



Board of Park Commissioners

Regular Meeting

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

Revised Agenda

Thursday, July 19, 2018

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 **July 19, 2018 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.

I. Call to Order

1. Roll Call

II. Action Items

1. Approve Board of Park Commissioners Minutes from the June 21, 2018 Meeting.
2. Approval of Donations from Brown County Community Women's Club
3. Approve \$1,000 Donation from De Pere Area Men's Club for Tables & Furniture at the Community Center
4. Approve \$25,000 Donation from Anonymous Donor for Tables, Chairs & Furniture at the Community Center
5. Approve Brown County Ice Management Quarterly Report.
6. Approve fees and recommendation to proceed with Lifelong Learning Institute Agreement
7. Approve request to fundraise and construct large community stage in Voyageur Park.
8. Approve final design of Aquatic Center

III. Staff Updates

1. Update on Flooring Project for the Lower Level of the De Pere Community Center
2. Update on Southwest Park Soccer field lights
3. Update on Ice Arena Bleacher installation
4. Update on installation of Southwest Playground status.
5. Update on replacement of 6 ft mower with zero turn mower.
6. Staff recruitment for city arborist

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.

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
William Soquet, Teen Advisor
Tina Quigley, Definitely De Pere

Ken Peterson, De Pere City Band
Patrick Skalecki, GRAEF
Brown County Community Women's Club

De Pere Youth Hockey
Tod Maki, 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
Ben Villaruel, De Pere School District
Lydia McMorrow, Teen Advisor
Amy Hobbins, De Pere Chamber of
Commerce
Robert Tease, Celebrate De Pere
Don Chilson, Brown County Ice Mgmt
Jason Mathwig, UW Green Bay

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: July 19, 2018

DEPARTMENT: Parks, Recreation & Forestry

FROM: Grace Lahtela

SUBJECT: Approve Board of Park Commissioners Minutes from the June 21, 2018 Meeting.

ATTACHMENTS:

- Draft minutes 6-21-18 (PDF)



Board of Park Commissioners

Regular Meeting

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

Draft Minutes

Thursday, June 21, 2018

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

II. Action Items

1. Approve Board of Park Commissioners Minutes from the May 17, 2018 Meeting.

Randy Soquet made a motion to approve the Board of Park Commissioner's minutes from the May 17, 2018 meeting, seconded by Aldersperson Raasch. Upon vote, the motion passed unanimously with a 6-0 vote.

RESULT:	ADOPTED [UNANIMOUS]
AYES:	Jennings, Lueck, Raasch, Brown, Soquet, Volpano
EXCUSED:	Sue Schinkten

2. Approve \$2500 Donation from Wochinske Family Foundation for Rec Scholarship Fund*

Randy Soquet made a motion to accept a \$2,500 donation from Wochinske Family Foundation for the Recreation Scholarship Fund, seconded by Aldersperson Lueck. Upon vote, the motion passed unanimously with a 6-0 vote.

RESULT:	ADOPTED [UNANIMOUS]
AYES:	Jennings, Lueck, Raasch, Brown, Soquet, Volpano
EXCUSED:	Sue Schinkten

3. Consider Proposal from Definitely De Pere to Construct and Fundraise for Historical Monument.*

Aldersperson Jennings gave a presentation on the Claude Allouez Historical Monument. The monument was originally located in the parking lot of George Street Landing, where George Street ends at Front Street. It was removed when the new bridge was built, and then the plaque was mounted on the bridge. Definitely De Pere is looking to rebuild that same monument in the James Street Parkway. Definitely De Pere got involved because they feel the monument could be a great addition to the downtown historical walk, which is part of the downtown master plan. Brown County has requested that the constructed monument stay at least 6 feet from the Fox River Trail; however City Planner Peter

Schleinz requested it be located at least 9 feet off the trail. This would result in minor design changes from what is presented.

Discussion followed.

Alderson Raasch questioned why the monument was taken down. He stated he struggles with the wording of the plaque and questioned if any input was requested from the Menominee Indian tribe, as this tribe predominately occupied the area at this time.

Randy Soquet mentioned that the Potawatomi tribe might have had a strong presence in the area at that time as well.

Alderson Jennings stated that the Historical Preservation Committee is in favor of recommissioning the plaque as part of De Pere history.

Alderson Crevier, member of the Historic Preservation Committee, spoke regarding the wording of the plaque.

Alderson Raasch feels input should be requested from the Native Americans and, if interested, they should be included in the design.

Alderson Crevier stated the anniversary date of September 6th is the targeted grand opening date.

Alderson Jennings commented that if there was a way to recognize the Native Americans that were there at the time, this could be a broader historical educational piece.

Bill Volpano questioned the controversy of the monument when it has been displayed for years.

Randy Soquet made a motion to accept the proposal from Definitely De Pere to build and fundraise for the historical monument as presented, seconded by Bill Volpano. Upon vote, the motion passed unanimously with a 5-0 vote, with Alderson Jennings abstaining from vote.

RESULT:	ADOPTED [5 TO 0]
AYES:	Jennings, Raasch, Brown, Soquet, Volpano
ABSTAIN:	Larry Lueck
EXCUSED:	Sue Schinkten

4. Consider recognition of Mary Meyer at Southwest Park Playground.

Marty Kosobucki confirmed that there are two park benches included in the playground design at Southwest Park. The cost to have a plaque installed on a bench to recognize Mary Meyer would be around \$100 - \$150.

Alderson Raasch made a motion to approve recognizing Mary Meyer for her efforts at Southwest Park, by installing a plaque on a bench, seconded by Randy Soquet. Upon vote, the motion passed unanimously with a 6-0 vote.

RESULT:	ADOPTED [UNANIMOUS]
AYES:	Jennings, Lueck, Raasch, Brown, Soquet, Volpano
EXCUSED:	Sue Schinkten

5. Consider alterations to Voyageur Park break wall project.

Marty Kosobucki gave a brief summary of the Voyageur Park break wall project stating the engineering department discovered the break wall and infrastructure is in far worse condition than anticipated. They recommend removing part of the sidewalk and install rip rap instead. The original budget for the repairs was \$10,000 and the recommended repairs are estimated at \$3,000.

Discussion followed.

Randy Soquet made a motion to approve the alterations to the Voyageur Park break wall project, seconded by Alderperson Jennings. Upon vote, the motion passed unanimously with a 6-0 vote.

RESULT:	ADOPTED [UNANIMOUS]
AYES:	Jennings, Lueck, Raasch, Brown, Soquet, Volpano
EXCUSED:	Sue Schinkten

6. Consider Recommendation to City Council to Support Changes to Fish Refuge by De Pere Dam.*

Marty Kosobucki gave an update on the fish refuge near the De Pere dam. He stated a letter was drafted to the Wisconsin Department of Natural Resources, recommending changes to the time frame the refuge is in place. The recommendation would be to forward the letter to Common Council and for a resolution to be drafted supporting the letter.

Discuss followed.

Randy Soquet made a motion to approve the recommendation to City Council to support changes to the fish refuge near the De Pere dam, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously, with a 6-0 vote.

