

City of Portage
Municipal Services and Utilities Committee Meeting
(This meeting will constitute a meeting of the Legislative and Regulatory
Committee as a quorum of members will be present; but no business of that
committee will be taken up.)
Tuesday July 3, 2012 6:00 p.m.
Municipal Building, 115 West Pleasant Street, Conference Room One
Agenda

Members: Jeff Garetson, Chairperson; Carolyn Hamre, Doug Klapper, Frank Miller,
Michael G. Oszman

1. Roll Call
2. Approval of meeting minutes from previous meeting
3. Discussion and possible action on street closure and in-kind request for St. Mary's 4K – 8th School Car Show, October 6, 2012
4. Discussion and possible action on request from Greater Portage Area Youth Education Foundation to place banners on city property advertising Music Fest
5. Discussion and possible action on PATHS signing existing trails within the city
6. Discussion and possible action on construction of watch house on the levee/Canal
7. Discussion and possible action on storm water management on New Pinery Road and Collins Street; and Jefferson Street
8. Discussion and possible action on tree replacement in downtown business area
9. Discussion and possible action on Conant Street parking structure
10. Discussion on splash pad and skate park
11. Discussion on support staff for Municipal Services Department
12. Discussion and possible action on plans and specifications for Village Road chip sealing and resurfacing projects
13. Discussion and possible action on stop lights at East Wisconsin Street at Wauona Trail
14. Discussion and possible action on banner locations in the city
15. Discussion and possible action on 15 minute parking from Clark Street to DeWitt Street
16. Discussion and possible action on grandstand storm shelter renovation
17. Discussion on 2013 capital projects
18. Adjournment

Jeff Garetson, Chairperson

City of Portage
Municipal Services and Utilities Committee Meeting
(This meeting will constitute a meeting of the Legislative and Regulatory
Committee as a quorum of members will be present; but no business of that
Committee will be taken up.)
Thursday, June 7, 2012 6:00 p.m.
Municipal Building, 115 West Pleasant Street, Conference Room One
Minutes

Members: Jeff Garetson, Chairperson; Carolyn Hamre, Doug Klapper, Frank Miller,
Michael Oszman

Others Present: Bob Redelings, Kory Anderson, Gil Meisgeier, Craig Sauer

- 1. Roll Call**
All present
- 2. Approval of meeting minutes from previous meeting**
Motion by Oszman to approve second by Miller. Passed on roll call 5-0
- 3. Discussion and possible action on Conant Street parking structure**
Bob gave update stating final report will be ready soon. Discussion on type of garage door to use. Oszman made a motion to post a 4 ton weight limit. Second by Miller. Passed 5-0
- 4. Discussion and possible action on the Design Engineering for the West Haertel Street Improvement Project**
Motion by Oszman to recommend Jewell for the project with the provision they use Jim Grothman for survey work second by Miller. Passed 4-1 with Klapper voting no. Doug stated he may approve at Council after he reads the reports we just received.
- 5. Discussion and possible action on the request from Portage Curling Club for a credit on the sewer portion of their water bill**
After discussion motion by Oszman to credit Portage Curling Club \$171.00 second by Klapper. Passed on roll call 5-0
- 6. Discussion and possible action on recommendation of concrete crushing for concrete pile which is located between Morgan Street and the railroad tracks**
Much discussion on how city may save money and/or make money by having pile crushed and using for future street projects and selling. Motion by Oszman to recommend to finance payment of \$9375 for crushing second by Miller. Passed on roll call 5-0
- 7. Discussion and possible action on Compliance Maintenance Annual Report**
Motion by Oszman to forward report to Council for approval second by Klapper. Passed on roll call 5-0
- 8. Discussion regarding the possible location of a traffic signal on East Wisconsin Street at Wauona Trail**

Discussion on cost and other projects in district that we need to move forward on

9. Discussion on splash pad and skate park projects

Kory went over preliminary cost estimate for entire project. Bob thought some of the numbers were high. Discussion on trying to get input from skaters as to what kind of park they want and we need to get somebody going on fund raising.

