

City of Portage Common Council Meeting
Council Chambers of City Municipal Building
115 West Pleasant Street, Portage, WI
Public Hearing – 2013 Budget, 7:00 p.m.
Regular Meeting – Immediately following Public Hearing
November 29, 2012
Agenda

Public Hearing – 7:00 p.m.
Proposed 2013 Budget

Regular Meeting – Immediately following public hearing

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. Emergency Planning Committee
 2. Park and Recreation Board
 3. Library Board
 4. Business Improvement District Board of Directors
 5. Police and Fire Commission
 6. Tourism Promotion Committee
 - B. License Applications
 1. Operator
7. Committee Reports
 - A. Finance & Administration
 1. Consideration of request from BID and Main Street for 2013 funding
 - B. Legislative and Regulatory Committee
 1. Action on Operator License application for Teri Jodson
 - C. Human Resources Committee
 1. Action on appointment of Public Works Superintendent
 - D. Municipal Services Committee
 1. Action on repairs for footbridge at Riverwood Apartments

8. New Business
 - A. Resolutions
 1. Resolution No. 12-052 relative to Authorizing Public Improvement and Levying Special Assessments Against Benefited Property in Portage, Wisconsin (2012 Watermain and Sanitary Sewer Construction Project)
 2. Resolution No. 12-053 relative to Authorizing Public Improvement and Levying Special Assessments Against Benefited Property in Portage, Wisconsin (Village Road Sidewalk Construction Project)
 3. Resolution No. 12-054 relative to Agreement with International Association of Fire Fighters Union Local No. 2775
 4. Resolution No. 12-055 relative to 2012 Budget Amendments
 5. Resolution No. 12-056 relative to Adjustment for Previous Year's Unused Levy in Accordance with Sec. 66.0602(3)(f)2, Wis. Stats.
 6. Resolution No. 12-057 relative to Adopting 2013 Budget and Tax Levy
 7. Resolution No. 12-058 relative to Authorization to Release Funds to Library Board for Portage Public Library Expansion Project.
 - B. Resignation from Park and Recreation Board – Russ Shaw
 - C. Appointment to Park and Recreation Board – Todd Kreckman
 - D. Approval of Report Regarding the Care and Maintenance of Soldiers' Graves for Oak Gove Cemetery
9. Adjournment

Common Council Proceedings
City of Portage

Regular Meeting
Council Chambers
City Municipal Building

November 8, 2012
7:00 p.m.

1. Call to Order

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

2. Roll Call

Present: Ald. Dodd, Ebnetter, Garetson, Hamre, Havlovic, Klapper, Maass, Miller, Oszman

Excused: Mayor Jahn

Also Present: Mayor Jahn, City Clerk Moe, Interim City Administrator Murphy, City Attorney Spankowski, Director of Public Works/Utilities Manager Redelings, 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

The approval of claims was added under the Finance/Administration Committee minutes.

5. Minutes of Previous Meeting

Motion by Klapper, second by Oszman, to approve the minutes of the October 30, 2012 Common Council meeting. Motion carried on call of roll with Miller abstaining.

6. Consent Agenda

Reports of Sub-Committees, Boards, and Commissions
Library Board meeting of October 30, 2012.

License Applications

Operator License applications for period ending June 30, 2013 for the Alonso Aranda.

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

7. Committee Reports

Finance/Administration Committee meetings of October 29, 2012,
November 5, 2012 and November 8, 2012

Motion by Dodd, second by Maass to approve Phase One Archeological Survey for the Visitor Center to be capped at \$4,000.00. Motion carried unanimously on call of roll.

Motion by Dodd, second by Maass to award the engineering for the 3013 water and sewer projects to General Engineering Company in the amount of \$7,470.00. Motion carried unanimously on call of roll.

Motion by Dodd, second by Oszman to approve claims in the amount of \$1,242,874.27. The amount is \$99.38 less than approved at committee, as the invoice from Jeff Gareton was meant to be a donation. Motion carried unanimously on call of roll.

Legislative and Regulatory Committee meeting of October 30, 2012

Municipal Services Committee meeting of November 1, 2012

Motion by Gareton, second by Klapper to provide snow plowing services for Surgeon's Quarters. Motion carried unanimously on call of roll.

Motion by Gareton, second by Miller to approve the low bid on the block retaining wall at Silver Lake Beach and to use any remaining money to add railings. Motion carried unanimously on call of roll.

There was discussion regarding the pedestrian bridge over the canal at Riverwood Apartments. Because of concern of the safety of the bridge, council requested that it be barricaded and closed temporarily until repaired.

The minutes have been corrected to show Ald. Miller as being present.

Human Resources Committee meeting of October 30, 2012

8. New Business

Recommendation for Bids Received for Library Addition and Renovations

Interim City Administrator Murphy provided information on the bids for the Library project and the recommendation from the Library Board. Motion by Klapper, second by Gareton to award the addition and renovation project to Ellis Stone for the base bid and alternates 1, 2, 3, 4, 5, 6, 7, 9, 10 in the amount of \$1,505,400.00. There was discussion on the metal roof versus a shingled roof. According to Library Director Schultz, there is not enough funding to cover the cost of a metal roof. Motion carried 6 to 3 with Dodd, Havlovic and Maass voting no.

Ordinances

Ordinance No. 12-010 relative to No Parking Areas received its first and second readings. Motion by Oszman, second by Hamre to suspend the rules and have the third reading of Ordinance No. 12-010 relative to No Parking Areas and have it read by title only. Motion carried 8 to 1 on call of roll with Maass voting no. Ordinance No. 12-010 relative to No Parking Areas received its third reading by title only. Motion by Oszman, second by Maass to pass Ordinance No. 12-010 relative to No Parking Areas. Ald. Maass questioned if it would be conflict for Ald. Oszman to vote on the Ordinance, since he is employed by Rayovac. City Attorney Spankowski recommended that Ald. Oszman not vote. Ald. Oszman stated that even though he would vote the same for any business because of a safety issue, he would withdraw his motion. Motion by Hamre, second by Miller to pass Ordinance No. 12-010 relative to No Parking Areas. Motion carried on call of roll with Oszman abstaining.

Proclamation

The Proclamation for Pancreatic Cancer Awareness Month was read.

9. Adjournment

Motion by Oszman, second by Klapper to adjourn. Motion carried 8 to 1 on call of roll with Hamre voting no at 7:54 p.m.

Marie A. Moe

Marie A. Moe, WCPC, MMC
City Clerk

PORTAGE EMERGENCY PLANNING COMMITTEE MEETING

Minutes for Friday, October 26, 2012

1. **MEMBERS PRESENT:** Mayor Jahn, Fire Chief Simonson, County Emergency Mgmt. Dep. Dir. Johnson, Police Chief Manthey, Police Dept. Asst. Chief O'Neill, EMS Director Jon Erdman, Fire Dept. Captain Hudgens, City Attorney Spankowski, and Interim City Administrator Murphy.

OTHERS PRESENT: Deputy Warden Tim Douma - CCI, Engineer Thomas Kohn – Saint. Gobain, and CP Railroad Representative Tom Meierhoff

MEMBERS ABSENT: Dir. of Pub. Works/Utilities Mgr. Redelings and School Super. Poches

Meeting was called to order at 10:03 a.m.

2. **INVITED GUESTS:**

Thomas Kohn spoke about Saint Gobain as a French owned company employing approximately 300 people at the Portage facility. It is one of the world's oldest – established in 1665. The company has experienced seven years without a lost time injury. The Portage facility manufactures primarily medical, silicone parts; a variety of which were shown. Hazards present are limited to primarily high temperature molds at 400°F with a fire hazard being alcohol. Fire extinguisher training is encouraged for all of their employees. They currently have 30 first responders employed.

3. **AGENDA ADDITIONS OR DELETIONS:**

None

4. **APPROVAL OF MINUTES FROM LAST MEETING**

A motion was made by Mayor Jahn and seconded by Capt. Hudgens to approve the minutes from the August 3, 2012 meeting. Motion passed unanimously.

5. **OLD BUSINESS:**

Hazmat Course Updates: Kathy Johnson spoke of the availability of upcoming hazmat courses in our region. She also discussed the Crisis Management in Schools that is being offered in Portage on November 16th. City officials were encouraged to attend.

All Hazard Preparedness: A meeting is scheduled to be held on November 27th.

Wisconsin River Gauging: The river gauge system is up at Columbus. Pardeeville is still a “work in progress”. For Portage, the manual gauge is here with the brackets being made for the Hwy 33 bridge location. City efforts in time and costs may apply to the grant match.

6. **NEW BUSINESS:**

Storm Shelters: Mayor Jahn discussed the need for a new shelter as opposed to revamping the old shelter under the fairgrounds grandstand. There being very few basements in that area makes a shelter necessary. An upgrade would consist of toilets, potable water, air supply vents, and a generator.

7. **OTHER BUSINESS:**

Active Shooter Exercise: Jon Erdman spoke about the upcoming Active Shooter Exercise to be held at the hospital on October 31st. An EOC will be established. Police and Fire officials are invited to attend. They will have a smart board for Incident Command and staff. This will be held at the AB classroom from noon to 3:00 p.m. The hospital is base radio equipped. Jon also advised that the hospital recently received blow-up decontamination tents from Sauk County.

8. **ADJOURNMENT**

A motion was made by Ken Jahn and seconded by Ken Manthey to adjourn the meeting at 10:37 a.m.

The next meeting is scheduled for Friday, January 25, 2013 at 10:00 a.m. in Conference Room #1.

Respectfully submitted,


Kevin O'Neill
Acting Secretary

KO/ce

**City of Portage
Park and Recreation Board Meeting Minutes
Tuesday, November 13, 2012 - 6:00 p.m.
Municipal Building Room #1**

Members Present: Brian Zirbes Chairperson, Larry Messer, Dan Brunt, Fred Reckling, Todd Kreckman, Manager Raimer

Members Excused: Kirk Konkel

Others Present: Bill Tierney, Cory Anderson, Gary O'Hearn, Michael Draper, Kelly Osborn

1. Roll Call
Meeting was called to order at 6:00 p.m.
2. Approval of minutes of last previous meeting
A motion by Zirbes and a second by Messer to approve the minutes from the August 14th meeting. The motion passed 3-0.
3. Resignation of Russ Shaw from the Park Board.
A letter was received by Russ Shaw that due to conflicts of interest with his position on the Fair Board he needed to step down from the Park and Recreation Board.
4. Appointment of Todd Kreckman by the Mayor to the Park and Recreation Board.
The Mayor has appointed Todd Kreckman to the Board. He was welcomed by the others members.
5. Discussion and possible action on a request to name a park for Daniel Thompson.
A letter was read from the family of Daniel Thompson. The board felt that they will need to bring this back at a future meeting so each member could think about the request. That changing the name of a park might be hard to do, but that there would be other ways to honor Daniel. The P & R Manager will be taking this request to the VFW Memorial Committee to get their ideas.
6. Meeting with College students of 5 year plan.
Michael Draper and Kelly Osborn spoke to the Board about their college project , re-writing the P & R 5 year plan. They asked for more direction and gave the board a copy of ideas to think about. One of the ideas was to get Portage as a Bird City for the State of Wisconsin. They are hoping to have a final product by December 31, 2012.
7. Discussion and possible action on Paths Projects
Manager Raimer updated the Board about the new paths that will link the Big Loop of the P.A.T.H.S. Divine Savior, The Portage School District and the City of Portage are finishing the work on this area and they do have to path open, which will connect a path from Hamilton St. going west to meet the school property. It will T off and go North to the Divine Savior Property and South to through the school property. This project will allow the High School to run their Cross Country program he in Portage. This will save the school of having to bus the students to Wyocena to have their home

meets. The Hospital will add fitness station along the path and the City will be able to have the big loop connected on the north side, and also have an area to allow cross-country skiing in the winter time.

8. Discussion and possible action on soccer fields.

Manager Raimer spoke to the Board about how the youth soccer group has been such a big help in getting the field built and how they will plan to expand the program. They also want to help the High School soccer team with financial backing to make sure the City can keep up the maintenance of the large soccer field in front of the grandstand.

9. Discussion and possible action for the Recreation at Goodyear Park.

Gary O'Hearn and Cory Anderson were present to give the updates to the Board. Gary stated they are waiting to get the go ahead from the City so they can get the equipment order prior to a price increase. The Splash Park group has raised \$91,400.00 for this project.

10. Discussion and possible action on Silver Lake Beach projects

a) beach wall project

Manager Raimer present to the board, were we were at with this project. It had gone to Municipal service committee and was approved through council. There was much discussion, with Mr. Brunt stated that he would like to see the quote with the better brocks to be used. He felt it would be with the additional money to go with BMR enterprise. After a lengthy discussion, Reckling made a motion to reaffirm the discussion of the council to go with Stewart Landscaping, due to lower price and a local company. It was seconded by Dan. The motion passed 5-0.

b) sun sail project

The Manager was to have two member of the Board meet with the him a few companies to get plans and costs for the sun sails at the beach.

c) parking lot project

The parking lot wall would be look at during the next meeting. Mr. Brunt wanted to make sure that the sun sail project wasn't going to be funded through the funds left over from the beach house project. He also wanted to have us look again at replacing the guard rails on the bridge on the storm culverts on both sides of the lake. He also wanted to know when the old play equipment was going to be replaced. Also there was a question about the condition of the wall on the waterside on the wall. The replacement of the old wood handle rails need to be looked at too. All of these items will be address at the next meeting.

11. Update on Grandstands remodeling at Vet's Field

Manager Raimer update the committee that the City is on hold till we get final approval from the State.

12. Building #7 Facial Repairs

Quotes came in and have been presented the Administrator. Low quote was L. Oestrich at \$8,900. This would include labor and materials. The 2 other quotes that came in were for materials only. Portage Lumber quoted \$7,699.99 and \$9,306.89. These were without labor.

13. Discussion and possible action on Parks organizational chart proposed by the Public works department.

Manager Raimer showed the organizational chart that was presented at a municipal service meeting.

14. Pool Update

Lessons are ongoing and the pool will still be under the City for scheduling in 2013.

12. Managers Report

Manager Raimer updated the committee on budget cuts and new ideas to increase the revenue for 2013.

13. Adjournment

A motion was made by Messer and seconded by Reckling to adjourn at 7:45 p.m.

The motion passed 3-0.

Respectfully submitted

Tim Raimer Manager

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

LIBRARY BOARD MEETING Minutes
November 13, 2012

Meeting called to order 12:02

Present: Davis, Tamboli, Hoffmann, McLeish, Gregory, Voigt

Excused: Poches, Varvil-Weld

- 1) Motion to approve October 9, 2012 meeting minutes and October 30, 2012 special meeting minutes. (AT/EM)
- 2) Financial Reports:
 - a) Motion to approve October 2012 Municipal funds claims and Library restricted funds claims for payment as presented. (EV/AT)
- 3) Director's Report: Shannon Schultz
 - a) Circulation is up 8% year to date.
 - b) The Common Council awarded the renovation/expansion bid to Ellis Stone on November 8, 2012.
- 4) Library Fundraising Campaign Report: Addie Tamboli
 - a) \$1.6 million has been pledged.
- 5 Meeting adjourned 12:30. (EV/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
Minutes of Business Improvement District Board of Dir. meeting
Wednesday November 14th. 2012
Municipal Building 115 West Pleasant Street, Conference room 1

Meeting called to order at 7:30 a.m.

- 1. Roll Call: Present:** Peggy Joyce; President; John Krueger, Vice President; Chris Shadel, Steve Polnow, Shane Schmidt, Jim Rusch. New BID Board member Dennis Rupers was introduced and welcomed by all.
Members; absent none
Non-Members Present: City Treasurer Jean Mohr, Gil Meisgeier, BID Contractor, Main Street Portage Ex. Dir. /BID Administrator; Mrs. Laurie Krueger, Roger Krechik
- 2. Approval of October 10th minutes 2012 Minutes.**
Motion to approve October 10th. 2012 minutes. Motion by Schmidt, 2nd by Rusch
Motion carried, all in favor.
- 3. Claims to pay & Financials Report**
Claims were presented by President Joyce. Meisgeier explained Statz invoice for 2006 Polaris ATV repairs.
Schmidt to renew BID fuel credit card with \$500.00.
Motion to approve payment of bills as presented Pres. Joyce. Motion b by Schmidtt, 2nd by Shadel. Motion carried, all in favor.
Motion to approve Tourism Committee claim as presented upon verification.
Motion by Polnow, 2nd.Schmidt. President Joyce to check into the situation with City.
Financials/Treasurers report was explained in detail by City Treasurer Mohr to the satisfaction of all present. Jean Mohr explained that \$12,837.56 from 2009 had not been credited to BID. Treasurer also stated that the 2012 amount from city was \$9,500.00 and not credited previously but was now. Total credits to BID accounts is \$25,737.56 Motion to accept financials by Schmidt, 2nd.Krueger, motion carried. City Treasurer Mohr was thanked by all.
- 4. Discussion and possible action on Board members terms of office**
No action taken as list was not available.
- 5. BID Contractors report.**
Contractor gave report and reported on vandalism and arson in BID.
He is to invite park & Rec mgr. Tim Raimer to Dec. meeting to discuss video surveillance in Plaza.
Motion to accept Contractor's report. Motion by Shadel, 2nd Polnow. Motion carried, all in favor.

6. **Discussion and possible action on BID equipment** Motion to have Carl Statz Case dealer make repairs up to \$700.00 without bumper mount @ \$151.00 and bumper @126.00 on 2006 Polaris ATV. Motion by Polnow, 2nd. Shadel. Motion carried; unanimous.
7. **Discussion and possible action on MSP Executive Directors report.**
Motion to accept MSP Executive Directors Report Motion by Shadel, 2nd Schmidt
Motion carried, all in favor.
8. **Discussion and possible action on requests for financial support for 2012 down town events.**
Request was made by Mrs. Krueger for \$580.00 for Ladies Night Out in BID/MSP. Motion to approve by Joyce, 2nd Schmidt
MSP President Schmidt stated that the effort was wholly supported and could be better served utilizing MSP assets and stated the events such as this with an organized committee and volunteers are welcomed.
Requests were made for financial support were presented for 2013. It was stated that it was previously decided that all 2013 requests would be held off until 2013 after BID financial position was determined
9. **Verbal status reports given on several city issues of concern to BID**
 - A. City Budget process status explained by Joyce and Schmidt
 - B. Conant St.parking facility.
 - C. Downtown trees
 - D. Tourism Committee
 - E. Canal Engineering for continuing project
 - F. The Flirt/ Image/ Rhyme building action by council
 - G. Welcome Center
 - H. Krechik and Schmidt announced a public meeting on proposed Community Center located at the former Woolen Mill site is set for Thursday, December 13th. to be held in the Bidwell Room of the City Library. Attendance BY all was Suggested.
9. **Motion to adjourn** at 9:29 a.m. by Polnow, 2nd Joyce Motion carried.
All in favor.

prepared by gam
approved by President Joyce

**2012 October BID Maintenance Contractor Report
10/01/12 to 10/31/12**

Submitted to BID Board by

Gil Meisgeier, Associated Management Services on November 9th, 2012

I. Trash Some of the 24 BID trash containers still being used for household garbage and may fill rapidly.

II. Equipment

The 2006 Polaris ATV was picked up from Statz on October 24th.

All approved repairs were completed for a total of \$783.35. Copies of billing at meeting.

Reinders salesman Scott Neary picked up the Toro Polar Trac for the 50 hour checkup, oil change etc. When Scott returned the Toro Polar Trac he also delivered the new MB brush for the Polar Trac. There was no charge for the pick up and return delivery of the Polar Trac saving BID approximately \$100.00.

I was given an instructional tutorial on the operation of the brush. Operator's manuals have been read followed by a few practice sessions and we're ready to roll.

III Snow removal The annual fall advisory for owners and operators requirements for snow removal from their properties will be sent out. Also sent to the PDR for publication.

IV. BID Farmer's Market

Three of regular full season vendors retired. An additional three full season vendors were affected by the early season freeze out and/or the drought could not participate this year. Even with the freeze, drought and several soft Market days due to heat, we wound up over the projected \$2,000.00 income that we budgeted for by \$7.00.

V. BID flower and trash containers etc.

The flower barrels have been stripped and cleaned out and prepared for the Holiday decorations. The Ruby Fountain grass was removed and saved to be wintered over by Links Greenhouse for next spring.

VI. Parking lot cleanup, planted areas maintenance and tree grates etc.

Cleanup/pick up of all streets, parking lots, alleys and curb pick up is ongoing. Cigarette butts etc in front of a few of the bars is still often a problem.

