



Board of Park Commissioners

335 South Broadway

Regular Meeting

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

Agenda

Thursday, April 21, 2016

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 **April 21, 2016** 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 TW 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 Meeting Minutes 3-24-16.
2. Approve playground purchase for Optimist Park.
3. Review and approve Brown County Ice Time Management Report.
4. Approve Portable Agreement with VandenPlas Sanitation Inc.*
5. Approval to Accept Donation from Cellcom for the use of 2 Cell Phones for 2016 Summer Day Camp.*
6. Review and Approve Recreation Division 2016 1st Quarter Report.
7. Approve Soda Machine Agreement for 2016-2019.*

III. Public Comment Period

IV. Future Agenda Items

V. Staff Updates

1. Tree City USA.
2. Update on the Riverboat.
3. Update on Aquatic Study.

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.

Committee 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
Shana Ledvina, City Clerk
City Hall 1st and 2nd Floor
De Pere Area Chamber of Commerce

Definitely De Pere
Marty Kosobucki
John Zegers, WDP High School District
De Pere Rapides Soccer
Krista Abrahamson, Teen Advisor
Gerber Leisure Products
Boland Recreation
Don Chilson
VandenPlas Sanitation
Tree City USA

Brown County Library De Pere
TV & Radio Stations
Ben Villaruel, Unified School District
De Pere Baseball
Rachel McMorro, Teen Advisor
Miller & Associates
Lee Recreation
Seven-Up Bottling Company
Cellcom

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.

ITEMS WITH ASTERISK NEED CITY COUNCIL APPROVAL.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: April 21, 2016

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve Board of Park Commissioners Meeting Minutes 3-24-16.

ATTACHMENTS:

- Draft Minutes 3-24-16(PDF)



Board of Park Commissioners

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Draft Minutes

Thursday, March 24, 2016

6:30 PM

De Pere City Hall Council Chambers

I. Call to Order

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

Attendee Name	Title	Status	Arrived
Michael Donovan	Alderman	Present	
Larry Lueck	Alderman	Present	
Lisa Rafferty	Alderman	Present	
George Brown	Board Member	Present	
Sue Schinkten	Board Member	Excused	
Randy Soquet	Board Member	Present	
Bill Volpano	Board Member	Present	
Krista Abrahamson	Teen Advisor	Present	
Rachel McMorro	Teen Advisor	Excused	

II. Action Items

1. Approve Board of Park Commissioners Meeting Minutes 2-18-16.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Michael Donovan, Alderman
SECONDER: Randy Soquet, Board Member
AYES: Donovan, Lueck, Rafferty, Brown, Soquet, Volpano
EXCUSED: Sue Schinkten

2. Approve Pool Location Study Survey.

Marty Kosobucki reviewed the contents of the Pool Location Study with the board. The board gave their input on the Pool Location Study contents. There was discussion from the board and recommended changes.

Randy Soquet made a motion to approve the Pool Location Study with the recommended changes by Alderman Rafferty, motion seconded by Alderman Donovan.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Randy Soquet, Board Member
SECONDER: Michael Donovan, Alderman
AYES: Donovan, Lueck, Rafferty, Brown, Soquet, Volpano
EXCUSED: Sue Schinkten

III. Public Comment Period

None

IV. Future Agenda Items

None

Attachment: Draft Minutes 3-24-16 (4613 : Approve Board of Park Commissioners Meeting Minutes 3-24-16.)

V. Staff Updates

1. River Boat Dock Installation.

Marty Kosobucki reported the frame on the dock has been started, but the decking is not in.

2. Optimist Park Playground

Marty Kosobucki reported the meeting with the neighborhood had gone very well, with a nice turnout. The committee will bring the design to Park Board in the near future for their approval.

3. De Pere Rapides Soccer Update for Preparation of Soccer Fields.

Marty Kosobucki reported De Pere Rapides Soccer will stay with the agreement for this year. The soccer group will probably request some changes next year, but will have to bring it to the board in a timely manner. They would also have to have a firm plan for the preparation of the soccer fields.

VI. Adjournment

Mike Donovan made a motion to adjourn the meeting at 6:47 p.m., seconded by Bill Volpano.

Respectfully submitted,
Debbie Zierson

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: April 21, 2016

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve playground purchase for Optimist Park.

The City has a budget of \$95,000 to work with to replace the playground at Optimist Park. The park has received quite a bit of vandalism over the years, so in an effort to reduce the vandalism we implemented a process that we hope will help. We have asked neighbors to assist us in designing the playground and will also be asking the neighbors to help in constructing the playground during a "community build", which will have volunteers help construct the playground (under supervision). The first step of our process was completed in February, where staff and our Playground Committee met with neighbors and children to help design a playground. From their ideas, three playground concepts were generated. These concepts were then sent out in a Request for Proposal to various playground vendors. We received eight (8) different proposals from four (4) different companies. The proposals were reviewed by our Playground Committee, in which they identified three proposals that best represented the design recommendations of our neighborhood and was cost conscious. These three options will be presented in an open meeting prior to the Park Board meeting on April 21, 2016 from 5:30 - 6:00 pm. We will be asking the neighborhood to come in and provide input on the options the committee have recommended.

I have provided you with a summary of all the proposals we received, and the Park Board can ultimately decide on any of the eight options. The main reason the committee eliminated five of the options were because of cost, lack of quality play structures, and/or did not appropriately represent the recommendations of our neighborhood design meeting.

I will provide you with input and recommendations from staff, committee and the public input meeting at our Park Board meeting.

ATTACHMENTS:

- A Proposal (PDF)
- B Proposal (PDF)
- C Proposal (PDF)
- D Proposal (PDF)
- E Proposal (PDF)
- F Proposal (PDF)
- G Proposal (PDF)
- H Proposal (PDF)
- Optimist Park.Playground usable space (PDF)

A



Gerber Leisure Products Inc.

P.O. Box 42, Mount Horeb, WI 53572 * 608-512-7324 * E-mail doug@gerberleisure.com

April 4, 2016

Dear Playground Committee,

Thank you for the opportunity to submit this proposal for new Landscape Structures playground equipment for your playground. We have been in the business of selling and installing commercial playgrounds for over 25 years. I have included a modern design that is fun, new and challenging that include structures for 2-5 & 5-12yrs kids. The design offers accessibility options and great visibility for a park setting. My pricing includes equipment delivery and my being on site to help manage for a volunteer build.

OPTION 3: Includes a 5-12yr Evos Structure, a 2-5yr SmartPlay Motion Structure w/ 14 play activities and a 34' ZipKrooz. Option 3 is priced for your \$95,000 total budget

Equipment = \$49,000.00

PIP surfacing, 3,000sqft = \$39,000.00

Sidewalk, 210'x4' = \$7,000.00

Volunteer build management = \$0

Anything on the plans can be changed, omitted or added given your space and budget.

System materials – Evos & PlayShaper Systems

The EVOS System uses 5" O.D. diameter steel arch posts, that have gone through a five step washing and powdercoat process. Stainless steel tamperproof hardware, cast-aluminum ball connectors that provide a minimum of 6500 pounds of clamping strength, cast aluminum cable connectors tested to a minimum weight load of 3,500 pounds each. Also nylon wrapped cables are used. Their outer layers are nylon wrapped to cover the inner steel strands for extra longevity and safety.

This PlayShaper system uses a 2 3/8" extruded aluminum post that has more surface area, based on the curved and channeled walls than a 5" post. All other aspects of this system are the same as the larger post system with solid one piece punched steel, PVC coated decks, stainless steel tamperproof hardware, PVC coated handbars, rings, handhold, etc. and high density permalene activity panels.

C.P.S.C and ASTM guidelines

All Landscape Structures equipment complies with the current ASTM guidelines and CPSC guidelines for safety. All Landscape Structures playground equipment has been 3rd party certified by IPEMA. For further information regarding IPEMA certification of components go to www.IPEMA.com. Landscape Structures has always prided themselves in producing the highest quality, durable, safe, innovative and most fun equipment on the market.

Maintenance

We include a complete maintenance kit with every structure that is purchased. It includes a manual/checklist listing the recommended frequency of checking connections, and instructions for each component on the structure. It also includes graffiti remover, rubber patch, touch up paint, extra tamperproof wrenches and common hardware. The kit is designed for your particular structure.

Colors

They are totally your choice and are priced the same. Please see our catalog or visit www.playlsi.com for options.

Warranty

All steel posts and aluminum posts, caps, clamps and beams are warranted for 100 years. All steel climbers, decks, and plastic components are warranted for 15 years.

Installation

We offer a volunteer community built option for installation and I will be on site to manage the installation. We provide a full tool list, and a schedule of events that will walk you through delivery of the equipment, excavation/site prep required, hole digging/leveling, assembly, concrete requirements and surfacing installation. We also provide the marking of the post hole locations, a binder for organizing volunteers, and **supervision on the day of installation at no additional charge to you.**

Surfacing

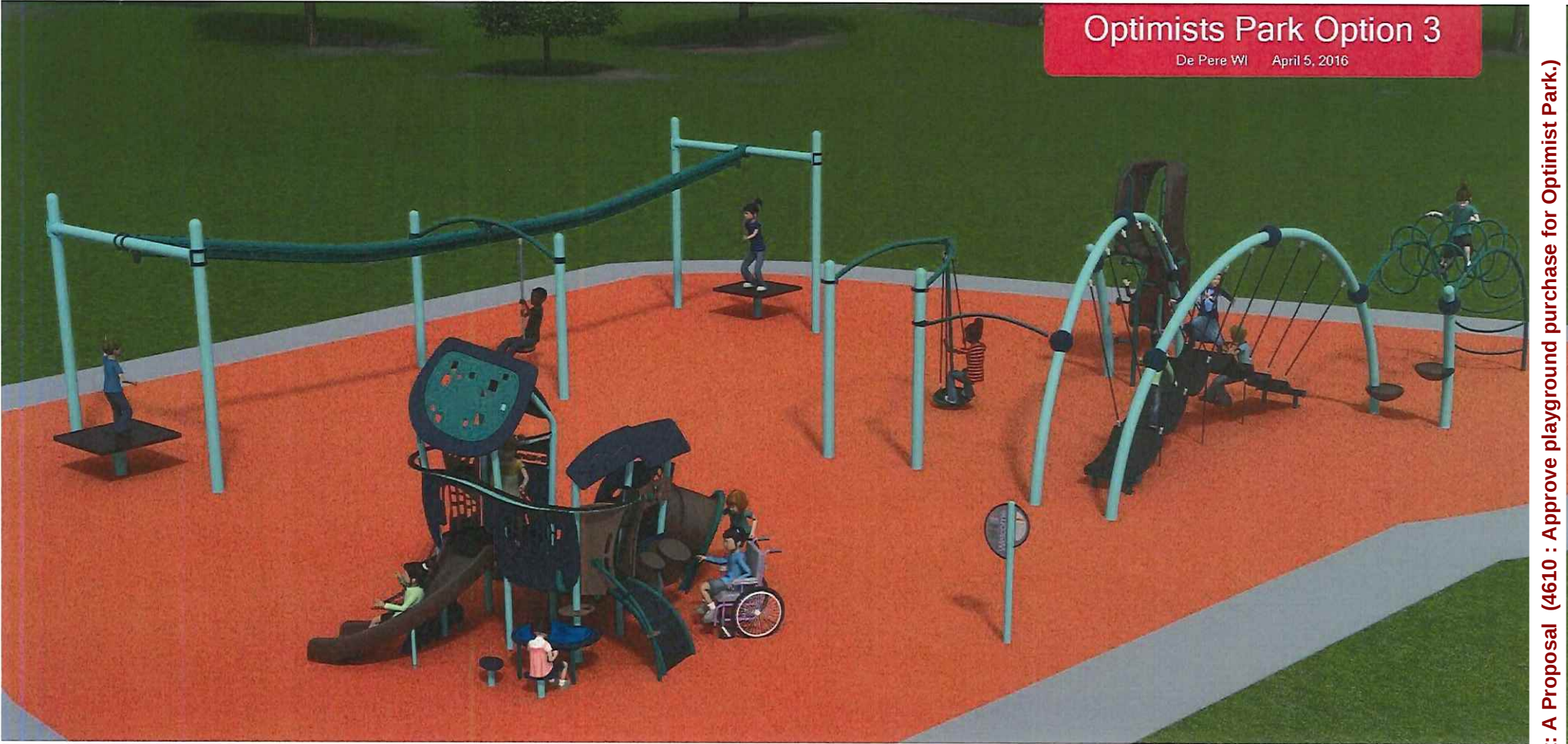
Resilient surfacing is required under and around all playground equipment. I have included an installed poured in place budget for the play area. PIP surfacing needs a 6" compacted gravel base which is not in the budget.

