



Board of Park Commissioners

Regular Meeting

335 South Broadway
De Pere, WI 54115
<https://www.deperewi.gov/>

Agenda

Thursday, December 15, 2022

6:30 PM

Council Chambers and Virtual

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 **December 15, 2022 at 6:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET, DE PERE.**

The public may attend the meeting either in person in the Council Chambers or electronically/telephonically. Electronic or telephonic access to the meeting is provided below:

Computer/smart phone accessing <https://www.gotomeet.me/DePere>

OR

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(312\) 757-3117](tel:+13127573117)

Access Code: 154-883-285

This meeting may also be rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at <http://deperecitywi.igmp2.com/>.

I. Call to Order

1. Roll Call

II. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Board of Park Commissioners. §6-3(f) DPMC

III. Action Items

1. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the November 17, 2022 meeting.
2. Consideration and Possible Action on Request from Brown County Land and Conservation Department for Staff.*
3. Consideration and Possible Action to Accept Donations from the De Pere Lions Club.*
4. Consideration and Possible Action on Allocating Funds from Beer Garden to the Nelson Family Pavilion.*
5. Consideration and Possible Action to Approve Revised Policies for Community Center Rentals.*
6. Consideration and Possible Action on Repairs to Legion Pool.*
7. Consideration and Possible Action on Concept for Preserve Sign.
8. Consideration and Possible Action to Approve Draft RFP for Comprehensive Plan Update.
9. Review And Discussion On 2023 Major Project Timeline.
10. Discussion on Recycling Efforts in De Pere Parks.

IV. Staff Updates

1. Staff Update on Special Events.
2. Staff Update on Nelson Family Pavilion Technical Design.

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
Alderspersons
Mayor James Boyd
Larry Delo, City Administrator
Tony Wachewicz, City Attorney
Marty Kosobucki
Carey Danen, City Clerk
City Hall 1st and 2nd Floor
De Pere Girls Softball
Connor Goodman, Teen Advisor
Madison DeCleene, Teen Advisor
De Pere Lion's Club

De Pere Youth Hockey
De Pere Select Soccer
De Pere Area Chamber of Commerce
Definitely De Pere
Brown County Library – De Pere
TV & Radio Stations
De Pere Rapides Youth Soccer
De Pere Baseball
Christopher Thompson, De Pere School Dist.
Dennis Krueger, WDP School District
Mike Mushinski, Brown County

***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: December 15, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Grace Lahtela

SUBJECT: Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the November 17, 2022 meeting.

ATTACHMENTS:

- Draft Minutes 11-17-22 (PDF)



Board of Park Commissioners

Regular Meeting

335 South Broadway
De Pere, WI 54115
<https://www.deperewi.gov/>

Draft Minutes

Thursday, November 17, 2022

6:30 PM

Council Chambers and Virtual

I. Call to Order

The meeting was called to order at 6:30 PM by Board Member Randy Soquet

Attendee Name	Title	Status	Arrived
Melissa Thiel Collar	Board Member	Present	
Ryan Jennings	Board Member	Present	
Jim Kneiszel	Board Member	Present	
Amy Chandik Kunding	Aldersperson	Present	
Shana Defnet Ledvina	Aldersperson	Present	
Dean Raasch	Aldersperson	Excused	
Randy Soquet	Board Member	Present	
Madison DeCleene	Teen Advisor	Present	
Connor Goodman	Teen Advisor	Present	

Others present: Marty Kosobucki, Director of Parks, Recreation, and Forestry; Paula Rahn, Recreation Superintendent; Chelsea Moberg, Recreation Supervisor; and Grace Lahtela, Administrative Assistant.

II. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Board of Park Commissioners. §6-3(f) DPMC

None

III. Items

1. Consideration and Possible Action to Approve the Minutes from the October 20, 2022 Board of Park Commissioners Meeting.

Aldersperson Chandik Kunding moved to approve the minutes from the October 20, 2022 meeting, seconded by Melissa Thiel Collar. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amy Chandik Kunding, Aldersperson
SECONDER:	Melissa Thiel Collar, Board Member
AYES:	Thiel Collar, Jennings, Kneiszel, Kunding, Defnet Ledvina, Soquet
EXCUSED:	Dean Raasch

2. Consideration & Possible Action to Approve Contractual Agreement with Inner Dimensions Wellness LLC*

James Kneiszel moved to approve the contractual agreement with Inner Dimensions Wellness LLC, seconded by Aldersperson Defnet Ledvina. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jim Kneiszel, Board Member
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	Thiel Collar, Jennings, Kneiszel, Kunding, Defnet Ledvina, Soquet
EXCUSED:	Dean Raasch

