Board of Park Commissioners

Regular Meeting

Revised Agenda

335 South Broadway
De Pere, WI 54115
https://www.deperewi.gov/

Thursday, March 16, 2023 **6:30 PM** **Council Chambers and Virtual**

Pursuant to Wisconsin Statute 19.84, Notice is hereby given to the public that a meeting of the **Board of Park Commissioners** of the City of De Pere will be held on **March 16, 2023** at **6:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

The public may attend the meeting either in person in the Council Chambers or electronically/telephonically. Electronic or telephonic access to the meeting is provided below:

Computer/smart phone accessing https://www.gotomeet.me/DePere

OR

You can also dial in using your phone.
United States (Toll Free): 1 866 899 4679
United States: +1 (312) 757-3117
Access Code: 154-883-285

This meeting may also be rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at http://deperecitywi.iqm2.com/.

I. Call to Order

1. Roll Call

II. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Board of Park Commissioners. §6-3(f) DPMC

III. Items

1. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the February 16, 2023 meeting.
2. Consideration and Possible Action to Approve a $1,750 donation from Immel Construction for July Beer Garden*
3. Consideration and Possible Action to Approve a $1,750 donation from Durr Systems for August Beer Garden*
4. Consideration & Possible Action to Approve a $600 Donation from Graef for Beer Gardens*
5. Consideration & Possible Action to Approve Banner Donation from Tundra Apparel & Promotions and Wonder Sign for Beer Gardens*
6. Consideration/Possible Action to Approve a $500 from the De Pere Optimist Club for Easter Egg Hunt*
7. Consideration & Possible Action to Approve a $500 donation from the De Pere Optimist Club towards Summer Day Camp T-shirts*
8. Consideration/Possible Action to Approve $200 Donation from De Pere Men's Club for Easter Egg Hunt*

9. Consideration/Possible Action to Approve a $300 donation from De Pere Area Men's Club for Summer Carnival*
10. Consideration/Possible Action to Approve a $300 donation from De Pere Area Men's Club for Senior Picnic*
11. Consideration and Possible Action to Approve Consultant for Wilson Park Master Plan.*
12. Consideration and Possible Action to Approve Consultant for Update to Comp Plan.
13. Consideration and Possible Action to Approve Adult Athletic Waivers
14. Consideration & Possible Action to Approve Pool Rental Contract for SNC Pool Usage
15. Consideration & Possible Action to Approve Seasonal Aquatics Updates
16. Consideration and Possible Action to Approve Kay Distributing as the Beer Vendor for the 2023 Beer Gardens.
17. Consideration and Possible Action on Replacing Truck 4.

IV. Staff Updates

1. Staff Update on Wilson Park Maintenance
2. Staff Update on Status of the Nelson Family Pavilion.

V. Future Agenda Items

VI. Adjournment

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

Board Members
Alderpersons
Mayor James Boyd
Larry Delo, City Administrator
Tony Wachewicz, City Attorney
Marty Kosobucki
Carey Danen, City Clerk
City Hall 1st and 2nd Floor
De Pere Girls Softball
Connor Goodman, Teen Advisor
Madison DeCleene, Teen Advisor
Thad Majkowski, Cedar Corp.
Amanda Arnold, Ayres Associates
Katherine Darnstadt, Latent
Tom Rogers, SmithGroup
Immel Construction
Tundra Apparel
De Pere Optimist Club
De Pere Youth Hockey
De Pere Select Soccer
De Pere Area Chamber of Commerce
Definitely De Pere
Brown County Library – De Pere
TV & Radio Stations
De Pere Rapides Youth Soccer
De Pere Baseball
Christopher Thompson, De Pere School Dist.
Dennis Krueger, WDP School District
Patrick Skalecki, GRAEF
John Kneer, Rettler Corporation
Mark Sauer, Mead and Hunt
Emily Soderberg, MSA
Chip Kolocheski, Kay Distributing
Durr Systems
Wonder Signs
De Pere Mens Club

***All items marked with an asterisk will be forwarded to the Common Council.**

City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE:	**March 16, 2023**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Grace Lahtela**
SUBJECT:	**Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the February 16, 2023 meeting.**

ATTACHMENTS:

- Draft Minutes 2-16-23 (PDF)

Board of Park Commissioners

335 South Broadway
De Pere, WI 54115
https://www.deperewi.gov/

Regular Meeting

Draft Minutes

Thursday, February 16, 2023 6:30 PM Council Chambers and Virtual

I. Call to Order

The meeting was called to order at 6:30 PM by Board Member Randy Soquet

Attendee Name	Title	Status	Arrived
Melissa Thiel Collar	Board Member	Present	
Ryan Jennings	Board Member	Present	
Jim Kneiszel	Board Member	Present	
Amy Chandik Kundinger	Alderperson	Present	
Shana Defnet Ledvina	Alderperson	Present	
Dean Raasch	Alderperson	Present	
Randy Soquet	Board Member	Present	
Madison DeCleene	Teen Advisor	Present	
Connor Goodman	Teen Advisor	Present	

Others present: Marty Kosobucki, Director of Parks, Recreation, and Forestry; Paula Rahn, Recreation Superintendent; and Grace Lahtela, Administrative Assistant.

II. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Board of Park Commissioners. §6-3(f) DPMC

None

III. Items

1. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from January 19, 2023 meeting.

   Melissa Thiel Collar moved to approve the minutes from the January 19, 2023 Board of Park Commissioners meeting, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Melissa Thiel Collar, Board Member
SECONDER:	Dean Raasch, Alderperson
AYES:	Thiel Collar, Jennings, Kneiszel, Kundinger, Defnet Ledvina, Raasch, Soquet

2. Consideration and Possible Action to Approve WDNR Grant for Bomier Dock Rennovations.*

   Alderperson Raasch moved to approve the WDNR Grant for Bomier Dock Renovations, seconded by Randy Soquet. Upon vote, the above motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Randy Soquet, Board Member
AYES:	Thiel Collar, Jennings, Kneiszel, Kundinger, Defnet Ledvina, Raasch, Soquet

3. Consideration and Possible Action to Approve WDNR Grant for James Street Dock Modifications.*

Alderperson Raasch moved to approve the WDNR grant for James Street Dock modifications, seconded by Ryan Jennings. Upon vote, the above motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Ryan Jennings, Board Member
AYES:	Thiel Collar, Jennings, Kneiszel, Kundinger, Defnet Ledvina, Raasch, Soquet

4. Consideration & Possible Action to Approve Amendment to Inner Dimensions Wellness Agreement*

James Kneiszel moved to approve the amendment to the Inner Dimensions Wellness agreement, seconded by Alderperson Chandik Kundinger. Upon vote, the above motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Jim Kneiszel, Board Member
SECONDER:	Amy Chandik Kundinger, Alderperson
AYES:	Thiel Collar, Jennings, Kneiszel, Kundinger, Defnet Ledvina, Raasch, Soquet

5. Consideration & Possible Action To Approve Use of QuickScores*

Alderperson Chandik Kundinger moved to approve the use of QuickScores for the recreation leagues, seconded by Alderperson Raasch. Upon vote, the above motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Amy Chandik Kundinger, Alderperson
SECONDER:	Dean Raasch, Alderperson
AYES:	Thiel Collar, Jennings, Kneiszel, Kundinger, Defnet Ledvina, Raasch, Soquet

6. Consideration & Possible Action to Approve Seasonal Aquatics Updates

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that Recreation Supervisor, Chelsea Moberg, is stuck on a plane coming home from an aquatic's convention, and requested if this item could be tabled until next month.
Alderperson Raasch moved to table the item related to the seasonal aquatic updates until the March meeting, seconded by Melissa Thiel Collar. Upon vote, the motion to table the item until the March meeting was approved unanimously.

RESULT:	**TABLED [UNANIMOUS]**
	Next: 3/16/2023 6:30 PM
MOVER:	Dean Raasch, Alderperson
SECONDER:	Melissa Thiel Collar, Board Member
AYES:	Thiel Collar, Jennings, Kneiszel, Kundinger, Defnet Ledvina, Raasch, Soquet

7. Consideration and Possible Action to Approval of Insurance Claim for VFW Pool.*

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that this item is a formality. Emergency procedures were taken to get replacement parts on order as soon as possible because there was a 30-week lead time for some of the equipment. The insurance company has already approved the claim and we have received the payment. What happened was during the process of winterizing VFW pool, an event occurred, and the basement of the maintenance building flooded. All the frequency drives and motors for the pool were under water.

Alderperson Raasch questioned what happened to cause the flooding. Marty Kosobucki explained that the insurance company is still investigating the incident so the details of the event cannot be discussed, but essentially a valve was not closed during the winterizing process.

Melissa Thiel Collar moved to approve the insurance claim for VFW Pool, seconded by Ryan Jennings.

Alderperson Raasch questioned what the insurance deductible is. Marty Kosobucki stated that he thought the deductible is $1,000.

Upon vote, the above motion was approved unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Melissa Thiel Collar, Board Member
SECONDER:	Ryan Jennings, Board Member
AYES:	Thiel Collar, Jennings, Kneiszel, Kundinger, Defnet Ledvina, Raasch, Soquet

8. Consider and Possible Action to Approve Consultant for Wilson Park Master Plan.*

Marty Kosobucki, Director of Parks, Recreation and Forestry reviewed the previous actions pertaining to Wilson Park. He stated that staff put out a survey to see what individuals would like to see at Wilson Park. The results of the survey were in-decisive, with a 50-50 split in active and passive recreation areas. At that time, the park board requested that staff request money in the 2023 budget to hire a consultant to come up with a design plan for Wilson Park. Staff prepared an RFP and asked the consultants to survey the stakeholders again to see what is wanted and to come up with a plan. Staff reviewed the submitted proposals and Cedar Corp ranked the highest, followed by Graef, and then Rettler. Rettler's bid came in the lowest, but staff is not confident that they understood the project completely. Graef submitted a good proposal but veered away from the specific demands of the RFP, instead they would just provide a rendering of what the park would look like in a bubble diagram, not a definitive design to scale. Cedar Corp had a good proposal, which is over budget, but a little less if you add in all Graef's costs.

Marty Kosobucki explained that he received an email from both Mr. Anderson and Mr. Nicks regarding the proposals. Mr. Nicks was not able to attend the meeting, so copies of the email comments were provided. Both Mr. Nicks and Mr. Anderson have a valid point

regarding doing another survey. The results could come back indecisive, the same as before, regarding active or passive recreation areas.
Alderperson Raasch moved to open the meeting to public comment at 6:43 pm, seconded by Alderperson Chandik Kundinger. Upon vote, the motion passed unanimously.
Jim Anderson stated that public outdoor space is at a premium. Wilson Park is the oldest park in the city and feels that the park should be updated by making it an inviting green space. He feels it would be nice to have an inviting green space on the West side of the river, similar in aspect to Walsh Plaza or the Riverwalk.
Randy Soquet questioned how much is available to invest in Wilson Park. Marty Kosobucki explained that currently there is only the $10,000 budgeted for design and development that would come out of the park dedication funds. There is nothing budgeted for any updates because it is hard to budget for something that is not designed yet.
Jim Anderson stated that if the brush was cut down by the fence and the trees trimmed, it would open up the park. If regular maintenance is done and the park cleaned up, that alone would be a significant improvement.
James Kneiszel moved to close the meeting at 6:47 pm, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.
Ryan Jennings questioned if it is possible to move the $10,000 from the park land dedication fund to an active fund. Marty Kosobucki explained that it might be possible, but not recommended. Something needs to be designed before any improvements can be done. At this time, the engineering department would not be available due to their current workload and being two employees down currently.
Melissa Thiel Collar questioned if the consultant isn't approved tonight, what would the next step be. Marty Kosobucki explained that staff would look to the park board for direction on what to do next. Marty reminded the park board that this all started with St. Norbert wanting to purchase the park, and it accelerated into what it is now. When the survey was completed originally, it was put out on social media and a direct mailing to the nearby neighbors was sent out. The number of surveys received was a good turnout. Marty also explained that the park board could move forward with the design of the park, but what is the likelihood that there would be funding allocated to the park for development.
Alderperson Raasch suggested that instead of having the consultant do another survey, it might be better to have the consultants look at the results that were already received and have them do a design from those survey results. The design needs to be realistic with what a small community park should be. Due to the size of the park, it would probably be better suited for a passive recreation area, as it is probably too small for anything active.
Alderperson Chandik Kundinger commented that this all stemmed from St. Norbert's interest to purchase the park. At this point it might be best to maintain the green space, clean up the park, and be good with what we have there now.
James Kneiszel stated that he doesn't think that a new survey is needed, but an expert opinion on what should be done is. There is a wide range of individuals in the immediate neighborhood surrounding the park. The money would be well spent with designing something from the survey results we have, that could possibly be implemented in stages.
Alderperson Defnet Ledvina questioned if the scope is changed would another RFP need to be done. Marty Kosobucki stated that he could just go back to the three consultants that submitted a proposal and have them submit a new proposal with a specific revised scope of service. The scope of service would be to use the existing survey results to give two general designs that would come back to park board for approval.

James Kneiszel commented that staff should reach out to St. Norbert College to see what they would like in the park. Marty Kosobucki stated he would caution utilizing St. Norbert as the only stakeholder, as there are other community members that utilize the park, and St. Norbert was included in the original survey.
Alderperson Raasch moved to refer the item back to staff to get revised proposals that use the original survey results to design a small community park, seconded by Alderperson Chandik Kundinger.
Marty Kosobucki questioned if Alderperson Raasch wanted a 2D and 3D design versus a bubble diagram concept like Graef proposed. Alderperson Raasch responded that it would depend on the cost difference between the two options.
Ryan Jennings stated that a bubble diagram would give a plan for the park but questioned if it would provide enough information to go out for RFP for updates to be done on portions of the park. Marty Kosobucki stated that a bubble diagram is nothing more than a sketch or drawing and doesn't show how the elements will flow or fit together. Engineering work would still need to be done.
Alderperson Raasch stated that the consultants need to have some type of budget in mind with improvements, maybe put a cost not to exceed $80,000. Marty Kosobucki stated that he will give the consultants guidance for the design to be very cost effective.
Ryan Jennings stated he is in favor of moving forward with a consultant to bring all the data collected into a cohesive design.
Upon vote, the motion to return the item back to staff to get revised proposals passed unanimously.

RESULT:	**REFERRED BACK TO STAFF [UNANIMOUS]** **Next: 3/16/2023 6:30 PM**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Amy Chandik Kundinger, Alderperson
AYES:	Thiel Collar, Jennings, Kneiszel, Kundinger, Defnet Ledvina, Raasch, Soquet

9. Consider and Possible Action on Furniture in the Nelson Pavilion.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that the budget for furniture for the Nelson Family Pavilion was estimated at $27,000 and staff is questioning what type of furniture the Park Board would like. Staff would like to stay away from steel as it is hard to fix any vandalism; aluminum which is light and would be moved all over the park and probably end up in the river; and for the furniture to not be fixed adding to the flexibility of the deck. Staff stayed away from rectangular tables, as they look like regular picnic tables.
An in-depth discussion on the style of furniture for the Nelson Family Pavilion took place.
Ryan Jennings questioned if the intent was for the bar tables and chairs to be stored inside the pavilion when not in use. Marty Kosobucki stated that the intention would be for the picnic tables to remain on the patio and for the bar height tables and chairs to be stored indoor when not in use.
Alderperson Raasch moved to approve option 3, which is the round composite tables, with colors to be determined later, seconded by Melissa Thiel Collar. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Melissa Thiel Collar, Board Member
AYES:	Thiel Collar, Jennings, Kneiszel, Kundinger, Defnet Ledvina, Raasch, Soquet

IV. Staff Updates

1. Update on Amended Agreement with MultiMedia Channels, LLC for Brochure Advertising

   Paula Rahn, Recreation Superintendent, stated she was notified by Multimedia Channels that the contract for publishing the Parks and Recreation brochure was no longer cost effective. The current contract calls for the brochures to be mailed out to all residential properties in the city. Due to the high cost of mailing the brochure, the amended contract will be for a postcard to be mailed out listing where the brochures can be picked up or viewed online. Multimedia Channels will still solicit advertisements for the brochure, but these funds will cover the cost of setting up and printing the brochures.

RESULT:	**DISCUSSED**

2. Staff Update on 2022 Donations

   Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that what is included in the park board packet is a summary of 2022 donations but does not include any for the Nelson Family Pavilion, or the Jerry Hasenberg Memorial Fund. Marty expressed his gratitude to his staff for bringing in these donations and for all the individuals and business for the donations.

RESULT:	**DISCUSSED**

3. Staff Update Regarding Nelson Pavilion.

   Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that next week, staff will have the opportunity to go through the Nelson Family Pavilion plans, hoping that the project will be going out for bids the following week. Marty also explained that at the last park board meeting it was brought up to have the beams from the patio continue into the multipurpose room. McMahon did the research, and it will actually cost less to incorporate the extended beams into the plans, so they will be part of the design for the multipurpose room ceiling.

RESULT:	**DISCUSSED**

V. Future Agenda Items

None

VI. Adjournment

Alderperson Defnet Ledvina moved to adjourn the meeting at 7:35 pm, seconded by Melissa Thiel Collar. Upon vote, the above motion passed unanimously.

Respectfully submitted,
Grace Lahtela

City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE:	**March 16, 2023**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Paula Rahn**
SUBJECT:	**Consideration and Possible Action to Approve a $1,750 donation from Immel Construction for July Beer Garden***

ATTACHMENTS:

- Immel Construction - Beer Gardens 2023 (DOCX)

CITY OF DE PERE

Community Center

600 Grant Street, De Pere, WI 54115 | 920-339-4097 | www.de-pere.org

TO: Board of Park Commissioners

FROM: Paula Rahn, Recreation Superintendent

DATE: February 16, 2023

RE: Consideration to accept a $1,750 donation from Immel Construction, Inc. for the De Pere Beer Gardens

Staff is requesting the Board of Park Commissioner's approval to accept a $1,750 donation from Immel Construction Inc. for an individual sponsorship for our July 25, 2023 Beer Garden event at Voyageur Park. An individual sponsor would be listed in all social media posts and other electronic marketing specific to that event along with signage at the event.

We are very pleased to have Immel Construction Inc. on board as one of our sponsors of this great community event again this year! As a sponsor, the companies are encouraged to provide staff to assist in the beer garden tent as well as hand out swag if desired. Last year Immel Construction Inc. handed out swag at the event which added a nice special touch!

Thank you for your time and consideration.

Donation Information:
From: Howard Immel, Inc., 1820 Radisson St., Green Bay, WI 54302
c/o Allison Thiry, Marketing Specialist
To: De Pere Parks & Recreation Department
For: Individual Sponsorship for August 23 Beer Garden Event
Amount: $1,750

City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE:	**March 16, 2023**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Paula Rahn**
SUBJECT:	**Consideration and Possible Action to Approve a $1,750 donation from Durr Systems for August Beer Garden***

ATTACHMENTS:

- Durr Systems Inc - Beer Gardens 2023 (DOCX)

CITY OF DE PERE

Community Center

600 Grant Street, De Pere, WI 54115 | 920-339-4097 | www.de-pere.org

TO: Board of Park Commissioners

FROM: Paula Rahn, Recreation Superintendent

DATE: February 16, 2023

RE: Consideration to accept a $1,750 donation from Dürr Systems, Inc. for the De Pere Beer Gardens

Staff is requesting the Board of Park Commissioner's approval to accept a $1,750 donation from Dürr Systems, Inc. for an individual sponsorship for our August 22, 2023 Beer Garden event at Voyageur Park. An individual sponsor would be listed in all social media posts and other electronic marketing specific to that event along with signage at the event.

We are very pleased to have Dürr Systems, Inc. return this year as one of our sponsors of this great community event! As a sponsor, the companies are encouraged to provide staff to assist in the beer garden tent as well as hand out swag if desired. Last year Dürr Systems, Inc. handed out swag and provided many workers for the beer tent, which was greatly appreciated!

Thank you for your time and consideration.

Donation Information:
From: Dürr Systems, Inc.
c/o Jo LeMoine
830 Prosper St.
De Pere, WI 54115
To: De Pere Parks & Recreation Department
For: Individual Sponsorship for August 22, 2023 Beer Garden Event
Amount: $1,750

City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE:	**March 16, 2023**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Paula Rahn**
SUBJECT:	**Consideration & Possible Action to Approve a $600 Donation from Graef for Beer Gardens***

ATTACHMENTS:

- Graef - Beer Gardens 2023 (DOCX)

CITY OF DE PERE

Community Center

600 Grant Street, De Pere, WI 54115 | 920-339-4097 | www.de-pere.org

TO: Board of Park Commissioners

FROM: Paula Rahn, Recreation Superintendent

DATE: February 16, 2023

RE: Consideration and possible action to accept a $600 donation from Graef for the De Pere Beer Gardens

Staff is requesting the Board of Park Commissioner's approval to accept a $600 donation from Graef towards our 2023 Beer Gardens at Voyageur Park. This donation will be used to cover the acquisition of large prizes for each of our beer garden events this summer.

For this year, staff thought it would be nice to add something special at each of our beer garden events to entice more people to attend. We have come up with ideas to provide event goers a chance to win a large door prize such as a Yeti Cooler, Portable Speaker, Pop Up Tent, nice Lawn Chairs, etc. at our events. We are also working on an East/West challenge event to see which side will bring the most attendees. An honorary captain will be selected for each side and the side that has the most attendees will win a traveling trophy along with a financial donation awarded to that school district's athletic dept. or something along those lines.

Graef has been an individual sponsor of the Beer Gardens in the past to which we are very thankful. While they are unable to commit to an individual sponsorship again this year, they are pleased to be involved in sponsoring these door prize giveaways at each of our events.

Thank you for your time and consideration.

<u>Donation Information:</u>
From: Graef
1150 Springhurst Dr. #201
Green Bay, WI 54304
c/o Patrick Skalecki
To: De Pere Parks & Recreation Department
For: Door Prizes Sponsorship for the 3 Beer Garden Events
Amount: $600

City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE:	**March 16, 2023**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Paula Rahn**
SUBJECT:	**Consideration & Possible Action to Approve Banner Donation from Tundra Apparel & Promotions and Wonder Sign for Beer Gardens***

ATTACHMENTS:

- Tundra Apparel & Promotions - Beer Gardens 2023 (DOCX)

CITY OF DE PERE

Community Center

600 Grant Street, De Pere, WI 54115 | 920-339-4097 | www.de-pere.org

TO: Board of Park Commissioners

FROM: Paula Rahn, Recreation Superintendent

DATE: February 27, 2023

RE: Consideration and Possible Action to accept the banner donation from Tundra Apparel and Promotions for the De Pere Beer Gardens

Staff is seeking the Board of Park Commissioner's approval to accept a sponsorship of the banner for the Beer Gardens from Tundra Apparel & Promotions and Wonder Sign. This banner will market our three Beer Gardens at Voyageur Park this summer and will be put up across Reid Street. Value of the banner is estimated at $500.

We are truly thankful to Tundra Apparel & Promotions who has been a sponsor of the banner since the inception of the Beer Gardens in 2019. But as costs keep rising, Tundra Apparel & Promotions has asked for additional support from another vendor, Wonder Sign. They would like both company logos to be put on the banner. The logos would be small on one side of the banner and Amerilux's logo, who is the main sponsor of the Beer Gardens, would be larger on the other side. We appreciate all their support of this great community event!

Thank you for your time and consideration.

Donation Information:

From: Tundra Apparel & Promotions
Chris McKeefry
1164 Ashwaubenon St.
Green Bay, WI 54304
chris@tundrapromo.com

Wonder Sign
Joel Ruzziconi
1313 Velp Ave.
Green Bay, WI 54303
wondersigngb@gmail.com

To: De Pere Parks & Recreation Department
For: Sponsorship of Banner over Reid Street for Beer Gardens
Amount: Banner valued at $500

City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE:	**March 16, 2023**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Paula Rahn**
SUBJECT:	**Consideration/Possible Action to Approve a $500 from the De Pere Optimist Club for Easter Egg Hunt***

ATTACHMENTS:

- Egg Hunt - Optimist Club Donation Approval 2023 (DOCX)

CITY OF DE PERE

Community Center | Recreation Department

600 Grant St., De Pere, WI | 920-339-4097 | www.deperewi.gov/communitycenter

Memorandum

To: Board of Park Commissioners

From: Mandi Baker, Recreation Coordinator

Date: March 9, 2023

Re: Approval to Accept Optimist Club Donation

This memo is to seek the Board of Park Commissioner's approval for the De Pere Community Center to accept a donation of $500 from the Optimist Club for the annual Easter Egg Hunt. The funds cover partial event costs, including prizes and candy. The Optimist Club graciously donates to this event every year and is a crucial part of its success as they also provide volunteers at the event.

The Optimist Club would be recognized as a sponsor of the event with their name on our flyers and social media posts.

Thank you for your time and consideration.

City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE:	**March 16, 2023**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Paula Rahn**
SUBJECT:	**Consideration & Possible Action to Approve a $500 donation from the De Pere Optimist Club towards Summer Day Camp T-shirts***

ATTACHMENTS:

- De Pere Optimists - Summer Camp T-shirts 2023 (DOCX)

CITY OF DE PERE

Community Center | Recreation Department

600 Grant St., De Pere, WI | 920-339-4097 | www.deperewi.gov/communitycenter

MEMORANDUM

To: Board of Park Commissioners

From: Cindy Lee, Recreation Supervisor

Date: March 9, 2023

Re: Approval to Accept Donation De Pere Optimist Club

Staff is seeking Board of Park Commissioner's approval for the De Pere Community Center to accept a donation of $500 from the De Pere Optimist Club towards t-shirts for our Summer Day Camp.

This is our 15th year running Summer Day Camp and the De Pere Optimist Club has been a sponsor of our t-shirts for 14 of those 15 years. We are truly thankful for their gracious support and encouragement!

The Optimist Club would be recognized as a sponsor of our t-shirts with their logo on the back of the shirts.

Thank you for your time and consideration.

City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE:	**March 16, 2023**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Paula Rahn**
SUBJECT:	**Consideration/Possible Action to Approve $200 Donation from De Pere Men's Club for Easter Egg Hunt***

ATTACHMENTS:

- Egg Hunt - Men's Club Donation Approval 2023 (DOCX)

CITY OF DE PERE

Community Center | Recreation Department

600 Grant St., De Pere, WI | 920-339-4097 | www.deperewi.gov/communitycenter

Memorandum

To: Board of Park Commissioners

From: Mandi Baker, Recreation Coordinator

Date: February 28, 2023

Re: Approval to Accept De Pere Men's Club Donation

This memo is to seek the Board of Park Commissioner's approval for the De Pere Community Center to accept a donation of $200 from the De Pere Men's Club for the annual Easter Egg Hunt. The funds cover partial event costs, including prizes and candy.

The De Pere Men's Club would be recognized as a sponsor of the event with their name on our flyers and social media posts.

Thank you for your time and consideration.

City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE:	**March 16, 2023**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Paula Rahn**
SUBJECT:	**Consideration/Possible Action to Approve a $300 donation from De Pere Area Men's Club for Summer Carnival***

ATTACHMENTS:

- Carnival - Men's Club Donation Approval 2023 (DOCX)

CITY OF DE PERE

Community Center | Recreation Department

600 Grant St., De Pere, WI | 920-339-4097 | www.deperewi.gov/communitycenter

Memorandum

To: Board of Park Commissioners

From: Mandi Baker, Recreation Coordinator
Cindy Lee, Recreation Supervisor

Date: February 28, 2023

Re: Approval to Accept De Pere Men's Club Donation

This memo is to seek the Board of Park Commissioner's approval for the De Pere Community Center to accept a donation of $300 from the De Pere Men's Club. This donation covers partial funds for event costs, including prizes and candy for the various carnival games.

The De Pere Men's Club would be recognized as a sponsor of the event with their name on our flyers and social media posts.

Thank you for your time and consideration.

City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE:	**March 16, 2023**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Paula Rahn**
SUBJECT:	**Consideration/Possible Action to Approve a $300 donation from De Pere Area Men's Club for Senior Picnic***

ATTACHMENTS:

- Senior Picnic - Men's Club Donation Approval 2023 (DOCX)

CITY OF DE PERE

Community Center | Recreation Department

600 Grant St., De Pere, WI | 920-339-4097 | www.deperewi.gov/communitycenter

Memorandum

To: Board of Park Commissioners

From: Mandi Baker, Recreation Coordinator

Date: February 28, 2023

Re: Approval to Accept De Pere Men's Club Donation

This memo is to seek the Board of Park Commissioner's approval for the De Pere Community Center to accept a donation of $300 from the De Pere Men's Club for the annual Senior Picnic. The funds cover partial food costs for the event. The Men's Club prepares a wonderful booyah lunch that the seniors look forward to every year.

The De Pere Men's Club would be recognized as a sponsor of the event with their name on our flyers and social media posts.

Thank you for your time and consideration.

City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE:	**March 16, 2023**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Marty Kosobucki**
SUBJECT:	**Consideration and Possible Action to Approve Consultant for Wilson Park Master Plan.***

ATTACHMENTS:

- Memo.Staff Summary (DOCX)
- Memo.Revised Scope of Services (DOCX)
- CedarCorporation_Revised_Feb27_2023 (PDF)
- Graef Revised Fee Memo_2-27-2023 (PDF)
- Rettler Revised 2-28 (PDF)
- Memo.Wilson Park Proposals (DOCX)
- De Pere Wilson Park Master Plan.Cedar Corp (PDF)
- Rettler Corporation Proposal_City of De Pere_Wilson Park Master Plan_signed_2-2-2023 (PDF)
- Wilson Park Master Plan.Graef (PDF)

CITY OF DE PERE
MEMO

To: Board of Park Commissioners
From: Marty Kosobucki
Date: February 17, 2022

RE: Wilson Park Master Plan

We sent out a revised request for proposal to the submitting consultants for Wilson Park Master Plan. I have included a copy of the communication within your packet. Prior to sending out the revised communication I verified the information with our Park Board Chairman and Vice Chairman for accuracy. Both concurred it was representative of the Park Board's direction.

I have summarized below the three prices we received from the consultants, however I have also included their submittals in your packet.

Consultant	Fee
Cedar Corporation	$8,800
Graef Consulting	$9,950
Rettler Corporation	$5,200

Based on the revised scope of services, you can see that we are not asking the consultant to take an active role in surveying/analyzing the community, local residents and/or stakeholders. We are simply asking them to utilize the current data we have in developing a cost conscious plan. Considering this information, I would suggest the Park Board strongly consider the quote from Rettler Corporation as they are the lowest bid to perform the work being asked.

CITY OF DE PERE
MEMO

To: Board of Park Commissioners
From: Marty Kosobucki
Date: February 21, 2022

RE: Wilson Park - Revised Scope of Services

On Thursday, February 16th the Board of Park Commissioners voted to not accept any of the proposals submitted for the Wilson Park Master Plan RFP. Below you will find a revised and condensed scope of services related to developing a master plan for Wilson Park that our Park Board would like our consultants to consider. After reviewing the revised scope of services we would ask that you consider submitting a new cost estimate. If you have any questions on the revised scope of services, please do not hesitate to contact me at mkosobucki@deperewi.gov.

Revised Scope of services:

- The consultant shall meet with staff to review timeline and tasks.
- The consultant shall review the comments, data and information collected from an internal survey done by the department related to developing Wilson Park.
- Based on survey information and guidance from City Staff, the consultant shall draft two plans.
    - Plans shall be a two dimensional site plan that is to scale.
- The two draft plans shall be submitted to the Park Board for consideration and review.
- The consultant will need to be present for submitting to the Park Board, and provide a brief presentation on background of how and why the two plans were developed.
- The Park Board shall provide recommendations to consultant to develop one plan.
- The consultant shall develop one plan based on recommendations of the Park Board.
    - The revised plan shall be a two dimensional site plan that is to scale.
- The plan shall be submitted to the Park Board for final review and approval.
- The consultant shall be present at the meeting for questions.
    - Consultant has the option of attending virtually.
- The consultant will be responsible for any final alterations from the Park Board.
- After final alterations, the consultant shall submit a final two dimensional site plan to scale along with an itemized cost opinion.

If you have any questions, please do not hesitate to reach out to me. We would like resubmittals of your proposed fee by Monday, March 6, 2023. Thank you for your interest in the City of De Pere and Wilson Park Master Plan project.

Cedar CORPORATION
Community Infrastructure • Architecture • Environmental Services
1695 Bellevue Street
Green Bay, WI 54311
920-491-9081
www.cedarcorp.com

February 27, 2023

De Pere Park, Recreation, and Forestry Department
Mr. Marty Kosobucki, Director
925 S. Sixth Street
De Pere, WI 54115

RE: Updated Fee Estimate for Wilson Park Master Plan Services

Dear Mr. Kosobucki:

In response to the City's February 21, 2023 memorandum regarding the revised of the scope of services for the Wilson Park Master Plan project, Cedar Corporation (Cedar) is pleased to provide you with an updated fee estimate for completing the work as defined below.

- The Consultant shall meet with City staff to review timeline and tasks.
- The Consultant shall review the comments, data and information collected from an internal survey done by the Department related to developing Wilson Park.
- Based on survey information and guidance from City Staff, the Consultant shall draft two plans.
  - Plans shall be a two dimensional site plan that is to scale.
- The two draft plans shall be submitted to the Park Board for consideration and review.
- The Consultant will be present for submitting to the Park Board and provide a brief presentation on background of how and why the two plans were developed.
- The Park Board shall provide recommendations to Consultant to develop one plan.
- The Consultant shall develop one plan based on recommendations of the Park Board.
  - The revised plan shall be a two dimensional site plan that is to scale.
- The plan shall be submitted to the Park Board for final review and approval.
- The Consultant shall be present at the meeting for questions.
  - Consultant has the option of attending virtually.
- The Consultant will be responsible for any final alterations from the Park Board.
- After final alterations, the Consultant shall submit a final two dimensional site plan to scale along with an itemized cost opinion.

After examining the revisions to the desired services, **Cedar proposes a total revised fee of $8,800 to complete the stated activities based on hourly rates and time estimates**. Any additional services suggested in Cedar's original proposal can be completed with the costs being reviewed and approved by City staff.

No other changes are proposed in our Project Team and we very confident that Cedar will provide the knowledge, experience, and creativity this project requires. Cedar's close proximity to the City will provide easy access for coordination with City staff and the Board of Park Commissioners.

We look forward to working with the City of De Pere Parks, Recreation, and Forestry Department and Board of Park Commissioners on this project. If you have any questions, please feel free to call us at 920-491-9081.

Sincerely,

Cedar Corporation

Thad Majkowski, PE
Client Manager
thad.majkowski@cedarcorp.com

Ken Jaworski
Senior Advisor and Project Manager
ken.jaworski@cedarcorp.com

116 S. Adams Street, Suite 200
Green Bay, WI 54301
920 / 592 9440
920 / 592 9445 fax
www.graef-usa.com

GRAEF

collaborate / formulate / innovate

MEMORANDUM

TO: Marty Kosobucki – Director of Parks, Recreation, and Forestry

FROM: Patrick J. Skalecki, PE

DATE: February 27, 2023

SUBJECT: Wilson Park Master Plan
Revised Scope of Services
Proposed Fee

We have received and reviewed the City's Revised Scope of Services Memo dated February 21, 2023, related to the Wilson Park Master Plan RFP. This Revised Scope of Services entirely replaces the Scope of Services outlined in the original RFP.

We have developed a revised Proposed Fee based on this Revised Scope of Services (dated 2/21/2023).

Our revised Proposed Fee is: $9,950.00 Lump Sum

Thank you for the opportunity to submit on this revised scope of work and we look forward to hearing your selection.

PJS:pjs
G:\Mkt\Proposals & SOQs\GB\MUN\De Pere, City\Wilson Park Master Plan_20_0123\Revised scope of services 2-21-23

Wilson Park - Revised Scope of Services

CITY OF DE PERE
MEMO

To: Board of Park Commissioners
From: Marty Kosobucki
Date: February 21, 2022

RE: Wilson Park - Revised Scope of Services

On Thursday, February 16th the Board of Park Commissioners voted to not accept any of the proposals submitted for the Wilson Park Master Plan RFP. Below you will find a revised and condensed scope of services related to developing a master plan for Wilson Park that our Park Board would like our consultants to consider. After reviewing the revised scope of services we would ask that you consider submitting a new cost estimate. If you have any questions on the revised scope of services, please do not hesitate to contact me at mkosobucki@deperewi.gov.

Revised Scope of services:

- The consultant shall meet with staff to review timeline and tasks.
- The consultant shall review the comments, data and information collected from an internal survey done by the department related to developing Wilson Park.
- Based on survey information and guidance from City Staff, the consultant shall draft two plans.
    - Plans shall be a two dimensional site plan that is to scale.
- The two draft plans shall be submitted to the Park Board for consideration and review.
- The consultant will need to be present for submitting to the Park Board, and provide a brief presentation on background of how and why the two plans were developed.
- The Park Board shall provide recommendations to consultant to develop one plan.
- The consultant shall develop one plan based on recommendations of the Park Board.
    - The revised plan shall be a two dimensional site plan that is to scale.
- The plan shall be submitted to the Park Board for final review and approval.
- The consultant shall be present at the meeting for questions.
    - Consultant has the option of attending virtually.
- The consultant will be responsible for any final alterations from the Park Board.
- After final alterations, the consultant shall submit a final two dimensional site plan to scale along with an itemized cost opinion.

If you have any questions, please do not hesitate to reach out to me. We would like resubmittals of your proposed fee by Monday, March 6, 2023. Thank you for your interest in the City of De Pere and Wilson Park Master Plan project.

Proposed Fee Schedule

Company Name: Rettler Corporation

Company Address: 3317 Business Park Drive

Company Address: Stevens Point, WI 54482

Company Representative: John Kneer, President

Signature: _____

Item	Fee
Master Park Plan for Wilson Park	$5,200.00

Please list any items not listed in the scope of services and fees/costs associated with those items below.

Item	Cost
Site Topographic Survey (Optional)	$3,500.00

CITY OF DE PERE
MEMO

To: Board of Park Commissioners
From: Marty Kosobucki
Date: February 17, 2022

RE: Wilson Park Master Plan

I have included the three proposals we received from consultants regarding the Wilson Park Master Plan. At this point in time, I do not have a summary for you but will provide you with one at the meeting. Upon receiving the proposals we had several questions for each of the consultants and are still waiting answers from them.

Our proposed budget for the project was $10,000.

Cedar CORPORATION

Statement of Qualifications and Proposal

Professional Consulting Services
Wilson Park Master Plan
De Pere, Wisconsin

February 3, 2023

Cedar CORPORATION
Community Infrastructure • Architecture • Environmental Services

1695 Bellevue Street
Green Bay, WI 54311
920-491-9081
www.cedarcorp.com

February 3, 2023

De Pere Park, Recreation, and Forestry Department
Marty Kosobucki
925 S. Sixth Street
De Pere, WI 54115

RE: STATEMENT OF QUALIFICATIONS AND PROPOSAL FOR WILSON PARK MASTER PLAN

Dear Mr. Kosobucki:

Thank you for the opportunity to submit our proposal to the City of De Pere for the Wilson Park Master Plan project. We are excited to work with your department on this project as it aligns perfectly with the skill sets of our Project Team. Cedar Corporation understands the tremendous opportunity this location may possess due to its location and proximity to residential neighborhoods, the St. Norbert Campus, the west side downtown business district, and other special events.

The project will be managed by Ken Jaworski, who has over 35 years of park planning experience and is long-time member of the Wisconsin Park and Recreation Association. He will be assisted by Senior Planner, Eric Fowle, AICP, who is an accomplished facilitator, planner, and concept designer. In support, the Cedar Corporation Team will include Project Engineer, Justin Keen, PE; Landscape Architect, Dennis Blau, LA; Architect, Sara Hinz, AIA, LEED BD+C; Environmental Manager, Dan O'Connell, PG, CPG; and GIS Specialist, Devin DuCoeur. We are very confident that we will provide the knowledge, experience, and creativity this project requires.

We look forward to working with the City of De Pere Parks, Recreation, and Forestry Department on this project. If you have any questions, please feel free to call us at 920-491-9081.

Sincerely,

Cedar Corporation

Thad Majkowski, PE
Client Manager
thad.majkowski@cedarcorp.com

Ken Jaworski
Senior Consultant/Project Manager
ken.jaworski@cedarcorp.com

TABLE OF CONTENTS

Section	Page
Cover Letter	2
Firm Overview	4
Project Team	8
Scope of Services	14
Project Experience	17
References	22
Project Cost	24
Attachment A: Insurance	26
Attachment B: Consultant Agreement	29

FIRM OVERVIEW

WHO IS CEDAR?

(CORPORATE BACKGROUND)

LOCATION
1695 Bellevue Street
Green Bay, WI 54311
www.cedarcorp.com

PHILOSOPHY
We recognize that our clients are most concerned with three major issues as they engage the services of consultants - quality, timeliness, cost. Cedar Corporation undertakes each project with a pledge to our clients that they will receive the best value-per-dollar spent on their projects.

Our mission, as a full service design and engineering firm, is to provide the highest standards of design excellence and service to our clients. Our goal is to develop a team relationship between our clients and our staff. We possess the technical expertise necessary to meet the demands of our clients on a timely basis and within budget guidelines.

Repeat business with numerous public and private clients attests to our ability to assemble a team concept with our clients working within their guidelines. Confident of this, we respectfully submit this summary of Cedar Corporation for your review.

SERVICES
Cedar Corporation is a full-service firm with disciplines in engineering, architecture, environmental, planning, economic development, landscape architecture, and surveying. Founded in 1975, the company has grown in size to its present staff of 95. We have continued to grow because of our commitment to providing comprehensive service and effective communication with our clients. Our staff is dedicated to the principles on which the firm was developed: exemplary service to clients, professionalism, and use of state-of-the-art technology.

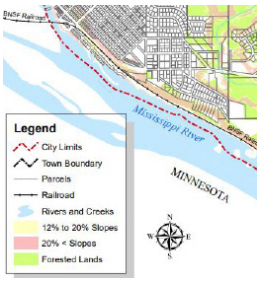
PROFESSIONAL SERVICES

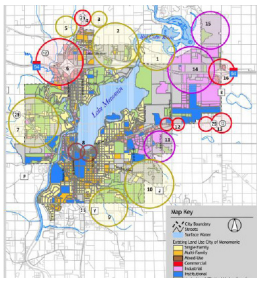
Cedar Corporation provides a wide range of professional services to deliver projects in the areas of Community Infrastructure, Architecture, and Environmental Services. The categories below call out the nine (9) major areas of service provided to a variety of government and private market sectors. Within the nine categories are nearly 100 types of professional services and/or deliverables. Cedar's value may come in the form of a single service or deliverable, but just as often from an integrated group of services managed to meet our customer's broader needs. At Cedar, we are very confident in our capabilities and expertise to address a wide range of public and private client needs in any of the service groups listed below.

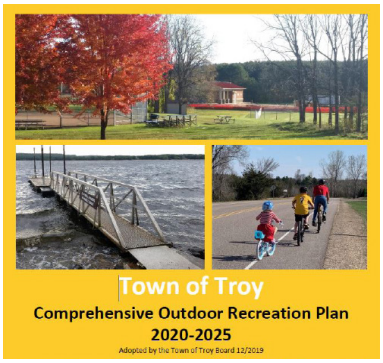
- Architectural Services
- Economic Development
- Environmental Services
- Municipal Engineering
- Planning and Grants
- Structural Engineering
- Transportation Engineering
- Water Resource Engineering
- Wetland Delineations

Planning and Grants

SERVICES







Service Overview

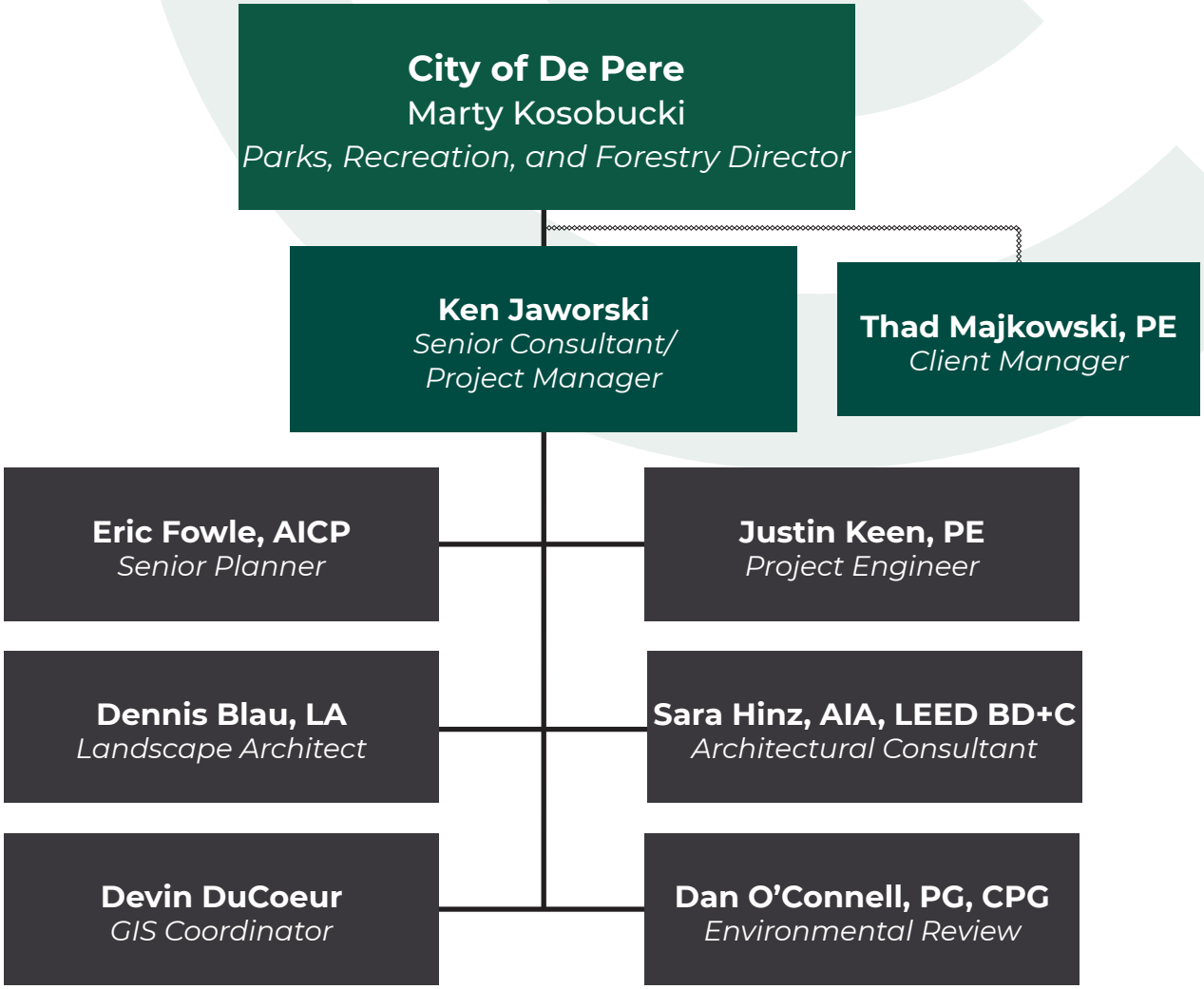
Our planning and grants team helps communities turn their vision into reality by engaging community members, identifying needs, and finding ways to meet those needs with the help of state and federal funding programs.

Expertise

- Comprehensive Plans
- Comprehensive Outdoor Recreation Plans
- Park Site Master Planning
- Municipal Building Needs Assessments
- Zoning Ordinance Administration
- Ordinance Writing and Amendments
- Site Plan Reviews
- Geographic Information Systems
- Grant Writing and Administration
- Project Funding Identification
- Land Use Planning
- Housing Studies
- Meeting Facilitation
- Impact Fees
- Conceptual Site Planning

PROJECT TEAM

PROJECT TEAM



KEN JAWORSKI

Senior Consultant/Project Manager
Total Experience: Since 1983

Ken Jaworski brings over 35 years of experience in community comprehensive planning, land use, natural resource management, park design, and farmland preservation. He is very experienced in zoning ordinance development and zoning administration. Ken specializes in rural community town level planning.

EDUCATION

- Bachelor of Science in Regional Analysis, Co-Major in Geography: University of Wisconsin-Green Bay (1982)

EXPERTISE

- Author or co-author in the development of over 90 Comprehensive Plans within Wisconsin's Smart Growth requirements
- Planning and Zoning Administration
- Highway Corridor Master Plans
- Land Use Plans
- Public meeting facilitation
- Development of comprehensive park and recreation plans
- Park Master Plans
- Greenway Corridor and trail planning
- Intergovernmental agreements
- Farmland Preservation Plans and ordinances (DATCP certified)
- Grant writing and administration
- School district attendance boundary studies
- GIS mapping
- Business development
- Contract negotiation and execution
- Expert testimony

Thad Majkowski has 39 years of experience as a Municipal Engineer and Senior Project Manager providing municipal and civil engineering for various communities. Thad'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.

THAD MAJKOWSKI, PE

Director/Client Manager
Total Experience: Since 1984

EDUCATION

- Bachelor of Science in Civil Engineering: University of Wisconsin-Platteville (1983)

EXPERTISE

- Project Manager and Design Engineer for all phases of municipal engineering including road reconstruction, bridge design, box culvert design, utility reconstruction, sanitary sewer and lift station construction, subdivision development, water well, elevated water storage, and stormwater management projects
- Conceptual design through preparation of plans and specifications, bidding, procurement of funding from various state agencies, construction observation, and construction management
- Policy review and implementation of municipal stormwater policies for individual commercial and industrial parcels
- Client Liaison as the point of contact between client and contractors.
- Project Manager of new fire stations, park shelters, municipal buildings, and recreational trails

ERIC FOWLE, AICP

Senior Planner
Total Experience: Since 1991

Eric Fowle brings 30 years of experience in natural resource, economic development, recreation, and transportation planning. He has been involved in the local and regional planning and community development sector, which includes grant writing and administration, as well as program and project management. Eric has worked on projects at nearly every scale: local communities, counties, tribes, and regions.

EDUCATION

- Bachelor of Arts in Urban and Regional Analysis: University of Wisconsin-Green Bay (1992)

EXPERTISE

- Expert knowledge in public participation and community visioning
- Meeting facilitation and public presentation skills
- Coordination and engagement with local elected officials and staff
- Grant writing and administration
- Knowledgeable in securing funding for projects of various size, including community infrastructure improvements, regional and community planning, and development projects
- Extensive knowledge in topics associated with regional and local-level land use, housing, economic development, and environmental planning
- Comprehensive Planning and plan implementation strategies and methods, including the fundamentals of zoning and subdivision regulations
- Comprehensive Outdoor Recreation Plans and park site planning
- Neighborhood planning, riverfront planning, and urban design, including site-level master planning and redevelopment plans
- Competent in data collection, research analysis, and utilization of Geographic Information Systems (GIS)

Sara Hinz's experience offers our team state-of-the-art technical capabilities in design, rendering, and modeling which benefit each of our projects and clients. Sara plays an integral part in many of our projects, working hand-in-hand with our team providing planning, programming, design, and construction services for both traditional and alternative project delivery methods. Through Sara's expertise in sustainable design and LEED, she provides leadership and innovation in design.

SARA HINZ, AIA, LEED BD+C

Architect
Total Experience: Since 2005

EDUCATION

- Associate Degree in Architectural/Residential Design: Northcentral Technical College (2005)

EXPERTISE

- Programming, conceptual planning, facility planning, and project development
- Leadership in sustainable and LEED analysis and design
- Project management of medium complexity projects
- Preparation of construction documentation for new construction and renovations
- Coordination of mechanical and electrical design plans
- Building envelope design
- Accessibility and Building Code Analysis and evaluations
- Construction administration for various project types
- Development of presentation exhibits for planning and design solutions
- Project budgeting and estimating
- Knowledge in architectural/building codes
- Proficient in material, finish, and color selections
- Contract administration for various project and client types for both traditional and alternative project delivery
- Development of project specifications

DENNIS BLAU, LA

Landscape Architect
Total Experience: Since 1985

EDUCATION
- Bachelor of Landscape Architecture: University of Minnesota (1985)
- Royal Melbourne Institute of Technology: Melbourne, Australia Exchange Program

EXPERTISE
- Site design, grading plans, planting plans, and design of exterior environments for municipal, commercial, industrial, and recreational sites
- Urban streetscape
- Park planning/park development/redevelopment
- Boat landing design
- Master planning
- Erosion control plans
- Preparation of presentation graphics for display
- Construction specification
- Assistance with construction supervision

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.

JUSTIN KEEN, PE

Project Engineer
Total Experience: Since 2003

EDUCATION
- Bachelor of Science in Civil Engineering: University of Wisconsin-Madison (2003)

EXPERTISE
- AutoCAD drawings, cost estimates, earthwork calculations, and quantity takeoffs for various public and private infrastructure improvement projects
- Horizontal/vertical alignments, cross sections, typical sections, and intersection designs for street and trail projects
- Regulatory agency and utility company coordination
- DNR and US Army Corp permit applications
- Prepares site, grading, erosion control, and storm water plans
- Designs sanitary, watermain, storm sewer, and storm water facilities
- Prepares permits, specs, and bid documents for various projects
- Performs site observations for infrastructure improvement projects
- Coordinates projects with architects, contractors, developers, other engineering firms, and municipalities

Justin Keen provides urban and rural road design, utility (wastewater collection, water systems, and storm sewer) design, and civil site design for residential, commercial, and municipal developments. His expertise includes street and sidewalk design, utility design, and storm water management for public and private infrastructure projects, earthwork analysis, site layout, and grading.

DEVIN DECOEUR

GIS Coordinator
Total Experience: Since 2009

EDUCATION
- Bachelor of Science Environmental Science: Bethany College (2007)

EXPERTISE
- Geographic Information Systems (ArcGIS Pro, ArcOnline, ArcMap, Survey123, Field Maps)
- 3GIS
- Cartography
- Georeferencing paper and digital maps
- Data collection, creation, and extraction
- Database Management
- Remote Sensing
- Digital Mapping and custom Web App creation
- Municipal to Statewide mapping
- Deed Plotting
- Fiber Optic design interpretation
- Technical Writing

Devin DuCoeur has 13 years of diversified GIS experience ranging from maintaining county land information to creating data for statewide infrastructure to designing content for online mapping. He has a talent for interpreting a client's needs and ideas into geospatial representations that are functional and informative. Devin's experience includes GIS mapping, geoprocessing, data collection and management, and diversified supporting tasks.

Dan O'Connell is a Professional Geologist and Cedar Corporation's Environmental Lead and is well-versed in a wide variety of environmental projects including environmental due diligence, environmental site investigations and remediation, environmental permitting, and compliance.

DAN O'CONNELL, PG, CPG

Environmental Team Lead
Total Experience: Since 2008

EDUCATION
- Master of Science in Environmental Management: University of Denver (2022)
- Bachelor of Science in Geology and Environmental Studies: University of Wisconsin-Oshkosh (2008)

EXPERTISE
- Environmental project and client management
- Per- and Polyfluoroalkyl Substances (PFAS)
- Sustainability planning
- Industrial and municipal environmental compliance
- Environmental management systems
- Emergency environmental response and reconnaissance
- Landfill monitoring and maintenance
- Brownfield redevelopment and grant writing
- Municipal well field analysis
- Soil and groundwater remediation
- Vapor intrusion assessments
- Phase I and II Environmental Site Assessments

SCOPE OF SERVICES

SCOPE OF SERVICES

Cedar Corporation understands the importance of even small recreational spaces within an urban environment. Access to greenspace for recreation, exercise, and respite from everyday urban living is critical to providing a high quality of life. Even though Wilson Park is classified as a "mini-park" (1 acre or less), its proximity to the St. Norbert College campus as well as the west side downtown environment offers many potential uses that are beyond those of a typical mini-park. Furthermore, with Wilson Park being the City's first park, it calls out a need for emphasis on the City's history when 'refreshing' this space. Therefore, our approach would be built upon the concept of "placemaking" to help re-shape this public space so that it strengthens the connections between people and place. Maximizing value, encouraging creative thinking, capitalizing on community assets, and contributing to the community's health, happiness, and well-being are all top of mind for our Project Team.

Cedar Corporation understands, and is comfortable with, the scope of services being requested through the RFP. However, we would like to elaborate on a few of the process elements which we feel are unique to our approach and are critically important to delivering the high-quality end-product that the City desires.

KICK-OFF MEETING

Cedar Corporation will attend a kick-off meeting between the Project Team and City staff to gather additional information, insights, and recommendations on timelines and completion dates. We would expect that this project, if started in April 2023, could be completed as early as July 2023.

DATA COLLECTION

Cedar Corporation will collect, input, and present all data and land information as listed in the RFP using GIS tools, with the data being made available to the City once the project is completed. If counters are available from the City, we would like to include an assessment of pedestrian and bicycle user activity at various times of the day and week to better assess current usage. We will assess the need for soil testing which is included in the Proposed Fee Schedule. Should soil tests be required, that cost will be determined after the initial review.

COMMUNITY INPUT

Cedar Corporation, in concert with City Staff, will conduct a single meeting with all stakeholder representatives at the Wilson Park site to determine how it can best serve the community. We will develop and conduct an on-line survey of residents, businesses, and organizations which lie within the park's ¼ mile service area. A direct mailing from the City will be desired to improve survey response. An on-site visioning workshop to gather ideas from the general public/park users is also offered for an additional fee.

DEVELOPMENT AND PRESENTATION OF TWO DRAFT PLANS

The Project Team will develop and present two (2) draft concept plans to the Board of Parks Commissioners and Stakeholders which take into consideration all community and stakeholder input on themes, high-priority amenities, and accepted park standards. Each draft concept plan will include supporting information related to community/stakeholder input, accepted and proven park designs from other projects, and consideration of local, statewide, and national recreation trends. Preliminary cost-estimates will be prepared and provided for each of the two concept plans. We expect that the Board will either select one of the two concepts to move forward with, or they may desire a 'hybrid' concept plan using the best features of both drafts.

REVISION TO ONE DRAFT PLAN/HYBRID PLAN

Based on the above meeting feedback, a single, refined, concept plan (recommended plan) will be prepared along with refined cost-estimates for park improvements.

PREPARATION AND PRESENTATION OF RECOMMENDED PLAN

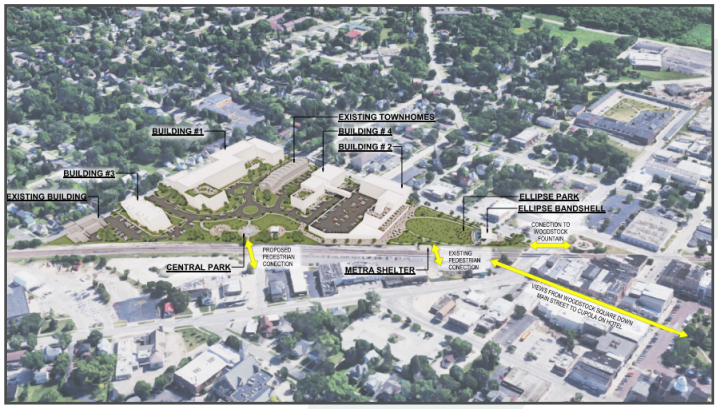
Cedar Corporation will present the recommended plan to the Board of Park Commissioners for approval and will provide the final documents as required in the RFP, including 2-D drawings, 3-D renderings, and an action plan for implementation of the recommended improvements.

BUILDING INFORMATION MODELING

THREE-DIMENSIONAL DESIGN

A three-dimensional view tells a story and is another part of our communication process.

BIM Revit allows us to utilize traditional and three-dimensional views to aid in the planning, design, and construction process.



INTEGRATED DESIGN

- Understanding of opportunities and constraints
- Effective communication and understanding
- Opportunity to review options and visualize
- Utilizing BIM to focus the team
- Focus on document quality/coordination
- Increased collaboration
- Improved cost estimating and budgeting

COORDINATION

- Maximized efficiency
- Improve project scheduling and phasing coordination
- Reduce unforeseen conditions/conflicts and risk
- Staging and prefabrication opportunity integration
- Reduced waste and increased sustainability
- Integrated project delivery
- Faster project delivery

PROJECT EXPERIENCE

WISCONSIN

GREENVILLE

SINCE 1848

Community Park Master Plan

Greenville, Wisconsin

(contact information can be found on page 23)

Cedar Corporation was retained by the Village of Greenville to provide park planning services for the Village's oldest park called "Community Park". The Park is a 20 acre park used most often by a local youth sports group. The Park is fully developed. We worked closely with the park committee to develop several reuse concepts to be developed in a phased approach. The accepted plan recommends a major reuse of areas for recreational facilities that will better serve the community downtown area.

Hika Park Master Plan

Jackson, Wisconsin

(contact information can be found on page 23)

The Village of Cleveland Plan Commission hired Cedar Corporation to provide professional planning services to update the Park Site Master Plan for Hika Bay Park and Dam Impoundment on the shores of Lake Michigan. The Park includes over 1,000 ft. of shoreland and is a popular place to enjoy the passive beauty of the Lake Michigan, providing access for boats, canoes and kayaks.

Cedar Corporation was contracted to provide the following services.

- Review existing plans and studies related to Hika Park and the waterfront.
- Design and lead a process which includes strong public collaboration on park uses and development goals.
- Assist the Village with preparation of a Hika Park Master Plan that will serve as the foundation for future park decisions and improvements.

The Master Plan Update was created with input from stakeholders, the public and the Village's Plan Commission. Hika Park is comprised of three (3) distinct areas referred to as the Hika Boat Launch and Pavilion, Hika Sands and the Centerville Creek Restoration Area.

Bedford Heights Park Master Plan

Bellevue, Wisconsin

(contact information can be found on page 23)

Cedar Corporation worked with the Village of Bellevue's Parks, Recreation, and Forestry Department to organize a series of informational meetings with the residents of the Bedford Heights Subdivision to gather input on the design of a new park. The 3.5 acre parcel was identified as a mini-park in the Village's Comprehensive Outdoor Recreation Plan.

Cedar was involved in leading subdivision residents in a series of exercises that identified and prioritized park amenities resulting in two conceptual site plans. The residents voted on the preferred concept that included walking trails, a gazebo, children's playground equipment, a prairie area, berm for children to play on, and a gaga court. The Bedford Heights Park construction phase was completed in Fall 2019.

Comprehensive Outdoor Recreation Plan Update

De Pere, Wisconsin

The City of De Pere contracted with Cedar Corporation to update the City's Comprehensive Outdoor Recreation Plan. The review included 38 city-owned parks consisting of about 465 acres of land. Parks range from mini-parks, community parks, neighborhood parks, large urban parks, special areas, boat launches, and natural resource areas. Cedar Corporation provided the following:

- Assessed existing parks, amenities, facilities, and acreage to determine future needs
- Reviewed park service areas to determine underserved areas
- Identified areas for future parks
- Researched community demographics to analyze population forecasts and age of residents
- Reviewed a variety of existing City of De Pere, Brown County, and surrounding community plans relevant to the Comprehensive Outdoor Recreation Plan Update
- Provided a variety of maps showing park locations, classifications, and service areas
- Prepared recommendations for park improvements and provided cost estimates for the improvements
- Identified funding programs for park improvements
- Worked with City staff throughout the planning project
- Held a public informational meeting
- Surveyed park users and stakeholders
- Reviewed park dedication policies
- Presented updated plan to the Board of Park Commissioners
- Prepared a draft and final Comprehensive Outdoor Recreation Plan in accordance with WDNR funding City of De Pere Comprehensive

REFERENCES

REFERENCES

VILLAGE OF GREENVILLE
W6860 Parkview Drive
Greenville, WI 54942

Tony Nowak, Director of Parks and Forestry
tnowak@townofgreenville.com
920-757-7276

Professional Relationship: Village Engineer

VILLAGE OF CLEVELAND
1150 W Washington Ave
Cleveland, WI 53015

Stacy Grunwald, DPW/Clerk/Treasurer
sgrunwald@clevelandwi.gov
920-693-8181

Professional Relationship: provide periodic engineering and planning services, as requested

VILLAGE OF BELLEVUE
2828 Allouez Avenue
Bellevue, WI 54311

Ben Krumenauer, Administrator
bkrumenauer@villageofbellevuewi.gov
920-593-5512

Professional Relationship: Village Engineer

PROJECT COST

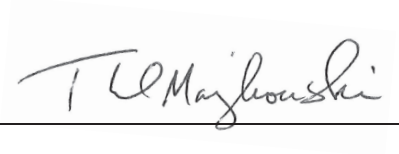
Proposed Fee Schedule

Company Name: Cedar Corporation

Company Address: 1695 Bellevue Street

Company Address: Green Bay, WI 54311

Company Representative: Thad Majkowski, PE

Signature: 

Item	Fee
Master Park Plan for Wilson Park	$14,900

Please list any items not listed in the scope of services and fees/costs associated with those items below.

Item	Cost
Wilson Park On-Site Visioning Workshop	$2,200
Geotechnical Soil Borings, if required	TBD

ATTACHMENT A: INSURANCE

CERTIFICATE OF LIABILITY INSURANCE

DATE 3/21/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Emily Tuschl	
Indianhead Insurance Agency, Inc. 3101 Schneider Ave. Ste 2 P.O. Box 99 Menomonie WI 54751	PHONE (A/C, No, Ext): (715)235-6131	FAX (A/C, No): (715)235-4208
	E-MAIL ADDRESS: etuschl@indianhead-insurance.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : The Hanover Insurance Group	
INSURED Cedar Corporation 604 Wilson Ave. Menomonie WI 54751	INSURER B : Allmerica Financial Benefit	41840
	INSURER C : Citizens Insurance Company of America	31534
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 2022-2023 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [ ] LOC [ ] OTHER:			ZB1D869254	4/1/2022	4/1/2023	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Employee Benefits	$ 1,000,000 $ 100,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $ 1,000,000
B	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS [ ] HIRED AUTOS [ ] NON-OWNED AUTOS			AW1D870006	4/1/2022	4/1/2023	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Uninsured motorist combined single	$ 1,000,000 $ $ $ $ 1,000,000
A	[X] UMBRELLA LIAB [X] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $			UH1D869255	4/1/2022	4/1/2023	EACH OCCURRENCE AGGREGATE 	$ 5,000,000 $ 5,000,000 $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WB1D828037	4/1/2022	4/1/2023	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Example Cert

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Emily Tuschl/EMILYT

© 1988-2014 ACORD CORPORATION. All rights reserved.

CERTIFICATE OF LIABILITY INSURANCE

DAT 2/17/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER CSDZ, LLC 225 South Sixth Street, Suite 1900 Minneapolis MN 55402	**CONTACT NAME:** Joy Langer **PHONE (A/C, No, Ext):** 612-349-2449 **FAX (A/C, No):** **E-MAIL ADDRESS:** jlanger@csdz.com
INSURED Cedar Corporation 604 Wilson Ave Menomonie, WI 54751	CEDACORI

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : RLI Insurance Company	13056
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 428858626 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	CLAIMS-MADE OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						PER STATUTE OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?	N / A					E.L. EACH ACCIDENT	$
	(Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$
A	Architects & Engineers Professional Liability Claims Made			RDP0046159	3/4/2022	3/4/2023	Each Claim Annual Aggregate	$3,000,000 $5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

For bid purposes.

CERTIFICATE HOLDER

Sample Company
Sample Address
Sample City/State/Zip

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Will Reef

© 1988-2015 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03) **The ACORD name and logo are registered marks of ACORD**

ATTACHMENT B: CONSULTANT AGREEMENT

Project No. 5137-012
Date: February 2, 2023

Confirmation of Client Request for Services between Cedar Corporation (ENGINEER/PLANNER) and City of DePere (CLIENT)

Authorization to Perform Professional Engineering and Planning Services

ENGINEER is hereby authorized to proceed with the project listed below. The services are to be completed in a timely manner mutually agreeable with the CLIENT and ENGINEER.

Project: Wilson Park Master Plan

Scope of Work: ENGINEER/PLANNER will develop a Master Plan for Wilson Park.

Project Understanding and Scope of Work are attached – *Attachment A.*

Method of Compensation: Work will be completed on a Time & Materials basis for $[TBD], (not-to-exceed without prior approval of CLIENT).

Cedar standard rate table is attached – *Attachment B.*

Payments are due and payable thirty (30) days from the date of the ENGINEER's invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate of one percent (1%) per month from invoice date.

Timetable: Work will be completed [TBD].

Cedar standard conditions attached – *Attachment C*.

THIS AGREEMENT is hereby approved and executed this ____ day of _____, 20___.

CITY OF DEPERE	CEDAR CORPORATION
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____

DRAFT

Project No. 5137-012
Date: February 2, 2023

Attachment A

Scope of Work

Project Understanding:

See the attached Proposal, included as Attachment A.

Scope of Work:

ENGINEER/PLANNER will complete the following Scope of Work for the Project.

See the attached Proposal, included as Attachment A.

DRAFT

Project No. 5137-012
Date: February 2, 2023

Attachment B

Schedule of Hourly Rates

Below is a copy of Cedar Corporation's Fee Structure for 2022. This rate schedule fee structure is adjusted annually in January and included with the March billing of each year.

TITLE	RATE
Principal	$195.00
Director	$185.00
Senior Project Manager / Senior Architect	$175.00
Lead Project Manager / Lead Senior Planner	$165.00
Senior Engineer	$155.00
Project Manager III	$150.00
Senior Construction Manager / Project Manager II	$140.00
Project Engineer III / Architect II	$135.00
Project Manager I	$130.00
Landscape Architect / Scientist/Geologist IV / Architect I	$125.00
Project Engineer II / Senior Planner / Construction Manager	$125.00
Technician V	$120.00
Scientist/Geologist III / Project Engineer I / Technical Specialist	$115.00
Professional Land Surveyor II / Technician IV	$110.00
GIS Specialist II / Planner II	$105.00
Staff Engineer II / Professional Land Surveyor I	$105.00
Scientist/Geologist II / Technician III	$100.00
Staff Engineer I / Surveyor	$ 95.00
Scientist/Geologist I / Technician II	$ 90.00
GIS Specialist I / Environmental Technician I	$ 85.00
Planner I / Technician I / Project Assistant II	$ 85.00
Project Assistant I	$ 80.00
Admin Assistant / Intern	$ 75.00

Reimbursable Expenses (in addition to compensation for professional services if not included in contract):

Vehicle Mileage	$0.62/mile*
GPS/Robotic Survey Equipment	$35/hour
Aerial Drone	$225/hour
Hydrone	$70/hour

*Mileage reimbursement is subject to adjustment during the calendar year based on the IRS standard mileage rate.

Field supplies are charged to the project at cost. Review fees required by approving authorities shall be paid directly by the Owner.

THIS RATE SCHEDULE, APPENDED TO ANY CONTRACT, IS SUBJECT TO ANNUAL ADJUSTMENT. 2023 will be utilized.

DRAFT

Project No. 5137-012
Date: February 2, 2023

Attachment C - Standard Conditions

PART I - DESCRIPTION OF SERVICES

1.1 CEDAR CORPORATION agrees to provide professional services for the PROJECT as more completely described in this Agreement.

1.2 CEDAR CORPORATION agrees to provide all professional services within a reasonable period of time following the date of authorization to proceed by OWNER. If a special time schedule must be met for a PROJECT, it shall be specifically set forth in this Agreement.

PART II - CLIENT'S RESPONSIBILITIES

Client, at its expense, shall do the following in a timely manner so as not to delay the services,

2.1 INFORMATION/REPORTS

Furnish Cedar Corporation with all reports, studies, site characterizations, regulatory orders, and similar information in its possession relating to the Project. Unless otherwise specified in Part I, Cedar Corporation may rely upon Client-furnished information without independent verification in performing the Service.

2.2 REPRESENTATIVE

Designate a representative for the project who shall have the authority to transmit instructions, receive information, interpret and define Client's policies, and make decisions with respect to the services.

2.3 GIVE NOTICE

Give prompt written notice to Cedar Corporation whenever Client observes or otherwise becomes aware of any defect in the Project or other event which may substantially affect performance of services under this Agreement.

PART III - BILLING, AND PAYMENT

3.1 Cedar Corporation will periodically bill the client with net payment due in 30 days. Unless Client provides Cedar Corporation with a written objection to the bill within 15 days of receipt, Client shall be deemed to accept the bill as submitted.

3.2 Where Client disputes some portion of the charges contained in Cedar Corporation's bill for services, he shall make payment of that portion of the bill which is undisputed. In no case may Client elect to withhold payment to Cedar Corporation of the entire amount due.

3.3 If Client fails to make any payment due Cedar Corporation for services and expenses after receipt of Cedar Corporation's bill therefore, the amounts due Cedar Corporation shall bear interest from invoice date at the rate set forth in this agreement, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of Cedar Corporation. In addition Cedar Corporation may, after giving ten (10) days written notice to Client, suspend services under this agreement until paid in full all amounts due under this agreement. In the event Client does not pay, or does not pay timely, Cedar Corporation shall be entitled to collect from Client all amounts due plus expenses, including but not limited to attorney fees, incurred by Cedar Corporation in connection with collection efforts, in addition, the reasonable value of Cedar Corporation's time spent in connection with collection efforts, computed at Cedar Corporation's prevailing fee schedule.

PART IV - STANDARD TERMS AND CONDITIONS

4.1 STANDARD OF CARE. Services shall be performed in accordance with the standard of professional practice ordinarily exercised by the applicable profession at the time and within the locality where the services are performed. Professional services are not subject to, and Cedar Corporation cannot provide any warranty or guarantee, either express or implied. Any such warranties or guarantees contained in any purchase orders, Client action, requisitions or notices to proceed issued by Client are specifically objected to by Cedar Corporation.

4.2 CHANGE OF SCOPE. The Scope of Services set forth in this Agreement and in any addenda to the Agreement is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by Client. For some projects involving conceptual or process development services, scope may not be fully definable during initial phases. As the project progresses, facts discovered may indicate that scope must be redefined.

4.3 SAFETY. Cedar Corporation has established and maintains corporate programs and procedures for the safety of its employees. Unless specifically included as a service to be provided under this Agreement, Cedar Corporation specifically disclaims any authority or responsibility for general job site safety and safety of persons other than Cedar Corporation employees.

4.4 DELAYS. If events beyond the control of Client or Cedar Corporation, including, but not limited to, fire, flood, explosion, riot, strike, war, process shutdown, act of god or the public enemy, and act or regulation of any government agency, result in delay to any schedule established in this Agreement or in any Addenda to this Agreement, then such schedule shall be amended to the extent necessary to compensate for such delay. In the event such delay exceeds 60 days, Cedar Corporation shall be entitled to an equitable adjustment in compensation.

4.5 TERMINATION. Either party may terminate this Agreement at the end of the term hereof, or any extension thereof, upon 30 days written notice to the other party as provided at PART I above.

Also, this Agreement may be terminated by either party if the other party fails to fulfill its obligations under this Agreement through no fault of the terminating party. No such termination may be effected unless the other party is given not less than ten calendar day's written notice of intent to terminate and an opportunity for correcting the default and for consultation with the terminating party before termination. If Cedar Corporation terminates as a result of Client default or the Client terminates for cause, Cedar Corporation shall be paid for services performed to the termination date including reimbursable expenses due. Upon receipt of the terminating action, Cedar Corporation shall promptly discontinue all services unless the notice directs otherwise, and upon receipt of final compensation make available to Client all appropriate documents prepared under the Agreement whether completed or in process.

4.6 OPINIONS OF PROBABLE CONSTRUCTION COST. Any opinion of probable construction costs prepared by Cedar Corporation is supplied for the general guidance of the Client only. Since Cedar Corporation has no control over competitive bidding or market conditions, Cedar Corporation cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to Client.

4.7 RELATIONSHIP WITH CONTRACTORS. Cedar Corporation shall serve as Client's professional representative for the services, and may make recommendations to Client concerning action relating to Client's contractors. However, Cedar Corporation specifically disclaims any authority to direct or supervise

the means, methods, techniques, sequences or procedures of construction selected by Client's contractors.

4.8 CONSTRUCTION REVIEW. For projects involving construction, Client acknowledges that under generally accepted professional practice, interpretations of construction documents in the field are normally required, and that performance of construction-related services by the design professional for the municipal project permits errors or omissions to be identified and corrected at comparatively low cost. Client agrees to hold Cedar

DRAFT

Corporation harmless from any claims resulting from performance of municipal services by persons other than Cedar Corporation.

4.9 INSURANCE. Cedar Corporation will maintain insurance coverage for Professional Liability, Comprehensive General, Automobile, Workers Compensation, and Employer's Liability in amounts in accordance with applicable legal requirements as well as Cedar Corporation's business requirements. Certificates evidencing such coverage will be provided to Client upon request.

4.10 ALLOCATION OF RISKS. To the fullest extent permitted by law, Cedar Corporation shall indemnify and hold harmless, Client, Client'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 solely by the negligent acts or omissions of Cedar Corporation or Cedar Corporation's officers, directors, partners, employees, and Cedar Corporation's consultants in the performance and furnishing of Cedar Corporation's services under this Agreement.

To the fullest extent permitted by law, Client shall indemnify and hold harmless Cedar Corporation, Cedar Corporation's officers, directors, partners, employees, and Cedar Corporation's consultants 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 solely by the negligent acts or omissions of Client or Client's officers, directors, partners, employees, and Client's consultants with respect to this Agreement or the Project.

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

4.11 HAZARDOUS MATERIAL. Hazardous materials may exist at a site where there is no reason to believe they could or should be present. Cedar Corporation and Client agree that the discovery of unanticipated hazardous materials constitutes a changed condition mandating a renegotiation of the Project scope of work. Cedar Corporation agrees to notify Client as soon as practically possible should unanticipated hazardous materials or suspected hazardous materials are encountered. Client acknowledges and agrees that it retains title to all hazardous material existing on the site and shall report to the appropriate federal, state or local public agencies, as required, any conditions at the site may present a potential danger to the public health, safety or the environment. Client shall execute any manifests or forms in connection with transporting or storage and disposal of hazardous materials resulting from the site or work on the site or shall authorize Cedar Corporation to execute such documents as Client's agent. Client waives any claim against Cedar Corporation and agrees to defend, indemnify, and save Cedar Corporation harmless from any claim or liability for injury or loss arising from Cedar Corporation's discovery of unanticipated hazardous materials or suspected hazardous materials.

4.12 ACCESS. Client shall provide Cedar Corporation safe access to any premises necessary for Cedar Corporation to provide the services.

4.13 REUSE OF PROJECT DELIVERABLES. Reuse of any documents or other deliverables, including electronic media, pertaining to the project by Client for any purpose other than that for which such documents or deliverables were originally prepared, or alteration of such documents or deliverables without written verification or adaptation by Cedar Corporation for the specific purpose intended, shall be at the Client's risk. Further, all title blocks and the engineer's seal, if applicable, shall be removed if and when Client provides deliverables in electronic media to another entity. Client agrees that relevant analyses, findings and reports provided in electronic media shall also be provided in "hard copy" and that the hard copy shall govern in the case of a discrepancy between the two versions, and shall be held as the official set of drawings, as signed and sealed. Client shall be afforded a period of thirty (30) days in which to check the hard copy against the electronic media. In the event that any error or inconsistency is discovered within such thirty (30) day period it shall be corrected at no additional cost to Client. Following the expiration of this thirty (30) day period, Client shall bear all responsibility for the care, custody and control of the electronic media. In addition, Client represents that it shall retain the necessary mechanisms to read the electronic media, which Client acknowledges to be of only limited duration. Client agrees to defend, indemnify, and hold harmless Cedar Corporation from all claims, damages, and expenses (including reasonable litigation costs), arising out of such reuse or alteration by Client or others acting through Client. Cedar Corporation agrees that all plans, engineering designs, electronic and computer data and imagery relating to Client's projects are the property of the Client and shall be presented to Client at no additional cost upon written request.

4.14 AMENDMENT. This Agreement, upon execution by both parties hereto, can be amended only by a written instrument signed by both parties.

4.15 ASSIGNMENT. Except for assignments (a) to entities which control, or are controlled by, the parties hereto or (b) resulting from operation of law, the rights and obligations of this Agreement cannot be assigned by either party without written permission of the other party. This Agreement shall be binding upon and inure to the benefit of any permitted assigns.

4.16 DISPUTE RESOLUTION. Parties shall attempt to settle disputes arising under this agreement by discussion between the parties senior representatives of management. If any dispute cannot be resolved in this manner within a reasonable length of time, parties agree to attempt non- binding mediation or any other method of alternative dispute resolution prior to filing any legal proceedings. In the event any actions are brought to enforce this Agreement, the prevailing party shall be entitled to collect its litigation costs, including attorneys' fees from the other party.

4.17 NO WAIVER. No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate any other section of this Agreement or operate as a waiver of any future default, whether like or different in character.

4.18 NO THIRD-PARTY BENEFICIARY. Nothing contained in this Agreement, nor the performance of the parties hereunder, is intended to benefit, nor shall inure to the benefit of, any third party, including Client's municipal project contractors.

4.19 SEVERABILITY. The various terms, provisions and covenants contained in this Agreement or any addenda shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.

4.20 AUTHORITY. The persons signing this Agreement warrant that they have the authority to sign as, or on behalf of, the party for whom they are signing.

4.21 OTHER. Cedar Corporation reserves the right to enter into agreements with other design professionals for portions of the work included under this Agreement. Where this subagreement would represent a major portion of the design work, Cedar Corporation shall receive approval of Client for this subagreement.

DRAFT

Cedar
CORPORATION

BUILDING TRUST

YOUR PROJECT • OUR PASSION

1695 Bellevue Street
Green Bay, WI 54311
920-491-9081
www.cedarcorp.com

DE PERE

CITY OF DE PERE
WISCONSIN

PROPOSAL FOR PROFESSIONAL SERVICES
WILSON PARK MASTER PLAN

RETTLER corporation

your vision. our design.

RETTLER corporation

February 3, 2023

Marty J. Kosobucki
City of De Pere Park, Recreation and Forestry Department
925 S. Sixth Street
De Pere, WI 54415

Re: City of De Pere - Rettler Corporation Professional Services Proposal
Wilson Park Master Plan

Dear Mr. Kosobucki:

For development of the master plan for Wilson Park, the De Pere Park, Recreation and Forestry Department will benefit from a consultant that has:

- ✓ *The ability to work closely with City staff, the Park, Recreation and Forestry Committee and public stakeholders.*
- ✓ *An understanding of the existing park surroundings and can successfully develop a plan that has connectivity to those surroundings.*
- ✓ *Consistently developed park master plans that are sustainable and feasible.*

Key attributes of the team Rettler Corporation has assembled to meet your needs, and the needs of the community include:

- ✓ *A project manager with expertise in public involvement including the ability to leverage relationships with you and all other project stakeholders to define clear expectations and project goals.*
- ✓ *Experience providing the City of De Pere and Wisconsin communities with services including developing cohesive master plans that include maintaining the natural and environmental significance of each park.*
- ✓ *A firm that has over 33 years of design creativity and experience completing park and recreation planning, design and construction projects for municipal clients throughout the state of Wisconsin.*

Upon review of the enclosed information, please contact our office if you require additional information or have any questions. We are available to present our firm's qualifications at your convenience.

