

**City of Portage  
Park and Recreation Board Meeting  
Tuesday, July 8, 2014  
Park Tour - 5:30 pm  
Regular Meeting - 6:30 pm  
Municipal Building, 115 West Pleasant Street  
Conference Room One  
Agenda**

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

Park Tour – 5:30 pm

Meet at parking lot of City Hall

Regular meeting – 6:30 pm

1. Roll Call
2. Approval of June 10<sup>th</sup>, 2014 meeting minutes.
3. Presentation of Master Plan by Dimension IV
4. Discussion and possible recommendation on Veteran's Memorial Committee
5. Discussion and possible action on recreation scholarship and fee reductions.
6. Discussion and possible action on Lincoln Park Playground Equipment
7. Manager's Report
8. Adjournment

Respectfully submitted  
Dan Kremer, Manager of Parks and Recreation

**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 8<sup>th</sup> 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 13<sup>th</sup> & 14<sup>th</sup> 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 16<sup>th</sup>.

**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

# Concept & Budget Report

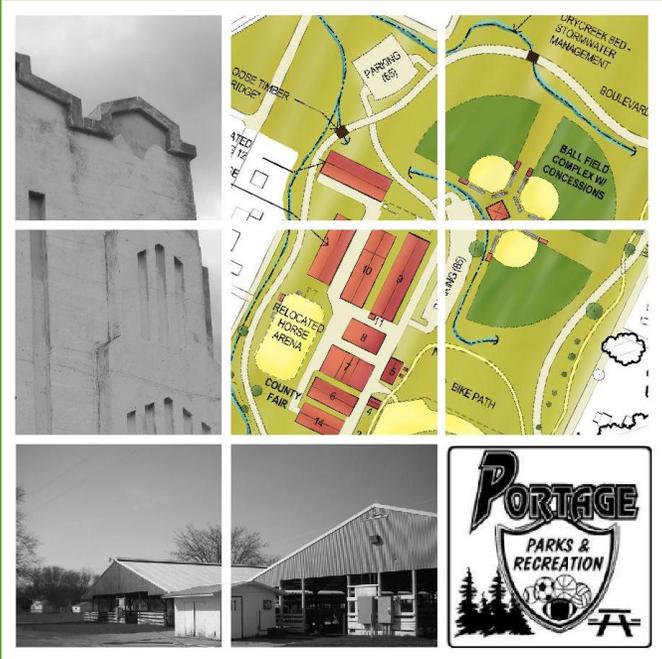
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VETERANS MEMORIAL FIELD AND PUBLIC WORKS/PARKS & RECREATION

JULY 2, 2014



# Table of Contents



- Project Team
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- Water Department Budget

# Project Team

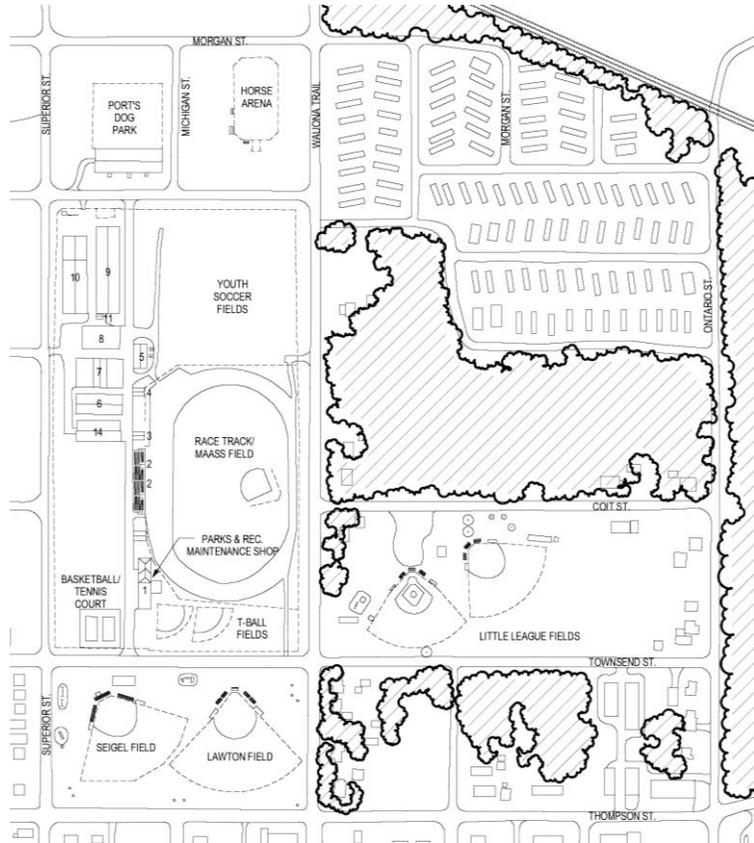
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Owner: City of Portage  
115 W. Pleasant Street  
Portage, Wisconsin 53901

Architect: Dimension IV Madison Design Group  
6515 Grand Teton Plaza, Suite 120  
Madison, Wisconsin 53719

In collaboration with Kate Stalker Associates

# Project Summary



## Veterans Memorial Field Existing Condition:

- 3 softball fields
- Little league complex
- Soccer fields (youth & high school)
- Grandstand and non-paved track
- 9 fully enclosed exhibition/activity buildings, 2 with heat/restrooms, 2 livestock pavilions
- Columbia County Fair grounds

# Project Summary

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## VMF Master Plan Design Concept:

- Nod to historic original “Portage City Driving Park”
- Reconfigured streets (biggest bang for the buck)
- “Campus of buildings” with consistent design elements/colors
- All play equipment to meet current accessibility and safety standards
- Relocate ball fields/ create complex with concessions
- No overlapping uses with soccer fields. Soccer fields relocated.
- Efficient use of land: relocate select items (example: horse arena) to consolidate, and create dedicated space for each user group.
- Stormwater Management: Aesthetic dry creek beds and limited underground engineered solutions
- Bike Path network through park and connect to city
- Demolition and removal of existing Public Works facilities and Parks & Rec. buildings 1A and 1B
- Marquette and Joliet Portage Interpretive Trail with 3 look-out towers

# Veterans Memorial Field Master Plan Budget

- VMF Short-term improvements for 2015.
- This Budget excludes all work, short-term and/or long-term, for the VMF Grandstand

## VMF Short-term improvements for 2015

Site Electrical .....	\$100K
Lawton-Siegel New Playground Equipment .....	\$35K
Site Development, Veteran's Monument & Misc .....	\$25K
Building Construction .....	\$90K
Quonset Hut repairs.....	\$10K
Enclosure walls, Buildings 9&10.....	\$40K
Misc. Repairs .....	\$20K
Open-Air Little League Park Pavilion .....	\$8K
Little League Garage 24x24' .....	\$12K
Little League Park Misc. Improvement projects .....	\$135K
Lawton-Siegel new Toilets-Concession Building & Dugouts .....	\$208K
Miscellaneous Site Work (Removal, patching, etc.) .....	\$15K
Parks & Rec. Equipment (miscellaneous) .....	\$25K
Electrical Utility Company Charges (3 Phase Service – estimate).....	\$15K
Furnishings & Movable equipment (miscellaneous) .....	\$10K
Computers and Related (Phone, data, security, PCs, Miscellaneous) .....	\$15K
<b>SUBTOTAL .....</b>	<b>\$668K</b>
Design Fees & Construction Contingency (~20%).....	\$132K
<b>TOTAL .....</b>	<b>\$800K</b>

# Veterans Memorial Field Grandstand

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## History and Overview

- Constructed 1936 as a grandstand for a baseball field.
- Concrete Structure in Art Deco Style
- Aluminum bench-style, previously installed as an improvement project.
- Seating capacity: approximately 500
- Existing dug-outs partially filled-in
- All spaces under seating trays (lockers, toilets, etc.) are used for storage.

# Veterans Memorial Field Grandstand

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## Condition Analysis

- Concrete structure has numerous signs of deterioration and disrepair.
- Many concrete elements need patching and the entire grandstand needs plastering or painting.
- Repair or removal needed: wing walls, ramps, floors below seating trays
- All handrails and guardrails should be replaced
- electrical and plumbing fixtures are in poor condition or missing condition

# Veterans Memorial Field Grandstand

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**Portage, Wisconsin, Code of Ordinances  
(as related to the Grandstand):**

Chapter 34 – Historic Preservation

Sec. 34-33 Powers and duties of commission

(b) Regulation of construction, reconstruction, alteration and demolition.

(1) No owner or person in charge of a historic structure, historic site or structure within a historic district shall reconstruct, alter or demolish all or any part of the exterior of such property or construct any improvement upon such designated property or properties or cause or permit any such work to be performed upon such property or demolish such property unless a certificate of appropriateness has been granted by the historic preservation commission. Also, unless such certificate has been granted by the commission, the building inspector shall not issue a permit for any such work.

# Veterans Memorial Field Grandstand Budget

- The following budget assumes design and construction in general timeframe of Years 2015-2016. It should be noted that the exact scope of repairs can vary widely depending upon the preliminary design phase noted above.
- For budget planning purposes, including a construction contingency, we would recommend a capital budget allocation of at **least \$700,000** be considered.

