

City of Portage Parks and Recreation Board Meeting

Tuesday, May 10, 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, Mike Charles, and Todd Kreckman. Mark Hahn Excused

Parks and Recreation Manager Dan Kremer, City Administrator Shawn Murphy, Rita Maass, Doug Klapper, John Bergman, Debbie Little, Andrew Taminga, Kyle Little, Jon Callaway were also present.

2. **Approval of April 12, 2016 meeting minutes.**

Motion by Kreckman to approve April 12, 2016 minutes, second by Messer.

Motion passed on a 4 – 0 roll call vote.

Chairmen Zirbes thanked Rita Maass for her time on the parks and recreation board

3. **Selection of Vice Chair.**

Kreckman nominated himself for vice chair. Vote of 4 – 0 to appoint Kreckman as vice chair.

4. **Discussion and possible action on moving meeting date from 2nd Tuesday of month to 1st Tuesday of the month.**

Chairmen Zirbes informed the board the mayor requested the date change for the board to help with sending items to finance. Kremer informed the board if the change is accepted it would replace the human resources committee which would be moved back to the 2nd Tuesday. Discussion followed about movement of meeting to 1st Tuesday of month.

Board members agreed to move the Parks and Recreation Board meeting to the 1st Tuesday at 6:00 pm.

5. **Presentation from American Transmission Company on easement at Sunset Park.
Presented by Jon Calloway.**

Kremer introduced Jon Calloway and informed the board that Jon would present a proposal to widen the easement which was approved previously by the board.

Calloway gave an overview of the formerly approved easement information and informed the board that ATC's engineers discovered that the easement size previously purchased would require a taller tower than originally planned. Given that, Calloway said an option would be to increase the 50' easement to 80' and acquire an additional 15' on both sides of the current easement. Calloway stated if a taller pole was put in it would need to be striped and lit and is likely the one across the river would need to be higher to maintain the clearances.

Calloway stated the initial easement that was proposed and purchased was for \$13,600 and if ATC was given the additional easement they would make an additional payment of \$15,000 for the 15' on each side and if the City was interested ATC would also purchase the same additional footage to the north of the pole for an additional \$4,000. The island easement would go from 80' to 120' and the idea is to give additional sway distances per requirement. Calloway said in conversations with the City there are other items they could work with the City. One item is the shelter near the easement area and ATC construction crew stated it would be easier to not work around it and it would be easier to remove it. ATC would remove any lead paint or other items needing special removal procedures and would restore the existing concrete pad area if the City chose.

Calloway pointed out an additional concrete pad that is of unknown origin and ATC is prepared to remove that slab if the City were in favor. Calloway gave an overview that a gravel road would be installed to allow for equipment access and that ATC would be willing to leave that gravel road if the City wanted to have it for a path or something that could be paved in the future in whatever route the City wanted.

Calloway said ATC proposed to pay an additional \$15,000 to widen the easement on the south side, \$4,000 additional to widen the easement to the north, remove the concrete pad, and install the gravel road for the future. Calloway said there are additional trees that are on the ROW on the shoreline and would propose to make a payment to remove those additional trees, and a payment for loss of use on the shelter for \$5,000, and \$400 - \$500 per tree. In total, \$34,000 on top of the \$13,600 which was already paid is being proposed. ATC asked the board if they are in favor of widening the easement or going with a taller structure.

Kremer asked Calloway about any potential for a viewing deck. Calloway summarized if a deck or platform could be included within the easement and said any item that doesn't change the ground level is allowable and his suggestion would be to include that encroachment into the easement agreement. Calloway said if a new shelter is to be

constructed in the park ATC would not allow that within the easement but the current location would still be acceptable as that is outside of the easement.

Kreckman asked if the pole was a monopole or H pole. Calloway said the pole would not change in height or design if the additional easement is approved.

Kreckman asked about the access easement if the roadway could be installed and then taken out. Calloway stated a temporary mat road could be used which would then be removed – it would be the City's option if it is permanent or a mat road.