Thank you for this opportunity and we look forward to assisting you and your community in this dynamic project.

Sincerely,

John V. Kneer, PLA, ASLA
President
Email: jkneer@rettler.com

SERVICES

LANDSCAPE ARCHITECTURE

CIVIL ENGINEERING

LAND SURVEYING

CONSTRUCTION MANAGEMENT

AT A GLANCE

3,200+

Projects

19

Team Members

34

Years of Service

1

Location in Stevens Point, WI

FIRM OVERVIEW

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

Rettler Corporation has provided clients with a variety of design and planning services for over 30 years. Our services include landscape architecture, civil engineering, land surveying and construction management. Within these disciplines, we provide master planning, engineering, sports architecture, utility and street design, storm water analysis and management, irrigation design, and landscape design. Our firm employs 19 people including two Professional Land Surveyors, three Professional Engineers and four Professional Landscape Architects.

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.

With creative and innovative solutions, Rettler Corporation takes pride in constantly adapting our concepts and processes to preserve and enhance the existing landscape while meeting our clients' needs.

RETTLER

John Kneer, PLA

PRESIDENT | LANDSCAPE ARCHITECT

23 YEARS OF EXPERIENCE

EDUCATION

B.S. Landscape Architecture,
University of Wisconsin-Madison

LICENSES

Professional Landscape Architect
in WI # 57662, IL, MN, & IA

ASSOCIATIONS

American Society of Landscape Architects

WI, IL, MN, & IA Society of Landscape Architects

Council of Landscape Architectural Registration Boards

City of Waupaca Plan Commission & Park Board (previous member)

RETTLER corporation

Through landscape architecture, site planning, and project management, John creates a unique sense of place for each project. His projects foster positive environments for end users that enhance their experience by incorporating both function and aesthetics. John's comprehensive expertise and knowledge of facility planning lend themselves to high-quality, innovative solutions. His project development foresight and expertise are invaluable in promoting lasting relationships and a positive client experience.

SELECT PROJECT EXPERIENCE

- Brown County Fairgrounds Master Plan — De Pere, WI
- Creekview Park Master Plan — Little Chute, WI
- Erb Park Master Plan — Appleton, WI
- Jaycee Park West Master Plan — Oregon, WI
- Klipstine Park — Ashwaubenon, WI
- Lake Pacawa Master Plan — Plover, WI
- Ledgeview Park — Town of Ledgeview, WI
- Linwood Park Master Plan — Appleton, WI
- Linwood Park Tennis Court Master Plan — Appleton, WI
- Lower Telulah Park Master Plan — Appleton, WI
- Memorial Park Master Plan — Appleton, WI
- Plamann Park, Dog Park, and Mosquito Hill Master Plans — Outagamie County, WI
- Richard E. Maslowski Community Park — Glendale, WI
- South Park Master Plan — Oshkosh, WI
- Swan Park Master Plan — Waupaca, WI

Chase Rettler, PE

PARTNER | CIVIL ENGINEER

8 YEARS OF EXPERIENCE

EDUCATION

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

LICENSES

Professional Engineer
in WI # 1512335

RETTLER corporation

As a partner of the firm and design team leader, Chase works with his colleagues and clients to provide site planning, design engineering, permitting, and construction administration for commercial, K-12, and higher education projects. His comprehensive understanding of regulatory review processes promotes a seamless transition from planning into construction. Chase's detailed focus on plans, specifications, and estimating act as a framework for successully developing projects synonymous with Rettler Corporation's philosophy of quality, honesty, and efficiency.

SELECT PROJECT EXPERIENCE

- Ashwaubenon Sports Complex Plaza Redevelopment — Ashwaubenon, WI
- City of Appleton Parks — Appleton, WI
- De Pere High School Athletic Stadium — De Pere, WI
- Jaycee Park West Master Plan — Oregon, WI
- Klipstine Park Redevelopment — Ashwaubenon, WI
- Lake Pacawa Master Plan — Plover, WI
- Lower Telulah Park Master Plan — Appleton, WI
- Plamann Park, Dog Park, and Mosquito Hill Master Plans — Outagamie County, WI
- Richard E. Maslowski Community Park — Glendale, WI
- Swan Park Master Plan — Waupaca, WI
- Village of Oregon Highlands of Netherwood Park — Oregon,WI
- Winnebago County Community Park Redevelopment — Oshkosh, WI
- Winnebago County Exposition Center Master Plan — Oshkosh, WI

Ross Rettler, PLA

PARTNER | LANDSCAPE ARCHITECT

12 YEARS OF EXPERIENCE

EDUCATION

B.S. Landscape Architecture,
University of Wisconsin-Madison

LICENSES

Professional Landscape Architect
in WI #750-14

ASSOCIATIONS

American Society of Landscape Architects

WI Society of Landscape Architects

Council of Landscape Architectural Registration Boards

Stevens Point YMCA Board of Directors

Friends of Schmeeckle Reserve Board of Directors

RETTLER corporation

Ross's experience in Landscape Architecture, Engineering, and Construction brought him to believe that a multi-disciplinary background and project approach is essential when developing successful, high-quality facilities from start to finish. With creative and innovative solutions, he takes pride in adapting concepts and processes to preserve and enhance the existing landscape. Ross collaborates to define, facilitate, and implement your visions of today and for the future.

SELECT PROJECT EXPERIENCE

- City of Onalaska Gullikson Tennis Facility — Onalaska, WI
- City of Wausau JoJo's Jungle Brockmeyer Park — Wausau, WI
- Goerke Park Track & Field Redevelopment — Stevens Point, WI
- Green Circle Trailhead Development — Stevens Point, WI
- Islander Park Tennis & Pickleball Facility — Cumberland, WI
- Mead Park Pickleball Complex — Stevens Point, WI
- Plover River Trail Crossing — Stevens Point, WI
- Portage County Business Park Master Plan — Plover, WI
- Schmeeckle Reserve Amphitheater Development — Stevens Point, WI
- Village of Oregon Jaycee Park Redevelopment — Oregon, WI
- Village of Oregon Highlands of Netherwood Park — Oregon,WI
- Zenoff Park Softball Field Redevelopment — Stevens Point, WI

PROJECT SUMMARY: WILSON PARK MASTER PLAN

Wilson Park comprises just over an acre of land in De Pere, Wisconsin and features swings, a memorial tree, historical marker and green space. Located on College Avenue, it is in close proximity to St. Norbert Campus, the west side downtown business district, residential neighborhoods and student housing.

The City of De Pere would like assistance determining the best uses for Wilson Park. Recently obtained community input data, along with feedback from public input sessions and user groups to be collected in 2023 as part of the master planning process will largely inform the planning and development of Wilson Park.

Rettler Corporation will assist the City of De Pere by leading the master planning process, developing cost estimates for improvements and developing a final conceptual plan. The Wilson Park Master Plan will help guide future development of the park and identify new amenities and features.

SCOPE OF SERVICES: MASTER PLAN DEVELOPMENT

The City of De Pere is interested in determining the best uses for Wilson Park. As part of this planning process, the City would like to analyze community input, develop cost estimates for improvements, and develop a preferred master plan. To assist the City in this effort, Rettler Corporation proposes to provide the following services.

I. Project Planning

A. Kick-off Meeting
   1. 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.
   2. Prepare a detailed project plan identifying tasks, responsibilities, deliverables, and budget. The project plan will be based on the proposed project approach.
   3. Establish a project timeline identifying start and completion dates of all major project phases. Utilize schedule identified in Request for Proposal (RFP).

II. Data Collection

A. Obtain community input
   1. Review existing community input survey responses collected by the City.
   2. Review existing City of De Pere Comprehensive Outdoor Recreation Plan.
   3. Identify park stakeholders and user groups; develop a public participation plan to engage a wide range of stakeholders using a variety of outreach techniques.
   4. Gather input, review the needs of residents, various user groups and/or special interest groups.

B. Obtain available mapping from the City of De Pere and Brown County, and utilize existing City topographic survey information (including available site mapping for the development site).

C. Obtain existing wetland, floodplain, environmental and soils information (available from the City of De Pere, Brown County, and WDNR).

D. Identify adjacent land uses and potential zoning issues.

E. If requested, coordinate a geotechnical firm to conduct soil borings and prepare a geotechnical report (cost of soil borings and report will be the responsibility of the Owner).
   1. The number, location and type of soil borings will be coordinated with the Owner
   2. The results will be used to assist in developing estimates of probable construction costs for site development elements.
   3. The geotechnical report will be used in later phases of the project in the development of construction plans and specifications.
   4. Coordination of the report will be at no cost to the Owner.

III. Site Analysis – Review Existing Site Features

A. Review existing site analysis information including:
   1. Topography and slope
   2. Views (positive and negative)
   3. Existing drainage features and patterns
   4. Soils and bedrock
   5. Major vegetation types and locations
   6. Environmentally sensitive areas
   7. Existing and proposed athletic, community, and activities facilities
   8. Existing street / roadway locations
   9. Vehicle access points
   10. Internal and external traffic circulation
   11. Parking opportunities
   12. Potential pedestrian circulation linkages
   13. Relationship to existing facilities
   14. Buildings and other site structures
   15. Utility locations
   16. Adjacent property uses and impacts
   17. Site ADA compliance
   18. Existing infrastructure locations

IV. Development Program

A. Evaluate potential layouts for the proposed development. Identify and prioritize proposed improvements and generate approximate spatial commitments to each facility element proposed on the site.
   1. Vehicle and pedestrian access
   2. ADA accessibility
   3. Memorial tree
   4. Historical marker
   5. Swings/playground equipment
   6. Maintenance access
   7. Infrastructure service locations and capacities (review availability and capacity of municipal sanitary sewer and water service and alternative water supplies)
   8. Storm water management requirements
   9. Fencing and security

10. Lighting and other electrical needs
11. Shade structures
12. Adjacent landscape and hardscape design for connectivity function and aesthetics

B. Other Improvement Considerations
   1. Seating and site furnishing options
   2. Amenities (signage, donor recognition, storage, etc.)

V. Master Plan Development

A. Provide two preliminary concept plan layouts, which combines all elements from the site analysis and development program.

   1. Conduct an on-site workshop session with the Committee to discuss/review the following:
      a. Layout, function and design
      b. Conceptual utility and storm water management plan
      c. Accessibility
      d. Phasing considerations
      e. Environmental impacts
      f. Implementation and constructability
      g. Operational impacts and maintenance considerations
      h. Recommendations from community and stakeholder input
   2. Document consensus changes to the plan. Include all input into the Master Plan development.
   3. Investigate likely regulatory review issues and their impact on project schedule and cost, including
      a. City of De Pere Site Plan review processes
      b. City / State / County storm water management requirements
      c. State of Wisconsin Department of Natural Resources (grading and erosion control permitting) and Department of Safety and Professional Services (building permitting).
      d. Wetland determination and delineation requirements

B. Refine concept plan and develop preliminary phasing scenarios and estimates of probable construction cost.

C. Review updated concept plan and cost estimates with Committee.

VI. Master Plan Development – Approvals and Deliverables

A. Present the draft Master Plan to the City representatives for review and comment. Revise the Master Plan accordingly.

B. Present the draft Master Plan at a public / community meeting for input.

C. Submit line-item cost estimates for all improvements, based on 2022 / 2023 construction costs of similar projects completed by Rettler Corporation.

D. Submit a phased development scenario. Develop estimated costs by phase.

E. Provide electronic versions (PDFs) of the completed Master Plan and recommendations, including:
   1. 2D black and white "to scale" schematic of the park
   2. 3D color rendering of the proposed park and features
   3. Base map identifying current land features and survey information

VII. Assumptions

A. The development of a Phase 1 Environmental Assessment including archaeological, threatened and endangered species and culturally significant resource screening for the project site is not within the scope of this Agreement.

B. Geotechnical Services and Wetland Delineation services are not within the scope of this Agreement.

C. A formal Traffic Impact Analysis is not within the scope of this agreement

D. The conceptual planning of additional buildings and structures including development of a building program, conceptual floor plan, conceptual elevation and probable cost for construction of buildings is not within the scope of this Agreement. Rettler Corporation can coordinate these services if requested by the City as an amendment to this Agreement.

E. Property and construction survey services are not within the scope of this initial Agreement but can be provided for an additional fee if project needs warrant.

F. Minor in-house printing expenses during the master planning process are incidental to the proposed lump sum fee.

VIII. Compensation for Services

A. If the City of De Pere changes the Scope of Services after initiation of services, the Consultant has the right to renegotiate the compensation for the charged services.

B. All governmental fees will be paid directly by the Owner.

C. Periodic invoices will be submitted on a 30-day basis. The billing amount will be determined based upon the current percent completion of services.

Proposed Fee Schedule

Company Name: Rettler Corporation

Company Address: 3317 Business Park Drive

Company Address: Stevens Point, WI 54482

Company Representative: John Kneer, President

John V. Kneer

Digitally signed by John V. Kneer
DN: C=US, E=jkneer@rettler.com, O=Rettler Corporaton, CN=John V. Kneer
Date: 2023.02.02 17:14:44-06'00'

Signature:

Item	Fee
Master Park Plan for Wilson Park	$6,500.00

Please list any items not listed in the scope of services and fees/costs associated with those items below.

Item	Cost
Site Topographic Survey (Optional)	$3,500.00

Village of Plover
Lake Pacawa Park

Plover, WI

SCOPE OF SERVICES
Master Planning,
Site Design, Engineering,
Permitting, Bidding,
Construction Management

BUDGET
$4,200,000

COMPLETION
July 2022

OWNER REFERENCE
Daniel Ault
Village Administrator
715-345-5252
dault@ploverwi.gov

RETTLER corporation

Lake Pacawa Park comprises 17 acres featuring a baseball diamond, soccer field, restrooms, picnic areas, a beach, and over a half mile of shoreline. This project began in 2013 with the creation of a comprehensive master plan for the park, and in 2018 Rettler Corporation assisted the Village of Plover with the first phase of development, which included the construction of a bandshell and amphitheater style seating area, beach improvements, parking lots, memorial and donor recognition features. The second phase kicked off in 2020 and developed an inclusive playground and splash pad, over a mile of paved and granite walking trails, restrooms, a shelter/concession building, piers, and an ADA canoe/kayak launch.

Village of Oregon Jaycee Park

Oregon, WI

SCOPE OF SERVICES
Master Planning,
Site Design, Engineering,
Permitting, Bidding,
Construction Management

BUDGET
$3,950,000

COMPLETION
2023

OWNER REFERENCE
Jeff Rau
Director of Public Works
608-835-6290
jrau@vil.oregon.wi.us

RETTLER corporation

Using a phased approach, Rettler Corporation worked with the Village of Oregon to plan the redevelopment of Jaycee Park. Phase 1 included three little league fields with dugouts, six pickleball courts complete with new lighting, and a new multi-use field for rugby, lacrosse, and football. Additional improvements include a decorative concrete plaza, a new playground area, and bike racks. Additionally, improvements will be made to existing parking areas, and several new parking lots will be added. Phase 2 includes a new baseball field and dugouts, an additional multi-use athletic field, green space for the future development of a soccer field, new concessions, a restroom, and a storage building.

Scray Hill Park Baseball Fields

De Pere, WI

SCOPE OF SERVICES
Master Planning,
Site Design, Bidding,
Construction Administration

BUDGET
$1,840,000

COMPLETION
July 2020

OWNER REFERENCE
Sarah Burdette
Town Administrator
920-336-3360 x108
sburdette@
ledgeviewwisconsin.com

RETTLER corporation

Rettler Corporation assisted the Town of Ledgeview with development of two youth baseball fields. This project is the latest phase of the Scray Hill Park development which included master planning and multiple phases of construction. Prior phases included five soccer fields, parking and drop off, playground, plaza and gathering spaces. Deveopment of the baseball fields included two synthetic turf infields, an entryway feature with donor recognition plaza, dugouts, storage, batting cages, bull pens, bleacher seating, and athletic field lighting.

JoJo's Jungle Playground & Splashpad

Wausau, WI

SCOPE OF SERVICES
Master Planning, Site Design, Engineering, Permitting

BUDGET
$2,400,000

COMPLETION
2020

OWNER REFERENCE
Jamie Polley
Parks, Recreation & Forestry Director
715-261-1554
jamie.polley@co.marathon.wi.us

Rettler Corporation assisted the City of Wausau and Patrick Hoerter with the development of this community supported and privately funded playground project. In 2015 Patrick Hoerter began working with Rettler Corporation to develop a plan and capital campaign to honor his late son Josiah by developing Wausau's first all inclusive playground. In 2020 the fundraising goal of $2.4 million was met and construction began. The improvements to Brockmeyer Park included an inclusive playground and splashpad areas for all ages. The new playground equipment is complete with pour-in-place surfacing, overhead shade structures, concrete plazas, donor recognition, butterfly gardens, and native landscape plantings.

RETTLER corporation

Appleton Parks & Recreation Highview Park

Appleton, WI

SCOPE OF SERVICES
Master Planning, Site Design, Engineering, Bidding, Construction Observation

BUDGET
$150,000

COMPLETION
2017

OWNER REFERENCE
Tom Flick
Deputy Director of Parks
920-832-5905
tom.flick@appleton.org

RETTLER corporation

Highview Park is a neighborhood park offering unique opportunities for community members looking to stay active. Rettler Corporation assisted the City of Appleton with the development of a multi-use hard court for tennis and pickleball. The redevelopment also included the addition of a dedicated basketball court. The project included design and construction observation for asphalt paving, tennis court surfacing, fencing, landscape restoration, and erosion control. Athletic equipment details included net posts, nets, center strap anchors, and basketball goals.

Village of Oregon Highlands of Netherwood Park

Oregon, WI

SCOPE OF SERVICES
Master Planning,
Site Design, Engineering,
Permitting, Bidding,
Construction Management

BUDGET
$1,200,000

COMPLETION
2016

OWNER REFERENCE
Jeff Rau
Director of Public Works
608-835-6290
jrau@vil.oregon.wi.us

RETTLER corporation

Rettler Corporation assisted the Village of Oregon in developing a new six-acre community park adjacent to the Highlands of Netherland residential development. The project cohesively connects to the surrounding neighborhood and includes a new, natural turf full-size soccer and rugby pitch, pavilion and restroom building, soft surface play area, regional trail connections, and parking area. One challenge was dealing with the existing soil conditions. To remedy this, Rettler Corporation used amended soils and installed an athletic field underdrain system to make the fields suitable for sports.

WILSON PARK MASTER PLAN

February 3. 2023

GRAEF

920 / 592 9440 www.graef-usa.com

116 S Adams St. Suite 201
Green Bay, WI 54301

Primary Contact: Patrick Skalecki
patrick,skalecki@graef-usa.com

TOC

Section 1 Company Information

Section 2 Summary Page

Section 3 Fee Schedule

Section 4 References

Section 5 Similar Projects

GRAEF
1150 Springhurst Drive
Suite 201
Green Bay, WI 54304
920 / 592 9440
www.graef-usa.com

Dear Marty,

Wilson Park sits quietly, tucked into the neighborhood, on the City's west side. Around the park bustles the life and vibrancy of one of the highest density areas of the City of De Pere. In St. Norbert College's back yard, students crisscross through and around from homes and dorms to classes and the library. A mere two short blocks from Reid Street, it is a comfortable walk from a dozen or more eateries, multiple apartment buildings for a wide range of ages, and office buildings both large and small. This really is a slice of De Pere diversity.

Knowing the City well from our past work together, our team is ready to provide a solid strategy for engaging with the right stakeholders and developing a program of amenities that works for the neighborhood. We've worked on parks large and small in De Pere—from Michael J. Walsh Plaza to VFW Park Aquatic Center. Walsh Plaza stretches from Wisconsin Street to Broadway, providing both interactive wind and water elements and a meandering garden path near the Union Hotel.

The aquatic center at VFW Park features true community spaces and an activity-rich aquatic area with a vast array of features. The right mix for Wilson Park will be uncovered during our visioning exercises with the community.

We understand the City's budget for this project, and have provided a modified scope to align with the budget available at this time, focusing on the public engagement and programming that will be useful in the final development of the plan in the future.

The GRAEF design team brings visionary, buildable ideas to your community. We've earned your trust through our past project work. We look forward to the opportunity to continue this relationship to work on another incredible project in the City of De Pere.

Sincerely,

Patrick J. Skalecki, P.E., LEED AP
Office Leader – Green Bay | Vice President | Principal

collaborate / formulate / innovate

1

COMPANY INFORMATION

GRĀEF

Services

Planning + Urban Design
Landscape Architecture
Site/Civil Engineering
Environmental Engineering
Coastal Engineering
Traffic/Transportation Engineering
Structural Engineering
Geographic Information Services

Area of Expertise

Master Plans
Urban Design
Comprehensive Outdoor Recreation Plans
Design Guidelines
Public Participation
Bike and Pedestrian Plans
Economic Development
Resilience Planning
Grant Writing
Streetscape
Waterfront Redevelopment
Traffic and Parking Studies

GRAEF is a multi-discipline, planning, design, and engineering firm dedicated to serving public and private clients throughout the United States. For 60 years, our ability to excel has been driven by integrity, quality, and our commitment to customer service. GRAEF began as an individual partnership structural engineering firm in 1961. Today, with more than 260 employees in eight offices in the Midwest and Florida, GRAEF offers our clients a full range of consulting services. GRAEF is licensed to operate in Wisconsin.

GRAEF is ranked in Engineering News-Record (ENR) Top 500 Largest Design Firms and is ranked 28th in Building Design + Construction's (BD+C) list of the nation's Top Engineering-Architecture firms.

our core purpose

To improve the physical environment for the benefit of society in a sustainable manner.

Offices

Milwaukee, WI – Headquarters
Green Bay, WI
Chicago, IL – O'Hare
Chicago, IL – Loop
Madison, WI
Miami, FL
Minneapolis, MN
Orlando, FL
Sarasota, FL
Turks & Caicos

920 / 592 9440 www.graef-usa.com
116 S Adams St. Suite 201
Green Bay, WI 54301

Primary Contact: Patrick Skalecki
patrick,skalecki@graef-usa.com

Staffing

Your Primary Project Connections

Patrick Skalecki, PE
Principal-in-Charge

Joseph Pepitone, PLA LEED AP
Project Manager

Kristan Sanchez, AICP
Engagement and Design

Patrick Skalecki, PE

Principal-in-Charge

Over the past 28 years in the engineering industry, Pat has developed extensive knowledge along with technical and managerial skills in public infrastructure and site engineering. He has been involved in projects from idea to grand openings. This depth of knowledge and experience helps clients evaluate project scope and budget early on in the process. He is skilled in public presentation and delivery needed to build consensus among stakeholders. During design, he uses his abilities in hydraulic modeling, hydrologic studies, municipal utility design, stormwater management and system design, roadway design, complete site development, parking lot design and associated construction engineering to realize the vision of the clients into a successful project.

Professional Registration

Professional Engineer – IA, ID, IL, IN, MI, MN, WI

Education

B.S., Civil Engineering, 1992, University of Wisconsin-Platteville, Platteville, WI

Professional Affiliations

American Society of Civil Engineers (ASCE)
American Water Works Association (AWWA)
American Public Works Association (APWA)
Wisconsin Rural Water Association – Society of Water Professionals (WRWA)

De Pere Aquatic Facility at VFW Park, De Pere, WI - Principal-in-Charge: The VFW Aquatic Facility includes an entirely new 6,150-square-foot facility with bathhouse containing bathrooms/changing rooms, office and guard spaces, first aid, entry lobby, meeting rooms, family changing rooms, and a concessions wing. The first phase of work included review and analysis of the existing aquatic facility and VFW Park features, along with development of a conceptual design plan and a budget estimate, for a new and unique replacement aquatic center.

Kaukauna Hydro Park, Kaukauna, WI – Project Manager: Master plan for a new park on the Badger Hydro Plant site due to a new license for plant upgrades. The site is contained in the Badger Hydro-electric Historic District so the design required specific historic elements to commemorate and educate on the historical significance of the hydroelectric power in the area's settlement. The park includes a pavilion, gather spaces and trail connections blended with the historic elements.

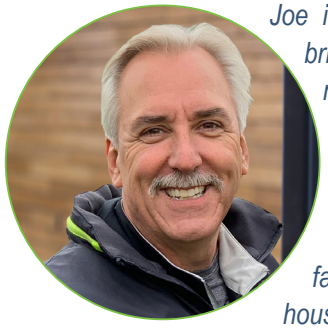
Gateway Plaza Park, City of Neenah, WI - Project Manager: GRAEF provided Master Planning services and then full civil design, structural design, and landscape architecture for this centerpiece of the revitalized west end of downtown Neenah. This park serves as a transition from the natural park site environment of Park Sites #1 and #2 to the built urban downtown.

Little Lake Butte des Morts Park Properties – Master Plan, Neenah, WI: Several City owned parcels in and nearby downtown Neenah are currently undeveloped. As part of the redevelopment of the P.H. Glatfelter Mill site, the City wanted to have a master plan for three park areas.

Herb & Dolly Smith Park, City of Neenah, WI - Project Manager: This park is located on the site of a former fueling station and blighted undeveloped areas. It now offers amenities to suit several types of outdoor recreation enthusiasts. GRAEF was a critical member of the Master Planning team in 2008 and then was retained by the City of Neenah for full design, bidding and construction oversight of the project completed in 2013.

Joseph Pepitone, PLA, LEED AP

Project Manager



Joe is a licensed landscape architect and designer who brings 30 years of professional experience in project management and landscape architectural design and planning. During his tenure at GASAI-MI, Joe's projects have won numerous design awards. Joe has been involved in master planning and design for corporate office, industrial, commercial/retail, recreational facilities, urban design, multi-family residential, senior housing, healthcare and educational campuses of all sizes. His expertise includes master planning to incorporate building(s) and site program elements in a functional and cohesive manner. His thorough knowledge of all aspects of site development allow him to provide complete and thorough documentation which includes site planning, detailed design, landscape design and details, planting design, construction documentation, specifications and on-site construction administration.

Education

B.S., Landscape Architecture, 1986, University of Wisconsin-Madison, Madison, WI

Professional Certifications

LEED Accredited Professional

Professional Affiliations

American Society of Landscape Architecture (ASLA)
Council of Landscape Architects Review Board (CLARB)
Society for College and University Planning (SCUP)
American Sports Builders Association (ASBA)

Herb & Dolly Smith Park, City of Neenah, WI – Landscape Architect: On the site of a former fueling station and blighted undeveloped area, this park now offers amenities to suit several types of outdoor recreation enthusiasts. GASAI-MI was a critical member of the Master Planning team in 2008 and then was retained by the City of Neenah for full design, bidding and construction oversight of the project completed in 2013. Highlights of the park include a shelter with restrooms and open-air picnic space, bike/ped trails with wildlife viewing areas, and a canoe and kayak launch. In addition, to avoid sensitive environmental areas and meet ADA accessibility guidelines, the trail path includes a 60-foot long timber boardwalk ravine crossing as well as a 390-foot-long timber boardwalk across Little Lake Butte des Morts at the mouth of the Neenah Slough.

Kaukauna Hydro Park, Kaukauna, WI – Project Landscape Architect: Master plan for a new park on the Badger Hydro Plant site due to a new license for plant upgrades. The site is contained in the Badger Hydro-electric Historic District so the design required specific historic elements to commemorate and educate on the historical significance of the hydroelectric power in the area's settlement. The park includes a pavilion, gather spaces and trail connections blended with the historic elements.

Hart Park Improvements – Playground and Splash Pad, Wauwatosa, WI – Landscape Architect: Design of interpretive play area for multiple age groups along with interactive play splash pad. Provided preliminary design through construction documents for the all accessible play areas, landscape, hardscape, site amenities and lighting, and also provided construction oversight on project during construction. Interpretive play components based upon local Native American heritage and existing Silurian reef including: archeological dig pit with fossils, Silurian reef wall with fossils, native plantings, dugout canoe, etc.

Riverfront Park Master Plan, Village of Waterford, WI – Landscape Architect: Provided master planning and landscape architecture design services for the development of a new riverfront park in downtown Waterford. The project consisted of developing undeveloped riverfront open space as well as specific outdoor activity areas and improved connectivity with the adjacent downtown historic business district. The plan is intended to provide the Village with a roadmap for development in phases to improve not only the aesthetics of the area but better access to the river and to also facilitate additional economic growth for the downtown to help make it a place where residents and visitors will want to come and spend quality time.

Kristan Sanchez, AICP, Assoc AIA

Engagement & Design

The public spaces in our downtowns are special places that bring the community together and provide opportunities for social interaction. Understanding how the space will be used and how to facilitate activating the site makes it that much more valuable to the community. Thought of as "placemaking and activation," these spaces also provide a place that brings special elements of the community's heritage--and future--that can be woven into a design in various ways: signage; design details in seating, built structures, or paving; or public art. The key to making these selections lies with a designer that can weave together the vision of the community with design opportunities in the project. Kristan excels in creating authentic design elements in the public realm for the communities she works with. She specializes in projects that have extensive public outreach and use engaging, forward-thinking methods. Her strong portfolio of projects uses a robust online engagement platform with various modules such as mapping comments with icons, online information management, and direct digital feedback during meetings with aggregated results.

Education

Master of Urban Planning, University of Wisconsin-Milwaukee

Master of Architecture,
University of Wisconsin-Milwaukee

B.S. Architectural Studies, University of Wisconsin-Milwaukee

Professional Certifications

American Institute of Certified Planners

Professional Affiliations

American Planning Association

American Institute of Architects

Public Engagement & Business Coordination

Working with many municipal partners in her career, Kristan brings experience working on projects that affect and alter public roads and access points. Such projects require clear and concise engagement with the public—this can be in the form of informational meetings to relay critical project information, or in listening sessions hear neighbor concerns and answer questions. One of the successful parts of her projects has been identifying key stakeholders, influencers and networks, and the best channels to relay information. This results in good project communication for the community and the team.

Comprehensive, Master & Strategic Planning

Kristan has served as a consultant planner and as the internal staff project manager for multiple successful plans of various scales – from comprehensive community-wide plans to specific neighborhood area plans and transit-oriented development studies. The process includes engaging the community stakeholders, elected officials and professional staff to understand both the vision and the realities of the political and economic climate to best set the framework for continued use of the plan and implementation over the coming years.

Michael J Walsh Plaza, De Pere, WI – Project Manager: The City of De Pere engaged GRAEF to provide public participation, design, and engineering for a block-long street adjacent to the primary downtown street in their historic downtown. Anchored by one of the most iconic landmark buildings in the city, the project goal was to create a special place that could be used by visitors and downtown employees; improve the quality of the pedestrian amenities; provide improved pedestrian and vehicular circulation; and reconstruct the public utilities, roadway, and sidewalk.

Sheboygan Harbor Centre Downtown Master Plan & Placemaking, Sheboygan, WI – Project Manager and Urban Designer: With this project, the city was looking to enhance placemaking and activation in the downtown neighborhoods. Working with residents, property owners and business owners the GRAEF team engaged with stakeholders using a variety of methods including facilitated small group sessions, one-on-one conversations, and a digital survey.

Harrison Comprehensive Outdoor Recreation Plan (CORP), Harrison, WI – Project Manager and Engagement Lead: Harrison Comprehensive Outdoor Recreation Plan involved a combination of public outreach, engagement with Village Staff and elected officials, and the application of updated national recommendations for parks and recreation planning. A review of local, regional, and state plans was also conducted to ensure consistency with the parks and recreation goals of all relevant jurisdictions. The adopted plan will serve as a guide for park development over the next five years.

2

PROJECT SUMMARY

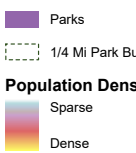
Wilson Park is the lone park in the downtown on the west side of the river. Amenities in the park are few. Yet the park sits in the highest population density area of the city. Imagine the possibilities!

The survey conducted by the City and St. Norbert College last year included a wide range of comments and favored both active and passive recreation amenities. This seems to reflect an urban neighborhood—namely, that the demographics of urban neighborhoods will include a variety of ages, lifestyles, and interests. Also, when living in an urban area and one that is high density, public outdoor spaces are at a premium. A resident may opt to forego a larger house and yard to be within walking distance to the riverfront and their favorite coffee shop. That also means that park spaces are meaningful additions to their daily lives and become in some ways an extension of their home.

Thinking about providing public amenities for all ages, from children to families to adults, this park is in the heart of the city and its design should reflect the diversity of the city. Although Wilson Park is in the heart of it all, its context also poses challenges in design. Despite being a high-density neighborhood, the park is surrounded by parking lots and lacks active natural surveillance that one might find in a typical neighborhood. The survey comments speak to things like increased lighting and safety.

With our team's expertise in designing social spaces and parks, and the City's budget in mind, our suggestion for this phase of Wilson Park master planning would be to focus on the amenities and facilities that should be in the park, and getting that right. A beautiful master plan rendering would be a great thing, but if the drawing doesn't truly represent what the community wants and would use, it will only serve to set the City down a path in the wrong direction.

At right, this map illustrates the park locations in the City of De Pere, and a 1/4-mile walking radius around each park. Population density census data is also depicted as a gradient from light blue to bright yellow. The area of Wilson Park is shown in bright yellow, the highest density area of the City.



So let's get out there and really dig into the amenities and facilities that will bring the most value to the community!

Step 1: Field documentation and data collection

- Kick off with City staff and site walk-through
- Data collection and set up base drawings

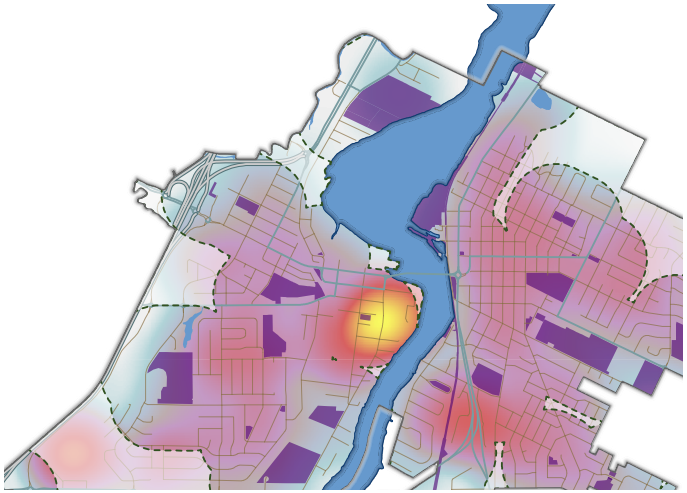
Step 2: Community and stakeholder engagement

- Engagement plan development, make outreach calls to connect into the neighborhood.
- Engagement event materials development. Survey development, including visual preference imagery. Includes postcard, flyer, social media images.
- Host downtown pop up event, coordinated with Definitely De Pere.
- Host campus pop up event, coordinated with St. Norbert College.
- Engagement summary and creating the vision framework for the park.

Step 3: Poster plan development

- Two programmatic diagram options, for staff review
- Poster plan development: plan diagram with precedent imagery

Deliverable: Poster plan that depicts the programming, amenities, and facilities desired for the park. Includes precedent imagery. The intention is to deliver a program outline and plan graphic to the City that can be used in the next stage to begin schematic design of the park.



What we heard from the 2022 survey:

- Provide active recreation: playgrounds, racquet courts
- Keep views open, for safety
- Integrate thoughtful lighting that illuminates the park and walkways, without causing neighborhood light pollution
- Think about habitat and sustainability
- Durability of materials may be important
- Amenities for all ages is important
- Provide a space for dogs
- Keep the historic and memorial elements
- Including water in some way was frequently mentioned

GRAEF

3

Fee Schedule

Fee Schedule

Proposed Fee Schedule

Company Name: GRAEF

Company Address: 116 S ADAMS, STE 201, GREEN BAY, WI 54301

Company Address:

Company Representative: PATRICK J. SKALECKI

Signature: Patrick J Skalecki

Item	Fee
Master Park Plan for Wilson Park	$10,600

Please list any items not listed in the scope of services and fees/costs associated with those items below.

Item	Cost
Rendered site plan drawing and B/W site plan drawing	$5,000
Estimates of probable cost	$2,000
Public presentation / meeting	$3,000

4

REFERENCES

GRAEF references & testimonials

"GRAEF did a fantastic job."

"The end product was just what we wanted."

Bill Boyle
City of De Pere
GIS Coordinator
920 / 339 4072
bboyle@mail.de-pere.org

Mike Kading
City of Neenah
Director of Parks and Recreation
920 / 886 6062
mkading@ci.neenah.wi.us

Joe Kerlin
City of Sheboygan
Superintendent of Parks and Forestry
920 / 459 3459
joe.kerlin@sheboyganwi.gov

"The project has been an overwhelming success and is considered by many residents to be the most popular project ever undertaken by the City of De Pere. Our continuing communication with GRAEF's project designers demonstrates how successful the teaming relationship was and how invested we all are in the project's continued success."

Michael J. Walsh
Mayor
City of DePere
References the DePere Riverwalk and Wildlife Viewing Pier

"GRAEF has provided the City of De Pere professional A/E services of many types over the years including engineering, architecture, planning, and park and recreation projects. As Director of Parks, Recreation, and Forestry, I have been directly involved with GRAEF on many of these projects. These projects include the De Pere Riverwalk and Wildlife Viewing Pier, Bomier Boat Launch Expansion, and the currently under construction VFW Park Aquatic Facility. Throughout these projects, GRAEF has been engaging, creative, responsive, and transparent as these projects were completed. They were always available and dealt with change fluidly. We look forward to working with GRAEF on future projects."

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

5

SIMILAR PROJECTS

Michael J Walsh Plaza

Award Winner

Location: De Pere, WI

The James Street project involved design of a new public space and the reconstruction of one block of roadway through the central business district of De Pere. The project goals were to create a special place that could be used by visitors and downtown employees; improve the quality of the pedestrian amenities; provide improved pedestrian and vehicular circulation; and reconstruct the public utilities, roadway, and sidewalk.

The site of a memorable fountain that was past repair, the project involved stakeholder and public engagement to plan for the future use and goals of this space. The direction for the design was to create a space for use by individuals and small groups, for things like a lunch break, cup of coffee, or small musical performance.

The existing mature honey locust trees created beautiful dappled shade and the intent was to retain the trees and provide seating against the backdrop of the historic landmark Union Hotel. A more activated space at the east end of the site is connected by an allée of trees in grates and flexible seating. The east end plaza contains a custom water wall-style fountain at one end and a custom kinetic wind wall sculpture at the other, both with coordinated color-changing LED lights.

Design and engineering tasks included: topographic survey, design presentations and summaries, coordination with utilities, public and stakeholder meetings. Project scope included the public space design and a full street reconstruction: conceptual design and public engagement through construction documents.

"Kristan and the GRAEF team expertly navigated a challenging public engagement effort to replace a well-loved, but obsolete water feature. Listening carefully to the community, Kristan was able to deliver fresh new design ideas setting the project apart from our neighboring municipalities.

Our community has embraced the design of the plaza enjoying its unique features beyond our expectations. In addition to winning multiple awards, the plaza has been so well received, it was selected to permanently honor our long-serving Mayor of 24 years. Michael J Walsh Plaza truly is a beautiful destination in the City of De Pere."

-Bill Boyle, City of De Pere
Project Manager

GRAEF

De Pere Aquatic Facility at VFW Park

Location: De Pere, WI

The City of De Pere, WI added a new $7 million aquatic center. The project entails the conversion of the city's former two public pools into "mini aquatic centers."

The VFW Aquatic Facility includes an entirely new 6,150-square-foot facility with bathhouse containing bathrooms/ changing rooms, office and guard spaces, first aid, entry lobby, meeting rooms, family changing rooms, and a concessions wing. A separate 1,250-square-foot mechanical building will house the pumps and chemical rooms and provide storage space. The aquatic features include a lap pool with dive well, activity zone, water walk, dual body slides, drop slide, separate tot pool with zero depth entry, and tot play features.

The first phase of work included review and analysis of the existing aquatic facility and VFW Park features, along with development of a conceptual design plan and a budget estimate, for a new and unique replacement aquatic center. The GRAEF/WTI team collected and reviewed existing data and information, and conducted public meetings and interviews with key stakeholders. Multiple design option renderings and budgets were prepared and presented. Then with the direction from the City Park Board, a single rendered option was finalized and budget updated.

The pool opened to the public in June 2021.

Jaycee Quarry Park Master Plan

Award Winner

Location: Sheboygan, WI

Conceptual design of a 37 acre park that provides recommendations to meet the needs of the community and surrounding region while being flexible enough to accommodate for change.

The design process included a comprehensive inventory and analysis of existing conditions, public engagement, design alternatives, cost estimating and 3D illustrations to help the client and the community visualize proposed improvements, foster consensus and generate enthusiasm moving forward with phased implementation.

The plan includes a multi-purpose park building, beach house, tiki hut, picnic shelter, council ring, perched beach, lake loop trail, ropes course, frisbee golf course, enhanced natural landscape areas, flexible lawn space and improved access to both Quarry Lake and the Pigeon River. The final plan not only reflects the needs and desires of the City's Department of Public Works, but the community as a whole.

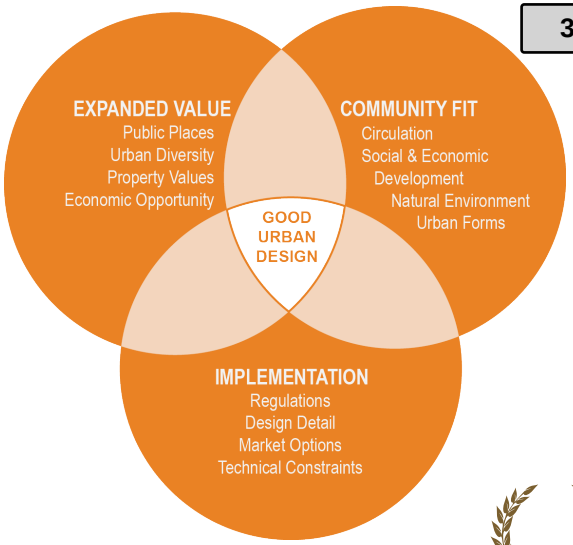
GRAEF

"IT'S ALL ABOUT RELATIONSHIPS"

- Len Anhalt, GRAEF Co-Founder

GRAEF planners and engineers have been working with the city of De Pere for many years. We know the community and have aligned goals to create a more vibrant and livable city for years to come.

At the heart of all our planning and design projects, we create spaces that invite innovative and diverse solutions to serve the current and future needs of the rapidly changing market and community. Creating multimodal connections for neighboring communities is important to us. We aim to accomplish this by adding various methods of connectivity to and through the site for the community and visitors alike.



A few more of our highly visible De Pere projects include:

Katherine Harper Riverwalk & Wildlife Viewing Bridge

Award Winner

GRAEF worked with the City of De Pere on this recreational project in De Pere's downtown. The idea for the project developed as a result of the Claude Allouez Bridge reconstruction project. This offered the opportunity to use portions of the old bridge for pedestrian access along the waterfront. GRAEF developed a master plan and assisted the City with preliminary design and securing funding support and regulatory approvals for this unique community project.

AWARDS: 2014 Engineering Excellence, State Finalist - ACEC-WI
2013 Engineering Achievement Award - ASCE-WI Chapter
2013 ENR Midwest Region Best Projects Landscape/Hardscape
2012 Top Project - Daily Reporter/Wisconsin Builder
2012 Gold - Projects of Distinction - ABC-WI

Bomier Boat Launch

GRAEF provided the City of De Pere with design, permitting, and construction oversight services on the expansion of the existing Bomier Boat Launch. The boat launch was expanded to provide a true two-lane boat launch at the existing location.

The concrete boat launch was cast in place to match the slope of the existing pavement. New dock sections were constructed on driven piles to match the existing dock system. A new floating ADA accessible kayak launch was installed at the end of the dock. Included in this project were new parking areas for cars and boat trailers, asphalt mill and overlay with reconfigured parking in the existing lot for cars and boat trailers, ADA accessible parking and sidewalks adjacent to the existing bathroom building, and a connection to the regional Fox River Trail.

City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE:	**March 16, 2023**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Marty Kosobucki**
SUBJECT:	**Consideration and Possible Action to Approve Consultant for Update to Comp Plan.**

ATTACHMENTS:

- Memo.Comp Plan (DOCX)
- RFP.Comprehensive Outdoor Plan 2023.Final (PDF)
- Ayres.Comp Plan (PDF)
- Cedar Corp.Comp Plan (PDF)
- Graef.Comp Plan (PDF)
- Latent.Comp Plan (PDF)
- Mead and Hunt.Comp Plan (1)(PDF)
- MSA Proposal for De Pere CORP (PDF)
- SmithGroup_DePere Comp Plan (PDF)

CITY OF DE PERE
MEMO

To: Board of Park Commissioners
From: Marty Kosobucki
Date: March 16, 2023

RE: Comp Plan Consultants

We received seven total proposals from companies for performing the update to our Comprehensive Park and Outdoor Recreation Plan. Our budget for the plan update was $25,000, however please keep in mind that we added some alternative tasks/analysis within the plan that could cause an increase. I will provide an analysis and recommendation for you at the Park Board meeting as staff is still reviewing the proposals.

REQUEST FOR PROPOSALS

For

COMPREHENSIVE PARK AND OUTDOOR

RECREATION PLAN UPDATE

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 all expectations and requirements 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, the consultant shall have 120 days to complete the project.

The proposal includes a Proposed Fee Schedule that should be included in your proposal, and a sample copy of a consultant agreement the City will look to sign with the approved consultant.

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 will be ranked on the criteria listed below.

Proposals will be accepted until March 3, 2023, at 3:00 pm.

Request for Proposal Criteria:
Interested consultants should ensure to include the following information, in the order provided, (but not limited to) in their proposal to the City. Each consultant will be evaluated on the following:

1. Firm qualifications and experience.
2. Staff qualifications and experience.
3. List of five references.
4. List of five similar projects with contact names and information.
5. Proposed timeline for the completion of the project.
6. Proposed number of meetings, including public meeting(s), presentation(s) to the Board of Park Commissioners and/or meeting(s) with City staff.
7. Demonstrate understanding of the project.
8. Provide examples and explanation of mapping products.
9. Summary of addressing the Scope of Work
10. Proposed Fee Schedule

Scope of Work:

1. Review current Comprehensive Park and Open Space Plan.
2. Evaluate existing parks and provide recommendations for improvements.
3. Provide budget estimates for recommended park improvements.
4. Prepare a draft and final Comprehensive Park and Open Space Plan in accordance with the Department of Natural Resources funding eligibility requirements.
5. Assess current park land acreage and the need for additional and future park lands. Analysis should include regional and national comparisons, current service radius, and recommendations for future park land and type of parks.

6. Review current facilities (restrooms, soccer fields, swimming pools, ball diamonds, tennis courts, etc.) and services to the community to determine deficiencies in level of service.
7. Provide a table or matrix of all parks and facilities.
8. Research and provide up to date demographic data and projections.
9. Identify grant opportunities for any identified improvements.
10. Review various plans and studies for relevant information regarding the City of De Pere Comprehensive Park and Open Space Plan. Plans include, but are not limited to; Previous Comprehensive Park and Open Space Plan, American with Disabilities Act Audit on De Pere Parks, City of De Pere Capital Improvement Plan, Brown County Outdoor Recreation Plan, Brown County Bicycle and Ped Plan, etc.
11. Analyze current trail corridors and make recommendations for improvements and/or connections.
12. Prepare mapping to clearly identify park locations, service radius of parks, and future park land recommendations.
13. Prepare Park inventory analysis to include inventory of parks and its facilities, evaluation of the facilities, purpose of the park, and recommendation for improvements.
14. Consult with user groups to identify needs.
15. Review Park Land Dedication Policy and compare to other local and/or similar size communities. Make recommendations for improvements to the policy.

Alternate Items

1. Alternate Item A
    a. Analyze and recommend service level and priorities of Forestry Operations. The analysis should include community input and a comprehensive look at current park and forestry staffing, organizational structure, budget, resources, and workload.
    b. This section should ultimately determine the core work tasks and responsibilities of our Forestry Division, how our community views the importance of those tasks, and then prioritize the divisions tasks and responsibilities.
2. Alternate Item B
    a. Analyze and recommend service level and priorities of Park Maintenance operations. The analysis should include community input and a comprehensive look at the current park and forestry staffing, organizational structure, budget, resources, and workload.
    b. This section should ultimately determine the core work tasks and responsibilities of our Park Maintenance Operations, how our community views the importance of those tasks, and then prioritize the divisions tasks and responsibilities.

3. Alternate Item C
    a. Provide analysis of key services to determine cost effectiveness of public vs. contracting service. Services to be analyzed include stump removal, tree removal, tree pruning, athletic field mowing, median mowing and maintenance, regular garbage and restroom monitoring and maintenance, basket watering, and roundabout maintenance.

Meetings and Public Input Requirements:

1. At least one public input meeting shall be performed for the Comprehensive Plan.
2. Survey and/or personal meetings with community stakeholders shall be performed prior to development of the plan.
3. An online survey and/or community input forum shall be performed to address the three alternate items.
4. A minimum of one meeting with the Board of Park Commissioners to present the draft of the Comprehensive Plan.
5. Additional meetings and/or surveys as required to obtain the needed information and data to appropriately draft the Comprehensive Plan.

Plan Review:

1. The draft plan shall be reviewed on a regular basis with staff during the process.
2. A draft plan will be sent to the Board of Park Commissioners for review prior to finalizing. This shall be done by providing the City one digital copy of the draft plan.
3. The final plan shall be presented to the Board of Park Commissioners and City Council for approval. This shall be done by providing the City one digital copy of the final plan.

Final Plan Requirements and Submittal:

1. The final plan shall include the City resolution and signatures.
2. One digital copy of the plan shall be submitted that is compatible with city software requirements.
3. Thirty (30) color, hard copies of the final plan shall be provided to the City.

City of De Pere to Provide:

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

Miscellaneous:
Upon Park Board approval of a consultant, the recommended council will need to have Council approval. This will occur on the next available council meeting after Park Board approval.

A sample consultant agreement is included for your information. Upon Park Board approval, staff will work with the consultant and our Legal Office to adjust the agreement prior to going to City Council for approval.

City staff will meet with the successful consultant 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 120 days from the date the contract is signed.

For questions or additional information, please contact Marty Kosobucki at 920-339-4065 or at mkosobucki@deperewi.gov

Proposed Fee Schedule

*Please include this page with your proposal.

Company Name:_____

Company Address:_____

Company Address:_____

Company Representative:_____

Signature:_____

Item	Fee
Comprehensive Plan Lump Sum	**$**
Alternate Item A	**$**
Alternate Item B	**$**
Alternate Item C	**$**

Please list any items not listed in the scope of services and fees/costs associated with those items below.

Item	Cost

AGREEMENT FOR SERVICES BETWEEN THE
CITY OF DE PERE AND _____(CONSULTANT NAME)_____
(Project Name)

THIS AGREEMENT made and entered into this ___ day of _____, 2023, by and between the City of De Pere, a Wisconsin municipal corporation ("City"), and _____ _____("Consultant").

WITNESSETH

WHEREAS, the City is in need of_____(project description)_____ _____; and

WHEREAS, the Consultant has available and offers to provide qualified personnel and facilities necessary to accomplish the work within the required timeframe.

NOW THEREFORE, City and Consultant agree as follows:

I. DESCRIPTION OF PROJECT

The project is as described in the __(date)__ City Request for Proposals (Exhibit A) and Consultant's Proposal thereto dated (date) (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. No standard terms or conditions of Consultant's Proposal are incorporated into this Agreement unless such term is specifically written into the Agreement.

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 those services 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, schedule for commencing and completing the work and the basis for compensation for such work.

SAMPLE

III. SCOPE OF CITY SERVICES

City agrees to provide the Consultant items such as existing plans, standard specifications, and other information concerning the project that may be applicable in the design of the project, as are 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.

SAMPLE

VI. AUDITOR ACCESS

Consultant shall, upon request of City or its auditors, provide access to and furnish the auditors with copies of requested records, reports and any other documentation in its possession or custody pertaining to financial transactions, records or other financial information held by Consultant in conjunction with or related to Consultant's obligations under this Agreement.

VII. 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 to the public, or create a risk of significant harm to the public.

VIII. TIME FOR COMPLETION

The parties hereto agree that time is of the essence in completion of the project. 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.

IX. 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.

X. 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, consistent with the standard of care expected of professionals in the industry performing similar services on projects of like size and complexity.

XI. 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

SAMPLE

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.

XII. 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 for 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 $1,000,000.

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

B. Consultant shall also maintain professional liability insurance covering damages to City resulting from errors and omissions of the Consultant. The limit of liability under said policy shall be $1,000,000 or the total consultant's fee on the project, whichever is greater.

C. 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.

XIII. 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,

SAMPLE

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.

XIV. 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.

XV. 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.

XVI. 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.

XVII. 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.

XVIII. 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 Consultant make normal progress in the performance of the work impossible. The Consultant may request that work be

SAMPLE

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. 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 XIX.

XIX. 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.

XX. 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.

SAMPLE

Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

XXI. NOTICES

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

If to City:

If to Consultant:

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

(COMPANY NAME) CITY OF DE PERE, WISCONSIN

By: _____ By: _____
Name: _____ James G. Boyd, Mayor

By: _____ By: _____
Name: _____ Carey E. Danen, City Clerk

SAMPLE

J:\Law\Agreements\Consultant Agreement Template1-3-23.docx

AYRES

Comprehensive Park and Outdoor Recreation Plan Update

City of De Pere
Park, Recreation, and
Forestry Department

March 3, 2023

Ingenuity, Integrity, and Intelligence.

www.AyresAssociates.com

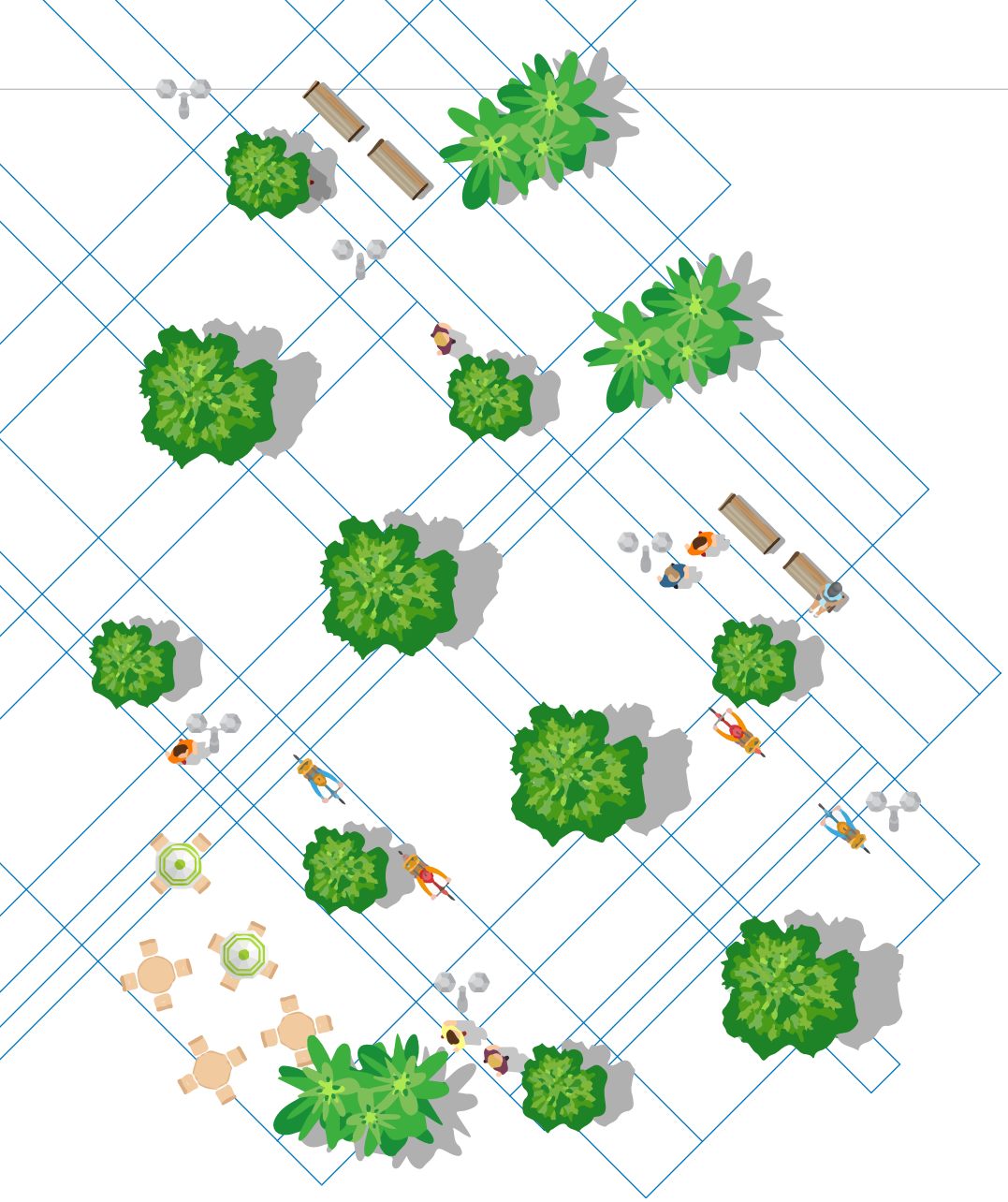


Table of Contents

Cover Letter

03 About Ayres

05 Staff Qualifications & Experience

11 References & Similar Projects

19 Timeline & Understanding/Approach

24 Mapping Product Examples

29 Project Scope

34 Fee

Ingenuity, Integrity, and Intelligence.

March 3, 2023

City of De Pere
Park and Forestry Department
925 Sixth Street,
De Pere, WI 54115
Submitted to: mkosobucki@deperewi.gov

Re: Comprehensive Park and Outdoor Recreation Plan Update

Dear Mr. Kosobucki:

We are pleased to present this proposal to update and improve De Pere's Comprehensive Park and Outdoor Recreation Plan (CORP). Ayres has worked with municipalities large and small to create visionary, but implementable plans. We can offer you a fresh look at your park system and provide unique services.

Ayres' team of planners and landscape architects are at the forefront of park and open space planning and will offer innovative alternatives to traditional methods of park planning. We bring municipal management experience, a strong background in park design, forestry expertise, and expert data and mapping skills.

I, Amanda Arnold, will be your project manager. As a former municipal administrator, I not only have experience in park planning but also in overall municipal planning, governmental operations, and budget and data analysis. I will be joined by Chris Silewski, a registered landscape architect with considerable park planning experience and talent for community engagement. Aaron O'Keefe, our GIS specialist, has logged over 2,700 hours of work on CORPs and will provide detailed analysis of community demographic patterns. For your project, we'll also tap into the expertise of Don Spence, who has a background in biology and is an ISA Board Certified Master Arborist.

We look forward to the opportunity to work with De Pere to create a user-friendly and implemental CORP with a special emphasis on forestry management and overall maintenance. Please review our qualifications materials, and feel free to reach out with any questions you may have.

Sincerely,
Ayres Associates Inc

Amanda Arnold, AICP
Urban Planner/Project Manager
Direct: 608.441.3564
Cell: 612.236.7807
ArnoldA@AyresAssociates.com

Keely H. Campbell, PG
Manager – Development Services-Midwestern
Direct: 608.443.1262
Cell: 406.670.0593
CampbellK@AyresAssociates.com

About Ayres

Founded in 1959, Ayres is a team of 350+ innovative problem-solvers nationwide. We stand with integrity behind thousands of projects that strengthen communities and our country's infrastructure, economy, and environment. Clients notice our project managers' ability to translate and transform every detail into actionable, understandable, smoothly coordinated pieces of a successful project.

Planning + Development Services

Where the future is uncertain, our team sees opportunity to cultivate a vision. Transforming the spark of an idea into a series of actionable steps makes achieving a brighter future possible. From concept to construction, we're more than your project partner – we're the knowledgeable navigator to see you through the process.

Our urban planning services include:

- Comprehensive Outdoor Recreation Planning
- Park Planning & Design
- Playground Design & Assessments
- Public Engagement Strategies
- Grant Assistance
- Comprehensive Plans
- 3D Computer Visualization & Animation
- ADA Assessment
- Aquatic Facilities
- Athletic Fields
- Downtown and District Plans
- Downtown & Urban Planning & Design
- Public Involvement
- Trail Design
- Wayfinding
- Zoning and Design Standards

60+	350+	11	6
YEARS IN BUSINESS	EMPLOYEES	OFFICES	STATES

Ayres Office Locations

5201 E. Terrace Drive, Suite 200
Madison, WI 53718
608.443.1200

3376 Packerland Drive
Ashwaubenon, WI 54115
920.498.1200

3433 Oakwood Hills Parkway
Eau Claire, WI 54701
715.834.3161

Contact Information

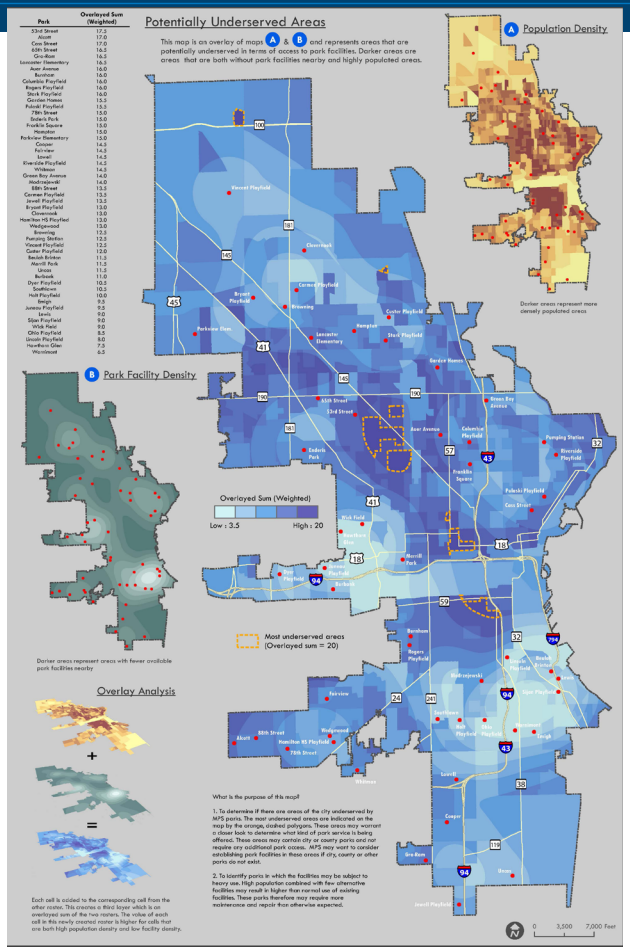
Amanda Arnold, AICP
Project Manager | Urban Planner
612.236.7807
ArnoldA@AyresAssociates.com

WHAT WE BRING

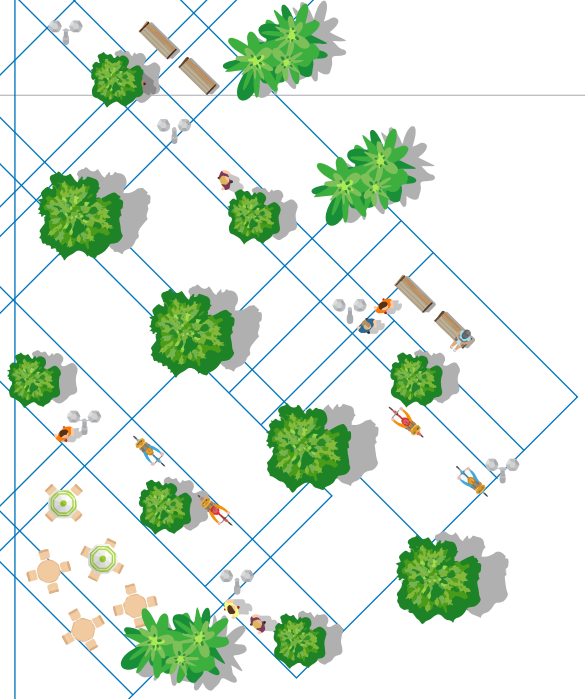
Park planning requires careful attention to the quality and character of an area. We give careful consideration to the sustainability of our planning recommendations and minimize effects on the environment. Our goal is to help communities create beautiful, functional, and sustainable spaces that build a sense of community and provide accessibility for all while minimizing the community's long-term maintenance costs.

As part of our attention to detail, we will provide quality graphics that will easily show the City where your park system is excelling and where it could use more attention. Our graphics can include potential under-served areas of the City, distribution of amenities, and a breakdown of park services areas among others.

Below is a list of the most recent communities Ayres has helped with comprehensive outdoor recreation plans, some of which we have updated multiple times.



LOCATION	# OF PLANS	POPULATION	DATE(S)
Outagamie County	1	187,885	2021-2025
Wisconsin Rapids	1	17,770	2021-2025
City of Burlington	3	10,463	2020-2025
Village of DeForest	2	8,936	2014-2015 and 2019
City of Kenosha	2	99,877	2010 and 2019
Village of Maple Bluff	1	1,313	2015-2019
Village of Marshall	2	3,862	2013 and 2018
Milwaukee Public School District	1	595,351	2014
City of Mondovi	1	2,777	2018
City of Onalaska	2	17,736	2005 and 2017-2022
Village of Pleasant Prairie	1	19,719	2018-2023
Villages of Prairie du Sac and Sauk City (Sauk Prairie)	1	7,382	2016-2020
City of Stoughton	1	12,611	2019-2023
City of Waukesha	1	70,718	2018
City of West Allis	1	60,411	2016-2020



STAFF QUALIFICATIONS AND EXPERIENCE

"Amanda and the Ayres team provided a wonderful service to the East Central region through the small community technical assistance program. They provided expert advice and guidance to eight communities throughout our region and developed unique strategies for each community, given their needs and opportunities. I highly recommend working with their team."

Kevin Englebert
Assistant Director, East Central Wisconsin Regional Planning Commission

Key Personnel

Ayres has assembled a concise team of skilled professionals with extensive knowledge of park and open space planning. We believe our team brings a unique mix of talents that can produce a robust, friendly Comprehensive Park and Outdoor Recreation Plan (CORP) for the City of De Pere. The following pages contain resumes for the team.

Our team will include:

Amanda Arnold, AICP, who will lead the project and provide coordination with the City. **As a former municipal land use planner, Amanda knows firsthand the operational and budget constraints that are involved in park management.** Amanda spent six years working for the City of Minneapolis, where she wrote the parks and open space chapter of the Minneapolis Plan for Sustainable Growth, and has managed development of several CORPs since coming to Ayres. For this process, she will manage the public involvement process and conduct much of the necessary research, including funding opportunities, and oversee the plan production. She will be able to efficiently manage this team to provide De Pere with the exact outcomes you desire.

Chris Silewski, PLA, brings 15 years of **park planning experience**. He focuses on creating dynamic, place-specific designs that incorporate a sense of community. This creative approach is balanced by his priority of analyzing existing conditions and discovering how a community's assets can accentuate and dovetail with the project goals and objectives. He will bring his experience working with communities to plan parks that are unique to that location.

Aaron O'Keefe, GIS Specialist, will bring his wealth of experience to the project. Aaron has provided services for over 20 Wisconsin communities on CORPs and updates. Aaron has logged **over 2,700 hours of work on CORPs.** You can be sure that Ayres will provide an efficient and engaging product. Aaron brings exceptional skills in map production, which will allow City staff and community members to easily see how their park system is performing.

Don Spence is a landscape designer who specialize in using native plants and creating sustainable designs. He routinely develops tree assessment plans, urban forestry management plans, and city/county tree inventories. **Don is a certified arborist and will lead the forestry, park maintenance, and service level recommendations.**

Amanda Arnold, AICP

Project Manager/Urban Planner

Amanda holds degrees in planning and landscape architecture and has worked as a municipal planner for most of her career. Her vast experience includes completing comprehensive plans, overseeing capital improvement projects, coordinating with neighborhood groups, and reviewing subdivision and site plans. In addition, her experience as a municipal administrator provides her with a solid understanding of all municipal operations.

She has served as an urban forester and parks commissioner, produced park master plans, and written parks policy document including the park and open space portion of the Minneapolis Plan for Sustainable Growth and Minneapolis' Urban Agriculture Plan. As a former Town Administrator, she understands the operations side of open space management and the interjurisdictional coordination involved in providing parks and open space.

Amanda's current responsibilities include comprehensive planning, downtown master revitalization, grant strategy and funding implementation, community outreach, research, data analysis, economic development, and site-specific land use planning. She has a passion for community development and outreach. She is a skilled project manager with a strong record of building consensus and facilitating change.

Total Experience

26 Years

Certifications

American Institute of Certified Planners, AICP

Education

MA, Urban and Regional Planning, University of New Orleans

BA, Landscape Architecture, Ball State University

Select Experience

- CORP 2022-2026 Update, Outagamie County
- CORP 2022-2026 Update, Wisconsin Rapids
- CORP 2023-2028 Update, Burlington
- Oregon Schools Recreational Facilities Plan
- WDNR Grant, Flag Hill Park, Chippewa Falls
- Grant Administration, Torpy Park, Minocqua
- Echo Lake Park Community Engagement, Burlington
- ECWRPC Small Business and Community Technical Assistance Program, Multi County
- Marinette Community Development Plan, Marinette
- Rib Mountain Corridor Study and Master Plan

Select Experience Under Prior Employment

- Parks and Open Space Chapter, Minneapolis Plan for Sustainable Growth
- Urban Agriculture Plan in coordination with the Minneapolis Department of Health and the Park Board, Minneapolis, MN

Chris Silewski, PLA

Landscape Architect

As a project manager in Ayres' landscape architecture group, Chris brings creative and thoughtful input into the design process from conception to construction. Over the past 10 years, he has focused on creating dynamic, place-specific designs that incorporate a sense of wonder. His innate interests in community outreach, local typology, art, ecology, and regional design make him a valuable resource to any project aimed at engaging the public in creating a place-specific destination. This creative approach is balanced by his priority of analyzing existing conditions and discovering how a site's assets can accentuate and dovetail with the project goals and objectives. You can rest assured no opportunities are overlooked in Chris' engaging design process.

Total Experience

15 Years

Registrations

Professional Landscape Architect, WI, MN, FL

Education

BLA, Landscape Architecture, North Dakota State University

BS, Environmental Design, North Dakota State University

Select Experience

- Comprehensive Outdoor Recreation Plan, Mondovi
- ECWRPC Small Business and Community Technical Assistance Program, Multi County, WI
- Mary Fitz Park Master Plan, Eau Claire County
- Boyd Park Master Park, Eau Claire
- Adams County, Petenwell Park Graphic Visualization, Friendship
- Erickson Park, Chippewa Falls
- Lake Front Pine Park, Phelps
- Lincoln Park North Pond, Chicago, IL
- Flag Hill Park Master Plan, Chippewa Falls
- Irvine Park Wayfinding System, Chippewa Falls
- Lake Altoona County Park Plan Updates, Altoona
- Chippewa County Parks Capital Improvement Plan Study
- Beaver Creek Reserve Campus Master Plan, Fall Creek
- Cannery District Master Plan, Eau Claire
- Jones Park Plan and Animation, Algoma
- West Riverside Concept Plan, Eau Claire
- Roberts Rolling Meadows Park Master Plan, Roberts
- Haymarket Plaza Model Updates, Eau Claire
- UW-River Falls Gateway Concept, River Falls

Aaron O'Keefe

GIS Specialist

Aaron provides mapping and GIS support to our engineers and planners. His experience includes the coordination of mapping efforts for projects such as outdoor recreation plans, bicycle and pedestrian plans, wayfinding signage plans, and traffic studies. Aaron develops GIS maps and databases that enable clients to layer different types of data on a geographic area. He strives to develop compelling and concise visualizations that enable clients to quickly and effectively discern complex information. Aaron is proficient in ArcGIS with Spatial Analyst, AutoCAD, M-Color, and Adobe products. Aaron also has prior experience in civil engineering and surveying and is proficient at preparing engineering and survey drawings, including site maps, profile drawings, and plat maps.

Total Experience

18 Years

Education

BA, Cartography/GIS, University of Wisconsin-Madison

AS, Civil Engineering Technology, Madison Area Technical College

Award

Wisconsin Land Information Association (WLIA) **Best Brochure/Small Format Map** for DeForest Park & Trail Facilities Guide

Select Experience

- Comprehensive Outdoor Recreation Plan (CORP) 2021-2025 Update, Outagamie County
- CORP 2021 - 2025 Update, City of Wisconsin Rapids
- CORP 2010 Update, 2020-2025 Update, City of Burlington
- CORP 2018-2023 Update, Village of Pleasant Prairie
- CORP 2019-2023 Update, City of Stoughton
- CORP 2005, 2017-2022 Updates, City of Onalaska
- CORP 2015 and 2019 Updates, Village of DeForest
- CORP 2016-2020 Update, City of West Allis
- CORP 2015-2019 Update, Village of Maple Bluff
- CORP 2018 Update, City of Waukesha
- CORP 2018 Update, City of Mondovi
- CORP, 2016-2020 Update, Villages of Prairie du Sac and Sauk City (Sauk Prairie)
- CORP 2016 Update, City of Wausau
- CORP 2010 & 2019 Update, City of Kenosha
- CORP 2013 & 2018 Update, Village of Marshall
- CORP 2014, Milwaukee Public School District, Milwaukee County
- ECWRPC Small Business and Community Technical Assistance Program, Multi County, WI

Don Spence, PhD

Landscape Designer / Arborist

A landscape designer for 27 years, Don specializes in using native plants, sustainable formats, and low-impact development on public and private sector projects. He provides design for commercial and mixed-use developments and for community spaces. Don researches ecological and historical origins to provide cultural context, match the right plant with the soil type, and choose the most disease-resistant species. He also develops tree assessments, tree preservation plans, urban forestry management plans, and city/county tree inventories.

Don has extensive experience with environmental resource permitting for activities associated with inland and coastal design, wildlife and vegetation surveys, and landscape designs for a diversity of projects. He also has taught university classes on biology, native biota, biodiversity, and sustainability.

Total Experience

27 Years

Certifications

ISA Board Certified Master Arborist

Education

BS, Biology, Stetson University, DeLand, FL

MS, Biology, University of Central Florida, Orlando, FL

PhD, Plant Pathology, University of Florida, Gainesville, FL

Memberships

Florida Native Plant Society

International Society of Arboriculture

Florida Exotic Pest Plant Council

Volusia Soil and Water Conservation District

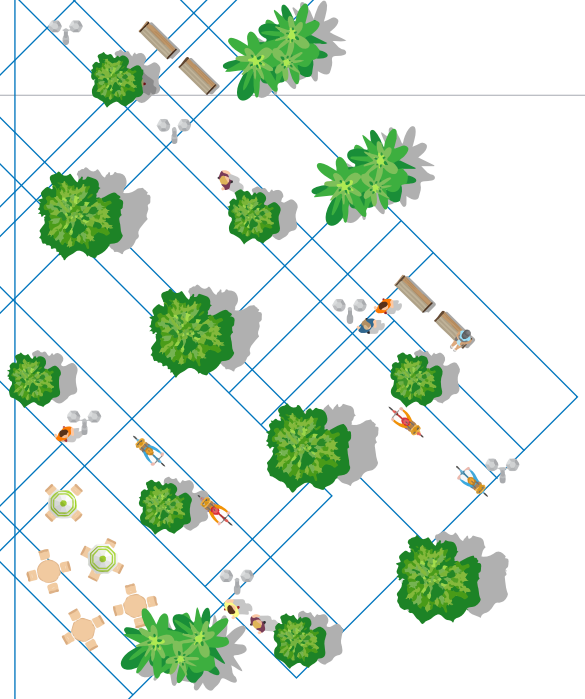
Cooperative Invasive Species Management Area - East Central Florida

Select Experience:

- UW-Madison East Play Fields Environmental Impact Analysis, Madison, WI
- UW-LaCrosse Center for the Arts Parking Ramp & Police Building Addition - Environmental Impact Statement, La Crosse, WI
- Wildwood Continuing Services, Wildwood, WI
- Hopkins Park Concept Master Plan, St Cloud, FL
- Avalon Park, Daytona, FL
- Cotee River Landing Phase II, Port Richey, FL
- Woodbury Park - Landscaping, Craig, CO
- Sandhill Preserve Phase II, St Cloud, FL
- Railroad Park and Visual Enhancement, Wildwood, FL

Select Experience under previous employment:

- Vadner Community Park, Ormond Beach, FL
- Coastal Foredune Enhancement Landscape Design, City of Flagler Beach, FL
- Florida Department of Transportation Highway Beautification Grant
- Urban Forestry Management Plan, Ponce Inlet, FL
- Urban Forestry Survey, Town of Ponce Inlet, FL
- The Environmental Learning Center, Vero Beach, FL



REFERENCES AND SIMILAR PROJECT EXPERIENCE

"The Ayres team did a masterful job in conducting public outreach and facilitating committee visioning and goal setting. Throughout the process, there were many divergent opinions and desires expressed by the public and committee members, yet through a thoughtfully facilitated planning process, everyone involved felt like their voice was heard and the plan reflected issues that were important to them. Our plan was recently adopted unanimously by our County Board."

Kara Homan
Former Director, Outagamie County Department of Development and Land Services

References

Kara Homan

Former Director of Development and Land Servcies, Outagamie County
(now with the City of Appleton)
100 N. Appleton Street
Appleton, WI 54911
920.832.6408
kara.homan@appleton.org

Kevin Englebert

Former Deputy Director, East Central Wisconsin Regional Planning Commission
(now with Outagamie County)
3rd Level, 410 S Walnut St
Appleton, WI 54911
920.915.0796
Kpenglebert82@gmail.com

Peter Riggs

Public Works Director, City of Burlington
2200 S. Pine Street
Burlington, WI 53105
262.342.1181
priggs@burlington-wi.gov

Josh Clements

Former City Planner, City of Altoona
(now with the City of Sun Prairie)
300 E. Main Street
Sun Prairie, WI 53590
608.825-0854
jclements@cityofsunprairie.com

Mark Geller

Board Chairman, Town of Verona
7669 County Highway PD
Verona, WI 53593
608.845.7187
mgeller@town.verona.wi.us

Similar Project Experience

The following five projects are of Ayres' most recently completed park and open space plans, commonly called comprehensive outdoor recreation plans (CORPs). After completing numerous CORPs over the years, we know what to look for. We will bring a fresh set of eyes as we thoroughly photo-document all the properties included in the plan.

Below is a sample of the first page of one site and how we document pertinent information for each location within a community's park and open space system. You will receive an easy-to-use report that photo-documents each site's assets and issues. It will list existing facilities, the current maintenance program, and any issues noted at the location. It will contain site photos and a list of improvement options along with the cost estimate to address them.

We address all the elements necessary for the future planning of a community's park and open space system.

Park Name

Park Description/ Location

Inventory of Existing Facilities

Observed Issues

Maintenance Needs

Park Classification Indicator

Park Location Map

Aerial Site Image

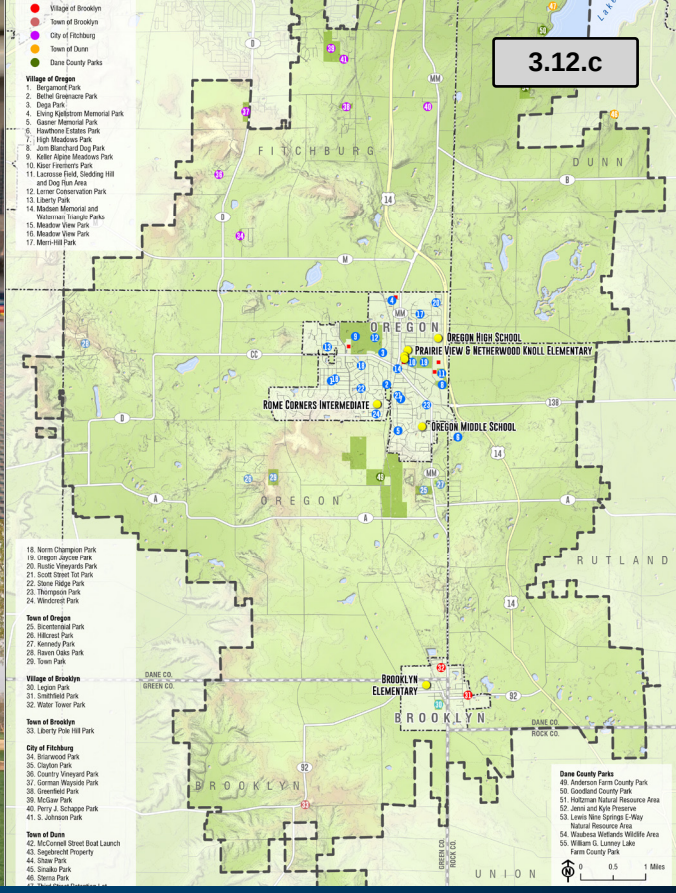
CORP 2023-2028

Burlington, WI

Ayres began working on Burlington's Comprehensive Outdoor Recreation Plan in 2019, but due to the pandemic, the adoption was put on hold. However, in a positive turn of events, as time passed additional park planning was needed in 2022. A dam in Burlington in poor condition will need to be replaced or removed. The potential removal of the dam would have major impacts on the adjacent Echo Park. Ayres was hired to study several scenarios for the park if the dam were to be removed or reconstructed, and these have subsequently been folded into an update to their comprehensive plan. Ayres has worked with the community to update their goals and objectives and capital improvement plan to reflect post-pandemic plans.

