



Board of Park Commissioners

335 South Broadway

De Pere, WI 54115

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

Regular Meeting

Agenda

Thursday, March 20, 2014

6:30 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a Regular Meeting of the **Board of Park Commissioners** of the City of De Pere will be held on **March 20, 2014** at **6:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

I. Call to Order

1. Roll Call

II. Action Items

1. Approve Minutes from Board of Park Commissioners Meeting 2-20-14.
2. Approve request from Definitely De Pere to renew the agreement for the Yoga in the Park Agreement.*
3. Approve contract for design services in renovating Braisher Park Shelter.*
4. Consideration of Fundraising Request at the Community Center.
5. Request to pursue Kidz Zone Before School Program with Notre Dame Elementary School on the east side.
6. Approve course of action resulting from City's aerial survey of deer population.*
7. Approve Brown County Ice Time Management Report.
8. Request for Approval of Donation from De Pere Optimist Club.*
9. Discuss possible terms and conditions of extension of Humana Lease.
PLEASE TAKE NOTICE THAT, pursuant to Wis. Stats. §19.85(1)(e), the Board may convene in closed session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

The Board may then reconvene in open session to take action on any matter discussed in closed session or for such other purposes as are allowed by law.

10. Consider request to amend De Pere Municipal Code regarding discharge of firearms for hunting within City Limits. *

III. Public Comment Period

IV. Future Agenda Items

V. Staff Updates

1. Men's Club Donation for Easter Egg Hunt
2. Fee Waiver
3. Payment Plans

VI. Adjournment

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

Committee Members**Alderspersons**

Mayor Michael J. Walsh

Judy Schmidt-Lehman, City Attorney

Allyson Watson, Definitely De Pere

Marty Kosobucki

Staff Members

Henry Kneiszel, Teen Advisor

De Pere Rapides Soccer

Ben Villarruel, Unified School District

Mike Lefebvre - GRAEF

Jeff Kartan - Notre Dame Elementary
School

De Pere Youth Hockey

Tod Maki, De Pere Select Soccer

Shana Defnet, City Clerk

City Hall 1st and 2nd Floor

De Pere Area Chamber of Commerce

TV & Radio Stations

Abbey Barnes, Teen Advisor

De Pere Baseball

John Zegers, West De Pere School District

Matthew Schactner – Somerville Inc.

Briana Petersen

Don Chilson – Brown County Ice Time
Management

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

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: March 20, 2014

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve Minutes from Board of Park Commissioners Meeting 2-20-14.

ATTACHMENTS:

- Draft Minutes 2-20-14 (PDF)



Board of Park Commissioners

335 South Broadway

De Pere, WI 54115

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

Regular Meeting

Draft Minutes

Thursday, February 20, 2014

6:30 PM

De Pere City Hall Council Chambers

I. Call to Order

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

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

II. Action Items

1. Acceptance of Board Park Commissioners Minutes 12-19-13

RESULT: ADOPTED [UNANIMOUS]
MOVER: Bill Volpano, Board Member
SECONDER: Michael Donovan, Aldersperson
AYES: Volpano, Brown, Donovan, Lueck, Rafferty
EXCUSED: Sue Schinkten, Rod Kowalczyk

2. Request for Movie Event at VFW Park/Community Center. Mike Donovan made a motion to open the meeting at 6:31 p.m., seconded by Bill Volpano.

Allyson Watson from Definitely De Pere gave a review of the movie event to the board.
Allyson took questions from the board about the event.

Lisa Rafferty made a motion to close the meeting at 6:34 p.m, seconded by Bill Volpano.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Lisa Rafferty, Aldersperson
SECONDER: Bill Volpano, Board Member
AYES: Volpano, Brown, Donovan, Lueck, Rafferty
EXCUSED: Sue Schinkten, Rod Kowalczyk

3. Discussion on long term lease for Humana* Marty Kosobucki spoke with the board about the long term lease. Marty stated he has had conversations with Chris Tremblay from Humana out of Louisville, Kentucky. Humana is interested in a long term lease. The board had discussion about the long term lease.

Mike Donovan made a motion to continue with the exploration of the long term lease, seconded by Lisa Rafferty. Motion passed.

Attachment: Draft Minutes 2-20-14 (1950 : Approve Minutes from Board of Park Commissioners Meeting 2-20-14.)

RESULT: ADOPTED [UNANIMOUS]
MOVER: Michael Donovan, Alderperson
SECONDER: Lisa Rafferty, Alderperson
AYES: Volpano, Brown, Donovan, Lueck, Rafferty
EXCUSED: Sue Schinkten, Rod Kowalczyk

4. Request from Brown County Coalition for Suicide Prevention to waive rental fee for Voyageur Park
Marty Kosobucki reviewed the waiver. The board had discussion about the waiver.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Bill Volpano, Board Member
SECONDER: Larry Lueck, Alderperson
AYES: Volpano, Brown, Donovan, Lueck, Rafferty
EXCUSED: Sue Schinkten, Rod Kowalczyk

