

Agenda

Regular Parks and Recreation Board

DATE: THURSDAY JANUARY 6, 2022
TIME: 5:15 P.M. – COUNCIL CHAMBERS, CITY HALL
(with the option to attend virtually via video / teleconferencing)

***CITY OF WAUPACA MISSION STATEMENT:** “The city of Waupaca’s mission is to provide services that ensure a safe, vibrant and connected community.”*

General Business:

- A. Roll Call
- B. Approval of Agenda
- C. Approval of Monthly Reports
 - Revenue and Expenditure Reports
- D. Recreation Program Update – Kassandra Humke
- E. Design and Engineering Services for Inclusive Playground and Splash Pad – Action Item
- F. Senior Center Coordinator Update

Any other Business

Adjournment

Andrew Whitman
Parks and Recreation Director

PLEASE NOTIFY THE CLERK’S OFFICE IF YOU ARE UNABLE TO ATTEND.

PLEASE ADVISE THE CITY CLERK’S OFFICE IF YOU REQUIRE SPECIAL ACCOMMODATIONS. THE CITY OF WAUPACA PROVIDES EQUAL OPPORTUNITIES FOR PUBLIC MEETINGS.

This meeting will be held in the Council Chambers, City Hall with the option to attend virtually via video / teleconferencing.

Parks and Recreation Director – December Report

Administrative:

- I had been working on a Request for Proposal (RFP) for the design and engineering services for the proposed inclusive playground and splash pad. The RFP was posted on November 5th with proposals being due by December 3rd. We received four different proposals for this work from, in alphabetical order, Fehr Graham, JSD, Parkitecture + Planning, LLC and Rettler Corporation. The fundraising/planning committee first met on December 8th and narrowed the proposals down to the top two. I then reached out to both of the top two proposals for follow up questions and reference calls. On December 16th the committee met again and came up with a recommendation for which company to proceed with in the planning for the playground/splash pad. This recommendation will need to be approved by both Park Board and the Common Council before proceeding. The proposed timeline is to work through design and engineering through the end of March and be ready for the construction bidding at that time with the goal of still having construction start in 2022.
- With the open Senior Center Coordinator position we have continued to have internal discussion about the position and how it could look in the future. Anytime there is an open position it is a good time to evaluate that position and how it could best serve the community. It is also a time to look at the job description to make sure it is an accurate depiction of the work of the position. After some thorough thought, research and consideration we have decided to rehire the position the same. I will be bringing some updates to the job description and pay range to common council before posting the position after the New Year.
- Staff has been working through the pros and cons of holding our Winter Rec Fest again this year. Most of the discussion has surrounded the inability to hold the event over the past few years due to lack of snow or bad weather. The sled hill is currently bare with no substantial snow in the foreseeable forecast. There is a lot of planning and communication that goes into an event like that and it's been disheartening to not hold it. Staff has decided to forgo having Winter Rec Fest again and turn our attention to a different event that possibly would be inside. Discussion have already begun for a new event that would involve Santa Claus, hot chocolate and local businesses. More information will come in the future on this. We will continue with our Medallion Hunt and Virtual Fishing Tournaments as well.

Community Events:

- **Virtual Ice Fishing Tournament** – Starts January 10th, 2022
 - **Waupaca Park and Rec Medallion Hunt** – February 2022
-

Parks:

- The Sled Hill at Swan Park had a short run earlier this month but is now back to being bare grass. The lights were on and the hill was getting used by the community on a regular basis. Though the forecast isn't favorable, we are hopeful for some more snow soon so the community can enjoy it once again. Once we do get some more snow we will turn the lights back on. We will also continue to groom the trails at Swan Park with our Snowdog machine for people to enjoy all season long.
- The unique winter thunderstorm we had did have some effect on our park areas. We received some reports of trees down in different sections of the trails and one in the cemetery. Crews will work to get those cleared in a timely matter so the community can continue to safely use our trails.

Andrew Whitman

Andrew Whitman, CPRP
Parks and Recreation Director

Deposit Date	(All)
Money Type	(All)

Year to date summary	YTD-Sum of Amount	Sum of Amount
		0.00%
501 Youth Programs	\$ 67,485.63	44.68%
502 Swimming	\$ 10,200.18	6.75%
504 Youth Center Fees	\$ 1,820.62	1.21%
507 Concessions Rec Center	\$ 1,922.58	1.27%
508 Rent Rec Center	\$ 10,785.22	7.14%
510 Concessions Swan Park	\$ 26,537.10	17.57%
511 Park Shelter Houses	\$ 14,132.64	9.36%
513 Beer Permits	\$ 949.32	0.63%
514 Shelter Deposit	\$ (5,619.62)	-3.72%
521 Adult Baseball	\$ 6,149.09	4.07%
522 Adult Basketball	\$ 2,691.65	1.78%
523 Adult Volleyball	\$ 4,105.70	2.72%
524 Adult Kickball/Tennis	\$ 198.45	0.13%
530 Donations-P&R Events (R)	\$ 2,250.00	1.49%
530 Donations-Parks	\$ 3,597.20	2.38%
530 Donations-Rec Center	\$ 310.00	0.21%
530 Donations-Senior	\$ 135.00	0.09%
530 Donations-Youth Programs	\$ 2,000.00	1.32%
701 Senior Travel	\$ (149.27)	-0.10%
702 Senior Programs	\$ 25.59	0.02%
703 Senior Membership	\$ 1,498.56	0.99%
Grand Total	\$ 151,025.64	100.00%

12/17/2021

Month to date summary	Sum of Amount
501 Youth Programs	\$144.03
504 Youth Center Fees	\$88.33
507 Concessions Rec Center	\$158.32
508 Rent Rec Center	\$741.20
702 Senior Programs	\$4.41
703 Senior Membership	\$74.58
522 Adult Basketball	\$990.92
Grand Total	\$2,201.79

Below are the current numbers for Youth and Adult programs with recent registration dates:

In Progress	
Virtual Ice Fishing Tournament	4
Beginner Soccer	21
Intermediate Soccer	20

Youth Programs:

Beginner and Intermediate Basketball completed on Thursday, December 9th and the children had a blast! On December 16th the Kindergarteners and First Graders were supposed to perform their half time show for the crowd the Waupaca High School Varsity Basketball game, however that was cancelled due to school being cancelled. I am currently looking in to rescheduling the halftime show since those kids put in such hard work during the practices.

Beginner and Intermediate Soccer registration is currently open and the programs will begin on February 15th.

Adult Programs:

All of the fall adult leagues have wrapped up and registration is currently open for the spring leagues. The men's basketball season is already three weeks into the season and everything has been going well so far! All spring adult leagues will begin in mid-February.

Events:

In January 2021 we organized a virtual ice-fishing tournament and there was a lot of participation! Due to that, we have decided to run another virtual tournament starting in January 2022. Registration has just started and there are already a few registrations. The participants with the largest northern, bluegill, and perch will receive a prize, which I am still working through. We will be holding the second annual Medallion Hunt that is a free community event starting in January 2022. This is still in the planning phases as we are currently working on the clues for the hunt. The first person to find the medallion will receive a prize so stay tuned for more information as we get closer! Our goal is to get past the first two clues this year!

Kassandra Humke, Recreation Program Supervisor

CITY OF WAUPACA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

FUND 100 - GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>PUBLIC CHARGES FOR SERVICE</u>						
100-46540-100-000	FEES: CEMETERY BURIALS	1,400.00	15,080.00	15,000.00	80.00	100.53
100-46715-000-000	FEES: PARK BEER PERMITS	146.68	619.32	500.00	119.32	123.86
100-46720-000-000	FEES: PARK SHELTER HOUSES	2,574.11	9,252.47	8,000.00	1,252.47	115.66
100-46725-000-000	FEES: CONCESSIONS SWAN PARK	1,030.33	29,793.07	30,000.00	(206.93)	99.31
100-46745-000-000	FEES: CONCESSIONS REC CENTER	65.57	1,800.95	3,000.00	(1,199.05)	60.03
100-46750-100-000	FEES: SENIOR MEMBERSHIP	648.88	6,110.85	8,000.00	(1,889.15)	76.39
100-46750-110-000	FEES: SENIOR TRAVEL	116.41	6,498.41	10,000.00	(3,501.59)	64.98
100-46750-120-000	FEES: SENIOR PROGRAMS	12.52	593.36	1,000.00	(406.64)	59.34
	TOTAL PUBLIC CHARGES FOR SERVICE	5,994.50	69,748.43	75,500.00	(5,751.57)	92.38
	TOTAL FUND REVENUE	5,994.50	69,748.43	75,500.00	(5,751.57)	92.38
<u>PARK & REC-SENIOR PROGRAMS</u>						
100-55131-102-000	SR CITIZENS: WAGES	1,546.40	37,873.12	40,204.00	2,330.88	94.20
100-55131-104-000	SR CITIZENS: PT WAGES	1,639.49	29,872.52	28,026.00	(1,846.52)	106.59
100-55131-118-000	SR CITIZENS: SOCIAL SECURITY	259.65	5,608.33	5,220.00	(388.33)	107.44
100-55131-119-000	SR CITIZENS: RETIREMENT (R)	118.44	2,931.04	2,714.00	(217.04)	108.00
100-55131-121-000	SR CITIZENS: GRP HLTH INS	208.34	4,791.82	5,000.00	208.18	95.84
100-55131-122-000	SR CITIZENS: LIFE INS	3.24	73.94	78.00	4.06	94.79
100-55131-123-000	SR CITIZENS: INC PROTECT	10.95	251.85	240.00	(11.85)	104.94
100-55131-202-000	SR CITIZENS: TRAINING	.00	344.00	1,300.00	956.00	26.46
100-55131-207-000	SR CITIZENS: MAINT OF EQUIP	.00	467.13	1,000.00	532.87	46.71
100-55131-216-000	SR CITIZENS: POSTAGE	.00	595.00	2,000.00	1,405.00	29.75
100-55131-217-000	SR CITIZENS: MEMBERSHIP & DUES	.00	275.00	150.00	(125.00)	183.33
100-55131-230-000	SR CITIZENS: AWARDS	.00	22.00	200.00	178.00	11.00
100-55131-231-000	SR CITIZENS: EQUIP	47.56	1,244.85	1,500.00	255.15	82.99
100-55131-253-000	SENIOR: PROMOTIONAL MATERIA	.00	953.74	1,100.00	146.26	86.70
100-55131-254-000	SENIOR: TRIPS	465.00	7,517.00	8,000.00	483.00	93.96
100-55131-301-000	SR CITIZENS: SUPPLIES	1,120.36	5,626.64	5,150.00	(476.64)	109.26
	TOTAL PARK & REC-SENIOR PROGRAMS	5,419.43	98,447.98	101,882.00	3,434.02	96.63

