



Board of Park Commissioners

Regular Meeting

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

Agenda

Thursday, April 18, 2019

6:30 PM

De Pere City Hall Council Chambers

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

This meeting can be viewed LIVE at www.depere.tv. This meeting is also rebroadcast on 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 the March 21, 2019 Meeting.
2. Approve \$500 donation from Greta Johnson for Recreation Scholarship Fund.*
3. Approve \$4,000 sponsorship from Tweet Garot for Beer Garden.*
4. Review and consider Southwest Park Lighting Contract and Installation.*
5. Consider design for VFW Aquatic Facility.
6. Consider design for Legion Aquatic Facility
7. Approval to Accept 7-Up as Vendor for Vending Machines in De Pere Parks.*
8. Recommendation from the Board of Public Works to approve the Tree Replacement Policy for Street Construction Projects
9. Consider postponing Southwest paving project till 2020.
10. Approve Design for New Large Park Signs.
11. Consider concept of an urban soccer facility.

III. Staff Updates

1. Update on status of Optimist Park parking lot and basketball court project.
2. Review results of Community Survey regarding public transportation to Legion Pool.

IV. Public Comment Period

V. Future Agenda Items

VI. Adjournment

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

Board Members

De Pere Youth Hockey

Alderpersons
Mayor Michael J. Walsh
Larry Delo, City Administrator
Judy Schmidt-Lehman, City Attorney
Marty Kosobucki
Shana Ledvina, City Clerk
City Hall 1st and 2nd Floor
John Zegers, WDP High School District
William Soquet, Teen Advisor
Patrick Skalecki, GRAEF
Greta Johnson
Dale Rhodes, De Pere Select Soccer

Tod Maki, De Pere Select Soccer
De Pere Area Chamber of Commerce
Definitely De Pere
Brown County Library – De Pere
TV & Radio Stations
De Pere Rapides Youth Soccer
De Pere Baseball
Ben Villaruel, De Pere School District
Lydia McMorrow, Teen Advisor
Greg Wierzba, Tweetgarot
Randall Wissink, Seven Up Bottling

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 18, 2019

DEPARTMENT: Parks, Recreation & Forestry

FROM: Grace Lahtela

SUBJECT: Approve Board of Park Commissioners Minutes from the March 21, 2019 Meeting.

ATTACHMENTS:

- Draft Minutes 3-21-19 (DOC)



Board of Park Commissioners

Regular Meeting

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

Draft Minutes

Thursday, March 21, 2019

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 Randy Soquet

Attendee Name	Title	Status	Arrived
Ryan Jennings	Aldersperson	Present	
Larry Lueck	Aldersperson	Present	
Dean Raasch	Aldersperson	Present	
George Brown	Board Member	Excused	
Sue Schinkten	Board Member	Excused	
Randy Soquet	Board Member	Present	
Bill Volpano	Board Member	Present	
Lydia McMorro	Teen Advisor	Present	
William Soquet	Teen Advisor	Present	

Also present: Parks, Recreation, & Forestry Director Marty Kosobucki, Recreation Superintendent Paula Rahn, Recreation Supervisor John McDonald, and members of the public.

II. Action Items

1. Approve Board of Park Commissioners Minutes from the February 21, 2019 Meeting.

Aldersperson Raasch moved to approve the minutes from the February 21, 2019 Board of Park Commissioners meeting, seconded by Aldersperson Lueck. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Aldersperson
SECONDER:	Larry Lueck, Aldersperson
AYES:	Jennings, Lueck, Raasch, Soquet, Volpano
EXCUSED:	George Brown, Sue Schinkten

2. Approve Brown County Ice Management Quarterly Report.

Aldersperson Lueck moved to approve the Brown County Ice Management quarterly report, seconded by Aldersperson Raasch. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Larry Lueck, Aldersperson
SECONDER:	Dean Raasch, Aldersperson
AYES:	Jennings, Lueck, Raasch, Soquet, Volpano
EXCUSED:	George Brown, Sue Schinkten

3. Approve New Event, Swim Sensory Sundays.

Recreation Supervisor John McDonald reported on a new event that will be offered at Legion Pool this summer, called Swim Sensory Sundays. It is being implemented in an effort to offer a swimming option for persons with disabilities and their families to be able to enjoy the pool without all the hustle and bustle of general open swim hours. John

Attachment: Draft Minutes 3-21-19 (8135 : Approve Board of Park Commissioners Minutes from the March 21, 2019 Meeting.)

explained that there is a minimum of 12 families and a maximum of 18 families allowed to attend each event, due to limited space. The dates of the event are June 23, July 21, and August 11. The cost to attend is \$12 for a family of four with an additional \$4 charge per person for larger groups. Registration will take place at the Community Center on a first-come, first-serve basis. Alderperson Raasch asked if Legion Pool has equipment on site and John replied that both pools have ADA compliant equipment.

Alderperson Raasch moved, seconded by Bill Volpano, to approve Swim Sensory Sundays at Legion Pool. Upon vote, motion passed unanimously.

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

4. Approve Bid for Bomier Boat Launch Renovations.

Marty Kosobucki, Director of Parks, Recreation & Forestry reviewed the bids for the Bomier Boat Launch Renovations. The majority of the funding for this project is coming from WDNr and NRDA grant funding. He reported that three bids were received and staff recommended awarding the job to Jahnke Construction, who had the lowest bid. He added that this project would not start until August or September.

Alderperson Lueck moved, seconded by Alderperson Jennings, to approve the recommendation for Jahnke Construction. Upon vote, motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Larry Lueck, Alderperson
SECONDER:	Ryan Jennings, Alderperson
AYES:	Jennings, Lueck, Raasch, Soquet, Volpano
EXCUSED:	George Brown, Sue Schinkten

5. Approve Design for New Large Park Signs.

Director of Parks, Recreation & Forestry Marty Kosobucki provided a brief summary for the new park sign for Optimist Park. He stated that there is funding in the budget to replace the sign, but it was put on hold until after the City's branding initiative was completed. This was done in order to incorporate any logos and fonts that were approved for the City's branding. Now that the branding initiative has been completed, staff would like to replace the sign. The branding committee looked at several different options for the sign and approved design #5. Staff agreed with the design. Marty noted that if this design is approved for the Optimist sign, this is the theme that will be used on other park signs that would need to be replaced in the future. All other signs would follow this same look. The signs are engraved and the lettering and logo would be painted white.

Alderperson Raasch asked why the sign needed to be replaced and Marty replied that the sign is in disrepair and falling down. Alderperson Raasch then questioned why the logo needs to be on the sign. He stated that his fear is that all signs in the City will need to be replaced so they have the logo. He is concerned with the inconsistency of having some signs with logos and other signs without logos. Alderperson Jennings agreed with this statement. He added that he would like to see a comparison of costs of the sign with the logo versus without the logo. Bill Volpano commented on the possibility of the Optimist Club sponsoring the replacement of the sign. Mayor Walsh addressed the board. He explained that the intention is for the City to eventually replace all signs with the new

logo, but at this time there is not enough money in the budget to do it all at once. He feels that the sign at Optimist Park is a good place to start.

Aldersperson Raasch moved, seconded by Aldersperson Jennings, to refer the item back to staff in order to get cost estimates of the sign with and without the logo added. Upon vote, motion passed unanimously.

RESULT: REFERRED BACK TO STAFF [UNANIMOUS]

Next: 4/18/2019 6:30 PM

MOVER: Dean Raasch, Aldersperson

SECONDER: Ryan Jennings, Aldersperson

AYES: Jennings, Lueck, Raasch, Soquet, Volpano

EXCUSED: George Brown, Sue Schinkten

6. Review Design Options for VFW Pool and make Recommendation to Reduce to One Plan.

Patrick Skalecki from Graef and Matt Friebe from Water Technology, provided an in-depth review of the aquatic center designs for both VFW and Legion Pools. They also reported that an open house was held on March 18th which was well attended (50-60 people) and a lot of feedback was gathered

Marty Kosobucki, Director of Parks, Recreation & Forestry suggested the consultants review the design options for Legion Pool before having the Park Board take action on this item. Marty gave a presentation on the aquatic center designs from a staff perspective.

Mayor Walsh commented on affordability and that the referendum does not cover the cost for both pools. He stated he would be in favor of cutting back on the proposed pool designs, but feels one pool should provide more entertainment value than just swimming.

Aldersperson Raasch moved to open the meeting to public comment, seconded by Aldersperson Jennings. Upon vote, the motion passed unanimously.

Ken Hutjens spoke in favor of both pools, but suggested the Park Board get more feedback from the pool users.

Adrianne Burns also spoke in favor of the pools. She reminded the board to keep in mind the people who use the pools when making their decisions and added that it is important to also explore alternative fundraising options.

Aldersperson Raasch moved to return to regular order, seconded by Bill Volpano. Upon vote, the motion passed unanimously.

An in-depth discussion of the VFW aquatic center followed.

Aldersperson Raasch commented on the amount of feedback that has already been obtained on this project. With declining attendance, he feels there should be an aquatic center at VFW and a scaled back community pool at Legion.

Aldersperson Jennings agreed with Aldersperson Raasch regarding the declining attendance and unless we have unique features, attendance will not increase. He feels the slide area on the VFW designs could be fundraised for and added at a later time.

Aldersperson Lueck agreed with the option of leaving the slides out and fundraising for them. He also feels the diving boards and pool need to work better together and the tot area should be on its own.

Aldersperson Raasch moved to approve the Alternate Option for VFW Pool with the following revisions: separate tot/zero depth entry pool from the large pool in its own gated area; connect the activity area to the lap pool; and everything else stays in the plan including the slides, seconded by Aldersperson Lueck.

Aldersperson Jennings questioned if the cost changed with these adjustments or if it just altered the number of necessary life guards.

Upon vote, the motion passed 4-1 with Aldersperson Jennings voting no.

RESULT:	ADOPTED [4 TO 1]
MOVER:	Dean Raasch, Aldersperson
SECONDER:	Larry Lueck, Aldersperson
AYES:	Larry Lueck, Dean Raasch, Randy Soquet, Bill Volpano
NAYS:	Ryan Jennings
EXCUSED:	George Brown, Sue Schinkten

7. Review Design Options for Legion Pool and Make Recommendations to Reduce to One Plan.

Patrick Skalecki from Graef and Matt Friebe from Water Technology, provided an in-depth review of Legion Pool design. They noted that there are more building restraints associated with this site compared to VFW Pool.

Aldersperson Lueck moved to open the meeting to public comment, seconded by Aldersperson Jennings. Upon vote, motion passed unanimously.

Katie Carviou spoke in favor of removing activity amenities but still retaining the space without designating the area with permanent features. She suggested the idea of recreating the existing Legion Pool but putting the separate tot pool alongside the shallow end of the main pool rather than near the diving boards and deep water.

Aldersperson Hansen asked staff for an explanation on how they arrived at the \$12 million figure for the pools. Parks, Recreation & Forestry Director Marty Kosobucki replied that the City Administrator put together a bonding schedule from \$5 million - \$14 million and \$12 million is the point in time where there is no longer any money left for operating costs. Aldersperson Hansen asked if there has been any discussion regarding a fundraising committee. Mayor Walsh stated that until now, there has not been any discussion of a fundraising committee since the City did not have a dollar amount for fundraising.

Aldersperson Hansen feels there should be even more shade structures.

Aldersperson Raasch moved to return to regular order, seconded by Aldersperson Jennings. Upon vote, motion passed unanimously.

An in-depth discussion on the Legion Pool design followed.

Randy Soquet asked how the different pool designs work for swim lessons. John McDonald replied that all the proposed designs would work well with swim lessons.

Aldersperson Raasch made a motion to recreate the current footprint for Legion Pool, including both the box pool and the kiddie pool, as well as the new construction of the buildings that were proposed in the Base Option, with the stipulation that Graef provides the Park Board with updated cost figures for this option, seconded by Bill Volpano.

Aldersperson Lueck stated that he would vote nay to this motion since he prefers the layout of the Base Option as is.

An in-depth discussion followed.

Aldersperson Raasch amended his motion to include the following: separate the tot pool into its own pool under 2 feet deep and move it away from the diving boards and deep water, add two lap lanes for a total of eight lanes, remove one diving board for a total of two diving boards, and remove the activity area, but use the lap lanes as an activity area with temporary equipment, Bill Volpano agreed with the amended motion.

An in-depth discussion followed.

Randy Soquet verified that the lap lanes would be used as an activity area with inflatable features.

Aldersonperson Jennings moved to open the meeting to public comment, seconded by Aldersonperson Lueck. Upon vote, motion passed unanimously.

Katie Carivou noted that the board may want to consider the current parking situation if the plan is to hold swim meets at the pool.

Aldersonperson Scott Crevier clarified that these designs are still in the planning stage and the consultants will be returning with another draft before anything is finalized.

Mayor Walsh commented on bonding for the aquatic facility construction.

Aldersonperson Raasch moved to return to regular order, seconded by Aldersonperson Lueck. Upon vote, motion passed unanimously.

Aldersonperson Jennings made an amendment to the amended motion to separate the mechanical building from the main bath house, since doing so does not change the cost, seconded by Aldersonperson Raasch. Upon vote, the amendment to the motion passed unanimously.

Discussion followed.

Aldersonperson Raasch clarified that the goal from the meeting is to have Graef come back with one design and cost estimates for each facility. He would like Graef to try to come up with some cost savings on the Legion Pool design.

Aldersonperson Jennings requested budget estimates from the Finance Department to be included with future design options so cost implications can be understood.

Randy Soquet commented that a fundraising committee should be considered.

Aldersonperson Raasch reviewed the amended motion on the floor, with the added amendment of the separate mechanical brought forth by Aldersonperson Jennings that was approved. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Aldersonperson
SECONDER:	Bill Volpano, Board Member
AYES:	Jennings, Lueck, Raasch, Soquet, Volpano
EXCUSED:	George Brown, Sue Schinkten

III. Staff Updates

1. Update on Insurance Claim Regarding De Pere Ice Arena Chiller Barrel Failure.

Director of Parks, Recreation & Forestry Marty Kosobucki gave an update on the insurance claim regarding the De Pere Ice Center barrel failure. Unfortunately, the insurance company will not pay for most of the failure. Staff is talking with the insurance broker in hopes of getting something challenged and changed.

RESULT:	DISCUSSED
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2. Update on Southwest Park Soccer Field Lighting Design Status.

Marty Kosobucki, Director of Parks, Recreation & Forestry reported on the Southwest Park soccer field lighting design status. He stated that Cedar Corp is working on the design, along with some soil borings.

RESULT:	DISCUSSED
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3. Update on VFW Pool Asbestos Testing and Removal Status.

Marty Kosobucki, Director of Parks, Recreation & Forestry reported on the status of the asbestos testing and removal at VFW Pool. He noted that the Common Council approved the bid from North Star Environmental Testing for funding up to \$20,000 at their meeting on March 19. He added that he has a meeting with the asbestos company on Monday, March 25.

RESULT:	DISCUSSED
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4. Update on VFW Playground Status.

Marty Kosobucki, Director of Parks, Recreation & Forestry provided an update on the VFW playground. He reported that the Common Council approved approximately \$19,000 in additional funding for the surfacing at VFW playground at their March 19 meeting.

RESULT:	DISCUSSED
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5. Update on Beer Garden Status.

Marty Kosobucki, Director of Parks, Recreation & Forestry gave an update on the beer garden status. He reported that the Common Council approved the Park Department to run a beer garden with all net proceeds deposited into a park fund established exclusively for park improvements. He added that he has a few meetings scheduled with local micro breweries to discuss sponsorship opportunities.

RESULT:	DISCUSSED
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IV. Public Comment Period

Marty Kosobucki acknowledged that tonight is Alderperson Lueck's last meeting as a member of the Park Board. He thanked Larry for his eight years of service to the Park Board.

Alderperson Jennings encouraged any type of focus group or citizen group to contact their elected officials or volunteer members of the Park Board to invite them to provide feedback of any kind.

V. Future Agenda Items

Randy Soquet suggested a fundraising committee for the pools be added as an agenda item at a future meeting.

VI. Adjournment

Alderperson Raasch moved seconded by Alderperson Lueck, to adjourn the meeting at 9:35 pm. Upon vote, motion passed unanimously.

Respectfully submitted,
Kelly Barker



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 18, 2019

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Approve \$500 donation from Greta Johnson for Recreation Scholarship Fund.*

Staff is seeking approval to accept a \$500 donation from Greta Johnson, a De Pere resident, to the Recreation Scholarship Program. Ms. Johnson saw the posting on our Facebook page and wanted to give back to families in our community. To date, this program has awarded 297 scholarships to youth/families in our community for participation in city sponsored recreation programs, co-sponsored sports programs or pool passes for families to enjoy!

Current balance in our account is \$25,072.24.

Thank you for your time and consideration.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 18, 2019

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve \$4,000 sponsorship from Tweet Garot for Beer Garden.*



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 18, 2019

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Review and consider Southwest Park Lighting Contract and Installation.*

We received two bids for the lighting project at Southwest Park. I will be in contact with the representative of De Pere Select Soccer prior to the meeting to discuss the bid results and their donation related to the installation.

ATTACHMENTS:

- CE_Project_19-23_Bid_Tab_4-11-19 (PDF)



PROJECT 19-23 SOUTHWEST PARK SOCCER FIELD LIGHTING
BID TAB

ITEM	DESCRIPTION	UNIT	QTY	BIDDER NO. 1		BIDDER NO. 2	
				Bodart Electric Service, Inc.		Electrical Synergies, LLC	
				UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
SC-01	Install 6 light poles and light bars.	LS	1	\$ 65,750.00	\$ 65,750.00	\$ 115,500.00	\$ 115,500.00
	TOTALS			\$ 65,750.00		\$ 115,500.00	



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 18, 2019

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consider design for VFW Aquatic Facility.

The included designs are the draft plan for VFW Aquatic Facility based on the comments and recommendations from the Board of Park Commissioners. The City's agreement allows for minor changes to the plan if you so choose. Once a final plan is adopted, the Board of Park Commissioners should forward to City Council for review and approval.

In addition, I have included a proposed staffing plan from our Recreation Supervisor identifying the number of lifeguards needed to operate the facility.