ADA Compliance

The equipment that I have proposed would comply with the current ADA guidelines in and of itself assuming that accessible resilient surfacing is supplied underneath the equipment including the auxiliary ground level equipment and an access pathway is provided to the surfaced area. I have used a transfer module to comply with access to the elevated portions of the new structure.

Delivery takes approximately 2- 3 weeks with installation approximately 1 week. Prices are valid until December 9, 2016. Anything shipping after this date would be subject to 2017 pricing. Please call or email w/ questions or would like to make changes.

Sincerely,
Doug Reimer
(608)-512-7324



Optimists Park Option 3
De Pere WI April 5, 2016

Attachment: A Proposal (4610 : Approve playground purchase for Optimist Park.)



Better playgrounds.
Better world.®
playlsi.com



Proudly presented by:
Doug Reimer





Optimists Park Option 3
De Pere WI April 5, 2016

Attachment: A Proposal (4610 : Approve playground purchase for Optimist Park.)

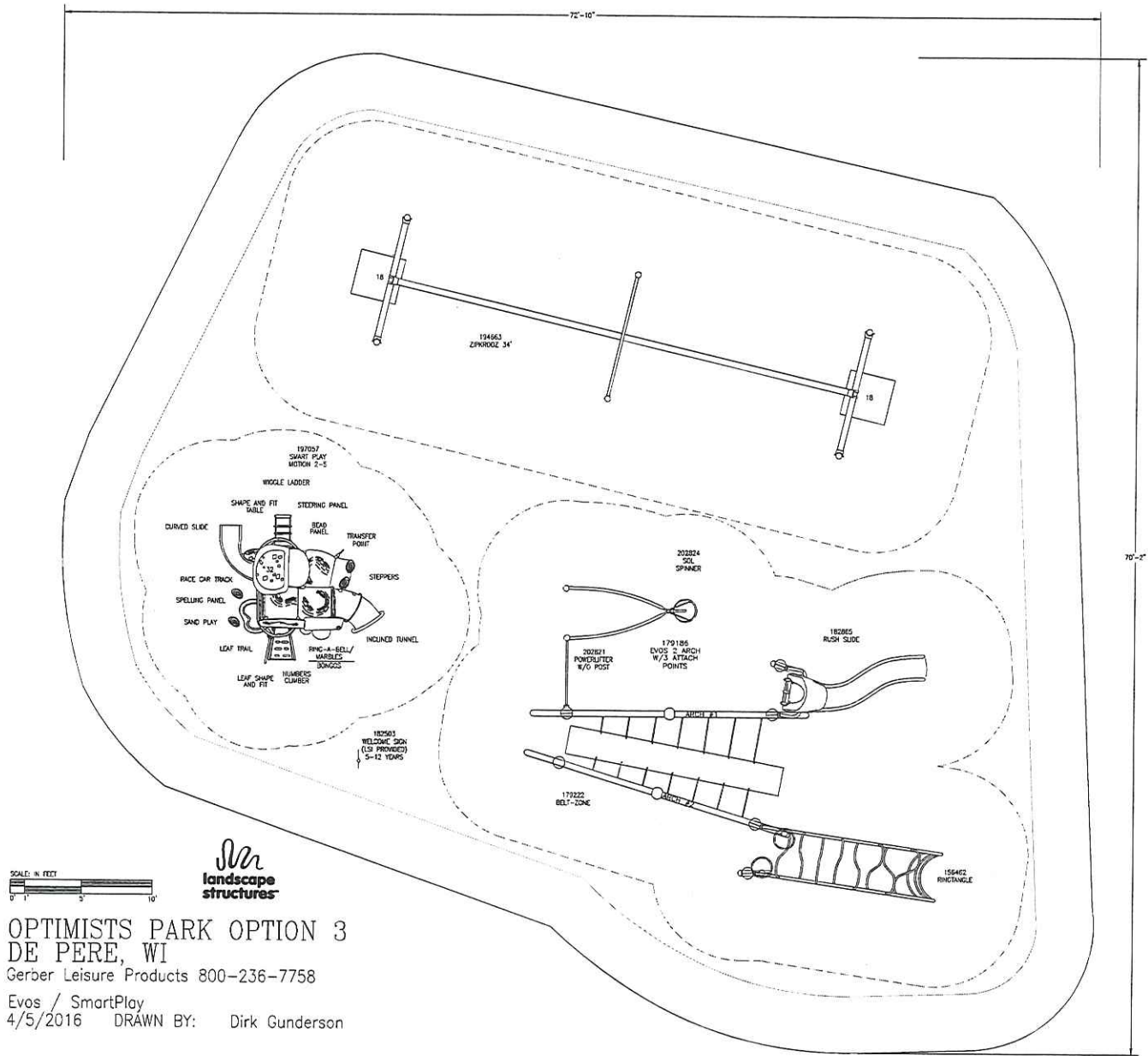


Better playgrounds.
Better world.®
playlsi.com



Proudly presented by:
Doug Reimer





OPTIMISTS PARK OPTION 3
DE PERE, WI
Gerber Leisure Products 800-236-7758
Evos / SmartPlay
4/5/2016 DRAWN BY: Dirk Gunderson

Attachment: A Proposal (4610 : Approve playground purchase for Optimist Park.)

B

BCIBURKE.COM | 800.266.1250

Burke
 PLAY THAT MOVES YOU


Attachment: B Proposal (4610 : Approve playground purchase for Optimist Park.)

 Exclusive Burke Representative
MILLER
 & ASSOCIATES - LANDSCAPE ARCHITECTS
 STAFFED, STAFFED, STAFFED & STAFFED
 MADE IN WISCONSIN

OPTIMIST PARK

PROPOSAL: 30-92291-1



PO Box 154
Prairie du Sac, WI 53578

www.millersaukprairie.com

Office 608.643.8105
800.953.8700
Fax 608.643.7932

QUOTATION

Date: April 4, 2016

To: City of De Pere
Attn: Marty Kosobucki

Project: Optimist Park Playground Bid

QTY.	MODEL/DESCRIPTION	AMOUNT
	DRAWING # 30-92291-1	
-1-	BCI Burke Basics, Nucleus Play Equipment, Materials Delivered Age Appropriate: Ages 5-12, User Capacity: 74	\$ 31,448.00
-1-	Complete Installation of Above Equipment	\$ 12,400.00
	Complete Installation Includes: • Receiving of Materials When Installation is Provided • Provide & Install Concrete Footings for Play Equipment, on Normal Soil Conditions • On Site Assembly of Play Equipment • Installation and Assembly by BCI Burke Authorized Installer	
	Complete Installation Does Not Include: • Site Work or Excavation (Playground Area Must be Level Prior to Installation) • Resilient Material Under and Around Play Equipment • Additional Time & Materials to Prepare Footings in Poor Soil Conditions, Additional Charge May Apply • All Private Utilities Must be Marked by Owner Prior to Installation	
	TOTAL PLAY EQUIPMENT ABOVE DELIVERED & INSTALLED	\$ 43,848.00

OPTIONAL REFERENCE ITEMS:

Approximately 1,900 sq. ft. of Poured-In-Place Surfacing **\$ 26,700.00**

To be installed under Play Structure/Net Area and 6' Wide Path Under Swing w/Entrance for Freedom Swing to Sidewalk

Includes: Provide and install compacted aggregate base
Provide and install poured-in-place rubber surfacing materials
(50% black / 50% standard Surface America color)
Installation completed by authorized Surface America contractor

- Note: No site security is provided in this proposal. Site security to be provided by owner during curing process of poured-in-place surfacing
- Note: No concrete curb or sidewalk included in pricing above.

Approximately 1,100 sq. ft. Loose Fill Rubber Surfacing 6" Depth **\$ 6,400.00**

Loose Fill Rubber Surfacing to be Delivered & Spread with Above Equipment & Surfacing
Note: Base by Owner for Remaining Swing Fall Zone Area

Approximately 240 Linear Ft. of Concrete Sidewalk **\$ 17,700.00**

TOTAL FOR ALL MATERIALS AND SERVICES ABOVE **\$ 94,648.00**

****All Installation Based on Non-Prevailing Wage****

Quote Valid: 60 Days

Steve Barritt
President

cc: Brenda Kvitek, Sales Representative



www.millersaukprairie.com

PO Box 154
Prairie du Sac, WI 53578

Office 608.643.8105
800.953.8700
Fax 608.643.7932

April 4, 2016

Marty Kosobucki
City of De Pere
925 S. 6th Street
De Pere, WI 54115

Re: Optimist Park Playground Bid

Dear Marty:

We are pleased to provide our proposal for playground equipment to be located at Optimist Park. Miller & Associates has been providing play equipment to communities throughout Wisconsin since 1968. The play equipment proposed will be provided by the BCI Burke Company. For over 95 years Burke has maintained their corporate offices and production facilities in Fond du Lac.

All of the proposed equipment meets or exceeds the most current standards established by the U.S. Consumer Products Safety Commission (CPSC), ASTM F1487 Standard Consumer Safety Performance Specification for Playground Equipment for Public Use, and Americans with Disabilities Act (ADA), Accessibility Guidelines.

When you purchase your play equipment from Miller & Associates, you will be receiving play equipment of the highest quality and contributing to Wisconsin's economy. Hundreds of Wisconsin employees will have contributed to manufacturing and delivering this exciting new play equipment to you. In addition to the employees working at Burke, employees at Dutchland Plastics in Oostburg provide our rotationally molded plastics and employees at N&M Transfer in Neenah deliver raw product to Fond du Lac and finished play equipment to our customers throughout Wisconsin and the UP of Michigan.

Not all play equipment is the same. The initial purchase and installation cost of your play equipment may not represent the **Total Cost of Ownership** for your playground project. Compare the other play equipment manufacturer's product specifications and warranty and we believe that you will see why your **Total Cost of Ownership** will be less when you select BCI Burke and Miller & Associates as your playground vendor. Here are just four of the reasons:

- Burke's KoreKonnnect® direct bolt clamp system results in a stronger (2-point) clamp to post connection when compared to other play equipment manufacturers.
- Burke's product warranty is 100% non-prorated.
- Burke's replacement warranty parts have a completely new warranty, not just the remainder of any initial warranty.
- Burke's rotationally molded plastics are Compound Plastics with UV-15 protection. These Compound Plastics provide bright vibrant colors for substantially more years than dry blended compounds. Many of the other playground manufacturers use Dry Blend plastics that are less expensive to produce and will fade in only a few years.

April 4, 2016
City of De Pere
Attn: Marty Kosobucky
Page 2

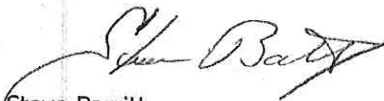
Miller & Associates does not provide "Supervised / Assisted" installation services for play equipment installations.

The assembly and installation site of commercial modular play equipment systems is not unlike any other construction site and should be treated as such.

- Many insurance carriers do not recommend and discourage the assembly of public commercial play equipment by anyone other than professionally trained installation teams.
- When non-professionals assemble this type of equipment there is a potential for improper use of bolts and other hardware that would result in an invalid product warranty.
- Without proper assembly and proper concrete footing installation, the play equipment may move when the frost comes out of the ground, resulting in damaged or broken equipment.
- The potential for injuries resulting from improper assembly is increased when the equipment is not assembled by an insured, trained, and authorized professional installation team.

We have included within our proposal an amount to have your play equipment professionally installed by our **Factory Trained and Authorized Contractor**. Your project will be installed to the exact specifications established by Burke in a timely and professional manner.

We would look forward to working with you on this playground project. Please feel free to contact me with any questions that you may have or to schedule an appointment to review our proposal in greater detail.



