



Board of Park Commissioners

Regular Meeting

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

Agenda

Thursday, March 16, 2017

6:30 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Board of Park Commissioners** of the City of De Pere will be held on **March 16, 2017** at **6:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

This meeting can be viewed LIVE at www.depere.tv. This meeting is also rebroadcast on TW Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at www.depere.tv.

I. Call to Order

1. Roll Call

II. Action Items

1. Approve Board of Park Commissioners Minutes from 2-16-17.
2. Approval to Accept Donation from Pool Works for the Swim-In Cinema Event.*
3. Consider land donation of parcel ED-1128-52.*
4. Approve location for Urban Orchard.
5. Additional Fee for Extending Hours of Operation at Community Center till 1:00 am.*
6. Consider revisions to overnight docking policy.*
7. Consider quotes for Comprehensive Outdoor Recreation Plan.*

III. Public Comment Period

IV. Future Agenda Items

V. Staff Updates

1. Donation Listing 2016.
2. Naming of new park property.
3. Southwest Park Master Plan.
4. Culver's Easter Egg Hunt Donation.
5. Festival Foods Swim-In Cinema Donation.
6. Jill Dickson Swim-In Cinema Donation.
7. De Pere Lion's Club Swim-In Cinema Donation.
8. De Pere Area Men's Club Easter Egg Hunt Donation.

VI. Adjournment

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

Board Members
Alderspersons
Mayor Michael J. Walsh
Larry Delo, City Administrator
Judy Schmidt-Lehman, City Attorney
Definitely De Pere
Marty Kosobucki
John Zegers, WDP High School District
De Pere Rapides Youth Soccer
Ella Buboltz, Teen Advisor
Pool Works
Mural Adams
Cedar Corporation
Rettler

De Pere Youth Hockey
Tod Maki, De Pere Select Soccer
Shana Ledvina, City Clerk
City Hall 1st and 2nd Floor
De Pere Area Chamber of Commerce
Brown County Library – De Pere
TV & Radio Stations
Ben Villaruel, Unified School District
De Pere Baseball
Rachel McMorrow, Teen Advisor
Attorney Fronsee
Ayres
MSA

Notice is hereby given that a majority of the Members of the Common Council of the City of De Pere may attend this meeting to gather information about a subject (s) over which they have decision making responsibility.

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

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: March 16, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

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

ATTACHMENTS:

- Draft Minutes 2-16-17 (PDF)



Board of Park Commissioners

Regular Meeting

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

Draft Minutes

Thursday, February 16, 2017

6:30 PM

De Pere City Hall Council Chambers

I. Call to Order

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

Attendee Name	Title	Status	Arrived
Michael Donovan	Aldersperson	Present	
Larry Lueck	Aldersperson	Excused	
Lisa Rafferty	Aldersperson	Present	
George Brown	Board Member	Present	
Sue Schinkten	Board Member	Present	
Randy Soquet	Board Member	Present	
Bill Volpano	Board Member	Present	
Ella Bublotz	Teen Advisor	Present	
Rachel McMorow	Teen Advisor	Excused	

II. Action Items

1. Approve Board of Park Commissioners Minutes from 1-19-17.

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

2. Approval to Accept a Project Proposal for the construction and installation of tee boxes at the disc golf course at Legion by an Eagle Scout.*

Sue Schinkten made a motion to open the meeting at 6:31p.m., seconded by Randy Soquet.

Brad Neis, Eagle Scout spoke with the board about the construction and installation of the tee boxes at the disc golf course. Brad took questions from the board in reference to the project.

Sue Schinkten made a motion to close the meeting at 6:35 p.m., seconded by Mike Donovan.

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

3. Approval to Accept a Project Proposal for refinishing numerous park entrance signs by an Eagle Scout.*

James Daanen, Eagle Scout could not attend the Park Board meeting. Don Melichar, Park Superintendent spoke with the board in reference to the project of refinishing

numerous park entrance signs. Don took questions from the board in reference to the project.

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

4. Approval to Accept Monetary Donation from De Pere Optimist Club for Summer Day Camp T-shirts.*

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

5. Approval to Accept Monetary Donation from De Pere Optimist Club for Annual Easter Egg Hunt.*

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

6. Approval of Donation for Big Rig Gig Event in May.*

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

7. Approve Brown County Ice Time Management Quarterly Report.

The Park Board requested a change in the report. Marty Kosobucki will take care of the request.

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

8. Proposed changes in Hours to the Summer Park Playground Program

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

9. Change to Ordinance §30-2(I) to Extend Hours of Operation at Community Center to 1:00 am*

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

10. Consider location for new Aquatic Center.

Marty Kosobucki gave a presentation to the board in reference to the location of the Aquatic Center. Marty gave information about the four locations for the Aquatic Center, Jim Martin Park, VFW Park, Legion Park and Voyageur Park. Marty took questions from the board in reference to the locations. There was a lengthy discussion on the four locations.

Mike Donovan made a motion to eliminate Jim Martin Park and Legion Park from consideration of location for the Aquatic Center, seconded by Lisa Rafferty.

Sue Schinkten made a motion to open the meeting at 7:36 p.m., seconded by Bill Volpano.

Ryan Jennings clarified his concerns in reference to the location and the raising of the current pools

Sue Schinkten made a motion to close the meeting at 7:38 p.m., seconded by Randy Soquet.

The board had more discussion about the locations.

The previous motion to eliminate Jim Martin Park and Legion Park from consideration of location for the Aquatic Center made by Mike Donovan, seconded by Lisa Rafferty was voted on unanimously.

There was more discussion on the two locations which were picked by the board, being VFW and Voyageur Park.

Lisa Rafferty made a motion to select Voyageur Park as the location for the Aquatic Center. Motion did not pass, due to lack of second.

The board had more discussions on the two locations. The board discussed the parking at the two locations, each member was asked for their opinion on the two locations.

Bill Volpano made a motion for the Board of Park Commissioners to choose VFW Park as the location for the Aquatic Center, seconded by Randy Soquet.

Sue Schinkten made a motion to open the meeting at 8:00 p.m., seconded by Randy Soquet.

Joshua Error spoke with the board about his opinion on having Voyageur Park as the preference for the Aquatic Center. Joshua gave his reasons for the preference.

Sue Schinkten made a motion to close the meeting at 8:20 p.m., seconded by Randy Soquet.

The previous motion for the Board of Park Commissioners to choose VFW Park as the location for the Aquatic Center made by Bill Volpano, seconded by Randy Soquet was voted on. There was a roll call vote, which is as follows:

Mike Donovan	Aye
Lisa Rafferty	Aye
Sue Schinkten	Nay
Randy Soquet	Aye
Bill Volpano	Aye
George Brown	Aye

Motion Passed.

The board thanked Marty for all the work he had done for the location of the Aquatic Center.

RESULT:	ADOPTED [5 TO 1]
MOVER:	Bill Volpano, Board Member
SECONDER:	Randy Soquet, Board Member
AYES:	Donovan, Rafferty, Brown, Soquet, Volpano
NAYS:	Sue Schinkten
EXCUSED:	Larry Lueck

11. Approve consulting firm to design Bomier Boat Launch.*

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

III. Public Comment Period

None

IV. Future Agenda Items

None

George Brown made an announcement that Lisa Rafferty who is an Alderperson, would be leaving the board. The board thanked her for all the work she has put into the Board Park Commissioners. She will be missed, this is her last Park Board Meeting.

V. Staff Updates

1. Consider changes to the Recreation Division Quarterly Report.

Paula Rahn, Recreation Superintendent spoke with the board in reference to her quarterly reports. She asked if the information was helpful and if they would like to see the report possibly go to a biannual report. The board gave Paula some suggestions in reference to the quarterly report and asked that it be a biannual report.

2. Comprehensive Plan Update

Marty Kosobucki reported the Comprehensive Plan had gone out for RFP and he will be bringing more information to the next meeting.

Randy Soquet asked about Urban Orchards and what the locations were. Marty Kosobucki responded, he stated they were at Voyageur Park and St. Marks Lutheran Church.

VI. Adjournment

Bill Volpano made a motion to close the meeting at 8:15 p.m., seconded by Sue Schinkten.

Respectfully submitted,
Debbie Zierson

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: March 16, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Jenny Hammes

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

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

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

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: March 16, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consider land donation of parcel ED-1128-52.*

Our City Attorney has received a proposal to donate a piece of property that is along the East River. The property is unique in that the City owns all the property around the parcel. Staff recommends accepting the generous donation.

ATTACHMENTS:

- 20170214103317900 (PDF)
- East River Trail Donation (PDF)

ROELS
KEIDATZ
FRONSEE
DANEN, LLP
ATTORNEYS AT LAW

515 George Street
P.O. Box 5065
De Pere, WI 54115-5065
Telephone: (920) 336-4242
Fax: (920) 336-5473
www.deperelaw.com

February 8, 2017

MS. JUDITH SCHMIDT-LEHMAN
City of De Pere
335 S. Broadway
De Pere, WI 54115

RE: Thomas Kiley, deceased

Dear Ms. Schmidt-Lehman:

Please be advised we are the attorneys assisting Nancy Malewiski in the matters relating to the death of her father, Thomas Kiley. Mr. Kiley owns a small land-locked piece of property (Tax Parcel No. ED-1128-52) surrounded by property owned by the City of De Pere.

In lieu of letting this piece of property go into foreclosure for failure to pay real estate taxes, Nancy is wondering if the City would be willing to have the property gifted to it. If so, we will prepare the Quit Claim Deed and send it to you for recording.

I will await your response. Thank you.

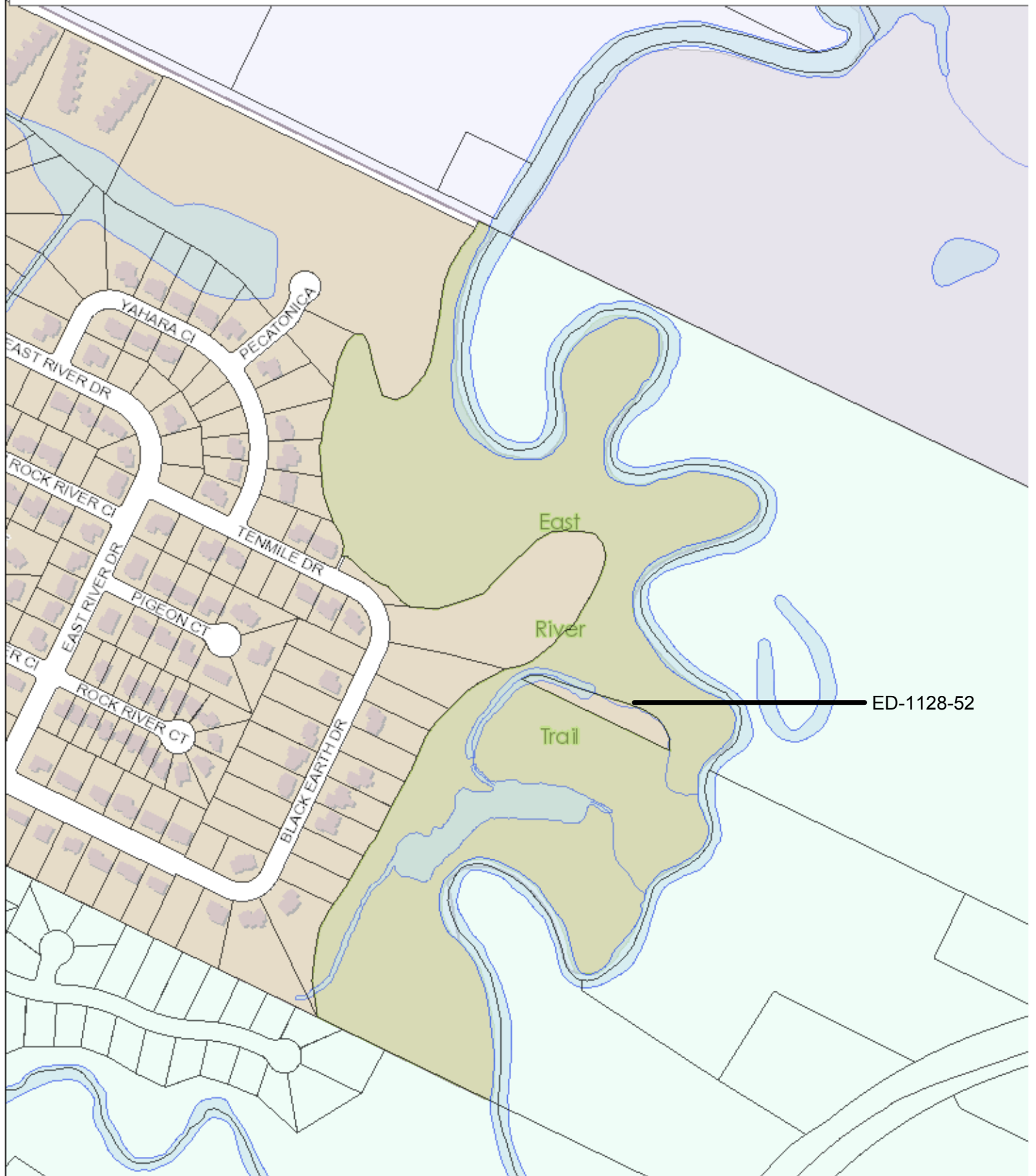
Yours truly,


Julie Fink Fronsee

/de
enclo



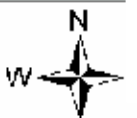
<Title>



Attachment: East River Trail Donation (5538 : Consider land donation of parcel ED-1128-52. *)



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



City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: March 16, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

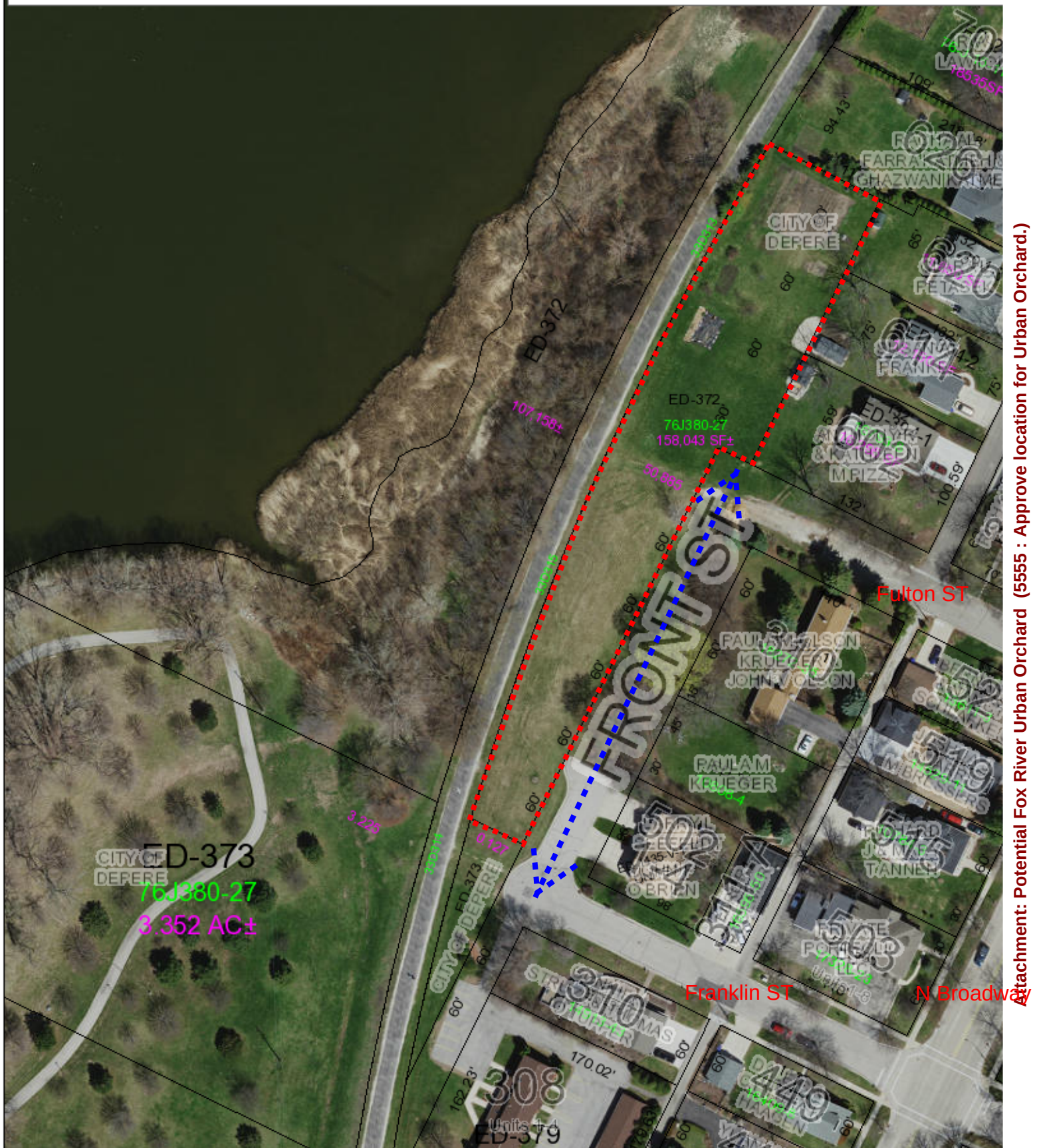
SUBJECT: Approve location for Urban Orchard.

The City has a committee working on establishing urban orchards. The committee is recommending a location that is considered park land, adjacent to Voyageur Park on the north east side of the park. The urban orchard is being proposed to go in the property south of Fulton Street and north of Franklin Street. See map for reference.

ATTACHMENTS:

- Potential Fox River Urban Orchard (PDF)

Potential Fox River Recreational Trail Urban Orchard Site

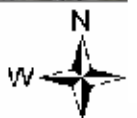


Attachment: Potential Fox River Urban Orchard (5555 : Approve location for Urban Orchard.)



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



01/28/2017

Packet Pg. 14

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: March 16, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

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

At the last Board of Park Commissioners meeting, the Community Center hours of operation were extended until 1:00 am upon approval of the Parks, Recreation & Forestry Director or his designee. If the ordinance was changed, staff had also requested approval to charge an additional fee of \$15 for the extra hour from 12:00 am (midnight) until 1:00 am. Since this latter portion was not acted upon, staff is requesting approval for the additional fee. The proposed fee from 10:30 pm - 1:00 am would be \$50. Currently, we charge an additional fee of \$35 from 10:30 pm - midnight.

Thank you for your time and consideration.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: March 16, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consider revisions to overnight docking policy.*

I have included an e-mail from Mural Adams requesting changes to our Overnight Docking policy. While I believe many of the changes can be accommodated, the request for eliminating our insurance requirement will be a challenge. Staff contacted a number of marinas and we were able to confirm that many locations that allow transient or overnight docking do not require insurance to be submitted, however many of them do ask if the renter has insurance. However, in checking with our insurance consultant, they are recommending we continue to require proof of insurance. Included in your packet is:

- E-mail from Mural Adams.
- Revised policy with comments and potential changes based off of Mr. Adams suggestions.
- Communication from our insurance consultant.
- Table showing the various locations that offer transient boat docking and their insurance requirement.
- Survey of other marinas and how they handle insurance.

ATTACHMENTS:

- Overnight docking.proposed edits (DOCX)
- Transient Survey (XLSX)
- Overnight Docking Memo #1 (PDF)
- Insurance Company Response Memo Overnight Docking (DOCX)

Voyageur Dock – Overnight Docking

Rules and Regulations

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

Deleted: of 7**Formatted:** Normal, Indent: Left: 0", Hanging: 0.5", No bullets or numberin**Deleted:** Voyageur Park closes at 11:00
Upon the park closing, permit holders m
use the park and its amenities. The follo
activities are prohibited after the park cl
Use of the bathrooms.¶
Use of any amenity in the park.¶
Gathering on the docks or shoreline.**Deleted:** Permit holders are allowed to
through the park, after the park closes, t
their boat from an outside location.**Deleted:** The**Deleted:** No more than**Deleted:** only

Attachment: Overnight docking, proposed edits (5605 : Consider revisions to overnight docking policy.)

agreement, permit holder shall maintain a general liability insurance policy on its event/operations as required in paragraph 1 above.

Attachment: Overnight docking, proposed edits (5605 : Consider revisions to overnight docking policy.*)

TRANSIENT BOATERS INSURANCE

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

Subject: Over night docking

Marty,

Have you been successful in finding copies of other marinas permit/payment forms for overnight fees and docking?

In making a revision of the permit sample that you sent, here are a few points that might be reworded:

The permit should include the 10 dollar fee.

The permit should provide a space for the boater to enter the intended date/dates they will be staying.

