



Board of Park Commissioners

Regular Meeting

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

Revised Agenda

Thursday, April 20, 2017

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 20, 2017** 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 Minutes from 3-16-17.
2. Consider draft request for proposals for Aquatic Center.
3. Consider draft request for proposal for Voyageur Park Playground.
4. Request from Dairy Cares to have a petting zoo in Voyageur Park for the "Kickin it with Cows" event.
5. Consider and approve the Urban Orchard for VFW Park.
6. Approve alternate replacement plan for Truck 68.

III. Public Comment Period

IV. Future Agenda Items

V. Staff Updates

1. Update on Positions at Community Center/Recreation Dept.
2. Park Laborer positions
3. Senior Picnic Donations
4. Summer Meal Program at Optimist Park

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

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 Youth Soccer
Ella Buboltz, Teen Advisor
Michael R. Kuehl

Brown County Library – De Pere
TV & Radio Stations
Ben Villaruel, Unified School District
De Pere Baseball
Rachel McMorrow, Teen Advisor

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: April 20, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve Board of Park Commissioners Minutes from 3-16-17.

ATTACHMENTS:

- Draft Minutes 3-16-17 (PDF)



Board of Park Commissioners

Regular Meeting

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

Draft Minutes

Thursday, March 16, 2017

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	Aldersperson	Present	
Larry Lueck	Aldersperson	Excused	
Lisa Rafferty	Aldersperson	Excused	
George Brown	Board Member	Present	
Sue Schinkten	Board Member	Present	
Randy Soquet	Board Member	Present	
Bill Volpano	Board Member	Present	
Ella Bublotz	Teen Advisor	Excused	
Rachel McMorrow	Teen Advisor	Present	

II. Action Items

1. Approve Board of Park Commissioners Minutes from 2-16-17.

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

2. Approval to Accept Donation from Pool Works for the Swim-In Cinema Event.*

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

3. Consider land donation of parcel ED-1128-52.*

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

4. Approve location for Urban Orchard.

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

5. Additional Fee for Extending Hours of Operation at Community Center till 1:00 am.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Randy Soquet, Board Member
SECONDER:	Bill Volpano, Board Member
AYES:	Donovan, Brown, Schinkten, Soquet, Volpano
EXCUSED:	Larry Lueck, Lisa Rafferty

6. Consider revisions to overnight docking policy.*

Marty Kosobucki reviewed the overnight docking policy changes with the board. Marty took questions from the board in reference to the overnight docking policy. There was a discussion by the board on the overnight docking policy.

George Brown made a motion to alter the seven day requirement, seconded by Sue Schinkten. Motion passed.

Randy Soquet made a motion to approve the policy without the insurance stipulation and move to have the insurance question brought to Council, seconded by Sue Schinkten. Motion passed.

Randy Soquet made a motion to include "any damage to the boat" in section #19 after "as well as any bodily harm", seconded by Mike Donovan. Motion passed.

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

7. Consider quotes for Comprehensive Outdoor Recreation Plan.*

Marty Kosobucki reviewed the Comprehensive Outdoor Recreation Plan with the board and took questions from the board.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bill Volpano, Board Member
SECONDER:	Randy Soquet, Board Member
AYES:	Donovan, Brown, Schinkten, Soquet, Volpano
EXCUSED:	Larry Lueck, Lisa Rafferty

III. Public Comment Period

Marty Kosobucki reviewed the decisions which were made in reference to the Stadium Tax funding.

IV. Future Agenda Items

V. Staff Updates

1. Donation Listing 2016.
2. Naming of new park property.

Marty Kosobucki reviewed with the board the land which was dedicated. He stated the naming and its use will be coming as a future agenda item.

