

**City of Portage  
Parks and Recreation Board Meeting  
March 8, 2016  
6:00 pm – Regular Meeting  
Agenda**

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

1. Roll Call
2. Approval of February 9, 2016 meeting minutes.
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.
4. Discussion and possible action on request by Kayla Rinkel on renting ag building May – September.
5. Discussion on park emergency sign design.
6. Discussion and review of CORP plan
7. Discussion and possible action of date change for Parks and Recreation Board meeting date and time.
8. Old Business Update
  - Skatepark documents
  - Beachwall
9. New Business
10. Manager's Report
  - Dance recital
  - Fill from county project
  - Programs Guide Booklet
11. Adjournment

**City of Portage  
Park and Recreation Board Meeting  
Tuesday, February 9, 2016, 6:00 p.m. Regular Meeting  
City Municipal Building, 115 West Pleasant Street  
Conference Room One**

**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, Kent Fish, Kory Anderson and Paul Becker were in attendance.

**2. Approval of January 12 meeting minutes.**

Motion was made by Charles to approve the minutes from the January meeting with an amendment noting board member Maass was not present for the approval of the December 15, 2015 minutes as she arrived following the vote at 6:05 p.m., and the roll call should read Motion carried on a 3-0 roll call vote. Second by Maass. No further discussion.

Motion carried on a 5-0 roll call vote.

**3. Discussion and possible action on Silver Lake Beach Wall**

Manager Kremer introduced Kent Fish and Kory Anderson from General Engineering and asked the board to focus the discussion to the issues of cracks and the structure of the wall and the color.

Kreckman lead the discussion by reminding the board that, as previously discussed, the cracks are there and that the wall is not a good look for the City. Maass felt that the cracks appeared too quickly to be satisfactory. Fish defended the nature of concrete with control joints and that there is going to be shrinkage within the concrete structure and cracks going all the way through the wall. The cracks will expand and contract with the weather. Zirbes asked if there was a sealant to fix the cracks and Fish indicated that the structure is sound and offered an epoxy fill solution, but that it would not be an esthetically pleasing solution.

Kremer announced the Lake Delton plant felt, had they had a sample, they could have matched the color of the wall closer to the beach structures than what the current color is. He added, the contact in Janesville felt they had had the right color and that it was approved by Park Board. Kremer stated the color of the wall is DOT Red and stained clear through. It was not a special blend to match the variations in the desired matching color.

Kremer recommended the board come up with a cost for some options, such as using a sealant, staining or antiquing the wall back to a more blended color.

Charles recommended trying several options on the first cap pieces located at the waste site at the fairgrounds to determine the best option. Fish also recommended this process.

Kremer indicated he will contact the contractor to see if they can achieve a suitable result using the proposed techniques or give their own options. If they can achieve a suitable result, he then recommends proceeding and closing out the contract. If they cannot, then keep the final retainage and seek another option.

Motion was made by Maass to move forward with Manager Kremer's recommendations and to have this accomplished by Memorial Day weekend. Second by Charles.

With further discussion by Fish that the timeline is reasonable and the project should fall within a \$5,000-\$10,000 amount, well within the retainage. Fish recommended not leaving it up to the current contractor.

Motion carried on a 5 – 0 roll call vote.

**4. Discussion and possible action on Fair Board Agreement.**

Manager Kremer introduced Fair Board President Paul Becker and provided a draft of the proposed 2016 Fair Board Agreement. Highlighted areas regard acknowledgement of the VMF's master plan and the relocation of the Varsity soccer field and its use; relocation of buildings, construction of new facilities and how it may affect access roads and building use.

Kremer pointed out that a three year agreement was being presented and the new agreement now ended at the end of 2018 instead of annually. The 2016 rental details protecting the Varsity soccer field are outlined with 2017 and 2018 green space area use changes stated based on the Varsity soccer field change being completed in 2016. Charles wanted assurance that if the current soccer field is still needed in 2017, the fair board would still follow the 2016 parameters. Becker felt the Fair Board would be more than willing to cooperate if given enough notice.

Motion was made by Charles to recommend to Council the approval of the Columbia County Fair Board Agreement as presented with the additional provision for a possible need to keep the soccer field pristine in 2017 season with a date of notice given to the renter no later than May 1<sup>st</sup>, 2017. Second by Kreckman.

Motion carried on a 5 – 0 roll call vote.

**5. Discussion and possible action on alcohol in the parks ordinance.**

Manager Kremer explained this regulation ordinance was sent back for further direction and focus by the Park Board and presented revisions suggested by Council in relation to the

the word 'possession' in the ordinance. After conferring with Portage Police Chief Manthey and Lieutenant Klafke, who discussed the spirit of the law versus the letter of the law for ordinance enforcement, Kremer clarified that no ticket could be issued without the word 'possession' included in the ordinance if an individual wasn't seen actually drinking or using the banned product. Kremer gave examples of conflicting issues at various parks that both citizens and police officers may have with enforcing citations as this ordinance is currently written. Silver Lake Beach, the green space and parking lot enforcement would be the most difficult area. Enforcing no alcohol or tobacco at the beach area between Memorial Day and Labor Day was also a suggestion.

Kremer suggested focusing the ordinance on Riverside and Goodyear Parks and redraft the Silver Lake Beach area as a separate issue. He noted that there have not been any issues at the beach to date to his knowledge.

Maass stated she is aware that Council members have issues with the word "possess" since the ordinance is restricting something people can normally possess. She said after carefully studying this ordinance she could no longer support it. She understands restricting use at the Little League Complex and Goodyear Park, but beyond that the City would be stepping on people's toes.

Kreckman agreed that enforcing the ordinance at the beach parking lot should be excluded. Allowing drinking on one side of the wall and not the other is impractical and he doesn't feel comfortable leaving the situation up to the discretion of police officers. Zirbes reminded Kreckman that there is an ordinance already in place that prohibits alcohol at the beach. Kreckman stated he has no problem enforcing the no drinking in the park, but that the parking area is too difficult.

Discussion followed about past issues at Riverside Park and the reasons why the word possession was suggested versus the word consuming. Messer felt Riverside Park is a problem and suggested the board come up with an ordinance to enforce no open intoxicants at Riverside Park.

Kremer recommended the City Attorney craft the wording of the ordinance and encouraged the board to set the directive.

Motion was made by Zirbes to re-adopt Ordinance No. 16-002 with amendment that the parking lot and the retaining wall references be removed from the Silver Lake Beach (d) and limit the no drinking , no tobacco to the fenced in areas. Second by Messer.

Motion carried on a 5 – 0 roll call vote.

## **6. Old Business Update**

### **A. MOU Boys Hoops Club**

Kremer informed the board that since this item was brought before the board, a request was presented from the hoops club asking for money to be contributed by the City. The groups still intends to build the court, but they feel more comfortable if the City would contribute a portion. They requested the City contribute \$15,000 and more information would be brought at the next meeting. Discussion followed in relation to what made the proposal change.

**7. New Business**

Zirbes suggested moving the Park and Recreation board meetings to meet before the Finance Committee meets.

**8. Manager's Report**

A. A report and donation from Richard Lillie's metal detecting.

Kremer shared a letter from Lillie where he detailed items he discovered in the parks while using the newly established Metal Detecting permit system. 6 permits were issued in 2015.

B. Soil Boring at the Soccer Field

were done last week and the reports should be finished within the next 2 weeks. Once we have the soil boring information, the information needs to go to the lighting manufacturing so they can build the pole specifications. The school has decided to order the bases once we have the plan finished. Once the soil boring reports are available the construction documents from Rettler Company will be available.

C. The Summer Program Brochure is currently being worked on by Leslie along with The O'Brion's Agency and should be available for review at the next board meeting

D. The first ever dance recital will be performed on February 29<sup>th</sup> at the Rusch stage. We have 24 participants. Bob Viking will be doing the announcing.

**9. Adjournment**

Zirbes asked all in favor to adjourn say Aye. No nay's. Motion Passed.

Meeting adjourned at 7:22 pm.

Respectfully submitted  
Leslie Hawkinson  
Park & Recreation Department

Date Approved:



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February 23, 2016

Portage Parks & Recreation Board/Department  
City of Portage  
806 Silver Lake Drive  
Portage, WI 53901

Dear Parks & Recreation Board/Department:

On behalf of the "Portage Boys Hoops Club" (PBHC), we would like to make a formal proposal for your consideration and implementation. Note, this is slightly revised from our December 15<sup>th</sup> proposal.

Per the PBHC mission, the organization is "committed to the Portage community by volunteer and interactive activities, intended to build and support fellowship within the community and program alumni". Thus, we strongly believe that improvements to the Collipp-Worden Park basketball facilities, would be not only beneficial to the youth for their use, but to promote and support fellowship within the community. The courts would be used from ages young to old, from youth Park & Rec programming, to community members of all ages.

Our proposal includes 2 components, with implementation beginning Spring, 2016:

1. Installation of a 35' x 65' Dream Court, donated by Fairway Independent Mortgage Corporation:
  - a. Includes: Install of concrete base, sport court surface, and 2 basketball goals
  - b. Donated package valued at: \$30,697
  - c. Proposed location: Behind existing fenced tennis courts
2. Upgrade to Existing Basketball Courts:
  - a. Cost partially funded by City of Portage, with a financial contribution from the PBHC through fundraising efforts
    - i. PBHC would make a 1<sup>st</sup> year contribution of \$5,000, then \$1,666.67 for the next 3 years, for a total contribution of \$10,000, with contributions made by December 31<sup>st</sup> yearly.
  - b. Add an additional 10' of blacktop surface area (to the South)
  - c. Rotate the 2 courts 90 degrees to increase space between courts for safety and effective use
  - d. Top coat/seal with painted court/lines
  - e. Add 4 new basketball goals
  - f. Total estimated cost: \$20,300

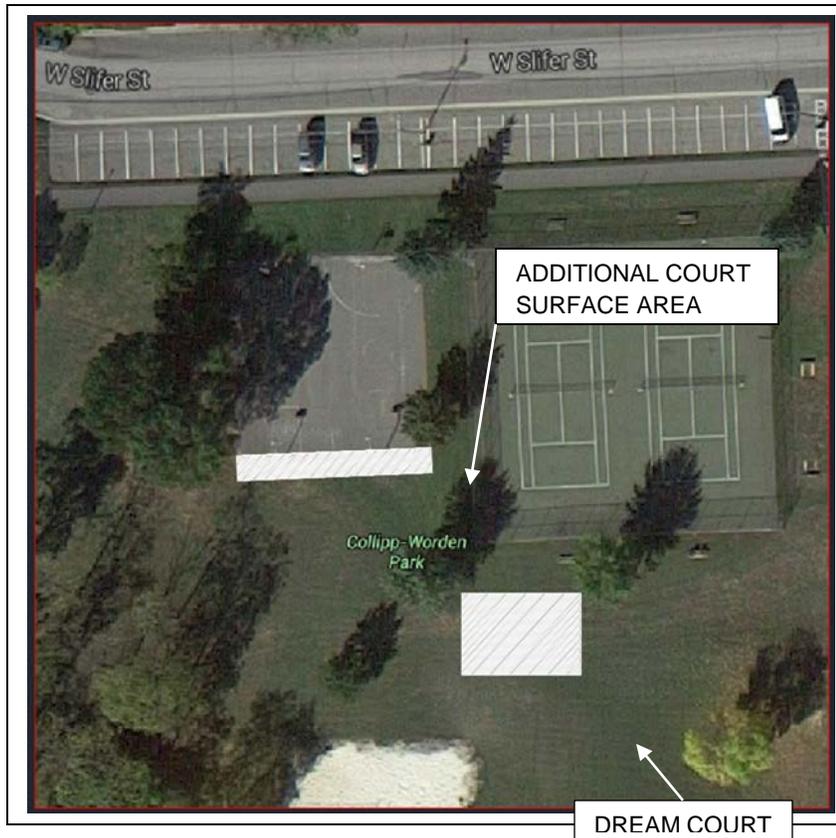
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Portage Boys Hoops Club  
2643 Pine Ridge Ct | Portage, WI 53901

[PBBHoopsClub@gmail.com](mailto:PBBHoopsClub@gmail.com) | [facebook.com/PortageBoysHoopsClub](https://www.facebook.com/PortageBoysHoopsClub) | @PBBHoopsClub



For your reference, the following satellite view diagram shows the approximate proposed location of the new “Dream Court”, and the additional surface for the existing courts:



The Portage Boys Hoops Club is extremely excited to offer this community beautification project valued at over \$52,000, with minimal costs to the City of Portage, which will provide outstanding use potential to the community.

