



# Common Council

## Regular Meeting

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

### Agenda

Wednesday, April 5, 2017

7:30 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 **Common Council** of the City of De Pere will be held on **April 5, 2017 at 7:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

*This meeting can be viewed LIVE on TW Cable Channel 4; AT&T U-verse Channel 99; [www.depere.tv](http://www.depere.tv). This meeting is also rebroadcast on TV throughout the week and available on demand at [www.depere.tv](http://www.depere.tv).*

Call to order.

1. Roll call.
2. Pledge of allegiance to the Flag.
3. Approval of the Minutes of the March 21, 2017 Common Council meeting.
4. Public comment upon matters not on the agenda or other announcements.
5. Recommendation from the Board of Park Commissioners to remove insurance requirement from the Overnight Docking Policy.
6. Recommendation from the License Committee regarding the pre-hearing held on April 5, 2017 on the Class B Combination Liquor License issued to Studio 1Thirty2 LLC (DBA 1Thirty2), 132 S. Broadway St.
7. Recommendation from the License Committee regarding the pre-hearing held on April 5, 2017 on the Class B Combination Liquor License issued to Mary Susan Besaw (DBA Buddha's Still), 363 Main Av.
8. Recommendation from the Board of Park Commissioners to accept donation from Pool Works for the Swim-In Cinema Event.
9. Recommendation from Plan Commission regarding part of a Proposed Extraterritorial 56 Lot and 3 Outlot Preliminary Plat at the 4400 BLK Oak Ridge Circle in Ledgeview (Parcels D-207, D-450, D-451). Submitted by Steven M. Bieda, PLS.
10. Resolution #17-23, Authorizing Agreement Regarding the Sale and Purchase of Certain Business Park Property Between the City of De Pere and CMR, LLC.
11. Resolution #17-24, Authorizing Agreement For Consulting Services Between the City of De Pere and Cedar Corporation (Comprehensive Park and Outdoor Recreation Plan Update)
12. Resolution #17-25, Accepting Property Donation from the Estate of Thomas Kiley
13. Resolution #17-26, Authorizing Community Center Rental Fee for Facility Closing Time Extension
14. Resolution #17-27, Regarding Expenditure of Excess Stadium Tax Revenue
15. Drug Task Force Assignment Update

PLEASE TAKE NOTICE, that pursuant to Wis. Stats. §19.85(1)(d), the Common Council may convene in closed session to consider and discuss sensitive and undercover crime prevention strategies and officer assignments.

The Council 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.

16. Voucher Approval.
17. Operator License Applications.
18. Future Agenda Items
19. Adjournment.

Lawrence M. Delo  
City Administrator

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.

Agenda Sent To:

Alderspersons  
Mayor  
City Administrator  
Department Heads  
TV, Newspaper & Radio Stations  
Kress Family Library  
De Pere Chamber of Commerce  
Steven Bieda Mau & Associates  
Claude Robinson  
Mary Susan Besaw  
Mark Soderlund CMR, LLC  
John Michaud Gaming Machine Supply  
Nancy Malewiski  
Julie Fink Fronsee



City of De Pere, Wisconsin



**Request For Common Council Action**

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**MEETING DATE:** April 5, 2017

**DEPARTMENT:** City Clerk-Treasurer

**FROM:** Carey Danen

**SUBJECT:** Approval of the Minutes of the March 21, 2017 Common Council meeting.

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**ATTACHMENTS:**

- 03-21-2017 Common Council Minutes draft (PDF)



# Common Council

## Regular Meeting

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

### Draft Minutes

Tuesday, March 21, 2017

7:30 PM

De Pere City Hall Council Chambers

1. Call to order. The Common Council meeting was called to order on March 21, 2017 at 7:30 PM, De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI.

| Attendee Name    | Title        | Status  | Arrived |
|------------------|--------------|---------|---------|
| Michael J. Walsh | Mayor        | Present |         |
| James Boyd       | Aldersperson | Present |         |
| Dan Carpenter    | Aldersperson | Present |         |
| Scott Crevier    | Aldersperson | Present |         |
| Michael Donovan  | Aldersperson | Present |         |
| Ryan Jennings    | Aldersperson | Present |         |
| Larry Lueck      | Aldersperson | Present |         |
| Dean Raasch      | Aldersperson | Present |         |
| Lisa Rafferty    | Aldersperson | Present |         |

2. Pledge of allegiance to the Flag.
3. Approval of the Minutes of the March 7, 2017 Common Council meeting.

|                  |                                                                      |
|------------------|----------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                           |
| <b>MOVER:</b>    | Scott Crevier, Aldersperson                                          |
| <b>SECONDER:</b> | Larry Lueck, Aldersperson                                            |
| <b>AYES:</b>     | Boyd, Carpenter, Crevier, Donovan, Jennings, Lueck, Raasch, Rafferty |

4. Public comment upon matters not on the agenda or other announcements.

Aldersperson Carpenter thanked community members who adopted fire hydrants and kept them shoveled all winter.

5. Recommendation from the License Committee on Consideration of Class B Combination License issued to Studio 1Thirty2 LLC (DBA 1Thirty2), 132 S. Broadway St.

This item was referred back to staff.

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>NO ACTION</b> |
|----------------|------------------|

6. Approve recommendation from Board of Park Commissioners to place Aquatic Center at VFW Park.

Parks Director Marty Kosobucki answered questions about environmental impact studies, public feedback on the sites, parking capacity and potential impact to existing amenities.

|                  |                                                                      |
|------------------|----------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                           |
| <b>MOVER:</b>    | Ryan Jennings, Aldersperson                                          |
| <b>SECONDER:</b> | Scott Crevier, Aldersperson                                          |
| <b>AYES:</b>     | Boyd, Carpenter, Crevier, Donovan, Jennings, Lueck, Raasch, Rafferty |

7. Recommendation to Provide Hourly Stipend for Water Service Worker.

Attachment: 03-21-2017 Common Council Minutes draft (5702 : Approval of the Minutes of the March 21, 2017 Common Council meeting.)

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Larry Lueck, Alderperson  
**SECONDER:** Dan Carpenter, Alderperson  
**AYES:** Boyd, Carpenter, Crevier, Donovan, Jennings, Lueck, Raasch, Rafferty

8. Recommendation of the Board of Public Works to Award Project 17-01 Sewer & Water Relay & Street Resurfacing to Jossart Brothers, Inc. in the Amount of \$2,011,042.38.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Dean Raasch, Alderperson  
**SECONDER:** Ryan Jennings, Alderperson  
**AYES:** Boyd, Carpenter, Crevier, Donovan, Jennings, Lueck, Raasch, Rafferty

9. Recommendation of the Board of Public Works to Award Project 17-02 Huron Street Reconstruction & Utility Relay to Kruczek Construction, Inc. in the Amount of \$1,082,182.82

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Dan Carpenter, Alderperson  
**SECONDER:** Dean Raasch, Alderperson  
**AYES:** Boyd, Carpenter, Crevier, Donovan, Jennings, Lueck, Raasch, Rafferty

10. Recommendation of the Board of Public Works to Award Project 17-03 Sewer Lining-CIPP to Insituform Technologies USA, Inc. in the Amount of \$266,742.80.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Dean Raasch, Alderperson  
**SECONDER:** Larry Lueck, Alderperson  
**AYES:** Boyd, Carpenter, Crevier, Donovan, Jennings, Lueck, Raasch, Rafferty

11. Recommendation of the Board of Public Works to Award Project 17-15 Sewer Cleaning and Televising to Speedy Clean Drain and Sewer in the Amount of \$40,800.00.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** James Boyd, Alderperson  
**SECONDER:** Scott Crevier, Alderperson  
**AYES:** Boyd, Carpenter, Crevier, Donovan, Jennings, Lueck, Raasch, Rafferty

12. Resolution #17-18, Authorizing Addendum to Service Agreement for Professional Services Between the City of De Pere and Life Line Billing Systems, LLC, d/b/a LifeQuest Services (Emergency Medical Service Third Party Collection Services)

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Michael Donovan, Alderperson  
**SECONDER:** Ryan Jennings, Alderperson  
**AYES:** Boyd, Carpenter, Crevier, Donovan, Jennings, Lueck, Raasch, Rafferty

13. Resolution #17-19, Authorizing Agreement for Consulting Services Between the City of De Pere and Ferguson Enterprises, Inc. d/b/a Davies Water/Ferguson Waterworks (2017 Leak Detection Survey)

Public Works Director Scott Thoresen confirmed that the surrounding communities that purchase water from the City will also perform leak detection.

|                  |                                                                      |
|------------------|----------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                           |
| <b>MOVER:</b>    | Dean Raasch, Alderperson                                             |
| <b>SECONDER:</b> | Larry Lueck, Alderperson                                             |
| <b>AYES:</b>     | Boyd, Carpenter, Crevier, Donovan, Jennings, Lueck, Raasch, Rafferty |

14. Resolution #17-20, Authorizing Agreement for Consulting Services Between the City of De Pere and Professional Service Industries, Inc. (2017 Materials Testing and Soil Boring)

|                  |                                                                      |
|------------------|----------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                           |
| <b>MOVER:</b>    | Dan Carpenter, Alderperson                                           |
| <b>SECONDER:</b> | Dean Raasch, Alderperson                                             |
| <b>AYES:</b>     | Boyd, Carpenter, Crevier, Donovan, Jennings, Lueck, Raasch, Rafferty |

15. Resolution #17-21, Approving Annual Report Under Municipal Separate Storm Sewer System (MS4) Permit and its Submission to the Wisconsin Department of Natural Resources (DNR)

|                  |                                                                      |
|------------------|----------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                           |
| <b>MOVER:</b>    | Scott Crevier, Alderperson                                           |
| <b>SECONDER:</b> | Ryan Jennings, Alderperson                                           |
| <b>AYES:</b>     | Boyd, Carpenter, Crevier, Donovan, Jennings, Lueck, Raasch, Rafferty |

16. Resolution #17-22, Urging the State Legislature to Enact 2017 Assembly Bill 70 and Authorize Municipalities to Publish Official Proceedings by Posting in a Public Place and Electronically Posting on Municipalities' Internet Site

|                  |                                                       |
|------------------|-------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [6 TO 2]</b>                               |
| <b>MOVER:</b>    | Scott Crevier, Alderperson                            |
| <b>SECONDER:</b> | James Boyd, Alderperson                               |
| <b>AYES:</b>     | Boyd, Carpenter, Crevier, Donovan, Jennings, Rafferty |
| <b>NAYS:</b>     | Larry Lueck, Dean Raasch                              |

17. New Leaf Cooperative Market project update and request to purchase a portion of Parcel ED-881.

Economic Development and Planning Director Kim Flom answered questions about the terms of purchase, and reported that any agreement drafted by the City would include standard property reversion language.

Alderperson Donovan moved, seconded by Alderperson Rafferty to open the meeting for public comments. Upon vote, motion carried unanimously.

Tracy Flucke, New Leaf board member, provided a project summary and update. Lynn Walter, New Leaf President, explained the co-op's financing plan and outlined the project's timeline and next steps. Discussion followed.

Residents Paul Summerside and Dale Hutjens expressed their support for the project. Carol Karls, former board member of New Leaf, has been assisting with the co-op's pro forma. She provided additional information on financing options.

Alderperson Donovan moved, seconded by Alderperson Raasch to return to regular order. Upon vote, motion carried unanimously.

Alderperson Jennings stated that he would recuse himself from the vote.

|                  |                                                            |
|------------------|------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [7 TO 0]</b>                                    |
| <b>MOVER:</b>    | James Boyd, Alderperson                                    |
| <b>SECONDER:</b> | Scott Crevier, Alderperson                                 |
| <b>AYES:</b>     | Boyd, Carpenter, Crevier, Donovan, Lueck, Raasch, Rafferty |
| <b>ABSTAIN:</b>  | Ryan Jennings                                              |

18. Voucher Approval.

|                  |                                                                      |
|------------------|----------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                           |
| <b>MOVER:</b>    | Michael Donovan, Alderperson                                         |
| <b>SECONDER:</b> | Ryan Jennings, Alderperson                                           |
| <b>AYES:</b>     | Boyd, Carpenter, Crevier, Donovan, Jennings, Lueck, Raasch, Rafferty |

19. Operator License Applications.

Alderperson Raasch moved, seconded by Alderperson Boyd, to approve Temporary Operator License applications #1-3. Upon vote, motion carried unanimously.

Alderperson Raasch moved, seconded by Alderperson Carpenter, to approve New Operator License applications #1-4. Upon vote, motion carried unanimously.

20. Future Agenda Items

Alderperson Raasch requested a review of the City's zoning and building code in reference to construction regulations and fire rating for balconies and outdoor grilling.

21. Adjournment.

Alderperson Crevier moved, seconded by Alderperson Boyd to adjourn the meeting at 8:32 P.M. Upon vote, motion carried unanimously.

Respectfully submitted,

Carey Danen, Deputy Clerk-Treasurer

## City of De Pere, Wisconsin

**Request For Common Council Action**


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**MEETING DATE:** April 5, 2017

**DEPARTMENT:** Parks, Recreation & Forestry

**FROM:** Marty Kosobucki

**SUBJECT:** Recommendation from the Board of Park Commissioners to remove insurance requirement from the Overnight Docking Policy.

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The Park Board adopted a policy which will allow for overnight docking at Voyageur Park. It is felt allowing this amenity helps promote the park as well as our downtown district. While developing the policy, it was recommended from our insurance consultant to require proof of insurance. Upon reviewing the matter and receiving comments from a resident and potential user, the Park Board does not believe the overnight docking will be utilized if we require a certificate of insurance. It is felt the inconvenience of providing the insurance certificate for an overnight stay will cause people to not participate in the offering. While not a perfect comparison, the Park Board related the process similar to renting a campsite.

The Park Board realizes the development and approval of the policy lies within the Park Board. However, the Park Board is requesting a decision from the council on the matter of eliminating insurance requirements as described in section 19 of the Overnight Docking Policy.

I have included the following attachments.

- Survey conducted of area marinas that allow transient (overnight) boat docking.
- Memo from our insurance consultant recommending the requirement of requiring proof of insurance.
- The docking policy approved by the Board of Park Commissioners.

**ATTACHMENTS:**

- Transient Survey (XLSX)
- Insurance Company Response Memo Overnight Docking (DOCX)
- Overnight docking.park board approved edits (DOCX)
- Mayor-CC-Overnight Boat Docking-Insurance4-5-17-152-001-16 (PDF)

## TRANSIENT BOATERS INSURANCE

| NAME OF MARINA                          | INSURANCE<br>REQUIRED | SIGN OFF ON CONTRACT NAME OF YOUR INSURANCE<br>AND YOU HAVE BOATERS INSURANCE |
|-----------------------------------------|-----------------------|-------------------------------------------------------------------------------|
| Keith Marina, West Bend                 | No Slips              |                                                                               |
| Alibi Dock Marina, Fish Creek           | No                    | Yes                                                                           |
| Lakeside, Oshkosh                       | Only Annuals          |                                                                               |
| SkipperBud's Quarterdeck                | No                    | Yes                                                                           |
| Action Marina, Green Lake               | No                    | Yes, Owner of the boat has to be the renter.                                  |
| Salmon Harbor Marina,<br>Kewaunee       | No                    | Yes                                                                           |
| Bailey Harbor Marina,<br>Baileys Harbor | Opens April 15, 2017  |                                                                               |
| American Marine, Shawano                | Opens April 15, 2017  |                                                                               |

Attachment: Transient Survey (5658 : Recommendation from the Board of Park Commissioners to remove insurance requirement.)

**From:** Marty Malloy [<mailto:Marty.Malloy@m3ins.com>]  
**Sent:** Wednesday, March 1, 2017 8:02 AM  
**To:** Marty Kosobucki  
**Cc:** Judy Schmidt-Lehman  
**Subject:** RE: City of De Pere

Marty,

A key to proper risk management for the use of facilities is risk transfer.

When another party is using the city's facilities, the city needs to protect itself from the negligent acts of the parties using city facilities. The best method to do that is to require proper insurance from that party.

There are two other reasons to require insurance:

- The city has a consistent policy regarding facility use. From a risk management standpoint, it is best to limit deviations from this policy.
- Depending on where the dock is, maritime laws and rules may apply. In this case, the city could lose its limits of liability under state statute in a lawsuit.

Let me know if you have further questions.

Have a great day!

Marty Malloy, MS, CPCU, ARM-P, CSRM  
 Account Executive  
 Director Education & Government Practice  
 M3 Insurance  
 828 John Nolen Drive  
 Madison, WI 53713  
 O: 608.288.2747 C: 608.213.4795  
[Click here to read the M3 Blog](#) and get risk management updates.



**From:** Marty Kosobucki [<mailto:mkosobucki@mail.de-pere.org>]  
**Sent:** Tuesday, February 28, 2017 3:19 PM  
**To:** Marty Malloy <[Marty.Malloy@m3ins.com](mailto:Marty.Malloy@m3ins.com)>  
**Cc:** Judy Schmidt-Lehman <[jschmidt-lehman@mail.de-pere.org](mailto:jschmidt-lehman@mail.de-pere.org)>  
**Subject:** City of De Pere

Hello Mr. Malloy,



Our City Attorney, Judy Schmidt-Lehmen referred me to you...thought you may be able to provide some insight/opinion on a growing issue we have here. Hoping you don't mind me requesting your opinion.

The City has boat docks in one of our parks. Recently we were asked to develop a policy that allows for people to rent a slip overnight. We developed a policy, but with the policy we included a requirement to provide a certificate of insurance with a minimum of \$1,000,000 per occurrence. The citizen requesting the policy indicated that if we mandate the insurance requirement for overnight docking, we likely will not have anyone take advantage of the service. We placed some calls around to marinas, and for transient boat docking they do not seem to ask for insurance.

Just wondering if you can give us some insight if we would be ok without requiring insurance for overnight boat docking.

Thanks and look forward to hearing back from you.

Marty J. Kosobucki  
Director of Parks, Recreation and Forestry  
City of De Pere

Visit the award winning Riverwalk and Wildlife Viewing Pier  
[De Pere Riverwalk and Wildlife Viewing Pier](#)

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## Voyageur Dock – Overnight Docking

### Rules and Regulations

1. The Parks, Recreation and Forestry Department reserves the right to deny requests due to special events taking place at Voyageur Park, or for any other reason deemed not in the best interest of the park users and City of De Pere.
2. All permit request must be submitted a minimum of 7 days before the requested dates. Requests may be submitted within the 7 calendar days, however are not guaranteed approval.
3. Boats may not stick out past the edge of the Finger Pier. Finger piers are 30' in length.
4. Park facilities may be used by boaters until 11:00 pm when the park closes.
5. Permit holders are allowed direct access to their boat at anytime from outside of the park.
6. Noise ordinance is in effect.
7. Our docks do not possess electrical services. Internal battery and generators may be used, however external generators are prohibited.
8. No additions, alterations or permanent fixtures to the docks are allowed (ie. Lockers, carpet, tires, etc.)
9. The docks may be used solely for pedestrian use. No skateboards, scooters, in-line skates, etc.
10. Only one boat may occupy a slip at a time.
11. Permit fee of \$10.00 per night is non-refundable.
12. Renter accepts responsibility and liability for any and all damage to the City of De Pere property.
13. Overnight permit grants access to the dock space from 6 pm of the evening to 10 am of the following day. After the rental is complete, boaters may continue to use the slips under the general public guidelines.
14. Renting a slip is allowed for two consecutive days. Additional days of consecutive overnight docking may be requested through the Board of Park Commissioners.
15. Cleaning of fish on the dock is not permitted.
16. Any permit may be revoked at any time, upon non-compliance of the Voyageur Boat Overnight Docking Rules and regulations.
17. All fees shall be forfeited if a permit is revoked for non-compliance.
18. Reservations accepted the first week of June through the end of September.
19. **Insurance Requirements:** Permittee shall provide a certificate of insurance indicating general liability coverage in an amount not less than \$1,000,000.00 (one million dollars) per occurrence. All such insurance policies shall name the City of De Pere as an additional insured for purposes of the docking permit and a copy of the Additional Insured endorsement to the liability insurance policy shall also be provided. All policies of insurance shall provide the city not less than 30 days' notice of policy cancellation.  
**Indemnification:** Permit holder shall indemnify and save and hold the City of De Pere and all of its officers, employees and agents, harmless from any and all injury that may occur to any party as the result of the event permitted. This provision is intended to indemnify and hold harmless the City of De Pere to the fullest extent permitted by law and includes the payment of reasonable attorney fees for the defense of any claims brought which can fairly be said to be under the intent and purpose of this hold harmless agreement. To secure such hold harmless agreement, permit holder shall maintain a general liability insurance policy on its event/operations as required in paragraph 1 above.

## CITY OF DE PERE

## MEMO

To: Michael J. Walsh, Mayor  
 Members of the Common Council

From: Judith Schmidt-Lehman, City Attorney

RE: Recommendation of the Park Board to Waive Insurance and Indemnification Requirements for Overnight Boat Docking Permit

Date: April 5, 2017

At its meeting of March 16, 2017, the Board of Park Commissioners recommended approval of an amendment to the boat docking policy it approved on December 15, 2016 to eliminate the requirement that the permit applicant provide a certificate of insurance and name the city as an additional insured under the policy in order to be issued a permit.<sup>1</sup> The purpose of this memo is to provide additional information regarding this matter.

The Council has the discretion to determine in what circumstances extraordinary use of city infrastructure will require insurance and indemnification and which will not. As noted in the Park Board materials, the city's insurance consultant recommended that the insurance be required. This is consistent with all other uses of city property/infrastructure that is considered over and above the "usual and customary" public use. For example, in order for a business owner to place a planter on the sidewalk in front of the business, a permit and certificate of insurance naming the city as an additional insured is required. Another example is use of shelters in the city parks; in order for someone to reserve the shelter for a set time, a permit, together with insurance naming the city as an additional insured, is required. The purpose behind the insurance requirement is to have the person using city infrastructure in a manner over and above what is customary, bear the costs of paying for damage to that infrastructure.

Park Department research indicates that area marinas differ in their insurance requirements. Of the seven (7) marinas surveyed, five (5) allowed transient boaters. Of those five marinas, none required certificates of insurance with the permit application. However, four of those five did require the transient boater to have insurance and provide the insurance company name to the facility.

<sup>1</sup> §30-4(g) De Pere Municipal Code provides:

(g) *Boat dockage.*

(1) *Facilities for public use.* The city's dock facility, including dockage along the walls of the park abutting the Fox River, shall be provided to the public at no charge. The city shall not accept reservations for any dock space, nor shall any persons be given priority in the use of boat docking space. Any person leaving any dockage area within the park with their boat or other watercraft shall not attempt to block or otherwise reserve any docking space therein for future use.

(2) *Docking limits.* No person shall use any facilities within Voyageur Park for purposes of docking or securing any boat or other watercraft for more than a total of six hours in the aggregate in any day during the hours in which the park is open to the public. Nothing contained in this subsection shall be construed as permitting the docking or securing of any boat or other watercraft during the hours of 11:00 p.m. each day to 4:00 a.m. the succeeding day, as expressly prohibited by section 30-2(1).

(3) *Waiver.* The board of park commissioners may authorize the director of parks to waive the provisions of subsection (g)(1) and (g)(2) of this section, and section 30-2(1) on a temporary and limited basis, to authorize boat dockage under certain circumstances as may be delineated by written policy of such board.

The city's boat docks are not a marina. Marinas charge fees for slip rentals and are able to potentially cover the costs of unreimbursed damage from uninsured transient boaters from some of those fees. The city is not in that same position; the \$10 permit fee will not cover damage repair, and no other source of revenue from dock usage is available to defray that repair cost. Public dollars would need to cover those costs, either through outright repair expenses or through higher insurance premiums made necessary by damage claims or additional claim exposure.

If the Council finds that the current policy requiring that a certificate of insurance naming the city as an additional insured accompany the permit application is unduly burdensome on permit applicants, the law department requests the council consider following the majority of the surveyed marinas and require boater insurance coverage and coverage information for overnight docking. This would provide needed information to the city and/or its insurance carrier in case of a damage incident or claim.

If you have any questions or concerns regarding this matter, please feel free to call me at 339-4042.

H:\azills\Memos\2017\Mayor-CC-Overnight Boat Docking-Insurance4-5-17-152-001-16.docx

**City of De Pere, Wisconsin****Request For Common Council Action**

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**MEETING DATE:** April 5, 2017

**DEPARTMENT:** City Clerk-Treasurer

**FROM:** Carey Danen

**SUBJECT:** Recommendation from the License Committee regarding the pre-hearing held on April 5, 2017 on the Class B Combination Liquor License issued to Studio 1Thirty2 LLC (DBA 1Thirty2), 132 S. Broadway St.

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**ATTACHMENTS:**

- 1Thirty2\_DOR (PDF)
- 1Thirty2\_Memo (PDF)





WISCONSIN DEPARTMENT OF REVENUE  
265 W NORTHLAND AVE  
APPLETON, WI 54911

**Contact Information:**  
CHRISTINE WYSOCKI

265 W NORTHLAND AVE  
APPLETON, WI 54911  
Phone: (920)832-2729 Fax: (920)832-2909  
Email: JoEllyn.Scheuers@wisconsin.gov  
Website: revenue.wi.gov

CITY OF DE PERE  
ATTN: CAREY DANEN  
335 S BROADWAY ST  
DE PERE WI 54115

## Notice to Deny License or Permit

### Applicant Information

Notice date: February 17, 2017

Tax Account Number: 456-1028976173-02

Entity Name: STUDIO 1THIRTY2 L.L.C.

Business Name: 1THIRTY2

Business Address: 132 S. BROADWAY ST.

DE PERE WI 54115

### Why did I get this notice?

- Sec. 77.61(11), Wis. Stats.. -requires municipal clerks to obtain proof that a license or permit holder has a valid seller's permit or use tax registration certificate prior to renewing/ issuing a license or permit.
- The above applicant does not hold a valid sellers permit or use tax registration certificate.

### What do I need to do?

- Do not issue or renew any license or permit to the above applicant.
- If a new application is received for this location by another entity, please contact us to ensure a valid seller's permit is held.
- Contact us if you have any questions.

### What if applicant's registration status changes?

- You will be notified if we issue a seller's permit or use tax registration certificate to this applicant.

CITY OF DE PERE  
POLICE DEPARTMENT

MEMORANDUM

To: License Committee

From: Derek A. Beiderwieden, Chief of Police

Date: March 14, 2017

Subject: Studio 1Thirty2

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The police department has been asked to provide information regarding Studio 1Thirty2 to the License committee. After checking with patrol staff and supervisors it was determined the last date Studio 1Thirty2 was open for business was November 13, 2016.

It appears since that date Studio 1Thirty2 has not been open for business since then. If you have any questions about this information, please contact me at 339-4075 at your convenience.

City of De Pere, Wisconsin



**Request For Common Council Action**

---

**MEETING DATE:** April 5, 2017

**DEPARTMENT:** City Clerk-Treasurer

**FROM:** Carey Danen

**SUBJECT:** Recommendation from the License Committee regarding the pre-hearing held on April 5, 2017 on the Class B Combination Liquor License issued to Mary Susan Besaw (DBA Buddha's Still), 363 Main Av.

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**ATTACHMENTS:**

- Buddha's Still\_Memo (PDF)
- Mayor-CC-Buddha's Still Pre-Hearing (PDF)



CITY OF DE PERE  
POLICE DEPARTMENT

MEMORANDUM

To: License Committee

From: Derek A. Beiderwieden, Chief of Police

Date: March 28, 2017

Subject: Buddha's Still

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The police department is seeking to have a pre-hearing for Buddha's Still for maintaining a disorderly house.

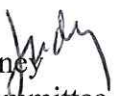
The police department has received numerous complaints of patrons leaving Buddha's Still and vomiting on neighboring properties since the summer of 2016. The police department worked with the management of Buddha's Still to resolve the apparent overserving and the resulting disorderly patrons. This appeared to have a positive result there were relatively few issues up until the end of January 2017. On January 16, and January 22, 2017 there were two instances of patrons leaving the establishment, going next door to O'Connor Consulting and vomiting in O'Connor's doorway. Two citations were issued to Mary Besaw, the license holder of Buddha's Still. Again on February 23, 2017, a patron is seen leaving Buddha's Still, going to O'Connor Consulting, vomiting in their doorway then returning back to Buddha's Still. One more citation was issued to Mary Besaw. On March 25, 2017, two patrons are seen leaving Buddha's Still with one and two beers each and one patron is seen vomiting on the Main Ave. sidewalk in front of O'Connor consulting. A citation will be issued for this offense also. All of the offenses are video recorded and can be played if necessary for the License Committee. The citations are pending and hearings for them are forthcoming.

I am requesting the license of Buddha's Still be suspended or revoked based on their continued failure to maintain patrons in or around their premises and overserving to point of patron vomiting.

If you have any questions about this information, please contact me at 339-4075 at your convenience.

## CITY OF DE PERE

## MEMO

To: Michael J. Walsh, Mayor  
Members of the Common Council  
From: Judith Schmidt-Lehman, City Attorney   
RE: Recommendation of the License Committee Regarding the Pre-hearing on the  
Class B Combination Liquor License issued to Mary Susan Besaw (d/b/a  
Buddha's Still)  
Date: April 5, 2017

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Chapter 7 of the De Pere Municipal Code, Dealing with Liquor Licensing, provides under §7-8(a) in regard to maintaining a disorderly house:

*"Duty to maintain order. A licensee under this section shall have the duty to maintain order and peace in and around the licensed premises and to maintain such premises in compliance with all applicable municipal and state codes dealing with building and health requirements. This duty shall include any premises specifically identified on the license or used in conjunction with the licensed premises."*

Pursuant to this section, owners of establishments such as Buddha's Still, are responsible for the actions of their patrons while outside of their establishment.

Please feel free to contact me at 339-4042 if you have any questions or concerns.

## City of De Pere, Wisconsin

**Request For Common Council Action**

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**MEETING DATE:** April 5, 2017

**DEPARTMENT:** Parks, Recreation & Forestry

**FROM:** Marty Kosobucki

**SUBJECT:** Recommendation from the Board of Park Commissioners to accept donation from Pool Works for the Swim-In Cinema Event.

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The memo is to seek the Common Council's approval for the Recreation Department to accept a donation of \$500.00 and prizes from Pool Works for our second annual, Swim-In Cinema on July 22, 2017.

The donation will help cover costs for rental of the Movie Screen from FunFlicks as well as the purchase of the license for the movie from Criterion.

**City of De Pere, Wisconsin****Request For Common Council Action**

---

**MEETING DATE:** April 5, 2017

**DEPARTMENT:** Planning

**FROM:** Peter Schleinz

**SUBJECT:** Recommendation from Plan Commission regarding part of a Proposed Extraterritorial 56 Lot and 3 Outlot Preliminary Plat at the 4400 BLK Oak Ridge Circle in Ledgeview (Parcels D-207, D-450, D-451). Submitted by Steven M. Bieda, PLS.

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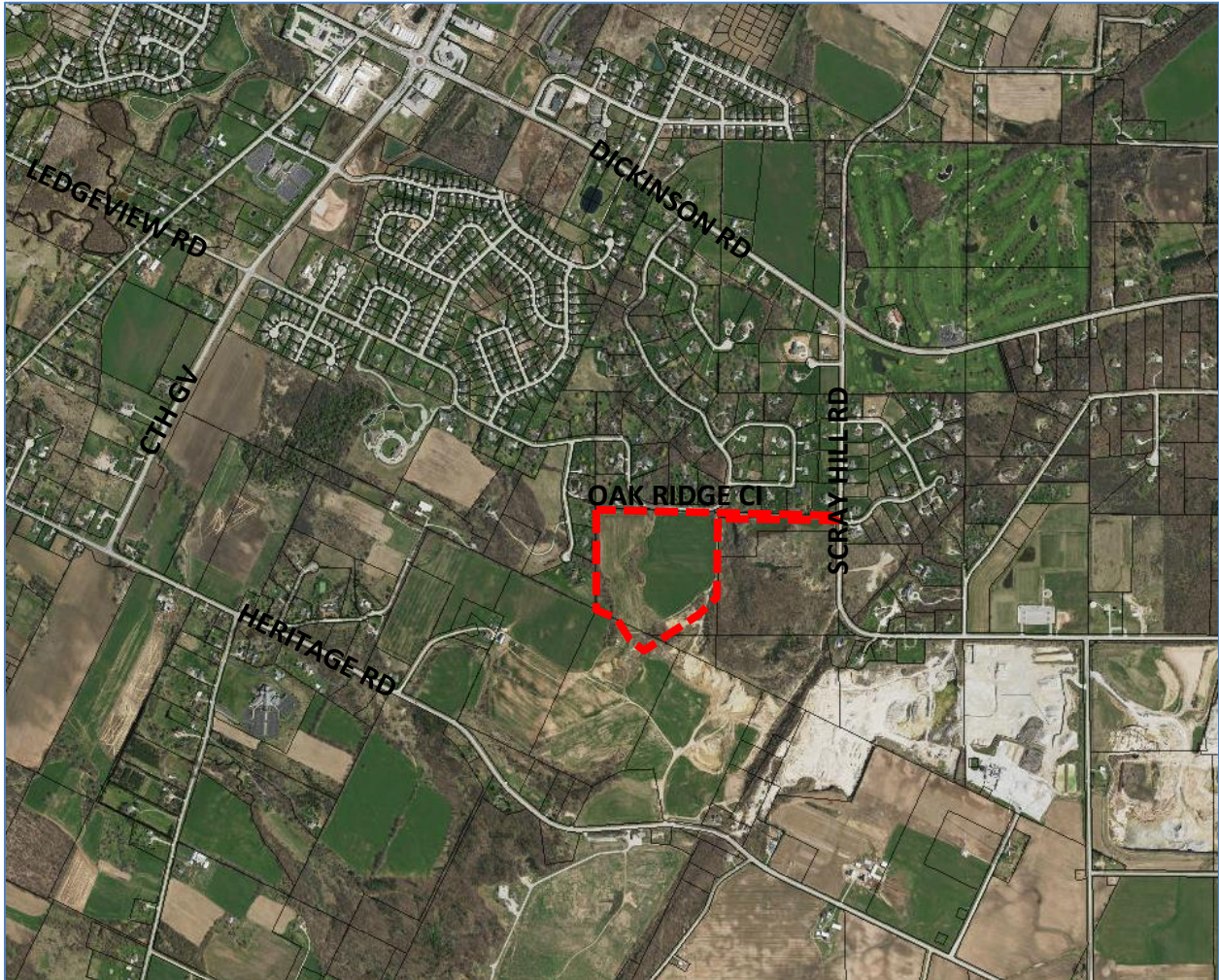
**ATTACHMENTS:**

- Extraterritorial Preliminary Plat - Grande Ridge Estates - Plan Commission Report (DOCX)
- Application Form (PDF)
- Preliminary Plat (PDF)



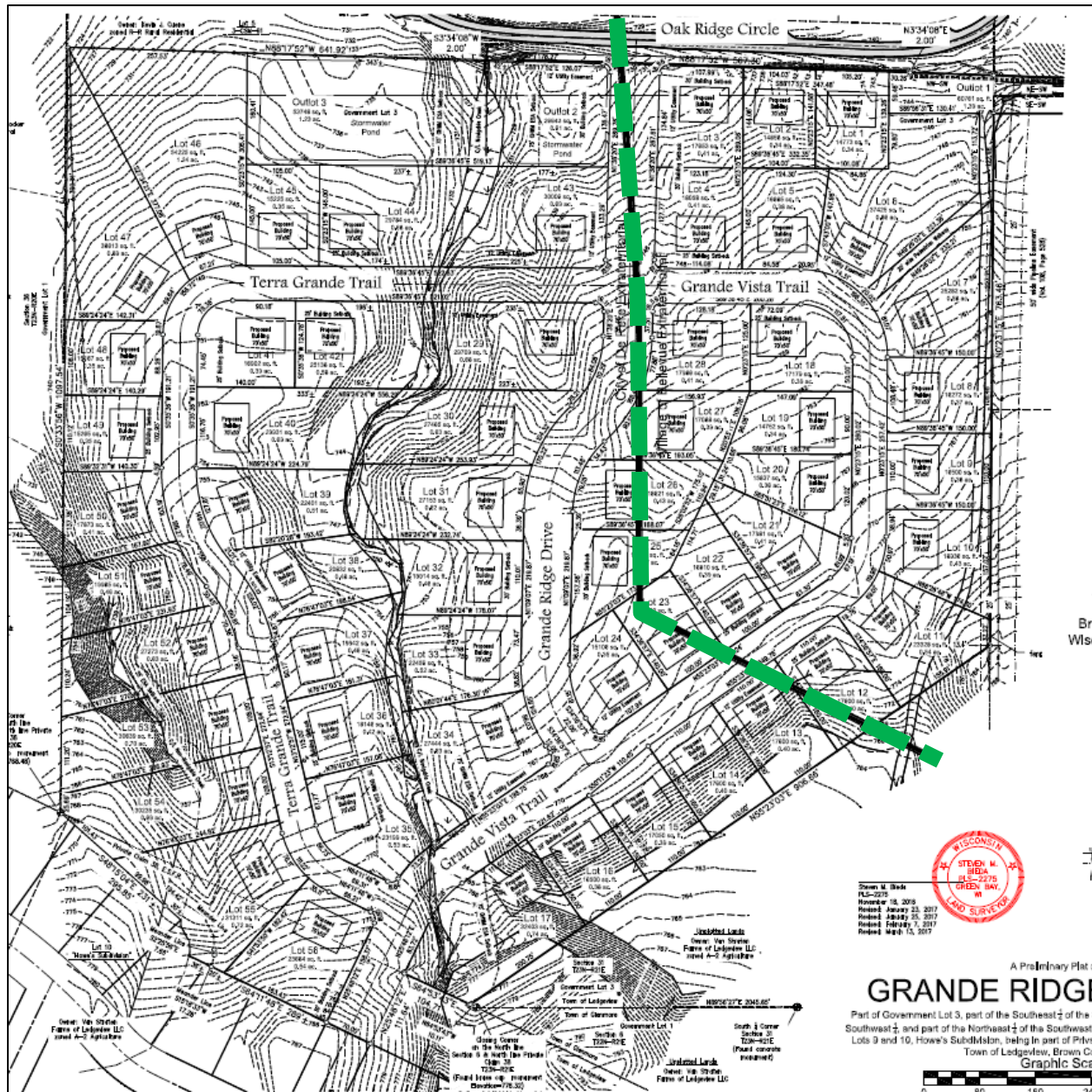
- ITEM 3: Recommendation regarding part of a Proposed Extraterritorial 56 Lot and 3 Outlot Preliminary Plat at the 4400 BLK Oak Ridge Circle in Ledgeview (Parcels D-207, D-450, D-451). Submitted by Steven M. Bieda, PLS.\*

SITE MAP





### PROPOSED PRELIMINARY PLAT AREA



#### REQUESTED ACTION:

Extraterritorial Preliminary Plat Approval.

*NOTE: Due to an extraterritorial review authority that must be shared with the Village of Bellevue, the City of De Pere has the authority to review ONLY the portion of the extraterritorial plat that is on the west (left) side of the green dashed line in the above graphic.*

#### COMMON DESCRIPTION:

4400 BLK Oak Ridge Circle in the Town of Ledgeview, generally located east from Scray Hill Road and south from Dickinson Road.

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PARCEL NUMBER(S):</b>      | D-207, D-450, D-451                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>EXISTING ZONING:</b>       | Located in Town of Ledgeview.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>PROPOSED ZONING:</b>       | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>SURROUNDING LAND USES:</b> | Residential to the north, natural and agricultural to the south, east, and west.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>COMPREHENSIVE PLAN:</b>    | Not identified because site is an extraterritorial area.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>APPLICANT NAME:</b>        | Steven M. Bieda, PLS, Authorized Representative<br>Mau & Associates LLP<br>400 Security BLVD<br>Green Bay, WI 54313                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>SITE HISTORY:</b>          | <p>After a review of air photographs, it was evident that the property and nearby areas were used for agricultural purposes, but have been transitioning to residential uses. The site is near the escarpment in Ledgeview and also near non-metallic mining operations located to the southeast.</p> <p>The land division falls within the sewer service area, with the exception of part of Lots 54, 55, and 56. The issue of the lots being outside of the sewer service area as it relates to minimum lot sizes are an issue that would be addressed by Brown County Planning Commission.</p> <p>The site also has environmentally significant areas (ESA), including potential steep slopes, a non-navigable waterway, and a navigable waterway. Any ESA concerns on the plat would also be addressed by the Brown County Planning Commission.</p> <p>De Pere reviews only the west (left) part of the proposed plat (41 lots and outlots) because of an overlapping extraterritorial review jurisdiction shared with the Village of Bellevue. According to State Statutes, an equidistant line between communities is established when jurisdictions overlap and one municipality exercises review authority, depending on which side of the line the plat ultimately falls on. In rare cases such as this, the plat is bisected by the equidistant line, which means that both municipalities review the plat, but each municipality reviews only one side of the line.</p> <p>The plat, in its entirety, is reviewed by Brown County and the Town of Ledgeview.</p> |
| <b>STAFF REVIEW:</b>          | When reviewing a preliminary plat, staff considers State Statutes 236, Section 46-8 of the De Pere Platting and Division of Land Code, the future land use recommendation of the Comprehensive Plan,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

surrounding land uses, and desired development patterns.

The preliminary plat meets the criteria of State Statutes 236 and Section 46-8 of the De Pere Platting and Division of Land Code. Lot sizes appear to be sufficient and street frontages are acceptable. The site is mostly inside of the sewer service area.

Staff is concerned about increased traffic that may be felt within the city due to this and other plats developing. Although the plat cannot be rejected for this reason, future traffic pattern studies should be considered by developers so future residents find the areas to be appealing places to live without traffic congestion.

For extraterritorial preliminary plat petitions, the Plan Commission either approves, rejects, or approves the preliminary plat with conditions. The subject preliminary plat must also be approved by the Common Council due to being an extraterritorial review, potentially on Wednesday, April 5, 2017.

**STAFF RECOMMENDATION:**

Staff recommends APPROVAL of the extraterritorial Certified Survey Map and forwarding the map to the Common Council for final approval, subject to:

1. Meeting all other state and local regulations, including the Town of Ledgeview, Village of Bellevue, and Brown County Planning Commission.
2. It is recommended that future traffic pattern studies be considered by developers so future potential residents find the areas to be appealing places to live without traffic congestion.
3. Due to Lots 54, 55, and 56 being partially outside of the Town of Ledgeview Sewer Service Area it is recommended that the lots be added to the Sewer Service Area so as to allow public sewer and water services for the residential lots.



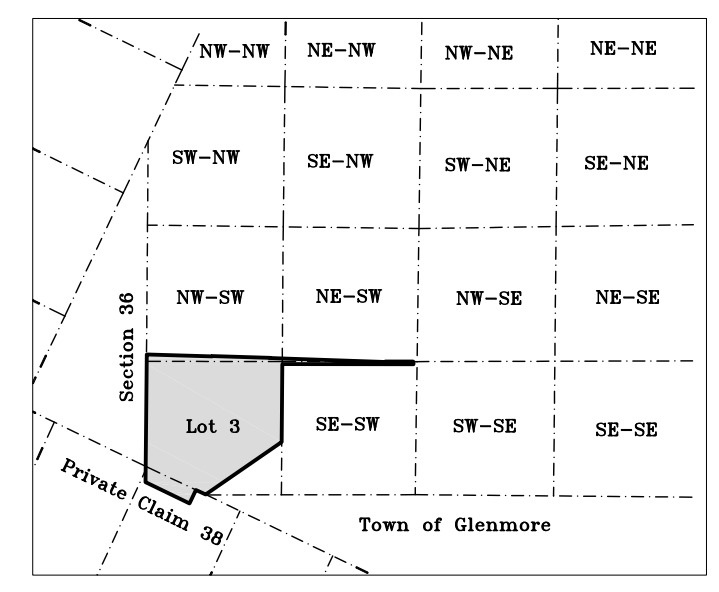
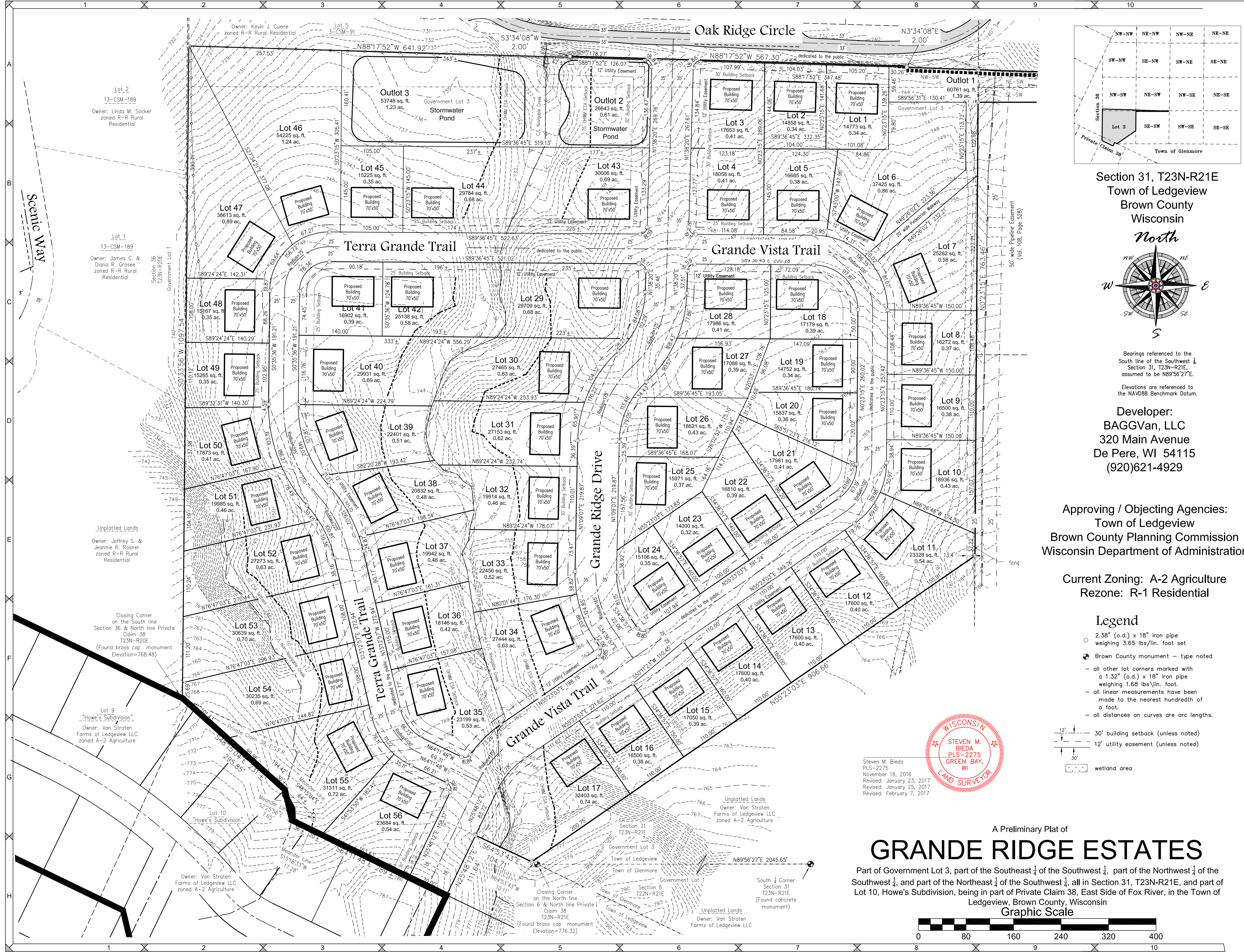
|                                                                                   |                                                                                                           |                      |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|----------------------|
|  | <p align="center"><b>CITY OF DE PERE</b></p> <p align="center"><b>APPLICATION FOR<br/>PLAT REVIEW</b></p> | Fee: \$              |
|                                                                                   |                                                                                                           | Receipt #:           |
|                                                                                   |                                                                                                           | Date: March 22, 2017 |

Read all instructions provided before completing. If additional space is needed, attach additional pages. Type or use black ink.

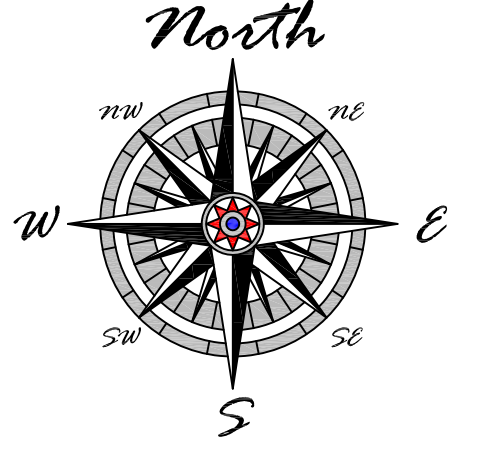
| SECTION 1: Applicant / Permittee Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                               |                                                 |                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------|-------------------|
| Applicant Name (Ind., Org. or Entity)<br>Landmark Real Estate                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Authorized Representative<br>Steve Bieda                                                                      | Title<br>Managing Partner-Mau & Associates, LLP |                   |
| Mailing Address<br>400 Security                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | City<br>Green Bay                                                                                             | State<br>WI                                     | ZIP Code<br>54313 |
| Email Address<br>sbieda@mau-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Phone Number (incl. area code)<br>920-434-9670                                                                | Fax Number (incl. area code)<br>920-434-9672    |                   |
| SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                               |                                                 |                   |
| Name (Ind. Org. or Entity)<br>Van Straten Farms of Ledge                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Contact Person<br>Ron Van Straten                                                                             | Title                                           |                   |
| Mailing Address<br>3551 Wayne                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | City<br>De Pere                                                                                               | State<br>WI                                     | ZIP Code<br>54115 |
| Email Address                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Phone Number (incl. area code)                                                                                | Fax Number (incl. area code)                    |                   |
| SECTION 3: Project or Site Location                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                               |                                                 |                   |
| Project Address/Description<br>Oak Ridge Circle                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                               | Parcel No.<br>D-207, D-450, D-451               |                   |
| SECTION 4: Plat Review                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                               |                                                 |                   |
| Review Type:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat Grande Ridge Estates |                                                 |                   |
| Fee:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Preliminary Plat Fee: \$278 + (41 # of lots x \$68)<br>Final Plat Fee: \$195                                  |                                                 | \$3066.00         |
| Present Use of Parcel:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Agriculture                                                                                                   |                                                 |                   |
| Proposed Use of Lots:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | R-1                                                                                                           |                                                 |                   |
| Please submit 1 hard copy and 1 PDF copy of the Plat if the property is located within the City<br>or if the property is located within the extraterritorial jurisdiction.                                                                                                                                                                                                                                                                                                                                                               |                                                                                                               |                                                 |                   |
| SECTION 5: Certification and Permission                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                               |                                                 |                   |
| <b>Certification:</b> I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments is true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws. |                                                                                                               |                                                 |                   |
| <b>Permission:</b> I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.                                                                                                                                                                                                                                                                                                                     |                                                                                                               |                                                 |                   |
| Name of Owner/Authorized Representative (please print)<br>Steve Bieda                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Title<br>Managing Partner                                                                                     | Phone Number<br>920-434-9670                    |                   |
| Signature of Applicant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                               | Date Signed<br>March 22, 2017                   |                   |
| TO BE COMPLETED BY CITY STAFF                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                               |                                                 |                   |
| Plat Review authorized by the De Pere Municipal Code, Chapter 46.                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                               |                                                 |                   |

Attachment: Application Form (5680) : Recommendation from Plan Commission regarding part of a Proposed Extraterritorial 56 Lot and 3 Outlot





Section 31, T23N-R21E  
Town of Ledgeview  
Brown County  
Wisconsin



Bearings referenced to the  
South line of the Southwest 1/4  
Section 31, T23N-R21E  
assumed to be N89°56'27"E.  
Elevations are referenced to the  
NAVD88 Benchmark Datum.

