

**City of Portage
Park and Recreation Board Meeting
Tuesday, January 12th, 2016
6:00 p.m. Regular Meeting
Municipal Building Room #1**

1. Roll Call

The meeting called to order at 6:00 pm by Chairperson Zirbes. Members present: Brian Zirbes, Chairperson, Rita Maass (arrived at 6:05 p.m.), Mike Charles, and Todd Kreckman. Larry Messer was excused.

Parks and Recreation Manager Dan Kremer, Leslie Hawkinson, News Reporter Craig Sauer, Marianne Hanson, Dave DuVal, Neil Krueger, Tim Raimer and Micha Schapiro via phone and Go To Meeting conference call.

2. Approval of December 15th meeting minutes.

Motion was made by Charles to approve the minutes from the December 15th meeting as presented. Second by Kreckman.

Motion carried on a 4-0 3- 0 roll call vote.

Maass arrived at 6:05 p.m.

3. Discussion and possible action on Skate Park concept design

Manager Kremer introduced Micah Schapiro of Grindline Skateparks through a conference call. Micah explained components of the Portage Skate Park Final Concept design on the viewing screen. Schapiro also showed future expansion designs to give a broader picture of how the park may evolve and fit at the designated area within Goodyear Park.

Schapiro pointed out where decorative building facings from the former Clough building will be placed and used with the proposed features.

Kremer asked to be shown where the park rule signs would be located and

Zirbes asked how the fencing would be placed and where the entrances would be located to help control where people cross the street and inside the park walking traffic.

Maass had further discussion asking if the current site had been approved by the Planning Commission and if the presented concept design would also fit at the original site plan. The plan is scheduled to go before the Planning Commission at their February meeting and it was noted that the concept design would fit at either site.

Motion was made by Maass to approve the final concept of the Skate Park as presented. Second by Charles.

Motion carried on a 4 – 0 roll call vote.

4. Discussion and possible action on Splash Pad donation recognition sign.

Manager Kremer introduced Marianne Hanson who was representing the Portage Service Club Association with a revised draft of the proposed Splash Pad recognition sign.

Hanson presented the revised sign which recognizes those who donated funds for the construction of the splash pad. She said the finished sign will be approximately 8' x 5'.

Kremer pointed out that the name was also updated to state Goodyear Park Splash Pad at the Gary O'Hearn Recreational Complex.

Motion was made by Charles to accept the Splash Pad's donation recognition sign as presented. Second by Kreckman

Motion carried on a 4 – 0 roll call vote.

5. Discussion and possible action on proposal for installation of a K.I.A. monument with Blue Star Park.

Manager Kremer provided information and visuals of the proposed Killed in Action (K.I.A.) monument and possible location at Blue Star Park. He noted that there is a flag pole just south of the current monument that will need to be either taken out or relocated since it will interfere with the proposed monument's location. Kremer then introduced Dave DuVal who was spokesperson for the American Legion, Veterans of Foreign Wars and the Vietnam Veterans of America organizations.

DuVal stated that over the last few months efforts have increased by the groups to construct a K.I.A. memorial within the Blue Star Park to honor those who have lost their lives serving our country. The names on the memorial would include veterans from the Portage area and would be reviewed and assembled through a committee of current veterans with assistance from existing state and national lists.

DuVal expressed that the group is asking for City support by assisting with the removal of the flag pole, providing fill dirt to raise the finished grade level and assisting with overseeing of construction. Through donations and current funds on hand, the group plans to order and purchase the monument, hire contractors to put in the path to the KIA memorial and to do the electrical and concrete work.

Kreckman asked how many names were currently on the list and was told they have acquired 110 names that go back to the Civil War.

The group asked if the cannon currently located at Veterans Memorial Fields would be able to be moved to Blue Star Park sometime in the future so as to bring a "full concept" to the

memorial display. A discussion followed with Maass asking that the group bring in an overview plan of future displays to prevent the park from looking and feeling crowded.

A motion was made by Kreckman to accept the proposal for installation of the K.I.A. Monument within Blue Star Park and provide assistance with the removal of the flag pole, provide dirt fill to match existing grade levels and to oversee construction as presented. Seconded by Charles

Motion carried on a 4 – 0 roll call vote

6. Discussion and possible action on ATC easement, timeline and access within Sunset Park and proposal for north shore nesting platform.

