

**City of Portage**  
**Municipal Services and Utilities Committee Meeting**  
**Thursday, December 5, 2013, 5:30 p.m.**  
**Municipal Building, 115 West Pleasant Street, Conference Room One**  
**Minutes**

**Members Present:** Jeff Garetson, Chairperson; Carolyn Hamre, Doug Klapper, Frank Miller, Rita Maass

**Others Present:** Bill Welsh, Cable TV; Craig Sauer; Portage Daily Register; Bob Director Redelings, Director of Public Works; Tammy O'Leary, Public Works Secretary; Bill Tierney, Mayor. Anne Klassen, Fox-Wisconsin Heritage Parkway.

**1. Roll Call.**

The meeting was called to order at 5:30 pm.

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

Motion by Miller, second by Klapper to approve minutes from the November 7th, 2013 meeting. Roll Call. Passed 5-0.

**3. Discussion and possible action on Municipal Parking Lot names.**

Historic Preservation committee looking for archive minutes. Klapper has talked with the committee about keeping names that have already been established with residents. Example Market Square and Galley parking lot. No motion to be taken at this time, still gathering information.

**4. Discussion and possible action on PATHS and Sidewalk Master Plans.**

Several exhibits presented by Director Redelings are attached. Priority listing through 2016 was discussed. Discussion on 2014 Sidewalk : Director Redelings stated trails/sidewalk/paths aligned with upcoming road work schedule and connecting areas of the City. Pierce Street sidewalk by Pauquette Park is a priority for pedestrian safety. A path/sidewalk was also discussed for the South side of E. Albert Street from new Pinery to E. Haertel Street. Director Redelings mentioned that a path would be at city cost and the city's responsibility to maintain. Snow removal may not occur due to other priorities. Maass said it was important to have a facility for pedestrians, even during the winter months. A sidewalk is recommended in lieu of a path. Director Redelings stated that the sidewalk replacement project accounts for \$60,000 of work that was budgeted for 2014.

Hamre asked when the Riverside Park sidewalk was going to be re done. Director Redelings stated that as of now it is scheduled for 2020, when E. Wisconsin Street will be reconstructed. It was recommended that temporary repairs be made in 2014. Discussion on 2015 & 2016 Plan: Director Redelings stated some sidewalks projects were driven by need, in concert with street projects, by school district suggestions and again connectivity of existing sidewalks/paths/trails. Director Redelings said it has been a priority by previous Plan Commission members and current members to keep the paths/trails moving forward to enhance the City.

Maass stated that in the past, there was a petition to not install sidewalk on the South side of E. Slifer Street. Residents' inability to maintain the sidewalk was a big issue. Hamre suggested talking with the school district about maintaining the sidewalk.

Director Redelings suggested that the Mayor's proposal for sidewalk construction and repair could be a way to help residents with the costs. Hamre stated that residents that have had recent sidewalk projects done to their properties do not want to contribute to the Sidewalk Plan and adjustments would have to be made for those residents. Miller supports the idea that residents be given a break if they have had work done and had already paid their special assessments. Chairperson Garetson stated that adjustments could still be looked into because the Sidewalk Plan is still in the planning stages. Mayor Tierney stated the City has 3 to 4 million dollars of work to be done. He encourages ongoing discussion because residents want area to walk and it is good for the citizens' health. The City needs to stay driven on making the city appealing for current and future residents.

Klapper stated that the water trails are part of the National Recreation Water Trails. Anne Klaussen of Fox-Wisconsin Heritage Parkway said she is looking to fund 2 areas for handicap landings in the amount of \$43,000 for launch, signage and training. Klapper stated there should be boat launches on both sides of the canal near the Wisconsin River locks. Director Redelings indicated there's currently a lack of public parking lots in those areas.

#### **5. Discussion and possible action on E. Albert Street Resurfacing/ Reconstruction Project.**

Director Redelings said there are storm water issues that need to be addressed. Water that comes off of Spartech roof directly on to roadway. Maass is concerned that there is not enough funding. Director Redelings stated \$80,000 to \$90,000 is needed for the curb and gutter and storm sewer work. He and Chairperson Garetson have been discussing options for securing additional money. For example, Instead of buying a new \$100,000 snow blower it is suggested to buy a snow blower attachment and lease a tractor from an implement dealer for the winter season. Maass also suggested the grader could be sold since it is not being operated and the city does not have anyone on staff to operate it. Director Redelings thought the grader would be worth \$25,000 to \$30,000 and that money could help with projects. Director Redelings will research this for the next meeting. Director Redelings suggested contracting with Grothman Associates to locate right of way on E. Albert. Chairperson wanted to make note that if a sidewalk is put in, it would be right next to roadway.

Maass motion to recommend directing Public Works to get design for E. Albert to include curb and gutter on South side of E. Albert Street.

Maass amending motion to design work done for E. Albert to include curb and gutter on both sides of the street, sidewalk on the South side of the street and storm water issues to be addressed. Second by Miller. Roll Call. Passed 5-0.

## **6. Discussion and possible action on 2014 Capital Expenditure Plan.**

Director Redelings discussed hand out. Maass inquired about what retaining wall was being discussed. Director Redelings stated the area by the wall that has washed out-stating the City does not have enough money to complete the retaining wall the washed out area. Miller suggested when work is being done on alleys to let the residents know so they would have the option to resurface their areas at the same time. Hamre stated that if residents were notified before work began there would be additional interest in the meetings. Miller inquired about how often we are replacing our lawn mowers and if the City has researched outsourcing mowing to see if that maybe more cost effective. Miller suggested we research before purchasing the new mowers.

Motion by Miller to move forward with repairing the retaining wall along the lake to address erosion issues, second by Maass. Roll Call. Passed 5-0.

Motion by Miller for Director Redelings to investigate potential cost savings by not purchasing lawn mowers for 2014 and contracting out those services, second by Hamre. Roll call. Passed 5-0.

## **7. Presentation of a detailed project schedule (2014 Sidewalk Replacement example.)**

Director Redelings stated budget passed in 1<sup>st</sup> meeting in November and need to stay on track with project schedule. Mayor Tierney said he appreciates the time Director Redelings put into getting this information out. Mayor Tierney also pointed out any changes made to a project alters the entire project schedule, so changes need to be looked at very closely.

## **8. Public Works Director report.**

Director Redelings indicated he had nothing more to report.

## **9. Adjournment.**

Motion by Maass, second by Hamre to adjourn the meeting at 7:23 pm. Motion carried unanimously on call of roll.

Prepared by Tammy O'Leary, Public Works Secretary