



Board of Park Commissioners

335 South Broadway

Regular Meeting

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

Revised Agenda

Thursday, April 17, 2014

6:30 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a Regular Meeting of the **Board of Park Commissioners** of the City of De Pere will be held on **April 17, 2014** at **6:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

I. Call to Order

1. Roll Call

II. Action Items

1. Approve Minutes from the Board of Park Commissioners 3-17-14.
2. Request for Approval of Donation from De Pere Youth Hockey*
3. Request for Approval of Donation from Green Bay Figure Skating Club*
4. Review and Approve Community Center 1st Quarter Report - 2014
5. Approval for Renewal of Time Warner Cable Agreement.*
6. Review and Approve Contract for Aquatic Facility Evaluation for Legion and VFW Pools.*
7. Approve the cancelation of installing webcams at the Riverwalk
8. Approve request from De Pere Baseball to recognize sponsors on scoreboards at Kelly Danen Park.

III. Public Comment Period

IV. Future Agenda Items

V. Staff Updates

1. Humana
2. Deer Population Review
3. Riverwalk Review

VI. Adjournment

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

Committee Members

Alderpersons

Mayor Michael J. Walsh

Judy Schmidt-Lehman, City Attorney

Allyson Watson, Definitely De Pere

Marty Kosobucki

Staff Members

Henry Kneiszel, Teen Advisor

De Pere Youth Hockey

Tod Maki, De Pere Select Soccer

Shana Defnet, City Clerk

City Hall 1st and 2nd Floor

De Pere Area Chamber of Commerce

TV & Radio Stations

Abbey Barnes, Teen Advisor

De Pere Baseball

De Pere Rapides Soccer
Ben Villarruel, Unified School District
Ton Wied, DP Youth Hockey
E. Carter Arndt, MSA Professional
Services

John Zegers, West De Pere School District
Susan Darling, GB Figure Skating Club
Daryl Matzke, Ramaker & Associates, Inc

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.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: April 17, 2014

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve Minutes from the Board of Park Commissioners 3-17-14.

ATTACHMENTS:

- Draft Minutes 3-20-14 (PDF)



Board of Park Commissioners

335 South Broadway

De Pere, WI 54115

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

Regular Meeting

Draft Minutes

Thursday, March 20, 2014

6:30 PM

De Pere City Hall Council Chambers

I. Call to Order

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

Attendee Name	Title	Status	Arrived
Sue Schinkten	Board Member	Present	
Bill Volpano	Board Member	Present	
George Brown	Board Member	Present	
Michael Donovan	Aldersperson	Present	
Rod Kowalczyk	Board Member	Present	
Larry Lueck	Aldersperson	Present	
Lisa Rafferty	Aldersperson	Present	

II. Action Items

1. Approve Minutes from Board of Park Commissioners Meeting 2-20-14.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Michael Donovan, Aldersperson
SECONDER: Lisa Rafferty, Aldersperson
AYES: Schinkten, Volpano, Brown, Donovan, Kowalczyk, Lueck, Rafferty

2. Approve request from Definitely De Pere to renew the agreement for the Yoga in the Park Agreement.*

RESULT: ADOPTED [UNANIMOUS]
MOVER: Lisa Rafferty, Aldersperson
SECONDER: Rod Kowalczyk, Board Member
AYES: Schinkten, Volpano, Brown, Donovan, Kowalczyk, Lueck, Rafferty

3. Approve contract for design services in renovating Braisher Park Shelter.*
 Board of Park Commissioners recommends Somerville Inc to contract for design services in renovating Braisher Park Shelter.

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

4. Consideration of Fundraising Request at the Community Center.
 Board of Park Commissioners approves request for fundraiser at the Community Center.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Michael Donovan, Aldersperson
SECONDER: Larry Lueck, Aldersperson
AYES: Schinkten, Volpano, Brown, Donovan, Kowalczyk, Lueck, Rafferty

5. Request to pursue Kidz Zone Before School Program with Notre Dame Elementary School on the east side.
 There was discussion on the Kidz Zone Before School Program with Notre Dame

Attachment: Draft Minutes 3-20-14 (2044 : Approve Minutes from the Board of Park Commissioners 3-17-14.)

Elementary School by the members. The Board of Park Commissioners approved the request to pursue Kidz Zone Before School Program with Notre Dame Elementary School on the east side.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sue Schinkten, Board Member
SECONDER:	Rod Kowalczyk, Board Member
AYES:	Schinkten, Volpano, Brown, Donovan, Kowalczyk, Lueck, Rafferty

6. Approve course of action resulting from City's aerial survey of deer population.*
Marty Kosobucki took questions from the Board about the findings from the aerial survey in reference to the deer population.

Sue Schinkten made a motion to open the meeting at 7:04 p.m., Rod Kowalczyk seconded the motion.

John Cordry from De Pere spoke with the board about the issue of the deer population in the City of De Pere. Mr. Cordry voiced his concerns about the deer population.

Bill Thomas from the Town of Ledgeview spoke with the board about the issue of the deer population in the City of De Pere. Mr. Thomas voiced his concerns about the deer population.

Sue Schinkten made a motion to close the meeting at 7:23 p.m., Bill Volpano seconded the motion.

The board had more discussion about the issue of the deer population and the aerial survey.

Larry Lueck make a motion to hold a community listening session to present the deer survey, ask for community input on the issue and options from the community on reducing the deer herd, seconded by Mike Donovan. Motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Larry Lueck, Alderperson
SECONDER:	Michael Donovan, Alderperson
AYES:	Schinkten, Volpano, Brown, Donovan, Kowalczyk, Lueck, Rafferty

7. Approve Brown County Ice Time Management Report.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael Donovan, Alderperson
SECONDER:	Rod Kowalczyk, Board Member
AYES:	Schinkten, Volpano, Brown, Donovan, Kowalczyk, Lueck, Rafferty

8. Request for Approval of Donation from De Pere Optimist Club.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sue Schinkten, Board Member
SECONDER:	Rod Kowalczyk, Board Member
AYES:	Schinkten, Volpano, Brown, Donovan, Kowalczyk, Lueck, Rafferty

9. Consider request to amend De Pere Municipal Code regarding discharge of firearms for hunting within City Limits. *

Marty Kosobucki spoke with the board in reference to the amendment to the Municipal Code and took questions from the board.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael Donovan, Alderperson
SECONDER:	Lisa Rafferty, Alderperson
AYES:	Schinkten, Volpano, Brown, Donovan, Kowalczyk, Lueck, Rafferty

10. Discuss possible terms and conditions of extension of Humana Lease.
PLEASE TAKE NOTICE THAT, pursuant to Wis. Stats. §19.85(1)(e), the Board may convene in closed session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
- The Board may then reconvene in open session to take action on any matter discussed in closed session or for such other purposes as are allowed by law.

Rod Kowalczyk made a motion to go into closed session at 7:46 p.m., seconded by Bill Volpano.

Sue Schinkten made a motion to go into open session at 8:21 p.m., seconded by Bill Volpano.

III. Public Comment Period

None.

IV. Future Agenda Items

None.

V. Staff Updates

1. Men's Club Donation for Easter Egg Hunt
Marty Kosobucki presented the \$100 donation from the Men's Club.
2. Fee Waiver
Marty Kosobucki presented the fee waiver information to the board, which is attached.
3. Payment Plans
Marty Kosobucki spoke with the board about the payment plans.

VI. Adjournment

Sue Schinkten made a motion to adjourn the meeting at 8:22 p.m., seconded by Rod Kowalczyk.

Respectfully submitted,
Debbie Zierson

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: April 17, 2014

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Request for Approval of Donation from De Pere Youth Hockey*

We have received a proposal from the De Pere Youth Hockey organization to participate in the purchase of the Zamboni. I have included a very brief e-mail from Tony Wied, the president of De Pere Youth Hockey. The Youth Hockey Association does not have any contingencies to their donation.

I would recommend approving their donation and including their logo on the Zamboni, as we would plan on doing for the other donors.

ATTACHMENTS:

- 20140409062525976 (PDF)
- Zamoni.graphics (DOCX)

Marty Kosobucki

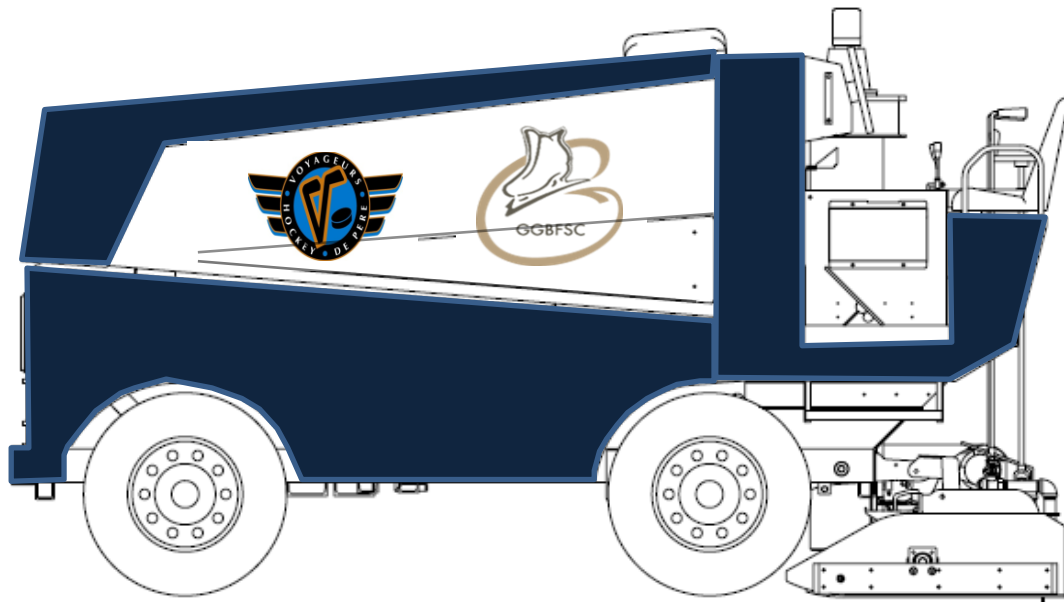
From: tonywied@gmail.com
Sent: Wednesday, March 12, 2014 5:22 PM
To: 'Craig Nash'; Marty Kosobucki
Cc: 'Susan Darling'
Subject: RE: GGBFSC Proposal

Hi Marty

We are agreeable to the same financial contribution. We do not have any contingencies.

