



Board of Park Commissioners

Regular Meeting

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

Agenda

Thursday, May 19, 2016

6:30 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Board of Park Commissioners** of the City of De Pere will be held on **May 19, 2016** at **6:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

This meeting can be viewed LIVE at www.depere.tv. This meeting is also rebroadcast on TW Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at www.depere.tv.

I. Call to Order

1. Roll Call

II. Action Items

1. Approve Board of Park Commissioners Meeting Minutes 4-21-16.
2. Review and discussion of Aquatic Study survey.
3. Discussion on Fairgrounds house.
4. Approve Proposal from Multi Media Channels for Advertising, Design, Printing & Distribution of Parks, Recreation & Forestry Department Bi-Annual Brochures and Postcards.*
5. Approval to Accept a Project Proposal for Dog Park exercise structures for the De Pere Dog Park by an Eagle Scout*
6. Approval to Accept Donation from Pool Works for the Swim-In Cinema Event.*
7. Approve request from Definitely De Pere to renew the Agreement for Yoga in the Park.

III. Public Comment Period

IV. Future Agenda Items

V. Staff Updates

1. Four Donations under \$250 for the Swim-In Cinema.
2. Pink Flamingo Sign
3. Fox River Boat Tours Ribbon Cutting.

VI. Adjournment

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

Committee Members
Alderspersons
Mayor Michael J. Walsh

De Pere Youth Hockey
Tod Maki , De Pere Select Soccer
Shana Ledvina, City Clerk

Larry Delo, City Administrator
Judy Schmidt-Lehman, City Attorney
Definitely De Pere
Marty Kosobucki
John Zegers, WDP High School
District
De Pere Rapides Soccer
Krista Abrahamson, Teen Advisor
Scott Corrigan
Multi Media Channels
Pool Works

City Hall 1st and 2nd Floor
De Pere Area Chamber of Commerce
Brown County Library De Pere
TV & Radio Stations
Ben Villaruel, Unified School District

De Pere Baseball
Rachel McMorrow, Teen Advisor
Vierbicher
Definitely De Pere
Scott Nathan, Eagle Scout

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

ITEMS WITH ASTERISK NEED CITY COUNCIL APPROVAL.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: May 19, 2016

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve Board of Park Commissioners Meeting Minutes 4-21-16.

ATTACHMENTS:

- Draft Minutes 4-21-16(PDF)



Board of Park Commissioners

Regular Meeting

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

Draft Minutes

Thursday, April 21, 2016

6:30 PM

De Pere City Hall Council Chambers

I. Call to Order

The meeting was called to order at 6:30 PM by Board Member George Brown

Attendee Name	Title	Status	Arrived
Michael Donovan	Alderman	Present	
Larry Lueck	Alderman	Present	
Lisa Rafferty	Alderman	Present	
George Brown	Board Member	Excused	
Sue Schinkten	Board Member	Present	
Randy Soquet	Board Member	Present	
Bill Volpano	Board Member	Present	
Krista Abrahamson	Teen Advisor	Present	
Rachel McMorro	Teen Advisor	Excused	

II. Action Items

1. Approve Board of Park Commissioners Meeting Minutes 3-24-16.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Michael Donovan, Alderman
SECONDER: Randy Soquet, Board Member
AYES: Donovan, Lueck, Rafferty, Schinkten, Soquet, Volpano
EXCUSED: George Brown

2. Approve playground purchase for Optimist Park.

Marty Kosobucki shared with the Board of Park Commissioners the different playground designs which were submitted. There was discussion from the board. Marty took questions from the board in reference to the playground designs. Marty stated staff is recommending design "H".

Alderman Donovan made a motion to approve design "H" for the playground purchase at Optimist Park, seconded by Randy Soquet.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Michael Donovan, Alderman
SECONDER: Randy Soquet, Board Member
AYES: Donovan, Lueck, Rafferty, Schinkten, Soquet, Volpano
EXCUSED: George Brown

3. Review and approve Brown County Ice Time Management Report.

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

4. Approve Portable Agreement with VandenPlas Sanitation Inc.*

Attachment: Draft Minutes 4-21-16 (4747 : Approve Board of Park Commissioners Meeting Minutes 4-21-16.)

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

5. Approval to Accept Donation from Cellcom for the use of 2 Cell Phones for 2016 Summer Day Camp.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael Donovan, Alderperson
SECONDER:	Randy Soquet, Board Member
AYES:	Donovan, Lueck, Rafferty, Schinkten, Soquet, Volpano
EXCUSED:	George Brown

6. Review and Approve Recreation Division 2016 1st Quarter Report.

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

7. Approve Soda Machine Agreement for 2016-2019.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Lisa Rafferty, Alderperson
SECONDER:	Randy Soquet, Board Member
AYES:	Donovan, Lueck, Rafferty, Schinkten, Soquet, Volpano
EXCUSED:	George Brown

III. Public Comment Period

None

IV. Future Agenda Items

Alderperson Lueck asked for a listing of the reason behind the naming of the Parks located in De Pere and possibly to publish the listing.

Sue Schinkten asked for a tour of the parks during the summer months.

V. Staff Updates

1. Tree City USA.
Marty Kosobucki reported we were awarded Tree City USA.
2. Update on the Riverboat.
Marty Kosobucki reported the electrical was put in on the docks. The Grand Opening will be announced in the near future.
3. Update on Aquatic Study.

Marty Kosobucki reported on the survey, he stated they are getting many responses. The last date of the survey is April 29, 2016. The results will be brought to the next Park Board meeting.

VI. Adjournment

Randy Soquet made a motion to adjourn the meeting at 6:55 p.m., seconded by Sue Schinkten.

Respectfully submitted,
Debbie Zierson

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: May 19, 2016

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Review and discussion of Aquatic Study survey.

The Aquatic Study survey concluded on April 29 and the results are provided for your review. Our consultant, Dan Lindstrom from Vierbicher will be present to provide a short presentation and answer questions you may have.

The analysis is not complete as our consultant is still talking/communicating with various stakeholders and analyzing all the data. Final results and recommendation will come to you at a future meeting.

ATTACHMENTS:

- Pool Location Summary Report - RevisedDraft 05122016 (PDF)



Exhibit __: City of De Pere Pool Utilization and Location Questionnaire Summary



5/12/2016—DRAFT

Overview

As part of the City of De Pere Pool Utilization and Location Study, Vierbicher conducted a regional community survey to understand the current pool needs and desires of residents in and around the City of De Pere ("the City"). This part of the study focused on a 15 question survey available to anyone within the region in digital or hard copy format.

The City promoted the survey in news stories, social media, social groups, and several other outlets. The City collected responses throughout April 2016.

Over 2,000 individuals started the survey, and over 1,600 completed the questionnaire, resulting in an 80% completion response rate. The average completion time was seven minutes. Vierbicher did control for duplicate responses from individuals completing the survey more than once.

The remainder of this exhibit report summarizes the responses.

