



Board of Park Commissioners

Regular Meeting

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

Revised Agenda

Thursday, June 16, 2022

6:30 PM

Council Chambers and Virtual

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 **June 16, 2022 at 6:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET, DE PERE.**

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

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

OR

You can also dial in using your phone.

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

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

Access Code: 154-883-285

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

I. Call to Order

1. Roll Call

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

III. Items

- 1. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the May 19, 2022 meeting.**
- 2. Consideration and Possible Action to Elect Chairperson for the Board of Park Commissioners.**
- 3. Consideration and Possible Action to Elect Vice Chairperson for the Board of Park Commissioners.**
- 4. Consideration and Possible Action to Accept \$100,000 Donation from First Congregational Church for Playground at Kelly Danen Park.***
- 5. Consideration & Possible Action to Accept a \$300 from De Pere Area Men's Club for Senior Picnic***
- 6. Consideration and Possible Action to Accept Donations from De Pere Girls Softball for Upgrades to the Fields at Optimist Park.***
- 7. Consideration and Approval of Local Girl Scout Troup to Sell Concessions at City Band Concerts.**
- 8. Consideration and Possible Action to Provide Recommendation to City Council Regarding Legion Pool Replacement.***

9. Consideration and Possible Action on Recommendation of Project 22-18 Bids, Circulating Pumps for the Community Center.*

IV. Discussion Items

1. Update on Status of Legion Pool Operations and Opening.
2. Update on the Status of Recreation Supervisor Hiring
3. Farewell from Teen Advisors

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
Hundamo Lovell, Teen Advisor
De Pere Men's Club

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
First Congregational Church
Hurkman Mechanical

***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: June 16, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Grace Lahtela

SUBJECT: Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the May 19, 2022 meeting.

ATTACHMENTS:

- Draft Minutes (PDF)



Board of Park Commissioners

Regular Meeting

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

Draft Minutes

Thursday, May 19, 2022

5:00 PM

Council Chambers and Virtual

Please note the time of this meeting has changed from the regular meeting time of 6:30 pm.

I. Call to Order

The meeting was called to order at 5:00 PM by Board Member Randy Soquet

Attendee Name	Title	Status	Arrived
Melissa Thiel Collar	Board Member	Excused	
Ryan Jennings	Board Member	Present	
Jim Kneiszel	Board Member	Present	
Amy Chandik Kunding	Aldersperson	Present	
Shana Defnet Ledvina	Aldersperson	Present	
Dean Raasch	Aldersperson	Late	5:05 PM
Randy Soquet	Board Member	Present	
Hundamo Lovell	Teen Advisor	Late	6:30 PM
Christopher Soquet	Teen Advisor	Excused	

II. Presentations

1. Presentation by McMahon and Associates Regarding Nelson Family Pavilion Project.

Presentation given by Michael McMahon, Executive Vice President and Kevin Chevalier, Architectural Designer and Project Manager of McMahon and Associates regarding the design, bidding, and construction administration of the Nelson Family Pavilion at Voyageur Park.

RESULT: DISCUSSED

2. Presentation by Somerville Regarding the Nelson Family Pavilion Project.

Sam Graner, Vice President of Engineering/Mechanical Project Engineer; Jason Hale, Senior Project Architect/Project Manager; and Rustin Schwandt, Architect from Somerville gave a presentation regarding the design, bidding, and construction administration for the Nelson Family Pavilion at Voyageur Park.

RESULT: DISCUSSED

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

Joe Nicks commented on the kayak rental proposal for Bomier Boat Launch. He feels that the proposal provided by Definitely De Pere is a good idea but feels the kayak rental idea should have been originated from the city. The proposal fits with the cultural plan, but he is concerned with the conflict of kayaks with the power boats that launch from Bomier. Joe also commented on the possible soil issues at Voyageur Park.

IV. Action Items

1. Consideration and Possible Action to Approve the Board of Park Commissioners minutes from the April 21, 2022 meeting.

Aldersperson Raasch moved to approve the Board of Park Commissioners minutes from the April 21, 2022, meeting, seconded by Aldersperson Defnet Ledvina. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Aldersperson
SECONDER:	Shana Defnet Ledvina, Aldersperson
AYES:	Jennings, Kneiszel, Kunding, Defnet Ledvina, Raasch, Soquet
EXCUSED:	Melissa Thiel Collar

2. Consideration & Possible Action to Accept an \$800 Donation from De Pere Optimists for Beer Gardens*

Aldersperson Raasch moved to accept the \$800 donation from De Pere Optimists for children's entertainment at the beer gardens, seconded by Ryan Jennings. Upon vote, the motion passed unanimously.

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

3. Consideration & Possible Action to Accept a \$300 Donation from De Pere Men's Club for Summer Carnival*

Aldersperson Defnet Ledvina moved to accept a \$300 donation from the De Pere Men's Club for the summer carnival, seconded by Ryan Jennings. Upon vote, the motion passed unanimously.

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

4. Consideration and Possible Action to Approve Proposal of Donation of Playground Equipment from First Congregation Church at Kelly Danen Park.

Randy Soquet moved to approve the proposal from the First Congregational Church for donation of playground equipment at Kelly Danen Park, seconded by James Kneiszel. Discussion followed.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that this topic was discussed previously, but there were safety concerns with baseballs flying into the playground. A playground at Kelly Danen would benefit the area neighborhood and all the children going to the park for baseball. The city would love to see a playground there if it could be done safely. The city, De Pere Baseball, and First Congregational Church are all interested in putting in a playground at the park. If the Park Board is interested in pursuing this, the church would then go back to their congregation to see if they are interested.

Aldersperson Raasch questioned where the playground could be located.

Marty Kosobucki, Director of Parks, Recreation and Forestry brought up a map of the park and indicated the areas that De Pere baseball felt the playground could be located safely.

Alderpersion Raasch moved to open the meeting to public comment at 7:42 pm, seconded by James Kneiszel. Upon vote, the motion passed.

Mary Bain and Anita Bain from First Congregational Church explained that the church property has been sold. They have watched children play at the park for a long time. The church would like to contribute and leave a mark on the city and thought playground equipment at Kelly Danen Park would be a great idea.

Alderpersion Raasch questioned if the church had any vision on what they would like to see.

Mary Bain explained that they realize the space will not handle a huge playground. The church will work together with the city to pick out what would work the best.

Randy Soquet commented that when the baseball teams play at Kelly Danen, the players siblings get bored because there is nothing for them to do and feels that the playground should be geared to these younger children.

Alderpersion Chandik Kundingner thanked the church for bringing this proposal to the Park Board. Having intentional playground equipment at the park would be great for the kids that are not playing baseball and for the area children.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that what the church is looking for now is the approval of the Park Board for playground equipment to be located at Kelley Danen Park. If so, the church would go back to the congregation to see if this is what they would like to do. The cost of the equipment would determine if it can be completed with the donation, or if the donation would need to be put into a dedicated fund and then the city could budget for the remainder in future years. A vote of yes would be that you are in favor of a playground at Kelly Danen Park.

Alderpersion Raasch moved to return to regular order at 6:50 pm, seconded by Alderpersion Defnet Ledvina.

Upon vote, the above motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Randy Soquet, Board Member
SECONDER:	Jim Kneiszel, Board Member
AYES:	Jennings, Kneiszel, Kundingner, Defnet Ledvina, Raasch, Soquet
EXCUSED:	Melissa Thiel Collar

5. Consideration and Possible Action on Survey Results and Input on Wilson Park.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that the survey has been completed. Staff was hoping for a little more direction from the survey results, however the information received was all over and nothing concrete on what should be done. With the survey results, and no clear-cut direction on what should be done, staff would recommend hiring a consultant to come up with some designs on what could be done at the park. One thing for certain is that all the historical elements should remain at the park.

Alderpersion Raasch commented that most people probably do not realize the historical aspects of the park and feels that a consultant would be the best route.

Alderpersion Raasch moved to return the item back to staff and look at hiring a consultant to provide direction on what should be done at Wilson Park as part of the 2023 budget process, seconded by Alderpersion Defnet Ledvina.

Discussion followed.

Alderson Raasch moved to open the meeting to public comment at 6:58 pm, seconded by Ryan Jennings. Upon vote, the motion passed unanimously.

Joe Nicks stated he was skeptical when the survey went out, but with over 200 comments, even if they were very random, it shows that there is interest in the park. Mr. Nicks does see a problem with hiring a consultant, because whatever consultant is hired, the concept will come out based on what the consultant specializes in. It would be helpful to staff if the park board would provide some type of recommendation on what type of concept should be considered, so it fits in with the neighborhood, college, and downtown.