Respectfully submitted,

Mike Hurd, PBHC Board President

Jeff Krockner, PBHC Board Vice President

Amber Ostrowski, PBHC Board Secretary

Scott Seaman, PBHC Board Treasurer

PBHC Board Members: Gregg Steinhaus, Tom Steinhaus, Sean Malone, Leroy Miles, Ron

Wheeler, Daniel Harkins, Justin Ostrowski, Susie Hammer

Ron Olson, PBHC Advisor & PHS Head Basketball Coach

Portage Boys Hoops Club

2643 Pine Ridge Ct | Portage, WI 53901

[PBBHoopsClub@gmail.com](mailto:PBBHoopsClub@gmail.com) | [facebook.com/PortageBoysHoopsClub](https://www.facebook.com/PortageBoysHoopsClub) | [@PBBHoopsClub](https://www.instagram.com/PBBHoopsClub)

## **MEMORANDUM OF UNDERSTANDING**

### **To Secure, Administer and Allocate Monies Raised for Purposes of Constructing a Sport Court Basketball Facility at Collipp-Worden Park.**

This Memorandum of Understanding (MOU) is made on this \_\_\_\_\_ day of March, 2016, by and between the CITY OF PORTAGE, a Wisconsin municipal corporation located in Columbia County, with its offices at City Hall, 115 W. Pleasant Street, Portage, WI 53901 (the "City") and Fairway Independent Mortgage Corporation ( the "FIMC"), with support from the Portage Boys Hoops Club, a non-profit charitable, community service chapter organized under IRS Section 501(c)(3), with local offices located at 2643 Pine Ridge Ct, Portage, WI 53901, (the "PBHC").

The City owns Collipp-Worden Park, located on West Slifer Street and the PBHC has been awarded a Sport Court from Fairway Independent Mortgage Company and the Nancy Lieberman Foundation and are desirous of constructing the sport court within Collipp-Worden Park. The PBHC has agreed to provide the court and assist with the design and planning for the construction of the new sport court facility.

This MOU shall articulate the responsibilities and obligations of the City, FIMC and PBHC for the construction of a Sport Court approved in concept by the Portage Parks & Recreation Board on December 15<sup>th</sup>, 2015. The Sport Court shall be a newly constructed 35' x 65' basketball facility consisting of 2 goals, a composite playing surfaced installed on a 5" concrete foundation in the location as depicted on Exhibit A. The Sport Court shall also include a newly constructed path leading from existing paths to allow for access. Upon completion of the new court, it will become property of the City. This MOU shall provide for the process in which the basketball court shall be designed, approved, constructed, inspected and accepted by the City.

#### **I. RESPONSIBILITIES OF THE CITY.**

- a. Cooperatively work with FIMC to assist with the design, procurement, scheduling of construction, inspection and maintenance of the basketball court.
- b. Cooperatively work with the FIMC to prepare materials, schedule necessary approval reviews by the Parks & Recreation Board in a timely fashion for the basketball court.
- c. Upon securing necessary funding and approvals, develop and act as the inspecting and administrative authority during the construction of each phase of the basketball court.
- d. Secure necessary approvals, permits, licenses and contracts necessary for the construction of the basketball court.

- e. Upon satisfactory inspection of the constructed basketball court, accept the facility with the intent to maintain, clean, repair and establish and enforce necessary rules for the safe use of the Park by the general public.
- f. **Fund and construct accessible path from existing court to sport court facility (Pea Gravel or Concrete, budget depending)**
- g. Working with the FIMC, with the approval of the FIMC, develop and install some type of permanent recognition for the Fairway Independent Mortgage Corporation's role as fundraising sponsor by way of permanent marker or similar recognition, and additionally add the PBHC if allowed by the Nancy Lieberman Foundation, and approved by FIMC.

## **II. RESPONSIBILITIES OF FIMC.**

- a. Cooperatively work with City to establish secure account(s) to receive and secure all funds donated, obtained and otherwise received for the exclusive use by the City and FIMC for purchase, construction and inspection of the basketball court as shown on Exhibit A until such time as this MOU expires or is terminated. FIMC shall be responsible for retaining qualified contractor(s) for the project and insure the proper completion in a timely manner.
- b. Coordinate with Manager of Parks & Recreation to schedule, review and approval of project plans and specifications, pre-construction meeting, construction schedule and subsequent City inspections during and upon completion of construction.
- c. In a timely fashion, process requests by contractors and consultants for reimbursements, advances or other substantiated expenses associated with the purchase of material, equipment, construction, administration and inspection of the installation of the basketball court.
- d. Cooperatively work with the City to assist with the design, procurement, construction, inspection and maintenance of the basketball court.
- e. Fully raise and/or secure donations of cash, materials or equipment necessary to fully purchase and install all phases of the sport court basketball court.
- f. Apply for grants, donations or other funding sources necessary to fully fund all phases of basketball court construction; comply with all conditions and requirements necessary in the receipt and use of such funds.
- g. To the extent necessary, participate in planning and progress meetings related to the construction and operation of the basketball court.
- h. Indemnify and hold harmless, the City from any actions by FIMC associated with the receipt, administration and disbursement of funds for the purchase and installation of the basketball court.
- i. On a monthly basis or as otherwise agreed upon, make available for inspection by the City and general public, account balances, disbursements, or other transactions associated with the account designated to receive and secure funds received for the purchase and installation of the basketball court.

**RELATIONSHIP OF THE PARTIES.** This MOU is not intended to nor shall it be constructed to create a permanent joint venture, partnership, agency, or other legal relationship between the parties, but is intended solely to establish the roles and responsibilities of each Party during the fund raising, design, approval, construction and acceptance the basketball court.

**AUTHORITY OF CITY AS ULTIMATE OWNER OF BASKETBALL COURT.**

The City shall work cooperatively with FIMC but ultimately the City shall have the sole responsibility and authority to approve and schedule the construction of the basketball court in a timely fashion after necessary funds and approvals have been secured. Additionally, the City shall have sole authority to determine the satisfactory completion and acceptance of the basketball court and provide access by the public for use.

**SEVERABILITY.** If any term or other provision of this MOU is determined to be invalid, illegal or incapable of being enforced by any rule or law, or public policy, all other conditions and provisions of this MOU shall nevertheless remain in full force and effect so long as the economic or legal substance of the transactions contemplated hereby is not affected in any manner materially adverse to any party. Upon such determination that any term or other provision is invalid, illegal or incapable of being enforced, the parties hereto shall negotiate in good faith to modify this MOU if necessary, so as to effect the original intent of the parties as closely as possible in an acceptable manner to the end that transactions contemplated hereby are fulfilled to the extent possible.

**TERM AND TERMINATION OF THIS MOU.**

This MOU shall terminate upon acceptance by the City of the final phase of the basketball court construction or upon one of the following occurrences:

1. Prior to completion of the sport court basketball court upon mutual agreement of the Parties;
2. Upon dissolution, disbanding or other discontinuation of one of the Parties;
3. By the City if it can be demonstrated that one or more of the Parties is unable or unwilling to fulfill their obligations as listed in this MOU.
4. No later than December 1, 2018.

Accepted and approved this \_\_\_\_ day of \_\_\_\_\_, 2016

**For the City:**

**For FIMC:**

\_\_\_\_\_  
W.F. Bill Tierney, Mayor

\_\_\_\_\_  
CEO

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Marie A. Moe, Clerk

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(other representative)

DRAFT

## **MEMORANDUM OF UNDERSTANDING**

### **To Secure, Administer and Allocate Monies Raised for Reconstructing Existing Basketball Courts at Collipp-Worden Park.**

This Memorandum of Understanding (MOU) is made on this \_\_\_\_\_ day of March, 2016, by and between the CITY OF PORTAGE, a Wisconsin municipal corporation located in Columbia County, with its offices at City Hall, 115 W. Pleasant Street, Portage, WI 53901 (the "City"); Portage Boys Hoops Club, a non-profit charitable, community service chapter organized under IRS Section 501(c)(3), with local offices located at 2643 Pine Ridge Ct, Portage, WI 53901, (the "PBHC"),.

The City owns Collipp-Worden Park, located on West Slifer Street and the PBHC is desirous of fundraising using their IRS Section 501(c)(3) designation to pay for a portion of the reconstruction and realignment of the two existing basketball courts located along the northwest edge of Collipp-Worden Park. The PBHC has agreed to undertake a community fundraising effort and assist with the fundraising, design and planning for the reconstruction of the existing basketball court facility. The PBHC shall partner with the City to contribute \$10,000 towards the \$20,300 project budget over a four year repayment schedule outlined below. Exhibit A and B are included to further display what the project entails and a visual aid to what the project will look like.

This MOU shall articulate the responsibilities and obligations of the City and PBHC for the rehabilitation and reconstruction of the existing basketball courts, approved in concept by the Portage Parks & Recreation Board on December 15<sup>th</sup>, 2015. The rehabilitation of the two existing basketball courts shall consist of adding 10' of asphalt to the south end of the existing courts, top coat, seal and paint new courts and replacement of 4 basketball goals. Upon completion of the rehabilitated courts, they will remain property of the City. This MOU shall provide for the process in which the basketball courts shall be designed, approved, constructed, inspected and accepted by the City.

#### **I. RESPONSIBILITIES OF THE CITY.**

- a. Reallocate and budget total project budget of \$20,300 into 2016 budget; with PBHC repayment of \$5,000 in 2016, and 3 annual payments of \$1,667 in years 2017, 2018 and 2019 for a total repayment of \$10,000.
- b. Cooperatively work with PBHC to assist with the design, procurement, scheduling of construction, inspection and maintenance of the basketball courts.
- c. Cooperatively work with the PBHC to prepare materials, schedule necessary approval reviews by the Parks & Recreation Board in a timely fashion for the basketball courts.
- d. Develop and act as the inspecting and administrative authority during the construction of each phase of the basketball courts reconstruction.

- e. Secure necessary approvals, permits, licenses and contracts necessary for the construction of the basketball court.
- f. Upon satisfactory inspection of the constructed basketball courts, accept the facility with the intent to maintain, clean, repair and establish and enforce necessary rules for the safe use of the Park by the general public.
- g. Working with the PBHC, with the approval of the PBHC, develop and install some type of permanent recognition for the PBHC role as fundraising sponsor by way of permanent marker or similar recognition.

## **II. RESPONSIBILITIES OF THE PBHC.**

- h. Submit payment of \$5,000 to City of Portage in 2016 and an annual payment of \$1,667 in years 2017, 2018 and 2019 for a total repayment of \$10,000.
- i. Fully raise and/or secure donations of cash, materials or equipment necessary to repay \$10,000 to the City as stated in item A. and H.
- j. Apply for grants, donations or other funding sources necessary to fully fund \$10,000 repayment agreement to City; comply with all conditions and requirements necessary in the receipt and use of such funds.
- k. Cooperatively work with City to establish secure account(s) under the PBHC 501(c)(3) designation to receive and secure all funds donated, obtained and otherwise received for the exclusive use by the City and the PBHC (less any administrative costs and fees incurred by the PBHC) for purchase, construction and inspection of the basketball courts as shown on Exhibit A until such time as this MOU expires or is terminated. The PBHC shall be responsible for working with the City to retain qualified contractor(s) for the project and insure the proper completion in a timely manner.
- l. Coordinate with Manager of Parks & Recreation to schedule, review and approval of project plans and specifications, pre-construction meeting, construction schedule and subsequent City inspections during and upon completion of construction.
- m. In a timely fashion, process requests by contractors and consultants for reimbursements, advances or other substantiated expenses associated with the purchase of material, equipment, construction, administration and inspection of the installation of the basketball courts.
- n. Cooperatively work with the City to assist with the design, procurement, construction, inspection and maintenance of the basketball courts.
- o. To the extent necessary, participate in planning and progress meetings related to the construction and operation of the basketball courts.
- p. Indemnify and hold harmless, the City from any actions by the PBHC associated with the receipt, administration and disbursement of funds for the purchase and installation of the basketball courts.
- q. On a monthly basis or as otherwise agreed upon, make available for inspection by the City and general public, account balances, disbursements, or other transactions associated with the account designated to receive and secure funds received for the purchase and installation of the basketball courts

**RELATIONSHIP OF THE PARTIES.** This MOU is not intended to nor shall it be constructed to create a permanent joint venture, partnership, agency, or other legal relationship between the parties, but is intended solely to establish the roles and responsibilities of each Party during the fund raising, design, approval, construction and acceptance the basketball courts.