CITY OF WAUPACA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

FUND 100 - GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<hr/>						
PARK & REC-ADMINISTRATION						
<hr/>						
100-55211-102-000	REC ADMIN: WAGES	5,272.80	76,455.61	68,549.00	(7,906.61)	111.53
100-55211-118-000	REC ADMIN: SOCIAL SECURITY	451.19	6,815.92	5,244.00	(1,571.92)	129.98
100-55211-119-000	REC ADMIN: RETIREMENT (R)	398.10	6,013.91	4,627.00	(1,386.91)	129.97
100-55211-121-000	REC ADMIN: GRP HLTH INS	625.02	8,493.44	6,538.00	(1,955.44)	129.91
100-55211-122-000	REC ADMIN: LIFE INS	25.56	355.56	283.00	(72.56)	125.64
100-55211-123-000	REC ADMIN: INC PROTECT	31.49	440.85	457.00	16.15	96.47
100-55211-202-000	REC ADMIN: TRAINING	170.00	2,266.00	3,800.00	1,534.00	59.63
100-55211-206-000	REC ADMIN: TELEPHONE	122.71	1,210.62	800.00	(410.62)	151.33
100-55211-207-000	REC ADMIN: MAINT OF EQUIP	.00	.00	350.00	350.00	.00
100-55211-215-000	REC ADMIN: ADVERTISING	10.00	1,934.27	1,500.00	(434.27)	128.95
100-55211-217-000	REC ADMIN: MEMBERSHIP & DUES	.00	299.50	500.00	200.50	59.90
100-55211-228-000	REC ADMIN: RECRUITE PERSONNEL	.00	66.08	450.00	383.92	14.68
100-55211-268-000	REC ADMIN: CAR /CELL PHONE	.00	1,300.00	1,600.00	300.00	81.25
100-55211-301-000	REC ADMIN: SUPPLIES	55.00	849.83	1,650.00	800.17	51.50
<hr/>						
	TOTAL PARK & REC-ADMINISTRATION	7,161.87	106,501.59	96,348.00	(10,153.59)	110.54
<hr/>						
PARK & REC-YOUTH PROGRAMS						
<hr/>						
100-55212-232-000	YOUTH PROGS: REFEREE,UMPS, ETC	750.00	750.00	.00	(750.00)	.00
<hr/>						
	TOTAL PARK & REC-YOUTH PROGRAMS	750.00	750.00	.00	(750.00)	.00
<hr/>						
PARK & REC-RECREATION BLDG						
<hr/>						
100-55216-104-000	REC BLDG :PARTTIME	1,474.06	25,531.12	26,385.00	853.88	96.76
100-55216-112-000	REC BLDG: UNIFORMS	16.22	177.96	.00	(177.96)	.00
100-55216-116-000	REC BLDG : PT RETIRE	.00	22.02	.00	(22.02)	.00
100-55216-118-000	REC BLDG : SOCIAL SECURITY	23.51	662.56	2,018.00	1,355.44	32.83
100-55216-122-000	REC BLDG: LIFE INS	.00	1.25	.00	(1.25)	.00
100-55216-203-000	REC BLDG: HEAT	.00	20,355.69	19,250.00	(1,105.69)	105.74
100-55216-204-000	REC BLDG: ELECTRICITY	.00	23,657.94	24,000.00	342.06	98.57
100-55216-205-000	REC BLDG: WATER SEWER	.00	4,405.49	7,000.00	2,594.51	62.94
100-55216-206-000	REC BLDGCENTER: TELEPHONE	25.85	1,010.70	1,500.00	489.30	67.38
100-55216-207-000	REC BLDG: MAINT OF EQUIP	1,204.00	4,644.08	4,000.00	(644.08)	116.10
100-55216-208-000	REC BLDG: MAINT OF FACILITIES	797.52	13,149.91	9,610.00	(3,539.91)	136.84
100-55216-211-000	REC BLDG: CONTRACT SERVICES	.00	370.17	1,400.00	1,029.83	26.44
100-55216-231-000	REC BLDG: EQUIP	.00	904.90	2,000.00	1,095.10	45.25
100-55216-244-000	REC BLDG: ELEVATOR	33.59	3,816.89	2,000.00	(1,816.89)	190.84
100-55216-245-000	REC BLDG: FIRE ALARM	.00	486.00	750.00	264.00	64.80
100-55216-247-000	REC BLDG: SPRINKLER SYSTEM	.00	295.00	250.00	(45.00)	118.00
100-55216-248-000	REC BLDG: AIR SYSTEM HVAC	.00	7,964.00	11,000.00	3,036.00	72.40
100-55216-253-000	REC BLDG: CONCESSIONS	375.51	1,641.81	1,500.00	(141.81)	109.45
100-55216-301-000	REC BLDG: SUPPLIES	728.64	4,729.25	4,550.00	(179.25)	103.94
<hr/>						
	TOTAL PARK & REC-RECREATION BLDG	4,678.90	113,826.74	117,213.00	3,386.26	97.11
<hr/>						

CITY OF WAUPACA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

FUND 100 - GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
PARK & REC-BEACHES					
100-55221-104-000 BEACHES: PT WAGES	.00	45,561.80	42,000.00	(3,561.80)	108.48
100-55221-118-000 BEACHES: SOCIAL SECURITY	.00	3,485.57	3,213.00	(272.57)	108.48
100-55221-205-000 BEACHES: WATER SEWER	.00	767.61	1,500.00	732.39	51.17
100-55221-206-000 BEACHES: TELEPHONE	.00	324.00	585.00	261.00	55.38
100-55221-208-000 BEACHES: MAINT OF FACILITIES	.00	390.00	500.00	110.00	78.00
100-55221-301-000 BEACHES: SUPPLIES	.00	1,000.10	3,125.00	2,124.90	32.00
TOTAL PARK & REC-BEACHES	.00	51,529.08	50,923.00	(606.08)	101.19
PARK & REC-PARKS					
100-55411-102-000 PARKS: WAGES	2,144.80	51,018.30	55,747.00	4,728.70	91.52
100-55411-103-000 PARKS: OVERTIME	.00	651.12	1,100.00	448.88	59.19
100-55411-104-000 PARKS: PT WAGES	.00	4,679.44	7,400.00	2,720.56	63.24
100-55411-105-000 PARKS: CALL-IN PAY	.00	321.72	.00	(321.72)	.00
100-55411-112-000 PARKS: UNIFORMS	11.28	284.98	700.00	415.02	40.71
100-55411-118-000 PARKS: SOCIAL SECURITY	153.78	2,429.01	4,915.00	2,485.99	49.42
100-55411-119-000 PARKS: RETIREMENT (R)	144.77	3,567.60	3,837.00	269.40	92.98
100-55411-121-000 PARKS: GRP HLTH INS	719.93	13,563.59	17,278.00	3,714.41	78.50
100-55411-122-000 PARKS: LIFE INS	4.93	109.38	117.00	7.62	93.49
100-55411-123-000 PARKS: INC PROTECT	12.72	282.24	305.00	22.76	92.54
100-55411-202-000 PARKS: TRAINING	150.00	971.85	500.00	(471.85)	194.37
100-55411-203-000 PARKS: HEAT	.00	915.47	1,500.00	584.53	61.03
100-55411-204-000 PARKS: ELECTRICITY	.00	18,958.94	19,700.00	741.06	96.24
100-55411-205-000 PARKS: WATER SEWER	.00	11,529.34	15,000.00	3,470.66	76.86
100-55411-206-000 PARKS: TELEPHONE	81.15	2,197.58	2,500.00	302.42	87.90
100-55411-207-000 PARKS: MAINT OF EQUIP	39.83	1,888.00	2,000.00	112.00	94.40
100-55411-208-000 PARKS: MAINT OF FACILITIES	1,883.05	15,498.20	17,100.00	1,601.80	90.63
100-55411-210-000 PARKS: PROF SERVICES	.00	77.00	.00	(77.00)	.00
100-55411-211-000 PARKS: CONTRACT SERVICES	165.00	4,807.26	4,500.00	(307.26)	106.83
100-55411-231-000 PARKS: MOWING EQUIP	.00	202.50	7,000.00	6,797.50	2.89
100-55411-253-000 PARKS: CONCESSIONS	.00	25,402.90	20,000.00	(5,402.90)	127.01
100-55411-272-000 PARKS: MAINT OF VEHICLES	589.78	3,359.82	4,200.00	840.18	80.00
100-55411-301-000 PARKS: SUPPLIES	128.00	16,928.01	14,400.00	(2,528.01)	117.56
100-55411-312-000 PARKS: GASOLINE	478.44	8,327.68	7,000.00	(1,327.68)	118.97
100-55411-313-000 PARKS: DIESEL FUEL	70.89	875.64	2,000.00	1,124.36	43.78
TOTAL PARK & REC-PARKS	6,778.35	188,847.57	208,799.00	19,951.43	90.44

CITY OF WAUPACA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

FUND 100 - GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
	<u>CEMETERY</u>					
100-57711-102-000	CEM: WAGES	1,888.00	45,785.29	49,094.00	3,308.71	93.26
100-57711-103-000	CEM: OVERTIME	.00	725.70	.00	(725.70)	.00
100-57711-112-000	CEM: UNIFORMS	.00	150.00	300.00	150.00	50.00
100-57711-118-000	CEM: SOCIAL SECURITY	156.20	3,581.44	3,756.00	174.56	95.35
100-57711-119-000	CEM: RETIREMENT (R)	141.50	3,335.70	3,314.00	(21.70)	100.65
100-57711-121-000	CEM: GRP HLTH INS	208.34	15,338.99	17,278.00	1,939.01	88.78
100-57711-122-000	CEM: LIFE INS	3.37	74.86	78.00	3.14	95.97
100-57711-123-000	CEM: INC PROTECT	9.97	223.50	240.00	16.50	93.13
100-57711-202-000	CEM: TRAINING	.00	.00	250.00	250.00	.00
100-57711-203-000	CEM: HEAT	.00	.00	600.00	600.00	.00
100-57711-204-000	CEM: ELECTRICITY	.00	393.77	325.00	(68.77)	121.16
100-57711-205-000	CEM: WATER SEWER	.00	605.40	625.00	19.60	96.86
100-57711-207-000	CEM: MAINT OF EQUIP	.00	560.95	3,000.00	2,439.05	18.70
100-57711-210-000	CEM: PROF SERVICES	.00	154.00	.00	(154.00)	.00
100-57711-268-000	CEM: CAR/CELL PHONE	.00	440.00	480.00	40.00	91.67
100-57711-272-000	CEM: MAINT OF VEHICLES	.00	245.54	1,000.00	754.46	24.55
100-57711-301-000	CEM: SUPPLIES	.00	798.97	750.00	(48.97)	106.53
	TOTAL CEMETERY	2,407.38	72,414.11	81,090.00	8,675.89	89.30
	TOTAL FUND EXPENDITURES	27,195.93	632,317.07	656,255.00	23,937.93	96.35
	NET REVENUES OVER EXPENDITURES	(21,201.43)	(562,568.64)	(580,755.00)	18,186.36	(3,093.35)