RESULT:	ADOPTED [UNANIMOUS]
AYES:	Jennings, Lueck, Raasch, Brown, Soquet, Volpano
EXCUSED:	Sue Schinkten

7. Review and approve proposed Capital Improvement Plan.

Marty Kosobucki gave an update on the proposed seven year Capital Improvement Plan, stating focus should be placed on 2019-2020. Project priority is given to addressing safety issues and fixing existing property, before considering anything new.

Discussion followed.

Alderperson Lueck questioned the concession stand renovations at Southwest Park and Optimist Park, and the parking lot and basketball court at Optimist Park.

Alderperson Jennings questioned the VFW parking lot improvements.

Bill Volpano questioned the aerial truck purchase.

Alderperson Lueck questioned if items that are not approved in one year would get bumped to the following year.

Alderperson Jennings questioned crack filling and paving projects.

Marty Kosobucki asked if there were any capital related projects, not listed in the Capital Improvement Plan that the board felt needed to be addressed.

George Brown questioned the pickleball courts at Legion Park.

George Brown asked about a fence around the Voyageur Park playground, stating many people really like the feature of the temporary fencing.

Alderperson Lueck questioned improvements to Optimist Park parking. He feels it is a dangerous situation with all the street parking, and would like the amount looked at to see if the additional parking lot could larger. Along with possibly adjusting the dollar amount, move the item up from #15 to #9 and cycle everything down.

Alderperson Raasch questioned the Southwest Park paving item.

Bill Volpano commented on Optimist Park parking issues, asking if there is enough area for the parking on Cook Street to be angled parking instead of parallel parking.

Bill Volpano made a motion to approve the proposed Capital Improvement Plan as discussed, seconded by Randy Soquet. Upon vote, the motion passed unanimously with a 6-0 vote.

RESULT:	ADOPTED [UNANIMOUS]
AYES:	Jennings, Lueck, Raasch, Brown, Soquet, Volpano
EXCUSED:	Sue Schinkten

III. Staff Updates

1. Update on Ongoing Aquatic Center Design.
Marty Kosobucki gave an update on the Aquatic Center design, which is anticipated to be done by the end of next week and the designs should be ready for the July meeting.
2. Update on Pool openings and mechanical issues.
Marty Kosobucki gave an update on the pool openings and the mechanical issues already encountered.
3. Update on Bomier Boat Launch Grant application with WDNR.
Marty Kosobucki gave an update on the Bomier Boat Launch grant stating that the application has been submitted to the WDNR and the Waterway Commission meeting is set for August 14th
4. Update on Southwest Park Playground installation
Marty Kosobucki stated that the playground at Southwest Park should be installed by the middle of August.
5. Update on Large Community Stage at Voyageur Park.
Marty Kosobucki stated the Cultural District Plan will be going to the July 17th City Council meeting. After the results of this meeting, the Large Community Stage will be on the Park Board agenda.

IV. Future Agenda Items

None

V. Public Comment Period

Ken Peterson thanked the Park Board for all their work on the development of the new playground at Voyageur Park. At the first City Band concert of the year, more people attended than ever before. They brought the kids down to play on the playground and then stayed for the concert.

VI. Adjournment

Bill Volpano made a motion to adjourn the meeting at 7:40 pm, seconded by Alderperson Jennings. Upon vote, the motion passed unanimously with a 6-0 vote.

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.

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De Pere Youth Hockey
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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.**

Respectfully submitted,
 Grace Lahtela

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: July 19, 2018

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Approval of Donations from Brown County Community Women's Club

The De Pere Parks, Recreation & Forestry Department recently received two donations from the Brown County Community Women's Club. The first donation of \$500 would be applied towards our Recreation Scholarship Fund. The second donation is for \$1,000 which would be used to assist in the acquisition of tables and furniture on the lower level of the Community Center.

Staff recommends accepting both donations from the Brown County Community Women's Club. Our department is grateful to the BCCWC for their support in assisting residents of Brown County and helping make a difference in for those in need of our services.

Thank you for your time and consideration.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: July 19, 2018

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Approve \$1,000 Donation from De Pere Area Men's Club for Tables & Furniture at the Community Center

The De Pere Community Center received a \$1,000 donation from the De Pere Area Men's Club to be used to assist in the acquisition of tables and furniture for the lower level of the De Pere Community Center. Projected replacement costs is approximately \$30,000 so staff recommends accepting this donation from the De Pere Area Men's Club. Our department is truly grateful for all of their support to our programs and our facility.

Thank you for your time and consideration.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: July 19, 2018

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Approve \$25,000 Donation from Anonymous Donor for Tables, Chairs & Furniture at the Community Center

Staff has been notified that an anonymous donor would like to donate \$25,000 towards the purchase of tables and furniture for the De Pere Community Center. The donor has specified that the donation go towards replacing the tables on the lower level of the Community Center as well as chairs and furniture in the lounge area.

Staff has solicited quotes from 3 companies and will be ordering round, rectangle and square tables with flip top bases through Emmons Business Interiors. These tables will provide a lot better ease of use for set up and take down for staff and rentals as well as protect the new floor from scratches and damage.

Donations have been coming in slowly for this project so we are very fortunate to receive this gracious donation. Staff recommends accepting this donation from an anonymous donor.

Thank you for your time and consideration.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: July 19, 2018

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve Brown County Ice Management Quarterly Report.

ATTACHMENTS:

- De Pere Ice Arena Report June 30 2018 (PDF)

De Pere Ice Arena Report June 30, 2018

We have been working on repairing some of the damage done to the upper meeting room at the Ice Arena, patching the holes in the walls, repainting the floors and walls and replacing the ceiling tiles that have been broken by some of the usage up in the area.

The ice was removed May 1st after the last hockey tournament for the season. The frost continues to be an issue, but has improved with each summer we have had it out, so we are seeing the frost come up later in the season and not as drastic this season as the past season, which is good and we are making progress on removing that frost slowly.

At the beginning of the warm weather we spent some time removing weeds and cutting back some of the overgrown landscaping in front of the building. We'll be doing more next week as most of the weeds have grown back, we are bringing in a fresh layer of mulch to work to combat the weeds that continue to be a problem in that landscaping. We'll also be trimming back some of the small trees as they are now beginning to block the rink signage on the building.

I have been working with Marty on quotes to replace the sump tank for the evaporation tower, which appears to be original to the building. Marty now has all of them and will be in contact with them to let them know who received the work. We were able to get quotes from our rink contractor Rink Tec, and also August Winters and Tweet Garot.

We plan to get hockey season back up and running at the end of September. Public skating sessions on Saturday's continue to be very popular; in fact any open skating sessions at De Pere are very well attended. We hope to see continued growth from both DePere Youth Hockey and the Greater Green Bay Figure skating clubs as they are the largest users of the facility. St. Norbert College has also changed this JV program to be a ACHA Hockey program, which will in the future extend their season and increase the usage they have at the De Pere Ice Arena. No National Tournaments next season, and I am just at the beginning of working on next seasons schedules now.

