



# Board of Park Commissioners

## Regular Meeting

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

### Agenda

**Thursday, September 19, 2013**

**6:30 PM**

**De Pere City Hall Council Chambers**

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a Regular Meeting of the **Board of Park Commissioners** of the City of De Pere will be held on **September 19, 2013 at 6:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

I. Call to Order

1. Roll Call

II. Action Items

1. Acceptance of Board of Park Commissioners Minutes 8-29-13
2. Acceptance of \$250 donation from Celebrate De Pere for De Pere Dog Park
3. Acceptance of \$250 Donation to Recreation Department from the Celebrate De Pere Committee
4. Donation from The Celebrate Committee, Inc. to the Recreation Scholarship Fund
5. Approve donation proposal from Jim Kneiszel to construct a family style disc golf course in Legion Park.
6. Approve donation from SEEDS to place interpretive sign next to Native Plant Garden in Voyageur Park.
7. Approval for Revision of Computer/Internet Use Policy Guidelines for Public Computer Workstations at De Pere Community Center
8. Review Master Plan options for De Pere Dog Park.
9. Review Master Plan options for Optimist Park and make recommendations for one plan.
10. Approve amendment to continue lease agreement for Humana Sports Park. **Amended Item**

III. Public Comment Period

IV. Future Agenda Items

V. Staff Updates

1. Braisher Park Playground
2. Southwest Park
3. Pony League Baseball Diamond

VI. Adjournment

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk-Treasurer's office at 339-4050 by Noon, the previous day so that arrangements can be made.

Agenda sent to:

Committee Members  
Alderspersons  
Mayor Michael J. Walsh  
Larry Delo, City Administrator  
Judy Schmidt Lehman, City Attorney  
Allyson Watson, Definitely De Pere  
Marty Kosobucki  
Don Melichar  
Lori Tonn  
Scott Thoresen  
Henry Kneiszel, Teen Advisor  
De Pere Rapides Soccer  
Ben Villaruel, Unified School District  
Randy Rake, SEEDS  
William Delwiche  
Kurt & Laura Goomey  
Dennis & Judy Rhodes  
Michelle Ratchman  
Polly Jo Worthington  
Kent & Sharon Plautz  
Residents of 1107 Chicago St.

De Pere Youth Hockey  
Tod Maki, De Pere Select Soccer  
Shana Defnet, City Clerk  
City Hall 1<sup>st</sup> and 2<sup>nd</sup> Floor  
De Pere Area Chamber of Commerce  
Brown County Library De Pere  
TV & Radio Stations  
Paula Rahn  
Stephanie Aerts  
Abbey Barnes, Teen Advisor  
De Pere Baseball  
John Zegers, West De Pere School District  
Jeff Bahling, Rettler Corporation  
Charles Lambert, Humana  
Nancy Kolb  
John & Deborah Kleuskens  
Kevin Hockers  
Richard & Betty Susens  
Jon Wistenberg  
Roger & Bonnie Jensen

Notice is hereby given that a majority of the Members of the Common Council of the City of De Pere may attend this meeting to gather information about a subject (s) over which they have decision making responsibility.

## City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

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**MEETING DATE:** September 19, 2013

**DEPARTMENT:** Parks, Recreation & Forestry

**FROM:** Marty Kosobucki

**SUBJECT:** Acceptance of Board of Park Commissioners Minutes 8-29-13

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**ATTACHMENTS:**

- Draft Minutes 8-29-13 (PDF)



# Board of Park Commissioners

## Regular Meeting – DRAFT COPY

335 South Broadway  
De Pere, WI 54115

<http://www.de-pere.org>

### Minutes

Thursday, August 29, 2013

6:30 PM

Municipal Service Center

#### I. Call to Order

The meeting was called to order at 6:30 PM by Board Member Duane Valpano

| Attendee Name   | Title        | Status  | Arrived |
|-----------------|--------------|---------|---------|
| Larry Lueck     | Aldersperson | Present |         |
| Michael Donovan | Aldersperson | Present |         |
| Lisa Rafferty   | Aldersperson | Present |         |
| Sue Schinkten   | Board Member | Present |         |
| Duane Valpano   | Board Member | Present |         |
| Rod Kowalczyk   | Board Member | Present |         |
| George Brown    | Board Member | Excused |         |

Abbey Barnes and Henry Kneiszel, Teen Advisory Member, Marty Kosobucki, Stephanie Aerts and Paula Rahn were also present. Bill Volpano welcomed Henry Kneiszel as our new Teen Advisor.

#### II. Action Items

##### 1. Acceptance of Board of Park Commissioners Minutes for 7-18-13

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Lisa Rafferty, Aldersperson  
**SECONDER:** Rod Kowalczyk, Board Member  
**AYES:** Lueck, Donovan, Rafferty, Schinkten, Valpano, Kowalczyk  
**EXCUSED:** George Brown

##### 2. Recommendation from the Board of Park Commissioners to approve the \$250 donation from the Pink Flamingo Group for the Recreation Scholarship Program.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Rod Kowalczyk, Board Member  
**SECONDER:** Michael Donovan, Aldersperson  
**AYES:** Lueck, Donovan, Rafferty, Schinkten, Valpano, Kowalczyk  
**EXCUSED:** George Brown

##### 3. Recommendation from the Board of Park Commissioners to approve \$260 donation from the De Pere Area Men's Club for the Recreation Scholarship Program.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Sue Schinkten, Board Member  
**SECONDER:** Michael Donovan, Aldersperson  
**AYES:** Lueck, Donovan, Rafferty, Schinkten, Valpano, Kowalczyk  
**EXCUSED:** George Brown

##### 4. Recommendation from the Board of Park Commissioners to approve \$250 donation from the Buggy Softball Tournament Group for the Recreation Scholarship.

Attachment: Draft Minutes 8-29-13 (1402 : Acceptance of Board of Park Commissioners Minutes 8-29-13)

|                  |                                                         |
|------------------|---------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                              |
| <b>MOVER:</b>    | Rod Kowalczyk, Board Member                             |
| <b>SECONDER:</b> | Sue Schinkten, Board Member                             |
| <b>AYES:</b>     | Lueck, Donovan, Rafferty, Schinkten, Valpano, Kowalczyk |
| <b>EXCUSED:</b>  | George Brown                                            |

5. Recommendation from the Board of Park Commissioners to approve donation from Walter Anderson for a flag pole, flag, pole installation and sound system for Southwest Park.

|                  |                                                         |
|------------------|---------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                              |
| <b>MOVER:</b>    | Michael Donovan, Alderperson                            |
| <b>SECONDER:</b> | Rod Kowalczyk, Board Member                             |
| <b>AYES:</b>     | Lueck, Donovan, Rafferty, Schinkten, Valpano, Kowalczyk |
| <b>EXCUSED:</b>  | George Brown                                            |

6. Recommendation from the Board of Park Commissioners to approve application for grant to conduct aerial survey of deer population in the City.

|                  |                                                         |
|------------------|---------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                              |
| <b>MOVER:</b>    | Sue Schinkten, Board Member                             |
| <b>SECONDER:</b> | Michael Donovan, Alderperson                            |
| <b>AYES:</b>     | Lueck, Donovan, Rafferty, Schinkten, Valpano, Kowalczyk |
| <b>EXCUSED:</b>  | George Brown                                            |

7. Recommendation from the Board of Park Commissioners to approve Southwest Park for location of future baseball diamond.  
There was considerable discussion on the location of the Pony League Diamond. There were three locations discussed, Westwood School, Altmayer School and Southwest Park. Marty Kosobucki stated Jim Martin Park would not be considered for the location. Alderperson Lueck abstained from the discussion.