CITY OF WAUPACA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

FUND 252 - ADULT RECREATION PROGRAM FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	<u>PUBLIC CHARGES FOR SERVICES</u>					
252-44621-000-000	REC DEPT: BASKETBAL	955.29	3,294.54	2,000.00	1,294.54	164.73
252-44622-000-000	REC DEPT: BASEBALL	.00	3,352.22	4,000.00	(647.78)	83.81
252-44623-000-000	REC DEPT: VOLLEYBAL	1,942.84	3,564.64	10,000.00	(6,435.36)	35.65
252-44624-000-000	REC DEPT: KICKBALL/OTHER	128.01	387.17	2,000.00	(1,612.83)	19.36
	TOTAL PUBLIC CHARGES FOR SERVICES	3,026.14	10,598.57	18,000.00	(7,401.43)	58.88
	TOTAL FUND REVENUE	3,026.14	10,598.57	18,000.00	(7,401.43)	58.88
	<u>ADULT VOLLEYBALL</u>					
252-55217-231-000	ADULT VOLLEYBALL: EQUIP	.00	.00	1,000.00	1,000.00	.00
252-55217-232-000	ADULT VOLLEYBAL: REFEREES, ETC	795.00	2,370.00	4,300.00	1,930.00	55.12
	TOTAL ADULT VOLLEYBALL	795.00	2,370.00	5,300.00	2,930.00	44.72
	<u>ADULT BASKETBALL</u>					
252-55218-104-000	ADULT BASKETBALL: PT WAGES	55.61	55.61	1,000.00	944.39	5.56
252-55218-118-000	ADULT BASKETBALL: SOC SEC	4.25	4.25	77.00	72.75	5.52
252-55218-231-000	ADULT BASKETBALL: EQUIPMENT	.00	.00	400.00	400.00	.00
252-55218-232-000	ADULT BASKETBAL: REFEREES, ETC	.00	.00	2,500.00	2,500.00	.00
	TOTAL ADULT BASKETBALL	59.86	59.86	3,977.00	3,917.14	1.51
	<u>ADULT SOFTBALL</u>					
252-55219-104-000	ADULT SOFTBALL: PT WAGES	.00	999.93	.00	(999.93)	.00
252-55219-118-000	ADULT SOFTBALL: SOCIAL SEC	.00	76.51	.00	(76.51)	.00
252-55219-231-000	ADULT SOFTBALL: EQUIP	.00	549.50	3,500.00	2,950.50	15.70
252-55219-232-000	ADULT SOFTBALL: UMPS, ETC	.00	4,375.00	5,000.00	625.00	87.50
	TOTAL ADULT SOFTBALL	.00	6,000.94	8,500.00	2,499.06	70.60
	<u>ADULT KICKBALL</u>					
252-55220-231-000	ADULT KICKBALL: EQUIP	.00	.00	200.00	200.00	.00
252-55220-232-000	ADULT KICKB: REFEREE, UMPS, ETC	.00	.00	800.00	800.00	.00
	TOTAL ADULT KICKBALL	.00	.00	1,000.00	1,000.00	.00

CITY OF WAUPACA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

FUND 252 - ADULT RECREATION PROGRAM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>ADULT TENNIS/OTHER</u>					
252-55221-233-000 ADULT TENNIS: PROGRAM EXPENSE	.00	343.53	750.00	406.47	45.80
TOTAL ADULT TENNIS/OTHER	.00	343.53	750.00	406.47	45.80
TOTAL FUND EXPENDITURES	854.86	8,774.33	19,527.00	10,752.67	44.93
NET REVENUES OVER EXPENDITURES	2,171.28	1,824.24	(1,527.00)	3,351.24	54.43

CITY OF WAUPACA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

FUND 254 - YOUTH PROGRAMS FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>PUBLIC CHARGES FOR SERVICE</u>						
254-46730-000-000	FEES: REC DEPT: MEMBERSHIP	141.01	1,628.81	2,000.00	(371.19)	81.44
254-46735-000-000	FEES: REC DEPT: SWIMMING	5,057.80	9,255.74	6,000.00	3,255.74	154.26
254-46740-000-000	FEES: REC DEPT: YOUTH PROGRAMS	18,891.30	56,382.26	21,400.00	34,982.26	263.47
	TOTAL PUBLIC CHARGES FOR SERVICE	24,090.11	67,266.81	29,400.00	37,866.81	228.80
<u>INTERGOVT CHARGES FOR SERVICE</u>						
254-47350-100-000	TOWNSHIPS: CONTRIBUTION DAYTON	.00	.00	46,517.00	(46,517.00)	.00
254-47350-105-000	TOWNSHIPS: CONTRIBUTION FARM	.00	.00	64,995.00	(64,995.00)	.00
254-47350-110-000	TOWNSHIPS: CONTRIBUTION WAUP	.00	.00	20,637.00	(20,637.00)	.00
254-47350-200-000	INTERGOVT CHRG: SCHOOL SWIM	.00	5,000.00	5,000.00	.00	100.00
	TOTAL INTERGOVT CHARGES FOR SERVIC	.00	5,000.00	137,149.00	(132,149.00)	3.65
<u>OTHER FINANCING SOURCES</u>						
254-49210-000-000	TRANSFER FROM GENERAL FUND	.00	102,323.00	102,323.00	.00	100.00
	TOTAL OTHER FINANCING SOURCES	.00	102,323.00	102,323.00	.00	100.00
	TOTAL FUND REVENUE	24,090.11	174,589.81	268,872.00	(94,282.19)	64.93
<u>PARK & REC-ADMINISTRATION</u>						
254-55211-102-000	REC ADMIN: WAGES	.00	52,681.59	67,218.00	14,536.41	78.37
254-55211-118-000	REC ADMIN: SOCIAL SECURITY	.00	4,529.39	5,141.00	611.61	88.10
254-55211-119-000	REC ADMIN: RETIREMENT (R)	.00	3,996.44	4,537.00	540.56	88.09
254-55211-121-000	REC ADMIN: GRP HLTH INS	.00	5,368.34	8,462.00	3,093.66	63.44
254-55211-122-000	REC ADMIN: LIFE INS	.00	226.32	283.00	56.68	79.97
254-55211-123-000	REC ADMIN: INC PROTECT	.00	283.42	299.00	15.58	94.79
254-55211-124-000	REC ADMIN: WORK COMP	.00	701.50	2,857.00	2,155.50	24.55
254-55211-206-000	REC ADMIN: TELEPHONE	.00	651.13	400.00	(251.13)	162.78
254-55211-207-000	REC ADMIN: MAINT OF EQUIP	.00	.00	150.00	150.00	.00
254-55211-217-000	REC ADMIN: MEMBERSHIP & DUES	.00	299.50	150.00	(149.50)	199.67
254-55211-268-000	REC ADMIN: CAR /CELL PHONE	.00	900.00	800.00	(100.00)	112.50
254-55211-301-000	REC ADMIN: SUPPLIES	.00	310.46	350.00	39.54	88.70
	TOTAL PARK & REC-ADMINISTRATION	.00	69,948.09	90,647.00	20,698.91	77.17

CITY OF WAUPACA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

FUND 254 - YOUTH PROGRAMS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
PARK & REC-YOUTH PROGRAMS					
254-55212-104-000	YOUTH PROGS: PT WAGES	288.53	14,939.00	12,607.00 (2,332.00)	118.50
254-55212-118-000	YOUTH PROGS: SOCIAL SECURITY	22.07	1,135.07	964.00 (171.07)	117.75
254-55212-124-000	YOUTH PROGS: WORK COMP	.00	.00	537.00 537.00	.00
254-55212-209-000	YOUTH PROGS: INS & BONDING	.00	.00	133.00 133.00	.00
254-55212-215-000	YOUTH PROGS: ADVERTISING	.00	21.68	.00 (21.68)	.00
254-55212-217-000	YOUTH PROGS: MEMBERSHIP & DUES	.00	2,171.00	1,915.00 (256.00)	113.37
254-55212-232-000	YOUTH PROGS: REFEREE,UMPS, ETC	35.00	18,328.12	18,531.00 202.88	98.91
254-55212-235-000	YOUTH PROG: DONATION EXPENSES	.00	1,500.00	.00 (1,500.00)	.00
254-55212-255-000	YOUTH PROGS: CONTRACT SERVICES	240.00	24,010.00	.00 (24,010.00)	.00
254-55212-301-000	YOUTH PROGS: SUPPLIES	70.00	15,732.13	14,728.00 (1,004.13)	106.82
TOTAL PARK & REC-YOUTH PROGRAMS		655.60	77,837.00	49,415.00 (28,422.00)	157.52
PARK & REC-YOUTH CENTER					
254-55215-104-000	YOUTH CTR: PT WAGES	1,234.78	31,806.60	42,437.00 10,630.40	74.95
254-55215-116-000	YOUTH CTR: PT RETIRE	65.58	1,699.12	1,677.00 (22.12)	101.32
254-55215-118-000	YOUTH CTR: SOCIAL SECURIT	94.46	2,450.85	3,246.00 795.15	75.50
254-55215-122-000	YOUTH CTR: LIFE INS	15.05	325.05	150.00 (175.05)	216.70
254-55215-124-000	YOUTH CTR: WORK COMP	.00	19.00	1,804.00 1,785.00	1.05
254-55215-301-000	YOUTH CTR: SUPPLIES	.00	298.53	1,500.00 1,201.47	19.90
TOTAL PARK & REC-YOUTH CENTER		1,409.87	36,599.15	50,814.00 14,214.85	72.03
PARK & REC-RECREATION BLDG					
254-55216-104-000	REC BLDG :PARTTIME	.00	2,065.42	3,090.00 1,024.58	66.84
254-55216-116-000	REC BLDG : PT RETIRE	.00	2.45	209.00 206.55	1.17
254-55216-118-000	REC BLDG : SOCIAL SECURITY	.00	60.58	236.00 175.42	25.67
254-55216-124-000	REC BLDG: WORK COMP	.00	78.69	131.00 52.31	60.07
254-55216-203-000	REC BLDG: UTILITIES	.00	4,250.12	5,750.00 1,499.88	73.92
254-55216-208-000	REC BLDG: MAINT OF FACILITIES	.00	1,187.69	3,390.00 2,202.31	35.04
254-55216-301-000	REC BLDG: SUPPLIES	.00	374.34	450.00 75.66	83.19
TOTAL PARK & REC-RECREATION BLDG		.00	8,019.29	13,256.00 5,236.71	60.50
PARK & REC-BEACHES					
254-55221-104-000	BEACHES: PT WAGES	.00	15,187.27	17,000.00 1,812.73	89.34
254-55221-118-000	BEACHES: SOCIAL SECURITY	.00	1,161.86	1,301.00 139.14	89.31
254-55221-124-000	BEACHES: WORK COMP	.00	578.64	723.00 144.36	80.03
254-55221-301-000	BEACHES: SUPPLIES	.00	561.38	875.00 313.62	64.16
TOTAL PARK & REC-BEACHES		.00	17,489.15	19,899.00 2,409.85	87.89

