

REGULAR MEETING
Board of Park Commissioners
February 7, 2024 - 6:30 PM
Community Room
933 Michigan Avenue, Stevens Point, WI

OR

[Zoom Teleconferencing](#)

Meeting ID: 833 5273 0060 | Passcode: 154067

By Computer: [Join](#)

By Phone: +1-312-626-6799 (US Chicago)

AGENDA

Discussion and Possible Action on:

1. Roll Call.
2. Approval of January 3, 2024 meeting minutes
3. Presentation by Trent Baneck, UWSP Forestry Department intern, on the relationship between trees and hardscape surfaces.
4. Forestry division operational update presented by Forestry Superintendent, Todd Ernster
5. Award of project #24-01 Groholski Park Development Project Contract A and Contract A-1, General Site Construction and Granite Trail Construction, to Fahrner Excavating Inc. in the not-to-exceed amount of \$200,000.
6. Award of project #24-01 Groholski Park Development Contract B, Solar Canopy and Electrical Construction, to Northwind Solar in the not-to-exceed amount of \$97,500.
7. Adoption of policy #1.05 related to the sale of gift cards by the Parks, Recreation and Forestry Department.
8. Director's Report
 1. KB Willett and Community Stadium Project - February Finance and Council Meetings
 2. Seramur Pavilion project update
 3. Winter sports area, ice rink updates
 4. February training month for full-time staff
 5. Pfiffner Pioneer Park contamination update (Cultural Commons area)
 6. McDill Disc Golf course and restoration from dredging project update
 7. Convent Park parcel and partnership with UWSP Forestry Recreation

Planning and Site Design Class

9. Adjournment.

Meeting Rider

Any person who has special needs while attending this meeting or needing agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, TDD # 346-1556 or by mail at 1515 Strongs Ave., Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 a.m. to 4:00p.m.

SPECIAL NOTICE

Please take notice that a quorum of the Common Council, City Boards/Commissions may attend this meeting.

Agenda Notes

5. Award of project #24.01 Groholski Park Development Project Contract A and Contract A-1, General Site Construction and Granite Trail Construction, to Farhner Excavating Inc. in the not-to-exceed amount of \$200,000.

See memo included in the packet

6. Award of project #24-01 Groholski Park Development Project Contract B, Solar Canopy and Electrical Construction, to Northwind Solar in the not-to-exceed amount of \$97,500.

See memo included in the packet

7. Adoption of policy #1.05 related to the sale of gift cards by the Parks, Recreation and Forestry Department.

Our department uses an online registration and reservation software called CivicRec. CivicRec has the ability to sell and redeem gift cards on user accounts for activities and reservations. We have received multiple requests per year for gift cards so we have decided to begin offering them in 2024.

The policy included in the packet is a new policy which addresses the length in which gift cards are valid and the exclusion of refund eligibility or cash back on gift card balances.

Staff recommendation is to approve the policy as written.

**REGULAR MEETING MINUTES
Board of Park Commissioners
January 3, 2024 - 6:30 PM**

**Community Room
933 Michigan Avenue, Stevens Point, WI**

OR

[Zoom Teleconferencing](#)

Meeting ID: 874 6810 5274 | Passcode: 024223

By Computer: [Join](#)

By Phone: +1-312-626-6799 (US Chicago)

Discussion and Possible Action on:

1. Roll Call.

Present: Alder Broderick, Freckmann, Disher, Glodosky, Aldey Keymer, McDonald, Okonek, Przybylski, Alser Shorr, Sorenson, Winn

Also Present: Steven McKay, Todd Ernster, Erik Cristan, Alder Dean Shuda

2. Approval of November 1, 2023 meeting minutes

Motion to approve by Okonek, Second by Winn; passed 11-0.

3. Approval of awarding the timber sale contract for Yulga Park and the West River Park area to Weekly Timber & Pulp, Inc for a total estimated revenue value of \$11,800.

Motion to award contract to Weekly Timber and Pulp Company by Okonek, second by Keymer; passed 11-0.

4. Approval of awarding the 2024 Tree Care Operations Quote for the Stevens Point Forestry Department to The Tree Fella Company.

Motion to approve bid from Tree Fella Company by Winn, second by Shorr; passed 11-0.

5. Approval of design for Seramur Park restroom shelter.

Motion to approve design as presented by Glodosky, second by McDonald; passed 11-0.

