



Board of Park Commissioners

Regular Meeting

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

Agenda

Thursday, March 21, 2024

6:30 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statute 19.84, Notice is hereby given to the public that a meeting of the **Board of Park Commissioners** of the City of De Pere will be held on **March 21, 2024 at 6:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

The Public or Members of the Board of Park Commissioners, which may count toward an official quorum, may attend the meeting either in person in the Council Chambers or telephonically or electronically via video conferencing or other appropriate technological means. Telephonic or electronic access to the meeting is provided below:

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

OR

You can also dial in using your phone.

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

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

Access Code: 154-883-285

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

I. Call to Order

1. Roll Call

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

III. Items

1. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from February 15, 2024 Meeting.
2. Consideration and Possible Action to Approve Rental of Voyageur Park for the Water Lantern Festival.
3. Consideration and Possible Action to Approve Donation from the Talented and Gifted Students at the Unified School District to Build a Floral Garden at Legion Park.*
4. Consideration and Possible Action to Approve Donation of Time and Materials from De Pere High School and De Pere Area Chamber for Park Projects.
5. Consideration and Possible Action to Approve Request from East River Trail Collaborative Effort To Plant Native Vegetation
6. Consideration & Possible Action to Approve Drop-in Pass for Adult Softball Leagues
7. Consideration and Possible Action to Approve Pool Rental Contract for SNC Pool Usage
8. Consideration and Possible Action to Approve Color Options For Nelson Pavilion Furniture.

9. Consideration and Possible Action on Approval of Rental Procedure and Fees for Nelson Family Pavilion.*
10. Consideration and Possible Action to Approve Willems Playground Proposal and Budget.*
11. Consideration and Possible Action on Kelly Danen Playground Improvements
12. Consideration and Possible Action on Approval of Surveillance Camera Plan for Park System.

IV. Staff Updates

1. Staff Update on the 2023 Donations
2. Status Report on the Southwest Park Building Repair.

V. Future Agenda Items

VI. Adjournment

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

Board Members
Alderspersons
Mayor James Boyd
Larry Delo, City Administrator
Tony Wachewicz, City Attorney
Marty Kosobucki
Carey Danen, City Clerk
City Hall 1st and 2nd Floor
De Pere Girls Softball
Connor Goodman, Teen Advisor
Connor Mason, Teen Advisor
Scott Keller, IEI General Contractors
De Pere Men's Club
Kevin Corbett, BC Land & Water
Conservation
Sara Rode, TAG Resource Teacher De
Pere School District

De Pere Youth Hockey
De Pere Select Soccer
De Pere Area Chamber of Commerce
Definitely De Pere
Brown County Library – De Pere
TV & Radio Stations
De Pere Rapides Youth Soccer
De Pere Baseball
Christopher Thompson, De Pere School Dist.
Dennis Krueger, WDP School District
Don Chilson, De Pere Ice Center
Kevin Chevalier, McMahon Associates
De Pere Optimist Club
Logan Buchanan, Water Lantern Festival

***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: March 21, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Grace Lahtela

SUBJECT: Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from February 15, 2024 Meeting.

ATTACHMENTS:

- Draft Minutes 2-15-24(PDF)



Board of Park Commissioners

Regular Meeting

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

Draft Minutes

Thursday, February 15, 2024

6:30 PM

Council Chambers and Virtual

I. Call to Order

The meeting was called to order at 6:43 PM by Board Member Randy Soquet

Attendee Name	Title	Status	Arrived
Melissa Thiel Collar	Board Member	Excused	
Ryan Jennings	Board Member	Excused	
Jim Kneiszel	Board Member	Present	
Amy Chandik Kunderling	Aldersperson	Excused	
Shana Defnet Ledvina	Aldersperson	Present	
Dean Raasch	Aldersperson	Late	6:43 PM
Randy Soquet	Board Member	Present	
Connor Mason	Teen Advisor	Absent	
Connor Goodman	Teen Advisor	Present	

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

None

III. Items

1. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the January 18, 2024 Meeting.

Aldersperson Defnet Ledvina moved to approve the Board of Park Commissioners Minutes from the February 15, 2024 meeting, seconded by James Kneiszel. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Shana Defnet Ledvina, Aldersperson
SECONDER:	Jim Kneiszel, Board Member
AYES:	Jim Kneiszel, Shana Defnet Ledvina, Dean Raasch, Randy Soquet
EXCUSED:	Melissa Thiel Collar, Ryan Jennings, Amy Chandik Kunderling

2. Consideration and Possible Action to Accept \$500 Donation from De Pere Optimist Club for Egg Hunt*

Aldersperson Defnet Ledvina moved to accept a \$500 donation from the De Pere Optimist Club for the Easter Egg Hunt, seconded by James Kneiszel. Upon vote, the motion passed unanimously.

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

3. Consideration and Possible Action to Accept a \$250 Donation from De Pere Mens Club for Senior Picnic*

James Kneiszel moved to accept a \$250 donation from the De Pere Men's Club for the Senior Picnic, seconded by Alderperson Defnet Ledvina. Upon vote, the motion passed unanimously.

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

4. Consideration and Possible Action to Accept a \$250 donation from De Pere Area Men's Club for Easter Egg Hunt*

Alderperson Raasch moved to accept a \$250 donation from the De Pere Area Men's Club for the Easter Egg Hunt, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

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

5. Consideration and Possible Action to Accept a \$250 Donation from De Pere Area Men's Club for Summer Carnival*

James Kneiszel moved to accept a \$250 donation from the De Pere Area Men's Club for the Summer Carnival, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jim Kneiszel, Board Member
SECONDER:	Randy Soquet, Board Member
AYES:	Jim Kneiszel, Shana Defnet Ledvina, Dean Raasch, Randy Soquet
EXCUSED:	Melissa Thiel Collar, Ryan Jennings, Amy Chandik Kunderinger

6. Consideration and Possible Action to Approve Kay Distributing as Beer Distributor for 2024 Beer Gardens*

Alderperson Defnet Ledvina move to approve Kay Distributing as the beer distributor for the 2024 Beer Gardens, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

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

7. Consideration and Possible Action to Approve Change Order #7 for Nelson Pavilion. *

Randy Soquet moved to approve change order #7 for the Nelson Family Pavilion project, seconded by James Kneiszel.

James Kneiszel questioned if this change order was different from the one approved last month. Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that this one is for the power for the electric strike for the doors that was missed on the plan and the low voltage jack outlet that was requested from the IT Director.

Upon vote, the above motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Randy Soquet, Board Member
SECONDER:	Jim Kneiszel, Board Member
AYES:	Jim Kneiszel, Shana Defnet Ledvina, Dean Raasch, Randy Soquet
EXCUSED:	Melissa Thiel Collar, Ryan Jennings, Amy Chandik Kundering

8. Consideration and Possible Action to Approve Donor Wall Proposal for Nelson Pavilion. *

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that he sent the RFP for the donor wall sign for the Nelson Family Pavilion was sent out to the local sign companies. The RFP was to design a sign that could fit in the 4x4 area designated in the building plans, and one that could be put on the railing. Two bids were received and was told that each design could be put on the building or railing. Both designs look very similar and are within the budget amount put aside for the sign.

Alderperson Defnet Ledvina questioned why the proposal from Fox Cities Sign is so much cheaper. Marty Kosobucki explained that they are made of different materials and that Fox Cities Sign is the company that made the signs for the Riverwalk.

Alderperson Defnet Ledvina moved to approve the donor wall sign proposal from Fox Cities Sign in the amount of \$2,478.10, seconded by James Kneiszel. Upon vote, the motion passed unanimously.

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

9. Consideration and Possible Action of Adding a Forestry Supervisor Position.*

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that when staff retires, all positions are reviewed to see if they can be done more efficiently and better. With the most recent Comprehensive Outdoor Plan, a lot of information was received that

the Park Department has a lot to take care of with not a lot of staff. Don's retirement allowed the department to evaluate what he was doing, and it was suggested that we replace this position with two employees. We know we are deficient in forestry and the administration of parks, and this would allow forestry to gain a person in the field part of the time, while doing administrative functions the other portion of the time. The proposed Forestry Supervisor would inspect trees, take care of street tree planting, removals and urban forest, and act as the City Forester. These duties would be taken away from the Park Superintendent to allow for better project and turf management. If the Park Board is interested in moving forward, there is no money in the budget to fund the additional position so additional funding would need to be requested. The other option would be to wait until after the first of the year and budget for the position, but this would be very difficult to do.

Shannon Metzler, Human Resource Director stated that once Human Resources was made aware of Don's retirement, the hiring process was started, with the hopes that this reorganization would be approved. Currently the advertised position is for a Park Superintendent, without the Forester responsibilities. If the reorganization is not approved, then the position advertisement will be changed to include the Forestry duties.

Alderson Raasch questioned which position, the Park Superintendent, or the City Forester, would be harder to fill. He feels that bringing in two new people would be difficult. Marty Kosobucki stated that the Park Superintendent position has a great impact on the department because it provides leadership for the guys in the field.

Alderson Raasch confirmed that the position that Don was retiring from was the Forestry position. Marty Kosobucki stated that Don was both the Park Superintendent and the City Forester but was not in the field performing forestry work. Alderson Raasch then questioned if it was possible to hire someone for the combined position, or if there was too much work. Marty Kosobucki stated that it was asking a lot of one person to understand both the forestry and park operations.

Alderson Raasch questioned the staff estimate of the overall impact for 2024. Marty Kosobucki stated that this number is only for half of the year and projects if the employee would take city benefits.

Alderson Raasch stated that he would prefer to get the Park Superintendent on board and then add and budget for the Forester position in 2025.

Alderson Defnet Ledvina questioned the total budget impact for the year and if the Park Superintendent could handle the forestry duties. Marty Kosobucki stated that it really depends on the individual that is hired. They could have some forestry background, but that is not our top choice.

Shannon Metzler explained that there was a Forestry Intern position that was in the 2024 budget that was not filled. This allotment was around \$10,000 and would be available this year to go toward the Forester position. Staff feels adding this new position is the best structure for the department.

James Kneiszel questioned if a new position like this usually goes through the Park Board. Shannon Metzler stated that it is usually done through the budget process.

Randy Soquet stated he likes the reorganization structure and would like it to start now, especially with the \$10,000 available that was allocated for the intern.

Randy Soquet moved to approve option A which is to implement the reorganization in 2024 to start recruiting now to replace the Park Superintendent/City Forester with a Park Superintendent and once filled we would hire a Forestry Supervisor in July, seconded by James Kneiszel.

Alderperson Defnet Ledvina commented that she is in support of the reorganization but would have liked it to go through the budget process. If the position isn't filled until July she is in support of the motion.

Alderperson Raasch stated that he is fine with the reorganization if the Park Superintendent is recruited for now and then the Forestry Supervisor position after. It might be after July before the Forestry Supervisor will be onboard. Marty Kosobucki stated that the true cost of the position is not known but an estimate wanted to be provided.