5. Recommendation to waive fee for Fox Wolf Watershed Alliance to use Voyageur Park
Marty Kosobucki reviewed the waiver. The board had discussion about the waiver.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Larry Lueck, Alderperson
SECONDER: Michael Donovan, Alderperson
AYES: Volpano, Brown, Donovan, Lueck, Rafferty
EXCUSED: Sue Schinkten, Rod Kowalczyk

6. Discussion on Community Center Policy related to payment plans for rentals.
There was discussion from the board about payments plans at the Community Center.
The board referred back to the study which was done in December in reference to payment plans.
7. Request for Approval for Changes to Summer Playground Program Sites
Marty Kosobucki spoke with the board and took questions about changes to Summer Playground Program Sites.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Larry Lueck, Alderperson
SECONDER: Michael Donovan, Alderperson
AYES: Volpano, Brown, Donovan, Lueck, Rafferty
EXCUSED: Sue Schinkten, Rod Kowalczyk

8. Consider changes to ordinance related to bow hunting within the City Limits*
Marty Kosobucki reviewed the changes and took question in reference to the ordinance related to the bow hunting.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Larry Lueck, Alderperson
SECONDER: Lisa Rafferty, Alderperson
AYES: Volpano, Brown, Donovan, Lueck, Rafferty
EXCUSED: Sue Schinkten, Rod Kowalczyk

9. Review and Approve Community Center 4th Quarter Report

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Larry Lueck, Alderperson
SECONDER:	Bill Volpano, Board Member
AYES:	Volpano, Brown, Donovan, Lueck, Rafferty
EXCUSED:	Sue Schinkten, Rod Kowalczyk

10. Request for Approval of Donation from Cellcom*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael Donovan, Alderperson
SECONDER:	Lisa Rafferty, Alderperson
AYES:	Volpano, Brown, Donovan, Lueck, Rafferty
EXCUSED:	Sue Schinkten, Rod Kowalczyk

11. Request for Approval of Donation from De Pere Optimist Club for Summer Day Camp*

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

III. Public Comment Period

None

IV. Future Agenda Items

Review of criteria for Community Center events.

V. Staff Updates

1. New Parks, Recreation and Forestry Event: Big Rig Gig--Staff Update
Stephanie Schlag spoke with the board about the new event she is planning on May 16, 2014 at Perkofski Boat Landing. The event will be in conjunction with the Police Department, Fire Department and Public Works. The event will give children the opportunity to play on large equipment under supervision. The board was very excited about the event.
2. Celebrate 2014
Marty Kosobucki informed the board of the Celebrate Event during the month of May 2014.
3. Parkour Program to be Offered Summer and Fall 2014--Staff Update
Stephanie Schlag introduced the new program to the board. Stephanie took questions from the board.
4. WPRA Membership
The board was informed of their membership to the Wisconsin Parks and Recreation Association.
5. De Pere Ice Center - Zamboni Replacement
Marty Kosobucki reported on the Zamboni replacement to the board. Marty took questions from the board in reference to the zamboni.

6. Riverwalk Review
The Riverwalk Report was attached for the boards review.

VI. Adjournment

Mike Donovan made a motion to close the meeting at 7:20 p.m., seconded by Bill Volpano.
Motion Passed.

Respectfully submitted,
Debbie Zierson

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: March 20, 2014

DEPARTMENT: Parks, Recreation & Forestry

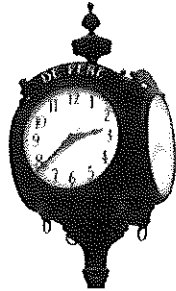
FROM: Marty Kosobucki

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

Definitely De Pere is requesting to renew the agreement we piloted last year in offering a Yoga in the Park program. The program was a success and we support renewing the agreement.

ATTACHMENTS:

- Definitely De Pere Agreement (PDF)



DEFINITELY DE PERE

DOWNTOWN DE PERE INC.—A MAIN STREET COMMUNITY

320 Main Avenue, Ste. 102
De Pere, WI 54115

Board of Park Commissioners
Attn: Marty Kosobucki
925 S. Sixth St.
De Pere, WI 54115

Dear Mr. Kosobucki:

Definitely De Pere would like to repeat the popular “Yoga in the Park” during Summer 2014. This would be a family and community friendly event with eight set dates. Yoga instruction would be free with a rain location at the yoga instructor’s studio. We are currently seeking event co-sponsorship from the City of De Pere for use of Voyageur Park.

As we did last year, Definitely De Pere has developed a partnership with local studio owner, Ryanne Cunningham of Flow Yoga Studio, 421 George St.

Definitely De Pere requests that the City of De Pere allow utilization of the center bowl in Voyageur Park on July 10th, 17th, 24th, 31st, August 7th, 14th, 21st, and 28th.

This event was very well received in its first year, with over 1,000 attendees in the first year. We are hopeful that this event will grow and further generate new traffic for the park and Riverwalk.

I have enclosed the Yoga in the Park Agreement from last year, updated with new signatures and dates for 2014, as well as a Certificate of Liability for insurance purposes.

Thank you for consideration of this event.

Sincerely,

A handwritten signature in cursive script that reads "Allyson J. Watson".

