

On November 9, 2020, Governor Evers issued Executive Order #94 requesting all businesses to take steps to limit employees and the general public from exposure to COVID-19. In response, Mayor Dodd has requested all City facilities, including City Hall to re-implement restricted access protocol that was suspended in June. Effective Monday, March 22, 2021 until further notice, the City Hall Lobby will be open **Mondays, Wednesdays & Fridays from 8:00 a.m. to 12:30 p.m.** and **Tuesdays and Thursdays from 12:00 noon to 4:30 p.m.** For your protection, please:

- Persons entering City Hall shall wear masks.
- A maximum of 2 persons in the lobby and 1 person at the front counter at any time-please observe social distancing.
- Please use the drop box located at the front entrance for payment of fees, court fines or dropping off correspondence.
- Anyone exhibiting symptoms of COVID-19 (coughing, fever or shortness of breath) or who has been exposed to someone with COVID-19 should stay at home and should not enter any public building.

You may pay property taxes at:

~ Community State Bank of Portage, 2930 New Pinery Rd. through January 29, 2021. Check their website for hours at <https://www.dellsbank.bank/locations-and-hours/> or,

~ **Pay by Phone:** 800-487-4567 or **Online:** www.portagewi.gov/make-a-payment (convenience fees apply)

- Persons are strongly encouraged to visit our website at www.portagewi.gov or contact City Hall via telephone at (608) 742-2176 to find online applications or answer any questions you may have before visiting City Hall.
- The City will continue all public meetings via online video or telephone call-in platforms and suspend all in-person meetings with staff except by telephone or video platform.

USE OF MEETING ROOMS

- Until further notice, all public meetings will continue to be held via teleconference or video platform. Please review the City calendar at <https://www.portagewi.gov/calendar/> to determine the status of a meeting and how to participate.
- The basement meeting room will be closed to the public.

BUILDING & ZONING PERMITS

Online Applications for building permits may be found here:

<https://www.portagewi.gov/wp-content/uploads/2018/01/2018-General-Building-Permit-Form-2pgs.pdf>. Mike Bortz, Building Inspector will not hold office hours but can be reached by phone at 608-697-1206 or email mbortz@generalengineering.net for any questions or to schedule inspections.

Online applications for zoning amendments, variances, conditional use permits, etc. may accessed here: <https://www.portagewi.gov/wp-content/uploads/2017/04/Land-Use-Application-Fillable-Revised-2017.pdf>. Questions on these permits may directed to Steve Sobiek, Director of Bus. Development & Planning at 608-745-0038 or email steven.sobiek@portagewi.gov.

MUNICIPAL COURT

Effective March 15, 2021 and until further notice all Municipal Court appearances shall be held online. You will receive a notice from the Court Clerk Dawn Wilcox with information on how to appear and when. To pay fines:

- ~ Use Drop Box at front entrance to City Hall
- ~ Mail to Municipal Court Clerk at 115 W. Pleasant Street, Portage, WI 53901
- ~ Pay over the phone at 800-487-4567 (Jurisdiction Code: 5843) or;
- ~ Pay on-line, [click here](#).

To pay over the phone or online you will need a credit/debit card and your citation number and there will be a processing fee. If you have any questions, please contact Dawn Wilcox at (608) 742-2258 or email at dawn.wilcox@portagewi.gov.

ELECTIONS

The next scheduled election is the Spring Election on Tuesday, April 6, 2021. If you have not already registered, all voters are strongly encouraged to register to vote at MyVote Wisconsin at <https://myvote.wi.gov> or download the [Wisconsin Voter Registration Application](#) and mail it to City Hall (or place in the drop box in a sealed envelope addressed to City Clerk) along with proof of residence. Last day to vote via absentee ballot is Friday, April 2, 2021.

LICENSE APPLICATIONS

Operator (Bartender) and Taxi Cab Operator license applications may be found online here:

- Operator, [Operator](#)
- Taxi Cab Operator, [Taxi Cab Operator Application](#)