Thanks

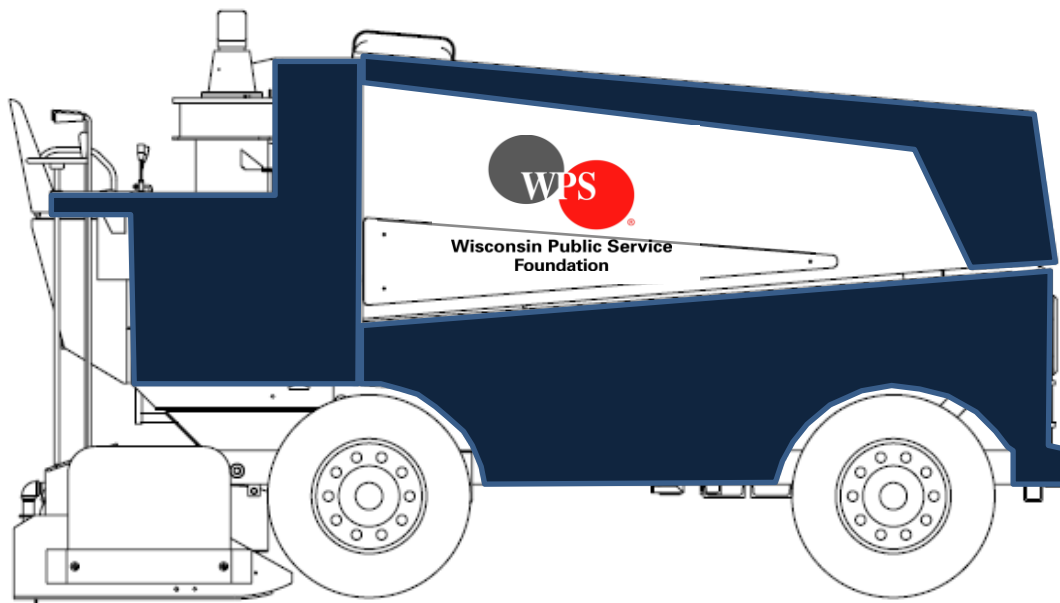
Sent using my Android Device



SCALE: 1" = 1'

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PART:	DRAWING:	ASSEMBLY:	1. INITIAL DESIGN	CA	12/28/10	LEFT SIDE
			2. REVISIONS			PART NO. 540

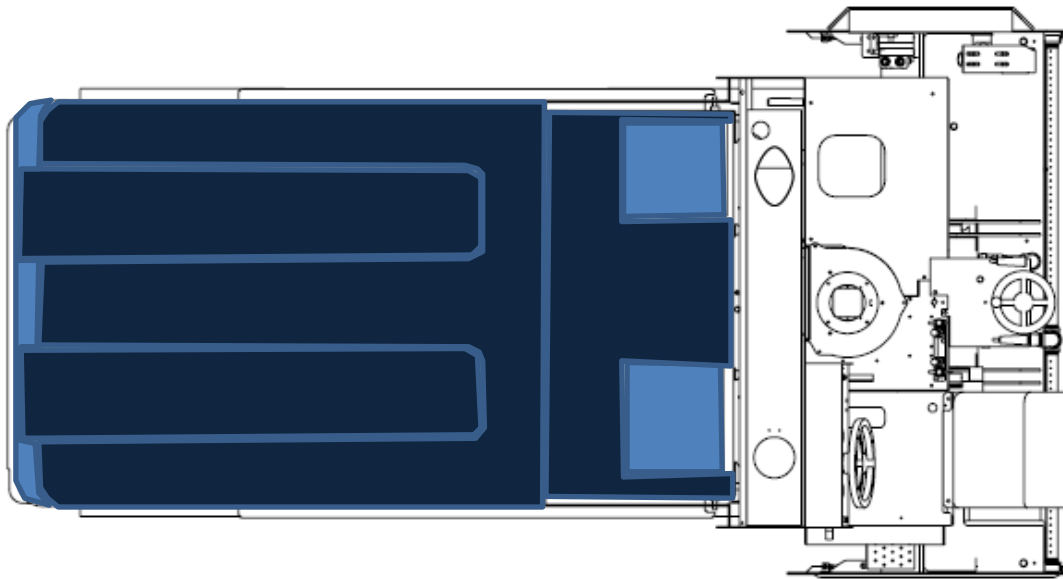
FRANK J. ZAMBONI & CO., INC.
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AND ARE NOT TO BE USED WITHOUT PERMISSION.



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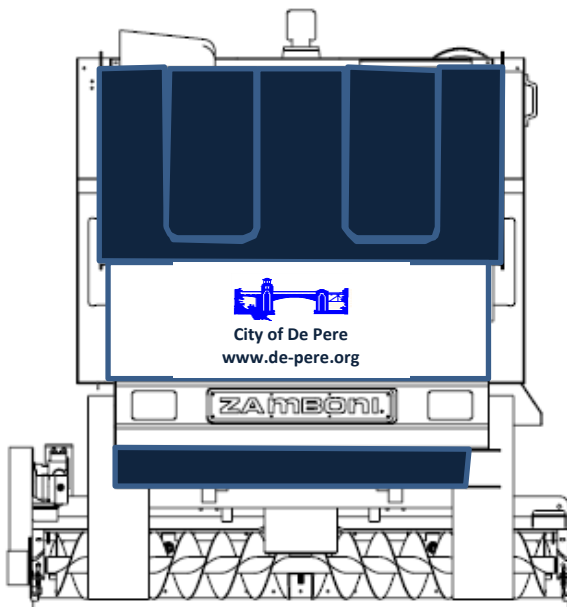
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PART:	DRAWING:	ASSEMBLY:	1. INITIAL DESIGN	CA	12/28/10	RIGHT SIDE
			2. REVISIONS			PART NO. 540

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PART NO. 540					



SCALE: 1" = 1'

REVISIONS			DESIGN	DATE	DESCR.
FRANK J. ZAMBONI & CO. INC.			CA	12/28/10	FRONT/REAR VIEW
PART NO. 540					

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: April 17, 2014

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Request for Approval of Donation from Green Bay Figure Skating Club*

We have received a proposal from the Green Bay Figure Skating Club to participate in the purchase of the Zamboni recently done by the City of De Pere. I have included their request which outlines several contingencies with their request. I have also included a file that shows a "potential" design of how sponsors would be displayed on the Zamboni. In reviewing their requests I would provide the following information;

- Youth Hockey Matches their donation (is currently being done)
- WPS matches donation (we are currently working with WPS and a potential donation, however we cannot confirm the dollar amount or the donation at this time)
- All donations go back into the Capital Improvement Fund for the Ice Arena. (I believe this can be accommodated.)
- The City does not arbitrarily raise ice fees for a period of five years outside of existing contract. (Although the City does have the ability to manipulate ice fees if needed, the task of charging and setting ice fees is done through Brown County Ice Management. Brown County Ice Management sets the fees and is required to seek approval if ice fees will increase more than 3% in one year. The City will not be able to promise any changes in ice fees related to Brown County Ice Management, but could work an agreement with not manipulating the fees on behalf of the City.)
- The City advertises their programs in our publications. (I see not reason why the City could not offer the same marketing that we offer to other youth groups in our community.)
- Skaters that raise funds can have their name applied to a sticker that would be placed on the Zamboni. (I don't see a reason why this can't be accommodated.)
- Their logo gets put on the ice. (The City has not say or authority in making this decision. It would need to be something that is arranged through Brown County Ice Management.)

I would ask the Park Board to consider the donation from the Figure Skating Club and make decisions to each of their contingencies. After approving a direction, I can revisit the issue with the Figure Skating club. If they are agreeable, the issue would then go directly to council. If not, the issue would come back to the Park Board for reconsideration.

