



Board of Park Commissioners

Regular Meeting

335 South Broadway
De Pere, WI 54115
<http://www.de-pere.org>

Agenda

Thursday, July 18, 2019

6:30 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Board of Park Commissioners** of the City of De Pere will be held on **July 18, 2019 at 6:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

This meeting can be viewed LIVE at www.depere.tv. This meeting is also rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at www.depere.tv.

I. Call to Order

1. Roll Call

II. Action Items

1. Approve Board of Park Commissioners Minutes from the June 20, 2019 Meeting.
2. Approve \$2,500 Donation from Wal*Mart for Upper Level Flooring*
3. Approve \$560 Donation from TOPS Club of Wisconsin for Upper Level Flooring*
4. Recommendation to Proceed with Starz Academy LLC Contractual Agreement*
5. Approve final conceptual design for Legion Aquatic Facility.
6. Approve member of Park Board to serve on interview team for VFW Aquatic Facility RFP's.
7. Consider Options for Revising the Guidelines to the Recreation Scholarship Program.

III. Staff Updates

1. Update on status of Community Garden at Lions Trailside Park.
2. Update on status of VFW Playground installation.
3. Update on status of VFW Pool demolition.

IV. Public Comment Period

V. Future Agenda Items

VI. Adjournment

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk-Treasurer's office at 339-4050 by Noon, the previous day so that arrangements can be made.

Board Members
Alderpersons
Mayor Michael J. Walsh
Larry Delo, City Administrator
Judy Schmidt-Lehman, City Attorney

De Pere Youth Hockey
Tod Maki, De Pere Select Soccer
De Pere Area Chamber of Commerce
Definitely De Pere
Brown County Library – De Pere

Marty Kosobucki
Carey Danen, City Clerk
City Hall 1st and 2nd Floor
Dennis Krueger, WDP High School
District
William Soquet, Teen Advisor
Patrick Skalecki, Graef
TOPS Club of Wisconsin

TV & Radio Stations
De Pere Rapides Youth Soccer
De Pere Baseball
Ben Villaruel, De Pere School District

Lydia McMorrow, Teen Advisor
Walmart
Starz Academy LLC

Notice is hereby given that a majority of the Members of the Common Council of the City of De Pere may attend this meeting to gather information about a subject (s) over which they have decision making responsibility.

***All items marked with an asterisk will be forwarded to the Common Council.**



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: July 18, 2019

DEPARTMENT: Parks, Recreation & Forestry

FROM: Grace Lahtela

SUBJECT: Approve Board of Park Commissioners Minutes from the June 20, 2019 Meeting.

ATTACHMENTS:

- Draft Minutes 6-20-19 (DOC)



Board of Park Commissioners

Regular Meeting

335 South Broadway
De Pere, WI 54115
<http://www.de-pere.org>

Draft Minutes

Thursday, June 20, 2019

6:30 PM

De Pere City Hall Council Chambers

I. Call to Order

The meeting was called to order at 6:45 PM by Board Member George Brown

Attendee Name	Title	Status	Arrived
Ryan Jennings	Aldersperson	Present	
Amy Chandik Kundinger	Aldersperson	Present	
Dean Raasch	Aldersperson	Present	
George Brown	Board Member	Late	6:45 PM
Sue Schinkten	Board Member	Present	
Randy Soquet	Board Member	Present	
Bill Volpano	Board Member	Present	
Lydia McMorro	Teen Advisor	Present	
William Soquet	Teen Advisor	Present	

II. Action Items

1. Approve Board of Park Commissioners Minutes from the May 16, 2019 Meeting.

Aldersperson Raasch moved to approve the Board of Park Commissioners minutes, from the May 16, 2019 meeting, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Aldersperson
SECONDER:	Randy Soquet, Board Member
AYES:	Jennings, Kundinger, Raasch, Brown, Schinkten, Soquet, Volpano

2. Approve \$2,500 Donation from Wochinske Family Foundation for the Recreation Scholarship Fund.*

Sue Schinkten moved to approve a \$2,500 donation from the Wochinske Family Foundation for the Recreation Scholarship Fund, seconded by Aldersperson Chandik Kundinger. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sue Schinkten, Board Member
SECONDER:	Amy Chandik Kundinger, Aldersperson
AYES:	Jennings, Kundinger, Raasch, Brown, Schinkten, Soquet, Volpano

3. Approve \$650 donation from Nicolet Bank for Recreation Scholarship Fund.*

Aldersperson Raasch moved to approve a \$650 donation from Nicolet Bank for the Recreation Scholarship Fund, seconded by Randy Soquet.

Bill Vopano questioned the balance in the fund.

George Brown commented on the large fund balance. He asked if anything could be done differently to help additional families and requested the Recreation Scholarship Fund to be placed on the next Park Board agenda for discussion.

Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderperson
SECONDER:	Randy Soquet, Board Member
AYES:	Jennings, Kundinger, Raasch, Brown, Schinkten, Soquet, Volpano

4. Approve \$500 Donation from Kwik Trip, Inc. for Upper Level Flooring*

Bill Volpano moved to approve a \$500 donation from Kwik Trip for the upper level flooring project at the Community Center, seconded by Alderperson Jennings. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bill Volpano, Board Member
SECONDER:	Ryan Jennings, Alderperson
AYES:	Jennings, Kundinger, Raasch, Brown, Schinkten, Soquet, Volpano

5. Approve \$250 donation from Woman's Club of De Pere to Recreation Scholarship Fund*

Alderperson Raasch moved to approve a \$250 donation from the Women's Club of De Pere to the Recreational Scholarship Fund, seconded by Sue Schinkten. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderperson
SECONDER:	Sue Schinkten, Board Member
AYES:	Jennings, Kundinger, Raasch, Brown, Schinkten, Soquet, Volpano

6. Review and approve conceptual design for Legion Aquatic Facility.

Matt Freeby and Adam Pfister from Water Technology presented the changes made from the revised plans. These changes included adding a ½ m diving board; adding sidewalk on the south side of the facility; adding 700-1,000 feet of shallow water area to the lap pool; push the footprint of the pool toward the tennis court, but not impact the trees; and to keep the tot pool the same size. They also reviewed the tabulations of water area for the existing and optional pool designs.