**AUTHORITY OF CITY AS ULTIMATE OWNER OF BASKETBALL COURTS.**

The City shall work cooperatively with the PBHC but ultimately the City shall have the sole responsibility and authority to approve and schedule the construction of the basketball courts in a timely fashion after necessary funds and approvals have been secured. Additionally, the City shall have sole authority to determine the satisfactory completion and acceptance of the basketball courts and provide access by the public for use.

**SEVERABILITY.** If any term or other provision of this MOU is determined to be invalid, illegal or incapable of being enforced by any rule or law, or public policy, all other conditions and provisions of this MOU shall nevertheless remain in full force and effect so long as the economic or legal substance of the transactions contemplated hereby is not affected in any manner materially adverse to any party. Upon such determination that any term or other provision is invalid, illegal or incapable of being enforced, the parties hereto shall negotiate in good faith to modify this MOU if necessary, so as to effect the original intent of the parties as closely as possible in an acceptable manner to the end that transactions contemplated hereby are fulfilled to the extent possible.

**TERM AND TERMINATION OF THIS MOU.**

This MOU shall terminate upon acceptance by the City of the final phase of the basketball courts construction or upon one of the following occurrences:

1. Prior to completion of the basketball courts upon mutual agreement of the Parties;
2. Upon dissolution, disbanding or other discontinuation of one of the Parties;
3. By the City if it can be demonstrated that one or more of the Parties is unable or unwilling to fulfill their obligations as listed in this MOU.
4. No later than December 1, 2018.

Accepted and approved this \_\_\_\_ day of \_\_\_\_\_, 2016

**For the City:**

**For the Portage Boys Hoops Club:**

\_\_\_\_\_  
W.F. Bill Tierney, Mayor

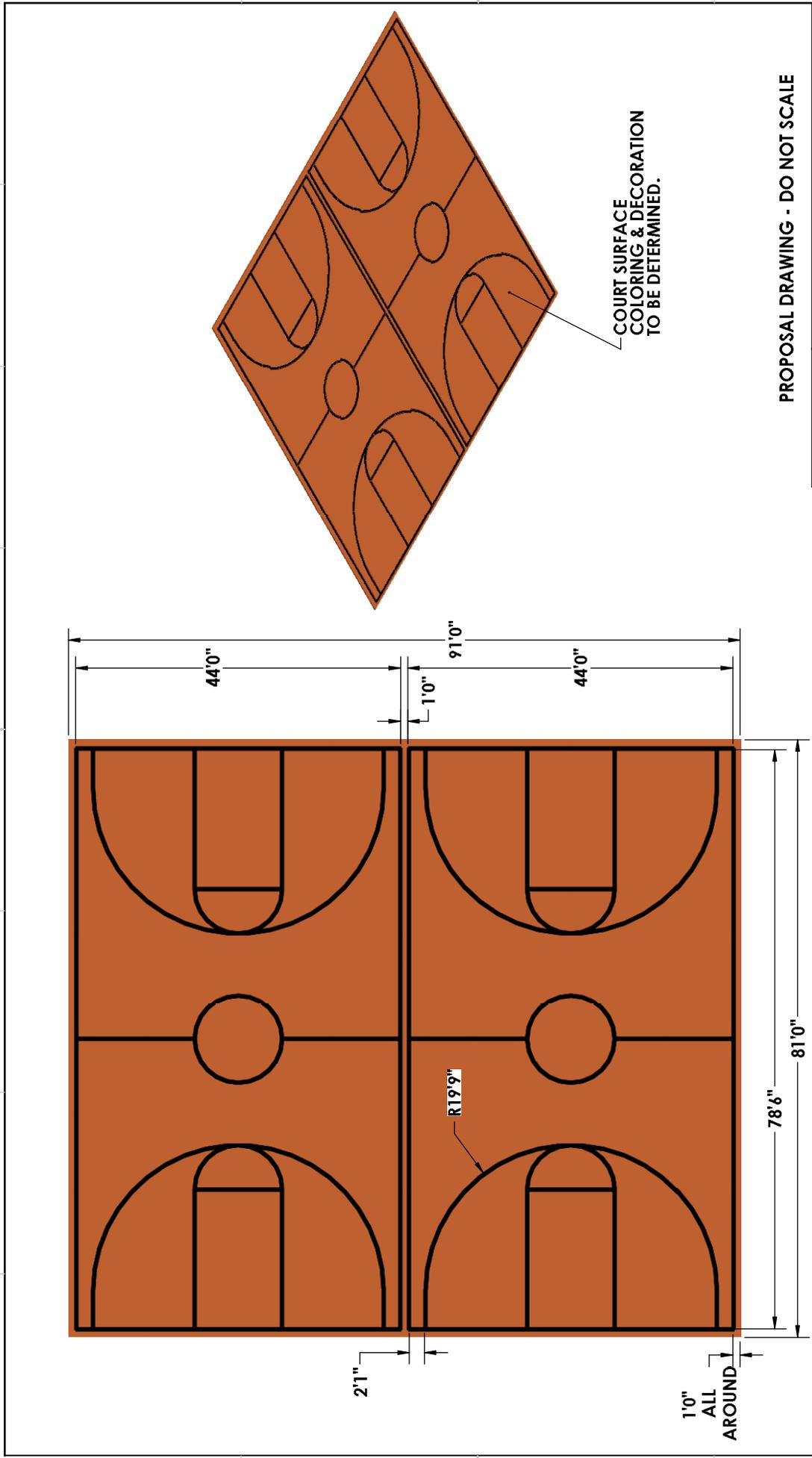
\_\_\_\_\_  
President

\_\_\_\_\_  
Marie A. Moe, Clerk

\_\_\_\_\_  
(other representative)

DRAFT

1 2 3 4 5 6 7 8



**PROPOSAL DRAWING - DO NOT SCALE**



**PORTAGE PARKS & RECREATION**  
 City of Portage  
 808 Silver Lake Drive - Portage, WI 53901

DWG BY: <b>ROLSON</b>	DWG NAME: <b>COLLIP WORDEN BB COURTS</b>	UNITS: <b>INCHES</b>
DATE: <b>9-8-15</b>	DWG NO: <b>UPGRADE TO EXISTING COURTS</b>	SHEET <b>1</b> OF <b>1</b>
CHD BY:	MATERIAL:	
DATE:	RELEAS:	SCALE: <b>1:256</b>

B 1 2 3 4 5 6 7 8

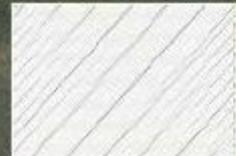
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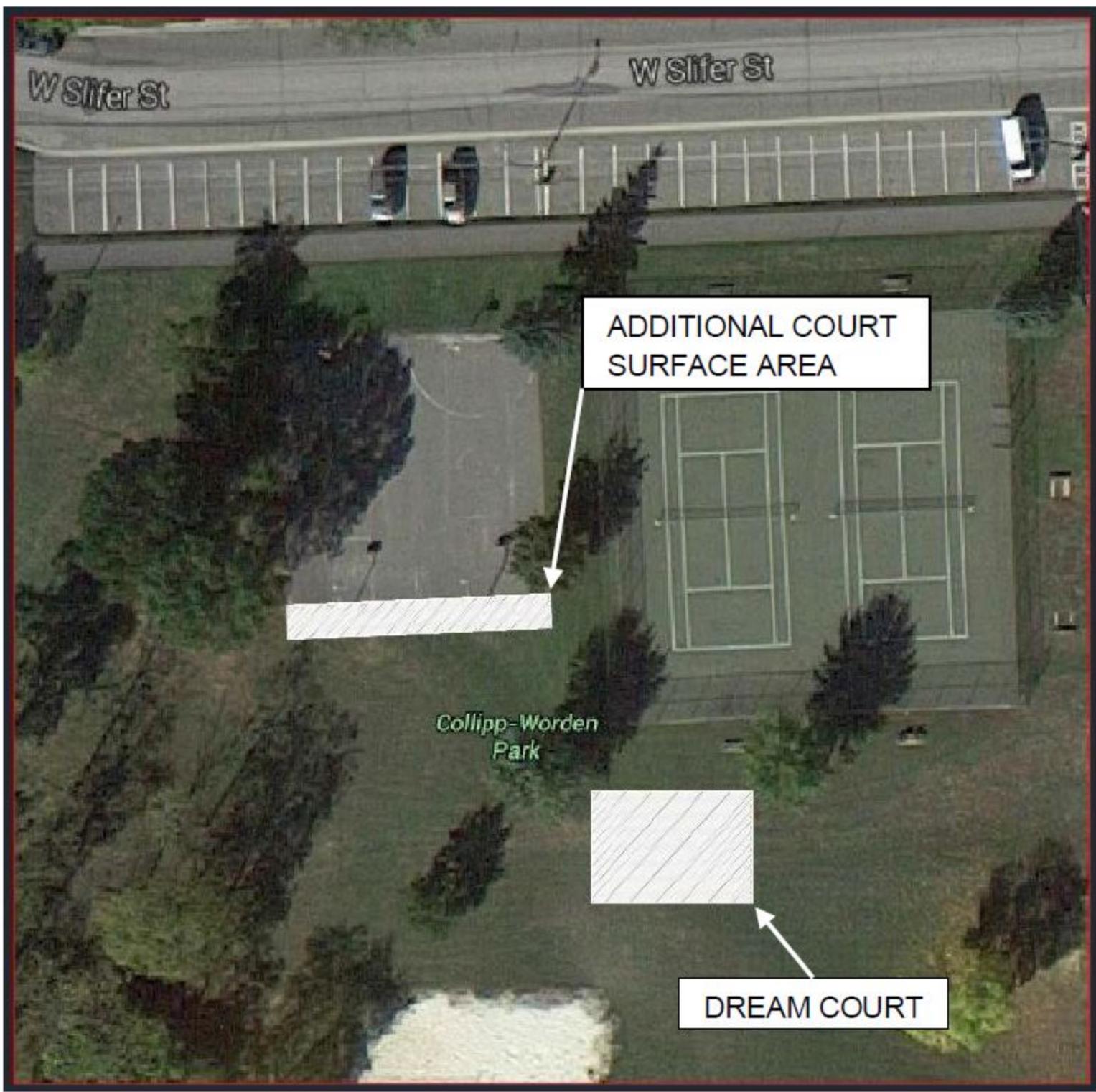
ADDITIONAL COURT  
SURFACE AREA



Collipp-Worden  
Park



DREAM COURT



## **Fw: Equine Assisted Psychotherapy at the fairgrounds?**

Kayla Rinkel [kaylarinkel@yahoo.com]

**Sent:** Tuesday, January 19, 2016 10:16 AM

**To:** Dan Kremer

Hi Dan,

My name is Kayla Rinkel and we spoke late last year about the possibility of using the portage fairgrounds one day a week to hold equine assisted psychotherapy sessions. I work with Transitions Behavioral Health, LLC out of Portage but also own my own company, KC Ranch, LLC that will be providing the services. Our services, as we spoke about, are all ground based activity with no riding.

Myself and my co-facilitators were wondering if there was only the outdoor arena or if you had an indoor option at the fairgrounds to rent out on a long term basis? Currently we are hoping to have sessions on Tuesdays. I am working with an insurance agent to get my liability insurance covered for my portion of the company, which is what has caused the delay in my contacting you. If there is only the outdoor option available we'd be looking at Tuesday's from early May to September or October. If there is an indoor space available I'd be interested in renting for the whole year.

Please let me know what the next step is on your end and what the cost may look like!

Thanks,

Kayla Rinkel, BS Psychology, MFT-IT

651-707-6406

Transitions Behavioral Health, LLC: Secondary In-Home Therapist and Therapeutic Mentor

KC Ranch, LLC: Owner, Equine Specialist, Mental Health Professional



# Emergency Location

In Case of Emergency

Dial 911

(Non—Emergency # 608-742-2174)

You are located at:  
Blue Star Park  
100 West Slifer Street  
Portage, WI 53901



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# U.S. National Grid TRAIL MARKERS

~ Arrowhead Region, MN ~  
Cook, Lake and St. Louis Counties

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Until now, there hasn't been a universal location marking system for recreational trails and other U.S. rural areas without formal street addresses.

