



Board of Park Commissioners

Regular Meeting

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

Revised Agenda

Thursday, May 19, 2022

5:00 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 **May 19, 2022 at 5:00 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://deperewi.com/>.

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

I. Call to Order

1. Roll Call

II. Presentations

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

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

IV. Action Items

1. Consideration and Possible Action to Approve the Board of Park Commissioners minutes from the April 21, 2022 meeting.
2. Consideration & Possible Action to Accept an \$800 Donation from De Pere Optimists for Beer Gardens*
3. Consideration & Possible Action to Accept a \$300 Donation from De Pere Men's Club for Summer Carnival*
4. Consideration and Possible Action to Approve Proposal of Donation of Playground Equipment from First Congregation Church at Kelly Danen Park.
5. Consideration and Possible Action on Survey Results and Input on Wilson Park.

6. Consideration and Possible Action to Approve Request from Mathewson Monuments for Reimbursement of Expense. *
7. Consideration and Possible Action to Approve Contingency Plan for Hours of Operation of Swimming Pools.*
8. Consideration and Possible Action to Approve Consultant for Nelson Family Pavilion Project.*

V. Staff Updates

1. Update on Status of Recreation Supervisor Position
2. Update on Status of De Pere Ice Arena and User Groups.

VI. Future Agenda Items

VII. 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 Optimist Club
De Pere Men's Club
Matthewson Monuments

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
McMahon Associates, Inc.
Somerville, Inc.
First Congregational Church

***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: May 19, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Presentation by McMahon and Associates Regarding Nelson Family Pavilion Project.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: May 19, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Presentation by Somerville Regarding the Nelson Family Pavilion Project.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: May 19, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Grace Lahtela

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

ATTACHMENTS:

- Draft Minutes 4-21-22 (PDF)



Board of Park Commissioners

Regular Meeting

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

Draft Minutes

Thursday, April 21, 2022

6:30 PM

Council Chambers and Virtual

I. Call to Order

The meeting was called to order at 6:30 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	Present	
Randy Soquet	Board Member	Present	
Hundamo Lovell	Teen Advisor	Present	
Christopher Soquet	Teen Advisor	Present	

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

None

III. Items

1. Consideration and Possible Action to Approve the Board of Park Commissioners minutes from the March 17, 2022 meeting.

James Kneiszel moved to approve the minutes of the March 17, 2022 meeting, seconded by Aldersperson Raasch. Upon vote, the motion was approved unanimously.

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

2. Consideration & Possible Action to Approve a \$2,500 Donation from Greta Johnson to Rec Scholarship Fund*

Aldersperson Defnet Ledvina moved to accept a \$2,500 donation from Greta Johnson to the Recreation Scholarship Fund, seconded by Aldersperson Chandik Kunding. Upon vote, the motion passed unanimously.

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

3. Consideration & Possible Action to Approve a \$1500 Donation from Durr Systems, Inc. for Beer Gardens*

Randy Soquet moved to accept a \$1,500 donation from Durr Systems, Inc. for an individual event sponsorship for the beer gardens, 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

4. Consideration & Possible Action to Approve Banner Donation from Tundra Apparel & Promotions for Beer Gardens*

Alderperson Raasch moved to accept a banner donation from Tundra Apparel and Promotions for the Beer Gardens, seconded by Ryan Jennings. Upon vote, the motion passed unanimously.

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

5. Consideration & Possible Action to Approve a \$250 Donation from TOPS Club for Brick Paver Donation*

Alderperson Defnet Ledvina moved to accept a donation of a brick valued at \$250 from the TOPS Club, seconded by James Kneiszel.

Ryan Jennings questioned where the brick paver was going and if there are others available for purchase.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that the brick pavers are located at the main entrance at the Community Center and that additional bricks are available.

Upon vote, the above motion passed unanimously.

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

6. Consideration and Possible Action to Accept Tree Donation from the Green Bay Packers, WDNR, Green Bay Packaging, and Essity valued at \$3,000.*

Randy Soquet moved to accept the tree donation from the Green Bay Packers, WDNR, Green Bay Packaging, and Essity valued at \$3,000, 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

7. Consideration and Possible Action on Kayak Rental Proposal from Definitely De Pere. *
- Ryan Jennings moved to open the meeting up to public comment at 6:35 pm, seconded by Alderperson Chandik Kunding. Upon vote, the motion passed.
- Tina Quigley and Scott Hemauer from Definitely De Pere were present to discuss the kayak rental proposal. Scott stated he is part of the Economic Enhancement Committee with Definitely De Pere and the Committee would like to enhance river activity in De Pere. He explained that this same type of kayak rental setup is currently installed in Wrightstown. There are a couple of phases involved with the proposal. The first phase Definitely De Pere is more involved in, while the second phase the city is more involved. Tina Quigley stated that an increase in river usage has been identified with both the downtown district planning and branding initiative. Definitely De Pere is excited about the possibility of offering kayak rentals and is confident that this will bring more activity to the downtown area.
- James Kneiszel questioned why Bomier Boat Launch and not Voyageur Park.
- Tina Quigley explained that there is already a kayak launch located at Bomier and Voyageur Park would be looked at as a future location. The project would be a year out with ordering the kayaks and Bomier allows for the opportunity to launch the project in 2023. Tina stated that with the Mulva Center opening in 2023, this would provide an opportunity for visitors to do something in De Pere rather than leaving the city and going to Green Bay. Tina explained that Voyageur Park would be an ideal location, but Bomier would provide a good pilot program. It has great visibility from the bridge and the paddle south is beautiful.
- James Kneiszel questioned if there is a kayak launch at the Riverwalk.
- Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that there was a launch near the Riverwalk that is under the jurisdiction of the Navigational Authority, but it is just stone and really starting to deteriorate.
- James Kneiszel asked Marty to address the concerns staff has with the proposal.
- Marty Kosobucki explained that staff looked at the proposal and doesn't think that Bomier is the best location and will be a challenge for the novice kayaker. He agrees that Voyageur Park does not have the same visibility and Voyageur currently does not have a launch so the setup would not be cheap. The main concern is that with any type of situation like this where city property is used for private or company gain, a vendor permit or agreement is obtained, with the city benefiting in some form. The current proposal does not refer to any compensation for the city.
- Alderperson Defnet Ledvina questioned Definitely De Pere if they expected any commitments from the city for the future phases of the plan.
- Tina Quigley explained that Definitely De Pere has no plans for phase two and there is a year or more to make any decisions on the next phase. Tina explained that Definitely De Pere is confident that the kayak rental will be successful.
- Ryan Jennings commented that he kayaks quite a bit and with the type of kayak they are proposing they cannot fill up with water and are quite safe. Ryan suggests that if this project is approved that Definitely De Pere should arrange the layout so the rentals could

be expanded to add another rack. He explained that this is the type of activity that is wanted on the river. Ryan questioned how equipment replacement is handled.

