

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, February 6, 2014, 5:30 p.m.
Municipal Building, 115 West Pleasant Street, Conference Room One

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

Others Present: Bill Welsh, Cable TV; Craig Sauer; Portage Daily Register; Bob Redelings, Director of Public Works; Tammy O'Leary, Public Works Secretary; Bill Tierney, Mayor; Shawn Murphy; City Administrator; Tom Lorfeld, County Highway Commissioner and Kim Standke, Street Superintendent.

1. Roll Call.

The meeting was called to order at 5:30 p.m.

2. Approval of meeting minutes from previous meeting.

Motion by Klapper, second by Maass to approve minutes from the January 7, 2014 meeting. Roll Call. Passed 5-0.

3. Discussion and possible action on City/County/State Salt storage Facility.

Redelings stated that there is an opportunity for the County, City and State to work together to accomplish the needs of all three for a salt storage facility. The State is looking for a facility that has interstate access and in a desirable location to store 7000 ton of salt, the County is looking for a location to hold 2000 tons and the City is looking to store 2000 tons. This project is on the state's high priority list but a site has to be obtained in close proximity to I-39. Hwy 33 isn't viable because all the land is within the Wisconsin River floodway. Hwy 16 east of I-39 also isn't viable due to well head protection requirements. The current Columbia County Hwy Dept. site on STH 16 is located within a wellhead protection district prohibiting expansion of the current salt storage facility. The City owned property along CTH CX, north of Tractor Supply (Parcel No. 5000) is very desirable according to the Wisconsin DOT.

City Administrator Murphy arrived at 5:34P.M.

City Administrator Murphy stated that this area has been looked at for other business opportunities in the past but nothing has developed. The construction of the Salt Storage Building would limit the other kind of business that this property would be compatible with. Once built, the building would be leased to the State for the life of the building (approximately 25 years). If this location was used for this purpose it is possible for the area to be used for long range needs of the City. This will be explored as part of a facility needs RFP that will be issued in February.

County Highway Commissioner Lorfeld stated “The value of the County, City and State working together would be an asset for all”. This is a perfect opportunity for the County and City to start bridging facilities and services.

Klapper posed the question if the Portage Industrial Park was considered for a viable location. Murphy answered that the state did not like that location because of accessibility limitations. Also the Industrial Park is located in a TIF District.

Motion by Maass and second by Miller to move forward with presenting to Council.
Roll call. Passed 5-0.

4. Discussion and possible action on Snow and Ice Control Guidelines.

Handouts discussed by Murphy of the 2012 and 2013 Snow and Ice control and costs. City Administrator Murphy stated this has formalized parameters and conditions and states levels of service. Murphy stated these are in no means written in stone and at the discretion of the Street Superintendent but to be used as guidelines.

Maass stated that public safety is more of a concern, when streets are not plowed and only intersections being salted or sanded public safety is an issue and she will not support these guidelines. Maass stated streets are not clear and only being addressed at intersections and feels safety should be a higher priority.

Mayor Bill Tierney arrived at 6:15 P.M.

Miller stated every winter is different and this year’s snow and ice conditions are more challenging and unique than past years.

Motion by Hamre to forward to council the Snow & Ice Control Guidelines second by Klapper. Roll Call. Passed 4-1 with Maass voting no.

5. Discussion and possible action on Maintenance Facility RFP.

City Administrator Murphy stated capital budget included funding for two separate studies (Veterans Memorial Field Master Plan and Public Works/Park & Recreation Maintenance Building space needs. Murphy stated Redelings suggested combining the studies and include the Water Utility Maintenance facility.

Maass was concerned about the Emergency shelter deadline if included in this analysis.

Redelings stated that there was a time frame extension granted until December 1st, 2014 so the shelter could be included. Administrator Murphy stated this RFP needs to move ahead to make deadlines and to move forward in order to receive grant.

Redelings presented a hand out of the Emergency Shelter/restroom concept.

Klapper stated that the Grandstand was already on the Municipal Historical Register and the RFP needed to be updated to reflect that.

