



Board of Park Commissioners

Regular Meeting

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

Agenda

Thursday, December 21, 2017

6:30 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Board of Park Commissioners** of the City of De Pere will be held on **December 21, 2017** at **6:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

This meeting can be viewed LIVE at www.depere.tv. This meeting is also rebroadcast on TW Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at www.depere.tv.

Notice is also given that 3 Alderpersons in addition to those on the Park Board will be present at this meeting to gather information concerning subjects over which they have decision making responsibility. This meeting is therefore also rebuttably presumed to be a meeting of the De Pere Common Council under Wis. Stats. §19.82(2). No formal action will be taken by the Common Council at this meeting.

I. Call to Order

1. Roll Call

II. Action Items

1. Approve Board of Park Commissioners Meeting Minutes from 11-16-17.
2. Approve Board of Park Commissioners Special Meeting Minutes from 12-14-17.
3. Approve Brown County Ice Management Quarterly Report.
4. Approval to Accept \$260 Donation from De Pere Area Men's Club for Recreation Scholarship
5. Consider recommendation to council to change decision as it relates to Legion and VFW Pools.
6. Select Bid for Community Center Boiler Replacement.
7. Consider Lease Option for Mower Replacement.
8. Consider Agreement with De Pere Unified School District to Financially Support Lighting.
9. Consider Action with Use of Old Diamond Lights from Optimist Park.
10. Discussion of Fairgrounds Planning Process.

III. Staff Updates

1. 2018 Approved Budget - Changes

IV. Future Agenda Items

V. Public Comment Period

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.

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.

Board Members

Alderpersons

Mayor Michael J. Walsh

Larry Delo, City Administrator

Judy Schmidt-Lehman, City Attorney

Marty Kosobucki

Shana Ledvina, City Clerk

City Hall 1st and 2nd Floor

John Zegers, WDP High School District

Ella Buboltz, Teen Advisor

Brown County Ice Time Management

Dan Herber, De Pere Area Men's Club

Jerry Gillespie, De Pere Tennis

De Pere Youth Hockey

Tod Maki, De Pere Select Soccer

De Pere Rapides Youth Soccer

De Pere Baseball

Definitely De Pere

De Pere Area Chamber of Commerce

Brown County Library – De Pere

TV & Radio Stations

Ben Villaruel, Unified School District

Lydia McMorrow, Teen Advisor

Matt Kriese, Brown County Parks

Dave Le May, Tweet Garot

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.

***All items marked with an asterisk will be forwarded to the Common Council.**

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: December 21, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Grace Lahtela

SUBJECT: Approve Board of Park Commissioners Meeting Minutes from 11-16-17.

ATTACHMENTS:

- Draft Minutes 11-16-17 (PDF)



Board of Park Commissioners

Regular Meeting

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

Draft Minutes

Thursday, November 16, 2017

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
Ryan Jennings	Aldersperson	Present	
Larry Lueck	Aldersperson	Excused	
Dean Raasch	Aldersperson	Present	
George Brown	Board Member	Present	
Sue Schinkten	Board Member	Present	
Randy Soquet	Board Member	Excused	
Bill Volpano	Board Member	Present	
Ella Bublotz	Teen Advisor	Present	
Lydia McMorro	Teen Advisor	Present	

II. Action Items

1. Approve Board of Park Commissioners Minutes from 9-21-17

Sue Schinkten made a motion to approve the Board of Park Commissioners Minutes from September 21, 2017, seconded by Ryan Jennings. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sue Schinkten, Board Member
SECONDER:	Ryan Jennings, Aldersperson
AYES:	Jennings, Raasch, Brown, Schinkten, Volpano
EXCUSED:	Larry Lueck, Randy Soquet

2. Consider draft Comprehensive Outdoor Recreation Plan. *

Marty introduced Patrick Belifuss from Cedar Corporation to discuss the Comprehensive Outdoor Recreation Plan.

Patrick stated that the Comprehensive Outdoor Recreation Plan needs to be updated every 5 years to reflect the needs of community and also so the community is eligible for grants. He reviewed what procedures were taken to develop the plan and how the projects were prioritized.

A summary of the plan was provided, which includes recommendations with cost estimates and prioritizations for each park. Continuation of ADA improvements was also included in the plan.

Discussion followed

Dean Raasch wanted to clarify that this is not approving and projects or funding. Marty Kosobucki confirmed that it only provides staff direction but it is very important for DNR funding. Having a plan is vital for funding and if the project is listed in plan it is given higher priority.

Dean Raasch made a motion to accept the draft of the Comprehensive Outdoor Recreation Plan as is, seconded by Bill Volpano. Upon vote, the motion passed.

