



Board of Park Commissioners

Regular Meeting

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

Agenda

Thursday, May 21, 2020

6:30 PM

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 **May 21, 2020 at 6:30 PM.**

Due to the current public health emergency, the meeting will be held electronically and the public may attend this meeting electronically or telephonically by accessing either:

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 WILL NOT BE HELD IN PERSON.

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 www.depere.tv.

I. Call to Order

1. Roll Call

II. Action Items

1. Election of Park Board Chairman.
2. Approve the Board of Park Commissioners Minutes from the April 23, 2020 Meeting.
3. Consideration & Possible Action to Cancel East & West sides of Summer Day Camp for Month of June
4. Consideration & Possible Action to Cancel Summer Park Playground Program for Month of June
5. Consideration and Possible Action Regarding Opening Legion Pool for the 2020 Summer Season
6. Consideration and Possible Action to Approve Bid for VFW Aquatic Facility.*

III. Staff Updates

1. Update on EAB Tree Removals and Planting.
2. Update on ADRC & Use of Community Center
3. Update on Recreation Programs in Relation to Re-Opening Plan of the City
4. Update on status of Legion Park Restroom building.
5. Update on status of Beer Gardens in 2020.

IV. Future Agenda Items

V. Public Comment Period

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 Michael J. Walsh
Larry Delo, City Administrator
Judy Schmidt-Lehman, City Attorney
Marty Kosobucki
Carey Danen, City Clerk
City Hall 1st and 2nd Floor
Dennis Krueger, WDP High School
District
William Soquet, Teen Advisor
Paul Martzke, Howard Immel Inc.

De Pere Youth Hockey
Tod Maki, 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
Ben Villaruel, De Pere School District

Lydia McMorrow, Teen Advisor
Patrick Skalecki, Graef

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: May 21, 2020

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Election of Park Board Chairman.

Every year we must elect a officers to lead the Board of Park Commissioners. The first order of business will need to be electing a Chair and Vice Chair. The Chair will be responsible for running the Board of Park Commissioner meetings and providing leadership to the Park Board. The Vice-Chair serves the role of Chair in their absences.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: May 21, 2020

DEPARTMENT: Parks, Recreation & Forestry

FROM: Grace Lahtela

SUBJECT: Approve the Board of Park Commissioners Minutes from the April 23, 2020 Meeting.

ATTACHMENTS:

- Draft Minutes (PDF)



Board of Park Commissioners

Regular Meeting

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

Draft Minutes

Thursday, April 23, 2020

6:30 PM

I. Call to Order

The meeting was called to order at 6:30 PM by Board Member George Brown

Attendee Name	Title	Status	Arrived
Casey Nelson	Aldersperson	Present	
Amy Chandik Kundering	Aldersperson	Present	
Dean Raasch	Aldersperson	Present	
George Brown	Board Member	Present	
Sue Schinkten	Board Member	Present	
Randy Soquet	Board Member	Present	
Bill Volpano	Board Member	Excused	
Lydia McMorro	Teen Advisor	Present	
William Soquet	Teen Advisor	Present	

Others Present: Don Melichar, Park Superintendent/Forester, Paula Rahn, Recreation Superintendent, and John McDonald, Recreation Supervisor.

II. Action Items

1. Approve Board of Park Commissioners Minutes from the February 20, 2020 Meeting.
Sue Schinkten moved to approve the Board of Park Commissioners minutes from the February 20, 2020 meeting, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sue Schinkten, Board Member
SECONDER:	Randy Soquet, Board Member
AYES:	Nelson, Kundering, Raasch, Brown, Schinkten, Soquet
EXCUSED:	Bill Volpano

2. Recommendation to Accept Donation from De Pere Girls Softball Association. *
Marty Kosobucki, Director of Parks, Recreation and Forestry, explained that the De Pere Girls Softball Association would like to construct a storage unit at each of the diamonds at Optimist Park. The units would be block buildings that would match the appearance of the concession building.
Randy Soquet moved to accept the donation of the storage units from De Pere Girls Softball Association, seconded by Sue Schinkten. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Randy Soquet, Board Member
SECONDER:	Sue Schinkten, Board Member
AYES:	Nelson, Kundering, Raasch, Brown, Schinkten, Soquet
EXCUSED:	Bill Volpano