Respectfully Submitted,

Don Chilson, Brown County Ice Management

4th Quarter De Pere Ice Arena 2018
v. Previous Year

	Mar - May 18	Mar - May 17
Ordinary Income/Expense		
Income		
4004 · Figure Skating	23,687.50	29,925.00
4004b · Kick-Synch	1,662.50	1,400.00
4005b · Ice Rental-Deacons	4,300.00	5,527.00
4007 · Ice Rental-Private		
4007i · De Pere High School	3,675.00	13,475.00
4007j · DePere Youth Hockey	20,708.33	16,825.00
Total 4007 · Ice Rental-Private	24,383.33	30,300.00
4007a · Non Contracted Ice	1,042.00	2,611.73
4009 · Ice Rental-Summer	1,200.00	0.00
4011 · Men's League	2,132.70	495.22
4012 · Misc	121.47	127.51
4013 · Open Skate/Open Hockey	473.93	0.00
4016 · Vending	3,817.03	3,939.98
Total Income	62,820.46	74,326.44
Expense		
5000 · Building Expense		
5000a · Repairs and Maintenance	2,259.71	5,456.21
5004 · Service Contracts	1,696.47	1,727.97
5005 · Zamboni	67.76	585.76
Total 5000 · Building Expense	4,023.94	7,769.94
5001 · Insurance Expense	3,600.00	3,600.00
5300 · Office Expense		
5300a · Bank Service Charges	47.40	31.05
5300d · Office Supplies	420.00	420.00
5300f · Telephone Expense	700.41	514.58
Total 5300 · Office Expense	1,167.81	965.63
5400 · Payroll		
5400a · FICA Employer	1,567.25	968.82
5400c · Medicare Expense	375.79	234.34
5400d · Regular Earnings	13,979.24	7,514.93
5400e · Salaries	11,188.64	8,147.10
5400g · Payroll Processing Fees	200.00	150.00
Total 5400 · Payroll	27,310.92	17,015.19
5600 · Utilities	16,357.46	18,020.86

5700 · Vending Expense	644.71	688.40
6000 · Depreciation Expense	<u>2,942.88</u>	<u>4,254.68</u>
Total Expense	<u>56,047.72</u>	<u>52,314.70</u>
Net Ordinary Income	6,772.74	22,011.74
Other Income/Expense		
Other Expense		
7000 · Split with City of De Pere	<u>0.00</u>	<u>10,696.78</u>
Total Other Expense	<u>0.00</u>	<u>10,696.78</u>
Net Other Income	<u>0.00</u>	<u>-10,696.78</u>
Net Income	<u><u>6,772.74</u></u>	<u><u>11,314.96</u></u>

Balance Sheet 5/31/18

	<u>May 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
1015 · Nicolet Bank	<u>71,244.56</u>
Total Checking/Savings	71,244.56
Other Current Assets	
1300 · Prepaid Expenses	4,693.63
1403 · Due from LIVE BARN	<u>2,584.87</u>
Total Other Current Assets	<u>7,278.50</u>
Total Current Assets	78,523.06
Fixed Assets	
1600 · Equipment	79,104.23
1610 · Accumulated Depreciation	<u>59,845.85</u>
Total Fixed Assets	<u>19,258.38</u>
TOTAL ASSETS	<u><u>97,781.44</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2105 Sales Tax Payable	86.70
2701 · Payable to/(Receivable fr) BCIM	<u>10,394.12</u>
Total Other Current Liabilities	<u>10,480.82</u>
Total Current Liabilities	<u>10,480.82</u>
Total Liabilities	10,480.82
Equity	
3900 · Unrestricted Net Assets	76,041.14
Net Income	<u>11,259.48</u>
Total Equity	<u>87,300.62</u>
TOTAL LIABILITIES & EQUITY	<u><u>97,781.44</u></u>

Fiscal year 2018 v. previous fiscal year 2017

	Jun '17 - May 18	Jun '16 - May 17
Ordinary Income/Expense		
Income		
4003 · Advertising Revenue	1,087.50	1,650.00
4004 · Figure Skating	68,400.00	71,292.50
4004b · Kick-Synch	7,175.00	12,380.50
4005b · Ice Rental-Deacons	6,662.50	12,801.83
4007 · Ice Rental-Private		
4007i · De Pere High School	24,912.50	27,387.50
4007j · DePere Youth Hockey	67,637.28	59,337.82
Total 4007 · Ice Rental-Private	92,549.78	86,725.32
4007a · Non Contracted Ice	2,888.00	7,107.22
4008 · Ice Rental-SNC	4,987.50	5,468.75
4009 · Ice Rental-Summer	1,200.00	0.00
4011 · Men's League	10,164.27	10,123.75
4012 · Misc	264.08	127.51
4013 · Open Skate/Open Hockey	2,946.11	687.61
4016 · Vending	16,998.84	19,589.43
Total Income	215,323.58	227,954.42
Expense		
5000 · Building Expense		
5000a · Repairs and Maintenance	19,837.30	20,815.14
5004 · Service Contracts	6,626.37	6,508.31
5005 · Zamboni	1,340.92	906.11
Total 5000 · Building Expense	27,804.59	28,229.56
5001 · Insurance Expense	14,400.00	14,400.00
5300 · Office Expense		
5300a · Bank Service Charges	169.85	128.70
5300d · Office Supplies	982.76	482.40
5300f · Telephone Expense	2,767.22	2,229.77
5300 · Office Expense - Other	0.00	250.00
Total 5300 · Office Expense	3,919.83	3,090.87
5400 · Payroll		
5400a · FICA Employer	4,592.74	4,363.96
5400c · Medicare Expense	1,176.31	1,055.10
5400d · Regular Earnings	37,594.37	34,030.45
5400e · Salaries	36,381.02	36,400.48

5400g · Payroll Processing Fees	625.00	650.00
Total 5400 · Payroll	80,369.44	76,499.99
5500 · Program Expense		
5500a · Advertising and Promotion	900.00	2,000.00
5500 · Program Expense - Other	0.00	115.00
Total 5500 · Program Expense	900.00	2,115.00
5600 · Utilities	56,655.27	59,023.88
5700 · Vending Expense	8,243.45	10,490.68
6000 · Depreciation Expense	11,771.52	12,710.88
Total Expense	204,064.10	206,560.86
Net Ordinary Income	11,259.48	21,393.56
Other Income/Expense		
Other Expense		
7000 · Split with City of De Pere	0.00	10,696.78
Total Other Expense	0.00	10,696.78
Net Other Income	0.00	-10,696.78
Net Income	11,259.48	10,696.78

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: July 19, 2018

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Approve fees and recommendation to proceed with Lifelong Learning Institute Agreement

The Lifelong Learning Institute of UWGB has contacted our department to offer outreach programming at the De Pere Community Center for classes starting in the Winter and Spring of 2019. They currently offer off-site programming at many of our surrounding communities - Ashwaubenon, Allouez & Bellevue to name a few. These communities charge a range from \$12 - \$17 per hour to use their facility. Normal class times run 2 - 3 hours in length; fees charged would include time for their set up and clean up. Staff would propose charging \$15/hr. - small room and \$25/hr. - large room w/ kitchen for an average of 2.5-3.5 hours per class per time; the 4 hour minimum would be waived. Currently they would like to offer a Knitting class and a Henna Art class for next winter/spring.

This outreach programming is similar to when NWTC utilized space here at the Community Center. Prices charged in 2013 were \$10/hr. for small room & \$15/hr. for kitchen. The attached agreement has been reviewed by our City Attorney with markups for changes. The agreement is currently being reviewed by counsel for Lifelong Learning at UWGB.