The place where the boater signs, should be after all of the conditions are stated, not before. This placement would then imply that the boater has agreed to these conditions.

Many of the conditions have a negative (you can't do this), attitude. Can the same conditions be done in a positive tone? Example:

"Park facilities may be used by boaters till 11:00 pm, when the park closes. Boaters have direct access to their boats at any time." These two sentences would cover numbers 4 and 5 of the "rules and regulations".

Number 3 is stated twice in the permit.

Number 13 seems to infer that the overnights must leave by 10 pm. Wouldn't they be like any other day time boater who wants to be there for a while? Maybe walking over the bridge to Luna for breakfast?

Number 19, as it is, will keep all boaters, both powerboaters and sailboaters from ever using your facility overnight. That can not be your intention.

You can be certain that no boater will write to his/her insurance company for a copy of their insurance policy, to provide in advance to stay on a DePere dock for one night. NONE! Much more, to request that the City of DePere be named in the letter? This may be a misinterpretation on someone's part with the fact that boaters do have to provide insurance riders or policies to get a permanent dock lease, at a marina, for an entire season. That happens to all of us. And we all comply. Make use of this fact, as other marinas do, when inviting transient boaters to stay over for a few nights.

You may use this email as a request for the park board or lawyer if you wish. Use it unedited.

Mural Adams
703 Ridgeway Blvd.
De Pere, Wisconsin

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

Marty,

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

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

There are two other reasons to require insurance:

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

Let me know if you have further questions.

Have a great day!

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



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

Hello Mr. Malloy,

Attachment: Insurance Company Response Memo Overnight Docking (5605 : Consider revisions to overnight docking policy.*)

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

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

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

Thanks and look forward to hearing back from you.

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

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

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City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: March 16, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consider quotes for Comprehensive Outdoor Recreation Plan.*

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

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

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

ATTACHMENTS:

- Ayres.Comp Proposal (PDF)
- Cedar.Comp Proposal (PDF)
- MSA.Comp Proposal (PDF)
- Rettler.Comp Proposal (PDF)

PROPOSAL



Comprehensive Outdoor Recreation Plan – Update De Pere, WI

MARCH 3, 2017

Hire *Smart*[®]



January 7, 2016

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

Re: Comprehensive Outdoor Recreation Plan - Update

Dear Mr. Kosobucki:

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

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

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

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

Sincerely,

Ayres Associates Inc

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

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

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A. FIRM QUALIFICATIONS



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

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

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

Services we provide include:

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

Project Manager

Blake Theisen, PLA
TheisenB@AyresAssociates.com
608.441.3569

B. PROJECT EXPERIENCE/REFERENCES

PROJECT TEAM RECENT EXPERIENCE

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

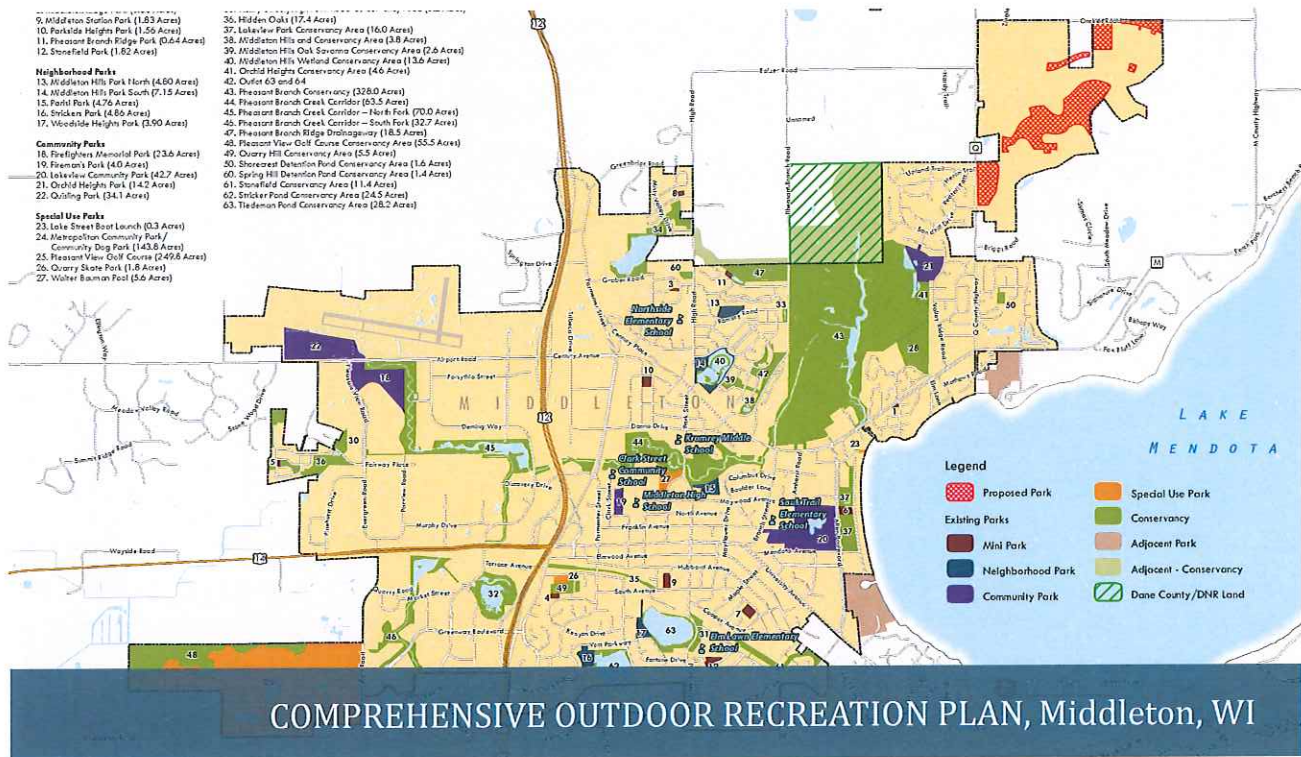
Comprehensive Outdoor Recreation Plan (CORP),
City of Burlington
CORP, Sauk Prairie
CORP, West Allis
CORP, City of Milwaukee
CORP, Village of Maple Bluff
CORP, Village of DeForest
CORP, City of Middleton
CORP, Village of Marshall
CORP, Village of Sherwood
CORP, City of Kenosha; (2011 WIASLA Honor Award)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

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

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

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





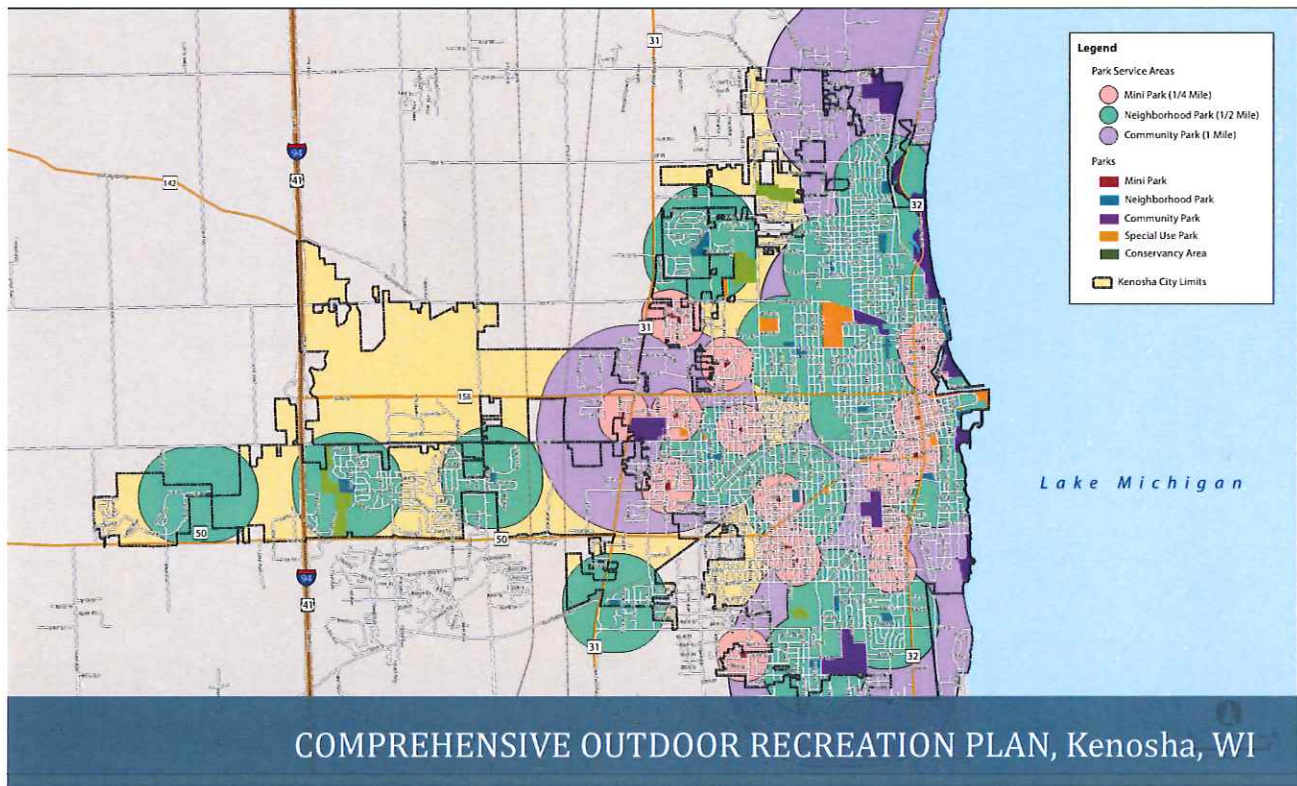
Ayres has completed the Comprehensive Park and Open Space Plan for the City of Middleton Public Lands Department four times since 1991. With continuing residential and commercial development, the need for additional recreational and open space continues to increase. Ayres' direction and guidance produced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

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

Client:
City of Middleton

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

Team:
Blake Theisen
Aaron O'Keefe



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

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

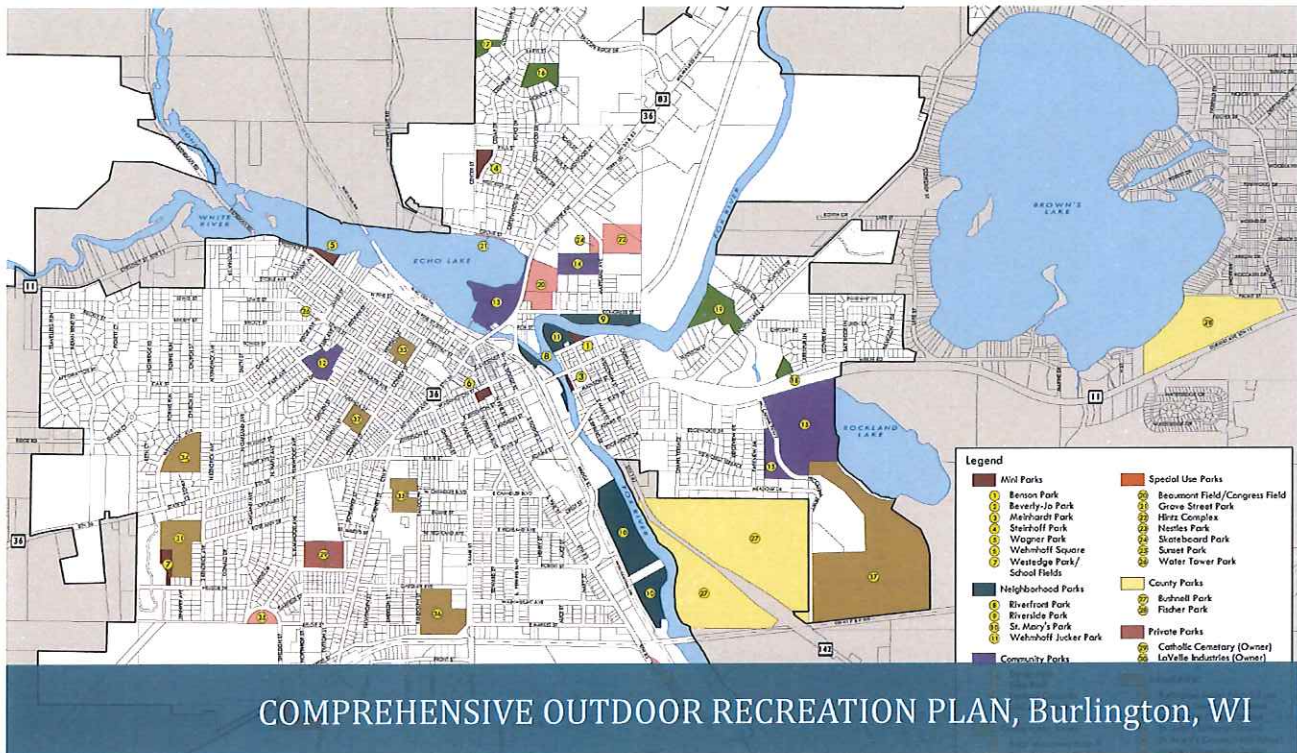


Ayres' field analysis included weekend visits to observe the parks at full capacity. Ayres' inventory identified opportunities for updating equipment, enhancing maintenance, and providing for improved recreation. Recommendations for this ongoing effort include improved connectivity of the park system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

Client: City of Kenosha

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

Team: Blake Theisen, Aaron O'Keefe



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

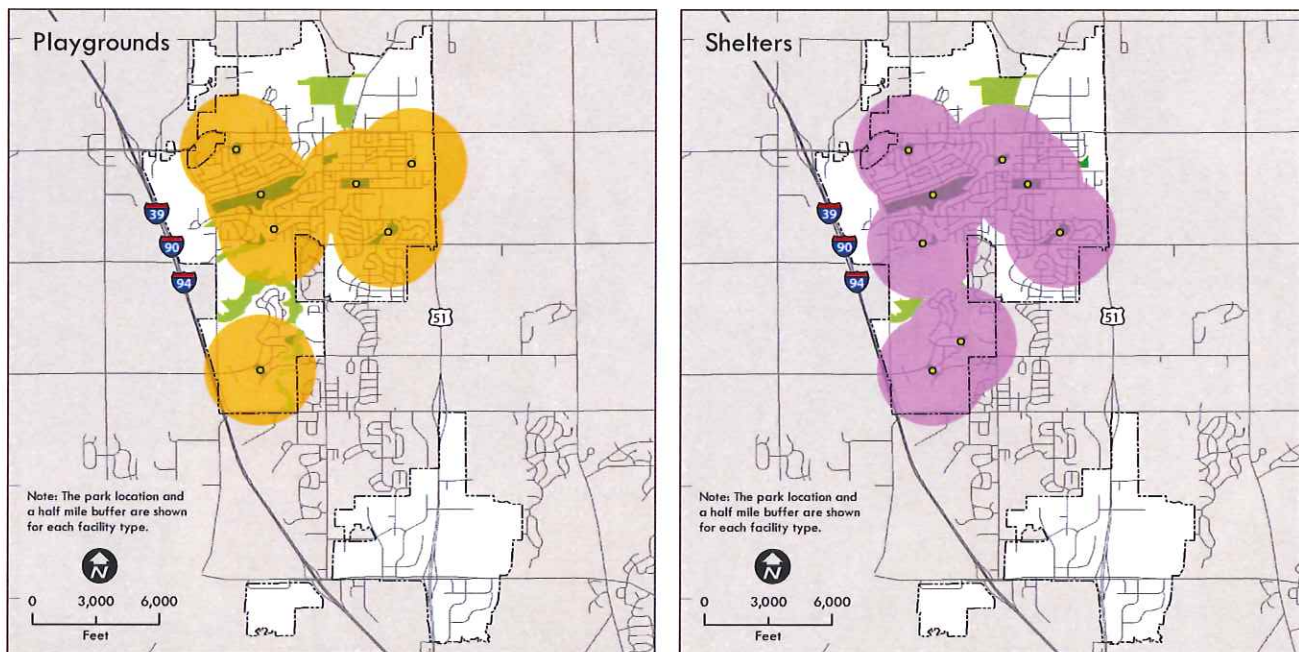
The existing city park system is comprised of 26 active and passive use park areas. A majority of these parks are special use parks that provide specific facilities for baseball or other active use pursuits. SAA utilized an intimate public involvement process that included one-on-one stakeholder interviews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

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

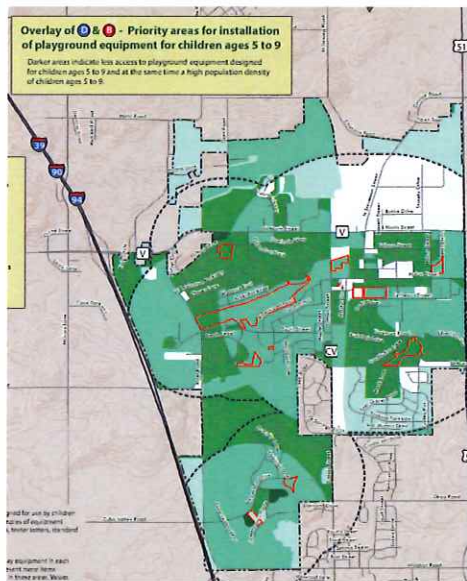
Client:
City of Burlington

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

Team:
Blake Theisen
Aaron O'Keefe



COMPREHENSIVE OUTDOOR RECREATION PLAN, DeForest, WI



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

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

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

Client:

Village of DeForest

Reference:

Kelli Bialkowski

Director of Parks and Recreation

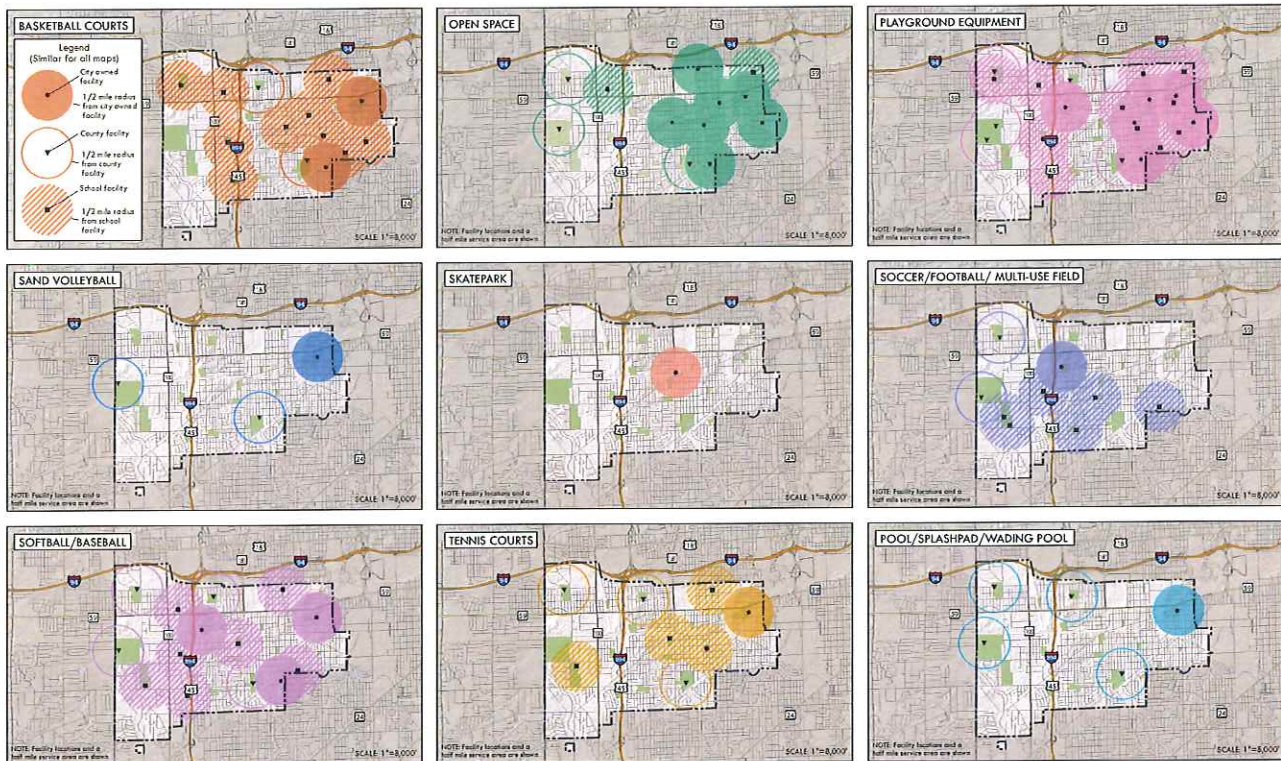
608.846.6751

bialkowskik@vi.deforest.wi.us

Team:

