

**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.)**  
**Tuesday, October 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 for the Surgeon's Quarters
4. Discussion and Possible Action on location for 2013 Concerts in the Park
5. Discussion and Possible Action on credit for sewer for Mary Wright
6. Discussion and Possible Action on meeting times
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 Conant Street parking structure
9. Discussion and possible action on paving Eastridge Drive
10. Discussion and possible action on East Wisconsin St. reconstruction
11. Discussion and possible action on recycling
12. Discussion and possible action on Public Works uniforms
13. Discussion and possible action on stop lights on East Wisconsin Street at Wauona Trail
14. Discussion and possible action on alley paving
15. Discussion and possible action on grandstand repair and storm shelter renovation projects
16. Discussion and possible action on 2013 capital projects
17. Discussion and possible action on east Haertel Street lighting
18. Discussion and possible action on salt storage facility
19. Adjournment

Jeff Garetson, Chairperson

**City of Portage**  
**Municipal Services and Utilities Committee Meeting**  
**Thursday, September 6, 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

**Others Present :** Jason Tollaksen, D.L. Gasser Construction, Kory Anderson and Jerry Foellmi, General Engineering, Gil Meisgeier, MSP,BID, George Beasley and Gary O’Hearn, Splash Pad, Carmen Griffith, CCTC,CCVB, Craig Sauer, PDR, Bob Redelings, Director of Public Works, Tim Raimer, Park and Rec, Scott Maass, Public Works

**1. Roll Call**

All present

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

Motion by Oszman second by Klapper to approve minutes. Passed 5-0

**3. Discussion and possible action on In-kind services for the Portage United Methodist Fun Run**

Motion by Oszman second by Miller to recommend to council to approve In-Kind services provided they first work out details with Tim Raimer and the Police Dept. Passed 5-0

**4. Discussion and Possible Action on Ridgeview Court**

Dir. Redelings explained Parkview Ct. was street contracted to be resurfaced. Contractor accidentally started work on Ridgeview Ct. Both are now resurfaced. Jason Tollaksen from D.L Gasser Construction took full responsibility for the error but asked if the City would be willing to share cost. Mr. Tollaksen stated that no matter what the decision was it would not change their working relationship with the city. Motion by Miller second by Klapper to recommend to the Finance Committee to find the money to pay 25% of the \$23,000 cost. Motion passed 5-0

**5. Discussion and Possible Action on Insurance Claim for Eric Swanson**

Mr. Swanson sent a letter explaining that while driving past a city brush-mower mowing a ditch a large stick flew out and broke the mirror off of his truck. He could not stop because he had an appointment. There was discussion that no police report was filed and that they did not stop when it happened to report the incident. The Insurance Co recommended we deny the claim. Motion by Oszman second by Klapper to deny the insurance claim made by Eric Swan to replace the mirror on his truck. Passed 5-0

**6. Discussion and Possible Action on Insurance Claim for Nick Hryszko**

A large branch from a tree on city property fell and knocked off electrical box of home owner. Owner originally called Dir Redelings and indicated the city had cut the branch but later said wind knocked down. It was discussed that this was an “act of God” and not

the cities responsibility. Motion by Hamre second by Klapper to deny insurance claim made by Nick Hryzko. Passed 5-0

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

Dir. Redelings indicated the home owner on New Pinery Rd affected by the water problem was not sure the fix would work without raising the house. Dir. Redelings agreed and said as an alternative maybe the city should consider purchasing both affected properties, fill and raise the area up and it would be prime commercial real-estate.

The Jefferson street owner has not responded regarding easement. The city attorney is sending an easement request to the owners. If they do not sign the city will start the process of eminent domain to get easement. Dir Redelings will also be talking with Penda regarding a smart ditch.

**8. Discussion and possible action on Conant Street parking structure**

The only recent action on the structure has been more vandalism. Councilman Oszman stated this structure needs to be closed now and no one else has come forward with any other ideas of what to do with it and the city does not have the money to fix.

Councilperson Hamre expressed concern that if it is closed nothing more will be done with it and it will become another eyesore in the city. Chairman Garetson said he would prefer a chain link fence so people can see into the structure and maintain airflow. Motion by Oszman to ask the Finance Committee to find the money to close the structure after getting cost with chain link fence, second by Miller. Passed 3-2 with Klapper and Hamre voting no.

**9. Discussion on splash pad and skate park**

A brief update was given by Jerry Foellmi of General Engineering indicating that all the sewer pipes in the area are the same sizes so no need to replace unless televising shows problems with the condition of pipes. Tim Raimer stated that because a skate pad was different then other concrete areas he would design the skate pad to not cover the sewer pipes to avoid having to tear up in the future. George Beasley expressed gratitude for all the in-kind services General Engineering has provided for the project. No action taken.