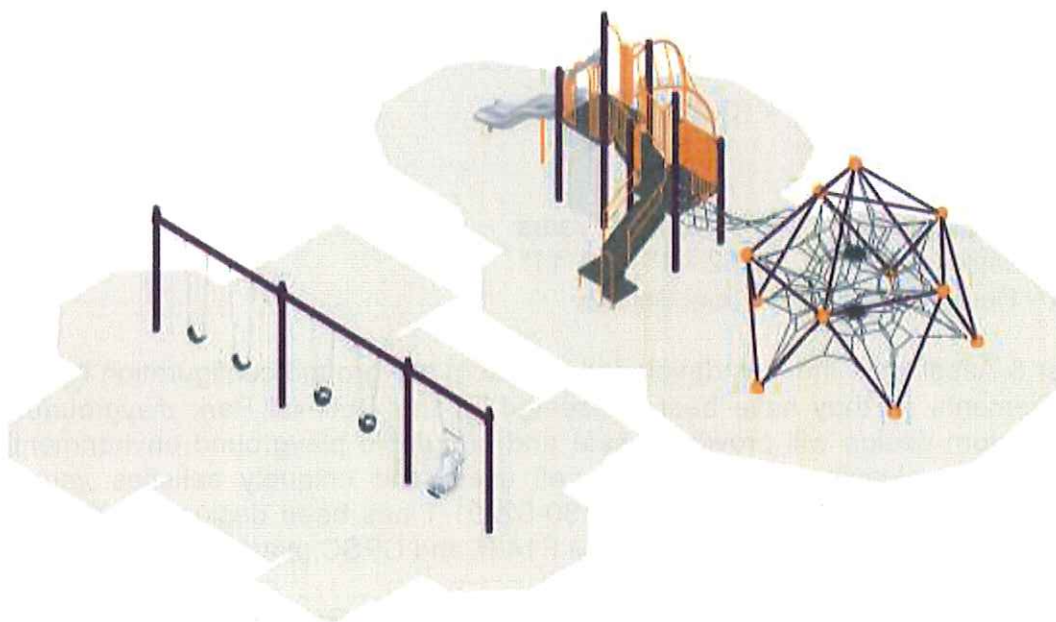
Steve Barritt
President

cc: Brenda Kvitek, Sales Representative

City of DePere Optimist Park

Proposal # 30-92291-1

April 01, 2016



Presented by

Miller & Associates – Sauk Prairie
and

Burke®

Burke

SERIES: Basics, Nucleus
ELEVATION PLAN
DRAWN BY: Joel Schleis

Optimist Park
Cook Street
DePere, WI 54115

Miller & Associates Inc.
30-92291-1

BCI Burke Company, LLC PO Box 549 Fond du Lac, Wisconsin 54836-0549 Telephone 920-921-9220

April 01, 2016



The protective surfacing for this design must accomodate the critical fall height.

INFORMATION
MINIMUM FALL ZONE
SURFACED WITH
RESILIENT MATERIAL
AREA

2090 SQ. FT.

PERIMETER

311 FT.

STRUCTURE SIZE

52' 11" x 59' 11"

STRUCTURE IS DESIGNED
FOR CHILDREN AGES:

- ☐ 6-23 MONTH OLDS
☐ 2-5 YEAR OLDS
☒ 5-12 YEAR OLDS
☐ 13 + YEAR OLDS



Registered
to ISO 9001



Registered
to ISO 14001

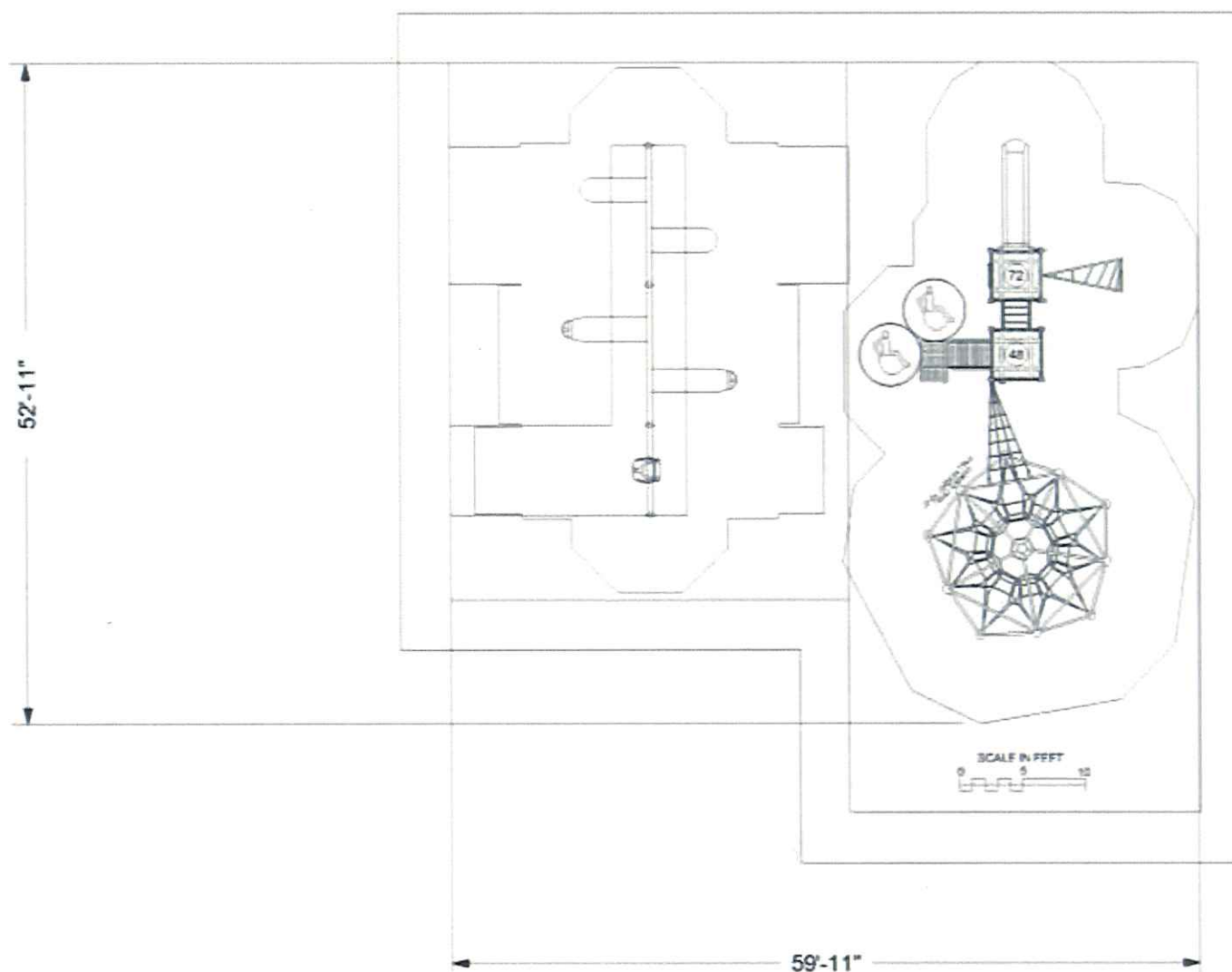


To verify product certification,
visit www.ipema.org

The play components identified
in this plan are IPEMA
certified. The use and layout of
these components conform to the
requirements of ASTM F1487.
To verify product certification,
visit www.ipema.org

The space requirements shown
here are to ASTM standards.
Requirements for other standards
may be different.

The use and layout of play
components identified in this plan
conform to the CPSC guidelines.
U.S. CPSC recommends the
separation of age groups in
playground layouts.



ADA ACCESSIBILITY GUIDELINE (ADAAG CONFORMANCE)

NUMBER OF PLAY EVENTS	11	
NUMBER OF ELEVATED PLAY EVENTS	4	
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY RAMP	PROVIDED: 0	REQD: 0
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY TRANSFER SYSTEM	PROVIDED: 1	REQD: 1
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY RAMP OR TRANSFER SYSTEM	PROVIDED: 7	REQD: 2
NUMBER OF GROUND LEVEL PLAY EVENTS	PROVIDED: 7	REQD: 1
NUMBER OF TYPES OF GROUND LEVEL PLAY EVENTS	PROVIDED: 7	REQD: 1

WARNING!

ACCESSIBLE SAFETY SURFACING MATERIAL IS REQUIRED BENEATH
AND AROUND THIS EQUIPMENT.

FOR SLIDE FALL ZONE SURFACING AREA SEE CPSC's Handbook for
Public Playground Safety.

PLATFORM HEIGHTS ARE IN INCHES ABOVE RESILIENT MATERIAL.

Burke

SERIES: Basics, Nucleus

SITE PLAN

DRAWN BY: Joel Schleis

Optimist Park

Cook Street

DePere, WI 54115

April 01, 2016

Miller & Associates Inc.

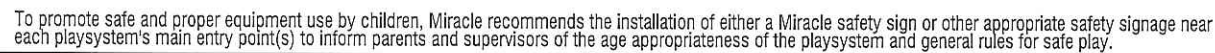
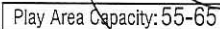
30-92291-1

BCI Burke Company, LLC PO Box 549 Fond du Lac, Wisconsin 54836-0549 Telephone 920-921-9220

C

Optimist Park Option 1 DePere, WI





Attachment: C Proposal (4610 : Approve playground purchase for Optimist Park.)

Packet Pg. 23

Boland Recreation

2347 Oak Park Road
Marshalltown, Iowa 50158
1-800-798-7589
fax 641-752-6604
iowaparkplace@mchsi.com
www.bolandrecreation.com

Optimist Park - REVISED

DePere, WI
April 8, 2016

Proposal #1 – Drawing CD217976 (all equipment shown in drawing) \$ 28,000

Est. concrete cost = \$ 12,705

Est. poured in place cost (2,371 sq. ft. – under Manis and swing set) = \$ 30,823

Est. loose fill rubber nuggets cost (3,210 sq. ft. – under unit and gravity diamond) = \$ 14,445

Est. Dyna Play mat costs (4 for under swings) = \$ 1,600

Estimated total project \$ 87,573

Installation Supervision

****NO COST****

Prepared by: Mark Boland

Prices are good for 30 days

Prices include delivery to your job site

Payment for materials is due by 30 days after delivery.

Payment for installation services is due by 15 days after completion of work.

Boland Recreation reserves the right to charge a 1.5% fee on past due invoices.

Delivery time is four weeks after the order has been placed.

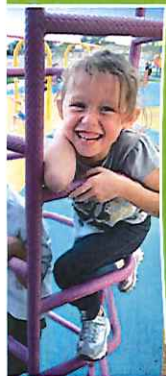
NOTE: Boland Recreation, Inc. is NOT RESPONSIBLE for unloading of equipment, storage, permits, fees, ground preparation, disposal of trash, sales tax, etc.

Miracle Recreation **Newco Scoreboards**Shelters**Goalsetter Basketball Systems**Safety Surface
Writerslides**Benches**Waterplay Equipment**Rock Climbers**Picnic Tables**Park Amenities**And More

D



Packet Pg. 26



Optimist Park Option 2
DePere, WI.

CD217978-CD217979



Attachment: D Proposal (4610 : Approve playground purchase for Optimist Park.)

Boland Recreation

2347 Oak Park Road
Marshalltown, Iowa 50158
1-800-798-7589
fax 641-752-6604
iowaparkplace@mchsi.com
www.bolandrecreation.com

Optimist Park

DePere, WI
March 31, 2016

Proposal #1 – Drawing CD217976 (all equipment shown in drawing) \$ 28,000

Estimated concrete cost = \$ 7,000
Estimated poured in place cost = \$ 60,000
Estimated total project \$ 95,000

Proposal #2 – Drawing CD217978 (all equipment shown in drawing) \$ 30,000

Estimated concrete cost = \$ 6,100
Estimated poured in place cost = \$ 45,000
Estimated total project \$ 81,100

Proposal #3 – Drawing CD217980 (all equipment shown in drawing) \$ 22,500

Estimated concrete cost = \$ 5,000
Estimated poured in place cost = \$ 32,000
Estimated total project \$ 59,500

Installation Supervision

****NO COST****

Prepared by: Mark Boland

Prices are good for 30 days

Prices include delivery to your job site

Payment for materials is due by 30 days after delivery.

Payment for installation services is due by 15 days after completion of work.

Boland Recreation reserves the right to charge a 1.5% fee on past due invoices.

Delivery time is four weeks after the order has been placed.

NOTE: Boland Recreation, Inc. is NOT RESPONSIBLE for unloading of equipment, storage, permits, fees, ground preparation, disposal of trash, sales tax, etc.