3. Consideration & Possible Action to Approve Dropin Player Pass for Adult Basketball*

Alderperson Defnet Ledvina moved to approve the drop-in player pass for adult basketball, seconded by James Kneiszel. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Shana Defnet Ledvina, Alderperson
SECONDER:	Jim Kneiszel, Board Member
AYES:	Thiel Collar, Jennings, Kneiszel, Kunding, Defnet Ledvina, Soquet
EXCUSED:	Dean Raasch

IV. Staff Updates

1. Discussion and Update on Status of Nelson Family Pavilion Technical Design.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that the technical design for the Nelson Family Pavilion has started. They really haven't gotten into the details of the building yet. At the December meeting, McMahon will have questions that will be coming forward for discussion.

Marty Kosobucki also stated that we did receive another large donation. Staff approached the Nelson Foundation and explained the drastic increase in the costs of construction. The Nelson Foundation increased their donation to \$750,000. Staff also sent out another batch of donation requests to all De Pere businesses in November. Also, the mayor is going to be proposing to council for the additional necessary funding to come from the ARPA funding for the project.

RESULT:	DISCUSSED
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V. Future Agenda Items

James Kneiszel questioned if there were any updates on the East River Project. Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that representatives from Brown County could not make the November meeting, but they plan to come to the December meeting.

VI. Adjournment

James Kneiszel moved to adjourn the meeting at 6:37 pm, seconded by Alderperson Chandik Kunding. Upon vote, the above motion passed unanimously.

Respectfully submitted,
Grace Lahtela



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: December 15, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action on Request from Brown County
Land and Conservation Department for Staff.*

ATTACHMENTS:

- Memo.East River Water Trail Summary (DOCX)
- muni ltr (DOC)

CITY OF DE PERE MEMO



To: Board of Park Commissioners

From: Marty Kosobucki

Date: October 20, 2022

RE: Request for staffing resources from BC Land and Conservation

We have been requested from representatives of the Brown County Land and Conservation Department to allocate 40-100 hours of staffing time and resources to the efforts of creating the East River Water Trail. The staff hours would be used as supporting resources for grants that are being searched out for improving the water quality and use of the East River.

Staff Input: We are in full support of the efforts to improve the East River so that it can be used and enjoyed by residents and patrons. That being said, I think it would be difficult for us to commit to dedicating 40-100 hours of staffing time over the next 3 years to working on the East River. The complications we see with this are 1) Ultimately, we do not know the extent and type of work that needs to be done. 2) Timing/Season of the work is relatively unknown and can have an impact on our operations. 3) It is very difficult for us to project out three years and ensure we can allocate 40-100 hours without it impacting our operations.

If you would like to support the request, this item will need to go to City Council for approval as it will require staffing/budget commitments past the current year.

Brown County

2019 TECHNOLOGY WAY, STE. 104
GREEN BAY, WI 54311

MIKE MUSHINSKI

PHONE (920) 391-4620 WEB: www.browncountywi.gov

COUNTY CONSERVATIONIST

DATE: September 27, 2022
TO: Municipalities
FROM: Mike Mushinski
RE: **PROPOSED EAST RIVER WATER TRAIL**

The East River Water Trail project is a collaborative effort between local municipalities and non-profit groups to develop a water trail/corridor along the East River from Hoffman Road upstream to Ledgeview Park along with improving the instream fishery by removing impediments and creating aquatic habitats. Additionally, this project will restore and protect near-shore and riparian habitat which will include invasive species removal, spawning wetlands, pollinator/savanna areas, and repairing streambank erosion sites. The current proposal includes 2 additional canoe/kayak launches along the East River.

Brown County Land & Water Conservation Department has secured \$500,000 of ARPA funding towards this project. An additional \$550,000 grant has been submitted to US Fish & Wildlife Service (FWS) requesting Natural Resources Damage Assessment (NRDA) funds for this project along with a \$25,000 request for Partners for Fish & Wildlife funding through the FWS.

We are asking municipalities to commit in-kind matches to the project which could include equipment usage, staff time (40-100 hours/year), and supplies used on the project within their municipal boundaries.

The timeline for this project is 2023-2025.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: December 15, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to Accept Donations from the De Pere Lions Club.*

ATTACHMENTS:

- Bench and library proposal (DOCX)



De Pere Lions Bench and Little Library

The De Pere Lions Club is looking to donate a park bench and little library to the DePere Parks.

