



Board of Park Commissioners

Regular Meeting

335 South Broadway
De Pere, WI 54115
<https://www.deperewi.gov/>

Revised Agenda

Thursday, July 20, 2023

6:30 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statute 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 **July 20, 2023 at 6:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

The public may attend the meeting either in person in the Council Chambers or electronically/telephonically. Electronic or telephonic access to the meeting is provided below:

Computer/smart phone accessing <https://www.gotomeet.me/DePere>

OR

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(312\) 757-3117](tel:+13127573117)

Access Code: 154-883-285

This meeting may also be rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at <http://deperewi.com/>.

I. Call to Order

1. Roll Call

II. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Board of Park Commissioners Chapter 6-3(f) DPMC

III. Items

1. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the June 15, 2023 meeting
2. Consideration/Possible Action to Accept Donation of Canvas Paper & Frames from Walmart-\$2,500 value*
3. Consideration and Possible Action to Accept a \$2,500 Donation from the Wochinske Family Foundation for the Recreation Scholarship Fund*
4. Presentation from Mead and Hunt Regarding the Survey and Data Collection on Comp Plan.
5. Consideration and Possible Action on the Draft Plan for Wilson Park.
6. Consideration and Possible Action to Approve the 2022-2023 Year End Financial Statements for the De Pere Ice Arena.
7. Consideration and Possible Action to Approve Amended Agreement with Best Stump Grinding to Remove City stumps in the amount of \$44,784*

IV. Staff Updates

1. Staff Update of Project 23-12, Playground Surfacing

2. Staff Update on Fire Damage to the Southwest Park Pavilion

3. Staff update on Nelson Family Pavilion status.

V. Future Agenda Items

VI. Adjournment

Any person wishing to attend this meeting who, because of their 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

Alderspersons

Mayor James Boyd

Larry Delo, City Administrator

Tony Wachewicz, City Attorney

Marty Kosobucki

Carey Danen, City Clerk

City Hall 1st and 2nd Floor

De Pere Girls Softball

Connor Goodman, Teen Advisor

Connor Mason, Teen Advisor

Wochinske Family Foundation

Don Chilson, Brown Co Ice Mgmt.

Pat Skalecki, GRAEF

De Pere Youth Hockey

De Pere Select Soccer

De Pere Area Chamber of Commerce

Definitely De Pere

Brown County Library – De Pere

TV & Radio Stations

De Pere Rapides Youth Soccer

De Pere Baseball

Christopher Thompson, De Pere School Dist.

Dennis Krueger, WDP School District

Mark Sauer, Mead and Hunt

Walmart

Best Stump Grinding

***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: July 20, 2023

DEPARTMENT: Parks, Recreation & Forestry

FROM: Grace Lahtela

SUBJECT: Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the June 15, 2023 meeting

ATTACHMENTS:

- Draft Minutes 6-15-23 (PDF)



Board of Park Commissioners

Regular Meeting

335 South Broadway
De Pere, WI 54115
<https://www.deperewi.gov/>

Draft Minutes

Thursday, June 15, 2023

6:30 PM

Council Chambers and Virtual

I. Call to Order

The meeting was called to order at 6:30 PM by Board Member Randy Soquet

Attendee Name	Title	Status	Arrived
Melissa Thiel Collar	Board Member	Present	
Ryan Jennings	Board Member	Present	
Jim Kneiszel	Board Member	Present	
Amy Chandik Kunding	Aldersperson	Present	
Shana Defnet Ledvina	Aldersperson	Present	
Dean Raasch	Aldersperson	Present	
Randy Soquet	Board Member	Present	
Connor Mason	Teen Advisor	Present	
Connor Goodman	Teen Advisor	Present	

Others present: Marty Kosobucki, Director of Parks, Recreation, and Forestry; and Grace Lahtela, Administrative Assistant.

II. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Board of Park Commissioners. Chapter 6-3(f) DPMC

None

III. Items

1. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the May 18, 2023 meeting.

James Kneiszel moved to approve the minutes from the May 18, 2023 meeting, seconded by Aldersperson Chandik Kunding. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jim Kneiszel, Board Member
SECONDER:	Amy Chandik Kunding, Aldersperson
AYES:	Thiel Collar, Jennings, Kneiszel, Kunding, Defnet Ledvina, Raasch, Soquet

2. Consideration and Possible Action to Accept a \$2500 Donation from Greta Johnson to Rec Scholarship Fund*

Aldersperson Chandik Kunding moved to accept a \$2,500 donation from Greta Johnson for the Recreation Scholarship Fund, seconded by Aldersperson Raasch. Upon vote, the motion passed unanimously.