Developer:  
BAGGVan, LLC  
320 Main Avenue  
De Pere, WI 54115  
(920)621-4929

Approving / Objecting Agencies:  
Town of Ledgeview  
Brown County Planning Commission  
Wisconsin Department of Administration

Current Zoning: A-2 Agriculture  
Rezone: R-1 Residential

Legend

- 2.38" (o.d.) x 18" iron pipe  
weighing 3.65 lbs./lin. foot set
- Brown County monument - type noted
- all other lot corners marked with  
a 1.32" (o.d.) x 18" iron pipe  
weighing 1.68 lbs./lin. foot.
- all linear measurements have been  
made to the nearest hundredth of  
a foot.
- all distances on curves are arc lengths.
- 30' building setback (unless noted)
- 12' utility easement (unless noted)
- wetland area



Steven M. Bieda  
PLS-2275  
November 18, 2016  
Revised: January 23, 2017  
Revised: January 25, 2017  
Revised: February 7, 2017

A Preliminary Plat of

GRANDE RIDGE ESTATES

Part of Government Lot 3, part of the Southeast 1/4 of the Southwest 1/4, part of the Northwest 1/4 of the Southwest 1/4, and part of the Northeast 1/4 of the Southwest 1/4, all in Section 31, T23N-R21E, and part of Lot 10, Howe's Subdivision, being in part of Private Claim 38, East Side of Fox River, in the Town of Ledgeview, Brown County, Wisconsin

Graphic Scale



SCALE  
1"=80'

DRAWN BY  
JMB

Preliminary Plat

TAX PARCEL NO. D-207, D-450-1, D-451

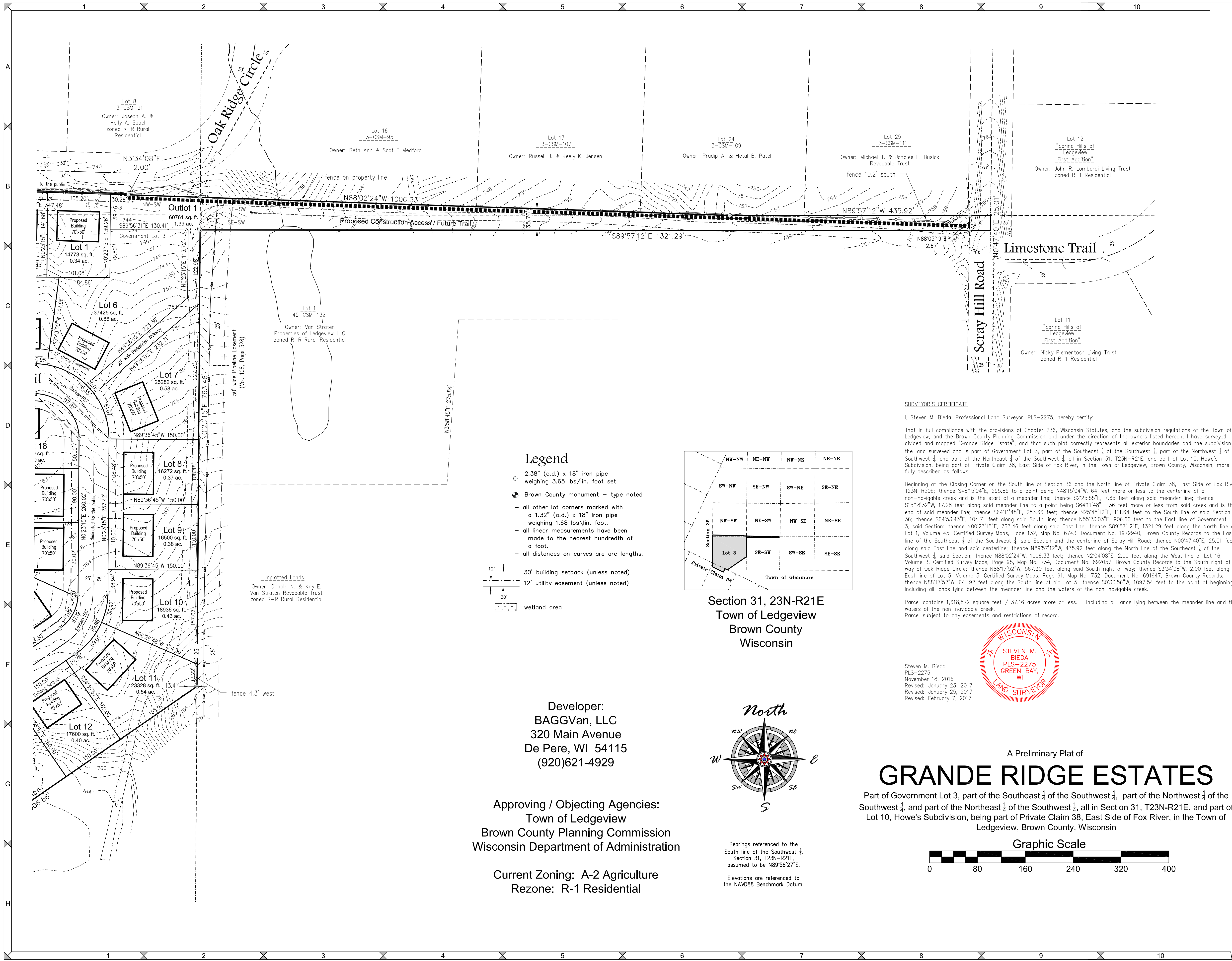
**Mau & Associates**  
LAND SURVEYING & PLANNING  
CIVIL & WATER RESOURCE ENGINEERING  
Phone: 920-434-9670 Fax: 920-434-9672

AGG, LLC

PROJECT NO.  
V-16410  
SHEET NO.  
1 of 2  
DRAWING NO.  
P-2313

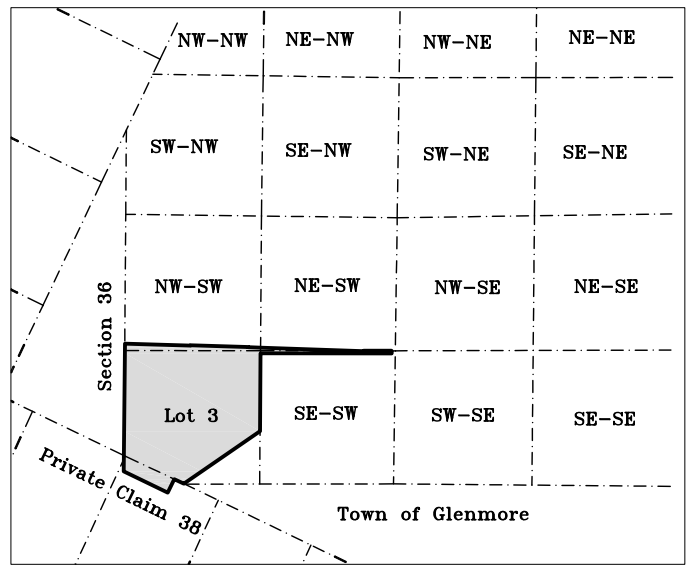
File: V-16410PrelPlat and ADP 022817.dwg



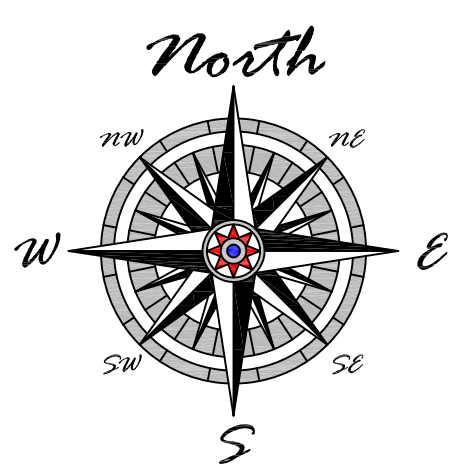


**Legend**

- 2.38" (o.d.) x 18" iron pipe weighing 3.65 lbs./lin. foot set
- ⬤ Brown County monument – type noted
- all other lot corners marked with a 1.32" (o.d.) x 18" iron pipe weighing 1.68 lbs./lin. foot.
- all linear measurements have been made to the nearest hundredth of a foot.
- all distances on curves are arc lengths.
- 30' building setback (unless noted)
- 12' utility easement (unless noted)
- ▨ wetland area



Section 31, 23N-R21E  
Town of Ledgeview  
Brown County  
Wisconsin



Bearings referenced to the South line of the Southwest 1/4 of Section 31, T23N-R21E, assumed to be N89°56'27"E.

Elevations are referenced to the NAVD88 Benchmark Datum.

**SURVEYOR'S CERTIFICATE**

I, Steven M. Bieda, Professional Land Surveyor, PLS-2275, hereby certify:

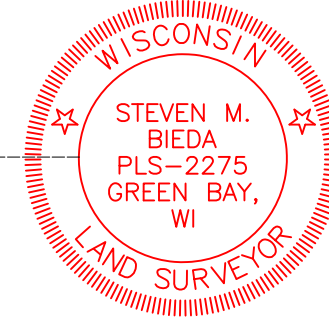
That in full compliance with the provisions of Chapter 236, Wisconsin Statutes, and the subdivision regulations of the Town of Ledgeview, and the Brown County Planning Commission and under the direction of the owners listed hereon, I have surveyed, divided and mapped "Grande Ridge Estates", and that such plat correctly represents all exterior boundaries and the subdivision of the land surveyed and is part of Government Lot 3, part of the Southeast 1/4 of the Southwest 1/4, part of the Northwest 1/4 of the Southwest 1/4, and part of the Northeast 1/4 of the Southwest 1/4, all in Section 31, T23N-R21E, and part of Lot 10, Howe's Subdivision, being part of Private Claim 38, East Side of Fox River, in the Town of Ledgeview, Brown County, Wisconsin, more fully described as follows:

Beginning at the Closing Corner on the South line of Section 36 and the North line of Private Claim 38, East Side of Fox River, T23N-R20E; thence S48°15'04"E, 295.85 to a point being N48°15'04"W, 64 feet more or less to the centerline of a non-navigable creek and is the start of a meander line; thence S22°55'E, 7.65 feet along said meander line; thence S151°8'32"W, 17.28 feet along said meander line to a point being S64°11'48"E, 36 feet more or less from said creek and is the end of said meander line; thence S64°11'48"E, 253.66 feet; thence N25°48'12"E, 111.64 feet to the South line of said Section 36; thence S64°53'43"E, 104.71 feet along said South line; thence N55°23'03"E, 906.66 feet to the East line of Government Lot 3, said Section; thence N00°23'15"E, 763.46 feet along said East line; thence S89°57'12"E, 1321.29 feet along the North line of Lot 1, Volume 45, Certified Survey Maps, Page 132, Map No. 6743, Document No. 1979940, Brown County Records to the East line of the Southeast 1/4 of the Southwest 1/4, said Section and the centerline of Scray Hill Road; thence N00°47'40"E, 25.01 feet along said East line and said centerline; thence N89°57'12"W, 435.92 feet along the North line of the Southeast 1/4 of the Southwest 1/4 of the Southwest 1/4, said Section; thence N88°02'24"W, 1006.33 feet; thence N2°04'08"E, 2.00 feet along the West line of Lot 16, Volume 3, Certified Survey Maps, Page 95, Map No. 734, Document No. 692057, Brown County Records to the South right of way of Oak Ridge Circle; thence N88°17'52"W, 567.30 feet along said South right of way; thence S3°34'08"W, 2.00 feet along the East line of Lot 5, Volume 3, Certified Survey Maps, Page 91, Map No. 732, Document No. 691947, Brown County Records; thence N88°17'52"W, 641.92 feet along the South line of said Lot 5; thence S03°33'56"W, 1097.54 feet to the point of beginning. Including all lands lying between the meander line and the waters of the non-navigable creek.

Parcel contains 1,618,572 square feet / 37.16 acres more or less. Including all lands lying between the meander line and the waters of the non-navigable creek.

Parcel subject to any easements and restrictions of record.

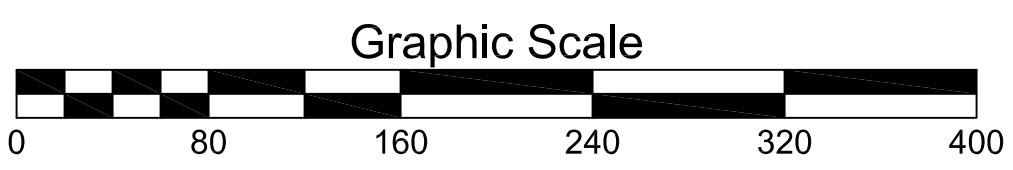
Steven M. Bieda  
PLS-2275  
November 18, 2016  
Revised: January 23, 2017  
Revised: January 25, 2017  
Revised: February 7, 2017



A Preliminary Plat of

# GRANDE RIDGE ESTATES

Part of Government Lot 3, part of the Southeast 1/4 of the Southwest 1/4, part of the Northwest 1/4 of the Southwest 1/4, and part of the Northeast 1/4 of the Southwest 1/4, all in Section 31, T23N-R21E, and part of Lot 10, Howe's Subdivision, being part of Private Claim 38, East Side of Fox River, in the Town of Ledgeview, Brown County, Wisconsin



**Developer:**  
BAGGVan, LLC  
320 Main Avenue  
De Pere, WI 54115  
(920)621-4929

**Approving / Objecting Agencies:**  
Town of Ledgeview  
Brown County Planning Commission  
Wisconsin Department of Administration

**Current Zoning:** A-2 Agriculture  
**Rezone:** R-1 Residential

SCALE  
1"=80'

DRAWN BY  
JMB

TAX PARCEL NO. D-207, D-450-1, D-451

**Preliminary Plat**

File: V-16410PrelPlat and ADP 022817.dwg

**Mau & Associates**  
LAND SURVEYING & PLANNING  
CIVIL & WATER RESOURCE ENGINEERING  
Phone: 920-434-9670 Fax: 920-434-9672

**AGG, LLC**

PROJECT NO.  
V-16410

SHEET NO.  
**2 of 2**

DRAWING NO.  
**P-2313**

## City of De Pere, Wisconsin

**Request For Common Council Action**

---

**MEETING DATE:** April 5, 2017

**DEPARTMENT:** Planning

**FROM:** Kimberly Flom

**SUBJECT:** Resolution #17-23, Authorizing Agreement Regarding the Sale and Purchase of Certain Business Park Property Between the City of De Pere and CMR, LLC.

---

On February 14, 2017, the Finance/Personnel Committee approved a term sheet for a property sale and developer incentive parcel at the southeast corner of Red Maple Road and American Boulevard in the West Industrial Park. The attached agreement has been drafted based on the approved terms. The Plan Commission reviewed the site plan on April 3, 2017.

**ATTACHMENTS:**

- Reso17-23 (DOCX)
- CMR LLC Sale-Purchase Agreement1-6-16-195-001-17-final (PDF)
- Exhibit A-Soderlund-CMR (PDF)
- Exhibit B-Soderlund-CMR (DOCX)
- Battlehouse Ninja Warrior FP DA Memo 2-4-17 (DOCX)

## RESOLUTION #17-23

AUTHORIZING AGREEMENT REGARDING THE SALE AND PURCHASE  
OF CERTAIN BUSINESS PARK PROPERTY BETWEEN  
THE CITY OF DE PERE AND CMR, LLC

WHEREAS, City owns certain vacant property within its corporate limits known as the West Business Park, and wishes to develop a portion of this Business Park Property; and

WHEREAS, CMR, LLC (“Developer”) desires to enter into an agreement to purchase an approximate 2.734 acre parcel for the purpose of constructing a building for indoor recreation use thereon (“Development Project”); and

WHEREAS, pursuant to Wis. Stats. §66.1105, the City created Tax Increment District No. 11 (the “District”) and adopted a Project Plan (the “Project Plan”) for the District authorizing the expenditure of funds within the District; and

WHEREAS, Developer’s intended Development Project is consistent with the Project Plan and will be beneficial to the City; and

WHEREAS, Developer’s ability to commence the Development Project is contingent upon the City providing financial and other assistance to Developer on the terms set forth in the attached Agreement Regarding the Sale and Purchase of Certain Business Park Property; and

WHEREAS, City desires to provide such financial assistance and to promote this development; and

WHEREAS, this matter has been reviewed by the Finance/Personnel Committee which recommends approval thereof.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Mayor and Deputy City Clerk are authorized and directed to enter into such Agreement Regarding the Sale and Purchase of Certain Business Park Property

Resolution #17-23  
Page 2 of 2

Between the City of De Pere and CMR, LLC as is attached hereto and incorporated by reference as Exhibit 1.

BE IT FURTHER RESOLVED THAT:

All City officials, officers, and employees are further authorized and directed to take such steps as are lawful and necessary in furtherance thereof.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 5<sup>th</sup> day of April, 2017.

APPROVED:

\_\_\_\_\_  
Michael J. Walsh, Mayor

ATTEST:

\_\_\_\_\_  
Carey E. Danen, Deputy City Clerk

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Attachment: Reso17-23 (5653 : Resolution #17-23, Authorizing Agreement Regarding the Sale and Purchase of)



**AGREEMENT REGARDING THE SALE AND PURCHASE OF CERTAIN  
BUSINESS PARK PROPERTY BETWEEN THE  
CITY OF DE PERE AND CMR, LLC**  
(American Blvd. at Red Maple Road)

THIS AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2017, by and between the City of De Pere, Wisconsin, a municipal corporation (“City”), and CMR, LLC (“Developer”).

**RECITATIONS**

WHEREAS, City owns certain property within its corporate limits known as the West Business Park, and wishes to develop a portion of this Business Park Property; and

WHEREAS, Developer desires to enter into an agreement to purchase the real property historically known as Parcels WD-L179-3, WD-L179-4 and WD-L179-5-1, now identified as Lot 2 Certified Survey Map Volume 62 Page 225, Brown County Map 8764, attached hereto and incorporated by reference as Exhibit A, comprising approximately 2.734 acres, for the purpose of constructing a building for indoor recreation use thereon; and

WHEREAS, pursuant to Wis. Stats. §66.1105, the City created Tax Increment District No. 11 (TID #11) as and for the benefit of industrial and other development within the District; and

WHEREAS, Developer’s intended development is consistent with the Project Plan for TID #11 and will be beneficial to the City; and

WHEREAS, Developer’s ability to develop the commercial use building is contingent upon City providing financial and other assistance to Developer on the terms set forth in this Agreement; and

WHEREAS, City desires to provide such financial assistance and to promote this development.

NOW, THEREFORE, in consideration of the foregoing and mutual covenants and promises contained herein and other good and valuable consideration, the receipt of which is acknowledged, the undersigned hereby agree as follows:

**I. DEFINITIONS**

**A. Assessed Value** means the value placed upon the Building Development by the city assessor under Chapter 70, Wisconsin Statutes.

**B. Building Development** means the real estate and building improvements contemplated by the Parties as approved by the City Plan Commission on the Subject Property. Building Development and Subject Property can/are used interchangeably after the certificate of occupancy is issued by the Building Inspection Department.

**C. Certificate of Occupancy** means the certificate issued by the Building Inspection Department upon completion of the Building Development so as to permit occupancy of the same.

**D. District and/or TID #11** means City of De Pere Tax Increment Financing District No. 11. TID #11 is statutorily scheduled to close as of December 31, 2034.

**E. Guaranteed value** means Eight-hundred thousand dollars (\$800,000.00).

**F. PILOT** means payment in lieu of tax, which is calculated pursuant to Section V.C. of this Agreement.

**G. Project** means the building improvement which, together with the real estate, compiles the Building Development.

H. **Subject Parcels** means the real property described in Paragraph III.

II. **PURCHASE OF REAL ESTATE.** Developer agrees to purchase, and City agrees to sell, the 2.734 acre parcel of real estate legally described as:

Lot 2 of Certified Survey Map Volume 62 Page 225, Brown County Map # 8764, being a part of Lot 1 of Volume 26 of Certified Survey Map, Page 26, Map #4189, part of Lot 1 and 2, Volume 31 of Certified Survey Map, Page 77, Map #4822, all of Outlot 1, Volume 40 of Certified Survey Map Page 322, Map #6146, all of Lot 1, Volume 47 of Certified Survey Map Page 64, Map #6967, all of Lot 3, Volume 62 of Certified Survey Maps, Page 70, Map #8722, part of Silver Maple Lane vacated in Document Number 1907186, all being located in part of the Northwest ¼ of the Northwest 1/4, Section 5, T 22 N, R 20 E, City of De Pere, Brown County, Wisconsin.

Such property shown Exhibit A and identified in this Agreement as the “Subject Parcel.”

A. **Purchase Price.** The purchase price for the Subject Parcel shall be \$35,000.00 per acre, plus each fraction thereof for a total purchase price of Ninety-five thousand six hundred ninety and no/100 dollars (\$95, 690.00) (\$35,000.00 x 2.734).

B. **Municipal Improvements and Utilities.** The purchase price for the Subject Parcels covers and includes the following municipal improvements: concrete street, curb, gutter, storm sewer [five (5) year event maximum discharge], sanitary sewer, municipal water, and by the following private utility improvements: electric and natural gas services. All of such improvements and utilities are available and located in the existing American Boulevard and dedicated Southbridge rights-of-way adjacent to and abutting Parcel WD-L179-3 as follows:

1. Municipal water is located in American Boulevard across the street to the west of the Subject Parcel (adjacent to Parcel WD-L179-1);

2. Sanitary sewer is located in dedicated Southbridge right-of-way to the south of the Subject Parcel;
3. Storm sewer connection is located in American Boulevard right-of-way at the southwest corner of the subject parcel.

The purchase price however is not intended to and does not cover extension of municipal improvements from their location in City right-of-way onto the Subject Parcels.

**III. CLOSING PROCEDURE.** Closing shall take place on or before \_\_\_\_\_ at De Pere City Hall unless the parties otherwise agree in writing. The following shall constitute contingencies and conditions precedent to Developer's obligation to close on its purchase of the Subject Parcel, each of which must be satisfied or waived in writing by Developer prior to closing:

**A. Evidence of Title/Title Defects.** City shall at its own expense, provide title insurance for the property to be conveyed and shall forward a copy of the commitment of such title insurance to Developer at least ten (10) calendar days prior to closing. The commitment shall be for an owner's policy of title insurance in the amount of the purchase price, naming Developer as the intended insured, written by a responsible title insurance company licensed in the State of Wisconsin with an extended coverage and gap endorsement showing title to the property to be marketable. City shall cause, at its cost and expense, cause the deletion of all standard title insurance exceptions to such title insurance policy, with the exception of those exceptions which would be removed by an ALTA/ACSM Minimum Survey. If Developer gives City notice of any title defects prior to the closing which are not acceptable or if the commitment does not contain the



extended coverage endorsement, City shall use its best effort to cure such defects. If any such defects are not cured by the date of closing, Developer may terminate this Agreement or reschedule the closing at its option.

**B. Closing Costs.** City shall pay all closing costs usually and customarily paid by sellers, including the cost of the title insurance as provided herein.

**C. Conveyance of Title.** City shall convey good title to Developer by good and sufficient warranty deed as of the date of closing, free and clear of liens and encumbrances except the following:

1. Municipal and zoning ordinances provided the same do not restrict or interfere with the intended use of the property.
2. Easements of record provided the same do not restrict or interfere with the intended use of the property.
3. Obligations contained in this Agreement.

**D. Access Prior to Closing.** City shall permit Developer access to the Subject Parcel prior to closing at no cost to Developer for the purpose of site examination and testing as deemed reasonable by Developer. Developer agrees to hold City harmless for any and all injury that may occur to Developer, its agents or employees, City's agents, employees or third parties, or any properties or interest of any of the above referenced persons occasioned as a result of Developer's site examination and testing activities as contemplated by this section. The hold harmless provision of this paragraph is intended to include all costs of defense, including reasonable attorney fees.

#### IV. ENVIRONMENTAL WARRANTIES AND INDEMNITIES.

##### A. Voluntary Party Liability Exemptions (VPLE) Status of Subject Property.

1. City has made application to the Wisconsin Department of Natural Resources (WDNR) for VPLE status for the subject property under Wis. Stats. §292.15. Under such statute, VPLE status will exempt the City and eligible future owners of the Subject Property, including Developer, from future liability under most provisions of Wisconsin's spill law as well as certain hazardous and solid waste laws with respect to the hazardous substances cleaned up on the Subject Property by the City.

Environmental assessments, remedial action plans and clean-up work have been approved by the WDNR. City is preparing and intends to submit promptly for a Certificate of Completion covering the property. VPLE status shall be effective upon City's receipt of the Certificate of Completion. Pursuant to Wis. Stats. §292.15(3), said exemption applies to any successor or assign as provided thereunder.

2. Developer acknowledges that the environmental clean-up on the Subject Property is sufficient for WDNR purposes for industrial uses of the subject property. Developer further acknowledges that any non-industrial use of the property shall be subject to such rules

and regulations as the WDNR may require and that the costs therefore are Developer's costs and not the City's.

3. Should VPLE status not be obtained, City shall defend and save harmless Developer, its officers, officials, employees and agents from any environmental condition of the property identified in the Phase I and Phase II environmental reports completed by Robert E. Lee & Associates, dated October 21, 1998 and May 11, 1999, respectively. Copies of both environmental reports have been provided to Developer.

**B. Flood plain or wetlands.** The City has not obtained, and under this Agreement is not required to obtain, a shoreland-wetland delineation study for the Subject Parcels and makes no representations regarding wetlands and the Subject Parcels. The Subject Parcels are not currently identified as flood plain under Chapter 15 De Pere Municipal Code.

**C. Provisions to Survive Closing.** The representation provisions of this section shall survive the closing of this transaction.

## **V. DEVELOPER OBLIGATIONS**

### **A. Construction**

**1. Site Plan.** Developer has, subject to the conditions on approval placed by the City Plan Commission, received approval of its site plan submitted to the City Plan Commission. A copy of said site plan, together

with the Plan Commission imposed conditions of approval, is attached hereto and incorporated by reference as collective Exhibit B.

Developer shall comply with all City codes, including the City's Building Code and the City's Planning and Development Standards for the Business Park in its construction activities and all required permits shall be obtained prior to commencement of any construction activity. Review and approval thereof may be subject to additional reasonable conditions imposed at the reasonable discretion of City. If the provisions of this paragraph are not complied with, the City may proceed as provided in Section V.A.3. below,

**3. Developer to Substantially Improve.** Developer shall substantially develop the building and improvements on the property in accordance with the site plan approval within twelve (12) months of the closing of the property. Substantial development as used in this Agreement shall be the actual and substantial construction of permanent structures in compliance with all plans required by this Agreement. In addition, Developer must give meaningful and satisfactory assurance to City that the completion of the construction in compliance with the approved plan shall be accomplished within a reasonable time, taking into consideration the normal industry standards for the type and complexity of construction involved. Determination of substantial development is to be at the reasonable discretion of City.

### 3. Failure to Substantially Develop.

a. Notice and Cure. If, in the reasonable discretion of City, Developer has not complied with the provisions of paragraph 2, above, City may, by certified mail, inform Developer of such failure.

b. City Repurchase. If after sixty (60) days of mailing of such notice, Developer has still not submitted a satisfactory plan or substantially developed the property in compliance with the site plan, City may repurchase the property for the price actually paid for the property, less the Developer's Grant paid under paragraph VI.A.1., less any real property taxes due or liens or judgments of record. Title shall be conveyed by warranty deed to the City and Developer shall pay all closing costs and transfer and recording fees. The parties acknowledge that this calculation may result in a payment from Developer to City upon the City's repurchase of the subject property.

c. Improvements. If repurchase is made under this section, all improvements to the real property shall become that of the City and Developer shall remain liable and hold the City harmless for any lien, claim, or judgment which may arise against the subject parcel as a result or consequence of Developer's ownership or construction efforts thereon.

d. Force majeure. If Developer is delayed from achieving substantial development as required in this Agreement and as referred to in this paragraph due to circumstances beyond the reasonable control of Developer, including, but not limited to, strikes, Acts of God, or force



majeure, the rescission and repurchase provision of this paragraph shall be postponed by the period of such delay. This provision is intended to be in addition to all other remedies available to the City at law.

**4. Certificate of Occupancy.** The project shall be completed with the certificate of occupancy issued by the Building Inspection Division on or before January 1, 2018.

**B. Valuation warranties.**

**1.** Developer warrants that the Guaranteed Value of the Building Development as of January 1, 2018 shall be Eight Hundred Thousand Dollars (\$800,000.00). To that end, Developer, for itself, its successors and assigns, hereby waives all rights during the life of the District to appeal the assessed value of the Building Development, assert a claim of unlawful tax, assert a palpable error, or otherwise challenge, under any existing or newly created right in the future under Wisconsin or Federal laws, the value of the Building Development below the Guaranteed value for the duration of the life of the District. The aggregate of the Developer's incentives is based upon the Completed Development having an assessed value for real property tax purposes, of not less than the Guaranteed Value. If the Assessed Value of the Completed Development is less than the Guaranteed Value, Developer and its successors and assigns agree that the provisions of Section V.B. shall control.

**2. Property to remain taxable.** For the duration of the life of the District, Developer hereby agrees, for itself, its successors and assigns, that it shall not, without the prior written consent of the City, sell or lease any portion of the Subject Property to an entity whereby such sale or lease would cause such portion of the Subject Property to become exempt from real estate taxation. This obligation, as well as the other obligations of this Agreement, shall be binding upon all of the Developer's successors and assigns. Developer further agrees it will place a restriction in any deed conveying the Subject Property during the duration of this Agreement prohibiting any use of such property during the term of this Agreement which would cause the subject Property or any portion thereof to become tax exempt. Should the Property nevertheless become tax exempt, Developer, for itself, its successors and assigns, hereby agrees that PILOT shall then be made by the owner of the Subject Property in accordance with the process set out in Paragraph V.D. below.

**C.** Calculations of any PILOT required under this Agreement shall be as follows:

If Assessed Value falls below the Guaranteed Value:

1. The Assessed Value of the Completed Property shall be subtracted from the Guaranteed Value. The difference shall be multiplied by the mil- rate for all taxing jurisdictions established for each tax year for the east side of De Pere. The product of

which shall be the total PILOT, due and payable on or before October 15 of the year due.

2. If the PILOT is not fully paid by October 15 of the year in which it is due, the amount so determined under the above process shall be placed against the property as a special charge for services rendered under Wis. Stats. §66.0627(2).

## **VI. CITY OBLIGATIONS**

### **A. Developer Incentives.**

1. City shall make to Developer a Developer's Grant in the amount of Ninety-five thousand, six hundred ninety and no/100 Dollars (\$95,690.00), which shall be payable to Developer upon closing of the purchase of the Fee Parcel.

2 City shall also pay to Developer two Project Grants totaling fifty-six thousand three hundred ten and no/100 dollars (\$56,310.00) to defray the costs of the Building Development. Such Grants shall be paid on the following schedule:

- a.** The first Project Grant in the amount of twenty-six thousand three hundred ten dollars (\$26,310.00) shall be payable not more than fifteen (15) days after approval of the completed footings and foundation by the Building Inspection Department.
- b.** The second Project Grant in the amount of thirty

thousand dollars (\$30,000.00) shall be payable not more than fifteen (15) days after the issuance of the certificate of occupancy by the Building Inspection Department.

## VII. DEFAULT PROVISIONS.

**A. Breach and Cure.** Any provision of this Agreement which does not contain a specific remedy shall be resolved as provided hereunder. If either party believes that such provision has been breached, it shall supply the other party with written notice, informing the other party that it has fifteen (15) days to cure such breach. If there is no cure of that breach, the party may bring any action available for any remedy provided in law or equity.

**B. Specific Performance Where Remedy Provided.** Where a remedy is specifically provided in this Agreement, in the event that either party fails to perform in compliance with such remedy provision or unreasonably delays in performing thereunder and such delay or failure causes damage to the other party, nothing in this Agreement shall prevent the other party from maintaining an action in specific performance to compel the remedy, demanding damages for any injury caused by the failure of the other party to act in compliance with such remedy provision within a reasonable time or any other remedy or collection of any other costs available in law or equity.

## VIII. MISCELLANEOUS.

**A. Obligations to run with the land.** The obligations contained herein shall run with the land and are binding on all subsequent owners of the Subject Parcel as

applicable. This Agreement and any Amendment thereto may be recorded with the office of the Brown County Register of Deeds.

**B. Assignment.** Neither party may assign this agreement except upon written consent thereof, including acknowledgement by the assignee of the obligations contained in this agreement and consent to the same.

**C. Contractual Interpretation.** The paragraphs headed by Roman Numerals in this contract are referred to as Sections and are intended to include, as categories thereunder, lettered paragraphs. The lettered paragraphs of this Agreement are to be referred to as paragraphs and the numbered paragraphs, subparagraphs. The Section, paragraph, and subparagraph headings of this Agreement are for convenience of reference only and shall not limit or otherwise affect or be used in the construction of any terms of the provisions of this Agreement.

**D. Notices.** Unless otherwise specifically addressed in this Agreement, all notices required by this Agreement must be in writing. All notices of breach or termination as required in this Agreement shall be mailed by certified mail to the addresses below and shall be deemed received on the date of mailing. All other notices required under this Agreement may be sent by regular mail. All notices and communications shall be addressed to the parties hereto at their respective addresses set forth and shall be deemed received on the date of postmark.

1. If to Developer:

CMR, LLC  
Attn: Cindy Leiterman  
1151 Crooks Street  
Green Bay, WI 54301

Sale and Purchase Agreement  
CMR, LLC  
Page 14 of 16



With a Copy to:

2. If to City:

City of De Pere  
City Clerk-Treasurer  
335 South Broadway Street  
De Pere, WI 54115

With a copy to:

City of De Pere  
City Administrator  
335 South Broadway Street  
De Pere, WI 54115

**E. Law Governing.** This agreement shall be construed in accordance with the laws of the State of Wisconsin.

**F. Entire Agreement.** This agreement contains all agreements, terms, covenants, conditions, warranties, and representations made or entered into by and between the parties and supersedes all prior discussions and agreements, whether written or oral, between the parties and constitutes the sole and entire agreement between the parties with respect thereto. This agreement may not be modified or amended unless such modification or amendment is set forth in writing and executed by all parties hereto.

*[Signatures on following page]*

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date and year first written above.

**CMR, LLC**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: Member

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF WISCONSIN)

BROWN COUNTY )SS.

)

Personally came before me this \_\_\_\_  
day of \_\_\_\_\_, 2017, the above  
named \_\_\_\_\_ and

known as the person(s) who executed the  
foregoing instrument and acknowledge  
the same.

Notary Public: \_\_\_\_\_

My Commission expires: \_\_\_\_\_

Drafted by: Judith Schmidt-Lehman

**CITY OF DE PERE**

By: \_\_\_\_\_

Michael J. Walsh, Mayor

Carey Danen, Deputy City Clerk

STATE OF WISCONSIN)

BROWN COUNTY )SS.

)

Personally came before me this \_\_\_\_  
day of \_\_\_\_\_, 2017, the above  
named Michael J. Walsh, Mayor and  
Carey Danen, Deputy City Clerk

known as the persons who executed  
the foregoing instrument and  
acknowledge the same.

Notary Public: \_\_\_\_\_

My Commission expires: \_\_\_\_\_

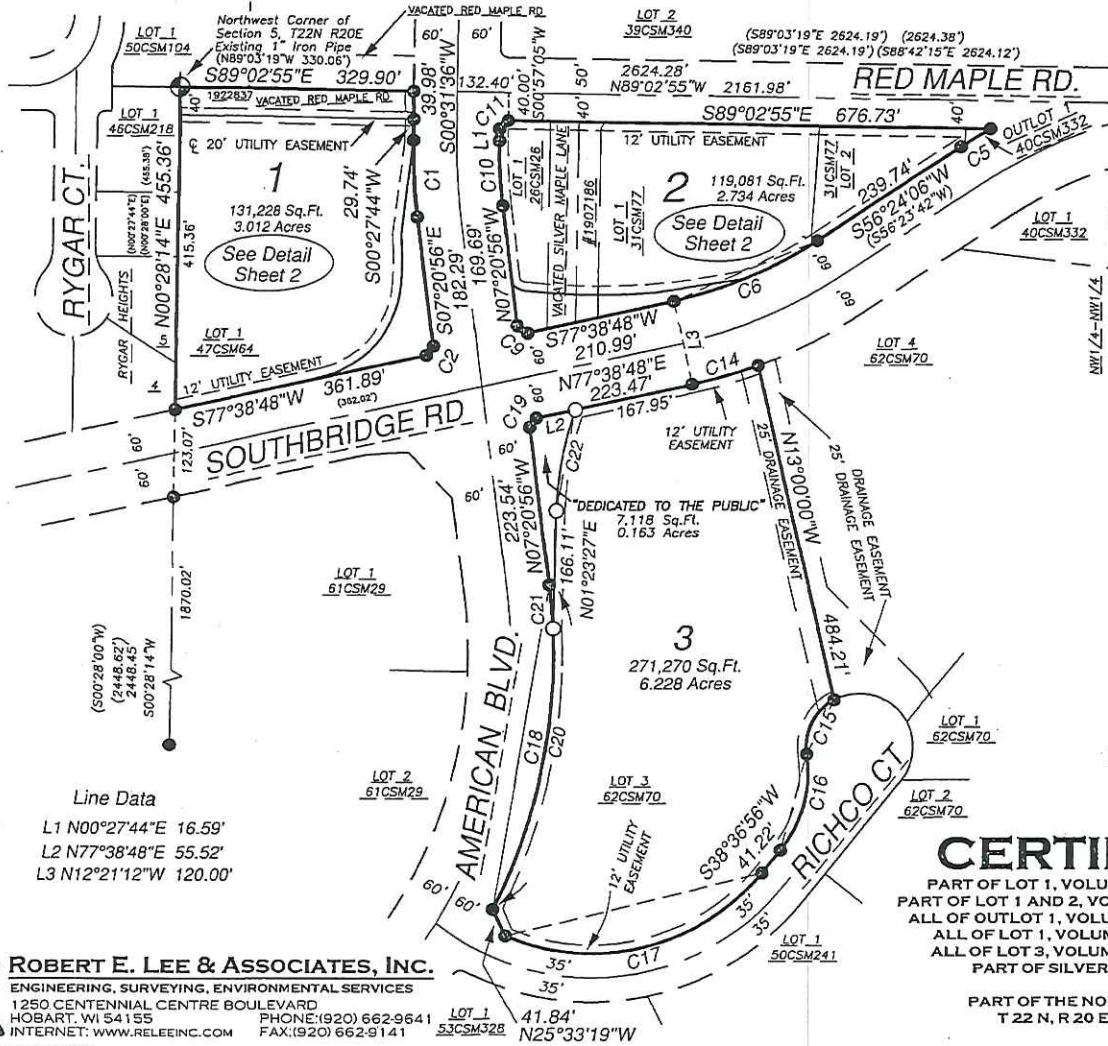
2779104



**ROBERT E. LEE & ASSOCIATES, INC.**  
ENGINEERING, SURVEYING, ENVIRONMENTAL SERVICES  
1250 CENTENNIAL CENTRE BOULEVARD  
HOBART, WI 54155  
PHONE: (920) 662-9641  
FAX: (920) 662-9141  
INTERNET: WWW.RELEEINC.COM

FILE: R:\404420CSM.DWG

8764



Line Data  
L1 N00°27'44"E 16.59'  
L2 N77°38'48"E 55.52'  
L3 N12°21'12"W 120.00'



### LEGEND

- P.O.B. POINT OF BEGINNING  
○ SET 1" x 18" IRON PIPE WITH CAP  
WEIGHING 1.38 LBS./LIN. FT.  
● EXISTING 1" DIA. IRON PIPE  
⊙ RECORDED COUNTY MONUMENT

SCALE: 1" = 200'



BEARINGS ARE REFERENCED TO THE NORTH LINE OF THE  
NW 1/4 OF SECTION 5, T22N R20E,  
RECORDED AS S89°02'55"E.

## CERTIFIED SURVEY MAP

PART OF LOT 1, VOLUME 26 OF CERTIFIED SURVEY MAP, PAGE 26, MAP #4189,  
PART OF LOT 1 AND 2, VOLUME 31 OF CERTIFIED SURVEY MAP, PAGE 77, MAP #4822,  
ALL OF OUTLOT 1, VOLUME 40 OF CERTIFIED SURVEY MAP, PAGE 332, MAP #6146,  
ALL OF LOT 1, VOLUME 47 OF CERTIFIED SURVEY MAP, PAGE 64, MAP #6967,  
ALL OF LOT 3, VOLUME 62 OF CERTIFIED SURVEY MAP, PAGE 70, MAP #8722,  
PART OF SILVER MAPLE LANE, VACATED IN DOCUMENT #1907186,  
ALL BEING LOCATED IN

PART OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4, SECTION 5,  
T 22 N, R 20 E, CITY OF DE PERE, BROWN COUNTY, WISCONSIN

SHEET 1 OF 5

VOL 62 PAGE 225

[illegible]

**EXHIBIT B**  
**APPROVED SITE PLAN WITH CITY PLAN COMMISSION**  
**CONDITIONS OF APPROVAL**  
**FOR CMR, LLC**

Attachment: Exhibit B-Soderlund-CMR (5653 : Resolution #17-23, Authorizing Agreement Regarding the Sale and Purchase of)



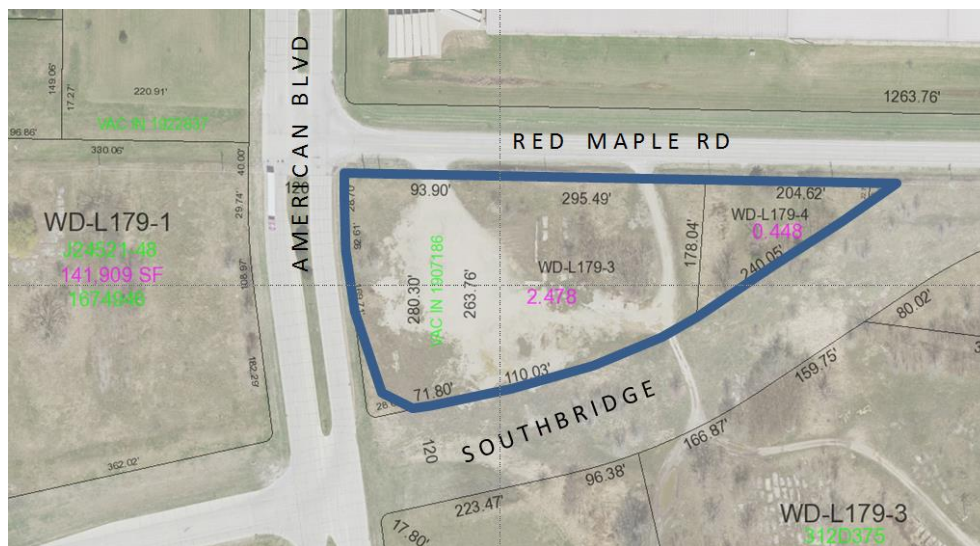
# City of De Pere MEMORANDUM



To: Finance & Personnel Committee  
 From: Kimberly Flom, Economic Development & Planning Director  
 Date: February 14, 2017

RE: **Developer's Agreement Terms with CMR, LLC for property located at the southeast corner of Red Maple Rd and American Blvd (Parcels WD-L479-3, WD-L-179-4, WD-L-179-5-1).**

The City of De Pere has been working with Mark Soderland, who represents CMR, LLC, on the acquisition and development of city-owned property in the west industrial park. CMR, LLC is interested in acquiring approximately 2.8 acres located at the southeast corner of Red Maple Rd and American Boulevard in order to construct a project that will be leased to 'Big Bull Falls, LLC' for use as an indoor recreational building.



Property Location

Big Bull Falls LLC will operate a recreational business with three different themes. Customers will be able to engage in a tactical laser tag experience at Battlehouse, test out cross training skills at Ninja Warrior and/or snack on ice cream or frozen yogurt at a to-be-named Dairy Bar. The City Council approved the negotiation of a Revolving Loan Fund for Battlehouse in December of 2016. Corresponding loan documents are anticipated to be presented to the Finance/Personnel Committee around the time of construction, which is anticipated to start in spring of 2017.

We propose a TID incentive for this project that includes the following terms:

- Guaranteed Assessed value of \$800,000. Project completion (full assessment) by January 1, 2018. PILOT required if Assessed Value falls under \$800,000.

- Compliance with all City codes, particularly as related to design standards. Building architecture and landscaping are expected to be of high quality due to the property location along/near the proposed Southern Bridge corridor.
- Acquisition of City property at listed price of \$35,000/acre. Final dimension to be determined after CSM completion.
- 19% TID incentive estimated at \$108,000. Incentive to be split between a land grant (currently estimated at \$100,800) and a developers grant (currently estimated at \$52,200).
- Developer Grant to be split into two payments, one at completion of footings and foundation and another at time of certificate of occupancy.

Previously approved TID Incentives for the West Industrial Park typically range from 10% to 25% of guaranteed assessed value. Factors that influenced the terms proposed for this project include:

- 1) Project is a new business that does not exist in the region and would generate new jobs.
- 2) Existing property dimensions are not efficient for development.
- 3) Property has environmental issues. City has been working with the DNR to clean the property to industrial standards through the VPLE program, but the developer will incur additional capping costs in order to construct a commercial building.
- 4) Request for high quality materials on two sides of the building based on the corner location along the future southern bridge corridor.
- 5) Project is located in newly created TID #11 which will generate increment until 2034.

The terms for the Developer's Agreement represent one of many reviews required for this project. They include:

- Conditional Use Permit for Indoor Recreation (Plan Commission recommended approval on January 23 – Public Hearing at Council on February 22).
- Developer's Agreement (Finance/Personnel Committee + Council)
- CSM (Plan Commission February 27+ Council March 7)
- Site Plan (Plan Commission anticipate March or April)
- Revolving Loan Fund (Council review in December 2016 + Finance/Personnel anticipated in April or May)

If the terms are approved by the Finance and Personnel Committee, the City will draft a Developer's Agreement that will be reviewed by the Common Council at a future meeting. The Developer's Agreement will not be finalized until the CSM is finished and a preliminary site plan is available.

Please contact me ([kflom@mail.de-pere.org](mailto:kflom@mail.de-pere.org) or 920-339-4043) with any questions regarding this item.

## City of De Pere, Wisconsin

**Request For Common Council Action**


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**MEETING DATE:** April 5, 2017

**DEPARTMENT:** Parks, Recreation & Forestry

**FROM:** Marty Kosobucki

**SUBJECT:** Resolution #17-24, Authorizing Agreement For Consulting Services  
Between the City of De Pere and Cedar Corporation  
(Comprehensive Park and Outdoor Recreation Plan Update)

---

We received four quotes from consultants to conduct the update of our Comprehensive Outdoor Recreation Plan. I also went through the consultant proposals and provided an individual ranking (based on my review and opinion) based on their proposals.

In selecting a consultant, you can consider a couple of different ways. First option is to go off of the staff rankings. A second option would be select the consultants you feel most comfortable with and have them come in to conduct a presentation.

Our budget number for this project is \$20,000.

**ATTACHMENTS:**

- Reso17-24 (DOCX)
- Cedar Corp Consulting Agreement (Comp Park and Outdoor Rec Plan Update)3-17-150-001-03 (PDF)
- Exhibit A - Cedar Corporation Consulting Agreement (PDF)
- Cedar.Comp Proposal - Exhibit B (PDF)
- Comprehensive Plan comparison (DOCX)
- Ayres.Comp Proposal (PDF)
- Rettler.Comp Proposal (PDF)
- MSA.Comp Proposal (PDF)

## RESOLUTION #17-24

AUTHORIZING AGREEMENT FOR CONSULTING SERVICES BETWEEN  
THE CITY OF DE PERE AND CEDAR CORPORATION  
(Comprehensive Park and Outdoor Recreation Plan Update)

WHEREAS, the City is in need of consulting services in order to update its  
Comprehensive Park and Outdoor Recreation Plan; and

WHEREAS, Cedar Corporation has available and offers to provide personnel and  
equipment necessary to accomplish such services within the required time; and

WHEREAS, this matter has been reviewed by the Board of Park Commissioners which  
recommends approval thereof.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Mayor and Deputy City Clerk are authorized and directed to execute the  
Agreement for Consulting Services Between the City of De Pere and Cedar  
Corporation, as is attached hereto.

BE IT FURTHER RESOLVED THAT:

All City officials, officers, employees, and agents are authorized and directed to  
take such steps as are lawful and necessary in furtherance thereof.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 5th day of  
April, 2017.

APPROVED:

\_\_\_\_\_  
Michael J. Walsh, Mayor

ATTEST:

\_\_\_\_\_  
Carey E. Danen, Deputy City Clerk

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

**AGREEMENT FOR CONSULTING SERVICES BETWEEN THE  
CITY OF DE PERE AND CEDAR CORPORATION  
(Comprehensive Park and Outdoor Recreation Plan Update)**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by and between the City of De Pere, Wisconsin, ("City"), and Cedar Corporation, a Wisconsin corporation ("Consultant").

WITNESSETH

WHEREAS, the City is in need of consulting services to revise and update City's Comprehensive Park and Outdoor Recreation Plan; and

WHEREAS, the Consultant has available and offers to provide personnel and equipment necessary to accomplish the project within the required time period.

NOW THEREFORE, City and Consultant agree as follows:

**I. DESCRIPTION OF PROJECT**

The project is as described in the City Request for Proposals (Exhibit A) and Consultant's Proposal thereto dated March 2, 2017 (Exhibit B), both of which are attached hereto and incorporated by reference. If a conflict exists between Exhibit A and Exhibit B, the terms of Exhibit A shall prevail. If there is a conflict between the terms and conditions of Exhibit A and this Agreement, the terms of this Agreement shall prevail.

If, during the course of performing the work, City and Consultant agree that it is necessary to make changes in the project as described in the exhibits, such changes will be incorporated into this Agreement only by written amendment, signed by the parties.

**II. SCOPE OF CONSULTING SERVICES**

Consultant agrees to perform the tasks described in Exhibits A and B. Any change to the scope of services as identified therein shall be defined in writing and authorized by both parties prior to performing such work. Such writing shall include the scope of work to be done, the schedule for commencing and completing the work and the basis for compensation for such work.

**III. SCOPE OF CITY SERVICES**

City shall provide the Consultant with access to all current park data, as well as copies of current City of De Pere plans including, but not limited to, Comprehensive Park and Outdoor Recreation Plan, Capital Improvement Plan, ADA Audit of De Pere Parks and Condition Report of Swimming Pools, and other information concerning the project that may be applicable in the design of the project, as available.



#### IV. AUTHORIZATION, PROGRESS, AND COMPLETION

In signing this Agreement, the City grants the Consultant specific authorization to proceed with the work described herein.