ADDITIONAL ITEMS OF INTEREST IN THE BID

- The BID has suffered some serious acts of vandalism and destruction in recent weeks. The torching of a trailer full of corn stalks destined to decorate the downtown has been solved and the perpetrators arrested. I offered a reward of \$500.00 for information leading to the arrest and conviction of the guilty parties. Before the reward was announced a citizen tip off phone call to 911 followed by excellent police work by Detective Claude Thompson using video records from the Blarney Stone helped solve the crime.
- The most recent incident during occurred during the night of Nov 7th whereby several trash containers and flower barrels were dumped over and decorative pumpkins smashed was rapidly solved. The guilty parties were caught in the act and jailed by Portage Police.

THANKS TO THE PORTAGE P.D. FOR REALLY GREAT WORK !!!!!

- The City funding portion of Main Street Portage and \$9,500.00 funding of BID is in question at this time. BID and MSP presidents have met with city officials on these subjects.
- The city Council has met in closed session several times to discuss the property where the tragic fire that destroyed the historic Rhyme building. Their plans are not known at this time. Indications are that the city may purchase the property and possibly the former Black's furniture building. This would allow the city to determine the future of the important downtown site.
- Another meeting of a group consisting of city officials and DNR representatives reconvened in October to discuss future plans on the Canal project.
- The Riverside Park Welcome Center construction is slated to begin in spring suffered a setback when it was determined that the site has to go through a stage 1 archeological study.
- Paint the Town 2012 ended with the cooler weather. With the use of the Lynn Properties scissor lift, seven Downtown properties have been improved. Beginning with delivery to the new Smart Woman, Prairie Flower Beads, The Portage Theater, Edward Jones, Welcome Home Sew & Vac, The Hair Lair and H&H Pools and Spas used it to paint and / or fix up their properties. Several other properties are on the schedule already for next spring.
- The long vacant building at 131 W. Cook St JUST East of Bennett Law will be occupied by an American Family Office. Sheila Link will be the new managing agent. Karrie Tracy will be in charge of the former Chuck Miller office on Cook St. These young ladies have replaced Chuck Miller upon his retirement. Good Luck Chuck.
- Katie Blankenheim completed exterior and interior redo to the former Shear Timing Beauty Salon on E. Wisconsin St. The new beauty salon is now open and will be operated by Katie as "Studio K".
- Sweet Tees Tattooing has been doing fix up and paint up on their building in the former Communique Shop building on Wisconsin St.

END OF OCTOBER, 2012 REPORT.

NOTE: For other additional items in the MSP/BID, see emails from GAM and MSP E.D. report.

A SPECIAL THANKS TO THOSE FOLKS WHO DO CALL MY ATTENTION TO AREAS IN THE BID NEEDING

ATTENTION BY ME OR THE CITY

PLEASE LET ME KNOW IF THERE ARE THINGS THAT I MAY HAVE OVERLOOKED OR ANY ITEMS

THAT NEED ATTENTION. I WELCOME YOUR SUGGESTIONS.

YOU DON'T HAVE TO WAIT FOR A BID MEETING! CONTRACTOR IS AVAILABLE 24/7 !

JUST GIVE A CALL TO 742-5054; CELL # 608 334-4207

WHEN YOU SHOP, SHOP THE BID FIRST!

WHERE DO YOU SHOP FIRST???

SHOP THE BID!

MAIN STREET PORTAGE
Executive Director's Report
OCTOBER 2012 ACTIVITY
Prepared by GAM

**NOTE: BE FULLY INFORMED ON YOUR "NEIGHBORHOOD GOINGS ON"
READ THIS AND ALSO SEE BID REPORT FOR ADDITIONAL PERTINENT INFORMATION.**

DON'T MISS IT!

FIND IT ON LINE AT THE MAIN STREET PORTAGE WEB SITE

THE MSP E.D. REPORT WILL ALSO BE ON THE MSP WEB SITE

Some information is carried in both MSP & BID reports as it applies to the Downtown.

YOU CAN ALSO SEE THE BID REPORT ON THE MSP WEB SITE FOR ADDITIONAL HAPPENINGS

PERTINENT TO ALL BUSINESSES AND PROPERTY OWNERS IN THE MSP/BID

WHERE DOES THE SMART SHOPPER SHOP FIRST? ? ? ?

MSP COMMITTEE REPORTS

ORGANIZATION COMMITTEE

Communications continue to improve as the MSP Web Site information being carried is more up to date, carries MSP/BID Business links and ads, more events details and improved communications. Please let me know of any recommended changes or news items.

ECONOMIC REVITALIZATION COMMITTEE 3/

Utilizing USDA grant

NOTE: FOUR OF THE PROJECTS LISTED ARE COMPLETED OR UNDERWAY AS ON GOING PROJECTS

SUMMARY STATUS OF 2012 MSP / USDA TECHNICAL ASSISTANCE WORK PLAN FYI

1. Program: Scheduled; Date TBD - Using Interactive Media in a Small Business – Wave of the Future Is Now; Use of internet, social media and e-commerce to expand your small business and business horizons.
Facilitator: Mike McCrary of Keystone Click has been contacted re: conducting the program for MSP businesses.
2. Program: Completed July 30th - Upstairs Downtown, Grow Up, Not Out – Professor Mike Jackson described how unused or under used second stories could be utilized; How to capitalize on the increased retail space and/or residents while enhancing the appeal of the Downtown.. This preceded presentation at the Agency house on 8/31/12
Green reuse/redevelopment of vintage properties.
MSP paid ½ the cost of the Agency House presentation.
2. Program: Completed November 2012 - Smart Interior Design & Layout , Facilitator Lynn Falk - Increase traffic, sales and profits through proven merchandising & display techniques. Individual consults, hands on physical modifications.
3. Program: Marketing Management Development – Marketing, Sales Management and Customer Service. Facilitator will also work with MSP Co-op Marketing Team to form, organize MSP team (#5 below)
4. Program: Marketing Your Products or Service - Improve Sales, network by forming a local Marketing co-op(#4 below).
5. Program: Completed & ongoing - Paint the Town: Enhance customer appeal of your business through visible exterior improvements (curb appeal) of your property. MSP Paint the Town assistance, technical instruction, procurement, equipment use and/or materials and volunteers.

. ANOTHER WOW YEAR FOR DOWNTOWN FACELIFTS!!! MSP PAINT

THE TOWN RESULTED IN SIXTEEN MSP/BID PROPERTIES

IMPROVED DURING PAST 15 MONTHS !!!! Paint The Town Project 2012

season completed as scheduled. Several projects are already on the list to begin in spring 2013.

Seven 2012 MSP Paint The Town improvement projects, the new Smart Woman, Prairie Flower Beads, The Portage Theater, Edward Jones on West Cook St., Welcome Home Sew and Vac (front façade), Hair Lair, H&H Pools and Spas.

Add the six 2011 projects . - Nathan and Krista Miller Sound Store, Antique Mall, The Historic, Welcome Home Sew & Vac (rear entry), Marry Me Bridal, Portage Furniture!!!

PLUS.....others who also improved their sites – Flower Co., Rogers Gift & Gallery, Portage Tire Co., Katie Blankenheim's Studio K beauty salon, Sweet T'S, and soon the second American Family office to be located at 131 W. Cook St

NOTE: Come spring 2013 Lynn properties scissor lift will be available to any downtown BID/ MSP business wishing to use it for property improvement. We will also have a three story bucket truck that has been made available to us for the same uses.

Kudos to all those in the BID/MSP who have improved their properties.

Thanks!!!

And thanks to Lynn Properties for the loan of their equipment! This kind act of community spirit has saved the property and business owners thousands of dollars.

Note: MSP will make the scissor lift available for use to any business/property owner in the downtown desiring to use it to improve their property. Give Gil a call to get on the list if you intend to take advantage of this opportunity !!!!

6. Program: Completed & ongoing Attracting New Customers through visible, attractive improvements to our Main Street Portage business community boosting tourism and attracting tourists to downtown shops and restaurants. **Restoration of Downtown vintage wall art by Main Street Portage utilizing generous donations, MSP administrative time and USDA grant funds.** A community wide effort of volunteerism mentored by participating mural artists. Program is focused on capturing town's heritage. People of all ages are invited to join in to improve and support their Downtown.

Included in the above work plan is the renovation of three vintage wall signs in the MSP district. The one completed others planned for spring 2013.

Completed – The primitive **HIDES - WOOL - FURS - TOP \$** sign on the west wall of Portage Furniture was completed as originally painted probably by merchant owner early 1900's. Keith Willa with help of MSP E.D. and volunteer completed it on 10/5/12.

The former Black's Furniture sign was one of the signs selected for but the access building was destroyed by fire. This one may have to be cancelled as the city is considering purchase of the property and razing it to have new construction on it and adjacent former Rhyme Drug property (Flirt at time of fire)

Looking at restoration of what was a colorful sign on Flower Co. proclaiming **C.E GIESLER M.F.G. of the Bannister 10c CIGAR** wall. Also, **SHANKS FEED** on wall above Pop Corn Corner. The Clock Shop is also under consideration.

Another piece of complimentary wall art is being financed by the Portage Tourism Committee and coordinated by the Chamber is the Cross Roads of History mural by Chris Dreyer..

BUSINESS NEWS IN MSP/BID:

- The former Shear Timing Beauty Salon on E. Wisconsin St. The Jim Blankeheim's daughter Katie have completed the complete exterior and interior redo of the shop. The new beauty salon is now open and will be operated by Katie as "Studio K".
- Sweet Tees tattooing was burned out at Cook and DeWitt Streets and has relocated in the building that housed former Communique Shop with a bright new paint job.
- E.D. has been working on the possibility of a bakery/café in the downtown.
- The long vacant building at 131 W. Cook St JUST East of Bennett Law will be occupied by an American Family Office. Sheila Link will be the new managing broker. Karrie Tracy will be in charge of the former Chuck Miller office on Cook St. These young ladies have replaced Chuck Miller upon his retirement. They too are sponsors of a hospitality tale during Y'tide. Good Luck Chuck. Enjoy your retirement.
- Portage Insurance Center has taken on a new partner Okray Insurance run by Larry Okray. Larry jumped right into Main Street activities by Sponsoring a Hospitality table and volunteering his staff and family to serve at the table during one of the Yuletide events!

DESIGN COMMITTEE

STREET SCAPE COMMITTEE will be adding additional street art in the form of welded sculptures in Downtown planters on bump outs joining the two have been placed in square planters. Plans are to obtain six more pieces of metal art for the remaining 6 square planters.

PROMOTIONS COMMITTEE

HALLOWEEN - Promo Committee helped promote the Saturday, October 27th. Portage Theater Halloween event.

- MSP arranged for the give away of 200 pumpkins after the free movie let out at noon. Pumpkins were purchased at a big discount from BID Farmers Market vendor Roger Price!
- MSP Promo Com. Member Volunteers picked up, hauled and displayed the pumpkins in front of the Mercantile for all the costumed sidewalk parade participants to see.
- MSP arranged for Horse Drawn Wagon Rides by Blue Skyy Stables departing from the rear of the Mercantile and around City Hall Block.
- Mercantile vendors assisted in the MSP run events of the day
- MSP Vols also ran a pumpkin Carving Contest in Commerce Plaza.
- Theater helped promote MSP activities to the 400 theater goers at the free movie

YULETIDE AT THE PORTAGE 2012 Committee has plans for the events. Anyone wishing to participate in these efforts is urged to contact Gil.

Yuletide marketing program includes;

- On line and in print promotion with Portage Daily Register
- Full page of Portage events in The List
- Full Page Color ad in The Express
- Full page color ad in the Big Cheese
- Four column color ad in Pardeeville Shopper
- Fifty color posters
- 1,000 color flyer/ bagstuffers/counter flyers
- Ten sandwich board panels
- Eight street banners
- Event listings in thousands of copies including Columbia County Travel Guide, rack cards, area shopping guides.

NEXT YULETIDE MEETING: WEDNESDAY, NOVEMBER 14TH ; 8AM – 9 A.M. AT THE MERC

Many events are held in whole or in part in our downtown. These have brought thousands of people to our Downtown Portage.

OTHER VERY IMPORTANT NEWS ITEMS OF INTEREST TO MSP / BID

- The I-90, 94, 39 Explore Portage billboard will not be renewed for the next year. Poor location and visibility were listed as reasons.
- Concerts In The Park will be relocated to the VFW hall property for next season due to the construction of the Welcome Center in Riverside Park.
- The City has put in a crosswalk in at the Pizza Hut corner over to Riverside park / Tamarack

EVENTS IN THE MSP/BID

*NOTE: Those events preceded with * are MSP/BID events. We also participated in most of the others.*

- ***May – October - Portage BID Farmers Market, every Thursday, noon to 6pm.**
- June – September - Community Wellness Walk, every Wednesday , 6 to 7pm
- May – October; Downtown Walking Tour, every 1st. Saturday, 10am, from Chamber office
- June – August - Concerts At the Portage every Wednesday night, Riverside Park
- ***June 1st, 2nd, 3rd – Canal Days 2012 . Market Square, Portage Canal, Riverside Park**
- June 30th. Fourth of July Parade, Cook St.
- July 7th. Sand County Fine Arts Festival, Market Square
- July 7th. Rotary Craft Beer and Wine festival, Market Square
- July 21st; MDA Ride For Life, 1,000 bikes Downtown, Cook St. 12:30 to 2:30
- ***August 4th - MSP Super Sidewalk Sales**
- August 11th Kiwanis Bike to Read, hundreds of cyclers depart from Riverside Park
- August 24th, 25th Taste of Portage, Market Square and Cook St.
- August 25th. Volks March, from Riverside Park
- September 9th, Alzheimer’s walk from Riverside Park
- October 27th. Portage Theater Downtown Halloween; Costume judging, march, movie
- November 23rd Canal Society Holiday Parade & Tree Lighting
- ***November 23rd.. Santa Fly in / tour of city business districts**
- November 23rd. & 24th. Portage Theater free kids movie with Food Pantry donation
- ***November 24th- American Way & MSP present Santa and Reindeer in the Plaza**
- ***December 7th. MSP Historic Living Windows with Downtown Horse Drawn Wagon Tours**

NOTE: For detailed report and other additional items in the MSP/BID, see emails from GAM and BID CONTRACTORS REPORT. SOMETHING I MISSED OR YOU WANT TO ADD ?????

JUST GIVE A CALL TO 742-5054; CELL # 608 334-4207

TIME WELL SPENT

During the month of October, Director worked on the following:

- Visited, contacted and or patronized over 25 MSP business / property owners.
- Contacts with Chamber staffers, several of County Court House personnel, County Board members, Library personnel, City staffers, Council Members, Main Street board members, Canal Society board members, BID board the Fox Wisconsin Heritage Parkway meetings.
- Spoke personally on BID/MSP matters.with the City Clerk staff, City Treasurer, City Engineer, City Council members.
- During October, Director attended, viewed or participated in a total of 11 meetings of MSP associated entities including, Finance Com., Tourism Com., Municipal Services and Utilities Com. , City Council, BID Board, MSP Board, Fox Wisconsin Heritage Parkway Core Planning Com.
- Several contacts with the Fox Wisconsin Heritage Trail Core team members.
- Coordinated Paint the Town schedule of those projects utilizing the Lynn scissor lift.
- Coordinating Mural painting projects
- Numerous day to day contacts with MSP/BID leadership on various issues.
- Conferred and/or corresponded with Wisconsin Main Street administrators in Madison.
- Fielded hundreds of phone calls and emails re: MSP/BID business, activities and involvements.
- Updated USDA reports.

Total estimated MSP Director Hours expended on MSP associated business during SEPTEMBER was approximately 180 hrs. (42 hrs/wk. average). THX

END OF MSP EXECUTIVE DIRECTOR’S REPORT SEPTEMBER 2012 ACTIVITY REPORT.

SOMETHING TO THINK ABOUT

BID PROMOTION, “80 GREAT REASONS TO EXPLORE PORTAGE DOWNTOWN” LISTS 100 BUSINESS CATEGORIES!!

HOW MANY OF THOSE DOWNTOWN BUSINESSES DID YOU PATRONIZE THIS PAST MONTH??

SHOP THE MSP/BID BUSINESSES AND SERVICES FIRST

IF WE DON'T KEEP OUR PART TO KEEP OUR DOWNTOWN GOING

HOW CAN WE EXPECT OTHERS TO?

AND REMEMBER ... SMART SHOPPERS ... SHOP THE BID!

THE FOLLOWING LIST OF COMMUNITY WIDE EVENTS COMPILED BY THE CHAMBER

IT APPEARS HERE AS A CONVENIENCE FOR YOU.

PLEASE TRY TO ATTEND OR PARTICIPATE IN AS MANY

AS YOU POSSIBLY CAN.....

THAT'S HOW WE CAN ALL HELP BUILD COMMUNITY!

Events for October 2012

Nov 1	Monet and Merlot Series
Nov 2 - Dec 1	DRURY GALLERY - Fragments & Fiber
Nov 3	Jan Wheaton - Performing Arts Concert Series
Nov 3	Draw Down Hoe-Down 2012
Nov 6	Teen-anon
Nov 8	Portage Center for the Arts, Inc. Brown Bag Series
Nov 13	Teen-anon
Nov 13	Business After 5 - Free Spirit Travel
Nov 16	Our House Senior Living Community Bingo
Nov 20	Business Breakfast - 11/20/2012
Nov 20	"Grief Through the Holidays" Support Group
Nov 20	Teen-anon
Nov 23	Santa Fly-In at the Portage Airport for 2012
Nov 23 - Nov 24	Portage Theatres Free Kid's Movie - 2012
NOV 23	HOLIDAY PARADE & TREE LIGHTING - 2012
Nov 24	Small Business Saturday
NOV 24	SANTA'S LIVING REINDEER - 2012
Nov 26	St. Mary's Pardeeville Mobile Food Bank
Nov 27	Teen-anon

Events for December 2012

Dec 1	Memorial Service
Dec 2	Gale Singers Holiday Concert 2012
Dec 4	Teen-anon
Dec 5	Historic Indian Agency House Kiddie Christmas - 2012
Dec 6	Historic Indian Agency House "Christmas at the Kinzies" - 2012
DEC 7	HISTORIC LIVING WINDOWS - 2012
Dec 8	Breakfast with Santa at Culver's
Dec 9	Breakfast at the KC Hall - proceeds to the Portage Splashpad
Dec 9	Canadian Pacific Holiday Train - 2012
Dec 11	Teen-anon
Dec 11	Business After 5 - Prairie Flower Beads
Dec 18	Teen-anon
Dec 21	Our House Senior Living Community Bingo
Dec 24	St. Mary's Pardeeville Mobile Food Bank
Dec 25	Teen-anon

**City of Portage
Police and Fire Commission Meeting
Wednesday, November 14, 2012, 7:00 p.m.
Municipal Building, Conference Room Two
Minutes**

Members Present: Thomas Drury, Jeynell Boeck, Patrick Hartley, Charles Miller,
Kay Miller

Others Present: Fire Chief Clayton Simonson, Police Chief Ken Manthey

1. Roll Call

Meeting called to order at 7:05 p.m. by Tom Drury.

Motion by Kay Miller, second by Jeynell Boeck to convene. Motion carried.

2. Approval of Previous Meeting Minutes

Motion by Jeynell Boeck, second by Pat Hartley to approve the minutes of the August 8, 2012 meeting. Motion carried.

3. Fire Report

Chief Clayton Simonson.

a. Training

Natural Gas

8/7/2012-Rope Rescue

8/28/2012-Auto Extrication

9/11/2012-Tower 1

9/18/2012-Hazmat

9/25/2012- Tower 1

10/9/2012-Confined Space

10/23/2012-Confined Space

b. Community Relations

1. School/events

- Fill the Boot Campaign for Muscular Dystrophy
- Rotary Meeting
- Welcoming of New Teachers at the Senior High
- United Methodist Church for Safety Trip
- Met with four Townships to discuss the Fire Protection Agreement for the next two years
- Safety Committee meeting at the School Administration building
- Safety day at St. Gobain
- Wauona Women's meeting
- Kiwanis meeting
- United Way day at Culvers
- Holiday Train meeting to get ideas of how to promote the event
- Month of October visited schools for Fire Prevention and had tours for different grade levels here at the station

2. Fire Safety/Extinguisher Training

- Smoke detector batteries are available at fire station
- Knox Box maintenance
- Sheriff's Department to assist with their SCBA training and extinguisher training

- Ray-O-Vac donated six boxes of 9 volt batteries as well as AA batteries
- 3. New equipment
 - Dept purchased four new pair of boots.
 - New Hazmat tent
 - Engine 6 is still out getting a different motor put in
- 4. Fire Suppression/rescue
 - 19 Vehicle Accidents
 - 3 Vehicle Fires
 - 7 Wildfires
 - 8 Building Fires
 - 1 Chimney Fire
 - 1 Cooking Fire
 - 1 Fire Other
 - 1 Natural Gas Leak
 - 0 Sever Weather
 - 5 Smoke/Odor Removal
 - 7 Medical Assist
 - 15 Dispatched and Cancelled Enroute
 - 20 Smoke Detector or Co Alarm or Activation/Sprinkler Activation
 - 5 Electrical Problem
 - 2 Flammable Liquid Spills
 - 0 Flood Assessment/Water Evacuation/Search
 - Water/Ice Rescue
 - Chemical Spill

c. Administration

Personnel: Attitudes are good; we now have 30 members on the department

Several promotions:

Matt Asch was promoted from Lieutenant to Captain

Cory Thompson was promoted from Lieutenant to Captain

Brad Powell was promoted from Firefighter to Lieutenant

Jon Yaskal was promoted from Firefighter to Lieutenant

Mike Nachreiner was promoted from Firefighter to Lieutenant

d. Statistics

Inspections 164 inspections completed during this time period

Emergency responses 105 (1397 man-hours)

68 (65%) in city

37 (35%) in townships

21 (20%) were vehicle accidents

510.50 man-hours spent on training

426.75 man-hours spent on miscellaneous activities. 168 of those man-hours were spent on station tours and fire prevention talks at the schools. A total of 88.5 hours were spent during the fire department's Annual Open House.