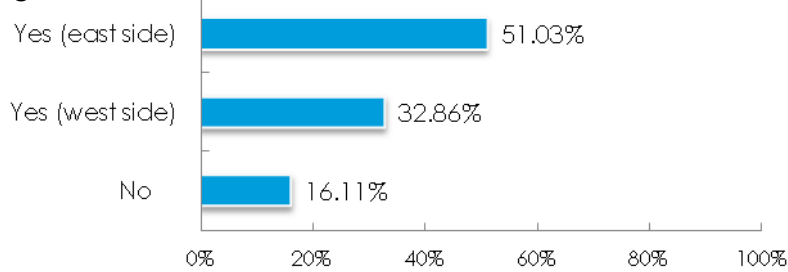
- Figure 1: Resident of De Pere
- Figure 2: Length of Time in De Pere
- Figure 3: Location of Residence Outside De Pere
- Figure 4: Number of Household Members
- Figure 5: Age of Household Members
- Figure 6: Household Pool Users
- Figure 7: Pool Usage
- Figure 8: Pool Usage Frequency
- Figure 9: General Pool Location Preferences
- Figure 10: General Pool Amenities Preference
- Figure 11: General Pool Programming Preference
- Figure 12: Municipal Pool Funding Preference
- Figure 13: Individual Pool Funding Efforts

Table 1: Reason For Not Using the Pools

Table 2: Location Preference

Household Review

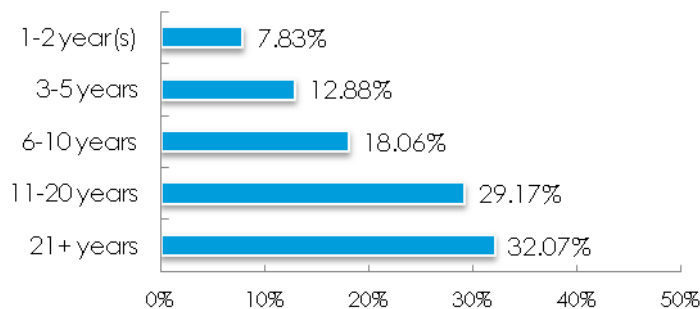
Figure 1: Resident of De Pere



Location of Residence

The first series of questions in the survey asked respondents to list their current municipal jurisdiction and how long they have resided in that community. The majority of respondents (83.7 percent) currently reside in the City. East side residents accounted for 51 percent of respondents while residents on the west side accounted for 32.86 percent. Figure 1 illustrates the results.

Figure 2: Length of Time in De Pere

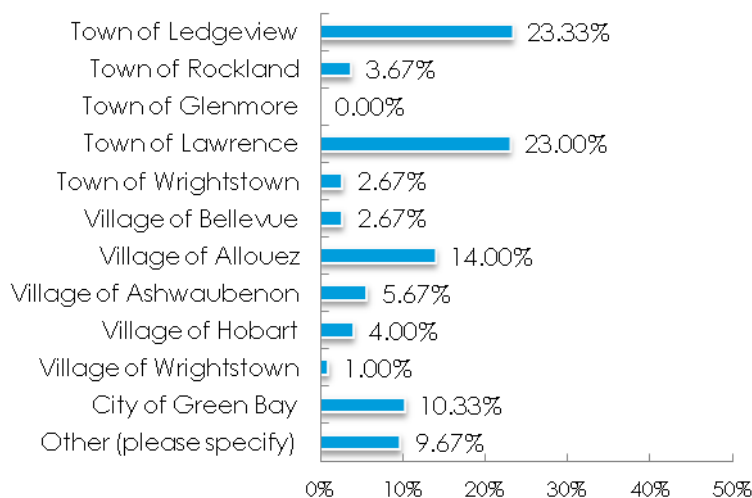


Length of Time in De Pere

Over 79 percent of all City of De Pere respondents have been residents of the City for longer than five years. Furthermore, over 61 percent have lived in De Pere for longer than ten years. Figure 2 illustrates the results.

The amount of respondents living in the community for several decades offers opportunities and challenges throughout the remainder of the pool location study. The enthusiasm among the long-term residents ensures high-quality public participation, data collection, and sampling; however, the level of neighborhood pride could result in adversarial discussions and a struggle to reach consensus over potential locations.

Figure 3: Location of Residence Outside De Pere



Location of Residence Outside De Pere

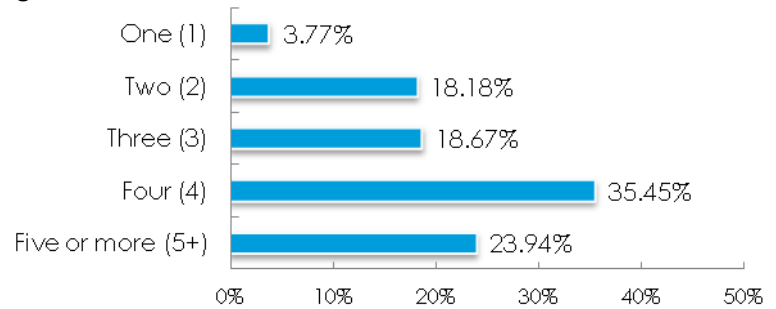
The majority of the 300 respondents located outside of the City were from the Town of Ledgeview and the Town of Lawrence. Figure 3 illustrates the results.

Household Review

Number of Household Member(s)

The second series of questions studied the number of household members and their pool usage. According to the survey results, the largest percentage of respondents stated there are four members of their household (35.45 percent) and the second largest percentage of respondents stated there are five members of their household (23.94 percent). The average reported household size is abnormally high when compared to the 2.44 people average household as reported in 2010-2014 American Community Survey 5-Year Estimates. Figure 4 illustrates the results.

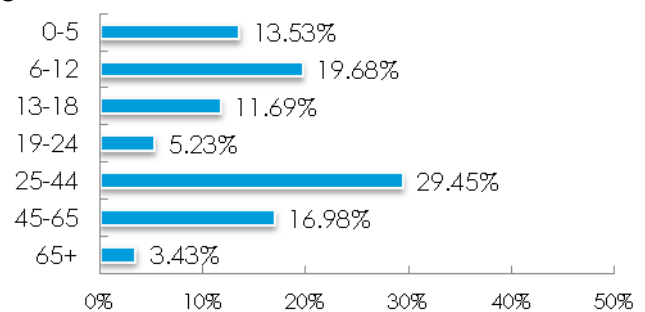
Figure 4: Number of Household Members



Household Member(s) Age

According to the survey results, the largest percentage of individuals residing within the respondent household were 25-44-year-olds, representing 29.57 percent of the total 6,642 declared household members. The second largest group was 6-12-year-olds representing 19.90 percent of the declared household members. The results could be slightly skewed by couples with children each answering the survey. Figure 5 illustrates the results.

Figure 5: Age of Household Members



Pool Usage

According to the survey results, 67.5 percent respondents stated they currently used the pools and nearly 68 percent of the reported pool users utilize the pools for family purposes.

Over 60 percent of the pool users utilize the pools at least once a week during the months of operation. Figures 6-8 illustrate the results.