Attachment: Draft Minutes 11-16-17 (6517 : Approve Board of Park Commissioners Meeting Minutes from 11-16-17.)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderperson
SECONDER:	Bill Volpano, Board Member
AYES:	Jennings, Raasch, Brown, Schinkten, Volpano
EXCUSED:	Larry Lueck, Randy Soquet

3. Approval to Accept \$1000 Donation from WalMart for Recreation Programs & Facility Needs*

Sue Schinkten made a motion to approve and accept the \$1,000 donation from Wal-Mart for recreation programs and facility needs, seconded by Ryan Jennings. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sue Schinkten, Board Member
SECONDER:	Ryan Jennings, Alderperson
AYES:	Jennings, Raasch, Brown, Schinkten, Volpano
EXCUSED:	Larry Lueck, Randy Soquet

4. Approve agreement with Brown County to clear Fox River Trail. *

Marty Kosobucki reviewed the agreement with Brown County for snow clearing on the Fox River Trail.

Discussion followed

Ryan Jennings made a motion to accept the agreement from Brown County to clear the Fox River Trail, seconded by Dean Raasch. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ryan Jennings, Alderperson
SECONDER:	Dean Raasch, Alderperson
AYES:	Jennings, Raasch, Brown, Schinkten, Volpano
EXCUSED:	Larry Lueck, Randy Soquet

5. Approve changes to ordinance related to Park Vending Permit. *

Marty Kosobucki provided an overview of the recommended changes to the ordinance related to the Park Vending Permit process. The changes are to allow a food truck to vend out on the Riverwalk and to ease the process for getting a permit.

Discussion followed.

Ryan Jennings suggested that there be a provision within the ordinance that if a vendor is not compliant by city standards that the permit could be pulled.

Dean Raasch made a motion to change the wording to allow up to, but not more than three vendors on the Riverwalk, seconded by Bill Volpano. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderperson
SECONDER:	Bill Volpano, Board Member
AYES:	Jennings, Raasch, Brown, Schinkten, Volpano
EXCUSED:	Larry Lueck, Randy Soquet

6. Consider preliminary designs for Aquatic Center.

Marty Kosobucki explained that as part of the RFP it was requested to schedule a public information meeting; however this meeting will be held after the initial draft plan is presented to the board. This will give the board a month to review the information before the public information meeting.

Patrick Skalecki, Project Manager from Graef and Matt Freeby, Aquatic Specialist from Water Technology gave a detailed summary of the three vastly different design options for both the aquatic center and park. They explained that the three options were designed with information obtained from interviews with stakeholders and online survey results. Patrick and Matt took questions from the board and the design options were discussed at length.

George Brown asked John McDonald, Recreation Supervisor and Paula Rahn, Recreation Superintendent for any additional comment they might have.

Discussion followed.

George Brown made a motion to table the item for further discussion next month, after the public information meeting and the information received can be reviewed, seconded by Bill Volpano. Upon vote, the motion passed.

RESULT:	TABLED [UNANIMOUS]
MOVER:	George Brown, Board Member
SECONDER:	Bill Volpano, Board Member
AYES:	Jennings, Raasch, Brown, Schinkten, Volpano
EXCUSED:	Larry Lueck, Randy Soquet

7. Recommendation to extend Brochure Advertising Agreement two years. *

Marty Kosobucki stated that this is a unique fit and not many companies do this. Recreation Superintendent Paula Rahn came up to answer questions from the board. She stated that Multi Media Channels provides the design and printing of the postcards and brochures. This has not only saved the city the cost of printing, but countless hours of staff time.

Discussion followed.

Sue Schinkten made a motion to extend the Brochure Advertising Agreement with Multi Media Channels for two years, seconded by Dean Raasch. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sue Schinkten, Board Member
SECONDER:	Dean Raasch, Alderperson
AYES:	Jennings, Raasch, Brown, Schinkten, Volpano
EXCUSED:	Larry Lueck, Randy Soquet

8. Consider proposal to improve James Street Parkway boat docks. *

Marty Kosobucki reviewed the proposal with the board. There is a group of residents that have money they would like to donate to help fund enhancements to the James Street boat docks. The donation does not totally fund the entire project and additional funding would need to be requested from Common Council.

Discussion followed.

Dean Raasch made a motion to send the proposal back to staff and have the group reconsider the project as a whole or find alternative funding, seconded by Sue Schinkten. Upon vote, the motion passed.

RESULT:	REFERRED BACK TO STAFF [UNANIMOUS]
MOVER:	Dean Raasch, Alderperson
SECONDER:	Sue Schinkten, Board Member
AYES:	Jennings, Raasch, Brown, Schinkten, Volpano
EXCUSED:	Larry Lueck, Randy Soquet

III. Public Comment Period

Dean Raasch commented that his son thought the new playground equipment at Voyageur Park was pretty impressive and feels it was a good choice.

IV. Future Agenda Items

V. Staff Updates

1. Band Shell/Ampitheater

Marty Kosobucki stated there was nothing new to report. The Chamber of Commerce is still attempting to reach out to other communities.

2. Voyageur Playground

Marty Kosobucki stated that for the most part it is done, unfortunately several parts arrived damaged or the incorrect parts were shipped. The playground is not functional right now and we are still waiting on backordered parts. Instead of putting in woodchips a credit was received and the poured in place will be bid with a requirement of a completion date prior to May 11th

3. Bomier Boat Launch

Marty Kosobucki gave the board an update on grant funding and timeline for the Bomier boat launch.