4. Police Report

Chief Ken Manthey

a. Training

- b. Community Relations
 - 1. Schools/child related events
 - 2. Businesses
 - Professional shop-lifters arrested at Wal-Mart
 - Armed Robbery in Ram Hotel. One in custody and two warrants out
 - 3. Neighborhoods
 - 4. Community Service Officer
Jerilyn Jerome and Kevin Todryk are both doing a fantastic job
 - 5. Senior citizens
 - Senior Safe Night Out
 - 6. VIPS
 - Volunteers in police service and assisted with trick or treating.
 - VIPS trained on weapons and police ethics
- c. Administration
 - 1. Intergovernmental/Interagency 57 agency assists
 - 2. Attitude & Morale
 - a) We had a very difficult task with the arrest of off-duty Blaine Young for OMVWI on 11/3/2012; State Patrol took it over
 - b) Officer David Clark and his wife, Christine, had a baby boy on 10/27/2012
- d. Statistics 1127 total number of calls

- 5. **The Commission will go into closed session pursuant to Wisconsin State Statutes 19.85(1)(c) to conduct interviews for the part-time police officer position**
Motion by Miller, second by Hartley to go into closed session at 7:30 p.m. for discussion on hiring part-time officer and interview with Michael Schutz.

Motion by Pat Hartley, second by Jeynell Boeck to re-convene in open session. PFC voted to hire Michael Schutz as part-time officer.

Next meeting 2/20/2012, 7:00 pm

Motion by Jeynell Boeck, second by Pat Hartley to adjourn. Motion carried. Meeting adjourned at 8:48 p.m.

Respectfully submitted, Chuck Miller

— 11/14/2012 —

PORTAGE FIRE DEPARTMENT

QUARTERLY REPORT: August 1, 2012 to October 31, 2012

TRAINING:

August 7, 2012 - Rope Rescue: Personnel went through the various knots we use at scenes and set up the pulley system for lowering and raising personnel. They also set up safety lines and practiced hooking up onto the basket for rescue.

August 28, 2012 - Auto Extrication: Personnel went to Blystone Towing and used the TNT tools to disassemble several vehicles practicing proper procedures. They also had to stabilize the vehicle before using any tools on the vehicles. They also used the window saw to take out the windshield of the vehicles and then cut the roofs off of them.

September 11, 2012 - Tower 1: All personnel went through setting up of the Tower and then the operations of the bucket on the tower from the controls inside the bucket. They practiced opening and closing the nozzles off the bucket and positioning the bucket to a building to prepare for a rescue or fighting a fire.

September 18, 2012 - Hazmat: Personnel were given a scenario of a spilled product inside a restaurant and had to look up the chemical, and then choose which type of protection was needed and how they were going to mitigate the scenario. Personnel had to set up the decon area and get the proper suits to handle the product that was spilled. Once the product was cleaned up the personnel had to decon the entry team and then decon themselves.

September 25, 2012 - Tower 1: All personnel went through the procedures of setting up the Tower and then they practiced their skills in maneuvering the bucket while flowing water from the two nozzles on the bucket.

October 9, 2012 - Confined Space: All personnel went through the equipment we have for confined space and practiced hooking up the equipment used. They then put on breathing apparatus to flow air. Once done they took turns putting on an escape pack. They then set up the communications equipment we use during a rescue.

October 23, 2012 - Confined Space: All personnel went to a site and had a victim down inside a lift station. Personnel set up the tripod and harness, lowered a rescuer down into the lift station to hook a harness up to the victim, and then bring them out of the lift station. The team had to monitor the air before entering and while the operation was ongoing.

COMMUNITY RELATIONS:

School/Event

- August 17, 18, 24, & 25, 2012 the department participated in the Fill the Boot campaign for Muscular Dystrophy.
- August 20, 2012 I spoke at the Rotary meeting.

- August 22, 2012 I attended the welcoming of the new teachers at the Senior High.
- September 9, 2012 we took a truck out to United Methodist Church for their Safety day.
- September 19, 2012 The City met with the Four Townships to discuss the Fire Protection Agreement for the next two years.
- September 26, 2012 I attended the safety committee meeting at the School Administration building.
- October 11, 2012 attended the safety day at St. Gobain.
- October 15, 2012 attended the Wauona Women's meeting.
- October 16, 2012 attended a meeting for the Kiwanis.
- October 22, 2012 attended the United Way day at Culvers.
- October 11, 2012 Holiday Train meeting to get ideas of how to promote the event.
- During the Month of October the department visited schools for Fire Prevention and had tours for different grade levels here at the station.

Fire Safety/Extinguisher Training:

- A reminder to all City of Portage and Township residents; that we have smoke detector batteries available at the fire station. We have 9 volt as well as AA batteries we also replace batteries in smoke detectors and carbon monoxide detectors for residents who cannot change them on their own. (This does not include apartment buildings).
- All maintenance on Knox Boxes and making sure the keys inside the box are the correct ones for their doors was completed again.
- The department went to the Sheriff's Department to assist with their SCBA training and extinguisher training.

New Equipment:

- The department has purchased four new pair of boots. These are a different brand than the previous and seem to be fitting everyone better than the old brand.
- The department purchased a new Hazmat tent.
- Engine 6 is still out getting a different motor put in. (Expected date of delivery of motor December 21, 2012.)

FIRE SUPPRESSION/RESCUE:

- (19) Vehicle Accidents
- (3) Vehicle Fires
- (7) Wildland Fires
- (8) Building Fires

- (1) Chimney Fires
- (1) Cooking Fires
- (1) Fire Other
- (1) Natural Gas Leak
- (0) Severe Weather
- (5) Smoke/Odor removal
- (7) Medical Assist
- (15) Dispatched and cancelled enroute
- (20) Smoke detector or Co Alarm or activation/Sprinkler Activation
- (5) Electrical Problem
- (2) Flammable liquid spills
- (0) Flood assessment/Water evacuation/Search
- (0) Water/Ice Rescue
- (0) Chemical Spill

ADMINISTRATION:

Personnel:

- Attitudes are good; we now have 30 members on the department.
- We have had several promotions on the department:

Matt Asch was promoted from Lieutenant to Captain.

Cory Thompson was promoted from Lieutenant to Captain.

Brad Powel was promoted from Firefighter to Lieutenant.

Jon Yaskal was promoted from Firefighter to Lieutenant.

Mike Nachreiner was promoted from Firefighter to Lieutenant.

STATISTICS:

Inspections: 164 inspections were completed during this time period.

Emergency Responses: The department responded to 105 emergency responses during this time period (1,397.00 man-hours). 68 (65%) responses were in the city and 37 (35%) were in the townships. Of those 21 (20%) were vehicle accidents.

Training: 510.50 man-hours were spent on department training.

Miscellaneous Activities: 426.75 man-hours were spent on miscellaneous activities. 168 of those man-hours were spent on station tours and fire prevention talks at the schools. A total of 88.5 hours were spent during the fire department's Annual Open House.

-11/14/2012-

PORTAGE POLICE DEPARTMENT
POLICE & FIRE COMMISSION PARTIAL 4th QUARTER REPORT
(Activities from 10-01-12 – 11-14-12)

1) TRAINING

- Lt. Kiefer & CSO Jerome attended a four hour training session in Madison on best practices for safety at accident scenes
- Chief Manthey attended a 4 hour seminar on AODA Issues on 11-05-12; also Don & Jan Weideman shared their story of their loss of their son, Cody, to a heroin overdose earlier this year
- Staff was trained on CCR (formerly CPR) on 10-18-12 & 10-24-12
- Det. Lt. Hahn & Secretary Jen Mecum attended TraCS (Traffic & Crime Statistics) training on October 16th (for mobile computers)
- Officer Jason Stenberg attended a street survival course titled "The Warrior's Edge" on October 12th
- Lt. Penny Kiefer attended the national Triad Conference October 8th through the 10th
- Officers were trained in EVOC (Emergency Vehicle Operation Course) in October and November
- Chief Manthey & Lt. Kiefer attended the State Triad Crime Prevention & Safety Conference on October 5th
- Ass't Chief attended social media training for emergency management on October 3rd
- Officer AJ Brauner attended evidence technician school from October 1st through October 5th

2) COMMUNITY RELATIONS

- A) Schools/Child related events
- Chief Manthey attended the annual Heroes' program at the Rusch grade school on 11-14-12
 - High School was put on lock-down on 11-13-12 after a student threatened to harm himself with a knife; he was located in the school but no weapon was found; referred for counseling
 - Det. Klaude Thompson started teaching DARE to the 5th grade classes on 11-13-12
 - Chief Manthey, Det. Lt. Hahn and Det. Thompson attended the school board meeting on 11-12-12 for Sheriff Richards receiving his DARE lifetime achievement award
 - We assisted with the costume contest and downtown trick or treating on Saturday, 10-27-12
 - Juvenile referred to juvenile authorities after he became upset and was kicking/scratching the principal
 - Officers gave extra patrol around high school for Homecoming Week; we also assisted with Homecoming Parade & Football game on 10-05-12

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- B) **Businesses**
- Lt. Penny Kiefer Will give a safety talk to the truck drivers at Meigs on 11-15-12
 - Hitching Post Restaurant broken into during the early morning hours of 11-13-12; they removed both cash registers
 - 21 year old Portage man arrested for disorderly conduct after he tipped over trash containers and smashed pumpkins in the downtown area on 11-08-12
 - Professional shoplifters tried to steal two flat-screen tv's from Wal*Mart on 11-06-12; they fled; clerks obtained plate number; vehicle was spotted on I-94 and COSO/State Patrol took two suspects into custody; the suspects were interviewed and admitted to wide scale thefts across four states; both have heroin addictions
 - Armed robbery at the Historic (Ram Hotel); three males; two of them with firearms, robbed a man at gunpoint and took his cash on 11-03-12; two females also involved; all five have been identified; two females in custody; looking for the 3 males
 - Trailer with decorative cornstalks set on fire on 10-28-12 behind Gil Meisgeier's business in the 200 block of West Edgewater; two juveniles were interviewed and admitted starting the fire; they have been referred to the juvenile authorities
 - Three juveniles were cited for trespassing after they were found on the rooftops in the 100 block of East Cook Street on 10-20-12
 - Lt. Kiefer & CSO Jerome participated in the St. Gobain Health & Safety Day on 10-11-12; three presentations & on site all day
 - 34 year old Portage man took his life by taking a drug overdose on 10-07-12 behind Edgewater Greenhouse on Highway CX
 - Storage garage broken into at Oak Grove Cemetery on Cemetery Road on 10-07-12; weed trimmer & chain saw were stolen
 - Portage woman arrested for strong-armed robbery and other charges after she struck another woman and stole her prescription medication at the Cattail Lodge on 10-05-12
- C) **Neighborhoods**
- Five year old boy struck by a vehicle as he darted out into traffic in the 200 block of Oneida on 11-06-12; suffered minor injuries
 - Garbage can set on fire in the underground parking ramp on 10-26-12; no damage other than some paint blistering on the can
 - A Portage man struck the railroad overpass on DeWitt Street with his vehicle on 10-20-12; he was arrested for OMVWI, 2nd Offense
 - Two women were arrested for reckless endangerment after they got into a physical confrontation at the Howard Wood Apartments on 10-17-12 and an 8 week old baby received very serious injuries
 - Sgt. Fehd attended Neighborhood Watch meeting on 10-16-12 and talked about neighborhood & school safety

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- Portage man arrested for domestic charges including attempted strangulation and false imprisonment after a violent encounter with his girlfriend at Candlelight Apartments on 10-12-12
 - Four teenage boys were all cited for disorderly conduct after they got into a physical altercation in the 2600 block of Dorn Drive on 10-11-12
 - \$800 laptop computer stolen from a residence in the 1100 block of Prospect in the 300 block of East Conant on 10-10-12
- (D) Community Service Officer Job Duties/Responsibilities
- Checking businesses to make sure they have the proper address numbers posted on the outside
 - Assisted with downtown trick or treating on 10-27-12 and the city wide trick or treating on 10-31-12
 - Assisted with the Senior Safe Night on 10-28-12
 - Fill in for crossing guards when needed
 - Assisted with posting “no parking” signs around town because of road construction
 - Assisted with several animal nuisance complaints
 - Assisted with Open House on 10-13-12
 - Assisted with Homecoming Parade on 10-05-12
 - Assisted with drug collection on 9-29-12
 - Kevin Todryk started on 9-11-12 as our 2nd CSO
 - Assists the officers with squad maintenance; washing & vacuuming
 - Both CSO’s are doing follow-up on junk complaints & signs on boulevards
 - Assisted with Kids’ Day at Culver’s on 9-15-12
 - Assisted with Triad Fundraiser at Wal*Mart on 8-04-12
 - Assisted with the motorcycle fundraiser rides/stop in downtown Portage on 7-21-12
 - Runs criminal history/RMS/CCAP/DL checks on bartender and taxi cab applications for approval/denial
 - Makes contact with citizens who forget to sign/witness their absentee ballots
 - Checks off on 5 day warning (equipment violation) tickets in the lobby on a regular basis
 - Parking enforcement in the downtown area
 - Follow-up citations written on unpaid tickets
 - Entering of information into the computer on a daily basis
- (E) Senior Citizens
- Sr. Safe Night was held in the basement of city hall on 10-28-12
 - Fall drug collection was held at Walgreen’s on 9-29-12
- (F) Chaplains’ Program
- No calls this quarter yet

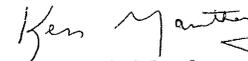
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- (G) VIPS (Volunteers In Police Services)
 - Assisted with Trick or Treating both on 10-27-12 & 10-31-12
 - VIPS trained on 10-15-12 (various police weapons) & 11-12-12 (police ethics)
 - (H) Citizen Police Academy
 - We're taking names for CPA Class #4 starting in January 2013
- 3) ADMINISTRATION
- (A) Intergovernmental/ Interagency
 - Total of 57 Agency Assists
 - Chief Manthey attended the annual CCI Community Relations meeting on 11-14-12
 - Chiefs of Police Association presented Poynette Chief Don White a plaque on 11-13-12 honoring him for 40 years in law enforcement
 - Ass't Chief O'Neill & Chief Manthey attended Veteran's Day Service at Portage High School on 11-09-12
 - Det. Lt. Hahn assisted with a presentation at the State Summit on Child Death Review teams in Madison on 11-01-12 & 11-02-12
 - Chief Manthey, Ass't Chief O'Neill & Fire Chief Simonson attended an "Active Shooter" table-training incident on 10-31-12 hosted by Divine Savior to see how their EOC (Emergency Operation Center) would perform in a real event
 - Assisted COSO at DSH on 10-26-12 with an uncooperative intoxicated female on a blood draw for OMVWI
 - Assisted Wood County/Wisconsin Rapids PD on 10-25-12 with attempting to locate an armed subject threatening to kill law enforcement officers as he was wanted for attempted sex. assault
 - Chief Manthey assisted with a debriefing on 10-24-12 for Pardeeville first responders reference double fatality accident
 - We continue to work closely with the Sheriff's Department on drug investigations; another heroin arrest was made on 10-21-12
 - Chief Manthey, Det. Lt. Hahn and Officer David Clark attended the drug presentation at the Sheriff's Department on 10-15-12
 - Assisted State Patrol and COSO with a rollover accident on I-39 two miles north of Portage on 10-08-12
 - Assisted COSO with an eviction at the Historic on 10-05-12
 - Assisted COSO with an arrest on an attempted homicide case on 10-04-12
 - Det. Pionke ran a CVSA (Computer Voice Stress Analyzer) for the Sheriff's Department on a suspect on 9-28-12
 - (B) Attitude & Morale
 - We had a very difficult task with the arrest of off-duty Blaine Young for OMVWI on 11-03-12; State Patrol took it over
 - Officer David Clark and his wife, Christine, had a baby boy on 10-27-12

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- Secretary Judy Banks announced her retirement; her last working day will be November 30th 199*
 - Officer Bob Bagnall was presented with a plaque/letter of commendation on 10-23-12 from National Highway Traffic Safety for his continued efforts in getting drunk drivers off the road
 - Chief Manthey & Ass't Chief O'Neill attended the open house for Chuck Miller's retirement on 10-17-12; fortunately Chuck will continue to serve on our Police & Fire Commission
 - We participated in the annual Police/Fire Open House on Saturday, 10-13-12; we had a lot of young families attend; Kyle Stanley volunteered to be our Taser victim
- (C) Statistics/Criminal/Other Investigations:
- 1,127 total number of calls for this time frame
- (D) Seasonal Issues
- Assisted with Trick or Treating on 10-31-12; lots of people out but no problems

Respectfully submitted,



Kenneth R. Manthey
Chief of Police 11-14-12

City of Portage
Tourism Promotion Committee Meeting
5:00 PM November 15, 2012
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes

Members Present: Marty Havlovic, Rick Dodd, Dawn Schneller and Beth Woyt

Others Present: Marianne Hanson (PACC), Craig Sauer, Destinee Udelhoven, Gil Meisgeier

1. Roll Call: 5:00 PM
Meeting called to order at 5:00 PM with the above members present.
2. Approval of minutes from October 4, 2012 meeting:
Motion made by Beth to approve the minutes, 2nd by Rick. Motion passed 4-0.
3. Public Comment:
No Public Comment
4. Discussion and Action on Claims: Total claims presented are \$10,300.00
 - A. Capitol Newspapers: 1 Claim for Explore Portage Online-09.02.12: \$500.00
 - B. Capitol Newspapers: 1 Claim for Explore Portage Online-10.01.12: \$500.00
 - C. CBS Outdoor Billboard Unit # 04904: 1 Claim-10.01.12: \$900.00 and 1 Claim-11.01.12: \$900.00= \$1,800.00
 - D. PACC: Quarterly Tourism Direct Allocation 4th quarter: \$7,500.00Motion made by Dawn to pay the above claims, 2nd by Beth. Motion passed by roll call 4-0
5. Discussion and action on 2013 budget: Discussed the budget and approved the 2013 Tourism Budget in the amount of \$108,981.00. Motion was made by Dawn to approve the 2013 budget, 2nd by Rick. Upon roll call the 2013 Tourism Committee Budget was passed 4-0.
6. Next Meeting Date: December 6, 2012 @ 5:00pm.
7. Adjournment: Meeting was adjourned at 5:19 pm by a 4-0 vote.

