Members: Steve Sobiek, Chairperson; Haley Gilman, Marianne Hanson, Doug Klapper, Dan Kremer, Beth Manthey, Erin Salmon

Members excused: Kevin Zarecki

Others present: Shawn Murphy, City Administrator; Rick Dodd, Mayor; Bill Schroeder, Town of Fort Winnebago Chairperson; Lynn Jerde, Portage Daily Register

1. Call to order

2. Roll call

The meeting was called to order at 6:31 pm by Steve Sobiek.

3. Approval of minutes from previous meeting.

Motion by Klapper, second by Manthey to approve the meeting minutes from 10/11/17. Motion carried unanimously on call of roll.

4. Update, discussion and possible recommendation on a Hamilton Street trail connection.

Sobiek advises that there is a new proposed trail development for Hamilton St. The new plan is to move the trail to the East side vs. the West side.

Kremer provided history of facts. He stated that Administrator Murphy contacted the Town of Fort Winnebago Chairperson on extending the existing gravel shoulder to accommodate for a trail. The Township is in agreement. Our original proposal of the trail was to be on the West side of Hamilton. We initially proposed the West side to be able to connect on the back side of Alliant Energy. However, Alliant is in the process of a substation upgrade. Those plans will not be complete for quite some time and cutting a trail through the south side is not feasible at this time. A local Contractor, Davis Construction, took a look at the site and he is proposing to install the trail on the East side. There is less earth moving needed on the East side, compared to the West. In addition, if the trail is installed on the East side, it has a lesser stretch of Township
property. More of the trail will be in the City.

Davis estimates they can install an 8’ wide asphalt trail in the City portion for $10,500.00. In the township portion, he’d install a gravel trail 5’ wide, simply extending the shoulder of the road. The proposal also includes an alternate. If we decide to do the township portion in asphalt (5’ wide due to slope limitations), it would only be another $5,000.

Town Chair Bill Schroeder voiced his concern on erosion and the existing rip rap near the culvert. He is still in favor of the project, as long as we take in to consideration the culvert, the rip rap and provide bank stabilization or other practices if necessary to maintain those features. Schroeder said the trail can be on either side and it can also be asphalt. As long as we’re covering all the costs for the installation and maintenance, it should not affect the Township.

General discussion if the committee agrees on installing an 8’ wide asphalt trail in the city portion and /or a 5’ wide gravel or asphalt trail in the Township portion. Sobiek mentions our programs current fund balance being $18,874.14. Gilman mentions we’ll have another $10K to add to those funds from the Run Walks that took place. Committee is in agreement to proceed with the $15,500 project.

Motion by Hanson, second by Klapper to proceed with having an asphalt trail on the entire East side of Hamilton St. Motion approved as a roll call vote. Sobiek, Yes; Gilman, Yes; Hanson, Yes; Klapper, Yes; Kremer, Yes; Manthey, Yes; Salmon, Yes

5. Update on incorporating trail design into W. Conant Street and Summit Street road projects.

Salmon stated that R.A. Smith has a design for a 6’ wide asphalt trail on the West side of Summit St. for 2019. In addition, they have a design for a 5’ wide asphalt trail on the South side of W. Conant St. for 2020. The South curb line of W. Conant St. would be moved to the North and parking on the South side of W. Conant St. would be eliminated in order to install this trail.

The preliminary design was submitted to the Municipal Services Committee. The committee is not in favor of installing asphalt trails. They would prefer a 5’ wide concrete sidewalk. Concrete sidewalks in said locations would have to be cleared in the winter months by the Parks Department. We need to make a formal recommendation to the Municipal Services Committee if we are favorable with a 5’ concrete sidewalk or if we recommend an asphalt trail to keep the concept of a multi-use feature in the City. We also should discuss the option of moving the trail off Conant St. at the old pump house and installing it on the South lot line of Pauquette Park. This would allow for on street parking to remain in front of Pauquette Park. Lastly, we should discuss the amount of funds available to contribute toward the installation of the trail.
General discussion on our goals and purpose of the committee. All in favor of an asphalt recreational trail along W. Conant St. A few questions by Klapper on the existing grade, shaping and grading. Kremer suggests the Pauquette portion of the trail could be a later phase project through a park upgrade project, etc. Doesn’t necessarily have to be built with the 2020 project.

