



# Board of Park Commissioners

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

## Regular Meeting

### **Revised Agenda**

**Thursday, April 16, 2015**

**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 **April 16, 2015** at **6:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115**.

**I. Call to Order**

1. Roll Call

**II. Action Items**

1. Approve Board of Park Commissioners Minutes 3-19-15.
2. Review and Approve 2015 Community Center 1st Quarter Report
3. Approve Jim Martin Playground Equipment.
4. Approve Revisions to Locker Room Policy.\*
5. Proposal for Change in Adult Basketball League Rules.
6. Approve Right of Entry Agreement with West De Pere School District.
7. Approve Agreement with De Pere Unified School District.
8. Consider Washington Street project and impact on Nature Preserve.

**III. Public Comment Period**

**IV. Future Agenda Items**

**V. Staff Updates**

1. West De Pere Facility Use Agreement
2. Update on Recreation Scholarship Program

**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  
Larry Delo, City Administrator  
Judy Schmidt-Lehman, City Attorney  
Allyson Watson, Definitely De Pere  
Marty Kosobucki  
John Zegers, WDP High School District  
Miller and Associates

Shana Defnet, City Clerk  
City Hall 1<sup>st</sup> and 2<sup>nd</sup> Floor  
De Pere Area Chamber of Commerce  
Brown County Library De Pere  
TV & Radio Stations  
Ben Villarruel, Unified School District  
Team Reil Inc  
Lee Recreation

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 a decision making responsibility.

## City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

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**MEETING DATE:** April 16, 2015

**DEPARTMENT:** Parks, Recreation & Forestry

**FROM:** Marty Kosobucki

**SUBJECT:** Approve Board of Park Commissioners Minutes 3-19-15.

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**ATTACHMENTS:**

- Draft Minutes 3-19-15 (PDF)



# Board of Park Commissioners

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

## Regular Meeting

### Draft Minutes

Thursday, March 19, 2015

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 Bill Volpano

| Attendee Name   | Title        | Status  | Arrived |
|-----------------|--------------|---------|---------|
| Sue Schinkten   | Board Member | Present |         |
| Bill Volpano    | Board Member | Present |         |
| George Brown    | Board Member | Excused |         |
| Michael Donovan | Aldersperson | Present |         |
| Rod Kowalczyk   | Board Member | Present |         |
| Larry Lueck     | Aldersperson | Excused |         |
| Lisa Rafferty   | Aldersperson | Excused |         |

#### II. Action Items

##### 1. Approve Board of Park Commissioners Minutes 2-19-15

|                  |                                                             |
|------------------|-------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                  |
| <b>MOVER:</b>    | Michael Donovan, Aldersperson                               |
| <b>SECONDER:</b> | Sue Schinkten, Board Member                                 |
| <b>AYES:</b>     | Sue Schinkten, Bill Volpano, Michael Donovan, Rod Kowalczyk |
| <b>EXCUSED:</b>  | George Brown, Larry Lueck, Lisa Rafferty                    |

##### 2. Fee Waiver for Voyageur Park

There was discussion from the board in reference to the waiver request.

Sue Schinkten made a motion to open the meeting at 6:35 p.m., seconded by Mike Donovan.

Eric Cornelius and Erin Bongers spoke with the board in reference to the request for the waiver.

The board asked questions of the two parties and had discussion about the request.

Rod Kowalczyk made a motion to close the meeting at 6:50 p.m., seconded by Sue Schinkten.

There was more discussion about the waiver request.

**Rod Kowalczyk made a motion to waive the fee for the event and to review the event next year.**

No Second, motion failed.

Rok Kowalczyk made a motion to open the meeting at 6:59 p.m., seconded by Sue Schinkten.

There were a few more questions asked of the Eric Cornelius and Erin Bongers in

Attachment: Draft Minutes 3-19-15 (3294 : Approve Board of Park Commissioners Minutes 3-19-15.)

reference to the waiver.

Sue Schinkten made a motion to close the meeting at 7:00 p.m., seconded by Bill Volpano.

**Sue Schinkten made a motion to deny the request and ask they pursue sponsorships for the pavilions to the cover the cost, but the parking lot would still be used as last year, seconded by Bill Volpano.**

|                  |                                              |
|------------------|----------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [3 TO 1]</b>                      |
| <b>MOVER:</b>    | Sue Schinkten, Board Member                  |
| <b>SECONDER:</b> | Bill Volpano, Board Member                   |
| <b>AYES:</b>     | Sue Schinkten, Bill Volpano, Michael Donovan |
| <b>NAYS:</b>     | Rod Kowalczyk                                |
| <b>EXCUSED:</b>  | George Brown, Larry Lueck, Lisa Rafferty     |

3. Consider changes to Optimist Park Master Plan.

Marty Kosobucki reviewed the changes to the Optimist Park Master Plan and reviewed it with the board members.

Mike Donovan made a motion to open the meeting at 7:10 p.m., seconded by Sue Schinkten.

Ton Meeuwsen spoke with the board about the need for the changes to Optimist Park and took questions from the board members.

Sue Schinkten made a motion to close the meeting at 7:15 p.m., seconded by Rod Kowalczyk.

Marty Kosobucki took more questions from the board in reference to the changes.

|                  |                                                             |
|------------------|-------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                  |
| <b>MOVER:</b>    | Sue Schinkten, Board Member                                 |
| <b>SECONDER:</b> | Rod Kowalczyk, Board Member                                 |
| <b>AYES:</b>     | Sue Schinkten, Bill Volpano, Michael Donovan, Rod Kowalczyk |
| <b>EXCUSED:</b>  | George Brown, Larry Lueck, Lisa Rafferty                    |

4. Review swimming pool staffing issue and consider options.

Marty Kosobucki reviewed the swimming pool staff issues.

Stephanie Schlag, Recreation Supervisor spoke with the board in reference to the need for the changes. Stephanie took questions from the board and reviewed the staffing issues with the board.

|                  |                                                             |
|------------------|-------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                  |
| <b>MOVER:</b>    | Sue Schinkten, Board Member                                 |
| <b>SECONDER:</b> | Rod Kowalczyk, Board Member                                 |
| <b>AYES:</b>     | Sue Schinkten, Bill Volpano, Michael Donovan, Rod Kowalczyk |
| <b>EXCUSED:</b>  | George Brown, Larry Lueck, Lisa Rafferty                    |

5. Consider naming of new park property.

Marty Kosobucki spoke with the board about naming the new park property.

There was much discussion from the board in reference to the naming of the new park.