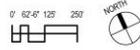
## Grandstand 50-year useful life

Selective Demolition and Removal .....	\$30K - 50K
Concrete Repairs & Walks .....	\$40K - \$60K
Replastering/Repainting .....	\$100K - \$150K
New handrails and Guardrails .....	\$100K - \$150K
Electrical System Replacements .....	\$100K - \$150K
Design Fees (12%) & Expenses .....	45K - \$70K
CM Fee (6%) & Expenses .....	\$25K - \$40K
<b>TOTAL.....</b>	<b>\$440K - \$670K</b>



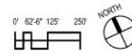
- NOTES:
- A. PROVIDE ENGINEER, UNDERGROUND STORMWATER SYSTEM, WHERE REQUIRED
  - B. RELOCATED PORTS DOG PARK TO A CITY OWNED PROPERTY WITH GREEN SPACE AND IDEALLY NEAR WATER.
  - C. PARKING STALL COUNTS ARE APPROXIMATE NUMBERS, AND DO NOT INCLUDE POTENTIAL STREET PARKING ON THE PARK LOOP ROAD.
  - D. TREES SHOWN ARE THE APPROXIMATE LOCATION OF THE EXISTING TREES IN NEAR VETERANS MEMORIAL FIELD

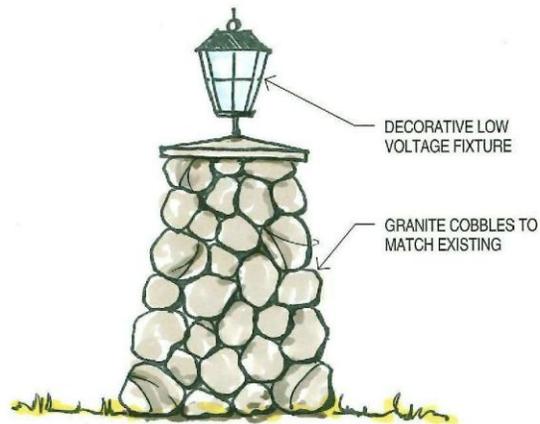
**VMF MASTER PLAN**





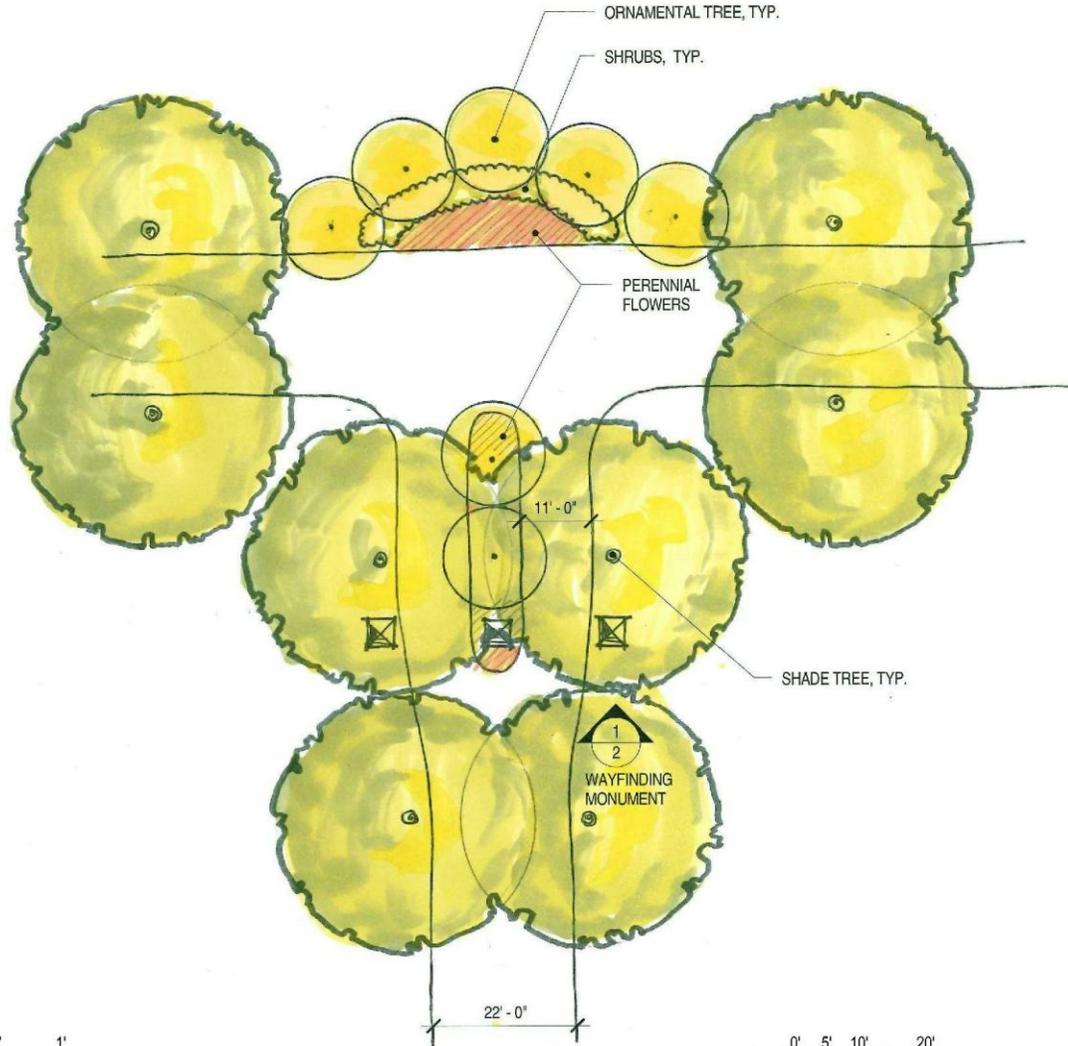
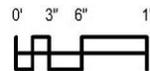
1 VMF EXISTING CONDITION SITE PLAN  
1" = 250' 0"





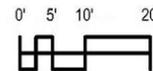
**ELEVATION - WAYFINDING MONUMENT**

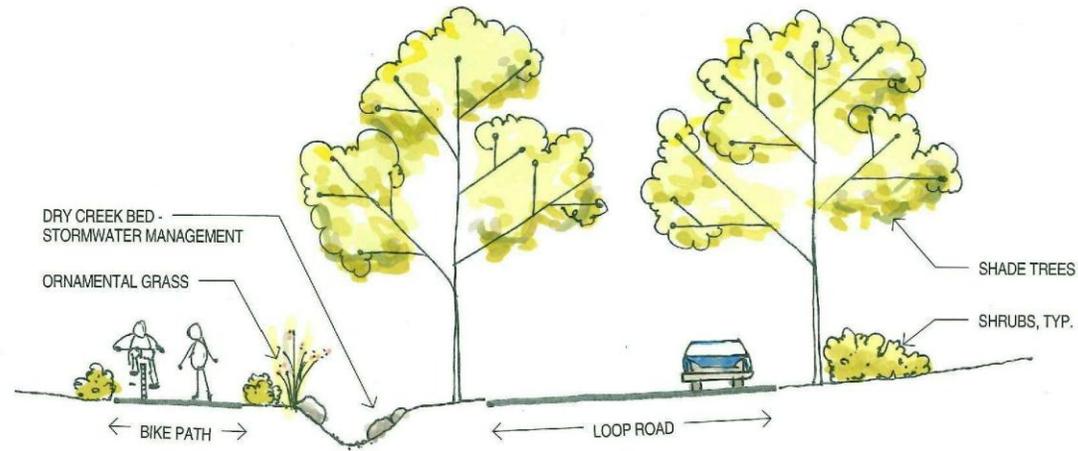
1" = 1'-0"



**DETAIL - PARK ENTRANCE**

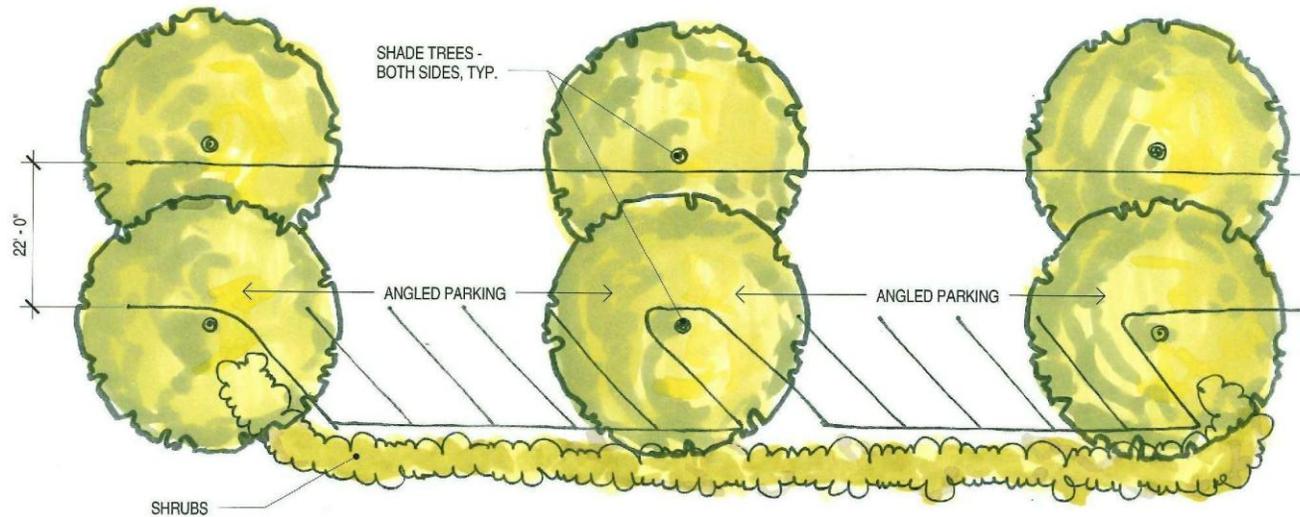
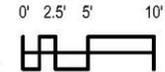
1" = 20'-0"