Rod Kowalczyk made a motion to pursue Altmayer School for the location of the pony league diamond, Sue Schinkten seconded the motion.

Sue Schinkten made a motion to open the meeting at 6:55 p.m., seconded by Rod Kowalczyk. Alderperson Lueck abstained from voting, Sue Schinkten abstained from voting and all others were Nays.

Amy Wautier spoke on the condition of the facilities of Humana Sports Complex. She stated she had done some checking on different fields in the city and said she felt the money would be better spent on Southwest Park.

Bill Volpano made a motion to close the meeting at 6:57 p.m., seconded by Mike Donovan.

There was continued discussion on the location of the facility.

|                  |                                                  |
|------------------|--------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [5 TO 0]</b>                          |
| <b>MOVER:</b>    | Michael Donovan, Alderperson                     |
| <b>SECONDER:</b> | Lisa Rafferty, Alderperson                       |
| <b>AYES:</b>     | Donovan, Rafferty, Schinkten, Valpano, Kowalczyk |
| <b>ABSTAIN:</b>  | Larry Lueck                                      |
| <b>EXCUSED:</b>  | George Brown                                     |

8. Review and approve US Fish and Wildlife grant in cooperation with Fox-Wisconsin Heritage Parkway for a restoration study on the Fox River.  
Mike Donovan made a motion to open the meeting at 7:05 p.m., seconded by Bill Volpano.

Candace Mortara from the Fox Wisconsin Heritage Parkway spoke to the committee about the project. Candace took questions from the board members.

Mike Donovan made a motion to close the meeting at 7:07 p.m., seconded by Lisa Rafferty.

|                  |                                                         |
|------------------|---------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                              |
| <b>MOVER:</b>    | Sue Schinkten, Board Member                             |
| <b>SECONDER:</b> | Rod Kowalczyk, Board Member                             |
| <b>AYES:</b>     | Lueck, Donovan, Rafferty, Schinkten, Valpano, Kowalczyk |
| <b>EXCUSED:</b>  | George Brown                                            |

9. Recommendation from the Board of Park Commissioners to approve agreement with Wisconsin Public Service Corporation for Southwest Park lighting.

|                  |                                                         |
|------------------|---------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                              |
| <b>MOVER:</b>    | Lisa Rafferty, Alderperson                              |
| <b>SECONDER:</b> | Sue Schinkten, Board Member                             |
| <b>AYES:</b>     | Lueck, Donovan, Rafferty, Schinkten, Valpano, Kowalczyk |
| <b>EXCUSED:</b>  | George Brown                                            |

10. Approve 2014 Proposed Budget for Park, Recreation and Forestry Department  
Marty Kosobucki reviewed the 2014 budget with the board members. Marty took questions from the board members in reference to the budget.

|                  |                                                         |
|------------------|---------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                              |
| <b>MOVER:</b>    | Michael Donovan, Alderperson                            |
| <b>SECONDER:</b> | Sue Schinkten, Board Member                             |
| <b>AYES:</b>     | Lueck, Donovan, Rafferty, Schinkten, Valpano, Kowalczyk |
| <b>EXCUSED:</b>  | George Brown                                            |

### III. Public Comment Period

Jean Knitter spoke with the board about the stagnation of the water by the boat docks in Voyageur Park and the new docks by the Riverwalk. Jean presented pictures to the board.

Stephanie Aerts spoke with the board about the Pony League Diamond and stated she felt there should be a presence on the east of De Pere.

## IV. Future Agenda Items

None

## V. Staff Updates

None

## VI. Adjournment

Sue Schinkten made a motion to adjourn the meeting at 7:30 p.m., seconded by Bill Volpano.

The meeting was closed at 7:30 PM

Respectfully submitted,  
Debbie Zierson,  
Secretary

## City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

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**MEETING DATE:** September 19, 2013

**DEPARTMENT:** Parks, Recreation & Forestry

**FROM:** Don Melichar

**SUBJECT:** Acceptance of \$250 donation from Celebrate De Pere for De Pere Dog Park

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This memo is to seek the Board of Park Commissioner's approval for the De Pere Parks, Recreation and Forestry Department to accept a donation of \$250 from the De Pere Celebrate Committee for the De Pere Dog Park.

I am recommending that the Board of Park Commissioners and the Common Council accept the donation for the De Pere Dog Park.

Thank you for your consideration in this matter. If you have any questions, concerns or comments, please do not hesitate to contact me.

## City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

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**MEETING DATE:** September 19, 2013

**DEPARTMENT:** Parks, Recreation & Forestry

**FROM:** Stephanie Aerts

**SUBJECT:** Acceptance of \$250 Donation to Recreation Department from the Celebrate De Pere Committee

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The De Pere Parks, Recreation and Forestry Department recently received a donation of \$250.00 from The Celebrate De Pere Committee to be used for the Recreation Department.

I am recommending the Board of Park Commissioners and Common Council accept the donation of \$250.00 for the Recreation Department.

## City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

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**MEETING DATE:** September 19, 2013

**DEPARTMENT:** Parks, Recreation & Forestry

**FROM:** Paula Rahn

**SUBJECT:** Donation from The Celebrate Committee, Inc. to the Recreation Scholarship Fund

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This memo seeks the Board of Park Commissioners approval for the De Pere Park, Recreation & Forestry Department to accept a \$250 monetary donation from The Celebrate Committee Inc. for the Recreation Scholarship Fund.

So far this year the fund has awarded 15 family pool passes and helped 4 children participate in a sport or recreation class. To date, 81 scholarships have been awarded. The Recreation Scholarship's Fund balance is \$17,388.

I am recommending the Board of Park Commissioners and Common Council accepts the donation of \$250.00 for the Recreation Scholarship Fund.

Your time and consideration of this matter is greatly appreciated!

## City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

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**MEETING DATE:** September 19, 2013

**DEPARTMENT:** Parks, Recreation & Forestry

**FROM:** Marty Kosobucki

**SUBJECT:** Approve donation proposal from Jim Kneiszel to construct a family style disc golf course in Legion Park.

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Mr. Kneiszel has made a generous offer to fundraise and install a family style disc golf course in Legion Park. The course would consist of 9 holes and be located in the lightly used wooded area on the east side of the park. A diagram has been provided that shows the approximate locations of the holes and what the materials would look like. The donation is valued at \$4000, with \$1000 coming from Mr. Kneiszel himself. The balance of the funding would be raised by Mr. Kneiszel. At this point, I do not see any reason to deny the request. I would recommend approval of the donation, contingent on the local Frisbee Golf Club and Professionals endorsing the layout of the course.

