

City of Portage
Municipal Services and Utilities Committee Meeting
Thursday, February 7, 2013, 5:00 p.m.
Municipal Building, 115 West Pleasant Street, Conference Room One
Minutes

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

Others Present: Bob Redelings, Tim Raimer, Interim Administrator Murphy, Craig Sauer, Daily Reporter, Kory Anderson, GEC, Kim Johnson, KJ Engineering.

1. Roll Call

Hamre excused, all else present.

2. Approval of meeting minutes from January 3, 2013 meeting

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

3. Discussion and possible action request of refund for 2011-12 water and sewer charges from S. Kayartz, 704 Adams St.

704 Adams sustained fire in 2009 rendering it uninhabitable. Steve Kayartz, owner believed water & sewer would be automatically disconnected. Kayartz had applied for building permit in June, 2011 & was denied due to delinquent utility charges. Owner contacted water dept. paid overdue fee and again assumed utilities would be disconnected. Owner received 2012 property tax bill & observed continued delinquent utility charges. Owner again contacted water dept. and got meter removed and sent letter requesting refund of monthly sewer & water charges back to 6/1/2011. Motion by Miller second by Klapper to approve recommended refund of \$214.02 for sewer charges and \$111.61 for water charges. Passed 4-0

4. Presentation of 2013 Water & Sewer Projects

Kory Anderson, General Engineering Co. presented Water, Storm and Sanitary main replacements in conjunction with road work scheduled for this summer. Specifically, Emmet (MacFarlane – Dunn); Marion (MacFarlane – Dunn); Franklin (MacFarlane – Dunn); Dunn (Burns to Wisconsin), Monroe (Cook – Marion), Morgan (Wauona – Superior) and Goodyear Park (Splashpad) projects were discussed. Raimer suggested addition of water lateral to serve Dog Park. It was noted that Michigan St, currently unimproved needs additional surface course. It was noted that 4 existing hydrants and 1 new hydrant will be installed on Monroe.

5. Discussion of Canal Project

It was noted that Kim Johnson was present to provide an overview of the draft agreement for design of Phase II of the canal project. Johnson distributed a comprehensive schedule and draft agreement for design. Construction tentatively scheduled for 2016 with the bulk of work tasks devoted to obtaining permits from federal and state agencies. Johnson indicated there is flexibility in both the construction schedule (allow 10 years to complete) and scope of project limits. DNR

has committed \$50,000 funding participation on design. Oszman objected to proceeding with any component of the project until DNR funding for dredging is secured & state should be responsible for construction costs. Johnson & Murphy encouraged dialogue with DNR and legislative representatives to obtain funding in next couple of state biennial budgets. Johnson will revise draft agreement to include provision on requirement for DNR funding as a condition of City funding and participation. Committee also felt a follow up meeting with DNR on dredging was appropriate since last one occurred Oct, 2012.

6. Discussion and possible action on 2013 Project Schedule and Priorities

A project summary from 2013 budgets was compiled and distributed for review. Intent of compilation was to list all projects and issues intended for completion in 2013 and assign priority of completion to provide direction to staff as to allocation of time and resources. Alley resurfacing, skateboard park and parking lot signs were placed in lowest priority for 2013.

7. Discussion and possible action on WWTP Digester Mixing Project

Redelings distributed summary of problems and concerns with gas mixing system that have been experienced recently which led staff to conclude that current system is outmoded and in need of replacement. Redelings and Harnischer met with design engineer specializing in WWTP digester designs to review replacement options. It was felt that a "jet mix system" would provide more capacity to accept additional waste materials, thereby generating more revenue and improve safety of current system. Project is partially funded in Sewer Replacement Fund but with preliminary estimate of \$800,000 additional funding will need to be evaluated. Redelings will prepare RFP for design engineer with intent to construct in 2014/2015. RFP will look at best design and rate impact analysis. This project is not currently in capital budget. It was felt that due to the specialized nature and complexity of this system, an engineer with specific related experience and qualifications should be selected, not solely on basis of proposal cost.