Mike Donovan made a motion to send back to the Park Staff for review, seconded by Sue Schinkten.

|                  |                                                             |
|------------------|-------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                  |
| <b>MOVER:</b>    | Michael Donovan, Alderperson                                |
| <b>SECONDER:</b> | Sue Schinkten, Board Member                                 |
| <b>AYES:</b>     | Sue Schinkten, Bill Volpano, Michael Donovan, Rod Kowalczyk |
| <b>EXCUSED:</b>  | George Brown, Larry Lueck, Lisa Rafferty                    |

6. Consider extending out door ice/hockey rink hours past 8 pm.

Marty Kosobucki reviewed the hours with the board members and took questions.

|                  |                                                             |
|------------------|-------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                  |
| <b>MOVER:</b>    | Michael Donovan, Alderperson                                |
| <b>SECONDER:</b> | Bill Volpano, Board Member                                  |
| <b>AYES:</b>     | Sue Schinkten, Bill Volpano, Michael Donovan, Rod Kowalczyk |
| <b>EXCUSED:</b>  | George Brown, Larry Lueck, Lisa Rafferty                    |

7. Approve agreement with De Pere School District to maintain soccer fields.

Marty Kosobucki reviewed the agreement and took questions from the board.

|                  |                                                             |
|------------------|-------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                  |
| <b>MOVER:</b>    | Sue Schinkten, Board Member                                 |
| <b>SECONDER:</b> | Rod Kowalczyk, Board Member                                 |
| <b>AYES:</b>     | Sue Schinkten, Bill Volpano, Michael Donovan, Rod Kowalczyk |
| <b>EXCUSED:</b>  | George Brown, Larry Lueck, Lisa Rafferty                    |

### III. Public Comment Period

None

### IV. Future Agenda Items

None

### V. Staff Updates

1. Use of West De Pere School facilities.

Marty Kosobucki reviewed the facility use at West De Pere and updated the board on the issues.

2. Use of De Pere Unified School District Facilities

Marty Kosobucki updated the board on the usage of the De Pere Unified School District facilities.

3. Dog Park - Wetland Permit Application

Marty Kosobucki reviewed the Dog Park Wetland Permit Application.

VI. Adjournment

Rod Kowalczyk made a motion to close the meeting at 7:34 p.m., seconded by Sue Schinkten.

Respectfully submitted,  
Debbie Zierson

## City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

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**MEETING DATE:** April 16, 2015

**DEPARTMENT:** Parks, Recreation & Forestry

**FROM:** Debbie Zierson

**SUBJECT:** Review and Approve 2015 Community Center 1st Quarter Report

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Please find attached the 2015 Community Center 1st Quarter Report for review and approval. Thank you.

**ATTACHMENTS:**

- 1st.quarter (XLSX)
- 2015 1st Quarter (DOC)

## FACILITY USAGE

|                                                                               | JAN.               | FEB.               | MAR.               | APR.          | MAY           | JUNE          | JULY          | AUG.          | SEPT.         | OCT.          | NOV.          | DEC           |
|-------------------------------------------------------------------------------|--------------------|--------------------|--------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Paid Rentals                                                                  | 23                 | 20                 | 24                 |               |               |               |               |               |               |               |               |               |
| Non-Paid Rentals                                                              | 20                 | 20                 | 29                 |               |               |               |               |               |               |               |               |               |
| Recreation Programs                                                           | 177                | 239                | 251                |               |               |               |               |               |               |               |               |               |
| <i>(includes P&amp;R, CC)</i>                                                 |                    |                    |                    |               |               |               |               |               |               |               |               |               |
| <b>Total Room Use</b>                                                         | <b>220</b>         | <b>279</b>         | <b>304</b>         | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      |
| <b>Percentage Used</b>                                                        | <b>142%</b>        | <b>199%</b>        | <b>196%</b>        | <b>0%</b>     | <b>0%</b>     | <b>0%</b>     | <b>0%</b>     | <b>0%</b>     | <b>0%</b>     | <b>0%</b>     | <b>0%</b>     | <b>0%</b>     |
| <i>(percents over 100 reflect rooms rented more than once on a given day)</i> |                    |                    |                    |               |               |               |               |               |               |               |               |               |
| Rental Revenue                                                                | \$2,769.36         | \$2,461.36         | \$2,929.20         |               |               |               |               |               |               |               |               |               |
| Program Revenue                                                               | \$9,827.30         | \$25,603.75        | \$23,302.16        |               |               |               |               |               |               |               |               |               |
| Contractual Revenue                                                           | \$215.00           | \$215.00           | \$215.00           |               |               |               |               |               |               |               |               |               |
| <i>(County Rent)</i>                                                          |                    |                    |                    |               |               |               |               |               |               |               |               |               |
| Equipment/Storage<br>& Miscellaneous<br>Revenue                               | \$158.84           | \$93.82            | \$64.82            |               |               |               |               |               |               |               |               |               |
| <b>TOTAL REVENUE</b>                                                          | <b>\$12,970.50</b> | <b>\$28,373.93</b> | <b>\$26,511.18</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> |

2015 TOTAL REVENUE (to date)

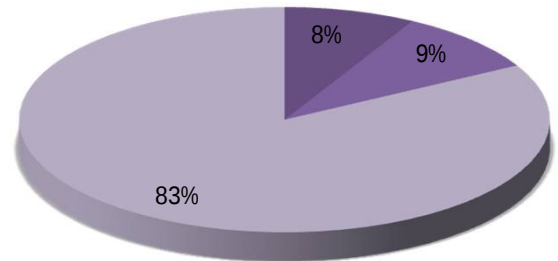
\$67,855.61

## 1st Quarter 2015 - Individual Room Usage

| <u>ROOM</u>        | <u>Program Usage</u> | <u>Rental Usage</u> |
|--------------------|----------------------|---------------------|
| Pine Room          | 205                  | 30                  |
| Oak Room           | 5                    | 47                  |
| Hickory Room       | 120                  | 18                  |
| Spruce Room        | 218                  | 17                  |
| Maple Room         | 20                   | 24                  |
| Lounge             | <u>99</u>            | <u>N/A</u>          |
| <b>Total Usage</b> | <b>667</b>           | <b>136</b>          |

## 1st Quarter 2015 Facility Usage

■ Paid Rentals   ■ Non-Paid Rentals   ■ Recreation Programs



The Community Center has started off to a respectable start to the first quarter of the new year. We brought in \$67,855.61, which is down from last year however last year recorded our 2nd highest amount! Total revenue breaks down as follows: \$58,733.21 (\$65,019.61 last year) in program revenue. This may be due in part to a decrease in participants registering for classes due to increases in our fees as well as lower registrations for our Summer Camp Program. Our rental, contractual, equipment/storage & miscellaneous revenue totaled \$9,122.40 (slight increase from last year - \$9,070.50). This quarter brought in a total of 67 paid rentals which is average. The Oak & Pine Rms. were the most widely utilized rooms for paid rentals. The Spruce Rm. (218) ranked highest in program usage with the Pine Rm. coming in a close second (205).

