

**City of Portage
Parks and Recreation Board Meeting
Tuesday, August 11, 2015, 6:30pm
City Municipal Building, 115 W. Pleasant St.
Agenda**

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

1. Roll Call
2. Approval of July 14, 2015 meeting minutes.
3. Discussion and possible action on splash pad donor signage at Goodyear Park.
4. Discussion and possible action on Sunset Park tennis court.
5. Discussion and possible action on 2016 Parks and Recreation budget.
6. Discussion and possible action on insurance waiver on 2015 Portage Family Skate Park Levee Cruise Event.
7. Old Business Update
 - Tennis court @ Pine Meadow Park
 - Vandalism at Lawton Shelter
 - Pedestrian bridge levee/canal trail
8. New Business
9. Manager's Report
10. Adjournment

**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.

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.

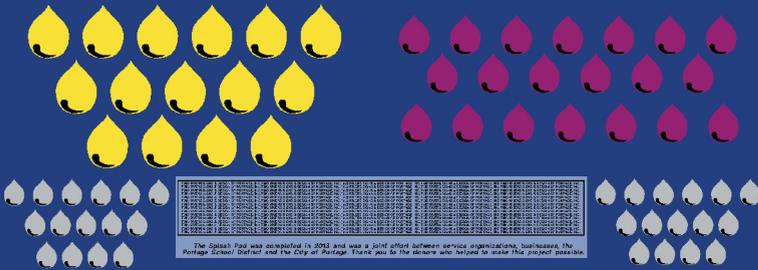
10. Adjournment

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

*Portage Splash Pad at
Gary O'Hearn Recreational Complex*



4" cast metal letters
8",6",4" drips for sponsors names
12"x60" plaque for sponsors and information

2015.6.23

**CITY OF PORTAGE
PARK & REC SUMMARY**

	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 ACT 6	2016 BUDGET	Change vs. 15 Bdgt	% Change From 2015	15 Act vs 15 Bdgt	15 Act vs 15 Bdgt
REVENUES	73,202	83,641	88,250	38,121	89,000	750	0.85%	(50,129)	43.20%
REVENUES GENERAL	545,133	535,596	533,938	255,017	543,348	9,410	1.76%	(278,921)	47.76%
TOTAL REVENUES	618,335	619,236	622,188	293,138	632,348	10,160	1.63%	(329,050)	47.11%
EXPENDITURES									
ADMINISTRATION	179,885	181,529	182,856	95,692	182,866	10	0.01%	(87,164)	52.33%
RECREATION	79,388	69,115	75,735	26,957	78,235	2,500	3.30%	(48,778)	35.59%
PARK MAINTENANCE	359,062	368,704	363,597	170,488	373,747	10,150	2.79%	(193,108)	46.89%
TOTAL EXPENDITURES	618,335	619,348	622,188	293,138	634,848	12,660	2.03%	(329,050)	47.11%
EXPENSE COMPONENTS									
PERSONNEL	429,987	435,696	449,528	193,208	454,978	5,450	1.21%	(256,320)	42.98%
RETIREE BENEFITS	2,728	6,741	7,921	5,281	7,921	-	0.00%	(2,640)	66.67%
ADMINISTRATIVE EXPENSES	41,687	38,302	35,581	24,192	35,791	210	0.59%	(11,389)	67.99%
PURCHASED SERVICES	6,350	7,082	7,550	4,296	7,350	(200)	-2.65%	(3,254)	56.90%
SUPPLIES/MATERIALS	68,745	58,055	51,200	33,534	56,350	5,150	10.06%	(17,666)	65.50%
REPAIRS/MAINTENANCE									
UTILITIES	41,279	41,612	40,450	17,053	39,750	(700)	-1.73%	(23,397)	42.16%
VEHICLE REPLACEMENT	21,000	21,958	21,958	10,979	21,958	-	0.00%	(10,979)	50.00%
OUTLAY	6,559	9,790	8,000	4,595	8,250	250	3.13%	(3,405)	57.44%
TOTAL EXPENDITURES	618,335	619,236	622,188	293,138	632,348	10,160	1.63%	(329,050)	47.11%