CITY OF WAUPACA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

FUND 254 - YOUTH PROGRAMS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>PARK & REC-PARKS</u>					
254-55411-104-000 PARKS: PT WAGES	.00	18,927.76	30,600.00	11,672.24	61.86
254-55411-118-000 PARKS: SOCIAL SECURITY	.00	3,046.19	2,341.00	(705.19)	130.12
254-55411-124-000 PARKS: WORK COMP	.00	713.14	1,300.00	586.86	54.86
254-55411-203-000 PARKS: UTILITIES	.00	2,787.80	4,300.00	1,512.20	64.83
254-55411-207-000 PARKS: MAINT OF EQUIP	.00	138.99	1,900.00	1,761.01	7.32
254-55411-208-000 PARKS: MAINT OF FACILITIES	.00	1,144.89	500.00	(644.89)	228.98
254-55411-211-000 PARKS: CONTRACT SERVICES	.00	509.14	800.00	290.86	63.64
254-55411-231-000 PARKS: MOWING EQUIP	.00	22.50	200.00	177.50	11.25
254-55411-272-000 PARKS: MAINT OF VEHICLES	.00	232.04	1,300.00	1,067.96	17.85
254-55411-301-000 PARKS: SUPPLIES	.00	2,425.57	1,600.00	(825.57)	151.60
TOTAL PARK & REC-PARKS	.00	29,948.02	44,841.00	14,892.98	66.79
TOTAL FUND EXPENDITURES	2,065.47	239,840.70	268,872.00	29,031.30	89.20
NET REVENUES OVER EXPENDITURES	22,024.64	(65,250.89)	.00	(65,250.89)	(100.00)

Memo

To: Parks and Recreation Board

From: Andrew Whitman – Parks and Recreation Director

Date: Tuesday, December 21, 2021

Subject: Design and Engineering of Inclusive Playground and Splash Pad

Progress continues to move forward on the proposed Inclusive Playground and Splash Pad at Swan Park. The Friends of Waupaca Parks group is nearing completion of the \$700,000 fundraising effort for this project. To keep with the projected timeline we are looking to move forward with the design and engineering phase of the project.

A design and engineering request for proposal (RFP) was sent out to qualified firms and posted on November 5th, 2022. Proposals were to be submitted by December 3rd, 2022. Four different proposals were submitted by Fehr Graham, JSD, Parkitecture/Strand and Rettler Corporation respectively. Proposals were graded as a best value based on five categories; Firm, Personnel, Engineering Services, Specification/Goals and Cost. The fundraising/project committee did an initial review of proposals on December 8th and narrowed the field to two top proposals of Parkitecture and Rettler based on the scoring below.

		JSD	FEHR GRAHAM	PARKITECTURE	RETTLER
Firm qualifications	13%	4	2	5	5
Personnel	13%	4	3	4	5
Engineering Services	19%	4	2	4	5
Specifications/Goals	25%	2	1	5	5
Cost	31%	3	1	4	4
Total Score	25	17	9	22	24
Total Weighted Score	80	51	25	70	75
Percent of Max		▶ 64%	▶ 31%	▶ 88%	▶ 94%
Total Cost		▶ \$89,500.00	▶ \$43,130.00	▶ \$84,770.00	▶ \$77,832.20

The committee, upon review of Fehr Grahams proposal, found it to be incomplete and not encapsulating all the work needed to complete the project. JSD put together a decent proposal but was eliminated due to being the highest cost and not completely meeting specifications/goals. Committee members came up with a list of follow up questions for both of the remaining firms. I reached out to both firms to get answers for the committees questions and called the references for both firms.

The group met again on December 16th and discussed all the information gathered. The two remaining firms were highly regarded by the group and it was a difficult decision. Ultimately Rettler Corporation took a slight edge due to the bullet points below, and the group voted to recommend entering into contract with them on the design and engineering of the project.

- Ability of Rettler Corporation to follow proposed timeline
- Understanding of importance of inclusivity of project
- Knowledge of the community and project location

REQUESTED ACTION:

Recommend Park Board approve taking the recommendation of entering into contract with Rettler Corporation for design and engineering of an inclusive playground and splash pad at Swan Park for a cost not to exceed \$77,832.20.

- *Funding shall come from the FOWP Swan Park Project Donation Fund*

ATTACHED:

Preliminary Site Plan

Rettler Corporation Proposal

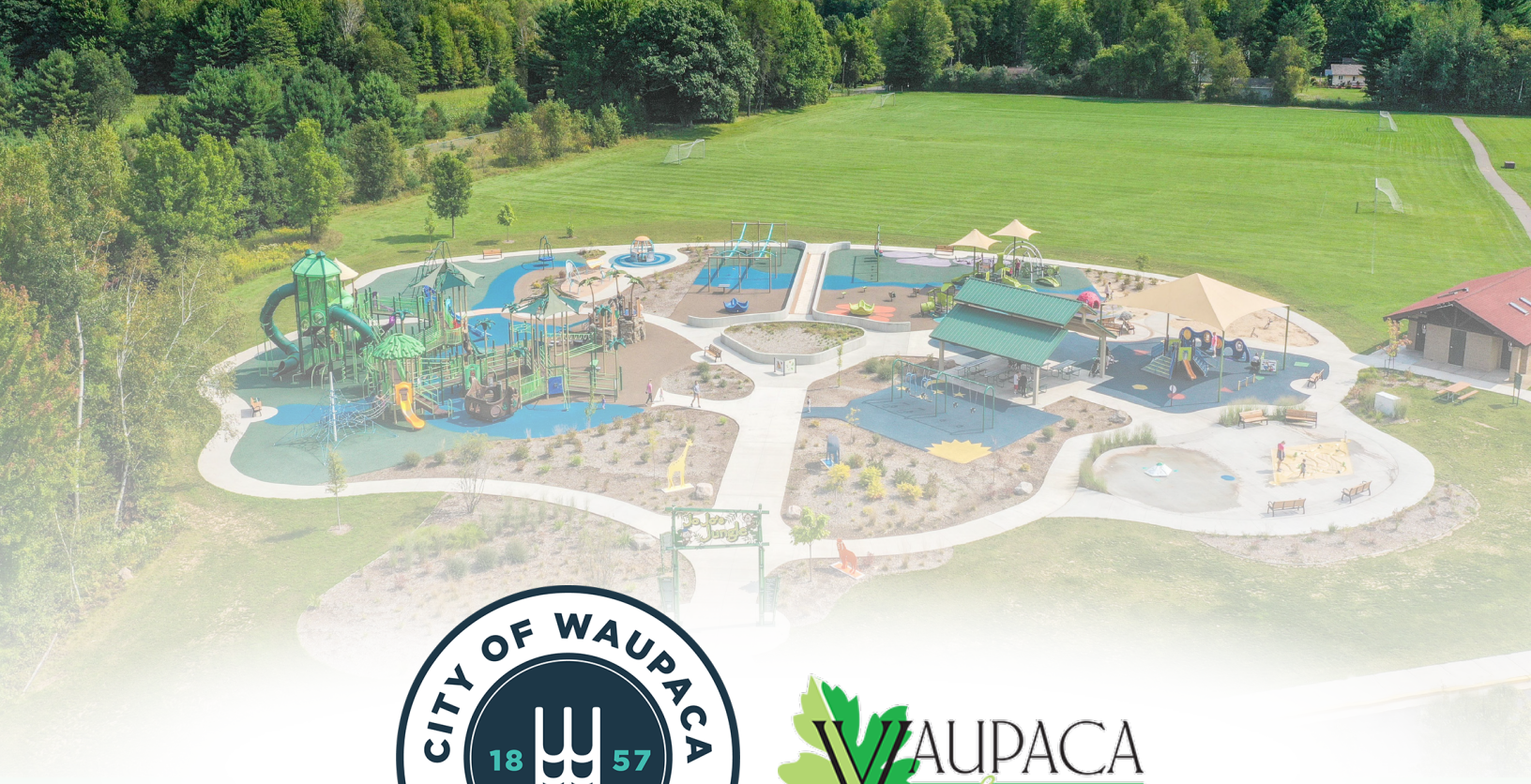


CITY OF WAUPACA
 SWAN PARK - WAUPACA, WI
 PRELIMINARY LAYOUT - CONCEPT 1



0' 16' 32' 48'
 RETTLER CORP. PROJECT # 20.009
 DATE • 03.23.2023





CITY OF WAUPACA W I S C O N S I N

PROPOSAL FOR SWAN PARK DESIGN AND ENGINEERING SERVICE FOR AN
INCLUSIVE PLAYGROUND AND SPLASH PAD





December 3, 2021

Andrew Whitman – Park and Recreation Director
City of Waupaca
Parks and Recreation Department
407 School Street
Waupaca, WI 54981

Re: City of Waupaca
SWAN PARK PLAYGROUND AND SPLASH PAD DESIGN PROPOSAL

Dear Mr. Whitman:

For professional consulting, engineering, and design services of the Swan Park playground and first splash pad in the City of Waupaca, Rettler Corporation is offering a consultant team that has:

- ✓ *The proven ability to work closely with City staff and engage the Community.*
- ✓ *An understanding of, and success in designing numerous similar parks and open spaces in throughout the state of Wisconsin.*
- ✓ *Consistently developed park master plans and construction projects that are sustainable and feasible bringing value to communities for the past 31 years.*

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

- ✓ *A project manager, Landscape Architect, and Owner / President of the Corporation with expertise in park development, specifically playground and splash pad design. A leader to connect with City staff and all other project stakeholders to define clear visions, goals, and objectives for a seamless project delivery.*
- ✓ *Experience providing the City of Waupaca and surrounding communities with services including developing cohesive master plans, and construction projects that include enhancing and preserving the significance of each park.*
- ✓ *A knowledgeable and experienced team of architects and engineers in park development projects with sub-consultants; Architects Group Limited and MSA Engineers on Rettler Corporations team to assist the City with all components of the project scope.*

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

Thank you for this opportunity and we look forward to assisting you and your community in this dynamic project. Our company contact information is as follows:

Sincerely,

A handwritten signature in black ink, appearing to read 'John V. Kneer', written over a light blue grid background.

