



**Village of Hobart**

Village Office 2990 S. Pine Tree Rd, Hobart, WI

[www.hobart-wi.org](http://www.hobart-wi.org) - [www.buildinhobart.com](http://www.buildinhobart.com)

Notice is hereby given according to State Statutes that the **PARK AND RECREATION COMMITTEE** of the Village of Hobart will meet on **Monday June 24<sup>th</sup> 2024**. **NOTICE OF POSTING:** Posted this 21<sup>st</sup> day of June, 2024 at the Hobart Village Office, 2990 S. Pine Tree Rd and on the village's website.

**MEETING NOTICE – PARK AND RECREATION COMMITTEE**

**Date/Time: Monday June 24<sup>th</sup> 2024 (5:30 P.M.)**

**Location: Village Office (2990 S. Pine Tree Road)**

**ROUTINE ITEMS TO BE ACTED UPON:**

1. Call to order/Roll Call.
2. Certification of the open meeting law agenda requirements and approval of the agenda
3. Public Comment on Non-Agenda Items
4. Approval of the April 29<sup>th</sup> 2024 minutes

**ACTION ITEMS**

**5. DISCUSSION AND ACTION – Request for Proposals (RFP) for Pickleball Courts at Four Seasons Park**

The final draft of the RFP will be on the July 2<sup>nd</sup> Village Board agenda for action.

**6. DISCUSSION AND ACTION – Design and Budget for Fireman’s Park**

This park would be located adjacent to the new fire station on South Pine Tree Road. The final draft of the RFP will be on the July 2<sup>nd</sup> Village Board agenda for action.

**7. DISCUSSION AND ACTION – Design and Budget for Riverdale Dog Park**

This park would be located on Village-owned property on Riverdale Drive (County Highway J).

**8. INFORMATION – Update on Current Projects**

**9. DISCUSSION AND ACTION - Items for Future Agendas/Scheduling of Next Committee Meeting**

**10. ADJOURN**

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Aaron Kramer, Village Administrator

COMMISSION MEMBERS: Mary Jane Hemmy (Chairperson), Laura Lear (Vice-Chairperson), Cynthia Silvers, Jane Jerzak, Kassie Freckman, Tammy Zittlow (Alternate)

**NOTE:** All agenda and minutes of Village meetings are online: [www.hobart-wi.org](http://www.hobart-wi.org). Any person wishing to attend, who, because of their disability requires special accommodations, should contact the Village Clerk at 920-869-1011 with as much advanced notice as possible. Notice is hereby given that action by the Board may be considered and taken on any of the items described or listed in this agenda. There may be Board members attending this meeting by telephone if necessary.

**Village of Hobart Parks & Recreation Committee Minutes**  
**Monday April 29<sup>th</sup> 2024**

**ROUTINE ITEMS TO BE ACTED UPON:**

1. Call to order/Roll Call (5:30 PM) – Mary Jane Hemmy (Chairperson), Laura Lear (Vice-Chairperson), Cynthia Silvers, Kassie Freckman, Jane Jerzak and Tammy Zittlow (Alternate) were present.
2. Certification of the open meeting law agenda requirements and approval of the agenda – ACTION: To certify the open meeting law agenda requirements and approval of the agenda MOTION: Lear SECOND: Jerzak VOTE: 6-0
3. Public Comment on Non-Agenda Items - None
4. Approval of the March 18th 2024 minutes - MOTION: Lear SECOND: Freckman VOTE: 6-0

**ACTION ITEMS**

5. DISCUSSION AND ACTION – Election of Committee President and Vice President - ACTION: To nominate Mary Jane Hemmy as Committee President MOTION: Jerzak SECOND: Silvers VOTE: 6-0 ACTION: To nominate Laura Lear as Committee Vice President MOTION: Hemmy SECOND: Freckman VOTE: 6-0
6. UPDATE – Current Projects - Administrator Kramer updated the Committee of the Village Board's recent action to move ahead with Sorenson Family Park in Centennial Centre, as well as the progress of installing a multi-use trail in the southeastern area of the Village. No action was taken.
7. DISCUSSION AND ACTION – Long-Term Park and Green Space Planning - Staff, at the last meeting, presented a number of options on what amenities and improvements could possibly be made to the inventory of parks and green spaces the Village owns. The Committee discussed the proposals before making recommendations to the Village Board and made the following recommendations to the Village Board: 1) Creation of a dog park in Riverdale Park, 2) Installation of pickleball courts in Four Seasons Park, and 3) installing a park adjacent to the new Fire Station on South Pine Tree Road. Jerzak asked that the Committee also look at the possibility of installing a walking trail on Centennial Centre Boulevard west of Hill Road to Pine Tree Road and pursue the development of a walking/bike trail along the old railroad path from Oneida to Pamperin Park.
8. DISCUSSION AND ACTION – Current Four Seasons Rental Policy - Staff was seeking input from the Committee on possible changes to the rental form and policy to forward to the Village Board. The main change was to require all fees and deposits be paid prior to any site being rented. ACTION: To approve a recommendation to the Village Board to change the Four Seasons Park Rental Contract to require all Deposit and Rental Fees due upon reservation of the facility MOTION: Zittlow SECOND: Jerzak VOTE: 6-0
9. DISCUSSION AND ACTION - Chapter 215 (Parks and Recreation Areas) - Staff was seeking input from the Committee on possible changes to the parks and recreation areas ordinance to forward to the Village