For special services, the authorization by the City shall be in writing and shall include the definition of the work to be done, the schedule for commencing and completing the work and the basis for compensation for the work, all as agreed upon by the City and the Consultant.

#### V. OWNERSHIP AND FORM OF DOCUMENTS

All documents created, maintained or received during the course of this Agreement, including those in electronic form, shall be deemed the property of City, and Consultant shall not be considered the owner of any such document nor shall the Consultant retain any common law, statutory, or other right therein, including copyright, patent, or trademark. To that end, Consultant agrees to and hereby does assign and transfer to City all rights, title, and other interests in such drawings, specifications, or other documents, which rights shall include copyright, trademark, or patent rights therein, unless City fails to pay Consultant for such drawings specifications and other documents, in which case the ownership and all rights shall revert to the Consultant.

City hereby grants Consultant a non-exclusive license to use the documents created pursuant to this Agreement, including any standard details used herein.

Consultant acknowledges that, as the Consultant to City, a Wisconsin municipality, Wis. Stats. §19.36(3) applies to it and records produced by it pursuant to this contract are subject to the public records law to the extent they would otherwise be if maintained by the City. Consultant agrees that, within 10 business days of a written request of City, it shall forward to City any such contract or records maintained by Consultant as are requested by City. Such records shall be in the format requested by City provided that such records are kept and maintained in that format. City shall reimburse Consultant for its reasonable costs incurred in complying with this paragraph.

Consultant further agrees to indemnify the City from all costs City incurs should Consultant fail to comply with these requirements.

#### VI. CONFIDENTIALITY OF INFORMATION

Consultant understands that, during the course of work under this contract, Consultant may become privy to confidential information of City. Consultant shall maintain the confidentiality of all information specifically designated confidential by City unless withholding such information would violate the law, create a significant harm, or create a risk of significant harm to the public.

## VII. TIME FOR COMPLETION

The parties hereto agree that time is of the essence in completion of the project and that Consultant's work hereunder should be completed within 90 days of the date of this Agreement. Should Consultant encounter any circumstances, which, in the Consultant's opinion, will delay their response time, Consultant shall so inform the City as soon as the delay in response time is known.

## VIII. COMPENSATION

The City agrees to pay, and the Consultant agrees to accept, compensation as identified in Exhibit B, to be paid in a lump sum at the conclusion of the work. Payment to the Consultant is due upon receipt of invoice by the City. Compensation for special services shall be as agreed upon by the City and Consultant and set forth in the written authorization for special services.

## IX. RESPONSIBILITY OF CONSULTANT

The Consultant is employed to render a professional service only, and any payments made to the Consultant are compensation solely for such services rendered and recommendations made in carrying out the work. The Consultant shall follow the practice of its profession to make findings, opinions, factual presentations, and professional advice and recommendations.

## X. NON-DISCRIMINATION

The Consultant agrees that, in performing under this Agreement with the City, it will not discriminate against any employee, applicant for employment or any other person or member of the public on the basis of age, race, creed, color, disability, marital status, sex, national origin, ancestry, arrest record, conviction record, military service, use or non-use of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, or any other basis provided under Wis. Stats. §111.321.

## XI. INSURANCE

A. 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:

1. 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.

2. 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.
3. Statutory workers compensation and employers' liability insurance as required by the state having jurisdiction.
4. 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.

B. Proof of Insurance. The Consultant shall furnish the City with a Certificate of Insurance and additional insured endorsement countersigned by a Wisconsin Resident Agent or Authorized Representative of the insurer indicating that the Consultant meets the insurance requirements identified above. The Certificate of Insurance shall include a provision prohibiting cancellation of said policies except upon 30 days' prior written notice to the City and shall name the City 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 and endorsement shall be delivered to the City prior to execution of the agreement for final approval.

## XII. ALLOCATION OF RISKS

To the fullest extent permitted by law, the Consultant shall indemnify and hold harmless the City, City's officers, directors, partners, and employees from and against any and all costs, losses, and damages (including, but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) caused by the negligent acts or omissions of Consultant or Consultant's officers, directors, partners, employees, and Consultant's Consultants in the performance and furnishing of Consultant's services under this Agreement.

To the fullest extent permitted by law, Consultant's total liability to City and anyone claiming by, through or under City for any cost, loss or damages caused in part by the negligence of Consultant or Consultant's subcontractor and in part by the negligence of City or any other negligent entity or individual, shall not exceed the percentage share that Consultant's or Consultant's subcontractor negligence bears to the total negligence of City, Consultant and all other negligent entities and individuals.

## XIII. SUBCONTRACTS

The Consultant shall obtain the written consent of the City prior to subcontracting any portion of the work to be performed under this project. The Consultant shall be responsible to the City for the actions of person and firms performing subcontract work.

#### XIV. ASSIGNMENT

This Agreement is binding on the heirs, successors, and assigns of the parties hereto. This Agreement is not to be assigned by either the City or Consultant without the prior written consent of the other.

#### XV. INTEGRATION

This Agreement represents the entire understanding of the City and Consultant as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may not be modified or altered except in writing signed by both parties.

#### XVI. JURISDICTION

This Agreement shall be administered and interpreted under the laws of the State of Wisconsin. Jurisdiction of litigation arising from this Agreement shall be in that state. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of this Agreement shall be in full force and effect.

#### XVII. SUSPENSION OF WORK

The City may suspend, in writing, all or a portion of the work under this Agreement in the event unforeseen circumstances beyond the control of the Contractor make normal progress in the performance of the work impossible. The Consultant may request that the work be suspended by notifying the City, in writing, of circumstances which are interfering with normal progress of the work. If agreed, the time for completion of the work shall be extended by the number of days the work is suspended by Contractor through no fault of Contractor. In the event that the period of suspension exceeds 90 days, the terms of this Agreement are subject to renegotiation and both parties are granted the option to terminate work on the suspended portion of the project in accordance with Article XVIII.

#### XVIII. TERMINATION OF WORK

The City may terminate all or a portion of the work covered by this Agreement for its convenience. Either the City or the Consultant may terminate work in the event the other party fails to perform in accordance with the provisions of this Agreement. Termination of this Agreement is accomplished by 15 days prior written notice from the party initiating termination to the other. Notice of termination shall be delivered by certified mail with receipt for delivery returned to the sender.

In the event of termination, the Consultant shall perform such additional work as is necessary for the orderly filing of documents and closing of the project. The additional time for

filing and closing shall not exceed 10 percent of the total time expended on the completed portion of the project prior to the effective date of termination.

The Consultant shall be compensated for the completed portion of the work on the basis of work actually performed prior to the effective date of termination plus the work required for filing and closing. Charges for the latter work are subject to the 10 percent limitation described in this Article.

## XIX. MEDIATION

All claims, disputes and other matters in question between the parties of this Agreement arising out of or relating to this Agreement or breach thereof, which are not disposed of by mutual agreement of the parties, shall be subject to mediation as a condition precedent to the institution of legal proceedings by either party. If such claim, dispute or other matter involves a lien arising out of the Consultant's services, the Consultant may proceed in accordance with applicable law to comply with lien notice and filing deadlines prior to resolution of the matter by mediation.

The City and Consultant shall attempt to resolve claims, disputes and other matters in question between them by mediation. A request for mediation shall be filed in writing with the other party to this Agreement. The request may be made concurrently with the filing of a civil action, but mediation shall proceed in advance of legal proceedings.

The parties shall share the mediator's and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

## XX. NOTICES

Any notification required or needed under the contract shall be sent via First Class Mail to:

**If to City:**

City of De Pere  
Attention: City Clerk-Treasurer  
335 South Broadway Street  
De Pere, WI 54115

**With a copy to:**

City of De Pere  
Attention: Director of Parks, Recreation &  
Forestry  
925 South Sixth Street  
De Pere, WI 54115

**If to Consultant:**

Cedar Corporation  
Attention: Patrick Beilfuss, A.I.C.P.  
Project Manager  
1496 Bellevue Street; Suite 502  
Green Bay, WI 54311-4251



IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first above written.

**CEDAR CORPORATION**

By:

**CITY OF DE PERE**

By:

\_\_\_\_\_  
Print Name:\_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
Michael J. Walsh, Mayor

\_\_\_\_\_  
Print Name:\_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
Carey E. Danen, Deputy City Clerk

H:\azills\Agreements\2017\Cedar Corp Consulting Agreement(Comp Park and Outdoor Rec Plan Update)3-17-150-001-03.docx

Attachment: Cedar Corp Consulting Agreement (Comp Park and Outdoor Rec Plan Update)3-17-150-001-03 (5659 : Resolution #17-24,

## **REQUEST FOR PROPOSALS**

### **COMPREHENSIVE PARK AND OUTDOOR RECREATION PLAN – UPDATE CITY OF DE PERE**

#### **Summary:**

The Park, Recreation and Forestry Department of the City of De Pere is soliciting proposals to revise and update their Comprehensive Park and Outdoor Recreation Plan. Prospective bidders should review the scope of work prior to bidding, to understand expectations and responsibilities of the consultant. Bidders may be given the opportunity to provide a 10 minute presentation on their proposal at a future Board of Park Commissioners meeting. Upon Notice of Award to the consulting firm, the consultant shall have 90 days to complete the project.

The City of De Pere reserves the right to select any firm/proposal that it deems to be in the best interest of the City. Consultants shall be ranked based the criteria listed below.

Proposals will be accepted until March 3, 2017

#### **Request for Proposal Criteria:**

Interested consultants should ensure to include the following information (but not limited to) in their proposal to the City. Each consultant shall be scored on the following criteria.

1. Firm qualifications and experience
2. Staff qualifications and experience
3. List 5 references
4. List 5 similar projects with contact name
5. Proposed timeline for project
6. Proposed number of meetings (public meeting(s), presentation(s) to Board of Park Commissioners, and/or meeting(s) with City staff
7. Demonstrate understanding of project
8. Examples and explanation of mapping products
9. Summary of addressing Scope of Work
10. Lump sum fee

#### **Scope of Work:**

1. Review current Comprehensive Park and Open Space Plan.
2. Evaluate existing parks and provide recommendations and cost estimates for improvements.

3. Prepare a draft and final Comprehensive Park and Open Space Plan in accordance with the Department of Natural Resources funding eligibility requirements.
4. Assess current park land acreage and the need for additional and/future park lands. Analysis should include regional and national comparisons, current service radius, recommendations for future park land and type of parks.
5. Review current facilities (i.e. restrooms, soccer fields, swimming pools, ball diamonds, tennis courts, etc...) and service to community to determine deficiencies in level of service.
6. Provide table/matrix of all parks/facilities.
7. Research and provide up to date demographic data and projections.
8. Provide budget estimates for recommended improvements.
9. Identify Grant opportunities for various identified improvements.
10. Review various plans and/or studies for relevant information regarding the City of De Pere Comprehensive Park and Open Space Plan. Plans include but are not limited to; American with Disabilities Act Audit on De Pere Parks, Condition Report for Swimming Pools, City of De Pere Capital Improvement Plan, Brown County Outdoor Recreation Plan, Brown County Bicycle and Ped Plan, etc...
11. Analyze current trail corridors. Make recommendations for improvements and/or connections.
12. Mapping to clearly identify park locations, service radius of parks, and future park land recommendations.
13. Park Inventory analysis to include inventory of park and its facilities, evaluation of facilities, purpose of park, and recommendation for improvements.
14. Consult with user groups to identify needs.
15. Review of Park Land Dedication Policy and comparison to other local and/or similar in size communities. Make recommendations for improvement to policy.
16. Meetings/Public Input

- a. At least one public input meeting shall be performed.
  - b. At least one meeting with Board of Park Commissioners to present draft plan.
17. Plan review
  - a. The plan shall be reviewed on a regular basis with staff during the process.
  - b. A draft plan shall be sent to the Board of Park Commissioners for review prior to finalizing. (This shall be done by providing the City one digital copy.)
  - c. Final plan shall be presented to the Board of Park Commissioners for approval and to the City Council for approval. (This shall be done by providing the City with one digital copy.)
18. Final Plan requirements/submittal
  - a. Shall include City resolution and signatures
  - b. One digital copy (compatible with City software) to the City
  - c. Thirty (30) colored hard copies submitted to the City

**City of De Pere to Provide:**

1. Access to all current park data.
2. Copy of current City of De Pere plans (i.e. Comprehensive Park and Open Space, Capital Improvement Plan, ADA Audit of De Pere Parks, Condition Report of Swimming Pools, etc...)

**Miscellaneous:**

City staff will meet with successful company periodically through the planning stages to ensure that the project is progressing in accordance with the scope of work and/or mutual understanding.

Projected time to complete this project is 90 days from the date the contract is signed.

For questions or additional information please contact Marty Kosobucki at 920-339-4065 or at [mkosobucki@mail.de-pere.org](mailto:mkosobucki@mail.de-pere.org).





engineering | architecture | environmental | surveying  
landscape architecture | planning | economic development

1496 Bellevue St., Suite 502  
Green Bay, WI 54311-4251

920-491-9081

800-472-7372

FAX 920-491-9020

www.cedarcorp.com

March 2, 2017

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

RE: Comprehensive Park and Outdoor Recreation Plan Update Proposal

Dear Marty:

Cedar Corporation (Cedar) appreciates the opportunity to submit our proposal to assist the City of De Pere with its review and update of its Comprehensive Outdoor Recreation Plan. Cedar Corporation completed the City's Accessibility Assessment and Transition Plan in 2012 and is familiar with De Pere's park system. Cedar has been in business since 1975 and has helped numerous communities with park and recreational planning including:

- Developing Comprehensive Outdoor Recreation Plans and ADA Accessibility Audits
- Designing and engineering of parks, fairgrounds, public buildings, and trails
- Preparing cost estimates for park and trail improvements
- Identifying and successfully applying for grants to help purchase and install park amenities
- Grant administration

Cedar has the staff, experience and resources to complete the City's project within the required schedule.

#### **PROJECT UNDERSTANDING**

Based on a review of the Request for Proposal (RFP) and our telephone conversation with you on February 27, 2017, we have the following understanding.

The City of De Pere is reviewing and revising its Comprehensive Outdoor Recreation Plan and is looking for assistance from a consultant who can inventory and evaluate the existing park system in a local and regional context, recommend improvements, provide cost estimates for those improvements, coordinate and facilitate staff and public meetings, and complete the update within 90 days.

#### **SCOPE OF WORK**

Based on our Project Understanding as described above and per the Scope of Services and City Responsibilities provided in the RFP, we offer the following Scope of Services.

1. Review current Comprehensive Park and Open Space Plan
2. Evaluate existing parks and provide recommendations and cost estimates for improvements
3. Prepare a draft and final Comprehensive Park and Open Space Plan in accordance with the Department of Natural Resources funding eligibility requirements
4. Assess current park land acreage and the need for additional and/future park lands. Analysis should include regional and national comparisons, current service radius, recommendations for future park land and type of parks
5. Review current facilities (i.e. restrooms, soccer fields, swimming pools, ball diamonds, tennis courts, etc...) and services to community to determine deficiencies in level of service
6. Provide table/matrix of all parks/facilities

7. Research and provide up to date demographic data and projections
8. Provide budget estimates for recommended improvements
9. Identify Grant opportunities for various identified improvements
10. Review various plans and/or studies for relevant information regarding the City of De Pere Comprehensive Park and Open Space Plan. Plans include but are not limited to; American with Disabilities Act Audit on De Pere Parks (completed by Cedar Corporation), Condition Report for Swimming Pools, City of De Pere Capital Improvement Plan, Brown County Outdoor Recreation Plan, Brown County Bicycle and Ped Plan, etc..
11. Analyze current trail corridors. Make recommendations for improvements and/or connections
12. Mapping to clearly identify park locations, service radius of parks, and future park land recommendations
13. Park Inventory analysis to include inventory of park and its facilities, evaluation of facilities, purpose of park, and recommendation for improvements
14. Consult with user groups to identify needs
15. Review of Park Land Dedication Policy and comparison to other local and/or similar in size communities. Make recommendations for improvement to policy
16. Meetings/Public Input
  - a. At least one public input meeting shall be performed
  - b. At least one meeting with Board of Park Commissioners to present draft plan
17. Plan review
  - a. The plan shall be reviewed on a regular basis with staff during the process.
  - b. A draft plan shall be sent to the Board of Park Commissioners for review prior to finalizing. (This shall be done by providing the City one digital copy.)
  - c. Final plan shall be presented to the Board of Park Commissioners for approval and to the City Council for approval. (This shall be done by providing the City with one digital copy.)
18. Final Plan requirements/submittal
  - a. Shall include City resolution and signatures
  - b. One digital copy (compatible with City software) to the City
  - c. Thirty (30) colored hard copies submitted to the City

### **COST**

Cedar proposes to complete the work scope as identified for a lump sum fee identified in the Proposal Fee Schedule attached to this proposal.

### **SCHEDULE**

Cedar is prepared to complete the project within the 90-day period specified in the RFP. It is recommended that the project begin approximately June 1, 2017 for optimal conditions to complete the park inventory.

A proposed timeline is as follows:

|                         |                                                                                             |
|-------------------------|---------------------------------------------------------------------------------------------|
| March 3, 2017           | Proposals Due                                                                               |
| May 1 to May 31, 2017   | Award of Proposal                                                                           |
| June 1, 2017            | Project Kickoff Meeting                                                                     |
| June 1 to June 30, 2017 | Park Inventory and Assessment, Mapping, Analysis                                            |
| July 3, 2017            | Review Information with Parks, Recreation and Forestry Department Staff                     |
| July 3 to July 31, 2017 | Recommendations and Cost Estimates                                                          |
| August 1, 2017          | Review Information with Parks, Recreation and Forestry Department Staff                     |
| August 1 to 31, 2017    | Public Input Meeting, Board of Park Commissioners Meeting, City Council Meeting, Final Plan |

The proposed timeline can be revised to meet the needs of the Director of the Parks, Recreation and Forestry Department.

### **DELIVERY**

Cedar will provide the deliverables as listed in the Final Plan Requirements/Submittal section of the RFP.

### **OWNER RESPONSIBILITIES**

Cedar understands that City of De Pere will be responsible for and/or provide the following items:

- Provide Cedar a single contract person to make required decisions for the project.



- Provide a copy of or links to all plans and studies required for this project including but not limited to the City of De Pere Comprehensive Plan, Condition Report for Swimming Pools, City of De Pere Capital Improvements Plan, Brown County Outdoor Recreation Plan, and Brown County Bicycle and Pedestrian Plan.
- Provide a copy of all user groups and contact information
- Provide a copy of the City's Park Land Dedication policy
- Provide space for required meetings and all public meeting notices
- Provide digital files for the City's basement to complete the required mapping

**CONTRACT**

The consultant agreement for professional services will be prepared by the City utilizing their standard formatting for review and execution by Cedar.

Cedar looks forward to the opportunity to provide services to the City of De Pere. Do not hesitate to call if you have questions or would require additional information regarding our proposal.

Sincerely,

CEDAR CORPORATION



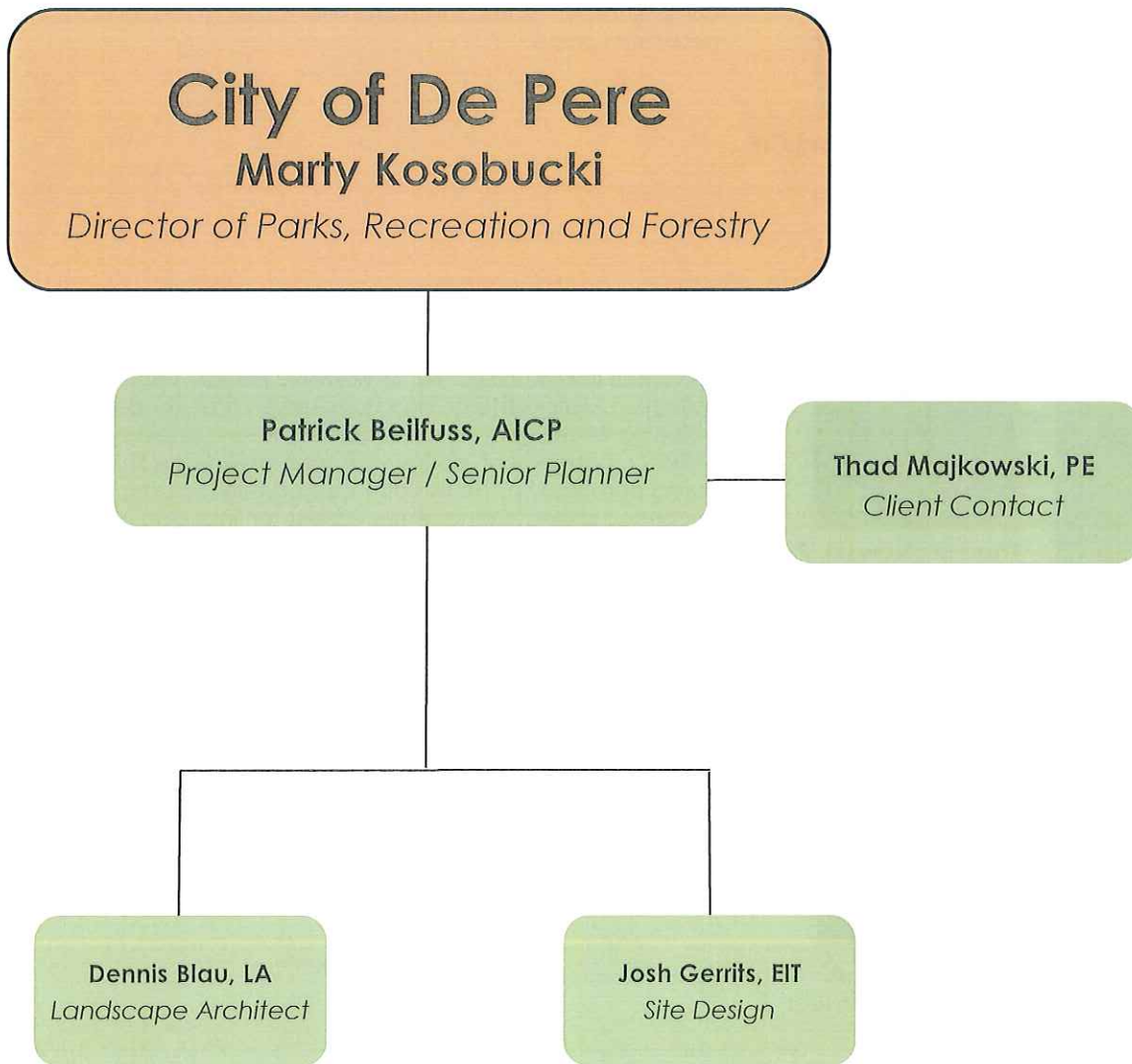
Thad Majkowski, P.E.  
Director

Patrick Beilfuss, A.I.C.P.  
Project Manager

## Project Team

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## Project Team Organizational Chart



## Project Team



**Patrick Beilfuss, A.I.C.P.**  
Project Manager/  
Senior Planner

**Patrick Beilfuss** has 17 of years experience as a Planner for various municipal clients. Patrick has extensive experience collaborating with communities on comprehensive plans, park plans, safe routes to school plans, and bicycle and pedestrian plans.



**Thad Majkowski, P.E.**  
Local Contact

**Thad Majkowski** is a member of the Cedar Corporation team with 31 years of experience as a Senior Project Manager providing municipal and civil engineering for various communities. Mr. Majkowski's primary focus is utility (wastewater collection, water systems, and storm sewer), trails/pedestrian facilities, roadways including WisDOT projects, and construction engineering where he has performed project management, design work and served as a field and project administrator during construction. He has also assisted with Planning projects and has performed project management duties for financing of municipal projects, trails, multi-use facility, wastewater collection and treatment systems, water wells, site development, stormwater management, municipal building and bridge/drainage structure projects.



**Dennis Blau, L.A.**  
Landscape Architect

**Dennis Blau** is a Landscape Architect and specializes in site design for municipal, commercial, industrial, educational and recreational facilities. Dennis has worked on a variety of projects including Athletic fields, multi-purpose trails, signs, boat landings, parks, swimming pools, splash pads, reforestation and many other projects large and small in size.



**Josh Gerrits, E.I.T.**  
Design Engineer

**Josh Gerrits** is a member of the Cedar Corporation team and brings with him technical field experience, municipal design experience, GIS mapping and a comprehensive transportation engineering background. He has extensive experience with municipal design, utility coordination and design for WisDOT projects.

## References

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## References

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**Village of Bellevue**

Mr. Andrew Vissers  
Community Development Director  
2828 Allouez Avenue  
Bellevue, WI 54311  
(920) 468-5225

**City of Menomonie**

Mr. Lowell Prange  
City Administrator  
800 Wilson Avenue  
Menomonie, WI 54751  
(715) 232-2187

**City of Prescott**

Jayne Brand  
City Administrator  
800 Borner Street  
Prescott, WI 54025  
(715) 262-5544

**Village of Somerset**

Felicia Germain  
Clerk  
110 Spring Street  
Somerset, WI 54025  
715-247-3395

**Village of Cadott**

Sandra Buetow  
Clerk  
110 E. Central Street  
Cadott, WI 54727  
715-289-4282

## Project Experience

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## Park Planning Project Experience

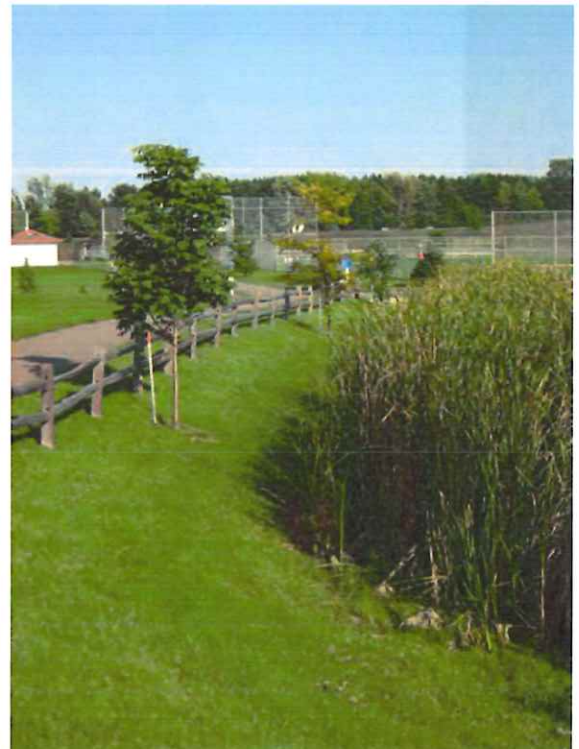
Parks and recreational opportunities are vital to a community and its users for many reasons including:

1. Creating spaces for physical activity or to simply unwind improving the health and well-being of users
2. Providing gathering spaces for the community creating opportunities to gather and meet people
3. Preserving spaces that improve the environmental health of the community by providing runoff protection, clean air, reduced heat island effect, and protection of wildlife habitat
4. Providing amenities that attract new residents and visitors which can have a positive economic impact on the community

Cedar Corporation has assisted many communities with creating and updating existing Park/ Outdoor Recreation/Open Space Plans. Each plan inventories and evaluates a community's existing parks and facilities, develops goals and objectives, analyzes resident demographics and population projections, classifies existing parks, identifies service areas, determines community needs, and develops recommendations for improvements. At the same time, each community has unique aspects that are incorporated into its Plan.

### Communities which Cedar Corporation has developed Park Plans for include:

- City of Menomonie, Dunn County
- City of Prescott, Pierce County
- Town of Troy, St. Croix County
- Village of Somerset, St. Croix County
- Village of Balsam Lake, Polk County
- Town of Black Brook, Polk County
- City of Cornell, Chippewa County
- City of Prescott, Pierce County
- Village of Woodville, St. Croix County
- Village of North Hudson, St. Croix County





## Comprehensive Outdoor Recreation Plan Project Experience

**PROJECT:** Parks and Recreation Plan 2013-2018  
**CLIENT:** City of Menomonie  
**CONTACT:** Gary Barnett, Parks and Recreation  
 Director, 715 232-1664,  
 gbarnett@menmonie-wi.gov  
**KEY STAFF:** Patrick Beilfuss, Wendy Sander

**DESCRIPTION:** The City of Menomonie is home to 16,264 residents and has over 800+ acres of park, recreation areas, and trails in the City. Cedar Corporation assisted the City of Menomonie with updating its Parks and Recreation Plan with the Parks and Recreation Department, Park Board, Plan Commission, and City Council. Residents have access to trails, rivers and creeks, Lake Menomin, community gardens, disc golf courses, open space, and developed parks. Menomonie has a large university population that influences the demand for specific park amenities.

The City of Menomonie Outdoor Recreation Plan can be found here:  
<http://bit.ly/1HLzvoS>



**PROJECT:** Master Park Plan  
**CLIENT:** City of Prescott  
**CONTACT:** Jayne Brand, City Administrator, 715-262-5544,  
 jbrand@prescottcity.org  
**KEY STAFF:** Patrick Beilfuss, Wendy Sander

**DESCRIPTION:** Cedar Corporation assisted the City of Prescott with updating its Master Park Plan in 2009. The City of Prescott has a population of 4,258 and is part of the Minneapolis-St. Paul-Bloomington MN-WI Metropolitan Statistical Area. Population and residential housing growth created a need

to review and maintain the City's park and recreation opportunities. The City is located at the confluence of the Mississippi and St. Croix Rivers which has provided an opportunity to redevelop the waterfront. The City has been actively acquiring properties along the river to create more green space and access to the water for residents and tourists who frequent the area.





## Comprehensive Outdoor Recreation Plan Project Experience

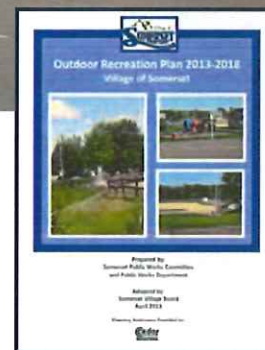
**PROJECT:** Parks and Recreation Plan 2013-2018  
**CLIENT:** Town of Troy  
**CONTACT:** Jill Berke, Parks Board Chair, 715-425-8289,  
 jillberke@baldwin-telecom.net  
**KEY STAFF:** Patrick Beilfuss, Rob Jones

**DESCRIPTION:** Cedar Corporation assisted the Town of Troy Parks Board with updating its Parks and Recreation Plan. The process included a community survey, identifying future bicycle routes, park improvement recommendations, review with the Parks Board, and a presentation to the Plan Commission and Town Board. The Town of Troy is a growing rural community of almost 5,000 residents. Many park and recreation opportunities are found in the City of Hudson to the north and City of River Falls to the south. The Town's focus has been accommodating a growing demand for bicycle infrastructure, hiking trails, and open space. The Town is located on the St. Croix River and the Town provides beach and boat access which has recently been updated.



**PROJECT:** Outdoor Recreation Plan 2013-2018  
**CLIENT:** Village of Somerset  
**CONTACT:** Bob Gunther, Director of Public Works,  
 715-247-5555, rmgunther@somtel.net  
**KEY STAFF:** Patrick Beilfuss, Wendy Sander

**DESCRIPTION:** Cedar Corporation assisted the Village of Somerset with updating its Outdoor Recreation Plan for the years 2013-2018. Population growth in and around the Village created a demand for new park and recreation opportunities and the updated Plan provides a long range vision for park and recreation opportunities in the Village. Cedar Corporation hosted an open house to review the Outdoor Recreation Plan with residents.



The Village of Somerset Outdoor Recreation Plan can be found here:  
<http://bit.ly/1KQ8nWy>

**PROJECT:** Outdoor Recreation Plan 2012-2017  
**CLIENT:** Village of Balsam Lake  
**CONTACT:** Caroline Rediske, Parks Board Chair,  
 715-485-3780, sewbusy54810@yahoo.com  
**KEY STAFF:** Patrick Beilfuss

**DESCRIPTION:** Cedar Corporation assisted the Village of Balsam Lake with updating its Outdoor Recreation Plan for the years 2012-2017. Balsam Lake has a population of just over 1,000, and is nestled on the largest lake in the area. The shoreline stretches 65 miles and the lake has a number of bays and picturesque islands. The Outdoor Recreation Plan is a reflection of the natural beauty and amenities that the Village has to offer. The Village has a large seasonal population who have second homes on or near Balsam Lake. Currently updating.





## Other Park Related Project Experience

Cedar Corporation completed an Accessibility Audit for the Parks, Recreation and Forestry Facilities for the City of De Pere in 2012. Cedar has been involved in working with a number of additional communities in your area providing ADA Accessibility Audits for their park systems including:

- Village of Allouez, Brown County
- Village of Bellevue, Brown County

Our team has experience in accessibility audits and utilizes ADA Accessibility Codes on a regular basis in the design of public facilities. We also work with governmental agencies on feasibility studies to evaluate the feasibility of renovations to comply with ADA Accessibility Requirements.





## Other Park Related Project Experience

**PROJECT:** Great River Road Learning Center Complex at Freedom Park  
**CLIENT:** City of Prescott  
**LOCATION:** Prescott, Pierce County, Wisconsin  
**CONTACT:** Jayne Brand, City Administrator, 715-262-5544  
**SIZE:** 5 acres  
**COST:** \$2.2 million  
**COMPLETED:** 2006  
**KEY STAFF:** Cory Scheidler, Troy Peterson, Jarrod McCurdy, Jeff Gust, Dennis Blau, Russ Kiviniemi

**DESCRIPTION:** This \$2.2 million project is located on a bluff high above the Mississippi River and includes historical and interactive exhibits and an overlook for bird watching and observing river and train traffic below. Cedar Corporation was the lead architect, engineer, and landscape architect.





## Other Park Related Project Experience

**PROJECT:** Amphitheater renovation  
**CLIENT:** UW-River Falls  
**LOCATION:** River Falls, St. Croix County, Wisconsin  
**COST:** \$124,500  
**COMPLETED:** 2009  
**KEY STAFF:** Dennis Blau

**DESCRIPTION:** The Mel Wall Amphitheater renovation project included removal of the deteriorating limestone-tiered seating and replacement with a brown, weathered, multi-sized block retaining wall system. The one-acre site was re-graded to provide better drainage and to increase the height of the seating tiers from 12 inches to 18 inches. The existing limestone pieces were salvaged and reused to the stairway landings. Reinforced turn was also incorporated to create a stable vehicle to the amphitheater stage.



Before





## Other Park Related Project Experience

**PROJECT:** Black River Falls Multi-Use Trail  
**CLIENT:** City of Black River Falls  
**LOCATION:** Black River Falls, Wisconsin  
**CONTACT:** Brad Chown, Administrator,  
 715-284-2315  
**SIZE:** 3.5 mile bike/pedestrian trail  
**COST:** \$1,850,000  
**COMPLETED:** 2000  
**KEY STAFF:** Dennis Blau, L.A.; Jay Eggen, P.G.;  
 Troy Peterson, P.E.; Mark Kuester

**DESCRIPTION:** This project includes 1.8 miles of 10-foot-wide multi-use asphalt trail. Features of the trail project include a crossing light, a bridge over Town Creek, and two pedestrian underpasses. The majority of the trail runs along Town Creek, which was generally inaccessible prior to construction of the trail. The trail connects with an existing trail and creates a loop of approximately four miles in length. This multi-use trail creates an accessible pedestrian route to the school, parks, and aquatic center. The project received ISTEA funding.





## Other Park Related Project Experience

**PROJECT:** Jackson County Fairgrounds  
**CLIENT:** Jackson County Fair Park Association  
**LOCATION:** Black River Falls, Jackson County, Wisconsin  
**CONTACT:** Brad Chown, City Administrator, 715-284-5514  
**COST:** \$2.1 million  
**COMPLETED:** 2009  
**KEY STAFF:** Dennis Blau, Cory Scheidler

**DESCRIPTION:** The 15-acre Jackson County Fair Park renovation began when the Jackson County Fair Park Association (JCFPA) was formed. The renovation was completed just in time for the Jackson County Fair's sesquicentennial celebration in 2009. During demolition of the existing buildings, it was discovered that many had been erected in 1905. All but two of the existing buildings and the show area were removed to make room for the new animal barns, grandstand, and ice arena. 84% of the total project cost was covered by donations.



In designing the overall site plan and park structures, Cedar Corporation took into consideration all the various needs and preferences of the JCFPA member groups. Many design options were provided before a consensus was reached. At the dedication ceremony held opening day of the fair, Black River Falls Mayor, Ron Danielson, credited Cedar Corporation with helping the project come together in a way that satisfied all JCFPA member groups.

In addition to the overall site plan, Cedar Corporation designed the new 1,500-seat grandstand, four animal barns, an animal wash rack, new watermain, new sanitary sewer, storm sewer, parking lot, grading plan, erosion control plan and site construction details. The new animal barns include roll-up curtains for better ventilation, much more space for animals, and sprinkler systems in case of fire.





## Other Park Related Project Experience

**PROJECT:** Chippewa Riverfront Beautification Project  
**CLIENT:** City of Durand  
**LOCATION:** Durand, Pepin County, Wisconsin  
**CONTACT:** Jason Schoonover, City Council President, 715-672-8770  
**COST:** \$1.6 million (2 grants)  
**COMPLETED:** 2012  
**KEY STAFF:** Russ Kiviniemi, Troy Peterson, Greg Wolfe, Wendy Sander, Jeff Gust, Dennis Blau

**DESCRIPTION:** This \$1.6 million project was awarded two Transportation Enhancement Grants (prepared by Cedar Corporation) totaling \$1.3 million. The project involves redeveloping the deteriorated back alley area along the Chippewa River into a scenic attraction for travelers on USH 10, users of the Chippewa River State Trail, and residents of the area. The project includes a 10 foot wide multipurpose trail, picnic tables, benches, decorative concrete pathways, and decorative lighting; and a 500 foot decorative sea wall with viewing areas and benches scattered along the route. This major redevelopment project connects directly to the Chippewa River State Trail.



## Mapping Products Used

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## Mapping Products Used

Cedar Corporation works closely with our communities to produce maps that present information in a clear and concise way. Cedar has provided four examples of the most common maps we produce when creating or revising Comprehensive Outdoor Recreation Plans for our communities. In many cases, multiple pieces of information can be conveyed on one map.

**Map 1 Existing Parks:** This general map shows the location of recreational facilities in a community. The City of Prescott requested this map so it could be reproduced and available at multiple locations in the community and on its website.

**Map 2 Jurisdictions:** This map presents two pieces of information. First, the location of recreational facilities. Second, who has jurisdictional control over the planning and maintenance of the space.

**Map 3 Park Classification and Service Boundaries:** This map presents standards created by the National Park and Recreation Association that show the type or classification of parks and the service radiuses. The map can be used to evaluate the types of park services offered to the public as well as access to these facilities. This type of map can help show "gaps" in recreational opportunities in a community.

**Map 4 Proposed Sidewalks and Trails:** Many communities include sidewalks in their Comprehensive Outdoor Recreation Plans. Sidewalks provide safe infrastructure for passive recreation but also provide safe access to parks for people of all ages.

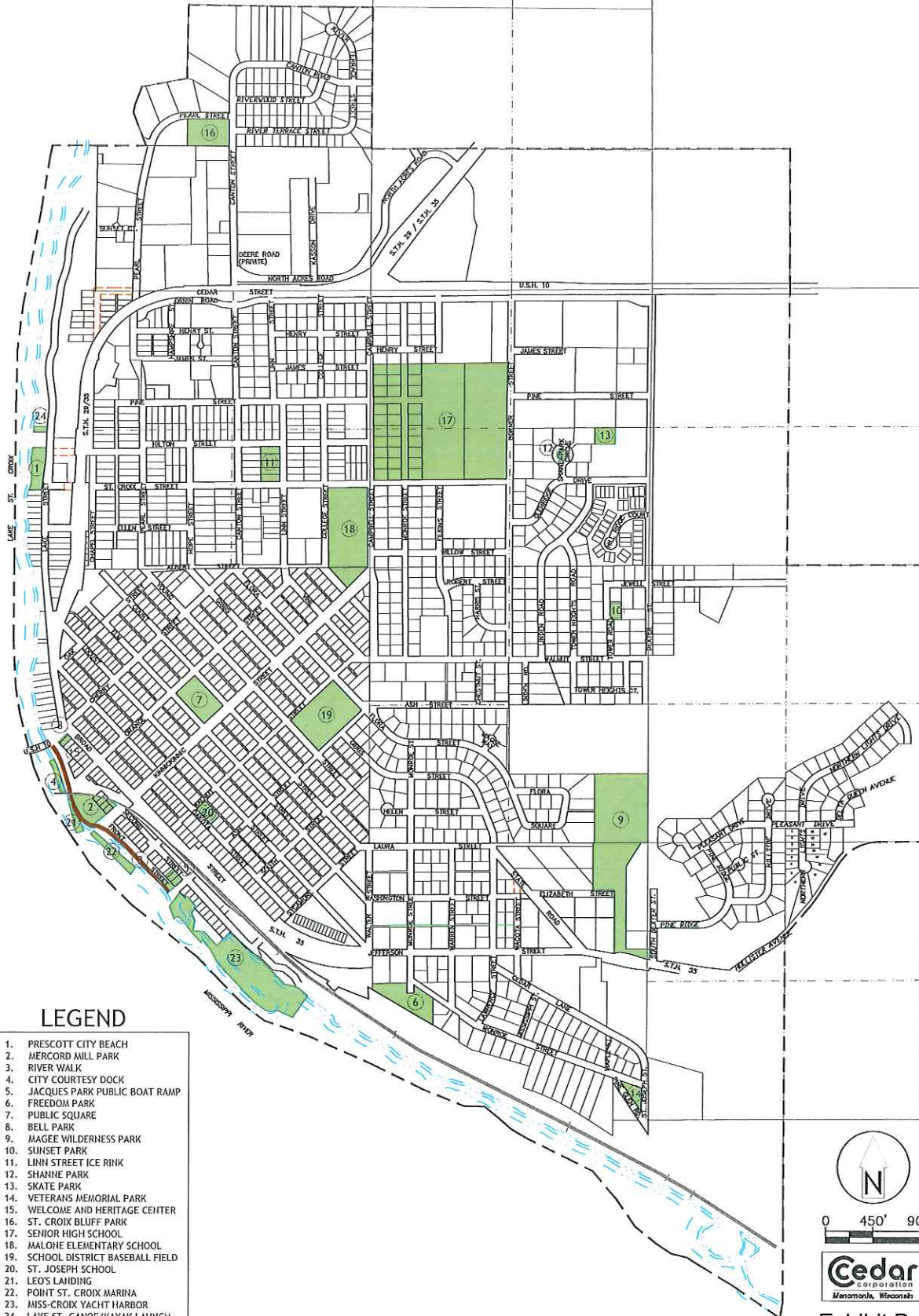
Cedar Corporation also includes a map showing the boundary for each park in a community. These are included with the evaluation of existing facilities.

Throughout the planning process, Cedar Corporation will work with you to prepare these and other maps needed to express your Comprehensive Outdoor Recreation Plan so that it can be clearly communicated with the public, City staff, and other entities.



# EXISTING PARK & RECREATION FACILITIES

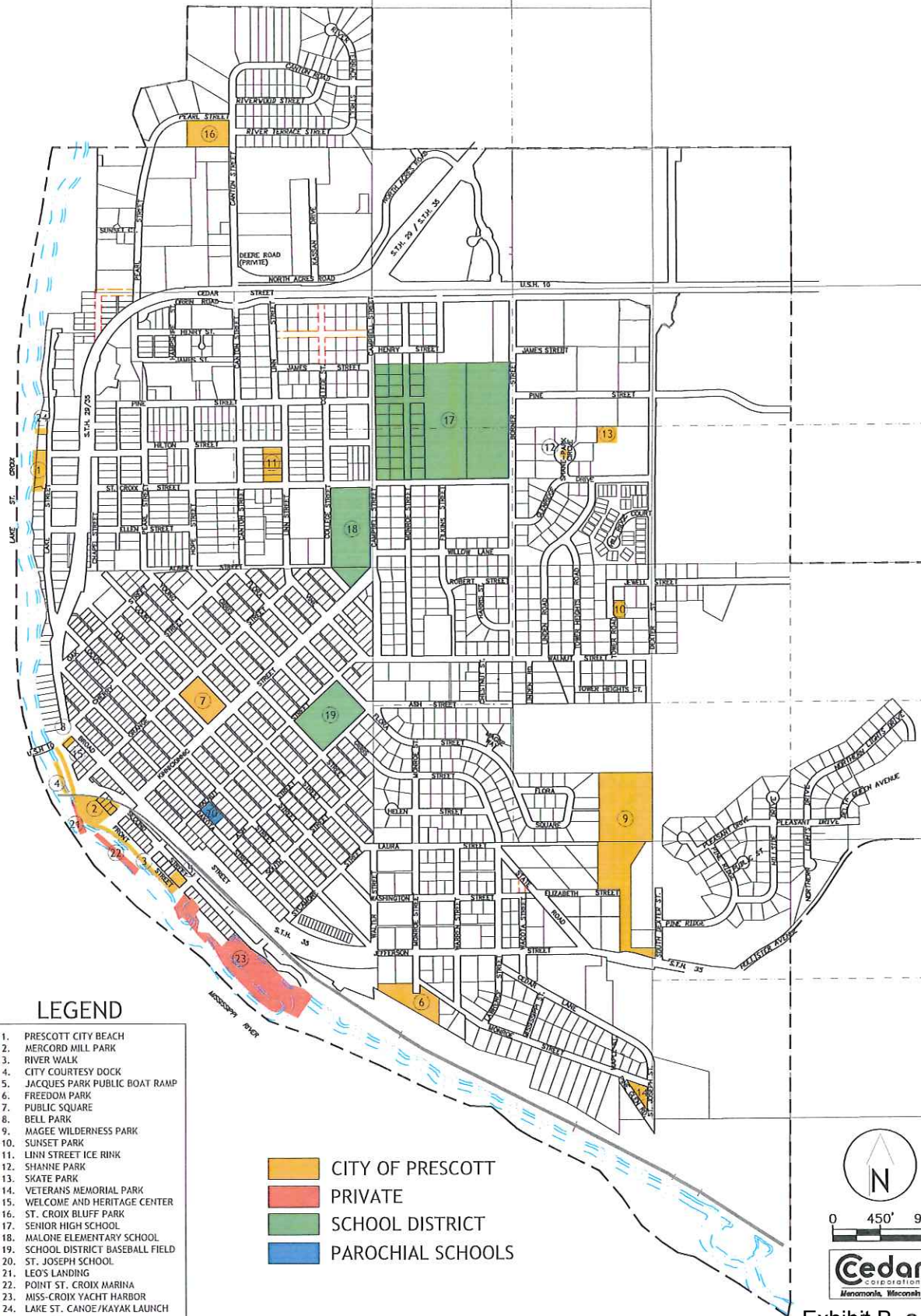
## City of Prescott



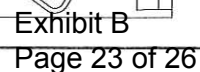


# PARK & RECREATION JURISDICTIONS

City of Prescott

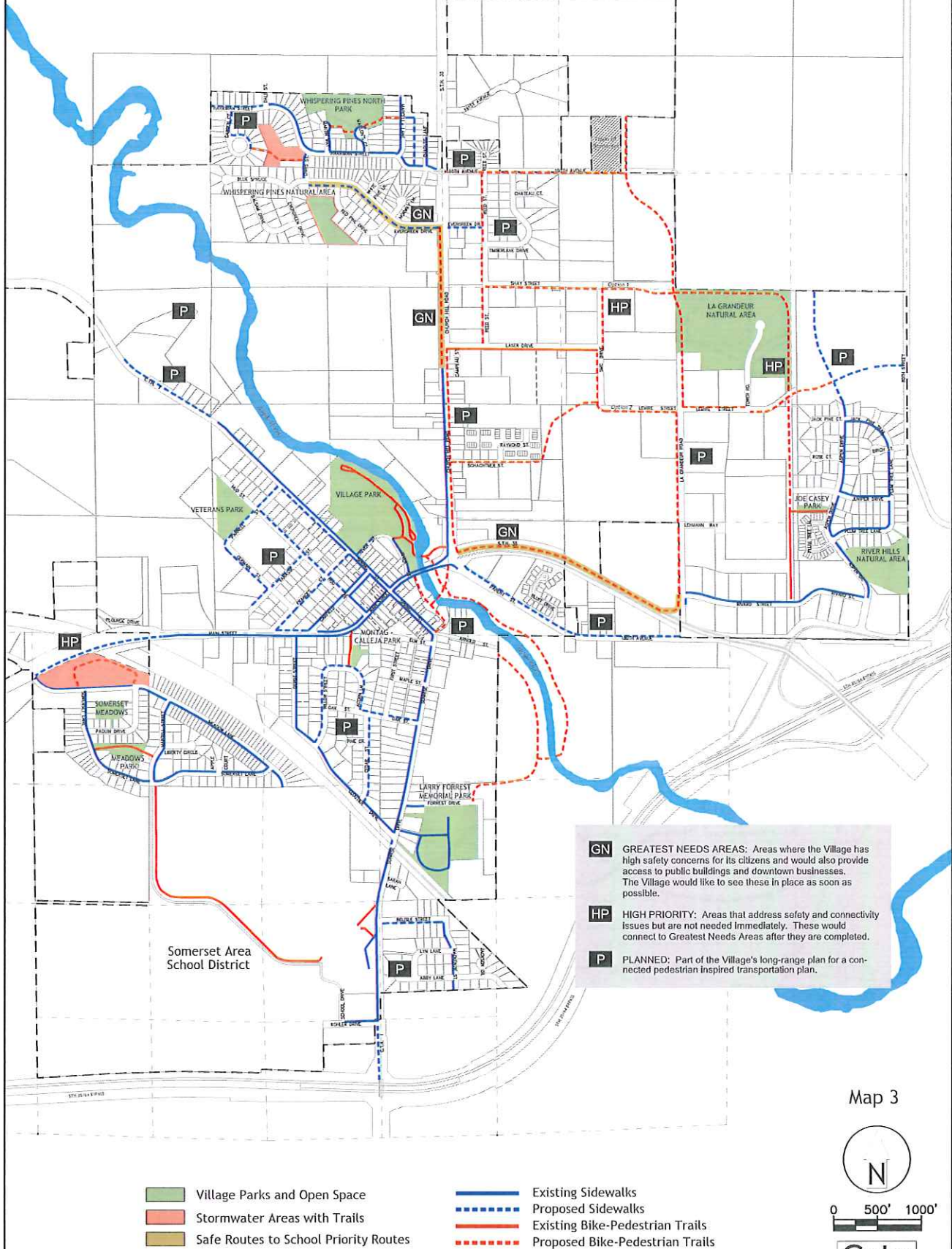


## Village of Somerset





# Proposed Sidewalk and Bicycle Trails 2013-2018 Village of Somerset



Map 3



0 500' 1000'



Cost



Cost

**Proposed Fee Schedule**

Company Name: \_\_\_\_\_ Cedar Corporation \_\_\_\_\_

Company Address: \_\_\_\_\_ 1496 Bellevue Street, Suite 502, Green Bay, WI 54311 \_\_\_\_\_

Company Representative: \_\_\_\_\_ Thad Majkowski, P.E. \_\_\_\_\_

Signature: \_\_\_\_\_  \_\_\_\_\_**Item:**

Assist the City of De Pere Park, Recreation and Forestry Department to revise and update their Comprehensive Outdoor Recreation Plan in accordance with the Department of Natural Resources funding eligibility requirements.