John V. Kneer, PLA, ASLA
President

Rettler Corporation
3317 Business Park Drive
Stevens Point, WI 54482
Phone: 715-341-2633 Fax: 715-341-0431
jkneer@rettler.com

FIRM PROFILE

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

Our services include landscape architecture, civil engineering, land surveying, planning, site construction management; specializing in park development, sports architecture, athletic facility development, master planning, campus design, shoreline restoration, irrigation design, stormwater management, and downtown redevelopment. Established in 1989 in Stevens Point, Rettler Corporation has provided clients with a variety of design services involving public works, industrial, commercial, institutional, K-12 and higher education, municipal, professional, athletic improvements, and parks. Rettler Corporation stands out for several reasons. Our comprehensive range of services provides greater opportunities for clients, saving time and money. Our multidisciplinary staff has extensive experience and the most up-to-date technology to creatively design projects that meet the aesthetic and functional needs of each client. We insist on quality and clarity.



Equally important, we have a passionate commitment to creating solid partnerships with our clients. We strive to understand their needs and work closely together to address them. Many new clients meet existing ones to better understand processes and successful outcomes. This conscientious, thorough approach, coupled with a sensitivity to offer creative and new design options, makes us a strong partner on any design team. Our goal is simple: to satisfy our client. We welcome the opportunity to serve you with unique freshness in each design.

We are proposing to team with Muermann Engineering, a division of MSA for the electrical, mechanical and plumbing system design and with Architects Group Limited (AGL) for the architectural and structural scope. Rettler Corporation, AGL and Muermann Engineering have been teaming on park development projects for over 20 years. Curt Krupp, Dave Johnson and John Kneer have experience working together on park development projects for 15 years. This teamwork has proven successful on a number of park development projects including; community, athletic and recreational spaces. Founded in 1987, Muermann Engineering, LLC, is a registered, insured professional consulting firm providing electrical, plumbing, and HVAC engineering design services. Muermann has 25 employees and are located in Kiel, Wisconsin. Architects Group Limited was founded in 1978 and is located in Green Bay, Wisconsin.

FIRM QUALIFICATIONS & PROJECT TEAM

Over the past 31 years, Rettler Corporation has assisted many local municipalities, including the City of Waupaca, with park and recreation planning, design and construction phase project delivery. Rettler Corporation has completed numerous park and recreation project throughout the State of Wisconsin including; Wausau – JoJo’s Jungle Playground and Splash Pad Project, Plover Arbor Haven Park, Ashwaubenon Klipstine Park, Stevens Point Downtown Square and KASH Playground and Glendale – Richard E. Maslowski Community Park and Playground as projects of note. Currently this same Rettler team is working on development of the Village of Plover – Lake Pacawa Park Phase 2 Development Project including an accessible playground and splash pad. We work extensively in central Wisconsin and throughout the State of Wisconsin on these unique park development projects.

The City of Waupaca will benefit from this recent Rettler Corporation experience. Every project is unique, and we apply our expertise, experience and lessons learned to your particular needs and the very specific qualities of the Swan Park Playground and Splash Pad Development Project. This minimizes any conflict in construction, and provides clear documentation for the Owner to utilize. We respond to any questions immediately and help to generate an immediate solution to keep project schedules and costs intact. We are ready to assist the City of Waupaca immediately with our multidisciplinary team.

Our experience with these projects gives us a thorough understanding of the process required to develop a successful waterfront park master plan in a timely and efficient manner. We look forward to combining public input with our experience and your knowledge to develop a successful project through construction and delivery of a successful project.

We are proposing to team with Architect Group Limited and Muermann Engineering, a division of MSA for the architectural, structural, mechanical, plumbing and electrical system design. Rettler Corporation, Architect Group Limited and Muermann Engineering have been teaming on park development projects for over 20 years.

Muermann Engineering and Architect Group Limited are a select group of architects, engineers, technicians, and support staff recruited for their ability to independently handle most aspects of complex projects and work under tight deadlines. Our project managers are engineering professionals directly involved in the performance of the work. Additional support staff is available to our project managers in many areas of technical expertise. Muermann and AGL has wide expertise in architectural, structural, electrical, plumbing, lighting, telecommunications, plumbing, fire protection, and HVAC technologies.



KEY PERSONNEL & PROJECT TEAM

The City of Waupaca will benefit from the experience and leadership of John Kneer, PLA, Owner and President, who will serve as Project Manager and be the point of contact for all communication. John brings a design team to your project that has:

- Professionally qualified group of individuals licensed in Landscape Architecture, Civil Engineering, Surveying, Architectural, Structural, Mechanical, Plumbing and Electric design to deliver exceptional park facilities.
- A proven track record and award winning team that has performed exceptionally on similar park and recreation facility projects.
- An understanding of environmental requirements, constraints, and has the knowledge to develop sustainable projects.
- Expertise in park facility design, development and construction management.

Staff that will be involved in developing your project include:

- John Kneer, PLA, Project Manager – will be responsible for day to day project activities including client contact, coordinating the project team, managing schedule and budget, assigning resources, leading public participation and consensus building. John has successfully lead this same design team on park facility projects, working together over the last 8 years.
- Chase Rettler, PE, Civil Engineer – will be responsible for identifying requirements and constraints with respect to civil site design including the need for permitting, utility extensions, soils, grading, environmental constraints and storm water management. Chase has over 8 years of civil engineering experience specific to park design and construction.
- Mike Helmrick, PLA, Lead Designer and Assistant Project Manager – responsible for park facility development including conformance to all governing body requirements, coordination of the topographic site survey, data collection, developing design alternatives, evaluating sustainability and developing the final construction bidding documents. Mike has over 12 years of experience.
- Curt Krupp, Electrical Designer, & MSA Team – will lead the design of the electrical and lighting systems for the project. Curt has worked with Rettler Corporation on park development projects for over 20 years.
- Dave Johnson & Carl Winnekins, Architects, Architect Group Limited – will lead the design of the architectural and structural components of the project.

Each of these key members of our team has the capacity to meet the needs and objectives as outlined in the scope of services. Based on our current workload we have the capacity to complete this project within the scheduled timeline.



KEY PERSONNEL

John V. Kneer, President

PROFESSIONAL CREDENTIALS

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

PROFESSIONAL AFFILIATIONS AND MEMBERSHIPS

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

AREA OF EXPERTISE

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

KEY PROJECTS

UW-Green Bay, Soccer Complex - Green Bay, WI
UW-La Crosse, Veteran's Memorial Field - La Crosse, WI
Appleton Area School District, North / East / West Athletic fields- Appleton, WI
Bay Port High School, Athletic Field - Howard / Suamico, WI
UW-La Crosse, Synthetic Turf Replacement - La Crosse, WI
Waupaca High School Synthetic Turf Field/Athletic Complex - Waupaca, WI
Waupun High School Athletic Complex, Soccer Field/Track/Tennis - Waupun, WI
Waupun School Site Improvements - Waupun, WI
Green Bay East Athletic Field Redevelopment - Green Bay, WI
North Fond du Lac School Site Improvements - North Fond du Lac, WI
Plamann Park, Dog Park, and Mosquito Hill Master Plans - Outagamie County, WI
Memorial Park Master Plan - Appleton, WI
Brown County Fairgrounds Master Plan - De Pere, WI
Highview Park Tennis Court Redevelopment- Appleton, WI
Telulah Park Redevelopment Plan - Appleton, WI
Town of Grand Chute Outdoor Recreation Plan - Grand Chute, WI
City of Appleton Comprehensive Outdoor Recreation Plan - Appleton, WI

EXPERIENCE

Mr. Kneer attained the roll of President of Rettler Corporation in 2017, and has over 20 years of experience in landscape architecture, site planning and project management. Mr. Kneer began his career in 1999 and 2000 with internships in the public and private sectors. In 2001 Mr. Kneer began work at Linden Lenet Land Design in Chicago, IL and expanded his experience in Landscape Architecture, Urban Design, Zoning and Land Development. He is accomplished in project design and management from conceptual development to construction documentation and supervision.

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



Contact Information

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

KEY PERSONNEL

Chase Rettler, Civil Engineer

PROFESSIONAL CREDENTIALS

Bachelor of Science, Civil Engineering, UW-Platteville
Professional Engineer - Wisconsin

AREAS OF EXPERTISE

Civil Site Design
Site Analysis and Site Design
Storm Water Planning, Analysis, and Permitting
State, County, and Municipal Permitting
Construction Management

KEY PROJECTS

Winnebago County Community Park Redevelopment - Oshkosh, WI
City of Appleton Parks - Appleton, WI
Klipstine Park, Redevelopment Project - Ashwaubenon, WI
Highlands Park - Oregon, WI
Ashwaubenon Sports Complex Plaza Redevelopment - Ashwaubenon, WI
Green Bay East Athletic Field Redevelopment - Green Bay, WI
Stanley-Boyd School District, High School Athletic Facilities - Stanley, WI
Appleton East / West / North Athletic Field Redevelopment - Appleton, WI
North Fond du Lac School Site Improvements - North Fond du Lac, WI
Grafton School Site Improvements - Grafton, WI
Ashland School Site Improvements - Ashland, WI
Elcho School Site Improvements - Elcho, WI
UW-Platteville, Williams Fieldhouse Addition Phase II - Platteville, WI
Fond du Lac High School, Tennis Court Project - Fond du Lac, WI
UW-Whitewater, Athletic Complex Buildings - Whitewater, WI
Wittenberg-Birnamwood Athletic Facility Redevelopment - Wittenberg, WI
Prairie Elementary School Stormwater Analysis and Improvements - Waunakee, WI
Ashwaubenon School District Athletic Track Redevelopment - Ashwaubenon, WI
De Pere High School Athletic Stadium - De Pere, WI

EXPERIENCE

Mr. Rettler graduated from the University of Wisconsin-Platteville in December of 2013 with a Bachelor of Science Degree in Civil Engineering concentrating on construction engineering. Since joining Rettler Corporation full time in January 2014, Mr. Rettler has been working with his colleagues and clients to provide site planning, design, permitting and construction administration for a variety of project types. Mr. Rettler has been focusing on supporting site projects from conceptual planning to completion while focusing on assisting clients, government agencies, and contractors in creating spaces synonymous with Rettler Corporation's philosophy of quality honesty and efficiency.