10. Updates on street and park projects

Bob said bid came in under budget so we may be able to resurface more streets than planned this year. Village road sidewalk project is ready for bids. Beach house ahead of schedule and Collins St project moving ahead with school approval

11. Adjournment

Motion to adjourn by Oszman second by Klapper. Passed on roll call 5-0, 7:14

Carolyn Hamre, Secretary

St Marys car show

Event Name

St Marys school

Organization

315 W. Cook st

Location of event

Oct 6 2012 Saturday

Date(s) of Event

Gregory Keip

Contact Person

N9757 Dalton rd

Address

Pardoeville W, 53954

City, State, Zip

608-429-4623

Phone number

gkeip@hotmail.com

Email: (not required)

In-Kind Services Requested

Item	Qty	
Barricades	10	
Picnic Tables		
Trash Containers	15	
Banners		Banner Location(s)
Park Fee waiver	Y <input checked="" type="radio"/> N	Park & Rec Dept. Approval
Traffic Control	Y <input checked="" type="radio"/> N	Police Dept. Approval (Signature required)

Licenses/Permits

Park Rental Form	Y <input checked="" type="radio"/> N		
Beer/Wine License	Y <input checked="" type="radio"/> N	Fee	
Certificate of Insurance	<input checked="" type="radio"/> Y N		
Carnival License	Y <input checked="" type="radio"/> N	Fee \$25.00 per day	
Street Use Permit	<input checked="" type="radio"/> Y N	Fee \$25.00	
Parade Permit	Y <input checked="" type="radio"/> N	Fee \$10.00 Circle One: #1 Pauquette Park to Market Square #2 Market Square to Fairgrounds #3 W. Slifer - Airport road to Blue Star Park #4 E. Slifer - Hamilton to New Pinery	
Walk/Run Permit	Y <input checked="" type="radio"/> N	Fee \$10.00	

Gregory P Keip
Signature

June 29 2012
Submit date

City of Portage
Street Use Permit Application

Street Use Permits: Chapter 66, Division 4 Code of Ordinances

License Fee: \$25.00

Receipt No. 16-C120601

Name or Organization: St Mary's 4K-8th school

Contact Person: Gregory P Keif (608) 429-4623 ^{School} 742-9998

Address: 315 W. Cook St, Portage

Event: St Mary's Car Show

Date of Event: October 6 2012 (Saturday)

Hours of Event: 7am - 3:30pm

Street to be Closed:
From: Close Conant St from the corner of MacFarlane and
To: Conant, and stop just short of Polnow's BP entrance

Services Requested (for example, barricades): We ask Barricades be used on
Conant St, and also used to close the entrance (both) to the
public lot from Hwy 33 (across from Curran & Leubert dental)
ALSO 10-15 trash cans (Blue NAPA cans)

The undersigned agrees to release, defend and hold the City of Portage and its employees and agents harmless against all claims, liability, loss, damage or expense incurred by the city on account of any injury to or death of any person or any damage to property caused by or resulting for the activities for which the permit is granted.

Gregory P Keif
Signature

June 5 2012
Date

Office Use:
Insurance required: Yes No
Approved/Denied: Yes No

Signature

Date

Students & staff of St. Mary School invite you to our Inaugural

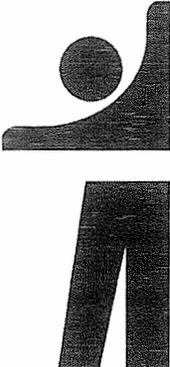
CLASSIC CAR & TRUCK SHOW

October 6, 2012
9AM-3PM

Mission Statement

We prepare each child spiritually, scholastically and socially to excel at the next level. The students in all grades interact in a nurturing learning environment. We achieve this through a high level of parent, teacher and parish community involvement.

Live music by Late 4 Dinner
11AM -1:30PM



St. Mary

CATHOLIC SCHOOL

SPIRITUAL • SCHOLASTIC • SOCIAL



Traditional judging will award 36 trophies in 9 classes with the top awards being:

- Father Jim's Favorite
- Principal Hahn's Pick
- Students of St. Mary's Choice

9 classes:

<-1940

1941-1950

1951-1960

1961-1970

1971-1980

1981-1990

1991-2000

2001-present

Survivor pre 1985

Contact Information:
608-742-4998 School
608-429-4623 Greg

Please see reverse side for judging details

Judging/Show Guidelines:

- * Vehicles will be classed by year only (regardless of stock/modified vehicles).
- * All vehicles, regardless of chrome or other modifications, will be judged equally on appearance, cleanliness, presentation, and quality of workmanship. (Attention to detail will be key to a high point total.)
- * Traditional car show judging methods (total points awarded) as noted above will be used to pick class winners and runners-up.
- * The top three awards are "Fr. Jim's Favorite", "Principal Hahn's Pick", and the "Students of St. Mary's Choice". These awards will be given out based solely on their individual personal preference.
- * Eligible survivor entrants must be 1985 or older and be 100% factory original in two of three areas. (Interior, engine compartment, body/paint)
- * Please understand that this car show is being presented as a fundraiser and to raise awareness of our school to families with school aged children. It is intended to create a fun, family atmosphere.
- * Due to limited parking we ask that tow vehicles and trailers be parked in public parking lots such as Kmart, Walmart or the public lot adjacent to Wilz Drug (corner of Adams St. and Hwy 33) and the show vehicle driven to the show.