Board. The consensus of the Committee was to ask the Police Chief to review the Ordinance and make recommendations on changes for the Committee to consider.

10. DISCUSSION AND ACTION - Items for Future Agendas/Scheduling of Next Committee Meeting – Kramer said the next meeting would likely deal with the previous park proposals if they receive a positive response from the Board.

11. ADJOURN (6:58 PM) – MOTION: Zittlow SECOND: Lear VOTE: 6-0



**VILLAGE OF HOBART, WISCONSIN  
REQUEST FOR PROPOSALS – PICKLEBALL COURTS**



## **Section 1 – Introduction**

The Village of Hobart (“the Village”), Wisconsin is soliciting Requests for Proposals (RFP) from qualified contractors to construct two (2) and possibly (4) pickleball courts at Four Seasons Park (471 Four Seasons Drive, Hobart). The area of the park where the courts would be constructed is highlighted in black in Attachment A.

The Village is in northeast Wisconsin in Brown County, adjacent to the Austin Straubel International Airport, approximately 120 miles northwest of the City of Milwaukee, bordering the western border of the City of Green Bay, and 30 miles northeast of the City of Appleton. The Village encompasses approximately 33 square miles. The 2023 Wisconsin Department of Administration population estimate for the Village is 10,808, a 5.85% increase over the 2020 population census of 10,211, and a 74.83% increase since the 2010 Federal Census report of 6,182. The 2023 growth was the result of a total of 71 new housing units added within the Village during 2022.

## **Section 2 - Timeline for the process**

The following is a list of the important dates for activities related to the RFP process:

RFP released	July 2, 2024
Submission Deadline	August 2, 2024 (11:00 AM)
Vendor Interviews	August 5-10, 2024
Village Board Action	August 19, 2024

The Village reserves the right to change these dates and will post the changes on its website. In the event it becomes necessary to amend, alter or delete any part of the RFP, changes to the RFP will be posted on the Village website.

## **Section 3 – Proposal Submittal Instructions**

- **Timeline for the procurement process** - See Section 2 for the detailed timeline for the procurement process.
- **Submission of questions** - Questions submitted to:  
Aaron Kramer – Village Administrator - Email: [aaron@hobart-wi.org](mailto:aaron@hobart-wi.org) Phone: (920) 869-3804  
Jerry Lancelli – Village Director of Public Works - Email: [jerry@hobart-wi.org](mailto:jerry@hobart-wi.org) Phone: (920) 869-3807
- **Submission of proposals** - Proposals may be mailed or delivered to:

Aaron Kramer, Village Administrator  
Attention: Pickleball RFP  
Village of Hobart  
2990 South Pine Tree Road  
Hobart, WI 54115

Alternatively, proposals may be emailed as an attachment, with the email subject “Financial Advising Proposal” and with the email addressed to: [aaron@hobart-wi.org](mailto:aaron@hobart-wi.org).

- **Deadline for Proposals** - The deadline for proposals is Friday August 2, 2024 at 11:00 A.M. All proposals submitted on time become the property of Village upon submission, and the proposals will not be returned to the vendors. By submitting a proposal, the vendor agrees that the Village may copy the proposal for purposes of facilitating the evaluation.

## **Section 4 – Experience and Qualifications**

- **Introduction** - Describe the firm’s organization and size.
- **Firm Experience** - Describe your firm’s experience in constructing pickleball facilities or similar recreational projects.

- **Staff Qualifications** - Provide resumes describing the work experience for each of the key staff who would be assigned to the project. Identify the staff person who will serve as manager and primary contact on the project.
- **Vendor References** - Each applicant must include in their proposal a list of organizations, including points of contact (name, address, and telephone number), which can be used as references for work performed in the area of service required. Selected organizations may be contacted to determine the quality of work performed and personnel assigned to the project. The results of the references will be provided to the evaluation team and used in scoring the written proposals.