James Kneiszel stated that everyone thinks the reorganization is a good idea and feels that the hiring should not be delayed and is in support of option A.

Shannon Metzler stated if option A is approved, the Forestry Supervisor position would not be hired until July at the earliest, with cost estimates not to exceed \$43,000 for 2024.

James Kneiszel questioned if there is any option for overlapping with Don. Marty Kosobucki stated that Don's retirement date is April 19th.

Upon vote, the above motion to approve option A was approved unanimously.

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

10. Consideration and Possible Action to Approve Proposal for Facility Condition Assessment of Ice Arena. *

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that an RFP was sent out for a facility condition assessment for the De Pere Ice Center. There were five proposals submitted and staff prepared a grading system for the proposals submitted. The highest ranking and lowest bid came in from Somerville, who hasn't done a lot of assessments of ice rinks but has done many other facility assessments. Somerville does plan to partner with RinkTec, who installed the chiller system at the Ice Center, so they have experience with the system or would RinkTec be biased on the condition of the chiller system they installed. ISES has done a lot of facility assessments on ice rinks but are located out of town and do not list any travel expenses, or any information on partnering with a local company, which leads to some uncertainty.

Aldersperson Defnet Ledvina stated she was leaning toward Somerville and IESI, but after the comments she is leaning more toward Somerville.

James Kneiszel questioned if it would be worth going back to IESI to see what their staffing would be. Marty Kosobucki stated that he feels the staff scoring is accurate based on the proposals and the information provided.

James Kneiszel moved to approve the proposal from Somerville for the facility condition assessment for the De Pere Ice Arena as they had the highest score and the lowest price, seconded by Aldersperson Defnet Ledvina. Upon vote, the motion passed unanimously.

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

11. Consideration and Possible Action to Approve Playground Equipment for Willems Park.
*

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that for the rating of the playgrounds we had staff review the proposals, there was an advertisement put on social media, and letters were sent out to the residents in the immediate area to come into the office to review the proposals. From the reviews, the proposals that received the most support were Lee Recreation #1 and MWP #1. Neighborhood comments included that they are disappointed that there will not be poured in place surfacing, they want monkey bars, and they do not want noisy toys, but these toys are included to allow for a more inclusive playground for children of all ages and disabilities. The budget for the playground is \$80,000, with Lee Recreation #1 being the lowest bid and well below the budget amount. If the border around the playground was removed the budget amount would get close to allowing for poured in place surfacing. With MWP #1, the proposal amount is not close to allowing for it.

James Kneiszel feels there should be a policy for all new playgrounds to have poured in place surfacing. Marty Kosobucki stated that there is not a policy to include poured in place surfacing and with the price of the playgrounds being so outrageous, the city is trying to be cost conscious on the smaller playgrounds, but poured in place surfacing is much less maintenance for the department.

Aldersperson Defnet Ledvina questioned what would need to be done to go with Lee #1 with the potential of adding the poured in place surfacing. Marty Kosobucki stated that the Park Board could select the playground and he could go back to the supplier to see if the design could be changed at all to provide a smaller footprint to get closer to the area needed to be able to cover the poured in place.

Aldersperson Defnet Ledvina moved to approve Lee #1 and for staff to reach out to the supplier to see if the footprint can be modified so the poured in place surfacing could be added, seconded by James Kneiszel.

Connor Goodman stated that he liked both of Lee Recreations options. He liked the swings and the tiered structure. He questioned if it was possible to have the poured in

place surfacing around the playground and then woodchips around the swings. Marty Kosobucki stated that this was tried at one of the playgrounds and it did not work well.

James Kneiszel question if we knew how much saving in maintenance and labor over the years with poured in place surfacing over wood chips. Marty Kosobucki stated that this would be hard to determine because we do not know the life expectancy of the poured in place surfacing. Legion Park is the oldest playground with the surfacing, which is still doing well, but it is only 12 years old. Wood chips are ADA compliant as a fall surface, but the fiber is kicked out from below the swings, compresses, and makes it more difficult to maneuver. James Kneiszel stated that if you look at the poured in place surfacing over the years, it is not as costly as it seems.

Aldersperson Raasch stated his original thought was to not spend the money and just put down the wood fiber. Now, he feels poured in place is a nice surface and if it gets damaged you can cut out an area and replace it. The surface is more durable and would prefer to do the poured in place, but he doesn't want to decrease the size or amount of play features with the equipment to get poured in place.

Upon vote, the above motion was approved unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Shana Defnet Ledvina, Aldersperson
SECONDER:	Jim Kneiszel, Board Member
AYES:	Jim Kneiszel, Shana Defnet Ledvina, Dean Raasch, Randy Soquet
EXCUSED:	Melissa Thiel Collar, Ryan Jennings, Amy Chandik Kunderling

12. Consideration and Possible Action to Approve One Year Extension with Brown County Ice Management.*

Aldersperson Defnet Ledvina moved to approve a one-year extension with Brown County Ice Management for the De Pere Ice Arena, seconded by James Kneiszel. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Shana Defnet Ledvina, Aldersperson
SECONDER:	Jim Kneiszel, Board Member
AYES:	Jim Kneiszel, Shana Defnet Ledvina, Dean Raasch, Randy Soquet
EXCUSED:	Melissa Thiel Collar, Ryan Jennings, Amy Chandik Kunderling

13. Consideration and Possible Action to Renew the Agreement with Lizer of Wisconsin for Noxious Weed/Long Grass Cutting. *

Randy Soquet moved to approve the renewal of the agreement with Lizer of Wisconsin for noxious weeds and long grass cutting, seconded by Aldersperson Defnet Ledvina. Upon vote, the motion passed unanimously.

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

14. Consideration and Possible Action to Approve Changing the October 1st Rental Date to a Rolling 365 Days*

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that with our new Recreation Software System there are configuration issues that make the October 1st reservation date for the following year difficult and allowing the policy to be updated to a rolling 365-day schedule works better. The new policy would give residents priority to reserve shelters or rooms 1 year in advance and non-residents 11 months.

Alderperson Defnet Ledvina moved to approve the current reservation policies as proposed by staff, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

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

15. Consideration and Possible Action to Replace Braisher Park with Jim Martin Park as a Playground Site*

James Kneiszel questioned what prompted this request. Cindy Lee, Recreation Supervisor explained that staff looked at the numbers for the Park Playground Program at each park. The people who live close to Braisher Park are very territorial and do not like people parking in front of their homes and walking through their yards. Also, the numbers at Braisher Park are dwindling and we are hoping to pick up more kids at Jim Martin.

James Kneiszel stated he wouldn't vote against the change but hopes that something is done at Braisher to utilize the park. Cindy Lee stated that certain neighbors are very vocal about the park program and staff feels that Jim Martin would be a better fit.

Alderperson Defnet Ledvina questioned the numbers at the parks. Cindy Lee explained that it really depends on the day, but Braisher Park has the lowest number of registrants. Staff feels that Jim Martin park will meet the age demographics better and will have a bigger draw. The most attended park is Optimist.

Alderperson Defnet Ledvina moved to approve replacing Braisher Park with Jim Martin Park as a park playground site, seconded by Randy Soquet. Upon vote the motion passed unanimously.

Alderperson Defnet Ledvina asked for a review of the change at the end of the year. Cindy Lee stated that there are a handful of families that walk over to Braisher for the

program, but talking to families that use the Braisher playground program, they are supportive of the change.

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

16. Consideration & Possible Action to Approve Camp Summer Swimming Adjustment

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that Summer Camp staff is looking for an alternative way to get the west side kids the ability to swim. Currently, the west side camp kids enter the VFW Aquatic Center when there is a line outside, which is not greatly received. Staff developed two different options to help alleviate the problem. Option 1 would be to bus the west side kids to Legion to swim. Option 2 would be to have the west side kids continue to swim at VFW but enter ½ hour earlier than the stated start time.

Alderperson Defnet Ledvina questioned if we are losing revenue with the west side kids swimming at VFW. Marty Kosobucki stated that not really because when the camp kids leave then the line would go in. Alderperson Defnet Ledvina questioned the number of people in the west side camp. Cindy Lee, Recreation Supervisor stated there are 44 kids plus staff. Chelsea Moberg, Recreation Supervisor stated that the pool is usually hitting capacity at that time.

Alderperson Raasch moved to approve option two, for the west side camp to swim from 12:30 – 2:00 pm at VFW twice a week, seconded by Randy Soquet.

Cindy Lee stated getting in a little earlier would make it easier for staff. Alderperson Defnet Ledvina questioned if getting in early would create problems as well.

Chelsea Moberg stated that safety is another concern for camp staff. There are a lot of areas at VFW that have visibility issues. Her priority is the safety of the kids and would prefer to bus the kids over to Legion where it is easier to see.

Upon vote, option two passed unanimously.

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

17. Consideration & Possible Action to Approve Pool Party Rates

Alderperson Defnet Ledvina moved to approve the pool party rates presented by staff, seconded by James Kneiszel. Upon vote, the motion passed unanimously.

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

18. Consideration & Possible Action to Approve Syble Hopp Aquatic Fees Adjustment

Randy Soquet moved to approve the Syble Hopp Aquatic fee adjustments proposed by staff, seconded by James Kneiszel.

Alderperson Defnet Ledvina stated that prior to the meeting she researched the fees from the YWCA and the CP Center and even with the rate increases, these rates are very competitive.

Upon vote, the above motion passed unanimously.

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

19. Consideration and Possible Action to Approve Redirection of Capital Funds for Self Watering Pots.*

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that for several years, the Parks Department has been rolling over budget funds that were set aside to help the master gardeners do beautification projects at the Riverwalk. This is not going to happen. The Army Korp recently came in and destroyed many of the existing plants, so they are not interested in planting any more at the Riverwalk. The flowering pots that are hung around the downtown areas must be watered 6 out of 7 days a week to make them look good. Some of these pots are in very dangerous traffic areas for the summer staff to water. The self-watering pots would allow for the replacement of some of the pots that are in these dangerous areas and reduce the number of days the pots need to be watered.

Connor Goodman, Teen Advisor, stated he thinks this is a great idea. It will reduce the man hours and the pots will eventually pay for themselves.

Randy Soquet moved to reallocate the capital funds from the Riverwalk project to the purchase of self-watering pots, seconded by Alderperson Defnet Ledvina. Upon vote, the motion passed unanimously.

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

IV. Discussion Items

1. Discussion of Rental Fee and Procedures for Nelson Family Pavilion.

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated he did quite a bit of research on rental procedures and rates on a facility like the Nelson Family Pavilion. The only one that is comparable to ours is in Greenville and they do not rent it out. Staff is requesting help from the Park Board to see if they are interested in renting it out by the hour, ½ day, or a full day like our current shelters. Also, should the pavilion be included in park rentals, or would it require a separate rental contract and rental fee? Staff recommendations would be for there to be a separate rental rate for the pavilion, that the patio would be included with the multipurpose room rental, and the rental fees to be around \$250 for residents and \$400 non-residents for a full day. Once the rental procedures are determined, staff will develop a policy and bring it back for review. Jim Kneiszel questioned the capacity of the facility. Marty Kosobucki stated the multipurpose room holds around 50-75 people, and the patio area 100 +.

