

**City of Portage  
Parks and Recreation Board Meeting  
May 12, 2015  
6:30 pm - Regular Meeting  
Municipal Building, 115 West Pleasant Street  
Conference Room One  
Agenda**

**6:30 PM – Regular meeting**

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

1. Roll Call
2. Approval of April 14, 2015 meeting minutes.
3. Discussion and possible action on waiver of fees for Little League District Tournament @ Bruce A. Smith Little League Complex.
4. Discussion and possible action on waiver of fees for Goodyear Park Shelters for summer food service program.
5. Discussion and action on park tour and route before June meeting.
6. Old Business Update
  - a. Beach Swim Area Retaining Wall
7. Manager's Report
8. Adjournment

**City of Portage  
Park and Recreation Board Meeting  
Tuesday, April 14, 2015 - 6:30 p.m.  
Municipal Building Room #1**

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

Also present: Manager, Dan Kremer, Leslie Hawkinson, Kory Anderson, Kent Fish and Cindy Bahr.

**1. Roll Call**

The meeting called to order at 6:30 pm by Chairperson Zirbes.

**2. Approval of minutes of March 10, 2015 meeting**

Motion was made by Charles and seconded by Maass to approve the minutes, as submitted, from the March 10th, 2015 meeting. The motion carried 5-0.

**3. Discussion and possible action on final design for Silver Lake Beach wall. Presented by Kory Anderson. (General Engineering Company)**

Kent Fish and Kory Anderson explained their diagrams and differences between the “slope” and “step” approach for the construction of the new Silver Lake Beach wall. A discussion of the wall construction, drainage system, future docking areas and possible permits needed to complete the project followed. Examples of how the beach wall will match the Market Square wall design were also presented. Charles made a motion to accept General Engineering Company’s step design for the Silver Lake Beach wall. Second by Kreckman. The motion carried 5 – 0.

**4. Discussion and possible action on door and interior color scheme for Goodyear and Lawton bathroom shelters.**

Kremer presented examples of current color schemes of white interior and a forest green door that are found in recently upgraded bathrooms located at the Silver Lake Beach and Sunset Park. Discussion followed with the board in agreement to stay within the same color scheme. Messer made a motion to stay with the white interior color and a forest green door for the Goodyear and Lawton Park bathroom shelters. Second by Kreckman. The motion carried 5 – 0.

**5. Discussion and possible action on new swing at Sunset Park.**

Kremer began the discussion stating there is an anonymous donor who wishes to assist with replacing the current swing set structure at Sunset Park. Swings have

been absent for the past year at this park. The donor has requested a two bay and four belt swing seat style which Kremer showed examples of from the Lee Recreation LLC company and noted the exact swing set is also currently located behind Woodridge School. The donor also requested the swing set be in the color green. A quote from Lee Recreation showed the cost to run \$2,274 with the donor to cover \$1,000 of the cost. Kremer noted the Park and Rec Grounds Budget currently has enough money to cover the remainder of the cost. Maass made a motion to approve the requested play set style and color and to accept the \$1,000 donation made by an anonymous donor for a new swing set at Sunset Park. Second by Charles. The motion carried 5 – 0.

**6. Discussion and possible action on Columbia County 4H Horse Council facility usage agreement.**

The 4H Horse Council representative, Cindy Bahr, was on hand to answer any questions regarding the facility usage agreement between the Council and the City. Discussion followed regarding improvements the Council has planned to the area and the relocation of the Horse Area during the construction of the Master Plan. A 4H Council insurance agreement was still pending. A motion was made by Kreckman to accept the agreement with Columbia County 4H Council, as written, as long as there is a mutual agreement of insurance and has City Council approval. Second by Charles. The motion carried 5 – 0.

**7. Discussion and possible action on Fox-Wisconsin Heritage Parkway grant application resolution for an accessible boat/canoe launch ramp.**

Kremer led the discussion of the proposed Stewardship Grant application stating it is for an accessible landing/launch for boats and kayaks in Portage. The Heritage Parkway committee would partner with the City and assemble the grant and apply on behalf of the City. The City would need to match 50% of the grant and pass a resolution stating the partnership by a May 1, 2015 deadline. The estimated launch ramp cost is \$20,000. Committee discussion continued, noting the City would need to determine a location and inquire about DNR permits. The group has a budget of \$2,000 towards the \$10,000 grant match. Kremer recommended the proposed grant was too aggressive for 2015 and suggested a delay for research and possibly apply for supportive grants to assist with the matching \$10,000. A motion was made by Maass to move forward with a Stewardship Grant for a future date allowing the committee time to discuss location, discover funding and allow City Council approval. Second by Charles. The motion carried 5 – 0.