6. Revision of Parks, Recreation and Forestry Department recreation refund policy #1.02

Motion to approve revisions as presented by Keymer, second by Freckmann; passed 11-0.

7. Director's Report

a. Groholski Park design and bidding update

b. Forestry/PD Garage update in Goerke Park

c. Winter sports and outdoor ice rinks update

d. KB Willett/Goerke Park project update

No action.

8. Adjournment.

Motion to adjourn by Okonek, second by Disher; meeting adjourned at 7:03.



Memo

TO: Parks Commission and Common Council
FROM: Dan Kremer, Director of Parks, Recreation, Forestry
DATE: February 2, 2024
RE: Approval of Groholski Park Development Contract A and B

The development of Groholski Park was bid in January using two individual contracts with different scopes of work. Contract A includes the site construction, grading, concrete work, asphalt work, construction of the driveway and parking lot, and turf establishment; Contract B includes installation of the solar roof open-air shelter, installation of the electric car charging station, and the associated electrical work for the site. Contract A-1 was an alternate bid item to construct the gravel pedestrian trail around the site.

Eight bids were received for Contract A, and three bids were received for Contract B. The bid tab is attached to this memo for review. The lowest bid received for Contract A and A-1 was Fahrner Excavating Inc., who submitted a bid of \$173,789.65. The lowest bid received for Contract B was Northwind Solar, who submitted a bid of \$84,840. Both low bidders are highly qualified contractors for their scope of work.

The 2024 capital budget allocated \$390,000 to complete the project. Contract B is eligible for up to thirty percent reimbursement through federal solar tax credits. The Parks Department will initiate the reimbursement process immediately upon completion of construction for Contract B.

Recommendation:

1. Award Contract A and A-1 to Fahrner Excavating Inc. in the not-to-exceed amount of \$200,000 (includes a 15% contingency).
2. Award Contract B to Northwind Solar in the not-to-exceed amount of \$97,500 (includes a 15% contingency).

Total project award amount with contingency: \$297,500 (includes both Contract A and Contract B).



Bid Tabulation Summary for: City of Stevens Point
Graholski Park - Park Development Project
Bid Date: January 31, 2024

Company	Bid Bond	Addenda	Qualifications	Contract "A" General Site Construction Base Bid	Contract "A" Alternate Bid A1 Granite Trail Construction	Contract "B" Solar Canopy & Electrical Construction	Voluntary Alternates
Fahrner Excavating, Inc.				\$165,089.65	\$8,700.00	No Bid	N/A
Green Thumb Sprinklers & Landscaping LLC				\$168,914.00	\$7,612.50	No Bid	N/A
Stuczynski Trucking & Excavating, Inc.				\$174,384.70	\$6,503.25	No Bid	N/A
Altmann Construction Company				\$177,318.75	\$17,400.00	No Bid	N/A
Haas Sons, Inc.				\$227,073.25	\$10,875.00	No Bid	N/A
The Boldt Company				\$228,942.96	\$15,616.50	No Bid	N/A
Earth, Inc.				\$262,490.00	\$13,050.00	\$89,840.00	N/A
Janke General Contractors, Inc.				\$353,488.50	\$13,811.25	\$98,000.00	N/A
Northwind Solar				No Bid	No Bid	\$84,840.00	N/A

