



Board of Park Commissioners

Regular Meeting

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

Agenda

Thursday, January 21, 2021

6:30 PM

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 **January 21, 2021** at **6:30 PM**.

Due to the current public health emergency, the meeting will be held electronically and the public may attend this meeting electronically or telephonically by accessing either:

Please join my meeting from your computer, tablet or smartphone.

<https://www.gotomeet.me/DePere>

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(312\) 757-3117](tel:+13127573117)

Access Code: 154-883-285

THIS MEETING WILL NOT BE HELD IN PERSON.

This meeting may also be rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at <http://deperecitywi.igmp2.com/>.

I. Call to Order

1. Roll Call

II. Action Items

1. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the December 17, 2020 Meeting.
2. Consideration and Possible Action to Provide Vending Services at Voyageur Park for Bait and Tackle.
3. Consideration and Possible Action to Approve Direction for Replacing VFW Memorial at VFW Park.
4. Consideration and Possible Action to Approve the Entrance Sign to VFW Aquatic Facility.
5. Consideration and Possible Action on Request from Immel Construction for Cost Reimbursement.*
6. Consideration and Possible Action to Approve Additional Funding for VFW Access Road.*
7. Consideration and Possible Action to Approve Change Order Request for Gas Fired Heater at VFW Pool.*
8. Consideration and Possible Action to Approve Plaque for the VFW Aquatic Facility.

9. Consideration and Possible Action to Approve 2021 Carrico Aquatic Water Management Agreement.*
10. Consideration and Possible Action to Approve Revisions to VFW Tennis Courts.
11. Consideration and Approval of Consultant Agreement for VFW Tennis Court resurfacing and design.*
12. Consideration and Possible Action to Approve a Company for Contracted Tree Pruning in an Area of the City.*
13. Consideration and Possible Action to Approve Grant Application for Dock Refurbishments at Perkofski Boat Launch.*
14. Consideration and Possible Action to Approve Grant Application for Dock Extensions at Perkofski Boat Launch.*
15. Consideration and Possible Action to Approve Grant Application for James Street Boat Launch Expansion. *
16. Consideration and Possible Action to Determine Direction of Multi-Use Facility at Voaygeur.

III. Staff Updates

1. 2020 Donation Listing
2. Staff Update on Status of Spring/Summer Programming and the Impact from Covid.
3. Staff update on VFW Aquatic Facility Progress.
4. Staff Update on Use Of Pool Pass for Virtual Snowman Competition
5. Staff Update on Vandalism at Voyageur Park.

IV. Future Agenda Items

V. 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 James Boyd
Larry Delo, City Administrator
Judy Schmidt-Lehman, City Attorney
Marty Kosobucki
Carey Danen, City Clerk
City Hall 1st and 2nd Floor
Ben Villaruel, De Pere School District
Dennis Krueger, WDP School District
Patrick Skalecki, Graef
Max Rango, Immel
Randy Hansen, VFW

De Pere Youth Hockey
De Pere Select Soccer
De Pere Area Chamber of Commerce
Definitely De Pere
Brown County Library – De Pere
TV & Radio Stations
De Pere Rapides Youth Soccer
De Pere Baseball
De Pere Girls Softball
Christopher Soquet, Teen Advisor
Lydia McMorrow, Teen Advisor
Matt Carrico, Carrico Aquatic Resources
Rob Korth

Pat Moran, VFW

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: January 21, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Grace Lahtela

SUBJECT: Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the December 17, 2020 Meeting.

ATTACHMENTS:

- Draft Minutes 12-17-2020 (PDF)



Board of Park Commissioners

Regular Meeting

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

Draft Minutes

Thursday, December 17, 2020

6:30 PM

I. Call to Order

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

Attendee Name	Title	Status	Arrived
Casey Nelson	Aldersperson	Present	
Melissa Thiel Collar	Board Member	Present	
Ryan Jennings	Board Member	Present	
Rick Klinkenberg	Board Member	Present	
Amy Chandik Kunderinger	Aldersperson	Present	
Dean Raasch	Aldersperson	Present	
Randy Soquet	Board Member	Present	
Lydia McMorro	Teen Advisor	Excused	
Christopher Soquet	Teen Advisor	Present	

Others present: Marty Kosobucki, Director of Parks, Recreation and Forestry; Paula Rahn, Recreation Superintendent; John Mc Donald, Recreation Supervisor; Jason Hale and Rustin Schwandt from Somerville; and Grace Lahtela, Administrative Assistant.

II. Action Items

1. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the November 18, 2020 Meeting.

Aldersperson Nelson moved to approve the Board of Park Commissioners minutes from the November 18, 2020 meeting, seconded by Aldersperson Chandik Kunderinger. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Aldersperson
SECONDER:	Amy Chandik Kunderinger, Aldersperson
AYES:	Nelson, Thiel Collar, Jennings, Klinkenberg, Kunderinger, Raasch, Soquet

2. Consideration and Possible Action to Approve Conceptual Design and Site Plan for Voyageur Multi-Use Facility.

Justin Hale from Somerville gave an overview of the final conceptual design for the Voyageur Park multi-use building. He explained that the design features grey brick on the bottom with metal siding on the top, providing a clean and modern aesthetic for the park. There is a pergola on both sides of the building. Previous comments recommended removing some of the columns for the pergola support, however they were all left in until the structural design phase to see if the support is needed. Justin explained the projected costs of the building came in at approximately \$300 - \$320 per square foot, for a total building cost of \$980,000 - \$1,000,045. These costs represent the construction costs of the building only and any engineering costs would be additional, which typically run between 6% - 8% of the project cost.

Discussion followed.

Randy Soquet commented that he likes the design concept and likes the additional seating that was put on the north side of the building.

Melissa Thiel Collar questioned when building details are decided upon, because she does not like the look of the brick.

Marty Kosobucki, Director of Parks Recreation and Forestry explained that the exact design details would be determined during the technical design phase of the project.

Marty commented that Somerville did a very good job with what they were contracted to do. The contract was to provide the conceptual design and site layout for the multi-use building, which will be completed with the meeting tonight. Marty also explained that the Park Board was looking at using the excess stadium tax funding that was allocated for the band shell and splash pad project to help cover the costs for the building. However, Common Council approved using those funds for a different project. Currently there is only around \$180,000 in reserves to cover the cost of the building, so the project would need to go to Council for additional funding. Marty also explained that the exact design details would be determined during the technical design phase of the project.

Alderson Raasch feels that the cost of the building has to be considered when approving the design of the building. The City just had a tax increase and is not sure if the project would get approved through Council.

Ryan Jennings agreed with Alderson Raasch regarding the cost of the building. Ryan commented that he likes the building design and feels Somerville did what we asked them to do, but the Parks Department will need to do a ton of fundraising to get the building done.

Randy Soquet recommended putting the multi-use building on the agenda for next month, to discuss ideas on how to proceed with the building.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that the Park Board needs to approve the design from Somerville, with the next step being to discuss the funding for the facility, or to request additional funding from council for an additional contract to revise the drawings.

Ryan Jennings moved to approve the conceptual design and site plan for the Voyageur Park multi-use facility as presented by Somerville, seconded by Melissa Thiel Collar. Discussion followed.

Alderson Raasch mentioned that he was uncomfortable voting for the design of the building, without the funding decision.

Randy Soquet mentioned that if the design is approved, then the approved design can go to council to provide the next course of action and keeps the project moving forward.

Alderson Nelson explained that he loves the design of the building and would be much more excited if there was secure funding for the project

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that the vote tonight is on what Somerville was contracted to do, which is to provide information on the site location and design of the building. Marty feels that Somerville did an excellent job on what they were contracted to do and that the design should be approved.

Upon vote, the above motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ryan Jennings, Board Member
SECONDER:	Melissa Thiel Collar, Board Member
AYES:	Nelson, Thiel Collar, Jennings, Klinkenberg, Kundinger, Raasch, Soquet

3. Consideration and Possible Action to Approve Use of Cabana Area at VFW Pool with Fee Structure.

John McDonald, Recreation Supervisor explained that the cabana area is the covered patio area that is attached to the mechanical building. The cabana area provides an

opportunity for patrons to rent out the specific areas during open swim hours only. The requested rental fee would be \$25 per hour, with a maximum rental period of 3 hours, to allow multiple patron use per day.

Alderson Raasch moved to approve the fee structure for rental of the cabana area at the VFW Aquatic Center, seconded by Alderson Nelson. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderson
SECONDER:	Casey Nelson, Alderson
AYES:	Nelson, Thiel Collar, Jennings, Klinkenberg, Kunder, Raasch, Soquet

4. Consideration and Possible Action to Approve Aquatic Annual Report.

John McDonald, Recreation Supervisor first thanked the Park Board for allowing the pool to open for the year and allowing staff the opportunity to put together a pool season when many other pools did not open for the year. John reviewed the annual Aquatic Report in detail and stated that lap swim was a huge success and will be offered again during the 2021 season.

Alderson Chandik Kunder thanked John and staff for revamping the aquatic structure and putting together a 2020 pool season.

Alderson Raasch moved to approve the Aquatic Annual Report, seconded by Ryan Jennings. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderson
SECONDER:	Ryan Jennings, Board Member
AYES:	Nelson, Thiel Collar, Jennings, Klinkenberg, Kunder, Raasch, Soquet

III. Discussion Items

1. Review and Discussion of Fee Structure for Season Pool Passes & Lap Swim

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that the Park Board already approved the fee structure for season pool passes and lap swim, however there is also a policy in place for pre-season discounts. These discounts were not included in the fee structure approved by the Park Board, so staff wanted to present these rates to the board.

Randy Soquet commented that he appreciates the opportunity to purchase pre-season passes.

RESULT:	NO ACTION
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2. Summary of 2020 De Pere Community Garden Survey.

Marty Kosobucki, Director of Parks, Recreation and Forestry provided a summary of the 2020 Community Garden survey. He stated that originally when the garden was being planned, there were some issues with the neighbors regarding the garden. When talking with Margaret Franchino from Brown County Extension after the season, she stated that many of the neighbors were now appreciative of having the garden there.

RESULT:	DISCUSSED
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3. Update on City action related to Stadium Tax Funding.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that City Council decided to redirect the excess stadium tax funding allocated to the band shell and splash pad to a different project. These funds were anticipated to be used for the Voyageur Park Multi-Use building.

Alderson Chandik Kunding explained that her understanding was that Council decided that the excess stadium tax funding is just one of the ways the enhancements for the Mulva Center could be funded, but not the definite source.

Alderson Raasch stated that he felt the motion at the council meeting was for the stadium tax funding allocated for the two projects was to be used for the Mulva Center project.

Alderson Nelson stated he thought the motion was more general than just the stadium tax funding to be used and there were other funding sources mentioned as well. Even if the excess stadium tax funding is to be used for the Mulva Center project, the decision still needs to go to Council to be reallocated from the original projects.

Alderson Raasch stated that the decision will need to go back to council and amend the original vote to reallocate the dollars.

RESULT:	DISCUSSED
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IV. Staff Updates

1. Status Update on the VFW Aquatic Facility Construction Progress.

Marty Kosobucki, Director of Parks, Recreation and Forestry provided an additional update from the bullet points provided by Immel. The foundations have been poured for the slides, with the slides arriving in January. They are finishing putting in the windows and doors, which are a little behind because they were on backorder. The walls are going up inside the bath house and they are working on the wiring.

RESULT:	DISCUSSED
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V. Future Agenda Items

Alderson Chandik Kunding requested an update on the repairs to the vandalism on the Riverwalk, as well as a status update on the approved additional resources for security and surveillance at the parks.

VI. Adjournment

Alderson Nelson moved to adjourn the meeting at 7:32 PM, seconded by Alderson Raasch. Upon vote, the motion passed unanimously.

Respectfully submitted,
Grace Lahtela



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 21, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to Provide Vending Services at Voyageur Park for Bait and Tackle.

We have received a request from a vendor to place a vending machine in Voyageur Park for bait/tackle. Our current ordinance does not allow us to simply allow this vendor to place his machine in the park. Below are the steps that we need to follow:

- 1) Does the Park Board want vending services in the park for Bait/tackle?
- 2) If the answer is yes, staff would then put together a Request for Proposals and send out.
- 3) Upon receiving the proposals, staff would recommend a vendor to the Park Board at a future meeting.
- 4) Once the Park Board would approve a vendor, it would then be forwarded to the City Council for approval of the agreement.

At this time, staff does not have any reason to not allow bait/tackle vending in Voyageur Park. Over the past year we have seen an uptick in the use of our parks, especially Voyageur and fishing. We think it would be a good service to provide, as long as it can be done appropriately, safely and makes sense for the City.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 21, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to Approve Direction for Replacing VFW Memorial at VFW Park.

Our original plan for the VFW Pool Project was to remove the original VFW Monument and relocate it to a new location closer to the parking lot. (See "VFW Monument" attachment that shows location of monument.) The issue that we ran into was the old monument was in very poor condition and could not be salvaged in any capacity. The brick and mortar crumbled and could not be salvaged, while the actual plaque split in half before even before removing from the brick base (See photos). So while we have a planned location for a VFW memorial, we do not have a budget and/or the plans to replace at this point in time. Graef has gathered a couple of ideas of other memorial/monuments (See "VFW Park Monument Options").

Staff also met with the leadership of the local VFW to discuss ideas of a monument/memorial. The recommendation from the members of the VFW was to create something similar to the attachment included. I have reached out to a vendor to obtain an estimate.

Once the Park Board has determined how it would like to proceed, staff can work with Graef to get an actual layout and firm estimate. We would then return the issue back to the Park Board for consideration and then eventually council for a request of funding.

ATTACHMENTS:

- VFW Monument (PDF)
- VFW Park Monument Options(PDF)
- IMG_4362 (JPG)
- IMG_4364 (JPG)
- Memorial.Option.VFW Input (PDF)



Seating Monument:



Stone Monument:



VFW Park Monument Options

Miscellaneous Monuments:



VFW Park Monument Options

V.F.W. PARK
DEDICATED TO VETERANS
OF OUR ARMED FORCES
NOV. 11, 1962







City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 21, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to Approve the Entrance Sign to VFW Aquatic Facility.

As part of our VFW Pool project we have a \$10,000 allowance for an entrance sign to the pool facility. Our consultant reached out to three companies that currently have our logo and branding materials to come up with options for consideration. In your attachments you will find two different options from Creative Sign, two different options from Fox Cities Sign LLC, and two different options from Graphic House. All of the options provide a lit and non-lit option.

Lit versus Non- Lit: In talking with Immel, if the Park Board would like to consider having a lit sign we will need to plan for up to an additional \$2,500 in electric costs.

We will need to Park Board to review the options and provide us with their preference and any alterations they would like to see in the sign.

While ultimately, it is up to the Park Board to decide. Staff would recommend going with Option 1 from Fox Cities Sign LLC in the lighted version. This version would cost approximately \$7,000 depending on the actual cost of the electrical installation.

ATTACHMENTS:

- creative.sign options.ii (Temp) (Converted) (PDF)
- Creative. Quotation (PDF)
- Fox Cities.Option 1 Lit (JPG)
- Fox Cities.Option 2 Lit (JPG)
- Fox Cities.Option 1 Non Lit Sign (JPG)
- Fox Cities.Option 2 Non Lit Sign (JPG)
- Fox Cities.Quotation (PDF)
- Graphic House.Quotation (PDF)
- Graphics House.Option 1 (JPG)
- Graphics House.Option 2 (JPG)
- VFWAquaticFacility-21177-01-1 with DePere logo on side (2) (JPG)



505 LAWRENCE DR, DE PERE, WI 54115
920.336.8900 GREENBAYSIGNS.COM

CLIENT: VFW AQUATIC FACILITY

LOCATION: 730 GRANT ST, DE PERE, WI
DRAWN BY: TIMOTHY P
SALESPERSON: KELSEY H
DATE: 12/28/20
DESIGN #: D17541
PAGE: 1

REVISION LOG:	INTL	DATE	DESCRIPTION
	TP	01/06/2021	FONT AND LOGO
	TP	01/12/2021	GABLE CONTRAST

WALL MOUNT CABINET

QUANTITY: 1
SIDES: S/F
LIGHTING: LED (WHITE)
CABINET DESC: FABRICATED ALUM (6")
FACES: .125" ALUM W/ .75" ACRYLIC PUSH THRU
GRAPHICS: DIGITAL PRINT, 1ST SURFACE
VINYL: PREMIUM TRANS WITH GLOSS LAM
FONT: NATIONAL 2 BOLD
MOUNTING: FLUSH TO BUILDING

PHOTO EYE: TBD

INSTRUCTION: PRODCE & INSTALL

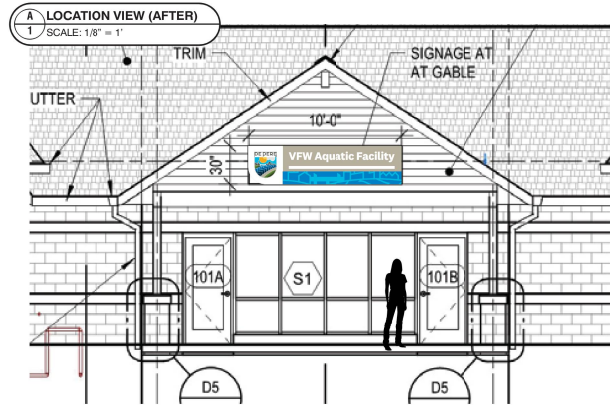
COLORS:

☐ C-1 WHITE	☐ C-6 PMS 370C
☐ C-2/P-2 PMS 7535C	☐ C-7 PMS 129C
☐ C-3 PMS 2184C	☐ C-8 PMS 418C
☐ C-4 PMS 3545C	☐ C-9 PMS 9101C
☐ C-5 PMS 130C	

CUSTOMER SIGNATURE FOR DESIGN APPROVAL:


SIGNATURE

DATE

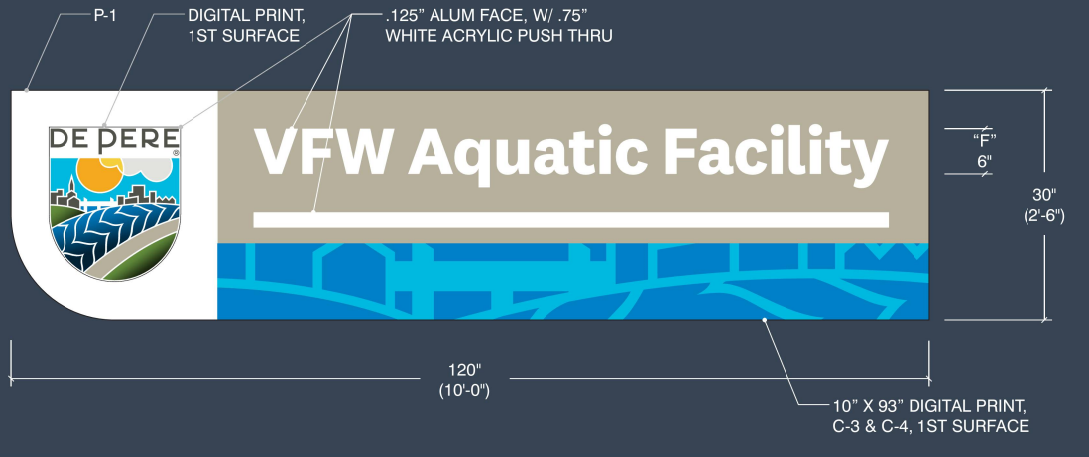


VIEW OF SIGN ON GABLE, N.T.S.
(GABLE SHOWN IS NOT ACTUAL INSTALL LOCATION)



TOP VIEW

A
4
SCALE: 3/4" = 1'



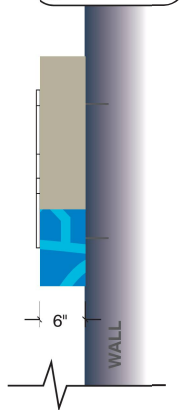
BOTTOM VIEW

CAB-1: LOC-1 OPTION A

PRICE OPTION B:
3MM DIBOND PANEL W/
DIRECT PRINT INSTEAD
OF A LIT CABINET



A
5
SCALE: 3/4" = 1'



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505 LAWRENCE DR, DE PERE, WI 54115
920.336.8900 GREENBAYSIGNS.COM

CLIENT: VFW AQUATIC FACILITY

LOCATION: 730 GRANT ST, DE PERE, WI
DRAWN BY: TIMOTHY P
SALESPERSON: KELSEY H
DATE: 12/28/20
DESIGN #: D17541
PAGE: 2

REVISION LOG:	INTL	DATE	DESCRIPTION
	TP	01/06/2021	FONT AND LOGO
	TP	01/12/2021	GABLE CONTRAST

WALL MOUNT CABINET

QUANTITY: 1

SIDES: S/F

LIGHTING: LED (WHITE)

CABINET DESC: FABRICATED ALUM (6")

FACES: .125" ALUM W/ .75" ACRYLIC PUSH THRU

GRAPHICS: DIGITAL PRINT, 1ST SURFACE

VINYL: PREM./ PREM. TRANS WITH GLOSS LAM

FONT: NATIONAL 2 BOLD

MOUNTING: FLUSH TO BUILDING

PHOTO EYE: TBD

INSTRUCTION: PRODUCE & INSTALL

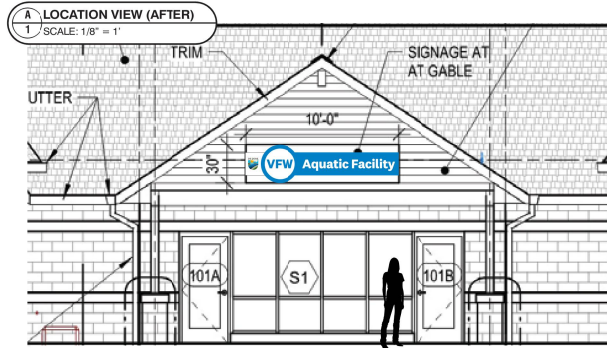
COLORS:

☐ C-1/P-1 WHITE	☐ C-6 PMS 370C
☐ C-2 PMS 7535C	☐ C-7 PMS 129C
☐ C-3/P-3 PMS 2184C	☐ C-8 PMS 418C
☐ C-4 PMS 3545C	☐ C-9 PMS 9101C
☐ C-5 PMS 130C	

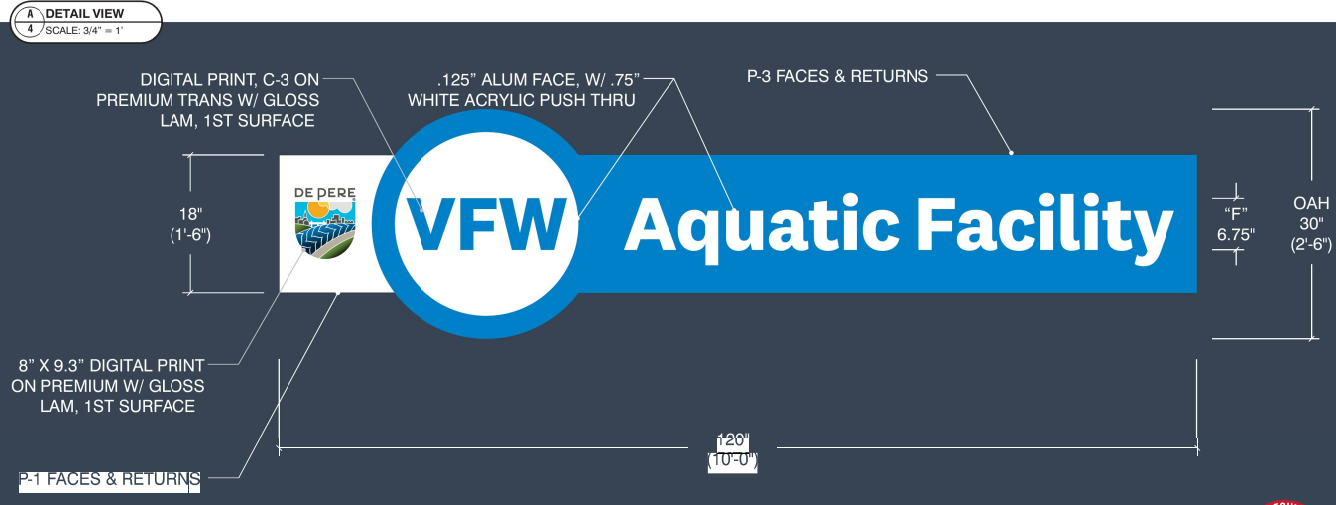
CUSTOMER SIGNATURE FOR DESIGN APPROVAL:


SIGNATURE

DATE



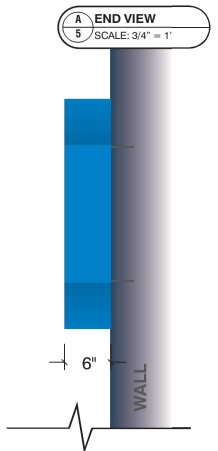
VIEW OF SIGN ON GABLE, N.T.S.
(GABLE SHOWN IS NOT ACTUAL INSTALL LOCATION)



CAB-1. LOC-1 OPTION C

PRICE OPTION D:

3MM DIBOND PANEL W/
DIRECT PRINT INSTEAD
OF A LIT CABINET



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Creative Sign Company Inc.

505 Lawrence Dr
DePere, WI 54115
Phone: 920.336.8900
www.greenbaysigns.com

Proposal

CLIENT: VFW Park Aquatic Center

LOCATION: 730 Grant St
De Pere, WI 54115
United States

Proposal #: 17993

Proposal Date: 01/08/2021

Page 1 of 2

<u>Item</u>	<u>Part Number</u> <u>Description</u>	<u>Revision</u>	<u>Quantity</u>	<u>Price</u>
1	CAB-1 OPT A Produce and install single-sided LED illuminated cabinet with acrylic push through letters. Reference designer #D17541 page 1. 5 year parts; 2 year labor standard warranty. Includes supplying photo eye. Additional warranty options available for 3, 4, and 6 year labor. Sign: \$4,340.00 Install: \$700.00		1	\$5,040.00 /EA
2	CAB-1 OPT B Produce and install single-sided non illuminated dibond panel with direct printed graphics. Reference design #D17541 page 2. 2 year labor warranty. Additional warranty options available for 3, 4, and 6 year labor. Sign: \$1,100 Install: \$400		1	\$1,500.00 /EA
3	CAB-2 OPT A Produce and install single-sided LED illuminated cabinet with acrylic push through letters. Reference designer #D17541 page 2. 5 year parts; 2 year labor standard warranty. Includes supplying photo eye. Additional warranty options available for 3, 4, and 6 year labor. Sign: \$3,780.00 Install: \$700.00		1	\$4,480.00 /EA
4	CAB-2 OP B Produce and install single-sided non illuminated dibond panel with direct printed graphics. Reference design #D17541 page 2. 2 year labor warranty. Additional warranty options available for 3, 4, and 6 year labor. Sign: \$900 Install: \$400		1	\$1,300.00 /EA
5	PERMITTING De Pere sign permit fee \$75 or city's actual fee.		1	\$75.00 /EA
6	PERMIT - PROCUREMENT Sign permit procurement fee.		1	\$85.00 /EA
7	TAX Brown County Tax 5.5% applied to invoice.		1	\$0.00 /EA

**Creative Sign Company Inc.**

505 Lawrence Dr
DePere, WI 54115
Phone: 920.336.8900
www.greenbaysigns.com

<u>Item</u>	<u>Part Number</u> <u>Description</u>	<u>Revision</u>	<u>Quantity</u>	<u>Price</u>
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ACCEPTED BY: _____

TITLE: _____

SIGNATURE: _____

DATE: _____

SALESPERSON SIGNATURE: _____

SALESPERSON: Hayes, M Kelsy-Ann

DATE: 01/08/2021

Permit(s) obtained by:

The proposal amount does not include sales tax, permits, obtainment fees, parking, warning lights, engineering, primary wiring, or final electrical connection unless specifically stated. Engineering cost if required to be paid by customer. Unforeseen/difficult digging conditions will be billed to customer. If pre wiring is required additional charges may apply. All signs are wired at 120 volts unless otherwise specified in writing.

Payment Terms: 75% down payment is required, balance due upon completion. 1.5% interest on all balances over 30 days. 18% annual fee applicable taxes added to invoice. Client agrees to reimburse Creative Sign Co. for the reasonable attorney's fees, costs, and necessary disbursements incurred by Creative Sign Co. to collect any amount client fails to pay to Creative Sign Co. Credit Cards are accepted and on charges over \$500 there will be a 3% fee added to your invoice.

