

**City of Portage
Park and Recreation Board Meeting
Tuesday, June 10, 2014, 6:30 p.m.
Municipal Building, Conference Room One
Minutes**

1. Roll Call

The meeting called to order at 6:30 pm by Chairperson Zirbes.

Members present: Brian Zirbes, Chairperson, Larry Messer, Rita Maass, Mike Charles, Todd Kreckman

Also in attendance: Manager Dan Kremer, Leslie Hawkinson, Jeff Johnson, News Reporter, Greg Sauer and Mayor Bill Tierney.

2. Approval of minutes of May 13th, 2014 meeting

Motion was made by Charles, second by Messer to approve the minutes, as presented, from the May 13th, 2014 meeting. The motion carried 5-0 on call of roll.

3. Discussion on Park and Recreation Comprehensive Outdoor Recreation Plan.

Manager Kremer presented a copy of the Park and Recreation Comprehensive Outdoor Recreation Plan to each board member. The plan will be used as a guide to help focus the board's decisions, to use as a cross reference and to give administrative assistance with its five year vision.

4. Discussion and possible action on White Spruce tree installation on Major's and Minor's Fields at Little League Complex.

Manager Kremer presented a proposal for the Little League Association stating their desire to assist the City with financing the installation of White Spruce trees on both of the Little League fields that will provide shade and add to the overall complex. Cost inquiries were made to four nurseries with the Peter Stella Tree Farm of Briggsville quoting the best price of \$130 per tree delivered and planted. Manager Kremer recommended a fall planting to complete this project in 2014. The City would put \$1500 towards the cost of purchasing 20 trees and the Little League board has agreed to pick up all costs above \$1500.

Motion to approve the purchase White Spruce trees from the Peter Stella Tree Farm as per the installation agreement on both the Major and Minor fields at the Little League Complex was made by Kreckman and second by Charles. Motion carried 5-0 on a call of roll.

5. Discussion and possible action on construction of garage at Little League Complex by Little League Board.

Little League representative, Jeff Johnson, briefed the Park & Rec board on the intended 24 x 27 x 8 foot steel sided structure to be located on the Little League Complex grounds. Motion by Charles, second by Kreckman to accept the designated location of the garage at the Little League Complex with all costs incurred by Little League, with an amendment for an inspection subject to code. Motion carried 5-0 on call of roll.

6. Discussion and possible action on Park and Recreation seasonal payroll rates schedule.

Manager Kremer presented a spreadsheet representing classifications where the Park & Recreation Department has seasonal staff workers along with a wage base and proposed wage increase that would be subject to budget availability rather than an automatic annual increase. It was noted that Lake Weed Harvester needed to be added to the list. A motion was made by Charles, second by Kreckman, to accept the proposed wage rates as presented, with the addition of the Lake Weed Harvester rates. Motion carried 4-0 on call of roll with Maass abstaining.

7. Discussion and possible action on US Cellular Days @ Collipp-Worden Park and Beach.

Kremer gave a brief background on US Cellular's #BetterDay plan where US Cellular would donate \$1000 to help benefit the City Parks. US Cellular would require a 10x20 high visibility display area that would include Karaoke, digital tablet games, free game rentals and incidental giveaway items. A discussion of Park Rental Rules, disturbing park rental patrons and a suggestion of setting a policy and procedure for soliciting activities in the parks followed. A motion was made to deny action by Charles, second by Maass, with an amendment to set a policy and send it to the Legislative & Regulatory Committee for approval. Motion carried 5-0 on call of roll.

8. Discussion and possible action on refund policy for activities and rentals.

Kremer presented a Refund Policy draft for recreation activities and facility rentals. A motion was made by Messer, second by Charles, to accept the draft as written with a motion to amend the facility policy to include a cancellation date of less than 15 days and the park was re-rented for a refund minus a \$5 service charge. Motion carried 5-0 on call of roll.

9. Discussion on park tour with the Park and Recreation Board.

A discussion on acquainting the board with the City parks was started by Kremer with agreement by all that the board will either board a van or bus to tour the parks on July 8th beginning at 5:30 pm, just prior to the scheduled July board meeting. An invitation will be extended to the general public to join the tour with notice given through the local radio and newspaper.

10. Manager Kremer's Report

Kremer provided updates on recreation programs and the success of the online registration. He also mentioned the Portage Flea Market was scheduled for June 13th & 14th at the fairground buildings with approximately 25 vendors participating. Summer staff was pretty much in place and the beginning of swimming lessons and summer programs was to begin on June 16th.

11. Adjournment

Motion by Messer, second by Charles to adjourn. Motion carried 5-0 upon call of the roll. Meeting adjourned at 7:31 pm.

Respectfully submitted
Leslie Hawkinson
Park & Recreation Department