Staff recommends Park Board approve proceeding with the Lifelong Learning Institute agreement at the rates indicated above. It would provide additional learning and enrichment opportunities for members of our community, help promote our facility and add additional revenue for the City when rooms are not being used.

Thank you for your time and consideration.

ATTACHMENTS:

- Law Dept Revision - LLI Agreement (PDF)



LLI Facility Use Agreement for Off-Site Venues

Name of Venue: _____

Address: _____

Contract Dates: _____

Rooms needed: _____

Other Provisions: _____

Starting time: _____ Ending time: _____

Number of Persons: _____

Special Arrangements:

- | | |
|--|--|
| ☐ Wireless Internet | ☐ Projector |
| ☐ Podium/Lectern | ☐ Screen |
| ☐ Microphone | ☐ Assistance for technical set-up |
| ☐ Table setup/takedown required by LLI? _____ | |
| ☐ Other _____ | |
| ☐ Other _____ | |

University Contact: Susan Pike
920-465-2391

University Address: Division of Continuing Education & Community Engagement
2420 Nicolet Drive
Green Bay, WI 54311-7001

The preceding information is correct to the best of my knowledge. I have received a copy of the host site's facility use policy and agree to abide by all the regulations and policies set forth. I acknowledge that [ENTER VENUE HERE] _____ have no responsibility, expressed or implied, for any damage or injury arising out of, or connected in any way with the use of the building.

Signed: _____ Date: _____
(Signature of Lessee –Jason Mathwig)

Title: _____
(Lessor Organization)

Signed: _____ Date: _____
(Host/Lessor designee)



ADDENDUM #1
 AGREEMENT BETWEEN [ENTER VENUE HERE] _____ AND UW-GREENBAY
 (LIFELONG LEARNING INSTITUTE)

We, the Lifelong Learning Institute (LLI) at UW-Green Bay, agree to rent up to [TYPE & NUMBER OF SPACES] _____ at [ENTER VENUE HERE] _____ for the [FALL and/or SPRING] semester, [DATES] _____ at the cost of [DOLLAR AMOUNT OF COST] _____, between the hours of [TIME FRAME] _____, [DAYS OF THE WEEK RANGE], up to [NUMBER OF DAYS PER WEEK], and as scheduled.

If additional classroom/meeting space is needed outside of these dates/times, LLI agrees to contact the venue to arrange for additional space and will book if available. Individual bookings outside the general meeting times above will be at the cost of [DOLLAR AMOUNT OF COST] _____, [DAYS OF THE WEEK

RANGE] _____.

In addition, we (LLI) agree to:

Add Change #1 (Language Attached) here

We ask the [ENTER VENUE HERE] _____ do the following:

Any other accommodations will be made on a case by case basis between the LLI Office or LLI Curriculum Committee representative and the venue staff representative.



ADDENDUM #2

To Agreement between [ENTER VENUE HERE] _____ and the
University of Wisconsin-Green Bay

1. The Board of Regents of the University of Wisconsin System, for UW-Green Bay, agrees to provide liability protection for its officers, employees and agents while acting within the scope of their employment. The Board of Regents further agrees to hold harmless [ENTER VENUE HERE] _____ for any and all liability, including claims, demands, losses, costs, damages, and expenses of every kind and description (including death), or damages to persons or property arising out of or in connection with or occurring during the course of this agreement where such liability is founded upon or grows out of the acts or omissions of any of the officers, employees or agents of the university of Wisconsin System while acting within the scope of their employment where protection is afforded by ss. 893.82 and 895.46(1), Wis. Stats.

Similarly, [ENTER VENUE HERE] _____ agrees to hold harmless the University, and all its officers, employees, and the agents from any and all liability, including claims, demands, losses, costs, damages and expenses of every kind and description or damages to persons or property arising out of our in connection with or occurring during the course of this contract, where such liability is founded upon and grows out of the acts or omissions of [ENTER VENUE HERE] _____.

2. **Insurance Coverage.** During the term of the Agreement, the State will indemnify the Universities employees, officers, and agents (students in required training, a credit program, or for graduation) against liability for damages arising out of their activities while acting within the scope of their respective employment or agency, pursuant to 895.46(1) and 893.82, Stats. See attached Certificate of Coverage.

** Add Language
Change #2 here
(attach*

Jason Mathwig, Director of Camps and Conferences
UW-Green Bay
Division of Continuing Education & Community Engagement

Date

Accepted for [ENTER VENUE HERE]

Date

Requested changes to the UWGB LLI Facility Use Agreement for Off-Site Venues

#1. Comply with all Community Center Rental Policies (“Policies”), a copy of which is attached and incorporated by reference. In cases where the Policies conflict with this UWGB LLI Facility Use Agreement for Off-Site Venues, the Policies shall prevail.

#2. Nothing contained herein is intended to waive or estop the City or its insurer to rely upon the limitations, defense, immunities contained within Wisconsin Statutes §893.80. To the extent that indemnification is available and enforceable, the City or its insurer shall not be liable in indemnity, contribution or otherwise for an amount greater than the limits of liability of municipal claims established under Wisconsin Law.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: July 19, 2018

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve request to fundraise and construct large community stage in Voyageur Park.

The De Pere Chamber of Commerce is requesting approval from the Board of Park Commissioners to lead a fundraising effort to construct a large stage in Voyageur Park.

On July 17, the City Council will be reviewing the proposed plan for the Cultural Arts District. I will hopefully bring the plan to the meeting for your information, as it does have a direct correlation to the large community stage that is being discussed.

I will also be notifying and asking for the stakeholders in the stage/park to attend (ie. City Band, Celebrate De Pere, Definitetely De Pere, etc...)

If the Board of Park Commissioners approves the Chamber's request, the issue will need to go to City Council for approval as it is considered a donation. Within your recommendation/approval, I would suggest you consider the following contingencies in your approval;

- Chamber will need to present their fundraising plan and design to Park Board for approval, prior to starting their fundraising campaign.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: July 19, 2018

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve final design of Aquatic Center

Included in your packet is the final design and cost opinions of the Aquatic Center, which is based off the Park Board recommendations from our past meeting. We are still waiting for the final Master Plan display and we hope to have it for you at our meeting.

ATTACHMENTS:

- 2018-06-29_VFW Park Concept (PDF)
- De Pere Aquatic Center Bathhouse Floor Plan (PDF)
- De Pere AC_Final Concept Plan Cost Opinions_18-0712 (PDF)
- pool 1(JPG)
- pool 2(JPG)
- pool 3(JPG)
- pool 4(JPG)
- pool 5(JPG)
- pool 6(JPG)
- pool 7(JPG)
- pool 8(JPG)
- pool 9(JPG)
- pool 10 (JPG)
- pool 11 (JPG)