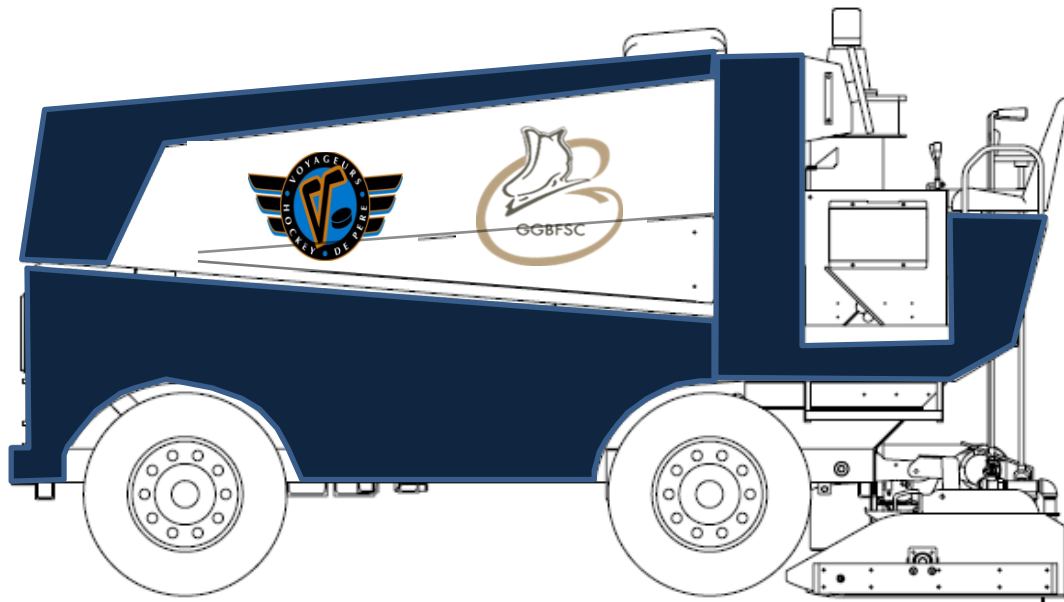
ATTACHMENTS:

- 20140409062501911 (PDF)
- Zamoni.graphics (DOCX)

Greater Green Bay FSC Proposal for Donation for the Zamboni for the City of De Pere

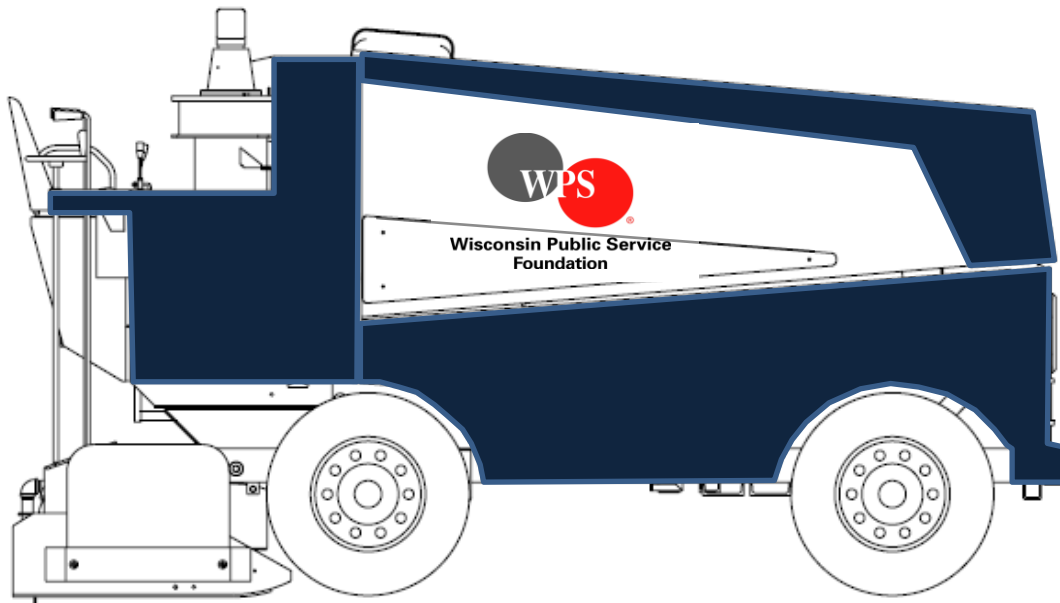
The Greater Green Bay Figure Skating Club would like to propose fundraising \$2500 a year for a period of five years for the purchase of the Zamboni at the De Pere Ice Arena. The first payment of \$2500 would be made on December 31st, 2014 and the remaining payments to be made on sequence years on the date of December 31st. The Greater Green Bay FSC will only commit to this donation if the following conditions are met by all involved parties.

- First De Pere Youth Hockey matches the \$12,500 donation.
- Second WPS matches both donations with a \$25,000 donation
- All donations go back into the capital improvement fund for the De Pere Ice Arena
- The City of De Pere does not arbitrarily raise ice fees for a period of five years outside of the existing contract with Brown County Ice Management
- That the City of De Pere advertises our programs in your program publications
- That our skaters that raise a total of \$200 through fundraising are able to sign their names as a sticker and apply it to the zamboni
- That we can put our logo on the ice



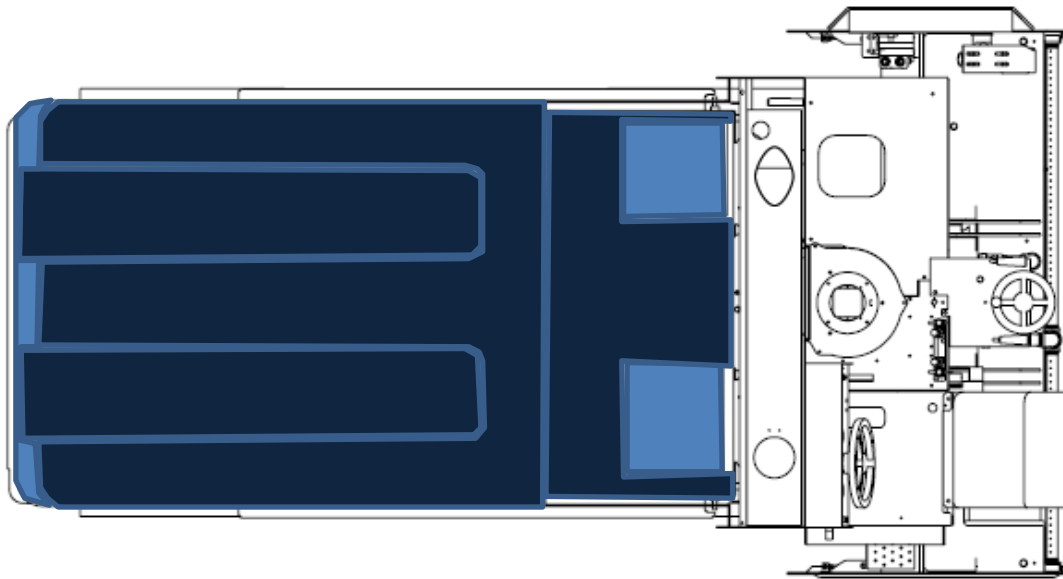
SCALE: 1" = 1'

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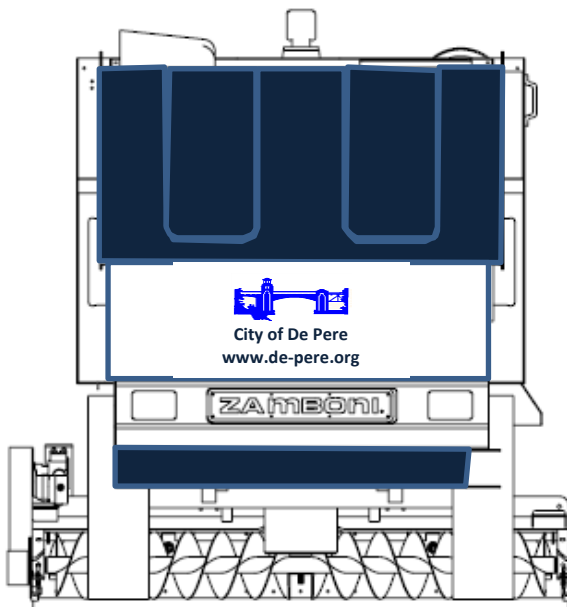
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PART NO.			540		



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CHANGES AND COMMENTS			CA	12/28/10	FRONT/REAR VIEW
PART NO.			540		

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: April 17, 2014

DEPARTMENT: Parks, Recreation & Forestry

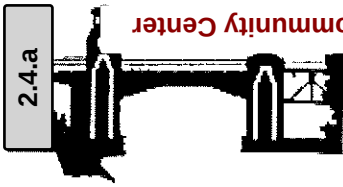
FROM: Paula Rahn

SUBJECT: Review and Approve Community Center 1st Quarter Report - 2014

Please find attached Community Center 2014 1st Quarter Report for review and approval. Thank you.

