



Board of Park Commissioners

Regular Meeting

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

Agenda

Thursday, April 15, 2021

6:30 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Board of Park Commissioners** of the City of De Pere will be held on **April 15, 2021** at **6:30 PM** in the **COUNCIL CHAMBERS, 2D FLOOR CITY HALL, 335 S. BROADWAY STREET, DE PERE.**

The public may attend the meeting either in person in the Council Chambers or electronically due to the public health emergency. Electronic or telephonic access to the meeting is 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://depercitywi.igmp2.com/>.

I. Call to Order

1. Roll Call

II. Public Comment Period

III. Items

1. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the March 18, 2021 Meeting.
2. Request from property owner at 525 Fulton Street to remove a tree located in a public area submitted on March 17, 2021.
3. Consideration and Possible Action to Accept \$200 Donation from De Pere Area Men's Club for Easter Egg Hunt.
4. Consideration and Possible Action to Accept a Donation from Joe Wollin and Family for a Disc Golf Practice Basket at the Legion Park Disc Golf Course.*
5. Consideration and Possible Action to Accept a \$2,500 Donation from Greta Johnson to the Recreation Scholarship Fund.*
6. Consideration and Possible Action to Approve Voyager Parking Lot Reciprocal Use Agreement.*
7. Consideration and Possible Action to Approve 2020 Community Center & Recreation Annual Report
8. Staff report on work place incident.
9. Consideration and Possible Action to Approve Contractor for Tree Service.*
10. Staff Update on the Voyager Park Multi-Use Facility.

IV. Future Agenda Items

V. Adjournment

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

Board Members
Alderspersons
Mayor James Boyd
Larry Delo, City Administrator
Judy Schmidt-Lehman, City Attorney
Marty Kosobucki
Carey Danen, City Clerk
City Hall 1st and 2nd Floor
Ben Villaruel, De Pere School District
Dennis Krueger, WDP School District
Joe Wollin
Greta Johnson
Lee Meyers, De Pere Men's Club

De Pere Youth Hockey
De Pere Select Soccer
De Pere Area Chamber of Commerce
Definitely De Pere
Brown County Library – De Pere
TV & Radio Stations
De Pere Rapides Youth Soccer
De Pere Baseball
De Pere Girls Softball
Christopher Soquet, Teen Advisor
Lydia McMorrow, Teen Advisor
Jon Felton
Adam Kersten

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

***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: April 15, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Grace Lahtela

SUBJECT: Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the March 18, 2021 Meeting.

ATTACHMENTS:

- Draft Minutes 3-18-21 (PDF)



Board of Park Commissioners

Regular Meeting

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

Draft Minutes

Thursday, March 18, 2021

6:30 PM

Council Chambers and Virtual

I. Call to Order

The meeting was called to order at 6:30 PM by Board Member Randy Soquet

Attendee Name	Title	Status	Arrived
Casey Nelson	Aldersperson	Present	
Melissa Thiel Collar	Board Member	Present	
Ryan Jennings	Board Member	Present	
Jim Kneiszel	Board Member	Remote	
Amy Chandik Kunderger	Aldersperson	Present	
Dean Raasch	Aldersperson	Present	
Randy Soquet	Board Member	Present	
Lydia McMorro	Teen Advisor	Late	7:05 PM
Christopher Soquet	Teen Advisor	Present	

Marty Kosobucki, Director of Parks, Recreation and Forestry; Paula Rahn, Recreation Superintendent; John McDonald, Recreation Supervisor; Don Melichar, Park Superintendent/City Forester; Chad Opicka, Captain Police Department; Kristen Johnson, Assistant City Attorney and Betty Sellenheim, Administrative Assistant.

2. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the February 18, 2021 Meeting.

Aldersperson Raasch moved to approve the Board of Park Commissioners minutes from the February 18, 2021 meeting, seconded by Aldersperson Nelson. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Aldersperson
SECONDER:	Casey Nelson, Aldersperson
AYES:	Nelson, Thiel Collar, Jennings, Kneiszel, Kunderger, Raasch, Soquet

3. Consideration and Possible Action to Approve Proposed Park Ban Policy.*

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that the city has been working on a policy to help deal with problems in the parks. Captain Chad Opicka and Assistant City Attorney Kristen Johnson are present to discuss the policy, as they were the individuals that did the majority of the work on the policy.

Discussion followed.

Aldersperson Raasch questioned if the policy is for all parks or just Voyageur Park, and if it includes the art alley that has been vandalized several times.

Captain Opicka explained that the policy, as written, only refers to all city park property and that the art alley would not be included in the policy.

Ryan Jennings questioned how traffic related offenses pertain to parks.

Aldersperson Raasch questioned how the ban would be monitored.

Aldersperson Kunderger questioned if signage would be placed in the parks.

Ryan Jennings questioned the appeal process and if the Board of Park Commissioners is the best body to hear the appeal.

Assistant City Attorney Johnson explained that policy states the appeal process would start with the Park Director and then progress to the Board of Park Commissioners because they approved the policy.

Alderson Raasch moved to approve the proposed park ban policy and appeal process, seconded by Alderson Nelson. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderson
SECONDER:	Casey Nelson, Alderson
AYES:	Nelson, Thiel Collar, Jennings, Kneiszel, Kunding, Raasch, Soquet

4. Consideration and Approval of VFW Memorial, Sponsors, and Additional Funding.*

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that the monument design being presented tonight differs from the design that was approved last month. The approved design included the original park dedication plaque to go on the back side of the memorial. With the park dedication date differing from the new monument, it created some confusion. Due to the confusion, staff is recommending the monument design be revised and for the park dedication plaque be removed from the new monument, and instead be mounted in the concrete near the flag. With removing the park dedication plaque from the monument, there was now an empty space that needed to be filled and there are two options for artwork that would nicely fill this space. Also, donors have come forward to help pay for the cost of the memorial. Staff recommendation would be to approve the revisions to the memorial design with option A for the artwork and to approve the three donors, with the city portion of sponsorship of \$3,901.25 to come from the pool referendum funding.

Discussion followed.

Alderson Nelson questioned if the revisions are approved, would it come back to Park Board for further approval and if there is any type of warranty on the monument.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that there was some type of warranty, but was not sure of the exact details. Marty also explained that the monument will not be ready in time for the Aquatic Facility opening and suggested a separate dedication for the memorial once it is installed.