Miracle Recreation **Newco Scoreboards**Shelters**Goalsetter Basketball Systems**Safety Surface
Waterslides**Benches**Waterplay Equipment**Rock Climbers**Picnic Tables**Park Amenities**And More

E

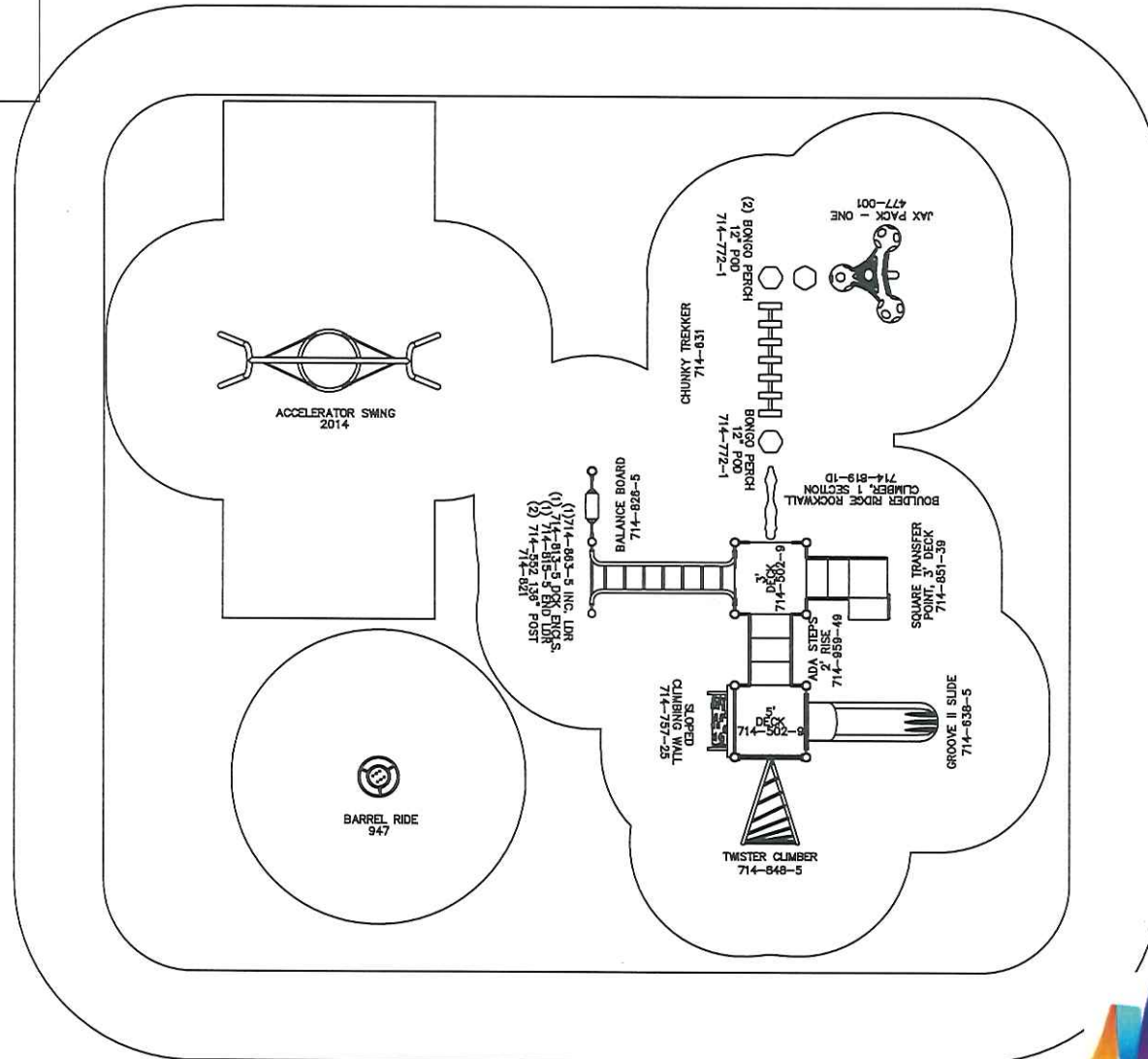
OPTIMIST PARK OPTION 3 DePERE, WI

AREA: 2625 SQUARE FEET
PERIMETER: 198'

The information provided is for
estimation purposes only.

5-12 PLAY AREA

ELEVATED PLAY ACTIVITIES - TOTAL	5	
ELEVATED PLAY ACTIVITIES ACCESSIBLE BY TRANSFER	5	REQ'D 3
ELEVATED PLAY ACTIVITIES ACCESSIBLE BY RAMP	0	REQ'D 0
GROUND LEVEL ACTIVITY TYPE	4	REQ'D 2
GROUND LEVEL ACTIVITY QUANTITY	7	REQ'D 2



Play Area Capacity: 50-60



To verify product certification,
visit www.ipema.org

To promote safe and proper equipment use by children, Miracle recommends the installation of either a Miracle safety sign or other appropriate safety signage near each playsystem's main entry point(s) to inform parents and supervisors of the age appropriateness of the playsystem and general rules for safe play.

THE PLAY COMPONENTS IDENTIFIED IN THIS PLAN ARE IPEMA CERTIFIED. THE USE AND LAYOUT OF THESE COMPONENTS CONFORM TO THE REQUIREMENTS OF ASTM F1487.

AN ENERGY ABSORBING PROTECTIVE SURFACE IS REQUIRED UNDER & AROUND ALL PLAY SYSTEMS.

CD217980-CD217981

GROUND SPACE: 41' X 35'
PROTECTIVE AREA: 54' X 49'

✓ COMPLIES TO CPSC

✓ COMPLIES TO ASTM

✓ COMPLIES TO ADA



DESIGNED FOR
AGES
5-12

ADDITIONAL GROUND LEVEL ACCESSIBLE
ITEMS NEEDED FOR ADA COMPLIANCE:

TYPE:
0

QUANTITY:
0

SCALE: 1"=10'-0"

DATE: 3/30/2016

CINDI

Packet Pg. 30



Optimist Park Option 3
DePere, WI.

CD217980-CD217981



Attachment: E Proposal (4610 : Approve playground purchase for Optimist Park.)

Boland Recreation

2347 Oak Park Road
Marshalltown, Iowa 50158
1-800-798-7589
fax 641-752-6604
iowaparkplace@mchsi.com
www.bolandrecreation.com

Optimist Park

DePere, WI
March 31, 2016

Proposal #1 – Drawing CD217976 (all equipment shown in drawing) \$ 28,000

Estimated concrete cost = \$ 7,000
Estimated poured in place cost = \$ 60,000
Estimated total project \$ 95,000

Proposal #2 – Drawing CD217978 (all equipment shown in drawing) \$ 30,000

Estimated concrete cost = \$ 6,100
Estimated poured in place cost = \$ 45,000
Estimated total project \$ 81,100

Proposal #3 – Drawing CD217980 (all equipment shown in drawing) \$ 22,500

Estimated concrete cost = \$ 5,000
Estimated poured in place cost = \$ 32,000
Estimated total project \$ 59,500

Installation Supervision

****NO COST****

Prepared by: Mark Boland

Prices are good for 30 days

Prices include delivery to your job site

Payment for materials is due by 30 days after delivery.

Payment for installation services is due by 15 days after completion of work.

Boland Recreation reserves the right to charge a 1.5% fee on past due invoices.

Delivery time is four weeks after the order has been placed.

NOTE: Boland Recreation, Inc. is **NOT RESPONSIBLE** for unloading of equipment, storage, permits, fees, ground preparation, disposal of trash, sales tax, etc.

Miracle Recreation ****Newco Scoreboards**Shelters**Goalsetter Basketball Systems**Safety Surface
Waterslides**Benches**Waterplay Equipment**Rock Climbers**Picnic Tables**Park Amenities**And More**

F

OPTIMIST PARK

DE PERE, WI

OPTION #1

LR
LEE
RECREATION, LLC

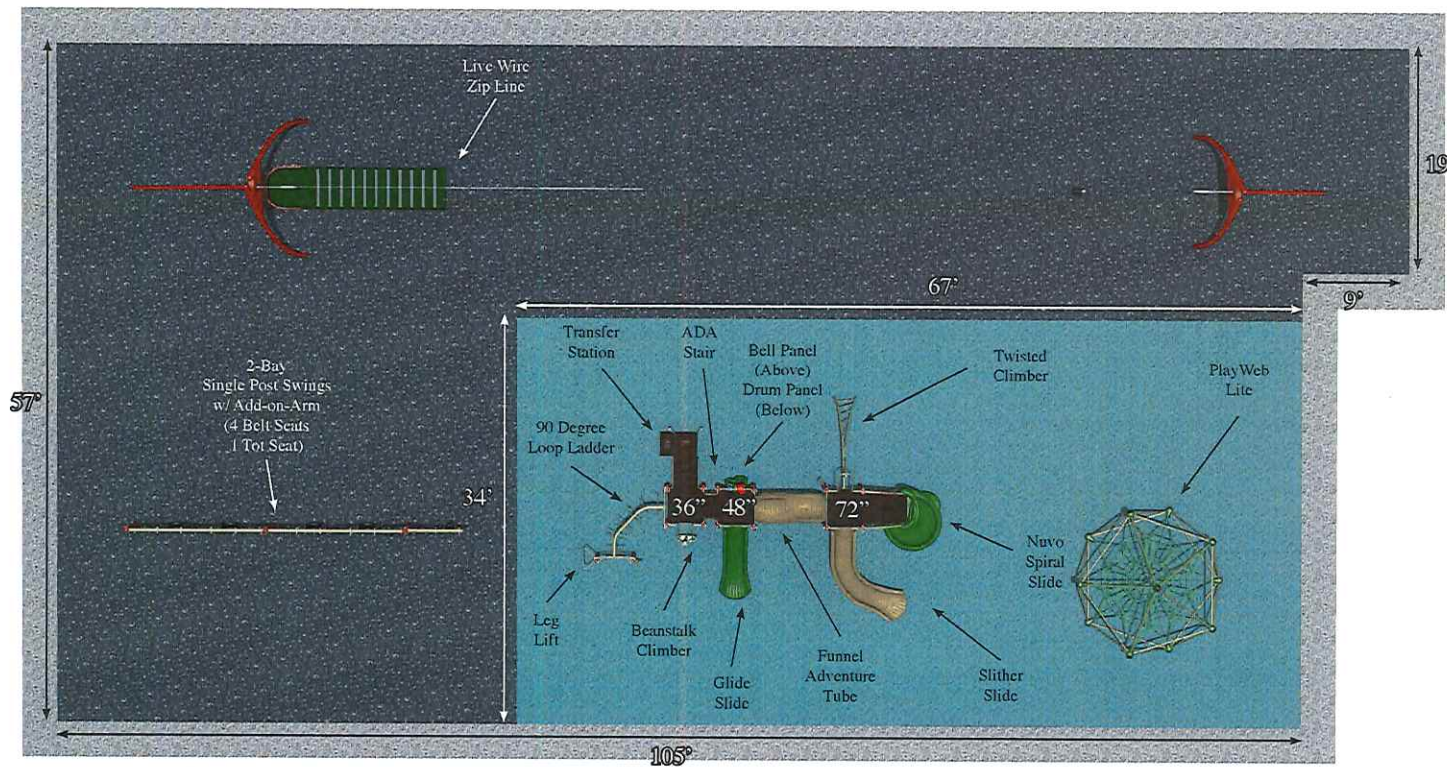
(800) 775-8937 Main
(608) 423-7655 Fax
809 Bluebird Pass
Cambridge, WI 53523
info@leerecreation.com
www.leerecreation.com

PROVIDING FUN ACROSS WISCONSIN SINCE 1995



OPTIMIST PARK

DE PERE, WI OPTION #1



(800) 775-8937 Main
(608) 423-7655 Fax
809 Bluebird Pass
Cambridge, WI 53523
info@leerecreation.com
www.leerecreation.com

PROVIDING FUN ACROSS WISCONSIN SINCE 1995

Complies With:

- ☒ ASTM F1487-01
- ☒ ASTM F1487-98
- ☒ CPSC #325
- ☒ ADA-ADAAG

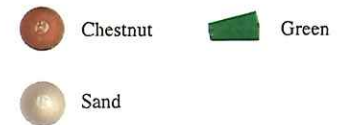
Design Number: PW040516

Use Zone: 114' x 57'

of Users: 56

of Active Play Events: 19

Colors Shown:





LEE RECREATION LLC
 809 Bluebird Pass
 Cambridge, WI 53523
 Phone: 800-775-8937
 Fax: 608-423-7655
 Email: vern@leerecreation.com

QUOTATION

DATE: April 5, 2016

TO: Marty Kosobucki
 De Pere Parks & Recreation
 ATTN: Optimist Park Playground Bid
 925 S. Sixth St.
 De Pere, WI 54115

FROM: Vern Lee

RE: Option #1 – Playground Proposal – Optimist Park - Revised

PLAYWORLD:

1-#PW030816-1	Challengers™ Modular Playstructure	\$25,167.00
	<i>List of Play Components Includes:</i>	
	DECKS: 3-Square	
	SLIDES: 1-Glide Slide @ 48" Ht., Slither Slide @ 72" Ht., Nuvo Spiral Slide @ 72" Ht.	
	ACTIVITY PANELS: Babble-On, Drum Panel, Bell Panel	
	BRIDGES/TUNNELS: "Funnel" Adventure Tube	
	CLIMBERS: Transfer Station, Twisted Climber, Beanstalk Climber, 12" steps connecting 36"/48" Decks	
	OVERHEAD EVENTS: Leg Lift, 90-Degree Horizontal Loop Ladder With Access Ladder	
1-#ZZXX0143	Live Wire Zip Line	\$12,315.00
1-#ZZXX0465	PlayWeb™ Lite	\$11,495.00
1-#ZZXXSPSW	Single Post Swing Assembly	\$ 2,788.00
	2 Swing Bays with Arm Extension	
	1 Infant/Toddler Swing Seat; 4 Belt Swing Seats	
	Subtotal	\$51,765.00
	Project Discount	<u>(\$12,950.00)</u>
	Subtotal Equipment	\$38,815.00
	2,380 sq. ft. Poured-in-Place Surfacing	\$30,940.00
	3' wide Sidewalk around perimeter	\$11,154.00
	62,000#'s Black/White uncoated Rubber Mulch	\$ 7,200.00
	4-32" x 54" Rubber mats under belt swing seats	\$ 300.00
	Supervised Installation	\$ 1,500.00
	Freight	<u>\$ 1,500.00</u>
	TOTAL	\$91,409.00

Note:

With our supervised Installs WE supply 2-3 experienced installers to work alongside your Volunteers; WE supply the Auger & All Tools; YOU supply the volunteers & concrete for the project.

