



Board of Park Commissioners

335 South Broadway

Regular Meeting

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

Revised Agenda

Thursday, September 18, 2014

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 18, 2014 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. Approve Minutes from the Board of Park Commissioners 8-21-14
2. Approve one year lease extension for Humana Sports Park.
3. Discussion on revising agreement for donation to City regarding the Zamboni.
4. Approve revised agreement with De Pere Youth Hockey Association.*
5. Approve agreement with DePere WIAA Hockey, Inc for donation toward Zamboni.*
6. Approve revisions to waiver policy.

III. Public Comment Period

IV. Future Agenda Items

V. Staff Updates

1. Braisher Park

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.

Committee Members

Alderspersons

Mayor Michael J. Walsh

Judy Schmidt-Lehman, City Attorney

Allyson Watson, Definitely De Pere

Marty Kosobucki

Staff Members

Henry Kneiszel, Teen Advisor

De Pere Rapides Soccer

Chris Tremblay, Humana

Todd Langer, De Pere WIAA Hockey

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.

De Pere Youth Hockey

Tod Maki, De Pere Select Soccer

Shana Defnet, City Clerk

City Hall 1st and 2nd Floor

De Pere Area Chamber of Commerce

TV & Radio Stations

Abbey Barnes, Teen Advisor

De Pere Baseball

John Zegers, West De Pere School District

Kurt Koszarek, De Pere Youth Hockey

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: September 18, 2014

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve Minutes from the Board of Park Commissioners 8-21-14

ATTACHMENTS:

- Draft Minutes 8-21-14 (PDF)



Board of Park Commissioners

335 South Broadway

De Pere, WI 54115

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

Regular Meeting

Draft Minutes

Thursday, August 21, 2014

6:30 PM

De Pere City Hall Council Chambers

I. Call to Order

The meeting was called to order at 6:30 PM by Board Member George Brown

Attendee Name	Title	Status	Arrived
Sue Schinkten	Board Member	Present	
Bill Volpano	Board Member	Excused	
George Brown	Board Member	Present	
Michael Donovan	Aldersperson	Present	
Rod Kowalczyk	Board Member	Present	
Larry Lueck	Aldersperson	Present	
Lisa Rafferty	Aldersperson	Present	

II. Action Items

1. Approval of Board of Park Commissioners Minutes 7-17-14

RESULT: ADOPTED [UNANIMOUS]
MOVER: Sue Schinkten, Board Member
SECONDER: Lisa Rafferty, Aldersperson
AYES: Schinkten, Brown, Donovan, Kowalczyk, Lueck, Rafferty
EXCUSED: Bill Volpano

2. Approval of Agreement with St. Mary's Parish for a Before School Kidz Zone Program at Notre Dame Elementary School. *

RESULT: ADOPTED [UNANIMOUS]
MOVER: Lisa Rafferty, Aldersperson
SECONDER: Michael Donovan, Aldersperson
AYES: Schinkten, Brown, Donovan, Kowalczyk, Lueck, Rafferty
EXCUSED: Bill Volpano

3. Reciprocal Parking Lot Use and Maintenance Agreement. *

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

4. Review and recommend budget for 2015 Park, Recreation and Forestry Budget.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Rod Kowalczyk, Board Member
SECONDER: Sue Schinkten, Board Member
AYES: Schinkten, Brown, Donovan, Kowalczyk, Lueck, Rafferty
EXCUSED: Bill Volpano

5. Discuss potential improvements at Kelly Danen Park. Marty Kosobucki explained to everyone this item is for discussion only at this time. Marty told the board a study may be the direction to proceed on this item.

Attachment: Draft Minutes 8-21-14 (2643 : Approve Minutes from the Board of Park Commissioners 8-21-14)

Mike Donovan made a motion to open the meeting at 6:45 p.m., seconded by Lisa Rafferty.

Scott Crevier, Alderperson for District #3 spoke with the board about the possibilities for potential improvements at Kelly Danen Park.

Claude Haegers of De Pere spoke with board about the need for playground equipment at Kelly Danen Park for the neighborhood children.

Mike Donovan made a motion to close the meeting at 6:53 p.m., seconded by Lisa Rafferty.

Marty discussed the potentials for improvements with the budget for this year. There was lengthy discussion about the placement of the playground and various items.

RESULT:	DISCUSSED
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6. Consider proposal from the Town of Lawrence for Combined Services. *
Sue Schinkten made a motion to go into closed session, seconded by Rod Kowalczyk at 7:11 p.m.

