



# Board of Park Commissioners

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

Special Untelevised

**Revised Agenda**

**Monday, January 7, 2019**

**6:00 PM**

**De Pere Community Center, Lower Level**

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 7, 2019 at 6:00 PM** in the **De Pere Community Center, Lower Level, 600 Grant Street, De Pere, WI 54115**.

I. Call to Order

1. Roll Call

II. Discussion Item

1. Public input session regarding new pool designs at Legion and VFW Parks.

III. Action Item

1. Consider additional amendment to Graef Agreement for pool design.\*

IV. Public Comment Period

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 Michael J. Walsh  
Larry Delo, City Administrator  
Judy Schmidt-Lehman, City Attorney  
Marty Kosobucki  
Shana Ledvina, City Clerk  
City Hall 1st and 2nd Floor  
John Zegers, WDP High School District  
William Soquet, Teen Advisor

De Pere Youth Hockey  
Tod Maki, 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  
Ben Villaruel, De Pere School District  
Lydia McMorrow, Teen Advisor

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 7, 2019

**DEPARTMENT:** Parks, Recreation & Forestry

**FROM:** Marty Kosobucki

**SUBJECT:** Public input session regarding new pool designs at Legion and VFW Parks.

---



City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

**MEETING DATE:** January 7, 2019

**DEPARTMENT:** Parks, Recreation & Forestry

**FROM:** Marty Kosobucki

**SUBJECT:** Consider additional amendment to Graef Agreement for pool design.\*

I have been asked by several people to have the Park Board discuss and consider an additional amendment to the agreement with Graef related to the design of our pools. The topic is whether we want to have both pools designed together, or design VFW first and then Legion. I have included a memo from Graef explaining the cost of designing VFW and Legion simultaneously would not change, however their timeline would.

The purpose of the original timeline (VFW first and Legion second), was so that we can maximize our chances of getting VFW completed by 2020. If we focus on designing both facilities at the same time, we will likely take a longer time to design...thus reducing our chances to have VFW up and running by 2020.

The argument against doing it this way is two fold. First, the likelihood of getting VFW up and running by 2020 is slim at best right now anyway. Second, it is important to have the facilities compliment each other and by designing VFW first we may be hindering or complicating the design of Legion Pool.

Staff does not have a recommendation in which way to go on this topic. If the Park Board decides to design both VFW and Legion simultaneously, we will forward the recommendation to the Council at their January 15th meeting where they will be reviewing the amendment the Park Board approved on December 20th meeting.

**ATTACHMENTS:**

- Concurrent Design Memo\_1-3-19 (PDF)



collaborāte / formulāte / innovāte

## MEMORANDUM

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

**FROM:** Patrick J. Skalecki, P.E. – Green Bay Office Manager

**DATE:** Jan. 3, 2019

**SUBJECT:** VFW Park and Legion Park Aquatic Centers  
 Concurrent Conceptual Design

As requested, we have reviewed the impacts on fee and schedule of a concurrent conceptual design schedule for both VFW Park Aquatic Center and Legion Park Aquatic Center. This review assumes that the VFW Park Aquatic Center scope includes 2 conceptual design options as recently submitted in our revised amendment proposal dated 1/3/19.

### Fee

We reviewed the fees for each site, if we do run the designs concurrent. Each site is unique and thus the efforts for each site are essentially independent. We do not see many opportunities for combining efforts and saving much cost. The only area that there may be an opportunity to save cost is in meetings, public input sessions, and presentations. We are already assuming a combined Kick-off meeting. As we understand, the public input meetings need to remain separate and independent. The presentations could be done on the same night as outlined in the schedule below, but the savings in any cost would be minimal and only from travel for one of the presentations. Our amendment proposal already assumed that one Park Board meeting would include a presentation for both sites, albeit at different stages of design (March 21<sup>st</sup>). In summary, we feel that the fees for independent efforts at each site in our amendment proposal dated 1/3/19, would be the fees necessary even if we run the designs concurrent.

### Schedule

For schedule, we feel that we could run the designs concurrent and hold to the Legion Park Aquatic Center schedule as outlined below. We have the resources and feel there is enough time to develop the designs for both sites following that timeline. We would propose to have the two public input meetings of the two options for each site on separate days on the same week, with the second site PIM being the same day as the first presentation to the Park Board (March 21<sup>st</sup>). A concurrent design schedule could be as follows:

### Concurrent VFW/Legion Park Aquatic Centers

- Kickoff meeting: Week of January 7, 2019.



collaborāte / formulāte / innovāte

- Public input meeting by City: anticipated for week of January 28<sup>th</sup>.
- Prepare two options, for each site, of schematic facility/site layout, 2D rendering and budgets: Feb. 4 – March 11<sup>th</sup>.
- Submit two options, for each site, to City Staff for review comment. March 11<sup>th</sup>.
- Receive comments/Make minor revisions to two options for each site. March 14-20<sup>th</sup>.
- Conduct public input meeting of two proposed design options for each site: March 19<sup>th</sup> and March 21<sup>st</sup>.
- Presentation of the two design options, for each site, to Park Board: March 21<sup>st</sup> (3<sup>rd</sup> Thursday).
- Update schematic layout and 2D rendering for each site, and prepare 3D rendering of each site for one (1) draft option: March 25<sup>th</sup> – April 11<sup>th</sup>.
- Presentation of single draft plan and budget estimate to Park Board: week of April 18<sup>th</sup> (3<sup>rd</sup> Thursday).
- Final revisions and submit final edited conceptual design documents and budget estimate: April 22<sup>nd</sup> – May 3<sup>rd</sup>.

PJS:pjs

G:\Mkt\Proposals & SOQs\GB\MUN\De Pere, City\VFW and Legion Park Aquatic Centers Conceptual Design\_20-1218\Concurrent Design Memo\_1-3-19.docx

cc: Matt Freeby - WTI  
Joe Pepitone - GRAEF

Attachment: Concurrent Design Memo\_1-3-19 (7770 : Consider Additional Amendment to Graef Agreement for Pool Design.\*)