Figure 6: Household Pool Users

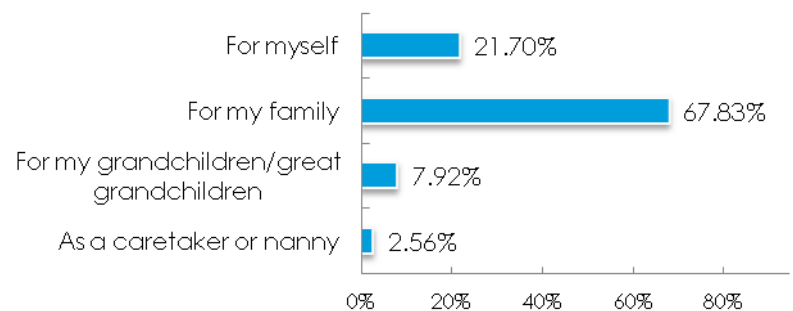


Figure 7: Pool Usage

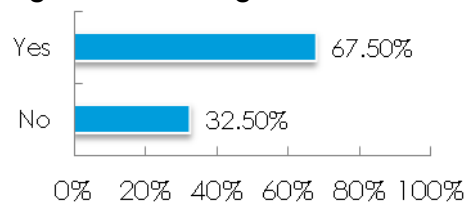
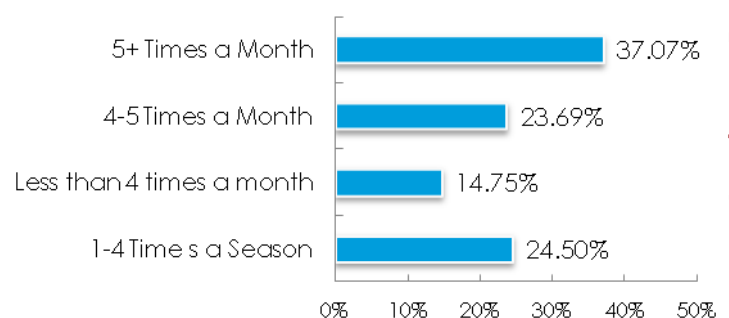


Figure 8: Pool Usage Frequency



Household Review

Table 1: Reason For Not Using the Pools

Reason	Percent
Own Pool/ Membership Elsewhere	23.09%
Age/Too Young/Too Old	16.73%
Too Busy/Scheduling Issues/Hours	13.64%
Not Interested	8.36%
Too Crowded	7.45%
Cannot Swim/Do Not Swim	3.82%
Did Not Live In The Area/New To The Area	3.45%
Feel The Pool Is Unclean	3.09%
Did Not Know About It	2.73%
Would Like More Activities	2.73%
No Children In Our Household	2.55%
Would Like An Indoor Pool	2.36%
15 Others under 2% each	10.00%
Total	100%

Reasons for Not Using the Pools

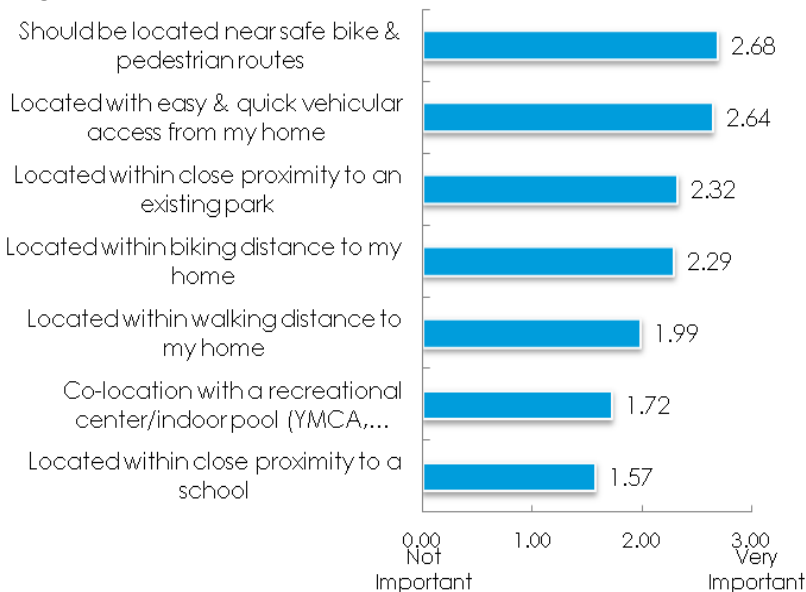
According to the survey results, 507 respondents stated their household does not use the existing pools. The most common stated reasons for not using the pools included the following:

- Having a pool membership elsewhere or having a private pool;
- Concerns with user age (respondent felt their households members are too young or too old to use the pools);
- Household scheduling conflicts with the hours of operation;
- The pools are too crowded;
- Not interested in using the pools; and
- Cannot or do not swim.

Table 1 detail the results.

Pool Location Preferences

Figure 9: General Pool Location Preferences



General Pool Location Preference

The third series of questions in the survey asked respondents to rank their general pool location preferences.

Respondents felt most strongly that a future pool should be located near safe bike & pedestrian routes, located with easy vehicular access, and near an existing park.

Pool Location Preferences

Specific Pool Location Preference

The survey respondents provided over 2,100 suggestions to the potential pool location. The answers ranged from generally listing a side of the Fox River to specific park and school locations. Vierbicher organized the responses in the following categories:

- General De Pere Location
- Adjacent to Roads
- Adjacent to Parks
- Adjacent to School;
- General Non – De Pere Location

The result of the location preference are as follows:

- An east side location accounted for 48.92% of the responses;
- A west side location accounted for 37.23% of responses; and
- Sites located outside of the City accounted for 13.85% of the responses.

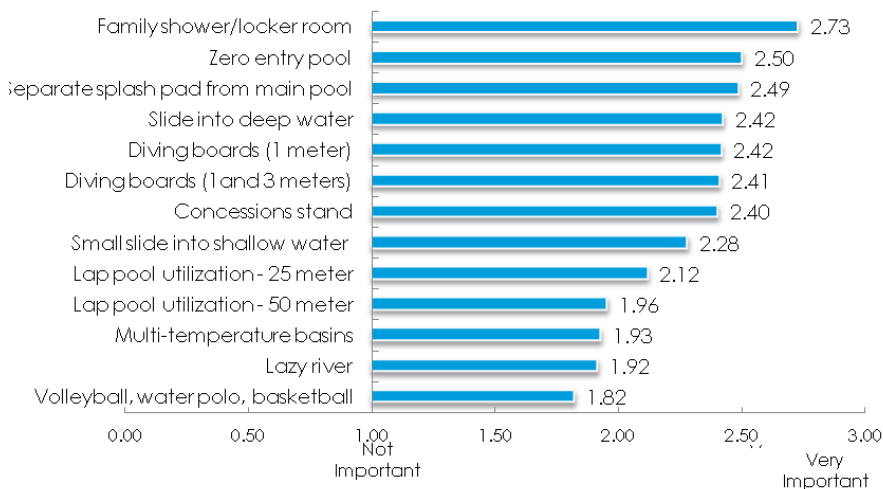
Table 2 details the complete summary of the responses.