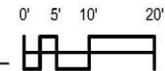
**CROSS SECTION - LOOP ROAD**

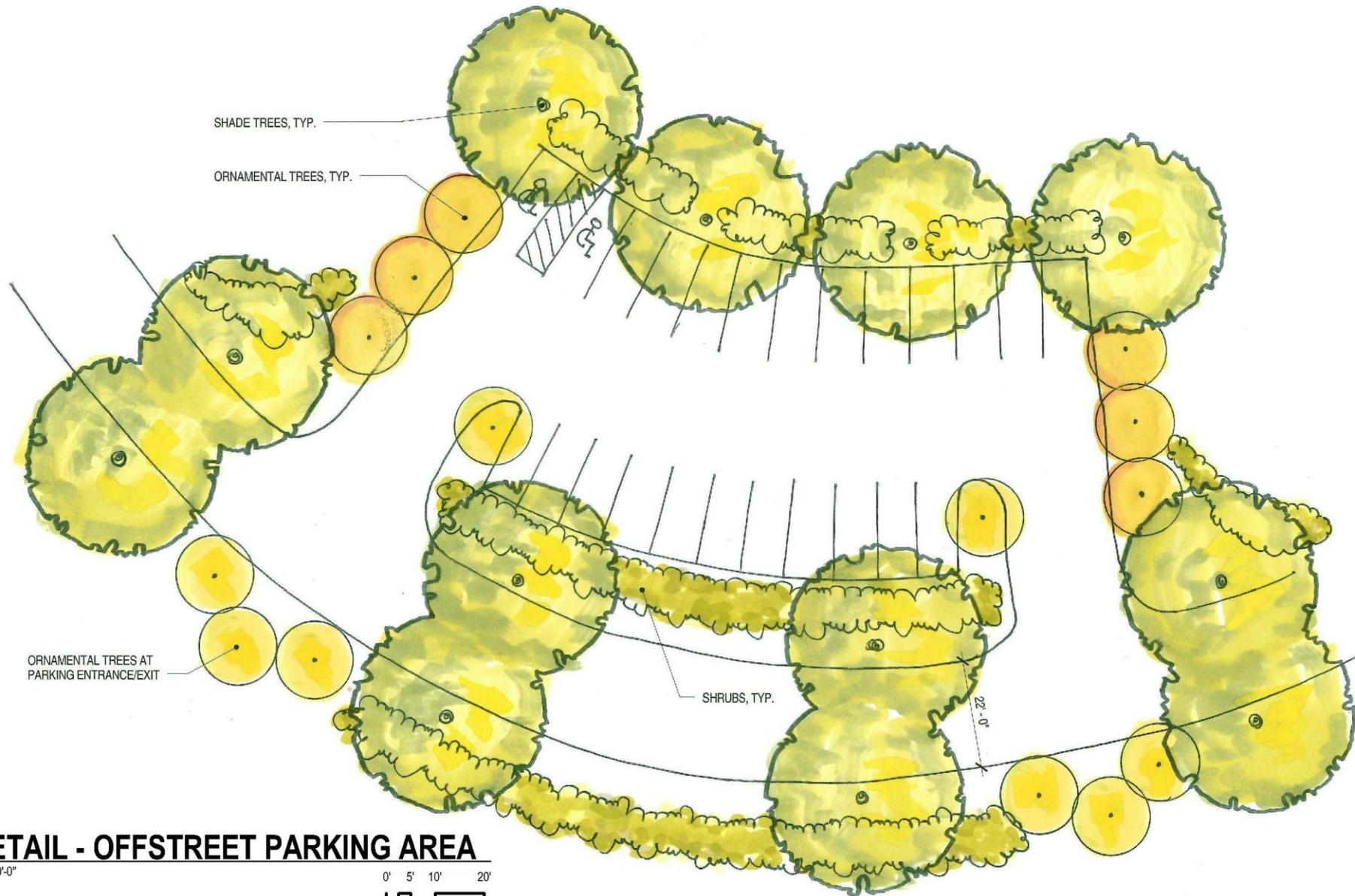
1" = 10'-0"



