

City of Portage
Municipal Services and Utilities Committee Meeting
Thursday, June 5, 2014 5:30 p.m.
Municipal Building, 115 West Pleasant Street, Conference Room One
Minutes

Members Present: Doug Klapper, Chairperson; Rick Dodd, Mary E. Hamburg, Jeffrey F. Monfort.

Excused: Michael G. Oszman

Others Present: Bill Welsh, Cable TV; Tammy O'Leary, Public Works Secretary; Kim Standke; Street Superintendent; Kory Anderson; GEC and Erin Salmon, Engineering Technician.

1. Roll Call

The meeting was called to order at 5:30 p.m.

2. Approval of meeting minutes from previous meetings on May 1st and May 22nd.

Motion by Dodd, Second by Monfort to approve the minutes from May 1st and May 22nd.

Roll call. Passed 4-0

3. Discussion and possible action on Wastewater Compliance Maintenance Annual Report. (CMAR).

Erin Salmon the City Engineering Technician stated the annual report was put together by Dave, Tony and Bob. This item needs to go to Council for a resolution. Murphy stated this is an annual requirement to complete and file with the DNR and that the Wastewater plant did very well.

Motion by Dodd, second by Monfort to recommend the CMAR report to Council for approval.

Roll Call. Passed 4-0.

4. Discussion and possible action on street light for Clemons Ct.

Salmon stated there were complaints from the residents that there is a need for a street light. (Standke stated that normal spacing is at intersections and at mid-block for light placement). There's approx. 750' between the existing poles. We received an estimate from Alliant Energy to install a new pole on the N. side of the street. The estimate for the pole is \$1,159.00. If the pole is purchased up front, then the monthly fee would be \$12.34/month. If the pole is not paid for up front, then the monthly fee is almost double. (\$25). Murphy stated the fee includes maintenance repair and replacement of pole.

Salmon stated with the pole placement would also illuminate the existing hydrant at this location.

Motion by Monfort, second by Hamburg to recommend this to Finance to look for financing for this project.

Roll call. Passed 4-0.

5. Discussion and possible action on 2014 Construction Projects.

Kory Anderson from GEC gave overview of their upcoming 2014 projects for the City.

East Albert St., from New Pinery Rd. to 350' SW of Haertel St. includes storm sewer and laterals to connect roof drains on Spartech Building, new curb and gutter, and sidewalk on the South side and new pavement. Dodd inquired if this conforms to City ordinance on driveways. Murphy stated these properties are legal non-conforming because we are not replacing them and they already existed.

100 block of E. Conant St. includes new water main and laterals, new sanitary sewer and laterals, new pavement, flag to flag of curb lines.

New Pinery Rd. Water Main includes approx. 600' of new water main, connecting existing services to the new main; restore the asphalt and concrete pavement.

Salmon gave an overview of upcoming Alley and Chamber Parking Lot Resurfacing project. There will be removal and replacement of asphalt in 4 alleys and the removal and replacement of asphalt in the Chamber parking lot. Storm sewer was recently improved in alley 15 and the Chamber Parking Lot. The concrete work for the alley entrances has already been removed and replaced. Klapper wanted to confirm there would not be any conflicts with the Farmer's Market held on Thursdays. Salmon indicated they will coordinate at the pre-construction meeting.

Salmon also gave an overview of the upcoming Chip Sealing Projects on DeWitt St. The limits are from Pleasant to E. Burns St along with all of Mohr Road and Murphy Road.

Salmon gave a summary of the Sidewalk Project. There is removal and replacement of sidewalk along W. Pleasant St., Prospect Avenue and W. Conant St, along with the new sidewalk on Pierce St. All of these projects are scheduled to start on July 7th.

Dodd recommended future bids for projects come in by the end of the month or first week of next month to help with meeting schedules. Dodd also recommended a possible addition of a penalty clause to future contracts to keep projects timely.

6. Update on brush collection program.

Kim Standke the Street Superintendent stated there were 11 properties tagged each month with not following the brush ordinance. The 11 properties were different each month. Standke will be giving a list to the office to send letters to those 22 properties informing the residents that their brush will not be picked up if it is non-conforming with the brush ordinance.

7. Discussion and possible action on collapsed storm sewer on Superior Street.

Salmon stated the storm sewer is deteriorating and has several holes on the sides and bottom of pipe (est. 500 feet of pipe) on Superior St., between Thompson and Townsend. Because of these voids, it is creating sink holes in the park. This is an emergency type situation and the pipe needs to be replaced. Salmon anticipates the replacement to be around \$10,000.

Dodd questioned if funding could come out of the TID fund. Murphy stated that he would look into this.

Motion by Hamburg, second by Monfort to recommend this to the Finance Committee for allocation of funds to replace storm sewer on Superior Street.

Roll Call. Passed 4-0.

8. Discussion and possible action on extended parking at the Market Square Municipal lot.

Klapper suggested vehicles at Market Square change location to the parking lot at Thompson & Mullet St for long term permitted parking. Murphy stated currently the taxi company is utilizing part of this lot but there is additional area. Klapper stated that it would help clear the lot for events or functions and the Thompson & Mullet St parking lot is still centrally located. Standke suggested that it would be helpful that in winter months or snow emergencies that if the long term parking was all together in a designated area.

Motion made by Klapper, second by Dodd to recommend to the Legislative and Regulatory Committee for review and propose changes to the current ordinance.

Roll Call. Passed 4-0.

9. Discussion and possible action on possible alternate date of July 3rd meeting.

Motion by Monfort, second by Hamburg to move the July 3rd Municipal Services and Utilities Committee Meeting to July 1st at 5:30 p.m. in conference room one.

Roll Call. Passed 4-0.

10. Public Works Directors Report.

Salmon reviewed some projects that were completed and currently working on. Salmon stated they reviewed the plans and specs for the 2014 Street and Utility Project and put together the plans and specs of the alley and Chamber parking lot resurfacing project and the sidewalk project.

Work has been done on the assessment roles for E. Albert St., E. Conant St., the alley project and the Sidewalk Project. In addition we have been creating maps for the TID districts and updating the infrastructure system maps with our GIS software (Geographic Information System).

There has been coordination with a crack-filling service to do crack filling, prior to our chip sealing project taking place. Michael's is set up to crush concrete for our projects this year. There will be work in repairing a section of MacFarlane Rd., between Oneida and the tracks next week.

Some recent projects include corrected the erosion issue at the Silver Lake Beach Parking Lot; the Benches and Shade Features were installed at the Splash Pad; several catch basins around the City were replaced where the structure was failing, some due to the harsh winter and the age of the system.

There were safety concerns at the following:

- Howard/Lock: The sidewalk was undermined due to the failing inlet at the corner; the inlet was replaced and new sidewalk/curb was poured.
- Jefferson/Marion: The sidewalk was undermined due to the failing inlet at the corner. The inlet was replaced and new sidewalk/curb was poured. The City Hall storm sewer lateral was exposed and dual clean-outs were installed to allow access to the line if it were to clog or freeze again
- Edgewater and Monroe: There was a collapsed storm sewer pipe that led to a sinkhole in the road. The pipe was replaced and the road was patched.
- Other inlets in town were at Hiawatha/Yellowstone and the middle school. Salmon stated more inlets are scheduled to be replaced, two on W. Conant and two on New Pinery Rd., and currently are waiting on estimates.

11. Adjournment

Motion by Dodd, second by Monfort to adjourn the meeting at 6:34p.m. Motion carried unanimously on call of roll.

Prepared by Tammy O'Leary, Public Works Secretary.