An in-depth discussion followed.

Marty Kosobucki, Director of Parks, Recreation and Forestry questioned the tabulation of square footage that was provided.

Adam Pfister from Water Technology reviewed the water depths in the pool designs.

Alderperson Raasch questioned the increase in square footage.

Matt Freeby clarified that the "Legion – Original New" water calculations were from the original first design, not what was approved at the last meeting.

Alderperson Raasch commented on the increase in square footage of shallow water in relation to the increase in cost estimates.

Ryan Jennings questioned the distance and safety of the break wall in the deep water.

Sue Schinkten commented on the break wall in the shallow area of the pool and the possibility of making the opening larger.

Randy Soquet moved to approve the design for Legion Aquatic Facility, seconded by Sue Schinkten.

Sue Schinkten moved to open the meeting to public comment at 7:12 pm, seconded by Alderperson Jennings. Upon vote, the motion passed unanimously.

Katie Carviou and Brandy Tollefson commented on the Legion Pool design.

Alderson Hansen commented on the shallow water square footage and agrees that the shallow water break wall should be opened up. He also questioned if the lane dividers are permanent fixture.

Shana Ledvina commented on the design of Legion Pool.

Sue Schinkten emphasized that the pool is not just for kids, but for adults as well.

Alderson Chandik Kunder stated that it appears the new design met all requirements and allows for optimal space, without adding significant additional costs.

Alderson Raasch moved to return to regular order at 7:30 pm, seconded by Sue Schinkten. Upon vote, the motion passed unanimously.

Alderson Raasch reiterated that the pool is being designed for the entire city of De Pere, not specific age groups and/or families and feels this design addresses what the citizens of De Pere want in their pool.

Sue Schinkten moved to amend the previous motion to include reducing the break wall, to the extent possible, in the shallow depth water, seconded by Alderson Raasch.

Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sue Schinkten, Randy Soquet
SECONDER:	Dean Raasch, Alderson
AYES:	Jennings, Kunder, Raasch, Brown, Schinkten, Soquet, Volpano

7. Consider Change Order for Bomier Boat Launch to Include Repaving of Current Parking Area.*

Alderson Raasch moved to approve the change order for Bomier Boat Launch to include repaving of the current parking area and to recommend Common Council allocate \$17,200 in unassigned reserves to complete the project, seconded by Randy Soquet.

Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderson
SECONDER:	Randy Soquet, Board Member
AYES:	Jennings, Kunder, Raasch, Brown, Schinkten, Soquet, Volpano

8. Approve Agreement with Fox River Navigation System Authority for Water Line.*

Alderson Raasch moved to approve the agreement with Fox River Navigation System Authority for water line, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderson
SECONDER:	Randy Soquet, Board Member
AYES:	Jennings, Kunder, Raasch, Brown, Schinkten, Soquet, Volpano

III. Staff Updates

1. Update on Recreational Scholarship Applications.

Marty Kosobucki, Director of Parks, Recreation and Forestry gave an update on the Recreational Scholarship Fund. He stated Melanie Brick brought in over 20 applications herself, for needy families from both the East and West sides of De Pere.

RESULT: DISCUSSED

2. Update on the Beer Garden Planning Status.

Marty Kosobucki, Director of Parks, Recreation and Forestry stated that the advertising for the Beer Garden has started. Staff has been working diligently and is very excited for the event, which has been generating a lot of attention around town.

RESULT: DISCUSSED

3. Status of VFW Playground Installation.

Marty Kosobucki, Director of Parks, Recreation and Forestry stated that VFW Playground installation is scheduled for July 15th. The trees have been removed and the excavation of the area has been started. The next step is to bring in stone and pour the sidewalk. This is a community build working with the Kiwanis Club, and possibly the West De Pere football team.

RESULT: DISCUSSED

4. Status of VFW Pool Demolition.

Marty Kosobucki, Director of Parks, Recreation and Forestry stated the temporary power should be completed tomorrow and demolition will start as soon as Ostrenga can get it on their calendar.

RESULT: DISCUSSED

5. Status of the RFP for Technical Design and Construction Management for VFW Pool.

Marty Kosobucki, Director of Parks, Recreation and Forestry stated the RFP for the technical design and construction management for the VFW aquatic facility was sent out yesterday. The intent is to have a summary for review at the next park board meeting. In talking with some consultants, it is almost certain that the new aquatic facility will not be up and running next year.

RESULT: DISCUSSED

IV. Public Comment Period

Randy Soquet commented that the lights at the De Pere High School tennis courts should be up and operating before the end of August.

Bill Volpano questioned the status of the band shell.

Marty Kosobucki, Director of Parks, Recreation and Forestry stated the project was put on hold until the Cultural District Plan takes place, which the Park Board agreed to wait and see what transpires.

Alderperson Raasch explained that the money for all the projects funded with Stadium Fund money was approved with one vote. If the Park Board decides to reallocate the funds to a different project, it will need to go to Common Council to amend the vote.

V. Future Agenda Items

George Brown requested the Recreational Scholarship program be reviewed.

Alderperson Raasch requested an update on the Community Gardens.

VI. Adjournment

Randy Soquet moved to adjourn the meeting at 7:45 pm, seconded by Sue Schinkten. Upon vote, the motion passed unanimously.

Respectfully submitted,
Grace Lahtela



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: July 18, 2019

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Approve \$2,500 Donation from Wal*Mart for Upper Level Flooring*

Staff is seeking approval to accept a \$2,500 donation from the Wal*Mart Foundation towards the flooring project for the upper level of the Community Center. As mentioned last month, the final phase of our flooring renovation includes removing the VCT tile in the hallways, large Pine Rm., kitchen and storage room on the upper level and replacing it with luxury vinyl plank flooring, which is what was currently installed on the lower level. Total cost of this project is nearly \$22,000.

The entire project is to be funded through private donations. Thus far we have secured \$3,500 in donations with another \$1,000 from JW Flooring once entire project is completed. The TOPS group has also notified me their club will be donating money towards the project as well but they weren't sure of the specific amount.