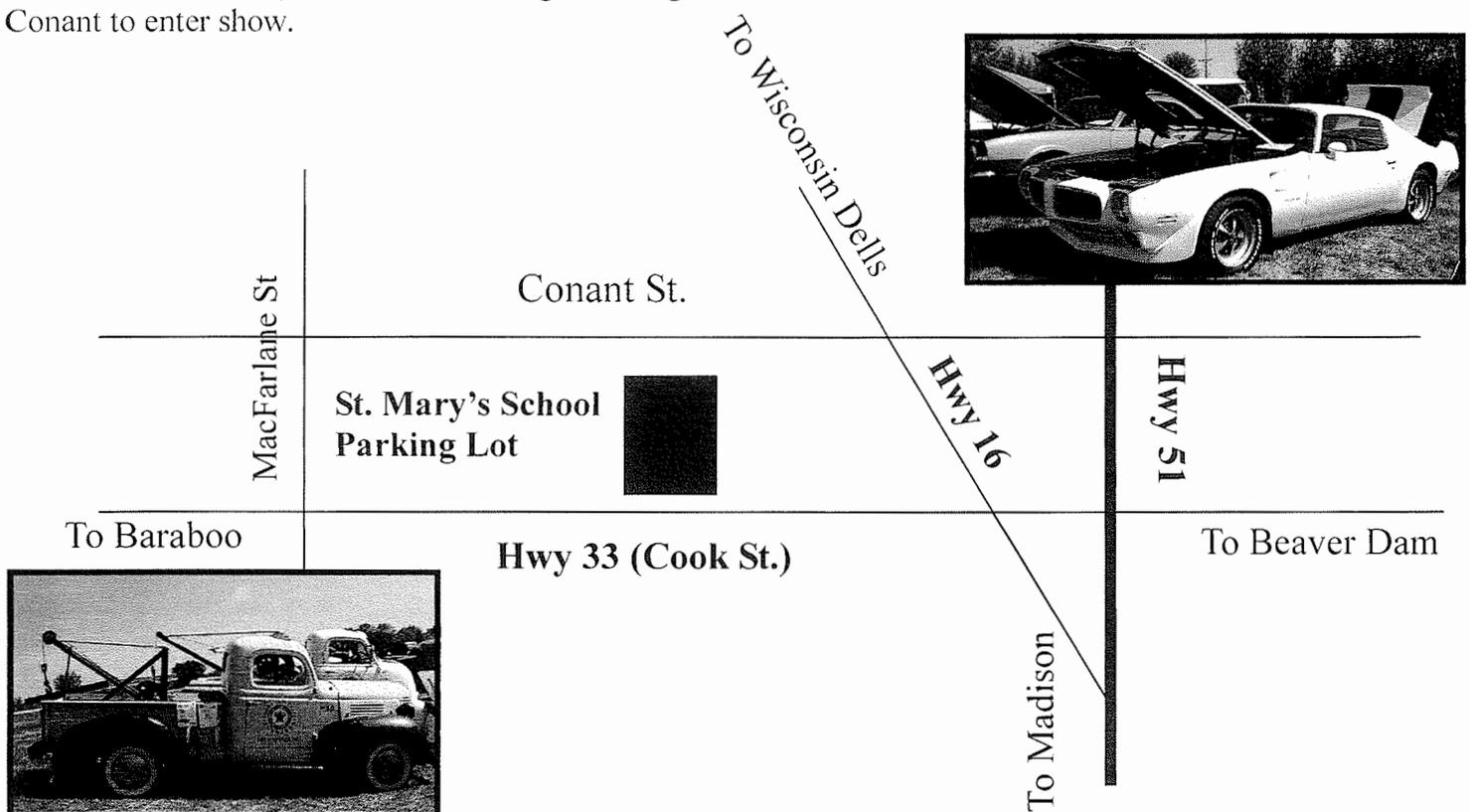
Directions

From Baraboo: Hwy 33 East into Portage over the WI River bridge, then approximately 4 blocks into Portage and turn left onto McFarlane Rd, one block to Conant St, turn right onto Conant to enter show.