3. Recommendation to Accept Donation from Tundra Apparel & Promotions for Beer Garden Valued at \$500*

Alderson Raasch moved to accept the donation from Tundra Apparel & Promotions for the beer garden banner, seconded by Alderson Chandik-Kundinger. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderson
SECONDER:	Amy Chandik Kundinger, Alderson
AYES:	Nelson, Kundinger, Raasch, Brown, Schinkten, Soquet
EXCUSED:	Bill Volpano

4. Recommendation to Accept \$2500 Donation from Kay Distributing for Beer Gardens.*

Marty Kosobucki, Director of Parks, Recreation and Forestry, explained that this is a cash donation. Some questions have been asked what would happen to the donations if the events were cancelled. If any events are cancelled, sponsors will be asked if the donation could go toward the following year, or if they would like a prorated portion returned.

Sue Schinkten moved to accept the \$2,500 donation from Kay Distributing for the Beer Gardens, seconded by Alderson Raasch.

Discussion followed.

Alderson Nelson questioned if there is a set date to make a decision on what is going to happen at least for the June beer garden.

Marty Kosobucki stated that decisions will be made at the May 21st Park Board meeting. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sue Schinkten, Board Member
SECONDER:	Dean Raasch, Alderson
AYES:	Nelson, Kundinger, Raasch, Brown, Schinkten, Soquet
EXCUSED:	Bill Volpano

5. Recommendation to Accept Donation of Little Library at Jim Martin Park from the Green Bay Teen Leadership Program.

Alderson Nelson moved to accept the donation of a Little Library at Jim Martin Park from the Green Bay Teen Leadership Program, seconded by Alderson Raasch. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderson
SECONDER:	Dean Raasch, Alderson
AYES:	Nelson, Kundinger, Raasch, Brown, Schinkten, Soquet
EXCUSED:	Bill Volpano

6. Recommendation to Accept Donation from Betty Lou Lewis in the Amount of \$250 for Inflatable's Purchase*

John McDonald, Recreation Supervisor gave an update on the pool inflatable obstacle course. With COVID-19, shipping is delayed slightly, but they are hoping to ship it out the end of June.

Randy Soquet moved to accept a donation of \$250 from Betty Lou Lewis to be used toward the pool inflatable purchase, seconded by Sue Schinkten. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Randy Soquet, Board Member
SECONDER:	Sue Schinkten, Board Member
AYES:	Nelson, Kunding, Raasch, Brown, Schinkten, Soquet
EXCUSED:	Bill Volpano

7. Recommendation to Accept a \$10,000 Donation from the Dickhut Family Charitable Endowment Fund for the Community Center Remodeling Project*

Paula Rahn, Recreation Superintendent, gave an update on the Community Center remodeling project. She stated the flooring has already been put in and looks great. This generous donation will go towards tables and chairs for the upper level.

Randy Soquet moved to accept a \$10,000 donation from the Dickhut Family Charitable Endowment Fund for the Community Center remodeling project, seconded by Alderperson Raasch.

Discussion followed.

Alderperson Nelson questioned the amount of the flooring cost and total of donations. Paula Rahn, Recreation Superintendent, explained that the total cost of the flooring was \$23,000. There was \$13,000 that was transferred from a different project to cover the cost of the flooring project. This \$10,000 donation is additional funding and will be used for tables and chairs for the upper level.

Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Randy Soquet, Board Member
SECONDER:	Dean Raasch, Alderperson
AYES:	Nelson, Kunding, Raasch, Brown, Schinkten, Soquet
EXCUSED:	Bill Volpano

8. Consideration and Possible Action to Approve Request From Select Soccer for Use of Soccer Fields at SW Park to Host President Cup Tournament in 2021-2023

George Brown stated that Derek Rhodes from De Pere Select Soccer is present at the meeting to answer any questions that may arise.

Randy Soquet moved to open the meeting to public comment at 6:49 pm.

Randy Soquet withdrew the motion to open the meeting to public comment at 6:50 pm.

Randy Soquet moved to approve the request from De Pere Select Soccer for the use of the soccer fields at Southwest Park to host the President Cup Tournament in 2021-2023, seconded by Alderperson Raasch.

Discussion followed.