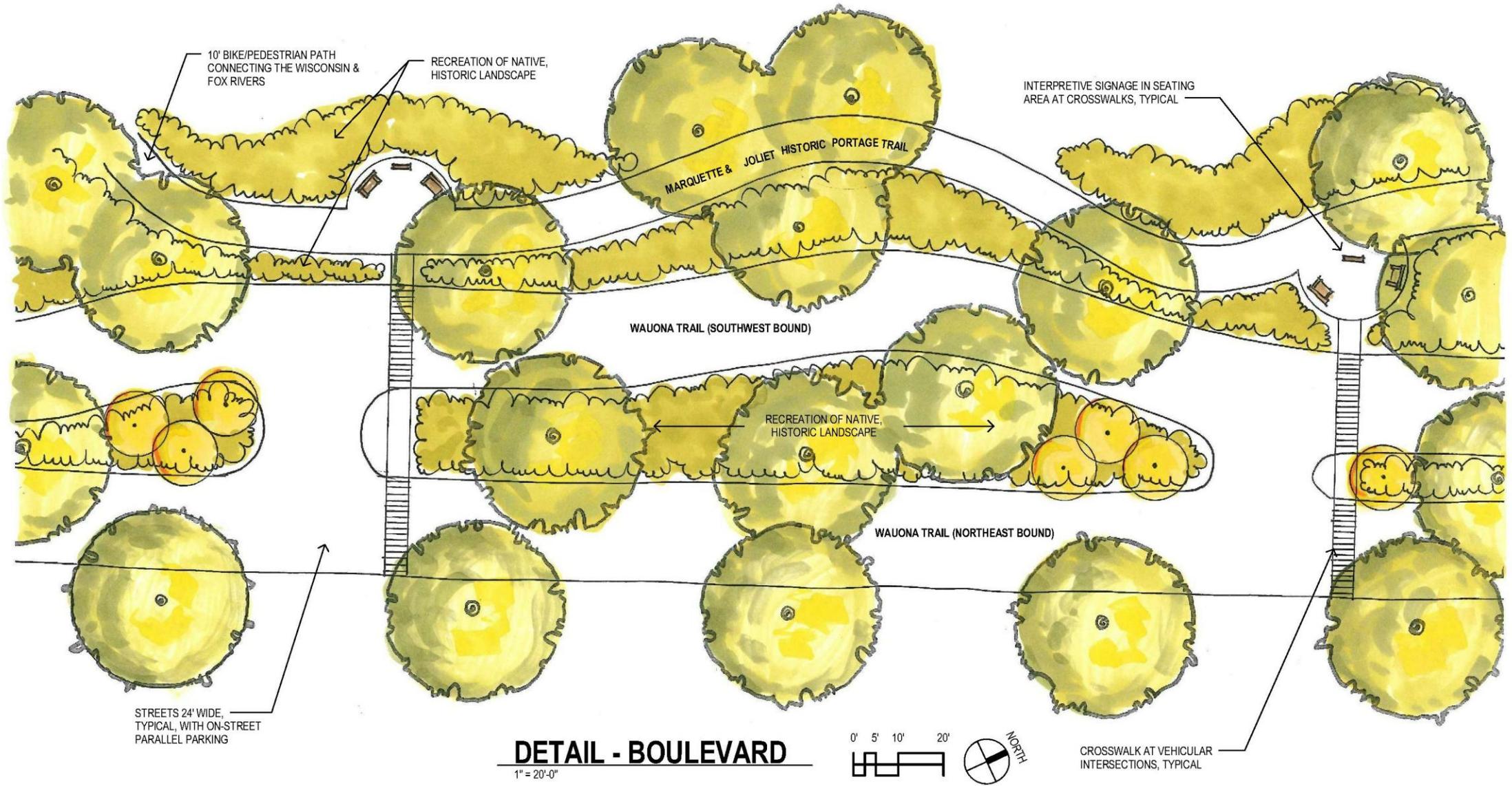
**DETAIL - ON STREET PARKING AREA**

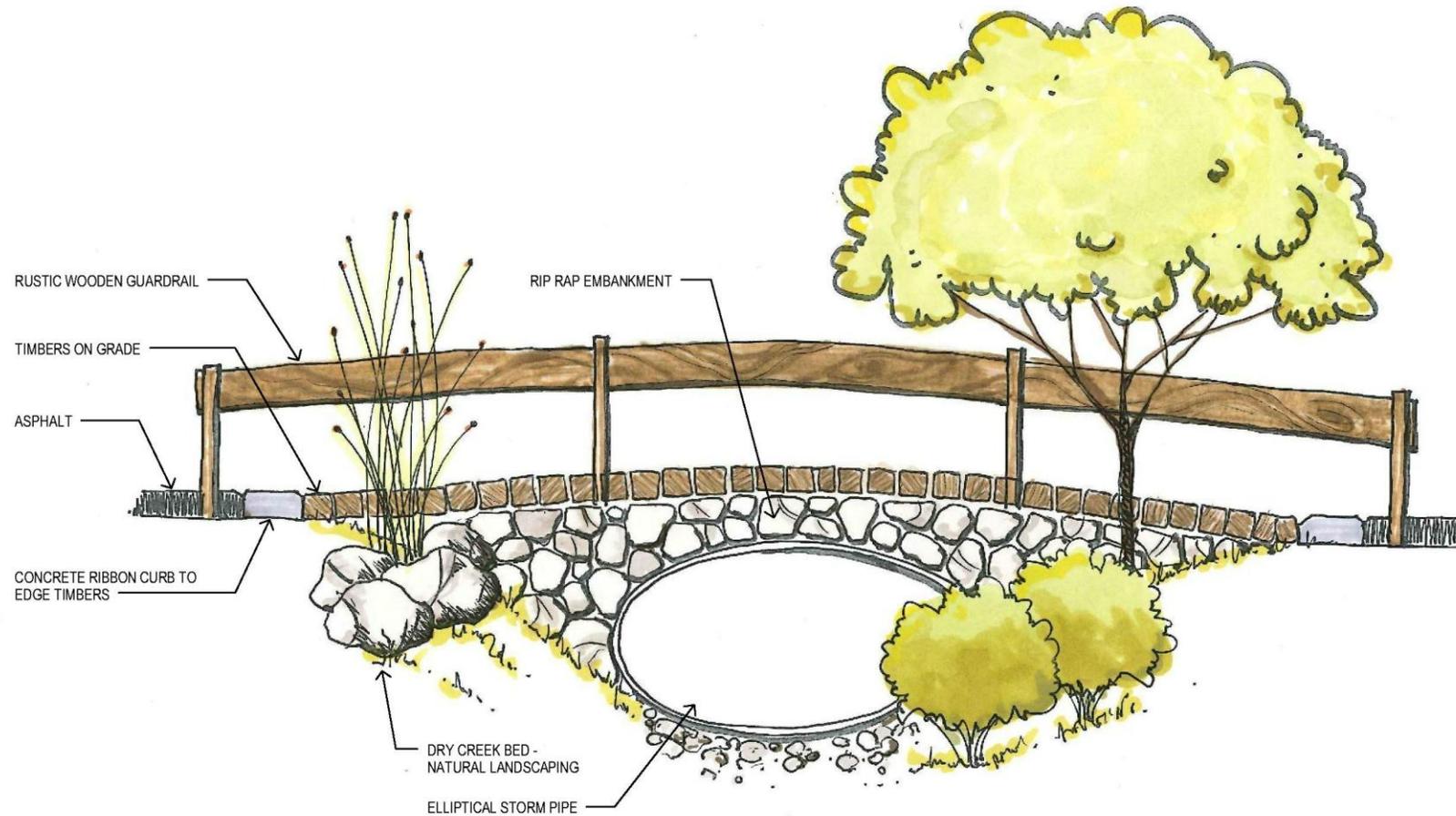
1" = 20'-0"





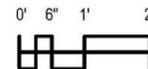
## DETAIL - OFFSTREET PARKING AREA





**DETAIL - TIMBER "BRIDGE"**

1" = 2'-0"



# Public Works/Parks & Recreation Building

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FEASIBILITY STUDY

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# Project Summary

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Concept Perspective

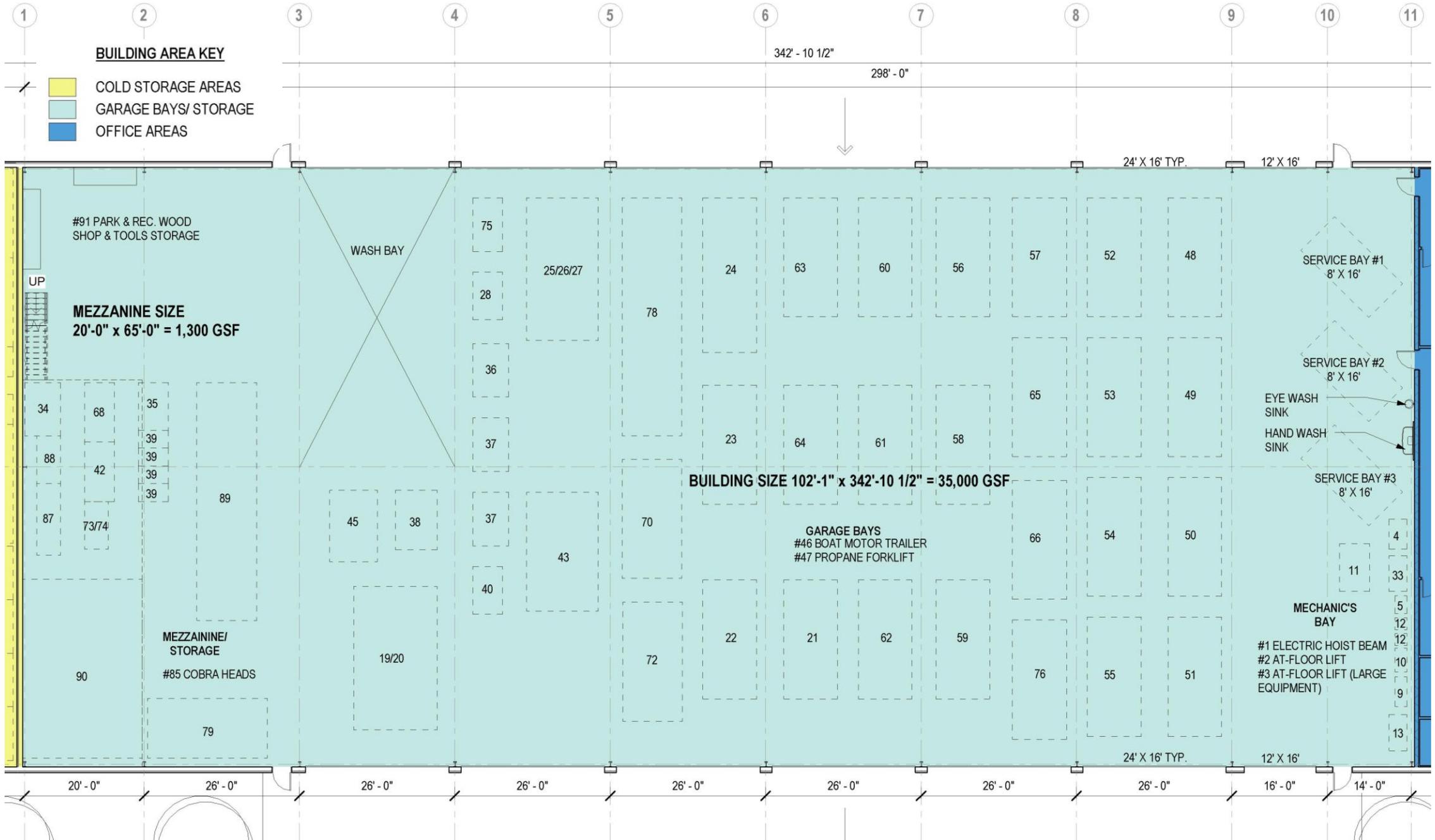
## **Public Works/Parks & Recreation Building:**

- Undetermined Site
- Combine facility that shares employee spaces (i.e. breakroom, restrooms, tool storage)
- Adequate storage for vehicles, equipment, and secure lay-down

