

# City of Portage Parks and Recreation Board Meeting

Tuesday, August 2, 2016

**6:00p.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 Mark Hahn. Todd Kreckman is excused

Parks and Recreation Manager Dan Kremer and reporter Craig Sauer.

**2. Approval of July 5<sup>th</sup> meeting minutes.**

Motion by Charles to approve minutes as presented, second by Hahn.

Motion passed on a 4 – 0 roll call vote.

**3. Discussion and possible recommendation on 2017 operational budget.**

Manager Kremer stated he was given budget parameters of up to a 1% increase. Kremer stated after 6 months the department is at 47% of the 2016 budget and is proposing an increase of \$6,564 which equates to 1.04% for 2017. The increase would move 2016's total budget of \$630,000 to \$637,000 in 2017.

Kremer presented a \$10,000 decrease in forecasted revenue based on adult softball not running while construction is underway at VMF. The Parks and Recreation Administration is proposed to increase \$1,325(.73 %); the Recreation Programming is proposed to be reduced by \$2,711(-3.47 %) with the reduction being under part-time wages; parks maintenance budget is proposed to increase \$7,950 (2.15 %) and include a new furnace for building 8, increased water expense for the splash pad and new shelters, increased overtime based on actuals; increase in part-time wages and increase in training for park maintenance employees. Kremer stated budget increases from the data from the tree inventory were not included until staff is able to meet to review removal and replacement options.

Motion by Charles to recommend to finance the 2017 operational budget as presented.  
Second by Messer.

Motion carried on a 4-0 roll call vote

**4. Discussion and possible action on Goodyear Park Signs.**

Kremer stated the proposal in the packet is the same that was displayed last month with an additional rendering of the second sign which would be located at the point in Goodyear Park. Kremer stated to order both signs and steel posts the total would be \$1,914. Kremer presented that the project with two credits is \$1,750 under the awarded contract amount and the full award price had \$7,725 remaining in the project fund. Kremer stated purchasing both and the posts would leave \$7,561 in the project fund and only a rule sign would need to be purchased to complete the project which would be in front of the park board in September. Staff recommendation is to move forward with the proposed sign design along with steel posts.

Zirbes asked who would take out the existing sign and the block wall it is attached to. Kremer stated the park crew would remove the existing and install the new signs.

Charles asked where the plan is to install the new sign. Kremer stated it would face DeWitt Street and be located south of the fence on the green space. Kremer showed the board the location via google maps for review.

Discussion followed regarding placement of the signs and total cost.

Motion by Hahn to approve purchase of two signs with metal posts for a total cost of \$1,914, second by Messer.

Motion carried on a 4-0 roll call vote.

**5. Discussion and possible action on Proposed Compensation for AmeriCorps program at Renewal Unlimited, Portage, WI.**

Kremer outlined his memo to the board the partnership with Renewal has gone great and that all park sign planters along with several additional spots look incredible due to their program participant's efforts. Kremer stated that the City originally intended on hiring someone to perform this work and since that position was not hired due to the partnership it was Kremer's recommendation to donate \$1,200 to their program as a contribution for their outstanding efforts. Hahn asked if there was any cost to the City. Kremer stated only the plants were the City's cost, all labor was provided at no cost by the AmeriCorps. Hahn stated he noticed a big difference with Blue Star and Worden, Messer stated he did as well.

Kremer stated the AmeriCorps program did not ask or seek this contribution and that he felt it was an appropriate gesture seeing as it would have cost the City significantly more to hire someone for the summer to perform the same work.

Motion by Charles to provide compensation of \$1,200 to Renewal Unlimited's AmeriCorps program, second by Zirbes.

Messer asked if they will be back next year. Kremer stated they are planning to return in 2017.

Motion carried on a 4-0 roll call vote.

**6. Discussion and possible action on topographical mapping proposal for north end of fair grounds.**

Kremer presented that at the last meeting the board directed to move forward with the ball fields and roadway on the north end of the fair grounds. Since that time, Rettler provided a proposal to design to 35% construction documents for the north end of the grounds. Kremer stated that within that proposal there were fees tied with master planning that staff felt could be removed. Following evaluation of the proposal, Zirbes, Shawn Murphy, Aaron Jahnke, Rick Dodd and Kremer had a phone conference with Rettler and they agreed to revise their proposal and remove the master planning information.

The proposal was not completed in time for park board review but Rettler was able to provide their proposal for topographical mapping of the area which will be needed to begin construction documents. Kremer recommended the board approved the topo mapping for \$1,800 so that process could begin until September when the revised design proposal would be in front of the board for consideration. Kremer stated the county's contour maps couldn't be used as Rettler survey's 1' to .5' contours and the county's maps are 2' contours.

Hahn asked what was budgeted for this in 2016. Kremer stated \$16,000 for 2016 design and Kremer stated it would leave \$14,200 for the design work. Hahn asked if we will come under that with what Rettler is proposing. Kremer stated the initial proposal was for \$16,000 exactly including the master planning. With the master planning being removed, it should bring the proposal under budget for design.

Motion by messer for Rettler to provide the topographical mapping for \$1,800, second by Charles.

Motion carried 4-0 on a roll call vote

**7. Old Business**

- Lincoln Park restroom is now completed and open. Doors were painted and the door timer is functional.

- Lincoln Park basketball court light is now installed and turns off in the evening at park close (10 pm)

**8. New business**

Charles asked if anything additional could be done to address the recent issues that arose from carnival workers during the County Fair.

**9. Managers' Report**

- Pauquette band shelter

Kremer informed the board that the Portage Service Club Association is working on cost proposals of a band shelter for Pauquette Park. They asked Kremer to share a photo and let the board know they intend on asking for permission to enter an agreement at a future meeting.

-Recreation Programs Update

Session two of day time summer swim lessons are running, 86 registered

Second evening lessons begin next week, 70 registered for the evening

- Projects update

Second pay application was received for the soccer fields, grass is still growing and contractor is monitoring and working on it daily. KIA monument is completed in Blue Star Park and an unveiling ceremony will be planned by the veteran's in September. Skate park is complete outside of some small restore work. A soft opening will occur when fence is removed and grand opening is being planned by the skate park group for September 9<sup>th</sup>.

**10. Adjournment**

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

Meeting adjourned at 7:05 pm.

*Minutes submitted by*

*Dan Kremer*

*Manager of Parks and Recreation*

Date Approved: 09/06/2016