Alderperson Raasch appreciates the tournament being held at Southwest Park and hopes that it will not impact youth sports.

Don Melichar, Park Superintendent, stated that the schedules were verified to make sure that other youth activities would not be impacted. De Pere Select soccer is the only group that would be using the fields at the time the tournament occurs.

Upon vote, the motion passed unanimously.

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

9. Consideration and Possible Action to Approve Easement Request from Wisconsin Public Service in VFW Park.

Alderperson Raasch moved to approve the easement request from Wisconsin Public Service in VFW Park, seconded by Alderperson Nelson.

Discussion followed.

George Brown verified that the easement will not have any conflict with the pool placement.

Marty Kosobucki, Director of Parks, Recreation and Forestry commented that the engineering consultant for the Aquatic Center has been in contact with WPS. The consultant does not have any issues with the placement of the easement.

Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderperson
SECONDER:	Casey Nelson, Alderperson
AYES:	Nelson, Kundinger, Raasch, Brown, Schinkten, Soquet
EXCUSED:	Bill Volpano

10. Consideration and Possible Action to Approve NEW Water Sub-Award Grant Agreement for Tree Planting*

George Brown questioned if these new trees put the city even further behind with tree maintenance.

Don Melichar, Park Superintendent/Forester explained that a couple months ago a program was set up to help replace some of the ash trees that are being taken down due to Emerald Ash Borer.

Sue Schinkten moved to approve the NEW Water sub-award grant agreement for tree planting, seconded by Alderperson Chandik-Kundinger. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sue Schinkten, Board Member
SECONDER:	Amy Chandik Kundinger, Alderperson
AYES:	Nelson, Kundinger, Raasch, Brown, Schinkten, Soquet
EXCUSED:	Bill Volpano

11. Consideration and Possible Action to Select Playground Equipment for Patriot Park.

Marty Kosobucki, Director of Parks, Recreation and Forestry, explained that there were varies staff members from the MSC that reviewed all the submitted designs and voted on their top three choices. The designs that received the most votes were the three from Lee Recreation, one from Northland Recreation and Minnesota-Wisconsin option 1.

George Brown questioned if anyone had a problem with dismissing the ones that did not make the top five. Everyone was in favor of just reviewing the top five designs.

George Brown questioned if everyone was in favor of just reviewing the top three that received the most votes. Everyone was in favor of just reviewing the top three.

Marty Kosobucki, Director of Parks, Recreation and Forestry, explained that the three options that received the most votes were Lee Recreation option 2, Lee Recreation option 3, and Minnesota-Wisconsin option 1.

Discussion followed.

Alderson Raasch questioned if all three designs include the poured in place surfacing. Marty Kosobucki, Director of Parks, Recreation and Forestry, explained that the poured in place surfacing and sidewalks will be bid out after the playground equipment is installed.

Lydia McMorrow, Teen Advisor, commented that her favorite is Lee Recreation option 2.

William Soquet, Teen Advisor, commented that he also likes Lee Recreation option 2.

Alderson Nelson questioned the budget amount and if all three meet the budget amount. He explained that he lives near Patriot Park and his kids really like the Minnesota-Wisconsin option 1, but feels any of the three would be awesome.

George Brown commented that he also likes Lee Recreation option 2, but doesn't think the free standing play item will get used.

Alderson Raasch questioned if any of the play equipment have ADA accessible options.

Marty Kosobucki, Director of Parks, Recreation and Forestry, explained that all of the playgrounds are fully ADA accessible, but would not be considered an inclusive playground like the Voyageur Park playground.

Don Melichar, Park Superintendent explained some of the features on the Lee Recreation option 2 design. The larger swing seats are not considered handicap swings. They are adult swings, but can be utilized by larger children that may have some problems. Also, the free standing play structures are called ground play units, which are design to be utilized by people that cannot get up into the play structure.

Randy Soquet commented that his daughter loves the ground play units at the playgrounds and gives the kids a great opportunity to use their imagination.

Alderson Raasch commented that he also likes Lee Recreation option 2 but feels we should also look at the Minnesota-Wisconsin option that Alderson Nelson's kids liked.

Sue Schinkten questioned what features attracted the kids to the Minnesota-Wisconsin option.

Alderson Nelson explained they liked the color, but also the spinning slide. Lee Recreation option 2 was their second choice.

