

Agenda posted Thursday, November 9th, 2023 at 2:00PM

A meeting of the Parks and Recreation Committee will be held on, **November 13th 2023 @ 4:00 pm in City of Marinette Common Council Chambers, 1905 Hall Ave. Marinette, WI**

---

**Parks and Recreation Committee Meeting Agenda  
Monday, November 13th, 2023**

1. Call the meeting to order.
2. Roll call.
3. Approve minutes of October 16th, 2023. (see attached).
4. Executive Director of Recreation & Events report. (see attached).
5. Recreation Superintendent report (see attached).
6. Public Work's Superintendent report (see attached).
7. Marketing & Tourism Director report (see attached).
8. Discussion and possible action regarding hiring for design development of Splash pad (see attached) (Parkitecture will give presentation).
9. Consideration of items for the December agenda.
10. Adjourn.

Dorothy Kowalski, Parks and Recreation Committee Chairperson

Cc: Parks and Recreation Committee members (w/encl.); Mayor Steve Genisot (w/encl); City Clerk Lana Bero (w/encl); Executive Recreation Director Gavin Scray(w/encl.); Recreation Superintendent Adrienne Lacy (w/encl), Superintendent of Public Works Pat Carlson (w/encl.); Marketing and Tourism Director Shawn Katzbeck; City Council members, Eagle Herald (w/encl); Badger Communications (w/encl); Peshtigo Times (w/encl); City Hall Bulletin Board.

*A possible quorum of Common Council members may be present at this meeting.*

Requests from individuals with disabilities who need special accommodations to participate in this meeting should be made to the City Clerk's Office at 715-732-5140 with as much advance notice prior to the meeting as possible.

## PARKS AND RECREATION COMMITTEE MEETING MINUTES FROM 10/16/2023

1. Committee Chairperson Alderperson Kowalski **called** the Parks and Recreation Committee regular meeting **to order** at 04:00 PM in the **Marinette Council Chambers, 1905 Hall Ave, Marinette WI.**
2. **Upon a call of the roll**, the following Committee member's attendance was recorded as follows:  
**MEMBERS PRESENT:** Alderpersons Kowalski, Polzin, Wolfe, Karban & Klegin.  
**ABSENT:** None  
**OTHERS PRESENT:** Mayor Steve Genisot, Executive Recreation Director Scray, Melissa Ebsch, Erin Noha, Alderpersons Oitzinger & Mikutowski, Recreation Superintendent Lacy, Dan Kitkowski and Director of Tourism and Marketing Katzbeck.
3. **Minutes of Parks and Recreation Committee.**  
Alderperson Klegin moved/Wolfe seconded and all concurred to approve the meeting minutes from September 18th, 2023.
4. **Executive Director of Recreation & Events report.**  
Executive Recreation Director Gavin Scray provided his monthly report for September.
5. **Recreation Superintendent report.**  
Recreation Superintendent Adrienne Lacy provided her monthly report for September.
6. **Public Work's Superintendent Report**  
Public Work's Superintendent Pat Carlson provided his monthly report for September.
7. **Director of Tourism and Marketing report.**  
Director of Tourism and Marketing Shawn Katzbeck provided his report that included future events and marketing focus for 2023. Katzbeck reported the Kids from 1-92 will once again have a performance on 12/15/23 and will be partnering with Marinette/ Menominee CASA for a Toy drive.
8. **Update and discussion regarding Division St. Park.**  
Public Works has removed and disposed of the skateboard equipment. The committee discussed future usage of the park with the possibility of basketball courts as the poles and backboards are in good shape and would just need new nets. The committee asked Executive Recreation Director Gavin Scray to reach out to the skate board group to see what their interests would be going forward. The park needs to be maintained and the conduit pipe needs to be removed for safety reasons. Chairperson Kowalski will reach out to Public Works to have the pipe removed.
9. **Discussion and possible action regarding Duer Gym proposals.**  
Two proposals were provided for the committee to review. No action was taken on the agenda item.
10. **Discussion and possible action regarding Board of Public Works Policy No. BPW 1.001: Park Facility Reservation/Rentals.**  
Included in today's packet is a revised policies and procedures for renting any City pavilions. Executive Recreation Director Scray and Recreation Superintendent Lacy made any necessary changes/additions to bring the policy up to date. The policy will be sent to the Board of Public Works for final approval.
11. **Items for October agenda**  
Discussion and possible action regarding Duer Gym proposals.  
Update regarding Division St.
12. **Adjourn.** Alderpersons Wolfe moved/Polzin seconded and all concurred to adjourn at 4:29 PM.