Allyson Watson
Executive Director, Definitely De Pere
Enclosures:(6)

YOGA IN THE PARK AGREEMENT (2014)

This agreement is made between the **FLOW YOGA STUDIO**, a certified yoga instructor, and **DOWNTOWN DE PERE, INC. d/b/a DEFINITELY DE PERE** ("**DEFINITELY DE PERE**"), coordinator for **YOGA IN THE PARK** classes.

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

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

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

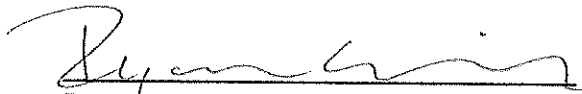
1. **DEFINITELY DE PERE** consents to coordinate and subcontract professional instructional services for **YOGA IN THE PARK** classes as indicated in Exhibit A.
2. The classes provided hereunder shall be free and open to the public, with no fee collection or formal registration procedure. For each class a sign-in sheet will be utilized in order to track attendance and for city recordkeeping purposes.
3. **DEFINITELY DE PERE** and the Director of Parks, Recreation and Forestry ("Director") shall mutually agree upon a suitable location(s) within Voyageur Park to conduct yoga sessions so as to not unduly impact other scheduled programs.
4. **DEFINITELY DE PERE** is not an employee of **CITY**, but is an independent contractor for the purpose of the class and shall retain full control and authority of said class curriculum at all times. **DEFINITELY DE PERE** shall subcontract the instruction of **YOGA IN THE PARK** classes to **FLOW YOGA STUDIO** for the 2014 season.
5. **CITY** shall not be required to provide any tools, equipment, apparatus, supplies, and materials unless otherwise mutually agreed by **CITY** in writing. **CITY** shall not be responsible for the loss, damage, destruction or injury to such equipment and **DEFINITELY DE PERE** shall hold the **CITY** harmless therefore.

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

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

Dated at De Pere, Wisconsin, this 15th day of July, 2013

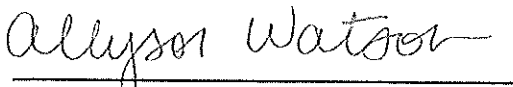
FLOW YOGA STUDIO



Ryanne Cunningham, Owner
Flow Yoga Studio

Dated at De Pere, Wisconsin, this 15th day of July, 2013

DEFINITELY DE PERE



Allyson Watson, Executive Director
Definitely De Pere

Exhibit A (PAGE 1)**YOGA IN THE PARK**

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

SCHEDULE: 8 Class Sessions;
July 10th – August 28th, 2014

TIME: Thursdays;
6:00 – 7:00 pm

CLASS SIZE: 1 minimum, No maximum

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

**INSTRUCTOR
EXPENSES:** None

**REGISTRATION
FEES:** None

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

EQUIPMENT: Definitely De Pere's responsibility.

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



CERTIFICATE OF LIABILITY INSURANCE

DOWNT-0

OP ID: CH

DATE (MM/DD/YYYY)

02/28/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Ansay & Associates-Green Bay 419 S Washington St PO Box 22368 Green Bay, WI 54305-2368 Kathleen A Clancy		CONTACT NAME: Kathleen A Clancy PHONE (A/C, No, Ext): 920-437-0587 FAX (A/C, No): 920-437-4179 E-MAIL ADDRESS: Katie.Clancy@gb.ansay.com	
INSURED Downtown De Pere Definitely De Pere 320 Main Ave, Ste 102 De Pere, WI 54115		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Cincinnati Insurance Co	
		INSURER B: Middlesex Insurance Company	
		INSURER C:	
		INSURER D:	
		INSURER E:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY		ENP 0189464	04/01/2014	04/01/2015	EACH OCCURRENCE	
	☒ COMMERCIAL GENERAL LIABILITY					\$ 1,000,000	
	☐ CLAIMS-MADE ☒ OCCUR					\$ 517,000	
						\$ 5,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:					PERSONAL & ADV INJURY	
	☐ POLICY ☒ PRO-JECT ☐ LOC					\$ 1,000,000	
						GENERAL AGGREGATE	
						\$ 2,000,000	
						PRODUCTS - COMP/OP AGG	
						\$ 2,000,000	
A	AUTOMOBILE LIABILITY		ENP 0189464	04/01/2014	04/01/2015	COMBINED SINGLE LIMIT (Ea accident)	
	☐ ANY AUTO					\$ 1,000,000	
	☐ ALL OWNED AUTOS	☐ SCHEDULED AUTOS					
	☒ HIRED AUTOS	☒ NON-OWNED AUTOS					
						BODILY INJURY (Per person)	
						\$	
						BODILY INJURY (Per accident)	
						\$	
						PROPERTY DAMAGE (PER ACCIDENT)	
						\$	
						\$	
B	UMBRELLA LIAB		89-45707-01	04/10/2014	04/10/2015	EACH OCCURRENCE	
	EXCESS LIAB					\$	
	☐ OCCUR					\$	
	☐ CLAIMS-MADE					\$	
	DED ☐ RETENTION \$					\$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					☒ WC STATU-TORY LIMITS	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☐ Y/N				OTH-ER	
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				E.L. EACH ACCIDENT	
						\$ 100,000	
						E.L. DISEASE - EA EMPLOYEE	
						\$ 100,000	
						E.L. DISEASE - POLICY LIMIT	
						\$ 500,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Yoga in the Park, an eight week free class open to the public in Voyageur Park on Thursday evenings this summer