Alderson Raasch commented that the city has done a really good job on finding good consultants and the consultants do a really good job finding out what the residents want.

Alderson Raasch moved to return to regular order at 7:06 pm, seconded by James Kneisel. Upon vote, the motion passed unanimously.

Alderson Chandik Kunding feels that when feedback is solicited, it should be in the three areas of wants: recreational, passive and a combination of both.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that when the RFP is developed for consulting services, it could be structured to provide designs on the three main concepts that came through on the survey.

Upon vote, the above motion was approved unanimously.

RESULT: REFERRED BACK TO STAFF [UNANIMOUS]

Next: 1/19/2023 6:30 PM

MOVER: Dean Raasch, Alderson

SECONDER: Shana Defnet Ledvina, Alderson

AYES: Jennings, Kneisel, Kunding, Defnet Ledvina, Raasch, Soquet

EXCUSED: Melissa Thiel Collar

6. Consideration and Possible Action to Approve Request from Mathewson Monuments for Reimbursement of Expense. *

Alderson Raasch moved to approve the request from Mathewson Monuments for reimbursement of a \$750 unanticipated expense with the creation of the Veterans Memorial at VFW Park, seconded by Alderson Chandik Kunding.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that the expense occurred with the custom fabrication of the flag that sits on top of the monument. This expense was completely unknown by Mathewson. There is no markup on the invoice, the request is just to cover his costs.

Upon vote, the above motion passed unanimously.

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that there is a dedication ceremony planned for the memorial to occur at the end of June.

RESULT: ADOPTED [UNANIMOUS]

MOVER: Dean Raasch, Alderson

SECONDER: Amy Chandik Kunding, Alderson

AYES: Jennings, Kneisel, Kunding, Defnet Ledvina, Raasch, Soquet

EXCUSED: Melissa Thiel Collar

7. Consideration and Possible Action to Approve Contingency Plan for Hours of Operation of Swimming Pools.*

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that staff has been actively trying to hire a fourth pool manager. Currently we have three pool managers and a sub. Staff has been working on the pool schedules to see if all hours can be covered by the current pool managers. Looking at the number of hours the pool managers want per week, and what staff is comfortable with them working, it appears that we may be short around 8 hours. If so, staff is looking at closing Legion Pool on Sundays. Sunday was chosen because Monday – Thursday swim lessons are held, with Friday being a make-up day for lessons, so it does not make sense to close the pool during the week. This left Saturday or Sunday. Sunday has the lowest attendance records, so that is why it was chosen. Staff is also requesting that the mayor and the park board chairperson be given the authority to alter the plan moving forward if needed. Alderperson Defnet Ledvina question the possibility of closing an activity at VFW pool instead.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that closing an activity at VFW would not work because we are short a pool manager, not lifeguards. Marty also stated that staff is still working and hoping to find someone, but a contingency plan is needed just in case no one is found.

Alderperson Chandik Kunder suggested advertising the position as just one day a week and possibly reaching out to the YMCA and YWCA.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that some organizations are in a worse staffing condition than what we are, and they are not willing to reach out to their staff. Currently we are advertising the flexibility of the position. Alderperson Defnet Ledvina questioned the type of notice residents will receive and what effect this closure will have at VFW.

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that staff plans to notify residents about the contingency plan a week prior to opening, if a manager can not be found. If Legion must be closed, there will be long lines at VFW on Sunday.

Alderperson Raasch questioned if the topic of allowing the mayor and park board chairman the authority to alter, implement, and/or remove the plan is being requested if staff is lost.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that with the pool season starting, we do not have the ability of going back to the park board for a decision. Is something major were to happen, a special board meeting would need to be called. This allows some flexibility with the mayor and park board chairperson having the ability to alter the plan.

Alderperson Raasch moved to approve the contingency plan as presented, seconded by Alderperson Defnet Ledvina.

Ryan Jennings commented that closing Legion on Sunday makes the most sense. Sunday's will allow the parents the ability to bring their kids to VFW if they would like. Ryan hopes that the contingency plan does not need to be used but understands there needs to be one in place. Ryan also questioned if the attendance at VFW was high, could they ask at the front desk if patrons are swimming or not to increase the patron load.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that once a patron is admitted to the pool, they are considered a swimmer.

Upon vote, the above motion passed unanimously.

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

8. Consideration and Possible Action to Approve Consultant for Nelson Family Pavilion Project.*

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that the fee for the Nelson Family Pavilion came in with Somerville at \$113,800 and McMahon at \$89,500. For the fees to be more comparable, you would need to subtract \$6,000 from the Somerville bid for the soil study and add \$2,000 to the McMahon bid for furniture, fixtures, and equipment. After these adjustments, Somerville would be at \$107,800 and McMahon at \$91,500.

Alderperson Chandik Kunding stated that she liked the Somerville presentation. She liked what was presented and how the information was presented. The presentation was well laid out and it seems like they would offer greater adaptability.

Alderperson Defnet Ledvina agreed with Alderperson Chandik Kunding. She thought Somerville seemed more eager and more invested in the project.

Alderperson Raasch also agreed with Alderperson Chandik Kunding. He feels that both are very qualified and presented quality projects but is not sure if McMahon has a full scope of the project.

Ryan Jennings stated he was torn between the two companies. Somerville led us through the full design process, understands it is not a music venue, and what the city wants the building to be. He is concerned that if we change to a different consultant, it will lead to a different structure. The donor likes the vision that is designed.

Alderperson Defnet Ledvina questioned if Marty worked with both groups and what his thoughts are.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that he has only worked with Somerville on this design and with McMahon on the Legion restroom building, which was a much smaller project than this. Marty also pointed out that the donors donated to the conceptual design that was approved and the idea behind it.

Alderperson Defnet Ledvina stated she likes the idea of Somerville being a local company and just right down the road if something were to happen.

Alderperson Chandik Kunding moved to approve Somerville as the consultant for the Nelson Family Pavilion, seconded by Alderperson Defnet Ledvina.

Discussion followed.

Ryan Jennings stated that he is going to vote for McMahon due to the cost discrepancy.

James Kneiszel stated that he was initially leaning toward McMahon due to the cost difference but does see the benefits of going with Somerville.

Marty Kosobucki, Director of Parks, Recreation, and Forestry summarized some points.

Both Somerville and McMahon are great companies. McMahon does have an edge with cost. Somerville has an edge with being a local company and being with the project from the beginning.

Randy Soquet mentioned that he does like the option of an indoor bathroom that McMahon suggested.

James Kneiszel questioned Marty if there were any unexpected overages with the Legion restroom building.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that there were no overages. McMahon was good to work with as a consultant and Alliance Construction was the contractor for the project. James Kneiszel stated that he really likes what Somerville prepared at the botanical gardens, but ultimately it comes down to cost. Upon vote, the motion failed with a 2-4 vote, with Alderperson Chandik Kunding and Alderperson Defnet Ledvina voting Aye. Randy Soquet moved to approve McMahon as the consultant for the Nelson Family Pavilion, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

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

V. Staff Updates

1. Update on Status of Recreation Supervisor Position

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that the Recreation Supervisor, Angela George, has resigned her position. Angela's last day will be May 27th. The position is posted, and interviews have started.

RESULT:	DISCUSSED
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2. Update on Status of De Pere Ice Arena and User Groups.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that recently The Press Times ran an article on the De Pere Ice Center. Since this article was published, staff met with the stakeholders to confirm that the facility has support from the city, but if it is to continue there needs to be some commitment from the stakeholders as well.

RESULT:	DISCUSSED
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VI. Future Agenda Items

Alderperson Defnet Ledvina reminded that the Chairman and Vice Chairman needed to be voted on.

VII. Adjournment

James Kneiszel moved to adjourn the meeting at 8:00 pm, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

Respectfully submitted,
Grace Lahtela



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: June 16, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to Elect Chairperson for the Board of Park Commissioners.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: June 16, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to Elect Vice Chairperson for the Board of Park Commissioners.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: June 16, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to Accept \$100,000 Donation from First Congretional Church for Playground at Kelly Danen Park.*

ATTACHMENTS:

- Playground Donation.Kelly Danen (PDF)

CITY OF DE PERE MEMO



To: Board of Park Commissioners

From: Marty Kosobucki

Date: June 23, 2022

RE: Donation Proposal from First Congressional Church

We have received notice from First Congressional Church (FCC) they would like to donate up to \$100,000 for the purpose of constructing a playground at Kelly Danen Park. As part of the donation, FCC is requesting a sign be installed as part of the playground that provides recognition to them. Staff recommends the acceptance of the very generous donation.

After accepting the donation, In order for staff to move forward we need to know if the Park Board wishes to construct the playground within the donation amount, or do they want to allocate funds toward the project? Currently, the department and City do not have any money budgeted for this project so funds would need to be allocated in one of two different ways. First, you could recommend funding from unassigned reserves. This would not be recommended. The second option would be to delay the construction of the project until 2023 and request additional funding within the 2023 Budget.

If the Park Board would not consider one of the two options for allocating additional funding, the other two choices would be to 1) build the playground within the donation amount, or 2) search for additional outside funding to support the cost of the playground.

In order to make this decision, it would benefit to know and understand what type of playground could be constructed for the amount being donated. Unfortunately, it is very difficult to layout what type of playground could be constructed without getting into details. However, generally speaking we could get a nice and compact playground for \$100K if we decided to use wood chips as our fall surface. If the decision was to have Poured in Place (PIP) for our fall surface, the playground would likely not be very large considering the costs of PIP and concrete.

Staff Recommendation: Recommend the acceptance of \$100,000 donation and send out Request for Proposals to playground vendors to be consistent with donation amount.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: June 16, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Consideration & Possible Action to Accept a \$300 from De Pere Area Men's Club for Senior Picnic*

ATTACHMENTS:

- De Pere Men's Club - Senior Picnic 2022 (DOCX)

CITY OF DE PERE

Community Center | Recreation Department

600 Grant St., De Pere, WI | 920-339-4097 | www.deperewi.gov/communitycenter



Memorandum

To: Board of Park Commissioners

From: Mandi Baker, Recreation Coordinator

Date: May 20, 2022

Re: Approval to Accept Donation De Pere Men's Club

This memo is to seek the Board of Park Commissioner's approval for the De Pere Community Center to accept a donation of \$300 from the De Pere Men's Club towards food and supplies for the Senior Picnic. The picnic will once again offer a fun afternoon of booyah, hot dogs, ice cream, bingo, and door prizes for the seniors to enjoy.

The De Pere Men's Club would be recognized as a sponsor of the event with their name on all promotional flyers and in our Recreation brochure. We continue to appreciate their support with this event as they donate money, cook, and help serve food every year.

Thank you for your time and consideration.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: June 16, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Don Melichar

SUBJECT: Consideration and Possible Action to Accept Donations from De Pere Girls Softball for Upgrades to the Fields at Optimist Park.*

ATTACHMENTS:

- Memo to Accept Donation from DGSA.final (PDF)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Don Melichar, Park Superintendent/City Forester
Date: June 3, 2022

RE: Approval to Accept Donations from the DGSA

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 various park/diamond improvements at Optimist Park.

Summary: DP Girls Softball Association would like to make the following improvements to Optimist Park and the diamonds that they use for play:

- Field #1 – replace backstop – estimate \$20,000 (lower field/furthest west/oldest diamond)
- Field #1 – remove dugout wings and replace with gates – estimate \$2,300
- Field #1 – replace outfield fencing including two new gates – estimate \$23,000
- Field #1 and Field #2 - extend concrete from bleacher area to dugout entrances on, also includes concrete pads in front of each field storage sheds – estimate \$2,000 - \$5,000 (NE field/second oldest field)
- Field #1 and Field #3 – upgrade scoreboard with LED bulbs due to lack of availability of current bulbs – parts estimate \$1,000 (newest field/SE)
- Field #3 - enclose 45' of first base pitching lane to increase safety in that area – estimate \$2,300
- Re-Key the door locks at the park. There would be separate keys for concession stand, upstairs equipment room, concession stand utility room and storage sheds (estimate \$1,000-\$1,200)

Thank you for your consideration in this matter. Based on the history of DGSA doing continuous improvements to the park and facilities, staff would recommend approving the donations for the park. 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: June 16, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Approval of Local Girl Scout Troup to Sell
Concessions at City Band Concerts.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: June 16, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to Provide Recommendation to City Council Regarding Legion Pool Replacement.*

ATTACHMENTS:

- Memo.Legion Pool (DOCX)
- Copy of Pool Fund Analysis - 05-25-22 (PDF)
- Memo.Park Board.replacement (PDF)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Date: June 16, 2022

RE: Legion Pool

In February of 2022 the Park Board began the discussion of Legion Pool and its eventual replacement. At that time it was recommended to not make any decisions until the financial impact of the VFW Pool and the Referendum could be laid out. We have received information from our Finance Director and have included in your packet. We have also requested our Finance Director be present at our meeting to answer any questions you might have. In addition, I have also included the information presented to you back in February.