4. Application to WDNR for use of State owned land

Marty Kosobucki stated that with the approved design at Bomier boat launch, there is a sliver of state owned land that would be used. An application has been sent in to the Wisconsin Department of Natural Resources for the use of state owned land, which is just a formality and should be approved. The approved agreement will need to come back to park board for approval.

VI. Adjournment

Dean Raasch made a motion to adjourn the meeting at 8:50 pm, seconded by Sue Schinkten. Upon vote, the motion passed.

Respectfully submitted,
Grace Lahtela

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: December 21, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Grace Lahtela

SUBJECT: Approve Board of Park Commissioners Special Meeting Minutes from 12-14-17.

ATTACHMENTS:

- Draft Minutes 12-14-17 (PDF)



Board of Park Commissioners

Special Untelevised

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

Draft Minutes

Thursday, December 14, 2017

7:15 PM

De Pere Community Center

Notice is also given that 3 Alderpersons in addition to those on the Park Board will be present at this meeting to gather information concerning subjects over which they have decision making responsibility. This meeting is therefore also rebuttably presumed to be a meeting of the De Pere Common Council under Wis. Stats. §19.82(2). No formal action will be taken by the Common Council at this meeting.

I. Call to Order

The meeting was called to order at 7:15 PM by Board Member George Brown

Attendee Name	Title	Status	Arrived
Ryan Jennings	Alderperson	Present	
Larry Lueck	Alderperson	Present	
Dean Raasch	Alderperson	Present	
George Brown	Board Member	Present	
Sue Schinkten	Board Member	Present	
Randy Soquet	Board Member	Present	
Bill Volpano	Board Member	Present	
Ella Bublotz	Teen Advisor	Excused	
Lydia McMorrow	Teen Advisor	Excused	

II. Action Items

1. Discussion and possible action on request to maintain Legion Pool.

George Brown provided a brief history of the actions related to closing Legion Pool. He explained that this special meeting was called because of the concerns raised to the park board and common council regarding the decision that was made to build one aquatic center to replace the two aging pools.

Marty Kosobucki provided a timeline of the major events and different communications that occurred throughout the entire process regarding the aquatic center .

Dean Raasch made a motion to open to meeting to public comment at 7:25 pm, seconded by Sue Schinkten. Upon vote the motion passed.

George Brown provided instruction that comments would be limited to one person per family; address the board only once; and a time limit of 5 minutes per person.

Angie Bougie spoke in opposition of closing legion pool. She feels the closing the pool would be heartbreaking and that legion pool is center of community. She also has safety concerns about crossing the roundabout. She feels that if Legion pool could stay open that would be fantastic.

Kelley Quakkelaar spoke in opposition of closing Legion pool. She has gone through comments on petition and there are a lot of really strong feelings regarding the pool and safety. She cannot understand that there were 14,000 residents when both pools started but now a city of 25,000 cannot support both pools. She is not opposed to building an aquatic center but thinks Legion pool should stay open.

Trich Pauze spoke in opposition of closing Legion pool. She stated that Legion pool is an area where many children come without parents and that small town De Pere does not need an aquatic center but needs Legion pool.

Janelle Beckett spoke in opposition to closing Legion pool and was great to hear the passion behind the pool.

Brenda Smits is not a resident of De Pere, but uses Legion pool daily. She stated that a lot of kids that attend Legion pool and do not have parents with them. She also has safety concerns with children crossing the river.

Karen Vincent read letters from her children wanting Legion pool to stay open. She feels that there needs to be recognition of the working poor and of micro communities and how micro communities make a larger community; she feels there should be a study done regarding the safety of roundabouts and make it public to residents to view; and for the board to hear the voice of the children.

Betsy Hornseth stated Legion pool means a lot to her and found out a lot of people feel the same way once the petition was started. She realizes that this is really late in the game and is not sure of the process that has to be taken at this time, but would like the city to get creative and to keep Legion pool open.

Alexias Fuller would not feel comfortable having her kids cross the roundabout or the bridge by themselves. She feels that having just one aquatic center and combining communities would make the kids feel unsafe with it being so large.

Dan Van Straten spoke regarding his concerns regarding the number of children that visit the pool without parents, which would not be possible if there was only one pool. He stated that during the summer there is a day camp at Dickinson school and a summer reading program that uses Legion park and pool, as well as a lunch program at Optimist park. These children would not be able to go to west De Pere. He feels the common concern is safety and if this comes down to a financial decision, this is a large enough item that it should be a referendum item and the community should decide on it.

Jonathon Hansen Alderman of District 2 stated he was elected after the decision was made to close Legion pool and has been getting a lot of feedback from residents. He thinks the shuttle system would be a complicated process for children and kids. He feels that it would be a great loss for the city if the pool is removed. Repairing the pool would be very costly, but would ask the park board to pause with the plans to remove pool until options can be fully exhausted to renovate and preserve the pool. He feels the \$300,000 in funds allocated for the splash pad could be used for repairs, and then fundraising could be done to try to meet remaining amount.