Alderson Raasch questioned if the memorial is part of the pool construction, why the funding needs City Council approval.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that funding was in the budget to pour the concrete slab for the monument and near the flagpole, and for the existing monument to be relocated. Since the memorial needed to be replaced and was not budgeted for, Council needs to approve these additional funds.

Ryan Jennings moved to approve the redesign of the VFW Memorial with option A for the artwork; approve the donations from the three sponsors (ISC Insurance, VFW Post 2115, and Ryan Funeral Home) in the amount of \$3,901.25 each, and for City Council to approve the city funding portion of \$3,901.25 to come from the pool referendum funding, seconded by Alderson Chandik Kunding. Upon vote, the motion passed unanimously.

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

5. Consideration and Possible Action to Approve Vending Permit for Bait and Tackle at Voyageur Park.

Alderperson Raasch moved to approve vending permit for Bait and Tackle at Voyageur Park, seconded by Alderperson Nelson. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderperson
SECONDER:	Casey Nelson, Alderperson
AYES:	Nelson, Thiel Collar, Jennings, Kneiszel, Kunding, Raasch, Soquet

6. Consideration and Possible Action Regarding Sponsorship of Holiday Light Event in Voyageur Park.*

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that the Parks Department is looking at starting a new Holiday Lighting Event at Voyageur Park. This event will start small and will be developed in stages. Fox Community Credit Union has agreed to sponsor the event over a four year period, so city funding will be minimal. Staff time will be needed to put up and take down the lights, and a site supervisor will probably be hired to monitor the event in case something were to happen. Staff is recommending that the Holiday Lighting event be approved with Fox Community Credit Union sponsoring the event over a four year period.

Discussion followed.

Melissa Thiel Collar questioned the possibility of adding additional features other than trees.

Alderperson Chandik Kunding questioned the time frame of the event and how the condominium owners would be notified.

Alderperson Raasch questioned if the lights would be on only during the scheduled times.

Jim Kneiszel requested that the De Pere Historical Society be notified of the event.

Melissa Thiel Collar moved to approve the holiday lighting event at Voyageur Park, with sponsorship by Fox Communities Credit Union over a four year agreement, seconded by Alderperson Chandik Kunding. Upon vote, the motion passed unanimously.

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

7. Consideration and Possible Action Regarding Departmental Policy of Clearing Snow From the East River Trail.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that Alderperson Hansen requested this item to be placed on the agenda. With current park resources, staff does not feel they would be able to effectively clear the trail of snow and ice and would recommend denying this request.

Alderperson Raasch moved to approve staff recommendation of not clearing and maintaining the East River Trail in the winter months, seconded by Melissa Thiel Collar. Upon vote, the motion passed unanimously.

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

8. Consideration and Possible Action to Determine Direction of Multi-Use Facility at Voyageur.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that Park Board requested staff to reach out to Somerville to obtain an estimate to redesign the Voyageur Multi-Use Facility to a building with construction costs around \$600,000. This estimate was received and came in at \$6,100. However, since the last park board meeting, new circumstances have occurred. Staff has been working with an anonymous donor that is very interested in the project of the original design of the facility, with a potential donation up to \$500,000. In order for staff to continue the pursuit of the donation, staff is recommending the City pursue the original conceptual design of the multi-use facility; and for City Council to commit up to \$500,000 for the project, with a fundraising committee created to generate the funding.

Discussion followed.

Alderperson Raasch questioned if the donor would be willing to contribute to the \$600,000 facility.

Melissa Thiel Collar questioned if a scaled down version could be pursued if the donor funding did not materialize.

Alderperson Chandik Kunding suggested that a fundraising deadline should be established.

Alderperson Raasch stated that if the donation was secured, there would actually be less of a financial burden to the City to pursue the original designed facility than a scaled down version.

Alderperson Nelson moved to recommend to City Council to pursue the original conceptual design of the Voyageur Park multi-use facility; for the City to commit funding up to \$500,000 for the project; for the City to create a fundraising committee to generate up to \$700,000 in funding; and to target construction of the facility in 2023, seconded by Jim Kneiszel. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderperson
SECONDER:	Jim Kneiszel, Board Member
AYES:	Nelson, Thiel Collar, Jennings, Kneiszel, Kunding, Raasch, Soquet

9. Consideration and Possible Action on Proposed 2022-2028 Capital Improvement Plan.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that the 7 year CIP is developed for large capital projects. The CIP is used to implement projects into the budget. However, during the budget process, City Council removes and relocates projects on the CIP. As a general rule, projects with safety concerns receive the highest priority, and existing capital is usually fixed before buying new items.

A detailed discussion of the CIP followed, with a recommendation to advance the Jim Martin parking lot expansion.

Ryan Jennings moved to approve the 2022-2028 Capital Improvement Plan with proposed changes, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ryan Jennings, Board Member
SECONDER:	Randy Soquet, Board Member
AYES:	Nelson, Thiel Collar, Jennings, Kneiszel, Kunding, Raasch, Soquet

10. Staff Update on Hiring Process for Activity Coordinator.

Marty Kosobucki, Director of Parks, Recreation and Forestry stated that Amanda Baker has been hired as the new Recreation Coordinator/Office Assistant. Amanda will be responsible for the majority of the senior programming.

RESULT:	DISCUSSED
----------------	------------------

11. Staff Update on Staff Research of Friends Groups and Foundations.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that staff is still in the process of gathering information on different friends groups and foundations.

RESULT:	DISCUSSED
----------------	------------------

12. Staff Update on Covid Restrictions and Programming.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that Council approved a revised Covid policy for City facilities. The biggest change for the Park Department is that user groups will have the ability to have gatherings up to 200 individuals per field. In order for the increase in capacity, the user groups are required to submit and follow a Covid mitigation plan that is approved by the Health Director. For the aquatic facilities, maximum capacity was increased to 50% of the facility capacity. This allows pool memberships to be sold for the season. Swim lessons will be the same as last year and will continue to be only offered as semi-private and private. A Covid mitigation plan needs to be approved by the Health Director. Also, it will be recommended that patrons wear masks in the building or concession area, and if they are not swimming. Another key update is the maximum capacity for the Ice Arena was increased to 25% of facility capacity.

RESULT:	DISCUSSED
----------------	------------------

13. Staff Update on the VFW Aquatic Facility Plaque.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that the VFW Aquatic Facility plaque has not been ordered and will not be ordered until after the election so information can be updated.