PARK & RECREATION REVENUE		2013	2014	2015	2015	2016	Change vs.	% Change	15 Act vs	15 Act vs
Fund 100	Account Description	Actual	Actual	Budget	Act 6 month	Budget	15 Bdgt	From 2015	15 Bdgt	15 Bdgt
PR	46720-000 PARK FACILITIES RENTAL	\$ 23,804	\$ 26,166	\$ 24,000	\$ 5,897	\$ 26,000	\$ 2,000	8.33%	\$(18,103)	24.57%
PR	46751-000 RECREATION PROGRAM FEES	\$ 40,709	\$ 49,433	\$ 42,500	\$ 25,897	\$ 45,000	\$ 2,500	5.88%	\$(16,603)	60.93%
PR	46752-000 OTHER CULTURE & RECREATION	\$ 6,688	\$ 5,267	\$ 17,750	\$ 6,327	\$ 16,000	\$ (1,750)	-9.86%	\$(11,423)	35.64%
PR	48230-000 BUILDING RENTAL - VETS FIELD	\$ 2,000	\$ 2,000	\$ 4,000	\$ -	\$ 2,000	\$ (2,000)	-50.00%	\$ (4,000)	-100.00%
PR	48450-000 INSURANCE RECOVERY-PARK	\$ -	\$ 775	\$ -	\$ -	\$ -	\$ -			
SPLT	48309-000 SALE OF PROPERTY-OTHER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
SPLT	48500-000 DONATIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
SPLT	48900-000 MISCELLANEOUS REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
SPLT	48910-000 REFUND OF PRIOR YEAR EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
SPLT	48920-000 INSURANCE DIVIDEND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
									\$ -	100.00%
TOTAL REVENUE		\$ 73,202	\$ 83,641	\$ 88,250	\$ 38,121	\$ 89,000	\$ 750	0.85%	\$(50,129)	43.20%