ATTACHMENTS:

- Community Center 1st Quarter Report 2014 (PDF)



City of De Pere

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

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

2014 Community Center 1st Quarter Report

- Accepted applications and conducted interviews for summer employment – 2 positions open for Park Playgrounds, 2 for Summer Day Camp, 1 for Recreation/Office Assistant, and miscellaneous openings for various summer & fall class instructors. Completed self-evaluation and staff evaluations also completed on non-represented CC staff.
- In January & February staff was busy developing programs & meeting with instructors to discuss summer & fall programs. Community Center will be offering 10 new programs. Prepared for the start of all winter programs in January.
- Held Summer Day Camp registration on February 5. The West Side camp is full except 4th of July week; maximum participants is 44/week. The East Side camp still has limited openings in all weeks except week 4; maximum participants is 36/week. The East side will again run for 9 weeks this summer instead of the usual 10 weeks. The De Pere Optimists have donated \$500 for camp t-shirts; Cellcom has donated two cell phones for camp staff again this summer.
- Solicited quotes for printing of Department brochures and post cards. Low quote awarded to Kuehn Printing of Green Bay. Re-designed Summer/Fall brochure...we hope you like the new design and format! Coordinated efforts with the Mail Haus for the mailing of the postcards. Assigned new activity codes for all summer/fall activities.
- Pom Pon and Twirling classes performed at halftime of a West De Pere girl's high school basketball game in February. Due to large attendance, number and size of our classes, staff decided to offer a separate recital for Pom & Twirl from the dance classes. So this year the Pom & Twirl rehearsal/recital was held at Westwood School Gym. Everything went well except we will need to look for a new location because seating was an issue.
- Kids Day Out Camps were held at the Community Center over 2 different spring breaks for both school districts.
- Kidz Zone registration packets were made available early April with registration for residents beginning on April 23. Numbers have held steady this year with 4 new participants starting for 2nd semester. OLOL Parish signed the contract for next year at no fee to us. Working with Notre Dame School on establishing a location for an East Side Kidz Zone Before School Program. Looking to initially serve ND students and then opening up to students at Dickinson School.
- Held two Candy Bar Bingo special events this quarter. All proceeds deposited into the Recreation Scholarship Program. Staff has been preparing for other special events slated for April: Cribbage Tournament April 12 & Easter Egg Hunt April 19. Staff has also proposed changing some park playground sites due to attendance and interest in other areas of the city.
- Enrichment classes including Sewing, Oil Painting, Stained Glass, Zumba Gold, Window 8 and Computer Seminars have all been running and doing well. Staff is investigating additional classes for instruction on smart phones, iphones, Kindles and ipads. We have also seen an increase in walk-in groups utilizing the lower level for small group get-togethers – mainly cards.
- AARP is once again providing free tax services. 30 appointments slots have been filled each Friday and will continue through April 11.
- The De Pere Health Dept. has been offering information on scheduled topics the 1st Wednesday of every month during their Blood Pressure Screenings. Several people have already taken advantage of these informative sessions.
- Staff attended numerous trainings including: various management trainings, CPR re-certification, NeoGov Training, and the Sr. Program Coordinator attended Great Lakes Leadership Academy, graduating through phase II of the program.

During the next quarter, CC staff will finalize all summer seasonal positions; continue to advertise for Yoga & PiYo Core Instructors; hire assistant activity instructors, Recreation/Office Assistant and a CC Supervisor; conduct training; set up staff training orientations for Summer Camp & Park Playgrounds; begin accepting registration for summer and fall activities; order supplies and prepare for the start of Summer Playgrounds, Summer Camps, trips and summer classes; organize and prepare for sale of discounted tickets; conduct Easter Egg Hunt special event in conjunction with De Pere Optimists; hold Commission on Aging meeting; complete profit/loss reports, program evaluations; continue research on outdoor LED lighting for CC; work on Long Range plan; wrap up HVAC installation; prepare garden at CC; purchase and plant a variety of flowers and plants for the planters at the CC.

Respectfully submitted by:

Paula Rahn
Community Center Manager

FACILITY USAGE

	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
Paid Rentals	28	31	33									
Non-Paid Rentals	14	22	28									
Recreation Programs (includes P&R, CC)	136	190	175									
Total Room Use	178	243	236	0	0	0	0	0	0	0	0	0
Percentage Used	115%	174%	152%	0%	0%	0%	0%	0%	0%	0%	0%	0%
(percents over 100 reflect rooms rented more than once on a given day)												
Rental Revenue	\$2,597.76	\$2,861.43	\$2,987.32									
Program Revenue	\$10,819.91	\$28,382.47	\$25,817.23									
Contractual Revenue	\$208.00	\$208.00	\$208.00									
(County Rent)												
Equipment/Storage & Miscellaneous Revenue	\$89.63	\$93.71	\$68.71									
TOTAL REVENUE	\$13,715.30	\$31,545.61	\$29,081.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

2014 TOTAL REVENUE (to date)

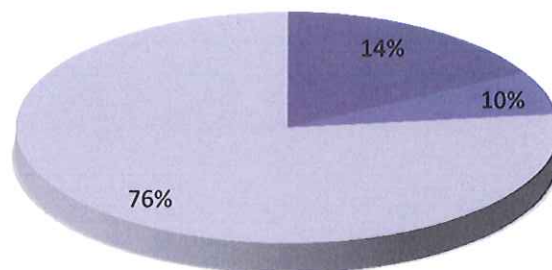
\$74,342.17

1st Quarter 2014 - Individual Room Usage

<u>ROOM</u>	<u>Program Usage</u>	<u>Rental Usage</u>
Pine Room	157	34
Oak Room	14	44
Hickory Room	86	37
Spruce Room	150	13
Maple Room	17	28
Lounge	77	N/A
Total Usage	501	156

1st Quarter 2014 Facility Usage

■ Paid Rentals ■ Non-Paid Rentals ■ Recreation Programs



The Community Center has experienced a fantastic start to the first quarter of the new year! We brought in \$74,342.17, which is an increase of \$4,968.41 compared to last year's first quarter. It is also only \$210.18 shy of our 1st quarter record amount! This broke down to \$65,019.61 (\$57,655 last year) in program revenue which is, in part, due to more instructional based programming for adults & seniors. Our rental, contractual, equipment/storage & miscellaneous revenue totaled \$9,070.50. This quarter brought in 92 paid rentals which is above average. Last year we had 110 paid rentals for our first quarter which was a record high. The Oak & Pine Rms. were the most widely utilized rooms for paid rentals. The Pine Rm. (157) continues to be used the most for programs with the Spruce Rm. coming in a close second (150).

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: April 17, 2014

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Approval for Renewal of Time Warner Cable Agreement.*

We are requesting approval for the renewal of the service agreement with Time Warner Cable for a period of 5 more years. This agreement provides high speed internet access for the public computer workstations at the Community Center. The rate has actually decreased by nearly \$10 per month.

A copy of the renewal agreement is attached for your review.

Thank you for your consideration.

ATTACHMENTS:

- 20140401121217006 (PDF)

Business Class

Account Executive: Chelsea Goulding
 Phone: ext:
 Cell Phone:
 Fax:
 Email: cgoulding@twc-businessclass.com

Order # 4023089

Business Name			DEPERE COMMUNITY CENTER	Customer Type:	Existing Customer
Federal Tax ID			Tax Exempt Status	Tax Exempt Certificate #	
Billing Address					
Attention To:			Account Number		
600 GRANT ST DE PERE WI 54115			607837201		
Billing Contact		Billing Contact Phone	Billing Contact Email Address		
Paula Rahn		+1.920.339.4072 x2225	prahn@mail.de-pere.org		
Authorized Contact		Authorized Contact Phone	Authorized Contact Email Address		
Paula Rahn		+1.920.339.4072 x2225	prahn@mail.de-pere.org		
Technical Contact		Technical Contact Phone	Technical Contact Email Address		
Peter Smith		(920) 621-8594	psmith@mail.de-pere.org		

Internet and Video Order Information For 600 GRANT ST DE PERE WI 54115

Service Type

Customer Requested
Due Date

High Speed Internet (HSD)

03/26/14



Current Services and Monthly charges At 600 GRANT ST , DE PERE WI 54115

Description	Quantity	Sales Price	Monthly Recurring Total
BCP MTA HD Port Off	1	\$0.00	\$0.00
Corporate Teleworker	1	\$0.00	\$0.00
*Total			\$0.00

*Prices do not include taxes and fees.

New and Revised Services and Monthly Charges At 600 GRANT ST , DE PERE WI 54115

Description	Quantity	Sales Price	Monthly Recurring Total	Contract Term
7M x 768K HSD - Single Play - 5Yr	1	\$69.99	\$69.99	60 Months
*Total			\$69.99	

*Prices do not include taxes and fees.



Special Terms

The services, products, prices and terms identified on this Service Order constitute Time Warner Cable's offer to provide such services on such terms. Until Customer has accepted this offer by signing as appropriate below, Time Warner Cable reserves the right to rescind this offer at any time, at its sole discretion.

Resign for 60 months at \$69.99

Electronic Signature Disclosure

By signing and accepting below you are acknowledging that you have read and agree to the terms and conditions outlined in this document.

Authorized Signature for Time Warner Cable

Authorized Signature for Customer

Printed Name and Title

Printed Name and Title

Date Signed

Date Signed





TIME WARNER CABLE Business Class

Service Agreement

This Time Warner Cable Business Class Service Agreement ("**Service Agreement**") in addition to the Time Warner Cable Business Class Terms and Conditions ("**Terms and Conditions**") and any Time Warner Cable Business Class Service Orders (each, a "**Service Order**"), constitute the **Master Agreement** by and between customer identified below ("**Customer**") and Time Warner Cable ("**TWC**" or "**Operator**") and is effective as of the date last signed below.

Time Warner Cable Information

Time Warner Cable Inc.