Lana Bero, City Clerk

*(Next regular Parks and Recreation Committee meeting is **Monday 11/20/23 @ 4:00** in the Common Council Chambers).*

## Update – November 2023

### EVENTS

- PAST October 7: Fall Frenzy Craft Fair
- PAST October 13-15: M&M Pickleball Tournament
- PAST October 21: Tiny Tot Halloween
- PAST October 28: Trunk or Treat
- PAST October 28: Spooky Skate
- PAST November 4: Blues, Brews, BBQ
- November 11: War in the Woods Boxing Event
- November 17-18: Old World Christmas
- December 2: Christmas in Marinette
- December 15: For Kids From 1-92 Music Extravaganza
- December 15-17: Mite Hockey Tournament
- January 5-7: High School Hockey Tournament
- January 19-21: Peewee Hockey Tournament

### PROGRAMS

- See Adrienne's report

### STAFFING

- Hiring Zamboni Drivers
- Hired Maintenance Technician – David Bloom
- Hiring Custodian/Cleaner

### REC CENTER

- Repainted meeting/birthday party rooms
- Hockey Season

### CIVIC CENTER

- Master Plan improvements
  - o Walking Path
  - o Pavilion
- Tennis Court/Pickleball court resurfacing
- Splash pad site visit/design proposal
- Skate park meetings/improvements

### WELCOME CENTER

- Fully staffed

### CAMPGROUNDS/PAVILLIONS

- Reviewing BPW Policy

### SENIOR CENTER

- Available for rent

### DUER GYM

- Showings



## **Recreation Department**

*Adrienne Lacy – Recreation Superintendent*

### Recreation Superintendent Report – November 2023

#### 2023 Programs:

- Fall programming is ongoing.
- Skate lessons start November 13<sup>th</sup>
- Day off Day Camp November 22<sup>nd</sup>

#### Updates:

- We are prepping for a new event for Christmas in Marinette – Skate with the Grinch and a Grinch movie showing.

Respectfully Submitted,

Adrienne Lacy, CPRE  
Recreation Superintendent

## City of Marinette Public Works

Patrick Carlson  
Superintendent

### MONTHLY PARKS REPORT- OCTOBER 2023

- Boom Landing and Menekaunee boats launches have been removed for the year.
- Aerators at Menekaunee boat slip have been installed.
- Boom Landing fish cleaning station has been shut down and winterized.
- Concrete pads were poured and the Lions Club benches that were donated to Higley Park playground have been installed.
- All parks have been winterized for the season. Leaf cleanup will continue in all parks until snow arrives.
- Parthie Landscape will be planting larger trees in some of the parks. These trees were left over from the nursery at Forest Home Cemetery.
- Christmas lights will be going up on the city streets lights, Merchant and Stephenson Park trees, as well as the walking bridge at the Welcome Center around the middle of November.

Thank you,



Pat Carlson  
Superintendent of Public Works



## Marketing and Tourism Report

Submitted By: Shawn Katzbeck  
Director of Marketing and Tourism  
City of Marinette

**Report for Oct/Nov - 2023**

### **Events**

1. Blues-Brews-BBQ's 11/4/23
2. Boxing 11/11/23
3. Old World Christmas 11/17/23 – 11/18/23
4. Christmas in Marinette 12/2/23
  - a. Craft Show
  - b. Pictures with Santa
  - c. Parade
  - d. Merchants Park
    - i. Light up
    - ii. Food Truck/s
    - iii. Music
5. For Kids From 1 to 92 12/15/23
6. Baseball/Softball Clinic
7. Cornhole Tournament Elks Club
8. Country Concert With Cat Country

