

**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 6, 2013, 5:00 p.m.**  
**Municipal Building, 115 West Pleasant Street, Conference Room One Minutes**

**Members Present:** Jeff Garetson, Chairperson; Carolyn Hamre, Doug Klapper, and Rita Maass.

Excused: Frank Miller

Others Present: Gil Meisgier, GEC; Corey Anderson, Daily Reporter; Craig Sauer, Public Works Superintendent; Kim Standke, City Administrator Shawn Murphy, Director Bob Redelings, Park and Rec.; Tim Raimer, Public Works Secretary/Deputy Treasurer; Tammy O'Leary, Mark Shuback; Strand, Jerry Indermark, Barry Erath, Peggy Joyce, Marrienne Hanson and Brad with the Chamber of Commerce, Richard & Rosemary Minnema, Dick Bookmeir, Erin Salmon; City Eng. Tech, Dave Hornisher; Waste Water Dept; Ken Manthey; Chief of Police and Mayor Bill Tierney.

1. Roll Call. The meeting was called to order at 5:00 pm.
2. Approval of meeting minutes from May 2, 2013 meeting. Motion by Klapper, 2nd by Maass to approve minutes. Roll call. Passed 4-0.
3. Discussion and possible action on parade routes. Ken Manthey requested to change the parade routes for Independence Day and the future Canal Days Parade. The proposed route for Independence Day stages on River St and travels down Summitt St, W Conant St. ending at Pauquette Park. This route doesn't require closing any State Highway's, expending many city man hours or disruption to motorists. Chairperson Garetson suggested terminating the parade at Armstrong St. to facilitate departures. Peggy Joyce inquired as to whether the organizers had been contacted regarding the change. Garetson indicated the Police Department and Chamber were involved. Recommended route for Canal Days would start at fair grounds and continue down Superior St, Thompson St, Adams St and end at the Market Square. Mayor Tierney suggested soliciting more input on changing the future Canal Day's parade route. Motion by Maass, 2<sup>nd</sup> by Hamre to change the route for the upcoming Independence Day Parade only. Roll call. Passed 4-0.
4. Discussion and possible action regarding in-kind service requests. Discussion on stream-lining the in-kind request process and possible fees for not meeting deadlines. Motion by Hamre, 2<sup>nd</sup> by Maass to approve request from Sand County Fine Arts Festival. Roll Call. Passed 4-0.

5. Storm water utility update- presentation by Strand Associates. Mark Shuback gave a power point presentation on the Storm Water Utility. Key elements included updating with more recent budget information and taking a more conservative approach to credits. Recommendation via polling members to move forward and take the presentation to council.
6. Discussion and possible action on East Collins St. drainage issue (Minnema Property). The Minnemas expressed their concern that the surrounding business elevations are contributing factors to their flooding issues. Barry Erath (Aspen Counseling) also felt the new businesses/elevations have created this problem for the two residential homes in the area. Administrator Shawn Murphy stated after investigating the issue with Director Redelings they concluded that the business were not the cause of the flooding. Redelings suggested putting in a drainage swale as a temporary solution to the flooding problem but the City still needed an easement from the Minnema's to go forward. Redelings also state the storm water utility could also help to mitigate flooding for this property by providing a dedicated revenue stream for major improvements. Motion by Maass, 2<sup>nd</sup> by Klapper to obtain an easement from the Minnema's to put in a drainage swale to help with the flooding issue. Roll call. Passed 4-0.
7. Discussion and possible action on 2012 Compliance Maintenance Annual Report (Waste water CMAR). Maass inquired as to the reported sampling times being correct. Hornischer indicated that the times don't represent sampling times but are automatically in-filled by the software program. Recognition on a good job and thorough report done to Dave Hornisher. Motion by Klapper, 2<sup>nd</sup> by Hamre to accept the report. Roll call. Passed 4-0.
8. Discussion and possible action on street hazard mitigation plans. Plan handout was presented to members (attached). Redelings indicated the streets all lie within the 100 year flood plain. Motion to forward street hazard mitigation to council by Maass, 2<sup>nd</sup> by Klapper. Roll Call. Passed 4-0.
9. Discussion and possible action regarding McPherson St. paving at Waunona Manor. Redelings provided a letter (attached) requesting vacation of the east 350' of McPherson Street. Recommendation to continue the process of vacating the street by forwarding to Plan Commission. Motion by Maass, 2<sup>nd</sup> by Klapper. Roll call. Passed 4-0.
10. Discussion and possible action on Additional 2013 street projects. Redelings presented a handout to members (attached). Recommend the proposed additional work go to council for storm sewer and handicap ramps on the streets to be resurfaced. Motion by Klapper, 2<sup>nd</sup> by Hamre. Roll Call. Passed 4-0.

11. Public Works Director report. Redelings provided project update and reported that the one- way alley letters for W. Cook St were mailed and letters for sign on the levee were also mailed.
12. Park and Recreation report. Raimer provided an update on park and recreational activities.
13. Discussion and possible action on July meeting time and date. Next meeting to be held Wednesday July 3<sup>rd</sup> at 5:30p.m. Additional meeting July 10<sup>th</sup> at 6:00 p.m. for a tour of the city buildings and current projects.
14. Adjournment. Motion by Klapper, 2nd by Maass to adjourn. Roll Call. Passed 4-0. Adjourned at 7:30 pm.

Minutes taken by Tammy O'Leary, Public Works Secretary/Deputy Treasurer