**ATTACHMENTS:**

- disc\_course\_r03 (PDF)
- Legion Park Disc Golf Proposal1 (3) (DOCX)

# LEGION PARK KIDS & FAMILY JUNIOR DISC GOLF COURSE

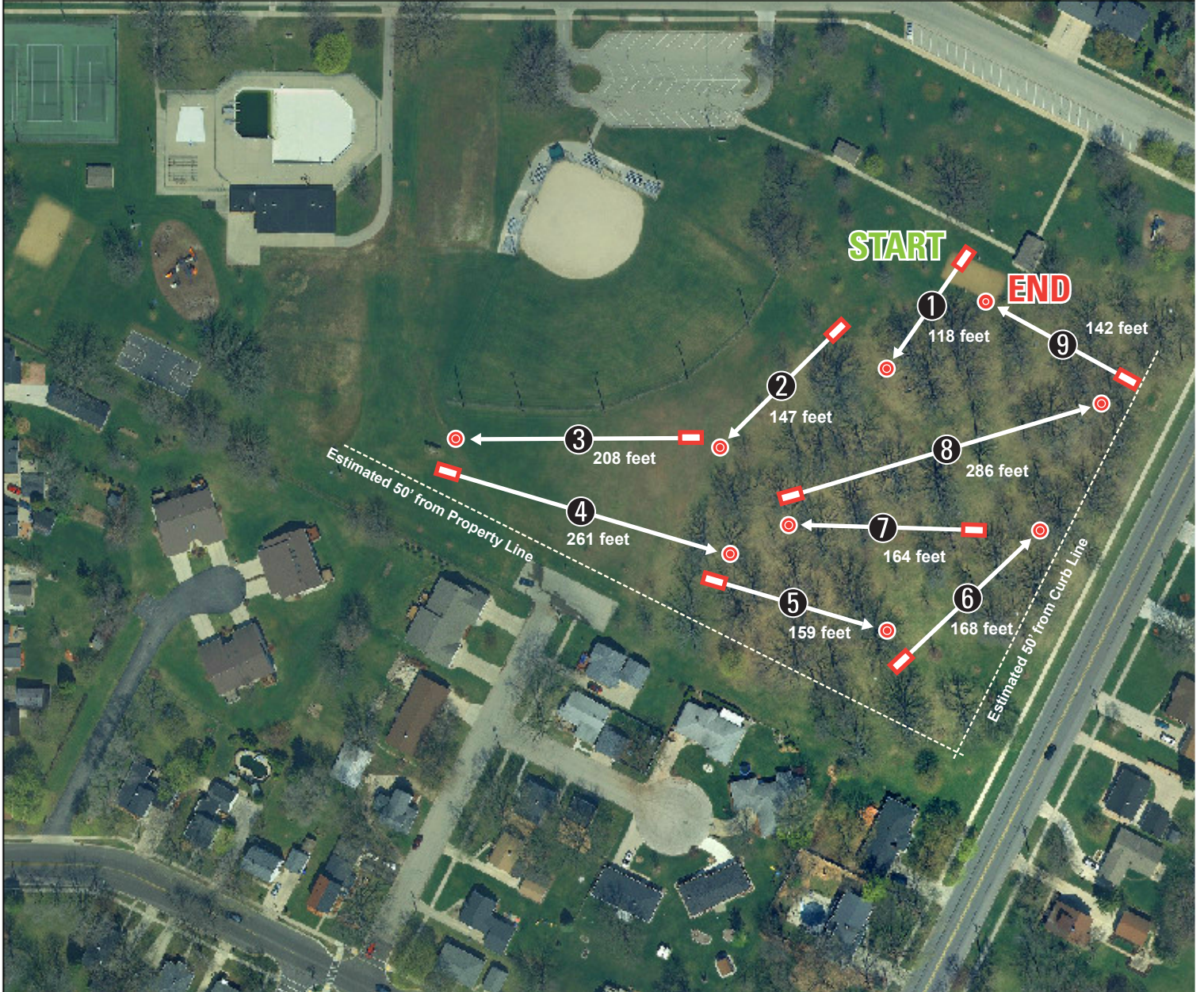
TEE ← FAIRWAY  
BASKET ⑦ HOLE #



A) Typical Tee Off Sign



B) Typical Frisbee Golf Basket w/Sign Topper



This map was produced utilizing a variety of sources the City of De Pere reasonably believes are reliable, including GIS data, some of which was under development at the time this map was produced. The City of De Pere makes no warranty, either expressed or implied, including no warranty as to fitness for a particular use, of the information contained in or comprising this map.

Map of De Pere, WI Provided By The De Pere Planning/GIS Department 2010



Scale 1:1800'

Attachment: disc\_course\_r03 (1387 : Approve donation from Jim Kneissel to construct family style disc golf course in Legion Park.)

**From Jim Kneiszel**

**To: De Pere Board of Park Commissioners**

**Proposal: Legion Park Kids & Family Junior Disc Golf Course**

**Rationale:** Disc golf is growing in popularity nationally as an inexpensive sport accessible to anyone. It promotes exercise, social interaction in the community and greater utilization of parks and natural areas. A disc golf opportunity would add another great feature to a park that is a walkable destination for many city residents.

**Scope of proposal:** The 9-hole junior disc golf course will be designed specifically for kids and families to use, with short holes to introduce youngsters and families to this popular form of recreation. This will be an informal course, with beginner's holes of about 100 to 280 feet and minimal infrastructure. A concrete sidewalk would provide access to the first tee area.

This would be the first junior-level course in the greater Green Bay area. The purpose of a junior course is to teach youngsters the fundamentals of the sport and ensure they have some success, which will encourage them to continue.

The starting point for the holes would be marked with a sign on a post and no concrete tee pads would be installed. The baskets would be installed in concrete, but would be of a removable design in the event of occasional conflicting park activities.

**Partners:** I will work with De Pere High School and Dickinson School physical education teachers to promote student utilization of the course. Teachers from the high school have indicated they would include the course in their curriculum. Students could walk to Legion, eliminating an annual bussed field trip to a Green Bay course.

**Design:** I will work with teachers, members of the Green Bay Area Disc Golf Association and the De Pere Parks, Recreation & Forestry Department on the course design for the best utilization of available space. Organizers of a similar junior community/school course in Kaukauna have also offered their expertise for this project.

**Ongoing usage:** Once the course is installed, I would work with the schools, De Pere parks and other interested parties to promote family outings and learning opportunities at Legion Park. An example might be tournaments involving the Parkee program.

**Funding:** Projected cost for the materials is estimated at \$4,000. I would contribute the first \$1,000 toward the project, and then raise remaining funds necessary through basket sponsorships. I will look into finding a group to complete the installation as a community service project, however the city may be asked to contribute labor for the installation.

**Timeline:** Fundraising would begin as soon as the project is approved. The goal would be to complete fundraising over the winter and install the course in spring 2014 in time for use late in the school year.

## City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

---

**MEETING DATE:** September 19, 2013

**DEPARTMENT:** Parks, Recreation & Forestry

**FROM:** Marty Kosobucki

**SUBJECT:** Approve donation from SEEDS to place interpretive sign next to Native Plant Garden in Voyageur Park.

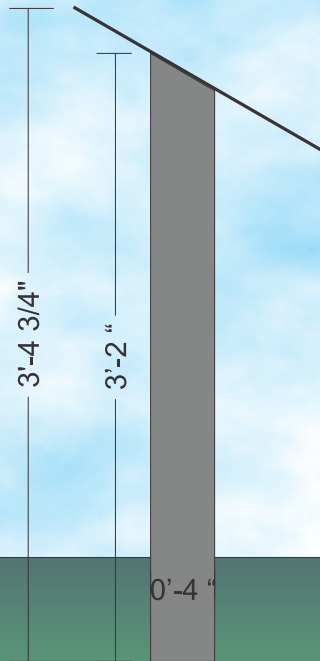
---

SEEDS would like to donate an interpretive sign to be placed next to the Native Plant Garden located in Voyageur Park. The sign's content is currently not set, but would be similar to the information provided in the attachment. The sign's dimensions are described in the other attachment. Last, the estimated value of the sign is \$824.

