

**City of Portage
Parks and Recreation Board Meeting
September 8, 2015, 6:30pm
City Municipal Building, 115 W Pleasant Street
Conference Room One
Agenda**

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

1. Roll Call
2. Approval of August 11, 2015 meeting minutes.
3. Discussion and possible action on splash pad donor signage at Goodyear Park.
4. Discussion and possible action on Lincoln Park building and the Portage Food Pantry.
5. Discussion and possible action on location of canal bridge and watercraft launch site along phase 2 of canal design.
6. Discussion on Alcohol in City of Portage Parks
7. Discussion and possible action on Urban Forestry Grant Resolution.
8. Old Business Update
 - Silver Lake Parking Lot Retaining Wall
 - Levee Trail Seal Coating
9. New Business
10. Manager's Report
11. Adjournment

**City of Portage
Park and Recreation Board Meeting
Tuesday, August 11, 2015, 6:30 p.m.
City Municipal Building, 115 W Pleasant St.
Conference Room One
Minutes**

Members Present: Brian Zirbes, Chairperson, Larry Messer, Mike Charles and Rita Maass, Vice Chair, Todd Kreckman

Also Present: Manager Dan Kremer, Leslie Hawkinson, Craig Sauer from Daily Register

1. Roll Call

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

2. Approval of minutes of July 14, 2015 meeting

There was discussion on item #5 (Levee Crack Fill and Seal Coat Bid) from the July 14, 2015 meeting that the Board should have taken a vote on the motion as amended; so the roll was called on the motion as amended. Motion carried 4-0 on roll call with Kreckman abstaining.

Motion was made by Maass to approve the minutes of the July 14, 2015 meeting as corrected, second by Charles. The motion carried 4-0 on roll call with Kreckman abstaining.

3. Discussion and possible action on splash pad donor signage at Goodyear Park.

Manager Kremer presented a preliminary artwork design by Two River Signs from the Portage Service Club Association that will recognize donations for the Splash Pad along with a location the group is requesting. This sign will be donated with no cost to the City. Discussion followed with recommendations for a different color scheme for the background and water drops to blend more with the building; placement of the sign to an outside wall rather than a wall that will be used for a future concession; questions as to how durable the suggested sign is; and to specify a title for the Splash Pad. Kremer will take the recommendations back to the Service Club for a more final rendering of the project. No further discussion.

4. Discussion and possible action on Sunset Park tennis court.

Chairperson Zirbes began the discussion by suggesting the board task Kremer with finding cost options for solutions for the Sunset Park tennis court. Zirbes suggested four options: rebuilding the court where it is, abandon it, take the court down and sell the lot, or move the court to either Sunset or Sanborn Park. Maass made a motion

that the board ask Kremer to look into the cost options for a tennis court at this site, or move it or what the best option would be for the Sunset Tennis Court. Second by Charles. Further discussion by Maass for the reason for the motion was to move the project forward since there are enough people concerned about seeing the tennis court cleaned up so it could be used. Charles was not in favor of leaving the property as is and suggested the property be surveyed as previously voted on and have the trees trimmed or figure out the variances for the property. The board agreed to start with the survey and have Kremer explore the discussed options. The motion carried 5 – 0.

5. Discussion and possible action on 2016 Parks and Recreation budget.

Manager Kremer provided an itemized summary of the proposed 2016 budget with justification for increases and decreases throughout the operating expenses of maintenance, recreation, pool and wages. Kremer pointed out any changes. Discussion followed over the Capital Expenditure Plan to clarify budgeted amounts and the timeline. A motion was made by Maass to move the Park and Recreation budget on to the Finance Committee for approval. Second by Charles. The motion carried 5 – 0.

6. Discussion and Possible action on insurance waiver on 2015 Portage Family Skate Park Levee Cruise Event.

Kremer presented a request by the Portage Family Skate Park board to have the insurance waived for their planned Levee Cruise Event. Discussion by the board determined no City events are held without insurance. A motion was made by Maass to deny the insurance waiver and that they need to carry insurance for this event. Second by Messer. No further discussion. The motion was carried 5 – 0.

7. Old Business Update

A. Tennis Court at Pine Meadow

The tennis court now has the sealant and lines and is finished.

B. Vandalism at Lawton Shelter

The men's room bolt on the outside of the door was bent due to either prying or pushing. As a result, the internal lock mechanism was bent, but fixable. No structural damage was sustained and the automatic lock system is working well.

