

**City of Portage  
Park and Recreation Board Meeting  
Tuesday, November 10, 2015, 5:30 p.m.  
Municipal Building  
Conference Room One**

**1. Roll Call**

The meeting called to order at 5:30 pm by Chairperson Zirbes. Members present: Brian Zirbes, Chairperson, Mike Charles, Todd Kreckman, Larry Messer and Rita Maass, Vice Chair.

Parks and Recreation Manager Dan Kremer, News Reporter, Craig Sauer, City Administrator Shawn Murphy and Jeff Garretson were also present.

**2. Approval of minutes of October 13, 2015 meeting**

Motion was made by Charles to approve the minutes as presented, seconded by Maass.

The motion carried 4-0 on a roll call vote. Kreckman abstained

**3. Discussion and possible action on American Transmission Line Proposal for realignment.**

Manager Kremer gave an overview of American Transmission Line's (ATC) proposal to realign their existing easement through Sunset Park. Kremer explained the current four legged pole would be removed, the concrete base would be ground to 18" below grade and a new monopole would be installed closer to the shelter. Kremer also stated ATC would be removing the pole on the sand island in the Wisconsin River and spanning the Wisconsin River from the pole at Sunset Park to the pole on the south short of the Wisconsin. Kremer stated ATC was proposing a total of \$8,100 for the two easements across City property, and an additional \$5,000 to forego having an assessment conducted and responding in 21 days. An additional \$500 was being offered to allow for chemical treatment within the new easement for a total of \$13,600. Administrator Murphy added there was a language change within the proposal where it stated part of in paragraph two to read "all of" and the same type of language on the payment summary page. Kreckman asked what happens to the current easement property if approved. Murphy stated that property would revert back to the City. Kreckman asked who and how quickly the easement would be signed. Murphy informed the board he had contacted ATC to let them know of the meeting schedule and that the Mayor and City Clerk are who sign that easement.

Motion by Charles and second by Messer to recommend accepting ATC's proposal for easement realignment with the changes provided by Administrator Murphy. Motion carried 5-0 on a roll call vote.

**4. Discussion and possible action on removal of light poles and lights at Lawton/Siegel Fields.**

Manager Kremer informed the board that following the posting in the newspaper asking anyone who was interested in the poles and lights to contact the City to arrange for them to be removed only Portage Youth Baseball (PYB) had expressed interest. Kremer then stated that earlier that day PYB had emailed him stating they were no longer interested. Given that information, Kremer recommended to the board that the City perform the removal in house by cutting down the poles acknowledging although it will damage the lights, no other parties are interested in them for them to be reused.

Motion by Messer to perform the pole and light removals internally by cutting them down. Second by Charles. Motion carried on a 5-0 roll call vote.

**5. Discussion on Veteran's Memorial Fields Soccer and Baseball Field Layouts**

Manager Kremer provided an overview of the soccer field and youth baseball field layout proposals by Rettler Corporation. Kremer highlighted the design process to date and asked for input on the supplied design options. Maass questioned whether enough room for sidewalks was being accounted for in the soccer design. Discussion followed in relation to sidewalk placement within the facility. Administrator Murphy informed the board that sidewalks were not in the plan along Wauona but were along Superior Street. Additional discussion continued about the two large field proposals and the added ability for tournaments.

Motion by Zirbes and second by Kreckman to go with the diagonal design outside of the right of way but within the setback. Motion carried on a 5-0 roll call vote.

Kremer went into an overview of the wetland that was discovered within the youth baseball complex and the implications in terms of field placement. Kremer stated his recommendation was to construct the new field to have a 200' fence along the entire field and then extend the fence on the current Major's field to match the larger dimensions PYB was hoping to incorporate in the new field construction. Kremer stated that plan would keep the construction away from the wetland and require less permitting. Charles asked if PYB had reviewed and made their recommendation, Kremer stated they had and they were in favor of constructing the new field at those dimensions and extending the Major's field.

Motion by Charles and second by Kreckman to approve constructing option 5.  
Motion carried on a 5-0 roll call vote.

## **6. Old Business Update**

- Skate Park Design

Kremer informed the board the kickoff meetings were held earlier that day with Grindline, the consultant hired to perform the skate park design. Kremer informed the board that the first community input meeting was being held at the library that evening at 6:30 pm.

## **7. New Business**

- No new business

## **8. Manager Report**

Kremer informed the board he attended the 50<sup>th</sup> Wisconsin Parks and Recreation Association Conference the week prior and that he was now getting winter swimming lessons scheduled and Saturday morning basketball. Kremer informed the board the first budget hearing was Thursday night and it would be up for adoption on the 24<sup>th</sup>. Kremer informed the board there were some remaining corrections that need to be made to the Silver Lake Beach wall before it would be complete and that GEC was putting together a punch list for the contractor to complete.

## **9. Adjournment**

Zirbes asked all in favor to adjourn say Aye. No nays. Motion Passed.

Meeting adjourned at 6:17 pm.

Respectfully submitted

Dan Kremer

Park & Recreation Department