CERTIFICATE HOLDER

CANCELLATION

CIDEDE1 City of DePere 335 S Broadway DePere, WI 54115	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: March 20, 2014

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve contract for design services in renovating Braisher Park Shelter.*

The City has budgeted \$60,000 to redesign and renovate the Braisher Park Shelter. The goal of redesigning the shelter is to bring it into compliance with the American with Disabilities Act standards, and to provide external entry bathrooms. We accepted two bids for the design work and are summarized below;

Company	Quote
Somerville, Inc.	\$7,400
Graef	\$17,500

Staff Recommendation: Accept quote from Somerville, Inc.

ATTACHMENTS:

- Somerville.Quote (PDF)
- Graef.Quote (PDF)

FEE AND REIMBURSABLES

Proposed Fee Schedule

Company Name: Somerville, Inc.

Company Address: 2100 Riverside Drive, Suite 300

Company Address: Green Bay, WI 54301

Company Representative: Matthew J. Schachtner

Phone Number: 920-437-8136

E:mail: mschachtner@somervilleinc.com

Signature: 

Fee (Total): \$7,400 plus reimbursables (please see next page for additional information)

FEE AND REIMBURSABLES

Architectural and Engineering compensation is based on time required for professional services and the reimbursement of expenses necessarily incurred in the performance of that service. If additional services or scope changes are required, they would be proposed on a time and material basis. Somerville, Inc. will perform the services as outlined in the Braisher Park Shelter RFP proposal as follows:

■ **Total Fee for the project is not to exceed:** **\$7,400** *plus reimbursables**

■ Hourly rates of each team member:	Senior Project Architect	\$136.00 <i>per hour**</i>
	Senior Designer	\$ 90.00 <i>per hour**</i>
	Senior Designer of Engineering Systems	\$106.00 <i>per hour**</i>

■ **Estimated hours of each consultant to complete the project:**

Review current/past use, evaluate facility	2
Review applicable codes	1
Meetings (2)	6
Site Verification	4
Preliminary Plan, Final design, drafting existing plan	8
Generate preliminary Opinion of Probable Cost (OPC)	2
Architectural	18
Plumbing	16
HVAC (Venting)	3
Electrical	8
Update OPC and develop summary of quantities	6
Approval process	2
Specifications	12
Total	88 hours

■ **Items, tasks, or data collection the City of De Pere shall perform:**

City to provide any existing drawings (if any), input of City standards for fixtures, finishes, materials

*Reimbursables listed on following page.

**Actual billings are based on the rates established below and are annually adjusted on the first of January. Premium charges for overtime hours are applicable only when requested by the client. Multipliers on the above rates are 1.30 and 1.60 for normal overtime and Sundays or holidays, respectively.

FEE AND REIMBURSABLES

*TYPICAL REIMBURSABLE EXPENSES

Expenses which may be incurred in addition to the hourly fees above are outlined below. Reimbursable expenses are invoiced at their direct cost plus a 10% charge for coordination, management and invoicing.

TRAVEL: Travel, mileage and living expenses while away from the firm's office in conjunction with the work. Time spent during travel is charged to the project at the normal hourly rate. **NOTE: Somerville will NOT charge mileage to and from the project site for this project.**

REPRODUCTIONS: Prints, maps, photocopies, specifications and other reproductions, made for office or field use, and the cost of the distribution of such items.

APPROVALS: Plan review fees, inspection fees, and preparation of applications for securing approval of authorities having jurisdiction over the Project.

CONSULTING SERVICES: Work requiring outside specialized consulting services such as surveying, geotechnical tests / reporting, soil testing, storm water management, geo-thermal design, LEED certification, hazardous material testing and/or removal, air or water balancing testing, specialized design consultation, interior design, etc.

MISCELLANEOUS: The cost of postage in conjunction with the work. Sales, use or gross receipt taxes paid by the Architect for purchases or rentals in conjunction with the work. The cost of rentals in conjunction with the work described in this proposal such as lifts, etc. Any and all additional expenses will be reviewed and approved by owner prior to implementation.

INVOICES

Billing will generally be on a monthly basis. Payment for professional services is due and payable upon receipt. Carrying charges for overdue accounts beyond 30 days of billing date are charged at one percent (1%) per month of the amount due.

1150 Springhurst Drive, Suite 201
Green Bay, WI 54304-5950
920 / 592 9440
920 / 592 9445 fax
www.graef-usa.com



collaborāte / formulāte / innovāte

February 20, 2014

Marty J. Kosobucki
Director of Parks, Recreation and Forestry
City of De Pere
925 S. Sixth Street
De Pere, Wisconsin 54115

SUBJECT: Braisher Park Design Proposal

Dear Marty:

In response to your Request for Proposal for the remodel of the Braisher Park Center, we are pleased to offer the following design proposal. We have reviewed all the terms and conditions outlined in your Requests for Proposal and find them to be acceptable.