Thank you for your time and consideration.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: July 18, 2019

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Approve \$560 Donation from TOPS Club of Wisconsin for Upper Level Flooring*

Staff is seeking approval to accept a \$560 donation from the TOPS Club of Wisconsin towards the flooring project for the upper level of the Community Center. The TOPS Club meets here weekly at the Community Center and are very thankful to have such a wonderful place to hold their meetings. Many of the members take part in activities and events happening here as well and were very happy to donate towards the renovation of the Community Center.

Thank you for your time and consideration.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: July 18, 2019

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Recommendation to Proceed with Starz Academy LLC Contractual Agreement*

The Recreation Department is seeking approval to enter into an agreement with Starz Academy LLC for the purpose of instructing youth tumbling classes at the De Pere Community Center. In the past, it has been hard for our department to find qualified instructors as the candidate pool has been dwindling over the years. Our evening tumbling program services both boys and girls ages 3 - 12 years and has been a very strong program for our department over the years.

Our goal is to maintain or even increase registrations for this popular program by offering quality instruction through Starz Academy LLC who will provide fully qualified instructors (both head and assistant instructors) to teach 4 tumbling classes on Tuesday evenings. Starz Academy will be reimbursed 70% of all registration fees collected based upon the resident rate. All non-resident fees assessed to any registration (\$15/registrant) shall be retained in full by the City. City will pay the contractor in 3 installments during each 12-week session, with payments to be made the week following every 4 weeks of completed instruction. Full details of the contract are attached which has been drafted by our City Attorney's office.

Thank you for your time and consideration.

ATTACHMENTS:

- Independent Contractor Agreement-Starz Gymnastics Academy-5-23-19-151-004-19-2 (PDF)
- Exhibit A-Starz Gymnastics Academy (PDF)

Starz Gymnastics Academy LLC
Independent Contractor Agreement
 (Tumbling Instruction)

THIS AGREEMENT is made and entered into this _____ day of _____, 2019, by and between the City of De Pere, a Wisconsin municipal corporation ("City") and Starz Gymnastics Academy LLC, a Wisconsin limited liability company ("Contractor").

WHEREAS, the City wishes to purchase tumbling instruction programming as set forth in Exhibit A; and

WHEREAS, the Contractor has the ability to provide qualified and capable staff to provide such services.

NOW, THEREFORE, in consideration of the above recitations and the mutual covenants, promises and obligations of the parties set forth herein, the receipt and sufficiency of which is acknowledged by each party for itself, the City and the Contractor agree as follows:

1. Term

The term of this Agreement shall be from September 1, 2019 to August 30, 2020, or until service is completed, whichever occurs first. By mutual consent of the City and the Contractor, and upon the same terms and conditions, the parties may agree to extend this Agreement for subsequent terms.

2. Competency, Timing and Cooperation

The Contractor agrees to provide fully qualified instructors for the tumbling instruction services, and shall commence, carry on and complete its obligation under this Agreement with all deliberate speed and in an economical and efficient manner in accordance with this Agreement.

Consultant shall provide City with the following information on all instructors to be used in carrying out this Agreement:

- Full Name
- Date of Birth
- SSN
- Address

City shall have the right to reject any instructor it deems unqualified for an instructional position.

3. Compensation

City shall pay the Contractor an amount equal to 70% of all registration fees collected for the programming offered based upon the resident rate. All non-resident fees assessed to any registration (\$15/registrant) shall be retained in full by the City. City shall pay the Contractor in 3 installments during each 12-week session,

with payments to be made the week following every 4 weeks of completed instruction.

4. Compliance with Laws and Indemnification

In conducting its activities under this Agreement, Contractor shall:

- a. provide only fully qualified individuals to conduct all programming activities in compliance with all applicable federal, state, and local laws, regulations, and ordinances (including nondiscrimination laws);
- b. secure all appropriate necessary public or private permits and consents;
- c. obtain and maintain all appropriate liability insurance for injury to any person or property arising from its activities relating to this Agreement. Contractor shall provide the City with a Certificate of Liability Insurance in an amount of not less than \$2,000,000 per occurrence, naming the City as an additional insured thereunder, and shall provide City with the additional insured endorsement. Such liability insurance shall provide City with not less than 30 days' notice of cancelation; and
- d. to the fullest extent permitted by law, indemnify and hold harmless the City, its officers, officials, employees and agents from and any and all claims or demands for loss of or damage to property or for injury or death to any person from any cause whatsoever (including, but not limited to all fees and charges of attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) caused by the negligent acts or omissions of Contractor or Contractor's officers, directors, partners, employees, agents or contractors in the performance and furnishing of Contractor's services under this Agreement.

5. Confidentiality

The Contractor acknowledges that the City maintains participation records that may be protected as confidential under local, state, or federal law or ordinance and agrees to protect and maintain the confidentiality thereof.

Contractor further acknowledges that, as the Contractor to City, a Wisconsin municipality, Wis. Stats. §19.36(3) applies to it and records produced by it pursuant to this contract are subject to the public records law to the extent they would otherwise be if maintained by the City. Contractor agrees that, within 10 business days of a written request of City, it shall forward to City any such contract or records maintained by Contractor as are requested by City. Such records shall be in the format requested by City provided that such records are kept and maintained in that format. City shall reimburse Contractor for its reasonable costs incurred in complying with this paragraph. Contractor also agrees to indemnify the City from all costs City incurs should Contractor fail to comply with these requirements.

6. Termination and Notice

Either party may terminate the Agreement for cause upon 20 days written notice mailed by first class mail, postage paid to the other party as follows:

If to City:

City of De Pere
Attention: City Clerk
335 South Broadway Street
De Pere, WI 54115

With a copy to:

City of De Pere
Attention: Recreation Superintendent
600 Grant Street
De Pere, WI 54115

If to Contractor:

Starz Gymnastics Academy LLC
Attention: Mark Williams
807 Parkview Road
Green Bay, WI 54304

7. Independent Contractor

Contractor agrees that it is an independent contractor and not an employee of the City for purposes of the services rendered herein. Contractor shall secure at its own expense all personnel necessary to carry out its obligations under this Agreement. Such personnel shall not be deemed to be employees of the City, nor shall they have or be deemed to have any direct contractual relationships with the City.