Blake Theisen

Aaron O'Keefe



AYRES ASSOCIATES Park Facility Distribution
West Allis Comprehensive Outdoor Recreation Plan

WEST ALLIS

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

MAP 5

COMPREHENSIVE OUTDOOR RECREATION PLAN, West Allis, WI



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

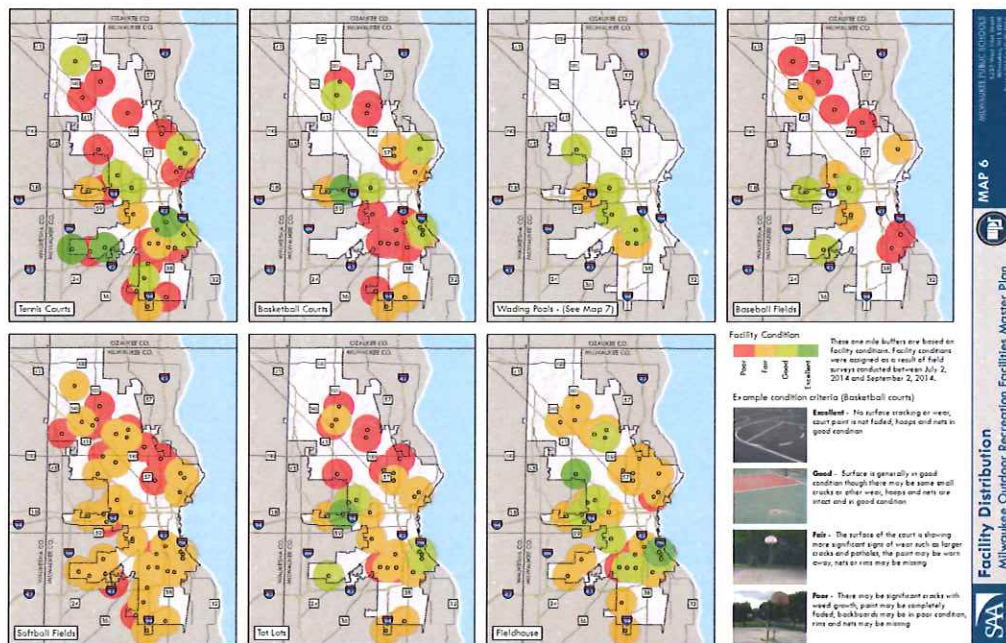
One of the goals for the process included establishing a dedicated budget and funding source for capital park improvements. Through a public outreach program, GIS analysis, and extensive field work, a detailed roadmap for the next ten years was developed with improvement costs and priority allocation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

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

Client:
City of West Allis

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

Team:
Blake Theisen
Aaron O'Keefe



COMPREHENSIVE OUTDOOR RECREATION PLAN, Milwaukee, WI

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

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

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

Client:

Milwaukee Public Schools

Reference:

Lynn Greb

Manager of Operations
5225 West Vliet St., Rm 162
Milwaukee, WI 53208
14-475-8191
grebla@milwaukee.k12.wi.us

Team:

Blake Theisen
Aaron O'Keefe



C. PROJECT TEAM



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

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

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

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

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

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

— Shelly Billingsley,
City Engineer,
City of Kenosha,

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

17 Years

BA, Botany, Miami University of
Oxford Ohio

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

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

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

RELATED EXPERIENCE:

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

Comprehensive Outdoor Recreation Plan (CORP), Middleton

CORP, Burlington

CORP, Marshall

CORP, DeForest

CORP, West Allis

CORP, Sauk Prairie

CORP, Maple Bluff

CORP, Westport

CORP, Onalaska, City of

CORP, Onalaska, Town of

CORP, Wausau

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

Aaron O'Keefe **GIS Specialist**

11 Years

BA, Cartography/GIS, University of
Wisconsin-Madison

AS, Civil Engineering Technology,
Madison Area Technical College

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

RELATED EXPERIENCE:

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

Comprehensive Outdoor Recreation Plan (CORP), Middleton

CORP, Burlington

CORP, Marshall

CORP, DeForest

CORP, West Allis

CORP, Sauk Prairie

CORP, Maple Bluff

CORP, Westport

CORP and Bike Map, Kenosha

Park and Outdoor Recreation Plan, Edgerton

CORP, Onalaska, City of

CORP, Onalaska, Town of

Wausau MPO Bicycle/Pedestrian Plan, Marathon County

CORP, Wausau

Katie MacDonald, PE

Civil Engineer

13 Years

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

RELATED EXPERIENCE:

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

AYRES
ASSOCIATES

D. APPROACH

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

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

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

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

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

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

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



Typical Ayres meeting/workshop

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

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

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

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

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

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

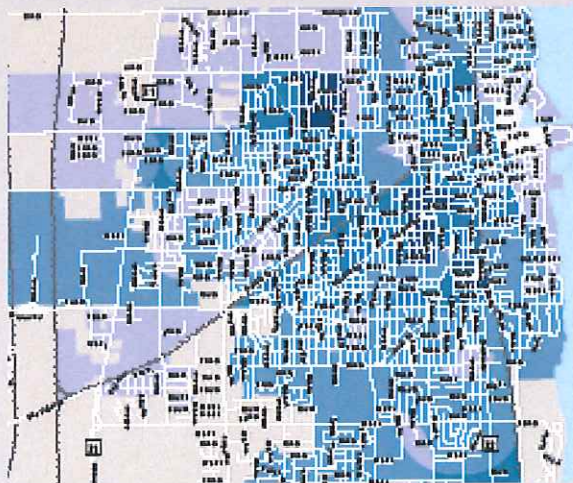
staff. A large part of our success in developing feasible designs is producing accurate construction cost estimates. Because we facilitate projects across the region, we feel that it is important to meet with local contractors to gauge regional pricing structures and material costs. We will incorporate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

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

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

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

INNOVATIVE CONCEPTS – GIS: MORE THAN MAPPING



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

E. SCOPE OF SERVICES

TASK I. SITE ANALYSIS

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

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

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

TASK II. PRELIMINARY PLAN DEVELOPMENT

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

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

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

TASK III. FINAL PLAN DEVELOPMENT

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

Deliverables for Task III:

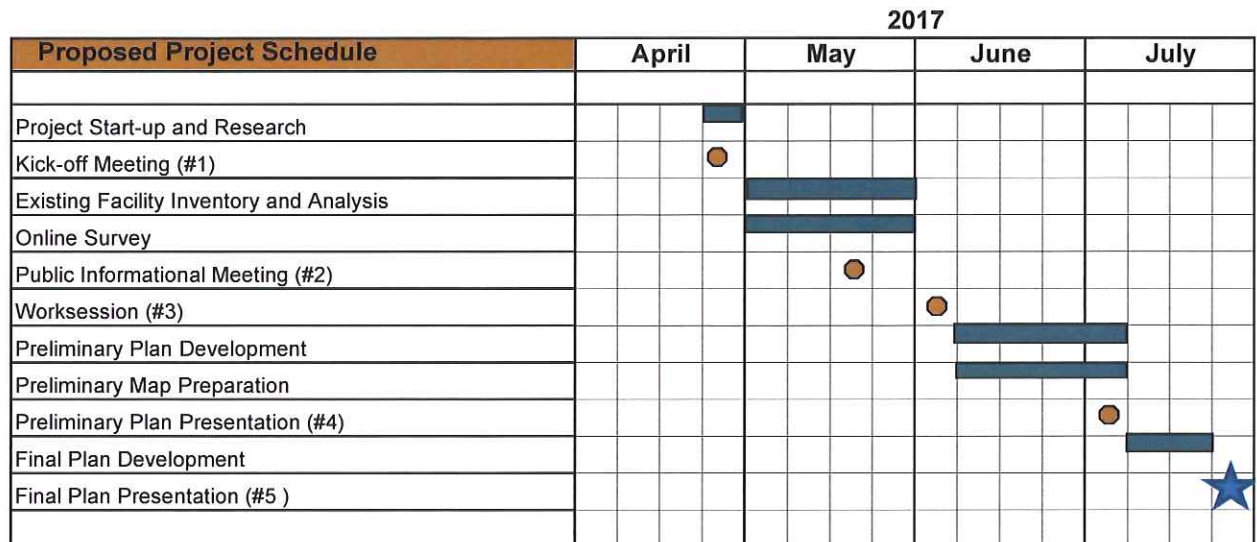
- ♦ 30 (8.5"x11") Final color Comprehensive Park, Recreation, and Open Space Plans including fold-out maps and graphics
- ♦ 1 Compact disk or DVD containing:
 - PDF format Final Comprehensive Park, Recreation, and Open Space Plan
 - Final PowerPoint presentation

ASSUMPTIONS

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

F. SCHEDULE

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



G. FEES

ANTICIPATED FEES

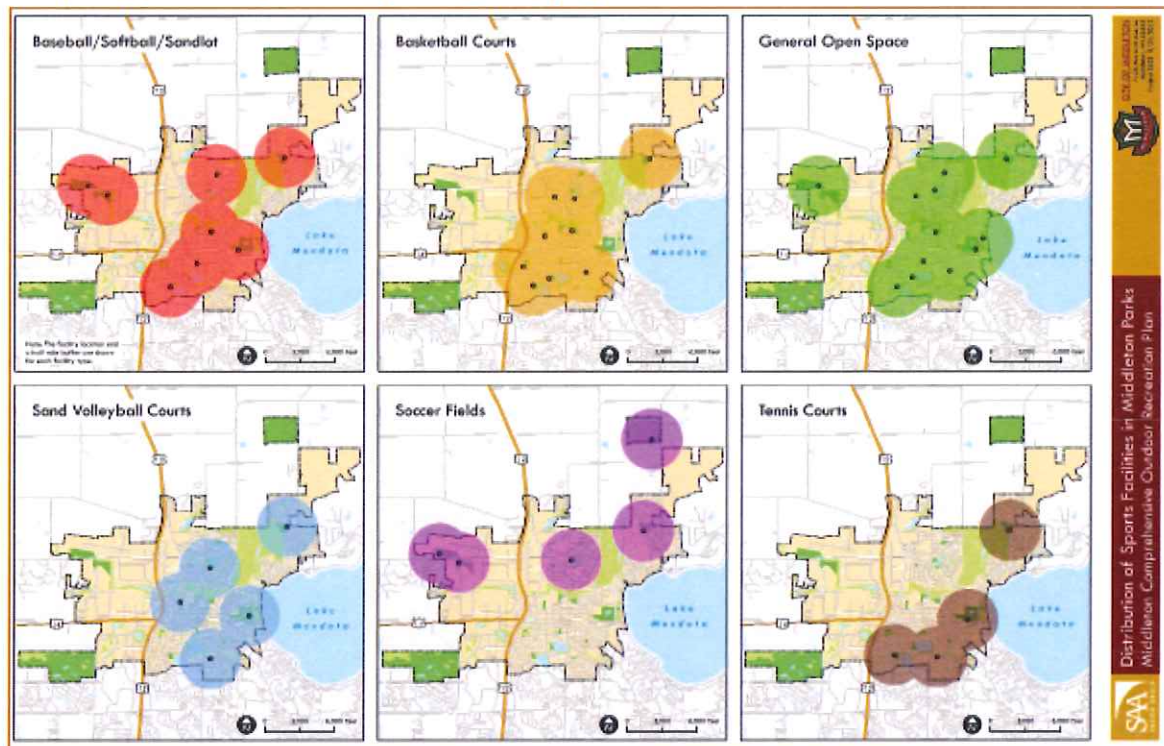
In consideration of the preceding scope of services, our proposed fees are lump sum not to exceed of \$19,023. Please note this amount includes all miscellaneous expenses such as in house printing and travel.

H. SAMPLE GRAPHICS AND TOOLS

Sample of format of facility inventory sheet

Park Name	Park Site Image or Map	Park Classification																				
Lion's Park Park Description Location 7th 0.7 acre park is located on the Mouna River near the Hubbard Street bridge. Features include a trail and picnic tables.																						
Park Description and Location		Observed Issues																				
Inventory of Existing Facilities	Site Analysis Summary Existing Facilities - Multi-use trail - Picnic tables - Benches - General open space - Shower - Artwork - ADA fishing pier and canoe launch - Users head drinking fountain - Shade and box 4 viewpoints to neighborhood - Skateboard - Art garden 2 grills - Picnic party - Exercise art - Material storage Issues - Lack of vehicular parking - Unsuitable parking patterns Improvement Options - Work towards ADA compliance - Standard park sign - Picnic shelter for shade - Continue work from plan to replace Ash and Elm - Lighting canopy/ canopy portage - Complete permanent restroom - Install bike rack - Develop small parking lot and create fishing landing on east side of bridge - Add historical marker/education sign relating to the MRF - Install additional landscaping on the porch and overlook																					
Programming	Program Details Programs and Events - Movie in the Park (summer) Revenue Generators - Lion Beer & Burger Fry Maintenance Program - Mowing - Trash collection - Shower maintenance																					
Cost Estimate of Improvement Options	Improvement Estimate <table border="0"> <tr> <td>• Sidewalk improvements.....</td> <td>\$10,000</td> <td>• Permanent restroom.....</td> <td>\$120,000</td> </tr> <tr> <td>• Standard park sign.....</td> <td>\$5,000</td> <td>• Mowing.....</td> <td>\$000</td> </tr> <tr> <td>• Picnic shelter.....</td> <td>\$2,000</td> <td>• Trash collection.....</td> <td>\$40,000</td> </tr> <tr> <td>• New tree planting.....</td> <td>\$5,000</td> <td>• Shower maintenance.....</td> <td>\$10,000</td> </tr> <tr> <td>• Canopy/ canopy portage.....</td> <td>\$10,000</td> <td>• Permanent restroom.....</td> <td>\$5,000</td> </tr> </table>		• Sidewalk improvements.....	\$10,000	• Permanent restroom.....	\$120,000	• Standard park sign.....	\$5,000	• Mowing.....	\$000	• Picnic shelter.....	\$2,000	• Trash collection.....	\$40,000	• New tree planting.....	\$5,000	• Shower maintenance.....	\$10,000	• Canopy/ canopy portage.....	\$10,000	• Permanent restroom.....	\$5,000
• Sidewalk improvements.....	\$10,000	• Permanent restroom.....	\$120,000																			
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Page Number COMPREHENSIVE OUTDOOR RECREATION PLAN PAGE 3-11																						

Sample of format of existing facility mapping



Sample of format used to present maintenance management plan

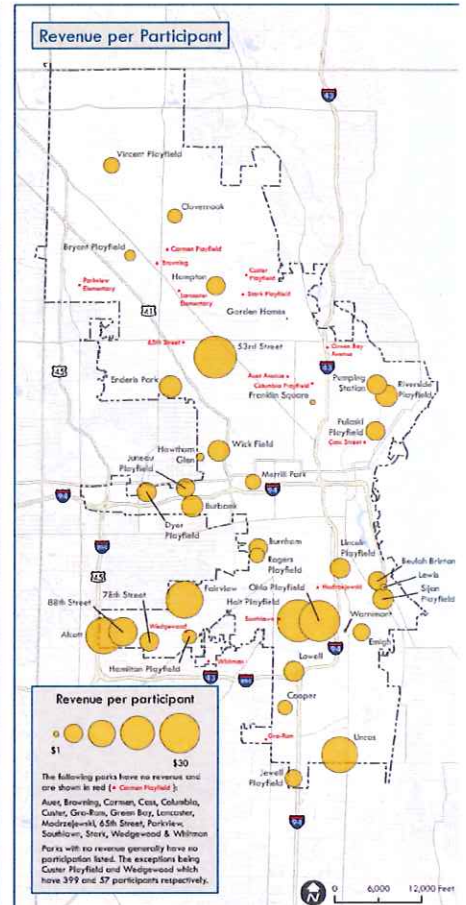
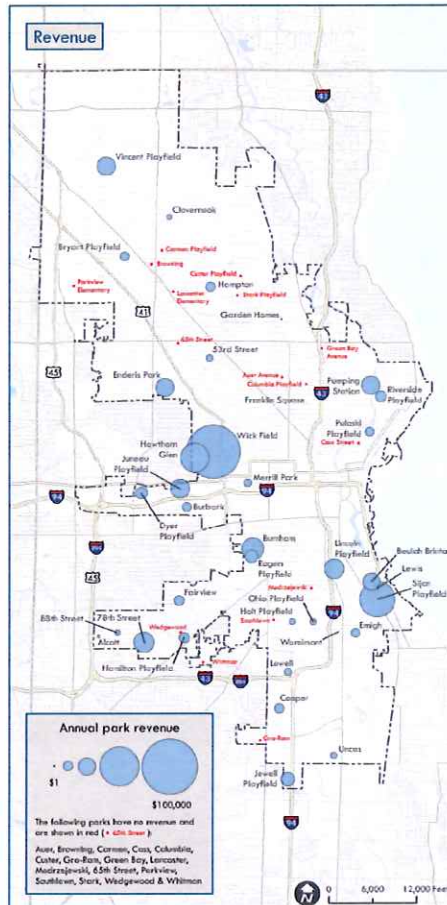
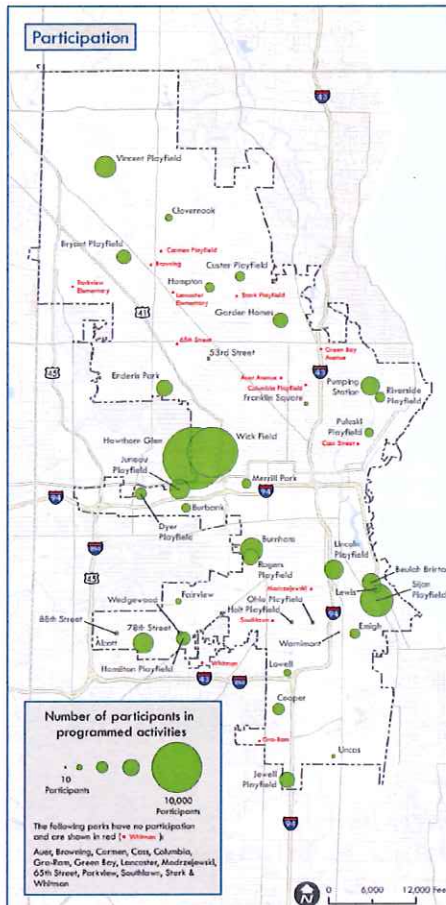
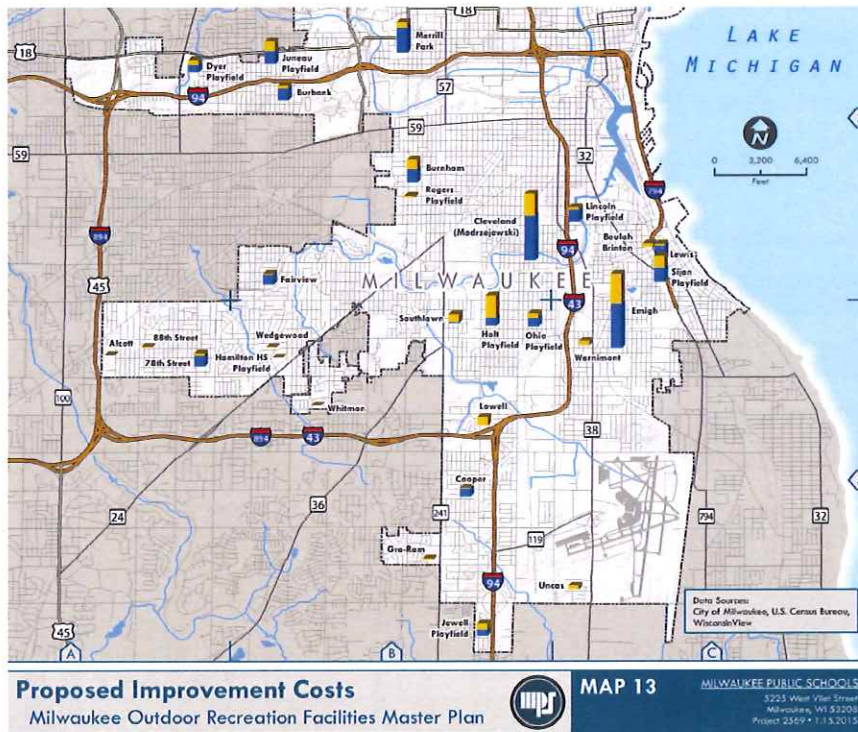
Our team has extensive experience with conducting assessments of existing facilities both site and building related. We understand that ongoing maintenance responsibilities and usage change with each season. The graphic below is an example of one tool used for communication of these issues.