Respectfully submitted by, Dawn Schneller, Secretary

OPERATOR LICENSE APPLICATIONS - BY LAST NAME

LICENSE YEAR: NOVEMBER 29, 2012-JUNE 30, 2013

Micheael J Donahue
Christina L Borden
Angela B Novander
Diana L Reichhoff

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 29th meeting. Alderperson Dodd inquired into how long previous Administer 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

Council, Boards and Commissions

City of Portage Detailed Budget Report

LEGISLATIVE Fund 100 Dept 01 Object 51110 Account Description	2010		2011		2012		2012		2013		Higher (Lower) 12 Bdgt vs 13 Bdgt vs 12 Bdgt	
	Actual	Budget	Actual	Budget	Actual 9 month	Budget	2013 Budget	2013 Budget	12 Bdgt	13 Bdgt	12 Bdgt	13 Bdgt
MAYOR												
111 WAGES-PARTTIME	\$ 11,400	\$ 11,400	\$ 11,400	\$ 11,400	\$ 7,600	\$ 11,400	\$ 11,400	\$ 11,400	\$ -	\$ -	\$ -	\$ 0.00%
151 FICA	\$ 872	\$ 872	\$ 872	\$ 872	\$ 581	\$ 872	\$ 872	\$ 872	\$ (0)	\$ (0)	\$ -	\$ -0.01%
216 ASSOCIATION DUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
219 OTHER PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
220 TELEPHONE	\$ 200	\$ 212	\$ 200	\$ 200	\$ 166	\$ 200	\$ 200	\$ 200	\$ -	\$ -	\$ -	\$ 0.00%
290 TRAINING	\$ -	\$ 20	\$ 20	\$ 300	\$ 145	\$ 300	\$ 200	\$ 200	\$ (100)	\$ (100)	\$ -	\$ -33.33%
292 PRINTING/PUBLISHING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
310 OFFICE SUPPLIES	\$ -	\$ -	\$ -	\$ 50	\$ -	\$ 50	\$ 50	\$ 50	\$ -	\$ -	\$ -	\$ 0.00%
320 PUBLICATIONS, SUBSCRIPTIONS	\$ 249	\$ 100	\$ 100	\$ 200	\$ 103	\$ 200	\$ 150	\$ 150	\$ (50)	\$ (50)	\$ -	\$ -25.00%
340 OPERATING SUPPLIES	\$ 158	\$ -	\$ 300	\$ 300	\$ 9	\$ 300	\$ 175	\$ 175	\$ (125)	\$ (125)	\$ -	\$ -41.67%
790 MISCELLANEOUS EXPENSE	\$ 100	\$ 116	\$ 116	\$ 300	\$ 102	\$ 300	\$ 150	\$ 150	\$ (150)	\$ (150)	\$ -	\$ -50.00%
840 EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
860 SMALL EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL MAYOR	\$ 12,978	\$ 12,720	\$ 12,720	\$ 13,622	\$ 8,707	\$ 13,622	\$ 13,197	\$ 13,197	\$ (425)	\$ (425)	\$ -	\$ -3.12%
COUNCIL 51120												
111 WAGES-PARTTIME	\$ 32,400	\$ 32,400	\$ 32,400	\$ 32,400	\$ 21,600	\$ 32,400	\$ 32,400	\$ 32,400	\$ -	\$ -	\$ -	\$ 0.00%
151 FICA	\$ 2,479	\$ 2,479	\$ 2,479	\$ 2,479	\$ 1,652	\$ 2,479	\$ 2,479	\$ 2,479	\$ 0	\$ 0	\$ -	\$ 0.02%
216 ASSOCIATION DUES	\$ 2,276	\$ 2,291	\$ 2,291	\$ 2,258	\$ 2,258	\$ 2,258	\$ 2,280	\$ 2,280	\$ 22	\$ 22	\$ -	\$ 0.97%
211 SOFTWARE SUPPORT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
290 TRAINING	\$ 230	\$ 185	\$ 185	\$ 820	\$ 175	\$ 820	\$ 410	\$ 410	\$ (410)	\$ (410)	\$ -	\$ -50.00%
310 OFFICE SUPPLIES	\$ -	\$ -	\$ -	\$ 50	\$ 72	\$ 50	\$ 50	\$ 50	\$ -	\$ -	\$ -	\$ 0.00%
790 MISCELLANEOUS EXPENSE	\$ 26	\$ 37,354	\$ 37,354	\$ 38,057	\$ 435	\$ 50	\$ 50	\$ 50	\$ -	\$ -	\$ -	\$ 0.00%
TOTAL COUNCIL	\$ 37,411	\$ 37,354	\$ 37,354	\$ 38,057	\$ 26,192	\$ 37,669	\$ 37,669	\$ 37,669	\$ (388)	\$ (388)	\$ -	\$ -1.02%

Council, Boards and Commissions

City of Portage
Detailed Budget Report

LEGISLATIVE Fund 100 Dept 01 Object 51110 Account Description	2010		2011		2012		2012		2013		Higher (Lower) 12 Bdgt 13 Bdgt vs 13 Bdgt vs 12 Bdgt 12 Bdgt	
	Actual		Actual	Budget	Actual	Budget	Actual 9 month	Budget	Budget		12 Bdgt	12 Bdgt
290 TRAINING	\$ -	\$ -	\$ -	\$ 600	\$ 374	\$ 374	\$ 374	\$ 450	\$ 450	\$ (150)	\$ (150)	-25.00%
TOTAL BOARDS & COMMISSIONS	\$ -	\$ -	\$ 600	\$ 600	\$ 374	\$ 374	\$ 374	\$ 450	\$ 450	\$ (150)	\$ (150)	-25.00%
TOTAL COUNCIL, BOARDS, & COMMISSION	\$ 37,411	\$ 37,354	\$ 38,657	\$ 26,566	\$ 38,119	\$ (538)	\$ (538)	\$ (538)	\$ (538)	\$ (538)	\$ (538)	-1.39%
TOTAL LEGISLATIVE	\$ 50,389	\$ 50,075	\$ 52,279	\$ 35,273	\$ 51,316	\$ (963)	\$ (963)	\$ (963)	\$ (963)	\$ (963)	\$ (963)	-1.84%

NOTE: Mayor wages are 100% of Mayor's wage
Council wages are 100% of nine Council Members

Legal Services
 City of Portage
 Detailed Budget Report

ADMIN	2010	2011	2012	2012	2013	Higher (Lower)
Fund 100 Dept 02 Object 51300	Actual	Actual	Budget	Actual 9 mo	Budget	13 Bdgt vs 12 Bdgt
Account Description						13 Bdgt v 12 Bdgt
LEGAL SERVICES						
111 WAGES-PARTTIME	\$ -	\$ -	\$ -			
151 FICA	\$ -	\$ -	\$ -			
219 OTHER PROFESSIONAL SERVICES (600 HRS @ \$115 X 50%) (50% MUNIC CT)	\$ 16,634	\$ 16,473	\$ 22,770	\$ 20,497	\$ 34,500	\$ 11,730
290 TRAINING	\$ 80	\$ -	\$ -		\$ -	
320 PUBLICATIONS, SUBSCRIPTIONS	\$ -	\$ -	\$ -		\$ -	
790 MISCELLANEOUS EXPENSE	\$ -	\$ -	\$ -	\$ 187		
TOTAL LEGAL SERVICES	\$ 16,714	\$ 16,473	\$ 22,770	\$ 20,684	\$ 34,500	\$ 11,730
						51.52

General Administration

City of Portage

Detailed Budget Report

Account Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual 9 mo	2013 Budget	Higher (Lower) 12 Bdg vs 13 Bdg vs 12 Bdg
ADMIN						
Fund 100 Dept 02 Object 51400						
219 OTHER PROFESSIONAL SERVICES	\$ 1,865	\$ 8,873	\$ 4,650	\$ 2,877	\$ 3,750	\$ (900) -19.35%
WORKWISE \$120						
CODE UPDATE \$3250						
CTY CHARGE FOR ELECT \$260						
BD OF REV BLDG INSP \$20						
GIS WEBSITE HOST \$1000	\$ 2,027	\$ 1,864	\$ 900	\$ 584	\$ 900	\$ - 0.00%
220 TELEPHONE	\$ 2,653	\$ 2,494	\$ 4,275	\$ 1,223	\$ 3,364	\$ (911) -21.31%
290 TRAINING						
LEAGUE OF MUNIC \$425						
STAFF MISC \$100						
WMCA CONF \$525						
IIMC \$625						
WMCA GB \$724						
WMCA DIST MTG \$275						
EHLERS \$190						
MSI \$500						
291 POSTAGE	\$ 2,415	\$ 2,407	\$ 3,000	\$ 3,668	\$ 3,100	\$ 100 3.33%
292 PRINTING/PUBLISHING	\$ 8,093	\$ 6,458	\$ 9,000	\$ 5,838	\$ 8,000	\$ (1,000) -11.11%
310 OFFICE SUPPLIES	\$ 4,138	\$ 5,007	\$ 4,500	\$ 3,494	\$ 4,250	\$ (250) -5.56%
320 PUBLICATIONS, SUBSCRIPTIONS	\$ 157	\$ 127	\$ 325	\$ 157	\$ 275	\$ (50) -15.38%
DAILY REG \$125						
MISC \$200						
341 VEHICLE/EQUIP MAINT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
342 GASOLINE/OIL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
510 GENERAL LIABILITY INS	\$ 12,840	\$ 5,118	\$ 6,150	\$ 5,805	\$ 4,682	\$ (1,468) -23.87%
511 WORKER'S COMP INS	\$ 3,153	\$ 3,288	\$ 3,460	\$ 3,377	\$ 3,452	\$ (8) -0.23%
513 ERRORS/OMISSIONS INS	\$ 11,222	\$ 22,444	\$ 23,564	\$ 23,564	\$ 23,564	\$ - 0.00%
520 SURETY BONDS	\$ -	\$ 40	\$ -	\$ 30	\$ 40	\$ 40 100.00%

General Administration

City of Portage Detailed Budget Report

ADMIN	2010	2011	2012	2013	Higher (Lower) 12 Bdgt
Fund 100 Dept 02 Object 51400	Actual	Actual	Budget	Budget	13 Bdgt vs 12 Bdgt
Account Description			Actual 9 mo		13 Bdgt vs 12 Bdgt
530 RENT & LEASE AGREEMENTS	\$ 426	\$ 426	\$ 924	\$ 924	\$ -
PITNEY BOWES \$924					
540 DEPRECIATION	\$ -	\$ -	\$ -	\$ -	\$ -
790 MISCELLANEOUS EXPENSE	\$ 30,508	\$ 8,595	\$ 1,360	\$ 2,426	\$ 1,360
823 OFFICE FURNISHINGS & EQUIP	\$ -	\$ -	\$ -	\$ -	\$ -
860 SMALL EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -
870 COMPUTER HARDWARE	\$ 3,912	\$ 2,546	\$ 12,100	\$ 22,237	\$ 400
Printer (clerk) \$200					
switch upgrades -\$400					
880 COMPUTER SOFTWARE	\$ -	\$ -	\$ 4,000	\$ 271	\$ 9,515
MSI HR \$4950					
Run time \$2545					
Relativity \$1,395					
Fine Print \$625					
TOTAL GENERAL ADMIN	\$ 212,820	\$ 228,443	\$ 219,819	\$ 177,886	\$ 219,932
					\$ 114
					0.05%

**NOTE: Full-time personnel includes 60% of Clerk's; 80% of Deputy Clerk's; 75% Receptionists; 10% Municipal Court Clerk
Part-time personnel include 4 Election Workers**

General Administration

City of Portage

Detailed Budget Report

Account Description	2010		2011		2012		2013		Higher (Lower) 12 Edgt	
	Actual	Budget	Actual	Budget	Actual 9 mo	Budget	12 Edgt vs 13 Edgt	12 Edgt vs 13 Edgt	12 Edgt	13 Edgt
ADMIN										
Fund 100 Dept 02 Object 51400										
Account Description										
GENERAL ADMIN										
110 WAGES - FULLTIME	\$ 55,526	\$ 59,833	\$ 56,792	\$ 40,458	\$ 87,793	\$ 31,002	\$ 54.59%			
111 WAGES-PARTTIME	\$ 18,668	\$ 19,676	\$ 21,627	\$ 18,623	\$ 8,400	\$ (13,227)	\$ -61.16%			
112 OVERTIME COMPENSATION	\$ 1,953	\$ 2,183	\$ 1,555	\$ 500	\$ 1,025	\$ (630)	\$ -34.07%			
115 LONGEVITY	\$ 950	\$ 550	\$ 165	\$ -	\$ 488	\$ 323	\$ 195.45%			
130 HEALTH INSURANCE	\$ 21,271	\$ 27,948	\$ 22,097	\$ 15,579	\$ 18,722	\$ (3,375)	\$ -15.27%			
131 LIFE INSURANCE	\$ 303	\$ 72	\$ 93	\$ 54	\$ 282	\$ 189	\$ 204.29%			
132 DENTAL INSURANCE	\$ 477	\$ 948	\$ 385	\$ 642	\$ 961	\$ 576	\$ 149.53%			
134 INCOME CONTINUATION INS	\$ 162	\$ 88	\$ 164	\$ 76	\$ 260	\$ 96	\$ 58.15%			
136 RETIREE BENEFITS	\$ -	\$ 13,268	\$ 8,145	\$ 5,530	\$ -	\$ (8,145)	\$ -100.00%			
140 EMPLOYEE ASSISTANCE PROGRAM	\$ 28	\$ 46	\$ 39	\$ 39	\$ 39	\$ -	\$ 0.00%			
150 RETIREMENT	\$ 8,074	\$ 7,052	\$ 4,233	\$ 2,559	\$ 5,939	\$ 1,706	\$ 40.31%			
151 FICA	\$ 5,140	\$ 5,414	\$ 6,089	\$ 3,429	\$ 7,441	\$ 1,351	\$ 22.19%			
153 SICK/VACATION ACCRUAL	\$ 1,782	\$ (854)	\$ -	\$ -	\$ -	\$ -	\$ -			
201 DRUG/ALCOHOL TESTING	\$ 290	\$ 58	\$ -	\$ 82	\$ 100	\$ 100	\$ 100.00%			
209 HUMAN RESOURCES CONSULTANT	\$ -	\$ -	\$ 2,500	\$ -	\$ 2,500	\$ -	\$ 0.00%			
210 HARDWARE MAINTENANCE	\$ 2,148	\$ 8,950	\$ 3,325	\$ 2,346	\$ 3,325	\$ -	\$ 0.00%			
211 SOFTWARE SUPPORT	\$ 10,064	\$ 11,623	\$ 12,222	\$ 10,558	\$ 12,797	\$ 575	\$ 4.70%			
212 OFFICE EQUIPMENT MAINT.	\$ 2,144	\$ 1,632	\$ 1,750	\$ 1,660	\$ 1,850	\$ 100	\$ 5.71%			
COPIER \$1750										
PHONE \$150										
216 ASSOCIATION DUES	\$ 430	\$ 270	\$ 430	\$ 205	\$ 435	\$ 5	\$ 1.16%			
WI MUN CLERS ASSN \$50										
INTL CLERKS ASSN \$135										
PARLIAMENTARIAN \$90										
HR ASSOC \$160										

Financial Administration
City of Portage
Detailed Budget Report

ADMIN Fund 100 Dept 02 Object 51500 Account Description	2010		2011		2012		2013		Higher (Lower) 12 Bdg	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	13 Bdg vs 12 Bdg	12 Bdg vs 13 Bdg
FINANCIAL ADMINISTRATION										
110 WAGES-FULLTIME	\$ 98,593	\$ 102,405	\$ 101,937	\$ 101,937	\$ 76,568	\$ 109,814	\$ 8,177	\$ 8,177	8.05%	8.05%
111 WAGES-PARTTIME	\$ 4,000	\$ 3,832	\$ 4,109	\$ 4,109	\$ 9,577	\$ 1,000	\$ (4,409)	\$ (4,409)	-100.00%	-100.00%
112 OVERTIME/COMPENSATION	\$ -	\$ 33	\$ -	\$ 385	\$ -	\$ 425	\$ 40	\$ 40	100.00%	100.00%
115 LONGEVITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
130 HEALTH INSURANCE	\$ 25,792	\$ 20,983	\$ 19,393	\$ 19,393	\$ 13,921	\$ 22,951	\$ 3,668	\$ 3,668	19.02%	19.02%
131 TERM LIFE INSURANCE	\$ 278	\$ 91	\$ 158	\$ 158	\$ 94	\$ 237	\$ 79	\$ 79	49.80%	49.80%
132 DENTAL INSURANCE	\$ 510	\$ 915	\$ 455	\$ 455	\$ 659	\$ 1,199	\$ 744	\$ 744	163.59%	163.59%
134 INCOME CONTINUATION INS	\$ 261	\$ 255	\$ 261	\$ 261	\$ 188	\$ 234	\$ (27)	\$ (27)	-10.43%	-10.43%
150 RETIREMENT	\$ 11,280	\$ 9,835	\$ 6,279	\$ 6,279	\$ 4,836	\$ 7,397	\$ 1,118	\$ 1,118	17.80%	17.80%
151 FICA	\$ 7,316	\$ 7,673	\$ 8,142	\$ 8,142	\$ 6,698	\$ 8,510	\$ 368	\$ 368	4.52%	4.52%
153 SICK/VACATION ACCRUAL	\$ 671	\$ 1,017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
214 ASSESSOR	\$ 31,847	\$ 32,283	\$ 33,400	\$ 33,400	\$ 28,500	\$ 33,400	\$ -	\$ -	0.00%	0.00%
ACCURATE APPR \$28,500										
STATE MFG \$4,900										
215 AUDIT	\$ 7,000	\$ 17,875	\$ 10,850	\$ 10,850	\$ 6,500	\$ 11,175	\$ 325	\$ 325	3.00%	3.00%
021 ASSOCIATION DUES	\$ -	\$ 40	\$ 40	\$ 40	\$ 40	\$ 190	\$ 150	\$ 150	375.00%	375.00%
CPA \$160										
WI/MUN TREASURERS \$40										
219 OTHER PROFESSIONAL SERVICES	\$ 2,687	\$ 17,744	\$ 2,200	\$ 2,200	\$ 8,540	\$ 3,000	\$ 800	\$ 800	36.36%	36.36%
290 TRAINING	\$ -	\$ 464	\$ 1,350	\$ 1,350	\$ -	\$ 1,964	\$ 614	\$ 614	45.48%	45.48%
LEAGUE OF WIS MUN \$170										
EHLERS CONF \$190										
INSTITUTE GB \$1034										
MISC \$100										
DISTRICT 4 MTGS \$60										
SPRINGFALL \$170										
310 OFFICE SUPPLIES	\$ -	\$ -	\$ 100	\$ 100	\$ -	\$ 50	\$ (50)	\$ (50)	-50.00%	-50.00%
320 PUBLICATIONS, SUBSCRIPTIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
340 OPERATING SUPPLIES	\$ 1,224	\$ 1,147	\$ 750	\$ 750	\$ 1,165	\$ 800	\$ 150	\$ 150	20.00%	20.00%
520 SURETY BONDS	\$ 975	\$ 975	\$ 975	\$ 975	\$ 975	\$ 975	\$ -	\$ -	0.00%	0.00%
590 BANK FEES	\$ 755	\$ 1,406	\$ 1,500	\$ 1,500	\$ 437	\$ 800	\$ (700)	\$ (700)	-46.67%	-46.67%
741 LOSSES	\$ -	\$ 427	\$ -	\$ -	\$ 2,638	\$ -	\$ -	\$ -	0.00%	0.00%
823 OFFICE FURNISHINGS & EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
860 COMPUTER SOFTWARE	\$ -	\$ 20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
TOTAL FINANCIAL ADMINISTRATION	\$ 191,101	\$ 219,221	\$ 192,175	\$ 192,175	\$ 161,460	\$ 204,221	\$ 12,046	\$ 12,046	6.27%	6.27%

NOTE: Full-time wages for Finance include 40% of Clerks (Payroll/Reports)
25% of Deputy Clerk (Payroll)
20% of the Public Works/Deputy Treasurer (Deposits)
20% of Receptionist (Receipting)
10% of Fire Adm Secretary (Accounts Payables)

Finance Administration is responsible for all state requirements of position of treasurer, plus payroll administration, accounts payable administration include purchase orders, budget preparation and budget presentation in cooperation with city administrator, daily accounting, monthly reports to council

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Municipal Building
City of Portage
Detailed Budget Report

ADMIN		2010	2011	2012	2012	2013	Higher (Lower) 12 Bdgt	
Fund 100 Dept 02 Object 51600		Actual	Actual	Budget	Actual 9 mo	Budget	13 Bdgt vs	12 Bdgt vs
Account Description							13 Bdgt	12 Bdgt
MUNICIPAL BUILDING MAINT								
219	OTHER PROFESSIONAL SERVICES	\$ -	\$ 352	\$ -	\$ -	\$ 42,000	\$ (46)	-0.11%
221	ELECTRICITY & GAS	\$ 37,761	\$ 35,978	\$ 42,046	\$ 23,775	\$ 2,000	\$ 564	39.30%
222	WATER & SEWER CHARGES	\$ 17,245	\$ 2,317	\$ 1,436	\$ 778	\$ 6,000	\$ 1,600	36.36%
232	HVAC MAINTENANCE	\$ 5,746	\$ 6,746	\$ 4,400	\$ 5,802	\$ 800	\$ -	0.00%
233	ELEVATOR MAINTENANCE	\$ 2,289	\$ 1,799	\$ 800	\$ 629	\$ 500	\$ 500	100.00%
243	BUILDING/GROUNDS MAINT PKG LOT CR	\$ 2,506	\$ 541	\$ -	\$ 595	\$ 15,000	\$ (1,000)	-6.25%
340	OPERATING SUPPLIES	\$ 16,159	\$ 13,708	\$ 16,000	\$ 9,481	\$ 200	\$ 100	100.00%
390	MISCELLANEOUS SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ 4,042	\$ 796	24.51%
505	LICENSE FEE	\$ 100	\$ 50	\$ 100	\$ 150	\$ 6,910	\$ -	0.00%
512	PROPERTY INSURANCE	\$ 2,176	\$ 1,826	\$ 3,246	\$ 3,511	\$ -	\$ -	0.00%
514	BOILER & MACHINERY INS	\$ 6,093	\$ 6,910	\$ 6,910	\$ 6,910	\$ -	\$ -	0.00%
790	MISCELLANEOUS EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ (4,500)	\$ (4,500)	-100.00%
821	BUILDING/GROUNDS	\$ -	\$ -	\$ 4,500	\$ -	\$ -	\$ -	-
823	OFFICE FURNISHINGS & EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
860	SMALL EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
TOTAL MUNICIPAL BUILDING MAINT		\$ 90,077	\$ 70,227	\$ 79,437	\$ 51,632	\$ 77,452	\$ (1,985)	-2.50%