Alderson Raasch moved to select Lee Recreation option 2 for playground equipment for Patriot Park, seconded by Sue Schinkten. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderson
SECONDER:	Sue Schinkten, Board Member
AYES:	Nelson, Kundinger, Raasch, Brown, Schinkten, Soquet
EXCUSED:	Bill Volpano

12. Consideration and Possible Action Related to VFW Aquatic Facility Features.

Marty Kosobucki, Director of Parks, Recreation and Forestry, explained that the budget only allowed for the lily pads for the water walk. At a previous meeting, the park board requested for research to be done, regarding the cost of the fancier ones. Due to the timing of the proposal, the consultant had to move forward with the lily pad option and a change order can be done later.

Alderson Raasch questioned if other can be purchased if donations were obtained.

Sue Schinkten moved to continue with the lily pad option for the water walk at the aquatic facility as originally proposed, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sue Schinkten, Board Member
SECONDER:	Randy Soquet, Board Member
AYES:	Nelson, Kunding, Raasch, Brown, Schinkten, Soquet
EXCUSED:	Bill Volpano

13. Consideration and Possible Action to Approve Sending Out Request for Proposals for Conceptual Design for a Voyageur Park Multi-Use Building.

Marty Kosbucki, Director of Parks, Recreation and Forestry, explained that the park board previously approved revising the restroom building at Voyageur Park into a multi-use building, similar to the building in the city of Greenfield. The idea of a multi-use building was sent to Council for approval. Council supports the idea, however funding was not allocated because there isn't a definitive plan. Approval would allow us to hire a consultant to come up with a conceptual design and to generate cost estimates. Alderperson Nelson moved to approve sending out request for proposals for conceptual design and cost estimates for a Voyageur Park multi-use building, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderperson
SECONDER:	Randy Soquet, Board Member
AYES:	Nelson, Kunding, Raasch, Brown, Schinkten, Soquet
EXCUSED:	Bill Volpano

III. Future Agenda Items

George Brown stated that he has submitted his resignation to Mayor Boyd. George agreed to help for a limited time and stated it has been a real pleasure to work with everyone.

IV. Adjournment

George Brown moved to adjourn the meeting at 7:25 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: May 21, 2020

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Consideration & Possible Action to Cancel East & West sides of Summer Day Camp for Month of June

Staff is recommending the Board of Park Commissioners cancel both East & West sides of the Summer Day Camp Program for the month of June due to concerns regarding Covid-19. West side camp runs from June 8th - August 14th; East side camp runs June 15th - August 14th. Below outlines the recommendations for each Camp location.

The recent Supreme Court ruling has not changed the recommendation from staff or the De Pere Health Department as it relates to canceling the Day Camp programs for the month of June.

West Side:

Cancel weeks 1, 2, 3, 4, begin camp July 6th PROVIDED:

- * We receive guidance and clearance from the De Pere Health Department.
- * Utilize Pine Room, potentially Spruce Room or one of the smaller rooms if needed to split group
- * Social distancing is followed per guidelines
- * Basic guidelines from DCF are followed

East side:

Cancel weeks 1, 2 and 3, begin camp July 6th PROVIDED:

- * Unified School District grants us access (school facilities are currently closed till July)
- * We receive guidance and clearance from the De Pere Health Department.
- * Social distancing is followed per guidelines/utilize 2 rooms
- * Basic guidelines from DCF are followed

Both Sides:

Health check reminder plan in place for parents and staff

- * Confirm children have not exposed or showing symptoms
- * No temperature over 100 degrees, no fever reducing meds used
- * Adequate cleaning supplies on hand, cleaning/sanitizing plan in place

It is recommended to postpone any decision for canceling or modifying the program in July/August until further direction and/or information is obtained. This would give staff about a month to see what course the Covid-19 pandemic will take, and allow for additional time to get direction on plans to re open for the state and/or City. A recommendation would then be brought forward at the June Park Board Meeting for consideration if our plan would be to cancel the rest of the program.

This recommendation is supported by our Health Department. Please see attached memo from the City's Health Director.

Thank you for your time and consideration.

ATTACHMENTS:

- Health Dept. Parks document (PDF)



Public Health
Prevent. Promote. Protect.