ATTACHMENTS:

- VFW Graphics Package (PDF)
- VFW_001 (JPG)
- VFW_002 (JPG)
- VFW_003 (JPG)
- VFW_004 (JPG)
- VFW_006 (JPG)
- Amenities List_4-11-19 (PDF)
- Pool Staffing Plan 2 (PDF)
- VFW Operational Cost Projection (PDF)
- VFW Construction Cost Opinion (PDF)





Attachment: VFW Graphics Package (8089 : Consider design for VFW Aquatic Facility.)



Attachment: VFW_001 (8089 : Consider design for VFW Aquatic Facility.)

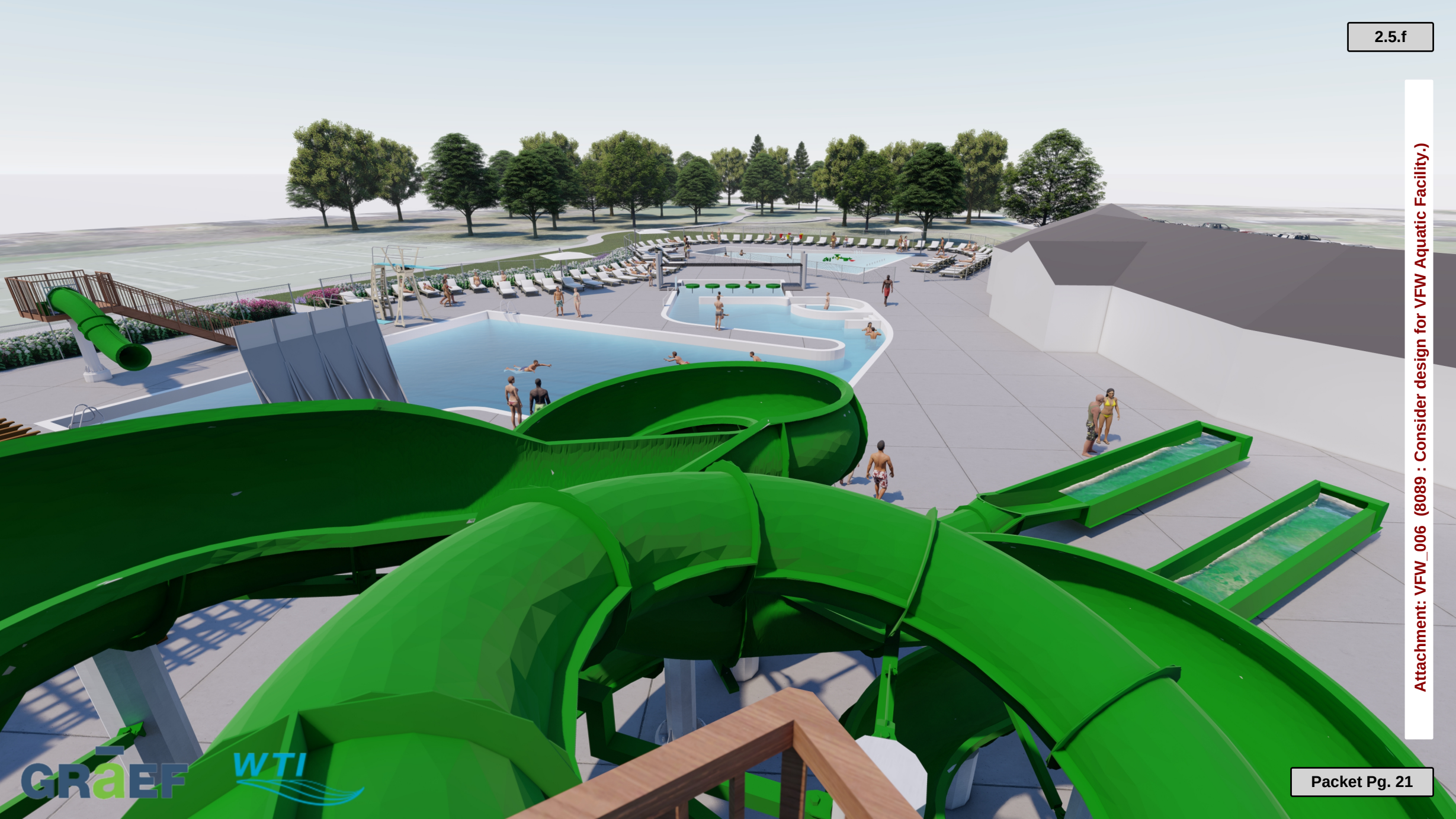


Attachment: VFW_002 (8089 : Consider design for VFW Aquatic Facility.)





Attachment: VFW_004 (8089 : Consider design for VFW Aquatic Facility.)





LIST OF AMENITIES



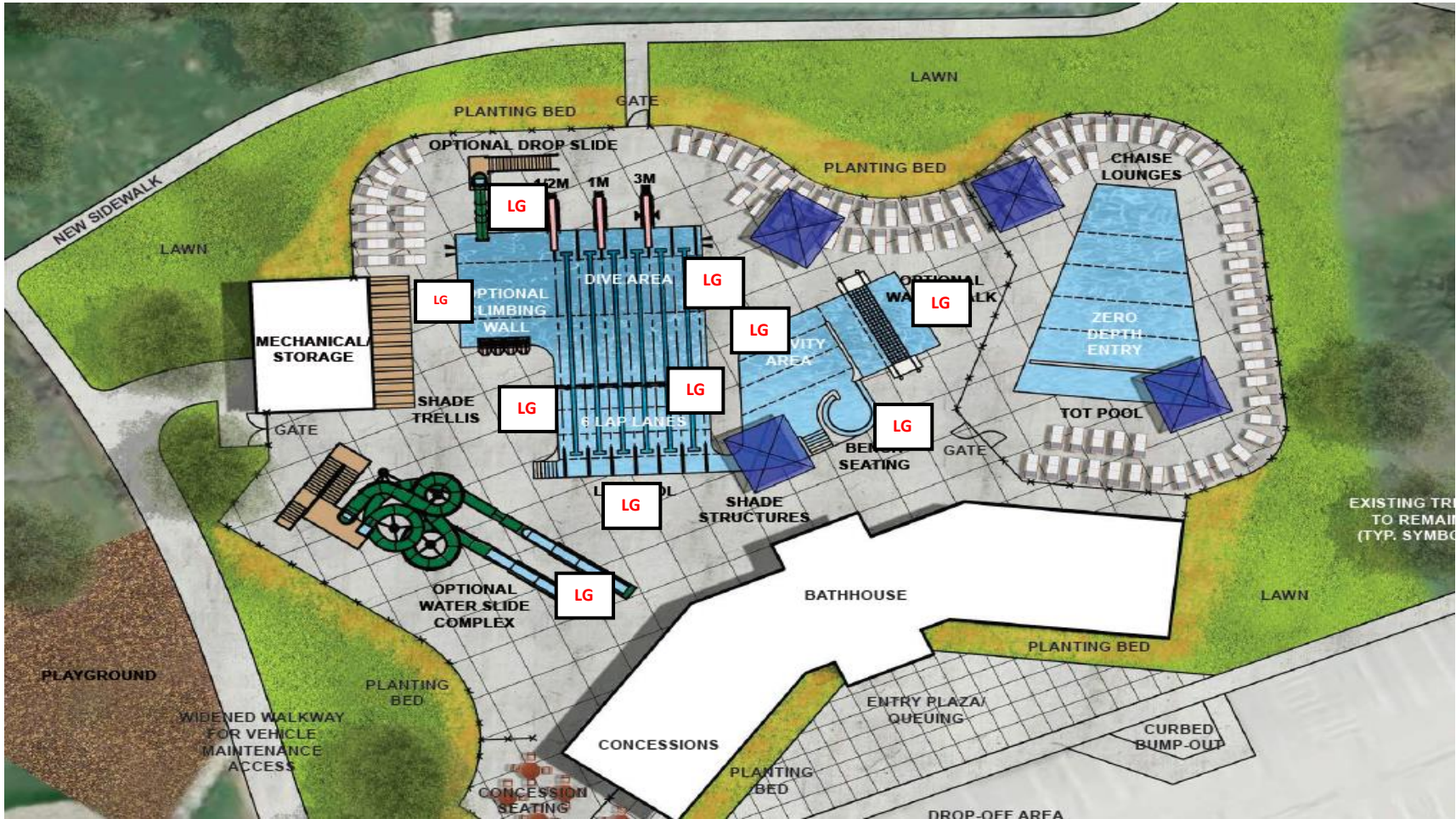
VFW Park Aquatic Facility - Final Concept Plan

<u>Aquatic Amenities</u>	<u>Building Amenities</u>
• Low Diving Board – ½ meter • Medium Diving Board – 1 meter • High Diving Board – 3 meter • Lap/Recreational Pool ○ General Swim area (Lap Pool) ○ Lap Area – 6 lanes ○ Activity Area w/ Bench Seating • Tot Pool - Separated ○ Zero Depth Entry ○ Tot Activity Area ○ Interactive Water Features • Lounge area/seating • Shade Structures • Deck Equipment • Lighting suitable for evening operation • Climbing Wall • Body Slide • Drop Slide • Water Walk • Multiple (3) Filtration Systems	• Bathhouse with Concession wing • Separate Mechanical Building • Shade Trellis • Inside facility fence line seating for concessions • Outside facility fence line seating for concessions • Community Locker rooms (M/W) • Changing rooms inside locker rooms • Individual Showers • Restrooms • Family Changing Rooms • Family Restroom • Lockers • Managers Office/First Aid Room • Staff Office • Sound System • Front Desk/Entrance Foyer • Mechanical Room/Storage • Security lighting

Legion Park Aquatic Facility – Final Concept Plan

<u>Aquatic Amenities</u>	<u>Building Amenities</u>
• Medium Diving Board – 1 meter • High Diving Board – 3 meter • Lap Pool – 8 lanes • General Swim area (in Lap Pool) • Tot Pool - Separated ○ Zero Depth Entry ○ Tot Activity Area ○ Interactive Water Features • Lounge area/seating • Shade Structures • Deck Equipment • Lighting suitable for evening operation • Multiple (2) Filtration Systems	• Bathhouse with Concession wing • Separate Mechanical Building • Shade Trellis • Inside facility fence line seating for concessions • Outside facility fence line seating for concessions • Community Locker rooms (M/W) • Changing rooms inside locker rooms • Individual Showers • Restrooms • Family Changing Rooms • Family Restroom • Lockers • Managers Office/First Aid Room • Staff Office • Sound System • Front Desk/Entrance Foyer • Mechanical Room/Storage • Security lighting

VFW STAFFING PLAN



Attachment: Pool Staffing Plan 2 (8089 : Consider design for VFW Aquatic Facility.)



Attachment: Pool Staffing Plan 2 (8089 : Consider design for VFW Aquatic Facility.)



FINAL CONCEPT PLAN
OPINION OF PROBABLE OPERATIONAL COSTS
DE PERE AQUATIC FACILITY AT VFW PARK
DE PERE, WI
4/11/19



General Information

<u>ID</u>	<u>Pool</u>	<u>Size (SF)</u>	<u>Capacity</u>
A	Lap/Recreation	5330	293
B	Tot	1800	120
C	Slide	200	13

Annual Expenses

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

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

<u>Chemicals & Utilities</u>	<u>Cost</u>
Electric	\$ 26,056
Water /Sewer	\$ 3,788
Gas	\$ 28,028
Sanitary	\$ 21,762
Chemicals	\$ 2,747
Subtotal Chemical & Utilities	\$ 82,381

<u>Staff</u>	<u>Cost</u>
Manager	\$ 14,784.00
Head Guard	\$ 9,234.00
Lead Instructor	\$ -
WSI	\$ 23,760.00
Lifeguard	\$ 105,468.00
Attendant	\$ 11,904.00
Concessions manager	\$ 5,544.00
Concessions	\$ 11,232.00
Maintenance & Landscape	\$ 11,880.00
Subtotal Staff	\$ 193,806

Maintenance Reserve	2%	\$ 143,168
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Total Annual Operating Cost Opinion	\$ 439,255
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Annual Operating cost /SF	\$59.93
Annual Operating cost per operational day	\$5,229.23

Operations - VFW

Attachment: VFW Operational Cost Projection (8089 : Consider design for VFW Aquatic Facility.)



FINAL CONCEPT PLAN
OPINION OF PROBABLE CONSTRUCTION COST
DE PERE AQUATIC FACILITY AT VFW PARK
DE PERE, WI
4/11/19



ELEMENT	QUANTITY			UNIT COST	COST
<u>Furniture, Fixtures, and Equipment</u>					
<u>Building FFE</u>					
Lockers	200	EA	x	\$175.00	\$35,000
Changing Benches	6	EA	x	\$300.00	\$1,800
Manager's Desk & Chairs, File Cabinets	1	LS	x	\$900.00	\$900
Manager's Computer	1	EA	x	\$2,700.00	\$2,700
Registration Computer	1	EA	x	\$2,700.00	\$2,700
Desktop Printer	2	EA	x	\$500.00	\$1,000
Telephone System	1	LS	x	\$800.00	\$800
Communications/PA System	1	LS	x	\$3,000.00	\$3,000
Server and WiFi Systems	1	LS	x	\$1,000.00	\$1,000
Central Sound System	1	LS	x	\$3,000.00	\$3,000
Staff/Break Room Appliances	1	LS	x	\$2,000.00	\$2,000
Staff/Break Room Lockers	20	EA	x	\$175.00	\$3,500
Staff/Break Room TV	1	EA	x	\$800.00	\$800
Staff/Break Room Tables/Chairs	1	LS	x	\$1,000.00	\$1,000
First Aid Equipment	1	LS	x	\$800.00	\$800
Storage Shelving	15	EA	x	\$150.00	\$2,250
Concessions Equipment	1	LS	x	\$18,000.00	\$18,000
Public Bulletin Board	2	EA	x	\$300.00	\$600
Windows Treatments	1	LS	x	\$1,200.00	\$1,200
Bathhouse Maintenance Equipment (Floor/Sanitizing Equip)	1	LS	x	\$6,000.00	\$6,000
Point of Sale Equipment	Allowance		x	\$75,000.00	\$75,000
Other Misc TV's/Monitors	Allowance		x	\$2,000.00	\$2,000
Miscellaneous Furnishings	Allowance		x	\$2,000.00	\$2,000
Subtotal					\$167,000
<u>Site FFE</u>					
Lounge Chairs	88		x	\$225.00	\$19,800
Concession Area Tables with Umbrellas/Chairs Set	7		x	\$1,500.00	\$10,500
Trellis Area Tables/Chairs Set	2		x	\$1,500.00	\$3,000
Trash Receptacles - Deck	8	EA	x	\$350.00	\$2,800
Large Shade Structures	4	EA	x	\$9,000.00	\$36,000
Subtotal					\$72,000
<u>Aquatics FFE</u>					
Winterization Plugs and Equipment	1	LS	x	\$1,500.00	\$1,500
First Responder Safety Equipment	1	LS	x	\$2,500.00	\$2,500
Deck Directional and Safety Signage	1	LS	x	\$2,500.00	\$2,500
Subtotal					\$7,000
Total Estimated Fixtures, Furnishings, and Equipment (FFE)					\$246,000
Total Estimated Capital Costs					\$6,391,400
Design/Bidding (8%)	8%		x	\$6,391,400.00	\$511,000
Construction Management (4%)	4%		x	\$6,391,400.00	\$256,000
Total Estimated Project Cost					\$7,158,400

Attachment: VFW Construction Cost Opinion (8089 : Consider design for VFW Aquatic Facility.)



FINAL CONCEPT PLAN
OPINION OF PROBABLE CONSTRUCTION COST
DE PERE AQUATIC FACILITY AT VFW PARK
DE PERE, WI



4/11/19

ELEMENT	QUANTITY		UNIT COST	COST
<u>Construction</u>				
<u>Site Development/Park</u>				
Demolition of Existing Parking Lot, Misc Site Elements	Allowance	x	\$15,000.00	\$15,000
Erosion Control	Allowance	x	\$5,000.00	\$5,000
Earthwork, Cuts/Fills/Grading	Allowance	x	\$30,000.00	\$30,000
Site Utilities (Excavation & Backfill)	Allowance	x	\$25,000.00	\$25,000
Concrete Sidewalk/Entry Area	15,600 SF	x	\$5.50	\$85,800
Asphalt Drop Off Loop (4" Asph/10" CABG)	385 SY	x	\$28.00	\$10,780
Parking Lot Curb and Gutter	140 LF	x	\$13.00	\$1,820
Site Electrical/Lighting	Allowance	x	\$21,000.00	\$21,000
Decks and Walkways	25,590 SF	x	\$8.50	\$217,515
Deck Drainage	23,030 SF	x	\$3.25	\$74,848
Turf & Irrigation	25,125 SF	x	\$2.75	\$69,094
Landscape	Allowance	x	\$15,000.00	\$15,000
Pool Deck Lighting	Allowance	x	\$34,000.00	\$34,000
Perimeter Fence & Interior Barriers	820 LF	x	\$66.00	\$54,120
Subtotal - Site				\$659,000
<u>Architecture</u>				
New Bathhouse	6,150 SF	x	\$230.00	\$1,414,500
Mechanical Building	1,200 SF	x	\$180.00	\$216,000
Shade Trellis	400 SF	x	\$40.00	\$16,000
Subtotal - Architecture				\$1,647,000
<u>Aquatics</u>				
Lap/Recreational Pool	5,330 SF	x	\$255.00	\$1,359,150
Tot Pool	1,800 SF	x	\$220.00	\$396,000
Interactive Water Features	Allowance	x	\$40,000.00	\$40,000
Water Walk	1 EA	x	\$45,000.00	\$45,000
Climbing Wall	1 EA	x	\$15,000.00	\$15,000
Deck Equipment	Allowance	x	\$95,000.00	\$95,000
Diving - 1/2 meter	1 EA	x	\$18,300.00	\$18,300
Diving - 1 meter	1 EA	x	\$29,000.00	\$29,000
Diving - 3 meter	1 EA	x	\$46,000.00	\$46,000
Body Slide	2 EA	x	\$225,000.00	\$450,000
Drop Slide	1 EA	x	\$100,000.00	\$100,000
Slide Tower	1 EA	x	\$75,000.00	\$75,000
Slide Mechanicals	1 EA	x	\$125,000.00	\$125,000
<u>General Works</u>				
Existing Pool Demolition	8,600 SF	x	\$10.00	\$86,000
Existing Bathhouse Demolition	3,955 SF	x	\$4.50	\$17,798
Existing Mechanical Building Demo	785 SF	x	\$4.50	\$3,533
Existing Pool Decking Demolition	19,015 SF	x	\$2.50	\$47,538
<u>General Items</u>				
Access	3 EA	x	\$10,000.00	\$30,000
Safety Equipment	1 LS	x	\$17,000.00	\$17,000
Testing & Maintenance	1 LS	x	\$10,000.00	\$10,000
Vacuum - Robotic	2 EA	x	\$13,000.00	\$26,000
Vacuum - Manual	1 EA	x	\$6,500.00	\$6,500
Subtotal - Aquatics				\$3,037,800
Subtotal - Estimated Construction Cost				\$5,343,800
Contingency	15%	x	\$5,343,800.00	\$801,600
Total Estimated Construction Cost				\$6,145,400

Attachment: VFW Construction Cost Opinion (8089 : Consider design for VFW Aquatic Facility.)