Safety
 City of Portage
 Detailed Budget Report

ADMIN		2010	2011	2012	2012	2013	Higher (Lower) 12 Bdgt	
Fund 100 Dept 02 Object 51700		Actual	Actual	Budget	Actual 9 mo	Budget	13 Bdgt vs	12 Bdgt
Account Description							12 Bdgt	12 Bdgt
SAFETY PROGRAM								
216	ASSOCIATION DUES	\$ -	\$ -	\$ -				
219	OTHER PROFESSIONAL SERVICES	\$ 128	\$ -	\$ -				
290	TRAINING	\$ -	\$ 3,000	\$ 3,000	230	\$ 2,500	\$ (500)	-16.67%
	CPR							
292	PRINTING/PUBLISHING	\$ -	\$ -	\$ -				
340	OPERATING SUPPLIES	\$ 320	\$ 31	\$ -				
823	OFFICE FURNISHINGS & EQUIPMENT	\$ -	\$ -	\$ -				
TOTAL SAFETY PROGRAM		\$ 447	\$ 31	\$ 3,000	230	\$ 2,500	\$ (500)	-16.67%

Appropriations to Other Agencies

City of Portage
Detailed Budget Report

Account Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual 9 mo	2013 Budget	Higher (Lower) 13 Bdgt vs 12 Bdgt	13 Bdgt vs 12 Bdgt
ADMIN							
Fund 100 Dept 02 Object 54100							
PUBLIC HEALTH SERV							
722 COLUMBIA CO. HUMANE SOCIETY	\$ 17,500	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ -	0.00%
TOTAL PUBLIC HEALTH SERV	\$ 17,500	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ -	0.00%
CEMETERIES							
723 OAK GROVE CEMETERY	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	0.00%
724 SILVER LAKE CEMETERY	\$ 28,650	\$ 28,650	\$ 28,650	\$ 28,650	\$ 28,650	\$ -	0.00%
<i>PLUS \$10,000 ROADS In PW Capital</i>							
TOTAL CEMETERIES	\$ 32,650	\$ 32,650	\$ 32,650	\$ 32,650	\$ 32,650	\$ -	0.00%
COMMUNITY DEVELOPMENT							
721 PORTAGE ECONOMIC DEV. COMM.	\$ -	\$ 12,125	\$ 20,900	\$ 12,125	\$ 70,000	\$ 49,100	234.93%
727 BUSINESS IMPROVEMENT DIST.	\$ 10,000	\$ 10,000	\$ 9,500	-	-	\$ (9,500)	-100.00%
729 COLUMBIA CO. ECONOMIC DEV	\$ 18,220	\$ 19,187	\$ 18,054	\$ 18,054	-	\$ (18,054)	-100.00%
731 MAIN STREET	\$ 32,000	\$ 32,000	\$ 26,400	\$ 26,400	-	\$ (26,400)	-100.00%
732 HISTORIC PRESERVATION	\$ 3,112	\$ 2,099	\$ 3,300	\$ 2,602	\$ 3,200	\$ (100)	-3.03%
733 HISTORIC INDIAN AGENCY HOUSE	-	-	-	-	\$ 15,000	\$ 15,000	100.00%
TOTAL COMMUNITY DEVELOPMENT	\$ 63,332	\$ 75,411	\$ 78,154	\$ 59,181	\$ 88,200	\$ 10,046	12.85%
TOTAL APPROPRIATIONS OTHER AGENCIES	113,482	126,061	128,804	109,831	138,850	\$ 10,046	7.80%

NOTE: NO INFORMATION PROVIDED BY OAK GROVE. ASSUMPTION THAT AMOUNT WILL BE THE SAME.

Debt Service Fund

City of Portage
Detailed Budget Report

Account Description	2010		2011		2012		2013		Higher (Lower) 12 Bdgt vs 13 Bdgt	
	Actual	Budget	Actual	Budget	Actual 9 mo	Budget	Budget	Budget	12 Bdgt	12 Bdgt
Debt Service Fund 300 Dept 00 Object 58000										
590 BANK FEES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
610 PRINCIPAL	\$ 5,648,563	\$ 1,449,217	\$ 1,398,417	\$ 1,449,217	\$ 869,317	\$ 1,350,093	\$ 1,350,093	\$ (99,124)	\$ (99,124)	-6.84%
620 INTEREST AND FISCAL CHARGES	\$ 536,803	\$ 539,172	\$ 539,172	\$ 554,866	\$ 292,700	\$ 537,358	\$ 537,358	\$ (17,528)	\$ (17,528)	-3.16%
630 BOND FEES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
790 MISCELLANEOUS EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL FUND EXPENSES & RESIDUAL EQUITY	\$ 6,185,366	\$ 1,937,589	\$ 1,937,589	\$ 2,004,103	\$ 1,162,018	\$ 1,887,451	\$ 1,887,451	\$ (116,652)	\$ (116,652)	-5.82%

Account Description	2010		2011		2012		2013		Higher (Lower) 12 Bdgt vs 13 Bdgt	
	Actual	Budget	Actual	Budget	Actual 9 mo	Budget	Budget	Budget	12 Bdgt	12 Bdgt
Debt Service - Rev Fund 300										
414110000 GENERAL PROPERTY TAXES	\$ 895,699	\$ 804,401	\$ 804,401	\$ 856,736	\$ 856,736	\$ 807,211	\$ 807,211	\$ (49,525)	\$ (49,525)	-5.78%
484810000 INTEREST INCOME	\$ -	\$ -	\$ 327	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
494910000 BOND PROCEEDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
494921000 TRANSFER FROM GEN FUND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
4949221000 TRANSFER FROM TIF	\$ 226,681	\$ 227,609	\$ 227,609	\$ 255,763	\$ 231,486	\$ 171,112	\$ 171,112	\$ (84,671)	\$ (84,671)	-33.10%
4949228000 TRANSFER FROM AMBULANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
4949241000 TRANSFER FROM CAPITAL PROJ	\$ -	\$ -	\$ 91,851	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
4949247000 TRANSFER FROM AIRPORT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
4949261000 TRANSFER FROM WATER	\$ 412,771	\$ 324,282	\$ 324,282	\$ 388,671	\$ 237,577	\$ 365,308	\$ 365,308	\$ (23,363)	\$ (23,363)	-6.01%
4949262000 TRANSFER FROM SEWER	\$ 4,683,535	\$ 220,394	\$ 220,394	\$ 555,315	\$ 348,757	\$ 543,820	\$ 543,820	\$ (11,495)	\$ (11,495)	-2.07%
4949495000 DEBT PROCEEDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL FUND REVENUE & FUND BALANCE APPLIED	\$ 6,218,687	\$ 1,688,864	\$ 1,688,864	\$ 2,056,505	\$ 1,674,555	\$ 1,887,451	\$ 1,887,451	\$ (34,858)	\$ (34,858)	-1.70%

10/2/12

MEMORANDUM

To: Finance Committee
From: Bob Redelings, City Engineer *B.R.*
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:

Company Name	Company Location	Total Fee	Total Hours
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.

City of Portage
Finance/Administration Committee Meeting
(This meeting will constitute a meeting of the Community Development Block Grant
Committee)
Monday, November 12, 2012, 5:30 p.m.
Municipal Building, Conference room One
Minutes

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

Others Present: Interim Administrator Murphy; Interim Treasurer Mohr; Bill Tierney Citizen, 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, Havlovic, Klapper

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

2. Approval of minutes from November 5, and November 8, 2012 meetings

Moved by Klapper to approve the minutes of the October 29, 2012 meetings; second by Ebnetter. Motion passed 5-0 on a roll call.

3. Review Draft 2013 Tax Increment Funds Budget

Interim Administrator Murphy indicated the numbers are preliminary as we are waiting on the County's Levy.

4. Review Draft 2013 Taxi Fund Budget

Interim Treasurer Mohr reviewed the budget clarifying that the City has applied for a grant in 2012 for 3 vans that will be received in 2013; and for 3 vans in 2013 that will be received in 2014 for a total of 6 vans. The proceeds from the vans that are being replaced will be used towards the City's share of the vehicles which will be a net of approximately \$3,004 for each year. There is, as in the past, no share for the City in the operation expenses of the Taxi program.

5. Review Draft 2013 Portage Enterprise Center Budget

Interim Administrator Murphy reviewed the budget for the PEC, there were several questions that will be followed up in our next meeting reviewing the preliminary budget.

6. Review Draft 2013 Business Improvement District Budget

The Committee reviewed the BID budget, Interim Treasurer Mohr indicated the she had removed the Donation of \$10,000 from the budget and replaced the funds from the Fund Balance Applied which are available.

7. Review Draft 2013 Tourism Budget

Aldersperson Havlovic requested some changes in categorization and will provide more details after Tourism's meeting on Thursday. Marty also pointed out that the budget for Discover WI – 3 year \$6,000 is a safeguard in case other funds are not raised; if enough funds come in then Tourism will not pay this. He also reminded the City he had requested an invoice be sent from Tourism to BID for 1/3 the cost for the billboard sign.

8. Review Draft 2013 Capital Project Budget

The Committee reviewed the Capital Budget Aldersperson Dodd requested that the Chip & Seal for W Slifer, Mohr, and Murphy road for \$60,000; along with the Police Depts request for 3 dash cameras \$37,000 and recording system \$5,000 be moved from the Capital Budget into the Departmental Budgets as the life of the expenditures are less than the term of the debt. It was also pointed out that the Grant for the Welcome Center is missing. Administration will follow up.

9. Review Draft 2013 Other Special Revenue Budgets

The Committee reviewed the following Special Revenue Funds: Parkland; CDBG; Economic Development; School Liaison; Revolving Sidewalk; and Canal. Aldersperson Dodd questioned if there should be an Administration charge to the Revolving Sidewalk fund. Administration will follow up.

10. Adjournment

Moved by Klapper to adjourn; second by Ebnetter. Motion passed 5-0 on a roll call vote. Chairperson Dodd adjourned meeting at 6:43 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 19, 2012, 5:30 p.m.
Municipal Building, Conference room One
Minutes

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

Member Excused at 6:30: Mary Havlovic

Others Present: Interim Administrator Murphy; Interim Treasurer Mohr; Dave Eulberg – Mercantile; Chris Shader – BID; Steve Polnow – BID; Rita Maass – Alderperson; Ken Jahn – Mayor; Cindy Polnow – Business Owner; Gil Meisgeier – BID, MSP, Canal Soc; Ronnie Wendt – MSP; John Krueger – BID; Joan Indermark – Mercantile; Dennis Rupeus – BID; Bill Tierney Citizen, 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, Havlovic, Klapper

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

2. Approval of minutes from November 12, 2012 meetings

Moved by Klapper to approve the minutes of the October 29, 2012 meetings; second by Havlovic. Motion passed 5-0 on a roll call.

3. Review 2013 Business Improvement District & Main Street Program Budget Requests

BID President and MSP member Peggy Joyce spoke on behalf of MSP as Shane Schmidt was no able to attend. The importance of the City's support to MSP existence was shared; request on explanation for several items in the MSP budget that appear to be duplicated was made along with an explanation of how the Mercantile's financials merge in with MSPs. Peggy to follow up on.

BID president and several members of the BID board spoke on the importance of the City's support for BID and how the funding was initiated to replace the cost to the City for maintenance of the BID area. Alderperson Havlovic also asked for an explanation of the difference between BID and MSP. In summary the BID members explained that BID is an oversight board for MSP and a support to the programs and events that MSP plans and conducts; along with maintaining the BID area. MSP is a state program – 501C3 and they plan and run various events to draw people into the downtown.

4. Consider Bank of Wisconsin Dells Agreement for Property Tax Collection

Interim Treasurer Mohr explained this is a program that the City has conducted for the past 4-5 years which allows our tax payers to pay their taxes at Bank of Wisconsin Dells. It is a win-win for both parties involved along with the members of our community. Motion by Klapper Second by Hamre to approve the Agreement for Property Tax Collection with Bank of Wisconsin Dells and move it on to Council. Motion passed 4-0 on call of roll.

5. Review Draft 2013 Budget

Interim Administrator Murphy reviewed the current status of the preliminary budget in respect to the Expenditure Restraint and Levy Limits. Interim Administrator Murphy and Interim Treasurer Mohr fielded and noted a variety of questions from the Committee. Administration will follow up with changes to the budget and present at the Finance Committee meeting Monday, November 26th at 5:30.

6. Adjournment

Moved by Klapper to adjourn; second by Hamre. Motion passed 4-0 on a roll call vote. Chairperson Dodd adjourned meeting at 8:21 p.m.

Jean Mohr
Interim City Treasurer

**BANK OF WISCONSIN DELLS
COMPANY AGREEMENT FOR BANK TAX COLLECTION**

This agreement dated the _____ day of _____, 20__ is by and between Bank of Wisconsin Dells (Financial Institution) and _____ City of Portage _____ (Customer).

The Customer has requested that the Financial Institution collect 1st half property tax payments via J. Mael & Associates' web based tax collection program located at <https://www.jmauel.com/JMaelApplications/Login.aspx>. The Financial Institution has agreed to do so on the terms of this Agreement.

Now, therefore, the Customer and the Financial Institution agree as follows:

1. The Customer will inform the Financial Institution in December once they have uploaded live data to the J Mael & Associates tax collection website program.
2. The Financial Institution will accept payment for 1st half property taxes after the live data has been uploaded through January 31st at the Community Bank of Portage, located at 2930 New Pinery Road, Portage, WI. The Financial Institution will only accept payments from persons that present their property tax statement. A receipt will be given at the time of payment. Property tax payments will be batched and the total amount deposited into City of Portage's account _____ on a daily basis (if applicable).
3. The Financial Institution will submit via the website a batched file from the Tax Collection Program on a daily basis of taxes collected (if applicable).
4. The Financial Institution will refer all questions regarding property tax payments to the City of Portage office.

COMPANY
By: _____
Its: _____

FINANCIAL INSTITUTION
By: _____
Its: _____

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

Members: Michael G. Oszman, Chairperson; Carolyn Hamre, Martin Havlovic,
Rita A. Maass, Frank Miller

1. Roll call

All members were present. The meeting was called to order at 6:30 P M.

Others in attendance: Jesse Spankowski, Marie Moe

2. Approval of minutes from previous meeting

Motion by Maass, second by Hamre to approve the previous minutes as printed. Passed on a 3-2 call of roll with Miller and Havlovic abstaining.

3. Discussion and possible action on Operator License for Teri Jodison

Motion by Maass and seconded by Miller to deny an Operator License for Teri Jodison based on two drug and/or alcohol convictions in the last five years. Motion passed on a 5-0 call of roll.

4. Discussion and possible action on ordinance allowing chickens in the city

A lengthy discuss took place in regards to the draft ordinance for chickens within the city of Portage. No action was taken at this time. Jesse Spankowski, the City Attorney, and Marie Moe the City Clerk will redraft the ordinance before the next scheduled meeting of the Legislative & Regulatory Committee.

5. Adjournment

Motion by Maass, second by Havlovic to adjourn the meeting at 7:38 P M. Passed on a 5-0 call of roll.

Frank Miller

Applicant Name: Jadison Terri L Freeman
Last First Middle Initial Maiden

1. How long have you continuously resided in the State of Wisconsin prior to the date of this application?
6 yrs

NOTE: If you need assistance in answering the questions below, please contact the Local Police Dept., the County Sheriff's department or the authority who made the arrest, issued the citation or the summons.

2. Have you ever been convicted of a felony (unless pardoned)? No If YES, list violation, give conviction date and jurisdiction where convicted _____

3. Have you ever been arrested or convicted of violating any other laws of the United States, State, County, City, Village or Town, relating to the use or abuse (either as an adult or juvenile) of alcohol or controlled substances within the past 5 years? YES

If YES, describe the circumstances and give conviction date and jurisdiction where convicted
June 07 2011 received fine, misdemeanor Portage

4. Are there charges of any kind pending against you (either as an adult or juvenile)? No
If YES, describe the circumstances and give conviction date and jurisdiction where convicted _____

pendin controlled substance DUI, June 2011 Portage

5. Name of the licensed establishment(s) where you will be working. Cyprus Club

6. Have you previously held an Operator License in the State of Wisconsin? No
If yes, list dates held and issuing jurisdiction

Date	Issuing Jurisdiction
_____	_____
_____	_____

7. Have you ever had an Operator License denied or revoked by the City of Portage? No
If YES, explain when and why _____

8. Have you completed the training session on alcohol beverage regulations? YES

If YES, when and where 10/30/2012 Learn 2 Serve, on line

If No, are you currently registered to attend a training session? No

If YES, you must attach a copy of the registration form.

If you haven't held an Operator (Bartender) License or a Class A or Class B Alcohol License, or were not an alcohol agent for a corporation within the past two years of the application date, you MUST complete the Alcohol Awareness Course and submit a copy of the Certificate of Completion before the Operator License can be issued.

READ CAREFULLY BEFORE SIGNING

The undersigned, being 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 the answers in each instance are true and correct.

The undersigned further understands that an incomplete, inaccurate or false answer constitutes sufficient reason for rejection, denial or revocation of the license.

The undersigned further understands that a full background investigation may be conducted by the Portage Police Department prior to consideration of this application.

The undersigned further understands that any license contrary to Chapter 125 of and under penalty of State law, the applicant may be prosecuted for submitting connection with this application.

*11-5
I will
be sworn
to sign
to shell
Beeley*

Applicant Signature: Les Jolan

Subscribed and sworn to before me this 31st day of October, 2012.

Clerk/Notary Public Sherril K. Krantz

DEPARTMENT RECOMMENDATIONS

Department	Approved	Denied	Signature/Date
City Clerk	X		<u>Manilla Nloe 11-08-12</u>
City Treasurer			
Police Chief		X	<u>Ken Mantley 11-08-12</u>

If denied, explain reason TWO OR MORE CONVICTIONS IN PAST FIVE YEARS:
m/v

5-21-12 CONVICTED FOR OPERATING WITH A CONTROLLED SUBSTANCE - FINED
\$691.50 D.L. SUSPENDED FOR FAILURE TO PAY

9-20-11 CONVICTED FOR POSSESSION OF COCAINE; POSSESSION OF DRUG PARAPHERNALIA
WAS DISMISSED. PAID FINE IN FULL

**City of Portage
Human Resources Committee Meeting
Tuesday, November 20, 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, Director of
Public Works/Utilities Manager Redelings, Interim City Treasurer
Mohr

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 Klapper to approve the minutes of the
October 30, 2012 meeting. Motion carried unanimously on call of roll.

3. Consider recommendation for Public Works Superintendent position

Director of Public Works/Utilities Manager Redelings informed the
committee the position was posted internally and advertised outside as
well. Approximately 20 applications were received. Four candidates were
interviewed with Kenneth Prisby being recommended for the position. Mr.
Prisby has many years of experience in both the private and public sector.
According to Director Redelings and Mayor Jahn, Mr. Prisby has ideas
that could improve operations. Motion by Klapper, second by Oszman to
recommend Kenneth Prisby for the Public Works Superintendent,
contingent on the background and pre-employment drug testing; and to
have Interim City Administrator Murphy negotiate a salary with Mr. Prisby.
Motion carried unanimously on call of roll.

4. Review process for filling employee vacancies

Interim City Administrator Murphy explained that there was
miscommunication with the Receptionist regarding the posting of the open
positions, Deputy City Clerk, Finance Director/City Treasurer, and
Receptionist. Instead of just being posted internally, they were also
posted on the city's website. Four applications have been received for
Receptionist; three for Deputy Clerk, one of which was internal; and one
for Finance Director/City Treasurer, which was internal. The committee

instructed Interim City Administrator Murphy to post another ten days and advertise in the local paper.

5. Closed session

Motion by Oszman, second by Dodd to go into closed session pursuant to Wisconsin State Statutes 19.85(1)(c) to consider proposed non-represented employee wage adjustments and re-assignments and pursuant to Wisconsin State Statutes 19.85(1)(e) to consider the proposed 2011 – 2013 contract with IAFF #2775 and Teamsters #695. Motion carried unanimously on call of roll at 5:47 p.m.