|              |      |     |
|--------------|------|-----|
| Paid Rentals | 8%   | 4%  |
| Non          | 9%   | 2%  |
|              | 83%  | 28% |
|              | 100% |     |

Attachment: 1st.quarter (3284 : Review and Approve 2015 Community Center 1st Quarter Report)



# City of De Pere

600 Grant St.  
DePere, WI 54115-1199  
Phone: 920-339-2471  
Fax: 920-339-6348

Paula Rahn  
Community Center Manager  
prahn@mail.de-pere.org  
www.de-pere.org

## 2015 Community Center 1<sup>st</sup> Quarter Report

- Accepted applications and conducted interviews for summer employment – 5 positions open for Park Playgrounds, 3-4 for Summer Day Camp, 1 for Recreation/Office Assistant or Intern, 1 part-time maintenance custodian and miscellaneous openings for various summer & fall class instructors – Tumbling, Poms, & Assistant Instructors. Completed self-evaluation and staff evaluations. Will review evals with staff in April and continue to do interviews into April.
- In January & February staff was busy developing programs & meeting with instructors to discuss summer & fall programs. Community Center will be offering 6 new programs. Prepared for the start of all winter programs in January.
- Held Summer Day Camp registration on February 4. The West Side camp is full except weeks 2 & 5; maximum participants is 44/week. The East Side camp still has openings in all weeks; maximum participants is 36/week. We have had several older campers who have aged out for this year. The East side will again run for 9 weeks this summer instead of the usual 10 weeks. The De Pere Optimists have donated \$500 for camp t-shirts; Cellcom has donated two cell phones for camp staff again this summer.
- Solicited quotes for printing of Department brochures and post cards. Low quote awarded to American Litho. Also worked with a freelance designer to save money on designing our brochure in InDesign. Coordinated efforts with the Mail Haus for the mailing of the postcards. Assigned new activity codes for all summer/fall activities.
- Pom Pon and Twirling classes performed at halftime of a De Pere boys high school basketball game in January. Held Pom & Twirl rehearsal/recital at Hemlock Creek School Gym, which worked out fabulously! Hemlock Creek School staff were very accommodating and there was plenty of seating for all!
- Kids Day Out Camps will be held in April at the Community Center for spring breaks for both school districts.
- Kidz Zone registration packets were made available in late March with registration for residents beginning on April 22. Numbers have held steady this year with 2 new participants starting for 2nd semester. OLOL Parish signed the contract for next year at no fee to us. Working with Notre Dame School to get an East Side Kidz Zone Before School Program up and running – didn't have enough interest to get it running for January.
- Held two Candy Bar Bingo special events this quarter. Our March event held the highest attendance to date...112 participants! All proceeds deposited into the Recreation Scholarship Program. Staff has been preparing for other special events slated for April: Easter Egg Hunt April 4 & Cribbage Tournament April 11.
- Our Senior Program Coordinator has worked in cooperation with the ADRC in setting up another route for the Nutrition Program to service Wrightstown and Greenleaf areas. This additional route will be provided out of our site and will be responsible for all administration, ordering, and packaging of meals. Service organizations and volunteers from those areas have agreed to deliver the meals. New route will begin April 7.
- First quarter of 2015 we experienced over 50% increase in congregate meal participation compared to that of last year. This was a goal of ADRC to increase participation in order to help validate administrative services at the De Pere site.
- With the addition of instructional programming geared towards seniors, along with regular senior programming, and increase in meal participation and walk-in groups, senior program attendance has increased over 40% since last time this year. Also, due to the increase in group activity, we have rearranged some senior programs to better accommodate new groups coming in.
- Worked in conjunction with the De Pere Unified School District in setting up and obtaining approval for 2 Little Free Libraries that will be placed at Optimist Park and Legion Park. The school district will take responsibility for upkeep and replenish books when needed as well as take care of any vandalism that occurs.
- Worked on obtaining quotes for the following projects: Heated Gutter Coiling, repairing seams of gutters, replacing flooring on lower level, looking at new round tables, replacing counter tops in lower level kitchen and repairing ledges.

During the next quarter, CC staff will finalize all summer seasonal positions; continue to advertise for Pom and possibly Tumbling instructors; hire assistant activity instructors, Recreation/Office Assistant, and Part-time Maintenance Custodian; conduct training; set up staff training orientations for Summer Camp & Park Playgrounds; begin accepting registration for summer and fall activities; order supplies and prepare for the start of Summer Playgrounds, Summer Camps, trips and summer classes; organize and prepare for sale of discounted tickets; conduct Easter Egg Hunt special event in conjunction with De Pere Optimists; hold Commission on Aging meeting; complete profit/loss reports, program evaluations; work on Long Range plan; gather quotes on various miscellaneous projects, prepare garden at CC; purchase and plant a variety of flowers and plants for the planters at the CC.

Respectfully submitted by:

Paula Rahn, Community Center Manager

Attachment: 2015 1st Quarter (3284 : Review and Approve 2015 Community Center 1st Quarter Report)

## City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**


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**MEETING DATE:** April 16, 2015

**DEPARTMENT:** Parks, Recreation & Forestry

**FROM:** Don Melichar

**SUBJECT:** Approve Jim Martin Playground Equipment.

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Issue: Review and approval to purchase play equipment for Jim Martin Park.

Summary: After reviewing seven potential equipment units, staff recommends the purchase of the Playworld playground from Lee Recreation labeled Jim Martin Option #2 for \$41,518. Staff invited Jim Martin Park neighbors and their children in to look at the top 4 layouts (as determined by Staff) and had them rate the examples. Of the 6 adults and 10 children, 6 adults and 9 of the children rated this playground as most desirable.

The Playground costs were as follows:

|                        |                  |          |
|------------------------|------------------|----------|
| Lee Recreation:        | Jim Martin #2    | \$41,518 |
|                        | Jim Martin #1    | \$40,606 |
| Team Reil Inc.:        | Jim Martin #1    | \$43,000 |
| Miller and Associates: | Jim Martin #14-1 | \$32,119 |

The total cost also includes swing assembly and 2 days of supervised installation by Lee Recreation staff using De Pere Parks staff. Total budget for the project, which also includes surfacing to be installed at a later date, is \$95,000.

Thank you for your time and consideration in this matter and please feel free to contact me at 339-8362 should you have any questions. I will attend the Board meeting as well to present all four options and answer any further questions.