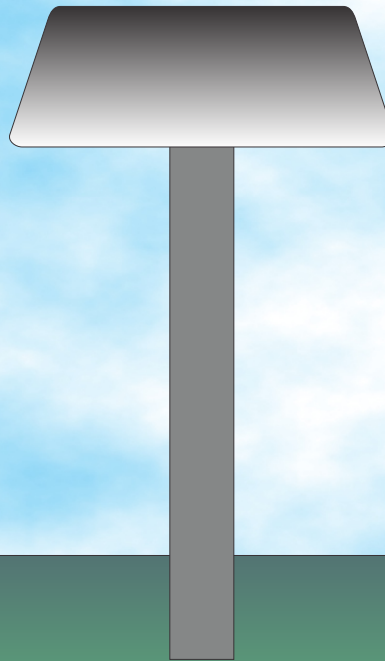
**ATTACHMENTS:**

- ARKETYPE KRESS LIBRARY[1] (PDF)
- CreatingPollinatorNativePlantGardens2-0 (PDF)
- SEEDS\_GardenSign\_Agreement (PDF)

SIDE VIEW



FRONT VIEW



TOP VIEW



This Drawing Must Not Be Copied or  
Reproduced Without Written Permission

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Name ARKETYPE

Address \_\_\_\_\_ City \_\_\_\_\_

Date 8/14/13 Scale 1"=1' Sketch \_\_\_\_\_

☐ APPROVED ☐ APPROVED AS CORRECTED  
☐ NOT APPROVED ☐ REVISE & RE-SUBMIT

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

**UNITED SIGN**

**1117 SUBURBAN COURT  
P.O. BOX 5134  
DE PERE, WI 54115**

**PHONE 920-983-51  
FAX 920-983-5304**

Packet Pg. 15

Attachment: ARKETYPE KRESS LIBRARY[1] (1384 : Approve donation from SEEDS to place interpretive

# Creating Pollinator & Native Plant Gardens: The Little Things Run the World



Ruby-throated Hummingbird  
feeding on  
trumpet honeysuckle



Flower beetle



Pollen wasp

Every time you walk into your garden to enjoy a beautiful flower or pick a fruit, you might thank a bee, butterfly or hummingbird. These and other kinds of animals are pollinators – they move pollen from one flower to another flower of the same species, helping plants to produce fertile seeds.

Eighty percent of the world’s crop species and most native plants rely on animals for pollination. However, biologists fear several butterfly and bumble bee species have disappeared from parts of their range because of habitat loss, introduced diseases, pollution and pesticide poisoning.



Hover fly

**How can you help pollinators?**

- Grow native plants in your garden.
- Plant a diversity of flowering species.
- Don't use pesticides or herbicides.
- Provide sunny, bare soil areas for ground-nesting bees.



Half-black bumble bee on  
eastern purple coneflower



Eastern Tailed-blue  
butterflies and larva on  
sundial lupine



White-lined sphinx moth  
on yellow evening primrose

See if you can  
spot these pollinators  
in this garden.



Green sweat bee  
on blanketflower



Brown-belted bumble bee  
on butterflyweed



Orchard mason bees  
on great blue lobelia



August 11, 2013

Mr. Randy Rake  
Chairperson  
SEEDs for De Pere  
441 Main Ave.  
De Pere, WI 54115

**Proposal: Center for Sustainability Learning Garden Sign**

Arketype will design an outdoor garden sign for the Center for Sustainability Learning at the Kress Family Library. Arketype will develop up to two (2) concepts, and upon concept selection Arketype will provide up to two (2) rounds of revisions to bring layouts to final art. Copywriting, logos and photography (if needed) to be provided by SEEDs for De Pere. Printing estimated below.

|                           |                 |
|---------------------------|-----------------|
| Design/Production         | \$690.00        |
| Less 50% in-kind discount | (\$345.00)      |
| Printing (United Sign)    | \$479.00        |
| <b>Total Investment</b>   | <b>\$824.00</b> |

**Payment Schedule**

|                     |          |                                  |
|---------------------|----------|----------------------------------|
| Installment 1 (50%) | \$412.00 | Invoiced upon proposal approval  |
| Installment 2 (50%) | \$412.00 | Invoiced upon project completion |

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Charges listed above reflect estimated costs only. Client approval above authorizes Arketype to incur costs on Client's behalf consistent with the above estimated project costs, and Client agrees that it shall pay all such costs within 15 days of invoice by Arketype. Unless specifically noted above, shipping and tax are not included in this proposal and will be included in invoices at actual cost. Any patent and trademark/servicemark search and legal protection services are the responsibility of the Client. In the event of major project directional changes or revisions above and beyond what is listed in the scope of work, Arketype will present a revised proposal (change order) for Client approval before work commences. If the Client puts project on hold for 30 days or more or terminates the project, Arketype will invoice for all work performed to date.



## City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

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**MEETING DATE:** September 19, 2013

**DEPARTMENT:** Parks, Recreation & Forestry

**FROM:** Paula Rahn

**SUBJECT:** Approval for Revision of Computer/Internet Use Policy Guidelines for Public Computer Workstations at De Pere Community Center

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Staff is proposing some minor revisions to the Computer/Internet Use Policy Guidelines for the public computer workstations at the Community Center. The revisions are highlighted in yellow in the attached document and refer to some minor changes in hours the workstations are available and printing procedures/regulations.

Staff requests the Board of Park Commissioners to review the proposed revisions for Computer/Internet Use Policy Guidelines and seeks approval of such. Thank you for your time and consideration.

**ATTACHMENTS:**

- computer.internet.use.policy.guidelines.2.10.12r (DOCX)

## City of De Pere Community Center Computer/Internet Use Policy Guidelines

This policy applies to all users of De Pere Community Center public computers. If you have any questions about the policy, please contact a member of the Community Center staff.

### ▪ **Purpose and Disclaimer**

- The City of De Pere Community Center provides access to a broad range of recreational resources, including those available through computers and the Internet. We make this service available as part of our mission to serve people of all ages at all levels of need.
- The Internet offers access to ideas, information and commentary from around the world that can be personally, professionally and culturally enriching. However, not all sources on the Internet are accurate, complete or up-to-date. The City of De Pere assumes responsibility only for the information provided on its home page. We do not monitor, have no control over, and do not accept responsibility for material in other sources on the Internet.
- The City will provide appropriate hardware, software, and telecommunications connectivity for direct public access to the Internet on designated equipment in the building. In providing access, the City recognizes that it cannot accommodate extensive World Wide Web searching, e-mail retrieval, etc. Patrons with considerable Internet needs are advised not to rely solely on this source of Internet access.
- The City will not assign email addresses, provide Internet accounts, or offer similar service, to the public. The City will not provide direct access to the Internet from outside of the Community Center. Hard-drive space will not be provided on City equipment to download and store data, email, etc. Direct public access to fee-based services on the Internet will not be provided.

### ▪ **Availability of Terminals**

- To gain access to a computer, always see a Center staff person first. The Computer Use and Internet Policy must be read and signed before a user will be allowed access to a computer. A picture ID is required. All users must register on the computer use sign-up sheet kept in the Community Center office on the upper level.
- The computer will be available on a first come first serve basis from 8:00 am – 4:00 pm, Monday through Friday for the general public to use.
- Computer and Internet use is not restricted by a time limit, but must be within reason; however, if another user is waiting and your time has been at least 1 hour, the user must allow the waiting user to utilize the computer.
- A maximum of 2 people may work together at a terminal.

▪ **Responsibility of Users**

- The City of De Pere tries to balance the rights of users to access different information resources with the rights of users to work in a public environment free from harassing sounds and visuals.
- Users should be aware that they are working in a public environment shared by people of all ages and sensibilities. Users should refrain from the use of Internet sounds and visuals which might disrupt the ability of other Community Center patrons to use the Community Center resources.
  - No computer hardware, software or peripheral equipment shall be removed from the premises.
  - Unauthorized changes to the setup or configuration of the software or hardware is prohibited.
  - Use of users own disks or software on workstations is not allowed.

▪ **Choosing and Evaluating Sources**

- Users should evaluate Internet sources just as they do print materials, questioning the accuracy and completeness of the information.
- Users must use the Internet at their own risk, realizing that beyond the City's home page and supporting documents, they may encounter material they find offensive.

