

**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, January 7, 2014, 6:00 p.m.**  
**Municipal Building, 115 West Pleasant Street, Conference Room One**

**Members Present:** Jeff Garetson, Chairperson; Carolyn Hamre, Doug Klapper, Frank Miller, Rita Maass

**Others Present:** Bill Welsh, Cable TV; Craig Sauer; Portage Daily Register; Bob Redelings, Director of Public Works; Tammy O'Leary, Public Works Secretary; Bill Tierney, Mayor and Shawn Murphy; City Administrator .

**1. Roll Call.**

The meeting was called to order at 6:02 p.m.

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

Motion by Klapper, second by Miller to approve minutes from the December 5<sup>th</sup>, 2013 meeting with the clarification of number 4 of valley curb on the north side of East Albert Street. Roll Call. Passed 5-0.

**3. Discussion and possible action on 2014 Capital Expenditure Plan.**

Four exhibits were presented by Director Redelings on the 2014 Capital Expenditure Plan (attached). Chairperson Garetson introduced the concept of closing off Griffith Street between Superior Street and Wauona Trail. It was noted that this item would be discussed further as part of the Master Plan Study for the Veteran's Memorial Field area.

Director Redelings mentioned that the Emergency Shelter Project is behind schedule. A meeting was held with staff from the Department of Administration CDBG Housing Program. They were not receptive to the stand alone shelter pods; however they were receptive to a shelter constructed as part of the Lawton Field Restroom Facility. Though the project was to be completed by June, 2014, they indicated a time extension could be permitted.

Maass indicated the Emergency Shelter Project needs to be expedited and effort initiated to develop conceptual plans and solidify the time extension. Motion by Maass, second by Klapper for Public Works Director Redelings to move forward with the conception/plan for the Emergency Shelter/Restroom combination at Vet's/Lawton Field. Roll Call. Passed 5-0.

Redelings suggested accelerating the Vet's Field master Plan by one month since the plan will help with decisions relating to both Griffith Street and the Emergency Shelter/Lawton Field Restroom Facility.

**4. Discussion and possible action on lawn mowing program.**

Two exhibits comparing mowing costs were presented by Director Redelings. The cost to outsource the mowing program was much more costly than with City forces because the City uses seasonal employees which aren't paid benefits.

City crews will continue to perform mowing. It was also noted that much of the equipment used for mowing is also used in the winter, for snow removal operations.

**5. Public Works Director's report.**

Redelings stated the Capital Budget needs to be firmed up by September 1<sup>st</sup> to keep projects on schedule. Discussion on the exhibit "Typical Street Reconstruction Project Schedule" (attached). It was suggested the schedule be provided to the Finance Chairperson for consideration.

**6. Adjournment**

Motion by Maass, second by Klapper to adjourn the meeting at 6:58 pm. Motion carried unanimously on call of roll.

Prepared by Tammy O'Leary, Public Works Secretary