



Board of Park Commissioners

Regular Meeting

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

Agenda

Thursday, May 18, 2023

6:30 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statute 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 18, 2023 at 6:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

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

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

OR

You can also dial in using your phone.

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

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

Access Code: 154-883-285

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

I. Call to Order

1. Roll Call

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

III. Items

1. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the April 20, 2023 Meeting.
2. Election of Chair for the Board of Park Commissioners.
3. Election of Vice Chair for the Board of Park Commissioners.
4. Consideration and Possible Action to Accept a \$500 Donation from the De Pere Kiwanis to the Recreation Scholarship Fund*
5. Consideration/Possible Action to Approve \$500 donation from DP Lions Club to Cover Mischief & Magic Entertainment for One Event of the Beer Gardens*
6. Consideration and Possible Action to Accept Donation of Planter Box at Voyageur Park from the Beautification Committee Valued at \$1,000.*
7. Consideration and Possible Action to a One Year Extension to Agreement with Brown County Ice Management *
8. Consideration & Possible Action To Approve Adult Masters Swim Program Fee
9. Consideration & Possible Action to Approve Changes to Financial Awards for Rec Scholarship Program*

10. Consideration and Possible Action to Direct 2023 Beer Garden Revenue to the Nelson Pavilion Project. *

11. Consideration and Possible Action to Approve the WDNR Grant Application to Refurbish Fishing Pier Dock at Perkofski Boat Launch *

IV. Staff Updates

1. Update on Status of Nelson Family Pavilion Construction.

V. Future Agenda Items

VI. Adjournment

Any person wishing to attend this meeting who, because of their 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
Tony Wachewicz, City Attorney
Marty Kosobucki
Carey Danen, City Clerk
City Hall 1st and 2nd Floor
De Pere Girls Softball
Connor Goodman, Teen Advisor
Madison DeCleene, Teen Advisor
De Pere Kiwanis Club
Don Chilson, De Pere Ice Center

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
Christopher Thompson, De Pere School Dist.
Dennis Krueger, WDP School District
De Pere Beautification Committee
De Pere Lions Club

***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 18, 2023

DEPARTMENT: Parks, Recreation & Forestry

FROM: Grace Lahtela

SUBJECT: Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the April 20, 2023 Meeting.

ATTACHMENTS:

- Draft Minutes 4-20-23 (PDF)



Board of Park Commissioners

Regular Meeting

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

Draft Minutes

Thursday, April 20, 2023

6:30 PM

Council Chambers and Virtual

I. Call to Order

The meeting was called to order at 6:30 PM by Board Member Ryan Jennings

Attendee Name	Title	Status	Arrived
Melissa Thiel Collar	Board Member	Present	
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	Excused	
Madison DeCleene	Teen Advisor	Present	
Connor Goodman	Teen Advisor	Present	

Others present: Marty Kosobucki; Director of Parks, Recreation, and Forestry, and Grace Lahtela; Administrative Assistant.

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. Section 6-3(f) DPMC

None

III. Items

1. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from March 16, 2023 Meeting.

Melissa Thiel Collar moved to approve the Board of Park Commissioners minutes from the March 16, 2023 meeting, seconded by Aldersperson Defnet Ledvina. Upon vote, the motion passed unanimously.

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

2. Consideration and Possible Action to Accept a \$1,750 Donation from Tweet/Garot Mechanical for June Beer Garden*

Aldersperson Chandik Kunding moved to accept a \$1,750 donation from Tweet/Garot Mechanical for the June Beer Garden, seconded by Aldersperson Raasch. Upon vote, the motion passed unanimously.

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

3. Consideration and Possible Action to Approve Flower Bed and Maintenance Around VFW Monument.*

Alderperson Raasch moved to accept the donation from the De Pere VFW to install and maintain a flower bed next to the VFW monument in VFW Park, seconded by Alderperson Chandik Kunding. Upon vote, the motion passed unanimously.

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

4. Consideration and Possible Action to Approve Reconstruction of the Preserve Trail Crossing on Lawrence Drive.

Alderperson Raasch moved to approve the reconstruction of the Preserve Trail crossing on Lawrence Drive, seconded by James Kneiszel.

Alderperson Raasch questioned if the recommendation will need to go to the Board of Public Works for approval. Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that it does not need Board of Public Works approval. This is a DOT project which needs approval from all adjacent property owners. With the property being a park, it only has to go to the Board of Park Commissioners for approval. Upon vote, the above motion passed unanimously.

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

5. Consideration and Possible Action to Approve Playground Proposal for Legion Park.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that proposals were sent out for the Legion Woods playground replacement. The proposal asked for an inclusive playground, with commercial grade equipment, between 2,500 to 3,000 square feet, and a budget of \$65,000 or less. This price would allow funding for the sidewalk, drain tile, and poured in place surfacing. Many companies have lead times of over 40 weeks, so they did not bid. Proposals were received from two different manufacturers, Lee Recreation and Minnesota/Wisconsin Playground.

Option 1 is from Lee Recreation and was ranked the highest of the proposals with staff. The footprint of the playground is 3,264 square feet and is within budget. It has 21 play events, with 12 accessible from the ground. With the footprint for the playground at 3,264 square feet, it would be over budget with the poured in place surfacing. Staff contacted Lee Recreation to see if the layout could be revised and the indicated it could be without losing any play events. Option #2 from Minnesota/Wisconsin Playground ranked second of the options. The footprint is 3,000 square feet and within budget. It has

16 play events with 6 accessible from the ground. Staff recommendation would be to go with the Lee Recreation proposal, with the revised layout. It has more overall play events, along with more events accessible from the ground.

Ryan Jennings stated he likes the Lee Recreation proposal but likes the swing on the Minnesota/Wisconsin design where the parent can swing with the child. Alderperson Chandik Kunding agreed with Ryan.

Ryan Jennings questioned if colors had to be determined. Marty Kosobucki stated that the colors of the playground would need to be decided on. Staff could bring this back to the May meeting for determination, but that would delay the construction of the playground by a month. The other options is for the Park Board to leave that decision up to staff.

Alderperson Chandik Kunding stated she would be fine with staff choosing the colors to expedite the ordering of the equipment.

Alderperson Chandik Kunding moved to approve the option 1 proposal from Lee Recreation, with staff to determine colors to expedite the timeline, and to see if there is an option of switching the handicap swing to the one from Minnesota/Wisconsin playground, seconded by Alderperson Raasch.

James Kneiszel recommended to stay away from red because of fading and would prefer more natural colors.

Alderperson Defnet Ledvina agreed that with the playground being at Legion Woods, natural colors would look good. Madison DeCleene, Teen Advisor, added that forest green would look good.

Upon vote, the above motion was approved unanimously.

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

6. Consideration and Possible Action to Approve Playground Proposal for Lawton Park.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that the biggest issue with Lawton Park is space. Request for Proposals were sent out with requirements of commercial grade posts, an inclusive playground of 2,500 square feet or less, and a budget of \$51,000.

Marty Kosobucki reviewed the three options that were received. The Minnesota/Wisconsin proposal was 2,300 square feet and within budget. It was ranked last by internal staff. It has 13 total play events, with 9 elevated and 4 ground level. The one big issue with this design was that there were no swings. Lee Recreation option #2 had a footprint of 2,500 square feet and within budget. From internal rankings, this was ranked second. It has 16 total play events, with 9 elevated and 7 ground level. Lee Recreation option #1 was a little over 3,000 square feet and within budget. From internal rankings, this was ranked first. It has 20 total play events, with 7 being elevated and 13 at ground level. The issue is the footprint consumes most of the park property. Staff recommendation would be for Lee Recreation option #2. Although the Lee Recreation #1 offers more play events, there is a hesitation of consuming that much green space of the park.