Information:

- **Client:** City of Burlington
- **Contact:** Peter Riggs, Public Works Director
  262.539.3770
  priggs@burlington-wi.gov
- **Budget:** $19,375
- **Community Size:** 10,463 Population



OREGON SCHOOL DISTRICT

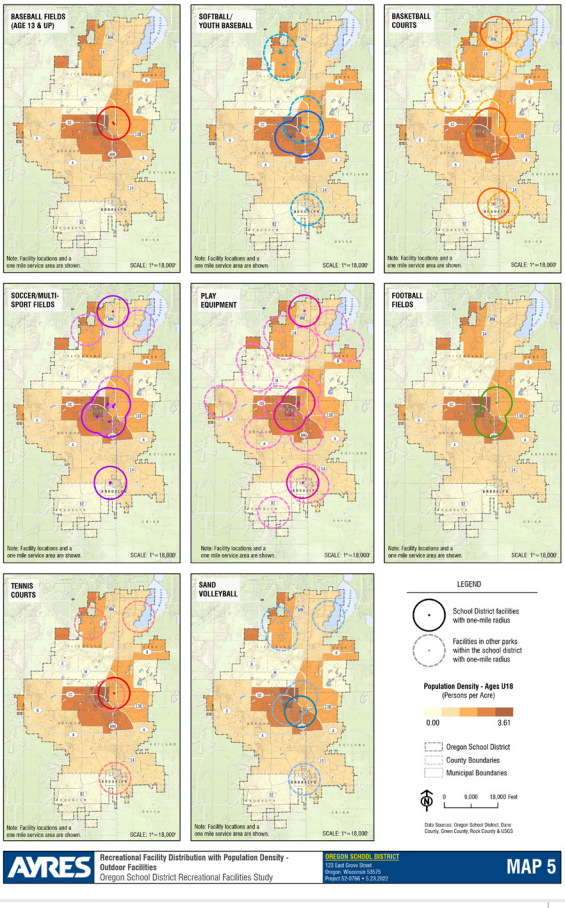
Oregon, WI

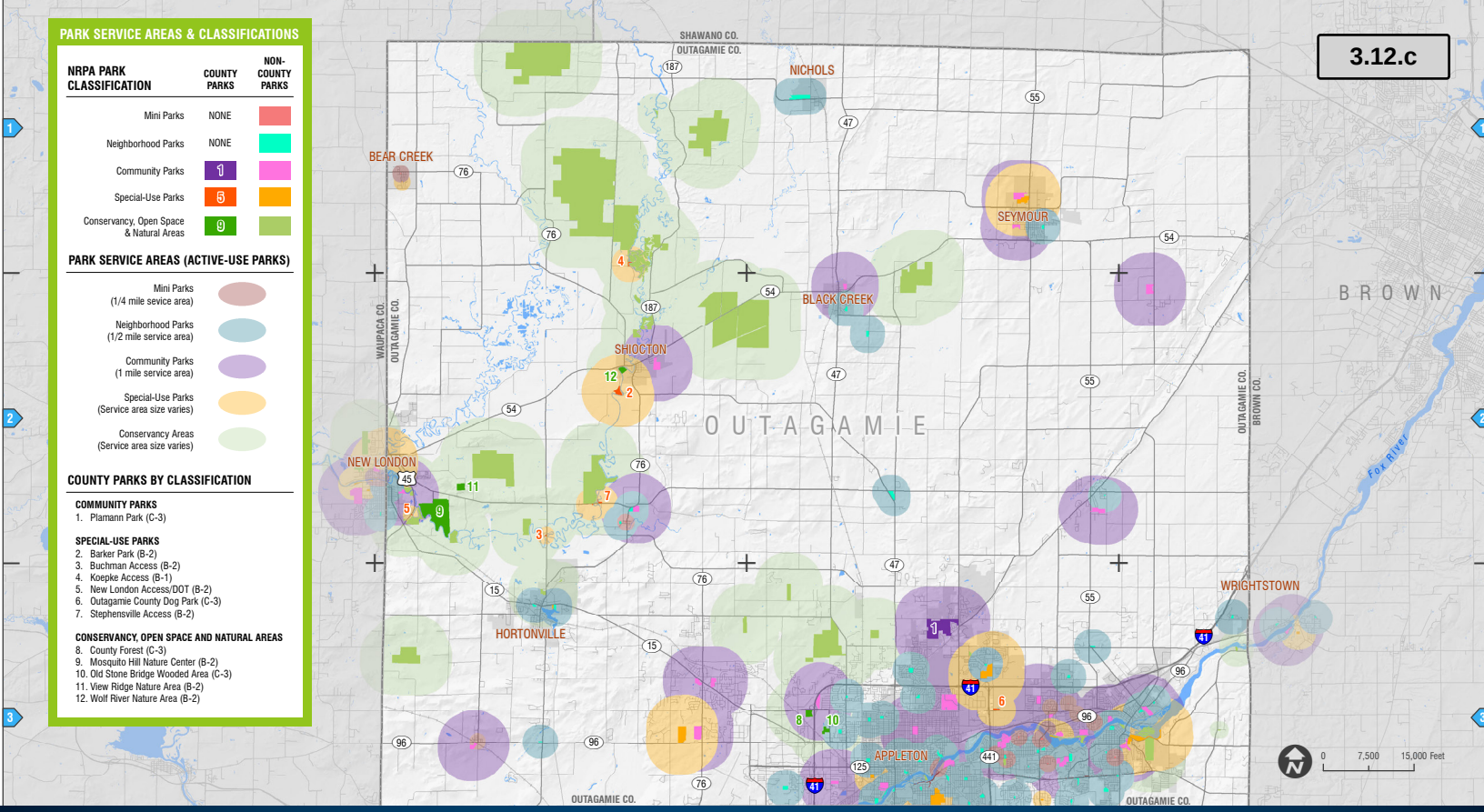
While many jurisdictions adopt Comprehensive Outdoor Recreation Plans, Ayres has also produced recreational facilities plans for school districts.

The Oregon School District hired Ayres to inventory the district's current public indoor and outdoor recreational facilities to help the School Board assess future needs. The challenge was to weigh the demands of both school-related activities and community sports on the facilities. The role of the school facilities in relation to municipal facilities also had to be evaluated. Ayres also examined the types and quality of facilities provided by other area school districts so regional demand could be better understood. The final study will be used by the school board to prioritize current maintenance needs and long-term investments.

Information:

- **Client:** Oregon School District
- **Contact:** Andy Weilan, Business Manager
  608.835.4012
  atw@OregonSD.org
- **Budget:** $19,820





CORP 2022-2026

Outagamie County, WI

Ayres has worked on CORPs for various sized jurisdictions. A countywide CORP is a unique challenge because of the size of the geography and number of stakeholders. For Outagamie County the primary challenge is balancing the demands of ongoing maintenance with future expansion. Working together, the Ayres team and County staff worked with an Ad Hoc Committee to identify guiding principles that would help shape recommendations that balance those needs. A robust process was used to outline goals to meet objectives, maintenance needs, and budget expectations.

Outagamie County has a vast range of outdoor recreational resources from regional destination parks, like the 257-acre Plamann Park, to a dog park, boat launches, and natural areas. Ayres inventoried each facility and analyzed the areas served. Special attention was given to a balancing rural and urban needs in the County.

Information:

- **Client:** Outagamie County
- **Contact:** Kara Homan, Director
  920.832.4770
  kara.homan@outagamie.org
- **Budget:** $25,145
- **Community Size:** 187,885 Population

CORP 2022-2026

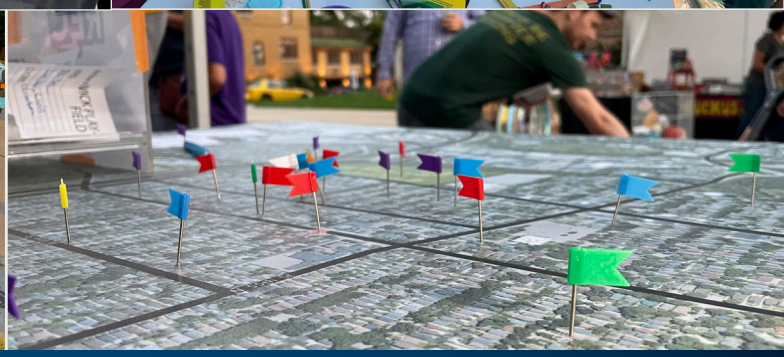
Wisconsin Rapids, WI

In the spring of 2021 Ayres guided a Comprehensive Outdoor Recreation Plan process for the City of Wisconsin Rapids, a mid-sized community in central Wisconsin. The City was in need of new policies to guide the development and maintenance of their park system. The process included a community survey to gather opinions on park improvements from residents. Ayres conducted detailed park inventories and found several issues with compliance with the Americans with Disabilities Act.

Recommendations included improved accessibility, the addition of wayfinding signage, in coordination with other signage improvements downtown, and the addition of a new dog park. The plan also included a five year capital improvement plan and recommendations related to seeking future grant funding.

Information:

- **Client:** City of Wisconsin Rapids
- **Contact:** Jacob Klingforth
  Parks and Building Supervisor
  715.421.8271 | jklingforth@wirapids.org
- **Budget:** $24,500
- **Community Size:** 17,770 Population



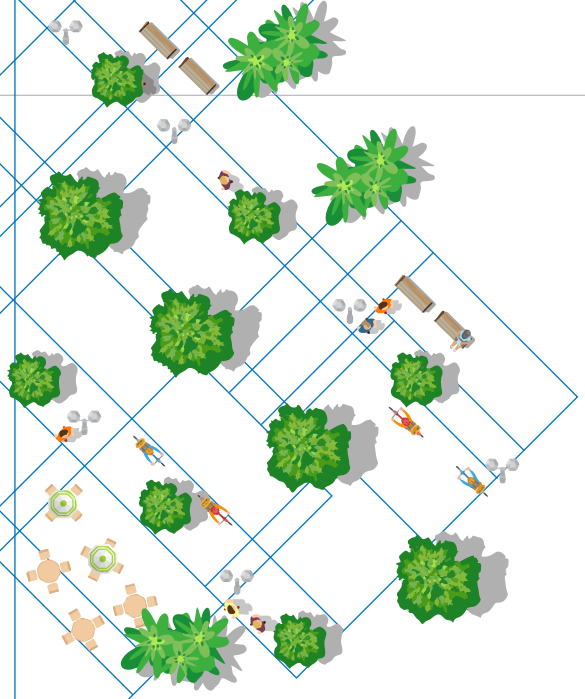
EMIGH & WICK PLAYFIELDS

Milwaukee, WI

Milwaukee Recreation, a department of the Milwaukee Public Schools, is leading an effort to renovate playfields throughout the city of Milwaukee based on their Equity Prioritization Matrix. Ayres was hired to provide community engagement and visioning services for the Wick and Emigh playfields. The team facilitated a series of dynamic outreach efforts in the respective neighborhoods to gather input and guide conceptual design efforts. The community participation was critical to the design process. The designs from this initial phase will be used to gain community consensus and develop a future plan for more detailed design development, construction documentation, and implementation. The visions were well-informed by feedback from local residents and playfield users. Encouraging community gatherings and creating a unique sense of place were important to the design team throughout this process.

Information:

- **Client:** Milwaukee Public Schools
- **Contact:** Pam Zimmerman, Recreation Design & Development Spcialist
  414.283.4777 | linnpg@milwaukee.k12.wi.us
- **Budget:** $5,000 for public engagement only



TIMELINE
UNDERSTANDING/APPROACH

Schedule

Ayres is confident we can complete all the tasks necessary for your project within the following **120 day** schedule. Ayres will provide De Pere staff with schedule updates each month, along with a summary of tasks completed. We are assuming a start time of March 2023. Our schedule can be flexible and change, if needed, to fully meet your expectations. We have no workload conflict and are prepared to begin the project immediately.

DRAFT PLAN
FINAL PLAN
NEEDS ASSESSMENT

2023

March	April	May	June
Project kickoff	Online survey	Community meeting	Funding strategies
Site inventory	Mapping	Draft recommendations	Board presentation
Contract signed		Park board presentation	Completion

Understanding/Approach

Project Understanding

The City of De Pere is in need of an update to its Comprehensive Outdoor Recreation Plan. This update will need to meet the requirements of the Department of Natural Resources to make De Pere eligible for potential funding, but it also presents an opportunity to update data that will help the City appropriately focus its efforts. Of particular concern is **examining forestry operations, maintenance service levels, and the benefits of doing work in-house or contracting** some services.

Clearly understanding how current operations are handled will be a key part of this effort. At Ayres we have a team with strong municipal management experience and practical, in-the field know-how. We start our process by taking extra time to learn and build upon past efforts. Talking with staff in detail about current operations will be a key component of this planning effort.

Another key component will be communication with the public and elected officials. It will be important to hear from the public about how they feel about current maintenance efforts. Then this will have to be weighed against the demands on staff, and the full picture communicated to decision makers. We don't want to leave you with just a plan that will sit on a shelf. We want to create a user-friendly guide to your upcoming decision making, and we know that plans are usually only implemented when there is buy-in built throughout the process.

Project Approach

Ayres' guiding approach to park and recreation plans is that they need to be grounded in solid research and community input, and they need to be implementable. We won't leave you with plans that will just sit on a shelf. Instead, we'll start where you left off and build on past successes. Then we'll work to get the community excited about the future of your parks and recreation system. We strive to make our planning process fun and enjoyable, and also full of robust recommendations.

RESEARCH

We will start our process by building a solid understanding of the existing conditions of the De Pere parks system and past and current efforts to improve it. Ayres will audit the City's parks to create an existing facilities conditions report. We will also examine park usage, area growth, and demographics. This data will then be compared with other communities of similar size and character for benchmarks pertaining to the park and open space system.

We know that understanding future needs comes from past lessons learned, and this knowledge is best obtained by interviewing facility maintenance staff and understanding day-to-day management issues. We also know that discussion about De Pere's park system is not new. We'll carefully review past plans and efforts because we respect the time and energy that people have put into them.

COMMUNITY INPUT

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 public input. We will work with you to find the best tools and approach to meet De Pere's needs.

IMPLEMENTATION

Our hope in creating this plan is that it will serve as a living document and a realistic road map for developing and maintaining park facilities. A recommendations 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 5-10 years.

We believe 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 fundraising, and creative grant writing are all techniques we have used successfully. We will provide the City with a solid funding analysis and that can leverage additional funds.

Public engagement is a high priority on all of our projects, and we strive to make it fun and engaging. Here are some of the tools we've used.

1

PUZ-City Station: Using individual scaled development components, this exercise engages participants to place and move homes, parks, businesses and streets around a map to build their own vision. This exercise is helpful for site planning and visioning projects to explore ideas that lead to specific recommendations and policies.

Putting the FUN in Public Meetings: Yes, that's a meeting engagement board next to a cornhole game. Providing a mix of business and pleasure is key to connecting with and gathering ideas from community members who might not attend a traditional public meeting.

2

3

Low-Tech Paddle Polling: While online polling can be exciting, sometimes low-tech is the way to go. Using paddles and markers, we can get a sense of stakeholder's feelings immediately and facilitate a small-group discussion based on instant feedback.

String Mapping: Some land uses fit together nicely, others, not so much. This fun and engaging activity enables participants to link land uses via a string to demonstrate connection and compatibility. Building knowledge and understanding within communities is key to helping big planning ideas succeed.

4

5

Social Media Station: Constructing a selfie-frame and adding some props can help generate online buzz to drive participation in web-based activities. We've successfully used this strategy to get people talking about what they love about their community.

Community Tours: Getting out of your comfort zone can help staff, elected officials, and the public see their community in a new light. Good (and not so good) ideas might be easier to see when you're not talking about your own community. These tours give an opportunity to build friendships while working toward a greater good.

6

7

Chalkboard Testimonials: A lower–tech version of the storytelling station, the chalkboard testimonials let people share what they're thinking in a few key words. Documenting perspectives via photograph can also be combined with the Social Media Station to share the views and values of your community.

Engaging All Ages: Not all meetings have to be super-technical. Staging feedback sessions with local schools can be a great way to document the hopes of future generations. We've also set up Kids Activity areas with face painting, coloring books, and a tent to allow families with young kids to engage in the meeting activities while kids are having a ball.

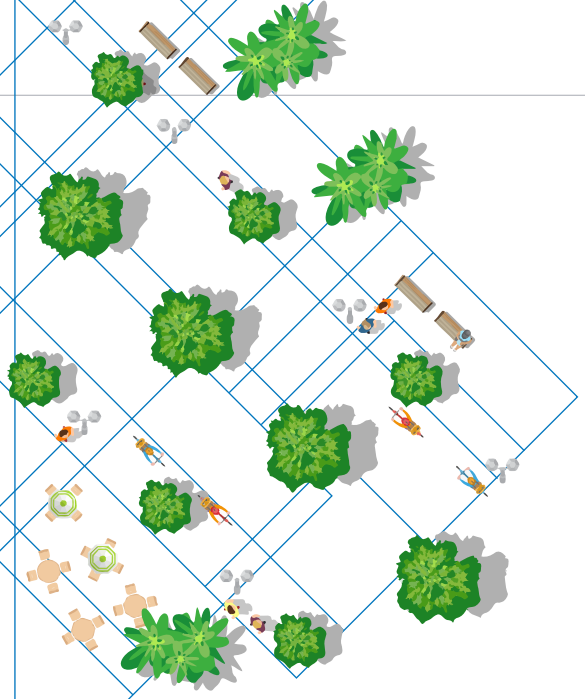
8

9

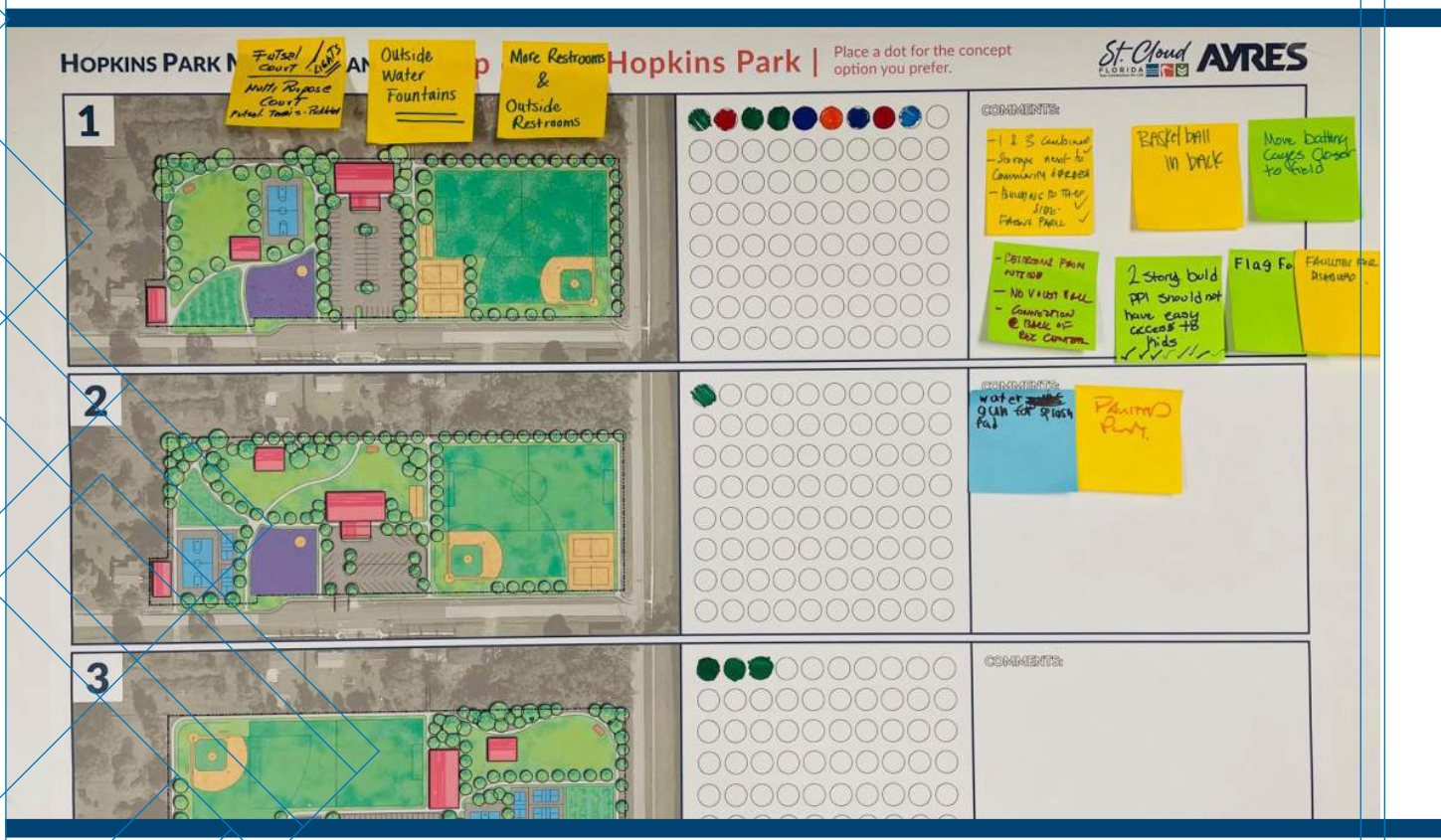
Events People Enjoy: The best success can be found in capturing people in environments they enjoy. Setting up a table at a brewfest or farmers market can be a great way to broaden your outreach. Plus, after folks have had a beverage, they tend to be more talkative. Ayres has also thrown several Tactical Urbanism Workshops to help immerse stakeholders in new ideas.

Web Based Engagement: Online interactive platforms have been expanding in popularity and are now becoming an essential component of robust engagement. With interactive features, including mapping capabilities, surveys and other feedback options, platforms like Bang the Table and Konveio can help supplement in-person public meetings. These online platforms also provide valuable engagement statistics that can be translated to planning and design objectives.

10

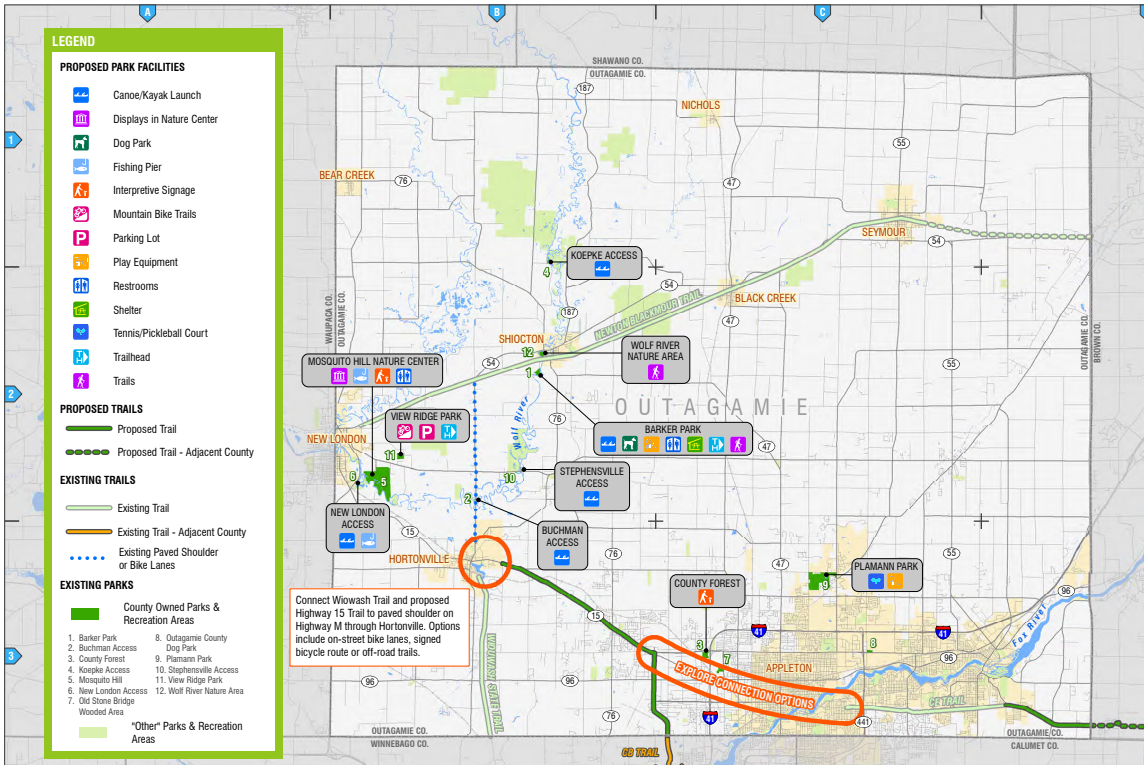


MAPPING PRODUCT EXAMPLES



Mapping Product Examples

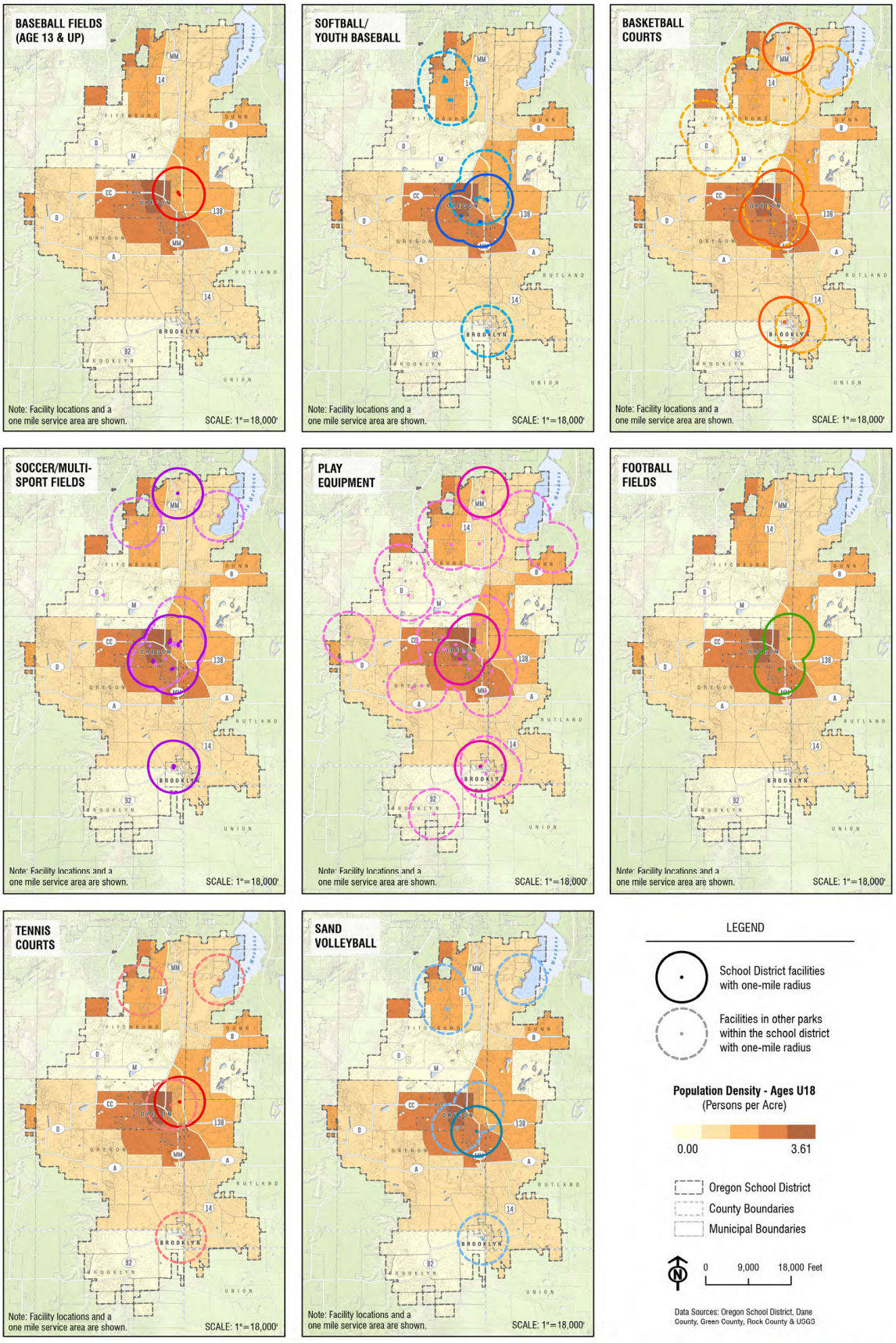
The following pages show some of the mapping products that we have created for clients.



This map was created for the Outagamie County Comprehensive Outdoor Recreation Plan. It shows the location of proposed improvements developed and described in the plan report.

Sample recommendation table

	2020	2021	2022	2023	2024	Grand Total
NEIGHBORHOOD PARKS						
Riverfront Park						
Install arbor structure at overlook point along southern walk				$30,000		
Install skateboard deterrents along stone seat walls		$5,000				
Replace damaged picnic tables	$2,000					
Subtotals	$2,000	$5,000	$0	$30,000	$0	$37,000
Inflation	0.0%	0.0%	2.5%	5.0%	7.5%	
Totals	$ 2,000	$ 5,000	$ -	$ 31,500	$ -	$ 38,500
Riverside Park						
Construct a small splashpad				$200,000		
Install shoreline stabilization materials	$40,000					
Install drinking fountain			$10,000			
Install sidewalk segment to provide ADA compliant access to the large play structure		$4,000				
Investigate solutions to path runoff issue	$3,000					
Install bench at 2 to 5 year old playground		$2,500				
Install recycling receptacles (2)		$2,000				
Subtotals	$43,000	$8,500	$10,000	$200,000	$0	$261,500
Inflation	0.0%	0.0%	2.5%	5.0%	7.5%	
Totals	$ 43,000	$ 8,500	$ 10,250	$ 210,000	$ -	$ 271,750
St. Mary's Park						
Pave dog park parking area			$35,000			
Improve canoe launch area		$8,000				
Install bicycle racks on hard surface		$1,500				
Subtotals	$0	$9,500	$35,000	$0	$0	$44,500
Inflation	0.0%	0.0%	2.5%	5.0%	7.5%	
Totals	$ -	$ 9,500	$ 35,875	$ -	$ -	$ 45,375
Wehmhoff Jucker Park						
Shoreline Stabilization			$100,000			
Replace lighting as needed	$6,000					
Resurface basketball court				$5,000		
Install recycling receptacles (2)		$2,000				
Remove tree stumps	$1,000					
Resolve issue with sump outlet into park	$0					
Subtotals	$7,000	$2,000	$100,000	$5,000	$0	$114,000
Inflation	0.0%	0.0%	2.5%	5.0%	7.5%	
Totals	$ 7,000	$ 2,000	$ 102,500	$ 5,250	$ -	$ 116,750
NEIGHBORHOOD PARKS Subtotal	**$52,000**	**$25,000**	**$148,625**	**$246,750**	**$0**	**$472,375**

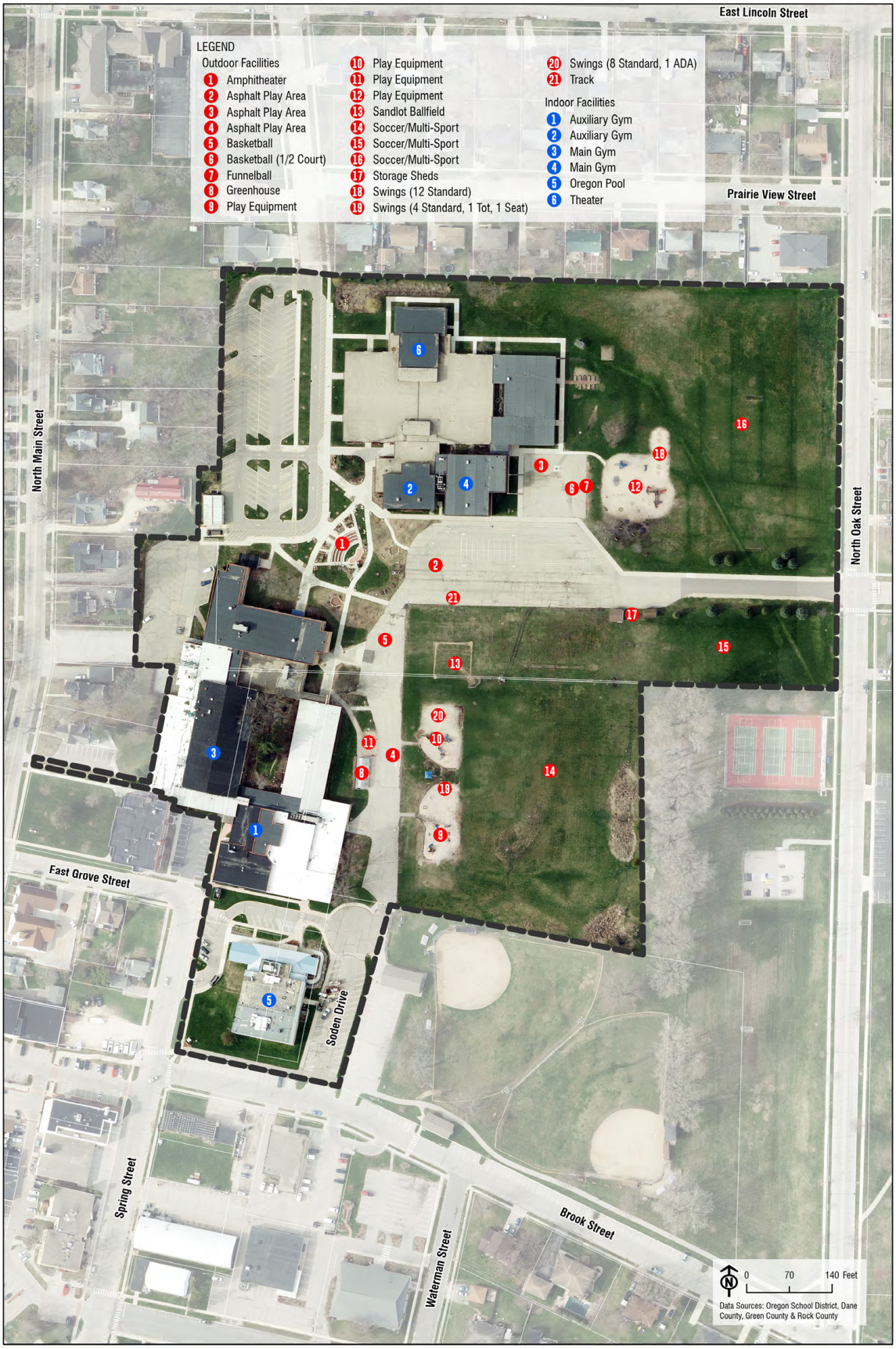


AYRES | Recreational Facility Distribution with Population Density - Outdoor Facilities
Oregon School District Recreational Facilities Study

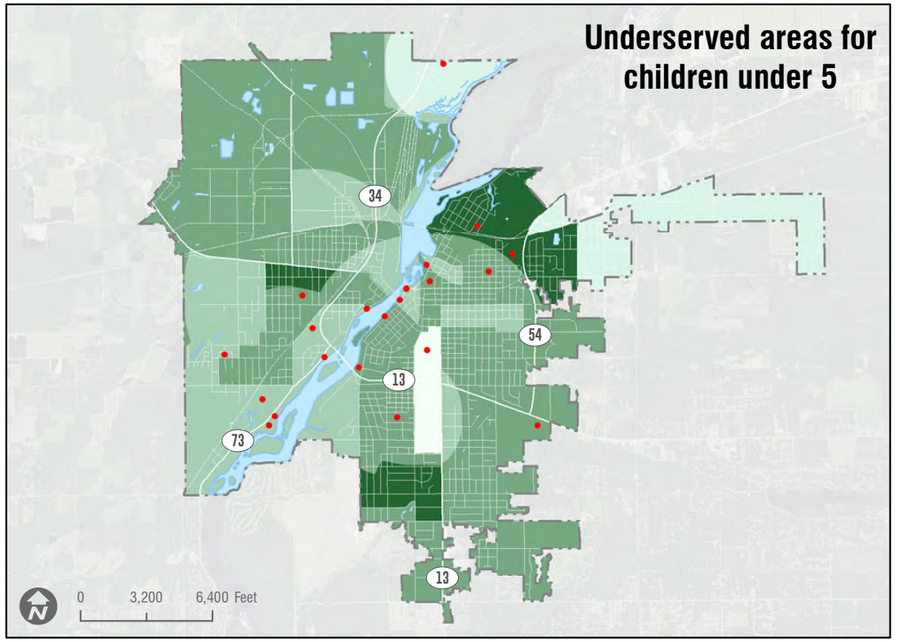
OREGON SCHOOL DISTRICT
123 East Grove Street
Oregon, Wisconsin 53575
Project 52-0766 • 5.23.2022

MAP 5

This map was created as part of a recreational facilities plan for the Oregon School District. Inset maps were created isolating common facilities and their distribution throughout the school district. Population density of potential facility users (Children under 18 years old) was shown as a layer to help determine if there were any shortcomings in terms of access to those facilities in areas of high youth population.



Another part of the Oregon School District Recreational Facilities Study, this map shows the location of recreational facilities on one of the school sites.



Overlay of population density and access to park facilities by age group

This map uses the same technique as Map 8 in that population density and park facility data layers are overlayed to create a new layer. The resulting layer in Map 8 gave new information about what areas of the City might be in need of new facilities. This group of maps also show the overlay of population density and park facilities, but with a focus on four specific age groups. This gives information not only on where new facilities might be needed but also what type of facilities should be installed.

Darker areas indicate less access to park facilities designed for the specific age group and at the same time a high population density of that specific age group.

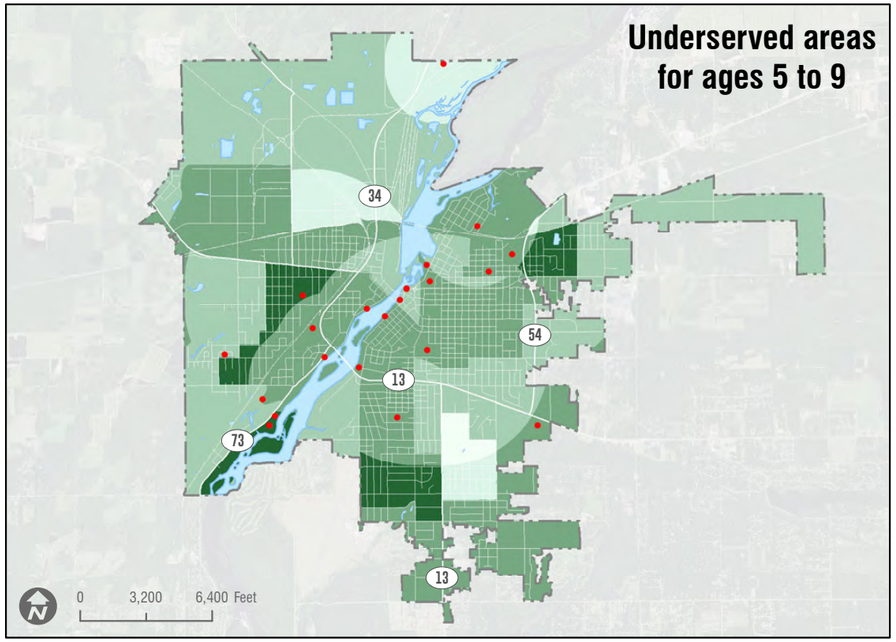
Examples of park facilities by age group:

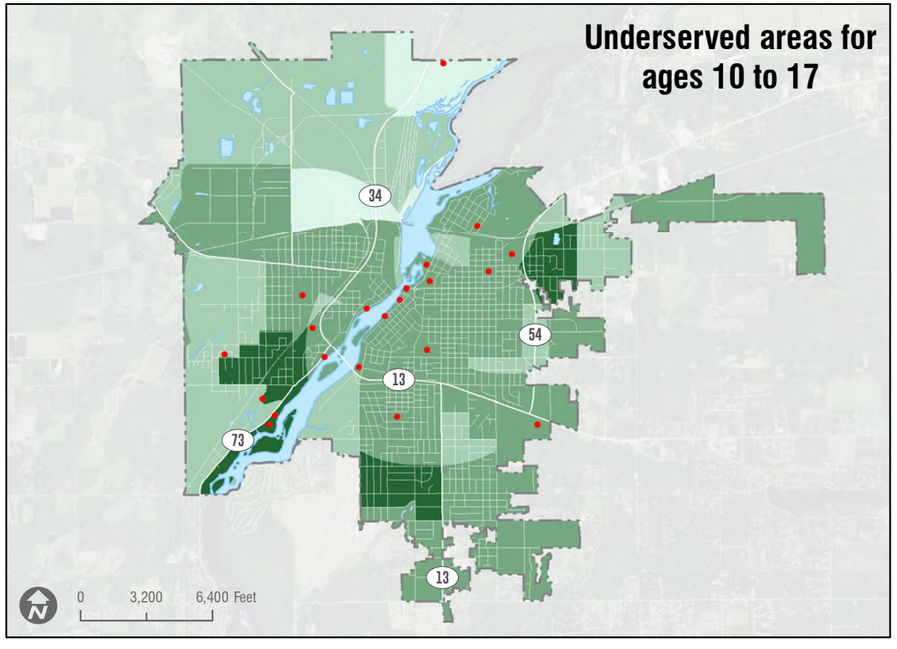
Under 5 - Toddler swings, sandboxes, sandbox diggers, tot slides, spring riders and tilt cups.

5 to 9 - Standard swings, climbing structures, teeter totters, standard slides, merry-go-rounds and monkey bars.

10 to17 - Baseball/softball fields, basketball courts, sand volleyball courts, skate parks and ice rinks

55 & up - Hiking trails, outdoor fitness stations, boat launches, pickle ball, comunity gardens and tennis.





LEGEND

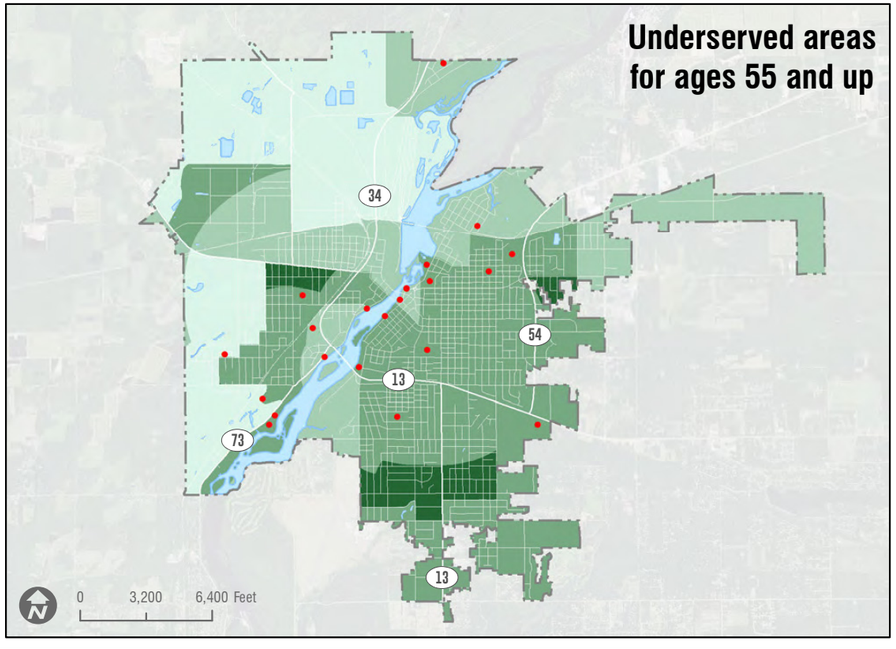
Overlayed Sum (Weighted)

Low High

Parks

PROJECT LOCATION

Data sources: U.S Census Bureau, Dane County, WisconsinView
Coordinate System: NAD 1983 HARN Wisconsin CRS Dane



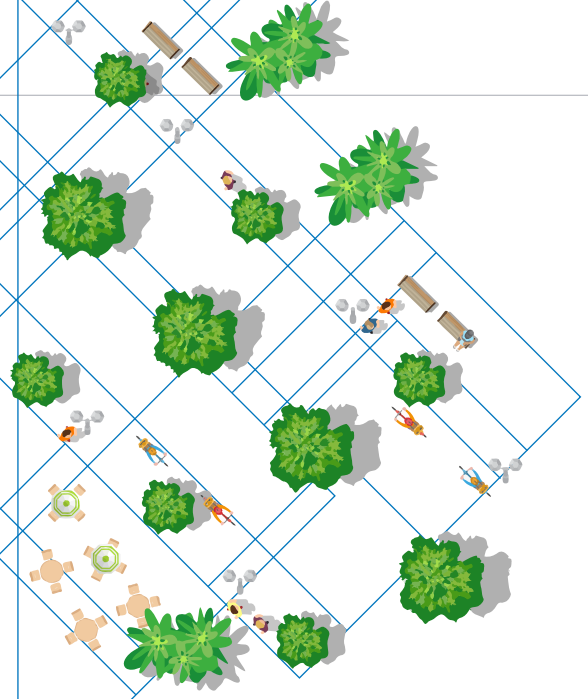
Created for the City of Wisconsin Rapids Comprehensive Outdoor Recreation Plan, this map shows the results of an overlay analysis of population density by age group and park facility access. The purpose of this map was to highlight areas where certain facilities might be lacking for specific age groups. Layers of population, density by age group and access to nearby facilities for that age group were combined. The resulting layer displayed darker shading for areas that are both high in population density and low in access to recreational facilities.

AYRES **Age Cohort Analysis**
Wisconsin Rapids Comprehensive Outdoor Recreation Plan

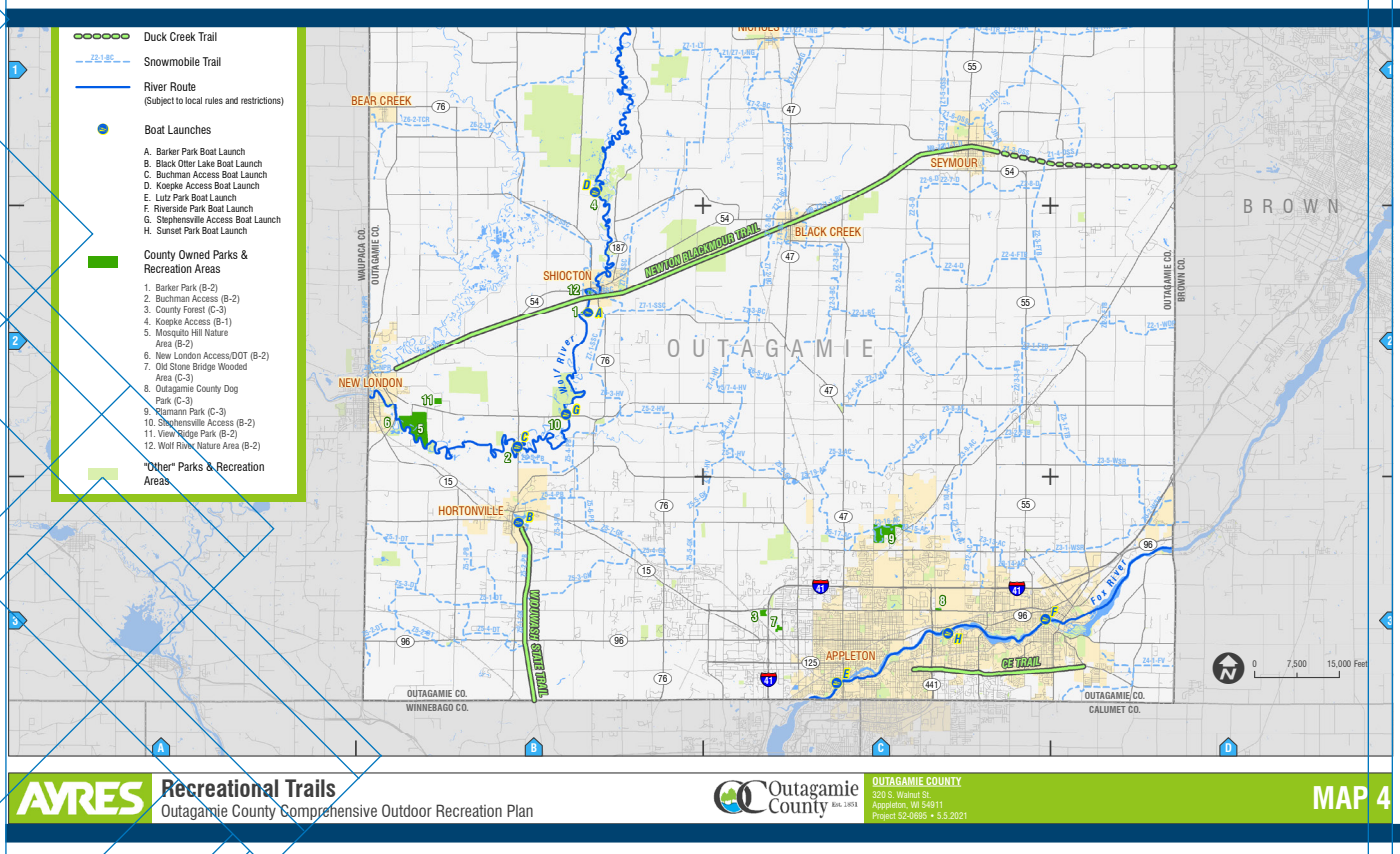
WISCONSIN RAPIDS

CITY OF WISCONSIN RAPIDS
444 West Grand Avenue
Wisconsin Rapids, WI 54495
Project 52-0697 • 5.19.2021

MAP 9



SCOPE OF WORK



Project Scope

Below we have outlined the tasks, associated meetings, and products that we believe will result in a high quality Comprehensive Park and Outdoor Recreation Plan for the City of De Pere. We also know that you have thoughts and insights that we don't yet, so we are happy to refine the scope with you.

I TASK I: RESEARCH

We believe in starting every planning process with a full understanding of the community. We will start the process with a review of City of De Pere's park system and recreational offerings. This will include:

- Conducting background research and data collection. We will acquire and review existing plans, reports, and maps related to the project.
- Attending an in-person kickoff meeting with City staff. This meeting will address topics including:
  - Project goals, objectives, and expectations
  - Plan vision
  - Project priorities
  - Public engagement – dates and outreach methods
  - Project protocols, communication
- Touring and photo-documenting existing parks and recreation facilities. Elements to be investigated include:
  - Type of recreational facilities, size, and amenities
  - Site access, connectivity, and circulation
  - ADA accessibility and compliance
  - Safety issues
  - Environmental impacts (drainage, noise abatement, wetlands)
  - Programs and staffing
  - General condition, maintenance, and operations
- Conducting in-person interviews with park users while conducting facility inventory. While we are assessing the parks, we will take the time to talk to the people who are actually using them to better understand needs and perceptions.
- Attending a follow-up virtual work session meeting with City staff to review staffing issues, programming elements, ordinances, long-term needs, and community wide land use plans and future open space opportunities.
- Gathering information about demographic factors including age group, household income, household size, and ethnicity.

Deliverables for Task I :

- Summary memo from kickoff meeting
- Summary memo from work session
- Digital site photographs
- Field notes and observations in field interview summary
- Preliminary facility inventory matrix

II TASK II: PUBLIC ENGAGEMENT

The public engagement task is not just a phase of the project, it's on-going throughout the process. It starts with asking people about their perceptions, needs, and hopes, and we build on that during the planning process, so that we can create buy-in for the final project. Our priority is creating an implementable plan, and plans are most easily implemented when people understand and back them.

As mentioned, we'll meet to discuss issues, opportunities, vision and goals in Task I, but we plan several other ways for people to be involved including:

- Developing a citizen survey to determine what people enjoy about the parks and what they would like to see in the future. We'll ask about desired amenities and activities, and we'll explore people's perceptions about forestry management and overall maintenance.
- Hosting one interactive fun community event. Ideally this would be held in a De Pere park and the focus would be on gathering people's perceptions of and experiences with the parks.
- Working with City staff to post information about the process and recommendation on the City website to keep people informed. We can also work with City staff to post updates to social media if desired.

Deliverables for Task II :

- Draft summary of issues, opportunities, vision and goals
- Online survey development and summary
- Community meeting summary
- Process information for posting on the City's website

III TASK III: ASSESSMENT AND EVALUATION

With a good understanding of existing conditions and people's perceptions of the City of De Pere's parks and recreation system, we'll move into assessment and evaluation. This will include:

- Creating plan maps and identifying zones of strengths and weaknesses. Maps would include:
  - The existing park and open space system
  - Park service areas
  - Demographic/population and anticipated development patterns
  - Regional trail connections
  - Proposed park system plan/area of need assessment
- Conducting a level of service distribution comparison based on current and emerging trends and national standards.
- Assessing the role of parks and amenities in the context of the overall parks system.
- Formulating preliminary recommendations related to:
  - Expansion and/or maintenance priorities
  - Facilities and operations maintenance
  - Environmentally sustainable practices
  - Surplus or shortage property strategies
  - Programming and facility type gaps
  - Promotion and education

Once we have developed preliminary recommendations in partnership with City staff, we will present them to the Board of Park Commissioners for feedback.

Deliverables for Task III :

- Plan maps identifying demographics, strengths and weaknesses, and levels of service
- Preliminary recommendations based on maps, graphics, public input and survey data
- Presentation to the Board of Park Commissioners

IV TASK IV: FINAL PLAN AND FUNDING RECOMMENDATIONS

At the completion of Task III, we will review all the feedback received to date and move into the final recommendations and funding analysis. This will include:

- Providing an analysis of current funding levels and practices, including any current deficiencies based on best practices and demand, and examining what services should be maintained, reduced, or expanded within the constraints the current budget.
- Recommending specific projects, programs, or areas where new or enhanced park and recreation services are needed.
- Formulating cost estimates for proposed improvements.
- Creating a prioritized capital improvement plan (CIP) for the park system with cost projections for development, maintenance, and acquisition, broken down into 1-3 years, 3-5 years, and 5-10 years.
- Reporting on best practices for funding parks and recreation systems.
- Identifying new funding opportunities and developing potential funding strategies, including tax revenue, grants, endowments, tourism related funds, foundation support and crowd sourcing.

We would present the final plan to the Board of Park Commissioner and City Council for adoption.

Deliverables for Task IV :

- Current funding analysis
- Proposed improvements summary with cost estimates.
- Capital Improvements Plan with future funding source recommendations
- A user-friendly Final Plan that includes a "dashboard" executive summary that can regularly be used as a "touch point" in future decision making. Thirty (30) printed copies of the plan, and one digital copy

Alternative Items A, B, and C

While most CORPs contain general recommendations about maintenance priorities. For the City of De Pere, we can do a "deep dive" into forestry operations, maintenance, and contracting. As mentioned above, we could easily add questions about forestry and maintenance to our online citizen survey, and we would discuss maintenance issues with staff, but to really explore these issues we would host more focused conversations with the staff and the public.

A FORESTRY OPERATIONS ANALYSIS

In order to understand the forestry operations, we will need to study the City's current tree inventory and talk to staff about the issues they are facing. It will also be important to understand how the community feels about the management of the urban forest. We propose hosting a round table discussion a with neighborhood group representatives and/or stakeholders to discuss their perceptions of the current operations.

It has been proven that trees add to the quality of life of a community and have monetary value, so we would summarize the value of the urban forest for use when examining costs. We would then examine the organizational structure and staff and seek efficiencies. Our analysis would also include an examination of equipment costs and a comparison of staffing in similar sized cities with comparable urban forests.

Forest Operations Deliverables :

- A summary of public comments received on the perceptions of current forestry operations.
- A report summarizing strengths and weaknesses of De Pere's urban forest, current staffing, training, core work tasks, facilities and machinery, and the current budget and future expectations.
- Recommendations related to staffing, contracting, overall program management, and public outreach.

B PARK MAINTENANCE OPERATIONS ANALYSIS

Managing expectation when dealing with maintenance is a sensitive issue. Often the general public doesn't understand the costs and choices have to be made about priorities. As with the discussion of the forestry operations, we would begin with a detailed discussion with staff and also seek comments from the public.

For the operations analysis, we will have to again look at staffing, key tasks, facilities, and machinery. We will also correlate these with the types of existing parks and demands created by current designs and expectations. There may be locations that can be treated differently to shift maintenance burdens, and maintenance needs to be a key factor in considering any park expansion.

Park Maintenance Deliverables :

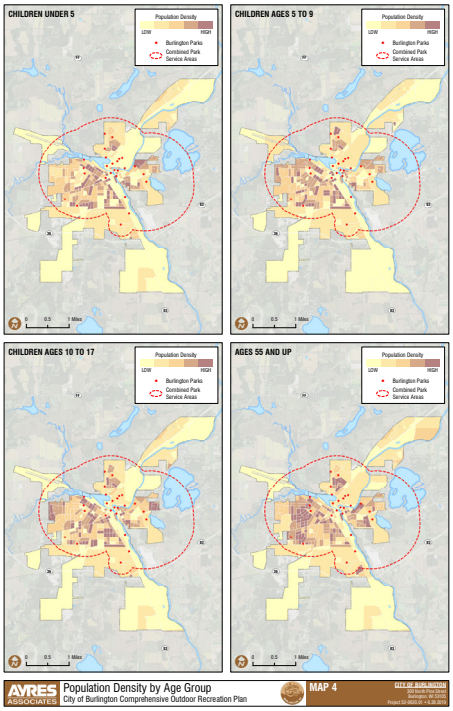
- A summary of public comments received about current maintenance issues.
- A report summarizing locations that need the most maintenance, core work tasks, current staffing, training, facilities and machinery, and the current budget and future expectations.
- Recommendations related to staffing, potential efficiencies, contracting, overall program management, and public outreach. For this report a prioritization of task and examination of potential different approaches will be key.

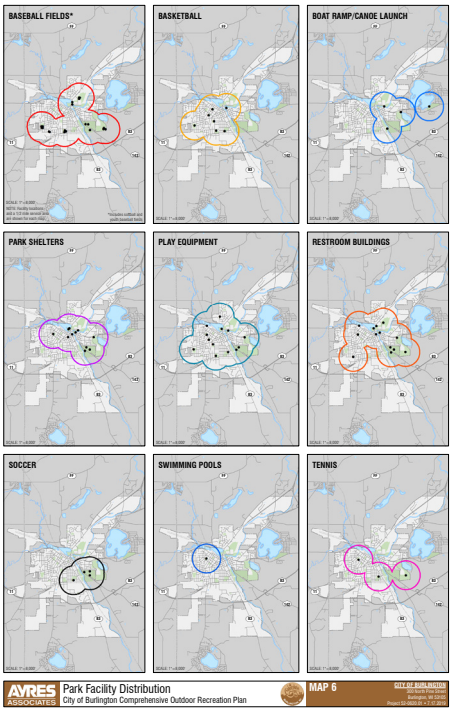
C SERVICE CONTRACTING ANALYSIS

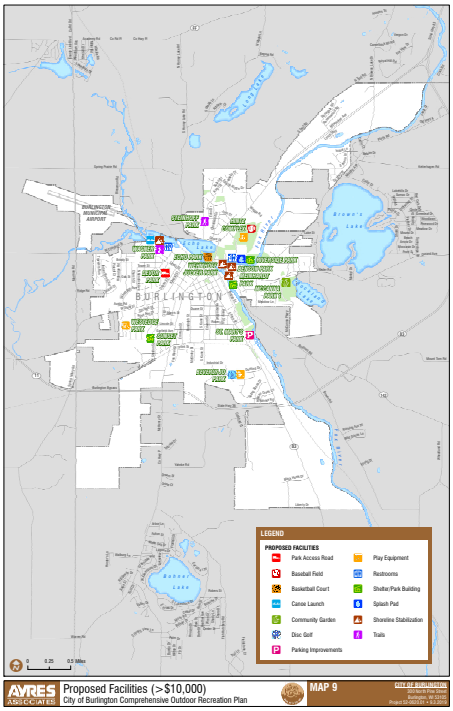
In order to understand the potential costs and benefits of contracting for services, we will first examine the current costs of stump removal, tree removal, pruning, mowing, garbage and restroom monitoring, basket watering and roundabout maintenance. We will explore any added benefits of having City staff perform these tasks and also examine how staff time could be reassigned if some or all of the work was contracted out. We'll look at the associated equipment and fuel costs and make projections about future demands on staff. Lastly, we will examine the cost of contracting and compare the costs and benefits. As with the previous tasks, this will involve detailed conversations with staff.

Service Contracting Deliverables :

- A report summarizing existing tasks and the amount of resources spent on each, the cost of contracting for service, and the cost and benefits of both. This report will also report on potential future demands on staff.
- Recommendations related to which tasks may be beneficial to contract out and an explanation as to why. The report will estimate potential costs savings over time.







Proposed Fee Schedule

*Please include this page with your proposal.

Company Name: Ayres Associates Inc

Company Address: 5201 E. Terrace Drive, Suite 200

Company Address: Madison, WI 53718

Company Representative: Keely H. Campbell, PG; Manager - Development Services-Midwest

Signature:

Item	Fee
Comprehensive Plan Lump Sum	$35,000
Alternate Item A	$4,500
Alternate Item B	$4,500
Alternate Item C	$3,000

Please list any items not listed in the scope of services and fees/costs associated with those items below.

Item	Cost

Cedar CORPORATION

Professional Services Proposal and Qualifications

Professional Services

Comprehensive Park and Outdoor Recreation Plan Update

City of De Pere, Wisconsin

March 3, 2023

This page intentionally left blank

Cedar CORPORATION
Community Infrastructure • Architecture • Environmental Services

1695 Bellevue Street
Green Bay, WI 54311
920-491-9081
www.cedarcorp.com

March 3, 2023

Mr. Marty Kosobucki
De Pere Park, Recreation, and Forestry Department
925 S. Sixth Street
De Pere, WI 54115

RE: PROFESSIONAL SERVICES PROPOSAL AND QUALIFICATIONS FOR COMPREHENSIVE PARK AND OUTDOOR RECREATION PLAN UPDATE

Dear Mr. Kosobucki:

Thank you for the opportunity to submit our proposal to the City of De Pere for the Comprehensive Park and Outdoor Recreation Plan Update project. We are excited to work with your department again on this project. As you know, Cedar Corporation is very familiar with the City of De Pere park system having completed the plan in 2017.

The project will be managed by Ken Jaworski, who has over 35 years of park planning experience and is long-time member of the Wisconsin Park and Recreation Association. He will be assisted by Senior Planner, Eric Fowle, AICP, who is an accomplished facilitator, planner, and concept designer. In support, the Cedar Corporation Team will include Project Engineer, Justin Keen, PE; Landscape Architect, Dennis Blau, LA; Architect, and GIS Specialist, Devin DuCoeur. We are very confident that we will provide the knowledge, experience, and creativity this project requires.

We look forward to working with the City of De Pere Parks, Recreation, and Forestry Department on this project. If you have any questions, please feel free to call us at 920-491-9081.

Sincerely,

Cedar Corporation

Thad Majkowski, PE
Client Manager
thad.majkowski@cedarcorp.com

Ken Jaworski
Senior Consultant/Project Manager
ken.jaworski@cedarcorp.com

TABLE OF CONTENTS

Section	Page
Cover Letter	2
Firm Qualifications and Experience	3
Staff Qualifications and Experience	8
References	16
Project Experience	18
Project Timeline	25
Proposed Meetings	27
Project Understanding	29
Mapping Products	31
Scope of Work	38
Fee Schedule	42

FIRM QUALIFICATIONS AND EXPERIENCE

WHO IS CEDAR?

(CORPORATE BACKGROUND)

LOCATION
1695 Bellevue Street
Green Bay, WI 54311
www.cedarcorp.com

PHILOSOPHY
We recognize that our clients are most concerned with three major issues as they engage the services of consultants - quality, timeliness, cost. Cedar Corporation undertakes each project with a pledge to our clients that they will receive the best value-per-dollar spent on their projects.

Our mission, as a full service design and engineering firm, is to provide the highest standards of design excellence and service to our clients. Our goal is to develop a team relationship between our clients and our staff. We possess the technical expertise necessary to meet the demands of our clients on a timely basis and within budget guidelines.

Repeat business with numerous public and private clients attests to our ability to assemble a team concept with our clients working within their guidelines. Confident of this, we respectfully submit this summary of Cedar Corporation for your review.

SERVICES
Cedar Corporation is a full-service firm with disciplines in engineering, architecture, environmental, planning, economic development, landscape architecture, and surveying. Founded in 1975, the company has grown in size to its present staff of 95. We have continued to grow because of our commitment to providing comprehensive service and effective communication with our clients. Our staff is dedicated to the principles on which the firm was developed: exemplary service to clients, professionalism, and use of state-of-the-art technology.

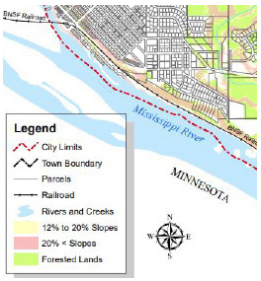
PROFESSIONAL SERVICES

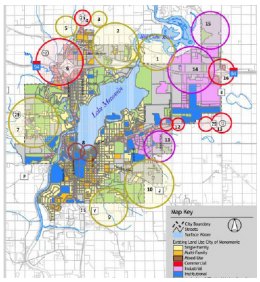
Cedar Corporation provides a wide range of professional services to deliver projects in the areas of Community Infrastructure, Architecture, and Environmental Services. The categories below call out the nine (9) major areas of service provided to a variety of government and private market sectors. Within the nine categories are nearly 100 types of professional services and/or deliverables. Cedar's value may come in the form of a single service or deliverable, but just as often from an integrated group of services managed to meet our customer's broader needs. At Cedar, we are very confident in our capabilities and expertise to address a wide range of public and private client needs in any of the service groups listed below.

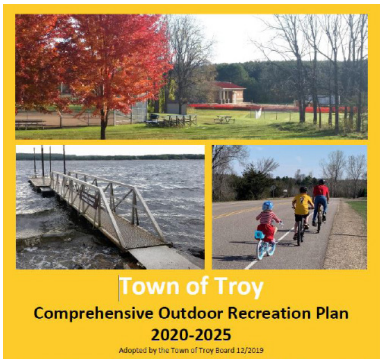
- Architectural Services
- Economic Development
- Environmental Services
- Municipal Engineering
- Planning and Grants
- Structural Engineering
- Transportation Engineering
- Water Resource Engineering
- Wetland Delineations

Planning and Grants

SERVICES







Service Overview

Our planning and grants team helps communities turn their vision into reality by engaging community members, identifying needs, and finding ways to meet those needs with the help of state and federal funding programs.

Expertise

- Comprehensive Plans
- Comprehensive Outdoor Recreation Plans
- Municipal Building Needs Assessments
- Zoning Ordinance Administration
- Ordinance Writing and Amendments
- Site Plan Reviews
- Geographic Information Systems
- Grant Writing and Administration
- Project Funding Identification
- Land Use Planning
- Housing Studies
- Meeting Facilitation
- Impact Fees
- Conceptual Site Planning

FIRM CAPABILITIES

We feel Cedar Corporation is uniquely qualified to take on this update having completed the plan in 2017. We have detailed knowledge of each park site and its role within the park system. At Cedar Corporation, we have the knowledge and experience to understand the factors necessary to create a Comprehensive Park and Outdoor Recreation Plan that recognizes each park's individual character while also linking it to the parks system and surrounding neighborhood. For this project, we have a specialized team of experienced professionals to collaborate with City staff and the Board to create a plan the City is proud to utilize.

The strength of our Planners is their ability to organize multiple concepts and ideas into a single easy to read document with cost estimates, prioritizations, recommendations, and step-by-step processes allowing the City to achieve its ultimate goal, creating outdoor experiences the users desire. We know what it takes to develop a plan that not only meets the Wisconsin Department of Natural Resources standards, but one that gets utilized on a regular basis.

Our Landscape Architects will study the amenities and attributes of each park. They will locate future development or redevelopment areas within the park. They will define and describe the scope, scale, type, and density of future development according to the park's character rather than by use, while focusing on park sustainability, with a strong emphasis on connecting people to the land and each other.

Our Civil Engineers will provide strategic guidance on stormwater and drainage as well as providing cost estimates for proposed park improvements.

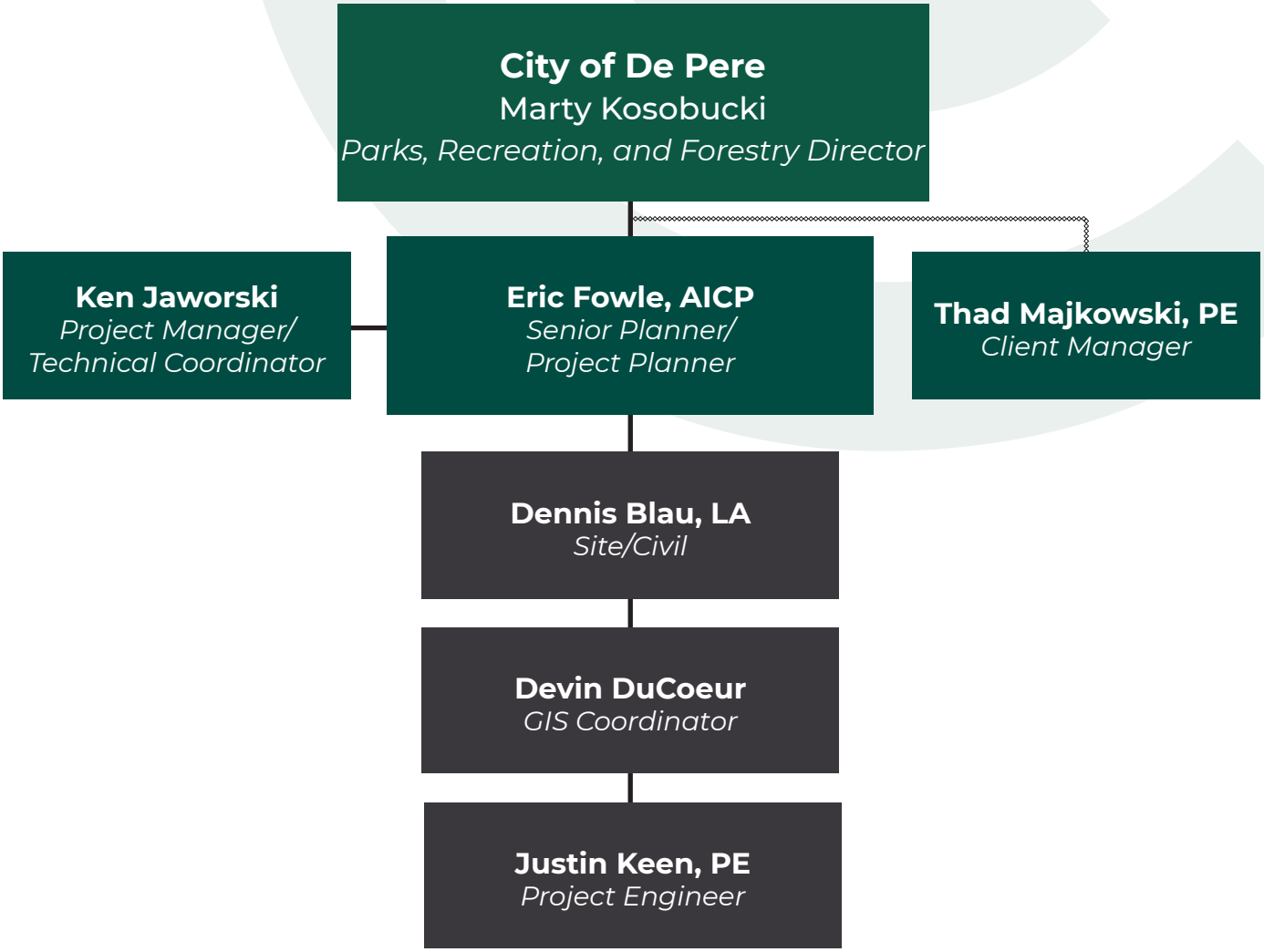
Our GIS Specialist will develop detailed mapping of the area and assist with graphical representation of the park layout and design.

Furthermore, our team can provide certified drone pilots to conduct park flyover visuals, if requested, for an additional cost.

With the team we have assembled, and our approach outlined in this proposal, we are confident we can provide a Comprehensive Park and Outdoor Recreation Plan that will capture the vision and set forth the path to implement the plan and develop a park that meets the needs and desires of the City of De Pere.

STAFF QUALIFICATIONS AND EXPERIENCE

PROJECT TEAM



KEN JAWORSKI
PROJECT MANAGER/TECHNICAL COORDINATOR

Ken Jaworski brings over 35 years of experience in community comprehensive planning, land use, natural resource management, and farmland preservation. He is very experienced in zoning ordinance development and zoning administration. Ken manages the Planning and Grants Department for Cedar Corporation's Green Bay office.

Areas of Expertise Include:

- Author or co-author in the development of over 90 Comprehensive Plans within Wisconsin's Smart Growth requirements
- Planning and Zoning Administration
- Development of over 30 comprehensive park and recreation plans
- Greenway Corridor and trail planning
- Highway Corridor Master Plans
- Land Use Plans
- Renewable energy planning
- Public meeting facilitation
- Intergovernmental agreements
- Farmland Preservation Plans and ordinances (DATCP certified)
- Grant writing and administration
- School district attendance boundary studies
- GIS mapping
- Business development
- Contract negotiation and execution
- Expert testimony

Representative Project Experience Includes:

- On-going Planning and Zoning Administration Services for the Villages of Bonduel, Kekoskee, and Mishicot, and the Towns of Clayton, Nepeuskun, Newton, LeRoy and others
- Comprehensive Plans for Fond du Lac County, Green Lake County, City of Omro, Villages of Kekoskee and Little Chute, and the Towns of Clayton, Manitowish Waters, Watertown, Winneconne, and many more
- Farmland Preservation Plans for Fond du Lac, Green Lake, and Shawano Counties
- Development of the City of Manitowoc Comprehensive Outdoor Recreation Plan

Other Relevant Experience Includes:

- Dog park design
- Development of fund raising strategies for 501c3 organizations
- Conference presenter for WAPA, WTA, and other agencies

Education

Bachelor of Science in Regional Analysis, Co-Major in Geography: University of Wisconsin-Green Bay (1982)

Professional Certifications/ Training

AICP: 2000

Finance and Accounting: 2001

Negotiating Win/Win Outcomes: 2000

Certified Project Manager: 1996

Instructor – Environmental Planning Course, UW-Green Bay: 1994

Professional Affiliations

American Planning Association, National and Wisconsin Chapters

Wisconsin Park and Recreation Association

Wisconsin Towns Association

Total Experience

Since 1983

ERIC FOWLE, AICP
SENIOR PLANNER/PROJECT PLANNER

Eric Fowle brings 30 years of experience in natural resource, economic development, recreation, and transportation planning. He has been involved in the local and regional planning and community development sector, which includes grant writing and administration, as well as program and project management. Eric has worked on projects at nearly every scale: local communities, counties, tribes, and regions.

Areas of Expertise Include:

- Familiarity with Federal and State grant funding partners and programs
- Grant writing and administration
- Knowledgeable in securing funding for projects of various size, including community infrastructure improvements, regional and community planning, and development projects
- Extensive knowledge in topics associated with regional and local-level land use, housing, economic development, and environmental planning
- Comprehensive Planning and plan implementation strategies and methods, including the fundamentals of zoning and subdivision regulations
- Well-versed in growth management, greenway corridor, and Green Infrastructure (GI) planning techniques
- Neighborhood planning, riverfront planning, and urban design, including site-level master planning and redevelopment plans
- Competent in data collection, research analysis, and utilization of Geographic Information Systems (GIS)
- Expert knowledge in public participation and community visioning
- Meeting facilitation and public presentation skills
- Coordination and engagement with local elected officials and staff

Representative Project Experience Includes:
(may include projects while with previous employer)

- Comprehensive Plan preparation for the following communities:
  - ◊ Cities of Manawa, Neenah, New London, and Oshkosh
  - ◊ Villages of Bellevue, Combined Locks, Greenville, and Kimberly
  - ◊ Towns of Buchanan and Clayton
- Authored or co-authored over $9 million in grant applications for regional and local planning and infrastructure projects
- Visioning processes and reports for the Village of Kimberly and Cities of Oshkosh, Menasha, and New London riverfronts
- Greenville, GreenPrint Plan (2004)
- The Cedars at Kimberly Master Plan (2013)
- Menominee County Comprehensive Plan (2015)
- Town of Empire, Lake DeNevue Drainage Study and Action Plan (2015)
- Village of Sherwood, Senior Housing Market Study (2017)
- Greenville, 2040 Comprehensive Plan (2019)
- Fond du Lac County, Niagara Escarpment Greenway Study (2020)
- Town of Clayton, Highways 10 and 76 Corridor Land Use Master Plan (2021)
- Village of Mason, 2021 CDBG PF Grant Application and Award ($521,000)

Education
Bachelor of Arts in Urban and Regional Analysis: University of Wisconsin-Green Bay (1992)

Professional Certifications
American Institute of Certified Planners (AICP)

Professional Affiliations
American Planning Association - WI Chapter (APA)

Wisconsin Geological and Natural History Survey - Geologic Mapping Advisory Committee

Founding Co-chair of the Niagara Escarpment Resource Network (since 1998)

Board Member of the Lakeshore Natural Resource Partnership (since 2010)

Total Experience
Since 1991

THAD MAJKOWSKI, PE
DIRECTOR/CLIENT MANAGER

Education
Bachelor of Science in Civil Engineering: University of Wisconsin-Platteville (1983)

Professional Registrations
Professional Engineer - WI, MI, MN

Professional Affiliations
American Public Works Association (APWA)

Total Experience
Since 1984

Thad Majkowski is a member of the Cedar Corporation team with 36 years of experience as a Municipal Engineer and Senior Project Manager providing municipal and civil engineering for various communities. Thad'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, storm water management, municipal building, and bridge/draining structure projects.

Areas of Expertise Include:
- Project Manager and Design Engineer for all phases of municipal engineering including road reconstruction, bridge design, box culvert design, utility reconstruction, sanitary sewer and lift station construction, subdivision development, water well, elevated water storage, and stormwater management projects
- Conceptual design through preparation of plans and specifications, bidding, procurement of funding from various state agencies, construction observation, and construction management
- Policy review and implementation of municipal stormwater policies for individual commercial and industrial parcels
- Client Liaison as the point of contact between client and contractors.
- Project Manager of new fire stations, park shelters, municipal buildings, and recreational trails

Representative Project Experience Includes:
- Cities of Crandon, Niagara, and Weyauwega, WI: Municipal Engineer
- Villages of Bellevue, Coleman, Sherwood, Mason, Wausaukee, and Casco, WI - Municipal Engineer
- Towns of Buchanan, Greenville, and Knight, WI: Municipal Engineer
- Village of Bellevue, WI: Project Manager for all work: Street construction, sidewalk construction, water storage tanks, sanitary, storm sewer, and water construction, bridges, recreational trails, park shelters, stormwater management, and lift station upgrades
- Village of Casco, WI: Project Engineer: street reconstruction, sanitary sewer, wastewater treatment facility
- Village of Coleman, WI: Sanitary, water, water storage/supply, roads, stormwater, wastewater treatment facility, and 15 years of road reconstruction
- Village of Sherwood, WI: Master planning, street reconstruction in rural and urban sections
- City of De Pere, WI: Project Manager for West Business Park expansion, WisDOT Paving Project
- City of Niagara, WI: Watermain and lift station, sanitary sewer reconstruction along USH 141, industrial park development, including lift station, sewer, water, roads with EDA Fund Grant, subdivision development
- City of Sturgeon Bay, WI: Project Engineer/Manager: Street Reconstruction, Waterfront Festival Park Development, Highway Bridges
- City of Weyauwega, WI: Project Manager for all work: Street construction, sidewalk construction, water storage tanks, sanitary, storm sewer, and water construction, recreational trails, park shelters, storm water management, and lift station upgrades, storm water management, municipal building, and wastewater treatment facility
- Town of Buchanan, WI: Pavement reconstruction for past 6 years, including ditching for stormwater, municipal building renovations
- Town of Greenville, WI: Roads, storm water, utilities

DENNIS BLAU, LA
LANDSCAPE ARCHITECT

Education

Bachelor of Landscape Architecture: University of Minnesota (1985)

Royal Melbourne Institute of Technology: Melbourne, Australia Exchange Program

Professional Registrations

Registered Landscape Architect - WI

Total Experience

Since 1985

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.

Areas of Expertise Include:

- Site design, grading plans, planting plans, and design of exterior environments for municipal, commercial, industrial, and recreational sites
- Urban streetscape
- Park planning/park development/redevelopment
- Boat landing design
- Master planning
- Erosion control plans
- Preparation of presentation graphics for display
- Construction specification
- Assistance with construction supervision

Representative Project Experience Includes:

- Trenton Island Boat Landing Reconstruction, Pierce County, WI
- Glenhaven Assisted Living, City of Glenwood City, WI
- Pleasant Valley Town Hall and Fire Station, Town of Pleasant Valley, WI
- Best Maid Cookie Company Expansion, City of River Falls, WI
- Arbor Place Treatment Facility, City of Menomonie, WI
- Lake Hallie Municipal Building, Village Lake Hallie, WI
- Markquart Toyota, Village of Lake Hallie, WI
- Wakanda Park Baseball Field, City of Menomonie, WI
- Chippewa River Beautification Project, City of Durand, WI
- UW-River Falls Mel Wall Amphitheater Renovation, City of River Falls, WI
- Carson Park Message Center Sign, City of Eau Claire, WI
- McDonough Park, City of Eau Claire, WI
- Jackson County Fair Park Renovation, City of Black River Falls, WI
- Black River Falls Foundation Trail, City of Black River Falls, WI
- UW-River Falls Multi-Modal Trail System, City of River Falls, WI
- Veteran's Peace Memorial Wayside, USH 53, (new facility), Washburn County, WI
- Great River Road Learning Center (new facility), City of Prescott, WI
- Public Library and Museum, Village of Luck, WI

DEVIN DUCOEUR
GIS COORDINATOR

Education

Bachelor of Science
Environmental Science: Bethany College (2007)

Total Experience

Since 2009

Devin DuCoeur is a member of Cedar Corporation's Planning Team. He has 13 years of diversified GIS experience ranging from maintaining county land information to creating data for statewide infrastructure to designing content for online mapping. He has a talent for interpreting a client's needs and ideas into geospatial representations that are functional and informative. Devin's experience includes GIS mapping, geoprocessing, data collection and management, and diversified supporting tasks.

Areas of Expertise Include:

- Geographic Information Systems (ArcGIS Pro, ArcOnline, ArcMap, Survey123, Field Maps)
- 3GIS
- Cartography
- Georeferencing paper and digital maps
- Data collection, creation, and extraction
- Database Management
- Remote Sensing
- Digital Mapping and custom Web App creation
- Municipal to Statewide mapping
- Deed Plotting
- Fiber Optic design interpretation
- Technical Writing

Representative Project Experience Includes:

(may include projects while with previous employer)

- Warhawk Trails Disc Golf Course Mapping, Weyauwega, WI
- GIS Lead on TDS Fiber Optic mapping projects throughout WI
- Construction tracking web application
- Field Maintenance Survey and report template for solar panels
- Parcel land lease inventory status database

JUSTIN KEEN, PE
PROJECT ENGINEER

Education
Bachelor of Science in Civil Engineering: University of Wisconsin-Madison (2003)

Professional Registrations
Professional Engineer - WI

Professional Affiliations
Northeast Wisconsin Stormwater Consortium (NEWSC)

Fox-Wolf Watershed Alliance (FWWA)

Total Experience
Since 2003

Justin Keen provides urban and rural road design, utility (wastewater collection, water systems, and storm sewer) design, and civil site design for residential, commercial, and municipal developments. His expertise includes street and sidewalk design, utility design, and storm water management for public and private infrastructure projects, earthwork analysis, site layout, and grading.

