

**City of Portage  
Municipal Services and Utilities Committee Meeting  
Thursday June 4, 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; William A. Kutzke.

**Others Present:** Robert Redelings, Public Works Director; Shawn Murphy, City Administrator; Tammy O'Leary; Public Works Secretary; Jon Stefonek; PDR; Bill Welsh; CATV.

**1. Roll Call**

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

**2. Approval of meeting minutes from meeting on Thursday May 7, 2015.**

**Motion by Dodd second by Monfort to approve the minutes from May 7, 2015.  
Roll Call. Passed 5-0.**

**3. Update on Commercial Garbage Collection Survey.**

Redelings stated the return date for the survey was June 1. Administrator Murphy stated 110 surveys were returned with approximately 90 businesses that still need to respond. Murphy stated for clarification that industrial and manufacturing companies do not qualify for City garbage pick-up and only residential customers qualify for recycling. Murphy stated the City would be contacting those businesses to get an accurate list before the end of the month. There will be a letter sent out to all businesses once the required information is collected on sticker placement, schedule, etc.

**4. Report on DNR visit to WWTP and WPDES permit.**

Redelings stated the visit from the DNR at the WWTP went well. The WPDES permit is renewed every 5 years and is due in July. STRAND will be reviewing the information, working with DNR and returning the suggestions to the City. The City should have the final permit by the beginning of next year, backdated to July 2015. One of the areas discussed was future requirements on phosphorus levels.

## **5. Discussion and possible action on 2015 Projects.**

Redelings reviewed all capital projects for 2015 and their current status.

No action taken.

## **6. Discussion and possible action on 2016 projects.**

Redelings discussed the planned 2016 projects and was seeking direction on the below projects in preparation for the 2016 budget process. Committee discussed all the below projects and gave direction to Redelings on items to bring back to the next committee meeting with additional information on projects including estimates.

- **Trail along Wisconsin River-additional alternatives and estimates needed.**  
Due to potential impacts on trees and difficult construction along the river, sidewalks and bike lanes may be more appropriate than a multi-purpose trail.
- **Commercial Garbage Collection-already reviewed above.**
- **House of Clocks Stairwell- plan for 2016.**  
The property owner needs to be contacted again to ensure he's on board with the plan.
- **New Pinery Rd Traffic Studies- need additional information and estimates.**  
An RFP for services will provide the cost information needed.
- **Theater pedestrian crossing-need to refine estimates.**
- **Chamber Plaza Street scape- The plan was presented.**
- **W. Conant St. Parking Structure- need cost estimates for demolition and converting to an at grade parking lot only.**
- **Museum Roof- need estimates.**
- **Municipal Building Roof- need estimates.**

## **7. Discussion and possible action on GEC Agreement for the E. Haertel St. Environmental Monitoring.**

Redelings stated that he had recently attended a preconstruction conference on the E. Haertel street project that he was informed to get GEC on board for the Environmental Monitoring. Murphy stated because the work is being done on a past

landfill the possibility of remediation needs to be reviewed. Redelings reviewed the contract with the committee and estimated the work to be less than 40 hours.

**Motion by Dodd and second by Kutzke to accept the contract with GEC with the revision to not exceed \$3400. Roll Call. Passed 5-0.**

#### **8. Discussion and possible action on 2015 Sidewalk Project.**

Redelings stated we had received bids on the 2015 Project. Redelings recommends Van's Construction for the project of the new and repair of 2015 Sidewalk Project in the amount of \$66,566.00.

**Motion by Monfort and second by Dodd to recommend the bid for the 2015 Sidewalk Project to Van's Construction in the amount of \$66,566.00 Roll Call. Passed 5-0.**

#### **9. Public Works Director's Report.**

- **PATHS signage update.**
- **ATC Transmission Line upgrade.**

Redelings gave a PATHS sign update that the City has not received a permit for the signs from Fred Galley yet on the signage including locations and quantities. The City has some concerns including stability of the signs with the suggested brackets and recommending the removal of the website address for paths on the signs.

Redelings reviewed diagrams of the 2017 ATC transmission Line upgrade with the changes in pole locations. Redelings stated that ATC was looking for approval because of the lengthy timeframe of obtaining the poles (a year) and the new locations requiring easements. Committee had concerns on the disturbance of the osprey nests and requested additional information on retaining the pole on the island in the River.

#### **10. Adjournment**

**Move to adjourn at 7:40 p.m. by Monfort and second by Dodd. Roll Call. Passed 5-0.**

Prepared by Tammy O'Leary, Public Works Secretary.