Alderperson Defnet Ledvina questioned if staff asked if Lee Recreation could rework option #1 so that it does not consume so much space. Marty Kosobucki stated that if you

look at the 2D rendering of the playground, there is not a lot of room for any modifications.

Marty Kosobucki explained that letters were sent out to the neighboring property owners to vote for a playground, and we did have one individual stop by to vote. She was conversing with other neighborhood moms that use the park regularly and their top choice was Lee Recreation #2. The only suggestion they had was to change out the single-seat spinner to the larger double child spinner on the other proposal.

Melissa Thiel Collar stated she drives by the park at least twice a day and the park is used a lot. The kids are using the play equipment, not the green space. Melissa questioned what concern there is for lack of green space. Marty Kosobucki stated mostly it is about the aesthetics of the park and there being only playground equipment. The larger the play equipment, the closer you get to the neighbor's fence, sidewalk, and the road.

Alderson Raasch stated that the Lee Recreation option #1 does not meet the size requirements of the proposal. Alderson Raasch moved to approve Lee Option #2, with the possibility of switching the single seat spinner to the double spinner if it meets the budget and required footprint, seconded by Melissa Thiel Collar.

Melissa Thiel Collar stated she likes the color combination of Lee Option #1 better if the playground could include this color combination.

James Kneiszel questioned if the park is super small for a park. Marty Kosobucki explained that he is not sure of the history behind the park, but the city does have several mini parks. One thing that staff did find out was that the park is used by a lot of the neighbors and has a large number of homes and apartments that surround it.

Madison DeCleene, Teen Advisor, questioned the fence and if it was a city fence. Marty Kosobucki explained that it is a wooden privacy fence of the adjacent property owner. Also, while doing mapping for the new playground, it appears that the fence may be on city property. Staff will be looking into this issue.

Madison DeCleene, Teen Advisor, questioned if there are benches within the playground proposal. Marty Kosobucki stated that there are no benches in the proposal, but there would be the ability to add benches in the future.

Upon vote, the motion passed unanimously.

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

7. Consideration and Possible Action to Approve Grant Application for Canoe/Kayak Launch to NRDA.*

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that there is money in the budget to install a kayak/canoe launch at Voyageur Park. Staff reached out to the NRDA to see if this is a project that is eligible for grant funding and found out it is. Alderson Defnet Ledvina moved to approve the grant application for a kayak/canoe launch at Voyageur Park, seconded by Alderson Raasch.

Alderson Raasch questioned if this grant was one that staff found or if the consultant suggested it. Marty Kosobucki explained that staff was aware of the grant opportunity. Upon vote, the above motion passed unanimously.

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

8. Consideration and Possible Action to Approve Grant Application for Canoe/Kayak Launch to WDNR.*

Alderperson Raasch moved to approve the WDNR grant application for a kayak/canoe launch at Voyageur Park, seconded by Alderperson Chandik Kunding. Upon vote, the motion passed unanimously.

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

9. Consideration and Possible Action to Approve Alkalinity System Quote from Carrico Aquatics with an Additional \$860 From Pool Referendum Funding.*

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that due to lead time issues to get the alkalinity system, the City Administrator already approved the purchase. Last year the building maintenance supervisor requested one to be installed. It was put in the budget and approved. This request is for the increase in the product cost, over the budgeted amount. Staff recommends the \$860 overage come from the pool referendum funding.

Ryan Jennings moved to approve the purchase of the alkalinity system from Carrico Aquatics, with the additional \$860 coming from the pool referendum funding, seconded by Alderperson Defnet Ledvina. Upon vote, the motion passed unanimously.

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

10. Discussion of Nelson Pavilion Budget Breakdown

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that bids for the Nelson Family Pavilion came in around \$1.5 million, which were very close to the budget amount; however, the soil testing results were not received prior to the bid opening. The preliminary soil testing results came in stating there is bad soil. The consultant thinks it will be around \$75,000 to correct the problem; however, the final soil report is not back yet.

Marty Kosobucki explained the different alternative bids for the project. Alternate #1 is for pavement to be used on the sidewalk instead of concrete. The consultant thought that the pavement would come in cheaper, but it came in higher. Concrete is preferred, so staff would recommend alternate #1 to not be approved. Alternate #2 is for the interior ceiling of the multi-purpose room to painted MDF board, instead of the lineal metal clad that matches the outside of the building. This would be a decrease of \$17,000. As the bids stand now, the project would be about \$130,000 over budget. Staff has had

discussions with the consultant and the contractor to look at what can be done to decrease the costs, but not change the look of the building. Currently we are not looking at reducing the number of bathrooms. There have been some donations received since the bid came in, with the possibility of another \$50,000 donation coming in. The mayor is speaking with someone about the naming rights for the patio, and staff will be recommending that the revenues from the 2023 beer garden be allocated to the Nelson Family Pavilion.

Alderson Chandik Kunder questioned if the results from the soil findings can be remedied. Marty Kosobucki explained that there are many ways of correcting the issue, but the easiest and cheapest way would be to put metal pylons down until rock is reached. Ryan Jennings questioned if changing the ceiling from metal clad will require additional maintenance. Marty Kosobucki explained that the MDF board will need to be painted, but it will not be a maintenance problem.

Alderson Chandik Kunder questioned with everything that is known now, when can it be expected that construction will start. Marty Kosobucki stated that if approved, the bid will go to Council in early May, the contract then will need to be signed, which usually takes a couple of weeks. If everything goes as planned, construction could begin by late May or early June.

RESULT:	DISCUSSED
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11. Consideration and Possible Action to Approve the Bids for the Nelson Family Pavilion.*

Alderson Defnet Ledvina moved to approve the bid from IEI General Contractors, accepting bid alternative 2, for a total cost of \$1,518,281, seconded by Alderson Raasch. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Shana Defnet Ledvina, Alderson
SECONDER:	Dean Raasch, Alderson
AYES:	Thiel Collar, Jennings, Kneiszel, Kunder, Defnet Ledvina, Raasch
EXCUSED:	Randy Soquet

12. Review and Discussion on Proposed Capital Improvement Plan

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that the 7-year Capital Improvement Plan is for planning purposes. When looking into the plan, the first goal of staff is to take care of what we currently have, before looking at anything new. Marty Kosobucki gave a rundown on a few of the projects that have been in the CIP for several years to see if the Park Board wanted to leave them in or remove them completely. These projects are the shelter at Kiwanis and Samantha Park.

Ryan Jennings stated that Kiwanis has soccer fields, so it would be nice to have a restroom at the park. Marty Kosobucki stated that there are portable toilets at Kiwanis. There is also a very successful park program that is run at Kiwanis Park and currently staff does not have water for the program.

Melissa Thiel Collar question with the addition to Waterview Heights if there is a park planned for the new subdivision, and with the new subdivision there will be increased traffic at Kiwanis. Marty Kosobucki stated that there are funds in the budget for basic landscaping for the designated park area of the new subdivision. Alderson Raasch commented that the subdivision will be done in phases and the plan is to have a park in the center of the subdivision.

Melissa Thiel Collar questioned if the \$200,000 proposed for the new park would be better dedicated to Kiwanis Park to put in a restroom building.

Alderson Raasch questioned the purchase of a stump and if it makes sense to contract out stumping. Marty Kosobucki stated he is not opposed to contracting out stumping at the price we received recently; however, he does not think the forestry department should be without a stump.

Ryan Jennings questioned if a van was the best type of vehicle for watering. Marty Kosobucki stated the van was a hand down from the old water utility. The Parks Department needed something to put a water tank on, so they used the van. When it is replaced, it will not be with another van.

Ryan Jennings questioned if the shelters at Kiwanis and Samantha Park should be removed from the CIP. Alderson Raasch and Alderson Defnet Ledvina requested for them to be left in.

