



Board of Park Commissioners

Regular Meeting

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

Agenda

Thursday, December 17, 2020

6:30 PM

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Board of Park Commissioners** of the City of De Pere will be held on **December 17, 2020 at 6:30 PM.**

Due to the current public health emergency, the meeting will be held electronically and the public may attend this meeting electronically or telephonically by accessing either:

Please join my meeting from your computer, tablet or smartphone.

<https://www.gotomeet.me/DePere>

You can also dial in using your phone.

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

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

Access Code: 154-883-285

THIS MEETING WILL NOT BE HELD IN PERSON.

This meeting may also be rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at <http://deperecitywi.igmp2.com/>.

I. Call to Order

1. Roll Call

II. Action Items

1. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the November 18, 2020 Meeting.
2. Consideration and Possible Action to Approve Conceptual Design and Site Plan for Voyageur Multi-Use Facility.
3. Consideration and Possible Action to Approve Use of Cabana Area at VFW Pool with Fee Structure.
4. Consideration and Possible Action to Approve Aquatic Annual Report.

III. Discussion Items

1. Review and Discussion of Fee Structure for Season Pool Passes & Lap Swim
2. Summary of 2020 De Pere Community Garden Survey.
3. Update on City action related to Stadium Tax Funding.

IV. Staff Updates

1. Status Update on the VFW Aquatic Facility Construction Progress.

V. Future Agenda Items

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
Alderspersons
Mayor James Boyd
Larry Delo, City Administrator
Judy Schmidt-Lehman, City Attorney
Marty Kosobucki
Carey Danen, City Clerk
City Hall 1st and 2nd Floor
Ben Villaruel, De Pere School District
Dennis Krueger, WDP School District
Jason Hale, Somerville
Rustin Schwandt, Somerville

De Pere Youth Hockey
De Pere Select Soccer
De Pere Area Chamber of Commerce
Definitely De Pere
Brown County Library – De Pere
TV & Radio Stations
De Pere Rapides Youth Soccer
De Pere Baseball
De Pere Girls Softball
Christopher Soquet, Teen Advisor
Lydia McMorrow, Teen Advisor
Margaret Franchino, Brown County
Extension

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

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



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: December 17, 2020

DEPARTMENT: Parks, Recreation & Forestry

FROM: Grace Lahtela

SUBJECT: Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the November 18, 2020 Meeting.

ATTACHMENTS:

- Draft Minutes 11-18-2020 (PDF)



Board of Park Commissioners

Regular Meeting

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

Draft Minutes

Wednesday, November 18, 2020

6:30 PM

I. Call to Order

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

Attendee Name	Title	Status	Arrived
Casey Nelson	Aldersperson	Present	
Melissa Thiel Collar	Board Member	Present	
Ryan Jennings	Board Member	Present	
Rick Klinkenberg	Board Member	Present	
Amy Chandik Kunderinger	Aldersperson	Present	
Dean Raasch	Aldersperson	Late	
Randy Soquet	Board Member	Present	
Lydia McMorro	Teen Advisor	Excused	
Christopher Soquet	Teen Advisor	Present	

Others present: Marty Kosobucki, Director of Parks, Recreation and Forestry, Don Melichar, Park Superintendent/Forester, Grace Lahtela, Jason Hale and Rustin Schwandt from Somerville, and Eagle Scout Jeremy Weller.

II. Action Items

1. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the October 15, 2020 Meeting.

Aldersperson Chandik-Kunderinger moved to approve the Board of Park Commissioners minutes from the October 15, 2020 meeting, seconded by Aldersperson Nelson. Upon vote the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amy Chandik Kunderinger, Aldersperson
SECONDER:	Casey Nelson, Aldersperson
AYES:	Nelson, Thiel Collar, Jennings, Klinkenberg, Kunderinger, Soquet
EXCUSED:	Dean Raasch

2. Consideration and Possible action on Eagle Scout request to install equipment at Dog Park.

Aldersperson Chandik-Kunderinger moved to open the meeting to public comment at 6:32 pm, seconded by Aldersperson Nelson. Upon vote, the motion passed unanimously. Don Melichar, Park Superintendent/Forester introduced Eagle Scout Jeremy Weller. Eagle Scout Jeremy Weller stated that his Eagle project is to build a set of five obstacles for the dog park. Once the obstacles are built, he plans to mount them in concrete and mulch around the obstacles with eco-friendly materials. He explained that he chose the dog park project because his family frequents the park and there are limited obstacles for the dogs to use.

Melissa Thiel Collar questioned the maintenance of the obstacles.

Don Melichar, Park Superintendent/Forester explained that the parks department would handle the maintenance of the equipment once it is installed.

Randy Soquet questioned the expected timeline for the installation of the obstacles.

Jeremy Weller explained that he is planning to build the obstacles this winter and install them when the snow melts in the spring.

Don Melichar, Park Superintendent/Forester commented that the park department will assist Jeremy with the installation once the obstacles are complete.

