

City of Portage
Municipal Services and Utilities Committee Meeting
Thursday, January 3, 2013, 5:00 p.m.
Municipal Building, 115 West Pleasant Street, Conference Room One
Minutes

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

Others Present: Bob Redelings, Tim Raimer, Scott Maass, Craig Sauer, Bill Tierney, Shannon Schultz, Kory Anderson, Dick Boockmeier, Rita and Arthur Briant.

1. Roll Call

All Present

2. Approval of meeting minutes from December 6, 2012 meeting

Motion by Oszman second by Klapper to approve minutes. Passed 5-0

3. Discussion and possible action in in-kind service request from Prairie Flower Beads for designating a no parking area in parking lot on W. Edgewater Street on January 17, 2013

Scott Maass will work out details with business owner on a place to park bus that does not take spaces from the heavily used part of the public lot. Motion by Oszman second by Miller to approve In-Kind services. Passed 5-0

4. Discussion and possible action on crosswalk signs on W Cook St by St. Mary's

Quotes for School Zone Beacon System range from \$2500 to \$3250. Supt Maass said after observing the situation he feels eliminating two or three parking stalls on the end of the block would help the situation by giving trucks room to get around the bend without crossing into on-coming traffic. Motion by Oszman, second by Klapper to eliminate those parking stalls on a temporary basis. Passed 5-0. The situation will be reviewed again

5. Discussion and possible action on reimbursement on water bill for Angela Pace

It was discussed that because not many people know about the option to have "deduct" meters this information needs to be on the water bill. There was also discussion that after the first extremely high bill the home owner still made the choice to continue watering. Motion by Miller second by Hamre to not reimburse the home owner on the water bill. Motion failed 3-2 with Garetson, Oszman and Klapper voting no. Motion by Oszman, second by Klapper to refund \$120 on the sewer portion of water bill. Passed 3-2 with Hamre and Miller voting no.

6. Discussion and possible action on parking for the library expansion

Dir Schultz indicated that more spots are not required but more would be helpful on the Lock St end of building. Dir Redelings again brought up possibility of making

Lock St. one-way to add 4 more parking spots. Mr. Broockmeier brought the fact that additional parking may not be an issue at this time but would certainly be needed down the road so why not start addressing the issue now. Mr. Tierney suggested using the public lot next to Bill and Jacks garage to assign parking spots for library staff thus opening up more parking for visitors. It was recommended that Dir Redelings begin the process of notifying any affected home and business owners regarding changing Lock St to one-way.

7. Presentation by Jewell on the E. Haertel St. project

The point was stressed that there must be a lot of discussion with business owners regarding accesses to their property so we are able to accommodate them the best we can.

8. Discussion and possible action on access to properties, lighting, retaining wall on E. Haertel St. and additional soil borings

Mark Meierdirk informed us that Portage has been chosen to be a pilot community for the LED lighting project. The program will include Cook St., E Haertel St. Dir Redelings met with Spartech representatives regarding the “no retaining wall” option. The consensus of local staff was that the option wouldn’t adversely affect Spartech’s operation. However, they relayed the proposal to top management with the expectation that they would provide a formal position by the end of January.

Due to the unknown underground conditions in the vicinity of the old landfill, the consultant needs additional soil borings to perform the pavement design. Motion by Oszman, second by Klapper to approve the amended contract with Jewell, adding \$4600 to the amount not to exceed for the consultant’s. Passed 5-0

9. Discussion and possible action on Hamilton St. drainage easement

Attorney Spankowski’s letter was unanswered and there is no indication that the property owner received it. The property owner may be spending time abroad. No action taken.

10. Discussion and possible action on Engineering Amendment to Veteran Memorial Field emergency shelter renovation

Dir Redelings and Dir Raimer met with representatives of the State regarding the CDBG that the City received. The on-site meeting was to show the proposed emergency shelter below the grandstand so the grant could be amended to include the shelter. The state rep. didn’t readily buy into the proposal. She requires supporting documentation to illustrate this is the best option. GEC has amended their engineering agreement to reflect the additional work necessary. Motion by Oszman, second by Miller to approve the amended contract with GEC, not to exceed \$2200, to do the necessary work to get the State the required information. Passed 5-0

11. Discussion and possible action on recycling

Examples of stickers were provided to the committee. Dir Raimer will come back next month with costs so a final decision can be made.

12. Discussion and possible action on in-kind services forms

More changes will be made. Dir Raimer will get feed-back from administrative staff and have all changes completed for the next meeting.

13. Discussion and possible action on signaling at Wauona Trl. and E. Wisconsin St.

Dir Redelings informed the committee that Attorney Spankowski has reviewed the signalization matter. He is of the opinion that without DOT approval, the City would be potentially assuming liability for mishaps resulting from the signalization. In a telephone conference with Dena Dramm from the DOT, they were encouraged by her suggestions. She requested a copy of the warrant study that was performed by MSA in October. She's also requesting their in-house planning department to conduct additional study. Dir Redelings expects to hear from her by the end of next week. It appears that the City either needs DOT approval (preferred) or legislative action in order to proceed with the project.

14. Discussion and possible action on alley prioritizing and financing

Physical inspections have been completed. Dir Redelings indicated the financing would be done similar to the sidewalk revolving fund. Motion by Miller, second by Oszman that a plan on how many ally's will be completed each year, how it will be financed and the parameters for homeowners to pay back their share be completed for the next meeting. Passed 5-0

15. Discussion and possible action on traffic signal maintenance program

Hill's Wiring will honor their previous bid. The proposal was updated and forwarded to Finance for reallocation of funds for 2013 implementation.

16. Discussion and possible action on cleaning up debris on Morgan St. lots

There is 25,000 tons of concrete rubble remaining to be crushed. Cost is \$4/ton, \$100,000. Dir Redelings is still exploring options for the dredged sediment from canal on the west parcel. Motion by Oszman, second by Miller to send to Finance a request for the \$100,000 to complete the crushing. Passed 5-0

17. Discussion and possible action on sidewalk in front of Blacks building

After discussing possibly requiring the owner to make the façade safe and knowing that the City may end up paying for in the end, it was decided to fence the sidewalk off completely to avoid any danger.

18. Adjournment

Motion by Oszman second by Miller to adjourn. Passed 5-0

Carolyn Hamre, Secretary