Sign project will be placed into production after receipt of all the following: 1) Signed proposal acceptance, 2) signed drawing approval, 3) down payment, and 4) permit approval, if required. Approximately one week after receipt of these requirements, an estimated completion date will be communicated to the Client. No project will be started until down payment has been received, unless prior arrangements have been made.

All material is guaranteed to be as specified. Two year warranty on all parts and labor on new signs excluding lamps on electric signs. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from the above specifications will be executed only upon written change order (s), and will become an extra charge, to be paid by the Client, over and above the proposal amount. All agreements contingent upon strikes, accidents or delays beyond our control. Final price of sign may increase due to site conditions, sizing requirements, and attachment method based on the field survey size taken prior to production upon sale of signage. Failure to tender final payment on due date may void guarantee. Our workers are fully recovered by Worker's Compensation Insurance. All attorney and court fees to be paid by buyer if this is disputed in a court of law.

This proposal does not become effective until signed and dated by Creative Sign Co. and may be withdrawn if not accepted within thirty (30) days.

The prices, specifications, terms, and conditions contained herein are satisfactory and are hereby accepted. Creative Sign Co. is authorized to do the work as specified. Payment will be made in accordance with the terms above.

By

Creative Sign Co. Inc.

SIGN SPECIFICATIONS

SIGNAGE: CHANNEL LETTERS

LIGHTING: FRONT-LIT LED (WHITE)

FACES: WHITE ACRYLIC

DEPTH: 5"

TRIM CAP: WHITE

RETURNS: WHITE

GRAPHICS: TRANSLUCENT VINYL

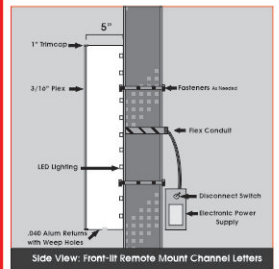
MOUNTING: REMOTE

INSTRUCTION: PRODUCE & INSTALL

AREA: 20.15 SQFT

PROD NOTES: MINIMUM OF 3 TABS TOP & BOTTOM FOR MOUNTING

COLOR SPECIFICATIONS



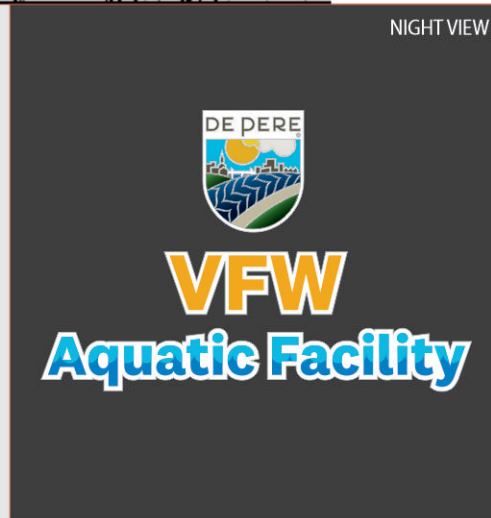
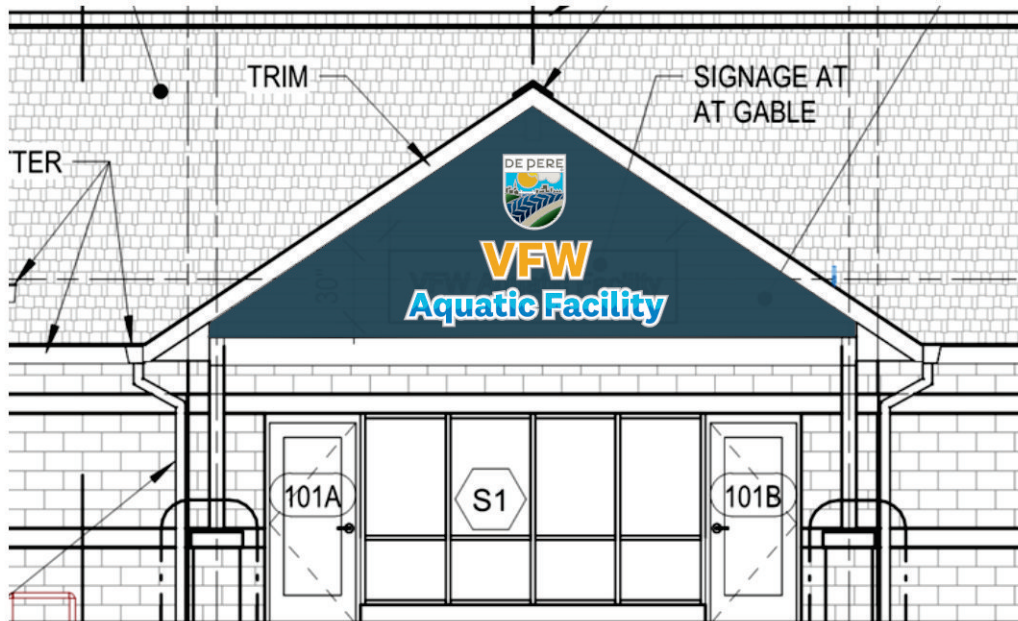
5359.1a

REVISIONS

R1

SCALE RATIO

1:1



FOX CITIES SIGN

2.4.d

www.FoxCitiesSign.com

1125D W. Tuckaway Ln., Menasha, WI 54952

T:920-378-3515 • F:920-228-8993

COMPANY: Graef Construction

CLIENT: Patrick Skalecki

JOB LOCATION: VFW Aquatics Facility

1150 Springhurst Dr. Ste. 201

Green Bay, WI

DATE: 1-2021

SALES REP: Kristina

DESIGNER: Dana

PRODUCTION	REQUIREMENTS
CLEAN ART NEEDED PROVIDED RECREATED	VECTOR ART OR HIGH RESOLUTION ARTWORK REQUIRED. IF CLEAR ART CANNOT BE PROVIDED DESIGN SETUP FEES MAY OCCUR.
INSTALL PRESTIE NEEDED DONE	ESTIMATE PROVIDED PRIOR TO PRESTIE CANNOT BE GUARANTEED. FINDINGS DURING INSTALL PRESTIE MAY OCCUR ADDITIONAL FEES.
COLORS/PMS NEEDED PROVIDED APPROVED	ALL COLOR SPECIFICATIONS MUST BE PROVIDED OR APPROVED BY CLIENT PRIOR TO PRODUCTION. CLIENTS RESPONSIBILITY TO MAKE SURE ALL SPECS FOLLOW ANY COMPANY GUIDELINES.
OTHER YES NO	MISCELLANEOUS

(INITIAL BOXES IF APPROVED)	CLIENT CHECKOFF LIST
	ORIENTATION & PLACEMENT
	COLOR SPECIFICATIONS
	SPELLING & GRAMMAR

CLIENT APPROVAL

(SIGNATURE)

DATE

I HAVE CHECKED & REVIEWED ALL SPECIFICATIONS OF THIS DESIGN PROOF & CORRELATING DOCUMENTS & HAVE APPROVED FOR PRODUCTION.

SIGN SPECIFICATIONS

SIGNAGE: NON-LIT LOGO/LETTERS

MATERIAL: FLAT CUT ACRYLIC
W/GRAPHICS

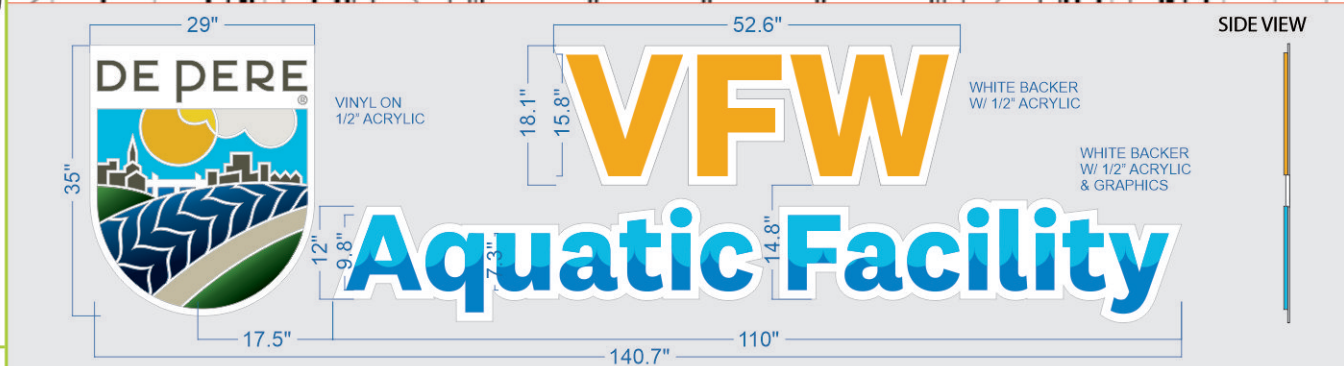
DEPTH: 1/2"

MOUNTING: ACRYLIC MOUNTED TO 3MM
ALUMINUM BACKER PANEL
FLUSH STUD MOUNTED

INSTRUCTION: PRODUCE & INSTALL

AREA: 22.8 SQFT

COLOR SPECIFICATIONS



2.4.e

www.FoxCitiesSign.com

1125D W. Tuckaway Ln., Menasha, WI 54952
T: 920-378-3515 • F: 920-228-8993

COMPANY: Graef Construction

CLIENT: Patrick Skalecki

JOB LOCATION: VFW Aquatics Facility
1150 Springhurst Dr. Ste. 201
Green Bay, WI

DATE: 1-2021

SALES REP: Kristina

DESIGNER: Dana

PRODUCTION	REQUIREMENTS
CLEAN ART NEEDED PROVIDED RECREATED	VECTOR ART OR HIGH RESOLUTION ARTWORK REQUIRED. IF CLEAR ART CANNOT BE PROVIDED DESIGN SETUP FEES MAY OCCUR.
INSTALL PRESITE NEEDED DONE	ESTIMATE PROVIDED PRIOR TO PRESITE CANNOT BE GUARANTEED. FINDINGS DURING INSTALL PRESITE MAY OCCUR ADDITIONAL FEES.
COLORS/PMS NEEDED PROVIDED APPROVED	ALL COLOR SPECIFICATIONS MUST BE PROVIDED OR APPROVED BY CLIENT PRIOR TO PRODUCTION. CLIENTS RESPONSIBILITY TO MAKE SURE ALL SPECS FOLLOW ANY COMPANY GUIDELINES.
OTHER YES NO	MISCELLANEOUS

(INITIAL BOXES IF APPROVED)	CLIENT CHECKOFF LIST
	ORIENTATION & PLACEMENT
	COLOR SPECIFICATIONS
	SPELLING & GRAMMAR

CLIENT APPROVAL	
(SIGNATURE)	
DATE	

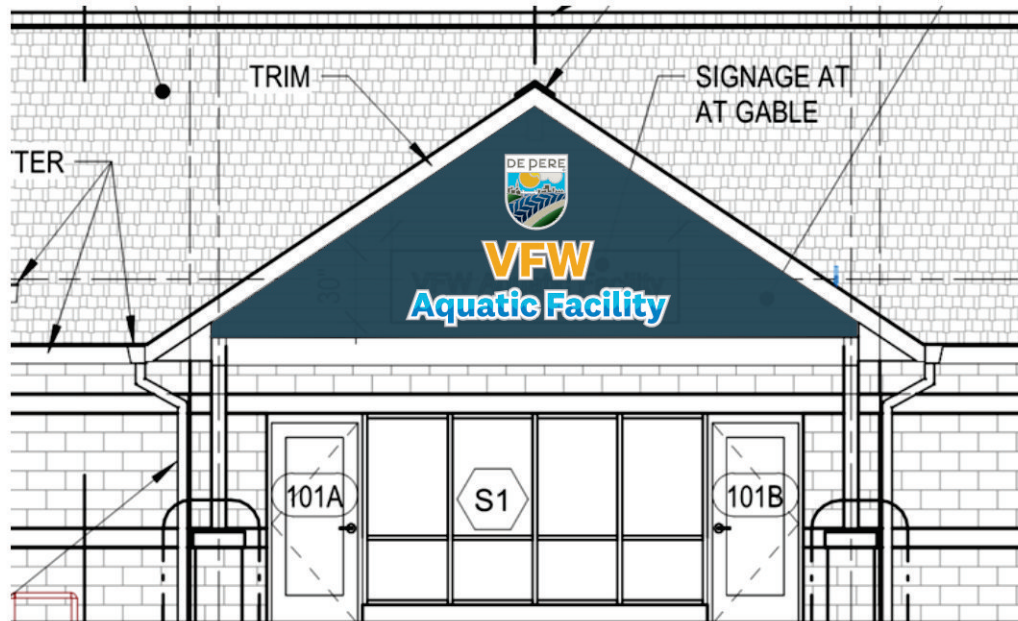
I HAVE CHECKED & REVIEWED ALL SPECIFICATIONS
OF THIS DESIGN PROOF & CORRELATING DOCUMENTS
& HAVE APPROVED FOR PRODUCTION.

SIGN SPECIFICATIONS
SIGNAGE: NON-LIT LOGO/LETTERS
MATERIAL: FLAT CUT ACRYLIC W/GRAPHICS
DEPTH: 1/2"
MOUNTING: ACRYLIC MOUNTED TO 3MM ALUMINUM BACKER PANEL FLUSH STUD MOUNTED
INSTRUCTION: PRODUCE & INSTALL
AREA: 20.15 SQFT

COLOR SPECIFICATIONS



5359.1b	REVISIONS
R1	
SCALE RATIO	1:1



2.4.f

www.FoxCitiesSign.com

1125D W. Tuckaway Ln., Menasha, WI 54952
T:920-378-3515 • F:920-228-8993

COMPANY: Graef Construction
CLIENT: Patrick Skalecki
JOB LOCATION: VFW Aquatics Facility
1150 Springhurst Dr. Ste. 201
Green Bay, WI
DATE: 1-2021
SALES REP: Kristina
DESIGNER: Dana

PRODUCTION	REQUIREMENTS
CLEAN ART NEEDED PROVIDED RECREATED	VECTOR ART OR HIGH RESOLUTION ARTWORK REQUIRED. IF CLEAR ART CANNOT BE PROVIDED DESIGN SETUP FEES MAY OCCUR.
INSTALL PRESITE NEEDED DONE	ESTIMATE PROVIDED PRIOR TO PRESITE CANNOT BE GUARANTEED. FINDINGS DURING INSTALL PRESITE MAY OCCUR ADDITIONAL FEES.
COLORS/PMS NEEDED PROVIDED APPROVED	ALL COLOR SPECIFICATIONS MUST BE PROVIDED OR APPROVED BY CLIENT PRIOR TO PRODUCTION. CLIENTS RESPONSIBILITY TO MAKE SURE ALL SPECS FOLLOW ANY COMPANY GUIDELINES.
OTHER YES NO	MISCELLANEOUS

(INITIAL BOXES IF APPROVED)	CLIENT CHECKOFF LIST
	ORIENTATION & PLACEMENT
	COLOR SPECIFICATIONS
	SPELLING & GRAMMAR

CLIENT APPROVAL

(SIGNATURE)

DATE

I HAVE CHECKED & REVIEWED ALL SPECIFICATIONS
OF THIS DESIGN PROOF & CORRELATING DOCUMENTS
& HAVE APPROVED FOR PRODUCTION.

FOX CITIES SIGN, LLC, A WISCONSIN LIMITED LIABILITY COMPANY ("COMPANY") DBA FOX CITIES SIGN WILL ENDEAVOR TO CLOSELY MATCH COLORS, INCLUDING PMS, WHERE SPECIFIED. WE CANNOT GUARANTEE EXACT MATCHES DUE TO VARYING COMPATIBILITY OF SUBSTRATES & PRODUCTS. ALL SIZES AND DIMENSIONS ARE ILLUSTRATED FOR CLIENTS CONCEPTION OF THE PROJECT & ARE NOT TO BE UNDERSTOOD AS BEING EXACT SIZE OR SCALING.

© 2021 THIS DRAWING IS A PROPERTY OF FOX CITIES SIGN, LLC, A WISCONSIN LIMITED LIABILITY COMPANY ("COMPANY") DBA FOX CITIES SIGN. THE BORROWER AGREES IT SHALL NOT BE PRODUCED, COPIED, OR DISPOSED OF DIRECTLY OR INDIRECTLY, NOR USED FOR ANY PURPOSE WITHOUT PERMISSION. FAILURE TO COMPLY MAY RESULT IN COMPENSATION TO FOX CITIES SIGN FOR DESIGN & INVESTED TIME.

**Fox Cities Sign LLC**

1125 W Tuckaway Lane Suite D
Menasha, WI 54952
Ph: (920) 378-3515
FAX: (920) 228-8993
Email: sales@foxcitiessign.com
Web: www.foxcitiessign.com

Estimate # 2.4.g

Page 1 of 2

Created Date: 1/5/2021 2:33:00PM	Prepared For: Graef
Salesperson: Kristina Coppo	Contact: Patrick Skalecki
Email: kristina@foxcitiessign.com	Office Phone: (920) 592-9440
Office Phone: (920) 378-3515	Email: patrick.skalecki@graef-usa.com
Office Fax: (920) 228-8993	Address: 1150 Springhurst Drive
Entered by: Kristina Coppo	Suite 201
	Green Bay, WI 54304

Description: City of De Pere-VFW Building letters

		Quantity	Unit Price	Subtotal
1	Product: Custom Sign	1	\$4,550.7358	\$4,550.74
	Description: 5359.1a Lit Channel Letters (Two Rows) Produce and install new LED lit remote mount channel letters. Includes 18.1h VFW, 12"h Aquatic Facility, 35"h logo. Includes white faces with full color translucent vinyl, illuminated through face with LED's. LED's have 5 Year Parts Warranty. Electrician will be required to run power to the sign. With remote mount letters - There must be access behind wall to mount power supplies and whips. Includes Photo Eye • Standard Install			
		Quantity	Unit Price	Subtotal
2	Product: Custom Sign	1	\$4,514.8558	\$4,514.86
	Description: 5359.1aR1 Lit Channel Letters (Three Rows) Produce and install new LED lit remote mount channel letters. Includes 16.1"h VFW, 12.1"h Aquatic Facility, 31.23"h logo. Includes white faces with full color translucent vinyl, illuminated through face with LED's. LED's have 5 Year Parts Warranty. Electrician will be required to run power to the sign. With remote mount letters - There must be access behind wall to mount power supplies and whips. Includes photo eye • Standard Install			
		Quantity	Unit Price	Subtotal
3	Product: Custom Sign	1	\$4,237.9871	\$4,237.99
	Description: 5359.1b Non-Lit Acrylic Letters (Two Rows) Produce and install new non-lit stud-mount acrylic letters. Includes 3/8" white backer with 1/2" acrylic attached to backer. Includes 18.1h VFW, 12"h Aquatic Facility, 35"h logo with full color vinyl applied. • Standard Install			
		Quantity	Unit Price	Subtotal
4	Product: Custom Sign	1	\$4,237.9871	\$4,237.99
	Description: 5359.1bR1 Non-Lit Acrylic Letters (Three Rows) Produce and install new non-lit stud-mount acrylic letters. Includes 3/8" white backer with 1/2" acrylic attached to backer. Includes 16.1"h VFW, 12.1"h Aquatic Facility, 31"h logo with full color vinyl applied. • Standard Install			

**Fox Cities Sign LLC**

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Web: www.foxcitiessign.com

Estimate # 2.4.g

Page 2 of 2

Notes

PRICE VALID FOR 30 DAYS. CUSTOMER IS RESPONSIBLE FOR SIGN PERMIT OR MAY CONTRACT FOX CITIES SIGN, LLC A WISCONSIN LIMITED LIABILITY COMPANY ("COMPANY") DBA FOX CITIES SIGN TO OBTAIN PERMIT FOR \$100 FEE PLUS COST OF PERMIT AND ANY ADDITIONAL FEES REQUIRED FROM MUNICIPALITY. CLIENT IS RESPONSIBLE FOR ABIDING BY MUNICIPAL CITY, STATE & DOT REGULATIONS. FOX CITIES SIGN, LLC A WISCONSIN LIMITED LIABILITY COMPANY ("COMPANY") DBA FOX CITIES IS NOT RESPONSIBLE FOR RUNNING ELECTRICAL TO SIGN, ENGINEERING OR INSPECTIONS.

OUR TERMS ARE 75% DOWN WITH BALANCE DUE UPON INSTALLATION/COMPLETION. PRODUCTION WILL BEGIN UPON RECEIVING THE FOLLOWING: SIGNED CONTRACT & RENDERINGS, DOWN-PAYMENT, PERMIT APPROVAL. ESTIMATED COMPLETION DATE WILL BE PROVIDED APPROXIMATELY ONE WEEK AFTER RECEIVING THESE ITEMS. 3.5% CHARGE TO BE ADDED FOR ALL CREDIT CARD PURCHASES.

*** FINAL INVOICE AMOUNT MAY VARY UPON COMPLETION ***

THERE MAY BE ADDITIONAL CHARGES DUE TO ABNORMAL SOIL CONDITIONS, READINESS OF THE SITE UPON OUR ARRIVAL, ACCESS ISSUES, RUSH FEES, AND ADDITIONAL REPAIRS. IF THE BUILDING OR OTHER EXISTING STRUCTURE IN WHICH SIGN WILL BE ATTACHED IS FOUND TO BE NOT SUPPORTIVE OR STRUCTURALLY SOUND, THERE MAY BE ADDITIONAL LABOR/MATERIAL CHARGES. QUOTE IS VALID FOR MILD TEMPERATURE INSTALLATION. IF PAINTING, VINYL OR FLEX FACE INSTALLATION IS REQUIRED DURING TEMPERATURES BELOW 50 DEG, THERE MAY BE ADDITIONAL COSTS OR DELAYS INVOLVED.

Payment Terms:**Client Reply Request**☐ Estimate Accepted "As Is". Please proceed with Order.☐ Other: _____☐ Changes required, please contact me.

SIGN: _____ Date: ____ / ____ / ____

Print Date: 1/11/2021 11:12:21AM

We'll Keep an Eye on your Sign!**Packet Pg. 28**



8101 International Dr, Wausau, WI 54401 | 715-842-0402 | www.graphichouseinc.com

PROPOSAL

Proposal #: 26268

Proposal Date: 01/08/21
Customer #: CRM014159
Page: 1 of 5

SOLD TO:	JOB LOCATION:
VFW Aquatic Facility Green Bay WI	VFW Aquatic Facility Green Bay WI REQUESTED BY: Patrick Skalecki- Graef

Graphic House, Inc. (HEREINAFTER CALLED THE "COMPANY") HEREBY PROPOSES TO FURNISH ALL THE MATERIALS AND PERFORM ALL THE LABOR NECESSARY FOR THE COMPLETION OF:

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	QUOTE #21116 Single Face Non-Lit Wall Sign w/ Angle Mounting Bracket, 30" x 120" aluminum panel with routed aluminum stud mounted copy to read "VFW AQUATIC FACILITY", simple aluminum angle frame backer to be mounted flush to wall, fastened on side returns, manufactured and installed.	\$3,959.51	\$3,959.51
1	QUOTE #21116-B Single Face Non-Lit Wall Sign w/ Angle Mounting Bracket, 30" x 25 1/2" aluminum panel with imaged vinyl graphic, simple aluminum angle frame backer to be mounted flush to wall, fastened on side returns, manufactured and installed with others.	\$914.53	\$914.53

TOTAL PROPOSAL AMOUNT: \$4,874.04

TERMS: 75.0% DOWN, NET 30 DAYS UPON COMPLETION, 4% CONVENIENCE FEE ON CREDIT CARD PAYMENTS.
 (INTEREST OF 1.5% PER MONTH WILL BE ADDED TO PAST DUE ACCOUNTS)

THIS PRICE DOES NOT INCLUDE ELECTRICAL HOOKUP, PERMITS, ENGINEERING OR TAX UNLESS SPECIFICALLY STATED.

WHO OWNS PROPERTY THE SIGN WILL BE INSTALLED ON? _____

PART OF THIS PROPOSAL REQUIRES THE CUSTOMER TO FILL OUT A CREDIT APPLICATION (SEE ATTACHED).

ALL SIGNS ARE WIRED AT 120 VOLTS UNLESS THE CLIENT IDENTIFIES OTHERWISE IN WRITING.

ALL WARRANTIES WILL BE NULL AND VOID IF FINAL INVOICE IS NOT PAID IN FULL WITHIN 45 DAYS FROM INVOICE DATE.

CHECKS RETURNED FOR NON-SUFFICIENT FUNDS WILL BE SUBJECT TO AN ADDITIONAL \$50.00 FEE.

ELECTRICAL TO SIGNAGE IS NOT PART OF THIS QUOTE. FINAL ELECTRICAL HOOK UP IS CLIENTS RESPONSIBILITY. ALL SIGNS WIRED TO UL SPECIFICATIONS, UNLESS OTHERWISE NOTED.

COMPANY INITIALS _____

CUSTOMER INITIALS _____



8101 International Dr, Wausau, WI 54401 | 715-842-0402 | www.graphichouseinc.com

PROPOSAL

Proposal #: 26268

Proposal Date: 01/08/21
Customer #: CRM014159
Page: 2 of 5

DELIVERY OF SIGNAGE IS BASED ON 8 TO 10 WEEKS FROM CLIENT AUTHORIZATION AND PERMIT APPROVAL. ADDITIONAL CHARGES WILL APPLY FOR DATE SPECIFIC AND EXPIDITED DELIVERY. ELECTRONICS WILL REQUIRE ADDITIONAL TIME FOR DELIVERY.

PERMIT TO BE OBTAINED BY: CLIENT GRAPHIC HOUSE, INC.

IF PERMIT IS TO BE OBTAINED BY GRAPHIC HOUSE, INC., ADDITIONAL FEES WILL APPLY.

NOTE: This proposal may be withdrawn by Graphic House, Inc. if not accepted within 30 days.

TERMS AND CONDITIONS

Client is responsible for flagging of property owner's utilities, such as, but not limited to: sprinkling/watering systems, parking lot lighting, landscaping lighting, storm/sanitary sewers, or any other utility that the customer may have buried, etc.

All in-ground bases are engineered for standard soil conditions. Non-standard conditions, such as: sandy soil, clay soil, rocky terrain, water, etc. which require additional concrete, labor, forming, etc. will be at an additional time and materials charge.

Client is responsible for providing access to the JOB site. THERE HAS BEEN NO ALLOWANCE FOR REPAIRS OR BUILDING OF ACCESS TO PERFORM THE DUTIES DESCRIBED IN THE BID DOCUMENTS. ANY ADDITIONAL TIME OR MATERIALS NEEDED TO ACCESS THE JOB SITE OR CREATE A WORK AREA AT THE JOB SITE SO WE ARE ABLE TO PERFORM OUR SCOPE OF WORK, IS THE SOLE RESPONSIBILITY OF THE OWNER. WE ALSO HAVE NO RESPONSIBILITY TO ANY REPAIRS TO JOB SITE OR ACCESS TO JOB SITE BECAUSE OF DAMAGE WE MAY HAVE INCURRED COMPLETING OUR SCOPE OF WORK.

Client has identified the location in which the signage is to be installed. Client is responsible to have existing signage meet all state and local codes, and additional work to bring existing signage to code will be billed at time and materials. The client has the sole responsibility for the structural integrity of all existing structures to support the signage. Graphic House, Inc. is not responsible for any damage that may occur to sign installation areas such as (landscape, blacktop, etc. or otherwise). Graphic House, Inc. will not be responsible in any way for penetrations through roof membranes or wall materials or for any leakage or water damage resulting from any penetrations.

Graphic House, Inc. hereby warrants the sign display against defective workmanship in construction and assembly for one (1) year from the date of the invoice. Lighting systems and all electrical components excluding light bulbs will also be under warranty. Light bulbs have a warranty for only ninety (90) days. Graphic House, Inc. does not warranty flags. All labor for repair of electronic message centers or time and temperature units are covered under warranty for one (1) year from date of installation. All components/parts for electronic message centers or time and temperature units are covered under warranty as outlined by manufacturer. No other warranties or guarantees are expressed or implied, either written or verbal. All warranties will be null and void if anyone other than Graphic House, Inc. services or maintains the signage specified on this proposal.

Our warranty, and warranties by stand-alone subassemblies manufactured by other companies, are based solely on the client's responsibility to properly maintain, service and clean these sign components at no longer than each six-month interval. This warranty does not apply to vandalism, misuse, acts of God, and war.

Any deviation from prints or altered foundations will weaken the structure to the point that it may fail. This structure is engineered to hold only the signage specified. Do not add additional signage to the structure.

Any changes in the plans or specifications from the date this proposal and prints are approved and authorized will result in an administrative fee of \$100 per change plus the cost of the change. Any changes or extras may extend the time to complete the manufacturing and/or services specified.