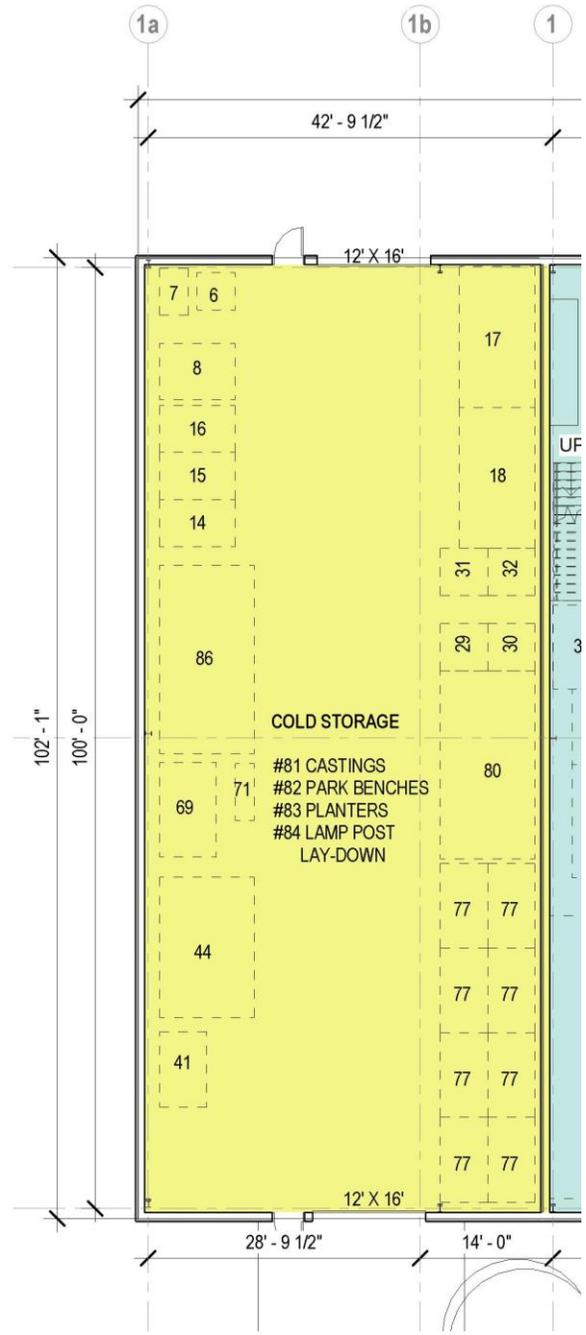


- BUILDING AREA KEY**
- COLD STORAGE AREAS
  - GARAGE BAYS/ STORAGE
  - OFFICE AREAS





- BUILDING AREA KEY**
- COLD STORAGE AREAS
  - GARAGE BAYS/ STORAGE
  - OFFICE AREAS



# Public Works/Parks & Recreation Building Inventory

- The following existing and projected inventory items are based on the City of Portage 2014 inventory list as well as current review with city staff.
- This is a snap-shot of the 104 line inventory list that includes:
  - Equipment
  - Vehicles
  - Miscellaneous
  - Storage Buildings
  - Secure Lay-down Fenced-in Area

## Equipment

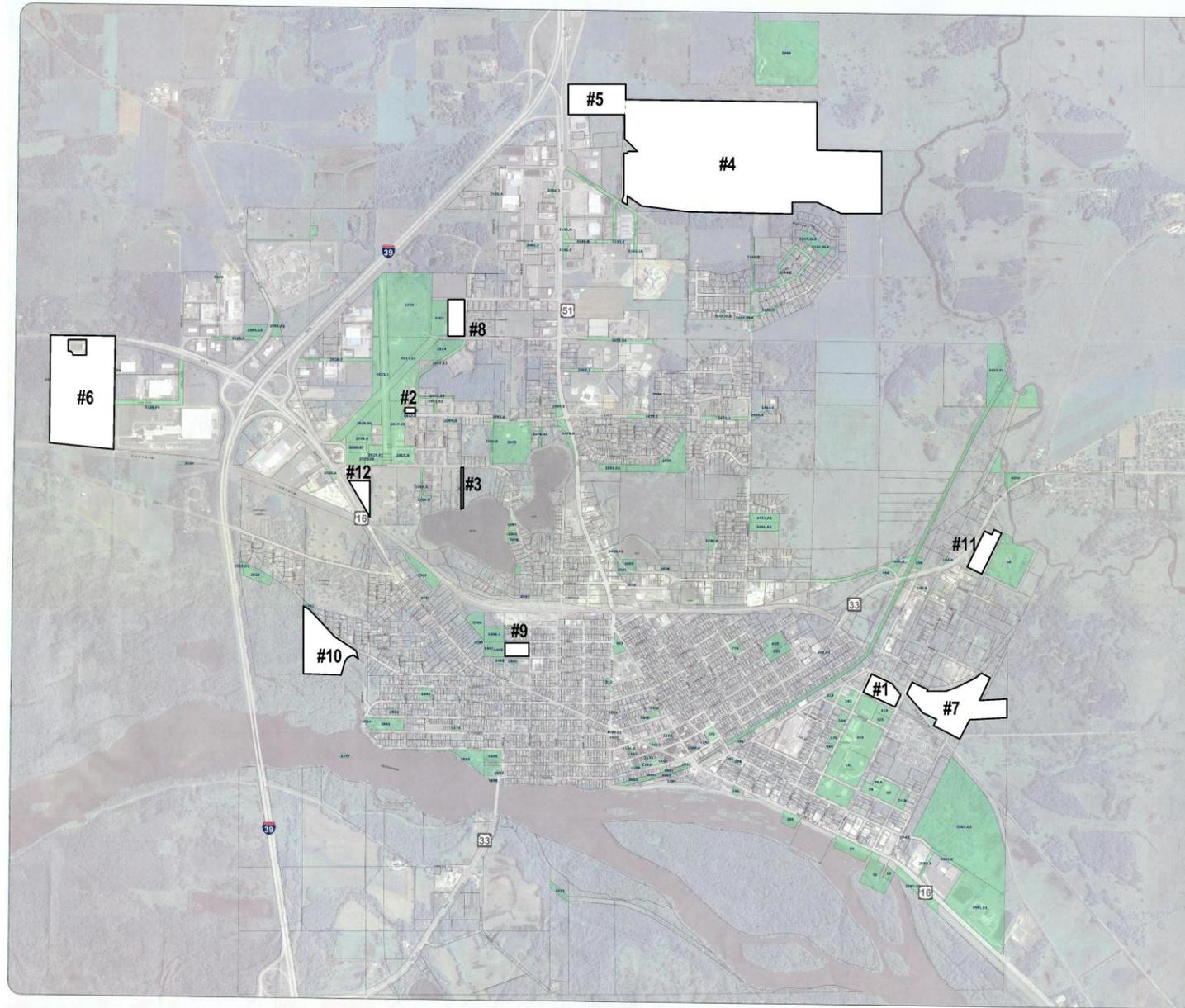
#	Dept.	Description	Size (W x L)	Projected 2018 Quantity	Existing Quantity	Cold Storage?	Remarks
1	PW	Hoist Beam (shop garage)		1	1	N	Electric/ Steel frame mounted
2	PW	At-Floor Lift		1	0	N	
3	PW	At-Floor Lift		1	0	N	For Large Equipment
4	PW	Power Washer	3' x 5'	1	1	N	4-wheel at Mech.'s area
5	PW	Mechanic's Break Press	3' x 2'	1	1	N	Fixed shop equip. Sits on floor @ Mech.'s area
6	PW	2003 Clarke Mosquito Sprayer	4' x 4'	1	1	Y	4-wheel Trailer
7	P	2004 JohnDeere Angle Broom	5' x 3' DIA	1	1	Y	Front attachment Lawn mower
8	PW	2003 Rayco Stumper	6' x 8'	1	1	Y	Trailer w/ Tongue
9	PW	Norton Clipper Concrete Saw	2' x 5'	1	1	N	Gas engine
10	PW	Portable Generator	2' x 4'	1	1	N	2-wheel/ gas engine
11	PW	1986 Ingersol Rand Air Compressor	5' x 8'	1	1	N	2-wheel
12	PW	Lincoln Portable Welder	2' x 2'	2	1	N	Mechanic's cart
13	PW	Miller Welder Wire Feed300	3' x 6'	1	1	N	Mechanic's 4-wheel cart
14	PW/P	Morbark Twister12 Chipper	5' x 8'	1	1	Y	2-wheel 1-axle trailer
15	PW	2003 Wacker 6" Water Pump	5' x 8'	1	1	Y	2-wheel 1-axle trailer
16	PW	2005 Wacker 6" Water Pump	5' x 8'	1	1	Y	2-wheel 1-axle trailer
17	PW	2006 Tandem Trailer (Bobcat)	8' x 15'	1	1	Y	double axle
18	P	1988 Tandem Trailer (Car-hauler)	8' x 15'	1	1	Y	
19	P	2001 Weed Harvester (Boat)	14' x 24'	1	1	N	Tri-axle w/ paddles
20	P	2001 Weed Harvester T railer	-	1	1	N	included in boat size
21	PW	2011 544K JohnDeere Loader	9' x 20'	1	1	N	Front end loader

# Site Selection

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The following City owned parcels were considered when selecting the potential site(s) for the Public Works/Parks & Recreation Building. Refer to Concept Drawing #9

- #1 Morgan Street Site (parcels: 118 & 142)
- #2 Mustard Building/Airport Rd. site (parcel 2517.10)
- #3 806 Silver Lake Dr./Girl Scouts Site (parcel 2362)
- #4 Evan's Farm (parcel 5000)
- #5 County CX land (parcel 5000)
- #6 Industrial Park Site (parcels: 3302.03, 3302.04, 3302.05, 3302.06, 3302.07, 3302.08, 3302.0L1)
- #7 End of Whitney Street (parcels: 7, 8, 9, 41, 42, 53, 54, 83 & 86)
- #8 Airport Rd. brush dump (parcel 3103)
- #9 Cattail Park (parcel 1439)
- #10 River Street Site (parcel 2532)
- #11 Wauona Trail at WI-33 "Musky Club Site" (parcels: 93 & 95)
- #12 County Highway Shop (W. Wisconsin St./HWY 16)