Areas of Expertise Include:
- AutoCAD drawings, cost estimates, earthwork calculations, and quantity takeoffs for various public and private infrastructure improvement projects
- Horizontal/vertical alignments, cross sections, typical sections, and intersection designs for street and trail projects
- Regulatory agency and utility company coordination
- DNR and US Army Corp permit applications
- Prepares site, grading, erosion control, and storm water plans
- Designs sanitary, watermain, storm sewer, and storm water facilities
- Prepares permits, specs, and bid documents for various projects
- Performs site observations for infrastructure improvement projects
- Coordinates projects with architects, contractors, developers, other engineering firms, and municipalities

Representative Project Experience Includes:
- Annual Roadway, Ditching and Culvert Projects, Town of Buchanan, WI
- Annual Crack Sealing and Road Maintenance Projects, Town of Buchanan, WI
- Annual Pavement Rehabilitation Projects, Village of Bellevue, WI
- Annual Pavement Rehabilitation Projects, Town of Buchanan, WI
- Annual Pavement Rehabilitation Projects, Village of Coleman, WI
- Streambank Stabilization Projects, Village of Bellevue, WI
- MS4 Storm Water Management Plan, Village of Bellevue, WI
- MS4 Storm Water Management Plan, Town of Clayton, WI
- Storm Water Management and Site Design, Cedar Corporation Office Building - Green Bay, WI
- Storm Water Management, Modeling for TMDL Permits, Village of Bellevue, WI
- Storm Water Management, West Business Park, City of De Pere, WI
- Highway Design, Waupaca County Highway Department, WI
- Utility and Street Design, City of Manawa, WI
- Bike Path Preliminary Layouts in Existing Street ROW, Village of Hortonville, WI
- Industrial Park Storm Water Improvement Designs, City of Peshtigo, WI
- Site Design, Town Hall, Town of Buchanan, WI
- Site Design, City Hall, City of Weyauwega, WI
- Utility and Road Reconstruction, City of Weyauwega, WI
- Utility, Road, and Site Design, Village of Sherwood, WI
- Utility and Road Reconstruction, Brook Street, City of Niagara, WI

REFERENCES

REFERENCES

VILLAGE OF BELLEVUE
2828 Allouez Avenue
Bellevue, WI 54311

Andrew Vissers, Community Development Director
andrewv@villageofbellevuewi.gov
920-593-5508

VILLAGE OF GREENVILLE
W6860 Parkview Drive
Greenville, WI 54942

Tony Nowak, Director of Parks and Forestry
tnowak@townofgreenville.com
920-757-7276

VILLAGE OF CLEVELAND
1150 W Washington Ave
Cleveland, WI 53015

Stacy Grunwald, DPW/Clerk/Treasurer
sgrunwald@clevelandwi.gov
920-693-8181

CITY OF MENOMONIE
800 Wilson Avenue
Menomonie, WI 54751

Lowell Prange, City Administrator
lprange@menomonie-wi.gov
715-232-2221

CITY OF PRESCOTT
800 Borner Street N
Prescott, WI 54021

Jayne Brand, Clerk
jbrand@prescottcity.org
715-262-5544

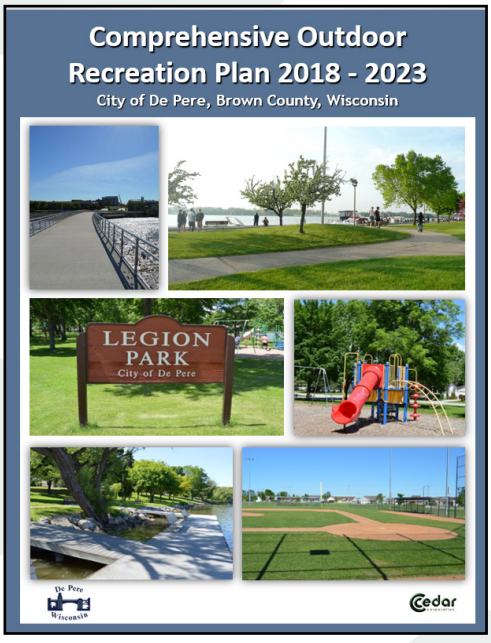
PROJECT EXPERIENCE

Comprehensive Outdoor Recreation Plan Update

De Pere, Wisconsin

The City of De Pere contracted with Cedar Corporation to update the City's Comprehensive Outdoor Recreation Plan. The review included 38 city-owned parks consisting of about 465 acres of land. Parks range from mini-parks, community parks, neighborhood parks, large urban parks, special areas, boat launches, and natural resource areas. Cedar Corporation provided the following:

- Assessed existing parks, amenities, facilities, and acreage to determine future needs
- Reviewed park service areas to determine underserved areas
- Identified areas for future parks
- Researched community demographics to analyze population forecasts and age of residents
- Reviewed a variety of existing City of De Pere, Brown County, and surrounding community plans relevant to the Comprehensive Outdoor Recreation Plan Update
- Provided a variety of maps showing park locations, classifications, and service areas
- Prepared recommendations for park improvements and provided cost estimates for the improvements
- Identified funding programs for park improvements
- Worked with City staff throughout the planning project
- Held a public informational meeting
- Surveyed park users and stakeholders
- Reviewed park dedication policies
- Presented updated plan to the Board of Park Commissioners
- Prepared a draft and final Comprehensive Outdoor Recreation Plan in accordance with WDNR funding City of De Pere Comprehensive

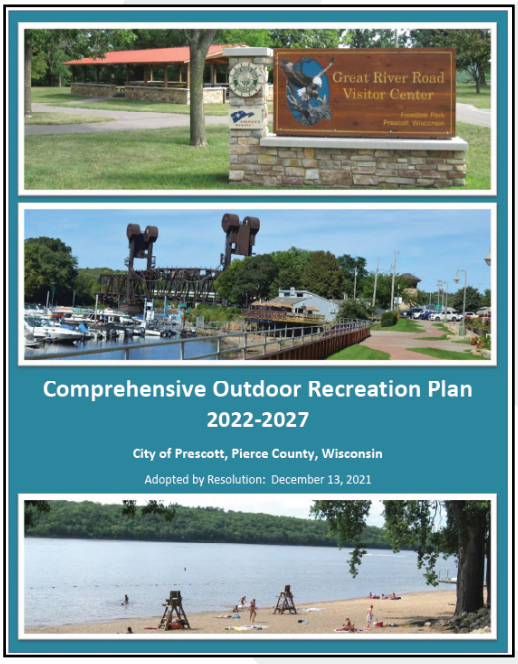


Comprehensive Outdoor Recreation Plan 2022-2027

Prescott, Wisconsin

Cedar Corporation assisted the City of Prescott with updating its Comprehensive Outdoor Recreation Plan. The City of Prescott has a population of 4,555 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 bring tourists to the City. 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.

The Comprehensive Outdoor Recreation Plan was created with input from the City, Prescott Park and Public Property Committee, and the public. The City of Prescott is made up of 23 existing park and recreation facilities. Each were evaluated in this process.

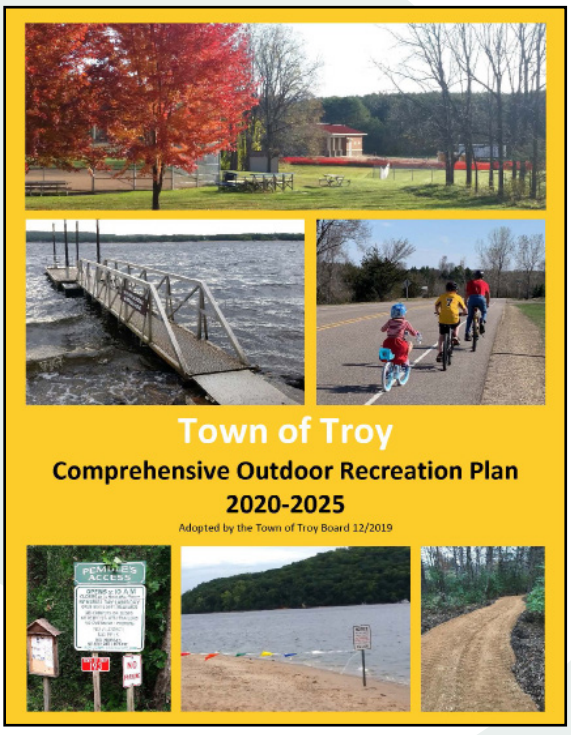


Comprehensive Outdoor Recreation Plan 2020-2025

Troy, Wisconsin

Cedar Corporation assisted the Town of Troy Parks Board with updating its Comprehensive Outdoor 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.

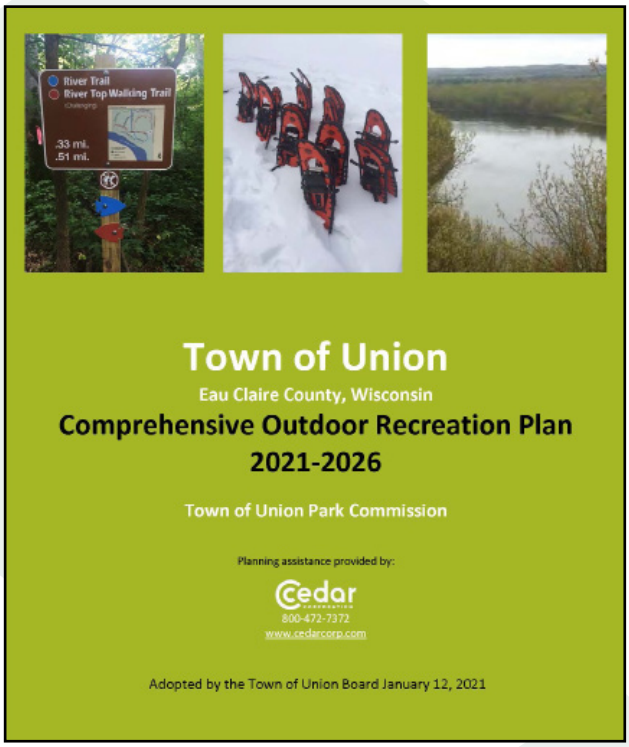
The Town of Troy is a growing rural community of almost 5,000 residents. Many park and recreation opportunities are found in the City of Hudson to the north and City of River Falls to the south. The Town's focus has been accommodating a growing demand for bicycle infrastructure, hiking trails, and open space. The Town is located on the St. Croix Falls River and the Town provides beach and boat access which has recently been updated.



Comprehensive Outdoor Recreation Plan 2021-2026

Union, Wisconsin

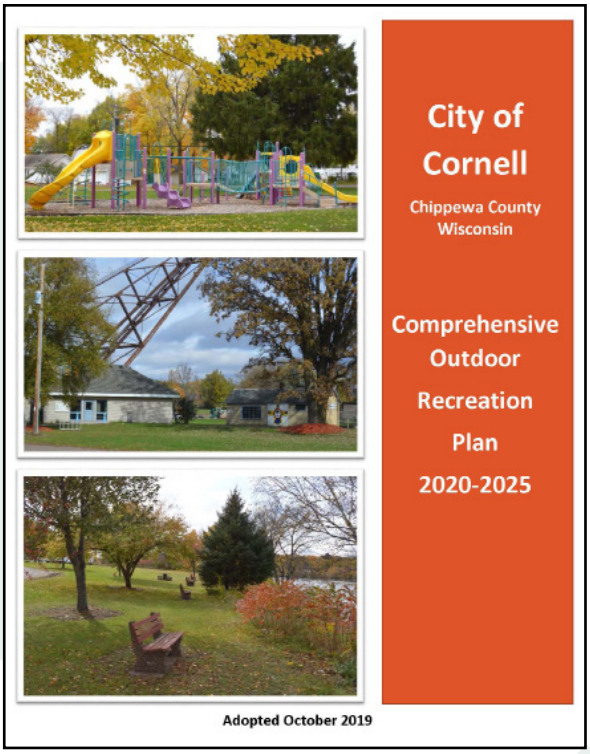
Cedar Corporation assisted the Town of Union with creating its first Comprehensive Outdoor Recreation Plan to act as a guide for acquiring and developing local parks and recreation facilities. The Town is rich in open space and park area, but lacks in facilities, connecting pathways, planning, and maintenance to make these open spaces and park areas attractive and usable for residents. The Outdoor Recreation Plan represents a new beginning to build a vision and execute a planning process by establishing goals and objectives, critically inventorying existing facilities, establishing standards for maintenance and development to eliminate deficiencies, protect resources, create connecting pathways, provide improvements on an ongoing basis, and provide a more desirable and sustainable community environment.



Comprehensive Outdoor Recreation Plan 2020-2025

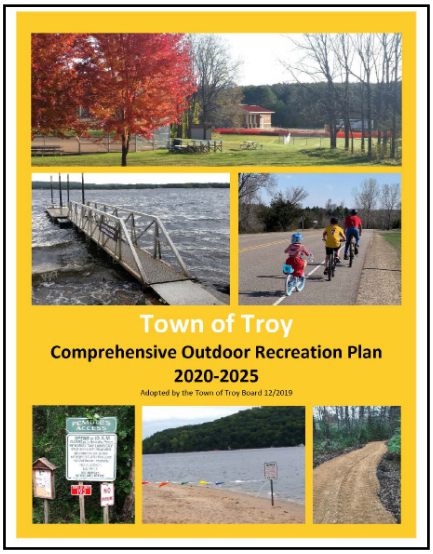
Cornell, Wisconsin

Cedar Corporation assisted the City of Cornell with updating its Comprehensive Outdoor Recreation Plan. The City of Cornell has a population of 1,467 and is located along the Scenic River Road. Every five years, the City updates its Outdoor Recreation Plan to provide an inventory of existing parks and facilities, analyzes park and recreation needs, and recommends action steps that will help the City plan and prioritize the needs of the community and visitors.



COMPREHENSIVE OUTDOOR RECREATION PLANS

Cedar Corporation has assisted many communities with creating and/or updating existing Outdoor Recreation 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.



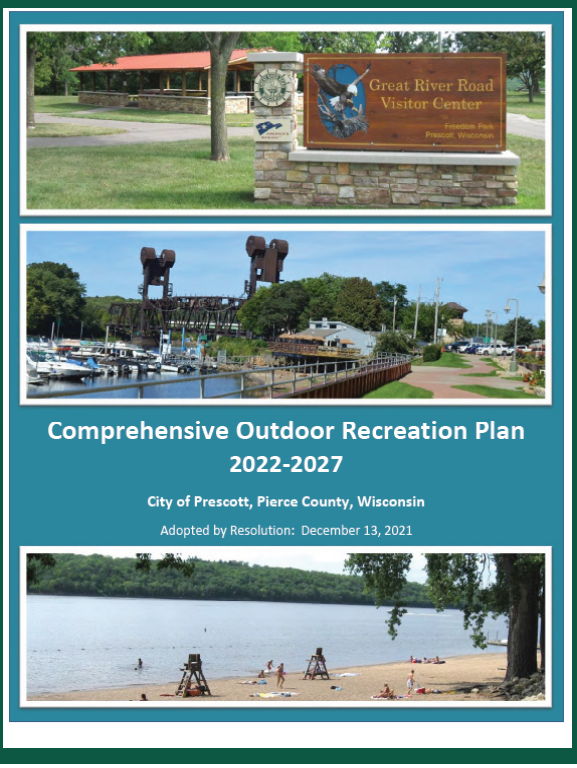
Parks and recreational opportunities are vital to a community and its users for many reasons including:

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

Previous Experience

Some of the communities that Cedar Corporation has worked with to create/update Comprehensive Outdoor Recreation Plans include:

- City of Cornell, Chippewa Co.
- City of De Pere, Brown Co.
- City of Durand, Pepin Co.
- City of Menomonie, Dunn Co.
- City of Prescott, Pierce Co.
- Village of Balsam Lake, Polk Co.
- Village of Bellevue, Brown Co.
- Village of Somerset, St. Croix Co.
- Town of Clayton, Winnebago Co.
- Town of Drummond, Bayfield Co.
- Town of Freedom, Outagamie Co.
- Town of Troy, St. Croix Co.
- Town of Union, Eau Claire Co.



PROJECT TIMELINE

PROJECT TIMELINE

We are prepared to complete the project within the 120-day period specified in the RFP. It is recommended that the project begin approximately June 1, 2023 for optimal conditions to complete the park inventory. A proposed timeline is as follows:

March 3, 2023 Proposals due

May 1 to May 31, 2023 Award of proposal/contract execution

June 1 to June 30, 2023
Project kick-off meeting with Parks, Recreation, and Forestry Department Staff
Park inventory and assessment, mapping, and analysis
Meeting with stakeholder groups

July 3 to July 31, 2023
Hold Public Input Meeting (Open House)
Review information with Parks, Recreation, and Forestry Department Staff
Develop 2023 Recommendations and Cost Estimates

August 1 to August 31, 2023
Develop Draft Plan and review with Parks, Recreation, and Forestry Department Staff

September 1 to September 30, 2023
Submit Draft Plan to Board of Park Commissioners
Present Draft Plan at Board of Park Commissioner's Meeting
Revised Park Plan per Board meeting (Final Plan)
Present Final Plan at City Council Meeting

October 2023
Assembled Final Plan with Resolution and deliver to City:

- Digital version of Final Plan
- 30 printed hard copy Plans

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

PROPOSED MEETINGS

PROPOSED MEETINGS

We project six (6) meetings required to execute the Scope of Work. These meetings can be described as follows:

1. Parks, Recreation and Forestry Department Staff Meetings (2)
2. Stakeholder Group Meeting (1)
3. Public Input Meeting (1 Open House)
4. Board of Park Commissioner's Meeting (1)
    a. Note: We will attend a second meeting if determined necessary as part of the cost estimate (no additional charge)
5. City Council Meeting (1)

PROJECT UNDERSTANDING

PROJECT UNDERSTANDING

Based on a review of the Request for Proposal (RFP), we have the following understanding:

The City of De Pere is reviewing and revising its Comprehensive Park and 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 120 days.

As previously stated, we are very familiar with the City of De Pere park system having developed the 2017 Comprehensive Park and Outdoor Recreation Plan. Our understanding of the park system will provide the value the City seeks in exploring new ideas and concepts.

MAPPING PRODUCTS

MAPPING PRODUCTS

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

Map 1 Park Locations and Classifications: This general map shows the location of recreational facilities in a community. It also presents standards created by the National Park and Recreation Association (NPRA) that show the classification of each park.

Map 2 Park Service Boundaries: This map shows the service radius of each classified park based on NPRA standards.

Map 3 Proposed Future Park Locations: This map shows the location of future parks.

Map 4 Park Improvements: This map shows proposed park improvements.

Map 5 Proposed Sidewalks and Trails: Sidewalks can provide safe infrastructure for passive recreation but also provide safe access to parks for people of all ages. This map will show the location of future sidewalks and trails as a means to promote “connectivity” between parks and neighborhoods.

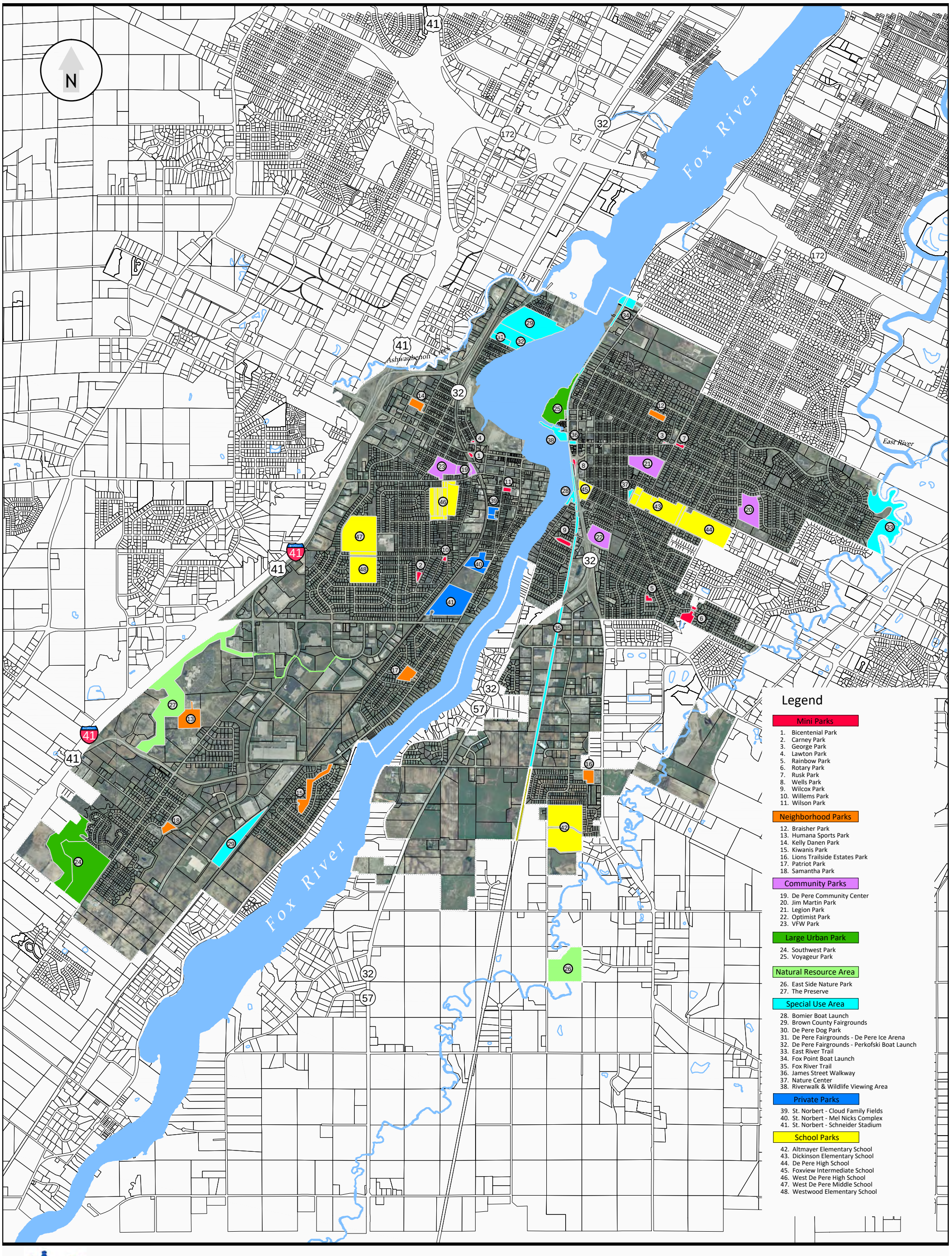
Cedar Corporation also includes a series of maps showing the boundary of parks in a community. These are included with the evaluation of existing facilities.

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

MAP 1: PARK LOCATIONS AND CLASSIFICATIONS

Park Locations & Classifications

City of De Pere



CITY OF DE PERE

0 750' 1,500' 3,000'

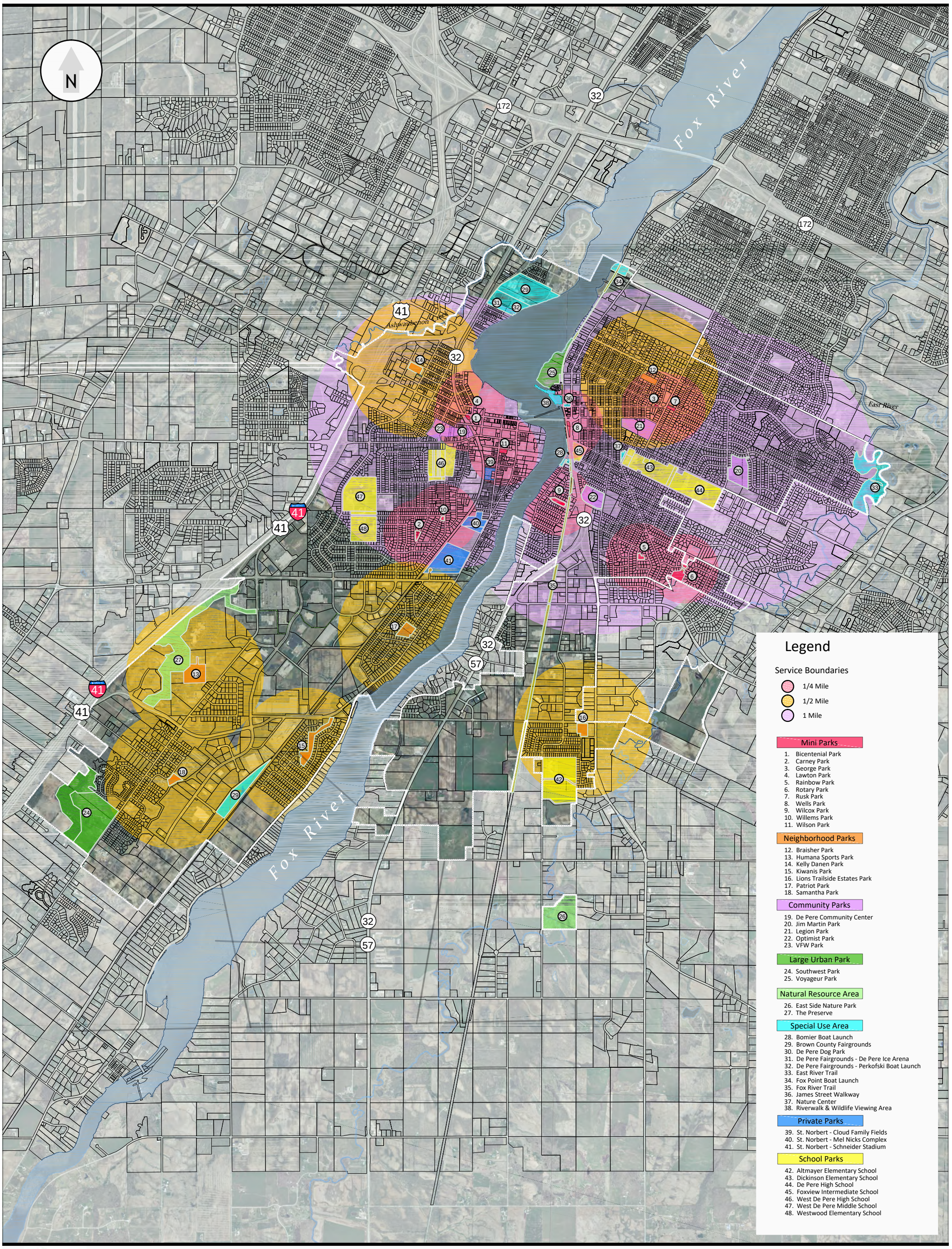
Source: Wisconsin Regional Orthphoto Consortium (WROC) 2010 - 18" Resolution

Cedar corporation

MAP 2: PARK SERVICE BOUNDARIES

Park Service Boundaries

City of De Pere



Legend

Service Boundaries

- 1/4 Mile
- 1/2 Mile
- 1 Mile

Mini Parks

1. Bicentenial Park
2. Carney Park
3. George Park
4. Lawton Park
5. Rainbow Park
6. Rotary Park
7. Rusk Park
8. Wells Park
9. Wilcox Park
10. Willems Park
11. Wilson Park

Neighborhood Parks

12. Braisher Park
13. Humana Sports Park
14. Kelly Danen Park
15. Kiwanis Park
16. Lions Trailside Estates Park
17. Patriot Park
18. Samantha Park

Community Parks

19. De Pere Community Center
20. Jim Martin Park
21. Legion Park
22. Optimist Park
23. VFW Park

Large Urban Park

24. Southwest Park
25. Voyageur Park

Natural Resource Area

26. East Side Nature Park
27. The Preserve

Special Use Area

28. Bomier Boat Launch
29. Brown County Fairgrounds
30. De Pere Dog Park
31. De Pere Fairgrounds - De Pere Ice Arena
32. De Pere Fairgrounds - Perkofski Boat Launch
33. East River Trail
34. Fox Point Boat Launch
35. Fox River Trail
36. James Street Walkway
37. Nature Center
38. Riverwalk & Wildlife Viewing Area

Private Parks

39. St. Norbert - Cloud Family Fields
40. St. Norbert - Mel Nicks Complex
41. St. Norbert - Schneider Stadium

School Parks

42. Altmayer Elementary School
43. Dickinson Elementary School
44. De Pere High School
45. Foxview Intermediate School
46. West De Pere High School
47. West De Pere Middle School
48. Westwood Elementary School

CITY OF DE PERE

0 750' 1,500' 3,000'

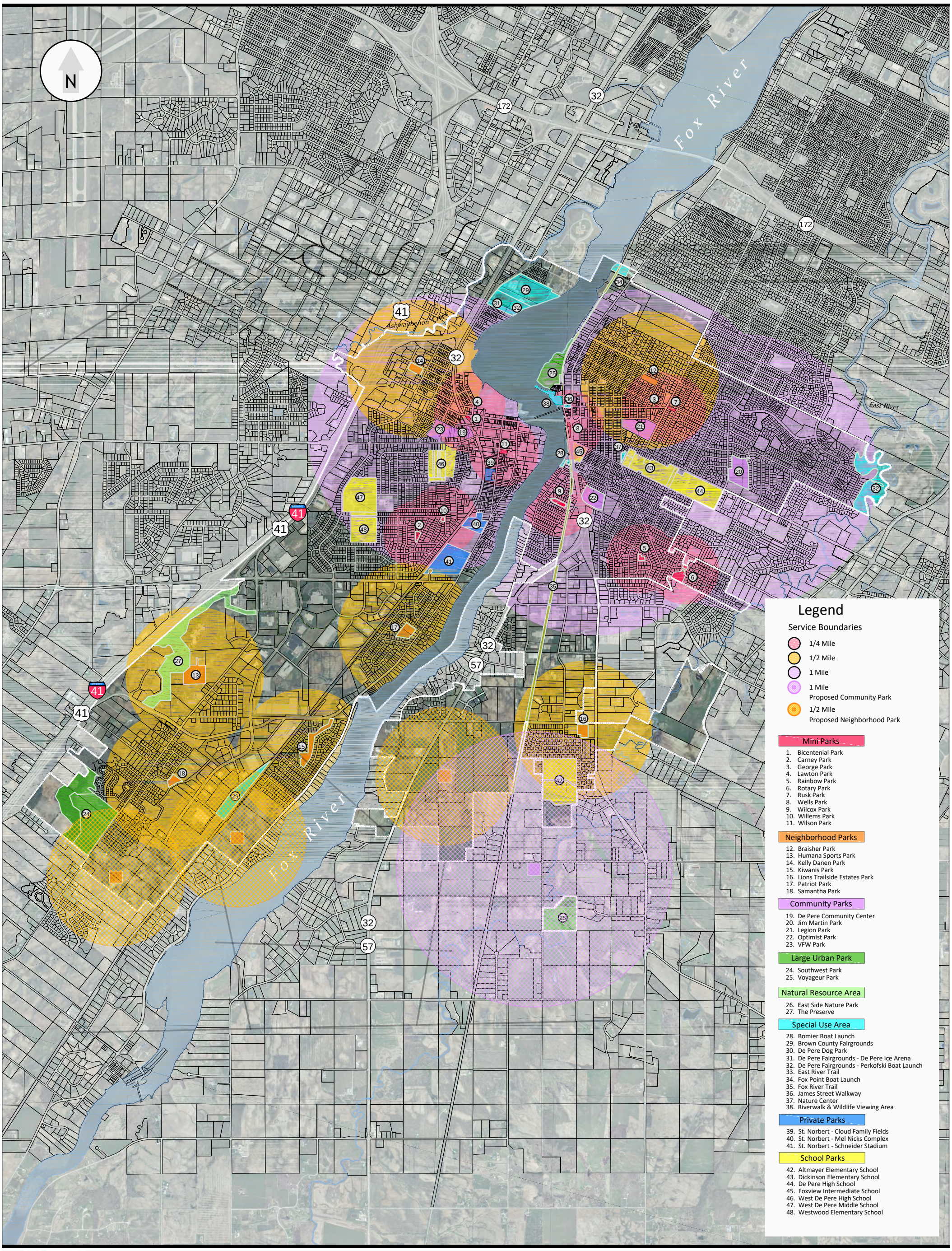
Source: Wisconsin Regional Orthphoto Consortium (WROC) 2010 - 18" Resolution

Cedar corporation

MAP 3: PROPOSED FUTURE PARK LOCATIONS

Proposed Future Park Locations

City of De Pere



Legend

Service Boundaries

- 1/4 Mile
- 1/2 Mile
- 1 Mile
- 1 Mile — Proposed Community Park
- 1/2 Mile — Proposed Neighborhood Park

Mini Parks

1. Bicentenial Park
2. Carney Park
3. George Park
4. Lawton Park
5. Rainbow Park
6. Rotary Park
7. Rusk Park
8. Wells Park
9. Wilcox Park
10. Willems Park
11. Wilson Park

Neighborhood Parks

12. Braisher Park
13. Humana Sports Park
14. Kelly Danen Park
15. Kiwanis Park
16. Lions Trailside Estates Park
17. Patriot Park
18. Samantha Park

Community Parks

19. De Pere Community Center
20. Jim Martin Park
21. Legion Park
22. Optimist Park
23. VFW Park

Large Urban Park

24. Southwest Park
25. Voyageur Park

Natural Resource Area

26. East Side Nature Park
27. The Preserve

Special Use Area

28. Bomier Boat Launch
29. Brown County Fairgrounds
30. De Pere Dog Park
31. De Pere Fairgrounds - De Pere Ice Arena
32. De Pere Fairgrounds - Perkofski Boat Launch
33. East River Trail
34. Fox Point Boat Launch
35. Fox River Trail
36. James Street Walkway
37. Nature Center
38. Riverwalk & Wildlife Viewing Area

Private Parks

39. St. Norbert - Cloud Family Fields
40. St. Norbert - Mel Nicks Complex
41. St. Norbert - Schneider Stadium

School Parks

42. Altmayer Elementary School
43. Dickinson Elementary School
44. De Pere High School
45. Foxview Intermediate School
46. West De Pere High School
47. West De Pere Middle School
48. Westwood Elementary School

CITY OF DE PERE

0 750' 1,500' 3,000'

Source: Wisconsin Regional Orthphoto Consortium (WROC) 2010 - 18" Resolution

Cedar corporation

MAP 4: PARK IMPROVEMENTS

Optimist Park

Not to scale

CITY OF DE PERE

Optimist Park

Community Park — 11.72 Acres

Optimist Park is located on Cook Street. It contains three ball fields, playground equipment, a basketball court, a concession stand, restrooms and parking. A fouth ballfield was recently removed to provide a stormwater treatment area. A new poured in place playground surface, playground equipment, and sidewalks were recently added.

PROPOSED IMPROVEMENT	ESTIMATED COST	PRIORITY
Relocate Basketball Court	$20,000	Medium
New Parking Lot	$25,000	High
ADA Compliant Sidewalk	$62,000	High
Batting Cages (2x$1,000)	$2,000	Medium
Concession Stand Expansion	$110,000	Medium
Pond Fountain/Aerator	$3,500	
Mini-Ballfield next to Pond	$40,000	Low
Total	$262,500	

MAP 5: TRAILS AND SIDEWALKS

Proposed Sidewalk and Bicycle Trails 2013-2018

Village of Somerset

WHISPERING PINES NORTH PARK
WHISPERING PINES NATURAL AREA
VILLAGE PARK
VETERANS PARK
MONTAG - CALLEJA PARK
SOMERSET MEADOWS
MEADOWS PARK
LARRY FORREST MEMORIAL PARK
LA GRANDEUR NATURAL AREA
JOE CASEY PARK
RIVER HILLS NATURAL AREA
Town of Somerset
Somerset Area School District
Apple River
S.T.H. 35
STH 35/64 BYPASS
C.T.H. I
Option 1
Option 2

GN GREATEST NEEDS AREAS: Areas where the Village has high safety concerns for its citizens and would also provide access to public buildings and downtown businesses. The Village would like to see these in place as soon as possible.

HP HIGH PRIORITY: Areas that address sefety and connectivity issues but are not needed immediately. These would connect to Greatest Needs Areas after they are completed.

P PLANNED: Part of the Village's long-range plan for a connected pedestrian inspired transportation plan.

- Village Parks and Open Space
- Stormwater Areas with Trails
- Safe Routes to School Priority Routes
- Existing Sidewalks
- Proposed Sidewalks
- Existing Bike-Pedestrian Trails
- Proposed Bike-Pedestrian Trails

N

0 500’ 1000’

Cedar corporation

Revised: March 2013

SCOPE OF WORK

SCOPE OF WORK

Scope of Services

Tasks: We will complete the following:

1. Review current Comprehensive Park and Outdoor Recreation Plan.
   - We are very familiar with this plan having completed the document in 2017. We will maintain the format but review the document and incorporate changes where needed.
2. Evaluate existing parks and provide recommendations for improvements.
   - We will update the air photo site plans and corresponding photos to record any changes to existing city park facilities. Our staff will tour each site with a representative from the City Park Department to capture any issues or opportunities. From our observations, we will provide recommendations.
3. Provide budget estimates for recommended park improvements.
   - Based on proposed improvements, our staff will provide estimates for budget purposes. Proposed improvements will be displayed on the air photo site plan maps or park summary page. A five-year Capital Improvement Plan will be provided.
4. Prepare a Draft and Final Comprehensive Park and Outdoor Recreation Plan in accordance with the Department of Natural Resources funding eligibility requirements.
   - We will follow the format of the previous plan which met this requirement.
5. Assess current park land acreage and the need for additional and future park lands. Our analysis will include regional and national comparisons, current service radius, and recommendations for future park land and type of parks.
   - We will follow the format of the previous plan which met this requirement.
6. Review current facilities (restrooms, soccer fields, swimming pools, ball diamonds, tennis courts, etc.) and services to the community to determine deficiencies in level of service.
   - These tasks will be completed as part of Task 2 above.
7. Provide a table or matrix of all parks and facilities.
   - We will follow the format of the previous plan which met this requirement. Task 2 will provide input.
8. Research and provide up to date demographic data and projections.
   - We will follow the format of the previous plan which met this requirement.
9. Identify grant opportunities for any identified improvements.
10. Review various plans and studies for relevant information regarding the City of De Pere Comprehensive Park and Outdoor Recreation Plan. Plans include, but are not limited to, Previous Comprehensive Park and Outdoor Recreation Plan, American with Disabilities Act Audit on De Pere Parks, City of De Pere Capital Improvement Plan, Brown County Outdoor Recreation Plan, Brown County Bicycle and Pedestrian Plan, etc.
11. Analyze current trail corridors and make recommendations for improvements and/or connections. Proposed trail connections will be mapped.
12. Prepare mapping to clearly identify park locations, service radius of parks, and future park land recommendations.
    - We will follow the format of the previous plan which met this requirement.

SCOPE OF WORK

13. Prepare Park inventory analysis to include inventory of parks and its facilities, evaluation of the facilities, purpose of the park, and recommendation for improvements.
    - These tasks will be completed as part of Task 2 above.
14. Consult with user groups to identify needs.
    - Our staff will meet with a "Stakeholder Group" that will be assembled with the direction of Park Department staff. Participants will include, but are not limited, to the following: Civic Groups, Youth, Athletic and Neighborhood Associations, etc. These groups will be asked to provide input on park improvements for any or all of the City Managed Parks. This task will be coordinated as a meeting.
15. Review Park Land Dedication Policy and compare to other local and/or similar size communities. We will make recommendations for improvements to the policy.

Meetings and Public Input Requirements

We will complete the following:

1. Organize and facilitate one public meeting that will showcase a map of each park. This will be coordinated as a "Open House." Public comment will be recorded and included in the Comprehensive Park and Outdoor Recreation Plan.
2. Hold a meeting with community stakeholders. This item is included in Task 14.
3. Attend one meeting with the Board of Park Commissioners to present the Draft Plan. Should another meeting be required with the Board, we will attend that as well at no additional charge.
4. Additional meetings and/or surveys to those mentioned above required to obtain additional information will be billed on a T&M basis. We believe this is unlikely to occur given the Scope of Work as proposed.

Plan Review

We will complete the following:

1. Provide a Draft Plan to Park Staff for review prior to submitting to the Board of Park Commissioners.
2. Provide another version of the Draft Plan after review by the Park Staff, which will be forwarded to the Board of Park Commissioners for their review prior to finalizing. The Draft Plan will also be made available for public comment on the City web site. This will be done by providing the City one digital copy of the draft plan.
3. Present the Final Plan to the Board of Park Commissioners and City Council for approval. This will be done by providing the City one digital copy of the Final Plan.

SCOPE OF WORK

Final Plan Requirements and Submittal

We will complete the following:

1. Assemble the Final Plan that includes the City resolution and signatures.
2. Provide one digital copy of the Final Plan compatible with City software requirements.
3. Provide thirty (30) color, hard copies of the Final Plan to the City.

City of De Pere Items to Provide

1. Access to all current park data, including GIS digital data.
2. Hard copies and digital files (when available) of the current City of De Pere plans (i.e. Comprehensive Park and Outdoor Recreation Plan, Capital Improvement Plan, ADA Audit of the De Pere Parks, Condition Report of Swimming Pools, etc.).
3. Provide a staff member to accompany our staff on a park tour to gather information and concepts.
4. Properly notice all meetings required to execute the Scope of Work.
5. Accommodate posting of plan information, including the Draft Plan, for public comment on the City

FEE SCHEDULE

FEE SCHEDULE

Proposed Fee Schedule

*Please include this page with your proposal.

Company Name: Cedar Corporation

Company Address: 1695 Bellevue Street, Green Bay, WI 54311

Company Address:

Company Representative: Thad Majkowski, PE

Signature:

Item	Fee
Comprehensive Plan Lump Sum	$ 18,800
Alternate Item A	$ NA
Alternate Item B	$ NA
Alternate Item C	$ NA

Please list any items not listed in the scope of services and fees/costs associated with those items below.

Item	Cost

Cedar
CORPORATION

BUILDING TRUST

YOUR PROJECT • OUR PASSION

1695 Bellevue Street
Green Bay, WI 54311
920-491-9081
www.cedarcorp.com

COMPREHENSIVE PARK AND OUTDOOR RECREATION PLAN UPDATE

GRAEF

920 / 592 9440 www.graef-usa.com

116 S Adams St. Suite 201
Green Bay, WI 54301

Primary Contact: Patrick Skalecki
patrick,skalecki@graef-usa.com

116 S Adams
Suite 201
Green Bay, WI 54301
www.graef-usa.com

GRAEF

collaborate / formulate / innovate

March 3, 2023

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

SUBJECT: Proposal for the City of De Pere's Comprehensive Outdoor Recreation Plan Update

Dear Marty,

Comprehensive outdoor recreation plans are powerful tools that can guide decision making year over year. The art and science of developing a plan at its core is an inventory and needs assessment but leveraging new tools and new approaches can yield an understanding of public access and park equity beyond what was done in the past.

- Using mapping and bivariate analysis to better understand park locations, population density, and access (connectivity).
- Using park component guidelines from the NRPA within GIS to analyze service area system-wide and at the neighborhood level.
- Providing a more nimble, user-friendly final document structure that takes detailed inventory and future projects and puts it with the implementation and action items, freeing up the beginning of the document for assessment findings.
- Moving away from the former space standards that were used and implementing a comparable communities analysis using cities and park systems most similar to De Pere.

All of this is possible, and more, should we partner together on this plan update. GRAEF brings a long partnership and understanding of the City and its parks, along with local experts that spend time experiencing all that De Pere has to offer, from commercial and retail businesses, to the ample parks and recreational opportunities the community provides.

We look forward to the opportunity to work with you!

Patrick J. Skalecki, P.E., LEED AP
Principal-in-Charge

Kristan Sanchez, AICP
Project Manager | Senior Planner

VFW Aquatic Park | De Pere, WI

Kayla's Playground | Franklin, WI

Table of Contents

Section **1** **Firm Qualifications and Experience** 6

Section **2** **Staff Qualifications and Experience** 11

Section **3** **List of References** 19

Section **4** **List of Similar Projects** 22

Section **5** **Proposed Timeline** 34

Section **6** **Proposed Number of Meetings** 34

Section **7** **Project Understanding** 38

Section **8** **Examples of Mapping** 40

Section **9** **Summary of Scope of Work** 46

Section **10** **Proposed Fee Schedule** 52

Firm Qualifications & Experience

GRAEF collaborāte / formulāte / innovāte

our core purpose
To improve the physical environment for the benefit of society in a sustainable manner.

GRAEF is a multi-discipline, planning, design, and engineering firm dedicated to serving public and private clients throughout the United States. For over 60 years, our ability to excel has been driven by integrity, quality, and our commitment to customer service. GRAEF began as an individual partnership structural engineering firm in 1961. Today, with more than 290 employees in ten offices in the Midwest, Florida and Turks and Caicos, GRAEF offers our clients a full range of consulting services.

GRAEF is ranked in Engineering News-Record (ENR) Top 500 Largest Design Firms and is ranked 28th in Building Design + Construction's (BD+C) list of the nation's Top Engineering-Architecture firms.

WE PROVIDE QUALITY CONSULTING SERVICES IN:

- Planning + Urban Design
- Landscape Architecture
- Site/Civil Engineering
- Environmental Engineering
- Coastal Engineering
- Traffic/Transportation Engineering
- Structural Engineering
- Geographic Information Services
- Mechanical, Electrical, Plumbing Engineering & Commissioning
- Field Services + Survey
- Industrial Architecture

AREAS OF PLANNING EXPERTISE:

- Comprehensive Outdoor Recreation Plans
- Master Plans
- Urban Design
- Design Guidelines
- Public Participation
- Bike and Pedestrian Plans
- Economic Development
- Resilience Planning
- Grant Writing
- Streetscape
- Waterfront Redevelopment
- Traffic and Parking Studies

Comprehensive Outdoor and Recreation Plans

GRAEF planners, designers, landscape architects and engineers have worked on a plethora of park plans, ranging from small rural areas to large urban active recreational areas. Successful comprehensive outdoor and recreational plans depend on customized goals, evaluation, findings, and recommendations for the unique aspects of each community.

Public Involvement
GRAEF works with local staff and citizens to provide a thorough evaluation of existing facilities. Public involvement includes community surveys, demographic analysis, workshops, interviews, open houses, web-based information, and a variety of presentation media.

Existing Conditions
GRAEF analyzes existing conditions in relation to national, regional, and local standards, best practices, and community concerns. This evaluation includes an analysis of the complex physical conditions of the natural environment and physical facilities that comprise a local system of outdoor recreation and park activities. Buildings are evaluated in terms of structural and mechanical systems, enclosure, energy consumption, and use.

Capital and Operating Costs
For many parks departments, the key issue is allocation of limited funds for an ever-expanding set of needs for activities, services, physical improvements, and maintenance. GRAEF assists local officials in estimating capital and operating costs and recommending phasing, priorities, and distribution of resources. For many organizations, the key factor is defining standards for an appropriate level of maintenance and, where possible, defining low-maintenance options for long-term sustainability of the quality of environmental systems.

Environmental Preservation
Preservation and enhancement of the natural environment should underlie any effective plan for parks and outdoor recreation. GRAEF's scientists, engineers, and landscape architects (many of whom are LEED accredited professionals in sustainability) provide a strong base of expertise to ensure effective environmental conservation and management. This work often involves storm water planning, mitigation options and remediation plans.

Public Use and Social Activity
Parks and open space derive their value from public use. Uses range from organized recreational activities to passive/natural uses that involve day-to-day social activity in parks and public areas. Many successful parks and public spaces are those in which social activities occur naturally – walking, jogging, strolling, sitting, listening to music, people-watching, bike riding, playing with friends, picnicking, celebrating a family event, and other social gatherings. More formal uses include a range of cultural activities such as public art, education, historical markers, and commemorative events.

Circulation and Connectivity
Parks and open space become useless if the general public cannot access places quickly, enjoyably, and safely. GRAEF considers a wide range of circulation and movement issues in park planning. It is especially important to evaluate linkages between neighborhoods, including trail systems (e.g. bicycle and pedestrian trails), parking and vehicular patterns, service and maintenance vehicle needs, connectivity to surrounding movement systems, signage, and overall costs and maintenance.

Staff Qualifications & Experience

The greatest asset that GRAEF can offer to the City of De Pere is the experience and expertise of our employees. They range in years of experience from a few years to many decades, creating the perfect combination of new ideas and tried and true success stories. These men and women are enthusiastic about their areas of expertise and look forward to applying these skills to De Pere.

Kristan Sanchez, *AICP*

Project Manager | Senior Planner

Education

Master of Urban Planning, University of Wisconsin-Milwaukee

Master of Architecture, University of Wisconsin-Milwaukee

B.S. Architectural Studies, University of Wisconsin-Milwaukee

Professional Certifications

American Institute of Certified Planners

Professional Affiliations

American Planning Association

American Institute of Architects

The public spaces in our downtowns are special places that bring the community together and provide opportunities for social interaction. Understanding how the space will be used and how to facilitate activating the site makes it that much more valuable to the community. Thought of as "placemaking and activation," these spaces also provide a place that brings special elements of the community's heritage--and future--that can be woven into a design in various ways: signage; design details in seating, built structures, or paving; or public art. The key to making these selections lies with a designer that can weave together the vision of the community with design opportunities in the project. Kristan excels in creating authentic design elements in the public realm for the communities she works with. She specializes in projects that have extensive public outreach and use engaging, forward-thinking methods. Her strong portfolio of projects uses a robust online engagement platform with various modules such as mapping comments with icons, online information management, and direct digital feedback during meetings with aggregated results.

Public Engagement & Business Coordination

Working with many municipal partners in her career, Kristan brings experience working on projects that affect and alter public roads and access points. Such projects require clear and concise engagement with the public—this can be in the form of informational meetings to relay critical project information, or in listening sessions hear neighbor concerns and answer questions. One of the successful parts of her projects has been identifying key stakeholders, influencers and networks, and the best channels to relay information. This results in good project communication for the community and the team.

Comprehensive, Master & Strategic Planning

Kristan has served as a consultant planner and as the internal staff project manager for multiple successful plans of various scales – from comprehensive community-wide plans to specific neighborhood area plans and transit-oriented development studies. The process includes engaging the community stakeholders, elected officials and professional staff to understand both the vision and the realities of the political and economic climate to best set the framework for continued use of the plan and implementation over the coming years.

Sheboygan Comprehensive Outdoor Recreation Plan, Sheboygan, WI – Project Manager: Current project, working with the City to draft an update to their current plan. The project focus has been to listen to the community and understand the priorities and issues raised during the public engagement and asses this information against the peer communities review. This will help the City guide decision-making to identify priorities in its capital improvement planning and annual budgeting.

Harrison Comprehensive Outdoor Recreation Plan, Harrison, WI – Project Manager and Engagement Lead: Harrison Comprehensive Outdoor Recreation Plan involved a combination of public outreach, engagement with Village Staff and elected officials, and the application of updated national recommendations for parks and recreation planning. A review of local, regional, and state plans was also conducted to ensure consistency with the parks and recreation goals of all relevant jurisdictions. The adopted plan will serve as a guide for park development over the next five years.

Michael J Walsh Plaza, De Pere, WI – Project Manager: The City of De Pere engaged GRAEF to provide public participation, design, and engineering for a block-long street adjacent to the primary downtown street in their historic downtown. Anchored by one of the most iconic landmark buildings in the city, the project goal was to create a special place that could be used by visitors and downtown employees; improve the quality of the pedestrian amenities; provide improved pedestrian and vehicular circulation; and reconstruct the public utilities, roadway, and sidewalk.

Patrick Skalecki, *PE*
Principal-in-Charge

Education
B.S., Civil Engineering, 1992, University of Wisconsin-Platteville, Platteville, WI

Professional Registrations
Professional Engineer – IA, ID, IL, IN, MI, MN, WI

Professional Affiliations
American Society of Civil Engineers (ASCE)
American Water Works Association (AWWA)
American Public Works Association (APWA)
Wisconsin Rural Water Association – Society of Water Professionals (WRWA)

Over the past 28 years in the engineering industry, Pat has developed extensive knowledge along with technical and managerial skills in public infrastructure and site engineering. He has been involved in projects from idea to grand openings. This depth of knowledge and experience helps clients evaluate project scope and budget early on in the process. He is skilled in public presentation and delivery needed to build consensus among stakeholders. During design, he uses his abilities in hydraulic modeling, hydrologic studies, municipal utility design, stormwater management and system design, roadway design, complete site development, parking lot design and associated construction engineering to realize the vision of the clients into a successful project.

De Pere Aquatic Facility at VFW Park, De Pere, WI - Principal-in-Charge: The VFW Aquatic Facility includes an entirely new 6,150-square-foot facility with bathhouse containing bathrooms/changing rooms, office and guard spaces, first aid, entry lobby, meeting rooms, family changing rooms, and a concessions wing. The first phase of work included review and analysis of the existing aquatic facility and VFW Park features, along with development of a conceptual design plan and a budget estimate, for a new and unique replacement aquatic center.

Kaukauna Hydro Park, Kaukauna, WI – Project Manager: Master plan for a new park on the Badger Hydro Plant site due to a new license for plant upgrades. The site is contained in the Badger Hydro-electric Historic District so the design required specific historic elements to commemorate and educate on the historical significance of the hydroelectric power in the area's settlement. The park includes a pavilion, gather spaces and trail connections blended with the historic elements.

Gateway Plaza Park, City of Neenah, WI - Project Manager: GRAEF provided Master Planning services and then full civil design, structural design, and landscape architecture for this centerpiece of the revitalized west end of downtown Neenah. This park serves as a transition from the natural park site environment of Park Sites #1 and #2 to the built urban downtown.

Little Lake Butte des Morts Park Properties – Master Plan, Neenah, WI: Several City owned parcels in and nearby downtown Neenah are currently undeveloped. As part of the redevelopment of the P.H. Glatfelter Mill site, the City wanted to have a master plan for three park areas.

Herb & Dolly Smith Park, City of Neenah, WI - Project Manager: This park is located on the site of a former fueling station and blighted undeveloped areas. It now offers amenities to suit several types of outdoor recreation enthusiasts. GRAEF was a critical member of the Master Planning team in 2008 and then was retained by the City of Neenah for full design, bidding and construction oversight of the project completed in 2013.

Mary Kramer
Planner

Education
Master of Urban and Regional Planning, University of Colorado-Denver, 2001

Master of Urban Design, University of Colorado-Denver, 2001

B.A. Urban and Regional Planning, Minors: Geography and Urban Design, Miami University, 1997

Intensive European Studies, Miami University-Luxembourg, 1995

Professional Affiliations
Women in Design, Milwaukee, WI

American Planning Association – Illinois Chapter

Women in Planning & Development, Chicago, IL

Mary Kramer has a broad range of experience in both the public and private sectors in Wisconsin and Illinois. Her experience ranges from comprehensive and master planning projects with mid- and small-size communities; to transit facility development and corridor planning with Chicago's transit agencies. Her specific land planning work includes neighborhood corridor planning, streetscape planning and design, comprehensive planning, urban design, design guideline development, historic preservation district research and development, and planned development review. Her specific transit planning background includes BRT corridor planning, transit facility capital planning, multi-disciplinary team coordination and engagement, communication/ signage design, transit-oriented development, and design guidelines.

Inter-Disciplinary Coordination & Stakeholder Engagement
Mary has extensive background working on multi-disciplinary teams developing long-term planning and capital improvement projects and stakeholder outreach and engagement. She's developed outreach plans to reach key community stakeholders for broad comprehensive planning efforts and more tailored efforts such as corridor design. She has experience in techniques like topic-specific surveys and visual preference surveys using online engagement tools and charette-style visualization and conversation with audience participation, as well as one-on-one stakeholder interviews using online survey tools for more robust feedback.

Mapping & Design Visualization
Mary's experience in visual representation of planning efforts is broad. She has experience in freehand conceptual design for neighborhood site plans, corridor plans, corridor streetscape elements, and community identifiers. She also has experience creating location and physical planning analyses and conceptual site design for capital projects and neighborhood plans using ArcGIS and Adobe Illustrator. She's also familiar with demographic corridor studies using ArcGIS to visually identify key neighborhood statistics.

Egg Harbor HWY 42 Roadway Engagement, Village of Egg Harbor, WI: Developed toolkit of streetscape recommendations and roadway improvement strategies in coordination with Village staff and roadway engineers to present to community and Village elected officials to guide design priorities for roadway reconstruction. Developed and presented charrette materials and visual aids to educate and convey design recommendations to community stakeholders. Coordinated outreach schedule and efforts and developed visual materials.

Silver Spring Drive Streetscaping and Economic Development, Village **of Whitefish Bay, WI:** Provided ongoing economic development services to the Village of Whitefish Bay for the Silver Spring Drive downtown commercial corridor. Worked closely with community Business Improvement District members and coordinated outreach efforts to Silver Spring Drive businesses, merchants, and users. Tailored economic efforts to set corridor placemaking priorities through public meetings and design charrettes, one-on-one interviews with business and property owners, and monthly coordination with staff, elected officials, and merchant stakeholders. Developed a toolkit of placemaking recommendations and associated costs to help Client set priorities, including conceptual design of wayfinding elements.

2040 Comprehensive Plan Update, City of La Crosse, WI: Project Manager for City of La Crosse's Comprehensive Plan update. Provided project management and guided robust public engagement process to include online engagement tools, stakeholder focus group meetings, and individual one-on-one opportunities. Guided large subconsultant team analysis and data review to ensure direction and minimal duplication and coordinated concept and data overlap and dissemination. Developed document and exhibit design standards, guidelines and templates.

Brianna Fiorillo
Planner

Education
B.S. Environmental Conservation & Sustainability, Summa Cum Laude, University of New Hampshire

Digital Marketing Certificate, Wharton School of the University of Pennsylvania Online

Brianna Fiorillo has a broad range of experience in community and environmental planning. Most recently, her experience includes ongoing planning services for the City of Cudahy, WI, and the Villages of Union Grove, WI, and Greendale, WI. Her work in these communities has included application reviews, Zoning Code and Comprehensive Plan Amendments and Updates, and more. Brianna is currently working with the City of La Crosse, WI on their Comprehensive Plan Update "Forward La Crosse". Brianna has also recently completed work on the Oak Park, IL Climate Action Plan, "Climate Ready Oak Park" which featured a robust and creative community engagement process focused on reaching underrepresented community members. Brianna is a skilled communicator in all forms of media and has organized and conducted various public relations projects and campaigns as well as presentations at local, statewide, and regional meetings, conferences, universities, and industry events. She approaches each project with an eye for creativity, efficiency, and high client satisfaction.

Community Planning
Brianna works with communities across Wisconsin on community planning efforts. Her goal is always to make the process and procedures as straightforward, user-friendly, and efficient for all parties involved. Her work includes application reviews for Plan Commissions and Design Review Boards as well as Zoning Code and Comprehensive Plan Amendments. She is well versed working with legal council to ensure compliance with State Statutes.

Community Engagement
Brianna has extensive experience in community engagement and public participation including presenting at town meetings, preparing briefs for decision-makers, conducting focus groups, executing educational events and programs, stakeholder outreach strategies, and techniques for engaging business leaders. She is particularly skilled creating websites and content for virtual engagement opportunities.

Mapping & Design Visualization
Brianna has experience using a variety of mapping and other digital technologies to produce compelling visual images and achieve desired goals. These include maps, diagrams, tables, charts, and infographics.

Project Examples:
Sheboygan Comprehensive Outdoor Recreation Plan, Sheboygan, WI: Current project, working with the City to draft an update to their current plan. The project focus has been to listen to the community and understand the priorities and issues raised during the public engagement and asses this information against the peer communities review. This will help the City guide decision-making to identify priorities in its capital improvement planning and annual budgeting.

Forward La Crosse Comprehensive Plan Update (ongoing)
The City of La Crosse is undergoing a Comprehensive Plan Update to guide the City over the next planning horizon. Brianna is serving as Secondary Project Manager and has played leading roles in creating and executing the community engagement process, SWOT Analysis, and future land use elements to date. The crafting of the La Crosse Comprehensive Plan involved the creation and promotion of a series of targeted surveys, including a parks and recreation themed survey, that allowed the planning team to gather a deeper level of understanding of the community's needs for facilities and programming. The results were woven throughout the Comprehensive Plan with a set of targeted actions themed to parks and recreation.

Silver Spring Drive Streetscaping and Economic Development, Village **of Whitefish Bay, WI –** Provided ongoing economic development services to the Village of Whitefish Bay for the Silver Spring Drive downtown commercial corridor.

Cameron Wein
GIS Specialist

Education
Post-Graduate GIS Certificate Program – University of Wisconsin-Madison

B.S., Geography and Geographic Information Systems, 2016, University of Wisconsin - Milwaukee

Cameron is a GIS Specialist and graduate from the University of Wisconsin - Madison's post-graduate GIS certificate program. In his time at GRAEF, Cameron has provided numerous GIS services for both internal and external clients. These services include the creation and management of geospatial databases, data acquisition, workflow automation through python scripting, GPS data collection, and cartographic design. His work has spanned across many applications such as environmental, transportation, and utility management at the local, county, and regional level. In addition to providing a wide variety of GIS services he has also utilized his experience with Computer Aided Design to help integrate CAD and GIS together to create comprehensive products and services for clients.

Sheboygan Comprehensive Outdoor Recreation Plan, Sheboygan, WI: Current project, working with the City to draft an update to their current plan. The project focus has been to listen to the community and understand the priorities and issues raised during the public engagement and asses this information against the peer communities review. This will help the City guide decision-making to identify priorities in its capital improvement planning and annual budgeting.

Kinnickinnic River Watershed GI Plan and Ranking Project: GIS Specialist: Assisted with a GIS to create detailed and strategic recommendations for types and locations of green infrastructure within the KK River Watershed, integrating stakeholder feedback into a larger spatial analysis of the watershed. As part of the evaluation process, watershed stakeholders participated in ranking the factors, creating customized weights that were then averaged. The feedback, including the averaged weights, were integrated into a geographic information system (GIS) model that ranked 66 watershed subbasins, and ultimately prioritized subbasins based on: strategic implementation, reduction of impacts to structures, and increasing water quality.

Neenah Water Utility InfiiniteGIS Implementation, Neenah, WI – GIS Specialist: Replaced city's need for ArcGIS on-line and Cartegraph asset management database with InfiniteGIS to track facility inspections, repairs, costs, and water meter exchanging. Includes asset reporting and accurately located facilities in an interactive GIS map.

Wetland Delineation – GIS Specialist: Wetland delineation GPS field data collection for private clients and for the Wisconsin Department of Transportation. This includes data collection with an R2 Trimble unit, through a Samsung tablet directly into our online asset management enterprise system. Data is then mapped, verified with outside data sources, and analyzed for wetland reporting and permitting.

Village of Germantown Stormwater TMDL Analysis: GIS Specialist: Provided mapping assistance for a breadth of stormwater exhibits to evaluate the existing stormwater infrastructure for attainment of Total Maximum Daily Load (TMDL) goals for Total Suspended Solids (TSS) and phosphorus in the watershed and identify opportunities to reduce TSS and phosphorus discharge. The exhibits integrated data for land use, existing utilities, drainage and water quality basins, NRCS soils and existing/proposed stormwater control measures.

References

GRAEF references & testimonials

"GRAEF did a fantastic job."

"The end product was just what we wanted."

> *What we like about the plan is that it has a robust mix of recommendations, from quick fixes to comprehensive strategies dealing with everything from improving our Central City housing stock to improving pedestrian and vehicular wayfinding. Best of all the goals are realistic, which is why we reference this plan on an almost daily basis.*
>
> *Jeff Fortin*
> *City of Waukesha*

Michael J Walsh Plaza | De Pere, WI

Bill Boyle
City of De Pere
GIS Coordinator
920 / 339 4072
bboyle@mail.de-pere.org

Mike Kading
City of Neenah
Director of Parks and Recreation
920 / 886 6062
mkading@ci.neenah.wi.us

Joe Kerlin
City of Sheboygan
Superintendent of Parks and Forestry
920 / 459 3459
joe.kerlin@sheboyganwi.gov

Sara Hudson
City of Ashland
Director, Parks and Recreation
715 / 682 7071
shudson@coawi.org

Paul Boening
Village Manager
Village of Whitefish Bay
(414) 755-6516
P.Boening@wfbvillage.gov

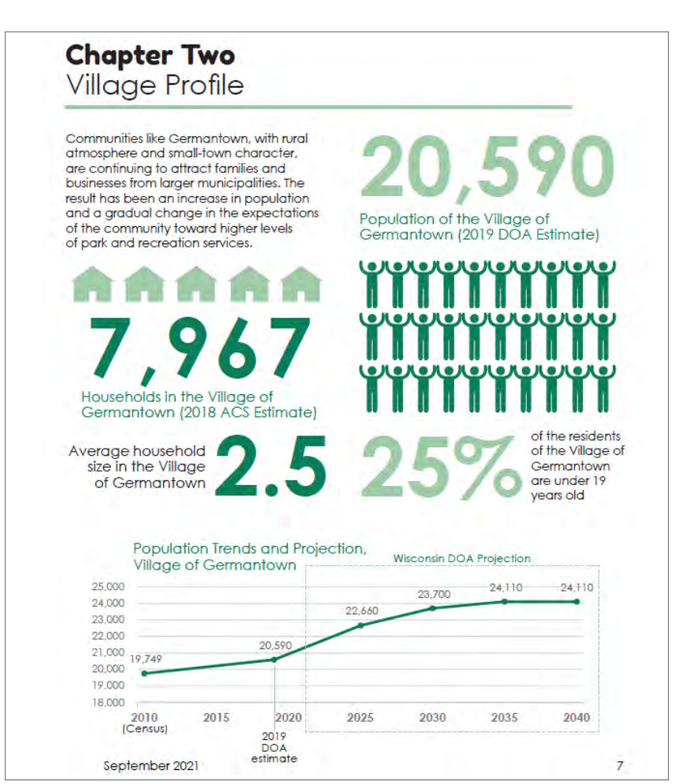
Similar Projects

Village of Germantown
Comprehensive Outdoor Recreation Plan

Contact: Gil Standridge
Parks and Recreation Director
Village of Germantown
gstandridge@germantownwi.gov
414-975-6795

Germantown's first Comprehensive Outdoor Recreation Plan (CORP) was developed in 1990 and has been updated four times since then. The CORP update was developed by the Village of Germantown Staff and the Park & Recreation Commission, along with a team of consultants, alongside the Village's overall Comprehensive Planning process from 2019-2021. This plan guides recreation management and park development for the next five years and enables the Village to apply for grant funding from the Wisconsin Department of Natural Resources (WDNR) and other funding sources.

The Comprehensive Outdoor Recreation Plan for the Village of Germantown incorporates information from past and present planning efforts in the Village, Washington County, the Southeastern Wisconsin Regional Planning Commission (SEWRPC), and the State of Wisconsin. This plan also uses metrics and benchmarking data aggregated by the National Recreation & Park Association (NRPA) to evaluate the Village's own facilities.



Chapter Two
Village Profile

Communities like Germantown, with rural atmosphere and small-town character, are continuing to attract families and businesses from larger municipalities. The result has been an increase in population and a gradual change in the expectations of the community toward higher levels of park and recreation services.

20,590
Population of the Village of Germantown (2019 DOA Estimate)

7,967
Households in the Village of Germantown (2018 ACS Estimate)

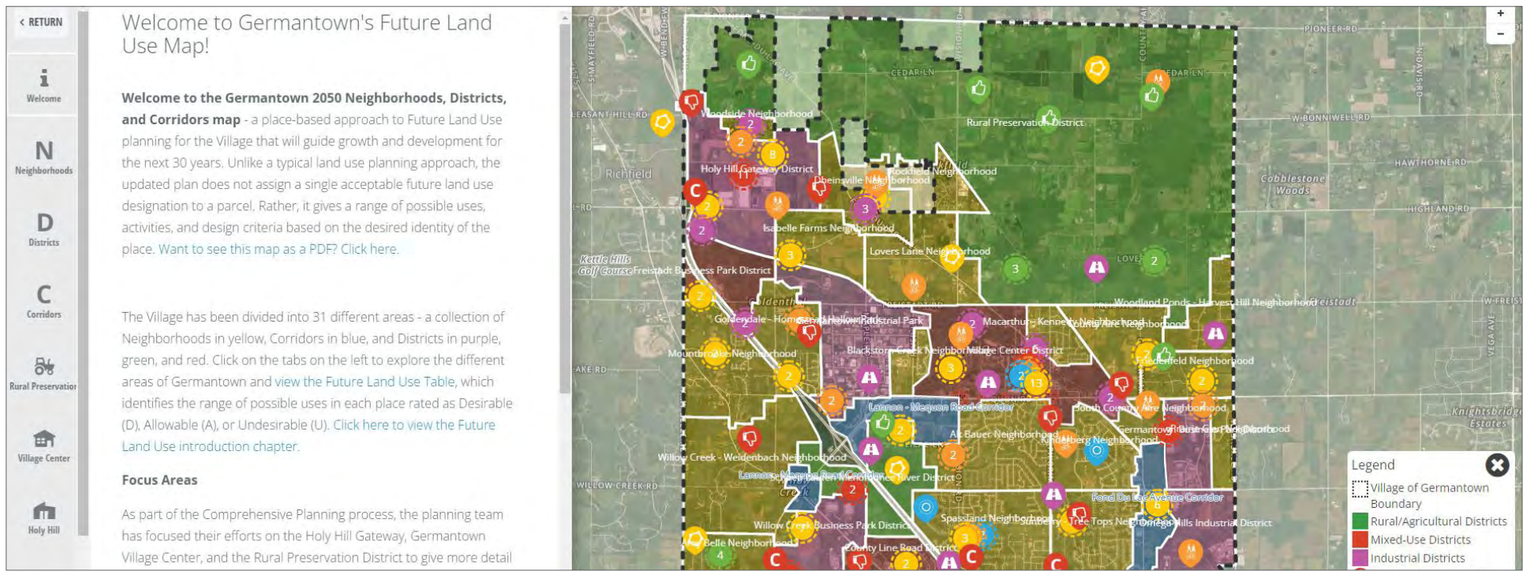
Average household size in the Village of Germantown **2.5**

25% of the residents of the Village of Germantown are under 19 years old

Population Trends and Projection, Village of Germantown

September 2021 7

The mission of the Germantown Park and Recreation Department is to enhance the quality of life for all residents of the community through the development and maintenance of park lands and facilities as well as providing a variety of quality recreational programs and special events.



Village of Harrison
Comprehensive Outdoor Recreation Plan

Contact: Mark Mommaerts, AICP
Village Planner
mmommaerts@harrison-wi.org
920-989-1062

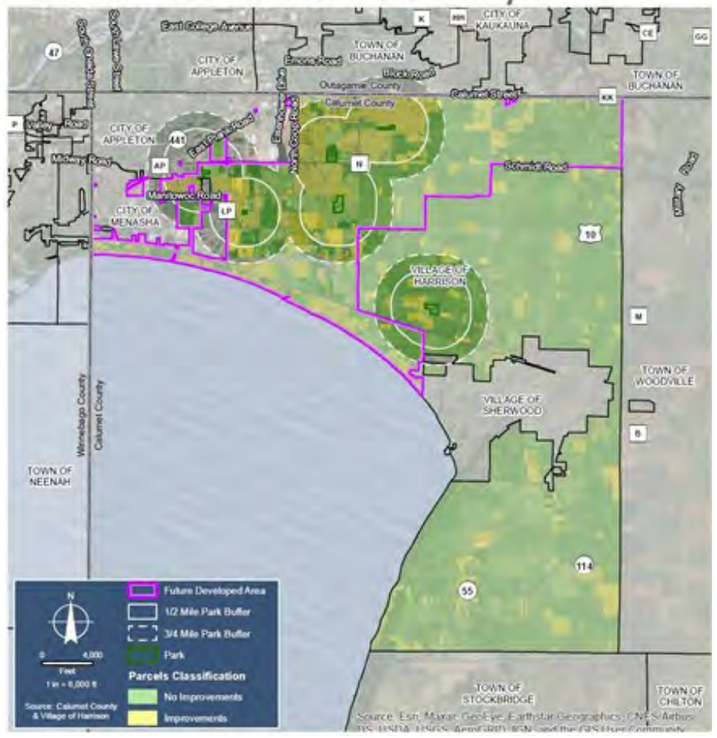
GRAEF worked with the Village of Harrison community to develop the Comprehensive Outdoor Recreation Plan to provide direction for park planning over the next five years and beyond. Project goals included improving access to parks, assessing and targeting community needs, and planning for the explosive population growth expected to occur within the Village. The project covered the entire Village limits but focused mainly on the Future Development Area of the Village.

GRAEF's approach to Comprehensive Outdoor Recreation Planning included the latest and best practices from the National Recreation and Parks Association for benchmarking recreation needs. GRAEF analyzed the outdoor recreation inventory of several comparable peer communities and used data for the Median Wisconsin Community to provide a data driven approach. The Planning team used this data to inform community engagement strategies to establish community priorities and local knowledge needed to do on-the-ground park planning work.

A combination of online and in-person engagement was used to reach hundreds of residents. A postcard was also sent to all addresses to generate even more excitement and engagement around the park planning process, directing people to the project website. Living in a recently incorporated Village, many residents were unfamiliar with such planning processes, and the project provided an important opportunity to build local government's relationship with the community at large. GRAEF's community engagement website allowed residents to take surveys and play budgeting games as well as comment on an interactive map. The map showed each park property and allowed residents to make comments and respond to other comments in a moderated format to generate meaningful conversations about the parks system. The Village now has an electronic resource which can be used to filter comments by park property to effortlessly target input received by individual park properties or neighborhoods.

Interactive Map: Darboy Park

Planned Park Service Area Analysis



City of Ashland
Comprehensive Outdoor Recreation Plan

Contact: Sara Hudson
City of Ashland, Director, Parks and Recreation
shudson@coawi.org
715 / 682 7071

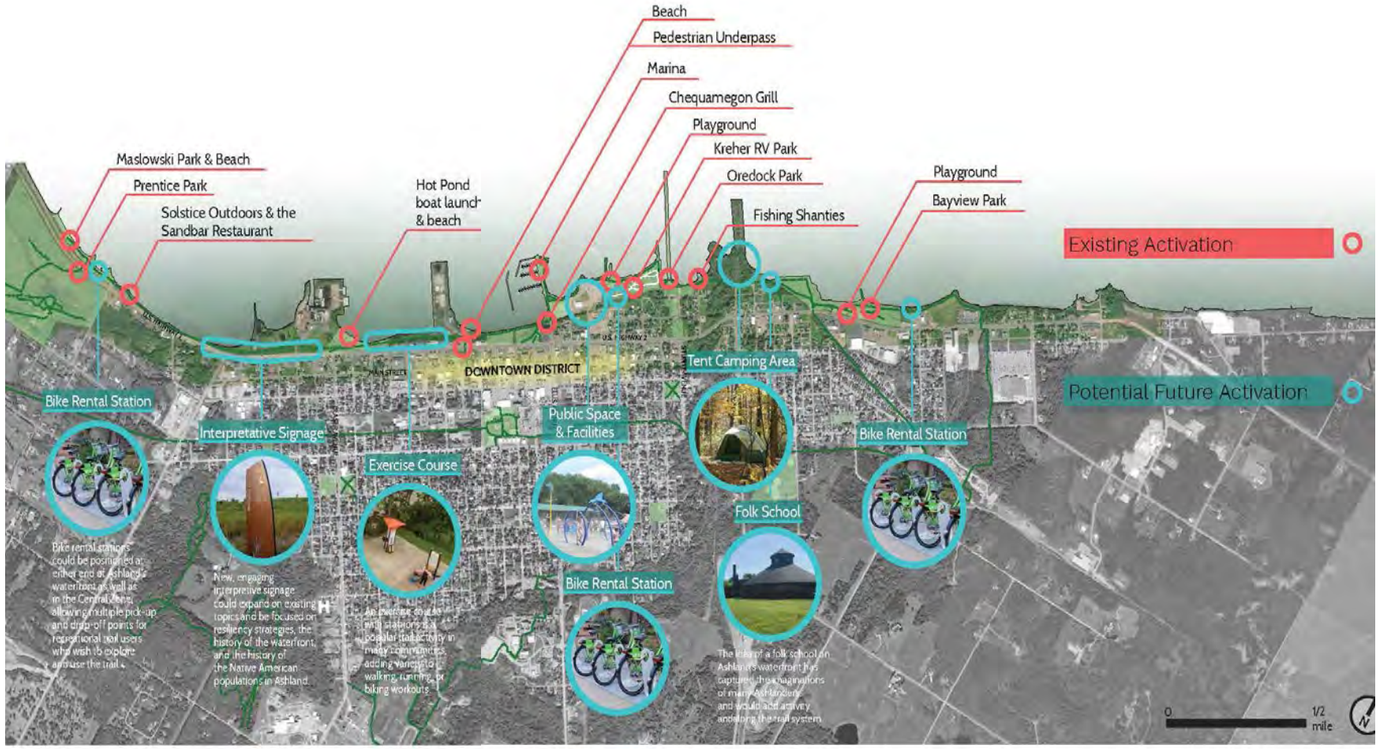
The City of Ashland, Wisconsin contracted with GRAEF to update their 2002 Waterfront Development Plan and their 2013 CORP. The City desired to update these plans to better serve the community and to help the city leaders and investors make informed decisions about future projects.

GRAEF was asked to provide planning and urban design services, as well as waterfront development planning, park & recreation planning, and green infrastructure planning. These tasks, in combination with economic development services and plan implementation strategies, provided the community with a well-defined roadmap going forward.

The project's planning encompassed the entirety of Lake Superior waterfront in Ashland and provided in-depth recommendations for each waterfront zone. These included more rural and natural areas to more urban and developed spaces. Critical redevelopment sites were identified to leverage ongoing waterfront and neighborhood investment efforts and plans for redeveloping the few remaining waterfront neighborhood sites capable of accommodating development were highlighted and evaluated for development options and potential.

Private development and public investment opportunities were considered for these development scenarios, in addition to the possibility of weaving-in additional amenities along the waterfront to draw the local population and tourism. Connectivity from the waterfront across U.S. Highway 2 to the city's increasingly vibrant downtown were also considered.

All parks were evaluated for the CORP update, where key sites including the City's Superfund site and the ongoing Oredock Park investments were highlighted, in addition to options for the City's underused park spaces. Additional opportunities for the City to reduce their annual maintenance costs on non-recreation, City-owned open spaces were also recommended.



Ashland Waterfront Development Plan | 2019 Update

Ashland Waterfront Development Plan | 2019 Update

288
comments from community meetings

337
survey respondents

35
ideas from Ashland youth

Jaycee Quarry Park Master Plan

Award Winner

Contact: Joe Kerlin
City of Sheboygan
Superintendent of Parks and Forestry
920 / 459 3459
joe.kerlin@sheboyganwi.gov

Conceptual design of a 37 acre park that provides recommendations to meet the needs of the community and surrounding region while being flexible enough to accommodate for change.

The design process included a comprehensive inventory and analysis of existing conditions, public engagement, design alternatives, cost estimating and 3D illustrations to help the client and the community visualize proposed improvements, foster consensus and generate enthusiasm moving forward with phased implementation.

The plan includes a multi-purpose park building, beach house, tiki hut, picnic shelter, council ring, perched beach, lake loop trail, ropes course, frisbee golf course, enhanced natural landscape areas, flexible lawn space and improved access to both Quarry Lake and the Pigeon River. The final plan not only reflects the needs and desires of the City's Department of Public Works, but the community as a whole.

River Trail Master Plan

Contact: Marion Ecks
Associate Planner
Department of City Development
City of Franklin
414 / 425 4024
mecks@franklinwi.gov

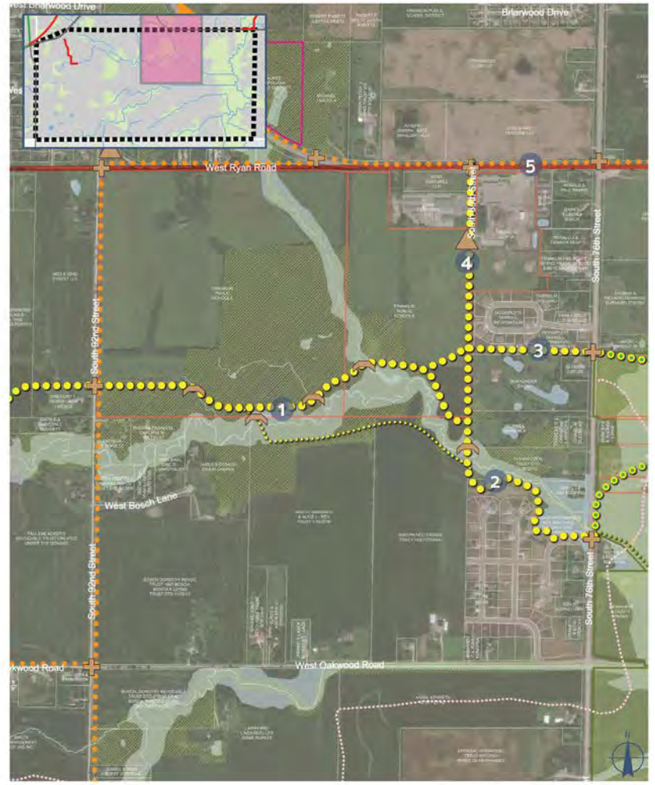
GRAEF created a Master Plan for the Ryan Creek Trail through a 4-mile portion of the City of Franklin with goals of improving access to environmental features, connecting the regional trail network, and navigating complex land development scenarios. The project spanned from South 116th Street on the West to South 60th Street on the East. The Master Plan recommends a combination of primary, secondary, and tertiary paths to connect important existing and future destinations such as water features, planned residential developments, parks, schools, job centers, and retail nodes.

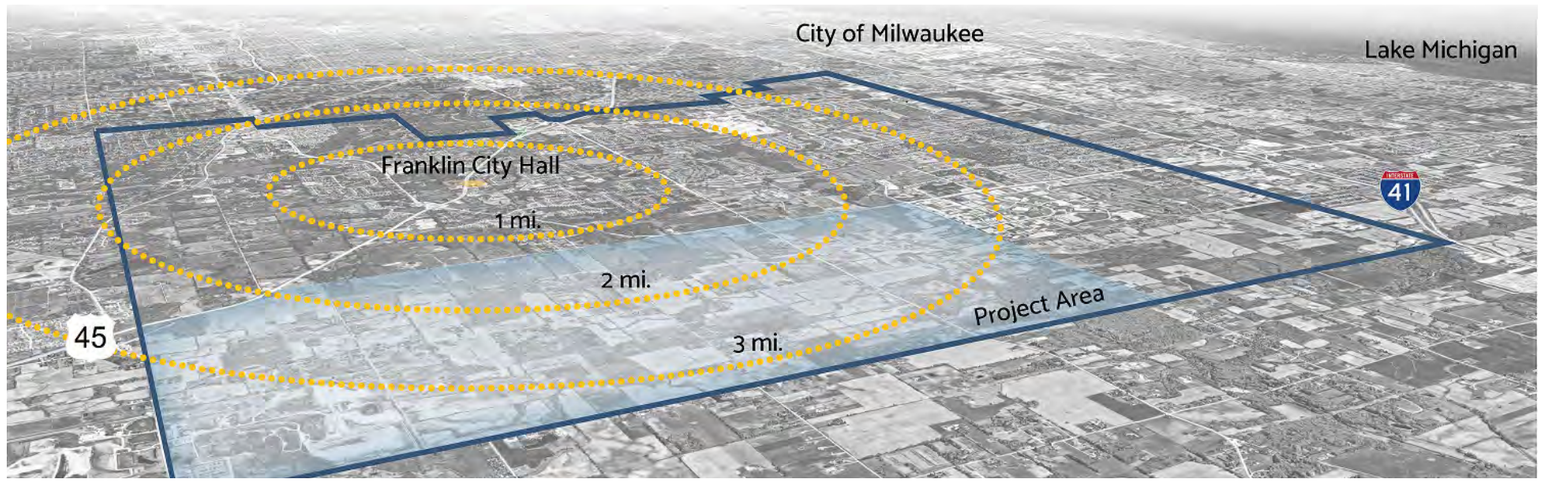
The study area consisted of a mix of rural and suburban residential properties, local and County lands, environmental corridors and floodplains, and the Ryan Creek on which the trail was oriented. Constructibility and cost opinions were important to the planning process. Several route alternatives were assessed for their complexity, benefits, and relative costs. The anticipated number and cost of bridges and overpasses, underpasses, at-grade crossings, and trail heads were included in each alternative. GRAEF also provided conceptual 3D renderings of each of these features. Key locations for opportunities, conflicts, and connections were noted along the trail route such as required easements, environmental concerns, or future development plans.