**Lump Sum Fee:**

\$10,750

## Comprehensive Plan comparison

Scale of 1-5 (1 –lowest, 5 – highest)

| Firm         | Firm Qual | Staff Qual | Five references | Five Similar Projects | Timeline | Number of meetings | Understanding of project | Mapping examples | Scope of work summary | Fee           | Total |
|--------------|-----------|------------|-----------------|-----------------------|----------|--------------------|--------------------------|------------------|-----------------------|---------------|-------|
| Cedar Corp.  | 5         | 4          | 5               | 5                     | 5        | 5                  | 5                        | 4                | 5                     | 5<br>\$10,750 | 48    |
| Rettler Corp | 5         | 4          | 5               | 5                     | 4        | 5                  | 4                        | 2                | 5                     | 4<br>\$15,550 | 43    |
| MSA          | 5         | 5          | 5               | 5                     | 5        | 5                  | 5                        | 4                | 5                     | 3<br>\$19,000 | 47    |
| Ayres        | 5         | 4          | 5               | 5                     | 5        | 5                  | 5                        | 5                | 5                     | 2<br>\$19,023 | 46    |
|              |           |            |                 |                       |          |                    |                          |                  |                       |               |       |

# PROPOSAL



## Comprehensive Outdoor Recreation Plan – Update De Pere, WI

MARCH 3, 2017

Hire *Smart*®



January 7, 2016

City of De Pere  
Parks, Recreation and Forestry Department  
Marty Kosobucki, Director  
925 S. Sixth Street  
De Pere, WI 54115

Re: Comprehensive Outdoor Recreation Plan - Update

Dear Mr. Kosobucki:

On behalf of Ayres Associates, I am pleased to present this proposal to update the Comprehensive Outdoor Recreation Plan for the City of De Pere. Ayres brings a team of planners, civil engineers, and landscape architects to the project who are at the forefront of park and open space planning and will offer innovative alternatives to traditional methods of park planning. Through our experience, our team has identified several techniques and opportunities to enhance interaction with the public and potentially increase park use and appreciation.

We have assembled a diverse and talented team to execute this planning process. Katie MacDonald (civil engineer) stresses the importance of linear green spaces and trail systems in a complete park system. Aaron O'Keefe (GIS specialist) excels in technical design, graphic communication, and data analysis. His knowledge of the latest construction techniques and cost estimation provides clients with accurate and dependable forecasting for future implementation. I will serve as project manager and offer my experience with park facility and community contextual planning, green infrastructure, and realistic design strategies.

Using my organizational and public facilitation skills I have delivered successful projects to clients for more than 17 years, and I have assisted municipal clients in obtaining more than \$5 million through successful grant applications. As a certified arborist and playground safety Inspector, I also bring technical expertise to existing facility inventory and analysis.

We look forward to this challenge and thank you for your consideration.

Sincerely,

Ayres Associates Inc

Blake Theisen, PLA, ASLA  
Project Manager  
608.255.0800  
Direct: 608.441.3569  
Cell: 608.886.6808  
TheisenB@AyresAssociates.com

Bruce Morrow, PLA, LEED AP  
Manager - Landscape Architect  
608.255.0800  
Direct: 608.441.3573  
Cell: 608.220.0042  
MorrowB@AyresAssociates.com



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## A. FIRM QUALIFICATIONS



Ayres Associates is a multi-specialty architectural/engineering firm that has assisted public and private clients since 1959, offering services in landscape architecture, architecture, environmental science, surveying, grants, planning, geospatial mapping, and GIS, as well as transportation, traffic, civil, structural, water resources, levee, and river engineering. Our superb project managers build long-term relationships with clients while reliably solving problems, stretching dollars, and navigating regulations.

Our clients are served through 13 offices in Wisconsin, Florida, Colorado, Wyoming, and Arizona. In early 2015 the planning and landscape architecture experts at SAA Design Group joined the engineering and architecture professionals at Ayres Associates through Ayres' acquisition of SAA. As a result, Ayres can now deliver consultant services for the entire project cycle, from early planning through construction.

Our staff bring a reputation for leadership in planning and design of urban spaces, parks, campuses, and other open spaces, as well as providing expertise in ecology and bike/pedestrian facilities.

Services we provide include:

- » Master planning
- » Landscape design
- » Stormwater ponds
- » Parks
- » Trails
- » Planting plans
- » Athletic fields
- » Park facilities
- » Park condition analysis
- » Playground assessments
- » Safe community design
- » Grant writing and funding
- » Partnership assistance
- » Public process and consent building

### Project Manager

Blake Theisen, PLA  
TheisenB@AyresAssociates.com  
608.441.3569



## B. PROJECT EXPERIENCE/REFERENCES

### PROJECT TEAM RECENT EXPERIENCE

*The team assembled for this project has extensive collaborative experience with municipal park systems. Recent examples of these team effort documents include:*

Comprehensive Outdoor Recreation Plan (CORP),  
City of Burlington  
CORP, Sauk Prairie  
CORP, West Allis  
CORP, City of Milwaukee  
CORP, Village of Maple Bluff  
CORP, Village of DeForest  
CORP, City of Middleton  
CORP, Village of Marshall  
CORP, Village of Sherwood  
CORP, City of Kenosha; (2011 WIASLA Honor Award)  
CORP, Town of Westport  
CORP, Village of Edgerton  
CORP, Town of Onalaska  
CORP, City of Onalaska  
Conservancy Lands Master Plan,  
City of Middleton  
Conservancy Lands Master Plan,  
Village of Johnson Creek  
CORP, City of Wausau

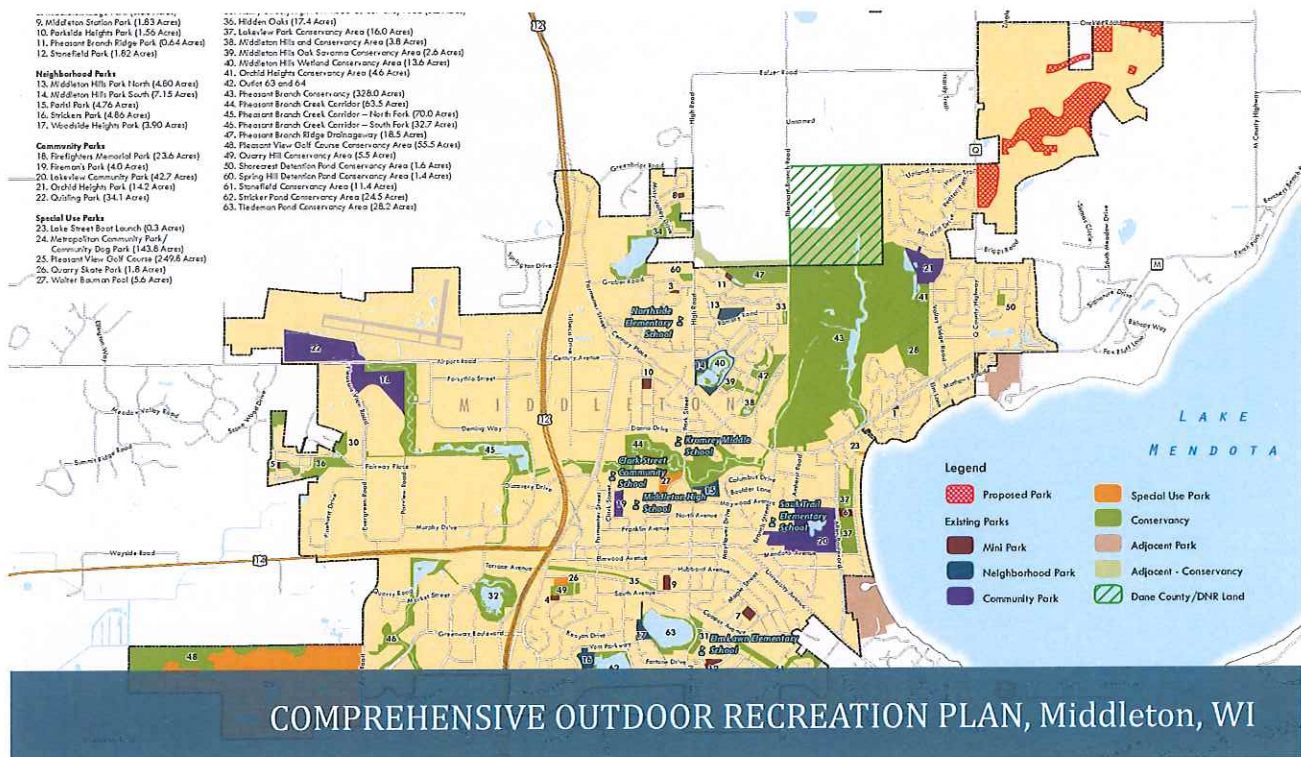
Park planning requires careful attention to the quality and character of an area. We work with our clients to develop a theme and patterning that celebrate a site's unique characteristics. Our creative commitment to placemaking attracts and engages all patrons.

We also give careful consideration to the sustainability of our planning recommendations and minimize effects on the environment. Our goal is to provide beautiful, functional, and sustainable spaces that build a sense of community and provide accessibility for all while minimizing the community's long-term maintenance costs.

The projects highlighted on pages 7-12 illustrate the depth of our ability through the similarity of their size, scope, and scale to the De Pere CORP. Please feel free to request examples of any additional types of projects if you desire further background information. We invite you to contact the references listed for firsthand accounts of our work.







Ayres has completed the Comprehensive Park and Open Space Plan for the City of Middleton Public Lands Department four times since 1991. With continuing residential and commercial development, the need for additional recreational and open space continues to increase. Ayres' direction and guidance produced significant milestones for the City, including acquiring new parkland, establishing "friends" groups, implementing parkland dedication/impact fees, creating reasonable CIP goals, and securing almost \$2 million in grant funding. As a result of these plans, Middleton has grown its park system into a diverse offering of amenities, including a regional sports complex, skate park, splashpad, conservancy lands network, and an extensive multi-use trail system.

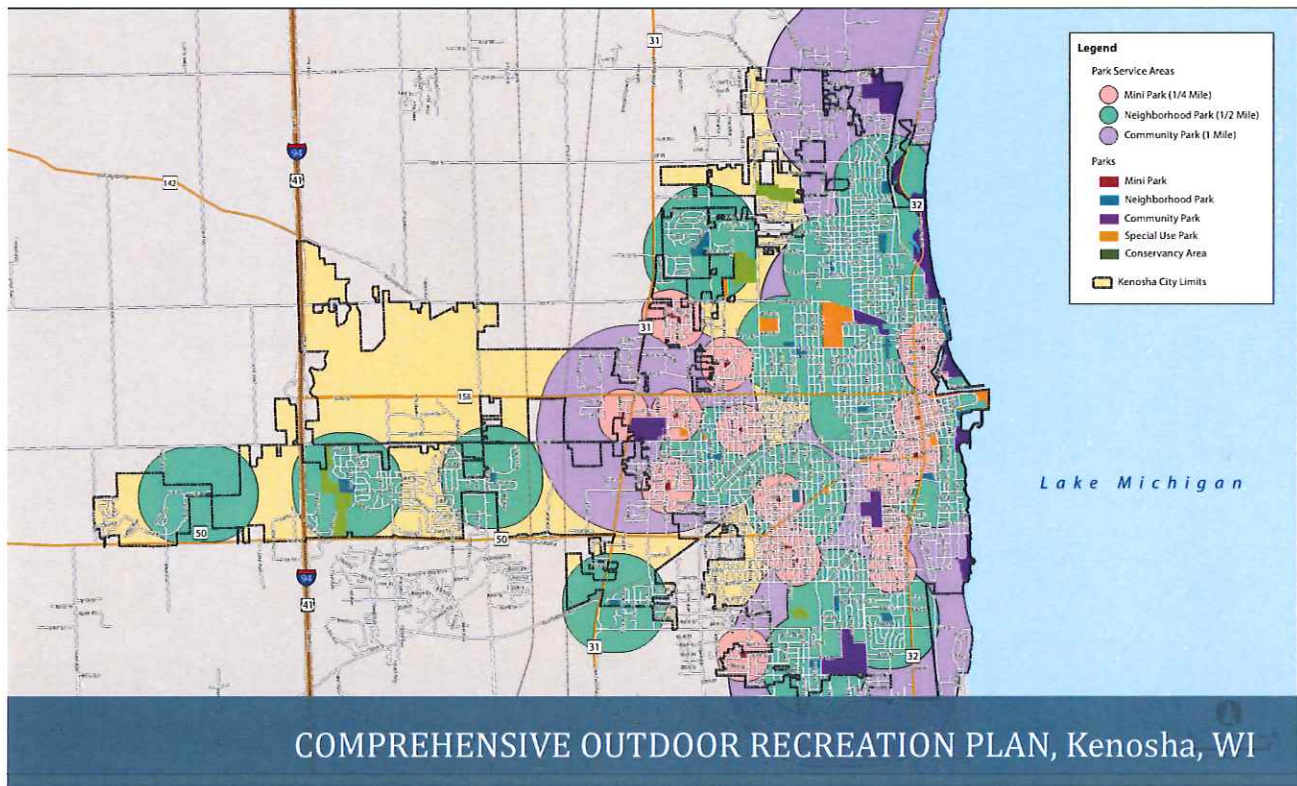
Ayres continues to work hand-in-hand with the City to implement the recommendations established in the most recent CORP (2014) and actively pursue public and private funding.

*Client:*  
City of Middleton

*Reference:*  
**Mike Davis**  
City Administrator  
608.827.1058  
mdavis@ci.middleton.wi.us

*Team:*  
Blake Theisen  
Aaron O'Keefe





Ayres updated the City of Kenosha Comprehensive Outdoor Recreation Plan, which helped guide the City's development and maintenance of public parks and open spaces and enabled Kenosha to participate in grant programs through the Wisconsin Department of Natural Resources (WDNR). Four park master plans were developed as part of this plan.

Ayres used public engagement activities to balance public enjoyment with environmental conservation at 71 sites spread over almost 950 acres. Methods included an online survey, stakeholder interviews, and public information meetings in addition to individual meetings held during park master plan development.



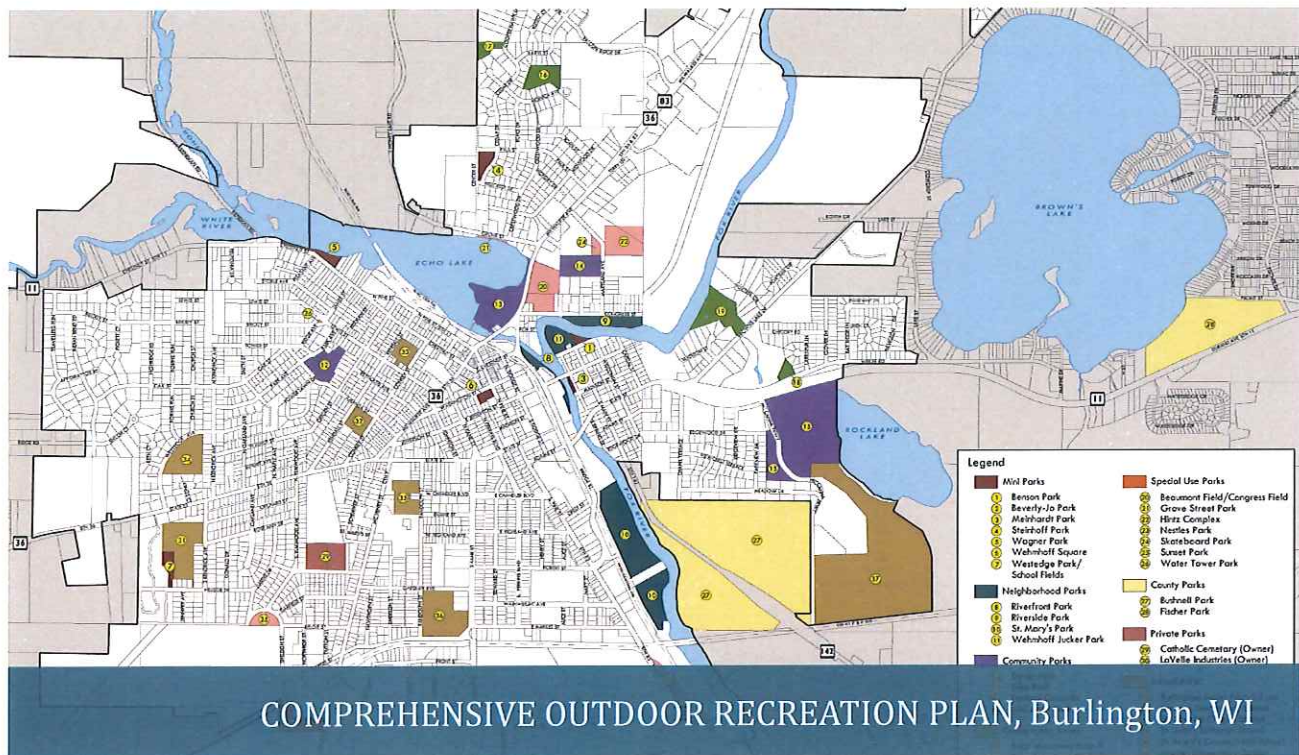
Ayres' field analysis included weekend visits to observe the parks at full capacity. Ayres' inventory identified opportunities for updating equipment, enhancing maintenance, and providing for improved recreation. Recommendations for this ongoing effort include improved connectivity of the park system via walking and bicycling networks, redevelopment of underused parcels, updating play equipment, stabilizing unique environmental areas, and enhancing the lakefront. Ayres obtained eight WDNR grants using this document.

*Client:* City of Kenosha

*Reference:* **Shelly Billingsley**, Director of Public Works  
262.653.4056  
sbillingsley@kenosha.org

*Team:* Blake Theisen, Aaron O'Keefe





In 2014, Ayres was hired to update the city of Burlington Comprehensive Outdoor Recreation Plan last amended in 2010. The update was prepared to guide the city in acquiring and developing public outdoor parks and recreation facilities and to enable Burlington to participate in the outdoor recreation grant programs through the Department of Natural Resources.

The existing city park system is comprised of 26 active and passive use park areas. A majority of these parks are special use parks that provide specific facilities for baseball or other active use pursuits. SAA utilized an intimate public involvement process that included one-on-one stakeholder interviews to identify opportunities and assets to enhance the overall park system and strengthen existing public-private cooperation.

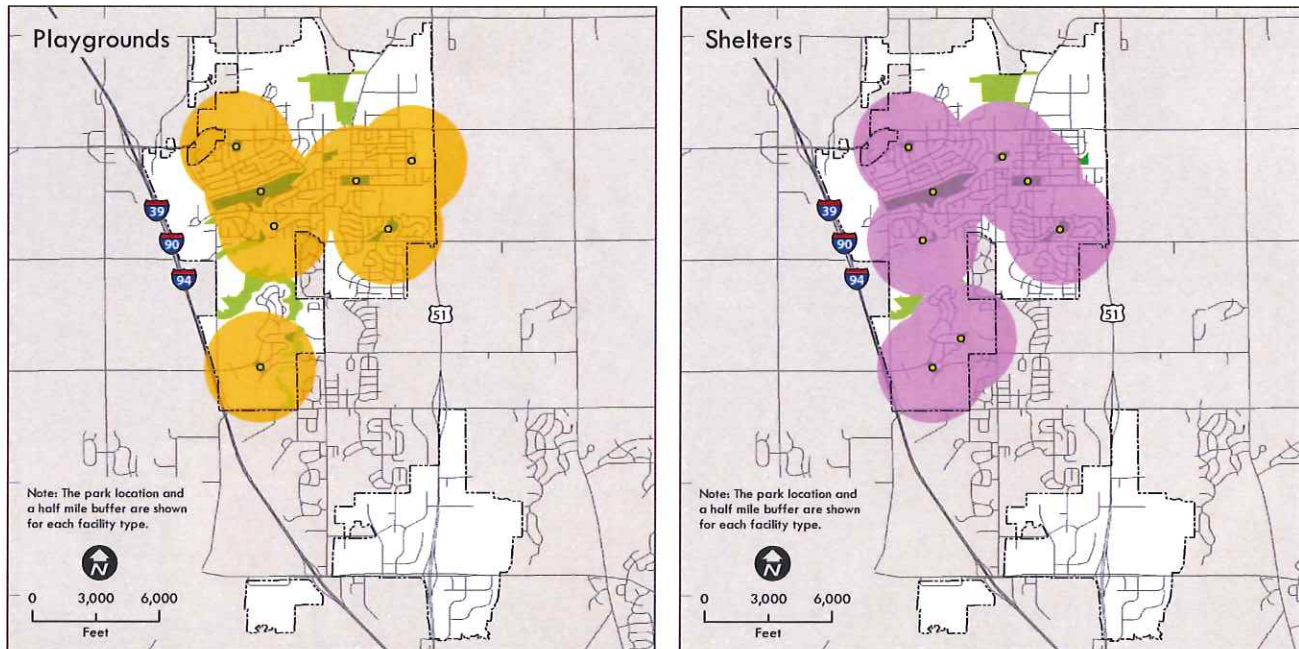
As a result of Ayres' inventory and engagement a detailed set of recommendations was developed and assigned implementation benchmarks. General recommendations for the entire park system included retrofitting all parks and park facilities to be disabled accessible, including shelters and restrooms; improving existing playlots and playgrounds as neighborhood gathering places for all ages; developing a citywide, barrier-free, multi-purpose trail system that connects city parks, county and state parks, existing regional trails, and provides access to natural and cultural resources in the community and region; and, actively pursuing funds for park and recreation programs and park development.

**Client:**  
City of Burlington

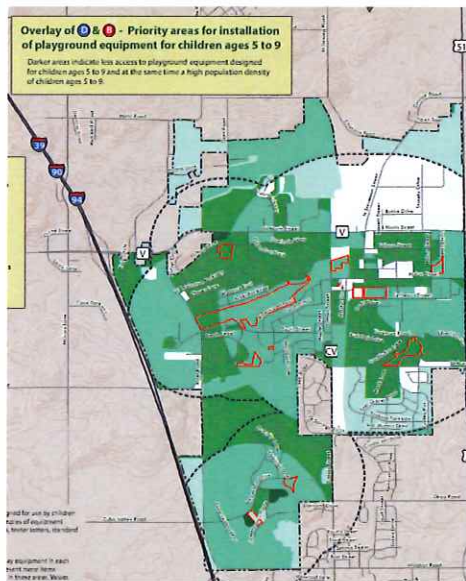
**Reference:**  
**Carina Walters**  
City Administrator  
262.342.1161  
Cwalters@burlington-wi.gov

**Team:**  
Blake Theisen  
Aaron O'Keefe





## COMPREHENSIVE OUTDOOR RECREATION PLAN, DeForest, WI



Ayres worked with the Village of DeForest to complete an update of the Park and Open Space Plan in 2014-15. This process was completed in tandem with a rewrite of the Village's Comprehensive Plan and involved extensive coordination to ensure a consistent roadmap for future Village development. Ayres worked with MDROffers Consulting, LLC, to provide the Village with a comprehensive planning package.

The planning process included thorough site and facility analysis, public outreach, GIS demographic analysis, and both short and long term capital improvement planning. Recommendations included the need for a more extensive Master Plan for the largest existing community park as well as the need for a centrally located athletic complex to serve not only the Village but surrounding communities.

As part of the plan, Ayres also provided planning and zoning recommendations for future park and open space land allocations within new residential and commercial developments.

### *Client:*

Village of DeForest

### *Reference:*

**Kelli Bialkowski**

Director of Parks and Recreation

608.846.6751

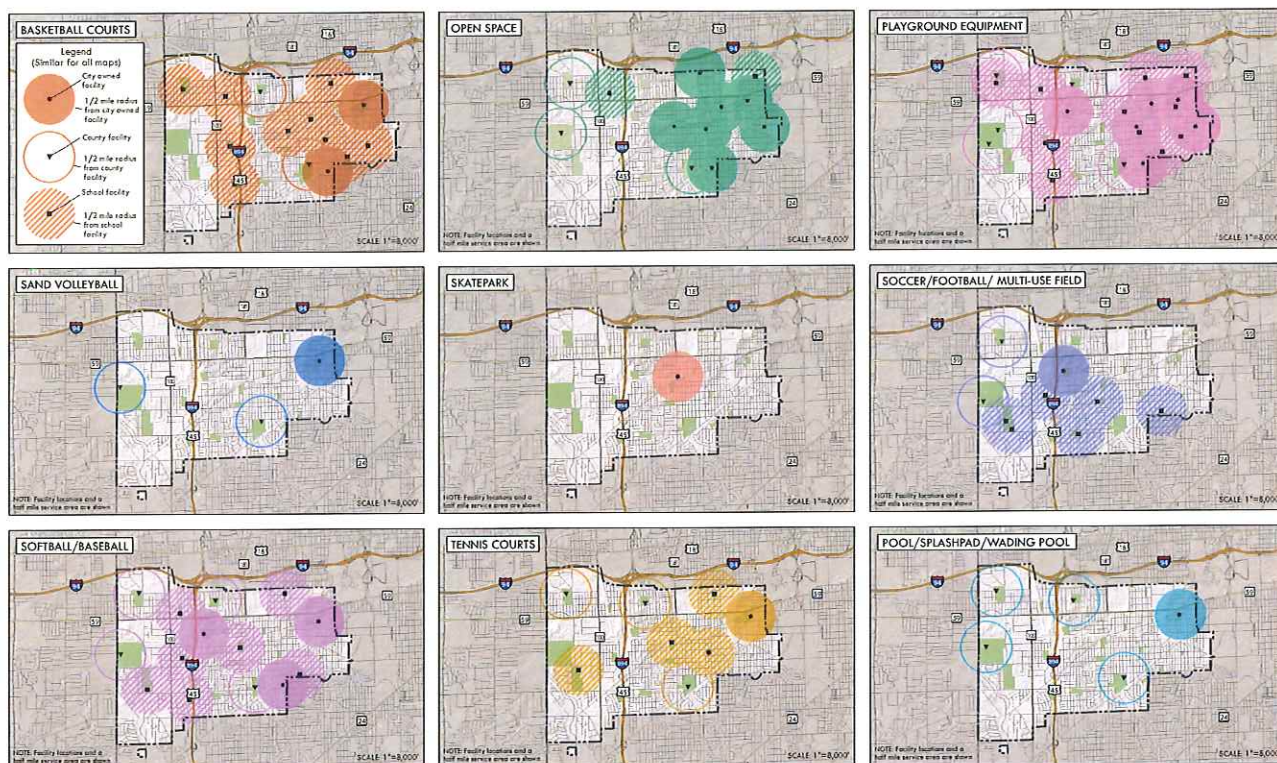
bialkowskik@vi.deforest.wi.us

### *Team:*

Blake Theisen

Aaron O'Keefe





**AYRES ASSOCIATES** Park Facility Distribution  
West Allis Comprehensive Outdoor Recreation Plan

**WEST ALLIS**

**CITY OF WEST ALLIS**  
7225 West Greenfield Avenue  
West Allis, WI 53214  
Revised 22, 2010 + 11.3.2015

**MAP 5**

## COMPREHENSIVE OUTDOOR RECREATION PLAN, West Allis, WI



Ayres worked with the City of West Allis to craft a Comprehensive Outdoor Recreation Plan during 2015. The city desired a thorough review of all existing facilities owned and operated by both the city and the school district. Community residents also benefit from the multiple County owned open spaces within the city limits.

One of the goals for the process included establishing a dedicated budget and funding source for capital park improvements. Through a public outreach program, GIS analysis, and extensive field work, a detailed roadmap for the next ten years was developed with improvement costs and priority allocation tables.

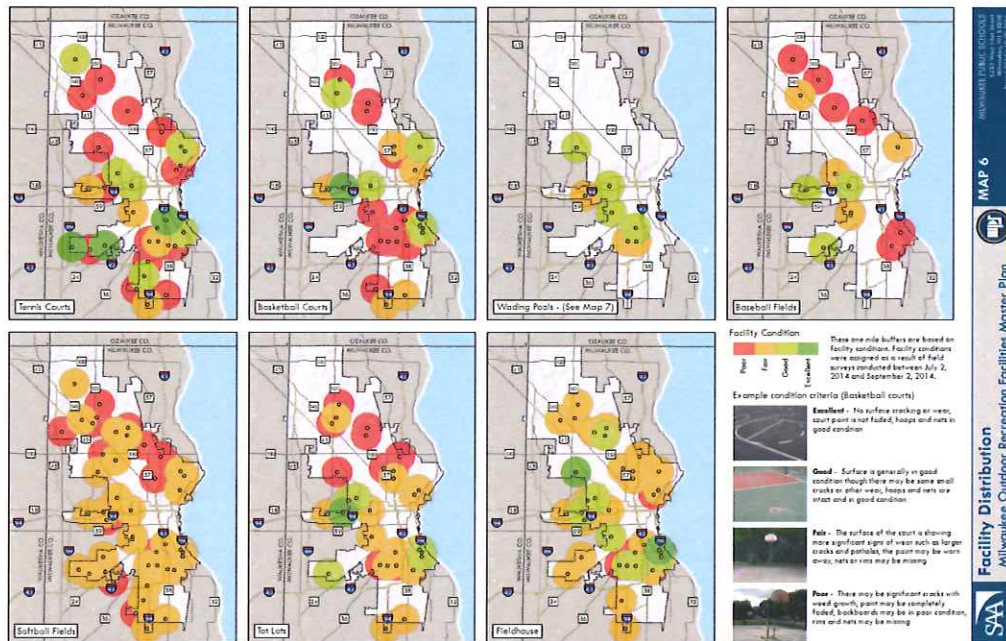
West Allis is now positioned to better fund and implement meaningful system-wide park improvements. Our team continues to work with the city to implement these recommendations.

**Client:**  
City of West Allis

**Reference:**  
**Shawn Mueller**  
Senior Planner  
414.302.8470  
smueller@westallis.wi.gov

**Team:**  
Blake Theisen  
Aaron O'Keefe





## COMPREHENSIVE OUTDOOR RECREATION PLAN, Milwaukee, WI

The Milwaukee Public School District manages 57 park sites across Milwaukee County for recreation programming throughout the year. The facilities range in size from a small tot-lot to multi-plex ball diamonds to wading pools. MPS recognized the need for a comprehensive facility analysis and retained Ayres to assist with the undertaking.

The team completed full site and building facility analysis for each of the sites to establish a baseline inventory of park assets. From the field discovery, detailed recommendations and cost estimates for needed improvements were developed to aid in the capitol budget process.

Recommendations focused on safety issues, connectivity, ADA compliance, and long term viability and maintenance requirements. The team also looked at the County-wide distribution of facilities by recreation type to better understand equity in the Milwaukee park and open space system. Other factors evaluated included access to public transit, population densities within the neighborhoods and target age groups overlaid with existing park amenities.

### Client:

Milwaukee Public Schools

### Reference:

**Lynn Greb**

Manager of Operations

5225 West Vliet St., Rm 162

Milwaukee, WI 53208

14-475-8191

grebla@milwaukee.k12.wi.us

### Team:

Blake Theisen

Aaron O'Keefe



## C. PROJECT TEAM



Ayres' team of design professionals have a documented history of delivering successful projects to clients region-wide, and we believe that a "whole" community is based upon the strength of the public green and open space system. The City of De Pere park system provides residents with an excellent level of service and takes advantage of the natural resources afforded by the region. In order to provide the highest level of service for this project our team will include:

**Aaron O'Keefe** (GIS Specialist) is the technical genius behind many of Wisconsin's park and open space analysis plans. He excels in technical design, graphic communication, and facility assessment. His knowledge of the latest construction techniques and materials cost provides clients with accurate and dependable forecasting for bidding day. He also specializes in site narrative and barrier free design.

**Katie MacDonald** (civil engineer) is an expert in stormwater management, green engineering techniques, and site grading. Her extensive experience with environmental and regulatory permitting provides hassle-free coordination with state and local review agencies.

Lastly, I (**Blake Theisen**) will serve as Project Manager, and offer my experience with park facility planning, universal and integrated play feature design, group process, and realistic implementation strategies. A recognized expert in the field of park and open space planning, I am well trained in the latest trends, equipment and coordinated educational programming available to the park and recreation community. My organizational and public facilitation skills have delivered successful projects to clients for more than 17 years, and I have assisted municipal clients in obtaining more than \$5 million through successful grant writing and fund raising strategies.

Together, our team will help the City of De Pere complete the update of this CORP. Detailed team resumes follow in this section.



“While working with Blake Theisen ... on the City's ... Comprehensive Outdoor Recreation Plan and four Master Plans, his abilities surpassed my expectations. Blake's skills, work ethics, ability to visualize constituents' ideas, and communicate those with City officials, residents, and staff were exceptional.”

— Shelly Billingsley,  
City Engineer,  
City of Kenosha,

## **Blake Theisen, PLA, ASLA, CPSI** **Project Manager**

### **17 Years**

BA, Botany, Miami University of  
Oxford Ohio

Registered Landscape Architect, WI,  
2011; MI, 2011; IN, 2012; IA, 2011;  
CO, 2015; IL, 2013

Blake has been providing exceptional quality experience in recreational facility site analysis, planning, design, and implementation since 1999. His start-to-finish involvement ensures that projects are delivered on time and as envisioned. A skilled and visionary project leader, Blake's project expertise includes comprehensive outdoor recreation plans, park master plans, athletic complexes, community water parks, skate parks, and playgrounds.

With a background in botany and ecology, he promotes environmental stewardship that informs creativity and preservation throughout facility planning and design.

### **RELATED EXPERIENCE:**

Comprehensive Park Facilities Master Plan, Milwaukee Public School District, Milwaukee, WI

Comprehensive Outdoor Recreation Plan (CORP), Middleton

CORP, Burlington

CORP, Marshall

CORP, DeForest

CORP, West Allis

CORP, Sauk Prairie

CORP, Maple Bluff

CORP, Westport

CORP, Onalaska, City of

CORP, Onalaska, Town of

CORP, Wausau

CORP; Sunrise Park Master Plan; and Strawberry Creek Park Master Plan; City of Kenosha

## **Aaron O'Keefe** **GIS Specialist**

### **11 Years**

BA, Cartography/GIS, University of  
Wisconsin-Madison

AS, Civil Engineering Technology,  
Madison Area Technical College

Aaron provides expert mapping and GIS support. His experience includes GIS-based mapping and analysis for a variety of projects, including comprehensive (smart growth) plans, outdoor recreation plans, bicycle/pedestrians plans, and Safe Routes to School. His typical contributions to these projects include creating land use maps, GIS-based site selection, and route mapping. Aaron also has a background in civil engineering with several years of experience in CADD drafting and land surveying. Aaron brings advanced skills in ArcGIS with Spatial Analyst, AutoCAD, Illustrator, and Flash.

### **RELATED EXPERIENCE:**

Comprehensive Park Facilities Master Plan, Milwaukee Public School District, Milwaukee, WI

Comprehensive Outdoor Recreation Plan (CORP), Middleton

CORP, Burlington

CORP, Marshall

CORP, DeForest

CORP, West Allis

CORP, Sauk Prairie

CORP, Maple Bluff

CORP, Westport

CORP and Bike Map, Kenosha

Park and Outdoor Recreation Plan, Edgerton

CORP, Onalaska, City of

CORP, Onalaska, Town of

Wausau MPO Bicycle/Pedestrian Plan, Marathon County

CORP, Wausau



## Katie MacDonald, PE

*Civil Engineer*

13 Years

BS, Civil Engineering, UW-Madison  
Registered Professional Engineer, WI  
Katie has been working in the municipal and civil engineering fields since 2002. She works with public and private sector clients and understands the needs of each. Her extensive background includes designing and drafting streets, utilities, stormwater management systems, splashpads, campgrounds, and parks. Katie is also proficient at preparing traffic studies and traffic impact analysis reports.

### RELATED EXPERIENCE:

Taylor Park, Middleton  
Straight Lake State Park Site Design, Polk County  
Johnsons Park Renovation, Milwaukee  
Prentice Park, Ashland  
Lake Wissota State Park, Chippewa Falls  
Reservoir Park, City of West Allis  
Liberty Heights and Veterans Park, West Allis  
Wanick Choute Park Planning and Design, Sherwood  
Buckhorn State Park Campground and Day Use Area Improvements, Necedah  
Governor Thompson State Park, Crivitz  
Calvin Moody Park, Milwaukee  
Poerio Park, Kenosha  
McKee Farms Park, Fitchburg  
Elver Park, Madison  
Tank Park, Green Bay  
Riverside Park, Janesville  
Blue Mound State Park, Blue Mounds

**AYRES**  
ASSOCIATES

## D. APPROACH

Our approach to park planning and design is built on the fundamental belief that successful parks are about the 3Es – Entertainment, Education, and Environment. We employ the following principles in order to maximize the 3Es.

**See the big picture.** We look beyond the immediate park planning project to see the larger patterns of sustainability, connectivity, and opportunity that give a park system utility and meaning. Because of the diversity of our staff, we are able to produce plans that work on all levels and that integrate seamlessly into the existing planning framework.

**Plan for implementation.** A park system's implementation begins with developing the partnerships that forge alliances and create a sense of investment in the outcome. Creating strong partnerships and identifying catalytic start-up projects are vital steps in realizing plan objectives.

**Protect the environment.** Parks are excellent laboratories for exploring sustainable and low-impact development practices, including preservation and restoration of unique environmental resources, stormwater management, landscape restoration, and recycling. When such practices are implemented in a park setting and displayed for the public to see, awareness and education occurs.

**Design for ease of maintenance.** Ongoing maintenance of parks and open spaces requires significant resources. As a result, designing and managing public spaces intelligently can yield dramatic dividends. Through ongoing coordination with park maintenance staff, managers, and others, Ayres designs and recommends strategies to minimize future costs while maximizing ecological value and recreational advantage.

**Plan for flexibility and multiple uses.** Developing flexible spaces can increase adaptability and responsiveness to recreational needs with minimal disruption to the core infrastructure.

**Communicate effectively.** Ayres works collaboratively and in the trenches with staff to evolve meaningful plan alternatives and final plan recommendations. Communicating the vision and opportunity afforded by a plan requires verbal, written, and graphic communication to ensure project understanding and inspire imagination.



*Typical Ayres meeting/workshop*

Our first priority is to **listen**. Community consensus is essential to the success of any project, and as the facilitators of this process, we will engage diverse stakeholder groups in productive discussions about future active and passive recreation needs. Our team has an exceptional resume of facilitating and hosting public meetings. Public participation is the cornerstone of our project approach, and we can tailor our process to meet any number of meeting objectives. A proposed public open house will allow community members to discuss perceived opportunities and issues with us and the advisory committee during the process. We have found that this intimate, face-to-face interaction creates connections and promotes successful partnerships that are beneficial to plan implementation.

It is also important to understand that many people are uncomfortable with voicing their opinions publicly, but still want to be “heard”. We can create an online survey instrument with pertinent questions related to the existing conditions, and future needs of the parks and its patrons. This survey is easily distributed via e-mail and can be posted on the City website, or sent with municipal utility bills. Our team also utilizes an emerging concept known as “**crowd sourcing**”. We have developed an online portal (Community Comment) hosted on our website, in which community members can upload images, post comments, and hold conversations with the planning team in real time. All of these interactions are visible to the public and promote interactive discussions about perceived issues and examples of successful projects in other communities.



Ayres takes pride in the wide variety of techniques we have developed over the years for gathering public opinion, and mining and utilizing the vast knowledge of city staff, the public, and local officials. These techniques allow us to develop actionable recommendations that create consensus and improve “buy in” from the community.

Ayres will audit the City park and open spaces in order to create the existing facilities inventory. This data will then be compared to other communities of similar size and character (regional and national level) for benchmarks pertaining to the park and open space system.

We also know that understanding future needs comes from past lessons learned, and this knowledge is best attained by interviewing facility maintenance staff and understanding the day-to-day management issues. As part of this review, we also employ an operations assessment to determine the appropriate level of staffing to support park maintenance and operations.

Our community involvement will continue with a presentation of our initial findings and recommendations to the advisory committee and city

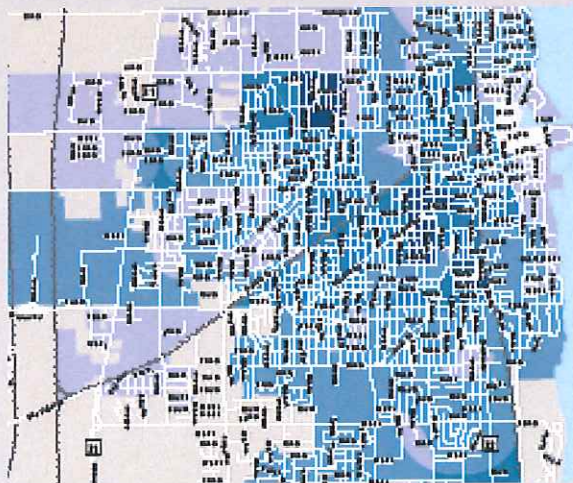
staff. A large part of our success in developing feasible designs is producing accurate construction cost estimates. Because we facilitate projects across the region, we feel that it is important to meet with local contractors to gauge regional pricing structures and material costs. We will incorporate this strategy into our 5-year CIP recommendations and funding strategy.

We will approach the generation of this plan with the goal of producing a living document that will serve as a realistic roadmap for the development of park facilities, natural open spaces, and thoughtful trail connections. A summary action table will outline top project priorities, costs, funding opportunities, and a realistic timeline for implementation. This table will be divided into time periods including 1-3 years, 3-5 years, and long term 5-10 years.

It is our belief that existing capital is best used as leverage. We have assisted many communities in doubling and tripling their initial investment by using it as seed money. Strategic partnerships, local business sponsors, group incentive fund raising, and creative grant writing are all techniques we have employed successfully. Our project team also served as the Wisconsin Safe Routes to School planning team, and we have assisted 30 communities and more than 100 schools across the state with multi-modal transportation enhancements. These types of projects often dovetail with adjacent public parks and open spaces, and should be evaluated as part of this CORP.

Ayres will submit a draft plan to the city in May 2017, and present the final report to the City staff and advisory committee in June. Our team is dedicated to producing high quality, attainable solutions through our planning process and has a proven history of delivering completed projects to clients on time and on budget.

### INNOVATIVE CONCEPTS – GIS: MORE THAN MAPPING



Ayres pioneered the use of geo-coded demographic information to create Age Cohort Analysis maps for the city of Kenosha, and continues to seek creative ways to both illustrate and analyze geographic and social phenomena. We embrace GIS as a valuable and robust component of our planning toolbox.



## E. SCOPE OF SERVICES

### TASK I. SITE ANALYSIS

- Conduct background research and data collection. Acquire and review existing plans, reports, and maps related to the project.
- Attend kick-off meeting with City staff and advisory committee (Meeting #1). This meeting will address topics including:
  - Goals and objectives
  - Mission statement
  - Priorities
- Establish project timeline and schedule public meeting dates.
- Tour existing City-owned park and open space sites to conduct facility inventory and analysis. Ayres will also photo document existing facilities in city parks during this visit. Elements to be investigated include:
  - Recreational facilities
  - Amenities
  - Site access and connectivity
  - Linear greenspaces and green infrastructure
  - ADA accessibility
  - Safety issues
  - Environmental impacts (drainage, noise abatement, wetlands, etc.)
- Create and administer online survey instrument and Community Comment portal.
- Hold one public informational meeting (Meeting #2). This open house will be held in the evening, providing opportunity for residents to participate at their convenience. The meeting will include review of existing conditions and will test preliminary concepts. Public engagement will include a facilitated discussion about hopes and concerns as well as collection of written comments.
- Communicate on a regular basis (bi-weekly minimum) with city staff via conference call and/or e-mail.

Deliverables for Task I (delivered electronically in PDF or native file format as requested):

- ♦ (1) -Summary memo from kick-off meeting
- ♦ (1) -Updated project timeline
- ♦ (1) -Summary memo from public meeting
- ♦ Preliminary facility inventory matrix
- ♦ Digital site photographs
- ♦ Field notes and observations

**TASK II. PRELIMINARY PLAN DEVELOPMENT**

- Attend work session meeting (Meeting #3) with city staff to review existing park facilities, staffing issues, ordinances, long term needs, proposed community-wide land use plans, and identify future open space opportunities.
- Analyze city staff, advisory committee, and public input results.
- Create plan maps and identify zones of strengths and weaknesses. Maps may include:
  - Existing Park and Open Space System
  - Park Service Areas
  - Needs Assessment (demographic patterns, etc)
  - Proposed Park System Plan
- Conduct a level of service distribution comparison in coordination with local and regional entities.
- Formulate preliminary recommendations to include:
  - Promotion and education
  - Facilities and operations (including strategies for barrier-free access; ADA compliance)
  - Environmentally sustainable practices
  - Surplus or shortage property strategies
  - Programming and facility type gaps
  - Maintenance cost vs. revenue/service benefits
- Conduct benchmark and industry standards analysis.
- Prepare preliminary draft plan and associated graphics.
- Present preliminary draft plan to city staff, and advisory committee (Meeting #4).
- Communicate on a regular basis (bi-weekly minimum) with city staff via conference call and/or e-mail.

Deliverables for Task II: All deliverables sent electronically in PDF or native file format unless otherwise noted.

- ♦ 1 (11"x17") Preliminary plan maps
- ♦ 1 (8.5"x11") Preliminary recommendations memo
- ♦ 1 (24"x36") Printed set of mounted presentation materials
- ♦ 1 PDF format set of presentation materials
- ♦ 1 PowerPoint format presentation on CD

**TASK III. FINAL PLAN DEVELOPMENT**

- Update recommendations based upon feedback from city staff, and the advisory committee.
- Formulate cost estimates for proposed improvements/options.
- Establish implementation timeline and priority table.
- Create a five to ten year CIP for the park system, with cost projections for development, maintenance and acquisition.
- Provide an analysis of current funding levels and practices.
- Identify new opportunities and develop potential funding strategies.
- Prepare final draft report documents to include all graphic plans and relative character images.
- Present final plan to advisory committee and City Council (Meetings #5).
- Communicate on a regular basis (bi-weekly minimum) with city staff via conference call and/or e-mail.

**Deliverables for Task III:**

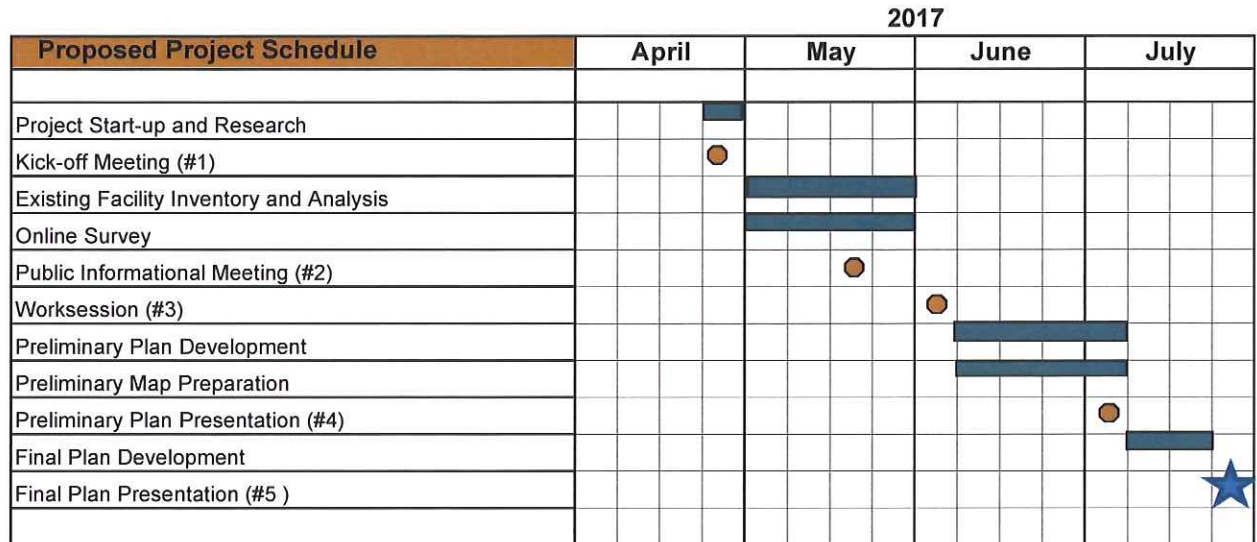
- ♦ 30 (8.5"x11") Final color Comprehensive Park, Recreation, and Open Space Plans including fold-out maps and graphics
- ♦ 1 Compact disk or DVD containing:
  - PDF format Final Comprehensive Park, Recreation, and Open Space Plan
  - Final PowerPoint presentation

**ASSUMPTIONS**

Existing basemap information will be provided by the City in digital format (CAD/GIS). All existing utility information and prior planning studies to be provided by the City to Ayres. Topographic survey and geotechnical investigations are not included in this scope. Printing of additional plans will be the responsibility of the city. Meeting locations will be reserved and noticed by the City.

## F. SCHEDULE

Our team has a variety of ongoing projects that will not affect our ability to complete this project. The experience we continually gain ensures that you will benefit from our knowledge of the latest cutting edge recreation facility trends and planning/design techniques. We will allocate all available resources to completing the planning process in an efficient and thorough manner. If the proposed schedule does not meet your expectations of the project, we can be flexible with our timeline.





## G. FEES

### ANTICIPATED FEES

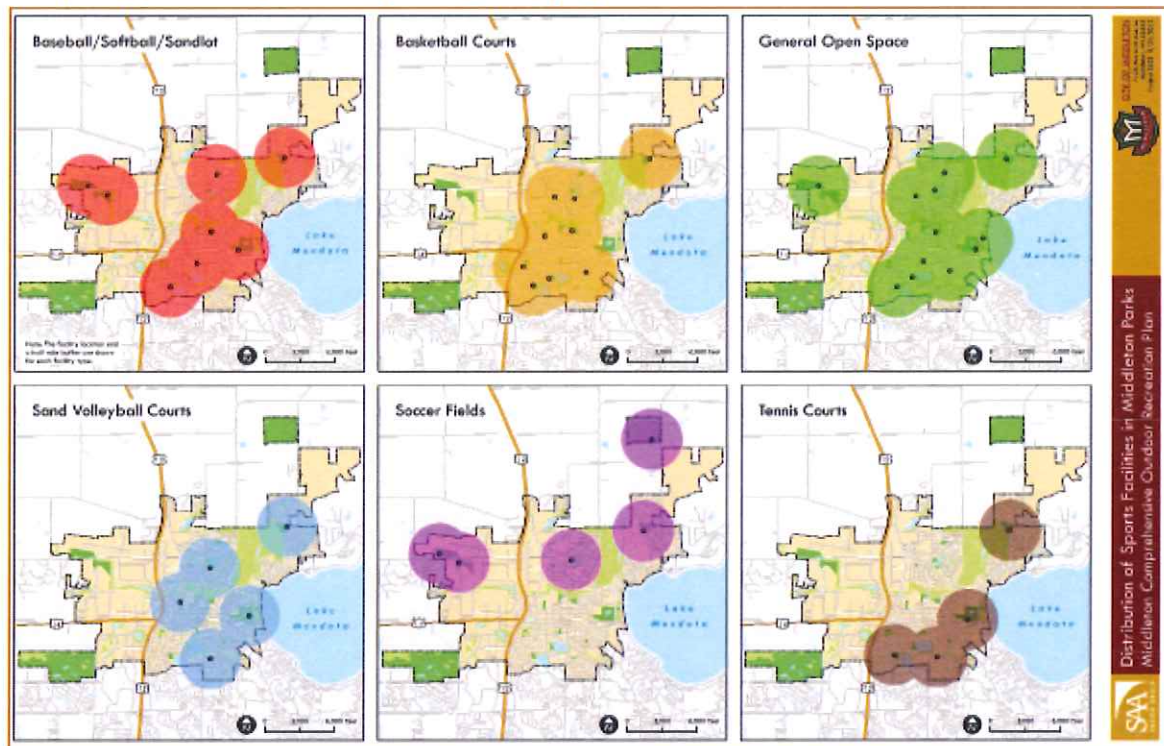
In consideration of the preceding scope of services, our proposed fees are lump sum not to exceed of \$19,023. Please note this amount includes all miscellaneous expenses such as in house printing and travel.