RESULT:	DISCUSSED
----------------	------------------

14. Staff Update on Status of VFW Aquatic Facility Construction.

Marty Kosobucki, Director of Parks, Recreation and Forestry discussed the status of construction at the VFW Aquatic Facility. Within the next 2 weeks, the majority of the inside of the facility will be finished. With the break in the weather, they will continue to pour the concrete and the decking will begin to take shape. The VFW Aquatic Facility has a scheduled opening date of June 12th. On Friday June 11th there will be a soft opening where the Park Board, City Council and local dignitaries will be invited and asked to bring kids. This soft opening is a huge benefit and training opportunity for staff.

RESULT: DISCUSSED

II. Public Comment Period

None

III. Future Agenda Items

Alderperson Raasch requests that the signage at the Nature Trail be updated and corrected.

Ryan Jennings requested that improvements to the Preserve Trail and sign be looked into.

IV. Adjournment

Ryan Jennings moved to adjourn the meeting at 7:57 PM, seconded by Alderperson Raasch.

Upon vote, the motion passed unanimously.

Respectfully submitted,
Grace Lahtela



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 15, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Don Melichar

SUBJECT: Request from property owner at 525 Fulton Street to remove a tree located in a public area submitted on March 17, 2021.

Staff will provide a summary of information at the meeting.

ATTACHMENTS:

- 525 Fulton Street - 1st letter from property owner (PDF)
- 525 Fulton Street - 2nd letter from property owner (PDF)
- Fulton Street Tree Issue (PDF)

3-17-2021

To

MARTY KOSOBUCKI,

THIS LETTER IS IN REGARDS TO AN
ELM TREE THAT IS BETWEEN THE STREET AND
THE SIDEWALK ON FULTON ST. THE ADDRESS IS
525 FULTON ST.

THIS TREE IS CAUSING MY SEWER
LINE TO CLOG UP WITH ROOTS FROM SAID TREE.

ON WED. THE 17TH THE PARKS SUPERINTENDENT
CITY FORESTER DON MELICHAR PHONED ME AND SAID
HE WILL NOT REMOVE THE ELM TREE BECAUSE IT'S
TOO HEALTHY!

OVER THE LAST 5 YRS. THIS PROBLEM HAS
BEEN GETTING WORSE AT \$200.00 EVERY SPRING
AND SOMETIMES EVEN IN THE FALL I HAVE TO SPEND
MY TIME + MONEY TO FIX THE ROOT PROBLEM.

REMOVING THE TREE IS THE ONLY ~~ANS~~WAY!

I AM REQUESTING THIS TREE BE
REMOVED ASAP! (ELM TREE BY THE ALLEY.)

PROPERTY OWNER OF
525 FULTON ST. - JON FELTON

Jon Felton

MARCH 30TH

2021

TO: MARTY KOSOBUCKI

SUBJECT: ELM TREE ROOTS2ND Notice

IN REGARDS TOO REMOVING THE ELM TREE AT 525 FULTON ST., EAST DE PERE, THIS ELM TREE HAS BEEN DAMAGING MY SEWER DRAIN PIPE AND WILL CONTINUE TO DAMAGE MY SEWER DRAIN PIPE, UNLESS THE TREE IS REMOVED AND THE STUMP ASAP!

EACH SPRING I HAVE TO SPEND \$200.00 FOR A PLUMMER TO REMOVE THE ROOTS FROM MY SEWER DRAIN PIPE. THE LAST COUPLE OF YEARS THE PLUMMER HAD TO COME BACK IN THE FALL AS WELL. THIS PROBLEM IS GETTING WORSE!

PLEASE REMOVE THE ELM TREE THAT'S BETWEEN THE STREET AND SIDEWALK NEAR THE ALLEY ON 525 FULTON ST..