Table 2: Location Preference

	West Side		East Side		
General De Pere Location	West De Pere	10.45%	East De Pere	7.91%	
	At a current Location	5.03%	At a current Location	5.03%	
	Downtown/Downtown Location	0.86%	Downtown/Downtown Location	0.86%	
	Adjacent to Fox River	0.53%	Adjacent to Fox River	0.53%	
	On Both Sides of the City	0.24%	On Both Sides of the City	0.24%	
	Near St Norbert College	0.24%	Near Kress Library	0.24%	
	Scheuring Road Commercial Areas	0.19%	De Pere (General)	0.05%	
	De Pere (General)	0.05%	At Yard Waste Facility	0.05%	
	At Ashwaubenon sports complex	0.05%	-		
	Brown County Fair Grounds	0.05%	-		
Roads	Along Lawrence Drive and I-41	4.26%	Adjacent to County PP/Rockland Road	0.86%	
	Along to Scheuring Road	0.29%	Along N. Broadway	0.29%	
	Along Grant Street	0.19%	Along Chicago Street	0.14%	
	Along Lost Dauphin Road	0.19%	Along Cook Street	0.14%	
	Along American Boulevard	0.10%	Along Charles Street	0.05%	
Parks	At VFW Park/Community Center	12.17%	At Legion Park	15.09%	
	At the Brown City Fair Grounds	0.38%	At Voyageur Park	9.68%	
	At Patriot Park	0.34%	At Jim Martin Park	3.35%	
	-		At Optimist Park	0.77%	
Schools	Near West De Pere High School	1.49%	Near Altmayer School	2.54%	
	At Westwood Elementary School	0.05%	Near De Pere High School	0.62%	
	Near Lady of Lourdes School/Church	0.10%	Near Dickinson Elementary	0.43%	
	-		At Irwin School Site	0.05%	
De Pere - West Side of River Totals		37.23%	De Pere -East Side of River Totals		48.92%
General Non-De Pere Location	?/ No preference	4.79%	In Hobart	0.05%	
	In Neighborhoods or parks	0.91%	In Bellevue	0.10%	
	Do not need one	0.96%	At Ashwaubenon sports complex	0.05%	
	Near Bus/Walking/Biking Friendly Area	0.62%	In Allouez	0.05%	
	With the YMCA	0.48%	Along Packerland Drive	0.29%	
	Adjacent to a School	0.14%	Along County F	0.05%	
	-		Near Hemlock Elementary School	1.15%	
	-		Near Heritage Elementary School	0.53%	
	-		At Ledgeview Park	2.20%	
	-		At Sands Acres Park	0.77%	
	-		At Quarry Park	0.48%	
	-		At Scray Hill Park	0.24%	
	-				
	-				

Pool Amenities Preferences

Figure 10: General Pool Amenities Preference



Pool Amenities Preference

The fourth series of questions in the survey asked respondents to rank their pool amenities and programming preferences.

Respondents felt most strongly that a future pool should have family amenities; including, a family locker room, zero entry pool, separate splash pad from the main pool, and a slide into deep water. Figure 10 illustrates the results.

The majority (31.96 percent) of respondents stated they would use the pool for general public swimming. Over 22 percent stated they would use the pool for swim lessons, and 17.1 percent would prefer an adult only swim time. Figure 11 illustrates the results.

Other desired programs included local swim teams, lap swim, senior exercises, lifeguard training, sand beaches, kayak and paddle board lessons, and separate family, teen, and adult nights.

Figure 11: General Pool Programming Preference

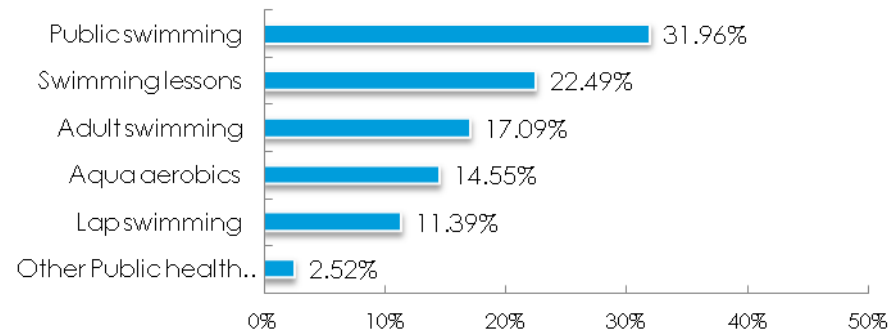


Figure 12: Municipal Pool Funding Preference

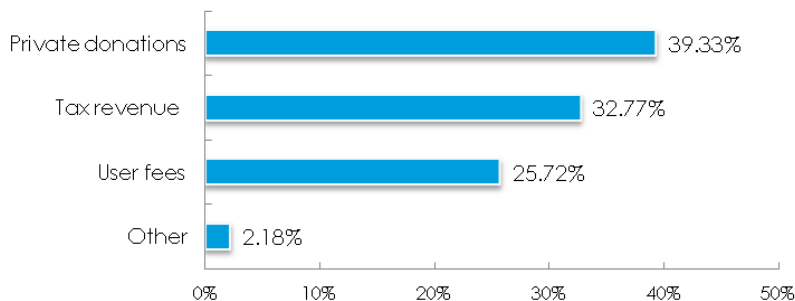
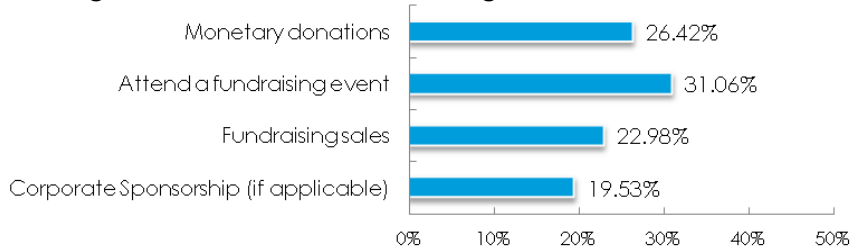


Figure 13: Individual Pool Funding Efforts



Pool Funding Preference

The fifth series of questions in the survey asked respondents rank their pool funding preferences.

The ranked responses stated that private donations should be the primary funding sources, and tax revenue should account for a nearly a third.

Nearly a third of respondents stated they would attend a fundraising event and over 26 percent stated they would make a monetary donation.

Figures 12 and 13 illustrate the results.

Pool Funding

Final Comments

Please comment on any items of concern that you have that were not addressed in the previous questions.