## City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

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**MEETING DATE:** April 16, 2015

**DEPARTMENT:** Parks, Recreation & Forestry

**FROM:** Marty Kosobucki

**SUBJECT:** Approve Revisions to Locker Room Policy.\*

---

Our City Attorney has worked on and is proposing revisions to the locker room policy. The policy is to help support proper laws are followed when operating a locker room that is used by the public. The policy was revised because locker rooms that were used for the public as well as our employees. We have removed the need for a joint type of use locker room.

**ATTACHMENTS:**

- Locker Room Policy 2015 changes red lined (DOCX)

| CITY OF DE PERE                          |                                        |
|------------------------------------------|----------------------------------------|
| Title: <b>LOCKER ROOM CONDUCT POLICY</b> | Last revised: <b>DECEMBER 17, 2013</b> |

## **ADDENDUM H**

### **LOCKER ROOM CONDUCT POLICY**

#### **PURPOSE**

The City acknowledges that a person's personal privacy interests are implicated when using a City-owned and operated locker room. Filming, interviewing or picture taking are strictly prohibited. The City, therefore, in accordance with Wis. Stat. § 175.22, adopts this policy to reflect the personal privacy interests of the users of City locker rooms. The City reserves the right to search locker rooms and the contents contained in locker rooms to the extent permitted by law.

#### **POLICY**

##### **I. DEFINITIONS**

*City locker room:* All locker rooms owned or operated by the City.

~~*Dual-use locker room:* Locker rooms that are intended as employee-only locker rooms during regular business hours and public locker rooms outside regular business hours.~~

~~*Employee-only locker room:* Locker rooms that are intended only for use by City employees of the department in which the locker room is located.~~

*Public locker room:* Locker rooms that are intended only for use by the public during normal business hours.

*Recording device:* Camera, video recorder, or any other device that may be used to record or transfer images.

*Surveillance device:* Any device, instrument, apparatus, implement, mechanism or contrivance used, designed to be used, or primarily intended to be used to observe the activities of persons. "Surveillance device" includes a peephole.

##### **II. PROHIBITED ACTIVITIES**

Except as provided herein, no person may enter or remain in any City locker room to interview or seek information from any individual in the locker room. This prohibition shall not apply to law enforcement, or fire, rescue or first responder personnel while engaged in or in pursuit of official duties.

No person may capture, record, transfer, display, reproduce or distribute a representation of a nude or partially nude person in any City locker room.

## CITY OF DE PERE

Title: **LOCKER ROOM CONDUCT POLICY**Last revised: **DECEMBER 17, 2013**

No person may use a recording device (including a cell phone) or a surveillance device, to capture, record, transfer, display, reproduce or distribute a representation of a nude or partially nude person in any City locker room.

~~Except as provided herein, the possession of any recording device or surveillance device in any City locker room is prohibited. This prohibition shall not apply to:~~

- ~~1. Possession of City issued recording devices and personal cell phones in employee only locker rooms; and~~
- ~~2. Possession of personal or City issued cell phones in dual-use locker rooms during regular business hours.~~

### III. PENALTIES

Penalties for violating this policy include, but are not limited to, loss of privileges to use the locker room and referral for investigation of criminal activities.

### IV. POSTING NOTICE

Copies of this policy shall be:

1. Distributed to all employees;
2. Made available to all ~~patrons of public~~city locker room users; and
3. Made available at the City Clerk's office and at the Municipal Services Center.

Notices ~~regarding these prohibiting the possession of cell phones in public locker rooms and in dual-use locker rooms after regular business hours~~ regulations shall be posted on all city locker room entrance and exit doors.

Attachment: Locker Room Policy 2015 changes red lined (3278 : Approve Revisions to Locker Room Policy.\*)

## City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

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**MEETING DATE:** April 16, 2015

**DEPARTMENT:** Parks, Recreation & Forestry

**FROM:** Stephanie Schlag

**SUBJECT:** Proposal for Change in Adult Basketball League Rules.

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**Background:**

Good sportsmanship in our adult basketball league continues to be a struggle each season and this year seemed to be a particularly bad year. In 2011 we added a Sportsmanship Rating to our games where the officials and staff give each team a sportsmanship score after their game. It is a scale of 0 (forfeiture of game due to fighting) to 5 (great sportsmanship, no complaints), and a team's eligibility for playoffs is contingent on a good (average of 4 or better) sportsmanship score, not just their season standings. This was effective and a positive change for about 2 seasons, but the novelty has worn off and does not seem to have the positive impact it had in the first 2 seasons. The negative sportsmanship and poor behavior has affected the program and the staff enough that officials have quit in the middle of the season.

Staff scheduled a voluntary meeting with the basketball managers at the end of this year's season to hold an "idea sharing" session to help with ideas on behavior enforcement for the upcoming seasons. Staff solicited ideas from around the state via the Wisconsin Park and Recreation Association LinkedIn forum and nationally via the National Recreation and Park Association's online open forum. The ideas and suggestions were consolidated and presented to the managers.

The suggested addition to the rules are as follows:

- Any player receiving a technical will be issued a \$25 fine. The player cannot play until paying the fine.
- Two unsportsmanlike technicals in the same season and the player will be disqualified from play for the rest of the season.
- All technicals must be reviewed by the Parks and Recreation Supervisor to verify the validity of the unsportsmanlike behavior and technical call. This shall include follow up with both team managers, the working officials from the game, and if needed, the site supervisor. Staff have the ability to overturn the technical.
- The \$25 fine will be a donation to the Recreation Scholarship Fund.

Staff Recommendation:

Approve the addition to the Adult Basketball League rules as mentioned in the bullets above beginning in the 2015-2016 season.

## City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

---

**MEETING DATE:** April 16, 2015

**DEPARTMENT:** Parks, Recreation & Forestry

**FROM:** Marty Kosobucki

**SUBJECT:** Approve Right of Entry Agreement with West De Pere School District.

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The agreement allows City staff to enter school property to manage and maintain soccer fields that are being used by the De Pere Rapides soccer organization.

**ATTACHMENTS:**

- Permit, Right of Entry (PDF)

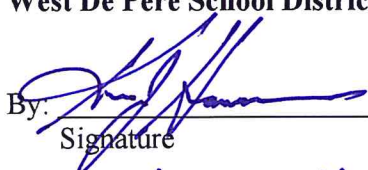
**PERMIT/RIGHT OF ENTRY**

The undersigned property owner of parcel numbers WD-D0022 (1155 Westwood Drive) and WD-D0220 (1177 S. 9<sup>th</sup> Street), permits the City of De Pere, its agents, contractors or employees the right to enter its land adjacent to the street right-of-way lines (Westwood Drive for parcel WD-D0022 and Lourdes Avenue for parcel WD-D0220) for the purpose of mowing and striping soccer fields, and placing soccer goals on or around the areas noted in the attached maps of the locations.