Randy Soquet thanked Ms. Johnson for her generous donation to the Recreation Scholarship Fund.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amy Chandik Kunding, Alderperson
SECONDER:	Dean Raasch, Alderperson
AYES:	Thiel Collar, Jennings, Kneiszel, Kunding, Defnet Ledvina, Raasch, Soquet

3. Consideration and Possible Action to Accept a \$1000 Donation from De Pere Rotary Club for Summer Carnival*

Alderperson Chandik Kunding moved to accept a \$1,000 donation from the De Pere Rotary Club for the Summer Carnival, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Randy Soquet thanked the De Pere Rotary Club for supporting the Summer Carnival.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amy Chandik Kunding, Alderperson
SECONDER:	Dean Raasch, Alderperson
AYES:	Thiel Collar, Jennings, Kneiszel, Kunding, Defnet Ledvina, Raasch, Soquet

4. Farewell from Teen Advisor Madison DeCleene.

Teen Advisor, Madison DeCleene gave a farewell address to the Board of Park Commissioners.

RESULT:	DISCUSSED
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5. Consideration and Possible Action for Recommendations on Final Draft Plan for Wilson Park.

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that representatives from Graef are here to provide information about the project.

Kristan Sanchez, from Graef gave a detailed summary of both options. Kristan stated that for the existing conditions of the park the online mapping and aerial photos were used from the city website. There is actual more trees and shrubs shown on the map than exists at the park. The current lighting, memorial tree and historical plaque are also shown on the existing condition drawing. From the existing conditions drawing, Graef was asked to design both an active and a passive concept for redesigning Wilson Park. The first plan is the active concept which activates the perimeter of the park along College Avenue, with adding perimeter seating, landscape plantings, and a walking path near College Avenue. The interior of the park will remain more passive in nature, and a sports court is identified in the corner of the park. Because this park is more active, the plan includes more active, color changing LED lighting options, colored concrete, and the addition of resting knolls, with some including built in benches for seating.

The second plan is the passive concept which steers the circulation and visitor traffic to the interior of the park, with a crushed gravel path that goes around the memorial tree and connects to College Avenue. With the crushed gravel material, it is a more natural product. This plan includes softer moon lighting and illuminated benches, which are incorporated in the Walsh Plaza. This passive concept also includes an area designated for a small playground.

Both plans leave the historical monument and the memorial tree in the same place; add lighting, including artistic lighting, which was important on the survey; improve the

grading of the park; keep as many trees as possible; and include some type of hammock groves or posts.

Alderson Chandik Kunder questioned if there is an estimate on what the cost would be to implement either of the options. Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that either option would probably be between \$125,000 to \$200,000. Kristan Sanchez from Graef agreed with Marty's cost estimate and stated that both plans, as shown, were similar in cost.

Alderson Raasch question how much space is allocated for the playground equipment in option 2. Kristan Sanchez stated that the area shown colored in yellow is around 1,500 to 2,000 square feet. Marty Kosobucki clarified the size of the site stating that the allocated space for the Kelly Danen playground is around 1,800 square feet.

Connor Goodman, Teen Advisor question if there is a plan to put a fence or trees along the multi-sport court to keep balls from going into the street. Kristan Sanchez stated that currently there is a fence at the park, but extensive repairs are needed to be done to the fence and the recommendation would be for the existing fence to be removed. Fencing would be determined by what sport is going to be played on the court. Marty Kosobucki explained that the size and dimension of the sport court could be altered to accommodate the end use of the court that the Park Board would like, however, the space shown is not adequate to hold a full-sized basketball or tennis court.

Alderson Defnet Ledvina stated that the Park Board must be mindful of vandalism. Marty agreed that there has been a lot of art damage and vandalism in the city, which is concerning.

Alderson Raasch stated that looking at the two options, the decision needs to be made if we build something for college use or community use. The sports court area that is conceptualized is so small it would take away from the value of the park, or it would need to be made bigger. Alderson Raasch likes option 2 where college students can hang out and study at and he feels it would be used by both college students and the community.

James Kneiszel moved to open the meeting at 7:03 pm, seconded by Alderson Chandik Kunder. Upon vote, the motion passed unanimously.

Joe Nicks stated he prefers a passive use for Wilson Park. He is not a big fan of the resting knolls, or the hammock stands. He feels that a landscaping planting plan is needed and is disappointed that the monument is left in the same place with no effort of restoration or preservation. He stated that the historic monument is a museum piece and should be a feature of the park. If the city is not prepared to preserve the plaque, then it should be given to someone who will preserve it. He stated that the city has many pools, sports fields, and playgrounds, but needs passive parks as well, and needs to be committed to have the resources available for maintenance at the park.