COMPANY INITIALS _____

CUSTOMER INITIALS _____



8101 International Dr, Wausau, WI 54401 | 715-842-0402 | www.graphichouseinc.com

PROPOSAL

Proposal #: 26268

Proposal Date: 01/08/21
Customer #: CRM014159
Page: 3 of 5

Any alteration or deviation from the above specifications involving extra costs will be executed and will become an extra charge over and above the estimate, together with the terms and conditions set forth in the attached addendum which is incorporated herein in its entirety. All agreements contingent upon strikes, accidents or delays beyond our control.

As required by the Wisconsin construction lien law, Graphic House, Inc. hereby notifies the owner that the person or companies furnishing labor or materials for the construction on the owner's land, may have lien rights on the owner's land and building for unpaid costs. Those entitled to these lien rights, in addition to the undersigned contractor are those who contract directly with the owner or those who give the owner notice within sixty days after they first furnish labor or materials for the construction. Accordingly, the owner will probably receive notice from those who furnish labor or materials for the construction and should give a copy of each notice received to the mortgage lender, if any. The contractor agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are fully paid.

If collection action is required to collect a past due account, client agrees to pay the invoiced amount due, together with interest at the contract rate of 1.5% per month (18% annual), and costs of collection, including all attorney's fees incurred by Graphic House, Inc. in exercising its rights or remedies hereunder or enforcing any of the terms and conditions in this proposal. It is agreed that all legal disputes of any nature will be litigated in Marathon County, Wisconsin.

Graphic House, Inc. makes no representations and assumes no responsibility for compliance of signage with Federal, State or local signage regulations or ordinances, except as such requirements are specifically set forth in any permit issued for the signage. Client is solely responsible for determining the size, location and character of signage to Client's satisfaction and as permitted under applicable regulations and ordinances.

This proposal will be a binding contract upon written authorization by Client and written acceptance by Graphic House, Inc. and supersedes all prior negotiations and discussions, oral or written, between the parties. It also grants Graphic House, Inc. consent to use client name and signage for all media and marketing purposes.

THIS PROPOSAL SHALL NOT OBLIGATE GRAPHIC HOUSE, INC. IN ANY WAY UNTIL IT IS ACCEPTED AND SIGNED BY THE V. P. OF SALES OF GRAPHIC HOUSE, INC.; ONCE ACCEPTED AND SIGNED THIS PROPOSAL WILL EXPIRE AFTER 90 DAYS.

THE ABOVE PRICES, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

SALESPERSON: _____

DATE: _____

ACCEPTED BY: _____

TITLE: _____

SIGNATURE: _____

DATE: _____

COMPANY INITIALS _____

CUSTOMER INITIALS _____



8101 International Dr, Wausau, WI 54401 | 715-842-0402 | www.graphichouseinc.com

DEPOSIT INVOICE

Invoice #: DP26268

Inv Date: 01/08/21
Customer #: CRM014159
Page: 4 of 5

SOLD TO:	JOB LOCATION:
VFW Aquatic Facility Green Bay WI	VFW Aquatic Facility Green Bay WI REQUESTED BY: Patrick Skalecki- Graef

ORDERED BY	PO NUMBER	SALESPERSON	ORDER DATE	PAYMENT TERMS	DUE DATE
Patrick Skalecki- Graef		Andy Somers	12/07/20	75.0% Due Upon Receipt	02/15/21
QTY	DESCRIPTION			UNIT PRICE	TOTAL PRICE
1	QUOTE #21116 Single Face Non-Lit Wall Sign w/ Angle Mounting Bracket, 30" x 120" aluminum panel with routed aluminum stud mounted copy to read "VFW AQUATIC FACILITY", simple aluminum angle frame backer to be mounted flush to wall, fastened on side returns, manufactured and installed.			\$3,959.51	\$3,959.51
1	QUOTE #21116-B Single Face Non-Lit Wall Sign w/ Angle Mounting Bracket, 30" x 25 1/2" aluminum panel with imaged vinyl graphic, simple aluminum angle frame backer to be mounted flush to wall, fastened on side returns, manufactured and installed with others.			\$914.53	\$914.53
TOTAL PROPOSAL AMOUNT					----- \$4,874.04
*** FINAL INVOICE AMOUNT MAY VARY UPON COMPLETION ***					
			PLEASE PAY THIS DEPOSIT AMOUNT:		\$3,655.53



8101 International Dr, Wausau, WI 54401 | 715-842-0402 | www.graphichouseinc.com

Email to: Receivables@GraphicHouseInc.com
CONFIDENTIAL CREDIT APPLICATION

Legal name of corporation, partnership or proprietorship _____

Address _____ City _____ State _____ Zip _____

Business Phone _____

If this is a subsidiary:

Name and address of parent company _____

TYPE OF ORGANIZATION:

- ☐ Individual Proprietorship
☐ Partnership
☐ Corporation: State & Date of Incorporation _____
☐ Other _____

ADDITIONAL INFORMATION:

How long in existence: _____ years

Tax Exempt ☐ Yes ☐ No

(If yes, please attach an exemption certificate)

Principals: Name	Home Address	Position	Phone #
A _____	_____	_____	_____
B _____	_____	_____	_____
C _____	_____	_____	_____

AUTHORIZED INDIVIDUALS TO ENTER INTO CONTRACTS ON BEHALF OF THE ORGANIZATION:

Name	Title	Number of Signatures Required:
_____	_____	☐ One ☐ Two
_____	_____	☐ One ☐ Two

CREDIT REFERENCES:

- Bank Name** _____ Phone # _____ ABA Routing # _____
 Street Address _____ City _____ State _____ Zip _____ Acct. # _____
Bank Officer Name _____ Phone # _____ Email _____
- Supplier:** Name _____ Phone # _____ Email _____
 Street Address _____ City _____ State _____ Zip _____ Contact _____
- Supplier:** Name _____ Phone # _____ Email _____
 Street Address _____ City _____ State _____ Zip _____ Contact _____
- Supplier:** Name _____ Phone # _____ Email _____
 Street Address _____ City _____ State _____ Zip _____ Contact _____

I certify that all of the above information is true and correct to the best of my knowledge. I authorize Graphic House, Incorporated to verify this information and/or obtain additional information from credit reporting agencies to verify or supplement the provided information. I agree to pay attorney fees and court costs should they become necessary for the collection of this account.

Printed Name _____

Signed for the Organization _____ Position _____ Date _____

PERSONAL GUARANTEE

In consideration for the credit extended to the above listed organization, I hereby guarantee and agree to be personally liable for all indebtedness incurred by the organization through any of its agents listed above.

Print Name _____

Signed _____ Date _____

FOR GHI Use:

Sales Representative _____

☐ Approved ☐ Denied Remarks _____

Credit Dept. Authorization _____

CUSTOM SIGNS

GRAPHIC HOUSE

NATIONAL SIGN FIRM

SINCE 1976

8101 International Dr
Wausau, WI 54401

715-842-0402
www.graphichouseinc.com

CLIENT
VFW AQUATIC FACILITY
GREEN BAY, WI

SALES REP ANDY S	DATE 12-15-2020	QUOTE NUMBER 21116	JOB NUMBER XXX
SALES AUTH:		PROJECT MANAGER XX	DESIGNER NN
		REVISION 12-28-2020-A	NN

SALES DRAWINGS- VFW AQUATIC FACILITY- (21116) NON-LIT WALL SIGN
VFWAquaticFacility-21116-02-1.jpg

NON-LIT WALL SIGN

A

ALUM. BACKER PANEL w/ 1.5" RETURNS.
MOUNTED FLUSH TO BUILDING

B

ROUTED ALUM. LETTERS STUD MOUNTED
APPROX. 1/2" OFF BACKER

C

FLAT ALUM. SIGN PANEL MOUNTED w/ HIDDEN
1.5" ANGLE MOUNTING BRACKET

D

PRINTED VINYL GRAPHICS w/ GLOSS LAMINATE

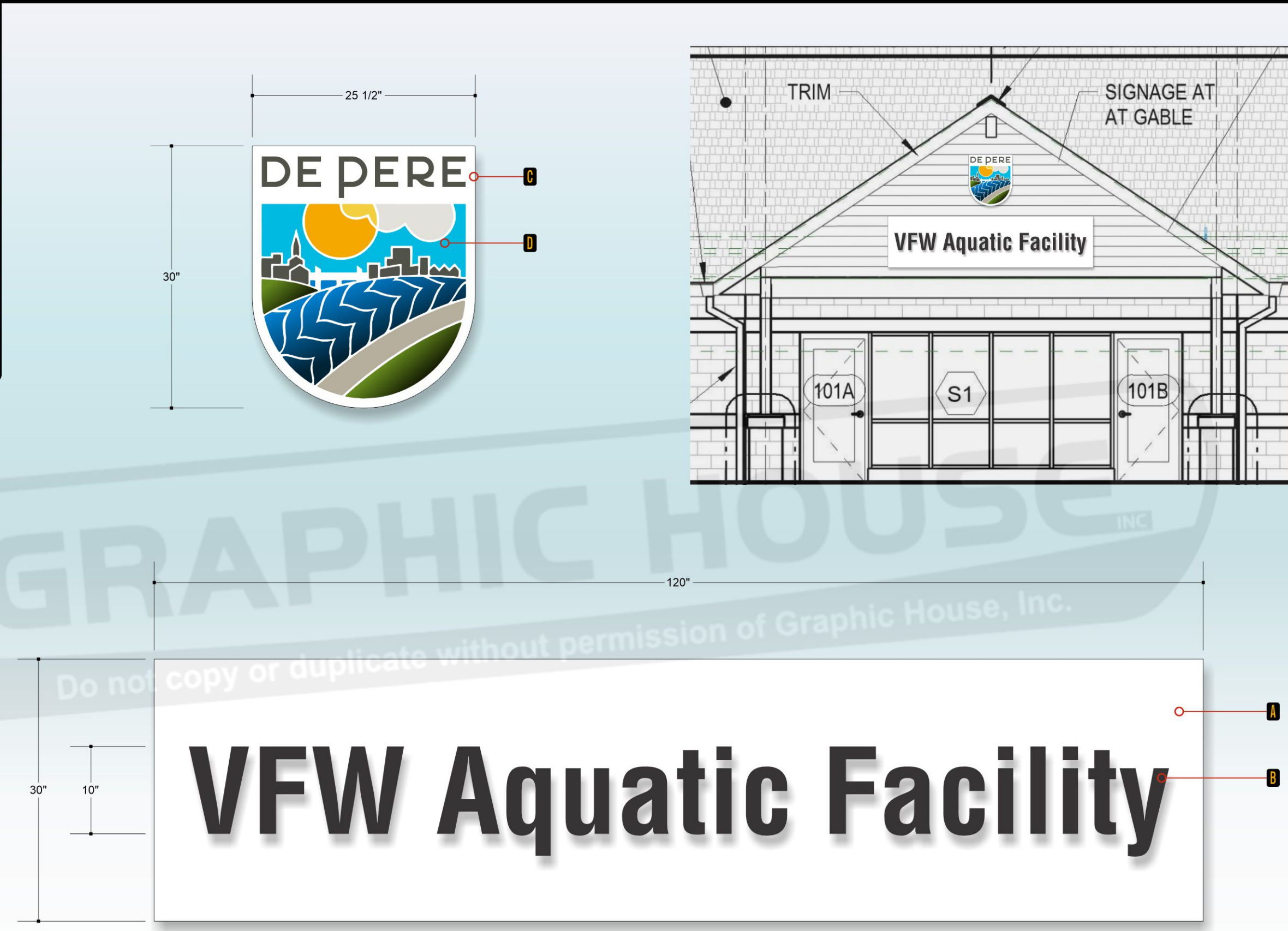
VECTOR LOGO
FILE REQUIRED

P1 - White

P2 - Black



DP1 - Printed logo
graphic (colors tbd)



CLIENT HAS IDENTIFIED THE LOCATION IN WHICH THE SIGNAGE IS TO BE INSTALLED. THE CLIENT HAS THE SOLE RESPONSIBILITY FOR THE STRUCTURAL INTEGRITY OF ALL EXISTING STRUCTURES TO SUPPORT THE SIGNAGE.

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Packet Pg. 34

CUSTOM SIGNS

GRAPHIC HOUSE

NATIONAL SIGN FIRM

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8101 International Dr
Wausau, WI 54401

715-842-0402
www.graphichouseinc.com

CLIENT

VFW AQUATIC FACILITY
GREEN BAY, WI

SALES REP
ANDY S

DATE
12-15-2020

QUOTE NUMBER
21177

JOB NUMBER
XXX

SALES AUTH:

PROJECT
MANAGER
XX

DESIGNER
NN

REVISION
NN
12-28-2020-A

SALES DRAWINGS- VFW AQUATIC FACILITY- (21116) NON-LIT WALL SIGN
VFWAquaticFacility-21177-01-1.jpg

NON-LIT WALL SIGN

A

ALUM. BACKER PANEL w/ 1.5" RETURNS.
MOUNTED FLUSH TO BUILDING

B

ROUTED ALUM. LETTERS & SHIELD STUD
MOUNTED APPROX. 1/2" OFF BACKER

C

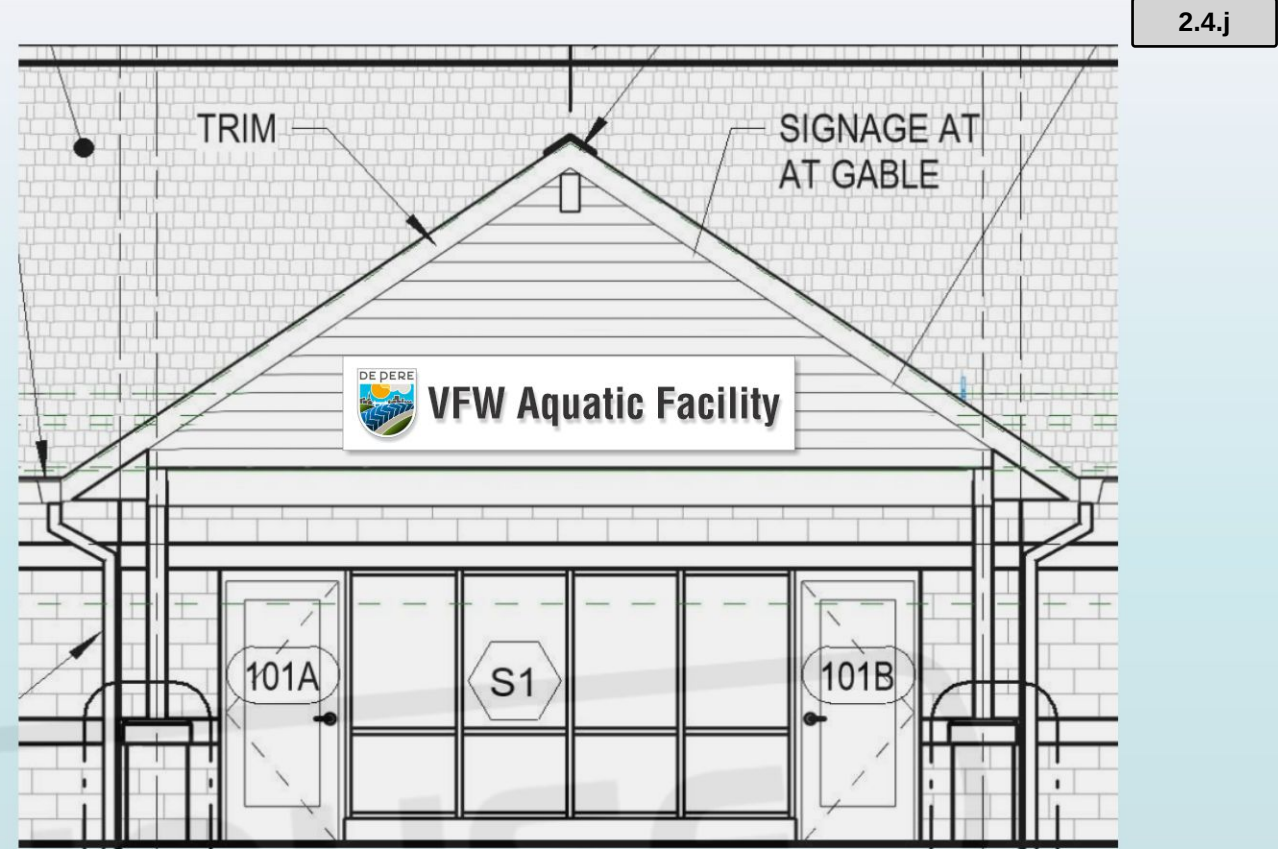
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NON-LIT WALL SIGN

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PRINTED VINYL GRAPHICS w/ GLOSS LAMINATE

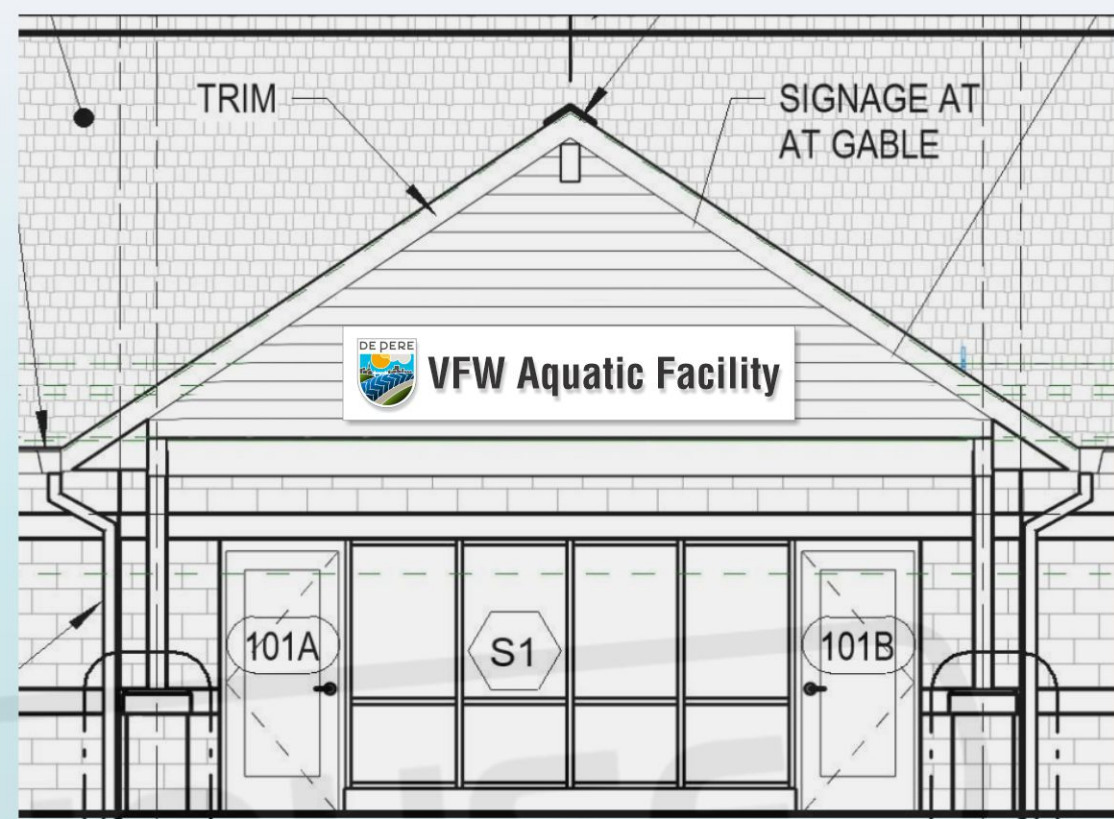
VECTOR LOGO
FILE REQUIRED

P1 - White

P2 - Black



DP1 - Printed logo
graphic (colors tbd)



2.4.k



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 21, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action on Request from Immel Construction for Cost Reimbursement.*

I have included information from Immel Construction with regard to reimbursement request of an expense they incurred while connecting the new electric service. In talking with our consultant, it was explained to us that the cost was specified in our contract. Immel Construction is stating it was not possible to know the price while working up their bid. Please see the attached information from Immel explaining their request.

If approved, we would need to forward to City Council for approval.

ATTACHMENTS:

- Request from Immel (MSG)
- De Pere Executed WPS install agreement (PDF)
- WPS Sketch and permits (PDF)

Grace Lahtela

From: Max Rango <maxra@immelconstruction.com>
Sent: Tuesday, January 12, 2021 11:53 AM
To: Marty Kosobucki
Cc: Alex Santos
Subject: VFW Park Board agenda item

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Marty,

VFW Aquatic Center Permanent Utilities Cost Reimbursement

Immel Construction is requesting a reimbursement CO in the amount of \$4,237.68. This is half of the total invoice from WPS for designing and installing the new permanent gas and electric services supplying the VFW Aquatic Center and Park facilities. At the time of bidding, WPS did not have enough information to start the design of the utilities, therefore, WPS would not provide a cost to install. WPS standard procedure is to have complete DSPS site approved plans, new service applications signed by awarded contractor and Property Owner (De Pere), and load requirements required for the property. Since Immel did not clearly clarify in the bid proposal that WPS would not provide the cost to install the utilities, we are proposing a split of the cost. This CO request is noted as a reimbursement because Immel paid the full amount to WPS, in good faith, so there would be no delay to the project as this cost requires Park Board review.

Thank you for your consideration in this matter,

Max Rango
 Project Manager



Howard Immel, Inc.
 1820 Radisson Street
 Green Bay, WI 54302

O: (920) 406-0169
 C: (262) 930-6431
 F: (920) 468-7160



Employee Owned
www.immelconstruction.com

Wisconsin Public Service
DISTRIBUTION FACILITIES INSTALLATION AGREEMENT

2.5.b

District: 10

This contract is for the installation of Electric and Gas facilities entered into on September 23, 2020 (Contract Date) between CITY OF DEPERE PARKS (Customer) and Wisconsin Public Service Corporation (WPSC).

Site Address / Description / Location : 730B GRANT ST in the CITY OF DE PERE, County of BROWN, State of WI.

WPSC agrees to install facilities and provide service in accordance with all appropriate regulations and tariffs as filed with the Public Service Commission of Wisconsin (PSCW) and/or Michigan Public Service Commission (MPSC). WPSC furthermore agrees to render service to the Customer at such point on the premise as has been mutually determined and agreed upon. The Customer agrees to comply with all terms and conditions as stated on Page 2 of this contract, including the commencement date of Minimum Charges, and all appropriate WPSC tariffs on file with PSCW and/or MPSC.

Type of Electric Service:

	<u>-Electric-</u>	<u>-Gas-</u>
Standard System Facility Costs (Refundable)	\$5,427.20	\$0.00
Allowances	(\$5,427.20)	\$0.00
Special System Facilities Costs (Refundable)	\$0.00	\$0.00
Refundable Sub Total		
Special Facilities Costs Non Refundable:		
System	\$0.00	\$0.00
Service*	\$731.19	\$7,744.16
Temporary Service	\$0.00	
Non Refundable Sub Total	\$731.19	\$7,744.16
Electric and Gas Total:	\$731.19	\$7,744.16
Total Cost		<u>\$8,475.35</u>

*This agreement ☒ does ☐ does not include the cost of the service(s) to the meter. When it does not, additional charges may be forthcoming.

Applicable refunds will be made to: ☐ Contracting Developer ☒ Property Owner ☐ Other _____

Special Provisions: This extension was installed under the Area Expansion Program (AEP). The AEP charge is based on the economics of the extension. The charge is subject to reduction if more customers are attached to this extension than the number used in the economic evaluation of this extension. Applicable AEP information for this extension is:

The AEP charge is _____ per month.

Allowances and refunds are determined by WPSC's extension rule policies that have been approved by the PSCW and/or MPSC. These rules are subject to change pending approval by the PSCW or MPSC. A 5 year development period will begin from the date this facility/project is energized for the electric facility and pressurized for gas facility. Applicable refunds will be made during this time period.

Refund amounts shall equal the allowance applicable to customer additions based on the current extension allowance or the allowances in effect when the addition occurs, whichever is greater, less the added investment in distribution system facilities required. After the development period, the Customer agrees to reimburse WPSC for all allowances received on this contract that did not result in customers taking service by the expiration of the development period.

A tabulation of said allowance(s) is as follows:

Customer Name / Lot #	Address / Plat	Ext. Allowance Amount
CITY OF DEPERE PARKS	730 GRANT ST	1 Elec @ 256 Kw = \$8,995.84

I have read, understand and agree to the terms and conditions of this contract

Customer Signature: [Signature] Date: 10-7-20

Mailing Address: 730 GRANT ST DE PERE, WI 54115-1320

WPSC Signature: _____ Date: _____

Work Request/Revision: 3124864-1

Account# _____ Energized Date _____ CIS Order # 446766104

1. This Contract is not effective until signed by both Company and the Customer. If the Customer fails to return the Contract to Company within sixty days of the Company signature date or contract date, the Contract offer is null and void.
2. The payment calculation of this Contract is subject to change if the Customer causes a construction delay, there is change in scope, or actions by governmental authorities cause a calculation change. Any change shall be reviewed with the Customer prior to construction and a new Contract shall be executed. Adjustment of customer payment requirements (refunds or additional payment) to reflect actual changes in the size or number of units installed, major rock or frost removal, and similar items affecting the scope of the project, shall be made if adjustment is greater than \$20. This adjustment, if applicable, will normally occur within six months of completion of construction. Any changes will be reviewed with the Customer.
3. As a condition of receiving service, the Customer agrees to grant the Company, at no cost, an easement for the necessary construction, operation, and maintenance including tree trimming of any portion of the extension necessary to serve the Customer.
4. The Customer further understands that their structure must comply with the applicable PSCW / MPSC Conservation Code and any other applicable codes and that any noncompliance in future inspections by the Company may be grounds for disconnection of service.
5. If the service to the Customer is part of a project designed to serve several customers from one extension, it is understood that this Contract will be binding on the parties hereto only when and if the Company secures sufficient contracts to warrant, in Company's sole discretion, the construction of the project.
6. All the terms and conditions of this Contract shall extend to and be binding upon the heirs, executors, administrators, successors, and assigns of the parties hereto. If the Customer leases, sells, or otherwise disposes of the property herein described, he shall complete the payments according to this Contract unless he shall have secured an assumption of his remaining obligations under this Contract, satisfactory to and approved by the Company.
7. Whether stated or not, a special facilities charge will be applied during the Winter Construction period, as stated in the Company's approved tariffs.
8. Any lawn restoration or surface repair on private property, as a result of this installation, shall be the Customer's responsibility.
9. The Customer, irrespective of subsequent change of ownership, shall provide at no expense to the Company, soil graded within six inches of the finished grade prior to installation of facilities. Survey stakes indicating property lines shall be installed by the Customer at no expense to the Company prior to installation of facilities. The Company shall be notified in advance of any change in grade levels. Any and all costs incurred as a result of such grade changes shall be at the expense of the Customer.
10. The Customer agrees to provide the Company, or its authorized contractor, the location, within 18", of all underground facilities such as those for the transmission of electricity, water, cable TV, sewer, telephone, gas or fuel which are owned by the Customer on the premises, and which may be encountered by the Company or its authorized contractor during the proposed installation of the facilities. If the Customer is unable to locate an underground facility, or fails to provide the location of any underground facility, or if the underground facility in question is encountered more than 18" from the location identified by the Customer, the Customer shall defend, indemnify, and hold the Company harmless as well as its agents, employees, assigns, affiliates, officers, administrators, predecessors, successors, subsidiaries, members and managers from and against any claim, action, proceeding, liability, loss, damage, cost or expense including, without limitation attorneys' fees, arising out of or in connection with the Customer's use of service.
11. In no event shall the Customer place any decorative element on the pole without the prior written approval of the Company. Such approval will be under the terms of the Pole Attachment Policy and Procedure in effect at the time of such request. A copy of the Pole Attachment Policy will be furnished by the Company to the Customer upon request.
12. In no event, except for a breach by the Customer of section 11 above, shall either party be responsible to the other for any consequential, incidental, special or punitive damages whatsoever, whether arising from breach of warranty or other breach of contract, negligence or other tort, or any other theory of law. In a case of a breach by the Customer of section 11 above, the Customer shall be liable for consequential, incidental, special and punitive damages.
13. If any provision of this Contract is found to be invalid or unenforceable by any court, such provision shall be ineffective only to the extent that it is in contravention of applicable laws without invalidating the remaining provision of the Contract.
14. This Contract shall be governed by and construed in accordance with the internal laws of the State of Wisconsin and/or Michigan.
15. The Customer and the Company hereby agree to abide by and be subject to the rules, regulations, and schedules of the Company as filed with and approved by the PSCW and/or MPSC from time to time, as well as the rules and regulations of the Wisconsin Administrative Code and the rules and guidelines of the State of Michigan.
16. In the event of a conflict between this Contract and the Company's approved tariffs, the tariffs shall prevail.
17. Beginning the date the gas meter serving the Customer is installed, or 180 days after the gas service line serving the Customer is installed, whichever is earlier, the Customer will be billed the applicable Minimum Charge and AEP Charge (if any) associated with the rate schedule the Customer is expected to take service under, regardless if the Customer is actually using gas or taking gas service. The determination of the rate schedule the Customer is expected to take service under shall be in Company's sole discretion.