Contact Information

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

KEY PERSONNEL

Mike Helmrick, Project Manager

PROFESSIONAL CREDENTIALS

Bachelor of Science, Construction Management, UW-Platteville
Professional Landscape Architect in Wisconsin
OSHA 30 Hour Construction Safety and Health Training
OSHA 40 Hour Hazardous Waste Site Worker Training

PROFESSIONAL AFFILIATIONS AND MEMBERSHIPS

American Society of Landscape Architects
Village of Plover - Park Development Commission Member
Wisconsin Society of Land Surveyors
Golden Sands Home Builders Association - Board Member

AREAS OF EXPERTISE

Project Planning, Scheduling and Execution
Cost Estimating, Control and Management
Construction Documents
Quality Control
Topographic Survey and Construction Layout

KEY PROJECTS

Richard E. Maslowski Community Park - Glendale, WI
Lake Pacawa Park - Village of Plover
Klipstine Park - Village of Ashwaubenon
Debroux Park - Bellevue, WI
South Park - Oshkosh, WI
Telulah Park - Appleton, WI
Shaha Memorial Park - Bellevue, WI
Green Circle Trail Head Redevelopment - Stevens Point, WI
Arbor Haven Park - Village of Plover
Scary Hill Park - Ledgeview, WI
Stevens Point Downtown Square - Stevens Point, WI
CenterPoint Mall/3rd Street - Stevens Point, WI

EXPERIENCE

Mr. Helmrick joined Rettler Corporation in October 2004 and has experience with all phases of the design and construction process from initial master planning through construction. As a Project Manager, Mr. Helmrick has received client input, generated detailed cost estimates, developed master plans and prepared construction drawings and specifications.

Beyond the design phase, he has also received/organized bids, and coordinated construction services on numerous projects. His experience, knowledge, and dedication allow him to effectively communicate with clients, contractors, and regulatory agencies to provide quality, long lasting projects.



Contact Information

Phone: 715-341-2633
Fax: 715-341-0431
Cell: 715-347-2314
mhelmrick@rettler.com



Curt Krupp, DES
MEP TEAM LEADER
ELECTRICAL ENGINEER
SENIOR PROJECT MANAGER

Curt is a project manager for educational, commercial and municipal facility projects and specializes in lighting, power distribution, and special systems design. With more than 30 years of industry experience, he is knowledgeable in the areas of computer networking, phone systems, data distribution, CATV distribution, fire alarms, CCTV, and security. Curt has provided design services for building power distribution, building lighting, emergency power systems, uninterruptible power systems (UPS), building alarm systems, building intercom, telephone and public address systems, telecommunication systems and data cable distribution, process control systems, motor controls, lightning and surge suppression.

Education

- Milwaukee School of Engineering - Electrical Program
- Moraine Park Technical College, WI Civil/Structural Engineering
- Hughes Institute, Alexandria, Virginia
- University of Wisconsin-Madison - Electrical system design
- Illuminating Engineering Society of America (IES)
- Commercial and Industrial Lighting Certificate

Registration | Affiliations

- Registered Designer of Engineering Systems (Electrical), WI
- Institute of Electrical and Electronics Engineers (IEEE)
- Illuminating Engineering Society of North America (IES)
- Instrument Society of America (ISA)

Selected Project Experience

- Terrapin Park Splash Pad, Elizabeth, IL
- Webb Park Splash Pad, Reedsburg, WI
- Liberty Park Shelter and Restroom Design, Sun Prairie, WI
- McFarland County Park Projects, McFarland, WI
- Manitowoc County Park Shelters Cato-WallaHi, Manitowoc, WI
- Pritchard Park Racine County, WI
- Barber Park Design Phase I, Mahomet, IL
- Kelly Moore Memorial Park Improvements Design, Arcola, IL
- Winnebago Park Site Lighting Phase 2, Winnebago, WI



Mark Porlier, DES
ELECTRICAL DESIGNER

Mark has diversified experience in electrical power, lighting, and systems related to the design of municipal buildings, libraries, fire and EMS stations, police stations, public works garages, county highway garages buildings, park structures, schools, churches, and commercial projects consisting of new construction, additions, and remodeling.

As electrical designer, he serves as coordinator and communicator of the project's lighting/electrical design in overall concept and in all parts. His prime responsibility of coordinating with the Lead Architect for all phases of design, preparation of construction documents, and construction. His experience extends for 36 years in the building design industry.

Education

- A.S., Electrical Engineering Technology, Purdue University

Registration | Affiliations

- Designer of Engineering Systems – Electrical, WI

Selected Project Experience

- Lowe Park South End Improvements, Marion, IA
- Aquatic Center Parking Lot, Tomah, WI
- Demitz Park Riverwalk Trail Lighting, Wisconsin Rapids, WI
- Derleth Park Trail, Splash Pad, and Trail Lighting, Prairie Du Sac, WI
- 2016 Veterans' Memorial Park Riverwalk Trail Lighting, Wisconsin Rapids, WI
- Boyce Boat Landing, Trail and Parking Lot Lighting, Rhinelander, WI
- New Miller Park Boat Landing and Parking Lot Lighting, Omro, WI
- Terrapin Park Splash Pad, Elizabeth, IL
- Splashpad and Park Improvements, Rome, WI
- Park and Ride Design 2019, Sun Prairie, WI
- Liberty and Smith's Crossing Park Shelters and Restrooms, Sun Prairie, WI
- Liberty Park Shelter and Restroom Design, Sun Prairie, WI
- Rothschild Pavilion LED Parking Lot Lighting, Rothschild, WI



Ken Sorensen, DES
SENIOR HVAC DESIGNER

Ken has expertise in schematic design, equipment sizing and selection, construction estimates, shop drawing review, site investigation, technical writing, heat loss/heat gain calculations, project manual specifications, and code compliance review. Project experience includes university buildings, schools, banks, libraries, office buildings, hotels, restaurants, churches, municipal, retail, casinos and medical facilities.

Education

- B.S., HVAC Engineering, Ferris State University
- A.S., HVAC Technology, Ferris State University

Registration | Affiliations

- HVAC Designer of Engineering Systems, WI

Selected Project Experience

- Erb Park and Pool, Appleton, WI
- Guthrie Center Aquatic Center, Guthrie Center, IA
- Wisconsin Rapids Recreation Complex, Wisconsin Rapids, WI
- Splash Park at Mead Field, Wisconsin Rapids, WI
- Bakken Park 2020 Improvements, Cottage Grove, WI
- Joannes Family Aquatic Center, Green Bay, WI
- Resch Aquatic Center, Green Bay, WI
- New Holstein Aquatic Center, New Holstein, WI
- Grace & Lloyd Mitchell Senior Center - Prelim Design, Ripon, WI
- Manitowoc County Park Shelters Cato-WallaHi, Manitowoc, WI
- Hamilton Park Restroom Building, Fond du Lac, WI
- Van Zeeland Park Pavilion and Site Lighting, Combined Locks, WI



Chase Hendrix, PE
HVAC AND PLUMBING ENGINEER

Chase has more than 10 years of mechanical building system engineering experience. He has worked on a wide variety of projects in several market sectors, including healthcare, higher education, laboratories, food processing, airport terminals, office buildings, casinos, hotels, prisons and more. His experience has allowed him many opportunities to coordinate with owners, architects, engineers, and contractors throughout each design process. He is driven and client focused to produce the best suitable system for each project.

Education

- B.S., Mechanical Engineering, University of Wisconsin-Madison

Registration | Affiliations

- Professional Engineer, WI

Selected Project Experience

- Terrapin Park Splash Pad, Elizabeth, IL
- Liberty Park Shelter and Restroom Design, Sun Prairie, WI
- Manitowoc County Park Shelters Cato-WallaHi, Manitowoc, WI
- Village Hall Toilet Room Remodel, Dane, WI
- Senior Activity Center, Sheboygan, WI

Carl E. Winnekins, A.I.A.
President/Treasurer

Education

ITT Technical Institute
Indianapolis, Indiana
Associate degree in Architectural Engineering

Registration

Wisconsin - 1980

Professional/Community Activities

A.I.A. (American Institute of Architects)



Former Member: C.S.I. (The Construction Specifications Institute)

Former Member: Professional Member American Arbitration Association

Experience

1978 - Present Architects Group Limited
Green Bay, Wisconsin

1971 - 1978 G. Arntzen & Company Architects
Escanaba, Michigan

Extensive experience in the planning of new, renovation and remodeling work from initial planning through construction completion. Experience includes educational, offices, commercial, day care, libraries, clinics, churches, public buildings, private and housing. Previous clients include private developers, Native American tribes, school districts, local and state government, Department of Housing and Urban Development.

David C. Johnson, A.I.A.
Vice-President/Corporate Secretary

Education

University of Michigan
Bachelor of Architecture - 1976
Master of Architecture - 1978

Registrations

Wisconsin: 1983
Michigan: 1982

Professional/Community Activities

A.I.A. (American Institute of Architects)

Experience

1981 - Present	Architects Group Limited
1978 - 1981	G. Arntzen & Company - Architects
1976	Gjelsteen, Seaborg and Jensen



Extensive experience in the planning of new facilities, renovation and remodeling work from initial planning through construction completion. Project types include new housing, CIAP projects, educational, offices, commercial, private, detention, and churches. Previous clients include private developers, Native American tribes, school districts, local and state government, Department of Housing and Urban Development.

SIMILAR EXPERIENCE AND REFERENCES

The City of Waupaca will benefit from our knowledge of park and recreation design. Our past experience has allowed us to identify key goals to be considered and implemented when designing a strategic master plan and construction bid documents for a municipality. These goals include:

- Identify and meet the needs of the public for today and into the future.
- Meet the needs of The City of Waupaca: to provide facilities that are sustainable, maintainable and flexible.
- Provide a cost and plan that will deliver budgeting to meet the needs of the scope of the capital improvements projects and ongoing maintenance.
- Provide quality design solutions that will provide long lasting value-based end products.

We have previously completed projects of similar scope implementing these goals and feel this past experience will allow for a successful project. The following is a list of park development projects we have planned, designed, and constructed.

- Arbor Haven Park
- Ashwaubomay Park
- De Broux Park
- Highview Park
- Highlands of Netherwood Park
- JoJo's Jungle
- Josten Park
- KASH Playground
- Klipstine Park
- Lake Pacawa Park
- Ledgeview Park
- Linwood Park
- Pekin Park
- Richard E. Maslowski Community Park
- Roosevelt Park
- Southwest Park
- Stevens Point Downtown Square
- Telulah Park
- Woyak Sports Complex

The following pages are recent examples and reference contacts of projects similar in magnitude and complexity to the City of Waupaca Swan Park Playground and Splash Pad Project.



REFERENCES

We have previously completed projects in the area establishing and implementing similar goals and feel this past experience will allow for a successful park development project.

