

City of Portage
Municipal Services and Utilities Committee Meeting
Thursday, October 3, 2013, 5:30 p.m.
Municipal Building, 115 West Pleasant Street, Conference Room One
Minutes

Members Present: Jeff Garetson, Chairperson; Carolyn Hamre and Doug Klapper.

Absent: Frank Miller

Excused: Rita Maass

Others Present: Bob Redelings, Director of Public Works; Tammy O'Leary, Public Works Secretary; Kim Standke, Streets Superintendent; Craig Sauer, Portage Daily Register; and Bill Welsh, Cable TV.

1. Roll Call. The meeting was called to order at 5:31 pm.
2. Approval of meeting minutes from previous meeting.
Motion by Klapper , second by Hamre to approve minutes from the September 5, 2013 meeting. Roll Call. Passed 3-0.
3. Discussion and possible action on In Kind Request for Portage Youth Soccer Association. In Kind request for banner placement at the fairgrounds through November 2, 2013.

Motion by Klapper, second by Hamre to approve in kind services request from Portage Youth Soccer Association. Roll Call. Passed 2-0 with Garetson abstaining.

Maass arrived at 5:34p.m.

4. Discussion and possible action on brush collection and disposal program.

Redelings, Director of Public Works, discussed current policy along with Kim Standke, Street Superintendent and the committee, the many issues with the current brush collection policy. According to Redelings, the City has been lenient with the policy in the past. Making special pickups at the request of city residents and picking up no matter the amount and size of brush pile, along with contractors dumping at the airport site has made the Cities pile at Airport Rd unmanageable. Redelings suggested an additional sign at the Airport Rd site along with the reopening of the Currie Road location for selected days and hours could be a solution to stop the illegal dumping and help the volume and manageability at the Airport Road site. Redelings suggested a seasonal employee to open the Currie Rd. site along with the placement of a sign that describes disposal requirements. Violators can be ticketed at both locations when violating the ordinance. Larger quantities of brush could be taken to Currie Rd location with a fee of \$20/cubic yard. When the city picks up the brush it will also go to the Currie Rd location in the future.

Redelings discussed the quote given by L&C Brushing and Mulching for a total of \$24,000 to mill and grind all the debris at the Airport Rd location. Redelings also stated for the city to pick up and move the pile to our Currie Rd location may be a slightly smaller cost but then the crews would not be doing their other duties for the city. Standke suggested that hauling to Currie Rd. site could possibly take longer and cost more once started. Standke stated that

although the \$24,000 was a significant amount the ground material would be so fine that it could be added to the leaves to produce compost and used on City projects. Currently a yard of top soil is roughly \$15-17 a yard delivered. If the City mixes the grindings with the leaves the cost would be around \$5 a yard. Garetson suggested possibly even selling some of the material to help with total cost. Standke requests the pile all be done at once and then manage going forward. Splitting up into multiple years will just leave the problem on going Standke said. With the changes to the policies, enforcement, and future budgeting of grinding, the Airport Rd would be a manageable location. Maass stated that there may be some additional funding from past projects that came in under budget that could possibly help offset or possibly fund the costs. Redelings said that if Finance approves including the work in the 2014 budget, we can send out RFPs for the work.

Hamre suggested a newsletter be sent out to every resident in the city of Portage along with the website and paper ads to help communicate the changes to the City residents. Redelings stated the water department may need to send billing letters to customers and if they do, the brush information could be included.

Committee also discussed the leaf program. Redelings and Standke discussed a pilot program with the leaf collection to be picked up on the curb with the new sweeper in the northeast area of the city this year. It would be a chance to see how the process works and do some trial and error before the entire city is implemented. Standke commented that the new sweeper should be here around the middle of October.

Maass asked Redelings and Standke if there are plans for some of the crushed concrete. Maass suggested some of this material be used for the improvement of some of the alleys in the city that already have gravel and are in disrepair. Redelings said that is something the city could look at but only on certain alleys because of drainage concerns.

Motion by Hamre, second by Maass to recommend the Finance Committee authorize \$24,000 for brush grinding at the Airport Road location. Funding to be provided by projects under budget or by encumbering surplus operational funds. Roll call. Passed 4-0.

5. Discussion and possible action on Vehicle Replacement Schedule.

Redelings said future vehicle replacement schedules will take into account actual usage. Redelings indicated that the waste water truck replacement could be delayed. Redelings suggested instead we purchase a new mower for the Water Department. Garetson suggested using current equipment from Park and Recreation. Maass pointed out continuous relocating of the mower would be unproductive and could lead to damage. Cost of the mower would go under Utility. Redelings stated that additional seasonal help will be needed for mowing in 2014. Redelings stated using utility personnel to mow was not efficiently utilizing the skill set of our crew.

Motion by Maass, second by Klapper to approve Vehicle Replacement Schedule. Roll Call. Passed 3-1 with Garetson voting no.

6. Discussion and possible action on recycling carts.

Redelings gave an update on the bids that were received for the Garbage and Recycling collection. Redelings suggested the Municipal Services Committee discuss whether the City to go to Recycling carts. Hamre believes recycling carts are needed to promote recycling in the city. The City's recycling has decreased considerably since the garbage carts were implemented. Committee suggested putting the cart cost on the tax bill of each residence.

Redelings said that the lowest bidder (Advanced Disposal) did not include a proposal without a recycling cart.

Motion by Maass, second by Klapper to recommend the purchase recycling of carts to the Finance Committee. Roll Call. Passed 4-0.

7. Discussion and possible action on 2014-2018 Capital Expenditure Plan.

Redelings stated that the new plan was more comprehensive with streets and include information for a 5 year plan. Redelings said the chlorine level is low in the first ward so an inline system is needed for chlorination in the future. The Water Plan follows the street plan and trying to replace 4" mains when doing reconstruction. Suggested item put back on next month's agenda for additional discussion.

8. Public Works Director report.

Redelings stated one lot at Morgan Street and Wauona Trail is cleaned up and could go up for sale. Received bids today on gates for underground parking structure. Maass suggested coordinate with the BID Board. Garetson said last year the BID Board welcomed the idea. Maass suggested a follow up still needed to be done. Redelings stated the gate costs are from 5,600 to 11,000. Redelings made an appointment to talk with the lowest bidder and confirm the quote was on the entire project. Hamre stated that she has gotten a lot of positive feedback on the street work, sidewalks, and manhole covers that are repaired or newly constructed. Maass suggested removal of the gutter fabric in the new street locations now that the vegetation was established.

Garetson suggested talking to the county about using their equipment to mill the high spots at intersections. The mill head is used with a skid loader for projects to help offset some projects.

Redelings stated most projects are wrapping up.

9. Adjournment

Motion by Klapper, second by Hamre to adjourn the meeting at 7:00 pm. Motion carried unanimously on call of roll.

Prepared by Tammy O'Leary, Public Works Secretary