Scott Hemauer explained that at the Bomier location there is enough room to place four racks. With the quality of the kayaks, they should last a long time. Definitely De Pere does not have an exact replacement cost for the equipment, but payback is usually 3-5 years. In the contract, the split is 70/30 with Kayak Wisconsin, but there is no split on the cost of the equipment.

Tina Quigley added that Kayak Wisconsin states the payback period of 3-5 years with the season running June – August. Tina believes the season could be extended and the payback reached sooner. Tina mentioned that Definitely De Pere is willing to look at some type of payback to the city.

Alderperson Raasch stated he feels it is an interesting concept and would like to see where it goes but wants to make sure that if the city is requested to invest resources into a project, that the city benefits as well. Ultimately Kayak Wisconsin is getting most of the benefits from the proposal.

Scott Hemauer commented that Definitely De Pere views it as a way of adding amenities to the city.

Alderperson Chandik Kunderling likes the idea and that as contracted services become more popular, they are like an extension of the parks.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that there are a lot of obstacles with this proposal, but it is a good idea and hopes there is a way to solve the obstacles. The staff memo states that if the proposal is approved, the Park Board would need to ask for funding from unassigned reserves. However, with the delay in getting the kayaks until 2023, the funding could be requested for in the 2023 budget. Also, there would also need to be some type of agreement or vending service permit that will need to be approved.

Alderperson Raasch questioned if the kayak launch at Bomier could be reconfigured, so it is an actual dual kayak launch.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that the location of the kayak launch at Bomier has been changed and is now placed on the outside of the dock and is now a dual launch. Marty also commented that amenities and proposals like these should be included in the 7-year capital plan, where grant applications could be submitted for the launches.

Randy Soquet questioned how long Kayak Wisconsin has been in business and how long it takes to receive your code to use the kayaks. Their website states that you need to download their app and then you should have a code within two hours.

Scott Hemauer explained that it is a new company. Kimberly just signed on last year and Wrightstown signed up the middle of last year. He stated that Definitely De Pere is a little more comfortable with the company because both Kimberly and Little Chute recently agreed to a contract.

James Kneiszel moved to return to regular order at 7:16 PM, seconded by Alderperson Defnet Ledvina. Upon vote, the motion passed unanimously.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that if Park Board decides to move forward with this program at Bomier, staff could work out the details of the contract with Definitely De Pere and either bring the item back to Park Board, or if the Park Board is comfortable with staff handling it, the agreement could go directly to council for approval. If council approves it, then it would be placed in the 2023 budget.

Ryan Jennings moved to approve phase one of the proposal for Definitely De Pere to fund and place a kayak rack for rentals at Bomier Boat Launch and have staff work with

Definitely De Pere to develop the agreement with the agreement going directly to council for approval, seconded by Alderperson Chandik Kunding.

Ryan Jennings explained that he loves the idea and is glad that the item is moving forward. The funds that the city is providing is minimal to allow people to use the river and is hopeful that a resolution will be found on how the city can get some type of payback.

Alderperson Raasch stated that with the agreement there should be some sort of fee structure that funds get returned to the city for upkeep and maintenance.

James Kneiszel thinks it is a great idea and suggested that staff check with other communities to see if they are receiving any payback on the kayak rentals.

Upon vote, the above motion passed unanimously.

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

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

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that three proposals were received for the design consultant for the Nelson Family Pavilion. Staff scored each proposal, and a summary of the review is provided. Each proposal had numerous questions, which were sent out to the consultants, with the answers provided tonight. McMahon and Somerville both scored high, with C&S scoring a bit lower. Staff would recommend bringing in McMahon and Somerville for interviews.

Ryan Jennings questioned the amount the bids came in at.

Marty Kosobucki explained that Somerville came in at \$113,000 and McMahon at \$89,500, however there were some services that were not included in McMahon's that would have to be added, so they are more comparable.

Jim Kneiszel questioned if the project is based on the conceptual drawings, are all consultants capable of doing the project and if so, why would we not look at the lowest cost?

Marty Kosobucki explained that the project is based on the conceptual drawing and that each consultant has experience on projects like this. However, the project was laid out in detail and staff did not feel that the lowest bid consultant had a good understanding of the project, which could lead to additional costs.

Jim Kneiszel questioned with the significant cost difference, should C&S be brought in for an interview as well and during the interview process determine if there was a clear understanding of the project.

Alderperson Defnet Ledvina also questioned if C&S should be brought in for an interview. Even with the potential lack of understanding of the project, they still scored quite high.

Alderperson Raasch stated he looks at this project a little differently. Somerville has been a part of this project from the beginning and their bid is probably more accurate because they know what they are getting into and can better conceptualize the project. The only concern with Somerville is that there is an expectation for the city to prequalify the bidders and questioned what burden this would have on the city.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that he spoke with the Engineering Department, and they stated that they would be uneasy about prequalifying bidders due to the lack of project knowledge and lack of staff time. Alderperson Raasch stated with the lack of project understanding from C&S, he would recommend bringing in McMahon and Somerville for interviews. James Kneiszel stated that he would bring in all three consultants for interviews.

Ryan Jennings stated that there are a lot of additional fees that would need to be added into the C&S proposal.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that there are a lot of costs listed in the additional costs of services. If you look at the proposal from C&S, many of their meeting are proposed as virtual. Virtual meetings are sufficient some of the time, but each time they need to attend an in person meeting the cost starts at \$450 per meeting.

Alderperson Raasch moved to approve bringing Somerville and McMahon in for interviews to evaluate the proposals for the design, bidding, and construction management services for the Nelson Family Pavilion, seconded by Alderperson Defnet Ledvina. Upon vote, the motion passed unanimously.

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

9. Consideration and Possible Action Related to Providing Softballs to Adult Softball League Games. *

Alderperson Raasch stated that he had an individual contact him on behalf of the softball teams in the leagues. They stated that compared to the other leagues in the area, other communities fee structure is less than De Pere's and the softballs are provided for the leagues. Currently De Pere does not provide the softballs for the leagues, the home team is responsible for providing the balls.

James Kneiszel questioned why this could not be handled at the department level.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that the department could approve the change, however the cost of the softballs is not insignificant, and the department cannot just consume the expense. If the city is to provide the balls, the balls would be stored at the diamonds in the scorer shack, and staff would recommend providing one new ball per game.

Ryan Jennings moved to approve providing softballs for the softball leagues and ask for council to fund the softballs for this year and for the softballs to be included in subsequent years budgets, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

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

10. Discuss Park Board Members Volunteering for the Beer Garden.

Marty Kosobucki stated that we can use volunteers for the Beer Gardens, so if the Park Board would be interested in volunteering staff can send out an email and members can sign up to help when available. This shows the community the Park Boards commitment to the event.