▪ **Supervising Children's Use**

- The City of De Pere supports the right for each family to decide what appropriate Internet use is for their children. Use of the Internet presents an opportunity for each family to discuss sites they feel appropriate for use by their children.
- The Community Center does not use filtering software. Parents or legal guardians must assume responsibility for deciding what computer materials are appropriate for the children. Restriction of a child's access to the Internet is a parent or legal guardian's responsibility.
- Children under 18 may use the Internet only with parental permission. A permission slip must be filled out and signed by the parent. Children under 12 must be accompanied by an adult.
- For more information on children and the Internet see Child Safety on the Information Highway (<http://www.safekids.com/child-safety-on-the-information-highway/>) produced by the National Center for Missing and Exploited Children and Interactive Service Organization.

▪ **Legal and Acceptable Uses**

- People may only use the City of De Pere Community Center's computers for legal purposes. Examples of unacceptable uses include, but are not limited to the following:
  - For any purposes which violate applicable local, state, and federal laws.
  - Destruction of or damage to equipment, software, or data belonging to the City. Users may not add, delete, or modify the equipment in any way.
  - Disruption or interference of network users or service. Such interference includes, but is not limited to, distribution of unsolicited advertising, fraud, harassment, libeling or slandering of others, propagation of computer works or viruses, violations of the privacy of others.
  - Sending, receiving, or displaying text or graphics which may reasonably be construed as obscene by community standards.
  - To read or "hack" into the City's computer system or other external system, or other people's files, or "crack" passwords, or breach computer or network security measures, or monitor electronic files or communications of other users or third parties.
  - Knowingly transmitting, receiving or storing of any communications of an unlawfully discriminatory or harassing nature, or which are obscene or are of a defamatory or threatening nature, or for "chain letters", or any other purpose which is illegal.
  - Sending e-mail or any other electronic communications which attempt to hide the identity of the sender, or represent the sender as someone else. Any messages or information sent by a user to one or more individuals via an electronic network are statements identifiable and attributable to the City of De Pere and network services, and Worldwide Web sites can and do monitor access and usage and can identify the user even if the user merely reviews or downloads material and does not post any message.
- Violations will result in restrictions on Community Center computer use. First offense will result in a one (1) week suspension; 2<sup>nd</sup> violation a two (2) month suspension & the 3<sup>rd</sup> violation will be a six (6) month suspension. Illegal use of computers may also be subject to prosecution by local, state or federal authorities.

▪ **Copyright**

- U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction of distribution of copyrighted materials, except as permitted by the principles of fair use. Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user; the City of De Pere expressly disclaims any liability or responsibility resulting from such use.
- The City of De Pere expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.

▪ **Exposing Children to Harmful Materials**

- Section 948.11 of Wisconsin Statutes, among other things, makes it a crime to expose children to pictures or images of nudity, sexually explicit conduct, or physical torture or brutality that appeal to the prurient, shameful or morbid interests of children, are patently offensive to prevailing adult standards regarding materials suitable for children or lack serious literary, artistic, political, scientific or educational value for children.

▪ **Printers**

- A printer is available for print copy in either black & white and/or color. A flash drive will be given to the user if intending to print copies. User must leave a driver's license or car keys with staff before a flash drive will be given out. Upon return of the flash drive, you'll receive your keys or driver's license back. Cost is .25¢ per black & white printed page and .50¢ per color printed page.

▪ **Revision of the Policy**

- Due to the evolving nature of these services, this policy is subject to change.
- I have read and agree to abide by the computer use and Internet policies and guidelines as set forth. I understand that failure to abide by these policies and guidelines may result in cancellation of my use privileges.

Signature: \_\_\_\_\_  
(Parent's signature required if under age 18)

Date: \_\_\_\_\_

## Child Internet Use Permission Form for De Pere Community Center Public Computers

The De Pere Community Center does not use filtering software. Parents or legal guardians must assume responsibility for deciding what computer materials are appropriate for the children. Restriction of a child's access to the Internet is a parent or legal guardian's responsibility.

Parental permission is required for children under the age of 18 to use the Internet on the public computers at the De Pere Community Center. This permission slip must be filled out, signed by the parent or legal guardian and returned by the parent/guardian to the Community Center. *Children under 12 must be accompanied by an adult when using Community Center computers.*

CHILD'S NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

ADDRESS \_\_\_\_\_

DAYTIME PHONE \_\_\_\_\_ ASK FOR \_\_\_\_\_

I hereby acknowledge that I have read and understand the computer use and Internet policies of the De Pere Community Center. I understand that the De Pere Community Center does not use filtering software and that by using the Internet at the Community Center my child may be exposed to materials over the Internet of which I do not approve. I understand that it is my responsibility as parent/guardian to monitor what my child views while on the Internet and further, that neither, the City of De Pere, the Community Center nor any City employee will monitor what my child is viewing while on the Internet. Understanding and acknowledging all of this, I expressly grant permission for my child to use the Internet at the De Pere Community Center. Further, I understand that failure of my child to abide by the policies and guidelines for computer and Internet usage at the De Pere Community Center may result in cancellation of my child's use privileges.

SIGNATURE OF PARENT/GUARDIAN \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone Number)

## City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

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**MEETING DATE:** September 19, 2013

**DEPARTMENT:** Parks, Recreation & Forestry

**FROM:** Marty Kosobucki

**SUBJECT:** Review Master Plan options for De Pere Dog Park.

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Our consultant has provided us with two options to consider for developing a long range plan for the Dog Park. The Park Board's job is to review the two plans and then make recommendations to get down to one plan. The consultant will then take comments and recommendations to develop one plan.

We have two issues to resolve prior to giving our consultant direction in getting to one plan.

-The first is dealing with the designated wetlands. Our consultant needs to show and use the most accurate and approved information as it relates to wetlands. Unfortunately, the most accurate and approved information shows a large area of wetlands, which our consultant cannot ethically show development within these wetlands. Contracting wetland delineation would likely reduce the amount of legitimate wetlands and provide greater "usable" space. We have received an estimate of \$2300 to conduct and submit wetland delineation.

- The second issue is finalize and/or get confirmation on the proposed additional property to the Dog Park to the south. It appears to be a non-issue from the City perspective; however there will be a cost of around \$2000 to get the property transferred.

So prior to moving to a final Master Plan of the Dog Park it is recommended to complete wetland delineation and go through the process of having the property officially recorded to become part of the Dog Park. The amount to do this work is approximately \$4100. The department does not currently have this funding appropriated, so we would need to pursue other avenues to get the funding. Two options of funding would be the Park Land Dedication fund or the Dog Park Fund. In order to do this, we will need to request funding from the City to conduct the work.

Staff Recommendation: At this time, staff does not recommend moving forward with completing the master plan, but is recommending the Park Board request additional funding to complete wetland delineation and complete the transfer of property to the dog park.