Street: 13840 Ballantyne Corporate Place

Contact: Chelsea Goulding

City: Charlotte

Telephone: ext:

State: NC

Facsimile:

Zip Code: 28277

Customer Information

Customer Name (Exact Legal Name):

Federal ID No:

DEPERE COMMUNITY CENTER

Billing Address:

Suite:

City:

State:

Zip Code:

600 GRANT ST

DE PERE

WI

54115

Billing Contact Name:

Phone:

E-mail:

Paula Rahn

+1.920.339.4072 x2225

prahn@mail.de-pere.org

Authorized Contact Name:

Phone:

E-mail:

Paula Rahn

+1.920.339.4072 x2225

prahn@mail.de-pere.org

Agreement

THIS SERVICE AGREEMENT HEREBY INCORPORATES BY REFERENCE THE TERMS AND CONDITIONS (AVAILABLE AT WWW.TWCBC.COM/LEGAL), A COPY OF WHICH WILL BE PROVIDED TO CUSTOMER UPON REQUEST. BY EXECUTING THIS SERVICE AGREEMENT BELOW, CUSTOMER ACKNOWLEDGES THAT: (1) CUSTOMER ACCEPTS AND AGREES TO BE BOUND BY THE TERMS AND CONDITIONS, INCLUDING SECTION 21 THEREOF, WHICH PROVIDES THAT THE PARTIES DESIRE TO RESOLVE DISPUTES RELATING TO THE TIME WARNER CABLE BUSINESS CLASS SERVICES AGREEMENT THROUGH ARBITRATION; AND (2) BY AGREEING TO ARBITRATION, CUSTOMER IS GIVING UP VARIOUS RIGHTS, INCLUDING THE RIGHT TO TRIAL BY JURY.

By signing and accepting below you are acknowledging that you have read and agree to the terms and conditions outlined in this document.

Electronic Signature Disclosure

Authorized Signature for Time Warner Cable Inc.	Authorized Signature for Customer
By:	By:
Name (printed):	Name (printed):
Title:	Title:
Date:	Date:

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: April 17, 2014

DEPARTMENT: Parks, Recreation & Forestry

FROM: Stephanie Schlag

SUBJECT: Review and Approve Contract for Aquatic Facility Evaluation for Legion and VFW Pools.*

The City has budgeted \$7,500.00 for a facility maintenance evaluation of both Legion and VFW Pools. The goal of the maintenance evaluation is to give the City a clear evaluation of the current state of the pools and amenities. The site evaluation will include buildings, pools and amenities, and electrical, plumbing, heating, mechanical, water treatment systems. We accepted two bids for the evaluation and are summarized below.

Company	Quote
MSA Professional Services, Inc.	\$9,850
Ramaker & Associates, Inc.	\$19,700

Staff Recommendation: Accept quote from MSA Professional Services, Inc.

ATTACHMENTS:

- REQUEST FOR PROPOSALS 2014-Maintenance Proposal (PDF)
- MSA Quote (PDF)
- Ramker Quote(PDF)

REQUEST FOR PROPOSALS

FOR

Architectural / Engineering Services

AQUATIC FACILITY EVALUATION

City of De Pere, Wisconsin

City of De Pere
Parks, Recreation, and Forestry Department

January, 2014

I. Introduction

This request for proposals from the City of De Pere (CITY) is for aquatic consultants to provide evaluation services for the City of De Pere's two outdoor pools.

II. Proposals

The proposal should provide sufficient detail to enable the selection committee to thoroughly evaluate and compare it with other proposals. It should include at least the following information and any other information you believe is pertinent to this project.

- A. Describe your intended relationship with City staff and the level of assistance anticipated for completion of the proposed necessary tasks.
- B. Provide a description of all additional subcontracts and associations with other firms you propose to utilize in the performance of this work. Explain fully the intended working relationships and responsibilities of each firm.
- C. Provide a cost estimate of professional fees for the undertaking of each task. The cost estimate should include direct labor costs, any mark-up for fringe benefits, overhead, profit, and other direct expenses such as transportation, housing, printing, and per diem.
- D. Provide a list of references of projects which you have conducted in other communities which are similar in scope. The dates during which the projects were conducted should be included, as well as the status of implementation of your recommendations for these projects.
- E. Provide 1-3 samples of comparable studies undertaken by the Project Manager you are proposing for this project. One copy of each will be sufficient. These will be returned to you at your request.
- F. Provide résumés of all professionals who will be actively working on this project. Résumés should list related project experiences and general project duties.

III. Consultant Selection

The selection committee will consider the following criteria in evaluation of the proposals.

- A. Past record of performance of the firm and project team on projects similar to this project, including the status of implementation of these projects.
- B. Quality of content of the written proposal.
- C. Specialized experience and technical competence of the firm and project team assigned including any subcontractors and associate firms as they relate to the specific needs of the project.
- D. Familiarity of the firm with the type of problems and potential alternatives applicable to this project.
- E. General understanding of, and agreement with, the firm's approach to the project including our confidence in the firm's ability to satisfactorily perform the work.
- F. Ability to complete the project within the necessary time frame.
- G. Cost.

Firms submitting proposals may be requested to make a presentation to the selection committee.

IV. Proposal Specifics

- A. The City of De Pere reserves the right to reject in whole or in part any and all Proposals, to waive any informalities, and to accept the Proposal determined to be in the best interest of the City of De Pere. This solicitation may also be canceled if determined to be in the best interest of the City of De Pere.
- B. Submit one copy of the proposal within a single sealed envelope or container. The lower left corner of the envelope should have the following notation: **"PROPOSAL FOR CITY OF DE PERE AQUATIC FACILITY EVALUATION"**.
- C. Proposals shall be received by **12:00 pm, Friday, April 4, 2014**, by:

City of De Pere
Parks, Recreation, and Forestry Department
925 S. Sixth St.
De Pere, WI 54115
- D. Questions may be directed to:
Stephanie Schlag, Parks and Recreation Supervisor
925 S. Sixth St.
De Pere, WI 54115
(920) 339-4066
- E. All project activity shall be completed within 45 days of issuance of the notice to proceed.

V. Required Qualifications

Architectural/engineering firm shall meet the following minimum requirements.

- A. Firm shall have a minimum of 5 years of experience in aquatic planning, design and evaluation within the scope of the evaluating team. The firm shall have a minimum of 5 completed outdoor aquatic facilities within the scope of the evaluating team.
- B. As part of the evaluating team, there shall be registered as an engineer or architect in Wisconsin and have a minimum of 5 years' experience in aquatic planning and design.
- C. Insurance.
The CONSULTANT shall not commence work under this contract until all insurance required under this paragraph is obtained, and such insurance has been approved by the City, nor shall the CONSULTANT allow any subcontractor to commence work on their subcontract until all similar insurance requirements have been obtained and approved.
 - 1. **Worker's Compensation Insurance.** The CONSULTANT shall obtain and maintain throughout the duration of this contract statutory Worker's Compensation Insurance for all of its employees employed at the site or while working on this project. In case any work is sublet, the CONSULTANT shall require the subcontractor similarly to provide statutory Worker's Compensation Insurance for all of the latter's employees, unless such employees are covered by the protection afforded by the CONSULTANT.
 - 2. **General Liability, Professional Liability and Property Damage Insurance.** The CONSULTANT shall maintain during the life of the Agreement, the following minimum public liability and property damage insurance to cover claims for injuries, including accidental death, as well as from claims for property damages which may arise from the performance of work under the Agreement as stated below:

- Comprehensive general liability insurance, including personal injury liability, blanket contractual liability and broad form property damage liability. The combined single limit for bodily injury and property damage shall not be less than \$1,000,000; with additional umbrella liability insurance coverage to a total of not less than \$2,000,000.
- Automobile, bodily injury and property damage liability insurance covering owned, nonowned, rented and hired cars. The combined single limit for bodily injury and property damage shall be not less than \$600,000.
- Statutory workers compensation and employers' liability insurance as required by the state having jurisdiction.
- Professional liability insurance covering damages resulting from errors and omissions of the Consultant. The limit of liability shall be \$1,000,000 or the total consultant's fee on the project, whichever is greater.

D. Proof of Insurance.

The CONSULTANT shall furnish the City of De Pere with a Certificate of Insurance countersigned by a Wisconsin Resident Agent or Authorized Representative of the insurer indicating that the CONSULTANT meets the insurance requirements identified above. The Certificates of Insurance shall include a provision prohibiting cancellation of said policies except upon 30 days' prior written notice to the City of De Pere and shall name the City of De Pere as an additional insured under CONSULTANT'S general and professional liability policies for the specific contract or project covered. A copy of the Certificate of Insurance shall be delivered to the CITY 15 days prior to execution of the agreement for final approval.

E. Consultant Agreement

The City requires that the City's Consultant Agreement be used as the basis for the Agreement. Attached is a copy of the standard Agreement template. Please note that the final agreement between the selected CONSULTANT and the City may differ from the attached as required to conform with the scope of services required.

VI. Scope of Services

Evaluation of 2 Outdoor Pools

General: The CITY operates two outdoor swimming pools located in the City of De Pere. The pools are Legion and VFW Pools. Each facility includes a large main pool and a separate wading pool. The aquatic facilities were originally constructed in 1957 (VFW) and 1961 (Legion). The pools were then reconstructed in 1986 (Legion) and 1987 (VFW). New heating systems in were added in 2011 (VFW) and 2012 (Legion).

