

# City of Portage

## Parks and Recreation Board Meeting

Tuesday, April 12, 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, and reporter Craig Sauer.

### 2. Approval of March 8 meeting minutes.

Motion was made by Charles to approve the minutes from the March meeting. Second by Maass

Motion carried on a 5-0 roll call vote.

### 3. Discussion and possible action on contract with Great Lakes Marine Inc. and final pay order.

Manager Kremer provided a summary detailing correspondence between Great Lakes Marine Contracting, General Engineering and the City since the letter was sent from the City denying payment of the final pay application. Kremer displayed an addendum to the board provided within the specifications that called for the finished color to be achieved by a solid pour and not by staining. Kremer summarized letter correspondence and a meeting that was called with the contractor that detailed negotiations. City staff proposed to the contractor to settle the final pay order by reducing the amount owed by 50%.

The contractor was not comfortable with 50%, counter offered for a total of \$2000. City staff didn't find that acceptable and asked contractor to counter offer the following week. After that, the contractor offered 25% reduction which equates to \$4,398 in an attempt to close out the project. City staff counter offered at 35% and that was declined by the contractor. Kremer stated City staff recommends accepting the initial credit of \$4,500, the five year warranty and the additional \$4,398 credit and close out the project. Staff then recommends using the credits to seek a corrective measure for the wall color.

Kreckman stated he was okay with that and that he appreciated city staff's work on finding a solution. Kreckman stated he wished the City hadn't authorized payment with General Engineering signing off but that since the City had it was water under the bridge.

Charles asked if photos have been taken of the cracks. Kremer stated if the board approves closing out the project that the next step would be to take those photos and to update the final pay application paperwork to reflect that.

Messer asked if five year warranty will cover those cracks. Kremer stated their five year warranty is the standard warranty language reflected in GEC's contracts.

Charles stated GEC told the board that the cracks were only shrinkage from drying, therefore now that it has dried anything widening would be unacceptable. Conversation followed regarding the difference in cracks.

Administrator Murphy stated some settling and shifting over time is common and the warranty would only cover structural problems and not normal shifting.

Messer stated his worry was what will happen to the cracks when frost sets in. Maass mentioned GEC was not concerned over the cracks when they attended the meeting earlier that year.

Zirbes asked how much money was remaining to use towards a color correction. Kremer told the board the budget was \$150,000 and this would bring the credit to just under \$9,000.

Kreckman asked if the warranty language is negotiable and stated he thought that was the most important part at this time. Kremer stated the warranty that was signed was the standard warranty language that GEC provides for their contracts.

Maass asked if Kremer had read through the warranty and if GEC had gone through the warranty language with him. Kremer stated he read through the warranty, but that it is not a four sentence warranty and that it is lengthy. Kremer stated it is their standard warranty language GEC includes within contracts and it would take an attorney to interpret thoroughly.

Discussion followed in regards to warranty and how to enforce in the future.

Motion by Charles to accept the \$4,500 credit for cap thickness, five year warranty for wall structure, and the \$4,398 credit reduction and to pay the close out amount of \$13,194 to close the contract. Second by Messer

Motion carried on a 5-0 roll call vote.

**4. Discussion and possible recommendation on tree inventory bids.**

Kremer stated there is an update to the memo for the tree inventory since the afternoon. Kremer gave an overview of the memo and project and informed the board that Bluestem had called to inform the City they were awarded another inventory project in Wisconsin Rapids and could not perform the job by August 1<sup>st</sup>. Kremer gave an overview of the out of state bidder, Arborpro, who was the low bidder if all aspects are to be awarded. Kremer also gave an overview of the three in state bidders, Wachtel, Bluestem and Davey, and his encounters with each at trainings within the state. Kremer gave a summary of the three alternate bids and what they entail.

Kremer stated his original recommendation was to award to Bluestem but now knowing the delay to complete the project, he asked for direction from the board if it would be better to award to the next low bidder, Wachtel, in order to have the project complete before budgeting happens in late summer. Wachtel could complete the project by July 22 but would be \$750 additional cost to the City. Kremer stated he couldn't disqualify Arborpor but since the project is being funded 50% by a state grant his recommendation is to hire a consultant within the state.

Messer asked if when Bluestem would be able to complete the project. Kremer said they just were hired for Wisconsin Rapids and that they could first begin in August/September and would complete in November/December.

Discussion followed about timeline and cost difference between Wachtel and Bluestem.