City of De Pere, Public Works Department

925 S. Sixth Street, De Pere WI 54115 P (920) 339-4061 F (920) 339-4071 PERMIT # _____

2.5.c

PERMIT APPLICATION

Construct/Operate/Maintain Utilities within Municipal Right-of-Way

Applicant/Company Information

Owner Name: <u>Wisconsin Public Service</u>	Contact Person: _____
Current Address: <u>2850 S Ashland Ave</u>	Emergency Phone: <u>800-450-7260</u>
City, State, ZIP: <u>Green Bay, WI 54304</u>	Fax: <u>920-617-5080</u>
Email: <u>casey.gerondale@wisconsinpublicservice.com</u>	
Plans prepared by: <u>CASEY GERONDALE</u>	Phone: <u>920-617-5185</u>

CONTRACTOR INFORMATION

Contractor Name: <u>KS Energy Services</u>	Contact Person: <u>Brad Hau</u>
Current Address: <u>5276 County Rd R</u>	Emergency Phone: <u>920-390-1095</u>
City, State, ZIP: <u>Denmark, WI 54208</u>	
Phone: <u>920-863-6200</u>	Fax: <u>920-863-6233</u>
Email: <u>Brad@ksenergyservices.com</u>	

LOCATION INFORMATION

Street Address/Location Description: 730 GRANT ST

PERMIT APPLICATION FEE PART (I)		WORK TO BE PERFORMED FEE PART (II)	
Open Cut Excavation Fee waived if need For open-cut caused by Public Health, Safety, or Welfare Emergency	☐ No Fee	** All fees waived for Emergency Excavations	
Small Utility project permit (less than 1000' of roadway)	☒ \$65.00	Excavation in Right of Way outside of Street area	☐ \$65.00
Medium Utility project permit (1000' to 3000' of roadway)	☐ \$120.00	Boring within Street Right of Way – Servicing one property and sewer is located behind curb	☐ \$65.00
Large Utility project permit (3000' to 5000' of roadway)	☐ \$185.00	Boring within Street Right of Way	☒ \$455.00
Very Large Utility project Permit (5000' of roadway)	☐ Actual Cost	Road/Street open-cut Excavation with Street Pavement Area	☐ \$910.00

Fee Calculation

(I) Permit Application Fee \$ 65 Utility Permit Fee waived if project is done in conjunction with
(II) Work to be Performed \$ 455 street construction project as long as utilities are constructed prior to
TOTAL UTILITY PROJECT PERMIT FEE* \$ 520.00 * curb and gutter and final paving.

DESCRIPTION OF PROPOSED WORK

Utility Type:	☒ Gas/Petroleum	☒ Electric	☐ Communications	☐ Sanitary Sewer	☐ Water
☐ Private Line	☐ Transmission	☐ Distribution	☒ Service	☐ Facility Size/Capacity <u>2"</u> PE	
Orientation:	☐ Overhead	☒ Underground	☐ Parallel to Road Centerline	☐ Municipal Road	
☐ Tunnel	☐ Other: _____				
Work Type:	☒ New Construction	☐ Improve/Repair Existing	☐ Maintenance	☐ Removal	
☐ Abandon in Place	☐ Other: _____				
Construction Method:	☐ Trench/Open Cut	☐ Bore	☐ Plow	☐ Potholing	☐ Other: _____

ALL OTHER INFORMATION

Estimated Start Date: 10-5-2020 Estimated Completion Date: 11-24-2020

SIGNATURES

PERMIT VAILD UNTIL END OF CALENDAR YEAR. The applicant has received and agrees that the permitted work shall comply with all permit provisions and conditions of the Utility Accommodation Policy in effect at the time of this application, including assuming responsibility for all claims of damage or injury as provided therein, and with any special provisions listed below or attached hereto, and any all plans, details, or notes attached hereto and made a part thereof.

Signature of Owner: <u>Casey Gerondale</u>	Date: <u>9-23-2020</u>
Signature of Contractor: <u>Brad Hau</u>	Date: <u>9-23-2020</u>
Signature of Municipal Representative: _____	Title: _____ Date: _____

WR	RC	PROC 1	Project	Product	
3124864	010	2105	2180000100	100	

City of De Pere, Public Works Department
925 S. Sixth Street, De Pere WI 54115 P (920) 339-4061 F (920) 339-4071 PERMIT # _____

FIVE YEAR WARRANTY AGREEMENT	
(for Utility Permits)	
RECIPIENT'S INFORMATION	
SEND TO: City of De Pere Attn: Engineer Department 925 S. Sixth Street De Pere WI 54115 Phone #: 920-339-4061 Fax#: 920-339-4071	
OWNER'S INFORMATION	
FROM: Owner Name: Wisconsin Public Service Current Address: 2850 S Ashland Ave City, State, ZIP : Green Bay, WI 54304 Phone: 920-617-5218 casey.gerondale@wisconsinpublicservice.com Contact Person: CASEY GERONDALE Emergency Phone: 800-450-7260 Fax: 920-617-5080 E-mail:	
CONTRACTOR PERFORMING WORK	
Contractor Name: KS Energy Services Current Address: 5276 County Rd R City, State, ZIP: Denmark, WI 54208 Phone: 920-863-6200 Contact Person: Brad Hau Emergency Phone: 920-390-1095 Email: Brad@ksenergyservices.com Fax: 920-863-6233	
INFORMATION OF WHERE WORK WAS PERFORMED	
Street Address/Location Description: 730 GRANT ST Project Description (include depth, width, and length): 3' 3', 70'	
SIGNATURES	
As the authorized representative of the above-listed company, I hereby agree to accept the financial responsibility for the maintenance of the designated utility work associated with the project (utility work, roadway, sidewalk, curb) on or along the above-mentioned Municipal road, for the period of five (5) years, from the restoration/final acceptance date of the project completion certificate. Lawn restoration and landscaping shall be a one (1) year warranty. The warranty begins on the date of acceptance by the Municipality. In an emergency situation, or if the Municipality notifies you of a maintenance problem, and it is not resolved in a timely manner, the Municipality will perform the maintenance on the project and all costs would then be billed to the responsible party(ies).	
Signature of Authorized Representative: Casey Gerondale	Date: 9-23-2020
Printed Name: Casey Gerondale	Title: Designer
FOR OFFICE USE ONLY	
NOTIFICATION OF RECEIPT	
Signature of Municipal Representative:	Date Accepted:
Printed Name:	Title:

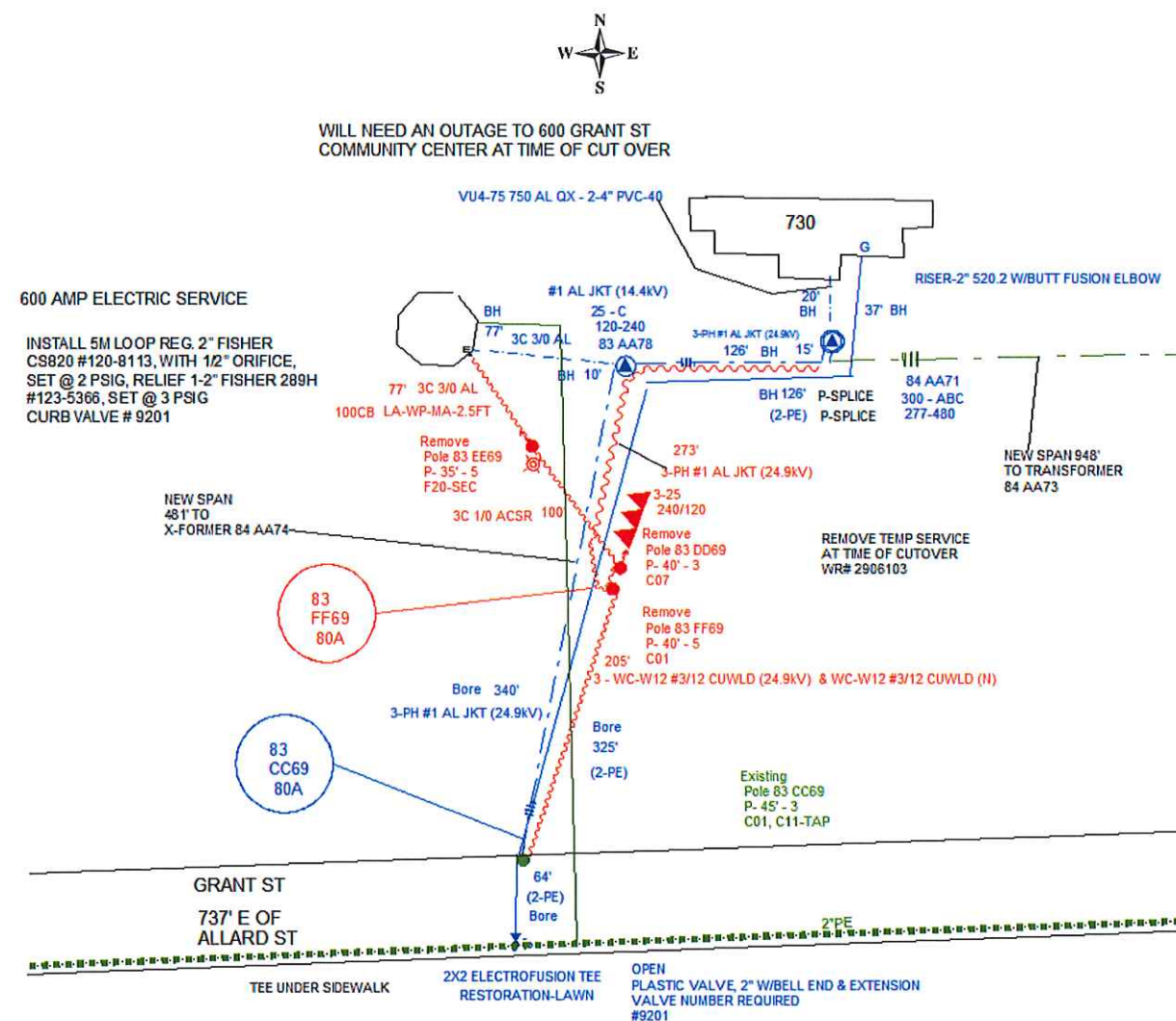
WPSC SERVICE SKETCH

WR NAME:	CITY OF DEPERE PARKS
ADDRESS:	730B GRANT ST
TAX DISTRICT:	023G CITY OF DE PERE

IO Number:	CIS #:	446766104
WR / REVISIONS:	3124864-1 - JCA	ASCP#:
ESCP for DOT:	000887	
RESP. CENTER #:	010	PREMISE: 103298636
COUNTY NAME:	BROWN	

GAS		INSTALL DATA	
SIZE OF SERVICE: 2" _____		TYPE: Plastic _____	
METER SIZE: _____		METER LOOP ASSEMBLY _____	
CUST CLASS: Commercial _____		PRESSURE: 2 PSIG _____	
TEMPORARY DATA		SERVICE	
		☐ INSTALL	
		☐ REMOVE	
		METER	
		☐ REMOVE	
		☐ XFR TO PERM MTR _____	
ELECTRIC		REMOVE DATA	
SERVICE LOC # _____			
WIRE DATA		QUANTITY	TYPE & SIZE
_____		_____	3c 3/0 AL URD
_____		_____	_____
REMOVE DATE		BY: _____	
DIGGERS TICKET # _____			
START DATE		TIME	
_____		_____	

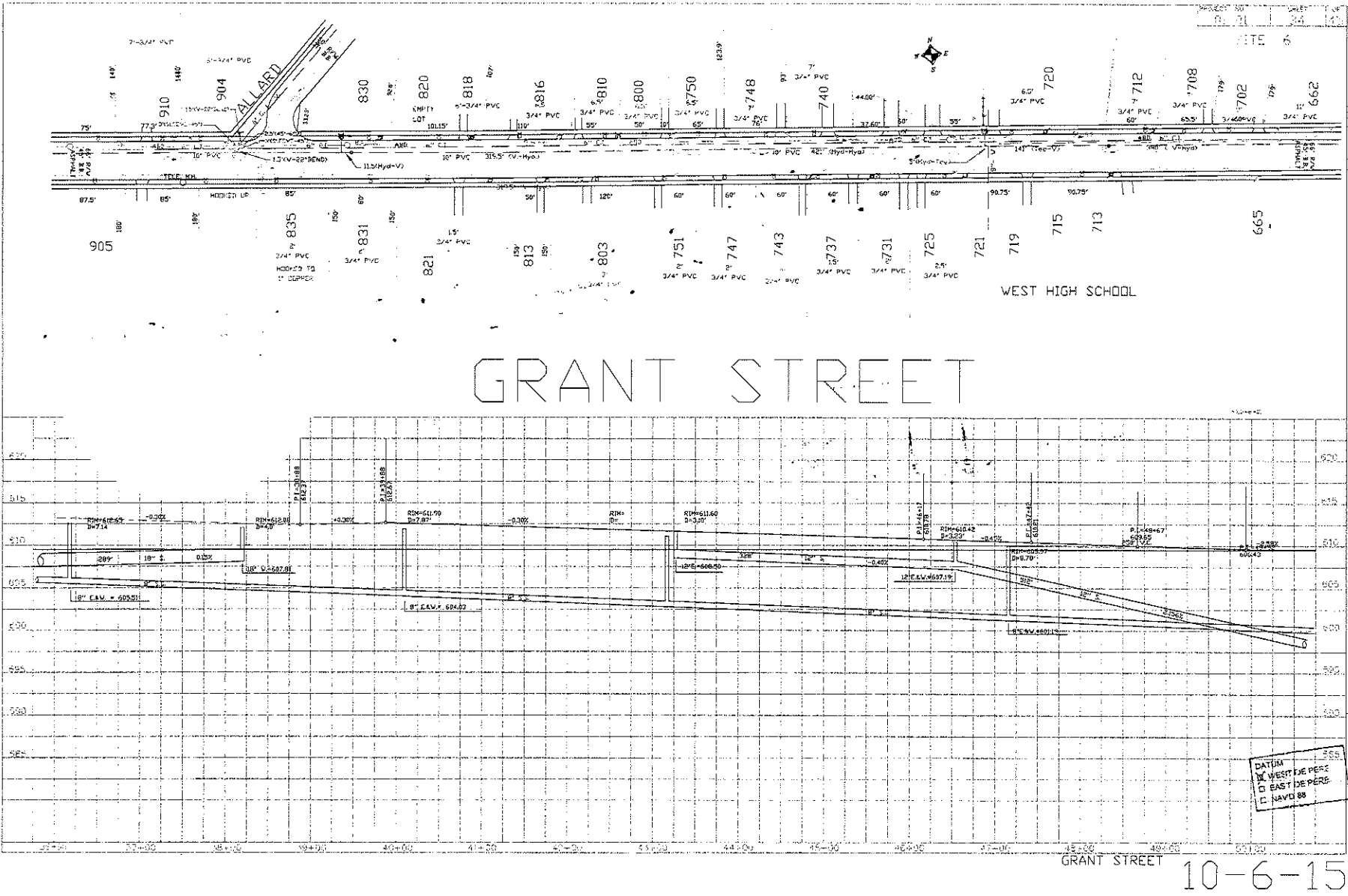
ELECTRIC		INSTALL DATA	
TRANSF. LOC #	84 AA71		
SERVICE LOC #	84 AA71		
WIRE DATA	QUANTITY	TYPE & SIZE	LENGTH
	3	1c 750 AL URD	20'
	1	1c 350 AL URD	20'
VOLTAGE	277/480	PHASE	3
AMP	600		
METER #			
INSTALL DATE		BY:	
ENERGIZE DATE		BY:	
JOINT INFO		TEL CO.	
☐	GAS	☐	CATV CO.
DESIGNER:		CASEY J GERONDALE	



An aerial map of the VFW Park area. The map shows a residential neighborhood with streets labeled with house numbers: 405, 816, 810, 800, 750, 748, 740, 730, 720, 712, 708, and 702. A red line with arrows indicates a route starting from the bottom left, moving right along a main road, then turning left and following a path through the residential area towards the top right. The text "VFW Park" is written in large, green, outlined letters in the top right corner. The Esri logo is in the bottom right corner.

Internal DIME- Designed for use by Engineering and DPW staff with credentials.

100ft





Utility Permit Review Status
City of De Pere

Utility Permit Information

Permit #:
Owner: WISCONSIN PUBLIC SERVICE

Utility Permit Status		
X	Action	Date
☒	Date Permit Received	09/23/20
☐	Date Permit Approved	
☐	Date of Completion on Project Certificate	
☐	One Year Review Completed	
☐	Five Year Review Completed	

Utility Permit Review Submittal		
X	Action	Date/Comment
☐	Utility Permit Submittals - Preconstruction	
☐	Utility Project Permit Application Submitted	
☐	Utility Construction Warranty Submitted	
☐	Construction Site Erosion Control Permit (When Applicable)	
☐	Utility Permit Submittals - Post Construction	
☐	Completion Certificate	
☐	Record Drawings Received	

Time Review		
X	Action	Time
☒	Internal Review Time (Amount and Who)	1 hr J. Smith
☐	Internal Review Time (Amount and Who)	
☐	Internal Review Time (Amount and Who)	
☐	Internal Review Time (Amount and Who)	
☐	Internal Review Time (Amount and Who)	
☐	One Year Field Review (Amount and Who)	
☐	Five Year Field Review (Amount and Who)	

Miscellaneous Comments:

	Street Address / Location		730 GRANT ST	
	Description:		INSTALL NEW GAS & ELECTRIC SERVICE	
	Owner Name:		WISCONSIN PUBLIC SERVICE	
	Contractor Name:		KS ENERGY	
	Prepared By:		CASEY GERONDACE	
	Checked By:		MATTHEW LECCLAIR	
		Permit No.:		
		Date Received:	09/23/20	
		Date:	09/23/20	
		Date:	09/24/20	

Excavation Permit Review Checklist

Utility Project Permit Provisions and Conditions of Approval

Y	N	N/A	Review Item	Completed By:	Checked By:
X			Permit shows project location map.	ML	
	X		Engineering Drawings have legend	ML	
X			Utility Project permit application includes a properly signed Utility Project Permit Application form and Construction Warranty form and have been provided with engineering plans and required fee.	ML	
	X		Engineering drawings are scale. Scale is no larger than 1":100'	ML	
X			Engineering drawings have a north arrow.	ML	
		X	Traffic control plan showing all required signs and barricades as recommended by the Manual on Uniform Traffic Control Devices. Double check traffic control plan using this website: http://workzone.eng.wayne.edu/Software/FlowChart/MainModule.html	ML	
		X	Submitted engineering plans show erosion control measures or detail drawing.	ML	
X			A erosion control permit is NOT required as part of this project. Conditions requiring an erosion control permit are as follows: 1. A construction site, which has 4,000 square feet or greater of land disturbing construction activity. 2. A construction site, which has 100 cubic yards or greater of excavation volume, filling volume, or some combination of excavation and filling volume. 3. A construction site, which has 100 linear feet or greater of land disturbance to a highway, street, driveway, swale, ditch, waters of the state, wetland, protective area, or non-agricultural drainage facility which conveys concentrated flow. Wetlands shall be delineated in accordance with § NR 103.08(1m).	ML	
X			8 foot horizontal clearance maintained from existing sanitary sewer, storm sewer, and water mains.	ML	
X			2 foot vertical clearance maintained from existing sanitary sewer, storm sewer, and water mains.	ML	
	X		Profile views are provided for all crossings with existing sanitary sewer, storm sewer, and water mains.	ML	
	X		Proposed work does not interfere with public improvements being undertaken at the same time.	ML	
	X		Submitted engineering plans show site restoration measures or detail drawing.	ML	

Permit Number _____

Utility Project Permit Provisions and Conditions of Approval (Continued...)

Y	N	N/A	Review Item	Completed By:	Checked By:
☒	☐	☐	There are no permanent above ground utility facilities or markers (polydome marker, etc.). Utility cabinets, structures or other above grade facilities are to be located on private property easements or on public utility easements outside the right-of-way unless otherwise approved.	<i>ML</i>	
☒	☐	☐	Unless otherwise authorized, any utility pipes or cables installed across and beneath pavement shall be installed by jacking and/or dry auguring, with no open cut excavation permitted between points no less than five (5) feet outside the back of curbs or outer shoulders.	<i>ML</i>	
☒	☐	☐	Any non-metallic underground pipe or cable shall include a metallic tracer wire or a metallic tracer tape at the same alignment and depth as the carrier, cable or conductor.	<i>ML</i>	

Engineering Requirements

Y	N	N/A	Review Item	Completed By:	Checked By:
☒	☐	☐	Plans show the approximate location and depth of all proposed cable, fiber optic, structures, cabinets, and access boxes. Approximate dimension of the proposed utilities and structures to the street right-of-way.	<i>ML</i>	
☒	☐	☐	Plans show the approximate horizontal separation between all proposed cable, fiber optic, structures, cabinets, and access boxes and existing sanitary sewer, storm sewer, and water mains.	<i>ML</i>	
☒	☒	☐	Plans show the approximate vertical separation on the profile view between all proposed cable, fiber optic, structures, cabinets, and access boxes and existing sanitary sewer, storm sewer, and water mains.	<i>ML</i>	
☒	☐	☐	Plans show all planned excavations and bore pits for the project.	<i>ML</i>	
☐	☒	☐	Plans show all municipal sewer and water, manholes, laterals, and storm laterals.	<i>ML</i>	
☒	☐	☐	Site restoration standards are included with the plan. Topsoil, seeding, and mulch must be specified to match preconstruction conditions.	<i>ML</i>	
☐	☒	☐	Landscaping of all above ground structures must be provided. All cabinets must be shielded from view by landscaping within the public right-of-way.	<i>ML</i>	
☐	☒	☐	The Brown County Accommodation Policy Nos. 96.01 thru 96.64, pages 1-56 dated January 2010 are referenced in the plans.	<i>ML</i>	
☐	☒	☐	Plans show typical cross-sections of proposed excavation and restoration.	<i>ML</i>	
☒	☐	☐	Verify locations of laterals along the proposed project.	<i>ML</i>	



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 21, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to Approve Additional Funding for VFW Access Road.*

We have in the budget \$25,000 to patch, repair and do an overlay on the VFW Access Road next to the new pool. Original estimates called for the \$25,000 we requested. However, after meeting with our consultant and analyzing some areas of bad soil, the cost estimate that came in was for \$31,700.

Staff is recommending approving the project and requesting an additional \$6,700 from City Council to complete the project.

ATTACHMENTS:

- VFW CO Workbook (PDF)
- VFW Driveway Work Summary Markup_1-12-21 (PDF)



1820 Radisson St.
Green Bay, WI 54302
O: 920.468.8208
F: 920.468.7160
www.immelconstruction.com

TO: City of De Pere
ATTN: Marty Kosobucki

RE: VFW Park Aquatics Center
De Pere, WI
Immel Construction, Inc. Job #2020-037

Request for Change Order

Project Name	VFW Park Aquatics Center	RFI Number	N/A
Project Location	De Pere, WI	CB Number	N/A
Project Number	2020-037	FO Number	N/A
Contractor	Immel Construction, Inc.	CO Number	
Date	1/7/2021	Procore CE	41

Description:	Schedule Impact (Calendar Days)	0
Cost associated with removal of asphalt, spot soil corrections, and new asphalt surface course with striping per attached drawing from Graef and site review with De Pere.		

Immel Construction, Inc. Self-Performed Costs

Labor		\$ -
Materials		\$ -
Equipment		\$ -
Sales Tax (Materials Only)	0.0%	\$ -
Mark-Up	10.0%	\$ -
Immel Construction, Inc. Subtotal		\$ -

Subcontractors Costs

Total (See Back-ups for Breakdown)		\$ 28,289.00
Mark-Up	10.0%	\$ 2,828.90
Subcontractors Costs Subtotal		\$ 31,117.90

Immel Construction, Inc. Subtotal		\$ -
Subcontractors Costs Subtotal		\$ 31,117.90
Bond	2.0%	\$ 622.36
Unit Prices Per Bid		\$ -

Total Cost of CO		\$ 31,740.26
Schedule Impact (Calendar Days)		0 Day(s)

Marty Kosobucki, City of De Pere Date

Immel Construction, Inc. Date

Please sign and return. Thank you.



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Summary Sheet VFW Park Aquatics Center

Project Name	VFW Park Aquatics Center	RFI Number	N/A
Project Location	De Pere, WI	CB Number	N/A
Project Number	2020-037	FO Number	N/A
Contractor	Immel Construction, Inc.	CO Number	TBD
Date	1/7/2021	Procore CE	41

Description:	Schedule Impact (Calendar Days)	0
Cost associated with removal of asphalt, spot soil corrections, and new asphalt surface course with striping per attached drawing from Graef and site review with De Pere.		

Labor Costs		\$	-
Materials Cost		\$	-
Large Tool and Equipment Costs		\$	-
Sales Tax (Materials Only)	0.0%	\$	-
Subtotal		\$	-
Markup (Overhead & Profit) on Subtotal	10.0%	\$	-
Total Contractor Costs With Markup		\$	-
Subcontractor Costs		\$	28,289.00
Subcontractor Markup	10.0%	\$	2,828.90
Total Subcontractor Cost With Markup		\$	31,117.90
Bond	2.0%	\$	622.36
Unit Prices Per Bid		\$	-

Total Change Cost to Owner	\$	31,740.26
Schedule Impact (Calendar Days)		0 Day(s)



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Green Bay, WI 54302
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F: 920.468.7160

www.immelconstruction.com

Material: Old National Bank

Project Name	VFW Park Aquatics Center	RFI Number	N/A
Project Location	De Pere, WI	CB Number	N/A
Project Number	2020-037	FO Number	N/A
Contractor	Immel Construction, Inc.	CO Number	TBD
Date	1/7/2021	Procore CE	41

Materials

Qty	Item	Unit Cost	Extended Cost
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
5%	Small Tools (5% of Total Labor)	\$ -	\$ -
Total Costs for Materials			\$ -

Labor

Hrs		Rate	Extended Cost
	Foreman	\$ 96.45	\$ -
	Journeyman	\$ 89.65	\$ -
	Apprentice	\$ 88.22	\$ -
	Foreman	\$ 96.45	\$ -
	Journeyman	\$ 89.65	\$ -
	Apprentice	\$ 88.22	\$ -
	Foreman	\$ 96.45	\$ -
	Journeyman	\$ 89.65	\$ -
	Apprentice	\$ 88.22	\$ -
	Foreman	\$ 96.45	\$ -
	Journeyman	\$ 89.65	\$ -
	Apprentice	\$ 88.22	\$ -
	Foreman	\$ 96.45	\$ -
	Journeyman	\$ 89.65	\$ -
	Apprentice	\$ 88.22	\$ -
Total Costs for Labor			\$ -



1820 Radisson St.
Green Bay, WI 54302
O: 920.468.8208
F: 920.468.7160

Large Tools and Major Equipment

Project Name	VFW Park Aquatics Center	RFI Number	N/A
Project Location	De Pere, WI	CB Number	N/A
Project Number	2020-037	FO Number	N/A
Contractor	Immel Construction, Inc.	CO Number	TBD
Date	1/7/2021	Procure CE	41

Large Tools and Major Equipment

Qty	Item	Unit Rate	Unit Cost
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total Costs Tools & Major Equipment			\$ -

Unit Prices per Bid Form

(Prices Already Include Overhead, Profit, & Bond)

Qty	Item	Unit Rate	Unit Cost
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total Costs Unit Bid Prices			\$ -

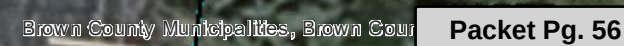


1820 Radisson St.
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Subcontractors

Project Name	VFW Park Aquatics Center	RFI Number	N/A
Project Location	De Pere, WI	CB Number	5
Project Number	2020-037	FO Number	N/A
Contractor	Immel Construction, Inc.	CO Number	TBA
Date	1/7/2021	Procore CE	42

Name	Trade or Specialty	Cost
NEA		\$ 19,370.00
Ostrenga		\$ 8,919.00
Total Costs for Above Subcontractor(s)		\$ 28,289.00



DESCRIPTION OF WORK ELEMENTS:

- > Mill/Overlay includes grinding of 1.5" of asphalt surface, removal of material, placement of asphalt tack coat, and placement of a new 1.5" thick surface course of asphalt.
- > Full Depth Repair includes full removal of existing asphalt, full removal of existing aggregate base, excavation of subsoil to required depth, installation of WisDOT Type SAS geotextile fabric, placement of aggregate base, placement of 2" asphalt lower layer, and placement of 1.5" asphalt upper layer.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 21, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to Approve Change Order
Request for Gas Fired Heater at VFW Pool.*

Large capital projects like our Aquatic Facility will have a number of change orders. The City's operating procedure allows for many of the change orders to be handled internally. However, change orders that are caused by our request and/or not because of unforeseen circumstances are sent through the channels for consideration.