Ultimately I believe the Park Board should come up with a recommendation to the City Council with a plan/approach in replacing Legion Pool. A suggestion staff can provide would be the following:

It is recommended to begin the technical design of Legion Pool in 2025 and construction in 2026, unless the pool sustains a catastrophic failure, in which the process for replacing Legion Pool will begin immediately. A catastrophic failure is considered something that will cost more than \$200,000 to repair. In addition to catastrophic failures, any event projected to cost more than \$50,000 in repairs to Legion Pool shall generate a review of the Legion Pool timeline.

City of De Pere Pool Capital Projects Fund

Revenues	
Tax Levy 2019	900,000.00
Tax Levy 2020	<u>900,000.00</u>
	\$1,800,000.00
Debt Issued 2020	3,600,000.00
Premium on Debt Issued 2020	135,936.00
Total Revenues through 2020	<u><u>\$5,535,936.00</u></u>

Expenditures	
Howard Immel Contract	(4,459,423.25)
Graef Contract	(377,722.20)
Debt Issuance Costs	(48,725.90)
Total Expenditures through 2020	<u><u>(4,885,871.35)</u></u>

Fund Balance - 12/31/20 (Agrees with Audit)	<u><u>\$650,064.65</u></u>
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		2022	2023	2024	2025	2026	2027	2028	2029	2030
Fund Balance - 01/01/21	\$650,064.65	(\$1,500,372.15)	(\$1,163,140.65)	(\$793,218.15)	(\$424,264.65)	(\$56,127.15)	\$313,897.35	\$683,360.85	\$1,052,416.35	\$1,422,619.35
Revenues - 2021										
Tax Levy 2021	<u>900,000.00</u>	900,000.00	900,000.00	900,000.00	900,000.00	900,000.00	900,000.00	900,000.00	900,000.00	900,000.00
Expenditures - 2021										
Howard Immel Contract	(1,898,213.86)									
Graef Contract	(99,460.40)									
Principal & Interest Repayments to Debt Service Fund	(432,903.06)	(412,768.50)	(380,077.50)	(381,046.50)	(381,862.50)	(379,975.50)	(380,536.50)	(380,944.50)	(379,797.00)	(381,174.00)
Pool Operating Deficit - 2019	(360,982.56)									
Pool Operating Deficit - 2020	(114,975.60)									
Pool Operating Deficit - 2021	(143,901.32)									
Pool Operating Deficit - 2022-2030		(150,000.00)	(150,000.00)	(150,000.00)	(150,000.00)	(150,000.00)	(150,000.00)	(150,000.00)	(150,000.00)	(150,000.00)
Total Expenditures through 2020	<u><u>(3,050,436.80)</u></u>	<u><u>(562,768.50)</u></u>	<u><u>(530,077.50)</u></u>	<u><u>(531,046.50)</u></u>	<u><u>(531,862.50)</u></u>	<u><u>(529,975.50)</u></u>	<u><u>(530,536.50)</u></u>	<u><u>(530,944.50)</u></u>	<u><u>(529,797.00)</u></u>	<u><u>(531,174.00)</u></u>
Fund Balance - 12/31/21	<u><u>(\$1,500,372.15)</u></u>	<u><u>(\$1,163,140.65)</u></u>	<u><u>(\$793,218.15)</u></u>	<u><u>(\$424,264.65)</u></u>	<u><u>(\$56,127.15)</u></u>	<u><u>\$313,897.35</u></u>	<u><u>\$683,360.85</u></u>	<u><u>\$1,052,416.35</u></u>	<u><u>\$1,422,619.35</u></u>	<u><u>\$1,791,445.35</u></u>