PARK & REC Fund 100 Dept 30 Object 55200		2013 Actual	2014 Actual	2015 Budget	2015 Act to month	2016 Budget	Change vs. 15 Bdgt	% Change From 2015	15 Act vs 15 Bdgt	15 Act vs 15 Bdgt
Account Description										
P&R ADMIN										
110	WAGES-FULLTIME	\$ 78,732	\$ 84,515	\$ 86,614	\$ 40,810	\$ 86,614	\$ -	0.00%	\$ (45,804)	47.12%
111	WAGES-PARTTIME	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	100.00%
112	OVERTIME COMPENSATION	\$ 1,216	\$ 284	\$ -	\$ 9	\$ 250	\$ 250	100.00%	\$ 9	100.00%
115	LONGEVITY	\$ 338	\$ 360	\$ 383	\$ -	\$ 383	\$ -	0.00%	\$ (383)	-100.00%
130	HEALTH INSURANCE	\$ 13,114	\$ 11,637	\$ 12,547	\$ 5,452	\$ 12,547	\$ -	0.00%	\$ (7,095)	43.45%
131	TERM LIFE INSURANCE	\$ 330	\$ 235	\$ 332	\$ 104	\$ 332	\$ -	0.00%	\$ (229)	31.16%
132	DENTAL INSURANCE	\$ 733	\$ 862	\$ 864	\$ 375	\$ 864	\$ -	0.00%	\$ (489)	43.45%
134	INCOME CONTINUATION INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	100.00%
136	RETIREE BENEFITS	\$ 2,728	\$ 6,741	\$ 7,921	\$ 5,261	\$ 7,921	\$ -	0.00%	\$ (2,640)	66.67%
140	EMPLOYEE ASSISTANCE PROGRAM	\$ 35	\$ 28	\$ 35	\$ 28	\$ 35	\$ -	0.00%	\$ (8)	78.57%
150	RETIREMENT	\$ 5,357	\$ 5,961	\$ 5,916	\$ 2,784	\$ 5,916	\$ -	0.00%	\$ (3,132)	47.06%
151	FICA	\$ 5,947	\$ 6,309	\$ 6,655	\$ 3,004	\$ 6,655	\$ -	0.00%	\$ (3,651)	45.14%
153	SICK/VACATION ACCRUAL	\$ -	\$ 1,113	\$ -	\$ -	\$ -	\$ -	-	\$ -	-
216	ASSOCIATION DUES	\$ 258	\$ 220	\$ 150	\$ 220	\$ 250	\$ 100	66.67%	\$ 70	146.67%
<i>WPRA</i>										
219	OTHER PROFESSIONAL SERVICES	\$ 5,252	\$ 4,449	\$ 4,750	\$ 2,174	\$ 4,050	\$ (700)	-14.74%	\$ (2,576)	45.76%
<i>Port-O-Potties</i>										
220	TELEPHONE	\$ 3,694	\$ 3,844	\$ 4,040	\$ 1,453	\$ 3,800	\$ (240)	-5.94%	\$ (2,587)	35.96%
221	ELECTRICITY & GAS	\$ 75	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-
290	TRAINING	\$ -	\$ 516	\$ 500	\$ 157	\$ 500	\$ -	0.00%	\$ (343)	31.40%
<i>WPRA CONF</i>										
291	POSTAGE	\$ 253	\$ 234	\$ 350	\$ 348	\$ 500	\$ 150	42.86%	\$ (2)	99.47%
292	PRINTING/PUBLISHING	\$ 534	\$ 384	\$ 600	\$ 437	\$ 600	\$ -	0.00%	\$ (163)	72.79%
310	OFFICE SUPPLIES	\$ 803	\$ 696	\$ 700	\$ 705	\$ 700	\$ -	0.00%	\$ 5	100.70%
320	PUBLICATIONS, SUBSCRIPTIONS	\$ 795	\$ 638	\$ 660	\$ 330	\$ 860	\$ 200	30.30%	\$ (330)	50.00%
<i>Charter Internet and Portage Daily Register</i>										
330	TRAVEL	\$ -	\$ 111	\$ -	\$ -	\$ -	\$ -	-	\$ -	100.00%
390	MISCELLANEOUS SUPPLIES	\$ 135	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-
505	LICENSE FEE	\$ 250	\$ 605	\$ 600	\$ 653	\$ 600	\$ -	0.00%	\$ 53	108.91%
<i>Weed Harvester \$300, Camping \$250, Fisheree \$50</i>										
510	GENERAL LIABILITY INSURANCE	\$ 7,808	\$ 6,718	\$ 6,718	\$ 5,085	\$ 6,718	\$ -	0.00%	\$ (1,633)	75.69%
511	WORKMEN'S COMPENSATION INS	\$ 14,081	\$ 11,584	\$ 10,083	\$ 7,085	\$ 10,083	\$ -	0.00%	\$ (2,998)	70.27%
512	PROPERTY INSURANCE	\$ 10,996	\$ 7,946	\$ 7,980	\$ 5,320	\$ 7,980	\$ -	0.00%	\$ (2,660)	66.66%
823	OFFICE FURNISHINGS & EQUIP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-
860	SMALL EQUIPMENT	\$ 1,779	\$ -	\$ -	\$ 400	\$ -	\$ -	100.00%	\$ 400	100.00%
870	COMPUTER HARDWARE	\$ 2,684	\$ 1,123	\$ -	\$ -	\$ -	\$ -	-	\$ -	100.00%
880	COMPUTER SOFTWARE	\$ 961	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,750	\$ 250	10.00%	\$ -	100.00%
<i>Online Registrations \$2,500</i>										
TOTAL P&R ADMIN		\$ 158,885	\$ 159,571	\$ 160,898	\$ 84,713	\$ 160,908	\$ 10	0.01%	\$ (76,185)	52.65%
										\$ (10)
TRANSFER TO VEH REPL										
10030592	TRANSFER TO VEHICLE REPL	\$ 21,000	\$ 21,958	\$ 21,958	\$ 10,979	\$ 21,958	\$ -	0.00%	\$ (10,979)	50.00%
TOTAL TRANSFER TO VEH REPL		\$ 21,000	\$ 21,958	\$ 21,958	\$ 10,979	\$ 21,958	\$ -	-	\$ (10,979)	50.00%
TOTAL PARK & REC ADMIN		\$ 179,885	\$ 181,529	\$ 182,856	\$ 95,692	\$ 182,866	\$ 10	0.01%	\$ (87,164)	52.33%

