

**City of Portage  
Park and Recreation Board Meeting  
Tuesday, July 14, 2015  
6:30 p.m. Regular Meeting  
Municipal Building Room #1**

**1. Roll Call**

The meeting called to order at 6:30 pm by Chairperson Zirbes. Members present: Brian Zirbes, Chairperson, Larry Messer, Mike Charles and Rita Maass, Vice Chair. Todd Kreckman was excused.

**2. Approval of minutes of May 12, 2015 meeting**

Motion was made by Charles and seconded by Messer to approve the minutes, as submitted, from the June 9, 2015 meeting. The motion carried 4-0.

**3. Discussion and possible action on design & installation of barn quilt at VMF.**

Manager Kremer asked for Board approval on a picture of the barn quilt design that the 4-H groups made in the Columbia County Barn Quilt Project under the direction of Margo Holzman. The group also selected a spot above the Ag building door located on Griffith St to display their quilt. Discussion about possible vandalism and how the eventual relocation of the building will affect the project followed. The 4-H group made the request hoping to see the quilt displayed before the Columbia County fair the week of July 20.

Motion was made by Maass to approve the design and the location as chosen by the Fair Board for the Barn Quilt at the VMF building, second by Charles. No further discussion. The motion carried 4 – 0 on call of roll.

**4. Discussion and possible recommendation on Silver Lake Beach Retaining Wall Bids.**

Manager Kremer began the discussion providing a brief overview of a letter of recommendation to award the contract to the low bidder for a base bid contract price of \$147,212.00 from Kory Anderson of General Engineering Company. Kremer explained the details regarding the three bids that were received for this project and reminded the board that the bid also contained an alternate bid for a boat pier. The low bid was from Great Lakes Marine Contracting of Kaukauna, WI with the local Vans Construction coming in with the next lowest bid. Charles provided an overview of the discussion the previous night at the finance committee meeting where that board recommended the low bidder be awarded the contract. Charles recommended going with Great Lakes Marine Contracting for the base amount and not including the optional boat pier at this time with the budget not being large enough to include the alternate. Charles also recommended using surplus moneys from other projects

to cover the overage on this project. Discussion followed regarding the design and the potential of an addition of a boat pier at a later date.

Motion was made by Charles to recommend to Council to award the bid to Great Lakes Marine Contracting for the base amount of \$147,212.00. Second by Maass. Further discussion clarified the installation would begin after Labor Day, once the beach was closed for the season. The motion carried 4 – 0 on call of roll.

#### **5. Discussion and possible recommendation on Levee Crack Fill and Seal Coat Bid.**

Kremer provided an overview of the bid results for the Levee project stating this was the second time bids were received. The first time the bids were solicited for the entire project and came back higher than the budgeted amount. The second bid included options for bids for just the crack filling and seal coating portions. Davis Construction had the lowest bid and Kremer recommended awarding the contract for the crack filling portion for their bid of \$11,998. Discussion followed regarding the pros and cons of separating the seal coating and crack filling. With \$15,000 budgeted for this project, discussion led to inquire if Davis Construction would honor their square foot bid calculations and add the seal coat for as far as the full budgeted amount would take it and budget completion amounts in 2016. The project is expected to take place around mid-August.

A motion was made by Charles to recommend accepting the bid from Davis Construction to crack fill and seal coat as far as the \$15,000 would take us, if they agree to honor the \$2.03 per square foot bid amount. Second by Maass. After further discussion an amendment to the motion was made by Charles to include that if Davis Construction would not honor the bid amount of \$2.03 per square foot amount to crack fill and seal coat, to revert back to the original crack fill only bid of \$11,998. Second by Maass. The motion carried 4 – 0 on call of roll. **Motion as amended carried 4-0 on roll call with Kreckman abstaining.\***

#### **6. Discussion and Possible action 5 year capital improvement plan.**

Manager Kremer explained changes and updates to current and upcoming projects listed on the Capital Expenditure Plan. A group discussion followed with the board requesting further investigation and possible inclusion of the following: levee bridge connection on the canal, plat survey at the tennis court area at Sunset Park, cost of seal coat on both the tennis courts and basketball courts at Collipp-Warden Park and what the plan would look like with those projects, cost of hot patching at the dip in the beach parking lot.

A motion made by Charles to accept the 5 year Capital Improvement Plan with the noted changes. Second by Maass. The motion was carried 4 – 0 on call of roll.

## **7. Old Business**

### **A. Bow Hunting Program**

3 deer were harvested through the hunting portion of last year's program. This year will include the same zones and registration procedures.

### **B. Shelter Updates**

Lawton needs a few minor tweaks with the locks, but is mostly finished and ready to be used and rented. The water main was worked on by the Public Works Department and should be working properly now. Goodyear is completed with the first rental occurring this month. A final payment on these projects will be allocated upon total completion.

### **C. Beach Parking lot dip**

Dip to be hot patched in 2015 as discussed during the 5 year Capital Improvement Plan discussion.

## **8. New Business**

Compliments from Maass on how nice the parks looked after the Portage Pride Clean up.

## **9. Manager's Report**

Several summer programs are coming to an end now that summer school is beginning with Masters, T-ball, and Soccer showing strong numbers again this summer. Rookie Basketball and Tot Dance is just starting and the tennis program will begin early August.

Portage Pride, Renewal Unlimited and AmeriCorp weeded and planted flowers at Sanborn, Lincoln, Riverside, Ketchum's Point and Blue Star Park. Edgewater donated some of the flowers for the project and Kremer noted the AmeriCorp group seems interested in examining taking over the maintenance of the flower areas; The City received a letter of interest to acquire the building at Lincoln Park. Portage Food Pantry is looking for a new home. The tennis courts at Pine Meadow had a 30 day cure waiting period and the company is running behind schedule. The court lines and seal coat should be in place by mid-August; the second matching bench has been donated by the Musky Club and is now in place.

## **10. Adjournment**

Zirbes asked all in favor to adjourn say Aye. No nay's. Motion Passed. Meeting adjourned at 7:57 pm.

Respectfully submitted  
Leslie Hawkinson, Park & Recreation Department

\* Correction approved at August 11, 2015 meeting of Park and Recreation Board.