

**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.)**  
**Wednesday, July 10, 2013, 5:00 p.m.**  
**Municipal Building, 115 West Pleasant Street, Conference Room One**  
**Agenda**

**Members Present:** Jeff Garetson, Chairperson; Doug Klapper, Frank Miller, and Rita Maass.

Excused: Carolyn Hamre

Others Present: City Administrator Shawn Murphy, Director Bob Redelings, Public Works Secretary Tammy O'Leary, City Eng Tech Erin Salmon; Cable TV Bill Welsh and Mayor Bill Tierney.

**1. Roll Call**

The meeting was called to order at 5:00 pm.

**2. Approval of meeting minutes from previous meeting**

Approval of meeting minutes from June 6, 2013 meeting with the following correction in item number 6; "Redelings suggested putting in a drainage swale as a temporary solution to the flooding problem but the City still needed an (not and) easement from Minnema's to go forward". Motion by Maass, 2nd by Klapper to approve minutes with the above correction. Roll call. Passed 4-0.

**3. Discussion and possible action regarding "No Parking" in the 300 block of West Cook Street**

Motion by Maass, 2<sup>nd</sup> by Klapper to recommend changing the 300 block of West Cook Street to no parking on the north side so the stripping can be done correctly. It was also suggested to forward the recommendation to the Legislative and Regulatory Committees and to notify St. Mary's of the meeting. Roll Call. Passed 3-1 with Miller voting no.

**4. Discussion and possible action on utility bill for 310 DeWitt Street**

Administrator Murphy explained that when the city purchased the building, any outstanding utility bills were the responsibility of the buyer. Motion by Mass, 2<sup>nd</sup> by Miller to waive the \$692.81 sewer charges and any delinquent charges and pay the \$688.05 water bill. Motion passed 4 to 0 on call of roll.

**5. Discussion and possible action on placing stop signs at the corner of Cass St. and W. Emmett St**

No action taken until Alderperson Hamre is present and accident information is provided by the police department.

**6. Adjournment**

Motion by Miller, 2nd by Klapper to adjourn. Roll Call. Passed 4-0. Adjourned at 5:21pm.

Following adjournment, the Committee took a tour of city facilities. The tour constituted a meeting of the Municipal Services and Utilities Committee, but no business was taken up as the tour was to educate members of the committee on the different city facilities.

Minutes taken by Tammy O'Leary, Public Works Secretary