

**City of Portage  
Parks and Recreation Board Meeting  
October 13, 2015  
6:30 pm – Regular Meeting  
Municipal Building, 115 W. Pleasant St.  
Conference Room One  
Agenda**

Members: Brian Zirbes Chairperson, Larry Messer, Rita Maass, Mike Charles, Todd Kreckman

1. Roll Call
2. Approval of September 8 meeting minutes.
3. Discussion and possible action on splash pad donor signage at Goodyear Park.
4. Discussion and possible action on skate park design contract.
5. Discussion and possible action on Sunset Tennis Court
6. Discussion and possible recommendation on alcohol in City Parks ordinance draft
7. Discussion on Veteran's Memorial Fields Master Plan and Design of Soccer/Little League Area.
8. Old Business Update
  - A. Silver Lake Retaining Wall
9. New Business
10. Manager's Report
11. Adjournment

# City of Portage

## Park and Recreation Board Meeting

Tuesday, September 8, 2015

6:30 p.m. Regular Meeting

Municipal Building Room #1

### 1. Roll Call

The meeting called to order at 6:30 pm by Chairperson Zirbes. Members present: Brian Zirbes, Chairperson, Mike Charles and Rita Maass, Vice Chair. Todd Kreckman and Larry Messer were excused.

News Reporter, Craig Sauer was in attendance along with members of the Portage Service Club Committee and representatives of the Portage Food Pantry. Nancy Schaper, Mary Winkler, Judy Keppert, Mark Goldsworthy, Jed Chesney, Barb Chesney, Karen Zepecki, Terry Bartels, Steven Elliott and Charles Bradley. Ken Jahn was also in attendance.

### 2. Approval of minutes of August 11, 2015 meeting

Motion was made by Maass to approve the minutes as written with a correction to item #3 in the August 11, 2015 meeting minutes. Stating the intent was to request a different color scheme for the background and water drops for the splash pad signage and seconded by Charles. A roll call vote of 3-0 was made to approve the amendment.

Motion was made by Maass to approve the minutes of the August 11, 2015 minutes with the correction to item #3 and second by Charles.

The motion carried 3-0.

### 3. Discussion and possible action on splash pad donor signage at Goodyear Park.

Manager Kremer displayed examples of the proposed sign construction material along with an example of the preliminary artwork design from the Portage Service Club. He explained the sign would be anchored into the mortar line and hung with a French hinge. Discussion from the board followed with recommendations for a different sign color scheme for the background and water drops. A different shape other than a water drop was also suggested. Nancy Schaper explained the color choices were chosen to match the current color scheme found at the Splash Pad and asked for suggestions to assist the committee with the requested changes. A discussion regarding the mounting of the sign followed. The placement has the best visual access from the splash pad and is a covered, well-lit area. Motion was made by Maass to approve the location of the donor recognition sign as it appears in the displayed picture as long as the Service Club comes back with a different color pallet. Second by Charles.

No further discussion. Motion carried 3-0

### 4. Discussion and possible action on Lincoln Park building and the Portage Food Pantry.

Kremer began the discussion by stating the Portage Food Pantry is requesting the relocation of their facility to the old well building at Lincoln Park. The City currently uses this building primarily for storage. A preliminary floor plan was presented by Mark Goldsworthy, spokesperson for the Food Pantry, which outlined the desired changes if they were granted access. Discussion followed regarding the City's access to the storage area of the building and how to make it less intrusive to the Food Pantry's operations. An outside access was suggested by Maass. Concern for traffic in the neighborhood was raised. The Food Pantry is open for one hour three days a week with an average of 10 cars at any given time. Delivery trucks come once a month and another once every third month. Discussion continued with a possible future addition of an outside access bathroom to be located in the City's storage portion of the building. Motion was made by Maass to approve Lincoln Park building to be used by the Portage Food Pantry; to include adding an exterior door to the City storage area and to eliminate the two interior doors; and with possibly moving the bathroom for exterior bathroom use. Second by Charles.