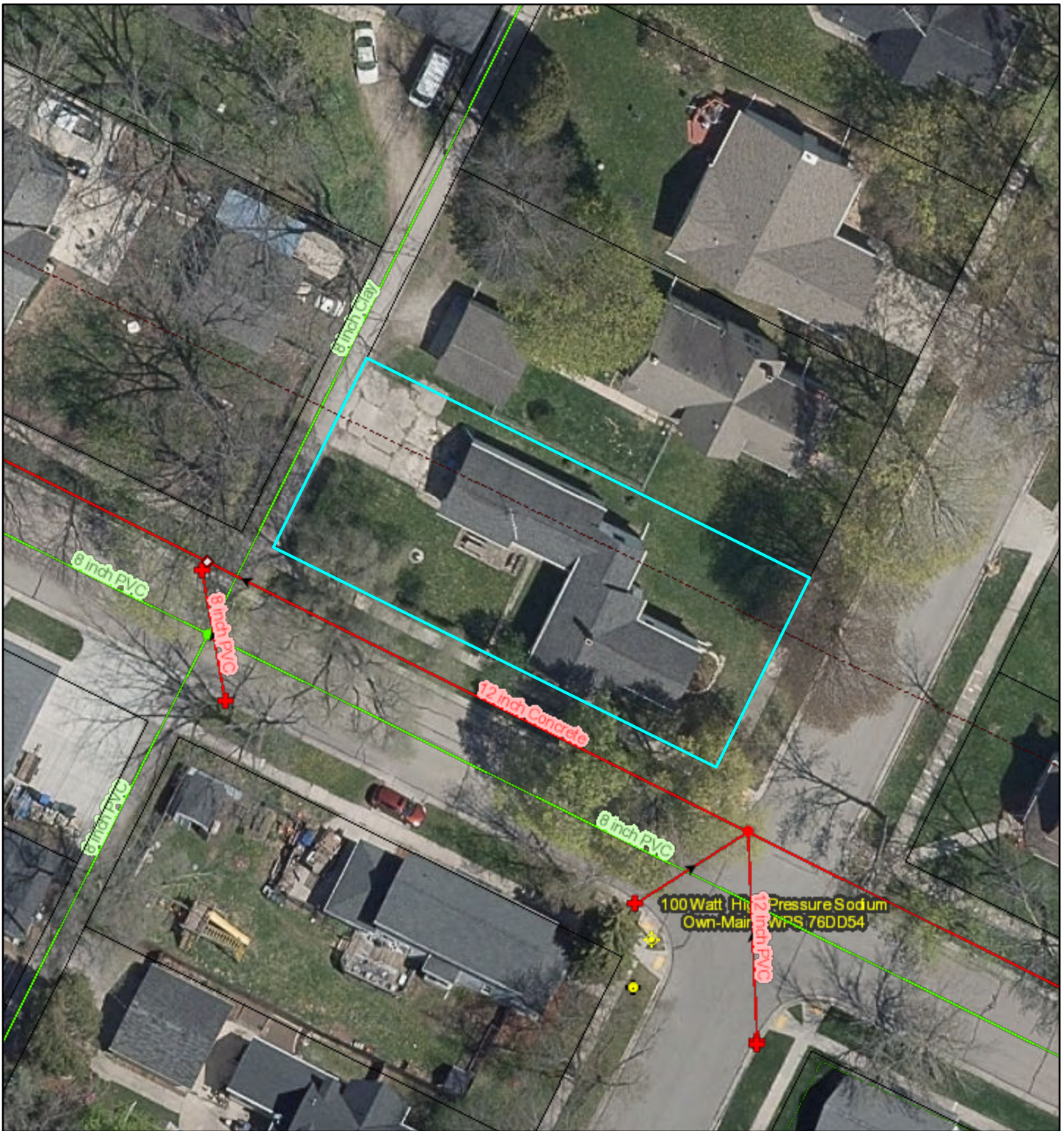
PROPERTY OWNER OF

525 FULTON ST. JON FELTON

3/30/21

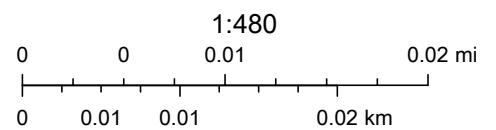
Jon Felton

User Created DIME Map



03/24/2021 7:02:19 AM

Storm Fitting	Tee	Culvert	Sanitary Gravity Main
Cap	Storm Manhole	Open Channel	Sanitary Main
Coupling	Storm End Wall	Storm Basins	
Offset	Storm Catch Basin	Sanitary Manhole	
Reducer	Storm Mains	Sanitary Pump	
Tap	Collectors		





City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 15, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Consideration and Possible Action to Accept \$200 Donation from De Pere Area Men's Club for Easter Egg Hunt.

The Recreation Department has received a \$200 donation from The De Pere Area Men's Club for our annual Easter Egg Hunt scheduled for Saturday, April 3, 2021. Due to COVID, this year's Easter Egg Hunt has been designed as a drive-thru event in which kids will receive bagged candy, trinkets and a craft project.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 15, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to Accept a Donation from Joe Wollin and Family for a Disc Golf Practice Basket at the Legion Park Disc Golf Course.*

ATTACHMENTS:

- Memo to Park Board for Joe Wollin and Family Donation (DOCX)
- DEPERE PARKS DEPARTMENT PROPOSAL - JOE WOLLIN (PDF)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Don Melichar – Park Superintendent / City Forester
Date: April 8, 2021

RE: Approval to Accept Donation from Joe Wollin and his Family of a Practice Basket for the Legion Park Disc Golf Course.

This memo is to seek the Board of Park Commissioner's approval for the De Pere Parks, Recreation and Forestry Department to accept a donation of a practice basket for the disc golf course valued at approximately \$450. Joe's proposal is also attached.

Joe has asked the Parks Department to assist in placing and setting in the new basket in an open area N of the of the first tee box. Our department is open to assisting and to help create this practice basket.

Thank you for your consideration in this matter. If you have any questions, concerns or comments, please do not hesitate to contact me.

DEPERE PARKS DEPARTMENT PROPOSAL

March 28, 2021

With your permission, I would like to make a donation to Legion Park. The park currently has a nine hole disc golf course with nine separate baskets. As a DePere resident, myself and family have enjoyed the park for several years and has seen an increase in the number of patrons that use the course throughout the year.

I would like to donate a Disc Golf practice basket between the first tee box and parking lot. See picture below for likely placement of the basket. The cost of the basket with lock is approximately \$450 so I have been instructed to put a proposal together for your review.

The benefits of this basket will help with the flow as more people being their round at the course that an alternate item would be available to warm up for their round without distracting other disc golfers. I am not a health professional, but a common injury can come from those starting a round without properly warming up their muscles. This basket would allow for disc golfers to get their muscles ready for their round safely.

This would be donation indefinitely with the maintenance for the basket to be assumed by the parks department. On the positive side, there should be minimal expense with a warranty of 25 years from the manufacturer.

I would appreciate if the parks department would be able to supply the cement and digging of the hole to place the practice basket in as I would not have access to the types of tools that the parks department would have access to in order to make it such a quick task. I would also ask if a placard similar to the other baskets at the park could have Donation made by Joe, Corey, Eleanor, & Everett Wollin

Suggestion for placement of basket



Thank you for your time and consideration.

Joe Wollin

920-610-5200

Joewollin17@hotmail.com

DePere resident

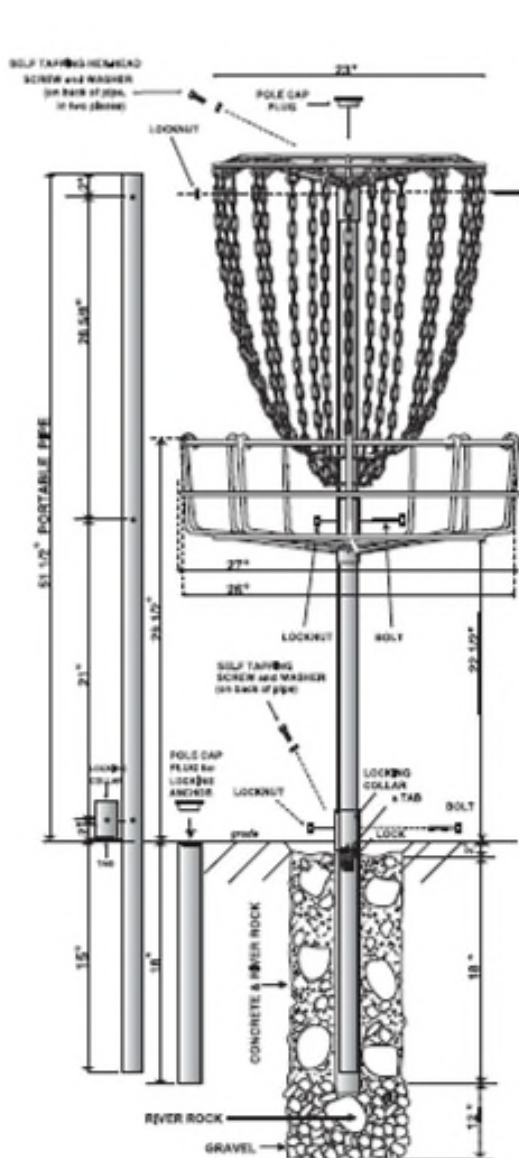
MACH V BASKET

A Top Choice For Performance And Price.