**ATTACHMENTS:**

- Dog Park Concept 1 9-9-13 (PDF)
- Dog Park Concept 2 9-9-13 (PDF)
- Dog Park Concept 2 Overall 9-9-13 (PDF)



HUFFCUTT RR-200 RESTROOM BUILDING



ENTRY FEATURE



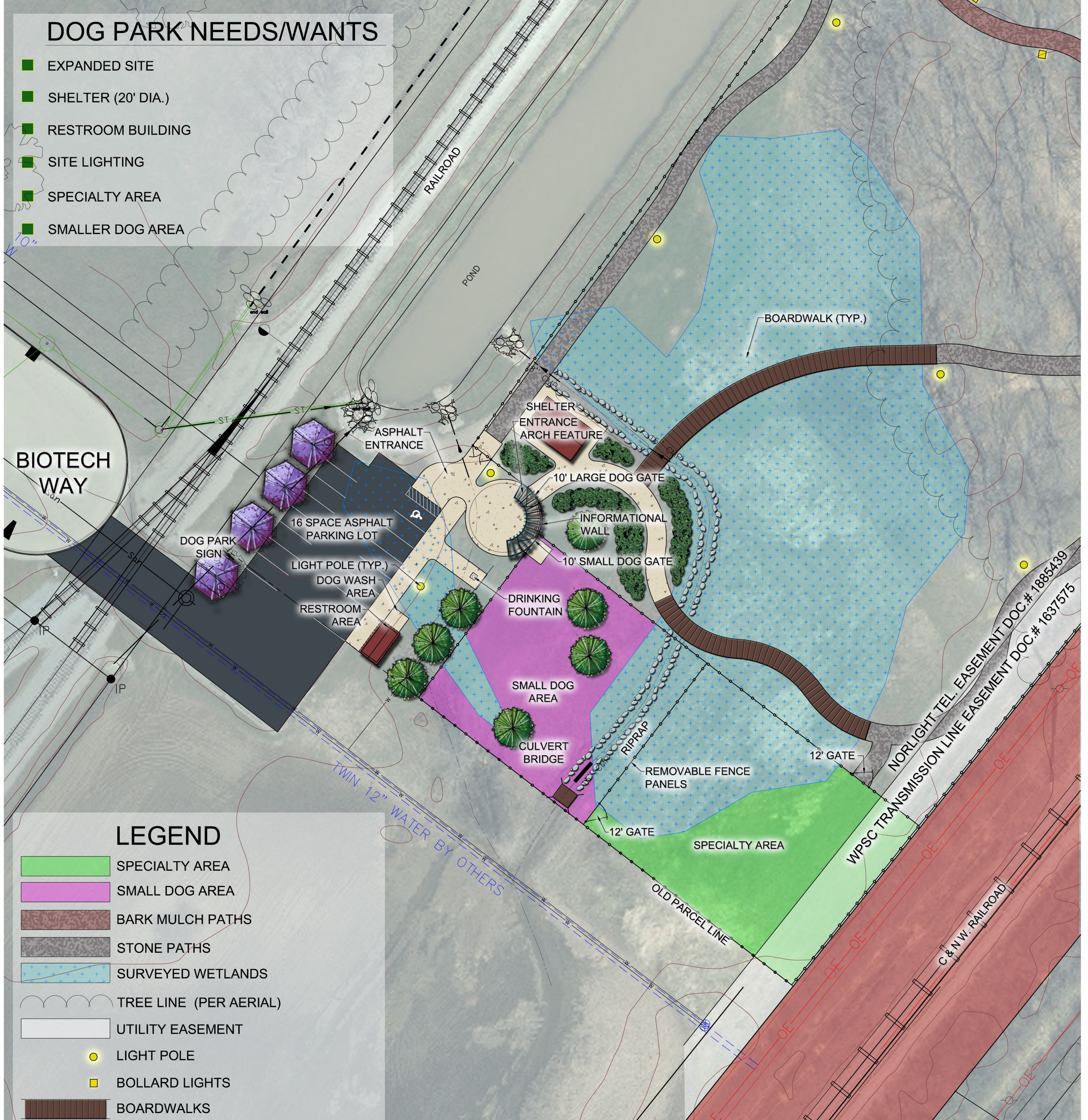
POLYGON 8-SIDED SHELTER



HUFFCUTT RESTROOM BUILDING

## DOG PARK NEEDS/WANTS

- EXPANDED SITE
- SHELTER (20' DIA.)
- RESTROOM BUILDING
- SITE LIGHTING
- SPECIALTY AREA
- SMALLER DOG AREA



## LEGEND

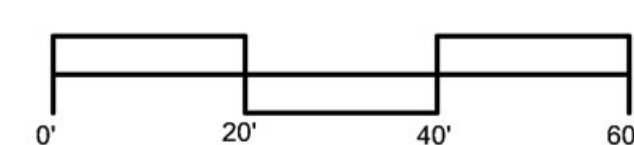
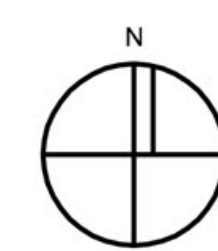
- SPECIALTY AREA
- SMALL DOG AREA
- BARK MULCH PATHS
- STONE PATHS
- SURVEYED WETLANDS
- TREE LINE (PER AERIAL)
- UTILITY EASEMENT
- LIGHT POLE
- BOLLARD LIGHTS
- BOARDWALKS

BASE MAP AND AERIAL IMAGES PROVIDED BY OTHERS. BASE MAP AND TOPOGRAPHIC AS-BUILT MAPPING REQUIRED PRIOR TO DEVELOPMENT OF FINAL PLANS.