1	A sandy or beachy area would also be a good idea
2	A single pool will inevitably favor one side of the river. It's a bad idea.
3	random dad comes out of nowhere and starts talking to us. Im all for being nice to people and all that, but i dont want to have a conversation with some random dude. lets put it this way, if you have all those people in one spot. What was supposed to be a fun day with your wife and kids, turns into a giant public bath with some random shady people.
4	Children should have access to pool within walking or biking distance. Too dangerous to cross the bridge. Or, supply transportation by means of a bus.
5	Convenient access to residents from either side of the river.
6	create something like a man made lake
7	emphasis on one zero entry warm water pool for adult aqua exercise walking and exercises that are suggested from the arthritis foundation, as used at the CP aqua center.
8	HOT TUB
9	I am addressing the concern of combining the two pools into one. It would be unfair to pick the location of the pool on the East or West side of DePere. They both serve a purpose. Currently, residents don't have to cross the bridge to reach the pool that's closest to their proximity. Creating one central location would eliminate that. What was once an easy walk or bike ride would now be a car ride across an already crowded bridge. Also, consider the amount of people that would be at one central pool location. Two pools help eliminate the overcrowding issue.
10	I believe DePere should KEEP a pool on each side of town to make it easier for ALL kids to use instead of one aquatic center.
11	I believe the pool should NOT be located in Martin Park. This area has enough traffic with the schools and all their events. It should be located where one of the current pools are.
12	I don't think this pool should be built. It's not worth the money.
13	I don't think we need a big aquatic center because there are plenty of aquatic centers in Green Bay. I used both as a kid and was just as happy going to a regular pool as I was for an aquatic center.
14	I feel West Depere should have the pool facility some the east side has a close pool option in the Broadview ymca. I would also like to see the new facility have an outdoor/indoor option as well.
15	I think it is important not to take a pool away for either side of depere because many children and parents rely on them for summer.
16	I think the new facility should be indoors so as to be utilized year round, but not partnered with a YMCA or any corporation for profit. Profits should go back into the facility to eventually fund itself, but overseen by city leaders.
17	room, yoga, art, other activities year round.) I would rather extra expenses to this new 'aquatic center' be used on things other than just the pool. ALSO, I would encourage a salt water, LEAST CHEMICALS POSSIBLE in the water option.
18	I would like to see a pool with actual lanes for swimming as opposed to strictly an aquatic center. Some aquatic centers do have diving, but no swimming is allowed in those areas. Cost for using pool shouldn't be prohibitive. Keeping the cost in line with Green Bay pools/aquatic centers would be acceptable. Grandchildren should be able to be included in family pass, even if they don't live at the same address.
19	I Would not use the if it is on the East side, I f they do this I hope it is on the WEST SIDE
20	If usage is declining why looking at new pool? Perhaps look at other non-aquatic options. Also, taxes in De Pere are already very high compared to surrounding communities. I would not support a new aquatic center by an increase in taxes.
21	It will be very tough to have a location everyone is happy with. Also consider pool at Brown County Fairgrounds and then build bike paths there too.
22	Keep the present two pools.
23	keep the two pools so each side of Fox River has their own. Fix pools and not spend 3.5 M on new facility.
24	Kids in De Pere deserve a nice pool. And they deserve the community to pay for it. It makes our city more attractive to families. And gives kids something to do.
25	MAKE SURE you incorporate De Pere High School into the mix as they have a swim team. It would be nice for them to utilize as well. Revenue stream?

Final Comments

Please comment on any items of concern that you have that were not addressed in the previous questions.

26	My kids take swimming lessons at the VFW pool. I have to get my sitter to drive them there and back to my house. It would be nice to have something closer. We used to be members of the YMCA, but it was a hassle and too far away. There isn't anything indoor between Allouez and Kaukauna. I know there was a plan for a YMCA on Rockland Road, but that was dependent on a southern bridge project, which they still haven't made decisions on. De Pere is growing to the south, and having a YMCA or Kroc Center equivalent would be well used. I know lots of people in the subdivisions around Hemlock Creek and Southwest park that would like to have something that the family could go to.
27	N/A
28	N/A
29	None
30	Our family likes having 2 pools- one on each side of the river.
31	Our family utilizes Kaukaunas public pool often as it has a good range for young to old. I think De Pere would benefit from a pool very similar with almost the same features as Kaukauna.
33	Pool numbers keep declining. Put in splash pads only. Keep costs down, no new taxes.
34	The city does not need to spend tax payers money on a pool. Walmart sells inexpensive pools a family can put in their own backyard.
35	The pools serve many youth who cannot afford higher cost memberships. A facility must remain affordable. I also do not think replicating a facility like Joannes Park is a good idea.
36	we need pools for the children to learn how to swim and enjoy on hot day not elaborate water parks.
37	What makes the two pools (one on each side of the river) work is that they are 'neighborhood' pools. The geography of the city with the river in the middle is not conducive to a larger facility constructed on one side or the other. Transportation to and therefore use of the pool is driven by location and ease of accessibility. Without a 'southern' bridge the traffic in De Pere will continue to increase. Bicycle and pedestrian traffic to a facility located on one side or the other presents a considerable safety hazard with the traffic patterns as they are now. It's a function of geography - not which 'side' is better.
38	whether its a waste of money or not
39	Would be nice to have a beach type of area with sand
40	Would like the possibility of a skate park to be considered at one of the existing sites (Legion or VFW) in place of removed (?) pool.
41	Would you sell season passes? Discounts for families with more than 2 children? Offer pool time to elderly and those with disabilities? Advertise in outlying rural areas and small towns?
42	We would love a Aquatic location in West Depere off the Schering Road area. A lot of people we talked to would like it very much.
43	I honestly like it the way it is and don't want to lose the pools at VFW. I just bought a house nearby because I can walk there and this is very important to me as I am legally blind and walking is the main way we can utilize the pools. It was a major decision for buying my home on Morning Glory. It is also my childhood home. Please tell me the pool at VFW will not be discontinued.
44	This is a poor survey in the fact that there are no questions about keeping the two pools.
45	Hello, My name is (name removed for privacy). I live at (location removed for privacy). I am writing you today to give you my opinion of the Pool Survey. I thought it was a poor survey. It never asked if I wanted an aquatic pool. It never asked if I wanted two aquatic pools. It never asked if I wanted to have the existing pools replaced or repaired. Perhaps these are questions the City doesn't want to hear answers to. We cannot have just one pool in De Pere. If it's going to be an aquatic pool then there has to be one on each side of the river. That's just the way it is in De Pere and anyone who has lived in De Pere long enough should know that. So please don't put much credence into that survey.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: May 19, 2016

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Discussion on Fairgrounds house.

The City owns a house located in the Fairgrounds property. It is located immediately northwest of the parking lot to the boat launch. The house has been rented for many years to the Park Manager for Brown County. In early April we received notice from the tenant that he would be terminating his lease and would be moving out as of April 29.

Since the time we were notified, we have been doing a fair amount of research on the property. See below.