Chris Dahlke, representing St. Norbert College stated that the college students are concerned with the lighting of the park and would like the fence to be removed. Chris stated that hammock gardens are well used on campus and the sports court is an attractive option for the college students. The path running through the park is nice and would be a welcome short cut for students. Melissa Thiel Collar questioned if there are other outdoor sports court other than the volleyball court. Chris Dahlke answered that the volleyball court is the only outside court on campus.

Alderson Raasch moved to return to regular order at 7:15 pm, seconded by Alderson Chandik Kunder. Upon vote, the motion passed unanimously.

Alderson Raasch moved to pursue option #2, a more passive recreation concept, seconded by Melissa Thiel Collar.

Alderson Defnet Ledvina questioned if the passive option has the seating knolls and if not, she would like to see them implemented in the passive plan. Kristan Sanchez stated that it does not, but they could be integrated into the plan.

Alderson Chandik Kunding stated she would like to incorporate some art sculptures into the park and the playground to be removed. She would also like seating with tables to be incorporated as well.

James Kneiszel stated he really likes the passive option as well. He would recommend eliminating the fence and playground, which is a safety hazard, and likes the hammock stands. James questioned if there is something deteriorating on the historical monument, or if it could be relocated. Marty stated that the monument is not deteriorating but needs preservation.

Ryan Jennings stated he would like to investigate relocating the plaque and feels that the path should have a destination within the park, not an exit. The plaque could possibly be relocated somewhere in the middle or apex of the walking trail, with benches near it.

Ryan also likes the cluster of hammock option better than single hammock stands throughout the park.

Randy Soquet stated he likes the passive design and feels the plaque should be relocated with gardens. He feels there are a lot of great ideas.

Connor Goodman, Teen Advisor, also likes the passive option and the moon lighting. He thinks it would be nice if the path could be guided to the monument if it could be relocated.

Maddy DeCleene, Teen Advisor, thinks that there should be benches with tables, as the tables would be utilized by the students. She likes the knolls with the benches, as they are not anywhere in the city, and it would be nice to implement.

Upon vote, the above motion passed unanimously.

Kristan Sanchez from Graef asked if the plaque alone is the historical portion or is the entire monument historical. Marty Kosobucki stated that staff would investigate it.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderson
SECONDER:	Melissa Thiel Collar, Board Member
AYES:	Thiel Collar, Jennings, Kneiszel, Kunding, Defnet Ledvina, Raasch, Soquet

6. Consideration and Possible Action to Approve Amendment to the Facility Use Agreement with the De Pere Unified School District*

Alderson Defnet Ledvina moved to approve the amendment to the Facility Use Agreement with the De Pere Unified School District, seconded by Melissa Thiel Collar. Alderson Raasch stated that after discussions with staff and the mayor, he will support it because the City of De Pere and the school districts need to work together, but this amendment was not well received by the city. Both the school district and the city need to understand that they need to be supportive of each other and work together to make the community better.

Melissa Thiel Collar questioned Marty Kosobucki if there was a joint facility use agreement between the city and both school districts. Marty Kosobucki explained that during the time he has worked for the city, there has not been one and one was never needed because there has been a good understanding between the entities. Melissa Thiel Collar stated that the Joint Facility Use Agreement works out well in Green Bay.

Upon vote, the above motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Shana Defnet Ledvina, Alderperson
SECONDER:	Melissa Thiel Collar, Board Member
AYES:	Thiel Collar, Jennings, Kneiszel, Kunding, Defnet Ledvina, Raasch, Soquet

7. Consideration and Possible Action for On-Line Survey Related to the Comprehensive Outdoor Plan.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that the survey in the packet is for the Comprehensive Outdoor Plan and staff recommendations for changes to the survey were given to the park board before the meeting. Marty questioned if there are any questions that the Park Board would like changed, or anything removed or added to the survey.

Marty Kosobucki explained that the dog question was added because it is a topic that is coming, and the survey is a great way to gather information.

Ryan Jennings questioned #7 about the park web mapping application and felt that the question was confusing. Marty Kosobucki explained that the city has a system available on the website and the consultants are trying to see if the public is using it, or even aware it exists.

Alderperson Chandik Kunding questioned #29 and felt that the option of allowing dogs in the parks without restrictions should be eliminated. An option that would never be considered should not be listed as an available option.

Randy Soquet moved to approve the online survey regarding the Comprehensive Outdoor Plan with recommended changes from staff, along with removing the second option in question #29 and revising the wording of question #7 to be more user friendly, seconded by Alderperson Defnet Ledvina.

Alderperson Raasch feels that the second option for question #29 should be left in the survey. The option is warranted to be in there, but it will probably not be popular.

Alderperson Chandik Kunding disagreed with the comments made by Alderperson Raasch. She feels that if an option would not be something the city would ever entertain, then it should not be listed as an option. Alderperson Raasch stated that funneling a survey to get the answers wanted is not a true survey.

