

City of Portage

Park and Recreation Board Meeting

Tuesday, March 8, 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, Larry Messer, Rita Maass, Mike Charles, and Todd Kreckman.

Parks and Recreation Manager Dan Kremer, City Administrator Shawn Murphy, Justin Ostrowski, Ron Olson, Mike Hurd, Gregg Steinhaus, Scott Seaman, Kayla Rinkel, and reporter Craig Sauer.

2. **Approval of February 9 meeting minutes.**

Motion was made by Charles to approve the minutes from the February meeting. Second by Messer

Motion carried on a 5-0 roll call vote.

3. **Discussion and possible action on proposals from Fairway Independent Mortgage Corporation and the Portage Boys Hoops Club Memorandum of Understandings for Collipp Worden Park basketball court facilities**

Manager Kremer provided a summary of a final proposal from the Fairway Mortgage Corporation and the Nancy Lieberman Foundation and partnership with the Portage Boys Hoops Club for a new sport court facility within Collipp-Worden Park. Kremer summarized the second half of the proposal from the Portage Boys Hoops Club to repay \$10,000 over four years if the City would help upgrade the existing basketball courts in 2016. Kremer stated the funding options were provided by an email sent to board members for four options.

Mike Hurd stated since Fairway Mortgage was proposing to invest over \$30,000 for the initial court it would provide benefits to perform both projects at the same time since it would beautify the park and increase the value to the City and be more useful. Mike stated their group started out with no money to contribute to the project but their group feels the project is so important they want to invest the funds they have raised thus far to complete this project by investing \$5,000 up front and another \$5,000 over the next three years.

Gregg Steinhaus mentioned that one question that has been asked was that when it was proposed initially what has changed from the original proposal that the group would cover everything. Gregg stated the group had delivered an incorrect message at the presentation in December and that their original intention was to bring in the sport court facility and have the city participate in the existing court upgrade.

Ron Olson passed around drawings to give the park board a visual representation of what the existing courts may look like if approved. Ron highlighted the ten additional feet proposed to be added to the south end and changing the orientation from North/South to East/West. Ron provided

a highlight of the color presentation. Ron stated the courts would do four things; one it would be an area of the park that is used largely, two it would give the hoops club in town an identity, third it would allow outdoor park and recreation basketball programming in the summer, and lastly it would be more kids playing basketball in town.

Kremer provided a breakdown of what the \$20,000 consisted of from the proposal document. Items included were dirt removal and asphalt addition to the south side, four new hoops, seal and color coating of the court surface. Kremer stated he felt if this project was approved by the board that a contingency be incorporated for anything that may have gone up since 2015 and allocate at least \$25,000. Kremer also provided an overview of the parkland fund to the board and a listing of the 2016 capital projects.

Zirbes asked if a savings from one of the 2016 projects could be allocated to reimburse the parkland fund. Administrator Murphy stated only actual amounts from the parkland fund would be used and any unused amounts could remain in the park land fund.

Charles asked if the project budget included a compliant path. Kremer said the complaint path was not included but the city crews could install it if budget did not allow. Discussion followed in regards to what type of path could be installed.

Charles asked about the flying "P" logo on the court or if a warrior head or City logo could be incorporated. Maass stated black surfacing could become hot in summer for programming purposes. Discussion ensued about if other logo options could be examined and what color options would be used.

Zirbes asked how the City would know if the organization would exist the following year to pay back the remaining \$5,000 and discussion followed about organization make up and future fund raising commitments by the Portage Boys Hoops Club. Membership is around 70 in their organization.

Administrator Murphy suggested consolidation of both projects into one agreement to aid in tracking measures and review. Manager Kremer suggested including the obligations from each party within the consolidated agreement.

Zirbes asked for a summary about options of reallocation from another project or using the parkland fund. Kremer informed the board that the projects for 2016 have not been bid yet and it is likely the entire budget will be needed to complete those projects. Kremer felt to relocate from another project would be taking a chance at not completing portions of that project. Kremer recommended that if the basketball courts were approved it would be best to use funds from the parkland fund to complete it in 2016. Discussion followed about the amount and process of relocation and repayment by the group.

Motion by Charles to recommend to council reallocation of \$25,000 from the parkland fund with repayment of \$10,000 over four years by the increments spelled out within the packet and acceptance of a combined MOU. Second by Maass.