C. Pedestrian bridge levee/canal trail

The DPW department is working with a consultant on phase 2 and will be incorporating the bridge as part of their overall design. The board will not need to take separate action on this and Kremer will keep the board informed as to the

progress.

8. New Business

Maass noted the weed harvester was down for repair and suggested a need to look at where the budget was with replacement.

9. Manager's Report

Flag Football begins next week with about 50 participants from grades K-4th. Our numbers are not as strong as in the spring and we are trying to get instructors on board; adult softball is at the end of their season with playoff's being played next week to end the season; a meeting with the Rettler Corporation for the soccer field design is being held next week. I am meeting with the soccer group and varsity athletic director to get an idea of what they would like to see included in the design; The Skate Park bid opening next week for the design phase and will come back to the board in September for recommendation to council after consideration; we had our first Monday through Friday tennis camp this month and was partnered with the High School using the school courts. We had about 25 participants lead by varsity coach Sarah Pulliam. The Portage Flea Market made the paper and realized some good publicity for the City; the Weed Harvester is having hydraulic problems and will be looked at by Aquarius Systems.

10. Adjournment

Zirbes asked all in favor to adjourn say Aye. No nay's. Motion Passed. Meeting adjourned at 7:48 pm.

Respectfully submitted
Leslie Hawkinson
Park & Recreation Department

PORTAGE FOOD PANTRY

Overview of Operations

The Pantry is a 501c(3) non-profit and is overseen by a Board of Directors. We are completely volunteer staffed, including the Coordinator.

We are overseen and inspected annually by The Emergency Food Assistance Program (TEFAP) and Second Harvest. We are staffed by over fifty volunteers from the Portage community; which assures the efficient operation of the Pantry.

Hours of operation: Monday 11-12 noon
 Wednesday 11-12 noon
 Thursday 5- 6 p.m.
 (Closed Holidays)

The Pantry provides food to households within the Portage School District. The USDA requires that we ask for proof of residency.

Currently the Pantry operates from the basement of the Episcopal Church. Half of the basement is used for food storage and the other half is used as a waiting and registration area for Pantry recipients. In 2014 we received 64 tons of food. The food needs to be stored in a locked area. We have one refrigerator and five freezers.

We serve an average of 192 households per month. Each household receives a box of staples as well as meat and dairy, (depending on stock available). The box is also supplemented depending on number of household members.

Each time the Pantry is open we see about 10 cars parking in the neighborhood on Pleasant Street. The Pleasant Street location has residential housing units on all sides of the property.

Volunteers are at the Pantry during the week periodically stocking, cleaning, bringing in food, etc. – 1-3 volunteer cars when the Pantry is closed.

USDA/TEFAP food is delivered once a month with an 18' U-Haul truck. There are 4-6 volunteers with cars who come at the time we bring the food into the building and stock the shelves.