- 24 Strands And 3 Successive Rows Of Heavy-Duty Chain
- Top Seller
- 100% Hot-Dipped Galvanized Construction
- 25 Year Warranty
- PDGA Championship Level Target

DGA Mach V™ Permanent Disc Golf Basket Specification Sheet

The Mach 5 disc golf basket is the perfect choice for college campuses, city and state parks, high use disc golf courses and for Championship tournament play.



POLE (66 in.) - 1 1/2 in. I.D., 1 15/16 in. O.D. hot-dipped galvanized pipe, drilled.

POLES - The holes closest to one end of the pole are for the Chain Assembly. This end should also have a red Pole Cap Plug. The middle set of holes are for the Basket Assembly. The bottom set of holes are for the Locking Collar for Deluxe Disc Pole Hole.

CHAIN ASSEMBLY - Welded and hot-dipped galvanized. 12 outer sliding links and chains, 6 midway lifter hooks and chains, 6 inner pipe protectors and chains. All 24 chains assembled with heavy duty "S" hooks to allow freer movement of chains. 6" Sleeve - Bolt, hex head nut and nylon insert locknut, hex head tec screw, internal tooth star lock washer, (will not vibrate loose like one-way screws). Rod Assembly - 3/8 in. steel rod.

CHAIN ASSEMBLY INSTRUCTIONS - Slide Chain Assembly, (ring first), down pole. Align holes in collar with holes at top of pole. Fasten with bolt, hex head nut and nylon insert locknut, hex head tec screw, internal tooth star lock washer, (will not vibrate loose like one-way screws).

TRAPPER BASKET ASSEMBLY - 3/8 inch steel rod, welded and hot-dipped galvanized. 6" Sleeve - bolt, hex head nut and nylon insert locknut, hex head tec screw, internal tooth star lock washer, (will not vibrate loose like one-way screws).

TRAPPER BASKET ASSEMBLY INSTRUCTIONS - Slide Basket Assembly down pole, (basket facing up), until holes in collar align with holes in middle of pole. Fasten with bolt, hex head nut and nylon insert locknut, hex head tec screw, internal tooth star lock washer, (will not vibrate loose like one-way screws).

***DELUXE DISC POLE HOLE ONLY**

LOCKING COLLAR - Welded and hot-dipped galvanized. 4" Collar - 2 1/8" Tubing. Bolt, hex head nut and nylon insert locknut, hex head tec screw, internal tooth star lock washer, (will not vibrate loose like one-way screws).

LOCKING COLLAR ASSEMBLY INSTRUCTIONS - Slide the locking collar, with the locking tab at the bottom of collar, up pole to bottom set of holes. Align holes in locking collar with holes in pole and fasten with bolt, hex head nut and nylon insert locknut, hex head tec screw, internal tooth star lock washer, (will not vibrate loose like one-way screws). After the locking collar is fastened, the pole can be placed in anchor to complete installation.

***Note:** The LOCKING TAB should always be pointing at the tee.

ANCHOR - 18 in. x 2 1/8 in. O.D. pipe, drilled. Install flush to ground with matching Locking Tab aiming at the tee.

CONCRETE & RIVER ROCK (Used to stabilize Anchor until cement sets) - Approximately 1 cubic foot (concrete, river rock and lock not



WWW.DISCGOLF.COM | 831-722-6037



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 15, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Don Melichar

SUBJECT: Consideration and Possible Action to Accept a \$2,500 Donation from Greta Johnson to the Recreation Scholarship Fund.*

ATTACHMENTS:

- Memo to Park Board for Greta Johnson Donation (DOCX)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Don Melichar – Park Superintendent / City Forester
Date: April 8, 2021

RE: Approval to Accept Donation from Greta Johnson for the Recreation Scholarship Fund

This memo is to seek the Board of Park Commissioner's approval for the De Pere Parks, Recreation and Forestry Department to accept a donation of \$2500 from Greta Johnson to be placed in the Recreation Scholarship fund.

This is the third year that Greta has donated to this fund. In total they have contributed \$5,500 to the Recreation Scholarship fund. She appreciates that the City offers this for our residents and truly enjoys contributing to this great program.

Thank you for your consideration in this matter. If you have any questions, concerns or comments, please do not hesitate to contact me.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 15, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to Approve Voyager Parking Lot Reciprocal Use Agreement.*

ATTACHMENTS:

- Voyager Lot Cass-Wms St Reciprocal Use Agreement Final (PDF)

**RECIPROCAL PARKING LOT USE
AND MAINTENANCE AGREEMENT**
(Voyager Lot Between Williams and Cass Streets)

WHEREAS, the City of De Pere, a Wisconsin Municipal Corporation ("City") and Steve Kersten ("Kersten"), by virtue of Assignment thereof from Nicolet Real Estate and Investment Corporation, are parties to a Reciprocal Parking Lot Use Agreement And Maintenance Agreement dated as of or about August 15, 2014 covering the parking facilities shown on the map attached and incorporated as Exhibit A; and

WHEREAS, said parking facilities are now owned by 301 North Broadway LLC ("301 North Broadway") and

WHEREAS, City and 301 North Broadway wish to enter into this Agreement regarding the continued reciprocal use of the parking facilities shown on Exhibit A.

NOW THEREFORE, upon the mutual promises and obligations contained herein, together with such other consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

I. PROPERTY SUBJECT TO AGREEMENT. The properties subject to this Agreement are shown on Exhibit A, and roughly comprise 7,095 square yards in total, hereinafter referred to as "Entire Lot".

II. RECIPROCAL USE

A. GENERAL ENTIRE LOT USE.

1. Except as provided below, City agrees, subject to the terms of this Agreement, to permit unrestricted access and use, during the hours Voyager Park is open for use, of those parking stalls and/or parts of

parking stalls in the interior rows of the City portion of the lot (the "City stalls") and along the southerly border of the City and 301 North Broadway properties, acknowledging that such access may be over and across City property. Such area is shown and identified on Exhibit A.

2. Should City issue a Special Event Permit for use of Voyager Park which City reasonably expects will require use of the City Stalls for said event attendees, City shall provide notice to 301 North Broadway that use of the City Stalls will not be allowed during the Special Event at least ten days in advance of the event.
3. 301 North Broadway agrees to permit unrestricted access to all City parking stalls acknowledging that such access may be over and across 301 North Broadway property.

B. USE OF 301 NORTH BROADWAY LOT. 301 North Broadway agrees to allow the parking stalls located on its parcel to be used by the general public during hours when such stalls are not required for use by 301 North Broadway, including evening and weekend usage..