<i>PARK & REC</i>	2013	2014	2015	2015	2015	Change vs.	% Change	15 Act vs	15 Act vs
<i>Fund 100 Dept 30 Object 55300</i>	<i>Actual</i>	<i>Actual</i>	<i>Budget</i>	<i>Act 6 month</i>	<i>Budget</i>	<i>15 Bdgt</i>	<i>From 2015</i>	<i>15 Bdgt</i>	<i>15 Bdgt</i>
Account Description									
RECREATION PROGRAMS									
111 WAGES-PARTTIME	\$ 65,727	\$ 52,691	\$ 60,711	\$ 18,898	\$ 60,711	\$ -	0.00%	\$ (41,813)	31.13%
130 HEALTH INSURANCE	\$ 548	\$ 335	\$ 500	\$ 238	\$ 500	\$ -	0.00%	\$ (262)	47.53%
131 TERM LIFE INSURANCE	\$ 2	\$ 1	\$ 5	\$ 2	\$ 5	\$ -	0.00%	\$ (3)	42.00%
132 DENTAL INSURANCE	\$ 9	\$ 7	\$ 25	\$ 9	\$ 25	\$ -	0.00%	\$ (16)	35.84%
134 INCOME CONTINUATION INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	100.00%
150 RETIREMENT	\$ 285	\$ 734	\$ 350	\$ 251	\$ 350	\$ -	0.00%	\$ (99)	71.68%
151 FICA	\$ 4,894	\$ 4,043	\$ 4,644	\$ 1,443	\$ 4,644	\$ -	0.00%	\$ (3,202)	31.06%
290 TRAINING	\$ -	\$ 535	\$ 500	\$ 130	\$ 500	\$ -	0.00%	\$ (370)	26.00%
Lifeguard Certifications									
292 Printing/Publishing(1)	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500	100.00%	\$ -	100.00%
293 UNIFORMS	\$ 1,861	\$ 3,695	\$ 2,000	\$ 1,384	\$ 2,000	\$ -	0.00%	\$ (616)	69.21%
340 OPERATING SUPPLIES	\$ 5,768	\$ 7,074	\$ 7,000	\$ 4,577	\$ 7,000	\$ -	0.00%	\$ (2,423)	65.39%
<i>Rec. supplies and Beach Concessions</i>									
860 SMALL EQUIPMENT	\$ 295	\$ -	\$ -	\$ 25	\$ -	\$ -		\$ 25	100.00%
TOTAL RECREATION PROGRAMS	\$ 79,388	\$ 69,115	\$ 75,736	\$ 26,957	\$ 78,235	\$ 2,500	3.30%	\$ (48,778)	35.59%
								\$ (2,500)	

(1) Programs advertisement brochure addition

<i>PARK & REC</i>	2013	2014	2015	2015	2015	Change vs.	% Change	15 Act vs	15 Act vs
<i>Fund 100 Dept 30 Object 55400</i>	<i>Actual</i>	<i>Actual</i>	<i>Budget</i>	<i>Act 6 month</i>	<i>Budget</i>	<i>15 Bdgt</i>	<i>From 2015</i>	<i>15 Bdgt</i>	<i>15 Bdgt</i>
Account Description									
PARK MAINTENANCE									
110 WAGES-FULLTIME	\$ 139,163	\$ 143,134	\$ 146,463	\$ 68,152	\$ 146,463	\$ -	0.00%	\$ (78,312)	46.53%
111 WAGES-PARTTIME (1)	\$ 38,791	\$ 40,179	\$ 38,000	\$ 14,083	\$ 43,200	\$ 5,200	13.68%	\$ (23,917)	37.06%
<i>4000 hours \$9.75/hr, new position</i>									
112 OVERTIME COMPENSATION	\$ 1,950	\$ 4,594	\$ 3,000	\$ 1,221	\$ 3,000	\$ -	0.00%	\$ (1,779)	40.70%
115 LONGEVITY	\$ 1,338	\$ 1,415	\$ 1,693	\$ -	\$ 1,693	\$ -	0.00%	\$ (1,693)	-100.00%
130 HEALTH INSURANCE	\$ 46,922	\$ 50,053	\$ 53,779	\$ 24,813	\$ 53,779	\$ -	0.00%	\$ (28,966)	46.14%