6. Reconvene to open session to consider item(s) discussed in closed session

Motion by Dodd, second by Garetson to reconvene to open session for the remainder of the meeting. Motion carried unanimously on call of roll at 6:12 p.m.

Motion by Oszman, second by Dodd to recommend to the council approval of the 2011 – 2013 contract with IAFF #2775. Motion carried unanimously on call of roll.

7. Adjournment

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

Marie A. Moe, WCPC, MMC
City Clerk

City of Portage
Municipal Services and Utilities Committee Meeting
Tuesday, November 20, 2012 5:45p.m.
Municipal Building, 115 West Pleasant Street, Conference Room One
Minutes

Members: Jeff Garetson, Chairperson; Carolyn Hamre, Doug Klapper, Frank Miller,
Michael Oszman

Others Present: Bob Redelings, Gil Meisgeier, Craig Sauer, Tim Raimer, Jack Keefe, John Thiede, Bill Tierney, Kent Fish, Rick Dodd

1. Roll Call at 6:16pm

All present

2. Approval of meeting minutes from previous meeting

Motion by Klapper to approve second by Oszman. Passed on roll call 5-0

3. Discussion and possible action on footbridge at Riverwood Apartments

MGD Welding was the low bid at \$13,031.84. They said they could start work next week. Kent Fish of GEC said the biggest issue is that there are eleven bad support members in a row on the Riverwood Apartments side of the bridge. It is possible the cost may go up depending on what they find when the planks are removed. Director Redelings said he could talk with Scott Maass about possibly having the city crew remove and replace planks to lower cost. There was concern about spending possibly \$15,000 on a bridge that is slated to be replaced. However, the absolute earliest the new bridge could be finished would be 6 months and that was not for sure. Alderman Klapper presented a petition signed by 50 residents of the Riverwood Apartments asking the city to get the bridge open as soon as possible. It is extremely difficult for the residents to get to downtown destinations because they are walking on a dangerous, sidewalk less street. The Mayor has made arrangements for the Cab Company to provide free transportation to downtown for the Riverwood residents.

Motion by Klapper second by Miller to recommend to the Finance Committee to find the money to hire MGD Welding to do the repair work. Motion amended by Oszman to say the cost may not exceed \$15,000. Second by Klapper. Passed on roll call 5-0.

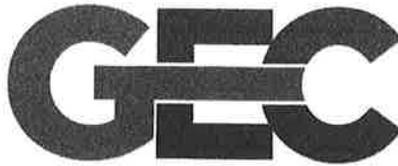
A resident from Riverwood asked the committee to please notify all residents regarding timelines on work and the cab service being provided. The committee agreed.

4. Adjournment

Motion to adjourn by Oszman second by Klapper. Passed on roll call 5-0. Adjourned at 6:51.

Carolyn Hamre, Secretary

General Engineering Company
P.O. Box 340
916 Silver Lake Drive
Portage, WI 53901



608-742-2169 (Office)
608-742-2592 (Fax)
gec@generalengineering.net
www.generalengineering.net

Engineers • Consultants • Inspectors

**CITY OF PORTAGE
PORTAGE WI.
REQUEST FOR PROPOSALS
PEDESTRIAN BRIDGE REPAIR**

BIDS CLOSE: Thursday November 15 at 12:00 PM, CST

General Engineering Company will receive sealed Bids for repairs for the pedestrian bridge over the Portage Canal at **General Engineering Company, 916 Silver Lake Drive, Portage, WI** at the time and date stated above, at which time, all Bids will be opened.

The City of Portage is soliciting proposals for the repair of the pedestrian bridge to include the replacement of steel cross members and runners that have failed. The contractor on this project shall submit individual bids for each of these items along with an hourly rate for any additional work that is found during this project. The scope of work is as follows:

Item No. 1 Temporary bracing;

Installation of temporary bracing structures at the edge of the canal, on both sides, as per drawings. Install these temporary structures and then disassemble them when the project is complete. Temporary braces shall be installed on top of wood side walls of canal on each side. Costs should include all material and labor required and all materials left when the structures are removed will become property of the city of portage.

Cost to install and Remove temporary bracing:
Lump Sum \$ 1680.00

Item No. 2 Remove and re-install decking;

The existing decking was replaced 3-4 years ago and is in good condition. This project will require the removal, before steel work, and re-installation of this decking, after the steel work is completed, using new screws for the re-installation. Removal of decking should be limited to 30' sections at one time.

Price to remove and re-install decking: \$ 1200.00 LABOR # 200.00
SCREWS



Item No. 3 Remove failed cross and diagonal members and replace as per plans;

The contractor shall provide a price to remove and replace failed cross and diagonal members and the installation of new runners as per plan. All welding will be done clean metal to clean metal. Existing steel members shall be removed with the use of Air Arc welding methods. Contractor shall not cut into the main trusses on each side of the bridge. Cross members and diagonal members shall be replaced in 4' sections at a time. All new steel shall be primed and painted, matching existing color, after installation. This price is to include all materials and labor to complete this item. The contractor shall also include in his price the cost to inspect the rest of the structure. If any additional repairs are required, then the contractor shall submit an estimate in writing to General Engineering Co. for the cost of these repairs.

Price of steel work: \$ 9951.84

There will be a pre-bid meeting at General Engineering Tuesday, November 13 at 10:00.

Bids may not be withdrawn within 60 days after the date of the bid opening. The Owner reserves the right to reject any or all Bids, and to award the Contract to the Bidder, who in the judgment of the Owner, will best serve the interest of the Owner.

Published by the authority of the City of Portage, Portage, WI.

By: The City of Portage

MGD WELDING-LLC

Contractor Name

W6217 ST. RD. 33 PAINTREEVILLE, WI. 53954

Address

608-429-4114

Phone

608-429-4115

FAX

MGDWELDING@YAHOO.COM

E-Mail Address

MGD WELDING
W7741 COUNTY ROAD CM
PORTAGE, WI 53901
608-429-4114

RE: Bridge proposal to General Engineering for repairs to Portage Canal walking bridge:

Remove all wood decking.

Replace all 2" runners.

Replace bad 3 X 5 material as well as 3 x 3 material.

Set up floating scaffolding in canal for over water work.

Coat top edge with rust prohibitor before screwing deck back down.

RESOLUTION NO. 12-052

FINAL RESOLUTION AUTHORIZING PUBLIC IMPROVEMENT AND LEVYING SPECIAL ASSESSMENTS AGAINST BENEFITED PROPERTY IN PORTAGE, WISCONSIN (2012 WATERMAIN AND SANITARY SEWER CONSTRUCTION PROJECT)

WHEREAS, the Common Council of the City of Portage held a public hearing in the Common Council Chambers at the City Municipal Building, 115 West Pleasant Street, Portage, Columbia County, Wisconsin at 6:55 p.m. on July 12, 2012, for the purpose of hearing all interested persons concerning the preliminary resolution and report of the City Engineer on the proposed public improvements consisting of installation of sanitary sewer laterals and water laterals on portions of West Oneida Street, Dunn Street, West Burns Street, West Howard Street, Hamilton Street and East Conant Street.

NOW, THEREFORE, BE IT HEREBY RESOLVED, the Common Council of the City of Portage determines as follows:

1. The report of the City Engineer, a copy of which is attached hereto and incorporated herein as if fully set forth herein, including the plans and specifications and assessments set forth therein, is adopted and approved.
2. The City of Portage has advertised for bids and supervised construction of the improvements in accordance with the report hereby adopted.
3. Payment for the improvements shall be made by assessing the entire cost to the property benefited as indicated in the report.
4. Benefits shown on the report are true and correct and are hereby confirmed.
5. Assessments for all projects included in the report are hereby combined as a single assessment but any interested property owner may object to each assessment separately or all assessments jointly for any purpose.
6. The special assessments against any parcel may be paid in cash or in three (3) annual installments if the assessment is \$1,000 or less and five (5) annual installments if the assessment is over \$1,000, plus interest, at the rate of 5.25% at the time of assessment per annum on the unpaid balance.
7. The municipal clerk shall publish this resolution as a class 1 notice under ch. 985, Stats., in the assessment district and mail a copy of this resolution and a statement of the final assessment against the benefited

property together with notice of installment payment privileges to every property owner whose name appears on the assessment roll whose post office address is known or can with reasonable diligence be ascertained.

DATED this 29th day of November, 2012.

Kenneth H.Jahn, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

Resolution recommended by:
Common Council

Final Assessment Roll

PROJECT - City of Portage - 2012 Water Main and Sanitary Sewer

Parcel No.	Property Owner	Property Address	Property Owner Mailing Address	City	State	Zip Code	Assessible Sewer Lateral Length (FT)	Assessible Water Lateral Length (FT)	Water/Sewer Lateral Cost per ft.	Total Water/Sewer Lateral Assessment
1346	Dorn, Ray	O W ONEIDA ST	503 WINNEBAGO AVE	Portage	WI	53901	20	30	\$32.00	\$1,600.00
1347	Nichols, Kendra	426 W ONEIDA ST	426 W ONEIDA Street	Portage	WI	53901	20		\$32.00	\$640.00
1348	Meier, James R; Meier, Jayne Thompson	426 W ONEIDA ST	101 W Pleasant Street #1	Portage	WI	53901	20		\$32.00	\$640.00
1349	Young, Blaine C	430 W ONEIDA ST	506 Herrman Street	Portage	WI	53901	20		\$32.00	\$640.00
1372	Taylor, Rexford	1104 DUNN ST	1104 DUNN ST	Portage	WI	53901	20		\$32.00	\$640.00
1373	Olsen, Michael P	1106 DUNN ST	1106 DUNN ST	Portage	WI	53901	20		\$32.00	\$640.00
1357	Taylor Jr, Rexford L	1110 W DUNN ST	N388 MILLER AVE	Endeavor	WI	53930	25	25	\$32.00	\$1,600.00
1382	Lasher, Brooke N	1101 DUNN ST	1101 Dunn Street	Portage	WI	53901	20		\$32.00	\$640.00
1383	Heim, Jeremiah J	227 W BURNS ST	227 W Burns Street	Portage	WI	53901	20		\$32.00	\$640.00
1384	Pendleton, Dennis G	225 W BURNS ST	225 W BURNS ST	Portage	WI	53901	20		\$32.00	\$640.00
1385	Atkinson, James I	219 W BURNS ST	P.O. Box 738	Portage	WI	53901	20		\$32.00	\$640.00
1386	Wroten, John & Kim	215 W BURNS ST	215 W BURNS ST	Portage	WI	53901	20		\$32.00	\$640.00
1387	Fullerton, Jane M & Steven H Grunke	213 W BURNS ST	213 W BURNS ST	Portage	WI	53901	20		\$32.00	\$640.00
1388	Thurfer, Terrence E & Linda L	209 W BURNS ST	209 W BURNS ST	Portage	WI	53901	20		\$32.00	\$640.00
1389	Mensink, Brody R	201 W BURNS ST	201 W Burns Street	Portage	WI	53901	20		\$32.00	\$640.00
1390	Schmudlach, Kairina	207 W BURNS ST	N2153 7th Avenue	Endeavor	WI	53930	20		\$32.00	\$640.00
1393	Bobek, Anne; Bobek, Thomas	1016 MACFARLANE RD	3115 Hawks Haven Trail	De Forest	WI	53532	20		\$32.00	\$640.00
1394	Kuchinski, Michael L & Theresa M	206.5 W BURNS ST	250 W EDGEWATER ST	Portage	WI	53901	20		\$32.00	\$640.00
1395	Golke, Lisa L	208 W BURNS ST	208 W Burns Street	Portage	WI	53901	20		\$32.00	\$640.00
1396	Cullen, Michael G & Corrine D	212 W BURNS ST	2402 RED PINE CT	Portage	WI	53901	20		\$32.00	\$640.00
1397	Perez, Miguel Gonzalez	216 W BURNS ST	216 W Burns Street	Portage	WI	53901	20		\$32.00	\$640.00
1398	Vogel, Gale R & Linda L	220 W BURNS ST	220 W BURNS	Portage	WI	53901	20		\$32.00	\$640.00
1399	Hehrington, Grant D; Warnke, Monique E	224 W BURNS ST	6546 Chestnut Circle	Windson	WI	53568	20		\$32.00	\$640.00
1400	Schwarz, Alan V	228 W BURNS ST	228 W BURNS ST	Portage	WI	53901	20		\$32.00	\$640.00
1402	Daily, Matthew; Daily, William	1011 DUNN ST	1011 Dunn Street	Portage	WI	53901	20		\$32.00	\$640.00
481	Albrecht, Stephen A & Mandy L	630 E CONANT ST	630 E CONANT ST	Portage	WI	53901	20		\$32.00	\$640.00
482	Altridge, Steven J & Michelle D	624 E CONANT ST	N6939 DONLIN DR	Pardeeville	WI	53954	20		\$32.00	\$640.00
483	Barden, Mary L	618 E CONANT ST	618 East Conant Street	Portage	WI	53901	20		\$32.00	\$640.00
483.1	Matchow, Adam & Tammy	614 E CONANT ST	614 E CONANT ST	Portage	WI	53901	20		\$32.00	\$640.00
484	Kruse, Kelly J	612 E CONANT ST	612 E Conant Street	Portage	WI	53901	20		\$32.00	\$640.00
485	Endres, Rosann G	606 E CONANT ST	606 E Conant Street	Portage	WI	53901	20		\$32.00	\$640.00
601	Grady, Lynn; Grady, Michael	602 E CONANT ST	1802 S Fish Hatchery Road Suite A	Fitchburg	WI	53575	20		\$32.00	\$640.00
601	Hamele Family Investments LLC	601 E CONANT ST	315 E Wisconsin Street	Portage	WI	53901	20		\$32.00	\$640.00
601.A	Bocek, Richard A & Christine L	605 E CONANT ST	605 E CONANT	Portage	WI	53901	20		\$32.00	\$640.00
602	A Lamb, Jessica L	609 E CONANT ST	609 E Conant Street	Portage	WI	53901	20		\$32.00	\$640.00
603	A Price, Jesse R; Price, Michelle M	611 E CONANT ST	109 Riverwood Bend	De Forest	WI	53532	20		\$32.00	\$640.00
604	A Byrd, Pamela J; Swalheim, Randell	615 E CONANT ST	615 E Conant Street	Portage	WI	53901	20		\$32.00	\$640.00
605	Christopherson, John W & Sandra	623 E CONANT ST	623 E CONANT ST	Portage	WI	53901	20		\$32.00	\$640.00
606	627 E Conant LLC	627 E CONANT ST	N2153 7th Avenue	Endeavor	WI	53930	20		\$32.00	\$640.00
607	Neft, Carol Staudenmayer	631 E CONANT ST	631 E CONANT ST	Portage	WI	53901	20		\$32.00	\$640.00
1024	Taylor, Richard G & Mary M	235 W HOWARD ST	235 W HOWARD	Portage	WI	53901	20		\$32.00	\$640.00
1024	Taylor, Richard G & Mary M	231 W HOWARD ST	231 W HOWARD	Portage	WI	53901	25	45	\$32.00	\$2,240.00
Total							850	100		\$30,400.00

RESOLUTION NO. 12-053

**FINAL RESOLUTION AUTHORIZING PUBLIC IMPROVEMENT AND LEVYING
SPECIAL ASSESSMENTS AGAINST BENEFITED PROPERTY IN PORTAGE,
WISCONSIN (VILLAGE ROAD SIDEWALK CONSTRUCTION PROJECT)**

WHEREAS, the Common Council of the City of Portage held a public hearing in the Common Council Chambers at the City Municipal Building, 115 West Pleasant Street, Portage, Columbia County, Wisconsin at 6:55 p.m. on August 9, 2012, for the purpose of hearing all interested persons concerning the preliminary resolution and report of the City Engineer on the proposed public improvements consisting of installation of sidewalks, on the west side of Village Road from Henry Drive to Northridge Drive.

NOW, THEREFORE, BE IT HEREBY RESOLVED, the Common Council of the City of Portage determines as follows:

1. The report of the City Engineer, a copy of which is attached hereto and incorporated herein as if fully set forth herein, including the plans and specifications and assessments set forth therein, is adopted and approved.
2. The City of Portage has advertised for bids and supervised construction of the improvements in accordance with the report hereby adopted.
3. Payment for the improvements shall be made by assessing the entire cost to the property benefited as indicated in the report.
4. Benefits shown on the report are true and correct and are hereby confirmed.
5. Assessments for all projects included in the report are hereby combined as a single assessment but any interested property owner may object to each assessment separately or all assessments jointly for any purpose.
6. The special assessments against any parcel for sidewalk installation and driveway costs totaling \$300.00 or less shall be paid in full within 60 days of being invoiced. Sidewalk installation costs exceeding \$300.00 that are not paid in full shall automatically be placed on the property tax bill with the principal being collected in five equal annual installments together with interest charged each year on the unpaid balance, plus interest, at the rate of five and twenty five percent (5.25%) per annum on the unpaid balance.
7. The municipal clerk shall publish this resolution as a class 1 notice under ch. 985, Stats., in the assessment district and mail a copy of this resolution and a statement of the final assessment against the benefited

property together with notice of installment payment privileges to every property owner whose name appears on the assessment roll whose post office address is known or can with reasonable diligence be ascertained.

DATED this 29th day of November, 2012.

Kenneth H.Jahn, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

Resolution recommended by:
Common Council

FINAL ASSESSMENT ROLL November 9, 2012

PROJECT: City of Portage - Village Road Sidewalk Improvement Project

Tax No.	Property Owner	Mailing Address	City, State, Zip	Property Address	4 inch Sidewalk ft ²	4 inch Sidewalk Assessment \$3.50/ft ²	6 inch Sidewalk ft ²	6 inch Sidewalk Assessment \$4.00/ft ²	Total Sidewalk Assessment
3099.1	Future Wisconsin Portage LLC	2249 Pinehurst Drive	Middleton, WI 53562	2830 Village Road	1350.0	\$4,725.00	0	\$0.00	\$4,725.00
3099.3	Portage Court %Professional Property	973 Featherstone Rd. 300	Rockford, IL 61107	2842-2866 Village Road	1895.0	\$6,632.50	230	\$920.00	\$7,552.50
3097.05	KSMS Ridge LLC	3965 Airport Drive	Indianapolis, IN 46254	2876 Village Road	701.5	\$2,455.25	240	\$960.00	\$3,415.25
3097.08	Home Health United Inc.	2802 Walton Commons W	Madison, WI 53718	2888 Village Road	730.0	\$2,555.00	120	\$480.00	\$3,035.00
2387.B	Terry & Vicki Clemmons	214 W. Haertel St.	Portage, WI 53901	214 W. Haertel Street	300.0	\$1,050.00	0	\$0.00	\$1,050.00
353	Anita Schroeder	508 E. Edgewater St.	Portage, WI 53901	508 E. Edgewater Street	250.0	\$875.00	50	\$200.00	\$1,075.00
362	Cedric Evenson	330 E. Edgewater St.	Portage, WI 53901	330 E. Edgewater St.	55.0	\$192.50	0	\$0.00	\$192.50
731	Kevin & Tammy Foster	127 E Howard St.	Portage, WI 53901	127 E Howard St.	100.0	\$350.00	0	\$0.00	\$350.00
1734	Gary O'Hearn	518 W. Prospect St.	Portage, WI 53901	518 W. Prospect St.	290.0	\$1,015.00	0	\$0.00	\$1,015.00
1259	Kono Properties LLC	419 S. 1st St.	Evansville, WI 53536	110 E. Conant St.	25.0	\$87.50	0	\$0.00	\$87.50
1122	Patric Kraemer	484 S. Jefferson St.	Rio, WI 53960	101 W. Cook St.	175.0	\$612.50	0	\$0.00	\$612.50
1735	Kari & Jim Langkamp	522 Prospect St.	Portage, WI 53901	522 Prospect St.	150.0	\$525.00	0	\$0.00	\$525.00
				TOTAL	6021.5	\$21,075.25	640	\$2,360.00	\$18,727.75

RESOLUTION NO. 12-054

**RESOLUTION RELATIVE TO AGREEMENT WITH INTERNATIONAL
ASSOCIATION OF FIRE FIGHTERS UNION LOCAL NO. 2775**

WHEREAS, the City of Portage Human Resources Committee has negotiated a contract with the International Association of Fire Fighters Union Local No. 2775 (Fire Department);

AND WHEREAS, the attached Agreement has been approved by the Human Resources Committee;

NOW THEREFORE IT IS HEREBY RESOLVED by the Common Council of the City of Portage that the Mayor and City Clerk are authorized to execute the attached Agreement with the International Association of Fire Fighters Union.

DATED this 29th day of November, 2012.

