

**City of Portage
Park and Recreation Board Meeting
Tuesday, September 10, 2013 - 6:00 p.m.
Municipal Building Conference Room #1
Minutes**

1. Roll Call

The meeting called to order at 6:00 pm by Chairperson Zirbes. Present were Lindner, Konkell, Messer and Zirbes with Kreckman and Reckling excused. Also present were Hawkinson, Murphy, Welsh and Sauer of Portage Daily Herald.

2. Approval of minutes of July 23, 2013 meeting.

Motion was made by Messer and seconded by Konkell to approve the minutes from the July 23, 2013 meeting. The motion passes 4-0 on call of roll.

3. Discussion and possible action on Request Brownie Troop 1148 a Little Free Library at the Park & Recreation Office.

Hawkinson read a letter from the Brownie Troop 1148 stating their request to present the Little Free Library to the Park & Recreation Department as a community service project to earn their Brownie Quest badges. Building the Little Free Library was intended to provide people of all ages with some "free" reading materials. The Brownie Troop would provide the reading material and maintain the library as part of their project. The Board supported this project. Motion made by Messer, second by Konkell to accept the Library Station at the Park & Recreation Department on the west side of the building. Motion carried 4-0 on call of roll.

4. Discussion and possible action on Request to install Mural on the Park & Recreation Office building

Hawkinson presented updated photos of the Mural and read a brief letter by the mural artist, Charles Bradley. Bradley stated he intends to put another coat of varnish on the mural and would agree to retouch for a few years if necessary. He would also be willing to make changes before the mural was hung, if needed. The site of the west side of Park & Recreation Department building was presented by Hawkinson. Brad Conrad of the Chamber of Commerce was present and stated the 8' x 8' mural still needed to be framed and that it is the second mural donated to the City. Conrad stated the Chamber would enter into an agreement with the City for the installation addressing maintenance, liability and removal, if necessary. Other locations were discussed. Zirbes requested conditions that may be incorporated that if a more visible place to display the mural would become available, the mural be able to be relocated. In addition, if the public objected to the mural placement, the mural would be moved. The Chamber would be responsible for all costs, placement and maintenance of mural. It was agreed the City would assist with the installation. Motion was made by Konkell, second by Lindner to install the mural at the Park & Recreation building with the presented conditions. Motion carried 4-0 on call of roll.

5. Discussion and possible action on Recommendation on Proposed Policy for Waiver of Park Rental Fees

Administrator Murphy stated the Facility Fee Exemption Policy came about due to a request of fee waiver and was presented as a guideline in determining fee exemptions. If adopted, the policy would be incorporated into the ordinance (Sect 54-92) on rental of park land and facilities. After discussion, the Board requested updates specific to allow existing groups that have been granted exemption be incorporated. Murphy will revise and bring back at the next meeting in format of proposed ordinance revisions.

6. Discussion and possible recommendation on Selection Process for Manager of Park & Recreation

Administrator Murphy reported the City had currently received 16-20 applications for the Managers position which closes on 9/26/2013. The review process would begin the last week of September, interviews beginning mid October and a final recommendation process by November for Council consideration. A selection committee that would review applications and interview candidates would include a member of the Park & Recreation Board. Messer and Konkel indicated they would be interested in serving on the selection committee. Konkel indicated that he would defer to Messer if he was more available.

7. Discussion and review on proposed 2014 Budget

Administrator Murphy stated an overall 8% fee increase was proposed in the Park & Recreation fee structure. Discussion followed to note how the rate changes would be impacted. Specifically week day shelter rental fees for both residents and non-residents would increase by \$5; daily use pool fees increased for aerobics and adults by \$1 decreased by \$0.25 for youth. The punch card rate (11 admissions) was increased to \$40 for aerobics and \$30 for adults. Flea market booth fees increased \$5; Vehicle storage costs changed from a flat fee to \$11/foot for a secured facility and \$6/foot for unsecured. Flat fees were still assigned to personal watercraft and motorcycles. A discussion followed on the Vehicle Storage Contract and the reasons for two different ends of contract dates. It was reported that building #6 is rented by the County for LWC Tree distribution beginning April 15th and all vehicles need to be vacated for that activity. Hawkinson is to report back at the next meeting with the details of the County's 2014 dates for form clarification. The proposed changes will go before the Council for approval on September 26th. Motion by Messer, second by Konkel to recommend the fee adjustments as revised per the discussion. Motion carried 4-0.

8. Manager's Report

Hawkinson reported on WPRA ticket sales, beach revenue totals and the transfer to full service soda machines that left the department with some unsold product. An updated report that the Park & Recreation roof leak has been repaired. Complaints on a chronic sand burr issue at Lincoln Park and feral cats were causing problems at Cattail Park were also reported. Compliments from patrons on the Splash Pad were also reported with requests for expanded use for 2014. Murphy commented that due to water usage restriction and an agreement with the school district, the hours of operation were revised to 10am -8pm Memorial Day through

Labor Day. Labor Day closure is required due to school starting. Murphy commended Hawkinson for her continued efforts at running the department without the assistance of a Manager.

9. Adjournment

Motion by Zirbes, second by Messer to adjourn. Motion carried 4-0 upon call of the roll. Meeting adjourned at 7:18 pm.

Respectfully submitted
Leslie Hawkinson, Administrative Assistant
Park & Recreation Department