City of Stevens Point - Groholski Park - Park Development Project

Bid Date and Time: 1/31/2024 11:00:00 AM

CONTRACT "A" - GENERAL SITE CONSTRUCTION - BASE BID

				Fahrner Excavating, Inc.		Green Thumb Sprinklers & Landscaping LLC		Stuczynski Trucking & Excavating, Inc.		Altmann Construction Company		Haas Sons, Inc.		The Boldt Company		Earth, Inc.		Janke General Contractors, Inc.		Northwind Solar	
Item No.	Item Description	Units	Estimated Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
DEMOLITION / EARTHWORK / EROSION CONTROL																					
1.	Mobilization	L.S.	1	\$17,875.00	\$17,875.00	\$6,500.00	\$6,500.00	\$20,000.00	\$20,000.00	\$22,000.00	\$22,000.00	\$29,500.00	\$29,500.00	\$21,269.20	\$21,269.20	\$15,000.00	\$15,000.00	\$21,000.00	\$21,000.00		\$0.00
2.	Clearing & Grubbing	L.S.	1	\$6,000.00	\$6,000.00	\$3,500.00	\$3,500.00	\$6,500.00	\$6,500.00	\$16,900.00	\$16,900.00	\$14,241.00	\$14,241.00	\$4,965.84	\$4,965.84	\$9,000.00	\$9,000.00	\$28,000.00	\$28,000.00		\$0.00
3.	Common Excavation	L.S.	1	\$23,598.00	\$23,598.00	\$21,400.00	\$21,400.00	\$22,500.00	\$22,500.00	\$14,200.00	\$14,200.00	\$20,370.00	\$20,370.00	\$7,503.94	\$7,503.94	\$45,000.00	\$45,000.00	\$63,500.00	\$63,500.00		\$0.00
4.	Strip and Remove Topsoil	L.S.	1	\$3,151.00	\$3,151.00	\$17,000.00	\$17,000.00	\$9,000.00	\$9,000.00	\$8,000.00	\$8,000.00	\$34,368.00	\$34,368.00	\$1,655.28	\$1,655.28	\$20,000.00	\$20,000.00	\$47,500.00	\$47,500.00		\$0.00
5.	Excavation below Subgrade (Remove Unsuitable Material and Replace with Granular Fill)	C.Y.	500	\$12.50	\$6,250.00	\$23.00	\$11,500.00	\$12.00	\$6,000.00	\$21.00	\$10,500.00	\$33.00	\$16,500.00	\$27.59	\$13,795.00	\$28.00	\$14,000.00	\$70.00	\$35,000.00		\$0.00
6.	Erosion Control - Tracking Pad	EACH	1	\$1,200.00	\$1,200.00	\$750.00	\$750.00	\$1,500.00	\$1,500.00	\$1,015.00	\$1,015.00	\$2,500.00	\$2,500.00	\$2,207.04	\$2,207.04	\$2,250.00	\$2,250.00	\$2,180.00	\$2,180.00		\$0.00
7.	Erosion Control - Concrete Truck Wash Out Area	EACH	1	\$900.00	\$900.00	\$400.00	\$400.00	\$2,500.00	\$2,500.00	\$500.00	\$500.00	\$2,500.00	\$2,500.00	\$551.76	\$551.76	\$650.00	\$650.00	\$652.00	\$652.00		\$0.00
8.	Erosion Control - Inlet Protection, Type A	EACH	3	\$75.00	\$225.00	\$50.00	\$150.00	\$100.00	\$300.00	\$200.00	\$600.00	\$300.00	\$900.00	\$551.76	\$1,655.28	\$200.00	\$600.00	\$90.00	\$270.00		\$0.00
9.	Erosion Control - Silt Sock	L.F.	930	\$4.00	\$3,720.00	\$2.50	\$2,325.00	\$3.00	\$2,790.00	\$4.00	\$3,720.00	\$12.00	\$11,160.00	\$3.56	\$3,310.80	\$8.50	\$7,905.00	\$6.00	\$5,580.00		\$0.00
10.	Erosion Mat, Class 1 - Type A	S.Y.	1,035	\$1.90	\$1,966.50	\$1.75	\$1,811.25	\$2.00	\$2,070.00	\$5.00	\$5,175.00	\$3.50	\$3,622.50	\$3.73	\$3,860.55	\$3.50	\$3,622.50	\$2.00	\$2,070.00		\$0.00
11.	Erosion Control Maintenance	L.S.	1	\$700.00	\$700.00	\$500.00	\$500.00	\$600.00	\$600.00	\$1,500.00	\$1,500.00	\$2,500.00	\$2,500.00	\$1,103.52	\$1,103.52	\$2,250.00	\$2,250.00	\$200.00	\$200.00		\$0.00
12.	Landscape Restoration (Topsoil, Seed, Fertilize, and Mulch)	L.S.	1	\$13,900.00	\$13,900.00	\$19,100.00	\$19,100.00	\$30,000.00	\$30,000.00	\$9,800.00	\$9,800.00	\$43,300.00	\$43,300.00	\$50,761.96	\$50,761.96	\$42,000.00	\$42,000.00	\$49,000.00	\$49,000.00		\$0.00
13.	Seeded Turf and Landscape Maintenance	L.S.	1	\$1,750.00	\$1,750.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$500.00	\$500.00	\$9,700.00	\$9,700.00	\$2,207.04	\$2,207.04	\$7,500.00	\$7,500.00	\$4,800.00	\$4,800.00		\$0.00