## **Section 5 – Scope of Project**

A. Design and provide engineering estimates and construction documents for the building of two (2) pickleball courts, at a minimum, and four (4) pickleball courts, to be designated as Option A, at Four Seasons. The facility will be built on Village-owned property. It is understood that the actual site location could be adjusted as recommended in writing by the contractor and approved by the Village following the opening of proposals. Each bidder is responsible for inspecting the site.

B. The orientation of the pickleball courts shall be North-South.

C. Designs shall be submitted with a scale drawing of the layout and written descriptions of each component of the Outdoor Pickleball Courts. The contractor must provide bid specifications to these minimum standards:

1) Two pickleball courts – The playing surface court size will be 20' x 44' to the outside edge of the 2" white boundary lines. Each court will be 30' x 60' rectangular.

2) Construction of courts - The construction of the courts shall include, but is not limited to

A. Remove and stockpile topsoil, excavate and prepare subgrade to specified grade supplied by the Village, verify subgrade compaction to 95% modified compaction.

B. Haul and place eight (8) inches of compacted ¾" crushed aggregate

C. Test to verify proper compaction of aggregate to 95% modified proctor.

D. Apply 1.75" Asphaltic concrete binder pavement 4 LT 58-28 S, and 1.25" Asphaltic concrete surface pavement 5 LT 58-28 S.

E. Install 4 net post foundations.

G. Apply two (2) coats of black and two (2) coats of ACRYTECH colored full acrylic playing surface (color selected by owner)

H. Stripe two pickle ball courts with one coat of primer and two coats of texturized white line paint

I. Install new net posts, new pickleball nets and center straps.

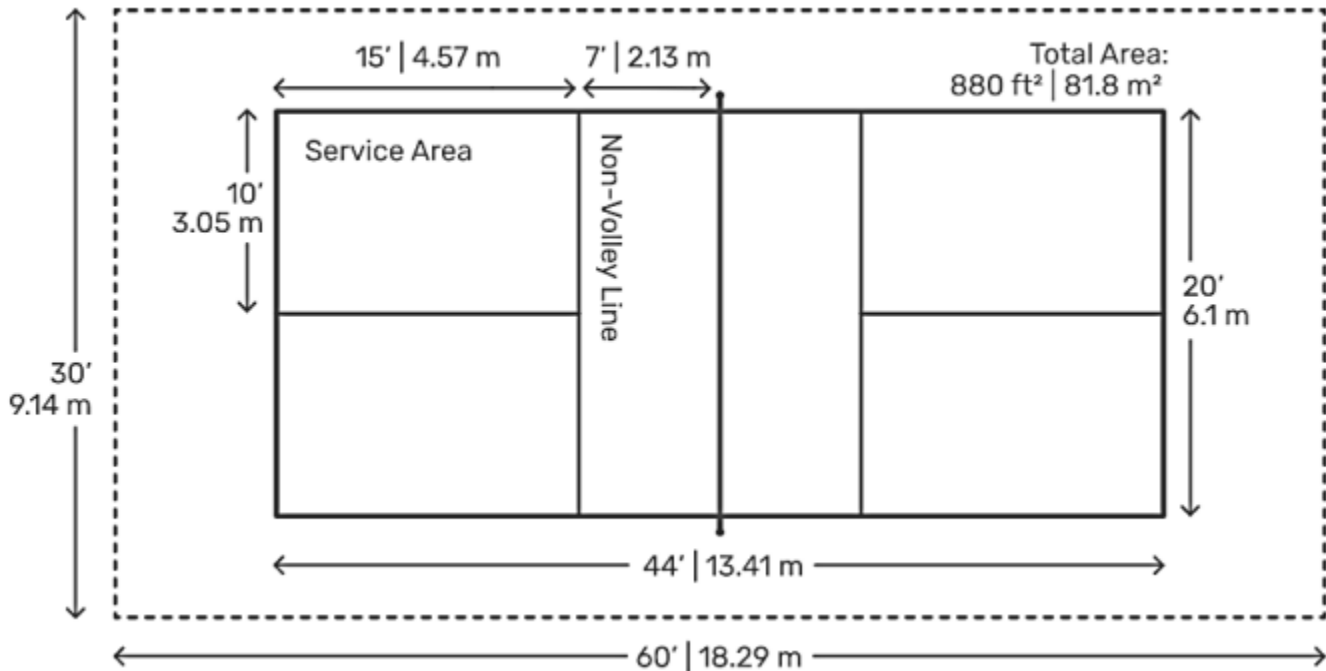
3) All perimeter fencing must include black windscreens.