Ryan Jennings moved to return to regular order at 6:38 pm, seconded by Melissa Thiel Collar. Upon vote, the motion passed unanimously.

Alderson Nelson moved to approve the Eagle Scout donation of five obstacles for the dog park, seconded by Alderson Chandik Kunding. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderson
SECONDER:	Amy Chandik Kunding, Alderson
AYES:	Nelson, Thiel Collar, Jennings, Klinkenberg, Kunding, Soquet
EXCUSED:	Dean Raasch

3. Consideration and possible action on the exterior design of the Voyageur Multi-Use Facility.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained there is a rough exterior picture in the board packet; however after meeting to discuss the drawing, Somerville came up with an updated version of the exterior building. This updated drawing was displayed for the Park Board.

A detailed discussion followed.

Jason Hale from Somerville explained that the drawings take into consideration the floor plan that was agreed on. The aesthetics of the exterior were incorporated from the previous picture study. The drawings include a stone or masonry base, with a different material above to break up the volume of the building. There is also pergola style shading to add to the aesthetics of the building.

Alderson Chandik Kunding suggested adding some type of second tier deck area to overlook the river. She feels the key feature of the river is missed the way the design is now.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that the view of the river is actually the best on the patio on the north side of the building.

Randy Soquet questioned the size of the covered patio, as they seem rather small.

Jason Hale from Somerville commented that on the current design the covered patio is 10' with an additional 5' pergola extension.

Alderson Raasch arrived at 7:15 pm and commented on the need for stationary countertop areas for rental purposes. He had prior meeting commitments and had to leave the meeting at 7:30 pm.

Alderson Nelson explained that his perspective has always been to maximize the river view. He feels that the northwest side of the building should be opened up, utilized more, and should have covered seating also.

Recommendations from the park board for the exterior building design would be to include the pergola look into the design; maximize covered and outdoor seating; have fewer pillars and make them look more refined; and to look at the possibility of having some type of elevated platform seating to take advantage of the river views.

Alderson Chandik Kunding moved to approve the design with tonight's feedback for further integration into the future design of the building, seconded by Ryan Jennings. Upon vote the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amy Chandik Kunding, Alderperson
SECONDER:	Ryan Jennings, Board Member
AYES:	Nelson, Thiel Collar, Jennings, Klinkenberg, Kunding, Soquet
EXCUSED:	Dean Raasch

4. Approve Request to Donate Five (5) Family Pool Memberships for 2021 Specail Events and Programming

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that the Recreation Department is planning to run some special events and programs. The department would like to utilize family pool memberships to entice people to participate in the events.

Randy Soquet moved to approve allocating five family pool memberships for Recreation Department special event programing and forward to Common Council for final approval, seconded by Ryan Jennings. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Randy Soquet, Board Member
SECONDER:	Ryan Jennings, Board Member
AYES:	Nelson, Thiel Collar, Jennings, Klinkenberg, Kunding, Soquet
EXCUSED:	Dean Raasch

5. Consideration and Possible Action to Approve the Brown County Fairgrounds Master Plan Update.

Marty Kosobucki, Director of Parks, Recreation and Forestry, explained that Brown County developed a master plan for renovations to the Fairgrounds property, which was already approved by the Park Board. In order to be in compliance, there needed to be some minor revisions to the plan. These revisions include a change to the location of the announcer platform, restroom building and dumping area.

Matt Kriese from the Brown County Park Department explained that as part of the City of De Pere's Planned Development District and Precise Implementation Plan and the rezoning process, the revisions to the master plan needed to go to Park Board for review and approval. City Council already approved the plan development. Currently the County is in the early stages of construction of the restroom building to be more ADA compliant. This new building is going to be located in the exact same location of the current building. There are no new uses of the property other than the announcer platform. The revisions were needed because the originally master plan was over \$26 million, so the Brown County Board approved to do the updates in phases.

Alderperson Nelson moved to approve the updated Master Plan for the Brown County Fairgrounds property, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderperson
SECONDER:	Randy Soquet, Board Member
AYES:	Nelson, Thiel Collar, Jennings, Klinkenberg, Kunding, Soquet
EXCUSED:	Dean Raasch

6. APPROVE MIDWEST ATHLETIC FIELDS LLC. AS CONTACTOR FOR VFW SOFTBALL FIELD RENOVATION PROJECT

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that there was \$50,000 allocated in the budget to make improvements to the VFW softball field. There were only two bids received from the RFP and neither bid included fencing repairs. With the weather, the project will not occur until next year and the low bidder, Midwest Athletic Fields will honor the price of the contract next year. The fencing repairs will be contracted out separately.

Alderson Nelson moved to award the contract for improvements to the VFW softball field to Midwest Athletic Fields in the amount of \$37,520, seconded by Ryan Jennings. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderson
SECONDER:	Ryan Jennings, Board Member
AYES:	Nelson, Thiel Collar, Jennings, Klinkenberg, Kunding, Soquet
EXCUSED:	Dean Raasch

7. Aquatic Annual Report

Alderson Chandik Kunding moved to table the aquatic annual report, seconded by Alderson Nelson. Upon vote, the motion passed unanimously.

