

**City of Portage
Parks and Recreation Board Meeting
August 2, 2016
6:00 pm – Regular Meeting
Conference Room 1, Portage City Hall
Agenda**

6:00 PM – Regular Meeting

Members: Brian Zirbes Chairperson, Todd Kreckman Vice Chair, Larry Messer, Mark Hahn,
Mike Charles

1. Roll Call
2. Approval of July 5 meeting minutes.
3. Discussion and possible recommendation on 2017 operational budget.
4. Discussion and possible action on Goodyear Park signs.
5. Discussion and possible action on Proposed Compensation for AmeriCorps program at Renewal Unlimited, Portage, WI.
6. Discussion and possible action on topographical mapping proposal for north end of fair grounds.
7. Old Business
 - Lincoln Park restroom
 - Lincoln Park basketball court light
8. New Business
9. Managers' Report
 - Pauquette Band Shelter
 - Recreation Programs Update
 - Projects Update
10. Adjournment

The meeting location is handicap accessible. If you need reasonable accommodations due to a disability, please contact the City Clerk at 608-742-2176 no later than 48 hours prior to the meeting

City of Portage Parks and Recreation Board Meeting

Tuesday, July 5, 2016
6:30p.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, Todd Kreckman and Mark Hahn.

Parks and Recreation Manager Dan Kremer, Craig Sauer, John Bergman, and Betsy Bergman.

2. Approval of June 7 Meeting Minutes

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

Motion passed on a 5 – 0 roll call vote.

3. Discussion on VMF Master Plan and sequence

Kremer introduced this item by providing an overview of the last time the sequencing was reviewed and provided a drawing of the overall plan as well as the original sequence drawing that the committee of the whole reviewed in 2014. Kremer reviewed the sequence change for the soccer fields to be first with the agreement with the Portage School District. Kremer stated City staff had reviewed the plan and sequence to see if anything should be adjusted now that construction had begun. Kremer informed that staff recommended moving the design of the loop road to the next phase to allow for proper layout of the softball fields and other park upgrades since no road design had been done as of yet.

Kremer also informed the board that the City staff feels Morgan Street can be left as a straight road and the park road could start off Morgan Street where Superior begins currently. The reasoning was truck traffic will be routed this direction with the removal of Townsend Street and with the road being in good condition, it would save the City money on that portion of construction. Kremer asked for direction from the board on what they would like to see come forward in 2017 and succeeding years so the capital plan could be updated to reflect that. Kremer informed the board that \$16,000 was in the budget for 2016 and believes design dollars will need to be in the budget yearly going forward after discussions with Rettler.

Charles asked if we are still planning on the two smaller fields going adjacent the two larger soccer fields. Kremer informed that on the concept plan Rettler felt there may be room but the road would need to be designed in order to confirm room for that. Charles stated he believed the softball diamonds need to be on the fast track seeing as the teams don't want

to play at the high school. Charles also stated the City needs to get going on the grandstands before they get worse. Charles stated it won't get any cheaper if the City waits.

Kreckman stated the grandstands have been unsafe for years and that his concern with the soccer fields being moved is that he is unsure what they are being used for.

Charles stated it's a blank canvas, concerts, bands for canal days or thing similar could be placed in that area. Charles believes larger restrooms could be placed underneath.

Zirbes summarized Manager Kremer's wish to lay out the road in order to place the other facilities correctly and accordingly. Zirbes asked Kremer if the road could be laid out schematically and surveyed but constructed in segments. Kremer stated that is what he was looking for and by having the schematic it would make placement easier.

Hahn stated through his time catching up on things since he joined the park board he heard the softball fields should be moved up. Hahn stated the things he heard were that the soccer fields benefitted the schools and that softball fields would serve users of the Parks and Recreation Department. Hahn also stated the jump in capital expenditures from year to year may need to be more spread out in order to be achievable.

Discussion followed regarding the phasing and sequence and parking for the existing soccer complex.

Kreckman stated that this larger project of VMF is going to eat into our capital budget and that many smaller projects may be put off in order for this larger plan to be enacted.

Kremer asked based on the discussion if the softball fields along with the roadway around it would be the next phase for design.

Charles stated schematic design for the entire roadway should be taken into consideration for design along with the softball fields to avoid needing to placing items in incorrect spots.

Kremer stated if the \$16,000 in the budget for 2016 is enough to design the three fields if the board would like to move forward with that and the schematic of the roadway. The board discussed incorporating those items if the \$16,000 is enough.

Charles also stated the property we don't own needs to be talked about and place held in the capital budget.

Kremer asked if following the softball fields and loop road design/construction if the grandstands would be the next sequence in the project.

Discussion followed regarding dry creek beds, the ditches and storm water movement.

Zirbes asked if the light wiring upgrades should be included for the existing lights in front of the grandstand. Kremer stated it will need to be included and that the Fair Board will be asked to participate in those costs.

No action taken

4. Discussion on park signs design and Goodyear Park Sign

Kremer stated that the board had done a lot with signs this year with the Emergency signs and the rules signs. Kremer stated his vision for the parks signs are to be unique and standalone compared to other signs in the City. Kremer stated all signs currently are red wood signs and that the design in front of the board would be placed on an aluminum panel, with a unique shape that was taken from a search on the internet, and that the color and presentation was assembled through help from Two Rivers Signs. Kremer gave an overview of the wording and layout.

Messer stated the sign is bold and catches a person eye.

Kremer overviewed the specifications of the sign and that cross bracing is encouraged to prevent any damage from wind or vandals. Kremer informed the board that the digital print can be peeled and replaced and the aluminum panel wouldn't need to be replaced. Kremer stated the proposal would be with white posts and all signs in the future would follow this same design and that the operational budget would include updating at least one sign each year. Kremer informed the board that color does not play a role in fading time.

Kremer had the O'Hearn family review the sign and that the family had approved of the design and appreciated being included.