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 18, 2019

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

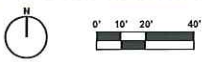
SUBJECT: Consider design for Legion Aquatic Facility

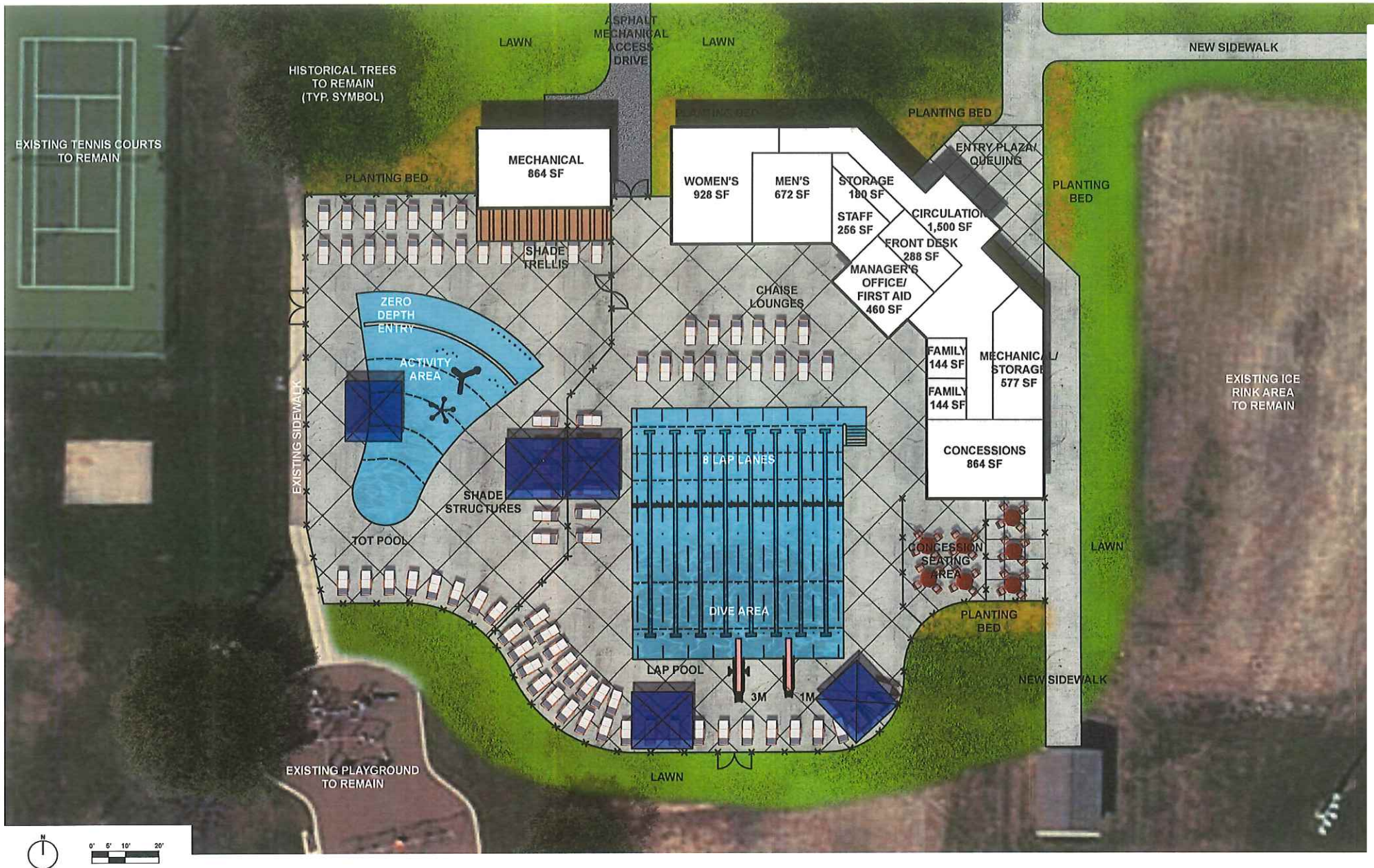
The included designs are the draft plan for Legion Aquatic Facility based on the comments and recommendations from the Board of Park Commissioners. The City's agreement allows for minor changes to the plan if you so choose. Once a final plan is adopted, the Board of Park Commissioners should forward to City Council for review and approval.

In addition, I have included a proposed staffing plan from our Recreation Supervisor identifying the number of lifeguards needed to operate the facility.

ATTACHMENTS:

- Legion Graphics Package (PDF)
- Legion_001 (JPG)
- Legion_002 (JPG)
- Legion_003 (JPG)
- Legion_004 (JPG)
- Legion_005 (JPG)
- Legion_006 (JPG)
- Amenities List_4-11-19 (PDF)
- Pool Staffing Plan 2 (PDF)
- Legion Construction Cost Opinion (PDF)
- Legion Operation Cost Projection (PDF)





Attachment: Legion Graphics Package (8088 : Consider design for Legion Aquatic Facility)

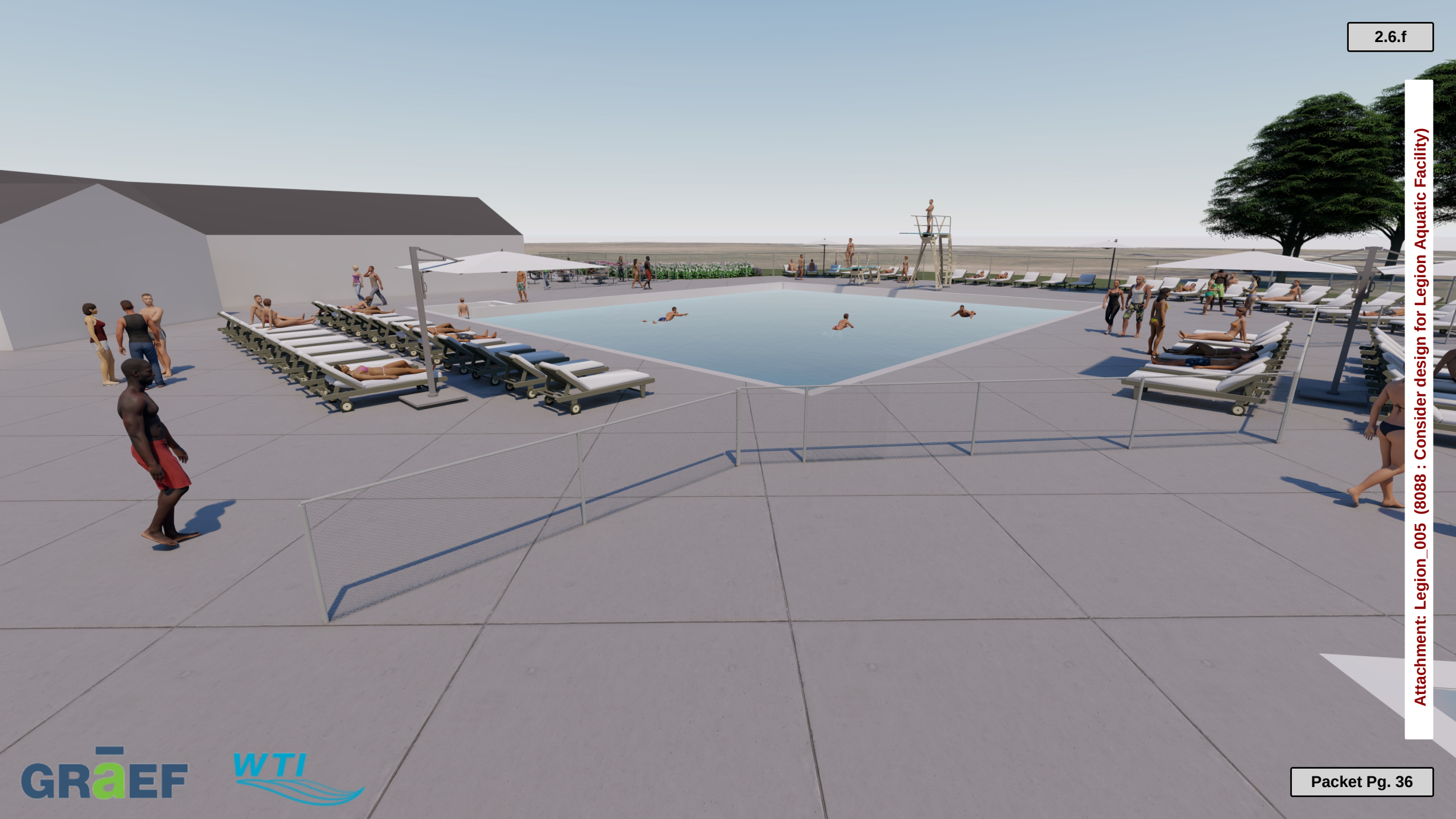


Attachment: Legion 001 (8088 : Consider design for Legion Aquatic Facility)

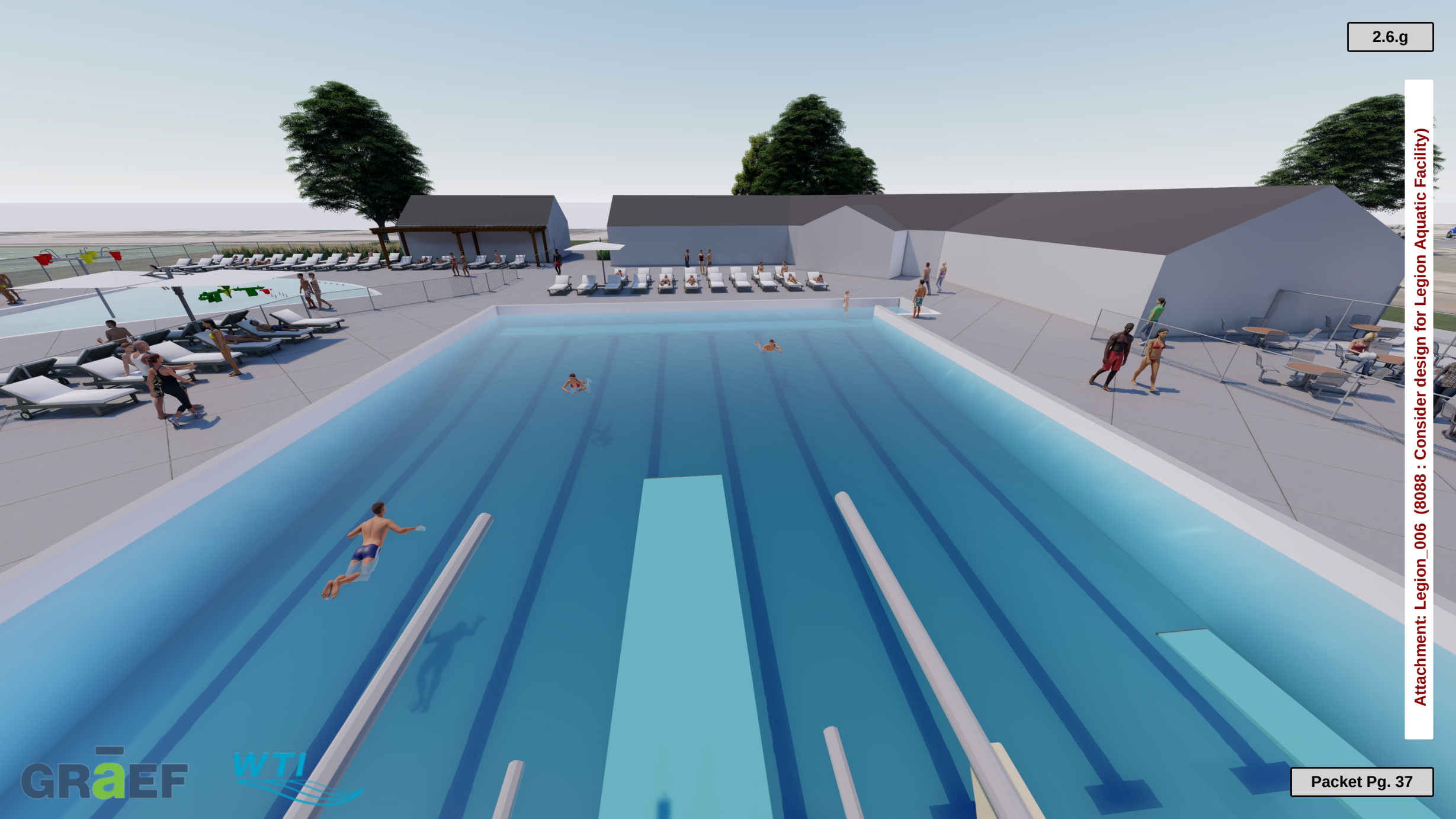








Attachment: Legion_005 (8088 : Consider design for Legion Aquatic Facility)



Attachment: Legion_006 (8088 : Consider design for Legion Aquatic Facility)



LIST OF AMENITIES



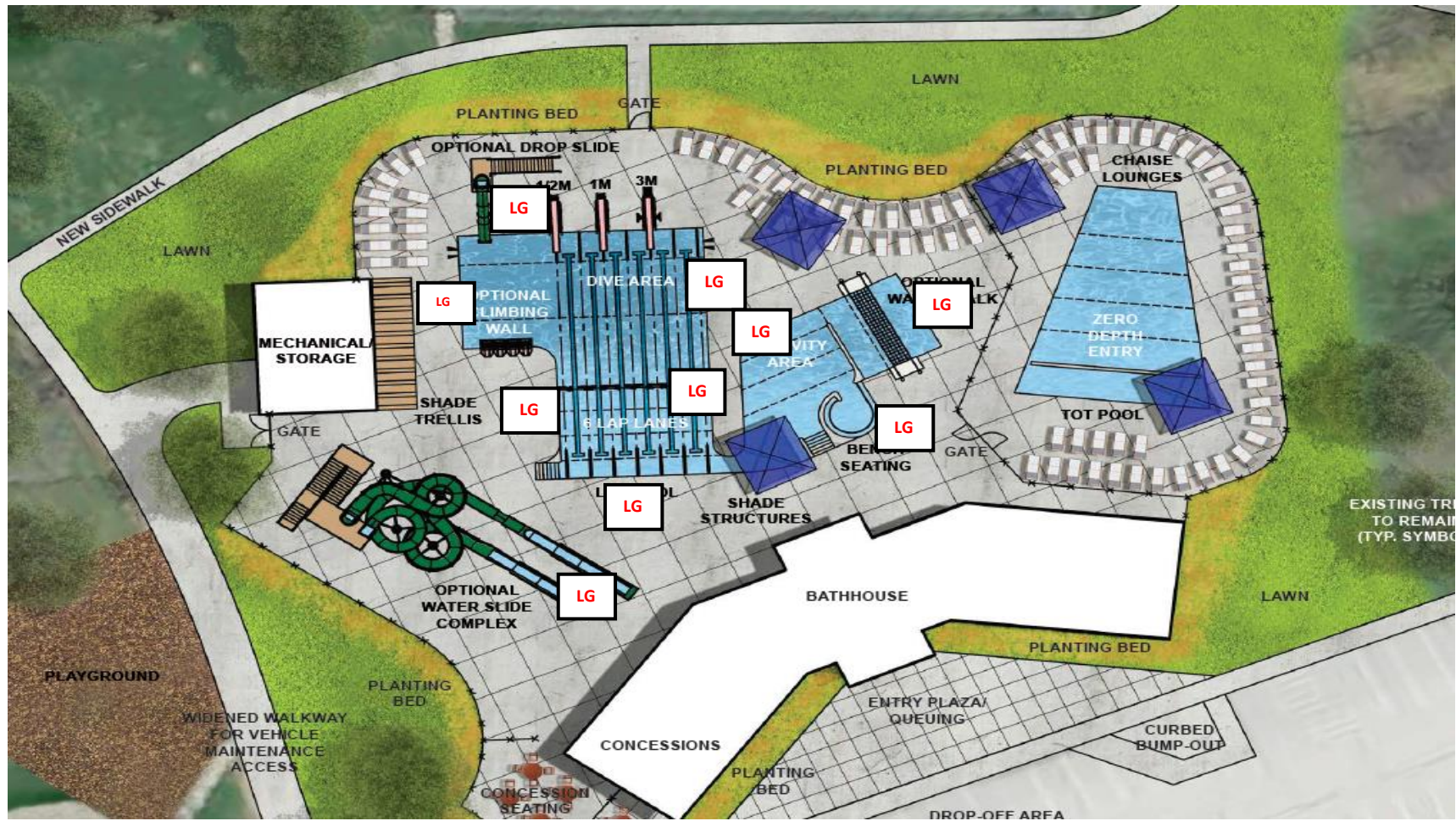
VFW Park Aquatic Facility - Final Concept Plan

<u>Aquatic Amenities</u>	<u>Building Amenities</u>
• Low Diving Board – ½ meter • Medium Diving Board – 1 meter • High Diving Board – 3 meter • Lap/Recreational Pool ○ General Swim area (Lap Pool) ○ Lap Area – 6 lanes ○ Activity Area w/ Bench Seating • Tot Pool - Separated ○ Zero Depth Entry ○ Tot Activity Area ○ Interactive Water Features • Lounge area/seating • Shade Structures • Deck Equipment • Lighting suitable for evening operation • Climbing Wall • Body Slide • Drop Slide • Water Walk • Multiple (3) Filtration Systems	• Bathhouse with Concession wing • Separate Mechanical Building • Shade Trellis • Inside facility fence line seating for concessions • Outside facility fence line seating for concessions • Community Locker rooms (M/W) • Changing rooms inside locker rooms • Individual Showers • Restrooms • Family Changing Rooms • Family Restroom • Lockers • Managers Office/First Aid Room • Staff Office • Sound System • Front Desk/Entrance Foyer • Mechanical Room/Storage • Security lighting