RESULT:	TABLED [UNANIMOUS]
	Next: 12/17/2020 6:30 PM
MOVER:	Amy Chandik Kunding, Alderson
SECONDER:	Casey Nelson, Alderson
AYES:	Nelson, Thiel Collar, Jennings, Klinkenberg, Kunding, Soquet
EXCUSED:	Dean Raasch

III. Staff Updates

1. Status update on the VFW Aquatic Facility.

Marty Kosobucki, Director of Parks, Recreation and Forestry gave an update on the VFW Aquatic Facility. Other than the bullet points in the board packet, the interior walls on the main pool building were started. Also, the mechanical building is encapsulated and the deck by the mechanical building is starting to be poured. Even with the recent weather, they are still on target.

RESULT:	DISCUSSED
----------------	------------------

2. Status update on the Legion Restroom Building construction.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that the construction on the Legion restroom building is going well. There are a few issues that need to be cleared up, but should be completed soon.

RESULT:	DISCUSSED
----------------	------------------

IV. Future Agenda Items

None

V. Adjournment

Melissa Thiel Collar moved to adjourn the meeting at 7:52 pm, seconded by Alderperson Nelson.
Upon vote, the motion passed unanimously.

Respectfully submitted,
Grace Lahtela



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: December 17, 2020

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to Approve Conceptual Design and Site Plan for Voyageur Multi-Use Facility.

Our consultant has submitted the final conceptual design and site layout. The design and layout are based off of comments and feedback obtained from the Board of Park Commissioners. The layout totals just under 3,300 square feet and is estimated to cost approximately \$1 million.

We will need the Park Board to approve the conceptual design and layout. Once approved, we will need to discuss at a future meeting how to fund.

ATTACHMENTS:

- 7524_Final Boards - 120720 (PDF)



CITY OF DE PERE
Multi-Use Building
DE PERE, WISCONSIN

© 2020 Somerville, Inc. This drawing may not be reproduced without the written permission of Somerville, Inc.

design mattersSM





12/7/2020

CITY OF DE PERE
Multi-Use Building
DE PERE, WISCONSIN

© 2020 Somerville, Inc. This drawing may not be reproduced without the written permission of Somerville, Inc.

design mattersSM



somerville
architects | engineers

PROPOSED PROJECT LOCATION



12/7/2020

CITY OF DE PERE
Multi-Use Building
DE PERE, WISCONSIN

© 2020 Somerville, Inc. This drawing may not be reproduced without the written permission of Somerville, Inc.

design mattersSM





City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: December 17, 2020

DEPARTMENT: Parks, Recreation & Forestry

FROM: John McDonald

SUBJECT: Consideration and Possible Action to Approve Use of Cabana Area at VFW Pool with Fee Structure.

Staff is seeking approval for the Cabana area of VFW Pool to be rented during open swim hours. Open Swim hours are 1:00 pm - 4:30 pm & 6:00 - 8:30 pm Monday - Friday and 1:00 - 6:00 pm on Saturday and Sunday. Staff suggests a fee structure of \$25/hour (up to 3 hours with a minimum of 1 hour).

Staff would also work to ensure that users are aware of rentals each day through signage and posts on the website.

Respectfully,

John McDonald - Recreation Supervisor



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: December 17, 2020

DEPARTMENT: Parks, Recreation & Forestry

FROM: John McDonald

SUBJECT: Consideration and Possible Action to Approve Aquatic Annual Report.

This is the Aquatic Annual Report for 2020. Legion Pool was the only facility open due to construction of new VFW Aquatic Facility. Operations proceeded under COVID-19 restrictions.

ATTACHMENTS:

- Aquatic Annual Report 2020 Final (PDF)

Aquatic Annual Report 2020

Completed By:

John McDonald



STAFF

Re-hire letters were sent in December to staff that worked in the summer of 2019 that were recommended for re-hire. We had 9 staff returning and hired 3 full time lifeguard and 3 Basket Attendant/Maintenance staff. We hired 9 substitute staff. All lifeguards were used as swim lesson instructors as well. This summer we successfully hired enough lifeguards to be fully staffed. 2020 was the sixth year for new full time lifeguards to be reimbursed for their lifeguard certification, contingent on successfully completing one season of employment. We paid for 6 guard certifications this year totaling \$900.

A total of 24 staff was hired with a budgeted amount of \$66,646. Actual amount spent in staff wages was \$47,261

Positions Hired
Pool Managers (0)
Lifeguards/Swim Instructors(3)
Concession Staff (0)
Basket Attendants (3)
Sub Lifeguards/Swim instructors (9)

POOL MANAGERS

Both pool managers returned to Legion from last year. VFW Pool was not open during the 2020 season.

BASKET ATTENDANTS

One Basket Attendant/Maintenance returned from 2019. We hired 3 additional staff for the 2020 season.

CONCESSIONS

Concessions did not open for the 2020 season due to COVID-19. The two (2) hired concessionaires were cross trained as Basket Attendants for the 2020 season.

LIFEGUARD SAFETY/TRAINING

We had 5 full-time guards returning and hired 3 new guards this summer. Our pre-season training consisted of orientation to our pools, safety and expectations as well as emergency action plan scenarios. Additional training time was spent on COVID-19 policies and procedures. These trainings continued throughout the season as COVID-19 evolved. We also had swim lessons training for guards teaching swim lessons.

Our pre-season/summer training schedule was as follows:

Date	Time	Location	Topic	Staff Required
Week of June 1	On Your Own	Community Center (600 Grant St.)	ActiveNet training w/Cheryl on own Pool Start Up Information - Binders	All Pool Managers
Thursday, June 4	4:30pm - 6:00pm	Community Center Spruce Room Lower Level Entrance (600 Grant St.)	Front Desk Guidelines and Season Schedules	All Front Desk All Pool Managers
Thursday, June 4	6:00pm - 8:30pm	Community Center Hickory Rm. (600 Grant St.)	All Staff Training/Bloodborne Pathogen Training Video	All Staff
Friday, June 5	3:00 – 6:00 pm	Legion Pool	Swim Lesson Training (Deck & In Water)	All Pool Managers All Lifeguard/Instructors
Monday, June 8	3:30pm - 6:00pm	Legion Pool	Police Training COVID Training In Water Training & Pool Set Up	All Staff
Tuesday, June 9	3:30pm - 6:00pm	Legion Pool	Front Desk/COVID Training/ Set Up/Cleaning Lifeguard/Instructor Training	All Pool Managers All Front Desk All Lifeguard/Instructors
Wednesday, June 10	3:30pm - 6:00pm	Legion Pool	On Deck & In Water Guard Skills Swim Lesson Additional Training	All Pool Managers All Lifeguards
Thurs./Fri, June 11/12	3:30pm - 6:30pm	Legion Pool	Start Up/Guard/Lesson Train/Concessions & BA Set Up	ALL Staff
Friday, June 12	12:15pm - 2:15pm	Legion Pool	Mechanical Room/Opening & Closing procedures/Water Testing	All Pool Managers

COVID-19 LEGION POOL SCHEDULE

A COVID-19 Brochure Guide was created for the community to allow for safe swimming. Disinfection times were incorporated between breaks. The following schedules were implemented.

June 15 – June 28 Monday – Friday	
10:00 – 10:45 am	Lap Swim
11:00 – 11:45 am	Lap Swim
12:00 – 12:45 pm	Rentals
1:00 – 1:45 pm	Rentals
2:00 – 2:45 pm	Rentals
3:00 – 3:45 pm	Rentals
4:00 – 4:45 pm	Rentals
5:00 – 5:45 pm	Lap Swim
6:00 – 6:45 pm	Rentals
7:00 – 8:30 pm*	Rentals
* By Request Only	

June 29 – August 23 Monday – Friday	
10:00 – 10:45am	Swim Lessons
11:00 – 11:45 am	Lap Swim & Swim Lessons
12:00 – 12:45 pm	Lap Swim & Swim Lessons
1:00 – 1:45 pm	Rentals
2:00 – 2:45 pm	Rentals
3:00 – 3:45 pm	Rentals
4:00 – 4:45 pm	Lap Swim & Swim Lessons
5:00 – 5:45 pm	Lap Swim & Swim Lessons
6:00 – 6:45 pm	Rentals
7:00 – 8:30 pm*	Rentals
* By Request Only	

Saturday & Sunday	
12:00 – 12:45 pm	Rentals
1:00 – 1:45 pm	Rentals
2:00 – 2:45 pm	Rentals
3:00 – 3:45 pm	Rentals
4:00 – 4:45pm	Rentals
5:00 – 5:45 pm	Lap Swim
6:00 – 6:45 pm	Rentals
7:00 – 8:30 pm*	Rentals
* By Request Only	

SAVES

Over the course of the summer, all saves were properly documented through incident reports and tracked. A total of 1 save was made, tallying one less than the previous year.

Rescues by Month June – 0 July – 1 August – 0

Rescues by Age

5 & Under – 0 6-12 Years – 1
13-18 Years – 0 18 & Over – 0

Rescues by Location

Dive Well – 1 3 Foot - 0 5 Foot – 0

Rescues by Pool

Legion – 1 VFW – N/A (Did not open in 2020)

Saves History

2020	1 save (1 Pool)
2019	2 saves (1 Pool)
2018	5 saves
2017	3 saves
2016	4 saves
2015	9 saves
2014	6 saves

Incident Reports

Incident reports are incidents that did not require a save to be performed. These incidents required the patron to receive First Aid for things such as cuts, bruises, bloody noses, etc.

Incidents by Pool

Legion – 2 VFW – 0

Legion		VFW	
2020	2	2020	N/A
2019	11	2019	N/A
2018	6	2018	4
2017	Not Recorded	2017	Not Recorded
2016	Not Recorded	2016	Not Recorded

ATTENDANCE

Our operational season for Legion Pool was 64 days long versus the normal 72 due to COVID-19. Legion Pool had minimal closures due to weather.

Patron Use			
	Resident	Non Resident	Total
June	56	46	102
July	81	100	181
August	115	22	137
Total	252	168	420
Note: Numbers are reflective of amount of rentals that were booked.			

	Public Users	Swim Team Users	Total
June	1,330	20	1,350
July	2,462	328	2,790
August	1,863	143	2,006
Total	5,655	491	6,146
Note: Numbers are reflective of how many individual people used our pool.			

Legion Attendance History

2020	6,146 (69 days)
2019	15,493 (72 days)
2018	15,690 (69 days)
2017	16,718 (68 days)
2016	17,643 (72 days)
2015	12,031 (69 days)
2014	13,053

VFW Attendance History

2020	<i>Did Not Open</i>
2019	<i>Did Not Open</i>
2018	11,656 (69 days)
2017	10,864 (68 days)
2016	12,235 (68 days)
2015	12,463 (70 days)
2014	10,520

PASSES

This year due to COVID-19 Season Passes were not offered.

Season Passes Issued

	TOTALS
Individual Pass	0
Family Pass	0
Baby Pass	0
Caregiver Pass	0
Senior Pass	0
Lap Pass	0
Replacement Pass	0
TOTALS	0

Season Pass History

Year	Passes Issued
2020	0 ** Legion Only <i>Due to COVID-19</i>
2019	401 ** Legion Only
2018	629
2017	669
2016	689
2015	644
2014	593

TRADITIONAL RENTALS

No traditional rentals were offered due to COVID-19.

Resident Rental	0 Hours	\$0
<i>Less Sales Tax (5.5%)</i>	<i>\$0*0.055</i>	<i>\$0</i>

Rental History

Year	VFW	Legion	Total Revenue	Budgeted
2020	0	0	\$0	\$800
2019	0	4	\$803.25	\$800
2018	4	3	\$1,368	\$800
2017	5	0	\$903	\$760
2016	3	0	\$692	-
2015	2	0	\$506	-

COVID-19 Lap Swim Rentals

Legion Pool offered Lap Swim Rentals. Rentals were 45 minute time slots. The following was the criterion created for booking lap swim slots:

Reserving Lanes for Lap Swim

- ✓ Reservations will be taken over the phone or in-person (by appointment only) at the Community Center (920-339-4097). Walk-in reservations accepted at Legion Pool during operating hours.
 - 24 hours advance notice recommended
- ✓ Rules for Reserving
 - May only reserve 2 lap swim sessions at one time.
 - Cannot reserve more than 1 session per day.
 - Subsequent reservations may be made after last lap session is completed.
 - *Note: Pool managers will have the discretion to allow for same day lap swim reservations based upon availability. Standard rates apply.*
- ✓ Choose lane you wish to swim in

Lane	Depth	Lane	Depth
1	2.5' - 3.5'	6	4.5' - 5.0'
2	3.5' - 4.0'	7	4.5' - 5.0'
3	3.5' - 4.0'	8*	5.0' - 12.0'
4	3.5' - 4.0'	9*	5.0' - 12.0'
5	4.0' - 4.5'	<i>*Limited availability</i>	

	Resident	Non- Resident	Total
June	113	85	198
July	462	139	601
August	386	81	467
TOTAL	961	305	1266

COVID-19 RENTALS

Residents and Non-Residents could book Legion Pool for 45 minuet rental times. Swim Teams were also able to rent the pool before opening up to the general public. The following was the criterion created for booking rentals:

Pool Rental Fee Schedule	
Reserved on the hour	
45 min.	\$2.00/person
7:00 – 8:30 pm	\$4.00/person
Inflatables	\$100/rental

- ✓ Weekday rentals must be booked 24 hours in advance during Community Center Hours
 - Monday – Thursday (7:30 am – 4:30 pm)
 - Friday (7:30 am – 11:00 am)
 - \$2.00 per person
- ✓ Weekend rentals must be reserved by 11:00 am on Fridays
 - Rentals from 7:00 pm – 8:30 pm are by request only
 - \$4.00 per person
- ✓ Rules for Renting
 - May only book 2 rentals at one time.
 - Subsequent reservations may be made after last rental is completed.
 - Cannot book more than 1 time period per day.
 - *Note: Pool managers will have the discretion to allow for same day pool rentals based upon availability. Standard rates apply.*
- ✓ Minimum of 10 people; maximum of 25 people
- ✓ Must be at least 18 years of age or older to book rental
- ✓ Rentals: Minimum payment of \$20 non-refundable deposit required to reserve date.
- ✓ Rentals (7:00 – 8:30pm): Minimum payment of \$40 non-refundable deposit required to reserve date.
 - Payment in full at time of reservation preferred. Remaining balance due upon arrival at pool (*cash or check only*). No refunds will be issued for members of party not showing up.
 - Dates/deposits not transferrable within 48 hours. No refunds will be given.
- ✓ If the Department cancels a rental due to unsafe weather conditions, every attempt will be made to reschedule the rental before a refund is issued.
- ✓ Large Pool Inflatables Obstacle Course
 - Subject to availability
 - \$100 user fee per rental

SPECIAL EVENTS

No Special Events were offered in the 2020 Season due to COVID-19.