- Utilities are very confusing. A gas meter is located on the house, and has been appropriately converted to the City of De Pere. However, water and electric cause some problems. Water is fed from a meter assigned to Brown County, which feeds several other areas in the Brown County Fairgrounds. Electric is fed from a building located on Brown County's property as well. If the house would be converted to a different use, we would need to look at running new water and electric to the house, or look to develop an agreement with Brown County.
- Condition of the house is poor. Staff toured the building along with our Building Inspector. By all indications, the foundation of the house is in good condition, however everything else is in very poor condition. I have included a small collection of photos showing the condition of the home.
- Renovation would be expensive. I talked with a contractor the indicated it would cost anywhere from \$50-\$100 per square foot to renovate the home. Considering the amount of square footage the home is (approximately 2000), we would be looking at \$100,000-\$200,000 to renovate. However, a cost that we cannot predict or estimate above and beyond the renovation cost would be the expense of removing asbestos if found (which is likely considering the age of the house), and the cost to relocate utilities.
- In talking with a Brown County Fair representative, they indicated they are interested in the house. The representative indicated they would not be in a position to rent or renovate the house, but would be very interested in using the house as a headquarters for the fair.
- To help the Park Board, I investigated with City Administration to provide ideas in what to do with the building. A common recommendation was to bulldoze the building, however I did receive a recommendation to consider renovating the house and use for economic development. I also received a recommendation to use the house for fire safety training.

Staff Recommendation: While I believe the location is a prime piece of real estate that would hold a lot of options, I believe the best course of action is to demolish the home at this point. In moving in this direction, we would budget appropriately to have the house removed in 2017. During the balance of 2016, I would recommend allowing the Police and Fire Departments to use it as a training facility as long as they can coordinate utilities with Brown County.

ATTACHMENTS:

- 20160425_123441 (JPG)
- 20160425_123454 (JPG)
- 20160425_123557 (JPG)
- 20160425_123848 (JPG)
- 20160425_124243 (JPG)
- 20160425_124903 (JPG)
- 20160425_124009 (JPG)
- 20160425_124209 (JPG)
- 20160425_124658 (JPG)
- House.Fairgrounds (PDF)



















<Title>



Attachment: House.Fairgrounds (4671 : Approval to demolish Fairgrounds house.)



This map was produced utilizing a variety of sources the City of De Pere reasonably believes are reliable, including GIS data, some of which was under development at the time this map was produced. The City of De Pere makes no warranty, either expressed or implied, including no warranty as to fitness for a particular use, of the information contained in or comprising this map.

Map of De Pere, WI Provided By The De Pere Planning/GIS Department 2010



04/26/2016

Packet Pg. 27

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: May 19, 2016

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Approve Proposal from Multi Media Channels for Advertising, Design, Printing & Distribution of Parks, Recreation & Forestry Department Bi-Annual Brochures and Postcards.*

Staff is requesting approval to enter into an agreement with Multi Media Channels for the advertising, design, printing & distribution services of our bi-annual department brochures and postcards. Multi Media Channels was the only company to submit a proposal that met the qualifications listed in our RFQ.

In an overview, Multi Media Channels will solicit businesses for advertisements in our brochures and, in turn, will retain all money acquired for the ads. Multi Media Channels has also agreed to develop a full color promotion sheet, design our brochure and postcard, print extra copies and distribute 500 additional brochures to be placed in racks at businesses in De Pere as well as pay for all postage costs associated with mailing postcards to all De Pere mailing addresses.

The City will assist Multi Media Channels in obtaining a business contact list, mail introduction letter and promotion sheet to businesses, provide postcard and brochure content information, approve ad placements and final layout, and provide mailing list.

It is estimated this will save the City approximately \$10,000 yearly for these services.

Thank you for your time and consideration.

ATTACHMENTS:

- Brochure Advertising RFQ1-2016 (DOCX)
- Multi Media Channels Proposal 2016 (PDF)



City of De Pere Park, Recreation & Forestry Department

Request for Qualifications for Advertising Proposal

General Information

The City has an approximate population of 24,500 people and currently mails a postcard twice per year to an average of 10,800 households. On average, 1,750 Summer /Fall Brochures and 1,000 Winter/Spring Brochures are printed and placed at City facilities and the Kress Family Library.

The Board of Park Commissioners has approved collaborating with a company to solicit advertisements in order to fully cover all costs associated with the design and printing of our Park, Recreation and Forestry Department's bi-annual brochures as well as the mailing of our postcards.

The City is inviting companies to submit a business plan identifying how your company will solicit advertisements for our Park, Recreation & Forestry Department bi-annual brochures and postcards. The company will be responsible for all costs associated with the printing and mailing of the brochures and postcards and retain all money solicited from advertisements sold.

Business Plan Proposal

Please include the following information:

1. Company Information: Name of company, address, contact person and telephone number(s).
2. Company/staff experience on similar projects (provide samples).
3. Provide an advertising proposal.
 - Include recommended number, placement and size of ads within brochure and postcard.
4. Describe your plan approach and sales methods; include estimated timeline.
5. Complete supplemental questionnaire form.

Supporting Information

The following information outlines recommendations for brochure and postcard specifications. Other recommendations for type of paper, layout, size, etc. accepted.

Item:	Brochures
Size/Ink:	Full Color Offset: ○ 11 x 17" booklet folded in half; full bleeds ○ inside 60# offset, text opaque white ○ cover 80# coated text/gloss ○ final size 8 ½" x 11" ○ approximately 24 pages – Winter/Spring; 32 pages – Summer/Fall (depends on number of ads)

~ OR ~

Full Color Newsprint:

- 10 ½ x 16" booklet folded in half (or suggested size); full bleeds
- inside newspaper print
- over 80# coated text/gloss
- final size 8" x 10 ½" (or suggested size)

Quantity: 1,750 Summer/Fall brochure; 1,250 Winter/Spring brochure

Item: Postcards

Size/Ink: Full Color front & back

- 6" x 8" coated cover @ least 9 pt. thickness
- 2-sided print

Quantity: 10,800

Schedule Timeline

April 29, 2016 – Proposals due by 4:30 pm

May 2-4, 2016 – Proposals reviewed by staff

May 19, 2016 – Recommendation reviewed by Board of Park Commissioners

June 7, 2016 – City Council approval

Insurance

Your company shall effect and maintain insurance to protect from claims under worker's compensation acts; claims for damages because of bodily injury including personal injury, sickness or disease, or death of any of the company's employees; and from claims for damages because of injury to or destruction of tangible property including loss of use resulting there from; and from claims arising out of the performance of professional services caused by any errors, omissions or negligent acts for which the company is legally liable.

The company shall indemnify and save harmless the City of De Pere and their representatives from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any person, persons or property resulting from the negligent acts of the company or of any of their sub consultants in prosecuting the work.

Evaluation Procedure

All proposals shall be reviewed based on the following criteria.

1. Professional staff experience and availability of key personnel.
2. Relevant project experience of the company.
3. Graphic design qualifications.
4. Understanding of the project.
5. Plan and sales approach.

The proposal that is selected will be in effect for one and a half years (July 1, 2016 - December 31, 2017).