**U.S. National Grid (USNG) Emergency Location Markers are changing that.**

These signs are GPS (Global Positioning System) compatible location markers that serve as an essential part of **emergency response efforts**.



# An Update to the City of Portage Park, Recreation and Forestry Comprehensive Plan

Michael Draper

University of Wisconsin- Madison  
Urban and Regional Planning MS 2013

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## **Executive Summary**

Comprehensive Park and Recreation Plans serve as a guiding document for local governments addressing outdoor recreational needs. Preserving natural space and providing access to outdoor recreation is a crucial element of the quality of life residents will find within a community. The availability of public outdoor space is an important predictor of community health and wellness as parks, trails and sports facilities provide convenient, safe and attractive spaces for people to get outside. In order to attract and retain residents a community must continually assess their outdoor space and recreational facilities in accordance with the residential population. To be eligible for state and federal grants a community must have an up to date local comprehensive outdoor recreation plan. This report provides the City of Portage with recommendations to update the current Comprehensive Parks, Recreation and Forestry Plan. Information to do so was gathered by attending Park and Recreation Board meetings held monthly, completing in depth inventories of each park, studying the City of Portage's demographic information and informally talking with residents and city Aldermen. It has been found that the City lacks adequate park acreage, bicycle trails and hiking trails given the 2010 population. Furthermore a number of maintenance issues within existing facilities need to be addressed to promote user-ship and safety. By addressing these concerns the Parks, Recreation and Forestry department can address specific goals, weaknesses and objectives outlined in the City's Comprehensive Plan. Specific recommendations can be found in the final section of this report along with the general recommendation to develop existing park space into attractive recreational destinations.

## **Introduction**

This project originated as an independent study during Fall 2012 under the direction of UW Professor Dave Marcouiller, City of Portage Park and Recreation Manager Tim Raimer and Chairperson Brian Zirbes. The City of Portage Park and Recreation Department sought personnel to update their comprehensive plan as specified by the 2012-2017 City of Portage Comprehensive Parks, Recreation and Forestry Plan. The report requires the City to reexamine and revise the Five Year Recreation Plan on a yearly basis. This revision process seeks to identify areas to expand services and identify areas in need of maintenance or improvement.

The following report will provide an inventory and description of City parks along with recommendations. The report uses the goals, objectives and recommendations present in the City of Portage Comprehensive Parks, Recreation and Forestry Plan 2012-2017.

The state requires an approved recreation plan not more than five years old to maintain eligibility for grant funding. Grant funding is often vital to the undertaking and completion of needed projects. With this document the City of Portage can maintain compliance with DNR requirements, guiding acquisition and development of public outdoor parks and recreation facilities and insure minimum requirements for state and federal programs are met.

## **Report**

This report was accomplished through a process of information gathering, site visits and generating ideas among board members and colleagues. Public Park and Recreation Board meetings were attended from October 2012 through March 2013 to gather information on current happenings. During this time period inventory gathering also took place with primary visits taking place November 9<sup>th</sup>-11<sup>th</sup> 2012 and March 9<sup>th</sup> & 24<sup>th</sup> 2013.

## **Description of the Planning Region**

The City of Portage is located within Columbia County, Wisconsin and is approximately 8.8 square miles and 794 feet above sea level. It is one of the oldest settlements in the state due to its strategic location for navigation between the north-flowing Fox River and the southern-flowing Wisconsin River.

The City is within the Central Plain region of the state, characterized by smooth river deposits, lake-bottom accumulations, vegetation in swamps and glacial drift and its Cambrian sandstone. It is surrounded by prairies, grasslands and wetlands. The nearest communities include; the Town of Pardeeville 10 miles east, the Town of Dekorra 9 miles south, and the Town of Anacker 7 miles north. County Road 51 and 33 are the principal highways serving the City and the Amtrak Railroad line crosses through the town northwest to southeast. Downtown Madison is located 38 miles south of the City.

The most recent unemployment rate is 7% and job growth is at 0.84%. Working people are not getting the better benefits they saw a few years ago. Additionally, younger people are working more now than in past years. The City's median household income between 2006 and 2010 was \$38,259.

Understanding and identifying social characteristics of the city are vital for classifying the planning audience. As of 2011, the City of Portage had a population of 10,285 (+/-19)<sup>1</sup>. The population has shown a slow increase of about one and a half percent per year, over the past three years. However between 2010 and 2011 the population has decreased approximately 0.38%. As shown in Table 1, the Department of Administration predicts the City could see a population of 11,514 people by 2030, an 11.5% increase from 2010.

About three new homes are built each year and recently a few multi-unit housing and elderly housing units were constructed. The City supported 3,929 households between 2006 and 2011 and the homeownership rate during that time was 52.4%.

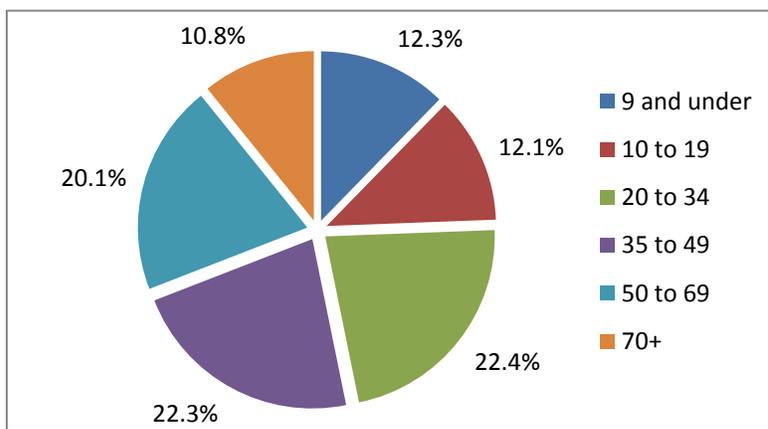
**Table 1. Population Projection**

Year	2000	2005	2010	2015	2020	2025	2030	% Change	Total New Persons
<b>Population Projection</b>	9,728*	9,974 10,062*	10,259 10,324*	10,613	10,965	11,274	11,513	18.3	1,785

\*Values indicate actual population; all other values are projections based on 2000 Census.

Source: Wisconsin Department of Administration Demographic Services.

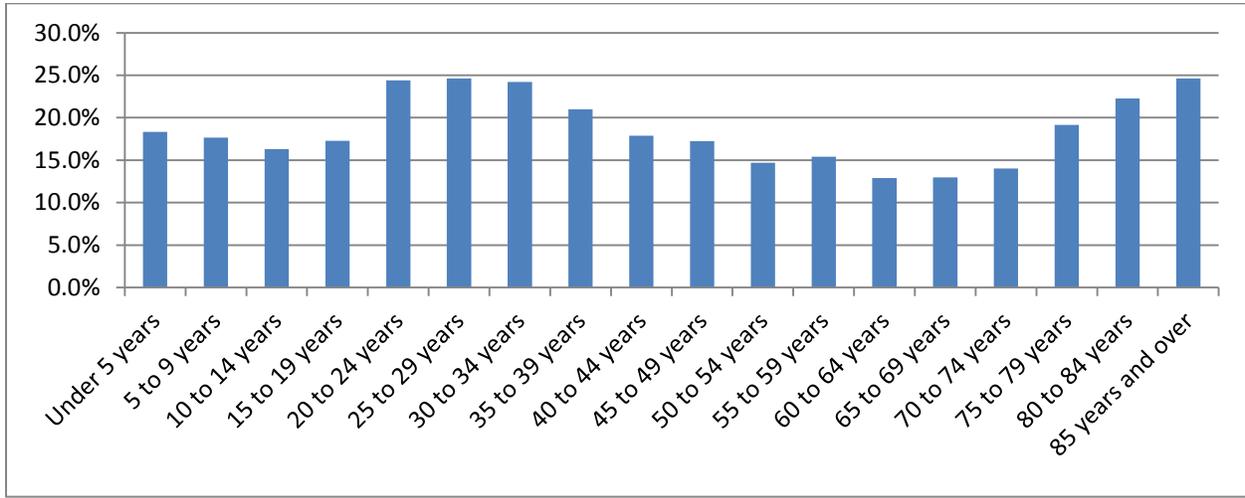
According to the Wisconsin Census in 2010 the number of Portage residents age 35 to 54 was 2,801, 29% of the total population for the City. The most populated age groups in the City are 20 to 34 years old followed closely by 35 to 50 years old. Shown in Figure 2, these age groups attribute for 44.7% of the population. Now that many of their children are old enough to do things on their own, or have left their home, the older generations have extra time to pursuit new or revisit old activities and interests. This group wants to keep an active lifestyle even when facing retirement thus providing public recreational facilities geared towards adults will be essential. Youth activities already in existence include girls' fast pitch softball, little league baseball, swim team, basketball and youth football.



**Figure 1. Age Distribution within the City of Portage, Wisconsin obtained from the US Census 2010 Profile of General Population**

<sup>1</sup> US Census ACS 5-Year Estimates

The flowing figure displays the age distribution of City residents as a percent of the entire Columbia County. As shown, nearly 25% of the county’s population aged 20-34 and 85 years and older live within the City boundary.



**Figure 2.** Age Distribution of City Residents as a percent of Columbia County obtained from the US Census 2010 Profile of General Population

### Outdoor Recreation Inventory

The City currently has 19 listed city parks as well as a city pool, recreation leagues available to adults and youth, and Veteran’s Memorial Field within city limits. The city also has unique features such as a town canal system, connections to the Wisconsin river and Ice Age Trail state recreation trail and numerous historic districts and buildings. This plan seeks to make use of the city assets with updated communication and infrastructure to best serve both residents within the City and tourists visiting the City. Appendix 1 provides a list of Park and Open Space Classification System.

### Inventory Summary

The City of Portage’s system of parks and playgrounds is comprised of City-owned, school-owned and privately-owned properties. The park system provides ample opportunity for citizens to enjoy a wide variety of passive and active recreational opportunities. In addition to the recreational facilities within the City, the Swan Lake State Wildlife Area (east of the City) and Pine Island State Wildlife Area (southwest of the City) are both located less than two miles away. These wildlife areas provide the residents of Portage with numerous recreational opportunities. However, since the refuge is located outside of the City limits and is owned by the state government, the wildlife area is not included in the inventory. Appendix 2 provides brief descriptions of Portage’s recreation sites and Appendix 3 shows the location of each park. The inventory of existing recreation facilities is show below in Table 2.



## Outdoor Recreation Needs Assessment

### Public Input Assessment

In order to gauge perception of park land and operations within the City, nine Aldermen were contacted and seven were interviewed via telephone. The following questions were asked:

1. In your opinion, does your district have adequate access to parks or public recreation sites?
2. In your opinion, are the public spaces in your district adequately maintained?
3. Has your district experienced increased growth or density in the last five years? Do you predict more or less growth (decay) to occur?
4. Overall, what are the generic demographics of your district?
  - a. Income: Low %, medium%, high%
  - b. Households: %individuals, young families, empty-nesters, elderly
5. What park/recreational enhancements would have the greatest benefit to your district? (Regardless of time/money/space/etc.)
6. If applicable, do the committees (governmental or other) you are a part of coordinate with the Parks and Recreation Department? Please list committees

Overall, it was found that throughout the City park maintenance is perceived as being inadequate and/or minimal. Obstructive tree and shrub branches need to be addressed and where applicable, bathroom facilities need to be more thoroughly cleaned. Department employees often drive city vehicles into the park, leaving tire marks and paths that persist. Neighborhoods have a mix of age groups and household incomes; therefore parks need to accommodate a variety of users. Access to parks is limited due to a lack sidewalks.

In order to assess residential perception of the City's park and recreational facilities and identify common behavior relating to parks and recreation a public survey should be administered. This survey could be conducted in a number of ways but should focus on issues of accessibility, park-use and recreation activities. Below are sample questions.

Addressing accessibility:

1. Is there a park near your residence?
2. Which parks do you use?
3. Why do you visit these parks?
4. How do you get to the park?
5. In your opinion, are the public spaces in your district adequately maintained?

Addressing User-ship and recreation activity:

1. What form of recreation do you participate in most often?
2. When seeking recreation, what is your choice activity?
3. What recreational facilities do you most often use? (Private gym, parks, trails, home gym?)
4. How old are you? Male or female?

5. Do you have children?

Potential organizations to reach out to for input assessment and volunteer services include the Kiwanis Club of Portage and the Columbia County Aging & Disability Resource Center.