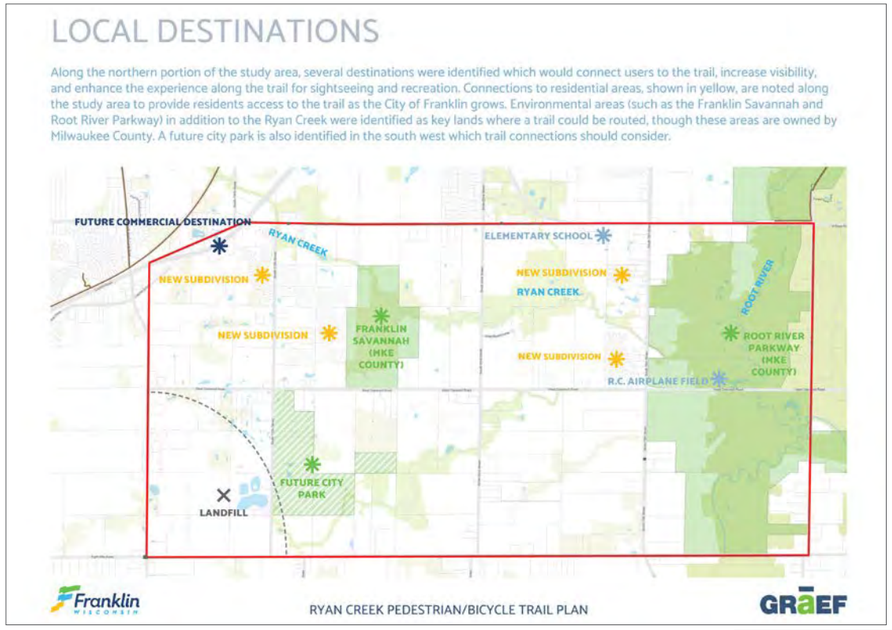
The recommendations were broken into four parts: Primary and Secondary trails, each on City or County lands. An explanation of assumptions included in the high-level cost opinions was assembled to account for uncertainty involved in long-range planning. GRAEF worked closely with the City of Franklin Planning Department to develop the alternatives and presented the recommendations to the City's Parks Commission and the public before developing final recommendations. The final plan ensures enough flexibility to accommodate a range of future scenarios while providing enough specificity to inform key planning and spending decisions. The Master Plan also plays a critical role for the City to access future state funding for trail improvements.

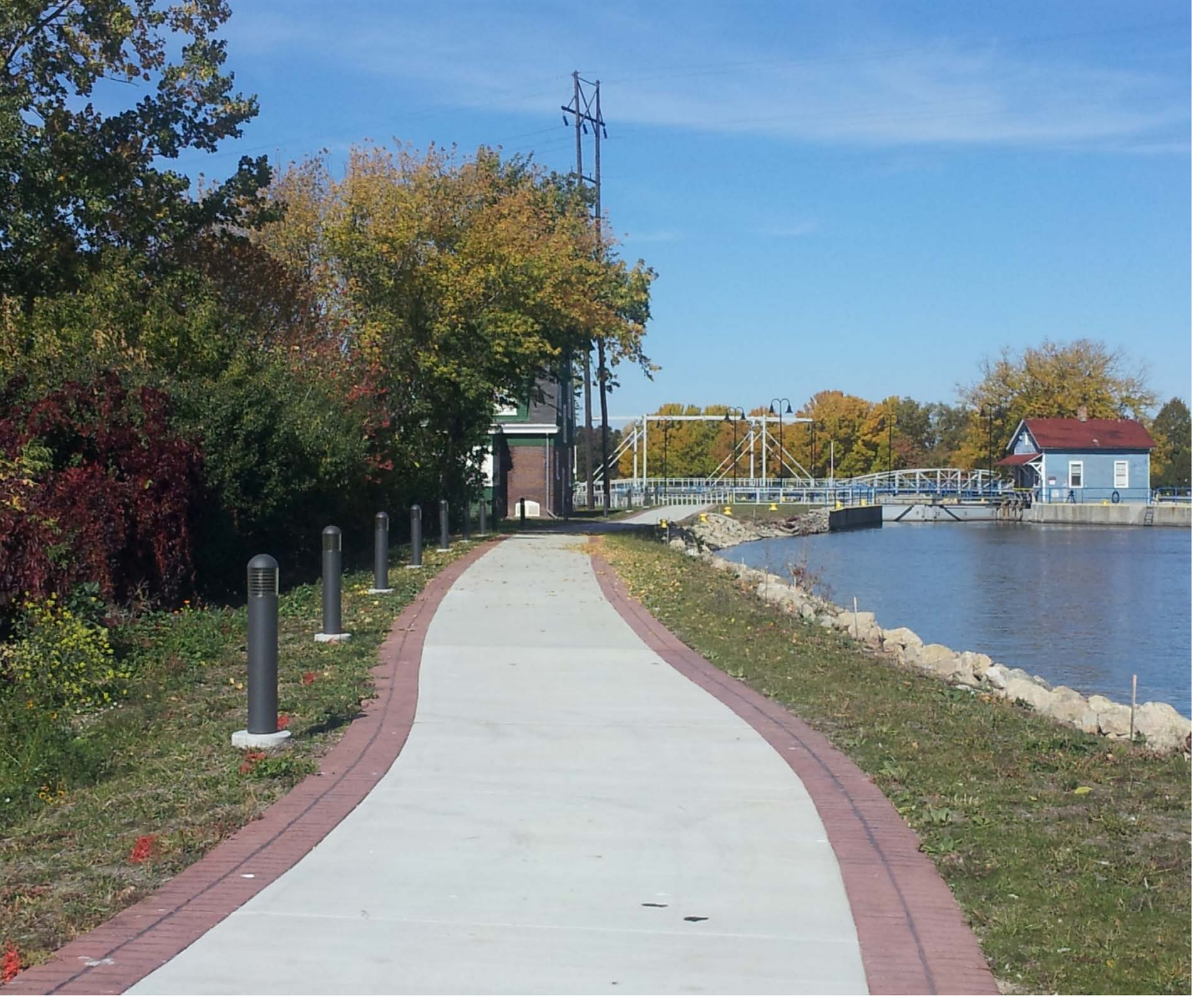
Elevated Boardwalk through Environmentally Sensitive Areas

Bridge Crossing



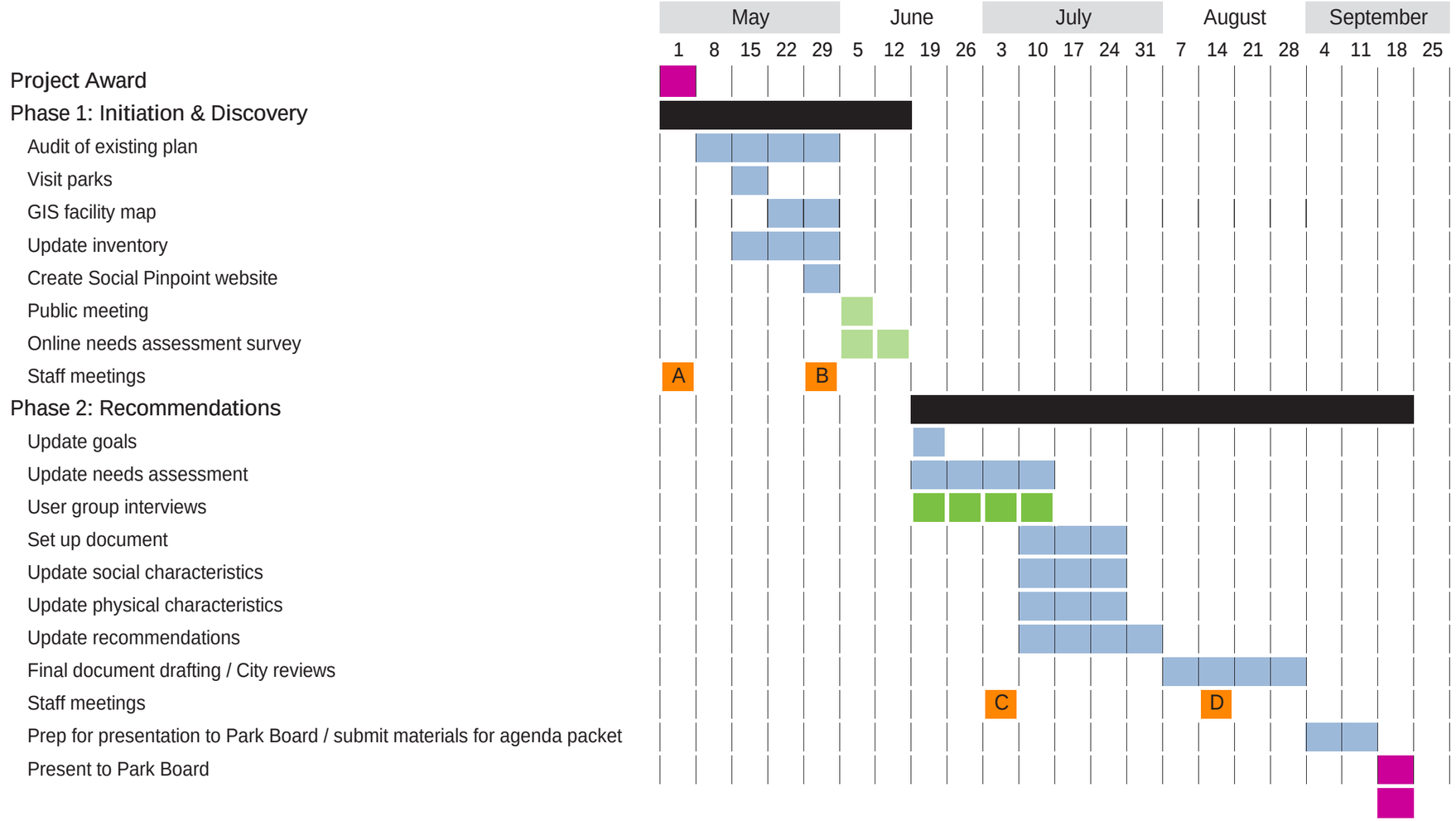






Timeline & Meetings

De Pere CORP Timeline & Meetings



CITY STAFF CHECK IN MEETINGS:

A: Finalize schedule and identify key meeting dates for calendar holds; data swap with City

B: Review and sign off of public meeting materials and survey; identify user group contacts

C: Review engagement summary, set user group meetings, kick off recommendations

D: Review of final plan

Highlighted deadlines and deliverable dates

User group interviews

Public needs assessment survey and public meeting

X City staff check in meetings

Project Understanding

Mapping Deliverables

Scope of Work

Project Understanding & Approach

The GRAEF team follows guidance from the Wisconsin DNR in the development of comprehensive outdoor recreation plans.

01

INVENTORY

- Park visits
- Update GIS inventory
- Review existing plan
- Update community snapshot

02

NEEDS ASSESSMENT

- Comparable communities assessment
- Public engagement results
- Service area and equity analysis
- Connectivity analysis

03

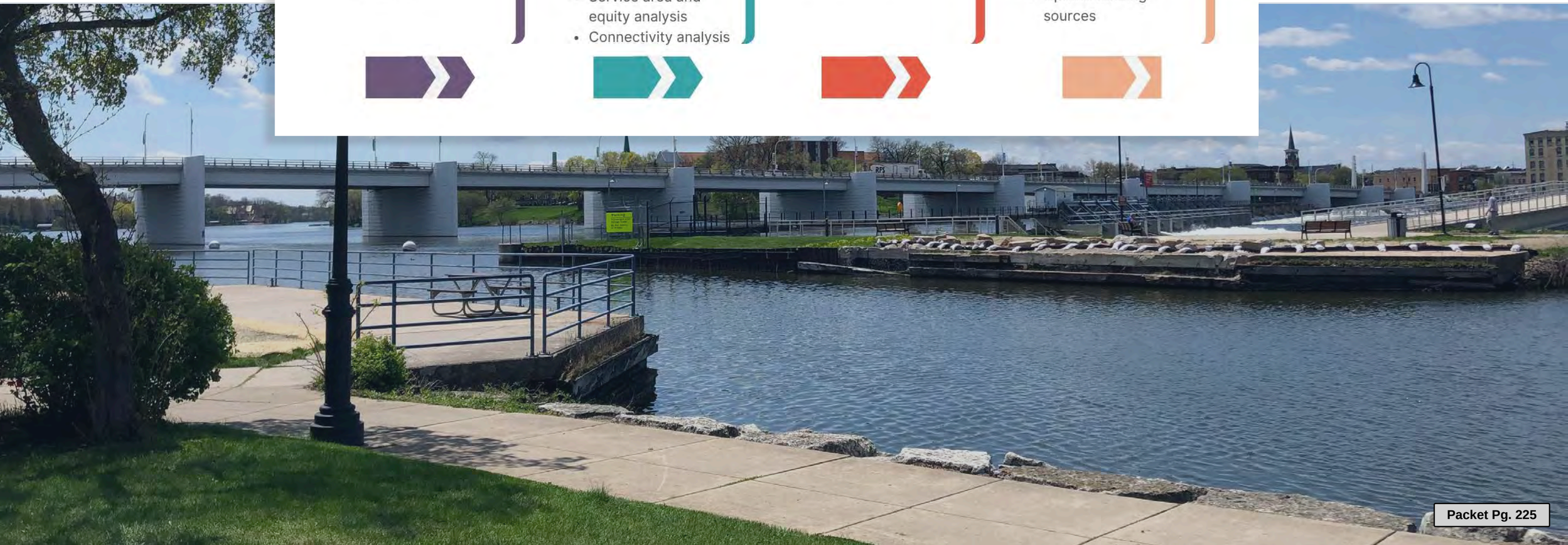
DOCUMENT DEVELOPEMT

- Update existing plan sections: social and physical characteristics, goals, recommendations

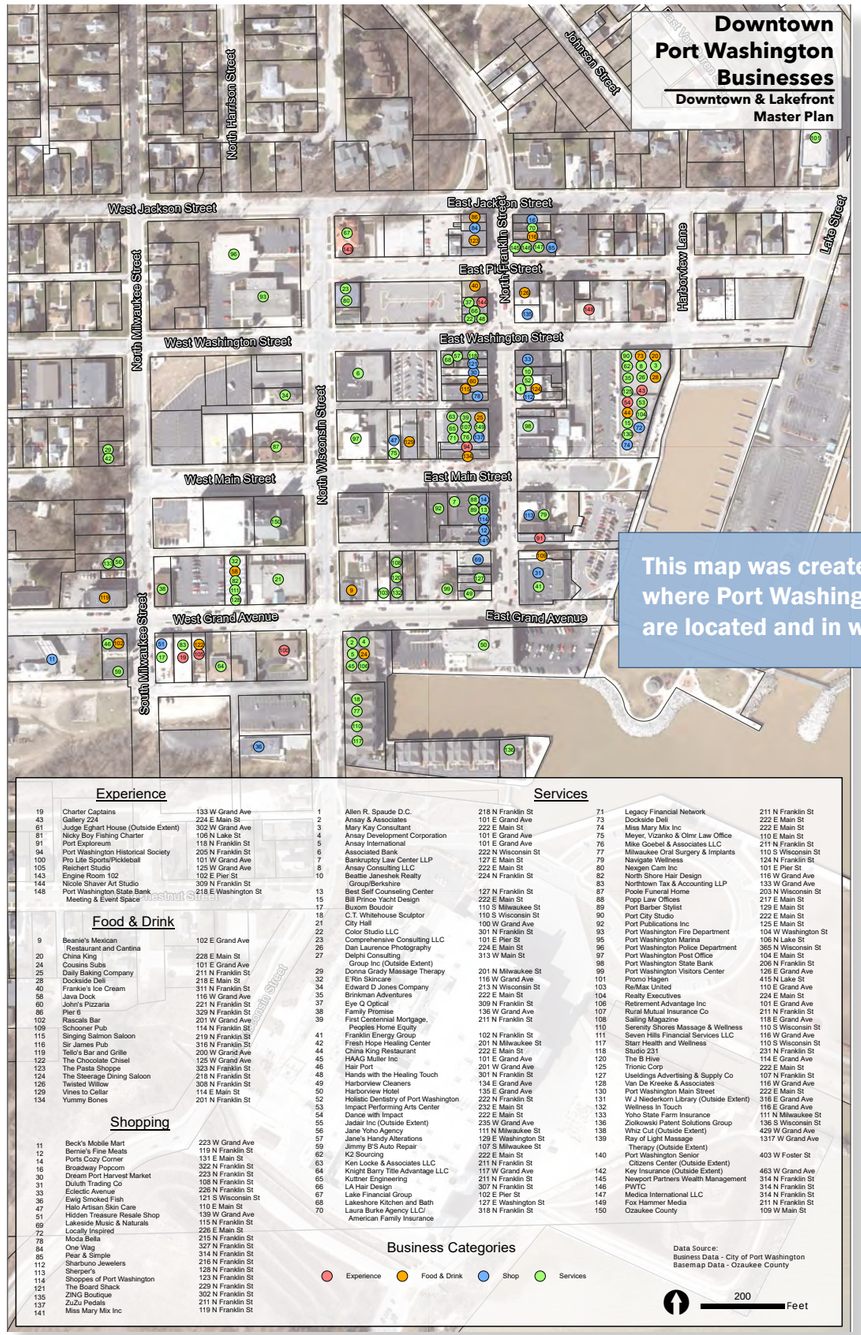
04

IMPLEMENTATION AND FUNDING

- Update capital improvement plan
- Update administrative and policy objectives
- Update funding sources

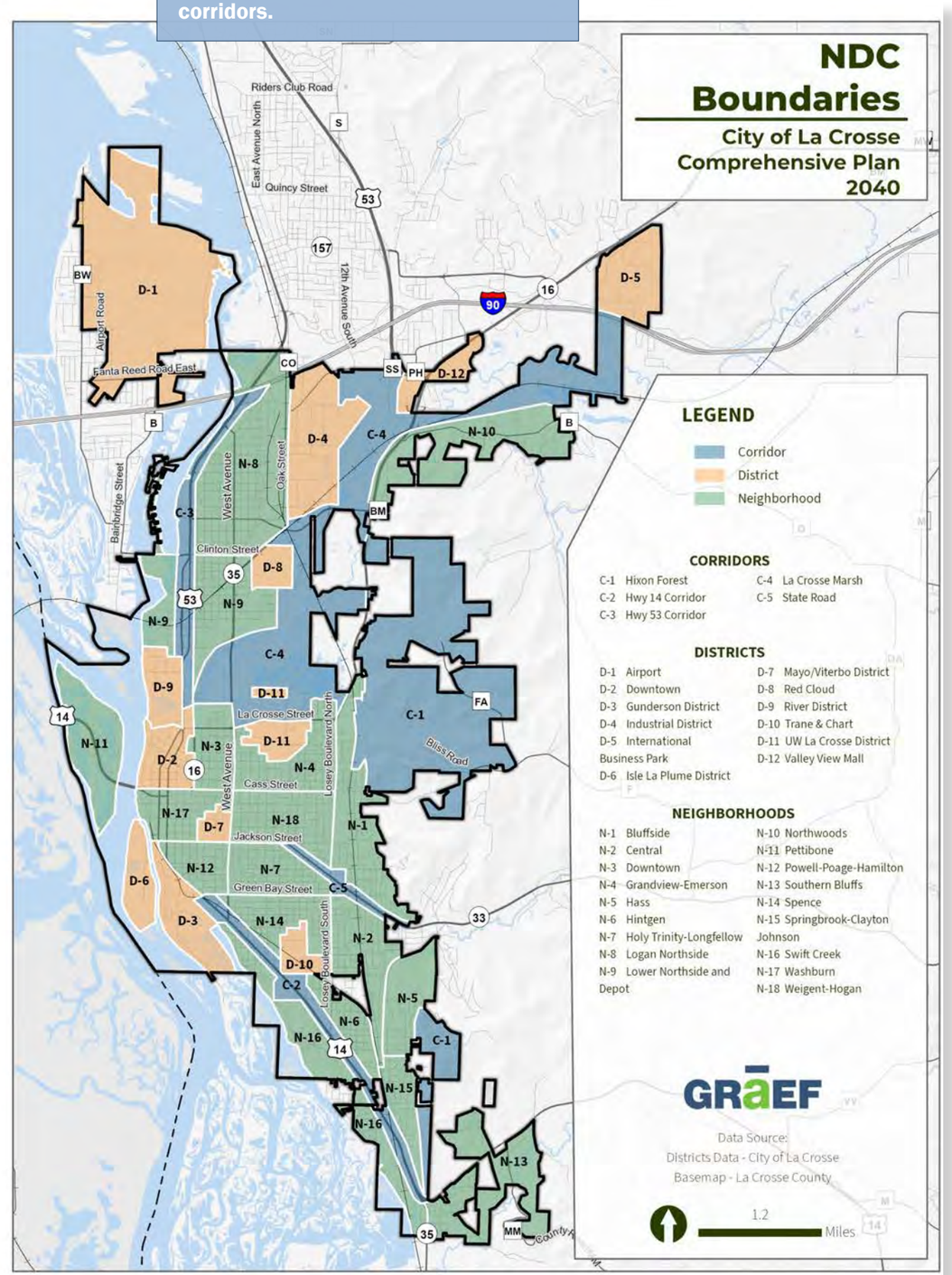


Maps Examples



This map was created to determine where Port Washington businesses are located and in which category.

Map was created to distinguish La Crosse's neighborhoods, districts, and corridors.

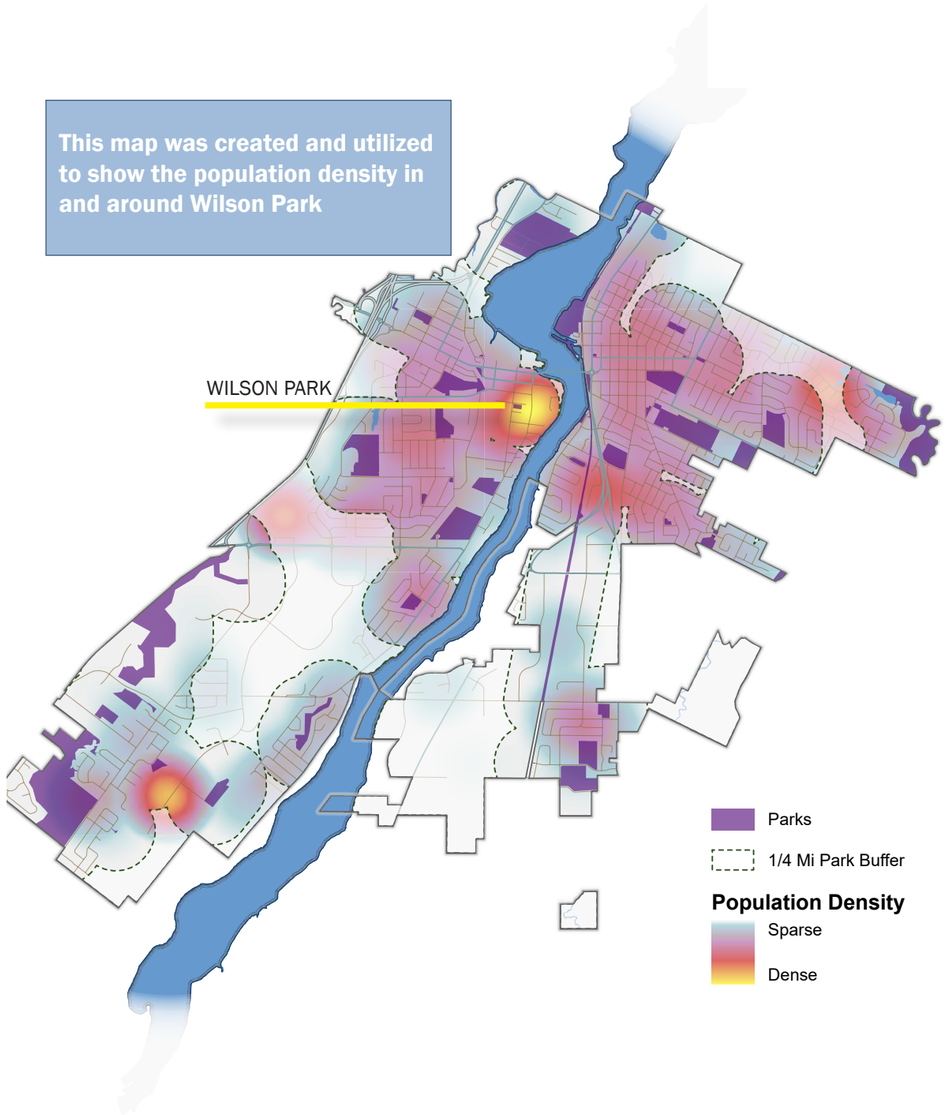


Maps Examples

Population Density & Park Access

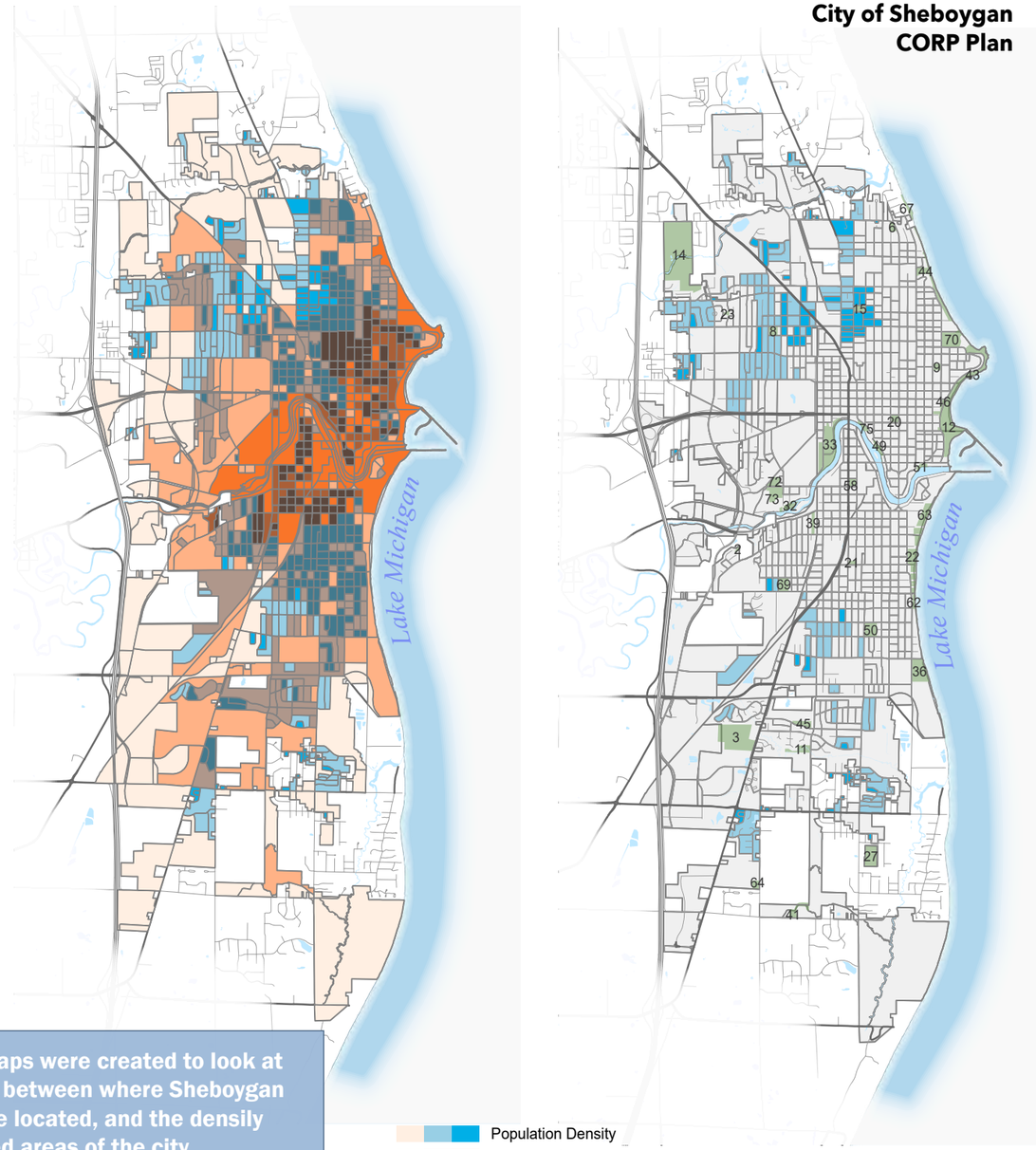
Wilson Park Study

This map was created and utilized to show the population density in and around Wilson Park



Local Park Facilities Accessibility

City of Sheboygan CORP Plan



These maps were created to look at the data between where Sheboygan parks are located, and the densily populated areas of the city.

GRAEF

City of De Pere Parks

Local / Close-to-Home Parks

Mini-Park	Neighborhood Park	Community Park
Bicentennial Park	Braisher Park	De Pere Community Center
Carney Park	Humana Sports Park	Jim Martin Park
George Street Park	Kelly Danen Park	Legion Park
Lawton Park	Kiwanis Park	Optimist Park
Rainbow Park	Lions Trailside Estates Park	VFW Park
Rotary Park	Patriot Park	
Rusk Park	Samantha Park	
Wells Park		
Wilcox Park		
Willems Park		
Wilson Park		

Regional or Metropolitan Parks

Metropolitan Park / Large Urban Park	Regional Park Preserve / Natural Resource Area
Southwest Park	East Side Nature Park
Voyageur Park	The Preserve

1 MINI-PARKS

The smallest of the City's park types are Mini-Parks, also known as "pocket parks." These are typically very small in size and tend to be focused on serving a small population.

2 NEIGHBORHOOD PARKS

Neighborhood Parks generally serve small service areas within ¼ mile and are often accessed by walking and biking from home to the park. Neighborhood Parks may or may not offer on-site parking. These parks are key to the overall fabric of a neighborhood and serve as important gathering spaces for families and friends to enjoy the outdoors together.

3 COMMUNITY PARKS

Community Parks are slightly larger than neighborhood parks and generally serve users from a geographic area that exceeds the neighborhood level. Community Parks serve to meet broader, community-level recreational needs rather than purely neighborhood level needs. Many Community Parks offer on-site parking, as residents may need to travel further from home to access these amenities.

4 REGIONAL OR METROPOLITAN PARKS

The City also hosts parks classified as "Metropolitan." These parks serve residents from across the city. The regional park Preserve park areas are classified as such due to their environmental significance and/or natural features, and their uses focus on more passive-based recreation such as nature walks and bird-watching. These parks also serve residents as well as attract visitors from out of town.

Special Use

Special Use
Bomier Boat Launch
Brown County Fairgrounds
De Pere Dog Park
De Pere Ice Arena
East River Trail
Fox Point Boat Launch
Fox River State Trail
James Street Walkway
Nature Center
Perkofski Boat Launch
Riverwalk and Wildlife Viewing Pier

38 total municipal parks

11 Parks	Waterfront
27 Parks	Inland

This graphic depicts the 38 parks listed in the 2018 CORP. During the project our team will evaluate the park components (mini-parks, neighborhood parks, etc.) to validate the current classification. For example, some of the parks listed as mini-parks may be functioning as neighborhood parks. Similarly, VFW Park and the community center may be a city-wide amenity that would be considered a metropolitan park. Size, size relative to service area population, and park characteristics all affect the classification which in turn affect the service area and the equity, amenity, and connectivity analysis.

Scope of Project Services

Phase 1: Initiation & Discovery

a. Audit/assessment of existing “Comprehensive Park and Open Space Plan” (“2018 Plan”).

b. Project initiation meeting with City staff.

c. Create city-wide recreation facility map.

d. Update outdoor recreation supply inventory, updated from the 2018 Plan.

e. Create project website using Social Pinpoint.

f. Conduct public event: example would be a pop-up event at a park; prepare boards for public comment to be staged at the event.

g. Conduct public online survey.

Phase 2: Recommendations

a. Create document layout with goal of a simple, easy to use plan.

b. Update goals and objectives from the 2018 Plan.

c. Update social characteristics from the 2018 Plan.

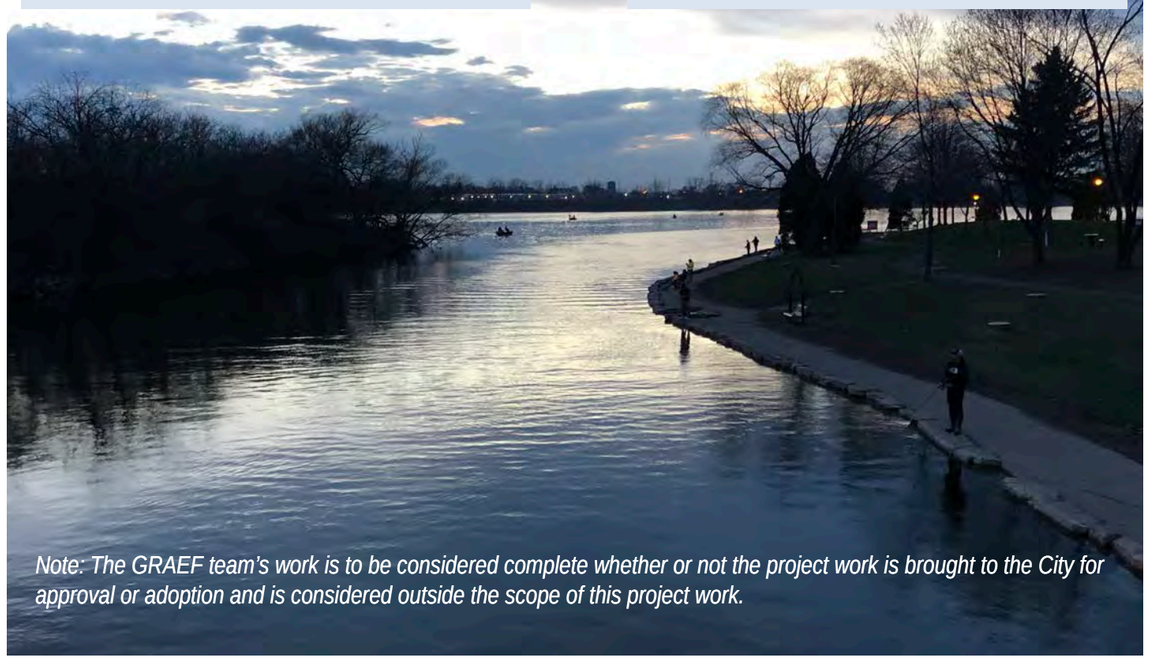
d. Update physical characteristics from the 2018 Plan.

e. Update outdoor recreation needs assessment from the 2018 Plan.

f. Update recommendations from the 2018 Plan, including 5-year action plan and funding programs.

g. Attend up to two (2) staff meetings.

h. Present plan at Park Board or Common Council meeting.



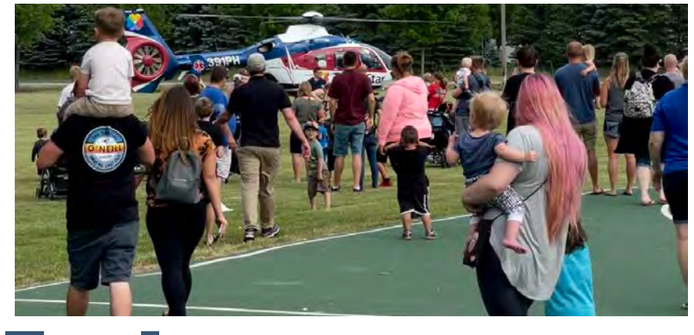
Note: The GRAEF team’s work is to be considered complete whether or not the project work is brought to the City for approval or adoption and is considered outside the scope of this project work.

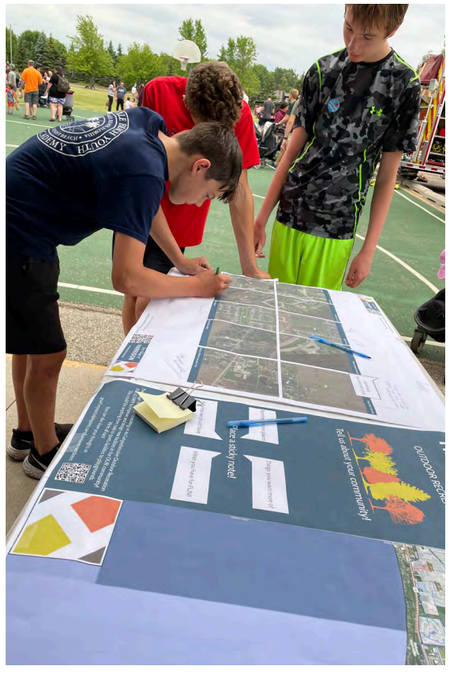
Public Events & Project Website

A key to the success of any urban design is strong public support. To generate strong public support, planning processes must actively reach into the community to create opportunities for public participation. The greater the participation, the richer the understanding of the problems and opportunities, and the higher the probability of implementation.

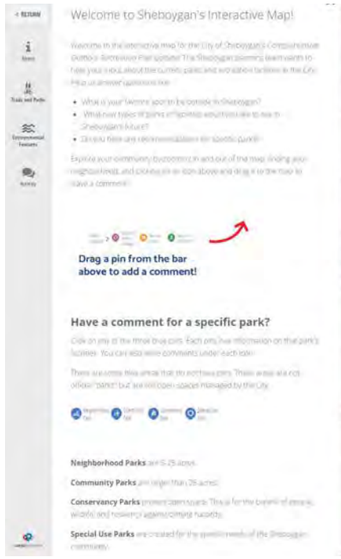
GRAEF employs public participation efforts to inform the planning processes and generate long-lasting support for the design concepts produced. We offer engagement strategies that give the community the opportunity to identify and protect special places and share ideas, values and concerns that become integral to the plan development.

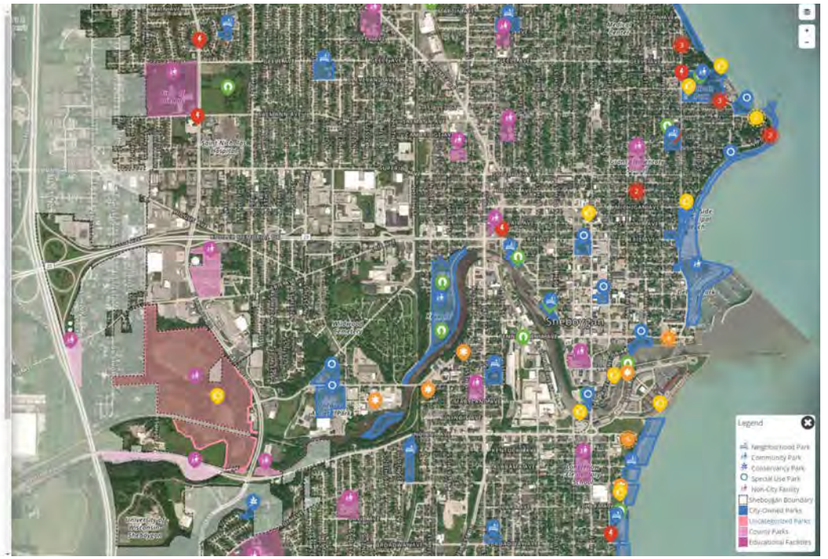
Pop-Up Events





Social Pinpoint





This former industrial land should be preserved as green space and returned to more natural state for wildlife. A Kayak launch might be nice too.

✱ New Park Location | a year ago Like +2 Dislike -1

More trees needed in this park. Too much treeless space dedicated to a baseball field that is hardly ever used.

Trail and Park Improvement | a year ago Like +1 Dislike

People drive so fast down third street, even in winter with kids bringing their sleds to the hill.

Hazards | a year ago Like +7 Dislike

This land would be a great addition to Maywood Park. The area immediately adjacent to the Pigeon River and all major drainage areas into the Pigeon River should be protected.

✱ New Park Location | a year ago Like +7 Dislike

The City should purchase or obtain a conservation easement along the entire Pigeon River corridor to protect the river and provide a corridor for wildlife and recreation.

✱ New Park Location | a year ago Like +7 Dislike

The City should purchase the Meyer property and make it part of Maywood.

✱ New Park Location | a year ago Like +7 Dislike

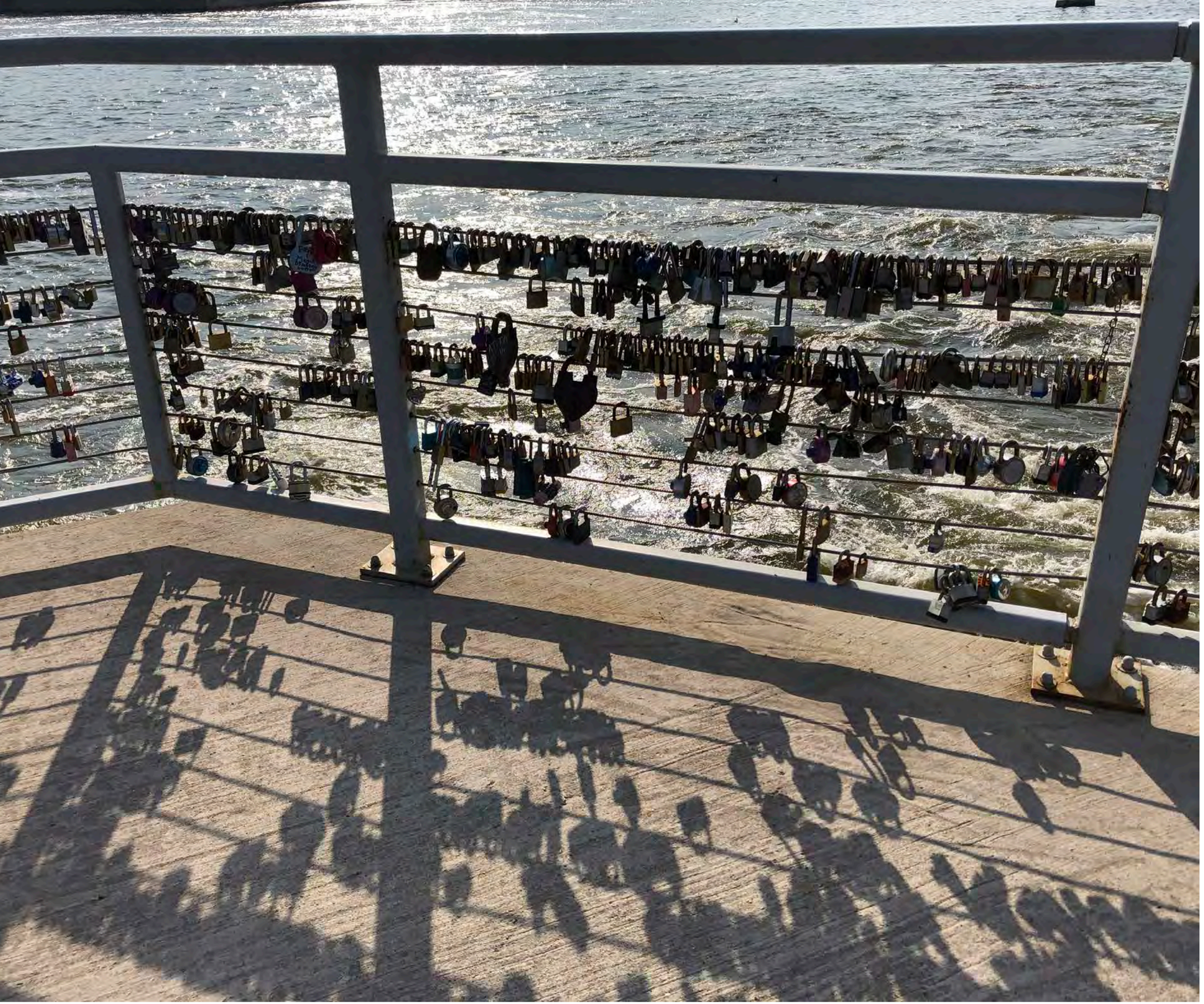
The old Armory location would be a terrific spot to transform into a new third space for multipurpose public use. It would be most effective to have an indoor part so that it could be used throughout all seasons.

✱ New Park Location | a year ago Like +8 Dislike -1

ANALYTICS!

Stakeholder Engagement Summary

3561	1050	2:39	432	289	470	154	4
Total Visits	Unique Users	Avg Time (min)	Unique Stakeholders	Comments	Survey Responses	Budget Responses	Document Downloads



Fee

Proposed Fee Schedule

*Please include this page with your proposal.

Company Name: GRAEF

Company Address: 116 S ADAMS, STE 201, GREEN BAY, WI 54301

Company Address:

Company Representative: PATRICK J. SKALECKI

Signature: Patrick J. Skalecki

Item	Fee
Comprehensive Plan Lump Sum	$ 25,000
Alternate Item A	$ 6,400
Alternate Item B	$ 6,400
Alternate Item C	$ 5,600

Please list any items not listed in the scope of services and fees/costs associated with those items below.

Item	Cost
N/A	

DE PERE PARK & OUTDOOR RECREATION PLAN UPDATE

Request for Proposals
March 3rd, 2023

ATTENTION

Marty Kosobucki
Director

Department of Parks, Recreation, & Forestry
925 S 6th St
De Pere, WI 54115

BY

LATENT

LATENT DESIGN CORPORATION
1006 South Michigan Ave, Suite 700
Chicago, IL 60605

tel (312) 344-1498
web www.latentdesign.net
email hello@latentdesign.net

TABLE OF CONTENTS

Qualifications	4
Key Personnel	6
References	8
Reference Projects	10
Project Approach	20
Public Processes	24
Mapping Case Studies	26
Timeline	28
Proposed Fee Schedule	29

Morgan Shoal Comfort Station | Chicago, IL | Construction starting 2024

COVER LETTER

Dear Members of the Park, Recreation, and Forestry Department of the City of De Pere:

Thank you for considering Latent Design and creating an opportunity for our firm to submit a proposal for the City of De Pere's Comprehensive Park and Outdoor Recreation Plan Update. Our team is deeply committed to the possibilities at the intersection of parks, recreation, community planning, and design. Latent Design offers a collective 50+ years of experience working in cities and neighborhoods on projects at all scales in the Midwest. We are proud to be a Minority and Women certified firm that reflects diverse planning leadership. We are ready to leverage our regional knowledge and connections to further your vision while learning from your team, families, and community.

Latent Design will serve as a trusted partner throughout all phases of the plan update with deep commitments to communities that extends beyond a traditional project scope. Originally founded as an architecture firm, our team is comprised of architects and planners working together to amplify the mission of our clients and voices of the community through a collaborative process that prioritizes local needs and lived experiences in public spaces. Our team brings a standard of public engagement and design excellence to projects to creatively execute client needs. Specifically, our team provides the following benefits:

- **Integrated knowledge of planning and architecture**, which enables us to incorporate insight from both disciplines to holistically develop civic visions from framework plan to built form;
- **Expertise of the technical aspects of planning, financing, and construction** required to achieve results with enduring value;
- **Enthusiasm for and commitment to working directly with public agencies** on civic spaces.

City of De Pere's Comprehensive Park and Outdoor Recreation Plan Update comes at an auspicious time: after the last several years of a global pandemic and racial justice uprisings, the call for safe, inclusive, and accessible recreation spaces has never been clearer. As such, the Park and Outdoor Recreation Plan Update will reflect these realities, and provide meaningful analysis, strategies, and actions that are responsive to the needs and desires of the community, especially those who have been historically excluded in order to provide equitable access to City of De Pere facilities and spaces. Especially with the recent development of the Cultural District Master Plan and Strategic Visioning and Branding Initiative, the City of De Pere is well-poised to continue building its legacy of thoughtful investment in public infrastructure.

This exciting update calls for an energizing approach to site analysis, visioning, and shaping the future of community gathering and recreation in De Pere. We are eager to take the next steps with your team to continue our shared goals of fostering safe and equitable spaces. Thank you for your consideration, and please contact me at our offices at 312-344-1498 with any questions you may have regarding our proposal.

Respectfully,

Katherine Darnstadt, AIA, NOMA, LEED AP
Founding Principal Architect

QUALIFICATIONS

Latent Design is an award-winning architecture firm and strategic planning consultant founded in 2010 with a commitment to equitable community development. We are architects, planners, park users, data analysts, strategists, and creative problem solvers who work to understand a context, and plan with your community Latent is founded on the belief that great spaces belong to our most vulnerable populations. Whether planning for and designing public plazas and parks, community centers, or large-scale corridors, our approach leverages the contributions of public and private partners to create spaces that promote community wellness.

Latent has extensive experience working with public clients on plans and civic projects, providing you expertise implementing community-led visioning and designs that involve myriad stakeholders. Our interdisciplinary team provides an integrated approach to the built environment that addresses accessibility, sustainability, and economic viability.

As planners and architects, we are equipped to synthesize common interests and solutions. As a small business, we innovate on resource management strategies and entrepreneurial spark. As community members, we value shared spaces.

Established	2010
Employees	7
Legal Form	Benefit Corporation
Location	1006 S. Michigan Ave Suite 700 Chicago, IL 60605
Certifications	M/W/DBE City of Chicago State of IL + Cook County Self-Certified Architect Design Excellence Selected Architect NOF Selected TA Architect Registered Vendor with IL CDB
Licenses	Active license registrations: IL, IN, WI
Capabilities	Architecture Interior Design Landscape Design Graphic Design Wayfinding Urban Design Master Planning Community Engagement Placemaking

Heart of the City | Rochester, MN | 2022

OUR VALUES

Innovation
We lead with creativity.

Accountability
We challenge the status quo.

Care
We listen to our partners.

Cultivation
We steward more connected futures.

Acumen
We anchor excellence within our process.

"Latent Design brought strategic thinking, partnerships, and potential to the project that would have gone unrealized."

- Sherida Morrison, Past Client

KATHERINE DARNSTADT, AIA, NOMA LEED AP

Founding Principal | *she/her*

Katherine Darnstadt is the founder of Latent Design, a progressive architecture and urbanism firm leveraging civic innovation and social impact to design more equitable spaces and systems. Since founding her practice in 2010, Katherine and her firm have prototyped new urban design systems to advance urban agriculture, support small business, created spaces for youth makers, advanced building innovation, and created public space frameworks.

Select Projects in Architecture + Urbanism

Forty Acres Fresh Market
12,000 SF Grocery Store, Under Construction in 2023
Chicago, IL

Boys and Girls Club of Chicago Near West Side Club
28,000 SF Youth Community Center, Opening 2023
Chicago, IL

Altenheim Line
Framework Plan, Completed 2022
Chicago, IL

Austin United Alliance | Invest South/West Austin
110,000 SF Mixed-Income Housing Development, Under Construction
Chicago, IL

North Side Community Recreation Center
33,000 SF Recreation Center, Completed 2022
Des Moines, IA

Western Avenue Framework Plan
Completed 2022
Chicago, IL

Chicago State University Framework Plan
Completed 2022
Chicago IL

Education
Bachelor of Architecture with Honors
Illinois Institute of Technology

Licenses + Certifications
Licensed Architect
Illinois, Indiana, Wisconsin

Self-Certified Architect
City of Chicago

LEED Accredited Professional
Building Design + Construction

Professional Affiliations
American Institute of Architects
U.S. Green Building Council
Open Architecture Network
Association for Community Design
Organization for Minority Architects
Arquitina

Academic Appointments
School of the Art Institute of Chicago
2010-2020

Northwestern University
2013-2017

KELSEY ZLEVOR

Planning Director | *she/her*

With a multi-faceted background in environmental science and community planning, Kelsey is a spatial strategist focused on equity in the built environment through community engagement and public space design. She is adept at facilitation, community outreach strategy, and understanding the critical nexus between access to parks and environmental stewardship. Kelsey has seven years of experience in parks master planning, and is the founder of Mental Landscapes, a body of scholarship exploring how depression can shape park design.

Select Projects in Planning + Public Space

Morgan Shoal Revetment Reconstruction
Chicago Shoreline Comfort Station, On-Going
Chicago, IL

City of Sisters Parks Master Plan Update*
Citywide, Completed 2023
City of Sisters, OR

City of Harrisburg Parks Master Plan Update*
Citywide, Completed 2023
City Harrisburg, OR

Lewis Creek Park Master Plan*
State Park, Completed 2022
Linn County, OR

City of Drain Parks Master Plan*
Citywide, Completed 2021
City of Drain, OR

City of Veneta Parks and Open Space Master Plan*
Citywide, Completed 2021
City of Veneta, OR

Northern Wasco County Parks and Recreation Master Plan*
Countywide, Completed 2019
Wasco County, OR

Education
Master of Community
and Regional Planning
University of Oregon
2016

Bachelor of Arts
Environmental Science
University of Iowa
2014

Certificate in Sustainability
University of Iowa
2014

Professional Affiliations
Association for Community Design
American Planning Association - IL
Design Justice Network - Chicago
2013-2017

*Projects completed at Cameron McCarthy Landscape + Planning (2016 - 2022)

REFERENCES

Forty Acres Fresh Market
Liz Abunaw
Owner and Operator
Forty Acres Fresh Market
847-497-5435

Altenheim Line
Brian Hacker
Coordinating Planner
Department of Planning and Development
312-744-5000

BGCC Rusu-McCartin Club
Mimi LeClair
President and CEO
312-235-8000
mleclair@bgcc.org

Homan Gateway
Eden Hurd-Smith
Managing Director, Community Development
312-596-5141
ehurd@iff.org

Lewis Creek Park
Brian Carroll
Director, Linn County Parks
541-967-3917
bcarroll@co.linn.or.us
*Completed at a previous firm by Kelsey Zlevor

Heart of the City | Rochester, MN | 2022

HEART OF THE CITY

Remaking Rochester's Public Spaces for Health

At the core of every signature city is a vibrant downtown where one of a kind spaces, diverse programming, and enticing events encourage residents and visitors to linger longer.

Heart of the City is in the core of Rochester, Minnesota: two city blocks situated between the world-renowned Mayo Clinic. This space invites residents and Mayo visitors to immerse themselves in a community sky-viewing experience, bringing together two populations in more meaningful interaction. In support of this theme, a large, data-driven art piece changes colors when miracles occur at the clinic: purple for a birth and yellow for an all-clear for cancer. This reveals just a small piece of the magic that occurs daily at the clinic, and the result is a compelling public space that is uniquely Rochester.

Latent Design worked with a team lead by Coen + Partners to design unique benches and movable platforms for the spaces that take into account physical distancing and universal design principles.

Client	Rochester DMC
Role	Architecture + Engagement
Partners	Coen + Partners
	El Dorado
	RSP
	Kimley-Horn
	Engage Civil
	Fluidity
Typology	Urban Design
	Urban Furniture
	Public Realm
Location	Rochester, MN
Budget	$8 Million
Scale	100,000 SF
Status	Completed

Heart of the City | Rochester, MN | 2022

Heart of the City | Rochester, MN | 2022

RELEVANCE

Unique Engagement Strategies

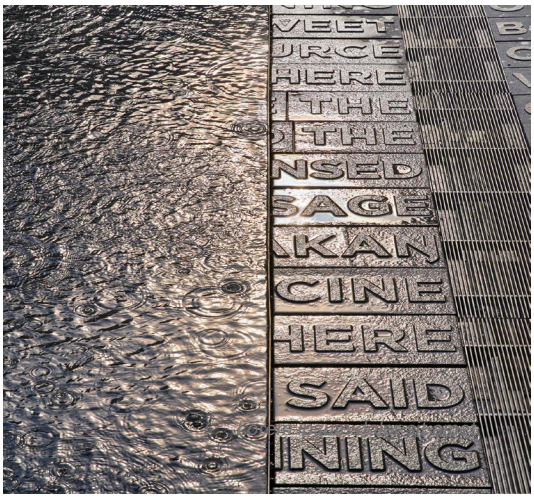
Over 70 engagement touch points developed from concept phase through construction

Prototyping Installations

Full scale installations of final plaza design to test ideas

Artist Integration

Curated five art installations



Heart of the City | Rochester, MN | 2022

NORTH SIDE COMMUNITY RECREATION CENTER

Programming and Planning with the Community

Partnered with MA Architects, Latent Design led the design, community engagement process and synthesis of community input into the initial conceptual design for a community recreation center in Des Moines. Undergoing a six-month inclusive and comprehensive planning process the feasibility study benchmarked comparable facilities and analyzed the potential of an existing facility versus a new construction facility. Concurrently throughout the project, community meetings and input guided the preferred building and partnership direction.

The City of Des Moines committed a minimum $12 million over four years to a new construction community recreation center and park with fundraising goals and partnership anticipated for an additional $6 million. The anticipated construction completion date is in 2025.

Client	City of Des Moines
Role	Planing + Engagement
Partners	MA Architects
	Genus Landscape Architects
	Sports Facilities Companies
Typology	Community Center
	Feasibility Study
	Community Engagement
Budget	$15 million
Size	60,000 SF
Location	Des Moines, IA

North Side Community Recreation Center | Des Moines, IA | 2022

North Side Community Recreation Center | Des Moines, IA | 2022

RELEVANT INSIGHTS

Unique Engagement Strategies

Multilingual and multimedia meetings

Celebrating History

Captured memories of pioneering YMCA members through an audiovisual project

Finding Funding

Public process and strategic partnerships raised over $3M in less than 6 months of Plan publication

Interior View of Gym from Up to Community Rooms

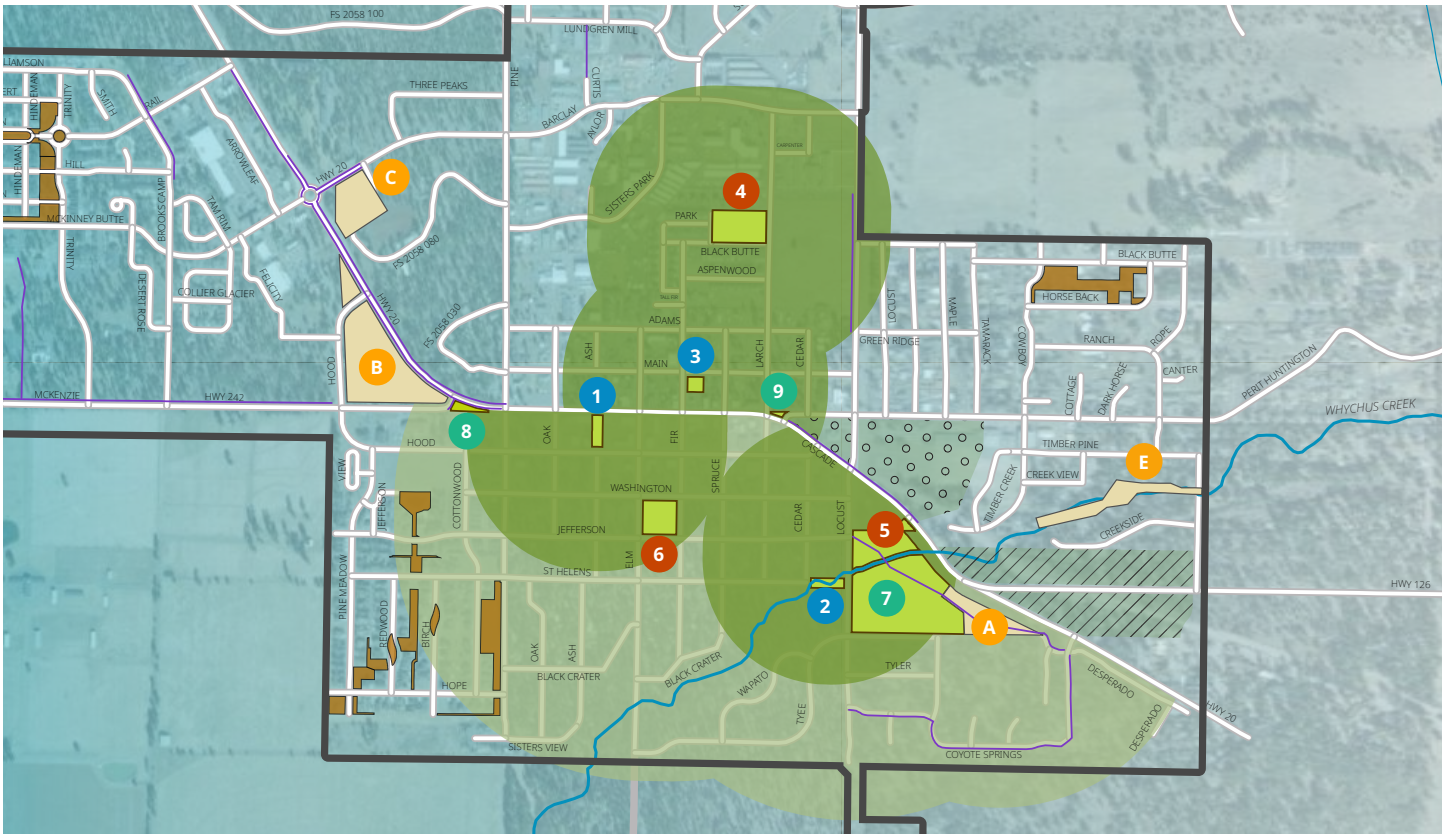
SISTERS PARK MASTER PLAN

Building on Sisters' Recreation Assets as Community Lifestyle

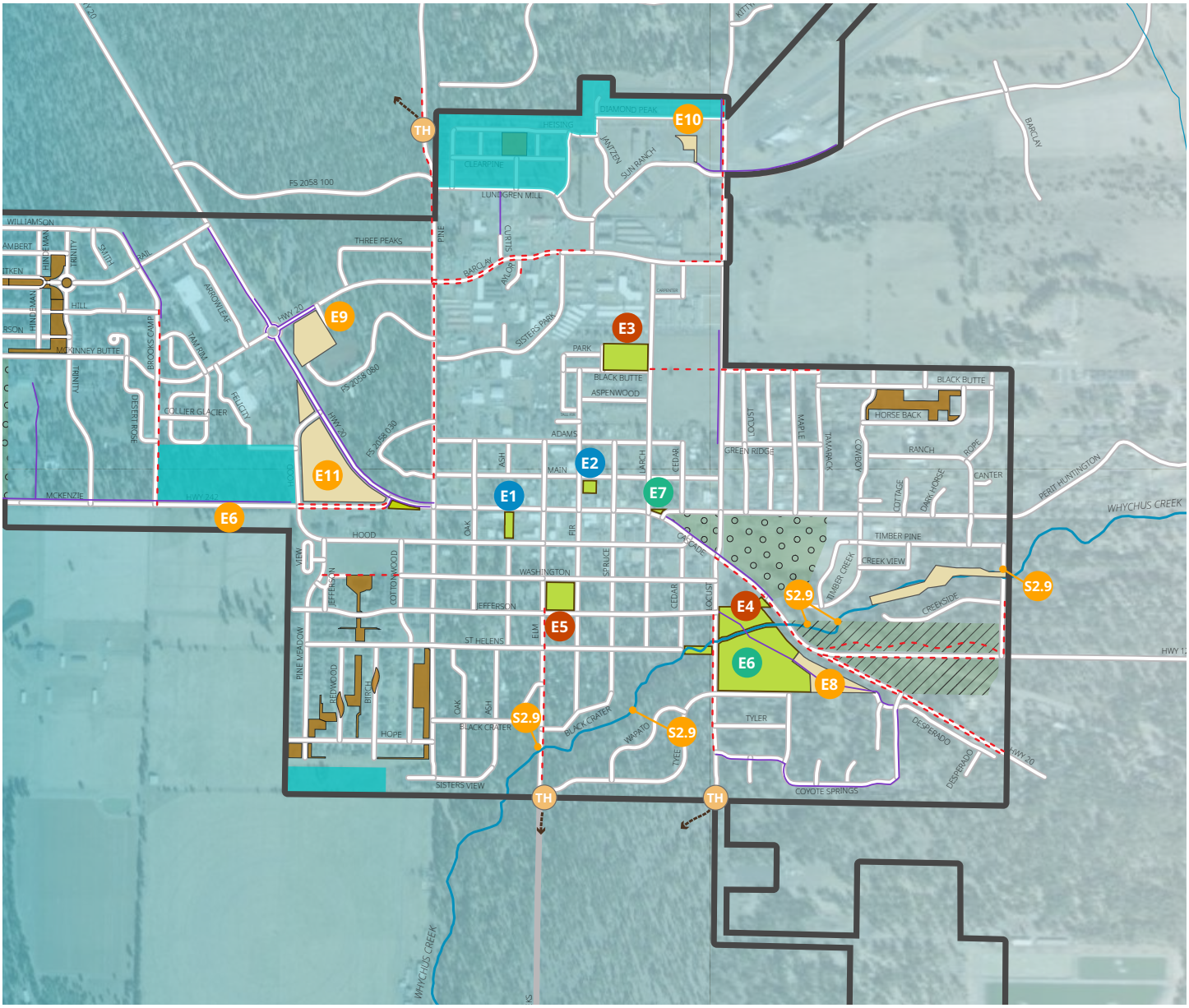
The Sisters community is situated among some of Oregon's most coveted outdoor recreation opportunities. The updated 2022 Sisters Parks Master Plan builds on this legacy and provides direction for current and long-range planning in the park and recreation system. The City currently owns and maintains nine developed park facilities. Throughout the update, the project team leveraged the strong farmers market culture in the city to outreach to residents on weekends, as well as by holding focused conversations with various recreation interest groups. The resulting plan focuses on connectivity, universal accessibility, sustainability, and conservation. The recommendations from the community involvement process were refined with input from City staff and focus on system-wide improvements, existing facilities, new facilities, operations and maintenance, and acquisition.

*Developed at a previous firm by Kelsey Zlevor as the project manager.

Firm	Cameron McCarthy
Client	City of Sisters
Role	Project Manager
Year	2023
Typology	Youth Engagement Sustainable Design
Population	~2,000 People
Scale	City
Status	Completed



City of Sisters Parks Master Plan Update | City of Sisters, OR | 2022



City of Sisters Parks Master Plan Update | City of Sisters, OR | 2022

OUTREACH

3 Focus Groups

Youth, seniors, outdoor recreation users

15 Interviews

Staff of Sisters Folk Festival, Quilt Show, other events

Events

Concert in the Park, Farmers Market

City of Sisters Parks Master Plan Update | City of Sisters, OR | 2022

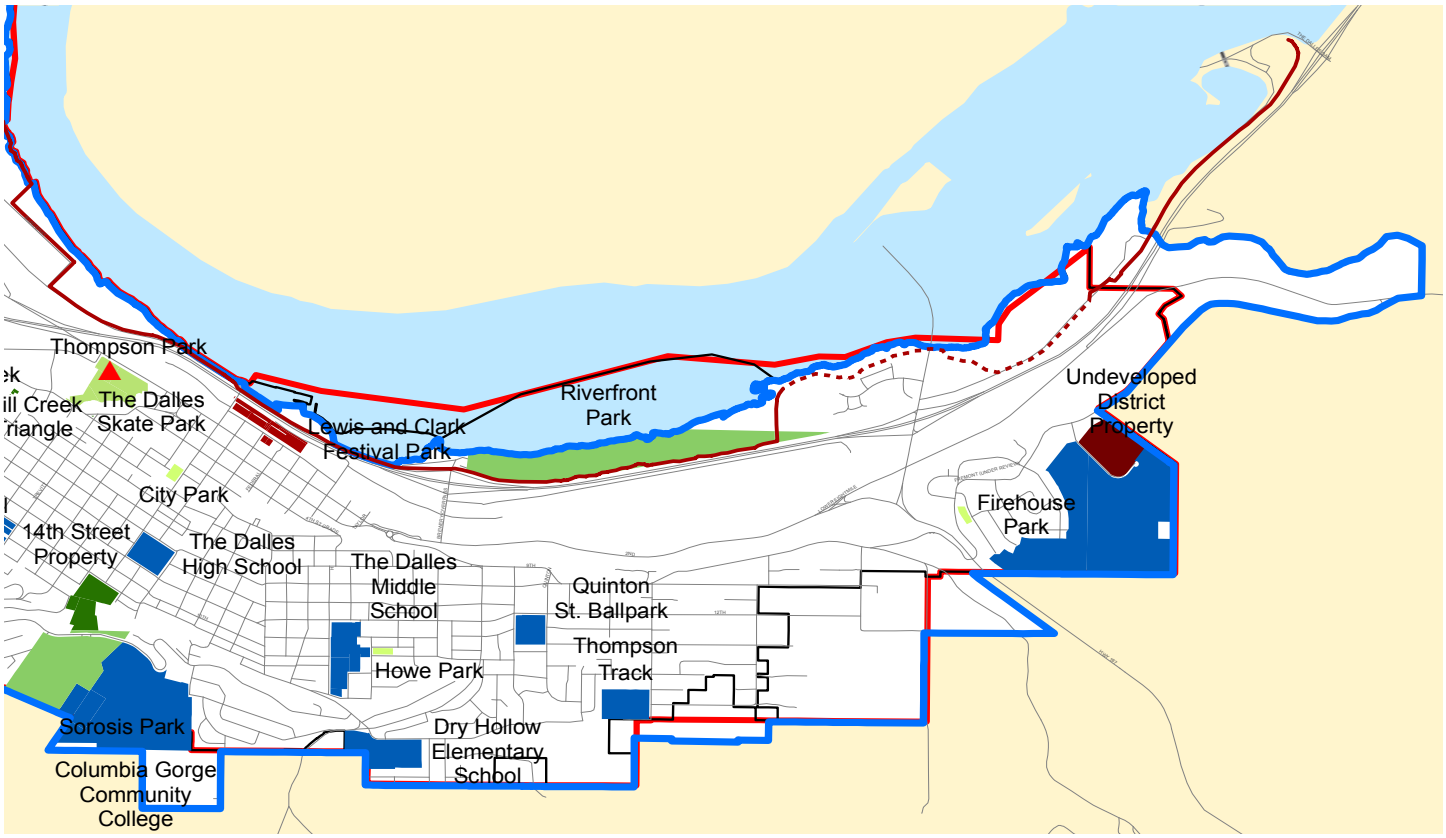
N. WASCO COUNTY PARK & RECREATION MASTER PLAN

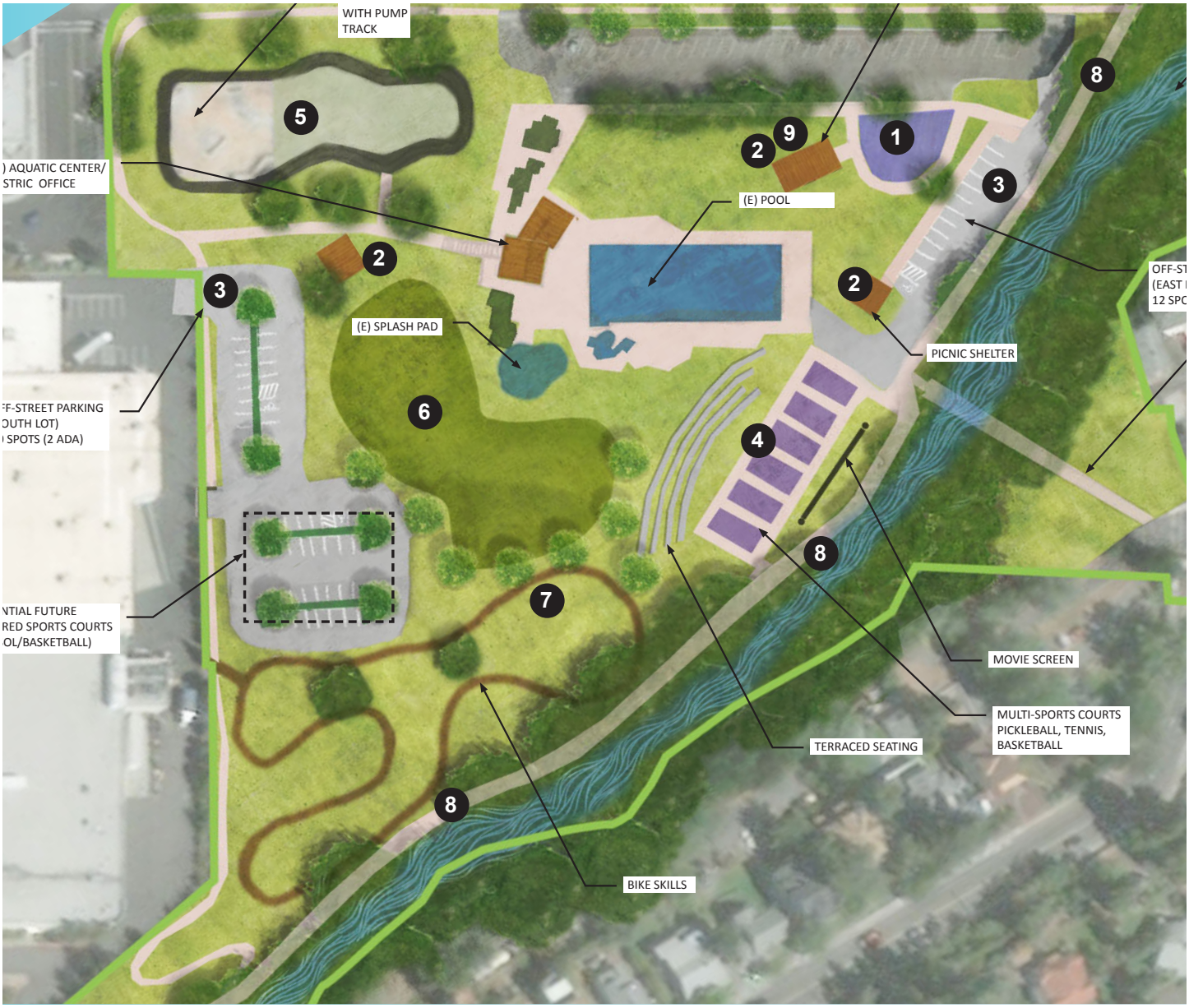
Designing County Parks for a New Generation

Tasked with developing the Northern Wasco County Parks and Recreation District's first Park and Recreation Master Plan, the project team studied the inventory of current park and recreation facilities, and created a 20-year plan to guide the District. The District manages nine parks, an aquatic center, skate park, and baseball field. Over the course of the project, the team developed engagement activities for bilingual factory workers, high school students, youth, and elderly community members. The resulting plan included five concepts for upgraded parks: a new dog park, redeveloped City Park to house the Farmers Market, redeveloped outdoor space to support the Aquatic Center, improved amenities and RV parking for Riverfront Park, and redeveloped baseball field to support softball and soccer.

Firm	Cameron McCarthy
Client	NWC
Role	Project Manager
Year	2019
Typology	Youth Engagement Bilingual Engagement
Population	~24,000 People
Scale	County
Status	Completed

*Completed at a previous firm by Kelsey Zlevor as the project manager.





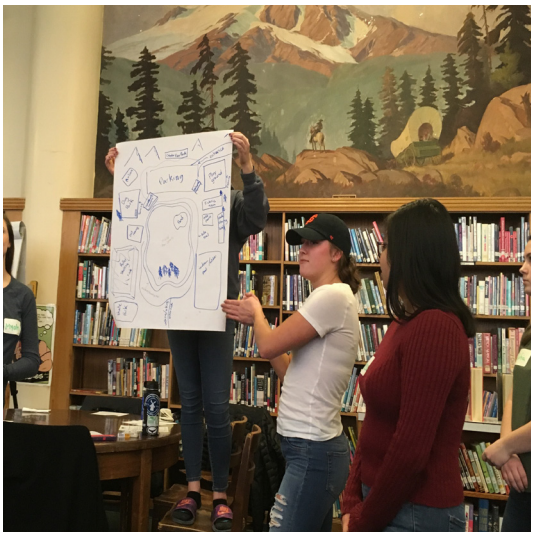
Northern Wasco County Parks and Recreation Master Plan | Wasco County, OR | 2019

OUTREACH

4 Focus Groups
Youth, seniors, Spanish-speakers, Blue Zones

8 Interviews
Recreation clubs, school district, environmental orgs

400+ Survey Responses
Feedback on park system needs and desired activities



City of Sisters Parks Master Plan Update | City of Sisters, OR |

LEWIS CREEK PARK MASTER PLAN*

Developing Linn County's First State Park for Wheelchair Users

Located on Foster Reservoir, Lewis Creek Park is a beloved state park located in Linn County, Oregon. Originally built in the 1950s, Lewis Creek Park is the only freshwater public access in the county, and the site has not received any updates since its initial development. The project team developed the first master plan for Lewis Creek Park, proposing the region's first and only ADA-accessible water entry point for wheelchair users, and upgrading all bathrooms and paths to be ADA accessible. Engagement activities occurred over the course of the project in the park itself and at local farmers markets, providing bilingual engagement for Spanish-speaking visitors. The resulting plan proposed terraced waterfront seating for hosting the local triathalon, kayak launches, a concessions and gear rental facility, an ADA-accessible playground, and improved soccer field.

*Completed at a previous firm by Kelsey Zlevor as the project manager.

Firm	Cameron McCarthy
Client	Linn County Parks
Role	Project Manager
Year	2022
Typology	Disability Engagement ADA Design Bilingual Engagement
Population	~56,000 People
Scale	City
Status	Completed

Lewis Creek Park | Linn County, OR | 2022

OUTREACH

4 Focus Groups
Youth, Chamber of Commerce, rangers, park board

8 Interviews
Wheelchair users, youth sports, triathalon staff

850+ Survey Responses
Feedback on park needs and proposed concepts

Events
Farmers Market, Ice Cream Social, Park Saturdays

Lewis Creek Park | Linn County, OR | 2022

PROJECT APPROACH

This section details the proposed work program the Project Team will execute to complete the Comprehensive Park and Outdoor Recreation Plan update. The planning products generated from these services are driven by the principle of putting the community first.

De Pere's Comprehensive Park and Outdoor Recreation Plan update demonstrates a concerted effort to ensure immediate and long-term success of the park system. Community partners and residents play significant roles in the Plan's implementation and experience the results of the Plan's prioritized actions. For this reason, De Pere's residents will be directly involved throughout the process. Public outreach strategies will obtain local opinion and knowledge on desired and prioritized improvements to existing park facilities and new parks.

An effective analysis gathers input from residents in a variety of ways. Our proposed outreach and involvement strategy combines broad outreach to solicit opinions from current and future park users along with targeted outreach to ensure all voices in De Pere's community are represented. In particular, our approach aims to reach children, young adults, seniors, residents with disabilities, and any additional groups identified by the City whose perspective is not always represented in public processes.

The focus of the Comprehensive Park and Outdoor Recreation Plan update will be to remain in compliance with the Department of Natural Resources funding eligibility requirements and assess current and future recreational needs of the City of De Pere in order to better plan, fund, manage, and develop parks, facilities, and natural areas. The update will take into consideration and build upon the goals from the Comprehensive Outdoor Recreation Plan 2018-2023:

- Land Acquisition
- Park Maintenance and Development
- Shared Services
- Park Development
- Preservation
- Park Amenities and Maintenance
- Funding
- Subdivision/Development Review
- Forestry
- Budgeting
- Trails
- Sustainability
- Water-Based Recreation
- Planning

The update will be accomplished through the revising and further development of mission-driven goals and objectives, a recreation trends analysis, demographic analysis, level of service standards, plans for trail development and maintenance, grant opportunities, and the Park Land Dedication Policy. This process will include an evaluation of parks, parks system facilities, trails, and open space/natural areas. The update will convene these elements to outline master plan priorities and recommendations, possible facility expansion and improvement priorities, possible park system expansion and/or improvements to the existing park system, and budgeting and funding priorities and recommendations. The following work plan details these steps.

Task 1. Project Initiation

Meet with City staff to refine work program, schedule, and budget. Review data needs and prior planning documentation. Discuss protocol for communication with City staff, Board of Park Commissioners, and other stakeholders.

Prepare internal communications plan and memorandum summarizing meeting discussion. Obtain, review, and analyze all planning documents and community demographics identified by the City (e.g. Previous Comprehensive Park and Open Space Plan, American with Disabilities Act Audit on De Pere Parks, City of De Pere Capital Improvement Plan, Brown County Outdoor Recreation Plan, Brown County Bicycle and Ped Plan, etc.). Identify how the planning goals from these various plans work together, especially regarding parks, recreation facilities, and other outdoor recreation opportunities.

Deliverables:

- Project Initiation Meeting Notes
- Draft Communications Plan

Meetings:

- Project Initiation Meeting

Task 2. Needs Assessment

Develop a comprehensive inventory of the City's existing park and recreation facilities. Site visits can occur on the day of the project kickoff meeting. The inventory will include the park /trail type, location, acreage, inventory of facilities and amenities, current photographs, and evaluation of the physical conditions and functionality of those facilities. Compile above information in a Parks and Facilities Inventory and Conditions Report.

Prepare a needs assessment that examines needs in existing parks as well as the need for additional parks and amenities using materials such as: projections of population growth; demographic characteristics; recreation participation trends; National Level of Service (LOS) standards; geographic distribution; identification of areas of significant recreational opportunities (not existing); and identified unmet needs of residents. Perform a recreation trends and demographic analysis and develop LOS standards.

To develop the public involvement plan, we will use the following suite of tools with the City of De Pere:

> **Relationship Mapping:** understanding how city staff interfaces with the community through existing or desired relationships. This step assesses how the Plan update is designing with community members and helps us understand where outreach should take place to meet community members where they are.
>
> **Messaging Framework:** This step considers how to develop a graphic identity for the project and balance the framing of the Plan update through the lenses of stakeholders, community members, and staff in order to articulate the project through accessible and clear language.

We will then work with City staff to develop a public involvement plan tailored to the City of De Pere. Based on these tools, we will meet with City staff to finalize outreach activities outlined in the sub-tasks below.

Task 2.1. Comprehensive Park and Outdoor Recreation Plan Website Content: Work with City staff to provide information online about the update, upcoming events, and opportunities for public input.

Task 2.2. Community Survey: Develop a survey aimed at understanding the community's desires for improvements and additions to the park system. The survey will be available online and in print for distribution at public venues, such as the library.