131 TERM LIFE INSURANCE	\$ 479	\$ 506	\$ 775	\$ 240	\$ 775	\$ -	0.00%	\$ (536)	30.90%
132 DENTAL INSURANCE	\$ 1,661	\$ 1,608	\$ 1,488	\$ 735	\$ 1,488	\$ -	0.00%	\$ (753)	49.39%
134 INCOME CONTINUATION INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	100.00%
150 RETIREMENT	\$ 9,461	\$ 10,429	\$ 10,279	\$ 4,731	\$ 10,279	\$ -	0.00%	\$ (5,548)	46.03%
151 FICA	\$ 12,857	\$ 13,333	\$ 14,470	\$ 5,828	\$ 14,470	\$ -	0.00%	\$ (8,642)	40.28%
153 SICK/VACATION ACCRUAL	\$ -	\$ 1,328	\$ -	\$ -	\$ -	\$ -		\$ -	
201 DRUG/ALCOHOL TESTING	\$ 1,063	\$ 864	\$ 800	\$ 627	\$ 800	\$ -	0.00%	\$ (174)	78.31%
216 ASSOCIATION DUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
219 OTHER PROFESSIONAL SERVICES	\$ 35	\$ 1,370	\$ 1,500	\$ 1,496	\$ 2,000	\$ 500	33.33%	\$ (4)	99.72%
<i>Forestry Field Work</i>									
221 ELECTRICITY & GAS	\$ 29,677	\$ 27,893	\$ 29,700	\$ 12,402	\$ 29,000	\$ (700)	-2.36%	\$ (17,298)	41.76%
222 WATER & SEWER CHARGES	\$ 11,527	\$ 13,719	\$ 10,750	\$ 4,651	\$ 10,750	\$ -	0.00%	\$ (6,099)	43.27%
<i>Splash Pad</i>									
290 TRAINING	\$ -	\$ 355	\$ 100	\$ -	\$ 100	\$ -	0.00%	\$ (100)	-100.00%
293 UNIFORMS	\$ 1,257	\$ 1,071	\$ 1,300	\$ 1,590	\$ 1,300	\$ -	0.00%	\$ 290	122.30%
294 OTHER CONTRACTUAL SERVICES	\$ -	\$ 400	\$ 500	\$ -	\$ 500	\$ -	0.00%	\$ (500)	-100.00%
<i>VMF STORAGE</i>									
340 OPERATING SUPPLIES (2)	\$ 21,575	\$ 13,325	\$ 10,000	\$ 8,695	\$ 12,000	\$ 2,000	20.00%	\$ (1,305)	86.95%
341 VEHICLE/EQUIP MAINT SUPPLIES	\$ 11,355	\$ 9,801	\$ 8,000	\$ 4,120	\$ 8,000	\$ -	0.00%	\$ (3,880)	51.50%
342 GASOLINE/OIL	\$ 16,317	\$ 15,456	\$ 15,250	\$ 3,990	\$ 15,000	\$ (250)	-1.64%	\$ (11,260)	26.16%
350 BUILDING REPAIR/MAIN SUPPLIES	\$ 3,947	\$ 1,615	\$ 2,750	\$ 4,738	\$ 3,000	\$ 250	9.09%	\$ 1,988	172.30%
351 GROUNDS REPAIR/MAINT SUPPLIES	\$ 8,845	\$ 10,088	\$ 7,500	\$ 6,709	\$ 10,650	\$ 3,150	42.00%	\$ (791)	89.45%
<i>*New lifeguard chair</i>									
790 MISCELLANEOUS EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
810 TREE PROGRAM	\$ 8	\$ 3,830	\$ 4,000	\$ 657	\$ 4,000	\$ -	0.00%	\$ (3,343)	16.44%
821 BUILDINGS/GROUNDS	\$ 572	\$ 707	\$ 500	\$ -	\$ 1,000	\$ 500	100.00%	\$ (500)	-100.00%
<i>Woodridge Park Roof and Park Light Repair</i>									
823 OFFICE FURNISHINGS & EQUIP	\$ -	\$ 76	\$ -	\$ -	\$ -	\$ -		\$ -	100.00%
860 SMALL EQUIPMENT	\$ 260	\$ 1,555	\$ 1,000	\$ 1,012	\$ 500	\$ (500)	-50.00%	\$ 12	101.24%
TOTAL PARK MAINTENANCE	\$ 359,062	\$ 368,704	\$ 363,597	\$ 170,488	\$ 373,747	\$ 10,150	2.79%	\$ (193,108)	46.89%
								\$ (10,150)	