8. No Assignment/Entirety of Agreement/Severability

Contractor may not assign this Agreement, in whole or in part, to any other individual or organization without the written consent of City. This Agreement contains the entire Agreement between the parties and supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof. If any provision of this Agreement is held invalid, illegal or unenforceable by any court of final jurisdiction, all other provisions of this Agreement be interpreted to remain valid, enforceable, and binding on the parties.

9. Authority

By signing below, the person hereby represents they have the authority to sign this Agreement and bind the respective party to the terms and conditions contained herein.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first above written.

Starz Gymnastics Academy LLC
Independent Contractor Agreement
Page 3 of 4

STARZ GYMNASTICS ACADEMY LLC

By:

Print Name: Mark Williams
Title: Registered Agent/Owner

CITY OF DE PERE

By:

Michael J. Walsh, Mayor

Carey E. Danen, City Clerk

J:\Law\Agreements\2019\Independent Contractor Agreement-Starz Gymnastics Academy5-23-19-151-004-19.docx

EXHIBIT A
Starz Gymnastics Academy
(Tumbling Instruction)

LOCATION: De Pere Community Center
600 Grant Street, De Pere

DATES/TIMES: To be determined at a later date, agreed upon by both parties. All classes will be 40 minutes in length for all participants: intro, beginner, intermediate or advanced.

CLASS SIZES: All classes will need a minimum of seven (7) participants to run. It will be at the discretion of Starz Gymnastics Academy to run classes below this minimum.

PARTICIPANT COST: \$48/Resident and \$63/Non-Resident

PAYMENT FOR TUMBLING INSTRUCTORS: Upon completion of the tumbling sessions, Starz Gymnastics Academy shall be paid as follows: 70% of total fees collected based upon the resident rate collected by the City for the programming offered. The City shall retain the additional \$15 non-resident fee.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: July 18, 2019

DEPARTMENT: Parks, Recreation & Forestry

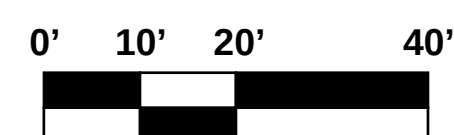
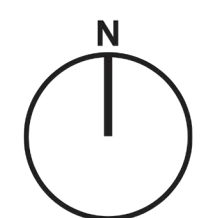
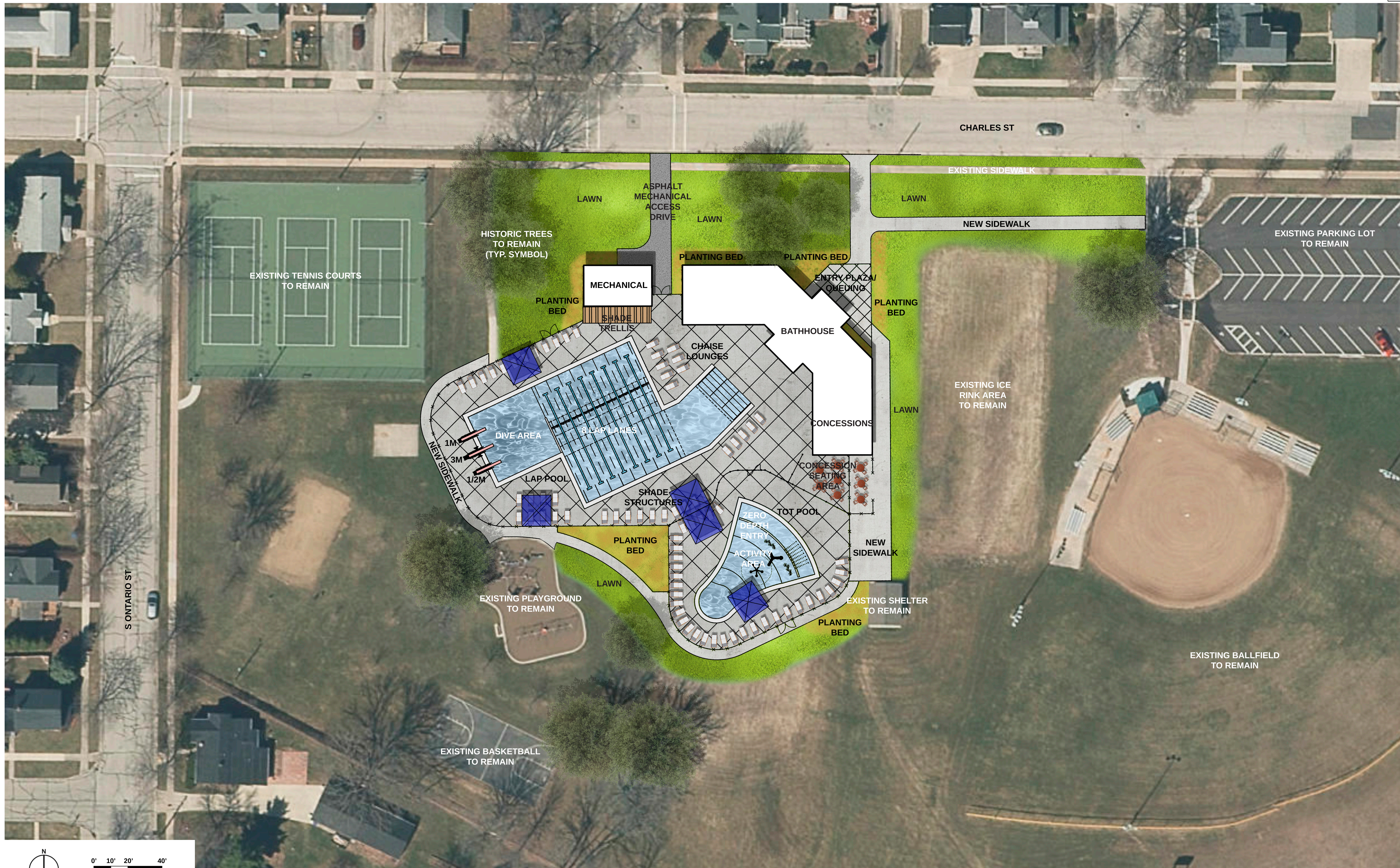
FROM: Marty Kosobucki

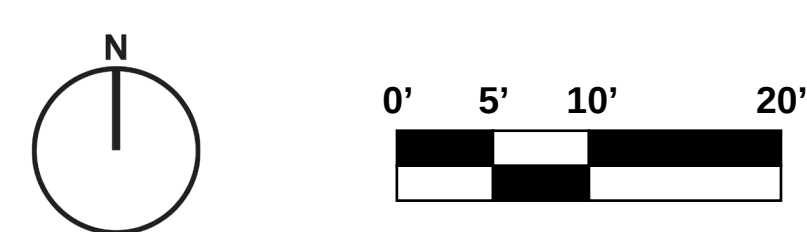
SUBJECT: Approve final conceptual design for Legion Aquatic Facility.