3. Southwest Park Master Plan.
Marty Kosobucki reported De Pere Baseball is negotiating with the Town of Ledgeview currently to use one of their parks instead of Southwest Park. Marty will keep the board informed as to future plans.
4. Culver's Easter Egg Hunt Donation.
Donation of tokens for free ice cream at the Easter Egg Hunt by Culvers on April 15, 2017.
5. Festival Foods Swim-In Cinema Donation.
Donation from Festival Foods for \$100 Gift Card for the Swim-In-Cinema on July 22, 2017.
6. Jill Dickson Swim-In Cinema Donation.
Donation from Jill Dickson of \$200 dollars for the Swim-In-Cinema on July 22, 2017.
7. De Pere Area Men's Club Easter Egg Hunt Donation.
Donation of \$200 from the De Pere Area Men's Club for the Easter Egg Hunt on April 15, 2017.
8. De Pere Lion's Club Swim-In Cinema Donation.
Donation from the De Pere Lion's Club of \$200 for the Swim-In-Cinema on July 22, 2017.

George Brown gave a presentation to Alderperson Mike Donovan, who has been on the board for many years. Alderperson Donovan will be retiring from the board and as Alderperson. George thanked him for his years of service. Mike will be missed by the board.

VI. Adjournment

Sue Schinkten made a motion to adjourn the meeting at 7:06 p.m., seconded by Randy Soquet.

Respectfully submitted,
Debbie Zierson

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: April 20, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consider draft request for proposals for Aquatic Center.

Bringing forth a draft RFP is a little unusual, however considering the magnitude of the project I wanted to make sure that the Park Board has a chance to review and assist in developing the RFP for the aquatic center before we send out.

An area we do not plan to include with the RFP is the development of technical specifications and/or project management. We are not including this with the RFP as we will be very early in the process for the pool and considering the City wants to perform some level of fundraising for the pool, there could be changes based on donor requests.

ATTACHMENTS:

- VFW Aquatic Center.Design RFP-EPR (DOCX)
- VFW Map (PDF)

Request for Proposals For Aquatic Center Design at VFW Park

The City of De Pere would like to invite your firm to submit a proposal for conceptual design of an Aquatic Center at VFW Pool.

Your proposal must be submitted to our office by **Friday, xxxxx xxx, 2017 at 3:00 p.m.** Proposals can be submitted either by paper copy or via email to Marty Kosobucki.

BACKGROUND INFORMATION:

The City is looking to obtain the services of a consulting firm to help design a planned Aquatic Center in VFW Park, located at 730 Grant Street. The firm will be asked to lead the City in determining the size, exact location, types of amenities, capital cost projections, and operating budgets.

The park is approximately 13 acres and has a variety of amenities. VFW Park is currently home to one of the City's two pools that were constructed approximately 60 years ago. In addition, the park hosts a softball field, medium size soccer field, outdoor basketball court, playground, enclosed shelter used for rentals and pool concessions, two outdoor shelters for rentals, outdoor hockey rink, three tennis courts, Community Center (15,000 sq. ft.), sledding hill, and a variety of open space.

Current Pool information - The current pool at VFW Park encompasses approximately 32,000 square feet and includes a 309,000 gallon main pool and a Baby Pool of 3,800 gallons. The main pool features three diving boards and diving well and general swim area. The current building includes male and female locker room areas, manager's office, entry way and storage area.

Parking - A 94 car parking lot is currently located adjacent to the current pool. An additional parking lot of 75 cars is located to the east approximately 600 ft in front of the Community Center. There is a third parking lot of 61 stalls to the west along Allard Street which is approximately 700 ft away.

The City is not considering salvaging any of the current pool infrastructures for reuse in the new aquatic center.

The City is looking to develop a conceptual design and master plan for the Aquatic Center within VFW Park. The Conceptual Design and Master Plan should take into consideration public input, stakeholder input, placement within the park causing the least amount of impact to the current park uses, parking, and cost.

The general location of the new Aquatic Center is projected to be the same location as the current pool.

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Attachment: VFW Aquatic Center.Design RFP-EPR (5710 : Consider draft request for proposals for Aquatic Center.)

The City does not plan to develop architectural approved plans and or technical specifications at this time.