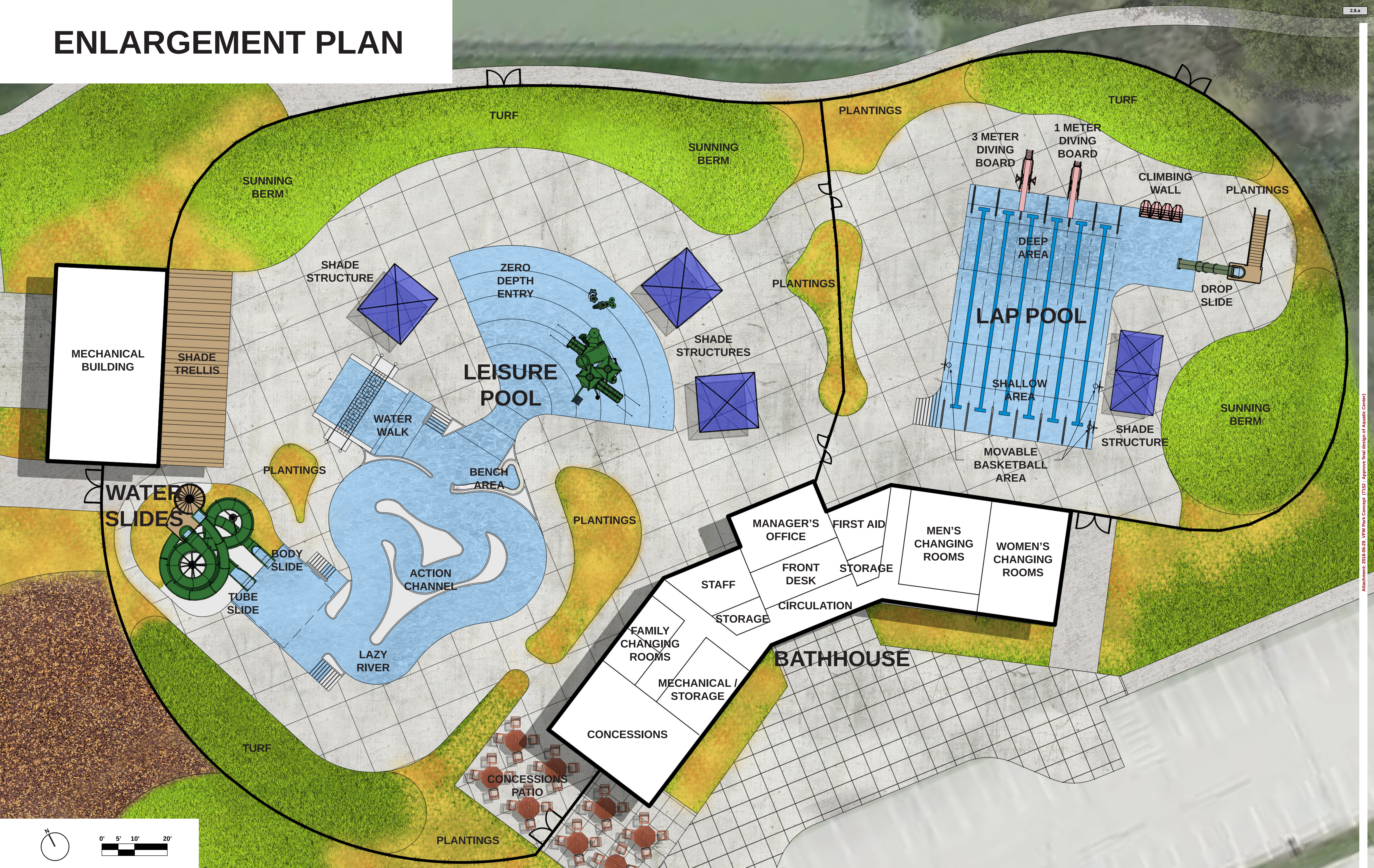
CONCEPTUAL PLAN

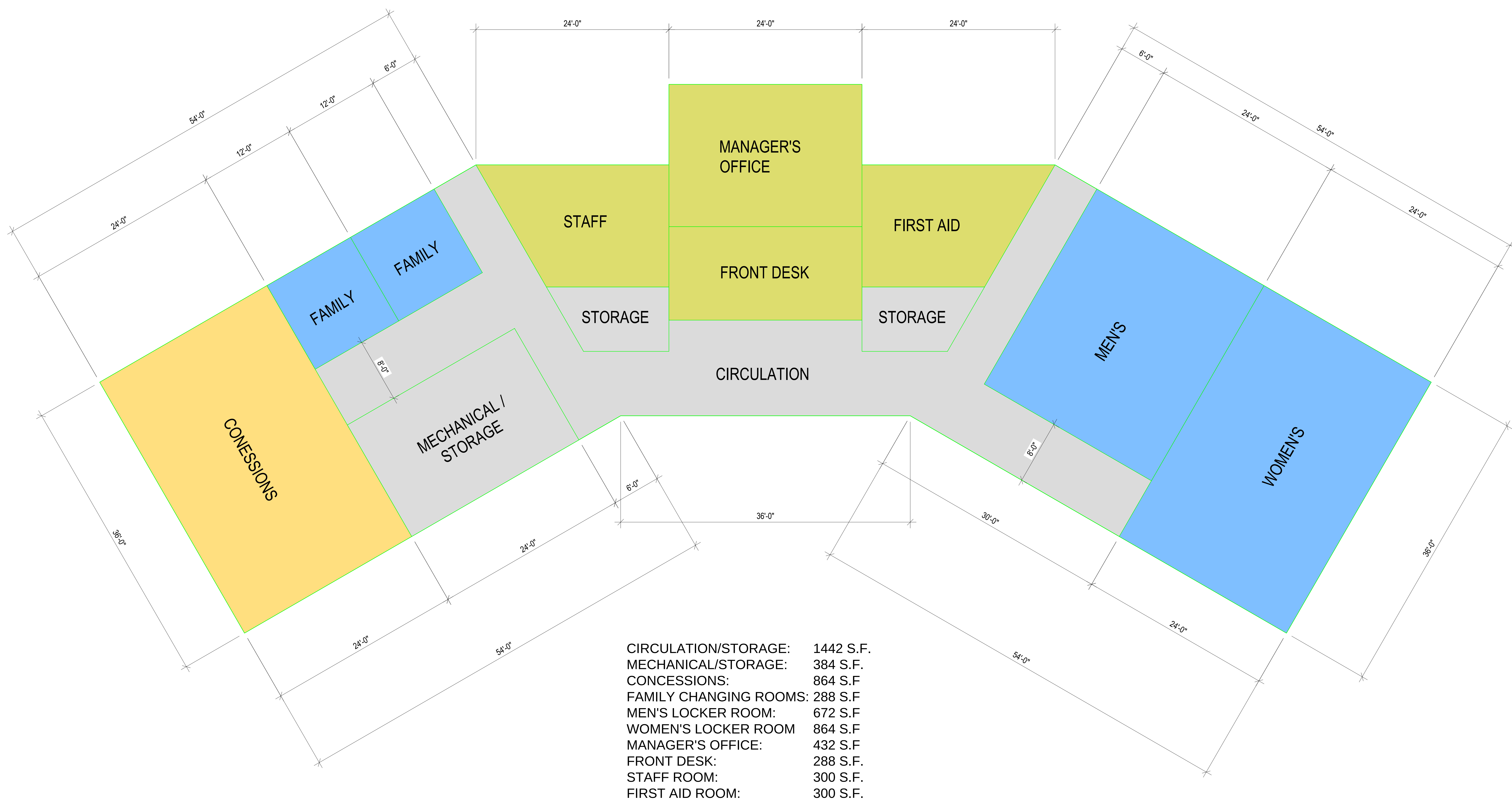


De Pere Aquatic Center at VFW Park De Pere, Wisconsin



ENLARGEMENT PLAN







**FINAL CONCEPT PLAN
OPINION OF PROBABLE COST
DE PERE AQUATIC CENTER AT VFW PARK
DE PERE, WI
7/12/18**



ELEMENT	QUANTITY		UNIT COST	COST
<u>Construction</u>				
<u>Site Development/Park</u>				
Demolition of Existing Parking Lot, Misc Site Elements	Allowance	x	\$20,000.00	\$20,000
Erosion Control	Allowance	x	\$5,000.00	\$5,000
Earthwork, Cuts/Fills/Grading	Allowance	x	\$40,000.00	\$40,000
Site Utilities (Excavation & Backfill)	Allowance	x	\$25,000.00	\$25,000
Concrete Sidewalk/Entry Area	24,770 SF	x	\$5.00	\$123,850
Asphalt Drop Off Loop (4" Asph/10" CABG)	1,725 SY	x	\$25.00	\$43,125
Parking/Access Drive Lot Curb and Gutter	1,000 LF	x	\$12.00	\$12,000
Site Electrical/Lighting	Allowance	x	\$33,000.00	\$33,000
Decks and Walkways	28,220 SF	x	\$8.00	\$225,760
Deck Drainage	25,398 SF	x	\$3.00	\$76,194
Turf & Irrigation	39,560 SF	x	\$2.50	\$98,900
Landscape	Allowance	x	\$40,000.00	\$40,000
Pool Deck Lighting	Allowance	x	\$40,000.00	\$40,000
Perimeter Fence & Interior Barriers	935 LF	x	\$65.00	\$60,775
Subtotal - Site				\$844,000
<u>Architecture</u>				
New Bathhouse	5,834 SF	x	\$225.00	\$1,312,650
Mechanical Building	2,040 SF	x	\$175.00	\$357,000
Octagon Building Renovation	1,350 SF	x	\$75.00	\$101,250
Shade Trellis	1,200 SF	x	\$30.00	\$36,000
Subtotal - Architecture				\$1,807,000
<u>Aquatics</u>				
Leisure Pool	6,475 SF	x	\$250.00	\$1,618,750
Lap Pool	4,235 SF	x	\$230.00	\$974,050
Interactive Water Features	Allowance	x	\$110,000.00	\$110,000
Water Walk	1 EA	x	\$45,000.00	\$45,000
Climbing Wall	4 EA	x	\$15,000.00	\$60,000
Deck Equipment	Allowance	x	\$90,000.00	\$90,000
Diving - 1 meter	1 EA	x	\$28,000.00	\$28,000
Diving - 3 meter	1 EA	x	\$45,000.00	\$45,000
Body Slide	190 LF	x	\$1,000.00	\$190,000
Tube Slide	250 LF	x	\$1,650.00	\$412,500
Drop Slide	1 EA	x	\$100,000.00	\$100,000
Slide Tower	1 EA	x	\$75,000.00	\$75,000
Slide Mechanicals	1 EA	x	\$125,000.00	\$125,000
<u>General Works</u>				
Existing Pool Demolition	8,600 SF	x	\$9.00	\$77,400
Existing Bathhouse Demolition	3,955 SF	x	\$4.00	\$15,820
Existing Mechanical Building Demo	785 SF	x	\$4.00	\$3,140
Existing Pool Decking Demolition	19,015 SF	x	\$2.00	\$38,030
<u>General Items</u>				
Access	3 EA	x	\$9,500.00	\$28,500
Safety Equipment	1 LS	x	\$16,000.00	\$16,000
Testing & Maintenance	1 LS	x	\$9,800.00	\$9,800
Vacuum - Robotic	2 EA	x	\$12,500.00	\$25,000
Vacuum - Manual	2 EA	x	\$6,000.00	\$12,000
Subtotal - Aquatics				\$4,099,000