This permit shall terminate upon the conclusion of the 2015 De Pere Rapides Youth Soccer program season and may be renewed on a yearly basis.

Dated this 3 day of March, 2015.

**West De Pere School District**

By: 

Signature

Kevin J Hanson

Print Name

## City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

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**MEETING DATE:** April 16, 2015

**DEPARTMENT:** Parks, Recreation & Forestry

**FROM:** Marty Kosobucki

**SUBJECT:** Approve Agreement with De Pere Unified School District.

---

We have included an agreement with the De Pere Unified School District to use their facilities for various programming. The agreement explains the various classes to be held in De Pere Unified Facilities.

We recommend approving the agreement.

**ATTACHMENTS:**

- Mayor, Park & CC-USD Agreement 3-27-15 (DOCX)
- City of De Pere Multiple Buildings 2015-16 Contract (PDF)

## CITY OF DE PERE

## MEMO

To: Michael J. Walsh, Mayor  
Members of the Board of Park Commissioners  
Members of the Common Council

From: Judith Schmidt-Lehman, City Attorney

RE: Unified School District of De Pere Agreement

Date: March 27, 2015

I have reviewed the proposed Agreement from the Unified School District of De Pere (USDDP). Prior to your approval of the Agreement, I wanted to bring several provisions of the Agreement to your attention so that you are knowledgeable about the terms of the Agreement as you consider its approval.

1. The language of the 8<sup>th</sup> paragraph of section B means that USDDP is not responsible for any damage to City equipment caused by facility disrepair or facility malfunction (such as plumbing breaks etc.). This means the City will not be able to seek reimbursement from USDDP for damaged or destroyed equipment which was caused by facility disrepair or malfunction.

2. The 24<sup>th</sup> paragraph of section B states:  
*"That any disputes which arise between the Lessee (City) and any other occupants of the same facility/premise shall be submitted to the arbitration of the Board whose decision shall be final between the parties."*

This means that if there is a conflict between the City and any other facility user, including USDDP, the School Board of USDDP is the final decider of the outcome of the dispute. It is highly unusual and patently unfair for one party to a dispute to be the final decider of the dispute. Usually, an independent 3<sup>rd</sup> party arbitrates disputes.

3. The first sentence of section C states:  
*"That these present are upon the express conditions that is the Lessee does or shall neglect or fail to perform and observe any or either of the convenience or conditions herein before contained, which on his part are to be performed."*

USDDP was asked to clarify the intent of this sentence because it is not coherent; however they have not done so. I cannot tell you what this sentence means.

4. Finally, the 2<sup>nd</sup> paragraph of section C provides:  
*"And the Lessee (City) further covenants and agrees to pay and discharge all reasonable costs, attorney fees, and expenses that shall be made and incurred by the Board in enforcing the covenants and agreements of this Lease."*

This paragraph could be interpreted to require the City to pay USDDP costs and fees even in a dispute where the City prevails. This is highly unusual.

The remainder of the Agreement is satisfactory.

If you have any questions or concerns regarding these comments, please feel free to call me at 339-4042.

JSL:jld

c: Lawrence Delo, City Administrator

Marty Kosobucki, Parks, Recreation & Forestry Director

H:\jdupont\Memos\2015\Mayor, Park & CC-USD Agreement 3-27-15.docx

Attachment: Mayor, Park & CC-USD Agreement 3-27-15 (3258 : Approve Agreement with De Pere Unified School District.)

## AGREEMENT

The School Board for the district of De Pere (hereinafter the "Board" or "District") and **City of De Pere** (Marty Kosobucki cell 920-639-1015), (hereinafter the "Lessee") enter into the following agreement for the lease of District facilities and/or premises described herein for a good and valuable consideration set forth below and subject to the terms and conditions as described herein.

- A. **Facilities/Premises:** The Board does hereby agree to lease the facilities/premises described herein to the Lessee for the period of time and subject to the terms, conditions and limitations specified below:

### DE PERE HIGH SCHOOL 1700 Chicago Street, De Pere, WI

#### High School Student Resource Center

Youth Dance Class                      Wednesdays                      Noon-2:45pm (2.75 hrs)  
June 17 through August 12, 2015

Youth Dance Class                      Mondays and Wednesdays                      4:15pm-8:00pm (3.75 hrs.)  
September 14, 2015 through March 9, 2016  
No class week of Nov. 23, Dec. 21 and Dec. 28, 2015

Tae Kwon Do                      Thursdays                      4:30pm-8:00pm (3.5 hrs.)  
September 10, 2015 through June 2, 2016  
No class week of Nov. 23, Dec. 21 and Dec. 28, 2015 and March 28, 2016

Twirl Team                      Tuesdays                      4:45pm-6:45pm (2.0 hrs.)  
Nov. 17, Dec. 8 and Dec. 15, 2015  
(The school will allow the City to store a sound cart.)

1. For these classes, the group moves the chairs/tables and the custodians replace once it is over.
2. City would install flooring, mirrors and handrails in this room
3. If any storage needed city would provide portable storage in the room itself.
4. Doors 13 would be electronically opened 30 minutes prior to 15 minutes after start and 15 minutes prior to end through 15 minutes after end.

#### Rental Charges Consisting of

\$50 per event (93 events) Student Resource Center usage charge = \$4,650.00 **WAIVED**

Supervisory charge of \$21.50 per hour for 325.75 hours = \$7,003.63 **WAIVED**

**NOTE: If school determines facility supervision (not program related) is insufficient, school will hire a supervisor and charge the City of De Pere \$21.50 per hour.**

Custodial charge of \$30.00 per hour for 325.75 hours = \$9,772.50 **WAIVED**

**NOTE: If school determines additional custodial time is required to clean the areas used by the City, there will be a charge of \$30.00 per hour.**

**DE PERE MIDDLE SCHOOL  
700 Swan Road, De Pere, WI**

**Middle School Auditeria Stage**

Ribbons Camp                      Friday, July 17, 2015                      9:00am-2:45pm (5.75 hrs)

\*\*Stage and Auditeria seating used for show at end of the session

Twirl Clinic                      Mon. July 20, 2015 & Tues., July 21, 2015                      12:30pm-2:45pm (2.25 hrs.)

\*\*Stage and Auditeria seating used July 21 for show at end of the session

Twirl Team                      Tuesdays                      4:45pm-6:45pm (2.0 hrs.)

September 22, 2015 through February 23, 2016

No class on Dec. 22 and Dec. 29

\*\*Classes on Nov. 17, Dec. 8, Dec. 15 and Jan. 5, 2016 will be held at High School SRC  
The school will allow the City to store a sound cart.