REFER TO PAGES 14 & 15 OF THE CONCEPT AND BUDGET REPORT FOR SITE INFORMATION

**SITE SELECTION KEY MAP**  
N.T.S.

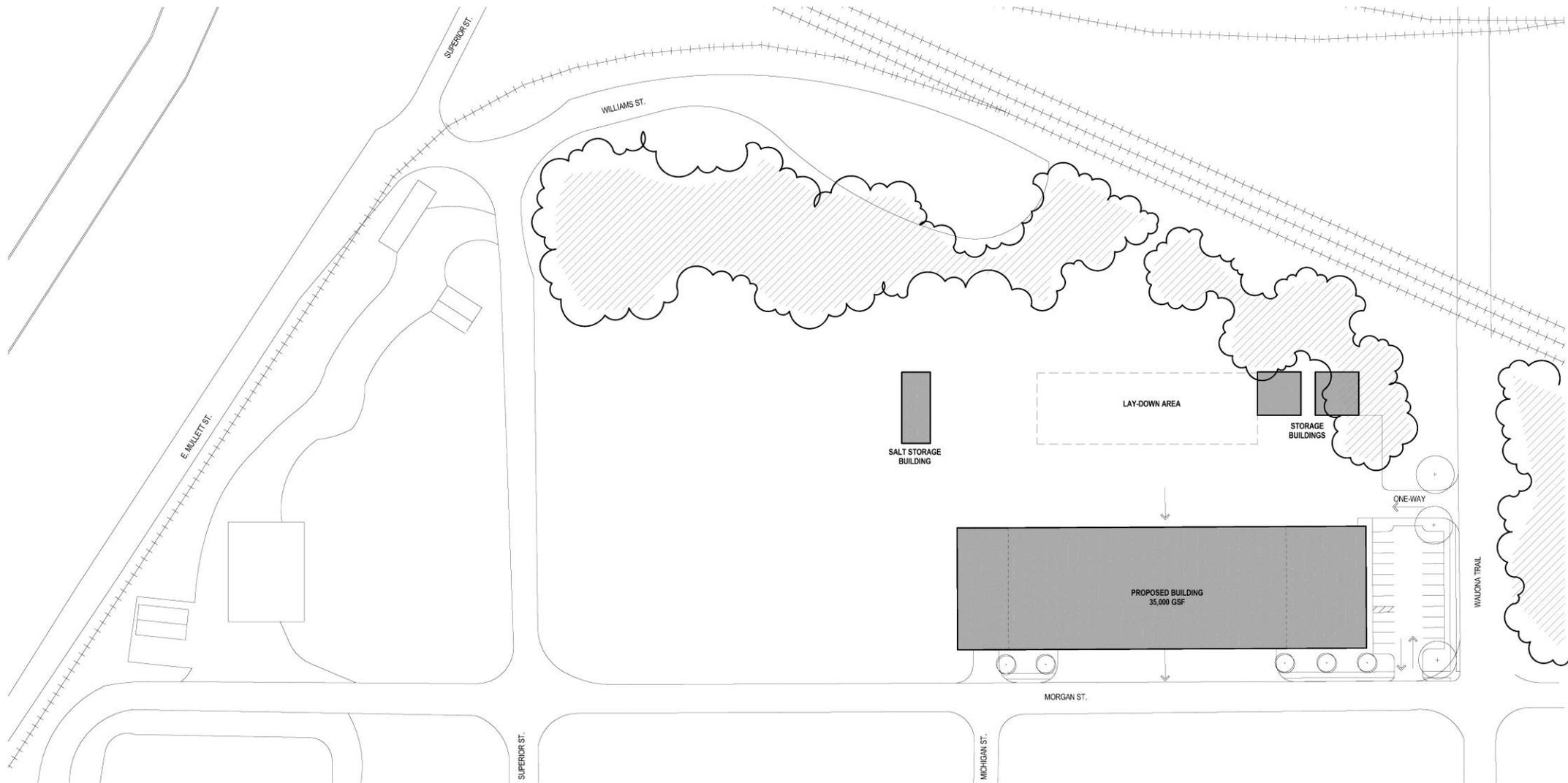


# Public Works/Parks & Recreation Budget

Morgan Street Site

## Shop Facility for 2018

Site Acquisition .....	\$0
Hazardous Materials Abatement (Washington St. Shop Site) .....	\$15,000
Site Redevelopment & Buildings Demolition (VMF 1A-1B, Public Works).....	\$110,000
Building Construction (~35,000 GSF Public Works-Parks & Rec Shop).....	\$3,850,000
Mezzanines.....	\$130,000
Parking, Sidewalks & Drives.....	\$280,000
Utility Connections (storm-sanitary sewer and water) .....	\$200,000
Miscellaneous Sitework (Salt Storage, etc.) .....	\$90,000
Fixed Equipment (Cabinetry, Hoist, miscellaneous) .....	\$40,000
Electrical Utility Company Charges (3 Phase Service - estimate) .....	\$10,000
Furnishings & Movable Equipment .....	\$130,000
Low Voltage Systems (Phone, data, security cameras, sound, PCs, misc.) .....	\$50,000
<b>SUBTOTAL .....</b>	<b>\$4,905,000</b>
Contingency (~10%) .....	\$500,000
<b>TOTAL HARD CONSTRUCTION COST: .....</b>	<b>\$5,405,000</b>
Professional Design Fees (~6% on ~\$5.4M) .....	\$325,000
Physical Relocation .....	\$20,000
Miscellaneous Costs .....	\$30,000
<b>TOTAL PROJECT COST .....</b>	<b>\$5,780,000</b>



**SITE PLAN - MORGAN STREET SITE**  
1" = 40' 0"



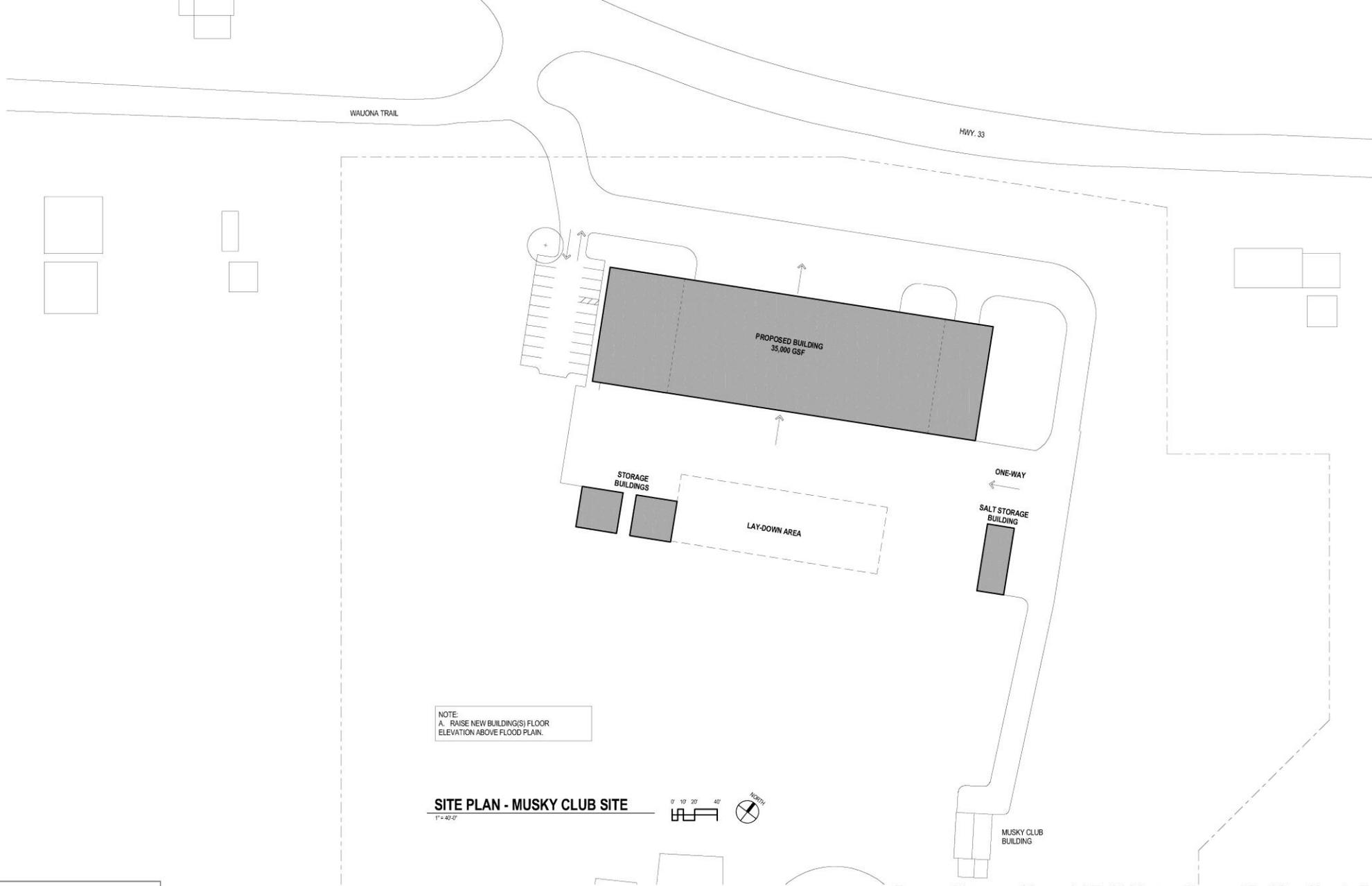
NOTES:  
 A. BUILDING LOCATIONS AND SITE DESIGN ARE TO BE COORDINATED WITH THE VMF MASTER PLAN.  
 B. IF THE MORGAN STREET SITE IS SELECTED, CONSIDER CONNECTING THE BUILDING WITH THE "MARQUETTE & JOLIET HISTORIC PORTAGE TRAIL" LOOK OUT TOWER.