## H. SAMPLE GRAPHICS AND TOOLS

Sample of format of facility inventory sheet

|                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |                              |          |                            |           |                           |         |               |       |                       |         |                         |          |                          |         |                           |          |                            |          |                            |         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|------------------------------|----------|----------------------------|-----------|---------------------------|---------|---------------|-------|-----------------------|---------|-------------------------|----------|--------------------------|---------|---------------------------|----------|----------------------------|----------|----------------------------|---------|
| <b>Park Name</b>                                                                                                                                                                                                       | <b>Park Site Image or Map</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Park Classification</b> |                              |          |                            |           |                           |         |               |       |                       |         |                         |          |                          |         |                           |          |                            |          |                            |         |
| <p><b>Lion's Park</b></p> <p><b>Park Description</b></p> <p><b>Location</b></p> <p>7th D.T. area park is located on the Moushiki River near the Hubbard Street bridge. Features include a trail and picnic tables.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |                              |          |                            |           |                           |         |               |       |                       |         |                         |          |                          |         |                           |          |                            |          |                            |         |
| <b>Park Description and Location</b>                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Observed Issues</b>     |                              |          |                            |           |                           |         |               |       |                       |         |                         |          |                          |         |                           |          |                            |          |                            |         |
| <b>Inventory of Existing Facilities</b>                                                                                                                                                                                | <p><b>Site Analysis Summary</b></p> <p><b>Existing Facilities</b></p> <ul style="list-style-type: none"> <li>Multi-use trail</li> <li>Picnic tables</li> <li>Benches</li> <li>General open space</li> <li>Shower</li> <li>Artwork</li> <li>ADA fishing pier and canoe launch</li> <li>User head drinking fountain</li> <li>Shig and box</li> <li>4' viewwalk to neighborhood</li> <li>Skateboard</li> <li>Back garden</li> <li>2 grills</li> <li>Picnic party</li> <li>Exercise art</li> <li>Material storage</li> </ul> <p><b>Issues</b></p> <ul style="list-style-type: none"> <li>Lack of vehicular parking</li> <li>Unsuitable parking patterns</li> </ul> <p><b>Improvement Options</b></p> <ul style="list-style-type: none"> <li>Work towards ADA-compliance</li> <li>Standard park sign</li> <li>Picnic shelter for shade</li> <li>Continue work from planning to replace Ash and Elm</li> <li>Lighting canopy/cover</li> <li>Complete permanent restrooms</li> <li>Install bike rack</li> <li>Develop small parking lot and create fishing landing on east side of bridge</li> <li>Add historical marker/education explaining the site</li> <li>Install additional landscaping on the porch and around</li> </ul> |                            |                              |          |                            |           |                           |         |               |       |                       |         |                         |          |                          |         |                           |          |                            |          |                            |         |
| <b>Programming</b>                                                                                                                                                                                                     | <p><b>Program Details</b></p> <p><b>Programs and Events</b></p> <ul style="list-style-type: none"> <li>Movie in the Park (summer)</li> </ul> <p><b>Revenue Generators</b></p> <ul style="list-style-type: none"> <li>Lion Beer &amp; Burger Fry</li> </ul> <p><b>Maintenance Program</b></p> <ul style="list-style-type: none"> <li>Mowing</li> <li>Trash collection</li> <li>Shower maintenance</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                            |                              |          |                            |           |                           |         |               |       |                       |         |                         |          |                          |         |                           |          |                            |          |                            |         |
| <b>Cost Estimate of Improvement Options</b>                                                                                                                                                                            | <p><b>Improvement Estimate</b></p> <table border="0"> <tr> <td>• Sidewalk improvements.....</td> <td>\$10,000</td> <td>• Permanent restrooms.....</td> <td>\$120,000</td> </tr> <tr> <td>• Standard park sign.....</td> <td>\$5,000</td> <td>• Mowing.....</td> <td>\$000</td> </tr> <tr> <td>• Picnic shelter.....</td> <td>\$2,000</td> <td>• Trash collection.....</td> <td>\$40,000</td> </tr> <tr> <td>• New tree planting.....</td> <td>\$5,000</td> <td>• Shower maintenance.....</td> <td>\$10,000</td> </tr> <tr> <td>• Canoe/kayak storage.....</td> <td>\$10,000</td> <td>• Permanent restrooms.....</td> <td>\$5,000</td> </tr> </table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                            | • Sidewalk improvements..... | \$10,000 | • Permanent restrooms..... | \$120,000 | • Standard park sign..... | \$5,000 | • Mowing..... | \$000 | • Picnic shelter..... | \$2,000 | • Trash collection..... | \$40,000 | • New tree planting..... | \$5,000 | • Shower maintenance..... | \$10,000 | • Canoe/kayak storage..... | \$10,000 | • Permanent restrooms..... | \$5,000 |
| • Sidewalk improvements.....                                                                                                                                                                                           | \$10,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | • Permanent restrooms..... | \$120,000                    |          |                            |           |                           |         |               |       |                       |         |                         |          |                          |         |                           |          |                            |          |                            |         |
| • Standard park sign.....                                                                                                                                                                                              | \$5,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | • Mowing.....              | \$000                        |          |                            |           |                           |         |               |       |                       |         |                         |          |                          |         |                           |          |                            |          |                            |         |
| • Picnic shelter.....                                                                                                                                                                                                  | \$2,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | • Trash collection.....    | \$40,000                     |          |                            |           |                           |         |               |       |                       |         |                         |          |                          |         |                           |          |                            |          |                            |         |
| • New tree planting.....                                                                                                                                                                                               | \$5,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | • Shower maintenance.....  | \$10,000                     |          |                            |           |                           |         |               |       |                       |         |                         |          |                          |         |                           |          |                            |          |                            |         |
| • Canoe/kayak storage.....                                                                                                                                                                                             | \$10,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | • Permanent restrooms..... | \$5,000                      |          |                            |           |                           |         |               |       |                       |         |                         |          |                          |         |                           |          |                            |          |                            |         |
| <p><b>Page Number</b></p> <p>COMPREHENSIVE OUTDOOR RECREATION PLAN</p> <p>PAGE 3-11</p>                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |                              |          |                            |           |                           |         |               |       |                       |         |                         |          |                          |         |                           |          |                            |          |                            |         |

Sample of format of existing facility mapping



### Sample of format used to present maintenance management plan

Our team has extensive experience with conducting assessments of existing facilities both site and building related. We understand that ongoing maintenance responsibilities and usage change with each season. The graphic below is an example of one tool used for communication of these issues.

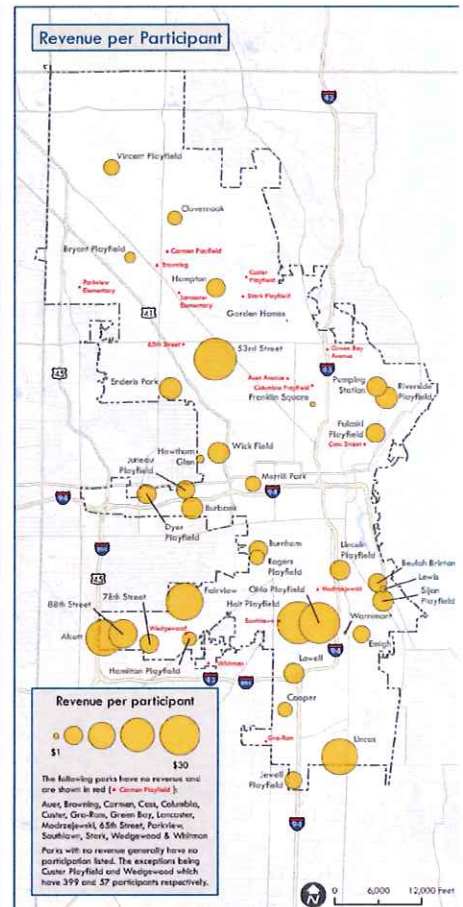
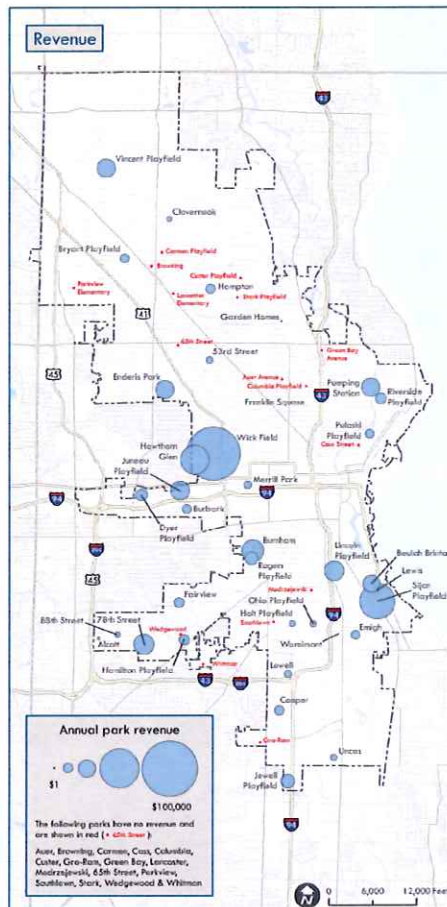
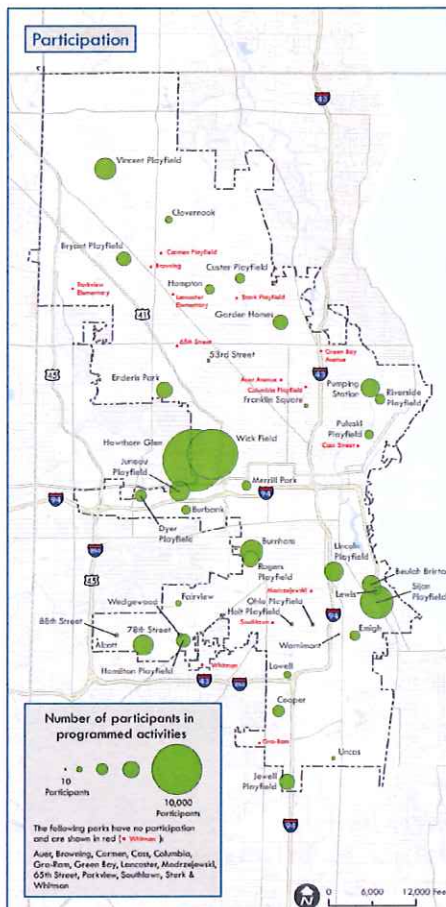
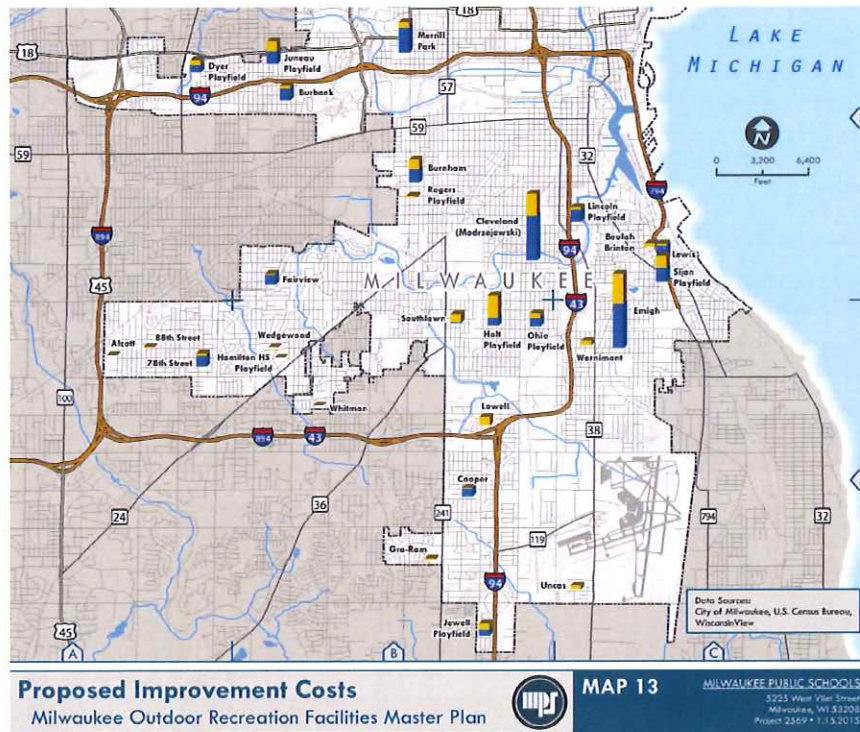
| ACTIVITY                                | SPRING |     |     | SUMMER |     |     | FALL |     |    | WINTER |    |    | TOTAL |
|-----------------------------------------|--------|-----|-----|--------|-----|-----|------|-----|----|--------|----|----|-------|
|                                         | M      | A   | M   | J      | J   | A   | S    | O   | N  | D      | J  | F  |       |
| General Landscape Maintenance           |        |     |     |        |     |     |      |     |    |        |    |    |       |
| Spring Clean-up                         |        | 16  |     |        |     |     |      |     |    |        |    |    | 16    |
| Spring Clean-up                         |        | 32  |     |        |     |     |      |     |    |        |    |    | 32    |
| Fall Clean-up                           |        |     |     |        |     |     |      | 16  |    |        |    |    | 16    |
| Fall Clean-up                           |        |     |     |        |     |     |      | 32  |    |        |    |    | 32    |
| New (Substitution) Plantings            |        | 16  |     |        |     |     |      |     |    |        |    |    | 16    |
| Lawn Mowing & Trimming                  | 12     | 32  | 32  | 36     | 12  | 12  | 16   | 12  |    |        |    |    | 164   |
| Lawn Mowing & Trimming                  | 24     | 48  | 48  | 64     | 32  | 24  | 32   | 24  |    |        |    |    | 296   |
| Lawn Fertilization                      |        | 8   |     | 8      |     |     | 8    |     |    |        |    |    | 24    |
| Lawn Weed, Insect, Disease Control      |        | 8   |     |        | 8   |     |      | 8   |    |        |    |    | 24    |
| Vegetation Pruning (depending on bloom) |        | 16  |     |        |     |     |      | 16  |    |        |    |    | 32    |
| Vegetation Mulching and Watering        |        |     | 8   | 8      | 8   | 8   |      |     |    |        |    |    | 32    |
| Snow Removal                            |        |     |     |        |     |     |      |     |    | 5      | 5  | 5  | 15    |
| Snow Removal                            |        |     |     |        |     |     |      |     |    | 10     | 10 | 10 | 30    |
| Athletic Facility Maintenance           |        |     |     |        |     |     |      |     |    |        |    |    |       |
| Baseball/soccer field preparation       |        |     | 4   | 10     | 6   | 4   | 4    |     |    |        |    |    | 24    |
| Herbicide treatment (field fence line)  |        |     | 4   |        |     |     |      |     |    |        |    |    | 4     |
| Baseball/soccer field preparation       |        |     | 4   | 10     | 6   | 4   | 4    |     |    |        |    |    | 24    |
| Herbicide treatment (field fence line)  |        |     | 4   |        |     |     |      |     |    |        |    |    | 4     |
| Volleyball courts                       |        |     | 8   | 2      | 2   | 2   |      |     |    |        |    |    | 14    |
| Tennis and basketball courts            |        |     |     | 4      | 4   | 4   |      |     |    |        |    |    | 12    |
| Ice rink                                |        |     |     |        |     |     |      |     |    | 16     | 16 | 16 | 48    |
| Facility Maintenance                    |        |     |     |        |     |     |      |     |    |        |    |    |       |
| Restroom cleaning/garbage & site pickup |        |     | 21  | 21     | 21  | 23  | 19   | 23  |    |        |    |    | 128   |
| Restroom cleaning/garbage & site pickup |        |     | 42  | 42     | 42  | 46  | 38   | 23  |    |        |    |    | 233   |
| Splash pad                              |        |     | 4   | 20     | 20  | 20  | 4    |     |    |        |    |    | 68    |
| Playground equipment and surfacing      |        | 8   |     |        |     |     |      |     |    |        |    |    | 8     |
| Trail Maintenance                       |        | 16  |     |        |     | 8   |      |     |    |        |    |    | 24    |
| Miscellaneous                           |        |     |     |        |     |     |      |     |    |        |    |    |       |
| Power/Lighting Systems                  |        | 3   |     |        | 3   |     |      | 3   |    |        |    |    | 9     |
| Amenity Painting/Cleaning/Fixing        |        |     |     | 4      | 4   | 4   |      |     |    |        |    |    | 12    |
| Power/Lighting Systems                  |        | 6   |     |        | 6   |     |      | 6   |    |        |    |    | 18    |
| Amenity Painting/Cleaning/Fixing        |        |     |     | 8      | 8   | 8   |      |     |    |        |    |    | 24    |
| Phase II                                |        |     |     |        |     |     |      |     |    |        |    |    |       |
| Community building maintenance/program  | 24     | 24  | 24  | 24     | 24  | 24  | 24   | 24  | 24 | 24     | 24 | 24 | 288   |
| Subtotal                                | 12     | 48  | 41  | 71     | 46  | 43  | 39   | 54  | 0  | 5      | 5  | 5  |       |
|                                         | 24     | 152 | 102 | 166    | 136 | 124 | 86   | 109 | 0  | 26     | 26 | 26 |       |
|                                         | 60     | 24  | 24  | 24     | 24  | 24  | 24   | 24  | 24 | 24     | 24 | 24 |       |

#### Estimate of Total Probable Maintenance Hours

|                                  |     |       |                                             |
|----------------------------------|-----|-------|---------------------------------------------|
| Existing Park Facilities         | 385 | Hours | (Current man-hours only)                    |
| Phase II Proposed Park Expansion | 995 | Hours | (Includes current and additional man-hours) |
| Phase II Proposed Park Expansion | 288 | Hours | (In addition to Phase I man-hours)          |

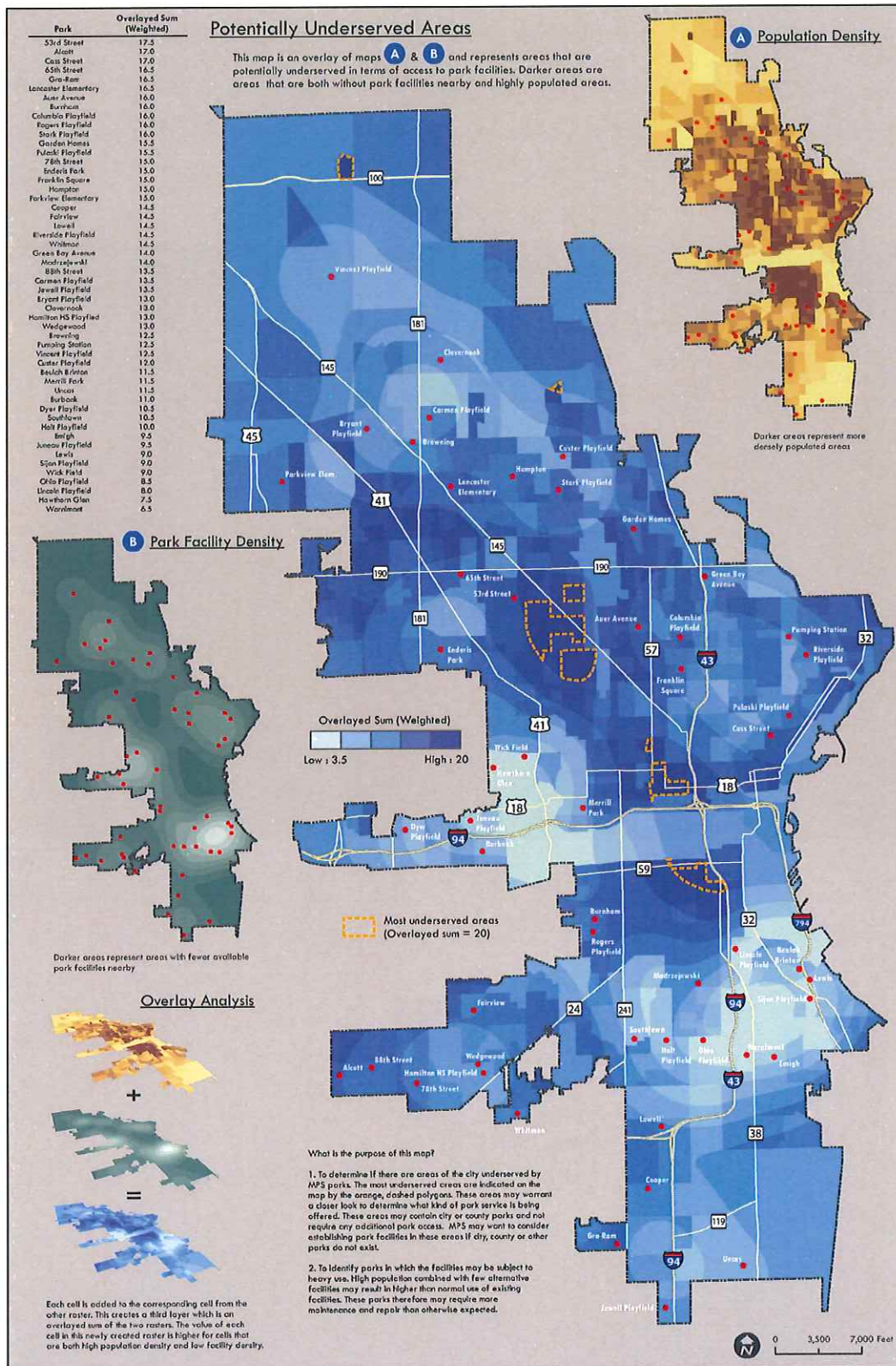


## Sample of format of cost and revenue generation maps





## Sample of format of level of service and GIS analysis overlay





Blake Theisen, PLA  
Project Manager  
608.441.3569  
[TheisenB@AyresAssociates.com](mailto:TheisenB@AyresAssociates.com)



# CITY OF DE PERE

## PROPOSAL FOR:

*Comprehensive Park and Outdoor Recreation  
Plan Update*

*MARCH 3, 2017*

LAND SURVEY  
CIVIL ENGINEERING  
LANDSCAPE ARCHITECTURE  
CONSTRUCTION MANAGEMENT





March 3, 2017

City of De Pere  
c/o Mr. Marty J. Kosobucki  
Director of Parks, Recreation and Forestry  
925 South Sixth Street  
De Pere, WI 54115

Re: Request for Proposal for Update of Comprehensive Park and Outdoor  
Recreation Plan

Dear Mr. Kosobucki:

I would like to thank you and the City of De Pere Park, Recreation and Forestry Department for allowing our firm to submit a proposal for the proposed update for the City of De Pere Comprehensive Outdoor Recreation Plan.

We feel this project suits our firm's expertise for the following reasons:

- 1. Our firm was the author of the 2012 and the 2007 Comprehensive Outdoor Recreation Plan for the City De Pere. Our intimate knowledge of the existing plan and awareness of specific items regarding current user groups, park facilities, identified needs and requirements of the park system allows our firm to be a qualified partner in developing the updated plan.*
- 2. We have successfully completed similar plan updates for other Wisconsin municipalities; including City of Oshkosh, City of Superior, City of Oconto, City of Onalaska, Village of Little Chute, Village of Ashwaubenon, etc.*
- 3. For over 25 years we have developed park and recreation planning and engineering services within the Green Bay area. Our proven experience provides an understanding of real construction issues, site construction and maintenance budgets, and strategies for developing creative and accurate capital improvement plans.*
- 4. Our design creativity and our experience building successful projects allows our firm to excel in the industry.*



Upon review of the proposal, please contact our office if you have any questions or concerns. Our team is available to interview and discuss our qualifications and project approach.

Once again, thank you for this opportunity and we look forward to hearing from you in the near future.

Sincerely,



John Kneer, PLA, ASLA  
Senior Landscape Architect





## SCOPE OF WORK

The City of De Pere is a vibrant community with extensive park and recreational facilities. The City is committed to expanding and improving open space access and recreational opportunities to its citizens, both in the urbanized areas as well as newly developing areas. The proposed project recognizes the need to plan for future parkland facilities and update the Comprehensive Recreation Plan completed in 2012. The proposed project consists of the following closely linked tasks:

1. Update the 2012 Comprehensive Park and Outdoor Recreation Plan.
2. Re-evaluate Park and Recreation needs on a case by case basis.
3. Identify future goals, improvements, and expansions of the De Pere Park, Recreation and Forestry System.

### PROJECT APPROACH

Rettler Corporation proposes that the integrated City – Consultant Team implement the park planning project based on the following project approach:

#### **Task 1      *Project Planning***

- A. Kick-off Meeting  
Conduct a preliminary project meeting with all team members to define the final project scope and identify the split of duties between the City staff and Consultant staff.
- B. Prepare a detailed project plan; identify tasks, responsibilities, deliverables and budget. The project plan will be based on the proposed project approach.
- C. Establish a project timeline; (see preliminary timeline enclosed) identify start and completion dates of all major project phases.

#### **Task 2      *Update the Park and Recreation Plan***

- A. Review existing planning documents including:
  - The 2012 Park and Recreation Plan, Comprehensive Plan documents, and area wide Park and Recreation Facility planning documents including but not limited to: ADA Audit on De Pere Parks, Condition Report for Swimming Pools, City of De Pere Capital Improvement Plan, Brown County Outdoor Rec Plan and Brown County Bicycle and Pedestrian Plan.
  - Existing park facilities plans including existing and proposed development plans.



## SCOPE OF WORK

- Existing maintenance program cost including trails and other public sites.
  - Regional Municipal Comprehensive Plans within Brown County.
- B. Prepare base mapping of the City Park and Open Space assets and identify the location and establish the functional classification of all existing City Parks.
- Utilize existing digital mapping provided in 2012 Plan.
  - Utilize City of De Pere GIS CADD Engineering Department for all base mapping.
  - Utilize Rettler Corporation "as-built" plans for parks previously developed (Southwest Park, School District (East/West), St. Norbert College, plan developments.)
- C. Review and consider general area/issues identified in RFP and per WDNR and NPRA plan guidelines.
- Goals and Objectives
  - Community Profile
  - Park Type Criteria and terminology
  - Park Land Requirements
  - Park and Open Space Matrix
  - Park and Open Space location map
  - Facility Evaluation and Inventory of facilities
  - Green Space Analysis (to include regional comparison, evaluation to national standards, recommendations for future park land, current service area map, recommended service area map with new park locations, map indicating location of recommended acquisition of park land and type of park).
  - Needs Assessment and Summary
  - Review needs of various user groups and /or special interest groups.
  - Aerial maps of each park.
  - Review American Disabilities Act (general statement of public facilities meeting requirements)
  - Summary identifying all recommendations and costs.
  - Consistency with local, regional and state plans.
  - Review regional and/or Green Bay area needs.
    - Planning needs
    - Regional sports complex
    - Shared facilities
    - Explore comprehensive use needs for greater Green Bay area.
  - Review needs of various user groups and or special interest groups.



## SCOPE OF WORK

- Review growth area and needs
  - Review and update capital improvement projects to meet growth and/or project demand.
    - Review and utilize work completed by Park and Recreation Staff.
    - Provide input based on currently bid park projects within Northeastern Wisconsin.
    - Provide ranking of improvements based on immediate (1-5 years), mid range (5-10 years) and future (beyond 10 years).
  - Identify private and /or public funding methods.
- D. Review current facilities (i.e. restrooms, soccer fields, swimming pools, ball diamonds, tennis courts, etc.) and service to community to determine deficiencies in level of service
- E. Review the acquired information and data, and preliminary conceptual plans with City staff, and selected user groups if appropriate.
- F. Analyze current trail corridors. Make recommendations for improvements and / or connections.
- G. Prepare a preliminary draft of the City of De Pere Comprehensive Park and Outdoor Recreation Plan based on the needs assessment, conceptual plans and public input.
- H. Review the preliminary draft with the Project Team, Park Board and City Council.
- I. Finalize the City of De Pere Park and Recreation Plan.

### Task 3

#### ***Capital Improvement Plan /Facility Cost Development***

- A. Develop estimates of probable construction cost for each element of the conceptual development plan (by park) prepared as part of the City of De Pere Comprehensive Park and Outdoor Recreation Plan.
- Utilize previously completed information from City Staff.
  - Utilize information from previous Rettler Corporation bid projects including Ledgeview Parks, Bellevue Parks and St. Norbert College.
  - Utilize information from City of De Pere previously bid recent site improvement projects.
  - Review “ongoing” maintenance costs.
  - Review and update capital improvement projects to meet growth and/or project demand.





## SCOPE OF WORK

- Review and utilize work completed by Park and Recreation Staff.
  - Provide ranking of improvements based on immediate (1-5 years), mid range (5-10 years) and future (beyond 10 years).
- B. Submit the estimated capital improvement plan to the Project Team for review.
- C. Modify the plan based on Project team input.
- D. Finalize the capital improvement plan and provide in spreadsheet format to the Owner.

## PROJECT TEAM

The planning and execution of these tasks will require the efforts of an integrated team of City Staff and Consultant specialists as follows:

### *City of De Pere Identified City Staff Member*

#### KEY RESPONSIBILITIES:

- Primary interface with Consultant staff.
- Key contact for providing direction on project scope, schedule and budget from City perspective.
- Provide historical perspective on current park planning and development process.
- Coordinate staff and public meetings with Consultant throughout project process.
- Provide critical evaluation of Comprehensive Park and Outdoor Recreation Plan.

### *Project Manager / Senior Landscape Architect John Kneer, PLA, ASLA, Rettler Corporation*

#### KEY RESPONSIBILITIES:

- Coordinate all Owner-Consultant interactions.
- Develop proposed project scope and Professional Services Agreement.
- Develop master project schedule.
- Provide guidance and direction for the day to day implementation of project tasks.
- Attend public meetings to assist in discussions, and input.
- Serve as principal author of the updated Park and Recreation Plan.
- Present final report and recommendations.



## SCOPE OF WORK

### *Landscape Architect*

*Rebecca Ramirez, PLA, ASLA, Rettler Corporation*

#### **KEY RESPONSIBILITIES:**

- Assist in Comprehensive Park and Outdoor Recreation Plan.
- Review process and oversee project implementation.
- Attend public meetings to assist in discussions and input.
- Develop client workshops.

### *Civil Engineer*

*Howard "Buck" Barker, P.E., Rettler Corporation*

#### **KEY RESPONSIBILITIES:**

- Assist in developing cost estimates for proposed parkland infrastructure.
- Assist in environmental area review and impacts.
- Assist in all stormwater management issues and recommendations for improvements.

### **Task 4      *Attendance at Public, Park Board and City Council Meetings***

- A. Meet periodically, throughout the planning process, to meet with City Staff and project team members to review findings, plan components and update schedule.
- B. Assist in Public meetings, minimum of two (2); including need gathering sessions, review of draft plan document and final document.
- C. Provide User Group meeting to develop comprehensive understanding of the need requirements for current users of the community.
- D. Prepare presentation to Park Board and City Council to present open space plan for approval.
- E. Attend six (6) meetings for project. Additional meetings will be on a time and material basis.

### **Task 5      *Updated Comprehensive Park and Outdoor Recreation Plan***

- A. Plan Review
  - The plan shall be reviewed on a regular basis with staff during the planning process.



## SCOPE OF WORK

- B. Provide 10 bound copies, and 1 digital copy, of preliminary draft of plan for review and comment by City Staff, Board of Park Commissioners, etc.
- C. Final Plan requirements
  - Obtain Resolution with signatures from City Council.
  - Provide 30 colored hard copies of final plan document.
  - Provide plan document, drawings, text and all deliverables in digital format compatible with City of De Pere programs.

## FEE SCHEDULE

- A. Schedule of Not to Exceed Payment

Comprehensive Outdoor Recreation Plan Update.....\$15,550.00

## CONTRACT AGREEMENT

This contract shall remain firm for a period of ninety (90) days after the contract date below as signed by Rettler Corporation. The proposal may be withdrawn after this time.

### Rettler Corporation



\_\_\_\_\_  
John Kneer, PLA, ASLA  
Project Manager

\_\_\_\_\_  
Date

### City of De Pere

\_\_\_\_\_  
Marty J. Kosobucki  
Director of Parks, Recreation & Forestry

\_\_\_\_\_  
Date





## FIRM HISTORY

Rettler Corporation is a progressive firm specializing in site design and development. Our comprehensive range of services and our commitment to building partnerships provide clients with the expertise they need to turn their visions into reality.

Our services include landscape architecture, sports architecture, civil engineering, land surveying, planning, site construction management, site maintenance, irrigation design, storm water analysis, athletic facility development, downtown redevelopment, shoreline restoration and master planning. Established in 1989 in Stevens Point, WI, Rettler Corporation has provided clients with a variety of design services involving public works, industrial, institutional, school, college, municipal, professional, residential, athletic projects and commercial.

Rettler Corporation stands out for several reasons. Our comprehensive range of services provides greater opportunities for clients, saving time and money. Our multidisciplinary staff has extensive experience and the most up-to-date technology to creatively design projects that meet the aesthetic and functional needs of each client. We insist on quality and clarity. Equally important, we have a passionate commitment to creating solid partnerships with our clients. We strive to understand their needs and work closely together to address them. Many new clients meet existing ones to better understand processes and successful outcomes.

This conscientious, thorough approach, coupled with a sensitivity to offer several design options, makes us a strong partner on any design team. Our goal is simple: to satisfy our client. We welcome the opportunity to serve you with unique freshness in each design.

Contact Information: Rettler Corporation  
3317 Business Park Drive  
Stevens Point, WI 54482  
Phone: 715-341-2633  
Fax: 715-341-0431



## KEY PERSONNEL

John V. Kneer, Landscape Architect

### PROFESSIONAL CREDENTIALS

Bachelor of Science, Landscape Architecture, UW-Madison  
Registered Landscape Architect in Wisconsin, Illinois, and Iowa

### PROFESSIONAL AFFILIATIONS AND MEMBERSHIPS

American Society of Landscape Architects  
WI, IL, and IA Society of Landscape Architects  
Council of Landscape Architectural Registration Boards  
City of Waupaca Plan Commission and Park Board

### AREA OF EXPERTISE

Project Management  
Landscape Architecture  
Site Analysis and Site Design  
Public Approval Process  
Construction Contract Administration

### KEY PROJECTS

Appleton Area School District, North / East High Schools - Appleton, WI  
Bavarian Soccer Club Stadium Field - Glendale, WI  
Bay Port High School Athletic Field - Howard / Suamico, WI  
Bloomer School District - Bloomer, WI  
Stevens Point Downtown Square - Stevens Point, WI  
Center Point Mall Demolition, and 3<sup>rd</sup> Street Construction - Stevens Point, WI  
City of Appleton Parks - Appleton, WI  
Hatfield Lake Regional Park - New Richmond, WI  
Town of Presque Isle - Presque Isle, WI  
Smith Senior Living - Chicago, IL

### EXPERIENCE

Mr. Kneer has over 14 years of experience in landscape architecture, site planning and project management. Mr. Kneer began his career in 1999 and 2000 with internships in the public and private sectors. In 2001 Mr. Kneer began work at Linden Lenet Land Design in Chicago, IL and expanded his experience in Landscape Architecture, Urban Design, Zoning and Land Development. He accomplished project design management from conceptual development to construction documentation and supervision.

As Project Manager, Mr. Kneer has excellent experience in client interaction, public presentations, cost estimating and budgeting, and coordination with architects, engineers, contractors and environmental services. He also has experience with Planned Use Development design with an emphasis on open space preservation and ecology. Mr. Kneer brings exceptional experience in project management, landscape architecture, and site design to the team at Rettler Corporation.



### Contact Information

Phone: 715-341-2633  
Fax: 715-341-0431  
Cell: 715-347-6309  
jkneer@rettler.com





## KEY PERSONNEL

Rebecca Ramirez, Landscape Architect

### PROFESSIONAL CREDENTIALS

Wisconsin Registered Landscape Architect  
Associate in Applied Science, Civil Engineering Technician,  
Mid-State Technical College

### AREAS OF EXPERTISE

Renderings and Presentation Materials  
Cost Estimates  
Park Master Plans  
Comprehensive Outdoor Recreation Plans  
Construction Documents



### KEY PROJECTS

- Village of Allouez Comprehensive Outdoor Recreation Plan
- City of Marshfield Comprehensive Outdoor Recreation Plan
- City of Oshkosh South Park Master Plan
- Oshkosh Area School District, North and West High School Running Tracks Study
- Ministry Westwood Clinic, Wausau WI
- School District of Superior Spartan Sports Complex, Superior WI
- Oconto Falls School District, Abrams Elementary Site Redevelopment, Abrams WI
- Lomira School District, High School Additions, Lomira WI
- Rib Mountain, Group Event Shelter, Rib Mountain State Park, Wausau WI
- West De Pere School District, Hemlock Creek Elementary School Addition Project, De Pere WI
- Northside Elementary Site Redevelopment, La Crosse WI

### Contact Information

Phone: 715-341-2633  
Fax: 715-341-0431  
rramirez@rettler.com

### EXPERIENCE

Rebecca Ramirez graduated from Mid-State Technical College in May of 2007 with an AAS in Civil Engineering Technology. She began the engineering phase of her career with an internship at the Wisconsin Department of Transportation 2006 and then joined Rettler Corporation in the fall of 2007.

During her time with Rettler Corporation she has assisted Landscape Architects and Professional Engineers in the development of construction documents, proposals, park master plans, comprehensive outdoor recreation plans, and storm water and erosion control permitting. Other responsibilities include assembling cost estimates and creating presentation materials using AutoCAD, Photoshop, and Microsoft Office tools. In 2016 she achieved state licensure as a Professional Landscape Architect.

Rebecca is enthusiastic about working with the talented and dedicated team of professionals at Rettler Corporation and the high priority they place on quality. Her ongoing commitment to the firm's clients makes her a valued part of the team.





## KEY PERSONNEL

Howard "Buck" Barker, Civil Engineer

### PROFESSIONAL CREDENTIALS

Bachelor of Science, Engineering, Michigan Technological University, MI  
Registered Professional Engineer, WI  
Instructor of WisDOT Highway Technician Certifications  
ACI Chief Examiner for Five Different Technician Certifications

### PROFESSIONAL AFFILIATIONS AND MEMBERSHIPS

Design and Control of Concrete Mixtures, Portland Cement Association (PCA), Editor and Photographer of the 14th Edition  
Tips for Control Tests of Quality Concrete  
ACI Orton Spanley Award recipient for Excellence in Concrete Education  
WTBA Award for Excellence in Aggregate Education

### AREA OF EXPERTISE

Civil Site Design  
Storm Water Planning and Analysis  
Geotechnical and Construction Materials Engineering  
Construction Management  
WDNR Permitting: Navigable Waterways, Wetlands, Floodplain, Bridges & Utility Stream Crossings  
Phase I Environmental Site Assessments

### KEY PROJECTS

Skyward Corporate Office -Stevens Point, WI  
Hemlock Creek Elementary School - West De Pere, WI  
CUNA Insurance Renovation - Madison, WI  
Sun Prairie Area High School - Sun Prairie, WI  
University of Wisconsin - Eau Claire - Eau Claire, WI

### EXPERIENCE

Mr. Barker has experience in geotechnical engineering; construction materials consultation regarding concrete, asphalt and aggregates; construction management; tests of soils and concrete; and civil site design including storm water and grading plans. Mr. Barker was Co-Owner of River Valley Testing in Wausau from 1990 - 2001. Mr. Barker worked as a project engineer on highway and bridge projects for EMCS, Inc. He joined Rettler Corporation in 2006.

Mr. Barker identifies geotechnical concerns that affect the design and construction of site developments. He also compiles storm water management plans including soil infiltration and storm water quality issues.

In addition, Mr. Barker's experience in commercial, industrial and highway construction will complement onsite management services that solve unique challenges. He works closely with the design and engineering team to assure quality project construction in a timely fashion.



### Contact Information

Phone: 715-341-2633  
Fax: 715-341-0431  
Cell: 715-347-2319  
bbarker@rettler.com



## PREVIOUS EXPERIENCE

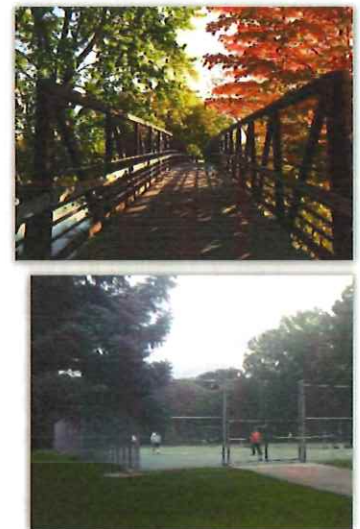
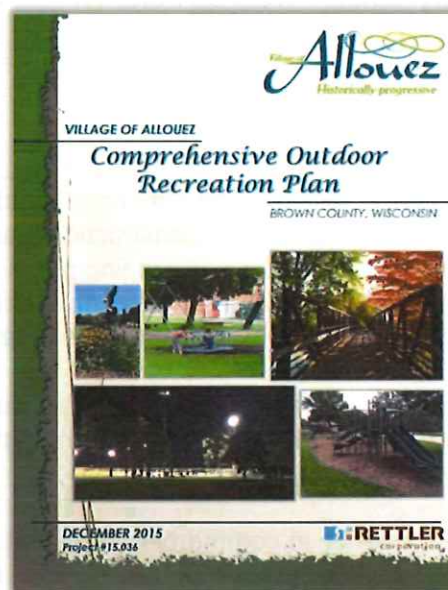
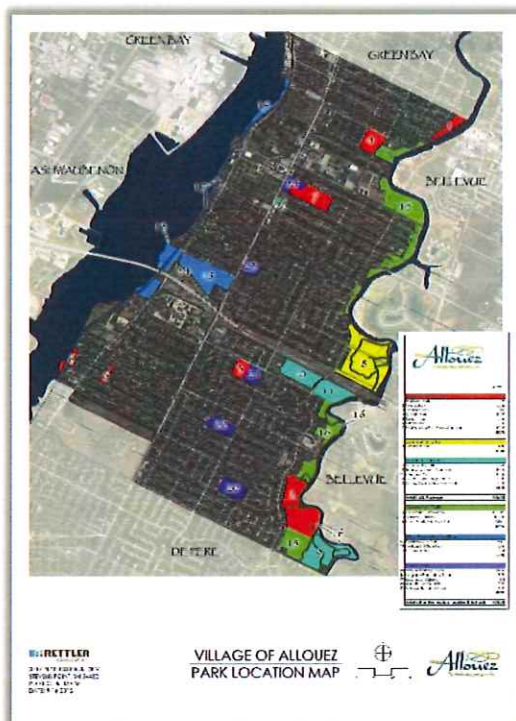
### Village of Allouez Comprehensive Outdoor Recreation Plan (CORP)

#### Project Details –

In 2015 Rettler Corporation assisted Allouez, WI in developing a village-wide Comprehensive Outdoor Recreation Plan.

The planning effort included:

- Reviewing existing documents and mapping.
- Collecting and presenting input from user groups, park department employees, and the general public.
- Gathering and presenting demographic information for the Village.
- Assessing and evaluating existing conditions in the various parks.
- Assembling descriptions and aerial photos for each park.
- Preparing a list of recommendations illustrated with site sketches.
- Integrating the recommendations into a seven year Capital Improvements Action Plan divided into short term, medium, and long term priorities with costs.
- Identifying a list of funding sources.
- Meeting state and government requirements for federal and state grants.



**Chris Clark**  
Parks, Recreation & Forestry Director  
Village of Allouez  
920-448-2805





## PREVIOUS EXPERIENCE

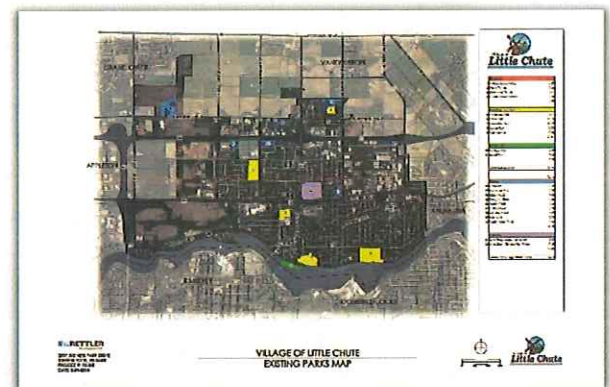
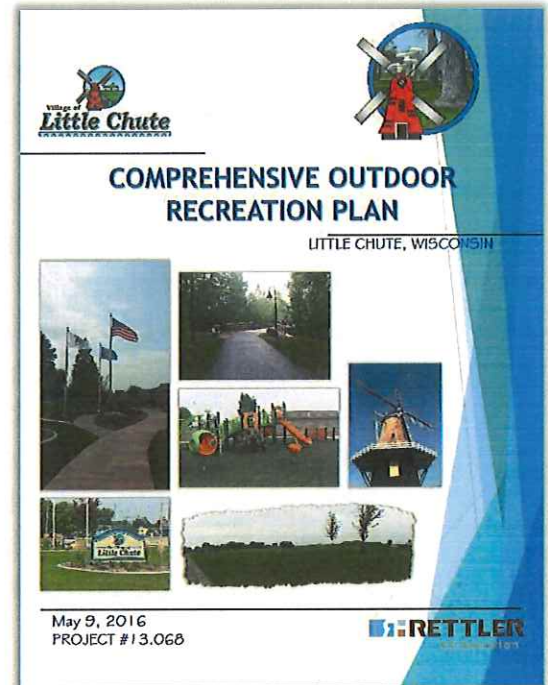
### Village of Little Chute Little Chute, Wisconsin

#### Project Details –

In 2013 Rettler Corporation assisted the Village of Little Chute, WI in developing an updated Comprehensive Outdoor Recreation Plan.

The planning effort included:

- Reviewing existing documents and mapping.
- Collecting and presenting input from user groups, park department employees, and the general public.
- Gathering and presenting demographic information for the Village.
- Assessing and evaluating existing conditions in the various parks.
- Assembling descriptions and aerial photos for each park.
- Preparing a list of recommendations illustrated with site sketches.
- Integrating the recommendations into a seven year Capital Improvements Action Plan divided into short term, medium, and long term priorities with costs.
- Identifying a list of funding sources.
- Meeting state and government requirements for federal and state grants.



**Adam Breest**

Parks, Recreation & Forestry Director  
Village of Little Chute  
920-788-7390





## PREVIOUS EXPERIENCE

### City of Marshfield

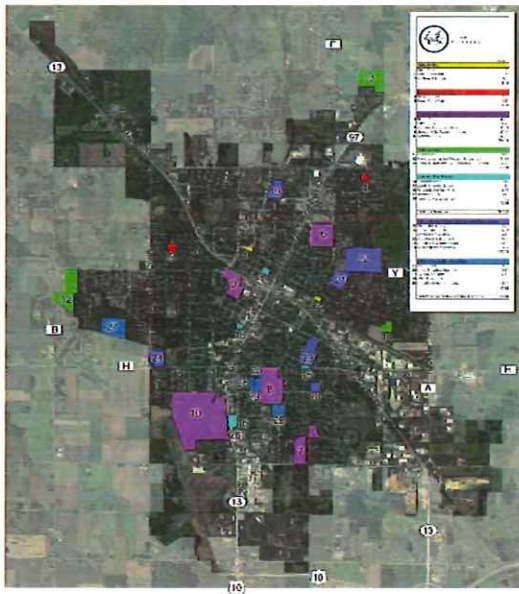
#### Comprehensive Outdoor Recreation Plan (CORP)

##### Project Details –

In 2013 Rettler Corporation assisted the City of Marshfield, WI in developing a citywide Comprehensive Outdoor Recreation Plan.

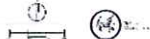
The planning effort included:

- Collecting and presenting input from user groups, park department employees, and the general public.
- Assessing and evaluating existing conditions in the various parks.
- Assembling descriptions and aerial photos for each park.
- Preparing a list of recommendations illustrated with site sketches.
- Integrating the recommendations into a seven year Capital Improvements Action Plan divided into short term, medium, and long term priorities with costs.
- Identifying a list of funding sources.
- Met state and government requirements



RETTLER  
CITY OF MARSHFIELD  
PARK LOCATION MAP  
MAY 2014

CITY OF MARSHFIELD  
PARK LOCATION MAP



**Justin Casperson**  
Director of Parks & Recreation  
City of Marshfield  
715-384-4642



**RETTLER**  
corporation

## PREVIOUS EXPERIENCE

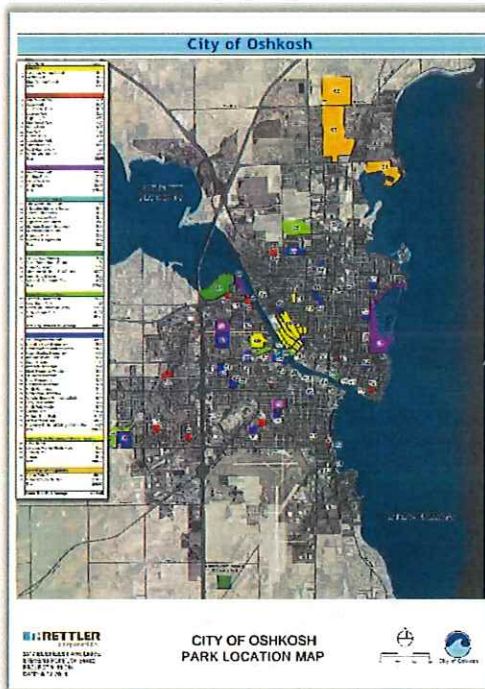
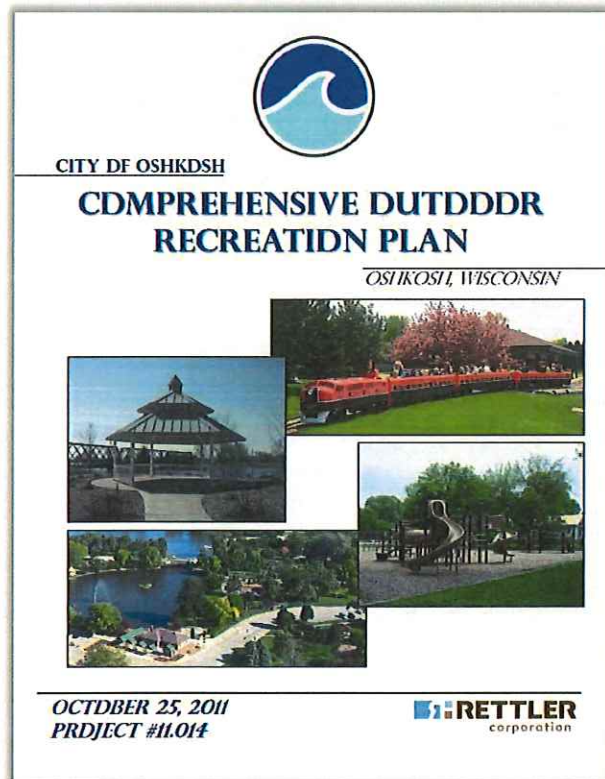
### City of Oshkosh Comprehensive Outdoor Recreation Plan (CORP)

#### Project Details –

In 2011 Rettler Corporation assisted the City of Oshkosh in developing a city-wide Comprehensive Outdoor Recreation Plan.