**10. Discussion on support staff for Municipal Services Department**

Position descriptions for Public Works Superintendent, Administrative Assistant and Engineering Technician are completed. No action taken

**11. Discussion and possible action on Village Road sidewalk, chip sealing and street resurfacing projects**

Per Dir. Redelings, Village Rd is 75% complete. Chip sealing is finished. Street resurfacing is all contracted except Hamilton and Cass St projects. The Napa parking lot is completed. There was discussion regarding two businesses using parking spaces for their dumpsters. The city may need to have a lease agreement to protect itself from liability. \$1/yr was recommended. Motion by Oszman second by Klapper to have city attorney draw up agreement allowing the businesses to use the city lot. Passed 5-0

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

Conduit needs to be buried prior to resurfacing. Motion by Oszman second by Klapper to have Dir Redelings get cost for project and send to the Finance Committee for approval. Passed 5-0.

**13. Discussion and possible action on Municipal Building parking lot expansion**

We can get 8 stalls added for approximately \$12,000 but there may not really be a need for the parking now that the water dept. has moved. After discussion it was decided to not do anything at this time on the project except maybe more enforcement of parking restrictions of the area.

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

Bids for the repair project will be in by the end of the month so work can be done this year. We need to amend the grant for the storm shelter renovation project prior to starting the project.

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

There was discussion about Silver Lake Cemetery regarding money budgeted for roadwork. If we are not going to do the work the money needs to be moved or accounted for. There was also discussion about the need to get a sidewalk on Airport Rd for safety issues.

Motion by Oszman second by Klapper to move the Airport Rd sidewalk project to 2013 and postponing the other district 4 sidewalk renovations. Motion passed 5-0

**16. Discussion and possible action on location for 2013 Concerts in the Park**

Starting discussion on where to hold the Concerts in the Park next year during the Welcome Center construction. Would like to keep the event downtown if possible. Many ideas including along the canal by the old feed mill but shade and power are issues to consider. No action taken.

**17. Discussion and possible action on Canal Project engineering**

Another heated discussion that included suggestions to fill the ditch in and the importance of preserving our history to show potential residents and businesses we care about our city. It was stated fixing our streets is an important reflection on the city also. Motion by Klapper, second by Garetson to recommend to Council that the city encumber federal funds by using the QBS bidding process to fund the canal project engineering. Motion passed 3-2 with Oszman and Miller voting no.

**18. Adjournment**

Motion by Oszman second by Miller to adjourn. Motion passed 5-0

Carolyn Hamre, Secretary

From: Jeff Garetson  
Sent: Sunday, September 30, 2012 7:51 PM  
To: Rebecca Ness  
Subject: FW: Fort Winnebago Surgeon's Quarters Request

From: Doug Klapper  
Sent: Tuesday, September 11, 2012 7:01 PM  
To: Jeff Garetson  
Cc: Ken Jahn; Rick Dodd  
Subject: Fort Winnebago Surgeon's Quarters Request  
Jeff,

I have been in contact with Nancy Lesh, State Regent for the Wisconsin Society of the Daughter's of the American Revolution (DAR) with regards to the Fort Winnebago Surgeon's Quarters site.

The DAR would like to ask the City for help with several, for a non-profit, expensive items in their budget. The DAR is looking for the City to mow/trim and plow snow at their site and for the City to relieve them of the cost of the water hook up.

I spoke with Finance Chair Dodd and it is his esteemed opinion that these would be in-kind services and questions for the Municipal Services and Utilities Committee to decide. Would you be willing to add these questions to the October MS&U Committee agenda?

Your input is greatly appreciated.

Doug

August, 2012

Municipal Services Committee  
115 W Pleasant Street  
Portage, WI 53901  
Attn: Rob Redelings

To Whom It May Concern:

I am writing this letter due to concerns over my most recent water bills. My account number is 8.01537.02. I talked to Sue at Portage Utilities, and she suggested I write a letter to your committee with my concerns.

I have lived in Portage for several years and have never had an issue with my water bill. However, the past 3 months were very high. I did not realize that there was a problem until I received a bill for July 2012 for \$139.83. I have been doing more watering due to the draught, but I had watered in summers past without a noticeable change.

Portage Utilities sent me a summary of my water account dating back to January, 2009 which is enclosed. As soon as I glanced at this report, I could tell that something was wrong starting with my June 2012 bill. Since then, I have realized that my outside faucet is leaking significantly. It has been hooked up to the hose going to the garden, so I was unaware of the constant flow coming out of it. Now, I have turned off the shut off valve in the basement, and I am pursuing getting that faucet fixed. I have also looked over all the plumbing in my home and cannot see any other leaks or problems.

In addition, my August 2012 bill is \$71.17 (9000 gallons). So, I have had 3 months of unprecedented high water usage.

First, I do not know if there is anything you would be willing to do to decrease the amount of my most recent water bills considering my extreme usage was unintentional and due to a defective faucet. If so, I was be very appreciative as this has been difficult for me financially.

Secondly, I am hoping you will consider modifying the SEWER portions of these bills knowing that the water was coming from my leaking faucet and NOT going into the sewer system.