Task 2.3. Stakeholder Interviews: Work with the City to identify 5 to 8 key community members who have a particular interest in the parks and recreation system. Conduct phone interviews to understand areas of need and/or desire for future development of the parks system and recreation offerings.

Task 2.4. Pop-Up Event: Hold one (1) pop-up booth at an existing event to be determined with City staff, such as Celebrate De Pere or De Pere Beer Garden.

Task 2.5. Open House: After we develop preliminary recommendations for park improvements and potential acquisitions, work with City staff to publicize and host an open house. The open house will include a presentation of preliminary recommendations and feature stations where residents can offer feedback. Meet with City staff to review initial priorities.

Deliverables:

- Inventory and Conditions Report
- Needs Assessment Report
- Public Involvement Plan
- Community Survey
- Supporting Materials for Outreach Events

Meetings:

- Pop-Up Event
- Public Open House (1)
- City Staff Meeting (1)
- Board of Park Commissioners Meeting (1)

Task 3. Recommendations

Draft recommendations for system-wide improvements, including acquiring/developing new park sites, improving existing parks/trails, and partnership opportunities. Meet with City staff on draft findings and recommendations from the Needs Assessment.

Deliverables:

- Priority Recommendations Memorandum
- Funding Strategies Memorandum
- Capital and Operational Cost Estimates

Meetings:

- City Staff Meeting (1)
- Board of Park Commissioners Meeting (1)

Task 4. Draft and Final Plan

After analyzing previously gathered data, survey results, and the core values expressed by various constituents involved throughout the public input process, develop a draft Comprehensive Park and Outdoor Recreation Plan update for review by City staff, the Board of Park Commissioners, and City Council.

At a minimum, the Draft Plan will include:

- Introduction and Executive Summary
- Vision and Mission Statements
- Goals and Policy Recommendations
- Level of Service Standards
- Park Facility Evaluation
- Open Space, Natural Areas, & Trails Evaluation
- Public Involvement Summary
- Plan Priorities and Recommendations
- Budgeting, Phasing and Funding Strategies

Meet with City staff to review the Draft Master Plan. Revise the Draft Master Plan and prepare Final Master Plan for formal adoption that is a reader-friendly document with an emphasis on maps, charts, photos, graphics and tables to convey information. The Plan will be formatted in such a way that it is easy to update on a routine basis. Present the Final Master Plan to the De Pere City Council at work sessions and hearings for formal adoption.

Deliverables:

- Board of Park Commissioners Meeting Notes
- Draft Parks Master Plan
- Thirty (30) hardcopies of the Final Master Plan

Alternate Item A

Analyze and recommend service level and priorities of Forestry Operations. Include community input, review of park and forestry staffing, organizational structure, budget, resources, and workload. Determine and prioritize the core work tasks and responsibilities and how the community ranks those tasks.

Deliverables:

- Forestry Operations Growth Plan Memorandum

Meetings:

- City Staff Meeting (2)

Alternate Item B

Analyze and recommend service level and priorities of Park Maintenance Operations. Include community input, review of staffing, organizational structure, budget, resources, and workload. Determine and prioritize the core work tasks and responsibilities, and how the community ranks those tasks.

Deliverables:

- Park Operations Growth Plan Memorandum

Meetings:

- City Staff Meeting (2)

Alternate Item C

Analyze key maintenance services to determine cost effectiveness of public vs. contracting service.

Deliverables:

- Contracting Key Services Memorandum

Meetings:

- City Staff Meeting (2)

North Wasco County Parks & Recreation Master Plan | 2019

PUBLIC PROCESSES

Tools to create vibrant spaces to live, work, and play

North Side Community Recreation Center | Des Moines, IA | 2022

North Side Community Recreation Center | Des Moines, IA | 2022

Open Houses

Community engagement is the process of working collaboratively with stakeholders to help inform design decisions and to improve project outcomes. Having a robust community engagement strategy that has both digital and in-person components that spans the entirety of the project process is integral to its success. Open houses that prioritize clear visuals provide in-person connection points that allow for broader community discussion and information sharing.

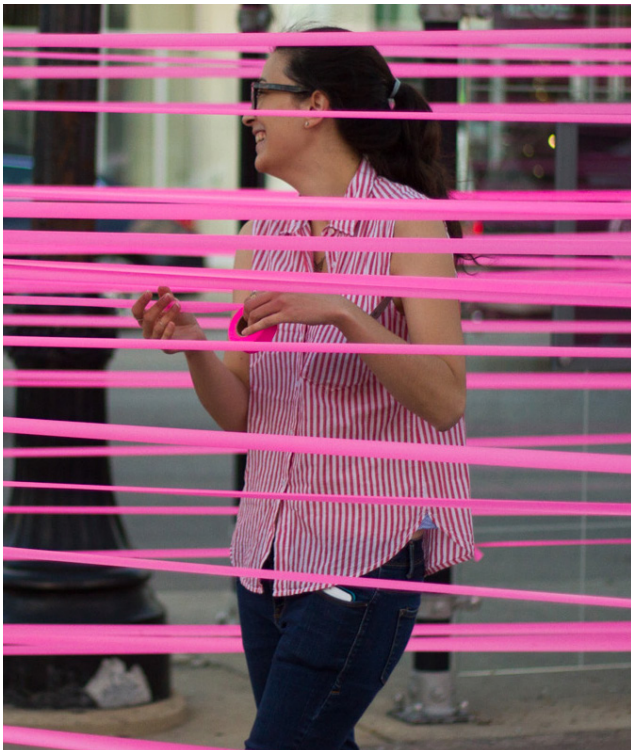
Multimedia Tools

Especially in light of COVID-19, outreach processes should remain nimble and inclusive. Aside from traditional surveys, our dynamic technology-based outreach methods can include digital workshops on Miro boards, or audio-visual narrative projects, like conducting recorded community stories.

Eugene Town Square | Eugene, OR | 2019

Visioning Booths

A core tenet of Latent's approach to community engagement and public involvement is the belief in meeting community members where they already are. Due to constraints such as childcare, work schedules, and transit routes, traditional meetings and open houses may not always be accessible to all communities. Working with our clients to identify key events and places where residents already gather directly informs our public involvement approach.



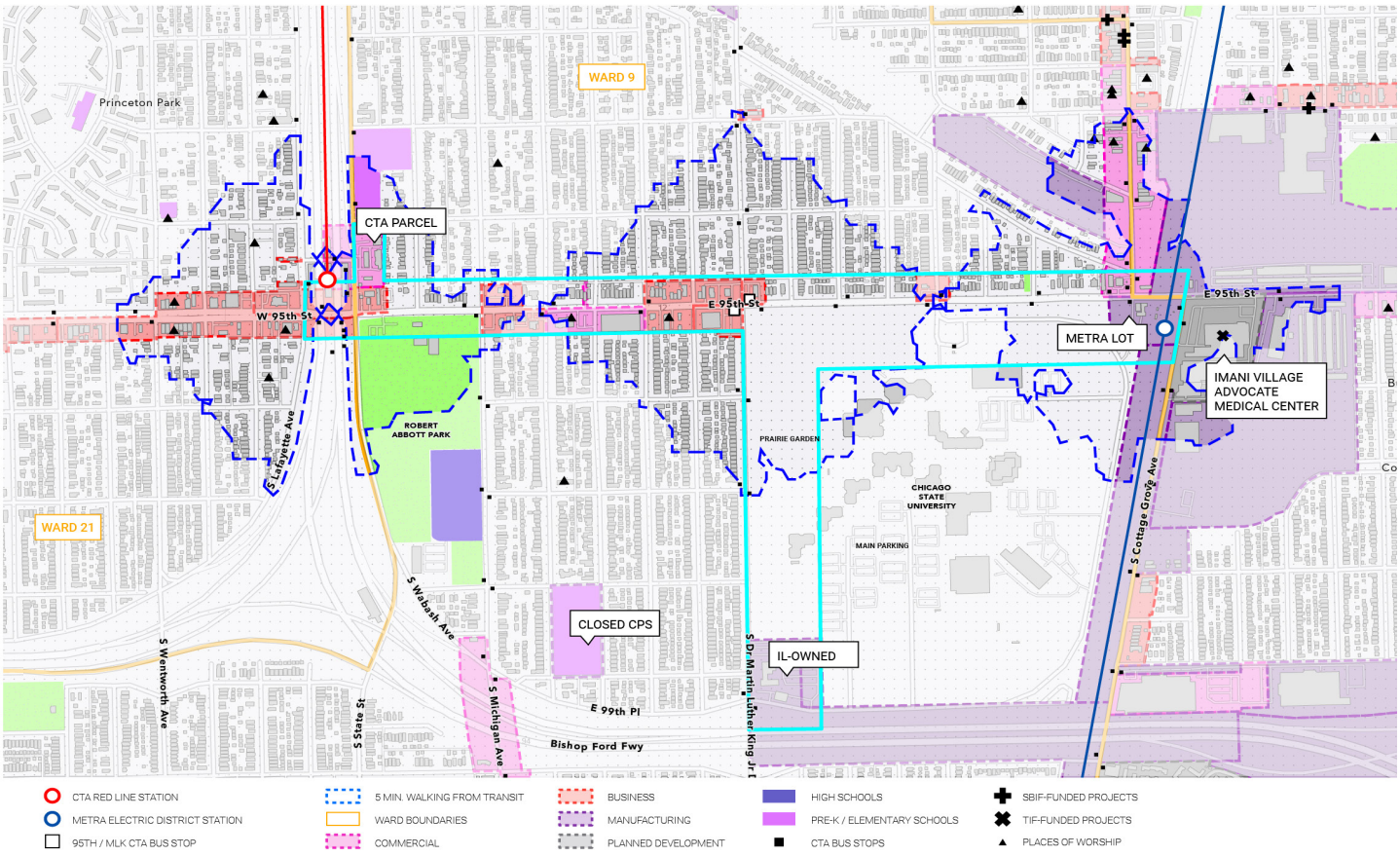
Activate Chicago | 2018

Art

Our team recognizes that visions and designs are not restricted to language. We strive to incorporate hands-on activities that foster dreams and imaginations to better understand the needs and desires of communities, especially the needs of young people.

MAPPING CASE STUDIES

Using GIS to determine how to drive investment and economic development along 95th Street through urban design.



Context map of the 95th Street Corridor and its surrounding context

Chicago State University Development Framework

Chicago State University (CSU) is the oldest public university in the Chicago Metropolitan area. CSU serves as the only U.S. Department of Education-designated four-year Predominantly Black Institution in Illinois. After completing a strategic plan in 2020, CSU considered enhancing their campus with strategic development partnerships. Proposed uses for three sites included retail, commercial space, health and social services, and housing desirable to students and young professionals. Latent used GIS to map walk sheds from transit, demographic data, and business information around the CSU campus to determine appropriate sites for mixed use capabilities.

Using Illustrator to visualize how long-term improvements would support residential, commercial, and industrial redevelopment within North Lawndale.

Aerial of the Homan Square Focus Area

Street Improvements
1. Improved landscaping and sidewalk trees along Arthington St from Homan Ave to Kedzie Ave
2. Improved viaduct condition at Homan Ave underneath Altenheim Line for pedestrian access to neighborhood plaza with improved viaduct and pathway toward access point

Proposed Altenheim Line
3. Improved vehicle access path
4. New pedestrian access path
5. Native meadows
6. Art+Sculpture Garden Access Park

Development
7. Multifamily Residential
8. Townhomes
9. Low density retail
10. Renovated Sears Administrative Building Mixed Use
11. Renovated Allstate Office Building
12. Rooftop Community Solar and Improved Parking Garage Exterior

Context map of the Altenheim Line

Altenheim Line Framework Plan

The Altenheim Line Framework is a “rails with trails” planning study for the CSX Altenheim railroad corridor, located on the west side of Chicago. Initiated in the summer of 2021, the goal of the study was to create a community-driven framework plan to potentially add a trail and related amenities to the rail corridor. The plan is intended to guide industrial and commercial development and residential housing strategy to bring vibrancy and stability to the neighborhood and avoid displacement. Latent used parcel data and Illustrator to map underutilized parcels along the corridor to determine how public realm and park space investment could spur adjacent development.

TIMELINE

Task	2023															
	Apr				May				Jun				Jul			
	4/3	4/10	4/17	4/24	5/1	5/8	5/15	5/22	6/5	6/12	6/19	6/26	7/3	7/10	7/17	7/24
1 Project Initiation																
Project Kickoff																
City Staff Meeting																
Inventory Site Walk																
Draft Communications Plan																
Development of Public Involvement Plan																
Survey Development																
Webpage Development																
Interview Script Development																
Board of Park Commissioners Meeting																
2 Needs Assessment																
Inventory and Conditions Report																
City Staff Meeting																
Survey																
Interviews																
Pop-Up Event																
Open House																
Needs Assessment Report																
Board of Park Commissioners Meeting																
3 Recommendations																
Funding Strategies Memo																
Priority Recommendations Memo																
Capital and Operational Cost Estimate																
4 Draft and Final Plan																
Draft Plan																
City Staff Meeting																
Board of Park Commissioners Meeting																
Final Plan and Adoption																

PROPOSED FEE SCHEDULE

Phase Breakdown			Principal	Planning Director
Task 1	Project Intiation		8	16
Task 2	Needs Assessment		24	40
Task 3	Recommendations		8	24
Task 4	Draft and Final Plan		16	60
		Subtotal Hours	56	140
		Hourly Rate	$175	$125
		Subtotal Fees	$9,800	$17,500
Total Not-to-Exceed Project Fee				**$27,300**

Expenses	
Displays, Prints, Reproductions, & Materials	$500
Mileage, Lodging, & Meals	$1,000
Total Expenses	$1,500

Alternate Task Items				
Alt A	Forestry Operations + Services Growth Plan		4	16
Alt B	Parks Operations Growth Plan		4	16
Alt C	Parks Contracting Memorandum		4	16
-	Expenses		-	-
		Subtotal Hours	12	48
		Hourly Rate	$175	$125
		Subtotal Fees	$2,100	$6,000
Total Additive Task Fees				**$8,100**

Proposed Fee Schedule

*Please include this page with your proposal.

Company Name: Latent Design

Company Address: 1006 S. Michigan Ave Suite 700

Company Address: Chicago, IL 60605

Company Representative: Katherine Darnstadt, AIA, NOMA LEED AP

Signature: Kate

Item	Fee
Comprehensive Plan Lump Sum	$ 27,300
Alternate Item A	$ 2,700
Alternate Item B	$ 2,700
Alternate Item C	$ 2,700

Please list any items not listed in the scope of services and fees/costs associated with those items below.

Item	Cost
Displays, prints, reproductions, and materials	$500
Mileage, lodging, and meals	$1,000

ATTENTION

Marty Kosobucki
Director

Department of Parks, Recreation, & Forestry
925 S 6th St
De Pere, WI 54115

BY

LATENT

LATENT DESIGN CORPORATION
1006 South Michigan Ave, Suite 700
Chicago, IL 60605

tel (312) 344-1498
web www.latentdesign.net
email hello@latentdesign.net

Mead & Hunt
EXPERIENCE EXCEPTIONAL

COMPREHENSIVE PARK AND OUTDOOR RECREATION PLAN UPDATE

City of De Pere

March 3, 2023

Mead & Hunt

MARCH 3, 2023

Marty Kosobucki
City of De Pere
335 S. Broadway
De Pere, WI 54115

Subject: Proposal for Comprehensive Park and Outdoor Recreation Plan Update

Dear Mr. Kosobucki:

Mead & Hunt is excited for the opportunity to assist the City of De Pere in revising and updating the Comprehensive Park and Outdoor Recreation Plan (CORP). These types of long-range plans are essential to record progress being made within De Pere's public open space areas and to guide community development. We understand the importance of the CORP to support the type of high-quality living, social capital, and overall public health found in De Pere.

As you know, Mead & Hunt is right in your back yard on Lawrence Drive – or front yard if you consider how the city continues to grow! Our presence in De Pere gives us first-hand knowledge of the goings-on in town. It also means we have established relationships with you, city staff, and community stakeholders. This allows us to communicate quickly and transparently, and puts a responsible charge in us to deliver a successful project.

We understand the city wants a practical and useful document that is delivered within a reasonable timeline. As you read through our proposed Scope of Work, please note how we plan a focused approach to accommodate final document delivery in 120 days.

Public engagement lies at the heart of any successful project. Our CORP update process begins as we "Celebrate De Pere" and continues with focused stakeholder meetings to determine a comprehensive list of programs, projects, and policies to guide the next decade of De Pere outdoor recreation.

With Mead & Hunt as your consultant, the revised and updated City of De Pere CORP will meet the eligibility requirements for Wisconsin Department of Natural Resources (WDNR) funding opportunities, and recommend unique and memorable projects and public facility enhancements. As you browse our project examples, note the depth of experience Mead & Hunt brings to the city. From experience in faraway places to innovative solutions, our project team is highly qualified and well balanced to deliver creative and sustainable solutions.

The final document will be one that must be easily understood by the Board of Park Commissioners and Common Council. But as we partner with the city, we don't want the updated CORP to be the end of our relationship. As with our other client communities, Mead & Hunt is available to further support the city in implementing the plan, staffing meetings, preparing updates, and having conversations about the importance of parks and outdoor recreation in De Pere.

We have provided a proposal that is customized to meet the issues that are specific to the city. We look forward to the chance to discuss these ideas with you further!

Sincerely,
Mead & Hunt, Inc.

Mark Sauer, AICP
Project Manager

Scott Brosteau, PE
Department Manager

CONTENTS

1 FIRM QUALIFICATIONS AND EXPERIENCE 1

2 STAFF QUALIFICATIONS AND EXPERIENCE 5

Organizational Chart

Resumes

3 REFERENCES 10

4 SIMILAR PROJECTS 11

5 EXAMPLES OF MAPPING PRODUCTS 18

6 PROJECT UNDERSTANDING 25

7 SCOPE OF WORK 26

8 FEE SCHEDULE 29

FIRM QUALIFICATIONS AND EXPERIENCE

ABOUT MEAD & HUNT

Mead & Hunt, Inc. is an employee-owned architectural and engineering firm with nearly 1,200 professional, technical, and support staff in over 40 offices nationwide. We have been serving clients in both the public and private sectors since our founding in 1900. At Mead & Hunt we are empowered to: **take care of people, do the right thing, and do what makes sense.** We believe that our company and our world are made better when we put people first. This includes our clients, our employees, and our communities. This mindset has allowed us to successfully serve our communities for over a century.

RESPONSIVE

Effective and responsive service is what we do best. Strong two-way communication is imperative to the success of our projects and we place the utmost importance on listening to and understanding our clients' needs. Together we determine the best possible solution in the most expeditious fashion. The depth of our staff allows us to complete many projects simultaneously and keep projects on schedule and budget.

EXPERIENCED

Our record of successful project execution and ability to provide continuity and quality of service is important. Our multidiscipline teams provide top-of-the-line architecture, engineering, and scientific solutions for the most challenging projects. Mead & Hunt's principals are highly qualified, dedicated, and fully involved in providing experienced leadership in undertaking any project.

Since 2004, Mead & Hunt has been providing a variety of professional planning services to a number of communities. Our planning services include:

- Being the day-to-day planner
- Drafting multiple park and open space plans
- City-wide comprehensive plan
- Detailed land use and development plans

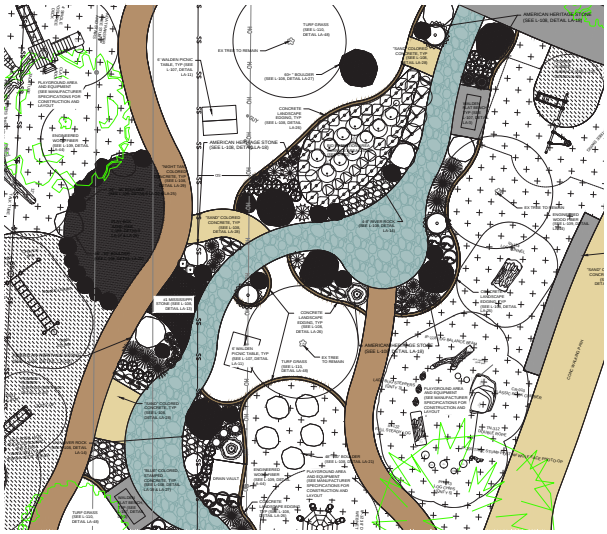
We develop the Smart Growth Comprehensive Plans within communities to highlight bicycle and pedestrian mobility needs, and prioritize park and open space preservation. We focus on enhancing the community quality of life for residents, ranging from developing park and recreation facilities to preserving the community values.

We recognize that while many communities face similar challenges, each is truly unique. Mead & Hunt believes there is no "one-size-fits-all" approach to community projects. **Our experienced planning staff focuses on the needs of each individual client.** We'll work with you to create a distinctive action plan to address your specific issues and concerns. We match design and planning solutions with implementation measures, from zoning and municipal code updates, to marketing plans and accompanying materials, to funding through tax increment financing or available public funding programs.

We customize our approach, develop innovative solutions, and build lasting relationships in the process. **We work side by side with stakeholders and decision-makers and encourage community participation.** In the end, your success is our success. Mead & Hunt offers the resources of a large company with the customized services and personal attention provided by a small, dedicated staff. Our knowledgeable land use planning staff has both technical expertise and professional experience. We can also reach out to colleagues with a range of complementary skills, including municipal services, water resources, historic preservation, traffic engineering, and roadway design. Our design team creates clear, attractive graphics to support your message. The result is a creative and comprehensive solution to your community's unique needs. Our staff works closely with your community and stakeholders to identify places critical to meet conservation and outdoor recreation needs.

COMMUNITY PLANNING SERVICES OFFERED

Zoning ordinances
Downtown and economic development
Parks and recreation plans
Land use studies
Community involvement and education
Comprehensive Smart Growth Planning
Design guidelines
Public participation facilitation
Project management
Grant writing
Tax Increment Financing
Strategic planning
Capital improvement plans
Form based codes



CONSTRUCTION DOCUMENT EXAMPLE

Our roots in infrastructure services combined with a commitment to meeting your evolving needs make Mead & Hunt a smart decision for your community. Our engineers and planners look to the future, providing the industry with innovative design and preservation strategies for tomorrow's challenges. We can help you plan and identify funding alternatives as well as provide constituent communications to boost community support. We continue our dedication through construction administration, providing overall cost-effective and sustainable solutions from start to finish. Your community will enjoy the benefits for years to come.

MEAD & HUNT
TEAM HIGHLIGHTS

- Our team brings decades of experience with similar projects both locally and nationally.
- Many of our team members have previously worked in the City of De Pere.
- Our staff will leverage knowledge from years of local service and lessons learned from previous work on similar projects to achieve the City's satisfaction throughout the duration of the projects.

MEAD & HUNT

UNDERSTANDING | PRESENCE | EXPERIENCE

OUTSTANDING PARTNERS

"Mead & Hunt has provided professional municipal engineering services to the Town of Ledgeview for many years. They have been a great partner, collaborating with us on every project and process and delivering high quality projects every time. Mead & Hunt is a firm we can rely on."

Sarah Burdette, Clerk/Administrator
Town of Ledgeview

"Mead & Hunt was a pleasure to work with. The attention to detail that was given to our Main Street project by Mead & Hunt's engineering staff was far beyond what we had expected or experienced with other engineering firms. Mead & Hunt assisted us from conception to finish, with their help we were able to come in under budget and apply the remaining grant money to much needed equipment. We have received only positive comments regarding the reconstruction of our Main and Schabow Streets. We look forward to working with the folks from Mead & Hunt on future projects."

Art Bahr, Village Administrator
Village of Gresham

DISCIPLINES PROVIDED

ARCHITECTURE AND BUILDING ENGINEERING

- Administrative facilities
- Police, fire, and EMS facilities
- Vehicle maintenance facilities
- Park and recreational facilities
- Interior design and space planning
- HVAC, lighting, and plumbing
- Fire and security protection
- Energy analysis

COMMUNICATIONS

- Agency coordination
- Public information meetings
- Public and media relations
- Promotional materials
- Website development

CONSTRUCTION

- Construction surveys
- Construction engineering
- Materials and soils testing
- Construction administration

DEVELOPMENT

- Industrial parks
- Residential subdivisions
- Parks and recreational facilities
- Business and commercial

DRINKING WATER

- Supply development
- Treatment
- Storage facilities
- Distribution system design
- Distribution system analysis
- Hydraulic modeling

ENVIRONMENTAL

- Wetlands mitigation design
- Species inventory
- Habitat assessment
- Water quality sampling
- Lake and stream management plans
- Avian, aquatic, and terrestrial studies
- Environmental impact studies

HISTORIC PRESERVATION

- Section 106 compliance
- Cultural resource surveys
- National Register Nominations
- Interpretive brochures
- Planning and management
- Design guidelines

MAPPING AND SURVEYING

- Geographic Information Systems (GIS)
- Image Processing System
- Digitized maps
- Global Positioning System (GPS) surveys
- Topographic surveys
- Platting
- Subdivision layouts
- Alignment and construction surveys

STORMWATER

- Detention basin design
- Storm sewer design
- Stormwater master plans
- Flood studies
- Stormwater permits (municipal, industrial, and construction)
- Erosion control plans
- Stormwater ordinances
- Stormwater utility formation
- Hydraulic modeling

TRANSPORTATION

- Airports
- Urban streets and highways
- Bridges
- Bike and pedestrian paths
- Traffic impact studies
- School safety studies
- Corridor studies
- Noise abatement studies
- Parking lots
- Transportation planning

URBAN PLANNING

- Urban plans
- Industrial parks and residential subdivisions
- Facilities and site planning
- Downtown redevelopment
- Park and recreational plans
- Zoning and land use controls
- Grant and loan applications

WASTEWATER

- Collection system design
- Collection system analysis
- Treatment
- Pumping systems
- Sludge handling
- Disinfection
- Hydraulic modeling
- Facilities plans

STAFF QUALIFICATIONS AND EXPERIENCE

ORGANIZATIONAL CHART

MARTY KOSOBUCKI
PARKS, RECREATION & FORESTRY DIRECTOR

CITY OF DE PERE

BOARD OF PARK COMMISSIONERS

MARK SAUER, AICP
PROJECT MANAGER

PAUL WILLIS, PE
CLIENT MANAGER

BRIAN CARRANZA, AICP, ASLA
PARK PLANNER/LEAD AUTHOR

DUSTIN WOLFF, AICP
QC REVIEWER

MIKE LEWIS
GIS/MAPPING

RESUMES

Mark Sauer, AICP

PROJECT MANAGER

Education

- Master of Urban Planning, University of Wisconsin – Milwaukee
- BA, Urban Planning, University of Cincinnati

Registration/Certifications

- AICP since 2015

Years Experience

- 13

Mark Sauer is a certified professional urban planner specializing in physical planning and urban and landscape design, including landscape selection and design; tree species selection; urban, pocket, and neighborhood park design; and hardscape treatments. Mark balances graphic design, open communication, and sound research to provide context-sensitive solutions. Mark's approach combines his creative background and understanding of municipal regulations to prepare community sensitive solutions developing public consensus. Mark has first-hand experience in comprehensive, sub-area, and land/site planning; architectural package submittals; construction documentation; land division and zoning change procedures; public involvement; urban design; and visualizations.

PROJECT EXPERIENCE

Park & Recreation Plan 2019 – 2024, Town of Ledgeview – Ledgeview, Wisconsin

Principal Author. The Town of Ledgeview hired Mead & Hunt to prepare the Park & Recreation Plan 2019 – 2024. This plan views outdoor park and recreation facilities as part of a system serving diverse functions for all members of the community. Since adoption of the Plan the Town has been able to aquire 54 acres of natural area as dedicated land for new development; implemented Ledgeview Loop Bicycle Routes; Ledgeview Golf Course for winter fat bike and cross-country skiing use; implementing a Public Land Demarcation Plan on parks and public lands; enacted an Urban Forestry Ordinance; painting on-street bicycle lanes on major routes; construction of turf baseball fields at Scray Hill Park; implemented Public Art recommendations; and partnered with the regional utility company to implement pollinator habitat (gardens).

Comprehensive Plan Update, Town of Ledgeview – Brown County, Wisconsin

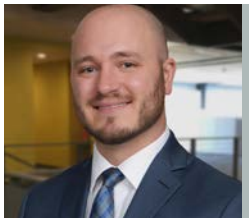
Principal Author. The Town of Ledgeview has had significant growth over the past two decades, more than quadrupling the Town's population. The development of a Comprehensive Plan Update was necessary to help the Town determine current challenges and define key planning issues for its future. The public involvement process included gathering data from previously conducted community surveys and mapping forums. Mark co-led a steering committee staffed by Plan Commissioners to review document drafts and plan recommendations. Mark served as the principal author and provided leadership to ZPC members to formulate key planning issues and enhance the Town vision statement.

2019 Comprehensive Outdoor Recreation Plan Update, City of Lake Mills – Lake Mills, Wisconsin

Planner. The City retained Mead & Hunt to update the previously authored CORP. The plan envisions a connected system of parks, open spaces, and trails that connect the City's residents to their natural and cultural resources. Mead & Hunt performed an existing facility and parkland inventory, analyzed changes in community recreational needs based on both geographic and demographic analysis. Mead & Hunt worked with City staff and Parks Board members to develop a set of goals and recommendations for improving the City's park system and established an implementation plan. To be eligible for Local, State, and Federal parks and recreation grants, Mead & Hunt guided the City through WDNR CORP certification.

Comprehensive Plan Update, Town of Green Bay – Brown County, Wisconsin

Principal Author. Mead & Hunt assisted the Town of Green Bay in preparing a new Comprehensive Plan. Mead & Hunt's planning team collaborated with Town staff, the Plan Commission, and residents to determine the goals, policies, and strategies for defining the future of the Town of Green Bay. Mark was the lead author of the Town's Comprehensive Plan update.



Brian Carranza, ASLA

PARK PLANNER/LEAD AUTHOR

Education

- Masters, Community Planning and Economic Development, Penn State University
- BSLA, Landscape Architecture, University of Wisconsin – Madison

Memberships

- American Planning Association
- American Society of Landscape Architects

Years Experience

- 7

Brian Carranza is a multi-disciplinary professional that has developed in-depth knowledge of urban design, landscape architecture, park system planning, transportation network design, and the public participation process. Brian has experience designing parks and recreation facilities that range from community-scale gathering spaces to district gateways and activity nodes. He also assists in development review, comprehensive and sub-area planning, and construction documentation for several municipalities. He is proficient in a wide array of software packages, including ESRI GIS, Adobe Creative Suite, Google Sketchup, and Civil 3D.

PROJECT EXPERIENCE

Comprehensive Outdoor Recreation Plan Update, City of Lake Mills – Lake Mills, Wisconsin

Author/ Planner. The City of Lake Mills is a growing City of 6,000 in south central Wisconsin. Its parks and recreational areas are critical to its small-town character and quality of life. In a commitment to providing for the recreational needs of their current and future residents, the City retained Mead & Hunt to update the previously authored CORP. The plan envisions a connected system of parks, open spaces, and trails that connect the City's residents to their natural and cultural resources.

Brian was the lead author and planner for the project and performed an existing facility and parkland inventory, and analyzed changes in community recreational needs based on both geographic and demographic analysis. Mead & Hunt then worked with City staff and Parks Board members to develop a set of goals and recommendations for improving the City's park system and established an implementation plan. To be eligible for Local, State, and Federal parks and recreation grants, Mead & Hunt guided the City through WDNR CORP certification.

Current Planning and Landscape Architecture Services, Town of Ledgeview – Brown County, Wisconsin

Planner. Brian works as part of a staff that serves as the day-to-day community planner for the Town of Ledgeview, a growing community of nearly 9,000 residents. The population has grown by over 120 percent since 1990, thanks to natural beauty and connectivity to Green Bay and the Fox Valley. Brian and Mead & Hunt staff provide ongoing development review services to the Town, acting as an extension of its staff. These services include attending Plan Commission, Park Committee, and Town Board meetings, preparing and presenting reports and recommendations on development proposals, providing zoning enforcement, supporting the Board of Appeals, meeting with developers and staff on potential projects, preparing amendments to plans and ordinances, and providing regular technical advice to staff, residents, and businesses.

Comprehensive Plan Rewrite, City of Sterling – Sterling, Illinois

Planner, Lead Author. Brian is the principal author of the rewrite of the City of Sterling's 2006 Comprehensive Plan. The City of Sterling, a community of 15,000 residents in central Illinois, is a riverfront rust belt community with industrial heritage and a historic downtown. Through this rewrite, Brian guided monthly discussions and the development of the new Plan with City staff, the Plan Commission, and the public.

Truckee River Regional Park Site Planning, Public Agency Multiple Site Planning Study, Town of Truckee – Truckee, California

Urban Designer. Prepared feasibility study for locating of recreational facilities on multiple publicly owned sites. The preferred alternative recommended a focus on providing connections to the downtown, the regional multi-modal trail system, and improving parking lot layouts.

Paul Willis, PE

CLIENT MANAGER

Education

- BS, Civil Engineering, Michigan Technological University

Registration

- Licensed Professional Engineer – Wisconsin

Years Experience

- 21

Paul Willis has over 20 years of experience in municipal engineering, residential, and commercial development. His work includes project management, utility and road design, cost estimating, permitting, site planning, grading, stormwater management, and sustainable site development. His responsibilities also include cooperating with local municipalities, developers, and regulatory agencies to achieve complete and accurate designs. Paul has strong skills in developing client trust and satisfaction by effectively communicating design possibilities, concerns, and project goals.

PROJECT EXPERIENCE

Ten Club Park Design and Construction, Village of Waterford – Waterford, Wisconsin

Mead & Hunt provided the design for an approximately 6-acre public park along the Fox River. The site is centered on a new, multi-functional park shelter, also designed by Mead & Hunt. The new shelter is designed with a sledding hill and a new play stream. The play stream is a splash pad concept that winds through vegetation and hardscaping, providing an immersive and educational water activity. The design also includes an ice-skating rink under a timber shelter. Other design features placed throughout the park include a one-half-mile multi-use trail, a beer garden, swing benches, a formal lawn and event space, two gas fire rings, decorative pavement designed to mimic the ebb and flow of the river, and bioswales to filter stormwater. Mead & Hunt also performed a flood study to support the new park design. Paul is the project manager and engineer for this project.

Two-Dollar and Zelten Family Parks, Town of Ledgeview – Ledgeview, Wisconsin

Mead & Hunt assisted the Town with developing construction plans and estimates and bid documents. The one-acre (Two-Dollar) and 15.3-acre (Zelten Family) parks will provide recreation and open space to newly developed residential subdivisions. The new parks will have new Americans with Disabilities Act (ADA) paths, playground structures, mist play areas, picnicking areas, and additional active recreational programming. Paul performed the construction set, estimates, and bid package.

Community Center Building, Town of Pittsfield – Pittsfield, Wisconsin

The Town of Pittsfield developed a 19.5-acre park site, converting it into their new town hall and community center. Paul was involved in all aspects of this development, which included a walking trail layout and design; parking layout and site circulation planning; and athletic field layout and design. In addition to the site amenities, Paul designed the sidewalk layout and building site locations. The site's development included stormwater management and sanitary and water connections.

VFW River Access, Village of Mishicot – Mishicot, Wisconsin

The Village of Mishicot's VFW sits at the top of a large hill with the East Twin River at the bottom. The VFW River Access project was designed to provide handicap accessibility to the river and open the park area up for safe use. This project included the management of state funding, a property survey, design, and construction observation. The concrete trail includes several large retaining walls, trail lighting, handrails, and a wooden observation deck, all built into the side of the hill while maintaining the existing trees. Mead & Hunt assisted the client in obtaining federal RTA funds and state stewardship Urban Rivers grant funds to help pay for the project. Our survey team provided the necessary field survey, and our project managers provided construction observation. Paul served as the project manager on this project.

Dustin Wolff, AICP

QC REVIEWER

Education

- Master of Urban Planning, University of Wisconsin – Milwaukee, Wisconsin
- BA, History, University of Wisconsin – Milwaukee, Wisconsin

Registration/Certifications

- American Institute of Certified Planners (AICP) since 2005

Years Experience

- 26

Dustin Wolff has more than 20 years of experience in urban and regional planning for municipalities, counties, and state agencies. He is a results-oriented, hands-on professional with extensive experience in many aspects of community planning, including comprehensive planning; conservation development; economic development and redevelopment; park and open space planning; zoning; current planning development review; and project management. Dustin has successfully completed numerous projects with more than 50 different municipalities and agencies in Wisconsin and Illinois. He has a proven track record for project management, client satisfaction, public participation, consensus building, and the creation of unique and implementable products.

PROJECT EXPERIENCE

Comprehensive Plans

Dustin prepared comprehensive plans for the following clients:

- City of Baraboo, Wisconsin
- City of Beaver Dam, Wisconsin
- City of Sterling, Illinois
- City of Greenfield, Wisconsin
- City of Muskego, Wisconsin
- Village of East Troy, Wisconsin
- Village of Endeavor, Wisconsin
- Village of Oxford, Wisconsin
- Town of Harris, Wisconsin
- Town of Oxford, Wisconsin
- Town of Moundville, Wisconsin
- Town of Nepeuskun, Wisconsin
- Town of Packwaukee, Wisconsin
- Town of Burke, Wisconsin
- Town of Ledgeview, Wisconsin

Comprehensive Outdoor Recreation Plans

Dustin prepared comprehensive outdoor recreation plans for the following clients:

- Town of Ledgeview, Wisconsin
- Village of Grafton, Wisconsin

Comprehensive Outdoor Recreation Plan, Town of Ledgeview – Ledgeview, Wisconsin

Project Manager. The plan update focuses on strategic recommendations for trail and recreational access improvements intertwined within the significant growth expected over the five-year horizon.

Plan Development for Community Recreational Use, Various Communities – Various Wisconsin locations

These projects were completed while Dustin was employed with another firm. Dustin prepared plans for the following parks and recreational use projects: City of Delavan CORP, City of Greenfield CORP, City of Greenfield Bicycle and Pedestrian Plan, Village of Paddock Lake CORP, Village of Grafton CORP, City of Muskego Conservation Plan and City of Muskego CORP.

Planning Services, Town of Ledgeview – Ledgeview, Wisconsin

Community Planner. Serves as the day-to-day community planner providing ongoing development review services. This includes attending meetings, preparing and presenting reports and recommendations on development proposals, providing zoning enforcement, supporting the Board of Appeals, meeting with developers and staff, preparing amendments to plans and ordinances and technical advice.

REFERENCES

TOWN OF LEDGEVIEW

STEPHANIE SCHLAG, CPRP

Parks, Recration & Forestry Director
3700 Dickinson Road
De Pere, WI 54115
920-336-3360 ext. 117
sschlag@ledgeviewwisconsin.com

CITY OF LAKE MILLS

ERIC SCHREINER

Facililties & Grounds Director
200 D Water Street
Lake Mills, WI 53551
920-648-2344
parks@ci.lake-mills.wi.us

VILLAGE OF WATERFORD

ZEKE JACKSON

Village Administrator
123 North River Street
Waterford, WI 53185
262-534-3980
zjackson@waterfordwi.org

CITY OF EVANSVILLE

JASON SERGEANT

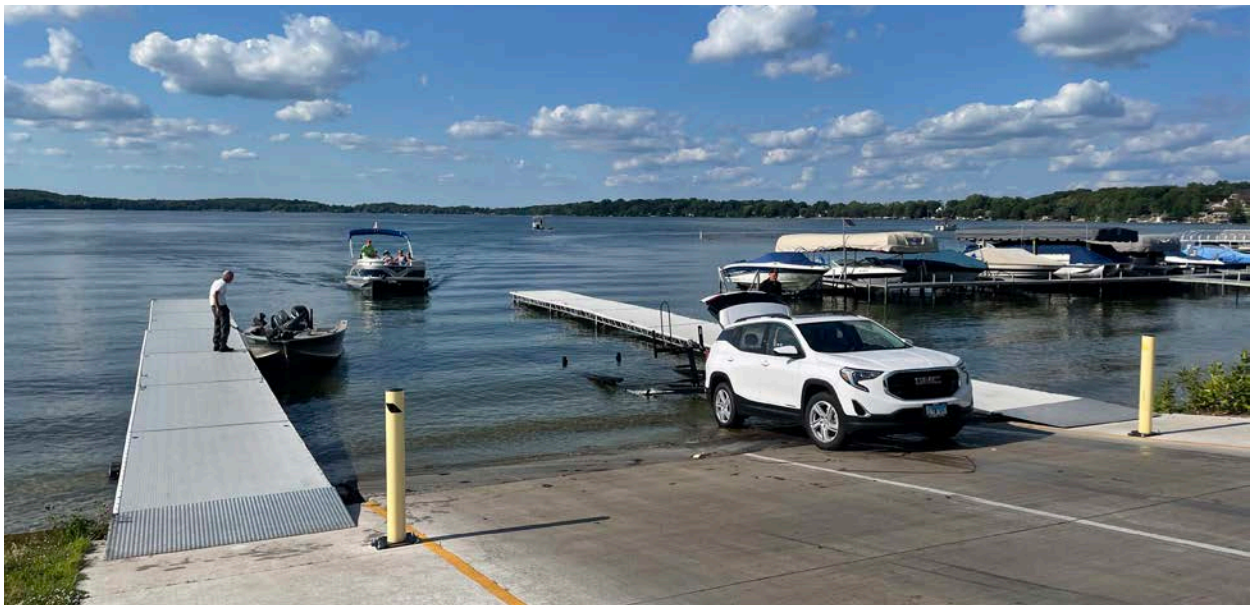
City Administrator
31 South Madison Street
Evansville, WI 53536
608-882-2285
jason.sergeant@ci.evansville.wi.gov

CITY OF STERLING

SCOTT SHUMARD

City Manager
212 Third Avenue
Sterling, IL 61081
815-632-6621
sshumard@sterling-il.gov

SIMILAR PROJECTS



2019 COMPREHENSIVE OUTDOOR RECREATION PLAN UPDATE

CITY OF LAKE MILLS – LAKE MILLS, WISCONSIN

The City of Lake Mills is a growing City of 6,000 in south central Wisconsin. Its parks and recreational areas are critical to its small-town character and quality of life. In a commitment to providing for the recreational needs of their current and future residents, the City retained Mead & Hunt to update the previously authored CORP. The plan envisions a connected system of parks, open spaces, and trails that connect the City's residents to their natural and cultural resources.

Mead & Hunt performed an existing facility and parkland inventory, analyzed changes in community recreational needs based on geographic and demographic analysis. Mead & Hunt then worked with City staff and Parks Board members to develop goals and recommendations for improving the City's park system and established an implementation plan. To be eligible for Local, State, and Federal parks and recreation grants, Mead & Hunt guided the City through WDNR CORP certification.

Contact:
City of Lake Mills
Eric Schreiner
Facililties & Grounds Director
200 D Water Street
Lake Mills, WI 53551
920-648-2344
parks@ci.lake-mills.wi.us

PARK & RECREATION PLAN 2019 – 2024

TOWN OF LEDGEVIEW – LEDGEVIEW, WISCONSIN

Located on the Niagara Escarpment in central Brown County, Ledgeview was founded as an agricultural community but has cultivated a reputation for strong municipal services, million-dollar views, and outstanding natural amenities. Significant growth over the past two decades has more than quadrupled the Town's population, increasing the need for services and facilities to keep pace with growth and changing demands. The Town has planned for development in a controlled, orderly, and predictable manner that will enhance its ability to retain the qualities that define its character, avoid land use conflicts, provide housing and appropriate employment opportunities, and protect its natural, cultural, and agricultural resources.

The Town of Ledgeview Park & Recreation Plan 2019 – 2024 (2019 Plan) views outdoor park and recreation facilities as part of a system serving diverse functions for all members of the community. A park is not a single-use facility serving only limited groups in the community. Rather, it provides diverse outdoor recreational opportunities for all ages and all social groups. In viewing the parks as part of a system, such issues as access, neighborhood aesthetics, and multiple use of environmental resources become elements of park planning and community quality of life. The complete plan can be found here: https://www.ledgeviewwisconsin.com/wp-content/uploads/2019/04/2019-2024-Park-and-Recreation-Plan-Update-FINAL.pdf.

2019-2024 Park & Recreation Plan Implemented

Under the guidance of its Park & Recreation Director and action by the Park, Recreation, and Forestry Committee, many recommendations of the 2019 Plan (some of which were carry overs from the 2015 Plan) continue to be implemented. This has allowed the Town to achieve the following since adoption of the 2019 Plan.

- 54 acres of natural area has been acquired as land dedication with new development.
- The Town has implemented all its Ledgeview Loop Bicycle Routes.
- The Ledgeview Golf Course has been programmed for winter fat bike and cross-country skiing use.
- Approved and is implementing a Public Land Demarcation Plan on parks and public lands.
- Enacted an Urban Forestry Ordinance.
- Acted to begin painting on-street bicycle lanes on major routes defined in the CORP and Bike/Ped Plan.
- Completed the construction of turf baseball fields at Scray Hill Park in partnership with De Pere Baseball.
- Implemented Public Art recommendations including new banner signs and recreational trail painting.
- Partnered with the regional utility company to implement pollinator habitat (gardens) along the major utility corridor through the Town.

All this has been achieved in less than 2 years and through a pandemic. While this speaks to the value of the 2015 and 2019 Plans, it speaks more so to the Town's fantastic leadership to realize what implementation would mean to sustain the Town's exceptional quality of life.

Contact:
Sarah Burdette,
Town Clerk-Administrator
Town of Ledgeview
3700 Dickinson Road
DePere, WI 54115
920-336-3360
sburdette@ledgeviewwisconsin.com

PUBLIC AGENCY MULTIPLE SITE (MSPS) PLANNING STUDY

TOWN OF TRUCKEE – TRUCKEE, CALIFORNIA

Mead & Hunt provided feasibility planning and site design services for a Public Agency MSPS for the Town of Truckee, California. Truckee is an incorporated community of approximately 16,000 full-time residents. During winter months—peak tourist season—the population approaches 50,000 people. The Town operates as a limited-service city, with specific community services provided by independent special districts. Due to their shared constituencies, the collaboration between agencies is instrumental in utilizing public resources for the greatest community benefit.

The focus of the MSPS was to create a plan and strategy that the lead agencies could implement to improve three publicly owned project sites within the Town. The MSPS sought improvement of the Truckee River Regional Park with the design of a new library and indoor skating rink; the improvement of the Truckee-Tahoe Airport District property with the design of a new Multi-Agency Fire Training Facility; the improvement of a former Town owned maintenance yard with the collocation of the Truckee-Donner Recreation and Park District (TDRPD) maintenance yard; an affordable housing development; and a pocket park-recreation space. The MSPS included design of all three project sites as well as a Land Value Analysis which identified potential land transfers and amendments to parcel boundaries to balance land contributions between public agencies. The MSPS is an example of interagency coordination and collaboration, with the intent of utilizing public resources to the greatest community benefit. Mead & Hunt was pleased to lead the community through this important planning project.

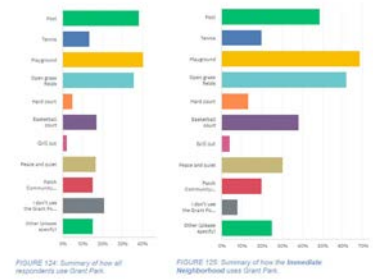
Contact:
Kevin Smith
Truckee-Tahoe Airport
10356 Truckee Airport Road
Truckee, CA 96161
530-587-4119
kevin.smith@truckeetahoeairport.com

TRUCKEE RIVER REGIONAL PARK MASTER PLAN

TOWN OF TRUCKEE – TRUCKEE, CALIFORNIA

To make coordinated land use decisions consistent with a long-range plan, the TDRPD hired Mead & Hunt to prepare a Master Plan for Truckee River Regional Park (TRRP). TRRP is a recreation-based community park uniquely situated on the steep banks of the Truckee River in Truckee, California. There are exciting opportunities for active and passive recreation throughout the park, allowing visitors to immerse themselves in a scenic landscape minutes from Historic Downtown Truckee. The park is regionally important because it provides a gathering place for all things Truckee. The Master Plan provides the TDRPD with a strategy to enhance the developed areas of the park while protecting its natural features for the future enjoyment of all regional residents and visitors. Soliciting feedback and input from the public was an important component of the master plan process. This was done at strategic events at TRRP and off-site as well as through a month-long online survey. Responses from this survey were analyzed and considered in deriving the final, preferred master plan. The final product included a comprehensive park inventory and analysis of natural features, ownership and lease agreements, and an action plan to implement immediate, short- and long-term goals. Working with community leaders and staff, Mead & Hunt was able to complete this process in approximately seven months.

Contact:
Sven Leff
Regional Superintendent
Truckee-Donnor Recreation and Park District
210981 Truckee Way
Truckee, CA 96161
530-582-7724
sven@tdrpd.org



GRANT PARK RECREATION AREA REDEVELOPMENT

FORT LEAVENWORTH U.S. ARMY INSTALLATION – LEAVENWORTH, KANSAS

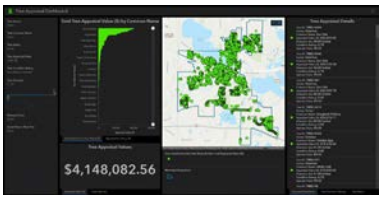
Grant Park is a 7-acre recreational facility located within the eligible boundary of the Fort Leavenworth National Historic Landmark District (FLNHLD). The Park is eligible for listing in the National Register of Historic Places (NRHP) as a contributing resource to the district. Despite its organic development, it is significant for its association with the theme of community planning and development as it relates to the recreational history of Fort Leavenworth. Grant Park has been used consistently for the pursuit of leisure activities at Fort Leavenworth for close to a century and is directly connected to the residential landscape of this part of the district.

The U.S. Army commissioned Mead & Hunt to conduct a planning process and prepare a Master Plan that proposes future redevelopment options for the greater Grant Park recreational area. Three main deficiencies of Grant Park were identified: substandard infrastructure, incomplete streets, and other recreational competition. These deficiencies contribute to the underutilization of the space and the perceived lack of recreational amenities available. These issues set the stage for reinvesting in Grant Park and were prioritized improvements to provide safer and easier access to Grant Park—regardless of larger capital recreational project recommendations.

Three redevelopment options were provided for the recreational space, primarily focusing on increasing utilization in all seasons. Mead & Hunt surveyed residents living within the Fort Leavenworth Installation to determine which recreational amenities/park features residents would most often utilize. On-site programming sessions with the Department of Public Works (DPW) team and other stakeholders were conducted. The needs analysis, site analysis, and on-site programming sessions were used to develop the three redevelopment options and are justified in a final report that meets the needs of the Fort Leavenworth community.

The Master Plan outlines a series of improvements and cost estimates for both Grant Pool and the park space as needed for code compliance and safety. It expands the pool deck social space, creating potential room for a future amenity addition, adds a play fountain/water feature amenity coupled with playground improvements for additional recreational opportunities, and extends the multi-use trail. The Plan also prioritizes improvements to ADA ramps, crosswalks, sight lines, signage, and roadway infrastructure on the blocks immediately surrounding Grant Park. The Master Plan provides an ala carte approach to implementing the recommendations by breaking down the various components proposed in each alternative within the estimate of probable cost.

Contact:
Christine Hendzlik, PE
Project Manager
PMM-O, US Army Corps of Engineers
Kansas City District
601 E 12th Street
Kansas City, KS 64106
816-389-3269
Christine.M.Hendzlik@usace.army.mil



URBAN FORESTRY GIS SOLUTIONS

CITY OF WEST ALLIS – WEST ALLIS, WISCONSIN

The City of West Allis aimed to maximize its utilization of ArcGIS Online and streamline their Forestry data collection processes. To this end, they partnered with Mead & Hunt to develop a comprehensive solution centered on ArcGIS Online. The City previously maintained a tree inventory on the platform but lacked the means to track maintenance and inspection activities, which were recorded in a separate Access Database.

Under the guidance of the City's GIS Administrator and Forestry and Grounds Specialists, Mead & Hunt created a digital workflow that allowed for tracking trees and their related inspection and maintenance activities in one place. The previous data management practices were transformed into a format that was compatible with the existing tree inventory and a mobile map was configured using Field Maps for ArcGIS for field workers. Additionally, dashboards were set up to monitor tree-specific workflows, such as planting, pruning, and removal.

Thanks to the new mobile data collection and tracking capabilities provided by Field Maps and Dashboards for ArcGIS, the City has seen significant improvements in their daily operations.

Contact:
Peter Fantle,
GIS Analyst
City of West Allis
7525 W Greenfield Avenue
West Allis, WI 53214
414-302-8468

WESTERN RUN GREENWAY

MOUNT WASHINGTON LIGHT RAIL STATION – BALTIMORE, MARYLAND

The Western Run Greenway will improve an existing linear park from a visual and environmental asset into an important recreational system for communities in north-western Baltimore. The Greenway will be a unifying element for the entire cluster that creates an image and identity for the area and has a favorable impact on the desirability of the area.

Mead & Hunt performed field inventory/ investigation of alternative alignments. Developed alternatives of alignment of greenway trail from Reisterstown Plaza Metro station to Mount Washington Light Rail Station along Cross Country Boulevard and Western Run Road. Identified and developed alternative road-way cross-sections to accommodate on-road bicycle lanes, shared use paths and enhanced roadway crossings. Developed preliminary cost estimates and prepared preliminary engineering design. Supported City with stakeholder and public outreach.

Contact:
Valorie LaCour, Chief of Special Projects
417 E Fayette Street
Baltimore, MD 21202
443-984-4092
Valorie.LaCour@baltimorecity.gov

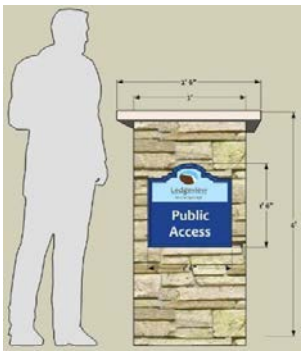
COMMUNITY IDENTITY GUIDE

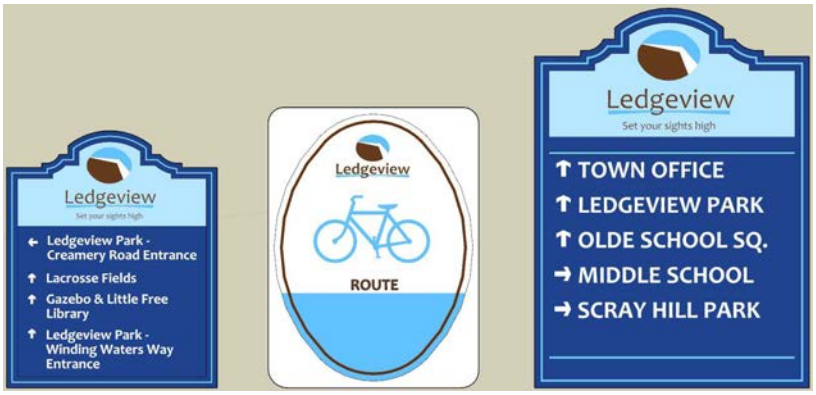
TOWN OF LEDGEVIEW – LEDGEVIEW, WISCONSIN

Over the course of time, Ledgeview has implemented a number of signage upgrades and streetscape improvements. The Town has also added several parks and acquired public lands for the enjoyment of residents and visitors and the preservation of its character. However, the design aesthetic of the upgrades and improvements has not been consistent. The result is a patchwork of signage and an unclear sense of where Ledgeview ends and begins. In the case of public lands, the lack of demarcation has contributed to underuse and lack of maintenance. This presents the Town with the challenge of improving the sense of place to make it easier for residents and visitors to experience the highest quality of life that the Town of Ledgeview offers.

Good signage should be informative and attractive without diminishing the visual qualities of the land and surroundings. Moreover, a town brand that includes logos, signage, information kiosks, banners, and other elements, should be cohesive and consistent. The easier it is for visitors to find attractions and amenities, the longer they will stay and the more they will spend.

In 2018, Mead & Hunt developed a Community Identity Guide to guide the implementation of a consistent and cohesive signage and identification system in the Town. It is not exclusively a wayfinding plan, or branding. Rather, this document provides brand elements for the design and installation of signage to assist the Town in identifying, maintaining, and meeting public expectations for lands under its control. By incorporating graphics, imagery, and colors that portray the town brand, with each new element added, a more unified community and sense of place will be built.





Contact:
Sarah Burdette
Town Clerk-Administrator
Town of Ledgeview
3700 Dickinson Road
De Pere, WI 54115
920-336-3360
sburdette@ledgeviewwisconsin.com

DELIVER THE RIVER - PEDESTRIAN NODES

TRUCKEE RIVER REGIONAL PARK – TRUCKEE, CALIFORNIA

Mead & Hunt completed the Master Plan for the 62-acre Truckee River Regional Park. As part of this effort, Mead & Hunt wanted to better connect park users to the river, which was difficult to reach because of steep topography. Mead & Hunt developed the concept of "Deliver the River" to provide several new visual, aural (audio), or textural "contact points" at strategic locations intended to improve the public's awareness and appreciation of the Truckee River. While many of these improvements are minor and can be made incrementally over the planning period as funding allows, some may require additional study (i.e. engineering for an overlook).

- Visually, i.e. creating/improving viewsheds through vegetation maintenance
- Aurally, i.e. demarcating areas in which the River can be heard clearly/strongly
- Texturally, i.e. creating watercraft (canoe/kayak/tube) launching or wading areas in the River

Contact:
Sven Leff
Regional Superintendent
Truckee-Donnor Recreation and Park District
210981 Truckee Way
Truckee, CA 96161
530-582-7724
sven@tdrpd.org

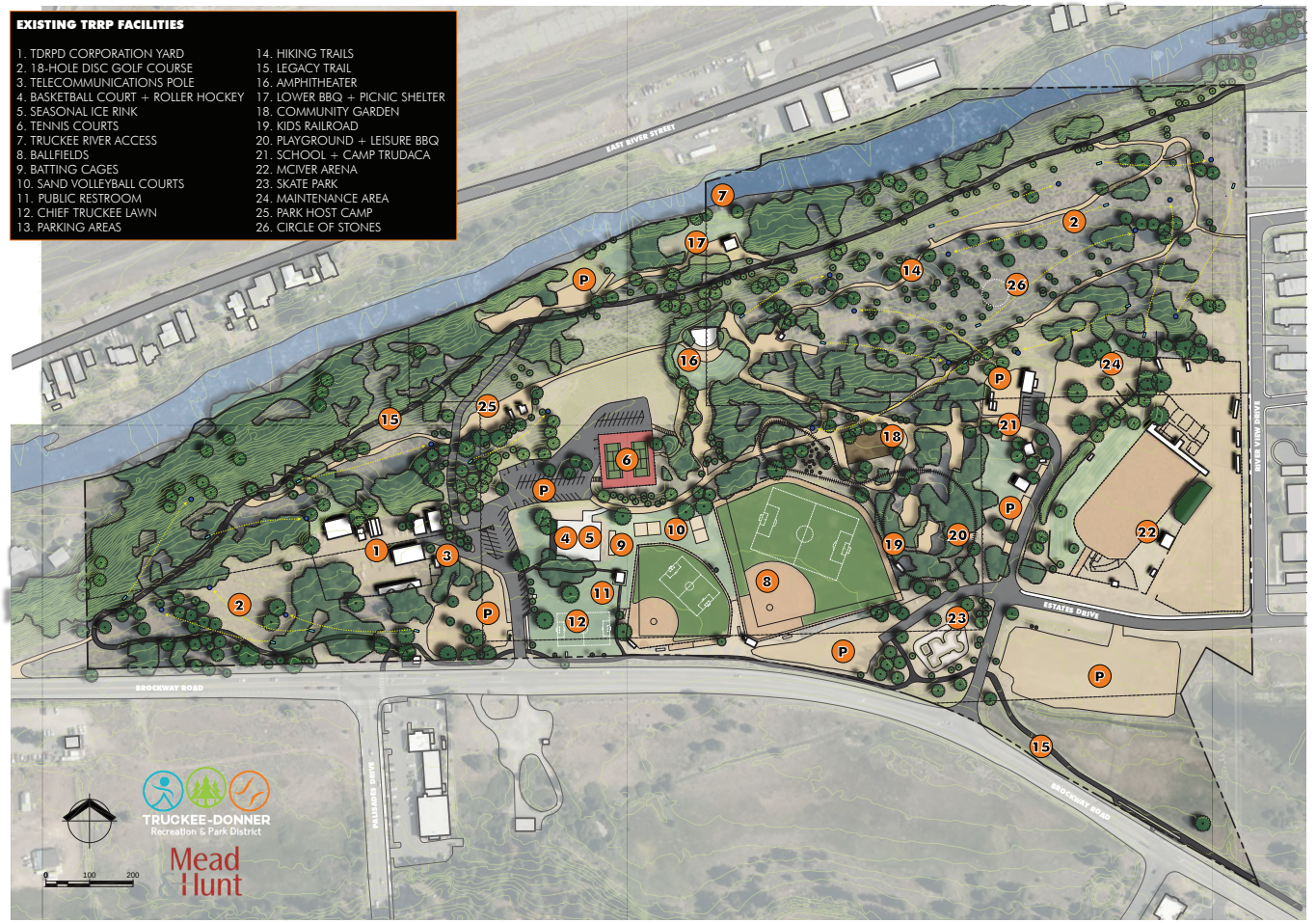
EXAMPLES OF MAPPING PRODUCTS

This map provides an inventory and overview of the existing Regional Park. The inventory provides a baseline for planning future park improvements.

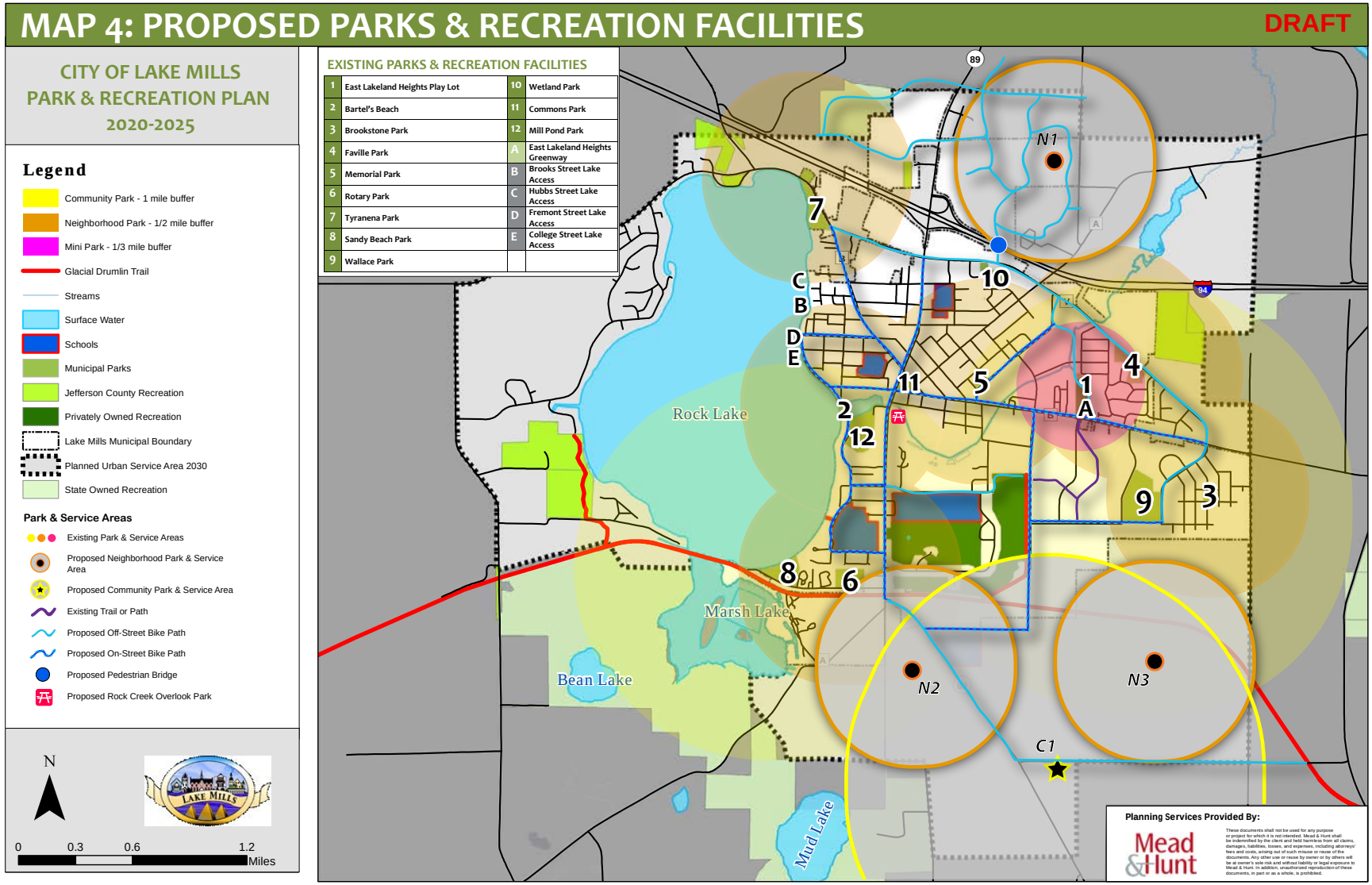
Existing Conditions

TRRP currently contains the following facilities. See corresponding graphic for spatial relationship within TRRP.

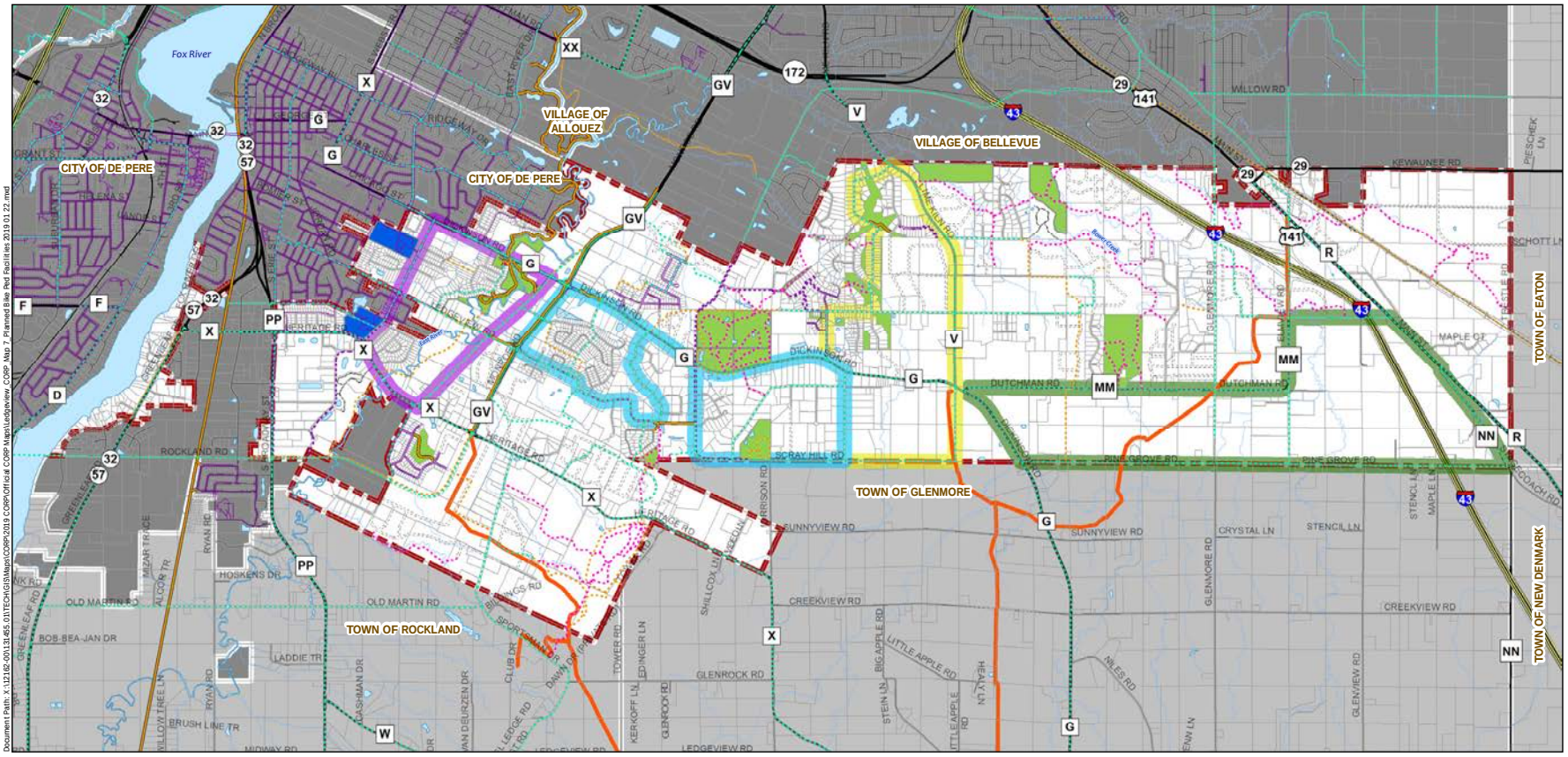
1. TDRPD *Corporation Yard*
2. 18-hole *Disc Golf* Course
3. A *Telecommunications Pole* (third-party lease)
4. One (lighted) *Basketball Court* also used for *Roller Hockey*
5. Seasonal *Ice Rink* (on basketball courts)
6. Two *Tennis Courts*
7. *Truckee River* access
8. One Youth Baseball Field and one Advanced Baseball Field (lighted *Ballfields*)
9. Self-pitch *Batting Cages*
10. Two Sand *Volleyball* Courts
11. Flush *Public Restroom* Facility with 4 toilets
12. *Lawn*/Outdoor Gathering Space
13. Unpaved and Paved *Parking Areas*
14. Gravel *Hiking Trails*
15. Paved *Legacy Trail*
16. *Amphitheater*
17. Lower *BBQ Area* with rentable *Picnic Shelter*
18. Community *Garden* space
19. Kids *Railroad*
20. *Playgrounds* with *Leisure BBQ*
21. *School* site (with *Camp Trudaca* space)
22. *McIver Arena* (horse area)
23. *Skate Park*
24. Park *Maintenance*, commodities and debris area
25. *Park Host* site
26. Stampede *Circle of Stones*



This map illustrates existing parks and geographic services areas as well as the anticipated future park general locations with geographic service areas by park type.



This map illustrates existing parks and geographic services areas as well as the anticipated future park general locations with geographic service areas by park type.



MAP 7: PLANNED PEDESTRIAN & BIKE FACILITIES

LEGEND

- Municipal Boundary
- Parks / Open Space
- Schools

FUTURE FACILITIES

- Sidewalk
- On-Street Bicycle
- Multi-Use Trail
- Unimproved Trail

EXISTING FACILITIES

- Sidewalk
- On-Street Bicycle
- Multi-Use Trail
- Brown County Snowmobile Trails

PLANNED BICYCLE ROUTES

- Rollercoaster Loop
- Money Maker Loop
- Ledgeview Park Loop
- Dairy Aire Loop

Ledgeview — Set your sights high

TOWN OF LEDGEVIEW
PARK & RECREATION PLAN
2019-2024

Map Date: 1/31/2019

0 0.25 0.5 1 1.5 Miles

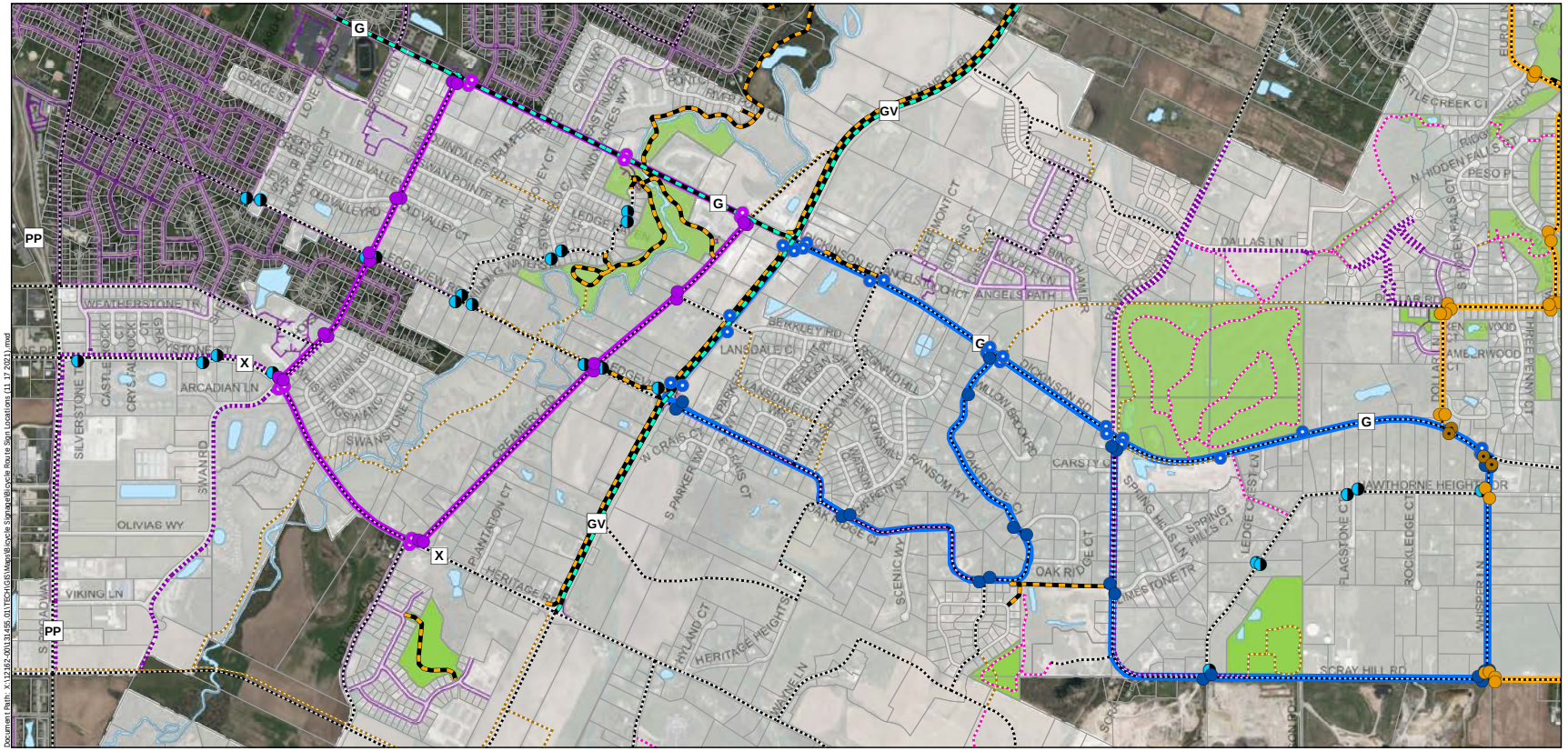
N

Planning Services Provided By:

Mead & Hunt

These documents shall not be used for any purpose or project for which it is not intended. Mead & Hunt shall be indemnified by the client and held harmless from all claims, damages, liabilities, losses, and expenses, including attorneys' fees and costs, arising out of such misuse or reuse of the documents. Any other use or reuse by owner or by others will be at owner's sole risk and without liability or legal exposure to Mead & Hunt. In addition, unauthorized reproduction of these documents, in part or as a whole, is prohibited.

This map illustrates two Ledgeview Loop bicycle routes (Rollercoaster and Ledgeview Park) as well as all bicycle route sign locations and sign types. This map also contains existing and planned/future non-motorized facilities within the town.



LEDGEVIEW BIKE ROUTE SIGN LOCATIONS

- Dairy Aire Loop Sign (Town)
- Dairy Aire Loop Sign (County)
- Money Maker Sign (Town)
- Money Maker Sign (County)
- Ledgeview Park Sign (Town)
- Ledgeview Park Sign (County)
- Rollercoaster Loop Sign (Town)
- Rollercoaster Loop Sign (County)
- Ledgeview Bicycle Route Sign (General, "Blue" Sign)
- Rollercoaster Loop
- Money Maker Loop
- Dairy Aire Loop
- Ledgeview Park Loop
- Existing On-Street Bicycle Lane
- Existing Multi-Use Trail
- Existing Sidewalk
- Future On-Street Bicycle
- Future Unimproved Trail
- Future Sidewalk
- Future Multi-Use Trail

Ledgeview
Set your sights high

TOWN OF LEDGEVIEW
PARKS, RECREATION & FORESTRY

Map Date: 11/17/2021

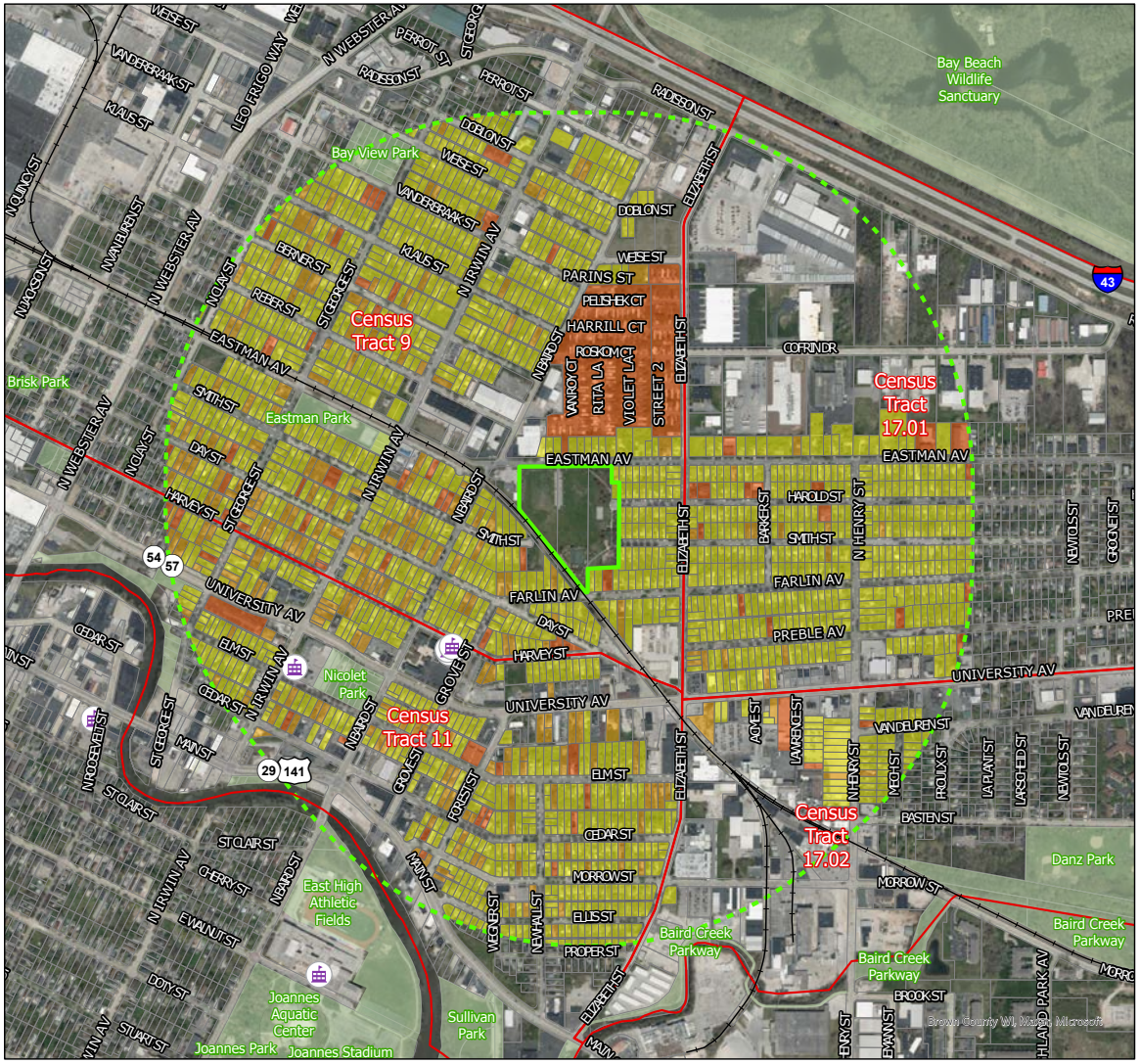
0 0.25 Miles

N

Planning Services Provided By:
Mead & Hunt

These documents shall not be used for any purpose or project for which it is not intended. Mead & Hunt shall be indemnified by the client and held harmless from all claims, damages, liabilities, losses, and expenses, including attorneys' fees and costs, arising out of such misuse or reuse of the documents by the client or any person or entity for which client will be at owner's sole risk and without liability or legal exposure to Mead & Hunt. In addition, unauthorized reproduction of these documents, in part or as a whole, is prohibited.

This map illustrates the demographics within the Farlin Park Geographic Service area and is useful for determining programming of future park facilities.



Farlin Park

City of Green Bay
Brown County, WI

Legend

- Farlin Park
- Farlin Park 0.5 Mile Service Area
- Other Parks
- Census Tract Boundaries
- Parcels
- Railroad
- Schools
- Single Family Residential
- Two Family Residential
- Multifamily Residential

Income Demographics

Census Tract	Median Household Income
9	$ 37,031
11	$ 42,005
17.01	$ 47,823
17.02	$ 40,889

Housing Demographics

Census Tract	Households	Percent Owner-Occupied Housing
9	1,464	52.32%
11	785	52.23%
17.01	1,691	30.22%
17.02	1,802	22.86%

Age Demographics

Census Tract	Total Population Estimate	Median Age	Under 5 Years	5 to 19 Years
9	4,045	31.4	9%	24%
11	2,247	30	12%	23%
17.01	4,228	27.3	15%	24%
17.02	3,664	31.2	7%	17%

Data Source: U.S. Census Bureau - 2021 ACS 5-Year Estimates

0 0.25 0.5 Miles

This map and section of the Pittsfield Area Development Plan Pattern Book highlights the importance and location of maintain greenways and open space within the Town.

GREENWAYS & OPEN SPACE

To ensure the rural character of the town is preserved into the future, environmentally sensitive areas such as wetlands, floodplains, stream corridors (such as the Suamico River and its branches and tributaries), and steep slopes should be protected from development.

Greenways and Open Space are a foundational element of the Area Development Plan design.