From Beaver Dam: Hwy 33 West into Portage, go two blocks past the intersection of Hwy 51 and Hwy 33, and turn right onto McFarlane Rd, one block to Conant St, turn right on Conant to enter show.

From Madison: Hwy 51 North to Hwy 33, turn left onto Hwy 33 go two blocks, turn right onto McFarlane Rd, one block to Conant St, turn right on Conant to enter show.

From WI Dells: Hwy 16 East into Portage, turn right onto McFarlane Rd, one block to Conant St, left on Conant to enter show.



St. Mary School
315 W. Cook St.
Portage, WI 53901

May 29, 2012

City of Portage Municipal Services
City Clerk, Marie Moe
115 W. Pleasant St.
Portage, WI 53901

Dear City of Portage Municipal Services and City Clerk of Portage, Marie Moe:

My name is Gregory P. Keip. I am a parent/volunteer for St. Mary's 4K-8 School located at 315 W. Cook Street here in Portage. The reason that we are contacting you is we are looking into a different type of fundraiser coming up this fall for our school, namely a car show. We have given it great consideration and planning over a considerable period of time and it has been brought to our attention that it would be beneficial in conjunction with filing the street use permit application to send along a letter of explanation and goals that we have for our fundraiser.

On the application it lists the date, hours of the event, and street to be closed along with services requested. With your permission the date that we have picked to host our show is October 6, 2012 with the event running from 7:30am until 3:30pm and we are asking for your assistance blocking off Conant Street from the intersection of MacFarlane Street past our school and stop just short of the Polnow BP gas station. We hope to use this area initially for car check in/registration so that we do not slow traffic on Hwy 33. With safety in mind we will only park cars along both sides of the street while leaving the center open. This provides access for emergency and safety vehicles, and allows residents to come and go at their convenience.

The majority of cars will be parked in our parking lot in a manner which will also provide lanes of access for emergency vehicles. With our lot being adjacent to Conant St we are asking to also use a portion of the public lot which is connected to Weaver's Auto Parts. With all three areas this should allow us to safely park approximately 100-150 cars. With the safety of all attendees in mind we are asking that both entrances/exits to the public lot which is directly across from Curran and Seubert Dental be blocked with barricades so that we minimize potential traffic hazards from people trying to get from Hwy 33 to Conant Street via St Mary's parking lot. As mentioned previously we have given great consideration to any potential impacts this event may have on the city and area businesses. It is our understanding that Curran and Seubert Dental do not see patients on Saturday's and they have no concerns or worries with us hosting this show as evidenced by the letter we have enclosed from them. We also contacted the owner of Weaver Auto Parts and he has expressed great support and enthusiasm for he feels this car show will promote his business and we have his full support as noted by his letter as well. We finally considered Polnow's gas station and we wish to not interrupt their business therefore we ask Conant Street to be stopped only far enough to aid us in our show while yet giving full access to Polnow's gas station from West Wisconsin. We spoke to Mr. Steve Polnow and he had no concerns and was

supportive as well and simply asked instead of him preparing a letter that if the City had any questions or concerns they could contact him by phone at their convenience.

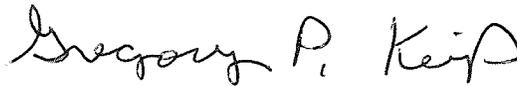
We also ask the city to allow us to have live music at this event. By choosing "Late 4 Dinner", a band which has a well-respected reputation in the city, we hope to create a family type atmosphere. We will respect neighboring residences in regards to overall volume and noise. With your approval the music will go over the lunch hour from 11am to 1:30pm. At the same time we will be serving food and drinks (non-alcoholic) for those individuals who wish to eat and will have multiple restrooms open in the school.

In closing we hope that this application and letter is evidence that we wish to run a well-organized event that will benefit our school in multiple ways. One, we hope it will create a positive image to the residents of the city; two, we hope to raise awareness of our school in the community to families with school-aged children; and thirdly, a financial boost to our school. If there is anything we have overlooked or you have concerns with we welcome your response and will make whatever corrections or provisions you see needed.

Thank you for your time and consideration.

St. Mary School
742-4998

Gregory P. Keip
429-4623
gkeip@hotmail.com

A handwritten signature in black ink that reads "Gregory P. Keip". The signature is written in a cursive style with a large initial 'G' and 'K'.