Approximate value: \$800

Timing: Spring 2023

Location: Lions Trailside Park



Park Department responsibilities

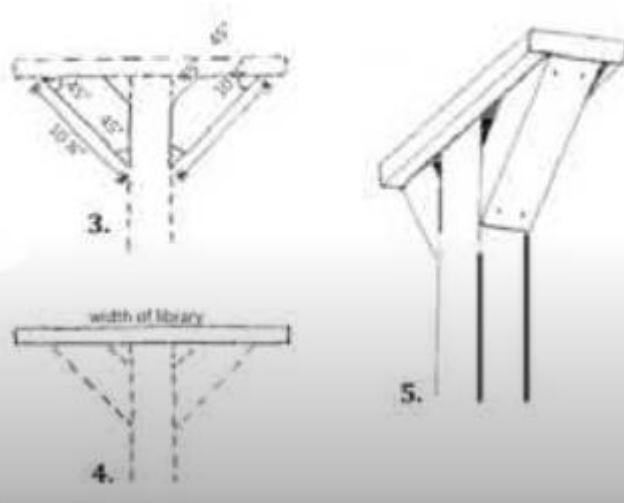
- > Install and secure Park Bench on concrete slab and attach provided nameplates to bench and Little Library
- > Install Little Library next to bench

Lion's responsibilities

- Provide funding, Bench and Little Library for above installations not to exceed \$400
- Provide Management of the Little Library by Lion Abbey Hill and Julie Stumpf



<https://www.trexfurniture.com/yacht-club-forty-eight-inch-bench.html>





City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: December 15, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action on Allocating Funds from Beer Garden to the Nelson Family Pavilion.*

ATTACHMENTS:

- Memo.Beer Garden Revenue Allocation (DOCX)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Date: December 15, 2022

RE: Beer Garden Revenue Allocation

Staff is requesting the Board of Park Commissioners consider allocating the revenue from the Beer Garden toward the Nelson Family Pavilion.

Summary:

Approximately four years ago, the City approved that all net proceeds from the Beer Gardens would be placed in a separate account for the sole purpose of improving our park system. Last year, the Park Board approved allocating the funds from the first two seasons to the replacement of Legion Park Playground. The amount was approximately \$27,000. As part of the budget process the Mayor eliminated the funding from the Beer Garden for the Legion Playground project. The Mayor has asked the Park Board consider allocating the money toward the Nelson Family Pavilion. The current funding from our Beer Garden revenues is \$41,922.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: December 15, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Consideration and Possible Action to Approve Revised Policies for Community Center Rentals.*

ATTACHMENTS:

- Memo.CC Policy review (DOCX)
- CC Rental Policy Changes 11.22 (PDF)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Date: February 17, 2022

RE: Community Center Policy and Fee Review

As you review the proposed changes to the Community Center policies and fees, I wanted to provide clarification on the topic as it relates to further approval. Any change to a policy that is approved will not require further action. Any change to a fee will require further approval from City Council.

Because the topic includes both policy and fees, we will separate the items appropriately and send any fee changes to City Council.

CITY OF DE PERE

Community Center

600 Grant Street, De Pere, WI 54115 | 920-339-4097 | www.de-pere.org



TO: Board of Park Commissioners
 FROM: Paula Rahn, Recreation Superintendent
 DATE: November 29, 2022
 RE: Consider Changes in Fees & Policies for Community Center Rentals

We are requesting changes in fees and policies for rentals at the Community Center. Over the past year, we have seen a huge increase in our room rentals, which is outstanding however, with that, we have seen an increase in issues arising, mainly cleaning up properly afterwards and minor damages. Staff surveyed 5 other communities on their policies and fees (Ashwaubenon, Oconomowoc, Howard, Waunakee, Bellevue) and are recommending the following changes:

Current Policy/Fee	Proposed Policy/Fee
Rental Fees (represents 5% increase for 2023): <i>Large Rms.</i> \$180 Res / \$210 Non-Res – 1 st 4 hours \$270 Res / \$320 Non-Res – Full day \$50/hr. charge after min. 4 hours <i>Small Rms.</i> \$85 Res / \$110 Non-Res – 1 st 4 hours \$110 Res / \$140 Non-Res – Full day \$30/hr. charge after min. 4 hours	Rental Fees: \$180 Res / \$210 Non-Res – 1 st 4 hours Eliminate full day rates \$50/hr. after min. 4 hours \$85 Res / \$110 Non-Res – 1 st 4 hours Eliminate full day rates \$30/hr. charge after min. 4 hours
<i>Most communities offered 4 hours and per hour charges after that. In addition, eliminating full day rates would help with scheduling issues for our facility attendants who check over the rooms afterwards.</i>	
Game Room Deposit: Currently \$50 deposit.	Game Room Deposit: Increase to \$100 deposit.
<i>Increasing deposit would help cover loss or damage to equipment.</i>	
Cleaning & On-Call Assistance Fees: No cleaning fee specified. Policy states: 'The renter will be held responsible and billed for any unnecessary clean-up, losses, or damages as well as be subject to loss of rental privileges for one year.'	Cleaning & On-Call Assistance Fees: Additional cleaning fee \$50 minimum – for staff reference only. Keep policy stated as indicated for renters.
<i>Most communities charged minimum of \$50 for additional cleaning; Howard usually keeps whole deposit of \$100.</i>	

