Common Council Meeting
Council Chambers of City Municipal Building
Annual Business Meeting – 7:00 p.m.
April 17, 2018

Agenda

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Minutes of Previous Meeting
6. Consent Agenda
   A. Reports of Sub-Committees, Boards and Commissions
      1. Finance/Administration Committee, April 9, 2018
      2. Library Board, April 10, 2018
      3. Airport Commission, April 11, 2018
      4. Legislative and Regulatory Committee, April 12, 2016
7. Approve the minutes of the above meeting as recorded by City Clerk
8. Motion to adjourn Sine Die

New Council

1. Install newly elected officials – Clerk administers oath to new officials
2. Roll Call of New Council
   A. Resolution No. 18-015 relative to City Council Operation
4. Election by the Council of President of the Council, one year term to April 2019
5. Standing Committees of the Council – appointed by Mayor
6. Elections by the Council
   A. Council Member to Plan Commission
   B. City Attorney

7. Appointments by Mayor – Confirmed by Council vote
   A. Airport Commission
   B. Board of Zoning Appeals
   C. Cable TV Commission
   D. Columbia County Economic Development Corporation Board
   E. Community Development Authority
   F. EMS Advisory Board
   G. Emergency Planning Committee
   H. Historic Preservation Commission
   I. Park and Recreation Board
   J. Plan Commission
   K. Police and Fire Commission
   L. Steering Committee for Veterans Memorial Field
   M. Tourism Promotion Committee
   N. Board of Review
   O. AdHoc Canal Committee

8. Adjournment

The meeting location is handicap accessible. If you need reasonable accommodations due to a disability, please contact the City Clerk at 608-742-2176 no later than 48 hours prior to the meeting.
Common Council Proceedings  
City of Portage

Public Hearing Meeting  
Council Chambers  
City Municipal Building  
April 12, 2018  
6:50 p.m.

Relative to declaring intent to exercise special assessment powers relative to the installation of sanitary sewer laterals on West Carroll Street from West Wisconsin Street to Sanborn Street, and 712 West Wisconsin Street; and sidewalk replacement and/or construction on West Carroll Street from West Wisconsin Street to Sanborn Street

Mayor Dodd called the Public Hearing to order at 6:50 p.m.

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

Excused: Ald. Nachreiner

Also Present: Mayor Dodd, City Clerk Moe, City Administrator Murphy, City Attorney Spankowski, Director of Public Works/Utilities Manager Jahncke, Manager of Parks and Recreation Kremer, Police Chief Manthey

Media Present: Jonathan Stefonek from Portage Daily Register, Julia Mohr from Cable TV

Clerk Moe read the Notice of Public Hearing, stated that the notice has been published according to law, and an Affidavit of Mailing is on file.

Mayor Dodd asked for three times if anyone present wished to speak in favor or against the special assessments.

No one else present wished to speak for or against the special assessments, so Mayor Dodd declared the Public Hearing closed at 6:52 p.m.

Marie A. Moe, WCPC, MMC  
City Clerk

Date Approved:
1. **Call to Order**
   Mayor Dodd called the meeting to order at 7:00 p.m.

2. **Roll Call**
   Present: Ald. Charles, Hahn, Hamburg, Havlovic, Klapper, Kutzke, Maass, Monfort

   Excused: Ald. Nachreiner

   Also Present: Mayor Dodd, City Clerk Moe, City Administrator Murphy, Director of Public Works/Utilities Manager Jahncke, Manager of Parks and Recreation Kremer, Police Chief Manthey

   Media Present: Julia Mohr from Cable TV, Jonathan Stefonek from Portage Daily Register

3. **Pledge of Allegiance**
   The Pledge of Allegiance was recited.

4. **Approval of Agenda**
   No changes.

5. **Minutes of Previous Meeting**
   Motion by Klapper, second by Monfort to approve the minutes of the March 22, 2018 Common Council meeting. Motion carried unanimously on call of roll with Charles and Hahn abstaining.

6. **Public Works and Utilities Report**
   Director of Public Works/Utilities Manager Jahncke discussed 2018 capital projects and costs including: Sidewalk Improvements, Airport Road Reconstruction, Crack Filling on various streets, Chip Sealing on various streets, West Carroll Street Reconstruction, and West Edgewater Utility. Projects currently out to bid include: Henry Drive Storm Sewer, Alley Improvement, and James Street Rehabilitation.
7. City Administrator’s Report
City Administrator Murphy discussed the recent email he sent council members regarding council orientation and training. There are two options: attend the League of Wisconsin Municipalities training or have a facilitator do training here. Council members are to submit their preference by next Wednesday.

8. Consent Agenda
A. Reports of Sub-Committees, Boards, and Commissions
   AdHoc Canal Committee meeting of March 20, 2018
   Airport Commission meeting of March 21, 2018
   Board of Zoning Appeals meeting of April 2, 2018
   Park and Recreation Board meeting of April 3, 2018
   Police and Fire Commission meeting of April 4, 2018
   Historic Preservation Commission meeting of April 4, 2018
   Municipal Services and Utilities Committee meeting of April 5, 2018

   Motion by Charles, second by Maass to accept the reports on the consent agenda. Mayor Dodd reported that the AdHoc Canal Committee discussed Segment 2 (Adams Street to Railroad Bridge) at their meeting. The State is attempting to find funding, as some of the grants will be expiring next year. Motion carried unanimously on call of roll.