Enclosed is the final design as outlined by the Board of Park Commissioners at their June meeting. Changes included removing the wall in the shallow end, adjusting the shallow water line in the lap pool, and reducing (as much as possible) the wall in the deep end. Your final approval is required.

ATTACHMENTS:

- Legion Park Graphics Package(PDF)
- Legion Park_1 - Photo(JPG)
- Legion Park_3 - Photo(JPG)
- Legion Park_2 - Photo(JPG)
- Legion Park_4 - Photo(JPG)
- Legion Park_5 - Photo(JPG)
- Legion Park_6 - Photo(JPG)
- De Pere Aquatic Facilities_Single Option Const Cost Opinions_6-12-19_Legion Final (PDF)









Attachment: Legion Park 3 - Photo (8528 : Approve final conceptual design for

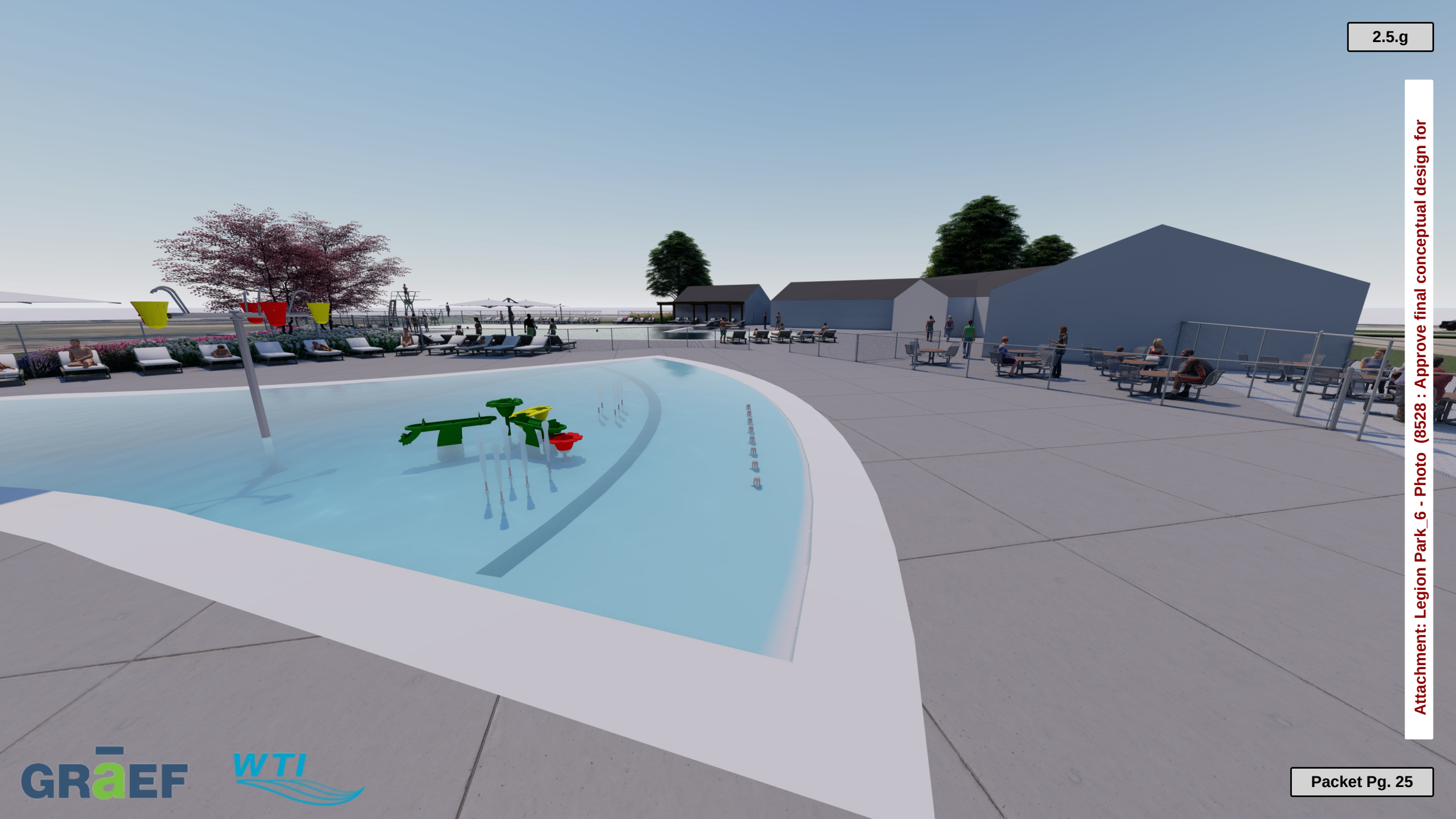


Attachment: Legion Park 2 - Photo (8528 : Approve final conceptual design for





Attachment: Legion Park 5 - Photo (8528 : Approve final conceptual design for





FINAL CONCEPT PLAN
OPINION OF PROBABLE CONSTRUCTION COST
DE PERE AQUATIC FACILITY AT LEGION PARK
DE PERE, WI
6/12/19



Attachment: De Pere Aquatic Facilities_Single Option Const Cost Opinions_6-12-19_Legion Final (8528 : Approve final conceptual design for