	Principal	Interest	Total
2021	379,350.00	53,553.06	432,903.06
2022	359,550.00	53,218.50	412,768.50
2023	334,050.00	46,027.50	380,077.50
2024	341,700.00	39,346.50	381,046.50
2025	349,350.00	32,512.50	381,862.50
2026	354,450.00	25,525.50	379,975.50
2027	362,100.00	18,436.50	380,536.50
2028	369,750.00	11,194.50	380,944.50
2029	372,300.00	7,497.00	379,797.00
2030	377,400.00	3,774.00	381,174.00
	<u>3,600,000.00</u>	<u>291,085.56</u>	<u>3,891,085.56</u>

CITY OF DE PERE

MEMO



To: Board of Park Commissioners
 From: Marty Kosobucki
 Date: February 17, 2022
 RE: Legion Pool Discussion

Now that we have a year under our belts of the VFW Aquatic Facility operating, it has been requested to bring up and provide some direction as it relates to Legion Pool and its replacement. To help with the conversation I wanted to provide you with as much data as possible. Please find this information below. At the time we published the agenda, we still have not been able to obtain the financial information from our Finance Department. We will continue to work with them to obtain the necessary financial information related to the Referendum funding and how that impacts the current VFW Pool and potentially Legion Pool construction.

Legion Pool Age: Original construction in 1961. Renovated in 1986.

History of Repairs:

- Scheduled to repair storm sewer line running through pool deck. (2022 - \$10,000)
- Repaired "return" line in pool basin. (2022 - \$17,000)
- Replaced concrete slab by diving board. (2021)
- Leak in Surge Tank. (2021)
- Repaired pump motor. (2018)
- Replaced Sand Filters. (2016)
- Broken pipes in Legion Wading Pool. (2015)
- Replaced water storage tank. (2015)
- Repaired leak in baby pool. (2013)
- The above list does not include repairs that are considered minor and/or part of regular maintenance such as; caulking, plaster repair, seam/joint repair, etc...

Staffing:

- When taking into account the construction of a new Legion Pool, staffing should be one consideration.
 - o There is a national shortage of lifeguards, and seasonal staff in general.
 - o Should the design of Legion Pool stay the same, we do not project an increase in staffing for lifeguards. However, we would project a small increase in Facility Attendants.
 - o In 2021, we were able to be staffed with enough life guards and attendants to operate the facility. However, we did feel the "pinch" later in the season as we needed to run the facility at times with reduced staffing.
 - o In 2022 the City of De Pere substantially raised their seasonal wage scale. Presently, the increased wage scale appears to be working for lifeguards, however we still remain low in applications for other seasonal jobs including Pool Facility Attendants.

- o While 2022 appears to be heading in the right direction for seasonal employees, future years are unpredictable as other neighboring communities/businesses will surely adjust their wages to compete with what the City of De Pere has established.

Current Condition of Legion Pool:

- A condition report was performed on Legion Pool back in 2014. At that time the report indicated the pools were old and tired. Not much has changed.
- We have incurred several significant repairs, however none of them are considered to be “significant” enough to have closed the pool for good.
- We are commonly asked, “how long will the pool last”? Unfortunately, we do not have a good answer for that as we are not very successful in predicting when significant problems will arise. While we cannot promise or predict, we feel the pool will continue to run for the foreseeable future and will likely have minor/moderate repairs come up. Some of these repairs, depending on the timing of their discovery, could have an impact on the operation of the pool.

Finance/Budget Impacts:

- We are still waiting for information from our Finance Department on this topic.
- While obtaining the financial breakdown of the referendum funding, a topic that could be discussed is a maintenance cost “break point” of moving forward with replacing Legion Pool.
 - o This would be a number that is agreed on that when the repairs and maintenance of Legion Pool reach a certain point, it is then a trigger to put the wheels in motion for replacement.
- If I am able to obtain the financial data from our Finance Department, I will forward to you prior to the meeting.

Considerations in how to go about replacing Legion Pool:

1. The first and most obvious option is to simply request to move forward with replacing Legion Pool now.
 - a. A key to this option is the cost impact to the City. How does building Legion Pool now, impact the financial strain on the City? Unfortunately, until we have a financial analysis from our Finance Department it is difficult to answer this question.
2. Request Legion Pool to be replaced once a financial threshold has been met for accumulated repair costs.
 - a. This option kickstarts the design and construction of Legion Pool once a certain number has been reached in the cost of repairs to Legion Pool.
 - b. There is no perfect science to establishing a threshold/dollar amount for this option. It would be whatever the City would decide.
 - c. Our Water Consultant that worked on VFW Pool indicated that it financially does not pay to replace a pool until you have reached 1/3 - 1/2 of the cost to replace the pool.
3. Do not do anything with Legion Pool until the pool has “obviously” outlived itself.
 - a. This would mean waiting for a catastrophic event to happen with the pool.
 - b. Staff would not recommend this option as, it puts a long delay on when the pool is last available to the public and when the new one will open. Likely 2 years or more.