Alderperson Raasch moved to amend the original motion to remove the changes to question #29 and for the second option to be in the survey, there was no second. The motion dies for a lack of a second.

Marty Kosobucki explained that the question was added to see if the residents wanted to allow dogs in the parks. Once the survey results are in, the topic may come back to park board and possibly another survey might be needed.

Upon vote, the above motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Randy Soquet, Board Member
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	Thiel Collar, Jennings, Kneiszel, Kunding, Defnet Ledvina, Raasch, Soquet

8. Discussion On Considering Changes to Ordinance Pertaining to Dogs in the Parks.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that this discussion item was placed on the agenda to get an idea of the Park Board felt that allowing dogs in the park should be pursued, or if the ordinance should stay as is.

Randy Soquet, Alderperson Defnet Ledvina, and Melissa Thiel Collar all expressed their interest in allowing dogs in the parks be pursued.

Alderperson Defnet Ledvina explained that the people that are following the rules are getting upset because others are bringing their dogs, and nothing is being done about breaking the rules.

James Kneiszel explained that he is happy that the topic is being brought up again, and either way it goes, the rules need to be enforced. The pets should be required to be on a leash and there should be signage with the rules people need to follow. Mr. Kneiszel reached out to the Brown County Parks Department, and they have very little problems regarding dogs in the parks. They have signs in the parks with the rules and the ordinance violation is listed on the signs.

Alderperson Raasch stated that the topic needs to be addressed again. The problems that are occurring with dogs in the parks are not with the dogs, but with the owners. The owners need to have control of their pets, know their animals, and enforcement needs to be better.

Maddie DeCleene, Teen Advisor agreed that dogs should be allowed in parks, but they should be required to be leashed. Not only for the safety of individuals, but for the safety of the dogs too. Also, people need to be made aware that enforcement of the rules is being done.

RESULT:	DISCUSSED
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IV. Staff Updates

1. Staff Update on New Teen Advisory Appointment.

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated with the departure of teen advisor, Madison DeCleene, the new teen advisor for the east side is Conner Mason. Connor's first meeting will be next month.

RESULT:	DISCUSSED
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2. Staff Update on Nelson Family Pavilion Progress.

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated he received a preliminary report from the environment survey but we are still waiting on the final report. From what information McMahon is relaying, it is good news.

RESULT:	DISCUSSED
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3. Staff Update on Status of Pool Openings.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that everything went well with the pool openings, except for the weather. One problem that occurred was that a breaker popped at the VFW Aquatic Facility and $\frac{3}{4}$ of the concessions in the freezer were lost. Also, the vacuum at Legion Pool broke, so we are down to one vacuum again.

RESULT:	DISCUSSED
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4. Staff Report on Status of Legion Diamond Renovation.

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that the agreement for the Legion Park diamond renovations has been signed. The work is planned to start in September.

RESULT: DISCUSSED

5. Staff Update on Status of Playground Installations.

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that the installation for the Kelly Danen playground is set for August 7th – 11th, Legion playground is set for September 18th – 22nd, and Lawton playground September 18th – 29th. The poured in place surfacing is set for installation at Kelly Danen Park on September 5th – 6th, and Legion Park on September 25th – 31st.

RESULT: DISCUSSED

V. Future Agenda Items

Melissa Thiel Collar requested an update on the Southwest Park pavilion fire.

VI. Adjournment

Aldersperson Defnet Ledvina moved to adjourn the meeting at 8:04 pm, seconded by Aldersperson Chandik Kunding. Upon vote, the motion passed unanimously.

Respectfully submitted,
Grace Lahtela



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: July 20, 2023

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Consideration/Possible Action to Accept Donation of Canvas Paper & Frames from Walmart-\$2,500 value*

ATTACHMENTS:

- 2023 Walmart Canvas Paper & Frames Thank You (DOCX)

CITY OF DE PERE

Community Center

600 Grant Street, De Pere, WI 54115 | 920-339-4097 | www.de-pere.org



July 5, 2023

Wal*Mart #5090
Frank VanVonderen, Store Manager
1415 Lawrence Dr.
De Pere, WI 54115

Dear Frank & Community Involvement Team Members:

On behalf of the City of De Pere Park, Recreation & Forestry Department I would like to extend our sincere appreciation and gratitude for the donation of 9 rolls of canvas paper and 7 boxes of cardstock frames by *Wal*Mart* to the De Pere Community Center & Recreation Department. A value exceeding \$2,500.

Our recreation staff was very pleased to receive such a generous donation! They have lots of plans for the use of the canvas paper and frames not only in our preschool/youth programs and park playground program but also in our Summer Camp and the Kidz Zone Before & After School Programs.

