

City of Portage
Municipal Services and Utilities Committee Meeting
Thursday, August 7th, 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.

Others Present: Bill Welsh, Cable TV; Tammy O’Leary, Public Works Secretary; Craig Sauer; Portage Daily Register; Robert Redelings; Public Works Director; and Shawn Murphy; City Administrator.

1. Roll Call

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

2. Approval of meeting minutes from previous meetings on July 9th.

Motion by Dodd second by Hamburg to approve the minutes from July 9, 2014.

Roll Call Passed 4-0.

3. Discussion and possible action on median/island at Wal-Mart Entrance.

Redelings explained consultants have given options to the City for the Modification to the median/island but the options presented were extensive and costly. Redelings reviewed the distance between the medians and the space was only 5 feet instead of the recommended 10 feet. Instead of major reconstruction Redelings is suggesting opening of the median area by approximately 2 feet on each side. Redelings will bring costs and proposed changes to the September meeting.

4. Discussion and possible action on Agreements w/Fort B.P. & Portage Diesel.

Administrator Murphy discussed the attached document that the City and the Crawford’s, current owners of Portage Diesel and Fort BP, have worked together on outlining specific guidelines and timeframes for the business to become compliant with the City Ordinances in regards to the City Utilities.

Motion by Dodd and second by Hamburg to send agreement to Council for approval.

Roll Call Passed 4-0.

5. Discussion and possible action on sidewalk assessment policy.

Redelings explained that the policy has been amended along with the addition of the sidewalk master plan map. Some areas have been given specific guidelines that prior

had been informal decisions made in the field. Administrator Murphy stated that the Sidewalk fund is basically a self-sustaining fund through special assessments except for the City properties. The map outlines areas by Ward and by year so the sidewalks will keep revolving with repairs and/or new sidewalk. Murphy stated that street projects and sidewalk projects will be coordinated. Additional information has been added to policy including prioritization of sidewalk projects and including tree removal and replacement information.

Dodd requested a map of sidewalks by Ward for easier viewing.

Motion by Dodd, second by Monfort to move to Council the resolution on the new sidewalk policy.

Roll Call. Passed 4-0.

6. Discussion and possible action on 5-year Capital Improvement Plan.

Redelings reviewed the attached 5-year Capital Improvement Plan with focus on what is being considered next year. Each area was discussed for all departments. A big change to be noted was the reprioritization of the Ray O Vac lift station moved forward from 2017 to 2015 with other projects being pushed out. The lift station is one of the more important lift stations in the City with issues with material coming from the prison and reliability issues also a concern. The finished updates will be similar to the Carroll Street lift station. Additional/updated information will be added as estimates are refined. Redelings indicated additional Airport information will result from upcoming airport meeting. Sanitary sewer, water main and storm sewer replacement have been added to the W. Marion St. project.

Doug Klapper would like to see the "South" water tower at the old hospital location painted with the tag line "Explore Historic Portage". The project is scheduled for 2016 and the business community will requested to provide suggestions for additional funding.

7. Public Works Director's Report

Redelings gave an update on the New Pinery Road water main project which should be operational by the end of next week with the surface work completed the following week. The sidewalk project should be completed by the end of August. There is one more alley to excavate and then within two weeks all alleys should be paved. Two weeks ago the Commerce Plaza parking lot was paved with additional updates to landscaping still going on. Projects have been going well.

East Conant Street is scheduled for the end of August with East Albert Street work to occur during September.

Administrator Murphy stated that Redelings has become a certified municipal property negotiator for the City.

8. Adjournment

Move to adjourn by Dodd second by Hamburg at 6:45p.m.

Roll call. Passed 4-0.

Prepared by Tammy O'Leary, Public Works Secretary.