### **Space, Facility and Playground Standards and Needs**

The Wisconsin Statewide Comprehensive Outdoor Recreation Plan (SCORP) is re-written by the Department of Natural Resources every five years to identify essential and contemporary issues affecting outdoor recreation in the state and comply with the Federal Land and Water Conservation Fund Act of 1965. Each plan builds upon the previous with additions regarding political and national initiatives. The plan is used to allocate funds among local communities while recognizing the need to protect natural heritage and landscapes. Local communities are encouraged to see the plan as a blueprint to plan for their park and recreation. <sup>2</sup>

Within SCORP “Ch. 4: Access to Outdoor Recreation in Urban Wisconsin” a method to compare recreation supply components was established. Using population thresholds, cities and villages are divided into four peer groups. The City of Portage falls within Peer Group 3 which contains the population threshold of 10,000 to 20,000 people. Five outdoor recreation supply components included were (1) the number of non-school equipped playground facilities, (2) the number of parks, (3) park acres, (4) the length of bicycle trails, and (5) the length of hiking trails. Other components of supply could be examined using this approach but remains beyond the scope of this section.

Supply was indexed to reflect resident population and allow for comparison within peer groups. Supply is based per 1,000 residents therefore the City’s population (10,285) was divided by 1,000. Then the amount of each component was divided by 10.285, the result of the former calculation. The following table displays the level of supply within the City of Portage and the state’s average level of urban recreation supply by Peer Group 3.

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<sup>2</sup> Wisconsin. Department of Natural Resources. *Wisconsin Statewide Comprehensive Outdoor Recreation Plan*. N.p., 4 Sept. 2012. Web. <http://dnr.wi.gov/topic/parks/planning/scorp/>

**Table 3. Park and Recreational Supply Index**

Recreation Type	Peer Group 3	City of Portage, WI
Non-school equipped playground facilities per 1000 people	0.69	1.65
Number of Parks per 1000 people	1.19	1.75
Acres of Parks per 1000 people	19.11	11.64
Trails - bicycle use (miles) per 1000 people	0.27	0.12 (0.79*)
Trails - hiking use (miles) per 1000 people	0.33	0.19 (0.42*)

\*indicates the inclusion of road pathway. Non-school Equipped Playground Facilities (17), Acres of Parks (98.4) and Number of Parks (18)[Blue Star, Bluffview, Cattail, Collipp-Worden, Goodyear, Gunderson, Lincoln, Northridge, Pauquette, Pine Meadow, Riverside, Rolling Meadows, Sanborn, Silver Lake, Sunrise, Sunset, Veterans, Woodridge] in the City of Portage was found using the CPRF 2012-2017 Comprehensive Inventory.

As shown, the City exceeds their peer groups' average level of supply in the categories of Non-school equipped playground facilities and Number of Parks but falls short of the Acres of Parks needed per 1,000 people. Furthermore without the inclusion of road pathway for bicycle and hiking trails, the City falls short. Within the City, it is difficult to identify road pathways for which bicycle use is intended because these paths are unmarked. It is also important to note that three of the parks used for this supply are Natural Parks which are undeveloped and perhaps un-usable. Bluffview Park (3.3 acres) is located in wetlands and access to the area is very limited, the majority of land in Rolling Meadows (13 acres) is in wetlands without paths and Northridge (5 acres) is more of dump for tree limbs and organic waste than a place for leisure. Without the contribution of these three areas, the City's supply distribution concerning Acres of Parks per 1000 people would be significantly lower. These concerns are further addressed later in the "Conclusions and Recommendations".

Currently the City is coordinating with Portage Area Trails Heritage System (PATHS) to address the needed addition of trails. The City needs to support and adopt the recommendations put forth by PATHS. Additionally, the City needs to begin to develop current undeveloped land in order to create additional park acreage for city residents. As show in Table 4, the difference between Peer Group 3's Acres of Parks per 1000 people and the City's inventory will continue to diverge unless additional park space is developed. One easy way the City can expand park acres is to develop the Nature Parks into useable recreation space. Northridge Park should be prioritized due to its proximity to dense residential developments.

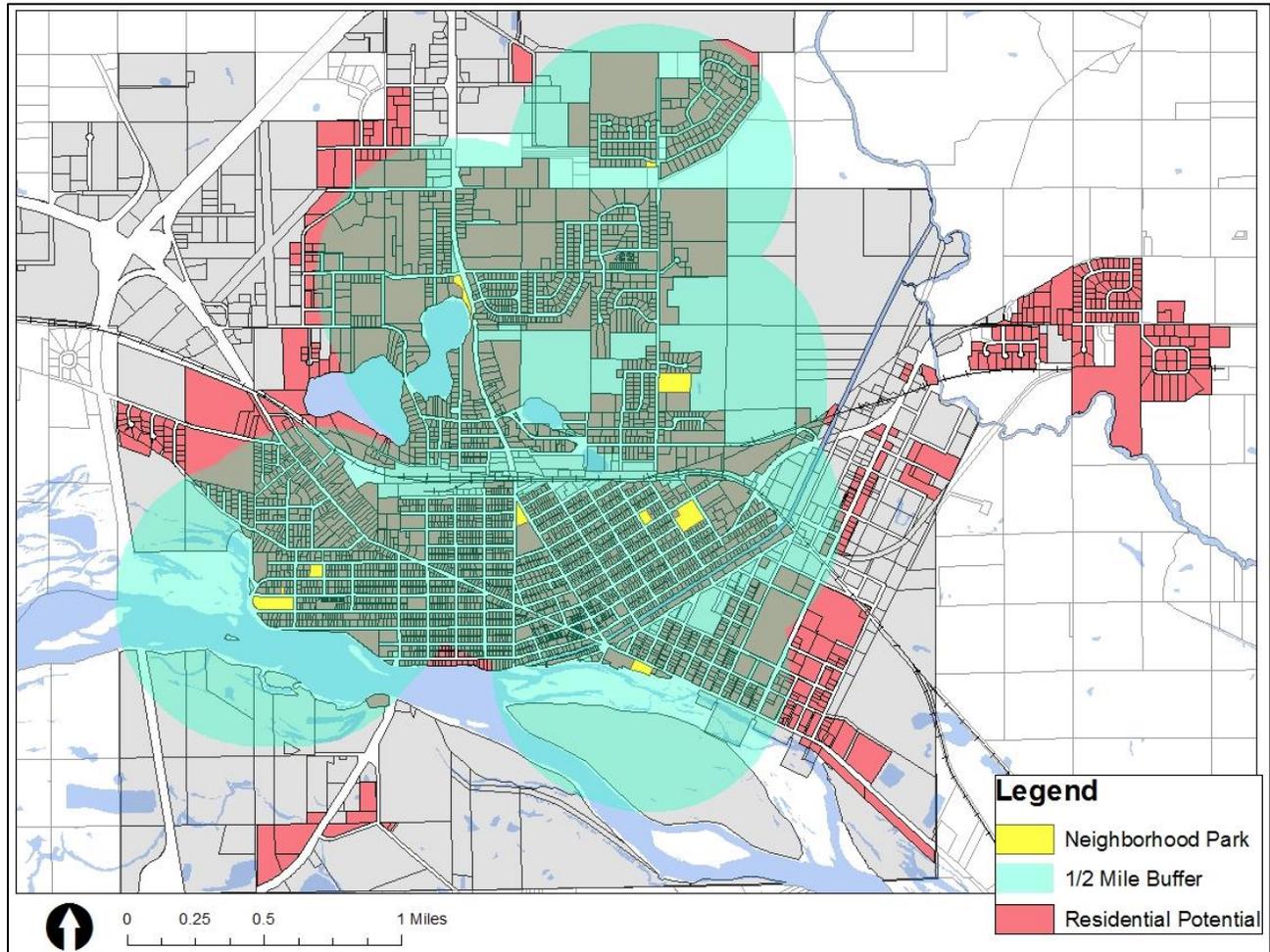
**Table 4.** Park and Recreational Need given Projected Population

Year	Peer Group 3	2015	2020	2025	2030
Population Projection		10,613	10,965	11,274	11,543
Non-school equipped playground facilities per 1000 people	0.69	1.60	1.55	1.51	1.47
Number of Parks per 1000 people	1.19	1.70	1.64	1.60	1.56
Acres of Parks per 1000 people	19.11	9.27	8.97	8.73	8.52
Trails - bicycle use (miles) per 1000 people	0.27	0.77*	0.74*	0.72*	0.70*
Trails - hiking use (miles) per 1000 people	0.33	0.41*	0.39*	0.38*	0.37*

\* indicates the inclusion of road pathway. Source: Wisconsin Department of Administration Demographic Services

## Analysis of Distribution of Parkland

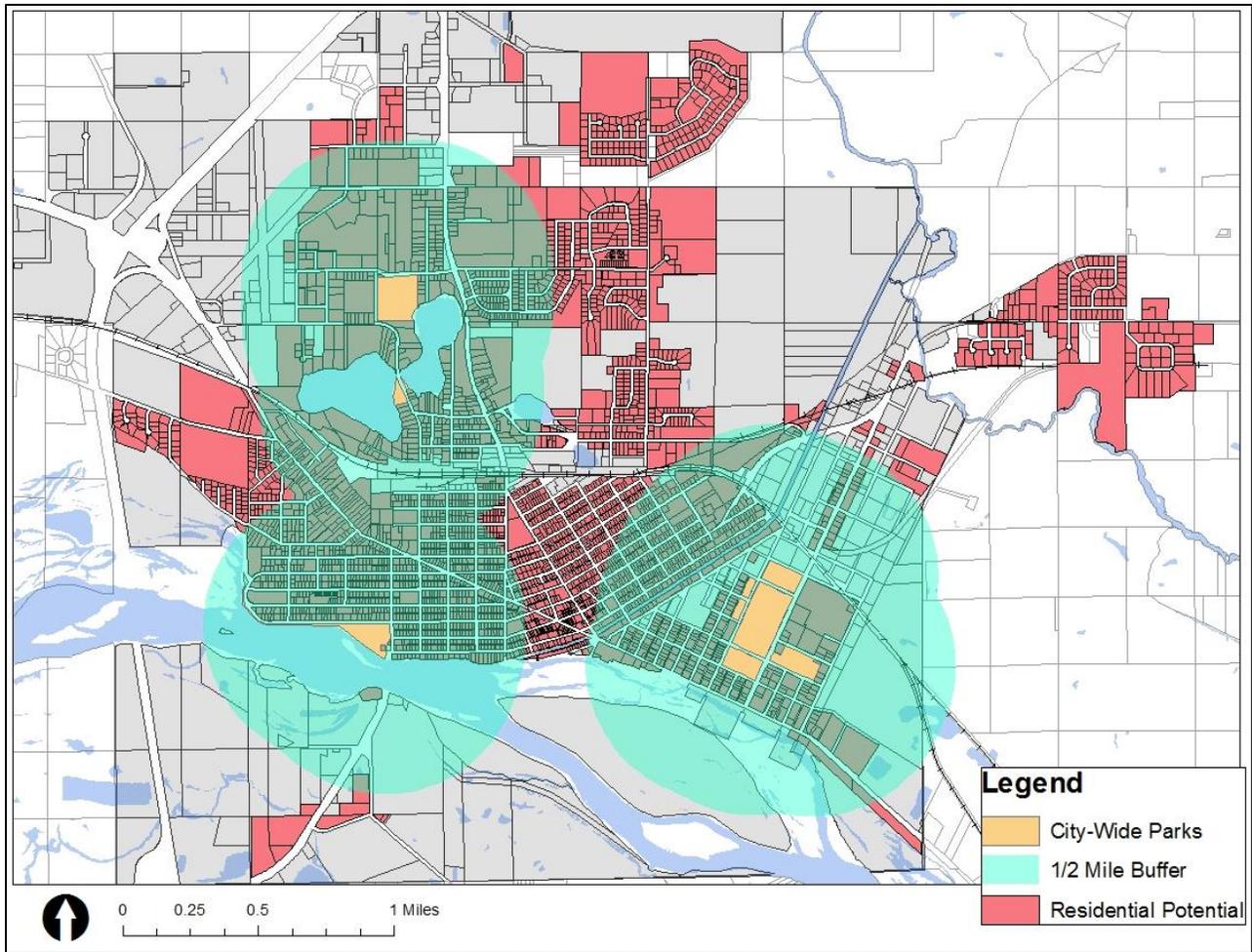
Accessibility can be measured by residents that live within a ½ mile distance of a public park (SCORP 4-4). To determine the accessibility of Neighborhood parks and City-Wide parks within the City a ½ miles buffer was formed around each given park and placed over land parcels with the potential to develop residential units using Geographic Information Software<sup>3</sup>.