Motion by Klapper for the proposal of Veterans Memorial Field Master Plan and Public Works/Park & Recreation Building needs Facility Plan forwarded to council with the update of the Grandstand to the Municipal Historical Register. Second by Miller. Murphy indicated the RFP is not scheduled to be considered by Council, only the Consultant's report. Motion carried 5-0 on a call of the roll with that correction.

6. Discussion and possible action on Alley Special Assessment Resolution.

Redelings provided an overview of the proposed Resolution. Redelings stated that all abutting properties would be responsible for 50% of the costs of the Alley construction/repairs by footage of the property and the City for the other 50%.

Maass stated that through finance it was agreed on a 60/40 split because of City's usage of the alleys and the resolution is different than what originally agreed upon.

City Administrator Murphy stated that the resolution needed to be changed to 50/50 due to legal and operational issues. City Administrator Murphy stated legally all public alleys are open and available to public and private vehicles so it is not feasible to designate certain alleys as public use and others not.

Redelings stated the alley is a benefit to the resident for emergency purposes for access. Mayor Bill Tierney stated that EMS does use the alleys. Redelings stated there are 4 alleys scheduled for resurfacing in 2014 and the plan is to create a funding source to continue improving alleys in the City. Redelings stated that the rating on the alleys would be done on even years and to prioritize the lowest rated (in worst condition) alleys first.

Maass suggested petitions from 50% of abutting property owners should only be allowed for alleys of the same or ~~better~~ worse * rating.

Hamre stated she does not support the resolution because the resolution could be changed if the City formulated a utility.

Motion by Miller Second by Maass to recommend the proposed resolution to council with the change regarding the petition. Motion carried 4-1 on a call of the roll with Hamre voting no.

7. Discussion and possible action on 2014 Capital Expenditure Plan.

Administrator Murphy stated there was adequate budget to cover the projects for 2014 with the exception of the Cable upgrade and Recycling Carts. Redelings was asked for some feedback on the size of recycling carts to be obtained.

Hamre suggested the 95 gallon size to promote recycling from going in the garbage carts and only receive the 65 gallon carts by request.

~~Maass~~ Miller * suggested the elderly might want the smaller cart along with any residences that are singularly occupied.

Garetson posed the question of keeping the recycling bi weekly. Klapper asked if the recycling containers would just have different lids so the carts could be interchangeable. Redelings confirmed the bi-weekly pick up with different colored carts than the garbage carts, however the vendor who supplied the garbage carts a few years ago will not honor pricing from that bid so the recycling carts will need to be bid separate which may result in a different type of cart.

Miller suggested an ordinance revision for removal of the garbage carts from the front of residence because carts stored in the front yard present an eye sore.

Klapper posed the question how the residents will be informed. City Administrator Murphy stated there will be a City news letter mailed out with this information.

Motion by Hamre, second by Klapper to recommend 95 gallon recycling carts with the 65 gallon carts offered by request. Motion carried 5-0 on a call of the roll.

8. Public Works Director's report.

Redelings stated that reconstruction of the retaining wall at Silver Lake Beach was estimated at \$30,000. Redelings is going to get contractors to examine the project.

Redelings gave an overview of projects stating that a flight inspection was scheduled, parking structure gates must be purchased for \$3,000, Well 8 reconditioning bid will go to Council next week, Museum Ramp and Railing design is being sent to the State Historical Society for review, state approved plans for the Visitor's Center is being reviewed by the DOT, and the budget for the Albert street project should be adequate.

Redelings also stated that public works has been really busy with sewer backups and frozen pipes. There will be a revision to the current policy to notify residents that have a history of frozen laterals to continuously run their tap water through February and March. The resident's water and sewer bill for February and March would be billed for their usage during the same period of the previous year.

9. Adjournment

Motion by Maass, second by Miller to adjourn the meeting at 7:14 pm. Motion carried unanimously on call of roll.

Prepared by Tammy O'Leary, Public Works Secretary

*Changes approved at March 6, 2014 Municipal Services and Utilities Meeting.