Any interested company is required to submit all necessary proposal information including completing the Additional Services Proposal Form below. All proposals must be received by **Friday, April 29, 2016 at 4:30 pm** and can be dropped off or mailed to:

De Pere Community Center
600 Grant Street
De Pere, WI 54115

The Department will select the proposal that is in the best interest for the City of De Pere. Questions regarding this proposal should be directed to Paula Rahn, Recreation Superintendent at (920) 339-4097 or prahn@mail.de-pere.org.

Supplemental Questionnaire

1. What format(s) would your company be able to print the brochure in? Also indicate finished product size. *Check all that apply.*

☐ Offset Finished Size: _____
☐ Newsprint Finished Size: _____
 Other: _____ Finished Size: _____

2. Would your company consider mailing postcards or brochures to outlying communities with a De Pere mailing address?

☐ Yes ☐ No

3. Would your company be willing to completely design the brochure and postcard in InDesign software?

☐ Yes ☐ No

4. Would your company print additional copies of the brochure above the requirements noted in brochure and postcard specifications?

☐ Yes ☐ No If yes, how many? _____

5. Would your company deliver additional copies of the brochure to select area businesses?

☐ Yes ☐ No

6. Please list any additional services your company would be willing to provide to our Department. This could be monetary or some other form of donation.

Name: _____

Signature: _____

Company: _____

Address: _____

Phone Number: _____

Thank you for submitting this proposal. Your time and effort is greatly appreciated.



25 April 2016

To: City of DePere

c/o Paula Rahn

From: Mick Gotta / Multi Media Channels

Re: Advertising Proposal for Brochures

Paula,

Following is our Plan Proposal for doing the City of DePere Brochures and Postcards.

1.) Multi Media Channels

600 Industrial Dr.

Waupaca, WI 54981

Contact: Mick Gotta

920 609 7921

- 2). MMC has over 50 years experience in the printing of magazines, newspapers and special Publications. Our current staff has over 20 years of sales and publication experience. Samples being provided are examples of publications we currently produce. All are done from sales to design to the final printing and mailing. Our design team is fully staffed and highly experienced in current printing platforms (Including InDesign).
- 3). We are proposing to offer a variety of sizes and price points for prospective advertisers to consider. From one-eighth to full page advertising will be offered at price points to be determined. We are also proposing to solicit one or possibly two potential advertisers for the space available on the postcard at premium prices to be determined. The number of ads will be determined at deadline date and completion of the sales process. Placement of some ads (mainly full pages) can be pre-set, otherwise ads will be placed at the discretion of the City of DePere and MMC design staff. Page requests can be made, but space guarantee is not suggested unless for premium pages. The basic goal of the number of ad sales sold is to recover costs of printing and mailing.
- 4). Our sales approach will be to have at minimum 2 and possibly 3 sales reps working during the sales effort. If possible, MMC is asking the City of DePere for a business contact list, with which we will divide the list amongst reps. MMC will produce a promotion sheet that will detail public dates, sales deadlines, pricing and sizes on all ads, contact information as well as a brief description of the book, postcard and the value of advertising in the publications. Timeline of our sales effort will be 30-45 days from the public date. This will allow design team and city staff to properly paginate book information and advertising to be readied for the printing process. City of DePere, if possible will provide a resident mail list for use to MMC in the mailing process.
- 5). Questionnaire form attached.

Supplemental Questionnaire

1. What format(s) would your company be able to print the brochure in? Also indicate finished product size. *Check all that apply.*

☒ Offset Finished Size: 8 1/4" x 10 1/2"
☒ Newsprint Finished Size: 8" x 10"
 Other: _____ Finished Size: _____

2. Would your company consider mailing postcards or brochures to outlying communities with a De Pere mailing address?

☒ Yes ☐ No

3. Would your company be willing to completely design the brochure and postcard in InDesign software?

☒ Yes ☐ No

4. Would your company print additional copies of the brochure above the requirements noted in brochure and postcard specifications?

☒ Yes ☐ No If yes, how many? 500

5. Would your company deliver additional copies of the brochure to select area businesses?

☒ Yes ☐ No

6. Please list any additional services your company would be willing to provide to our Department. This could be monetary or some other form of donation.

MMC will distribute additional brochures via our distribution arm (Bulls Eye Distributor) at no cost to the City. Bulls Eye has a retail rack system already in place throughout DePere.

Name: Mick Gotta

Signature: *Mick Gotta*

Company: Multi - Media Channels, MMC

Address: 600 Industrial DR., Waupaca, WI 54981

Phone Number: 920-609-7921

Thank you for submitting this proposal. Your time and effort is greatly appreciated.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: May 19, 2016

DEPARTMENT: Parks, Recreation & Forestry

FROM: Don Melichar

SUBJECT: Approval to Accept a Project Proposal for Dog Park exercise structures for the De Pere Dog Park by an Eagle Scout*

Approval to Accept a Project Proposal for Dog Park exercise structures for the De Pere Dog
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 Project Proposal from an Eagle Scout to build exercise structures for dogs at the De Pere Dog Park.

Summary: The Eagle Scout Service Project Proposal from Scout Nathan Schumacher details plans to fund raise and acquire materials to build and install exercise structures at the De Pere Dog Park. The approximate value of the donation may be \$450. I have spoken to Nathan and he will be recruiting volunteers to help him in his quest. He is specifically looking to build two structures, one for the small dog and one for the large dog area. These structures will be used for dog exercise and agility. Thank you for your consideration in this matter. If you have any questions, concerns or comments, please do not hesitate to contact me.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: May 19, 2016

DEPARTMENT: Parks, Recreation & Forestry

FROM: Jenny Hammes

SUBJECT: Approval to Accept Donation from Pool Works for the Swim-In Cinema Event.*

The memo is to seek the Board of Park Commissioner's approval for the Recreation Department to accept a donation of \$500.00 and prizes from Pool Works for our special event, Swim-In Cinema on July 30, 2016.

The donation will help cover costs for rental of the Movie Screen from FunFlicks as well as the purchase of the license for the movie from Criterion.

Thank you for your time and consideration.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: May 19, 2016

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Approve request from Definitely De Pere to renew the Agreement for Yoga in the Park.

Definitely De Pere is requesting to renew the agreement for the Yoga in the Park program which has been held at Voyageur Park the last two years. The only change to the contract is that Definitely De Pere has agreed to block off parking stalls for City Band members and concert attendees as this was a major concern by citizens and band members.

Attached is their letter of request, agreement and certificate of liability insurance. The program continues to be highly successful and Parks & Recreation Department staff support renewing the agreement.

Thank you for your time and consideration.

ATTACHMENTS:

- Yoga in the Park Agreement 2016 (DOCX)

YOGA IN THE PARK AGREEMENT

This agreement is made between the **CITY OF DE PERE**, a municipal corporation (hereinafter referred to as "**CITY**"), and **DOWNTOWN DE PERE, INC. d/b/a DEFINITELY DE PERE ("DEFINITELY DE PERE")**, coordinator for **YOGA IN THE PARK** classes.