Alice Wood spoke in opposition of closing Legion pool. Currently her kids can get to the pool safely. It might be great to have aquatic center but that is not what makes De Pere unique. East De Pere is unique and special because they have a local nearby pool that kids can use on a regular basis.

Bailey Caldwell wants legion pool to stay because there are no other pools close. Newshe can ride her bike to the pool to be with friends.

Annie Ranft spoke regarding the ability of children to go to Legion pool without parents and how important it is for them to have this independence. She feels that Legion park and pool are the heart of the city and has safety concerns with children crossing the roundabout.

Elizabeth Kee is new to De Pere and bought her house because of the area. She was devastated to find out that Legion pool was going to be closed. She stated De Pere will lose a huge sense of community if there is only one pool and feels fundraising should be reconsidered.

Brandon Beard spoke in opposition of closing Legion pool. He feels as elected officials the board has a responsibility from the people who voted for them. He feels that the board has not been completely honest and that there was a bait and switch. He stated that the decision lacks common sense and the data does not show having one aquatic center.

He commented that the two aldermen that represent him were not at the meeting and that upsets him. He would like to see if the safety concerns have been addressed and if there was any research on the shuttle service. He feels there should be a place for residents to communicate with the city and board. He is on the board of Celebrate De Pere and has a lot of respect for what the board does and stated Celebrate De Pere would love to have a discussion of the possibility of bringing funds to the table to help with repairs.

Larry Lueck addressed the comments made by Mr. Beard. He stated that he is one of the aldermen that represents the area where Mr. Beard lives and has been on the park board for 3 years. He has dealt with this issue extensively and resents the comments he made regarding it.

Lori Keen stated this is a very heated topic with lots of emotion behind it. She doesn't want to lose heritage of Legion pool. She would like the ability for residents to come together to help get carry the burden of fundraising and sponsorships to help keep Legion pool.

Sara Halverson looked hard to find a place in De Pere to live in and wanted the ability to walk to school and walk to park. She likes the small town feel of the Legion community and has safety concerns with the roundabout.

Diane Goffard lives on the west side and would feel the same way if the west side pool was closing.

Vicky Kelley Seeman chose to live in De Pere because of the community and how it supports the children. She understands the cost of taking care of the pool, but there is a greater cost to kids without the pool. Kids will get into a lot more trouble without the pool and a large part of the community will be lost if the pool is closed.

Julie Vidani stated she grew up at Legion pool and spent all day there. She is not concerned about nostalgic aspect, but the safety aspect is the most important. She stated there is a lot more poverty in De Pere than is realized and it should be kept simple by keeping the two pools.

Bill Halverson spoke about the safety concerns with high speed traffic and drivers not paying attention to pedestrians. Suggested to build the aquatic center but leave Legion pool as is and hold fundraisers to help cut costs. He also feels that residents from surrounding communities should pay resident rates for recreation programs.

David Cook stated he never served on a board, but could see why the board is frustrated with everyone coming forward at such a late notice and clearly a discussion should have been done multiple years ago. Seeing there is so much invested into the project, feels it is important for the board to review the information received tonight before a decision is made.

Mallen Beard stated her and her younger sisters love to go to Legion pool. They go to Legion pool with the babysitter in summer. If Legion pool is closed, many people would not be able to do swim lessons.

Josie Pauze feels that if residents wanted a waterpark they wouldn't be here tonight. All the people are here because they care about Legion pool. Legion pool is like a family and bigger is not always better. She would like the board to reconsider the decision to close Legion pool and most people would not want to cross the bridge to go to the water park.

Mark Becker stated he moved to De Pere because of the area and the small town feel, which Legion is part of. Asked for the board to not be short sighted with financial matters, but look at community as whole and the long term investment

Mary Danen stated she is grateful for the safety of Legion pool and her main concern is safety with crossing river.

Chris Ziegler had questions regarding the financial numbers for the repairs and updates to the pool, as well as the costs for the new aquatic center, which Marty Kosobucki

answered. He feels Legion has much more to offer than a splash pad. George Brown stated that the splash pad has not been determined. The repurposing of area has yet been decided and community input would be requested on what should be put there.

Tina Quigley from Definitely De Pere stated that over 1,500 people signed the petition to save Legion pool and several hundred of them were not aware of the decision until after the decision was made. She stated that from the results of the survey done, the majority were in favor of keeping both pools and all three recommendations from the survey included keeping both pools. She questioned how the decision was made and if it is truly what residents want.

Will Hornseth stated he has been to many aquatic centers and has been bored. He is not bored at Legion pool which has endless things to do.

Jonathon Hansen clarified some financial numbers regarding the stadium funds and the funds returned to the city from Brown County was \$1.2 million and \$300,000 of this total was approved for a splash pad at Legion park.

Grace Huebner stated Legion pool is a great place to hang out with friends and have a good time.

Dean Raasch made a motion to return to regular order at 8:57 pm, seconded by Bill Volpano.