# Public Works/Parks & Recreation Budget

Musky Club Site

## Shop Facility for 2018

Site Acquisition .....	\$0
Hazardous Materials Abatement (Washington St. Shop Site) .....	\$15,000
Site Redevelopment & Buildings Demolition (VMF 1A-1B, Public Works).....	\$110,000
Building Construction (~35,000 GSF Public Works-Parks & Rec Shop).....	\$3,850,000
Mezzanines.....	\$130,000
Parking, Sidewalks & Drives.....	\$350,000
Utility Connections (storm-sanitary sewer and water) .....	\$200,000
Miscellaneous Sitework (Salt Storage, fill site, etc.) .....	\$400,000
Fixed Equipment (Cabinetry, Hoist, miscellaneous) .....	\$40,000
Electrical Utility Company Charges (3 Phase Service - estimate) .....	\$10,000
Furnishings & Movable Equipment .....	\$130,000
Low Voltage Systems (Phone, data, security cameras, sound, PCs, misc.) .....	\$50,000
<b>SUBTOTAL .....</b>	<b>\$5,285,000</b>
Contingency (~10%) .....	\$530,000
<b>TOTAL HARD CONSTRUCTION COST: .....</b>	<b>\$5,815,000</b>
Professional Design Fees (~6% on ~\$5.4M) .....	\$350,000
Physical Relocation .....	\$25,000
Miscellaneous Costs .....	\$30,000
<b>TOTAL PROJECT COST .....</b>	<b>\$6,220,000</b>



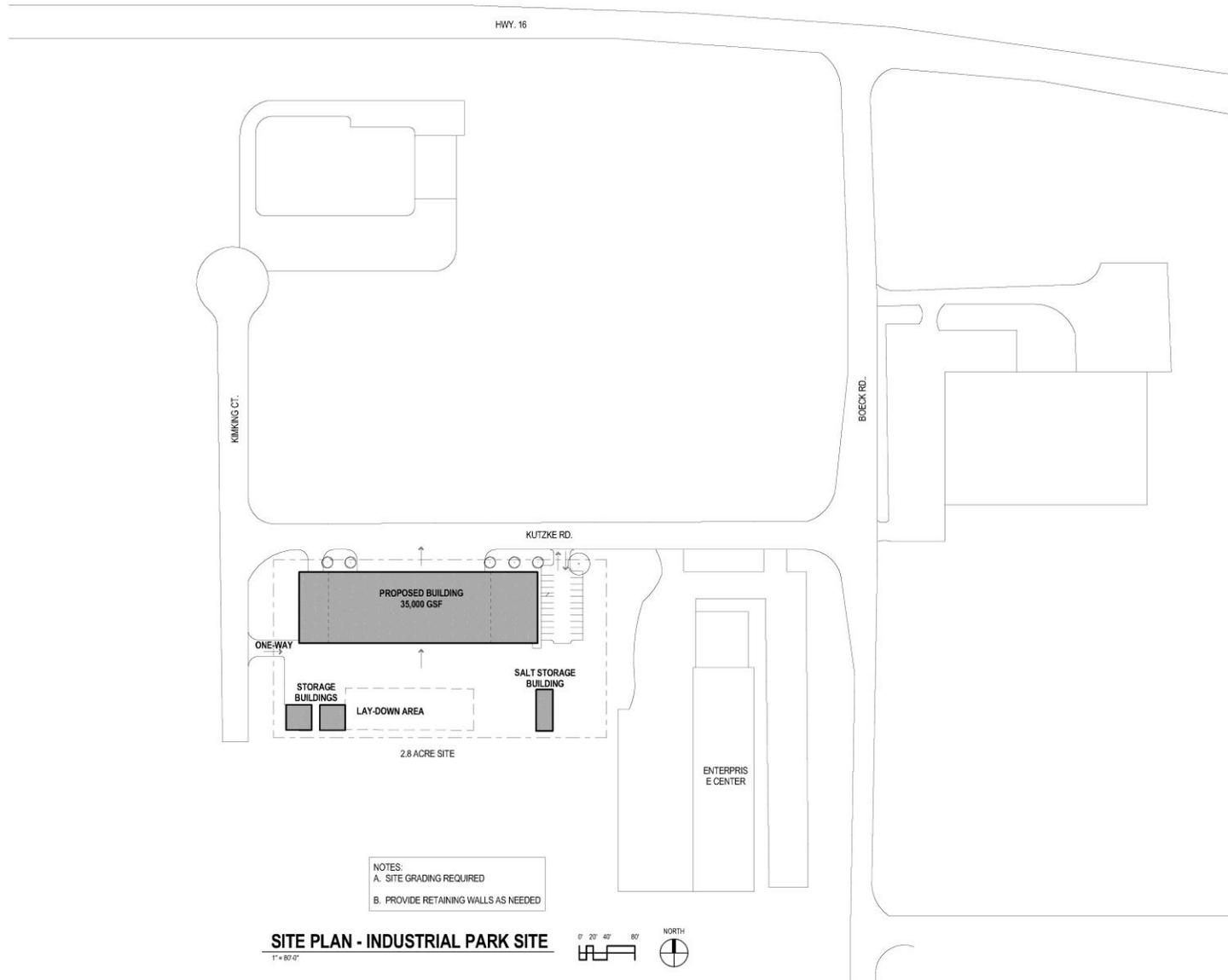
Portage Veterans Memorial Field Master Plan and Building Needs Facility Plan

# Public Works/Parks & Recreation Budget

## Industrial Park Site

### Shop Facility for 2018

Site Acquisition .....	\$0
Hazardous Materials Abatement (Washington St. Shop Site) .....	\$15,000
Site Redevelopment & Buildings Demolition (VMF 1A-1B, Public Works).....	\$110,000
Building Construction (~35,000 GSF Public Works-Parks & Rec Shop).....	\$3,850,000
Mezzanines.....	\$130,000
Parking, Sidewalks & Drives.....	\$280,000
Utility Connections (storm-sanitary sewer and water) .....	\$200,000
Miscellaneous Sitework (Salt Storage, additional grading, retaining walls, etc.)	\$135,000
Fixed Equipment (Cabinetry, Hoist, miscellaneous) .....	\$40,000
Electrical Utility Company Charges (3 Phase Service - estimate) .....	\$10,000
Furnishings & Movable Equipment .....	\$130,000
Low Voltage Systems (Phone, data, security cameras, sound, PCs, misc.) .....	\$50,000
<b>SUBTOTAL .....</b>	<b>\$4,950,000</b>
Contingency (~10%) .....	\$500,000
<b>TOTAL HARD CONSTRUCTION COST: .....</b>	<b>\$5,450,000</b>
Professional Design Fees (~6% on ~\$5.4M) .....	\$330,000
Physical Relocation .....	\$40,000
Miscellaneous Costs .....	\$30,000
<b>TOTAL PROJECT COST .....</b>	<b>\$5,850,000</b>



**SITE PLAN - INDUSTRIAL PARK SITE**

# Water Department Building

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FEASIBILITY STUDY

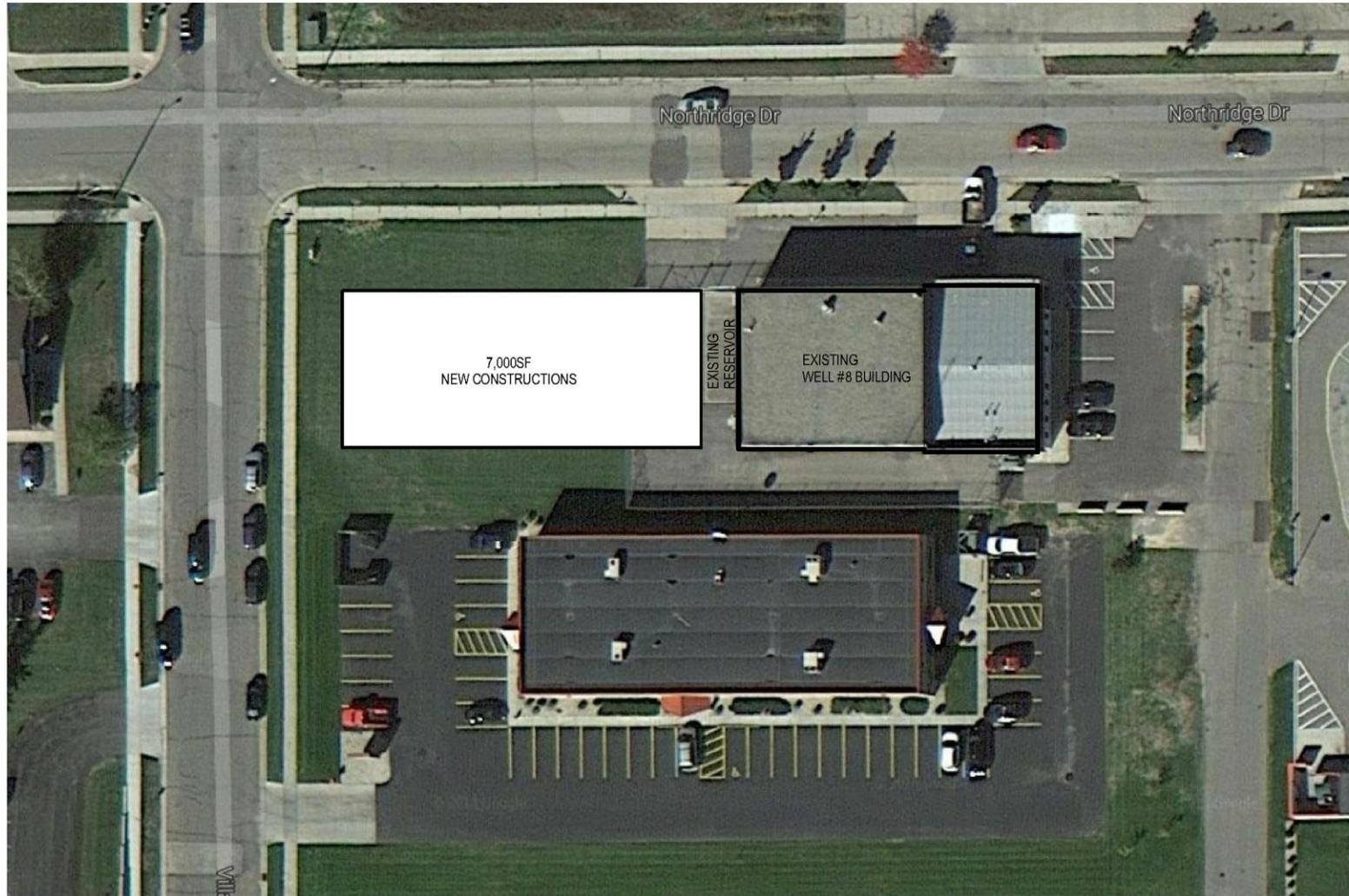
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# Water Department Building Budget (Northridge Well #8)