(1) 2016 Budget 4000 hours \$9.75/hr
2015 Budget 4000 hours \$9.50/hr
2016 budget - new floral/gardener position

(2) 2 new shelter buildings supplies
Based on 2014 actual and 2015 projection

Pool	2013	2014	2015	2015	2016	Change vs.	% Change	15 Act vs	15 Act vs	
Fund 211 Dept 30 Object 55200 & 55300	Actual	Actual	Budget	Act 6 month	Budget	15 Bdgt	From 2015	15 Bdgt	15 Bdgt	
Account Description										
POOL										
110	WAGES-FULLTIME	\$ 8,651	\$ 9,390	\$ 9,711	\$ 4,534	\$ 9,711	\$ -	0.00%	\$ (5,177)	46.69%
112	OVERTIME COMPENSATION	\$ 51	\$ 32		\$ 1					
115	LONGEVITY	\$ 38	\$ 40	\$ 43	\$ -	\$ 43	\$ -	0.00%	\$ (43)	-100.00%
130	HEALTH INSURANCE	\$ 1,955	\$ 1,065	\$ 1,394	\$ 606	\$ 1,394	\$ -	0.00%	\$ (788)	43.45%
131	TERM LIFE INSURANCE	\$ 49	\$ 19	\$ 0	\$ 11	\$ 0	\$ -	0.00%	\$ 11	22940.00%
132	DENTAL INSURANCE	\$ 49	\$ 82	\$ 96	\$ 42	\$ 96	\$ -	0.00%	\$ (54)	43.75%
134	INCOME CONTINUATION INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	100.00%
150	RETIREMENT	\$ 579	\$ 662	\$ 663	\$ 309	\$ 663	\$ -	0.00%	\$ (354)	46.64%
151	FICA	\$ 623	\$ 701	\$ 746	\$ 334	\$ 746	\$ -	0.00%	\$ (412)	44.73%
220	TELEPHONE	\$ 392	\$ 377	\$ 360	\$ 194	\$ 360	\$ -	0.00%	\$ (166)	53.99%
291	POSTAGE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
292	PRINTING/PUBLISHING	\$ -	\$ -	\$ 250	\$ -	\$ 250	\$ -	0.00%	\$ (250)	-100.00%
293	UNIFORM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	100.00%
310	OFFICE SUPPLIES	\$ 46	\$ 163	\$ 200	\$ 185	\$ 200	\$ -	0.00%	\$ (15)	92.48%
352	EQUIP REPAIR/MAINT SUPPLIES	\$ -	\$ 68	\$ 350	\$ 356	\$ 350	\$ -	0.00%	\$ 6	101.71%
510	GENERAL LIABILITY INSURANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
511	WORKMEN'S COMPENSATION INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
512	PROPERTY INSURANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
550	ADMINISTRATIVE SERVICES	\$ 585	\$ 585	\$ 735	\$ 735	\$ 735	\$ -	0.00%	\$ -	100.00%
111	WAGES-PARTTIME	\$ 44,562	\$ 49,403	\$ 52,000	\$ 20,857	\$ 52,000	\$ -	0.00%	\$ (31,143)	40.11%
150	RETIREMENT	\$ -	\$ -	\$ -	\$ 178	\$ -	\$ -		\$ 178	100.00%
151	FICA	\$ 3,408	\$ 3,779	\$ 3,978	\$ 1,596	\$ 3,978	\$ -	0.00%	\$ (2,382)	40.12%
290	TRAINING	\$ -	\$ -	\$ 750	\$ 372	\$ 750	\$ -	0.00%	\$ (378)	49.60%
293	UNIFORMS	\$ 765	\$ -	\$ 500	\$ 211	\$ 500	\$ -	0.00%	\$ (289)	42.20%
340	OPERATING SUPPLIES	\$ 124	\$ 489	\$ 350	\$ 201	\$ 350	\$ -	0.00%	\$ (149)	57.53%
860	SMALL EQUIPMENT	\$ -	\$ 76	\$ 200	\$ -	\$ 200	\$ -	0.00%	\$ (200)	-100.00%
59100000	RESIDUAL EQUITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
TOTAL POOL		\$ 61,877	\$ 66,929	\$ 72,326	\$ 30,723	\$ 72,326	\$ -		\$ (41,604)	42.5%

\$ 1

POOL - REVENUE										
Fund 211 Dept 46 & 48										
48751000	RECREATION PROGRAM FEES	\$ 53,134	\$ 53,939	\$ 59,523	\$ 30,697	\$ 59,523	\$ -	0.00%	\$ (28,826)	51.57%
48110000	INTEREST INCOME	\$ 2	\$ 11		\$ 1				\$ 1	100.00%
48500000	DONATION CONT FROM SCHOOL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	100.00%
	TRANSFER FROM GENERAL	\$ -	\$ -	\$ 12,803	\$ -	\$ 12,803	\$ -	0.00%	\$ (12,803)	-100.00%
TOTAL POOL REVENUE		\$ 53,136	\$ 53,136	\$ 72,326	\$ 30,697	\$ 72,326	\$ -		\$ (41,629)	42.4%

\$ -

Fund Balance

Fund Balance Designated	\$ -	\$ -	\$ -
Undesignated Fund Balance	\$ (44,336.00)	\$ (44,362.10)	\$ (57,165.05)
Total Fund Balance	\$ (44,336.00)	\$ (44,362.10)	\$ (57,165.05)

CITY OF PORTAGE

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Where the North Begins

Park Administrative Budget Line Item Delineation

Fund 100
Department 30
Object 55200

110 – Wages – Full Time	Determined by COL adjustment (finance)
112 – Overtime Compensation	Increase of \$250, budget is \$250
115 – Longevity	Determined by finance
130 – Health Insurance	Determined by finance
131 – Term Life Insurance*	Determined by finance
132 – Dental Insurance	Determined by finance
134 – Income Continuation *	Determined by finance
136 – Retiree Benefits	Determined by finance
140 – Employee Assistance	Determined by finance
150 – Retirement	Determined by finance
151 – Fica	Determined by finance
153 – Sick/Vacation Accrual	-0-
216 – Association Dues	Increase of \$100, budget is \$250 - Dan Kremer membership (WPRA) - Leslie Hawkinson membership (WPRA)
219 – Other Services	Decrease of \$750, budget is \$4050 (Port-o-Potties, Water services for Park and Rec office) - Wisconsin Copy Maintenance(\$450) - Water @ office (\$300) - Fire Extinguishers (\$300) Riverside(\$75 x 12 = \$900) Youth Soccer VMF(\$75 x 6 = \$450) Pine Meadow (\$75x6 = \$450) Pauquette(\$75x6 = \$450) Collipp Worden(\$75 x 6 = \$450) The Gully (4 x \$75 = \$300)

