

**City of Portage  
Park and Recreation Board Meeting  
Tuesday, December 15, 2015 6:30 p.m.  
Municipal Building  
Conference Room One**

**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, and Todd Kreckman.

Parks and Recreation Manager Dan Kremer, News Reporter Stephan Stefonek, City Administrator Shawn Murphy, Mayor Bill Tierney, Kyle Little, Mike Hurd, and Greg Steinhaus

**2. Approval of November 10 meeting minutes.**

Motion was made by Charles to approve the minutes from the November 10<sup>th</sup> meeting as presented. Second by Messer. Motion carried on a 5-0 roll call vote.

**3. Discussion and possible action on proposal by the Portage Boys Hoops Club and Collipp-Worden Park.**

Manager Kremer introduced Boys Hoops Club members Greg Steinhaus and Mike Hurd and gave a summary of conversations and programs the boys program has partnered with the department on over the previous 12 months and stated Greg and Mike were going to propose another initiative involving Collipp-Worden Park.

Mike Hurd informed the board that Fairway Mortgage and owner Steve Jacobson are trying to get themselves involved with communities they do business in and have partnered with Nancy Lieberman to put up a basketball facility in one of those communities. Mike stated they had decided on Portage and gave some reasoning on their decision. Mike stated that Fairway Mortgage and Nancy Lieberman had an estimated \$30,000 worth of a new sport court facility they would like to install in Collipp-Worden along with an additional upgrade to the existing basketball courts worth an estimated \$20,300. Mike stated the new court would be 35 'x 65' and not be regulation size; however it would be a full court facility.

Todd Kreckman asked about the dream court make up and the maintenance. Greg Steinhaus provided more information in relation to the maintenance and Nancy Lieberman foundation.

Zirbes raised a question in relation to why the new court would be located away from the existing courts. Kremer outlined the site map that displayed the proposed location of the new court. Kremer stated the topography was the reasoning of moving the new

facility to the green space behind the tennis court and the difference in the new court size and the existing court sizes.

Maass asked if this size was the prototype being installed in other communities and stated the importance of sidewalks being installed to the court for accessibility.

Motion by Maass to accept the proposal by the Portage Boys Hoops Club to be placed at Collipp-Worden Park, second by Charles. Motion carried on a 5–0 roll call vote.

**4. Discussion and possible action on skate park concept design and placement.**

Manager Kremer provided an overview of the preliminary concept being presented by Grindline Skate Parks. Kremer explained a new location was being presented north of the shelter and that the estimate is \$40 per square foot for the park construction. With that estimate, Kremer stated around 4,500 square feet could be constructed in 2016 with this concept and that the drawings show additional phases for future development.

Kreckman asked if the skate park was useable after phase 1 and if the features/phases were connected. Kremer stated it was skate able after phase 1 and if the budget were to support the larger facility it would be skate able as a combined facility.

Messer asked if any park lights would need to be moved to accommodate the relocation. Kremer stated it would be located between two park lights but there is a water fountain water line under the proposed location that is no longer being used for the water fountain at the north shelter.

Discussion ensued about the two trees located on the original location and if they were ash trees.

Kremer stated that the budget does not support three phases and that the original intention of the City was to construct a facility in 2016 and additional phases were not part of the plan or budget before the design work began.

Zirbes asked what the budget breakdown was for this project.

Kremer stated the budget is \$200,000 from the City of which \$50,000 would be paid back by the Portage Family Skate Park group.

Messer asked if the City would be responsible for maintenance.

Kremer stated the City is and that City crews would walk through with the contractor to discuss maintenance and crack filling/sealing would be the largest component of maintenance over time.

Kreckman stated he thought it was going to be a competition skate park and that the plan presented is much less than he believed would be built. Kreckman asked if Kyle could explain more.

Kyle Little gave an overview of their fundraising efforts, their vision and the concept drawing that are produced currently in comparison to what they were when they began. Kyle also stated ideas he had for competition/programs for the size being proposed.

Discussion ensued about what elements of the park were to be included for the 2016 construction.

Mayor Tierney stated when the board makes their motion to make a recommendation to plan commission to alter the site plan. Mayor Tierney mentioned the importance of proper wording in relation to phasing or future development in the skate park. Mayor Tierney stated the word phasing gives expectations it is going to happen when there is no guarantee that it will.

Maass asked to see the original site plan and discussion ensued about the changes between the original site plan and the proposed new location and if the consultant could design for the original location west of the shelter.

Zirbes stated if the park was placed in the original location the storm sewer would limit future expansion and become an issue.

Discussion followed about parking requirements and how changes in the site plan would affect parking plans, green space and future expansion.

Charles stated he liked the proposed location due to added visibility when traveling north or south and that the location change would save two mature trees.

Motion by Maass to recommend to plan commission to approve placement of the skate park as presented in the packet with consideration of future development and to include in the skate park at this time the curling stone and feature for the Clough building and any additional features the skate board club feel they would like to see included within space we are allowed. Second by Charles. Motion carried on a 5 – 0 roll call vote.

## **5. Discussion and possible action on soccer field alignment at Veteran's Memorial Fields**

Manager Kremer provided information on new developments since November's meeting where the board approved a layout for the soccer fields. Kremer stated since that meeting a conflict with power lines located along Townsend Street had been raised. The line is owned by American Transmission Company and the line may create conflicts with the new fields. Kremer informed the board that in a meeting with ATC and Alliant Energy both companies were willing to work with the City on a project like this at the cost of the requester. Kremer said at that meeting ATC said a line of

this type would cost \$1,000,000 per mile to construct, and 7 - 10 times that to bury. Kremer stated this would not be constructing, but it would be rebuilding a portion of it.