**Figure 3.** Neighborhood parks with ½ mile buffer. The Neighborhood parks included are: Blue Star, Sunset, Sanborn, Goodyear, Riverside, Lincoln, Sunset, Pine Meadows and Gunderson Park.

As shown by Figure 4, the majority of City residents are within access to a Neighborhood park. The areas with the least access to Neighborhood parks appear on the fringe of the city where new development most often occurs. The City should continue to insure the development of Neighborhood parks in these areas by implementing a development impact fee to pay for the cost.

<sup>3</sup> The potential to have residential development was determined by the City of Portage’s Zoning Ordinance Article V, adopted November 11, 2010. The zones included are: R-T, R-1, R-2, R-3, R-4, R-5, R-MH and A-1



**Figure 4.** City-Wide parks with ½ mile buffer. The City-Wide parks included are: Collipp-Worden, Silver Lake Beach, Pauquette, Veterans Memorial and Kerkenbush Park.

The distribution of City-Wide parks within the City is adequate considering their function and location. While neighborhood parks dot the community’s interior, these City-Wide parks lay more-or-less in three corners of the city to meet the residential populations. Given the placement of other city parks (see Appendix 4) the City-wide parks have the ability to pull users to them for organized activity and specific recreational use.

### Barriers to Access

Disability accessibility is an issue which the City must address. At a number of parks the only wheel chair access to the site was found at the corner of the block where there may be a ramp from street level onto the sidewalk. These parks include Cattail, Sunrise, Lincoln, Pine Meadows and Gunderson Park. Making matters even more difficult is the fact that a number of parks do not have sidewalks alongside them. This is a major barrier to access as it forces park users to walk in the street.

Where sidewalks were found, streets lacked crosswalks to and from park lots. Even though many of the parks are not located on busy city arteries, crosswalks create a safety zone where pedestrians have the right-of-way by Wisconsin State law. Crosswalks need to be placed surrounding Sunset, Sanborn, Silver Lake, Lincoln, Riverside, Pine Meadows, and Gunderson Park.

The lack of basic signage is also a barrier to accessing parks and recreational sites. Within Appendix 6 is a section recommending signage at the boat launch a part of Pauquette Park and educational signage along the Levee trail. This barrier is specifically addressed in City's Comprehensive Plan 6-14 and should be prioritized by the Parks and Recreation Department. Proper way-finding and directional signage will aid tourists and increase park use. Signage could also direct people to historic markers, such as at Pauquette Park, or trails at Sunrise Park.

Parks without an identifiable entry point include Bluffview and Rolling Meadow Park. Consideration should be given to add development to these sites if they are stay classified as City Parks. Bluffview Park (3.3 acres) is located in wet-lands and the majority of land in Rolling Meadows (13 acres) is in wet-lands without paths. Northridge (5 acres) is more of dump for tree limbs and organic waste than a place for leisure but without the contribution of these three areas, the City's Supply Distribution concerning Acres of Parks per 1000 people would be significantly lower.

Constraints to parks and recreation objective within the City also include; highway barriers between city, regional connection points; vandalism within City parks; drug use/ other criminal behavior, 4. Low established tourism infrastructure (visitors' center, maps, way-finding signage).

## **Conclusions and Recommendations**

### **General Recommendations**

The following is a short list of general recommendations generated after reviewing the current parks, population trends and the City Comprehensive Plan.

1. Prioritize park grooming and general up-keep (remove and replace broken equipment) in order to attract and retain visitors.
2. The prior established goals of the Park, Recreation and Forestry department should continually be consulted when making decisions. These goals include:
  1. Increase inter-park accessibility and connections to the City of Portage
  2. Improve City of Portage connections with regional natural areas and trails
  3. Improve park communication with all populations served
  4. Identify park infrastructure in need of repair/ maintenance
  5. Preserve or increase wildlife habitat and natural ecosystems
  6. Create better environmental and historical education
  7. Increase City of Portage economic development through recreation tourism

3. Coordinate with the City of Portage Area Trail and Heritage System (PATHS) to develop a trail network for walking and bicycling which connect the parks with other natural and cultural amenities. Bicycle racks and drinking fountains should be present at each Neighborhood and City-Wide Park along the PATHS program.
4. Create bicycle paths throughout the City, connecting schools, parks and neighborhoods. Doing so will contribute the City's Comprehensive Plan goals, specifically: #14 Amend the Subdivision Ordinance as per Plan recommendations to increase walking and bicycling; #24 Prepare, adopt and implement a bicycle plan; #25 Complete a pedestrian master plan; #40 Explore Safe Routes to School planning/grants to enhance the walkability of neighborhoods surround K-8 schools for children and decrease automobile traffic during pick-up and drop-off times in these areas.
5. Advocate for sidewalks and crosswalks during the initial phases of street reconstruction.
6. In order to better serve the adult population the addition of workout stations within parks should be considered to create "fitness zones". The Trust for Public Land's Fitness Zones® are easy to use outdoor gyms suitable for all ages and fitness levels.

7. Develop an intergovernmental agreement with the Towns of Lewiston, Fort Winnebago, Caledonia, and Pacific to address issues of revenue sharing and financial participation in the provision of public parks, trails, recreation and other facilities in both communities.(7-3, 7-4 of the City Comprehensive Plan.)



Example of park fitness equipment

8. Continue to develop "hubs" such as Goodyear Park (a hub for young families), Veterans Park (a hub for organized recreation, i.e. Soccer and baseball/softball) and Silver Lake Park & Beach (a hub for tourists and swimmers).
9. For "hub" parks and other high-use parks such as Pine Meadows and Collipp-Worden Park, consider a long term plan to take into account a planned program driving use and development of the park.

### **Certified Survey Map Recommendation**

Many of the parks have poor, unclear, or confusing legal descriptions. Some parks completely lack land records data all together. In order to have an accurate record of land owned by the City for park purposes a Certified Survey should be done each year. Following the first year doing this, minimal time will be necessary to keep the survey updated. The results will be clear legal descriptions, boundaries and count of City owned park land.

### **Acquisition and Development Recommendations**

1. Acquire plot west of Collipp-Worden to expand Frisbee disc golf course or other low-impact recreation such as a nature walk and/or boardwalk.

2. Acquire plot north of Blue Star Park to provide parking to for Blue Star Park, plant native vegetation or rain garden. Paint crosswalk connecting the areas.
3. Acquire plot south of Pine Meadows Park in order to add soccer/recreation fields.
4. Acquire plot on the southwest corner of E. Slifer Street and Red Pine Court in order to extend Woodridge Park and have another entrance. A recreational trail could be made, overlooking Mud Lake and ending at the play structure at Woodridge Park.
5. Consider development plans for Northridge Park. The site is large and could accommodate various uses, such as a play system, field and nature trail.

## Land to Sell

1. Small plot north of Sunset Park could be sold for residential development.

## Specific Site Recommendations

### **Bluffview Park**

1. Return park to private sector or look into possibly entering it into a NRCS Conservation program. (Entire park soil is classified as Wacousta Mucky Silt Loam which is very poorly drained soil, hydrologic group B/D and listed as wetland soil by WDNR)

### **Cattail Park**

1. Due to the proximity of St. John’s Lutheran School playground, Cattail serves little purpose and could be sold.
2. Create a program for the park either by adding additional play equipment or a trail to access the adjacent city-owned wetland.

### **Collipp-Worden Park**

1. General maintenance of tennis courts for summer program preparation
2. General maintenance of volleyball court; contain sand by digging the area deeper, or constructing a wooden frame partially submerged in the ground.
3. Seek to connect with MATC land to the north<sup>4</sup> and extend Disc Golf Course in order to be able to host Professional Disc Golf Association tournaments.

### **Goodyear Park**

1. Continue construction of Splash Pad
2. Allow construction of Skate Park
3. Add pedestrian crossing light or increase pedestrian crossing signage
4. Add bushes and/or trees on west side to block road traffic from park users

### **Gunderson Park**

1. Add seating or picnic bench to retain users

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<sup>4</sup> According to Columbia County-Land Records, MATC’s parcel extends to a section along West Slifer Street directly across from Collipp-Worden parking area.

2. Plant additional vegetation or flowers to stimulate interest in the space

### **Northridge**

1. Develop into a Passive and Active park
2. Create nature trail featuring native landscaping and bird habitat.

### **Pauquette Park**

1. Add new play equipment
2. Fix benches
3. Replace broken light (See Appendix 5)
4. Improve gravel path
5. Place signage for native vegetation garden
6. Paint existing play structure and swing-set
7. Remove backstop, it is in a poor location, rusting and the field is not level
7. Create natural steps to the river's edge (See Appendix 5)
8. Create formal walking/biking path along W. Conant Street

### **Pine Meadows Park**

1. Add swing to existing swing set
2. Add bleachers
3. Acquire southern property to expand into
4. Preserve historic barn and trees
5. Add off street parking

### **Sanborn Park**

1. Replace wooden Merry-go-round

### **Silver Lake Park**

1. Replace existing swings (two)
2. Add water fountain

### **Sunrise Park**

1. The stair case/path into the gully needs maintenance
2. Advertise/signage for nature trail
3. General maintenance of nature trail should be done

### **Sunset Park**

1. Replace broken glass cube on east side of bathroom structure
2. Repaint far structure
3. Contain volleyball court sand by constructing a frame around the court
4. Create a formal path from the parking area into the park
5. Add swings to existing swing-set structure

6. Site new playground equipment closer to park entrance
7. Use sloped land for a potential mini dog park
8. Continue to clear tree limbs and brush to preserve the river view along the west edge of the park
9. Build stair case along west side to connect with the river front

#### **Sanborn Park**

1. Check on the health of newly planted trees, replace where needed.
2. Add swings to existing swing-set structure
3. Add net to existing basketball hoops

#### **Riverside Park**

1. Clean up northwest corner of park (surface disturbance due to road construction)
2. Add flower-beds/beautification
3. Fix and enhance “Where the North Beings” signage
4. Add a plaque to commemorate the Cabin.
5. Build visitor center

#### **Rolling Meadows Country Estate**

1. Create access to area from the neighborhood. Space in the neighborhood was left vacant for accessing the space but it is currently acting as a drainage spill. A formal path is needed (See Appendix 5)
2. Create boardwalk or nature path to allow park use

#### **Veteran’s Memorial Park**

1. Create signage for Dog Park

#### **Woodridge Park**

1. Create walking path

#### **Wisconsin River Walk/Bikeway Trail**

1. Add educational signage along river overlook

### **Trail Creation**

A number of trails were proposed by the PATHS group for the City of Portage but have not been created. We recommend the creation of all trails suggested by the PATHS group and propose additional trails for the purpose of recreation, education, and transportation (see Appendix 6). Trails should be created between city parks, existing pathways, the Ice Age Trail, and historic places to increase connective and provide a means for recreational activity to and from the sites. We suggest the following actions:

1. Include trail creation within City of Portage based on the PATHS trail proposal.
2. Coordinate with the Columbia County Silent Sports Trail Committee (CCSSTC) to develop trails/bike routes that connect with Portage. “One of the goals of the CCSSTC is to increase the

amount of sales tax revenue by enhancing and increasing the number of tourism attractions that exist in our county,” according to CCSSTC representatives Paul Fisk and John Pickle.

3. Work with Columbia County and adjacent village and town governments to integrate trails with natural areas, scenic highways, and Ice Age Trail.
4. Apply for DOT and private grant monies for path improvement. Designate additional money for trails from City of Portage capital improvement program.
5. Create unified signage design for bike path/trails. Create both way-finding and educational signage.
6. Create map of trail system for City of Portage. Make print and online PDF or interactive web-based maps. Encourage use of trails for recreation, transportation, and education.



*SCORP 4-11: Focus groups and expert opinion on the primary barriers and opportunities for urban recreation recommend increasing park connectivity with surrounding communities and other parks via greenways and bike paths.*



*Within Portage, it is difficult to identify road pathways for which bicycle use is intended. Some bike paths/trails will need only paint and signage. Others, such as the intersection of Hwy 16 and Hwy 51, may require additional crossing lights.*



*Low-traffic roads can be converted to bike boulevards to create trails such as W. Conant St. between Pauquette and Sunset Park*

## Communication

Communication with all user groups will create better interaction with all Portage parks and recreation opportunities as well as infrastructure for announcements, events, and public education. Public communication includes physical signage; website content and design, and both physical and web-based map availability. Communication can also include input from the public with the parks department or public/city interaction.