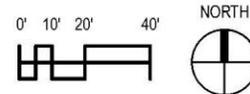
The following existing and projected space requirements are based on the December 2008 City of Portage Building Facilities Study, as well as current review with city staff. This space needs is for expanded facilities the Northridge Well #8 only, including the removal of the existing “Mustard” building at Airport Road and Slifer Street. Note: the sale of the “Mustard” building parcel at Airport Road and Slifer Street could be considered as revenue and used to offset the cost of the new building expansion at Northridge Well #8.

## Shop Facility for 2018

Site Acquisition .....	\$0
Hazardous Materials Abatement (Washington St. Shop Site) .....	\$0
Site Redevelopment & Buildings Demolition (“Mustard” building at Airport Rd & Slifer).....	\$15,000
Building Construction (~7,000 GSF Well #8 Building Addition at ~\$125/SF) .....	\$875,000
Mezzanines.....	\$20,000
Parking, Sidewalks & Drives.....	\$20,000
Utility Connections (storm-sanitary sewer and water) .....	\$0,000
Miscellaneous Sitework (Lay-down fencing, etc.) .....	\$10,000
Fixed Equipment (Cabinetry, Hoist, miscellaneous) .....	\$10,000
Furnishings & Movable Equipment .....	\$20,000
Low Voltage Systems (Phone, data, security cameras, sound, PCs, misc.) .....	\$25,000
<b>SUBTOTAL .....</b>	<b>\$995,000</b>
Contingency (~10%) .....	\$100,000
<b>TOTAL HARD CONSTRUCTION COST: .....</b>	<b>\$1,095,000</b>
Professional Design Fees (~6% on ~\$5.4M) .....	\$80,000
Physical Relocation .....	\$15,000
Miscellaneous Costs .....	\$10,000
<b>TOTAL PROJECT COST .....</b>	<b>\$1,200,000</b>



**1 CITY OF PORTAGE UTILITIES (WELL #8)**  
 1" = 40'-0"



# YOUTH SCHOLARSHIP ASSISTANCE PROGRAM

## PURPOSE

It is the belief of the Portage Park and Recreation Department that every resident have the opportunity to participate in recreational programs. The department will attempt to provide opportunities for residents faced with financial hardship.

## PROCEDURE

Persons requesting scholarships must complete the appropriate application form and submit it to the Park & Recreation Department. Applicants will be individually reviewed and evaluated. Applicants will be notified of decision within two weeks of submission.

## SCHOLARSHIP ASSISTANCE STRUCTURE:

Household Size	<u>Recreation Program</u>		Membership type	<u>Swimming Lessons</u>	
	1-3	4 & up		1-3	4 & Up
\$0- \$15,000	\$3.00	\$3.00	\$0-\$15,000	\$6.00	\$6.00
\$15,001- \$20,000	25%	\$3.00	\$15,001- \$20,000	25 %	\$6.00
\$20,001- \$25,000	50%	25%	\$20,001- \$25,000	50 %	25 %
\$25,001 - \$30,000	75%	50%	\$25,001 - \$30,000	75%	50 %
\$30,001 - \$35,000	100%	75%	\$30,001 - \$35,000	100 %	75 %
\$35,001 & up	100%	100%	\$35,001 & up	100 %	100%

(The percentage is the total amount per program each participant pays)

## POLICY

1. Scholarship Applications **will not** be accepted the day of mass registration.
2. There will be a minimum program fee of \$3.00 for recreation and \$6.00 for swim lessons.
3. Financial assistance is only available to individuals and families who **are residents** of the City of Portage.
4. Each applicant must provide a copy of their latest 1040 Income Tax Form.

## QUALIFICATION FOR SCHOLARSHIP

Financial assistance is only available to individuals and families who are **residents** of the City of Portage. Proof of financial need must be demonstrated to qualify for scholarship programs. Items that will be considered when evaluating need include: yearly income (applicant must provide a copy of their latest 1040 Income Tax Form), excessive medical bills or other unusual and burdening financial circumstances.

## APPLICATION GUIDELINES

1. A program fee may be waived or reduced, however, costs associated with supplies, uniforms or special events must be paid by the participant.
2. All information on the application must be true and accurate. Scholarships are legally recoverable if paid and awarded on the basis of false information supplied by the applicant, and will nullify your request for a scholarship.
3. All scholarships will be on the basis of need and availability of scholarship funds. The Park & Recreation Department reserves the right to approve full or partial funding or deny applicant's requests.
4. INCOME means Adjusted Gross Income on your 1040 Income Tax Form.
5. The Park & Recreation Director will evaluate all requests for scholarships.
6. Payment plans cannot be arranged.
7. Nondiscrimination: All applicants are treated the same. No applicant will be discriminated because of age, race, color, national origin or handicap.

## ONCE QUALIFIED

1. Program enrollment subject to availability and based upon available resources. Scholarship policies subject to change.
2. Report any changes (i.e. additional child, someone moves out, income status, etc.) in household.
3. Once a family qualifies for a scholarship, the application form will be available **for one calendar year**.

## HOW TO REGISTER FOR CLASSES

1. Register throughout the year at the Portage Park & Recreation office.
2. Online registration will not apply to receive scholarship

**CITY OF PORTAGE PARK & RECREATION DEPARTMENT  
ANNUAL FINANCIAL ASSISTANCE APPLICATION**

The Portage Park & Recreation Department recognizes that some of the residents of the City of Portage require financial assistance to attend certain recreational activities. A limited number of scholarships are available for those who qualify. The information request below is necessary to help determine the degree of need for each applicant.

All information must be filled in or the application will be returned unacceptable.

**PERSONAL**

Name of Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_ Portage, WI 53901  
Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Why are you applying for assistance? \_\_\_\_\_  
\_\_\_\_\_

**ALL** Individuals in the household:

Names	Birthdate	Names	Birthdate
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**EMPLOYMENT**

Are you currently employed? \_\_\_\_\_ (Yes or No) Employer: \_\_\_\_\_  
Is any other adult in your household employed? \_\_\_\_\_ (Yes or No) Employer: \_\_\_\_\_

**HOUSEHOLD INCOME - TOTAL YEARLY FAMILY INCOME:** (Include child support if applicable) *PLEASE CIRCLE*

\$ 0-\$15,000      \$15,001-\$20,000      \$20,001-\$25,000      \$25,000-\$30,000      \$30,001-\$35,000

I have read and understand the information attached and hereby certify that all of the above information is true and correct to the best of my knowledge.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail or drop off form with your latest **1040 INCOME TAX FORM IS REQUIRED:**  
Portage Park & Recreation Department – (608)742-2178  
806 Silver Lake Drive  
Portage, WI 53901

FOR OFFICE USE ONLY:

DATE APPROVED: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_





Phone 608.643.8105 800.953.8700

www.millersaukprairie.com

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## QUOTATION

**Date:** June 12, 2014

**To:** City of Portage

**Attn:** Dan Kremer

**Project:** Comet Spinner

QTY.	MODEL/DESCRIPTION	AMOUNT
-1-	(560-2570) Comet I Spinner	\$ 1,265.00
	Freight	\$ 95.00
	Total	\$ 1,360.00

**Terms:** Net 15 From Invoice Date

**FOB:** Portage, WI

**Est. Ship:** 4-6 Weeks ARO

**Quote Valid:** 30 Days

**\*\*\*\*NOTE\*\*\*\***

- Installation of the materials is the responsibility of the purchaser.
- Materials will be shipped via common carrier. The purchaser is responsible for receiving (off loading) and storage of all materials.
- Any damages or shortages must be noted on the bill of lading at the time of receiving the materials.

Jeff Richardson  
Customer Service/Sales

cc: Ty Calkins, Sales Representative