Once again, we are truly grateful for your generous donation and your commitment to being involved in our community. We look forward to your continued partnership in the future!

Sincerely,

Paula Rahn
Recreation Superintendent



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: July 20, 2023

DEPARTMENT: Parks, Recreation & Forestry

FROM: Don Melichar

SUBJECT: Consideration and Possible Action to Accept a \$2,500 Donation from the Wochinske Family Foundation for the Recreation Scholarship Fund*

ATTACHMENTS:

- 2023 Wochinske Donation (PDF)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Don Melichar
Date: July 12, 2023

RE: **Approve Donation from Wochinske Foundation**

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 \$2,500 for the Wochinske Foundation to be placed in the Recreation Scholarship Fund.

This is the thirteenth year that Jim and Kathy Wochinske have donated to this fund. In total they have contributed \$28,500 to the Recreation Scholarship fund. They appreciate that the City offers this for our residents and truly enjoy contributing to this great program.

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

Donation Information:

From: Wochinske Foundation
Jim and Kathy Wochinske
1981 Hawthorne Heights Dr.
De Pere, WI 54115
To: Recreation Scholarship Fund
Amount: \$2,500.00



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: July 20, 2023

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Presentation from Mead and Hunt Regarding the Survey and Data Collection on Comp Plan.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: July 20, 2023

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action on the Draft Plan for Wilson Park.

ATTACHMENTS:

- Memo.Wilson Park Updated Plan (DOCX)
- Wilson concept package 2023-07-20 reduced (PDF)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Date: July 20, 2023

RE: Wilson Park Plan

Included in your packet of information is the recommended design for Wilson Park. Graef took in the comments and direction from the Park Board at the last meeting and created one draft plan for consideration. It is the task of the Park Board to review the draft plan and offer/suggest any revisions to the plan. Any final comments will be taken in by Graef and used to create a final plan and cost opinion for approval at a future meeting.

Wilson Park

Existing Conditions



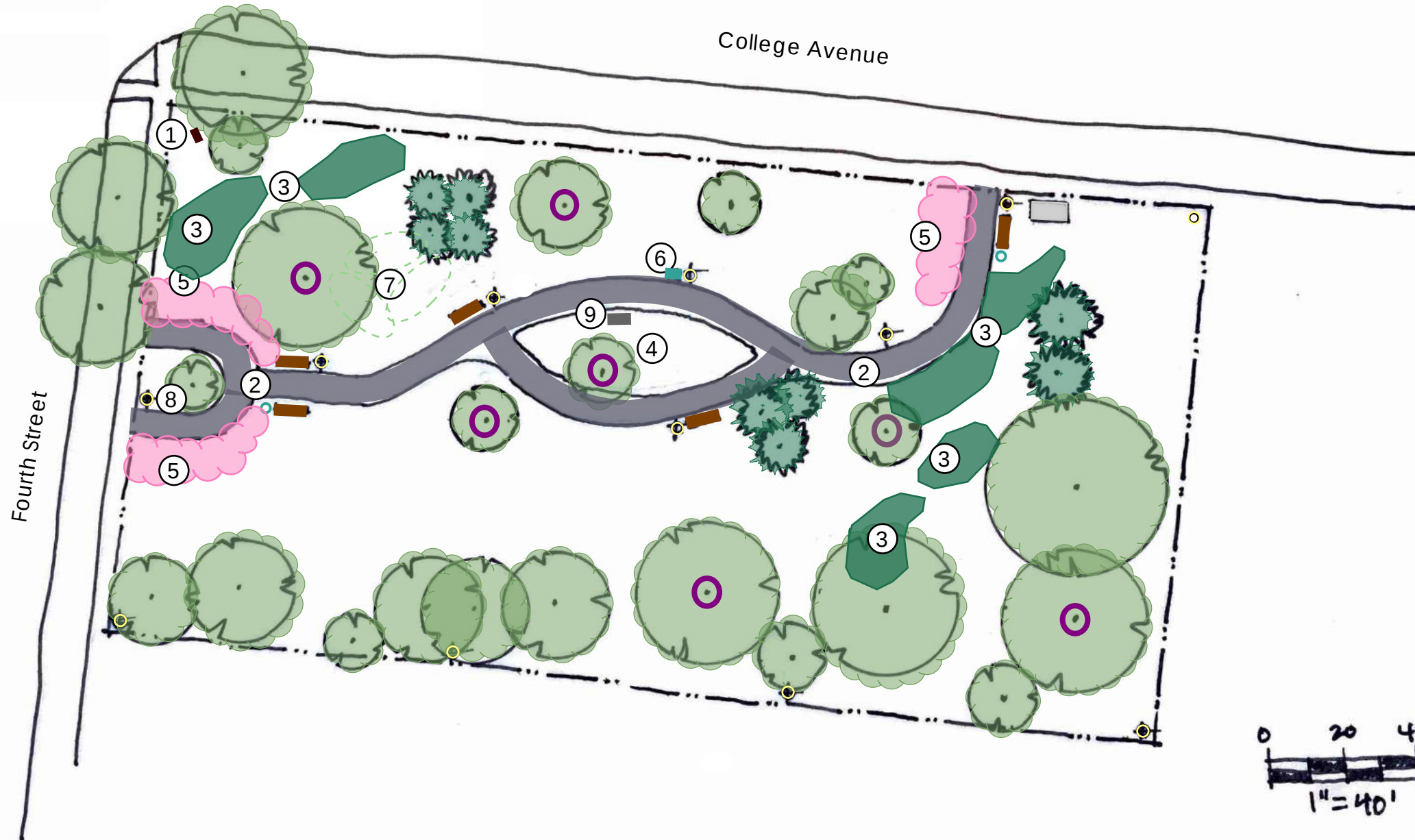
Note: Aerial not current, approximation of trees from field visit