Legion Park Aquatic Facility – Final Concept Plan

<u>Aquatic Amenities</u>	<u>Building Amenities</u>
• Medium Diving Board – 1 meter • High Diving Board – 3 meter • Lap Pool – 8 lanes • General Swim area (in Lap Pool) • Tot Pool - Separated ○ Zero Depth Entry ○ Tot Activity Area ○ Interactive Water Features • Lounge area/seating • Shade Structures • Deck Equipment • Lighting suitable for evening operation • Multiple (2) Filtration Systems	• Bathhouse with Concession wing • Separate Mechanical Building • Shade Trellis • Inside facility fence line seating for concessions • Outside facility fence line seating for concessions • Community Locker rooms (M/W) • Changing rooms inside locker rooms • Individual Showers • Restrooms • Family Changing Rooms • Family Restroom • Lockers • Managers Office/First Aid Room • Staff Office • Sound System • Front Desk/Entrance Foyer • Mechanical Room/Storage • Security lighting

VFW STAFFING PLAN



Attachment: Pool Staffing Plan 2 (8088 : Consider design for Legion Aquatic Facility)



Attachment: Pool Staffing Plan 2 (8088 : Consider design for Legion Aquatic Facility)



FINAL CONCEPT PLAN
 OPINION OF PROBABLE CONSTRUCTION COST
 DE PERE AQUATIC FACILITY AT LEGION PARK
 DE PERE, WI
 4/11/19



ELEMENT	QUANTITY	UNIT COST	COST
<u>Furniture, Fixtures, and Equipment</u>			
<u>Building FFE</u>			
Lockers	200 EA x	\$175.00	\$35,000
Changing Benches	6 EA x	\$300.00	\$1,800
Manager's Desk & Chairs, File Cabinets	1 LS x	\$900.00	\$900
Manager's Computer	1 EA x	\$2,700.00	\$2,700
Registration Computer	1 EA x	\$2,700.00	\$2,700
Desktop Printer	2 EA x	\$500.00	\$1,000
Telephone System	1 LS x	\$800.00	\$800
Communications/PA System	1 LS x	\$3,000.00	\$3,000
Server and WiFi Systems	1 LS x	\$1,000.00	\$1,000
Central Sound System	1 LS x	\$3,000.00	\$3,000
Staff/Break Room Appliances	1 LS x	\$2,000.00	\$2,000
Staff/Break Room Lockers	20 EA x	\$175.00	\$3,500
Staff/Break Room TV	1 EA x	\$800.00	\$800
Staff/Break Room Tables/Chairs	1 LS x	\$1,000.00	\$1,000
First Aid Equipment	1 LS x	\$800.00	\$800
Storage Shelving	15 EA x	\$150.00	\$2,250
Concessions Equipment	1 LS x	\$18,000.00	\$18,000
Public Bulletin Board	2 EA x	\$300.00	\$600
Windows Treatments	1 LS x	\$1,200.00	\$1,200
Bathhouse Maintenance Equipment (Floor/Sanitizing Equip)	1 LS x	\$6,000.00	\$6,000
Point of Sale Equipment	Allowance x	\$75,000.00	\$75,000
Other Misc TV's/Monitors	Allowance x	\$2,000.00	\$2,000
Miscellaneous Furnishings	Allowance x	\$2,000.00	\$2,000
Subtotal			\$167,000
<u>Site FFE</u>			
Lounge Chairs	50 x	\$225.00	\$11,250
Concession Area Tables with Umbrellas/Chairs Set	7 x	\$1,500.00	\$10,500
Trash Receptacles - Deck	8 EA x	\$350.00	\$2,800
Large Shade Structures	5 EA x	\$9,000.00	\$45,000
Subtotal			\$70,000
<u>Aquatics FFE</u>			
Winterization Plugs and Equipment	1 LS x	\$1,500.00	\$1,500
First Responder Safety Equipment	1 LS x	\$2,500.00	\$2,500
Deck Directional and Safety Signage	1 LS x	\$2,500.00	\$2,500
Subtotal			\$7,000
Total Estimated Fixtures, Furnishings, and Equipment (FFE)			\$244,000
Total Estimated Capital Costs			\$4,824,300
Design/Bidding (8%)	8% x	\$4,824,300.00	\$386,000
Construction Management (4%)	4% x	\$4,824,300.00	\$193,000
Total Estimated Project Cost			\$5,403,300

Attachment: Legion Construction Cost Opinion (8088 : Consider design for Legion Aquatic Facility)



FINAL CONCEPT PLAN
OPINION OF PROBABLE CONSTRUCTION COST
DE PERE AQUATIC FACILITY AT LEGION PARK



DE PERE, WI

4/11/19

ELEMENT	QUANTITY		UNIT COST	COST
<u>Construction</u>				
<u>Site Development/Park</u>				
Demolition of Misc Site Elements	Allowance	x	\$8,000.00	\$8,000
Erosion Control	Allowance	x	\$3,000.00	\$3,000
Earthwork, Cuts/Fills/Grading	Allowance	x	\$20,000.00	\$20,000
Site Utilities (Excavation & Backfill)	Allowance	x	\$20,000.00	\$20,000
Concrete Sidewalk/Entry Area	5,050 SF	x	\$5.50	\$27,775
Maintenance Access Drive (4" Asph/10" CABG)	145 SY	x	\$28.00	\$4,060
Parking/Access Drive Lot Curb and Gutter	60 LF	x	\$18.00	\$1,080
Site Electrical/Lighting	Allowance	x	\$15,000.00	\$15,000
Decks and Walkways	20,600 SF	x	\$8.50	\$175,100
Deck Drainage	18,540 SF	x	\$3.25	\$60,255
Turf & Irrigation	16,100 SF	x	\$2.75	\$44,275
Landscape	Allowance	x	\$12,000.00	\$12,000
Pool Deck Lighting	Allowance	x	\$28,000.00	\$28,000
Perimeter Fence & Interior Barriers	700 LF	x	\$66.00	\$46,200
<u>Subtotal - Site</u>				\$465,000
<u>Architecture</u>				
New Bathhouse	6,000 SF	x	\$230.00	\$1,380,000
Mechanical Building	1,000 SF	x	\$180.00	\$180,000
Shade Trellis	400 SF	x	\$40.00	\$16,000
<u>Subtotal - Architecture</u>				\$1,576,000
<u>Aquatics</u>				
Lap Pool	4,800 SF	x	\$235.00	\$1,128,000
Tot Pool	1,685 SF	x	\$220.00	\$370,700
Interactive Water Features	Allowance	x	\$35,000.00	\$35,000
Deck Equipment	Allowance	x	\$95,000.00	\$95,000
Diving - 1 meter	1 EA	x	\$29,000.00	\$29,000
Diving - 3 meter	1 EA	x	\$46,000.00	\$46,000
<u>General Works</u>				
Existing Pool Demolition	8,705 SF	x	\$10.00	\$87,050
Existing Bathhouse Demolition	4,570 SF	x	\$4.50	\$20,565
Existing Pool Decking Demolition	16,445 SF	x	\$2.50	\$41,113
<u>General Items</u>				
Access	3 EA	x	\$10,000.00	\$30,000
Safety Equipment	1 LS	x	\$17,000.00	\$17,000
Testing & Maintenance	1 LS	x	\$10,000.00	\$10,000
Vacuum - Robotic	2 EA	x	\$13,000.00	\$26,000
Vacuum - Manual	1 EA	x	\$6,500.00	\$6,500
<u>Subtotal - Aquatics</u>				\$1,941,900
<u>Subtotal - Estimated Construction Cost</u>				\$3,982,900
Contingency	15%	x	\$3,982,900.00	\$597,400
<u>Total Estimated Construction Cost</u>				\$4,580,300

Attachment: Legion Construction Cost Opinion (8088 : Consider design for Legion Aquatic Facility)



FINAL CONCEPT PLAN
OPINION OF PROBABLE OPERATIONAL COSTS
DE PERE AQUATIC FACILITY AT LEGION PARK
DE PERE, WI
4/11/19



General Information

<u>ID</u>	<u>Pool</u>	<u>Size (SF)</u>	<u>Capacity</u>
A	Lap	4800	256
B	Tot	1685	112

Annual Expenses

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

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

<u>Chemicals & Utilities</u>	<u>Cost</u>
Electric	\$ 22,957
Water /Sewer	\$ 3,113
Gas	\$ 24,319
Sanitary	\$ 18,871
Chemicals	\$ 2,335
Subtotal Chemical & Utilities	\$ 71,595

<u>Staff</u>	<u>Cost</u>
Manager	\$ 14,784.00
Head Guard	\$ 6,804.00
Lead Instructor	\$ -
WSI	\$ 17,280.00
Lifeguard	\$ 61,512.00
Attendant	\$ -
Concessions manager	\$ 5,544.00
Concessions	\$ 11,232.00
Maintenance & Landscape	\$ 11,880.00
Subtotal Staff	\$ 129,036

Maintenance Reserve	2%	\$ 108,066
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Total Annual Operating Cost Opinion \$ 328,597

Annual Operating cost /SF	\$50.67
Annual Operating cost per operational day	\$3,911.86

Operations - Legion

Attachment: Legion Operation Cost Projection (8088 : Consider design for Legion Aquatic Facility)



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 18, 2019

DEPARTMENT: Parks, Recreation & Forestry

FROM: John McDonald

SUBJECT: Approval to Accept 7-Up as Vendor for Vending Machines in De Pere Parks.*

Staff is requesting approval to accept 7-Up as vendor for vending machines in De Pere parks. Request for proposals were sent out to three companies: Pepsi, Coca-Cola, & 7-Up. Only 7-Up submitted a bid for a three year contract. 7-Up has also had the contract for the past 6 years. The fee charged for product this year remained the same, however the percentage of commission paid to the City decreased from 37% to 30%. 7-Up will also sponsor a quarter page advertisement in our Winter/Spring brochure for \$250.

Thank you for your time and consideration in this matter.

Respectfully,

John McDonald
Recreation Supervisor

ATTACHMENTS:

- RFP Soda Machines 2019 (PDF)
- 7-Up Vending Services 2019-2021 (PDF)



City of De Pere Parks, Recreation and Forestry

REQUEST FOR PROPOSALS

The De Pere Park, Recreation and Forestry Department is soliciting proposals for soda machines in various City of De Pere parks.

All vending machines will require full service on behalf of the selected company, including stocking of product and money collection. A dollar bill changer on the machines will be required. The machines may be shut down during any large special events scheduled at the designated park.

The City of De Pere will not be responsible for any vandalism/other damages to these soda machines (must be stated on agreement).

The soda machines will be placed as follows:

- Fox Point Boat Launch – 1 outside
- Voyageur Park – 1 outside
- VFW Park – 1 outside
- Legion Park – 1 outside
- Bomier Boat Launch – 1 outside
- Perkofski Boat Launch – 1 outside
- Optimist Park – 1 outside

The dates of installation and removal will be established by the selected company and the City of De Pere. The proposal that is selected will be in effect for three years (May 1, 2019- April 30, 2021).

Any interested business is required to complete the enclosed Proposal Form. All proposals must be received by **Friday, April 5, 2019 at 4:30pm** and can be dropped off or mailed to the De Pere Community Center, 600 Grant Street, De Pere, WI 54115. The Department will select the proposal that is in the best interest of the City of De Pere.

Questions regarding this proposal should be directed to John McDonald, Recreation Supervisor at (920) 339-4066 or jmcdonald@mail.de-pere.org

***City of De Pere
Community Center
600 Grant Street
De Pere, WI 54115***

Proposal Form for Beverage Machines

I/We the undersigned propose to furnish the following services to the City of De Pere.

1. VENDING MACHINES: All products sold will be in a 20-ounce bottle.

Soda:

Price charged: _____

Percentage of commissions paid to the City: _____

Water:

Price charged: _____

Percentage of commissions paid to the City: _____

Juice:

Price charged: _____

Percentage of commissions paid to the City: _____

Sport Drink:

Price charged: _____

Percentage of commissions paid to the City: _____

Other:

Price charged: _____

Percentage of commissions paid to the City: _____

Other:

2. The Department puts out Summer/Fall and Winter/Spring Brochures that are available to all City of De Pere residents and non-residents in surrounding communities. Ad space is available for these brochures: \$250 for ¼ page, \$500 for ½ page, and \$800 for full page.

Please indicate if you would be willing to take out one or more of these ads, and provide the details, including the total amount of these ads.

(cont...)

3. Please list any additional support you would be willing to provide to the Department. This could be monetary or some other form of donation.

Name: _____

Signature: _____

Company: _____

Street Address: _____

City/State/Zip: _____

Phone Number: _____

Thank you for submitting this proposal. Your time and efforts are greatly appreciated.

All proposals must be received no later than **Friday, April 5, 2019 at 4:30pm.**

*City of De Pere
Community Center
600 Grant Street
De Pere, WI 54115*

Proposal Form for Beverage Machines

I/We the undersigned propose to furnish the following services to the City of De Pere.

1. VENDING MACHINES: All products sold will be in a 20-ounce bottle.

Soda:

Price charged: \$1.50

Percentage of commissions paid to the City: 30%

Water:

Price charged: \$1.00

Percentage of commissions paid to the City: 30%

Juice:

Price charged: _____

Percentage of commissions paid to the City: _____

Sport Drink:

Price charged: \$1.50

Percentage of commissions paid to the City: _____

Other:

Price charged: \$1.00

Percentage of commissions paid to the City: 30%

Other: Energy

2. The Department puts out Summer/Fall and Winter/Spring Brochures that are available to all City of De Pere residents and non-residents in surrounding communities. Ad space is available for these brochures: \$250 for ¼ page, \$500 for ½ page, and \$800 for full page.

Please indicate if you would be willing to take out one or more of these ads, and provide the details, including the total amount of these ads:

Green Bay 7Up will support one (1) 1/4 page \$250 ad per year

(cont...)

3. Please list any additional support you would be willing to provide to the Department. This could be monetary or some other form of donation.
-
-

Name: Randall L Wissink

Signature:  VP/GM

Company: Green Bay Seven-Up Bottling Co., Inc.

Street Address: PO Box 10536

City/State/Zip: Green Bay, WI 54307-0536

Phone Number: 920-494-1238

Thank you for submitting this proposal. Your time and efforts are greatly appreciated.

All proposals must be received no later than **Friday, April 5, 2019 at 4:30pm.**

This RFP is being submitted with the following understanding; historically these loactions have underperformed and experienced repeat vandalism Bomier Park, Legion Park and VFW Park; Green Bay 7Up will not furnish vedors for these locations. Green Bay 7Up will furnish a vendor at Fox Point Park, Optimist Park, Perkofski Park and request two (2) vendors be placed at Voyageur Park.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 18, 2019

DEPARTMENT: Board of Public Works

FROM: Scott Thoresen

SUBJECT: Recommendation from the Board of Public Works to approve the Tree Replacement Policy for Street Construction Projects

The Board of Public Works at the April 8, 2019 meeting approved the Tree Replacement Policy for Street Construction Projects. The motion passed with a 5-0 vote.

Here is a summary of discussion regarding the tree replacement policy for street construction projects:

12/10/18 BOPW Meeting:

The BOPW discussed tree replacement for trees removed in street construction projects. The BOPW reviewed the discussion held by the Board of Parks Commissioners (see attached). The BOPW referred this back to staff to develop a policy.

2/11/19 BOPW Meeting:

Staff presented to the BOPW the City does have a tree policy (See attached Arboricultural Specifications Manual) that regulates and controls the planting, transplanting, removal, maintenance, and protection of public trees and shrubs. Since the City already has a policy, there is no need to create a new policy.

Staff would suggest the City Forester review annually where trees were removed as part of a street construction projects and determine whether the existing policy would allow for another tree to be replanted in the terrace area. If it is determined a tree could be replanted, the City Forester would contact the adjacent property owner and offer them the opportunity to have a tree replanted at no expense to the property owner. The actual costs to replant a tree would be charged to the City's annual street construction program.

The BOPW referred item back to staff to further review.

Staff further discussed this matter and it was decided to add a section in the Arboricultural Specifications Manual that would cover a tree planting policy for street construction projects. The tree planting policy for street construction projects added to the Arboricultural Specifications Manual will need to be approved by the Board of Park Commissioners.

ATTACHMENTS:

- Tree Planting Funding (PDF)
- Tree Replacement Memo 12-10-18 (PDF)

- Arbor Specs manual - update 1-3-19 (PDF)

I. MASTER STREET TREE PLANTING PLAN

The Master Street Tree Planting Plan covers the street tree planting programs, installation time periods of street tree plantings, planting permits, recommended street tree species selection list, and banned street trees. This document should be referenced for all questions regarding how street tree planting is laid out, paid for, requirements for what trees are allowed and banned from planting in the right-of-way.

A. Street Tree Planting Programs:

1. Neighborhood Tree Program – This program is to allow property owners the opportunity to have the City plant trees along the street in front of their home or business. This is a cost share program where the owner can purchase a tree(s) thru the City at wholesale cost and the City will plant and maintain the tree for life. The City Forester will select and give property owners a choice of bare root trees in a size range of 1.25" – 1.75" diameter (caliper) at 6" above the ground line. Trees will only be planted where an established lawn exists.
2. Replacement – Trees destroyed by vandalism, vehicles, lawn equipment, etc. may be replaced at a cost to the person causing the damage, if known. If such person is unknown, the adjacent homeowner may request and pay for a new tree if conditions and space allow for a replacement planting. The City Forester, the Director of Parks, Recreation and Forestry or the Board of Park Commissioners may also request a new tree to be planted at no cost to the property owner to replace the lost tree. Trees destroyed due to city construction projects shall be replaced at city cost provided the property owner requests the tree be replaced and the replacement complies with the City of De Pere Arboriculture Specifications Manual.
3. Unimproved Streets – Trees shall not be planted in the terrace where curbing and/or established lawn area does not exist.
4. Memorial Tree Planting – Individuals or groups may choose to purchase (on their own or through the City), and have planted by the City, a tree to honor someone special. This planting can take place in a park of their choice if space and conditions allow. Planting can occur at various times of the year if weather and species permit.