George Brown stated that no decision will be made tonight, allowing the input from tonight to be considered by the board. This topic will be on the agenda of the next regular Board of Park Commissioners meeting which is next Thursday.

Larry Lueck encouraged everyone to attend the board meetings. It is disappointing that he only heard from three residents when this topic was being discussed. Feedback is always welcome and needed. With Legion pool being so important, he was very surprised at the lack of feedback received.

Sue Schinkten commented that residents are always welcome to come to park board meetings. She was very surprised when the meetings were held and only one person was in attendance. It is great to see all here tonight and that public meetings are posted on the City website.

Dean Raasch's motion to return to regular order was approved by all at 9:04 p.m. Lengthy discussion by the board followed.

Marty Kosobucki explained that if the park board decides to deviate from the original plan, then the park board needs to send the item back to Common Council, because the direction was given by Common Council to proceed this way. The park board needs to decide to either continue on course as directed by City Council, or if the topic warrants going back to Common Council to potentially go a different way.

George Brown feels that closing Legion pool does warrant discussion at the next regular board meeting and it should be placed on the agenda.

III. Public Portion

IV. Adjournment.

Randy Soquet made a motion to adjourn the meeting at 9:18 pm, seconded by Bill Volpano. Upon vote, the motion passed.

Respectfully submitted,
Grace Lahtela

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: December 21, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve Brown County Ice Management Quarterly Report.

ATTACHMENTS:

- Brown County Ice Management Nov 2018 (PDF)
- DP financials thru 8-31-2017 (PDF)
- DP financials thru 11-30-2017 (PDF)
- Balance Sheet DP financials thru 8-31-2017 (PDF)
- Current Year v Last year 2016 v 2017 (PDF)

Brown County Ice Management Report

As of 11/30/17

Financial Reports Attached:

De Pere Ice Arena opened for the season Oct. 3rd. Ice time is filled for the majority of the winter season. De Pere Youth Hockey and Greater Green Bay Figure skating clubs have both continues to grow. The St. Norbert JV Hockey season finished at the end of November. This year being an Olympic year, we will again see a boost to all the ice programs.

Start up the last week of September when well without any mechanical issues. We continue to maintain our relationship and preventative maintenance agreement with Rink Tec, who was also the installers of the Compressor system.

Our biggest issues at this point with the Building tend to continue to be the bleachers system. We have also had some lighting companies out to look at upgrading the lighting to the LED systems as the rebates from Focus on Energy are high right now. We have recently changed out several of the fixture ballasts in order to keep the lighting quality as good as possible at the arena.

Respectfully submitted,

Don Chilson, Manager

Brown County Ice Management.

De Pere Ice Arena
Profit & Loss
June through August 2017
Jun - Aug 17

2.3.b

Ordinary Income/Expense	
Income	
4011 · Men's League	130.00
Total Income	130.00
Expense	
5000 · Building Expense	
5000a · Repairs and Maintenance	5,609.18
5004 · Service Contracts	1,667.53
5005 · Zamboni	518.00
Total 5000 · Building Expense	7,794.71
5001 · Insurance Expense	3,600.00
5300 · Office Expense	
5300a · Bank Service Charges	31.65
5300d · Office Supplies	134.39
5300f · Telephone Expense	641.97
Total 5300 · Office Expense	808.01
5600 · Utilities	6,009.24
6000 · Depreciation Expense	3,177.72
Total Expense	21,389.68
Net Ordinary Income	-21,259.68
Net Income	-21,259.68

Attachment: DP financials thru 8-31-2017 (6519 : Approve Brown County Ice Managment Quarterly Report.)

De Pere Ice Arena Profit & Loss

2.3.c

September through November 2017

Sep - Nov 17

Ordinary Income/Expense

Income

4003 · Advertising Revenue	1,125.00
4004 · Figure Skating	11,550.00
4007 · Ice Rental-Private	
4007j · DePere Youth Hockey	5,935.10
Total 4007 · Ice Rental-Private	5,935.10
4007a · Non Contracted Ice	475.00
4011 · Men's League	4,238.08
4012 · Misc	142.61
4013 · Open Skate/Open Hockey	190.47
4016 · Vending	1,715.23
Total Income	25,371.49

Expense

5000 · Building Expense	
5000a · Repairs and Maintenance	5,053.08
5004 · Service Contracts	1,628.73
5005 · Zamboni	551.88
Total 5000 · Building Expense	7,233.69
5001 · Insurance Expense	1,200.00
5300 · Office Expense	
5300a · Bank Service Charges	38.20
5300d · Office Supplies	428.37
5300f · Telephone Expense	752.23
Total 5300 · Office Expense	1,218.80
5400 · Payroll	
5400a · FICA Employer	1,924.26
5400c · Medicare Expense	534.71
5400d · Regular Earnings	14,258.05
5400e · Salaries	16,782.96
5400g · Payroll Processing Fees	300.00
Total 5400 · Payroll	33,799.98
5500 · Program Expense	
5500a · Advertising and Promotion	600.00
Total 5500 · Program Expense	600.00
5600 · Utilities	14,205.49
5700 · Vending Expense	3,072.24
6000 · Depreciation Expense	3,177.72
Total Expense	64,507.92
Net Ordinary Income	-39,136.43
Net Income	-39,136.43

Attachment: DP financials thru 11-30-2017 (6519 : Approve Brown County Ice Managment Quarterly Report.)