SWIM LESSONS

Traditional Swim Lessons and 9 Week Lessons were not able to be offered due to COVID-19. Only Semi-Private and Private Swim Lessons were offered throughout Monday – Friday. Instructors taught from the deck. Levels Parent/Child through Level 3, parents were required to be in the water with child on a one-on one basis. Level 4 and Level 5/6 having a parent in the water was an optional choice.

Private Swim Lessons

	Packages of 4	Packages of 8	Total
Legion	6	9	15
VFW	0	0	0

Semi Private Swim Lessons

	Packages of 4	Packages of 8	Total
Legion	9	64	73
VFW	0	0	0

Swim Lesson History

Year	Total Enrolled	Legion Revenue	VFW Revenue	Total Revenue	Less 6.5 % ACTIVE Net	Budgeted
2020	88	\$7,626*	\$0	\$6,487	\$6,065	\$24,600
2019	533	\$24,047	\$0	\$24,047	\$22,484	\$20,000
2018	722	\$16,362	\$11,467	\$27,829	\$26,021	\$29,100
2017	721	\$16,390	\$11,390	\$27,780	\$25,974	\$27,800
2016	714	\$15,378	\$12,638	\$28,016		
2015	684	\$14,335	\$11,272	\$25,607		
2014	720	\$13,713	\$11,365	\$25,078		

**Includes Syble Hopp Parent Child Lessons*

AQUATIC FITNESS CLASSES

Only Session 3 was offered at Legion Pool due to COVID-19. All Syble Hopp Water Aerobic programming was canceled due to COVID-19.

Class	Count	Revenue	2020 Budgeted
Water Aerobic –Syble Hopp	198 (12 Classes)	\$3,203	\$15,700
Water Fitness – Syble Hopp	0 (0 Classes)	\$0	
Summer Water Aerobic	8 (1 Class)	\$324	
Total	206 (13 Class)	\$324	

Total Lessons and Aqua Fitness Classes → \$11,153

EXPENSES

	2020 Budgeted	2020 Actual 11.9.20*	2019 Budgeted	2019 Actual 9.4.19	2018 Budgeted	2017 Actual	2016 Actual
Salaries	\$17,952	\$15,047	\$17,085	\$11,252*	\$16,264	\$15,567	\$15,252
Hr./OT Wages	\$17,627	\$8,015	\$28,620	\$7,695	\$27,216	\$18,231	\$20,550
Seasonal Wages	\$66,646	\$47,261	\$65,795	\$60,602**	\$103,205	\$93,525	\$93,144
Benefits	\$17,391	\$15,813	\$25,214	\$9,013	\$30,352	\$18,901	\$22,270
Training	\$150	\$0	\$150	\$150	\$150	\$50	\$90
Telephone	\$900	\$450	\$900	\$450	\$1,800	\$1,800	\$1,800
Cell/Radio	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Data	\$126	\$197	\$126	\$129	\$250	\$249	\$369
Utilities	\$24,000	\$18,714	\$24,000	\$17,578	\$41,500	\$34,800	\$42,465
Equipment Maintenance	\$15,000	\$10,390	\$15,000	\$11,639**	\$25,000	\$21,070	\$25,766
Operating Supplies***	\$5,000	\$3,860	\$6,400	\$4,509**	\$5,700	\$4,644	\$4,511
Pool Chemicals	\$14,300	\$14,205	\$13,300	\$13,750	\$23,000	\$22,287	\$20,667
Concession Purchases	\$7,000	\$0	\$7,000	\$6,359	\$14,000	\$11,267	\$11,797
Capital Equipment	\$6,000	\$0	\$0	\$0	\$0	\$0	\$26,662
TOTALS	\$192,092	\$133,952**	\$203,590	\$143,126*	\$288,626	\$242,391	\$285,335

*2020 Actual #'s listed are as of 11.9.2020

** All numbers are reflective of In Code

Expense History

	Actual	Budgeted
2020	\$133,952	\$192,092
2019	\$143,126	\$203,590
2018	\$277,328	\$288,437
2017	\$242,391	\$281,626
2016	\$285,335	\$236, 525
2015	\$255,990	\$236,025
2014	\$241,239	\$253,906

REVENUES

Legion Pool brought in a total of \$32,585 in daily revenue. Daily Revenue was split between Lap Swim and Rentals. There was no difference for Resident and Non-Resident users due to COVID-19.