B. Installation Time Periods:

1. Street tree plantings will normally take place during two time periods per year. The first plantings will be in the spring, typically mid-April until the end of May. The other planting period occurs in the fall, approximately from Mid-October to early November.
2. Some tree species can only be transplanted in the spring for optimal establishment so these species will only be available once per year.
3. Evergreen trees (not an approved street tree, but may be planted in parks) should only be planted in the spring or summer to ensure establishment prior to freezing weather in the fall. Evergreens continue to transpire throughout winter so they should not be planted after October 1st since optimal establishment would not take place.

- C. Planting Permit: Property owners who wish to plant trees themselves in the City right-of-way must first complete a planting permit application (Appendix A). Upon completion, the City Forester will accept or deny this application following a site inspection and administer a planting permit for such plantings (Appendix B). Planting permit recipients must follow the tree planting procedures as outlined in Section III of these specifications.

- D. Recommended Street Tree Planting List: (Appendix E)

- E. Banned Tree List: (Appendix F)

II. DIGGERS HOTLINE AND LOCAL UTILITIES



Memorandum

To: Board of Public Works

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

Re: Paying for street trees lost in construction

Date: December 10, 2018

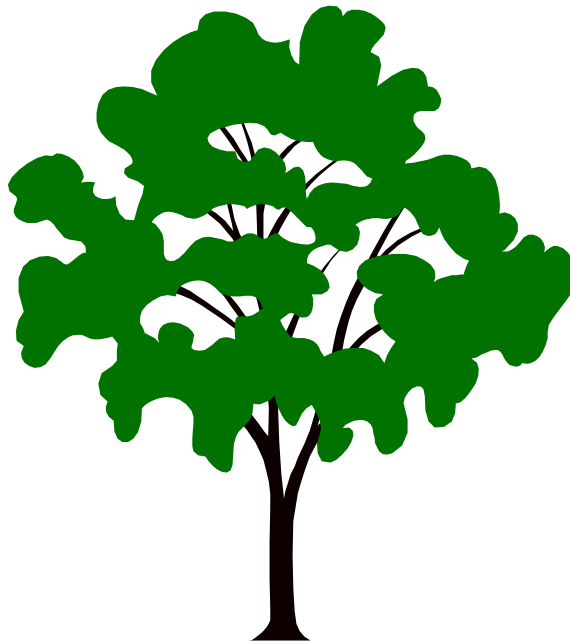
Summary: Recently Alderperson Hansen requested the Board of Park Commissioners consider paying for street trees that are taken down due to City construction projects. The Board of Park Commissioners discussed the topic, and with recommendations from City Administration, is deferring the topic to the Board of Public Works for consideration. The Board of Park Commissioners would like to provide the following input to the Board of Public Works on this matter.

The Park Board agrees that if street trees are taken down due to a City Construction project, the City should consider having the trees replaced under the following criteria.

- The cost of the tree(s) shall be paid for within the City's project cost.
- The City's Forestry Division will be responsible for managing the replanting of the trees.
- Replacement of the tree(s) will be limited to trees only removed at the time of construction.
 - It is possible trees can be impacted by construction and die 6 months (or more) later. Due to the difficulty in analyzing a tree's cause of death we do not recommended replacing trees after the construction project.
- The home owner is asked if they want the trees replaced prior to replanting any trees. (Some home owners do not want trees.) If the home owner requests to not have trees replaced, the City shall honor this request.
- The trees are replaced using the Tree Planting and Specification Manual adopted by the City. (This may lead to some or all trees not able to be replanted.)

CITY OF DE PERE

ARBORICULTURAL SPECIFICATIONS MANUAL



Revised: January 2019

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INTRODUCTION

FUNCTION: The purpose of the Arboricultural Specifications Manual is to enable the City of De Pere to maintain and manage all trees located within the parkways, along City streets, and within the acres of public parks and recreational land by specifying proper treatments. This involves all phases of arboricultural work from planting to maintenance to removal. To carry out these functions, certain guiding policies and procedures have evolved and been adopted. Through these policies, the Parks, Recreation, and Forestry Department makes every effort to produce maximum public service for the City's urban forest.

PURPOSE: The policy of the City is to regulate and control the planting, transplanting, removal, maintenance, and protection of public trees and shrubs in the City in order to maximize utility and function of the urban forest and minimize and guard against dangerous conditions which may result in injury to persons using the streets, alleys, sidewalks, or other property of the City. It is also City policy to promote and enhance the beauty and general welfare of the City, and protect trees and shrubs located in the public areas from undesirable and unsafe planting, removal, treatment, and maintenance practices. (Exceptions - public school sites are not included.)

ORGANIZATION: The City's forestry effort is administered and managed by the City Forester of the Parks, Recreation, and Forestry Department. The City Forester maintains an office at the Municipal Service Center located at 925 S. Sixth Street. The Board of Park Commissioners and the Director of Parks, Recreation, and Forestry oversee and provide urban forestry guidance and input.

PERSONNEL: The City's forestry effort is supervised and managed by the Director of Parks, Recreation and Forestry and City Forester and is staffed by full-time and seasonal employees or contracted out to professional services. Recruiting and utilizing volunteers is also an important part of staffing.

"This document was funded in part by an urban forestry grant from the State of Wisconsin Department of Natural Resources Forestry Program as authorized under Wis. stat. 23.097."

I. MASTER STREET TREE PLANTING PLAN

The Master Street Tree Planting Plan covers the street tree planting programs, installation time periods of street tree plantings, planting permits, recommended street tree species selection list, and banned street trees. This document should be referenced for all questions regarding how street tree planting is laid out, paid for, requirements for what trees are allowed and banned from planting in the right-of-way.

A. Street Tree Planting Programs:

1. Neighborhood Tree Program – This program is to allow property owners the opportunity to have the City plant trees along the street in front of their home or business. This is a cost share program where the owner can purchase a tree(s) thru the City at wholesale cost and the City will plant and maintain the tree for life. The City Forester will select and give property owners a choice of bare root trees in a size range of 1.25" – 1.75" diameter (caliper) at 6" above the ground line. Trees will only be planted where an established lawn exists.
2. Replacement – Trees destroyed by vandalism, vehicles, lawn equipment, etc. may be replaced at a cost to the person causing the damage, if known. If such person is unknown, the adjacent homeowner may request and pay for a new tree if conditions and space allow for a replacement planting. The City Forester, the Director of Parks, Recreation and Forestry or the Board of Park Commissioners may also request a new tree to be planted at no cost to the property owner to replace the lost tree.
3. Unimproved Streets – Trees shall not be planted in the terrace where curbing and/or established lawn area does not exist.
4. Memorial Tree Planting – Individuals or groups may choose to purchase (on their own or through the City), and have planted by the City, a tree to honor someone special. This planting can take place in a park of their choice if space and conditions allow. Planting can occur at various times of the year if weather and species permit.

B. Installation Time Periods:

1. Street tree plantings will normally take place during two time periods per year. The first plantings will be in the spring, typically mid-April until the end of May. The other planting period occurs in the fall, approximately from Mid-October to early November.
2. Some tree species can only be transplanted in the spring for optimal establishment so these species will only be available once per year.
3. Evergreen trees (not an approved street tree, but may be planted in parks) should only be planted in the spring or summer to ensure establishment prior to freezing weather in the fall. Evergreens continue to transpire throughout winter so they should not be planted after October 1st since optimal establishment would not take place.

- C. Planting Permit: Property owners who wish to plant trees themselves in the City right-of-way must first complete a planting permit application (Appendix A). Upon completion, the City Forester will accept or deny this application following a site inspection and administer a planting permit for such plantings (Appendix B). Planting permit recipients must follow the tree planting procedures as outlined in Section III of these specifications.

- D. Recommended Street Tree Planting List: (Appendix E)

- E. Banned Tree List: (Appendix F)

II. DIGGERS HOTLINE AND LOCAL UTILITIES

Diggers Hotline and the local utility companies must be notified of all locations before any digging commences including planting, root repair, staking and stump removal. It takes three to ten days for the utilities to locate all facilities. This is required so that no underground utility facilities are damaged. This not only prevents the disruption of service to residents, but it also could prevent a serious accident to employees or property owners.

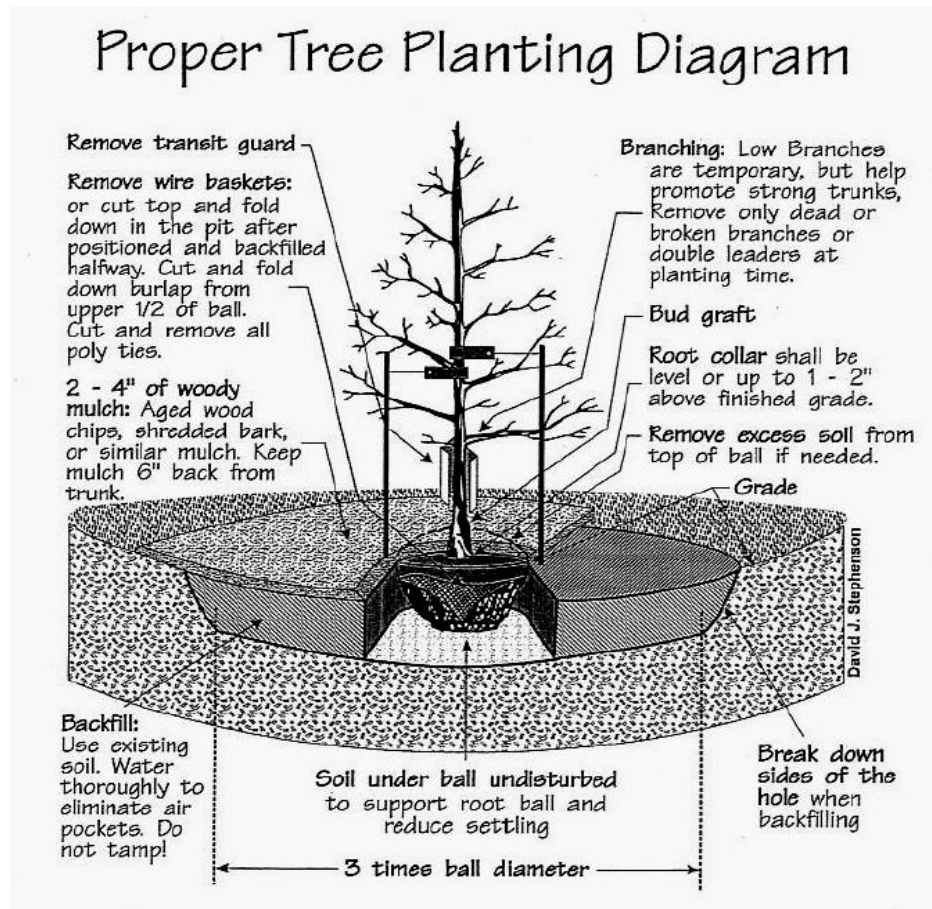
III. TREE PLANTING STANDARDS

- A. Condition and Recommended Varieties: All trees must be in healthy condition with evidence of vigorous growth during the previous year. Shade trees must have single trunks, with a dominant central leader, which will develop into a desirable crown. Ornamental trees may have multiple leaders, but only in areas of non-street right-of-ways. Varieties must be selected from the recommended tree planting list in Appendix E, unless prior approval is granted from the City Forester.
- B. Diameter of Tree Trunk: All trees planted along public streets must be of sufficient size to absorb the abuse and conditions common to street trees. Unless otherwise permitted for special reasons, the minimum size will be 1 1/4" diameter and may not exceed 3" diameter.
- C. Location: Generally all street trees shall be planted midway between the sidewalk and curb, following all guidelines listed below:
1. 30' in either direction from the street intersection
 2. 20' from a street light
 3. 10' from a driveway or carriage walk
 4. 10' from a fire hydrant
 5. 15' from man holes in terrace
 6. 10' from underground utility valves and t's
 7. 5' from adjacent property lines
 8. 25' from an approaching sign (front of sign)
 9. 10' from a non-approach sign (back side of sign)
- D. Parkway Width: No trees will be planted where the grassy terrace between the sidewalk and curb is less than 3 feet wide.
- E. Planting Depth: The planting depth is determined by root collar. All new plantings should be placed so that the root collar is even with the soil surface or slightly higher, where conditions and species favor the tree being slightly above grade.
- F. Spacing: All small trees will be planted a minimum of 25' apart. Medium trees will be spaced a minimum of 30' - 35' apart and large trees will be spaced a minimum of 35'-40' apart. Greater spacing may be needed depending on each species mature form.
- G. Transplanted Trees: When digging and planting trees bare root, care must be taken to prevent unnecessary injury to roots. All broken roots should be pruned. When digging balled and burlap trees, the following guide should be used to determine the diameter of the ball:

<u>Tree Diameter</u>	<u>Root Ball Diameter</u>	<u>Approximate Root Ball Weight</u>
1 1/2"	22"	270#
2"	24"	350#
2 1/2"	28"	625#
3"	32"	850#
4"	38"	1250#
5"	46"	2500#

H. Tree Planting Procedures:

1. Select the right tree for the right place:
 - a. Carefully review all aspects of the site.
 1. How much physical space is available above ground and below ground? Will the tree you want fit within this space at maturity? Don't plant a tree that will grow to a large size under power lines.
 2. Closely review the soil. Find out about the ability of moisture to drain through the soil. What is the pH?
 3. Consider environmental factors such as exposure to the sun, drying winds, and pollution.
 - b. Choose a tree species that matches, or is adaptable, to the growing conditions you have found during the site analysis.
2. Select a healthy tree from a reputable nursery.
 - a. Avoid plants that have damaged or broken twigs, branches, trunk, and/or roots.
 - b. Is the tree well anchored in the pot or burlap root ball?
 - c. Don't buy plants that look unhealthy and have dried out roots.
3. Plant the tree properly. The following is a diagram of proper installation for a balled and burlapped tree. Potted or bare root trees require similar steps with minor differences.



Wisconsin Dept. Of Natural Resources - Oct. 2000

- a. Prepare the site by digging a hole equal to the depth of the root ball/system and three times as wide. Digging too deeply can cause settling of the root system.
 - b. Find the root collar and plant the tree even or slightly higher than this point.
 - c. Remove at least ½ of the wire basket and burlap from the top part of the ball on balled and burlapped trees. On either balled and burlapped or bare root trees, cleanly prune any torn, jagged or broken roots.
 - d. Use the soil removed from the hole as backfill. As a general rule, you should not add any amendments to the backfill. Discard any rocks, sod, and large objects from the soil before backfilling.
 - e. Water the soil thoroughly to remove air pockets. Don't pack the soil down (water will do this naturally with the help of gravity). Fill in any voids with more soil after watering.
 - f. Create a mulch bed using wood chips that extends approximately 6" from the trunk outward to at least the drip line of the canopy to a depth of 3-4". (Don't pile the woodchips up around the trunk!)
 - g. Stake the tree only if it will not remain upright in a moderate wind.
 - 1. If you must stake, use a soft, wide belt-like material when supporting the tree to avoid injuring the bark.
 - 2. Trees need to move in the wind. Make sure there is some play in the support system to allow the trunk to sway without being uprooted.
 - 3. Check tree following one (1) year and remove stakes if tree is stable.
 - h. Wrapping the trunk is not necessary. If rodent damage is a concern, place a plastic tile tree protector around trunk.
 - i. Prune any broken, dead, or dying limbs without damaging the branch collar at the time of planting. Routine pruning to train branching structure should be started one year after planting. Do not use pruning paint or wound dressing on the pruning cuts.
 - j. Wait until one year after planting to fertilize, if needed.
 - k. Diggers Hotline and the local utility companies must be notified of all locations before any digging occurs.
- I. Additional Care: Additional care should be given to newly planted trees in the following years, including pruning, mulching and fertilizing as needed.

IV. MAINTENANCE OF NEWLY PLANTED TREES

- A. Fertilization & Amendments: Fertilization of newly planted trees in the first year is not recommended. Typically a tree can be fertilized once it has become established, usually 2 or 3 years after planting. Fertilization is typically applied in spring or fall. Sulfur may be applied to bring down soil pH and provide an environment for trees to take up of some nutrients that aren't available in some soils. In addition to general fertilization or sulfur treatments, a micronutrient fertilizer may be used to supplement some specific deficiencies.
- B. Mulching: A layer of wood chip mulch around the drip line of the tree will help conserve the soil moisture, help protect the tree from lawn mower damage, and reduce competition from grass for nutrients and moisture. It will also decompose over the years to provide nutrients, organic matter, and to improve soil structure. Mulch should not be piled around the trunk, most specifically known as "mulch volcanoes". A pile of mulch at the base of trees provides a home for small rodents that may chew bark and can cause damage to the trunk. Mulch holds moisture by the trunk promoting fungal problems and it provides protection for insect pests that could cause structural damage. Mulch belongs on the ground, not on trees!
- C. Tree Pruning: No pruning should occur at the time of planting. Pruning at this time will reduce the amount of stored energy that the tree contains and could cause added stress to the tree. The exceptions to this rule are the pruning of any broken, dead, or dying limbs without damaging the branch collar at the time of planting. Routine pruning to train branching structure should be started one year after planting and continue every 3rd year for the first 15 years. Do not use pruning paint or wound dressing on the pruning cuts.
- D. Tree Staking: Stake only trees that will not stand in a moderate wind. If staking is required, use soft, wide bands of nylon strap, carpet, or canvas to support the tree. Make sure that the tree has a small amount of room to move. **It is advisable to never use garden hose with wire through it to go around the tree trunk.**
- E. Tree Wrapping: Is not normally necessary and should be avoided.
- F. Tree Guards: Plastic tree guards may be put on for winter protection from rodents. The guards should be removed in early spring to avoid damage to the tree.
- G. Watering: The City waters all trees at the time of planting. Following planting, the City requests that the homeowner water the tree for at least the first three years and in any period of dry weather thereafter. Trees and shrubs require 1" of water per week for optimal growth and maintenance.

V. PRUNING

STREET TREE PRUNING PLAN AND POLICY: The City of De Pere is divided into 10 different management units for management, maintenance, and increased efficiency by reducing crew travel time. To establish an orderly way of pruning street trees for an appearance of uniformity and tree health, a "Rotation Prune Schedule" is in operation.