On-Call Assistance: Currently charge \$45 for rental calls after hours.	On-Call Phone Assistance: \$65 On-Site Call-In: min. 2 hours, \$125 charge; \$65/hr. after 2 hours Police or Fire called in for renter induced non-emergency: Security deposit forfeited
<i>The \$45 charge did not cover the cost of the on-call person accepting or responding to calls.</i>	
Rental Hours: 7:00 am – 10:30 pm 10:30 pm – 12:00 am - Staff approval & \$75 fee	Rental Hours: 7:00 am – 11:00 pm
<i>Eliminate rentals until midnight to help combat the issues that arise with late night rentals. This year through Nov. we had 254 rentals, and of those, 36 rentals were until midnight. A total of 40 deposits have been completely or partially withheld with 24 of them going until midnight. Thus, 24 of the 36 rentals that have gone until midnight have had all or a portion of their security deposit withheld.</i>	
Security Deposits: Security deposits match rental fee. Accept Cash or Check for security deposits.	Security Deposits: Security deposits match rental fee not to exceed \$500. Accept cash or credit card, no checks. <i>If credit card, then charge credit card at time of picking up rental key card/keys. Issue SD back to credit card the following week less balance of any cleaning or damages. If cash, renter pick up the following week after rental.</i>
<i>If per hour charges are approved, it could get quite costly so recommend putting a limit on the security deposit. If need to charge more for facility damages, then would contact renter. Credit card is commonly used amongst many communities but to ensure deposit is accepted via credit card will need to run it through. Credit card transaction fees incurred but that is the cost of doing business.</i>	
Decorating Information: Fog machines and confetti is not allowed.	Decorating Information: Clarify and add: Fog machines, confetti (including confetti in helium balloons), glitter, rice, natural flower petals, and silly string is not allowed.
<i>These were common items not allowed at other communities.</i>	

Below is the summary from our survey for your reference.

- **Rental Fees** - Our fees are lower than Ashwaubenon, Oconomowoc and Waunakee but are slightly higher than Bellevue; Howard's fees were rather low. All charged for 1st 4 hours and then per hour after that, Howard & Bellevue also offered full day rates. See additional spreadsheet on fees.

- **Additional fees** – cleaning fees averaged \$50; Howard usually kept the whole deposit of \$100; Waunakee had a list of charges. Renters charged for excessive cleanup or provide list of charges with fee.
- **Rental Times** – Ashwaubenon & Oconomowoc – until 1am; Howard – 12am; Waunakee & Bellevue – 10 pm
- **Security Deposits** - Howard – Accepts cash, check, credit card and deposits SD at time of booking; runs through AP every Tuesday. Ashwaubenon & Bellevue – only take credit card and deposits SD at time of booking – put back on credit card or run through AP if after 45 days have passed since initial booking. Waunakee and Oconomowoc – no SD charged but have staff on site; Oconomowoc stated would bill them if needed or go to collections if don't pay; CC payments are charged 2.5% processing fee.
- **Issue Keys or Provide Staff During Rental** – Ashwaubenon, Waunakee & Oconomowoc – provide staff for entire rental time; some provide 2 staff towards end of rental time for take down, cleaning & security. Ashwaubenon requires renters to clean up and then staff person walks through with renter to go over checklist and make sure everything is cleaned. Howard & Bellevue – issue keys to renters.
- **Decorations** – Common for all – nails, tape, tacks, screws, staples prohibited. Glitter, confetti, rice, silly string and natural flower petals not allowed. All decorations must be removed prior to leaving the facility. No one had any mention about helium balloons.
- **Cleaning Responsibilities** - Ashwaubenon, Bellevue & Howard require renters to clean but Waunakee and Oconomowoc take care of the mopping of the floors, set up/take down, bathrooms, etc. – anything the renter brings in they clean and take back out.
- **Policies to Combat Excessive Clean up and Hosting Large Intoxicating Parties** –
 Ashwaubenon – Charges \$500 SD for any rental past 10 pm; also \$50/hr. for any extra cleaning; if Public Safety is called in forfeit entire SD; sends letter referencing charges for any damages or facility not cleaned up properly; seldom must charge more than \$500.
 Bellevue – No alcohol permitted and only rent until 10 pm; if alcohol found lose whole SD; have itemized list of \$25 per item if tasks not done; cleaning service comes in each night to clean.
 Howard – Makes sure renter fully understands all expectations; keeps whole SD of \$100 if don't clean up properly; PW goes in next day to check rental and clean.
 Oconomowoc – No alcohol after midnight; violation of alcohol policy \$500 fee; has licensed bartenders on site so don't have many issues; any additional time spent cleaning/take down after the normal 2 hours is charged to renter.
 Waunakee – Recently changed rentals to end at 10 pm (used to be midnight and have lost some rentals because of it); banned Quincenaras; all alcohol must stay in community room/patio; spends a lot of time with renters so clear on expectations; have on-site staff helps minimize issues and goes through checklist.