1. Leave the room as they found it.
2. Use restrooms at the entrance of the building
3. Custodians will be cleaning other areas of the building so remain in their designated area
4. School expectations of behavior exist for after school events as well, i.e. walk in the halls, voice volume of 1-2.

Rental Charges Consisting of

\$50 per event (21 events) Auditeria usage charge = \$1,050.00 **WAIVED**

Supervisory charge of \$21.50 per hour for 46.25 hours = \$994.38 **WAIVED**

**NOTE: If school determines facility supervision (not program related) is insufficient, school will hire a supervisor and charge the City of De Pere \$21.50 per hour.**

Custodial charge of \$30.00 per hour for 46.25 hours = \$1,387.50 **WAIVED**

**NOTE: If school determines additional custodial time is required to clean the areas used by the City, there will be a charge of \$30.00 per hour.**

**FOXVIEW INTERMEDIATE SCHOOL  
650 South Michigan St., De Pere, WI**

**Foxview Commons**

Pom Clinic                      Mon., August 3, 2015 through Thur., August 6, 2015                      9:30am-Noon (2.5 hrs)

\*\*Tables will be folded up and moved to the sides.

**Foxview Auditorium/Large room or small gym  
Please send dates for February 2016.**

- Two (2) separate and preferably concurrent dates for 4 hours each in February, 2016  
— ideally a Thursday and Friday from 4-8pm and 5-9pm, respectively.

Use of a large multipurpose room/small gym on corresponding dates and times as the Auditorium for a "staging" area for the dancers to be in during the rehearsal and recital.

1. Any Thursday and Friday in February are available. Space would consist of Auditorium (400 seats), with sound and lights, and adjacent music room for staging area. Door access would be either through door #1 main entrance or door #3. Hours are during regular custodial time, so no additional supervision needed.

Dance Rehearsal & Recital    Thurs, March 10, 2016 & Friday, March 11, 2016    4pm-9pm (8.0 hrs)

Use of a large multipurpose room/small gym on corresponding dates and times as the Auditorium for a "staging" area for the dancers to be in during the rehearsal and recital

2. No use March 25 - April 1, 2016 (Spring Break). Any other Thursday and Friday in March or April are available. Space would consist of Auditorium (400 seats), with sound and lights, and adjacent music room for staging area. Door access would be either through door #1 main entrance or door #3. Hours are during regular custodial time so no additional supervision needed.
3. Dates should be booked and confirmed with Foxview principal Andy Bradford six (6) months in advance.

Rental Charges Consisting of

\$50 per event (8 events) Commons and Auditorium usage charge = \$400.00 **WAIVED**

Supervisory charge of \$21.50 per hour for 16.0 hours = \$344.00 **WAIVED**

**NOTE: If school determines facility supervision (not program related) is insufficient, school will hire a supervisor and charge the City of De Pere \$21.50 per hour.**

Custodial charge of \$30.00 per hour for 16.0 hours = \$480.00 **WAIVED**

**NOTE: If school determines additional custodial time is required to clean the areas used by the City, there will be a charge of \$30.00 per hour.**

**DICKINSON ELEMENTARY SCHOOL  
435 South Washington St., De Pere, WI**

**Dickinson Commons**

Fitness Class                      Wednesdays                      6:15pm-8:30pm (2.25 hrs.)

September 9, 2015 through May 25, 2016 (34 dates)

No class Nov. 25, Dec. 23, Dec. 30, and March 30.

(The school will allow the City to store a sound cart.)

Zumba Class                      Mondays/Thursdays                      6:15pm-8:00pm (1.75 hrs.)

September 10, 2015 through June 2, 2016 (67 dates)

No class Oct. 29, Nov. 19, Nov. 26, Dec. 24, Dec. 28, Dec. 31,

Feb. 15, March 28, March 31 and May 30

(The school will allow the City to store a sound cart.)

Rental Charges Consisting of

\$50 per event (101 events) Commons usage charge = \$5,050.00 **WAIVED**

Supervisory charge of \$21.50 per hour for 193.75 hours = \$4,165.63 **WAIVED**

**NOTE: If school determines facility supervision (not program related) is insufficient, school will hire a supervisor and charge the City of De Pere \$21.50 per hour.**

Custodial charge of \$30.00 per hour for 193.75 hours = \$5,812.50 **WAIVED**

**NOTE: If school determines additional custodial time is required to clean the areas used by the City, there will be a charge of \$30.00 per hour.**

To hold for the term of **13 months**, beginning on the **17th** day of **June 2015** and ending on the **2<sup>nd</sup>** day of **June 2016** for such times or portions of the day as specified above, the Lessee yielding and paying therefore the total rent of **\$0.00**.

A current **certificate of insurance** must be submitted prior to the first agreed rental date to De Pere High School, Attn: Jeff Byczek, 1700 Chicago Street, De Pere, WI 54115.

**B. Terms, Conditions, and Covenants:**

IT IS MUTUALLY AGREED AND UNDERSTOOD BETWEEN THE BOARD AND THE LESSEE:

that during the dates listed above, use of the **High School, Middle School, Foxview and Dickinson specified areas** at times not scheduled remain the discretion of the Unified School District of De Pere. There is no guarantee of exclusive use of these areas for the entire day on above listed dates.

That the Lessee will pay the said rent at the times, at the place, and in the manner aforesaid promptly without delay during said term.

That it shall not be necessary for the Board or its agents to demand said rent at any place other than the place specified by the Board for the payment of the same.

That the Lessee has examined and knows the conditions of said facilities/premises and has received the same in good order and repair, except as hereon otherwise specified, and that no representations as to the condition or repair thereof have been made by the Board or its agents prior to, or at the execution of this Lease, that are not hereon expressed or endorsed hereon.

That the facilities/premises herein leased and every part thereof shall, during said term, be used only for the following purposes, by the Lessee, its servants and guests.

**City of De Pere Parks and Recreation classes**

And that the Lessee will not permit said facility/premises to be used for any immoral or unlawful purpose or purpose that will injure the reputation of the same, or the building of which they are a part, or which is contrary to established Board policy, or which the Board should determine at anytime during the term of this Agreement to be an inappropriate use of said facility/premises and will not use or keep in or about said facility/premises any article or thing which would in anywise affect the validity of the standard fire insurance policy or the State of Wisconsin, or any other insurance policies held by the District.

That the Lessee shall store and maintain only such articles or things on said facility/premises as are approved by the Board or its agent and shall store and maintain said articles or things only in the location and in the manner designated by the Board or its agents.