### **New Possible Events**

1. Craft Beer Fest
2. Country Concert / Radio Station
3. Food Truck Wars
4. Cooking Classes
5. Beach Party
6. Big Toys for Big Boys and Girls
7. Home and Garden Show

### **Marketing Focus 2023/2024**

1. REC Center
  - a. Build Brand
    - i. More than what you expect
  - b. Call to Action Events/Classes/Camps/Memberships
    - i. Grow
    - ii. Educate
  - c. Grow Memberships
  - d. Targeting Demo 18 to 30
    - i. Leagues
2. Marketing/ REC Center
  - a. Mass Media (Radio)



## Marketing and Tourism Report

- b. Print (Eagle Herald/Peshtigo Times)
  - i. Welcome Insert
- c. Social Media
- d. City Marquee
  
- e. Constant Contact
  - i. Monthly REC Newsletter
  - ii. Invitations to events
- 3. Increase Classroom usage
  - a. Local Job Fairs
  - b. Off-Site Meetings
- 4. Third-party events
  - a. Chuck Collins is adding a show in 2024
    - i. Home and Garden Show
    - ii. 4/11 to 4/14
  - b. Bay Cities Radio Country Show
    - i. Feb 10
    - ii. Three Bands

### Tourism

- c. TIC Grant 2024 in process
- d. Website
  - i. Cleaning up and making more user-friendly
- e. Digital Marketing
- f. Historic Society
  - i. Compass (See Handout)
- g. Harbor Towns Conference
- h. Working on New City Brochures
  - i. Hiking/Walking Paths
  - ii. Kayaking/Canoeing

Respectfully Submitted,

Shawn Katzbeck  
Director of Marketing and Tourism  
City of Marinette

October 10, 2023

Gavin Scray  
Executive Director Recreation and Events  
City of Marinette  
1905 Hall Avenue  
Marinette, WI 54143



Dear Gavin:

Thank you for the opportunity to provide this proposal for assistance with the development of the proposed flow-through (drain to waste) type splashpad at Higley Park. The following tasks outline the design development and construction documentation tasks we will collaborate with you on to bring this project through to bidding. Assuming a favorable bid is received, we will be happy to amend our scope to include post design assistance and construction administration.

The anticipated schedule would begin design development in December 2023 and position the City for a public bidding process in late spring 2024. Assuming favorable bids, construction could begin in early summer 2024 for completion in the fall of 2024. We will work with you and your staff to maintain this timeline and look forward to a successful project!

Thank you very much for this opportunity.

Sincerely,

A handwritten signature in blue ink, appearing to read "Blake Theisen". The signature is fluid and cursive, written over a light blue horizontal line.

Blake Theisen, PLA, ASLA  
Principal

Parkitecture + Planning  
901 Deming Way, Suite 201  
Madison, WI 53717

E [blake@parkitecture.org](mailto:blake@parkitecture.org)  
P 608.886.6808



## SCOPE OF SERVICES

### Design Development

- ◆ Attend virtual kick-off meeting with City team.
- ◆ Development of potential feature options for the splashpad. This will include assembly of imagery depicting 2-3 design directions for the facility.
- ◆ Presentation (virtual) of initial concept imagery to the Park Board for interactive discussion and feedback looping.
- ◆ Preparation of design development plans. Elements to be addressed include:
  - Site layout plans
  - Stormwater conveyance plans
  - Site grading plans
  - Erosion control plans
  - Landscape/restoration plans
  - Splashpad layout and plumbing/electrical plans
  - Site utilities to include water and electric
  - Hardscape construction details
- ◆ Coordination with manufacturers and selected vendors for project elements such as furnishings, lighting, splashpad equipment, etc.
- ◆ Develop opinion of probable construction costs.
- ◆ Attend Park Board meeting (virtual) to provide an update on design development plans.
- ◆ Attend collaborative design review meeting (virtual) with City staff.
- ◆ Prepare 30% submittal (plans).