Gregory P. Keip

Maclarlane St

Proposed Parking Arrangements for St. Mary School

Grass area Next to Church

School Gym

Barricade

Barricade

Barricade

Barricade

Barricade

Emergency lane

Emergency lane

Emergency lane

Public lot

Registration desk

OOOO+
Saves a
barricade

Weaver Auto Parts

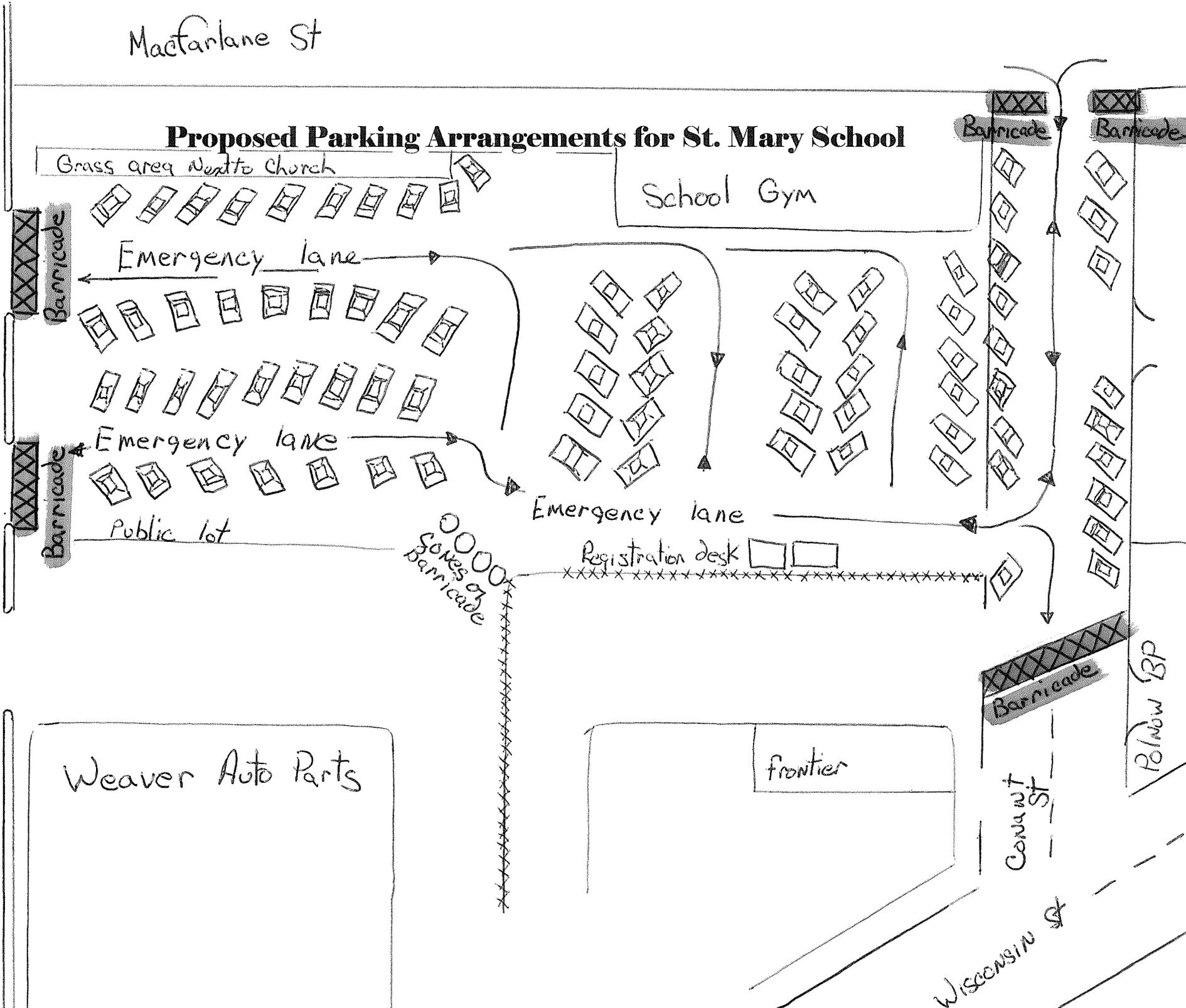
frontier

Conant St

Polnow BP

Wisconsin St

Hwy 33



WEAVER SALES OF SAUK CITY, INC.