SCOPE OF SERVICES:

The scope of services for this project is to include the following:

- Conduct a kickoff meeting with City staff. Gather existing information on the park and perform a site visit.
- Conduct information gathering from Park Board, staff, stakeholders, and public.
 - Gather information on types of amenities to include in Aquatic Center ranging from pool features to facility features.
 - Gather information on obstacles and opportunities within the park.
 - Develop a public involvement plan to include an e-mail survey. Review input and prepare a summary for staff.
- Develop three concepts to be presented at a public input meeting then presented to Park Board. (Public input meeting and presentation to Park Board will be held on same evening.)
 - Each concept should include:
 - 3 Dimensional rendering of the aquatic facility.
 - 2 Dimensional rendering of a VFW Park Master Plan including aquatic center and park alterations, based on the location of the aquatics facility and impacts to existing facilities.
 - Listing of Aquatic Facility amenities.
 - Budget estimate to include all capital costs associated with project.
- From the public input meeting and Park Board meeting on the three concepts, develop one option to be presented at the Park Board.
 - Proposed concept should include;
 - 3 Dimensional rendering of the aquatic facility.
 - 2 Dimensional rendering of a VFW Park Master Plan including aquatic center and park alterations
 - 2 Dimensional architectural rendering of the aquatic facility highlighting facility amenities and building layout.
 - Itemized budget projection to include all capital costs associated with project.
 - Projected operational budget.
- Make final changes or alterations to Aquatic Center layout and submit to Park Board.
 - Final project should include:
 - 3 Dimensional rendering of the aquatic facility.
 - 2 Dimensional rendering of a VFW Park Master Plan including aquatic center and park alterations, based on the location of the aquatics facility and impacts to existing facilities.
 - 2 Dimensional architectural rendering of the aquatic facility highlighting facility amenities and building layout.

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Attachment: VFW Aquatic Center.Design RFP-EPR (5710 : Consider draft request for proposals for Aquatic Center.)

- Itemized budget projection to include all costs associated with project.

The scope of services does not include parking lot modifications. Staff is anticipating the reuse of existing parking lots.

The landscaping plan will focus on the area adjacent to the aquatics facility and any relocated park facilities. City staff will provide input on the landscaping plan. The estimate is to include the cost of landscaping amenities.

The estimate shall include utilities to service the new aquatic facility. Utilize existing utilities where possible to minimize costs.

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Meetings

The consultant should plan for the following meetings, but is not necessarily limited to.

- Kickoff meeting with City Staff.
- Information Gathering Meeting with Park Board, Public, and Stakeholders (Same night)
- Public informational meeting and presentation of the three concepts (Same night).
- Presentation to Park Board of one concept.

City Responsibilities

The City will be responsible for the following:

- Provide input on the landscaping plan.
- E-mail the public participation survey.

SCHEDULING:

The proposal will be taken to the Board of Park Commissioners on May 18 and Common Council on June 6.

INSURANCE:

Your company shall effect and maintain insurance to protect from claims under workmen's compensation acts; claims for damages because of bodily injury including personal injury, sickness or disease, or death of any of the company's employees; and from claims for damages because of injury to or destruction of tangible property including loss of use resulting there from; and from claims arising out of the performance of professional services caused by any errors, omissions or negligent acts for which the company is legally liable.

The company shall indemnify and save harmless the City of De Pere and their representatives from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any person, persons or property resulting from the negligent acts of the company or of any of their sub consultants in prosecuting the work.

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PROPOSAL SUBMITTALS:

Your proposal should include the following information in the order listed. You may submit your proposal via e-mail to mkosobucki@mail.de-pere.org or mail to VFW Aquatic Center Bid, 925 S. Sixth Street, De Pere WI 54115

1. Consultant Background and Information
 - a. Include location of office, years of relevant experience, size or organization, other consultants you may be cooperating with, list of staff and relevant experience, etc...
2. Understanding of Project
 - a. Develop a summary of your understanding of the project, what needs to be done, and how you plan to accomplish.
3. Similar Projects
 - a. List a minimum of 3 projects of similar scope and service.
4. References
 - a. List a minimum of 5 references related to similar work.
5. Timeline
 - a. Show a detailed timeline in how you plan to accomplish the project.
6. Fee
 - a. List a lump sum fee for the project.

FEE:

Provide a lump sum fee. Should there be any items outside the scope of services listed in the RFP your firm feels should be included, we encourage the consultant to include alternate fees for such work.

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Attachment: VFW Aquatic Center.Design RFP-EPR (5710 : Consider draft request for proposals for Aquatic Center.)