B. License Applications

   Taxi Operator license application for Kelly J. Grotzke.

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

9. Old Business
   None.

10. New Business
    A. Resolutions
    Resolution No. 18-009 relative to Preliminary Resolution Declaring Intent to Exercise Special Assessment Powers Under Section 66.0703 of the Wisconsin Statutes (2018 Alley Reconstruction) was read by title only and adopted unanimously on motion by Klapper, second by Charles and call of roll.
Resolution No. 18-010 relative to Award of 2018 Crack Fill Project (Various Streets) was read by title only and adopted unanimously on motion by Klapper, second by Charles and call of roll.

Resolution No. 18-011 relative to Award of 2018 Pavement Rehabilitation Project (Airport Road) was read by title only and adopted unanimously on motion by Klapper, second by Charles and call of roll.

Resolution No. 18-012 relative to Award of 2018 Chip Seal Project was read by title only and adopted unanimously on motion by Klapper, second by Charles and call of roll.

Resolution No. 18-013 relative to Award of West Edgewater Street Utility Project was read by title only and adopted unanimously on motion by Klapper, second by Charles and call of roll.

Resolution No. 18-014 relative to Award of Contracts for Veterans Memorial Field Softball Complex Site Redevelopment Project was read by title only and adopted unanimously on motion by Charles, second by Hahn and call of roll.

B. Consideration of recommendation for approval of claims
Motion by Hahn, second by Hamburg to approve payment of claims in the amount of $2,724,076.76. Motion carried unanimously on call of roll.

C. Consideration of recommendation for change of agent for Wal-Mart Stores East, LP, Walmart #1799, 2950 New Pinery Road, Class A Combination License to Michael D. Marchese
Motion by Maass, second by Hamburg to approve the change of agent for Wal-Mart Stores East, LP, Walmart #1799, 2950 New Pinery Road, Class A Combination License to Michael D. Marchese. Motion carried unanimously on call of roll.

D. Consideration of recommendation for Professional Services Agreement with Rettler Corporation for construction phase services for the Veterans Memorial Field Softball Complex Site Redevelopment Project
Motion by Charles, second by Hahn to approve a Professional Services Agreement with Rettler Corporation for construction phase services for the Veterans Memorial Field Softball Complex Site Redevelopment Project. Motion carried unanimously on call of roll.

11. Closed Session
Motion by Charles, second by Hamburg to convene to closed session pursuant to Wisconsin State Statutes 19.85(1)(b) for reconsideration of an
Operator License for Felicia A. Wagner; and pursuant to Wisconsin State Statutes 19.85(1)(g) to confer with legal counsel on a strategy for litigation in which the City may become involved. Motion carried unanimously on call of roll at 7:32 p.m.

Motion by Maass, second by Hamburg to uphold the denial of an Operator License for Felicia A. Wagner based on two or more convictions in the past five years and two pending from 2/13/17 and 2/14/17 including possession of THC, possession of drug paraphernalia, manufacturing/delivery of controlled substance and probation hold. Motion carried unanimously on call of roll.

12. Adjournment
Motion by Charles, second by Maass to adjourn. Motion carried unanimously on call of roll at 8:14 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

Date Approved:
Minutes

Members: Mark Hahn, Vice Chairperson, Martin Havlovic, Doug Klapper
Members Excused: Dennis Nachreiner, Mary Hamburg
Also Present: Administrator Murphy, Finance Director Mohr, Park & Recreation Manager Kremer, Cable TV

1. Roll call
Vice Chairperson Hahn called the meeting to order at 5:30 p.m.

2. Approval of minutes from March 12th, 2018.
Motion by Klapper, second by Havlovic to approve minutes from March 12th, 2018. Motion Carried.

3. Discussion and possible recommendation on claims.
Mohr presented regular claims in the amount of $804,778.09, of which $109,352.35 were related to capital purchases, plus debt payments of $1,919,298.67 for total claims of $2,724,076.76.

Motion by Havlovic, second by Klapper to recommend claims in the amount of $2,724,076.76. Motion carried.

4. Discussion and possible recommendation on fee schedule.
Kremer indicated there are two areas of proposed changes in the fee schedule. The first area is related to the rental of the various shelters. He noted that there has not been an increase in the rental amounts for approximately ten years. The rates will be tiered based on the facilities amenities; weekday vs. weekend; and resident vs. non-resident. The rates will increase between $5 - $30 depending on the selection. The committee discussed when to implement the change and it was determined to apply the changes to all new rentals made after Council adoption.

The second area impacted by the proposed increase relates to the storage area at Vets Memorial Field. Kremer indicated the change would increase $1.00 per foot for the majority of items and a $5.00 flat increase on the miscellaneous items such as motorcycles. He stated that the previous year’s renters were alerted to the potential increase with a memo when they removed their items this spring. The proposed increases will be published on the Park & Recreation’s website to alert residents of the probable change and effective date. Council will consider the recommendation on 4/26/18 meeting.
Motion by Klapper, second by Havlovic to recommend the proposed fee schedule changes as presented and discussed. Motion Carried

5. **Discussion and possible recommendation on Special Assessment Policies.**

   Murphy stated pursuant to the 3/12/18 Finance meeting Resolution No. 18-015 Amending the Policy for Repayment of Special Assessments was updated to include section I.d., stating “For property owners who annual household income is 150% or less of Federal Household Poverty Guidelines as published annually by the U.S. Department of Health and Human Services, repayment periods may be extended up to a maximum of 10 years, provided that the annual installment payment shall be no less than $300 plus interest as approved by Finance and Administration Committee.”