- A. Training Pruning (Trees up to 15 years of age) – These trees are pruned on a rotation of every three years after planting for the following reasons:
 1. Develop a central leader
 2. Raise the crown
 3. Establish good branch structure
 4. Eliminate poor branch angles
 5. Heading of temporary branches
 6. Remove damaged, dead, or diseased branches
- B. Routine Pruning (Trees older than 15 years old) – Routine pruning of mature trees on a 6 year cycle. With this pruning system, street trees are thoroughly pruned for low hanging branches, deadwood, and clearance of branches overhanging buildings. Class II type pruning will be used in most cases, which is standard pruning. The selective removal of plant parts for specific reasons, such as:
 1. Policy: See Above.
 2. Sanitation: Remove dead, dying, or diseased branches.
 3. Traffic Clearance: Provide for 12' minimum over sidewalks and at least 14' over streets, along with providing a clear line of site to street signs and intersections.
 4. Light Clearance: Remove sufficient branch wood to allow adequate street lighting pattern on pavement.
 5. Tree Structure: Remove interfering branches and those that form weak branch unions. Prune for proper balance around the tree and proper branch spacing to equalize wind resistance and weight.
 6. Storm Damage Repair: Preserve as much of the tree as possible, and train new growth for the future.
 7. Building Clearance: Remove interfering branches extending over buildings, and a minimum of a 10' clearance from buildings.

VI. PRUNING SPECIFICATIONS

All specifications shall be in accordance with ANSI A300 Standards.

- A. Pruning Cuts
 1. All cuts should be made sufficiently close to the trunk or parent limb without cutting into the branch bark ridge or branch collar so that callus growth can readily start under normal conditions.
 2. Branches too large to support with one hand shall be precut (3 cut method) to avoid tearing or splitting of the bark. (See figure 1)
 3. Removal of dead branches shall have the final cut outside of the collar of live tissue.
 4. All limbs 4" in diameter or larger should be lowered to the ground by proper ropes when hazards are present on the ground.
 5. No more than 1/4 of the foliage on mature trees should be removed within one growing season.
 6. Heading cuts should consist of cutting the parent branch back to a lateral branch at minimum 1/3 the size of the parent limb.
 7. Topping of trees shall not be allowed. Topping consists of cutting a branch between lateral branches or pruning the parent limb to a lateral branch that is less than 1/3 the size of the parent limb.

B. Wound Treatment

1. Pruning paints and wound dressings shall not be used to cover pruning cuts. Research has shown that wound dressings do not improve wound closure and may actually promote disease at site of application. *The only exceptions to this rule are if oaks or elms need to be pruned in the months of banned activity (as seen in Section IX, DISEASE AND INSECT PROBLEMS); then anything over a 2" cut should be covered with pruning paint to discourage disease-carrying insects. Stumps should also be removed or covered for this same reason.
2. Repairing of bark wounds should only include the removal of loose bark, disturbing as little of the live tissue as possible, and using rounded edges.
3. Tree cavities shall not be filled with concrete, bricks, wire, or any other non-flexible substances. If cavity filling is required, expandable foam should be used.

C. Miscellaneous Specifications

1. Climbing spikes or spurs shall not be used during pruning operations.
2. Vehicle and pedestrian warning devices shall be properly placed prior to any tree work being performed.
3. On thin bark species, just enough limbs are to be removed to obtain necessary results. Sucker growth can result from too much pruning.
4. All girdling roots visible to the eye, where practicable, should be treated with one of the following: Cutting of the root at either end, notching of the root in center with chisel, or removing the root without injury to bark or parent stem.
5. All wires are to be considered as "HOT" or "LIVE"; any branches that are within 10' should not be pruned. All tree workers shall abide by clearance standards outlined in the ANSI Z133.1 Standards. Call the appropriate utility for assistance if necessary. Any branches that accidentally fall against or hang on wires must be removed by the appropriate utility.
6. All cabling, bracing and lightning protection shall be in accordance with ANSI A300 Standards.
7. Chainsaws shall be handled in an appropriate manner and as directed in the newest revision of ANSI Z133.1.

- D. Tree Work Permit: Property owners who wish to remove, maintain or protect trees themselves in the City right-of-way, must first complete a tree work permit application (Appendix C). Upon completion, the City Forester will accept or deny this application following a site inspection and administer a tree work permit (Appendix D). Tree work permit recipients must follow the procedures as outlined in Section VI of these specifications.

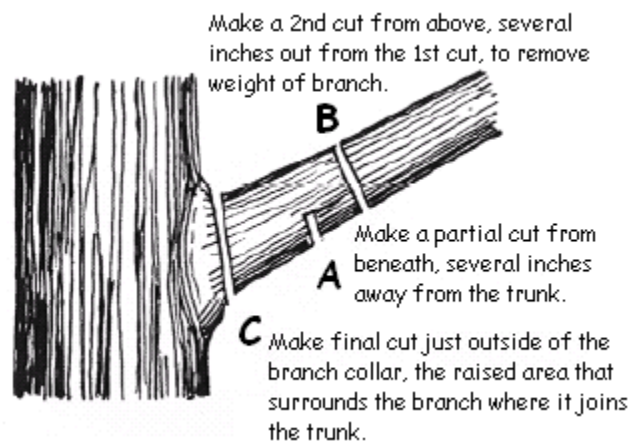


Figure 1

Tree City USA Bulletin #2

VII. PRUNING OPERATIONS

A. Section Pruning:

1. The City is divided into 10 management units. Trees will be pruned on the appropriate cycle (3 or 6 year) depending on age. All public trees are to be inspected at the time of pruning and appropriate maintenance will be performed if needed.
2. Vehicle and pedestrian traffic must be adequately warned and controlled during operations.
3. Trees found to be in unsafe condition and/or require major repair or maintenance are to be reported immediately to the City Forester.
4. All residents and pedestrians are to be treated with respect and courtesy at all times, regardless of conditions.
5. At the end of each working day, all limbs, branches, twigs, and debris shall be cleaned up before leaving work area.
6. No equipment shall be left at the work site overnight.
7. Report all unusual situations or conditions to the City Forester.
8. Update tree inventory.

B. Spot & Request Pruning:

1. Pruning for special purpose: Safety, light clearance, traffic clearance, building clearance, house moving, and construction. These are special assignments and should be handled as such.
2. Whenever possible, contact with adjoining property owner should be made before work is assigned. Exceptions may include pruning for immediate public safety, storm damage or construction.
3. Homeowner requests for pruning will be inspected by the City Forester and appropriate maintenance will be scheduled at earliest available time.

VIII. TREE PROTECTION

A. Bridging, Tunneling, Drilling, Etc.: The protection of trees shall involve bridging, tunneling, drilling or boring underneath the existing trees. The surface area directly adjacent to the tree shall not be disturbed under the following guidelines (where DBH = diameter at breast height):

1. 3" DBH trees or less - three feet on either side of tree with a minimum three foot depth
2. 3" to 8" DBH trees - six feet on either side of tree with a minimum three foot depth
3. 8" to 14" DBH trees— eight feet on either side of tree with a three foot minimum depth
4. 14" to 19" DBH trees – ten feet on either side of tree with a three foot minimum depth
5. 19" DBH trees + - fifteen feet on either side of tree with a three foot minimum depth

B. Depositing Material Near Trees: No person shall place and maintain upon the ground in a public street or right-of-way of the City of De Pere any soil, stone, cement, lumber, or other substance or material which shall impede the free passage of water and air to any tree or shrub without leaving an open space of ground outside of said tree or the base of said shrub of an area as is determined in Section A above. Before depositing any such materials near to trees or shrubs, the person so depositing said material shall place such guards around the trees and shrubs as shall effectively prevent injury to them.

C. Moving of Buildings: The property owner shall notify the City Forester at least 48 hours in advance of moving any buildings. If any pruning is necessary as the building is being moved or if any plant material is required to be relocated, the City Forester will coordinate the activity and the property owner will incur the costs. Should such pruning or relocating cause the death of such plant material, the property owner shall replace the same at his/her expense.

D. Root Care: Exposed tree roots shall be covered with backfill as soon as possible following curb and gutter removal. Torn, jagged or broken roots should be cleanly cut with approved root pruning equipment.

E. Sidewalk, Driveway, and Curb and Gutter Removal:

1. Caution should be used during removal to avoid any unnecessary damage to the tree or its root system.
2. Roots requiring removal shall not be cut by means of mechanical root cutting machines. If root removal is essential, roots shall be manually cut with sharp hand implements.
3. Root systems on the sidewalk or driveway side of the tree shall be cut no deeper than 9 inches below the finished grade of the new walk and not more than 4 inches from the edge of the new walk or driveway.
4. Root systems on the curb side shall be cut not more than 4 inches behind the back of the new curb and not more than 21 inches in depth when constructing new curb and gutter.

F. Tree Replacement: The City Forester may remove and replace, at the contractor's expense, any tree(s) and/or shrub(s) that has/have been excessively damaged due to construction activities.

G. Trunks and Lines:

1. At least 48 hours before start of construction, the contractor shall contact the City Forester or engineer to discuss problems with overhanging branches that might be damaged in spite of his/her exercising care in construction.
2. Tree trunks shall be enclosed with wood slats, rubber tires, or snow fence wired in place where contractor's operation may scar the trunk or compact the root zone of the tree. The contractor shall exercise care to assure tree trunks, limbs, and roots are not damaged by its operation.
3. Damage to branches of the trees due to contractor's negligence will be repaired by the City Forestry Division and may be billed to the contractor by the Parks, Recreation, and Forestry Department.

IX. DISEASE AND INSECT PROBLEMS

- A. Dutch Elm Disease: Dutch Elm Disease is caused by the fungus *Ceratocystis ulmi* attacking American elms by infecting the water carrying xylem vessels resulting in wilting and eventual death of the tree. Spread of this disease is either via root grafts or from overland spread via sap feeding elm bark beetles. Stopping the spread is virtually impossible; however, sanitation and removal of dead elms to try and prevent the spread where practical can limit or slow the spread of the disease. Wood from infected trees should either be debarked or destroyed to prevent further spread to new areas. Pruning of all American elms is prohibited in the City of De Pere from **April 1 to September 1**.
- B. Gypsy Moth: The gypsy moth is an exotic insect that feeds on leaves of trees and shrubs and can defoliate many species, most especially oaks. The City of De Pere has been monitoring their numbers and has worked with the WDNR to aerial spray *Bacillus thuringiensis kurstaki* (Btk) on high population areas since 2002. This is a cost share program in which the City is reimbursed a portion of the money spent in monitoring and spraying for the gypsy moth. This insect has become established in our area and we will need to continue to monitor and control pockets of higher populations for a long time. The Forestry Division also applies Golden Natural Pest Spray Oil to egg masses on public trees and burlaps those same trees during the caterpillar stage to aid in the control of the gypsy moth.
- C. Oak Wilt: The City of De Pere has an Oak Wilt Policy that imposes a ban on the pruning or wounding of any Oak trees growing within the City limits during the period from **April 1 to September 1**. This ban is necessary to prevent the further spread of Oak Wilt Disease, which can be spread by sap feeding Picnic Beetles.

- D. **Emerald Ash Borer:** The Emerald Ash Borer (EAB) is an exotic beetle from Asia that has become established in a majority of the states east of the Mississippi and causes damage to all ash (*Fraxinus spp.*) trees. The larvae of the EAB feed in the cambium between the bark and the wood, producing galleries that eventually girdle the branches and/or trunk and in effect kill the tree. In July and October of 2016 the City identified our first cases of Emerald Ash Borer in De Pere. Research has shown that if an infestation breaks out within 15 miles of your property you may reasonably choose to treat your trees. There are numerous options available to you – you can treat yourself with various products (if your tree is less than about 47 inches in circumference [i.e., 15 inches in diameter at breast height (DBH)]) or you can have a professional treat your trees (for trees typically over that size). If you choose to do nothing, unfortunately the ash in your yard are likely to succumb to EAB.

X. NUISANCE TREES

- A. **Nuisance Tree Policy:** Governed by the City of De Pere Ordinance Chapter 78, Nuisances.
- B. **Hazardous Tree Policy:** See Section XI. Tree Removal Policy, subsection A. Reason for Removal.

XI. TREE REMOVAL POLICY

- A. **Reason For Removal:**
1. Trees located in the City right-of-way, parks, and other public properties are removed only when they are dead, dying, dangerous or condemned (due to insect, disease, storm damage, or construction). The City Forester will make a determination for removal based on a tree evaluation and/or examination from field crews. The cost of removal will be assumed by the City of De Pere.
 2. The City Forester will determine public trees that must be removed due to street reconstruction and the City of De Pere or that same reconstruction project funding shall assume cost of said removals.
 3. Damage to any public tree that is determined, by the City Forester, to require removal may be assumed by and charged to the individual causing damage, if known.
 4. Property owner requests for the removal of any public tree will be evaluated and a determination made by the City Forester and/or the Parks, Recreation & Forestry Director. The decision can also be appealed to the Board of Park Commissioners at the next regularly scheduled meeting.
 5. The City Forester will determine the removal of any undesirable tree species.
- B. **Safety Standards:** All safety standards shall be in accordance of, but not limited to, ANSI Z133.1 Standards. Proper PPE shall be worn at all times while performing tree work.
- C. **Site:**
1. Check location and description of tree on work order before starting removal.
 2. Vehicle and pedestrian traffic must be adequately warned and controlled prior to and during removal operations according to the Work Zone Safety manual.
 3. If both lanes of traffic are to be closed in the removal operations, the Public Works Director, Police, and Fire & Rescue must be notified prior to work commencing.
 4. Note the locations of overhead power lines, utilities, homeowner obstructions, etc. and avoid or take necessary precautions to work around.
 5. All residents and pedestrians are to be treated with respect and courtesy at all times, regardless of conditions.
- D. **Removal Procedure:**
1. The tree shall be removed using the safest and most efficient arboricultural procedures.
 2. All precautions shall be made to prevent damage to any public or private property. A walk around should be conducted before hand to determine any preexisting conditions, problems

- or concerns. Any damage that occurs should be reported to the City Forester immediately.
- 3. To avoid damage to property below, any limb that cannot be appropriately controlled while being cut off shall have a rope or ropes attached.
- 4. No equipment shall be left at the work site overnight.
- 5. Climbing spikes or spurs may be used **only** during the removal of a tree.

E. Clean Up:

- 1. At the end of each working day, all limbs, branches, twigs, and debris shall be cleaned up before leaving work area.
- 2. Any wood generated from the removal process can be offered to the property owner at the location where the tree is being removed providing:
 - a. The wood is placed off of the right-of-way.
 - b. The City employee is not to perform extra work for said property owner (i.e. cutting wood into firewood size pieces, stacking wood, etc.)
- 3. If the property owner does not want the wood, then any wood remaining shall be hauled to the City of De Pere compost site prior to the end of the following day, unless circumstances dictate removal on that same day. Large, oversized wood will be hauled on the day of the removal. All wood to be transported, unless in an enclosed box, shall be tied or strapped down to prevent movement.
- 4. At no time is wood to be left in the street or right-of-way without safety cones.
- 5. Report all unusual situations or conditions to the City Forester as soon as possible.

XII. STUMP REMOVAL PROGRAM

The City of De Pere's stump removal program consists of removal of stumps where trees were formally standing on the street right-of-way, in City Parks or on other public property within the City.

- A. Underground Utilities: Diggers Hotline shall be contacted at least 3 days prior to any stump grinding operations.
- B. Stump Removal Operations:
 - 1. This operation will be performed by qualified City of De Pere employees or will be contracted out to a professional service.
 - 2. All precautions shall be made to limit flying debris and damaging private property.
 - 3. All stumps are to be removed completely or to a depth of 18", whichever is reached first.
 - 4. All surface roots and mounded turf shall be ground down to final grade for a 10' radius around the stump.
 - 5. Any stump grindings and holes that are not immediately cleaned up should be barricaded or coned to alert vehicles and pedestrians of a hazardous situation.
- C. Stump Clean Up Operations:
 - 1. All of the debris generated from stump grinding operations located outside of hole and at least ½ of the debris in the hole shall be removed from the site.
 - 2. Topsoil is placed in hole and graded to a finish grade.
 - 3. Initial seeding of the area is to be done by the City and it is the responsibility of the property owner to water and establish the grass in these locations.

XIII. STREET TREE EVALUATION AND ASSESSMENT PLAN

Street trees are recommended, at a minimum, to have an annual inspection to evaluate their condition regarding public safety. Inspections can often identify repairable problems that left unchecked could lead to tree decline or failure. Inspecting will be accomplished during regular Forestry maintenance operations, during a windshield survey by the City Forester and as a walking survey in areas of increased risk. This will be done on a yearly basis. The documentation will be both a page indicating all City trees were inspected and a list detailing each street that may require closer inspection. The

documentation will be signed and dated by inspecting personnel and supervisor. The age, species, and condition of a tree or trees may deem them necessary to provide more frequent inspections.

XV. INTER DEPARTMENTAL COORDINATION AND COOPERATION

- A. Due to the complex nature and often conflicting interrelationships between living plants such as trees, shrubs and turf; and public improvements such as streets, sidewalks and underground facilities; it is recognized that there is a need to manage both plants and improvements in a manner that will minimize conflict and maximize the benefits to be realized from each.
- B. Therefore, it is hereby declared to be the intent of the City of De Pere, Wisconsin that there shall exist at all times, a policy of open communication and coordination between the various departments and divisions of city government regarding the management, installation and maintenance of the plants or improvements for which they are each responsible.

Appendix A

CITY OF DE PERE

TREE PLANTING PERMIT APPLICATION

As required by Ordinance # 30-8

A planting permit is required before planting any tree within the City Right-of Way. This is the area from the curb to the back of the sidewalk (or where the sidewalk would be). The location of the sidewalk can often be seen in the driveways. If you are unsure please contact the City Forester.

The City Forester MUST approve tree species and location prior to any planting in the City right-of-way.

Site Address: _____

Name of Applicant: _____

Street Address: _____

City-State-Zip: _____ Phone: _____

Estimated date of planting _____

Species of tree(s) to be planted (choose from recommended street trees on back page).

Specific location of tree(s) to be planted (i.e. number of feet from property line or driveway, left or right side, etc.) NOTE: Trees shall be planted ½ the distance from the curb to the street side of the sidewalk. No trees will be planted in a terrace that is three feet or less in width.