De Pere Health Department

CITY OF DE PERE HEALTH DEPARTMENT

335 South Broadway | De Pere, WI 54115
(p) 920.339.4054 | (f) 920.339.2745



Deborah Armbruster, BSN, RN

Health Director/Officer

Email: deperehealth@deperewi.gov

Website: <http://www.deperewi.gov>

May 12, 2020

To the De Pere Park Board,

In light of the current COVID-19 pandemic, we have obviously experienced vast changes to every aspect of our life. We as a City have been very careful to adhere to both Center of Disease Control and WI Department of Health Services guidance during this difficult time. Now we are preparing for what Phase One of the Badger Bounce Back will be and how it will affect our efforts and programming going forward.

I have been actively working with Marty and the staff at the Community Center on what summer programs can look like. We are researching what information is out there and reaching out to other municipalities to find out what they are planning.

After careful consideration to the Summer Day Camp and Summer Playground programs, the De Pere Health Department does not feel these programs can be achieved safely in our current status of the COVID-19 pandemic. These programs deal with young children in confined spaces and situations in which social distancing i.e. during the day, lunch time, and even with use of the restrooms.

My advice would be to wait things out and see how Phase One goes before making further decisions. While there is potential to run these programs in Phase II, we ultimately have to wait and see how this pandemic evolves before making informed decisions going forward.

Regards,

Debbie Armbruster BSN, RN
Health Officer for City of De Pere Health Department



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: May 21, 2020

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Consideration & Possible Action to Cancel Summer Park Playground Program for Month of June

This memo is to seek the Board of Park Commissioners approval to cancel the Summer Playground Program and any associated park playground events for the month of June due to concerns regarding Covid-19. The Summer Playground Program was scheduled for June 8th - August 14th from 9am-4 pm with a half hour break for lunch. Park Playground sites include: Braisher, Optimist, Kiwanis & Patriot Parks with two leaders hired for each park. It is recommended to postpone any decision for canceling or modifying the program in July/August until further direction and/or information is obtained. This would give staff about a month to see what Covid-19 will do and how others are faring with running. A recommendation would then be brought forward at the June Park Board Meeting for consideration.

This recommendation is supported by our Health Department. Please see attached memo from the City's Health Director.

Thank you for your time and consideration.

ATTACHMENTS:

- Health Dept. Parks document (PDF)



Public Health
Prevent. Promote. Protect.

De Pere Health Department

CITY OF DE PERE HEALTH DEPARTMENT

335 South Broadway | De Pere, WI 54115
(p) 920.339.4054 | (f) 920.339.2745



Deborah Armbruster, BSN, RN

Health Director/Officer

Email: deperehealth@deperewi.gov

Website: <http://www.deperewi.gov>

May 12, 2020

To the De Pere Park Board,

In light of the current COVID-19 pandemic, we have obviously experienced vast changes to every aspect of our life. We as a City have been very careful to adhere to both Center of Disease Control and WI Department of Health Services guidance during this difficult time. Now we are preparing for what Phase One of the Badger Bounce Back will be and how it will affect our efforts and programming going forward.

I have been actively working with Marty and the staff at the Community Center on what summer programs can look like. We are researching what information is out there and reaching out to other municipalities to find out what they are planning.

After careful consideration to the Summer Day Camp and Summer Playground programs, the De Pere Health Department does not feel these programs can be achieved safely in our current status of the COVID-19 pandemic. These programs deal with young children in confined spaces and situations in which social distancing i.e. during the day, lunch time, and even with use of the restrooms.

My advice would be to wait things out and see how Phase One goes before making further decisions. While there is potential to run these programs in Phase II, we ultimately have to wait and see how this pandemic evolves before making informed decisions going forward.

Regards,

Debbie Armbruster BSN, RN
Health Officer for City of De Pere Health Department



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: May 21, 2020

DEPARTMENT: Parks, Recreation & Forestry

FROM: John McDonald

SUBJECT: Consideration and Possible Action Regarding Opening Legion Pool
for the 2020 Summer Season

Due to the changing developments with COVID-19 and the recent Supreme Court ruling on the Safer At Home Order, staff will bring forward our recommendations to the meeting on Thursday in regards to the 2020 Legion Pool Season.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: May 21, 2020

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to Approve Bid for VFW Aquatic Facility.*

On April 30, we worked with our consultant to open bids for the VFW Aquatic Facility. We were very pleased to receive six competitive bids. A summary of the information is included along with a recommendation letter from our consultant.

