

**City of Portage  
Municipal Services and Utilities Committee Meeting  
Thursday, October 2<sup>th</sup>, 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; Bill Kutzke.

**Others Present:** Tammy O’Leary, Public Works Secretary; Robert Redelings; Public Works Director; Shawn Murphy; City Administrator, Jill Fehrman, SEH; Marian Hansen; Chamber of Commerce; Mayor Bill Tierney, Craig Sauer ;Portage Daily Register and Bill Welsh, Cable TV.

**1. Roll Call**

The meeting was called to order at 5:31 p.m.

Hamburg arrived at 5:33 p.m.

**2. Approval of meeting minutes from previous meeting from 9/4/2014.**

Motion by Dodd and second by Kutzke to approve the minutes from the September 4<sup>th</sup>, 2014.

Roll call 4-0. Hamburg not present at this time.

City Administrator Murphy suggested item #4 and item #7 be discussed before item #3.

**3. Discussion and possible action Hwy 51 Reconstruction Project.**

This agenda item was originally item #4 but was moved up on the agenda.

Jill Fehrman from SEH gave an overview of DOT Scoping meeting for the USH 51 project. Basically the state is brainstorming the concepts for the project. When the concept is defined it’ll allow permit the state to program for funds for the design process. The connecting the highway project runs from Ontario St to East Pleasant St. Following discussion by the committee Fehrman explained that the project could likely take 2 years to get through the process. The project has to go through multiple agencies including the DNR, Army Corps of Engineers. There’ll also be public involvement.

No action was taken.

**4. Discussion and possible action on the scope of services for engineering of Segment 2 of the Portage Canal.**

This agenda item was originally item #7 but was moved up on the agenda.

Director of Public Works, Redelings explained that the Canal Ad Hoc Committee over a period of several months arrived at the Scope of Services provided in the Agreement. Based on these discussions, SEH in concert with K Johnson Engineering (the Management Consultant) has developed the Agreement. Subsequent to acceptance of the Scope of Services, SEH will provide costs for the services. The Management Consultant will review the Agreement and make recommendations to the City.

Motion by Dodd, second by Hamburg to approve the Scope of services and to forward the Agreement to Council for approval after the dollar values are filled in on the document.

Roll Call 5-0. Passed.

**5. Discussion and possible action on Recycling/Solid Waste Program.**

This item was originally item #3 but was moved down on the agenda.

City Administer Murphy stated that the recycling program has been a success with the charts showing an increase in recyclables along with the decrease in refuse tonnage. A meeting was held with Greg Kaminski; Columbia County to discuss any issues that had arose. Columbia County Recycling stated if there are occurrences of Recycling or Garbage that cannot be contained in the appropriate containers, Columbia County Recycling would pick up the increase as long as it is not reoccurring. Recyclables need to be in a clear plastic bag and Garbage to be contained in a black bag. Overall the 65 gallon carts have been sufficient with the amount of recycling with a few persons requesting 95 gallon carts. Additional recycling materials at this time can be taken to the City Garage at 616 Washington St.

Murphy stated one issue required for the City to receive recycling grants, was that no business would receive a recycling cart from the City and businesses would have to contract that out. Also, when the garbage carts were distributed four years ago there were around a 150 businesses that received garbage carts. This practice should be reviewed and possibly changed so all businesses are treated equally.

Redelings will bring information to the next meeting including the number of business being collected for review.

No action taken.

**6. Discussion and possible action regarding East Haertel Street Real Estate Acquisition.**

Redelings discussed the status of the real estate acquisitions that had taken place by parcel numbers. There have been a few that are unclear on the timing due to bankruptcy and one parcel possibly looking at an easement instead of purchasing right of way.

Motion by Dodd second by Monfort to approve the City Engineer purchase parcels 2 through 15 on the attached list.

Roll Call 5-0. Passed.

**7. Discussion and possible action on the 2015 Capital Projects and CIPs.**

Redelings reviewed and provided an explanation on all the Capital Improvement Plan Spreadsheets. Kutzke needed clarification on the process of public awareness. Klapper stated that the process could be an item for the next meeting to discuss.

No action taken.

**8. Public Works Director's Report.**

Redelings gave an update on current City Projects stating that New Pinery will be paved Friday. Curb & Gutter on East Albert is scheduled for next week with paving on the 20<sup>th</sup>. E. Conant St, Yellow Stone Ave and Silver Lake Drive all being paved next week.

**9. Adjournment**

Move to adjourn by Dodd second by Kutzke Monfort at 7:38 p.m.

Roll call. Passed 5-0.

Prepared by Tammy O'Leary, Public Works Secretary.

**East Haertel Street Reconstruction Project**  
**R.O.W. offer status (10/2/14)**

<b>Parcels</b>	<b><u>Accepted</u></b>	<b><u>Pending</u></b>	<b><u>Appraisal Required</u></b>
1			\$2,800
2	\$1,000		
3		\$3,076	
4	\$7,789		
5	\$0		
6		\$1,702	
7	\$0		
8	\$2,500		
9	\$3,218		
10	\$0		
11		\$2,680	
12	\$0		
13		\$264	
14	\$0		
15	\$1,360		
<b>Total</b>	<u>\$15,867</u>	<u>\$7,722</u>	<u>\$2,800</u>
<b>Average</b>	<u>\$1,586.70</u>	<u>\$1,930.50</u>	<u>\$2,800</u>