**8. Discussion and possible action on Summer Food Program offering at VMF park shelter. (Lawton Field)**

Kremer explained he was approached by the Summer Food Program committee to assist with their Free Meal program by expanding their offering at a park location. The program is currently offered at the Portage Public Library June through August for anyone age 0-18. While there are no costs for the meals, there are rules that need to be met by both the serving staff and those receiving the free meal. Transportation, storage and serving staff of the meals needed to be worked out along with training of staff and proper food handling procedures. Lawton shelter was proposed for a Monday through Thursday meal. Availability of a completed Lawton shelter by June 8<sup>th</sup> is still unknown. After committee discussion, a motion was made by Maass to deny the use of a VMF park shelter for use of the Summer Food Program. Second by Charles. The motion carried 5 – 0.

**9. Discussion and possible action on swimming pool lease with Portage Community School District.**

Kremer led the review of the lease the City has with the Portage Community School District. Noting the lease has been an annual contract. The proposed change for Article 2, 2.1 is to change the agreement to an automatically renewed contract for one-year terms unless one of the parties gives the other party written notice. Charles made a motion to accept the lease with Portage Community School District as presented. Second by Kreckman. The motion carried 5 – 0.

**10. Manager's Report**

**A. Building 6 sprinkler system**

Inspection of the sprinkler system in building 6 had not been done for the past few years and has now been completed and updated by the Ahern Company and placed on a revolving 3 & 5 year inspection schedule.

**B. Bathroom shelter update**

Goodyear park bathroom shelter is progressing with concrete, plumbing and interior fixtures with an estimated completion date of before Memorial Day opening at the Splash Pad. The Lawton bathroom shelter is about 13 days behind the Goodyear schedule with an estimated mid-June completion date.

**C. Upcoming and current**

The Summer Activity Brochure has a more professional look this year. Approximately \$2000 was raised through sponsor ads and the Park and Rec budget realized about a \$300 cost as a result. The schools sent out links supporting events and are making the brochures available at their facilities; Hot and cold water and meters were currently being installed at the parks for summer

use; the beach guard shelter had a window broken with attempted entrance that is now being repaired; the soccer fields at VMF have been direct seeded and rolled with cooperation from the schools; Earth day is being planned for clean-up and up grading at Sanborn, Sunset and the Library flower beds as the main target; the City has reached a 20<sup>th</sup> Tree City USA Award by being community involved for 20 consecutive years.

#### **11. Adjournment**

Zirbes asked all in favor to adjourn say Aye. No nay's. Motion Passed. Meeting adjourned at 7:47 pm.

Respectfully submitted

Leslie Hawkinson

Park & Recreation Department

**RE: Locker room & Bathrooms**

Jeff Johnson [jefferyjohnson@yahoo.com]

**Sent:** Thursday, May 07, 2015 4:49 AM

**To:** Dan Kremer

**Cc:** Josh Brandsma [brandsmajosh@hotmail.com]

Dan,

Sorry i didn't have this sooner. Still trying to gather information. This is what I know.

July 14-22, rough dates, depending on number of teams & weather

8-10 teams is the estimate

Fee's are \$200 but paid to LL International. The District doesnt profit from the tournament.

Umpires are volunteer

These are traveling tournaments, utilizing all the cities that are represented in the district. Portage Youth Baseball sends a team to this tournament every year in 3 different age brackets. 10U, 11U & 12U.

Portage Youth Baseball is looking into porta potties for the tournament.

Portage Youth Baseball will be doing all the field prep.

Let mw know if i missed something.

Thanks

Jeff

Sent from my U.S. Cellular® Smartphone

----- Original message -----

**From:** Dan Kremer

**Date:** 05/06/2015 9:51 AM (GMT-06:00)

**To:** Jeff Johnson

**Subject:** RE: Locker room & Bathrooms

Hey Jeff,

Can I get the information regarding your tournament sometime today? I need to submit for our park board packet tomorrow.

thank you

Dan Kremer  
Manager of Parks and Recreation  
City of Portage  
806 Silver Lake Drive  
(608) 742 - 2178

Like us on Facebook for upcoming events and information  
<http://www.facebook.com/portageparknrec>