General discussion on contributing funds toward the Summit and W. Conant St. trails. Decide to move forward with a material recommendation first prior to deciding if we want to donate funds towards this project. Gilman comments that people in the general public gave funds to be put towards the use of a community trail. In which the trail needs to be asphalt, not a concrete sidewalk.

Motion by Hanson, second by Manthey to have asphalt trails installed on Summit St. and W. Conant St. Motion approved as a roll call vote. Sobiek, Yes; Gilman, Yes; Hanson, Yes; Klapper, Yes; Kremer, Yes; Manthey, Yes; Salmon, Yes

6. Next Meeting date(s) and time

March 14, 2018 at 6:30 PM.

7. Adjournment

Motion by Kremer, second by Manthey. Motion carried unanimously on call of roll. The meeting concluded at 7:10.

Respectfully submitted,

Erin M. Salmon, P.W.M.
Engineer Technician

Date Approved: 5/10/2018
Call to order
Chair Sobiek called the meeting to order at 5:15 p.m.

Roll call.
A quorum of Members were present, as indicated above.

Approval of minutes from January 10, 2018 meeting
Motion by Hanson, second by Klapper to approve the meeting minutes from 1/10/18. Motion carried on call of roll with all members present voting Yes.

Update on a Hamilton Street trail connection easement
Sobiek reported that the Township of Fort Winnebago, as a party to the easement agreement, approved the trail easement through this township portion of Hamilton Street. In addition, the Evans have signed the easement.

The easement will allow for a 5' wide asphalt easement trial, tight to the existing roadway edge of pavement. The total easement is 7' wide to give Davis Construction an extra 2' to work with

Review, discussion and possible recommendation on Hamilton Street trail connection project bid
Sobiek reviewed the $15,500 bid for the township portion trail connection on Hamilton Street as submitted by Davis Construction. If the Ad Hoc Committee approves it, this will be sent to either the Municipal Services Committee or the Finance Committee for approval.
Motion by Hanson, second by Klapper to approve and recommend approval to the City for acceptance of the $15,500 bid from Davis Construction to construct the township portion of the Hamilton Street trail connection as submitted and presented. Motion approved as a roll call vote with Sobiek, Hanson, Klapper, Kremer, and Manthey voting Yes.

**Discussion and possible action on next trail segment for completion**

Kremer led a discussion on the merits and advantages of extending the Hamilton Street trail from Evergreen Trail south to Pine Meadow Park.

The members present were in agreement that this would be a worthwhile trail connection option. It was pointed out, however, that the current fund balance in the City’s trail donation account will not be enough to cover this new potential project. The current balance is approximately $18,874 and $15,500 will be earmarked for the Hamilton Trail connection just approved. More donation money will be coming in later this year, including approximately $10,000 from Divine Savior Healthcare’s run/walk.

It was the consensus to have members take time to review this Hamilton Street trail connection, from Evergreen Trail to Pine Meadow Park, as well as other possible trail connection options, and bring recommendations to the next meeting.

Sarah Millard indicated she is looking to apply for a grant to fund the purchase of several three-wheeled bicycles. These bicycles would be provided to Seniors interested in using the City’s trail system to travel to the County’s new Administration and Health and Human Services buildings downtown.

Hanson reported that there will be a new bicycle repair stand installed at the Portage Library. This $1,000 stand will allow bicyclists to repair flat tires and make other bike repairs at the bike repair site.

**Review, Discussion and Possible recommendation on applying for AARP Community Challenge Grant.**

Sobiek reviewed the AARP Community Challenge Trail grant as an available grant opportunity to help fund trail connection projects in the city. He noted that the deadline is May 16, less than 6 days away.

It was the consensus of members present to wait until 2019 to apply for this grant.