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DELIVERY:

The deliverables for this project include the following:

1. Provide three options for consideration in preliminary planning stages. Options should include:
 - a. 1 – 11”x17” color 3-D rendering of Aquatic Facility, and PDF file of rendering.
 - b. 1 – 11”x17” color 2-D rendering of Park Master Plan, and PDF file of rendering.
 - c. 1 – Data page to include amenities of Aquatic Facility and budget estimates for all capital related costs. PDF File
2. Provide one option for consideration during preliminary planning stages. Option should include;
 - a. 1 11”x17” color 3-D rendering of Aquatic Facility, and PDF file of rendering.
 - b. 1- 11”x17” color 2-D rendering of Park Master Plan and PDF field of rendering.
 - c. 1 - 11”x17” 2-D architectural rendering of aquatic facility identifying facility amenities and building layout. PDF File
 - d. 1 – Data and information packet to include;
 - i. Itemized capital budget projection.
 - ii. Projected operational budget
 - iii. Projected staffing plan
3. Provide one final option.
 - a. 1 11”x17” color 3-D rendering of Aquatic Facility. PDF file of rendering.
 - b. 1- 11”x17” color 2-D rendering of Park Master Plan and PDF field of rendering. PDF file.
 - c. 1 - 11”x17” 2-D architectural rendering of aquatic facility identifying facility amenities and building layout. PDF file.
 - d. 1 – Data and information packet to include;
 - i. Itemized capital budget projection.
 - ii. Projected operational budget
 - iii. Projected staffing plan

ADDITIONAL INFORMATION:

A sample consultant agreement the City uses is included with the RFP.

The City will provide the following information to the consultant:

- GIS data and aerial view
- Existing VFW Park Master Plan

For questions, please contact Marty Kosobucki at 920-339-8358, or e-mail at mkosobucki@mail.de-pere.org.

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Proposed Fee Schedule

Company Name: _____

Company Address: _____

Company Address: _____

Company Representative: _____

Signature: _____

Item	Fee
Aquatic Center Design at FVW Park	
Kickoff Meeting with City Staff. Gather Existing Information and Perform a Site Visit	\$
Development a Public Involvement Survey. Summarize Results	\$
Conduct Information Gathering Meeting with Park Board, Staff, Stakeholders and Public	\$
Develop Three Concepts for the Aquatic Center and VFW Park Master Plan, Including Capital Costs	\$
Present Concepts to the Park Board and Public at a Meeting	\$
Develop One Concept Based on Meeting. (Including Capital Cost, operational budget projection, and staffing plan)	\$
Present Refined Concept to the Park Board Meeting	\$
Make Final Changes to the Concept and Prepare Capital Cost	\$
Total Fee	\$

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Attachment: VFW Aquatic Center.Design RFP-EPR (5710 : Consider draft request for proposals for Aquatic Center.)



Attachment: VFW Map (5710 : Consider draft request for proposals for Aquatic Center.)



Engineering Division
925 S. 6th St
De Pere, WI 54115
Office: 920-339-4081
Fax: 920-339-4071

VFW BOUNDAR

EXHIBIT 1

DATE: 4/2017

BY: SRL

Packet Pg. 14

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: April 20, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consider draft request for proposal for Voyageur Park Playground.

In similar fashion to the Aquatic Center, I would like the Park Board the opportunity to provide input on the request for proposals that we will send out in relation to the playground at Voyageur Park. As far as location within the park, we are very limited in where the playground can go. Considering the licensed landfill in Voyageur and the active use spaces, the location of the playground should be in the exact location the current playground is. I have also proposed creating compartments to the playground, which will aid in incrementally putting poured in place surfacing over the years to come. Due to the amount of our budget and trying to reach the goal of a "signature" level playground, we will not be able to afford poured in place surfacing. Here are some of the highlights from the RFP.