RESULT: DISCUSSED

IV. Staff Updates

1. Staff Update on Memorial Trees to be Planted on Ridgeway Blvd.

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that we had a very generous donation from Jennifer Classon of 22 memorial trees to be planted in the middle boulevard on Ridgeway Boulevard. These trees will help offset the numerous ash and cherry trees that have been taken down recently.

RESULT: DISCUSSED

2. Staff Update on Upcoming Construction of VFW Tennis Courts.

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that after two years, the VFW tennis court project is planned to start on June 1st.

RESULT: DISCUSSED

3. Staff Update on Fundraising Activity for the Nelson Family Pavilion.

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that the mayor is waiting on one very large donation and the fundraising committee is continuing their efforts.

RESULT: DISCUSSED

4. Staff Update on the Status of the Point of Sale System for the Swimming Pools.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that there has been a lot of confusion. We were hoping to use our current point of sale system, but it was not compatible with Rec Desk, so staff had to start over with another company. Equipment has been ordered and everything should be ready for the start of the pool season.

RESULT: DISCUSSED

V. Future Agenda Items

None

VI. Adjournment

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

Respectfully submitted,
Grace Lahtela



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: May 19, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

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

ATTACHMENTS:

- De Pere Optimist Club - Beer Gardens 2022 (DOCX)

CITY OF DE PERE

Community Center

600 Grant Street, De Pere, WI 54115 | 920-339-4097 | www.de-pere.org



TO: Board of Park Commissioners

FROM: Paula Rahn, Recreation Superintendent

DATE: April 15, 2022

RE: Consideration to accept an \$800 donation from De Pere Optimist Club to sponsor children's entertainment for the first two events of the Beer Gardens

Staff is requesting the Board of Park Commissioner's approval to accept an \$800 donation from the Optimist Club of De Pere. This donation is for sponsorship of Mischief & Magic at the first two events of the Beer Gardens, June 28th and July 26th, 2022.

Mischief and Magic will be performing balloon twisting and strolling magic for 2 hours from 5:30-7:30 pm. The De Pere Optimist Club has graciously sponsored Mischief & Magic in the past and we are truly appreciative of them sponsoring this family entertainment once again.

Thank you for your time and consideration.

Donation Information:

From: Optimist Club of De Pere
 c/o Pete Mickelson, Secretary/Treasurer
 PO Box 5082
 De Pere, WI 54115

To: De Pere Parks & Recreation Department

For: Sponsorship of Mischief & Magic at June 28 & July 26 Beer Garden Events

Amount: \$800



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: May 19, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

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

ATTACHMENTS:

- De Pere Area Mens Club - Carnival 2022 (DOCX)

Memorandum

To: Board of Park Commissioners

From: Cindy Lee, Recreation Supervisor

Date: April 27, 2022

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

Staff is seeking Board of Park Commissioner's approval for the De Pere Community Center to accept a donation of \$300 from the De Pere Area Men's Club. These funds were designated to support our Summer Carnival which will be held on August 3rd at Optimist Park. We anticipate approximately 300 children attending this event.

In addition to the monetary donations, members of the Men's Club also volunteer at our event. We are truly thankful for their gracious support over the years!

Thank you for your time and consideration.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: May 19, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

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

ATTACHMENTS:

- Memo.playground donation (DOCX)

CITY OF DE PERE MEMO



To: Board of Park Commissioners

From: Marty Kosobucki

Date: May 19, 2022

RE: Proposal to donate Playground equipment at Kelly Danen Park

We have received a proposal from Mary Bain associated with First Congregational Church located at 1018 Cedar Street. The proposal is to donate money for the purpose of installing a playground at Kelly Danen Park. Mary Bain explained that the church property was sold to Baeten Properties. Their goal is to make a difference in the community and one of the ideas was to fund the installation of a playground so that neighboring children and visiting children could enjoy.

From the staff perspective, while there are concerns about the safety of a playground at Kelly Danen Park and foul balls, we are in complete favor of installing a playground if we can do it safely and effectively. Staff reached out to the leadership of De Pere Baseball and they have indicated they are also in favor of a playground at the park.

Ms. Bain explained the proposal of funding a playground is to gauge the interest from the City and to see if this is a possibility. The funding for the playground would need to be approved by the church membership, however they did not want to pursue this unless the City felt it was something they would be in support of.

Staff Recommendation: We would recommend the Park Board be in support of a donation from First Congregational Church to fund a playground at Kelly Danen Park provided that we can put the playground in with safety considerations that protect users from foul balls and that De Pere Baseball is in support. Both of which currently occur.

Based on the situation we are in, staff recommends the following steps.

- Approve proposal of funding a playground in Kelly Danen Park.
- First Congregational Church addresses their membership and confirms a donation amount for a playground at Kelly Danen Park. An amount of the donation would be confirmed.
- Staff work with First Congregational Church and De Pere Baseball to identify a location and dimensions to be used for a playground.
- Staff would develop a request for proposals to purchase a playground based on the amount, location, and dimensions identified.
- Proposal would come to Park Board and City Council for approval.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: May 19, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action on Survey Results and Input on Wilson Park.

ATTACHMENTS:

- Memo.Wilson Park (DOCX)
- Wilson Park Survey Results (PDF)
- J.Hansen - Wilson Park Memo (PDF)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Date: May 19, 2022

RE: Wilson Park

We have been working over the last few months to obtain feedback on how to proceed with the re-development of Wilson Park. Included in your packet is a summary of the on-line survey that was put out on social media. In addition to the on-line survey, we sent out a direct mail to neighboring properties which included a link to the survey as well as a hard copy. I will bring any hard copy responses to the meeting for your review and knowledge. We have also been meeting with St. Norbert College to collect their ideas for the park. Below is a summary of their input.

St. Norbert College Input:

Basketball Court *

Ice Rink and Warming House*

Rock Wall

Gaga Pit

Small Garden

Hammock Posts *

Disc Golf

Pavilion *

Passive/relaxation garden that can enhance the college entrance

Last, I have included in your packet a memo from Alderperson Hansen regarding Wilson Park.

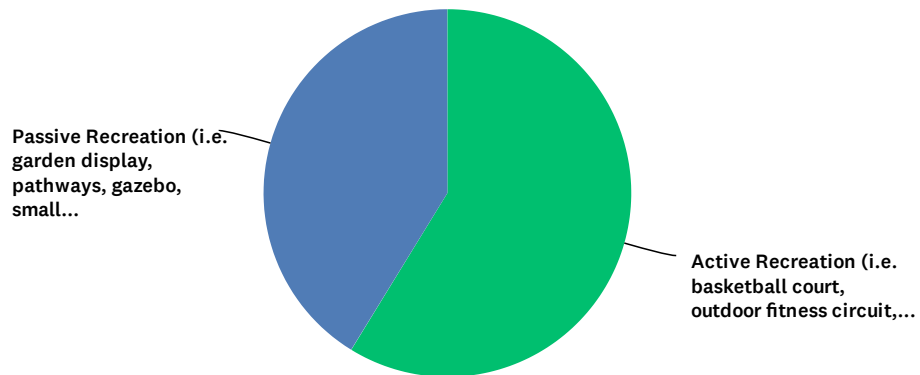
It is now the task of the Park Board to consider all the information and begin directing the re-development of the park.

