

**City of Portage
Municipal Services and Utilities Committee Meeting
Thursday, November 6th, 2014 5:30 p.m.
Municipal Building, 115 West Pleasant Street, Conference Room One
Minutes**

Members Present: Doug Klapper, Chairperson; Mary E. Hamburg Jeffrey F. Monfort; Bill Kutzke.

Excused: Rick Dodd

Others Present: Tammy O’Leary, Public Works Secretary; Robert Redelings; Public Works Director; and Bill Welsh, Cable TV.

1. Roll Call

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

2. Approval of meeting minutes from previous meeting from 10/2/2014.

Motion by Kutzke second by Monfort to approve the minutes from October 2, 2014.

Roll call 4-0. Passed

3. Discussion and possible action on water bill adjustment for Marlene Drake at 402 Winnebago Avenue.

Redelings stated that in prior meetings when water bill adjustments requests come in that the department verifies the water did not go down the sanitary sewer and if it did not the request was granted to that part of the bill. After reviewing past billing there is a difference of \$42.90 from prior month’s usage on the sanitary sewer portion of the bill.

Redelings did recommend in the future looking at a fee because of administrative time to review these requests.

The Water Superintendents e-mail stated that he did not believe the water went down the sanitary sewer.

Motion by Monfort and second by Kutzke to credit Marlene Drakes account for the \$42.90 on the sanitary sewer portion of her bill.

Roll Call 4-0. Passed.

4. Discussion and possible action on water bill adjustment for Jennifer Blau at 309 W. Edgewater St.

Redelings gave an overview of the past correspondence with the delinquent bill for 309 W. Edgewater St. Ms. Blau is looking for account forgiveness for the balance of the \$110.88. Redelings explained that per PSC guidelines there isn't a recommendation to adjust the water portion of the bill.

Redelings discussed ACT 274, noting the compromised legislation passed requiring additional communications with the landlord/tenant. Additionally, transferrable liens will be placed on tenant's property for delinquent water bills.

No action was taken.

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

Redelings gave an update on the status of real estate acquisitions for the project. All three utilities have now given releases. There are some properties that either donated the ROW to the City or just needed easements to accommodate the project, so no compensation was provided. A replat needs to be done for the project and will be forthcoming within the next few weeks.

No action was taken

6. Discussion and possible action on Engineering Agreement for Segment 2 of the Portage Canal.

Redelings stated there has been communication with the management consultant and SEH about the Scope of Services, specifically about the level of effort needed for segments 3 and 4. The environmental document approved in 2004 was based on vertical sheet pile revetment walls for the entire length of the canal. The current vision for Segment 2 is to have a narrower canal with sloped sides for the better water quality. Also, a narrower canal w/o sheet pile walls should be cheaper to build-not requiring an expensive railing system and additional land acquisition. Redelings stated as of now the DNR does not have their environmental clean-up project scheduled in their bi annual budget and the earliest start date would be 2019.

7. Public Works Director's Report.

Redelings stated the work on E. Albert St. was complete with the exception of some turf restoration. The Public Works crew will finish the landscaping work in the spring.

Redelings stated the City just received their storm water permit and that it was dated April 2014. The first annual report is due in March, 2015. The City has already completed some of the requirements.

Redelings gave an overview of the steps to be completed for projects from start to completion. Redelings stated there has been concern in the past for long range projects being communicated to the citizens that will be affected. The Committee discussed maybe a letter be sent out or something put on a newsletter to inform the public. Kutzke stated he did start a letter that he needed additional input from the committee to complete. Redelings suggested the effort be coordinated with staff.

Redelings stated that he sent in the report to Wis DOT for the 2014 local road certification. The City chip sealed 4 streets this year Mohr, Murphy, Dewitt and W. Slifer St., Resurfaced 2 streets, Yellowstone and Silver Lake Drive, and reconstructed 2 streets, E. Albert St and E. Conant St.

8. Adjournment

Move to adjourn at 6:40 by Monfort and second by Hamburg.

Roll call. Passed 4-0.

Prepared by Tammy O'Leary, Public Works Secretary.