GRAEF is a multidisciplinary engineering and planning firm that has been providing our clients with the highest level of technical expertise since 1961. We are headquartered in Milwaukee but we will serve your project from our Green Bay office with MEP support out of our Milwaukee office. GRAEF is made up of approximately 250 architectural and engineering professionals. GRAEF is annually rated in the top 500 design firms by Engineering News Record. We have included a number of cut sheets describing our firm and the services we offer.

We understand the project to be a remodeling of an existing bathroom facility in Braisher Park. The remodeling work is intended to bring the facility up to ADA standards and improve the effectiveness of the facility for the various user groups. Our design work will involve an evaluation of the facility, solicitation of input from the City and various user groups, the preparation of a preliminary plan for City review, the development of plans and specifications for the proposed remodeling work, and the development of an Opinion of Project Cost.

I will be serving as your main contact and project manager for this project. Jay Jensen will be responsible for the architectural portion of the project and will be supported out of our Milwaukee office. In accordance with the RFP, we have included a list of staff, task hours and hourly billing rates on the Proposed Fee Schedule form which is attached. Individual resumes can be provided upon request. We do not anticipate the use of any Subconsultants on this project.

We have included several cut sheets showing past recreation project work completed by the firm. References will be provided upon request.



collaborāte / formulāte / innovāte

We anticipate starting the project immediately upon notification of project award. Our work would begin with a kick-off meeting with City staff. Our timeline for completing the project will be 90 days from the authorization to begin the work.

Our proposal includes all the services that will be required to design the project, prepare the bidding documents, and provide an Opinion of Construction Costs. The proposal does not include any costs associated with the actual bidding process or any services that are typically provided during the construction phase of the project, including site inspection, shop drawing review, or construction administration. These services can be provided upon request.

We have attached the Proposal Fee Schedule for the project. Included on the schedule is a list of staff, their anticipated project hours and billing rates.

If you have any questions concerning our proposal, feel free to give me a call.

Sincerely,

A handwritten signature in black ink, appearing to read "M. Lefebvre", with a long horizontal stroke extending to the right.

Michael J. Lefebvre, P.E.
Vice President

MJL: mjl

Enclosures



Name: Graef-USA Inc.

Size: 245 Employees

Legal Status: Corporation

GRAEF Mission:

We are dedicated to serving our public and private clients. Our ability to excel is driven by Integrity, Quality, and our Commitment to Customer Service.

GRAEF services can be utilized to solve a specific engineering difficulties or to assume total project responsibility. In all cases, the assigned project manager will draw upon a broad range of resources to complete an assignment.

Our objective is to use the best technical personnel to complete outstanding projects in a timely manner and within budget.

GRAEF Locations:

Milwaukee, Green Bay & Madison, Wisconsin;
Chicago Loop & Chicago Airport, Illinois;
and Orlando, Florida

Green Bay Office:

11150 Springhurst Drive
Suite 201
Green Bay, WI 54304
Phone: 920 / 592 9440
Fax: 920 / 592 9445

Firm Introduction

GRAEF began as an individual partnership founded as a structural engineering firm in 1961. The fledgling company was named Graef, Anhalt, Schloemer-Consulting Engineers. Today, the firm, a corporation, employs about 245 employees in six offices across the country and is the second largest engineering firm in the state of Wisconsin.

GRAEF is currently ranked in Engineering News and Report (ENR) Top 500 Largest Design Firms as well as 33 in Building Design & Construction (BD+C) list of the nation's Top Engineering-Architecture firms. BD+C has also ranked GRAEF among the nation's 200 largest green design firms.

GRAEF provides quality consulting services in:

- Electrical Engineering
- Structural Engineering
- Site/Civil Engineering
- Landscape Architecture
- Urban Design
- Traffic/Transportation Engineering
- Environmental Engineering
- Surveying and Field Services
- Planning
- Sustainable Design
- Mechanical Engineering
- Plumbing & Fire Protection Engineering
- Commissioning

Structural Engineering

Our structural engineers provide a wide range of design and investigative services for all types of projects, with quality being the foundation of every project. Our commitment to creating high caliber, efficient designs is achieved through skilled personnel and personal attention during every phase of the project.

Civil Engineering

The public works engineering staff at GRAEF is well qualified to help municipal clients solve a wide range of challenges. Ranging in size from individual sites to large regional developments, our varied project experience offers a clear understanding of municipal operations and the sensitivities involved with public projects.



Technical Expertise

GRAEF effectively serves the project needs of our clients with comprehensive skills in a wide range of technical fields.