The Board shall not be liable for any damage occasioned by failure to keep said facility/premises in repair and shall not be liable for any damage done or occasioned by or from plumbing, gas, water, steam, or other pipes, or sewerage, or the bursting, leaking, or running or any cistern, tank, wash-stand, water-closet, or waste-pipe in, above, upon, or about said facility/premises, nor for damage occasioned by water, snow, or ice being upon or coming

through the roof, sky light, trap door, or otherwise, or for any occupants, agents of the Board or users of the facility/premises.

That the Lessee shall make no alterations in or to said facility/premises under penalty of forfeiture of this Lease and damages.

That the Lessee shall keep the said facility/premises in as good repair as the same are in at the commencement of said term, reasonable use and wear thereof and damage by accidental fire or other accident, not happening through the neglect of Lessee, only accepted.

That during said term the Lessee shall pay the following utility bills arising through the Lessee's use of said facility/premises: **(none)**

That the Lessee shall be liable for repairs to the water pipes, sewer pipes, drain, and plumbing in said facility/premises, which are required through negligent acts of the Lessee.

That the Lessee shall keep said facility/premises in a clean and tenantable condition.

That the Lessee shall obey all lawful orders, rules, and regulations of the health officers, and all the health ordinances of the City of De Pere.

That the Lessee shall not keep in or about the facility/premises any live animals, fowl, or birds. **(none expected)**

That the Lessee will not, during the period of their occupancy of said facility/premises, drive nails, tacks, screws, or other fasteners or attach same to any walls, ceilings, floors, or woodwork of said facility/premises, or allow same to be done without written consent of the Board or its agents, and in any case, the Lessee agrees to be responsible for any damage done and will pay for same.

That the Lessee shall not paint upon, attach, exhibit, or display in or about the said facility/premises, any sign or placards, without the written consent of the Board.

The Board or its agents may at anytime enter and view the leased facility/premises and make such alterations or repairs as the Board or its agents may deem necessary.

That the Lessee will not assign this Lease nor let or under-let said facility/premises, or any part thereof.

That in case said premises should be partially damaged by fire, the same shall be repaired as speedily as possible by and at the expense of the Board. In case the damage is so extensive as to render the premises un-tenantable, the rent shall cease until the same is repaired. If the facility/premises is so damaged that the Board shall decide not to rebuild, said term shall cease, however, the premises shall be surrendered and the accrued rent be paid up until the time of the fire.

That the Lessee shall hold the Board harmless of any injury or damages, costs, expenses, or liabilities or other claims against said Board or its agents in any way connected with the existence of this Lease, including, but not necessarily limited to judgments, awards, and attorney's fees, also including the cost of defending actions against the Board which actions seek to recover costs, expenses, damages, etc.

That the Lessee has obtained property and general insurance coverage in the amount of **\$1,000,000.00 per occurrence**; said insurance policy naming the Board as an additional insured under that policy and that the Lessee has provided proof of such insurance and the Lessee shall pay all premiums and take whatever actions necessary to maintain said insurance policy during the term of this Agreement and shall actually maintain said policy.

That should the Lessee or any of its servants or guests become intoxicated, disorderly, or permit unnecessary noise in or about the within described facility/premises, it shall be the option of the Board or its agents to declare this Agreement null and void.

That any disputes which shall arise between the Lessee and any other occupants of the same facility/premises shall be submitted to the arbitration of the Board whose decision shall be final between the parties.

That the Lessee shall reimburse the District for the cost of District custodian(s); for such time and work of its custodians necessitated by the use of the facility/premises by the Lessee.

That individual participants in the Lessee's activities to be conducted at the facility/premises, with exception of instructors, shall not arrive on any day earlier than fifteen (15) minutes to the scheduled classroom lease time. De Pere School District pupils who are participating in Lessee's activities who are present in the facility/premises at the completion of the school day shall not be permitted to remain in said building, but must vacate the premises and return not earlier than fifteen (15) minutes prior to the scheduled Lessee's activities.

That the Lessee shall be responsible for the supervision of all participants of its activities and hereby agrees to indemnify and hold harmless the District against any and all claims made against the District or arising in any manner out of the activities to be conducted by the Lessee on School District property.

That the Lessee will not leave any religious objects in any of the facility/premises following its daily use of those facility/premises: religious objects include, but not limited to, such items as crosses, crucifix, religious pictures, etc.

That Lessee's activities shall be limited to the types of activities in the areas of District facility/premises as approved by the Board of Education or its designee or agent.

- C. **Provided Always:** That those present are upon the express conditions that the Lessee does or shall neglect or fail to perform and observe any or either of the convenience or conditions herein before contained, which on his part are to be performed. The Board lawfully may, immediately or at anytime thereafter, and while such neglect or default continues, and without further notice or demand, enter into or upon said facility/premises and repossess the same and expel the said Lessee and those claiming under him and remove their effects (forcibly if necessary) without prejudice to any remedies which might otherwise be used for arrears of rent or proceeding breach of covenant; and such expulsion and removal, whether by the direct of the Board or its agents or through the medium of legal proceedings for the purpose instituted, shall not affect the liability of Lessee or its representatives for the past rent due or for future rent to accrue, under this Lease, but the same shall continue as if such removal or expulsion had not taken place.

And the Lessee further covenants and agrees to pay and discharge all reasonable costs, attorney fees, and expenses that shall be made and incurred by the Board in enforcing the covenants and agreements of this Lease.

It is mutually agreed and understood that this Lease may terminate upon written notice by either party to the other, but in all circumstances shall terminate not later than the last date of the term as expressed herein above in Section "A". There shall be no automatic renewal of this Agreement. In the event of a conflict with a school activity, notice of termination of the Lease Agreement for the date in conflict will be given as soon as feasibly possible. In the event of an act of God that requires the closing of the facilities/premises herein leased, the administration reserves the right to cancel any rental agreement affected by said act of God.

In the event of a cancellation an attempt will be made to notify **Marty Kosobucki** at **920-639-1015** ONLY. We will assume the event is canceled when the attempt to notify the above listed person has been completed.

The term "Lessee" when used herein shall be taken in either singular or plural, masculine or feminine, as the case may be, and the provisions of this instrument shall bind the parties mutually and their respective heirs, executors, administrators, legal representatives, successors, and assigns.

In consideration of the mutual rights and obligations set forth herein the parties have entered into this Agreement on this:

\_\_\_\_\_ day

of \_\_\_\_\_, 2015

20<sup>th</sup> day

of March, 2015

**FOR THE LESSEE**

\_\_\_\_\_  
Marty Kosobucki  
De Pere Parks, Recreation & Forestry Director

**SCHOOL DISTRICT OF DE PERE**

Jeff Byczek  
Jeff Byczek  
Rental Coordinator

## City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

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**MEETING DATE:** April 16, 2015

**DEPARTMENT:** Parks, Recreation & Forestry

**FROM:** Debbie Zierson

**SUBJECT:** Consider Washington Street project and impact on Nature Preserve.

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We have received a request from Ken Pabich, our Planning Director, to review a potential road project that would impact the Nature Preserve. I have included attachments from Mr. Pabich that include a summary to the Board of Park Commissioners, in addition to an informational flyer that went out to neighboring property owners.