C. PARKING REGULATIONS. Either party may post signs and otherwise regulate parking on the portion of the lot under their respective ownership provided said regulations do not conflict with the terms of this Agreement.

III. MAINTENANCE

A. **GENERAL.** Except as provided below, each party remains responsible for maintaining the integrity of its portion of the parking lot, together with improvements and fixtures located thereon, such that the property owned by such party is kept in a reasonably safe condition and in reasonable repair. Each party further agrees that it is in their mutual best interests to continue to strive to cooperate with one another in order to maintain the common parking lot look and feel of the entire lot.

B. **PARKING LOT REPAIR OR REPLACEMENT.** 301 North Broadway agrees that, should any lighting fixtures on its property be in need of replacement, to replace the same using lighting fixtures identified in City's long range lighting plan for its Voyageur Park lot, including installation of LED fixtures where called for in such plan.

Additionally, City agrees that it shall, on an as needed basis, inspect the entire lot using the PASER pavement rating system to determine when repair or reconstruction of any part of the entire lot is required. Should any part of the 301 North Broadway lot score a four (4) or lower on the PASER pavement rating system, City shall inform 301 North Broadway of the need to repair or replace the same. Should any part of the City portion of the lot also require repair or replacement, City shall offer, subject to a separate agreement therefor, to have such work performed on the Entire Lot, subject to repayment by 301 North Broadway of the expenses attributable to its lot. If

no City work is required, 301 North Broadway agrees to take all reasonable action to repair or replace such areas that show a PASER pavement rating score of four (4) or lower within twelve (12) months of City's notification.

IV. RECIPROCAL MAINTENANCE

- A. CITY MAINTENANCE RESPONSIBILITIES. 301 North Broadway may request that City stripe its portion of the entire lot in conjunction with City striping operations in its lot. If such a request is made, 301 North Broadway shall be responsible to ensure no vehicles are parked in its lot during the time required for the striping activities to occur.
- B. 301 NORTH BROADWAY MAINTENANCE RESPONSIBILITIES. 301 North Broadway will provide snow removal services for the Entire Lot in accordance with City snow removal policies.

V. INDEMNIFICATION AND INSURANCE REQUIREMENTS

- A. GENERAL INDEMNIFICATION. Except as provided below regarding snow removal, each party, with respect to its portion of the entire parcel, shall indemnify, defend and hold each other, and their respective officers, officials, employees and agents, harmless from and against any and all claims, demands, losses, damages, liabilities and expenses, and all suits, actions, and judgments, including but not limited to costs and reasonable attorney's fees, arising out of or in any way related to the failure of such party to maintain its portion of the parking lot, together with the improvements and fixtures located thereon, in safe and proper condition.

Each party shall give the other party prompt and timely notice of any claim, suit or action commences which in any way could result in indemnification hereunder.

B. **SNOW REMOVAL ACTIVITIES INDEMNIFICATION.** During the term of this Agreement, 301 North Broadway is solely responsible for snow removal activities and thereby agrees to indemnify, defend, and hold harmless the City, its officers, officials, employees and agents, from and against any and all claims, demands, losses, damages, judgments, including but not limited to costs and reasonable attorney's fees, arising out of or in any way related to the failure or inadequate nature of snow removal activities undertaken by 301 North Broadway, its agents or employees.

C. **INSURANCE.** Each party shall maintain general comprehensive liability insurance in an amount not less than \$2 million dollars per occurrence covering the activities described in this Agreement, which policy shall be applicable to and satisfy the hold harmless and indemnifications specified herein. In the event such policy does not act to satisfy those provisions, the parties are nonetheless bound by the indemnification provisions of this section.

VI. TERMINATION OF AGREEMENT

- A. **TERM OF AGREEMENT.** This Agreement shall be for five (5) years.
- B. **TERMINATION.** This Agreement may be terminated by either party upon sixty (60) days written notice. Notice is to be sent by first class mail to the

person indicated in Paragraph D below and the sixty (60) day time limit shall run from the date of postmark.

- C. **ASSIGNMENT.** This Agreement is not assignable without written consent of the other party.
- D. **EXTENSION OF AGREEMENT.** This Agreement may be extended only upon further written Agreement of the parties.
- E. **NOTICE.** Any notice or correspondence permitted or required under this Agreement shall be addressed to the following:

If to 301 North Broadway LLC

If to City:

301 North Broadway LLC
c/o Steven F. Kersten
1600 Shawano Ave. Suite 204
Green Bay, WI 54303

City of De Pere
c/o City Administrator
335 S. Broadway St.
De Pere, WI 54115

VII. MISCELLANEOUS

- A. **NOT A PUBLIC DEDICATION.** It is understood that 301 North Broadway is not dedicating any part of the property currently owned by it to the City by operation of this Agreement. Likewise, it is specifically understood that no specific rights, title, interest or share of right, title or interest in any part of City property used by 301 North Broadway pursuant to this Agreement shall vest in 301 North Broadway but that the parties intend and agree that the benefits under this Agreement in terms of shared maintenance and collective use are the sole benefits running to the parties and that no prescriptive rights, other than those necessary to accomplish the ends of this Agreement

within the terms of this Agreement, survive this Agreement or are meant to inure to the benefit of either party.

- B. **SEVERABILITY.** If any term or provision of this Agreement shall be held unenforceable to any extent, the remaining terms or provisions of this Agreement shall not be affected thereby, but shall be valid and enforced to the fullest extent permitted by law.
- C. **ENTIRE AGREEMENT; MODIFICATION.** This instrument contains the entire Agreement between the parties and no changes or modifications hereto shall be made except in writing, duly signed by authorized representatives of City and 301 North Broadway.
- D. **LAW GOVERNING.** This Agreement shall be interpreted in accordance with and governed by the laws of the State of Wisconsin.

IN WITNESS WHEREOF, the parties hereto have caused this Reciprocal Parking Lot Use and Maintenance Agreement to be executed this _____ day of _____, 2021.

301 NORTH BROADWAY LLC

By:

CITY OF DE PERE

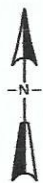
Steven F. Kersten, Managing Member

James G. Boyd, Mayor

Carey E. Danen, City Clerk



City stalls for use
by 301 N. Broadway



0 30' 60'



ENGINEERING DIVISION
925 S. SIXTH ST
DE PERE, WI 54115

OFFICE 920-339-4061
FAX 920-339-4071

FRONT STREET
PARKING LOT EXHIBIT

PROJECT:
STREET RECONSTRUCTION
AND UTILITY RELAY

DATE: 02/18/2021
BY: KAD
CHECKED: EPR



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 15, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Consideration and Possible Action to Approve 2020 Community Center & Recreation Annual Report

Please find attached the 2020 Annual Report for the Community Center and Recreation Division for your review and consideration of approval.