James Kneiszel stated he thinks the price is low for a brand-new facility. Alderperson Defnet Ledvina agrees.

Marty Kosobucki confirmed that Park Board wanted full day rentals, with the multipurpose room rented including the patio, and that the stated fees are low.

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

2. Review of Final Report on Maintenance and Service Analysis from Mead and Hunt.
Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that Mead and Hunt analyzed the part-time staff and requested, but other than that addition nothing much changed.

RESULT:	DISCUSSED
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3. Review and Discussion Related to George Park and its Use.
Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that James Kneiszel requested that George Park be placed on the agenda.

James Kneiszel stated that he has been looking at this little piece of property that the city has been mowing for 25 years and nothing is being done with it. He feels that the city should look at either getting rid of the property or doing something with it, possibly reaching out to the Neville Public Museum or the schools.

Marty Kosobucki explained that there is not much history on the parcel but does not think the city would ever plan to get rid of it. In the cultural district plan, it is on the gateway into the city and could possibly be used by Definitely De Pere for a sculpture.

James Kneiszel stated he would be happy to contact the Neville Public Museum or the local schools. It is a great place to display something, and Rusk Park is another area that doesn't have much being done in it.

Connor Goodman stated he would like to see an art sculpture there.

RESULT:	DISCUSSED
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4. Discussion Regarding Admittance of Vending Machine at Fox Point Boat Launch.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that Rob Korth has asked if the Park Board is interested in providing bait vending services at the Fox Point Boat Launch. If this is something that the Park Board is interested in providing, an RFP would be sent out to get bids. Currently, Rob offers bait for sale in the Dairy Queen parking lot, located in front of the boat launch.

Alderson Raasch stated that the convenience store right by the boat launch also sells bait and doesn't think it is necessary.

Randy Soquet stated that it makes sense at Voyageur Park because of the shore fishing, but with the availability of purchasing bait so close to the launch, it doesn't seem necessary.

RESULT:	DISCUSSED
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V. Staff Updates

1. Staff Report on Canoe / Kayak Launch at Voyageur Park.

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that the purchase order for the kayak/canoe launch for Voyageur Park was sent out today.

RESULT:	DISCUSSED
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2. Staff Update on Comprehensive Outdoor Plan Approval.

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that the Comprehensive Outdoor Plan was approved by Common Council and we are waiting for the signed resolution to submit it to the WDNR.

RESULT:	DISCUSSED
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VI. Future Agenda Items

None

VII. Adjournment

Alderson Defnet Ledvina moved to adjourn the meeting at 8:25 pm, seconded by James Kneiszel. Upon vote, the motion passed unanimously.

Respectfully submitted,
Grace Lahtela



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: March 21, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to Approve Rental of Voyageur Park for the Water Lantern Festival.

ATTACHMENTS:

- Memo.Lantern Festival (DOCX)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Date: March 21, 2024

RE: Watern Lantern Festival – Voyageur Park Approval

With all large special events (over 1,000 people) requesting to rent/utilize a City of De Pere park, the rental must obtain approval from the Park Board. We have received a new proposed special event requesting to use Voyageur Park and will have an expected attendance of over 1,000 people.

I have tried to summarize the event below.

Name of Event: Water Lantern Festival
Date: July 13, 2024
Time: 8am – 10 pm
Location: Voyageur Park

Event Description from Organizer:

“Our event is a family-friendly festival that brings together people from all walks of life. The festival includes local food vendors, music, and the release of water lanterns onto the water at sunset for a 90 minute window. These lanterns include a wooden base, rice paper, and a small flameless light. At the conclusion of the event our staff is committed to retrieving and cleaning up every lantern off the water.

The event time will be based on the sunset. The festivities will start three hours before sunset, in which time the participants will check-in at our tents and receive their bag with their lantern and a few other things. Participants will then be able to visit vendors, eat food, play games and construct their lantern. At sunset is when we will begin the launching of the lanterns into the water. Participants will launch their lanterns in the DESIGNATED area which will be enclosed by our buoy line to ensure no lanterns escape. This will go on for about an hour. After that allotted time frame, the event will close and our staff will begin cleaning up.

This is a same day in and out event. My staff will be there in the morning to set up, and at the end of the night to clean up, leaving the park better than it was found. If you have any other questions, please don't be afraid to reach out via email or phone (I will put contact info at the bottom). We are very excited at the possibility of coming to De Pere. “

Miscellaneous:

Concerns related to the floatation vessels:

- We have expressed concern about the floatation vessels they will be using into the river. We required the Special Event to contact the WDNR Conservation Warden to obtain any authorizations and/or permit. We received a communication from the WDNR acknowledging the event and indicating a permit is not required.
- They do have a system in place designed to catch many of the floatation devices. In addition, they have staff that will be retrieving the devices from the river. Between their "catch" system and their staffing it would appear that they have a good approach to ensuring the river is not littered with these devices after their event.
- Location of the launch was a concern. After discussing various locations, they settled on the location next to the docks at Voyageur Park.

Staff Recommendation:

After receiving the communication from the WDNR and seeing their plan for retrieval of their floatation devices, we are not aware of a reason to deny the rental. We would recommend approval of the rental.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: March 21, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Don Melichar

SUBJECT: Consideration and Possible Action to Approve Donation from the Talented and Gifted Students at the Unified School District to Build a Floral Garden at Legion Park.*

ATTACHMENTS:

- Legion Garden - TAG students 3-14-24 - Copy (PDF)
- Legion Garden TAG MEMO + PLAN (1) (PDF)
- Legion sign for garden(JPG)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Don Melichar
Date: March 14, 2024

RE: Talented and Gifted students at the Unified School District of DePere – Floral Garden at Legion

Staff is seeking the Park Board's approval for the Talented and Gifted (TAG) students at the Unified School District of DePere to build a floral garden in front of the Legion Park sign at the corner of Webster and Charles Streets.

I have attached a memo from Sara Rohde-TAG Resource Teacher for DePere Schools, Henry Levac-7th grader, and Broderick Hansen- 7th grader outlining their plan. Their group would like to beautify Legion Park by building and installing a floral garden in front of the Legion Park sign and formulating a plan to assist in the maintenance of the beds. The group will be receiving a City of De Pere grant of \$600 to build the garden if approved by the Board. Their budget is estimated to be between \$600-\$700 and they will solicit donations for any additional amounts over the grant. The Parks Department will assist with initial watering and then minimal watering will be needed after plant establishment.

Staff recommendation: Allow the TAG students to build the garden and work on a plan for the long-term maintenance of the garden with the assistance and guidance of the Parks Department.

TO: Don Melichar, Park Superintendent

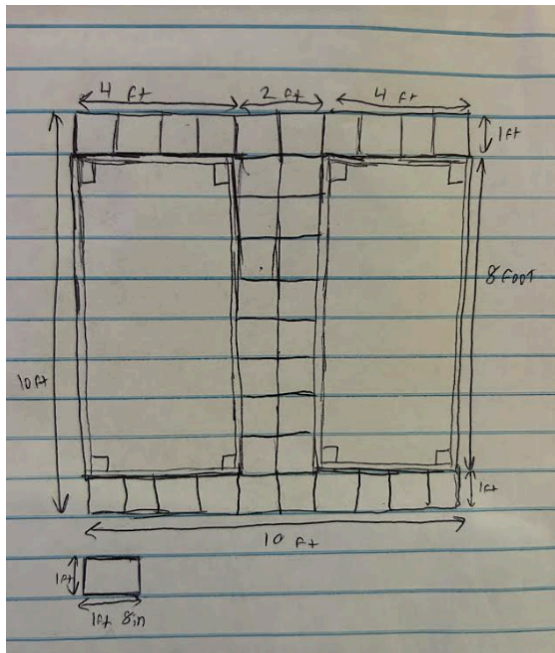
FROM: Sara Rohde-TAG Resource Teacher for DePere Schools, Henry Levac-7th grader, and Broderick Hansen- 7th grader

DATE: March 11, 2024

SUBJECT: Floral garden at Legion Park

We are pleased that the TAG (Talented and Gifted) students of the Unified School District of DePere would like to beautify Legion Park. The district's TAG program is a specialized program starting at grade five and extending to grade twelve, and certain children's time during the school day is taken in order to enhance and nurture the learning of kids who are at a higher academic level.

As many know, Legion Park was built between 1961 and 1962, and because few changes have been made, the condition is not what it used to be. Many seasons of swimming have taken place, as well as years of use on the basketball court, and Pink Flamingo softball competitions. Quite frankly, Legion Park's overall aesthetic would benefit by building a floral garden near the sign so it is visible and easily accessible. This area would be 10' by 10' and would include a pathway in between with two 4' x 8' gardens on each side.



The larger rectangles are the gardens themselves, and the tile squares are pathways in which anyone can walk and reach the plants easily. The smaller rectangle toward the bottom is a possible seed garden, and we have only put it on the sheet in order to help you visualize what it may look like.

With that being said, DePere houses twenty-five thousand people, twenty thousand being adults. This means that, just by the means of pure logic, eleven thousand civilians in the area could benefit from the garden. If this grant is accepted, advanced students will be able to participate in an educational activity, and give back to the community they love.

Thank you for considering!

Sara Rohde, Henry Levac and Brody Hansen

Long Term Plan

April/May 2024: DPMS Tag students will build the garden at Legion Park

Summer of 2024: DPMS TAG students and Mrs. Rohde will help to maintain the garden.

Spring and Fall moving forward: When DPMS TAG students are in school, we will plan to maintain the garden each spring and fall on a walking field trip.

2024-future maintenance: We have submitted a request to the Master Gardeners to assist with long-term maintenance. They are in the process of reviewing our request and assessing the site. Since the garden will easily be accessible, the city will help water it. We are also planning to plant perennials so minimal maintenance is required.





City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: March 21, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Don Melichar

SUBJECT: Consideration and Possible Action to Approve Donation of Time and Materials from De Pere High School and De Pere Area Chamber for Park Projects.

ATTACHMENTS:

- High School-Chamber donation 3-14-24 (PDF)
- Letter of Intent_City of DP_2-16-2024 (PDF)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Don Melichar
Date: March 14, 2024

RE: Collaborative Partnership and Donation of Materials/Workmanship with DP High School and DP Area Chamber

Staff is seeking the Park Board's approval to work with DP High School to refurbish the department's round tables typically used for the Beer Gardens and to make City approved signs for the City's Urban Orchards.