The motion carried 3 – 0.

**5. Discussion and Possible action on location of Canal Bridge and watercraft launch site along phase 2 of canal design.**

Manager Kremer presented an overview of the Columbia County Phase 1 plan along the canal with a more detailed map of the streets for discussion on the placement of a proposed footbridge over the canal. Hamilton Street was proposed as the most logical placement with Sunrise Park just a few blocks away. Discussion on the watercraft launch site proposed along Adam St followed, but was decided more information on that project was needed. A motion was made by Zirbes and seconded by Charles to recommend the construction of a footbridge along Hamilton St during phase 2 of the canal design.

The motion carried 3 – 0.

**6. Discussion on Alcohol in City of Portage Parks.**

Kremer began a discussion on limiting alcohol in the City parks based on citizen driven complaints to the Portage Police and the Parks and Recreation departments. Kremer shared information on police calls for Riverside, Pauquette and Collipp-Worden Parks and how many of the calls were alcohol related at Riverside. Discussion on banning alcohol in all parks except for registered private and public events followed. After further discussion the Board discussed limiting the proposed ordinance change on drinking in City parks to Riverside and Goodyear Parks and revisit the change at a future date if needed for other locations. A draft of the ordinance change will be discussed at a future meeting.

**7. Discussion and possible action on Urban Forestry Grant Resolution.**

Manager Kremer offered a copy of the Urban Forestry Grant Resolution for obtaining a cost-share grant from the Wisconsin Department of Natural Resources. Kremer outlined that the authorizing

resolution needed to be passed by council and accompany the application in order to be eligible. A motion was made by Charles to forward the grant resolution on for council action, seconded by Maass.

Motion carried 3 – 0

**8. Old Business Update**

A. Silver Lake Parking Lot Retaining Wall

Fencing is due to be put up around the wall area this week. The work will be done in segments inside the fenced area.

B. Levee Trail Seal Coating

A second coat of sealant as far as the Waste Water Treatment Plant is due to be applied by September 9<sup>th</sup> pending weather conditions.

**9. New Business**

No new business

**10. Manager's Report**

Fall swimming currently has 87 registered. Those on the wait list will be included which should boost the participation near to 100; Adult Softball is now over and the deconstruction of the fields will begin soon. A job description is now on the City website for an 8 – 12 week position while the administrative assistant is on medical leave.

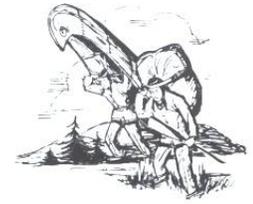
**Adjournment**

Zirbees asked all in favor to adjourn say Aye. No nay's. Motion Passed.  
Meeting adjourned at 8:08 pm.

Respectfully submitted  
Leslie Hawkinson  
Park & Recreation Department

# CITY OF PORTAGE

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*"Where the North Begins"*

To: Parks and Recreation Board and Finance Committee  
From: Dan Kremer  
Date: September 17, 2015  
Subject: Skate Park Design & Construction Oversight

Sealed bids were opened for the design and construction oversight of a public skate park in Goodyear Park on August 19, 2015. We received four bids as follows:

SITE Design Group	\$65,200
Pillar Design	\$44,965
Grindline	\$44,765
Stantec	\$53,960

The City has budgeted \$30,000 for design. Following the bid openings, proposals were evaluated by Brian Zirbes, Kyle Little, Shawn Murphy, Bob Redelings, and myself. The scoring of the proposals ended as follows

	Bob	Shawn	Kyle	Brian	Me	Total	Average
<b>SITE</b>	90	96	85	86	80	437	87.4
<b>Grindline</b>	125	112	100	110	124	571	114.2
<b>Pillar</b>	110	110	120	121	123	584	116.8
<b>Stantec</b>	90	116	110	121	120	557	111.4