RESULT:	DISCUSSED
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13. Discussion and Review Legion Pool Maintenance Items

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that there have been some issues with Legion Pool. It currently appears that things are finally in good shape. Late last year, a leak was found in the baby pool, in a seam in the main pool, and a break in the pool wall. A quote was received for the repairs needed and was approved in December. The contractor came in and fixed the leak in the baby pool. When staff went to pressurize the baby pool it would not hold pressure. Staff was able to locate another leak in the pool, fixed it and the baby pool now holds pressure. Last year, even with the leak in the seam, the main pool held pressure. Staff went to pressurize the main pool this year and it did not hold pressure. Staff found a leak in the main pool, fixed it, and it now holds pressure. When the contractor went to fix the wall, they were able to fix it, but notified staff that the area behind the wall is hollow. The seam still needs to be fixed and the contractor is supposed to come back in the next couple of weeks to fix it. Staff is doing the best they can to find the leaks and fix them.

Alderson Raasch stated that the city now has a master plumber on staff and that makes a huge difference in what repairs staff can now do.

RESULT:	DISCUSSED
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14. Consideration and Possible Action to Approve the Financial Statements for the De Pere Ice Center.

Melissa Thiel Collar moved to accept the financial statements from the De Pere Ice Center, seconded by Ryan Jennings.

Alderson Raasch questioned what the life of the Ice Center is for the city. Marty Kosobucki stated that he met with Don Chilson from the ice center, and he has some concerns about the long-term sustainability of the arena. There are a lot of large ticket items that will need to be addressed and explained that the user groups will need to step up. Staff feels that a facility needs assessment and condition report be done to the building, with funding coming from the ice arena fund.

Alderson Raasch commented that the Ice Center is on city property and a city building. Cornerstone is not that far away and has a lot of ice. He feels it might be time to look long term to see if there is something better that the city can do with the property. Upon vote, the above motion passed unanimously.

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

IV. Staff Updates

1. Staff Update on Ammendment to the Tree Removal Agreement.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that the city was able to negotiate an amendment to the tree removal contract that was signed last year. With this amendment ash tree removals should be complete and staff time can be allocated to pruning and planting

RESULT:	DISCUSSED
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V. Future Agenda Items

Aldersperson Defnet Ledvina reminded staff that the chair and vice chair had to be elected.

Connor Goodman, Teen Advisor asked about the clean up with Wilson Park and stated his NHS chapter is very interested in doing a project there.

Aldersperson Raasch commented that with the noxious weed ordinance revisions, for park staff survey areas that can have more natural plantings that support bee/butterfly habitat.

Aldersperson Defnet Ledvina requested that Beer Garden profits allocations to the Nelson Family Pavilion be discussed.

VI. Adjournment

Aldersperson Defnet Ledvina moved to adjourn the meeting at 7:50 pm, seconded by Ryan Jennings. 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 18, 2023

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Election of Chair for the Board of Park Commissioners.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: May 18, 2023

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Election of Vice Chair for the Board of Park Commissioners.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: May 18, 2023

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Consideration and Possible Action to Accept a \$500 Donation from the De Pere Kiwanis to the Recreation Scholarship Fund*

ATTACHMENTS:

- De Pere Kiwanis - Rec Scholarship 2023 (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: May 4, 2023
 RE: Consideration & Possible Action to Approve \$500 Donation from the De Pere Kiwanis to the Recreation Scholarship Fund

Staff is requesting the Board of Park Commissioner's approval to accept a generous donation of \$500 from the De Pere Kiwanis Community Fund to the Recreation Scholarship Fund. The De Pere Kiwanis Community Fund is a fund of the Greater Green Bay Community Foundation Inc. in which their Board of Directors approve the disbursement.

Through 2022, the Recreation Scholarship Fund has awarded 432 scholarships to families in need. Our current balance in the account is over \$35,000.

Thank you for your time and consideration.

Donation Information:

From: De Pere Kiwanis Club

Attn: Steve Wilmet

1035 Misty Meadow Cir. #2

De Pere, WI 54115

To: De Pere Parks & Recreation Department

For: Recreation Scholarship Fund

Amount: \$500



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: May 18, 2023

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Consideration/Possible Action to Approve \$500 donation from DP Lions Club to Cover Mischief & Magic Entertainment for One Event of the Beer Gardens*

ATTACHMENTS:

- Lions Club - Beer Gardens 2023 (DOCX)

Memorandum

To: Board of Park Commissioners

From: Cindy Lee, Recreation Supervisor

Date: April 17, 2023

Re: Approval to Accept Donation De Pere Lions Club

Staff is seeking Board of Park Commissioner's approval for the De Pere Community Center to accept a donation of \$500 from the De Pere Lions Club for sponsorship of Mischief and Magic (Children's Entertainment) at one of our summer Beer Garden Events.

The Lions Club would be recognized as a sponsor of Mischief and Magic in our social media posts as well as at the Beer Gardens.

Thank you for your time and consideration.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: May 18, 2023

DEPARTMENT: Parks, Recreation & Forestry

FROM: Don Melichar

SUBJECT: Consideration and Possible Action to Accept Donation of Planter Box at Voyageur Park from the Beautification Committee Valued at \$1,000.*

ATTACHMENTS:

- Beautification request for bed in Voyageur Park (PDF)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Don Melichar
Date: May 9, 2023

RE: New Planting Bed in Voyageur Park

The De Pere Beautification Committee would like the Park Board's approval to build a planting bed in Voyageur Park. This bed would be to honor one of their own who spent many years leading their group by planning, collaborating, and assisting in the building of this planting bed in the park. The BC has agreed to donate up to \$1000 to the building of the bed.

The BC would like the assistance of Park staff to build a small bed along the path near the Riverwalk entrance—at the same time it would not be a part of the RW and would be similar in looks to the existing beds entering the RW to maintain consistency. The City would water the plants in this bed the same as is done at the other 3 beds in this area of the park, but the BC would maintain the plants. Please see the attached letter, pictures, map, and dimensions from Sue Walsh, Beautification Committee Chair.

Staff Recommendation: Staff recommends accepting the donation from the BC and will assist with the building of the bed in mid to late summer when the workload of grass cutting, and other priorities have been met.

Please contact me if you have any questions or comments.

Thank you!

April 30, 2023

To: De Pere Board of Park Commissioners

The mission of the Beautification Committee reads as follows:

The De Pere Beautification Committee works cooperatively with the City of De Pere, Definitely De Pere, businesses, residents and volunteers in a coordinated effort to promote beauty and civic pride throughout the City of De Pere.

This committee is most proud of what we have been able to accomplish by beautifying the city and we are constantly looking for ways to make our work appreciated by the citizens of De Pere and all those that come to visit our city. We are most proud of the hours spent by our community volunteers who tirelessly work with us and give each bed, each pot, and each roundabout the care and time they require to grow to their best potential. With each new year the Beautification Committee will take on new endeavors and more projects to give the city more to be proud of.

We are requesting your permission to create a new bed in Voyageur Park to dedicate to Rose Smits, former President of our committee, who epitomizes a volunteer who is dedicated, hardworking, and has a passion for beautifying our community. The location in Voyageur was chosen to be a place where people can admire the work that Rose has instilled in this committee, and we would like to honor her with our own creation. This location will continue to make Voyageur Park aesthetically pleasing and is our way to honor Rose Smits for her many years of active service to our community.

Included in this request is a map showing the location that we request along with dimensions of the area we are asking to use. The bed itself will require a stone outline to be built by the city staff, with dirt to fill the bed. The Beautification Committee will in turn offer an outlay of \$1000 to pay for stone and dirt to be put into the bed. We will then order and plant perennials and annuals from our current budget to complete the project. We will in turn also continue to maintain this bed yearly.

Thank you and we hope you will consider our earnest request to honor Rose and add more beauty to an already beautiful park.