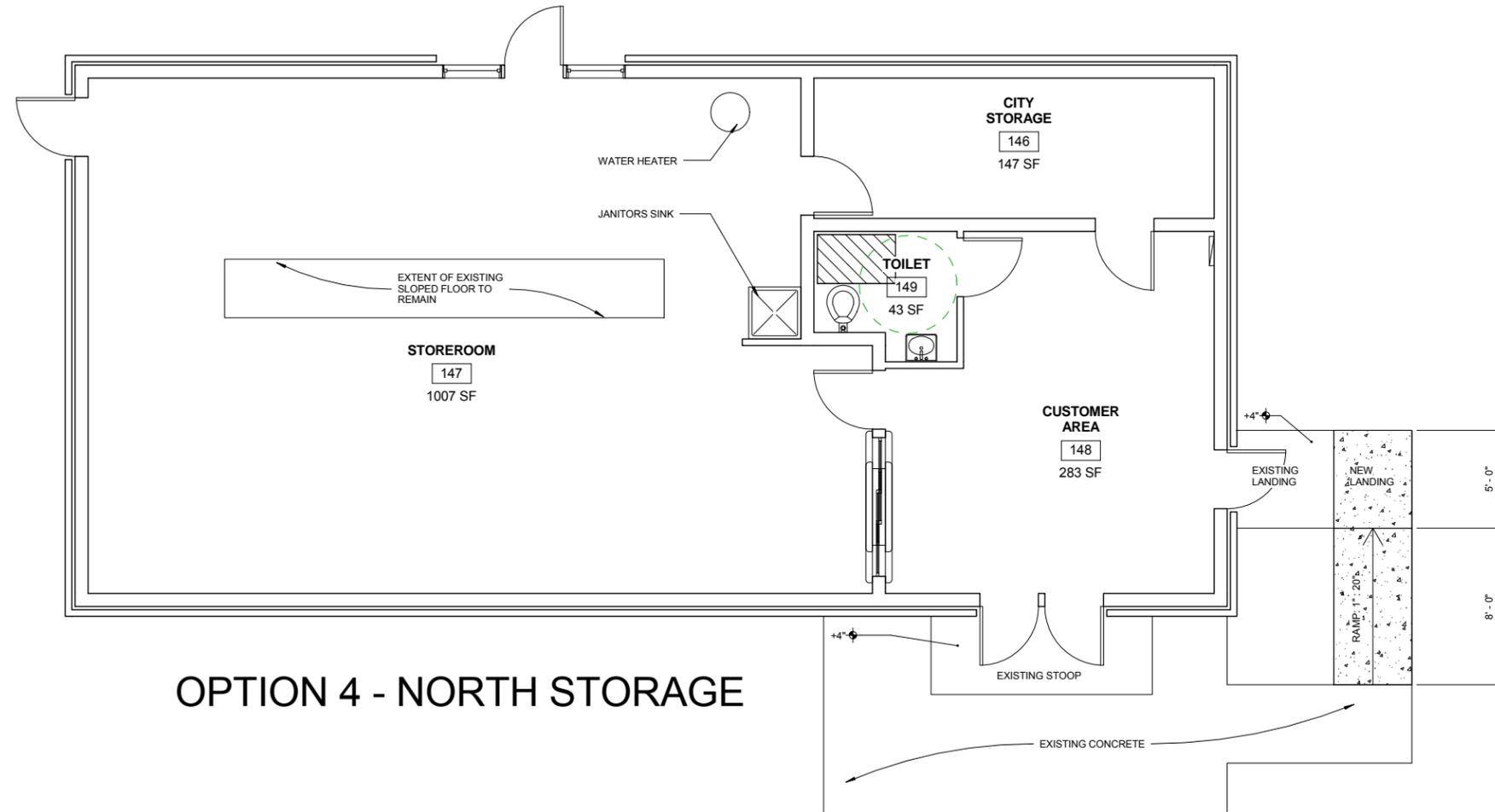
Second Harvest makes a delivery about every third month in a straight truck. There are 4-6 volunteers with cars when this delivery occurs also.



General Engineering Company

P.O. Box 340 • 916 Silver Lake Dr. • Portage, WI 53901
608-742-2169 (Office) • 608-742-2592 (Fax)
www.generalengineering.net

This document contains confidential or proprietary information of General Engineering Company. Neither this document nor the information herein is to be reproduced, distributed, used or disclosed in whole or in part except as specifically authorized by General Engineering Company.



OPTION 4 - NORTH STORAGE

① OPTION 4
1/4" = 1'-0"

OPTION 4 - NORTH STORAGE
PORTAGE FOOD PANTRY
LINCOLN PARK
Designer
COLUMBIA COUNTY

REVISIONS	NO.	BY	DATE

1/4" = 1'-0"
FULL SIZE SCALE

DRAWN BY	GAM/SE
REVIEWED BY	Checker
ISSUE	7.29.15
DATE	
GEC FILE NO.	2-XXX-XXX
SHEET NO.	

A4.0

Lincoln Park Building

PORTAGE FOOD PANTRY

SCOPE OF INTERIOR IMPROVEMENTS

The Food Pantry is requesting the relocation of their facility to the existing old water pumping station at Lincoln Park. In addition to the Food Pantry, and an accessible restroom; the plan also proposes a locked room for Parks Department Storage.

The new floor plan (see attached) creates a Customer Reception Area which is accessed by a new handicap ramp along the east side of the building. If requested, this ramp can be screened from the neighbors by landscaping.

It is assumed that the main water supply and sanitary sewer will be activated by the City of Portage.