808 Industry Road
Sauk City, Wisconsin 53583
Automotive Parts Distributor

Baraboo ♦ Dodgeville
McFarland ♦ Oregon
Portage ♦ Randolph
Madison West ♦ Sauk City
Wautoma

Phone (608) 643-2734
Fax (608) 643-2736
www.weaverautoparts.com

Westfield ♦ Pardeeville
Middleton ♦ Cross Plains
Waunakee ♦ Mt Horeb
New Glarus ♦ Madison North
Reedsburg

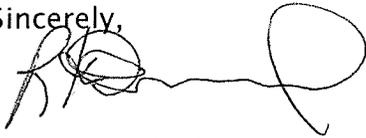
WEAVER AUTO
PARTS

May 18, 2012

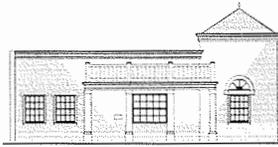
To Whom It May Concern:

I, Richard Hellenbrand, Weaver Auto Parts of Portage, would have no objections to St Mary's Church of Portage holding a car show in the parking lot adjacent to my property.

Sincerely,



Richard Hellenbrand
Weaver Auto Parts of Portage, Inc



**CURRAN & SEUBERT
DENTAL OFFICE**

Dr. Mark J. Curran • Dr. Jan L. Seubert
260 W. Cook Street
Portage, WI 53901

May 17, 2012

To Whom It May Concern;

We have been asked to write a letter to inform the necessary individuals that Curran & Seubert Dental office does not have office hours on Saturdays.

Therefore, the use of the St. Mary's parking lot on Saturday, October 6, 2012 would not interfere with parking for our patients.

If you have any further concerns, please feel free to contact our office.

Thank you for your consideration of our patients in your planning.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Mark J. Curran DDS'. The signature is fluid and somewhat stylized.

Mark J. Curran, D.D.S

A handwritten signature in cursive script, appearing to read 'Jan L. Seubert DDS'. The signature is fluid and somewhat stylized.

Jan L. Seubert, D.D.S

Class _____

Vehicle # _____

**St Mary 4K-8th School Car Show
Registration Form**

Please print clearly, and fill in all areas including zip code of your city.

NAME (First & Last) _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE NUMBER (_____) _____

E-MAIL ADDRESS _____

CAR CLUB _____

YEAR _____ MAKE _____ MODEL _____

VEHICLE COLOR _____

How did you find out about our show? **(circle all that apply)**

NEWSPAPER FLIER WORD OF MOUTH OTHER (Specify) _____

I **ACCEPT** and assume full liability for any loss or injury to me, my family or my property at any time and from any cause on the premises of the show. I expressly release the St Mary's Church, St, Mary's School and all the staff/volunteers at this car show, and the City of Portage from any liability for such loss or injury and agree to provide and pay for my own insurance.

PHOTOGRAPHIC AUTHORIZATION I authorize the St Mary's Car Show to take my photograph(s) as well as photograph(s) of my vehicle and/or images of either or both and keep it (them) on file for use in or on any St Mary School publication, video production or web page. I give my permission freely and I will make no claim of any nature.

Your Signature and Date

Print your name

Witnessed by: _____

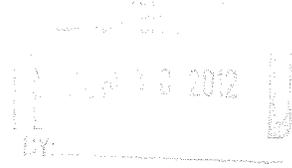
Updated: September 2012

1512 NEW PINERY ROAD, BOX 72
PORTAGE, WISCONSIN 53901
TELEPHONE (608) 742-5578

Wm. E. JOHNSON, D.C.

CHIROPRACTOR

June 14, 2012



City Council
115 W. Pleasant St.
Portage, WI 53901

Council,

On August 18th, the Greater Portage Area Youth Education Foundation is again sponsoring a Music Fest. We are again asking your permission to put advertising banners on city property. The banners would be located at:

1. The west end of town near the welcome sign on Hwy 33.
2. The north/west corner of Slifer & Hwy 51 across from the Jr. High
3. The south side of Hwy 16 across from Portage Motors
4. On the median between Hwy 51 and the Ridge Motor Inn.

All proceeds from this event go directly to the Sr. & Jr. High vocal and band instructors. Thank you for your assistance.

Respectfully,


Bill Johnson, committee member
745-1945

From: [Marie Moe](#)
To: [Rebecca Ness](#)
Subject: FW: Muncial Services Meeting June 7th PATHS
Date: Friday, June 29, 2012 10:59:13 AM

From: Jeff Garetson
Sent: Thursday, June 28, 2012 10:55 PM
To: Marie Moe
Subject: FW: Muncial Services Meeting June 7th PATHS