Kremer provided the board with a review of the American Transmission Company's (ATC) easement proposal, project timelines, the relocation of the existing osprey platform to the south shore and possible options for a new platform on the north shore in Sunset Park.

Kremer provided an overview of the pole being removed on the Wisconsin River island and informed the board of why ATC was removing this pole vs. other options of installing a new one or leaving the existing.

Kremer then informed the board that ATC proposed a second nesting platform above the monopole to be located within Sunset Park. The pole will be approximately 140' high with a new nest platform and nesting branches on top. ATC consulted with avian experts who confirmed that humans in and around the park will not be a deterrent to birds nesting, but that there is no guarantee the nesting station will be selected. ATC would construct the north shore nest at no cost to the City. The construction timeline will begin in late 2016 and carry into winter of 2017 for the entire project.

Kremer stated that ATC would access the park with their equipment using the service road from Sunset Street and that they will restore any disturbance to the park. They plan to do site and brush clearing at their easement, which will include undergrowth and some trees along the park and water edge.

Charles made a motion to accept the ATC easement timeline and access within Sunset Park and proposal for the north shore nesting platform as presented. Second by Kreckman

Motion carried on a 4 – 0 roll call vote.

7. Discussion and possible action on the change order and project acceptance/closeout for Silver Lake Beach Retaining Wall.

Kremer reviewed multiple correspondences regarding the Change Order #1 and Pay Application #2 for contracted services for the replacement of the Silver Lake Beach Retaining Wall. The Great Lakes Marine Contracting has requested payment for recent construction costs regarding the Change Order #1 which provided a 5-year warranty on the

wall and a reduction credit of \$4,500 for the variations of the cap thickness for the new retaining wall.

Discussion followed about concerns that included variations of the wall color, substantial cracks and the uneven wall cap thicknesses.

Kreckman stated he wanted a clear understanding of what the 5-year warranty covered; Charles expressed concern over the cracks and ways to fill them and still have the wall aesthetically pleasing. Charles also recommended taking photographs of each crack to develop a monitoring baseline. Discussion ensued regarding wall color and what the final color is compared to what the board approved during design.

Motion was made by Kreckman to deny payment of Change Order #1 due the inconsistency of the wall color until additional corrective options can be presented. Second by Maass

Motion carried on a 4 – 0 roll call vote.

8. Discussion and possible action on soil borings and reallocation of funds for VMF design project.

Kremer reminded the board that Rettler Company recommended the City do soil borings which will also allow soil compositions be included on the construction documents. With the discovery of high ground water on the site, Rettler proposed 10 soil boring locations that span both the two soccer fields and the youth baseball field facility.

Kramer said two bids were received for soil boring work with the low bid from Nuemmelin Testing Services at a total of \$3,850. This bid is \$1,450 above the anticipated allowance provided by Rettler at project initiation. With the recommended 10 borings, the project budget is now \$19,950. Since the initial budget for this project was \$16,500, Kremer recommended the reallocation of \$3,450 from the completed Pine Meadow tennis court project that came in approximately \$12,000 under budget.

Motion made by Kreckman to award Nuemmelin Testing Services for a bid amount of \$3,850 for 10 soil boring locations at Veterans Memorial Fields and to approve the reallocation of \$3,450 from the Pine Meadow Tennis Court project to cover the additional costs. Second by Zirbes.

Motion carried on a 4 – 0 roll call vote.

9. Old Business Update

- No business to address

10. New Business

- The meeting time of 6:00 pm
- Move March meeting back a week

11. Manager's Report

- The Department has been approached by a Service Club and is interested in placing a band shelter at Pauquette Park
- Working on a detailed park flyer
- Swimming lessons has 104 participants; Youth basketball has 52 participants
- Lincoln Park is getting cleaned out
- Ice thickness for skating at Pauquette is being checked
- Making progress on the Tree inventory grant of \$11,000 to include the trees on the streets and in the parks.

12. Adjournment

Zirbees asked all in favor to adjourn say Aye. No nay's. Motion Passed.
Meeting adjourned at 7:26 pm.

Respectfully submitted
Leslie Hawkinson
Park & Recreation Department

**Minutes amended 02/09/16. Changes are highlighted.