UTILITIES																					
14.	SDR 35 PVC Storm Pipe, 8-inch	L.F.	15	\$32.00	\$480.00	\$46.60	\$699.00	\$40.00	\$600.00	\$25.00	\$375.00	\$95.00	\$1,425.00	\$110.35	\$1,655.25	\$95.00	\$1,425.00	\$74.00	\$1,110.00		\$0.00
15.	2' x 3' Concrete Storm Sewer Structure w/ Neenah R-3067 Type R Grate	EACH	1	\$3,800.00	\$3,800.00	\$5,800.00	\$5,800.00	\$3,500.00	\$3,500.00	\$3,800.00	\$3,800.00	\$4,400.00	\$4,400.00	\$3,420.91	\$3,420.91	\$5,850.00	\$5,850.00	\$4,600.00	\$4,600.00		\$0.00
16.	8" Mitered Drain Endwall	EACH	1	\$950.00	\$950.00	\$1,500.00	\$1,500.00	\$750.00	\$750.00	\$300.00	\$300.00	\$1,250.00	\$1,250.00	\$1,103.52	\$1,103.52	\$950.00	\$950.00	\$307.00	\$307.00		\$0.00
HARD SURFACE PAVEMENT																					
17.	HMA Pavement, 3.5-inch depth	S.Y.	725	\$30.00	\$21,750.00	\$29.00	\$21,025.00	\$28.40	\$20,590.00	\$31.00	\$22,475.00	\$28.70	\$20,807.50	\$31.34	\$22,721.50	\$29.50	\$21,387.50	\$28.40	\$20,590.00		\$0.00
18.	Base Aggregate Dense, 1 1/4 inch, 8-inch depth	S.Y.	795	\$7.03	\$5,588.85	\$9.75	\$7,751.25	\$5.66	\$4,499.70	\$8.00	\$6,360.00	\$8.00	\$6,360.00	\$24.28	\$19,302.60	\$12.50	\$9,937.50	\$16.00	\$12,720.00		\$0.00
19.	Concrete Sidewalk and Plaza, 5-inch depth, Fiber Reinforced	S.F.	3,955	\$7.88	\$31,165.40	\$7.00	\$27,685.00	\$6.50	\$25,707.50	\$8.00	\$31,640.00	\$8.00	\$31,640.00	\$8.67	\$34,289.85	\$8.00	\$31,640.00	\$7.60	\$30,058.00		\$0.00
20.	Concrete Drive Apron, 6-inch depth, Fiber Reinforced	S.F.	340	\$9.77	\$3,321.80	\$8.00	\$2,720.00	\$7.50	\$2,550.00	\$9.00	\$3,060.00	\$10.30	\$3,502.00	\$16.48	\$5,603.20	\$8.80	\$2,924.00	\$8.10	\$2,754.00		\$0.00
21.	Base Aggregate Dense, 3/4 inch, 6-inch Depth	S.Y.	525	\$5.52	\$2,898.00	\$10.00	\$5,250.00	\$6.50	\$3,412.50	\$7.75	\$4,068.75	\$6.15	\$3,228.75	\$8.83	\$4,635.75	\$11.40	\$5,985.00	\$13.00	\$6,825.00		\$0.00
22.	Pavement Striping	L.S.	1	\$1,103.00	\$1,103.00	\$1,100.00	\$1,100.00	\$1,050.00	\$1,050.00	\$1,200.00	\$1,200.00	\$1,100.00	\$1,100.00	\$1,158.70	\$1,158.70	\$1,150.00	\$1,150.00	\$1,050.00	\$1,050.00		\$0.00
23.	Concrete Curb and Gutter, 24-inch	L.F.	235	\$42.95	\$10,093.25	\$28.50	\$6,697.50	\$28.00	\$6,580.00	\$49.00	\$11,515.00	\$40.90	\$9,611.50	\$61.05	\$14,346.75	\$46.10	\$10,833.50	\$45.00	\$10,575.00		\$0.00
24.	Entrance Curb and Gutter, 30-inch	L.F.	45	\$44.73	\$2,012.85	\$35.00	\$1,575.00	\$33.00	\$1,485.00	\$52.00	\$2,340.00	\$42.60	\$1,917.00	\$110.86	\$4,988.70	\$50.00	\$2,250.00	\$47.50	\$2,137.50		\$0.00
25.	Detectable warning fields	EACH	1	\$441.00	\$441.00	\$425.00	\$425.00	\$400.00	\$400.00	\$440.00	\$440.00	\$420.00	\$420.00	\$413.82	\$413.82	\$425.00	\$425.00	\$400.00	\$400.00		\$0.00
26.	ADA Parking Sign	EACH	1	\$750.00	\$750.00	\$250.00	\$250.00	\$500.00	\$500.00	\$335.00	\$335.00	\$250.00	\$250.00	\$455.20	\$455.20	\$455.00	\$455.00	\$570.00	\$570.00		\$0.00
GENERAL																					
27.	In Kind Donation	L.S.	1	-\$500.00	-\$500.00	\$0.00	\$0.00	-\$2,500.00	-\$2,500.00	-\$5,000.00	-\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$2,500.00	-\$2,500.00	\$0.00	\$0.00		\$0.00
28.	Construction Layout	L.S.	1	By Owner	By Owner	By Owner	By Owner	By Owner	By Owner	By Owner	By Owner	By Owner	By Owner	By Owner	By Owner	By Owner	By Owner	By Owner	By Owner	By Owner	By Owner
29.	Construction Testing	L.S.	1	By Owner	By Owner	By Owner	By Owner	By Owner	By Owner	By Owner	By Owner	By Owner	By Owner	By Owner	By Owner	By Owner	By Owner	By Owner	By Owner	By Owner	By Owner