Jeff Garetson, 2nd District Alderperson, (608) 697-9363

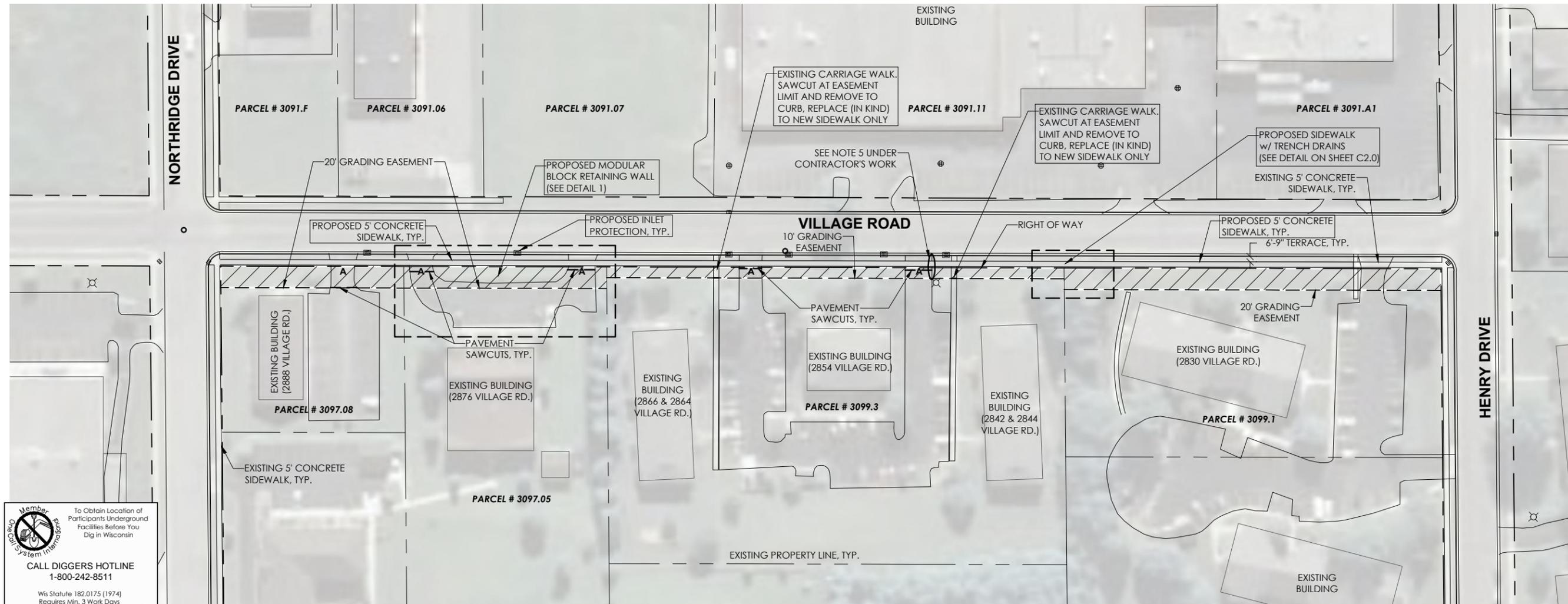
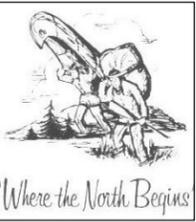
From: Fred Galley [mailto:galleystudio@gmail.com]
Sent: Mon 6/4/2012 2:34 PM
To: Jeff Garetson
Subject: Muncial Services Meeting June 7th PATHS

Hi Jeff

At this point in time I have no one to represent PATHS at the June 7th meeting. I have to take a boat company picture in the Dells and Addie Tamboli has a meeting that night too. Are you planning a meeting on July 5th? Could we move our agenda item to that meeting?

If your wondering what our agenda item is. PATHS has decided to go ahead and sign the existing trails within the city. Most of these are city streets. We would like permission to affix a directional sign atop the existing street signs just like the Church Hills signs. We will be marking the Pauquette Trail (western loop of Portage HS to Pauquette Park), Waunoa Trail, Duck Creek Trail (beyond levee in Pacific) Towpath Trail (along canal) and River Walk (levee) 9 of the signs are to be mount on existing street signs, 13 go on top posts. PATHS volunteers will be responsible for installation and maintenance of the signs. We are hoping to get the project completed by August 24th Taste of Portage. That weekend as many as 1000 people are coming to Portage on a Volks march. We are hoping to have walking guide done by that time too.