   Motion by Havlovic, second by Klapper to recommend Resolution No. 18-015 regarding the proposed amendment on Special Assessment Policies. Motion carried.

6. **Discussion and possible recommendation on 2018 borrowing.**

   Murphy indicated that the adopted 2018 Capital Budget includes roughly $3.8 million of improvements. The City issued debt in April, 2017 which included funding for the majority of the 2018 public works and parks & recreation projects. Additionally, the combination of lower bids and rescheduling of projects allows for the reallocation of funds thereby reducing the amount of borrowing required for 2018.

   The 2018 new borrowing would include funding for the Conant St Parking Lot in the amount of $204,000; a balance of $70,000 for Storm Water Projects; and $150,000 for Alley and Sidewalk Projects for a total of $424,000 of new borrowing. This amount is substantially lower than the original projection of $1.08 million. Staff will contact Ehlers to determine the appropriate method of borrowing.

   No action taken.

7. **Discussion and possible action on proposed capital project reallocations.**

   Murphy reviewed the proposed reallocations of unspent bond proceeds from previously completed project to fund 2018 projects. The reallocated funds will be used within their declared spending categories (streets, recreation, utilities), therefore do not require formal approval. The reallocations shall be applied to 2018 projects within the same spending categories, reducing the amount of new debt issuance in 2108.

   No action taken.

8. **Adjournment.**

   Motion by Klapper, second by Havlovic to adjourn at 6:14 p.m.

   Meeting adjourned.
LIBRARY BOARD MEETING Minutes
April 10, 2018

Meeting called to order 12:03pm
Present: Voigt, Blohm, Kindschi, McLeish, Schoenborn, Simonson, Stenberg, Vehring, Director Bergin, Adult Services Librarian Leslie Schultz

1) Motion to approve March 13, 2018 regular meeting minutes. (BB/KK)

2) Financial Reports:
   a) Motion to approve March 2018 City, Library Restricted Funds and Memorial Funds claims as presented. (KV/BB)

3) Director’s/President’s Report:
   a) Ellie Voigt will be leaving the Board after the May meeting.
   b) Director position was posted to several pertinent sites. Application deadline is April 17, 2018.
   c) A no-trespass one year ban was issued to a teen due to ongoing behavior problems and violations of Public Behavior Policy.
   d) Security cameras will soon be installed in alley and by front desk.
   e) Summer Lunch Program plans are being finalized.
   f) Current phase of teen space update is almost complete.
   g) Heating water pipe leaks were found during quarterly HVAC maintenance. Leaks and a faulty valve will be repaired when boilers can be shut down.

4) Business:
   a) Motion to appoint Adult Services Librarian Leslie Schultz as Interim Library Director. (HS/KK)
   b) Motion to convene into closed session pursuant to Wisconsin State Statute 19.85(1)(c) to discuss employment and compensation of the Interim Library Director. 12:41 (BB/KV)
   c) Motion to convene into open session for the remainder of the meeting. 12:46 (BB/HS)
   d) Motion to add $3.00 per hour to current compensation of Leslie Schultz and five days of vacation to be used after new director is hired. (KV/MS)
   e) Motion to approve City’s classification of “O” for Library Director’s position pay grade. (BB/HS)
   f) Annual Report was discussed.
   g) 10 year Capital Improvement Plan will be reviewed in the future with Bergin’s & Schultz’s comments added.
   h) Motion to change title of Meeting Room Policy to Community Room Policy and approve changes as presented. ((KV/MS)
   i) Newspaper microfilm digitization offer from Ancestry.com/Newspaper.com was discussed.
5) Meeting adjourned 1:28pm. (KV/HS)

Eleanor Voigt - President
Dr. Brenda Blohm - Vice-President
Karl Kindschi - Treasurer
Eleanor McLeish - Secretary
Dr. David Gregory
Nikki Schoenborn
Melissa Simonson
Heather Stenberg
Klay Vehring

Date Approved:
Members present: Rita Maass, Chairperson; Jeffrey Monfort, David Tesch, Dan Huebner, William Kutzke

Members Absent: None

Member excused: Barry Erath

Others present: Director Jahncke, Manager Poppy, Julia Mohr (Cable TV), Mayor Dodd, Administrator Murphy, Mayor Dodd, Steve Johnson, Matt Malicki B.O.A., Mark Graczykowski B.O.A., Hal Davis B.O.A., Michael Menon B.O.A., Steve Sobiek.

1. Roll Call
   Meeting called to order at 7:00 pm by chairperson Maass

2. Approval of minutes from March 21, 2018
   Motion by Kutzke, second by Huebner to approve the minutes. Motion passed 5-0.

3. Discussion and possible action regarding BOA Master Planning Memo.

Mark from the BOA reviewed his memo. All of the commission was disappointed that the Airport will be undertaking another planning effort that will take up to 24 months they all that the airport needed this planning effort to move forward.