Total Base Bid - Contract "A" - Site Construction					\$165,089.65		\$168,914.00		\$174,384.70		\$177,318.75		\$277,073.25		\$228,942.96		\$262,490.00		\$353,448.50		NO BID
	As Written				\$166,089.65		\$168,936.25		\$174,384.70		\$177,345.00		\$277,073.25		\$228,953.79		\$262,490.00		\$353,448.50		
	Difference				-\$1,000.00		-\$22.25		\$0.00		-\$26.25		\$0.00		-\$10.83		\$0.00		\$0.00		

CONTRACT "A, ALTERNATE 1" - GRANITE TRAIL CONSTRUCTION																					
Item No.	Item Description	Units	Estimated Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1.	8" Crushed Granite Surface Course - 8' Perimeter Walking Trail	SY	725	\$12.00	\$8,700.00	\$10.50	\$7,612.50	\$8.97	\$6,503.25	\$24.00	\$17,400.00	\$15.00	\$10,875.00	\$21.54	\$15,616.50	\$18.00	\$13,050.00	\$19.05	\$13,811.25		\$0.00

nate 1 - Contract "A" - Granite Trail Construction					\$8,700.00		\$7,612.50		\$6,503.25		\$17,400.00		\$10,875.00		\$15,616.50		\$13,050.00		\$13,811.25		NO BID
	As Written				\$8,700.00		\$7,612.50		\$6,503.25		\$17,400.00		\$10,875.00		\$15,616.50		\$13,050.00		\$13,811.25		
	Difference				\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		

CONTRACT "B" - SOLAR CANOPY & ELECTRICAL CONSTRUCTION - BASE BID

CONTRACT "B" - SOLAR CANOPY & ELECTRICAL CONSTRUCTION				Fahrner Excavating, Inc.		Green Thumb Sprinklers & Landscaping LLC		Stuczynski Trucking & Excavating, Inc.		Altmann Construction Company		Haas Sons, Inc.		The Boldt Company		Earth, Inc.		Janke General Contractors, Inc.		Northwind Solar	
Item No.	Item Description	Units	Estimated Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	Solar Canopy & Electrical Construction	L.S.	1		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$89,840.00	\$89,840.00	\$98,000.00	\$98,000.00	\$84,840.00	\$84,840.00
ract "B" - Solar Canopy & Electrical Construction					NO BID		NO BID		NO BID		NO BID		NO BID		NO BID		\$89,840.00		\$98,000.00		\$84,840.00
				As Written													\$89,840.00		\$98,000.00		\$84,840.00
				Difference													\$0.00		\$0.00		\$0.00

VOLUNTARY ALTERNATES																					
Item No.	Item Description	Units	Estimated Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1					\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
Total Voluntary Alternates					N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A



Stevens Point Parks, Recreation and Forestry Policies and Procedures	
Policy #: 1.05	Effective Date: January 29, 2024
Subject: Gift Cards	
Purpose: To provide efficient operation of department operations	

All gift card sales of Stevens Point Parks, Recreation and Forestry Department are subject to the following provisions. Additional program specific terms and conditions are found within each activity and rental agreements.

1. Gift Cards

- a. No refunds of gift card purchases.
- b. No cash back on purchases made with gift card funds. Any extra funds will remain on the user account as credit.
- c. Gift cards are valid for five years from date of purchase.