Our Building Maintenance Supervisor has requested we install a gas fired heating unit in the Mechanical building. His opinion is that keeping the room above freezing over the course of the year helps maintain the life of the equipment and the building. The cost to install the gas fired heating unit in the mechanical building is \$6,643.

Staff does not have any objection to moving forward with this request. If approved, the change order request will require City Council approval.

ATTACHMENTS:

- VFW CO Workbook (PDF)
- VFW Change order #6(PDF)
- Engobos cost (PDF)



1820 Radisson St.
Green Bay, WI 54302
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F: 920.468.7160
www.immelconstruction.com

TO: City of De Pere
ATTN: Marty Kosobucki

RE: VFW Park Aquatics Center
De Pere, WI
Immel Construction, Inc. Job #2020-037

Request for Change Order

Project Name	VFW Park Aquatics Center	RFI Number	34
Project Location	De Pere, WI	CB Number	N/A
Project Number	2020-037	FO Number	N/A
Contractor	Immel Construction, Inc.	CO Number	
Date	12/17/2020	Procore CE	39

Description:	Schedule Impact (Calendar Days)	0
Revision #1 - Cost associated with F&I of unit heater per Revised RFI 34. Modine HDB60 heater submittal attached.		

Immel Construction, Inc. Self-Performed Costs

Labor		\$ -
Materials		\$ -
Equipment		\$ -
Sales Tax (Materials Only)	0.0%	\$ -
Mark-Up	10.0%	\$ -
Immel Construction, Inc. Subtotal		\$ -

Subcontractors Costs

Total (See Back-ups for Breakdown)		\$ 5,921.00
Mark-Up	10.0%	\$ 592.10
Subcontractors Costs Subtotal		\$ 6,513.10

Immel Construction, Inc. Subtotal

Subcontractors Costs Subtotal

Bond	2.0%	\$ 130.27
Unit Prices Per Bid		\$ -

Total Cost of CO		\$ 6,643.37
-------------------------	--	--------------------

Schedule Impact (Calendar Days) 0 Day(s)

Marty Kosobucki, City of De Pere

Date

Immel Construction, Inc.

Date

Please sign and return. Thank you.



1820 Radisson St.
Green Bay, WI 54302
O: 920.468.8208
F: 920.468.7160
www.immelconstruction.com

Summary Sheet VFW Park Aquatics Center

Project Name	VFW Park Aquatics Center	RFI Number	34
Project Location	De Pere, WI	CB Number	N/A
Project Number	2020-037	FO Number	N/A
Contractor	Immel Construction, Inc.	CO Number	TBD
Date	12/17/2020	Procore CE	39

Description:	Schedule Impact (Calendar Days)	0
Revision #1 - Cost associated with F&I of unit heater per Revised RFI 34. Modine HDB60 heater submittal attached.		

Labor Costs		\$	-
Materials Cost		\$	-
Large Tool and Equipment Costs		\$	-
Sales Tax (Materials Only)	0.0%	\$	-
Subtotal		\$	-
Markup (Overhead & Profit) on Subtotal	10.0%	\$	-
Total Contractor Costs With Markup		\$	-
Subcontractor Costs		\$	5,921.00
Subcontractor Markup	10.0%	\$	592.10
Total Subcontractor Cost With Markup		\$	6,513.10
Bond	2.0%	\$	130.27
Unit Prices Per Bid		\$	-

Total Change Cost to Owner	\$	6,643.37
Schedule Impact (Calendar Days)		0 Day(s)



1820 Radisson St.
Green Bay, WI 54302
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F: 920.468.7160

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Material: Old National Bank

Project Name	VFW Park Aquatics Center	RFI Number	34
Project Location	De Pere, WI	CB Number	N/A
Project Number	2020-037	FO Number	N/A
Contractor	Immel Construction, Inc.	CO Number	TBD
Date	12/17/2020	Procore CE	39

Materials

Qty	Item	Unit Cost	Extended Cost
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
5%	Small Tools (5% of Total Labor)	\$ -	\$ -
Total Costs for Materials			\$ -

Labor

Hrs		Rate	Extended Cost
	Foreman	\$ 96.45	\$ -
	Journeyman	\$ 89.65	\$ -
	Apprentice	\$ 88.22	\$ -
	Foreman	\$ 96.45	\$ -
	Journeyman	\$ 89.65	\$ -
	Apprentice	\$ 88.22	\$ -
	Foreman	\$ 96.45	\$ -
	Journeyman	\$ 89.65	\$ -
	Apprentice	\$ 88.22	\$ -
	Foreman	\$ 96.45	\$ -
	Journeyman	\$ 89.65	\$ -
	Apprentice	\$ 88.22	\$ -
	Foreman	\$ 96.45	\$ -
	Journeyman	\$ 89.65	\$ -
	Apprentice	\$ 88.22	\$ -
Total Costs for Labor			\$ -



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Large Tools and Major Equipment

Project Name	VFW Park Aquatics Center	RFI Number	34
Project Location	De Pere, WI	CB Number	N/A
Project Number	2020-037	FO Number	N/A
Contractor	Immel Construction, Inc.	CO Number	TBD
Date	12/17/2020	Procore CE	39

Large Tools and Major Equipment

Qty	Item	Unit Rate	Unit Cost
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total Costs Tools & Major Equipment			\$ -

Unit Prices per Bid Form

(Prices Already Include Overhead, Profit, & Bond)

Qty	Item	Unit Rate	Unit Cost
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total Costs Unit Bid Prices			\$ -



1820 Radisson St.
Green Bay, WI 54302
O: 920.468.8208
F: 920.468.7160
www.immelconstruction.com

Subcontractors

Project Name	VFW Park Aquatics Center	RFI Number	34
Project Location	De Pere, WI	CB Number	N/A
Project Number	2020-037	FO Number	N/A
Contractor	Immel Construction, Inc.	CO Number	TBD
Date	12/17/2020	Procore CE	39

Name	Trade or Specialty	Cost
		\$ -
		\$ -
Northland		\$ 1,490.00
Engobos		\$ 4,431.00
Total Costs for Above Subcontractor(s)		\$ 5,921.00



12/15/2020

Immel Construction
1820 Radisson Street
Green Bay, WI 54302

Attn: Max Rango
Re: VFW Change order #6

Dear Max:

Northland Electrical Services is pleased to provide Immel the following prices for the electrical work associated with the changes to the scope of work at the VFW aquatic facility in DePere. Included with in our price is labor, materials, and equipment to complete as listed with the following clarifications.

Electrical Scope of Work:

- **Mechanical building heater: (\$1,490.00)**
 - Purchase/install 120-volt 20-amp breaker.
 - Purchase/install local disconnect toggle switch.
 - Purchase/install ¾" conduit and #12 wire to heater.
 - Purchase/install ¾" conduit and #12 wire for 120-volt TSTAT.
 - Provide terminations for breaker, heater, and 120-volt TSTAT.

Clarifications:

- Tax is not included.
- All work to be done during normal hours (6am-4:30pm)

If you have any questions please call me at (920) 531-1197.

Sincerely,

Ben Quella
Northland Electrical Services LLC



Residential • Commercial • Industrial
Sales • Service • Installation

To: Immel Construction
ATTN: Estimation Dept.

Project: VFW Park Pool
730 Grant Street
De Pere, WI 54115

Base Bid

We hereby propose to furnish material/labor-complete in accordance with specifications below for the sum of:

Four Thousand Four Hundred Thirty-One Dollars-----\$4,431.00

Engebos Heating & Cooling, Inc. proposes to install a gas fired unit heater in the mechanical building. Equipment, Materials and labor as follows:

Equipment Included:

- 1 – HDB 60AS0111NBAN Modine gas fired unit heater
- 1 – Programmable thermostat

Installation Includes:

- Hanging new gas fire unit heater
- Venting with B-vent through the roof
- Gas piping
- New unit start-up

Not Included:

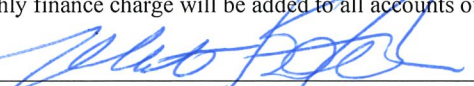
- All Line-voltage wiring

Date 12/15/20

Term: 30 days from invoice

This proposal signed by you and returned to us shall constitute a contract. Any change in contract must be agreed upon in writing. All agreements are Contingent upon strikes, accidents, delays of carriers and other contingencies unavoidable and beyond control. Quotation subject to 30 day's acceptance, also subject to change without notice before actual receipt of acceptance. 1.5% monthly finance charge will be added to all accounts over 30 days.

Accepted By: _____

Per 
Matthew P. Kersten, Estimator
mkersten@engeboshvac.com
920-336-9937 Phone
920-660-7347 Cell



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 21, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to Approve Plaque for the VFW Aquatic Facility.

We are requesting the Park Board to consider the design of a sign memorializing the installation of the VFW Aquatic Facility. We have copied the format of past signs that were installed in Legion and VFW. Below are the quotes we have received. If approved we would fund through our current operating budget.

Weber Bowling and Awards for 15x24 quote
Bronze (like Legion) \$1,380
Aluminum (like MSC) \$796

ATTACHMENTS:

- Draft VFW Construction Sign (PDF)
- Sign Example Legion (PDF)
- Sign Example MSC (JPEG)

VFW AQUATIC FACILITY

CONSTRUCTED 2020 – 2021

CITY OF DE PERE

JAMES BOYD – MAYOR

ALDERPERSONS

FIRST DISTRICT

AMY CHANDIK KUNDINGER
SHANA DEFNET LEDVINA

SECOND DISTRICT

JONATHON HANSEN
KELLY RUH

THIRD DISTRICT

DEAN RAASCH
MIKE ESERKALN

FOURTH DISTRICT

CASEY NELSON
DAN CARPENTER

BOARD OF PARK COMMISSIONERS

CHAIRMAN / VICE CHAIRMAN

RANDY SOQUET - CHAIRMAN
RYAN JENNINGS – VICE CHAIR

COUNCIL MEMBERS

AMY CHANDIK KUNDINGER
DEAN RAASCH
CASEY NELSON

CITIZEN MEMBERS

RYAN JENNINGS
RICK KLINKENBERG
MELISSA THIEL COLLAR

TEEN ADVISORS

LYDIA MCMORROW - WEST
CHRISTOPHER SOQUET - EAST

MARTY KOSOBUCKI – DIRECTOR OF PARKS, RECREATION AND FORESTRY

PREVIOUS INFLUENTIAL ELECTED OFFICIALS AND PARK BOARD MEMBERS

ELECTED OFFICIALS

MICHAEL WALSH - MAYOR
LARRY LUECK - ALDERPERSON

PARK BOARD MEMBERS

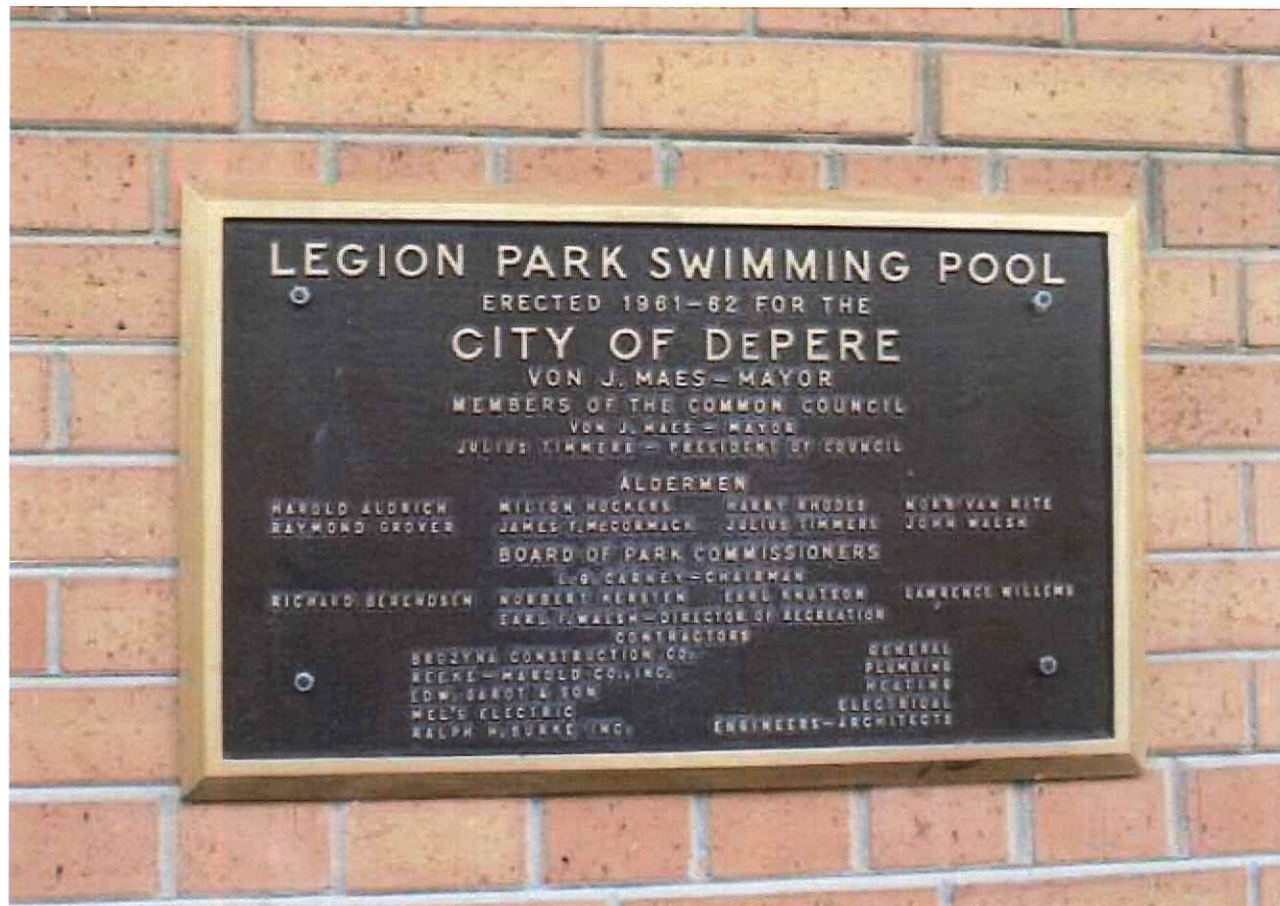
GEORGE BROWN – CHAIRMAN
BILL VOLPANO
SUE SCHINKTEN

TEEN ADVISORS

RACHEL MC MORROW
ELLA BUBOLTZ
WILLIAM SOQUET

HOWARD IMMEL CONSTRUCTION - CONTRACTOR

SAMPLE FROM LEGION



**CITY OF DE PERE
MUNICIPAL SERVICE CENTER**

MAYOR

RICHARD A. SWITZER

COUNCIL

DAVID CATALANO

RICHARD A. COLLETTE

DAROLD DE TENNIS

RAY A. HEIN

KEN HUTJENS

J. GLENN LEHNERT

DALE K. VOIGHT

ROBERT J. WILMET

DIRECTOR OF PUBLIC WORKS

ANDREW S. RADETSKI

ARCHITECTS

BERNERS, SCHOBBER AND KILP

CONTRACTOR

LANDMARK BUILDING SYSTEMS, INC.

1981 – 1982



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 21, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: John McDonald

SUBJECT: Consideration and Possible Action to Approve 2021 Carrico Aquatic Water Management Agreement.*

Staff is recommending the approval of the 2021 Carrico Aquatics Water Management Agreement. This agreement will reflect operations of both Legion Pool and VFW Aquatic Facility. Final approval of this agreement is contingent on the review from our legal office and approval from City Council.

.

ATTACHMENTS:

- City of De Pere SWM 2021 (PDF)



Providing Safe Clean Sparkling Blue Water

720 N. Parkway • Jefferson, WI 53549

Office: 920-541-3600

Fax: 920-541-3602

www.carricoaquatics.com

November 12, 2020

Mr. John McDonald
Recreation Supervisor
De Pere Parks, Recreation & Forestry Department
600 Grant Street
De Pere, Wisconsin, 54115

RE: Water Management Assistance Program Renewal

Dear John,

Thank you for giving Carrico Aquatic Resources, Inc. the opportunity to provide you with water management services for the last 6 years and we look forward to doing so again in 2021.

As always, Carrico Aquatic Resources, Inc. utilizes expert knowledge from professional engineers, certified Aquatic operator instructors, chemical engineers, microbiologists and seasoned pool operators to solve pool and spa challenges and to ensure efficient operation in compliance with federal and state regulations.

Please review the enclosed information that outlines the terms of the water management program for your aquatic facility. To move forward, we will need the enclosed documents filled out and a purchase order number provided.

If you have any questions, please contact me at 800.832.7147.

Thank you,

Matt Carrico
President
Carrico Aquatic Resources, Inc.



Providing Safe Clean Sparkling Blue Water

720 N. Parkway • Jefferson, WI 53549

Office: 920-541-3600

Fax: 920-541-3602

www.carricoaquatics.com

OPERATION AND MAINTENANCE ASSISTANCE AGREEMENT

This Operation and Maintenance Assistance Agreement (the "Agreement") dated as of November 12, 2020 is between the City of De Pere (the "Owner"), whose address is 600 Grant Street, De Pere, Wisconsin 54115 and Carrico Aquatic Resources, Inc. ("Carrico"), whose address is 720 N. Parkway, Jefferson, Wisconsin 53549

RECITALS

Whereas, Owner is the Owner of an aquatic facilities as describe in Exhibit A of this Agreement (the "Facilities"); and

Whereas, Owner desired to engage Carrico to assist Owner to operate and maintain the Facilities and Carrico desires to accept such engagement, all upon the terms and conditions hereafter set forth; and

Whereas, Owner is authorized by law to enter into this Agreement;

Now, therefore, in the consideration of the premises and the mutual covenants herein contained, the parties agree as follows:

ASSUMPTIONS

In our proposal we have assumed the following:

- Scope of services as outlined in the next section is the primary basis of Carrico's proposal.
- As contractor to Owner, Carrico will provide management assistance and consultation for Owner to achieve optimum performance and to maintain related equipment for system integrity within budgeted resources.
- Carrico will interpret all meters and gauge readings as designated by code and provide Owner with recommendations and evaluation.
- Carrico in consultation with Owner, has the authority to close the Facilities to swimmers should unsafe conditions exist and keep Facilities closed until corrective actions have been successful.
- Carrico believes in continuing education of its employees, which translates into Owner receiving the advantages of the latest proven technology programs to provide the safest pools, to reduce liability and increase life expectancy of equipment and structure.
- Carrico does not formulate policy nor assume any ownership of the system, unless other wise stated. The Owner is responsible for all capital outlay items unless otherwise stated.

- Terms of this Agreement will be self-perpetuating unless either party, for whatever reason, wishes to terminate and follows the termination procedures set forth herein.

ARTICLE I: SCOPE OF SERVICES

Carrico agrees to provide the following equipment, chemicals and services:

- 1.1 Water treatment equipment needed to maintain pool chemicals per Wisconsin state code for Legion and VFW Pools.
- 1.2 All chemicals needed to maintain pool chemical levels as required by Wisconsin state code
- 1.3 Operator Training
- 1.4 Delivery of chemicals freight on board from closest point
- 1.5 14 Point water analysis every 4-6 weeks
- 1.6 Routine visits to check equipment and chemical inventory. "Routine" for the purposes of this agreement shall mean every 4-6 weeks

ARTICLE II: OWNERS' RESPONSIBILITIES

- 2.1 Operate facilities according to State of Wisconsin's Department of Health Swimming Pool Code, in a safe and healthy manner, consistent with education and training provided by Carrico.
- 2.2 Designate in writing, the employees to be trained by Carrico. Designated individuals will be available for training on the agreed upon date and time. Additional training for individuals not in attendance or for new employees will be billed outside of this agreement, at the rate of \$115.00 per hour.
- 2.3 Routine maintenance; cleaning and filling chemical feed equipment, when needed; vacuuming pool(s); backwashing filter(s).
- 2.4 Notifying Carrico minimum of 14 days in advance of the need for additional chemical inventory. Carrico provides delivery of chemicals freight on board from closest location.
- 2.5 Chemicals needed to rebalance pool after emergency draining and refilling due to Acts of God, vandalism, glass breakage, or for other reasons beyond control of Carrico are not covered in this agreement. These chemicals will be billed outside of this agreement.
- 2.6 Owner assumes and shall bare the entire risk of loss, theft, damage, destruction, storage, handling and feeding of the equipment and chemicals provided from any cause whatsoever, except losses resulting from the defective design or manufacture of the equipment or chemicals and except losses from the time place and manner of the performance of maintenance that is Carrico's responsibility under this agreement. Owner shall at Owner's expense keep the equipment and chemicals insured against theft, damage, spills and/or destruction. Said insurance shall provide a provision naming Carrico as an additional insured for Carrico's interest in such equipment and chemicals.

ARTICLE III: CARRICO AQUATIC RESOURCES, INC. RESPONSIBILITIES

- 3.1 Provide chemicals and services as described in Article I.
- 3.2 Provide sanitizer and balancing chemicals needed to maintain the pool water chemistry within State of Wisconsin's Department of Public Health Guidelines.
- 3.3 Routine visits to the Facilities to check equipment and water chemistry.

ARTICLE IV: COMPENSATION

- 4.1 Owner's guaranteed yearly investment for chemicals, operator training, and monthly visits at Legion Pool is thirteen thousand nine hundred five and 00/100 dollars (\$13,905.00).
- 4.2 Owner shall pay Carrico three thousand four hundred seventy-six and 25/100 dollars (\$3,476.25) due on the first day of May, June, July and August for the 2021 pool season for Legion Pool.
- 4.3 Owner's guaranteed yearly investment for chemicals, operator training, and monthly visits at VFW Pool is eleven thousand five hundred and no/100 dollars (\$11,500.00).
- 4.4 Owner shall pay Carrico two thousand eight hundred seventy-five and no/100 dollars (\$2,875.00) due on the first day of May, June, July and August for the 2021 pool season for VFW Pool.
- 4.5 There will be a one time charge per season of three hundred and no/100 dollars (\$300.00) to cover all deliveries to both pools.

ARTICLE V: TERM

- 5.1 This Agreement time period is for the 2021 swimming season.
- 5.2 Terms of this Agreement are a guaranteed yearly investment. This is a one year minimum agreement and will be self-perpetuating unless either party for whatever reason, wished to terminate.

ARTICLE VI: TERMINATION

- 6.1 Either party wishing to terminate agreement, must do so in writing no later than thirty days from the anniversary of the original signing of the agreement, of any given year.
- 6.2 If Owner terminates agreement within the first year or between anniversary dates in subsequent years, a Five Hundred Dollar (\$500.00) fee, per pool and or spa as designated in Exhibit A, will be assessed for removal of equipment and/or chemicals.
- 6.3 Owner agrees to allow Carrico access to Facilities within thirty days of termination of agreement to remove Carrico's equipment and/or chemicals.
- 6.4 Owner may terminate this agreement without penalty if Carrico fails to:
 - Supply chemicals as outlined in this agreement in a timely manner;
 - Perform routine visits to named Facilities
 - Provide routine water analysis report.
- 6.5 If the Owner terminates this Agreement pursuant to Section 6.4, the Owner agrees to give one written notice to Carrico of Owner's reason for potential termination and agrees to allow Carrico three weeks to correct any deficiencies before giving a final written notice of termination without penalty for removal of equipment and/or chemicals.

ARTICLE VII: MISCELLANEOUS

- 7.1 Any equipment which is provided by Carrico during the term of this Agreement and which is not deemed part of the Facilities shall remain the property of Carrico upon termination of this Agreement. Carrico shall not make any capital replacement of the Facilities equipment or any component hereof without the written approval of the Owner unless there is an emergency. If there is an emergency, Carrico shall provide the Owner with verbal notice of the capital replacement as soon as possible.
- 7.2 This Agreement represents the entire Agreement of the parties and may only be modified or amended in writing and signed by both parties.

- 7.3 Written notices required to be given under this Agreement shall be deemed given when mailed by registered mail to Carrico, attention: President, and to Owner, attention _____, at the address set forth for each in the opening paragraph of this Agreement.
- 7.4 This Agreement shall be governed by, and construed in accordance with, the laws of the State of Wisconsin.
- 7.5 Neither party shall assign, in whole or in part, any of the rights, obligations, or benefits of this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld.
- 7.6 Service Calls that are the result of the Owner or the Owner's Operator created by neglect for routine housekeeping responsibilities are billable at a rate of \$115.00 per hour while on site. Routine housekeeping is defined as, but not limited to the following: maintaining correct water level, backwashing filter(s), keeping chemical feed equipment supplied with chemicals, performing daily preventive maintenance on chemical feed equipment, vacuuming pool, cleaning hair/lint basket(s), and skimmer baskets, removing oily buildup at waterline, daily testing of chemical levels and logging said results, as required by code, recording all gauge readings and cleaning sensors and restandardization of controller, adding of chemicals per Carrico directions.
- 7.7 Service Calls resulting from equipment failure, not related to routine housekeeping as defined in 7.6, are the expenses of Carrico.
- 7.8 Chemicals needed to rebalance pool after emergency draining and refilling due to Acts of God, vandalism, glass breakage, or other reasons beyond control of Carrico are not covered in this agreement. These chemicals will be billed outside of this agreement.
- 7.9 All chemicals used will be only those approved by and purchased from Carrico.

ARTICLE VIII: AUTHORIZATION

- 8.1 IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the date of _____, 20_____.

CARRICO AQUATIC RESOURCES, INC.

CITY OF DE PERE - OWNER

By: _____
Matt Carrico

By: _____
Owner

P.O. _____

Exhibit A

"Facilities" as referred to in this document consist of the following:

- 309,000 gallon Legion main pool
- 309,442 gallon VFW leisure pool
- 15,265 gallon VFW wading pool
- 6,842 gallon VFW slide complex



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 21, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to Approve Revisions to VFW Tennis Courts.

We currently have \$40,000 budgeted in the 2021 Budget to resurface the VFW Tennis Courts. As part of the resurfacing of VFW Tennis Courts, we would like to include the renovation of the courts to eliminate one of the three tennis courts and replace them with two Pickle Ball Courts. (The same thing we did at Legion Park.) We have checked with West De Pere School District and received word back from their Athletic Director that the renovation would not impact their operations or tennis program.

I have included an aerial photo of the current courts and layout for VFW. In addition, I have also included an aerial showing the layout of newly renovated Legion Park Facility which we would like to replicate.

Staff is looking for an approval from the Park Board to pursue renovating the VFW Tennis courts as part of the resurfacing. Renovation would include eliminating one tennis court and replace with two Pickle Ball Courts.

ATTACHMENTS:

- VFW Tennis Courts (PDF)
- Legion.Tennis.Pickle (PDF)

User Created DIME Map



01/06/2021 9:19:02 AM

DePereCounty_2020.sid

 Red: Band_1 Green: Band_2 Blue: Band_3

1:1,200

0 0.01 0.02 0.04 mi

0 0.01 0.03 0.06 km

User Created DIME Map



01/06/2021 9:21:21 AM

DePereCounty_2020.sid

 Red: Band_1 Green: Band_2 Blue: Band_3

1:720

0 0.01 0.01 0.02 mi

0 0.01 0.01 0.03 km



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 21, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Approval of Consultant Agreement for VFW Tennis Court resurfacing and design.*

Presently, staff is requesting to hire Fred Kolkman Tennis and Sport Court LLC to develop plans and specifications for the resurfacing and redesigning of the current VFW Tennis Court Facility into a Tennis and Pickle Ball Court facility. Mr. Kolkman is a consultant located in Northeast Wisconsin that has done a lot of work with municipalities to ensure tennis court facilities are constructed correctly. Staff would request at a minimum we hire Mr. Kolkman to develop plans and specifications, and if there is enough funding to have him perform construction management services. We have requested quotes from other consultants, but have yet to receive any...other than Mr. Kolkman's. If we receive additional estimates, we will bring to our Park Board meeting.