Kreckman stated instead of assigning a loss of use could ATC move the shelter or build a new one. Calloway said building another one or relocating it would not be an option due to reasons that don't allow for that. Calloway stated the dollar is being assigned to help offset the cost for a new structure.

Kreckman asked if a new appraisal process was restarting. Calloway stated the payment factored in the appraisal and all information. Calloway stated it was a mistake on ATC's part about not requesting the correct easement in the beginning.

Kreckman asked if the platform could be included in the easement. Calloway stated yes and gave an overview of the process.

Discussion followed about a proposed new structure, height restriction and how to include.

Zirbes asked why a wider easement if it is the same pole but the height is different. Calloway said that was the goof and the engineer didn't consider the easement should have been 80' for the pole height proposed originally. The pole was too short for the 50' clearance.

Zirbes asked if this easement is limited to just this line. Calloway said it is voltage and line specific.

Messer asked if the company installing this transmission line the same as the company out by the interstate. Calloway said some of the same contractors may be used but different contractors are used for various projects.

Zirbes asked if the pole was galvanized or cortex rust color. Calloway said he believed he talked about a galvanized but not shiny finish; similar to a dull gray. Calloway said that item could be looked at closer if needed.

Kreckman asked if the construction timeline is the same. Calloway stated 2017 but hoping to begin accessing the park in late fall, most likely after October. The road would be built first; equipment would be brought in to excavate the base, pour the foundation, cure for 30 days and then come back and set the structure.

Charles asked if they went with the taller pole if the entire pole is striped or just the top. Calloway stated all the ones he has seen it has been the entire pole. Charles asked what colors, Calloway stated if you have driven on High Crossing Boulevard there are a couple structures to the east side of the interstate that are colored orange and white. Calloway also stated they would be lit.

6. Discussion and possible action on skate park construction bids.

Kremer informed the board the bid opening for the skate park was last week. Kremer informed the board the City received one bid for the project and that Grindline was not allowed to bid since they were going to be used for construction administration. The bid is under budget and the bid was \$133,900 with an alternate bid for colored concrete for \$17,500. The colored concrete would be under the curling stone and in the portion that depicts the house.

Kremer stated that when the design proposal was awarded it was only for the design of the park and that the additional proposal for \$14,875 to perform construction oversight. Kremer informed the board that would need to be awarded as well if the City still wanted to have them perform inspections and oversight.

Kremer provided an overview of why it was felt only one bid was received and recommended moving forward with Dreamland Skateparks for construction and Grindline for administration. Kremer highlighted the difference between colored concrete for the alternate.

Kreckman asked Kyle Little if he preferred colored and Kyle stated yes and that it would make it unique.

Charles made a motion to recommend to council to award the skate park construction bid to Dreamland Construction Company for \$133,900 and add the colored concrete for \$17,500 and to award the construction administration to Grindline for \$14,875 for a total of \$166,275; second by Messer.

Motion carried on a 4-0 roll call vote.

7. Discussion on skate park future expansions presented by Kyle Little.

Kyle Little gave an overview of their progress and plan as they continue fundraising for future expansion. Discussion followed regarding the City's current commitment for 2016's construction.

8. Discussion on Sunset Park tennis court and survey map.

Kremer stated that last year the money was not in the budget to perform a survey map but that it had been done recently. Kremer asked the board to provide directive on what else he is to assemble so the board could look to take action in the future.

Charles asked if any neighborhood input had been collected. Kremer stated that nothing had been sent out yet but that it could be done.

Discussion followed about the playing surface and financial numbers to perform the few options that were looked at in 2015.

Kremer said the options were close, just over \$39,000 to perform a complete overhaul of the court. The other option of performing a removal and creating a new court was just under \$43,000.

Zirbes asked if the City were to dispose of that property could be earmarked for future park projects. Kremer stated that could be earmarked if the board designated it.