Staff has been communicating with DP High School and DP Area Chamber representatives to work on a collaborative project. After some discussion it was determined to move forward with refurbishing the round tables that are typically used for the Beer Garden and they would also make approved signs to positively identify the City's Urban Orchards. These two projects will give the students a chance to gain "real world" experience and help the City present a more finished look to both our BG tables and our growing Urban Orchards. Once the projects were complete, the City and Chamber would showcase the student's efforts through social media in a positive way.

Recommendation: Approve the collaborative effort and donation of time, effort, and materials from the School District & Chamber.



Friday, February 16, 2024

Don Melichar, Park Superintendent/City Forester
 City of De Pere
 925 S. Sixth Street
 De Pere, WI 54115
 (920) 339-8362
 dmelichar@deperewi.gov

Letter of Intent for Collaborative Partnership with De Pere High School and De Pere Area Chamber

Hello Don,

The De Pere Area Chamber of Commerce and De Pere High School are requesting to partner with the City of De Pere on two projects that will enhance our city. The projects are as follows:

- 1) Refurbish the tables used for the summer beer garden and other festivities in Voyageur Park. The work is currently performed by city staff at the direction of the Parks, Recreation and Forestry department. Our proposal is for the woods class at De Pere High School to undertake this work in the current semester. If the city approves and if time allows, adding art elements to the tables through the direction of the high school art teacher would also be considered. Specifications would be provided by the city with updates provided by the school on a regular basis.
- 2) Making signs for each of the city's Urban Orchards. The signs will be made based on specifications provided by the city, including design standards, materials used, and the content of the signs. Updates will be provided by the school on a regular basis.

If funding for the projects is not available, the De Pere Area Chamber of Commerce may be able to fill the gap with donations from community businesses.

We would request that in spring an "unveiling" be scheduled to allow the students to show the finished products to the city and community members.

Our goal is to give the students "real world" projects to complete while freeing time for city staff. The completed projects would also enhance the pride felt by the students when seeing the items they created or refurbished being used by city residents. We appreciate your consideration.

Sincerely,
 Kitty Johnson, President/CEO



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: March 21, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to Approve Request from East River Trail Collaborative Effort To Plant Native Vegetation

ATTACHMENTS:

- Memo.East River Water Trail (DOCX)
- City of De Pere Prairies - Water Trail 2024 (DOCX)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Date: March 21, 2024

RE: East River Water Trail Request – Native Plantings

As part of the East River Water Trail project, they are requesting to take two large meadows within the City of De Pere and convert them to native prairie plantings. A proposal from Kevin Corbett describing the proposal is included. There will be no cost to the City for converting the two areas, other than some potential man hours in cutting and/or spraying after the areas have been planting.

Staff is in support of the proposal.

City of De Pere Prairie Plantings – East River Water Trail Project

Two prairie plantings totaling 6.5 acres are proposed on City of De Pere property along the East River Trail, between Wiese Park and Ledgeview Park. These areas are currently “fallow”, and while some native vegetation is present, the areas are dominated by non-native species. The goal is to restore these areas to native prairie species to provide habitat for birds, bees, butterflies, and other wildlife, while also creating an aesthetically pleasing landscape along the East River Trail.

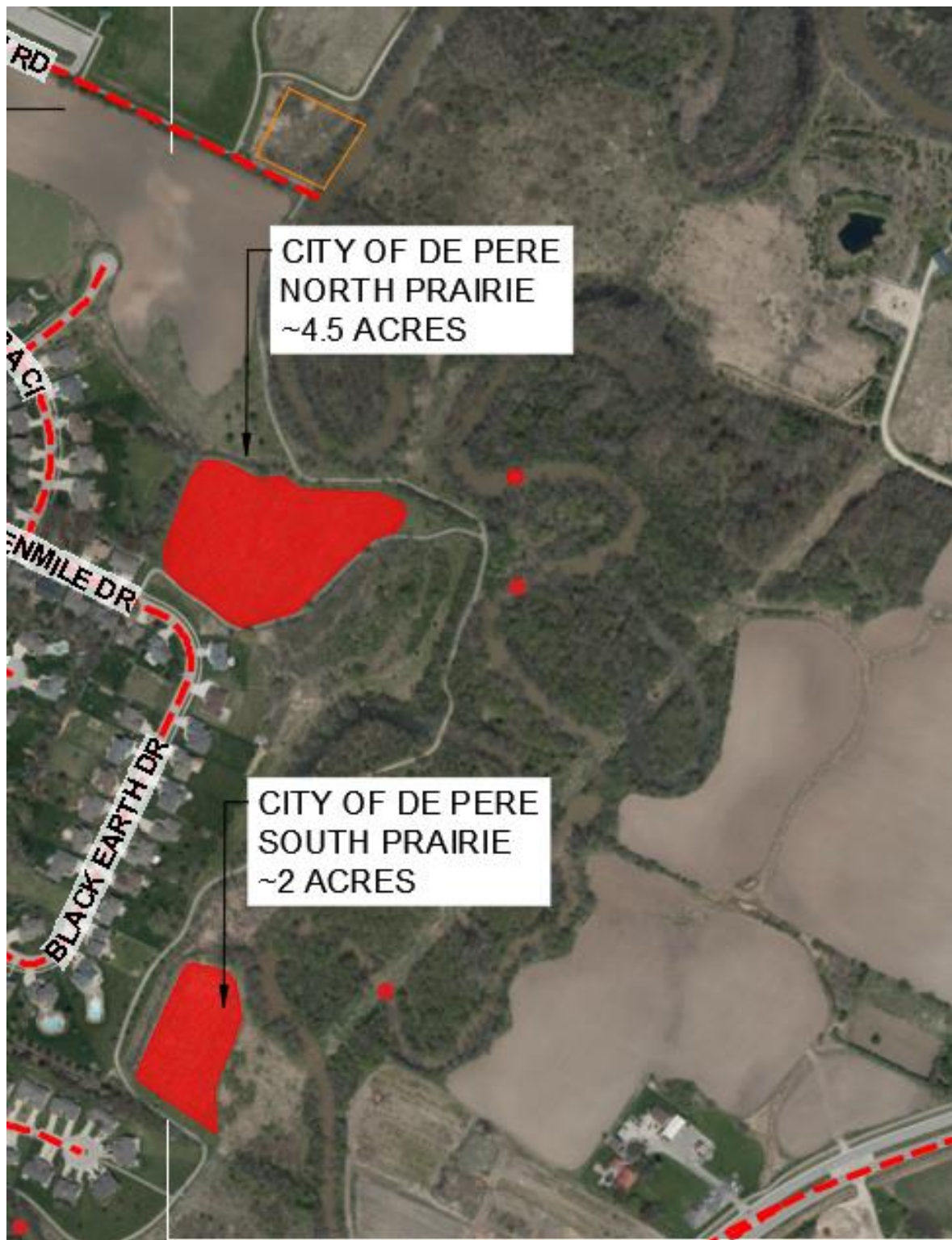
To restore these areas to a prairie habitat, a full season of site preparation will be required, which would be a combination of mowing, herbicide applications, tillage, and then finally the areas will be seeded and covered in straw. The site will then be mowed 3 times during the first growing season to control annual weeds. If the site is seeded in spring, this would be the same year, if it is seeded in fall, the mowing would occur the following year.

During the second growing season, the site will receive a visit to spot-spray and spot-mow any weed species that are still present. This will be spraying individual perennial weeds with herbicide, and mowing down individual weed species before they set seed. Prairie plantings typically take 2-3 years to establish, as the native plants are slower to develop their root systems. Spot spraying and mowing will reduce competition from invasive species while the native plants establish.

If approved, this will go into a Request for Proposal with our East River Water Trail – Phase 1 plan. It is likely that contractors will suggest a prescribed burn in their proposals. Prairies are naturally fire dependent, and prescribed fire can be used in both site preparation as well as management. This would only be considered by certified contractors who can provide a burn plan and obtain DNR permits. If not permitted by the City, it will be communicated ahead of time prescribed fire is not an option for these sites. Mowing is utilized on projects that fire is not feasible.

After the two years, the contracted work by the Water Trail project will be completed. These plantings will require management every 4-5 years. Typically, prairies are burned for the first time at the beginning of the third growing season and then every 4-5 years. If fire were to be allowed at these sites, a prescribed burn could be added to the Water Trail project for the beginning of year 3 and be included in the contract. If not permitted, these sites will need to be mowed by the City of De Pere every 4-5 years to control brush/tree species that begin to show up. This would be the only necessary long-term maintenance requested by the City.

Attached is a map of the two proposed project areas. Additional information can be found on pages 7 and 8 of the Water Trail Phase 1 proposal, such as seed mix, seeding rates, etc.





City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: March 21, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Chelsea Moberg

SUBJECT: Consideration & Possible Action to Approve Drop-in Pass for Adult Softball Leagues

Please see attached memo.

ATTACHMENTS:

- Drop in Player Pass - Softball (PDF)

CITY OF DE PERE

Community Center

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



Drop In Player Pass – Softball

Purchased a minimum of 24 hours prior to play times at the De Pere Community Center during business hours & valid for one time use only. Non-refundable. Max of 2 drop in players per team per night. All roster update rules apply.

No game site purchases available. Day & time must be filled in prior to processing.

Fee: \$10 / player / pass

Player or Team Manager Completes

Player Name: _____ **Date & Time of Game:** _____

Player Address: _____

Player Phone: _____ **Player Age:** _____

Team Name: _____ **League:** Brass / Copper / Coed / Fall **Location:** Legion / VFW

I confirm that player information is correct, and all appropriate fees will be paid. Falsification of a player's address or information will result in that participant being banned from all Parks, Recreation and Forestry Department activities for one year. Teams will be dropped if they continue to use ineligible players or make a mockery of their games. Players will pay all expenses of repairing or replacing any publicly owned property they are responsible for damaging.

By signing this form, I agree to abide to the athletic league policies and league rules including the ones listed on this form.