Rod Kowalczyk made a motion to go back into session, seconded by Sue Schinkten at 7:40 p.m.

Rod Kowalczyk made a motion to refer the proposal from the Town of Lawrence for combined services back to staff and the City Attorney for review and an agreement would then be drafted, seconded by Sue Schinkten. Motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Rod Kowalczyk, Board Member
SECONDER:	Sue Schinkten, Board Member
AYES:	Schinkten, Brown, Donovan, Kowalczyk, Lueck, Rafferty
EXCUSED:	Bill Volpano

PLEASE TAKE NOTICE THAT, pursuant to Wis. Stats. §19.85(1)(e), the Board may convene in closed session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

The Board may then reconvene in open session to take action on any matter discussed in closed session or for such other purposes as are allowed by law.

III. Public Comment Period

None

IV. Future Agenda Items

None

V. Staff Updates

1. Pool Study

Marty Kosobucki reported the pool study is complete and he has reviewed it with the City Administrator. The study will be coming to the Park Board at a later date.

2. Braisher Park

Marty Kosobucki reported the preconstruction will start at Braisher Park next week.

3. Preserve Trail

Marty Kosobucki reported the barricades will be pulled and the trail should be opened shortly.

Marty Kosobucki also reported he is working with the Engineering Department for the study at Optimist Park. The Engineering Department is short handed and it may take some time to complete the process.

VI. Adjournment

Sue Schinkten made a motion to close the meeting at 7:45 p.m, seconded by Rod Kowalczyk.

Respectfully submitted,
Debbie Zierson

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: September 18, 2014

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve one year lease extension for Humana Sports Park.

I have received a request from Humana to extend the lease agreement for one more year although I have not received an actual proposed agreement prior to sending out the agenda packet. In receiving the request, I was informed about concerns Humana has with regard to the maintenance and upkeep of the park and that it was not sufficient. I have explained to Humana's representative the many challenges in trying to maintain the Humana park due to drainage issues and deterioration of the facility. I am sensing we will have continued conflict with Humana's expectations to maintain the facility, and our inability to maintain the facility at appropriate levels due poor drainage and age deterioration of the facility.

I will be able to provide you further information at the meeting. The Park Board will need to consider whether we should extend the lease agreement for another year.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: September 18, 2014

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Discussion on revising agreement for donation to City regarding the Zamboni.

We have received a request from the De Pere Youth Hockey Association to make changes to the agreement you originally approved. I have included an e-mail from the former Association President Tony Wied explaining the situation. In brief, their organization did a split and they would like to honor the \$12,500 donation but would like to do it now from the two different organizations. I have spoke with WPS regarding changes and notified the Green Bay Figure Skating Club.

ATTACHMENTS:

- 3348 (PDF)

Marty Kosobucki

From: Tony Wied <tony@wiedoil.com>
Sent: Thursday, August 07, 2014 3:13 PM
To: Marty Kosobucki
Cc: 'Kurt Koszarek'; todd@expressgb.com
Subject: RE: De Pere Youth Hockey Agreement

Hi Marty

The Youth Board met last night and here is what the Board decided.

As you may know the High School Booster club separated effective April 2014. The Booster Club is in agreement to participate so together the two organizations are supporting the Zamboni for a total of \$12,500.

The Youth and the High School Board are asking that we have two agreements. One for each entity.

The Youth Board information is as follows:

Total contribution \$8,750

The contract should have the President Kurt Koscarek as the signor. DePere Youth Hockey, Inc. Use the address PO Box 5632, DePere WI 54115.

The High School Information is as follows:

Total contribution \$3,750

The contract should have the President Todd Langer as the signor. Depere WIAA Hockey, Inc. Use the address PO Box 145, DePere WI 54115.

The last item is would it be possible to use both logos, the High School and the Youth Logo, while using the same amount of space you have allocated for the Youth Logo in Exhibit A? In other words, the logos would be half the size but take up the same amount of space as the Figure Skating logo?

Please let us know if this is acceptable with the City.

Thank you again for all of your help with purchasing the new Zamboni! Your efforts are greatly appreciated by all the members of our organizations!