Please see the following area references:

- **Lake Pacawa Park – Village of Plover, WI**

Dan Mahoney
Administrator
Village of Plover
715-345-5252
dmahoney@ploverwi.gov



- **JoJo's Jungle – City of Wausau, WI**

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



- **Downtown Square Redevelopment
City of Stevens Point, WI**

Dan Kremer
Parks, Recreation & Forestry Director
City of Stevens Point
715-346-1531
dkremer@stevenspoint.com



PREVIOUS EXPERIENCE

Richard E. Maslowski Community Park Glendale, Wisconsin



Rettler Corporation worked with the City of Glendale to lead the planning, design, bidding and construction of a major redevelopment on the Bender Road Park site. The site is a closed landfill with strict criteria on allowable development. One of the major features of the redeveloped site is the outdoor Community Performance venue. The covered stage has been incorporated into a multipurpose building serving the site with concession/kitchen area equipped with beer and soda tap systems and offering a venue for community rental opportunities. ADA accessible playground equipment, parking, a tiered spectator space for viewing the performance stage, and veterans memorial plaza. Sport fields were incorporated into the site development and completed early 2021.

Project Size: 14 Acres

Master Plan – Winter 2014

Construction Documents – 2015 & 2016

Construction – 2016 & 2017



Rachel Safstrom

City Administrator

City of Glendale

414-228-1705

Cost of Project: \$2 M (estimated for building & amphitheater)



PREVIOUS EXPERIENCE

JOJO's Jungle – Playground and Splashpad Development Project Wausau, Wisconsin



Rettler Corporation provided master planning, site design, engineering, permitting, and construction observation services to assist the City of Wausau Parks Department with the development of this community supported and privately funded playground project. In 2015 Patrick Hoerter began working with Rettler Corporation to develop a plan and capital campaign to honor his late son Josiah by developing Wausau's first all inclusive playground. In 2020 the fundraising goal of \$2.4 Million was met and construction of the facility began.

The primary development program as part of these improvements to Brockmeyer Park include an all inclusive playground and splashpad areas for all ages. Amenities accompanying the new playground equipment is pour-in-place surfacing, overhead shade structures, decorative concrete plaza's, donor recognition areas, butterfly gardens, natural native landscape plantings and connectivity to parking and regional trails throughout the park.



Jamie Polley

Parks, Recreation & Forestry Director
Wausau & Marathon County
715-261-1554
Cost of Project: \$2.4M



PREVIOUS EXPERIENCE

City of Stevens Point Downtown Square Stevens Point, Wisconsin



Working with the City of Stevens Point Department of Public Works, Rettler Corporation's vision for the downtown square focuses on the revitalization and functional improvement to the space. The design is a continuous central space with a water feature for a focal point, visually tying the downtown square to the nearby Wisconsin River. The plaza space is designed to draw visitors year round, and is the new home of the farmers' market, nearly doubling its capacity. Vehicle circulation is rerouted to include a circle drive with parallel and perpendicular parking, creating more exposure to downtown store fronts, and reducing vehicle / pedestrian interaction. The outer walks are expansive with abundant plantings to create visual corridors and welcome shade in the summer. Outdoor café space was created with the expansion of the pedestrian promenades on the perimeter of the square.

Master Plan – Winter 2010

Construction Documents – Spring 2011

Construction Completion – Summer 2011



Dan Kremer

Parks, Recreation &

Forestry Director

City of Stevens Point

715-346-1531

Cost of Project: \$1 M



PREVIOUS EXPERIENCE

Village of Plover Lake Pacawa Park Development

Plover, Wisconsin



Project Details

In 2013 Rettler Corporation assisted the Village of Plover, WI in developing a comprehensive Master Plan for Lake Pacawa Park.

Lake Pacawa Park, home of the Korean War Memorial of Wisconsin, consists of 17 acres with a Babe Ruth diamond, two regulation size soccer fields, a shelter house, restrooms, and picnic areas, a beach, and over a half mile of shoreline on the 23 acre Lake Pacawa.

The design goals included an updated image, improving beaches, playground areas, perimeter walks, passive and nature based recreation such as hiking trails, band shell area, circulation and parking improvements, memorials and interpretive signage. The planning effort included collecting and presenting input from park department employees as well as assessing and evaluating existing conditions in the park. Photos, renderings, and cost estimates were prepared and included in the Park Master Plan book.

In 2018 Rettler Corporation assisted the Village of Plover with the first phase of development from the Master Plan, with the construction of a band shell and amphitheater style grass seating. The project also incorporated handicap viewing areas, walking paths, sound system and recognition bench opportunities. The project was constructed in two phases, the first phase included having the band shell constructed, open and functional for the Celebrate Plover event at the end of July. The second phase included placing fill for amphitheater style seating, irrigation, walking paths and seating area construction which will be completed for the 2019 Celebrate Plover event.

In 2020 Rettler Corporation began assisting the Village of Plover with moving into the 2nd major phase of redevelopment in the park, with initiating design, permitting and bid documents for an inclusive playground and splash pad, over a mile of paved and granite walking trails around the lake's perimeter, family bathroom and mechanical space additions to service the splash pad, shelter/restroom/concession building, donor recognition and entry features and multiple piers – one with a canoe/kayak launch. The phase 2 project is currently under construction and scheduled to be completed in time for the July 2022 Celebrate Plover Event.

Dan Mahoney
Administrator
Village of Plover
715-345-5252



PROJECT APPROACH

Background – Swan Park Inclusive Playground and Splash Pad Project

Understanding of the project background and need:

Through a current study and master planning process of Swan Park in the City of Waupaca, Rettler Corporation is very familiar with the current park function and opportunities for an accessible playground and splash pad. This puts us in a unique position to get through the data collection and needs analysis very efficiently, and spend the majority of our time creating unique and refreshing design concepts, and accurate budgeting tools for the ongoing success of the design and construction of the playground and splash pad improvements.

This project will include the design of an inclusive playground and splash pad, along with supporting bathrooms, mechanical spaces and utility connections. The location of the complex has not been determined. Within the final design, consideration will be given to accessibility, pedestrian access, and landscaping. Rettler Corporation proposes the followings scope of services to achieve the planning, design, and construction of the facilities:

Proposed Scope of Services – Swan Park Inclusive Playground and Splash Pad Project

I. Data Collection

- A. Obtain existing wetland, floodplain, environmental and soils information (available from the City, County, and the WDNR).
- B. Meet with the City of Waupaca Park and Rec and Friends of Waupaca Parks and User Groups to discuss existing site conditions and identify objectives and goals for the development of the site.
- C. Rettler Corporation will coordinate with the City of Waupaca for geotechnical needs of the project. The geotechnical firm will be contracted directly with the Owner.
 - 1. The number, location and type of soil borings will be coordinated with the Owner.
 - 2. The results will be used to assist in developing estimates of probable construction cost for site development elements.
- D. Conduct a topographic survey of the redeveloped site adequate to develop a comprehensive base map and existing site plan for the area impacted by the proposed improvements. The survey will allow for the

development of 1-foot contour elevation data and will identify all major topographic features. Public utilities will be shown on the base map. The survey will be used in the development of design documents for the proposed park improvements.

- E. Utility information. The following information will be shown based on record information including, but not limited to, Digger's Hotline, local department of public works and/or engineering department, local utility providers, written or staked information by the Owner, and on surface evidence.
1. Locate utilities including, water main, sanitary sewer, storm sewer, fiber optic, gas, electric and telephone.
 2. Location, size, depth and direction of flow of sanitary sewers, storm drains and culverts within the improvement areas.
 3. Coordinate with Owner for their marking of private utilities. If necessary to have private utilities located by an outside consultant, Rettler Corporation will coordinate the location of private utilities with private lines and cost of the markings will be a direct reimbursable expense.

II. Program Development

- A. Program Development
1. Meet with City staff to discuss existing and proposed park uses and complex needs.
 2. Preliminary list to date:
 - a. Inclusive playground areas w/ poured in place surfacing
 - b. Inclusive splash pad – flow through design
 - c. ADA compliance with all improvements
 - d. Family style bathrooms
 - e. Mechanical space for splash pad manifold and control equipment
 - f. Security and pedestrian lighting
 - g. Walkways
 - h. Parking improvements
 - i. Shade structures
 - j. Seating elements
 - k. Site furnishings and amenities
 - l. Storage and operational needs
 - m. Utility services for improvement elements

III. Master Plan Development

- A. Prepare concept plan layouts for the park sites, including findings, issues and opportunities identified through the data gathering and program development. Concepts will address:
 - 1. Playground and splash pad layout and design appeal.
 - 2. Accessibility.
 - 3. Environmental conditions and impacts.
 - 4. Grading and stormwater requirements.
 - 5. Implementation and constructability.
 - 6. Operational impacts and maintenance considerations.
 - 7. Operational efficiencies and options.
 - 8. Sustainable design principles.
- B. Develop preliminary opinions of probable cost for concept plans.
- C. Present the concept plans to the City of Waupaca Park and Rec and the Friends of Waupaca Parks at a public meeting.
- D. Develop a final master plan based on feedback received from the public, staff and City officials. The final master plan will include:
 - 1. Recommended final layout.
 - 2. Implementation timeline strategy.
 - 3. Final opinion of probable cost +/- 10% for each plan component for approval prior to design development.
 - 4. Detailed recommendations for aesthetic/design parameters for the splash pad and playground facilities.
- E. Create 3D rendering with flythrough and still shots of the Master Plan.

IV. Local Coordination and Permitting

- A. Municipal Permitting
 - 1. Meet with the City of Waupaca to finalize redevelopment and permitting criteria addressing the following from the Master Plan;
 - a. Maintenance of access to municipal utilities
 - b. Zoning requirements
 - c. Parking requirements
 - d. Landscape requirements
 - e. Storm water management requirements
 - 2. Identify municipal requirements and identify tasks for overall, schedule and budget.
- B. Wisconsin Department of Natural Resources (WDNR) and Wisconsin Department of Safety and Professional Services (DPS) Permits.

1. Discuss permitting criteria with WDNR and DSPS addressing the following;
 - a. Storm water management requirements
 - b. Splash pad requirements
 - c. Erosion control
 - d. Environmentally sensitive areas, including wetlands and conservancy areas.
- C. Local Utilities
 1. Meet with the City of Waupaca and public utilities to identify services, access, and easements.

V. Design Document Preparation

- A. Verify Final Development Program to prepare design documents for components of the project including:
 1. Existing site plan.
 2. Demolition plan for site elements to be removed and redeveloped.
 3. Layout plan for location and dimension of proposed items.
 4. Splash pad and playground layout plans and submittal criteria (selected splash pad and playground contractors to submit detailed, stamped plans for final approval).
 5. Grading and spot elevation plan.
 6. Erosion control plan.
 7. Storm water design.
 8. Sanitary and water utility lines.
 9. Turf areas, landscaping and landscape restoration.
 10. Irrigation plan.
 11. Site electrical improvements.
 12. Support Buildings and Structures – Restrooms and Mechanical Spaces. - Architectural, Structural and MEP plans.
- B. Develop appropriate construction details.
- C. Develop outline technical specifications in CSI format based on Rettler Corporation's master specifications.
- D. Provide review documents and estimates of probable construction cost for design development elements based 30%, 60% and 90% progress reviews.
 1. Documents shall be reviewed with the Owner at each progress milestone.
 2. Design review document reviews will address any changes from previous reviews.