Player or Team Manager Signature

Date

Office Completes

Payment Type: ___ Cash ___ Check ___ Card **Receipt:** _____

Date Processed: _____ **Person Approving:** _____

Pass is invalid until processed by the office & waiver signed. Waiver (second page) may be signed on site if Team Manager is the purchaser of the Drop in Pass. Office keeps original (place in basketball binder) & issues a copy to the purchaser

Player Completes

This waiver may be signed on site but must be done prior to taking the field to play or practice. Waivers must be signed by the individual participating in the league or program (or their legal representative)

AGREEMENT ASSUMING RISK OF INJURY OR DAMAGE, WAIVER, AND RELEASE OF CLAIMS AND INDEMNITY AGREEMENT FOR City of De Pere Adult Softball Leagues

I, the undersigned do hereby agree; to participate in the **City of De Pere Adult Softball Leagues** and am aware of and understand that there may be risks and hazards inherent with participation in this activity, including but not limited to the risk of death, personal injury or damage to myself and/or my property by participating in the **City of De Pere Adult Softball Leagues**. I affirm that I am doing so as a voluntary participant. In consideration of my participation in the **City of De Pere Adult Softball Leagues**, I, on behalf of myself, my family, my heirs, executors, administrators and assigns, do hereby agree to release, waive, absolve, defend, indemnify and hold harmless, the City of De Pere, its employees, officers, agents, representatives, officials and sponsors from and against any and all manner of actions, causes of actions, suits, debts, claims, demands, or damages, losses, liability or expense (including but not limited to all fees and charges of attorneys and other professionals and all other costs and expenses of court, arbitration or other dispute resolution costs) of every kind and nature incurred whatsoever and/or arising by reason of any actual or claimed negligent or wrongful act or omission whether caused or allegedly caused by, in whole or in part, either myself, any third party or any party indemnified herein, regarding any loss suffered by me as a result of my participation in the **City of De Pere Adult Softball Leagues**, using the facilities, or engaging in any activities incidental therein during the duration of this scheduled program. The City of De Pere DOES NOT provide accident insurance to participants in recreational activities, and I assume full responsibility for any and all injuries or damages which may occur to me while participating in the **City of De Pere Adult Softball Leagues**.

I understand one purpose of this agreement is to bar me and my successors and assigns from suing or making a claim for any injury sustained while participating in the **City of De Pere Adult Softball Leagues**. Further, another purpose of this agreement is to indemnify the City of De Pere for my own actions.

I do hereby grant and give the City of De Pere the right to use my photograph or image with or without my name, both singly and in conjunction with other persons or objects and presentations, advertising, publicity, and promotion relating thereto.

Player Signature

Player Name (Printed)

Date



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: March 21, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Chelsea Moberg

SUBJECT: Consideration and Possible Action to Approve Pool Rental Contract for SNC Pool Usage

Please see attached memo.

ATTACHMENTS:

- Park Board Memo - SNC Rental Contract Agreement Approval 2024 (PDF)
- De Pere Park Rec Contract Spring 2024 (PDF)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Chelsea Moberg
Date: March 14, 2024
RE: Pool Rental Contract Approval – SNC Pool Usage

Staff recommends approval of the included contract for rental of the SNC pool. We plan to rent their pool to offer a lifeguard certification course for future and current aquatic staff. If enough space is available this class would be open to the public for registration.

This rental agreement has been reviewed and approved by our legal counsel.

ST. NORBERT COLLEGE, INC.
ATHLETIC DEPARTMENT
AGREEMENT FOR USE OF FACILITIES, RESOURCES, AND SERVICES

3.7.b

*St. Norbert College, a Catholic liberal arts college embracing the Norbertine ideal of
communio, provides an educational environment that fosters intellectual,
spiritual and personal development.*

PART I

This is an Agreement between St. Norbert College, Inc. Department of Athletics (hereinafter referred to as “the College” and the party named on line 1 (hereinafter referred to as “Licensee”). In consideration of the mutual covenants and agreements stated in Part I and Part II of this document and all attachments hereto, the parties agree as follows:

I.A. The College hereby grants to Licensee, and Licensee hereby accepts a license to use the College facilities, resources, and services for the purpose of holding an educational conference or event consistent with the College’s mission.

I.B. Licensee shall develop an agenda for conference or event activities. Upon mutual agreement, the College may request a copy of the agenda.

I.C. Any person/entity executing this Agreement expressly warrants that he/she/it is the authorized representative of the party for which he/she/it has signed.

I.D. Terms Agreed Upon:

1. Name of Contracting Party (Licensee):

Principal Address

City of De Pere Park & Recreation Department

Chelsea Moberg

600 Grant St.

De Pere, WI 54115

920-339-4066

2. Facilities and services: **Use of St. Norbert College, Mulva Family Fitness Center Pool for a Lifeguard Certification class. SNC will provide 1 lifeguard for the pool sessions.**

Swimming Pool Facility Restrictions: The use of a trampoline on the campus of St. Norbert College is prohibited.

3. Dates/Times: **Thursday, March 28-2024 –Pool use 1:00pm-2:00pm; Monday, April 22, 2024 –use 6:00pm-7:00pm; SNC confirmation number 163485.**

4. Fees - **\$100 rental fee (\$50 per hour – 50% discount off of regular rates)**

Requests for additional facilities and services, pending availability, may incur extra charges

5. Exempt from Wisconsin State Sales Tax? ___ If yes, tax exemption number: _____

6. Signatures:

For Licensee:

For College:

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

_____ I have read and understand Part I, Part II and any attachments to this Agreement.

(Initials of Licensee)

Reservations are not guaranteed until this Agreement is signed and returned to St. Norbert College, Department of Athletics, c/o Jenny DeCleene, 100 Grant Street, De Pere, WI 54115-2099.

ST. NORBERT COLLEGE, INC.
ATHLETIC DEPARTMENT
AGREEMENT FOR USE OF FACILITIES, RESOURCES, AND SERVICES

PART II

WHEREAS, the College in the furtherance of its educational and service mission seeks to encourage the dissemination of information through such educational services, conferences and events; and

WHEREAS, Licensee is desirous of using the College resources and facilities in support of an educational purpose or for the purpose of holding an educational conference or event consistent with the College's mission, and

WHEREAS, to an extent not inconsistent or incompatible with the use of the College facilities and resources for the College purposes, the College desires to make the College resources and facilities available to Licensee.

NOW THEREFORE, in consideration of the mutual covenants and agreements stated herein, the parties agree to all terms and conditions outlined in Part I and Part II and all designated attachments thereto and additional terms and conditions as follows:

II.A Billing

The license fees shall be paid in the following manner:

1. **Post Event:**

An invoice for the amount due under this Agreement will be issued within thirty days following the event. Payment is due 30 days after receipt. Licensee agrees to a finance charge of 1% per month on any unpaid balance, and to, in addition, pay all costs and fees associated with collection of any amount due, including actual attorney fees.

2. **Taxes:**

Licensee is responsible for the payment of all applicable state and federal taxes, which will be added to the post event invoice.

II.B Additional Resources

In the event Licensee requires additional College resources and facilities the College may, at its option, make available to Licensee additional facilities and resources. However, Licensee shall pay for additional costs to the College directly related to additional these resources.

II.C Licensee

It is understood by the parties that this agreement constitutes a license, not a lease, and that the relationship of the parties hereunder is that of licensor and licensee, and not that of landlord and tenant. As such, the College reserves the right to change facility and resource assignments by written notice; provided that the substitute facility and resource assignments are comparable.

II.D Cancellation

Cancellations for practices must be made at least 24 hours in advance. Cancellations after that time will be subject to full costs for said practice date/time. Additionally, cancellation of a meet/game must be made at least one full week (7 days) in advance. Cancellations after that time will be subject to full costs for said meet/game date/time.

II.E Termination

If the facilities are destroyed or damaged by fire or other causes or become unavailable or unusable because of strikes, labor disputes, laws, governmental regulation or advisory, recognized health threats as determined by the World Health Organization, the Centers for Disease Control, or local government authority or health agencies (including but not limited to the health threats of COVID-19 or other infectious/communicable diseases), natural disasters, acts of God or any other cause beyond the reasonable control of the College, without limitation, then the College may elect to terminate this Agreement and return the User's deposit, unless other arrangements can be mutually agreed upon. In the event of lightening within 10 miles any activities will be postponed.

II.F Liability

The College, The Premonstratensian Fathers, it's officers, agents, and employees shall not be liable for any injury, illness (including but not limited to the health threats of COVID-19 or other infectious/communicable diseases), damage, or loss of personal property resulting from attendance at the event which occurs on or about the licensed resources and facilities caused by the negligence or misconduct of the licensee, it's officers, agents, employees, and/or invitees. The licensee shall defend, indemnify, and hold harmless the College and The Premonstratensian Fathers from any and all losses, expenses, demands, actions, suits, claims or liabilities of whatsoever nature as a result of the negligence of its employees, agents, and/or invitees.

II.G Insurance

Licensee shall obtain, at its expense, liability insurance in which the College, The Premonstratensian Fathers and Licensee are named as insured with minimum policy limits of one million dollars for personal injuries including death, and one million dollars in aggregate for all property damage, the term of such coverage shall coincide with the term of the Agreement. Said policy of insurance shall contain a provision which states that it cannot be canceled except upon fifteen (15) days written notice to all insured. The College shall be furnished with a copy of said policy or certificate of insurance prior to the effective date of this Agreement.

II. H Damages and Loss

In the event the facilities and resources licensed hereunder incur any loss or damage as a result of Licensee's negligence or that of guest(s) of Licensee, the College shall notify Licensee of the damage and the estimate of costs to repair and/or replace the damage. Licensee has 10 days to object to any amount on the estimate. In the event that damage incurred would cause interruption to the operation of the College's business, The College shall have the right to repair damage immediately to continue business operations. The College shall make the repairs and/or replacement of damaged or lost property required to restore it to the condition it was in prior to such damage or loss, and shall provide Licensee with an invoice representing the costs to the College of making said repairs and/or replacement. Said invoice is due and payable upon receipt. Licensee, under this paragraph, is deemed to have accepted the facilities and resources in the condition existing prior to the effective date of this license, excepting therefrom latent, undisclosed defects of which the College had

knowledge but did not disclose to Licensee at the time of occupancy or use. Licensee is not liable for losses or damages to the property due to the negligence of the College.

II.I Assignment

This Agreement shall not be assigned by Licensee either in total or part, to others without the prior express written consent of the College.

II.J Right of Entry

Notwithstanding anything to the contrary herein, the College reserves the right at all time to control all facilities and resources licensed hereunder, and to enforce all applicable laws, rules, and regulations. Duly authorized representatives of the College may enter the premises to be used any time and on any occasion without any restrictions whatsoever.

II.K Affiliation

Except whereby express written permission has been granted, Licensee shall not represent or imply that it is affiliated in any way with St. Norbert College other than as a licensee, and Licensee shall not represent or imply that its activities are endorsed or approved by St. Norbert College.

II.L Revision

This Agreement contains all the understandings and agreements of the parties, and may be changed only by an agreement in writing signed by the parties and attached hereto.

II.M Governance

The validity, interpretation and effect of the Agreement shall be governed by the laws of the State of Wisconsin. The laws of the State of Wisconsin shall govern all rights, remedies, obligations and liabilities arising pursuant to this Agreement. Licensee is subject to all applicable state and federal laws and the College mission, rules and regulations, including but not limited to those contained in the agreement.

II.N Limited Use

Licensee may use only contracted College facilities and equipment, unless prior approval has been obtained through St. Norbert College Athletic Department. Under no conditions shall an unauthorized person undertake repair, service or alternation of any College facility or item of College property.