Messer recommended a steel post be used based on a sign they used in Lewiston.

Kreckman stated steel posts would be his preference.

Zirbes asked about the backing or if a border would be used around the sign. A discussion followed on if a border should be included around the sign.

Hahn asked if we are paying to have them installed. Kremer stated the City would install them with Two Rivers providing the specifications.

Hahn asked if the budget would allow for steel posts. Kremer stated with the recent change order credit that there is around \$9,000 remaining on the skate park project budget and that nothing has ran over on the skate park thus far.

Hahn asked if a phone number or website should be included. Kremer stated that with the plans of relocating the park office may lead to a phone number change and that the Park

and Recreation Department website is run through Recdesk which is a contractual service and would change if the City elected a new vendor for online registration.

Charles asked how much was budgeted for signs with the skate park. Kremer stated the sign design was included in the scope of the Skate park design and Grindline informed the City that they do not provide sign design and that the City would get a better price if we ordered them directly without their markup.

Kreckman asked if the board should wait another month in case something runs over on the skate park.

Kremer asked if the board could give feedback on the design the approval could take place in August.

Charles stated he liked the steel signs and that wood signs which were redone a few years ago at baseball complex were already chipping and fading.

5. Discussion and possible action Sunset Tennis Court and survey results

Kremer informed the board the full spreadsheet was included in the packet verbatim of what the surveys stated. Kremer stated he tallied the results and included them on another page with the survey questions. Kremer stated by looking at the surveys there isn't much split question to question but that 35 surveys is not a large response size. Kremer included a schematic drawing of a full single regular court to the board.

Charles asked if the court is currently 78 x 60. Kremer pulled open the property survey to show the lot size.

Kreckman stated he was there and that the court is most likely a junior court size which is uncommon.

John Bergman stated the tennis court doesn't have to be full size in order to be a tennis court since it was a court for 71 years.

Kremer stated there aren't any funds in the 2016 budget to rebuild or replace. Kremer stated a tear down could take place in 2016 by City staff if that was the direction of the board. Kremer asked the board for direction now that the information they requested was being presented as to what direction they would like to take with the tennis court.

Charles stated judging from what was received from the surveys and that he received less phone calls about the Walmart liquor license and that he felt the City received a good amount of feedback. Charles stated he does not believe going back to seed is the appropriate way to go and that the City should talk with the abutting neighbors about the trees and that the City needs to do a better job maintaining it. Charles stated he felt the City could get by with a junior court and keep it there.

Messer asked what it would take to bring the court back. Charles stated it took his family four hours on a Saturday to clean up the court.

John Bergman stated there is a cheaper way to bring it back to spec with an epoxy and then asphalt over the top. Betsy Bergman stated the court is not a competition tennis court and that it is a recreational neighborhood tennis court that is part of the park system. Betsy stated it has been neglected for so many years and people do not realize it belongs to the City. Betsy stated that a number of people do come when it is cleaned up and that they periodically go and remove weeds.

Kremer stated the methods he is familiar with are putting a base over the surface and overlaying asphalt, pulverizing the surface by grinding the asphalt and using that as a base, or bringing an acrylic and seal coat the surface if the cracks have not separated too far. Valley Seal Coat looked at the surface and felt the surface was not in good enough condition to crack fill and seal coat.

Charles stated some of the cracks are getting raised up but that throughout the entire surface most of it is pretty solid. Charles said it won't be a competition court but that without a tennis court on that side of town it is silly to expect all kids to ride to the school or Collipp-Worden to play.

Discussion followed regarding the cleanup and the price to replace or rebuild the court.

Motion by Hahn to leave the court as is, cleanup around it until 2018 and obtain further cost analysis for surfacing for future consideration. Second by Charles

Kremer asked by cost analysis if the board meant if there is another option for crack filling the cracks, Hahn stated yes.

Zirbes asked the fence could be used. Kremer stated that the fence is in usable condition but looks poor and has a bent section or a hole in the back stop.

Hahn stated that a fundraiser may be a viable option for those that live in that area if they wanted to take the initiative. Messer made mention of safety and the pine needles being a priority. Kreckman stated that when Silver Lake needed a weed eater that concerned citizens was what bought that item and that is how good projects get done. Kreckman stated he is not comfortable fixing the tennis court without addressing the trees from a safety standpoint.

Motion passes on a 5 – 0 roll call vote.

6. Discussion and possible action on 2017 Capital Improvement Projects and 5 year Capital Improvement projects plan

Kremer gave an overview of 2016 projects and status updates on each item. Kremer introduced a draft of 2017 capital budget with inclusion of a CORP plan that the board directed the month previous. Kremer overviewed the budget phasing for VMF master plan, Little League Field, underground electric, and other place held projects within the capital improvement plan. Kremer informed the board that Miller and Associates gave a budget number of \$25,000 per shade feature for a shade structure at the beach.

Kremer overviewed the parkland fund and stated play equipment in Sanborn Park is planned for 2017 for a total of \$15,000. Kremer stated that the tree inventory and Collipp-Worden Project are two items that were taken out of the parkland fund in 2016. \$40,000 from ATC will be deposited into this fund in 2016.

Hahn asked if the \$215,000 for the Little League Field was set in stone. Kremer stated that it needs to be approved by finance and council but that it has been planned for 2017 and moved back from 2016 due to the field cost being higher than anticipated.

Zirbes asked if any efforts have been made to purchase property near fairground facility for road. Kremer stated no conversations had been had at this point.

Discussion followed regarding 2017 projects and prioritization.

Kremer reviewed the discussion and outlined his notes stating the board would like to move land acquisition for Veteran's Memorial Fields to 2017, get cost estimates and include two or three softball fields in 2017, CORP plan to 2017, design and construction of bathroom facility to 2018 at Veteran's Memorial Field; design of the loop road schematic to be examined in 2016 or within scope of 2017 to allow for proper placement.

