

City of Portage
Municipal Services and Utilities Committee Meeting
Thursday, December 6, 2012 5:00 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: Director Bob Redelings, Tim Raimer, Park and Rec, Scott Maass, Public Works, Gil Meisgeier, Kory Anderson, GEC, Dick Boockmeier, Craig Sauer, PDR. Bill Tierney

1. **Roll Call** All present
2. **Approval of meeting minutes from November 20, 2012 meeting**
Motion by Oszman second by Klapper to approve minutes. Passed on 5-0 call of roll
3. **Discussion and possible action on in-kind services (mowing) for the Surgeon's Quarters**
Councilperson Hamre said two local lawn mowing services had said they would contact Nancy Lesh regarding donating their services but neither has followed through. Park and Rec offered to do the mowing. Councilman Oszman asked Tim to come back next month with specific cost information and we will discuss again.
4. **Discussion and possible action on narrow band radios** Dir Redelings informed the committee there is a \$10,000/day fine if the radios are not converted by Jan 1st. Motion by Oszman second by Klapper to recommend Finance Committee find the money in each affected department to buy new radios and Bob Redelings will check if the county has any available and what the cost will be to convert the handhelds we have. Motion passed on a 5-0 call of roll.
5. **Discussion and possible action on additional parking for the library expansion**
The Library is doing a needs analysis but Dir Redelings wants to start looking at the options now. Mr. Boockmeier, who is a neighbor to the library, feels there should be additional parking whether required or not and appreciates the city looking into the matter. Some options were discussed. No action taken at this time.
6. **Discussion and possible action on retention wall on E. Haertel St.** The least expensive option is to have a slope instead of fixing or rebuilding retaining wall. Spartech may lose a couple of parking spots if this is done. Dir Redelings is working with Spartech and will let the committee know next month what our options are.
7. **Discussion and possible action on lighting on E. Haertel St.** Alliant has now started a pilot program using LED lighting so they may now be an option again for Haertel St. Portage has been chosen to participate in the pilot program. Alliant wants to change the lights from the Wis River Bridge to Weavers. Dir Redelings will see if Haertel may be part of the pilot program.
8. **Discussion and possible action on Hamilton St. drainage easement.** The property owners are still not responding to letters regarding the easement so City Attorney will

need to start Eminent Domain process which takes 60 days. There was also discussion on changes from the DNR which may cause delays and added costs to the project.

- 9. Discussion and possible action on storm water management at New Pinery Rd. and E. Collins St.** Trees were removed and utilities located. Also, cut sheet was prepared for grading. They should be breaking ground soon. Affected property owners will be notified when this happens
- 10. Discussion and possible action on recycling.** There is no money in the budget to buy carts. To try to reduce the amount of recyclable materials in the garbage Councilman Klapper made a sample stencil that may be used to paint a notice on the garbage carts stating persons are subject to fine for placing recyclables in the garbage carts. Dir Tim Raimer is going to look at cost of stencil or stickers and see if there is a community group interested in doing the work as a volunteer project.
- 11. Discussion and possible action on in-kind services forms.** Suggestions were made to improve the form. Changes will be made and brought back next month for approval. Supt. Maass asked that a roster of events be made so his department can plan and are ready to do the requested work.
- 12. Discussion and possible action on signalization at Wauona Trl. and E. Wisconsin St.** The Columbia County Safety Committee supports the installation of the lights. The project is moving forward. Director Redelings will ask Attorney Spankowsky's opinion of liability.
- 13. Discussion and possible action on alley prioritizing and financing.** A priority list and a plan to get the work finished needs to be in place in order to look into financing the project. Councilman Miller expressed his desire to get this much needed project moving now while materials and financing are inexpensive. Dir Redelings and Supt. Maass were asked to have a plan prepared for next month's meeting.
- 14. Discussion and possible action on traffic signal maintenance program.** We have a quote from a few years ago to do the inspections, approximately \$6000 but the work has never been done. Motion by Oszman second by Miller to forward to the finance committee to find the money to get the inspections completed in 2013. Motion passed 5-0 on a call of roll
- 15. Discussion and possible action on Portage landfill abandonment.** Due to personnel changes here and at the DNR the landfill abandonment documentation has never been completed. Dir Redelings is working on getting all the necessary information together to send to the DNR.
- 16. Discussion and possible action on Morgan St. infrastructure improvements.** Action needs to be taken because one of the parties interested in purchasing the property would like to break ground May 1st, 2013. Motion by Oszman second by Miller to amend the GEC contract for 2013 street reconstruction projects to add the Morgan Street project for an amount not to exceed \$2000
- 17. Park & Recreation Director's report.** The car storage at the fairgrounds for the winter should bring in \$15,000 in revenue. Registration for winter programs has begun. Dir Raimer is working on getting fund raising for the skate park going. The Saturday flea markets may not happen next year if more volunteers are not found. Dir Raimer is looking for a group to help out. There was also discussion on the high cost of the shelter

for the splash pad. Dir Raimer indicated the cost would be coming down after changes in materials being used is finished

18. Public Works Director's Report. Director Redelings presented a spreadsheet of the status of 2012 Capital Projects. The spreadsheet will be updated for next month's meeting. Completed projects will be deleted and 2013 Capital Projects will be added.

19. Adjournment Motion by Oszman second by Klapper. Passed 5-0 on call of roll

Carolyn Hamre, Secretary