The planning effort included:

- Reviewing existing documents and mapping
- Collecting and presenting input from user groups, park department employees, and the general public
- Gathering and presenting demographic information for the City
- Assessing and evaluating existing conditions in the various parks
- Assembling descriptions and aerial photos for each park
- Preparing a list of recommendations illustrated with site sketches
- Integrating the recommendations into a seven year Capital Improvements Action Plan divided into short term, medium, and long term priorities with costs
- Identifying a list of funding sources
- Meeting state and government requirements for federal and state grants



**Ray Maurer**  
Director of Parks & Recreation  
City of Oshkosh  
920-236-5080

**RETTLER**  
corporation





## PREVIOUS EXPERIENCE

### City of Superior Comprehensive Outdoor Recreation Plan (CORP)

#### Project Details –

In 2010 Rettler Corporation assisted the City of Superior in developing a city-wide Comprehensive Outdoor Recreation Plan.

The planning effort included:

- Reviewing existing documents and mapping
- Collecting and presenting input from user groups, park department employees, and the general public
- Gathering and presenting demographic information for the City
- Assessing and evaluating existing conditions in the various parks
- Assembling descriptions and aerial photos for each park
- Preparing a list of recommendations illustrated with site sketches
- Integrating the recommendations into a seven year Capital Improvements Action Plan divided into short term, medium, and long term priorities with costs
- Identifying a list of funding sources
- Meeting state and government requirements for federal and state grants



Mary Morgan  
Administrator  
City of Superior  
715-395-7270





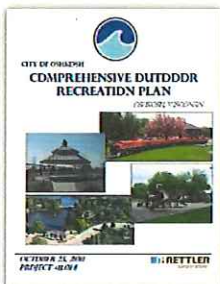
## REFERENCES



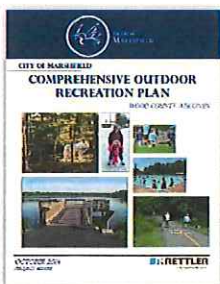
**City of Superior**  
Mary Morgan  
Parks and Recreation Administrator  
715-395-7270



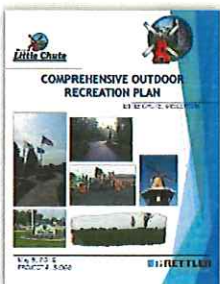
**Village of Allouez**  
Chris Clark  
Parks, Recreation and Forestry Director  
920-448-2804



**City of Oshkosh**  
Ray Maurer  
Parks Director  
902-236-5080



**City of Marshfield**  
Justin Casperson  
Parks and Recreation Director  
715-384-4642



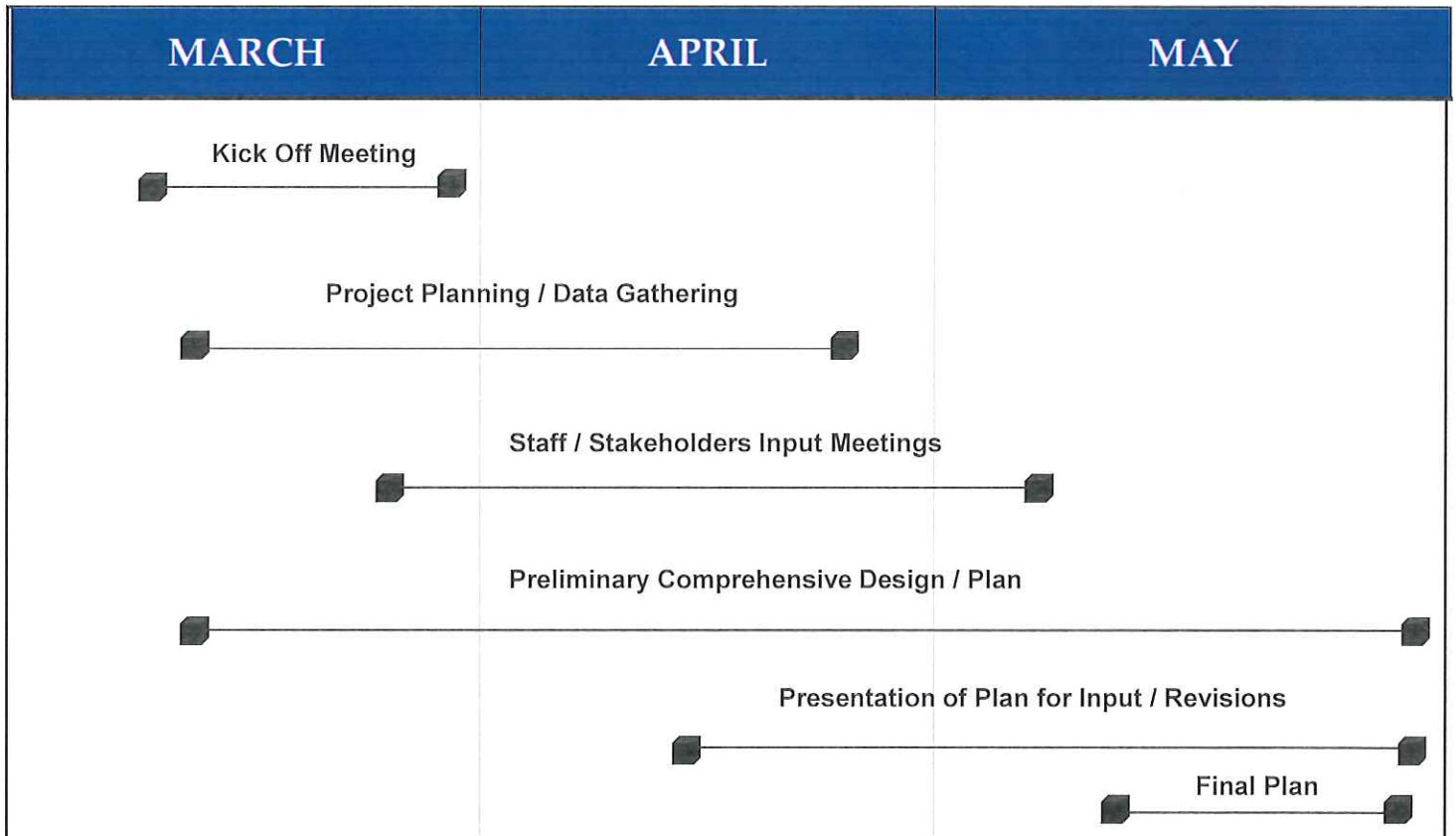
**Village of Little Chute**  
Adam Breest  
Park, Recreation & Forestry Director  
920-788-7390

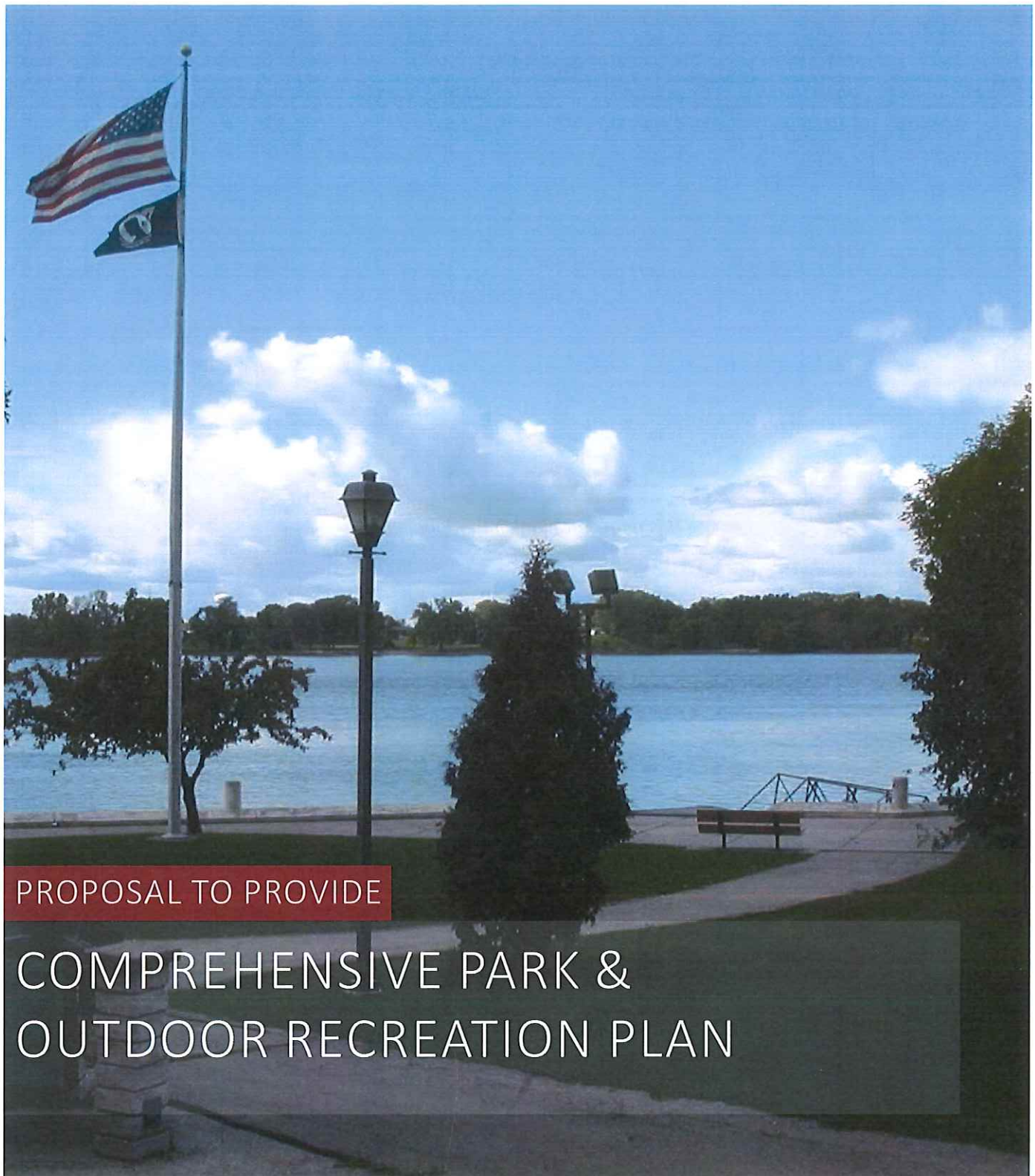


**Project  
Timeline:**

90 days from the date  
of signed contract.

## City of De Pere Comprehensive Park and Outdoor Recreation Plan





PROPOSAL TO PROVIDE

# COMPREHENSIVE PARK & OUTDOOR RECREATION PLAN

Prepared for  
City of De Pere  
March 3, 2017





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March 3, 2017

Marty Kosobucki  
Director of Parks, Recreation & Forestry, City of De Pere  
925 South Sixth Street  
De Pere, WI 54115

**Re: Proposal to Provide Comprehensive Park and Outdoor Recreation Plan**

Marty,

The City's Comprehensive Park and Outdoor Recreation Plan (CORP) provides a short and long-term vision and investment strategy for continued maintenance and improvements to the City's park system. The existing plan was completed in 2012, and needs updating to account for new ideas, new resident and user group input and projected City expansion. A plan update will also allow the City to remain eligible for Wisconsin DNR Stewardship grant funding over the next five-year period.

Our project team consists of myself (project manager, 12 CORPs completed since 2009), Sarah McDonald (planner/landscape architect), Steve Tremlett (planner/graphic design) and Amber Converse (GIS/mapping specialist). Our team also has at its disposal professional engineers and architects with knowledge of park facility design, bidding and construction, who can be called upon as needed to assist with vetting potential plan recommendations and cost estimates. These individuals are part of MSA's Parks and Recreation Community of Practice—professionals who share a passion for improving community recreational facilities.

One of the reasons communities turn to MSA to assist with the development or update of their CORPs is the breadth of our planning and design experiences. In addition to our CORP experiences and references contained in this proposal, we have submitted our firm's full Park and Recreation Statement of Qualifications at the end of this proposal. MSA's Municipal Funding Team has also secured \$4.2 million in park and recreation grant funding for our client communities throughout the past nine years.

We are ready to assist De Pere and our team is committed to creating an updated CORP that meets DNR funding eligibility requirements, while also cutting out unnecessary plan content, to create a concise user-friendly document. If you have questions or desire additional information, please feel free to contact me directly at (608) 242-6605 or [abremer@msa-ps.com](mailto:abremer@msa-ps.com).

Sincerely,  
MSA Professional Services, Inc.

A handwritten signature in black ink that reads "Andrew Bremer". The signature is written in a cursive, flowing style.

Andrew Bremer  
Project Planner | Project Manager

## MSA PROFESSIONAL SERVICES

4321 W. College Avenue, Appleton, WI 54914

Contact: Andrew Bremer  
Phone: (608) 242-6605  
Email: [abremer@msa-ps.com](mailto:abremer@msa-ps.com)  
Website: [www.msa-ps.com](http://www.msa-ps.com)



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# FIRM OVERVIEW

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## FIRM OVERVIEW

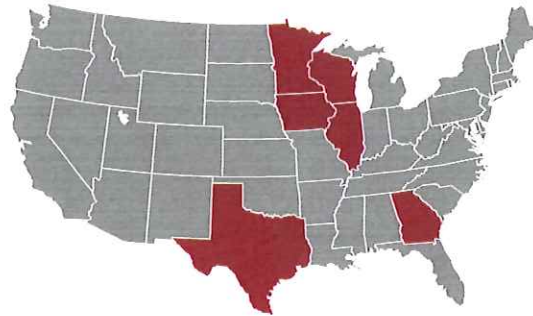
### MSA PROFESSIONAL SERVICES

#### Corporate Overview

As a full-service consulting firm, MSA Professional Services (MSA) is all about creating communities that work. We partner with our clients to help solve today's complex and multi-faceted infrastructure challenges and improve the quality of neighborhoods. Our focus is to provide exceptional professional services to build strong communities.

MSA's roots reach back to the 1930s. Once a rural land survey company, our firm now consists of more than 300 engineers, architects, planners, funding experts, landscape architects, surveyors, GIS experts and environmental scientists. MSA excels at helping clients identify grant and funding sources and then delivering high quality, cost-effective solutions.

Based in 16 offices throughout the United States, our technical teams collaborate to assist a wide variety of communities meet their needs.



### YOUR SUCCESS MATTERS.

#### Client Service Quality Assurance Program

Our firm constantly strives to improve our processes and tailor the services we provide to best suit each of our clients. As part of our ongoing quality assurance program, we periodically request feedback from clients and project stakeholders to create better project outcomes for you.

These easy-to-complete surveys offer you the opportunity to comment on several areas of our performance throughout the duration of your project, which in turn helps us adapt our processes to your unique needs. Your feedback is specific to your project, and is returned directly to the people working with you. We pledge to respond to any issues you identify as the project proceeds.

Unlike any survey you've ever taken before, your response will initiate specific improvement for you and your project. To fully demonstrate this program, you will soon receive a survey requesting your feedback on our ability to meet your expectations throughout the proposal process. We hope you'll take a few minutes to respond, experience the process first-hand, and see how we follow-up to your feedback.

#### ***How it will work during your project:***

1. *The project manager or another team member asks for your feedback electronically.*
2. *You respond to a six-eight question, two-three minute survey.*
3. *Your response is immediately routed to the project team via email.*
4. *If any of your responses indicate exceptional performance or a problem, someone on the project team will follow-up and discuss ways to either improve the process, or make sure we continue to provide the level of service you desire.*
5. *We document any process changes and communicate them to the project team and back to you.*

## FIRM OVERVIEW

## PARKS AND RECREATION

How residents perceive the quality of life within their community can be attributed to the quality of parks and recreational facilities available to them. As new sports emerge, and the population and age of Americans continues to diversify, the demand for both traditional and non-traditional recreational facilities surges. In addition, recreational-based tourism continues to proliferate as an important component of local and state economies.

In short, whether fueled by a love of the great outdoors or determination to choose a healthier lifestyle, more Americans are utilizing a wider variety of park and recreational resources. MSA has helped numerous clients meet this growing demand through the planning, development and revitalization of recreational amenities, including parks, waterfront developments, aquatic facilities, multi-use paths and athletic facilities.

## OUR EXPERTISE | WHAT WE DO

- ADA Audits for Park and Recreational Facilities
- Architecture Design (*Shelters, Restrooms, etc.*)
- Campground Development and Infrastructure
- Community/Recreation Centers
- Comprehensive Park and Recreation Plans (*Municipal, County, Regional*)
- Conceptual Site Plans and 3-D Renderings
- Indoor and Outdoor Aquatic Facilities
- Indoor and Outdoor Athletic Facilities
- Infrastructure Survey and Design (*Parking, Stormwater, Sewer, Water, etc.*)
- Landscaping Plans
- Park and Recreational Grant Writing and Administration
- Park Master Plans
- Playground Safety Audits
- Public Opinion Surveys and Visioning
- Recreational Trails, Bridges and Boardwalks
- Skate Parks
- Tree Inventories and Assessments
- Waterfront Improvements (*Boat Launches, Piers, etc.*)

As a multi-disciplinary firm, MSA provides expertise in architecture, engineering, funding, landscape architecture and planning to assist with the execution of park and recreational projects from visioning to concept development, design and ultimately, through final construction.



MSA worked with Ramsey County staff to provide wetland delineation, surveying, design, permitting, and construction related services for the extension of Rice Creek Trail in Maplewood, MN.



MSA's architects designed this new public restroom facility located in Canal Park along the Lake Superior shoreline walking path.

# PROJECT UNDERSTANDING & SCOPE OF WORK

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## PROJECT UNDERSTANDING

## THE PURPOSE OF A COMPREHENSIVE OUTDOOR RECREATION PLAN (CORP)...

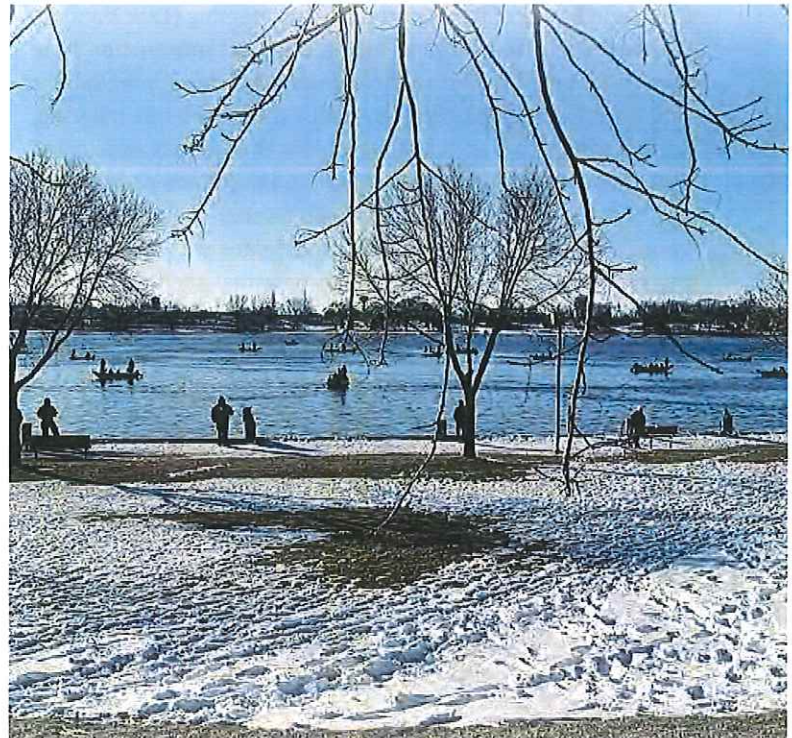
Is to guide the continual investment in the City's parks and recreational facilities. The City last updated its CORP in 2012, and a plan update is desired for the following primary reasons:

- Address changes in public demand and user group needs. The previous 2012 plan included minimal public input. For example, only 15 survey responses were received. By comparison, MSA's most recent CORP survey for the Village of Waunakee and Town of Westport generated more than 1,000 responses.
- Provide recommendations for park and recreational facilities for areas targeted for future City growth. As the City of De Pere continues to grow, new parkland will be required to serve new residents. MSA's project team includes three urban planners with extensive experience in long-range community planning in addition to park planning.
- Evaluate the sufficiency of the City's parkland dedication requirements, drawing on comparisons to other local or similar-sized communities. MSA has collected data on parkland dedication ordinances from more than 140 communities throughout Wisconsin. We will put this data to use for the benefit of De Pere.
- Include relevant information from other City and regional related plans that have been adopted since 2012 (e.g. City's Comprehensive Plan, American with Disabilities Act Audit on De Pere Parks, Condition Report for Swimming Pools, De Pere Capital Improvement Plan, De Pere Bicycle and Pedestrian Plan, Brown County Outdoor Recreation Plan, Brown County Bicycle and Ped Plan, etc.).
- Maintain eligibility for Wisconsin Department of Natural Resource (WDNR) grant programs. The WDNR requires CORPs be updated every five years in order to remain

eligible for Stewardship funding.

**The City desires a concise planning process.** Much of the initial effort to create the updated plan will be completed by MSA with regular input from Parks Department staff. The project will include public input via a kickoff public involvement meeting, community survey and more target user group surveys/interviews. The Board of Park Commissioner will review the draft plan and provide their input prior to adoption by the Common Council.

**The City desires a concise planning document.** MSA will create a plan that cuts out unnecessary filler material and streamlines the plan into a concise user-friendly document. For example, our scope of services includes combining information regarding existing park facilities, park aerial maps and recommendations into one section. The current plan duplicates this information in three separate sections.



City of De Pere's Voyager Park.



# SCOPE OF WORK

## PHASE 1 – PROJECT KICKOFF (MARCH – APRIL)

### TASK 1 | PHASE 1 STAFF COORDINATION

MSA will coordinate initial project start-up activities with the Parks Director. Completion of these activities are anticipated to be done remotely (e.g. email, phone):

- Discuss coordination for the first Public Involvement Meeting. MSA will prepare a press release for Staff use for the Public Involvement Meeting.
- Discuss draft Community Survey (Phase 2, Task 3)
- Discuss existing plan recommendations. MSA will provide Staff with a bulleted list of recommendations from the 2012 CORP.
- City to provide MSA with a list of names and contact information for user group surveys/interviews (Phase 2, Task 4)
- City to provide MSA existing plans and GIS data relevant to the project.

### TASK 2 | PARK AND TRAIL INVENTORY

MSA will tour the City's parks to complete an inventory and evaluation of existing park facilities. This information will be used to assist with the development of recommendations for maintenance, replacement or new facilities.

### TASK 3 | STAFF MEETING #1 (APRIL 20th)

MSA will meet with the Parks Director and Parks Superintendent on the same day as the planned Public Involvement Meeting (PIM) and Board of Park Commissioners meeting (Task 3 and 4). The purpose of the meeting will be to collect information from department staff regarding those prior CORP recommendations that have either been completed, not completed but still valid, and not completed and possibly no longer valid. It is anticipated that this data will be provided to the consultant prior to the day of the staff meeting so that it can be shared at the PIM and Park Commission meetings. MSA anticipates using the bulk of the staff meeting to obtain input on potential additional capital improvement projects to add to the plan update.

### TASK 4 | PUBLIC INVOLVEMENT MEETING #1 (APRIL 20th)

MSA proposes to facilitate a public involvement meeting the same evening, but prior to, the first Board of Park Commissioners meeting. MSA envisions this first meeting will be an open house style meeting. Members of the public will be invited to attend the open house to provide their input on desired park improvements to incorporate into the updated CORP. This meeting is anticipated to occur one hour before the start of the first Park Commission meeting. MSA will provide a summary of public input collected.

### TASK 5 | BOARD OF PARK COMMISSIONERS MEETING #1 (April 20th)

MSA will meet with the Board of Park Commissioners. The purpose of the meeting will be to review the project scope/schedule, review a list of prior plan recommendations that have yet to be completed to determine continued interest in these projects, and to review a draft copy of the Community Survey (refer to Phase 2, Task 2).

### TASK 6 | EXISTING COMMUNITY CONDITIONS

MSA will review the following studies and incorporate applicable recommendations into the City's CORP update:

- City of De Pere 2007 and 2012 Comprehensive Outdoor Recreation Plans
- City of De Pere American with Disabilities Act Audit
- City of De Pere Bicycle and Pedestrian Plan
- City of De Pere Comprehensive Plan
- City of De Pere Conditions Report for Swimming Pools
- City of De Pere Capital Improvement Plan
- City of De Pere Downtown Master Plan
- Brown County Outdoor Recreation Plan
- Brown County Bicycle and Pedestrian Plan
- Wisconsin Statewide Comprehensive Outdoor Recreation Plan

## PHASE 2 – NEEDS ASSESSMENT (APRIL – MAY)

### TASK 1 | PHASE 2 STAFF COORDINATION

MSA will coordinate Phase 2 activities with the Parks Director. Completion of these activities are anticipated to be done remotely (e.g. email, phone):

- Review PIM #1 and Commissioner Meeting #1 input/outcomes
- Discuss revised draft survey – finalize survey
- Discuss coordination of survey distribution
- Review Phase 2 maps, analysis and outcomes

### TASK 2 | GEOGRAPHIC/LOCATIONAL ANALYSIS

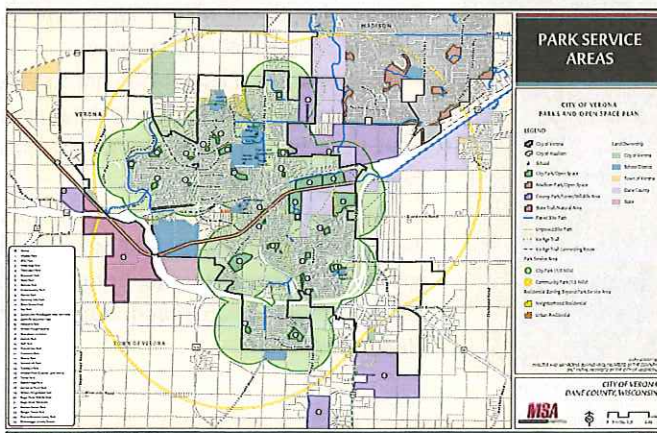
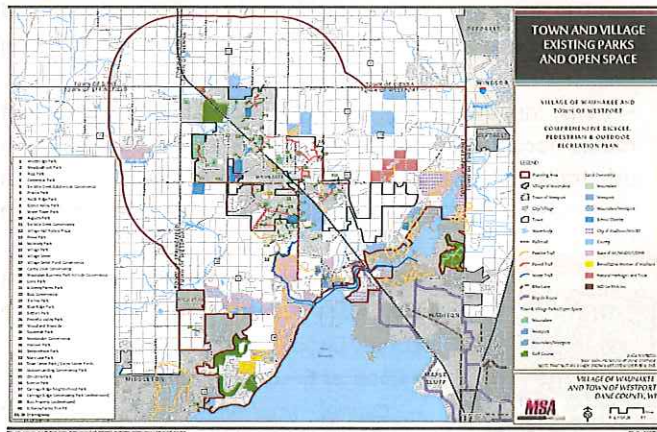
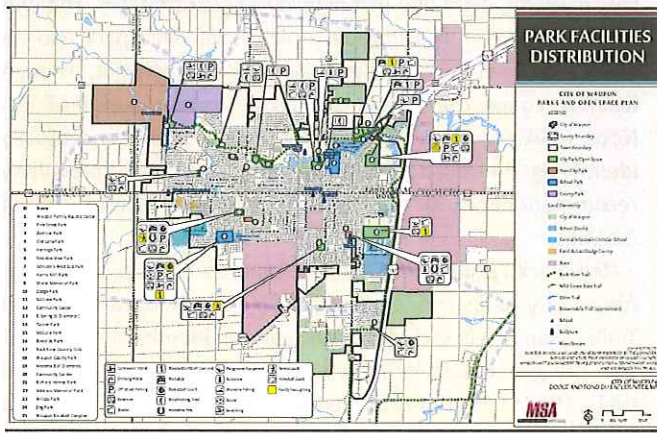
- Map 1 Existing Parks and Trails. A map of the location of existing City parks and trails. This map will also include the location of schools, county parks, and private recreational facilities in the City.
- Map 2 Facility Distribution. A map visually depicting the location of various recreation facilities in the City (e.g. tennis courts, ball diamonds, shelters, etc.), including whether the facilities are lighted. This map is useful in determining where existing and future neighborhoods may be under or over served by certain types of amenities.



## SCOPE OF WORK

- Map 3 Park Service Areas. A map identifying the service radius of each park based on their park classification (e.g. mini park, neighborhood park, community park, etc.). This map will also highlight residentially zoned areas of the City that currently fall outside of existing park service area boundaries.

MSA will analyze and summarize deficiencies in park locations, park facilities, park service areas, and trail corridors based on Maps 1-3.



## TASK 3 | COMMUNITY SURVEY – QUALITATIVE ANALYSIS

MSA recognizes that there are many residents who are interested in the overall development of the City's park system who may not be able to attend Park Commissioner meetings due to work or family commitments. To reach a wider audience, MSA proposes using an internet-based survey to gather opinions about existing and desired park and recreation facilities. MSA will draft the survey for review by the Parks Director and Park Commissioners (Meeting #1). Links to the survey can be provided through the City's official website, while the availability of the survey can be announced via local press release, emails to recreation program participants, City social media outlets (e.g. Facebook, Twitter), and tapping into existing email distribution lists for the school district or local service organizations (e.g. chamber of commerce). MSA will provide a one page flyer with the survey information for use by the City for posting at City Hall, the Community Center, and the Library. The survey would be available for approximately three weeks. MSA will provide a summary report of the survey results.

## TASK 4 | USER GROUP SURVEY AND INTERVIEWS - QUALITATIVE ANALYSIS

MSA will draft a User Group Survey for the purposes of obtaining direct input on the update of the CORP from directors and league organizers representing local youth and adult recreation associations (e.g. De Pere Girls Softball, De Pere Baseball, Youth Football, etc.). Input to collect includes but is not limited to: current and projected participants, existing facility needs, and projected facility needs. MSA will coordinate distribution of the surveys to heads of each league and will conduct follow-up emails and phone calls to urge completion of the surveys. The surveys will run concurrent with the Community Survey. MSA will provide a summary report of the survey results.

## TASK 5 | QUANTITATIVE ANALYSIS

MSA will assess current park land acreage by comparing existing parkland acreage and population projections to park and recreational facility service guidelines. This includes a review of the types (i.e. mini-parks, neighborhood playgrounds/parks and community playfields/parks) and amount of parkland available to City residents. The results of this analysis will indicate projected deficits or surpluses of total park land, and park land by park type, through 2040. MSA will update the regional greenspace comparison found in the existing 2012 CORP based on available data.



# SCOPE OF WORK

## PHASE 3 – DRAFT CORP (MAY – JUNE)

### TASK 1 | PLAN DEVELOPMENT

MSA will develop a 2017-2022 City of De Pere Comprehensive Outdoor Recreation Plan in accordance with WDNR guidelines for Local Comprehensive Outdoor Recreation Plans (Appendix F, Statewide Comprehensive Outdoor Recreation Plan, 2011-2016). The plan will include the following chapters:

- **Chapter 1—Introduction:** Summary of the purpose of the plan and planning process
- **Chapter 2—Description of De Pere:** Matrix of existing City parks and amenities; Map 1 Existing Parks and Trails; summary of local recreational facilities not owned or operated by De Pere (e.g. school, county, private facilities); summary of significant community natural resources, such as waterways, greenways, topography, woodlands, summary of existing and projected demographics; summary of other applicable City planning efforts/studies and their impact on park planning.
- **Chapter 3—Mission Statement, Goals, Objectives and Policies:** A set of goals, objectives and policies the City can use to guide the development of park and recreational facilities toward its mission statement, based on best practices and industry recommendations, developed in concert with the City's Comprehensive Plan and 2012 CORP.
- **Chapter 4—Analysis of Needs and Demands:** A summary of Phase 2 outcomes including Map 2 Facility Distribution and Map 3 Park Service Areas.
- **Chapter 5—Recommendations:**
  - **Existing Parks.** In order to consolidate the plan, and provide

all information regarding existing parks in one location for use by Staff and Commissioners, MSA proposes creating a two page spread for each existing park similar to the image shown below. The spread will include the following information: name of park; address; park acreage; park type; a summary table of existing facilities including year installed (as provided by Staff), generalized condition (e.g. poor-excellent), current issues; a summary table of recommendations including priority (e.g. low, medium, high) and planning level cost estimates. The two page spread will also include a picture of each park and an aerial map of each park. The aerial maps will highlight, through labeling, conceptual locations of proposed new park facilities. Note, MSA's scope of services does not include conceptually identifying the location of all recommendations, particularly recommendations for maintenance or replacement of existing facilities.

– **New Park Facilities.** MSA will summarize areas proposed for future City parks as identified on Map 4 Proposed Parks and Trails. Map 4 will include those features identified on Map 1 plus the generalized location of proposed new City parks and trails. The location of proposed parks and trails will be guided by those areas identified in the City's Comprehensive Plan for future residential neighborhoods and Staff input regarding pending annexation petitions. MSA will summarize the desired park type, size and facilities for each new park identified on Map 4.

– **Trails.** Identification of proposed recreational trails or bike routes, focusing on connecting existing and proposed multi-use trails to parks and other community facilities (general alignments), including depiction on Map 4. The location of proposed trails will be guided by the existing City of De Pere Bicycle and Pedestrian Plan and the Brown County Bicycle and Pedestrian Plan.

### • Chapter 6—Implementation:

– **Capital Improvement Summary.** A summary table of recommendations from Chapter 4 outlining recommendations by park, estimated cost, and priority.

– **Maintenance Plan.** MSA anticipates carrying forward the existing Maintenance Plan from the 2012 CORP with minimal need for amendment.

– **Grant Opportunities.** A summary table of common State and Federal park grant programs including information on maximum awards and application due dates.

| VOYAGEUR PARK                                                                       |                              |                  |        |
|-------------------------------------------------------------------------------------|------------------------------|------------------|--------|
| Park Address: 100 Williams Street                                                   |                              |                  |        |
| Park Type: Community Park                                                           |                              |                  |        |
| Park Size: 21.7 Acres                                                               |                              |                  |        |
|  |                              |                  |        |
| EXISTING FACILITIES                                                                 |                              |                  |        |
| TYPE                                                                                | INSTALL YR                   | CONDITION        | ISSUES |
| Playground                                                                          |                              |                  |        |
| Fishing Pier                                                                        |                              |                  |        |
| Picnic Area                                                                         |                              |                  |        |
| Shelter                                                                             |                              |                  |        |
| Restrooms                                                                           |                              |                  |        |
| Paved Trail                                                                         |                              |                  |        |
| Paved Parking Lot                                                                   |                              |                  |        |
| RECOMMENDATIONS                                                                     |                              |                  |        |
| IMPROVEMENT                                                                         | PRIORITY<br>(LOW, MED, HIGH) | COST<br>ESTIMATE |        |
|                                                                                     |                              |                  |        |
|                                                                                     |                              |                  |        |
|                                                                                     |                              |                  |        |
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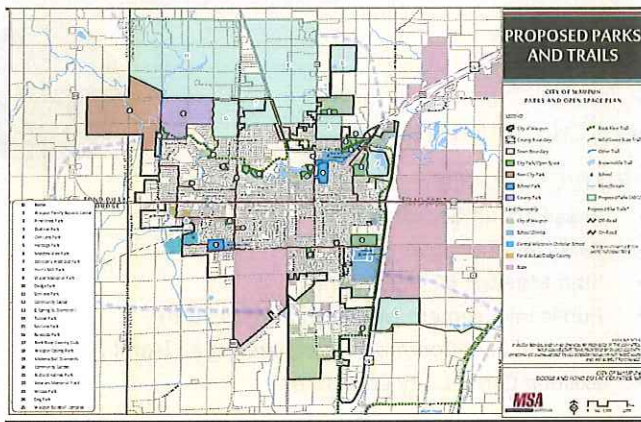




## SCOPE OF WORK

### – Parkland Dedication, Fees in Lieu and Impact Fees Analysis.

A comparison of De Pere's land dedication, fees in lieu and park impact fees to comparable communities within the region or state. MSA will provide recommendations for improvements to these policies based on the analysis completed.



- **Appendix A:** Complete Survey Results. Chapter 3 will provide an abbreviated summary of the key results from the Community and User Group Survey. Appendix A will provide a complete summary of the surveys.
- **Appendix B:** Park and Open Space Classifications/Standards. A summary of park system standards and facility size and installation guidelines from the National Park and Recreation Association.
- **Appendix C:** Maps. 11 x 17 copies of the following maps:
  - Map 1: Existing Parks and Trails
  - Map 2: Park Facility Distribution
  - Map 3: Park Service Areas
  - Map 4: Proposed Park and Trail Facilities

### TASK 2 | PHASE 3 STAFF COORDINATION

MSA will coordinate Phase 3 activities with the Parks Director. Completion of these activities are anticipated to be done remotely (e.g. email, phone):

- MSA will forward a copy of the draft plan to the Parks Director for review and discussion regarding potential modifications
- Discussion of Phase 5 meetings

### TASK 3 | PLAN UPDATES

MSA will update the plan per the outcomes of Task 2.

### PHASE 4 – PARK PLAN ADOPTION (JUNE – JULY)

#### TASK 1 | PUBLIC INVOLVEMENT MEETING #2 (June 15th)

MSA will present the draft park plan to the Board of Park Commissioners for discussion and input on modifications. If desired, a second Public Involvement Meeting could be held one hour prior to the start of the Commissioners meeting. This open house style meeting would allow members of the public an opportunity to discuss the plan recommendations with MSA and the Parks Director.

#### TASK 2 | PLAN UPDATES

MSA will update the plan per the outcomes of Task 1.

#### TASK 3 | BOARD OF PARK COMMISSIONERS MEETING #3 – PLAN RECOMMENDATION (July 20th)

The Committee will review the revised draft plan and recommend approval by the City Council.

#### TASK 4 | CITY COUNCIL MEETING #1 – PLAN REVIEW AND ADOPTION (August 1st)

Following the recommendation of the Commissioners, the City Council will officially adopt the 2017-2022 City of De Pere Comprehensive Outdoor Recreation Plan by resolution. MSA will provide the City with a sample resolution.

#### TASK 5 | FINAL DELIVERABLE/WDNR SUBMITTAL

MSA will forward an electronic copy of the final updated CORP to the WDNR Regional Community Services Specialist for their files in order for the City to remain eligible of WDNR park and recreation grant programs.

#### TASK 6 | PHASE 4 STAFF COORDINATION

MSA will coordinate Phase 4 activities with the Parks Director. Completion of these activities are anticipated to be done remotely (e.g. email, phone).

### DELIVERABLES

Throughout the duration of the project, draft deliverables will be provided to the Parks Director in digital (pdf) format. After plan adoption, MSA will provide a final digital copy of the plan along with 30 color hard copies to the Parks Director.

# TIMELINE

## PROJECT TIMELINE

The following is a draft timeline for completion of the plan and approval process, based on the City's projected start date and 90-day timeframe. Taking into account existing meeting dates of the Board of Park Commissioners and the City Council, along with the recommended minimum three weeks to collect survey results, MSA anticipates the project can be completed by August 1st; a 120-day timeframe. We are open to amending the timeline to further fit De Pere's needs.



### MARCH - APRIL 2017 ::

#### PROJECT KICKOFF

- Phase 1 Staff Coordination
- Parks and Trail Inventory
- Staff Meeting #1 (April 20th)
- Public Involvement Meeting #1 (April 20th)
- Board of Park Commissioners Meeting #1 (April 20th)
- Existing Community Conditions

### APRIL - MAY 2017 ::

#### NEEDS ASSESSMENT

- Phase 2 Staff Coordination
- Geographic/Locational Analysis
- Community Survey
- User Group Survey and Interviews/  
Qualitative Analysis
- Quantitative Analysis



### JUNE - JULY 2017 ::

#### PARK PLAN ADOPTION

- Public Involvement Meeting #2 (June 15th)
- Plan Updates
- Board of Park Commissioners Meeting #3:  
Plan Recommendation (July 20th)
- City Council Meeting #1: Plan Review &  
Adoption (August 1st)
- Final Deliverable/WDNR Submittal
- Phase 4 Staff Coordination

### MAY - JUNE 2017 ::

#### DRAFT CORP

- Plan Development
- Phase 3 Staff Coordination
- Plan Updates



# STATEMENT OF QUALIFICATIONS & RELEVANT EXPERIENCE

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# STATEMENT OF QUALIFICATIONS

## TEAM SUMMARY

We have assembled a specialized team to partner with the City for a successful update to the Comprehensive Park and Outdoor Recreation Plan (CORP). Combined, our capabilities allow us to deliver a creative and technically masterful plan for De Pere. Below, please find a summary of our team and their specific roles for your project; our resumes follow.

### ANDREW BREMER | PROJECT MANAGER | LEAD PLANNER

Andrew is a Senior Planner and has more than 15 years community planning experience, including managing the development of 12 CORPs. As a senior project planner, he will serve as lead project manager on De Pere's CORP project.

### SARAH MCDONALD, ASLA | LANDSCAPE ARCHITECT | PLANNER

As both a planner and landscape architect, Sarah strives to improve the relationship between people's quality of life and the built environment. Sarah will provide plan recommendations, cost estimates and concepts.

### AMBER CONVERSE | GIS AND MAPPING SPECIALIST

Amber is a Geographic Information Systems (GIS) specialist and will be responsible for completion of all project maps.

### STEVE TREMLETT | PROJECT PLANNER

Steve has more than nine years of community planning experience and has assisted Andrew with numerous CORPs. As a project planner, he will assist with plan creation and graphic layout.

### BEN ZEIER, PE | PROJECT ENGINEER

Ben has more than six years engineering experience and has served as project engineer and/or project manager on a wide variety of municipal and utility projects. Additionally, Ben has experience in public involvement and often facilitates the communication between clients and MSA's team of professionals. Ben will assist with plan recommendations and cost estimates.

CITY OF  
DE PERE

ANDREW BREMER, AICP  
PROJECT MANAGER |  
LEAD PLANNER

SARAH MCDONALD, ASLA  
LANDSCAPE ARCHITECT | PLANNER

AMBER CONVERSE  
GIS AND MAPPING SPECIALIST

STEVE TREMLETT, AICP, CNU-A  
PROJECT PLANNER

BEN ZEIER, PE  
PROJECT ENGINEER

35+ PARK AND REC EXPERTS  
MEMBERS OF THE PARKS AND  
RECREATION COMMUNITY OF  
PRACTICE

MSA TEAM

## STATEMENT OF QUALIFICATIONS



## Andrew Bremer, AICP

Project Manager | Lead Planner

Mr. Bremer has more than 15 years of community planning experience in public and academic settings, including managing the development of 12 CORPs. His experience spans the fields of natural resource management, community development, transportation planning, economic development, geographic information systems (GIS) and public engagement/public facilitation. He is also a Certified Playground Safety Inspector.

**EDUCATION**

M.S., Urban Planning/GIS  
University of Wisconsin-Milwaukee

B.S., Natural Resources-Forest Science  
University of Wisconsin-Madison

**AFFILIATIONS**

- American Institute of Certified Planners
- American Planning Association
- Certificate in Public Participation, International Association of Public Participation
- Wisconsin Park and Recreation Association
- Certified Playground Inspector

**AREAS OF EXPERTISE**

- Park and Open Space Planning
- Public Participation/Citizen Engagement
- Community Development

## SELECTED PROJECT EXPERIENCE

**Comprehensive Park and Open Space Plans**

*Served as principal planner and project manager for park and open space plans for the communities of City of Verona, WI; Village of Waunakee/Town of Westport, WI; Wisconsin Dells, WI; Port Washington, WI; Biron, WI; Beaver Dam, WI; Palmyra, WI; Brodhead, WI; Belleville, WI; and Hiawatha, IA. Facilitated meetings, created plan and led site planning efforts for each.*

**ADA Assessment and Transition Plan, Sun Prairie, WI**

*Served as principal planner and project manager for the completion of an ADA assessment and transition plan for the City's parks.*

**Master Plans**

*Served as principal planner and project manager for park master plans for Mauston, WI; Waupun, WI; Verona, WI; Rock County, WI and Rothschild, WI.*



# STATEMENT OF QUALIFICATIONS



**Sarah McDonald, PLA, CLARB, ASLA**  
Landscape Architect

Ms. McDonald has more than seven years landscape architecture and planning experience in private and public sectors, from residential design-build to district-wide implementation plans. As both a planner and landscape architect, she strives to improve the relationship between people's quality of life and the built environment.

By assisting communities in translating their visions into designs and designs into realities, they become more dynamic and sustainable places. Her design experience with urban planning, parks and recreation, education and medical office buildings, assisted living and healing gardens has afforded her a level of knowledge that has proven invaluable to every project with which she has been engaged.

## EDUCATION

M.S., Urban and Regional Planning, University of Wisconsin-Madison  
B.S., Landscape Architecture, University of Wisconsin-Madison

## AFFILIATIONS

American Society of Landscape Architects, WI Chapter  
Council of Landscape Architectural Registration Boards  
American Planning Association  
WI Parks and Recreation Association

## SELECTED PROJECT EXPERIENCE

### **Fireman's Park Master Plan, Verona, WI**

*Master plan design for park improvements including new bath house, boat launch, splash pad, playground, park shelters, parking lot and open space.*

### **McCune Park Master Plan, Waupun, WI**

*Master plan design for park improvements to convert a swimming beach into a natural pond feature with boardwalks, trails, exercise stations through restored prairie areas, a nature based playground, pickle ball courts and rentable shelters.*

### **Erb Park Master Plan and Pool Project, Appleton, WI**

*Master plan design and construction documentation for park and pool project.*

### **Wisconsin Dells Café Zones, Wisconsin Dells, WI**

*Conceptual design through construction documentation, construction slated to begin in 2016.*

### **Baraboo River Corridor Plan, Baraboo, WI**

*Developed multi-jurisdictional corridor plan to establish corridor as a paddling destination with support facilities and amenities.*



**Amber Converse**  
GIS | Mapping Specialist

Ms. Converse is a Geographic Information Systems (GIS) professional with experience in the application of GIS technologies for support of engineering design/construction projects and information management. She has a strong background in both scientific and engineering projects. Prior to joining MSA, Ms. Converse provided spatial data management and support for renewable energy engineering design and construction. Her experience includes map production, database management, GPS and survey support, web based mapping and spatial modeling with ESRI ArcGIS software.

## EDUCATION

M.S., Environmental Science, University of Virginia  
B.S., Chemistry, Macalester College

## EXPERTISE

Spatial Data Management  
Map Production  
GPS and Survey Support

## SELECTED PROJECT EXPERIENCE

### **Comprehensive Outdoor Recreation Plan Mapping,**

City of Waupun, WI; City of Verona, WI; Village of Waunakee/  
Town of Westport; WI; City of Wisconsin Dells, WI; City of Beaver  
Dam, WI

*Compiled park maps as the team's GIS professional.*

## STATEMENT OF QUALIFICATIONS



Steve Tremlett, AICP, CNU-A  
Project Planner

Mr. Tremlett has more than nine years consulting experience, and has taken on primary roles in downtown planning and design projects, commercial/residential development concept plans, bike/pedestrian plans and the development of comprehensive plans and design standards. His architectural and planning background includes emphases in mixed-use and green building design, urban redevelopment and urban design using a variety of applications, including AutoCAD, Photoshop, InDesign, GIS, SketchUp and Microsoft Office applications.

#### EDUCATION

M.S. Architecture & Urban Planning, University of Wisconsin-Milwaukee

B.S., Architecture, University of Wisconsin-Milwaukee

#### AFFILIATIONS

American Planning Association

Congress of New Urbanism—Accredited

#### EXPERTISE

Urban Design and Redevelopment

Comprehensive Planning

Park Planning

3-D Modeling

#### SELECTED PROJECT EXPERIENCE

**Rivers to Ridges Outdoor Recreation Plan**, Jo Daviess Conservation Foundation, IL

*Site Evaluation and Document Preparation.*

**Rock County Park Master Plans**, Rock County, WI

*Graphics, Concept and Document Preparation.*

**Comprehensive Park and Recreation Plan**, Hiawatha, IA

*Park Evaluation and Document Preparation.*

**Arsenal Gateway Revitalization Plan**, Rock Island, IL

*Graphics, Concept and Document Preparation.*

**Downtown Plan**, Verona, WI

*Long-term Redevelopment Concepts, including Parking, Traffic, and Park/Recreation Areas.*



Ben Zeier, PE  
Project Engineer

Mr. Zeier has more than six years engineering experience. He has served as a project engineer and/or project manager on a wide variety of municipal, utility, water, wastewater and drainage projects. He has also helped to design and develop bid documents for a number of municipal road improvement projects.

Ben's experience includes public involvement; he often facilitates the communication between clients and MSA's team of professionals. He has worked on various projects in East Central Wisconsin and gained a thorough knowledge and understanding of the natural progression of projects.

#### EDUCATION

M.S., Environmental Engineering, University of Wisconsin-Madison

B.S. Civil & Environmental Engineering, University of Wisconsin-Platteville

#### REGISTRATION

Professional Engineer, WI, AZ, MN

#### EXPERTISE

Drinking Water System Master Planning

Hydraulic and Water Quality Modeling

Drinking Water Treatment Plant Design

Water Main Replacement Prioritization Programs

Client Relationship Management

Municipal Engineering – Project Management, Design, and Construction

Utility Engineering – Project Management, Design, and Construction

Potable Water Studies and Modeling

Public Involvement Facilitation



## RELEVANT EXPERIENCE

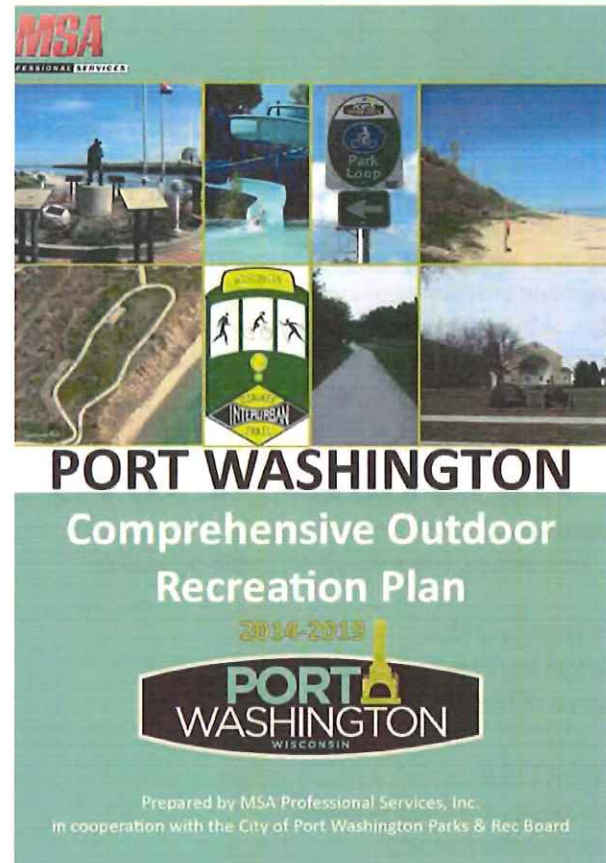
### COMPREHENSIVE OUTDOOR RECREATION PLANS

MSA's planners have completed numerous comprehensive outdoor recreation plans (CORPs). A successful CORP requires close collaboration with all stakeholders to identify goals and policies for park and recreational planning that fulfill the unique needs of the community. Throughout the development of each of these CORPs, MSA facilitated several meetings with key stakeholders, including community staff, board members, advisory committees and residents. MSA also hosted community open-house-style events and developed surveys specifically geared toward giving residents a platform to provide feedback concerning desired park and recreation improvements.