- TERMS: Net 30
- Lead-Time: 4 Weeks Upon Receipt of Order
- Site Preparation, Assistance with Assembly/Installation, Concrete for the project, Security of Site until Surfacing is set is the responsibility of the De Pere Parks Dept.
- Quote effective: *Until 7-01-16*

G



LEE
RECREATION LLC
 809 Bluebird Pass
 Cambridge, WI 53523
 Phone: 800-775-8937
 Fax: 608-423-7655
 Email: vern@leerecreation.com

QUOTATION

DATE: March 31, 2016

TO: Marty Kosobucki
 De Pere Parks & Recreation
 ATTN: Optimist Park Playground Bid
 925 S. Sixth St.
 De Pere, WI 54115

FROM: Vern Lee 

RE: Option #2 – Playground Proposal – Optimist Park

PLAYWORLD:

1-#PW030816-2	Challengers™ Modular Playstructure	\$24,128.00
	<i>List of Play Components Includes:</i>	
	DECKS: 1-Hex, 1-Double Slide	
	SLIDES: 1-Rumble Seat Double Slide @ 60" Ht., Glide Slide @ 36" Ht., Sliding Pole @ 60" Ht.	
	ACTIVITY PANELS: Accessible Driving Panel, Gear Play Panel	
	CLIMBERS: Transfer Station, Large Angled Climber, Beanstalk Climber, The Crater Arch, 24" Steps between 36"/60" Decks	
	OVERHEAD EVENTS: Leg Lift, 6' Horizontal Loop Ladder With Access Ladder	
	PLAY MOTION: Vortex, Cozy Cocoon	
5-#ZZUN7136	Unity Steppers	\$ 3,271.00
	<i>2-Small, 2-Medium & 1-Large</i>	
1-#ZZXX0151	Spinami Play Motion Event	\$ 3,978.00
1-#ZZXX0465	PlayWeb Lite	\$ 11,495.00
1-#ZZXXSPSW	Single Post Swing Assembly	\$ 2,788.00
	<i>2 Swing Bays with Arm Extension</i>	
	<i>1 Infant/Toddler Swing Seat; 4 Belt Swing Seats</i>	
	Subtotal	\$ 45,660.00
	Project Discount	(\$11,250.00)
	4,650 sq. ft. Poured-in-Place Surfacing	\$ 51,150.00
	Sidewalk around perimeter	\$ 12,000.00
	Supervised Installation	\$ 1,000.00
	Freight	\$ 1,500.00
	TOTAL	\$100,060.00

Note:

- We anticipate you saving \$'s if purchasing Poured-in-Place direct & concrete sidewalk.
- With our supervised Installs WE supply 2-3 experienced installers to work alongside your Volunteers; WE supply the Auger & All Tools; YOU supply the volunteers & concrete for the project.

- TERMS: Net 30
- Lead-Time: 4 Weeks Upon Receipt of Order
- Site Preparation, Assistance with Assembly/Installation, Concrete for the project, Security of Site until Surfacing is set is the responsibility of the De Pere Parks Dept.
- Quote effective: **Until 7-01-16**

OPTIMIST PARK

DE PERE, WI

OPTION #2

LR
LEE
RECREATION LLC
PLAYGROUND & RECREATION EQUIPMENT
P.O. Box 93
Cambridge, WI 53523
Phone: (800) 775-8937
Fax: (608) 423-7655
email: info@leerecreation.com
www.leerecreation.com



VIEW A



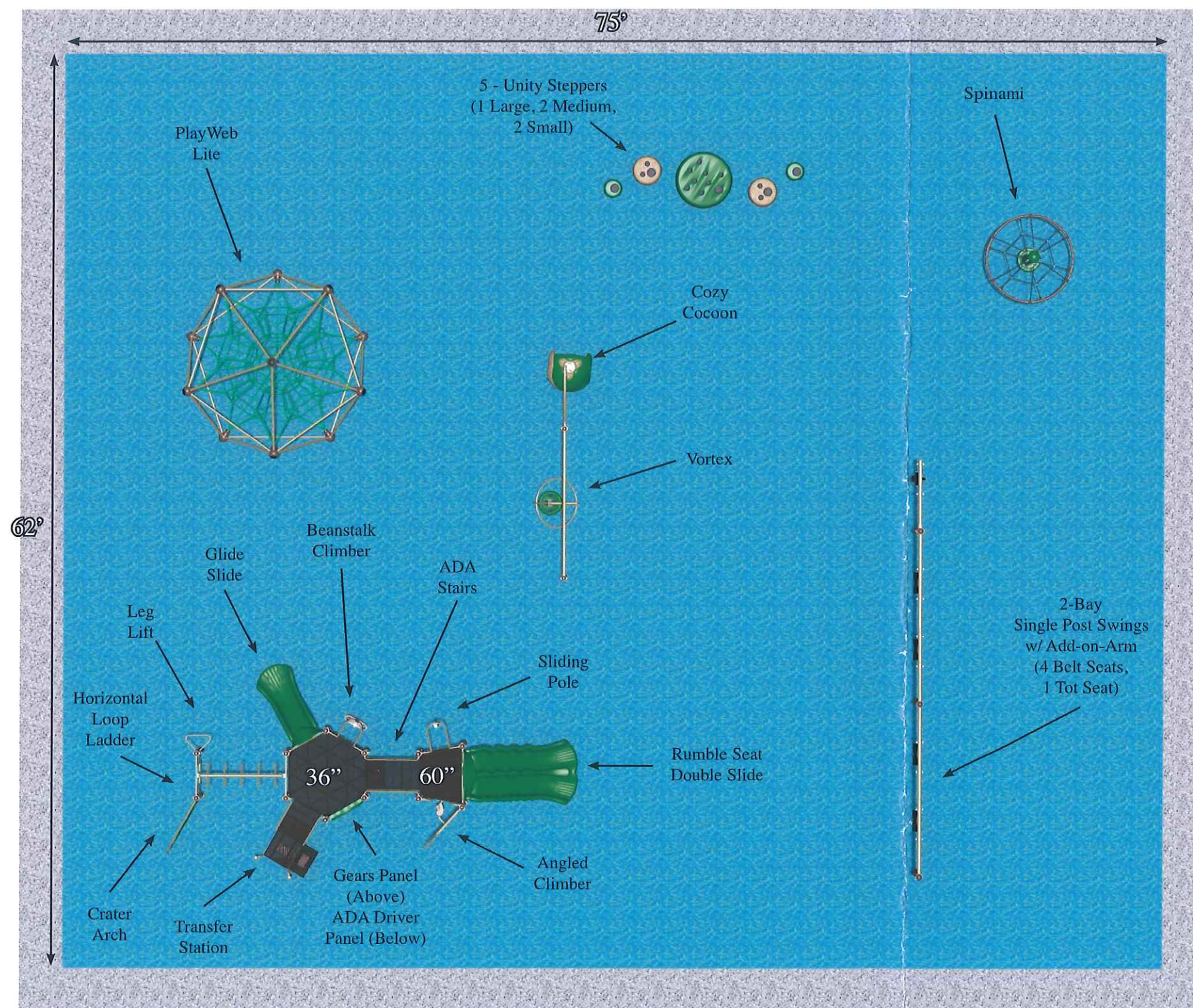
VIEW B

Attachment: G Proposal (4610 : Approve playground purchase for Optimist Park.)

OPTIMIST PARK

DE PERE, WI

OPTION #2



809 Bluebird Pass
Cambridge, WI 53523

TEL: 800-775-8937
FAX: 608-423-7655

www.leerecreation.com

Complies With:

- ☒ ASTM F1487-01
- ☒ ASTM F1487-98
- ☒ CPSC #325
- ☒ ADA-ADAAG

Design Number: PW030816-2

Use Zone: 62' x 75'

of Users: 69

of Active Play Events: 25

Colors Shown:



Chocolate



Green



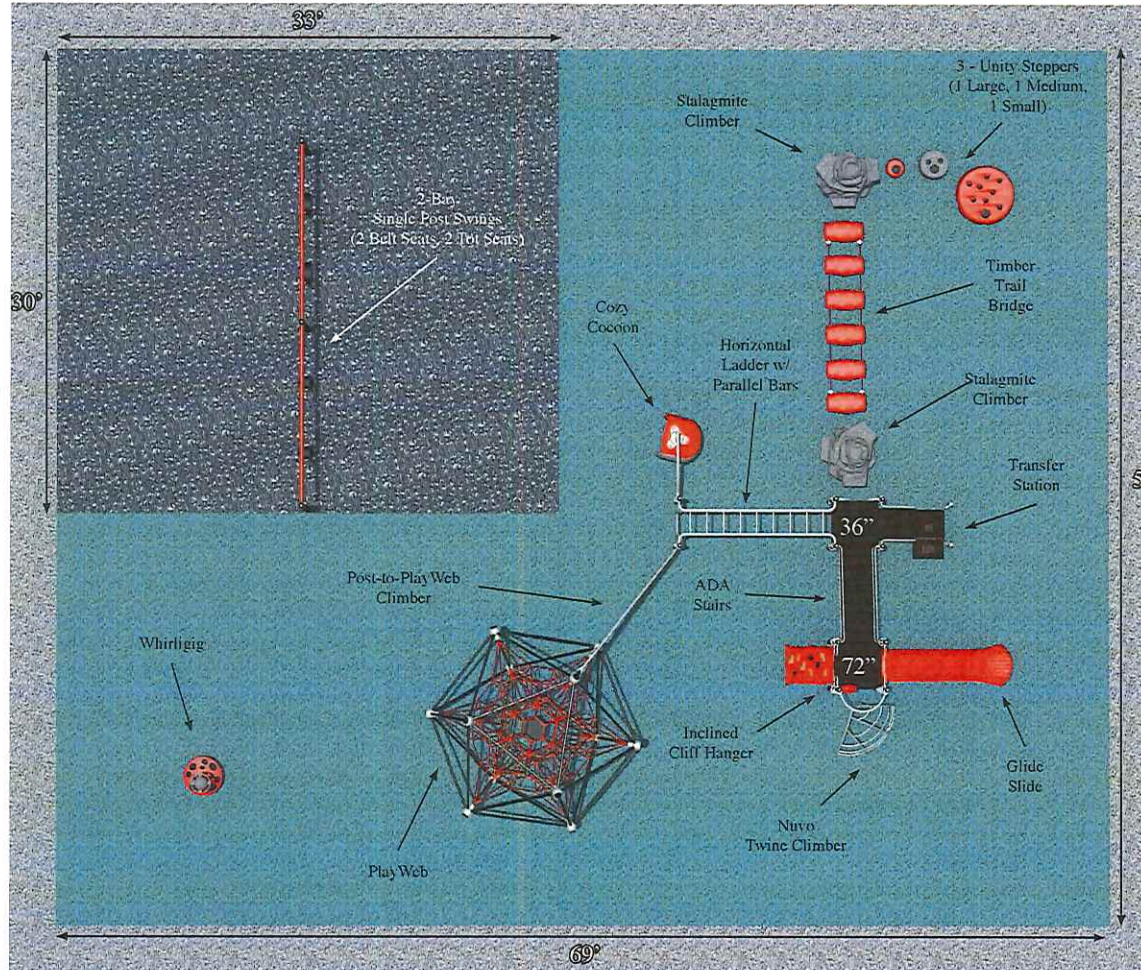
Sand

PLAYWORLD SYSTEMS®
The world needs play.®

H

OPTIMIST PARK

DE PERE, WI OPTION #3



(800) 775-8937 Main
(608) 423-7655 Fax
809 Bluebird Pass
Cambridge, WI 53523
info@leerecreation.com
www.leerecreation.com

PROVIDING FUN ACROSS WISCONSIN SINCE 1995

Complies With:

- ☒ ASTM F1487-01
- ☒ ASTM F1487-98
- ☒ CPSC #325
- ☒ ADA-ADAAG

Design Number: PW040616

Use Zone: 69' x 57'

of Users: 66

of Active Play Events: 18

Colors Shown:



OPTIMIST PARK

DE PERE, WI

OPTION #3

ER
LEE
RECREATION, LLC

(800) 775-8937 Main
(608) 423-7655 Fax
809 Bluebird Pass
Cambridge, WI 53523
info@leerecreation.com
www.leerecreation.com