Keynotes

- | | | |
|--|-------------------------------|-------------------------------|
| ① Park sign | ⑤ 2 Buckthorns, to be removed | ⑨ Security lighting |
| ② Memorial tree | ⑥ Mulberry, to be removed | ⑩ Concrete pad, to be removed |
| ③ Swings, one trash receptacle, one picnic table | ⑦ Chain link fence | |
| ④ Lincoln monument | ⑧ Roadway lighting | |

Wilson Park

Passive Concept



- Design Elements:
- Passive, natural garden path through park with water source
 - Stabilized, crushed gravel path, anchored by new planting beds
 - Furniture and pedestrian internal - 5 benches, 2 trash receptacles, 7 pedestrian lights, 1 bike rack
 - Security lighting internal and along south boundary - 5 additional pedestrian lights, internal tree mounted lighting
 - Hammock stand grove, taking advantage of shady and sunny spot
 - Resting knolls at active corner, internal to site and along meandering path, possible to build in benches along path
 - Relocate Lincoln monument to prominent location within park, at proposed community garden

Keynote

- | | |
|-----------------------------------|--------------------|
| ① New park sign | ⑥ Water source |
| ② Stabilized crushed granite path | ⑦ Hammock stands |
| ③ Resting knoll | ⑧ Memorial tree |
| ④ Community garden | ⑨ Lincoln monument |
| ⑤ Landscape bed | |

Legend

- | | |
|------------------|-----------------------|
| Lighting | Hammock stand |
| Tree lighting | New plants and shrubs |
| Trash receptacle | Playground |
| Bench | |
| Bike rack | |

Wilson Park

Passive Concept

Photo Precedents



Singular hammocks

Hammock stands



Crushed granite path with shrubs option



Bike rack option



Crushed granite path with native planting option



Trash receptacle option



Existing street light option



Knolls for relaxing



Tree downlights - "Moonlighting"



Illuminated bench - lighting option



Resting knoll



Bench with back option



Existing pedestrian light option



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: July 20, 2023

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to Approve the 2022-2023 Year End Financial Statements for the De Pere Ice Arena.

ATTACHMENTS:

- De Pere Ice Arena 222-23 Year End Financial Statements (PDF)

DePere Ice Arena Report

6/30/23

Attached are the financial reports for the end of the 2022-23 year. We have mailed a set of financial reports and the check to the Parks Department office.

So far during the off season as a volunteer, Greg Binfield has worked on cleaning up the landscaping at the front entrance, and clearing garbage that has been dumped on the property over the winter months. He has also spent some time on the inside of the building doing some cleaning and needed repairs.

We plan to have the locker rooms fully painted this summer as we believe we may have solved the drainage problems, but we'll wait a little longer since we really haven't had any substantial rain.

This past year we were able to replace the bleacher heaters and replace the lighting over the playing surface. 2022-23 getting back to a more normal year, we have enclosed a check for \$7351.94 for the City of DePere share of arena profits.

Thank you.