In addition to goals and policies, each CORP consisted of:

- An inventory of existing park facilities, recreational programs and community natural resources;
- Maps of existing park services areas, land uses, and bicycle route and trails
- An analysis of park needs and demands using National Recreation and Park Association recommendations; and
- Recommendations for existing and planned park and recreational facilities.

MSA also helped many communities prepare applications for WDNR Stewardship grant funding.



| LOCATION                                        | CONTACT NAME                                 | YEAR |
|-------------------------------------------------|----------------------------------------------|------|
| Village of Waunakee/Town of Westport, Wisconsin | Sue McDade (Waunakee), Tom Wilson (Westport) | 2017 |
| City of Waupun, Wisconsin                       | Rick VantHoff                                | 2017 |
| City of Verona, Wisconsin                       | Dave Walker                                  | 2016 |
| City of Beaver Dam, Wisconsin                   | Evonne Koeppen                               | 2016 |
| City of Wisconsin Dells, Wisconsin              | Thad Meister                                 | 2015 |
| City of Port Washington, Wisconsin              | Charles Imig                                 | 2014 |
| Village of Biron, Wisconsin                     | Jon Evenson                                  | 2013 |
| Village of Belleville, Wisconsin                | April Little                                 | 2012 |
| City of Brodhead, Wisconsin                     | Rich Vogel                                   | 2012 |
| City of Hiawatha, Iowa                          | Kelly Friedl                                 | 2010 |
| Village of Palmyra, Wisconsin                   | Laurie Mueller                               | 2010 |



## RELEVANT EXPERIENCE

## ACCESS AUDIT OF FACILITIES AND PROPERTY

Sun Prairie, WI

The Americans with Disabilities Act, Title II requires physical accessibility assessment of all existing recreation facilities to determine whether there are elements that create physical barriers to individuals with disabilities. The City of Sun Prairie hired MSA to provide an access audit of the City's 42 parks. Our team of planners and architects conducted audits of playgrounds, sports fields, parking lots and park buildings.

MSA developed protocols and audit sheets for completing detailed assessments of each park. Each check list included:

- Written description of the features being audited (e.g. parking lots, routes to play areas, recreational equipment, restrooms, drinking fountains, shelters, etc.)
- A check box describing whether the feature meets accessibility standards
- A space for field comments
- A space to reference digital images of specific deficiencies at each facility or property
- A space to reference the appropriate ADA code citation
- A space to identify potential solutions to identified deficiencies



Since the City employs more than 50 personnel, they were also required to complete a transition plan. MSA developed a transition plan including the following components:

- An overview of the Parks and Forestry Department's priority strategies for implementing corrective measures
- Contact information for the staff member designated as ADA Coordinator and a summary of grievance procedures
- A table identifying deficiencies by park, including the recommended corrective action, cost estimates, target year for completion, and actual year of completion

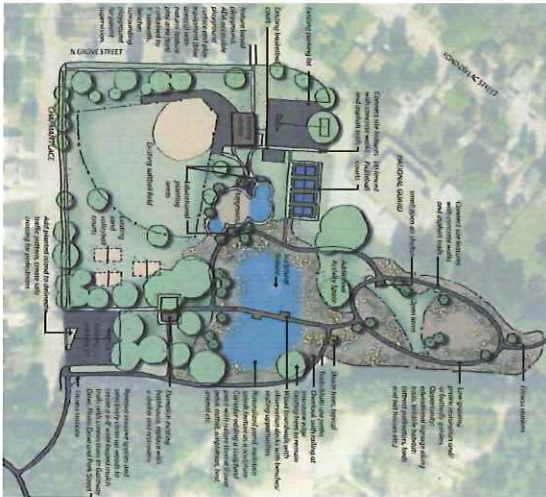


## RELEVANT EXPERIENCE

### Erb Park, Appleton, WI

The City of Appleton is working with MSA to transform the popular Erb Park and Swimming Pool. The \$10.5 million project will provide new aquatics and overall park amenities, including a 50-meter competitive pool, recreation pool and water slide.

In addition, plans call for the construction of a new pavilion, bath house and pool equipment building, new playground equipment with poured-in-place surface, connecting paths, grilling stations, additional parking, relocation of the sledding hill and ice skating rinks within the park, reconstruction of the basketball court and addition of two new youth tennis courts.



### McCune Park, Waupun, WI

The City of Waupun retained MSA to complete a comprehensive park and outdoor recreation plan (CORP) update and a park master plan for McCune Park. The park previously contained the City's swimming area and sand beach. These facilities became obsolete and were closed when the City opened its new Aquatic Center.

The vision for McCune Park is to convert the old swimming beach into a naturalized amenity with boardwalk and overlooks. New trails with fitness stations will create a variety of opportunities for residents and visitors to stroll through restored prairie and woodland and provide habitat for wildlife. Other amenities include ADA-accessible play features, nature-based playground, pickle ball courts, a new restroom building, open air shelter and enhanced landscaping.

### Fireman's Park, Verona, WI

Verona hired MSA to work with the Parks, Forestry, & Recreation Committee to update the City's Comprehensive Outdoor Recreation Plan. As part of that effort, MSA developed a park master plan for Fireman's Park.

The plan identified \$3 million in future infrastructure projects over a five-year period. The park is home to the City's only outdoor aquatic facility, Goose Lake and Beach. The plan looks to replace and update facilities including a new bathhouse, splash pad, trail connection to the Ice Age Trail, beach improvements, fishing and picnic areas, playground, parking lot, kayak/canoe launch, overlook and general vegetation clean up/invasive species eradication.

### Fireman's Park Master Plan Conceptual Plan





## RELEVANT EXPERIENCE

## RIVERSIDE PARK

Mauston, WI

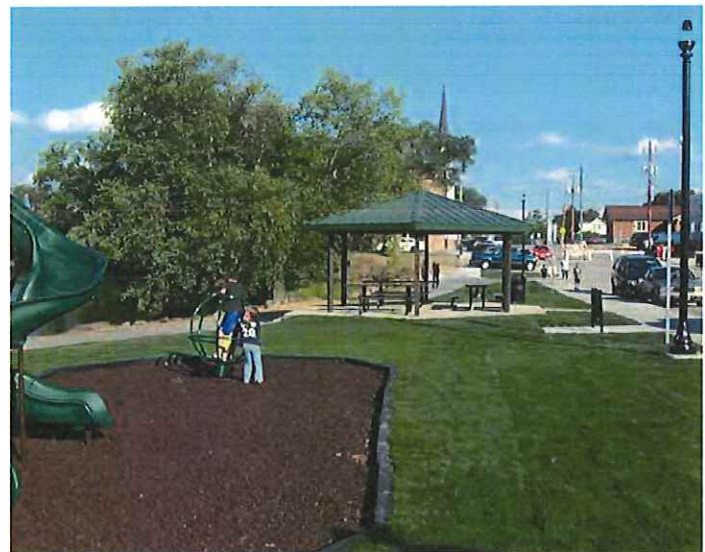


The City of Mauston is facing challenges common to communities large and small across the country. The downtown is struggling due to the loss of businesses, including retail business to the highway corridor and manufacturing business to overseas competition. Riverside Park, located along the banks of the Lemonweir River, is underutilized and many of the existing facilities are in disrepair. Furthermore, the downtown lacks a sense of place, and many of the buildings and streets need major improvements. The City wanted to create standards for buildings and streetscape, provide a plan for the Riverside Park, and address redevelopment strategies for two blocks of the downtown razed by the Mauston Redevelopment Authority.

In 2008, the City of Mauston was awarded a Community Development Block Grant to create a Downtown Revitalization Plan. The City selected MSA to develop this plan. Through the process, MSA held several meetings with important stakeholders, including a specially-appointed Downtown Planning Committee, City staff, business owners, and residents.

MSA analyzed the downtown based upon prior plans, a 2008 Walkabout Study facilitated by the City, a visual preference survey developed by MSA, and by the existing urban context (property inventory, existing land use, road hierarchy, building conditions, property values, and parking occupancy).

Based upon this analysis, MSA created a Downtown Revitalization Plan which included a master plan for Riverside Park, a comprehensive streetscape plan, building and site design standards, a redevelopment opportunities map, a future land use map, and several redevelopment concept maps. The Plan also incorporates specific implementation strategies and offers a series of funding resources to ensure the successful revitalization of downtown Mauston. The final plan was well received by the public and was recognized for its excellence by the American Planning Association with the 2010 Vernon Deines Outstanding Small Town & Rural Planning Award.





## RELEVANT EXPERIENCE

### NEWPORT PARK

Lake Delton, WI



In October 2012, MSA joined Village of Lake Delton officials, governmental representatives and citizens to dedicate the Dells area's newest park, Newport Park. At the dedication, MSA Team Leader John Langhans, P.E. said the project is "a true indication of what partnerships are all about." The project was a successful cooperative effort between federal, state and local agencies as well as private parties. "Bundling" several state and federal grant programs (totaling \$1.4 million) reduced project costs by 65%. MSA team members worked closely with the Village of Lake Delton to apply for funding and provide design and construction services. The six-acre park is located off County Highway A, on the northeast side of Lake Delton, at the confluence of the Wisconsin River and Dell Creek.

MSA designed the following features for this extremely popular scenic park on the Wisconsin River:

- ADA-compliant boat launch, boarding dock and fishing pier that can all accommodate extreme fluctuations in water levels
- Adequate parking for the boat launch and park
- Preservation of an existing effigy mound
- ADA-compliant restrooms, permanent structures and temporary shade structures with amenities
- Site lighting
- Large site retaining wall and decorative safety railing
- Stormwater management and bio-infiltration facility
- Native landscape plan
- Park signs

Sixty-five percent of the project cost was paid by grant and Wisconsin Department of Natural Resources funds and the remainder was covered by the Village of Lake Delton's match and other local donations.



# REFERENCES

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## REFERENCES

**Village of Waunakee**

Sue McDade, Community Services Director  
Village of Waunakee  
333 S Madison Street  
Waunakee, WI 53597  
(608) 850-5992  
smcdade@vil.waunakee.wi.us

**City of Verona**

Dave Walker, Director of Parks & Urban Forestry  
City of Verona  
111 Lincoln Street  
Verona, WI 53593  
(608) 848-6809  
dave.walker@ci.verona.wi.us

**Town of Westport**

Tom Wilson, Administrator  
Town of Westport  
5387 Mary Lake Road  
Waunakee, WI 53597  
(608) 849-4372  
twilson@townofwestport.org

**City of Waupun**

Rick VantHoff, Park Board Chairman  
City of Waupun  
201 E. Main Street  
Waupun, WI 53963  
(920) 583-6643

**City of Wisconsin Dells**

Thad Meister, Parks, Recreation and Waterway Director  
City of Wisconsin Dells  
919 Bowman Road  
Wisconsin Dells, WI 53965  
(608) 254-7458  
tmeister@dellsparkandrec.com



# COST SUMMARY

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# COST SUMMARY

## COST PROPOSAL

Based on the descussion herein, we propose to provide you with a comprehensive service to provide you with the end product you desire. This cost is based upon the set scope of services included within this submittal.

| COMPREHENSIVE PARK & OUTDOOR RECREATION PLAN | COST     |
|----------------------------------------------|----------|
| Total Lump Sum, including expenses           | \$19,000 |

# APPENDIX

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## MSA'S PARKS AND RECREATION SOQ

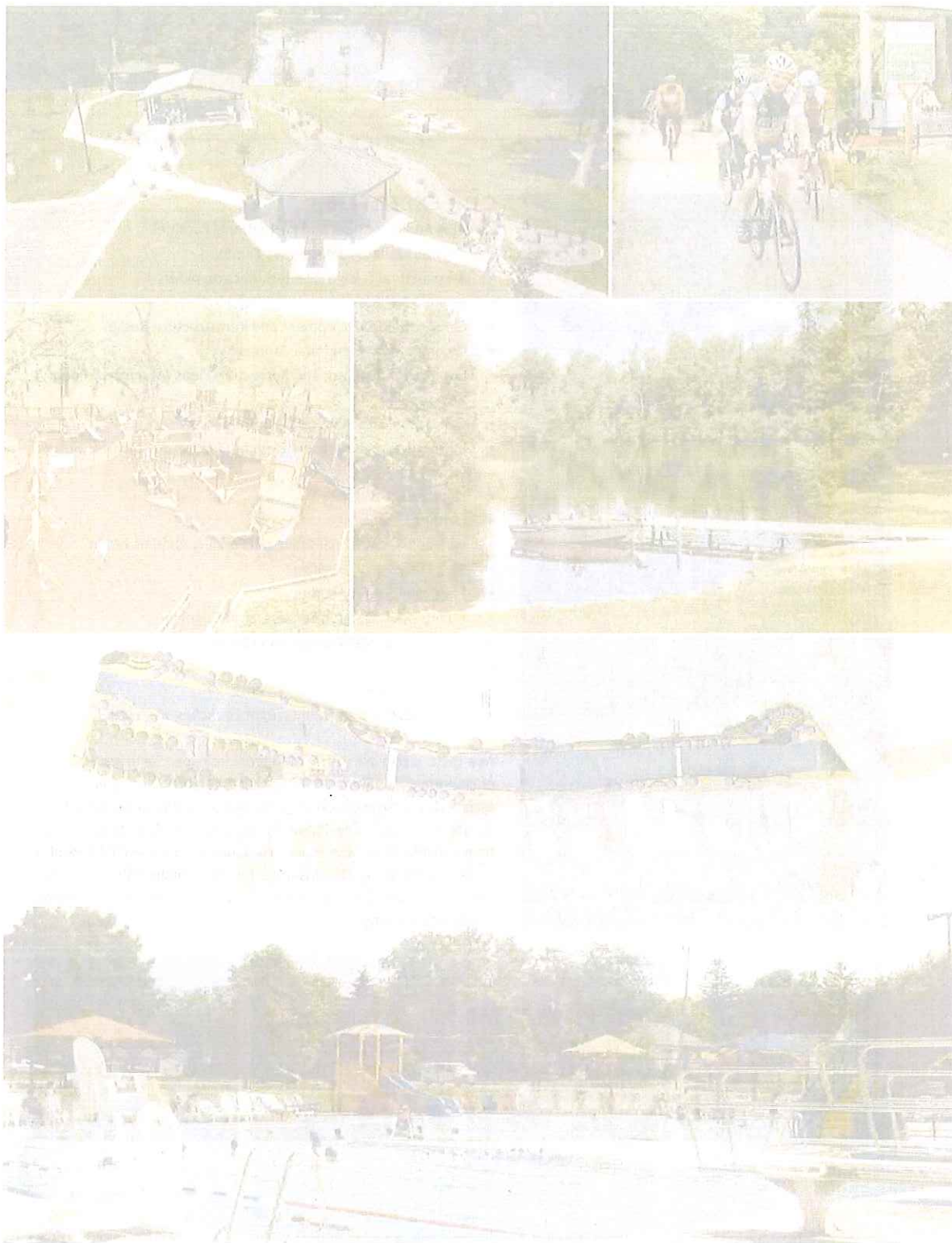


# PARKS AND RECREATION

**MSA**

PROFESSIONAL SERVICES

# MSA'S PARKS AND RECREATION SOQ





## MSA'S PARKS AND RECREATION SOQ

## INTRODUCTION

How residents perceive the quality of life within their community can be attributed to the quality of parks and recreational facilities available to them. As new sports emerge, and as the population and age of Americans continues to diversify, the demand for both traditional and non-traditional recreational facilities surges. In addition, recreation-based tourism continues to proliferate as an important component of local and state economies.

In short, whether fueled by a love of the great outdoors or determination to choose a healthier lifestyle, more Americans are utilizing a wider variety of park and recreational resources. MSA has helped numerous clients meet this growing demand through the planning, development and revitalization of recreational amenities, including parks, waterfront developments, aquatic facilities, multi-use paths and athletic facilities.

We look forward to the opportunity to partner with you and your community to make it the best place to live, play and grow.

### OUR EXPERTISE

- ADA Audits for Park and Recreational Facilities
- Aquatic Facilities (*Indoor and Outdoor*)
- Architectural Design (*Shelters, Restrooms, etc.*)
- Athletic Facilities (*Indoor and Outdoor*)
- Campground Development and Infrastructure Design
- Community/Recreational Centers
- Comprehensive Park and Recreation Plans (*Municipal, County, Regional*)
- Conceptual Site Plans and 3-D Renderings
- Infrastructure Survey and Design (*Parking, Stormwater, Sewer, Water, etc.*)
- Landscape Design
- Lighting Design
- Park and Recreational Grant and Funding Administration
- Park Planning and Design
- Playground Safety Audits
- Public Input, Opinion Surveys, and Visioning
- Recreational Trails, Bridges and Boardwalks
- Skate Parks
- Tree Inventories and Assessments
- Waterfront Improvements (*Boat Launches, Piers, etc.*)

As a multi-disciplinary firm, MSA provides expertise in architecture, engineering, funding, landscape architecture, and planning to assist with the execution of park and recreational projects from visioning, concept development, design, and ultimately, through final construction. MSA strives to optimize the sustainability of a project by utilizing the Institute for Sustainable Infrastructure's rating structure, Envision, whenever possible, and is an Envision Qualified Company.





# MSA'S PARKS AND RECREATION SOQ

## PLANNING & LANDSCAPE DESIGN



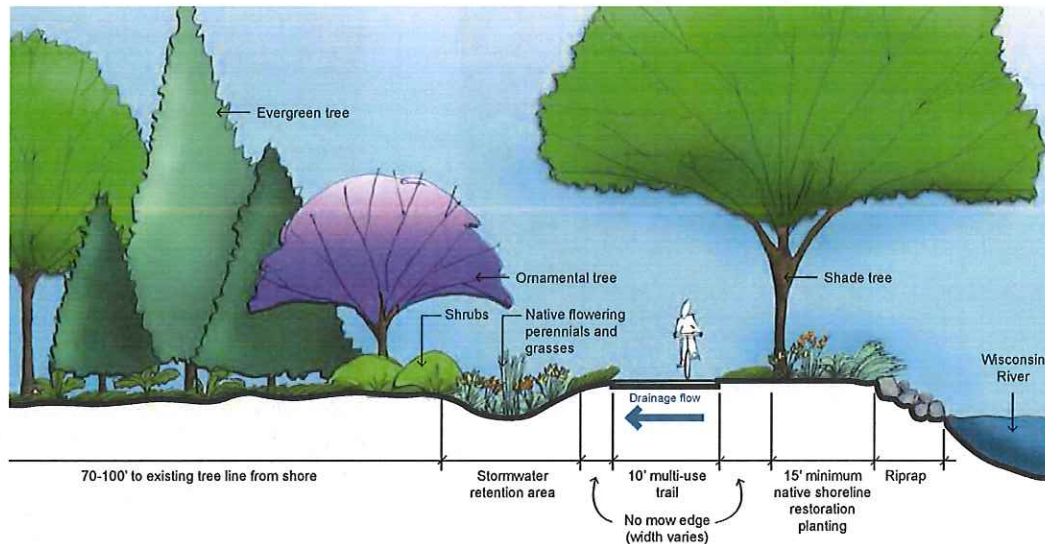
**Park Master Plan | Village of Annawan**  
Due to increased usage, the Village developed a Park Master Plan to guide phased expansion of Howes Park.



**ADA Parks Assessment | City of Sun Prairie**  
MSA provided the City with an access audit of 42 parks – including playgrounds, sports fields, parking lots and park buildings – and developed a transition plan for corrective measures.



**Mullet River Corridor Planning Study | City of Plymouth**  
MSA completed a three-phase planning study to evaluate dam improvements, a multi-use trail network, and infrastructure improvements to the City's downtown.



**Comprehensive Outdoor Recreation Plan (CORP) | Village of Biron**  
MSA developed a five-year CORP to plan improvements for recreational amenities. Our team also created a number of concept plans depicting recommended improvements to existing and planned parks, and assisted the Village with an application for Knowles-Nelson Stewardship grant funding.

## MSA'S PARKS AND RECREATION SOQ

## PLANNING &amp; LANDSCAPE DESIGN

**Downtown Riverwalk Plan | City of West Bend**

MSA worked with the City to design an attractive, cost-effective, low-maintenance, and flood-resistant solution to enhance and reactivate the river corridor area along the Milwaukee River. This project included the area behind the City's historic downtown and in front of the Museum of Wisconsin Art (MoWA).

**Pavilion Park Master Plan | Village of Rothschild**

MSA worked with the Village to enhance the park for residents and tourists, and to encourage investment in the surrounding neighborhood. The final plan pays homage to the site's rich history, while increasing accessible opportunities for recreation and availability of public gathering spaces.

**Park and Recreation Plan | Village of Belleville**

MSA created a new five-year park and recreation plan, and a site plan, for Community Park. Following plan adoption, MSA worked with the Village to design and construct the first phase of park improvements.

**Web GIS Tree Manager | City of Stoughton**

A GIS-based tree management system streamlines and facilitates the creation and maintenance of sustainable urban forests.



## MSA'S PARKS AND RECREATION SOQ

## SHELTERS



**Newport Park | Village of Lake Delton**

MSA provided design and construction services for Newport Park, a six-acre park at the confluence of the Wisconsin River and Dell Creek. The project was a successful cooperative effort between federal, state and local agencies as well as private parties. "Bundling" several state and federal grant programs (totaling \$1.4 million) reduced project costs by 65%.



**Canal Park | City of Duluth**

This public restroom facility (left) is located along the Lake Superior shoreline walking path. The exterior was designed to coordinate with a nearby historic railroad depot. The facility is heated, allowing year-round use.

**Whitewater Lake | Walworth County**  
MSA designed improvements for the existing boat launch and parking lot at Whitewater Lake. The design eliminated safety issues associated with parking along a state road, a large grade differential between the launch and the road, and conflicts with an adjacent private launch and parking area. The design provided vault toilet facilities (right).



**Harris Mill Park | City of Waupun**

The 2.5-acre park includes a pavilion, shelter, fishing pier, fountain, walking paths, and a pedestrian bridge. During the design, MSA recommended a bridge relocation that reduced the span length and eliminated most of the foundation work, resulting in a substantial cost savings to the City.



## MSA'S PARKS AND RECREATION SOQ

## SHELTERS

**Riverside Park | City of Mauston**

The City applied for and received a Knowles-Nelson Stewardship Grant and a Recreational Boating Facilities Grant to revitalize Riverside Park. Improvements include a new band shelter, playground equipment, bike path, boat launch and ADA-accessible fishing dock.

**South Park | City of Waupaca**

The new pavilion at South Park includes an enclosed 800-square-foot space for restrooms and food-serving with coiling doors and built-in serving counters. The 2,800-square-foot, open-air-covered pavilion can seat approximately 175 people with a beautiful view of the lake and a tiered patio below.



## MSA'S PARKS AND RECREATION SOQ

## ATHLETIC FACILITIES

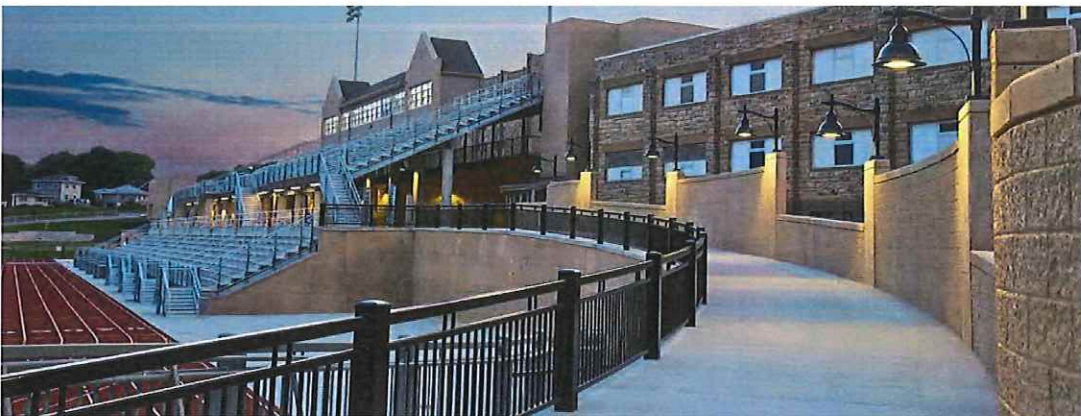
**Demirjian Indoor Golf Facility | City of Urbana**

Situated on the University of Illinois at Urbana-Champaign campus, this premier 14,000-square-foot indoor golf facility contains six driving bays with overhead doors, a putting and chipping area on indoor turf, a circular lounge area, and men's and women's locker facilities.

**Recreation Park | City of Galena**

Improvements to this 8.5-acre community amenity included designing a baseball field, adding pavilions, constructing basketball and volleyball courts, adding a skate park, and expanding parking facilities.

MSA provided topographic surveying for the site. Then, working with the City, our team coordinated drainage, roadway and parking lot design to develop an overall site plan for the park, and provided construction services.

**Dalzell Field | City of Dubuque**

Renovations to Dalzell Field included an extensive system of retaining walls to accommodate the existing hilly terrain, a new two-tiered grandstand, the new plaza level, and various new ramps, staircases and an elevator connecting the existing school facility to the new multi-level football complex.

## MSA'S PARKS AND RECREATION SOQ

## ATHLETIC FACILITIES

**Hard Surface Courts Reconstruction | City of Asbury**

The reconstruction of the City's primary recreational area included an NCAA size basketball court, as well as two pairs of IHAA regulation tennis and volleyball courts. To minimize costs, the existing asphalt surface was milled and used as subbase for the new courts.

**Krueger-Haskell Municipal Golf Course Stormwater Master Plan | City of Beloit**

MSA presented a solution that minimized impacts to the playing areas by installing a series of four small ponds. The new water hazards improve water quality, helping the City comply with its NPDES permit.

**Savoy Recreation Center | Village of Savoy**

MSA worked with the Village of Savoy to expand an existing, 6,000-square-foot church into a 20,000-square-foot recreational facility by providing full A/E services, including schematic design, design development, construction documentation, construction administration and observation.

MSA Professional Services, Inc. | 7



## MSA'S PARKS AND RECREATION SOQ

## MULTI-USE TRAILS



**Spring Brook Trail | City of Antigo**  
This two-mile trail connects the City's downtown, an elementary school, and one of the community's parks. Our team developed a project schedule and design that allowed for winter construction to avoid impacting the wetland the trail spans. The boardwalk is made of treated lumber with recycled polyethylene decking.



**Campus Drive Bicycle and Pedestrian Path | City of Madison**

For decades, bicyclists heading from the west side of Madison to campus or downtown areas had to either use on-street routes or take the longer lakeshore path. MSA designed a 10-foot-wide, paved path that enhances the area's aesthetics and creates a much safer environment for pedestrians and bicyclists utilizing the corridor.



**Rice Creek North Regional Trail | Ramsey County**

This new regional trail is an extension of the existing trailhead facility at County Road I. It extends south through private MNDOT property, loops around Rice Creek Park Reserve, and connects to County Road H. New improvements are ADA compliant and provide increased recreational opportunities for bicyclists and pedestrians alike.



**Pine River Bicycle and Pedestrian Trail | City of Richland Center**

Improvements to this 3.5-mile stretch of the trail included widening, drainage improvements, pavement improvements, rest areas, signage and construction of an arboretum.



## MSA'S PARKS AND RECREATION SOQ

## MULTI-USE TRAILS

**Wilderness Trail System | Town of Land O' Lakes**

The Town of Land O' Lakes created a safe and user-friendly pedestrian and bicycle path to link the western edge of the Township to the eastern downtown area. A second phase included a partnership with the Town of Watersmeet to form the Wilderness Trail System that connects the two communities.

**West Regional Trail Underpass | Ramsey County**

Cyclists enjoy the diverse scenery along the West Regional Trail in Ramsey County. MSA provided wetland delineation, surveying, design, permitting, and construction related services for the underpass project.

**Althaus Park | City of Asbury**

This pedestrian-only trail connects the City's main park to the Althaus Park Nature Preserve via a 1,700-foot-long crushed stone path.

**Bicycle Roundabout and Trails | City of Fitchburg**

The City of Fitchburg wanted to allow for infill and growth in the Arrowhead Industrial Park, a diverse employment district. As part of the first phase of the redevelopment plan, MSA worked with the City to improve the quality and flexibility of multi-modal transportation infrastructure and systems in the area. MSA designed the bicycle roundabout, the first of its kind in the region (left), and a portion of the adjacent Cannonball Trail in the City of Fitchburg. In addition, the Military Ridge Path provides easy access for recreational activities in the district (right).



## MSA'S PARKS AND RECREATION SOQ

## INDOOR AQUATICS



**Christmas Mountain Village Resort - Check-In/Pool Building | City of Wisconsin Dells**

This 15,000-square-foot, cottage-themed facility incorporates stone and log accents and features a 2,000-square-foot pool area with a water slide and water activities.



**Baraboo High School | City of Baraboo**

The high school's 25-yard, eight-lane indoor pool facility includes enough seating for 270 spectators. The facility also boasts locker rooms and office area. Two mechanical rooms separate the pool equipment from the ventilation and heating system. The pool varies in depth from 3.5 feet to 12 feet with a one-meter diving board and an easy-access ramp.



## MSA'S PARKS AND RECREATION SOQ

## OUTDOOR AQUATICS

**Lodi Municipal Pool | City of Lodi**

This facility features a 1,776-square-foot bathhouse/admission building and 600-square-foot equipment building. The pool has a 389-person patron load, and the design features a zero-depth area with geysers, jetted bench and basketball hoops.

**Sholem Outdoor Aquatic Facility | City of Champaign**

The updated facility is equipped with a body slide, raft/tube slide, lazy river, 25-meter lap pool, zero-depth main entry pool, zero-depth entry kiddie pool, picnic and concession areas, bath house, additional parking, and filter building.

**Goodman Pool | City of Madison**

Designed for 1,000 users, Goodman Pool is a zero-depth swimming pool with water slides, spray park features, and a lap pool. In addition to parking lot improvements, integrated bike/pedestrian paths were designed to encourage non-motorized trips to the facility.

**Sunset Pool | City of Elkhorn**

This facility includes a 7,400-square-foot pool with six lap lanes, two diving boards, drop slide, kiddie slide, and other aquatic amenities. In addition, a 5,000-square-foot masonry bath house accommodates pool equipment, restrooms, showers, staff areas, and a concession stand with covered seating area that can serve both the pool and adjacent Sunset Park.

## MSA'S PARKS AND RECREATION SOQ

## WATERFRONT



**Newport Park Boat Launch | Village of Lake Delton**  
This ADA-accessible boat launch, boarding dock, and fishing pier can all accommodate extreme fluctuations in water levels on the Wisconsin River.



**Boyce Drive Boat Landing | City of Rhinelander**  
Improvements to the Boyce Drive Boat Landing include a new boat ramp, new ADA-accessible dock, new ADA-compliant restroom facility, and parking.



**Deacon Mills Park Wharf | City of Green Lake**  
MSA provided design services for the seawall replacement, new wharf construction, pedestrian boardwalk, adjacent brick paver walkway, and landscape improvements.





## MSA'S PARKS AND RECREATION SOQ

## WATERFRONT

**Townline Boat Landing | Town of Three Lakes**

This boat landing features an ADA-accessible, seven-foot-long, cast-in-place sidewalk and shore interface. An ADA-compliant, van-accessible parking stall was designed with compliant grades down to the boat landing and pier. The States Organization for Boating Access (SOBA) recognized this project with an Outstanding Project Award (Marinas & Harbors Category-Small Projects).

**Haskins Park | Village of West Baraboo**

This ADA-accessible canoe and kayak launch features a non-motorized boat launch and adjacent ADA-compliant floating pier.

**Riverside Park Fishing Pier | City of Mauston**

MSA designed an ADA-accessible floating fishing pier in Riverside Park, which is situated along the Lemonweir River.

**Petenwell Park | Adams County**

MSA designed the ADA-accessible harbor refuge in Petenwell Lake as well as numerous improvements to the surrounding area.



## MSA'S PARKS AND RECREATION SOQ

## CAMPGROUNDS



**Wild Rivers Trail RV Park | Village of Minong**

MSA completed the grant application and the design for the RV campground. The project included a prefabricated restroom building, pavilion and tent sites.



**Drummond Lake Campground | Town of Drummond**  
MSA worked with the Town of Drummond to develop an ATV campground facility. MSA's design included the sanitary sewer, water main, stormwater, plus the electrical and grading plan. The project also includes a prefabricated restroom building.



**Bunker Hills Campground | City of Andover**

The Bunker Hills Campground needed more sites to keep pace with its growing popularity and to address the needs of modern campers. One of the project's main challenges was to protect the landscape while offering campers convenient access to electricity, water, and bathroom facilities. The final product tucked 25 new campsites in among the trees and natural topography, while protecting surrounding wetlands and accommodating the existing bike paths and Frisbee golf course.





## MSA'S PARKS AND RECREATION SOQ

## SPECIALTY FEATURES/FACILITIES

## WHITEWATER PARKS

**Elkader Whitewater Park | City of Elkader**

Public and private entities participated in the planning effort and have transformed downtown Elkader into a growing recreational center. The community now has a whitewater feature that is gaining national recognition and an 11-acre Founders' Park with a soccer field, playground, trails, a performance shelter and gardens.

## SKATE PARKS

**Irwin A. and Robert D. Goodman Skate Park | City of Madison**

The skate park is one of the focal points of this new, urban park and is a recreational hotspot on the City's near east side.

**Lake Delton Skate Park | Village of Lake Delton**

The 6,000-square-foot facility consists of an in-ground bowl to accommodate free-flow staking, street course features, transition areas and other features to appeal to skaters of varying skill levels.

## DECORATIVE STREETSCAPING &amp; LIGHTING

**Center Street Reconstruction | City of Elgin**

Center Street, the heart of the community's business district, was restored with new concrete pavement, permeable paver parking lanes, new sidewalk, established bike trails and decorative LED lighting.

**State Street Library Mall | City of Madison**

Working closely with neighbors and businesses, MSA collaborated with the City of Madison to reconstruct State Street. This iconic element of the City accommodates bike, pedestrian, and bus traffic, and provides practical gathering spots. The American Public Works Association - Wisconsin Chapter presented a Project of the Year Award to the City, MSA, and Speedway Sand & Gravel for this project.



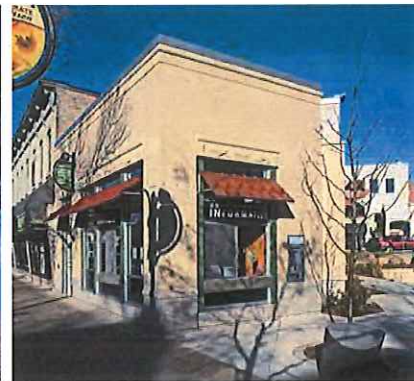
## MSA'S PARKS AND RECREATION SOQ

## SPECIALTY FEATURES/FACILITIES

## COMMUNITY PLAZAS

**Downtown Plaza and Fountain | Village of Lake Delton**

The Village established and beautified the main intersection of its downtown area to create a sense of place. The northwest corner was constructed as part of the USH 12 reconstruction and included a plaza area with an identifiable sign for the Village. This corner was funded by a TAP grant. The Village developed the southeast corner by removing its deteriorated fire station and replacing it with a much-needed public parking lot, water fountain, and seating area. Both plazas are heavily landscaped and illuminated at night with LED rope lighting.

**Lisa Link Peace Park | City of Madison**

As part of a unique urban park redevelopment project on State Street in Madison, MSA designed the Visitor Center Building to be compact with good sight lines. The 1,000-square-foot building contains public restrooms, an Ambassadors Area (for visitor information) and a police office. The approval process for this highly visible site included multiple local consensus-building and approval meetings.



**Main Street Reconstruction | City of Oshkosh**  
Updates to Main Street revitalized the City's historic commercial district in fulfillment of its downtown revitalization plan.





## City of De Pere, Wisconsin

**Request For Common Council Action**

---

**MEETING DATE:** April 5, 2017

**DEPARTMENT:** Parks, Recreation & Forestry

**FROM:** Marty Kosobucki

**SUBJECT:** Resolution #17-25, Accepting Property Donation from the Estate of Thomas Kiley

---

Our City Attorney has received a proposal to donate a piece of property that is along the East River. The property is unique in that the City owns all the property around the parcel. Staff recommends accepting the generous donation.

**ATTACHMENTS:**

- Reso17-25 (DOCX)
- 20170214103317900 (PDF)
- East River Trail Donation (PDF)

## RESOLUTION #17-25

ACCEPTING PROPERTY DONATION FROM  
THE ESTATE OF THOMAS KILEY

WHEREAS, the family of Thomas Kiley wishes to gift to the City, property at Lebrun Street, Tax Parcel No. ED-1128-52, located along the East River and surrounded by property owned by the City; and

WHEREAS, City's acquisition of this property would allow said parcel to become part of the East River Trail; and

WHEREAS, the Board of Park Commissioners has reviewed such donation and with gratitude, recommends acceptance thereof.

## NOW, THEREFORE, BE IT HEREBY RESOLVED:

That the Common Council of the City of De Pere gratefully accepts the gift of Parcel No. ED-1128-52 from the family of Thomas Kiley and thanks them for their generosity.

## BE IT FURTHER RESOLVED THAT:

All City officials, officers, employees, and agents are further authorized and directed to take such steps as are lawful and necessary in furtherance thereof.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 5<sup>th</sup> day of April, 2017.

APPROVED:

\_\_\_\_\_  
Michael J. Walsh, Mayor

ATTEST:

\_\_\_\_\_  
Carey E. Danen, Deputy City Clerk

Ayes:\_\_\_\_\_

Nays:\_\_\_\_\_

Attachment: Reso17-25 (5656 : Resolution #17-25, Accepting Property Donation from the Estate of Thomas Kiley)



ROELS  
KEIDATZ  
&  
FRONSEE  
DANEN, LLP  
ATTORNEYS AT LAW

515 George Street  
P.O. Box 5065  
De Pere, WI 54115-5065  
Telephone: (920) 336-4242  
Fax: (920) 336-5473  
www.deperelaw.com

February 8, 2017

MS. JUDITH SCHMIDT-LEHMAN  
City of De Pere  
335 S. Broadway  
De Pere, WI 54115

**RE: Thomas Kiley, deceased**

Dear Ms. Schmidt-Lehman:

Please be advised we are the attorneys assisting Nancy Malewiski in the matters relating to the death of her father, Thomas Kiley. Mr. Kiley owns a small land-locked piece of property (Tax Parcel No. ED-1128-52) surrounded by property owned by the City of De Pere.

In lieu of letting this piece of property go into foreclosure for failure to pay real estate taxes, Nancy is wondering if the City would be willing to have the property gifted to it. If so, we will prepare the Quit Claim Deed and send it to you for recording.

I will await your response. Thank you.

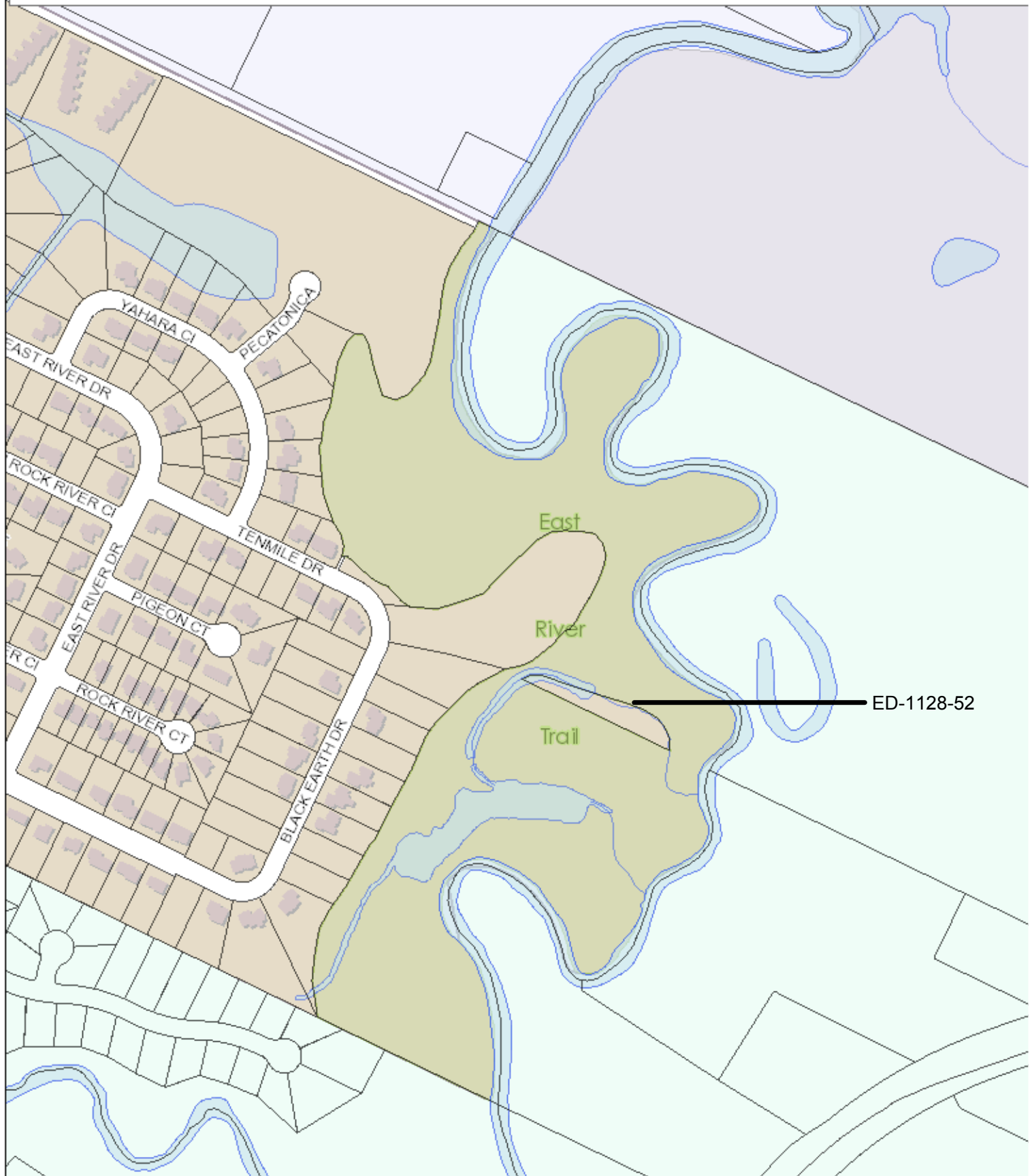
Yours truly,

  
Julie Fink Fronsee

/de  
enclo



&lt;Title&gt;



ED-1128-52



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.

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



02/18/2017

Packet Pg. 191

## City of De Pere, Wisconsin

**Request For Common Council Action**

---

**MEETING DATE:** April 5, 2017

**DEPARTMENT:** Parks, Recreation & Forestry

**FROM:** Marty Kosobucki

**SUBJECT:** Resolution #17-26, Authorizing Community Center Rental Fee for Facility Closing Time Extension

---

At the last Board of Park Commissioners meeting, the Community Center hours of operation were extended until 1:00 am upon approval of the Parks, Recreation & Forestry Director or his designee. If the ordinance was changed, staff had also requested approval to charge an additional fee of \$15 for the extra hour from 12:00 am (midnight) until 1:00 am. Since this latter portion was not acted upon, staff is requesting approval for the additional fee. The proposed fee from 10:30 pm - 1:00 am would be \$50. Currently, we charge an additional fee of \$35 from 10:30 pm - midnight.

Thank you for your time and consideration.

**ATTACHMENTS:**

- Reso17-26 (DOCX)
- 2017 Fees - Parks Department - CC Update- JSL (XLSX)
- Ord17-05 (PDF)



## RESOLUTION #17-26

AUTHORIZING COMMUNITY CENTER RENTAL FEE FOR  
FACILITY CLOSING TIME EXTENSION

WHEREAS, pursuant to §30-2, De Pere Municipal Code, the hours of operation for the Community Center can be extended to 1:00 a.m. upon approval of the Parks, Recreation & Forestry Director, or designee; and

WHEREAS, the Board of Park Commissioners recommends that a \$15.00 fee accompany such requests to extend the Community Center hours in order to defray the costs associated with administering such request:

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Common Council hereby imposes a fee of \$15.00 for all requests to extend the hours of the Community Center from midnight to 1:00 a.m., and the 2017 fee schedule is hereby amended to reflect this new fee.

BE IT FURTHER RESOLVED THAT:

Such fee shall be effective as of 12:01 a.m. April 6, 2017.

BE IT FURTHER RESOLVED THAT:

All City officers, officials, and employees are authorized and directed to take such steps as are lawful and necessary in furtherance thereof.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 5<sup>th</sup> day of April, 2017.

APPROVED:

\_\_\_\_\_  
Michael J. Walsh, Mayor

ATTEST:

\_\_\_\_\_  
Carey Danen, Deputy City Clerk

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

**De Pere Park, Recreation and Forestry  
De Pere Community Center**

**Room Reservations**

|                                                                  | <b>Resident</b> | <b>Non-Resident</b> | <b>Resident &amp; Non-Resident</b> |
|------------------------------------------------------------------|-----------------|---------------------|------------------------------------|
| Large Activity Rooms with Kitchens/Four Hour Rental              | \$150.00        | \$180.00            |                                    |
| Large Activity Rooms with Kitchens Full Day Rental               | \$230.00        | \$280.00            |                                    |
| Meeting Rooms/Four Hour Rental                                   | \$70.00         | \$95.00             |                                    |
| Meeting Rooms/Full Day Rental                                    | \$100.00        | \$125.00            |                                    |
| Meeting Rooms/Additional Hours (up to midnight)                  |                 |                     | \$20.00/hr                         |
| Large Activity Rooms/Additional Hours (up to midnight)           |                 |                     | \$35.00/hr                         |
| Facility Closing Time Extension (midnight to 1:00 AM)            |                 |                     | <b>\$15.00</b>                     |
| Set up/Clean up Fee Per Hour                                     |                 |                     | \$60.00                            |
| Call In Fee Per Time                                             |                 |                     | \$40.00                            |
| Reservation Cancellation Fee Per Time                            |                 |                     | \$30.00                            |
| Security Deposit                                                 |                 |                     | Match Rental Fee                   |
| Security Deposit for Non-Profit or Youth Organizations Flat Rate |                 |                     | N/A                                |
| Birthday Parties (\$100 minimum)                                 |                 |                     | \$15.00/child                      |

**Storage Bins/Cabinets/Audio-Visual Equipment**

|                                            | <b>Resident</b> | <b>Non-Resident</b> | <b>Resident &amp; Non-Resident</b> |
|--------------------------------------------|-----------------|---------------------|------------------------------------|
| Storage Bins 6 month minimum               |                 |                     | \$74.00                            |
| Storage Bins Per Year                      |                 |                     | \$148.00                           |
| Bins Per Month                             |                 |                     | \$11.00                            |
| TV, VCR, DVD Player (Per Unit)             |                 |                     | \$14.00                            |
| 35mm Slide Projector (Per Unit)            |                 |                     | \$14.00                            |
| Overhead Projector (Per Unit)              |                 |                     | \$14.00                            |
| Cordless Microphone (Per Unit)             |                 |                     | \$14.00                            |
| Conference Phone (Per Unit)                |                 |                     | \$14.00                            |
| LCD Projector/digital Presenter (Per Unit) |                 |                     | \$32.00                            |

**Contracted Rental Agreements**

|                                |          | <b>Budget for 2018</b> already notified<br>ADRC for 2017 |          |
|--------------------------------|----------|----------------------------------------------------------|----------|
| Brown County Per Month         | \$236.00 |                                                          | \$248.00 |
| NWTC/Class/Rental for Rooms    | N/A      |                                                          |          |
| NWTC/Class/Rental for Kitchens | N/A      |                                                          |          |

## ORDINANCE #17-05

AMENDING SECTION 30-2 DE PERE MUNICIPAL CODE  
REGARDING PARK REGULATIONS

Section 1: Sec. 30-2(l) *Park closed; entry prohibited.*, is hereby amended by deleting “midnight and on New Year’s Eve to” from paragraph (2)d.;

Section 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 3. This ordinance shall take effect upon its passage and publication.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 7<sup>th</sup> day of March, 2017.

APPROVED:

\_\_\_\_\_  
Michael J. Walsh, Mayor

ATTEST:

\_\_\_\_\_  
Carey Danen, Deputy Clerk

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Board/Committee Approval: 02/16/17

Publication Date: \_\_\_\_\_

Effective Date: \_\_\_\_\_



## City of De Pere, Wisconsin

**Request For Common Council Action**

---

**MEETING DATE:** April 5, 2017

**DEPARTMENT:** City Attorney

**FROM:** Judith Schmidt-Lehman

**SUBJECT:** Resolution #17-27, Regarding Expenditure of Excess Stadium Tax Revenue

---

**ATTACHMENTS:**

- Reso17-27 (DOCX)
- Stadium Tax Refund Resolution - Exhbiit A (PDF)

RESOLUTION #17-27  
REGARDING EXPENDITURE OF EXCESS  
STADIUM TAX REVENUE

WHEREAS, pursuant to 2015 Wisconsin Act 114 (the Act), the State of Wisconsin authorized the return of excess stadium tax revenue collected between April 1, 2015 and September 30, 2015 to Brown County and municipalities located within Brown County; and

WHEREAS, under the Act, municipalities receiving such revenue are required to:

1. Deposit the revenue into a segregated account to use only for the purpose of providing property tax relief, tax levy supported debt relief, or economic development; and
2. Adopt a resolution specifying the purpose(s) for which the revenue will be spent and the amount of the revenue(s) to be spent for that purpose; and

WHEREAS, the State forwarded to the City its share of the revenue in the amount of \$1,287,473.72, which has earned \$12,874.74 in interest since its receipt, for a total current revenue amount of \$1,300,348.46; and

WHEREAS, on February 28, 2017, the Council, meeting in special session, evaluated various project proposals (more particularly described in Exhibit A, attached and incorporated by reference) for use of said revenues and determined to fund such projects as more fully set forth below.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Council hereby approves the following projects in the amounts and for the purposes set forth below:

| <b>Project Title</b>                | <b>2015 Wis. Act Purpose</b>                 | <b>Expenditure Not to Exceed</b> |
|-------------------------------------|----------------------------------------------|----------------------------------|
| Re-write of City Zoning Code        | Property Tax Relief                          | \$ 45,000                        |
| Establish City vision/brand         | Economic Development                         | \$ 100,000                       |
| De Pere public art initiative       | Economic Development                         | 100,000                          |
| De Pere streetscape project         | Economic Development                         | \$ 150,000                       |
| Aquatic center design               | Property Tax Relief/<br>Economic Development | \$ 200,000                       |
| Southwest Park playground equipment | Property Tax Relief/<br>Economic Development | \$ 80,000                        |
| Splashpad                           | Economic Development                         | \$ 300,000                       |
| Voyageur Park amphitheater/stage    | Economic Development                         | \$ 125,000                       |
| Voyageur Park playground equipment  | Property Tax Relief/<br>Economic Development | \$ 200,000                       |
|                                     |                                              | \$1,300,000                      |

**BE IT FURTHER RESOLVED THAT:**

All revenue not used through the above expenditure and all interest earned on the revenue shall be applied to future City debt payments as determined by the City Administrator and Finance Director.