Tony

From: Marty Kosobucki [mailto:mkosobucki@mail.de-pere.org]
Sent: Wednesday, August 06, 2014 1:53 PM
To: 'tony@wiedoil.com'
Subject: RE: De Pere Youth Hockey Agreement

[REDACTED]

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: September 18, 2014

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve revised agreement with De Pere Youth Hockey Association.*

Staff recommends the approval of a revised agreement allowing for a donation of \$8750 and a reduced size of logo on the Zamboni. Staff also recommends forwarded the revisions to our City Attorney for proper inclusion in the draft agreement.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: September 18, 2014

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve agreement with DePere WIAA Hockey, Inc for donation toward Zamboni.*

Staff recommends the approval of the donation from De Pere WIAA Hockey, Inc. under similar conditions as De Pere Youth Hockey. Conditions include \$3,750 donation over five years, and logo to be included (in a reduced size) on the Zamboni. Staff also recommends forwarding item to City Attorney for drafting of a new agreement prior to being presented to City Council.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: September 18, 2014
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki
SUBJECT: Approve revisions to waiver policy.

Staff have reviewed and internally discussed the waiver policy. We have included a draft copy of a policy for your review and approval.

ATTACHMENTS:

- Fee Waivers.proposal.draft II (DOCX)

Fee Waiver Policy

Fee waivers may be granted to organizations for the use of park or park facilities under a specific list of guidelines. In general, waivers will only be considered for organizations that are De Pere based, or if the event is ran by a non-profit organization and generates a substantial economic impact to the City. If not eligible under the Fee Waiver Policy, non-profit organizations may make a written request to the Board of Park Commissioners for consideration.

- i. Shelter Waivers
 1. May be authorized by the Director of Parks Recreation and Forestry under one of the following conditions:
 - a. Rental request is Monday – Thursday, and the event organizer is a Youth organization or Service group, and is lawfully considered a non-profit organization.
 - i. Youth organizations or Service clubs must have over 50% of their service market be De Pere residents.
 - b. Event organizer is governmental agency (ie. School, Water Authority, etc...).
 - c. Event is co-sponsored or sponsored by the City of De Pere.
 - i. Events co-sponsored by the City of De Pere must identify appropriate recognition of City participation and have the City be involved in planning of the event.
- ii. Park Waivers (renting a portion, or all of a park)
 1. Fees for Park rentals may be granted by the Director of Parks, Recreation and Forestry providing all of the below conditions are met:
 - a. Event is being run by a De Pere Youth Organization, De Pere Service Group or non-profit group that serves 50% or more De Pere residents.
 - b. Event generates an economic impact of \$_____ to the City of De Pere, as determined by the Visitor and Convention Bureau.
 - c. Provide a signed rental contract indicating they will abide by all contingencies. (ie. Port-o-lets, payment of garbage pick up, security, etc...)
- iii. Community Center
 1. Fees for renting rooms at the Community Center may be waived by the Director of Parks, Recreation and Forestry (or designee) providing the below conditions are met:
 - a. Non-profit organization comprising of at least 50% City of De Pere Residents, or a public school group within the City of De Pere (youth – high school).
 - b. Reserve within two months of the event/activity.
 - c. May only reserve a room a maximum of one time per month.
 - d. Must pay all applicable fees for additional rentals and/or amenities, unless approved by Board of Park Commissioners.
 - e. Event is sponsored or co-sponsored by the City of De Pere. Appropriate recognition of the City's involvement must be provided.
- iv. Past Waivers
 1. If an organization has received a waiver from the Board of Park Commissioners for an event, the Director of Parks, Recreation and Forestry has the authority to approve a fee waiver for the same event, provided the event is similar to previous years events.
- v. General Waivers
 1. The Director of Parks, Recreation and Forestry may waive fees if an agreement is in place identifying such action (ie. School District Cooperative Use Agreement).

Organizations not falling under one of the above contingencies for a waiver may still request a waiver by completing a Fee Waiver Application and submitting to the Board of Park Commissioners.

Fee Waiver Request Form **Board of Park Commissioners** **City of De Pere**

Organization Name:	
Address:	
Phone:	
Contact Name:	
Address:	
Phone	
E-mail:	

Non-profit status/number: _____

Event Description (Please include the following: general purpose of the event, audience description, attendance projection, activities during the event, live music, etc...)

Event Logistics (Please describe various needs of the event: parking (how much), tents, lighting, stage, garbage, bathrooms, etc...)

What percentage of De Pere Residents are involved with your organization? _____

What percentage of your attendance will come from the City of De Pere? _____

Where to proceeds go from the event? _____

Please explain the financial hardship the rental fee causes to the organization/event.

Please describe the benefit this event will have for the City of De Pere.

Attachment: Fee Waivers.proposal.draft II (2617 : Approve revisions to waiver policy.)

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: September 18, 2014

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Braisher Park