Consultants were ask to provide plans and specifications on the following:

- * Patch and fill cracks in existing pavement.
- *Strip color coat surface.
- *Apply new surface.
- *Redesign the layout of the court to have two tennis courts and two pickle ball courts.
- *Spec out the pickle ball standards, nets and fencing surrounding pickle ball courts.
- *Specify color coating surface, number of coats and striping.

ATTACHMENTS:

- Proposal for DePere.Kolkman (PDF)



FRED KOLKMANN TENNIS & SPORT SURFACES, LLC
1921 MAYFAIR RD
GRAFTON, WI 53024
262 - 685 - 7507
Email: courtbuilder@ameritech.net
www.kolkmanncourtbuilder.com



January 12, 2021

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

Dear Marty,

Re: Plans and Specifications Proposal – VFW Park Tennis Courts

I am pleased to submit the following proposal to create plans, specifications, and provide inspection services for the recoating of the tennis courts at VFW Park, located in the City of De Pere, WI.

PROJECT DESCRIPTION

The work is to include:

- 1) Powerwash courts
- 2) Level Low areas
- 3) Fill structural cracks and control joints
- 4) Apply a 2 coat flexible Acrylic coating
- 5) Apply a 2 coat flexible color system (ITF Rating 3)
- 7) Stripe courts with new layout of 2 tennis courts and 2 Pickleball courts.

Alternate for installion of a crack membrane over the cracks.

SCOPE OF WORK

PHASE I - DESIGN SERVICES

- We will re-evaluate the site as necessary for reconstruction.
- Develop construction plans and technical specifications for the tennis courts project for contractor bidding. Construction plans will include details showing how the various components of the project are to be constructed and the types of materials to be used.
- Technical specifications will be provided to assure quality control and to aid the contractor in materials and product selection and use. Specifications will be developed along with your assistance concerning insurance, performance bonds, construction schedule, wage rates and other items relevant to the project.
- Prior to construction bidding, we will contact several contractors that typically perform this type of work to inform them of the project and to solicit bids. We will also make additional plan sets available for other interested bidders.
- Conduct a Pre-Bid Meeting on-site with Owner and Contractors to review the scope of work, view the work site and to answer any questions about the project prior to the bid date.

FRED KOLKMANN TENNIS & SPORT SURFACES, LLC
1921 MAYFAIR RD
GRAFTON, WI 53024
262 - 685 - 7507
Email: courtbuilder@ameritech.net
www.kolkmanncourtbuilder.com

- Provide a bid tabulation form for the bid opening and assist with the analysis of the bid results to determine the low bidder.

PHASE II – CONSTRUCTION ADMINISTRATION AND INSPECTION

When construction of the project is authorized by the Owner, we will conduct and document the pre-construction conference, review submittals, verify payment requests, prepare a construction photo log, and provide intermittent inspection as needed. We will also conduct the pre-final and final inspections, and obtain a signed and dated guarantee. At completion, the project progress book, which includes both the construction documents and construction administration records, will be presented to the Owner for future reference.

EXEMPTIONS

Our work will not include any design for ADA access or storm water management plans since this is deemed a maintenance project.

SCHEDULE

Schedule of work to be determined.

INSURANCE

We will maintain insurance for Workers Comp, \$1M General Liability, and a \$1M Professional Liability policy.

FEES

For the plans and specifications, we propose to perform the work described herein for a fee of two thousand dollars and no cents (\$2,000.00), in accordance with our Standard Terms and Conditions. This would be invoiced after the bid opening.

For the inspection services we propose to perform the work described herein for a fee of two thousand five hundred dollars and no cents (\$2,500.00), in accordance with our Standard Terms and Conditions. Any change orders agreed to by both parties will be subject to a 10% fee. The inspection services would be invoiced after completion.

If the services covered by this agreement have not been completed within 12 months of the date of beginning work through no fault of ours, the amounts of compensation, rates and multiples set herein shall be adjusted.

Our terms and conditions apply to this contract and are attached. This proposal is good for 90 days.

This contract shall be governed by the laws of the State of Wisconsin.

Sincerely,

Fred Kolkman Tennis & Sport Surfaces, LLC.

Fred Kolkman

Fred Kolkman, CTCB
 President



FRED KOLKMANN TENNIS & SPORT SURFACES, LLC
1921 MAYFAIR RD
GRAFTON, WI 53024
262 - 685 - 7507
Email: courtbuilder@ameritech.net
www.kolkmanncourtbuilder.com

FRED KOLKMANN TENNIS & SPORT SURFACES, LLC.
Terms and Conditions

1. **Invoicing and payments:** Invoices shall be rendered as indicated. Payment is due within 30 days of invoice unless other terms are specified in the body of the contract. If payments are not received in a timely manner per the payment schedule, Fred Kolkmann Tennis & Sport Surfaces, LLC, reserves the right to file a Mechanics' Lien against the property. Any invoice unpaid after 60 days from the invoice date, may cause Fred Kolkmann Tennis & Sport Surfaces, LLC to withdraw permanently from any and all future activity on the project, and all other projects.
2. **Interest and Unpaid Balance Due:** If any amount is not paid by Client when due, the unpaid balance shall accrue interest at annual effective rate of 18%.
3. **Document Ownership:** All original calculations, sketches and construction document drawings shall remain the property of Fred Kolkmann Tennis & Sport Surfaces, LLC.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 21, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Don Melichar

SUBJECT: Consideration and Possible Action to Approve a Company for Contracted Tree Pruning in an Area of the City.*

ATTACHMENTS:

- Memo to Park Board (PDF)
- Tree Pruning RFP 2020 - Final(PDF)
- Tree Pruning RFP Bid Tab (PDF)
- Monster Tree Service Bid (PDF)
- Selner Tree Service Bid (PDF)
- Big Boy's Landscape Bid (PDF)
- Fox Valley Tree Care Bid (PDF)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Don Melichar, Park Superintendent/City Forester
Date: January 13, 2021

RE: **Consideration and Possible Action to Approve a Company for Contracted Tree Pruning in an Area of the City**

Staff is looking for recommendation and possible approval of a company to complete pruning of terrace trees in one section of De Pere.

In 2019, 2020 and 2021 a total of \$70,000 (\$30K, \$20K, \$20K) was budgeted and approved to contract with a company to perform pruning services of City street trees in certain areas as designated by staff. In December we place an ad and sent the information to 20 contractors and asked for bids to complete the pruning in 4 separate sections of the city to gauge cost and possible future costs. Staff assigned, via a map attached, the priority of each area from 1 to 4. Four contractors (Monster Tree Service of De Pere, Selner Tree and Shrub Care of De Pere, Big Boy's Landscape of Seymour and Fox Valley Tree Care and Landscape of Neenah) submitted bids for these 4 areas. All 4 companies exceeded our amount in Areas 1, 2 & 4. Three of the companies (Selner, FV, & BB) all exceeded the amount in Area 3, but one (Monster) came in at \$65,000, which is under our budgeted amount of \$70,000.

Considering the fees are substantially higher than we anticipated, we feel there are five different options to consider: 1) We can do nothing as it's not sustainable with the money we have and the money we are getting in our budget. 2) Hiring, or attempting to hire, an LTE over the winter months to perform pruning tasks. This would be smaller trees and they would be performing structure pruning of assigned trees throughout the City. 3) Re-bid the project and have contractors bid an hourly rate. In this scenario, we basically have the contractor go as far as they can with the money we have. 4) Another option would be to rebid the same areas with less restrictive pruning guidelines. Currently we have what may be considered priority 1 pruning; we could drop it back to priority 2. This would allow them to not spend as much time on each tree, but still meet our minimum standards of pruning. 5) The final option would be to award a bid within the proposals we received.

Staff believes we should move forward with the contracting of the company to accomplish the pruning in Area 3. This will allow our Department to move forward and develop plans for pruning/removals in other areas of the City.

If you have any further questions or comments, please feel free to contact me.

Request for Proposals

for

Tree Pruning Services



Project Summary

The City of De Pere is seeking proposals from qualified contractors to conduct tree pruning activities. The City will evaluate proposals based upon professional qualifications, quality assurance and competitive pricing.

With Emerald Ash Borer (EAB) becoming prominent in the City, the Forestry Department has been focused on removing dead or dying ash trees that pose a significant danger to pedestrians. Due to this, City wide tree pruning has been delayed.

The project limits will include all trees in the street side terrace, with all trees within the project area being pruned. Bids will apply to all trees within the project limits and will not be constrained to a specified number of trees. Questions concerning the limits of the property shall be addressed prior to bid submittal. Newly planted trees with existing support staking are not included in this scope. Trees without existing support staking are included, regardless of size. Tree branches within the project limits are included in this scope, regardless of the location of the tree trunk.

Qualifications of Contractors

All work must be performed by a licensed contractor and under the direction of an ISA Certified Arborist. The contractor shall be required before the award of any contract to show to the complete satisfaction of the City Forester that it has the necessary facilities, ability, and resources to provide the services specified herein in a satisfactory manner. The contractor shall be required to give past history and references in order to satisfy the City Forester in regards to the contractor's qualifications. The City Forester shall make reasonable investigations deemed necessary and proper to determine the ability of the contractor to perform the work. The City Forester reserves the right to reject any bid if the evidence submitted by, or investigation of, the contractor fails to satisfy the City Forester that the contractor is properly qualified to carry out the obligations of the contract and to complete the work described herein. Evaluation of the contractor's qualifications shall include, without limitation:

1. The ability, capacity, skill, and resources to perform the work or provide the service required; and
2. The ability of the contractor to perform the work or provide the service promptly, or within the time specified, without delay or interference; and
3. The character, integrity, reputation, judgment, experience, and efficiency of the contractor; and
4. The quality of performance of previous pruning contracts or services.

Scope of Services

Conduct routine maintenance pruning on trees in the documented areas. A detailed map of the project area is included. Tree removal is not included within this scope of work. If the contractor identifies trees that are candidates for removal; may be considered hazardous; display signs of disease; nutritional deficiencies or other problems, this information should be relayed to the City.

The pruning shall include:

1. All pruning shall follow the *American National Standards Institute (ANSI) A300 (Part 1) – 2017 Pruning Standard* and the International Society of Arboriculture's (ISA) *Best Management Practices: Tree Pruning (2019)* for the purpose of crown cleaning, crown thinning, crown raising, and structure development.
2. All pruning shall improve the appearance of the trees, maintain the crown shape and symmetry typical of the species at its given size and age with an emphasis on the following:

- a. Crown cleaning to remove all dead, dying, diseased, crowded, weakly attached and low-vigor branches **greater than 1 ½ inch in diameter**.
 - b. Crown thinning to selectively remove and/or prune branches back to large laterals to increase light penetration and air movement through the crown. After crown thinning, tree and branches shall have foliage and mechanical stress evenly distributed along a branch and throughout the crown. Not more than 1/4 of foliage on mature trees shall be removed.
 - c. Crown raising to remove lower branches where appropriate (dependent on tree size) to obtain an eventual full foliage height clearance of fourteen (14) feet on the street side of the tree. All work shall always maintain the crown shape and symmetry typical of the species being pruned, and shall balance the tree evenly. This raising should also allow an eventual clearance over the pedestrian walk (or resident side of the tree) of twelve (12) feet. Pruning may include heading cuts on lower limbs or thinning cuts to lighten lower branch loads to achieve clearance if complete branch removal from the tree trunk is not practical.
 - d. Any existing stubs made by either the homeowner, storm damage, or other means shall be corrected with a proper pruning cut.
 - e. Pruning for structure in young trees (those with diameters 0-12") such that if a scaffold branch is large in diameter and competes with the leader, that this scaffold branch be headed back to a lateral and/or thinned to obtain a balanced crown shape overall.
 - f. Pruning to remove all interior crowding branches, and one or all crossed or rubbing branches where practical so the removal thereof will not leave large holes in the general form of the tree.
 - g. Pruning to remove branches of all structurally weak "V" crotches occurring along the main trunk or developing within young tree crowns. Special attention shall be given to the effect removal of such branches will have on the ultimate form of the tree.
 - h. Pruning to remove trunk suckers and water sprouts especially where they are present below the bottom ½ of the tree. Such branches that add to the shape of the tree above fifteen (15) feet may remain in mature trees that may not have an optimum tree crown or shape.
 - i. Pruning for clearance of houses and buildings, such that branches are a minimum of fifteen (15) feet from rooftops, and clear all streetlight and traffic control devices by ten (10) feet.
 - j. No Pruning should take place from bud open to full leaf opening (fully based on weather - approximately April 1- May 15) to avoid any unnecessary stress to the trees.
 - k. Contractor will be responsible for physically inventorying all pruned trees via City's paper copy so City can input all information in City's GIS system.
3. Pruning Cuts and Tools
- a. All final cuts shall be "collar cuts" made sufficiently close to the trunk or parent limb, without cutting into the branch collar or leaving a protruding stub, so that closure can readily begin under normal conditions. The face of the "collar cut" or wound area shall be circular in form. "Flush" cuts to the main stem behind the branch collar and that leave oval exposed wounds shall not be made. Cuts shall be made such that all wound sides are even edged and do not leave "dog ear" ridges on one side or another. Clean cuts shall be made at all times without leaving any stubs.
 - b. All limbs to be removed shall be cut in such a manner so as to prevent any ripping or tearing of the wood or bark on the parent or remaining stem. Large limbs shall be cut using the three-cut pruning method. All limbs shall be brought to the ground in such a manner as to prevent any damage to real or personal property, publicly or privately owned.
 - c. Proper tools for pruning shall be used for each cut. Blades of each tool, including hand pruners, pole saws, hand saws, and chain saws, shall be positioned to obtain a proper pruning cut. This shall be done in a way that will not cut, rip, or harm adjacent bark areas.

- d. No person working in trees shall use shoes/boots with spikes, or any other footwear, which will, in the opinion of the City Forester, injure the tree being pruned. At no time shall any person working in trees for pruning purposes, wear spurs or climbing irons.
- 4. Pruning of Oaks
In an effort to minimize the spread of oak wilt, the City of De Pere has adopted a policy to prohibit the pruning or wounding of oaks (*Quercus* spp.) from April 1st to September 1st. Contractors should consider this in the bidding process and plan accordingly to adhere to this policy.
- 5. Site Appearance and Clean-Up
 - a. Pruned limbs and branches temporarily placed in the terrace area shall be placed in such a manner as to eliminate any obstruction to motor vehicles and pedestrians.
 - b. The Contractor shall clean up the site and remove and dispose of all debris at the end of each day's operations. Site cleanup shall include, without limitation, removal of sawdust, small twigs, chips, leaves, trunks and limbs from the street, curb, terrace, sidewalk, private lawns and driveways with appropriate tools for the job. The site shall be returned to the same state it existed in prior to the pruning work. Under no circumstances shall any materials be allowed to lie on the terrace overnight without permission being previously granted by the City Forester.
 - c. As pruning may occur during or after snow events, some debris may not be immediately accessible for cleanup. In these instances, it is the responsibility of the contractor to clean debris in these areas after the snow melts. No extra payment shall be made for this cleanup work.
- 6. Debris Disposal
 - a. Disposal of wood chips and debris generated by the work described within this contract shall be the responsibility of the contractor and, if desired, can be dumped at the City's compost facility, located at 655 Rockland Road. The contractor may deliver chips to the homes of City residents as requested by the residents without charge, at a time convenient for the contractor. Chips shall be dropped only on private property and not on the terrace or in the street. Logs left at the homeowner's request must be on the resident's property and not in the terrace.
- 7. Overhead Utilities
 - a. Tree pruning operations may be conducted in areas where overhead electric, telephone, and cable television facilities exist. The contractor shall protect all utilities from damage, shall immediately contact the appropriate utility if damage should occur, and shall be responsible for all claims for damage due to the contractor's operation. The contractor shall make arrangements with the utility for removal of all necessary limbs and branches that may conflict with or create a hazard in conducting the operations of this contract. If the contractor has properly contacted the utility in sufficient time to arrange for the required work by the utility, delays encountered by the contractor in waiting for the utility to complete its work shall not be the responsibility of the contractor.

Examination of Project Area

Before submitting a bid, each contractor shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the full performance of the contract. If the contractor receives an award as a result of their bid submission, failure to have made such investigations and examinations will in no way relieve the contractor from their obligations to comply with all provisions and requirements of the contract documents. Nor will the City accept a plea of ignorance of

such conditions and requirements as a basis for any claim whatsoever by the Contractor for additional compensation.

Insurance

During the life of the Agreement, the contractor shall maintain the following minimum public liability and property damage insurance to cover claims for injuries, including accidental death, as well as from claims for property damages which may arise from the performance of work under the Agreement as stated below:

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

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

Damage to Public or Private Property

Should any damage to private or public property occur as a result of the service performed or work done by the contractor, the contractor shall immediately notify the City Forester or other City staff of such damage. Any correction of damage shall be resolved within ten (10) days after the damage occurs. Should the damage not be rectified within the time frame agreed upon, or to the satisfaction of the City Forester, the City reserves the right to repair or replace that which was damaged and assess the contractor such costs as may be reasonable and related to damage caused by the Contractor, and deduct these costs from any payment due the contractor.

Liquidated Damages

The City and Contractor recognize that time and work quality is of the essence to this contract. They also recognize the delays, expense and difficulties involved in a legal proceeding. Should the Contractor fail to complete the work as specified in this contract, the Contractor shall be liable to the City for liquidated damages in the following amounts:

1. \$100.00 per day for failure to complete the work in the time frames required by this contract;

2. \$100.00 per day for failure to clean-up and restore each site as required by this contract;
3. \$100.00 for each tree improperly pruned or with incorrect pruning cuts such as flush cuts or tears.

Safety Standards

All equipment to be used and all work to be performed shall be in full compliance with the current revision of the ANSI Standard Z-133.1, or as amended by written agreement.

Traffic Control

The Contractor shall conduct its operations in a manner that will not interrupt pedestrian or vehicle traffic except as approved by the City. The work area shall be confined to the smallest area possible to allow maximum use of the street or sidewalk and to reduce any hazard to traffic or pedestrians to a minimum. The Contractor shall provide adequate traffic control for work area protection in compliance with the latest edition of the Federal Highway Administration Manual on Uniform Traffic Control Devices for Streets and Highways. All personnel, signs, barricades, and any other items or devices necessary shall be provided by the Contractor. The City shall make no separate payment for this work. Traffic control shall include without limitation the following:

1. Whenever possible, work vehicles shall be parked on the same side of the street as the work site. Vehicles shall park with right wheels to the curb or to the right edge of the right-hand shoulder.
2. Whenever possible the work site on a two lane street or highway shall be confined to one traffic lane leaving the opposite lane open to traffic.
3. Work area protection shall take into account the duration of the project, the size of the project, the lanes of traffic, the volume of traffic, the speed limit, and the distance to the work area from the pavement.
4. Work vehicles shall have the flasher light lit but not as a substitute for any traffic control devices for work area protection that may be necessary.
5. Under certain field conditions such as hills and curves, the spacing of the traffic control devices shall be adjusted as necessary.
6. Warning signs such as "Men Working" or "Tree Work Ahead" shall be diamond shaped having a black symbol or message on an orange reflective background. Such signs shall be 48 inches by 48 inches in size and shall be posted at a minimum height of 12 inches above the pavement.
7. Cones used as daytime channeling devices shall be at least 18 inches tall, conical or tubular in shape with a broadened base, and orange in color. Cones shall be spaced equal in feet to the posted speed limit or closer along the taper length.
8. Channeling devices shall be positioned to provide adequate taper length before the work area to guide traffic through the work area. Taper length can be calculated using the following formulas.
 - a. L = taper length in feet
 - b. W = width of lane closure in feet
 - c. S = posted speed limit
 - d. For streets of speed limit 40 mph or less $L = [W \times (S \text{ Squared})] / 60$
 - e. For streets of speed limit 45 mph or greater $L = W \times S$
9. Should individuals progress ahead of vehicles, such as tree climbers, cones shall be placed in the roadway to alert motorists of activity in those trees.

10. For lane closures on multilane highways, appropriate warning signs such as "Right Lane Closed" and channeling devices at the appropriate intervals shall be used depending on the speed limit.
11. Should complete street closure be required for a maximum of 8 hours on any given day in order to complete contract work, the Contractor shall notify the Parks, Recreation & Forestry and Public Works Departments, and the appropriate barricades (at least 3 Type II barricades at each intersection), "Road Closed" and "Detour" arrow signs used.
12. Workers shall be appropriately dressed with Class II or III high visibility safety apparel that is appropriate for the jobsite.

Contractor Personnel and Equipment

The contractor shall supply all material, equipment and personnel necessary to complete the work specified. The contractor shall rent equipment, if needed, to cover any equipment breakdowns that would cause this contract to not be completed in the allotted time period. All vehicles shall have the contractor's name in a visible location to avoid possible parking tickets.

All individuals shall be familiar with the pruning specifications identified in this document and shall be experienced in pruning operations. Competent individuals and not those in "training" shall perform the actual pruning. The City Forester, or other City representative, shall have throughout the life of the contract, the right of reasonable rejection and approval of staff assigned to the work by the contractor. If the City Forester rejects staff, the contractor must provide replacement staff satisfactory to the City Forester in a timely manner and at no additional cost to the City.

The day-to-day supervision and control of the contractor's employees is the sole responsibility of the contractor. The contractor shall provide qualified supervision of each crew at all times while working under this contract. Each supervisor shall be fluent in English and be authorized by the contractor to accept and act upon all directives issued by the City Forester.

At least one individual, **who is a full-time employee of the bidding company or contractor**, shall be on the job site at all times who has passed and received "Certified Arborist" status from the International Society of Arboriculture (ISA) prior to the opening of the bids. Their name(s) and certification number(s) shall be included in the bid document to be considered for this project. Any change in the status of the certified individual(s) during the life of this contract shall be reported to the City Forester at the time of occurrence. **Failure to have an ISA Certified Arborist on site at all times shall result in possible termination of the contract.**

City Responsibilities

The City will be actively involved with all aspects of the project. The City will provide access to the GIS system, as well as providing a map of the service area and a table showing the current tree sizes within the area.

Once the contract is awarded, the City Forester will provide a detailed list to the contractor of all the trees to be pruned.

Proposal Submittals

Proposals can be submitted either by paper copy or via email to Don Melichar, Park Superintendent/City Forester and should be clearly marked Indicating: **Tree Pruning Proposal**.

Proposals must be submitted to our office by **January 13, 2021 at 3:00 pm** at the following location:

City of De Pere Municipal Service Center

C/O: Don Melichar

925 S. Sixth St.

De Pere, WI 54115

dmelichar@deperewi.gov

Delivery

1. The deliverables for the project include the following:
2. Provide a summary of personnel to work on this project and a list of equipment and ISA Certified Arborist(s) to be used on the project
3. Provide an understanding of the project
4. A summary of similar work and references. Provide four (4) references who can attest to the contractor's ability to fulfill this contract. Include names, addresses, phone numbers and email addresses. At least one (1) reference that can attest to the contractors previous satisfactory performance of a municipal or other governmental pruning contract is preferred
5. Provide Proposed Fee Schedule
6. Provide a timeline of events to include (but not limited to) the kick off meeting, mobilization, and completion schedule
7. Applicable insurance information

With the current COVID-19 restrictions, the Municipal Service Center is closed for access. Bids can be dropped in the drop box, or contact 920-339-4065 to schedule an appointment.

Award of Contract

The City reserves the right to reject any or all bids and award multiple contracts as deemed advantageous to the City.

The City Forester will review the submitted bids and will make a recommendation of award to the Board of Park Commissioners at their January 21, 2021 meeting, who, in turn, may approve the contract and recommend sending it to Common Council for approval. Work may begin immediately upon acceptance of a signed contract, or at a time mutually agreed upon by the Contractor and the City Forester. **All work shall be completed prior to December 31, 2021.** Partial invoices for work completed can be submitted to the City for payment.

Additional Information

1. A detailed map of the project area, including tree sizes per project area
2. A sample Consultant Agreement the City uses
3. Equipment and personnel listing
4. Reference list

City Contact Information

Questions related to this RFP should be directed to:

Don Melichar
City of De Pere Municipal Service Center
925 S. Sixth St.
De Pere, WI 54115
920-339-8362
dmelichar@deperewi.gov

Proposed Fee Schedule

Company Name: _____

Company Representative: _____

Company Address: _____

Phone: _____ Email: _____

Signature: _____

Item	Fee
Tree Pruning Area 1	\$
Tree Pruning Area 2	\$
Tree Pruning Area 3	\$
Tree Pruning Area 4	\$
Total Fee	\$

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

Item	Cost

Personnel and Equipment

The approximate number of personnel who will be at the work site daily is _____

List of equipment

ISA Certified Arborist who shall be present every workday:

Name and number _____

Additional ISA Certified Arborists:

Name and number _____

Name and number _____

Name and number _____

References

1. Company/Customer Name: _____
 Contact Name and Phone: _____
 Address: _____
 City, State, Zip: _____
 E-mail Address: _____
 Type and Date of Work: _____

2. Company/Customer Name: _____
 Contact Name and Phone: _____
 Address: _____
 City, State, Zip: _____
 E-mail Address: _____
 Type and Date of Work: _____

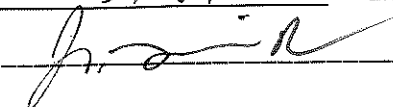
3. Company/Customer Name: _____
Contact Name and Phone: _____
Address: _____
City, State, Zip: _____
E-mail Address: _____
Type and Date of Work: _____
4. Company/Customer Name: _____
Contact Name and Phone: _____
Address: _____
City, State, Zip: _____
E-mail Address: _____
Type and Date of Work: _____



TREE PRUNING RFP
BID TAB

	BIDDER NO. 1	BIDDER NO. 2	BIDDER NO. 3	BIDDER NO. 4
	Monster Tree Service of Northeast Wisconsin	Selner Tree and Shrub Care	Big Boys Landscape and Snow Service	Fox Valley Tree Care and Landscape
DESCRIPTION	AMOUNT	AMOUNT	AMOUNT	AMOUNT
Area 1	\$ 100,000.00	\$ 234,631.10	\$ 323,450.00	\$ 431,037.50
Area 2	\$ 130,000.00	\$ 183,218.20	\$ 247,775.00	\$ 334,692.50
Area 3	\$ 65,000.00	\$ 103,624.40	\$ 141,650.00	\$ 226,245.00
Area 4	\$ 155,000.00	\$ 348,734.10	\$ 463,325.00	\$ 619,042.50
TOTALS	\$ 450,000.00	\$ 870,207.80	\$ 1,176,200.00	\$ 1,611,017.50

Proposed Fee Schedule

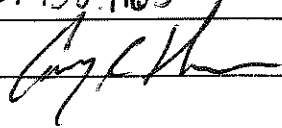
Company Name: Monster Tree service of Northeast WisconsinCompany Representative: Mike RobertsonCompany Address: 1201 Flightway Dr De Pere, WI 54115Phone: 920-737-6738 Email: MRobertson@whymonster.comSignature: 

Item	Fee
Tree Pruning Area 1	\$ <u>100,000</u>
Tree Pruning Area 2	\$ <u>130,000</u>
Tree Pruning Area 3	\$ <u>65,000</u>
Tree Pruning Area 4	\$ <u>155,000</u>
Total Fee	\$ <u>450,000</u>

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

Item	Cost

Proposed Fee Schedule

Company Name: Selner Tree & Shrub CareCompany Representative: Cathy SelnerCompany Address: 711 Millennium Ct. De Pere, WI 54115Phone: 920.435.1165 Email: Cathy@selnertreeshrubcare.comSignature: 

Item	Fee
Tree Pruning Area 1	\$ 234,631.10
Tree Pruning Area 2	\$ 183,218.20
Tree Pruning Area 3	\$ 103,624.40
Tree Pruning Area 4	\$ 348,734.10
Total Fee	\$ 870,207.80

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

Item	Cost

Proposed Fee Schedule

Company Name: Big Boy's Landscape & Snow Services LLCCompany Representative: Ryan JannerCompany Address: W1426 County RD VV Seymour WI 54165Phone: 920 246 4055 Email: BigBoysLandscape@yahoo.comSignature: [Signature]

Item	Fee
Tree Pruning Area 1	\$ 323,450.00
Tree Pruning Area 2	\$ 247,775.00
Tree Pruning Area 3	\$ 141,650.00
Tree Pruning Area 4	\$ 463,325.00
Total Fee	\$ 1,176,200.00

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

Item	Cost
N/a	N/a

Proposed Fee Schedule

Company Name: Fox Valley Tree Care & Landscape

Company Representative: Joshua Heuer

Company Address: 8889A Oakwood Ave. Neenah, WI 54956

Phone: Office (920) 243-8389

Cell (920) 585-6089

Email: office@foxvalleytreecare.com

j.heuer@foxvalleytreecare.com

Signature:



Item	Fee
Tree Pruning Area 1	\$ 431,037.50
Tree Pruning Area 2	\$ 334,692.50
Tree Pruning Area 3	\$ 226,245.00
Tree Pruning Area 4	\$ 619,042.50
Total Fee	\$ 1,611,017.50

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

- Above mentioned prices are contingent on being able to park work trucks and employee vehicles at City of De Pere facilities.