The CONSULTANT shall provide the following minimum services under Part 1:

- Coordinate "Kick Off" meeting to begin planning. The meeting will be used to introduce the CITY and CONSULTANT team members, establish chain of command, discuss responsibilities, gather existing pool records, establish and develop the project schedule and discuss the evaluation of the existing pools and upgrade options.
- Prepare facility evaluation of each of the two existing swimming pools. The evaluation shall address as a minimum:

- Wisconsin Swimming Pool Code compliance review. Provide a table listing the variances and identification of the applicable code section and if feasible provide a cost estimate for correction of the variation.
 - Structural evaluation of existing buildings, swimming pools and amenities, including:
 - Electrical evaluation.
 - Plumbing evaluation.
 - Heating evaluation.
 - Mechanical evaluation.
 - Swimming pool water treatment and distribution systems evaluation.
 - Site evaluation including bath houses, deck, and external structures not mentioned above
 - Provide a condition report on all elements of the pool site including recommendations for repairs, replacements or changes.
 - Provide a cost estimate for all recommended repairs, replacements or upgrades.
 - Provide estimated remaining useful life of existing systems and operational effectiveness of the sites.
- C. Prepare report for VI (B) and provide the CITY with one paper and one electronic copy.

VII. CITY Provided Items

- A. Drawings of original construction.
- B. Operational records.

**Request for Proposals
City of De Pere Aquatic Facility Evaluation**

CONTACT INFORMATION	
Contractor Name	
Contractor Address	
Contractor Phone Number	
Contact Name	
Phone Numbers (Work/Cell)	
Email	

REFERENCES:

List a minimum of 5 references that your team has conducted similar aquatic evaluations on.

Client Name: _____ Phone: _____

Contact Name: _____ Completion Date of Project: _____

Client Name: _____ Phone: _____

Contact Name: _____ Completion Date of Project: _____

Client Name: _____ Phone: _____

Contact Name: _____ Completion Date of Project: _____

Client Name: _____ Phone: _____

Contact Name: _____ Completion Date of Project: _____

Client Name: _____ Phone: _____

Contact Name: _____ Completion Date of Project: _____

**Request for Proposals
City of De Pere Aquatic Facility Evaluation
Bid Submittal Page**

**SCHEDULE OF COSTS
ITEMIZE COSTS BASED ON VI (B):**

EVALUATION	COST
Electrical Evaluation	
Plumbing Evaluation	
Heating Evaluation	
Mechanical Evaluation	
Swimming pool water treatment and distribution systems evaluation	
Site evaluation including bath houses, deck, and external structures not mentioned above	
Total	

The City reserves the right to award a contract based on parts or all of the proposed bid.



More ideas. Better solutions.®

MSA

PROFESSIONAL SERVICES

WTI
WATER TECHNOLOGY INC.

PROPOSAL TO PROVIDE:

ARCHITECTURAL/ENGINEERING SERVICES FOR:

AQUATIC FACILITY EVALUATION

*Prepared for the City of De Pere, WI
April 4, 2014*

PROGRAM OF WORK

PROJECT OVERVIEW

BACKGROUND:

The City of De Pere operates two outdoor swimming pools. The pools are Legion and VFW pools. Each facility includes a large main pool and a separate wading pool. The aquatic facilities were originally constructed in 1957 (VFW) and 1961 (Legion). The pools were then reconstructed in 1986 (Legion) and 1987 (VFW). New heating systems were added in 2011 (VFW) and 2012 (Legion).

An evaluation of City's existing Aquatic Facilities is desired to consider the near and long term facility needs in regard to code compliance, function and physical condition.



Green Bay Kroc Center, Green Bay, WI - WTI project.

SCOPE OF SERVICES

SERVICES:

MSA shall provide the following professional services:

- General Site/Civil Review.
- Architectural Review.
- Aquatics Review.
- General Structural Review.
- Mechanical/Electrical/Plumbing Review.

PHASE I - SITE ASSESSMENT:

- A. Coordinate "Kick Off" meeting to begin planning. The meeting will be used to introduce the City and Consultant team members, establish chain of command, discuss responsibilities, gather existing pool records, establish and develop the project schedule and discuss the evaluation of the existing pools and upgrade options.
- B. Following the "Kick-Off" meeting, the existing facilities will be reviewed in order to observe and assess the current physical condition of the facility and grounds.
- C. Prepare a written facility evaluation of each of the two existing swimming pool facilities. The evaluation shall address:
 - Wisconsin Swimming Pool Code compliance review. Provide a table listing the variances and identification of the applicable code section and if feasible, provide a cost estimate for correction of the variation.
 - Evaluation of existing buildings, swimming pools and amenities, including:
 - Electrical evaluation.
 - Plumbing evaluation.
 - Heating evaluation.
 - Mechanical evaluation.
 - General structural review.
 - Swimming pool water treatment and distribution systems evaluation.
 - Site evaluation including bath houses, deck, and external structures associated with the aquatics facility not mentioned above.
 - Provide a condition report on all elements of the pool site including recommendations for repairs, replacements or changes.



PROGRAM OF WORK

SCOPE OF SERVICES

- Provide a construction cost estimate for all recommended repairs, replacements or upgrades.
 - Provide estimated remaining useful life of existing systems and operational effectiveness of the sites.
 - Other associated aquatic facility amenities.
- D. Prepare report to summarize for VI (B) and provide the City with one paper and one electronic copy of report.

CITY PROVIDED ITEMS:

- A. Drawings of original construction.
- B. Operational records.

SCHEDULE:

After selection to perform this evaluation, MSA/WTI will schedule the Kick-Off Meeting and facility evaluation prior to the pools being filled with water for the upcoming season. Findings will be compiled and released in a report format with-in four weeks of the facility review.

ADDITIONAL SERVICES:

MSA can provide these as additional services if they are desired by the City:

1. Drawing creation of the existing facilities.
2. Detailed structural, HVAC, electrical or plumbing engineering design for proposed work.
3. Schematic design, design development, construction documents, bidding and construction administration.
4. Testing for hazardous materials such as asbestos.
5. Destructive testing to identify material strengths.
6. Geotechnical exploration and reports.
7. Development of all new aquatic, building and site designs.



Pollock Community Water Park, Oshkosh, WI - WTI project.



REPRESENTATIVE PROJECTS

DE PERE AQUATIC FACILITIES EVALUATION

MSA AND WTI PRIOR POOL PROJECT EXPERIENCE SUMMARY



Irwin A. Goodman & Robert D Goodman Community
Swimming Pool at Goodman Park
(done in partnership with MSA Professional Services)
Madison, WI

Columbus Area Aquatic Center
(done in partnership with MSA Professional Services)
Columbus, WI

Lincoln Park Aquatic Center Feasibility Study
Milwaukee County, WI

Apple Canyon Lake Pool Feasibility Study
Apple River, IL

Tosa Pool at Hoyt Park
Wauwatosa, WI

Manitowoc Family Aquatic Center
Manitowoc, WI

See many more at www.wti.com



Municipal Pool Facility
(done in partnership with Water Technology, Inc.)
Muscodia, WI

Municipal Pool Facility
(done in partnership with Water Technology, Inc.)
Lodi, WI

Frederic Aquatics Center Conceptual Study
(done in partnership with Water Technology, Inc.)
Frederic, WI

Baraboo School District Indoor Pool Addition
(done in partnership with Water Technology, Inc.)
Baraboo, WI

Municipal Pool/Bathhouse Addition & Renovation
(done in partnership with Water Technology, Inc.)
Baraboo, WI

Christmas Mountain Village-Check in/Pool Building
(done in partnership with Water Technology, Inc.)
Wisconsin Dells, WI

Copper Point Subdivision Clubhouse
Castle Rock Lake, Juneau County, WI

Waterstone Subdivision Clubhouse
Castle Rock Lake, Juneau County, WI



REFERENCES

PROJECT TEAM CONTACT INFORMATION

	TEAM LEADER	PRIMARY TEAM PARTNER
Consultant Name	MSA Professional Services, Inc. (MSA)	Water Technology, Inc. (WTI)
Consultant Address	2901 International Lane, Suite 300 Madison, WI 53704	100 Park Avenue Beaver Dam, WI 53916
Consultant Phone Number	(608) 242-7779 (800) 446-0679	(920) 887-7375
Contact Name	Carter Arndt, AIA	Dean G. Mueller, AIA, CSI
Phone Numbers (Work/Cell)	Office: (608) 355-8884 Cell: (608) 963-1212	Office: (920) 887-7375 Cell: (920) 210-2774
Email	carndt@msa-ps.com	dmueller@watertechnologyinc.com

City of Lodi Municipal Pool

Randy Herwig
(608) 592-3247

Apple Canyon Pool

Sandra Nolan
(815) 297-2257

Project Date

2013 - Opens in June

Project Date

2013

Project Type

*New Replacement Facility
Under Construction*

Project Type

New Facility

City of Madison Irwin A. Goodman & Robert D. Goodman Pool

Brad Weisinger
(608) 245-3691

City of Wauwatosa Pool at Hoyt Park

Denise Lindberg
(414) 453-9641

Project Date

2006

Project Date

2011

Project Type

New Facility

Project Type

New Facility

City of Columbus Columbus Area Aquatic Center

Anne Donahue
(920) 623-5900

Village of Muscoda Municipal Pool

Cinda Johnson
(608) 739-3182

Project Date

2002

Project Date

1999

Project Type

New Facility

Project Type

*Completed Replacement
Facility*

City of La Crosse Erickson Park Pool

Greg Kozelek
(608) 789-7505

Des Plaines Park District Chippewa Pool

Paul Cathey
(847) 391-5700

Project Date

2003

Project Date

2013

Project Type

New Facility

Project Type

New Facility



FEE PROPOSAL

SERVICES	SIMULTANEOUS SERVICES COST (PROVIDE ALL SERVICES LISTED)	INDIVIDUAL SERVICES COST (PROVIDE EACH SERVICE AS STANDALONE)
Electrical Evaluation	\$1,250	\$2,500*
Plumbing Evaluation	\$1,000	\$2,500*
HVAC Evaluation	\$600	\$2,500*
Aquatics Evaluation (Including Water Treatment and Distribution System Evalu- ation)	\$3,600	\$5,000*
Site/Building Evaluation and Coordination (Including Deck and External Structures)	\$3,400	\$3,400*
TOTAL	\$9,850**	

COMMENTS:

1. ** = Simultaneous Services: If all services simultaneously provided the total cost is \$9,850.
2. * = Individual Services: As various individual services are provided in multiple combinations the cost in some cases will be reduced.
3. Fees listed include all expected reimbursable expenses.
4. This proposal remains valid for 45 days.
5. Upon City acceptance of this proposal, MSA shall prepare a City of De Pere Consultant Agreement for these services.