Thank you for your time and consideration.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: December 15, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action on Repairs to Legion Pool.*

ATTACHMENTS:

- Memo.Legion Pool Repairs (DOCX)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Date: December 15, 2022

RE: Legion Pool Repairs

Staff is requesting funding for several pool repairs in 2023 at Legion Pool which are above and beyond our normal maintenance. We believe these repairs will cost approximately \$40,000 and will need the City to authorize funding.

Background:

At the start of the 2022 season, a part of our wall/gutter fell off. Due to the location of the plaster that fell off, we would need to close the pool to drop the water level to repair. We did not want to do that, so we limped through the season by putting up cones around the area. This area should be fixed so that its 1) safe, and 2) does not continue to compromise and deteriorate the wall and gutter system. We have an estimate from a contractor to repair the wall/gutter in the spring of 2023.

During the summer of 2022, we noticed Legion Pool had some leaking. The leak was considered to be mild so it did not impact our operations. After the pool was closed for the season we had a leak detection company come in to investigate and identify any leaks within the pool. They found a small leak by an inlet in our baby pool. This would be consistent with the level of water we were losing. We have an estimate from a pool contractor to perform the work in the spring of 2023.

In October we normally fill the pool prior to the winter season. When this was done, we noticed the water level dropped significantly over the weekend. The first thing we checked was the pressure on the lines of the main pool. All lines held pressure indicating we do not have any additional cracked lines in our main pool. The leaking we believe is to be coming from one of two large seams in the pool. This seam gets maintained yearly, however from time to time does need to be completely replaced. We received an estimate from a contractor to perform a repair of the main seam in the spring of 2023.

The estimates for the three repairs totals \$36,000. We are requesting \$40,000 to provide a contingency buffer to cover items that cannot be foreseen.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: December 15, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action on Concept for Preserve Sign.

ATTACHMENTS:

- Memo.Preserve Sign (DOCX)
- Park Sign Model (PDF)
- Preserve Sign.Current (JPG)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Date: December 15, 2022

RE: Preserve Sign

In the 2023 Budget we have funding to replace the Preserve Sign that is located on Lawrence Drive. Prior to getting quotes and/or proposals we want to get some direction from the Board of Park Commissioners on the direction of how the sign should look.

Background/History:

With the City's branding initiative, the Park Board discussed the issue of park signs back in April of 2019. At the time, the Park Board approved a model to be used for all major park signs. The model that was selected is included in your packet. I have also included a photo of the current sign. The sign is being replaced due to parts of the sign falling off and not have the ability to resecure it back together due to deterioration of the sign.

General logic says that we should move forward with replacing the sign with a sign consistent with the approved park model sign. However, before doing so I wanted to touch base with the Park Board due to the unique location of the sign. The location is unique in that it receives a high volume of traffic and is surrounded by businesses. An argument could be made to have the sign blend in with its surroundings. Either way, the City logo and branding should be part of the sign.

Ultimately, we are asking the Park Board if A) you want us to continue with replacing the sign and be consistent with the model selected back in April of 2019, or B) Create a new type of sign that features City branding but also blends in with the surrounding area.







City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: December 15, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to Approve Draft RFP for Comprehensive Plan Update.

ATTACHMENTS:

- Memo Comp Plan RFP (DOCX)
- RFP.2023 (DOC)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Date: December 15, 2022

RE: Comp Plan RFP Draft

I have included in your Park Board packet a draft copy of the RFP we are considering sending out. We would like to the Park Board to discuss some proposed additions/changes to the Request for Proposal (RFP) prior to going out.