Estimated Start Date: 2-1-2021

Estimated Completion Date: 12-15-2021

Personnel and Equipment

The approximate number of personnel who will be at the work site daily is 6-8

List of equipment:

Daily

- (3) 60' Forestry Style Bucket Trucks
- (3) 15" Chippers



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 21, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consieration and Possible Action to Approve Grant Application for Dock Refurbishments at Perkofski Boat Launch.*

Staff is requesting approval from the Park Board to apply for a grant with the WDNR for the purpose of refurbishing one of the docks at Perkofski Boat Launch. Our intent is to incrementally refurbish one dock a year. Our 2021 project budget calls for a \$10,000 project with \$5,000 from the City and \$5,000 matching funds from the WDNR. Upon approval from the Park Board, the item will go to City Council to pass a resolution to apply for the grant.

ATTACHMENTS:

- Perkofski Dock Refurbishing 2021 (PDF)
- Perkofski Dock Refurbishments - Merrill Equipment Quote (PDF)

Notice: This form is authorized under [s. 30.92, Wis. Stats.](#) and 50 C.F.R. 80 Code of Federal Regulations. You must complete this form in order to apply for or receive financial assistance from the Wisconsin Department of Natural Resources. Failure to complete this form will result in denial of financial assistance. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records Laws [ss.19.31-19.39 Wis. Stats.]

1. Complete the suggested resolution in Section 10 or submit a resolution conforming to the appropriate section of [ch. NR 7, Wis. Adm. Code.](#)

2. Have you contacted your regional [Community Services Specialist\(CSS\)](#)? ☐ Yes ☐ No

If you answered No  contact your [CSS](#).

3. Submit copies of all forms and attachments to your regional [Community Services Specialist](#). See Section 8 for checklist of required attachments.

Date Approved	
Leave Blank - DNR Use	
Date Received	Project Number(s)

Notice to Applicant. If you are applying for a federal grant you will need a DUNS Number:

[D&B D-U-N-S Request Service](#)

DUNS Number
782898563

Section 1: Grant Programs

☒ **Recreational Boating Facilities (RBF) - Type of Project:**

- ☒ Development Project
☐ Aids to Navigation & Regulatory Markers
☐ Weed Harvesting Equipment
☐ Channel Dredging
☐ Trash Skimmer

☐ **Sport Fish Restoration (SFR) - Type of Project:**

- ☐ Recreational Boating Access
☐ Fishing Pier or Flat
☐ Non-motorized launch, canoe, kayak or raft
☐ Feasibility Study

☐ **Clean Vessel Act (CVA) - Type of Project:**

- ☐ Construction, renovation, operation and maintenance of pump out or dump stations and/or lift stations
☐ Education/Information

☐ **Boating Infrastructure Grant (BIG)**

Section 2: Applicant Information

Applicant/Organization Name	Address		
City of De Pere	925 S Sixth St		
Individual Authorized to Act on Behalf of Applicant per Resolution	City	State	ZIP Code
Marty Kosobucki	De Pere	WI	54115
Title	County		
Director Parks, Recreation and Forestry	Brown		
Phone Number (include area code)	E-mail Address		
(920) 339-8358	mkosobucki@mail.de-pere.org		
Cell Phone Number. (include area code)	Mail Check to (if different from applicant)		
(920) 639-1015			
FAX Number (include area code)	Organization		
(920) 339-4071			

Section 3: General Project Information

Project Title
Perkofski Boat Launch Dock Refurbishing

Project Location:

County	Township	Range	☒ E ☐ W	Section	1/4 1/4	1/4	GPS Coordinates (Latitude/Longitude in DD)
Brown	23 N	20		21			(44.4593181, -88.0685634)
Waterbody Name				Acres (DNR will fill in)			
Fox River							

Do you have the necessary permits for your project? ☒ Yes ☐ No

In order to qualify for funding you must submit the [necessary permits](#).

Boating and Fishing State and Federal Grant Application

Form 8700-343 (R 6/18)

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Section 4: Financial Information		Leave Blank – DNR Use Only		
Total Project Cost	\$10,000	Total Project Cost		%
Source of Matching Funds				%
Applicant Share (Includes local budget, force acct., etc.)	\$5,000	Applicant Share		%
Other State funds/grants Specify:		Other State Funds/Grants		%
Other Federal funds/grants Specify:		Other Federal Funds/Grants		%
Other (Donations, etc.) Specify:		Other		%
Grant Request	\$5,000	Grant Awarded		%

Section 5: Required Project Information

Property Owner Name (if other than applicant)		Phone Number (include area code)	
Address	City	State	ZIP Code

☒ Public Entity
 ☐ Private Entity
 ☐ Lease or Easement
 Expiration Date: _____

Who will be responsible to build/operate/maintain the project for at least 20 years?

City of De Pere

Is this project new construction or a renovation of an existing facility? ☐ New ☒ Renovation	Number of vehicle/trailer parking spaces currently at the location: 68	How many vehicle/trailer parking spaces are you planning to add? 0
--	--	--

For an inland lake project, what is the total number of vehicle/trail parking spaces currently on the proposed waterbody at public facilities?	Will your project have single vehicle parking spaces? ☒ Yes ☐ No	If yes, how many? 17
--	--	----------------------

For a Great Lake or river project, what is the distance to the nearest existing public access site?	Does your project location have any designated disabled parking space(s)? ☒ Yes ☐ No	If yes, how many? 4
---	--	---------------------

Is your project (boat launch, boarding dock, pier, restrooms, etc.) accessible to people with disabilities? ☒ Yes ☐ No	If no, are there any other locations on the waterbody accessible to people with disabilities? ☐ Yes ☐ No	If yes, where is the location?
--	---	--------------------------------

Does your project develop an access facility on an inland lake or river where no public access exists? ☐ Yes ☒ No

Is your project associated with a harbor of refuge or protected launch (structures such as bulkheads and breakwaters necessary to provide safe water conditions) ref. NR 7.03(14) ☐ Yes ☒ No	If yes, explain.
---	------------------

Will your project correct a significant health or safety hazard NOT due to inadequate routine maintenance? ☐ Yes ☒ No	If yes, explain.
--	------------------

Is this project required to fulfill a compliance order or court ruling?
If yes, include a copy with key provisions highlighted. ☐ Yes ☒ No

Describe the geography of the current site. Include physical characteristics, topography, vegetation cover type, presence of any waterways/wetlands, current land use and zoning classification, etc.

The location is an operating boat launch with various amenities and features. It has two parking lots (upper/lower), restroom, open shelter, oak trees, storm water pond, and a short recreational trail.

☐ Check here if the applicant conducts a boating safety enforcement and education program approved by the Department of Natural Resources

Boating and Fishing State and Federal Grant Application

Form 8700-343 (R 6/18)

Page 3 of 5

Existing launch facilities:

Do you charge a launch fee? ☒ Yes ☐ No If yes, how much? \$6.00 If no, contact your [CSS](#).

New launch facilities:

Will you charge a launch fee? ☐ Yes ☐ No If yes, how much? _____

Do you have a budget for maintenance? ☐ Yes ☐ No

Have any of the following reviews been completed for the property? If yes, explain and/or provide a copy of the review

Rare Species ☐ Yes ☒ No

Phase I Environmental Site Assessment ☐ Yes ☒ No

Archaeological and Historical ☐ Yes ☒ No

What is the state of readiness of your project?

☐ Project has final engineering plans suitable for construction or construction bidding or project does not require further planning or design for construction to begin.

☐ Project has preliminary site plans but additional engineering or design work are necessary before construction can begin.

Are there any known controversies/complications with the proposed project? Are there any measures proposed to address the controversies/complications? Please identify any known controversies.

Section 6: Project Description & Proposed Timeframe

Use language that an evaluator unfamiliar with your project will understand. If the project will be completed in phases, please list specific work activities that will be undertaken during each phase.

The City of De Pere is planning to refurbish one of the five docks at Perkofski Boat Launch. This will be the second dock of the five that will be refurbished. The launch is located next to the Brown County Fairgrounds. The refurbishment would consist of repairing or replacing damage to the frame, in addition to replacing wood skirts, stringers, and decking with recycled plastic boards. The City intends to incrementally refurbish the docks every year until they are all completed.

Refurbishing would likely take place in November/December of 2021 in order to not disrupt the boating season.

Section 7: Project Feasibility Statement

Describe, justify and state the project objectives to include economic, environmental and engineering aspects (who, what, where, when and why). Include dimensions of the property and proposed facilities.

The frames and flotation of our docks are beginning to deteriorate after being installed just under 15 years ago. In an effort to increase safety to all users, it is the intention for City to refurbish one dock per year.

Section 8: Checklist For Projects

RBF	SFR	CVA	
☐	☐	☐	Project resolution by grant applicant authorizing participation (See Section 10 sample resolution)
☐	☐	☐	Statement of project's feasibility Section 7.
☐	☐	☐	Cost estimate worksheet – Form 8700-014 (estimated costs to meet the project objectives)
☐	☐	☐	Project location clearly marked on a map
☐	☐	☐	Project area footprint (site plan detailed on a map)
☐	☐	☐	Topographical map of project location

Boating and Fishing State and Federal Grant Application

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RBF	SFR	CVA	
☐	☐		Illustration (drawings/photos) of project area in its current condition. Include existing boat launch, dock, restrooms, etc.
☐	☐		Drawings of the proposed project including buildings, parking lots, ramps, piers, etc.
☐	☐		Plans for launch ramps that show percentage of ramp slope, the water depth at the end of the ramp, and the width of the existing or proposed boarding dock or pier
☐	☐		Preliminary engineering plans for channel dredging
☐	☐	☐	Estimated construction timeline, including schedule of development phases Section 6 Project Descriptions and Proposed Timelines.
☐	☐	☐	Draft easement or lease document (if development project is on land not owned by applicant)
☐	☐	☐	Copy of required permits

Checklist for weed harvesting and trash skimmer equipment

☐			Project resolution by Grant Sponsor authorizing participation (See Section 10 sample resolution)
☐			Cost estimate worksheet – Form 8700-014 (estimated costs to meet the project objectives)
☐			Copy of proof of approved weed harvesting management plan (weed harvesting equipment only)

Checklist for Navigational or Regulatory Markers

☐			Copy of permit (navigational or regulatory markers)
☐			A copy of the conservation warden permit showing where the buoys will be placed
☐			Information to include the name(s) of the water body, the number and description of the markers
☐			Grant Payment Request and Worksheet (Form 8700-001)
☐			Copies of all invoices or receipts
☐			Proof of Payment (either copies of the front and back of the cancelled checks, or bank statements showing the payments have been made)

Section 9: Certification

I certify that information in this application, and all its attachments, is true and correct and in conformity with applicable Wisconsin Statutes.

Name of Authorized Representative (<i>Type or Print</i>)	Title
Signature of Authorized Representative	Date Signed

Submit copies of all forms and attachments to your regional Community Services Specialist.

**Boating and Fishing State and Federal
Grant Application**
Form 8700-343 (R 6/18)

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Section 10: Sample Resolution

WHEREAS, _____ hereby requests assistance for the purpose of:

Project description _____

THEREFORE, BE IT RESOLVED, that _____ has budgeted a sum sufficient to
complete the study or project, and HEREBY AUTHORIZES _____,

_____, to act on behalf of _____ to:

Submit an application to the Department of Natural Resources for financial assistance;
Sign documents; and
Take necessary action to undertake, direct and complete the approved project.

BE IT FURTHER RESOLVED that _____ will comply with state and federal rules for the

programs; may perform force account work; will maintain the completed project in an attractive, inviting and safe manner; will keep the facilities open to the general public during reasonable hours consistent with the type of facility; and will obtain approval from the Wisconsin Department of Natural Resources before any change is made in the use of the project site (if applicable).

Adopted this _____ day of _____, 20____.

I hereby certify that the foregoing resolution was duly adopted by _____ at a legal meeting
on the _____ day of _____, 20____.

Authorized Signature _____

Title _____

MERRILL EQUIPMENT COMPANY

2209 STURDEVANT ST
 MERRILL, WI 54452
 FAX 715-536-2472
 PHONE 715-536-2471

Quote

Date	Quote #
1/12/2021	3806

Name / Address
DE PERE, CITY OF 925 SOUTH SIXTH STREET DE PERE, WI 54115

Ship To
DE PERE, CITY OF 925 SOUTH SIXTH STREET DE PERE, WI 54115

Requested By	P.O. No.	Terms	Rep	FOB	
DON MELICHAR	PERKOFSKI	NET DUE	HOUSE	MERRILL	
Item	Description	U/M	Qty	Cost	Total
30-MEMFG	DOCK REFURBISHMENT DOCKS 6' X 30' GANGWAYS 6' X 30' NEW WOOD SKIRTS NEW WOOD STRINGERS NEW KNURLED WEATHERWOOD DECKING ANY DAMAGE TO STEEL FRAMING REPAIRED/REPLACED	EA	5	7,412.91	37,064.55
FREIGHT	PICK UP & RETURN OF A COMPLETE DOCK & GANGWAY SECTION		5	546.00	2,730.00
NOTE	FLOATATION SYSTEM IS CARRYING DOCKS AT APPROXIMATELY 85% OF ORIGINAL DESIGN HEIGHT IF REPLACEMENT OF POLYSTYRENE FLOATATION IS DESIRED ADD: \$1,966 6' X 60' ASSEMBLY TOTAL 5EA. X \$1,966=\$9,831.63			0.00	0.00
NOTE	QUOTE GOOD FOR 90 DAYS			0.00	0.00

QUOTE GOOD FOR 10 DAYS

Sales Tax (5.5%) \$0.00

Total \$39,794.55



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 21, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to Approve Grant Application for Dock Extensions at Perkofski Boat Launch.*

Staff is requesting the Park Board consider approving the included Grant Application to the WDNR for a dock extension at Perkofski Boat Launch. We are applying to their small grant program for projects under \$15,000. Our original estimate and budget was for \$7,000, however new estimates are approaching \$8,000 for the project. We are now recommending a grant application for a total project cost of \$8,000.

If the Park Board approves, we will need to recommend an additional \$500 from City Council to support matching funds up to \$8,000. The Council will also be required to pass a resolution in order to apply to the grant.

ATTACHMENTS:

- perkofski dock extension 2021 (Temp) (Converted) (PDF)
- Perkofski Dock Extension - Merrill Equipment Quote (PDF)

Notice: This form is authorized under [s. 30.92, Wis. Stats.](#) and 50 C.F.R. 80 Code of Federal Regulations. You must complete this form in order to apply for or receive financial assistance from the Wisconsin Department of Natural Resources. Failure to complete this form will result in denial of financial assistance. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records Laws [ss.19.31-19.39 Wis. Stats.]

1. Complete the suggested resolution in Section 10 or submit a resolution conforming to the appropriate section of [ch. NR 7, Wis. Adm. Code.](#)

2. Have you contacted your regional [Community Services Specialist\(CSS\)](#)? ☐ Yes ☐ No

If you answered No  contact your [CSS](#).

3. Submit copies of all forms and attachments to your regional [Community Services Specialist](#). See Section 8 for checklist of required attachments.

Date Approved	
Leave Blank - DNR Use	
Date Received	Project Number(s)

Notice to Applicant. If you are applying for a federal grant you will need a DUNS Number:

[D&B D-U-N-S Request Service](#)

DUNS Number
782898563

Section 1: Grant Programs

☒ **Recreational Boating Facilities (RBF) - Type of Project:**

- ☒ Development Project
☐ Aids to Navigation & Regulatory Markers
☐ Weed Harvesting Equipment
☐ Channel Dredging
☐ Trash Skimmer

☐ **Sport Fish Restoration (SFR) - Type of Project:**

- ☐ Recreational Boating Access
☐ Fishing Pier or Flat
☐ Non-motorized launch, canoe, kayak or raft
☐ Feasibility Study

☐ **Clean Vessel Act (CVA) - Type of Project:**

- ☐ Construction, renovation, operation and maintenance of pump out or dump stations and/or lift stations
☐ Education/Information

☐ **Boating Infrastructure Grant (BIG)**

Section 2: Applicant Information

Applicant/Organization Name	Address		
City of De Pere	925 S Sixth St		
Individual Authorized to Act on Behalf of Applicant per Resolution	City	State	ZIP Code
Marty Kosobucki	De Pere	WI	54115
Title	County		
Director Parks, Recreation and Forestry	Brown		
Phone Number (include area code)	E-mail Address		
(920) 339-8358	mkosobucki@mail.de-pere.org		
Cell Phone Number. (include area code)	Mail Check to (if different from applicant)		
(920) 639-1015			
FAX Number (include area code)	Organization		
(920) 339-4071			

Section 3: General Project Information

Project Title
Perkofski Boat Launch Dock Extension

Project Location:

County	Township	Range	☒ E ☐ W	Section	1/4 1/4	1/4	GPS Coordinates (Latitude/Longitude in DD)
Brown	23 N	20		21			(44.4593181, -88.0685634)
Waterbody Name				Acres (DNR will fill in)			
Fox River							

Do you have the necessary permits for your project? ☒ Yes ☐ No

In order to qualify for funding you must submit the [necessary permits](#).

Boating and Fishing State and Federal Grant Application

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Section 4: Financial Information		Leave Blank – DNR Use Only		
Total Project Cost	\$8,000	Total Project Cost		%
Source of Matching Funds				%
Applicant Share (Includes local budget, force acct., etc.)	\$4,000	Applicant Share		%
Other State funds/grants Specify:		Other State Funds/Grants		%
Other Federal funds/grants Specify:		Other Federal Funds/Grants		%
Other (Donations, etc.) Specify:		Other		%
Grant Request	\$4,000	Grant Awarded		%

Section 5: Required Project Information

Property Owner Name (if other than applicant)		Phone Number (include area code)	
Address	City	State	ZIP Code

☒ Public Entity
 ☐ Private Entity
 ☐ Lease or Easement
 Expiration Date: _____

Who will be responsible to build/operate/maintain the project for at least 20 years?

City of De Pere

Is this project new construction or a renovation of an existing facility? ☐ New ☒ Renovation	Number of vehicle/trailer parking spaces currently at the location: 68	How many vehicle/trailer parking spaces are you planning to add? 0
--	--	--

For an inland lake project, what is the total number of vehicle/trail parking spaces currently on the proposed waterbody at public facilities?	Will your project have single vehicle parking spaces? ☒ Yes ☐ No	If yes, how many? 17
--	--	----------------------

For a Great Lake or river project, what is the distance to the nearest existing public access site?	Does your project location have any designated disabled parking space(s)? ☒ Yes ☐ No	If yes, how many? 4
---	--	---------------------

Is your project (boat launch, boarding dock, pier, restrooms, etc.) accessible to people with disabilities? ☒ Yes ☐ No	If no, are there any other locations on the waterbody accessible to people with disabilities? ☐ Yes ☐ No	If yes, where is the location?
--	---	--------------------------------

Does your project develop an access facility on an inland lake or river where no public access exists? ☐ Yes ☒ No

Is your project associated with a harbor of refuge or protected launch (structures such as bulkheads and breakwaters necessary to provide safe water conditions) ref. NR 7.03(14) ☐ Yes ☒ No	If yes, explain.
---	------------------

Will your project correct a significant health or safety hazard NOT due to inadequate routine maintenance? ☐ Yes ☒ No	If yes, explain.
--	------------------

Is this project required to fulfill a compliance order or court ruling?
If yes, include a copy with key provisions highlighted. ☐ Yes ☒ No

Describe the geography of the current site. Include physical characteristics, topography, vegetation cover type, presence of any waterways/wetlands, current land use and zoning classification, etc.

The location is an operating boat launch with various amenities and features. It has two parking lots (upper/lower), restroom, open shelter, oak trees, storm water pond, and a short recreational trail.

☐ Check here if the applicant conducts a boating safety enforcement and education program approved by the Department of Natural Resources

Boating and Fishing State and Federal Grant Application

Form 8700-343 (R 6/18)

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Existing launch facilities:

Do you charge a launch fee? ☒ Yes ☐ No If yes, how much? \$6.00 If no, contact your [CSS](#).

New launch facilities:

Will you charge a launch fee? ☐ Yes ☐ No If yes, how much? _____

Do you have a budget for maintenance? ☐ Yes ☐ No

Have any of the following reviews been completed for the property? If yes, explain and/or provide a copy of the review

Rare Species ☐ Yes ☒ No

Phase I Environmental Site Assessment ☐ Yes ☒ No

Archaeological and Historical ☐ Yes ☒ No

What is the state of readiness of your project?

☐ Project has final engineering plans suitable for construction or construction bidding or project does not require further planning or design for construction to begin.

☐ Project has preliminary site plans but additional engineering or design work are necessary before construction can begin.

Are there any known controversies/complications with the proposed project? Are there any measures proposed to address the controversies/complications? Please identify any known controversies.

Section 6: Project Description & Proposed Timeframe

Use language that an evaluator unfamiliar with your project will understand. If the project will be completed in phases, please list specific work activities that will be undertaken during each phase.

Due to the unprecedented high water levels of the Fox River and Bay of Green Bay the past few years, parts of the docks at the Perkofski Boat Launch have been under water making it difficult for patron use. With this grant, it is the City's intention to purchase four (4) dock extensions that will allow us to secure the floating docks far enough inland to prevent them from being under water.

The project is ready to go as soon as funding occurs and would be accomplished immediately.

Section 7: Project Feasibility Statement

Describe, justify and state the project objectives to include economic, environmental and engineering aspects (who, what, where, when and why). Include dimensions of the property and proposed facilities.

Due to the fluctuation in water levels, the dock extension would provide a safer environment to all users of the boat launch. Water levels of the Fox River and Bay of Green Bay are at unprecedented levels, which have been causing multiple concerns.

Section 8: Checklist For Projects

RBF	SFR	CVA	
☐	☐	☐	Project resolution by grant applicant authorizing participation (See Section 10 sample resolution)
☐	☐	☐	Statement of project's feasibility Section 7.
☐	☐	☐	Cost estimate worksheet – Form 8700-014 (estimated costs to meet the project objectives)
☐	☐	☐	Project location clearly marked on a map
☐	☐	☐	Project area footprint (site plan detailed on a map)
☐	☐	☐	Topographical map of project location

Boating and Fishing State and Federal Grant Application

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RBF	SFR	CVA	
☐	☐		Illustration (drawings/photos) of project area in its current condition. Include existing boat launch, dock, restrooms, etc.
☐	☐		Drawings of the proposed project including buildings, parking lots, ramps, piers, etc.
☐	☐		Plans for launch ramps that show percentage of ramp slope, the water depth at the end of the ramp, and the width of the existing or proposed boarding dock or pier
☐	☐		Preliminary engineering plans for channel dredging
☐	☐	☐	Estimated construction timeline, including schedule of development phases Section 6 Project Descriptions and Proposed Timelines.
☐	☐	☐	Draft easement or lease document (if development project is on land not owned by applicant)
☐	☐	☐	Copy of required permits

Checklist for weed harvesting and trash skimmer equipment

☐			Project resolution by Grant Sponsor authorizing participation (See Section 10 sample resolution)
☐			Cost estimate worksheet – Form 8700-014 (estimated costs to meet the project objectives)
☐			Copy of proof of approved weed harvesting management plan (weed harvesting equipment only)

Checklist for Navigational or Regulatory Markers

☐			Copy of permit (navigational or regulatory markers)
☐			A copy of the conservation warden permit showing where the buoys will be placed
☐			Information to include the name(s) of the water body, the number and description of the markers
☐			Grant Payment Request and Worksheet (Form 8700-001)
☐			Copies of all invoices or receipts
☐			Proof of Payment (either copies of the front and back of the cancelled checks, or bank statements showing the payments have been made)

Section 9: Certification

I certify that information in this application, and all its attachments, is true and correct and in conformity with applicable Wisconsin Statutes.

Name of Authorized Representative (<i>Type or Print</i>)	Title
Marty Kosobucki	Director of Parks, Recreation and Forestry
Signature of Authorized Representative	Date Signed

Submit copies of all forms and attachments to your regional Community Services Specialist.

**Boating and Fishing State and Federal
Grant Application**
Form 8700-343 (R 6/18)

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Section 10: Sample Resolution

WHEREAS, _____ hereby requests assistance for the purpose of:

Project description _____

THEREFORE, BE IT RESOLVED, that _____ has budgeted a sum sufficient to complete the study or project, and HEREBY AUTHORIZES _____,

_____, to act on behalf of _____ to:

Submit an application to the Department of Natural Resources for financial assistance;
Sign documents; and
Take necessary action to undertake, direct and complete the approved project.

BE IT FURTHER RESOLVED that _____ will comply with state and federal rules for the

programs; may perform force account work; will maintain the completed project in an attractive, inviting and safe manner; will keep the facilities open to the general public during reasonable hours consistent with the type of facility; and will obtain approval from the Wisconsin Department of Natural Resources before any change is made in the use of the project site (if applicable).

Adopted this _____ day of _____, 20____.

I hereby certify that the foregoing resolution was duly adopted by _____ at a legal meeting on the _____ day of _____, 20____.

Authorized Signature _____

Title _____

MERRILL EQUIPMENT COMPANY

2209 STURDEVANT ST
 MERRILL, WI 54452
 FAX 715-536-2472
 PHONE 715-536-2471

Quote

Date	Quote #
1/12/2021	3805

Name / Address
DE PERE, CITY OF 925 SOUTH SIXTH STREET DE PERE, WI 54115

Ship To

Requested By	P.O. No.	Terms	Rep	FOB	
DON MELICHAR	PERKOFSKI ADDITION	NET DUE	HOUSE	MERRILL	
Item	Description	U/M	Qty	Cost	Total
31-MEMFG	FLOATING DOCK SECTION 6' X 8' L HOT DIP GALVANIZED STEEL FRAME POLY ENCASED FLOATATION (2 EA./SECTION) WOOD SKIRTS TREATED SYP NO.1 POLY DECKING STAINLESS STEEL FASTENERS END PIN HINGES TO MATCH EXISTING SYSTEM W/WHEEL KIT	EA	4	1,895.00	7,580.00
NOTE	DESIGNED TO GO BETWEEN LAKE FLOATING SECTION & RAMP SECTION			0.00	0.00

QUOTE GOOD FOR 10 DAYS

--

Sales Tax (5.5%) \$0.00

Total \$7,580.00



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 21, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to Approve Grant Application for James Street Boat Launch Expansion. *

Staff is requesting the Park Board consider a grant application for the addition to the James Street Docks and to request additional funding from the City Council. The original estimate for completing the stretch of dock was approximately \$20,000. After getting an official estimate from the company that put in the original docks, the cost estimate has rose to \$30,499. The Park Board has several options.

The first option would be terminate the project. The second option would be to approve the grant request to the WDNR for the dock extension and to request additional funding. The Park Board would need to request approximately \$7,500 in addition to what is already budgeted. That would allow us to apply for a grant project in the amount of \$35,000, with the City funding \$17,500.

Last, if the Park Board decides to move forward with the project we will have to apply through the normal grant process versus the small grant program. The small grant program is for projects under \$15,000 and has substantially less administration and a higher success rate. Projects over \$15,000 are required to apply through the regular grant process including a presentation at the Water Ways Commission.

ATTACHMENTS:

- James Street Dock Extension 2021 (PDF)
- James Street.Boat Dock Extension (PDF)
- DePere - James St. Dock Connection Quote (PDF)

Boating and Fishing State and Federal Grant Application

Form 8700-343 (R 6/18)

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Notice: This form is authorized under [s. 30.92, Wis. Stats.](#) and 50 C.F.R. 80 Code of Federal Regulations. You must complete this form in order to apply for or receive financial assistance from the Wisconsin Department of Natural Resources. Failure to complete this form will result in denial of financial assistance. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records Laws [ss.19.31-19.39 Wis. Stats.]

1. Complete the suggested resolution in Section 10 or submit a resolution conforming to the appropriate section of [ch. NR 7, Wis. Adm. Code.](#)

2. Have you contacted your regional [Community Services Specialist\(CSS\)](#)? ☐ Yes ☐ No

If you answered No  contact your [CSS](#).