- Provide two different options for consideration. First option is a standard playground, second option is a playground with a natural/naturalistic theme.
- Creates three separate play areas; 5-12 year old play equipment, 2-5 year old play equipment, swings.
- Minimum of three swings with one being approximately 8 feet high.
- Decks to be covered/shaded.
- Meet and/or exceed ADA and CPSC standards.
- Provide an alternate price for complete installation.
- Minimum of three independent events with one being a climbing apparatus.
- Budget of \$180,000 for play equipment, installation, and wood fiber fall surfacing. (The remaining \$20,000 is being budgeted for sidewalk and miscellaneous expenses.

Things the Park Board can consider

- Are there certain types of equipment we want included in the RFP?
- Do we want to consider obtaining options for an "inclusive" playground? (Inclusive playgrounds are playgrounds that emphasize play for all abilities.)
- Do we want to consider poured in place knowing it will reduce the amount of equipment and size of the playground?

When you are reviewing the RFP you will notice I have also included information on VFW Playground. Our 2017 budget has money for constructing a playground at VFW. In order to potentially see a discount for multiple playgrounds, we have also included the VFW Playground with our Voyageur RFP.

ATTACHMENTS:

- RFP Playground Equipment III (DOC)



Memorandum

To: Playground Vendors

From: Marty J. Kosobucki, Director of Parks, Recreation and Forestry

Re: Request for Proposals for Voyageur Park Playground and VFW Playground

Date: March 17, 2016

The City of De Pere is now accepting proposals to install two new playgrounds. The playgrounds will be located at Voyageur Park and VFW Park in the City of De Pere. Proposals will be accepted until **April 4**, at 12 noon. Should you have any questions, please contact Marty Kosobucki at 920-339-8358 or at mkosobucki@mail.de-pere.org.

When submitting a proposal/quote please provide the following information, in this order:

- Submittal Page
- 2D rendering of each proposal
 - o Rendering should show/include sidewalk
- 3D rendering of each proposal
 - o Renderings should show/include sidewalk

Submitting your Proposal:

To submit your proposal, please use one of the following methods.

Mail or drop off to:
 De Pere Parks, Recreation and Forestry
 Attn: 2017 Playground Proposals
 925 S. Sixth Street
 De Pere, WI 54115

E-mail to:
mkosobucki@mail.de-pere.org
 Subject Line: 2017 Playground Proposals

After reviewing the information and specifications, and you have any questions, please do not hesitate to call or e-mail. Thank you very much for your consideration and I look forward to seeing your proposal.

Attachment: RFP Playground Equipment III (5711 : Consider draft request for proposal for Voyageur Park Playground.)

Voyageur Park Playground

Voyageur Park Playground Summary:

The City of De Pere has received funding to replace the current playground at Voyageur Park and is requesting playground vendors to submit proposals. The City is asking vendors to submit up to three options for consideration with pricing information. Voyageur Park sits along the Fox River and is considered to be a highly used community park by local residents and visitors. The park is home to various festivals and events, and is also adjacent to the award winning De Pere Riverwalk and Wildlife Viewing Pier. The park is a large passive use park that features walking paths, green space, Fox River Access and open shelter rentals.

Voyageur Park - General Proposal Information:

- Submittal of up to three options.
 - o Option 1 – Standard playground
 - o Option 2 – Standard playground with nature theme
 - o Option 3 – Open submittal
- Each option shall meet or exceed the current American with Disability Standards and Consumer Product Safety Commissioner standards.
- All equipment shall be commercial grade.
- Budget of \$180,000 for play equipment, playground supplies, wood fiber fall surfacing, and installation.
- Fall surface shall be ADA certified wood fiber fall surface, unless stated otherwise.
- All options shall include installation considering the following. The City will provide 2-3 employees over three days (7:00 am – 2:45 pm) for assistance in installation.
- Site preparation to include excavating of surface and grade setting to be performed by City of De Pere. (Excavation of holes shall be part of the playground installation process.)
- Playground should be designed to separate into three components divided by sidewalk. The three components shall be the main play area, 2-5 years old play area, and swings. (See Voyageur Park - Exhibit 1 for an example of concept.)
- While not considered to be an “inclusive” playground, vendors are encouraged to incorporate inclusive features.
- Each proposal should include a minimum of one shaded picnic table type structure, and two backless benches at strategic locations for viewing.
- The following items are events or components the City of De Pere does not prefer to see in a proposal; Sand box, zip line.

