

**City of Portage
Municipal Services and Utilities Committee Meeting
Thursday February 4, 2016, 5:30 p.m.
Municipal Building, 115 West Pleasant Street, Conference Room One
Minutes**

Members Present: Doug Klapper, Chairperson; Mary E. Hamburg (arrived at 5:32 p.m.); Jeffrey F. Monfort; Rick Dodd and William A. Kutzke.

Others Present: Aaron Jahncke, Public Works Director; Tammy O’Leary; Public Works Secretary; Bill Welsh, CATV; and Craig Sauer; PDR.

Excused: NA

1. Roll Call

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

2. Approval of meeting minutes from meeting on Thursday January 7, 2016.

Motion by Dodd second by Monfort to approve the minutes from January 7, 2016.

Roll Call 4-0. Passed. Hamburg absent.

3. Discussion and action on the Preliminary Resolution regarding the special assessments for the 2016 Street and Utility Improvements 14-20C01 River St.

Hamburg arrived at 5:32 p.m.

Aaron Jahncke, Director of Public Works gave an overview of the assessment and some bid information that has come in with the two alternates of the project. Jahncke explained the special assessment process changes starting with forwarding the preliminary assessment to council, then the public hearing and lastly the final assessment to speed up the process and keep assessments in the current year the work is completed. It was requested by Dodd that Jahncke look into the City Council’s ability to table the award in case there was strong opposition for portions of the project and allow the council to think about their decision prior to voting.

Motion by Hamburg, second by Klapper to forward the Preliminary Resolution Declaring Intent to Exercise Special Assessment Powers under Section 66.0703 of the Wisconsin Statutes (2016 Street and Utility Improvements to Common Council.

Roll Call 5-0. Passed

**4. Discussion on the bid results for the 2016 Street and Utility Improvements
14 20C01 River St.**

Jahncke gave an overview of the bid results that came in for the project with the two alternatives with A-1 Excavating, Inc. being the lowest bidder. Jahncke stated the project was budgeted for 1.47 Million and A-1 Excavating bid \$1,104,494.00 for the base project, \$31,471 for Alternate 1 (Sidewalk on South of River Street between Summit St. and W. Wisconsin St.) and Alternate 2 (Sidewalk on North Side of River Street between Summit St. and Cemetery St. bid of \$113,326 for a total project cost with both alternates of \$1,249,291.00. It was requested by Dodd to look into set back distances regarding conforming and non-conforming lots so they could better make decisions regarding sidewalks.

5. Discussion and possible action on Rayovac Lift Station Project.

Jahncke discussed the continuing discussions with Rayovac, CCI and the BOA. Jahncke suggested waiting on the project until all contributors known and confirmation of easement from Rayovac.

Motion by Kutzke second by Hamburg to reject all bids at this time for the Rayovac Lift Station Project.

Roll Call 5-0. Passed

**6. Discussion and possible action on the Waste Water Treatment Plant
administration building emergency roof repair.**

Jahncke explained the non-budgeted roof repair needs at the Waste Water Treatment Plant. Jahncke reviewed the 7 companies respond to the proposal and discussed the lowest proposal from Long Life Roofing. Long Life roofing received favorable recommendation by Divine Savior and AMPI. Jahncke stated LLR suggested the \$19,870 and the additive to replace vapor barrier and additional repairs of \$5,450 for a total of \$25,320.

Motion by Dodd second by Hamburg to move proposal of LLR to Finance and Administration Committee for the total of \$25,320 for the Waste Water Treatment roof repairs.

Roll Call 5-0. Passed

7. Public Works Director's Report:

- **Garbage and Recycling totals 2013-2015.**

Jahncke reviewed garbage and recycling totals for the past few years. Jahncke recommend additional communication on the importance of recycling to increase out recycling totals. Jahncke explained if we can show a decrease in garbage and increase in recyclable our tonnage costs could decrease. Jahncke suggested Mr. Kaminski to talk with Council and possibly add information to future newsletter. Jahncke will also look at other communities percentage of recycling compared to garbage and make a report at the next Municipal Services meeting in March.

- **Snow Removal Policy and Procedures.**

Jahncke stated Public Works continue to review and improve the process of snow removal. With the last snow storm there was increased communication with all areas and the process showed improvement with fewer citations written.

- **Local Officials Meeting/PIM 16/I 39 Interchange update.**

Jahncke stated they are proposal three options, 2 roundabouts and one signalized intersection. The DOT is taking input on that right now and looking at working on the project in 2018. There is no City share in this project because this area was in the top 5% of dangerous intersections in the State.

- **Local Officials Meeting Wis 33 update.**

Jahncke stated there is a public information meeting February 8th at the Portage High School and one in Baraboo on February 10th. This is a safety corridor site so the State is doing investigation work then a draft and then a final report on Hwy 33. There were 76 crashes in the last 5 years.

8. Adjournment

Motion by Dodd second by Hamburg to adjourn the meeting at 6:33 p.m. Roll Call 5-0 Passed.

Prepared by Tammy O'Leary, Public Works Secretary.