Subtotal - Estimated Construction Cost				\$6,750,000
Contingency	15%	x	\$6,750,000.00	\$1,012,500
Total Estimated Construction Cost				\$7,762,500

Attachment: De Pere AC_Final Concept Plan Cost Opinions_18-0712 (7152 : Approve final design of Aquatic Center)



**FINAL CONCEPT PLAN
OPINION OF PROBABLE COST
DE PERE AQUATIC CENTER AT VFW PARK
DE PERE, WI
7/12/18**



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ELEMENT	QUANTITY			UNIT COST	COST
<u>Furniture, Fixtures, and Equipment</u>					
<u>Building FFE</u>					
Lockers	200	EA	x	\$175.00	\$35,000
Changing Benches	6	EA	x	\$300.00	\$1,800
Manager's Desk & Chairs, File Cabinets	1	LS	x	\$900.00	\$900
Manager's Computer	1	EA	x	\$2,700.00	\$2,700
Registration Computer	1	EA	x	\$2,700.00	\$2,700
Desktop Printer	2	EA	x	\$500.00	\$1,000
Telephone System	1	LS	x	\$800.00	\$800
Communications/PA System	1	LS	x	\$3,000.00	\$3,000
Server and WiFi Systems	1	LS	x	\$1,000.00	\$1,000
Central Sound System	1	LS	x	\$3,000.00	\$3,000
Staff/Break Room Appliances	1	LS	x	\$2,000.00	\$2,000
Staff/Break Room Lockers	20	EA	x	\$175.00	\$3,500
Staff/Break Room TV	1	EA	x	\$800.00	\$800
Staff/Break Room Tables/Chairs	1	LS	x	\$1,000.00	\$1,000
First Aid Equipment	1	LS	x	\$800.00	\$800
Storage Shelving	15	EA	x	\$150.00	\$2,250
Concessions Equipment	1	LS	x	\$18,000.00	\$18,000
Public Bulletin Board	2	EA	x	\$300.00	\$600
Windows Treatments	1	LS	x	\$1,200.00	\$1,200
Bathhouse Maintenance Equipment (Floor/Sanitizing Equip)	1	LS	x	\$6,000.00	\$6,000
Point of Sale Equipment	Allowance		x	\$75,000.00	\$75,000
Other Misc TV's/Monitors	Allowance		x	\$2,000.00	\$2,000
Miscellaneous Furnishings	Allowance		x	\$2,000.00	\$2,000
Subtotal					\$167,000
<u>Site FFE</u>					
Lounge Chairs	80		x	\$225.00	\$18,000
Lawn Chairs	40		x	\$150.00	\$6,000
Concession Area Tables with Umbrellas/Chairs Set	8		x	\$1,500.00	\$12,000
Trellis Area Tables/Chairs Set	4		x	\$1,500.00	\$6,000
Trash Receptacles - Deck	8	EA	x	\$350.00	\$2,800
Large Shade Structures	3	EA	x	\$9,000.00	\$27,000
Small Shade Structures	2	EA	x	\$3,000.00	\$6,000
Subtotal					\$78,000
<u>Aquatics FFE</u>					
Winterization Plugs and Equipment	1	LS	x	\$1,500.00	\$1,500
First Responder Safety Equipment	1	LS	x	\$2,500.00	\$2,500
Deck Directional and Safety Signage	1	LS	x	\$2,500.00	\$2,500
Subtotal					\$7,000
Total Estimated Fixtures, Furnishings, and Equipment (FFE)					\$252,000
Total Estimated Capital Costs					\$8,014,500
Design/Bidding (8%)	8%		x	\$8,014,500.00	\$641,000
Construction Management (4%)	4%		x	\$8,014,500.00	\$321,000
Total Estimated Project Cost					\$8,976,500