**Next Meeting date and time**

Sobiek will doodle the members for the best meeting date availability in scheduling the June meeting.
Adjournment

Motion by Kremer, second by Manthey, to adjourn the meeting. Motion carried unanimously on call of roll with all members present voting Yes. The meeting concluded at 5:52 p.m.

Respectfully submitted,

Steven Sobiek
Acting Secretary

Date Approved: 6/6/2018
City of Portage
Portage Non-Motorized Transportation AdHoc Committee
Wednesday, June 6, 2018, 5:15 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room Two
Agenda

Members:  Steve Sobiek, Chairperson; Haley Gilman, Marianne Hanson,
Dan Kremer, Beth Manthey, Erin Salmon, Kevin Zarecki

Members excused:  Doug Klapper

1. Call to order.
   Chair Sobiek called the meeting to order at 5:17 p.m.

2. Roll call.
   All members present as indicated above.

3. Approval of minutes from previous meeting.
   Motion by Hanson, second by Kremer to approve the meeting minutes from
   5/10/18.  Motion carried on call of roll with Hanson, Kremer, Manthey and
   Salmon voting Yes.  Gilman and Zarecki abstained.

4. Discussion and possible action on next trail segment for completion.
   Kremer led the discussion on the trail segment from Evergreen Trail to Pine
   Meadow Park.  General discussion on the location of this trail vs. a sidewalk,
   lack of assessment for asphalt trails vs. assessing for 5’ wide sidewalk.
   Committee agreed that the proposed trail is a good fit, as it can lead to future
   connections from this.  Pine Meadow Park to the Ice Age Trail in the future.
   Decided that City Staff will need to further research the possibility of actual
   construction though this area.  Salmon offered to reach out to contractors for
   professional opinion and pricing.  If it’s feasible, then we’d reach out to the land
   owners to get their opinion on the matter.

   Sobiek suggested CTH “O” for another location.  Kremer recommended we
   focus on connecting existing trails for now.

   Salmon suggested a connection from the E. Collins St. cul-de-sac to the
   Hamilton St. gravel trail.  Committee discussed the benefits the school system
   will have from a trail in this location as well.  Kremer volunteer to reach out to the
   school system and see if they’d be interested in this connection.
   Gilman reported this was a very successful event which led to extremely
generous donations from the sponsors. Somewhere around $10,000 which
brings our funds near $20,000. Sponsors are excited for the future trail
connections and looking forward to using them. Salmon inquired about
honoring those making the donations; an idea of an engraved brick in their
name to set within the asphalt trail. Gilman also reiterated the idea of
“adopt” a trail.

6. Update on Hamilton Street Trail Connection Project (Township Portion)
   Kremer advised that the project has been awarded. Schedule is tentative
for a July or early August install.

   Zarecki questioned the design at the SEC of Mooreland Circle and
Hamilton. He explained the existing heavy run off in the quadrant. Salmon
indicated she’ll work with Davis to ensure proper drainage, swales if
necessary, etc.

7. Next Meeting date(s) and time.
   Sobiek will doodle the members for the best meeting date availability in
scheduling the July meeting. Tentative for July 10 or July 11.

8. Adjournment.
   Motion by Hanson, second by Zarecki to adjourn the meeting. Motion
carried unanimously on call of roll with all members present voting Yes.
The meeting concluded at 5:57 p.m.

Respectfully submitted,

Erin M. Salmon
Secretary

Date Approved:
Members:  Steve Sobiek, Chairperson; Haley Gilman, Marianne Hanson, Doug Klapper, Dan Kremer, Beth Manthey, Erin Salmon, Kevin Zarecki

1. **Call to order**
   Chair Sobiek called the meeting to order at 5:30 p.m.

2. **Roll call**
   All members present as indicated above.

3. **Approval of minutes from previous meeting**
   Motion by Klapper, second by Zarecki to approve the meeting minutes from 6/7/18. Motion carries.