Staff Recommendation:

While we gained some valuable information, it unfortunately did not create a clear-cut direction for the park. We would recommend that we propose funding in the 2023 Budget to hire a consultant to work through a conceptual design process while using the information we obtained.

Q1 What do you feel Wilson Park would be better utilized for?

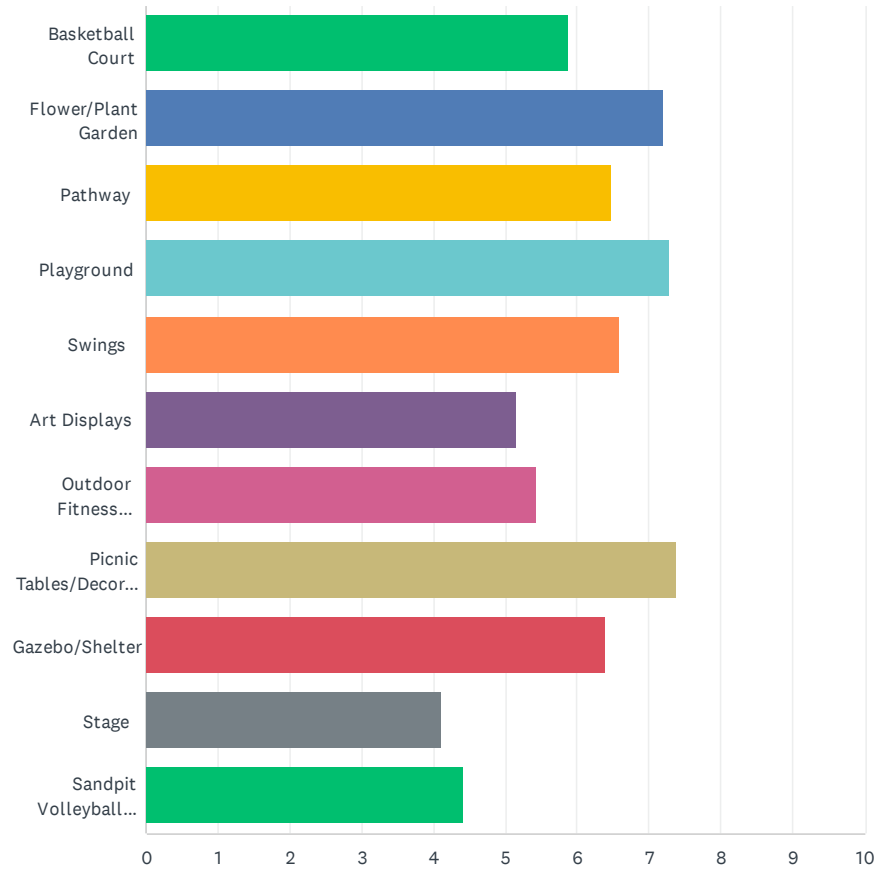
Answered: 211 Skipped: 2



ANSWER CHOICES	RESPONSES	
Active Recreation (i.e. basketball court, outdoor fitness circuit, volleyball court, outdoor ping pong, pickleball)	58.77%	124
Passive Recreation (i.e. garden display, pathways, gazebo, small stage, places for reflection/relaxation)	41.23%	87
TOTAL		211

Q2 Please rank the following park amenities in order of your priority/use. Highest priority/use located at top (#1) , lowest priority/use located at bottom (#11)

Answered: 213 Skipped: 0



	1	2	3	4	5	6	7	8	9	10	11	TOTAL
Basketball Court	13.17% 27	10.73% 22	10.24% 21	5.85% 12	7.80% 16	2.93% 6	4.39% 9	8.78% 18	9.76% 20	12.68% 26	13.66% 28	205
Flower/Plant Garden	19.05% 40	11.43% 24	8.57% 18	10.00% 21	9.52% 20	13.33% 28	9.05% 19	5.71% 12	2.86% 6	5.24% 11	5.24% 11	210
Pathway	5.77% 12	11.06% 23	11.06% 23	11.06% 23	12.50% 26	9.62% 20	14.42% 30	8.17% 17	6.73% 14	7.21% 15	2.40% 5	208
Playground	24.04% 50	12.50% 26	7.21% 15	6.25% 13	9.62% 20	5.77% 12	12.50% 26	8.17% 17	4.81% 10	4.81% 10	4.33% 9	208
Swings	3.37% 7	17.31% 36	9.13% 19	11.54% 24	8.17% 17	12.50% 26	13.94% 29	9.13% 19	6.73% 14	6.25% 13	1.92% 4	208
Art Displays	1.92% 4	4.33% 9	12.02% 25	7.21% 15	8.17% 17	9.13% 19	9.62% 20	17.31% 36	9.62% 20	8.17% 17	12.50% 26	208
Outdoor Fitness Training Equipment	8.21% 17	7.25% 15	7.25% 15	7.73% 16	6.76% 14	7.25% 15	8.21% 17	10.14% 21	17.39% 36	10.14% 21	9.66% 20	207
Picnic Tables/Decorative Swing/Benches	9.95% 21	10.43% 22	15.17% 32	16.59% 35	14.69% 31	12.80% 27	5.69% 12	7.11% 15	3.79% 8	2.84% 6	0.95% 2	211
Gazebo/Shelter	5.24% 11	10.00% 21	9.52% 20	11.90% 25	15.71% 33	11.43% 24	7.62% 16	8.10% 17	11.43% 24	8.10% 17	0.95% 2	210
Stage	4.33% 9	1.92% 4	5.29% 11	4.81% 10	5.29% 11	8.17% 17	7.69% 16	8.17% 17	13.94% 29	18.75% 39	21.63% 45	208
Sandpit Volleyball Court	7.25% 15	4.83% 10	5.80% 12	7.25% 15	1.45% 3	6.28% 13	5.80% 12	8.21% 17	12.08% 25	15.46% 32	25.60% 53	207

Q3 Please list any other amenities you would be interested in seeing in Wilson Park.