Zirbes stated that timing sounds important and that a couple hundred bucks may be money well spent.

Motion by Maass to award the bid to Wachtel for the base bid of \$21,750 and the alternate 3 for \$1,500. Second by Charles

Motion carried 5 – 0 on a roll call vote.

**5. Discussion and possible action on agreement with Kayla Rinkel for building rental.**

Kremer stated the agreement is updated language of what was discussed last month. Kayla was unable to attend the meeting but had reviewed the agreement and was okay with the language.

Maass stated that she hopes inspections are conducted prior to the fair and other events in the building. Kremer stated that is how they handle all events using the buildings and grounds.

Maass asked for clarification on item 10 in relation to the discount wording. Kremer stated if only an individual date was requested, cost would be \$100. If multiple dates are requested a \$25 reduction per day would be granted.

Zirbes asked when this building was set to be deconstructed. Kremer stated the City budgeted money to design the north end of the grounds this year and that a reevaluation would be done this year as to what year this building would be moved. Kremer stated 2017 at the earliest but likely 2018.

Motion by Maass to recommend approval of agreement with Kayla Rinkel for building rental at Vet's Memorial Field. Second by Charles

Motion carried on a 5 – 0 roll call vote.

**6. Discussion and possible action on donation/partnership with Renewal Unlimited and Americorps for flower beds and park signs landscaping.**

Kremer informed the board that before posting the newly approved 14 week position to maintain the flower beds within the City that he was approached by Ryan Banks and the Americorps group who had maintained a few planters in 2015 and they requested partnering with the City to maintain all of the flower spaces in the City for 2016. Kremer stated they were proposing to perform this work each week and it would be no cost to the City for labor.

Kremer recommended to the board that the City donate \$1,000 to the Americorps and partner with them to plant and maintain all City flower beds and entry points. Kremer stated that would still leave \$3,200 in the budget so if the partnership was unsuccessful the City could still hire a staff person if needed.

Maass asked how Renewal Unlimited and Americorps were related. Kremer stated Renewal was the parent organization and that the Americorps was a chapter under them.

Messer stated he could personally vouch for Ryan banks.

Charles asked about insurance. Kremer stated he would a volunteer agreement and would also check to see if a formal agreement would be needed to cover insurance.

Zirbes asked if it would be better to wait and determine the donation amount following the program instead of predetermine the donation up front. Discussion followed regarding when and how to structure a donation.

Kremer asked if the board was comfortable allowing a sign to be put up in the flower beds and if that could be included within a motion.

Motion by Zirbes to approve a partnership with Renewal Unlimited and the Americorps for flower bed and park sign landscaping and allow a small sign to be put up at each location. Second by Maass.

Motion carried on a 5 – 0 roll call vote.

**7. Discussion and possible action on Emergency Sign for Park pavilions.**

Review of sign led to discussion.

Motion by Kreckman to approve emergency sign placard and to give Dan Kremer expertise of bolt placement. Second by Charles

Motion carried on a 5 – 0 roll call vote

**8. Discussion on Lincoln Park basketball court and neighborhood complaints.**

Kremer informed the board he has received complaints about basketball play taking place late at night at Lincoln Park. Kremer informed the board there is a light on the court all evening. Kremer gave a summary of the complaints and asked if putting a park light timer on the entire park or one of the lights would be beneficial.

Discussion ensued regarding which lights to put on a timer

Motion by Messer to install a timer on light pole closest to court and installing signage in future. Second by Zirbes

Motion carried on a 5 – 0 roll call vote

**9. Old Business Update**

- General Engineering is mapping tennis court boundaries and should be on agenda in May.
- Soccer complex bid was released for advertisement in paper. Bids open May 5
- Skatepark documents are close to going out next week, may need to move May meeting back one week

**10. New Business**

Maass raised a question about a wash out on the smaller side of the pond. Discussion followed about water being pumped into Pauquette Park and when the water will be pumped out. Kremer to have crew look at wash out

**11. Manager's Report**

- Steel roof installed at Lincoln
- Middle school tennis being offered this spring with an away game at Baraboo
- Flag football started with just under 140 this year

**12. Adjournment**

Zirbes asked all in favor to adjourn say Aye. No nay's. Motion Passed.  
Meeting adjourned at 7:01 pm.

*Minutes submitted by  
Dan Kremer  
Manager of Parks and Recreation*

Date Approved: 05/10/2016