ELEMENT	QUANTITY		UNIT COST	COST
<u>Construction</u>				
<u>Site Development/Park</u>				
Demolition of Misc Site Elements	Allowance	x	\$8,000.00	\$8,000
Erosion Control	Allowance	x	\$3,000.00	\$3,000
Earthwork, Cuts/Fills/Grading	Allowance	x	\$25,000.00	\$25,000
Site Utilities (Excavation & Backfill)	Allowance	x	\$25,000.00	\$25,000
Concrete Sidewalk/Entry Area	8,015 SF	x	\$5.50	\$44,083
Maintenance Access Drive (4" Asph/10" CABG)	135 SY	x	\$28.00	\$3,780
Parking/Access Drive Lot Curb and Gutter	35 LF	x	\$18.00	\$630
Site Electrical/Lighting	Allowance	x	\$18,000.00	\$18,000
Decks and Walkways	21,800 SF	x	\$8.50	\$185,300
Deck Drainage	19,620 SF	x	\$3.25	\$63,765
Turf & Irrigation	17,800 SF	x	\$2.75	\$48,950
Landscape	Allowance	x	\$13,000.00	\$13,000
Pool Deck Lighting	Allowance	x	\$28,000.00	\$28,000
Perimeter Fence & Interior Barriers	750 LF	x	\$66.00	\$49,500
Subtotal - Site				\$516,000
<u>Architecture</u>				
New Bathhouse	6,000 SF	x	\$230.00	\$1,380,000
Mechanical Building	1,000 SF	x	\$180.00	\$180,000
Shade Trellis	400 SF	x	\$40.00	\$16,000
Subtotal - Architecture				\$1,576,000
<u>Aquatics</u>				
Lap Pool	7,735 SF	x	\$235.00	\$1,817,725
Tot Pool	1,685 SF	x	\$220.00	\$370,700
Interactive Water Features	Allowance	x	\$35,000.00	\$35,000
Deck Equipment	Allowance	x	\$95,000.00	\$95,000
Diving - 1/2 meter	1 EA	x	\$18,300.00	\$18,300
Diving - 1 meter	1 EA	x	\$29,000.00	\$29,000
Diving - 3 meter	1 EA	x	\$46,000.00	\$46,000
<u>General Works</u>				
Existing Pool Demolition	8,705 SF	x	\$10.00	\$87,050
Existing Bathhouse Demolition	4,570 SF	x	\$4.50	\$20,565
Existing Pool Decking Demolition	16,445 SF	x	\$2.50	\$41,113
<u>General Items</u>				
Access	3 EA	x	\$10,000.00	\$30,000
Safety Equipment	1 LS	x	\$17,000.00	\$17,000
Testing & Maintenance	1 LS	x	\$10,000.00	\$10,000
Vacuum - Robotic	2 EA	x	\$13,000.00	\$26,000
Vacuum - Manual	1 EA	x	\$6,500.00	\$6,500
Subtotal - Aquatics				\$2,650,000
Subtotal - Estimated Construction Cost				\$4,742,000
Contingency	15%	x	\$4,742,000.00	\$711,300
Total Estimated Construction Cost				\$5,453,300



FINAL CONCEPT PLAN
OPINION OF PROBABLE CONSTRUCTION COST
DE PERE AQUATIC FACILITY AT LEGION PARK
DE PERE, WI
6/12/19



Attachment: De Pere Aquatic Facilities_Single Option Const Cost Opinions_6-12-19_Legion Final (8528 : Approve final conceptual design for

ELEMENT	QUANTITY			UNIT COST	COST
<u>Furniture, Fixtures, and Equipment</u>					
<u>Building FFE</u>					
Lockers	200	EA	x	\$175.00	\$35,000
Changing Benches	6	EA	x	\$300.00	\$1,800
Manager's Desk & Chairs, File Cabinets	1	LS	x	\$900.00	\$900
Manager's Computer	1	EA	x	\$2,700.00	\$2,700
Registration Computer	1	EA	x	\$2,700.00	\$2,700
Desktop Printer	2	EA	x	\$500.00	\$1,000
Telephone System	1	LS	x	\$800.00	\$800
Communications/PA System	1	LS	x	\$3,000.00	\$3,000
Server and WiFi Systems	1	LS	x	\$1,000.00	\$1,000
Central Sound System	1	LS	x	\$3,000.00	\$3,000
Staff/Break Room Appliances	1	LS	x	\$2,000.00	\$2,000
Staff/Break Room Lockers	20	EA	x	\$175.00	\$3,500
Staff/Break Room TV	1	EA	x	\$800.00	\$800
Staff/Break Room Tables/Chairs	1	LS	x	\$1,000.00	\$1,000
First Aid Equipment	1	LS	x	\$800.00	\$800
Storage Shelving	15	EA	x	\$150.00	\$2,250
Concessions Equipment	1	LS	x	\$18,000.00	\$18,000
Public Bulletin Board	2	EA	x	\$300.00	\$600
Windows Treatments	1	LS	x	\$1,200.00	\$1,200
Bathhouse Maintenance Equipment (Floor/Sanitizing Equip)	1	LS	x	\$6,000.00	\$6,000
Point of Sale Equipment	Allowance		x	\$75,000.00	\$75,000
Other Misc TV's/Monitors	Allowance		x	\$2,000.00	\$2,000
Miscellaneous Furnishings	Allowance		x	\$2,000.00	\$2,000
Subtotal					\$167,000
<u>Site FFE</u>					
Lounge Chairs	77		x	\$225.00	\$17,325
Concession Area Tables with Umbrellas/Chairs Set	8		x	\$1,500.00	\$12,000
Trellis Area Tables/Chairs Set	2		x	\$1,500.00	\$3,000
Trash Receptacles - Deck	8	EA	x	\$350.00	\$2,800
Large Shade Structures	5	EA	x	\$9,000.00	\$45,000
Subtotal					\$80,000
<u>Aquatics FFE</u>					
Winterization Plugs and Equipment	1	LS	x	\$1,500.00	\$1,500
First Responder Safety Equipment	1	LS	x	\$2,500.00	\$2,500
Deck Directional and Safety Signage	1	LS	x	\$2,500.00	\$2,500
Subtotal					\$7,000
Total Estimated Fixtures, Furnishings, and Equipment (FFE)					\$254,000
Total Estimated Capital Costs					\$5,707,300
Design/Bidding (8%)	8%		x	\$5,707,300.00	\$457,000
Construction Management (4%)	4%		x	\$5,707,300.00	\$228,000
Total Estimated Project Cost					\$6,392,300

Note: Cost does not include competition starting platforms, timing equipment and other competition amenities.