8. Visitor Center Update

Raimer, Redelings and Murphy met with General Engineering to revise preliminary estimate to bring project within \$400,000 budget. A base bid with alternate options will be presented for review. Miller suggested incorporating sidewalk replacement with construction. The revised cost estimate and plan will be brought back for approval to let.

9. Splash Pad Update

Redelings and Murphy met with Splash Pad group at General Engineering last week. City is responsible for installation of sewer, water and storm infrastructure along with concrete pad for shelter. Costs are estimated to be \$70,000 of the \$90,000 budget. Raimer reported little progress in fund raising for skate park at this point. City components expected to be completed by 4/15/2013, agreement will be drafted.

10. Discussion & Possible Action of Traffic Control W. Cook at St. Mary's

Redelings noted the flashing light was changed to accommodate pedestrian traffic. 3 Parking spaces eliminated and seemed to accommodate truck traffic. Committee recommended upgrading signs, striping in this area and evaluate installation of solar powered warning light.

11. Discussion and possible action on Increasing Parking for Library Expansion

Redelings summarized results of survey conducted on 24 area property owners on several proposed modifications for on-street parking. 8 of 24 responded, 4 stated leave as is, 3 preferred one-way Northbound and 1 preferred one-way southbound. Miller felt the adjacent municipal lot had sufficient spaces to allow library staff to park, freeing additional on street spaces for patrons. Committee agreed to install sign at municipal lot and review parking time limits. Motion by Klapper to install identification sign at Municipal lot on Edgewood and review signage and restriction of parking in area, Oszman seconded. Motion carried 4-0.

12. Discussion and possible action on Access to Properties, Retaining Wall and Street Lighting for E. Haertel Street.

Dir Redelings indicated removal of retaining wall at SparTech is supported locally conditioned upon corporate management approval. Alliant expressed willingness to install LED lights along route. Committee requested Alliant participation in construction cost. Garretson recommended removal from subsequent agendas unless further action necessary.

13. Discussion and possible action on E. Hamilton Drainage Easement

Redelings stated the property owners have been located and easement sent for their consideration. Smart Ditch system will be evaluated in comparison with pipe installation.

14. Discussion and possible action on Recycling.

Garretson reported that a review of the 2013 project summary placed this at a lower priority (sticker installation on garbage bins). It was felt that the acquisition of obtaining recycling bins for collection will be evaluated when county garbage collection contract comes up for renewal in 2015. Committee urged continued education of residents of need to recycle and requested county be reminded not to collect recyclables set out separate from garbage.

15. Discussion and possible action on Traffic Signals at Wauona Trail and E. Wisconsin St.

Subsequent communication from DOT revealed that no further studies will be conducted on this and DOT will not take additional action to evaluate at this point. Discussion occurred regarding installation of roundabout, current traffic conditions, and difficulty of left turn onto Hwy 33 at this intersection. Raimer pointed out this intersection include Ice Age Trail. Committee recommended obtaining proposal from engineering consultant to conduct traffic study. Garetson offered use of county traffic counters.

16. Discussion and possible action on alley prioritizing and financing

Redelings distributed alley inventory and map. All alleys have been evaluated and prioritized in order of condition. Current cost estimates are approximately \$20,000 to recondition a typical 500' long 16' wide alley (storm excluded). Alleys need to be evaluated for possible vacation. Committee recommended specially assessing 50% of alley costs to abutting property owners. A budget estimate for alley with rating of 3 or less will be developed for construction in 2014.

17. Discussion and possible action on Cleaning Up Debris on Morgan St. Lots

Redelings obtained quote from Allen Steel to crush all remaining concrete rubble on lot at \$4/ton (25,000 ton estimated). Committee recommended initiating process of crushing material and selling as much as possible at \$4/ton. Garetson indicated County may obtain 8000 ton for 2013 highway project.

18. Adjournment

Motion by Oszman second by Miller to adjourn at 7:33 pm. Passed 4-0

Shawn Murphy, Interim City Administrator