Sincerely,



Sue Walsh

Chair-De Pere Beautification Committee

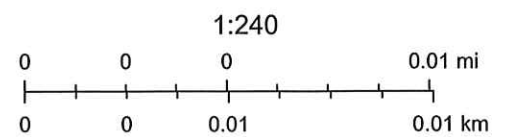


User Created DIME Map



5/9/2023, 3:03:07 PM

DePereCounty_2020.sid

 Red: Band_1 Green: Band_2 Blue: Band_3

Google Maps 320 Arbor Ct

De Pere, Wisconsin

Google Street View

Aug 2019 See more dates

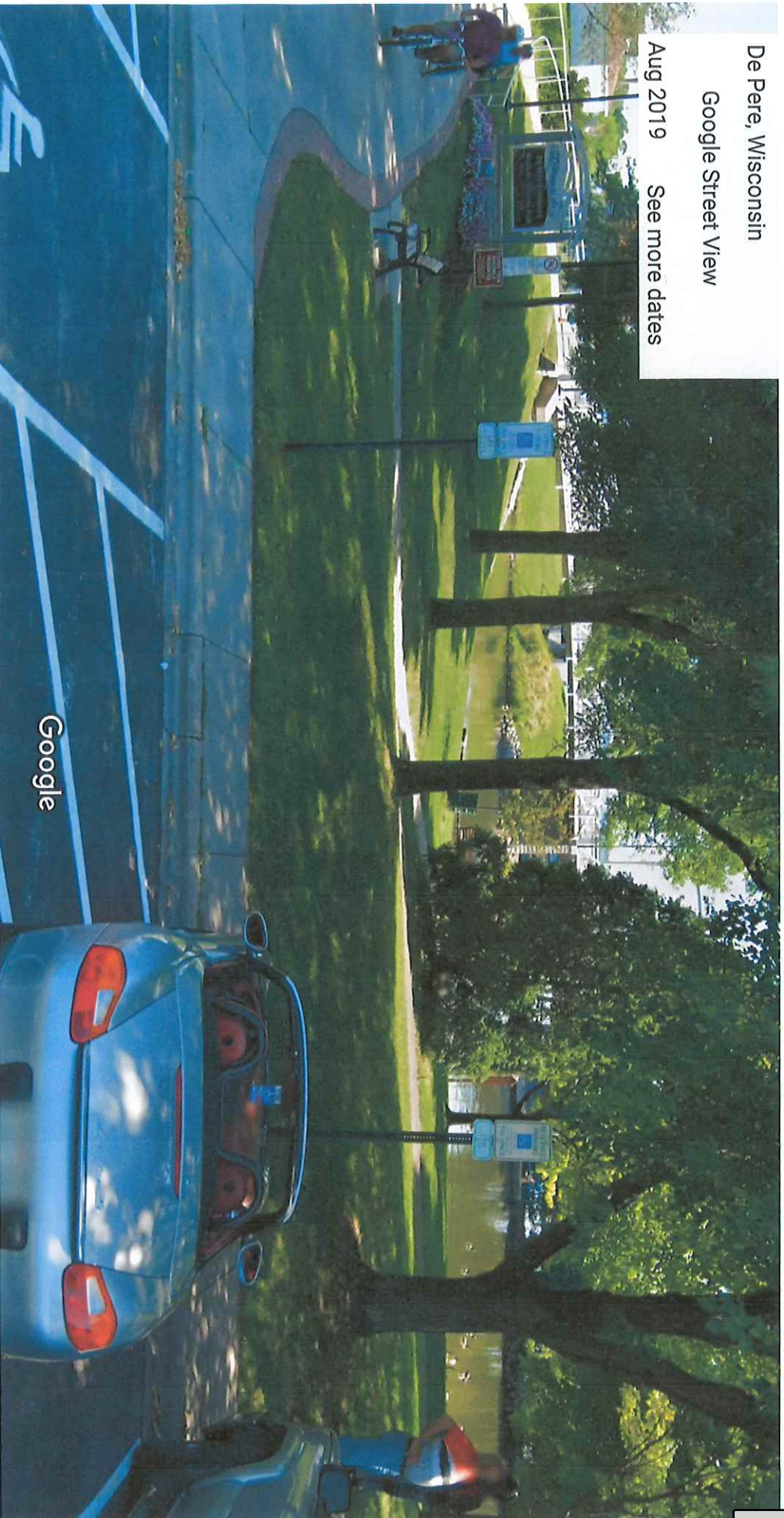
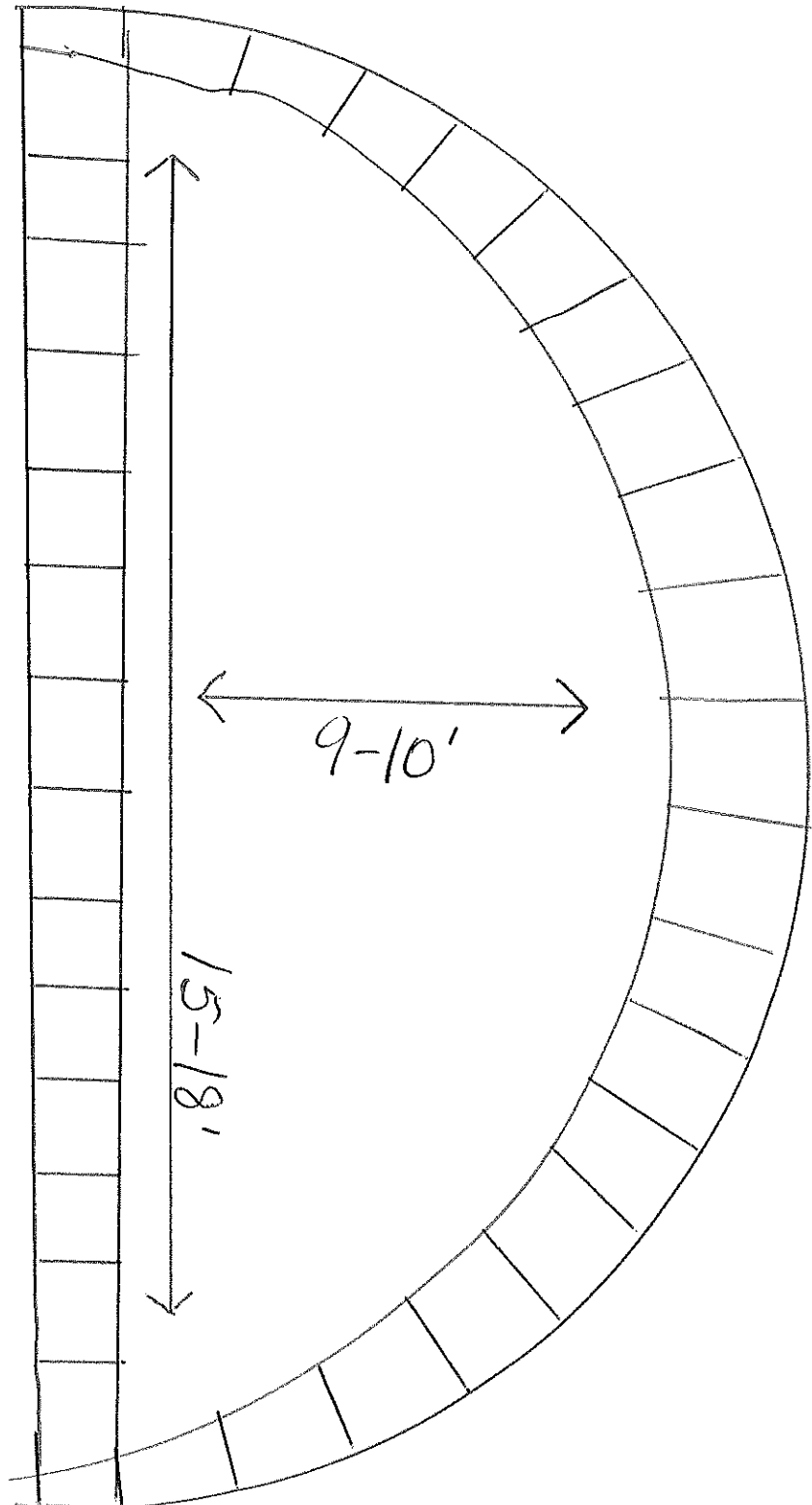


Image capture: Aug 2019 © 2023 Google



Voy

Pathway
*Cement Sidewalk





City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: May 18, 2023

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to a One Year Extension to Agreement with Brown County Ice Management *

ATTACHMENTS:

- Memo.BC Ice management.Extension (DOCX)
- 20230505100953709 (PDF)

CITY OF DE PERE MEMO



To: Board of Park Commissioners

From: Marty Kosobucki

Date: May 18, 2023

RE: Brown County Ice Management Agreement

The agreement for Brown County Ice Management actually expires in May of 2023. We would like to propose a one year extension to the agreement with the option of an additional year. In doing this, it allows us time to research the agreement with our new legal team as well as provide us the time to conduct a proposed facility condition analysis of the facility in 20224.

I have included the amendment to the agreement conducted in 2018.

**THIRD AMENDMENT TO LEASE AGREEMENT BETWEEN THE
CITY OF DE PERE AND BROWN COUNTY ICE MANAGEMENT, INC.**

THIS AMENDMENT is entered into this 29th day of November, 2018,
by and between the City of De Pere, a Wisconsin municipal corporation ("City") and Brown
County Ice Management, Inc., a not-for-profit Wisconsin corporation ("Lessee").

WHEREAS, the City and Lessee are parties to a Lease Agreement dated April 5, 2012
and amended as of April 17, 2013 and December 29, 2014 (collectively referred to as the "Lease
Agreement"), which provides for use of City owned property and improvements located at 1450
Fort Howard Avenue, known as the De Pere Ice Recreation Center; and

WHEREAS, City and Lessee wish to amend the Lease Agreement along the terms and
conditions more fully set forth below.

NOW THEREFORE, in consideration of the foregoing and mutual covenants and
promises contained herein and other good and valuable consideration, the receipt of which is
acknowledged, the parties hereto agree as follows:

1. Paragraph 5.07.1 is created to read:

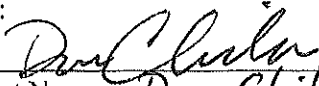
5.07.01 Lessee shall impose a surcharge on all ice rentals as follows:

- (a) The surcharge, which shall be implemented over a three year period, shall consist of:
 - (1) A \$20.00 per hour surcharge shall be effective upon execution of this Amendment;
 - (2) Effective September 1, 2019, the surcharge shall increase to \$25.00/hour;
 - (3) Effective September 1, 2020, the surcharge shall increase to \$30.00/hour.
- (b) The surcharge shall apply to all ice rentals with the exception of the following:
 - (1) Open skate events sponsored by Lessee and required by ¶5.05 of this Lease;
 - (2) An event/program that has received a waiver of the surcharge from the City Board of Park Commissioners.
- (c) The surcharge shall have not affect the Management Fee required under ¶2.02 and defined under ¶1.10.

- (d) Lessee shall submit to City a monthly statement of rented ice hours to the Director of Parks, Recreation and Forestry ("Director"). The monthly statement shall be sent to the Director no later than 10 days after the end of each month. City shall invoice Lessee the amount of surcharge due. Lessee shall pay such invoice within 10 days of its receipt.
 - (e) The surcharge dollars collected shall be used by City to reimburse its unassigned reserve account for repairs to the Ice Arena chiller system in 2018.
 - (f) Upon final reimbursement of such chiller system repair costs, the surplus amounts collected shall be directed to the City designated capital fund dedicated to repairs at the Ice Arena ("the Ice Arena Fund").
2. Paragraph 2.01 of the Lease Agreement is amended to provide that the lease term shall expire on May 31, 2023. The remaining provisions of paragraph 2.01 pertaining to lease renewals and terminations of the lease remain unchanged.
 3. All other terms, conditions, requirements, and obligations found in the Lease Agreement are incorporated herein by reference and remain unaffected by this Amendment.

BROWN COUNTY ICE MANAGEMENT, INC.

By:

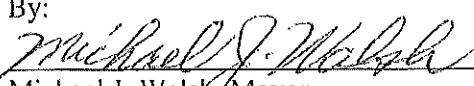

 Print Name: Dan Chilson
Title: ManagerBrown County Ice Management

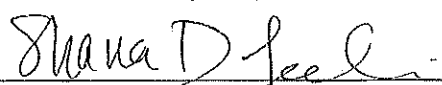
Print Name: _____

Title: _____

CITY OF DE PERE

By:


 Michael J. Walsh, Mayor


 Shana D. Ledvina, Clerk-Treasurer

Shana D. Ledvina, Clerk-Treasurer

J:\Law\Leases\2018\3rd Amendment to Lease-Brown Cty Ice Mgmt\11-18-155-001-12.docx

Brown County Ice Management, Inc.
 Third Amendment to Lease Agreement
 Page 2 of 2



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: May 18, 2023

DEPARTMENT: Parks, Recreation & Forestry

FROM: Chelsea Moberg

SUBJECT: Consideration & Possible Action To Approve Adult Masters Swim Program Fee

Please see attached Memo

ATTACHMENTS:

- Park Board Memo - Adult Masters Swim Program (PDF)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
 From: Chelsea Moberg
 Date: May 10, 2023
 RE: Adult Master's Swim Program Fee Proposal

Staff recommend the adoption of the following fees for a new adult swimming fitness program. This program would be offered during the Monday evening time slot approved for private lessons and programs. I anticipate staffing one Pool Manager (at \$19-\$20 per hour) and one lifeguard (at \$16-\$17) per hour specifically for this program. Additional lifeguards might be scheduled if we exceeded 30 participants to maintain compliance with our safety standards.

Fees: \$48 Res / \$63 Non-Res (Full Season), \$12 Drop In

Min Participants: 15

Program Details:

Days: Mondays

Times: 6-7:30 PM

Dates: 6/12/2023-8/14/2023 (no program on 7/3/2023)

Location: VFW Aquatic Facility

Ages: 18+

Description: Miss the fun of practicing swimming with teammates? Training for your next triathlon? Join our adult masters swim program for weekly evening practices, scalable swim sets, team camaraderie, and outdoor fun. This program will be focused on providing training plans to participants with strong swimming skills and the ability to work up to 2000+ yards per practice. Swimmers who are comfortable in the water, but just beginning their lap swim journey are welcome to join!

Staff will provide scalable workouts and limited stroke feedback during program times. Additionally kick boards & pull buoys will be provided for use during program times.

Time trials offered on 6/19 and an internal adult swim meet offered on 8/14. Full-season registration and drop-in options available.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: May 18, 2023

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Consideration & Possible Action to Approve Changes to Financial Awards for Rec Scholarship Program*

ATTACHMENTS:

- Recreation Scholarship Financial Awards 4.23 (DOCX)
- recreation.scholarship.information.application.revised.jan (PDF)

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 11, 2023
 RE: Consider Changes to Financial Awards for Recreation Scholarship Program

While costs have increased for nearly everything including participation in our recreation programs, staff felt it was time to revisit our Recreation Scholarship Program and how much is being awarded to children and families in De Pere in relation to the soaring costs. The Recreation Scholarship Program has been in existence since 2010 and has a balance of over \$35,000 in the account.

Currently, a family may receive a maximum of \$75 per youth per calendar year, and an additional \$75 per year for family related activities. The \$75 family amount technically doesn't cover the cost of a family pool membership. Staff would like to increase these amounts and propose the following changes:

- ❖ Increase from \$75 per child per year to **\$100 per child per year**
- ❖ Increase from an additional \$75 per year per family to an **additional \$125 per year for family related activities** (this would cover both pre-season and in-season resident family pool passes)
- ❖ Add **maximum of \$500 total per year per family**.