Civil

- GIS and Computer Modeling
- Potable Water Systems
- Water Resource Management
- Site Development
- Stormwater Systems
- Subdivisions
- Utility System Expansions
- Wastewater Systems

Environmental

- Air and Noise Analysis
- Asbestos/Lead Management
- Brownfields
- Natural Resource Assessments
- Permitting
- Program Management/Planning
- Real Estate Due Diligence
- Soil/Groundwater Remediation
- Watershed Management
- Wetland Services

Field Services

- ALTA Surveys
- GPS Surveying
- Construction Management, Inspection, Staking
- Land Surveys and Mapping
- Right-of-Way Plats
- Subdivision Platting
- Topographic and Site Surveys

Industrial Architecture

- Additions
- Buildings
- Building Facades
- Parking Structures
- Renderings
- Renovations
- Roof Systems

Landscape Architecture

- Site Planning/Design
- Community Planning
- Urban Design
- Streetscapes
- Parks and Recreational Facilities
- Golf Course Development
- Sustainable Design
- Quarry Architecture

Mechanical/Electrical/ Plumbing and Commissioning

- Communication and Alarm Systems
- Fire Protection Systems
- HVAC Systems
- Interior and Exterior Lighting
- Plumbing Systems
- Power Distribution
- Process Piping and Gas Systems
- Ventilation and Exhaust Systems
- Total Building Commissioning
- LEED Accredited Services
- Energy Modeling and Audits
- Smoke Control System Inspections
- Construction Management

Operations Consulting

- Lean Manufacturing Design
- Plant Layout
- Process and Product Flow Analysis
- Process Utility Design
- Quality Control
- Set-up Reduction
- Staging and Material Logistics
- Work Cell Design

Planning

- Comprehensive Planning
- Urban Design
- Master Planning
- Main Street Redevelopment
- Corridor Redevelopment
- Property Development
- Plan Reviews
- Strategies for Sustainability
- Economic Development

Structural

- BIM (Building Information Modeling)
- Bridges
- Buildings
- Building Exteriors
- Foundations
- Forensic Analyses/Investigations
- Parking Structures
- Process
- Structural Systems

Transportation

- Curb and Gutter/Sidewalks
- Harbors and Marinas
- Pavement Design
- Railroad Spurs
- Relocation and Reconstruction
- Right-of-Way Services
- Roundabout Design



Hart Park Athletic Complex



The City of Wauwatosa contracted GRAEF to help restore this community asset back to the regional athletic venue it once was. Previously the home field for five football teams, Hart Park's usage had steadily declined due to age and declining quality of the grass football field, running track and stadium. GRAEF prepared a detailed report of different alternatives for renovations including a comparison of similar, local athletic facilities, preliminary design of five alternatives, a preliminary estimate of design and construction costs, and a financial analysis for possible revenue generation of the improved venue. The City used the report to move forward with a full reconstruction of the athletic field complex.

GRAEF designed the complete renovation of the athletic complex. Improvements include the replacement of eight tennis courts, reconstruction of the existing six lane track with an eight lane track and associated field event areas, the replacement of the natural grass football field with a synthetic turf multi-sport field, bleachers for 5,000 spectators with a new press box, new sports lighting, and water main and storm sewer infrastructure improvements. The design team successfully met a condensed schedule with the study, design, and construction completed in less than 12 months for the start of fall football.

Client:

City of Wauwatosa

Location:

Wauwatosa, WI

Services:

Site/Civil Engineering
Landscape Architecture
Electrical Engineering
Construction Services

Project Data:

\$4.4 million project cost

Awards:

American Sports
Builders Association
Single Field Award, 2010





Wauwatosa Hart Park Interpretive Playground

Families of Wauwatosa and the surrounding Milwaukee suburbs are enjoying a new playground, splashpad and bandshell at Hart Park. The theme of the playground and landscape elements at 70th and State Streets is pre-settlement Wauwatosa with tributes to the Menomonee River, Native Americans and the Schoonmaker Reef. The playground centers around naturalistic trees, logs and rock formations. Children can climb a rock wall, walk logs that serve as balance beams, lookout the large Eagle's nest and play in a large carved canoe.

The playground was designed by Engberg Anderson Architects and GRAEF. GRAEF provided site/civil engineering and landscape architecture for the site.

The site also features an emblematic sculpture which represents Wauwatosa Wisconsin's history.

Client:

City of Wauwatosa

Location:

Wauwatosa, WI

Services:

Site/Civil Engineering
Landscape Architecture

Project Data:

Two playgrounds
(younger and older children), splashpad,
bandshell





Town of Salem Community Park

GRAEF was selected to design a community park active area located on 10 acres in the Town of Salem. The project included a 10-acre active use area consisting of two full size baseball diamonds, one combination soccer/football field, adequate parking with access, a pavilion/bathroom facility, a playground, and areas for open spaces and picnics. The soccer/football field includes space for moveable bleachers on both sides of the field. The active use area design did not impact the existing wetlands and primary environmental corridor.

GRAEF provided complete grading and drainage plans for all stormwater sewers, drainage swales, retention basins, and water quality improvements, meeting all Town, County, and State requirements. GRAEF provided a pavement design, grading plan, and typical section for all access roads, driveways, shared use trails, and a parking lot. GRAEF also prepared plans, specifications, and construction details for all site improvements including water requirements for both the pavilion/bathroom and irrigation of the sports fields, athletic field base and turf materials, perimeter fencing, related equipment and site lighting.