II.O College Rules and Regulations

Licensee and Licensee's guests are prohibited from:

1. Possession of illegal substances.
2. Possession of animals, except when required to assist handicapped persons.
3. Tampering with fire system or fire safety equipment.
4. Possession of any weapon, fireworks, or other flammable materials.
5. Disruptive, destructive or dangerous behavior.
6. Possession or consumption of alcohol in public areas, or possession or consumption of alcohol by guests.
7. No fog machines may be used for dances, etc.
8. Smoking, use of e-cigarettes, personal vaporizers, or electronic nicotine delivery systems, smokeless tobacco or use of any other tobacco products is prohibited on St. Norbert College campus. This includes all building and campus grounds.
9. The use of a trampoline on the campus of St. Norbert College is prohibited.

II.P Event Content

Licensee agrees that the content of all educational conferences and programs will be consistent with the mission and goals of St. Norbert College.

II.Q TITLE IX AND ANTI-DISCRIMINATION POLICY

St. Norbert College upholds the sacred dignity of every person. As such, the College is committed to equal opportunity for our students, faculty, and staff, as well as visitors and invited guests. It is the College's policy that no one shall be treated differently on their basis of religion, race, national origin, marital status, sex, sexual orientation, gender identity, disability, and any other protected groups under state and federal laws. The College's Non-Discrimination Policy can be found at <https://www.snc.edu/about/non-discrimination-policy.html>.

Further, The College takes instances of harassment and discrimination very seriously. The College prohibits all forms of sex discrimination according to Title IX of the Educational Amendment Act, including sexual harassment and gender-based violence. All members of the college community, visitors, and invited guests are held to the same expectations and responsibilities as noted in the College's policy on Sex and Gender Harassment/Discrimination, found online at <https://www.snc.edu/titleix/docs/sexual-misconduct-policy.pdf>.

Concerns and potential violations should be reported to the appropriate supervisors or to the Title IX Coordinator. The College will address all known concerns and swiftly address any and all violations of College policies. For more information, visit <https://www.snc.edu/titleix/>.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: March 21, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to Approve Color Options For Nelson Pavilion Furniture.

ATTACHMENTS:

- Memo.Color Selection.Tables (DOCX)
- NP Furniture Option (PDF)
- Polywood Colors (DOCX)
- Polywood Picnic Tables (DOCX)
- Polywood Bar Height Tables (DOCX)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Date: March 5, 2024

RE: Furniture color selection

Back in February 2023, the Park Board recommended the acquisition of furniture to follow staffing recommended Option#3 (included). One of the final tasks before we move forward in acquiring is to select the color/options for the furniture.

Based on the option selected, we are recommending most of the furniture come from a company called Pollywood. It provides large and small round tables and offers bar height tables. By ordering from the same company we can keep a consistent look at color palette.

For color selection, please see the staff recommendation below.

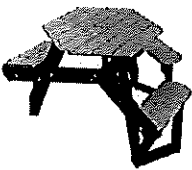
- Bar height tables/chairs (Color – Cedar)
- Large Picnic Tables (Color – Mahogany)
- Small Picnic Tables (Color – Mahogany)
- Handicap Picnic Table (Color – Mahogany)

We feel the cedar color is more representative of the shelter however will also show tagging more due to its lighter color. The Bar Height tables and chair will be kept inside so vandalism/tagging will not be as great a concern. Picnic tables will be stored outside on the patio and will be subject to vandalism/tagging.

Attachments include:

- Original option selected in February 2023.
- Picture sample of Bar Height table/chairs.
- Picture sample of picnic table (large/small)
- Color selection palette.

Option 3 – Round composite boarding with wood themed colors. Plastic folding tables and chairs

	Description	Quantity	Est Cost each	Sub Total
	8 person round picnic table 53"	3	\$2,200	\$6,600
	6 person round picnic table 36"	3	\$1,300	\$3,900
	6 Person plus Handicap	1	\$1,200/each	\$1,200
	Five Piece Bar Height Set	4	\$1,350 each	\$5,400
	Table/Chair Set 32 Chairs/4 Tables	2	\$1,600	\$3,200
	60" Banquet Table	5	\$150/each	\$750
Total				\$21,050

Projected allotment is \$27,000. Need to include and consider Shipping and Handling costs.

1. Select POLYWOOD Color

BUILT-TO-ORDER COLORS - Ships within 8 - 12 Business Days

SLATE GREY

\$1,259.00

BLACK

\$1,259.00

TEAK

\$1,349.00

GREEN

\$1,349.00

MAHOGANY

\$1,349.00

WHITE

\$1,449.00

SAND

\$1,449.00



PARK

SKU#: PH36

Park 36" Round Picnic Table

★★★★☆ 26 Reviews 17 Questions \ 17 Answers 5 Customer Photos

Gather the family for a casual and comfortable dining experience around the Park 36" Round Picnic Table.

\$1,349.001. Select POLYWOOD Color: ☒ Teak ☐ Clear

BUILT-TO-ORDER COLORS - Ships within 8 - 12 Business Days

SLATE GREY	BLACK	TEAK	GREEN	MAHOGANY	WHITE
\$1,259.00	\$1,259.00	\$1,349.00	\$1,349.00	\$1,349.00	\$1,449.00
SAND					
\$1,449.00					



PARK

SKU#: PH53

Park 53" Octagon Table

★★★★☆ 34 Reviews 26 Questions \ 27 Answers 9 Customer Photos

The Park 53" Octagon Table is spacious and sturdy enough to accommodate the whole crew.

\$2,359.001. Select POLYWOOD Color: ☒ Teak ☐ Clear

BUILT-TO-ORDER COLORS - Ships within 8 - 12 Business Days

SLATE GREY	BLACK	TEAK	GREEN	MAHOGANY	WHITE
\$2,199.00	\$2,199.00	\$2,359.00	\$2,359.00	\$2,359.00	\$2,529.00
SAND					
\$2,529.00					



Palm Coast 5-Piece
Round Farmhouse Bar
Set

\$1,895.00

SKU#: PWS261-1

★★★★★ 44



La Casa Café 5-Piece
Side Chair Bar Dining
Set

\$1,749.00

SKU#: PWS307-1

★★★★★ 2



Lakeside 5-Piece Round
Farmhouse Side Chair
Bar Set

\$1,349.00

SKU#: PWS616-1

★★★★★ 11

Dimensions

WIDTH

116"

114"

136"

HEIGHT

52"

47"

48"

DEPTH

116"

114"

136"

DIMENSION - SEAT HEIGHT

30"

30"

DIMENSION - SEAT WIDTH

20"

17"

DIMENSION - SEAT DEPTH

15"

16"

ITEM WEIGHT			
	225 lbs	200 lbs	191 lbs
Description			
	The Palm Coast 5-Piece Bar Set seats four and features upright Palm Coast Bar Chairs with the look of our Palm Coast Adirondack back design. With a classic round bar table, this bar set is perfect for relaxing with drinks on the patio.	Welcome guests to dine and relax in the La Casa Café 5-Piece Side Chair Nautical Trestle Bar Set. This bar-height table seats four and features a table top with rounded edges and space for plenty of leg room underneath. Paired with traditional La Casa Café Bar Chairs, this set is sure to keep dinner conversations going long after dessert has been served.	The Lakeside 5-Piece Round Bar Side Chair Set is just what you need to bring fashion and function to your outdoor dining area. If you have limited space to work with, this all-weather set is just what you need. The lovely side chairs feature arched backs and convenient footrests that will have your guests feeling comfortable and content, and the round table offers plenty of tabletop space and legroom without taking up much floor space. Place this durable set on the patio next to your pool and set up a colorful umbrella so you can watch the kids swim while you sip a cool drink in the shade, or put this set on your back deck so you can take in a full view of the sunrise while you enjoy your morning coffee.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: March 21, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action on Approval of Rental Procedure and Fees for Nelson Family Pavilion.*

ATTACHMENTS:

- Nelson.Rental Brochure.Draft (PDF)



The following information is designed to give you an understanding of renting the Nelson Family Pavilion. Further questions should be directed to the Park Office at 920-339-4065.

Rental Cost:

Monday – Thursday	\$250/day – Resident, \$400/day – Non Resident
Friday – Sunday/Holidays	\$350/day – Resident, \$500/day – Non Resident

Voyageur Park Bowl: The bowl may be rented in conjunction with the Nelson Pavilion for an additional \$200/day. Due to parking restrictions, the Nelson Pavilion and Bowl can not be rented together if there are current outdoor shelter rentals in the park.

Security Deposit:

A \$250 security deposit is required at the time of rental. Your security deposit is returned in full after completion of your rental, keys are returned and facility is inspected to insure there is no damage or clean up required.

Capacity Limits:

Indoor/Multi-Purpose Room	- 49 People
Patio	- 500 People (standing)

Tents:

Along with your rental you are permitted to set up a portable tent within a 50 ft radius of the facility. The tent may not be larger than 30'x30' and must follow all local codes and/or requirements. The renter is also responsible for contacting Diggers Hotline.

Furniture/Supplies:

With the rental of the Nelson Pavilion, the following furniture is included.

8	8 Foot Banquet Tables
32	Folding Chairs
4	Bar Height Tables and Chairs
7	Picnic tables (patio)

Restroom:

The facility is equipped with one restroom inside the multipurpose room and dedicated solely to the renter. In addition, there are eight restrooms that are open to the public on the exterior of the building.

Electric:

The facility is equipped with multiple power outlets and circuits. However, with all electrical systems it cannot handle an infinite number of roasters and high wattage equipment. A complete guide will be available at the Nelson Pavilion, however for outlets along the counter, a maximum of one roaster can be plugged in per outlet. For the remaining outlets in the building, one roaster for every three outlets is recommended.

What facilities are included in the rental?

When you rent the Nelson Pavilion you are provided individual use of the multi-purpose room and the patio. The exterior use restrooms are open for public use.

Rental of Voyageur Park does not include the rental of the Nelson Family Pavilion.

Can I rent the multiuse room or the patio separately?

At this time when you rent the Nelson Pavilion it includes both the multi-purpose room and the patio. We currently do not rent these facilities separately.

Decorations:

You are allowed to decorate in and around the facility. However, please keep in mind that whatever is put up for decorations must come down. In addition, the type and materials you use for decorations cannot damage or compromise the facility. Any decorations or remnants of decorations left after your rental will be removed by City staff and then appropriate fees deducted from your security deposit.

Music:

You are permitted to have music at the facility. The facility is uniquely equipped to house small acoustical performances to larger bands. When doing so, renters must follow and abide by the City's noise ordinance.

Heat:

The Nelson Pavilion is equipped with in floor heating which allows for year-round use, however is not perfectly equipped for mid-winter use.

Cancelations/Transfer:

Due to popularity and the commitment of resources, our current policy does not allow for cancelations and/or requests to transfer dates. Please be sure of your event date before reservations are made.

Special Events:

For events open to the public, the event/organizer is required to submit a Special Events Application with the City of De Pere. Please visit www.deperewi.gov for further information.

This brochure is designed to give you an overview of renting the Nelson Pavilion. For complete rental information and guidelines, please visit www.deperewi.gov, or contact 920-339-4065.



Nelson Family Pavilion Rental Procedures and Information



De Pere Parks, Recreation and Forestry Department
920-339-4065
www.depere.gov



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: March 21, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to Approve Willems Playground Proposal and Budget.*

ATTACHMENTS:

- Memo.Willems Playground.Revised Proposal (DOCX)
- 20240301072440384 (PDF)
- Lee Recreation.Option 1 (PDF)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
 From: Marty Kosobucki
 Date: March 21, 2024
 RE: Willems Playground Proposal/Budget

At the last Park Board meeting you requested staff work with Lee Recreation to see if the footprint of Option #1 could be reduced in an effort to implement Poured in Place fall surface. We were also given the directive not to reduce the play activities.

In talking with Lee Recreation, the footprint is as small as it can go using the current play activities. The only way we could reduce the footprint would be by eliminating play activities. Such as reducing from a three bay swing set to a two bay swing set.

Using the current footprint from Lee Recreation #1, I have laid out proposed funding to implement poured in place fall surfacing. This method would not require the request of unassigned reserves from the City.

Willems Park Playground – Budget Breakdown (to include PIP Fall Surfacing)

Revenue

Willems Playground 2024 Budget	\$80,000	
Legion Playground (ARPA) remaining	\$ 6,006	
Lawton Playground (ARPA) remaining	\$ 9,005	
Legion Ball Field (ARPA) remaining	\$12,455	
Hard surface Program (2023 Carryover)	<u>\$10,500</u>	
Total		\$117,966

Expense

Lee Recreation #1 (minus borders and ramp)	\$44,200	
Sidewalk/border	\$15,000	
Poured in Place	\$50,660	
Drain tile	\$ 2,000	
Landscaping	\$ 1,500	
Miscellaneous	<u>\$ 1,000</u>	
Total		\$114,360

Options:

In talking with our representative from Lee Recreation, she indicated there are a couple options we could consider to reduce the footprint of the playground. First, we could look at reducing the swing set from a three bay to a two bay swing set. This would reduce the footprint by around 350 square feet and ultimately save the project around \$6,000 - \$7,000. Another option would be to replace the large spinner with a smaller version. This would reduce our footprint by around 200 square feet and could ultimately save the project around \$4,000-\$5,000.

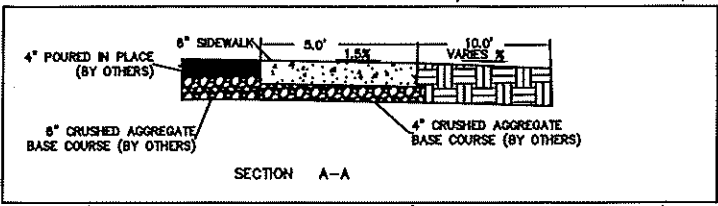
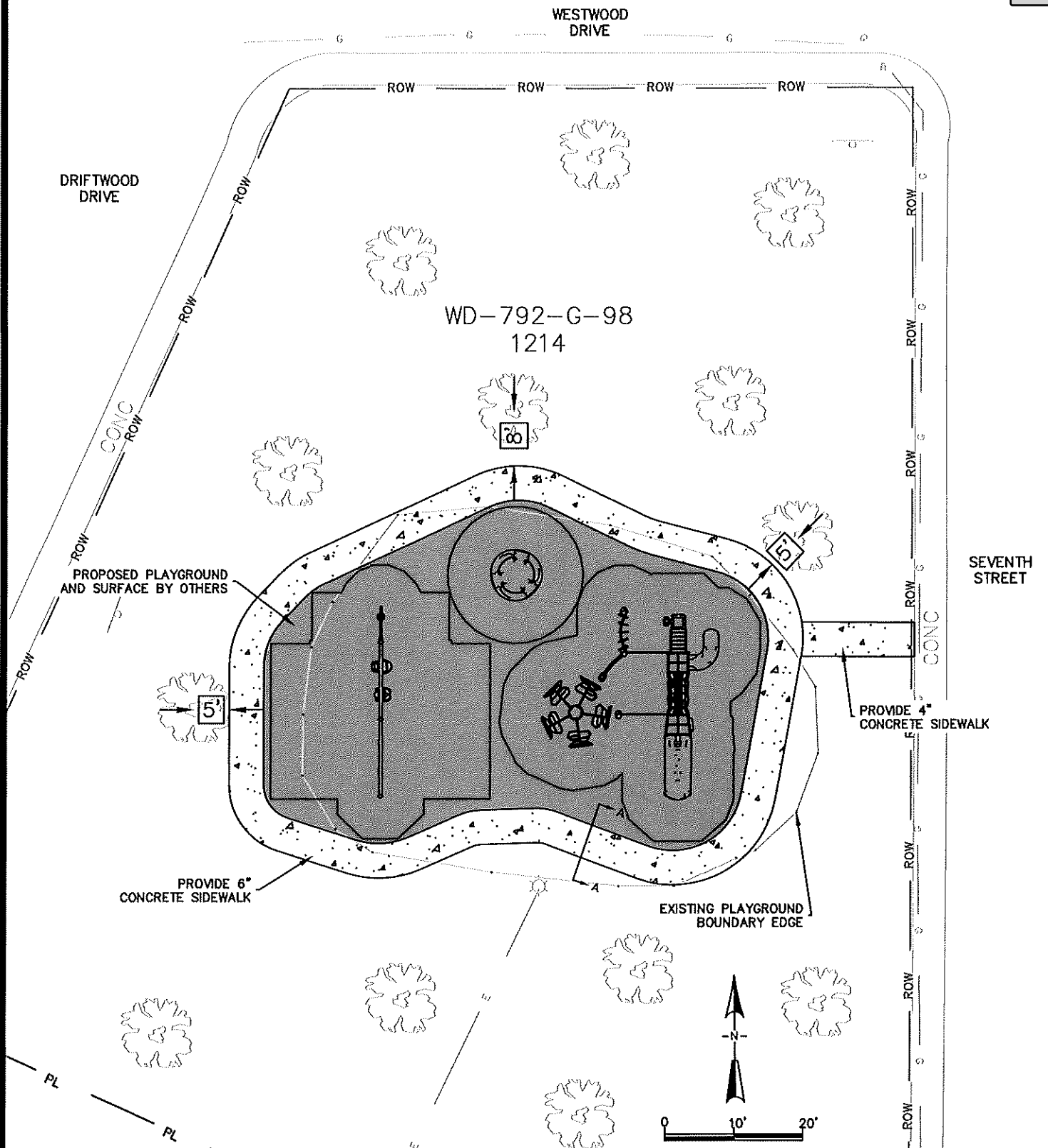
Layout:

With the installation of Poured in Place, we will need to install a concrete border. The most economical method of doing this is installing sidewalk at this point in time. In laying out the new design, we will likely lose at least one tree. I have included a proposed site layout for your review. In talking with our City Engineer, we are able to slightly shift and/or turn the layout a bit to help create separation from trees. However, when we move/twist the layout one way we typically create a closer impact on a different tree. In talking with our Park Superintendent, several of the trees are young and can be moved, with exception of an Autumn Blaze Maple located at the entrance to the playground.

Staff Recommendation:

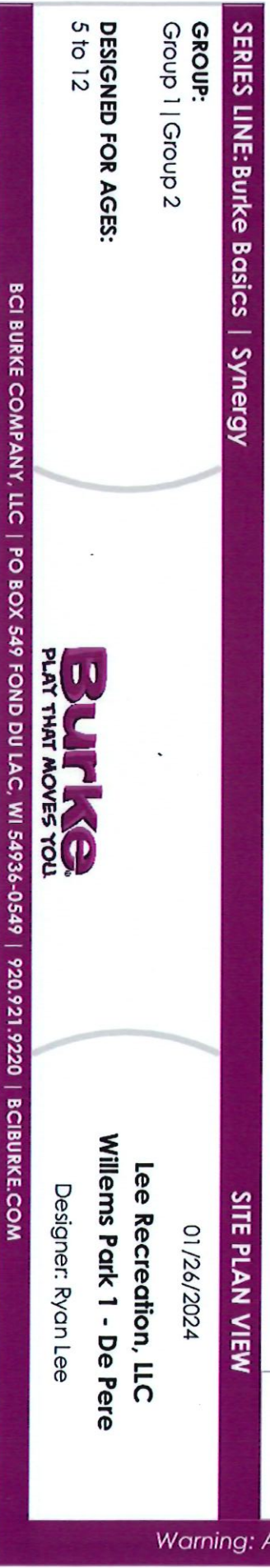
Based on the current information, staff recommends the following

- Accept Lee Recreation Option #1 (without the ramp and border)
- Recommend the installation of Poured in Place fall surfacing.
- Recommend to council the excess funding come from the remaining funds from the following projects:
 - o Legion Playground (ARPA)
 - o Lawton Playground (ARPA)
 - o Legion Ball Field (ARPA)
 - o Hard Surface Carryover funding from 2023



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

PLAYGROUND LAYOUT
WILLEMS PARK
PROJECT: 24-XX
DATE: 2/28/2024 BY: MJT CHECKED: EPR



OVERALL BOUNDING OF USE ZONES Area:3471.9 sq.ft. Perimeter:240.4 ft. STRUCTURE SIZE: 48' 3"x71' 12" POST SIZE(S): 3.5"	**The space requirements shown here are to ASTM standards. Requirements for other standards may be different.
---	--

The use and layout of play components identified in this plan conform to the CPSC guidelines. U.S. CPSC recommends the separation of age groups in playground layouts.

Warning: Accessible safety surfacing material is required beneath and around this equipment that is compliant with ASTM, CPSC, and ADAAG requirements.

WILLEMS PARK (OPTION 1) - DE PERE

LR LEE
RECREATION
www.LeeRecreation.com • 800-775-8937



PROPOSAL #142-012924-1



WILLEMS PARK (OPTION 1) - DE PERE

LR LEE RECREATION
www.LeeRecreation.com • 800-775-8937



PROPOSAL #142-012924-1



WILLEMS PARK (OPTION 1) - DE PERE

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PROPOSAL #142-012924-1



PROPOSAL #142-012924-1





City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: March 21, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action on Kelly Danen Playground Improvements

ATTACHMENTS:

- Memo.Kelly Danen Playground (DOCX)

CITY OF DE PERE MEMO



To: Board of Park Commissioners

From: Marty Kosobucki

Date: March 21, 2024

RE: Kelly Danen Playground – Updates/Improvements

We have completed the playground installation of the Kelly Danen Playground. After conducting a full review, we have identified that we still have approximately \$17,000 - \$20,000 left from the donation. Part of the reason for the large sum of funding left is because the projection for Poured in Place (fall surfacing) was significantly higher than what was actually billed.

We would like the Park Board to review and approve additional acquisitions for the playground to help improve the overall experience. The two options we have investigated are:

- Construct decorative fence all the way around playground. Cost - \$11,000.
- Install additional playground components that would not change the footprint of the playground. We have reached out to the vendor of the playground to submit ideas and costs. We should have them prior to your meeting.

Additional Info:

Benches – we considered the thought of installing benches, however after reviewing the design of the playground and likely positioning of the benches, we felt it was not a good choice. The benches most likely option for placement is along the sidewalk that runs on the south east portion of the playground. If benches were placed here, it would mean the people sitting on the bench would be facing away from the baseball fields and not have the opportunity to see a foul ball coming their way.

Donor – We have reached out to the donor and they have provided support for the decorative fence and adding to additional play value.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: March 21, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action on Approval of Surveillance Camera Plan for Park System.

ATTACHMENTS:

- Memo.Park Surveillance (DOCX)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Date: March 21, 2024

RE: Surveillance Camera System for Park System

Staff has been meeting with the De Pere Police Chief and IT Director to discuss creating a surveillance plan for the De Pere Parks System. Currently the Police Department has money allocated from ARPA to be utilized for installing surveillance systems around the City. We would like to review the various parks for consideration of installing surveillance systems and obtain Park Board approval.

The below parks are not put in any particular order of priority, just parks that have been identified that would benefit from the presence of surveillance. Upon approval of the parks, the team would work over the next year to install as many systems as possible with the funding available.

Riverwalk
Optimist Park
Southwest Park
Legion Park
Patriot Park
VFW Park and VFW Pool
Jim Martin Park

Staff recommendation: Approve recommended parks for installation of surveillance systems.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: March 21, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Staff Update on the 2023 Donations

ATTACHMENTS:

- 2023 Donations (PDF)

2023 DONATIONS

NAME	AMOUNT
Total Park Donations	\$100,208.00
Total Community Center Donations	\$15,874.00
Total Memorial Benches and Trees	\$9,736.15
Total all 2021 Donations	\$125,818.15

2023 DONATIONS

NAME	AMOUNT	Event
Amerilux	\$3,500.00	Main Sponsor of Beer Garden
Immel	\$1,750.00	July Beer Garden Sponsor
Tweet Garot Mechanical	\$1,750.00	June Beer Garden Sponsor
Durr Systems	\$1,750.00	August Beer Garden Sponsor
Tundra Apparel & Promotions and Wonder Signs	\$500.00	Beer Garden Banner
Graef	\$600.00	Raffle prizes for beer gardens
Judith and Michael Bragelman	\$108.00	Two replacement American flags
De Pere VFW	\$100.00	Flower bed and maintenance around VFW monument
Beautification Committee	\$1,000.00	Planter box at Voyageur Park
Associated Bank	\$60,000.00	Nelson Family Pavilion
Pink Flamingo	\$8,000.00	Legion softball field improvements
De Pere Baseball	\$2,000.00	Improvements to Gandrud field at SW Park
Fox Community Credit Union	\$2,500.00	Holiday Light Show
Tree Sponsors	\$6,900.00	Holiday Light Show
Nelson Family Pavilion Donations	\$9,750.00	Total 2023 donations (+ \$60,000 pledge)
Total	\$100,208.00	

2023 COMMUNITY CENTER DONATIONS

NAME	AMOUNT	Event
De Pere Lions Club	\$500.00	Entertainment for Beer Garden
De Pere Optimist Club	\$500.00	Easter Egg Hunt
De Pere Optimist Club	\$500.00	Summer Camp T-shirts
De Pere Men's Club	\$200.00	Easter Egg Hunt
De Pere Men's Club	\$300.00	Summer Carnival
De Pere Men's Club	\$300.00	Senior Picnic
De Pere Kiwanis Club	\$500.00	Recreation Scholarship Fund
Greta Johnson	\$2,500.00	Recreation Scholarship Fund
De Pere Rotary Club	\$1,000.00	Summer Carnival
Walmart	\$2,500.00	Canvas paper and frames
Wochinske Family Foundation	\$2,500.00	Recreation Scholarship Fund
Brown County Community Women's Club	\$700.00	Community Center needs and programs
Pink Flamingo Classic	\$500.00	Summer Carnival
Pink Flamingo Classic	\$250.00	Recreation Scholarship Fund
Walmart	\$50.00	Summer Carnival
Walmart	\$50.00	Senior Picnic
Walmart	\$50.00	Easter Egg Hunt
Community First Credit Union	\$100.00	Summer Carnival
Kona Ice / Tom Traveling Coffee	\$112.00	Big Rig Gig
Capital Credit Union	\$100.00	Summer Carnival
CoVantage Credit Union	\$100.00	Summer Carnival
Festival Foods	\$50.00	Senior Picnic
Festival Foods	\$100.00	Senior Luncheon and Bingo
Debbie Kuick	\$15.00	Senior Picnic
Sidekicks	\$30.00	Senior Picnic
De Pere Greenhouse	\$160.00	Senior Picnic
Scott's Subs	\$30.00	Senior Picnic
El Maya	\$25.00	Senior Picnic
Cranky Pat's Pizza	\$140.00	Senior Picnic
Vintage Rose	\$20.00	Senior Picnic
Replay Sports Bar	\$50.00	Senior Picnic
The Abbey	\$20.00	Senior Picnic
Bosses	\$30.00	Senior Picnic
TOPSs Club	\$50.00	Senior Picnic
Luna Café'	\$20.00	Senior Picnic
Comedy City De Pere	\$40.00	Senior Picnic
Woodside Senior Community	\$58.00	Senior Picnic
Cash Donation - Resident	\$200.00	Recreation Scholarship Fund
Candy Bar Bingo Sales	\$233.00	Recreation Scholarship Fund
Seroogy's Candy Bar Sales	\$1,291.00	Recreation Scholarship Fund
Total	\$15,874.00	

2023 MEMORIAL TREE/BENCH DONATIONS

NAME	AMOUNT	ITEM
Mark Klimek	\$ 1,950.00	Memorial Bench at Perkofski
Ted Janssen	\$ 150.00	Memorial Tree at Voyageur
Andy Muckerheide	\$ 1,200.00	Memorial Bench on East River Trail
Linda Schink-Boers	\$ 1,300.00	Memorial Bench at Voyageur
Mike Stumpf	\$ 200.00	Memorial Tree at the Dog Park
Brenda Touichinski	\$ 137.15	Memorial Tree at Voyageur
Laura Vanden Elzen	\$ 140.00	Memorial Tree at Voyageur
Beautification Committee	\$ 1,284.00	Memorial Trees for Jerry
Susan Collins	\$ 1,775.00	Memorial Bench on Front Street
Voyageurs Hockey Team	\$ 1,500.00	De Pere Ice Center
Jerry Tree Donations	\$ 100.00	Total 2023 donations
Total	\$ 9,736.15	



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: March 21, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Status Report on the Southwest Park Building Repair.

ATTACHMENTS:

- Project Progress 02-20-2024 (PDF)
- Project Progress 02-29-2024 (PDF)



City of De Pere

Southwest Park Shelter
2472 Lawrence Dr.
De Pere, WI 54115

RE: Southwest Park Shelter Project – Progress Report

Date: February 22, 2024

On February 20, 2024, a representative from our office performed a site visit at the Southwest Park shelter to conduct a project progress inspection. At the time of inspection, the following observations were made:

- Demolition has been completed and restoration is under way.
- Demolished materials have been removed and the jobsite presents a clean appearance. (photo1)
- New wall plates have been installed. (photo 2)
- Erection of the new truss roof is in progress. Some beams, bracing and truss clips, and plywood sheathing is installed. (photos 2-6)
- Rough electrical work was in progress. (photo 7)
- Rough plumbing repairs are in progress made. (photo 8)
- Various small incidental tasks have been completed.

For visual reference, see the attached photos attached to this document.



Photo 1



Photo 2

2637 Tulip Lane - Green Bay, WI 54313 - Phone: (920) 469-9288
Info@IntegrityEngineering.biz



Photo 3



Photo 4

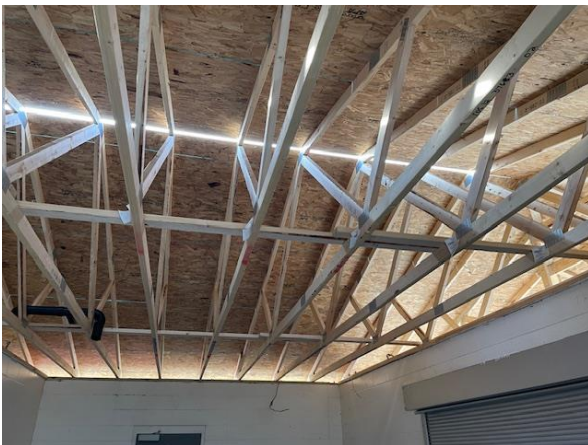


Photo 5



Photo 6



Photo 7



Photo 8



City of De Pere

Southwest Park Shelter
2472 Lawrence Dr.
De Pere, WI 54115

RE: Southwest Park Shelter Project – Progress Report

Date: March 4, 2024

On February 29, 2024, a representative from our office performed a site visit at the Southwest Park shelter to conduct a project progress inspection. At the time of inspection, the following observations were made:

- Debris is controlled presents a clean appearance.
- The new roof truss system has been erected. This includes beams, bracing and truss clips, plywood sheathing with 'H' clips, and sub-fascia. (photos 1-4)
- New roof shingles and items incidental to the roof have been installed. (photos 5-7)
- Wood sheathing at the vending window was installed. (photo 9)
- Rough electrical work was in progress. (photos 8-10)
- Rough plumbing repairs have been made. (photos 9, 11)
- Bath exhaust fan rough ducting has been completed.
- Proper vents and vapor barrier installation was in progress in preparation for new insulation. (photos 1, 11-13)
- Various small incidental tasks have been completed.

For visual reference, see the attached photos at the end of this document.

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Photo 1



Photo 2

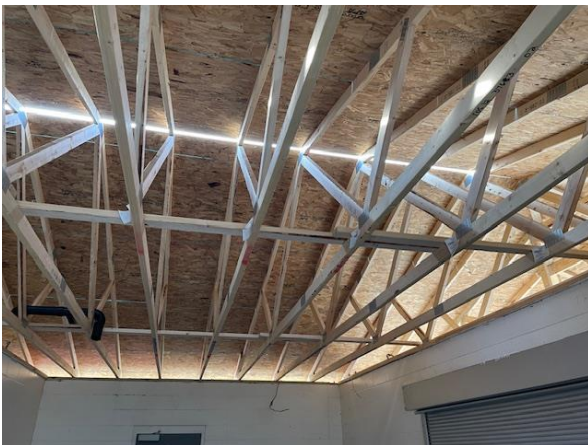


Photo 3



Photo 4



Photo 5



Photo 6

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Photo 7



Photo 8



Photo 9



Photo 10



Photo 11



Photo12

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Photo 13