Kremer asked if the board would be in favor of increasing the \$15,000 parkland allocation for playground equipment to a larger number in order to purchase a bigger structure and add a sidewalk. The board recommended increasing the allocation to \$25,000 for Sanborn playground in 2017.

Motion by Charles to update the 2017 and five year capital plan parameters as discussed.

Second by Messer

Motion passed on a 5-0 roll call vote.

7. Old Business

1. Tree inventory – completed by Wachtel Tree Service. Working through a few format issues with contractor. One page summary provided to board outlining data briefly
2. Skate park is coming right along, sidewalks are complete and parts of the Clough have been incorporated. Donor bricks being included within the concrete pour
3. Lincoln Park building is complete, pantry is open and the bathroom timer is being installed today and will open tomorrow.
4. Conduit installed at soccer complex. Storm pipe installed and seeding will be completed once electrician leaves, light bases are installed.
5. Hoop footings are in at Collipp-Worden, hoops should be installed in a day or two. Surface to be completed in August
6. KIA Memorial is in the United States and should be delivered later this month

8. New Business

Operational budget to come next month

9. Manager's Report

1. Second barn quilt to be installed at fairgrounds. Quilt is being provided by Margo Holzman
2. Over 130 participants in session 1 swim lessons
3. Phase 2 of park addresses have been assigned and will be displayed in coming weeks

10. Adjournment

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

Meeting adjourned at 7:49 pm.

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

Date Approved: _____

**CITY OF PORTAGE
PARK & REC SUMMARY**

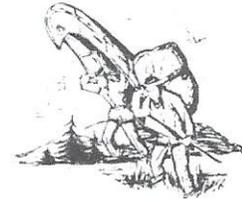
	2014	2015	2016	2016	7	Change vs.	% Change	16 Act vs	16 Act vs
	ACTUAL	ACTUAL	BUDGET	ACT 6	BUDGET	16 Bdgt	From 2016	16 Bdgt	16 Bdgt
REVENUES	83,641	77,423	90,000	34,218	80,000	(10,000)	-11.11%	(55,782)	38.02%
REVENUES GENERAL	535,596	539,596	540,440	274,411	557,004	16,564	3.06%	(266,029)	50.78%
TOTAL REVENUES	619,236	617,019	630,440	308,629	637,004	6,564	1.04%	(321,811)	48.95%
EXPENDITURES									
ADMINISTRATION	181,529	181,477	182,096	101,599	183,421	1,325	0.73%	(80,497)	55.79%
RECREATION	69,115	66,753	78,235	32,226	75,524	(2,711)	-3.47%	(46,009)	41.19%
PARK MAINTENANCE	368,704	368,789	370,109	177,159	378,059	7,950	2.15%	(192,949)	47.87%
TOTAL EXPENDITURES	619,348	617,019	630,440	310,984	637,004	6,564	1.04%	(319,456)	49.33%
EXPENSE COMPONENTS									
PERSONNEL	435,696	437,371	457,735	193,914	455,624	(2,111)	-0.46%	(263,821)	42.36%
RETIREE BENEFITS	6,741	8,250	0	0	0	-	#DIV/0!	-	100.00%
ADMINISTRATIVE EXPENSES	38,302	34,508	41,397	33,070	41,997	600	1.45%	(8,327)	79.89%
PURCHASED SERVICES	7,082	8,228	8,900	4,556	10,625	1,725	19.38%	(4,344)	51.19%
SUPPLIES/MATERIALS	58,055	56,306	51,950	41,366	55,000	3,050	5.87%	(10,584)	79.63%
REPAIRS/MAINTENANCE									
UTILITIES	41,612	42,025	39,750	17,359	41,250	1,500	3.77%	(22,391)	43.67%
VEHICLE REPLACEMENT	21,958	21,958	21,958	10,979	21,958	-	0.00%	(10,979)	50.00%
OUTLAY	9,790	8,373	8,750	7,385	10,550	1,800	20.57%	(1,365)	84.40%
TOTAL EXPENDITURES	619,236	617,019	630,440	308,629	637,004	6,564	1.04%	(321,811)	48.95%

PARK & RECREATION REVENUE		2014	2015	2016	2016	2017	Change vs.	% Change	16 Act vs	16 Act vs
Fund 100		Actual	Actual	Budget	Act 6 month	Budget	16 Bdgt	From 2016	16 Bdgt	16 Bdgt
Account Description										
46720-000	PARK FACILITIES RENTAL	\$ 26,166	\$ 28,263	\$ 28,000	\$ 6,399	\$ 28,000	\$ -	0.00%	\$(21,601)	22.85%
46751-000	RECREATION PROGRAM FEES(1)	\$ 49,433	\$ 42,432	\$ 48,000	\$ 23,534	\$ 38,000	\$ (10,000)	-20.83%	\$(24,466)	49.03%
46752-000	OTHER CULTURE & RECREATION	\$ 5,267	\$ 6,728	\$ 12,000	\$ 4,286	\$ 12,000	\$ -	0.00%	\$(7,714)	35.71%
48230-000	BUILDING RENTAL - VETS FIELD	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ -	0.00%	\$(2,000)	-100.00%
48450-000	INSURANCE RECOVERY-PARK	\$ 775	\$ -	\$ -	\$ -	\$ -	\$ -			
48309-000	SALE OF PROPERTY-OTHER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
48500-000	DONATIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
48900-000	MISCELLANEOUS REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
48910-000	REFUND OF PRIOR YEAR EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
48920-000	INSURANCE DIVIDEND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
TOTAL REVENUE									\$ -	100.00%
		\$ 83,841	\$ 77,423	\$ 90,000	\$ 34,218	\$ 80,000	\$ (10,000)	-11.11%	\$(55,782)	38.02%