<b>OUTCOMES</b>		
<b>Document Deliverables</b>		
#1	Design Development Plans 30%	11x17 pdf
#2	Estimate of Probable Construction Costs (site elements)	8.5x11 pdf

### Construction Documents

- ◆ Prepare construction bidding documents to include:
  - Site layout plans
  - Stormwater conveyance plans
  - Site grading plans
  - Erosion control plans
  - Landscape/restoration plans
  - Splashpad plans and details
  - Site utilities to include water and electric
  - Hardscape construction details
- ◆ Prepare specifications (Special Provisions).
- ◆ Prepare 90% and Final submittal (plans and specifications).

- ◆ Prepare & submit local erosion control permit and site disturbance permit applications if required.
- ◆ Prepare & submit WDNR Swimming Pool Discharge permit application.
- ◆ Assist with answering contractor questions during bidding.
- ◆ Prepare addenda and RFI responses as necessary.
- ◆ Facilitate Bid opening meeting (Quest online) and assist with bid analysis.

OUTCOMES		
Document Deliverables		
#1	Construction Plans 90%	11x17 pdf
#2	Construction Plans 100%	11x17 pdf
#3	Project Manual	8.5x11 pdf
#4	Permits as Outlined Above	8.5x11 pdf

### Responsibilities of Owner and Others

The City shall supply Parkitecture with any relevant utility and/or development plans for the existing park and surrounding properties if available. A topographic survey will be needed prior to design commencement and shall be provided by the City. Permit fees shall be paid by Parkitecture and submitted as a reimbursable expense.

### Proposed Fee

For completion of the scope of services presented above, our proposed fees are lump sum by task.

<b>Design Development</b>	<b>\$ 14,024</b>
<b>Construction Documents</b>	<b>\$ 17,224</b>
<b>TOTAL</b>	<b>\$ 31,248</b>

The fees identified above shall be fixed unless substantial changes in the scope of work occur. P+P shall notify Client of substantial changes to the agreed upon scope of work, and obtain approval prior to commencement of additional work. Refer to Terms and Conditions for billing and payment information.

Signature below shall serve as notification to proceed.

Accepted by:

Date:

\_\_\_\_\_  
City of Marinette

\_\_\_\_\_

## **TERMS AND CONDITIONS**

### **Payment Terms**

Progress invoices will be sent monthly or as otherwise discussed for work completed; payment of invoices is due within 30 days after receipt. Parkitecture + Planning (P+P) shall reserve the right to stop work or withhold deliverables until payment is current.

### **Reimbursable Expenses**

Reimbursable expenses will be billed at cost unless otherwise included in the fixed fee. Mileage shall be charged at the current Federal rate unless otherwise included in the fixed fee.

### **Ownership of Documents**

Upon the making of final payment, as required by this Agreement, the Client shall assume ownership of the deliverables as described above. Use of the documents without further involvement of P+P shall be at the sole risk of the Client. The Client shall defend, indemnify and hold harmless P+P, sub-consultants, and the agents, officers, Principals, and employees of each from and against any and all claims, damages, losses, costs and expenses, including but not limited to attorney's fees, costs and expenses incurred in connection with any dispute resolution process, arising out of or resulting from such use of the documents.

### **Limitation of Liability**

In recognition of the relative risks and benefits of the project to both the Client and P+P, the risks have been allocated such that Client agrees to attempt, to the fullest extent permitted by law, to limit the liability of P+P. This applies to any and all allegations, claims, losses, costs, damages of any nature, or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of P+P shall not exceed the total of Insurance carried by P+P.

### **Authorization and Notice to Proceed**

Signing of this document signifies an agreement to the fees and serves as authorization to commence work. If the terms in this fee proposal are acceptable, please sign and return one a signed copy to P+P.

### **Schedule**

Work provided under this Agreement shall commence upon receipt of a signed copy of this document. P+P shall work with Client to meet specified deadlines within a reasonable expectation.

### **Client's Responsibilities**

Client shall provide P+P with all relevant information for the project including but not limited to program statement, prior design files, subsurface exploration information, utility plans, current survey documents (AutoCAD format), and any other past planning documents. Client will review incremental progress documents and provide feedback to P+P in a timely manner. Client shall bear responsibility for any costs and or loses arising from discovery of unforeseen conditions or inaccuracies of existing condition documents.