FINAL CONCEPT PLAN
OPINION OF PROBABLE OPERATIONAL COSTS
DE PERE AQUATIC FACILITY AT LEGION PARK
DE PERE, WI
6/12/19

General Information

ID	Pool	Size (SF)	Capacity
A	Lap	7735	421
B	Tot	1685	113

Annual Expenses

<u>Commodity</u>	<u>Cost</u>
Office Supplies	\$ 1,500.00
First Aid	\$ 500.00
Maint & Repair Materials	\$ 2,500.00
Cleaning Supplies	\$ 2,500.00
Uniforms	\$ 750.00
Printing & postage	\$ 1,000.00
Misc	\$ 1,000.00
Subtotal Commodities	\$ 9,750.00

<u>Contract</u>	<u>Cost</u>
Training	\$ 1,200.00
Advertising	\$ 2,800.00
Communications	\$ 2,200.00
Trash Removal	\$ 2,000.00
Services	\$ 1,200.00
Misc.	\$ 750.00
Subtotal Contract	\$ 10,150.00

<u>Chemicals & Utilities</u>	<u>Cost</u>
Electric	\$ 33,347
Water /Sewer	\$ 4,522
Gas	\$ 35,325
Sanitary	\$ 27,412
Chemicals	\$ 3,391
Subtotal Chemical & Utilities	\$ 103,997

<u>Staff</u>	<u>Cost</u>
Manager	\$ 14,784.00
Head Guard	\$ 6,804.00
Lead Instructor	\$ -
WSI	\$ 17,280.00
Lifeguard	\$ 76,296.00
Attendant	\$ -
Concessions manager	\$ 5,544.00
Concessions	\$ 11,232.00
Maintenance & Landscape	\$ 11,880.00
Subtotal Staff	\$ 143,820

Maintenance Reserve	2%	\$ 127,846
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Total Annual Operating Cost Opinion	\$ 395,563
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Annual Operating cost /SF	\$41.99
Annual Operating cost per operational day	\$4,709.08



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: July 18, 2019

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve member of Park Board to serve on interview team for VFW Aquatic Facility RFP's.

As part of our process for selecting a consultant to design and administer the construction of our VFW Aquatic Facility staff will review the proposals that have come in and select 2-3 finalists. The 2-3 finalists shall be invited to come in for an interview. I would like to ask the Board of Park Commissioners select a member of the Park Board to serve on this interview team. Interviews will be planned to be conducted the first week of August. Based on the interviews, the team will recommend a consultant to the Board of Park Commissioners.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: July 18, 2019

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consider Options for Revising the Guidelines to the Recreation Scholarship Program.

At the last Board of Park Commissioners meeting staff was asked to investigate options for increasing the guidelines of the Recreation Scholarship Program so more people/families could be helped. I have included three attachments for your review.

- Spreadsheet that indicates the number of scholarships, expenses and running balance of the Recreation Scholarship Fund.
- Copy of the current guidelines and application form.
- A list of potential options staff has come up with to expand the scholarship program.

In addition to the attachments, I wanted to share with you input I received from the Melanie Brick, the De Pere High School Social Worker. She believes with the hiring of a new social worker for the West De Pere School District there will be an increase in utilization of the Scholarship Program.

Staff Recommendation: We would not recommend making any changes to the program at this time, but would suggest evaluating next year after the new social worker from West De Pere School District had been provided time and the opportunity to help promote the Scholarship Program.

ATTACHMENTS:

- Rec Scholarship Application (PDF)
- Rec Scholarship Financial Summary (DOCX)
- Options for Expanding the Recreation Scholarship Program (DOCX)



De Pere Parks, Recreation & Forestry Department

Recreation Scholarship Program

Financial Assistance

2.7.a

Purpose:

- The Recreation Scholarship Program has been established to provide youth in the City of De Pere the opportunity to participate in recreation programs offered by the Park, Recreation & Forestry Department, regardless of financial status.

Definitions:

"Family/Household" means all persons currently residing at the same address in the City of De Pere who are directly related (mother, father, son, daughter), are legal dependents of the applicant or are foster children.

"Resident" means any person who lives within the corporate limits of De Pere. Persons who own property in De Pere but live outside De Pere are not residents.

"Youth" means age 17 and younger.

"Hardship" for the purpose of this scholarship program means the family is unable to financially support/fund the program due to loss of employment, serious or chronic medical condition that prevents steady employment, major event or crisis impacting household income, or lacks sufficient means to cover full program costs.

Availability:

- Scholarships are available only for:
 - Instructional programs
 - Special events
 - Pool passes
 - Summer playgrounds
 - Kidz Zone
 - Summer camp programs
- City sponsored youth leagues:
 - De Pere Youth Baseball
 - De Pere Youth Hockey Association
 - De Pere Rapides Youth Soccer
 - De Pere Girls Softball Association
- Scholarships are not available for youth participation in field trips, costumes or supplies, replacement pool passes nor programs offered through another agency.
- Scholarships are awarded on a first come, first served basis and will be awarded only as long as there are available funds.
- A family may receive a maximum of \$75 per youth per year, and an additional \$75 per year for Family related activities/events.
- Scholarships will provide a maximum of 50% of the league participation fee for any individual requesting assistance for a league ran by De Pere Baseball, De Pere Youth Hockey, De Pere Rapides Youth Soccer, and/or De Pere Girls Softball Association.

Eligibility:

- Scholarships are available based upon the applicant's household income or when an applicant can demonstrate a financial hardship. Household income will be compared to the De Pere School Districts National Lunch Program income scale in determining eligibility for a scholarship.
- Applications and recipients must be residents of the City of De Pere.

Attachment: Rec Scholarship Application (8490 : Consider Options for Revising the Guidelines to the Recreation Scholarship Program.)