The following interior improvements to the Lincoln Park Building are proposed as the responsibility of the Portage Food Pantry:

- Demolition of walls necessary to create a new Accessible Restroom and Park Storage.
- Relocation of Doors and Frames. New door hardware as required.
- New interior Steel Stud partitions with 5/8" drywall extended to deck. (Note: the Food Pantry is required by USDA to store all food in a locked facility.
- New Heating Ventilation and Air Conditioning System (HVAC) with associated ductwork will be installed.
- A steel accordion security gate will be added at to the interior side of the north glass door and window wall. This will remain open during Hours of Operation.
- New exit signs with battery backup.
- New coiling overhead door and counter (Note: Staff fill orders for each Pantry Guest and pass the box over the counter to the waiting Guest. After hours this coiling door is closed and locked.)
- Newly configured Toilet Room will be created. The existing toilet will remain. A new sink and exhaust fan will be added. The floor will be finished with ceramic tile. Grab bars and signage will be installed.
- Epoxy floor coating will be installed over all floor surfaces.
- All walls will be painted.
- Existing electrical outlet, switches and the main panel will be verified and repaired as required. The existing light fixtures are assumed to be in working order. Fluorescent tubes will be replaced as required. Outlets may be added to provide power for the refrigerators and freezers. (Note: The Food Pantry owns this equipment.)
- Plans will be submitted for building permit upon completion of the approvals process.



Site Zoning Information

Section 90-34-B-2 Downtown District
Density, Intensity, and Bulk Regulations.

Minimum Number of Floors: 2
 Minimum Landscape Surface Ratio: 0 percent
 Maximum Floor Area Ratio: 4.0 (may be exceeded with use of structured parking)
 Minimum Lot Area: 1,000 square feet
 Minimum Lot Width: 20 feet
 Minimum Street Frontage: 20 feet
 Minimum Front or Street Side Setback: 0 feet or average of directly adjacent building or buildings along same street frontage*
 Minimum Side Setback: 0 feet*
 Minimum Rear Setback: 0 feet*
 Minimum Side or Rear Setback to Accessory Structure: 4 feet from property line and alley
 Minimum Paved Surface Setback: 0 feet*
 Maximum Height of Principal Structure: 45 feet
 Minimum Height of Principal Structure: 20 feet (minimum 2 stories)
 Minimum Off-Street Parking: See Article III for specific land use

Public Service is a permitted use.

Section 90-57: Institutional Land Uses
(7) Public Services and Utilities. All city, county, state, and federal facilities (except those otherwise treated in this section), emergency service facilities (i.e. fire departments and rescue operations), wastewater treatment plants, public and/or private utility substations, water towers, utility and public service related distribution facilities, and similar land uses. Regulations for public services and utilities include the following:
 (a) Outdoor storage areas shall be located a minimum of 50 feet from any residentially zoned property.
 (b) All outdoor storage areas adjoining a residentially zoned property shall install a landscaped buffer with a min. opacity of 0.60.
 (c) All structures shall be located a minimum of 20 feet from any residentially zoned property.
 (d) The exterior of all buildings shall be compatible with the exteriors of surrounding buildings.
 (e) Minimum required parking: One space per employee on the largest work shift, plus one space per company vehicle normally stored or parked on the premises, plus one space per 500 square feet of gross square feet of office area.

Section 90-64: Group and Large Developments
(1) Purpose. The purpose of this section is to establish standards that ensure group developments and large developments are properly located and are compatible with the surrounding area and the overall community character of the City of Portage.
 (2) Definitions.
 (b) Large Development. Any development containing any single structure or combination of structures on one or more contiguous lots or building sites on which the total combined gross floor area of all development exceeds 40,000 square feet.

(6) Standards Applicable to All Group Developments and to All Large Developments.
 (e) Parking.
 1. Parking lot design shall employ interior, curbed landscaped islands at all parking aisle ends.
 2. Landscaped islands shall be provided within each parking aisle spaced at intervals no greater than one island per every 20 spaces in that aisle. Islands at the ends of aisles shall count toward meeting this requirement. Each required landscaped island shall be a minimum of 360 square feet in landscaped area.
 3. Landscaped and curbed medians, a minimum of 10 feet in width from back-of-curb to back-of-curb, shall be used to create distinct parking areas of no more than 120 parking stalls.

(f) Bicycle and Pedestrian Facilities.
 1. The entire development shall provide for safe pedestrian and bicycle access to all uses within the development, connections to existing and planned public pedestrian and bicycle facilities, and connections to adjacent properties.
 2. Pedestrian walkways shall be provided from all building entrances to existing or planned public sidewalks or pedestrian/bike facilities. The minimum width for sidewalks adjacent to buildings shall be 10 feet; and the minimum width for sidewalks elsewhere in the development shall be 5 feet.
 3. Sidewalks other than street sidewalks or building aprons shall have adjoining landscaping along at least 50 percent of their length. Such landscape shall be consistent with the landscaping used for the street frontages.
 4. Crosswalks shall be distinguished from driving surfaces to enhance pedestrian safety by using different pavement materials, pavement color, pavement textures, and signage.
 5. The development shall provide secure, integrated bicycle parking at a rate of one bicycle rack space for every 50 vehicle parking spaces.
 6. The development shall provide exterior pedestrian furniture in appropriate locations at a minimum rate of one seat for every 20,000 square feet of gross floor area.