Mark from the BOA stated that there will be a user survey and a technical advisory committee composed of airport users involved in the planning exercise. Kutzke stated that the last master planning effort lacked communication during the process. Mark stated that the consultant selected will be required to submit regular progress memos that will be shared at the Airport Commission meetings.

Motion by Tesch, second by Monfort to move forward with the master planning effort as presented by the B.O.A. and to give the B.O.A. 24 months once the consultant is selected to complete the planning. Motion passed 5-0.

4. Reports
   a. Director of Public Works’ report
      i. Jahncke presented that the trees on the old boy scout cabin site have been cleared and now the contractor is cleaning up the debris. The BOA meeting at the Central Office in Madison has been scheduled for Friday afternoon from and will begin at 12:30p.
b. Manager’s report
   i. March Report Poppy presented his reports which can be found in
      the packet.

5. Adjournment
   Motion by Tesch and second by Monfort. Motion passed 5-0. The meeting
   adjourned at 8:24 p.m.

Aaron J. Jahncke, Director of Public Works

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

Excused: Martin Havlovic

Also present: City Clerk Moe

Media Present: Julia Mohr from Cable TV

1. Roll call
   The meeting was called to order by Chairperson Maass at 6:40 p.m.

2. Approval of minutes from previous meeting
   Motion by Monfort, second by Charles to approve minutes of the March 5, 2018 meeting. Motion passed unanimously on call of roll.

3. Discussion and possible recommendation on change of agent for Wal-Mart Stores East, LP, Walmart #1799, 2950 New Pinery Road, Class A Combination License to Michael D. Marchese
   Clerk Moe review the application with the committee. Motion by Monfort, second by Charles to recommend to Council approval of the change of agent for Wal-Mart Stores East, LP, Walmart #1799, 2950 New Pinery Road, Class A Combination License to Michael D. Marchese. Motion carried unanimously on call of roll.

4. Adjournment
   Motion by Charles, second by Monfort to adjourn. Motion passed. The meeting adjourned at 6:42 p.m.

Marie A. Moe, WCPC, MMC
City Clerk
RESOLUTION NO. 18-015

RESOLUTION RELATIVE TO CITY COUNCIL OPERATION

WHEREAS, the Common Council of the City of Portage is bound by the Rules of Procedures, as set forth in detail in Chapter 2 of the Code of Ordinances of the City of Portage, such ordinances covering the council procedure and/or organization;

AND WHEREAS, at the annual reorganizational meeting of the Common Council on the 3rd Tuesday of April, as established by State law, it becomes necessary to reaffirm Chapter 2 of the Code of Ordinances of the City of Portage in detail;

AND WHEREAS, in order to save time and money and to avoid publishing such ordinance in detail, it is now the decision of the Common Council that they adopt such Rules by Resolution, as previously amended;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Common Council of the City of Portage that the council for the years 2018-2019 does hereby adopt Chapter 2 of the Code of Ordinances of the City of Portage as it has been printed in full, subject to any further amendment thereto, thus reaffirming said ordinance in detail, copies of such having been attached hereto and made a part hereof by reference.

BE IT HEREBY FURTHER RESOLVED, by the Common Council of the City of Portage that they shall, and are hereby bound, by Chapter 2 of the Code of Ordinances for the 17th day of April, 2018.

____________________________
Rick Dodd, Mayor

Attest:

____________________________
Marie A. Moe, WCPC, MMC, City Clerk

Resolution requested by:
City Clerk
ARTICLE II. - COMMON COUNCIL

Sec. 2-31. - Mayor-council form of government.

The city is a body corporate and politic with the powers of a municipality at common law and governed by the provisions of Wis. Stats. chs. 62 and 66, laws amending those chapters, other acts of the legislature and the Constitution of the State of Wisconsin. The city operates under the mayor-council form of government under Wis. Stats. ch. 62.

(Code 1990, § 2-1-1(a))

**State Law reference**— Form of government, Wis. Const. art. XI, § 5.

Sec. 2-32. - Division of responsibilities.

(a) **Legislative branch.** The common council is the legislative branch of the city government. The common council's primary business is the passage of laws in the form of ordinances or resolutions which shall prescribe what the law shall be, not only in relation to the particular facts existing at the time, but as to all future cases arising under it. The common council shall fix the salaries of all officers and employees of the city, and be charged with the official management of the city's financial affairs, its budget, its revenues and the raising of funds necessary for the operation of the city.

(b) **Executive branch.** The mayor shall be the chief executive officer. The mayor shall take care that all city ordinances and state laws are observed and enforced and that all city officers, boards, committees and commissions discharge their duties. When present, he shall preside at the meetings of the common council. The mayor shall give the common council such information and recommend such measures as he deems advantageous to the city. The common council shall be vested with all the powers of the city not specifically given some other officer, as well as those powers set forth elsewhere throughout this Code.

(Code 1990, §§ 2-1-1(b), 2-2-1)

**State Law reference**— Common Council, Wis. Stats. § 62.11.

Sec. 2-33. - Alderpersons.
The City shall have nine (9) alderpersons. The mayor and alderpersons shall constitute the common council. Pursuant to Charter Ordinance, one Alderperson shall be elected (see Wis. Stats. § 62.09(1)(b)) from each aldermanic district.

Commencing with the candidate elected at the regular spring election in April, 2013, and in accordance with the following schedule, the term of office of alderperson shall be three (3) years. The schedule is as follows:

(1) 2013.