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'Where the North Begins'

220 – Telephone	Decrease of \$240, based on actuals, budget is \$3800 (Park shop, office and two shelters = \$2,160 year) 1 smart phone, 1 regular cell = 1,640 a year)
221 – Electricity & Gas	-0-
290 – Training	No change, budget is \$500 (WPRA Conference)
291 – Postage	Increase of \$150, budget is \$500 (pay checks, resident letters, tree letters, construction notices, RFP notices)
292 – Printing/Publishing	No change, budget is \$600
310 – Office Supplies	No change, budget is \$700 Duplicator drum and toner, Toner for printer/copier Colored paper, pens, pencils, file folders)
320 – Publications/subscriptions	Increase of \$200, Budget is \$860 (Addition of Portage Daily Register) Charter Internet services (\$55 month)
330 – Travel	- 0 -
390 – MISC Supplies	- 0 -
505 – License Fee	No change – budget is \$600 Weed Harvester - \$300, Camping \$250, Pauquette Fish - \$50
510 – General Liability	Determined by Finance
511 – Workers Comp	Determined by Finance
512 – Property Insurance	Determined by Finance
540 – Depreciation	- 0 -
740 – Losses	- 0 -
823 – Office Furnishings & Equip	- 0 -
860 – Small Equipment	-0-
870 – Computer Hardware	-0-
880 – Computer Software	10 % increase, Budget is \$2500, (Recdesk Registration Software) - anticipated 10% increase next year
2015 Budget Park and Rec Admin	\$160,898
2016 Budget Park and Rec Admin	160,908

\$10 Increase, .01 % increase

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Where the North Begins

Park and Rec Programs Budget Line Item Delineation

Fund 100
 Department 30
 Object 55300

111 – Wages – Parttime	No change – budget is \$60,711
130 – Health Insurance *	Determined by finance
131 – Term Life Insurance*	Determined by finance
132 – Dental Insurance *	Determined by finance
134 – Income Continuation *	Determined by finance
136 – Retiree Benefits *	Determined by finance
150 – Retirement	Determined by finance
151 – Fica	Determined by finance
290 – Training	No change, Budget is \$500
	(Lifeguard cert and recert)
292 – Printing/Publishing	Increase of \$2,500
	- Spring/Summer brochure guide with all programs, raised through sponsorship/donations in 2015
293 – Uniforms	No change, Budget is \$2,000
	(Guard shirts, staff shirts)
340 - Operating Supplies	No change, Budget is \$7,000
	(\$4,500 beach concessions)
	\$700 – Softballs and Trophies/plaques, adult league supplies
	\$350 – Movie in the park
	\$1000 – Program supplies (batting t’s, catchers mitts, stop watches, etc)
	\$450 – Misc

2015 Budget Park and Rec Programs	\$75,735
2016 Budget Park and Rec Admin	\$78,235

\$2,500 increase (3.3 %)

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Where the North Begins

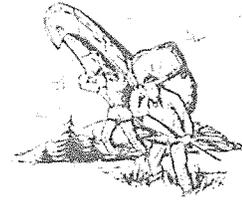
Park Maintenance Budget Line Item Delineation

Fund 100
Department 30
Object 55400

110 – Wages – Full Time	Determined by COL adjustment (finance)
111 – Wages – Parttime	Increase \$5,200, budget is \$43,200 4,000 hours @ \$.25 raise per summer seasonal employee = \$39,000 Creation of new landscape/florist position to maintain flower areas in parks and public spaces; \$12.50@14wksx24hrs=\$4200
112 – Overtime Compensation	No Change, Budget is \$3000
115 – Longevity	Determined by finance
130 – Health Insurance	Determined by finance
131 – Term Life Insurance	Determined by finance
132 – Dental Insurance	Determined by finance
134 – Income Continuation	Determined by finance
150 – Retirement	Determined by finance
151 – Fica	Determined by finance
201 – Drug/Alcohol Testing	No Change, Budget is \$800
219 – Other Professional Services	Increase of \$500, Budget is \$2000 (Large tree removals/pruning/health checks, inspections)
221 – Electricity & Gas	Decrease of \$700, based on 2014 actuals. Budget is \$29,000
222 – Water & Sewer	No change, Budget is \$10,750
290 – Training	No change, Budget is \$100.00
293 – Uniforms	No change, Budget is \$1300
294 – Other Contractual Services	No change, budget is \$500 (Wage for after hour storage employee)

