



Board of Park Commissioners

335 South Broadway

De Pere, WI 54115

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

Regular Meeting

Agenda

Thursday, July 16, 2015

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 16, 2015 at 6:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

I. Call to Order

1. Roll Call

II. Action Items

1. Approve Board of Park Commissioners Minutes from 6-23-15
2. Approval to accept donation from De Pere Area Men's Club for Senior Picnic.*
3. Approval to accept \$500 donation from Brown County Community Women's Club to Community Center.*
4. Recommendation to the Board of Park Commissioners for Jim Martin Park surface.*
5. Approve Brown County Ice Management Report.
6. Review and Approve 2015 Community Center 2nd Quarter Report

III. Public Comment Period

IV. Future Agenda Items

V. Staff Updates

1. Teen Advisors
2. Recreation Supervisor
3. Recreation Scholarship
4. Legion Baby Pool
5. Foundation

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

Alderpersons

Mayor Michael J. Walsh

Larry Delo, City Administrator

Judy Schmidt-Lehman, City Attorney

Allyson Watson, Definitely De Pere

Marty Kosobucki

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

Brown County Library De Pere

TV & Radio Stations

John Zegers, WDP High School District
De Pere Rapides Soccer
Don Chilson
Brown County Women's Club

Ben Villaruel, Unified School District
De Pere Baseball
Bluemels Maintenance Service
De Pere Area Men's Club

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 16, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve Board of Park Commissioners Minutes from 6-23-15

ATTACHMENTS:

- Draft Minutes 6-23-15 (PDF)



Board of Park Commissioners

335 South Broadway

De Pere, WI 54115

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

Regular Meeting

Draft Minutes

Tuesday, June 23, 2015

6:30 PM

De Pere City Hall Council Chambers

I. Call to Order - RESCHEDULED MEETING FROM JUNE 18, 2015

6:30 PM Meeting called to order on June 23, 2015 at De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI.

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

II. Action Items

1. Approve Board of Park Commissioners Minutes 5-21-15.

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

2. Approval of Wochinske Donation for Recreation Scholarship.*

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

3. Approve agreement with West De Pere for facility use.*

Bill Volpano made a motion to go into closed session, seconded by Sue Schinkten. Roll Call Vote Taken All Approved for item 3 & 4 on the agenda.

Mike Donovan made a motion to come out of closed session at 7:40 pm, seconded by Sue Schinkten.

**APPROVE AGREEMENT WITH WEST DE PERE FOR FACILITY USE
WITH DESIGNATED MINOR CHANGES AND ADDITIONS.**

Attachment: Draft Minutes 6-23-15 (3680 : Approve Board of Park Commissioners Minutes from 6-23-15.)

RESULT:	ADOPTED [4 TO 2]
MOVER:	Michael Donovan, Alderperson
SECONDER:	Bill Volpano, Board Member
AYES:	Sue Schinkten, Bill Volpano, George Brown, Lisa Rafferty
NAYS:	Michael Donovan, Larry Lueck
EXCUSED:	Rod Kowalczyk

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.

4. Consider cooperative facility agreement with Humana.*

This item was referred back to staff.

RESULT:	REFERRED BACK TO STAFF [UNANIMOUS]
MOVER:	Michael Donovan, Alderperson
SECONDER:	Lisa Rafferty, Alderperson
AYES:	Schinkten, Volpano, Brown, Donovan, Lueck, Rafferty
EXCUSED:	Rod Kowalczyk

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

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

III. Public Comment Period

None

IV. Future Agenda Items

None

V. Staff Updates

1. Welcome Teen Advisor

Marty Kosobucki reported the two teen advisors will be at the July meeting, because of the change in meeting date neither could be at the June meeting.

2. Yoga in the Park

Marty Kosobucki reported Yoga in the Park was being held at Voyageur Park. Marty reported it is very successful.