Thank you!

ATTACHMENTS:

- 2020 Annual Report (XLSX)

2020 RECREATION & COMMUNITY CENTER ANNUAL REPORT

	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
Paid Rentals	11	21	6	0	0	4	8	12	6	3	5	6
Non-Paid Rentals	14	26	11	2	0	2	4	5	9	14	12	7
Recreation Programs	142	163	92	0	0	0	100	63	98	150	113	83
Total Room Use	167	210	109	2	0	6	112	80	113	167	130	96

	2020	2020 Budget	Difference	2019
TOTAL PAID RENTALS	82	82	\$9,592.00	\$35,084.00
TOTAL NON-PAID RENTALS	106	106	\$1,871.00	\$3,150.00
TOTAL REC PROGRAMS	1004	1004	\$487.00	\$1,580.00
			\$0.00	\$600.00
			\$2,982.00	\$4,000.00
			\$38,006.00	\$100,002.00
			\$147,298.00	\$305,302.00
			\$17,858.00	\$50,463.00
			\$7,740.00	\$8,354.00
2020 TOTAL REVENUE	\$225,834.00	\$508,535.00	-\$282,701.00	\$528,921.92

****Facility closed to public starting in April due to COVID-19. Many programs and rentals canceled/altered to accommodate local guidelines.**

FACILITY USAGE:

Unfortunately, due to the pandemic, our facility was closed to the public and many rentals were canceled in the spring. As we progressed into the summer and for the remainder of the year, our facility was locked and conducted business by appointment only. Rooms had 25% capacity limits which still remain into effect. While we normally average slightly over 200 rentals per year, this year we recorded only a total of 82 rentals, which was a 61% decrease from last year. Rental revenue decreased from \$38,435 brought in in 2019 to \$9,592 for 2020. Facility usage for recreation programs decreased as well by 51%. Despite COVID, we were still able to run select programming with COVID protocols in place.

FACILITY OPERATIONS & STAFFING:

Hired, trained and supervised a winter/spring intern, Amanda Baker, but her experience was cut short due to our facility being closed and staff working from home. Both the PT Activity Coordinator and PT Office Assistant resigned their positions in July amidst the pandemic but staff was able to hire our winter/spring intern, Amanda, on in July who continued to work for the Recreation Dept. through the end of the year as a Recreation Assistant. With the absences, the Dept. then proposed a re-organization within the Recreation Division, which resulted in a re-distribution of work duties, the Recreation Specialist's position changing to a full-time, exempt Recreation Supervisor position (from .83 FTE) and the creation of a new full-time Recreation Coordinator position. This position was a blend of the two previous PT positions and was slated for advertisement and hiring in the first couple months of 2021. As a result of the pandemic, new policies and procedures were enacted along with changes made within our facility, which included installation of new faucets, towel dispensers, dishwasher, sanitizing stations/bottles, disinfecting wipes, purchasing a commercial sanitizing sprayer and increased the cleaning service days of service from 4 to 6 days/week. Due to COVID, the ADRC moved their meal program to one centralized location at the ADRC. As a result of this move they were able to recognize cost efficiencies and thus, terminated their agreement in August with the City. Agreements renewed or revised included: MMC (brochure/ advertisements - renewed through 2022), OLOL (Kid Zone) & both school districts (program facility usage), Green Bay Area Tennis (tennis lessons), Carrico Aquatics (maintenance/chemicals for Legion Pool), YEL (Youth Enrichment League camps/programs), various Music & Movie Licenses, Cleaning Solution Services (cleaning services) and many companies for facility maintenance/operations. Other notable accomplishments this past year were the installation of the new vinyl plank flooring on the upper level of the Community Center; the drafting of an RFP, bid award and management of roofing/insulation project to near completion (minor issues with acoustical panels and some roof shingles to be addressed come spring); continuation of the VFW Aquatic Facility build including operations and facility, furnishings, equipment and color selections which John & Paula were and continue to be involved with; in-depth review and revisions of department website which was designed by the Communications Specialist, and many smaller projects completed.

AQUATICS:

VFW remained closed as construction of the new aquatic facility commenced in July. Legion pool operated under COVID-19 restrictions of no more than 50 people in the facility at one time. Rec staff created a schedule that offered patrons to rent the pool for 45-minute swim times for lap swim or open swim depending on the schedule. In addition, staff allotted 15 minute blocks to sanitize highly touched surfaces within the facility between rentals. While many communities shut down their pools for the summer, this format allowed us to safely operate our pool amidst a pandemic. All Recreation Division staff were inactivated with calls daily, at times, non-stop, to accept lap swim/rental reservations for the pool. It was a very busy time but staff was happy we could provide this service to the community. A \$2 swim fee was charged per person for lap/open swim. Three area club swim teams used Legion Pool for 2 hr. swim blocks M-F. All staff returned despite having to acknowledge risks of working during a pandemic. Newly hired staff included 8 lifeguard/swim lesson instructors and 3 new basket attendants. Concessions did not operate due to pandemic. A Lifeguard Certification course was hosted in June to make up for the canceled March course. To retain staff, certifications were reimbursed in full to 8 staff members as long as they worked the entire year as a regular staff member. Job training included all staff training, several job specific training sessions and new this year, swim lesson training. Traditional swim lessons were not offered. Semi/Private lessons were only offered with teachers teaching on deck with a mask. Legion Pool recorded 0 total saves which was a decrease from last year which recorded 2 total saves from 1 pool. Legion was open 72 out of 72 possible days. Only 3 rentals were canceled due to severe weather. Overall attendance was recorded at 6,146 patrons. Total pool revenue was \$32,585 which comprised of general admission (rentals/lap swim), swim lessons and Water Aerobics. Semi/Private Swim Lessons yielded 93 completed swim lessons. Water Aerobics (Sessions 1 & 2) and Water Fitness were canceled due to pandemic; Session 3 of Water Aerobics was held. All Fall Parent/Child & Water Aerobics were canceled due to Syble Hopp School being closed.

