

City of Portage
Municipal Services and Utilities Committee Meeting
(This meeting will constitute a meeting of the Legislative and Regulatory
Committee as a quorum of members will be present; but no business of that
committee will be taken up.)
Thursday August 2, 2012 6:00 p.m.
Municipal Building, 115 West Pleasant Street, Conference Room One
Agenda

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

1. Roll Call
2. Approval of meeting minutes from previous meeting
3. Discussion and possible action on In-kind services
 - a. Living Steps for Loved Ones: Breast Cancer Walk
 - b. River of Life Church: Harvest Party
4. Discussion and possible action on Dawns Foods request for invoice reduction
5. Discussion and possible action on PATHS signing existing trails within the city
6. Discussion and possible action on construction of watch house on the levee/Canal
7. Discussion and possible action on storm water management on New Pinery Road and Collins Street; and Jefferson Street
8. Discussion and possible action on tree replacement in downtown business area
9. Discussion and possible action on Conant Street parking structure
10. Discussion on splash pad and skate park
11. Discussion on support staff for Municipal Services Department
12. Discussion and possible action on plans and specifications for Village Road chip sealing and resurfacing projects
13. Discussion and possible action on stop lights at East Wisconsin Street at Wauona Trail
14. Discussion and possible action on 15 minute parking from Clark Street to DeWitt Street
15. Discussion and possible action on grandstand storm shelter renovation
16. Discussion on 2013 capital projects
17. Discussion and possible action on paving project on DeWitt and East Wisconsin Street
18. Discussion and possible action on Canal Project engineering
19. Adjournment

Jeff Garetson, Chairperson

**City of Portage
Municipal Services and Utilities Committee Meeting
Tuesday, July 3, 2012, 6:00 p.m.
Municipal Building, 115 West Pleasant Street, Conference Room One
Minutes**

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

Others Present: Tim Raimer, Bob Redelings, Kory Anderson, Gil M. , Jerry F. , Marianne Hansen, Fred Galley, Craig Sauer

1. **Roll Call**
Hamre excused, all others present
2. **Approval of meeting minutes from previous meeting**
Motion by Oszman to approve minutes second by Klapper. Passed 4-0
3. **Discussion and possible action on street closure and in-kind request for St. Mary's 4K – 8th School Car Show, October 6, 2012**
Motion by Oszman to approve in-kind services for St Mary's car show second by Miller. Passed 4-0
4. **Discussion and possible action on request from Greater Portage Area Youth Education Foundation to place banners on city property advertising Music Fest**
Motion by Oszman to approve in-kind services for GPAYEF second by Miller. Passed 4-0
5. **Discussion and possible action on PATHS signing existing trails within the city**
Fred Galley gave presentation on PATHS trails along with signage for existing trails. This brought up concern from committee about group not going through Park & Rec first. Also the size of the signs seemed to be a concern. Motion by Oszman to approve and send to Council of the placement of signs for trails located in city limits, with the stipulation that the group works with Park and Rec director and Streets dept with the location of the signs.
ACOE approved the gate structure on top of the levy for building site. There was no money budgeted for 2012 however the Canal Society could possibly help fund design and build. Bob and Tim will get costs. No action was taken
6. **Discussion and possible action on construction of watch house on the levee/Canal**
Dir. Redelings reports with approval from School District the Collins St project can start however he is holding off project due to the dry conditions. There are

several trees that need to be transplanted and doing so could harm them. Tim Raimer agreed.

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

Jefferson St. is still waiting for a reply from the land owner on Hamilton St for possible easement. There could also be money in Community Block Grant to raise garages in the alley to prevent flooding. No action was taken

8. Discussion and possible action on tree replacement in downtown business area

Planting of trees were put on hold per request from BID. There are numerous trees marked for removal on Wisconsin St, E. Edgewater and parking lot behind NAPA. No action was taken.

9. Discussion and possible action on Conant Street parking structure

Dir. Redelings will do a cost analyst on metered or gated parking, feasibility and how long to pay for improvements.

10. Discussion on splash pad and skate park

Jerry F. gave update, with land transfer close to being done the next steps are to take plans to Plan Commission and Park and Rec committee for approval. Also Jerry reports that discussions need to happen about who is responsible for funding of shelter, parking lot and skate park.

11. Discussion on support staff for Municipal Services Department

Dir Redelings gave a brief description of an engineer out of tech school or some equivalent is what he would like as an assistant. This position would be around the 40k pay structure. Will discuss more in 2013 budget process.