4. **Discussion and possible action on trail connection proposals for Evergreen Trail to Pine Meadow Park, and Pine Meadow Park to Ice Age Trail**
   Salmon explains that with this section of the Hamilton St. trail, there are a few conflicts with other existing utilities, not included in the estimate provided. Hydrants, power poles, and the need of a retaining wall and a culvert extension. We could taper width of trail at hydrants to avoid moving them. Power pole wires could be relocated by Alliant. Culvert extension could be done in house. Possibly the retaining wall, but likely that would have to hired out.

   The section of the trail from Pine Meadow Park to the Ice Age Trail – Davis will have to build in the winter as it’s within a marsh. Would install a tensar grid soil stabilization fabric and cover with 12” of recycled blacktop. It’s likely we’ll need to purchase signage for the trail; such as “Multi-use trail, no snowmobiles”. The plan would be to install the trail in the winter, let it get established for a year or two. If we would pursue paving, that would take place a few years after.

   Kremer stated the trail location to the Ice Age Trail likely in a floodplain, he’ll check with his contact at the DNR. Sobiek question acquiring easements on 2 property owners here.

   Kremer stated that he’s had conversations about the trail with these property owners. Hopefully they will agree to an easement on their lands.
General discussion on these two connections and the current fund balance. Gilman stated a $17,500 check will be presented at council on September 13th to be put towards our fund. Klapper inquires if we could save up for this goal knowing the investors are eager to see a product. Salmon suggests our group provide a survey for the investors. Update the GIS system map and provide maps in the survey. Would they prefer to see the Hamilton Trail built first or the trail from the park to the ice age trail.

General discussion on the group preference of which trail be the next segment? Hamilton or the section through the marsh. All leaning towards the segment within the marsh first.

Klapper inquires about a memorial bench on the trail. Kremer recaps on the Park and Rec memorial program - cast iron bench with a plaque.

Kremer suggests the idea of building the marsh section in phases. Three phases for example, help with cost. Salmon states she'll inquire with Davis on this concept of building in three phases.

Salmon inquires if the committee would consider keeping the marsh segment recycled blacktop. Or would blacktop need to be installed. General discussion lead to the agreement to keep this particular trail recycled blacktop.

Sobiek suggests we reach out to the DNR on this segment, talk to the two property owners, speak with Davis and bring all forth at the next meeting.

Salmon will get specs on the tensar grid soil stabilization fabric. Product warranty, product expectancy, etc.

Klapper provides an update for the remediation of the trail in segment two of the ice age trail (Adams St to the railroad bridge). Hopeful it makes the cut and improvements can be performed.

5. Discussion on People for Bikes grant opportunity

Sobiek explains we simply submit a letter of interest and full application. They'll let us know if we should continue based on their input. If the go ahead, we fill out the full application. The fall grant cycle is now closed. Spring cycle opens this December. Application is due Jan 2019.

To better qualify for the grant, we should research and inventory the County bike trails and see if we could loop it in to our marsh trail. It will make for a stronger application from a bike grant standpoint. Would the committee support the use of bikes on the trail.

Hanson points out the existing locations of the Country trails. Our proposed trail would be perfect fit as there is a void in trail segments. Our project would fulfill a
connection. Salmon questions if bikes would tear up the surface. Zarecki points out there are no features on this proposed trail thru the marsh (hills, curves, etc.). Bikes shouldn't harm the recycled aggregate riding surface. Gilman questions if there is requirement on surface material for the grant. Sobiek suggests we discuss again at time of application for the grant.

6. **Construction update on Hamilton Street trail connection (Township Portion)**
   Salmon indicated trail is estimated to be built at the end of August or early September. Weather has delayed all contractors’ schedules.

7. **Next Meeting date(s) and time**
   Sobiek will contact the members for the best meeting date availability in scheduling the September meeting. Project mid to end of September.

8. **Adjournment**
   Motion by Klapper, second by Manthey to adjourn the meeting. Motion carried. The meeting concluded at 6:16 p.m.

Respectfully submitted,

Erin M. Salmon
Secretary

Date Approved: