



Board of Park Commissioners

335 South Broadway

Regular Meeting

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

Revised Agenda

Thursday, July 17, 2014

6:30 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a Regular Meeting of the **Board of Park Commissioners** of the City of De Pere will be held on **July 17, 2014** at **6:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

I. Call to Order

1. Roll Call

II. Action Items

1. Approval of the Board of Park Commissioners Meeting 6-19-14.
2. Approval to Accept \$2000 Donation from the Wochinske Family Foundation for the Recreation Scholarship.*
3. Approval of two Riverwalk Bench Donations from Joe Schinkten.*
4. Approval of one Riverwalk Bench from Patricia Campbell.*
5. Approval of one Riverwalk Bench Donation from Beverly Tollefson.*
6. De Pere Ice Center Profit/Loss through May 2014
7. Review and Approve 2014 Community Center 2nd Quarter Report
8. Approve bid for Braisher Park Shelter renovation.*
9. Request from Town of Lawrence to consider combined services for Parks and Recreation.*
PLEASE TAKE NOTICE THAT, pursuant to Wis. Stats. §19.85(1)(e), the Board may convene in closed session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

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

10. Approval to accept monetary donation from De Pere Area Men's Club for the De Pere Senior Citizen Picnic.*
11. Approve contingencies of donation from De Pere Youth Hockey for Zamboni.*

III. Public Comment Period

IV. Future Agenda Items

V. Staff Updates

1. Southwest Park
2. Braisher Park
3. Discussion on receiving Board Agenda Packets

VI. Adjournment

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

Committee Members**Alderspersons****Mayor Michael J. Walsh****Judy Schmidt-Lehman, City Attorney****Allyson Watson, Definitely De Pere****Marty Kosobucki****Staff Members****De Pere Rapides Soccer****Ben Villarruel, Unified School District****Joe Schinkten****Kristen Helm, (Tollefson Donation)****Milbach Construction****De Pere Area Men's Club****De Pere Youth Hockey****Tod Maki, De Pere Select Soccer****Shana Defnet, City Clerk****City Hall 1st and 2nd Floor****De Pere Area Chamber of Commerce****TV & Radio Stations****De Pere Baseball****John Zegers, West De Pere School District****Wochinske Family Foundation****Patricia Campbell****IEI General Contractors****Badgerland Buildings****De Pere Youth Hockey**

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

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: July 17, 2014

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approval of the Board of Park Commissioners Meeting 6-19-14.

ATTACHMENTS:

- Park Board Minutes 6-19-14 (PDF)



Board of Park Commissioners

335 South Broadway

De Pere, WI 54115

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

Regular Meeting

Draft Minutes

Thursday, June 19, 2014

6:30 PM

De Pere City Hall Council Chambers

I. Call to Order

The meeting was called to order at 6:30 AM by Alderperson Michael Donovan

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

II. Action Items

1. Approve minutes from the Board of Park Commissioners 5-15-14

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

2. Discussion of combined services with the Town of Lawrence. Rod Kowalczyk made a motion to open the meeting at 6:31 p.m., seconded by Lisa Rafferty.

Bob Bartelt, Town Administrator for the Town of Lawrence addressed the board in reference to the issue of combined services. Bob took questions from the board in reference to the combined services with Town of Lawrence.

Marty Kosobucki also took questions from the board in reference to the issue.

Sue Schinkten made a motion to close the meeting at 6:52 p.m., seconded by Rod Kowalczyk.

RESULT: NO ACTION

3. Request Approval to Utilize Hemlock Creek Gymnasium for Pom & Twirl Rehearsal/Recital

Attachment: Park Board Minutes 6-19-14 (2387 : Approval of the Board of Park Commissioners Meeting 6-19-14.)

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

4. Approve Braisher Park Playground Surfacing*

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

5. Review proposed draft of Capital Improvement Plan.
Marty Kosobucki reviewed the Capitol Improvement draft and took questions from the board.

Mike Donovan made a motion to put VFW and Legion Scoreboard in with the Capitol Improvement Draft, seconded by Rod Kowalczyk. Motion passed.

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

III. Public Comment Period

None

IV. Future Agenda Items

None

V. Staff Updates

1. Teen Advisor Presentation
Abbey Barnes and Henry Kneiszel, Teen Advisors to the Board of Park Commissioners gave presentations to the board on their experience over the past year. Abbey and Henry were thanked for their service by the Board. The board members all agreed they have been a great asset to the board.
2. Braisher Park
Marty Kosobucki reported the Park Shelter remodel had gone out for bid on today's date (6/19/14) and it will be brought to the board for the July meeting.
3. Southwest Park
Marty Kosobucki reported Southwest Park soccer fields and landscaping are complete. Marty reported the other projects have been put on hold.
4. Recreation Scholarship Review
Marty Kosobucki reported the Scholarship review has been given to our Marketing Intern

and she will be bringing some suggestions to the Park Board.

5. Land Acquisition

Marty Kosobucki reported the Southwest Park land acquisition has gone through. Marty also reported there may be a small piece of land donated by the East River Trail on Black Earth Drive.

VI. Adjournment

Mike Donovan made a motion to adjourn the meeting at 7:28 p.m., seconded by Rod Kowalczyk.

Respectfully submitted,
Debbie Zierson

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: July 17, 2014

DEPARTMENT: Parks, Recreation & Forestry

FROM: Don Melichar

SUBJECT: Approval to Accept \$2000 Donation from the Wochinske Family Foundation for the Recreation Scholarship.*

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 \$2000 for the Recreation Scholarship. The donation for the scholarship is from the Wochinske Family Foundation.

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

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: July 17, 2014

DEPARTMENT: Parks, Recreation & Forestry

FROM: Don Melichar

SUBJECT: Approval of two Riverwalk Bench Donations from Joe Schinkten.*

Issue: 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 two benches from Joe Schinkten. The cost of the donation is \$6000 and will be placed on the De Pere Riverwalk.

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

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: July 17, 2014

DEPARTMENT: Parks, Recreation & Forestry

FROM: Don Melichar

SUBJECT: Approval of one Riverwalk Bench from Patricia Campbell.*

Issue: 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 one bench from Patricia Campbell in memory of Mark Reinke. The bench donation is \$3000 and will be placed on the De Pere Riverwalk.

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

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: July 17, 2014

DEPARTMENT: Parks, Recreation & Forestry

FROM: Don Melichar

SUBJECT: Approval of one Riverwalk Bench Donation from Beverly Tollefson.*

Issue: 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 one bench from Beverly Tollefson. The cost of the donation is \$3000 and will be placed on the De Pere Riverwalk.

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

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: July 17, 2014
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki
SUBJECT: De Pere Ice Center Profit/Loss through May 2014

ATTACHMENTS:

- De Pere Ice Center Profit/Loss through May 2014 (PDF)

De Pere Ice Arena
Profit & Loss
 June 2013 through May 2014

	Jun '13 - May 14
Ordinary Income/Expense	
Income	
4004 · Figure Skating	86,984.99
4004b · Kick-Synch	8,400.00
4005b · Ice Rental-Deacons	7,723.48
4007 · Ice Rental-Private	
4007I · De Pere High School	29,410.00
4007J · DePere Youth Hockey	54,660.00
Total 4007 · Ice Rental-Private	84,070.00
4007a · Non Contracted Ice	6,067.18
4008 · Ice Rental-SNC	8,797.73
4009 · Ice Rental-Summer	9,985.00
4011 · Men's League	10,089.98
4013 · Open Skate/Open Hockey	3,676.67
4016 · Vending	21,233.36
Total Income	247,028.39
Expense	
5000 · Building Expense	
5000a · Repairs and Maintenance	22,673.31
5004 · Service Contracts	6,801.28
5005 · Zamboni	7,927.54
Total 5000 · Building Expense	37,402.13
5001 · Insurance Expense	14,400.00
5300 · Office Expense	
5300a · Bank Service Charges	134.70
5300d · Office Supplies	730.29
5300f · Telephone Expense	2,187.06
5300 · Office Expense - Other	445.28
Total 5300 · Office Expense	3,497.33
5400 · Payroll	
5400a · FICA Employer	4,496.12
5400c · Medicare Expense	1,070.88
5400d · Regular Earnings	35,255.68
5400e · Salaries	37,275.80
5400g · Payroll Processing Fees	650.00
Total 5400 · Payroll	78,748.48
5600 · Utilities	80,128.75
5700 · Vending Expense	11,772.79
6000 · Depreciation Expense	7,897.44
Total Expense	233,846.92
Net Ordinary Income	13,181.47
Other Income/Expense	
Other Expense	
7000 · Split with City of De Pere	6,590.73
Total Other Expense	6,590.73
Net Other Income	-6,590.73
Net Income	6,590.74

De Pere Ice Arena
Balance Sheet
 As of May 31, 2014

	<u>May 31, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
1015 · Nicolet Bank	7,905.26
Total Checking/Savings	7,905.26
Accounts Receivable	
11000 · Accounts Receivable	7,904.99
Total Accounts Receivable	7,904.99
Total Current Assets	15,810.25
Fixed Assets	
1600 · Equipment	64,122.39
1610 · Accumulated Depreciation	-11,575.64
Total Fixed Assets	52,546.75
TOTAL ASSETS	<u>68,357.00</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	6,590.73
Total Accounts Payable	6,590.73
Other Current Liabilities	
2105 Sales Tax Payable	11.11
2701 · Payable to/(Receivable fr) BCIM	25,215.75
Total Other Current Liabilities	25,226.86
Total Current Liabilities	31,817.59
Total Liabilities	31,817.59
Equity	
3900 · Unrestricted Net Assets	29,948.67
Net Income	6,590.74
Total Equity	36,539.41
TOTAL LIABILITIES & EQUITY	<u>68,357.00</u>

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: July 17, 2014

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Review and Approve 2014 Community Center 2nd Quarter Report

Please find attached the 2014 Community Center 2nd Quarter Report for review and approval. Thank you.

ATTACHMENTS:

- 20140708141746023 (PDF)



600 Grant St.
DePere, WI 54115-1199
Phone: 920-339-2471
Fax: 920-339-6348

Paula Rahn
Community Center Manager
prahn@mail.de-pere.org
www.de-pere.org

2014 Community Center 2nd Quarter Report

- Hired new seasonal part-time staff including exercise instructors for Yoga, PiYo Core and other fitness classes, assistant activity instructors, a Recreation/Office Assistant, and a CC Supervisor. Finalized staff for Summer Camp & Playgrounds (some changes due to staff accepting other jobs or internships), hired 4 new Summer Camp staff, 3 new parkees and 5 Junior Parkees for Playground Program. Training and orientation was conducted for all staff.
- The annual Easter Egg Hunt sponsored by the De Pere Optimist Club, De Pere Community Center and the De Pere Area Men's Club was held on Saturday, April 19. Over 450 children participated!
- Summer Camp field trip permission forms were developed and reviewed by City Attorney's Office.
- Developed flyers for senior programs and playground program which included the advertisement on the Recreation Scholarship Program. Thus far have helped 23 families either with Family Pool Passes or the ability to partake in recreation programs at no charge.
- Summer Camp is again held at the De Pere Community Center and at Dickinson School for the majority of the summer – there is a 6-day stretch where camp needs to be moved to Foxview School due to an asbestos abatement at Dickinson. The east side began June 16 and will run for 9 weeks; west side started June 9 and will run for 10 weeks. Feedback thus far has been positive with many new families this year. Some popular past field trips include Joannes Waterpark, Ashwaubomay Lake and House of Speed; and an exciting new field trip this year is the EAA Museum. The De Pere Optimist Club donated \$500 towards camp t-shirts and Cellcom, for the 6th year in a row, donated two cell phones, one for each side of camp this summer. We had a few campers participate in swim lessons during the first session with more scheduled for Sessions 2 & 3; some campers also participating in tennis lessons as well.
- Purchased supplies, prepared sites and developed activity calendars with themed weeks for both programs which began on June 9 for west side camp and June 16 for playgrounds and east side camp. Currently the Park Playground Program has 58 children registered...we're hoping to nearly double that! Numbers are low right now but with summer school ending we are hoping for a big push in registrations. We made some changes in playground program sites...did not offer VFW as a site but added Jim Martin and Southwest Parks. Special events & programs include: Basketball Clinic, Ice Cream Socials, Disc Golf, Reading Program, Bike Rodeo & Safety Event, Summer Carnival & Kids Pool Nights.
- Coordinated with Westwood School to utilize space at the school for some daytime recreation programs, which has worked out extremely well, just like it has the past 5 years. If we did not have this cooperation, many classes would not be offered in the summer because of space limitations due to the Summer Camp Program.
- Started accepting enrollment for Kidz Zone for the 2014-15 school year. Currently have 15 registered with inquiries coming in regularly. Also pursuing starting up a new Kidz Zone Before School Program at Notre Dame.
- Adult & older adult programs and special events offered this quarter included: a Cribbage Tournament, 60 participants; AARP Taxes servicing 309 people; Defensive Driving Class, 12 participants; NWTC Foot Clinic, 36 participants; various computer seminars which were popular so plan on offering workshops in the summer as well as more fall classes. The Oil Painting group has scheduled Wednesday mornings to share ideas and expertise as well as keep their painting skills up.
- Instituted the WPRA Ticket Program, which offers discounted tickets to Wisconsin Dells and other area attractions. The department retains \$0.75 per each ticket sold. Prepared spreadsheets for all ticket sales.
- Staff purchased and planted flowers in the planters to help beautify the Community Center and also planted a small garden to be used for classes and Summer Camp.
- Started 2015 budgetary process; researched and received quotes on items for 2015 budget.
- All management staff attended a series of Effective Supervisory Practices webinars scheduled through the HR Dept.; Senior Program Coordinator/Nutrition Director attended quarterly Nutrition meeting.