Daily Revenue Summary – Lap Swim

	Total
June	\$782.93
July	\$1,712.88
August	\$1258.80
TOTALS *	\$3,755

* Includes 5.5% sales tax

Daily Revenue Summary – Rentals & Swim Team

	Total
June	\$8,609
July	\$7,148
August	\$1,920
TOTALS**	\$17,677

** Includes 5.5% sales tax

Revenue History***

	2020 Budgeted	2020 Actual	2019	2018	2017	2016	2015	2014
Gen. Admission*	\$22,000	\$21,432	\$19,714	\$33,859	\$28,855	\$35,756	\$33,090	\$28,994
Concessions*	\$13,325	\$0	\$12,340	\$17,581	\$18,313	\$20,706	\$20,507	\$19,214
Season Passes	\$29,000	\$0	\$30,683	\$45,981	\$50,501	\$49,636	\$45,463	\$39,790
Rentals*	\$800	\$0	\$803	\$1,368	\$903	\$692	\$506	-
Swim Lessons/ Water Fitness**	\$40,300	\$11,153	\$23,441	\$31,025	\$26,638	\$28,016	\$25,607	-
TOTALS	\$100,002	\$32,585	\$89,000	\$129,814	\$125,210**	\$134,806	\$125,173	\$87,998

***General admission and concession includes 5% sales tax subtracted. Combination of Lap Swim and Rentals.**

VFW & LEGION POOL EXPENSES & REVENUES		
YEAR	EXPENSES	REVENUES
*2020	\$133,952	\$32,585
*2019	\$143,126	\$83,380
2018	\$245,643	\$129,814
2017	\$242,391	\$125,210

*Legion only

END OF REPORT



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: December 17, 2020

DEPARTMENT: Parks, Recreation & Forestry

FROM: John McDonald

SUBJECT: Review and Discussion of Fee Structure for Season Pool Passes & Lap Swim

Staff is presenting the entire Pool Pass Fee structure for 2021. In-Season rates were already approved, however our past policy has been to offer Pre-Season Pool Passes at a discounted rate. Please see attached.

In addition, staff will move forward to enact Lap Swim as a program. Please see attached fee structure. Patrons will be recorded as paying for a season pass or a daily admission rate.

Respectfully,

John McDonald
Recreation Supervisor

ATTACHMENTS:

- De Pere Pools Pass and Lap Swim Fee Structure (PDF)

De Pere Pools - Season Pass Fee Structure

Legion Only

Pre-Season Swim Passes	Resident	Non-Resident
Individual	\$35.00	\$65.00
Family	\$70.00	\$150.00
Senior	\$25.00	N/A

In-Season Swim Passes *Legion Only*

Individual	\$45.00	\$75.00
Family	\$80.00	\$160.00
Senior	\$35.00	N/A

Pre-Season Swim Passes *Legion & VFW*

Individual	\$45.00	\$90.00
Family	\$100.00	\$210.00
Senior	\$35.00	N/A

In-Season Swim Passes *Legion & VFW*

Individual	\$55.00	\$100.00
Family	\$110.00	\$220.00
Senior	\$45.00	N/A

Lap Swim Both Pools

	Resident	Non-Resident
Daily	\$3.00	\$5.00
Season Pass	\$45.00	\$60.00
Season Pass Senior	\$35.00	\$50.00



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: December 17, 2020

DEPARTMENT: Parks, Recreation & Forestry

FROM: Don Melichar

SUBJECT: Summary of 2020 De Pere Community Garden Survey.

ATTACHMENTS:

- Lions end-of-season summary (DOCX)



BROWN COUNTY COMMUNITY GARDENS PROGRAM

2019 TECHNOLOGY WAY, ROOM 113
GREEN BAY, WI 54311



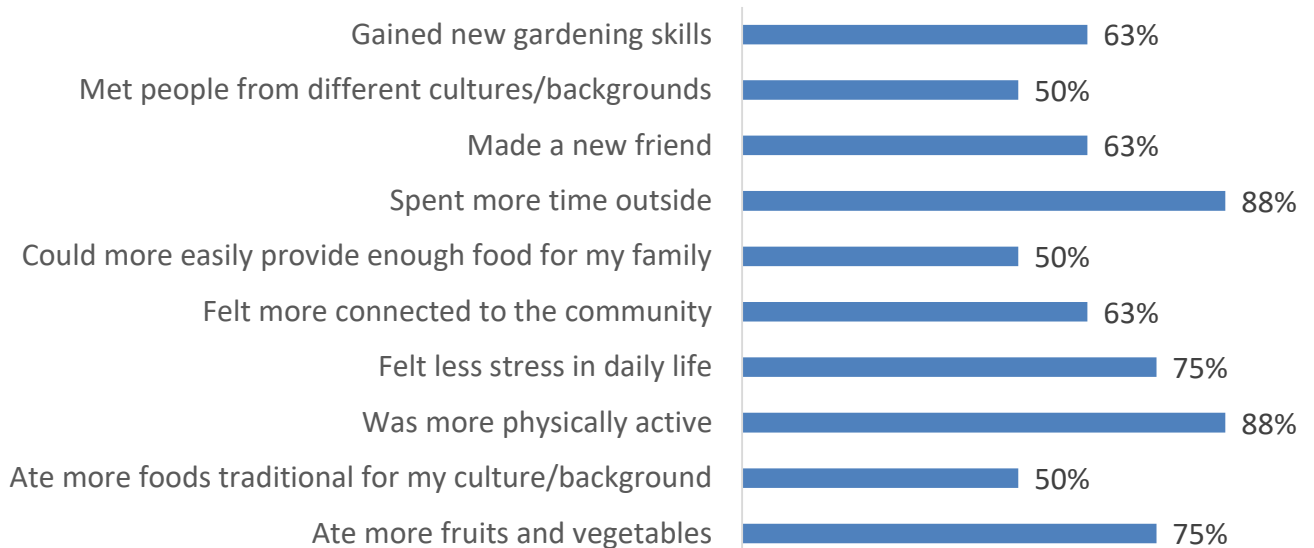
PHONE: (920) 391-4660 WEBSITE: browncountycommunitygardens.org