4) Five (5) feet of hard surface, consisting of the same material as the courts, shall divide the two (2) northern most courts from the two (2) southern most courts in Option A.

5) An eight-foot-wide sidewalk leading from the parking lot to the courts, aligning with the hard surface walkway referenced in (4) above, shall be included in the bid.

6) The courts must be green in color. The non-court area shall be charcoal grey. The service area between the courts (in Option A) shall be blue in color.

7) Netting must adhere to the USA pickleball standards with post and sleeves.



## **Section 6 – Terms and Conditions**

Terms and Conditions:

1. The Village reserves the right to accept or reject any or all proposals or portions thereof without stated cause.
2. The Village reserves the right to re-issue any requests for proposals.
3. Upon the selection of a finalist vendor, the Village, by its proper officials, employees, or agents shall attempt to negotiate and reach a final agreement with this vendor. If the Village, for any reason, is unable to reach a final agreement with this vendor, the Village reserves the right to reject such vendor and negotiate a final agreement with the vendor who has the next most viable proposal or bid. The Village may also elect to reject all proposals and re-issue a request for proposal.
4. Clarification of proposals: The Village reserves the right to obtain clarification of any point in a vendor's proposal or obtain additional information. Please provide an email address or contact/phone number for this.
5. The Village is not bound to accept the proposal with the lowest cost but may accept the proposal that demonstrates the best ability to meet the needs of the Village.

6. The Village reserves the right to waive any formalities, defects, or irregularities in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in its best interests.
7. The Village reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the vendor.
8. The vendor agrees to the fullest extent permitted by law, to indemnify, defend and hold harmless, the Village, and its agents, officers and employees, from and against all loss or expense including costs and attorney fees by reason of liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of the vendor, or its (their) agents and / or subcontractors which may arise out of or connected with activities covered by this contract.
9. Insurance: Vendor agrees that in order to protect itself as well as the Village, its officers, Boards, and employees under the indemnity provisions set forth in the paragraph above, vendor will at all times, during the terms of this contract, keep in force insurance policies issued by an insurance company authorized to do business and licensed in the State of Wisconsin. Unless otherwise specified in WI Statutes, the types of insurance coverage and minimum amounts shall be as follows: a) Workers' Compensation: minimum amount statutory, and b) Comprehensive General Liability: \$1,000,000 per occurrence and in aggregate for bodily injury and property damage.
10. The Village shall be given thirty (30) days advanced written notice of any cancellation or non-renewal of insurance during the term of this contract. Upon execution of this contract, the vendor will furnish the Village with written verification of the existence of such insurance. In the event of any action, suit, or proceedings against the Village upon any matter herein indemnified against, the Village shall within five (5) working days cause notice in writing thereof to be given to the vendor by certified mail, addressed to its post office address.
11. The Village shall cooperate with the vendor and its attorneys in defense of any action, suit, or other proceedings.
12. Termination of contract. The contract shall include the following language: "without cause termination of contract with 90 days' notice by either party".



ATTACHMENT A



# VILLAGE OF HOBART, WISCONSIN REQUEST FOR PROPOSALS – DOG PARK



## **Section 1 – Introduction**

The Village of Hobart (“the Village”), Wisconsin is soliciting Requests for Proposals (RFP) from qualified contractors to construct a dog park facility located at 327 Riverdale Drive Hobart. The area of the dog park and approximate fencing locations are in Attachment A.

The Village is in northeast Wisconsin in Brown County, adjacent to the Austin Straubel International Airport, approximately 120 miles northwest of the City of Milwaukee, bordering the western border of the City of Green Bay, and 30 miles northeast of the City of Appleton. The Village encompasses approximately 33 square miles. The 2023 Wisconsin Department of Administration population estimate for the Village is 10,808, a 5.85% increase over the 2020 population census of 10,211, and a 74.83% increase since the 2010 Federal Census report of 6,182. The 2023 growth was the result of a total of 71 new housing units added within the Village during 2022.

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Aaron Kramer – Village Administrator - Email: [aaron@hobart-wi.org](mailto:aaron@hobart-wi.org) Phone: (920) 869-3804  
Jerry Lancelle – Village Director of Public Works - Email: [jerry@hobart-wi.org](mailto:jerry@hobart-wi.org) Phone: (920) 869-3807
- **Submission of proposals** - Proposals may be mailed or delivered to:  
Aaron Kramer, Village Administrator  
Attention: Pickleball RFP  
Village of Hobart  
2990 South Pine Tree Road  
Hobart, WI 54115  
Alternatively, proposals may be emailed as an attachment, with the email subject “Financial Advising Proposal” and with the email addressed to: [aaron@hobart-wi.org](mailto:aaron@hobart-wi.org).
- **Deadline for Proposals** - The deadline for proposals is Friday August 2, 2024 at 11:00 A.M. All proposals submitted on time become the property of Village upon submission, and the proposals will not be returned to the vendors. By submitting a proposal, the vendor agrees that the Village may copy the proposal for purposes of facilitating the evaluation.