3. Midwest Soccer Tournament

Marty reported on Midwest Soccer Championship at Southwest Park. The event was very successful and the facility was very well received. Don Melichar wanted to thank all the crews for their work.

4. Baby Pool Legion Park

Marty Kosobucki reported on the Baby Pool Legion. The repair on the baby pool had gone to council Tuesday, June 16 and the council approved the repairs. Marty reported on the damage that occurred during the winter months. The pool will possibly be fixed by July 17. Marty will report back at the next meeting.

VI. Adjournment

Bill Volpano made a motion to adjourn the meeting at 7:41 p.m., seconded by Sue Schinkten.

Respectfully submitted,
Debbie Zierson

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: July 16, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

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

On behalf of the Community Center, we are seeking the Board of Park Commissioner's approval to accept a \$300.00 donation from the De Pere Area Men's Club for the Senior Citizens Picnic. This donation will be used to help cut down the costs of supplies for the picnic as well as purchase some door prizes.

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

Thank you for your time and consideration.

Lori Tonn,
Senior Program Coordinator

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: July 16, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Approval to accept \$500 donation from Brown County Community Women's Club to Community Center.*

The De Pere Community Center is the recipient of a \$500 Community Award donation from the Brown County Community Women's Club. Staff is seeking approval from the Board of Park Commissioners to accept this wonderful donation to help make a difference 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 16, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Don Melichar

SUBJECT: Recommendation to the Board of Park Commissioners for Jim Martin Park surface.*

Issue: Bids were opened on July 7 for the Jim Martin Park Poured in Place Playground Surface. One bid was received:

- Bluemel's Maintenance Service, Inc \$42,402.00

Summary: After review staff recommends approval of the bid from Bluemel's for the surfacing.

The budget for the Jim Martin Playground is \$90,000. The play structure is ordered, and cost \$41,518.00. The balance of the funding will be used to install sidewalk around the play structure.

Thank you for your time and consideration in this matter and please feel free to contact me at 339-8362 should you have any questions.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: July 16, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve Brown County Ice Management Report.

ATTACHMENTS:

- ICE ARENA (PDF)

Brown County Ice Management Report**6/30/15****As of May 31, 2105****Financial Reports Attached:**

The ice came out of DePere on May 1st. Once we were able to get the ice melted we did see that we had some frost forming under the floor. The ice sheet will remain out until October 1st, when Hockey season begins again. Users at this time have their ice scheduled at Cornerstone in the same slots they would have had at DePere. We have been checking the frost that is currently in the floor to make sure it drops out prior to putting the ice back in for the fall. Prior to taking the ice out we did get the beams over the ice sheet repainted, which was something that Marty and I discussed last fall.

DePere Ice Center was one of 4 arenas used for the USA Hockey National Tournament, 72 teams from all over the country were in town for the 5 day event. DePere Youth Hockey worked the games and entry gates at DePere during the tournament as a fundraiser for their association. The WAHA Bantam Festival was also held at DePere in April as was the Cheese Cup Hockey Tournament. The Figure skating club has schedule another Skate-A-Thon for Oct. 31 at the Ice center. Last year they raised \$12,000 which went to pay for their pledge to the Zamboni.

Fiscally we had a much better year than the previous year breakdowns. Total Profit for the season as of 5/31/15. We did have some mechanical breakdowns as we had 2 pump/motor assembly failures over the course of the season.

Line Marked **A Net Income**= \$42,296.00 is split with City of DePere with the City's portion going to the Ice Arena Improvement Fund. City's Total \$21,148.00, check enclosed with Report.

Line Marked **B Total Equity**= \$80,405.36 is the sum of improvements and BCIM Equipment for the DePere Ice Arena. These include computers and equipment owned by BCIM, but also the capital improvements such as pumps, doors, and other items that will outlast the current contract with BCIM.

Respectfully submitted,

Don Chilson, Manager

Brown County Ice Management.

07-08-15
Accrual Basis

Balance Sheet

As of May 31, 2015
May 31, 15

ASSETS

Current Assets

Checking/Savings

1015 · Nicolet Bank 50,462.35

Total Checking/Savings 50,462.35

Other Current Assets

1300 · Prepaid Expenses 3,518.72

1350 · Concession Stand Inventory 804.90

Total Other Current Assets 4,323.62

Total Current Assets 54,785.97

Fixed Assets

1600 · Equipment 79,104.23

1610 · Accumulated Depreciation -20,913.97

Total Fixed Assets 58,190.26

TOTAL ASSETS 112,976.23

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 · Accounts Payable -51.00

Total Accounts Payable -51.00

Other Current Liabilities

2701 · Payable to/(Receivable fr) BCIM 32,621.87

Total Other Current Liabilities 32,621.87

Total Current Liabilities 32,570.87

Total Liabilities 32,570.87

Equity

3900 · Unrestricted Net Assets 38,109.36

Net Income 42,296.00

Total Equity 80,405.36

TOTAL LIABILITIES & EQUITY 112,976.23

NET INCOME SPLIT -
City of DEPERE RECEIVES
21,248.00 - TO CAP. IMP. FUND

This number is items and purchases we have made for improvements, along w/ computers, and some other equipment that is property of BCIM

Accrual Basis

Profit & Loss

June 2014 through May 2015

Jun '14 - May 15

Ordinary Income/Expense

Income

4003 · Advertising Revenue	565.00
4004 · Figure Skating	87,819.79
4004b · Kick-Synch	14,917.50
4005b · Ice Rental-Deacons	7,107.50
4007 · Ice Rental-Private	
4007i · De Pere High School	24,919.10
4007j · DePere Youth Hockey	60,140.00
Total 4007 · Ice Rental-Private	<u>85,059.10</u>

4007a · Non Contracted Ice	3,782.78
4008 · Ice Rental-SNC	8,901.71
4009 · Ice Rental-Summer	17,208.75
4011 · Men's League	10,199.01
4013 · Open Skate/Open Hockey	1,810.39
4016 · Vending	25,474.17
Total Income	<u>262,845.70</u>

Expense

5000 · Building Expense	
5000a · Repairs and Maintenance	17,650.46
5004 · Service Contracts	6,312.95
5005 · Zamboni	488.80
Total 5000 · Building Expense	<u>24,452.21</u>

5001 · Insurance Expense	14,400.00
5300 · Office Expense	
5300a · Bank Service Charges	137.40
5300d · Office Supplies	577.10
5300f · Telephone Expense	2,331.86
5300 · Office Expense - Other	50.00
Total 5300 · Office Expense	<u>3,096.36</u>

5400 · Payroll	
5400a · FICA Employer	4,602.97
5400c · Medicare Expense	1,111.42
5400d · Regular Earnings	39,993.29
5400e · Salaries	34,275.80
5400g · Payroll Processing Fees	650.00
Total 5400 · Payroll	<u>80,633.48</u>

5500 · Program Expense	
5500a · Advertising and Promotion	1,395.00
Total 5500 · Program Expense	<u>1,395.00</u>

5600 · Utilities	76,836.64
5700 · Vending Expense	10,256.01
6000 · Depreciation Expense	9,480.00
Total Expense	<u>220,549.70</u>

Net Ordinary Income	<u>42,296.00</u>
---------------------	------------------

Net Income	<u><u>42,296.00</u></u>
------------	-------------------------

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: July 16, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Review and Approve 2015 Community Center 2nd Quarter Report

Please find attached the 2015 Community Center 2nd Quarter Report for review and approval. Thank you

ATTACHMENTS:

- 2015 2nd Quarter (DOC)
- 2nd.quarter (XLSX)



City of De Pere

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

2015 Community Center 2nd Quarter Report

- Finalized all summer seasonal positions and hired for the following positions: Head Pom Instructor and Assistant Instructor for fall, Activity Assistants for summer programs, a Recreation/Office Assistant, and a Part-time Maintenance/Custodian. Various trainings and orientations were conducted for all staff including BBP training by our Health Dept. and public safety, first aid & fire extinguisher trainings provided by the Police & Fire Depts.
- Staff took over administration of some additional instructional programs and leagues after the departure of the Park & Recreation Supervisor. Assist in re-organization within our department. In conjunction with HR, recruited, reviewed and interviewed candidates for Recreation Supervisor position. Set up 2nd round interviews for early July.
- CC Manager completed performance appraisals on full-time staff at Community Center. Also served on Performance Management Workgroup team.
- 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 4th. 330 children participated!
- Met with Unified School District personnel to coordinate use of their school facilities for many of our summer and year-round recreation programs due to the fact that the contract with the West De Pere School District was not renewed. Coordinated move of our dance floor, mirrors and barre to a room at De Pere High School.
- Developed flyers for senior programs and playground program which included the advertisement on the Recreation Scholarship Program. Thus far have helped 27 families either with Family Pool Passes or the ability to partake in recreation programs at no charge.
- Summer Camp is up and running! The east side at Dickinson School will again run for 9 weeks due to later dismissal of the Unified School District. There are a few openings in all weeks of east camp except for week 3. The west side is again housed at the De Pere Community Center and will run for 10 weeks. We only had one opening on the west side in week 2 and a few openings in week 5, all other weeks were filled. Summer Camp coordinates with Summer School and on average, we have 50% of our campers participating in summer school. Weekly field trips are scheduled as part of the program along with swimming twice per week which is always popular! The De Pere Optimist Club donated \$500 towards camp t-shirts and Cellcom, for the 7th year in a row, donated two cell phones for camp use this summer. We had one camper participate in swim lessons during the first session with more scheduled for Sessions 2 & 3.
- Purchased supplies, prepared sites and developed activity calendars with themed weeks for the Summer Playground Program which began on June 15. Currently the Park Playground Program has 74 children registered...we're hoping to reach over 110 participants! Special events & programs include: Ice Cream Socials, Disc Golf, Reading Program, Bike Rodeo & Safety Event, Summer Carnival & Kids Pool Nights. Two Little Free Libraries have been placed at Optimist and Legion Park and have been going over well! Staff from the Unified School District is responsible for upkeep and replenishment of books. We have received an overwhelming response from the community for book donations!
- Started accepting enrollment for Kidz Zone for the 2015-16 school year. Currently have 14 registered with inquiries coming in regularly. We anticipate several new families signing up with younger children as many kids have graduated out of the program due to their age. We are still trying to get the Kidz Zone Before School Program up and running at Notre Dame School. The school is excited about the program but there has not been enough interest solely from Notre Dame families; some Dickinson families are interested but Notre Dame would like to start with their students first.
- Adult & senior programs and special events offered this quarter included: a Cribbage Tournament, 64 participants; AARP Tax preparation/assistance serviced 270 people; AARP Smart Driver Course, 6 participants; Windows 8 Computer Class, 8 participants; NWTC Foot Clinic, 42 participants. Enrichment classes, such as Sewing, Stained Glass and Oil Painting were popular along with Zumba Gold classes targeted towards seniors. Special bingo dates and movies were also held.
- The first half of 2015 has seen above a 25% increase of congregate meal participation from this time last year.
- Instituted the WPR 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.
- Completed profit/loss reports on programs and started the 2016 budgetary process. Researched/received quotes on various projects and worked on expenditures & revenues for all recreation programs and classes.

During the third quarter, staff will continue to oversee and wrap up summer recreation classes, playground program, special events, WPR Ticket Program, Summer Day Camp program, hold our annual senior citizen's picnic and summer carnival,

complete evaluations on programs & events; hire new Recreation Supervisor; start preparing for fall softball & kickball leagues, basketball leagues, and youth flag football along with continuing to accept registrations for remaining summer & the start of other fall programs; prepare for the start of Kid Zone at OLOL & possibly Notre Dame; design and distribute small flyer on 2015 fall recreation programs to the schools; conduct COA meeting; complete profit/loss forms on programs; complete CC budget; start working on 2014-15 Winter/Spring Brochure and attend the NRPA Conference.

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

FACILITY USAGE

	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
Paid Rentals	23	20	24	21	20	25						
Non-Paid Rentals	20	20	29	22	29	12						
Recreation Programs	177	239	251	219	163	156						
<i>(includes P&R, CC)</i>												
Total Room Use	220	279	304	262	212	193	0	0	0	0	0	0
Percentage Used	142%	199%	196%	175%	137%	129%	0%	0%	0%	0%	0%	0%
<i>(percents over 100 reflect rooms rented more than once on a given day)</i>												
Rental Revenue	\$2,769.36	\$2,461.36	\$2,929.20	\$2,711.52	\$2,793.36	\$3,780.52						
Program Revenue	\$9,827.30	\$25,603.75	\$23,302.16	\$32,585.14	\$23,189.05	\$19,163.77						
Contractual Revenue	\$215.00	\$215.00	\$215.00	\$215.00	\$215.00	\$215.00						
<i>(County Rent)</i>												
Equipment/Storage & Miscellaneous Revenue	\$158.84	\$93.82	\$64.82	\$98.02	\$64.82	\$64.82						
TOTAL REVENUE	\$12,970.50	\$28,373.93	\$26,511.18	\$35,609.68	\$26,262.23	\$23,224.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

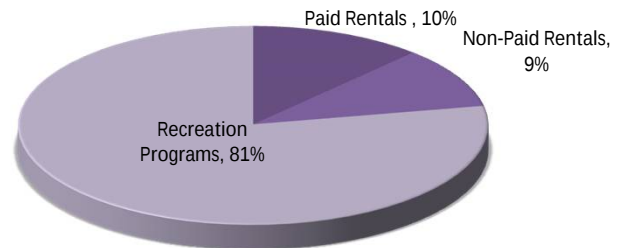
2015 TOTAL REVENUE (to date)

\$152,951.63

2nd Quarter 2015 - Individual Room Usage

ROOM	Program Usage	Rental Usage
Pine Room	112	41
Oak Room	21	36
Hickory Room	105	14
Spruce Room	217	17
Maple Room	10	21
Lounge	73	N/A
Total Usage	538	129

2nd Quarter 2015 Facility Usage



The Community Center experienced a terrific 2nd quarter! We brought in a total of \$85,096, which reflects an increase of \$6,320 compared to the 2nd quarter of last year mainly in part due to an increase in program revenue! Total revenue for the 2nd quarter breaks down as follows: \$74,937.96 (\$65,909.76 last year) in program revenue. Our rental, contractual, equipment/storage & miscellaneous revenue totaled \$10,158.06 (a \$2,578 decrease from last year which was \$12,866.44). This quarter brought in a total of 66 paid rentals which ranks really low compared to the 2nd quarters of the last 4 years. Compared to last year, we are averaging 10 less rentals per month which may be due to the fact that our rates raised significantly and we may have met the threshold. The Pine & Oak Rms. were again the most widely utilized rooms for paid rentals. The Spruce Rm. (217) ranked highest in program usage with the Pine Rm. coming in second (112).

Paid Rentals	10%	4%
Non	9%	2%
	81%	28%
	100%	

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: July 16, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Teen Advisors

The introduction of our new Teen Advisors Krista Abrahamson from the East De Pere and Rachel McMorro from West De Pere.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: July 16, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Recreation Supervisor

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: July 16, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Recreation Scholarship

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: July 16, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Legion Baby Pool

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: July 16, 2015
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki
SUBJECT: Foundation