Number of trees to be planted (using guidelines found in Section III) _____

Diameter (caliper) at 6" above the ground line of the tree(s) to be planted. (1.25"–3") _____

Signature of Applicant: _____ Date _____

PLEASE RETURN TO: **CITY OF DE PERE**
 Attn: City Forester
 925 S. Sixth Street
 De Pere, WI 54115

GUIDELINES: *(keep for your records)*

- ❖ **There are tree restrictions!** Please see “Recommended and Banned Street Tree Planting Lists”, Appendix E & F in the Standards and Specifications.
- ❖ Trees must be single stem form. No multi-stem specimens will be allowed.
- ❖ Species selection should be based on surrounding space, soil type and microenvironment.
- ❖ Minimum Clearances:
 - 30' in either direction from the street intersection
 - 20' from a streetlight
 - 10' from a driveway or carriage walk
 - 10' from a fire hydrant
 - 15' from manholes in terrace
 - 10' from underground utility valves and t's
 - 5' from adjacent property lines
 - 25' from an approaching sign (front of sign)
 - 10' from a non-approach sign (back side of sign)
- ❖ All trees shall be planted in the center of the terrace, ½ the distance between the curb and the street side of the sidewalk (or where the sidewalk would be).
- ❖ The City Forester will mark the planting location with a wooden stake or a paint mark in the terrace.
- ❖ Minimum caliper size is 1.25” at 6” above the root collar.
- ❖ Trees shall be planted with root collar at grade; contact City Forester for proper tree planting procedures.
- ❖ Trees shall be mulched to a depth of 2 - 4” and a diameter of 5’ with wood mulch following planting. Mulch shall not be mounded around the tree trunk.
- ❖ If trees need to be staked for stability please contact the City Forester.
- ❖ Plastic trunk protectors can be obtained from the City free of charge for street trees.
- ❖ Obtain a “post planting care” informational handout from the City Forester following tree planting.
- ❖ Trees become the property of the City of De Pere following planting and will be maintained by the City for the life of the tree.

**Before you dig please call
Diggers Hotline 1-800-242-8511**

Appendix B

CITY OF DE PERE

RIGHT-OF-WAY PLANTING PERMIT

As required by Ordinance # 30-8

Permit No. _____

Site Address: _____

Name of Applicant: _____

Street Address: _____

City-State-Zip: _____ Phone: _____

Approved: _____

Tree Species 1. _____

2. _____

Quantity _____

Location of Planting _____

Tree Caliper _____ inches

Comments _____

Allowable Planting Period

From _____ to _____ 20____

Denied: _____

Reason for Denial: _____

If work is not completed within this allowable planting period, and planting is still desired, another planting permit must be obtained.

City Forester_____
Date

Appendix C

CITY OF DE PERE

TREE WORK PERMIT APPLICATION

As required by Ordinance # 30-8

A permit is required before removing, maintaining or protecting any tree within the City Right-of-Way or parkland areas. A City ROW is typically the area from the curb to the back of the sidewalk (or where the sidewalk would be). The location of the sidewalk can often be seen in the driveways. If you are unsure please contact the City Forester.

The City Forester MUST approve tree removal, maintenance or protection prior to any work in the City right-of-way.

Site Address: _____

Name of Applicant: _____

Street Address: _____

City-State-Zip: _____ Phone: _____

Estimated date of work: _____

Location of proposed work (if different from above): _____

Briefly describe the proposed work to be done (attach any blueprints): _____

Work to be done by whom: _____

Signature of Applicant: _____ Date _____

PLEASE RETURN TO: CITY OF DE PERE
Attn: City Forester
925 S. Sixth Street
De Pere, WI 54115

Appendix D**CITY OF DE PERE
WORK PERMIT**

As required by Ordinance # 30-8

Permit No. _____

Site Address: _____

Name of Applicant: _____

Street Address: _____

City-State-Zip: _____ Phone: _____

Approved: _____ Tree Species and Nature of Allowable Work _____

Location of Work _____

Additional Comments, Directions or Restrictions _____

Allowable Work Period

From _____ to _____ 20____

Denied: _____ Reason for Denial: _____

If work is not completed within this allowable period and is still desired, another work permit must be obtained.

City Forester_____
Date

Appendix E

Recommended Street Tree Planting List

(Other cultivars/varieties may be acceptable upon City Forester approval)

SMALL TREES (30' Maximum Height) - Acceptable trees for terraces w/overhead power lines and/or if terrace is 3-5 feet wide. These can be planted in wider terraces.

<u>Scientific Name</u>	<u>Common Name</u>	<u>Cultivars</u>
<i>Acer ginnala</i>	Amur Maple (Tree Form)	
<i>Acer platanoides</i>	Norway Maple	'Crimson Sentry', 'Globosum'
<i>Acer tataricum</i>	Tartarian Maple	
<i>Amelanchier canadensis</i>	Serviceberry	'Autumn Brilliance'
<i>Carpinus caroliniana</i>	American Hornbeam/Musclewood	
<i>Crataegus crusgalli</i> var. <i>inermis</i>	Cockspur Thornless Hawthorn	
<i>Ginkgo biloba</i>	Ginkgo (male)	'Saratoga'
<i>Maackia amurensis</i>	Amur Maackia	
<i>Malus spp.</i>	Flowering Crab	'Bob White', 'David', 'Sugar Tyme', 'Prairiefire', 'Snowdrift', 'Spring Snow', (other cultivars/varieties upon approval)
<i>Ostrya virginiana</i>	Ironwood	
<i>Prunus cerasifera</i>	Newport Plum	
<i>Prunus nigra</i>	Princess Kay Plum	'Princess Kay'
<i>Prunus virginiana</i>	Canada Red Chokecherry	'Canada Red'
<i>Syringa pekinensis</i>	Peking Tree Lilac	'China Snow', 'Summer Charm'
<i>Syringa reticulata</i>	Japanese Tree Lilac	'Ivory Silk', 'Summer Snow'

MEDIUM TREES (30' - 45' Maximum Height) - Acceptable trees for terraces that are 5-6 feet wide. These can be planted in wider terraces if desired. Some species may also be acceptable under power lines.

<i>Acer platanoides</i>	Norway maple	'Cleveland', 'Columnar', 'Crimson King', 'Royal Red'
<i>Acer truncatum x platanoides</i>	Shantung Hybrid Maple	'Norwegian Sunset', 'Pacific Sunset'
<i>Corylus colurna</i>	Turkish Filbert	
<i>Phellodendron amurense</i>	Amur Cork Tree	'Macho', 'Shademaster'
<i>Pyrus calleryana</i>	Callery Pear	'Aristocrat', 'Autumn Blaze', 'Bradford', 'Cleveland Select', 'Chanticleer', 'Red Spire'
<i>Sorbus alnifolia</i>	Korean Mountain Ash	

LARGE TREES (50' Minimum Height) - Acceptable trees for terraces of 6 feet and wider.

<i>Acer x freemanii</i>	Freeman Maple	'Armstrong', 'Autumn Blaze', 'Celebration', 'Marmo', 'Sienna Glen'
<i>Acer miyabei</i>	State Street Maple	'State Street'
<i>Acer platanoides</i>	Norway Maple	'Crystal', 'Deborah', 'Emerald Lustre', 'Emerald Queen', 'Schwedleri', 'Superform'
<i>Acer saccharum</i>	Sugar Maple	'Green Mountain', 'Fairview', 'Goldspire', 'Legacy'
<i>Aesculus hippocastanum</i>	Horsechestnut	'Baumannii', 'Ruby Red'
<i>Celtis occidentalis</i>	Hackberry	'Prairie Pride', 'Windy City'
<i>Cercidiphyllum japonicum</i>	Katsuratree	
<i>Eucommia ulmoides</i>	Hardy Rubber Tree	
<i>Fraxinus mandshurica</i>	Manchurian Ash	
<i>Ginkgo biloba</i>	Ginkgo (male)	
<i>Gleditsia triacanthos</i>	Thornless Honeylocust	
<i>Gymnocladus dioica</i>	Kentucky coffeetree	
<i>Liriodendron tulipifera</i>	Tuliptree	
<i>Tilia americana</i>	American Linden	
<i>Tilia cordata</i>	Littleleaf Linden	
<i>Tilia tomentosa</i>	Silver Linden	
<i>Ulmus x</i>	Hybrid Elm	

'Mancana'
'Autumn Gold', 'Magyar', 'Princeton Sentry'
'Imperial', 'Moraine', 'Shademaster', 'Skyline',
'Sunburst'
'Espresso', 'Prairie Titan'

'Redmond', 'Sentry'
'Fairview', 'Glenleven', 'Greenspire', 'Prestige'
'Sterling Silver'
'Accolade', 'Frontier', 'Homestead', 'New
Horizon', 'Pioneer', 'Prospector', 'Regal',
'Triumph', 'Valley Forge'

Appendix F

Banned Street Tree Planting List

Nuisance Species – banned from planting in the right-of-way

<u>Scientific Name</u>	<u>Common Name</u>	<u>Reason</u>
	All Evergreen & Coniferous Species	Obstruct visibility
<i>Acer negundo</i>	Boxelder	Weak wooded, attracts boxelder bug
<i>Salix spp.</i>	All Willow Species	Weak wooded, diseased foliage
<i>Juglans nigra</i>	Black Walnut	Undesirable and large fruit
<i>Populus spp.</i>	Cottonwood, Poplar	Weak wooded, heaves pavement, heavy seed crop
<i>Ginkgo biloba</i>	Ginkgo (female)	Messy and smelly fruit
<i>Robinia pseudoacacia</i>	Black Locust	Weak wooded, thorns, spread from root suckers

Undesirable Species – unacceptable for planting in the right-of-way

<u>Scientific Name</u>	<u>Common Name</u>	<u>Reason</u>
<i>Acer rubrum</i>	Red Maple	Intolerant of alkaline soils
<i>Acer saccharinum</i>	Silver Maple	Weak wooded, heaves pavement, heavy seed crop
<i>Betula spp.</i>	Birch	Susceptible to insect & disease, intolerant of disturbed sites, iron chlorosis
<i>Carya spp.</i>	Hickory	Littering fruit
<i>Catalpa spp.</i>	Catalpa	Littering fruit
<i>Fraxinus spp.</i>	Ash	Susceptible to insect infestations (EAB)
<i>Malus spp.</i>	Common Apple	Fruit tree
<i>Morus spp.</i>	Mulberry	Littering fruit
<i>Prunus serotina</i>	Black Cherry	Fruit tree
<i>Prunus spp.</i>	Garden Plum, Cherry	Fruit tree
<i>Pyrus communis</i>	Common Pear	Fruit tree
<i>Quercus species</i>	Oak	Undesirable acorn crops
<i>Sorbus americana</i>	American Mountain Ash	Susceptible to disease & fungal rot, heavy fruit set
<i>Sorbus aucuparia</i>	European Mountain Ash	Susceptible to disease & fungal rot, heavy fruit set
<i>Ulmus parvifolia</i>	Chinese Elm	Weak wooded
<i>Ulmus pumila</i>	Siberian Elm	Weak wooded



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 18, 2019

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consider postponing Southwest paving project till 2020.

In the 2019 budget, \$16,000 was approved to address the entrance area of Southwest Park. After discussing and researching the project with our Engineering Department, we do not believe the budgeted amount is adequate to address the needs of the area. I have included a sample diagram of what is being proposed and the cost estimate provided by our Engineering Department.

Because the project is not a safety issue or concern, we would not recommend asking the City Council for additional funding to complete this year. Instead, staff recommends postponing the project till 2020 so we can ask for additional funds in our 2020 Budget process. Another option the Park Board may consider is eliminating the project entirely.

ATTACHMENTS:

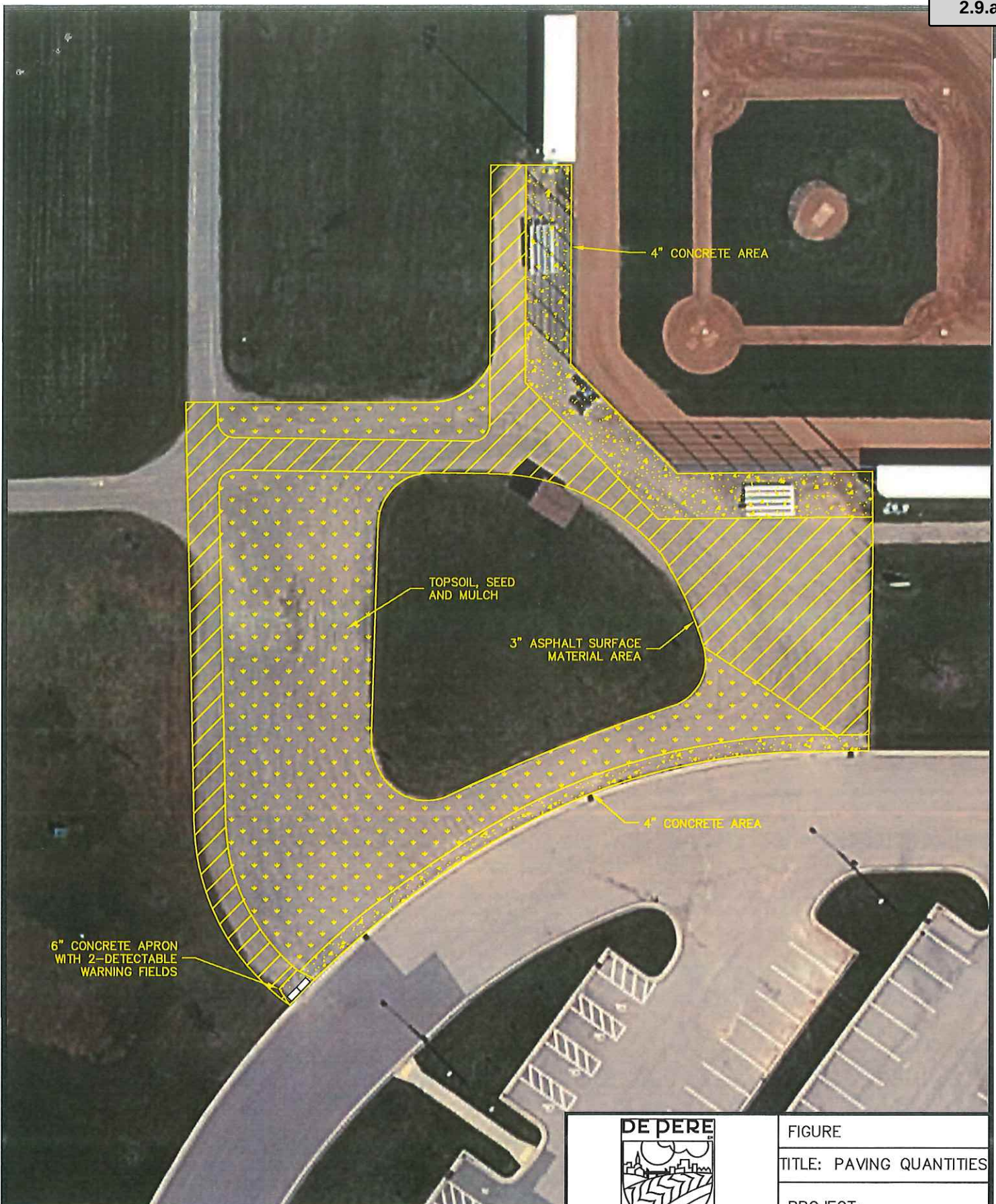
- Southwest Paving.estimate and plan (PDF)

City of De Pere
2019 SOUTHWEST PARK PAVING-OPTION 3
April 2, 2019

Item #	Bid Item	Unit	Bid Amount	Unit Price	Total
STREET AND DRAINAGE					
SD-##	6-Inch Concrete Pavement	SY	10	\$70.00	\$700.00
SD-##	4-Inch Concrete Pavement	SY	390	\$60.00	\$23,400.00
SD-##	3" Asphaltic Concrete Pavement (Surface)	TONS	155	\$70.00	\$10,850.00
SD-##	Landscaping – Topsoil, Seed, Fertilizer and Mulch	SY	1125	\$ 5.00	\$5,625.00
SD-##	Detectable Warning Fields	EA	2	\$300.00	\$600.00

Probable Construction Cost	\$41,175.00
Engineering	\$0.00
Contingency	\$2,100.00
Probable Project Cost	\$43,275.00

Attachment: Southwest Paving.estimate and plan (8103 : Consider postponing Southwest paving project till 2020.)



6" CONCRETE APRON
WITH 2-DETECTABLE
WARNING FIELDS

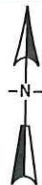
TOPSOIL, SEED
AND MULCH

3" ASPHALT SURFACE
MATERIAL AREA

4" CONCRETE AREA

4" CONCRETE AREA

AREA	SQUARE FOOT
6" APRON	57
4" CONCRETE	3,500
ASPHALT	7,700
TOPSOIL	10,133



0 20' 40'



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

FIGURE

TITLE: PAVING QUANTITIES

PROJECT:
SOUTHWEST PARK
PAVING

DATE: 4/2019
BY: KAD
CHECKED: EPR



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 18, 2019

DEPARTMENT: Parks, Recreation & Forestry

FROM: Don Melichar

SUBJECT: Approve Design for New Large Park Signs.

At last month's Park Board meeting the board asked that staff go back and determine cost difference in our park sign having the City Logo and not having City Logo. While we do not have estimates provided to us yet, we anticipate having them before the meeting and will bring them to the meeting for your review and consideration.

ATTACHMENTS:

- Memo to PB regarding Park signs 3-11-19 (DOC)
- Exhibit A and B - park signs (PDF)



Memorandum

To: Board of Park Commissioners

From: Don Melichar
De Pere Park Superintendent/City Forester

Re: Park Signs

Date: March 11, 2019

Issue: The Parks Department seeks the Park Board review and approval of appropriate font and look of all new large park signs moving forward.