Answered: 137 Skipped: 76

#	RESPONSES	DATE
1	Working water fountain like the old days. Security cameras and lights since it's pretty much in SNC back yard. Way to much vandalism otherwise.	4/17/2022 3:05 PM
2	I have little kids so family friendly is great:)	4/17/2022 11:56 AM
3	Fenced in Place for dogs to run?!	4/17/2022 9:30 AM
4	Free Slash pad	4/17/2022 7:30 AM
5	No answer	4/16/2022 9:29 PM
6	Pull up bar	4/16/2022 8:41 PM
7	Na	4/16/2022 8:26 PM
8	PLEASE LEAVE THE GETTYSBURG ADDRESS INTACT. It is beautiful and reflective of our history.	4/16/2022 7:37 PM
9	Hb	4/16/2022 7:26 PM
10	Na	4/16/2022 7:00 PM
11	Tennis	4/16/2022 6:56 PM
12	Make it an adult park. Paths, flowers, benches and maybe a fountain!	4/16/2022 6:41 PM
13	Toddler playground equipment	4/16/2022 5:59 PM
14	I would love pickleball courts	4/16/2022 5:02 PM
15	something to help homeless people stay a bit more comfortable.	4/16/2022 4:35 PM
16	ada compliant	4/16/2022 4:00 PM
17	None	4/16/2022 3:50 PM
18	NA	4/16/2022 7:29 AM
19	Landscaping should be completely planned and made to look professional. Special attention to preserving zGettysburg address monument.	4/15/2022 6:56 AM
20	Perhaps another marker noting the information about Nicolet High School and St. Boniface Grade School. My St. Boniface 8th grade class trip was at that park (some kind of trouble that wouldn't allow us to take an actual trip.) We also spent a lot of our lunch time at that park.	4/14/2022 9:10 AM
21	Grills	4/14/2022 8:06 AM
22	I would make sure there are not hiding spots for teens if possible. Playground equipment should be open.	4/14/2022 6:40 AM
23	Bird watching, beautiful gardens	4/13/2022 11:33 PM
24	It's close to the college so gear it toward college youth interests	4/13/2022 6:58 PM
25	Beautification, flowers, trees	4/13/2022 12:33 PM
26	I think it would look best as a flowery, recreational area for families.	4/13/2022 11:39 AM
27	community garden	4/13/2022 6:40 AM
28	Stage, events a combination of active and passive recreation.	4/12/2022 6:06 PM
29	None	4/12/2022 5:38 PM
30	Tennis courts! (or multipurpose, for pickleball or basketball too!)	4/12/2022 2:16 PM
31	would be wonderful to see art related additions in the park: sculptural, structural, etc. ... or a water feature, along with a more inviting aesthetic so people would use the space - e.g., sit and enjoy lunch, read a book, enjoy visiting with a friend over coffee... or the small stage to host a summer music series... but big concern (unfortunately, because we see it happen in the art alley next to Nicky's): college students vandalising these types of additions to the park. :(	4/12/2022 1:40 PM
32	Lights	4/12/2022 12:55 PM
33	Hotub	4/12/2022 12:52 PM

34	NA	4/12/2022 12:52 PM
35	Parking Rock climbing wall Outdoor ice rink	4/12/2022 12:11 PM
36	Water fountain, stepping stones	4/12/2022 11:51 AM
37	Just having a place for people to sit like benches.	4/12/2022 11:50 AM
38	Bathroom facility	4/12/2022 11:48 AM
39	Tennis courts	4/12/2022 11:38 AM
40	A beautiful grassy area for picnics! With the question below, I would love if the park had lighting!	4/12/2022 11:09 AM
41	na	4/12/2022 11:02 AM
42	None	4/12/2022 10:58 AM
43	I would just like to see it look as beautiful as possible as it's close to the SNC admission office and is one of the first glimpses they have of De Pere and St. Norbert.	4/12/2022 9:42 AM
44	Any improvements to the park are very likely to be defaced or destroyed by the students who live in the area. I'm speaking from experience, as I grew up there and have owned several properties in that area.	4/12/2022 8:40 AM
45	Pickle ball court, was mentioned in the opening statement but was not an option to rank.	4/12/2022 8:34 AM
46	Pollinator garden	4/12/2022 8:23 AM
47	Hundreds of people drive past every day that attend SNC and visit SNC so anything that will be attractive and safe is a must.	4/12/2022 8:01 AM
48	??	4/12/2022 7:15 AM
49	A safe place for all the kids in the neighborhood to play. We don't need more art displays for people to vandalize. Maybe adding a little library.	4/11/2022 11:32 PM
50	.	4/11/2022 8:33 PM
51	Fruit trees, games like hopscotch, tic tac toe, music, digging toys with sand, covered picnic table for shade to meet up with groups	4/11/2022 8:12 PM
52	Plenty of lighting	4/11/2022 7:59 PM
53	Fruit trees	4/11/2022 7:52 PM
54	A water feature	4/11/2022 7:30 PM
55	Na	4/11/2022 7:24 PM
56	A community garden in conjunction with the catering staff of St Norberts, W DePere high and local restaurants - know where and how to grow your own food. Sustainable or make it a wildflower garden to illustrate how you can improve your environment	4/11/2022 6:36 PM
57	Beer garden	4/11/2022 6:11 PM
58	N-a	4/11/2022 6:01 PM
59	Zen garden. Koi pond	4/11/2022 5:56 PM
60	Water fountain. Small dog park.	4/11/2022 5:56 PM
61	Move the park & let SNC use the space.	4/11/2022 5:41 PM
62	Local art possibly from SNC students	4/11/2022 5:40 PM
63	Bicycle parking	4/11/2022 5:40 PM
64	Restrooms	4/11/2022 5:35 PM
65	N/A	4/11/2022 5:24 PM
66	Keep the speech there, on the stone.	4/11/2022 4:56 PM
67	Ensuring it is a well lit area. Pickleball	4/11/2022 4:51 PM
68	Na	4/11/2022 4:08 PM
69	A community in SW Michigan has a similar sized space that they've built in to a garden pathway, with seating areas and a fountain that seems very popular in the times we've visited. Given this park's proximity to student housing and the college, maybe it wouldn't be treated so well, but it seems like a spot ripe for beautification that locals would be proud of rather than a more or less empty, forlorn looking lot.	4/11/2022 3:33 PM
70	Pickleball court Ninja obstacle course	4/11/2022 3:20 PM
71	Parent/child exercise equipment where parents can work out with kids. Place play set in center	4/11/2022 1:46 PM