In reviewing the project with Park Department staff, from our stand point we do not have any objections to the project.

**ATTACHMENTS:**

- Washington\_PIM\_April14 (PDF)
- Washington\_PB\_April16 (PDF)

# CITY OF DE PERE

335 South Broadway  
De Pere, WI 54115  
Fax No.: 920/339-4049  
Web: <http://www.de-pere.org>



## ----- Public Information Meeting -----

Washington Street resurfacing between Chicago and Merrill  
April 14, 2015 @ 6:00p.m.  
De Pere City Hall Council Chambers  
335 S Broadway St, De Pere WI

Dear Property Owner:

Washington Street between Chicago and Merrill is scheduled to be resurfaced in 2015 (See map below). As part of this project, the City is interested in addressing a number of design and safety issues related to the current street layout.

There are a number of safety issues which need to be addressed, but through the planning process we consolidated the issues down to three primary items. These are:

1. The five legged intersection at Merrill.
2. The existing issues with student drop off at Dickenson Elementary.
3. Traffic queuing at Chicago.

The City has researched many design options. Through this process, staff discovered that it is difficult to address all the issues without creating a new issue in another location.

Based on the work to date, the City has developed a preferred design which is attached. The primary changes include the following:

1. Washington is connected to S Ontario.
2. The street width for Washington is reduced to help control speed in front of the school.
3. A turning lane is provided at Washington and Chicago to help with traffic flow during school hours.

As part of the process, the City would like to get your input on the design. On April 14, 2015, the City will provide a short presentation on the project design and then open the meeting to allow for comments and questions.



Attachment: Washington\_PIM\_April14 (3310 : Consider Washington Street Project and Impact on Nature Preserve.)

In terms of a project timeline, the City is hoping to complete the work in the summer of 2015 while school is not in session. The project design will still need approval from the Park Board since it impacts park property, as well as from the Plan Commission and the City Council. This public information meeting is the first step in this process.

If you cannot attend the meeting, we would encourage you to contact Ken Pabich, City Planning Director or Eric Rakers, City Engineer with comments or questions.

Respectfully,

Ken Pabich  
City Planning Director  
[kpabich@mail.de-pere.org](mailto:kpabich@mail.de-pere.org)  
920-339-4072 ext 1362

Eric Rakers  
City Engineer  
[erakers@mail.de-pere.org](mailto:erakers@mail.de-pere.org)  
920-339-4072 ext 2235



ENGINEERING DIVISION  
925 S. SIXTH ST  
DE PERE, WI 54115  
OFFICE 920-339-4061  
FAX 920-339-4071

TITLE:  
ONE WAY  
MERRILL ST, S ONTARIO,  
AND S WASHINGTON

DATE: 03-2015  
BY: BJK  
CHECKED:

# CITY OF DE PERE

335 South Broadway  
De Pere, WI 54115  
Fax No.: 920/339-4049  
Web: <http://www.de-pere.org>



April 16, 2015

To: Park Board of Commissioners

From: Ken Pabich, Director of Planning and Economic Development  
Eric Rakers, City Engineer

RE: Washington Street Project

Washington Street between Merrill and Chicago is scheduled to be resurfaced along with water line replacement in 2015. At the staff level, when reviewing projects, we check for other issues that could be addressed with the project. This segment of Washington has significant issues with traffic and pedestrian safety.

Over the past few months, staff has worked with the County, Unified School District of De Pere and other City Departments to develop options to improve the situation. As you can imagine, there are many issues to be addressed, and we proposed and reviewed many options. Through this process, we developed a preferred option which provides the best long term solution for this segment of the street. In addition, we have recently conducted a public meeting with the neighboring residents (see attached Public Information flyer) to obtain input.

If you refer to the attached map, the Park Board will see that this option would have an impact on the neighborhood natural park. Staff would like to present the design option to the Park Board to explain what is trying to be addressed with the design. We are trying to minimize the impact to the park and we are proposing that some of the park can be enhanced through the partial vacation of Washington Street. As staff, we are trying to balance all of these items, but ultimately we are trying to create a situation which is safer to traffic and pedestrians that use this area.

Attachment: Washington\_PB\_April16 (3310 : Consider Washington Street Project and Impact on Nature Preserve.)

## City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

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**MEETING DATE:** April 16, 2015

**DEPARTMENT:** Parks, Recreation & Forestry

**FROM:** Marty Kosobucki

**SUBJECT:** West De Pere Facility Use Agreement

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## City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**


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**MEETING DATE:** April 16, 2015

**DEPARTMENT:** Parks, Recreation & Forestry

**FROM:** Stephanie Schlag

**SUBJECT:** Update on Recreation Scholarship Program

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The Parks, Recreation and Forestry Department has had two marketing interns working on promotion of the Recreation Scholarship Fund as well as updating the application form to increase the ease in completing the form. The bullets below outline the various tasks completed in the recent months to increase awareness and promotion of the Recreation Scholarship Program.

*Task: Assist with creation and implementation of marketing strategy and activities for Recreation Scholarship.*

**Scholarship Application:**

- Meet with Park Board members and Department employees to revise and update the initial application for the Recreation Scholarship.
- Work with the Department Supervisor and Department to ensure all information was correct and appropriate to utilize in marketing.

**Promotional Videos:**

- Assist in developing, creating, and advertising videos for the Recreation Scholarship
- Meet with City Marketing/IT personnel, Kevin Clark, to develop script for Recreation Scholarship promotional video.
- Create an informational and accurate description of the scholarship and the application process to include with an advertising video.
- Collaborate with the Video Production and Marketing Coordinator, Kevin Clark, to create informational videos for the scholarship.
  - A “How to Apply” video was created to be on the Department website, air on the public access cable network, and the remain on the *De Pere TV* YouTube Channel: <http://youtu.be/FTple6qEO6A>
  - A shorter advertising video was created to remain on the *De Pere TV* YouTube Channel and share with members of the community to gain initial interest in the scholarship: [http://youtu.be/PX024eRGe\\_E](http://youtu.be/PX024eRGe_E)

**Community/School Promotion:**

- Arrange meetings with both De Pere school district staff

- Unified School District of De Pere: District Nurse, Margie Hempel and District Social Worker, Melanie Brick
  - West De Pere School District: Director of Student Services, Dr. David Zadnik
- Provide application packets, information resources and promotional articles to school districts for dissemination to students and families