### Signage

There is currently little signage within Portage trails and parks. More signage is needed, including way-finding and educational signage. Signage should be consistent in design to be immediately recognizable as city information.

1. Way-finding signage should have little text and universally understood symbols. Signage should be consistent with any park maps. Mileage signs should be created for distances between trail intersections or landmarks. Signage should be created for trails, connection points with the Ice Age Trail, boat launches, and any other regional connections.

2. Educational signage should be used around natural areas and historic places to add interest for both residents and visitors. Educational signage can be placed around any historic buildings or districts currently lacking information and unique natural areas such as river views at Riverside Park.



SCORP 604; “More water/boating access is needed in certain portions of the state. In many cases, however, public access to recreation resources does exist but the public is simply not aware of it. Improved and easily accessible maps and signage would aid the public in locating these access points.”



Educational signage design example for natural areas: Wisconsin River overlooks could contain information on floodplain vegetation, animal species, and historical navigation.

SCORP 2-7: “Statewide, the most popular viewing and interpretive activity is viewing or photographing natural scenery, an activity in which over 65% of Wisconsinites participate.”

## Mapping

Mapping all parks and trails will help create a safe and enjoyable experience for residents and visitors. Maps should be visible to public along trails heads and intersection and/or landmarks. Maps should also be made available online on the parks website as downloadable PDFs or using interactive free web-based mapping applications such as Google Maps (See Appendix 4).

## Online Recreation Registration Systems

Recreation registration could be improved with an online program guide. Online registration makes finding specific information easier because it allows users to search categories such as event times, ability/skill classes, and available registration slots in a class or team. Madison School and Community Recreation (MSCR) currently uses the “EZ-REG” system for online registration. Users can browse and register for recreation programs while at home, 24 hours a day. The Recreation department can list courses, dates and other information of the program. Users have a personal account where they can view past and current account information, transactions and payment information. Payment may be done through the program for an additional fee. Nothing is needed for a user to browse the programs offered. More information about this program can be found by contacting Madison School and Community Recreation or on their website. The registration software was created by The Active Network, Inc., Technology Solutions.



The City of Elkhorn, Wisconsin (population 10,084) and the City of Burlington, Wisconsin (population 10,464), cities similar in size to Portage, both maintain a good web page for recreation. The City of Elkhorn has used “Municipal Web Services” to develop their city website. The “Parks & Recreation” tab contains 12 subcategories with links including an optional activities survey for citizens. This survey is a great tool to gauge citizen participation and interest in park and recreational programming. Another subcategory of the website is Online Registration, run by The Active Network, Inc. Users can navigate to start registering for a program, look up a program, check facility reservations, or find a sports league.

## Playground Design

Portage parks suffer from a lack of interesting play opportunities. With a couple of exceptions, play structures are uninspiring/old-fashioned in their design. Play areas near scenic natural settings, such as Pauquette, Sunset and Collipp-Worden Park could use nature-inspired play equipment. The history of Portage could also be a theme for playground equipment. Water features that use a hand pump and allow children to creatively channel water are popular in parks that have them. A small model of the



Fox and Wisconsin River, or model canoe would be a fun and creative way to incorporate Portage's history. The addition of a splash pad and skate park is a good start towards making Portage parks more interesting and attractive to residents. However, potentially less expensive and more creative play equipment could be added to other parks in the City.

## Appendix 1. Park Classification Definition

1. **City-Wide Parks:** Range from 10 - 99 acres in size. There may include areas suited for intense recreational facilities such as athletic complex and large swimming pools. Portage could classify 5 parks as a community park, those being Veteran's Memorial Field, Wisconsin River Levy Walking Park, Silver Lake Beach, Pauquette Park and Collipp-Worden Park.

2. **Neighborhood Parks:** Generally less than 10 acres in size. The service radius for these parks is 0.75 miles. These types of parks usually attract user from a small service area and are provided primarily to meet the outdoor recreation demands of residents in the area. There are 10 such parks in Portage. They are: Bluestar Park, Goodyear Park, Lincoln Park, Riverside Park, Sanborn Park, Sunrise Park, Sunset Park, Gunderson and Pine Meadow Park.

3. **Natural Area/Undeveloped Sites:** Natural area sites include lands which are preserved in their natural setting for conservation, research, recreational purposes, or lands not yet set for development as a park. Special use sites provide for spectator and participant activities, as well as provide facilities for unique recreational pursuits. There are a total of four (4) such areas. These areas are: Northridge Park, Woodridge Park, Bluffview Park and Rolling Meadows Country Estate Property. The city was granted easements to use and develop this land for outdoor recreation.

4. **Mini Parks/Play Lots:** Specialized facilities that serve a concentrated or limited population or specific group such as Tots or Senior Citizens. They should have a service area of 1/4 mile and be one acre or less in size. The City has one such site is the Cattail Park play area.

Source: City of Portage Comprehensive Parks, Recreation and Forestry Plan 2012-2017

## Appendix 2. Park Descriptions from Pervious Plan

### Bluestar Park

This 2.3-acre wayside park is located on Highway 51 and Slifer Street. The land was granted to the City of Portage in 1952 by several private land owners and the State of Wisconsin, to be used strictly as a park. The park has picnic tables, grills and a drinking fountain for tourists to use as they pass through Portage. The park is now the home of the new Portage Veteran's Memorial.

### Cattail Park

This 1-acre park is located on Burns Street and Armstrong Street. It is equipped with a softball backstop, a small shelter, some play equipment, and an open play area.

### Collipp-Worden Park

This 16.5-acre park is named after Conrad Collipp, who owned one of the first brickyards in Portage, and the Worden Family, who sold the property to the City of Portage in 1968. Development of the park started in 1975 through LAWCON and City of Portage funds. This park is located on Slifer Street, two blocks west of Highway 51. This park has two shelters. Shelter #1 has a restroom facility, pop machine and a large playground area with equipment. Shelter #2 is up on a slight hill to catch the breeze and serviced with a portable toilet during the spring and summer months. Each shelter has their own cooking grills, picnic tables, water and electricity. They share the basketball court, tennis courts, sand volleyball, horseshoe pits, softball diamond and black top parking.

### Goodyear Park

Donated to the City of Portage in 1903 by D.A. Goodyear, this 1.5-acre park is located at the corner of DeWitt Street and MacFarlane Road, alongside of the Portage school property. This park has a small shelter, water, cooking grills, picnic tables, play equipment, and large open play area. Two monuments are located in the park to honor those who served our country.

### Gunderson Park

This 0.5-acre park is located along North Hamilton Street and Meadowlark Lane. It is within the Meadowlark development and contains a play structure. The park offers views into the undeveloped Woodridge nature area.

### Lincoln Park

As is the case with many small mid-western cities, Portage has a park bearing the name of our 16th president. Chauncy J. Pettibone donated this property to the City of Portage in 1874. A school was erected shortly afterwards and remained standing until the 1940's. Often referred to as the "2nd Ward Park," this 1-acre park, located on Monroe Street and Howard Street, has a small shelter, basketball court, picnic tables, cooking grills, and play equipment.

## Pauquette Park

This 8.8-acre park is the most picturesque park in Portage. It is located at the west entrance of Portage at West Conant Street and Highway 33. This park bears the name of Pierre Pauquette, a famous fur trader - translator for the French and Indians. Pauquette operated a ferry from 1828-1857 and a marker is located near the "Pauquette Park" sign on the north side of the bridge. Originally used as a brickyard, Pauquette Park was later dredged to form the present pond. William Armstrong, owner of "Armstrong Brick Yard" obtained this land from the U.S. Government in 1869 and used it to produce bricks for the construction of homes in Portage. Attorney Charles H. Hall donated the land to the City of Portage in 1924. This park has three shelters. Shelter #1 has an indoor restroom facility, a pop machine, picnic tables and electricity. Shelter #2 has a portable toilet during the spring and summer months, a pop machine, picnic tables and electricity. They share the basketball court, play equipment, flower gardens and walking path and the pond. Shelter #3 is the Gazebo and has electricity. A bridal arch is located on the east side of the park, which was erected when a couple on their honeymoon missed the turn and drowned in the pond. Pulitzer Prize winner, Zona Gale, wrote the short story "Bridal Pond" in memory of the couple.

## Pine Meadow Park

This 4-5-acre park is located north on Hamilton Street. This park has one small shelter featuring a portable toilet during the spring and summer months, electricity, picnic tables, a tennis court and a youth softball diamond.

## Riverside Park

With the Wisconsin River just a few feet away, this park has an appropriate name of Riverside. Columbia County and some private land owners donated the land to the City of Portage in 1867. The shelter was erected in 1924 and the city slogan of "Where the North Begins" can be found on the top of the shelter. There park is 2.1 acres and is located on East Wisconsin Street. This is a wayside park with a large open shelter, picnic tables, and benches.

## Sanborn Park

Home of the second brick yard in Portage, Sanborn Park is named after the Sanborn Brothers, James and Frank, who owned and operated the Sanborn Brick and Ice Company in the 1800's. The 1.3-acres, located on the corner of Sanborn Street and Carroll Street, was used as a city dump after it was donated to the City in 1939 by Charles Smith. Today this park has a small shelter, water fountain, cooking grills, basketball court, youth softball diamond, and play equipment.

## Silver Lake Park and Beach

Open from Memorial Day weekend to Labor Day weekend this is one of the finest beaches in the area. Silver Lake Beach has been a popular meeting place along Silver Lake Drive since the property was donated to the City of Portage in 1948. A boat landing and large parking lot are located on the 2.5 acres to aid the fisherman and water skiers. Crappies, Large Mouth Bass, Blue Gills, and Northern Pike are just a few of the fish that can be caught in Silver Lake. The park area has an open shelter, swimming area, changing house, water, electricity, picnic tables, cooking grills, floating raft, and play equipment. Lifeguards are on duty during normal beach hours.

### Sunrise Park (The Gully)

Known to most Portage residents as "The Gully", Sunrise Park is our winter sledding area. The land sat vacant after the Jones Family donated the property to the City of Portage in 1933. The Portage Lions Club then developed Sunrise Park in the early 70's through Lion's Club and LAWCON Funds. Today the "Gully" consists of 5-acres and has picnic tables, ball field, cooking grill, a shelter, play equipment, and nature walking trail. It is located on South Hamilton Street.

### Sunset Park

Originally owned by the Tenant Family, Sunset Park was donated to the City of Portage in 1931 by Zona Gale Breese and Eleanor Breese to be used solely for public park purposes. The stone wall and steps were landscaped by Betty Tenant through one of the President Rossevelt's New Deal programs of the 30's. This park has 4.5-acres and is located at West Pleasant Street and Sunset Street. There are two shelters. Shelter #1 has electricity, cooking grills, picnic tables and a pop machine. Shelter #2 has picnic tables and a cooking grill. The shelters share the restroom facility, sand volleyball court, horseshoe pit, tennis court and play equipment.

### Veteran's Memorial Fields

This 41.9-acre park is located in the First Ward, on the south side of Portage between Superior Street and Wauona Trail. This is the home of the Columbia County Fair Grounds, Little League Baseball, and five ball fields. This area holds many of the City wide celebrations and major softball tournaments. It has play equipment, restroom facilities, showers, camping, R.V. facilities, and much more.

### Woodridge Park

This 4.5-acre park is located on Winnebago Street in the Oak Ridge subdivision on the north side of the city. This park is the home of the city Arboretum, with over 50 different species of trees. The park has a small shelter, with water and electricity. It also has a small play area, and a cooking grill for the neighborhood.

## Appendix 3 : Park & Recreational Goals and Objectives

Goal 1: To assure sufficient park space, to meet the needs of present and future populations.

Objectives:

- To determine the "Use Capacity" of existing park space.
- To formulate recommendations for the quality and quantity of park and recreation land needs, in conjunction with an acquisition program and sales of property.
- Recommend the acquisition or sale of parkland for citywide and neighborhood needs, according to its potential recreational values.

Goal 2: Design parks to balance the capacity of park areas with the individual and group recreational user needs.