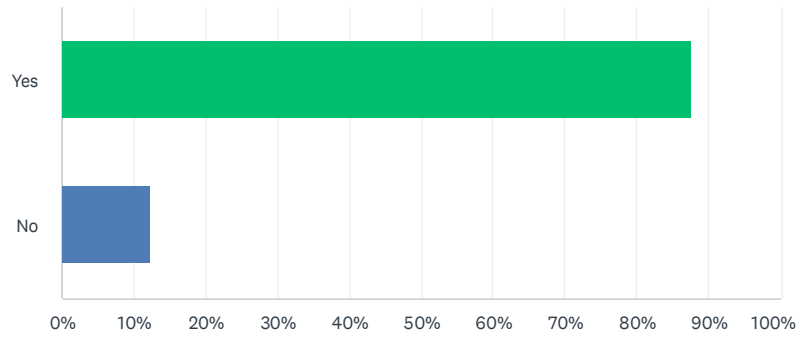
	of a round about style exercise path so parents can work out while having the ability to watch their kids play while doing so.	
72	The more playground stuff, the merrier.	4/11/2022 1:02 PM
73	Some sort of water feature.	4/11/2022 12:16 PM
74	Pickleball court is a must. More importantly clean up the houses across the street. As an SNC grad, the houses/people across the street that weren't owned by the campus kept me away from that area.	4/11/2022 12:16 PM
75	Fruit trees/food forest	4/11/2022 12:12 PM
76	Outdoor ping pong tables, permanent Bags/Cornhole games boards (byo bags), perimeter walking track, if a playground, it would need to be fenced in because way too close to the road, possibly an octoball court. But please for the love of all things...before you worry about Wilson...can we get some park benches for the poor moms at the new VFW playground?!?!? Also if you do lights at a park, please don't make them so obnoxiously bright...poor families who have those VFW lights shining in all their homes...kind of a rude neighborly thing to do...you can have lights for safety without blinding people in their own homes.	4/8/2022 8:22 PM
77	The park should be passive and active. Who will actively maintain the equipment? Lighting would depend on what you do with the park. No loud activities. This is a neighborhood. Use specialist on park use, not the city or the college.	4/8/2022 12:46 PM
78	Splash pad	4/6/2022 4:42 PM
79	Splash pad would be great	4/6/2022 12:44 PM
80	N/a	4/6/2022 6:44 AM
81	N/A	4/5/2022 8:49 PM
82	Restrooms	4/5/2022 7:52 PM
83	Please keep the Lincoln plaque. A drinking fountain/water refill station would be great.	4/5/2022 3:07 PM
84	Volunteers to keep it clean and care for the greenery	4/5/2022 12:34 PM
85	Sold to the college. Whatever is built there by the city will be primarily utilized by the college students.	4/5/2022 8:10 AM
86	Bathroom	4/5/2022 7:54 AM
87	The residential surroundings are mostly people of college age. Sell the land to SNC & then move the park idea to somewhere where it can be enjoyed by kids or invest the money in an existing park located in a family type of neighborhood. Another option is to make the park suitable for those of high school/college age (basketball court, outdoor fitness) since the high school is also nearby. It's a weird location. I'd never go there regardless and I live nearby. Parking is awkward there. Don't just keep it to keep it since it's always empty; kids don't live there anymore. De Pere has many other nice parks. If it gets sold to SNC, they can build another nice building or make it a park on their dime. I grew up there; much has changed. Time to change that space.	4/5/2022 3:56 AM
88	Public restroom for families with children.	4/5/2022 2:35 AM
89	Dog park	4/5/2022 1:57 AM
90	orchard	4/4/2022 11:22 PM
91	Splash pad	4/4/2022 11:20 PM
92	Bathroom facilities Dog park!! Similar to Whitney Park in Green Bay	4/4/2022 11:01 PM
93	Places to sit	4/4/2022 10:52 PM
94	Lovely playground not huge but to fit area, picnic benches, neighborhood park setting like it historically was	4/4/2022 10:40 PM
95	Parking	4/4/2022 10:31 PM
96	Pickle ball court	4/4/2022 10:09 PM
97	Pickleball	4/4/2022 10:07 PM
98	Drinking fountain	4/4/2022 9:52 PM
99	Original foundation of school historical marker, original Gettysburg address marker, and restrooms.	4/4/2022 9:28 PM
100	I like the idea of having it be wildflowers or something to help the bees! Maybe a nice path/reflection area. We don't have anything like that nearby. I know there are lots of college kids who walk through or past that area. I have small kids, but that's a busy area and we usually go to VFW or the 6th street park instead. I hope the college kids in the area will keep it nice and family friendly. I'd love to see it be a place the whole community could use.	4/4/2022 9:17 PM

	Something we all could enjoy! I LOVE the little white tree planted in memoriam in the front. Keep that!! We take a picture by it each year it blooms. :)	
101	native wisconsin plants for local wildlife-signs to teach people about native plants and wildlife would also be nice.	4/4/2022 8:55 PM
102	Wish SNC could utilize it for facilities department for a new garage and car lift	4/4/2022 8:52 PM
103	A Futsal court is not listed and the city east or west side does not have one. Basketball court can be used as multi purpose basketball Futsal and pickelball	4/4/2022 8:34 PM
104	Functional drinking fountain (bubbler) in summer. Year round trash and recycling receptacles.	4/4/2022 7:58 PM
105	Na	4/4/2022 7:34 PM
106	None	4/4/2022 6:59 PM
107	Lights, dog play	4/4/2022 4:20 PM
108	Covered area attached to a shelter	4/4/2022 4:20 PM
109	Bathrooms	4/4/2022 3:10 PM
110	Seats and benches for reading or contemplating	4/4/2022 3:01 PM
111	It is a small spot. Keep it simple and use it to plant NATIVE flowers, shrubs and trees. Stop forcing invasive crap that destroys the ecosystem.	4/4/2022 2:50 PM
112	Small dog park area	4/4/2022 2:02 PM
113	Water Feature	4/4/2022 2:00 PM
114	Splash pad	4/4/2022 1:52 PM
115	Dog park	4/4/2022 1:36 PM
116	Plant clover, grows at most 6 inches high, needs less mowing (reduce carbon emissions), and feeds the bees, grows where grass doesn't	4/4/2022 1:26 PM
117	Maybe some historical info on the city of de pere	4/4/2022 1:08 PM
118	Children's fountain	4/4/2022 1:05 PM
119	Pickleball Courts	4/4/2022 12:59 PM
120	Splash pad!!!	4/4/2022 12:53 PM
121	Saint norbert has enough. Do things for the kids to go to	4/4/2022 12:51 PM
122	Rain garden, edibles (apples, berries), enhance the habitat to encourage increased biodiversity	4/4/2022 12:45 PM
123	Splash pad!! Not nearly enough in De Pere	4/4/2022 12:36 PM
124	A bubbler.	4/4/2022 12:23 PM
125	None	4/4/2022 12:21 PM
126	Could be a really dynamic art plaza and/or garden - given that the west side already has a growing art "feel" with the alley not too far away, etc. I believe this is one of the City's first-ever parks, so it could also be shown some reverence in that respect. If some sort of small performance area (music) or small play sets for children could be incorporated, it may give this place a better sense of purpose, too. Not a lot of room, so hard to say and no great ideas on my end. Anything will be an improvement over the aged equipment that is there currently. If you add art, then some security might be in order (see question 4). If there isn't art or notable equipment there, it may not need additional lighting or security.	4/4/2022 12:19 PM
127	I would like to see more dog parks in the city.	4/4/2022 12:18 PM
128	Pickle ball courts	4/4/2022 12:11 PM
129	Pickle ball	4/4/2022 12:09 PM
130	Focus on history of plaque in park.	4/4/2022 12:07 PM
131	I believe you should talk and collaborate with St. Norbert College about the park and its use. I do not believe the park is really needed at that location and should be abandoned and given to St. Norbert College for future expansion (like a performing arts center on that location) A new park in a different part of that side of town would be a better choice or if St. Norbert doesn't have plans for the land or use to move forward with new additions. I just think having this park potentially land locked within St. Norbert property could be a problem in the future.	4/4/2022 12:06 PM
132	Dog park	4/4/2022 12:03 PM
133	n/a	4/4/2022 11:56 AM
134	Bubbler, sprinklers in summer	4/4/2022 11:35 AM

135	Fountain, place for reading, hammock poles.	4/4/2022 11:32 AM
136	N/a	4/4/2022 11:21 AM
137	Infant, toddler and small children safe play equipment	4/4/2022 10:09 AM

Q4 Do you feel the park should have security and/or lighting?