Kenneth H. Jahn, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

Resolution requested by:
Human Resources Committee

LABOR AGREEMENT
BETWEEN
THE CITY OF PORTAGE
(FIRE DEPARTMENT)
AND
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS UNION
LOCAL NO. 2775
(AFFILIATED WITH AFL-CIO-CLC UNIONS)
(FOR THE YEARS 2011-2013)

INDEX

<u>ARTICLE</u>	<u>PAGE</u>
Administrative Detail (Article III).....	2
Absences (Article IV)	4
Compensation (Article VI).....	7
Duration (Article XVI).....	15
Discipline and Discharge (Article XIV)	14
Grievance Procedure (Article XIII).....	13
Holidays (Article VII)	8
Hours of Employment and Overtime (Article VIII)	9
Management Rights (Article II)	2
Parties and Recognition (Article I)	2
Promoting and Seniority (Article XI).....	12
Residency (Article XII)	13
Retirement and Insurance (Article V).....	6
Savings Clause (Article XV).....	14
Uniform Allowance – Equipment (Article IX).....	11
Vacations (Article X)	11

AGREEMENT

ARTICLE I. PARTIES AND RECOGNITION

Section 1. Parties: This Agreement made and entered into on the date hereinafter set forth, by and between the CITY OF PORTAGE, hereinafter referred to as the "EMPLOYER," and I.A.F.F. UNION LOCAL NO. 2775, AFL-CIO, hereinafter referred to as the "UNION."

Section 2. Recognition: The City of Portage as of July 24th, 1980, hereby agrees to recognize I.A.F.F. Union No. 2775, as the sole and exclusive collective bargaining representative for hours, wages and conditions of employment for all full time firefighters.

ARTICLE II. MANAGEMENT RIGHTS

The Employer shall have the sole and exclusive right to determine the number of employees to be employed, the duties of each of those employees, the nature and place of their work, and all other matters pertaining to the management and operation of the City of Portage. This shall include the hiring, promoting, transferring, demoting, suspending or discharging of any employee as circumstances warrant. This shall include the right to assign and direct employees to schedules of work, to pass upon the efficiency and capabilities of employees, and to establish and enforce reasonable work rules and regulations.

All functions of management not specifically granted to the Union or employees in this Agreement are retained by the Employer.

Provisions of this section shall not be used to discriminate against employees.

ARTICLE III. ADMINISTRATIVE DETAIL

Section 1. Pay Cycle and Pay Day:

- A. Pay Cycle: The City maintains a standard bi-weekly, 14 calendar day payroll cycle beginning at 12:01 a.m. Sunday through midnight of the fourteenth day following.
- B. Pay Day: Payroll checks will be issued on the Friday following the end of the pay cycle.
- C. Pay Distribution: For employees working a twenty-four (24) hour shift, base wages will be distributed in equal bi-weekly increments of 112 hours. Employees working a standard forty (40) hour week will be paid for all hours worked; inclusive of leave time, overtime, and holiday pay; within a 14-day pay cycle.

Section 2. Rules and Regulations: The Employer shall establish reasonable rules and regulations (City of Portage Personnel Policies and Procedures) and all employees shall be provided with a copy.

Section 3. Records: Employees shall be given reasonable access to their personnel file in accordance with Section 1.5 of the City of Portage Personnel Policies and Procedures.

Section 4. Union Representative: The Representative of the Union shall have reasonable access at all times during working hours to the offices where employees are stationed, provided that the room is not in use and provided that the Representative shall not, at any time, interfere with employees or interrupt their work.

The Representative shall contact the Fire Chief in advance of any visit whenever possible.

The Union shall have the right to post notices regarding meetings pertaining to Union affairs in the Employee Lounge.

Section 5. Fair Share, Check Off and Liability: Membership in the Union is not compulsory. An employee may join the Union and maintain membership therein consistent with its constitution and by-laws. No employee will be denied membership because of race, color, creed or sex. This Article is subject to the duty of the Wisconsin Employment Relations Commission to suspend the application of this Article whenever the Commission finds that the Union has denied an employee membership because of race, color, creed or sex.

The Union will represent all of the employees in the bargaining unit, members and non-members, fairly and equally and therefore all employees shall pay their proportionate share of the costs of the collective bargaining process and contract administration by paying an amount to the Union equivalent to the uniform dues required of members of the Union.

Check Off: The Employer agrees to deduct the amount of dues certified by the Union as the amount uniformly required of its members from the earnings of the employees affected by this Agreement and pay the amount so deducted to the Union at the time the first payroll check of the month is issued.

Liability: The Union shall indemnify and save the Employer harmless against any and all claims, demands, suits and other forms of liability which may arise out of any action taken or not taken by the Employer for the purpose of complying with the provisions of this Article.

ARTICLE IV. ABSENCES

Section 1. Sick Leave: A total of one hundred forty-four (144) hours shall be granted per year at the rate of twelve (12) hours per month. Unused sick leave to be accumulated to an unlimited amount. Employees working a forty (40) hour week shall accrue sick leave at a rate of eight (8) hours per month.

Sick leave shall cover only necessary absences from duty because of personal illness or bodily injury. Orders by a health authority to remain off duty are included.

In order to be eligible for sick leave with pay, the employee shall:

1. Report the reason for absence from work no later than two (2) hours before normal report time, if possible.
2. Keep the Employer informed as to employee's condition.
3. Permit the Employer to make such medical inquiry or visit as the Employer may deem necessary.

Sick leave shall not result in the loss of seniority rights.

The accrual of sick leave and vacation benefits shall continue during the period of convalescence. Employees shall be allowed sick leave if they become ill while on vacation, provided they notify the Fire Chief immediately of such illness. (A doctor's certificate or other evidence to support the illness claim may be required.)

Employees who qualify for retirement under the Wisconsin Retirement Plan and who do retire shall be entitled to payment for eighty-five percent (85%) of unused sick leave, up to a maximum of one thousand five hundred sixty (1,560) hours. Individuals employed after January 1, 2008 shall be entitled to payment for eighty-five (85%) of unused sick leave, up to a maximum of one thousand fifty (1050) hours. This shall be computed on the employee's current rate of pay at the time of retirement except for all employees that begin employment January 1, 2008 or thereafter; for those employees unused sick leave days that accrue for post retirement health insurance benefits shall be paid at the rate at which the employee was paid at the time they were earned. This amount shall be retained by the City and paid toward the retired employee's or surviving spouse's health insurance.

Section 2. Funeral Leave:

Effective upon the signing of this agreement:

Subsection 1. When absence from duty is considered necessary because of a death in the immediate family, up to twenty-four (24) hours with pay shall be allowed for shift employees and three (3) days for employees working a forty (40) hour week. The

immediate family shall include the employee's spouse and children or stepchildren, grandchildren, mother, father, brother and sister of the employee and/or his spouse, mother-in-law, father-in-law, grandparents, and the step relations of the stated relationship.

Subsection 2. On-duty firefighters may attend a visitation and/or funeral without using compensation or vacation time, as long as the visitation and/or funeral meet the following criteria:

1. The Portage Fire Dept. members (as a group) are attending the visitation and/or funeral representing the department.
2. Access to an emergency vehicle is readily available for an emergency response from the visitation/funeral site.

Section 3. Immediate Family Illness: Leave with pay may be granted for an unexpected and serious illness such as a call away from work to retrieve a sick or injured child from school or notification of a sudden illness of an immediate family member while at work, as defined in Section 2, upon approval of the Department Head or his designee. Grant of said leave with pay shall be limited to a maximum annual cumulative total of forty-eight (48) hours for employees working a 24/48 shift and three (3) days for employees working a forty (40) hour week. Additional leave without pay may be taken in accordance with the provisions of the Family and Medical Leave Act (FMLA).

Section 4. Military Leave: Military leave for attendance at duly ordered military schools or camps of instruction or for within state emergency activation duty shall be considered as an approved employee leave of absence and not as leave that must be taken as vacation.

Military leave shall not exceed fourteen (14) consecutive days in a one (1) year period and shall not apply when an employee is fulfilling long-term duty assignments. Affected employees though, shall be entitled to a supplement payment of the difference between their regular compensation and the military pay for the first consecutive ten (10) days of any such leave.

Section 5. Leave of Absence: Procedure – Employees shall make written applications for leaves to the Employer and shall, except in the case of illness or injury, make application thirty (30) days prior to the desired starting date of the leave. This leave of absence clause does not apply to Family and Medical Leave, which is covered separately in the City of Portage Personnel Policies and Procedures.

A leave of absence without pay may be granted for a period not to exceed ninety (90) consecutive days subject to prior approval by the Fire Chief and Mayor. An employee requesting an extended leave shall submit a written request to the Fire Chief stating the reason(s) for the leave, the date the leave is to begin and the date the

employee will return. The Fire Chief shall present the employee's request along with his recommendation to the Mayor for consideration and final action. Employees granted an extended leave may continue health and dental insurance coverages during this period provided the employee reimburses the City for the insurance premiums in advance.

Section 6. Jury Duty: Full-time employees who are called to jury duty shall receive full salary during the hours of their absences for jury duty, provided that the employee shall remit to the City an amount equal to the compensation paid to him for such jury service no later than the close of the pay period following receipt of such compensation and the employee shall also attach the summons for jury duty to the payroll time card. Employees shall notify their department head immediately upon receipt of the summons for jury duty.

ARTICLE V. RETIREMENT AND INSURANCE

Section 1. Wisconsin Retirement Fund: Each employee shall be required to participate in the Wisconsin Retirement Fund. The Employer will pay the full amount of the employee's required contribution. **Effective July 1, 2012, employees shall pay one percent (1.0%) of the required WRS contribution (Employer + Employee share), and the Employer shall pay the balance. Effective January 1, 2013, employees shall pay an additional one percent (1.0%), for a total of two percent (2.0%) of the required WRS contribution (Employer + Employee share), and the Employer shall pay the balance. Employees hired by the Employer after July 1, 2011, who were not previously employed by the Employer in any capacity, shall pay the employee's required contribution as determined by the WRS pursuant to Wisconsin Statutes.**

Section 2. Group Hospital, Surgical, Dental and Major Medical Insurance:

(a.) Employees shall be provided the option to choose a group health insurance plan from among the standard plan and alternative plans offered by the Wisconsin Public Employers' Group Health Insurance Board in the Employer's service area. The Employer shall reserve the right to change carriers, provided however that the level of benefits is equivalent to or greater than the existing level of benefits. Mutual agreement of the Union and Employer is required in order to switch to a policy which contains a lesser level of benefits when the policy is considered as a whole. The Employer shall not refuse to switch to a policy with lesser benefits without good reason.

~~Effective January 1, 2008, the Employer agrees to pay the premium for single or family health insurance in the amount of ninety-three percent (93%) of the gross premium of the alternative or standard health insurance plan that is the least costly qualified plan within the service area. Effective January 1, 2009 the Employer agrees to pay ninety-one percent (91%) and effective January 1, 2010 the Employer agrees to pay ninety percent (90%) of the gross premium of the alternative or standard health insurance plan that is the least costly qualified plan within the service area. The employee shall pay seven percent (7%); nine percent (9%); and ten percent (10%), in the respective years of the above stated plan. **Effective January 1, 2013, the**~~

Employer agrees to pay ninety and a half percent (90.5%) of the gross premium of the alternative or standard health insurance plan that is the least costly qualified plan within the service area. The Employee shall pay nine and one-half percent (9.5%). Should the employee select coverage under a plan with a premium in excess of that which is provided for herein, the employee shall be responsible to pay the full amount of the excess portion of said premium.

A retiree or surviving spouse may continue this group coverage at no cost to the Employer.

(b.) The Employer will pay up to Four Hundred Eighty Dollars (\$480.00) per year toward a dental insurance premium, but not more than the actual premium. The Employer will make available expanded dental coverage as an employee option and at the sole expense of the employee. However, in the event that expanded benefits are contingent upon a fixed percentage participation rate among all insured employees and that rate cannot be achieved; the Employer shall not be obligated to honor this commitment.

(c.) The City shall pay for AIDS testing when an employee has probable cause to believe such test is necessary as a result of a work related incident.

(d.) A representative of L-2775 shall be afforded the opportunity to serve as a member of any committee created by the city for the purposes of discussions on health care for city employees.

Section 3. Group Life Insurance: Group life insurance is provided for those employees eligible for participation in the Wisconsin Retirement Fund. The amount of insurance is based upon annual earnings rounded off to the highest \$1,000.00 amount.

The entire cost of basic life insurance as described above is paid by the Employer. Additional insurance is available at the employee's expense.

Section 4. Worker's Compensation: Medical expense and wage loss is covered by Worker's Compensation Insurance for all employees who suffer an injury or illness as a result of their employment by the City of Portage.

In addition to the preceding, all employees (other than those who have worked less than six (6) months or those hired on a part-time or seasonal basis), who suffer a temporary partial or temporary total disability shall ~~receive an amount of money which will supplement~~ **have the option to use accrued leave of their choice to supplement the Worker's Compensation payments in order to achieve full pay during the time they are covered by Worker's Compensation.** This supplement, when added to the Worker's Compensation time loss payments shall equal but not exceed normal wages during the period of disability. ~~The supplementary amount paid by the Employer shall be governed and limited to seven hundred twenty (720) hours.~~ All work related injuries must be reported to the Fire Chief and City Clerk within forty-eight (48) hours.

ARTICLE VI. COMPENSATION

Section 1. Wages / Salary Schedule:

The wage/salary schedule for existing employees which includes their current longevity step and future longevity steps are adjusted effective January

Any adjustment to the Wage/Salary Schedule (including current and future longevity steps) due to take place on January 1 of any following year shall become effective on the date that the new payroll cycle begins for that year.

Effective January 1, 2011, increase the December 1, 2010 wage rates by one percent (1%).

Effective July 1, 2011, increase the January 1, 2011 wage rates by one percent (1%).

Effective January 1, 2012, increase the July 1, 2011 wage rates by two and one-half percent (2.5%)

Effective January 6, 2013, increase the January 1, 2012 wage rates by two and one-half percent (2.5%).

The following wage / salary schedule shall be in effect as of December 1, 2010:

<u>Position</u>	<u>10 Yrs.</u>	<u>15 Yrs.</u>	<u>20 Yrs.</u>
Captain	(16.99)	(17.36)	(17.44)
Lieutenant	(16.33)	(16.73)	(16.81)
Engineer	(15.93)	(16.00)	(16.07)
Inspector/Engineer	(21.77)	(22.35)	(22.45)

The following wage / salary schedule shall be in effect as of January 1, 2008:

<u>Position</u>	<u>Hire Rate</u>	<u>6 Mos.</u>	<u>12 Mos.</u>	<u>24 Mos.</u>	<u>5 Yrs.</u>	<u>10 Yrs.</u>	<u>15 Yrs.</u>	<u>20 Yrs.</u>
Captain	(14.58)	(15.12)	(15.31)	(15.93)	(16.10)	(16.18)	(16.40)	(16.48)
Lieutenant	(13.95)	(14.49)	(14.79)	(15.30)	(15.45)	(15.53)	(15.77)	(15.85)
Engineer	(13.31)	(13.83)	(14.27)	(14.59)	(14.73)	(14.97)	(15.04)	(15.11)
Inspector/Engineer	(18.99)	(19.47)	(19.91)	(20.36)	(20.56)	(20.67)	(21.00)	(21.10)

The following wage / salary schedule shall be in effect as of January 1, 2009:

<u>Position</u>	<u>Hire Rate</u>	<u>6 Mos.</u>	<u>12 Mos.</u>	<u>24 Mos.</u>	<u>5 Yrs.</u>	<u>10 Yrs.</u>	<u>15 Yrs.</u>	<u>20 Yrs.</u>
Captain	(14.87)	(15.42)	(15.62)	(16.25)	(16.42)	(16.50)	(16.87)	(16.95)
Lieutenant	(14.23)	(14.78)	(15.09)	(15.61)	(15.76)	(15.84)	(16.24)	(16.32)
Engineer	(13.58)	(14.11)	(14.56)	(14.88)	(15.02)	(15.44)	(15.51)	(15.58)
Inspector/Engineer	(19.37)	(19.86)	(20.31)	(20.77)	(20.97)	(21.08)	(21.66)	(21.76)

The following wage / salary schedule shall be in effect as of January 1, 2010:

Position	Hire Rate	6 Mos.	12 Mos.	24 Mos.	5 Yrs.	10 Yrs.	15 Yrs.	20 Yrs.
Captain	(15.17)	(15.73)	(15.93)	(16.58)	(16.75)	(16.83)	(17.36)	(17.44)
Lieutenant	(14.51)	(15.08)	(15.39)	(15.92)	(16.08)	(16.16)	(16.73)	(16.81)
Engineer	(13.85)	(14.39)	(14.85)	(15.18)	(15.32)	(15.93)	(16.00)	(16.07)
Inspector/Engineer	(19.76)	(20.26)	(20.72)	(21.19)	(21.39)	(21.50)	(22.35)	(22.45)

Section 2. Flexible Benefit Program: The Employer will offer employees a section 125K Flexible Spending Accounts Program for health care and dependent care reimbursement account options. All monthly contributions required of the employee for medical and / or dental insurance plan coverage(s) shall automatically be subject to the 125K Plan unless the Employee requests a waiver.

ARTICLE VII. HOLIDAYS

Section 1. All full time employees shall be granted the following eleven (11) holidays with additional pay: New Year's Eve Day, New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day and two (2) floating holidays of the employee's choice, which must be approved by the Fire Chief in advance.

Pay for holidays shall be the regular hourly base pay times twenty-four (24) hours equals one (1) day of holiday pay. An employee may elect to take 12 hours off in lieu of receiving one day of holiday pay up to a maximum of 5 ½ days off in the calendar year. The extra time off must be approved in advance by the Fire Chief, however, the approval shall be denied if it shall cause the scheduling of overtime. Approval will not be unreasonably withheld. If time off is requested in lieu of pay, it may not be changed. The time must be used in the calendar year the holiday falls.

Employees working forty (40) hour work weeks will receive eleven (11) eight (8) hour holidays.

Section 2. Employees shall be paid time and one-half (1 ½) for all hours worked on a named holiday, in addition to holiday pay or time off in lieu thereof as provided in Section 1.

ARTICLE VIII. HOURS OF EMPLOYMENT

Section 1. Normal Work Schedule: In compliance with the Fair Labor Standards Act, effective July 1, 1994, the City of Portage declares a work period of twenty-seven (27) days. The work schedule will be one (1) day on, two (2) days off, seven o'clock A.M. starting time. A, B, and C shifts will be chosen by seniority. D shift will be required

to fill in as needed, but will not exceed fifty-six (56) hours per week unless mutually agreeable.

In making the schedules for twenty-four (24) hour shift employees, an attempt will be made to keep employees on regular shifts and to schedule twenty-four (24) hours off between shifts whenever possible. The regular schedule will be made yearly and posted one (1) month in advance. In making assignments to shifts, the employee's preference will be considered by seniority on an annual basis.

The employees shall respond to recall to work outside their regularly scheduled hours by the Fire Chief or his designee. A minimum of one hour each for four (4) men at the overtime rate shall be granted for any recall, excepting that this provision shall not apply to hours worked consecutively prior to or subsequent to the employee's regularly schedule job hours.

Effective upon ratification of this 2011-2013 Agreement, off-duty employees, responding to a recall-to-work page, who are cancelled within six minutes of the original page for recall-to-work or who have not left the fire station on a designated fire department vehicle, shall not receive any pay.

Employees working forty (40) hour shifts will generally work Monday through Friday, 0800 to 1600 hours. However, the Fire Chief will have complete flexibility in scheduling forty (40) hour work week employees as department needs arise ~~between the hours of 0700 Monday mornings and 0700 Saturday mornings~~ **including for open shifts and overtime shifts. Open shifts shall be defined as those absences listed in Article IV: sick leave, funeral leave, immediate family illness, military leave, leave of absence, jury duty and Family Medical Leave Act leave.**

Section 2. Work reduction days are days off, with compensation, authorized for employees with a twenty-four (24) hour duty shift. The effect of work reduction days is to reduce the average work week to 52.76 hours effective July 1, 1994, and thereafter, and the basic work year to 2,744 hours. Work reduction days are intended to secure compliance with the standards prescribed by the Federal Fair Labor Standards Act (FLSA) and the implementing regulations prescribed by the Department of Labor relating to the length of the work week for employees within the fire service.

On January 1st of 1995 and each year thereafter, and FLSA subaccount within the compensatory time account on each twenty-four (24) hour shift employee will be credited with 168 hours in work reduction / compensatory time. Compensatory time, credited in this manner will be distributed and taken during the course of the subsequent calendar year as seven (7) work reduction days, consisting of seven (7) periods of twenty-four (24) hours each.

Within each FLSA work period, prescribed by Department order, a twenty-four (24) hour shift employee may work a greater number of scheduled work hours than authorized by FLSA regulations, relating to overtime. Any overtime compensation to

which an employee may be entitled under this circumstance shall be taken as, applied to and satisfied by the 168 hours of work reduction / compensatory time, credited as of January 1st of each year.