Summary:

Every five years we go through a process to update our Comprehensive Park and Open Space Plan. The plan is both a strategic tool for us and aids in our ability to obtain grants from the Wisconsin Department of Natural Resources. Our last plan was approved in 2018, so our new plan must be updated in 2023 to be current. As part of the RFP, I am proposing some additions to have our consultant work on during the update. The topics include looking at our core services in parks and forestry to determine their priorities, as well as looking at the cost of certain services compared to the private sector.

REQUEST FOR PROPOSALS

COMPREHENSIVE PARK AND OUTDOOR RECREATION PLAN – UPDATE CITY OF DE PERE

Summary:

The Park, Recreation and Forestry Department of the City of De Pere is soliciting proposals to revise and update their Comprehensive Park and Outdoor Recreation Plan. Prospective bidders should review the scope of work prior to bidding, to understand expectations and responsibilities of the consultant. Bidders may be given the opportunity to provide a 10 minute presentation on their proposal at a future Board of Park Commissioners meeting. Upon Notice of Award to the consulting firm, the consultant shall have 120 days to complete the project.

The City of De Pere reserves the right to select any firm/proposal that it deems to be in the best interest of the City. Consultants shall be ranked based the criteria listed below.

Proposals will be accepted until March ?, 2023.

Request for Proposal Criteria:

Interested consultants should ensure to include the following information (but not limited to) in their proposal to the City. Each consultant shall be scored on the following criteria.

1. Firm qualifications and experience
2. Staff qualifications and experience
3. List 5 references
4. List 5 similar projects with contact name
5. Proposed timeline for project
6. Proposed number of meetings (public meeting(s), presentation(s) to Board of Park Commissioners, and/or meeting(s) with City staff
7. Demonstrate understanding of project
8. Examples and explanation of mapping products
9. Summary of addressing Scope of Work
10. Lump sum fee

Scope of Work:

1. Review current Comprehensive Park and Open Space Plan.
2. Evaluate existing parks and provide recommendations and cost estimates for improvements.

3. Prepare a draft and final Comprehensive Park and Open Space Plan in accordance with the Department of Natural Resources funding eligibility requirements.
4. Assess current park land acreage and the need for additional and/future park lands. Analysis should include regional and national comparisons, current service radius, recommendations for future park land and type of parks.
5. Review current facilities (i.e. restrooms, soccer fields, swimming pools, ball diamonds, tennis courts, etc...) and service to community to determine deficiencies in level of service.
6. Provide table/matrix of all parks/facilities.
7. Research and provide up to date demographic data and projections.
8. Provide budget estimates for recommended improvements.
9. Identify Grant opportunities for various identified improvements.
10. Review various plans and/or studies for relevant information regarding the City of De Pere Comprehensive Park and Open Space Plan. Plans include but are not limited to; American with Disabilities Act Audit on De Pere Parks, Condition Report for Swimming Pools, City of De Pere Capital Improvement Plan, Brown County Outdoor Recreation Plan, Brown County Bicycle and Ped Plan, etc...
11. Analyze current trail corridors. Make recommendations for improvements and/or connections.
12. Mapping to clearly identify park locations, service radius of parks, and future park land recommendations.
13. Park Inventory analysis to include inventory of park and its facilities, evaluation of facilities, purpose of park, and recommendation for improvements.
14. Consult with user groups to identify needs.
15. Review of Park Land Dedication Policy and comparison to other local and/or similar in size communities. Make recommendations for improvement to policy.

16. Analysis and recommendation of service level and priorities of Forestry Operations. Analysis should include community input and a comprehensive look at current city staffing, organizational structure, budget, resources and work load.
17. Analysis and recommendation of service level and priorities of Park Maintenance operations. Analysis should include community input and a comprehensive look at current city staffing, organizational structure, budget, resources, and work load.
18. Analysis of key services to determine cost effectiveness of public vs. contracting service. Services to include stump removal, tree removal, tree pruning, athletic field mowing, median mowing and maintenance, garbage and restroom regular monitoring and maintenance, and roundabout maintenance.
19. Meetings/Public Input
 - a. At least one public input meeting shall be performed.
 - b. An online survey shall be performed to address Items #16 and #17.
 - c. A minimum of one meeting with Board of Park Commissioners to present draft plan.
20. Plan review
 - a. The plan shall be reviewed on a regular basis with staff during the process.
 - b. A draft plan shall be sent to the Board of Park Commissioners for review prior to finalizing. (This shall be done by providing the City one digital copy.)
 - c. Final plan shall be presented to the Board of Park Commissioners for approval and to the City Council for approval. (This shall be done by providing the City with one digital copy.)
21. Final Plan requirements/submittal
 - a. Shall include City resolution and signatures
 - b. One digital copy (compatible with City software) to the City
 - c. Fifteen (15) colored hard copies submitted to the City

City of De Pere to Provide:

1. Access to all current park data.
2. Copy of current City of De Pere plans (i.e. Comprehensive Park and Open Space, Capital Improvement Plan, ADA Audit of De Pere Parks, Condition Report of Swimming Pools, etc...)