Objectives:

- Inventory existing park and recreational areas to determine the amount and types of present use.
- Anticipate population changes for the present and future recreational needs of citizens for each neighborhood and for the City.
- Determine the anticipated recreational program use of parks and facilities, based on present use and projected populations.
- To make sure that there are adequate park and recreational facilities for the full population, including the handicapped.
- Recommend the acquisition and development, redevelopment of parks and facilities or the selling of parklands according to population demands and anticipated recreational program use.

Goal 3: Preserve the environment for present and future parks and open space

Objectives:

- Consider the effects of user activities and enhance the natural, environmental features of the parks.
- Design parks with an emphasis on aesthetics and natural features with an awareness of user needs and activity patterns.

Goal 4: Set priorities for the capital improvements of the parks

Objectives:

- Inventory all existing parks including: location, size, shape, relationship to the surrounding area, natural features (including flora and fauna), physical amenities, circulation patterns, athletic facilities, play areas and equipment.
- Evaluate the inventoried parks, taking into consideration the assessed physical capacity of each park and the recreational needs of the area.
- Recommend the appropriate capital improvements.

*Goal 5: Maximize efforts to reduce the cost of park operations and maintenance*

Objectives:

- Conduct site analysis of existing parks to determine representative maintenance and operation problems, which could be corrected by redesign or re-development.
- Interview operations personnel to identify excessive maintenance problems of each park.
- Recommend planning considerations for present and future parks that will reduce maintenance.

*Goal 6: Design and maintain park areas and facilities, considering behavioral control, handicapped accessibility, and the use patterns of the parks*

Objectives:

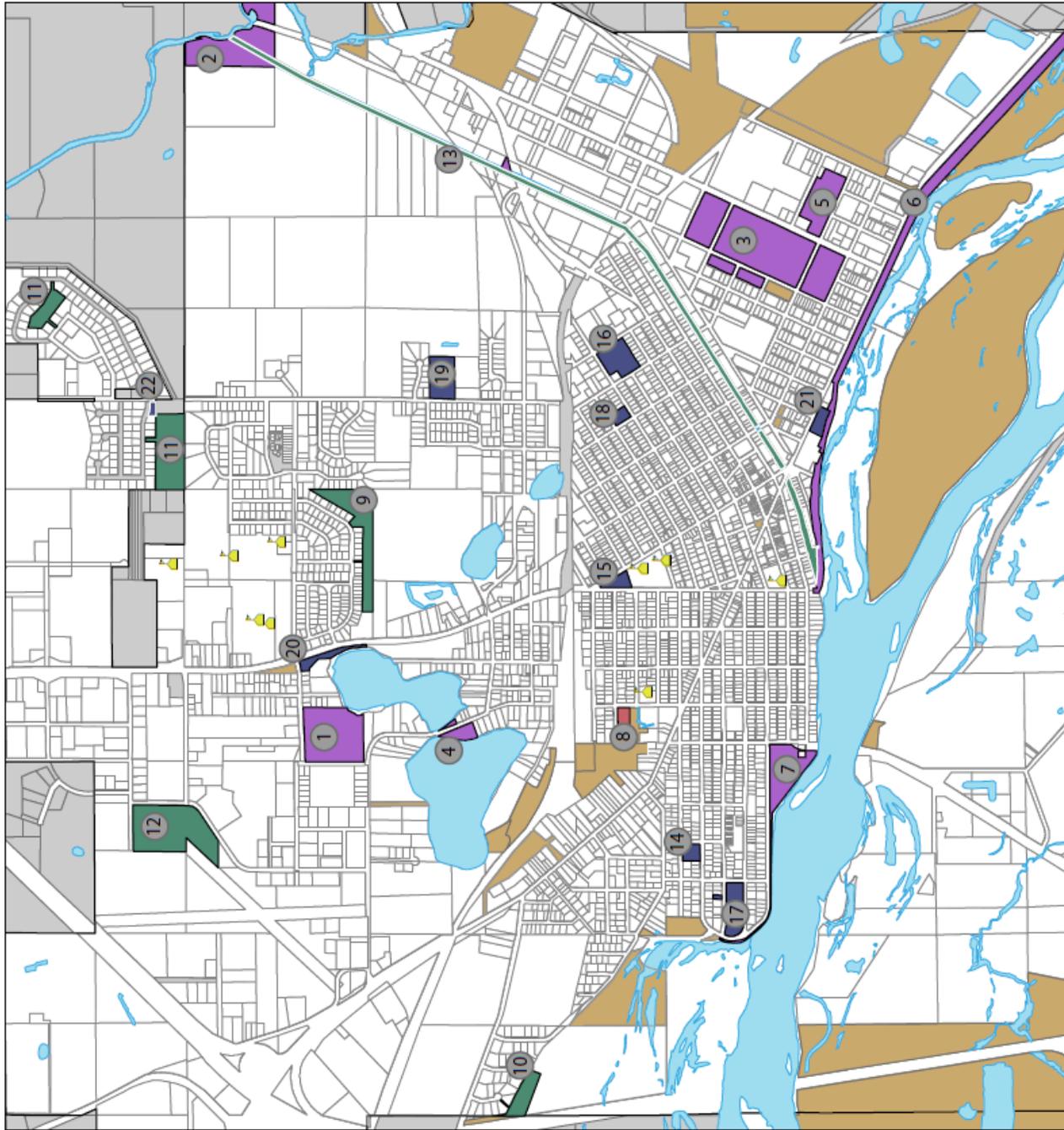
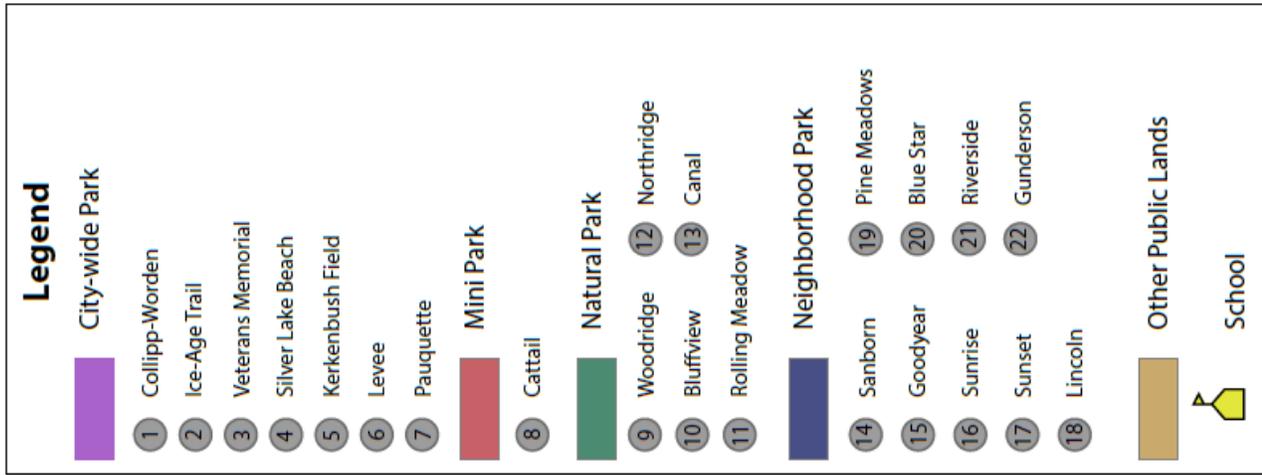
- Recognize that people use the same facilities for different reasons. At the same time, parks should be designed to allow multiple activities to take place at the same time without detracting from the enjoyment of any individual activities.
- Recognize that parks may be used after hours and for anti-social behavior. This means to design park areas to provide safety and security 24 hours a day.

*Goal 7: Offer Recreational Programs that meets the wants and needs of people in the community, searching for specific programs.*

Objectives:

- Consider the current recreational programs being offered to the public.
- Identify and anticipate population changes and how that will impact the future recreation needs of the community.
- To make sure there will be adequate recreational programs for the population of the community looking for specific programs and that there are adequate facilities to hold these programs in.
- This plan will make recommendations to the City to accomplish these objectives.

# Appendix 4. City Park Map



**Existing Parks & Open Space Map**  
 Portage, Wisconsin  
 April 1, 2013



Laura Detert, Michael Draper & Kelly Osborn  
 Department of Urban & Regional Planning  
 University of Wisconsin, Madison

## Appendix 5 Maintenance Issues

### Pauquette Park



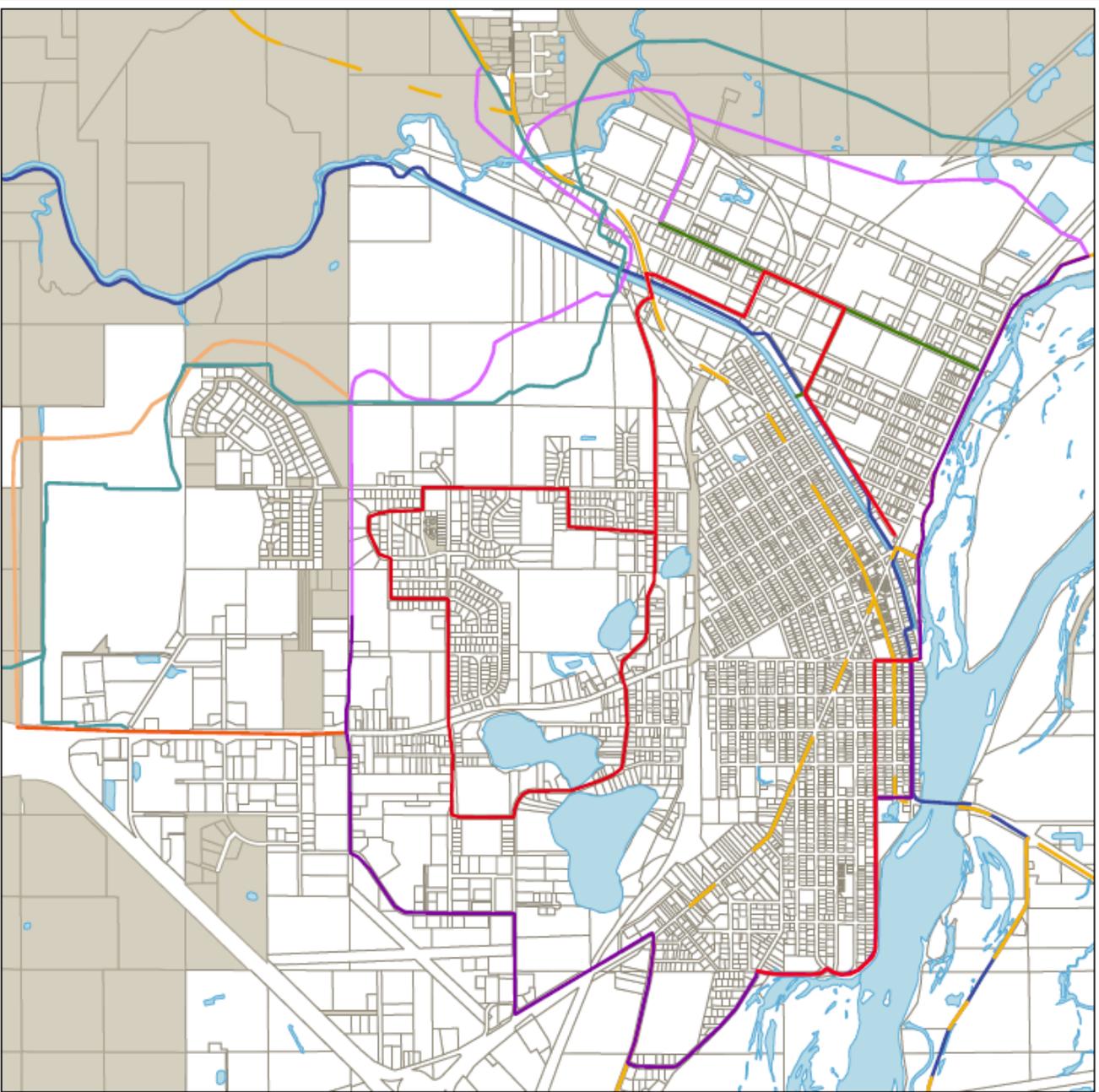
### Rolling Meadow Park Entrance



### Examples of park entrances



Appendix 6 Trails Map



**Legend**

- Wauona Trail
- Big Loop Trail
- North Loop Trail
- Rec Trails & Biking
- Snowmobile Trail
- Ice Age Trail
- Proposed Big Loop addition
- Proposed North Loop addition
- Recommend