Attachment: De Pere AC_Final Concept Plan Cost Opinions_18-0712 (7152 : Approve final design of Aquatic Center)

FINAL CONCEPT PLAN
OPINION OF PROBABLE OPERATIONAL COSTS
DE PERE AQUATIC CENTER AT VFW PARK
DE PERE, WI
7/12/18

General Information

ID	Pool	Size (SF)	Capacity
A	Recreation	6475	432
B	Lap	4235	205
C	Slide	200	13
D	Pool 4	0	0
E	Pool 5	0	0

Annual Expenses

<u>Commodity</u>	<u>Cost</u>
Office Supplies	\$ 1,500.00
First Aid	\$ 500.00
Maint & Repair Materials	\$ 2,500.00
Cleaning Supplies	\$ 2,500.00
Uniforms	\$ 750.00
Printing & postage	\$ 1,000.00
Misc	\$ 1,000.00
Subtotal Commodities	\$ 9,750.00

<u>Contract</u>	<u>Cost</u>
Training	\$ 1,200.00
Advertising	\$ 2,800.00
Communications	\$ 2,200.00
Trash Removal	\$ 2,000.00
Services	\$ 1,200.00
Misc.	\$ 750.00
Subtotal Contract	\$ 10,150.00

<u>Chemicals & Utilities</u>	<u>Cost</u>
Electric	\$ 38,621
Water /Sewer	\$ 5,237
Gas	\$ 40,913
Sanitary	\$ 31,748
Chemicals	\$ 3,928
Subtotal Chemical & Utilities	\$ 120,446

<u>Staff</u>	<u>Cost</u>
Manager	\$ 10,944.00
Head Guard	\$ 9,234.00
Lead Instructor	\$ -
WSI	\$ 15,120.00
Lifeguard	\$ 79,992.00
Attendant	\$ 8,064.00
Concessions manager	\$ 5,544.00
Concessions	\$ 9,072.00
Maintenance & Landscape	\$ 11,880.00
Subtotal Staff	\$ 149,850

Maintenance Reserve	2%	\$ 150,000
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Total Annual Operating Cost Opinion	\$ 440,196
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Annual Operating cost /SF	\$40.35
Annual Operating cost per operational day	\$5,240.43