I am sorry for this inconvenience. I pride myself on my conservative use of resources, and I feel bad that this has happened. Also, as a single mother, this additional, unexpected expense is a burden to me and my family.

Thank you for your attention to this matter. If you wish to contact me, please call (608 513 4644) or email (mary.mwright@hotmail.com).

Sincerely,

  
Mary Wright

326 E Howard St.  
Portage, WI 53901

8.01537.02 WRIGHT & LUND

326 E HOWARD ST

(Continued)

Period	Read Date	Meter Id	Beg Read	End Read	Usage	Demand	Muliplier	Amount	Status
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Metered Services:

Water Current Rate Table: 101 W RES .625"



Period	Read Date	Meter Id	Beg Read	End Read	Usage	Demand	Muliplier	Amount	Status
01/31/2009	01/09/2009	92009242	162	164	2	.0000	1.0000	9.60	
02/28/2009	02/10/2009	92009242	164	167	3	.0000	1.0000	12.14	
03/31/2009	03/09/2009	92009242	167	169	2	.0000	1.0000	9.60	
04/30/2009	04/13/2009	92009242	169	172	3	.0000	1.0000	12.52	
05/31/2009	05/11/2009	92009242	172	175	3	.0000	1.0000	12.52	
06/30/2009	06/12/2009	92009242	175	177	2	.0000	1.0000	9.90	
07/31/2009	07/13/2009	92009242	177	179	2	.0000	1.0000	9.90	
08/31/2009	08/12/2009	92009242	179	181	2	.0000	1.0000	9.90	
09/30/2009	09/10/2009	92009242	181	184	3	.0000	1.0000	12.52	
10/31/2009	10/09/2009	92009242	184	186	2	.0000	1.0000	9.90	
11/30/2009	11/09/2009	92009242	186	188	2	.0000	1.0000	9.90	
12/31/2009	12/11/2009	92009242	188	191	3	.0000	1.0000	12.52	
01/31/2010	01/11/2010	92009242	191	193	2	.0000	1.0000	9.90	
02/28/2010	02/11/2010	92009242	193	196	3	.0000	1.0000	12.52	
03/31/2010	03/11/2010	92009242	196	198	2	.0000	1.0000	9.90	
04/30/2010	04/13/2010	92009242	198	201	3	.0000	1.0000	13.00	
05/31/2010	05/11/2010	92009242	201	203	2	.0000	1.0000	10.28	
06/30/2010	06/14/2010	92009242	203	206	3	.0000	1.0000	13.00	
07/31/2010	07/13/2010	92009242	206	208	2	.0000	1.0000	10.28	
08/31/2010	08/11/2010	92009242	208	210	2	.0000	1.0000	10.28	
09/30/2010	09/10/2010	92009242	210	212	2	.0000	1.0000	10.28	
10/31/2010	10/15/2010	92009242	212	215	3	.0000	1.0000	13.00	
11/30/2010	11/12/2010	92009242	215	217	2	.0000	1.0000	10.28	
12/31/2010	12/14/2010	92009242	217	219	2	.0000	1.0000	10.28	
01/31/2011	01/11/2011	92009242	219	221	2	.0000	1.0000	10.28	
02/28/2011	02/10/2011	92009242	221	223	2	.0000	1.0000	12.10	
03/31/2011	03/15/2011	92009242	223	225	2	.0000	1.0000	12.10	
04/30/2011	04/11/2011	92009242	225	226	1	.0000	1.0000	8.90	
05/31/2011	05/11/2011	92009242	226	227	1	.0000	1.0000	8.90	
06/30/2011	06/14/2011	92009242	227	229	2	.0000	1.0000	12.10	
07/31/2011	07/12/2011	92009242	229	231	2	.0000	1.0000	12.10	
08/31/2011	08/12/2011	92009242	231	233	2	.0000	1.0000	12.10	
09/30/2011	09/13/2011	92009242	233	235	2	.0000	1.0000	12.10	
10/31/2011	10/12/2011	92009242	235	237	2	.0000	1.0000	12.10	
11/30/2011	11/10/2011	92009242	237	238	1	.0000	1.0000	8.90	
12/31/2011	12/19/2011	92009242	238	240	2	.0000	1.0000	12.10	
01/31/2012	01/12/2012	92009242	240	241	1	.0000	1.0000	8.90	
02/29/2012	02/13/2012	92009242	241	243	2	.0000	1.0000	12.10	
03/31/2012	03/13/2012	92009242	243	244	1	.0000	1.0000	8.90	
04/30/2012	04/11/2012	92009242	244	246	2	.0000	1.0000	12.10	
05/31/2012	05/10/2012	92009242	246	248	2	.0000	1.0000	12.10	
06/30/2012	06/12/2012	92009242	248	260	12	.0000	1.0000	44.10	
07/31/2012	07/12/2012	92009242	260	280	20	.0000	1.0000	69.70	
08/31/2012		92009242	280					.00	