(i) Central Areas and Features. Each development exceeding 80,000 square feet in total gross floor area shall provide central area(s) feature(s) such as a patio/seating area, pedestrian plaza with benches, outdoor playground area, water feature, and/or other such deliberately designated areas or focal points that adequately enhance the development or community. All such areas shall be openly accessible to the public, connected to the public and private sidewalk system, designed with materials compatible with the building

Section 90-115 Off-Street Parking

(6) Parking Lot Design.
 (a) Each parking space shall not be less than 162 square feet in area, 18 feet in length, and 9 feet in width, exclusive of aisles and access drives.
 (c) Any parking area of more than 5 spaces shall be sufficiently screened in the form of a solid fence or shrubbery to protect adjacent residential uses.
 (h) All tree islands and landscaped areas with trees shall have a minimum of 9 feet as measured from outside the curb or frame.

(11) Bicycle Parking.
 (h) Bicycle parking is not required in the B-2 Downtown District.

Section 90-116: Off-Street Loading Standards

(2) Loading Space Requirements. On every lot on which a business, commercial, or industrial use is hereafter established, loading space with access to a public street or alley shall be provided as indicated below for the loading and unloading of vehicles off the public right-of-way.
 (6) Size. An individual loading space shall be at least 15 feet wide by 70 feet long and have a minimum vertical clearance of 16 feet.

Zoning Setbacks for Parking Sites

B2 Downtown District	B4 Downtown District	M1 Industrial District
Building Setbacks	Paved Surface Setbacks	Paved Surface Setbacks
Front 0'	Right-of-way 10'	Right-of-way 10'
Side 0'	Side 5'	Side 5'
Rear 0'	Rear 5'	Rear 5'

Site Parking Counts

Provided off-street parking

Administration Building Site	
Typical	74 stalls
Accessible	3 stalls
Van Accessible	1 stall
Total	78 stalls

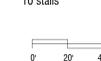
Health & Human Services Building Site	
Typical	204 stalls
Accessible	7 stalls
Van Accessible	1 stall
Total	212 stalls

Shared with City Lots	60 stalls
Total	350 stalls

Adjacent on street 65 stalls

Parking Required by Zoning	
Administration Building	169 stalls
Health & Human Services Bldg	188 stalls
Total	357 stalls