There would be no change requested to the maximum of 50% of registration fee for youth sponsored activities run by De Pere Baseball, De Pere Girls Softball Association, De Pere Rapides Youth Soccer and De Pere Youth Hockey. All other policies would remain in effect.

Attached is a copy of the current Recreation Scholarship Program policies and application for your reference. Thank you for your time and consideration.



Recreation Scholarship Program

Financial Assistance

Purpose:

- The Recreation Scholarship Program has been established to provide youth in the City of De Pere the opportunity to participate in recreation programs offered by the Park, Recreation & Forestry Department, regardless of financial status.

Definitions:

“Family/Household” means all persons currently residing at the same address in the City of De Pere who are directly related (mother, father, son, daughter), are legal dependents of the applicant or are foster children.

“Resident” means any person who lives within the corporate limits of De Pere. Persons who own property in De Pere but live outside De Pere are not residents.

“Youth” means age 17 and younger.

“Hardship” for the purpose of this scholarship program means the family is unable to financially support/fund the program due to loss of employment, serious or chronic medical condition that prevents steady employment, major event or crisis impacting household income, or lacks sufficient means to cover full program costs.

Availability:

- Scholarships are available for:
 - Instructional programs
 - Special events
 - Pool passes
 - Summer playgrounds
 - Kidz Zone before/after school program
 - Summer day camp program
 - City sponsored youth leagues:
 - .. De Pere Youth Baseball
 - .. De Pere Youth Hockey Association
 - .. De Pere Rapides Youth Soccer
 - .. De Pere Girls Softball Association
- Scholarships are not available for youth participation in field trips, costumes or supplies, replacement pool passes nor programs offered through another agency.
- Scholarships are awarded on a first come, first served basis and will be awarded only as long as there are available funds and are within the guidelines established.
- A family may receive a maximum of \$75 per youth per year, and an additional \$75 per year for family related activities/events.
- Scholarships will provide a maximum of 50% of the league participation fee for any individual requesting assistance for a league ran by De Pere Baseball, De Pere Youth Hockey, De Pere Rapides Youth Soccer, and/or De Pere Girls Softball Association.
- Scholarships may be offered to eligible families as part of City of De Pere sponsored holiday giving programs.

Eligibility:

- Scholarships are available based upon the applicant's household income or when an applicant can demonstrate a financial hardship. Household income will be compared to the De Pere School Districts National Lunch Program income scale in determining eligibility for a scholarship.
- Applications and recipients must be residents of the City of De Pere.

Application Process:

- Residents may apply by completing the Recreation Scholarship Program Application form signed by an adult member of the household. The applicant must include a copy of **one of the following**:
 1. Most recent federal income tax return;
 2. Brown County Social Services form showing current food stamp or AFDC eligibility;
 3. Proof of eligibility for free school lunch in any De Pere school district; or
 4. Written description of hardship; hardship cases will be reviewed and may be explained in writing on the application, or attached on a separate piece of paper (written or typed). Hardship referrals may be accepted from the applicant or other individuals or social services agencies on applicant's behalf.
- Hardship cases will be reviewed on an individual basis.
- You must also include a Program Registration Form, leaving the payment portion blank. (Can be found at www.de-pere.org and search "Program Registration Form")

Registration Process:

- Applicants awarded a scholarship will be provided directions in how to register for their program of interest.
- Enrollment into a program is contingent on program availability at the time of the applicant registering.
- Scholarships may not be awarded for the full program cost. Scholarship recipients will be required to pay the costs of the program not covered by the scholarship before program registration will be processed.

Selection Process:

- The Director of Parks, Recreation & Forestry or designee will review applications and make scholarship determinations within a 7-10 day time frame.
- Scholarship applications will not be reviewed or approved in person or at time of application.
- Applicants will be notified by mail of their funding status.
- Application and financial information will be kept confidential to the extent permitted by law.
- Mail or drop off application to:

De Pere Parks, Recreation & Forestry
925 S. Sixth Street
De Pere, WI 54115
- For questions call the Parks, Recreation & Forestry Department at 339-4065 or the Community Center at 339-4097.
- For assistance with filling out the application, see the "How to Apply" video at www.de-pere.org (City Departments -> Parks, Recreation & Forestry -> Recreation -> Forms & Applications -> Scholarship Program) or at www.depere.tv



RECREATION SCHOLARSHIP PROGRAM APPLICATION FORM [Financial Assistance Program]

3.9.b

Please thoroughly read all sections of the Scholarship Program's details before applying

For assistance with filling out this application, see the "How to Apply" video on the Scholarship Program's page at <http://www.deperewi.gov/> or <http://www.depere.tv/>

CONTACT INFORMATION:

Guardian's LAST Name: _____ FIRST Name: _____

Address: _____ City: _____ Zip: _____

Phone: (home) _____ (cell) _____ (work) _____

Children: (Number of children, 17 & under, living in household) _____ Adults: (Number of adults, 18 & over, living in household) _____

EMPLOYMENT:

Are you currently employed? L Yes L No

Is your spouse / partner currently employed? L Yes L No

Employer: _____ Employer: _____

Address: _____

Address: _____

Occupation: _____ Occupation: _____

Monthly Household Income: (Include all sources of all income.) _____

ATTACH VERIFICATION OF ONE OF THE FOLLOWING:

L Federal Income Tax Return L Participation in Free Lunch Program L Brown County food stamp or AFDC eligible

L Financial Hardship Description (or attach separate sheet): _____

PROGRAM REQUESTS: See department brochure or www.de-pere.org (Please attach completed registration form.)

I hereby verify that the information stated on this application is true and correct.

APPLICANT'S SIGNATURE: (18 years or over) _____ **DATE:** _____

Mail or drop off form to:
De Pere Parks, Recreation & Forestry, 925 S. Sixth Street, De Pere, WI 54115

FOR OFFICE USE ONLY

Activity Approved:	Staff Approval:	Date:
Amount to be paid by participant:	Comments:	
Amount of scholarship award:	Date Participant is notified:	By:



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: May 18, 2023

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to Direct 2023 Beer Garden Revenue to the Nelson Pavilion Project. *

ATTACHMENTS:

- Memo.Beer Garden Revenue Allocation (DOCX)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Date: May 18, 2023

RE: 2023 Beer Garden Revenue Allocation

Staff is recommending that all net proceeds from the 2023 Beer Gardens be allocated to the Nelson Family Pavilion Project.

Summary: As you know, the City Council approved all net proceeds of the Beer Gardens to be placed in a separate fund intended to improve/help the De Pere Parks and its infrastructure. Previous revenue from the Beer Gardens accumulated over three years and was recently allocated to the Nelson Family Pavilion project.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: May 18, 2023

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to Approve the WDNR Grant Application to Refurbish Fishing Pier Dock at Perkofski Boat Launch *

ATTACHMENTS:

- Memo.Perkofski Fishing Pier rennovation (DOCX)
- 2023 WDNR Grant Application Packet_Perkofski Fishing Pier Refurbishments (PDF)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Date: May 18, 2023

RE: Perkofski Boat Launch – Fishing Pier Renovation Grant

Enclosed you will find a copy of the grant application for the fishing pier renovation at Perkofski Boat Launch. We have two piers that we plan to incrementally refurbish over the next few years, depending on grant availability.

**Recreational Boating Facilities
Development/Renovation Grant Application**
Form 8700-343D (3/22) Page 1 of 4

Notice: This form is authorized under [s. 30.92, Wis. Stats.](#) and 50 C.F.R. 80 Code of Federal Regulations. You must complete this form in order to apply for or receive financial assistance from the Wisconsin Department of Natural Resources. Failure to complete this form will result in denial of financial assistance. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records Laws [ss.19.31-19.39 Wis. Stats.]