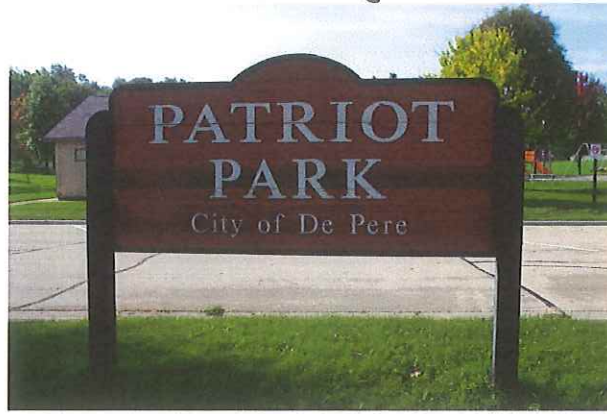
Summary: The Park Department would like to move forward with replacing the Optimist Park sign now that the City Branding Initiative is complete. A new logo and fonts were approved for use in City promotional materials. The Branding Committee put together several options for consideration and reviewed within their committee those options. The Committee as well as staff considered option #5 on Exhibit A as their preferred choice.

If you have any questions, please contact me at 339-8362.

Attachment: Memo to PB regarding Park signs 3-11-19 (8031 : Approve Design for New Large Park Signs.)

Exhibit A

Existing



#1



#2



#3



#4



#5



#6



Exhibit B

Existing



#1



#2



#3



#4



#5



#6





City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 18, 2019

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consider concept of an urban soccer facility.

ATTACHMENTS:

- Memo.Park Board. Urban Soccer (DOC)
- Legion.Potential sites (PDF)
- Patriot.Potential sites (PDF)
- VFW.Potential sites (PDF)



Memorandum

To: Board of Park Commissioners

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

Re: Mini-Soccer Field Facility

Date: March 21, 2019

Issue: Consider implementing a mini-soccer field facility within the City of De Pere. Alderperson Raasch has requested the Board of Park Commissioners consider supporting and constructing a mini-soccer field facility to benefit the youth and residents of our City.

What is a Mini-Soccer Facility – A Mini-Soccer Facility is simply a small sized soccer field aimed at fitting into urban areas that typically do not have large tracts of open space. The fields typically have side boards and nets to keep the ball in play, and the surface is typically constructed of artificial turf. The size of teams are typically adjusted to accommodate the size of the field with teams typically being 3-5 people.



Sample photo from www.urbansoccerpark.com

Cost – This is a difficult question to answer as there are many variables. Many questions would need to be asked and answered prior to having a firm cost to construct such a facility. A website (www.urbansoccerpark.com) advertises turnkey facilities suggesting a price of approximately \$140,000 for a 50'x90' lighted facility. As a best guess, a facility will cost somewhere between \$50,000 - \$200,000 depending on variables (location, lights, turf vs. grass, nets, type of boards, etc...).

Purpose/Value – Soccer and youth soccer in general is a very popular sport, and continues to grow in popularity. We currently offer several soccer fields that De Pere Rapides and De Pere Select use for their league play. We do not really have a soccer facility that can serve the general public in the same manner a tennis court or basketball court does. It is not likely (at least at this time) De Pere Rapides and Select Soccer would change their structure to schedule activities/leagues at the facility.

Attachment: Memo.Park Board. Urban Soccer (7982 : Consider concept of an urban soccer facility.)

However, the rise and popularity of soccer would likely make such a facility popular for the general public. I think there a very good possibility this facility would get used extensively.

Location – The intent of these facilities are to offer soccer in an urban setting where space is limited. In following this concept, we would try to focus the facility in the northern section of our City. Staff looked at our parks and felt that VFW, Legion and Patriot had possibilities of offering such a facility(s).

Next Steps – I would recommend the Board of Park Commissioners first debate the level of support for this type of facility within the City. If the Board feels the facility is something the City should offer, then the next layer of discussion would be to discuss the variables to the facility. Once the Park Board would establish a location and decide on variables of the facility, staff could research, determine a cost, and implement into our Capital Improvements Plan.\



Attachment: Memo.Park Board. Urban Soccer (7982 : Consider concept of an urban soccer facility.)

Legion Park - Urban Soccer Potential sites



Attachment: Legion.Potential sites (7982 : Consider concept of an urban soccer facility.)

DE PERE



This map was produced utilizing a variety of sources the City of De Pere reasonably believes are reliable, including GIS data, some of which was under development at the time this map was produced. The City of De Pere makes no warranty, either expressed or implied, including no warranty as to fitness for a particular use, of the information contained in or comprising this map.

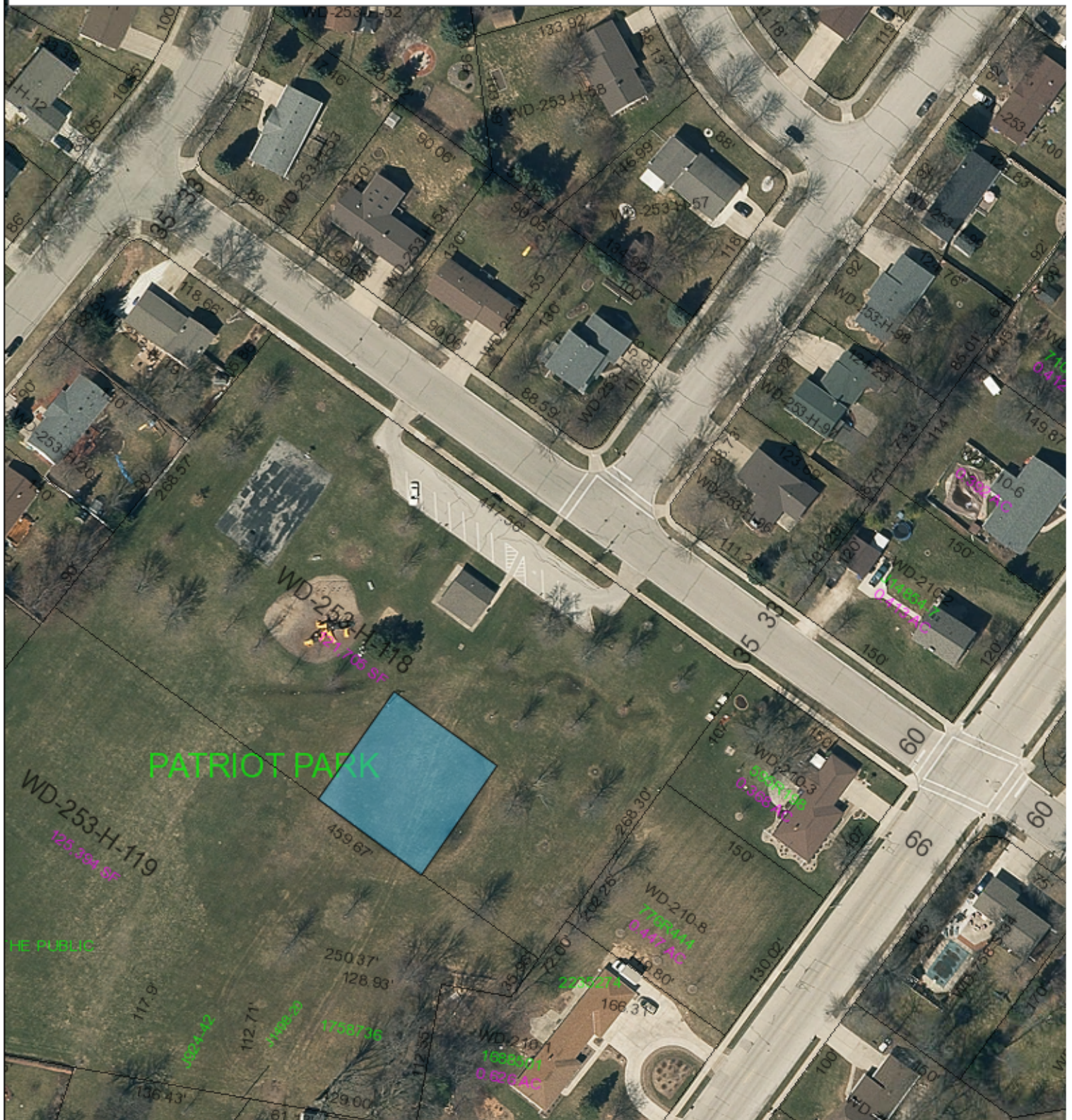
W

Map of De Pere, WI Provided By The De Pere Planning/GIS Department 2010

03/07/2019

Packet Pg. 89

Patriot Park - Urban Soccer Park site options



Attachment: Patriot.Potential sites (7982 : Consider concept of an urban soccer facility.)

DE PERE



This map was produced utilizing a variety of sources the City of De Pere reasonably believes are reliable, including GIS data, some of which was under development at the time this map was produced. The City of De Pere makes no warranty, either expressed or implied, including no warranty as to fitness for a particular use, of the information contained in or comprising this map.

W

Map of De Pere, WI Provided By The De Pere Planning/GIS Department 2010

03/07/2019

Packet Pg. 90

VFW Park - Urban Soccer site option



Attachment: VFW.Potential sites (7982 : Consider concept of an urban soccer facility.)

DE PERE



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W

Map of De Pere, WI Provided By The De Pere Planning/GIS Department 2010

03/07/2019

Packet Pg. 91



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 18, 2019

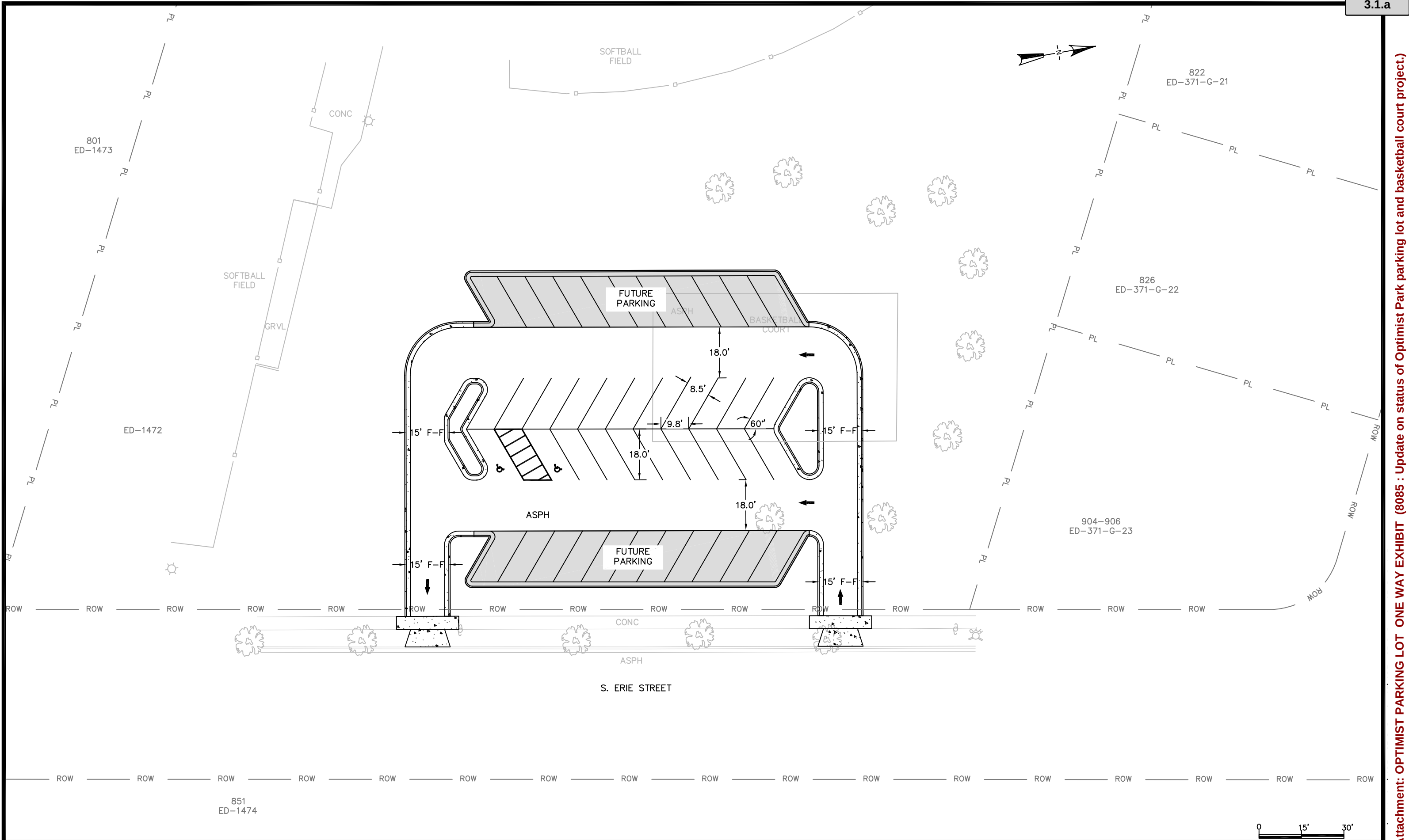
DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Update on status of Optimist Park parking lot and basketball court project.

ATTACHMENTS:

- OPTIMIST PARKING LOT ONE WAY EXHIBIT (PDF)
- Optimist Park Master Plan (PDF)



CITY OF DE PERE

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

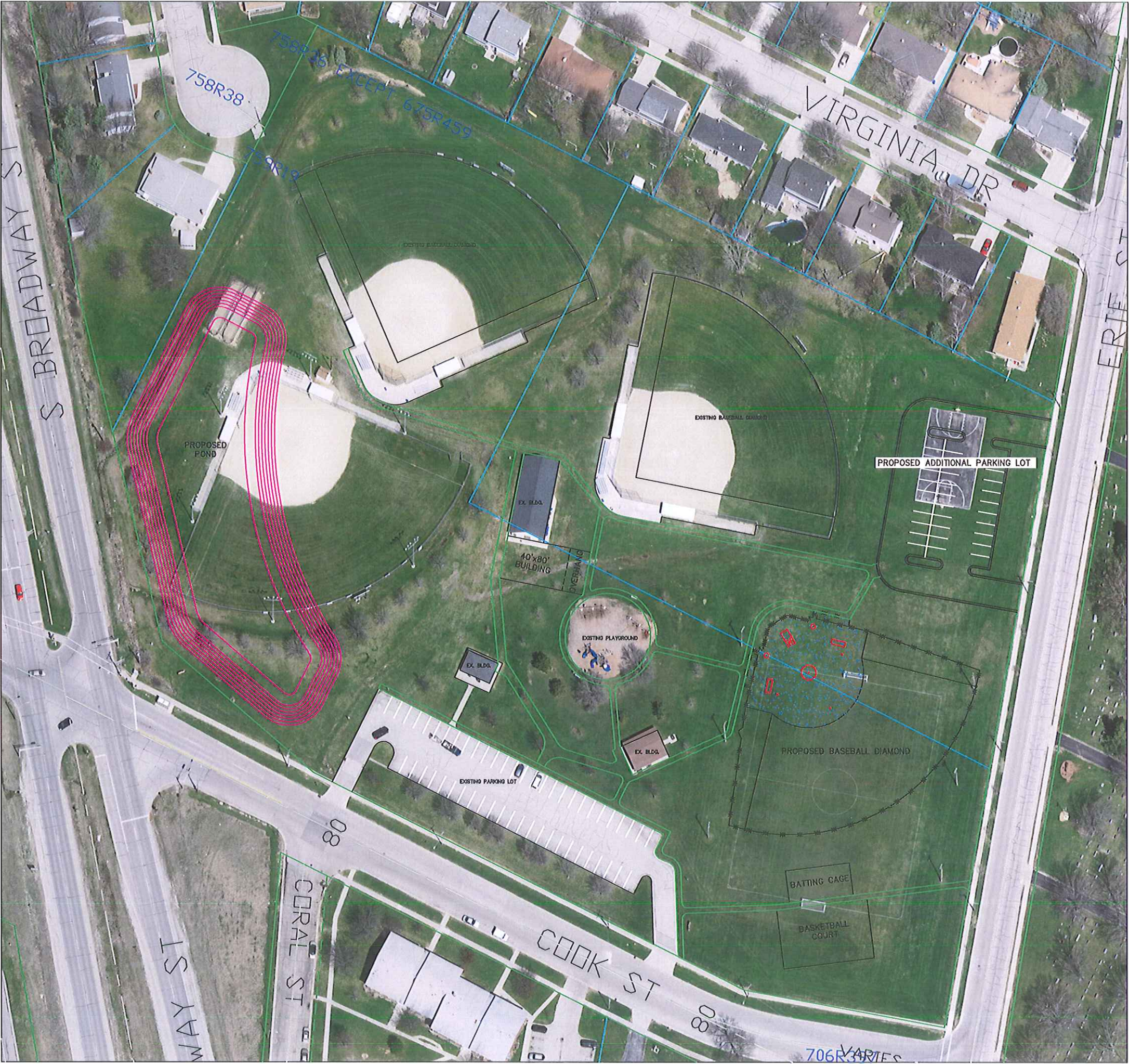
**OPTIMIST PARK
PARKING LOT**

NAME:
ASPHALT, CURB AND
SEWER REPAIR
PROJECT #
19-07

	BY	DATE
SURVEYED	KAD	03-2019
DRAWN	KAD	03-2019
DESIGNED	KAD	03-2019
CHECKED	EPR	03-2019

REVISIONS / ISSUES			
NO.	DATE	BY	REMARKS

Attachment: OPTIMIST PARKING LOT ONE WAY EXHIBIT (8085 : Update on status of Optimist Park parking lot and basketball court project.)







City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 18, 2019

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Review results of Community Survey regarding public transportation to Legion Pool.

ATTACHMENTS:

- Memo - Pool Transportation Survey Results (DOCX)



Memorandum

To: City of De Pere – Park Board

From: Marty Kosobucki – Parks & Recreation Director

Re: Pool Transportation Survey

Date: April 2, 2019

The Parks and Recreation staff created and sent out a survey to our community requesting their input on payment and operation for pool transportation services from VFW Park to Legion Pool for the 2019 summer season.

Survey Question: Since VFW Pool will not be open due to structural damage, the City of De Pere is surveying the community to determine interest in public transportation from VFW Park to Legion Pool, M-F, during the 2019 Pool Season. Deadline for response is 3.20.19.

Results are listed below. Survey is attached.

Are you a resident of the City of De Pere?

Yes – 91.08% (143)

No – 8.92% (14)

Do you live on the east or west side of the Fox River?

East – 30.57% (48)

West – 69.43% (109)

What is your address?

157 responses

Would you utilize public transportation as stated in the summary above?

Yes – 45.22% (71)

No – 54.78% (86)

Would you pay for this service?

Yes – 22.93% (36)

No – 77.0% (121)