PROVIDING FUN ACROSS WISCONSIN SINCE 1995



VIEW A



VIEW B



LEE RECREATION LLC
 809 Bluebird Pass
 Cambridge, WI 53523
 Phone: 800-775-8937
 Fax: 608-423-7655
 Email: vern@leerecreation.com

QUOTATION

DATE: April 11, 2016

TO: Marty Kosobucki
 De Pere Parks & Recreation
 ATTN: Optimist Park Playground Bid
 925 S. Sixth St.
 De Pere, WI 54115

FROM: Vern Lee

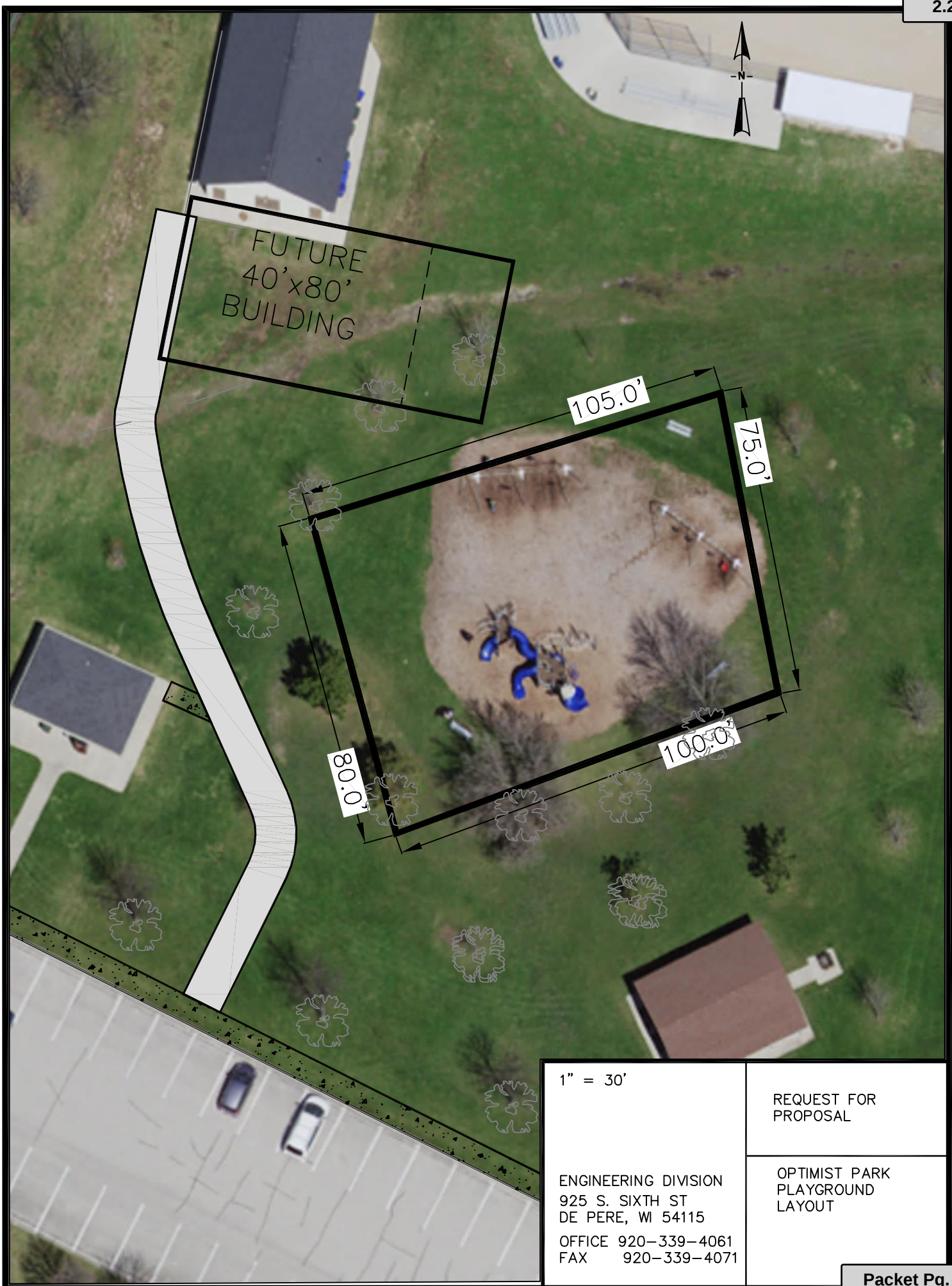
RE: Option #3 – Playground Proposal – Optimist Park – Revised & Corrected

PLAYWORLD:

1-#PW030816-3	Challengers™ Modular Playstructure	\$48,626.00
	<i>List of Play Components Includes:</i>	
	DECKS: 2-Square	
	SLIDES: 1-Glide Slide @ 72" Ht.	
	CLIMBERS: Medium PlayWeb with Climber to Post to Playstructure, Inclined Cliff Hanger, Twine Climber, 2-RockBlocks Stalagmite Climbers, 36" Steps between 36"/72" Decks	
	OVERHEAD EVENTS: Horizontal Ladder with Parallel Bars With Access Ladder	
	PLAY MOTION: Cozy Cocoon	
	BALANCE & BRIDGES: Long Timber Trail Bridge, 3-Unity Steppers: Small, Medium & Large	
1-#ZZXX0043	Whirligig Play Motion Event	\$ 1,821.00
1-#SPSW	Single Post Swing Unit	\$ 2,278.00
	2 Bay with 2 Belt & 2 Tot Swing Seats	
	Subtotal	\$ 52,725.00
	Project Discount	(\$13,181.00)
	2,943 sq. ft. Poured-in-Place Surfacing	\$ 38,259.00
	16,000#'s Black/White uncoated rubber	\$ 2,100.00
	3' Sidewalk around perimeter	\$ 8,316.00
	Supervised Installation	\$ 1,000.00
	Freight	\$ 1,500.00
	TOTAL	\$ 90,719.00

Note:

- With our supervised Installs WE supply 2-3 experienced installers to work alongside your Volunteers; WE supply the Auger & All Tools; YOU supply the volunteers & concrete for the project.
- **TERMS:** Net 30
- **Lead-Time:** 4 Weeks Upon Receipt of Order
- Site Preparation, Assistance with Assembly/Installation, Concrete for the project, Security of Site until Surfacing is set is the responsibility of the De Pere Parks Dept.
- Quote effective: **Until 7-01-16**



1" = 30'

REQUEST FOR
PROPOSAL

ENGINEERING DIVISION
925 S. SIXTH ST
DE PERE, WI 54115
OFFICE 920-339-4061
FAX 920-339-4071

OPTIMIST PARK
PLAYGROUND
LAYOUT

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: April 21, 2016

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Review and approve Brown County Ice Time Management Report.

ATTACHMENTS:

- Brown County Ice Management March 2016 (PDF)

Managers' Report 3/30/16

We did have a fairly good season in terms of Repairs and mechanical breakdowns. De Pere had no real issues at all. De Pere will again be closed from May – September in order to continue to get the frost out of the ground. Currently the frost from the past several seasons is still occurring and most noticeable this time of year. There is currently visible frost heave along the header pipe on the far end of the rink. We should probably talk about a long term solution since I know that Youth hockey is anxious that the ice is out of the arena during the summer months. Their needs are being met for summer ice at the Cornerstone at this time.

De Pere Youth Hockey membership was reduced slightly this season, partially due to the boundary change and partially due to membership moving to the Jr. Gambler teams. The organization did a great job of putting out try hockey free programs, now we hope to get as many of those kids to keep playing as possible. At the same time the figure skating club continues to grow.

Upcoming events in April will be; Great Lakes Hockey League Tournament April 1-3, the WAHA Bantam and Midget Festivals will be held at CCC and De Pere April 8-10. April 22-24 and April 29-May 5 Cheese Cup will be held at De Pere and CCC with 67 teams currently registered.



DP Current Actual v 2015-16 Budget

	Jun '15 - May 16	Budget	
Ordinary Income/Expense			
Income			
4003 · Advertising Revenue	382.50	1,500.00	1,500 Current Receivables
4004 · Figure Skating	38,205.03	87,819.79	16,420 Current Receivable for February, still owe March
4004b · Kick-Synch	12,680.00	14,917.50	<u>+ April</u>
4005b · Ice Rental-Deacons	6,969.52	7,107.50	3,750 Have tournament this weekend at DePere and CCC
4007 · Ice Rental-Private			
4007i · De Pere High School	25,060.83	24,919.10	
4007j · DePere Youth Hockey	36,171.66	60,140.00	14,816 Current Receivable, they ended up losing 2 teams
4007 · Ice Rental-Private - Other	0.00	10,000.00	
Total 4007 · Ice Rental-Private	61,232.49	95,059.10	
4007a · Non Contracted Ice	4,653.50	3,782.78	
4008 · Ice Rental-SNC	6,715.00	11,700.00	
4011 · Men's League	9,832.93	10,199.01	
4013 · Open Skate/Open Hockey	674.28	1,810.39	
4016 · Vending	16,212.31	24,968.96	<i>- \$weekend sales for April</i>
Total Income	157,557.56	258,865.03	
Expense			
5000 · Building Expense			
5000a · Repairs and Maintenance	11,901.77	17,701.46	
5004 · Service Contracts	5,682.20	6,312.95	
5005 · Zamboni	905.33	488.80	
Total 5000 · Building Expense	18,489.30	24,503.21	
5001 · Insurance Expense	12,000.00	14,400.00	
5300 · Office Expense			
5300a · Bank Service Charges	98.10	137.40	
5300d · Office Supplies	0.00	577.10	
5300f · Telephone Expense	1,947.30	2,331.86	
5300 · Office Expense - Other	452.34	50.00	
Total 5300 · Office Expense	2,497.74	3,096.36	
5400 · Payroll			
5400a · FICA Employer	3,029.65	4,602.97	
5400c · Medicare Expense	732.25	1,111.42	
5400d · Regular Earnings	22,505.41	39,993.29	
5400e · Salaries	26,366.00	34,275.80	
5400g · Payroll Processing Fees	500.00	650.00	
Total 5400 · Payroll	53,133.31	80,633.48	
5500 · Program Expense			
5500a · Advertising and Promotion	300.00		
Total 5500 · Program Expense	300.00		
5600 · Utilities	47,142.50	60,918.84	
5700 · Vending Expense	8,546.12	11,060.91	
6000 · Depreciation Expense	7,900.00	11,218.59	
Total Expense	150,008.97	205,831.39	
Net Ordinary Income	7,548.59	53,033.64	
Net Income	7,548.59	53,033.64	36,486 in Total current Receivables for March

*PRV. Year
Comp.*

Attachment: Brown County Ice Management March 2016 (4609 : Review and Approve Brown County Ice Time Management Report.)

2015-16 Actuals v 2014-15 Actuals		Jun 1, '15 - Mar 29, 16	Jun 1, '14 - Mar 29, 15
Ordinary Income/Expense			
Income			
4003 · Advertising Revenue	382.50	565.00	
4004 · Figure Skating	38,205.03	69,884.79	
4004b · Kick-Synch	12,680.00	12,410.00	
4005b · Ice Rental-Deacons	6,969.52	6,012.50	
4007 · Ice Rental-Private			
4007i · De Pere High School	25,060.83	22,000.78	
4007j · DePere Youth Hockey	36,171.66	53,212.50	
Total 4007 · Ice Rental-Private	61,232.49	75,213.28	
4007a · Non Contracted Ice	4,653.50	3,389.00	
4008 · Ice Rental-SNC	6,715.00	8,901.71	
4009 · Ice Rental-Summer	0.00	17,208.75	
4011 · Men's League	9,832.93	10,199.01	
4013 · Open Skate/Open Hockey	674.28	1,810.39	
4016 · Vending	16,212.31	21,584.97	
Total Income	157,557.56	227,179.40	
Expense			
5000 · Building Expense			
5000a · Repairs and Maintenance	11,901.77	15,717.94	
5004 · Service Contracts	5,682.20	5,307.63	
5005 · Zamboni	905.33	421.04	
Total 5000 · Building Expense	18,489.30	21,446.61	
5001 · Insurance Expense	12,000.00	12,000.00	
5300 · Office Expense			
5300a · Bank Service Charges	98.10	103.80	
5300d · Office Supplies	0.00	100.00	
5300f · Telephone Expense	1,947.30	2,048.47	
5300 · Office Expense - Other	452.34	50.00	
Total 5300 · Office Expense	2,497.74	2,302.27	
5400 · Payroll			
5400a · FICA Employer	3,029.65	3,617.22	
5400c · Medicare Expense	732.25	873.93	
5400d · Regular Earnings	22,505.41	32,003.73	
5400e · Salaries	26,366.00	26,366.00	
5400g · Payroll Processing Fees	500.00	500.00	
Total 5400 · Payroll	53,133.31	63,360.88	
5500 · Program Expense			
5500a · Advertising and Promotion	300.00	1,395.00	
Total 5500 · Program Expense	300.00	1,395.00	
5600 · Utilities	47,142.50	65,100.83	
5700 · Vending Expense	8,546.12	10,167.42	
6000 · Depreciation Expense	7,900.00	7,900.00	
Total Expense	150,008.97	183,673.01	
Net Ordinary Income	7,548.59	43,506.39	
Net Income	7,548.59	43,506.39	