Miscellaneous:

City staff will meet with successful company periodically through the planning stages to ensure that the project is progressing in accordance with the scope of work and/or mutual understanding.

Projected time to complete this project is 120 days from the date the contract is signed.

For questions or additional information please contact Marty Kosobucki at 920-339-4065 or at mkosobucki@mail.de-pere.org.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: December 15, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Review And Discussion On 2023 Major Project Timeline.

ATTACHMENTS:

- Memo.Major Project Timeline (DOCX)
- majorproject.timeline.23 (DOC)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Date: December 15, 2022

RE: Major Project Timeline

Enclosed in your packet you will find working tool we use for tracking and projecting our major projects. We use this to strategically plan our year and projects in order to maximize our efficiency. The tool is a working document and changes often due to external and internal factors. This item does not require a motion, but we are happy to entertain any questions you have regarding the plan and timelines.

Capital/Major Project Timeline – 2022

3.9.b

Project: Holder #1 Replacement **Lead: Don/Tom** **Cost: \$150,000**

Task	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Demo units													
Determine specifications													
Obtain quotes													
Award bid/approval													

Project: Truck #4 Replacement **Lead: Don/Tom** **Cost: \$60,000**

Task	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Determine specifications													
Order truck													

Project: Truck #15 Replacement **Lead: Don/Tom** **Cost: \$30,000**

Task	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Determine specifications													
Order truck													

Project: Truck #16 Box Replacement **Lead: Tom** **Cost: \$20,000**

Task	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
TBD													

Project: Nelson Family Pavilion Technical Design **Lead: Marty** **Cost: \$**

Task	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Technical Design													
Park Board review													
Final approval of technical design items													
Technical design completion													

Project: Nelson Family Pavilion Construction **Lead: Marty** **Cost: \$**

Task	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Bid Project													
Award Bid													
Groundbreaking													
Construction completion													

Project: Sidewalk and Hard Surface Program **Lead: Marty/Engineering** **Cost: Total \$ 20,000**

Task	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Meet with Engineering													

Project: Braiser Sidewalk and Storm Drain **Lead: Marty/Engineering** **Cost: \$20,000**

Task	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Meet with Engineering													

Project: Park Light Head Replacement **Lead: Marty/Maintenance Staff** **Cost: \$15,000**

Task	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Obtain quotes													

Order Light Heads													
Light head installation													

Project: Water Cooler Replacement **Lead: Don** **Cost: 6,000**

Task	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Determine location													
Obtain quotes													
Order unit													
Installation													

Project: Southwest Park Shelter – Door Replacement **Lead: Marty/Maintenance Staff** **Cost: \$5,000**

Task	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Determine door specs													
Obtain quotes													
Order doors													
Door installation													

Project: Preserve Sign Replacement **Lead: Marty** **Cost: \$12,000**

Task	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Create RFP													
Send out RFP													
Park Board review and award													
Installation													

Project: Underpass Plan Consultant **Lead: Marty** **Cost: \$10,000**

Task	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Create RFP													
Take to Commission for review and approval													
Kick off meeting													
Commission review													
Commission approval													

Project: Wilson Park Consultant **Lead: Marty** **Cost: \$10,000**

Task	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Create RFP													
Take to Park Board for review and approval													
Kick off meeting													
Park Board review													
Park Board approval of plan													

Project: Roundabout Maintenance - Contractor **Lead: Don** **Cost: \$8,000 (Operating Budget)**

Task	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Develop RFP													
Send out RFP													
RFP review and approval													

Project: Comprehensive Plan Update **Lead: Marty** **Cost: \$25,000**

Task	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Create RFP													
Park Board review of RFP													
Send out RFP													
Park Board review of proposals													

Council approval of contract													
Kick off meeting													
Park board review of plan													
Plan adoption													

Project: Perkofski Launch Grant and Refurbish**Lead: Don/Grace****Cost: \$12,000 (\$6K – RBG Grant)**

Task	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
TBD													

Project: Perkofski Ticket Machine**Lead: Don****Cost: \$15,000**

Task	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec

Project: Bomier and James Street Dock Repair/Grant**Lead: Don/Marty/Grace****Cost: \$12,000K (\$6K RBG Grants)**

Task	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Submittal of grants to WDNR													
Obtain quotes on dock renovation													
Grant approval process (park board and council)													
Dock renovation													
Grant completion													