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

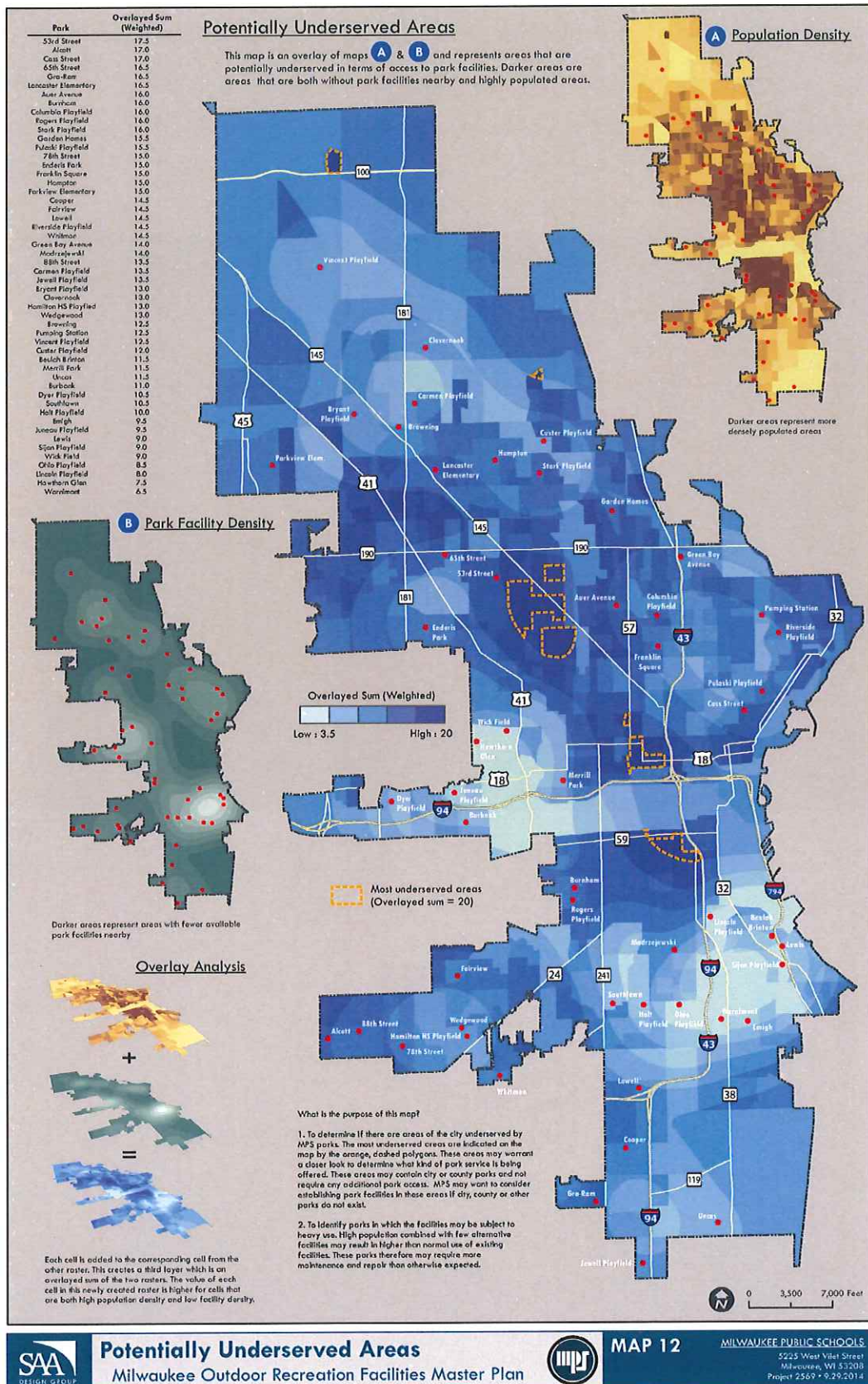
Estimate of Total Probable Maintenance Hours

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

Sample of format of cost and revenue generation maps



Sample of format of level of service and GIS analysis overlay





Blake Theisen, PLA
Project Manager
608.441.3569
TheisenB@AyresAssociates.com



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

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March 2, 2017

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

RE: Comprehensive Park and Outdoor Recreation Plan Update Proposal

Dear Marty:

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

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

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

PROJECT UNDERSTANDING

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

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

SCOPE OF WORK

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

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

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

COST

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

SCHEDULE

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

A proposed timeline is as follows:

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

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

DELIVERY

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

OWNER RESPONSIBILITIES

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

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

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

CONTRACT

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

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

Sincerely,

CEDAR CORPORATION



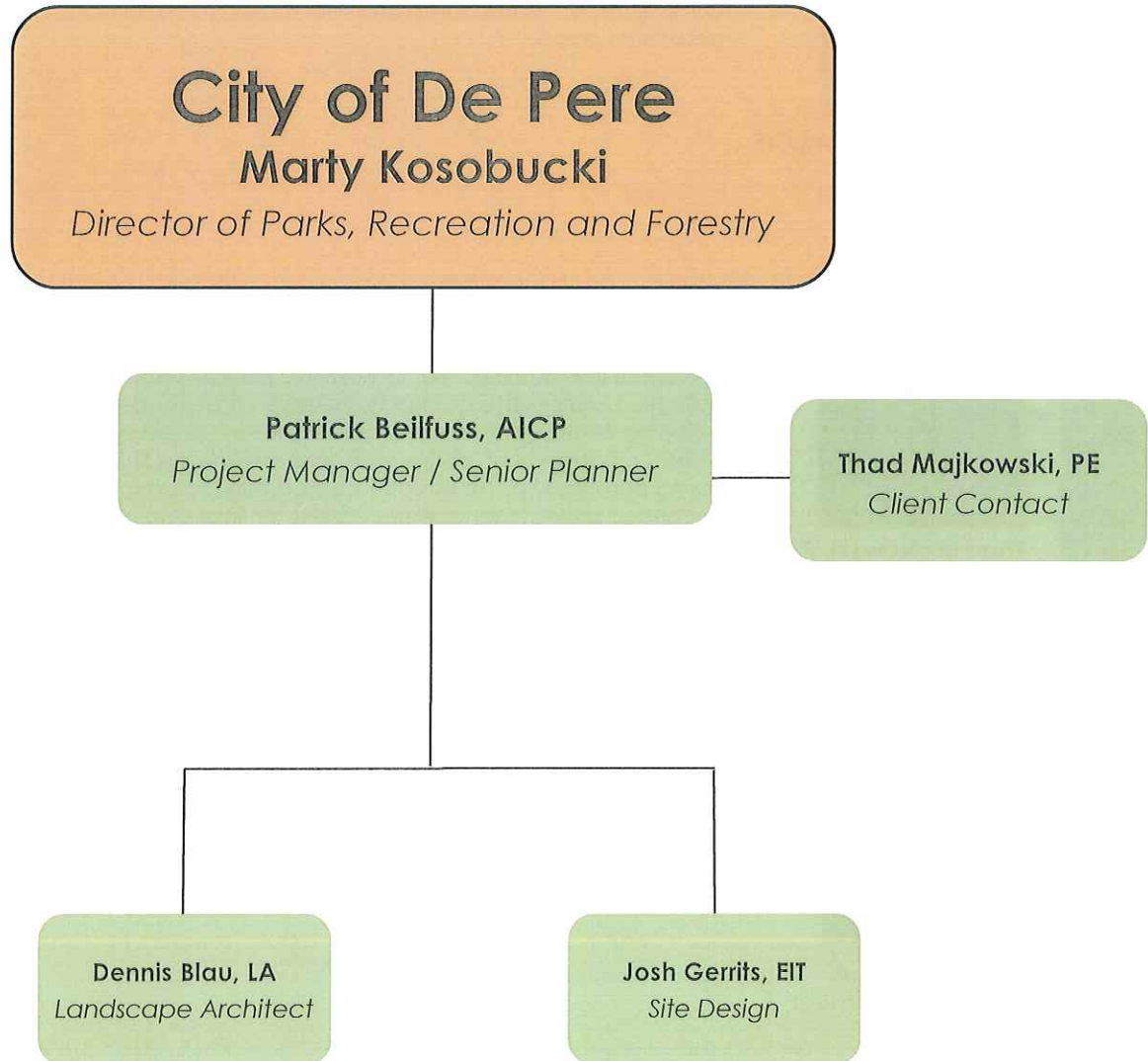
Thad Majkowski, P.E.
Director

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

Project Team

Project Team

Organizational Chart



Project Team



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

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



Thad Majkowski, P.E.
Local Contact

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



Dennis Blau, L.A.
Landscape Architect

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



Josh Gerrits, E.I.T.
Design Engineer

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

References

References

Village of Bellevue

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

City of Menomonie

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

City of Prescott

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

Village of Somerset

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

Village of Cadott

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

Project Experience

Park Planning Project Experience

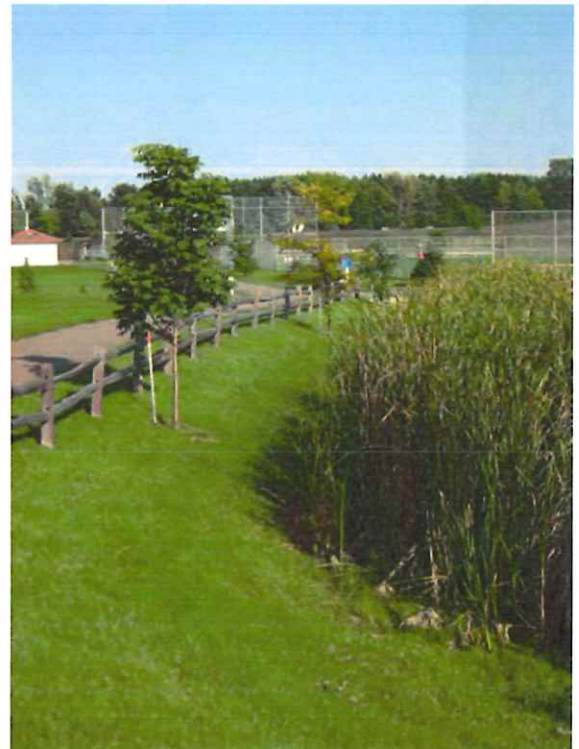
Parks and recreational opportunities are vital to a community and its users for many reasons including:

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

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

Communities which Cedar Corporation has developed Park Plans for include:

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



Comprehensive Outdoor Recreation Plan Project Experience

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

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

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



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

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

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



Comprehensive Outdoor Recreation Plan Project Experience

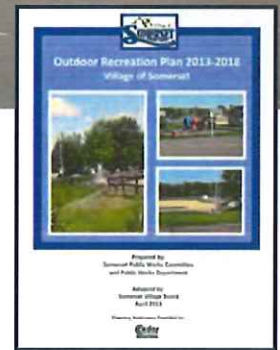
PROJECT: Parks and Recreation Plan 2013-2018
CLIENT: Town of Troy
CONTACT: Jill Berke, Parks Board Chair, 715-425-8289,
 jillberke@baldwin-telecom.net
KEY STAFF: Patrick Beilfuss, Rob Jones

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



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

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



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

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

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



Other Park Related Project Experience

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

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

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



Other Park Related Project Experience

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

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



Other Park Related Project Experience

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

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



Before



Other Park Related Project Experience

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

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



Other Park Related Project Experience

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

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



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

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



Other Park Related Project Experience

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

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



Mapping Products Used

Mapping Products Used

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

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

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

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

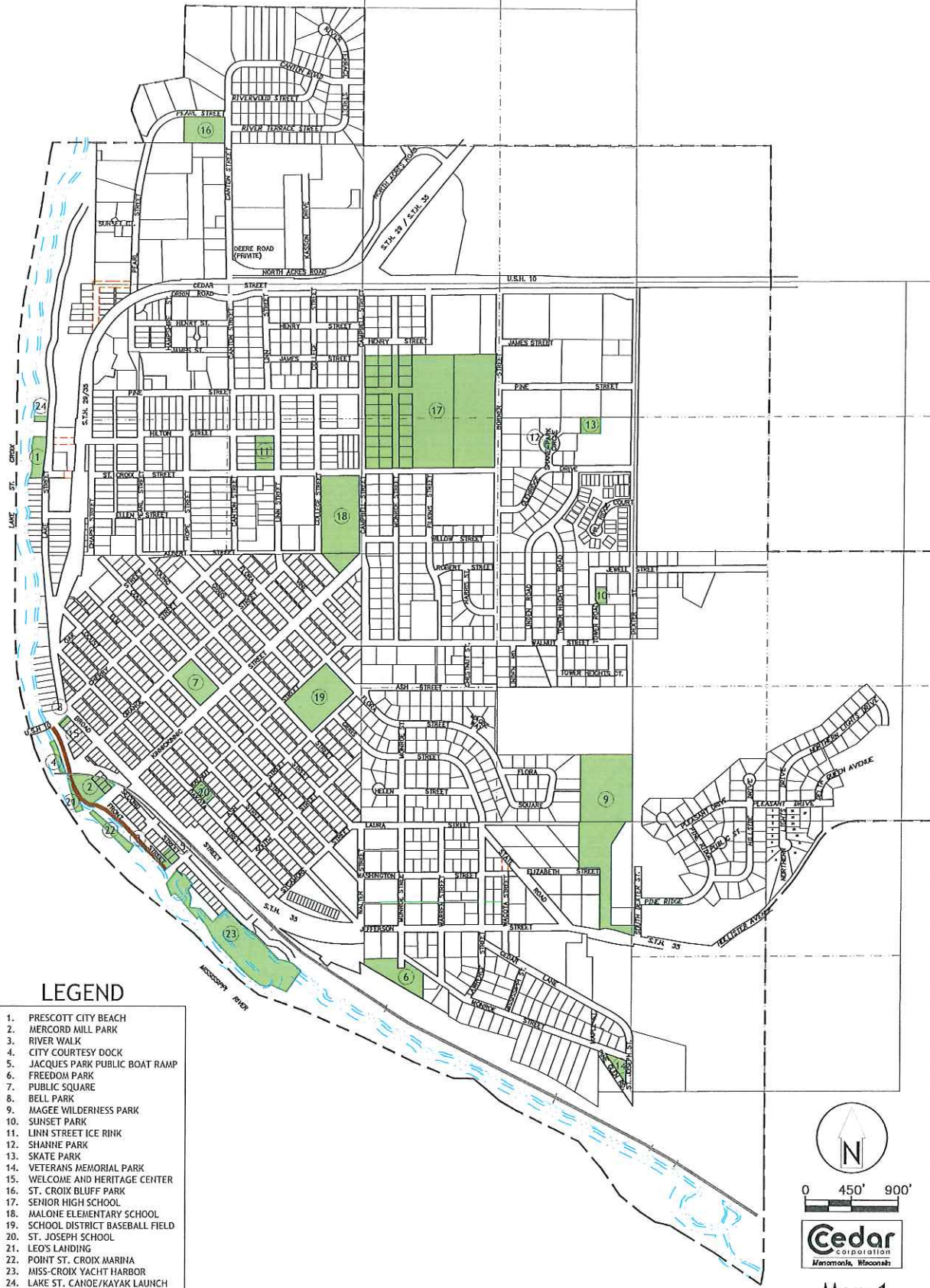
Map 4 Proposed Sidewalks and Trails: Many communities include sidewalks in their Comprehensive Outdoor Recreation Plans. Sidewalks provide safe infrastructure for passive recreation but also provide safe access to parks for people of all ages.