During the third quarter, staff will continue to oversee and wrap up summer recreation classes, playground program, special events, WPRA Ticket Program, Summer Day Camp program, hold our annual senior citizen's picnic and a new & improved summer carnival, complete evaluations on programs & events; continue to accept registrations for summer & fall programs; prepare for the start of Kid Zone at OLOL & possibly Notre Dame; research new marketing initiatives and different online publishing methods; hire new part-time secretary at CC; design and distribute small flyer on 2014 fall recreation programs to the schools; conduct COA meeting; complete profit/loss forms on programs; complete CC budget; prepare for start of Fall programs and start working on 2014-15 Winter/Spring Brochure.

Respectfully submitted by: *Paula Rahn, Community Center Manager*

FACILITY USAGE

	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	D
Paid Rentals	28	31	33	30	32	35						
Non-Paid Rentals	14	22	28	20	31	11						
Recreation Programs	136	190	175	204	139	137						
<i>(includes P&R, CC)</i>												
Total Room Use	178	243	236	254	202	183	0	0	0	0	0	0
Percentage Used	115%	174%	152%	169%	130%	122%	0%	0%	0%	0%	0%	0%
<i>(percents over 100 reflect rooms rented more than once on a given day)</i>												
Rental Revenue	\$2,597.76	\$2,861.43	\$2,987.32	\$3,212.66	\$4,498.52	\$4,149.24						
Program Revenue	\$10,819.91	\$28,382.47	\$25,817.23	\$31,768.25	\$19,912.11	\$14,229.40						
Contractual Revenue	\$215.00	\$215.00	\$215.00	\$215.00	\$215.00	\$215.00						
<i>(County Rent)</i>												
Equipment/Storage & Miscellaneous Revenue	\$89.63	\$93.71	\$68.71	\$138.82	\$75.35	\$146.85						
TOTAL REVENUE	\$13,722.30	\$31,652.61	\$29,088.26	\$35,334.73	\$24,700.98	\$18,740.49	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

2014 TOTAL REVENUE (to date)

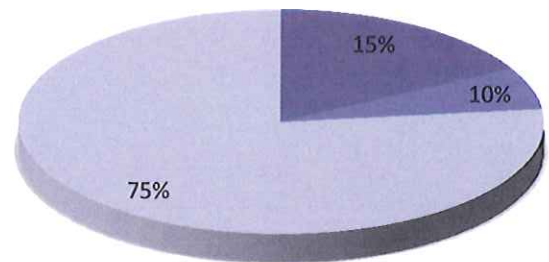
\$153,139.37

2nd Quarter 2014 - Individual Room Usage

<u>ROOM</u>	<u>Program Usage</u>	<u>Rental Usage</u>
Pine Room	119	45
Oak Room	10	41
Hickory Room	72	39
Spruce Room	176	19
Maple Room	8	15
Lounge	95	N/A
Total Usage	480	159

2nd Quarter 2014 Facility Usage

■ Paid Rentals ■ Non-Paid Rentals ■ Recreation Programs



Unfortunately the 2nd quarter saw a huge decline compared to last year's 2nd quarter - only \$78,725 compared to \$89,804 last year. We are down 18 rentals for the quarter, as well as a \$11,354.92 decrease in program revenue compared to last year's second quarter. The decline in program revenue can be attributed to a slight decline in enrollment for Summer Camp plus the fact that summer school ran for 4 weeks and more kids attended summer school this year so it has definitely affected the amount of revenue brought in for full weeks of camp, which is huge. We also had a number of classes canceled for this summer or not as full which, in turn, had a negative impact on our revenues as well. Staff will look at ways spice up our programs, hire and retain quality staff and offer new programs to hopefully garner more interest! The overall budgeted revenue for the Community Center is \$236,940; we have brought in \$151,544.96 so we are still well on our way to reaching our goal! Last year during the last two quarters we brought in \$105,914.20 so if we come close to this we will still exceed our goal! This quarter brought in 97 paid rentals which is average. The Oak & Pine Rms. were the most widely utilized rooms for paid rentals. The Spruce Rm. (176) ranked highest for program usage with the Pine Rm. coming in second (119).