Don Chilson, Manager

Brown County Ice Management

11:46 AM

06/23/23

Accrual Basis

De Pere Ice Arena
Balance Sheet Prev Year Comparison
As of May 31, 2023

	May 31, 23	May 31, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1015 · Nicolet Bank	43,058.96	85,804.82	-42,745.86
Total Checking/Savings	43,058.96	85,804.82	-42,745.86
Accounts Receivable			
11000 · Accounts Receivable	14,138.54	20,751.90	-6,613.36
Total Accounts Receivable	14,138.54	20,751.90	-6,613.36
Other Current Assets			
12000 · Undeposited Funds	10,565.50	0.00	10,565.50
1300 · Prepaid Expenses	4,891.74	4,498.55	393.19
Total Other Current Assets	15,457.24	4,498.55	10,958.69
Total Current Assets	72,654.74	111,055.27	-38,400.53
Fixed Assets			
1600 · Equipment	89,822.48	89,822.48	0.00
1610 · Accumulated Depreciation	-82,283.90	-79,658.38	-2,625.52
Total Fixed Assets	7,538.58	10,164.10	-2,625.52
TOTAL ASSETS	80,193.32	121,219.37	-41,026.05
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · Accounts Payable	124.94	-34.00	158.94
Total Accounts Payable	124.94	-34.00	158.94
Other Current Liabilities			
2105 Sales Tax Payable	0.00	108.10	-108.10
2703 Payable Surcharge to City	0.00	167.40	-167.40
2701 · Payable to/(Receivable fr) BCIM	14,260.26	6,660.56	7,599.70
2702 · Payable to City of De Pere	7,351.94	3,213.08	4,138.86
Total Other Current Liabilities	21,612.20	10,149.14	11,463.06
Total Current Liabilities	21,737.14	10,115.14	11,622.00
Total Liabilities	21,737.14	10,115.14	11,622.00
Equity			
3900 · Unrestricted Net Assets	51,104.23	107,857.16	-56,752.93
Net Income	7,351.95	3,247.07	4,104.88
Total Equity	58,456.18	111,104.23	-52,648.05
TOTAL LIABILITIES & EQUITY	80,193.32	121,219.37	-41,026.05

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06/23/23

Accrual Basis

De Pere Ice Arena

Profit & Loss Prev Year Comparison

June 2022 through May 2023

	Jun '22 - May 23	Jun '21 - May 22	\$ Change
Ordinary Income/Expense			
Income			
4003 · Advertising Revenue	750.00	2,750.00	-2,000.00
4004 · Figure Skating	78,049.57	88,132.02	-10,082.45
4007 · Ice Rental-Private			
4007I · De Pere High School	32,409.34	31,354.56	1,054.78
4007J · DePere Youth Hockey	95,124.40	80,172.25	14,952.15
Total 4007 · Ice Rental-Private	127,533.74	111,526.81	16,006.93
4007a · Non Contracted Ice	11,831.87	3,683.32	8,148.55
4008 · Ice Rental-SNC	0.00	477.50	-477.50
4011 · Men's League	4,216.07	2,536.72	1,679.35
4012 · Misc	465.59	0.00	465.59
4013 · Open Skate/Open Hockey	554.48	0.00	554.48
4016 · Vending	3,264.42	2,192.38	1,072.04
4110 · Kick-Synch	2,307.00	11,746.50	-9,439.50
4111 · Ice Rental-Deacons	8,680.00	9,466.57	-786.57
Total Income	237,652.74	232,511.82	5,140.92
Gross Profit	237,652.74	232,511.82	5,140.92
Expense			
5000 · Building Expense			
5004 · Service Contracts	7,734.50	8,021.42	-286.92
5005 · Zamboni	1,922.78	384.51	1,538.27
5010 · Repairs and Maintenance	32,269.26	41,203.77	-8,934.51
Total 5000 · Building Expense	41,926.54	49,609.70	-7,683.16
5001 · Insurance Expense	14,400.00	14,400.00	0.00
5300 · Office Expense			
5301 · Bank Service Charges	195.95	195.10	0.85
5306 · Office Supplies	2,463.01	746.17	1,716.84
5308 · Telephone Expense	3,205.89	3,264.60	-58.71
5300 · Office Expense - Other	0.00	944.00	-944.00
Total 5300 · Office Expense	5,864.85	5,149.87	714.98
5400 · Payroll			
5401 · FICA Employer	5,062.10	4,737.98	324.12
5403 · Medicare Expense	1,223.50	1,144.70	78.80
5404 · Regular Earnings	40,464.36	36,082.47	4,381.89
5405 · Salaries	41,196.80	40,343.42	853.38
5407 · Payroll Processing Fees	650.00	650.00	0.00
Total 5400 · Payroll	88,596.76	82,958.57	5,638.19
5500 · Program Expense			
5501 · Advertising and Promotion	2,425.00	2,887.50	-462.50
Total 5500 · Program Expense	2,425.00	2,887.50	-462.50
5600 · Electric	48,731.37	51,579.23	-2,847.86
5601 · Water	6,042.26	7,084.70	-1,042.44
5602 · Gas	9,686.02	7,763.99	1,922.03
5700 · Vending Expense	2,650.53	1,992.59	657.94
6000 · Depreciation Expense	2,625.52	2,625.52	0.00
Total Expense	222,948.85	226,051.67	-3,102.82
Net Ordinary Income	14,703.89	6,460.15	8,243.74