PARK & REC Fund 100 Dept 30 Object 55200		2014 Actual	2015 Actual	2016 Budget	2016 Act 6 month	2017 Budget	Change vs. 16 Bdgt	% Change From 2016	16 Act vs 16 Bdgt	16 Act vs 16 Bdgt
Account Description										
P&R ADMIN										
110	WAGES-FULLTIME	\$ 84,515	\$ 87,212	\$ 88,860	\$ 42,081	\$ 88,860	\$ -	0.00%	\$ (46,779)	47.36%
111	WAGES-PARTTIME (1)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	100.00%
112	OVERTIME COMPENSATION (1)	\$ 284	\$ 296	\$ 250	\$ 86	\$ 250	\$ -	0.00%	\$ (164)	34.32%
115	LONGEVITY	\$ 360	\$ 383	\$ 473	\$ -	\$ 473	\$ -	0.00%	\$ (473)	-100.00%
130	HEALTH INSURANCE	\$ 11,637	\$ 12,619	\$ 12,505	\$ 5,359	\$ 12,505	\$ -	0.00%	\$ (7,146)	42.86%
131	TERM LIFE INSURANCE	\$ 235	\$ 278	\$ 338	\$ 131	\$ 338	\$ -	0.00%	\$ (207)	38.70%
132	DENTAL INSURANCE	\$ 862	\$ 869	\$ 864	\$ 370	\$ 864	\$ -	0.00%	\$ (494)	42.86%
134	INCOME CONTINUATION INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	100.00%
136	RETIREE BENEFITS	\$ 6,741	\$ 8,250	\$ -	\$ -	\$ -	\$ -		\$ -	100.00%
140	EMPLOYEE ASSISTANCE PROGRAM	\$ 28	\$ 27	\$ 35	\$ 28	\$ 35	\$ -	0.00%	\$ (8)	78.57%
150	RETIREMENT	\$ 5,961	\$ 5,979	\$ 5,912	\$ 2,783	\$ 5,912	\$ -	0.00%	\$ (3,129)	47.07%
151	FICA	\$ 6,309	\$ 6,471	\$ 6,853	\$ 3,101	\$ 6,853	\$ -	0.00%	\$ (3,752)	45.25%
153	SICK/VACATION ACCRUAL	\$ 1,113	\$ (1,354)	\$ -	\$ -	\$ -	\$ -		\$ -	
216	ASSOCIATION DUES	\$ 220	\$ 290	\$ 250	\$ 220	\$ 250	\$ -	0.00%	\$ (30)	88.00%
<i>WPRA</i>										
219	OTHER PROFESSIONAL SERVICES	\$ 4,449	\$ 4,325	\$ 3,100	\$ 2,715	\$ 3,825	\$ 725	23.39%	\$ (385)	87.60%
<i>Port-O-Potties</i>										
220	TELEPHONE	\$ 3,844	\$ 2,920	\$ 3,000	\$ 1,409	\$ 3,000	\$ -	0.00%	\$ (1,591)	46.98%
221	ELECTRICITY & GAS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
290	TRAINING	\$ 516	\$ 482	\$ 500	\$ 818	\$ 500	\$ -	0.00%	\$ 318	163.60%
<i>WPRA CONF</i>										
291	POSTAGE	\$ 234	\$ 599	\$ 500	\$ 51	\$ 500	\$ -	0.00%	\$ (449)	10.14%
292	PRINTING/PUBLISHING	\$ 364	\$ 840	\$ 600	\$ -	\$ 600	\$ -	0.00%	\$ (600)	-100.00%
310	OFFICE SUPPLIES	\$ 696	\$ 710	\$ 700	\$ 1,047	\$ 1,000	\$ 300	42.86%	\$ 347	149.58%
320	PUBLICATIONS, SUBSCRIPTIONS	\$ 636	\$ 660	\$ 860	\$ 507	\$ 860	\$ -	0.00%	\$ (353)	59.00%
<i>Charter Internet and Daily Register</i>										
330	TRAVEL	\$ 111	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
390	MISCELLANEOUS SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
505	LICENSE FEE	\$ 605	\$ 653	\$ 665	\$ 666	\$ 665	\$ -	0.00%	\$ 1	100.10%
<i>Weed Harvester \$300; Camping \$250; Fisheree \$50</i>										
510	GENERAL LIABILITY INSURANCE	\$ 6,718	\$ 6,780	\$ 6,780	\$ 5,436	\$ 6,780	\$ -	0.00%	\$ (1,344)	80.18%
511	WORKMEN'S COMPENSATION INS	\$ 11,564	\$ 9,396	\$ 16,170	\$ 12,929	\$ 16,170	\$ -	0.00%	\$ (3,241)	79.96%
512	PROPERTY INSURANCE	\$ 7,946	\$ 7,934	\$ 8,172	\$ 7,822	\$ 8,172	\$ -	0.00%	\$ (350)	95.72%
540	DEPRECIATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
740	LOSSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
823	OFFICE FURNISHINGS & EQUIP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
860	SMALL EQUIPMENT	\$ -	\$ 400	\$ -	\$ 560	\$ 300	\$ 300	100.00%	\$ 560	100.00%
870	COMPUTER HARDWARE	\$ 1,123	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	100.00%
880	COMPUTER SOFTWARE	\$ 2,500	\$ 2,500	\$ 2,750	\$ 2,500	\$ 2,750	\$ -	0.00%	\$ (250)	90.91%
<i>Online Registrations \$2,750</i>										
TOTAL P&R ADMIN		\$ 159,571	\$ 159,519	\$ 160,138	\$ 90,620	\$ 161,463	\$ 1,325	0.83%	\$ (69,518)	56.59%
										\$ -
TRANSFER TO VEH REPL										
10030592	TRANSFER TO VEHICLE REPL	\$ 21,958	\$ 21,958	\$ 21,958	\$ 10,979	\$ 21,958	\$ -	0.00%	\$ (10,979)	50.00%
TOTAL TRANSFER TO VEH REPL		\$ 21,958	\$ 21,958	\$ 21,958	\$ 10,979	\$ 21,958	\$ -		\$ (10,979)	50.00%
TOTAL PARK & REC ADMIN		\$ 181,529	\$ 181,477	\$ 182,096	\$ 101,599	\$ 183,421	\$ 1,325	0.73%	\$ (80,497)	55.79%