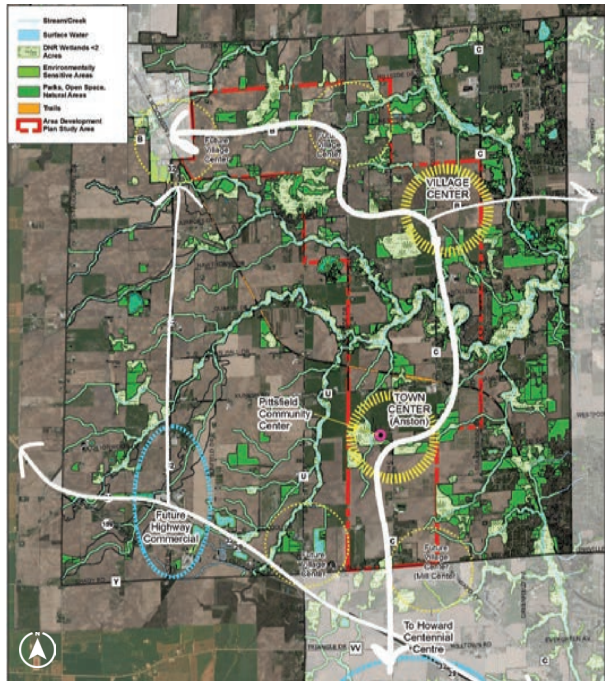
Future developments should integrate natural areas and open space into their designs.

Greenways may be environmentally sensitive lands, natural resource areas, programmed parks, or trails. Some of these areas may be highly programmed and highly accessible, such as a community park, while some may be passive with limited access, such as a conservancy area.

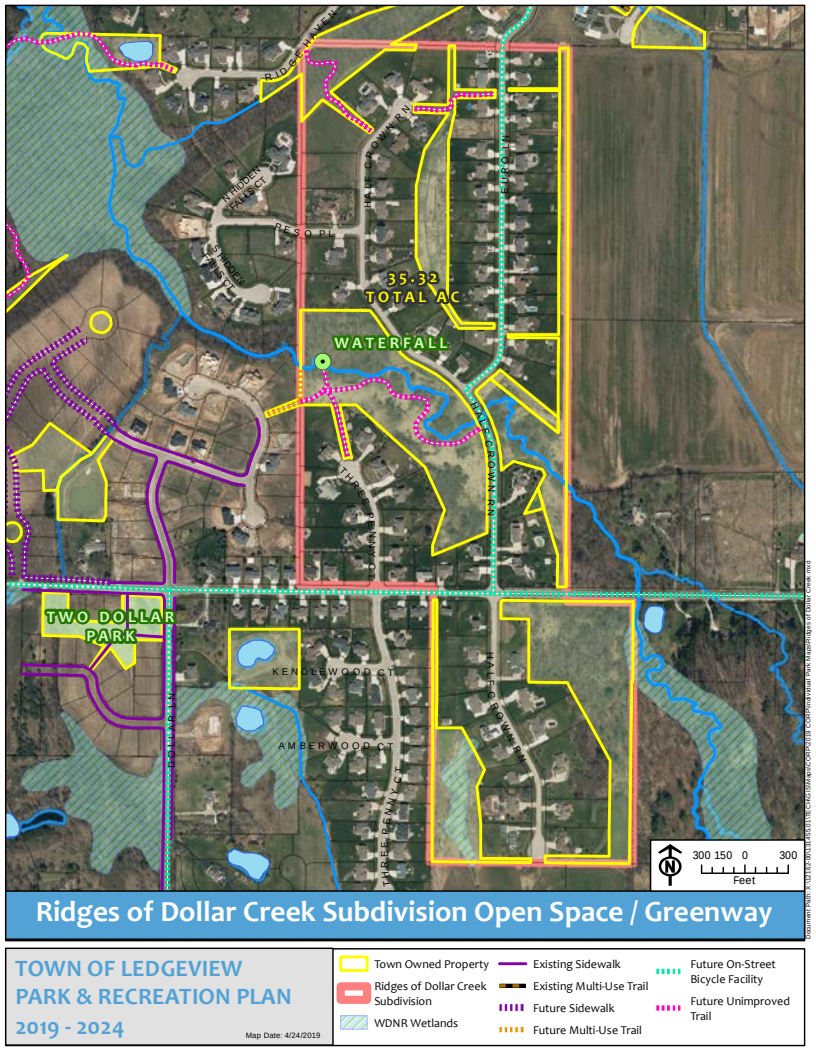
Greenways offer opportunities for passive and active recreation, wildlife corridors, natural preserves for the Town's residents to live in harmony with nature.

Open Spaces outside of Greenways add community character and quality of life. These may include clusters of vegetation, lakes, ponds, trail, bike paths, uplands, wetlands, passive recreation, and active recreation. These may be included as integral elements of the built environment that allow for connection to the outdoors or used as buffer areas between pockets of development.

https://calleva.org/extra-curricular-fall-2022/img_8049/



The overview map shows the publicly owned property that is preserved as a local greenway between residences. The details Tranquility Trail Sign is an inset developed for the trail signs placed at public access points into the greenway feature which includes a series of waterfalls.



PROJECT UNDERSTANDING

Mead & Hunt understands the importance of the Comprehensive Park and Outdoor Recreation Plan update to support the type of high-quality living, social capital, and overall public health found in De Pere. We understand the city wants a practical and useful document delivered within a reasonable timeline. As such, we have detailed a focused Scope of Work to accommodate a 120-day deliverable.

The city needs a revised and updated CORP that will not only meet the eligibility requirements for WDNR funding opportunities but will recommend practical projects and public facility enhancements to serve its community for the years to come. We plan to utilize the ideas and energy of the public to not only provide input to the process, but to establish the long-term goals and objectives they find most important for their community's future.

Finally, we understand the city's desire to manage its urban forest and contend with ongoing maintenance and operations efforts. Mead & Hunt brings robust and proven data collection and management tools to support the city in this effort. Whether utilizing the opportunities presented by the Fox River, working with neighboring communities on establishing greenways for ecological and social well-being, or beautifying neighborhood parks and streetscape, we understand the importance of a plan to maintain public trust and buy-in from elected officials. Mead & Hunt offers the following approach for the revising and updating to the city's CORP.

SCOPE OF WORK

APRIL 2023

The proposed undertaking is expected to begin with contracting and knowledge/information exchange in April 2023. A final document is expected to be adopted by Common Council in September 2023. As you will notice in the details below, we hope to be under contract with the city in April 2023 so we can "begin the little things" like triaging the current plan and reviewing other city documents. We will also begin the update to demographics and mapping to establish a baseline for public engagement efforts.

TASK 1. Knowledge and Information Exchange

- Review and triage the current plan.
- Review other city plans and documents.
- Kick-off meeting with city staff.
- April 20, 2023: Board of Park Commissioners (Park Board) (In Person) kick-off, introductions, review schedule and plan. Photo request.

TASK 2. Demographics and Mapping

- Update demographic data using 2020 US Census or ACS data, to be discussed.
- Mapping.

MAY 2023

We propose to begin in earnest (starting the 120-day clock) on May 1, 2023. We will begin by gathering public input in the form of an online survey. By hand distributing post-cards at various planned community events, we will direct the community to the online survey, which will be open for several weeks. We've found with past survey, that saturating the community survey infomration and then allowing them to respond as they feel comfortable is an efficient and effective way to gather useful feedback on the direction for the city.

In addition to public engagement, we will begin the inventory of existing parks and recreation facilities in May.

TASK 3. Inventory

- Parks
  - Evaluate existing.
  - Provide recommendations for improvement.
  - Budget estimates for recommended improvements.
- Facilities
  - Review existing facilities.
  - Determine deficiencies in level of service (restrooms, fields, pools, etc.).

- Trails
  - Analyze current trails/corridors.
  - Recommend improvements.
  - Provide cost estimate.
- Special Use Areas
  - Inventory existing special use areas.
  - Assess current land acreage and the need for additional and future park lands.
- Generate/Update table and matrix of all parks and facilities.

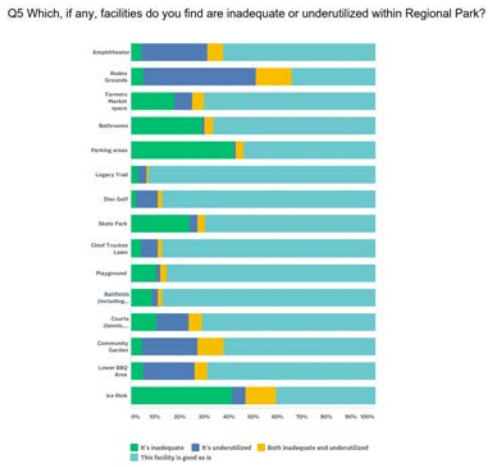
TASK 4. Document

- Triaging and drafting the document will be ongoing throughout the process of the project development. We will continuously review, revise, shuffle, and edit the document as a working version which will be refined toward a final deliverable.

TASK 5. Public Engagement

- Prepare online survey questions.
- Distribute questions to Park Board.

- May 18, 2023: Park Board Meeting (virtual).
  - Review survey questions sent ahead of time.
  - Confirm distribution and process.



- May 26, 2023: Online Survey Live.
  - Postcard distribution for online engagement survey.

1. **De Pere Schools.** Since it is the end of the school year, we want to harness the excitement the students have for the upcoming summer. We will direct them to the online survey with an engagement video we prepare. This is an opportunity for something fun before summer and gives us great timing to understand what kids are looking forward to and what they think might be missing in De Pere.
   - Utilizing the teen members of the Park Board will also support the city's mission to engage them and illustrate how they can make an impact in the community.
2. **Celebrate De Pere.** May 27 – 29th, Voyager Park. This event is a great opportunity to meet users of the parks where they are – in Voyager Park. Distributing postcards with a survey link and QR code will allow people take the survey right away or keep the postcard as a reminder to complete the survey when it's more convenient.

3. **Downtown De Pere Farmer's Market.** June 8th 3pm (Definitely De Pere). Utilizing a community partner, we will build on the momentum of May and continue postcard distribution into June where the Farmer's Market again provides an opportunity to collect input on city parks.
4. **Recreation Venue.** Working with the city, we will identify an appropriate venue with large user groups where our presence to distribute postcards would not be disruptive. This might be Southwest Park, Optimist Park, or at De Pere Baseball at Scray Hill Park (Ledgeview).
5. **Pools & Aquatics.** In addition to the park space, we want to leave postcards with the VFW and Legion Pools for distribution at a recreation venue. This will again capture an audience where they are.

JUNE 2023

June will continue the public engagement efforts with a hosted, in-person public meeting. We will also provide an update to the Park Board to keep them engaged. This month will end with a solid understanding of the existing conditions in the city and a good picture of what the public desires for future park improvements.

TASK 6. Public Meeting

- June 15, 2023: In person Public Meeting. Working with the city, we will hold a public meeting for the CORP update to display maps, opportunities for the parks, and collect feedback from the public in person. This meeting will ideally be held prior to the June 15, 2023 Park Board Meeting.
  - This meeting will showcase existing park locations/ inventory/etc.
  - It is an opportunity to collect photos.
  - Opportunity for public to tell us what they want to see in De Pere or have seen in other communities.
- June 15, 2023: Park Board Meeting (In Person).
  - We will provide the Park Board an update on the efforts to date including the first two weeks of survey responses.
  - Provide rough draft CORP document.

TASK 7. Review Operations and Maintenance Items

- Forestry Operations
- Park Maintenance Operations
- Public vs. Contracting Service

JULY 2023

As July begins, we will have wrapped up the public engagement efforts and will have all inventorying and mapping in place. July will be a month focused on engaging with specific user and stakeholder groups identifying in partnership with the city.

TASK 8. Stakeholders Meetings

- Stakeholder meetings – identified with city staff. Mead & Hunt will work with staff to identify various stakeholder groups for quick and light interviews related to the CORP. These may be business park representatives, staff, developers and real estate professionals, hotels or entertainment representatives, downtown groups, business owners, etc. In these meetings, we will also ask older persons to be involved.
- July 20, 2023: Park Board Meeting (In Person).
  - Provide a summary of the stakeholder interviews.
  - Walk through a draft CORP document.
  - Leave the draft CORP and request comments by August 11th, 2023.

TASK 9. Implementation

- As we have been editing the document continuously throughout the process, we will focus here on implementation.
- We will generate an Implementation Table with timeframes and champions to carry out specific action items.
- Identify grant opportunities.
  - Mead & Hunt has been successful in both writing grants (specifically Knowles Nelson Stewardship Grants) and supporting grant writing efforts for several communities in Wisconsin, including the Town of Ledgeview, City of Lake Mills, and Village of Waterford.
  - In addition to the KNSF, we will explore other funding opportunities like the new WEDC Vibrant Spaces Grant for use in places like Wilson Park or to enhance Bicentennial Park.
- Finally, we will review Impact Fees and the Parkland Dedication policies currently established and make any recommendations for updating.

AUGUST 2023

In August, we hope to adopt the CORP at the Park Board level.

- August 17, 2023: Park Board Meeting (In Person).
  - Park Board Meeting to adopt final document. Any minor revisions can be made at this time or will be carried out just after this meeting.
  - Mead & Hunt will submit all materials as final to the city and be "pencils down" by August 31, 2023 (ending the 120-day clock).

SEPTEMBER 2023

In September, we expect the CORP document to be reviewed and adopted at the Council.

- September 5 or 19, 2023. Anticipated Common Council Adoption of CORP.
- September 21, 2023: Park Board Meeting (virtual).
  - Mead & Hunt to attend the Park Board Meeting virtually to confirm adoption and review the CORP process.
  - As we do for other client communities, Mead & Hunt will also be available for ongoing efforts to implement the plan, attend meetings, and advise on conversations around next steps. We'd love to continue partnering with De Pere in an advisory role for implementation of parks and recreation facilities.

ADDITIONAL SERVICES

As mentioned earlier in this proposal, Mead & Hunt is a large company with a vast resource base. While our projects and approach demonstrated extensive experience with engineering, park design, and long-range planning, we are also able to quickly draw input from our other in-house staff including graphic designers, historians, grant writers, wayfinding designers, construction inspectors, and web developers. We believe our core team, along with other talented staff at Mead & Hunt, will provide the right fit for the City of De Pere.

FEE SCHEDULE

Proposed Fee Schedule

*Please include this page with your proposal.

Company Name: Mead & Hunt, Inc.

Company Address: 1702 Lawrence Drive

Company Address: De Pere, WI 54115

Company Representative: Scott Brosteau, PE

Signature: Scott Brosteau

Item	Fee
Comprehensive Plan Lump Sum	$ 30,000 (not including alternative items below)
Alternate Item A	$ 2,275
Alternate Item B	$ 2,275
Alternate Item C	$ 2,000

Please list any items not listed in the scope of services and fees/costs associated with those items below.

Item	Cost

PROPOSAL TO PROVIDE

Comprehensive Park and Outdoor Recreation Plan Update

Prepared for:
City of De Pere
March 3, 2023

MSA

TABLE OF CONTENTS

LETTER OF INTEREST 1

FIRM QUALIFICATIONS AND EXPERIENCE 2

STAFF QUALIFICATIONS AND EXPERIENCE 8

REFERENCES 11

SIMILAR PROJECTS 12

PROPOSED TIMELINE 17

PROPOSED NUMBER OF MEETINGS 18

PROJECT UNDERSTANDING 19

MAPPING PRODUCTS 20

SCOPE OF WORK SUMMARY 21

PROPOSED FEE SCHEDULE 25

MSA
1500 N. Casaloma Drive, Suite 100
Appleton, WI 54913
(920) 545-2083
www.msa-ps.com

March 3, 3023

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

Re: Request for Proposals for Comprehensive Park and Outdoor Recreation Plan Update

Dear Marty,

Over the past decade, we've witnessed a strong national trend of increased interest in community health and wellness. The result is an investment in parks and recreation amenities that encourage physical activity. These amenities improve our communities not only by promoting health but also by helping to attract and retain residents. Communities are improving their parks, connecting safe walking and bike routes, and exploring new advanced programs and amenities to attract users.

MSA is part of this trend and is committed to a leadership role in the park and recreation industry. We are active members of the National Recreation and Park Association, and we routinely present innovative ideas and projects at national and state conferences. In 2020, MSA was selected as the WPRA Commercial Member of the Year for our dedication and work with the chapter. Our expertise is distributed across our 17 offices and coordinated by a Community of Practice to share work and expertise. A key piece of that expertise is project funding — we have secured more than $5 million in grant funding for park and recreation projects in the past decade.

Another key piece of the MSA approach is a commitment to genuine community engagement. Each community is unique in the facilities and the level of service it provides. Effective park planning is about talking to residents, staff and elected officials to see what they need and then balancing that with funding capacity. We utilize a combination of in-person and online tools to make the process broadly accessible. We know people are strapped for time, so making participation as easy as possible is critical. Bundling the master plans with the CORP is a great opportunity to use both your budget and stakeholder attention efficiently.

We're excited for the opportunity to partner with the City in pursuit of a robust, resilient, inclusive local park system. We have an excellent track record preparing CORPs and park master plans — experience that fits your current needs precisely. The enclosed proposal describes our project team and qualifications, as well as our proposed scope of services, schedule, and fees. Our scope and fee are based on your RFP and our understanding of your needs and funding capacities. We are open to negotiation and refinement to further fit our work to your needs. If you have questions or would like additional information, please do not hesitate to reach out to me directly at (920) 392-5140 or anaudziunas@msa-ps.com.

Sincerely,
MSA Professional Services, Inc.

Emily Soderberg | Project Manager

Alexa Naudziunas | Lead Planner

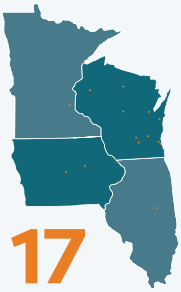
FIRM PROFILE

MSA Professional Services, Inc. (MSA) specializes in the sustainable development of communities. We achieve this by building honest, open relationships that go beyond the project to become a trusted source of expertise and support for immediate challenges and long-term goals. Big or small, we do whatever it takes to meet each need, working to make communities stronger in the process. **It's more than a project. It's a commitment.**

MSA's roots reach back to 1919. Once a rural land survey company, our firm now consists of over 380 engineers, architects, planners, funding experts, surveyors, GIS experts and environmental scientists. MSA excels at helping clients identify grant and funding sources and then delivering high-quality, cost-effective solutions.

WE'RE PROUD TO BE 100%
EMPLOYEE-OWNED

380+
TEAM MEMBERS



17
OFFICE LOCATIONS

ENABLING PEOPLE TO **POSITIVELY IMPACT** THE LIVES OF OTHERS SINCE 1919

33
INDUSTRY AWARDS EARNED SINCE 2017

$625+ MILLION
GRANTS & LOW-INTEREST LOANS
We've helped our clients secure to help offset the cost of infrastructure projects

CLIENT EXPERIENCE

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.

To the right, you'll find the percentage of clients who say MSA met or exceeded their expectations based on the following categories.

98% ACCURACY

96% HELPFULNESS

98% RESPONSIVENESS

98% SCHEDULE

99% QUALITY

97% SCOPE & FEES

YOUR FULL-SERVICE PARKS AND RECREATION PARTNER

How residents perceive the quality of life within their community is linked to the quality of parks and recreational facilities available to them. Therefore, many communities see the benefits of completing a park and recreation plan. Having a plan becomes even more important as communities' demographics shift and redevelopment or development occurs which bring more people into the community. MSA has helped numerous clients meet the evolving parks needs in their communities through park planning.

PARKS AND RECREATION COMMUNITY OF PRACTICE

MSA has internally developed our own Community of Practice (CoP) focused solely on Parks and Recreation. This community strives to broaden knowledge sharing across the company and develop standards and technical information to raise the bar on project design and assure clients benefit from the collaborative expertise of all. Each of the MSA professionals listed in this proposal are members of this CoP and communicate daily about project design and innovation.

OUR EXPERTISE | WHAT WE DO

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

PARKS AND RECREATION PLANNING

What makes a successful park and recreation plan?

A successful parks and recreation plan 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 plans, MSA facilitates several meetings with key stakeholders, including community staff, Commission members, advisory committees and residents. MSA also hosts community open-house style events and develops surveys specifically geared toward giving residents a platform to provide feedback concerning desired park and recreation improvements. It's important all stakeholders are engaged to reflect a true community based plan.

A plan is only as valuable as the projects and amenities it enables, and we take particular pride in our success translating outdoor recreation plans and conceptual plans into successful grant applications and completed projects. MSA has helped many communities secure federal and state funding to acquire and improve park space, using our experience to make the right pitch. In the past 10 years we have secured nearly $5 million in federal and state funding for our clients' parks. And, our engineers and landscape architects have often had the opportunity to see ideas through to design and construction of trails, playgrounds, splash pads, pools, recreation fields and more.

From Idea to Park: The Village of Sauk City asked MSA to lead the development and design process for the revitalization of Riverfront Park. MSA also helped the Village secure $1.3 million in state and federal funding for the project, and provided assistance through design and construction.

COMPREHENSIVE OUTDOOR RECREATION PLAN EXPERIENCE OVERVIEW

Creating successful parks and recreational assets starts with an investigation into what your community wants and needs and how these spaces can have the greatest positive impact on people's lives. We weave public engagement into the early stages of assessing needs, planning and design, so you can count on community support from the outset. The following communities count on MSA as a planning partner for both CORP development and/or 5-year updates.

LOCATION	YEAR
Village of Dane, Wisconsin	2023
City of Hillsboro, Wisconsin	2023
Village of Campbellsport, Wisconsin	2023
Village of Waunakee/Town of Westport, Wisconsin	2022, 2017
City of Wausau, Wisconsin	2023
City of Fort Atkinson, Wisconsin	2022
City of Beaver Dam, Wisconsin	2022, 2016, 2009
City of Wisconsin Dells, Wisconsin	2022, 2015
Village of Mukwonago, Wisconsin	2022, 2017
City of Verona, Wisconsin	2022, 2016
Village of Suamico, Wisconsin	2022
Village of West Baraboo, Wisconsin	2021, 2017
Village of Fox Lake, Wisconsin	2021
City of Lake Geneva, Wisconsin	2021

LOCATION	YEAR
City of Chilton, Wisconsin	2021
Village of Barneveld, Wisconsin	2021
City of Middleton, Wisconsin	2020
City of Riverdale, Iowa	2020
City of Durant, Iowa	2020
City of Pine City, Minnesota	2019
Marathon County, Wisconsin	2019
City of Hiawatha, Iowa	2019
City of Hartford, Wisconsin	2018
Village of North Freedom, Wisconsin	2018
City of Waupun, Wisconsin	2017
Village of Lake Delton, Wisconsin	2015
City of Port Washington, Wisconsin	2014

CORE DISCIPLINES FOR THIS PROJECT

PLANNING & FACILITATION

MSA has specialists in all areas of community planning, including Comprehensive Outdoor Recreation Plans (CORPs). Our award-winning parks and recreation planners work to understand the challenges our clients face and help them develop sustainable, implementable plans to provide guidance in overcoming those hurdles. To create the best plan for the City of De Pere, our team understands that our role is to provide information and facilitate discussion. **We do our work to enable your decisions.** It is critical that stakeholders are informed and involved throughout this process.

PUBLIC ENGAGEMENT

Engaging your community will be critical to developing a plan that benefits the community for the long term. To do this, we offer a menu of options for stakeholders to get involved. Our Engagement Toolkit, developed by our parks and recreation professionals, features methods across the entire public engagement spectrum that we have found most helpful throughout the many similar projects.

LANDSCAPE ARCHITECTURE

Our landscape architects are skilled specialists in collaborative approaches to protect and enhance the natural environment. They bring strong expertise in diverse stakeholder engagement and the development of CORPs and programmatic efforts.

GEOSPATIAL/GIS ANALYTICS AND MAPPING

MSA's geospatial analysts are well versed in big data set management, analytics, and mapping. Additionally, they have developed and deployed numerous mobile data collection applications that may provide value to this project and future implementation of the ultimate plan.

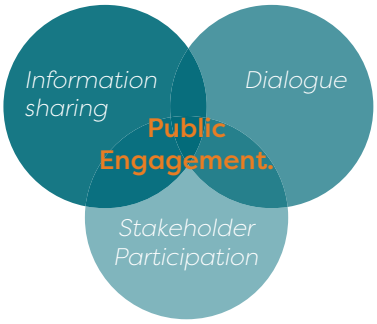
PUBLIC ENGAGEMENT EXPERTISE

REACH. LISTEN. MEET. INCLUDE. ANALYZE.

At MSA, we believe that when planning a public project, it must be done with the public's advice and input. Decisions made by local governments affect the future of all those who live and work in the community. We are committed to helping governments and organizations understand the diverse needs and concerns of the public, non-profit organizations, business interests and local governments. Aside from community support, this process also lends itself to ensuring the final project reflects the community's ethos and vision for its future.

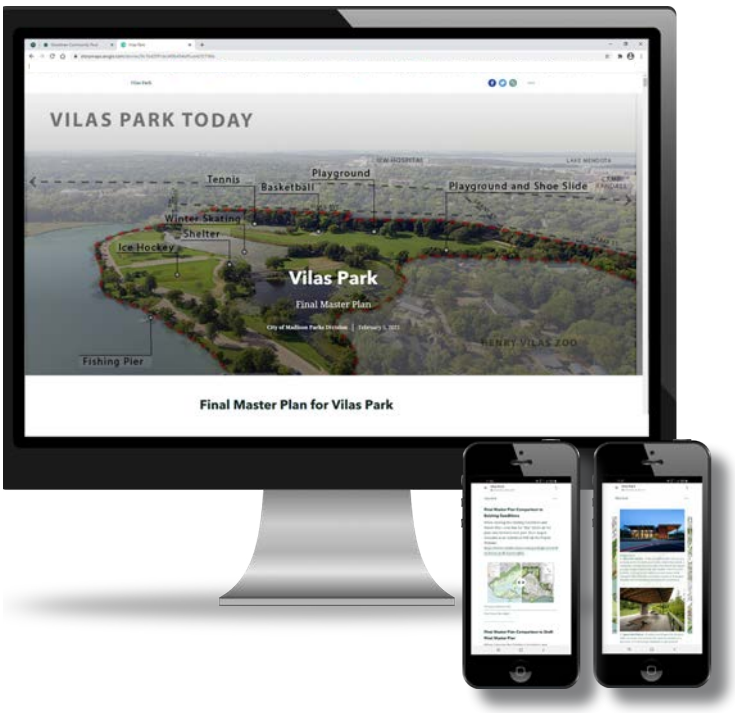
AN INTEGRATED SOLUTION

We specialize in working alongside our clients and selecting the best available methods to hear the voices of many citizens through the process. The type and combinations of methods selected will ensure a balance of informing, consulting, involving, collaborating and empowering the public. Therefore, engagement can and should be accomplished by tapping into a variety of sources, including community and non-profit organizations, public officials, youth, individuals with disabilities, mature citizens and those that have been traditionally underserved. Listed below are a few techniques we use to strengthen public involvement for your community.



- Neighborhood advisory committees
- Open houses
- StoryMaps
- Polco community engagement polling
- Pop-up booths at community events
- Community surveys
- Media relations
- Project websites
- Project newsletters/direct mailers
- Neighborhood office hours
- Stakeholder interviews/ focus groups
- Interactive community mapping tools
- Door hangers/leave behinds
- Translation of materials into other languages

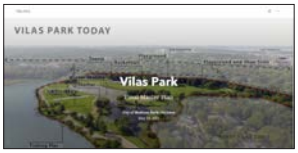
ENGAGING THE COMMUNITY



StoryMaps

One of the ways our teams engage the community is through the use of Esri ArcGIS StoryMaps. Click the link below to view the Final Master Plan StoryMap for Vilas Park.

ArcGIS StoryMaps



Vilas Park StoryMap

CONSENSUS BUILDING | COMMUNITY RELATIONS | STAKEHOLDER ENGAGEMENT

Our ability to create and implement effective, comprehensive public participation plans is one of the many reasons communities turn to MSA for their public engagement needs.

AN INTRODUCTION TO MSA'S FUNDING SERVICES

We turn every stone in order to find both public and private sources to help you fund your project. We know the ins and outs of a wide variety of programs to help you maximize funding sources, manage timelines, and take care of the details to satisfy the fund requirements. With MSA's support, you can complete the projects you must, and deliver more of the projects you want, all while getting closer to the balanced, sustainable community you've always envisioned.

TRUST US, WE'RE EXPERTS.

Our team partners with you, championing your project vision, advising on what types of projects can be funded, and helping with feasibility studies to analyze your project's potential.

Funding Services

Your community's resource for funding services is MSA. We provide full-service grant writing, grant administration, and public and private funding options. We've been on the community's side of funding projects and understand the complexities of project funding. Our long-standing relationships with agencies allows us to position your projects to be more successful.

Public Engagement

From consulting on special assessments, to creating the case for support and leading crucial conversations, our public engagement skills and capabilities go well beyond what you'd find from most engineering and planning partners.

Maximizing Funds

MSA helps your community explore funding options that go beyond traditional public sources. Our dedicated funding specialists bring to the table a broad knowledge base of public funding sources, and are resourceful when it comes to identifying private, non-profit and other sources of funding. Financing methods and programs such as tax incremental financing (TIF), business districts, and local, state and federal grants and loans **can be packaged** with community resources to complete the must-do projects as well as create or enhance parks, recreational facilities, libraries and other projects that improve the fabric of your community. We help you strategize by combining our knowledge of a variety of funding sources with our expertise in bundling them together to help keep your costs low.

Emily Soderberg

PROJECT MANAGER
PARK PLANNING SPECIALIST

Emily is an experienced park and recreation planner and has worked on numerous comprehensive outdoor recreation plans. Emily also has six years of experience throughout the sustainability sector, ranging from industrial compost management and rooftop farming to food systems research and solar energy system design. Emily is a recent graduate of the University of Michigan's Urban and Regional Planning Master's program where she concentrated in land use and environmental planning.

Education

M.S., Urban and Regional Planning, University of Michigan

B.S., Sustainable Built Environments, University of Arizona Honors College

Selected Project Experience

- CORP Update, Beaver Dam, WI
- CORP 2023-2028, Fort Atkinson, WI
- CORP Update, Wausau, WI
- CORP Update, Wisconsin Dells, WI
- CORP/Bike-Ped Update, Waunakee & Westport, WI
- Parks Planning, La Crescent, MN
- Comprehensive Plan, La Crosse, WI
- Sauk County Farm Master Plan, Baraboo, WI*
- Tree Ordinance & Master Plan Review, Washtenaw County, MI*
- Residential Rooftop Solar Design & Sales, Tucson, AZ*
- Green Roof Farm Operations & Management, Washington, DC*
- Industrial Compost Operations & Management, Tucson, AZ*

**Denotes experience prior to MSA.*

Alexa Naudziunas

LEAD PLANNER

Alexa joined MSA team in January 2023 and is based in our local Appleton office. Prior to MSA, she served as an Associate Planner within the Planning Services Division for the City of Oshkosh. She managed the City of Oshkosh Neighborhood Services Programming and was integral to the creation and support of neighborhoods associations and neighborhood plans. Other long-range planning responsibilities included staff leadership to develop the City's Public Art and Beautification Strategic Plan, Bicycle and Pedestrian Master Plan and Sawdust District Master Plan. Alexa was also a key member of the staff team responsible for administering the zoning ordinance, working directly with residents and owners to facilitate property investment.

Education

B.A., Geography, Augustana College

Selected Project Expertise*

NEIGHBORHOOD PLANNING AND SUPPORT SERVICES

- Our Neighborhoods Engage (ONE), Oshkosh, WI
- Great Neighborhoods Program, Oshkosh, WI
- Neighborhood Plans, Oshkosh, WI
- Zoning and Permitting Assistance, Oshkosh, WI

BICYCLE AND PEDESTRIAN PLANNING AND ADVOCACY

- Bicycle and Pedestrian Plan Update, Oshkosh, WI
- Bicycle & Pedestrian Advisory Committee, Oshkosh, WI

STRATEGIC AND COMPREHENSIVE PLANNING

City of Oshkosh Strategic Plan
Supported plan implementation by assigning and confirming completion of various strategic initiatives.

Village of Lemont 2030 Comprehensive Plan
Supported plan development with data collection and analysis.

**Denotes experience prior to MSA.*

Diane Wessel, MPA, AICP, ICMA-CM

COMMUNITY DEVELOPMENT SPECIALIST

Diane is dedicated to creating equitable, healthy, sustainable, and resilient communities. As both a planner and public administration professional, she understands the needs of both the built environmental and organizational operations of local communities and their governing bodies. This understanding helps Diane forecast needs and connect needs with funding sources. Diane's strong work ethic, dedication, local government experience, communication skills, planning and prioritization skills, and commitment to teamwork make her an asset to multi-disciplinary project teams.

Education

MPA, Masters of Public Administration, University of Wisconsin-Oshkosh

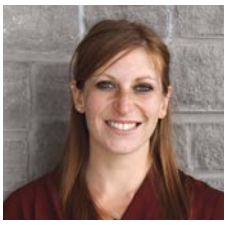
B.S., Forest Management, University of Wisconsin-Stevens Point

Certifications

American Institute of Certified Planners (AICP)
International City/County Management Association (ICMA) – Credentialed Manager (CM)

Selected Project Experience

- Grant Identification and Management, De Pere, WI
- Interim Town Administrator, Freedom, WI
- Wisconsin Neighborhood Investment Program Grant Application and Administration, Park Falls, WI
- Interim Community Development Director, Rib Mountain, WI
- Interim Village Administrator, Sister Bay, WI
- Reconnecting Communities Pilot Grant Program Application (USDOT) Shafer, MN and Wrightstown, WI



Sarah Morrison

GIS ANALYST

Sarah's experience includes field collection and observation, GPS post-processing and assisting with design, plans, reports, maps, schedules and various documents. Sarah is also familiar with GIS and creating maps and exhibits for both internal and external clients. She also has experience coordinating with utilities and municipalities, assisting with public involvement meetings and discussing projects with both project staff, officials, and members of the public, completing wetland delineation field work and reports, Phase I and II reporting and inspections and NEPA reports.

Education

B.S., Geography, University of Wisconsin-La Crosse

Selected Project Experience

CORPS

- Middleton, WI
- Wisconsin Dells, WI
- Beaver Dam, WI
- Fox Lake, WI
- Waunakee/Westport, WI
- Wausau, WI
- Fort Atkinson, WI
- Mukwonago, WI
- Verona, WI
- Chilton, WI
- Lake Geneva, WI

COMPREHENSIVE PLANS

- Fond du Lac, WI
- Belleville, WI

HOUSING AFFORDABILITY STUDIES AND PLANS

- Verona, WI
- Lake Delton, WI
- Monticello, MN
- Green Bay, WI
- Beaver Dam, WI
- Central City and Springville, IA
- Price County Region, WI

Dan Schmitt, PLA, ASLA, CPSI, CPO

LANDSCAPE ARCHITECT

Dan is a professional landscape architect and plays a key role in each of our recreation-based projects. His experience with onsite construction management provides a valuable understanding of construction detailing and construction workflow including permitting and local code and zoning requirements. His academic focus was to design enriching outdoor spaces for children and he enjoys working on playground projects and exploring techniques for implementing Natural Play. His experiences provide a comprehensive knowledge of site inventory, concept development, landscape plans, planting design and construction details. Dan is currently serving as chair of MSA's Parks and Recreation Community of Practice, a mechanism whereby professionals practicing the same discipline gather to share knowledge and best practices, ensuring our clients benefit from the collective expertise of our entire firm.

Education

M.A., Landscape Architecture, University of Wisconsin-Madison
B.S., Landscape Architecture, University of Wisconsin-Madison

Registration | Certifications

Professional Landscape Architect, WI, MN, IL
American Society of Landscape Architects (ASLA)
Certified Playground Safety Inspector (CPSI)
Certified Pool & Spa Operator (CPO)

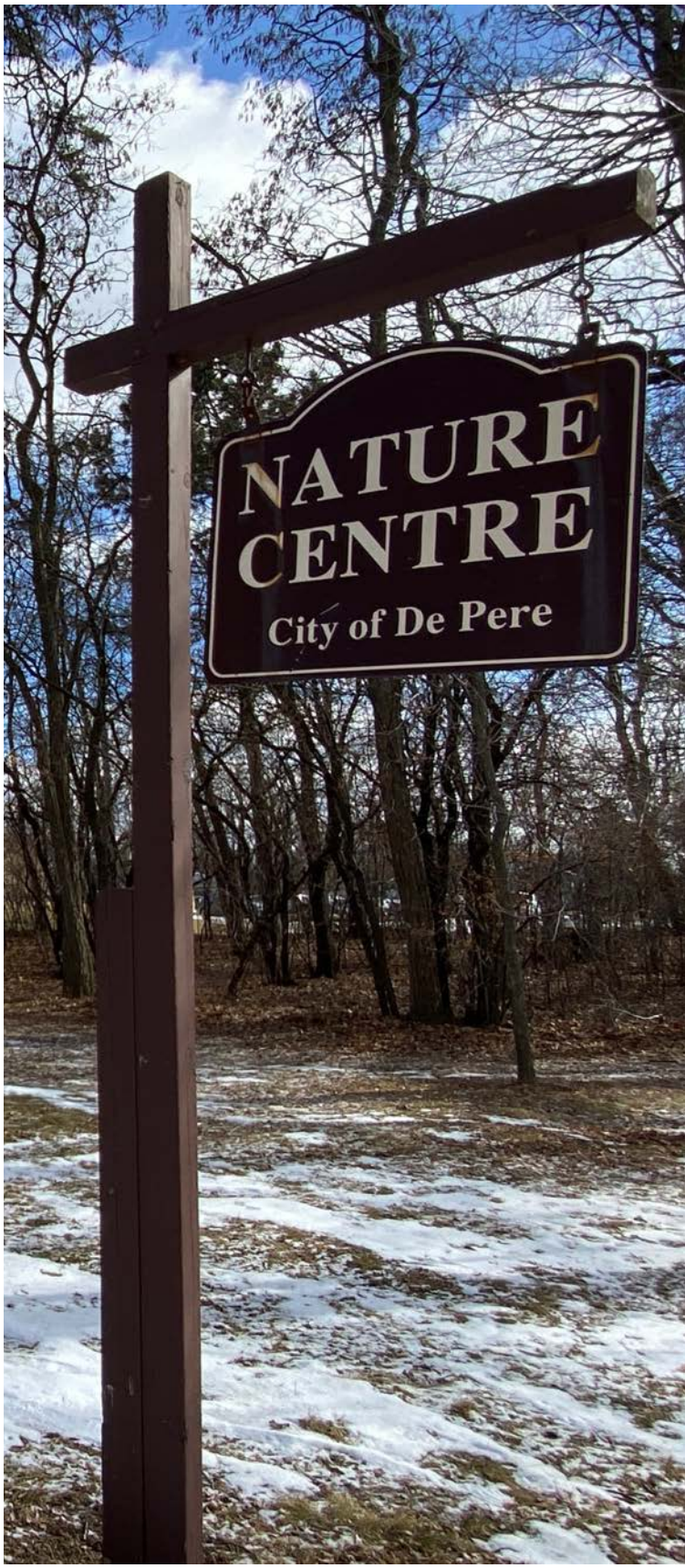
Selected Project Experience

CORPS

- Middleton, WI
- North Freedom, WI
- Hartford, WI
- Mukwonago, WI
- Verona, WI
- Chilton, WI
- Barneveld, WI
- La Crescent, MN

CONCEPT/MASTER PLANS

- Birch Lake Park and Memorial Park Master Plans and Comprehensive Outdoor Recreation Plan Update, Barneveld, WI
- Vilas Park Master Plan, Madison, WI
- Fireman's Park, Verona, WI
- Indianhead and Field Park Master Plan, Mukwonago, WI



WHAT OUR CLIENTS ARE SAYING

Hear directly from MSA clients about how MSA has helped their community and how we may help yours as well.

CITY OF FORT ATKINSON

Brooke Franseen, Director of Parks & Recreation

MSA developed the City's first Comprehensive Outdoor Recreation (CORP) plan in nearly 30 years. MSA assessed each park in its system, developed a list of recommended improvements, and assigned corresponding cost estimates. This City will use this set of recommendations in the future to apply for grants they were previously ineligible for without a CORP.

P: (920) 563-7781
E: bfranseen@fortatkinsonwi.net

CITY OF CHILTON

David DeTroye, City Administrator/Clerk/Treasurer

MSA updated the City's CORP. Since completion of the CORP, the City has reached out to MSA to assist with master planning for several of the parks.

P: (920) 849-2451 x306
E: chiltonclk@chiltonwi.com

MARATHON COUNTY

Jamie Polley, Marathon County Parks Director

MSA has worked with both the City of Wausau and Marathon County to update their CORPs. Given that the City and County run their Parks and Recreation Department jointly, the recent update of Wausau's CORP was strategically developed so it could be combined with Marathon County's CORP in the future.

P: (715) 261-1550
E: jamie.polley@co.marathon.wi.us

CITY OF MIDDLETON

Mark Wegner, Assistant Director for Conservancy/Forestry

MSA developed the City's CORP, leading the study and public engagement, and guiding the implementation of the vision for the next five years and beyond.

P: (608) 821-8345
E: mwegner@cityofmiddleton.us

CITY OF BEAVER DAM

John Neumann, Parks & Forestry Supervisor

The City of Beaver Dam has enlisted MSA three times over the past 10+ years to update the City's Comprehensive Outdoor Recreation Plan (CORP). In addition to CORP updates, MSA has a history of providing grant application, engineering, and park master planning assistance to City.

P: (920) 887-4623
E: jneumann@cityofbeaverdam.com

Project details associated with the references and projects above are provided in the following pages.

PROJECT SIMILARITIES

Level of Service Analysis
Public Engagement
Focus Groups with Key Stakeholders
Land Dedication Policy Review

Plan Link: *https://cms8.revize.com/revize/fortatkinson/2-16-23%20Adopt.%20Ordinance_Fort%20Atkinson%20CORP%202023-2028.pdf*

COMPREHENSIVE OUTDOOR RECREATION PLAN

FORT ATKINSON, WI

As of 2022, the City of Fort Atkinson did not have an active Comprehensive Outdoor Recreation Plan, with the last plan expiring sometime in the 1990s. Therefore, MSA was hired to essentially develop the City's first CORP. A key part of the planning process was engaging with the public to educate them on the purpose and importance of comprehensive outdoor recreation planning, in addition to soliciting their input on improving parks and recreation services in the City. This was achieved through a number of robust public engagement opportunities, including an online public survey, two focus groups with sports and civic organizations, and two pop-up booths with family-friendly activities at community events.

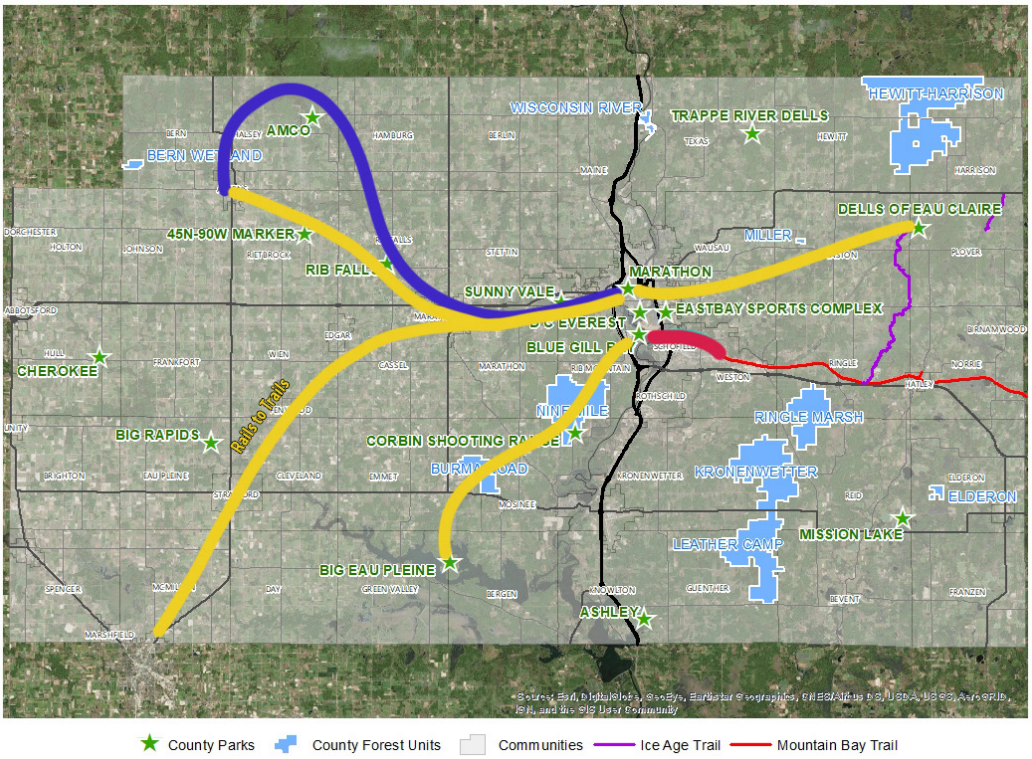
A thorough inventory of all Fort Atkinson parks was conducted, resulting in a detailed two-page spread for each City park in the final plan that includes photos, a list of park amenities, and a list of prioritized park improvements with corresponding cost estimates. With the adoption of the plan in February 2022, the City is now eligible for the first time in decades to apply for state grant like the Knowles-Nelson stewardship program to help fund these recommended park improvements.

Finally, a key request of the City as part of this planning process was the calculation of a proposed park impact fee. The City currently does not charge park impact fees, which raise funds for the development of park facilities when land is dedicated for parks in new subdivisions. The process of developing this new impact fee revealed conflicting language within the City's current parkland dedication ordinance, ultimately leading to a recommendation in the plan for the City to revisit and consider amending this ordinance.

MSA is continuing to assist the City in its effort to update their fees and ordinance.

PROJECT SIMILARITIES

Comprehensive Park Planning
Needs Assessment
Capital Improvement Planning
Public Engagement
Level of Service Analysis



COMPREHENSIVE OUTDOOR RECREATION PLAN

MARATHON COUNTY, WI

In addition to leveraging their CORP as a tool for funding, the Marathon County Department of Parks and Recreation was looking for a comprehensive guidebook for land acquisition and programming priorities that aims to shift the focus of the Department to the economic development initiatives of the County.

As the “Healthiest County in the State,” Marathon County attracts many new residents craving the exposure to their outdoor recreational activities. Due to rather consistent population increase, the County needed to plan for long-term growth to maintain and expand levels of service to residents. To do this, MSA partnered with the County to not just assess the park system itself, but dive into best practices that would enable the department to better execute its mission for their future. This included budgeting, staffing, efficiency and prioritization of improvements, and how to better connect County communities with the plethora of natural amenities.

Issues identified through the development of this plan have been taken up by both County staff and community stakeholders to collaboratively build off recommendations for the future, utilizing the CORP as a basis for continued engagement and capacity-building to further assess the availability of recreational opportunities. This project was delivered on time and on budget.

Plan Link: *https://www.co.marathon.wi.us/Portals/0/Departments/PKS/Documents/PLAN_CORP20202024.pdf*

PROJECT SIMILARITIES

Comprehensive Park Planning
Needs Assessment
Capital Improvement Planning
Public Engagement

COMPREHENSIVE OUTDOOR RECREATION PLAN

CHILTON, WI

The City of Chilton hired MSA to update its CORP to maintain eligibility for state and federal funding. MSA had experience working with the City prior and was directly hired based on our expertise with setting communities up for funding success through the recommendations in our CORPs, and the breadth of park planning experience we brought to the table.

For the CORP, MSA was tasked with determining what updates the community wanted in the park system and combining those with the ideas of staff and elected officials. To find out what ideas the public had for the future of parks and recreation, we offered a survey and public open house. We worked with the City to craft these ideas into recommendations for maintenance, long-term, medium-term, and short-term improvements to parks. We included cost estimates to help the City with future budgeting. The City did not have a park impact fee, so we also calculated what that fee could be if the City was interested in charging one. Overall, the City was happy they had a document to set them up for funding success once they are ready to apply for state and federal funding for parks and trails.

Since completion of the CORP, the City has reached out to MSA to assist with master planning for several of the parks.

Plan Link: https://issuu.com/msaprofessionalservices/docs/09322002_chilton_corp_02022022_with_appendices

Existing Park: Walter Bauman Pool (Aquatic Center)

PROJECT SIMILARITIES

Coordination with Sports Organizations in Community
Comprehensive Park Planning
Public Engagement (Online)
Land Dedication Policy Review & Comparison With Similar Communities

Plan Link: https://issuu.com/msaprofessionalservices/docs/04928079_middleton_corp_01212021

COMPREHENSIVE OUTDOOR RECREATION PLAN

MIDDLETON, WI

Middleton is known as “The Good Neighbor City,” a northwestern suburb of the capital City of Madison perched along the banks of Lake Mendota. Home to approximately 17,000 residents and witnessing tremendous, consistent growth, the City recognized the need to both fortify their existing park and recreational facilities as well as plan for the wise use of remaining acreage as the community continues to grow and parcels are absorbed by residential and retail development.

Middleton leaders chose to begin the process with the development of a CORP and asked MSA to lead the study, public engagement and guide to implementation of the vision for the next five years and beyond.

One of the community’s main goals for the CORP is to address the rapid influx of urban infill development in the community. As Middleton grows and residential properties such as apartment and multi-unit buildings become more popular, so does the demand for convenient and accessible outdoor space. City officials are concerned about having enough park land to meet future demand, as well as enough funding to support park maintenance, staffing, potential new park development and associated programming.

MSA began phase one of the CORP by reaching out to local sports organizations to assess their needs and how such needs align with city planning, available space and use agreements. Once all the localized information was collected, phase two would be to contact surrounding communities and regional sports and recreation organizations to discuss potential partnership opportunities. The goal was to see where regional park and recreational needs align, and ultimately, to implement a variety of shared-use options including public sports fields, pools and trails to meet demand and balance investment between parties.

A robust public engagement component was also key to the development of the CORP. The City expressed interested in gathering input from citizens as early in the planning process as possible, but due to restrictions associated with COVID-19, did not want any meetings to be held in person. MSA planners shifted to conduct the public input meeting to be entirely online, including activities that residents could participate in after the meeting ended. The meeting was recorded, and activities were made available afterwards for those who were not able to attend at the scheduled time.

The result is a clearly defined set of needs, wants, opportunities and potential partnerships to guide it toward the implementation of a new and exciting recreation plan—one that will provide a variety of engaging and accessible places for residents to visit.

PROJECT SIMILARITIES

Comprehensive Park Planning
Needs Assessment
Capital Improvement Planning
Public Engagement

Plan Link: https://issuu.com/msaprofessionalservices/docs/11-14_final_beaverdam_corp_final_04162018

COMPREHENSIVE OUTDOOR RECREATION PLAN

BEAVER DAM, WI

The City of Beaver Dam has enlisted MSA three times over the past 10+ years to update the City's Comprehensive Outdoor Recreation Plan (CORP). In addition to CORP updates, MSA has a history of providing grant application, engineering, and park master planning assistance to City.

For the most recent CORP update (2022-2027), MSA was tasked with particular focus on the following plan components:

- Information regarding demographic trends and natural resource concerns.
- An updated inventory of existing park and recreational facilities.
- An analysis of parkland and recreational needs and demands.
- Determining recreation needs of various stakeholder groups such as Beaver Paddlers, Youth Softball Organization, Rotary, etc.
- General policy direction regarding park and open space planning and maintenance.
- Recommendations for improving existing park facilities and trails.
- Recommendations for park and open space acquisition, (re) development projects, and implementation strategies.
- Funding opportunities

Additionally, MSA leveraged our public outreach and meetings with staff and the Parks and Placemaking Advisory Committee to incorporate park-specific questions and content to develop a park master plan which would make Crystal Lake Park eligible for WDNR Stewardship funding. The CORP update was adopted in November 2022.

PROJECT SCHEDULE

Per the City's request, this project will be completed within 120 days (approximately 4 months) upon notice of award. Assuming the contract is awarded in early April, MSA anticipates the project completion at the end of July 2023.

April 2023: Phases I & II

- Staff Kick-off Meeting
- Relevant Plans Review
- Geographic/Locational Analysis (Maps 1 & 2)
- Quantitative Analysis
- Park Inventory and Assessment
- BPC Meeting #1

May 2023: Phase III & IV

- Staff Coordination Meeting #1
- Online Parks Survey
- Public Input Meeting
- Stakeholder Focus Group/Questionnaire
- Preliminary Park Needs
- BPC Meeting #2

June - July 2023: Phases V & VI

- Plan Development
- Staff Coordination Meeting #2
- Plan Updates
- BPC Meeting #3
- Common Council Plan Review and Adoption

PROPOSED NUMBER OF MEETINGS

Proposed Meetings: 8 total

STAFF MEETINGS

As detailed in our scope of work, we propose three (3) virtual meetings with staff throughout the planning process: a project kick-off meeting, as well as two staff coordination meetings.

PUBLIC INPUT MEETING

We propose holding a public input meeting sometime in May 2023 during the public engagement phase of the project.

BOARD OF PARK COMMISSIONERS MEETINGS

As detailed in our scope of work, we propose three (3) meetings with the BPC. All three (3) meetings will be in-person.

COMMON COUNCIL MEETING

Our final meeting will be a presentation to the Common Council to adopt the plan.

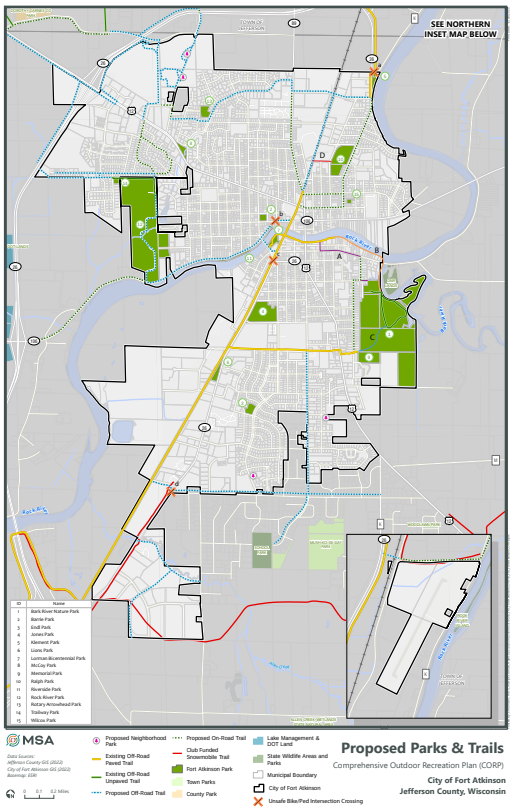
PROJECT UNDERSTANDING

MSA will partner with the City of De Pere to update its 2018 - 2023 Comprehensive Outdoor Recreation Plan (CORP). We will approach the project with the following factors in mind:

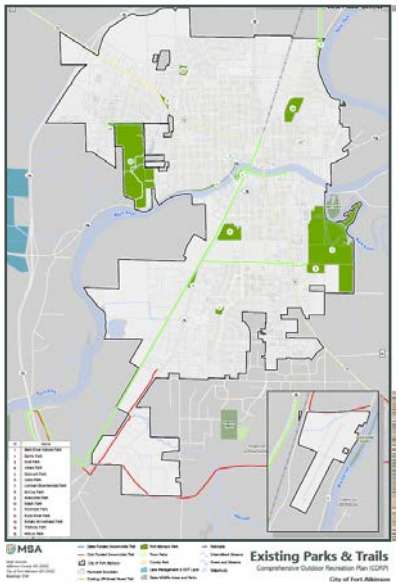
- We understand the important role a Comprehensive Outdoor Recreation Plan plays in providing a vision to guide and prioritize investments in the City's park system to meet current and future needs.
- We recognize the vital role the City's park system plays in supporting the local economy. The plan should highlight this value to demonstrate the benefits these investments have on the City's economy.
- The plan is an important tool in maintaining the eligibility of the City to apply for and receive federal and state aid for the acquisition and development of outdoor recreation, open space sites, and facilities.
- The plan needs to be user friendly, serving the dual purpose of providing a vision for continued investment in the City's park system while also advocating the importance of the park system/department.
- The plan needs to include a robust community engagement effort. In a world where people have many commitments and varied schedules, it's important to give a variety of options to make participation convenient for as many people as possible.

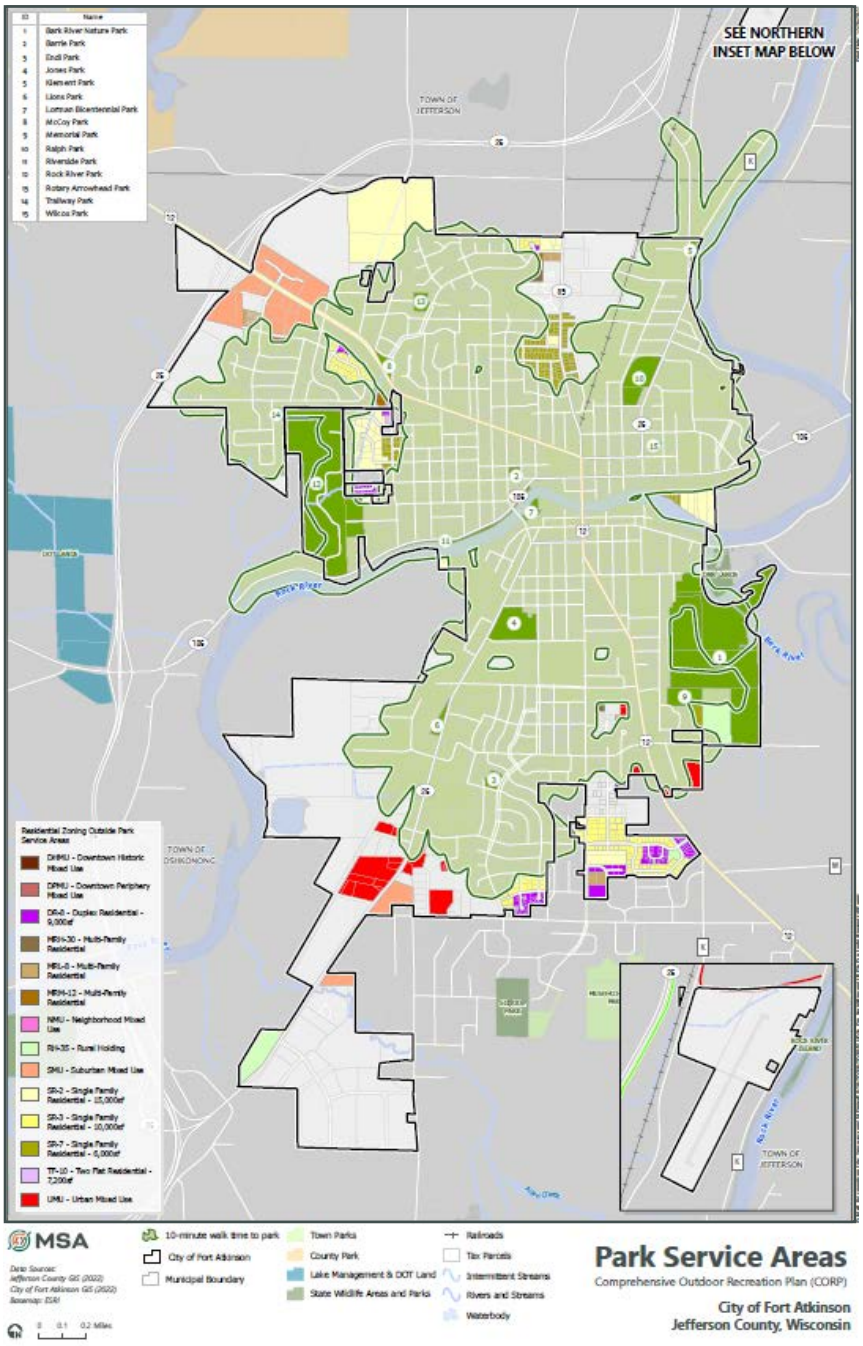
EXAMPLES AND EXPLANATION OF MAPPING PRODUCTS

MSA uses Esri ArcGIS to develop maps and apps that support the CORP development process. Some examples are shown below.



The Proposed Parks and Trails Map (above) uses the Existing Park and Trails Map (below) as a base to display where any potential new parks and trails could be located, as determined through the planning process. A key is created to identify these proposed facilities on the map and draw connections between the text of the plan.





Using the National Recreation and Park Association, Urban Land Institute, and Trust for Public Land's "10-Minute Walk" initiative as a our standard, the Park Service Areas Map (above) displays the areas within a community where a city-owned park can be accessed within about a 10-minute walk (roughly a quarter-mile radius). For areas that fall outside the 10-minute-walk radius, we show the underlying residential zoning district to show where there are residents not within reasonable walking distance of a park.

PROJECT APPROACH AND SCOPE

PHASE I: EXISTING CONDITIONS ANALYSIS

Task 1 | Staff Kick-off Meeting *(Virtual)*

MSA will coordinate a virtual working session kick-off meeting to consider project start-up activities with the Parks, Recreation, and Forestry Director and other staff, as determined by the Director.

- Review project scope and schedule.
- Review list of available/desired data and planning documents.
- Review changes to the parks system since the last CORP was adopted in 2018.
- Prepare for the first Board of Park Commissioners (BPC) meeting.

Task 2 | Relevant Plans Review

MSA will review the following plans and incorporate applicable recommendations and policies into the CORP:

- City of De Pere Comprehensive Outdoor Recreation Plan.
- City of De Pere Comprehensive Plan.
- State of Wisconsin Comprehensive Outdoor Recreation Plan.
- Brown County Parks and Outdoor Recreation Plan.
- Brown County Bicycle and Ped Plan.
- Americans with Disabilities Act Audit on De Pere Parks.
- City of De Pere Capital Improvement Plan.

Task 3 | Geographic/Locational Analysis

- *Map 1 - Existing Parks and Trails.* An existing parkland map will be developed to display the locations of City parks, park land owned by other public or private entities, and any state park and recreational facilities.
- *Map 2 - Park Service Areas.* Park service areas will be based on the National Recreation and Park Association, Urban Land Institute, and Trust for Public Land's "10-Minute Walk" initiative. These maps will help identify areas of the community potentially underserved by City parks. The map will also display the location of public school facilities, County facilities, and other private recreational facilities in or near the City.

PHASE II: PARK NEEDS ASSESSMENT

Task 1 | Quantitative Analysis

MSA will analyze the amount and type of park land per acre available to City residents based on current and estimated population projections. The results of this analysis will indicate projected deficits or surpluses of total park land, in five-year increments, through 2040. MSA will also compare this data to both regional and national peer communities using National Recreation and Park Association's park metrics.

Task 2 | Park Inventory and Assessment

MSA will tour the City's parks to complete an inventory and evaluation of existing park facilities. MSA will use existing data provided by the City, such as facility type and year built, and supplement this data with a general evaluation of existing park facilities through on-site observation. This information will be used to create a parks matrix and assist with the development of recommendations for maintenance, replacement, or new facilities.

Task 3 | Board of Park Commissioners Meeting #1 *(In-Person)*

MSA will meet with the Board of Park Commissioners (BPC) to:

- Review project scope and schedule.
- Discuss draft online parks survey.
- Review Maps 1 and 2.
- Review quantitative analysis and park inventory and assessment.
- Obtain initial feedback on issues, opportunities, and desired improvements within the City's park system, including potential new park locations.

During the time between the first and second BPC meetings, MSA will invite members to individually tour the City's parks. MSA will provide BPC members with a Park Assessment Form (PAF). The PAF will enable BPC members to identify improvement projects (wants vs. needs) regarding a number of aspects (e.g., parking, signage, equipment, amenities, restrooms, etc.) per park. This process will aide BPC members in reviewing the "status" of each City park and will serve to inform the recommendations of the CORP.

PHASE III: PUBLIC ENGAGEMENT

Task 1 | Staff Coordination Meeting #1 *(Virtual)*

MSA will coordinate Phase III activities with the Parks, Recreation, and Forestry Director over email, phone, or video conference:

- Review Board of Park Commissioners Meeting #1 outcomes.
- Discuss revised draft survey; finalize questions and outreach methods.
- Prepare for Phase III public engagement activities.

Task 2 | Online Parks Survey

MSA will use an online survey (administered via SurveyMonkey) to gather input/opinions about existing and desired park and recreation facilities. MSA will draft the survey for review by the Parks, Recreation, and Forestry Director and the BPC at their first meeting. A link to the survey can be provided through the City's official website and promoted via local press release, emails to recreation program participants, social media outlets (e.g., Facebook, Twitter), and tapping into existing email distribution lists (e.g., the School District and local recreation groups throughout the community). The survey would be open for approximately three (3) to four (4) weeks. The City is responsible for printing any hard copies of the survey if needed/desired, as well as entering any hard copy responses into SurveyMonkey. MSA will provide a summary report of the survey results once the survey has closed.

Additionally, as requested by the City, the survey will include questions relating to the alternate items described on page 24 of our proposal. These questions will be developed in coordination with the BPC and Parks, Recreation, and Forestry Director.

Task 3 | Public Input Meeting *(In-Person)*

MSA will facilitate one (1) public input meeting to obtain feedback from the public on desired park and recreation improvements. We've found that participants typically want flexibility to show up, voice their opinions, and depart on their own time. An open house format will allow people to spend as much or as little time as they like. The meeting will include a brief orientation and several interactive stations to obtain feedback on the plan's major concepts.

Task 4 | Stakeholder Focus Group/Questionnaire *(Virtual)*

MSA will hold one (1) virtual focus group with community stakeholders (as identified by City staff) to discuss park and recreation facility usage and other needs. MSA will draft a one-page questionnaire that the City can distribute to other stakeholder organizations, or those unable to attend the focus group, to obtain feedback on existing parks, amenities, and improvements their organization would like to see.

If the City would like to explore additional public engagement opportunities, we are more than happy to discuss additional options.

PHASE IV: PRELIMINARY RECOMMENDATIONS

Task 1 | Preliminary Park Needs

Based on the work completed in Phases I-III, MSA will develop a preliminary list of proposed park and recreation improvements per park. We will also create a draft version of Map 3: Proposed Parks and Trail Facilities. This list and map will be shared with the Parks, Recreation, and Forestry Director in advance of BPC Meeting #2 for their review and comment.

Task 2 | Board of Park Commissioners Meeting #2 *(In-Person)*

MSA will meet with the BPC to:

- Review public engagement input and various outcomes.
- Consider and work through list of potential plan recommendations.
- Discuss draft Map 3: Proposed Park and Trail Facilities.

PHASE V: DRAFT PLAN

Task 1 | Plan Development

MSA will begin to draft the CORP, which will include the following chapters:

- *Chapter 1 – Introduction:* Summary of the plan purpose and description of the overall planning process.
- *Chapter 2 – Description of De Pere:* Matrix of existing parks and open space throughout the City including location, existing characteristics, classification, and amenities; Map 1 (Existing Parks and Trails); summary of local recreational facilities not owned or operated by the City; summary of significant natural resources; summary of existing and projected demographics; summary of other applicable planning efforts/studies and their impacts on park planning.
- *Chapter 3 – Goals and Objectives:* Based on best practices, feedback from City staff, BPC, and the public, we will update the goals and objectives from the previous CORP as needed to guide the maintenance, development, and funding of the City's park system.
- *Chapter 4 – Analysis of Park Needs and Demands:* A summary of the quantitative, geographic, and qualitative analysis completed in Phases I-IV, including Map 2 (Park Service Areas). Determine gaps and deficiencies based on projected future needs. A summary of current and emerging trends in recreational demand and desires (local, state, national, and peer communities).
- *Chapter 5 – Recommendations:*
  - *Existing Parks.* MSA will create a summary page for each existing City park. These summaries will include the following information: photos; name of park; address; park acreage; park type; year created; list of amenities; summary table of recommended improvements including priority (e.g., low, medium, high); and planning-level cost estimates.
  - *New Park Facilities.* MSA will summarize areas proposed for future City parks, or expansions to existing parks, and new trails as determined through the planning process. MSA will identify the general location of these proposed improvements on a new map, Map 3 (Proposed Park and Trail Facilities).
  - *Trail Facilities.* Identification of proposed trail facility improvements, focusing on connecting existing and proposed multi-use trails to parks and other community facilities, including connections to regional trails. These will be depicted on Map 3.
  - *Recreation Programming.* Identification of new and expanded recreation programming opportunities based on trends and public feedback.
- *Chapter 6 – Implementation:*
  - *Capital Improvement Summary.* A summary table of recommendations from Chapter 5 outlining recommendations per park, estimated costs (planning level/ballpark cost estimates or cost ranges) and priorities. Recommendations will be prioritized as maintenance items (ASAP), high (next 1-3 years), medium (next 3-5 years), or low (5 years or more) based on feedback from the Parks, Recreation and Forestry Director and PBC. Cost estimates will include inflation as appropriate.
  - *Funding Opportunities.* A summary table of common state and federal park grant programs including information on maximum awards and application due dates. Identification of other non-traditional funding options to help mitigate potential funding gaps.
  - *Land Dedication Policy.* A review of the City's land dedication policy with a comparison table of other local and similarly sized communities across Wisconsin. Recommended policy improvements will be included if deemed necessary.

Appendix:

Appendix A: Complete Survey Results

Appendix B: Maps. 11" x 17" copies of the following maps:

- Map 1: Existing Parks and Trails.
- Map 2: Park Service Areas.
- Map 3: Proposed Park and Trail Facilities.

Task 2 | Staff Coordination Meeting #2 *(Virtual)*

MSA will coordinate Phase V and VI activities with the Parks, Recreation and Forestry Director.

- Review the Draft 2023-2028 CORP.
- Prepare for Phase VI City meetings.

Task 3 | Plan Updates

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

PHASE VI: ADOPTION

Task 1 | Board of Park Commissioners Meeting #3 *(In-Person)*

MSA will present the final plan to the BPC for final review and recommendation to City Council. A draft version of the plan will be shared digitally with the Board prior to the meeting.

Task 2 | Common Council Plan Review and Adoption *(In-Person)*

Following the recommendation of the BPC, Common Council will officially adopt the De Pere Comprehensive Outdoor Recreation Plan by resolution. MSA can provide the City with a sample resolution. At the City's discretion, Common Council or the BPC could hold a public hearing before adopting the plan; however, this is not a requirement of the Wisconsin Department of Natural Resources.

DELIVERABLES

Throughout the duration of the project, draft deliverables will be provided to the Parks, Recreation and Forestry Director in digital (.pdf) format. The final draft plan will be provided in digital format. We often find printing, binding, and shipping costs to be high due to a combination of cost of color, labor, and binding. For the 30 hard copies of the final document that have been requested, we recommend printing locally.

PARTNERSHIP

City staff and elected officials have institutional knowledge that is invaluable to the success of the Comprehensive Outdoor Recreation Plan. MSA will rely on City staff to provide this institutional knowledge through our working sessions and constant communication throughout the process. With our partnership on this project, the City's knowledge is critical to this process, and we will rely on the City's help with the following tasks:

- To provide existing City GIS data (e.g., parks, trails, parcels, roads, MCD, wetlands, floodplains, water courses, etc.).
- To provide all previous plans and documents for review by MSA relevant to this project, including available data concerning park use, existing planned improvements, individual park plans, past and current department budgets related to department revenues, capital improvements and operations expenditures.
- To act as a liaison to the Board of Park Commissioners and other applicable committees and commissions.
- To help promote the park survey. City staff will have the primary role of promoting the survey through existing media outlets (e.g., social media, traditional media, school district, email listservs, etc.) and in person.
- To provide meeting agendas and minutes for all City meetings for this project.
- To tabulate hard copies of the survey that may be turned in by the public. Although the responses to the survey will be primarily collected online, MSA anticipates hard copies will be made available at City Hall for individuals that prefer to complete a hard copy. City staff will be responsible for inputting the results of any hard copy surveys returned to the City into SurveyMonkey so all input is tabulated together.
- To guide the process and provide feedback throughout the project.

ALTERNATE ITEMS

The following efforts could be added to the process to further enhance the breadth of analysis desired by the City, but currently they are not included in our Comprehensive Plan lump sum cost listed on the Proposed Fee Schedule (see the next page).

- **Item A - Analyze Forestry Operations.** Provide a comprehensive analysis of the City's current forestry staffing levels, budget, resources, workload, and organizational structure. Recommend service levels and priorities for the Forestry Division, and ultimately determine and prioritize the core work tasks and responsibilities for the Division. Perform targeted community engagement related to these topics to gauge community views on the importance of Forestry Division tasks.
- **Item B - Analyze Park Maintenance Operations.** Provide a comprehensive analysis of the City's current park maintenance staffing levels, budget, resources, workload, and organizational structure. Recommend service levels and priorities for parks maintenance operations, and ultimately determine and prioritize the core work tasks and responsibilities for these operations. Perform targeted community engagement related to these topics to gauge community views on the importance of parks maintenance.
- **Item C – Analyze Public vs. Contracting Services.** Compare the cost effectiveness of public vs. contracting services for select park maintenance items including stump removal; tree removal; tree pruning; athletic field mowing; median mowing and maintenance; regular garbage and restroom monitoring and maintenance basket watering; and roundabout maintenance.

Proposed Fee Schedule

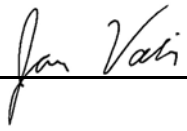
*Please include this page with your proposal.

Company Name: MSA Professional Services, Inc.

Company Address: 1500 N. Casaloma Drive, Suite 100

Company Address: Appleton, WI 54913

Company Representative: Jason Valerius, AICP, Senior Team Leader - Planning

Signature: 

Item	Fee
Comprehensive Plan Lump Sum	$ 24,600
Alternate Item A	$ 5,000
Alternate Item B	$ 5,000
Alternate Item C	$ 5,000

Please list any items not listed in the scope of services and fees/costs associated with those items below.

Item	Cost
Printing Costs	$700

IT'S MORE THAN A PROJECT. IT'S A COMMITMENT.

COMPREHENSIVE PARK AND OUTDOOR RECREATION PLAN UPDATE | DE PERE, WI | MARCH 3, 2023

MSA

www.msa-ps.com

CITY OF DE PERE

COMPREHENSIVE PARK & OUTDOOR RECREATION PLAN UPDATE

Response to Request for Proposals

SMITHGROUP

March 3, 2023

TABLE OF CONTENTS

COVER LETTER 03

PROPOSAL CRITERIA

1. FIRM QUALIFICATIONS 04

2. STAFF QUALIFICATIONS 08

3. REFERENCES 14

4. SIMILAR PROJECT EXPERIENCE 14

5. PROPOSED TIMELINE 20

6. PROPOSED MEETINGS 21

7. PROJECT UNDERSTANDING 22

8. EXAMPLES & EXPLANATION OF MAPPING PRODUCTS 23

9. SCOPE OF WORK 24

10. PROPOSED FEE SCHEDULE 29

SMITHGROUP

44 E Mifflin Street
Suite 500
Madison, WI 53703

March 3, 2023

Re: RFP for Comprehensive Park and Outdoor Recreation Plan Update

MARTY KOSOBUCKI
City of De Pere
335. S. Broadway
De Pere, WI 54115

Dear Marty,

Thank you for the opportunity to propose on the City of De Pere's Comprehensive Park and Outdoor Recreation Plan Update. We are excited about the potential to build on our work from the 2040 Comprehensive Plan Update and Studies for the downtown and southeast side. We recognize De Pere provides a high quality of life for its residents. This RFP is a great opportunity to work with your community to enhance its existing vibrancy. We will do this by evaluating and developing recommendations for the city's existing parks and open space, taking advantage of riverfront access, preserving natural resources, and planning for future growth and new parks.

SmithGroup has had the privilege to work with communities like De Pere throughout the Midwest to plan and develop existing and new parks. We believe our broad experience and recent work with the City of De Pere make us especially well-suited for this project. We offer a team that provides:

Local Knowledge and National Expertise: Our recent experiences working with De Pere, especially developing the Comprehensive Plan Update, give us unique insights into the desires and aspirations of your community. Outside of De Pere, our deep bench of staff have been developing comprehensive and site-specific park plans around the region. We promise to leverage our knowledge of your community with our experiences in other communities to complement your staff's expertise and capabilities, and develop a valuable plan update for your park system. Should the City wish to pursuit Alternates 1 - 3, we have enlisted ZEC Eight Insights to assist with any economic decisions.

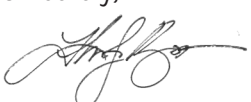
Gold Medal Experience: It has been our pleasure to help develop 14 NRPA gold-medal park communities throughout the Midwest. We understand what is needed to work with a community to design great parks and open spaces. The secret to developing a gold-medal park community is not just a good design; we work closely with park managers, operators, and park systems to develop designs that fit budgetary, operational, and maintenance constraints.

A Proven Process: Our approach is rooted in your department's and community's input to set achievable goals with implementable strategies that lead from funding to built projects. On similar projects, we have demonstrated how thoughtful planning can position a city for long-term success. We integrate your park and open space goals into useable, long-term, and implementable planning that includes understanding costs and value, and leveraging grants and financing to create amenities that provide legacy value for your community.

In our proposal, we have outlined our recommended scope of services for achieving a robust and long-lasting plan. We understand we are not starting from scratch. De Pere has developed several studies that should be understood and, where appropriate, included in this planning effort.

We look forward to speaking with you more about your project. We would be delighted to share more about our experience with De Pere and other similar communities and describe our process.

Sincerely,



Tom Rogers
Principal-in-Charge
608.327.4402 | tom.rogers@smithgroup.com

1. FIRM QUALIFICATIONS

ABOUT SMITHGROUP

25
Urban Design Awards in the Past 2 Years

40,000
Acres of Planned Urban Developments

TOP 100
In Building Design's World Architecture in 2019

Working across a network of 19 offices nationally, our team of 1,300 experts is committed to excellence in strategy, design, and delivery— giving rise to new and innovative processes and methodologies that are redefining the way we work and collaborate.

SmithGroup is a leader in cultural, park, and recreation planning and design. Our experience has taken us across the nation and our clients have included national, state, regional, and cultural organizations. Our approach is based upon the fundamental principles of understanding the opportunities and constraints presented by the site, developing a creative, responsive program, and inviting hands-on client involvement in finding the optimal "fit" between the program and the site.

Our multidisciplinary teams integrate landscape architecture, community planning, engineering, architecture, and environmental science to help find solutions for enhanced public engagement, increased economic, wellness and environmental benefits, enhanced resilience, and more equitable access. Our belief in the power of holistically designed public space to help create more livable, cohesive communities informs every aspect of our process.

Public open space should be built and adapted for people first, emphasizing public health outcomes and human-powered movement.

ZEC EIGHT INSIGHTS
ECONOMIC STRATEGIST

Zec Eight Insights was created to focus on strengthening the way parks and recreation organizations develop, synthesize, and leverage information. All planning efforts are highlighted by a data-context approach which is used to establish a baseline foundation. From there, "gaps" are recognized based on community and organizational need along with industry best practices. It is the firm's belief that all communities should have access to reliable, measurable, and objective information when planning in the public realm.

Their varied work portfolio includes managing a diverse project portfolio across the country with townships, towns, cities, counties, special park districts, and states. Their experience with project management, organizational planning, data analysis, facilitation, and training has allowed them to coordinate park and recreation projects at the local, state, federal, and international levels.

Zec Eight Insights concentrates on the following core service areas:

- *CAPRA Assistance:* assist organizations with achieving best practice recommendations and industry standards.
- *Maintenance and Operations Planning*: determine existing service levels, assess gaps, and develop maintenance projections.
- *Organizational Planning:* build on the internal capabilities of an organization to ensure outward-facing implementation is achieved.
- *Recreation Planning:* assist agencies with how they program spaces and places.
- *System Master Planning and Needs Assessments:* assess community gaps and create planning solutions to address "unmet" needs.

WHY SMITHGROUP?

DETROIT RIVERWALK

MILWAUKEE LAKESHORE STATE PARK

TOLEDO EAST RIVERFRONT GLASS CITY METROPARK

PARKS & OPEN SPACES

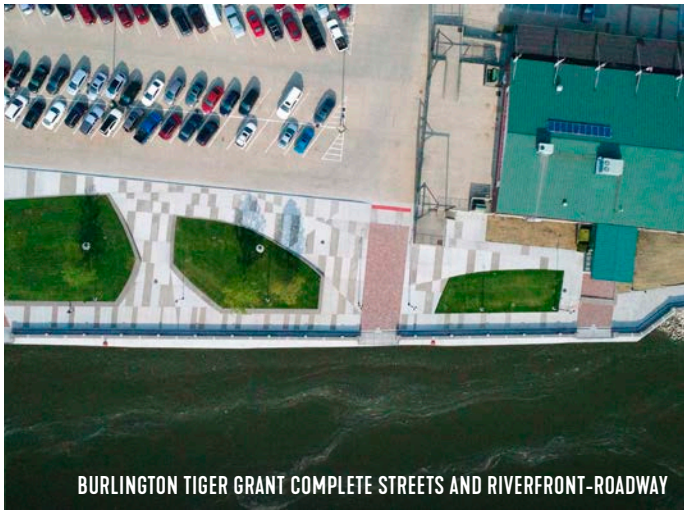
As passionate advocates for the role of parks and open space in our communities, SmithGroup's dedicated specialists fully embrace the challenges and responsibility of contemporary public space design and development. We know our clients are facing shrinking budgets, growing environmental challenges from climate change, and major shifts in community needs and priorities. Our multidisciplinary teams integrate landscape architecture, community planning, engineering, architecture, and environmental science to help find solutions for enhanced public engagement, increased economic, wellness and environmental benefits, enhanced resilience, and more equitable access. Our belief in the power of holistically designed public space to help create more livable, cohesive communities informs every aspect of our process.

PUBLIC REALM & PLACEMAKING

Our team is dedicated to creating great places; parks and waterfronts; and vibrant, sustainable cities. We know the key elements of creating active, people-focused places, and how to employ them in every part of a city. Our firm has designed signature public places for over 60 years, and we continue to be a leader in public realm place creation.

DESTINATION PLAY

For decades, we have been Midwest and national leaders in park design and recreation planning. Our work includes community and regional parks, sports complexes, nature centers, waterfront parks and marinas, as well as historic urban parks and public gardens, arboretums, and performance venues.



BURLINGTON TIGER GRANT COMPLETE STREETS AND RIVERFRONT-ROADWAY

DE PERE & SMITHGROUP COLLABORATION

CARMEL CLAY BEAR CREEK MASTER PLAN - COMMUNITY ENGAGEMENT

GRANT APPLICATION

Our grant experience and holistic approach to design helps clients garner maximum funding. We know parks and open spaces, especially those with strong environmental, social, and mobility values, have the potential to attract public and private grants. We have the ability to meet reporting deadlines related to the grants and can manage the project in a way that satisfies the requirements and expectations of the granting agency. SmithGroup has assisted our clients in obtaining grant funding on projects such as Dequindre Cut Greenway in Detroit, Mill Creek Park in Dexter, and the Lakefront Public Access Plan in Cuyahoga County.