Messer asked if the lot is big enough to have a house on it. Kremer informed the board the lot is a substandard lot and is currently considered too small to build on. Zirbes mentioned plan commission had discussed this item previously and at that time it was felt that those lots could be buildable.

Discussion followed regarding the court placement, adjacent trees, court replacement, feedback survey and boundary for that survey.

The board directed to have a sample survey emailed to members for input and assembly. The survey to be online and a banner to be hung on the tennis court with results to come back for July.

9. Discussion on performing Comprehensive Outdoor Recreation Plan update and study of public property and parks.

Kremer informed the board that a meeting with Alderperson Klapper, the mayor and chairmen Zirbes met to review properties that may or may not be parks. Kremer stated the CORP plan on file is from 2013 and would be due for an update in 2018 and that Alderperson Klapper was requesting the update to be moved up to 2017. Kremer stated a ballpark estimate for a plan of this nature is between \$20,000 to \$25,000.

Charles asked if a grant would be 50/50 match or a 100 % award. Kremer stated the Stewardship grant is required for a stewardship grant.

Discussion followed regarding what the CORP plan would provide and options of moving it to 2017.

The board directed to get estimates and include within the capital budget review

10. Discussion on prioritizing future bathrooms in parks.

Kremer stated when the meeting was had in relation to the CORP plan there was also discussion on park bathrooms and areas such as Riverside Park or the boat landing and where restrooms are needed next. Kremer provided a list of parks with restrooms to the board and asked board members to bring back their prioritized list for the next meeting.

Discussion followed on current bathroom and portable toilet placement. Alderperson Klapper provided information to the board about his request and if the lift station near the boat landing could potentially save money on placing a bathroom.

11. Discussion on Veteran's Memorial Field's soccer field project and bid opening.

Kremer passed around a bid tab from the bid opening for the soccer field construction project at VMF. Kremer said the City received 3 bids but that the low bidder was \$21,000 over budget. Kremer said since the project was over budget, Rettler Corp and the City were reviewing items that may lead to cost savings and that it was not ready to be presented to the board tonight. Kremer asked the board if a special meeting can be held next week to review the bids so that the information could go to council later this month.

Kremer said the fill that was included to be hauled to the site by the contractor in the bid materials is likely to be the item that the City tries to eliminate for cost savings. This is due to the amount of fill coming from River Street and the airport road site.

Discussion about potential meeting dates followed. The board decided to meet on Tuesday, May 17 at 5:00 pm.

12. Old Business Update

Blue Star Park has a small banner put up for the K.I.A. memorial. Most of the fill has been shaped and the path will be installed as soon as the bricks are delivered; name list has been finalized and submitted. Goal is to have all but the monument completed for Memorial Day. The monument is hoped to be installed prior to July 4.

Collipp-Worden Park basketball project will begin this week. Van's construction hopes to pour the slab later this week. A celebration is being planned for an opening day ceremony on June 11 with Nancy Lieberman. The existing courts are scheduled to have asphalt added in the next 14 days. Color scheme is changing slightly, less orange and more black and gray being included.

Commerce Parking Lot planter project is complete and the Americorps helped plant that project.

13. New Business

No new business

14. Manager's Report

One person is not returning for summer park maintenance, that position will be posted again.

First punt, pass and kick competition offered and held this year with over 30 participants.

15. Convene to closed session pursuant to Wisconsin State Statutes 19.85(1)(e) to review proposed compensation for ATC utility easement agreement in Sunset Park.

Motion by Charles to convene into closed session pursuant to Wisconsin State Statutes 19.85; second by Messer. Convene to closed session at 7:29 pm.

Motion carried 4 - 0

16. Return to open session for discussion and possible recommendation on proposed ATC Utility easement agreement.

The meeting returned to open session at 7:48 pm

Motion by Messer to take the parameters discussed to the common council, second by Charles.

Motion carried 4- 0 on a roll call vote

17. Adjournment

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

Meeting adjourned at 7:50 pm.

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

Date Approved: 06/07/2016