Staff Recommendation: While I believe the Park Board can have some very helpful discussions as it pertains to Legion Pool and its eventual replacement, I would encourage the Park Board to table the discussion if we are unable to get the financial data from our Finance Department.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: June 16, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action on Recommendation of Project 22-18 Bids, Circulating Pumps for the Community Center.*

ATTACHMENTS:

- Circulating Pump.Memo (PDF)
- Copy of 2022 0519 CE_Project 22-18_Bid Tabulation_Circulating Pump (PDF)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Thomas Blohowiak (Maintenance Supervisor)
Date: June 16, 2022

RE: Community Center Circulation system pumps

The Community Center has received upgrades to the heating system over the last few years. The 4 pumps that circulate the heating water are original to the building when constructed. Staff has budgeted to replace the circulation pumps in 2022 for \$95,000. We advertise and open bids for the project on May 19, 2022. The city only received one bid from Hurckman Mechanical for \$115,680. That is \$20,680 over the budgeted amount.

Additional Information:

- While we recommend the replacement of the Circulating Pumps, our best guess is they have enough life in them to last until 2023.
- We only received one bid; however we do know another contractor was interested in the project. The contractor was just unable to get their bid coordinated in time.
- Although we do know another contractor is interested in the project, we cannot guarantee a rebid of the project will result in savings.

We believe the Park board has two choices when considering this matter/bid:

1. Recommend accepting the bid to City Council and, request an additional \$20,680 from Unassigned Reserves.
2. Reject the bid and rebid the project in 2023, also budget more funds to cover the short fall.



**Project 22-18 Community Center Circulating Pump Replacement
Bid Tabulation**

				Bidder No. 1	
				Hurckman Mechanical Industries, Inc.	
Item	Description	Unit	Quantity	Unit Price	Extension
SC-01	Demolition of Existing Boiler Circulation Pump System	LS	1	\$5,000.00	\$5,000.00
SC-02	Demolition of Water Softener System	LS	1	\$1,000.00	\$1,000.00
SC-03	Relocate Domestic Hot Water Heater to Old Water Softener Location	LS	1	\$3,000.00	\$3,000.00
SC-04	Installation of New Boiler Circulation Pump System	LS	1	\$106,680.00	\$106,680.00
BID TOTAL:					\$115,680.00



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: June 16, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Update on Status of Legion Pool Operations and Opening.

ATTACHMENTS:

- Memo.Legion Pool Repair (PDF)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Date: February 17, 2022

RE: Legion Pool Status

The opening of Legion Pool was delayed until Saturday, June 18th due to discovering a large leak when filling the pool. The original opening day was Saturday, June 11th. Once the leak was discovered we began working with various contractors to identify, locate and repair the leak. Two pipes were found to be broken (one in the deep well and one in the shallow area near the deep-water transition). As of June 10th, the pipes were repaired, and the concrete replaced. We are now waiting for the concrete to cure before re-filling the pool on June 13th.

The delay caused several challenges. First, we needed to adjust our staffing. We did this by changing the schedule so everyone would be working at VFW until June 14th. On June 15th, we will reallocate our Legion Pool staff back to Legion Pool to conduct facility set up and trainings...prior to opening on June 18th. Second, we needed to cancel swim lessons at Legion Pool the first session. We contacted all attendees and offered them to switch over to VFW for the first session. Fortunately, many of them willing to switch over. Last, for the Legion Only Pool members we offered free use of VFW Pool during the closure of Legion.

The cost of the repairs is not completely known yet as bills are still coming in. However, we worked directly with our City Administrator and Mayor regarding the repairs and approvals. I anticipate the repairs to be the neighborhood of \$10,000-\$20,000.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: June 16, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Update on the Status of Recreation Supervisor Hiring



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: June 16, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Farewell from Teen Advisors