BEFORE YOU BEGIN TO FILL OUT THIS APPLICATION, PLEASE CONTACT YOUR REGIONAL GRANT PROJECT MANAGER!

Section 1. Applicant Information

Applicant/Organization Name

City of De Pere

Organization Mailing Address 925 S Sixth St	City De Pere	State WI	ZIP Code 54115
Individual Authorized to Act on Behalf of Applicant per Resolution Marty Kosobucki	Phone Number (920) 339-8358	Email Address mkosobucki@deperewi.gov	
ACH Payment Established with DNR? ☐ Yes ☒ No		If Yes, Email Address for ACH Payment	
Mail Check to (if no ACH or address is different from applicant)			

Address	City	State	ZIP Code
Are you a lake association? ☐ Yes ☒ No			

Section 2. General Project Information

Project Title

Perkofski Fishing Pier Renovation

Provide GPS coordinates of main parking lot at main public boat access site.

1/4 1/4	1/4	Section 23	Township N	Range 20	☒ E ☐ W	Latitude (decimal degrees) 44.3459318	Longitude (decimal degrees) -88.0685634	County Brown
Waterbody Name Fox River								Acres (DNR will fill in)
Property Owner (if other than applicant)								Phone Number
Street Address					City	State	ZIP Code	
☒ Public Entity ☐ Private Entity ☐ Lease or Easement Expiration Date: _____								

Who will be responsible to build/operate/maintain the project for at least 20 years?

City of De Pere

Is boat launch facility being developed or renovated? ☐ New Facility ☒ Renovation

Do you currently or will you charge a launch fee when renovations are completed? ☒ Yes ☐ No What is the daily launch rate? \$6.00

Is there a separate account for these funds for the operation and maintenance of the launch? ☒ Yes ☐ No

Do you have all the necessary permits for your project? ☐ Yes ☐ No ☒ No Permits Needed for Project*

Who did you talk to and reason why no permit is needed?

Water Permit Application Webpage: <https://dnr.wisconsin.gov/permits/water>. Copies of all required permits must be submitted to your regional grant project manager before appearing before the Wisconsin Waterways Commission. The permitting process may take over 60 days.

Recreational Boating Facilities Development/Renovation Grant Application

Form 8700-343D (3/22)

Page 2 of 4

Section 3. Existing Conditions

Describe the project area and if there are existing facilities, include the condition and age of these facilities.

The Perkofski Boat Launch is located next to the Brown County Fairground property. The City of De Pere is planning to refurbish one of the two fishing pier sections at Perkofski. This will be the first section of two fishing piers that will be refurbished. The refurbishment would consist of repairing or replacing damages to the frame, in addition to replacing the wood skirts, stringers and decking with recycled plastic boards. The City plans to refurbish the sections incrementally over the next couple years. The refurbishments would likely take place in November or December 2023, so the boating and fishing season is not disrupted.

Section 4. Feasibility Statement

Describe, justify and state the project objectives to include economic, environmental and engineering aspects (who, what, where, when and why). Include dimensions of the property and proposed facilities including **percentage of ramp slope, water depth at end of ramp, and width of the exiting or proposed boarding dock or pier.**

The frames and flotation of the piers are beginning to deteriorate. In an effort to increase the safety of all users, it is the intention of the City to refurbish one fishing pier section per year.

Section 5. Budget

Provide a detailed budget of eligible costs including all wages, services, supplies and equipment to accomplish the project. Select a category, item, cash or donation, item condition, quantity and cost: one per line.

Part A – Itemized Budget Detail

Cost Category	Item Description	Cash or Donation	Item Condition	Qty #	Cost	Total Cost
construction	transient dock	Cash		1	\$9,983.00	\$9,983.00
Total Project Cost Estimate						\$9,983.00

Part B – Cost Estimate Summary

Summary of all costs from Part A. All items from Part A will self-populate into the allocated categories.

Cost Category	A Cash Costs	B Donated Value
1. Salaries, wages and employee benefits and donated labor		
2. Equipment		
3. Contractual Services		
4. Construction	\$9,983.00	
5. Other		
6. Subtotals	\$9,983.00	
7. Total Project Cost Estimate	\$9,983.00	
8. Eligible Grant Award Request	\$4,991.50	
9. Adjusted Grant Request: If you would like to request <u>less than</u> the allowed amount, please fill in the amount of grant you would like to receive.		
10. Adjusted Grant Request: If you would like to request <u>more than</u> the allowed amount because you meet the criteria below*, please fill in the amount of grant you would like to receive.		

*May request up to 80% if meet criteria in [s. NR 7.088, Wis. Adm. Code](#)

Recreational Boating Facilities Development/Renovation Grant Application

Form 8700-343D (3/22)

Page 3 of 4

Part C – Cost Share

Total Project Cost Estimate		\$9,983.00	
DNR Cost Share		\$4,991.50	50 %
Applicant Cost Share		\$4,991.50	50 %

Sources of Applicant Share	Amount	Status	Comments
Local budget, force account, etc.			
Federal Funds/Grants		☐ Applied For/Pending ☐ Awarded (Attach copy of grant agreement or notification email.)	
Other		☐ Applied For/Pending ☐ Awarded/Received (Attach copy of award notification.)	

Section 6: s. NR 1.91, Wis. Adm. Code Required Information

How many vehicle/trailer parking spaces currently at the location? 68 spaces

How many vehicle/trailer parking spaces are you planning to add? 0 spaces

For an inland lake project, what is the total number of vehicle/trail parking spaces currently on the proposed waterbody at public facilities? _____ spaces

Will your project have single vehicle parking spaces? ☒ Yes ☐ No 17 spaces

For a Great Lakes or river project, what is the distance to the nearest existing public access site? _____ miles

Does your project location have any designated disabled parking space(s)? ☒ Yes ☐ No

If yes, how many spaces? 4 spaces

Is your project (boat launch, boarding dock, pier, restrooms, etc.) accessible to people with disabilities? ☒ Yes ☐ No

Is your project a development of an access facility on an inland lake or river where no public access exists? ☐ Yes ☒ No

Section 7: Other Items

Have any of the following reviews been completed for the launch site:

- Wetland Analysis? ☐ Yes ☒ No
- Phase I Environmental Site Assessment? ☐ Yes ☒ No
- Archaeological or Historical Investigation? ☐ Yes ☒ No

Is your project located within a floodplain? ☐ Yes ☒ NoDo you have a stormwater management plan? ☐ Yes ☒ NoIs your project associated with a harbor of refuge or protected launch (structures such as bulkheads and breakwaters necessary to provide safe water conditions) (ref. [NR 7.03\(14\)](#), [Wis. Adm. Code](#))?☐ Yes ☒ No

Will your project correct a significant health or safety hazard?

☐ Yes ☒ No

Is your project required to fulfill a compliance order or court ruling? If yes, include a copy with key provisions highlighted.

☐ Yes ☒ No

Do you conduct a boating safety enforcement and education program that has been approved by the Department of Natural Resources?

☐ Yes ☒ No

Recreational Boating Facilities Development/Renovation Grant Application

Form 8700-343D (3/22)

Page 4 of 4

What is the state of readiness of your project?

- ☒ Project has final engineering plans suitable for construction or construction bidding or project does not require further planning or design for construction to begin.
- ☐ Project has preliminary site plans, but additional engineering or design work are necessary before construction can begin.

Are there any known controversies/complications with the proposed project?

☐ Yes ☒ No

Are there any measures proposed to address the controversies/complications?

☐ Yes ☒ No

Site the useful life of the project components. Cite the source for the determination.