Project: Canoe/Kayak Launch and Grant Submittal**Lead: Marty****Cost: \$50,000**

Task	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Grant submittals													
Park Board review of project and grant awards													
Obtain quotes on kayak launch													
Purchase kayak launch													
Grant completion													

Project: Tree Removal Contract**Lead: Don****Cost: \$TBD**

Task	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec

Project: Stump Removal Contract**Lead: Don****Cost: \$TBD**

Task	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec

Project: VFW Flow Meter**Lead: Tom/Chelsea****Cost: \$7,500**

Task	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Obtain quotes													

Order													
Install													

Project: VFW Alkalinity System**Lead: Tom/Chelsea****Cost: \$8,500**

Task	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Obtain quotes													
Order													
Install													

Project: Pool Vacuum Replacement**Lead: Chelsea/Tom****Cost: \$10,000**

Task	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Develop specs for vacuum replacement													
Obtain 3 quotes (if possible)													
Order unit													

Project: Seasonal Staff Scheduling System**Lead: Chelsea****Cost: TBD**

Task	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Demo systems													
Park Board review and approval													
Council authorization of agreement													
Implement scheduling system													

Project: Replacement of Line Trimmers**Lead: Don****Cost: \$5,000 (part of Operating Budget)**

Task	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Obtain quotes													
Order/purchase units													

Project: Kelly Danen Playground**Lead: Marty/Don****Cost: \$100,000**

Task	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Receive Playground													
Preparation of bid for fall surfacing													
Opening of bid													
Park Board approval of fall surfacing bid													
Council approval of fall surfacing bid													
Sidewalk installation													
Playground Installation													
Drain tile installation													
Fall surfacing installation													

Project: Beer Gardens**Lead: Paula/Grace****Cost:**

Task	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Recap of 2022 season & selection of 2023 dates													
Selection of Musicians													
Confirm Main Sponsor & bring to Park Board for approval													
Solicit & Review Beer Distributor Proposals & bring to Park Board for Approval													

(TBD)													
Solicit Food/Dessert/Snack Truck Vendors													
Solicit and confirm individual sponsors and bring to Park Board for approval													
Establish and confirm main attractions at each event & sponsorships													
Promotion of events – in-house and from beer distributor													
Inventory supplies and repair tables; purchase any new supplies													
Bring entertainment and sponsorship to Park Board for approval (TBD)													
Review and select Food/Dessert/Snack Trucks (TBD)													



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: December 15, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Discussion on Recycling Efforts in De Pere Parks.

ATTACHMENTS:

- Memo Template.recycling (DOCX)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
 From: Marty Kosobucki
 Date: December 15, 2022
 RE: Garbage and Recycling in Parks

We would like to hold a general conversation on the topic of garbage and recycling in our park system to gauge the opinions of the Park Board members.

Summary of Issue/Concern: Our Street Superintendent received a communication from the Brown County Port and Resource Recovery (BCPRR) about the levels of contamination in recycling loads. A good chunk of the concern can be pointed at recycling coming from our parks. BCPRR has indicated the acceptable level of contaminants in a load is less than 15%. With the City's Contract BCPRR retain the right to reject loads completely and/or charge additional to the City for loads having high levels of contaminants. While we do not have data on how much our recycling is contaminated in the parks, we believe it is very high from discussing the topic with our field crews.

So based on the concern from BCPRR, the conversation we would like to have is about offering recycling in our parks along with garbage. Here are several of the questions we would like to entertain for conversation purposes.

- Should we continue the efforts of trying to recycle?
- Should we change how we go about offering recycling? (ie. special events only, community parks only, etc...)

Supporting Information:

- In discussing with our staff, when we go out to dump garbage and recycling...many times the recycling can has a significant amount of garbage in it.
- For safety reasons, we do not have our staff remove garbage from recycling containers.
- When carts are dumped, many times our recycling containers are dumped into garbage because of the high level of contaminants in the recycling container.
- If we offered containers with a restricted cover that focuses on cans or bottles, it would aid in the amount of contaminants in the recycling container. However, in order to do this there is a significant cost. There is the cost of the container, and the cost of staff time to operate while emptying.

Staff Input:

General opinion is that it would be very difficult from a public relations standpoint to go completely away from recycling. However, it would make sense to eliminate recycling in key, low activity locations (ie. mini parks, etc...) We would also recommend to propose funding to slowly convert recycling containers to restricted covers to allow for only bottles and cans.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: December 15, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Staff Update on Special Events.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: December 15, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Staff Update on Nelson Family Pavilion Technical Design.