Client:

Town of Salem

Location:

Salem, WI

Services:

Site/Civil Engineering

Landscape Architecture

Stormwater
Management

Site Illumination

Parking Services

Project Data:

10-acre Site





Washington Park Velodrome Restroom, Concession, & Storage Facility

Client:

City of Kenosha

Location:

Kenosha, WI

Services:

Industrial Architecture

Structural Engineering

Civil Engineering

Mechanical

Engineering

Electrical Engineering

Plumbing/Fire

Protection Engineering

Project Data:

Total project cost -
\$330,000

The new facility was designed to replace an existing structure serving the nationally known Velodrome for bicycle racing and the swimming pool. Challenges included retaining the steep hillside that the structure is built into, choosing appropriate finishes due to the potential for vandalism and accommodating the floodplain of the Pike Creek that part of the park is in. The building consists of 1,120 square feet and includes two restrooms, a concession area and a storage area. The walls are of a polished concrete masonry unit and the hip roof is shingles on wood trusses.

The 14-foot drop in the hillside from Washington Road to the finish floor of the structure is retained with multiple levels of retaining wall and terraces.



Gateway Plaza


Client:

City of Neenah

Location:

Neenah, WI

Services:

Landscape Architecture

Civil Engineering

Electrical Engineering

Structural Engineering

Project Data:

25,000 square foot
urban plaza

\$1 million construction
cost

This new centerpiece of downtown Neenah is designed to be the predominant gathering spot in the business district as well as a gateway into the expanded Neenah Park and Trail System. A unique entry court with kinetic art is designed to draw in views while screening undesirable views.

The "Wind Walls" are large kinetic sculpture that have reflective qualities similar to "The Bean" in Chicago, utilizing the wind to create movement and light. The sculpture has the ability to have light projected onto its surface allowing for changing colors, themes and messages. Each Wind Wall is flanked with tall fescues and adjacent seating that creates "Art Coves" allowing for independent viewing and meditation of changing art and sculpture.



The large pedestrian plaza is designed for large group gathering while serving as fire access for existing and future adjacent buildings. The center of the plaza includes in-ground "Dance Chimes" allowing children to make music or play with the interactive piece. The rear of the plaza is anchored with a Bosque of cypress creating a natural buffer into the park system. The cypress were selected to create an outdoor room that changes throughout the seasons. The plaza includes a permanent (70 foot tall white spruce) holiday tree that allows for seasonal variety. The project is in construction and should be completed in the fall of 2012.



City of Neenah Parks/ Trails

wildlife viewing areas, and a canoe and kayak launch. In addition, the park will serve as central point of interest for a paved bicycle and pedestrian path leading to/from the Menasha Trestle Trail the heart of downtown Neenah. In order to avoid sensitive areas and meet ADA accessibility guidelines, this path will include a ravine crossing as well as a 390 foot long timber boardwalk across the mouth of the Neenah Slough. Full hydraulic design was performed on the boardwalk structure, ensuring that it will meet state navigational and flood control requirements.

Client:

City of Neenah

Location:

Neenah, WI

Services:

Landscape Architecture

Civil Engineering

Electrical Engineering

Structural Engineering

Project Data:

25,000 square foot

urban plaza

\$1 million construction
cost

As more pedestrians than ever take to the streets in urban areas, local communities are stepping up to create spaces designed to welcome them, and to encourage bicycle and pedestrian exploration of downtowns and adjacent recreational areas. GRAEF has taken a supporting role as the City of Neenah is in the process of improving several downtown parcels to promote a pedestrian/bicycle-friendly environment. Four projects in the City of Neenah are currently under design by GRAEF civil and landscape professionals to allow enjoyable and easy access to downtown as well as new lakefront park areas.

Herb & Dolly Smith Park

This park will be located on the site of a former fueling station and blighted undeveloped areas and will offer amenities to suit several types of outdoor recreation enthusiasts. Highlights of the park include a shelter with restrooms and open-air picnic space, walking paths with

Park Site #2

This proposed park will be constructed on a tract of land created by waste fill deposited from the nearby former paper mill. The location is locally known as Arrowhead Park. The status of this parcel as a brownfield site limits the commercial development opportunities but provides a location to create a natural lakefront recreation space near the heart of the downtown Neenah. Proposed development of the site will extend the asphalt bicycle and pedestrian path from the boardwalk structure along the lakeshore. Additional natural surface trails and picnic areas will be developed in the interior of the site.

Park Site #1

This park will be located along the lakeshore on the site of a former wastewater treatment facility that processed sludge water from the former P.H. Glatfelter Paper Mill. The parcel also contains capped waste material and debris from the deconstruction of the former mill buildings. Development on the site will include extension of the asphalt bicycle and pedestrian path, along with an at-grade railroad crossing to provide pedestrian/bicycle access directly to downtown. The park will provide a natural recreational space in the middle of an urban environment. Large interior berms on the site will provide character and screening from the adjacent steam plant and adaptively store and cap excess waste materials.

Parks and Recreation Facilities

Waukesha County Parks, Delafield, WI - Toilet Facilities – Plumbing design for park restroom and concessions stands. Design included sanitary waste and vent, domestic hot and cold water systems with water softeners.

Beach House Renovation, Great Lakes Naval Base, Chicago, IL. -

Plumbing design for beach restroom renovation of existing plumbing systems. Design included replacement of sanitary waste and vent, domestic water main, internal domestic hot and cold water, replacement of and selection of Plumbing fixtures including water closets, lavatories, showers and drinking water coolers.