- E. Provide final 100% construction bid documents for permitting and bidding the project. Provide final opinion of probable cost.

VI. Storm Water Management Plan

- A. Prepare a final storm water management plan for obtaining approvals from the City of Waupaca, WDNR, and DSPS for all proposed work. The plan shall address;
 - 1. Predevelopment discharges:
 - a. Determine existing basin boundaries.
 - b. Determine existing longest flow paths.
 - c. Determine existing land uses.
 - d. Confirm adjacent drainage patterns onto the site.
 - e. Model hydrology utilizing TR-55 software for the required design storms.
 - 2. Post development discharges:
 - a. Determine proposed basin boundaries.
 - b. Determine proposed longest flow paths.
 - c. Assume proposed land uses.
 - d. Compare post development verses predevelopment hydrology utilizing TR-55 software for the required design storms.
 - e. Design storm water best management practices (BMP's) necessary to meet Municipal and/or WDNR / DSPS storm water ordinance requirements.
 - f. Prepare a final storm water report to summarize the design hydrology.
 - g. Post construction storm water management:
 - i. Provide storm water quality design to address suspended solids removal for post construction storm water if required by the Municipality and/or WDNR / DSPS.
 - ii. Conduct coordination of an infiltration assessment of potential infiltration sites utilizing the services of a Certified Soil Scientist meeting the requirements of the DSPS and WDNR if required. The Agreement for infiltration assessment services will be between the Owner and the Geotechnical firm.
 - iii. Provide storm water infiltration design if required by the Municipality and/or WDNR / DSPS.

VII. Bidding and Contract Administration

- A. Provide plan sets for bidding (anticipated online bid package, plan printing and mailing to be direct reimbursable paid by Owner if utilized).
- B. Use QUESTCDN.com to provide bidding documents required for receiving competitive bids on the project. Contractors will be required to purchase



- bidding documents on a non-refundable basis. Supply up to five (5) copies of the bidding documents to the Owner for Owner use.
- C. Assist the City of Waupaca in advertising for and receiving bids, attend the bid opening, analyze the bids received, and prepare a recommendation to the City for award of contract.
 - D. Respond to questions during bidding and provide timely addenda documents as required.
 - E. Attend and administer a pre bid conference at the project site.
 - F. Attend bid opening and review of Contractor bids with the City and provide recommendation of selected Contractors.
 - G. Assist the City of Waupaca with Contract negotiations and preparation of the agreement between the City of Waupaca and the Contractor(s).

VIII. Construction Phase – *For Reference*

- A. Rettler Corporation proposes the following construction phase services for the project:
 - 1. Chair all pre-construction and progress meetings scheduled for the project and provide minutes.
 - 2. Review and provide recommendations for the Contractor's Project Schedule, Schedule of Values, Submittal Schedule, Equipment Matrix, and list of proposed subcontractors.
 - 3. Review and provide feedback for periodic updates of all schedules with Owner and Contractor.
 - 4. Conduct pre-construction conference at the site prior to start of construction by the Contractor and provide minutes.
 - 5. Monitor the Contractor's schedule for the construction phase work.
 - 6. Be Owner's representative during the construction phase, advising and consulting accordingly.
 - 7. Visit the site at least twice each week during construction to observe progress and quality of the work. One of the visits will include a progress meeting with Owner and Contractor. Consultant to provide minutes.
 - 8. Submit written reports of all site visits and meetings.
 - 9. Be readily available when any issues arise during construction. Consultant to provide prompt recommendations in a timely manner to limit project disruption.
 - 10. Keep the Owner informed of the progress and quality of the work on a weekly basis submitted in a report.
 - 11. Immediately notify Owner and Contractor in writing of any work not in conformity with the Construction Documents.

12. Make prompt recommendations for corrections of deficiencies or defects observed during construction.
13. Prepare an agenda, conduct, and provide minutes for all scheduled job conferences with all parties attending.
14. Certify Contractor's application for payment in an appropriate amount.
15. Review lien waivers of contractor, subcontractors and suppliers with each pay application.
16. Interpret technical requirements of the contract documents and review Contractor's work performance. Consultant to work with the owner and contractor to render interpretations necessary for the proper execution or progress of the work.
17. Review and take appropriate action on Contractor's submittals.
18. Respond to Contractor's inquiries/questions in a timely manner and provide supplemental information as appropriate.
19. Clarify and interpret the intent and scope of the construction documents at any time during the project.
20. Provide assistance and recommendations in the review of the Contractor's requests for change orders.
21. Prepare change orders for the Owner's approval and execution.
22. Prepare, assemble and distribute the official punch list(s).
23. Review Contractor's guarantees and warranties.
24. Assist the Owner in checking construction progress regarding certifying progress payments.
25. Review as-built documents for completeness at substantial completion and final completion and provide certificate of completeness.
26. Review Contractor's record drawings, O&M instructions, and all other close-out documentation.
27. Certify final payment to the Contractor when the requirements of the contract.
28. Submit final as built information from the Contractor to Owner in both CAD and PDF forms.
29. Architect's services for construction administration include one-year warranty inspection.

IX. Assumptions

- A. The following are not included in the Consultant's base scope of services or fee, and shall be considered additional services. Any of these services if provided by the Consultant shall be negotiated prior to initiating the additional service.
 1. Title searches
 2. Geotechnical borings and report

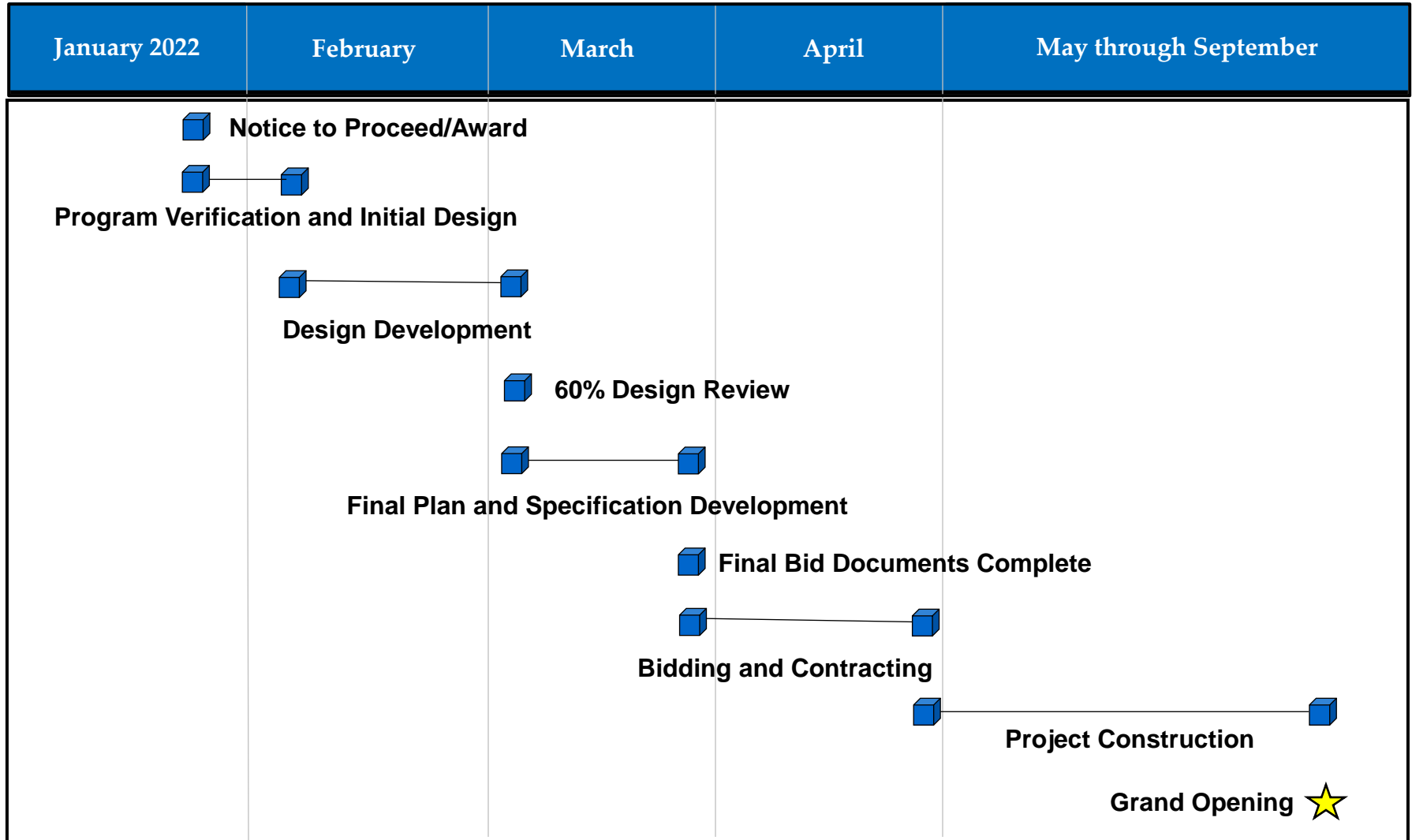
3. Environmental review
4. Wetland determination, delineation and report
5. Boundary survey
6. LEED Certification
7. As-built drawings
8. Construction phase services



City of Waupaca

Swan Park – Playground and Splash Pad Project

Preliminary Project Schedule



FEE SCHEDULE

I. Fee – Design & Site Survey Phase

- A. Site Topographic Survey (lump sum Not to Exceed).....\$2,900.00
- B. Construction Bid Document, Permitting and Bidding Phase.....6.0% of all work designed.
 - *Estimated fee based on project cost estimate: \$1,248,870.00 @ 6.0% = \$74,932.20*

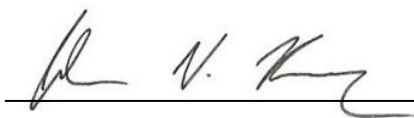
II. Fee – Construction Phase

- A. Construction phase services are not in the current scope of services, but can be negotiated and incorporated into this scope at a future date.

III. Contract Agreement

This agreement will be formalized between Rettler Corporation and the City of Waupaca per a formal AIA Agreement or standard City format Agreement. Rettler Corporation agrees to perform the Scope of Services in exchange for the agreed upon compensation detailed in this proposal. This agreement is an offer to perform the services, open for acceptance for period of 60 days after execution by Rettler Corporation.

Rettler Corporation



John V. Kneer, PLA, ASLA
President

12/03/2021

Date