De Pere Ice Arena Balance Sheet

2.3.d

As of August 31, 2017

Aug 31, 17

ASSETS

Current Assets

Checking/Savings

1015 · Nicolet Bank 34,032.65

Total Checking/Savings 34,032.65

Other Current Assets

1300 · Prepaid Expenses 2,745.76

1403 · Due from LIVE BARN 2,584.87

Total Other Current Assets 5,330.63

Total Current Assets 39,363.28

Fixed Assets

1600 · Equipment 79,104.23

1610 · Accumulated Depreciation -51,252.05

Total Fixed Assets 27,852.18

TOTAL ASSETS 67,215.46

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 · Accounts Payable 4,354.63

Total Accounts Payable 4,354.63

Other Current Liabilities

2701 · Payable to/(Receivable fr) BCIM 8,079.37

Total Other Current Liabilities 8,079.37

Total Current Liabilities 12,434.00

Total Liabilities 12,434.00

Equity

3900 · Unrestricted Net Assets 76,041.14

Net Income -21,259.68

Total Equity 54,781.46

TOTAL LIABILITIES & EQUITY 67,215.46

Attachment: Balance Sheet DP financials thru 8-31-2017 (6519 : Approve Brown County Ice Managment Quarterly Report.)

De Pere Ice Arena
Profit & Loss Prev Year Comparison
June through November 2017

2.3.e

	<u>Jun - Nov 17</u>	<u>Jun - Nov 16</u>
Ordinary Income/Expense		
Income		
4003 · Advertising Revenue	1,125.00	750.00
4004 · Figure Skating	11,550.00	11,967.50
4005b · Ice Rental-Deacons	0.00	3,190.09
4007 · Ice Rental-Private		
4007j · DePere Youth Hockey	5,935.10	6,300.00
Total 4007 · Ice Rental-Private	5,935.10	6,300.00
4007a · Non Contracted Ice	475.00	1,757.99
4011 · Men's League	4,368.08	1,933.33
4012 · Misc	142.61	0.00
4013 · Open Skate/Open Hockey	190.47	0.00
4016 · Vending	1,715.23	2,253.32
Total Income	25,501.49	28,152.23
Expense		
5000 · Building Expense		
5000a · Repairs and Maintenance	10,662.26	12,711.26
5004 · Service Contracts	3,296.26	3,272.36
5005 · Zamboni	1,069.88	117.07
Total 5000 · Building Expense	15,028.40	16,100.69
5001 · Insurance Expense	4,800.00	7,200.00
5300 · Office Expense		
5300a · Bank Service Charges	69.85	62.25
5300d · Office Supplies	562.76	62.40
5300f · Telephone Expense	1,394.20	1,218.13
5300 · Office Expense - Other	0.00	250.00
Total 5300 · Office Expense	2,026.81	1,592.78
5400 · Payroll		
5400a · FICA Employer	1,924.26	1,831.01
5400c · Medicare Expense	534.71	442.64
5400d · Regular Earnings	14,258.05	12,396.39
5400e · Salaries	16,782.96	17,137.90
5400g · Payroll Processing Fees	300.00	325.00
Total 5400 · Payroll	33,799.98	32,132.94
5500 · Program Expense		
5500a · Advertising and Promotion	600.00	1,400.00
Total 5500 · Program Expense	600.00	1,400.00
5600 · Utilities	20,214.73	21,273.48
5700 · Vending Expense	3,072.24	3,485.07
6000 · Depreciation Expense	6,355.44	6,086.20
Total Expense	85,897.60	89,271.16
Net Ordinary Income	-60,396.11	-61,118.93
Net Income	-60,396.11	-61,118.93

Attachment: Current Year v Last year 2016 v 2017 (6519 : Approve Brown County Ice Management Quarterly Report.)

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: December 21, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Approval to Accept \$260 Donation from De Pere Area Men's Club
for Recreation Scholarship

The Recreation Dept. is seeking the Board of Park Commissioners approval to accept a \$260 donation from the De Pere Area Men's Club for the Recreation Scholarship Program. This program helps children participate in recreational activities who otherwise are not financially able to do so. To date this year, we have helped 36 children/families partake in recreational activities such as open swim, swimming lessons, dance classes, flag football, baseball and hockey.

Thank you for your time and consideration.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: December 21, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consider recommendation to council to change decision as it relates to Legion and VFW Pools.

The Board of Park Commissioners held a special park board meeting on December 14th to listen to concerned people about the elimination of Legion Pool. The Board of Park Commissioners elected to consider this at the regular park board meeting to be held on December 21st.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: December 21, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Select Bid for Community Center Boiler Replacement.