Option Information:

- Option 1 – Standard playground
 - o Minimum of three regular swing bays, with one handicap swing bay.
 - o Minimum of three slides with at least one slide reaching a height of approximately 8 feet.
 - o Minimum of three independent events with the following criteria;
 - One event being consistent with a climbing apparatus (ie. Web climber, climbing wall/rock, etc...).
 - One event to be consistent with an interactive panel

- Option 2 – Standard playground with nature theme
 - o Option 2 shall use the same criteria as Option 1, however shall include features consistent with a nature or naturalistic theme.
- Option 3 – Open submittal
 - o For option three, the City of De Pere is encouraging the vendor to submit a proposal by using their own creativity and suggestions. The only criteria that should be used is what is found in the General Proposal Information for Voyageur Park.

Supporting Information:

- Voyageur Park Exhibit 1
 - o Identifies the approximate location within Voyageur Park and also identifies a preferred layout.

Voyageur Park – Exhibit 1



VFW Park Playground

VFW Park Playground Summary:

The City has received funding to replace an aging playground within VFW Park. The park is a highly used community park on the west side with a variety of amenities. The park features a swimming pool, basketball court, tennis courts, softball diamond, green space, open shelters, and an enclosed shelter. The park is also adjacent to the De Pere Community Center and the summer playground program. The City is asking vendors to submit up to two options with pricing information.

VFW Park - General Proposal Information:

- Submittal of up to two options.
 - o Option 1 – Standard playground
 - o Option 2 – Open submittal
- Each option shall meet or exceed the current American with Disability Standards and Consumer Product Safety Commissioner Standards.
- All equipment shall be commercial grade.
- The City has a budget of \$110,000 for the playground. The breakdown of the budget is as follows; \$55,000 play equipment and installation, \$45,000 poured in place surfacing, and \$10,000 miscellaneous (sidewalk, landscaping, etc...)
- All options shall include installation under the following. The City will provide 2-3 employees over two days (7:00 am – 2:45 pm) for assistance in installation. The consultant shall lead the installation and complete any installation after two days of assistance.
- Site preparation to include excavating of surface and grade setting to be performed by City of De Pere. (Excavation of holes shall be part of the playground installation process.)The following items are events or components the City of De Pere does not prefer to see in a proposal; Sand box, zip line.

Option Information:

- Option 1 – Standard playground
 - o Minimum of three regular swing bays, with one handicap swing bay.
 - o Minimum of two slides with at least one slide reaching a height of approximately 8 feet.
 - o Minimum of one independent event.
 - o Contain a motion play event.
 - o Contain one event being consistent with a climbing apparatus (ie. Web climber, climbing wall/rock, etc...).
- Option 2 – Open submittal
 - o For option two, the City of De Pere is encouraging the vendor to submit a proposal by using their own creativity and suggestions. The only criteria that should be used is what is found in the General Proposal Information for VFW Park.

Supporting Information:

- VFW Park Playground Exhibit 2
 - o Identifies the approximate location within VFW Park for the playground.



SUBMITTAL PAGE

Company Information

Company Name	
Address	
Contact Person	
Phone Number	
E-mail	

Fee Schedule

Voyageur Park Playground – Option 1	
Voyageur Park Playground – Option 2	
Voyageur Park Playground – Option 3	
VFW Park Playground – Option 1	
VFW Park Playground – Option 2	
Alternative pricing (give cost and description of anything you feel should be considered that is not part of the quote)	

Discount

In the event the City awards both playgrounds to your company, please identify a percentage (%) discount of the overall project you are willing or able to offer.	
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Attachment: RFP Playground Equipment III (5711 : Consider draft request for proposal for Voyageur Park Playground.)

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: April 20, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Request from Dairy Cares to have a petting zoo in Voyageur Park for the "Kickin it with Cows" event.

The organizer of the Dairy Cares Run/Walk is requesting the ability to set up a petting zoo in Voyageur Park. The area would be approximately 30'x30' and would host cows and possibly goats.

Staff also discussed the topic with our Health Department and they have asked the fenced in petting area by a minimum of 100 ft away from the main gathering location of the event (finish line) and a hand washing station is present.