**BE IT FURTHER RESOLVED THAT:**

Insofar as the Public Art and Streetscape Projects involve collaboration between City staff and Downtown De Pere, Inc. (d/b/a Definitely De Pere), the process for disbursement of such funds for said projects shall be as determined by the Finance/Personnel Committee.

**BE IT FURTHER RESOLVED THAT:**

The disbursement of funds processes for the remaining projects listed above shall be as set forth in the City's Purchasing Policy.



BE IT FURTHER RESOLVED THAT:

All City officials, officers, employees, and agents are authorized and directed to take such steps as are lawful and necessary in furtherance thereof.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 5<sup>th</sup> day of April, 2017.

APPROVED:

\_\_\_\_\_  
Michael J. Walsh, Mayor

ATTEST:

\_\_\_\_\_  
Carey Danen, Deputy Clerk

Ayes:\_\_\_\_\_

Nays:\_\_\_\_\_

**City of De Pere Stadium Tax Rebate Project Recommendations**  
**February 7, 2017**

**PROPOSED BY:** City Attorney

**DATE PROPOSED:** January 16, 2017

**PROPOSED PROJECT TITLE:**

Re-write of City zoning code.

**PROJECTED COST:** \$45,000 - (Total cost is \$120,000 of which \$75,000 was already approved in 2017 Budget)

**PROJECT DESCRIPTION:**

This proposal would entail a request for proposals and hiring of a consultant to over haul and modernize the city's zoning code. The zoning code is woefully out of date and has not kept up with changes in planning and zoning principals. Staff struggle to interpret and implement the current version of the code. Funding this complete re-write in 2017 would enable the code to be adopted sooner, which would be welcomed by potential developers who are accustomed to more modern codes.

**CITY COUNCIL COMMENTS:**

City of De Pere Stadium Tax Rebate Project Recommendations  
February 7, 2017

**PROPOSED BY:** Definitely De Pere

**DATE PROPOSED:** January 27, 2017

**PROPOSED PROJECT TITLE:**

Establish City Vision / Brand

**PROJECTED COST:** \$50,000 - \$100,000

**PROJECT DESCRIPTION:**

See attached letter.

**CITY COUNCIL COMMENTS:**





January 27, 2017

Dear City of De Pere,

We write to you today in favor of allocating resources to help define the vision for and brand of De Pere so to enhance economic development and further foster our quality of life.

As business owners and those charged with enhancing the economic vitality of De Pere, we have a vested interest in seeing our city flourish. Through our work through Definitely De Pere as well as our independent efforts, we have spent significant time promoting our beautiful city and all that it offers. However, we recognize that we do not have a unified and defined way to describe or showcase the essence of what De Pere is - or perhaps even more importantly - what we seek for the future of De Pere.

Perhaps the best way for us to share with you why we believe investing in a strategic visioning and branding initiative is a wise use of stadium tax district dollars is best said by Bill Baker, a leading expert and author on the subject of city branding. In the forward of Keith Dinnie's book, *City Branding Theory and Cases*, Baker writes:

"Community leaders are increasingly recognizing that there is a direct link between their city's image or reputation and its attractiveness as a place to visit, live, invest and study. An even greater realization for some is that inaction is not a viable option if they genuinely want to improve local prosperity, build social capital and foster economic growth...To succeed, city leaders are now thinking beyond their traditional approaches to embrace branding techniques that were once the domain of commercial products and services.

The thoughts and associations that come to mind when a city's name is heard or read are likely to have huge financial, political, and social value. Too few city leaders think about the number of jobs, businesses, and other organizations that have a stake in their city's image and reputation. Unfortunately, it is a value that often goes largely unrecognized, unappreciated and unmanaged. It rarely gets measured and never appears on a balance sheet or the job evaluation of a Mayor, city manager or elected official. The level of esteem that a city's name evokes has a direct impact on the health of its tourism, economic development, prestige and respect. With so much riding on its image, it makes sense to have a plan to cultivate, manage and protect this most valuable of city assets."

We ask that you join those city leaders in our nation who chose to not leave their city's reputation to chance. We urge you to vote yes to allocating \$50,000 - \$100,000 for a city-wide strategic visioning and branding initiative. We recommend hiring an organization to lead us through a collaborative process that will result in defining top priorities for the city and our brand - complete with key messaging, a logo, tag line, and a marketing communications plan with recommendations for consistently sharing and incorporating the brand throughout our web sites, social media, and advertising. This initiative should also include training for businesses and organizations to learn how to co-brand with De Pere's brand to further the collective impact and outcome.

We welcome further discussion around this issue so to underscore our desire to see a visioning and branding initiative take place to help us define and then tell the beautiful story of De Pere so to enhance tourism, economic development, and our quality of life.

Sincerely,

Tina Quigley, Executive Director, Definitely De Pere  
Tom Gavic, Chair, Economic Enhancement Committee, Definitely De Pere; Owner, Credo  
Bridget Krage O'Connor, Owner, O'Connor Connective

City of De Pere Stadium Tax Rebate Project Recommendations  
February 7, 2017

**PROPOSED BY:** Definitely De Pere

**DATE PROPOSED:** January 27, 2017

**PROPOSED PROJECT TITLE:**

De Pere Public Art Initiative

**PROJECTED COST:** \$50,000 - \$100,000

**PROJECT DESCRIPTION:**

See attached letter.

**CITY COUNCIL COMMENTS:**



## Downtown De Pere Public Art Initiative

Proposal from Definitely De Pere for Excess Stadium Tax Funds  
in support of City of De Pere Economic Development

### Overview

Definitely De Pere is a 501(c)(3) non-profit nationally accredited Main Street Program and a Business Improvement District (BID). The purpose of the organization is to improve quality of life through assisting in the revitalization of the downtown. Definitely De Pere does this through activation, economic development, events, and beautification.

Definitely De Pere recently formed a Public Art Committee to establish a public art program for downtown De Pere that supports public art concepts found in the De Pere Downtown Master Plan.

### Opportunity

The downtown is already home to a growing music, theatre and art scene. With the addition of the proposed Mulva Center, downtown has the opportunity to become a cultural center for the region.

The value of public art is well documented; public art adds meaning and uniqueness to a city. Incorporating art in public places strengthens private development efforts by attracting more investment. It has economic benefits such as increased ability to recruit a high quality workforce. Public art enhances the natural environment, activates parks, fills empty spaces, and enhances neglected areas into lively places. Public art changes the way people experience downtown by creating more vibrant public spaces for gathering. Public art projects and experiences have the potential to attract additional tourists and residents to downtown, engage them for longer periods of time, and keep them coming back.

Examples of projects might include an interactive installation along the waterfront, a water feature in the heart of downtown, murals, streetscape markers, roundabout thematic plantings, display or sculpture installation, artistic planters, lighting displays, functional art to sit on or to play on, sculptures on the bridge piers, and three-dimensional works along the Fox River Trail.

### Organizational Capacity

Definitely De Pere's Executive Director has 20 years of experience in commissioning and executing public art projects for the City of Green Bay including sculptures and murals placed throughout the downtown, Broadway and Main Street districts. Definitely De Pere will manage all components of the project to ensure smooth collaboration between the City of De Pere, public art committee, artists, funders and all other collaborators that will assist with site selection, artwork approval, and installation activities.

### Budget Plan

We are requesting Excess Stadium Tax funds to provide the seed money to develop this program and install initial public art projects downtown.

\$50,000 would enable us to install one (1) sculpture and one (1) mural on the Main Street corridor and one (1) sculpture and one (1) mural on the Broadway corridor.

\$100,000 would enable us to establish an urban sculpture garden on the City's west side and an urban sculpture garden on the east side. Both sculpture gardens would include a combination of permanent and temporary art installations.

We will raise additional funds through corporate sponsorships, grants, private contributions, business support, and in-kind services. Expenses will include materials, fabrication, labor, installation, and maintenance.

**City of De Pere Stadium Tax Rebate Project Recommendations**  
**February 7, 2017**

**PROPOSED BY:** Definitely De Pere

**DATE PROPOSED:** January 27, 2017

**PROPOSED PROJECT TITLE:**

De Pere Streetscape Project

**PROJECTED COST:** \$75,000 - \$150,000

**PROJECT DESCRIPTION:**

See attached letter.

**CITY COUNCIL COMMENTS:**



**Downtown De Pere Streetscape Project  
Proposal from Definitely De Pere  
for Excess Stadium Tax Funds**

**Organization Overview**

Definitely De Pere is a 501(c)(3) non-profit nationally accredited Main Street Program and a Business Improvement District (BID). The purpose of the organization is to improve quality of life through assisting in the revitalization of the downtown. Definitely De Pere does this through activation, economic development, events, and beautification.

**Opportunity**

Definitely De Pere recognizes the relationship between an attractive, well maintained streetscape and a competitive business environment. Quality sidewalks and public spaces, bright pedestrian lighting, and an abundance of trees, seasonal flowers and green space all enable and encourage people to take advantage of what downtown has to offer. People need to have reason to be and stay in a place and pedestrian amenities have been shown to engage people for longer periods of time, and keep them coming back.

Definitely De Pere envisions a bustling downtown environment that includes benches and seating areas, large planters with evergreen trees, lush plantings, border areas and buffers, decorative signage, ornamental lighting, café tables, and pavement design. We know that the appearance of a downtown's streetscape is an important part of creating an inviting, interesting shopping environment and helps retain and attract business.

**Project Details**

The goal of this project is to enhance aesthetics, calm traffic, increase foot-traffic, improve pedestrian comfort, and stimulate economic development. Specifically, Definitely De Pere is requesting Excess Stadium Tax Funds to purchase seating and planter boxes that create a more quiet and comfortable pedestrian environment.

Adding seating and plantings to the downtown streetscape is an easy and affordable streetscape improvement. Seating can be informal and incorporated into other elements. Where space allows benches can be built into planters and organized to create social spaces.

**Budget Plan**

We estimate the cost of an individual bench to be \$1,000 - \$3,000; a bench with integrated planters to be \$2,500 - \$5,000; and planters with trees or shrubs to be \$500 - \$2,000 each.

\$150,000 in Excess Stadium Tax Funds would provide funding for 5 furnishings per block (when space allows) on the Broadway, George, Wisconsin, Main and Reed Street corridors.

\$75,000 in Excess Stadium Tax Funds would provide funding for 3 furnishings per block of the Broadway, George, Wisconsin, Main and Reed Street corridors.

**City of De Pere Stadium Tax Rebate Project Recommendations**  
**February 7, 2017**

**PROPOSED BY:** Parks, Recreation and Forestry Department

**DATE PROPOSED:** October 17, 2016

**PROPOSED PROJECT TITLE:**

Pool Design

**PROJECTED COST:** \$200,000

**PROJECT DESCRIPTION:**

Design and engineering of either a new aquatic center at a location, or redesign of the current pools. The city has currently decided to go with one Aquatic Center. Once a location is determined, the City will move forward with plans to design and develop cost estimates.

**CITY COUNCIL COMMENTS:**

**City of De Pere Stadium Tax Rebate Project Recommendations**  
**February 7, 2017**

**PROPOSED BY:** Parks, Recreation and Forestry Department

**DATE PROPOSED:** October 17, 2016

**PROPOSED PROJECT TITLE:**

Southwest Park playground equipment

**PROJECTED COST:** \$80,000

**PROJECT DESCRIPTION:**

Adds on to current playground, adds poured in place surfacing.

**CITY COUNCIL COMMENTS:**



**City of De Pere Stadium Tax Rebate Project Recommendations**  
**February 7, 2017**

**PROPOSED BY:** Parks, Recreation and Forestry Department

**DATE PROPOSED:** October 17, 2016

**PROPOSED PROJECT TITLE:**

Splashpad

**PROJECTED COST:** \$300,000

**PROJECT DESCRIPTION:**

A splash pad is a zero depth water play facility that has become attractions for many cities. Location unknown but may be determined through aquatic facility location process.

**CITY COUNCIL COMMENTS:**

**City of De Pere Stadium Tax Rebate Project Recommendations**  
**February 7, 2017**

**PROPOSED BY:** Parks, Recreation and Forestry Department

**DATE PROPOSED:** October 17, 2016

**PROPOSED PROJECT TITLE:**

Voyageur Park amphitheater / stage

**PROJECTED COST:** \$125,000

**PROJECT DESCRIPTION:**

To be used for City Band and summer concert series. Would also enhance riverfront and special events.

**CITY COUNCIL COMMENTS:**

**City of De Pere Stadium Tax Rebate Project Recommendations**  
**February 7, 2017**

**PROPOSED BY:** Parks, Recreation and Forestry Department

**DATE PROPOSED:** October 17, 2016

**PROPOSED PROJECT TITLE:**

Voyager Park playground equipment

**PROJECTED COST:** \$200,000

**PROJECT DESCRIPTION:**

Creates a larger playground which have been known to be "destinations" for young children/families. Similar to Sand Acres Park in Ashwaubenon. Current playground is over 20 years old and will need replacement soon.

**CITY COUNCIL COMMENTS:**



## City of De Pere, Wisconsin

**Request For Common Council Action**

---

**MEETING DATE:** April 5, 2017

**DEPARTMENT:** Police

**FROM:** Derek Beiderwieden

**SUBJECT:** Drug Task Force Assignment Update

---

The De Pere Police Department has a member on the Brown County Drug Task Force. I would like to update the Council on the position. Due to the undercover nature of the position and sensitivity of the information being shared, I am requesting this discussion be in closed session.

Please contact me if you have any questions.

**City of De Pere, Wisconsin****Request For Common Council Action**

---

**MEETING DATE:** April 5, 2017  
**DEPARTMENT:** City Clerk-Treasurer  
**FROM:** Carey Danen  
**SUBJECT:** Voucher Approval.

---

**ATTACHMENTS:**

- 4-5-17 VOUCHERS (PDF)

3/30/2017 2:11 PM

A / P CHECK REGISTER

PAGE: 1

PACKET: 05489 APR 2017 COUNCIL - 1 4-5-17

VENDOR SET: 01

BANK : AP ASSOCIATED

| VENDOR | NAME / I.D.                   | DESC                          | CHECK | CHECK     | DISCOUNT | AMOUNT     | CHECK  | CHECK    |
|--------|-------------------------------|-------------------------------|-------|-----------|----------|------------|--------|----------|
|        |                               |                               | TYPE  | DATE      |          |            | NO#    | AMOUNT   |
| 7551   | AD GREENROOF LLC              |                               |       |           |          |            |        |          |
|        | I-1121                        | AD GREENROOF LLC              | R     | 3/31/2017 |          | 1,590.00CR | 081578 | 1,590.00 |
| 7552   | ADVANCED ASBESTOS REMOVAL INC |                               |       |           |          |            |        |          |
|        | I-17062                       | ADVANCED ASBESTOS REMOVAL INC | R     | 3/31/2017 |          | 1,690.00CR | 081579 | 1,690.00 |
| 2091   | AHLBORN EQUIPMENT INC         |                               |       |           |          |            |        |          |
|        | I-191371                      | AHLBORN EQUIPMENT INC         | R     | 3/31/2017 |          | 457.29CR   | 081580 | 457.29   |
| 0302   | AIRGAS USA LLC                |                               |       |           |          |            |        |          |
|        | I-9061244749                  | AIRGAS USA LLC                | R     | 3/31/2017 |          | 245.54CR   | 081581 |          |
|        | I-9061372598                  | AIRGAS USA LLC                | R     | 3/31/2017 |          | 129.00CR   | 081581 |          |
|        | I-9061372599                  | AIRGAS USA LLC                | R     | 3/31/2017 |          | 52.02CR    | 081581 |          |
|        | I-9942717660                  | AIRGAS USA LLC                | R     | 3/31/2017 |          | 301.56CR   | 081581 |          |
|        | I-9942717661                  | AIRGAS USA LLC                | R     | 3/31/2017 |          | 293.24CR   | 081581 |          |
|        | I-9942717662                  | AIRGAS USA LLC                | R     | 3/31/2017 |          | 42.46CR    | 081581 | 1,063.82 |
| 2878   | ARING EQUIPMENT CO INC        |                               |       |           |          |            |        |          |
|        | I-726175                      | ARING EQUIPMENT CO INC        | R     | 3/31/2017 |          | 36.99CR    | 081582 |          |
|        | I-727366                      | ARING EQUIPMENT CO INC        | R     | 3/31/2017 |          | 49.76CR    | 081582 |          |
|        | I-727420                      | ARING EQUIPMENT CO INC        | R     | 3/31/2017 |          | 103.11CR   | 081582 |          |
|        | I-727707                      | ARING EQUIPMENT CO INC        | R     | 3/31/2017 |          | 225.96CR   | 081582 | 415.82   |
| 2997   | ATLAS OUTFITTERS ATR          |                               |       |           |          |            |        |          |
|        | I-12858                       | ATLAS OUTFITTERS ATR          | R     | 3/31/2017 |          | 122.25CR   | 081583 | 122.25   |
| 0020   | BADGERLAND PRINTING INC       |                               |       |           |          |            |        |          |
|        | I-29226                       | BADGERLAND PRINTING INC       | R     | 3/31/2017 |          | 204.00CR   | 081584 |          |
|        | I-29267                       | BADGERLAND PRINTING INC       | R     | 3/31/2017 |          | 24.00CR    | 081584 |          |
|        | I-29287                       | BADGERLAND PRINTING INC       | R     | 3/31/2017 |          | 88.00CR    | 081584 | 316.00   |
| 0023   | BATTERIES PLUS LLC            |                               |       |           |          |            |        |          |
|        | I-501514079                   | BATTERIES PLUS LLC            | R     | 3/31/2017 |          | 99.50CR    | 081585 |          |
|        | I-501514114                   | BATTERIES PLUS LLC            | R     | 3/31/2017 |          | 126.95CR   | 081585 |          |
|        | I-501514328                   | BATTERIES PLUS LLC            | R     | 3/31/2017 |          | 129.95CR   | 081585 | 356.40   |
| 0027   | BAY TOWEL INC                 |                               |       |           |          |            |        |          |
|        | I-2351561                     | BAY TOWEL INC                 | R     | 3/31/2017 |          | 45.15CR    | 081586 |          |
|        | I-2351562                     | BAY TOWEL INC                 | R     | 3/31/2017 |          | 90.79CR    | 081586 |          |
|        | I-2354678                     | BAY TOWEL INC                 | R     | 3/31/2017 |          | 177.02CR   | 081586 |          |
|        | I-2354695                     | BAY TOWEL INC                 | R     | 3/31/2017 |          | 72.06CR    | 081586 |          |
|        | I-2356457                     | BAY TOWEL INC                 | R     | 3/31/2017 |          | 40.55CR    | 081586 |          |
|        | I-2356458                     | BAY TOWEL INC                 | R     | 3/31/2017 |          | 90.79CR    | 081586 |          |
|        | I-2360633                     | BAY TOWEL INC                 | R     | 3/31/2017 |          | 40.55CR    | 081586 |          |
|        | I-2360634                     | BAY TOWEL INC                 | R     | 3/31/2017 |          | 92.50CR    | 081586 |          |
|        | I-2363062                     | BAY TOWEL INC                 | R     | 3/31/2017 |          | 72.06CR    | 081586 | 721.47   |

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| 6473   | BEAVER OF WISCONSIN INC            |                                |       |           |          |             |        |           |
|        | I-093278                           | BEAVER OF WISCONSIN INC        | R     | 3/31/2017 |          | 598.25CR    | 081587 | 598.25    |
| 7550   | BLACKSTONE TECHNOLOGIES, LLC       |                                |       |           |          |             |        |           |
|        | I-17093                            | BLACKSTONE TECHNOLOGIES, LLC   | R     | 3/31/2017 |          | 2,250.08CR  | 081588 | 2,250.08  |
| 3008   | BOUND TREE MEDICAL LLC             |                                |       |           |          |             |        |           |
|        | I-82428058                         | BOUND TREE MEDICAL LLC         | R     | 3/31/2017 |          | 45.79CR     | 081589 |           |
|        | I-82439210                         | BOUND TREE MEDICAL LLC         | R     | 3/31/2017 |          | 45.79CR     | 081589 | 91.58     |
| 0649   | BRAUER SUPPLY & EQUIPMENT          |                                |       |           |          |             |        |           |
|        | I-201760                           | BRAUER SUPPLY & EQUIPMENT      | R     | 3/31/2017 |          | 1,369.50CR  | 081590 | 1,369.50  |
| 0972   | BROWN COUNTY GLASS LLC             |                                |       |           |          |             |        |           |
|        | I-12526                            | BROWN COUNTY GLASS LLC         | R     | 3/31/2017 |          | 225.00CR    | 081591 | 225.00    |
| 0046   | BROWN COUNTY PORT SOLID WASTE DEPT |                                |       |           |          |             |        |           |
|        | I-33548                            | BROWN COUNTY PORT SOLID WASTE  | R     | 3/31/2017 |          | 15,635.47CR | 081592 | 15,635.47 |
| 2984   | BROWN COUNTY TREASURER             |                                |       |           |          |             |        |           |
|        | I-2017-00000005                    | BROWN COUNTY TREASURER         | R     | 3/31/2017 |          | 1,815.12CR  | 081593 | 1,815.12  |
| 0737   | BRUCE MUNICIPAL EQUIPMENT INC      |                                |       |           |          |             |        |           |
|        | I-P02622                           | BRUCE MUNICIPAL EQUIPMENT INC  | R     | 3/31/2017 |          | 1,379.28CR  | 081594 | 1,379.28  |
| 0536   | CDW GOVERNMENT INC                 |                                |       |           |          |             |        |           |
|        | C-HGN2039                          | CDW GOVERNMENT INC             | R     | 3/31/2017 |          | 57.38       | 081595 |           |
|        | I-HCF6040                          | CDW GOVERNMENT INC             | R     | 3/31/2017 |          | 124.43CR    | 081595 |           |
|        | I-HDC8580                          | CDW GOVERNMENT INC             | R     | 3/31/2017 |          | 224.52CR    | 081595 |           |
|        | I-HDC8596                          | CDW GOVERNMENT INC             | R     | 3/31/2017 |          | 22.70CR     | 081595 |           |
|        | I-HDD9785                          | CDW GOVERNMENT INC             | R     | 3/31/2017 |          | 568.62CR    | 081595 |           |
|        | I-HDM2868                          | CDW GOVERNMENT INC             | R     | 3/31/2017 |          | 1,015.04CR  | 081595 |           |
|        | I-HDR4784                          | CDW GOVERNMENT INC             | R     | 3/31/2017 |          | 51.88CR     | 081595 |           |
|        | I-HFP0420                          | CDW GOVERNMENT INC             | R     | 3/31/2017 |          | 192.28CR    | 081595 |           |
|        | I-HFR6641                          | CDW GOVERNMENT INC             | R     | 3/31/2017 |          | 18.29CR     | 081595 |           |
|        | I-HGC4346                          | CDW GOVERNMENT INC             | R     | 3/31/2017 |          | 203.13CR    | 081595 |           |
|        | I-HGN9420                          | CDW GOVERNMENT INC             | R     | 3/31/2017 |          | 2,556.22CR  | 081595 |           |
|        | I-hdn8261                          | CDW GOVERNMENT INC             | R     | 3/31/2017 |          | 11.36CR     | 081595 | 4,931.09  |
| 2708   | CLEANING SOLUTION SERVICES INC     |                                |       |           |          |             |        |           |
|        | I-12796                            | CLEANING SOLUTION SERVICES INC | R     | 3/31/2017 |          | 1,105.24CR  | 081596 |           |
|        | I-12815                            | CLEANING SOLUTION SERVICES INC | R     | 3/31/2017 |          | 1,416.56CR  | 081596 | 2,521.80  |

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| 7337   | COMPASS MINERALS AMERICA       |                                |       |           |          |             |        |           |
|        | I-71613002                     | COMPASS MINERALS AMERICA       | R     | 3/31/2017 |          | 8,486.41CR  | 081597 |           |
|        | I-71613550                     | COMPASS MINERALS AMERICA       | R     | 3/31/2017 |          | 11,061.49CR | 081597 | 19,547.90 |
| 0217   | COUNTRY VISIONS COOPERATIVE    |                                |       |           |          |             |        |           |
|        | I-201703306978                 | COUNTRY VISIONS COOPERATIVE    | R     | 3/31/2017 |          | 1.69CR      | 081598 | 1.69      |
| 1420   | CREATIVE BRICK & CONCRETE      |                                |       |           |          |             |        |           |
|        | I-710221                       | CREATIVE BRICK & CONCRETE      | R     | 3/31/2017 |          | 43.84CR     | 081599 | 43.84     |
| 0061   | CUMMINS NPOWER, LLC            |                                |       |           |          |             |        |           |
|        | I-80264628                     | CUMMINS NPOWER, LLC            | R     | 3/31/2017 |          | 330.02CR    | 081600 |           |
|        | I-80264629                     | CUMMINS NPOWER, LLC            | R     | 3/31/2017 |          | 284.38CR    | 081600 | 614.40    |
| 0069   | DE PERE GREENHOUSE INC         |                                |       |           |          |             |        |           |
|        | I-28179                        | DE PERE GREENHOUSE INC         | R     | 3/31/2017 |          | 374.50CR    | 081601 | 374.50    |
| 0075   | DIGGERS HOTLINE INC            |                                |       |           |          |             |        |           |
|        | I-170 2 36401                  | DIGGERS HOTLINE INC            | R     | 3/31/2017 |          | 170.96CR    | 081602 | 170.96    |
| 0079   | DORSCH CORP                    |                                |       |           |          |             |        |           |
|        | I-34886                        | DORSCH CORP                    | R     | 3/31/2017 |          | 33.88CR     | 081603 |           |
|        | I-34903                        | DORSCH CORP                    | R     | 3/31/2017 |          | 1.98CR      | 081603 |           |
|        | I-72828                        | DORSCH CORP                    | R     | 3/31/2017 |          | 77.48CR     | 081603 | 113.34    |
| 0085   | EMERGENCY MEDICAL PRODUCTS INC |                                |       |           |          |             |        |           |
|        | I-1888245                      | EMERGENCY MEDICAL PRODUCTS INC | R     | 3/31/2017 |          | 20.70CR     | 081604 | 20.70     |
| 2627   | FESTIVAL FOODS INC             |                                |       |           |          |             |        |           |
|        | I-201703306979                 | FESTIVAL FOODS INC             | R     | 3/31/2017 |          | 29.99CR     | 081605 | 29.99     |
| 0200   | FIRST SUPPLY LLC               |                                |       |           |          |             |        |           |
|        | I-10438934-00                  | FIRST SUPPLY LLC               | R     | 3/31/2017 |          | 245.63CR    | 081606 |           |
|        | I-10438934-01                  | FIRST SUPPLY LLC               | R     | 3/31/2017 |          | 11.06CR     | 081606 |           |
|        | I-10439219-00                  | FIRST SUPPLY LLC               | R     | 3/31/2017 |          | 80.40CR     | 081606 |           |
|        | I-10439219-01                  | FIRST SUPPLY LLC               | R     | 3/31/2017 |          | 134.00CR    | 081606 | 471.09    |
| 0105   | FOX SPECIALITY COMPANY         |                                |       |           |          |             |        |           |
|        | I-35240                        | FOX SPECIALITY COMPANY         | R     | 3/31/2017 |          | 77.62CR     | 081607 | 77.62     |
| 3655   | FUN EXPRESS LLC                |                                |       |           |          |             |        |           |
|        | I-682554701-01                 | FUN EXPRESS LLC                | R     | 3/31/2017 |          | 104.69CR    | 081608 | 104.69    |

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| 0562   | GALLS LLC                   |                             |               |               |          |            |              |                 |
|        | I-007029292                 | GALLS LLC                   | R             | 3/31/2017     |          | 55.36CR    | 081609       |                 |
|        | I-007138104                 | GALLS LLC                   | R             | 3/31/2017     |          | 78.79CR    | 081609       | 134.15          |
| 7553   | GLENN'S 24 HR TOWING        |                             |               |               |          |            |              |                 |
|        | I-71441                     | GLENN'S 24 HR TOWING        | R             | 3/31/2017     |          | 200.00CR   | 081610       | 200.00          |
| 6923   | GORDON FLESCH COMPANY INC.  |                             |               |               |          |            |              |                 |
|        | I-IN11840674                | GORDON FLESCH COMPANY INC.  | R             | 3/31/2017     |          | 121.97CR   | 081611       | 121.97          |
| 0116   | GRAINGER INC                |                             |               |               |          |            |              |                 |
|        | I-9388629330                | GRAINGER INC                | R             | 3/31/2017     |          | 362.71CR   | 081612       | 362.71          |
| 6990   | HALOGEN SOFTWARE INC.       |                             |               |               |          |            |              |                 |
|        | I-INV00024665               | HALOGEN SOFTWARE INC.       | R             | 3/31/2017     |          | 7,213.71CR | 081613       | 7,213.71        |
| 4902   | HALRON LUBRICANTS INC       |                             |               |               |          |            |              |                 |
|        | I-90566400                  | HALRON LUBRICANTS INC       | R             | 3/31/2017     |          | 403.26CR   | 081614       |                 |
|        | I-909485-00                 | HALRON LUBRICANTS INC       | R             | 3/31/2017     |          | 1,678.25CR | 081614       | 2,081.51        |
| 1237   | HASTINGS AIR ENERGY CONTROL |                             |               |               |          |            |              |                 |
|        | I-165633                    | HASTINGS AIR ENERGY CONTROL | R             | 3/31/2017     |          | 180.65CR   | 081615       | 180.65          |
| 0446   | HAWKINS INC                 |                             |               |               |          |            |              |                 |
|        | I-4036220 RI                | HAWKINS INC                 | R             | 3/31/2017     |          | 368.11CR   | 081616       | 368.11          |
| 3521   | HD SUPPLY WATERWORKS LTD    |                             |               |               |          |            |              |                 |
|        | I-G918728                   | HD SUPPLY WATERWORKS LTD    | R             | 3/31/2017     |          | 500.00CR   | 081617       |                 |
|        | I-G944114                   | HD SUPPLY WATERWORKS LTD    | R             | 3/31/2017     |          | 472.50CR   | 081617       | 972.50          |
| 5484   | HYDROCORP INC               |                             |               |               |          |            |              |                 |
|        | I-42107-IN                  | HYDROCORP INC               | R             | 3/31/2017     |          | 496.00CR   | 081618       | 496.00          |
| 1399   | INDOFF INC                  |                             |               |               |          |            |              |                 |
|        | I-2927916                   | INDOFF INC                  | R             | 3/31/2017     |          | 143.99CR   | 081619       |                 |
|        | I-2928837                   | INDOFF INC                  | R             | 3/31/2017     |          | 156.04CR   | 081619       |                 |
|        | I-2931468                   | INDOFF INC                  | R             | 3/31/2017     |          | 95.85CR    | 081619       |                 |
|        | I-2933415                   | INDOFF INC                  | R             | 3/31/2017     |          | 14.03CR    | 081619       |                 |
|        | I-2934578                   | INDOFF INC                  | R             | 3/31/2017     |          | 52.66CR    | 081619       |                 |
|        | I-2935829                   | INDOFF INC                  | R             | 3/31/2017     |          | 143.91CR   | 081619       |                 |
|        | I-2937599                   | INDOFF INC                  | R             | 3/31/2017     |          | 58.74CR    | 081619       | 665.22          |

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| 1276   | JX ENTERPRISES INC          |                             |       |           |          |          |        |          |
|        | C-D-270670123               | JX ENTERPRISES INC          | R     | 3/31/2017 |          | 96.10    | 081620 |          |
|        | C-D-270740056               | JX ENTERPRISES INC          | R     | 3/31/2017 |          | 220.55   | 081620 |          |
|        | I-D-270340015               | JX ENTERPRISES INC          | R     | 3/31/2017 |          | 170.42CR | 081620 |          |
|        | I-D-270550098               | JX ENTERPRISES INC          | R     | 3/31/2017 |          | 547.32CR | 081620 |          |
|        | I-D-270670069               | JX ENTERPRISES INC          | R     | 3/31/2017 |          | 65.38CR  | 081620 |          |
|        | I-D-270670164               | JX ENTERPRISES INC          | R     | 3/31/2017 |          | 224.22CR | 081620 |          |
|        | I-D-270680069               | JX ENTERPRISES INC          | R     | 3/31/2017 |          | 19.50CR  | 081620 |          |
|        | I-D-270690035               | JX ENTERPRISES INC          | R     | 3/31/2017 |          | 12.56CR  | 081620 |          |
|        | I-D-270720009               | JX ENTERPRISES INC          | R     | 3/31/2017 |          | 6.46CR   | 081620 |          |
|        | I-D-270740020               | JX ENTERPRISES INC          | R     | 3/31/2017 |          | 2.87CR   | 081620 |          |
|        | I-D-270740055               | JX ENTERPRISES INC          | R     | 3/31/2017 |          | 196.29CR | 081620 |          |
|        | I-D-270740098               | JX ENTERPRISES INC          | R     | 3/31/2017 |          | 212.35CR | 081620 |          |
|        | I-D-270750010               | JX ENTERPRISES INC          | R     | 3/31/2017 |          | 3.87CR   | 081620 |          |
|        | I-d-270540037               | JX ENTERPRISES INC          | R     | 3/31/2017 |          | 49.79CR  | 081620 |          |
|        | I-d-270740032               | JX ENTERPRISES INC          | R     | 3/31/2017 |          | 11.46CR  | 081620 | 1,205.84 |
| *VOID* | VOID CHECK                  |                             | V     | 3/31/2017 |          |          | 081621 | **VOID** |
| 2289   | KUSSMAUL ELECTRONICS CO INC |                             |       |           |          |          |        |          |
|        | I-0000096078                | KUSSMAUL ELECTRONICS CO INC | R     | 3/31/2017 |          | 137.25CR | 081622 |          |
|        | I-0000096136                | KUSSMAUL ELECTRONICS CO INC | R     | 3/31/2017 |          | 258.05CR | 081622 | 395.30   |
| 0173   | MENARDS INC                 |                             |       |           |          |          |        |          |
|        | C-32810257                  | MENARDS INC                 | R     | 3/31/2017 |          | 45.92    | 081623 |          |
|        | I-2556                      | MENARDS INC                 | R     | 3/31/2017 |          | 45.92CR  | 081623 |          |
|        | I-3176                      | MENARDS INC                 | R     | 3/31/2017 |          | 58.33CR  | 081623 |          |
|        | I-3207                      | MENARDS INC                 | R     | 3/31/2017 |          | 3.95CR   | 081623 |          |
|        | I-32810255                  | MENARDS INC                 | R     | 3/31/2017 |          | 88.80CR  | 081623 |          |
|        | I-32810257                  | MENARDS INC                 | R     | 3/31/2017 |          | 7.48CR   | 081623 |          |
|        | I-3480                      | MENARDS INC                 | R     | 3/31/2017 |          | 3.65CR   | 081623 |          |
|        | I-3501                      | MENARDS INC                 | R     | 3/31/2017 |          | 35.88CR  | 081623 |          |
|        | I-3637                      | MENARDS INC                 | R     | 3/31/2017 |          | 41.05CR  | 081623 |          |
|        | I-3679                      | MENARDS INC                 | R     | 3/31/2017 |          | 180.98CR | 081623 | 420.12   |
| 1475   | MUNICIPAL CODE CORP         |                             |       |           |          |          |        |          |
|        | I-00283364                  | MUNICIPAL CODE CORP         | R     | 3/31/2017 |          | 715.55CR | 081624 | 715.55   |
| 0456   | MUNICIPAL WELL & PUMP INC   |                             |       |           |          |          |        |          |
|        | I-13258                     | MUNICIPAL WELL & PUMP INC   | R     | 3/31/2017 |          | 675.00CR | 081625 | 675.00   |
| 0076   | NASSCO INC                  |                             |       |           |          |          |        |          |
|        | I-S2159086.001              | NASSCO INC                  | R     | 3/31/2017 |          | 241.90CR | 081626 | 241.90   |

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| 7129   | NELSON TACTICAL               |                               |               |               |          |          |              |                 |
|        | I-616                         | NELSON TACTICAL               | R             | 3/31/2017     |          | 143.99CR | 081627       | 143.99          |
| 0531   | NORTHEAST AUTO PARTS INC      |                               |               |               |          |          |              |                 |
|        | I-319327                      | NORTHEAST AUTO PARTS INC      | R             | 3/31/2017     |          | 44.63CR  | 081628       |                 |
|        | I-319356                      | NORTHEAST AUTO PARTS INC      | R             | 3/31/2017     |          | 114.13CR | 081628       |                 |
|        | I-319389                      | NORTHEAST AUTO PARTS INC      | R             | 3/31/2017     |          | 6.29CR   | 081628       |                 |
|        | I-319399                      | NORTHEAST AUTO PARTS INC      | R             | 3/31/2017     |          | 50.85CR  | 081628       |                 |
|        | I-319442                      | NORTHEAST AUTO PARTS INC      | R             | 3/31/2017     |          | 31.47CR  | 081628       |                 |
|        | I-319443                      | NORTHEAST AUTO PARTS INC      | R             | 3/31/2017     |          | 16.67CR  | 081628       |                 |
|        | I-319472                      | NORTHEAST AUTO PARTS INC      | R             | 3/31/2017     |          | 16.67CR  | 081628       |                 |
|        | I-319484                      | NORTHEAST AUTO PARTS INC      | R             | 3/31/2017     |          | 29.07CR  | 081628       |                 |
|        | I-319510                      | NORTHEAST AUTO PARTS INC      | R             | 3/31/2017     |          | 5.98CR   | 081628       |                 |
|        | I-319535                      | NORTHEAST AUTO PARTS INC      | R             | 3/31/2017     |          | 9.49CR   | 081628       |                 |
|        | I-319664                      | NORTHEAST AUTO PARTS INC      | R             | 3/31/2017     |          | 31.49CR  | 081628       |                 |
|        | I-319682                      | NORTHEAST AUTO PARTS INC      | R             | 3/31/2017     |          | 22.97CR  | 081628       |                 |
|        | I-319695                      | NORTHEAST AUTO PARTS INC      | R             | 3/31/2017     |          | 95.99CR  | 081628       |                 |
|        | I-319762                      | NORTHEAST AUTO PARTS INC      | R             | 3/31/2017     |          | 67.50CR  | 081628       | 543.20          |
| *VOID* | VOID CHECK                    |                               | V             | 3/31/2017     |          |          | 081629       | **VOID**        |
| 5222   | P J KORTENS & CO INC          |                               |               |               |          |          |              |                 |
|        | I-10019431                    | P J KORTENS & CO INC          | R             | 3/31/2017     |          | 945.00CR | 081630       | 945.00          |
| 0197   | PACKER CITY INTERNATIONAL INC |                               |               |               |          |          |              |                 |
|        | I-X101062512:01               | PACKER CITY INTERNATIONAL INC | R             | 3/31/2017     |          | 139.90CR | 081631       |                 |
|        | I-X101063104:01               | PACKER CITY INTERNATIONAL INC | R             | 3/31/2017     |          | 209.85CR | 081631       |                 |
|        | I-X101063457:01               | PACKER CITY INTERNATIONAL INC | R             | 3/31/2017     |          | 25.77CR  | 081631       | 375.52          |
| 1331   | PACKER FASTENER & SUPPLY INC  |                               |               |               |          |          |              |                 |
|        | I-325971                      | PACKER FASTENER & SUPPLY INC  | R             | 3/31/2017     |          | 238.32CR | 081632       |                 |
|        | I-326592                      | PACKER FASTENER & SUPPLY INC  | R             | 3/31/2017     |          | 3.41CR   | 081632       | 241.73          |
| 0199   | PARKER COATINGS INC           |                               |               |               |          |          |              |                 |
|        | I-277461                      | PARKER COATINGS INC           | R             | 3/31/2017     |          | 38.40CR  | 081633       | 38.40           |
| 4476   | PAUL CONWAY SHIELDS CORP      |                               |               |               |          |          |              |                 |
|        | I-0400724-IN                  | PAUL CONWAY SHIELDS CORP      | R             | 3/31/2017     |          | 253.50CR | 081634       | 253.50          |
| 0208   | POMP'S TIRE SERVICE INC       |                               |               |               |          |          |              |                 |
|        | I-90038362                    | POMP'S TIRE SERVICE INC       | R             | 3/31/2017     |          | 466.20CR | 081635       |                 |
|        | I-90038403                    | POMP'S TIRE SERVICE INC       | R             | 3/31/2017     |          | 89.90CR  | 081635       | 556.10          |

Attachment: 4-5-17 VOUCHERS (5701 : Voucher Approval.)

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A / P CHECK REGISTER

PAGE: 7

PACKET: 05489 APR 2017 COUNCIL - 1 4-5-17

VENDOR SET: 01

BANK : AP ASSOCIATED

| VENDOR | NAME / I.D.                 | DESC                        | CHECK | CHECK     | DISCOUNT | AMOUNT     | CHECK  | CHECK    |
|--------|-----------------------------|-----------------------------|-------|-----------|----------|------------|--------|----------|
|        |                             |                             | TYPE  | DATE      |          |            | NO#    | AMOUNT   |
| 3266   | QUALITY SANDBLASTING LLC    |                             |       |           |          |            |        |          |
|        | I-169257                    | QUALITY SANDBLASTING LLC    | R     | 3/31/2017 |          | 400.00CR   | 081636 | 400.00   |
| 6948   | RAY'S TIRE                  |                             |       |           |          |            |        |          |
|        | I-42826                     | RAY'S TIRE                  | R     | 3/31/2017 |          | 1,376.23CR | 081637 |          |
|        | I-42872                     | RAY'S TIRE                  | R     | 3/31/2017 |          | 188.37CR   | 081637 | 1,564.60 |
| 0227   | REINDERS INC                |                             |       |           |          |            |        |          |
|        | I-1673993-00                | REINDERS INC                | R     | 3/31/2017 |          | 246.01CR   | 081638 |          |
|        | I-1673993-01                | REINDERS INC                | R     | 3/31/2017 |          | 435.16CR   | 081638 |          |
|        | I-1674198-00                | REINDERS INC                | R     | 3/31/2017 |          | 148.98CR   | 081638 |          |
|        | I-1674698-00                | REINDERS INC                | R     | 3/31/2017 |          | 171.08CR   | 081638 | 1,001.23 |
| 5393   | RICOH USA INC.              |                             |       |           |          |            |        |          |
|        | I-9020369414                | RICOH USA INC.              | R     | 3/31/2017 |          | 1,230.74CR | 081639 | 1,230.74 |
| 0681   | ROGAN'S SHOES               |                             |       |           |          |            |        |          |
|        | I-4508                      | ROGAN'S SHOES               | R     | 3/31/2017 |          | 100.00CR   | 081640 | 100.00   |
| 7447   | ROUTE READY PARTS & SERVICE |                             |       |           |          |            |        |          |
|        | I-6874-00                   | ROUTE READY PARTS & SERVICE | R     | 3/31/2017 |          | 405.09CR   | 081641 |          |
|        | I-7050-00                   | ROUTE READY PARTS & SERVICE | R     | 3/31/2017 |          | 1,321.30CR | 081641 | 1,726.39 |
| 1890   | S I METALS AND SUPPLY       |                             |       |           |          |            |        |          |
|        | I-193724                    | S I METALS AND SUPPLY       | R     | 3/31/2017 |          | 395.00CR   | 081642 |          |
|        | I-194178                    | S I METALS AND SUPPLY       | R     | 3/31/2017 |          | 31.00CR    | 081642 | 426.00   |
| 0240   | SCHOOL DIST OF WEST DE PERE |                             |       |           |          |            |        |          |
|        | I-201703306981              | SCHOOL DIST OF WEST DE PERE | R     | 3/31/2017 |          | 250.00CR   | 081643 | 250.00   |
| 0252   | SOUTHSIDE TIRE CO INC       |                             |       |           |          |            |        |          |
|        | I-3060450                   | SOUTHSIDE TIRE CO INC       | R     | 3/31/2017 |          | 209.00CR   | 081644 | 209.00   |
| 4094   | STATE BAR OF WISCONSIN      |                             |       |           |          |            |        |          |
|        | I-5020295                   | STATE BAR OF WISCONSIN      | R     | 3/31/2017 |          | 62.91CR    | 081645 | 62.91    |
| 0268   | TRUCK EQUIPMENT INC         |                             |       |           |          |            |        |          |
|        | I-724904-00                 | TRUCK EQUIPMENT INC         | R     | 3/31/2017 |          | 520.00CR   | 081646 |          |
|        | I-730921-00                 | TRUCK EQUIPMENT INC         | R     | 3/31/2017 |          | 111.12CR   | 081646 |          |
|        | I-731562-00                 | TRUCK EQUIPMENT INC         | R     | 3/31/2017 |          | 681.50CR   | 081646 |          |
|        | I-731805-00                 | TRUCK EQUIPMENT INC         | R     | 3/31/2017 |          | 277.22CR   | 081646 | 1,589.84 |

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PACKET: 05489 APR 2017 COUNCIL - 1 4-5-17

VENDOR SET: 01

BANK : AP ASSOCIATED

|      |                               |                               | CHECK<br>TYPE | CHECK<br>DATE | DISCOUNT | CHECK<br>AMOUNT | CHECK<br>NO# | CHECK<br>AMOUNT |
|------|-------------------------------|-------------------------------|---------------|---------------|----------|-----------------|--------------|-----------------|
| 1229 | UTILITY SALES AND SERVICE INC |                               |               |               |          |                 |              |                 |
|      | I-0201921-IN                  | UTILITY SALES AND SERVICE INC | R             | 3/31/2017     |          | 289.26CR        | 081647       | 289.26          |
| 0238 | WAUSAU EQUIPMENT CO INC       |                               |               |               |          |                 |              |                 |
|      | I-569261                      | WAUSAU EQUIPMENT CO INC       | R             | 3/31/2017     |          | 700.57CR        | 081648       |                 |
|      | I-5694830                     | WAUSAU EQUIPMENT CO INC       | R             | 3/31/2017     |          | 250.08CR        | 081648       | 950.65          |
| 6098 | WEST DE PERE POM & DANCE TEAM |                               |               |               |          |                 |              |                 |
|      | I-201703306980                | WEST DE PERE POM & DANCE TEAM | R             | 3/31/2017     |          | 50.00CR         | 081649       | 50.00           |
| 6469 | WI DOCUMENT IMAGING           |                               |               |               |          |                 |              |                 |
|      | I-75900                       | WI DOCUMENT IMAGING           | R             | 3/31/2017     |          | 149.44CR        | 081650       | 149.44          |
| 0300 | ZARNOTH BRUSH WORKS INC       |                               |               |               |          |                 |              |                 |
|      | I-0163675-IN                  | ZARNOTH BRUSH WORKS INC       | R             | 3/31/2017     |          | 250.90CR        | 081651       |                 |
|      | I-0163839-IN                  | ZARNOTH BRUSH WORKS INC       | R             | 3/31/2017     |          | 517.50CR        | 081651       | 768.40          |

| * * T O T A L S * * | NO# | DISCOUNTS | CHECK AMT | TOTAL APPLIED |
|---------------------|-----|-----------|-----------|---------------|
| REGULAR CHECKS:     | 72  | 0.00      | 89,437.08 | 89,437.08     |
| HANDWRITTEN CHECKS: | 0   | 0.00      | 0.00      | 0.00          |
| PRE-WRITE CHECKS:   | 0   | 0.00      | 0.00      | 0.00          |
| DRAFTS:             | 0   | 0.00      | 0.00      | 0.00          |
| VOID CHECKS:        | 2   | 0.00      | 0.00      | 0.00          |
| NON CHECKS:         | 0   | 0.00      | 0.00      | 0.00          |
| CORRECTIONS:        | 0   | 0.00      | 0.00      | 0.00          |
| REGISTER TOTALS:    | 74  | 0.00      | 89,437.08 | 89,437.08     |

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

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A / P CHECK REGISTER

PAGE: 9

PACKET: 05489 APR 2017 COUNCIL - 1 4-5-17

VENDOR SET: 01

BANK : AP ASSOCIATED

| VENDOR | NAME / I.D. | DESC | CHECK | CHECK | DISCOUNT | AMOUNT | CHECK | CHECK  |
|--------|-------------|------|-------|-------|----------|--------|-------|--------|
|        |             |      | TYPE  | DATE  |          |        | NO#   | AMOUNT |

\*\* POSTING PERIOD RECAP \*\*

| FUND  | PERIOD | AMOUNT      |
|-------|--------|-------------|
| ----- |        |             |
| 100   | 3/2017 | 76,905.98CR |
| 201   | 3/2017 | 657.37CR    |
| 208   | 3/2017 | 8.55CR      |
| 405   | 3/2017 | 128.94CR    |
| 425   | 3/2017 | 43.84CR     |
| 601   | 3/2017 | 4,314.62CR  |
| 650   | 3/2017 | 7,377.78CR  |
| ===== |        |             |
| ALL   |        | 89,437.08CR |

Attachment: 4-5-17 VOUCHERS (5701 : Voucher Approval.)

**City of De Pere, Wisconsin****Request For Common Council Action**

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**MEETING DATE:** April 5, 2017  
**DEPARTMENT:** City Clerk-Treasurer  
**FROM:** Carey Danen  
**SUBJECT:** Operator License Applications.

---

**ATTACHMENTS:**

- 04-05-17 (PDF)



CITY OF DE PERE  
License Committee - April 5, 2017

| <b>Temporary Operator License Applications</b> |                      |
|------------------------------------------------|----------------------|
| 1                                              | GIBSON, GARRON G.    |
| 2                                              | HERMANS, JULIE A.    |
| 3                                              | HOOYMAN, TIMOTHY A.  |
| 4                                              | MC DONALD, DONALD J. |
| 5                                              | MC DONALD, LEANNE L. |
| 6                                              | MEYER, JAMES M.      |
| 7                                              | OLSEN, BRIAN W.      |
| 8                                              | OLSEN, DEBRA G.      |
| 9                                              | SELNER, LISA J.      |
| 10                                             | TOWSLEE, DEBORAH L.  |

| <b>New Operator License Applications</b> |                         |
|------------------------------------------|-------------------------|
| 1                                        | BUTT, DALLAS S.         |
| 2                                        | DE VASURE, BRADLEY B.   |
| 3                                        | EICHSTAEDT, JONATHAN R. |
| 4                                        | HICKS, HOLLY R.         |
| 5                                        | MOORE, BENJAMIN S.      |
| 6                                        | SIMPKINS, MEREDITH E.   |