CITY OF PORTAGE

115 West Pleasant Street
Portage, Wisconsin 53901
Telephone: (608) 742-2176 • Fax: (608) 742-8623



"Where the North Begins"

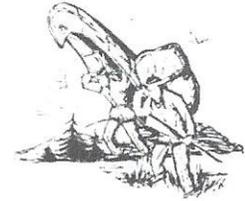
Park Administrative Budget Line Item Delineation

Fund 100
Department 30
Object 55200

110 – Wages – Full Time	Determined by COL adjustment (finance)
112 – Overtime Compensation	No change, budget is \$250
115 – Longevity	Determined by finance
130 – Health Insurance	Determined by finance
131 – Term Life Insurance*	Determined by finance
132 – Dental Insurance	Determined by finance
134 – Income Continuation *	Determined by finance
136 – Retiree Benefits	Determined by finance
140 – Employee Assistance	Determined by finance
150 – Retirement	Determined by finance
151 – Fica	Determined by finance
153 – Sick/Vacation Accrual	-0-
216 – Association Dues	Increase of \$100, budget is \$250 - Dan Kremer membership (WPRA) - Leslie Hawkinson membership (WPRA)
219 – Other Services	Increase \$825, budget is \$3,825 - Wisconsin Copy Maintenance(\$450) - Water @ office (\$300) - Fire Extinguishers (\$300) Riverside(\$75 x 12 = \$675) Youth Soccer VMF(\$75 x6 = \$450) Pine Meadow (\$75x6 = \$450) Pauquette(\$75x6 = \$450) Collipp Worden(\$75 x 6 = \$450) The Gully (4 x \$75 = \$300)
220 – Telephone	No change, budget is \$3,000

CITY OF PORTAGE

115 West Pleasant Street
Portage, Wisconsin 53901
Telephone: (608) 742-2176 • Fax: (608) 742-8623



"Where the North Begins"

(Park shop, office and two shelters)

1 smart phone, 1 regular cell)

- Based on Actuals -

221 – Electricity & Gas	-0-
290 – Training	No change, budget is \$500 (WPRA Conference)
291 – Postage	No change, budget is \$500 (pay checks, resident letters, tree letters, construction notices, RFP notices)
292 – Printing/Publishing	No change, budget is \$600
310 – Office Supplies	Increase of \$300, budget is \$1000 Duplicator drum and toner, Toner for printer/copier Colored paper, pens, pencils, file folders)
320 – Publications/subscriptions	No change, Budget is \$860 Portage Daily Register Charter Internet services (\$55 month)
330 – Travel	- 0 –
390 – MISC Supplies	- 0 –
505 – License Fee	No change – budget is \$665 Weed Harvester - \$300, Camping \$250, Pauquette Fish - \$50, Concession permit Silver Lake - \$65
510 – General Liability	Determined by Finance
511 – Workers Comp	Determined by Finance
512 – Property Insurance	Determined by Finance
540 – Depreciation	- 0 –
740 – Losses	- 0 –
823 – Office Furnishings & Equip	- 0 –
860 – Small Equipment	Increase of \$300; budget is \$300 - two external hard drives for park and rec computers
870 – Computer Hardware	-0-
880 – Computer Software	No change, Budget is \$2750, (Recdesk Registration Software)

2016 Budget Park and Rec Admin \$160,138

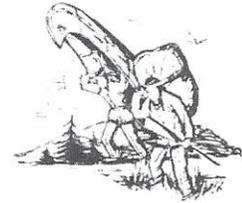
2017 Budget Park and Rec Admin \$161,463

\$1,325 increase (.83 %)

PARK & REC		2014	2015	2016	2016	2017	Change vs.	% Change	16 Act vs	16 Act vs
Fund 100 Dept 30 Object 55300		Actual	Actual	Budget	Act 6 month	Budget	16 Bdgt	From 2016	16 Bdgt	16 Bdgt
Account Description										
RECREATION PROGRAMS										
111	WAGES-PARTTIME	\$ 52,691	\$ 52,154	\$ 60,711	\$ 21,830	\$ 57,500	\$ (3,211)	-5.29%	\$ (38,881)	35.96%
130	HEALTH INSURANCE	\$ 335	\$ 401	\$ 500	\$ 344	\$ 500	\$ -	0.00%	\$ (156)	68.84%
131	TERM LIFE INSURANCE	\$ 1	\$ 2	\$ 5	\$ 3	\$ 5	\$ -	0.00%	\$ (2)	53.40%
132	DENTAL INSURANCE	\$ 7	\$ 12	\$ 25	\$ 5	\$ 25	\$ -	0.00%	\$ (20)	18.48%
134	INCOME CONTINUATION INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	100.00%
150	RETIREMENT	\$ 734	\$ 430	\$ 350	\$ 169	\$ 350	\$ -	0.00%	\$ (181)	48.28%
151	FICA	\$ 4,043	\$ 3,985	\$ 4,644	\$ 1,642	\$ 4,644	\$ -	0.00%	\$ (3,002)	35.35%
290	TRAINING	\$ 535	\$ 320	\$ 500	\$ 70	\$ 500	\$ -	0.00%	\$ (430)	14.00%
<i>Lifeguard Certifications</i>										
292	PRINTING/PUBLISHING (1)	\$ -	\$ -	\$ 2,500	\$ 2,355	\$ 2,500	\$ -	0.00%	\$ (145)	94.20%
293	UNIFORMS	\$ 3,695	\$ 1,919	\$ 2,000	\$ 660	\$ 2,000	\$ -	0.00%	\$ (1,340)	32.98%
340	OPERATING SUPPLIES	\$ 7,074	\$ 7,505	\$ 7,000	\$ 5,149	\$ 7,500	\$ 500	7.14%	\$ (1,851)	73.55%
<i>Beach Concessions</i>										
860	SMALL EQUIPMENT	\$ -	\$ 25	\$ -	\$ -	\$ -	\$ -		\$ -	100.00%
TOTAL RECREATION PROGRAMS		\$ 69,115	\$ 66,753	\$ 78,235	\$ 32,226	\$ 75,524	\$ (2,711)	-3.47%	\$ (46,009)	41.19%
										\$ -