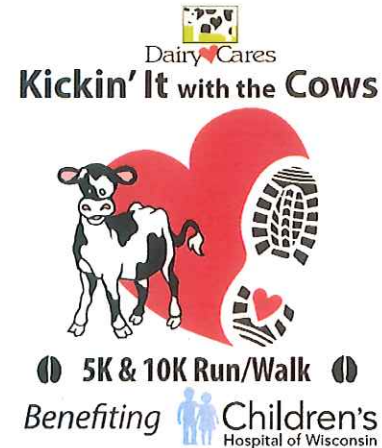
According to our ordinance the Park Board has the ability to temporarily waive animal restrictions in the park. In reviewing the request, staff does not see an issue with allowing the request however would recommend we require the following contingencies;

- All animals must be fenced in and monitored.
- The petting area must be a minimum of 100 feet away from the finish line and/or main gathering area of the event.
- A hand washing station must be present next to the petting area.

ATTACHMENTS:

- Kickin It With The Cows (PDF)

Michael R. Kuehl
Event Chairmen
1784 Christie Ct.
De Pere, WI 54115



To the Representatives of the De Pere Park Board:

In 2011, a group of dairy professionals decided it was time for the Wisconsin Dairy Industry to come together to raise funds to help others. Thus, Dairy Cares of Wisconsin was formed to benefit the Children's Hospital of Wisconsin.

Since its inception, an increasing number of supporters have raised more than \$640,000 to help children and families confronting a broad range of health crises facing children.

While Dairy Cares has already done great things, the purpose of this letter is to provide you with some insights into our request to bring a fun, fresh and new way to provide hope and support to Children, while also providing agriculture education to families of Northeastern Wisconsin.

The "Kickin' It with the Cows" Run & Walk, will offer a high-energy, fitness-focused way to educate and support others; and as the name suggests, we intend to bring a "dairy flavor" to the event. After all, Wisconsin is America's Dairyland and we intend to celebrate that distinction.

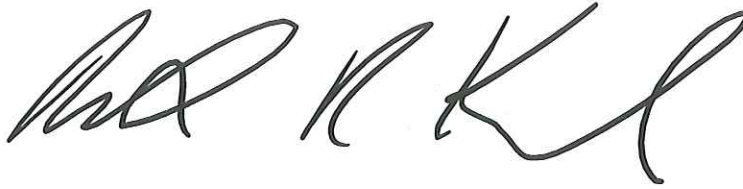
We anticipate that a couple hundred participants will join us in Voyageur Park in the events inaugural year. While at the event participants, and the community, will enjoy live music (Bluegrass/Country Band), a photo opportunity with several World Champion cows (3-4) and goats/kids (3-6), and access to various dairy products we'll have on hand. "Kickin' It with the Cows" will increase hope for children and families who face some very tough challenges, and at the same time help education families about modern farming practices and food quality.

We hope to build a long-lasting relationship with the De Pere Community (city, businesses, and citizens) to continuously raise hope and support for Children, and allow us to tell the story of today's Dairy Industry.

Individuals interested in participating — as well as sponsors who want to support the event — can contact Chairman Mike Kuehl by email at kuehmr21@gmail.com or by phone at (920) 737-8773. To register please visit Active.com and search "Kickin' It with

the Cows". The early bird fee is \$25 with a group rate of 3 or more for \$20 and children 12 and under \$15. In addition to the hope and support each registration provides to children, participants will receive a Dri-Fit shirt and access to cheese, milk, ice cream, and beer (please bring your ID) upon completion of the race.

Best Regards,



Michael R Kuehl
Event Chairmen
1784 Christie Ct.
De Pere, WI 54115
Cell: (920) 737 8773



City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: April 20, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consider and approve the Urban Orchard for VFW Park.

Please see the attached memo in reference to the VFW Park Urban Orchard.