The scoring of the proposals eliminated SITE Design Group from the list of potential candidates. There was inconsistency in a clear #1 selection of the other three firms so interviews were scheduled with Standtec, Pillar and Grindline. The interview panel was made up of Kyle Little, Mike Charles, Shawn Murphy and myself. Following the interviews, the scoring of each firm was as follows

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	Stantec	Pillar	Grindline
Mike C.	30	31	32
Shawn M.	30	24	31
Kyle L.	30	33	33
Dan K.	33.5	28	33.5
<b>Average</b>	<b>30.</b> <b>875</b>	<b>29</b>	<b>32.375</b>

Following the interviews, the interview team was unanimous that Grindline was the top selection to perform the services listed within our RFP for design and oversight. Following this selection, I engaged Grindline in negotiations to look for cost savings areas within the scope to reduce their design within our budget of \$30,000. Grindline reviewed their proposal and suggested eliminating one of the community meetings which cut some of their travel budget and staff time along with a reduction by the landscape architecture and provided a cost not to exceed for design of \$26,880.

I would like to recommend awarding the design and bid administration contract to Grindline Skateparks for the not to exceed amount of \$26,880.

One thing to note – this contract would be for design only, Grindline proposed an additional \$14,875 which will need to be included with the construction budget for oversight of construction. Meaning, the complete cost not to exceed for design and oversight is \$41,755.

Thank you

Dan Kremer

		Grindline					General Engineering					Lakeshores/Grindline				Total Hours	Total Fee
Task & Schedule		Skatepark Design					Civil Engineering					Landscape Architecture					
		Principal			Lead Designer		Principal			Project Manager		Principal		Associate			
		Associate/CAD															
Billing Rate		\$125	\$125	\$75	TOTAL Hours	TOTAL Labor	\$200	\$145	\$100	TOTAL Hours	TOTAL Labor	\$135	\$100	TOTAL Hours	TOTAL Labor		
1	<b>Project Initiation</b>	3	15	4	22	\$2,550	0	0	0	0	\$0	0	0	0	\$0	22	\$2,550
	Kick Off Meetings: City & Committee	2	12	2	16	\$1,900				0	\$0			0	\$0	16	\$1,900
	Community Meeting #1	1	3	2	6	\$650				0	\$0			0	\$0	6	\$650
2	<b>Conceptual Design Phase</b>	5	25	10	40	\$4,500	0	0	0	0	\$0	0	0	0	\$0	40	\$4,500
	Site Planning & Preliminary Concept	3	12	6	21	\$2,325				0	\$0	0	0	0	\$0	21	\$2,325
	Community Meetings #2	1	9	2	12	\$1,400				0	\$0			0	\$0	12	\$1,400
	Public Feedback Analysis	1	4	2	7	\$775				0	\$0			0	\$0	7	\$775
3	<b>Design Development</b>	6	22	12	40	\$4,400	0	0	5	5	\$500	14	10	24	\$2,890	69	\$7,790
	Final Conceptual Design	3	20	4	27	\$3,175				0	\$0	2	1	3	\$370	30	\$3,545
	Field Information (Geotech & Survey)	2	1	2	5	\$525			5	5	\$500	2	1	3	\$370	13	\$1,395
	Design of Amenities	1	1	6	8	\$700				0	\$0	10	8	18	\$2,150	26	\$2,850
4	<b>Construction Documents</b>	6	7	42	55	\$1,900	8	0	0	8	\$1,600	14	8	16	\$2,890	79	\$6,390
	50% Set	4	4	25	33	\$2,875				0	\$0	6	2	8	\$1,010	41	\$3,885
	100% set	1	2	15	18	\$1,500	2			2	\$400	4	4	8	\$940	28	\$2,840
					0	\$0				0	\$0			0	\$0	0	\$0
	Engineering Review & Sealed Set	1	1	2	4	\$400	6			6	\$1,200	4	4	8	\$940	18	\$2,540
5	<b>Bidding Phase Support</b>	4	2	6	12	\$1,200	0	0	0	0	\$0	0	0	0	\$0	12	\$1,200
	Bid Assistance	4	2	6	12	\$1,200				0	\$0			0	\$0	12	\$1,200
	<b>Total Hours</b>	45	75	102	222	\$14,550	8	0	5	53	\$2,100	28	18	40	\$5,780	315	
	<b>Total Design Fees</b>					\$14,550					\$2,100				\$5,780		\$22,430
6	Reimbursable Expenses (Travel)*					\$1,800					\$150						\$1,950
6	Reimbursable Expenses (Printing)					\$500											\$500
7	Geotechnical Investigation*										\$2,000				\$0		\$2,000
	<b>Total Design &amp; Bid Administration (NTE)</b>																\$26,880
8	<b>Construction Management &amp; Oversight</b>	21	4	28	53	\$5,225	0	0		40	\$4,000	0	0	0	\$0	93	\$9,225
	Reporting & Reviews	6	4	8	18	\$1,850			10	10	\$1,000			0	\$0	28	\$2,850
	Site Inspections/ Progress Meetings (Grindline x 5 trips, GEC x 14 weeks)	15	0	20	35	\$3,375			30	30	\$3,000			0	\$0	65	\$6,375
9	<b>Construction Staking</b>										\$1,000				\$11,560		\$1,000
10	Reimbursable Expenses (Travel)*					\$4,500					\$150						\$4,650
	<b>Total Construction Administration (NTE)</b>																\$14,875