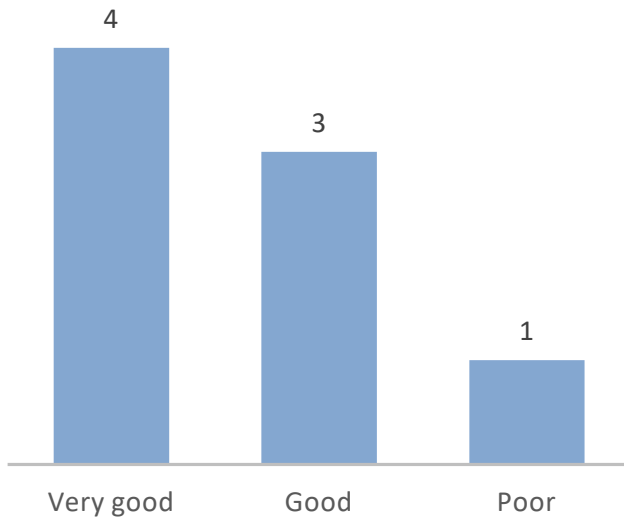
2020 Lions De Pere Community Garden Season Summary

- 19 participating gardener families
 - 18 with De Pere address (half living less than one mile from the garden), one with Green Bay address
- End-of-season survey responses:
 - 8 respondents (42% response rate)
 - In general, gardeners pointed to greater benefits and more engagement in 2020 than in 2019

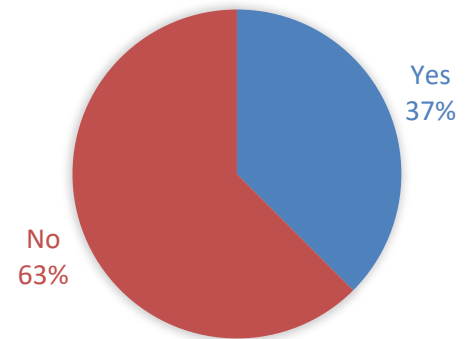
Because I participated in the Community Gardens Program, I...



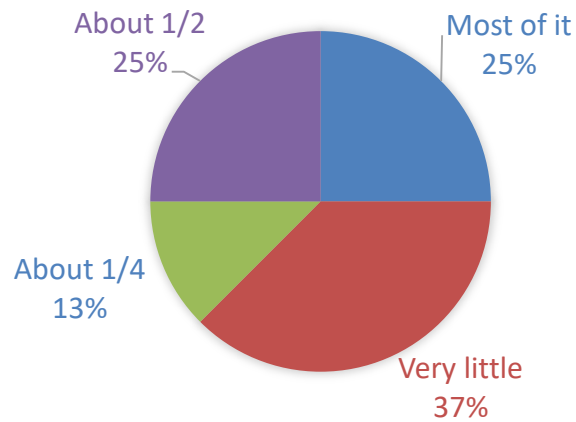
OVERALL RATING OF SEASON



DONATED PORTION OF GARDEN PRODUCE TO FOOD PANTRY



PORTION OF PRODUCE EATEN THIS SUMMER THAT CAME FROM THE GARDEN





City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: December 17, 2020

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Update on City action related to Stadium Tax Funding.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: December 17, 2020

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Status Update on the VFW Aquatic Facility Construction Progress.

Below is the update we received from Immel on the major accomplishments over the past month at the VFW Aquatic Facility.

- * Shingle roofs are complete on the buildings
- * Pool Deck area around pool B is poured
- * Pool Deck area at Slide runout is poured
- * Remaining deck areas are rough graded
- * Top soil install at NW and N site areas is placed
- * Pool Building OH RIs are 90% complete
- * Pool Building masonry walls are 90% (including CB 4 changes)
- * Mech building MEP RI are ongoing
- * Pool Building window frames and awnings are being installed