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

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

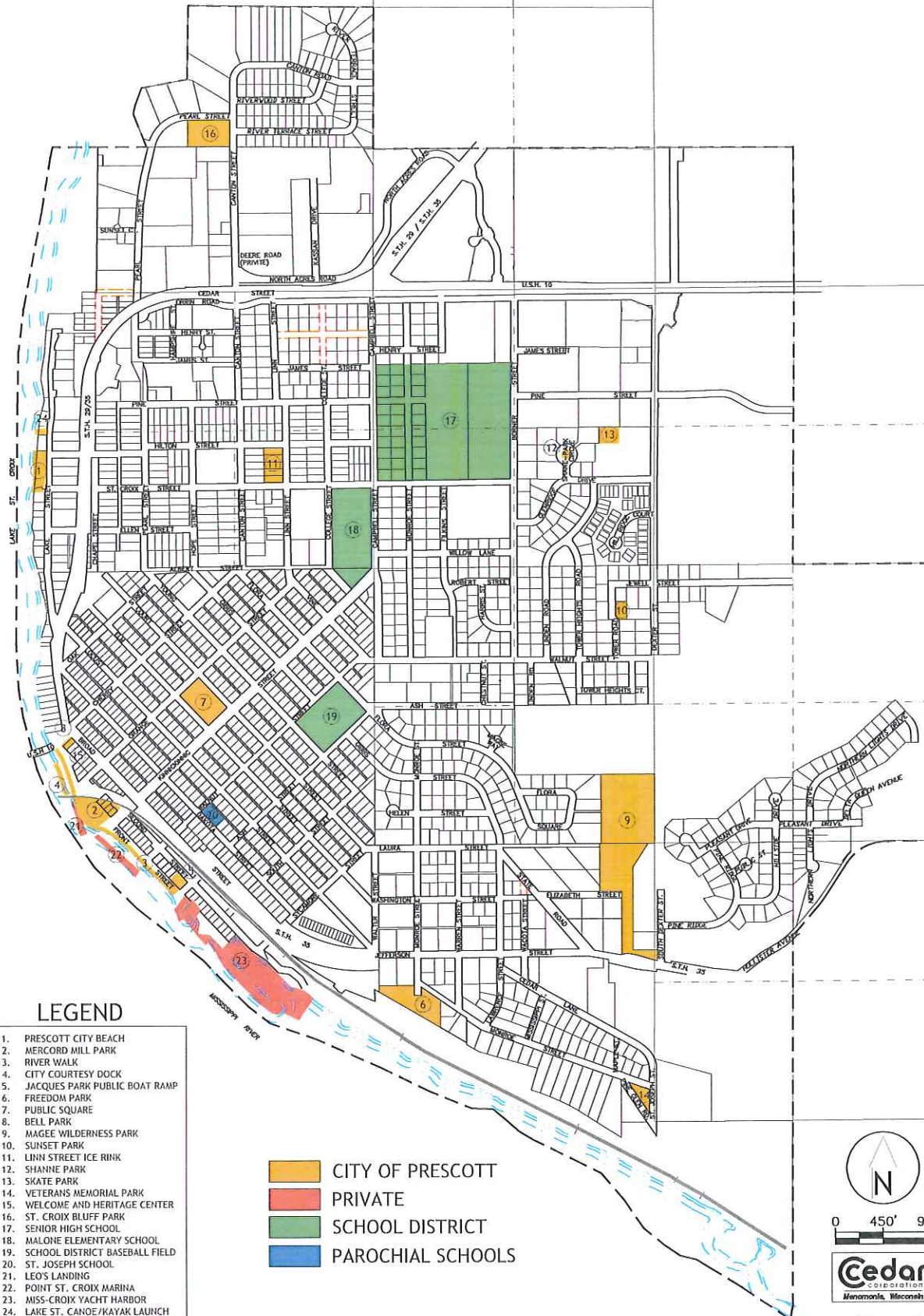
EXISTING PARK & RECREATION FACILITIES

City of Prescott



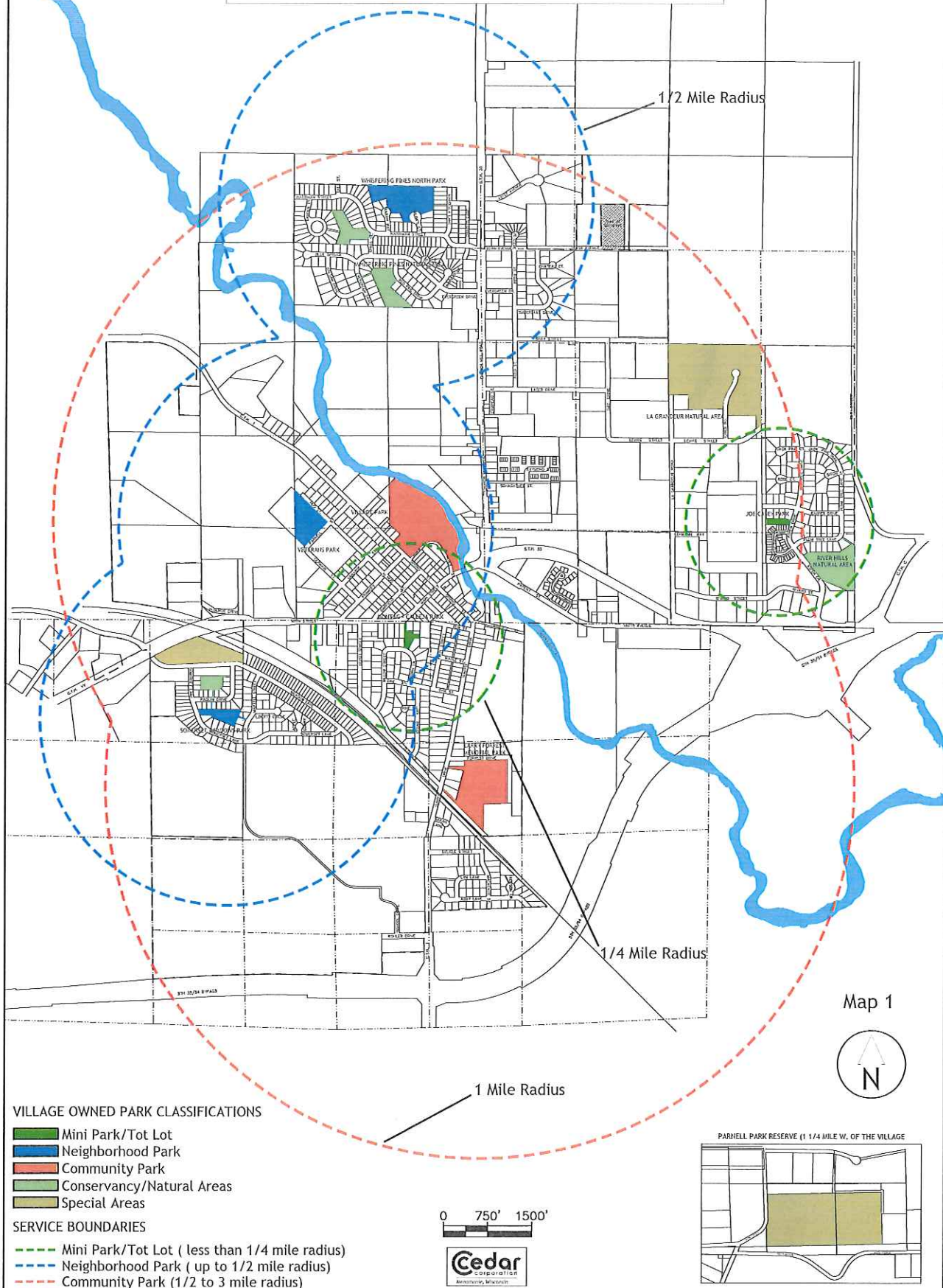
PARK & RECREATION JURISDICTIONS

City of Prescott



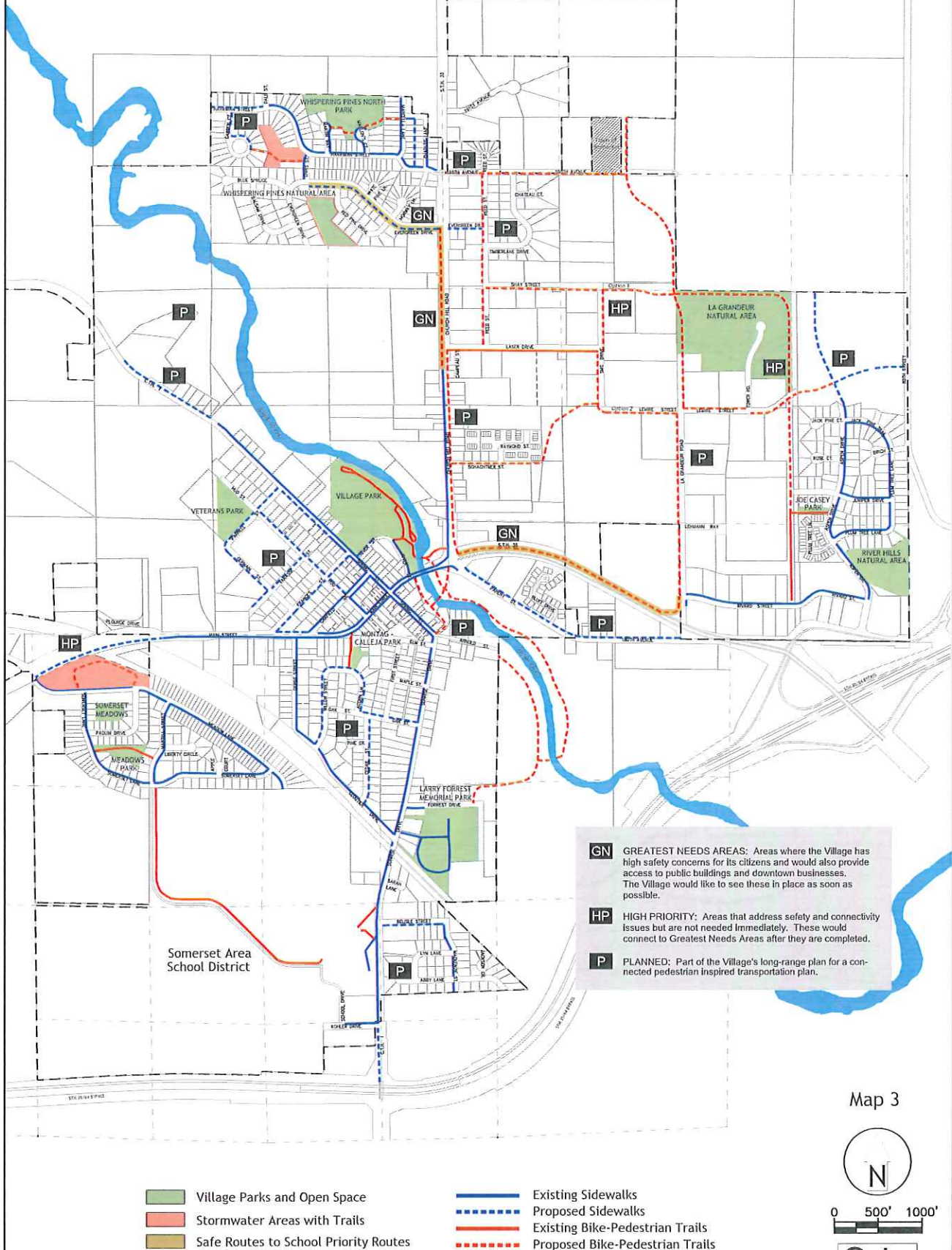
Park Classifications and Service Boundaries 2013

Village of Somerset



Proposed Sidewalk and Bicycle Trails 2013-2018

Village of Somerset



Map 3

Cost

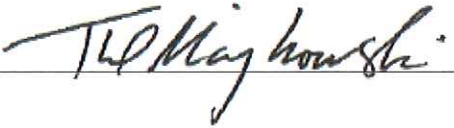
Cost

Proposed Fee Schedule

Company Name: Cedar Corporation

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

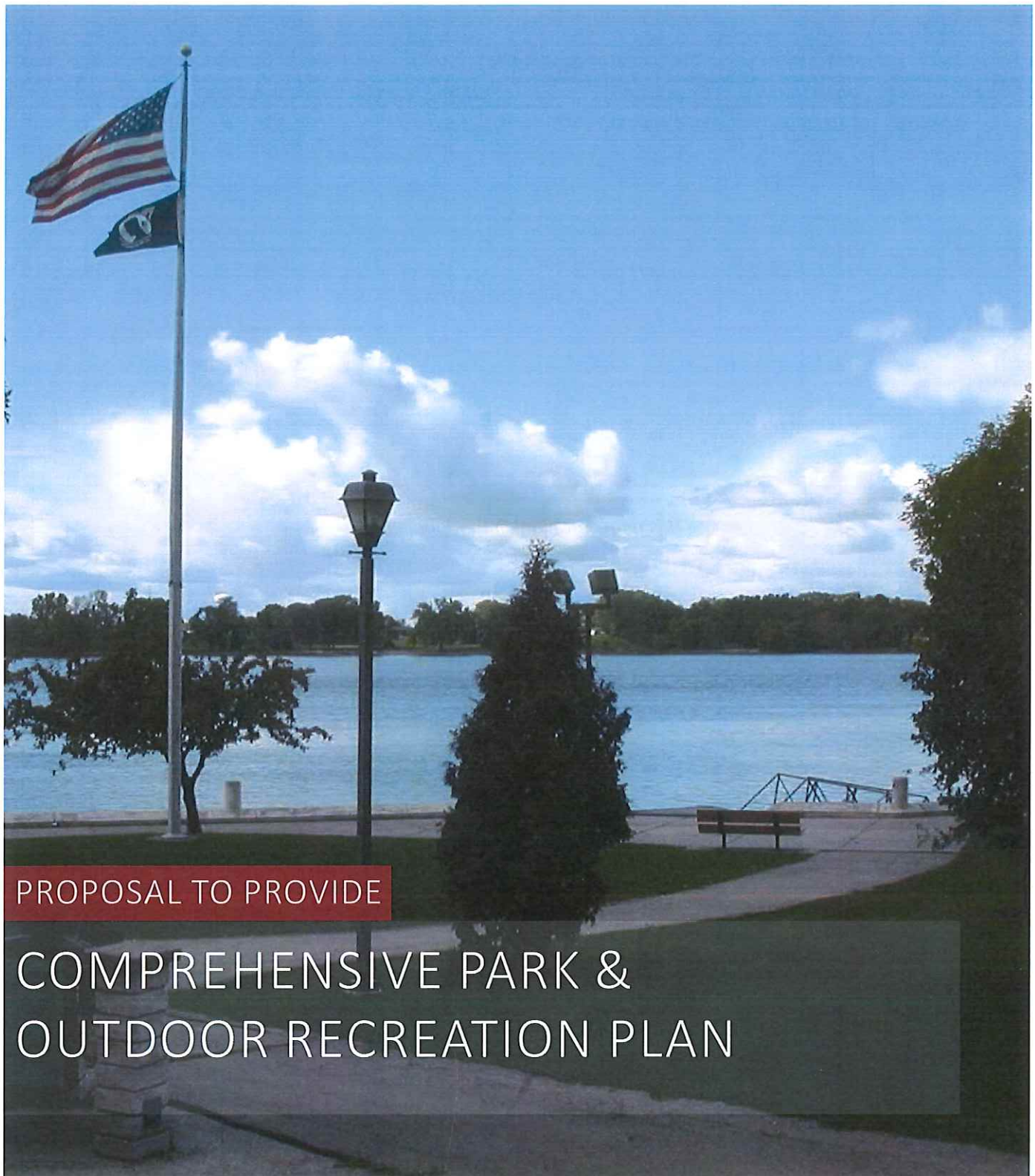
Company Representative: Thad Majkowski, P.E.

Signature: **Item:**

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

Lump Sum Fee:

\$10,750



PROPOSAL TO PROVIDE

COMPREHENSIVE PARK & OUTDOOR RECREATION PLAN

Prepared for
City of De Pere
March 3, 2017



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March 3, 2017

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

Re: Proposal to Provide Comprehensive Park and Outdoor Recreation Plan

Marty,

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

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

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

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

Sincerely,
MSA Professional Services, Inc.

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

Andrew Bremer
Project Planner | Project Manager

MSA PROFESSIONAL SERVICES

4321 W. College Avenue, Appleton, WI 54914

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

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*MSA's full Parks and Recreation
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FIRM OVERVIEW

FIRM OVERVIEW

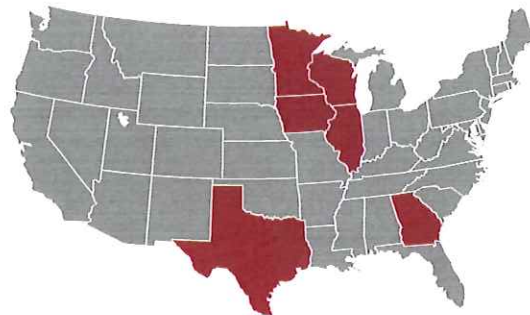
MSA PROFESSIONAL SERVICES

Corporate Overview

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

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

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



YOUR SUCCESS MATTERS.

Client Service Quality Assurance Program

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

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

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

How it will work during your project:

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

FIRM OVERVIEW

PARKS AND RECREATION

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

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

OUR EXPERTISE | WHAT WE DO

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

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



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



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

PROJECT UNDERSTANDING & SCOPE OF WORK

PROJECT UNDERSTANDING

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

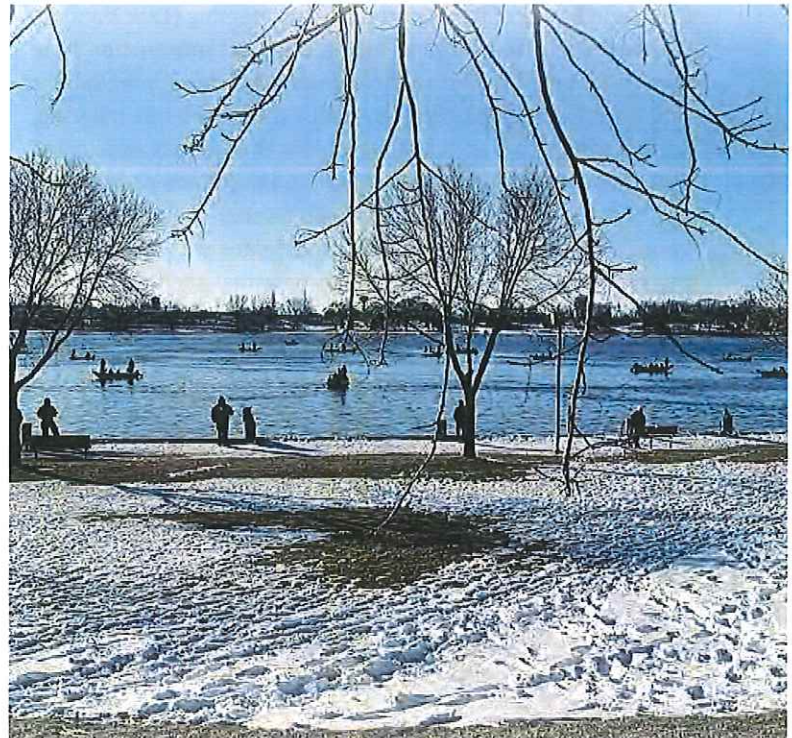
Is to guide the continual investment in the City's parks and recreational facilities. The City last updated its CORP in 2012, and a plan update is desired for the following primary reasons:

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

eligible for Stewardship funding.

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

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



City of De Pere's Voyager Park.

SCOPE OF WORK

PHASE 1 – PROJECT KICKOFF (MARCH – APRIL)

TASK 1 | PHASE 1 STAFF COORDINATION

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

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

TASK 2 | PARK AND TRAIL INVENTORY

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

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

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

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

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

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

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

TASK 6 | EXISTING COMMUNITY CONDITIONS

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

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

PHASE 2 – NEEDS ASSESSMENT (APRIL – MAY)

TASK 1 | PHASE 2 STAFF COORDINATION

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

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

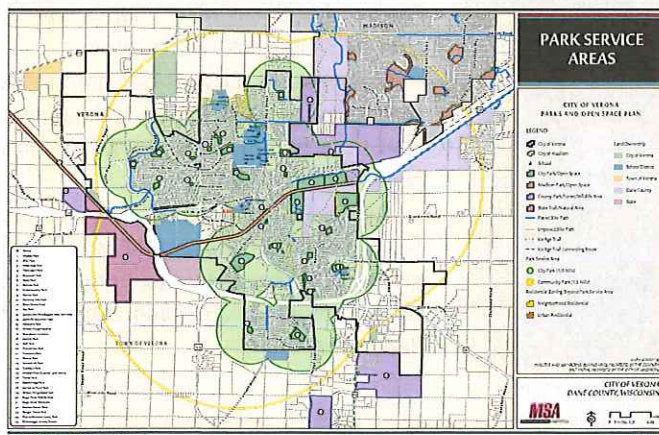
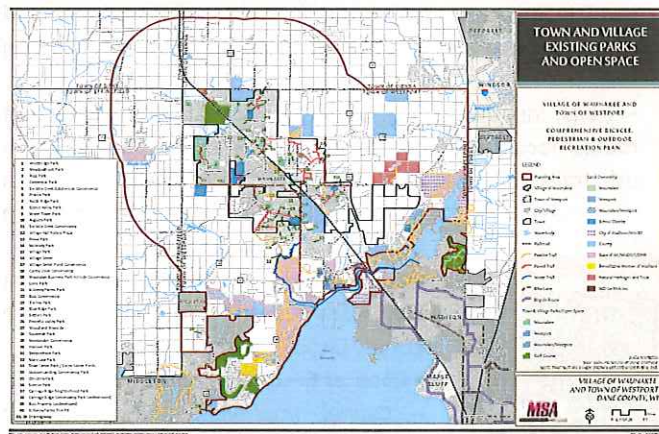
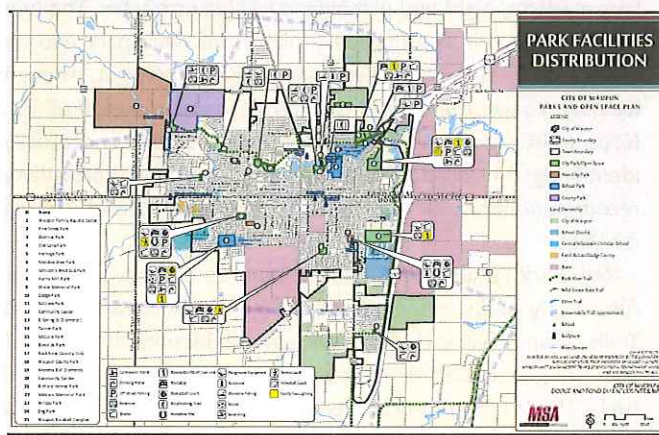
TASK 2 | GEOGRAPHIC/LOCATIONAL ANALYSIS

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

SCOPE OF WORK

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

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



TASK 3 | COMMUNITY SURVEY – QUALITATIVE ANALYSIS

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

TASK 4 | USER GROUP SURVEY AND INTERVIEWS - QUALITATIVE ANALYSIS

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

TASK 5 | QUANTITATIVE ANALYSIS

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

SCOPE OF WORK

PHASE 3 – DRAFT CORP (MAY – JUNE)

TASK 1 | PLAN DEVELOPMENT

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

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

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

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

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

• Chapter 6—Implementation:

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

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

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

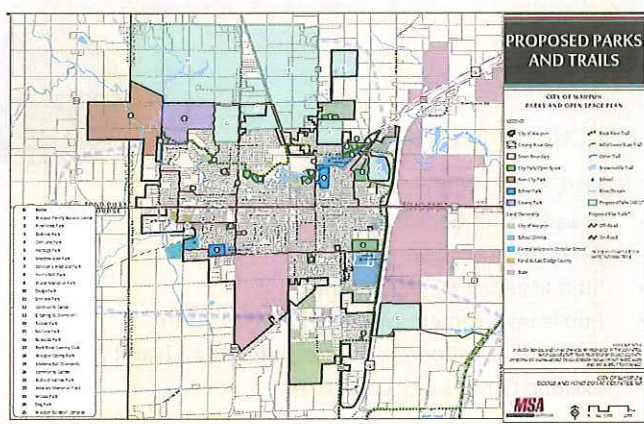
VOYAGEUR PARK			
Park Address: 100 Williams Street			
Park Type: Community Park			
Park Size: 21.7 Acres			
EXISTING FACILITIES			
TYPE	INSTALL YR	CONDITION	ISSUES
Playground			
Fishing Pier			
Picnic Area			
Shelter			
Restrooms			
Paved Trail			
Paved Parking Lot			
RECOMMENDATIONS			
IMPROVEMENT	PRIORITY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



SCOPE OF WORK

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

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



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

TASK 2 | PHASE 3 STAFF COORDINATION

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

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

TASK 3 | PLAN UPDATES

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

PHASE 4 – PARK PLAN ADOPTION (JUNE – JULY)**TASK 1 | PUBLIC INVOLVEMENT MEETING #2 (June 15th)**

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

TASK 2 | PLAN UPDATES

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

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

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

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

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

TASK 5 | FINAL DELIVERABLE/WDNR SUBMITTAL

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

TASK 6 | PHASE 4 STAFF COORDINATION

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

DELIVERABLES

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

TIMELINE

PROJECT TIMELINE

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



MARCH - APRIL 2017 ::

PROJECT KICKOFF

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

APRIL - MAY 2017 ::

NEEDS ASSESSMENT

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



JUNE - JULY 2017 ::

PARK PLAN ADOPTION

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

MAY - JUNE 2017 ::

DRAFT CORP

- Plan Development
- Phase 3 Staff Coordination
- Plan Updates

STATEMENT OF QUALIFICATIONS & RELEVANT EXPERIENCE

STATEMENT OF QUALIFICATIONS

TEAM SUMMARY

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

ANDREW BREMER | PROJECT MANAGER | LEAD PLANNER

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

SARAH MCDONALD, ASLA | LANDSCAPE ARCHITECT | PLANNER

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

AMBER CONVERSE | GIS AND MAPPING SPECIALIST

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

STEVE TREMLETT | PROJECT PLANNER

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

BEN ZEIER, PE | PROJECT ENGINEER

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

CITY OF
DE PERE

ANDREW BREMER, AICP
PROJECT MANAGER |
LEAD PLANNER

SARAH MCDONALD, ASLA
LANDSCAPE ARCHITECT | PLANNER

AMBER CONVERSE
GIS AND MAPPING SPECIALIST

STEVE TREMLETT, AICP, CNU-A
PROJECT PLANNER

BEN ZEIER, PE
PROJECT ENGINEER

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

MSA TEAM

STATEMENT OF QUALIFICATIONS



Andrew Bremer, AICP

Project Manager | Lead Planner

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

EDUCATION

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

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

AFFILIATIONS

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

AREAS OF EXPERTISE

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

SELECTED PROJECT EXPERIENCE

Comprehensive Park and Open Space Plans

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

ADA Assessment and Transition Plan, Sun Prairie, WI

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

Master Plans

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

STATEMENT OF QUALIFICATIONS



Sarah McDonald, PLA, CLARB, ASLA
Landscape Architect

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

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

EDUCATION

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

AFFILIATIONS

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

SELECTED PROJECT EXPERIENCE

Fireman's Park Master Plan, Verona, WI

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

McCune Park Master Plan, Waupun, WI

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

Erb Park Master Plan and Pool Project, Appleton, WI

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

Wisconsin Dells Café Zones, Wisconsin Dells, WI

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

Baraboo River Corridor Plan, Baraboo, WI

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



Amber Converse
GIS | Mapping Specialist

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

EDUCATION

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

EXPERTISE

Spatial Data Management
Map Production
GPS and Survey Support

SELECTED PROJECT EXPERIENCE

Comprehensive Outdoor Recreation Plan Mapping,

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

Compiled park maps as the team's GIS professional.