Application Process:

- Residents may apply by completing the Recreation Scholarship Program Application form signed by an adult member of the household. The applicant must include a copy of **one of the following**:
 1. Most recent federal income tax return;
 2. Brown County Social Services form showing current food stamp or AFDC eligibility;
 3. Proof of eligibility for free school lunch in any De Pere school district; or
 4. Written description of hardship; hardship cases will be reviewed and may be explained in writing on the application, or attached on a separate piece of paper (written or typed). Hardship referrals may be accepted from the applicant or other individuals or social services agencies on applicant's behalf.
- Hardship cases will be reviewed on an individual basis.
- You must also include a Program Registration Form, leaving the payment portion blank. (Can be found at www.de-pere.org and search "Program Registration Form")

Registration Process:

- Applicants awarded a scholarship will be provided directions in how to register for their program of interest.
- Enrollment into a program is contingent on program availability at the time of the applicant registering.
- Scholarships may not be awarded for the full program cost. Scholarship recipients will be required to pay the costs of the program not covered by the scholarship before program registration will be processed.

Selection Process:

- The Director of Parks, Recreation & Forestry or designee will review applications and make scholarship determinations within a 7-10 day time frame.
- Scholarship applications will not be reviewed or approved in person or at time of application.
- Applicants will be notified by mail of their funding status.
- Application and financial information will be kept confidential to the extent permitted by law.
- Mail or drop off application to:

De Pere Parks, Recreation & Forestry
925 S. Sixth Street
De Pere, WI 54115

- For questions call the Parks, Recreation & Forestry Department at 339-4065 or the Community Center at 339-4097.
- For assistance with filling out the application, see the "How to Apply" video at www.de-pere.org (City Departments → Parks, Recreation & Forestry → Recreation → Forms & Applications → Scholarship Program) or at www.depere.tv



RECREATION SCHOLARSHIP PROGRAM APPLICATION FORM [Financial Assistance Program]

2.7.a

Please thoroughly read all sections of the Scholarship Program's details before applying

For assistance with filling out this application, see the "How to Apply" video on the Scholarship Program's page at www.de-pere.org or www.depere.tv

CONTACT INFORMATION:

Guardian's LAST Name: _____ FIRST Name: _____

Address: _____ City: _____ Zip: _____

Phone: (home) _____ (cell) _____ (work) _____

Children: (Number of children, 17 & under, living in household) _____ Adults: (Number of adults, 18 & over, living in household) _____

EMPLOYMENT:

Are you currently employed? ☐ Yes ☐ No

Is your spouse / partner currently employed? ☐ Yes ☐ No

Employer: _____

Employer: _____

Address: _____

Address: _____

Occupation: _____

Occupation: _____

Monthly Household Income: (Include all sources of all income.) _____

ATTACH VERIFICATION OF ONE OF THE FOLLOWING:

☐ Federal Income Tax Return ☐ Participation in Free Lunch Program ☐ Brown County food stamp or AFDC eligible

☐ Financial Hardship Description (or attach separate sheet): _____

PROGRAM REQUESTS: See department brochure or www.de-pere.org (Please attach completed registration form.)

I hereby verify that the information stated on this application is true and correct.

APPLICANT'S SIGNATURE: (18 years or over) _____ **DATE:** _____

Mail or drop off form to:
De Pere Parks, Recreation & Forestry, 925 S. Sixth Street, De Pere, WI 54115

FOR OFFICE USE ONLY		
Activity Approved:	Staff Approval:	Date:
Amount to be paid by participant:	Comments:	
Amount of scholarship award:	Date Participant is notified:	By:

<u>Years</u>		<u># of Sch. Awarded</u>	<u>Sch. \$ Awarded</u>	<u>Donations</u>	<u>Expenses</u>	<u>Fund Balance</u>
2008-2009			\$0.00	\$125.00		\$125.00
2010		6	\$401.00	\$3,162.50		\$2,886.50
2011		23	\$1,035.00	\$8,865.65	\$468.00	\$10,249.15
2012		39	\$1,690.00	\$5,900.80	\$180.00	\$14,279.95
2013		20	\$1,150.00	\$5,002.95	\$252.00	\$17,880.90
2014		26	\$1,401.00	\$3,953.64	\$0.00	\$20,433.54
2015		41	\$2,369.50	\$3,934.55	\$216.00	\$21,782.59
2016		40	\$2,675.00	\$4,118.15	\$216.00	\$23,009.74
2017		36	\$2,570.00	\$4,425.50	\$216.00	\$24,649.24
2018		60	\$4,007.50	\$4,013.00	\$0.00	\$24,654.74
2019 (scholarships thru May)		18	\$941.50	\$4,405.95	\$180.00	\$27,939.19
Cumulative Grand Total		309	\$18,240.50	\$47,907.69	\$1,728.00	\$27,939.19

Options for Expanding the Recreation Scholarship Program

- Open scholarships for Adults/Seniors participating in City sponsored recreational activities.
 - We felt this could be a good option to consider as it falls in line with our current philosophy and guidelines. Seniors that qualify under the current guidelines would be eligible for a scholarship.
- Provide a stipend, or an allocation of money the resident School Social workers could apply to and utilize funds for needy families. In keeping consistent with the mission and purpose of the Scholarship Fund, the funding could only be used for assisting families with recreational based items and/or extracurricular based activities.
 - For instance...if a school social worker is working with a needy family where a daughter wants to participate on the basketball team, the social worker could request funds for the purpose of assisting the family to purchase basketball shoes.
- Increase the amount of funding allowed per family.
 - We are currently set at \$75 per child and \$75 for Family activities per year.
- Other potential ideas that may or may not fit perfectly within our guidelines;
 - Offer discount to military/veterans and for families of military in active duty.
 - This would not fit perfectly in our guidelines as some military/veterans would not be viewed as needy and/or poverty.
 - Offer one free swim lesson to every resident child within the City Limits.
 - This would not fit perfectly into our guidelines as a majority of our families are not considered needy and/or poverty.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: July 18, 2019

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Update on status of Community Garden at Lions Trailside Park.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: July 18, 2019

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Update on status of VFW Playground installation.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: July 18, 2019

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Update on status of VFW Pool demolition.