Aldermanic District No. 6—three years.

(2) 2014.

Aldermanic District No. 1—three years.
Aldermanic District No. 7—three years.
Aldermanic District No. 9—three years.

(3) 2015.

Aldermanic District No. 3—three years.
Aldermanic District No. 4—three years.
Aldermanic District No. 8—three years.

(4) 2016.

Aldermanic District No. 2—three years.
Aldermanic District No. 5—three years.


Sec. 2-34. - Mayor.

(a) Election. Pursuant to Charter Ordinance number 1444, commencing with the candidate elected at the regular spring election for the office of Mayor in April 1992, the regular term of office for the mayor shall be as provided in section 2 of Charter Ordinance number 1444.

(b) Duties.
(1) The mayor shall be the chief executive officer of the city and head of the police and fire departments. The mayor shall take care that city ordinances and the state statutes are observed and enforced and that all officers and employees discharge their duties.

(2) The mayor shall, from time to time, provide the common council such information and recommend such measures as he may deem advantageous to the city. When present, he shall preside at the meetings of the common council.

(3) The mayor shall have such other duties and responsibilities as are prescribed in the state statutes.

(c) **Veto power.** The mayor shall have the veto power as to all acts of the common council except such as to which it is expressly or by necessary implications otherwise provided. All such acts shall be submitted to the mayor by the city clerk, and shall be enforced upon his approval, evidenced by his signature, or upon his failing to approve and disapprove within five days, which fact shall be certified thereon by the city clerk. If the mayor disapproves, he shall file his objection with the city clerk, who shall present it to the common council at its next regular meeting. A two-thirds vote of all the members of the common council shall be necessary to make the act effective, notwithstanding the objection of the mayor.

(d) **Mayoral appointments.**

(1) Wherever in this Code the mayor is required to appoint citizens to committees, commissions and/or boards, the mayor shall give written notice by executive letter to the common council at least seven days prior to the common council meeting at which such appointment shall be made. In the event the common council rejects a mayor's appointment, the same name may not be submitted for the same job for a period of 12 months after the refusal of such appointment.

(2) In the event a vacancy occurs in any committee, board or commission requiring the appointment of a citizen member and the mayor does not nominate a successor thereof for a period of 60 days after the vacancy occurs, the common council may then nominate an appointee to such position, subject to the approval of the mayor.

(3)
In the event the common council, by parliamentary practice, tables an appointment by the mayor, such tabling action shall be effective for that meeting, but at the next regular meeting of the common council, such appointment shall be on the meeting agenda for further consideration, and the particular appointment involved may not be tabled a second time.

(Code 1990, § 2-2-3)

**State Law reference**— Authority to establish term by charter ordinance. Wis. Stats. § 62.09(5)(b); mayor, Wis. Stats. § 62.09(8).

Sec. 2-35. - President of the common council.

The common council at its first meeting subsequent to the regular election and qualification of new members shall, after organization, annually choose from its members a president who, in the absence of the mayor, shall preside at meetings of the common council and, during the absence or inability of the mayor, shall have the powers and duties of the mayor, except that he shall not have power to approve an act of the common council which the mayor has disapproved by filing objections with the city clerk. The president shall, when so officiating, be styled "acting mayor." The president of the common council shall be elected for a one year term of office.

(Code 1990, § 2-2-4)

**State Law reference**— Similar provisions, Wis. Stats. § 62.09(8)(e).

Sec. 2-36. - Standing committees; action on committee reports.

(a) **Appointments.**

(1) **Committees.** At the organizational meeting of the common council each year, the mayor shall appoint alderpersons to each of the following committees, which shall be designated as the standing committees of the common council:

a. Finance/administration.

b. Human resources.

c. Municipal services and utilities.

d. Legislative and regulatory.

e. Parks and recreation board.
(2) **Appointment approval.** All such appointments shall be subject to common
council approval.

(3) **Special committees.** In addition to the designated standing committees, the
mayor may appoint special or ad-hoc committees as deemed necessary to
address matters of unique interest or importance to the city.

(b) **Composition of committees.** Each of the several standing committees shall be
composed of five (5) alderpersons with the chairperson to be designated by the
mayor, except that for the human resources committee the mayor shall be the
chairperson. The mayor and administrator shall serve as ex-officio members of
each standing committee, except that the mayor is an official member of the
human resources committee.

(c) **Committee duties and responsibilities.** The standing committees of the common
council are established as legislative entities with their primary function being one
of policy determination and general oversight of municipal operations. In this
capacity, committees may conduct studies of pending action, develop and
introduce alternate policy initiatives, and make recommendations for specific
action to the common council. Within their respective areas of responsibilities, as
defined below, each committee shall receive, review and provide direction on staff
generated proposals, common council directed initiatives, and/or public requests
for services.

(1) **Finance/administration committee.** The finance/administration committee
shall advise the common council on those matters concerning general
financial management practices, debt administration, budget preparation,
insurance and risk management issues, and matters of general administrative
operation.

(2) **Human resources committee.** The human resources committee shall advise
the common council on those matters relating to personnel policies and
practices, compensation administration, labor relations and collective
bargaining, and employee relations.

(3) **Municipal services and utilities committee.** The municipal services and utilities
committee shall advise the common council on those matters relating to
streets/alleys, storm drainage system, water distribution, wastewater
treatment, traffic and parking and public buildings/grounds.