CITY OF PORTAGE

115 West Pleasant Street
Portage, Wisconsin 53901
Telephone: (608) 742-2176 • Fax: (608) 742-8623



"Where the North Begins"

Park and Rec Programs Budget Line Item Delineation

Fund 100
Department 30
Object 55300

111 – Wages – Parttime Decrease \$3,211, budget is \$57,500
- based on 2014 and 2015 actuals

130 – Health Insurance * Determined by finance

131 – Term Life Insurance* Determined by finance

132 – Dental Insurance * Determined by finance

134 – Income Continuation * Determined by finance

136 – Retiree Benefits * Determined by finance

150 – Retirement Determined by finance

151 – Fica Determined by finance

290 – Training No change, Budget is \$500
(Lifeguard cert and recert)

292 – Printing/Publishing No change – budget is \$2,500
- Spring/Summer brochure guide with all programs

293 – Uniforms No change, Budget is \$2,000
(Guard shirts, staff shirts)

340 - Operating Supplies Increase of \$500, Budget is \$7,500
(\$4,500 beach concessions)
\$700 – Softballs and Trophies/plaques, adult league supplies
\$600 – Movie in the park (bouncy house, movie, DJ)
\$1,500 – Program supplies (batting t's, catchers mitts, balls, etc)
\$200 – Misc

2016 Budget Park and Rec Programs \$78,235
2017 Budget Park and Rec Admin \$75,524

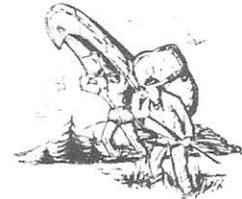
\$2,711 decrease (3.47 %)

PARK & REC		2014	2015	2016	2016	2017	Change vs.	% Change	16 Act vs	16 Act vs
Fund 100 Dept 30 Object 55400		Actual	Actual	Budget	Act 6 month	Budget	16 Bdgt	From 2016	16 Bdgt	16 Bdgt
Account Description										
PARK MAINTENANCE										
110	WAGES-FULLTIME	\$ 143,134	\$ 145,470	\$ 148,762	\$ 68,218	\$ 148,762	\$ -	0.00%	\$ (80,545)	45.86%
111	WAGES-PARTTIME (1) <i>4,150 hours \$10/hr</i>	\$ 40,179	\$ 35,073	\$ 40,900	\$ 12,787	\$ 41,500	\$ 600	1.47%	\$ (28,113)	31.27%
112	OVERTIME COMPENSATION	\$ 4,594	\$ 5,117	\$ 3,000	\$ 868	\$ 3,500	\$ 500	16.67%	\$ (2,132)	28.95%
115	LONGEVITY	\$ 1,415	\$ 1,492	\$ 1,770	\$ -	\$ 1,770	\$ -	0.00%	\$ (1,770)	-100.00%
130	HEALTH INSURANCE	\$ 50,053	\$ 55,528	\$ 53,553	\$ 22,951	\$ 53,553	\$ -	0.00%	\$ (30,602)	42.86%
131	TERM LIFE INSURANCE	\$ 506	\$ 578	\$ 928	\$ 255	\$ 928	\$ -	0.00%	\$ (673)	27.47%
132	DENTAL INSURANCE	\$ 1,608	\$ 1,585	\$ 1,488	\$ 638	\$ 1,488	\$ -	0.00%	\$ (850)	42.85%
134	INCOME CONTINUATION INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	100.00%
150	RETIREMENT	\$ 10,429	\$ 10,345	\$ 10,133	\$ 4,600	\$ 10,133	\$ -	0.00%	\$ (5,533)	45.40%
151	FICA	\$ 13,333	\$ 13,139	\$ 14,874	\$ 5,664	\$ 14,874	\$ -	0.00%	\$ (9,210)	38.08%
153	SICK/VACATION ACCRUAL	\$ 1,328	\$ (720)	\$ -	\$ -	\$ -	\$ -	-	\$ -	-
201	DRUG/ALCOHOL TESTING	\$ 864	\$ 1,117	\$ 800	\$ 310	\$ 800	\$ -	0.00%	\$ (490)	38.72%
216	ASSOCIATION DUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-
219	OTHER PROFESSIONAL SERVICES <i>Forestry Field Work</i>	\$ 1,370	\$ 2,236	\$ 2,000	\$ 1,531	\$ 3,000	\$ 1,000	50.00%	\$ (469)	76.54%
221	ELECTRICITY & GAS	\$ 27,893	\$ 27,381	\$ 29,000	\$ 12,019	\$ 28,250	\$ (750)	-2.59%	\$ (16,981)	41.44%
222	WATER & SEWER CHARGES <i>Splash Pad</i>	\$ 13,719	\$ 14,644	\$ 10,750	\$ 5,340	\$ 13,000	\$ 2,250	20.93%	\$ (5,410)	49.68%
290	TRAINING	\$ 355	\$ -	\$ 100	\$ 2,015	\$ 1,000	\$ 900	900.00%	\$ 1,915	2015.00%
293	UNIFORMS	\$ 1,071	\$ 1,715	\$ 1,300	\$ 468	\$ 1,000	\$ (300)	-23.08%	\$ (832)	35.97%
294	OTHER CONTRACTUAL SERVICES <i>VMF STORAGE</i>	\$ 400	\$ 550	\$ 500	\$ -	\$ 500	\$ -	0.00%	\$ (500)	-100.00%
340	OPERATING SUPPLIES	\$ 13,325	\$ 13,284	\$ 12,000	\$ 7,783	\$ 11,000	\$ (1,000)	-8.33%	\$ (4,217)	64.86%
341	VEHICLE/EQUIP MAINT SUPPLIES	\$ 9,801	\$ 9,088	\$ 8,000	\$ 5,458	\$ 9,000	\$ 1,000	12.50%	\$ (2,542)	68.22%
342	GASOLINE/OIL	\$ 15,456	\$ 11,063	\$ 12,900	\$ 4,564	\$ 11,500	\$ (1,400)	-10.85%	\$ (8,336)	35.38%
350	BUILDING REPAIR/MAIN SUPPLIES	\$ 1,615	\$ 5,346	\$ 3,000	\$ 7,295	\$ 5,000	\$ 2,000	66.67%	\$ 4,295	243.16%
351	GROUNDS REPAIR/MAINT SUPPLIES <i>*Water treatment for Pauquette Pond</i>	\$ 10,088	\$ 9,310	\$ 8,350	\$ 10,071	\$ 10,000	\$ 1,650	19.76%	\$ 1,721	120.61%
790	MISCELLANEOUS EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-
810	TREE PROGRAM	\$ 3,830	\$ 1,048	\$ 4,000	\$ 3,197	\$ 4,000	\$ -	0.00%	\$ (803)	79.92%
821	BUILDINGS/GROUNDS <i>Collipp-Worden Shelter 2 roof, Pauquette Park Sign</i>	\$ 707	\$ 3,366	\$ 1,000	\$ -	\$ 2,500	\$ 1,500	150.00%	\$ (1,000)	-100.00%
823	OFFICE FURNISHINGS & EQUIP	\$ 76	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-
860	SMALL EQUIPMENT	\$ 1,555	\$ 1,034	\$ 1,000	\$ 1,128	\$ 1,000	\$ -	0.00%	\$ 128	112.78%
TOTAL PARK MAINTENANCE		\$ 368,704	\$368,789	\$ 370,109	\$ 177,159	\$ 378,059	\$ 7,950	2.15%	\$ (192,949)	47.87%
\$ -										