Staff just completed the bid process for the boiler replacement at the Community Center. The bid included replacing one of the current boilers and conducting some venting replacement on the other boiler. As you will recall, we had budgeted money in 2017 to conduct the replacement however bids came in very high. We made the decision to postpone the project and request additional money in 2018 to complete the project. Our approved funding for the project is \$69,000 (\$34,000 - 2017, \$35,000 - 2018). I have included the bid tabulations of our bidders.

We are recommending accepting the bid with Tweet Garot in the amount of \$59,622.

ATTACHMENTS:

- 17-22 Bid Tab(PDF)

BID TAB
PROJECT 17-22 COMMUNITY CENTER BOILER REPLACEMENT REBID



				BIDDER NO. 1		BIDDER NO. 2		BIDDER NO. 3	
				TWEET/GAROT MECHANICAL, INC.		JUST SERVICE, INC.		JOHNSON & JONET MECHANICAL CONTRACTORS, INC.	
ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
SP-01	Boiler Replacement	LS	1	\$ 45,076.00	\$ 45,076.00	\$ 47,395.00	\$ 47,395.00	\$ 51,800.00	\$ 51,800.00
SP-02	Existing Boiler Repairs	LS	1	\$ 14,546.00	\$ 14,546.00	\$ 21,595.00	\$ 21,595.00	\$ 17,200.00	\$ 17,200.00
TOTAL AMOUNT BID					\$ 59,622.00		\$ 68,990.00		\$ 69,000.00

Attachment: 17-22 Bid Tab (6498 : Select Bid for Community Center Boiler Replacement.)

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: December 21, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consider Lease Option for Mower Replacement.

In the 2018 Budget we funding approved to replace one of our 72" mowers. Prior to replacing equipment we try to have an internal discussion on how to "most effectively replace the piece of equipment". As part of this discussion, it was discussed and recommended by staff to consider purchasing a Zero Turn mower, versus purchasing the rear turning mower we currently have. Zero turn mowers have certain advantages, however we have never used one in our operations. Prior to committing to replacing our rear turn mower with a Zero Turn, we would like to lease a unit for one month prior to committing to purchasing. In talking with our Financial Services Director, he indicated we could utilize funding from our current Capital Fund to pay for a lease in 2018. The cost to lease a Zero Turn mower for one month is \$1,200. After using the mower for one month, we will then be able to determine if a Zero Turn mower is an advantage to our operation, as well as the size of the mower.

Staff recommends leasing a Zero Turn Mower in 2018 for one month and then determine a replacement plan for Mower #303 (6ft mower) which is budgeted in 2018.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: December 21, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consider Agreement with De Pere Unified School District to Financially Support Lighting.

At the November City Council meeting the council voted to include \$15,000 in the 2018 budget to support the lighting of the De Pere Unified Tennis Courts. While the Park Board had the project ranked low, the City Council added the funding to the 2018 budget to support the project. The Park Board will need identify and recommend an agreement to be completed by the City and School District to ensure the funding is utilized in a manner that benefits the City. I believe the agreement can be fairly straight forward and simple. Due to timing we have not been able to draft a sample agreement for you, however I have listed bullet points that I believe would be beneficial to include in the agreement. I would ask the Park Board review and consider the bullet points for agreement along with any other recommendations you may have for an agreement.

- Funding can only be used for Capital costs related to installing lights at the De Pere High School Tennis Courts.
- The City shall participate in capital related costs only and not ongoing maintenance or operating costs.
- The courts shall be open to the public when not scheduled for events, meets, or other special programming.
- The agreement shall last as long as the lights remain in operation at the Tennis Courts.
- The City shall pay \$15,000 to the De Pere School District once the lights have been installed and are operational.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: December 21, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consider Action with Use of Old Diamond Lights from Optimist Park.

When Optimist Park was reconstructed the old diamond lights were not reused on the new diamond. We currently have the lights stored, but would like to develop a plan for them so that they do not take up storage without a purpose. Below are the steps taken to obtain information on re-purposing the diamond lights.

- Staff analyzed the need for lights on our own diamonds. Legion has relatively new lights and VFW Lights are likely in slightly better condition than the lights from Optimist. So as far as the City goes, we would not have a use for them on our diamonds. We could consider lighting a tennis court, however this has not been in any long range plan of ours.
- I reached out to the two school districts to see if they had an interest in the lights. West De Pere indicated they were not interested, and De Pere School District indicated they would look at the issue but has yet to communicate back with us.
- Next, we communicated with the Girls Softball Program, De Pere Baseball, De Pere Rapides Soccer and De Pere Select Soccer. Of the four groups contacted, only the De Pere Baseball group has submitted a proposal to use the lights. I have included a communication from Bruce Duevel from the De Pere Baseball Board of Directors, on how they would like to use the lights. De Pere Baseball would like to use the lights at Quarry Park in the Town of Lawrence and/or possibly the diamond in Ledgeview.

In looking at the situation, I believe the Park Board has three likely options.

- Option 1 - would be to attempt to sell the lights via government surplus. In talking with a rep from an electrical contractor, it is very tough to determine what we could get for them. Brand new the equipment would cost about \$50,000, however our lights are approximately 15 years old.
- Option 2 - would be to accept De Pere Baseball's proposal to use the lights at Quarry Park in the Town of Lawrence.
- Option 3 - make a counter proposal to De Pere Baseball by asking for a purchase price.