(4)
Legislative and regulatory committee. The legislative and regulatory committee shall advise the common council on matters relating to Code provisions, legislative (code) initiatives, ordinance review, licensing and permits.

(5) Parks and recreation board. The establishment of the park and recreation board shall be for the purpose of acquiring, governing, managing, controlling, improving and caring for all public parks, city trees, parkways, conservancy areas, and recreation programs in the city.

(d) Committee meetings.

(1) Schedule. Standing committees are expected to maintain a meeting schedule as necessary to effectively discharge their respective responsibilities, provided, however, that each committee shall meet no less frequently then once each quarter.

(2) Meeting call. The mayor or committee chairperson may call a committee meeting at such time as he may designate by reasonable advance written notice to each committee member.

(3) Exclusion from closed meetings. No common council member shall be excluded from any closed meeting of any committee, except that the chairperson of the human resources committee shall have the right to exclude all non-member alderpersons from any human resources meeting.

(e) Committee minutes. Each committee shall be responsible for recording the minutes of meetings as may be required by state statute.

(f) Committee reports. In all matters requiring common council approval, written minutes of findings and recommended action shall be prepared and presented to the common council. Committee minutes shall be filed with the city clerk by 12:00 noon on the Thursday preceding the common council meeting, and recorded in the proceedings of the common council meeting. When motions on committee recommendations to council are made by a member of that committee, such motion should be made by someone who voted in support of the recommended committee action.


Sec. 2-37. - General powers of the common council.
(a)  *Acquisition and disposal of property.* The common council may acquire property, real or personal, within or without the city, for parks, libraries, historic places, recreation, beautification, streets, waterworks, sewage or waste disposal, harbors, improvement of watercourses, public grounds, vehicle parking areas and for any other public purpose; may acquire real property within or continuous to the city, by means other than condemnation, for industrial sites; may improve and beautify the same; may construct, own, lease and maintain buildings on such property for instruction, recreation, amusement and other public purposes; and may sell and convey such city-owned property, except dedicated, platted parks.

(b)  *Acquisition of easements and property rights.* Confirming all powers granted to the common council and in furtherance thereof, the common council is expressly authorized to acquire by gift, purchase or condemnation under Wis. Stats. ch. 32, any and all property rights in lands or waters, including rights of access and use, negative or positive easements, restrictive covenants, covenants running with land, scenic easements and any rights for use of property of any nature whatsoever, however denominated, which may be lawfully acquired for the benefit of the public or for any public purpose, including the exercise of powers granted under Wis. Stats. § 62.23; and may sell and convey such easements or property rights when no longer needed for public use or protection.

(c)  *City finances.* The common council may levy and provide for the collection of taxes and special assessments; may refund any tax or special assessment paid, or any part thereof, when satisfied that the same was unjust or illegal; and generally may manage the city finances.

(d)  *Construction of powers.* Consistent with the purpose of giving to cities the largest measure of self-government in accordance with the spirit of the home rule amendment to the Constitution, the grants of power to the common council in this section and throughout this Code shall be liberally construed in favor of the rights, powers and privileges of cities to promote the general welfare, peace, good order and prosperity of the city and its inhabitants.

(Code 1990, § 2-2-6)

**State Law reference**— Common Council, Wis. Const. art. XI, § 3; Wis. Stats. §§ 62.09(5), 62.11.

Sec. 2-38. - Internal powers of the common council.
The common council has the power to preserve order at its meetings, compel attendance of alderpersons and punish nonattendance. The common council shall be judge of the election and qualification of its members.

(Code 1990, § 2-2-8)

Sec. 2-39. - Meeting times.

(a) Annual organization meeting. Following a regular city election, the common council shall meet on the third Tuesday of April for the purpose of organization.

(b) Regular meetings. Regular meetings of the common council shall be held on the second and fourth Thursday of each calendar month, at 7:00 p.m., or as otherwise scheduled by the common council. Any regular meetings falling upon a legal holiday shall be held on the prior Tuesday at 7:00 p.m.

(c) Public hearings. Public hearings shall be scheduled on the days of the regularly scheduled common council meetings.

(d) Special meetings. Special meetings may be called by the mayor upon written notice of the time and purpose thereof to each member of the common council delivered to him personally or left at his usual place of abode at least six hours before the meeting. The city clerk shall cause an affidavit of service of such notice to be filed in his office prior to the time fixed for such special meetings. Special meetings shall comply with the notice provisions of the Wisconsin Open Meeting Law, Wis. Stats § 19.81 et seq. In addition, a special meeting may be called by a written request signed by two-thirds of the common council, which written notice for said special meeting shall be delivered to every member of the common council and the mayor personally, or left at their abode at least six hours before said meeting being called. If written consent is obtained, it shall be filed with the city clerk prior to the beginning of the meeting.

(Code 1990, §§ 2-2-10, 2-2-11)

State Law reference—Meeting, Wis. Stats. § 62.11(2).

Sec. 2-40. - Presiding officers.

(a) Generally. The mayor shall preside over all meetings of the common council. In the absence of the mayor, the president of the common council shall preside.
(b) **Duties.** The presiding officer shall preserve order and decorum, decide all questions of order, and conduct the proceedings of the meeting in accordance with the parliamentary rules contained in Robert's Rules of Order (Revised), unless otherwise provided by statute or by this chapter. Any member shall have the right to appeal from a decision of the presiding officer. An appeal shall be sustained by a two-thirds vote of the members present excluding the mayor. In the absence of the city clerk, the presiding officer shall appoint a clerk pro tem.