FEE PROPOSAL

CITY REQUIRED QUALIFICATIONS:

MSA/WTI will adhere to the following mandated minimum requirements.

- A. The proposed project team has much more than the required minimum five years of experience in aquatic planning, design and evaluation within the scope of the evaluating team.
- B. The evaluating team has registered engineers and architects in Wisconsin and have a minimum of five years' experience in aquatic planning and design.
- C. Insurance; MSA/WTI shall not commence work under this contract until all insurance required under this paragraph is obtained, and such insurance has been approved by the City, nor shall MSA/WTI allow any subcontractor to commence work on their subcontract until all similar insurance requirements have been obtained and approved.

1. **Worker's Compensation Insurance.** The CONSULTANT shall obtain and maintain throughout the duration of this contract statutory Worker's Compensation Insurance for all of its employees employed at the site or while working on this project. In case any work is sublet, the CONSULTANT shall require the subcontractor similarly to provide statutory Worker's Compensation Insurance for all of the latter's employees, unless such employees are covered by the protection afforded by the CONSULTANT.

2. **General Liability, Professional Liability and Property Damage Insurance.** The CONSULTANT shall maintain during the life of the Agreement, the following minimum public liability and property damage insurance to cover claims for injuries, including accidental death, as well as from claims for property damages which may arise from the performance of work under the Agreement as stated below:

- i. *Comprehensive general liability insurance, including personal injury liability, blanket contractual liability and broad form property damage liability. The combined single limit for bodily injury and property damage shall*

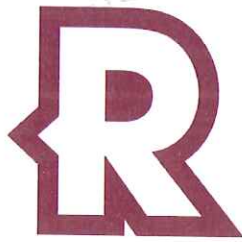
not be less than \$1,000,000; with additional umbrella liability insurance coverage to a total of not less than \$2,000,000.

- ii. *Automobile, bodily injury and property damage liability insurance covering owned, non-owned, rented and hired cars. The combined single limit for bodily injury and property damage shall be not less than \$600,000.*
- iii. *Statutory workers compensation and employers' liability insurance as required by the state having jurisdiction.*
- iv. *Professional liability insurance covering damages resulting from errors and omissions of the Consultant. The limit of liability shall be \$1,000,000 or the total consultant's fee on the project, whichever is greater.*
- v. **Proof of Insurance**

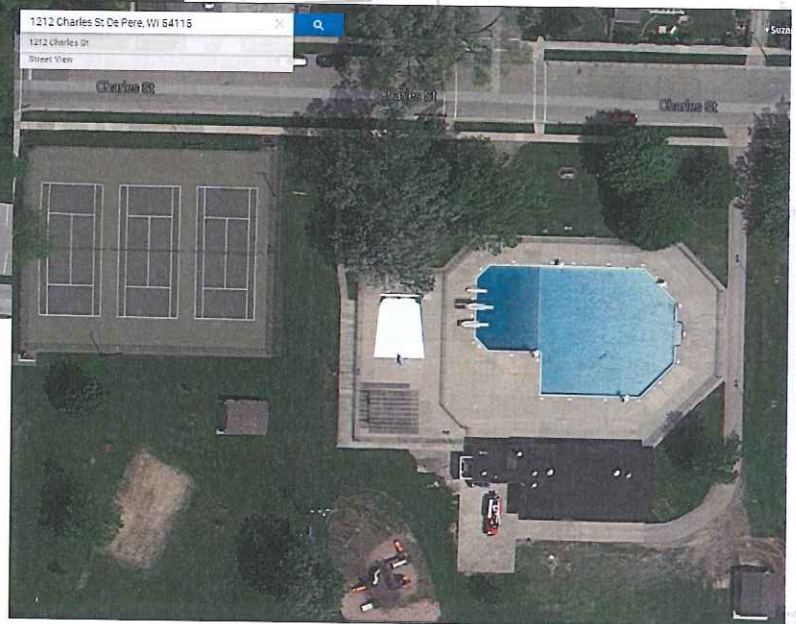
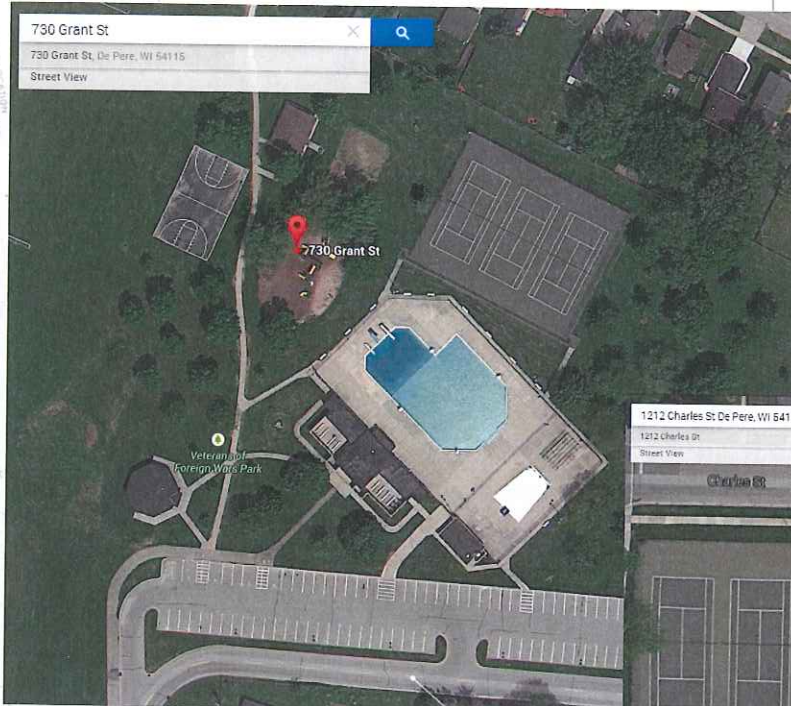
- a. *Upon selection for these services, MSA will furnish the City of De Pere with a Certificate of Insurance countersigned by a Wisconsin Resident Agent or Authorized Representative of the insurer indicating that the CONSULTANT meets the insurance requirements identified above. The Certificates of Insurance shall include a provision prohibiting cancellation of said policies except upon 30 days' prior written notice to the City of De Pere and shall name the City of De Pere as an additional insured under CONSULTANT'S general and professional liability policies for the specific contract or project covered. A copy of the Certificate of Insurance shall be delivered to the CITY 15 days prior to execution of the agreement for final approval.*

- 3. **Consultant Agreement.** MSA/WTI will use the City's Consultant Agreement as the basis for the agreement. The final agreement will conform with the scope of services required.





RAMAKER
& ASSOCIATES, INC.



CITY OF DE PERE AQUATIC FACILITY EVALUATION
DE PERE, WISCONSIN
PROJECT NUMBER: 28153
APRIL 4, 2014
PROPOSAL FOR PROFESSIONAL SERVICES

1120 Dallas Street, Sauk City, WI 53583
Phone: 608-643-4100 ▲ Fax: 608-643-7999

Attachment: Ramker Quote (2051 : Review and Approve Contract for Aquatic Facility Evaluation.*)

CITY OF DE PERE AQUATIC FACILITY EVALUATION – De Pere, Wisconsin

Insurance

Our standard insurance coverage includes the following. Proof of insurance will be provided upon notice of award.

General Liability	\$1,000,000 Each Occurrence
	\$2,000,000 General Aggregate
Automobile Liability	\$1,000,000 Combined Single Limit
Umbrella Liability	\$5,000,000 Each Occurrence/Aggregate
Workers Compensation	Statutory Limits
Professional Liability	\$3,000,000 Each Claim/Aggregate

SCOPE OF SERVICES

With over twenty years of experience in the Aquatic industry, we have the knowledge and experience to provide the following requested services.

- Wisconsin Swimming Pool Code compliance review
- Evaluation of existing buildings, swimming pools and amenities, including:
 - Structural
 - Electrical
 - Plumbing
 - Heating/Mechanical
 - Pool water treatment and distribution systems
 - Bathhouse architectural
 - Site, deck, and other components not mentioned above
- Condition report on all site elements
- Address operational effectiveness
- Recommendations for repair or replacement
- Cost estimates
- Estimate of remaining useful life

To follow is a summary of our project approach and anticipated tasks.