WHEREAS, the **CITY** wishes to allow **YOGA IN THE PARK** classes for participants;

WHEREAS, **DEFINITELY DE PERE** wishes to co-sponsor this event by subcontracting professional instructional services for **YOGA IN THE PARK** from a certified yoga instructor whose studio is in the City of De Pere as identified in the attached **YOGA IN THE PARK** class description incorporated by reference as Exhibit A.

NOW, THEREFORE, in consideration of the mutual promises and other good and valuable consideration exchanged herein, IT IS HEREBY AGREED AS FOLLOWS:

1. **CITY** wishes to allow **DEFINITELY DE PERE** to co-sponsor this event in order to provide its residents with recreational activities in a manner that will foster a sense of community, security, fun, and fairness
2. **DEFINITELY DE PERE** consents to coordinate and subcontract professional instructional services for **YOGA IN THE PARK** classes as indicated in Exhibit A.
3. The classes provided hereunder shall be free and open to the public, with no fee collection or formal registration procedure. For each class a sign-in sheet will be utilized in order to track attendance and for city recordkeeping purposes.
4. **DEFINITELY DE PERE** and the Director of Parks, Recreation and Forestry ("Director") shall mutually agree upon a suitable location(s) within Voyageur Park to conduct yoga sessions so as to not unduly impact other scheduled programs.
5. **DEFINITELY DE PERE** shall provide staffing to block off parking stalls in the parking lot closest to Shelter #2 for members of the City Band concerts and attendees.
6. **DEFINITELY DE PERE** is not an employee of **CITY**, but is an independent contractor for the purpose of the class and shall retain full control and authority of said class curriculum at all times.

7. **CITY** shall not be required to provide any tools, equipment, apparatus, supplies, and materials unless otherwise mutually agreed by **CITY** in writing. **CITY** shall not be responsible for the loss, damage, destruction or injury to such equipment and **DEFINITELY DE PERE** shall hold the **CITY** harmless therefore.
8. **DEFINITELY DE PERE** shall be responsible to ensure its subcontracted instructor performs all services required hereunder in a skillful and competent manner, including establishing guidelines for conducting the class to ensure adequate protection of participants, spectators, visitors, and facilities.
9. **DEFINITELY DEPERE** shall save and hold the **CITY** harmless from any and all injury that may occur to any party a result of the **YOGA IN THE PARK** activities permitted under this Agreement. This provision is intended to indemnify and hold harmless the City to the fullest extent permitted by law and includes the payment of reasonable attorney's fees for the defense of any claim which can fairly be said to fall under the intent and purpose of this hold harmless agreement. To secure such hold harmless, **DEFINITELY DEPERE** shall maintain general liability insurance covering its operations in an amount not less than One Million Dollars per occurrence, said liability insurance policy to name the **CITY** as an additional insured thereunder for the purposes of this Agreement. A copy of said Certificate of insurance is attached and incorporated as Exhibit B.
10. In the event the subcontracted instructor will not be able to teach a session for reasons beyond the control of **DEFINITELY DE PERE**, **DEFINITELY DE PERE** agrees to implement the following procedure:
 - a. **DEFINITELY DE PERE** will procure a substitute subcontractor equally or better qualified to instruct class at the prescribed time and place.
 - b. **DEFINITELY DE PERE** will notify the Director or designee of the subcontractor's name, qualifications, and contact information.
 - c. If a substitute instructor cannot be procured, then the class will be cancelled. No make-up class will be added to the end of the session. **DEFINITELY DE PERE** shall notify participants of the session cancellation.
11. In the event that rain or inclement weather prevent the class from taking place outdoors, **DEFINITELY DE PERE** will implement the following procedure:
 - a. **DEFINITELY DE PERE** will arrange for a rain location at the subcontracted instructor's studio in De Pere.

- b. **DEFINITELY DE PERE** will notify the Director or designee of the change.
 - c. If the subcontracted instructor's studio cannot be used, then the class will be cancelled. No make-up class will be added to the end of the session. **DEFINITELY DE PERE** shall notify participants of the cancellation.
12. **CITY** shall have no responsibility to set up either the Park or other facility for instruction. **DEFINITELY DE PERE** shall ensure the facility is set up and taken down for each session and shall restore the area to its usual condition following each class session. **CITY** shall at all times have access to the facility, whenever class is in progress to monitor programs for quality and adherence to contract terms.
13. **DEFINITELY DE PERE** agrees to work with assigned **CITY** staff to maintain accurate participation records.
14. The Director is authorized to execute this Agreement on behalf of **CITY**.

Dated at De Pere, Wisconsin, this _____ day of _____, 2016

CITY OF DE PERE

Marty Kosobucki, Director
Parks, Recreation & Forestry

Dated at De Pere, Wisconsin, this _____ day of _____, 2016

DEFINITELY DE PERE

Matt Hohner, Executive Director
Definitely De Pere

EXHIBIT A (PAGE 1)

YOGA IN THE PARK

LOCATION: Voyageur Park; Cass St., De Pere, WI 54115

SCHEDULE: 8 Class Sessions;
July 7 – August 25, 2016

TIME: Thursdays;
6:00 – 7:00 pm

CLASS SIZE: 1 minimum, No maximum

SUBCONTRACTED
INSTRUCTOR: Ryanne Cunningham-Hutjens, Owner
Flow Yoga Studio, 421 George St., De Pere

INSTRUCTOR
EXPENSES: None

REGISTRATION
FEES: None

FORMAT: These classes are free and open to the public, with no fee
collection or formal registration procedure.

EQUIPMENT: Definitely De Pere's responsibility.

PAYMENT: No payment will be collected by or issued to the City of
De Pere, Definitely De Pere, or subcontracted instructor.

EXHIBIT B
(Insert Definitely De Pere Certificate of Liability Insurance)

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: May 19, 2016

DEPARTMENT: Parks, Recreation & Forestry

FROM: Jenny Hammes

SUBJECT: Four Donations under \$250 for the Swim-In Cinema.

The Recreation Department has received a \$200 donation from The Lion's Club of De Pere as well as \$100 donations from, The De Pere Area Men's Club, Scott's Subs and Festival Foods for our special event, Swim-In Cinema on July 30th, 2016. These monetary donations will help cover costs for rental of the Movie Screen from FunFlicks as well as the purchase of the license for the movie from Criterion as well as other prizes.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: May 19, 2016
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki
SUBJECT: Pink Flamingo Sign

See attachment.

ATTACHMENTS:

- flamingo field (DOCX)

May 10, 2016

De Pere Park Department

The Pink Flamingo Field sign on top of the Score Board was put up this week and Legion Park in De Pere. It looks awesome. It is donated by the Pink Flamingo Team, with documented cost of \$209.00.

Thank you for your support.



Attachment: flamingo field (4736 : Pink Flamingo Sign)

Dave Vande Hei

Pink Flamingos

920-309-0398

Attachment: flamingo field (4736 : Pink Flamingo Sign)

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: May 19, 2016

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Fox River Boat Tours Ribbon Cutting.