Section 8: Timeline

Anticipated Project Start Date	Anticipated Project End Date	When do you anticipate that the project area will be open for use?
11/01/2023		Spring 2024

Section 9. Required Attachments

- Project resolution by grant applicant authorizing participation May use Form 8700-388 which can be found on the Recreational Boating Facilities Webpage: <https://dnr.wisconsin.gov/aid/RBF.html> (Resolution instructions in program guidance).
- Project location clearly marked on map.
- Project area footprint (site plan detailed on a map that includes buildings, parking lots, ramps, piers, etc.).
- Topographical map of project location.
- Illustration (drawings/photos) of project area in its current condition including all existing facilities.
- Plans for launch ramps that show percentage of ramp slope, the water depth at the end of the ramp, and the width of the existing or proposed boarding dock or pier.
- Preliminary engineering plans for dredging at launch facility (if any).
- Draft easement or lease document (if development project is on land not owned by applicant).
- Copy of required permit(s).

Section 10. Certification

I hereby certify that all information provided in this application and attachments are true, accurate, and complete. I understand that any information found to be inaccurate, misleading, or falsified may result in disqualification from consideration for a grant under this program.

NOTE: Please type your name on the signature line. The email message generated from electronic submittal of this form will be used as an electronic signature.

Marty J. Kosobucki

Signature of Authorized Representative

5/8/2023

Date Signed

PIER & WATERFRONT SOLUTIONS LLC
7325 STATE-HWY 42-57
STURGEON BAY, WI 54235

www.wisconsinpws.com

Date	Estimate #
4/27/2023	2920

Phone #: 920-493-4404

E-mail: jerry@wisconsinpws.com

Name / Address		Site Address		
City of DePere Don Melichar dmelichar@deperewi.gov 920-339-8362		PWS		

Item	Description	Qty	MPN	Rate
	Repair one 6' x 32' fishing pier			
Delivery/Pick Up -...	Labor at shop/on site to load/unload and/or deliver product(s)	1		1,850.00
Shop Repair	Remove rubrail and decking. Save to be re-used	10		95.00
Shop Repair	Remove fascia and stringers. To be disposed of	6		95.00
Misc. Charge	Dumpster fee	1		250.00
Hardware / Materials	Treated 2x10 fascia	18		28.00
Hardware / Materials	Treated 2x4 stringers	34		14.00
Hardware / Materials	Decking screws = stainless steel = box of 1350	1.5		427.00
Hardware / Materials	Fascia bolts = zinc plated or galvanized	248		1.50
Hardware / Materials	Rubrail screws stainless steel = 25 pack	25		9.62
Shop Repair	Install new 2x4 stringers and fascia	8		95.00
Shop Repair	Install existing decking	14		95.00
Shop Repair	Install existing rubrail	2		95.00
Delivery/Pick Up -...	Labor at shop/on site to load/unload and/or deliver product(s)	1		1,850.00
Estimate does not include any cost to repair floats. Floats appear to be in good condition but can not be fully inspected until decking is removed and sections lifted.				

Terms 50% down Balance upon delivery		Subtotal	\$9,983.00
"Current market conditions have caused delivery disruptions and frequent price increases. This estimate is submitted based on current pricing and availability. Prices are subject to change without prior notice."		Sales Tax (5.5%)	\$0.00
		Total	\$9,983.00



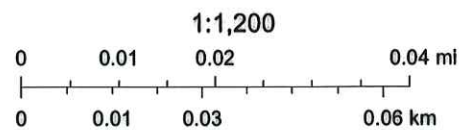
Fishing Piers

User Created DIME Map

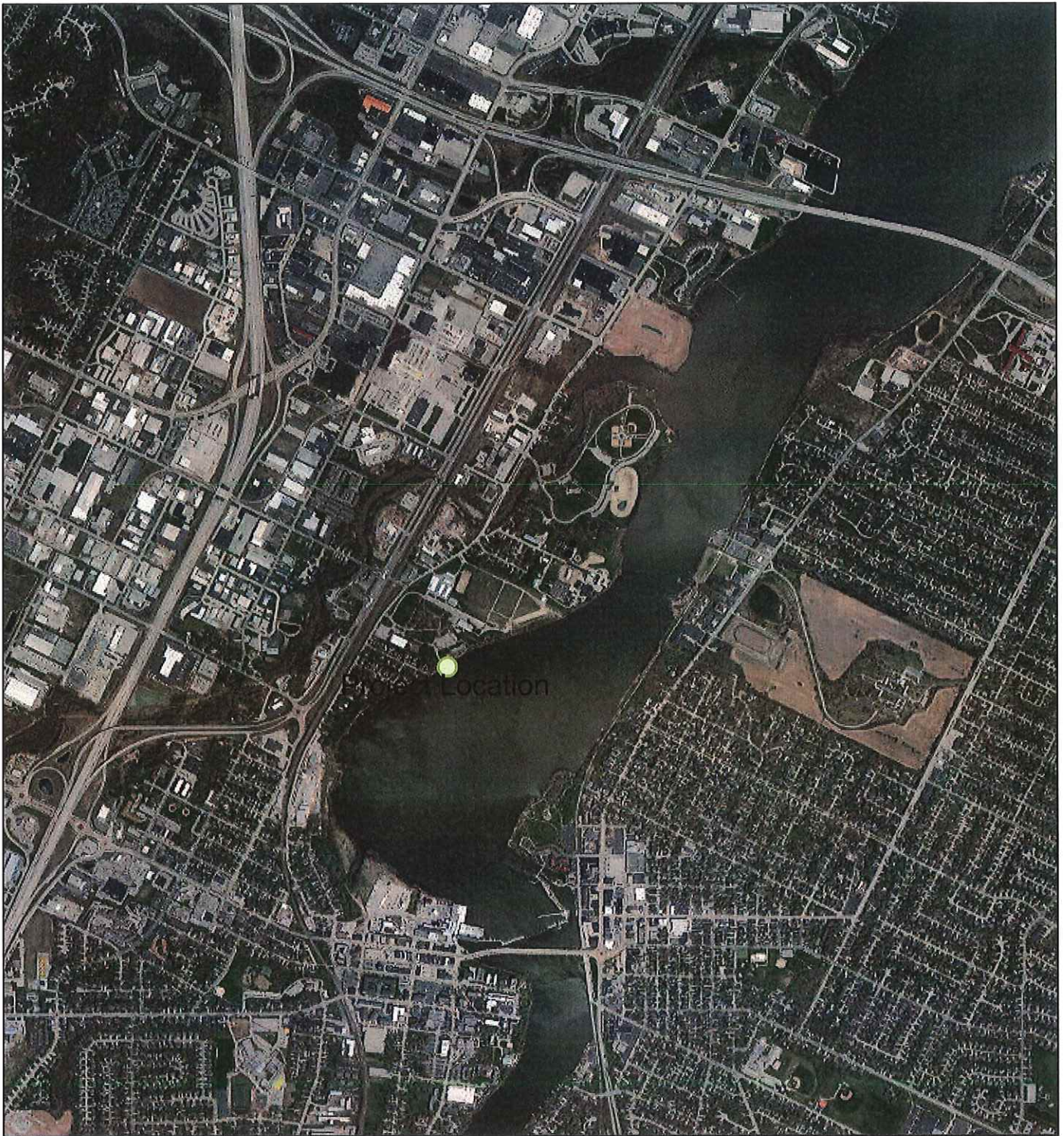


5/8/2023, 10:03:48 AM

DePereCounty_2020.sid

 Red: Band_1 Green: Band_2 Blue: Band_3

User Created DIME Map



5/8/2023, 10:06:37 AM

DePereCounty_2020.sid

 Red: Band_1 Green: Band_2 Blue: Band_3

1:24,000

0 0.2 0.4 0.8 mi
0 0.33 0.65 1.3 km



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: May 18, 2023

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Update on Status of Nelson Family Pavilion Construction.