DP Balance Sheet

Mar 29, 16

ASSETS

Current Assets

Checking/Savings

1015 · Nicolet Bank	26,403.49
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Total Checking/Savings	26,403.49
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Other Current Assets

1300 · Prepaid Expenses	4,766.02
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Total Other Current Assets	4,766.02
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Total Current Assets	31,169.51
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Fixed Assets

1600 · Equipment	79,104.23
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1610 · Accumulated Depreciation	-30,552.56
---------------------------------	------------

Total Fixed Assets	48,551.67
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TOTAL ASSETS	79,721.18
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2105 Sales Tax Payable	175.59
------------------------	--------

2701 · Payable to/(Receivable fr) BCIM	15,334.13
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2702 · Payable to City of De Pere	-1,297.25
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Total Other Current Liabilities	14,212.47
---------------------------------	-----------

Total Current Liabilities	14,212.47
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Total Liabilities	14,212.47
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Equity

3900 · Unrestricted Net Assets	57,960.12
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Net Income	7,548.59
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Total Equity	65,508.71
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TOTAL LIABILITIES & EQUITY	79,721.18
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City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: April 21, 2016

DEPARTMENT: Parks, Recreation & Forestry

FROM: Jenny Hammes

SUBJECT: Approve Portable Agreement with VandenPlas Sanitation Inc.*

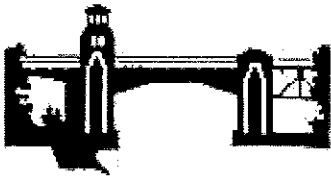
Requests for proposals/prices for portables in various parks throughout the City were sent to five companies. Please see the attachment that summarizes the two proposals submitted.

Staff is recommending the Park Board accept the proposal from VandenPlas Sanitation Inc., which would be in effect from May 1, 2016 through December 2017. Their agreement is attached for your review. The agreement is similar to the agreement that was in place with VandenPlas Sanitation Inc. in 2015. The 2015 agreement is also attached.

ATTACHMENTS:

- 2016 Portable Proposals (PDF)
- 2016 Portable Agreement - VPS (PDF)

Company	Monthly Fee for ADA Accessible Unit	Additional Service Fee	Additional Fees
VandenPlas Sanitation	\$120.00, no delivery fee	\$25.00 per unit	
AAA Portables	\$110.00, \$15.00 delivery per unit	On Route: \$25 per service Off Route: \$65 per service	\$35.00 per exchange of unit if damaged or stolen



City of De Pere

600 Grant St.
De Pere, WI 54115-1199
Phone: 920-339-4097
Fax: 920-339-6348

Jenny Hammes
Recreation Supervisor
jhammes@mail.de-pere.org
www.de-pere.org

March 23, 2016

VandenPlas Sanitation Inc.
5132 County Road R
Denmark, WI 54208

Dear VandenPlas Sanitation Inc.,

This letter will confirm that the City of De Pere Parks, Recreation and Forestry Department has selected your firm's proposal to supply portable toilet facilities for the 2016/2017 season. The locations, schedule, and other terms and conditions of this agreement are as set out below. Start dates and end dates may vary from year to year depending on park schedules.

DE PERE PARKS, RECREATION AND FORESTRY DEPARTMENT
2016 PORTABLE RESTROOMS USAGE SCHEDULE/AGREEMENT
VandenPlas Sanitation Inc.
5132 County Road R
Denmark, WI 54208
920-863-6505

- Restrooms billed to: **De Pere Rapides Youth Soccer Club**
Send invoices to: DPRYS, PO Box 5033, De Pere, WI 54115

West De Pere Middle School—ONE (1) 1177 Westwood Drive, De Pere
May 2, 2016 through July 21, 2016

Westwood Elementary School—ONE (1) 1155 Westwood Drive, De Pere
May 2, 2016 through July 21, 2016

Kiwanis Park—ONE (1) 2362 Old Ivy Court, De Pere
May 2, 2016 through July 21, 2016

Altmayer School—ONE (1) 3001 Ryan Road, De Pere
May 2, 2016 through July 21, 2016

- Restrooms Billed to **De Pere Park and Recreation Department**
Send Invoices to: 600 Grant Street, De Pere, WI 54115
Office Telephone Number: (920) 339-4097

Kiwanis Park—ONE (1) 2362 Old Ivy Court, De Pere
July 22, 2016 through August 12, 2016

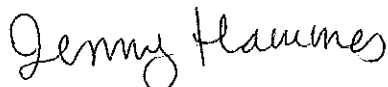
Westwood Elementary School—ONE (1) 1155 Westwood Drive, De Pere
September 10, 2016 through October 29, 2016

- Style and/or color of units will be at the discretion of VandenPlas Sanitation Inc./City of De Pere
- The charge will be \$120 per unit, per month, with no delivery fee.
- Units are to be wheelchair accessible.
- Units must be placed at a location at each site that is accessible with wheelchairs
- VandenPlas Sanitation Inc. will clean and pump these units on Thursdays
- The Department will check these units periodically and if the units need an additional cleaning/pumping, VandenPlas Sanitation Inc. will be notified; extra servicing of unit will cost \$25
- VandenPlas Sanitation Inc. shall name the City of De Pere as an additional insured under its general liability insurance and shall submit proof thereof to the Department

VandenPlas Sanitation Inc. will supply the De Pere Park, Recreation and Forestry Department with portable restrooms in 2016/2017. VandenPlas Sanitation Inc. further agrees that it will be financially responsible for all damages due to vandalism or theft to these portable restrooms. VandenPlas Sanitation Inc. also agrees to be financially responsible to replace any of these portable restrooms that may become stolen or damaged beyond repair.

If the above terms and conditions are agreeable to you, please sign where indicated at the foot of this letter and return the signed original to the address at the beginning of this agreement. I have included a copy of the agreement for your records. The City of De Pere and its Parks, Recreation and Forestry Department look forward to working with you during the 2016/2017 season.

Sincerely,



Jenny Hammes
Recreation Supervisor

The above agreement between the De Pere Parks, Recreation and Forestry Department and VandenPlas Portable Solutions for the 2016/2017 park season is accepted in its entirety. The pricing will hold through December 31, 2017 with three 1-year options upon mutual agreement of both parties.



VandenPlas Sanitation Inc.

3/24/16

Date

Attachment: 2016 Portable Agreement - VPS (4548 : Approve Portable Agreement with VandenPlas Sanitation Inc.*)



City of De Pere

925 South Sixth Street
DePere, WI 54115-1199
Phone: 920-339-4066
Fax: 920-339-4071

Stephanie Schlag
Park & Recreation Supervisor
sschlag@mail.de-pere.org
www.de-pere.org

May 5, 2015

VandenPlas Portable Solutions
5132 County Road R
Denmark, WI 54208

Dear VandenPlas Portable Solutions,

This letter will confirm that the City of De Pere Park, Recreation and Forestry Department has selected your firm's proposal to supply portable toilet facilities for the 2015 season. The locations, schedule, and other terms and conditions of this agreement are as set out below.

DE PERE PARK, RECREATION AND FORESTRY DEPARTMENT
2015 PORTABLE WASHROOM USAGE SCHEDULE/AGREEMENT
VandenPlas Portable Solutions
5132 County Road R
Denmark, WI 54208
920-863-6505

- Washrooms Billed to **De Pere Rapides Youth Soccer Club**
Send Invoices to: DPRYS, PO Box 5033, De Pere, WI 54115

West De Pere Middle School—ONE (1) 1177 Westwood Drive, De Pere
May 4, 2015 through July 25, 2015

Westwood Elementary School—ONE (1) 1155 Westwood Drive, De Pere
May 4, 2015 through July 25, 2015

Kiwanis Park—ONE (1) 2362 Old Ivy Court, De Pere
May 4, 2015 through July 25, 2015

Altmayer School—ONE (1) 3001 Ryan Road, De Pere
May 4, 2015 (TODAY) through July 31, 2015 Updated 5/5/15

- Washrooms Billed to **De Pere Park and Recreation Department**
Send Invoices to: 925 S. Sixth Street, De Pere, WI 54115
Office Telephone Number: (920) 339-4066

Kiwanis Park—ONE (1) **2362 Old Ivy Court, De Pere**
July 26, 2015 through August 15, 2015

Westwood Elementary School—ONE (1) **1155 Westwood Drive, De Pere**
September 12, 2015 through October 31, 2015

- Style and/or color of units will be at the discretion of VandenPlas Portable Solutions/City of De Pere
- The charge will be \$120 per unit, per month, with no delivery fee.
- Units are to be wheelchair accessible.
- Units must be placed at a location at each site that is considered accessible through the standards set forth through the ADA.
- VandenPlas Portable Solutions will clean and pump these units on Thursdays
- The Department will check these units periodically and if the units need an additional cleaning/pumping, VandenPlas Portable Solutions will be notified; extra servicing of unit will cost \$25
- VandenPlas Portable Solutions shall name the City of De Pere as an additional insured under its general liability insurance and shall submit proof thereof to the Department

VandenPlas Portable Solutions will supply the De Pere Park, Recreation and Forestry Department with portable washrooms in 2015. VandenPlas Portable Solutions further agrees that it will be financially responsible for any and all damages to these portable washrooms. VandenPlas Portable Solutions also agrees to be financially responsible to replace any of these portable washrooms that may become stolen or damaged beyond repair.

If the above terms and conditions are agreeable to you, please sign where indicated at the foot of this letter and return the signed original to the address at the beginning of this agreement. I have included a copy of the agreement for your records. The City of De Pere and its Parks, Recreation and Forestry Department look forward to working with you during the 2015 season.

Sincerely,

Stephanie Schlag
Park and Recreation Supervisor

The above agreement between the De Pere Parks, Recreation and Forestry Department and VandenPlas Portable Solutions for the 2015 park season is accepted in its entirety.

VandenPlas Portable Solutions

Date

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: April 21, 2016

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Approval to Accept Donation from Cellcom for the use of 2 Cell Phones for 2016 Summer Day Camp.*

The memo is to seek the Board of Park Commissioner's approval for the De Pere Community Center to accept a donation of the use of two cell phones and cell phone service for Summer Day Camp, valued at \$500 total. The phones would be used from June 6, 2016 - August 12, 2016. Each camp location would have use of one phone for emergency purposes or contacting the office staff when needed.

Cellcom would be recognized in camp information supplied to parents.

Thank you for your time and consideration.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: April 21, 2016

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Review and Approve Recreation Division 2016 1st Quarter Report.

Please find attached the Recreation Division 2016 1st Quarter Report for review and approval. Thank you.

ATTACHMENTS:

- 1st.quarter (XLSX)
- 2016 1st Quarter (DOC)

FACILITY USAGE

	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC
Paid Rentals	34	23	16									
Non-Paid Rentals	17	19	25									
Recreation Programs	229	263	251									
<i>(includes P&R, CC)</i>												
Total Room Use	280	305	292	0	0	0	0	0	0	0	0	0
Percentage Used	181%	218%	188%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<i>(percents over 100 reflect rooms rented more than once on a given day)</i>												
Rental Revenue	\$3,832.24	\$2,695.24	\$2,461.12									
Program Revenue	\$9,327.22	\$32,987.25	\$24,914.00									
Aquatics Revenue	\$787.56	\$1,177.38	\$758.59									
Adult Leagues Rev.	\$153.00	\$0.00	\$20,898.00									
Contractual Revenue	\$237.00	\$237.00	\$237.00									
<i>(County Rent)</i>												
Equipment/Storage & Miscellaneous Revenue	\$138.06	\$103.87	\$75.37									
TOTAL REVENUE	\$14,475.08	\$37,200.74	\$49,344.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

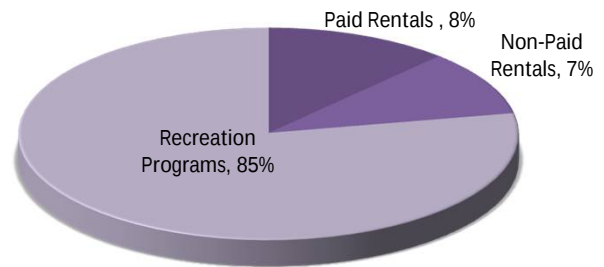
2016 TOTAL REVENUE (to date)

\$101,019.90

1st Quarter 2016 - Individual Room Usage

<u>ROOM</u>	<u>Program Usage</u>	<u>Rental Usage</u>
Pine Room	212	24
Oak Room	6	53
Hickory Room	140	16
Spruce Room	259	19
Maple Room	24	22
Lounge	<u>102</u>	<u>N/A</u>
Total Usage	743	134

1st Quarter 2016 Facility Usage



NOTE: Beginning in 2016, this report will now include all recreation revenue which will reflect all aquatic programs, adult leagues and recreation programs overseen by the Recreation Supervisor. So far this year, the Recreation Division & Community Center have experienced a nice start to the first quarter of the new year! We brought in \$101,019.90 total revenue overall, which is a good starting point! Total revenue broke down as follows: \$67,228.47 in program revenue, which includes all instructional recreation programs and activities overseen by CC staff & the Recreation Supervisor; \$2,723.53 brought in for aquatics revenue, which includes Baby & Me Swim Lessons and Water Aerobics at Syble Hopp and a few swim passes; \$21,051 in adult leagues revenue, which is mainly some additional basketball player fees and softball team registrations; rental, contractual, equipment/storage & miscellaneous revenue totaled \$10,016.90 (increase from last year - \$9,122.40). Unfortunately, this March we were notified that a regular rental church group will no longer be meeting here. They normally rented 2 rooms per week so that is anticipated to have a negative impact on our rental revenue. This quarter brought in a total of 73 paid rentals which is an increase of 6 rentals from last year. The Oak & Pine rooms were the utilized the most for paid rentals while the Spruce Rm. ranked the highest in program usage due to many senior groups meeting there. The Pine Rm. ranked second for program usage, which is where most of our youth activities are held along with many exercise classes.