ATTACHMENTS:

- RE Optimist LIghts (TXT)

10700

From: Duevel, Bruce <Bruce.Duevel@gapac.com>
 Sent: Thursday, September 21, 2017 4:14 PM
 To: Marty Kosobucki
 Subject: RE: Optimist LIghts

Marty

The De Pere Baseball Board met last night and has a definite interest in the lights currently used at the De Pere softball field.

As our organization has continued to grow over the past 2-3 year at a rate of 30-50 kids a year we are running out of field space(daylight) to provide enough playing time for each kid in our program. As a result we have had to either increase the amount of players on a team or reduce the amount of games they play. This issue is at our younger ages, Little Slugger and Pee Wee level which play at the Quarry and Ledgeview parks. Increasing the team size and allowing less playing time for a team are both circumstances that don't align with De Pere baseball's vision; More kids to playing more baseball.

Our proposal is as follows:

Who will benefit from the lights?

Our Little Slugger and Pee Wee programs have the largest amount of kids. LS and PW games are being played at the two Quarry Parks and Ledgeview Park with no lights. Games are played M-Thursday 3 games a night in the spring and 1-2 games a night in the fall (less sunlight). If these light are secured our proposal is to work with the Town of Lawrence to install them on one of the Quarry fields. By doing so this would provide for one additional game in the spring each night and 1 additional game in the fall each night. It would also provide for De Pere baseball to expand the amount of teams allowed into their annual tournaments and play a game or two under the lights. At this time only a brief conversation regarding lights has been had with the Town of Lawrence, however, initial conversation with them indicates they are very interested in moving the process forward provided the lights can be secured. In the event the lights could not be installed at the Quarry fields, De Pere baseball would approach the Town of Ledgeview and propose they be installed at LV field.

How will the lights be installed?

The plan would be to work with a local contractor to install the lights. This would be paid for by De Pere Baseball.

When would De Pere baseball be looking to make this happen?

De Pere baseball would begin conversation with the Town of Lawrence after the lights have been secured. Installation engineering estimates would be pulled together in the upcoming months and plans to install would be projected in the upcoming year.

Is De Pere baseball willing to purchase the lights?

At this time De Pere baseball would intend that the light would be donated to

10700

our program. If
this is not an option De Pere baseball would entertain further conversations.

Marty is this enough info for your meeting? Would you like me to be present at the
meeting to answer
any additional questions?

Bruce

Attachment: RE Optimist Lights (6453 : Consider Action with Use of Old Diamond Lights from Optimist Park.)

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: December 21, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Discussion of Fairgrounds Planning Process.

The Brown County Parks Department has been going through a planning process to guide the redevelopment/improvement of the fairgrounds location. The planning process includes the portion of property that is owned by the City of De Pere, as well as Ashwaubomay Park. After multiple interviews and a survey, Brown County's consultant came up with several potential designs. Ultimately, the group rejected all the options. We have been asked to provide input on our piece of property to the planning group in an effort to get a better idea of what the City of De Pere is willing to allow on their property. While it would be very difficult to provide specific guidance/input to the group without seeing plans, I believe we have the ability to provide some input to the planning group of things that will not work in our opinions.

Here are some variables that I believe we can provide as input to the Brown County Fairgrounds planning group.

- The boat launch was funded through WDNR grants and will be very difficult alter, change, or reduce in size. When a park receives funding from the WDNR there are various stipulations and contingencies that must be followed. While not opposed to changing the boat launch, it will be difficult.
- The grove of Oak Trees are a very sensitive issue. The trees are very old and would receive a lot of back lash if they were cut down, and or an activity was conducted that would damage the trees.
- There is an Eagles Nest in the grove of Oak Trees and remains a popular location for bird watchers. Any activity that would cause the Eagles nest to be damaged or vacated by the nesting Eagles would be a public relations challenge.
- The open field is mostly owned by the City. I would think the City would be very open to how this space can enhance the overall plan.
- The parking lot and Ice Arena. I cannot speak for the park board on this one, but my opinion would be the Ice Arena is a historic facility that we would make great efforts to keep in operation. The ice arena was basically built by the De Pere Community and volunteers. While I don't think the City should throw out the option of eliminating the Ice Arena, I believe the only way something should be considered is if some type of replacement is part of the overall redevelopment. This is just a staff opinion.
- The open green space between the Oak trees and ice arena I would suggest should be open to most idea/improvements.
- I would suggest the green space and open shelter directly behind the Ice Arena, be open to most idea/improvements.

While not a specific suggestion, I would suggest we relay the opinion that unless the area is not developed with a year round activity in mind, the City of De Pere would not be interested. We would not want to see the facility catered to one type of activity or event.

We will look for the Board of Park Commissioners to provide some type of feedback that can be shared with the planners from Brown County Parks.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: December 21, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: 2018 Approved Budget - Changes