Kremer stated the 360' field was the maximum ideal size of a varsity soccer field but that the field could be reduced to 330' and still be playoff eligible according to the NFHS. Kremer informed the board he attended the Portage School District athletic ad-hoc committee meeting the night prior to get their input on the field layout and wire conflict. Kremer stated Rettler Corporation is working with the City to determine buffer zones, if the line can be above the field and if the field would still be playoff eligible.

Kremer stated the athletic ad hoc committee preferred to see the 360' field if the WIAA allowed the field to be placed under the line. He then stated their second preference was to reduce to 330' field and their third and last preference was to flip to east/west orientation.

Zirbes asked if reduced to 330' if the line would hit the corner of both fields and if there would be a height restriction of the line. Zirbes also asked if a fence could be moved to allow corner kicks if the field was moved.

Kremer stated the fence would be located tight to the sidewalk area and that if the field was reduced to 330' the line would still run over the corner of the field. Kremer also stated for league play the field could be reduced as far as 300' but that would not be allowable for playoff.

Maass questioned if the youth fields would be in conflict with the wire as well when they are to be built. Kremer stated when that phase of the park is designed it would provide more detail on where those fields are to be placed. Kremer informed the board at this time without knowing where the loop road is to be constructed, it is too difficult to judge where the youth fields are to be placed but that it could be laid out and adjusted during that design phase.

Administrator Murphy stated that Alliant Energy has local lines that are lower than ATC's. Murphy stated Alliant believed they were in the vicinity of 20 feet off the ground.

Maass asked if the field was 360' if the pole would be on the field.

Kremer stated the drawing doesn't clearly show if the pole was in the way but that if the field was 360' was built that most of the north end of the field would run underneath the overhead line.

Motion by Zirbes to design a 360' field if allowable as the option 1, to reduce to 330' as option 2, and the third option to reorient to east/west. Second by Messer. Motion carried on a 5 – 0 roll call vote.

## **6. Discussion and possible action on Bruce A. Smith Little League proposed improvements by Portage Youth Baseball.**

Kremer gave an overview of proposed field alterations for the Minor's field which will allow Portage Youth Baseball to play in a different league division. Kremer stated they are only asking for the City to participate in the cost to move trees. Other changes include making a bigger infield, putting up netting along the field, and increasing the base depths.

Motion by Charles to accept the first three proposals by Portage Youth Baseball from the email from Jeff Johnson dated December 11, 2015 at 6:56 am and to have them get an estimate on the tree removals. Second by Messer. Motion carried on a 5 – 0 roll call vote.

**7. Discussion and possible action on Ordinance Sec. 54.47 in relation to alcohol and tobacco within City owned parks.**

Kremer presented an updated version of the Ordinance revision that was discussed in October. Kremer informed the board that the definition of Silver Lake Beach and Parking Lot had been changed to include everything but the boat launch and approach.

Kreckman asked if alcohol was still permitted in the lake and if signage would be posted.

Kremer stated the lake would still be allowed and that signs would need to be updated and erected following the ordinance change.

Maass asked about boaters who unload their equipment with alcohol/tobacco and walk across the parking lot to their boat in relation to this ordinance.

Kremer stated the board could strike the word possess or could change the wording to not include the parking lot.

Zirbes mentioned the parking lot was included to deal with drinking along the wall and stated including 10' from the retaining wall may be an option.

Messer asked how far it would be included in the lake. Kremer stated the lake would not be included at all.

Kreckman stated the importance to make a bright line rule to provide police officers no discretion so they enforce exactly what the ordinance states.

Motion by Maass to recommend to council ordinance on alcohol and tobacco on City Parks with the change as discussed this evening. Second by Charles. Motion carried on a 5 – 0 roll call vote.

**8. Discussion and possible action on soil borings for Veteran's Memorial Fields.**

Kremer informed the board that Rettler's contract for design had a \$2,500 allowance for soil borings. Since the start of the design process Rettler discovered the high ground water and is recommending 10 borings on both facilities. Rettler submitted a

request for bids to three firms and received two separate bids for \$4,930 and a second for \$3,850.

Kremer stated he asked Rettler the reasoning for the overage and Rettler explained they are recommending a few extra borings due to the high ground water and additionally that site work has been on the rise. Rettler said the City's options are to perform less borings to reduce cost however they are not recommending that.

Kremer recommended to the board that due to high ground water and the competition play that the City proceed with 10 borings and reallocate from the Pine Meadow project to cover the overage.

Motion by Charles to award soil boring at Veteran's Field to Nuemmelin Test services for a total of \$3,850 and reallocate \$1,350 from the Pine Meadow Tennis Court.  
Second by Kreckman

Question by Maass if the reallocation from the capital budget would affect the encumbrances. Administrator Murphy stated that it would not. Motion carried on a 5 – 0 roll call vote.

#### **9. Old Business Update**

Kremer informed the board that the City and General Engineering were working with the contractor on the beach wall on a warranty and a credit for the work performed on the beach wall. Kremer stated a change order would be coming at a future meeting.

#### **10. New Business**

- No new business introduced

#### **11. Manager's Report**

- Swim lessons are nearly full  
- Leslie will be back on Monday  
- Working on year end closeouts and programming for next year

#### **12. Adjournment**

Zirbees asked all in favor to adjourn say Aye. No nay's. Motion Passed.  
Meeting adjourned at 8:04 pm.

Respectfully submitted  
Dan Kremer  
Park & Recreation Department