3317 BUSINESS PARK DRIVE  
STEVENS POINT, WI 54482  
PROJECT #: 13.029  
DATE: 9-9-2013

## DOG PARK - ENTRANCE CONCEPT 1 DE PERE, WI





HUFFCUTT RR-200 RESTROOM BUILDING



ENTRY FEATURE



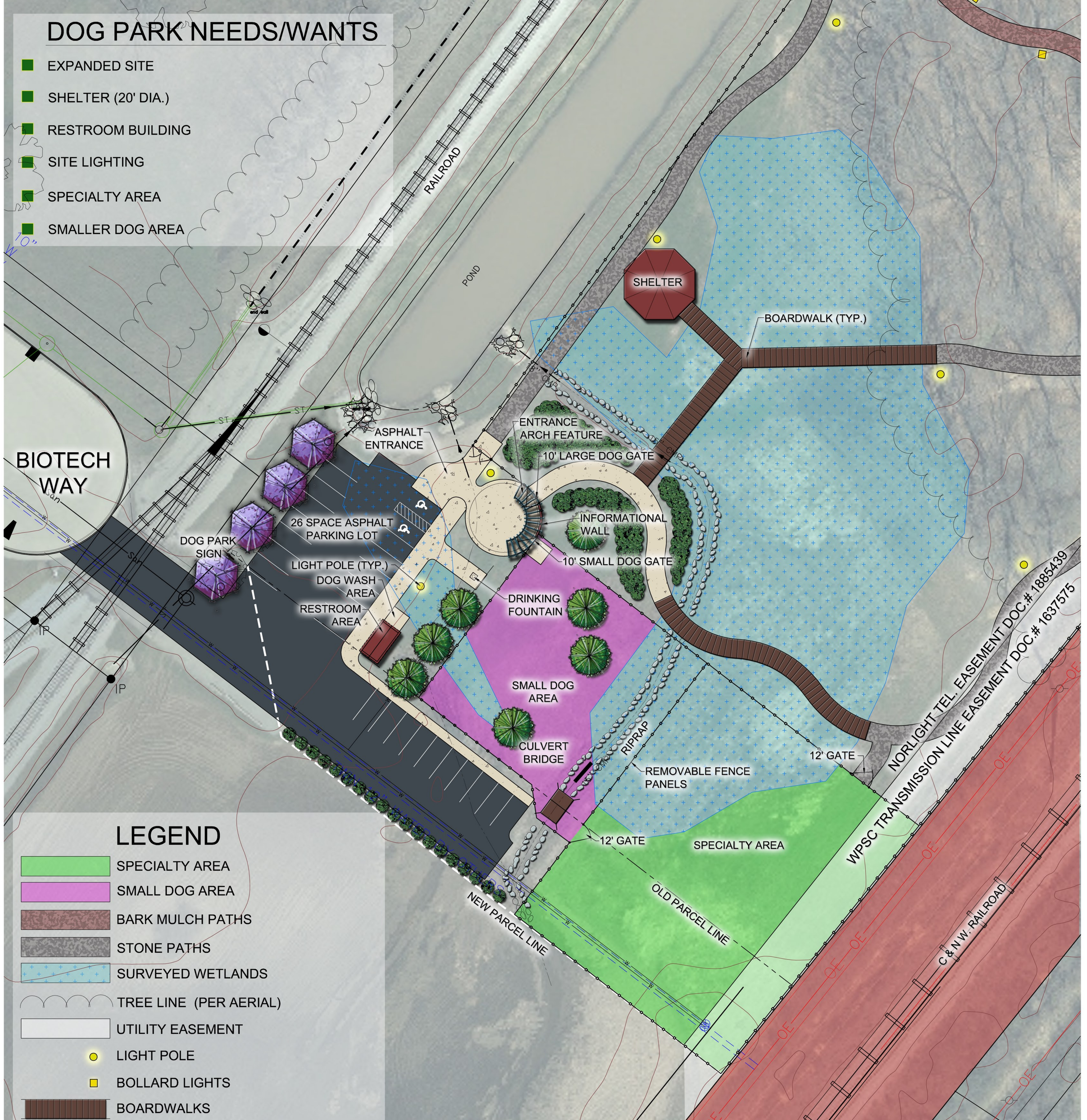
POLIGON 8-SIDED SHELTER



HUFFCUTT RESTROOM BUILDING

## DOG PARK NEEDS/WANTS

- EXPANDED SITE
- SHELTER (20' DIA.)
- RESTROOM BUILDING
- SITE LIGHTING
- SPECIALTY AREA
- SMALLER DOG AREA



## LEGEND

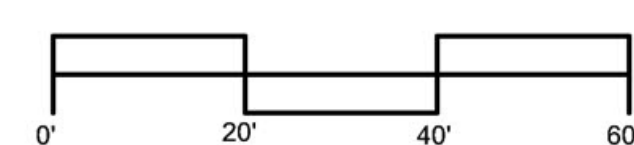
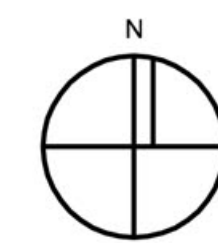
- SPECIALTY AREA
- SMALL DOG AREA
- BARK MULCH PATHS
- STONE PATHS
- SURVEYED WETLANDS
- TREE LINE (PER AERIAL)
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- LIGHT POLE
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- BOARDWALKS

BASE MAP AND AERIAL IMAGES PROVIDED BY OTHERS. BASE MAP AND TOPOGRAPHIC AS-BUILT MAPPING REQUIRED PRIOR TO DEVELOPMENT OF FINAL PLANS.



3317 BUSINESS PARK DRIVE  
STEVENS POINT, WI 54482  
PROJECT #: 13.029  
DATE: 9-9-2013

## DOG PARK - ENTRANCE CONCEPT 2 DE PERE, WI



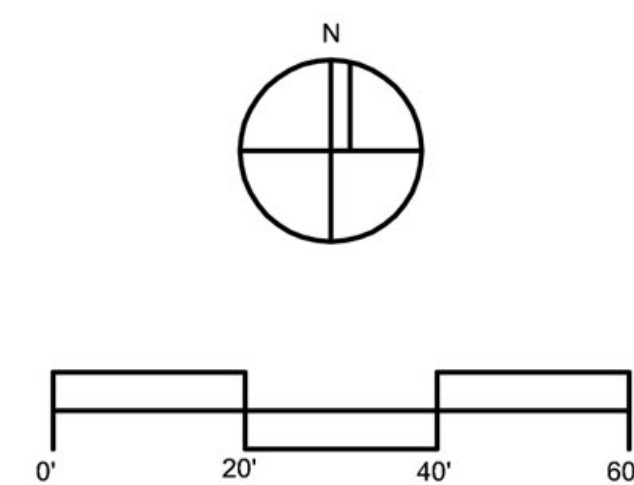


BASE MAP AND AERIAL IMAGES PROVIDED BY OTHERS. BASE MAP AND TOPOGRAPHIC AS-BUILT MAPPING REQUIRED PRIOR TO DEVELOPMENT OF FINAL PLANS.



3317 BUSINESS PARK DRIVE  
STEVENS POINT, WI 54482  
PROJECT #: 13.029  
DATE: 9-9-2013

## DOG PARK - OVERALL CONCEPT 2 DE PERE, WI



## City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

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**MEETING DATE:** September 19, 2013

**DEPARTMENT:** Parks, Recreation & Forestry

**FROM:** Marty Kosobucki

**SUBJECT:** Review Master Plan options for Optimist Park and make recommendations for one plan.

---

I have included two options that our consultant has come up with based on staff and user group input. I would like the Park Board to review the plans and make recommendations for one combined plan. One major issue that we were faced with, during the creation of options was the need for addressing storm water in the park. I will be forwarding the options to DGSA and any other applicable user group so they are able to review the options prior to the meeting and hopefully provide us with comment or come to the meeting. The consultant will take all input from the Park Board and then generate one Master Plan, which will come back to the Park Board again for approval.

Staff Recommendation: Discuss variables of master plan options and come to consensus on one option.

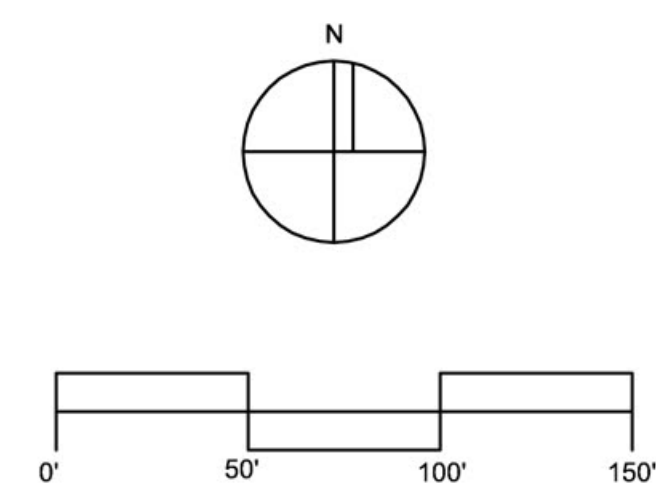
**ATTACHMENTS:**

- Optimist Park 1 9-10-13 (PDF)
- Optimist Park 2 9-10-13 (PDF)