Answered: 210 Skipped: 3



ANSWER CHOICES	RESPONSES	
Yes	87.62%	184
No	12.38%	26
TOTAL		210

Memo Re: Wilson Park Improvements

To: Board of Park Commissioners

From: Ald. Jonathon Hansen

Meeting Date: May 19, 2022



This summer, Definitely De Pere and the De Pere Historic Preservation Commission will be launching a new De Pere History Walking Tour. Users will be guided through the tour on their phone/tablet via an app embedded within Definitely De Pere's website; the app will provide information and historic photos for each site on the tour. The Gettysburg Address plaque at Wilson Park will be part of that tour (a **draft** of the information that will be on the app for the Gettysburg Address plaque is included in the packet). Other nearby sites include the St. Norbert College Historic District, the old St. John's Lutheran Church/Cassandra Voss Center, and the old St. Boniface Church/Dudley Birder Hall.

Given this exciting development, I was thinking it may be beneficial to add to Wilson Park another site commemorating a part of De Pere's history (this new site could then be potentially added to the tour). I would like to respectfully submit two proposals for your consideration. If the Park Board is interested in pursuing one or both ideas, I would request approval to solicit private funds to raise the necessary money. Both these ideas tie into St. Norbert College's rich history, so placement at Wilson Park would be an appropriate fit.

1) Statue or Plaque Commemorating Fr. Robert J. Cornell

Fr. Cornell graduated from St. Norbert College in 1941, and shortly afterwards was ordained as a Norbetine. He taught history and political science at St. Norbert College for over 45 years. He is a noteworthy figure in American history because he is one of only two Catholic priests ever to serve in Congress. He served two terms in the U.S. House of Representatives representing Northeast Wisconsin (8th Congressional District) from 1975-1979. He was planning to run again in 1980, but a papal decree issued that year declared that Catholic priests should no longer hold elected offices. Before serving in Congress, he also organized concerts at the old Brown County Arena (including several that brought Johnny Cash to Green Bay). All proceeds from these concerts benefited local charities.

2) Statue or Plaque Commemorating Pres. John F. Kennedy's Visit to St. Norbert College in 1960

While on the campaign trail during his run for the presidency, President John F. Kennedy visited St. Norbert College on February 18th, 1960. Future President Kennedy was given a tour of the campus by the St. Norbert College president at the time, Fr. Dennis Burke. The Neville Public Museum has three photos from that visit in their archive (also in the packet).

Photos of Fr. Robert J. Cornell



Photos of Pres. John F. Kennedy Visiting St. Norbert College (1960)



Site 26:

DRAFT

Old Photo-Exterior	New Photo-Exterior	Photo-Transition	Photo-Interior
Address by President Lincoln Marker			
Wilson Park (St. Norbert College)			
1916			
Plaque			
This plaque was erected in 1916 in front of Nicolet High School through a donation by future Congressman James Hughes Jr. It was part of a series of plaques commissioned by Congress in 1909 to be placed primarily in national cemeteries. The plaques were cast at Rock Island Arsenal in Illinois. The dedication of the tablet corresponded with a June 1916 reunion of the 17th Wisconsin Infantry Regiment, which served in the Civil War and was known as the "Irish Brigade". While the 17th Regiment did not serve in the Battle of Gettysburg, the unit did serve in the Siege of Corinth, the Second Battle of Corinth, Gen. Grant's Vicksburg campaign, and Gen. Sherman's Atlanta Campaign.			
After the Nicolet High School building was razed, the site was transformed into Wilson Park. The plaque was affixed to a large rock and placed within the new park.			
The plaque is still located within Wilson Park today.			
James Hughes Jr. served on the west De Pere School Board from 1914 to 1937, and represented the 8th Congressional District in the U.S. House of Representatives from 1933-1935. He donated the plaque when he was 32 years, shortly after first being elected to the West De Pere School Board. Photos courtesy of: City of De Pere, Definitely De Pere, Wisconsin Historical Society.			



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: May 19, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

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

ATTACHMENTS:

- Staff Memo.Mathewson (DOCX)
- 20220429084219545 (PDF)
- 20220323_105548 (JPG)
- IMG_2781 (002) (JPG)
- IMG_2782 (JPG)

CITY OF DE PERE MEMO

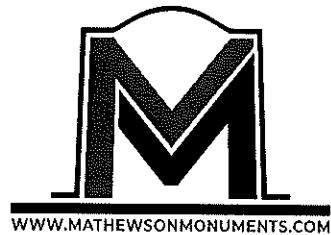


To: Board of Park Commissioners
From: Marty Kosobucki
Date: May 19, 2022

RE: Mathewson request for reimbursement

We received a request from Mathewson Monuments to be reimbursed for a \$750 expense that was not anticipated. The expense is directly related to unforeseen fabrication for setting and lifting the bronze flag slightly above the monument. The monument we had constructed is very unique which incorporates a 3D brass flag on top of the monument. It is not something typically done with monuments and therefore was not foreseen by Mathewson when planning out the monument and estimate.

The monument was originally funded from unassigned reserves along with donations. If you recommend approval of this expense, I would recommend we request funding from unassigned reserves and do not request funding from the original donors.



MATHEWSON
—MONUMENTS—
NEW LONDON, WI
920 982 6465

Apr. 25, 2022

City of DePere
Re: VFW Park Veterans Memorial

First, we would like to let you know we are honored to have been chosen to create this memorial honoring our veterans.

When it comes to the construction of these veterans memorials we aim to keep our margins rather close. Unfortunately, with this project we ran into an unforeseen expense with the mounting of the bronze flag. With the bronze flag being fully sculpted and three dimensional we felt it best to fabricate raised mount to enhance the beauty of the piece. We considered ourselves very fortunate to have a local machinist in New London who has experience working with bronze sculptures.

Today we are asking for your consideration for the reimbursement of this added expense.