STATEMENT OF QUALIFICATIONS



Steve Tremlett, AICP, CNU-A
Project Planner

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

EDUCATION

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

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

AFFILIATIONS

American Planning Association

Congress of New Urbanism—Accredited

EXPERTISE

Urban Design and Redevelopment

Comprehensive Planning

Park Planning

3-D Modeling

SELECTED PROJECT EXPERIENCE

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

Site Evaluation and Document Preparation.

Rock County Park Master Plans, Rock County, WI

Graphics, Concept and Document Preparation.

Comprehensive Park and Recreation Plan, Hiawatha, IA

Park Evaluation and Document Preparation.

Arsenal Gateway Revitalization Plan, Rock Island, IL

Graphics, Concept and Document Preparation.

Downtown Plan, Verona, WI

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



Ben Zeier, PE
Project Engineer

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

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

EDUCATION

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

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

REGISTRATION

Professional Engineer, WI, AZ, MN

EXPERTISE

Drinking Water System Master Planning

Hydraulic and Water Quality Modeling

Drinking Water Treatment Plant Design

Water Main Replacement Prioritization Programs

Client Relationship Management

Municipal Engineering – Project Management, Design, and Construction

Utility Engineering – Project Management, Design, and Construction

Potable Water Studies and Modeling

Public Involvement Facilitation

RELEVANT EXPERIENCE

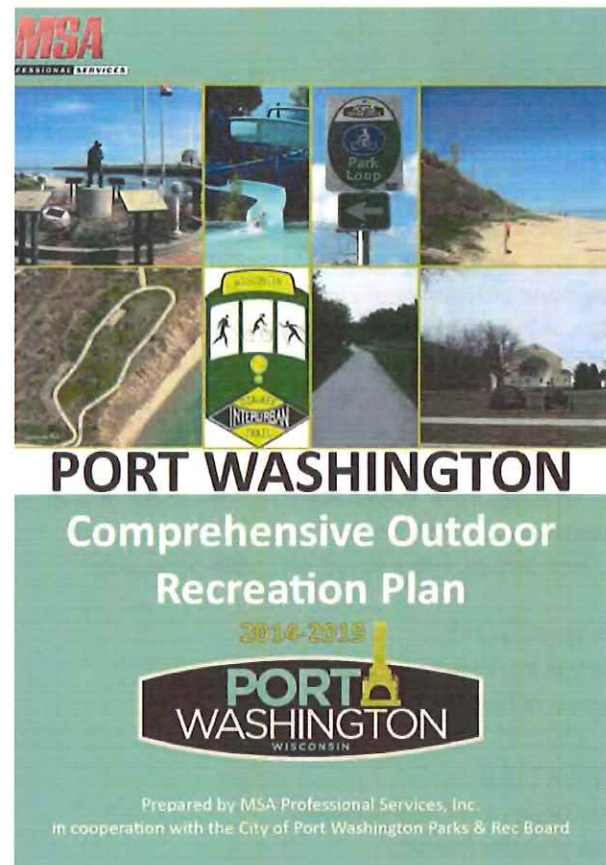
COMPREHENSIVE OUTDOOR RECREATION PLANS

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

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

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

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



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

RELEVANT EXPERIENCE

ACCESS AUDIT OF FACILITIES AND PROPERTY

Sun Prairie, WI

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

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

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



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

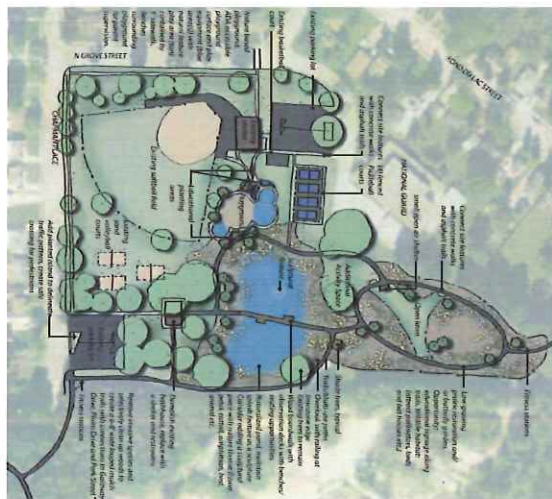
- An overview of the Parks and Forestry Department's priority strategies for implementing corrective measures
- Contact information for the staff member designated as ADA Coordinator and a summary of grievance procedures
- A table identifying deficiencies by park, including the recommended corrective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

RELEVANT EXPERIENCE

Erb Park, Appleton, WI

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

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



McCune Park, Waupun, WI

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

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

Fireman's Park, Verona, WI

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

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

Fireman's Park Master Plan Conceptual Plan



RELEVANT EXPERIENCE



RIVERSIDE PARK

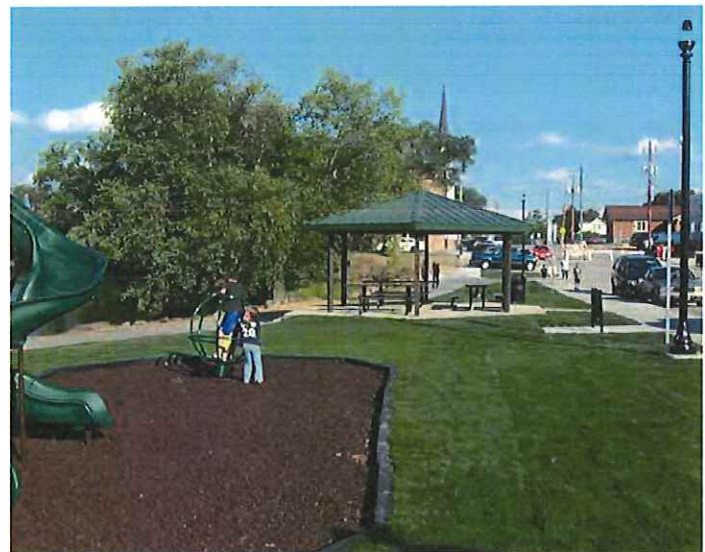
Mauston, WI

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

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

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

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



RELEVANT EXPERIENCE

NEWPORT PARK

Lake Delton, WI



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

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

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

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



REFERENCES

REFERENCES

Village of Waunakee

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

City of Verona

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

Town of Westport

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

City of Waupun

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

City of Wisconsin Dells

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

COST SUMMARY

COST SUMMARY

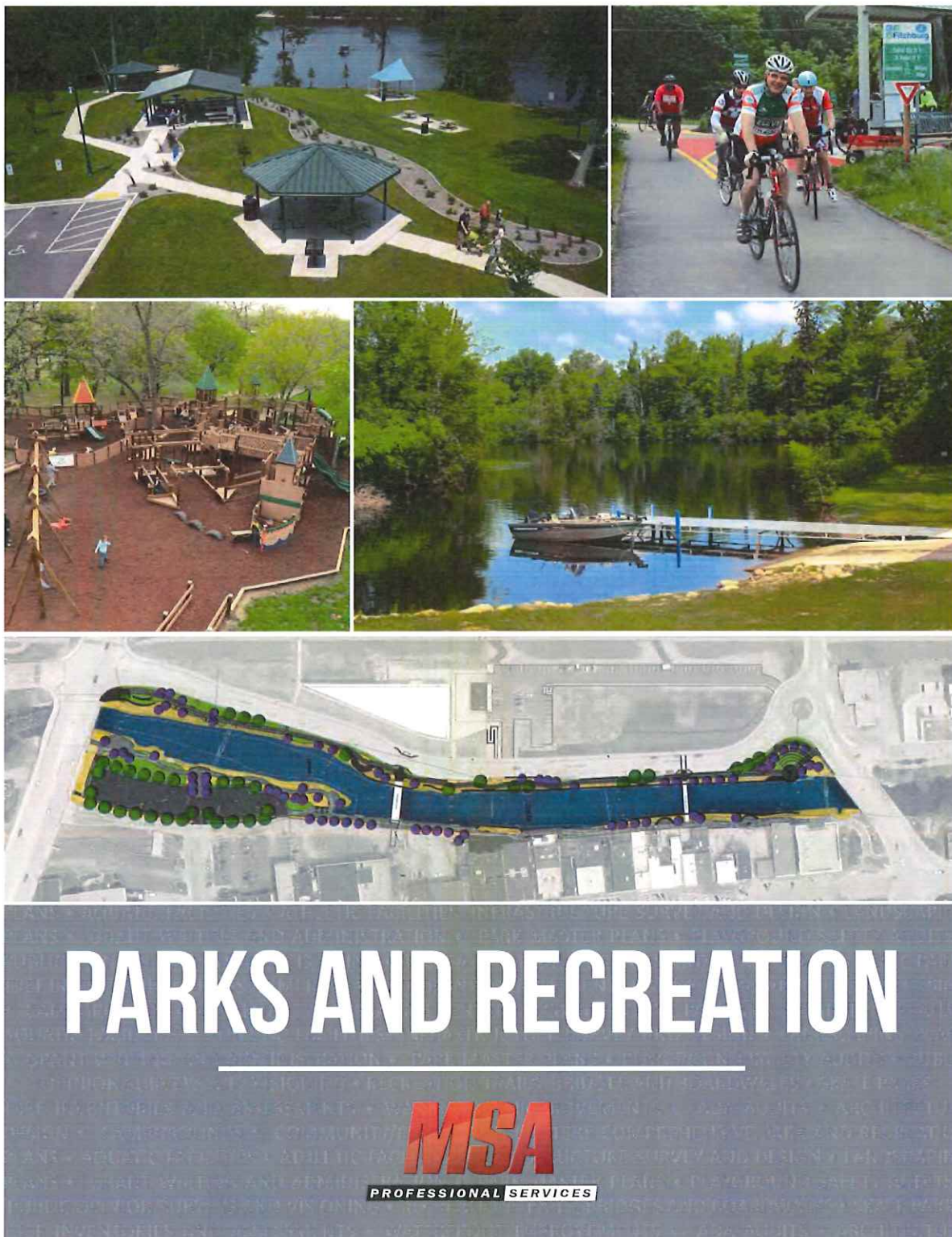
COST PROPOSAL

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

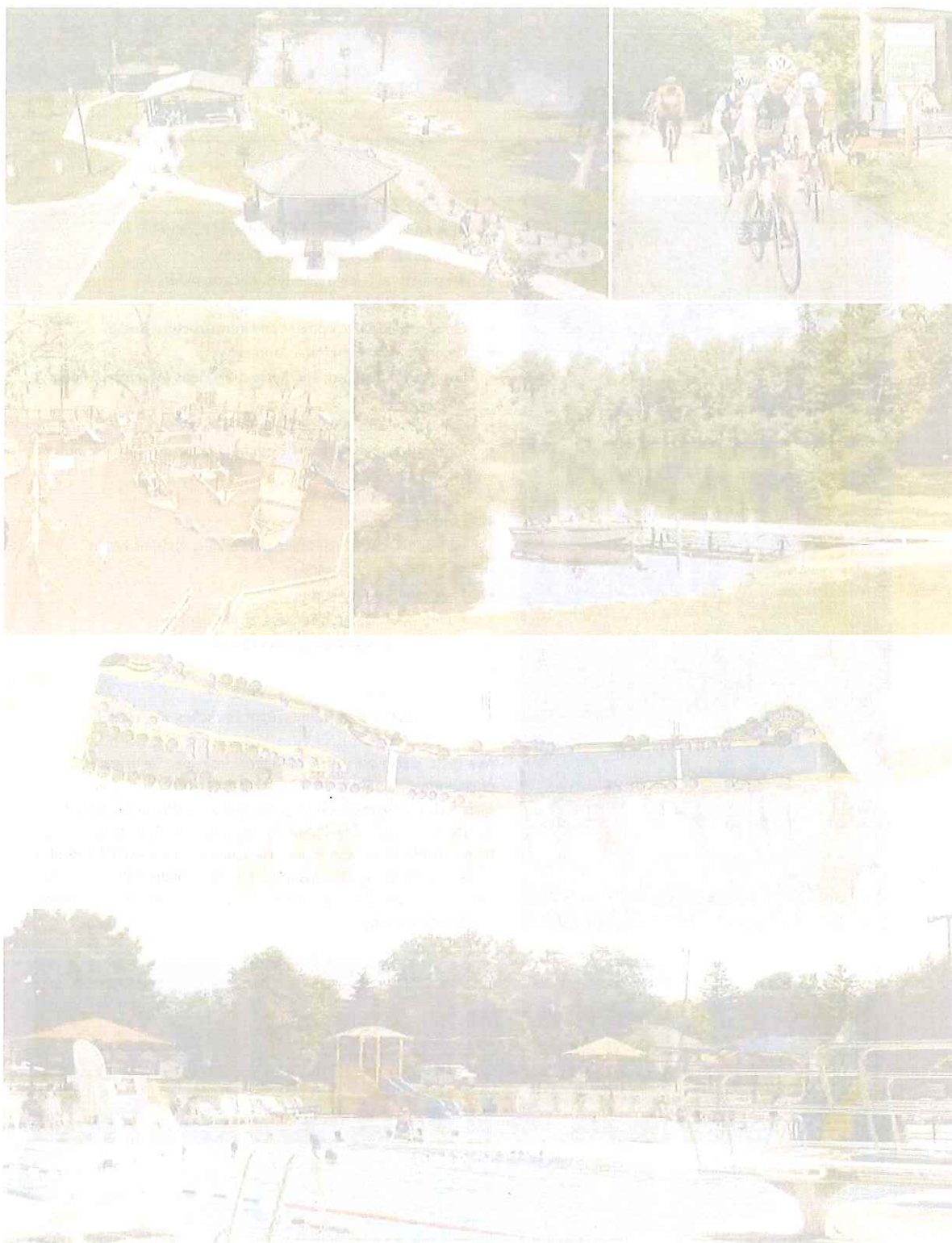
COMPREHENSIVE PARK & OUTDOOR RECREATION PLAN	COST
Total Lump Sum, including expenses	\$19,000

APPENDIX

MSA'S PARKS AND RECREATION SOQ



MSA'S PARKS AND RECREATION SOQ



MSA'S PARKS AND RECREATION SOQ

INTRODUCTION

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

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

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

OUR EXPERTISE

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

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



MSA'S PARKS AND RECREATION SOQ

PLANNING & LANDSCAPE DESIGN

**Park Master Plan | Village of Annawan**

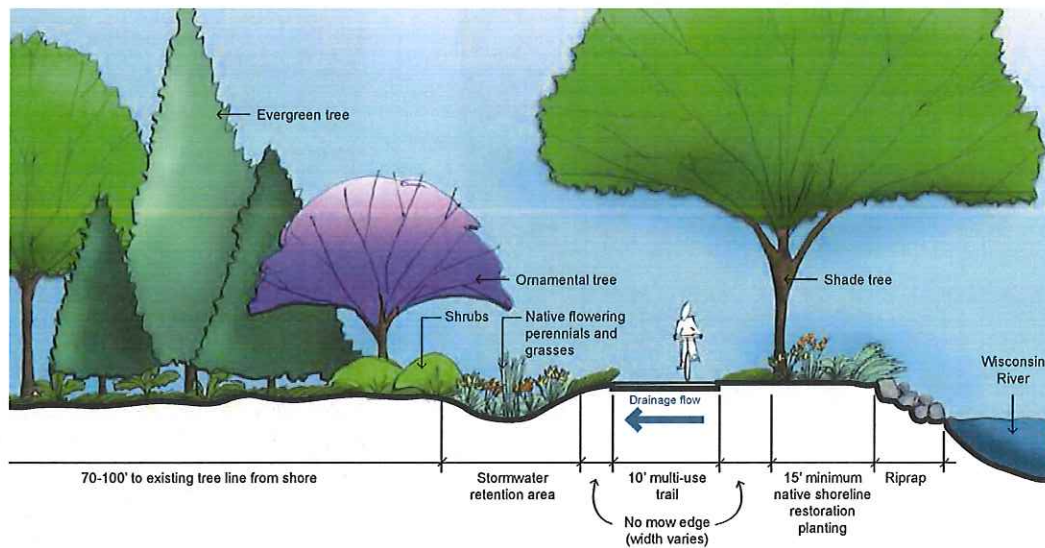
Due to increased usage, the Village developed a Park Master Plan to guide phased expansion of Howes Park.

**ADA Parks Assessment | City of Sun Prairie**

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

**Mullet River Corridor Planning Study | City of Plymouth**

MSA completed a three-phase planning study to evaluate dam improvements, a multi-use trail network, and infrastructure improvements to the City's downtown.

**Comprehensive Outdoor Recreation Plan (CORP) | Village of Biron**

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

MSA'S PARKS AND RECREATION SOQ

PLANNING & LANDSCAPE DESIGN

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

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

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

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

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

A GIS-based tree management system streamlines and facilitates the creation and maintenance of sustainable urban forests.

Pavilion Park Master Plan | Village of Rothschild

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

MSA'S PARKS AND RECREATION SOQ

SHELTERS



Newport Park | Village of Lake Delton

MSA provided design and construction services for Newport Park, a six-acre park at the confluence of the Wisconsin River and Dell Creek. The project was a successful cooperative effort between federal, state and local agencies as well as private parties. "Bundling" several state and federal grant programs (totaling \$1.4 million) reduced project costs by 65%.



Canal Park | City of Duluth

This public restroom facility (left) is located along the Lake Superior shoreline walking path. The exterior was designed to coordinate with a nearby historic railroad depot. The facility is heated, allowing year-round use.

Whitewater Lake | Walworth County
MSA designed improvements for the existing boat launch and parking lot at Whitewater Lake. The design eliminated safety issues associated with parking along a state road, a large grade differential between the launch and the road, and conflicts with an adjacent private launch and parking area. The design provided vault toilet facilities (right).



Harris Mill Park | City of Waupun

The 2.5-acre park includes a pavilion, shelter, fishing pier, fountain, walking paths, and a pedestrian bridge. During the design, MSA recommended a bridge relocation that reduced the span length and eliminated most of the foundation work, resulting in a substantial cost savings to the City.

MSA'S PARKS AND RECREATION SOQ

SHELTERS

**Riverside Park | City of Mauston**

The City applied for and received a Knowles-Nelson Stewardship Grant and a Recreational Boating Facilities Grant to revitalize Riverside Park. Improvements include a new band shelter, playground equipment, bike path, boat launch and ADA-accessible fishing dock.

**South Park | City of Waupaca**

The new pavilion at South Park includes an enclosed 800-square-foot space for restrooms and food-serving with coiling doors and built-in serving counters. The 2,800-square-foot, open-air-covered pavilion can seat approximately 175 people with a beautiful view of the lake and a tiered patio below.