# Sunset Park Tennis Court

## Repair Existing Court (100'x49')

Site Plan for property boundaries	\$700
Tree trimming to property boundary, weed eradication along property border	\$1,500
Fence removal, reinstall, tennis net post footings, repair broken fence	\$7,650
Remove blacktop, add base, finish grade and pave - 2 lifts	\$16,615
Dig out and install asphalt path to front of tennis court	\$2,000
Seal coat and color coat surface to USTA specifications	\$6,385
New sign - Sunset Tennis Court	\$1,000
Contingencies 10%	\$3,585
<b>Total</b>	<b>\$39,435</b>

## Remove and Build New at Sanborn Park (100 x 49')

Dig out, place base as needed, finish grade and pave same size court	\$14,400
Accessible Path to court from sidewalk/curb	\$3,500
Install new fence, tennis net posts footings	\$10,446
Seal coat and color coat surface to USTA specifications	\$6,385
Demo existing court and seed 4" dirt	\$4,200
contingencies 10%	\$3,893
<b>total</b>	<b>\$42,824</b>

**Proposed changes**

~~Sec. 54-47. - Alcoholic beverage consumption during youth events~~ Possession and consumption of alcoholic beverages and tobacco products at municipally owned parks, park facilities, park shelters or parts thereof.

~~No person shall possess or consume alcohol beverages at any time at the Little League facility during any youth activity.~~

(a) No person shall possess or consume alcohol beverages or tobacco products at any of the following park locations:

- Bruce A Smith Little League Complex

- Goodyear Park

(b) No person shall possess or consume alcohol beverages at any of the following park locations:

- Riverside Park

(Code 1990, § 12-1-1(b)(24))

**Cross reference**— Alcoholic beverages, § 14-31 et seq.

**Already adopted ordinances**

**Sec. 54-170.** - Possession or consumption of alcoholic beverages, glass containers and tobacco products at Silver Lake Beach.

(a) No person shall possess or consume any alcohol beverage on the beach area of Silver Lake.

(b) No person shall use or bring upon the beach area at Silver Lake Beach any tobacco products.

(c) The "beach area" of Silver Lake Beach is defined as the area between the water's edge and the concrete retaining wall located to the northeast thereof. This area shall include the concession stand and the area adjacent thereto.

**Sec. 54-39.** - Glass beverage bottles in parks prohibited.

No person shall bring into, carry onto or possess while in any public park or beach glass bottles or glass containers, including those containing or normally used for containing soda water, fermented malt beverages or alcohol.