CONNECTING ASPIRATION & OPPORTUNITY

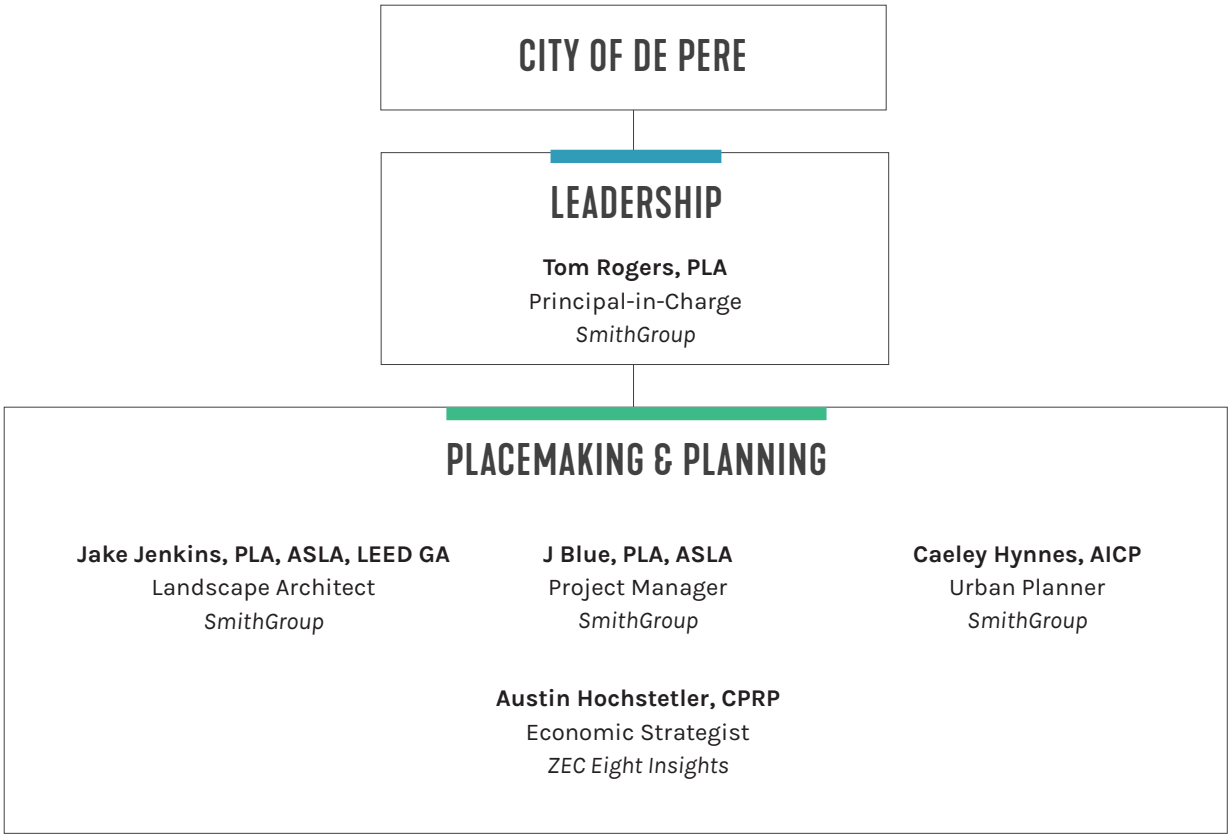
Public, open space development projects depend on collaborative networks for success: forging local partnerships and building community coalitions, drawing on multiple funding sources, and securing agency support and regulatory approvals, to name just a few. SmithGroup teams help navigate this collaborative process with a strong sense of civic responsibility and stewardship. We listen first: gathering information and perspective from a diverse array of stakeholders. Then we work to help shape a shared vision for future priorities and outcomes, building a broad coalition of support. The result is planning and design that authentically reflects your community, and that connects your aspirations and assets with genuine opportunities.

EQUITY MATTERS

SmithGroup's urban design and planning practice is built on the philosophy that equitable public engagement has the power to more inclusively shape the design of our communities. We believe in engaging the broadest range of perspectives and values to build a shared understanding of the forces that shape our communities. Over the years, our teams have done this in ways that meet people where they are and use multiple methods and tools to break down barriers.

2. STAFF QUALIFICATIONS

TEAM ORGANIZATION



PRINCIPAL-IN-CHARGE

SMITHGROUP

TOM ROGERS
PLA

Tom's expertise lies in creating distinct and memorable spaces for people. His experience includes a broad cross section of project types from small urban areas to community and neighborhood redevelopment. He is adept at working with multiple disciplines and stakeholders to develop beautiful and sustainable solutions that embrace the values of a community to create powerful opportunities for positive growth.

DE PERE 2040 COMPREHENSIVE PLAN UPDATE AND WEST DOWNTOWN VISION PLAN
De Pere, Wisconsin.

DE PERE CULTURAL DISTRICT MASTER PLAN
De Pere, Wisconsin.

CARMEL CLAY PARKS AND RECREATION, WEST PARK
Carmel, Indiana.

BIRDLAND PARK AND MARINA MASTER PLAN
Des Moines, Iowa.

GREEN BAY BOTANICAL GARDEN MASTER PLAN
Green Bay, Wisconsin.

KEWAUNEE HARBOR PARK
Kewaunee, Wisconsin.

GARVER FEED MILL
Madison, Wisconsin.

SIOUX CITY CHRIS LARSEN PARK
Sioux City, Iowa.

69TH STREET CENTER
Wauwatosa, Wisconsin.

HARBOR DISTRICT RIVERWALK
Milwaukee, Wisconsin.

BURLINGTON DOWNTOWN RIVERFRONT PARK
Burlington, Iowa.

EDUCATION
Bachelor of Science in Landscape Architecture, University of Wisconsin

REGISTRATIONS
Landscape Architect:
Colorado
Iowa
Wisconsin

PROJECT MANAGER

SMITHGROUP

JACOB (J) BLUE
PLA, ASLA

Jacob Blue is a landscape architect and ecologist with more than 20 years of experience. He is coauthor of the Sustainable Sites Initiative (SITES), the Sustainable SITES Handbook, and was a subject-matter expert for the US Green Building Council's SITES-AP exam. His work is focused on planning and designing places at the intersect of the built environment and natural systems. Jacob's project experience has included playgrounds, parks, landfills, mines, resorts, developments, schools, and communities internationally. Jacob has led design teams through the intersection of design and ecology on park projects nationally and internationally.

EDUCATION
Master of Science in Ecology, University of Wisconsin-Madison

Bachelor of Landscape Architecture, Pennsylvania State University

Minor in Wildlife and Fisheries Sciences

REGISTRATIONS
Professional Landscape Architect.: CO, IL, MO, WI, WY

PROFESSIONAL AFFILIATIONS
Council of Landscape Architects (CLARB)

American Society of Landscape Architects (ASLA)

Instructor in the Department of Planning and Landscape Architecture at the University of Wisconsin

ELGIN PARKS MASTER PLAN
Elgin, Illinois.

CARMEL CLAY BEAR CREEK AND WEST PARK MASTER PLAN
Carmel, Indiana.

LA PORTE CLEAR LAKE SUB AREA PLAN
La Porte, Indiana.

BIRDLAND PARK AND MARINA MASTER PLAN
Des Moines, Iowa.

BAY VILLAGE CAHOON PARK
Bay Village, Ohio.

CHRIS LARSEN PARK
Sioux City, Iowa.

LINCOLN PARK CONSERVANCY, NORTH POND AT LINCOLN PARK MASTER PLAN UPDATE
Chicago, Illinois.

HIGHLAND PARK BEACH MANAGEMENT PLAN + GRANT ASSISTANCE
Highland Park, Wisconsin.

WATERTOWN SQUARE
Watertown, Wisconsin.

UNIVERSITY OF WISCONSIN-MADISON, LAKESHORE NATURE PRESERVE MASTER PLAN
Madison, Wisconsin.

LANDSCAPE ARCHITECT

SMITHGROUP

JAKE JENKINS

PLA, ASLA, LEED GA

Jake Jenkins has a wide range of professional experience working both domestically and internationally on projects ranging from greenways, waterfronts, and campuses to complex spatial studies and ecological analysis. Jake's design approach focuses on a technical exploration of site and context, unearthing parameters to develop design, and investigating innovative techniques for project delivery. His work is focused on data driven landscape design using computational techniques to develop adaptive and responsive designs. He is a team captain in the computational design practice at SmithGroup, leading efforts for integration of parametric modeling and visualization of big data into our practice.

DE PERE 2040 COMPREHENSIVE PLAN UPDATE AND WEST DOWNTOWN VISION PLAN

De Pere, Wisconsin.

DE PERE CULTURAL DISTRICT MASTER PLAN

De Pere, Wisconsin.

LA PORTE CLEAR LAKE SUB AREA PLAN

La Porte, Indiana.

OSHKOSH LAKESHORE PARK MASTER PLAN

Oshkosh, Wisconsin.

LAKEFRONT PUBLIC ACCESS PLAN

Cuyahoga County, Ohio.

BURLINGTON DOWNTOWN AND RIVERFRONT PLANNING

Burlington, Iowa.

TWO RIVERS RIVERFRONT

Two Rivers, Wisconsin.

TOLEDO EAST RIVERFRONT GLASS CITY METROPARK

Toledo, Ohio.

KENOSHA INNOVATION NEIGHBORHOOD MASTER PLAN

Kenosha, Wisconsin.

EDUCATION

Master of Landscape Architecture with Honors, Kansas State University, 2013

Bachelor of Science in Community and Regional Planning, Minor in Sociology, Iowa State University

REGISTRATIONS

Landscape Architect: Wisconsin

LEED Green Associate

PROFESSIONAL AFFILIATIONS

American Society of Landscape Architects

URBAN PLANNER

SMITHGROUP

CAELEY HYNES
AICP

Caeley Hynes specializes in urban design and planning and is a passionate planner who effectively communicates with various stakeholders and coordinates the production and analysis of diverse ranges of data. Her work on several recent master planning and zoning projects gives Caeley a range of project experience to draw from, and her passion for her work allow her to produce high-quality deliverables.

DE PERE 2040 COMPREHENSIVE PLAN UPDATE AND WEST DOWNTOWN VISION PLAN
De Pere, Wisconsin.

ELGIN PARKS & RECREATION MASTER PLAN UPDATE
Elgin, Illinois.

CITY OF OAK PARK, PARKS AND RECREATION MASTER PLAN UPDATES
Oak Park, Michigan.

LA PORTE CLEAR LAKE SUB AREA PLAN
La Porte, Indiana.

FERNDALE MASTER PLAN, PARKS-REC PLAN UPDATE & CLIMATE ACTION PLAN
Ferndale, Michigan.

CITY OF LAS VEGAS PARKS AND RECREATION PLAN (2050)
Las Vegas, Nevada.

EAST LAS VEGAS SPECIAL AREA PLAN
Las Vegas, Nevada.

CHICAGO DEPARTMENT OF PLANNING & DEVELOPMENT, CLARK STREET UPTOWN CORRIDOR STUDY
Chicago, Illinois.

CONNECTING THE ROUGE FRAMEWORK PLAN
Wayne County, Michigan.

VILLAGE OF LEXINGTON MASTER PLAN UPDATE
Lexington, Michigan.

BRICKLINE GREENWAY
St. Louis, Missouri.

EDUCATION
Bachelor of Art in Urban & Regional Planning, University of Illinois at Urbana-Champaign

REGISTRATIONS
American Institute of Certified Planners

Michigan Association of Planning (MAP)

Illinois Association of Planning (APA-IL)

ECONOMIC STRATEGIST

ZEC EIGHT INSIGHTS

AUSTIN HOCHSTETLER
CPRP

Austin leads Zec Eight Insights, a management consulting and planning firm. He utilizes custom data analytics to provide insights into operational, programmatic, and organizational challenges to create subsequent solutions. Austin seeks to understand context first along with identifying the driving forces behind a particular community challenge and/or planning process. He concentrates on CAPRA assistance efforts, maintenance and operations planning, organizational planning, recreation planning, and system master planning and needs assessments.

GENERAL MAINTENANCE MANAGEMENT PLAN
Boulder, Colorado.

MAINTENANCE MANAGEMENT PLAN
Brownsburg, Indiana.

PARKS AND RECREATION MAINTENANCE MANAGEMENT PLAN
Centerville-Washington Park District, Ohio.

MAINTENANCE MANAGEMENT PLAN
Kettering, Ohio.

MAINTENANCE AND OPERATIONS STUDY
Lexington, Massachusetts.

PARKS MAINTENANCE MANAGEMENT PLAN
Miami-Dade County, Florida.

MAINTENANCE AND OPERATIONS ASSESSMENT
Ocean County, New Jersey.

RHODE ISLAND STATE PARKS ORGANIZATIONAL MANAGEMENT AND OPERATIONS PLAN
Rhode Island.

EDUCATION
Master of Science in Community Recreation Management, Clemson University

Bachelor of Science in Outdoor Recreation and Resource Management, Indiana University

Certificate, Data Analytics 360, eCornell

REGISTRATIONS
Certified Park and Recreation Professional (CPRP)

PROFESSIONAL AFFILIATIONS
Commission for Accreditation of Park and Recreation Agencies (CAPRA) Visitor

Indiana Park and Recreation Association Board of Directors (former)

3. REFERENCES

Our client references are also listed in the following project pages.

CITY OF ELGIN, ILLINOIS

Maria Cumpata
Director, Parks and Recreation
847.931.6129
cumpata_m@cityofelgin.org

CITY OF OAK PARK, MICHIGAN

Crystal VanVleck
Planning Director
248.691.7401
cvanvleck@oakparkmi.gov

CARMEL CLAY PARKS & RECREATION

Michael Klitzing
Director of Parks and Recreation/CEO
mklitzing@carmelclayparks.com
317.573.4018

CITY OF CLINTON, IOWA

Josh Eggers
joshuaeggers@cityofclintoniowa.us
563.243.1260

CITY OF LA PORTE

Tom Casey
Director of Community Development and Planning
tcasey@cityoflaportein.gov
219.362.8250

4. SIMILAR PROJECT EXPERIENCE

SmithGroup works closely with our clients to create a vision that espouses their values and emphasizes the best qualities of their site to create a unique destination. The following work represents a diversity of character that is a direct result of our response to clients' goals, values, and vision.

CITY OF ELGIN

ELGIN PARKS AND RECREATION MASTER PLAN UPDATE

COMMUNITY ENGAGEMENT & PLANNING SERVICES GUIDE PARK IMPROVEMENTS

SmithGroup updated the Parks and Recreation Master Plan for the City of Elgin, with a current population of 114,000 and 67 parks totaling 1,678 acres. This augments the successful 2000 Master Plan developed by SmithGroup that has largely been implemented. A major feature of the plan involved using the Fox River and its extensive tributary system as a network of greenways and open space connections.

Master Planning services were provided including needs assessment, gap analysis and level of service standards. This, coupled with extensive field assessment and public and stakeholder input, guided holistic physical programmatic and operational improvements.

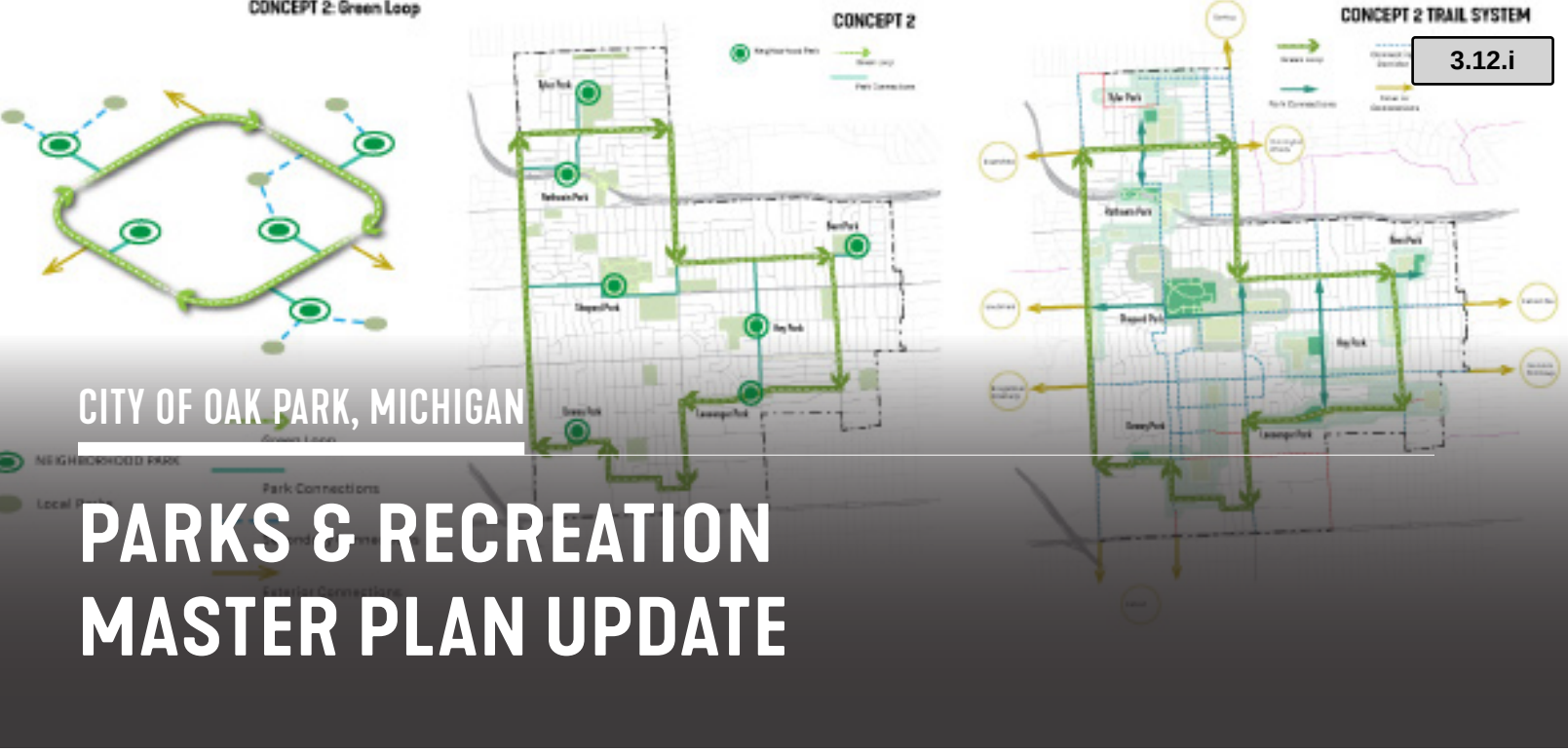
A Master Plan Facebook page was developed for public outreach. Ongoing planning process activities, photographs from public input process were regularly posted on the Facebook page to keep the community informed.

SmithGroup developed an interactive website for the project. This web based tool was used to post project news, deliverables and reports.

LOCATION
Elgin, Illinois

COMPLETION DATE
2023

CLIENT REFERENCE
Maria Cumpata
Director, Parks and Recreation
City of Elgin
847.931.6129
cumpata_m@cityofelgin.org



CITY OF OAK PARK, MICHIGAN

PARKS & RECREATION MASTER PLAN UPDATE

TRANSFORMATIVE MASTER PLAN CREATES NEW RECREATIONAL OPPORTUNITIES

The City of Oak Park selected SmithGroup to prepare a comprehensive update to the City's Parks and Recreation Master Plan. Our team is working on conjunction with the City on transforming Oak Park's quality of life amenities through the improvement of existing, and creation of exciting new recreational opportunities. The plan includes a comprehensive assessment of the City's future needs for recreation programs, services, and facilities and recommendations that will guide this transformation with a ten-year vision for parks, recreation, open space and trails, and on street and off street non-motorized bikeways. The preparation of the plan is in the final stages following an extensive public engagement process to gain community input and support through informal neighborhood meetings, one-line surveys, and hybrid community workshops.

The SmithGroup team developed concept improvement plans for each of the city's parks based on community input and developed a new vision for the flagship community open space, Shepherd Park, that includes a proposed community recreation center, events plaza, nature center, and farmer's market. The plan also incorporates a community-wide active mobility plan to connect neighborhoods, parks, commercial destinations, and bikeways in adjacent communities. To sustain and improve the park system the plan recommends a series of park programming, funding, and management strategies.

The resulting plan is based on the theme of "Elevate Oak Park", recognizing the importance of recreation in maintaining a high quality of life and health for the city residents.

LOCATION
Oak Park, Michigan

COMPLETION DATE
2022

CLIENT REFERENCE
Crystal VanVleck
Planning Director
City of Oak Park, Michigan
248.691.7401
cvanvleck@oakparkmi.gov

CITY OF CLINTON

CLINTON PARKS MASTER PLAN

DESIGN PROVIDES CLEAR DIRECTION FOR FUTURE DEVELOPMENTS

The Clinton Parks Master Plan is a visionary plan for the City of Clinton, Iowa. The primary goal was to provide clear and concise direction to staff, the Parks and Recreation Advisory Board, Mayor and City Council and the general public and other stakeholders for the future development, re-development and enhancements of the City's parks, open spaces, trails and facilities. No comprehensive plan for all of these items existed.

This was the first ever plan for the department, providing direction to help form the future of parks, open spaces, trails, and recreational facilities for Clinton in a way that enhances the quality of life, tourism, and economic development of the area.

In partnership with GreenPlay, SmithGroup inventoried existing park facilities, gathered ideas from stakeholders and the community, and recommended specific action items for maintaining and improving Clinton parks, recreational programs, open space, and trails.

LOCATION
Clinton, Iowa

COMPLETION DATE
2017

CLIENT REFERENCE
Josh Eggers
City of Clinton
joshuaeggers@cityofclintoniowa.us
563.243.1260

CARMEL CLAY PARKS AND RECREATION

CARMEL CLAY WEST PARK

INNOVATIVE PLAY & EDUCATION EXPERIENCES ABOUND AT UPDATED PARK

Carmel Clay Parks and Recreation (CCPR) and SmithGroup have teamed up to take a bold, community-driven step together in elevating one of the community's most cherished public spaces to the next level of excellence with the addition of the Groves development. The project activates an additional 40 acres of parkland and establishes a new CCPR standard for sustainable park development through a design that seamlessly knits indoor and outdoor educational programming into a diverse setting of native landscapes, interpretive garden plazas, and adventure play.

Focus was placed on innovative stormwater and green infrastructure strategies that are intentionally open and visible near buildings, boardwalks and plazas to engage and invest in Carmel's next generation of environmental stewards who visit the park for a variety of camps and events as well as adjacent high school students who use the park as their outdoor classroom.

LOCATION
Carmel, Indiana

COMPLETION DATE
Est. 2023

CLIENT REFERENCE
Michael Klitzing
Director of Parks & Recreation/CEO
Carmel Clay Parks & Recreation
mklitzing@carmelclayparks.com
317.573.4018

CITY OF LA PORTE

CLEAR LAKE SUB AREA PLAN

FINDING THE COMMUNITY'S VOICE THROUGH A GUIDED CHARRETTE PROCESS

La Porte, an aging rustbelt community in northwest Indiana, has among the lowest health metrics in Indiana. The City partnered with the Healthcare Foundation to undertake a district plan for a remediated industrial site, park, downtown, and hospital district built on improving connectivity, a sense of place, and opportunities for mixed-use and recreation uses to support healthy lifestyle choices. The Heart of La Porte is a long-term vision which identifies short-term redevelopment, placemaking, environmental stewardship, and recreation opportunities to create a holistic vision for healthy living. A multi-day charrette included walking tours, stakeholder meetings, and evening public sessions to vet placemaking and land use alternatives.

Beyond a long range vision, the plan identifies several catalytic projects that will be developed up to 30% level of design. The selected projects, include downtown streetscape renovations, a Clear Lake greenway, ecological shoreline enhancements, and a new communal greenspace downtown, seek to obtain funding and partnerships for implementation to put the vision into reality.

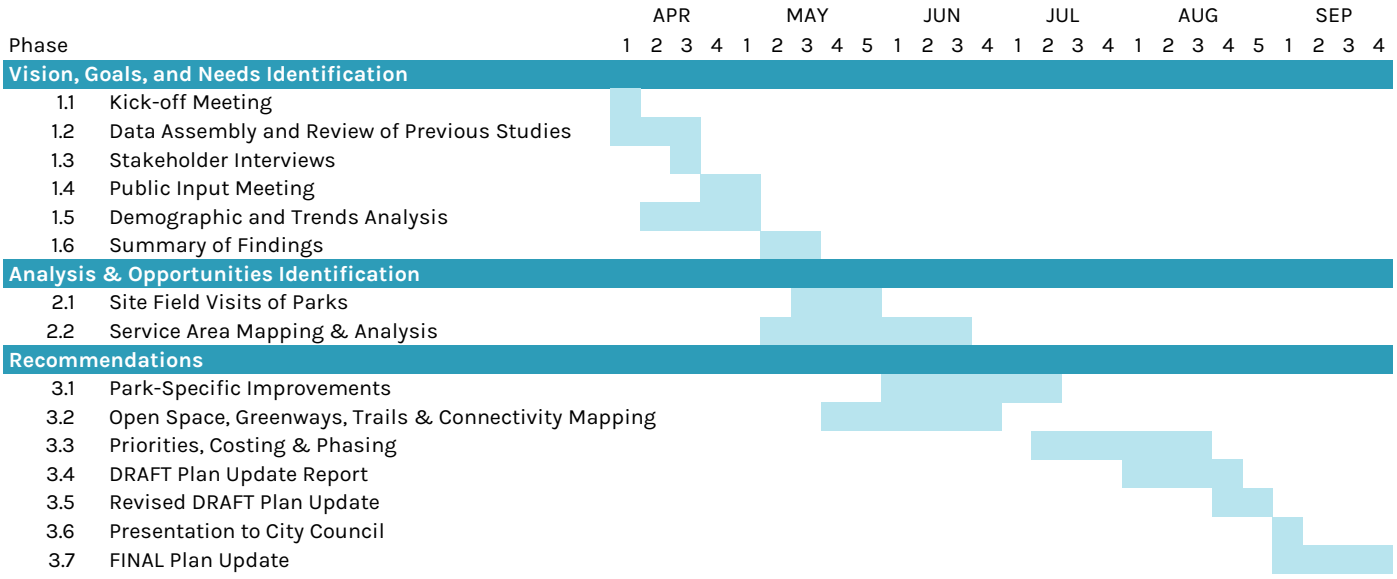
LOCATION
La Porte, Indiana

SIZE
1 square mile

COMPLETION DATE
2020

CLIENT REFERENCE
Tom Casey
Director of Community Development and Planning for City of La Porte
tcasey@cityoflaportein.gov
219.362.8250

5. PROPOSED TIMELINE



6. PROPOSED MEETINGS

MEETING	TASK	NUMBER OF MEETINGS	TYPE	PURPOSE
Kick-off	1.1	(1) one	Online, web-based	Project initiation, schedule confirmation, and set outcome expectations.
Stakeholder Interviews	1.3	(4) Four, (1 – 1.5 hr) one to one and half-hour meetings	Online, web-based	Focus discussion with stakeholders invited by the department to review the project purpose and expectations and collect stakeholder feedback, concerns, and identify what is working in the park system.
Public Input Meeting	1.4	(1) one, (2-4 hour) two to four-hour	In-person, in De Pere	Collect community input on the park system
Review Summary of Findings	1.6	(1) one, (1 – 1.5 hr) one to one and half-hour meetings	Online, web-based	Review the work and findings from the first phase of the project
Service Area Mapping & Analysis	2.2	(1) one, (1 – 1.5 hr) one to one and half-hour meetings	Online, web-based	Review the analysis findings and mapping. Discuss areas for improvement or shortfalls.
DRAFT Plan Update Review	3.4	(1) one, (1 – 1.5 hr) one to one and half-hour meetings	Online, web-based	Review the recommendations developed for the project, discuss reasonable revisions to the content developed.
City Council	3.6	(1) one, (1 – 2 hr) one to two-hour meetings	In-person, in De Pere	Presentation of draft plan update to City Council.
General Coordination	None	As needed, (.5 to 1 hour) expected to be up to a half to one-hour call	Online, web-based	Coordination of work, visits, presentations, or other meetings with the project representative from the Department.

7. PROJECT UNDERSTANDING

Parks are some of the most democratic spaces in a community. By the people and for the people; they are intended for everyone. Their focus may change from neighborhood park to sports complex or from splash pad to nature preserve, but in the end whether for passive or active recreation they are meant as a place of respite, beauty, restoration, and celebration for the community and the individual. Right-sizing a community's parks to meet their needs from an acreage as well as a service standpoint means understanding the community, where it has been, where it is currently at, and where it is going, then, comparing that community with local and national peers.

SmithGroup understands that the City of De Pere's Park, Recreation and Forestry Department desires to update their 2018 Comprehensive Park and Outdoor Recreation Plan. The plan update should document the existing park system and compare with anticipated population and community changes, national and peer communities, and other planning work developed by the City of De Pere, including the recently completed city-wide 2040 Comprehensive Plan Update.

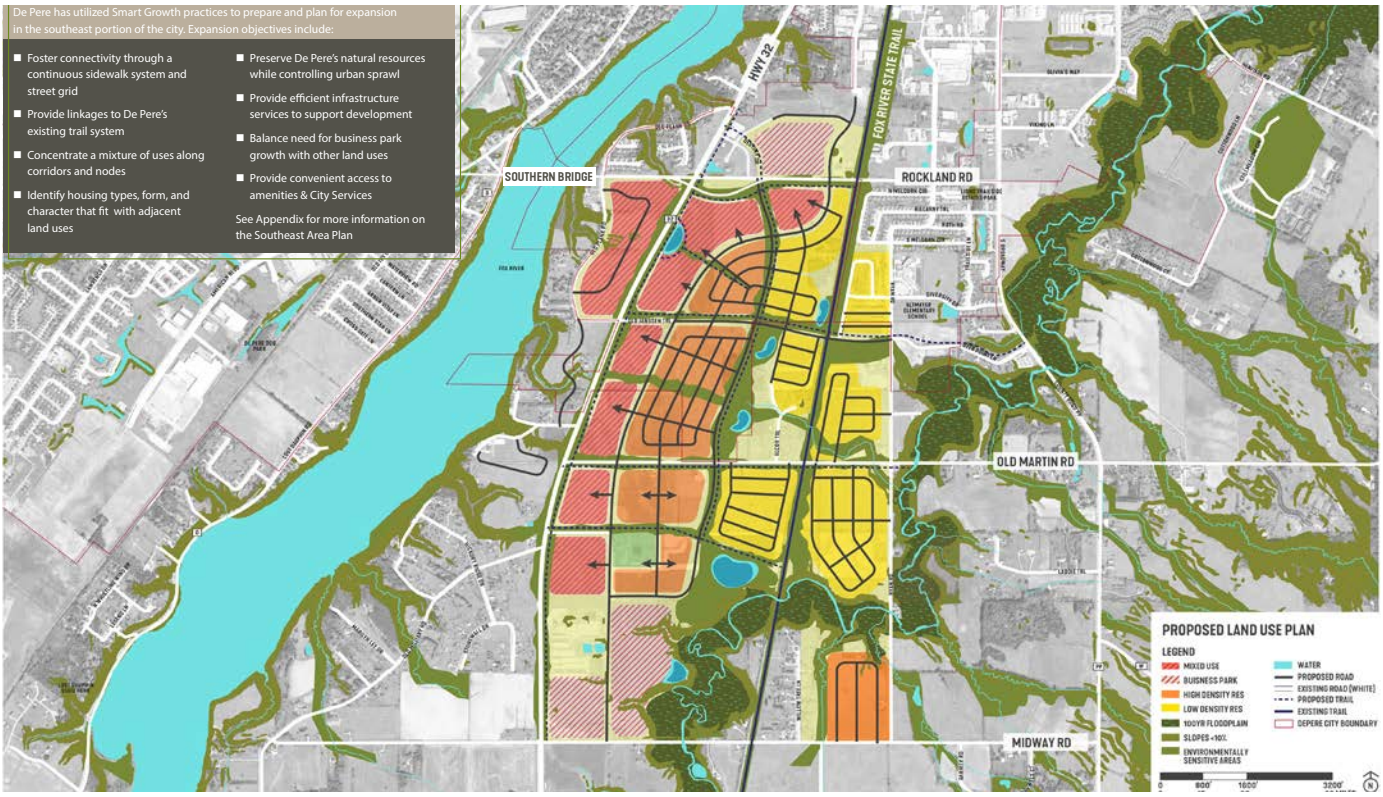
The Comprehensive Park and Outdoor Recreation Plan Update should identify and recommend improvements to the park system. Improvements could include service, access, programming, or uses changes and may include recommendations for adding parks. SmithGroup will ask questions about how residents want to use the parks and how staff want to maintain them, and will develop a response that addresses big goals and how they are managed.

SmithGroup has worked with communities around the Midwest to right-size their park portfolio. We have helped them analyze their population trends to determine if their age sectors are shifting, and if so, how, and what does that mean for what should be located in their parks. We have also helped communities leverage their park system as a catalyst for community growth, attracting developers and residents and establishing a reputation for providing quality outdoor spaces. We understand how to work with you to develop a long-view of where the Department should prioritize and develop projects or execute improvements.

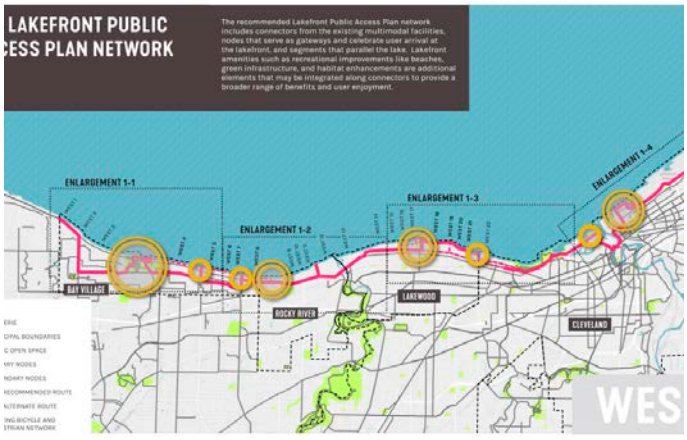
Images provided from the City of De Pere

8. EXAMPLES & EXPLANATION OF MAPPING PRODUCTS

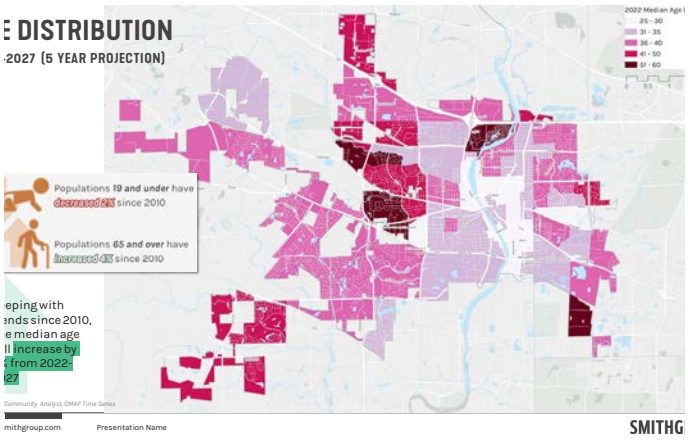
SmithGroup uses a variety of mapping tools. Geographic information systems (GIS) maps are an essential part of our process. We leverage the software to graphically convey complex data in a clear concise manner that is easy to understand and inform decision making.



CITY OF DE PERE 2040 COMPREHENSIVE PLAN UPDATE AND WEST DOWNTOWN VISION PLAN



CUYAHOGA COUNTY LAKEFRONT PUBLIC ACCESS PLAN



CITY OF ELGIN, PARKS AND RECREATION MASTER PLAN UPDATE

9. SCOPE OF WORK

PHASE 1: VISION, GOALS, AND NEEDS IDENTIFICATION

We propose initiating the Comprehensive Park and Outdoor Recreation plan by confirming the community public open space and recreational vision, goals, and needs. We believe this is best done by engaging your community through stakeholder as well as public engagement processes. Working with the Park, Recreation and Forestry Department (Department) our team set up first a series of focus group interviews and secondly an in-person public input meeting to solicit input about what's working, what's needed, and what needs to be improved.

We propose the following tasks in the first phase of work.

1.1 KICK-OFF MEETING

Our team will participate in an online, web-based Kick-Off meeting call with Department staff to:

- Review project goals, objectives, scope, and schedule.
- Identify expectations for the completed project and final deliverable.
- Define lines of communication, points of contact, level of involvement by staff, local leaders, and stakeholders. And confirm any protocols or procedures for scheduling meetings.
- Review existing base information available from the Department or the City of De Pere that will be used for development of the project including, property mapping or surveying of existing parks, city GIS information, programming inventories, level of service assessments, operational considerations, and special or unique spaces.

1.2 DATA ASSEMBLY AND REVIEW OF PREVIOUS STUDIES

Using base data provided by the Department our team will assemble project data in a digital format for use in subsequent tasks to prepare mapping, inventories, and analysis.

Our team will review relevant previous studies including the recent city comprehensive plan update and the previous comprehensive park and open space plan and identify plan goals, changes, or executed projects that can be used as measuring devises of change in this project. In addition, we will review Park Land Dedication Policy and compare to other local and/or similar size communities.

1.3 STAKEHOLDER INTERVIEWS

Following the kick-off call our team will meet with Department invited stakeholders in online, web-based calls. The stakeholders are expected to include representatives of sport leagues, park partners, members of the business community, other city Departments (fire, police, public works), and may include focus group discussion of portions of the Department such as recreational programming or maintenance and operation. The intent of these meetings is to describe the purpose of the plan update and confirm the project vision, goals, and outcomes with those that have a special interest in the project's outcome.

We have budgeted for (4) four online, web-based, (1 to 1.5) one to one and half-hour stakeholder meetings. Our team will develop a presentation that will be used to facilitate the discussion. The content of the presentation will be based on the vision, goals, needs, and base data shared with our team at the kick-off meeting. Where possible, and when appropriate, our presentation may include interactive slides that will allow the stakeholders to 'live' vote or select content during the presentation.

1.4 PUBLIC INPUT MEETING #1

Working with the Department, the SmithGroup Team will prepare content and participate in an in--person public input meeting (PIM) #1, in De Pere. The purpose of the meeting will be to gather community input on how the parks are used today as well as test public goals and vision for the park system.

Content from the in-person meeting will be photo-documented and recorded.

1.5 DEMOGRAPHIC AND TRENDS ANALYSIS

SmithGroup will utilize city projections (including projections from the recently completed Comp Plan update) and supplement with census tract demographic data obtained from Environmental Systems Research Institute, Inc. (ESRI), the largest research and development organization dedicated to Geographical Information Systems (GIS) and specializing in population projections and market trends; for comparison purposes data will also be obtained from the U.S. Census Bureau.
This analysis will:

- Develop an understanding of the areas served by the park and recreation system.
- Identify park-customer groups based on demographics.
- Identify changes occurring in the city and the region and assist in making proactive decisions to accommodate those shifts.
- Provide the basis for Equity Mapping and Service Area Analysis

The demographic analysis will be based on the most recent US Census information with updated projections, and 5 and 10-year projections. The following demographic characteristics will be included:

- Population density
- Age Distribution
- Households
- Gender
- Ethnicity
- Household Income

1.6 SUMMARY OF FINDINGS

SmithGroup will coalesce the information collected at the kickoff meeting, the stakeholder interviews, and through in-person feedback collected from PIM 1 and prepare summary info graphics. The input data will be compared with the Demographic and Trends Analysis. We will meet with the Department via a web-call to review the findings and discuss how the findings should direct planning ideas.

PHASE 2: ANALYSIS & OPPORTUNITIES IDENTIFICATION

In the second phase of work our team will shift from confirming the vision, goals, and needs to identifying opportunities by analyzing the data collected and assembled in phase 1. We'll identify where new parks may be needed and if the experiential nature of the parks in De Pere need to shift to meet changing community desires.

2.1 SITE FIELD VISITS OF PARKS

Working with the City of De Pere we will review existing parks and trails and prepare on-site evaluations of conditions. Our team will measure and evaluate the services provided by existing parks and trails; photo documenting observed site conditions. The SmithGroup Team will participate in a (2 to 3) two to three-day visit of De Pere parks and trail system. Specific concerns that may have been identified in public comments from PIM 1 will be reviewed.

The on-site park specific reviews will evaluate and document age, quality, care and upkeep, availability, type, and character of recreational spaces, playgrounds, receptacles, seating, shade, major vegetative cover, water fountains, parking, paths & trails, fencing, or other key features found on site. While on site our team will qualitatively review existing, significant structures including bathrooms, concessions, or other major structures found at a park. We will identify and document the general health of vegetation and plantings within the park, including areas of wear on lawns or playfields from overuse.

We will also document observed patterns of use, identify other items of concern (such as evidence of flooding), and evaluate or identify additional needs or opportunities.

Existing park conditions documentation will include site photos as well as 'red-line' mark ups of existing park base maps, developed in Phase 1.

2.2 SERVICE AREA MAPPING & ANALYSIS

Using GIS data from the City of De Pere or the Department of mapped existing parks and amenities, SmithGroup will prepare service area mapping for specific facilities and programs. This includes mapping by classification and major amenities by facility standards as applied to population density and geographic areas. A service area is defined as

a circular area around a park or amenity whose radius encompasses the population associated with the appropriate facility standard for each park classification and amenity. Working with the Department, we will identify the key parks and major facilities to be analyzed. We will prepare a series of service maps of De Pere's parks and facilities. Major parks and facilities are expected to include:

- Neighborhood Parks
- Community Parks
- Block/Mini Parks
- Soccer Fields
- Football Fields
- Baseball Fields
- Softball Fields
- Basketball Courts
- Tennis Courts
- Trails
- Playgrounds
- Picnic Pavilions
- Aquatics/Pools
- Recreation/Community Centers

This mapping will identify gaps and overlaps in service area. We will evaluate park access, bikability, wayfinding, and services offerings collectively and by demographic segments. Our Team will provide maps in digital format (ARCGIS and Adobe Acrobat PDF format). Analysis prepared in this task will be combined with the data collected in the preceding tasks of this phase combined with the feedback and information collected at the Stakeholder interviews and PIM 1. SmithGroup will compare the current park portfolio (services and offerings, quantities, and acreage) with previous planning studies, and anticipated changes (demographic or development) in a summary table. We will score the portfolio of parks collectively against regional and national comparisons, recreational, service offerings, access, and environmental measures. We will provide the scores as a 'dashboard'. The dashboard will be prepared so the Department can quickly see where improvements need to be made and how to prioritize action.

The summary table, with supporting mapping and dashboard scores will be provided to the Department for review.

PHASE 3: RECOMMENDATIONS

Using the information collected in the two previous phases, SmithGroup will propose improvements for individual parks, service improvements or the addition of new parks and trails. Recommendations will be provided as general improvements for all parks as well as suggested improvements for individual parks, where appropriate.

3.1 PARK-SPECIFIC IMPROVEMENTS

Based on our assessment of the existing parks, SmithGroup will propose concept improvements. The improvements may include updating parking or playgrounds, rearranging playfields or other site program experiences, improving signage, or adding public transportation and bike access. Suggested improvements will be prepared as bulleted lists. If needed to convey the recommended improvements, diagrammatic loose, hand-drawn, annotated sketches or precedent images will be paired with the suggested improvements, graphically illustrating recommendations.

Park-specific concept improvements will be shared as bulleted lists of recommended improvements or changes, diagrams or precedent images will be provided if needed, as scaled, colored, annotated digital plan view drawings for review.

3.2 OPEN SPACE, GREENWAYS, TRAILS & CONNECTIVITY MAPPING

SmithGroup will review the City of De Pere's Bicycle and Pedestrian Plan and Brown County Bicycle and Ped Plan and overlay with the park system to identify opportunities for improving connectivity throughout the city and access to recreational resources. Recommendations will be prepared and presented as mapping indicating recommended changes or additions for improving connectivity.

3.3 PRIORITIES, COSTING & PHASING

SmithGroup will synthesize the findings from the previous phases and the service area mapping into a quantified facility and program priority ranking. This priority listing will be compared against gaps or surplus in recreation services, parks, facilities, and amenities.

Prioritization and phasing will be focused on short and long-term recommendations for enhancement of site and facility management, and programs and services.

Recommended priorities and phasing could include proposed parks and facilities, recreation programs, open spaces or and trail needs based on work prepared in previous tasks. We will identify potential probable cost ranges for project implementation for high priority projects. We will conduct a work session with the Department to review the findings and make reasonable revisions.

3.4 DRAFT PLAN UPDATE REPORT

SmithGroup will prepare a DRAFT plan update report. The report is expected to describe and/or illustrate:

- The plan purpose and process.
- Community engagement feedback and impacts on the plan.
- Summarize the analyses performed for the project.
- Recommendations for improvements, revisions, or changes within the parks or for park amenities.
- Funding opportunities and strategies for execution of the recommendations.

We will share a DRAFT update with the Department for review and comment. SmithGroup will participate in a web-based call with the Department to review your recommended edits and discuss reasonable revisions.

3.5 REVISED DRAFT PLAN UPDATE

Based on the feedback provided by the Department, we will prepare reasonable revisions to the plan update. This document will be used for presenting the plan to the De Pere city council. The updated plan will be shared with the Department for additional review and comment.

3.6 PRESENTATION TO CITY COUNCIL

SmithGroup will develop and participate in an in-person presentation to the City of De Pere's City Council in De Pere. We will describe the project process, the feedback collected in the project, how the feedback shaped planning, and present our analysis and describe our recommendations.

3.5 FINAL PLAN UPDATE

Based on the feedback collected at the city council presentation and additional comments from the Department, SmithGroup will prepare reasonable revisions and complete the plan update. The plan update will be prepared as a report document with appropriate embedded photographs, mapping, tables, and other imagery used to support the written content.

The report will:

- Describe the city of De Pere's parks and parks system, generally.
- Review the existing conditions of the parks.
- Describe the community engagement process and how it influenced the development of the plan update.
- Describe and summarize the analyses performed.
- Describe and illustrate recommendations for improvements, revisions, or changes within the parks or for specific parks.
- Recommend trail corridor improvements and connections.
- Include mapping to clearly identify park locations, service radius of parks and future park land recommendations.
- Identify funding opportunities and strategies for execution of the recommendations shown in the FINAL report.
- Suggest prioritization, budgeting, and phasing.
- Recommend improvements to Park Land Dedication Policy.

OPTIONAL TASKS

If requested and authorized by the Department, SmithGroup will provide the Alternate tasks outlined in the request for proposal. Those tasks include, as described in the RFP.

1. ALTERNATE ITEM A

a. Analyze and recommend service level and priorities of Forestry Operations. The analysis should include community input and a comprehensive look at current park and forestry staffing, organizational structure, budget, resources, and workload.

b. This section should ultimately determine the core work tasks and responsibilities of our Forestry Division, how our community views the importance of those tasks, and then prioritize the divisions tasks and responsibilities.

2. ALTERNATE ITEM B

a. Analyze and recommend service level and priorities of Park Maintenance operations. The analysis should include community input and a comprehensive look at the current park and forestry staffing, organizational structure, budget, resources, and workload.

b. This section should ultimately determine the core work tasks and responsibilities of our Park Maintenance Operations, how our community views the importance of those tasks, and then prioritize the divisions tasks and responsibilities.

3. ALTERNATE ITEM C

a. Provide analysis of key services to determine cost effectiveness of public vs. contracting service. Services to be analyzed include stump removal, tree removal, tree pruning, athletic field mowing, median mowing and maintenance, regular garbage and restroom monitoring and maintenance, basket watering, and roundabout maintenance.

PROPOSED SCOPE TO COMPLETE TASK A AND B

To complete Alternate Tasks A or B our team will work with the Department to identify its core Forestry and Park Maintenance operational functions. The core functions are expected to represent all the facets that are included to provide and maintain parks and open space services within the city. We will document and analyze existing staffing levels and internal operations associated with providing and maintaining De Pere parks. This effort will document the entity that is in a "leading" role and the entity or entities that are in a "supporting" role.

Our team will review the reported hours of service from each entity and compare hours of service with the desired functions or outcomes. We will compare strategic planning documents, public input gathered over the years (and through the existing planning process), and agency leadership.

Following this, we will develop a time-task analysis to augment work order system data collected and analyzed during this task. The time-task analysis will develop and document a full-cost associated with maintaining the park and open space system based on staff, tools and materials, and maintenance level (or frequency). This analysis will be used to establish the Department's maintenance and operations standards.

The final deliverable is expected to be a brief report outlining suggested outcomes that will enable leadership to determine capacities that need to be maintained, strengthened, or fundamentally changed. In addition, our team will prepare a functional organizational structure chart/diagram will be developed that represents the final organizational functions and recommended alignment.

PROPOSED SCOPE TO COMPLETE TASK C

Based on existing practices, our team will propose service categories and identify current service levels with ability to understand how increasing/decreasing those service levels translates into either the need for budget augmentation or cost savings based on in-house metrics. Once in-house costs are identified, we will compare unit costs to potential contracted service costs. Of note, contracting services does not result in a net-zero cost for the Department and so effective contract management and oversight, inspection, and accountability will be considered to determine the full effectiveness of contracted vs in-house services. A contracted vs in-house maintenance scoring matrix will be created and utilized to help determine recommendations for maintenance tasks moving forward.

10. FEE SCHEDULE

Proposed Fee Schedule

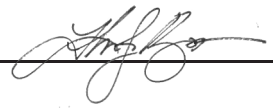
*Please include this page with your proposal.

Company Name: SmithGroup

Company Address: 44 E Mifflin St., Madison, WI 53703

Company Address:

Company Representative: Tom Rogers

Signature: 

Item	Fee
Comprehensive Plan Lump Sum	$ 92,500
Alternate Item A	$ 15,250
Alternate Item B	$ 14,750
Alternate Item C	$ 9,600

Fees for Alternative Items are shown as standalone tasks, if items A and B were both authorized, the fee for these tasks is expected to be reduced.

Please list any items not listed in the scope of services and fees/costs associated with those items below.

Item	Cost

Design a Better Future

SMITHGROUP

smithgroup.com
608. 251.1177

44 E. Mifflin Street
Suite 500
Madison, WI 53703

City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE:	**March 16, 2023**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Chelsea Moberg**
SUBJECT:	**Consideration and Possible Action to Approve Adult Athletic Waivers**

Please see attached memo and waivers.

ATTACHMENTS:

- Park Board Memo - Adult Athletic Player Waivers (PDF)
- Adult Sports Player Waiver - Kickball (PDF)
- Adult Sports Player Waiver - Softball (PDF)

CITY OF DE PERE
MEMO

To: Board of Park Commissioners
From: Chelsea Moberg
Date: February 28, 2023
RE: Adult Athletics Waivers – Kickball and Softball

Staff recommends adopting the use of individual waivers for adult league players going forward. The lack of individual player waivers was brought to our attention in late 2022.

Specifically: All adult players will be required to sign a sport specific waiver (or digitally agree if that becomes an option through registration software) prior to taking the field or court for play. Waivers would be completed once per league by each player. Blank copies will be kept at league sites and can be turned into staff on site to ensure ease of implementation. Completed waivers will be returned to the Community Center by staff & kept in accordance with our other waiver storage policies.

This waiver has been suggested, reviewed, and approved by our legal counsel.

CITY OF DE PERE

Community Center

600 Grant Street, De Pere, WI 54115 | 920-339-4097 | www.de-pere.org

Adult Athletics Waiver - Kickball

Player Completes

This waiver may be signed on site but must be done prior to taking the field to play or practice. Waivers must be signed by the individual participating in the league or program (or their legal representative)

Player Name:_____ **Team Name:** _____ **League:** _____

AGREEMENT ASSUMING RISK OF INJURY OR DAMAGE, WAIVER, AND RELEASE OF CLAIMS AND INDEMNITY AGREEMENT FOR City of De Pere Adult Kickball Leagues

I, the undersigned do hereby agree; to participate in the **City of De Pere Adult Kickball Leagues** and am aware of and understand that there may be risks and hazards inherent with participation in this activity, including but not limited to the risk of death, personal injury or damage to myself and/or my property by participating in the **City of De Pere Adult Kickball Leagues**. I affirm that I am doing so as a voluntary participant. In consideration of my participation in the **City of De Pere Adult Kickball Leagues**, I, on behalf of myself, my family, my heirs, executors, administrators and assigns, do hereby agree to release, waive, absolve, defend, indemnify and hold harmless, the City of De Pere, its employees, officers, agents, representatives, officials and sponsors from and against any and all manner of actions, causes of actions, suits, debts, claims, demands, or damages, losses, liability or expense (including but not limited to all fees and charges of attorneys and other professionals and all other costs and expenses of court, arbitration or other dispute resolution costs) of every kind and nature incurred whatsoever and/or arising by reason of any actual or claimed negligent or wrongful act or omission whether caused or allegedly caused by, in whole or in part, either myself, any third party or any party indemnified herein, regarding any loss suffered by me as a result of my participation in the **City of De Pere Adult Kickball Leagues**, using the facilities, or engaging in any activities incidental therein during the duration of this scheduled program. The City of De Pere DOES NOT provide accident insurance to participants in recreational activities, and I assume full responsibility for any and all injuries or damages which may occur to me while participating in the **City of De Pere Adult Kickball Leagues**.

I understand one purpose of this agreement is to bar me and my successors and assigns from suing or making a claim for any injury sustained while participating in the **City of De Pere Adult Kickball Leagues**. Further, another purpose of this agreement is to indemnify the City of De Pere for my own actions.

I do hereby grant and give the City of De Pere the right to use my photograph or image with or without my name, both singly and in conjunction with other persons or objects and presentations, advertising, publicity, and promotion relating thereto.

_____

Player Signature Player Name (Printed) Date

CITY OF DE PERE

Community Center

600 Grant Street, De Pere, WI 54115 | 920-339-4097 | www.de-pere.org

Adult Athletics Waiver - Softball

Player Completes

This waiver may be signed on site but must be done prior to taking the field to play or practice. Waivers must be signed by the individual participating in the league or program (or their legal representative)

Player Name:_____ **Team Name:** _____ **League:** _____

AGREEMENT ASSUMING RISK OF INJURY OR DAMAGE, WAIVER, AND RELEASE OF CLAIMS AND INDEMNITY AGREEMENT FOR City of De Pere Adult Softball Leagues

I, the undersigned do hereby agree; to participate in the **City of De Pere Adult Softball Leagues** and am aware of and understand that there may be risks and hazards inherent with participation in this activity, including but not limited to the risk of death, personal injury or damage to myself and/or my property by participating in the **City of De Pere Adult Softball Leagues**. I affirm that I am doing so as a voluntary participant. In consideration of my participation in the **City of De Pere Adult Softball Leagues**, I, on behalf of myself, my family, my heirs, executors, administrators and assigns, do hereby agree to release, waive, absolve, defend, indemnify and hold harmless, the City of De Pere, its employees, officers, agents, representatives, officials and sponsors from and against any and all manner of actions, causes of actions, suits, debts, claims, demands, or damages, losses, liability or expense (including but not limited to all fees and charges of attorneys and other professionals and all other costs and expenses of court, arbitration or other dispute resolution costs) of every kind and nature incurred whatsoever and/or arising by reason of any actual or claimed negligent or wrongful act or omission whether caused or allegedly caused by, in whole or in part, either myself, any third party or any party indemnified herein, regarding any loss suffered by me as a result of my participation in the **City of De Pere Adult Softball Leagues**, using the facilities, or engaging in any activities incidental therein during the duration of this scheduled program. The City of De Pere DOES NOT provide accident insurance to participants in recreational activities, and I assume full responsibility for any and all injuries or damages which may occur to me while participating in the **City of De Pere Adult Softball Leagues**.

I understand one purpose of this agreement is to bar me and my successors and assigns from suing or making a claim for any injury sustained while participating in the **City of De Pere Adult Softball Leagues**. Further, another purpose of this agreement is to indemnify the City of De Pere for my own actions.

I do hereby grant and give the City of De Pere the right to use my photograph or image with or without my name, both singly and in conjunction with other persons or objects and presentations, advertising, publicity, and promotion relating thereto.

_____

Player Signature Player Name (Printed) Date

City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE:	**March 16, 2023**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Chelsea Moberg**
SUBJECT:	**Consideration & Possible Action to Approve Pool Rental Contract for SNC Pool Usage**

Please see attached memo and proposed rental agreement.

ATTACHMENTS:

- Park Board Memo - Pool Rental Contract Approval – SNC Pool Usage (PDF)
- De Pere Park & Rec Contract 4-2023 (PDF)

CITY OF DE PERE
MEMO

To: Board of Park Commissioners
From: Chelsea Moberg
Date: March 3, 2023
RE: Pool Rental Contract Approval – SNC Pool Usage

Staff recommends approval of the included contract for rental of the SNC pool. We plan to rent their pool to offer a lifeguard certification course for future and current aquatic staff. If enough space is available this class would be open to the public for registration.

This rental agreement has been reviewed and approved by our legal counsel.

Thank you for your time and consideration.

ST. NORBERT COLLEGE, INC.
ATHLETIC DEPARTMENT
AGREEMENT FOR USE OF FACILITIES, RESOURCES, AND SERVICES

St. Norbert College, a Catholic liberal arts college embracing the Norbertine ideal of communio, provides an educational environment that fosters intellectual, spiritual and personal development.

PART I

This is an Agreement between St. Norbert College, Inc. Department of Athletics (hereinafter referred to as "the College" and the party named on line 1 (hereinafter referred to as "Licensee"). In consideration of the mutual covenants and agreements stated in Part I and Part II of this document and all attachments hereto, the parties agree as follows:

I.A. The College hereby grants to Licensee, and Licensee hereby accepts a license to use the College facilities, resources, and services for the purpose of holding an educational conference or event consistent with the College's mission.

I.B. Licensee shall develop an agenda for conference or event activities. Upon mutual agreement, the College may request a copy of the agenda.

I.C. Any person/entity executing this Agreement expressly warrants that he/she/it is the authorized representative of the party for which he/she/it has signed.

I.D. Terms Agreed Upon:

1. Name of Contracting Party (Licensee): **City of De Pere Park & Recreation Department**
   Principal Address **Chelsea Moberg**
   600 Grant St.
   De Pere, WI 54115
   920-339-4066

2. Facilities and services: **Use of St. Norbert College, Mulva Family Fitness Center Pool and conference room space for a Lifeguard Certification class. SNC will provide 1 lifeguard for the pool sessions.**
   Swimming Pool Facility Restrictions: The use of a trampoline on the campus of St. Norbert College is prohibited.

3. Dates/Times: **Friday, April 14 2023 –Pool use 3:30pm-8:30pm; Saturday, April 15, 2023 – Conference Room 1148 use 8:30am-12:30pm and Pool use 1:30pm-6:30pm; Sunday, April 16, 2023 – Conference Room 1148 use 12:00pm-2:00pm and Pool use 2:00pm-6:30pm. SNC confirmation number 155193.**

4. Fees - **$600 rental fee.**

Requests for additional facilities and services, pending availability, may incur extra charges

5. Exempt from Wisconsin State Sales Tax?___If yes, tax exemption number:_____

6. Signatures:

For Licensee:	For College:
Signature:_____	Signature:_____
Print Name:_____	Print Name:_____
Title:_____	Title:_____
Date:_____	Date:_____

I have read and understand Part I, Part II, Covid Pandemic Guidelines and all attachments to this Agreement_____
(Initials of Licensee)

Reservations are not guaranteed until this Agreement is signed and returned to St. Norbert College, Department of Athletics, c/o Jenny DeCleene, 100 Grant Street, De Pere, WI 54115-2099.

ST. NORBERT COLLEGE, INC.
ATHLETIC DEPARTMENT
AGREEMENT FOR USE OF FACILITIES, RESOURCES, AND SERVICES

PART II

WHEREAS, the College in the furtherance of its educational and service mission seeks to encourage the dissemination of information through such educational services, conferences and events; and

WHEREAS, Licensee is desirous of using the College resources and facilities in support of an educational purpose or for the purpose of holding an educational conference or event consistent with the College's mission, and

WHEREAS, to an extent not inconsistent or incompatible with the use of the College facilities and resources for the College purposes, the College desires to make the College resources and facilities available to Licensee.

NOW THEREFORE, in consideration of the mutual covenants and agreements stated herein, the parties agree to all terms and conditions outlined in Part I and Part II and all designated attachments thereto and additional terms and conditions as follows:

II.A **Billing**

The license fees shall be paid in the following manner:

1. Post Event:

An invoice for the amount due under this Agreement will be issued within thirty days following the event. Payment is due 30 days after receipt. Licensee agrees to a finance charge of 1% per month on any unpaid balance, and to, in addition, pay all costs and fees associated with collection of any amount due, including actual attorney fees.

2. Taxes:

Licensee is responsible for the payment of all applicable state and federal taxes, which will be added to the post event invoice.

II.B **Additional Resources**

In the event Licensee requires additional College resources and facilities the College may, at its option, make available to Licensee additional facilities and resources. However, Licensee shall pay for additional costs to the College directly related to additional these resources.

II.C **Licensee**

It is understood by the parties that this agreement constitutes a license, not a lease, and that the relationship of the parties hereunder is that of licensor and licensee, and not that of landlord and tenant. As such, the College reserves the right to change facility and resource assignments by written notice; provided that the substitute facility and resource assignments are comparable.

II.D **Cancellation**

Cancellations must be made at least 24 hours in advance. Cancellations after that time will be subject to full costs for said date/time.

II.E **Termination**

If the facilities are destroyed or damaged by fire or other causes or become unavailable or unusable because of strikes, labor disputes, laws, governmental regulation or advisory, recognized health threats as determined by the World Health Organization, the Centers for Disease Control, or local government authority or health agencies (including but not limited to the health threats of COVID-19 or other infectious/communicable diseases), natural disasters, acts of God or any other cause beyond the reasonable control of the College, without limitation, then the College may elect to terminate this Agreement and return the User's deposit, unless other arrangements can be mutually agreed upon. In the event of lightening within 10 miles any activities will be postponed.

II.F **Liability**

The College, The Premonstratensian Fathers, it's officers, agents, and employees shall not be liable for any injury, illness (including but not limited to the health threats of COVID-19 or other infectious/communicable diseases), damage, or loss of personal property resulting from attendance at the event which occurs on or about the licensed resources and facilities caused by the negligence or misconduct of the licensee, it's officers, agents, employees, and/or invitees. The licensee shall defend, indemnify, and hold harmless the College and The Premonstratensian Fathers from any and all losses, expenses, demands, actions, suits, claims or liabilities of whatsoever nature as a result of the negligence of its employees, agents, and/or invitees.

II. G **Damages and Loss**

In the event the facilities and resources licensed hereunder incur any loss or damage as a result of Licensee's negligence or that of guest(s) of Licensee, the College shall notify Licensee of the damage and the estimate of costs to repair and/or replace the damage. Licensee has 10 days to object to any amount on the estimate. In the event that damage incurred would cause interruption to the operation of the College's business, The College shall have the right to repair damage immediately to continue business operations. The College shall make the repairs and/or replacement of damaged or lost property required to restore it to the condition it was in prior to such damage or loss, and shall provide Licensee with an invoice representing the costs to the College of making said repairs and/or replacement. Said invoice is due and payable upon receipt. Licensee, under this paragraph, is deemed to have accepted the facilities and resources in the condition existing prior to the effective date of this license, excepting therefrom latent, undisclosed defects of which the College had knowledge but did not disclose to Licensee at the time of occupancy or use. Licensee is not liable for losses or damages to the premises due to the negligence of the College.

II.H **Assignment**

This Agreement shall not be assigned by Licensee either in total or part, to others without the prior express written consent of the College.

II.I **Right of Entry**

Notwithstanding anything to the contrary herein, the College reserves the right at all time to control all facilities and resources licensed hereunder, and to enforce all applicable laws, rules, and regulations. Duly authorized representatives of the College may enter the premises to be used any time and on any occasion without any restrictions whatsoever.

II.J **Affiliation**

Except whereby express written permission has been granted, Licensee shall not represent or imply that it is affiliated in any way with St. Norbert College other than as a licensee, and Licensee shall not represent or imply that its activities are endorsed or approved by St. Norbert College.

II.K **Revision**

This Agreement contains all the understandings and agreements of the parties, and may be changed only by an agreement in writing signed by the parties and attached hereto.

II.L **Governance**

The validity, interpretation and effect of the Agreement shall be governed by the laws of the State of Wisconsin. The laws of the State of Wisconsin shall govern all rights, remedies, obligations and liabilities arising pursuant to this Agreement. Licensee is subject to all applicable state and federal laws and the College mission, rules and regulations, including but not limited to those contained in the agreement.

II.M **Limited Use**

Licensee may use only contracted College facilities and equipment, unless prior approval has been obtained through St. Norbert College Athletic Department. Under no conditions shall an unauthorized person undertake repair, service or alternation of any College facility or item of College property.

II.N **College Rules and Regulations**

Licensee and Licensee's guests are prohibited from:

1. Possession of illegal substances.
2. Possession of animals, except when required to assist handicapped persons.
3. Tampering with fire system or fire safety equipment.
4. Possession of any weapon, fireworks, or other flammable materials.
5. Disruptive, destructive or dangerous behavior.
6. Possession or consumption of alcohol in public areas, or possession or consumption of alcohol by guests.
7. No fog machines may be used for dances, etc.
8. Smoking, use of e-cigarettes, personal vaporizers, or electronic nicotine delivery systems, smokeless tobacco or use of any other tobacco products is prohibited on St. Norbert College campus. This includes all building and campus grounds.
9. The use of a trampoline on the campus of St. Norbert College is prohibited.

II.O **Event Content**

Licensee agrees that the content of all educational conferences and programs will be consistent with the mission and goals of St. Norbert College.

II.P ***TITLE IX AND ANTI-DISCRIMINATION POLICY***

St. Norbert College upholds the sacred dignity of every person. As such, the College is committed to equal opportunity for our students, faculty, and staff, as well as visitors and invited guests. It is the College's policy that no one shall be treated differently on their basis of religion, race, national origin, marital status, sex, sexual orientation, gender identity, disability, and any other protected groups under state and federal laws. The College's Non-Discrimination Policy can be found at https://www.snc.edu/about/non-discrimination-policy.html.

Further, The College takes instances of harassment and discrimination very seriously. The College prohibits all forms of sex discrimination according to Title IX of the Educational Amendment Act, including sexual harassment and gender-based violence. All members of the college community, visitors, and invited guests are held to the same expectations and responsibilities as noted in the College's policy on Sex and Gender Harassment/Discrimination, found online at https://www.snc.edu/titleix/docs/sexual-misconduct-policy.pdf.

Concerns and potential violations should be reported to the appropriate supervisors or to the Title IX Coordinator. The College will address all known concerns and swiftly address any and all violations of College policies. For more information, visit https://www.snc.edu/titleix/.

II.Q COVID-19 Pandemic Guidelines

It is the responsibility of the group to access the SNC COVID-19 webpage for the most up to date policies. https://www.snc.edu/covid19/

Revised 9/20/2022

City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE:	**March 16, 2023**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Chelsea Moberg**
SUBJECT:	**Consideration & Possible Action to Approve Seasonal Aquatics Updates**

Please see attached memo.

ATTACHMENTS:

- Park Board Memo - Summer Aquatics 2023 (PDF)

CITY OF DE PERE
MEMO

To: Board of Park Commissioners
From: Chelsea Moberg
Date: February 9, 2023
RE: Updates to Aquatic Facility Rules

After reviewing the facility rules for Legion Pool and VFW Aquatic Facility staff recommends the following updates to rules, policies, and procedures. Any safety or rules updates are in line with current recommendations from aquatic industry standards including sources such as the Model Aquatic Health Code and the American Red Cross. When specific guidance wasn't available from those two sources additional safety research was conducted through any applicable manufacturers, state/federal publications, and in various professional aquatics groups.

Snorkels. Currently all snorkel type goggles are banned from use in both facilities. With support from our certifying body (the American Red Cross), I recommend the following update to our goggle rules:

- **Existing Rule:** No snorkel type goggles in our aquatic facilities.
- **Updated Rule:** Any plastic goggles that cover a combination of the users' eyes and nose are allowed for general use in our swimming facilities by any swimmer able to remove them independently.
    - Restrictions apply when a user is participating in potential high impact activities (such as using the diving boards, inflatables, lily pads, or other amenities).
    - No full-face mask snorkels or goggles made with glass allowed.

Swim Testing & Safety Orientations. Current swim tests protocol is not clearly documented. Staff recommend swim tests be updated to reflect the best practices indicated by the American Red Cross to include a plunge, recovery, treading or floating, and a distance swim. Mandatory testing recommended for swimmers aged 12 and under for access to the deep end or amenities in deep water. A short (5 minute) safety orientation recommended for all rentals with children aged 12 and under prior to swimming.

Tot Pool Usage. Currently some Tot Pool usage has been allowed when the main pools aren't open for public swimming. We are recommending restricting that usage to Open Swim times only. By mirroring the Main Pool schedule, we will reduce the risk of a Tot Pool user slipping into the main pool undetected when surveillance staff is reduced to match the program size. We don't expect this will significantly impact revenue or pool usage.

Rental Bookings. Currently the booking process for pool rentals is filtered through multiple individuals which has led to double bookings and inconsistent information being relayed to renters. To ensure no double bookings and ensure consistency in communication with renters on what to expect we are requesting approval to filter all pool rentals through the Recreation Supervisor in charge of Aquatics. In case of significant absence (longer than 2 business days) bookings would be transferred to the Senior Pool Manager for processing. Otherwise, any requests would be processed in the order they were received on the Recreation Supervisor's return.

VFW Classroom Parties. Staff recommends offering a party option during evening open swim (5:45 – 7:45 PM) Tuesday – Friday at VFW allowing using of the classroom and admission for a maximum of 50 persons as part of the group. Attendance is significantly lower in the evenings Monday – Friday than any other time of day. We don't have concerns regarding hitting capacity during these time periods based on last year's attendance numbers. A fee of $25 per hour for room usage was approved in the 2023 fee schedule.

Family Swims, Special Swims, & Swim Lessons. We move to offer special programming on two nights per week (one night at each pool) featuring a variety of programming. Programs would include private swim lessons, family swims, teen swims, and adult swim lap swim training. This is supported by a significant public request in 2022 for evening swim lesson options in general and family swims at legion pool. Staff selected the days with the lowest overall attendance on average to reduce impact on general pool users. One pool would always be open for general open swim following this plan. On any days that special programming wasn't occurring; general open swim would be held.

VFW Mondays 5:45 – 7:45 PM: Private Swim Lessons, Adult Lap Swim Training
Legion Wednesdays 5:45 – 7:45 PM: Family Swims, Teen Swims, and similar programs

Supporting Data

Pool Attendance Data 2022		
Day of Week	**Average of Legion Total Attendance**	**Average of VFW Total Attendance**
Saturday	151.9	314.5
Sunday	137.3	291.2
Monday	238.6	284.2
Tuesday	183.3	404.5
Wednesday	165.9	329.3
Thursday	207.2	464.1
Friday	176.2	336.2

Most pool use is before 5 PM. This is based on staff observations as specific data for afternoon vs evening swim attendance isn't available for 2020 - 2022 seasons. Supporting data was found in previous years that most of weekday attendance occurs during the daytime open swims.

City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE:	**March 16, 2023**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Marty Kosobucki**
SUBJECT:	**Consideration and Possible Action to Approve Kay Distributing as the Beer Vendor for the 2023 Beer Gardens.**

ATTACHMENTS:

- Memo.Beer Garden Distributor (DOCX)

CITY OF DE PERE
MEMO

To: Board of Park Commissioners
From: Marty Kosobucki
Date: March 16, 223

RE: Recommendation for Beer Distributor at 2023 Beer Gardens

Recently we sent out a request for proposals to area beer distributors for the purpose of contracting with one for our De Pere Beer Gardens. Of the three distributors, we received information and interest back from two of them. In reviewing the proposals, we recommend going with Kay Distributing. We recommend Kay Distributing for the following reason. Since we started the Beer Gardens, our theme has always been advertising and pushing local micro beer. Of the two distributors interested, Kay Distributing represents six different brewers that are local to Brown County. Dean Distributing does not represent a brewer within Brown County. Their nearest brewery is Appleton, Oshkosh and Door County.

Unless the City would suggest changing the theme of our Beer Garden's (local micro beer), we would recommend staying with Kay Distributing for the 2023 season.

City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE:	**March 16, 2023**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Marty Kosobucki**
SUBJECT:	**Consideration and Possible Action on Replacing Truck 4.**

ATTACHMENTS:

- Memo.Truck 4 (DOCX)
- Broadway truck documents (PDF)
- Ewald 3500 (PDF)

CITY OF DE PERE
MEMO

To: Board of Park Commissioners
From: Marty Kosobucki
Date: February 17, 2022

RE: Truck #4 replacement

In the 2023 Budget we have funding to purchase a replacement truck for Truck #4 which is a 1Ton Truck. Staff has discussed the replacement and feel we should replace the vehicle with a similar truck as it is needed in our snow plow operations.

The vehicle market has been challenging over the last few years. Due to supply and demand, commercial vehicles are not a priority for manufacturers as the profit margin is very low on them. Therefore, many fleet vehicles are getting pushed back in production. This has caused some vehicles to be pushed back 1.5 years after the order. Waiting this long for a vehicle can complicate things for us and the usability of our fleet. To combat this, we have been scanning the web looking for vehicles that fit our specifications. Periodically we find some, however their price is typically higher.

Our budget for replacing Truck 4 is $60,000. We found a couple of options for replacing Truck 4, however as mentioned previous…they are more than our budget was approved at. They are described below.

Broadway Automotive - $78,330
- Includes trade in, plow, LED light bar, led strobes on grill, led strobes on corner posts, cab steps, stainless steel dump box
- Color – White (not our traditional Red)
    - Option - Estimated $5,000 to have truck painted to match our fleet red color.

Ewald Automotive - $86,836
- Includes trade in, plow, and LED strobe lights
- Color – White
- This vehicle is also a crew cab, which is not really needed.

Other Vehicle Options
- We can attempt to put an order in with the state bid in May.
    - Drawbacks to this option.
        - We do not know pricing yet.
        - Based on current trends, we do not know when we would receive the vehicle. Could be 1-2 years.
    - Positives to this option.
        - We would get exactly what we want in a vehicle.

Staff Recommendation: We met with Park Staff and Mechanical staff to research the best options available to us for replacing Truck 4. We collectively believe the best option available to us would be to purchase the truck from Broadway Automotive as listed. In doing so, we would need to request an additional $18,330 from City Council to complete the purchase.

Broadway Automotive Group Beiser
BUICK CHEVROLET GMC CADILLAC
BroadwayManitowoc.com | 4000 Grand Avenue, Manitowoc, WI | 920.684.0224

Company: City Of De Pere
Primary Contact:
Phone: (920) 615-7984
Sales Manager:
Sales Person: Chris Krause

Email: KHEYRMAN@MAIL.DE-...
Address: 925 S 6TH ST
DE PERE, WI 54115-1199

Trade Vehicle: 2000 Chevrolet C/K 3500
VIN: 1GBHC34R6YF421786
DMS Number:

Mileage: Not Specified

Cash

$ 61,080.50

* FOR PRESENTATION PURPOSES ONLY: This proposal provides examples of various purchase/finance/lease options that may be available. Incentive Programs, Rebates, Terms and Payments are subject to change and apply only on the date listed on this proposal. Terms and payments are impacted by individual credit history, subject to credit approval and verification of eligibility for manufacturer programs, rebate and residency restrictions. GM Financial LEASE END DISPOSITION FEE applies as follows: $395 Chevy - $495 Buick - $595 Cadillac. The Disposition fee is waived for customers who purchase or lease a new GM vehicle at the end of their lease term. At lease end Lessee is responsible for $0.25 per mile over contracted miles. Wear and Tear guidelines apply.

New 2023 GMC Sierra 3500

Stock:
VIN:
Odometer:
Color: White / Jet Black
Engine:
Transmission: 6-Speed Auto
MPG:

CASH DETAILS

Retail Price	$ 49,363.00
Discount	($ 4,500.00)
NET SELLING PRICE	**$ 44,863.00**
9' MTE Steel dump body	$ 18,149.00
TOTAL VALUE ADDS	**$ 18,149.00**
ADJUSTED SALES PRICE	**$ 63,012.00**
Trade estimate	($ 2,500.00)
TRADE AMOUNT	**($ 2,500.00)**
Services Fee	$ 399.00
Title Fee	$ 164.50
Plate Fee	$ 5.00
TOTAL FEES	**$ 568.50**
SALES SUB TOTAL	**$ 61,080.50**
FINAL PRICE	**$ 61,080.50**

X
Customer Signature

X
Sales Signature

Prepared by Aaron Winker

Generated by DealerSocket

02/16/2023 13:36:13

J.O. #

1151 W Main Avenue
DePere, WI 54115
Sales Rep: Troy Redfearn
Ph: (920) 360-4446
www.MonroeTruck.com

Quotation ID: 2MAW003507
Date: 2/17/2023
Valid thru: 3/19/2023
Terms: NET 30
Quoted by: Mark Woelfel
Ph/Fax: 920-347-4181 / 920-336-8118

Quoted to:
DE PERE, CITY OF (ATTN:)
925 S. SIXTH ST
DE PERE, WI 54115
Ph: 920-339-4050 **/ Fax:** 920-330-9491
Email:

Chassis Information

Year:	*Make:*		*Model:*		*Chassis Color:*	*Cab Type:*
Single/Dual:	*CA: 60.0*	*CT:*	*Wheelbase:*	*Engine:*	*F.O. Number #:*	*Vin:*

Notes:

Monroe Truck Equipment, Inc. is pleased to offer the following quote for your review:

Description	Amount
DUMP ASSY,ZEE,9',3-4YD,RGD SS#4,AR,7GA,QTR,STD	
REMOVE AND CREDIT DUMP ASSY,ZEE,9',3-4YD,FLDG,MS,	

Quote Total: $3,655.00

***** DUE TO CURRENT MARKET CONDITIONS, IF THE CHASSIS WILL NOT BE ON-GROUND AT MONROE TRUCK EQUIPMENT WITHIN 240 CALENDAR DAYS OF ORDER DATE, WE WILL REQUIRE A MINIMUM 50% DOWN PAYMENT BEFORE THE 210TH DAY. IF YOU ARE NOT ABLE TO PROVIDE A DOWN PAYMENT, YOUR MUNICIPALITY COULD BE SUBJECT TO A MINIMUM OF 3% - 5% PRICE INCREASE ON BID PRICE AT TIME OF INVOICE!***

Down Payment Due Date:_____

Additional Options:

Description	Amount	Add to quote? Yes / No
-LED amber/green light bar on cab shield	$1,528.00	
-LED amber/green strobes on grill	$689.00	
-LED amber/green strobe on rear corner posts	$689.00	
-Whelen LINSV2AG strobed under mirrors	$1,894.00	
-Stainless cab steps	$649.00	
-Boss 9'2" DXT steel with snow deflector	$10,040.00	
-Wire power and ground for customer installed radio	$310.00	
-2" pintle ball combo with drawbar/pin/clip/insert	$223.00	

Terms & Conditions

- Terms are Due Upon Receipt unless prior credit arrangements are made at the time of order.
- Please note if chassis is furnished, it is as a convenience and terms are Net Due on Receipt of Chassis.
- State and Federal taxes will be added where applicable. **Out-of-state municipal entities may be subject to Wisconsin sales tax.**
- Restocking fees may be applicable for cancelled orders.
- MTE is not responsible or liable for equipment that does not meet local/state regulations if those laws are not made known at time of order.

By signing and accepting this quote, the customer agrees to the terms listed above and has confirmed that all chassis information listed above is accurate to chassis specs.

Re-Assign (Required for all pool units): ☐ Fleet ☐ Retail	MSO/MCO (ONLY check if legally required): ☐ MCO ☐ MSO	
Customer Signature:	**Customer P.O. Number:**	**Date of Acceptance:**

73,890

Call 262-254-1027

Directions (//maps.google.com/maps?saddr=Current%2BLocation&daddr=36833%20E%20Wisconsin%20Ave%2C%2BOconomowoc%2C%2BWI%2B53066)

MAX Allowance™

Get paid the MAX for your vehicle!

Milwaukee's Most Transparent Cash or Trade-in offer
Safe. Considerate. Secure.

Get My Offer

(https://www.ewaldchevroletbuick.com/max-allowance.aspx)

Confirm Availability

2023 Chevrolet Silverado 3500 HD Chassis Cab

Work Truck

BUY FINANCE

MSRP:	$62,263
Dealer added accessories.	$20,132
Internet Price:	$82,395
Customer Cash	-$500
Final Price:	$81,995
GM College Offer	-$500
GM Healthcare Professional Offer	-$500
GM Educator Offer	-$500
GM Military Offer	-$500
GM First Responder Offer	-$500

*Please Note: We turn our inventory daily, please check with the dealer to confirm vehicle availability.

state price $73,890

Click To Call

Get Pre-Approved (/finance-application.html)

Value Your Trade (/max-allowance.aspx)

City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE:	**March 16, 2023**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Marty Kosobucki**
SUBJECT:	**Staff Update on Wilson Park Maintenance**

City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE:	**March 16, 2023**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Marty Kosobucki**
SUBJECT:	**Staff Update on Status of the Nelson Family Pavilion.**

ATTACHMENTS:

- Memo.Nelson Pavilion.Update March 16 (DOCX)

CITY OF DE PERE
MEMO

To: Board of Park Commissioners
From: Marty Kosobucki
Date: March 16, 2023

RE: Nelson Family Pavilion

I have series of updates for you regarding the Nelson Pavilion.

- The project has been posted on Quest, and our consultant is working to finalize documents.
- Multi-Purpose Room Capacity
    - During the design phase we ended up realizing the legal capacity for the facility, as designed, was only 49 people for the Multi-Purpose room. We investigated adding a second access door which would allow for the capacity to legal be 91. However, after going through various design options for a secondary door, it would not work unless we decided to expand the multi-purpose room by 2-3 feet. Staff decided to not make any changes and left the facility as conceptually designed. We don't feel this will be too much of an issue, as many rentals will have the option for opening the garage door, thus expanding their usable space.
    - Please note that the capacity limits we are talking about is the multi-purpose room, not the patio.
- Door Access controls
    - Our plan was to have door access controls for the entrance door to the multipurpose room. This would allow us to provide renters an access card versus a key. There is a significant security benefit to this approach. If a physical key is lost, it creates a security problem and possibly causes us to change the locks. If a card is lost, we can just deactivate the card and no longer have a security risk. Due to timing, we were unable to spec a control access system so this is something our IT Director has proposed to take care of separately.
- Surveillance System
    - Our IT Director has suggested removing the surveillance system from the project bid packet and be handled internally through his office. We have worked with the consultant to provide the necessary infrastructure within the building to accommodate the system. Our IT director will be working with our department to propose, provide and install a surveillance system.
- Company Switch
    - We were finally able to discuss the needs and requirements for larger bands to be accommodated at the facility. We originally had a 60 amp company switch specified, however was informed from a person in the industry we should have a 100 amp company switch.
- Banquet Tables/Chairs

- In talking with our consultant it was felt it would be better and more cost effective to acquire banquet tables and chairs separately form the bid packet. So these items will be planned to be purchased separately from the bid.