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Where the North Begins

- Park signs	\$250
- Rolling Varsity Soccer Field and Youth Soccer Field	\$400
- Playground equipment repairs, parts, bench repairs, etc	\$500

790 – MISC	- 0 –
810 – Tree Program	No change - Budget is \$4000
821 – Buildings/Grounds	Increase of \$500. Budget is \$1000
	- Woodridge Park Roof Repair \$500
	- Park light repairs Collipp – Worden, Lincoln, Woodridge \$500
823 – Office Furnishings & Equip	Decrease of \$250, Budget is -0-
860 – Small Equipment	Decrease of \$500, Budget is \$500

2015 Budget Park Maintenance	\$363,597
2016 Budget Park and Rec Admin	\$373,747

2.79 % Increase

**Park and Recreation
Capital Expenditure Plan
Years 2015 – 2021**

UPDATED 10/17/14(revised July 14, 2015 park board)							
	2016	2017	2018	2019	2020	2021+	Total Cost
ADA Woodchips Surfacing(playgrounds)	\$ 10,000	\$ 5,000					\$ 15,000
VMF MSTR PLN Construct Varsity and Youth Soccer Complex Area	\$ 75,000						\$ 75,000
VMF Mstr PIn Layout/Design/Oversight (Phase III) (North End, building/arena, SB Complex, Loop Road, parking lots, carnival area)	\$ 30,000						\$ 30,000
Crack Fill/Seal Coat 2nd Half Levee Trail	\$ 17,000						
Street and Park Tree Inventory	\$ 25,000						\$ 25,000
Vacate/Deconstruct Superior, Morgan, Townsend and Griffith Sts	\$ 10,000						\$ 10,000
Skatepark Construction	\$ 200,000						\$ 200,000
Play Equipment Sanborn	\$ 15,000						\$ 15,000
Vet's Field - Fair BLVD U.G Elect (Phase 2)	\$ 25,000						\$ 25,000
Construct 3rd Little League Field	\$ 100,000						\$ 100,000
Chamber Plaza Parking Lot Street Scape	\$ 10,000						\$ 10,000
Grandstand Safety Repairs	\$ 25,000						\$ 25,000
VMF Mstr PIn Deconstruct P/R Shop Facility/Upgrade electrical facility south end of shop		\$ 25,000					\$ 25,000
VMF Mstr PIn Relocate/Construct Phase III (Dog Park, Horse Barn & Bldg 12, Carnival Area)		\$ 245,000					\$ 245,000
VMF MST PLN Construct Phase III SB Fields w/ Lights		\$ 450,000					\$ 450,000
VMF Mstr PIn Design Bathroom/Scorebox Facility (Architecture/Oversight)		\$ 15,000					\$ 15,000
VMF Mstr PIn build construct parking lots, loop road			100,000				\$ 100,000
Construct Bathroom/Scorebox Facility			\$ 200,000				\$ 200,000
Beach Bridge Guard Rails			\$ 8,000				\$ 8,000
Play Equipment Pauquette			\$ 15,000				\$ 15,000
Resurface Collipp-Worden Tennis Court			\$ 10,000				\$ 10,000
Open Air Shelter Little League Complex						\$ 21,000	\$ 21,000
Play Equipment Silver Lake Beach				\$ 21,000			\$ 21,000
Parks Plat of Survey			\$ 5,000	\$ 5,000	\$ 5,000		\$ 15,000
Silver Lake Boat Launch			\$ 20,000				\$ 20,000
Total	\$ 542,000	\$ 740,000	\$ 358,000	\$ 26,000	\$ 5,000	\$ 21,000	\$ 1,640,000

From: Jared Pierson [mailto:jared.silverlake@gmail.com]
Sent: Wednesday, July 29, 2015 11:01 AM
To: Dan Kremer; Shawn M. Murphy; Marie Moe
Subject: Request for Skate Park Levee Cruise Insurance Waiver

Greetings,

I am writing on behalf of the Portage Skate Park and President Kyle Little, [requesting an insurance waiver to be granted for our 2015 Levee Cruise](#) event on September 5 at Riverside Park.

The reasoning for the request is location. The location of the Levee Cruise will be isolated to the Levee bike trail. It will not include crossing streets.

Thanks for taking time to consider our request and responding.

Jared Pierson
Committee Member
Portage Family Skate Park

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