Respectfully submitted,

Greg Mathewson
Mathewson Monuments

Enclosures:
Pictures
Invoice

New London Fabrication

809 County Road S
New London, WI 54961
Phone: (920) 389-2020

pd 2/16/22

Invoice

Sold: MATHEWSON MONUMENTS
To: 750 INDUSTRIAL LOOP ROAD
NEW LONDON, WI 54944
United States

Ship: MATHEWSON MONUMENTS
To: 750 INDUSTRIAL LOOP ROAD
NEW LONDON, WI 54944
United States

Invoice Number:	11005	Salesman:	BENJAMIN V BESAW
Invoice Date:	02/16/2022	Terms:	
Customer:	MATHEWSONMON	Packing List:	11399
Order No:	11005	PO Number:	VERBAL GREG

<u>Item</u>	<u>Quantity</u>	<u>Description</u>	<u>Revision</u>	<u>Unit Price</u>	<u>Amount</u>
1	1	FLAG MOUNT - TIME AND MATERIALS		\$750.00000 / EA	\$750.00
					Sub-total: \$750.00
					Sales Tax: \$0.00
					Shipped Via customer pick up: \$0.00
					Invoice Total: \$750.00
					Paid To Date: \$0.00
					Balance Due: \$750.00

MATHEWSON ENTERPRISES INC.

MONUMENTS - MEMORIALS

23904

New London Fabrication

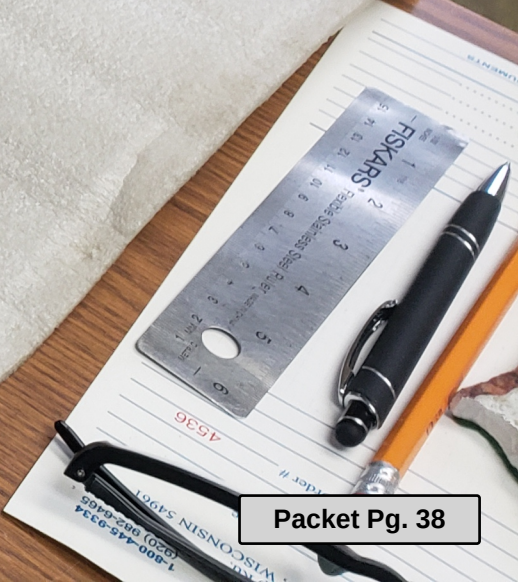
2/16/2022

DePere Veterans Flag modification

750.00

Checking-Community

750.00





4.6.d



Packet Pg. 39





City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: May 19, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

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

ATTACHMENTS:

- Memo.Pool Contingency Plan (DOCX)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
 From: Marty Kosobucki
 Date: February 17, 2022
 RE: Contingency Plan for Pool

Staff would like the Board of Park Commissioners to review and consider a contingency plan related to hours of operation for our pools. The contingency plan would be implemented for the reason of “lack of qualified staffing”. The contingency plan is recommended to be put in place in the event we do not have adequate staffing (Lifeguards, Attendants, and/or Pool Managers), however the main trigger of this current issue is not having enough Pool Managers hired for this season.

Summary:

As a very general overview, we operate our pools (Legion and VFW) approximately 80 hours during the week. In order to do so, we need staff ranging from Lifeguards, Facility Attendants, Assistant Managers, and Pool Managers in order to open and operate safely. These 80 hours consist of Open Swim, Swim Lessons, Lap Swim, and rentals. While hiring staff this season we believe we have enough Lifeguards, Facility Attendants and Assistant Managers in line to handle the operation for this summer. (Although things can change quickly as kids leave employment on a regular basis.) One staffing concern we do currently have is our Pool Manager. We typically hire 4 Pool Managers to handle the season at VFW and Legion Pools. We originally had 4 Pool Managers hired, and recently was informed that one of them resigned their position. Compounding the situation, we currently do not have anyone or any applications to consider for filling the position. We are not able to safely open a pool if we do not have the leadership position of a Pool Manager hired to oversee the operation. While we are currently working with our Human Resource Department and our Marketing Director to advertise the position, due to the short window until we open we should have a contingency plan in place.

Below is a contingency plan I believe would work in utilizing our current staff and provide the least impact to the pool operations and community. We currently have 3 full time Pool Managers, 1 Sub Manager (can only work on evenings and weekends), and our Senior Pool Manager.

Contingency Plan Proposal:

- Close Legion Pool on Sundays.
 - o We chose this day because of several reasons. First, we did not want to cancel a Monday – Thursday as those are our biggest attendance days and we host swim lessons.
 - o Of the three days left (Friday, Saturday, Sunday), I would not recommend eliminating Friday as that is our make up day for swim lessons.
 - o Between Saturday and Sunday, our attendance is less on Sundays.
- All “Legion Only” pool memberships shall have the ability to be refunded their membership, or use VFW Pool on Sundays when Legion Pool is closed.
- No rentals allowed on Sunday at Legion Pool.
- Provide the authority to the Mayor and Board of Park Commissioner Chairman the authority to alter, implement and/or remove the plan moving forward.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: May 19, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

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

ATTACHMENTS:

- Memo.Nelson Pavilion Consultant (DOCX)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Date: May 19, 2022

RE: Nelson Family Pavilion Project Consultant

At the beginning of the Park Board meeting we will be hosting interviews of the two finalists for the Nelson Family Pavilion Project. To help complete the evening in a timely manner, we will start the Park Board meeting at 5:00 pm. As part of this process, the Park Board will discuss later in the Park Board meeting and select a consultant. Upon approval, the finalist will then be forwarded to City Council consideration and approval.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: May 19, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Update on Status of Recreation Supervisor Position

ATTACHMENTS:

- Memo.Recreation Supervisor (DOCX)

CITY OF DE PERE MEMO



To: Board of Park Commissioners

From: Marty Kosobucki

Date: February 17, 2022

RE: Recreation Supervisor Position

On Tuesday, April 26th we were informed from Angela George that she will be resigning her position with the City of De Pere. As you know Angela was our Recreation Supervisor in charge of overseeing aquatics and adult leagues. We have met with Human Resources already and have worked to post the position in an effort to get someone hired as soon as possible. In the mean time, we will be working cooperatively as a staff to take over her duties.

Angela's last day will be May 27th and we wish her the best of luck in her future endeavors.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: May 19, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Update on Status of De Pere Ice Arena and User Groups.

ATTACHMENTS:

- Memo. Ice Arena Staff Report (DOCX)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Date: May 19, 2022

RE: De Pere Ice Arena/Stakeholders

On April 26, I was able to sit down and have a good conversation with Brown County Ice Management and the main users of the De Pere Ice Arena. The main component of the conversation was the recent article in the De Pere Press Times about the Ice Arena and where the City stood as far as the future of the arena. I shared with them the City is in full support of the Ice Arena, however the Ice Arena has become a very expensive facility to maintain and operate over the last 10 years. If the facility is going to project and survive over the next 10-30 years it will need the help and support of the users to make that happen.