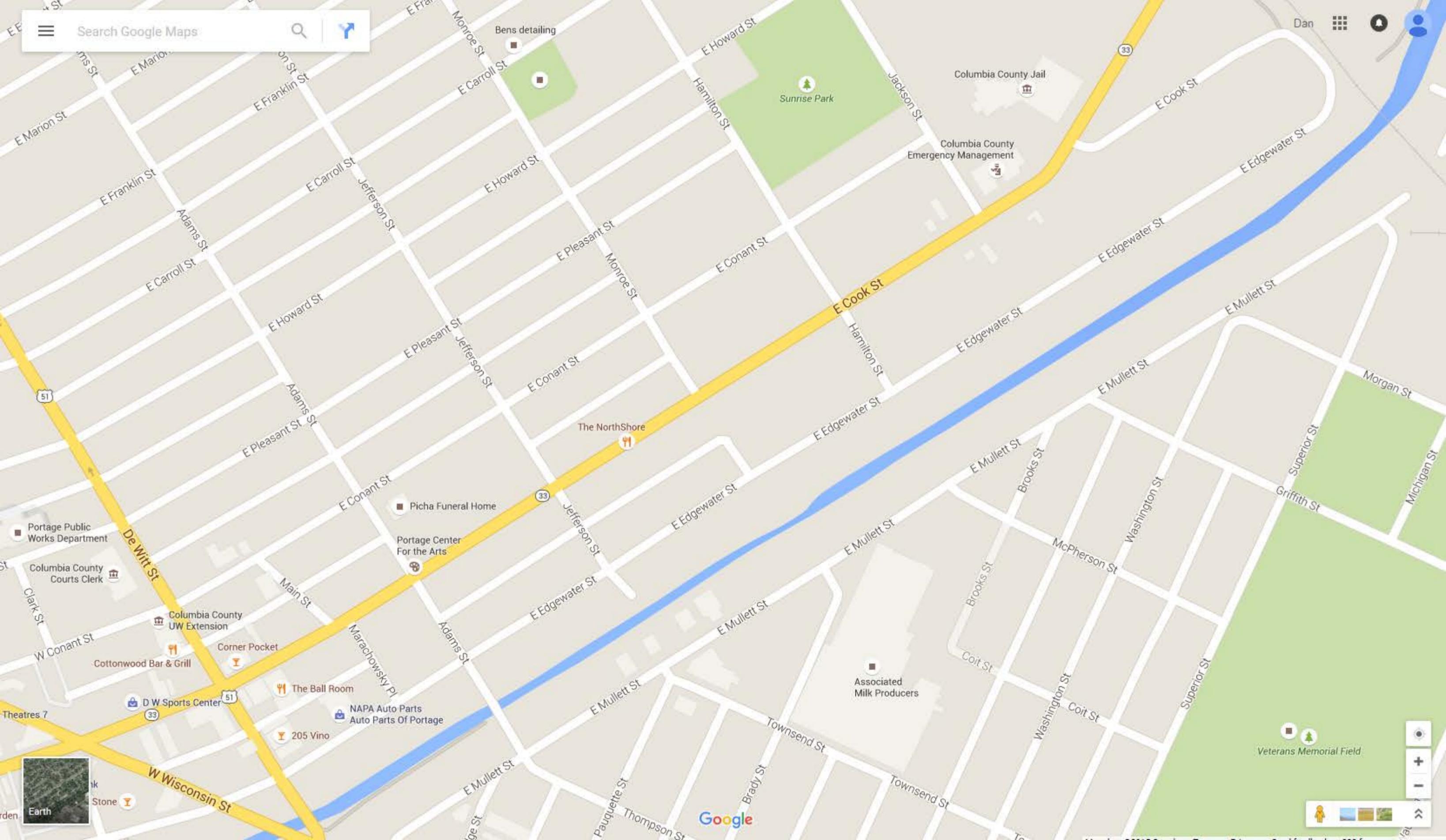
Bicycle Parking 10 stalls



Site Plan

COLUMBIA COUNTY PHASE 1 - COUNTY ADMINISTRATION AND HEALTH & HUMAN SERVICES BUILDINGS

June 26, 2015



Bens detailing

Sunrise Park

Columbia County Jail

Columbia County
Emergency Management

The NorthShore

Picha Funeral Home

Portage Center
For the Arts

Portage Public
Works Department

Columbia County
Courts Clerk

Columbia County
UW Extension

Cottonwood Bar & Grill

Corner Pocket

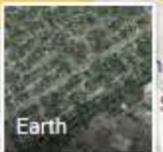
The Ball Room

D W Sports Center

NAPA Auto Parts
Auto Parts Of Portage

205 Vino

Theatres 7



Earth

RESOLUTION NO. 15---

RESOLUTION RELATIVE TO URBAN FORESTRY AUTHORIZING RESOLUTION

WHEREAS, the City of Portage is interested in obtaining a cost-share grant from the Wisconsin Department of Natural Resources for the purpose of funding urban and community forestry projects or urban forestry catastrophic storm projects specified in s. 23.097(1g) and (1r), Wis. Stats.; and

WHEREAS, the applicant attests to the validity and veracity of the statements and representations contained in the grant application; and

WHEREAS, the applicant requests a grant agreement to carry out the project;

NOW, THEREFORE, BE IT RESOLVED, the City of Portage will comply with all local, state, and federal rules, regulations and ordinances relating to this project and the cost-share agreement;

BE IT FURTHER RESOLVED, the applicant will budget a sum sufficient to fully and satisfactorily complete the project and hereby authorizes and empowers the Manager of Parks and Recreation, its employee, to act on its behalf to:

1. Sign and submit the grant application
2. Sign a grant agreement between applicant and the DNR
3. Submit interim and/or final reports to the DNR to satisfy the grant agreement
4. Submit grant reimbursement request to the DNR
5. Sign and submit other required documentation

DATED this 24th day of September, 2015.

W.F. "Bill" Tierney, Mayor

I hereby certify that the foregoing resolution was duly adopted by The City of Portage at a meeting of the Common Council on the _____ day of _____, 20____.

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

Resolution requested by:
Park and Recreation Board