ 11,800.00	
Alternate No. 5	\$ 21,000.00	\$ 37,500.00	\$ 34,000.00	\$ 26,290.00	\$ 36,500.00	\$ 19,136.00	\$ 28,600.00	\$ 31,500.00	\$ 44,950.00	
Alternate No. 6	\$ 10,200.00	\$ -	\$ 22,000.00	\$ 27,000.00	\$ 32,000.00	\$ 18,124.00	\$ 23,850.00	\$ 19,400.00	\$ 17,200.00	
Alternate No. 7	\$ 67,900.00	\$ 67,100.00	\$ 67,000.00	\$ 68,190.00	\$ 69,000.00	\$ 67,980.00	\$ 73,900.00	\$ 66,600.00	\$ 65,500.00	
Alternate No. 8	\$ 229,000.00	\$ 222,400.00	\$ 220,000.00	\$ 216,906.00	\$ 228,900.00	\$ 248,235.00	\$ 230,700.00	\$ 225,000.00	\$ 216,050.00	
Alternate No. 9	\$ 71,800.00	\$ 56,200.00	\$ 86,900.00	\$ 47,854.00	\$ 67,900.00	\$ 51,714.00	\$ 63,800.00	\$ 58,300.00	\$ 70,200.00	
Alternate No. 10	\$ 9,800.00	\$ 10,000.00	\$ 9,600.00	\$ (920.00)	\$ 9,700.00	\$ 9,600.00	\$ 9,700.00	\$ 10,000.00	\$ 9,550.00	
<b>NOTES:</b>										
W/ Metal Roof (Ignore Alt #7)	\$ 1,734,300.00	\$ 1,719,200.00	\$ 1,804,760.00	\$ 1,725,870.00	\$ 1,724,800.00	\$ 1,690,317.00	\$ 1,662,200.00	\$ 1,839,900.00	\$ 1,499,860.00	
W/ Shingle Roof (Ignore Alt #8)	\$ 1,573,200.00	\$ 1,563,900.00	\$ 1,651,760.00	\$ 1,577,154.00	\$ 1,564,900.00	\$ 1,510,062.00	\$ 1,505,400.00	\$ 1,681,500.00	\$ 1,349,310.00	

**ORDINANCE NO. 12-010**  
**ORDINANCE RELATIVE TO NO PARKING AREAS**

The Common Council of the City of Portage does hereby ordain as follows:

The following Section is hereby created to read as follows:

CHAPTER 50, Article III, Section 50-78

(24) Portage Road. From North side of intersection with Northport Road to a point 285 feet north of intersection.

This Ordinance shall take effect upon passage and publication thereof.

Passed this 8<sup>th</sup> day of November, 2012.

\_\_\_\_\_  
Kenneth H .Jahn, Mayor

Attest:

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

1<sup>st</sup> & 2<sup>nd</sup> Readings:  
Rules suspended by motion:  
3<sup>rd</sup> Reading:  
Passed:

Ordinance requested by:  
Legislative and Regulatory Committee

## **Pancreatic Cancer Awareness Month Proclamation**

**WHEREAS**, in 2012, an estimated 43,920 people will be diagnosed with pancreatic cancer in the United States and 37,390 will die from the disease;

**WHEREAS**, pancreatic cancer is one of the deadliest cancers, is the fourth leading cause of cancer death in the United States, and is the only major cancer with a five-year relative survival rate in the single digits at just six percent;

**WHEREAS**, when symptoms of pancreatic cancer present themselves, it is usually too late for an optimistic prognosis, and 74 percent of pancreatic cancer patients die within the first year of their diagnosis while 94 percent of pancreatic cancer patients die within the first five years;

**WHEREAS**, of all the racial/ethnic groups in the United States, African Americans have the highest incidence rate of pancreatic cancer, between 34 percent and 70 percent higher than the other groups;

**WHEREAS**, approximately 760 deaths will occur in Wisconsin in 2012;

**WHEREAS**, there is no cure for pancreatic cancer and there have been no significant improvements in survival rates in the last 40 years;

**WHEREAS**, the Federal Government invests significantly less money in pancreatic cancer research than it does in any of the other leading cancer killers; and pancreatic cancer research constitutes only approximately 2 percent of the National Cancer Institute's federal research funding, a figure far too low given the severity of the disease, its mortality rate, and how little is known about how to arrest it; and

**WHEREAS**, the Pancreatic Cancer Action Network is the first and only national patient advocacy organization that serves the pancreatic cancer community in Portage and nationwide by focusing its efforts on public policy, research funding, patient services, and public awareness and education related to developing effective treatments and a cure for pancreatic cancer;

**WHEREAS**, the Pancreatic Cancer Action Network and its affiliates in Portage support those patients currently battling pancreatic cancer, as well as to those who have lost their lives to the disease, and are committed to nothing less than a cure;

**WHEREAS**, the good health and well-being of the residents of Portage are enhanced as a direct result of increased awareness about pancreatic cancer and research into early detection, causes, and effective treatments; therefore be it

**NOW THEREFORE**, I, Kenneth H. Jahn, Mayor of Portage, Wisconsin, do hereby proclaim the month of November 2012 as "Pancreatic Cancer Awareness Month" in Portage.

Given under my hand this 8<sup>th</sup> day of  
November 2012, at Portage, Wisconsin.

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Kenneth H. Jahn, Mayor