Existing Facility Evaluation

1. Facilitate a project “Kick Off” meeting with City representatives. The purpose of this meeting will be to introduce the project team; establish a chain of command; gather existing pool records; establish the project schedule; discuss evaluation and upgrade considerations. (1 meeting)
2. Inspect and evaluate the condition of the pool basin concrete, pool features, deck equipment, pool deck and fencing at each site. This inspection will occur when the pools are empty (prior to filling for the 2014 summer swim season). This will be a visual inspection along with sounding of the concrete with a hammer for evidence of hollow or loose concrete. Core sampling or using other methods to verify concrete strength is not included. (1 visit)
3. Inspect and evaluate the condition of the existing pool water treatment equipment at each site. This inspection shall occur while the pool equipment is operating. If pressure/vacuum gauges exist on the pressure and suction sides of the pumps, the pump performance will be confirmed by checking the flow vs. head condition relative to the pump curves. (1 visit)
4. Address potential energy saving options with pool equipment upgrades.
5. Visually inspect and evaluate the condition of the existing bathhouse building at each site. (1 visit)

6. Review existing pool and building codes for general compliance concerns.
7. Estimate remaining useful life of the existing facilities.
8. Make recommendations for repair or replacement.
9. Provide a rough order of magnitude cost estimate for the proposed improvements.
10. Summarize the findings in a report and provide to the City. Attend a meeting to review the report and address questions. (1 meeting)

Services Not Provided as Part of this Contract

- Sub-surface exploratory, destructive or non-destructive material testing
- Inspection of underground or submerged components and structures
- Environmental evaluations or assessments
- Geotechnical investigations and/or soil borings
- Design or Construction Documents

PROJECT SCHEDULE

Authorization to Proceed Spring 2014
Services Complete 45 days from Authorization to Proceed

COMPENSATION

The fees to provide the services defined above shall be:

Pool Basin/Water Treatment Equipment/Deck/Site Evaluations Initial Here for Acceptance: _____	\$9,600
Bathhouse Architectural and Structural Evaluations Initial Here for Acceptance: _____	\$5,800
Electrical/Plumbing/Heating/Mechanical Evaluations Initial Here for Acceptance: _____	\$4,300
Grand Total for the Above Services	<u>\$19,700</u>

The proposed fees are also summarized on the Bid Submittal Page found in Appendix C.

Client declares that they are exempt from Federal and State excise and sales taxes and will provide a tax exemption certificate to Ramaker upon request.

The fee amounts include direct labor costs, any mark-up for fringe benefits, overhead and profit.

Reimbursable expenses (e.g., reproductions, shipping, postage, travel, meals, etc.) **have not** been included in the above fees and will be charged as incurred without markup. The reimbursable expenses are estimated to total \$900.

Any additional services requested shall be performed in accordance with the current Fee Schedule found in **Appendix D**. Ramaker & Associates reserves the right to adjust these fees as necessary and will provide the Client a written notification of all such changes.

The Agreement Fee is firm for acceptance within 30 Days from date of this Agreement.

**Request for Proposals
City of De Pere Aquatic Facility Evaluation**

CONTACT INFORMATION	
Contractor Name	Ramaker & Associates, Inc.
Contractor Address	1120 Dallas Street, Sauk City, WI 53583
Contractor Phone Number	(608) 643-4100
Contact Name	Daryl Matzke
Phone Numbers (Work/Cell)	(608) 643-4100 / (608) 963-1343
Email	dmatzke@ramaker.com

REFERENCES:

List a minimum of 5 references that your team has conducted similar aquatic evaluations on.

Client Name: City of Monroe Phone: (608) 329-2469

Contact Name: Paul Klinzing Completion Date of Project: 2013

Client Name: Unified School District of Antigo Phone: (715) 627-4355

Contact Name: Tim Prunty Completion Date of Project: 2014

Client Name: School District of New Berlin Phone: (262) 789-6250

Contact Name: Andy Stefancin Completion Date of Project: 2013

Client Name: Village of Elm Grove Phone: (262) 782-6700

Contact Name: Lauren Oliveri Completion Date of Project: 2012

Client Name: Ridgewood Com. Pool Assn./Hawks Landing Swim Club Phone: (608) 663-6267

Contact Name: Tim Ritchie Completion Date of Project: 2003/2013

CITY OF DE PERE AQUATIC FACILITY EVALUATION – De Pere, Wisconsin

Request for Proposals
City of De Pere Aquatic Facility Evaluation
Bid Submittal Page

SCHEDULE OF COSTS

ITEMIZE COSTS BASED ON VI (B):

EVALUATION	COST
Pool Basin/Water Treatment Equipment/Deck/Site Evaluations	\$ 9,600
Bathhouse Architectural and Structural Evaluations	\$ 5,800
Electrical/Plumbing/Heating/Mechanical Evaluations	\$ 4,300
TOTAL	\$ 19,700

Reimbursable expenses (e.g., reproductions, shipping, postage, travel, meals, etc.) have not been included in the above fees and will be charged as incurred without markup. The reimbursable expenses are estimated to total \$900.

The City reserves the right to award a contract based on parts or all of the proposed bid.



2014 FEE SCHEDULE

PROFESSIONAL	HOURLY RATE
ADMINISTRATION	\$30.00 – \$50.00
CONSTRUCTION MANAGER	\$65.00 – \$100.00
ENGINEERING / ARCHITECTURAL TECHNICIAN	\$50.00 – \$110.00
ENVIRONMENTAL SPECIALIST	\$60.00 – \$80.00
GIS SPECIALIST	\$60.00 – \$110.00
INFORMATION TECHNOLOGY	\$75.00 – \$125.00
LANDSCAPE ARCHITECT	\$70.00 – \$90.00
STRUCTURAL ENGINEER	\$85.00 – \$125.00
PROFESSIONAL ENGINEER / LICENSED ARCHITECT	\$85.00 – \$150.00
PROFESSIONAL GEOLOGIST	\$80.00 – \$90.00
PROJECT MANAGER	\$80.00 – \$150.00
PROFESSIONAL LAND SURVEYOR	\$80.00 – \$125.00
SURVEY TECHNICIAN	\$50.00 – \$85.00
DEPARTMENT MANAGER	\$125.00 – \$175.00
PRINCIPAL	\$175.00 – \$250.00

SUBJECT TO CHANGE WITHOUT NOTICE
EFFECTIVE: JANUARY 2014

Attachment: Ramker Quote (2051 : Review and Approve Contract for Aquatic Facility Evaluation.*)

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: April 17, 2014
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki
SUBJECT: Approve the cancelation of installing webcams at the Riverwalk

Please see staff memo included.

ATTACHMENTS:

- Riverwalk Webcam (DOCX)

Riverwalk Webcam

Issue: Staff has been researching the possibility of installing webcams at the Riverwalk. Upon further information, we have uncovered the cost of installing webcams is going to be significantly higher than originally expected.

Summary: Staff researched for several months the possibility of installing webcams at the Riverwalk. As we ran into obstacles we continued to research ways to install the webcams at an effective price. In December, the Park Board approved a proposal that staff believed would work and be effective in pricing. Council approved this option as well. Once approved, staff began the process of implementing the cameras. Unfortunately, additional problems were uncovered not originally relayed to us. The main issue uncovered, was not having the correct amount of data “output” to accommodate live streaming video. The City’s current system does not provide enough data output to accommodate a live streaming webcam. To purchase a service that would accommodate the webcam’s data output, we have been informed the cost would be \$200 - \$400/month. With the current information provided to us and having additional cost considerations, I do not believe the installation of webcams at the Riverwalk is cost effective. It is possible with technologic advances coming every year, being able to install webcams will become more cost effective over the coming years.

Staff Recommendation: Cancel the installation of webcams at this time, and revisit the issue in 1-2 years.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: April 17, 2014

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve request from De Pere Baseball to recognize sponsors on scoreboards at Kelly Danen Park.

De Pere Baseball would like to recognize sponsors that contributed to the scoreboards installed at Kelly Danen Park. Provided the sponsor is not alcohol or tobacco related, or contains offensive language we would recommend De Pere Baseball being allowed to recognize their sponsor.

ATTACHMENTS:

- 20140411073747668 (PDF)
- 20140411_081653 (JPG)

Marty Kosobucki

From: Larry Lueck <larslueck@yahoo.com>
Sent: Thursday, April 10, 2014 5:00 PM
To: Marty Kosobucki
Subject: Request for approval

Marty, De Pere Baseball, Inc. requests approval to place sponsor signs on our scoreboards at Kelly Danen Park and Southwest Park. The sponsorship fee paid by the sponsors covered a major portion of the cost of the scoreboards. Therefore, we would like to recognize their contribution by placing a vinyl logo on the scoreboard. The size of the logo is 3' L x 1 1/2' W. De Pere Baseball is paying the cost of the vinyl signs or working a trade agreement with the sign company.

Thanks,
Larry Lueck
President
De Pere Baseball, Inc.

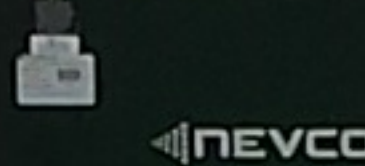


KELLY DANEN PARK

HOME

INNING / PERIOD

GUESTS



TIME

Sponsor Logo

BALL
STRIKE
OUT

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: April 17, 2014
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki
SUBJECT: Humana

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: April 17, 2014

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Deer Population Review

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: April 17, 2014

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Riverwalk Review