## **Section 4 – Experience and Qualifications**

- **Introduction** - Describe the firm’s organization and size.
- **Firm Experience** - Describe your firm’s experience in constructing pickleball facilities or similar recreational projects.

- **Staff Qualifications** - Provide resumes describing the work experience for each of the key staff who would be assigned to the project. Identify the staff person who will serve as manager and primary contact on the project.
- **Vendor References** - Each applicant must include in their proposal a list of organizations, including points of contact (name, address, and telephone number), which can be used as references for work performed in the area of service required. Selected organizations may be contacted to determine the quality of work performed and personnel assigned to the project. The results of the references will be provided to the evaluation team and used in scoring the written proposals.

## **Section 5 – Scope of Project**

A. Design and provide engineering estimates and construction documents for the construction of a Dog Park to include tree removal and grubbing, installation of a gravel driveway and parking area, fencing, and amenities. The facility will be built on Village-owned property. It is understood that site details could be adjusted as recommended in writing from the contractor and approved by Village following the opening of proposals. Each bidder is responsible for inspecting the site.

B. Designs shall be submitted with a scale drawing of the layout and written descriptions of each component of the Dog Park. The contractor must provide bid specifications to these minimum standards:

- 1) Installation of a 20' wide gravel driveway including culvert per Brown County specifications.
- 2) Clearing and grubbing as necessary for driveway, parking area, and fencing.
  - a. Access to shared driveway must remain open at all times.
- 3) Excavating to install a 10,000sqft parking area with 6" of breaker run base and 6" of graduation No. 3 aggregate graded and compacted to 95% modified compaction.
  - a. All excess soil to be removed from site.
  - b. Grading, grass seeding and mulching of all disturbed areas around gravel and fencing.
  - c. Erosion control as required.
- 4) Install approximately 2,000' of 4' tall chain link fencing to include two (2) double gated access points and two (2) single gate access points in the general configuration of attachment "A" and "B".
  - a. Install gravel in access gate area, depth and aggregate continued from parking area.
  - b. Provide four (4) benches and two (2) picnic tables to be located inside the fenced area.
  - c. Signage will be provided by the Village and installed by the contractor.
- 5) Final location of fencing and parking area to be confirmed with The Village before construction.
  - a. All staking and surveying costs to be included in RFP.

## **Section 6 – Terms and Conditions**

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the vendor who has the next most viable proposal or bid. The Village may also elect to reject all proposals and re-issue a request for proposal.

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5. The Village is not bound to accept the proposal with the lowest cost but may accept the proposal that demonstrates the best ability to meet the needs of the Village.
6. The Village reserves the right to waive any formalities, defects, or irregularities in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in its best interests.
7. The Village reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the vendor.
8. The vendor agrees to the fullest extent permitted by law, to indemnify, defend and hold harmless, the Village, and its agents, officers and employees, from and against all loss or expense including costs and attorney fees by reason of liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of the vendor, or its (their) agents and / or subcontractors which may arise out of or connected with activities covered by this contract.
9. Insurance: Vendor agrees that in order to protect itself as well as the Village, its officers, Boards, and employees under the indemnity provisions set forth in the paragraph above, vendor will at all times, during the terms of this contract, keep in force insurance policies issued by an insurance company authorized to do business and licensed in the State of Wisconsin. Unless otherwise specified in WI Statutes, the types of insurance coverage and minimum amounts shall be as follows: a) Workers' Compensation: minimum amount statutory, and b) Comprehensive General Liability: \$1,000,000 per occurrence and in aggregate for bodily injury and property damage.
10. The Village shall be given thirty (30) days advanced written notice of any cancellation or non-renewal of insurance during the term of this contract. Upon execution of this contract, the vendor will furnish the Village with written verification of the existence of such insurance. In the event of any action, suit, or proceedings against the Village upon any matter herein indemnified against, the Village shall within five (5) working days cause notice in writing thereof to be given to the vendor by certified mail, addressed to its post office address.
11. The Village shall cooperate with the vendor and its attorneys in defense of any action, suit, or other proceedings.
12. Termination of contract. The contract shall include the following language: "without cause termination of contract with 90 days' notice by either party".

ATTACHMENT A



## ATTACHMENT B