ATTACHMENTS:

- Urban Orchard Memo (DOCX)

MEMO

TO: PARK BOARD MEMBERS

FROM: DEBORAH ARMBRUSTER, HEALTH OFFICER/DIRECTOR

SUBJECT: URBAN ORCHARDS

DATE: 04/14/2017

The Urban Orchard Team comprised of interested City of De Pere employees, our city administrator and the Mayor have chosen two more urban orchard sites. One site will be at the De Pere Community Center and the other at Voyageur Park. There will be 12 fruit trees per orchard. The orchards are scheduled to be planted on April 27th and 28th as our Arbor Day celebration. De Pere high school students will help with the planting at Voyageur Park on Thursday April 27 from 8-10am. West De Pere high school students will help with the planting at the Community Center on Friday April 28 from approx. 9:10-10:30am.

Funding for this project comes from grant funding which the Forestry Department pursued and in-kind staff time.

The team would like to have the Park Board review and approve this project before moving forward with the development of the orchards.

Attachment: Urban Orchard Memo (5753 : Consider and approve the Urban Orchard for VFW Park.)

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: April 20, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve alternate replacement plan for Truck 68.

Our 2017 Budget has funding to replace Truck 68, which is a One Ton vehicle. Staff has evaluated our use of Truck 68 (and other vehicles) and is requesting an alternative plan for replacing the vehicle, which will use the same amount of money approved in the 2017 Budget. The 2017 Budget for replacing Truck 68 is \$43,000.

Staff is requesting we replace Truck 68 and the Neighborhood Electric Vehicle with two compact and/or half ton trucks, using the approved funding for the replacement of Truck 68. Staff evaluated our current fleet and believes they can consume the workload of Truck 68 by shifting and using current One Ton vehicles and purchasing select equipment. The NEV has been in operation for a number of years (approximately 5 years). When we purchased the vehicle we were informed the batteries should last 3-5 years. Unfortunately, staff has informed us the batteries are in need of replacement again this year, which would be the third time since we acquired the vehicle. Replacing the batteries runs around \$3,000. Having to replace the batteries this frequent no longer makes the NEV a cost conscious vehicle. Had the batteries lasted as long as billed, the NEV would still be a very good option for our fleet.

Summary: Our staff has done a good job of analyzing our ever changing needs for our fleet. I feel the proposed method of replacing Truck 68 is a creative way of replacing the vehicle, while addressing an additional vehicle issue and staying within budget. I will bring a cost breakdown and financial summary to the Park Board on Thursday.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: April 20, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Update on Positions at Community Center/Recreation Dept.

Dawn Barron, hired as our PT Activity Coordinator (previously our PT Office Assistant) - oversee Adult/Senior Programs, Special Events & Summer Playground Program, normally work 12-4 pm, M-F

Emily Baugnet, new PT Office Assistant working 12:30 - 4:30 pm, M-F

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: April 20, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Park Laborer positions

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: April 20, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Jenny Hammes

SUBJECT: Senior Picnic Donations

We have received several donations from various businesses who have offered to donate various items, such as plants, food supplies and gift cards for small door prizes for the Senior Picnic.

They include:

The Creamery: \$20.00 gift card
Piggly Wiggly: \$25.00 Gift card
Gallagher's Pizza: \$20.00 Gift card
Big Apple Bagels: \$15.00
Subway: 3 tickets for a 6' sub
Julie's Cafe: \$30.00 gift card
Village Grille: \$20.00 gift card
Brickhouse: \$20.00 gift card
Oak St. Cafe: \$30.00 gift card
De Pere Y Mart: \$50.00 gift card
De Pere Greenhouse: 16 plants
Nicolet Restaurant: crackers
T and C Pub: \$20.00 gift card
Sidekicks: \$30.00 gift card
Hockers Plumbing: Three \$25.00 gift cards
Seroogy's: \$20.00 gift card
Luna Cafe: gift basket
Kress Inn: One free night valued at \$199.00
Woodside Manor: Gift Basket
Artisan Senior Living: Ice Cream Sandwiches

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: April 20, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Jenny Hammes

SUBJECT: Summer Meal Program at Optimist Park

The Unified School District of De Pere is going to be handling all aspects of making and delivering a daily bagged lunch and snack that will be delivered to Optimist Park Monday through Friday. A food service employee from the school district will be on site to hand out the lunches and then our summer park playground leaders distribute an afternoon snack. The lunch and snack will be free to anyone under the age of 18 years old.