Thank you,
Hope to see you next month,
Fred Galley



Member
Quality System International

To Obtain Location of Participants Underground Facilities Before You Dig in Wisconsin

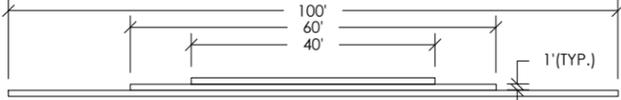
CALL DIGGERS HOTLINE
1-800-242-8511

Wis Statute 182.0175 (1974)
Requires Min. 3 Work Days
Notice Before You Excavate

OVERALL SITE PLAN (1"=100')

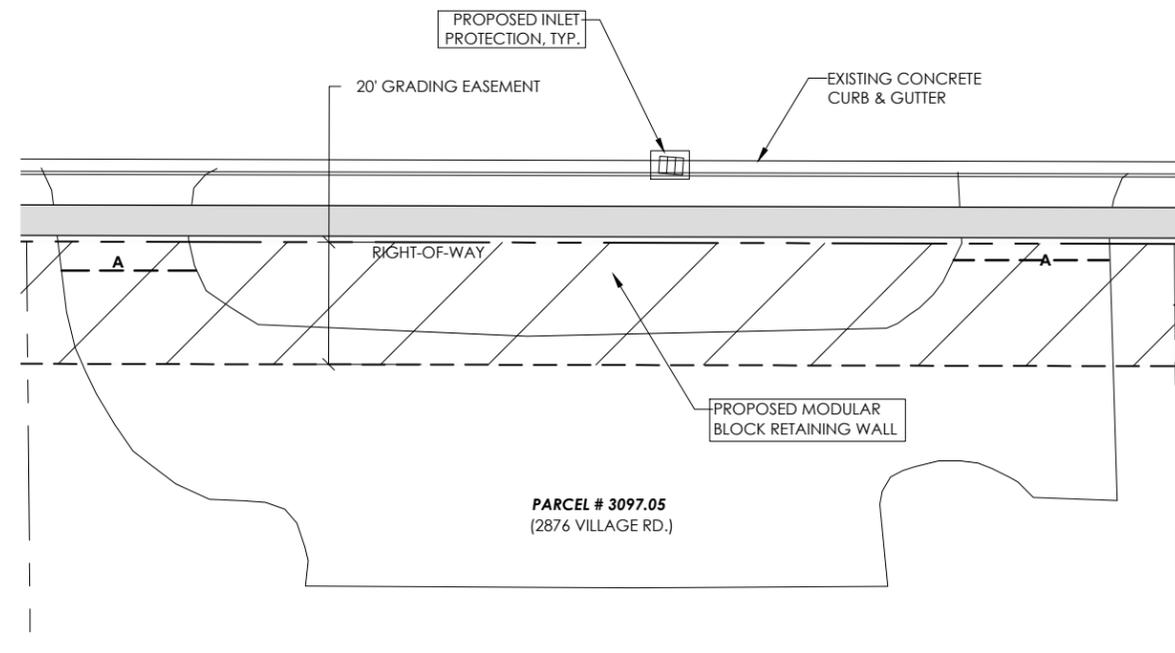
GENERAL NOTES:

CONTRACTOR'S WORK:

- SIDEWALK THROUGH DRIVEWAYS AND DRIVEWAY APRONS TO BE 6" CONCRETE (SEE DETAIL)
- MODULAR BLOCK RETAINING WALL ABOVE SIDEWALK GRADE AS FOLLOWS:

- MODULAR BLOCK RETAINING WALL BELOW GRADE:
1 COURSE @ 6" x 102' REQUIRED.
- PAVEMENT SAWCUTTING, BASE MATERIAL & PREPARATION, REMOVALS AND DISPOSAL ARE INCIDENTAL ITEMS TO THE CONCRETE SIDEWALK CONSTRUCTION.
- PARCEL # 3099.3 (2854 VILLAGE RD.), SAWCUT DRIVEWAY CURBS AT RIGHT OF WAY. CURBS TO BE REMOVED AND NOT REPLACED.

WORK BY OTHERS:

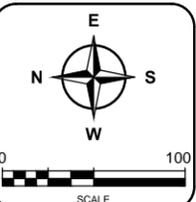
- PUBLIC AND PRIVATE UTILITY RELOCATION AND ADJUSTMENT.
- VEGETATION AND RIP-RAP REMOVAL / RELOCATION.
- EXCAVATION @ 2830 VILLAGE ROAD TO WITHIN 4" OF FINAL GRADE.



DETAIL 1: EXPANDED SITE PLAN (1"=30')

SITE PLAN
2012 Village Road Sidewalk Construction
Contract 12-007
City of Portage
City of Portage
Columbia County, WI

DATE	BY	NO.	REVISIONS



DRAWN BY: SRR
DATE: August, 2012
SHEET NO.
C1.0