(2) 2 new shelter buildings supplies
Based on 2014 actual and 2015 projection

CITY OF PORTAGE

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"Where the North Begins"

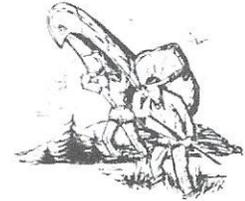
Park Maintenance Budget Line Item Delineation

Fund 100
Department 30
Object 55400

110 – Wages – Full Time	Determined by COL adjustment (finance)
111 – Wages – Part time	Increase \$600, budget is \$41,500 4150 hours @ \$10.00 per hour (\$.25 raise to return employees)
112 – Overtime Compensation	Increase \$500, Based on actuals. Budget is \$3,500
115 – Longevity	Determined by finance
130 – Health Insurance	Determined by finance
131 – Term Life Insurance	Determined by finance
132 – Dental Insurance	Determined by finance
134 – Income Continuation	Determined by finance
150 – Retirement	Determined by finance
151 – Fica	Determined by finance
201 – Drug/Alcohol Testing	No Change, Budget is \$800
219 –Other Professional Services	Increase of \$1,000, Budget is \$3,000 (Large tree removals/pruning/health checks, Inspections)
221 – Electricity & Gas	Decrease \$750, based on 2014/2015 actuals. Budget is \$28,250
222 – Water & Sewer	Increase \$2,250, based on 2014/2015 actuals. Budget is \$13,000 - splash pad, new shelter at Goodyear and bathroom at Lincoln -
290 – Training	Increase of \$900 – budget is \$1,000 - chain saw safety, pruning/planting workshop
293 – Uniforms	Decrease of \$300, Budget is \$1,000
294 – Other Contractual Services	No change, budget is \$500 (Wage for after hour storage employee)

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- Park signs		\$500
- Rolling Varsity Soccer Field, Youth Soccer Field, LL		\$500
- Playground equipment repairs, parts, bench repairs, etc		\$500
- Park plants and planter beds		\$750
790 – MISC	- 0 –	
810 – Tree Program	No change - Budget is \$4000	
	- Change may be needed after further analysis of tree inventory -	
821 – Buildings/Grounds	Increase of \$1,500. Budget is \$2,500	
	- Collipp-Worden #2 Roof	\$1,500
	- Pauquette Park Sign	\$1,000
860 – Small Equipment	No change, Budget is \$1,000	
2016 Budget Park Maintenance	\$370,109	
2017 Budget Park and Rec Admin	\$378,059	
	<hr/>	
	\$7,950 (2.15 % Increase)	



1316 Wauona Trail
Portage, WI 53901
608-745-4242 or fax608-742-4042
info@tworiverssigns.com

06/29/2016

Attn: Dan Kremer
Portage Park & Recreation Director

RE: New signs for parks

Assumptions:

This pricing is based on the print provided and options, color or copy changes could result in a change of the final price.

Permits are your responsibility
Signs are not internally illuminated
Single sided, back side is white

6MM cut to shape, aluminum composite material with digital print, print is warranted for 3 years @ 100%, 4 years @ 80%, 5 years @ 60%, 6 years @ 40%, 7 years @ 20%, longer than 7 years 0%. pro-rated by year of replacement cost of digital print only. Sign is single sided, back side is white (material). \$482.00

4x4 douglas fur wood with pvc white wrap and aluminum white topper, with a minimum of 2 cross pieces, 1x4 stained and attached to the wood posts, to attach the sign face to. Up to 12 feet of post with approx 4' in the ground

\$275.00

Labor for Installation of wood posts in good earth and sign panel on posts.