(Code 1990, § 2-2-14)

**State Law reference—** Similar provisions, Wis. Stats. § 62.09(8).

**Sec. 2-41. - Order of business.**

(a) **Generally.** At all regular meetings, the order of business shall be according to the agenda prepared by the city clerk. All matters considered at a regular common council meeting shall be submitted to the city clerk no later than 12:00 noon on the Thursday preceding the meeting. In the case of a special common council meeting, matters to be considered shall be submitted to the city clerk at least 24 hours in advance of the meeting. The following order shall be observed in disposing of business before the common council, unless otherwise provided for in the furnished agenda:

1. Call to order.
2. Roll call.
3. Pledge of allegiance.
4. Approval of agenda.
5. Approval of minutes.
6. Consent agenda.
7. Reports of city departments.
8. Reports of standing committees.
11. Information items, petitions, correspondence and acknowledgements.

(b) **Order to be followed.** No business shall be taken up out of order unless by
majority consent of all alderpersons or in the absence of any debate whatsoever.

(Code 1990, § 2-2-15)

Sec. 2-42. - Ordinances to be in writing.

(a) Submission, drafting and passage of ordinance. All ordinances submitted to the common council shall be in writing and shall begin with a title and the committee requesting action. All ordinances shall be drafted by the city administrator, city attorney or by the city clerk, at the request of the mayor or any member of the common council. Upon passage by the common council, the city clerk shall oversee the printing of the same.

(b) Subject and numbering of ordinances. Each ordinance shall be related to no more than one subject. Amendment or repeal of ordinances shall only be accomplished if the amending or repealing ordinance contains the number and title of the ordinance to be amended or repealed, and title of amending and repealing ordinances shall reflect their purpose to amend or repeal.

(c) Notice.

(1) The common council may take action on an ordinance only if it appears on the written agenda for the meeting at which action is requested.

(2) Every ordinance shall receive a minimum of one separate reading previous to its passage. No ordinance shall have its second reading on the same day that it is first read, unless by suspension of the rules as provided in this chapter. Alderpersons may discuss the merits of any proposed ordinance during the first reading.


Sec. 2-43. - Publication and effect of ordinances.

(a) All general ordinances of the city and all regulations imposing any penalty shall be published in the official paper of the city once and shall be immediately recorded, with the affidavit of publication, by the city clerk in a book kept for that purpose. A printed copy of such ordinance or regulation in any book, pamphlet or newspaper and published or purporting to be published therein by direction of the common council shall be prima facie proof of due passage, publication and recording thereof.
(b) All ordinances shall take effect and be in force from and after passage and publication, unless otherwise provided and published copies thereof shall have appended the date of first publication.

(Code 1990, § 2-2-17)

Sec. 2-44. - Conduct of deliberations.

(a) Roll call. When the presiding officer shall have called the members to order, the city clerk shall proceed to call the roll in alphabetical order, noting who are present, and who are absent. If, after having gone through the call, it shall appear that a quorum is not present, the fact shall be entered in the minutes, and the members present may adjourn to a later date in the month.

(b) Meeting attendance. All members of the common council shall attend all common council meetings, meetings of committees to which members have been appointed, and special or adjourned meetings when duly notified thereof. A member who does not appear in answer to his name when the roll is called at any regular meeting or any special or adjourned meeting when notified thereof shall be marked absent. Any member seeking to be excused from attending any regular or special meeting must notify, either in writing, by email, by telephone or in person, the mayor or city clerk in advance of such meeting, explaining the reason for his absence and, upon complying with this requirement, such members shall be duly excused from attending said meeting. Any member who shall not render a sufficient excuse for his nonappearance at said meeting, whether regular or special, shall pay the sum of $15.00 for each meeting missed, at or before the next regular common council meeting, and in the event said member misses two unexcused consecutive meetings, then such member may be censured by the common council, by written resolution, for failure to attend a duty. In the event such member shall not voluntarily pay the fine as provided to the city clerk, then the city clerk shall deduct said amount from his next salary order.

(c) Absence of designated presiding officers. In the case of the absence of the mayor and the president of the common council, the common council at any regular or special meeting shall proceed to elect one of its members to preside at a meeting, which election shall be by open ballot, and shall require a majority of the total votes cast by the members in attendance.

(d)
**Addressing council.** No member may speak more than ten minutes without first obtaining leave of the presiding officer, and no person not a member of the common council shall be permitted to address the common council, except on leave especially granted by the presiding officer.

(e) **Consent agenda.**

(1) The city clerk, subject to mayor approval, may create a subsection on any common council agenda entitled "consent agenda." In a consent agenda, the clerk may place matters that, in the clerk's judgment, are of routine nature and do not require a special vote or specific action by the common council.

(2) No separate discussion or debate shall be permitted on any matter listed on the consent agenda.

(3) When the consent agenda is considered as an order of business, any common council member may request the removal of any item from the consent agenda and such item shall be removed without debate or vote. Any item so removed from the consent agenda shall be separately considered at the appropriate time in the common council's regular order of business.