RECREATION PROGRAMS/SPECIAL EVENTS:

Unfortunately, due to the pandemic, program revenue dropped by 53% compared to 2019. This was attributed to the fact that in March, when our facility closed because of COVID, all recreation programs were canceled. Recreation programs utilizing school facilities had to be canceled or re-located as well - this included our Adult Basketball Leagues, Dance, Twirl and a number of fitness programs. As the City navigated through re-opening phases, staff determined which programs we would be able to safely run at the Community Center according to COVID protocols, reduced attendance and availability of rooms. On a positive note, Paula researched and implemented the ability to offer virtual programming for a variety of fitness classes, which later turned into offering hybrid classes (limited in-person and virtual). This has proven to be effective in meeting the various needs of our clientele. Virtual fitness programming started in April when all other programming was canceled and continued through the end of the year and into the new year. The Playground Program was canceled for the entire summer and most programs were canceled through June. July was the first month where some programming started up, again in limited fashion, following proper COVID protocol. Summer Day Camp started in July and ran for 6 weeks. East and West Camps were both at the Community Center, one on each level. Camps operated with reduced numbers, no swimming or off-site field trips and COVID protocol was followed. We had a total of 83 participants on the West side and 112 on the East side for the summer. Kid Zone started strong this year with 22 in person participants, we had a few students "on hold" who opted for virtual learning or had parents still working at home. During the weeks (2 weeks in October, the week after Thanksgiving and the week after Christmas) that West De Pere and Grace Systems went virtual we held a Virtual Learner's Camp for Kid Zone participants who opted to utilize it. Youth Flag Football had slightly lower registration due to COVID-19. The Pee Wee program was not offered. Games for 1st-8th grade were held at Jim Martin, VFW, and Patriot Parks. Southwest Park was added for new 7/8th grade program. Total registrants were 289. This year we had 38 out of 54 possible volunteer coaches for grades 1st - 8th. Rec staff also brainstormed ideas for alternative programming in order to engage the community - thus originated the 5k Virtual Run/Walk, Virtual Snowman Competition, and Drive-thru Easter Egg Hunt. The Rec Scholarship Program recorded an all time low in only having 4 scholarships awarded for the year.

SENIOR PROGRAMS/EVENTS:

Two of the 15 special events were held this past year for seniors - Games Galore in January, sold out with 56 participants and in February, a Mardi Gras Bingo was held with a sell out crowd of 90 participants. Beginning with March, all senior special events and programs were canceled including all card groups and other drop in groups. During the Summer, a small Stained Glass class ran with a modified schedule while Studio Oil Painting, Open Watercolor and Stained Glass programs resumed in Fall, all with smaller numbers and COVID protocol in place. Some Outdoor Bingos were held for seniors starting in July at the Legion Park open shelter which seemed to be popular. Social distancing, masks and proper sanitizing methods were in place to run events safely. As mentioned previously, the ADRC canceled congregate meals when the pandemic hit in March and moved their operations of packaging home delivered meals to the ADRC facility in downtown Green Bay. Volunteers from De Pere, including the De Pere Area Men's Club, continued to deliver meals despite the drive to downtown Green Bay.

ADULT LEAGUES:

Adult Rec Leagues went well this past year despite COVID-19. Softball leagues included: Men's 12" & 14" Slowpitch on Thursday evenings at Legion & VFW Parks; a Tuesday night Coed League at Legion Park and a Fall League at VFW Park. Out of a total of 34 teams, we had 29 teams playing this year in our Adult Softball Leagues. The Thursday night league at Legion was refunded 5 games that were missed due to starting the season later because of COVID-19 while the league at VFW just extended their season into September with Fall Ball starting later. COED ran as normal. A Kickball League was offered on Sunday evenings at VFW Park with 5 teams participating. Our Adult Men's Basketball League was canceled due to COVID and the inability to utilize the school facilities.

SUMMARY:

Overall, total revenue dropped by 57.4% from 2019. Compared to last year, the biggest percentages of loss were Rentals (75%), followed by Aquatics (63%), Adult Leagues (62%) and Program Revenue (53%). The collection of co-sponsored non-resident fees from the De Pere Baseball and the De Pere Youth Hockey Sports Organizations totaled \$7,740. Due to the pandemic and gathering limits, De Pere Rapids Youth Soccer and the De Pere Girls Softball Association did not run their leagues this past summer. Needless to say, 2020 was a very exasperating year for the Recreation Division trying to deal with the constant changes transpiring with the pandemic. But staff continued to persevere even through the toughest of times and developed (and re-developed) COVID mitigation plans to safely provide recreational opportunities for the community in various formats, i.e. reduced indoor capacities, virtual classes, outdoor classes and events, pool reservations for open/lap swim, etc. While we would like to say we are glad 2020 is behind us, there were some positives that emerged as a result of COVID which included, but was not limited to: efficiencies working remotely, re-structure of the Recreation Division, enhanced cleaning protocols and safety measures, re-evaluation and tweaking of programs, along with the development of new events such as outdoor bingos, online fitness classes, a virtual snowman contest, virtual 5K Walk/Run, and a drive-thru Easter Egg Hunt planned for 2021. Staff is definitely looking forward to 2021 returning back to somewhat normalcy so that we can offer reservations of Community Center rooms without limitations along with a multitude of recreational opportunities for all to enjoy!



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 15, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Staff report on work place incident.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 15, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to Approve Contractor for Tree Service.*

ATTACHMENTS:

- Memo.Forestry (DOCX)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki, Director of Parks, Recreation and Forestry
Date: March 18, 2021

RE: Contract Services for Forestry Operations

After the work place tragedy on April 1, our current Forestry Division has been significantly compromised. While staff are working diligently to get our Forestry Division back up and running, the truth of the matter is it will be a while before we are fully functioning again. We would like authorization to hire a contractor in the event of an emergency and/or required tree service is needed within our community. Staff has received two quotes from tree service for emergency and/or general tree care within the City of De Pere.

Unfortunately, we do not have a specific amount we are requesting as we do not know how long our Forestry Division will be out of service and are unaware of emergencies and/or require tree service that may come our way. We would look for the Park Board and Council to authorize working with a contractor and then work with the City Administrator to approve the funding as needed. Staff would report back on a monthly basis to the Park Board and Council the status of our Forestry Division and the need for a contractor.

Contract Forestry Service Rates:

- Selner Tree and Shrub Care - \$85-\$120/hour per person based on equipment used and urgency of job.
- Monster Tree Service - \$300 minimum - \$180/hour for 2 person crew and \$260/hour for 3 person crew.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 15, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Staff Update on the Voyageur Park Multi-Use Facility.