12. Discussion and possible action on plans and specifications for Village Road chip sealing and resurfacing projects

Dir. Redelings gave report that Village Rd may need retaining walls. Dir Redelings is working with property owner to come up with low cost solution. Many 2012 projects are set for bidding.

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

This led to discussion on if this is the proper place to route truck traffic from AMPI. Dir. Redelings will talk to AMPI to get their input. It was also expressed by most of the committee that Townsend St. would not be the best route. No action was taken.

14. Discussion and possible action on banner locations in the city

Raimer has locations already set and are on in-kind services. Parks dept will be putting up bigger posts at these locations. It was suggested that Leg and Reg look at a revised banner ordinance. No action was taken.

15. Discussion and possible action on 15 minute parking from Clark Street to DeWitt Street

After a brief discussion, the committee asked Dir Redelings to get cost on constructing a parking lot on the vacant lot behind city hall. No action was taken.

16. Discussion and possible action on grandstand storm shelter renovation

Dir Redelings reports renovations of grandstands including restrooms as a fallout shelter could run close to \$250k. There is \$100k in the 2012 budget. Redelings will look to Finance Committee to see if there is option for funding. No action was taken.

17. Discussion on 2013 capital projects

The 2013 Capital projects are on the 5 year Public Works Expenditure Plan and have a price of 1.1 million. The committee was asked to look at plan in preparation of 2013 budget process.

18. Adjournment

Motion by Oszman to adjourn second by Klapper. Passed 4-0

Jeff Garetson, Chairperson

Breast Cancer Walk.

Aug 18, 2012

Event Name

Living Steps for Loved ones

Date(s) of Event

Sarah Lochner

Organization

Riverside park & Levee.

Contact Person

N1994 County Road T

Location of event

Address

Endeavor, WI 53930

City, State, Zip

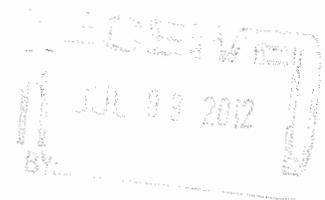
608-697-4222

Phone number

slochner@mags.net

Email: (not required)

In-Kind Services Requested



| Item | Qty | |
|------------------|--|---|
| Barricades | 6 | |
| Picnic Tables | 10 | |
| Trash Containers | 6 | |
| Banners | ? | Banner Location(s) |
| Park Fee waiver | <input checked="" type="radio"/> Y <input type="radio"/> N | Park & Rec Dept. Approval |
| Traffic Control | <input type="radio"/> Y <input checked="" type="radio"/> N | Police Dept. Approval (Signature required) |

Licenses/Permits

| | | | |
|--------------------------|--|---|--|
| Park Rental Form | <input type="radio"/> Y <input checked="" type="radio"/> N | | |
| Beer/Wine License | <input type="radio"/> Y <input checked="" type="radio"/> N | Fee | |
| Certificate of Insurance | <input type="radio"/> Y <input checked="" type="radio"/> N | | |
| Carnival License | <input type="radio"/> Y <input checked="" type="radio"/> N | Fee \$25.00 per day | |
| Street Use Permit | <input type="radio"/> Y <input checked="" type="radio"/> N | Fee \$25.00 | |
| Parade Permit | <input type="radio"/> Y <input checked="" type="radio"/> N | Fee \$10.00 Circle One: #1 Pauquette Park to Market Square #2 Market Square to Fairgrounds #3 W. Slifer - Airport road to Blue Star Park #4 E. Slifer - Hamilton to New Pinery | |
| Walk/Run Permit | <input checked="" type="radio"/> Y <input type="radio"/> N | Fee \$10.00 | |

Signature

Submit date

[Handwritten Signature]

July 6, 2012

Dear Municipal Services, July 6, 2012

Our group Living Steps for Loved Ones,
is hosting a Breast Cancer walk on
August 18th, 2012 to benefit our local

Pink Angels. We are asking that
all fees associated with this walk
be waived due to our donation

of money back to the pink Angels.

If you have any questions, please
feel free to contact me.

Thank you!
Sarah Lochner

608-697-4222

Harvest Party

Sept 22 - Noon - 8:00

Event Name

River of Life

Date(s) of Event

Kelly Zuelke

Organization

Contact Person

~~102~~ 102 W. Franklin St

Address

Portage, WI 53401

City, State, Zip

608-745-4040 cell-608-697-3309

Phone number

mobelly76@yahoo.com

Email: (not required)

In-Kind Services Requested

| Item | Qty |
|------------------|--------------------------------------|
| Barricades | 6 |
| Picnic Tables | — |
| Trash Containers | — |
| Banners | 1 |
| Park Fee waiver | Y N |
| Traffic Control | Y <input checked="" type="radio"/> N |

Block off Franklin St. ~~between~~
between Dewitt + McFarland.
Event will run from 3:00 - 6:00.