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: July 17, 2014

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve bid for Braisher Park Shelter renovation.*

We conducted a bid opening of the Braisher Park Shelter remodeling project on Thursday, July 3. The lowest bid came in at \$59,000 (\$59,814 - Alternate Bid) and highest at \$75,600 (\$80,800 - Alternate Bid). The Alternate bid includes epoxy painting the floors versus using a concrete sealer. A summary is included as an attachment. Our approved budget for the project is \$60,000, however as part of the project we have already incurred a cost of \$7400 for design.

Using the low bid, we are approximately \$7214 over budget with the project as it stands. Options include the following:

- 1- Postpone the project until next year and budget the additional funds.
- 2- Request funds from undesignated reserve funds.
- 3 - Request to redirect funds from other Capital projects that have come in under budget.
 - Currently our Braisher Playground project is approximately \$2500 under budget, and Community Center Parking Lot project is projected to finish about \$13,000 under budget.

Staff Recommendation: Approve low bid for Braisher Park Shelter and request City Council to redirect funds from other Capital Projects that have finished under budget.

ATTACHMENTS:

- 14-14 Bid Tab(PDF)

PROJECT 14-14 BRAISHER PARK SHELTER
BID TAB



				BIDDER NO. 1		BIDDER NO. 2		BIDDER NO. 3	
				IEI General Contractors		Milbach Construction Services Co.		Badgerland Buildings, Inc.	
ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
BASE BID									
PC-1	Braisher Park Shelter Construction	LS	1	\$ 59,000.00	\$ 59,000.00	\$ 61,000.00	\$ 61,000.00	\$ 75,600.00	\$ 75,600.00
TOTAL BASE BID AMOUNT					\$ 59,000.00		\$ 61,000.00		\$ 75,600.00
ALTERNATE BID NO. 1									
PC-2	Provide lump sum cost for all work associated with adding resinous flooring with 6" high integral base per specification section 09 67 23 in rooms 103 and 104 in lieu of sealed concrete floor.		1	\$ 814.00	\$ 814.00	\$ 750.00	\$ 750.00	\$ 5,200.00	\$ 5,200.00
TOTAL ALTERNATE BID					\$ 814.00		\$ 750.00		\$ 5,200.00
TOTAL BASE BID AND ALTERNATE BID									
					\$ 59,814.00		\$ 61,750.00		\$ 80,800.00

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: July 17, 2014

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Request from Town of Lawrence to consider combined services for Parks and Recreation.*

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

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

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: July 17, 2014

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Approval to accept monetary donation from De Pere Area Men's Club for the De Pere Senior Citizen Picnic.*

On behalf of the Community Center, we are seeking the Board of Park Commissioner's approval for the Community Center to accept a \$300.00 donation from the De Pere Area Men's Club. This donation will be used towards the cost of the Senior Picnic including supplies and door prizes.

In addition, we are seeking approval for community members and various businesses who have offered to donate various items such as, hand-knit items, plants, food supplies and small door prizes for the Senior Picnic.

Thank you for your time and consideration.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: July 17, 2014

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve contingencies of donation from De Pere Youth Hockey for Zamboni.*

During the original process of accepting the donation from De Pere Youth Hockey for the Zamboni, we were not aware of contingencies they would like to implement regarding the donation. The contingencies the Hockey Association is requesting are listed below:

- Hockey Association will pay \$12,500 over a period of five (5) years.
- Logo from De Pere Youth Hockey will be displayed on the Zamboni.
- Donation of funds shall go back into the Ice Arena Fund.

These are essentially the same contingencies as the Figure Skating Club and would recommend drafting an agreement with the Hockey Association and accept the contingencies.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: July 17, 2014

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Southwest Park

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: July 17, 2014
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki
SUBJECT: Braisher Park

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: July 17, 2014
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki
SUBJECT: Discussion on receiving Board Agenda Packets

Discussion on possibly receiving packets three days before meeting.