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From: Jeff Johnson [jefferyjohnson@yahoo.com]  
Sent: Wednesday, May 06, 2015 8:23 AM  
To: ktodryk@frontier.com; cawley6@yahoo.com; brandsmajosh@hotmail.com; chad@bleedblue.co;  
sejohnson@zimmermanplumbing.com; oztertoaster@hotmail.com; sjk0812@msn.com;  
tami\_jo\_jo@hotmail.com; budmanvoo@hotmail.com; schlinke@charter.net; jeremydolgner@yahoo.com;  
mebrouette@yahoo.com; mdnachreiner@zimmermanplumbing.com; rask4@hotmail.com;  
angela@wilegion.org; tylerkamrath@gmail.com; timmydubs24@yahoo.com; eliandchris@yahoo.com;  
ckirk@vitaplus.com; spjjstout@gmail.com; scb20000@yahoo.com; wilsonp@portage.k12.wi.us;  
vickreuz@frontier.com; atamboli@charter.net; daniel.garrigan@co.columbia.wi.us; rrparrlich@hotmail.com;  
mbehnke7@hotmail.com; marcthomas049@gmail.com; teenamthomas08@gmail.com; dpixler@charter.net;  
hookerjskk@yahoo.com; lukehensler@charter.net; Tony Metzler; Todd & Traci Horn; Shannon Straka; Jeff  
Davis; Teresa Johnson; Trina Schultz  
Cc: Dan Kremer  
Subject: Locker room & Bathrooms

Good Morning,

Due to some damage to the facility and the theft of a pitching machine, Portage Youth Baseball and Portage Park and Rec have made some changes to the facility. Effective immediately, each team will be issued 1 key that will open the locker room and the bathrooms. The key that is currently in your possession, will not open the locker room or bathrooms any longer. The new key will be issued by the Portage Park and Rec Department and will need to be returned at the end of the season. You will need to go to the Park and Rec office to sign for the key. The key that you have will continue to open your locker, that key will also need to be turned in at the end of the season to Portage Youth Baseball. If you have any questions, feel free to email me. I have a list of the head coaches listed below,

Dan,

We have 18 teams across all 4 divisions. These coaches will all need keys to the locker room & bathrooms. I have the head coaches listed below, as well as board members, let me know if you need anything else from Portage Youth Baseball. These coaches should be issued a key for the locker room and bathroom. Thanks for your help on this.

T-Ball

Kevin Todryk  
Matt Cawley

Avery Johnson  
Jake & Erin Friend

Coach Pitch

Sarah Kravik  
Amy Schlinkert  
Mike Brouette  
Angie Chappell  
Elizabeth Arnold

Minor's

Vic Krueziger  
Sean Stout  
Ron Parlich  
Dan Garrigan  
Marc & Teena Thomas

Major's

Duaine Pixler  
Luke Hensler  
Tony Metzler  
Jason Hooker

Board Member's

Shannon Straka - Concession Stand Key  
Trina Schultz - Concession Stand Key  
Teresa Johnson - Concession Stand Key  
Todd Horn - Locker room & Bathroom Key  
Josh Brandsma - Master  
Jeff Johnson - Master

Thank you all for your understanding.

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## Summer Lunch Program at a City Park

Nelson, Karen [karen.nelson@co.columbia.wi.us]

**Sent:** Thursday, May 07, 2015 1:38 PM

**To:** Dan Kremer

**Cc:** Shannon Schultz [sschultz@portagelibrary.us]; Pastor Dave Hankins [pastordave@portagepresbyterian.com]; Ken Manthey; Herman, Patti [patti.herman@co.columbia.wi.us]

Hi Dan,

Our Summer Food Program committee is formally requesting permission to use **Goodyear Park** as a site for the USDA summer food program. The site would be open to all youth up to the age of 18. There are no income restrictions.

- We understand the new shelter may not be available until later in the summer.
- We request permission to use the small shelter on the corner until the larger shelter becomes available.
- We plan to serve lunch at the park Monday – Thursday from June 8, 2015 – August 13, 2015.
- The time of service will be from 12:15 PM – 1:00 PM
- The meal site will be monitored by Summer Food Program Committee Members, a Portage Public Library employee, and volunteers during the meal service time.
- We respectfully request a waiver of the fees associated with the use of the shelter facilities. The Summer Food Program operates largely with volunteers and volunteer time.
- We have talked with the Chief of Police and asked for help with setting up safe street crossing during the meal service time.
- We plan to attend the Parks Board Meeting to answer any questions that may arise. Please let me know the time and place of the meeting.

Karen Nelson

Karen Nelson

4-H Youth Development Educator

UW-Extension, Columbia County

120 W. Conant Street, Suite 201

Portage, WI 53901

Phone: 608/742-9684

Fax: 608/742-9862

[karen.nelson@ces.uwex.edu](mailto:karen.nelson@ces.uwex.edu)

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