The City shall ensure that the D shift engineer is compensated at the rate of one and one-half (1-1/2) times for scheduled hours worked above 2744 between January 1 and December 31 of any given calendar year. These hours will be paid by separate check with the first paycheck issued in December.

Any balance of the 168 credited hours of work reduction / compensatory time at the end of each calendar year will not be available for compensation.

At the time an employee leaves the service of the City for any reason, the 168 hours of work reduction / compensatory time credited as of January 1 of each year, shall be considered to have been accrued by the employee at the rate of fourteen (14) hours per month. Upon leaving the service of the City, an employee shall be paid at straight time for accrued work reduction days which have not been taken. An employee who shall have taken work reduction days which have not been accrued and as to which FLSA overtime hours have not been applied, shall have payment for such work reduction days deducted from the employee's final pay upon termination of employment.

Employees working forty (40) hour weeks, (eight (8) hour shifts), that must work shift work in excess of forty (40) hours per week (excluding emergency responses) due to emergency situations, will be paid at the time and one half rate as the Engineer rate as per the time and grade schedule as indicated in Article VI, Section 1 – Wages.

When recalled on a holiday, employees will receive compensation at the double time rate.

Section 3. The Fire Chief shall determine what training programs each full-time firefighter will be required to attend. Granting of overtime compensation for required training shall be upon the prior approval of the Fire Chief.

Section 4. Shift Trading: An employee may trade a shift with another if mutually agreeable. There shall be written documentation of a trade signed by the employees involved and the Fire Chief. Whenever practicable the employees shall notify the Chief or his designee in advance.

Section 5. Compensatory Time: In lieu of receiving pay for overtime hours worked, employees may request and receive compensatory time off at time and one-half (1-1/2). Compensatory time shall be taken upon approval of the department head. If compensatory time cannot be used during the calendar year, it may be paid out to the employee at the hourly rate earned. The annual maximum compensatory time claimed shall be sixty (60) hours. A maximum of twenty-four (24) hours of accrued comp time may be carried forward from one calendar year to the next, however, all carryover hours

shall be used or cashed out within the first six (6) months of the subsequent calendar year.

ARTICLE IX. UNIFORM ALLOWANCE – EQUIPMENT

Section 1. Annual Allowance: The Employer shall grant to each employee the sum of Three Hundred Fifty dollars (\$350.00) per year as a uniform allowance, half to be paid in June and half in December of each year. The first year payment to new employees to be pro-rated.

Section 2. New Employee Allowance. New employee shall receive an additional initial allowance of Three Hundred Dollars (\$300.00) payable forthwith.

All equipment furnished by the City shall remain the property of the City.

Section 3. Corrective Eyewear: Subject to a \$200 maximum, the City shall reimburse employees for the repair or replacement of corrective eyewear if broken while on duty. "On duty" shall mean actively engaged in discharging the specific duties and responsibilities of the employee's job assignment.

ARTICLE X. VACATIONS

Section 1. General Provisions:

- (a) Vacation leave shall be earned and credited based on anniversary date of employment; the vacation leave season shall be defined as the twelve month period between anniversary dates.
- (b) Vacation leave shall not be available for the employee's use during the first twelve (12) months of employment.
- (c) Vacation leave shall not carryover and must be taken within the vacation season for which it is earned.
- (d) For purposes of vacation leave calculation, an employee's anniversary date of employment shall be recognized as being the first (1st) day of the month in which the employee was hired.

Section 2. Amount of Vacation Leave: Employees shall be eligible for vacation leave according to the following schedule:

(a) Employees working twenty-four (24) hour shifts:

<u>Completed Employment</u>	<u>Vacation Allowance</u>
One (1) year	Six (6) shifts
Seven (7) years	Nine (9) shifts
Twelve (12) years	Nine (9) shifts plus twelve (12) hours
Thirteen (13) years	Ten (10) shifts

Fourteen (14) years	Ten (10) shifts plus twelve (12) hours
Fifteen (15) years	Eleven (11) shifts
Sixteen (16) years	Eleven (11) shifts plus twelve (12) hours
Seventeen (17) years	Twelve (12) shifts
Twenty (20) years	Fifteen (15) shifts

(b) Employees working a standard forty (40) hour week:

<u>Completed Employment</u>	<u>Vacation Allowance</u>
One (1) year	Two (2) weeks
Seven (7) years	Three (3) weeks
Twelve (12) years	Three (3) weeks plus one (1) day
Thirteen (13) years	Three (3) weeks plus two (2) days
Fourteen (14) years	Three (3) weeks plus three (3) days
Fifteen (15) years	Three (3) weeks plus four (4) days
Sixteen (16) years	Four (4) weeks
Twenty (20) years	Five (5) weeks

Section 3. Scheduling Vacations: Requests for vacation time shall be made when the schedule for the calendar year is posted. The first pick shall be by seniority and shall be up to six (6) shifts. Subsequent picks shall be by seniority for the balance of the employee's vacation. Any changing of the vacation shifts selected must have a thirty (30) day prior approval of the Fire Chief unless a shorter time period is mutually agreeable between the Chief and the "D" shift engineer.

ARTICLE XI. PROMOTING AND SENIORITY

Section 1. Plan of Evaluation for Promotion: The Chief of the Department will select a qualified member of the department for promotion. The City shall establish promotional procedures pursuant to applicable Wisconsin Statutes which shall include but are not limited to an evaluation of merit and ability to determine qualified employees for promotion. For those minimally qualified, the Chief shall appoint the most senior.

Section 2. Seniority: Seniority shall apply to lay off from work, recall after lay off, and vacation scheduling. Seniority shall also apply to shift preference so long as there are enough qualified employees to adequately staff each shift.

Section 3. Probation: Newly hired employees shall serve a twelve (12) month probationary period. Employment may be terminated by the Employer at his option during this probationary period. There shall be no appeal from the Employer's decision.

ARTICLE XII. RESIDENCY

As a condition of employment, permanent full-time employees of the City of Portage Fire are required to reside within a ten (10) mile radius of the Portage Fire Department facility located at 119 West Pleasant Street, and such residency shall also be within Columbia County. Residency must be established within sixty (60) days following completion of probationary period.

ARTICLE XIII. GRIEVANCE PROCEDURE

Section 1. Definition: A grievance is defined as a dispute between any employee or the Union and the Employer with respect to the meaning or interpretation of this Agreement.

Section 2. Procedure:

Definition: For purposes of this contract working days are defined as Monday – Friday.

Step 1. The aggrieved employee and/or steward will present the grievance in writing to the Fire Chief within five (5) working days of the event causing the grievance. The Fire Chief shall respond to the grievance within ten (10) working days of the date the written grievance was filed. For purposes of this section, "days" shall be exclusive of weekends, holiday, vacation leave, sick leave, or any other excused absence.

Step 2. The grievance is considered settled in Step 1, unless the grievance is presented in writing to the City Administrator within five (5) working days of the response from the Fire Chief. The City Administrator shall respond in writing within ten (10) working days of the date the grievance was presented.

Step 3. The grievance is considered settled in Step 2, unless the grievance is presented in writing to the Human Resource Committee of the Common Council within five (5) working days of the response from the City Administrator. The Human Resource Committee shall respond in writing within ten (10) working days of the date the grievance was presented.

Step 4. If an employee grievance is not settled at this third step, or if any grievance filed by the Employer cannot be satisfactorily resolved by conference with the appropriate representative of the employees, either party may take the matter to arbitration as hereinafter provided.

Section 3. Arbitration: If, after Step 3, the grievance is not resolved, then either party may request, in writing, to the other party that the matter be submitted to arbitration.

The impartial umpire or arbitrator shall, if possible, be mutually agreed upon by both parties. If agreement upon an arbitrator is not reached within fifteen (15) days, the Wisconsin Employment Relations Commission shall be requested to submit a panel of five (5) arbitrators. The parties shall alternately strike a name at a time until only one (1) remains. The Employer shall be the first to strike a name.

The impartial arbitrator shall have the authority to determine issues concerning the interpretation and application of all parts of this Agreement.

The costs of the arbitration shall be equally divided between the two parties.

Section 4. Time: The time limits set forth in the foregoing steps may be extended by mutual agreement in writing.

ARTICLE XIV. DISCIPLINE AND DISCHARGE

Employees shall not be disciplined, suspended or discharged without just cause. Written notice of the suspension, discipline or discharge and the reason or reasons for the action shall be given to the employee with a copy to the Union within twenty-four (24) hours of the Fire Chief being made aware of the occurrence.

Section 1. Severance Pay: An employee upon retirement, layoff, without cause on the part of the employer, or death, will receive the following severance pay:

1. Vacation: All unused vacation pay and earned vacation pay prorated for all completed months of service from January 1 to the date of retirement.
2. Any unused holidays accumulated shall be paid out at the holiday rate.

ARTICLE XV. SAVINGS CLAUSE

If any Article or Section or provision of this Agreement is held invalid by operation of law or by any tribunal of jurisdiction, or if compliance with or enforcement of any Article or Section is enjoined or restrained by such tribunal, the remainder of this Agreement shall not be affected thereby. The Employer and Union will discuss the Article or Section made invalid by law and attempt to arrive at a solution. If a solution cannot be reached, it will be subject for negotiation. This provision is to be subject to the grievance procedure beginning at Step 3.

ARTICLE XVI. DURATION

This Agreement shall be binding on both parties hereto and shall be effective as of the first day of January, 2011, and shall remain in effect until and including the thirty-first (31st) day of December, 2013. This Agreement shall be automatically renewed

unless negotiations are instituted by July 1, 2013. Contract proposals shall be exchanged on or before September 1, 2013.

CITY OF PORTAGE

I.A.F.F. UNION LOCAL NO. 2775

Kenneth H. Jahn, Mayor

Mike E. Hudgens, President

Marie A. Moe, City Clerk

Mark Bublitz, Secretary/Treasurer

RESOLUTION NO. 12-055

RESOLUTION RELATIVE TO BUDGET AMENDMENTS

WHEREAS, the Finance/Administration Committee has recommended approval of the following budget amendments:

Accounts Increased

100-20-59242-000	Municipal Services – Transfer to Vehicle Replacement	\$ 9,800.00
100-15-59242-000	Fire – Transfer to Vehicle Replacement	\$16,200.00
100-10-59242-000	Police – Transfer to Vehicle Replacement	\$ 9,000.00

Accounts Decreased

100-02-51600-221	Municipal Building Maintenance – Electricity and Gas	\$ 5,000.00
100-02-59700-760	Contingency	\$15,000.00
100-30-55300-111	Park and Recreation – Wages Parttime	\$ 2,000.00
100-20-53311-130	Municipal Services – Health Insurance	\$13,000.00

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Common Council of the City of Portage that the above budget amendments are approved and the City Clerk is authorized to record and publish the amendments.

DATED this 29th day of November, 2012.

Kenneth H. Jahn, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

Resolution requested by:
Finance/Administration Committee

RESOLUTION NO. 12-056

**RESOLUTION RELATIVE TO ADJUSTMENT FOR PREVIOUS YEAR'S
UNUSED LEVY IN ACCORDANCE WITH SEC. 66.0602(3)f)2, WIS. STATS.**

WHEREAS, the City of Portage's allowable levy in 2011 was greater than its actual 2011 levy; and

WHEREAS, Wis. Stats. 66.0602(3)(f)2 allows a municipality to increase its 2012 levy limit by the difference between the 2011 allowable levy and the 2011 actual levy, up to a maximum of 0.5% of the 2011 actual levy; and

WHEREAS, the Finance/Administration Committee has recommended that the 2012 levy be increased \$24,466.00 in accordance with Wisconsin Statutes.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Common Council of the City of Portage, that the 2012 levy be increased \$24,466.00.

DATED this 29th of November, 2012.

Kenneth H. Jahn, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

Resolution requested by:
Finance/Administration Committee

RESOLUTION NO. 12-057

RESOLUTION RELATIVE TO ADOPTING 2013 BUDGET AND TAX LEVY

WHEREAS, the Common Council of the City of Portage has formulated a budget for the operation and administration of city government; and

WHEREAS, pursuant to the provisions of Wisconsin State Statutes 65.90, a public hearing on the matter of the 2013 Municipal Budget was held on November 29, 2012.

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

1. That the Municipal Budget for the year 2013, as printed and attached hereto and made a part hereof, shall be and is hereby adopted.
2. That there is being levied a tax _____ on all the taxable property within the City of Portage for the uses and purposes set forth in the Municipal Budget.
3. That the City Clerk is hereby authorized and directed to spread the tax on the current taxroll of the City of Portage.

DATED this 29th of November, 2012.

Kenneth H. Jahn, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

Resolution requested by:
Finance/Administration Committee

RESOLUTION NO. 12-058

RESOLUTION RELATIVE TO AUTHORIZATION TO RELEASE FUNDS TO LIBRARY BOARD FOR PORTAGE PUBLIC LIBRARY EXPANSION PROJECT

WHEREAS, the Portage Public Library Board of Trustees has undertaken an expansion of the Portage Public Library for construction in 2014; and

WHEREAS, the Portage Public Library established a budget for the expansion project in which the Bidwell Foundation committed to the donation of funds to match a \$400,000 allocation from the City of Portage; and

WHEREAS, the Common Council approved the contract to construct the addition on November 8, 2012.

NOW THEREFORE IT IS HEREBY RESOLVED by the Common Council of the City of Portage that the City Treasurer and City Clerk are hereby authorized to release the \$400,000 allocated for this project.

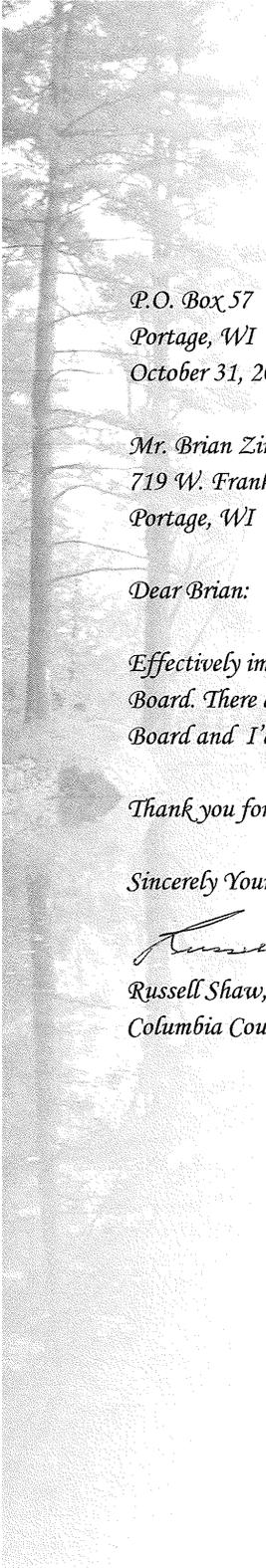
BE IT FURTHER RESOLVED, that the City shall act as the Fiscal Agent for this project on behalf of the Library Board and the City Treasurer and City Clerk are hereby authorized to take necessary steps to establish accounts, issue purchase orders and issue payments upon approval by Library Board from authorized funds for the completion of this project.

DATED this _____th day of November, 2012.

Kenneth H. Jahn, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk



*P.O. Box 57
Portage, WI 53901
October 31, 2012*

*Mr. Brian Zirbes
719 W. Franklin St.
Portage, WI 53901*

Dear Brian:

Effectively immediately I resign as a member from the City of Portage, Park and Recreation Board. There are too many conflicts with the City of Portage and the Columbia County Fair Board and I am not the one being stuck in the middle .

Thank you for the time I served, Best of luck in the future.

Sincerely Yours:



*Russell Shaw, Treas
Columbia County Fair*

Columbia County Veterans Service Annual Cemetery Report

(Report to be filed by September 1st of each year)

Portage, Wisconsin

8/6, 2012

To: The County Clerk, Columbia County, Wisconsin:

The OAK GROVE Cemetery Association of Columbia County, Wisconsin herewith submits their annual report to you, pursuant to Wisconsin Statute 45.85, for the care of all graves of members of the Armed Forces of the United States of America, including women's auxiliary organizations, who shall at any time have served in any branch of the Armed Forces of the United States of America, and of the wives or widows, husbands or widowers of all such soldiers, marines, sailors, airmen or coast guardsmen. **This letter also certifies that there does not exist any type of perpetual care for the same as required by WI Statute §157.11(9g) or any other suitable care which would prevent payment as described in WI Statute 45.85.**

The following is a list of the name, rank, date of death, lot number, and military branch of service to which every such member of the Armed Forces of the United States of America, including women's auxiliary organizations created by act of Congress, belonged.

(Please see attached cemetery grave listing)

The amount claimed for care of graves for fiscal year ending June 30, 2012 is calculated as:

Number of qualified graves 6 x \$5.00 each/year = \$ 30.00.

(Note: Actual payment amount may be prorated based on total requests received and available funds.)

The undersigned certify that the cemetery graves claimed in this report: (check all that apply)

if located in a State of Wisconsin licensed cemetery, were purchased prior to November 1, 1991.

are located in an unlicensed, not-for-profit cemetery exempt from WI Statute §157.11(9g).

are not otherwise provided any suitable care as described in WI Statute 45.85.

Note: Cemeteries and cemetery associations that receive tax levied funds from a town, village or city will be barred from applying for County Care of Veterans' Graves funds, as those local levied funds are considered suitable care.

Signed: James Shaw President

Signed: [Signature] Secretary

OAK GROVE
Cemetery Association

Mail check to: RON EDDY, SECT-TREAS. Address: 217 W. HOWARD ST.
PORTAGE, WI. 53901



COLUMBIA COUNTY

Veterans Services

608-742-9618
FAX: 608-742-9602
E-MAIL: richard.hasse@co.columbia.wi.us

P.O. Box 232
Portage, WI 53901-0232

June 11, 2012

MEMO TO: All Columbia County City, Town and Village Boards
All Columbia County Cemeteries and Cemetery Associations

Subject: Columbia County Care of Veterans' Graves Policy Letter

References: WI Statutes §45.85, §157.11(9)g and §440.91(1)

Cemetery Officials of Columbia County:

The purpose of this correspondence is to clarify the understanding of the governing directives covering care of veterans' graves in the State of Wisconsin and to formally establish the policy that will be adhered to by the Columbia County Veterans Service Office for future payments of Columbia County Care of Veterans' Graves funds to any cemeteries and cemetery associations in Columbia County.

Since November 1, 1991, all cemeteries that are required to be licensed under WI Statute §440.91(1), and not exempt by §440.91(6m), are also required by WI Statute §157.11(9g) to provide perpetual care with the sale of each cemetery lot. Further, WI Statute §45.85 prevents the payment of any County Care of Veterans' Graves funds for cemetery lots where any suitable care is otherwise provided. Cemeteries and cemetery associations that receive tax levied funds from a town, village or city will be barred from applying for County Care of Veterans' Graves funds, as those local levied funds are considered suitable care.

The Columbia County Annual Cemetery Report form has recently been updated to incorporate the statutory guidelines mentioned above and to provide a statement of certification by cemetery officials that all graves being claimed in their annual cemetery report are within these guidelines or are otherwise exempted by the same statutes.

As a final reminder, WI Statute §45.85 requires that all annual cemetery reports claiming Columbia County Care of Veterans Graves funds must be submitted by September 1st of each year.

Questions regarding this policy letter can be directed to this office.

Sincerely,

Richard E. Hasse
Columbia County
Veterans Service Officer

Attachments
WI Statute 45.85
WI Statute 157.11(9g)
WI Statute 440.91(1) and (6m)
Columbia County Annual Cemetery Report Form

REPORT REGARDING THE CARE AND MAINTENANCE OF SOLDIERS' GRAVES

To the County Clerk of Columbia County, Wisconsin:

We, the undersigned City Council of the **City of Portage** in said County, pursuant to Section 45.85 of the Wisconsin Statutes, do hereby report that the bodies of the following honorably discharged soldiers, sailors or marines, or the wives or widows of such, are buried in **Oak Grove Cemetery** in the City of Portage, Columbia County, Wisconsin.

We further report that the veterans' or veteran widows' graves have received proper and decent care under our direction and that no other provision for suitable care has been provided. WE ALSO FURTHER REPORT THAT **NONE** OF THESE GRAVES ARE COVERED BY PERPETUAL CARE.

LIST OF NAMES

- Ames, G. W.
- Lamphear, Franklin
- Loos, Henry
- Manthey, William A.
- Smith, R.A.
- Williams, George F.

Amount due and payable to: Oak Grove Cemetery Association
Ron Eddy
217 West Howard Street, Portage, WI 53901
(Name and Address of Cemetery Association Treasurer)

at the rate of \$5.00 per year, for the year 2012 is \$ 30⁰⁰.
(or prorated amount if it is not within the budgeted amount)

Town or Village Board or City Council