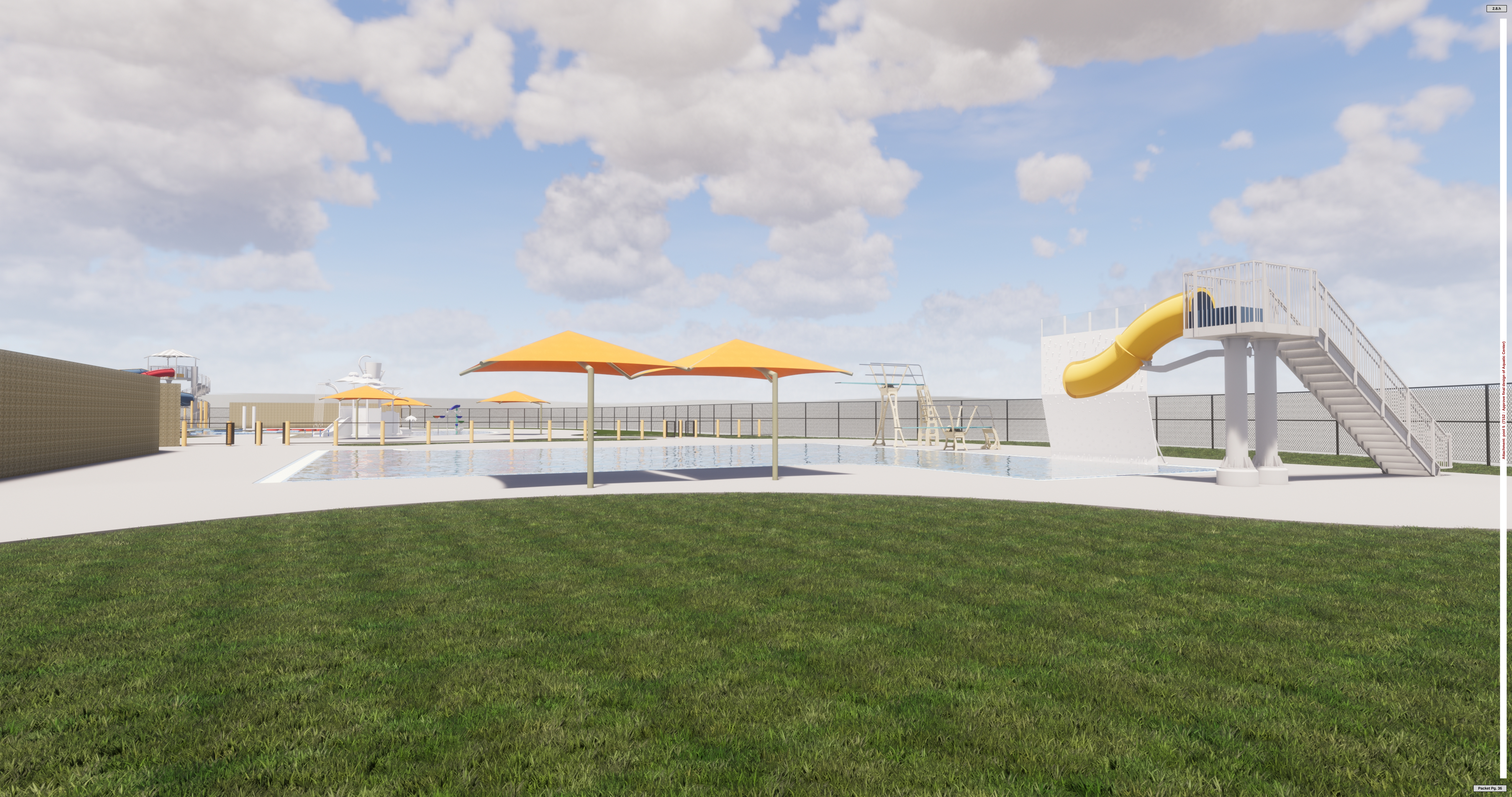
Operations



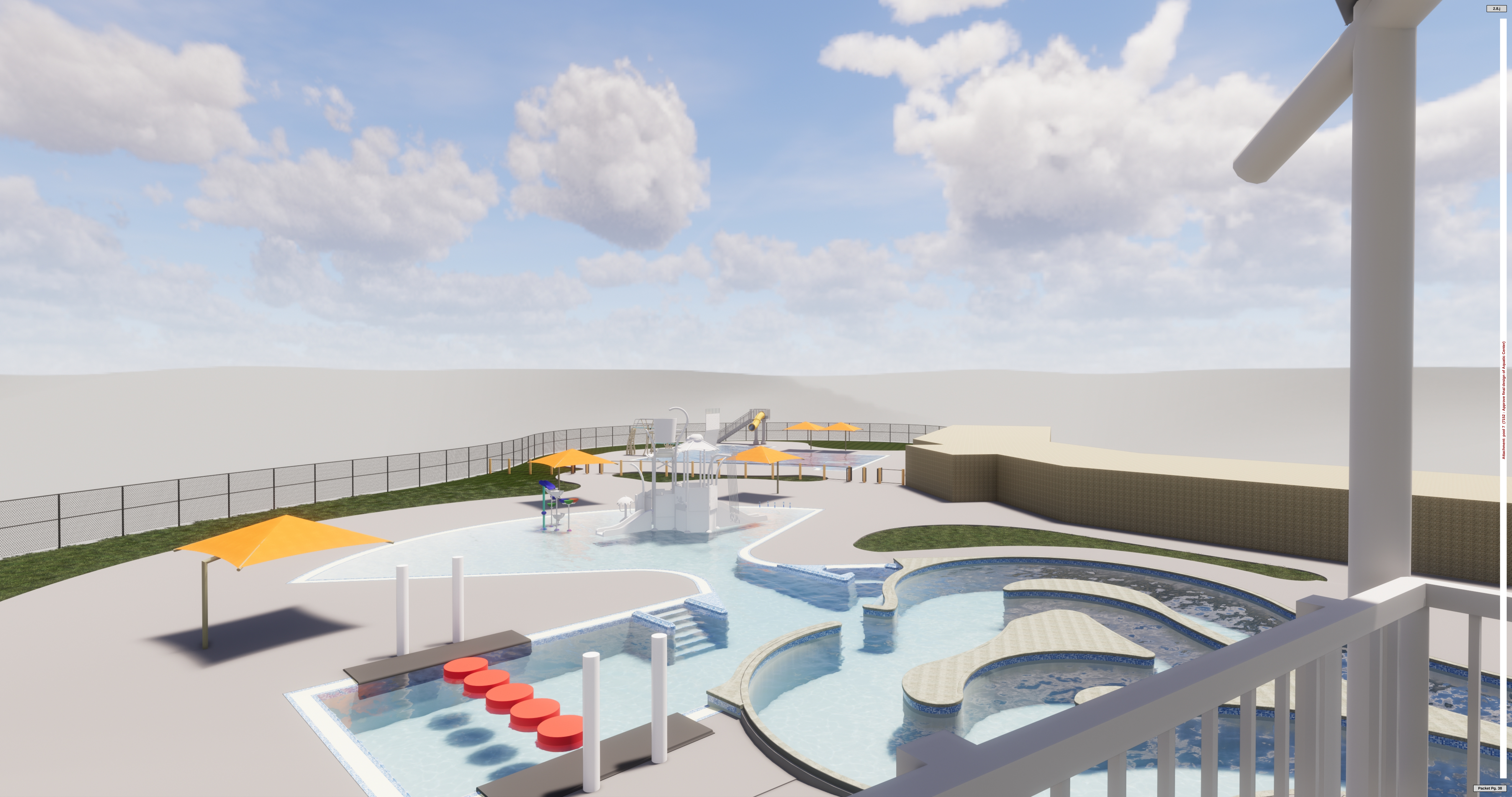






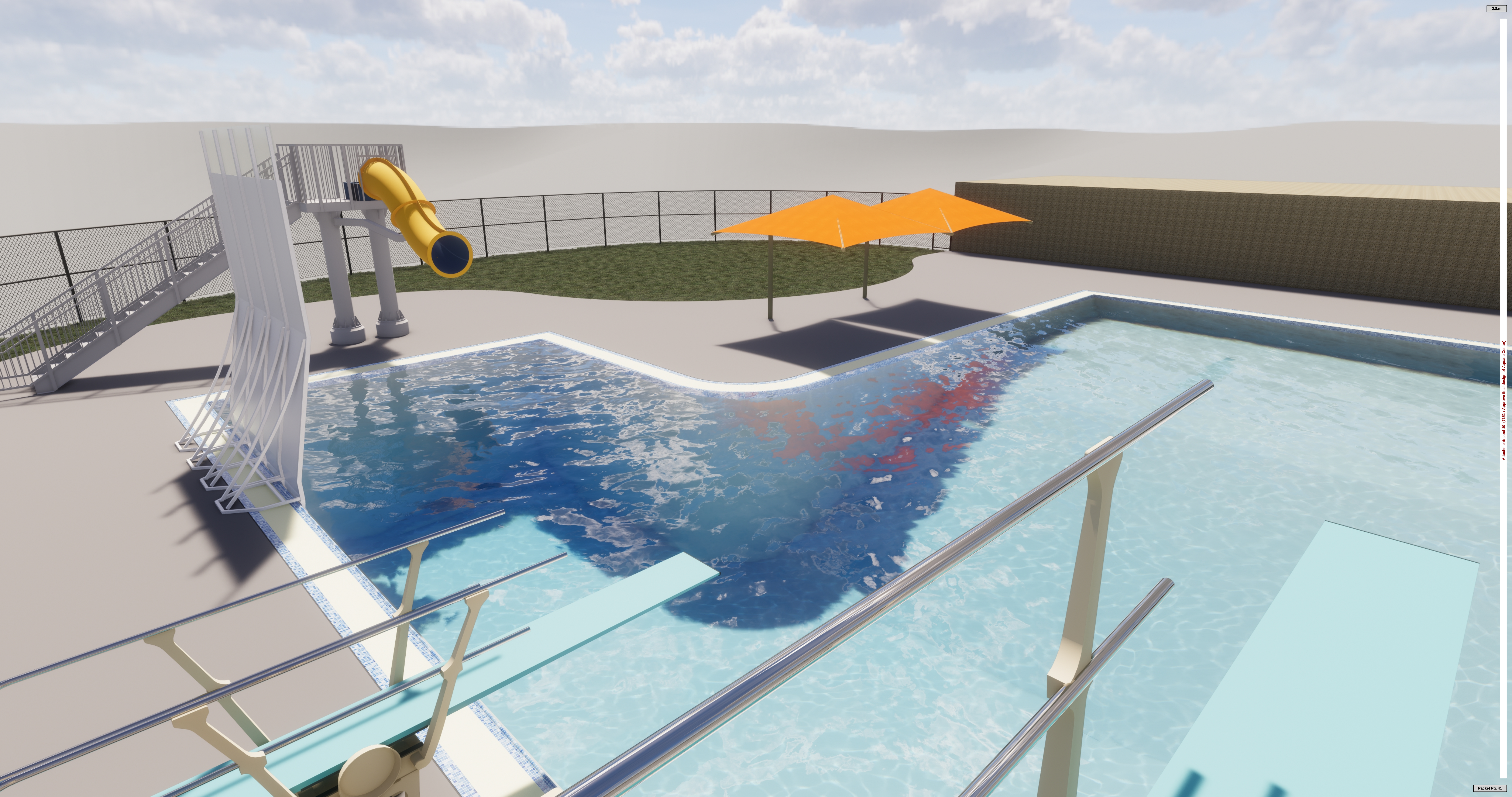














City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: July 19, 2018

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Update on Flooring Project for the Lower Level of the De Pere Community Center

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: July 19, 2018

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Update on Southwest Park Soccer field lights

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: July 19, 2018

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Update on Ice Arena Bleacher installation

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: July 19, 2018

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Update on installation of Southwest Playground status.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: July 19, 2018

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Update on replacement of 6 ft mower with zero turn mower.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: July 19, 2018

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Staff recruitment for city arborist