3. Submit copies of all forms and attachments to your regional [Community Services Specialist](#). See Section 8 for checklist of required attachments.

Date Approved	
Leave Blank - DNR Use	
Date Received	Project Number(s)

Notice to Applicant. If you are applying for a federal grant you will need a DUNS Number:

[D&B D-U-N-S Request Service](#)

DUNS Number
782898563

Section 1: Grant Programs

☒ Recreational Boating Facilities (RBF) - Type of Project:

- ☒ Development Project
- ☐ Aids to Navigation & Regulatory Markers
- ☐ Weed Harvesting Equipment
- ☐ Channel Dredging
- ☐ Trash Skimmer

☐ Clean Vessel Act (CVA) - Type of Project:

- ☐ Construction, renovation, operation and maintenance of pump out or dump stations and/or lift stations
- ☐ Education/Information

☐ Sport Fish Restoration (SFR) - Type of Project:

- ☐ Recreational Boating Access
- ☐ Fishing Pier or Flat
- ☐ Non-motorized launch, canoe, kayak or raft
- ☐ Feasibility Study

☐ Boating Infrastructure Grant (BIG)

Section 2: Applicant Information

Applicant/Organization Name	Address		
City of De Pere	925 S Sixth St		
Individual Authorized to Act on Behalf of Applicant per Resolution	City	State	ZIP Code
Marty Kosobucki	De Pere	WI	54115
Title	County		
Director Parks, Recreation and Forestry	Brown		
Phone Number (include area code)	E-mail Address		
(920) 339-8358	mkosobucki@mail.de-pere.org		
Cell Phone Number. (include area code)	Mail Check to (if different from applicant)		
(920) 639-1015			
FAX Number (include area code)	Organization		
(920) 339-4071			

Section 3: General Project Information

Project Title
James Street Boat Launch Dock Extension

Project Location:

County	Township	Range	☒ E ☐ W	Section	1/4 1/4	1/4	GPS Coordinates (Latitude/Longitude in DD)
Brown	N						44.449768/-88.0619594
Waterbody Name				Acres (DNR will fill in)			
Fox River TSR N/A. Private Claim 32 East Side Fox River.							

Do you have the necessary permits for your project? ☒ Yes ☐ No

In order to qualify for funding you must submit the [necessary permits](#).

Boating and Fishing State and Federal Grant Application

Form 8700-343 (R 6/18)

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Section 4: Financial Information		Leave Blank – DNR Use Only		
Total Project Cost	\$35,000	Total Project Cost		%
Source of Matching Funds				%
Applicant Share (Includes local budget, force acct., etc.)	\$17,500	Applicant Share		%
Other State funds/grants Specify:		Other State Funds/Grants		%
Other Federal funds/grants Specify:		Other Federal Funds/Grants		%
Other (Donations, etc.) Specify:		Other		%
Grant Request	\$17,500	Grant Awarded		%

Section 5: Required Project Information

Property Owner Name (if other than applicant)		Phone Number (include area code)	
Address	City	State	ZIP Code

☒ Public Entity
 ☐ Private Entity
 ☐ Lease or Easement
 Expiration Date: _____

Who will be responsible to build/operate/maintain the project for at least 20 years?

City of De Pere

Is this project new construction or a renovation of an existing facility? ☐ New ☒ Renovation	Number of vehicle/trailer parking spaces currently at the location: 0	How many vehicle/trailer parking spaces are you planning to add? 0
For an inland lake project, what is the total number of vehicle/trail parking spaces currently on the proposed waterbody at public facilities?	Will your project have single vehicle parking spaces? ☐ Yes ☒ No	If yes, how many?
For a Great Lake or river project, what is the distance to the nearest existing public access site?	Does your project location have any designated disabled parking space(s)? ☐ Yes ☒ No	If yes, how many?
Is your project (boat launch, boarding dock, pier, restrooms, etc.) accessible to people with disabilities? ☒ Yes ☐ No	If no, are there any other locations on the waterbody accessible to people with disabilities? ☐ Yes ☐ No	If yes, where is the location?
Does your project develop an access facility on an inland lake or river where no public access exists? ☐ Yes ☒ No		
Is your project associated with a harbor of refuge or protected launch (structures such as bulkheads and breakwaters necessary to provide safe water conditions) ref. NR 7.03(14) ☐ Yes ☒ No	If yes, explain.	
Will your project correct a significant health or safety hazard NOT due to inadequate routine maintenance? ☐ Yes ☒ No	If yes, explain.	
Is this project required to fulfill a compliance order or court ruling? If yes, include a copy with key provisions highlighted. ☐ Yes ☒ No		

Describe the geography of the current site. Include physical characteristics, topography, vegetation cover type, presence of any waterways/wetlands, current land use and zoning classification, etc.

The location is an operating boat dock, allowing transient boaters to dock and explore City of De Pere.

☐ Check here if the applicant conducts a boating safety enforcement and education program approved by the Department of Natural Resources

Boating and Fishing State and Federal Grant Application

Form 8700-343 (R 6/18)

Page 3 of 5

Existing launch facilities:Do you charge a launch fee? ☐ Yes ☒ No If yes, how much? _____ If no, contact your [CSS](#).**New launch facilities:**Will you charge a launch fee? ☐ Yes ☐ No If yes, how much? _____Do you have a budget for maintenance? ☐ Yes ☐ No

Have any of the following reviews been completed for the property? If yes, explain and/or provide a copy of the review

Rare Species ☐ Yes ☒ NoPhase I Environmental Site Assessment ☐ Yes ☒ NoArchaeological and Historical ☐ Yes ☒ No

What is the state of readiness of your project?

☐ Project has final engineering plans suitable for construction or construction bidding or project does not require further planning or design for construction to begin.☐ Project has preliminary site plans but additional engineering or design work are necessary before construction can begin.

Are there any known controversies/complications with the proposed project? Are there any measures proposed to address the controversies/complications? Please identify any known controversies.

Section 6: Project Description & Proposed Timeframe

Use language that an evaluator unfamiliar with your project will understand. If the project will be completed in phases, please list specific work activities that will be undertaken during each phase.

Currently the James Street docks consist of a north and south dock area. The northern area has three finger docks and a shoreline dock. The southern dock is a private shoreline dock for River Tyme, which provides Fox River boat tours. This dock was paid for and installed by River Tyme, with a lease agreement with the City of De Pere.

With this grant, it is the City's intention to install a shoreline dock that connects the northern and southern docks. This will allow for additional transient docking for the downtown area.

The project is ready to go as soon as funding occurs and would be accomplished immediately.

Section 7: Project Feasibility Statement

Describe, justify and state the project objectives to include economic, environmental and engineering aspects (who, what, where, when and why). Include dimensions of the property and proposed facilities.

Extending the shoreline dock and connecting the northern and southern dock areas will provide much needed docking space for transient boaters to dock and enjoy the many businesses in downtown De Pere.

Section 8: Checklist For Projects

RBF	SFR	CVA	
☐	☐	☐	Project resolution by grant applicant authorizing participation (See Section 10 sample resolution)
☐	☐	☐	Statement of project's feasibility Section 7.
☐	☐	☐	Cost estimate worksheet – Form 8700-014 (estimated costs to meet the project objectives)
☐	☐	☐	Project location clearly marked on a map
☐	☐	☐	Project area footprint (site plan detailed on a map)
☐	☐	☐	Topographical map of project location

Boating and Fishing State and Federal Grant Application

Form 8700-343 (R 6/18)

Page 4 of 5

RBF	SFR	CVA	
☐	☐		Illustration (drawings/photos) of project area in its current condition. Include existing boat launch, dock, restrooms, etc.
☐	☐		Drawings of the proposed project including buildings, parking lots, ramps, piers, etc.
☐	☐		Plans for launch ramps that show percentage of ramp slope, the water depth at the end of the ramp, and the width of the existing or proposed boarding dock or pier
☐	☐		Preliminary engineering plans for channel dredging
☐	☐	☐	Estimated construction timeline, including schedule of development phases Section 6 Project Descriptions and Proposed Timelines.
☐	☐	☐	Draft easement or lease document (if development project is on land not owned by applicant)
☐	☐	☐	Copy of required permits

Checklist for weed harvesting and trash skimmer equipment

☐			Project resolution by Grant Sponsor authorizing participation (See Section 10 sample resolution)
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☐			Copy of proof of approved weed harvesting management plan (weed harvesting equipment only)

Checklist for Navigational or Regulatory Markers

☐			Copy of permit (navigational or regulatory markers)
☐			A copy of the conservation warden permit showing where the buoys will be placed
☐			Information to include the name(s) of the water body, the number and description of the markers
☐			Grant Payment Request and Worksheet (Form 8700-001)
☐			Copies of all invoices or receipts
☐			Proof of Payment (either copies of the front and back of the cancelled checks, or bank statements showing the payments have been made)

Section 9: Certification

I certify that information in this application, and all its attachments, is true and correct and in conformity with applicable Wisconsin Statutes.

Name of Authorized Representative (<i>Type or Print</i>)	Title
Marty Kosobucki	Director of Parks, Recreation and Forestry
Signature of Authorized Representative	Date Signed

Submit copies of all forms and attachments to your regional Community Services Specialist.

**Boating and Fishing State and Federal
Grant Application**
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Section 10: Sample Resolution

WHEREAS, _____ hereby requests assistance for the purpose of:

Project description _____

THEREFORE, BE IT RESOLVED, that _____ has budgeted a sum sufficient to complete the study or project, and HEREBY AUTHORIZES _____,

_____, to act on behalf of _____ to:

Submit an application to the Department of Natural Resources for financial assistance;
Sign documents; and
Take necessary action to undertake, direct and complete the approved project.

BE IT FURTHER RESOLVED that _____ will comply with state and federal rules for the

programs; may perform force account work; will maintain the completed project in an attractive, inviting and safe manner; will keep the facilities open to the general public during reasonable hours consistent with the type of facility; and will obtain approval from the Wisconsin Department of Natural Resources before any change is made in the use of the project site (if applicable).

Adopted this _____ day of _____, 20____.

I hereby certify that the foregoing resolution was duly adopted by _____ at a legal meeting on the _____ day of _____, 20____.

Authorized Signature _____

Title _____

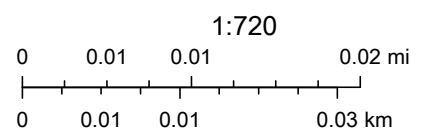
User Created DIME Map



01/07/2021 9:44:37 AM

DePereCounty_2020.sid

- Red: Band_1
- Green: Band_2
- Blue: Band_3





HWY 41 – KAUKAUNA
N2223 W. Frontage Rd.
Kaukauna, WI 54130
920-766-0856

HWY 32 – LAKEWOOD
15589 State Hwy 32
Lakewood, WI 54138
715-276-7788

HWY 10 – WAUPACA
2229 Runway Dr.
Waupaca, WI 54981
715-258-2556

www.schmidtboatlifts-docks.com email: info@schmidtboatlifts-docks.com

Proposal #: 20096

Submitted To:		Equipment Address:	
City Of De Pere 925 S 6Th St De Pere, WI 54115		City Of De Pere James St. Project De Pere, WI 54115	
Date: 01/07/2021	Phone Cell:	Phone Other:	
Sales Person: NS	Lake / River:	County of Delivery: - n/a -	

Qty	Part #	Description	Price Ea.	Total
5.00	Pile Driven Accy.	6' x 15' Extension Pile Driven AZEK Deck & Trim, 2 Steel Pilings Per Section, Treated Wood Understructure	\$4,495.00	\$22,475.00
90.00	Pile Driven Accy.	6' x 15' Approach Section AZEK Deck & Trim, Treated Wood Understructure	\$33.00	\$2,970.00
96.00	Pile Driven Accy.	6' x 16' Approach Section AZEK Deck & Trim, Treated Wood Understructure	\$33.00	\$3,168.00
4.00	Labor-Field Service	Remove Ends Of Existing Wharf Dock Sections	\$91.00	\$364.00
1.00	Custom Work	6' wide aluminum gate with vertical uprights, no more than 3" apart. Gate will have a roller wheel on side of gate opposite hinge. Includes 2' outside wing on shore side for support, and security	\$1,132.00	\$1,132.00
1.00	LD1	Use Tax Paid By Contractor.	\$0.00	\$0.00
1.00	LD2	Electrical Wiring & Conduit Is Not Included, Unless Otherwise Noted.	\$0.00	\$0.00
1.00	LD3	Some Lawn Damage May Occur, Schmidt Boat Lifts & Docks Is Not Responsible For Repairs Or Damage.	\$0.00	\$0.00
1.00	LD4	There Are No Warranties Against Ice Damage, Acts Of God, And/Or Mother Nature.	\$0.00	\$0.00
1.00	LD5	Homeowner Is Responsible For Any Permits, Unless Otherwise Noted.	\$0.00	\$0.00
1.00	LD6	Up To 20' Pilings For Docks & 30' Pilings For Lifts Are Included With Steel Piling Quotes, Additional Pipe If Needed Will Be Billed At \$31/Ft And \$210/Welded Splice.	\$0.00	\$0.00
6.00	EWPD-17507	"S" Cleat Alum., Includes Hardware & Install On New Dock	\$65.00	\$390.00
1.00	Note	Due to age of existing dock, new decking may look slightly different for a period of time, and cut ends of board may be a different color depending on filler pvc used.	\$0.00	\$0.00

Other-than-ordinary circumstances could result in an extra charge, over and above the installation fees quoted. Some of these are deep water (over 54"), mud and/or muck, inclines on the bank or in the lake bottom, difficult property to get equipment to water's edge, etc. as well as necessary extra long leveling legs and dock posts. This labor will be charged out at regular labor fees, extra equipment will be billed as needed.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Subtotal	\$30,499.00
Tax	\$0.00
Total	\$30,499.00
Deposit Requested:	\$7,500.00

Date of Approval of Proposal: _____

By: _____
(Authorized Signature) Schmidt Boat Lifts & Docks

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. I have read and understand the terms and conditions attached to this proposal. Payment will be made as outlined above.

Customer Signature: _____

Date of Acceptance: _____

- 1) Much of the equipment and materials purchased from Schmidt Boat Lifts & Docks, Inc. will be ordered just for the customer's application. If the customer elects to cancel his/her order, he/she will be responsible for all expenses to return said equipment and materials to the supplier including freight cost both ways, restocking and handling fees as well as any expenses incurred by Schmidt Boat Lifts & Docks, Inc. Any down payment will be applied to all expenses incurred. Excess down payment will be returned if it exceeds expenses. Contracts for equipment and materials that are special ordered for a customer which cannot be returned may not be cancelled and all monies will come due according to the contract. Under such circumstances, the customer must take delivery of the equipment and materials within 30 days of delivery to Schmidt Boat Lifts & Docks, Inc.
- 2) The work outlined in the contract and the charges for the work proscribed is based upon representations by the customer or conditions known or visible at the time of inspection. This contract price does not anticipate, unless detailed herein, unusual conditions including, but not limited to, underwater rocks or rock formations, deep water, soft soil and soft bottom conditions. Additional labor costs, at the hourly labor rate for Schmidt Boat Lifts & Docks, Inc. at the time the work is performed, per hour will be charged over and above the contract price for adapting to these unknown conditions.
- 3) Equipment and material warranties are by manufacturer. Schmidt Boat Lifts & Docks, Inc. will act as an intermediary, wherever reasonable for the customer, on warranty claims, and will furnish documentation when feasible to assist the customer in pursuing a warranty claim. Labor, freight, and other expenses associated with warranty work is not always covered by the manufacturer. In the event that labor, freight, or other expenses are not paid by the manufacturer, the customer will be responsible to either exchange warranty parts or pay labor to Schmidt Boat Lifts & Docks, Inc. at the hourly labor rate for Schmidt Boat Lifts & Docks, Inc. at the time the work is performed.
- 4) Boat lifts and docks may shift or settle after installation. Shifting or settlement are not defects in the installation or the product, but can be due to the climate, the terrain, or damage by third parties. This contract provides no warranty for shifting or settlement. If the customer requests, Schmidt Boat Lifts & Docks may re-level the equipment, however, that work will be performed at the hourly labor rate for Schmidt Boat Lifts & Docks, Inc. at the time the work is performed.
- 5) Any equipment and materials furnished by the customer may be installed on the customer's recommendation or directions. Schmidt Boat Lifts & Docks, Inc. will assume no liability for the performance or fitness for purpose of any equipment or materials not furnished by Schmidt Boat Lifts & Docks, Inc.
- 6) The customer is responsible to secure any permits, if necessary, prior to the start of delivery or performance unless otherwise noted.
- 7) The customer represents that he/she has proper authority to make this improvement on the property, and Schmidt Boat Lifts & Docks, Inc. is relying upon that representation in offering this contract. The customer agrees that he/she is responsible for the security of all equipment and materials on the property for the work described herein, including materials and equipment described in this contract and other equipment and materials necessary to the execution of this contract. The customer agrees to obtain insurance and/or be personally responsible to Schmidt Boat Lifts & Docks, Inc., for all loss of property arising from or related to the work described in the contract.
- 8) The customer grants to Schmidt Boat Lifts & Docks, Inc. permission to take photographs and use same in promotion advertising and otherwise for purposes of business and trade for Schmidt Boat Lifts & Docks, Inc. Customer(s) hereby acknowledge that customer(s) has/have a right to privacy with respect to the use of their name, portrait, photograph, or image and with respect to publicity under A§995.50 of the Wisconsin statutes, and hereby consent to the use of their name, portrait, photograph, and image by Schmidt Boat Lifts & Docks for such purposes.
- 9) If customer fails to make any payment required by this contract, including down payment or delivery payments Schmidt Boat Lifts & Docks, Inc. has the right to immediately cease work on the job until these issues are resolved to the satisfaction of all parties. Customer is responsible for all expenses incurred with respect to the failure to make payment including but not limited to increases in the costs of materials or labor.
- 10) Weather conditions may cause loss or damage and may affect the condition of the equipment and materials specified in this contract, including fading, tears, scratches, bends, rust, misalignment, and other loss or damage. Schmidt Boat Lifts & Docks, Inc. makes no express or implied warranties against wind damage, water damage, ice damage, and any other various acts of God or nature. Customer acknowledges that canopies can be susceptible to wind, and have been known to "fly" empty boat lifts or small, lightweight boats and boat lifts away. Customer acknowledges his/her obligation to secure the boatlift or remove the canopy fabric to prevent loss or damage. Schmidt Boat Lifts & Docks, Inc. makes no warranties, nor should any warranties be implied, for damage or loss due to wind or failure to secure equipment.
- 11) Pile driven structures, including pile-driven docks, are not permanent structures, even though trade terminology may on occasion refer to them as such. Schmidt Boat Lifts & Docks, Inc., makes no warranties, nor should any warranties be implied, for shifting, settlement or other movement of pile-driven docks or structures.
- 12) The depth to which pilings are driven are affected by multiple variables from site to site and piling to piling, Schmidt Boat Lifts & Docks, Inc. makes no representation as to the depth to which pilings are to be driven. Pilings will be driven to the point they meet resistance in approximation of the force of our driver.
- 13) Canopy frames with vinyl/fabric installed are not designed to hold snow or ice. Customer acknowledges that it is customer's responsibility to remove the canopy fabric seasonally. Schmidt Boat Lifts & Docks, Inc. makes no warranties, nor should any warranties be implied, for damage or loss due to ice, snow, or weather conditions as they may affect the equipment, including canopies.
- 14) Unless otherwise noted, payment in full is due upon completion. In the event a payment is not made when due, customer agrees to pay a service charge equal to interest at a rate of 1.5% per month or 18% per year from date payment was due to actual date of payment.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 21, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to Determine Direction of Multi-Use Facility at Voaygeur.

The Board of Park Commissioners approved the conceptual design provided by Somerville at our last meeting. With this in mind, the Board needs to discuss the next step(s) in approaching the facility. While the facility was designed to what the Park Board was looking for, the cost of the facility will definitely generate some challenges. With this in mind, I have put together a document that has a list of questions you might have (along with answers), and a list of questions that will help guide us in our next step.

ATTACHMENTS:

- Voyageur.Questions (DOCX)
- 7524_Final Boards - 120720 (PDF)

Voyageur Multi-Purpose Facility Discussion

I think it's a fair assumption to summarize the facility designed by Somerville is exactly what the Park Board was visualizing. It's a very attractive and functional facility that would be very popular and utilized within our community. I believe its also fair to assume that the cost opinion Somerville provided is substantially higher than we were anticipating. So in an effort to move forward and establish a direction, I have put together a list of questions the Park Board can walk through. I provided some answers to questions I am anticipating you may have below.

1. Can the facility be built in phases?
 - a. Yes, we spoke with Somerville and the facility can be built in phases. The first phase would be the restroom and second phase would be the multi-purpose room and patio.
 - b. Keep in mind, if you build something in phases it ultimately costs more.
2. What funding do we currently have for the multi-use facility?
 - a. The only funding we currently have is what was originally intended for replacing the restroom building. After deducting the Somerville expense, we currently have \$162,500 allocated toward this project.
 - b. While not official yet, the City Council is planning to reallocate the Stadium Tax money for the Band Shell and Splash Pad to a different project. I would not anticipate this money to be available for this project.
3. Could fundraising be an option for the facility?
 - a. Yes, however based on the type of facility it would need to be all private donations. It is not likely, that we would get any state funded grants for this project.
 - b. The City would need to formally create a committee to perform such a venture.
4. Can we go back and revise the facility to make it smaller?
 - a. Yes. However, we would need to request funds from City Council to have Somerville work on revisions and downsizing as Somerville have completed their contract with us.
5. How quickly do we need to make a decision?
 - a. I am not sure there is a perfect answer to this question, however I believe we all need to keep in mind the current restroom building is not in good condition.

General questions to help determine direction:

- Does the Park Board want to construct the proposed facility regardless of cost?
 - o If so, we will need to discuss at another meeting the process/plan for fundraising and then ask for Council approval.
- Does the Park Board want to downsize the facility to obtain a more manageable budget projection?
 - o If so, the Park Board will need to discuss at another meeting the following;
 - Estimate for Somerville to do revisions and obtain approval from Council.
 - What should be the budget for the project?
- Does the Park Board want to scrap the idea of the multi-use facility and move forward with constructing restrooms only?
 - o If so, the Park Board will need to discuss at another meeting the variables we want to see in a restroom facility and its location.



12/7/2020

CITY OF DE PERE
Multi-Use Building
 DE PERE, WISCONSIN

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design mattersSM





12/7/2020

CITY OF DE PERE
Multi-Use Building
DE PERE, WISCONSIN

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PROPOSED PROJECT LOCATION



12/7/2020

CITY OF DE PERE
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City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 21, 2021
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki
SUBJECT: 2020 Donation Listing

ATTACHMENTS:

- 2020 Donations (PDF)

2020 DONATIONS

NAME	AMOUNT	Event
Ryan Funeral Home	\$1,450.00	Veterans Luncheon
Kiwanis Club	\$500.00	Recreation Scholarship
Amerilux	\$4,000.00	Main sponsor of Beer Gardens
De Pere Optimist Club	\$500.00	Easter Egg Hunt
De Pere Optimist Club	\$500.00	Summer Day Camp t-shirts
De Pere Optimist Club	\$1,000.00	Entertainment for Beer Gardens
Anonymous Donor	\$2,500.00	Recreation Scholarship
Graef	\$1,500.00	Single event sponsor of Beer Garden
JW Flooring	\$500.00	Upper level flooring at Community Center
Cleaning Solution Services	\$2,000.00	Upper level flooring at Community Center
NEW Water USFS Tree Grant	\$2,700.00	200 free trees
De Pere Girls Softball	\$28,800.00	Storage units at each diamond at Optimist Park
Tundra Apparel & Promotions	\$500.00	Banner for Beer Gardens
Kay Distributing	\$2,500.00	Beer Gardens
Green Bay Teen Leadership Program	\$200.00	Little Library at Jim Martin Park
Betty Lou Lewis	\$250.00	Inflatables for pools
Dickhut Family Charitable Endowment Fund	\$10,000.00	Community Center remodeling project
De Pere Girls Softball	\$12,500.00	Field maintenance at Optimist Park
Brown County Community Womens Club	\$500.00	Tables and Flooring
Pink Flamingos	\$250.00	Recreation Scholarship
Comedy City	\$96.00	Senior Picnic
Replay Sports Bar	\$50.00	Senior Picnic
T & C Pub	\$30.00	Senior Picnic
Jim Stadler	\$9.00	Pool table
De Pere Y Mart	\$100.00	Senior Picnic
Jill & Co. Real Estate	\$200.00	Field Events Day
Blue Opus	\$20.00	Senior Bingo
Cranky Pats	\$70.00	Senior Picnic
De Pere Mens Club	\$200.00	Easter Egg Hunt
Von Steihl Winery	\$100.00	Senior Bingo
Cranky Pats	\$35.00	Senior Bingo
Luna Café	\$12.00	Senior Bingo
Village Grille	\$20.00	Senior Picnic
Original Austin's	\$50.00	Senior Picnic
Dog Park	\$150.00	4/27/2020
Dog Park	\$20.00	5/20/2020
Dog Park	\$70.55	7/20/2020
Dog Park	\$58.00	9/24/2020
Tim Dassey	\$200.00	Dog Park
De Pere Baseball	\$12,700.00	Field Maintenance at Gandrud Field
Dog Park	\$109.00	11/25/2020
Robbi Minten	\$25.00	Voyaguer Park Repairs
Green Bay Packers	\$160.00	Virtual 5K
Heartland Pizza Company	\$30.00	Virtual 5K
Total Memorial Bench/Tree Donations	\$15,194.80	
Total	\$102,359.35	

2020 MEMORIAL TREE/BENCH DONATIONS

NAME	AMOUNT	ITEM	DATE
Brenda Gauger	\$ 765.00	Memorial Bench - Legion	10/26/2020
Nathan Thompson	\$ 651.00	5 trees - SW Park	10/19/2020
Renee Gasch	\$ 140.00	Tree - Legion	10/16/2020
Susan Lambert-Tease	\$ 765.00	Memorial Bench - Voyageur	10/12/2020
Nanette Bethke	\$ 130.20	Tree - Voyageur	10/1/2020
Jodi Hoffman	\$ 130.20	Tree - Voyuaguer	10/1/2020
Elizabeth Kee	\$ 130.20	Tree - Fox Point Boat Launch	9/28/2020
Patricia Mikulsky	\$ 765.00	Memorial Bench - Optimist	9/24/2020
Elizabeth Kee	\$ 1,562.40	12 trees in neighborhood	9/22/2020
Elizabeth Kee	\$ 140.00	Tree - Voyageur	9/22/2020
Laura Ajero	\$ 765.00	Bench - Legion	9/14/2020
Mark LaLuzerne	\$ 765.00	Bench - Voyageur	8/31/2020
Nathan Thompson	\$ 130.20	Tree - Southwest	6/11/2020
Jenny Nelson	\$ 175.00	Tree - Voyageur	5/27/2020
Bob Cuene	\$ 190.00	Tree - City Hall	5/27/2020
Kim Pinchard	\$ 130.20	Tree - Voyageur	5/6/2020
Tracy Fabry	\$ 175.00	Tree - Voyageur	4/27/2020
Michael Sinacola	\$ 130.20	Tree - Voyageur	4/16/2020
Lynn Leininger	\$ 1,300.00	Bench - Bomier	2/20/2020
Mark Moran	\$ 1,300.00	Bench - Bomier	2/18/2020
Mark Moran	\$ 1,800.00	Swinging Bench - Bomier	2/18/2020
Pam Jenk	\$ 1,225.00	Bench - Bomier	2/14/2020
Michael Foster	\$ 130.20	Tree - Rotary	1/29/2020
Andrea Houston	\$ 1,800.00	Swinging Bench - Voyageur	1/29/2020
Total	\$15,194.80		



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 21, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Staff Update on Status of Spring/Summer Programming and the Impact from Covid.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 21, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Staff update on VFW Aquatic Facility Progress.

Sitework is done until spring. Slide foundations were completed and the slides themselves were being erected the week of January 11. Mechanical building ceiling is drywalled, taped, and painted. Walls are painted and we have started to move equipment into the building.

Pool Building CMU (concrete masonry unit) is complete and siding wall furring strips are 75% done. Ceiling vapor barrier started with blown insulation also started. Drywall ceiling install has begun as well as block fill (wall primer on CMU).



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 21, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: John McDonald

SUBJECT: Staff Update on Use Of Pool Pass for Virtual Snowman Competition

Staff will be using one of the five approved family season pool passes as a prize for the Virtual Snowman Competition.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 21, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Staff Update on Vandalism at Voyageur Park.