ATTACHMENTS:

- VFW Aquatic Facility_De Pere_Letter of Recommendation for Award_20-0513 (PDF)

1150 Springhurst Dr., Ste 201
 Green Bay, WI 54304-5947
 920 / 592 9440
 920 / 592 -9445 fax
www.graef-usa.com



collaborate / formulate / innovate

May 13, 2020

Marty Kosobucki
 Director of Parks, Recreation and Forestry
 City of De Pere
 925 South Sixth Street
 De Pere, Wisconsin 54115-1199

Subject: VFW Park Aquatic Facility
 City of De Pere Project #20-18
 Engineer's Letter of Recommendation for Contract Award

Dear Marty:

Enclosed for your review and approval is a copy of the tabulation of bids for all bidders for the above referenced project. The apparent low bidder for the Project is **Howard Immel, Inc.** We have thoroughly evaluated the bid by the apparent low bidder and have determined them to be responsive and responsible, and that the estimated contract price is considered fair and reasonable. We also understand that they have pre-qualified with the City of De Pere as required.

GRAEF hereby recommends that the City of De Pere award the construction contract for the VFW Park Aquatic Facility, City of De Pere Project #20-18; to **Howard Immel, Inc.** in the amount of **\$6,297,500**. This amount includes Base Bid No. 1 in the amount of \$6,249,000 and Alternate Bid No. 2 in the amount of \$48,500.

If you have any questions, please call us at (920) 592-9440.

Sincerely,

Graef-USA Inc.

Patrick J. Skalecki, P.E., LEED AP
 Principal | Vice President | Green Bay Office Manager



City of De Pere
VFW Park Aquatic Facility
City Project #20-18
Bid Tab Summary
April 30, 2020
1:00 P.M.

<u>Bidder</u>	<u>Base Bid No. 1</u>	<u>Alternate Bid No. 1</u>	<u>Alternate Bid No. 2</u>
Howard Immel, Inc.	\$6,249,000.00	\$0.00	48,500.00
IEI General Contractors, Inc.	\$6,487,000.00	\$0.00	\$42,200.00
Bayland Buildings Inc.	\$6,498,654.00	\$0.00	\$42,564.00
Scherrer Construction Co., Inc.	\$6,599,765.00	\$100,000.00 ADD	\$41,365.00
Miron Construction Co, Inc.	\$6,657,000.00	\$0.00	\$48,930.00
The Boldt Company	\$7,673,000.00	\$0.00	\$51,300.00

APPARENT LOW BIDDER: Howard Immel Inc., General Contractors



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: May 21, 2020

DEPARTMENT: Parks, Recreation & Forestry

FROM: Don Melichar

SUBJECT: Update on EAB Tree Removals and Planting.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: May 21, 2020

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Update on ADRC & Use of Community Center

Staff at the Aging & Disability Resource Center of Brown County notified us they will be sending their 60-day notice at the end of this month canceling out of their facility use agreement for the Community Center, effective August 1st. The ADRC will STILL deliver meals to the citizens of De Pere and surrounding communities but will not be serving in-house congregate meals. They have seen a steady decline in participation for dine in and as a result of the COVID pandemic have found increased efficiencies by consolidating all of their operations to their downtown location. There has been a trend nationwide of less congregate meals being served but rather more 'pop up' dining sites at churches, apartment complexes, housing units, etc. The ADRC has now marketed "ADRC On the Go" for pop-up dining sites and would do pop up dining at the Community Center in conjunction with an event if we desire and at other De Pere sites.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: May 21, 2020

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Update on Recreation Programs in Relation to Re-Opening Plan of the City



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: May 21, 2020

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Update on status of Legion Park Restroom building.

We are finishing up the specifications and design with our consultant and working with the Engineering Department to put together the Project Manual.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: May 21, 2020

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Update on status of Beer Gardens in 2020.

Due to the Covid-19 pandemic and restrictions to hosting special events we have canceled the June Beer Garden event. We are still hopeful to host the other Beer Gardens, however we will make decisions on a month to month basis as the state establishes guidelines for re-opening.