Paid Rentals	8%	4%
Non	7%	2%
	85%	28%
	100%	



City of De Pere

600 Grant St.
DePere, WI 54115-1199
Phone: 920-339-2471
Fax: 920-339-6348

Paula Rahn
Community Center Manager
prahn@mail.de-pere.org
www.de-pere.org

2016 Recreation Division 1st Quarter Report

- Accepted applications and conducted interviews for summer employment – 4 positions open for Park Playgrounds, 2 regular and 1 sub for Summer Day Camp, 1 Recreation Intern, 1 Assistant Youth Activity Instructor, 4 Pool Managers, 10 full-time lifeguards, numerous sub lifeguards, 2 pool concessionaries, 1 tennis instructor and 1 softball umpire. For Fall we are looking to hire assistant instructors for Tumbling, Poms, & Dance; Tai Chi and Water Aerobics/Swim Instructors for Syble Hopp and substitute Zumba/Fitness instructors.
- Completed self-evaluation and evaluations on all full-time and regular part-time staff. Notified all seasonal staff regarding pay raises and incentive program.
- In January & February staff was busy developing programs & meeting with instructors to discuss summer & fall programs. Community Center will be offering 23 new programs/activities this Summer and Fall. Prepared for the start of all winter programs in January.
- Successfully entered into the following agreements: Unified School District & West De Pere School District Facility Use Agreements, OLOL Parish for Kidz Zone Program, Parkour & Henna contracts. Received approval for revisions to Playground Program and to offer a new Swim-in-Cinema event along with special events at the pools this summer.
- Cooperated with the Health Department to offer a new community based healthy/physical activity incentive program for this summer. Health Department currently searching for sponsors and Recreation Department developing program and determining prizes.
- Held Summer Day Camp registration on February 4 (changed days due to inclement weather). The West Side camp is full except 4th of July week and the week after; maximum participants is 44/week; runs for 10 weeks. The East Side is also full except 4th of July week and week of July 18; maximum participants is 36/week; runs for 9 weeks due to later school dismissal. The De Pere Optimists have donated \$500 for camp t-shirts; Cellcom has changed their donation/like goods process so staff is still working out the details on having cell phones for camp staff use.
- Solicited quotes for printing of department brochures and post cards. Low quote awarded to Journal Print Group. Purchased InDesign software and completed design of our brochure in-house which help cut down costs. Assigned new activity codes for all summer/fall activities. Entered all class information into ActiveNet and Access.
- Pom Pon and Twirling classes performed at halftime of a West De Pere girls high school basketball game in January. Held Pom & Twirl rehearsal/recital at Hemlock Creek School Gym again, which worked out really well! Also held Dance rehearsals/recitals at the West De Pere High School Auditorium.
- Youth Rec Nights were held at Westwood Elementary through the end of March. Adult Basketball Leagues ended with last playoffs held on March 2. Overall, things ran pretty smoothly with enough staff refereeing throughout the whole season. Registration began for adult summer softball leagues. Currently we are 4 teams short from last summer. Complaints received are that our fees are too high.
- Kids Day Out Camp was held March 28 – April 1 at the Community Center for spring break for both school districts.
- Kidz Zone registration packets for the 2016-17 school year will be made available in April with registration for residents beginning on April 20. Numbers have held steady this year with 1 new participant starting for 2nd semester. OLOL Parish signed the contract for next year at no fee to us. Working with Notre Dame School to get an East Side Kidz Zone Before School Program up and running. The principal has shown interest in our department taking over their after school program, however, at this time, the parish is not amendable to doing this; staff will continue to stay in contact with the principal.
- Special events this quarter included: two Candy Bar Bingo events which had great attendance, and the annual Easter Egg Hunt. The hunt was moved indoors due to the inclement weather; 297 children attended plus parents/grandparents. Some lucky children won large stuffed bunnies while every child received a bag of candy and got to pick out a special prize. The event was co-sponsored by the De Pere Optimists and De Pere Men's Club. Many volunteers helped out with the event.
- Provided information for Annual Year-End Department Report; worked on developing an RFQ for advertisements in our brochures; staff also worked in conjunction with the Director on an RFP for the aquatic location study and provide input on the survey.
- AARP held free tax service on Wednesdays at the Community Center. Support Groups, regular wellness programs, enrichment programs and card groups continue to be held weekly and monthly.

During the next quarter, CC staff will finalize all summer seasonal positions and hope to fill any vacant aquatic staff positions; continue to advertise for Pom, Dance, and Tumbling assistant instructors; hire assistant activity instructors and new Part-time Maintenance Custodian; accept registration for summer and fall activities; hold the following special events: Candy Bar Bingo, Big Rig Gig, Spaghetti Luncheon & Bingo, and Cribbage Tournament; draft schedules and prepare for softball season; accept registrations for kickball league and prepare for start of season; revise manuals, prepare packets and conduct staff training orientations for Summer Camp, Park Playgrounds & Aquatics; get pools ready; prepare for the summer season to begin along with all summer classes; order supplies; organize and prepare for sale of discounted tickets; hold Commission on Aging meeting; complete profit/loss reports, program evaluations; receive quotes on new roof; complete gutter replacement; investigate insulation issue in roof; complete capital projects plan; prepare garden at CC; purchase and plant a variety of flowers and plants for the planters at the CC.

Respectfully submitted by:

Paula Rahn,

Recreation Superintendent

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: April 21, 2016

DEPARTMENT: Parks, Recreation & Forestry

FROM: Jenny Hammes

SUBJECT: Approve Soda Machine Agreement for 2016-2019.*

Requests for proposals/prices for soda machines in various parks throughout the City were sent to Coca-Cola Bottling Co., Pepsi-Cola Bottling Co., and Seven-Up Bottling Co. Please see the attachment that summarizes the two proposals submitted.

Staff is recommending the Park Board accept the proposal from Seven-Up Bottling Co., which would be in effect from May 1, 2016 through April 30, 2019. Their agreement is attached for your review. The agreement is similar to the agreement that is in place with Seven-Up currently (2013-2016), with the exception of the donated bottles of water and dates. The 2013-2016 agreement is also attached.

ATTACHMENTS:

- 2016 Soda Machine Proposals (PDF)
- 7up Vending Agreement 2016-2019 (PDF)

The table below summarizes the 2 proposals submitted by each company.

Company	Price Charged for 20oz bottle	Commission paid to City (%)	Additional Support
Seven-Up Bottling Company	Water: \$1.00 Soda, Juice, Sport Drink: \$1.25	37%	¼ page ad in Summer/Fall Program Guide each year for duration of contract (\$250/yr) and donation of 280 (16.9oz) bottles of water to be used at the Community Center discretion
Coca-Cola Bottling Company	Soda, Water, Sport Drink: \$1.75	15%	\$1,000 per year above commissions for a total of \$3,000 for the 3 year contract



FULL SERVICE AGREEMENT FOR BEVERAGE COIN VENDOR

The undersigned hereby authorizes SEVEN-UP BOTTLING CO. OF GREEN BAY, hereinafter called "BOTTLING COMPANY", to install coin vendor to be used by said "BOTTLING COMPANY" for the sole purpose of selling Seven-Up and our allied products in (7) 2002 Vending Machines with a selling price of \$ 1.50 and (in _____ with selling price of \$ _____) on the premise described as follows: (Multi Vend Price)

Fox Point Boat Launch, VFW Park, Bomier Boat Park
Voyager Park, Legion Park, Optimist Park, Perkofsky Boat Launch
 NAME ADDRESS

De Pere W. 54115
 CITY STATE COUNTY

In consideration of the privileges herein granted, "BOTTLING COMPANY" agrees to

- A. Service and maintain said vendor in good working condition and keep it filled with 7-Up and our allied products.
- B. Collect all monies from the vendors and pay the undersigned 37 % of monies collected after deducting any Federal, County or Municipal taxes or fees now or hereafter imposed on the sales and/or vendor.

Checks shall be made payable to:

De Pere Park & Recreation Department
 NAME ON CHECK
925 S. Sixth St. De Pere W. 54115
 MAILING ADDRESS

It is agreed that the "BOTTLING COMPANY" shall retain exclusive ownership of and title to said vendor and shall have the right to access thereto. Upon termination of this agreement, "BOTTLING COMPANY" shall have the absolute right to enter the premises where the vendor is located and remove it.

This agreement shall become effective as of May 1 - 2016 - Apr. 30, 2019, and may be terminated by either party upon thirty (30) days notice to the other in writing.

ACCEPTED:

SEVEN-UP BOTTLING CO. OF GREEN BAY

James Styczynski

Jenny Hammes
 CUSTOMER NAME

Jenny Hammes
 CUSTOMER SIGNATURE

* FOR OFFICE USE ONLY * BEGINNING VENDOR COUNT _____

MAKE MODEL SERIAL # _____

ACCOUNT # DATE DELIVERED _____



FULL SERVICE AGREEMENT FOR BEVERAGE COIN VENDOR

The undersigned hereby authorizes SEVEN-UP BOTTLING CO. OF GREEN BAY, hereinafter called "BOTTLING COMPANY", to install coin vendor to be used by said "BOTTLING COMPANY" for the sole purpose of selling Seven-Up and our allied products in (7) 2002 Vending Machine with a selling price of \$ 1.25 and (in _____ with selling price of \$ _____) on the premise described as follows: (Multi Vend Price)

Fox Point Boat Launch, VFW Park, Bomier Boat Park,
Voyageur Park, Legion Park, Optimist Park, Perkofsky Boat Launch
 NAME ADDRESS
De Pere W: 54115
 CITY STATE

In consideration of the privileges herein granted, "BOTTLING COMPANY" agrees to

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De Pere Park & Recreation Department
 NAME ON CHECK
925 S. Sixth St. De Pere W: 54115
 MAILING ADDRESS

It is agreed that the "BOTTLING COMPANY" shall retain exclusive ownership of and title to said vendor and shall have the right to access thereto. Upon termination of this agreement, "BOTTLING COMPANY" shall have the absolute right to enter the premises where the vendor is located and remove it.

This agreement shall become effective as of MAY 1, 2013 - April 30, 2016 and may be terminated by either party upon thirty (30) days notice to the other in writing.

ACCEPTED:

SEVEN-UP BOTTLING CO. OF GREEN BAY
James Styrzbecht

Stephane
 CUSTOMER NAME
[Signature]
 CUSTOMER SIGNATURE

* FOR OFFICE USE ONLY *

BEGINNING VENDOR COUNT _____

MAKE _____ MODEL _____ SERIAL # _____

ACCOUNT # _____ DATE DELIVERED _____

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: April 21, 2016

DEPARTMENT: Parks, Recreation & Forestry

FROM: Don Melichar

SUBJECT: Tree City USA.

This memo is to inform the Board that De Pere has been named a Tree City USA for the 20th consecutive year. We join 195 other Wisconsin communities in celebrating our urban forests.

As a Tree City USA community we must meet 4 standards:

1. A Tree Board or Department
2. A Tree Care Ordinance
3. A Community Forestry Program With an Annual Budget of at Least \$2 Per Capita
4. An Arbor Day Observance and Proclamation

Thank you to the Board and City Council, both present and past, and to all City officials who make our urban forests a priority! This award would not be possible without your forethought and awareness.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: April 21, 2016

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Update on the Riverboat.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: April 21, 2016

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Update on Aquatic Study.