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06/23/23

Accrual Basis

De Pere Ice Arena
Profit & Loss Prev Year Comparison
June 2022 through May 2023

	<u>Jun '22 - May 23</u>	<u>Jun '21 - May 22</u>	<u>\$ Change</u>
Other Income/Expense			
Other Expense			
7000 - Split with City of De Pere	7,351.94	3,213.08	4,138.86
Total Other Expense	7,351.94	3,213.08	4,138.86
Net Other Income	-7,351.94	-3,213.08	-4,138.86
Net Income	<u>7,351.95</u>	<u>3,247.07</u>	<u>4,104.88</u>

Balance

(76,504.10)

2021/2022

Year	Month	Surcharge	Invoice #	Amount	Date Paid	Check #	Receipt #
2021	June	Rink closed	N/A				
2021	July	Rink closed	N/A				
2021	August	Rink closed	N/A				
2021	September	\$30.00 / hr	202111012300	\$1,587.00	12/1/2021	1805	167344
2021	October	\$30.00 / hr	202112022575	\$3,489.60	12/7/2021	1813	167461
2021	November	\$30.00 / hr	202112142642	\$5,309.72	12/28/2021	1815	167990
2021	December	\$30.00 / hr	202101102695	\$6,399.60	1/17/2022	1819	168456
2022	January	\$30.00 / hr	202202142742	\$6,407.10	3/10/2022	1834	169829
2022	February	\$30.00 / hr	202203142759	\$5,322.00	4/8/2022	1839	170974
2022	March	\$30.00 / hr	202204042782	\$4,097.10	5/16/2022	1846	172107
2022	April	\$30.00 / hr	202205162841	\$2,664.60	6/2/2022	1853	172637
2022	May	\$30.00 / hr	202206022894	\$212.40	6/30/2022	1854	173696
Total Surcharge 2021/2022				\$35,489.12			
2022 21/22 Split				\$3,213.08	7/12/2022	1860	173999
Total 2021/2022				\$38,702.20			

\$38,702.20

Balance

(37,801.90)

2022

Year	Month	Surcharge	Invoice #	Amount	Date Paid	Check #	Receipt #
2022	September	\$30.00 / hr	rink opened 10/1	\$0.00			
2022	October	\$30.00 / hr	202211173565	\$4,271.70	12/13/2022	1883	177985
2022	November	\$30.00 / hr	202212133618	\$6,148.50	2/6/2023	1899	179220
2022	December	\$30.00 / hr	202301063638	\$6,281.40	1/30/2023	1895	179039
2023	January	\$30.00 / hr	202302153675	\$6,544.80	3/14/2023	1906	180053
2023	February	\$30.00 / hr	202303093691	\$5,724.90	4/3/2023	1911	180595
2023	March	\$30.00 / hr	202304073743	\$3,594.90	5/1/2023	1920	181626
2023	April	\$30.00 / hr	202305053794	\$2,940.00	5/30/2023	1924	182595
2023	May	\$30.00 / hr		\$0.00	N/A	N/A	N/A
Total Surcharges 2022/2023				\$35,506.20			
2023 22/23 Split				\$7,351.94	7/5/2023	1926	
Total 2022/2023				\$42,858.14			

\$42,858.14

Balance

5,056.24



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: July 20, 2023

DEPARTMENT: Parks, Recreation & Forestry

FROM: Don Melichar

SUBJECT: Consideration and Possible Action to Approve Amended Agreement with Best Stump Grinding to Remove City stumps in the amount of \$44,784*

ATTACHMENTS:

- 2023 Stump grinding contract with Best Stump (PDF)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Don Melichar
Date: July 6, 2023

RE: ARPA Funding for Stump Grinding from Best Stump Grinding

Staff has received confirmation from Best Stump Grinding to extend their stump grinding contract from 2022 to 2023 to continue to remove all current stumps with the remaining funds from the ARPA tree removal monies in the amount of \$44,784. With a current inventory of over 220 stumps and an anticipated amount of an additional 25-50 stumps from trees currently on the removal list, and with a cost of \$4.25 per inch, staff anticipates this funding will be sufficient based on projected sizes and numbers.

Staff Recommendation: Staff recommends moving forward with the stump grinding from Best Stump for costs up to \$44,784.

Please contact me if you have any questions or comments.

Thank you!



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: July 20, 2023

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Staff Update of Project 23-12, Playground Surfacing



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: July 20, 2023

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Staff Update on Fire Damage to the Southwest Park Pavilion



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: July 20, 2023

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Staff update on Nelson Family Pavilion status.