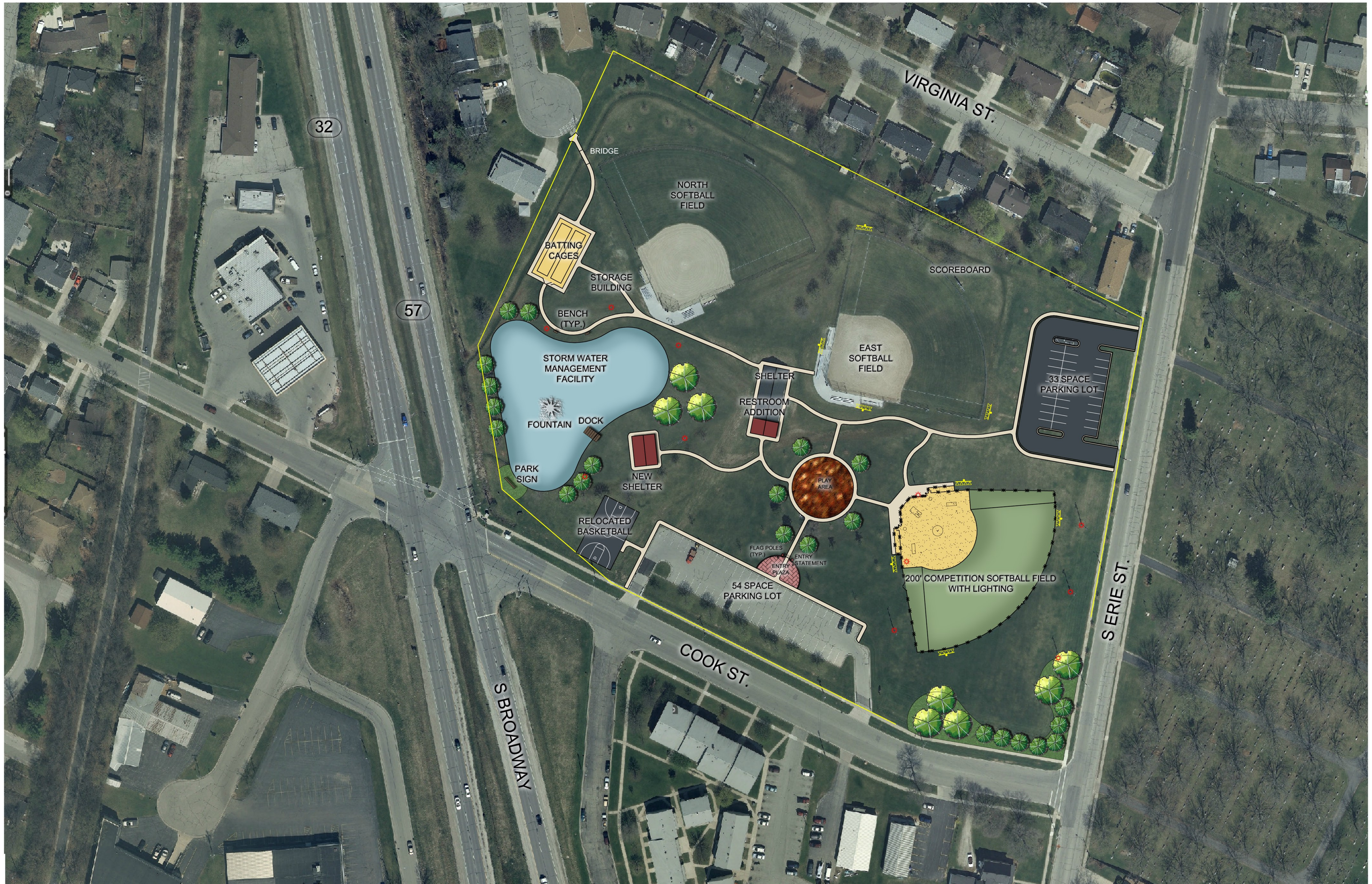


3317 BUSINESS PARK DRIVE  
STEVENS POINT, WI 54482  
PROJECT #: 13.030  
DATE: 9-10-2013

## OPTIMIST PARK OPTION 1 DE PERE, WI

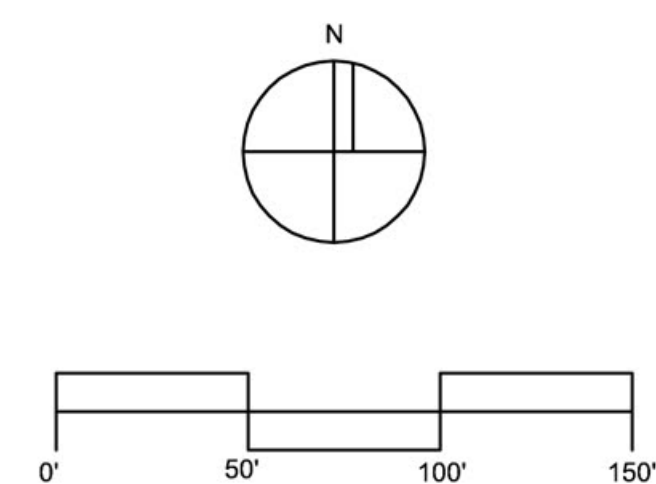


De Pere  
WISCONSIN



3317 BUSINESS PARK DRIVE  
STEVENS POINT, WI 54482  
PROJECT #: 13.030  
DATE: 9-10-2013

## OPTIMIST PARK OPTION 2 DE PERE, WI



## City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

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**MEETING DATE:** September 19, 2013

**DEPARTMENT:** Parks, Recreation & Forestry

**FROM:** Marty Kosobucki

**SUBJECT:** Approve amendment to continue lease agreement for Humana Sports Park.

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I have attached a proposed amendment with Humana to extend the lease agreement for using Humana Sports Park through next summer. The amendment includes a couple of new items, which in staff's opinion are minor.

Staff recommends approving the amendment and forwarding to council.

**ATTACHMENTS:**

- Renewal Amendment.Humana(DOC)

### **FIFTH AMENDMENT TO LEASE**

**THIS AGREEMENT** is executed this \_\_\_\_\_' day of \_\_\_\_\_, 2013 by and between CITY OF DE PERE, a Wisconsin Municipal Corporation ("City") and HUMANA INSURANCE COMPANY, a Wisconsin corporation f/k/a EMPLOYERS HEALTH INSURANCE COMPANY ("Humana").

### **WITNESSETH**

**WHEREAS**, pursuant to the terms of the Lease Agreement, City is currently leasing from Humana, 22 acres located at 1100 Employers Boulevard, City of De Pere, Brown County, Wisconsin. Humana desires to extend the Term of the Lease Agreement for a period of Twelve (12) months, and the City has agreed to such extension on the terms and conditions contained herein.

**WHEREAS**, the Lease made by and between the parties will expire on September 30<sup>th</sup>, 2013, and the parties are desirous of extending the term thereof.

**NOW, THEREFORE**, for valuable and other good consideration, the receipt and sufficiency, of which is hereby acknowledged and the promises and covenants herein contained, it is mutually agreed as follows:

1. The above recitals are true and correct and are hereby incorporated in this Fourth Amendment as if set forth herein at length. Any and all capitalized terms not defined herein shall have the definitions set forth in the Lease.
2. The term of the Lease shall be extended for a period of Twelve (12) months to commence on October 1<sup>st</sup>, 2013 and to expire on September 30<sup>th</sup>, 2014.
3. The Lease may be terminated by either party upon thirty (30) days written notice.
4. Humana shall tear out the basketball court and volleyball court and replace with grass that the City shall be responsible to mow. The City shall continue to be responsible for the area of land it currently mows.
5. The City shall mow and maintain the identified tall grass area shown in Exhibit A attached hereto. The mowing shall be with a tall grass mower and performed 3-4 times per year, or as needed.
6. Humana will be responsible for capital repairs and improvements to the shelter. The City shall be responsible for general operating maintenance.
7. All other provisions, terms and conditions of the Lease shall remain in full force and effect throughout the extension period as identified herein.

**-- SIGNATURE PAGE TO FOLLOW --**

**IN WITNESS WHEREOF**, the parties have executed this Amendment to Lease and delivered this agreement as the date first above written.

**AGREED AND ACCEPTED:**

Witness:

**HUMANA**  
**HUMANA INSURANCE COMPANY**  
 a Wisconsin Corporation

\_\_\_\_\_  
 (As to Landlord)

\_\_\_\_\_  
 By: Charles F. Lambert, III  
 Its: VP, Associate and Business Services

**CITY**  
**CITY OF DE PERE**  
 a Wisconsin Municipal Corporation

\_\_\_\_\_  
 (As to Tenant)

\_\_\_\_\_  
 By: \_\_\_\_\_  
 Its: \_\_\_\_\_

Attachment: Renewal Amendment.Humana (1417 : Approve amendment to continue lease agreement for Humana Sports Park)

EXHIBIT A