MSA'S PARKS AND RECREATION SOQ

ATHLETIC FACILITIES

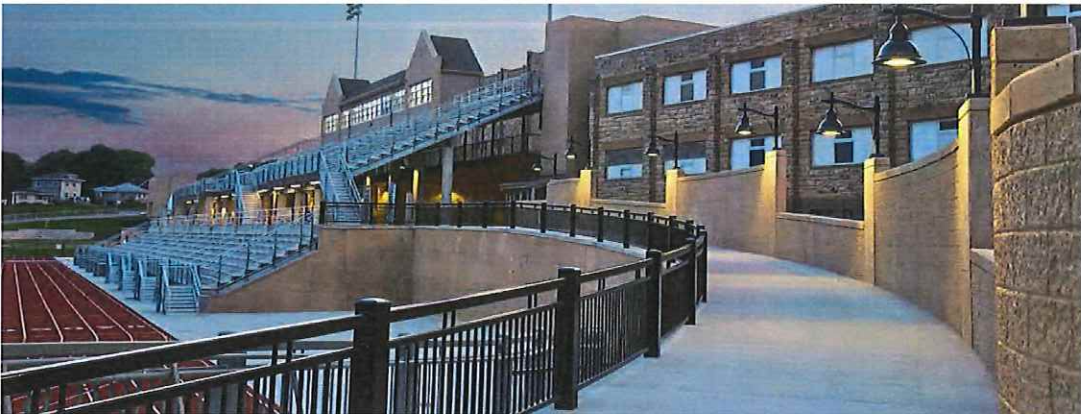
**Demirjian Indoor Golf Facility | City of Urbana**

Situated on the University of Illinois at Urbana-Champaign campus, this premier 14,000-square-foot indoor golf facility contains six driving bays with overhead doors, a putting and chipping area on indoor turf, a circular lounge area, and men's and women's locker facilities.

**Recreation Park | City of Galena**

Improvements to this 8.5-acre community amenity included designing a baseball field, adding pavilions, constructing basketball and volleyball courts, adding a skate park, and expanding parking facilities.

MSA provided topographic surveying for the site. Then, working with the City, our team coordinated drainage, roadway and parking lot design to develop an overall site plan for the park, and provided construction services.

**Dalzell Field | City of Dubuque**

Renovations to Dalzell Field included an extensive system of retaining walls to accommodate the existing hilly terrain, a new two-tiered grandstand, the new plaza level, and various new ramps, staircases and an elevator connecting the existing school facility to the new multi-level football complex.

MSA'S PARKS AND RECREATION SOQ

ATHLETIC FACILITIES

**Hard Surface Courts Reconstruction | City of Asbury**

The reconstruction of the City's primary recreational area included an NCAA size basketball court, as well as two pairs of IHAA regulation tennis and volleyball courts. To minimize costs, the existing asphalt surface was milled and used as subbase for the new courts.

**Krueger-Haskell Municipal Golf Course Stormwater Master Plan | City of Beloit**

MSA presented a solution that minimized impacts to the playing areas by installing a series of four small ponds. The new water hazards improve water quality, helping the City comply with its NPDES permit.

**Savoy Recreation Center | Village of Savoy**

MSA worked with the Village of Savoy to expand an existing, 6,000-square-foot church into a 20,000-square-foot recreational facility by providing full A/E services, including schematic design, design development, construction documentation, construction administration and observation.

MSA Professional Services, Inc. | 7

MSA'S PARKS AND RECREATION SOQ

MULTI-USE TRAILS



Spring Brook Trail | City of Antigo
This two-mile trail connects the City's downtown, an elementary school, and one of the community's parks. Our team developed a project schedule and design that allowed for winter construction to avoid impacting the wetland the trail spans. The boardwalk is made of treated lumber with recycled polyethylene decking.



Campus Drive Bicycle and Pedestrian Path | City of Madison

For decades, bicyclists heading from the west side of Madison to campus or downtown areas had to either use on-street routes or take the longer lakeshore path. MSA designed a 10-foot-wide, paved path that enhances the area's aesthetics and creates a much safer environment for pedestrians and bicyclists utilizing the corridor.



Rice Creek North Regional Trail | Ramsey County

This new regional trail is an extension of the existing trailhead facility at County Road I. It extends south through private MNDOT property, loops around Rice Creek Park Reserve, and connects to County Road H. New improvements are ADA compliant and provide increased recreational opportunities for bicyclists and pedestrians alike.



Pine River Bicycle and Pedestrian Trail | City of Richland Center

Improvements to this 3.5-mile stretch of the trail included widening, drainage improvements, pavement improvements, rest areas, signage and construction of an arboretum.

MSA'S PARKS AND RECREATION SOQ

MULTI-USE TRAILS



Wilderness Trail System | Town of Land O' Lakes

The Town of Land O' Lakes created a safe and user-friendly pedestrian and bicycle path to link the western edge of the Township to the eastern downtown area. A second phase included a partnership with the Town of Watersmeet to form the Wilderness Trail System that connects the two communities.



West Regional Trail Underpass | Ramsey County

Cyclists enjoy the diverse scenery along the West Regional Trail in Ramsey County. MSA provided wetland delineation, surveying, design, permitting, and construction related services for the underpass project.



Althaus Park | City of Asbury

This pedestrian-only trail connects the City's main park to the Althaus Park Nature Preserve via a 1,700-foot-long crushed stone path.



Bicycle Roundabout and Trails | City of Fitchburg

The City of Fitchburg wanted to allow for infill and growth in the Arrowhead Industrial Park, a diverse employment district. As part of the first phase of the redevelopment plan, MSA worked with the City to improve the quality and flexibility of multi-modal transportation infrastructure and systems in the area. MSA designed the bicycle roundabout, the first of its kind in the region (left), and a portion of the adjacent Cannonball Trail in the City of Fitchburg. In addition, the Military Ridge Path provides easy access for recreational activities in the district (right).

MSA'S PARKS AND RECREATION SOQ

INDOOR AQUATICS



Christmas Mountain Village Resort - Check-In/Pool Building | City of Wisconsin Dells

This 15,000-square-foot, cottage-themed facility incorporates stone and log accents and features a 2,000-square-foot pool area with a water slide and water activities.



Baraboo High School | City of Baraboo

The high school's 25-yard, eight-lane indoor pool facility includes enough seating for 270 spectators. The facility also boasts locker rooms and office area. Two mechanical rooms separate the pool equipment from the ventilation and heating system. The pool varies in depth from 3.5 feet to 12 feet with a one-meter diving board and an easy-access ramp.

MSA'S PARKS AND RECREATION SOQ

OUTDOOR AQUATICS

**Lodi Municipal Pool | City of Lodi**

This facility features a 1,776-square-foot bathhouse/admission building and 600-square-foot equipment building. The pool has a 389-person patron load, and the design features a zero-depth area with geysers, jetted bench and basketball hoops.

**Sholem Outdoor Aquatic Facility | City of Champaign**

The updated facility is equipped with a body slide, raft/tube slide, lazy river, 25-meter lap pool, zero-depth main entry pool, zero-depth entry kiddie pool, picnic and concession areas, bath house, additional parking, and filter building.

**Goodman Pool | City of Madison**

Designed for 1,000 users, Goodman Pool is a zero-depth swimming pool with water slides, spray park features, and a lap pool. In addition to parking lot improvements, integrated bike/pedestrian paths were designed to encourage non-motorized trips to the facility.

**Sunset Pool | City of Elkhorn**

This facility includes a 7,400-square-foot pool with six lap lanes, two diving boards, drop slide, kiddie slide, and other aquatic amenities. In addition, a 5,000-square-foot masonry bath house accommodates pool equipment, restrooms, showers, staff areas, and a concession stand with covered seating area that can serve both the pool and adjacent Sunset Park.

MSA Professional Services, Inc. | 11

MSA'S PARKS AND RECREATION SOQ

WATERFRONT



Newport Park Boat Launch | Village of Lake Delton
This ADA-accessible boat launch, boarding dock, and fishing pier can all accommodate extreme fluctuations in water levels on the Wisconsin River.



Boyce Drive Boat Landing | City of Rhinelander
Improvements to the Boyce Drive Boat Landing include a new boat ramp, new ADA-accessible dock, new ADA-compliant restroom facility, and parking.



Deacon Mills Park Wharf | City of Green Lake
MSA provided design services for the seawall replacement, new wharf construction, pedestrian boardwalk, adjacent brick paver walkway, and landscape improvements.



MSA'S PARKS AND RECREATION SOQ

WATERFRONT

**Townline Boat Landing | Town of Three Lakes**

This boat landing features an ADA-accessible, seven-foot-long, cast-in-place sidewalk and shore interface. An ADA-compliant, van-accessible parking stall was designed with compliant grades down to the boat landing and pier. The States Organization for Boating Access (SOBA) recognized this project with an Outstanding Project Award (Marinas & Harbors Category-Small Projects).

**Haskins Park | Village of West Baraboo**

This ADA-accessible canoe and kayak launch features a non-motorized boat launch and adjacent ADA-compliant floating pier.

**Riverside Park Fishing Pier | City of Mauston**

MSA designed an ADA-accessible floating fishing pier in Riverside Park, which is situated along the Lemonweir River.

**Petenwell Park | Adams County**

MSA designed the ADA-accessible harbor refuge in Petenwell Lake as well as numerous improvements to the surrounding area.

MSA'S PARKS AND RECREATION SOQ

CAMPGROUNDS



Wild Rivers Trail RV Park | Village of Minong

MSA completed the grant application and the design for the RV campground. The project included a prefabricated restroom building, pavilion and tent sites.



Drummond Lake Campground | Town of Drummond
MSA worked with the Town of Drummond to develop an ATV campground facility. MSA's design included the sanitary sewer, water main, stormwater, plus the electrical and grading plan. The project also includes a prefabricated restroom building.



Bunker Hills Campground | City of Andover

The Bunker Hills Campground needed more sites to keep pace with its growing popularity and to address the needs of modern campers. One of the project's main challenges was to protect the landscape while offering campers convenient access to electricity, water, and bathroom facilities. The final product tucked 25 new campsites in among the trees and natural topography, while protecting surrounding wetlands and accommodating the existing bike paths and Frisbee golf course.



MSA'S PARKS AND RECREATION SOQ

SPECIALTY FEATURES/FACILITIES

WHITewater PARKS

**Elkader Whitewater Park | City of Elkader**

Public and private entities participated in the planning effort and have transformed downtown Elkader into a growing recreational center. The community now has a whitewater feature that is gaining national recognition and an 11-acre Founders' Park with a soccer field, playground, trails, a performance shelter and gardens.

SKATE PARKS

**Irwin A. and Robert D. Goodman Skate Park | City of Madison**

The skate park is one of the focal points of this new, urban park and is a recreational hotspot on the City's near east side.

**Lake Delton Skate Park | Village of Lake Delton**

The 6,000-square-foot facility consists of an in-ground bowl to accommodate free-flow staking, street course features, transition areas and other features to appeal to skaters of varying skill levels.

DECORATIVE STREETSCAPING & LIGHTING

**Center Street Reconstruction | City of Elgin**

Center Street, the heart of the community's business district, was restored with new concrete pavement, permeable paver parking lanes, new sidewalk, established bike trails and decorative LED lighting.

**State Street Library Mall | City of Madison**

Working closely with neighbors and businesses, MSA collaborated with the City of Madison to reconstruct State Street. This iconic element of the City accommodates bike, pedestrian, and bus traffic, and provides practical gathering spots. The American Public Works Association - Wisconsin Chapter presented a Project of the Year Award to the City, MSA, and Speedway Sand & Gravel for this project.

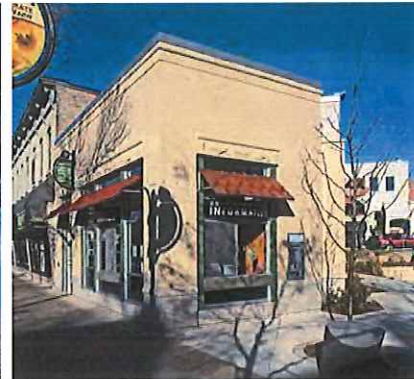
MSA'S PARKS AND RECREATION SOQ

SPECIALTY FEATURES/FACILITIES

COMMUNITY PLAZAS

**Downtown Plaza and Fountain | Village of Lake Delton**

The Village established and beautified the main intersection of its downtown area to create a sense of place. The northwest corner was constructed as part of the USH 12 reconstruction and included a plaza area with an identifiable sign for the Village. This corner was funded by a TAP grant. The Village developed the southeast corner by removing its deteriorated fire station and replacing it with a much-needed public parking lot, water fountain, and seating area. Both plazas are heavily landscaped and illuminated at night with LED rope lighting.

**Lisa Link Peace Park | City of Madison**

As part of a unique urban park redevelopment project on State Street in Madison, MSA designed the Visitor Center Building to be compact with good sight lines. The 1,000-square-foot building contains public restrooms, an Ambassadors Area (for visitor information) and a police office. The approval process for this highly visible site included multiple local consensus-building and approval meetings.



Main Street Reconstruction | City of Oshkosh
Updates to Main Street revitalized the City's historic commercial district in fulfillment of its downtown revitalization plan.

CITY OF DE PERE

PROPOSAL FOR:

*Comprehensive Park and Outdoor Recreation
Plan Update*

MARCH 3, 2017

LAND SURVEY
CIVIL ENGINEERING
LANDSCAPE ARCHITECTURE
CONSTRUCTION MANAGEMENT



March 3, 2017

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

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

Dear Mr. Kosobucki:

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

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

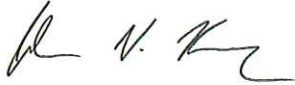
- 1. Our firm was the author of the 2012 and the 2007 Comprehensive Outdoor Recreation Plan for the City De Pere. Our intimate knowledge of the existing plan and awareness of specific items regarding current user groups, park facilities, identified needs and requirements of the park system allows our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



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

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

Sincerely,



John Kneer, PLA, ASLA
Senior Landscape Architect



SCOPE OF WORK

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

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

PROJECT APPROACH

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

Task 1 *Project Planning*

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

Task 2 *Update the Park and Recreation Plan*

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



SCOPE OF WORK

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



SCOPE OF WORK

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

Task 3

Capital Improvement Plan /Facility Cost Development

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



SCOPE OF WORK

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

PROJECT TEAM

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

City of De Pere Identified City Staff Member

KEY RESPONSIBILITIES:

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

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

KEY RESPONSIBILITIES:

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



SCOPE OF WORK

Landscape Architect

Rebecca Ramirez, PLA, ASLA, Rettler Corporation

KEY RESPONSIBILITIES:

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

Civil Engineer

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

KEY RESPONSIBILITIES:

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

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

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

Task 5 *Updated Comprehensive Park and Outdoor Recreation Plan*

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



SCOPE OF WORK

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

FEE SCHEDULE

- A. Schedule of Not to Exceed Payment

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

CONTRACT AGREEMENT

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

Rettler Corporation



John Kneer, PLA, ASLA
Project Manager

Date

City of De Pere

Marty J. Kosobucki
Director of Parks, Recreation & Forestry

Date



FIRM HISTORY

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

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

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

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

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



KEY PERSONNEL

John V. Kneer, Landscape Architect

PROFESSIONAL CREDENTIALS

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

PROFESSIONAL AFFILIATIONS AND MEMBERSHIPS

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

AREA OF EXPERTISE

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

KEY PROJECTS

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

EXPERIENCE

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

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



Contact Information

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



KEY PERSONNEL

Rebecca Ramirez, Landscape Architect

PROFESSIONAL CREDENTIALS

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

AREAS OF EXPERTISE

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



KEY PROJECTS

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

Contact Information

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

EXPERIENCE

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

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

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



KEY PERSONNEL

Howard "Buck" Barker, Civil Engineer

PROFESSIONAL CREDENTIALS

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

PROFESSIONAL AFFILIATIONS AND MEMBERSHIPS

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

AREA OF EXPERTISE

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

KEY PROJECTS

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

EXPERIENCE

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

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

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



Contact Information

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



PREVIOUS EXPERIENCE

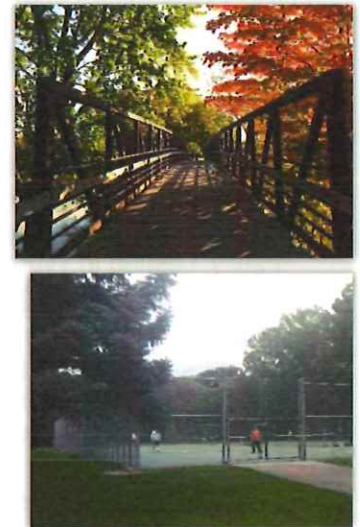
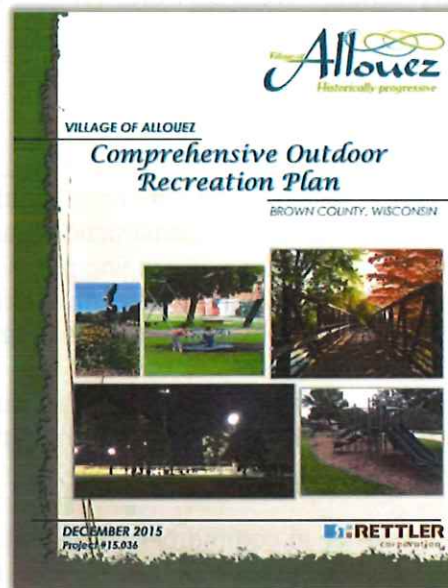
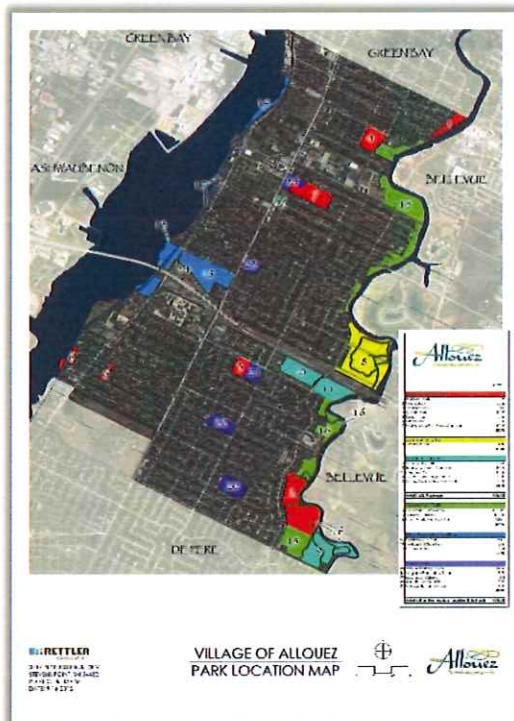
Village of Allouez Comprehensive Outdoor Recreation Plan (CORP)

Project Details –

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

The planning effort included:

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



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



PREVIOUS EXPERIENCE

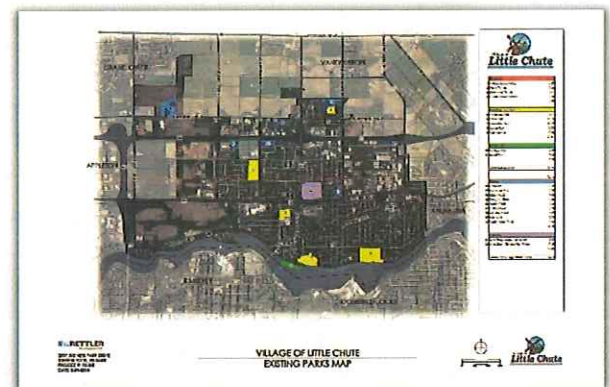
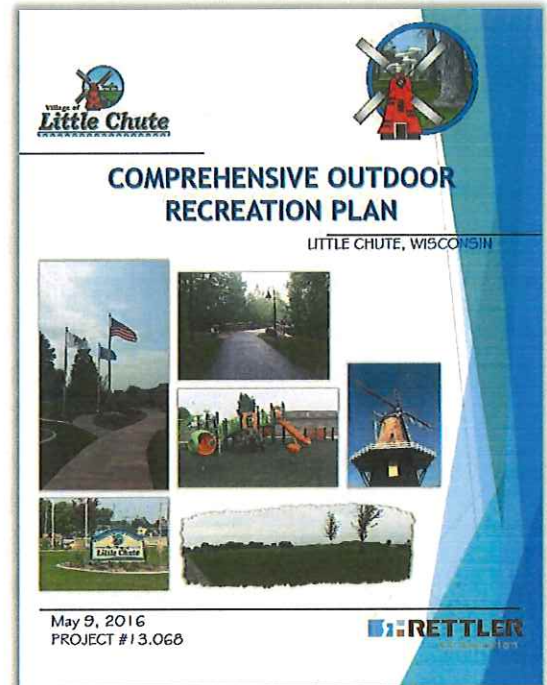
Village of Little Chute Little Chute, Wisconsin