(f) **Necessity of roll call vote.** A roll call shall be necessary on all questions or motions.

(g) **Roll call vote procedure.** The ayes and nays shall be ordered upon any question at the request of any member of the common council, or the mayor, and the city clerk shall call the roll starting with the alderperson whose last name appears first on the list of the alderperson's names alphabetically arranged and, on the next call of the roll, at the same or any subsequent meeting, the clerk shall start with the alderperson whose name appears next on said alphabetical list, and each subsequent call of roll shall begin with the name of the alderperson next on said alphabetical list of alderpersons, such order of roll call shall be followed until the list of alderpersons has been completed. Each time the list has been completed, the city clerk shall again start on top of the list and proceed on down through the list.

(h) **Reconsideration.** When a motion has been decided, it shall be in order for any member who voted in the majority, to move a reconsideration thereof, at the same or next succeeding meeting and the mayor shall call for a roll call of the alderpersons. If a majority of the members present shall be in favor of a reconsideration, the subject shall be before the common council for further action.

(i)
Use of common council chambers. The common council chambers shall be used only for common council, municipal court, council committee meetings, by city departments, boards or commissions when such use involves educational or administrative functions of city employees, board members or commission members. No club, society or organization shall use the common council chambers for regular meetings.

(j) Rules of parliamentary procedure. The rules of parliamentary practice in Robert's Rules of Order, Newly Revised, Tenth Edition, which is hereby incorporated by reference, shall govern the proceedings of the common council in all cases to which they are applicable and in which they are not inconsistent with these rules or with the laws of the state.

(k) Amendment of rules. The rules of this section shall not be rescinded or amended unless the proposed amendment or motion to rescind has laid over from a regular meeting, and then it shall require a vote of two-thirds of all the members of the common council.

(l) Suspension of rules. Any of the provisions of this section may be suspended temporarily by a recorded vote of two-thirds of the common council members present at any meeting.

(Code 1990, § 2-2-18; Ord. No. 08-004, 2-28-2008; Ord. No. 14-017, 8-14-14)

Secs. 2-45—2-80. - Reserved.
Mayoral Appointments - 2018

Standing Committees
Finance/Administration Committee
Dennis Nachreiner, Chairperson
Mark Hahn
Mary Hamburg
Martin Havlovic
William A. Kutzke

Human Resources Committee
Rick Dodd, Chairperson
Mike Charles
Doug Klapper
Rita A. Maass
Jeffrey F. Monfort
Dennis Nachreiner

Legislative and Regulatory Committee
Mike Charles, Chairperson
Mark Hahn
Mary Hamburg
Martin Havlovic
Jeffrey F. Monfort

Municipal Services and Utilities Committee
Doug Klapper, Chairperson
Mike Charles
Mark Hahn
Mary Hamburg
Dennis Nachreiner

Boards, Commissions and Committees
Airport Commission
Rita A. Maass, Alderperson, Chairperson
William A. Kutzke, Alderperson
Jeffrey F. Monfort, Alderperson
Barry Erath, Citizen

Board of Zoning Appeals
Chuck Sulik, Chairperson
Craig Blau
Cable TV Commission
William P. Welsh, Chairperson
Mary Hamburg, Alderperson
William A. Kutzke, Alderperson
Rita A. Maass, Alderperson
Gary Knebel, Representative of School District appointed by school
William P. Welsh

Columbia County Economic Development Corporation Board
Steve Sobiek

Community Development Authority
Mark Hahn, Alderperson
Martin Havlovic, Alderperson
Nina Bortz (4 year term)
Ken Griep (1 year term)
Jim Grothman (3 year term)
David Gunderson (2 year term)
Kyle Dumbleton (1 year term)

EMS Advisory Board
Rita A. Maass

Emergency Planning Committee
Clayton Simonson, Chairperson
Craig Ratz, Member of Fire Department designated by Fire Chief
Keith Klafke, Member of Police Department designated by Police Chief
Jon Erdmann, Hospital Emergency Medical Services Coordinator
Kathy Johnson, County Emergency Management Director

Historic Preservation Commission
Doug Klapper, Chairperson
Doug Klapper, Alderperson
Kadie Butteris, Citizen
Fred Galley, Citizen
Anna Krause, Citizen
Jessica Lamb, Citizen
Kyle Little, Citizen
Crystal Thom, Citizen

Park and Recreation Board
Brian Zirbes, Chairperson
Mike Charles, Alderperson
Mark Hahn, Alderperson
Todd Kreckman
Plan Commission
Bill Barthen

Police and Fire Commission
Pat Hartley

Steering Committee for Veterans Memorial Field
Russ Shaw, Fair Board Member
Paul Becker, Fair Board Member

Tourism Promotion Committee
Martin Havlovic, Chairperson
Martin Havlovic, Alderperson
Dennis Nachreiner, Alderperson
Crystal Tristani, Represent Wisconsin hotel and motel industry
Carole LaVigne, City of Portage business community
Marianne Hanson, City of Portage business community

Board of Review
Mark Jankowski, Building Inspector
Kenneth Jahn, Citizen, Alternate
Michael Paul, Citizen, Alternate

AdHoc Canal Committee
Fred Galley
Chris Arnold
Ron Dorn
Marianne Hanson
Doug Klapper
Jerry Foellmi
Jesse Spankowski
Aaron Jahncke
Rick Dodd