\$250.00

4x4 steel posts up to 12 foot in height painted white, white steel 1" tube cross member pieces welded to the posts, with white toppers, ready for installation by others.

\$475.00

Installation of steel posts in good earth with several bags of sakrete to help with wind loading and foundation.

\$425.00

Terms of sale, tbd. Thanks for the opportunity to quote.

Ken Jahn
President/Owner (Two Rivers Signs & Design of Portage, Inc.)

Accepted by: _____

90"

74"

46"

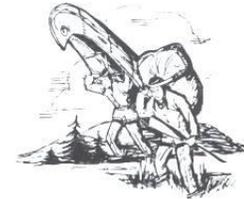


Earth



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"Where the North Begins"

To: Parks and Recreation Board
From: Dan Kremer, Manager of Parks and Recreation
Date: July 28, 2016
Subject: Recognition of & Reimbursement to Renewal Unlimited; AmeriCorps Division

The City of Portage and Renewal Unlimited formed a new partnership in 2016 in which the AmeriCorps program, led by Ryan Banks, planted and maintained planting bed locations in numerous parks and public spaces. The City purchased plants through Edgewater Greenhouse and the members of the AmeriCorps provided the labor.



During last year's budget cycle, we budgeted \$4,200 to hire a seasonal person for 12 weeks to perform the work that was instead completed by the AmeriCorps effort. Ryan and the participants at his program have provided countless hours to the City through this and other projects and have been an absolute pleasure to work with. I believe their results speak for themselves if you drive past these planter locations.

Wisconsin Fresh Start/AmeriCorps program, located in Portage, targets young adults 17-24 that have not or are in danger of not completing their high school diploma. AmeriCorps provides paid jobs, training and assistance to these individuals with a goal of attaining their high school equivalency degree while providing real-life experience in development of job skills and knowledge under qualified supervision.

In recognition of their tremendous work effort and contribution to the beautification of our City Parks, it is my recommendation that the City of Portage recognize AmeriCorps by compensating their services for \$1200. The funding will be used to offset their program expenses and reward the individuals who worked in our City parks. AmeriCorps did not seek this reimbursement, however after learning more about the program goals, their costs and witnessing the cost savings to the City, I believe this payment for services received is warranted. The \$1,200 would come from contracted services line item in the park maintenance budget.



CITY OF PORTAGE, WISCONSIN
PORTAGE PARKS AND RECREATION DEPARTMENT
VETERAN'S MEMORIAL FIELD PROFESSIONAL DESIGN SERVICES

July 29, 2016

Dan Kremer
Manager of Parks and Recreation
City of Portage
806 Silver Lake Drive
Portage, WI 53901

The City of Portage Parks and Recreation Department wishes to complete a topographic survey for the Veteran's Memorial Field, in Portage Wisconsin. Rettler Corporation has completed the most recent Phase 2 site development project, which was the soccer complex at Lawton & Siegel fields, and is in the progress of designing a softball field in the Bruce A. Smith Little League Complex. Rettler Corporation proposes to create a specific topographic survey for the portion of the park that is South of Morgan Street and East of Superior Street (of which both are to remain) to the proposed parking lot Southwest of the proposed ball fields.

SCOPE OF SERVICES

I. Topographic Survey

- A. Contours – (1foot)
 - 1. Elevations will be set up on official USGS Datum.
 - 2. Show any existing floodplain on the property.
 - 3. Provide two (2) benchmarks set to existing USGS Datum.
- B. Structures
 - 1. Footprint of all existing structures with dimensions of each at the foundation lines.
 - 2. Finish floor elevations will be shown at the entrances to all structures.
- C. Features
 - 1. Any permanent site features (examples: bridges, mechanical features and pads, retaining walls, water limits, etc.).
 - 2. All adjoining hard surface features.
 - 3. Ordinary High Water Mark
- D. Hard Surface
 - 1. Bituminous
 - 2. Concrete walks
 - 3. Curbs



CITY OF PORTAGE, WISCONSIN
PORTAGE PARKS AND RECREATION DEPARTMENT
VETERAN'S MEMORIAL FIELD PROFESSIONAL DESIGN SERVICES

E. Trees Within Project Area

1. All separate free standing trees having a diameter of 3" or greater.

F. Utilities

1. Power overhead
2. Sanitary and storm manholes
3. Size and depth of sanitary and storm piping
4. Water Main
5. Electric
6. Telephone
7. Fiber Optic
8. Gas

Note: Utility information will be based on information provided by others; (diggers hotline locate) any private utilities need to be made available to the Surveyor so that they may be shown on map. Private utilities may be located as part of the survey at an additional cost. Coordination would be done by Rettler Corporation.

G. Property lines

1. Property boundary will not be surveyed as part of this project, however, should a Certified Survey be required for the property, services can be negotiated.

H. Final Map

1. Hard copy map will be provided, as well as a digital PDF.

II. Compensation of Services

- A. All payments will be billed against the "Not to Exceed" total.
- B. If the Owner changes the Scope of Services after initiation of services, the Consultant has the right to renegotiate the compensation for the charged services.
- C. All governmental fees will be paid directly by the Owner.
- D. Periodic invoices will be submitted on a 30-day basis. The billing amount will be determined based upon the current percent completion of services.
- E. Geotechnical, environmental services are not included.



CITY OF PORTAGE, WISCONSIN
PORTAGE PARKS AND RECREATION DEPARTMENT
VETERAN'S MEMORIAL FIELD PROFESSIONAL DESIGN SERVICES

III. Schedule of Not to Exceed Payment

- A. Items I – Veteran's Memorial Field – Parking, Drives & Ball Fields
Topographic Survey.....**\$1,800.00**

Rettler Corporation

7-29-2016

John Kneer, PLA, ASLA
Landscape Architect / Project Manager

Date

City of Portage

Authorized Representative

Date