Banner Location(s) ~~to~~ EAST side of River of Life Church

Park & Rec Dept. Approval

Police Dept. Approval
(Signature required)

Licenses/Permits

| | | | |
|--------------------------|---|---|------------|
| Park Rental Form | Y <input checked="" type="radio"/> N | | |
| Beer/Wine License | Y N <input checked="" type="radio"/> | Fee | |
| Certificate of Insurance | <input checked="" type="radio"/> N | | received ✓ |
| Carnival License | Y <input checked="" type="radio"/> N | Fee \$25.00 per day | |
| Street Use Permit | <input checked="" type="radio"/> N | Fee \$25.00 | 5-C120510 |
| Parade Permit | Y <input checked="" type="radio"/> N | Fee \$10.00 Circle One: #1 Pauquette Park to Market Square #2 Market Square to Fairgrounds #3 W. Slifer - Airport road to Blue Star Park #4 E. Slifer - Hamilton to New Pinery | |
| Walk/Run Permit | Y <input checked="" type="radio"/> N | Fee \$25.00 | |

Paul Zuelke

Signature

4-14-2012

Submit date

City of Portage
Street Use Permit Application

Street Use Permits: Chapter 66, Division 4 Code of Ordinances

License Fee: \$25.00

Receipt No. 5-020510

Name or Organization: River of Life Church

Contact Person: Kelly Zuelke

Address: 102 W. Franklin St

Event: Annual Harvest Fest

Free games, Food, music for community
at River of Life Church.

Date of Event: Sept 22

Hours of Event: 3:00 - 6:00

Street to be Closed:
From: 12:00

To: 7:30

Services Requested (for example, barricades): Barricades to
Block Franklin street between Derritt
+ McFarland

The undersigned agrees to release, defend and hold the City of Portage and its employees and agents harmless against all claims, liability, loss, damage or expense incurred by the city on account of any injury to or death of any person or any damage to property caused by or resulting from the activities for which the permit is granted.

Paul Zuelke
Signature

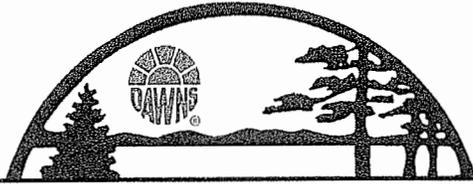
4-16-2012
Date

Office Use:

Insurance required: Yes No
Approved/Denied: Yes No

Signature

Date



Dawn's Foods, Inc.

1530 LaDawn Drive

Portage, WI 53901

Phone: (608) 742-2494

Fax: (608) 742-1806

July 27, 2012

Portage Utilities
City of Portage
115 West Pleasant Street
Portage, WI 53901

Re: Surcharges for 2011

This letter is to ask for compensation on \$23,000.00 for surcharges that were not billed to Dawn's Foods for the year 2011 until March of 2012. We do not wish to place blame but to try to work out a fair solution.

Summary:

A senior partner at Dawn's asked, and Jerry Foellmi agreed to try an alternate way to calculate the surcharge without using an outside lab. It was decided Dawn's would provide a chart with regular production hours and potato production hours and we would provide the water department with water samples, we did not ask for the surcharges to stop. At Dawn's this information did not get communicated to the correct departments to collect data. In October of 2011 our maintenance department received a call regarding the agreement, and the information was supplied. The end of February 2012 we were back charged for surcharges in January and February 2012. Upon receipt of this invoice the water department was called for clarification and we were informed of the previous year's agreement. The senior partner that worked on this had retired. In March 2012 we were sent a letter saying that the alternate solution had worked and was within 1% of what it would have been with a lab but we would need to return to sampling with an outside lab and \$23,000.00 was due for the past year.

Dawn's did not pay the unbilled surcharges - Portage Utilities did not invoice us, so now we are trying to find a fair resolution. All of our financials have been closed for some time; this late fee creates a hardship for us as a small company.

We are asking for you to consider reducing the \$23,000.00 by 25 to 50%.

Thank you for your time and consideration,

James Soderholm
President

PREPARED SALADS, DESSERTS, CHIP DIPS, SPREADS AND MORE...