Project Details –

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

The planning effort included:

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



Adam Breest

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



PREVIOUS EXPERIENCE

City of Marshfield

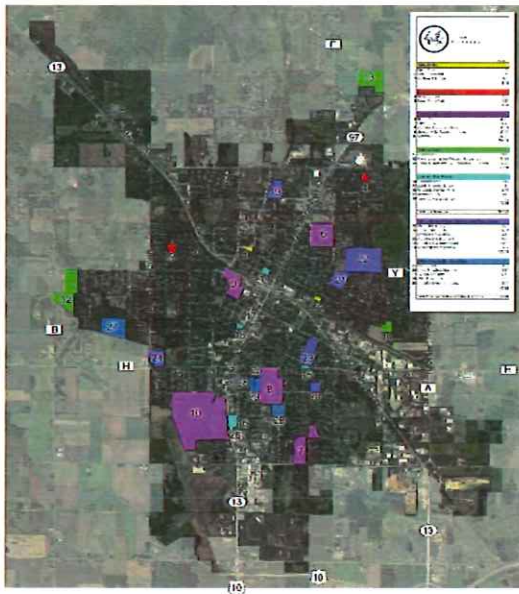
Comprehensive Outdoor Recreation Plan (CORP)

Project Details –

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

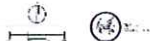
The planning effort included:

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



RETTLER
CITY OF MARSHFIELD
PARK LOCATION MAP
DATE: 5/2/2014

CITY OF MARSHFIELD
PARK LOCATION MAP



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



RETTLER
corporation

PREVIOUS EXPERIENCE

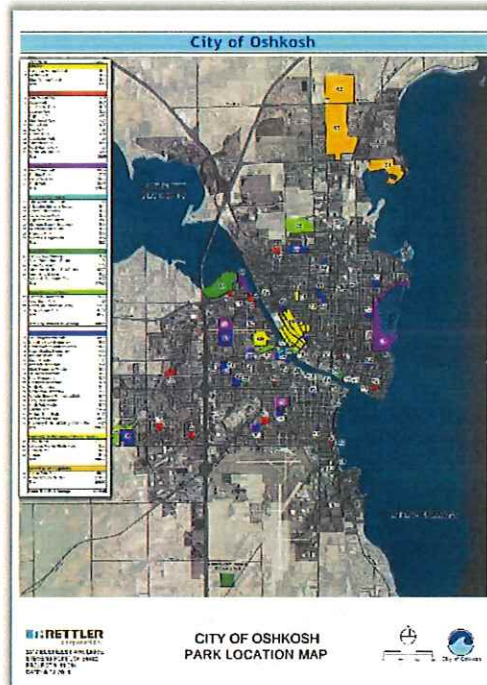
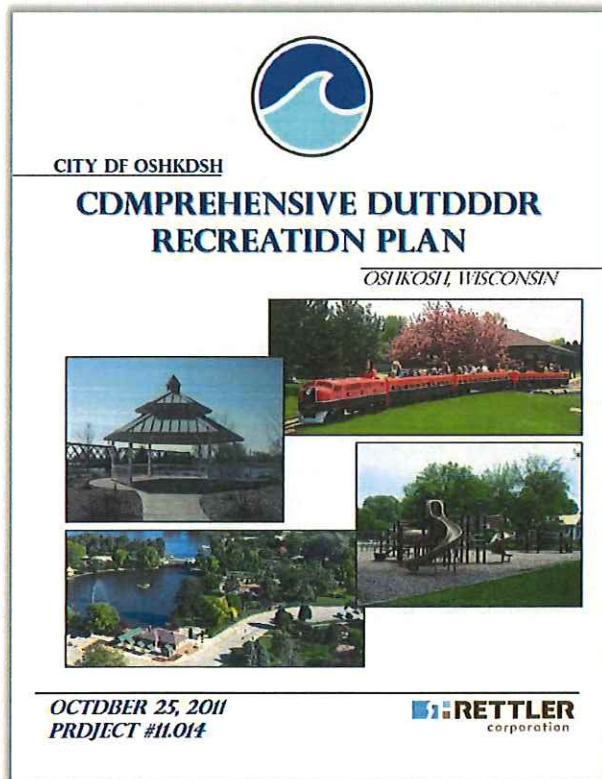
City of Oshkosh Comprehensive Outdoor Recreation Plan (CORP)

Project Details –

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

The planning effort included:

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



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

RETTLER
corporation



PREVIOUS EXPERIENCE

City of Superior Comprehensive Outdoor Recreation Plan (CORP)

Project Details –

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

The planning effort included:

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



Mary Morgan
Administrator
City of Superior
715-395-7270



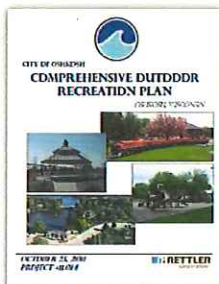
REFERENCES



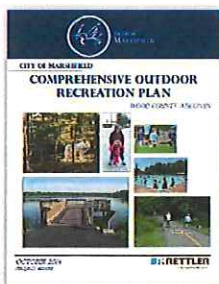
City of Superior
Mary Morgan
Parks and Recreation Administrator
715-395-7270



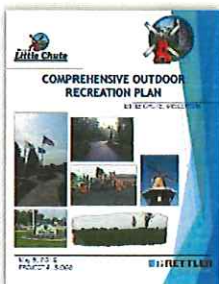
Village of Allouez
Chris Clark
Parks, Recreation and Forestry Director
920-448-2804



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



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



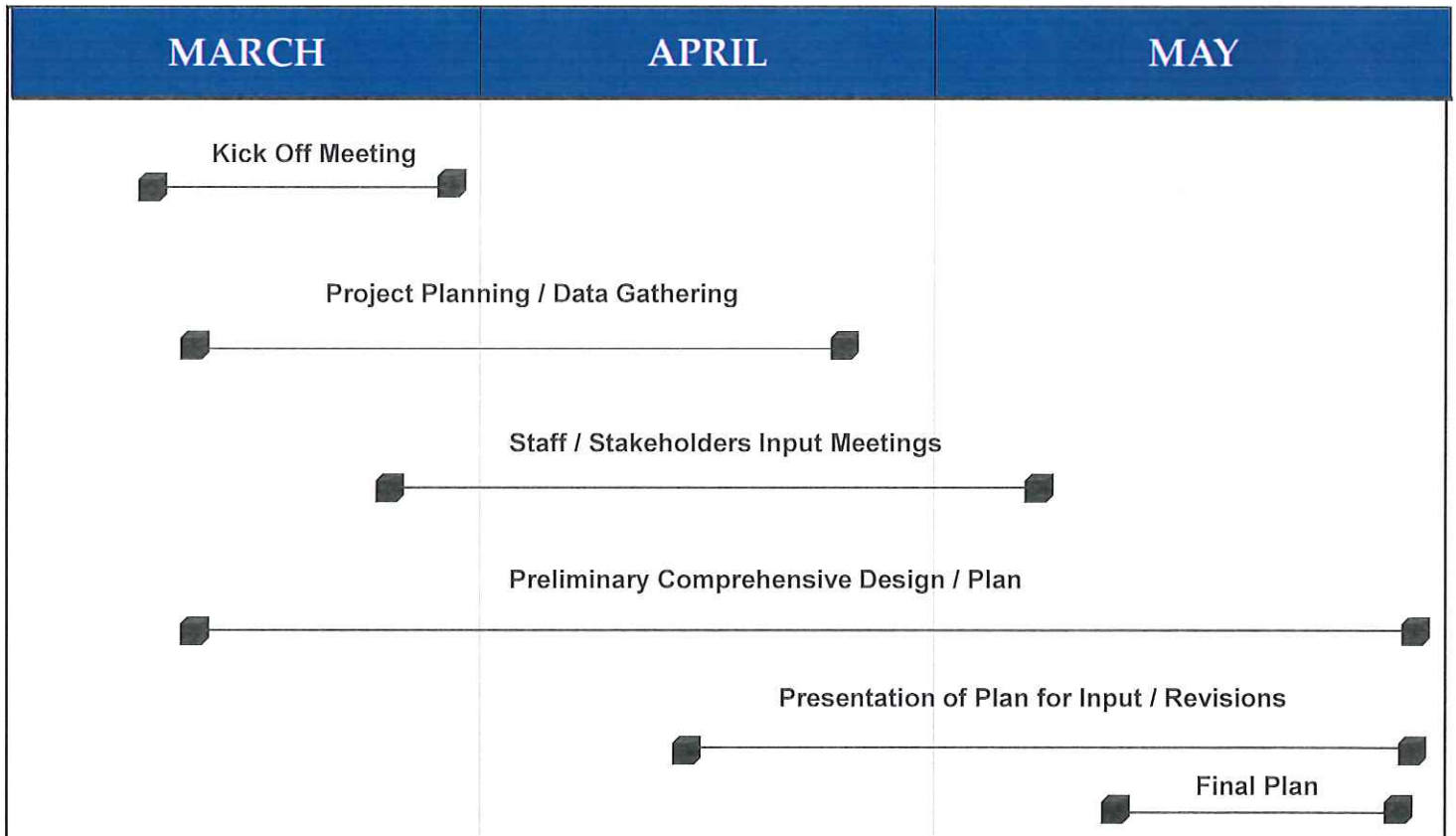
Village of Little Chute
Adam Breest
Park, Recreation & Forestry Director
920-788-7390



**Project
Timeline:**

90 days from the date
of signed contract.

City of De Pere Comprehensive Park and Outdoor Recreation Plan



City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: March 16, 2017
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki
SUBJECT: Donation Listing 2016.

ATTACHMENTS:

- 2016 Donation Listing(XLSX)

DONATION LISTING 2016

5.1.a

NAME	AMOUNT	ITEM	DATE
American Transmission	\$ 3,600.00	Monetary for Urban Orchard	January
Green Bay Packers	\$ 2,500.00	Tree Donation	January
Wisconsin DNR		Tree Donation	January
Green Bay Packaging		Tree Donation	January
SCA		Tree Donation	January
De Pere Optimist	\$ 500.00	Summer Day Camp	February
De Pere Optimist	\$ 500.00	Easter Egg Hunt	February
JX Peterbilt/JX Enterprises	\$ 300.00	Big Rig Gig	February
De Pere Baseball	\$ 12,000.00	Batting Cage at Southwest Park	February
De Pere Area Men's Club	\$ 200.00	East Egg Hunt Donation	February
De Pere Cellcom	\$ 500.00	2 - Cell Phones Summer Camp	April
Nathan Schumacher - Eagle Scout	\$ 450.00	Exercise Structure for Dog Park	May
Pool Works	\$ 500.00	Swim-In Cinema Event	May
De Pere Lions Club	\$ 200.00	Swim-In Cinema Event	May
De Pere Area Men's Club	\$ 100.00	Swim-In Cinema Event	May
Scott's Sub		Swim-In Cinema Event	May
Festival Foods		Swim-In Cinema Event	May
Pink Flamingo	\$ 209.00	Pink Flamingo Sign at Legion	May
Wochinske Foundation	\$ 2,500.00	Recreation Scholarship	June
De Pere Baseball	\$ 13,750.00	Improvements to Grandrud Field	July
De Pere Kiwanis Club	\$ 300.00	Items for the Tennis Tournament	July
Brown County Community Womans Club		Various Events at the Community Center	August
De Pere Area Men's Club	\$ 500.00	Senior Picnic	August
De Pere Area Men's Club	\$ 300.00	Summer Carnival	August
Anonymous	\$ 20.00	Optimist Park Playground Program	August
Pink Flamingo	\$ 100.00	Optimist Park Playground Program	August
Bugsy Softball Tournament	\$ 200.00	Recreation Scholarship	August
Pink Flamingo	\$ 250.00	Recreation Scholarship	September
Collin Fayas - Eagle Scout	\$ 1,400.00	Dog Park Planter	September
Pink Flamingo	\$ 1,000.00	Legion Dugout Floors	October
Clara Petasek	\$ 1,000.00	Community Center Items	December
Anonymous	\$ 200.00	Stain Glass Class	December
Anonymous	\$ 21,476.38	Soccer Related Projects	December
De Pere Men's Club	\$ 260.00	Recreation Scholarship	December
Renaissance Assisted Living	\$ 150.00	Chili Luncheon and Packer Bingo	December

Total	\$ 65,165.38		
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Attachment: 2016 Donation Listing (5622 : Donation Listing 2016.)

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: March 16, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

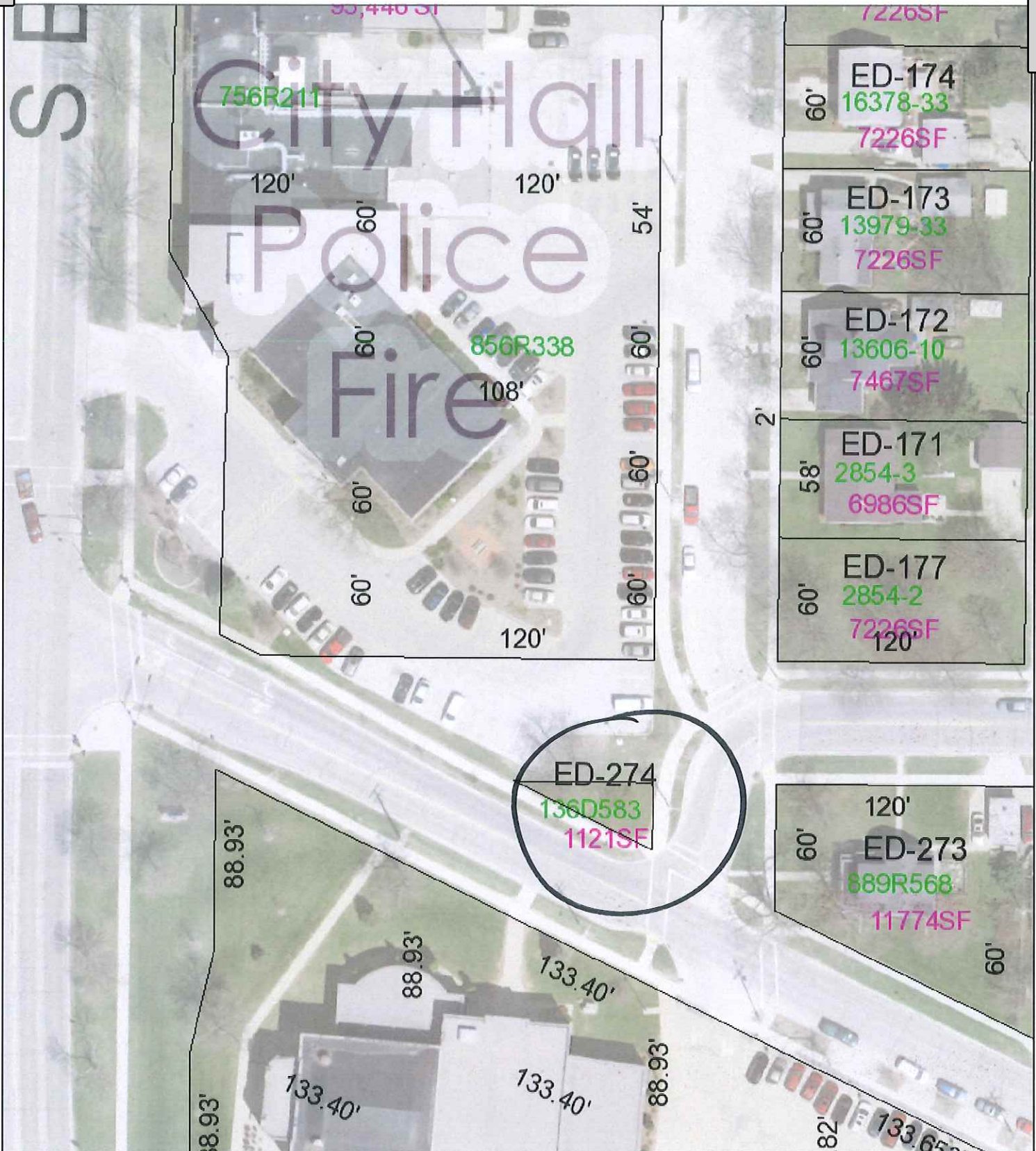
SUBJECT: Naming of new park property.

We were recently informed there is a small piece of property located adjacent to City Hall that was dedicated for "park" use many years ago. This was unknown to many staff until recently. The area dedicated to "park" is shown in the included attachment. The property is not very large and realistically can be nothing more than a location to improve aesthetics. At this time, I would recommend that we name the park something very generic so that changing the name in the future will not be met with opposition

ATTACHMENTS:

- Triangle Park Chicago Merrill Wisconsin (PDF)

<Title>



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



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

03/06/2017
Scale 1:720

DEEDS Vol. 136

553

No. 28585, ✓

Joannette C. Merrill, Carlton Merrill, and Katherine H. Merrill, his wife, Margaret Parmentier, and Katherine Merrill, sole heirs at law of grantor J. Curtis H. Merrill, deceased, Brown County, Wisconsin, hereby

~~Convey and Relinquish~~ Quit Claim to the City of De Pere

grantee of

Brown County, Wisconsin, for the sum of

One (\$1.00)

Dollars,

the following tract of land in Brown County, in the State of Wisconsin:

A triangular piece of land bounded by Merrill Street, Wisconsin Street and Chicago Street, known as Block Sixty-two (62) in Dickerson's Addition in the City of De Pere, on condition that it be used and maintained by it, said city, as a public park, and upon the further condition that the piece of land may be, at any time desired, used as a site for a Soldiers Monument, and if used for that purpose, the city will continue to maintain and care for it, as a part of its Park System. And should the city fail to comply with any condition or provision hereof, or should the said property at any time be assessed or sold for taxes, general or special, the title shall revert to grantors, their heirs or assigns.

Witness the hand and seal of said grantor, this

12th

day of July

1916

In presence of

Emily Robinson
Jules M. Parmentier

Carlton Merrill (Seal)
Joannette C. Merrill (Seal)
Katherine Merrill (Seal)
Margaret Parmentier (Seal)
Katherine H. Merrill (Seal)

STATE OF WISCONSIN.

County of Brown

Personally came before me this 12th day of July, A.D. 1916, the above named Joannette C. Merrill, Carlton Merrill, Katherine H. Merrill, his wife Margaret Parmentier and Katherine Merrill

to me known to be the person who executed the foregoing instrument and acknowledged the same.

Received for Record

August 25, 1916, at 4¹⁵ o'clock P.M.
J. C. Smith
Register.

Jules M. Parmentier
Notary Public,
Brown Co.

My Commission expires May 6th, A.D. 1918.



A triangular piece of land bounded by Merrill Street, Wisconsin Street, and Chicago Street, known as Block Sixty-two (62) in Dickinson's Addition in the City of De Pere, on condition that it be used and maintained by it, said city, as a public park and upon the further condition that the piece of land may be, at any time desired, used as a site for a Soldiers monument, and if used for that purpose, the city will continue to maintain and care for it, as a part of its Park System. And should the city fail to comply with and condition or provision hereof, as should the said property at any time be assessed or sold for taxes, general or special, the title shall revert to grantors, their heirs or assigns.

Carlton Merrill

Jeanette G. Merrill

Katherine Merrill

Margaret Parmentier

Katherine H. Merrill

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: March 16, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Southwest Park Master Plan.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: March 16, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Jenny Hammes

SUBJECT: Culver's Easter Egg Hunt Donation.

Culver's of De Pere is planning on having their mascot Scoopy attend our annual Easter Egg Hunt and hand out tokens for a free scoop of ice cream to each kid in attendance.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: March 16, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Jenny Hammes

SUBJECT: Festival Foods Swim-In Cinema Donation.

The Recreation Department has received a \$100 gift card donation from Festival Foods for our second annual Swim-In Cinema scheduled for Saturday, July 22.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: March 16, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Jenny Hammes

SUBJECT: Jill Dickson Swim-In Cinema Donation.

The Recreation Department has received a \$200 donation from Jill Dickson, a local realtor for our second annual Swim-In Cinema scheduled for Saturday, July 22.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: March 16, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Jenny Hammes

SUBJECT: De Pere Lion's Club Swim-In Cinema Donation.

The Recreation Department has received a \$200 donation from the De Pere Lion's Club for our second annual Swim-In Cinema scheduled for Saturday, July 22.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: March 16, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Jenny Hammes

SUBJECT: De Pere Area Men's Club Easter Egg Hunt Donation.

The Recreation Department has received a \$200 donation from The De Pere Area Men's Club for our annual Easter Egg Hunt scheduled for Saturday, April 15, 2017.