Maass asked about if \$20,000 or \$25,000 was needed and if the \$5,000 would be provided by the Portage Boys Hoops Club up front. Scott Seaman asked if the \$5,000 could be repaid by years end or if it was needed initially. Discussion ensued about repayment dates being December 31st and to be included within the MOU for repayment dates. Scott stated the \$5,000 was not currently available but was in the process of being fundraised.

Motion carried on a 4 – 0 roll call vote with Kreckman abstaining.

4. Discussion and possible action on request by Kayla Rinkel on renting ag building May – September.

Manager Kremer outlined a proposal from Kayla Rinkel to rent an outdoor and/or indoor facility for therapy sessions provided by her organization. Kremer provided the board with the rental fees for both facilities of \$100 per day and asked the board for direction on how they would like to handle this request and if a reduction of fees and/or agreement should be considered.

Discussion about fair events, building availability and special events followed.

Zirbes asked about winter months and indoor needs. Kreckman asked if the \$100 was reasonable.

Kayla felt it was and also provided an overview of her therapy that is provided with the horse interaction. She stated no riding takes place and that it is handled from the ground. Grooming and props are used within the therapy. Kayla stated the maximum number of clients would be 5 per group.

Charles asked what the insurance would be. Discussion followed regarding listing the City as additionally insured and what will be required.

Zirbes asked about reduction of fees and if revision to the fee schedule would be necessary. Kremer stated the City has addressed that for groups like the Poultry Club via agreement.

Maass asked about if special events are booked through the park and recreation department and discussion followed about if any conflicts would exist seeing as special events are submitted in advance.

Motion by Zirbes to draft a MOU for rental of the ag building for May – September for the equine assisted psychotherapy with a reduced rate based on similar events in the past
Second by Messer

Motion passed on a 5 – 0 roll call vote.

5. Discussion on park emergency sign design.

Manager Kremer presented with help from Chairperson Zirbes nearly all of the parks have been assigned addresses. The second step within that plan is to mount a sign at these locations to allow visitors to know their location in case of emergency. Kremer showed the board artwork that he put together based on a sign provide by the U.S. National Grid Trail markers.

Discussion ensued about color, size and content for the sign design. Feedback was recorded and another draft to be presented at April meeting.

6. Discussion and review of CORP plan.

Manager Kremer informed the board that chairperson Zirbes and he were in discussion about maps and information for the parks and that this item was on the agenda to incorporate that discussion and also as a highlight and chance to review the document.

Chairperson Zirbes gave an overview that there is a need to outline lands and areas that are under jurisdiction of the parks board. Zirbes gave recent examples of the parkland adjacent the airport that is being examined for airport expansion and also the Boy Scout cabin proposal that is being examined to be installed at the end of the Indian Agency House Road.

Discussion followed about naming of undeveloped parks and process for identifying sellable areas.

Kremer asked the board for feedback or direction on anything they wanted included or examined through this process. Kremer stated this information leads to a larger idea of prioritizing a Comprehensive Outdoor Recreation Plan (CORP) in a future budget item to help with this process. Kremer stated the initial goals Zirbes and Kremer had identified was assembling definitions and a listing of properties for things like green spaces, parks, recreation trails, nature areas, etc. Kremer asked the board to provide additional goals/objectives to consider by contacting him for April's meeting.

Discussion ensued about positives of having an external consultant provide an update for a CORP plan and the resources a consultant would bring for public properties and investigating materials associated with it.

7. Discussion and possible action on date change for Parks and Recreation Board meeting date and time.

- No change

8. Old Business Update

- Skate park documents

Manager Kremer informed the board that the final drawing review was available and he could email them to anyone on the board who wanted to review them. After review, bidding documents will be released and advertised in the next few weeks.

- Beachwall

- Manager Kremer stated a letter had been sent out to Great Lakes Marine and that a formal response and/or solution had not been presented yet. The contractor had called Friday but nothing has been presented to the City. More information at a future date.

9. New Business

10. Manager's Report

First dance recital was held in late February and had over 100 attend. In cooperation with the County the City was able to receive free fill dirt from their project that can be used for the soccer fields. That material is now stored where Lawton Field was. The program guide will be available by next month for review; anticipated print date is next week.

11. Adjournment

Zirbes asked all in favor to adjourn say Aye. No nay's. Motion Passed.
Meeting adjourned at 7:25 pm.

Respectfully submitted
Dan Kremer
Park & Recreation Department

Date Approved: 04/12/2016