Concordia University Baseball Stadium Baltimore Orioles– Sarasota, FL – New construction of stadium including new concession stands and kitchen equipment, new toilet facilities for the public use, private booths and team locker rooms. Design included sanitary waste and vent, domestic hot and cold water, primary and secondary storm water system, toilet and locker room facilities for stadium

Arena Building “The Burrow” – Florida Atlantic University, Boca Raton, FL – renovation of existing basketball stadium to include redesign of sanitary waste and drainage and domestic hot and cold water systems for public toilet facilities, locker rooms and concession stands with a fully designed fire sprinkler system.

Ed Smith Baseball Stadium – Milwaukee, WI – Renovation of stadium including new concession stands and kitchen equipment, new toilet facilities for the public and Club Level areas. Design included sanitary waste and vent, domestic hot and cold water, natural gas piping, primary and secondary storm water system, potable and non-potable water supplies for toilet facilities and a fully designed and calculated fire sprinkler system

Mukwonago YMCA, Mukwonago, WI - Design and construction of pool, gym and office/learning center. Design included sanitary waste and vent, domestic hot and cold water, primary and secondary storm water system, duplex pool discharge sewage ejectors, gas fired water heaters with heat recovery shell and tube coils from co-gen units waste heat, compressed air systems, toilet and locker room facilities for pool and gym, Scope Fire Protection design for convention and conference center.

Kalahari Concessions – Sandusky, OH – 5,000 SF - Design and construction of concessions stands for resort pool area. Design included sanitary waste and vent, grease waste and vent, domestic hot and cold water for concessions stand and toilet facilities.

Kalahari Convention and Conference Center, Sandusky, OH – 125,000 SF - Design and construction of convention and conference center. Design included sanitary waste and vent, grease waste and vent, domestic hot and cold water, primary and secondary storm water system, compressed air systems, and full service kitchen facility design and renovation to existing kitchens, Scope Fire Protection design for convention and conference center included wet, dry and FM-200 systems.

Big Springs Water Park, Houston, TX - Design and construction of concessions stands for resort pool area. Design included sanitary waste and vent, grease waste and vent, domestic hot and cold water for concessions stand, pool equipment room and toilet facilities.

Proposed Fee Schedule

Company Name: Graef-USA Inc. (dba GRAEF)

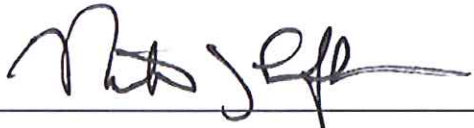
Company Address: 1150 Springhurst Drive, Suite 201

Company Address: Green Bay, Wisconsin 54304

Company Representative: Michael J. Lefebvre, P.E.

Phone Number: (920) 592-9440

E: mail: michael.lefebvre@graef-usa.com

Signature: 

Fee (Total): \$17,500

Staffing/Hourly Rates:

Name	Team Role	Work Effort(est.)	Hourly Rates
Michael Lefebvre	PM/Bidding Documents	16 hours	\$150
Jay Jensen	Architectural	100 hours	\$80
Andrew Walther	Electrical QA	4 hours	\$135
Heather St. Ledger	Electrical Design	40 hours	\$85
Jason Gerke	MEP QA	4 hours	\$125
Richard Koenig	Plumbing	10 Hours	\$115
Liza Cusimano	Plumbing	8 hours	\$65
Nathan Koepke	HVAC	5 hours	\$95
Marcin Selm	HVAC	4 hours	\$85

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: March 20, 2014

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Consideration of Fundraising Request at the Community Center.

This request is from a De Pere resident to rent the Community Center and hold a private fundraiser to help offset costs associated with their forthcoming adoption. Fundraisers fall under the restricted uses section of our policies and require park board approval. The renters have met the requirements established for fundraisers. If the fundraiser is not approved they will cancel their reservation and search for another venue.

Thank you for your time and consideration.

ATTACHMENTS:

- 20140307145158282 (PDF)

Briana Petersen • 324 Crestview Lane, De Pere, WI 54115 • 920-680-8625 • bpetersen620@gmail.com



February 20, 2014

Board of Park Commissioners
City of De Pere
335 S. Broadway
De Pere, WI 54115

Dear Members of the Board of Park Commissioners,

On Saturday, May 31st we would like to hold a private fundraiser at the De Pere Community Center to help raise funds for our upcoming Adoption. This invite-only event would include a guest list of approximately 75 family and friends, and feature music, games and a silent auction.

The event is being organized by myself, Briana Petersen (a 14 year De Pere resident), and would benefit my husband, Adam Petersen (a 35 year De Pere resident) and myself. (Please note our address and contact information at the close of this letter.) These funds will be used for the express purpose of offsetting the costs incurred with our forthcoming adoption. As I am sure you are aware, the average Domestic US adoption costs \$30,000 - \$40,000 to complete, and these figures do not include any additional medical fees, investment of time or loss of wages. Both my husband and I must undergo a rigorous process of continuing education, testing (medical and educational), certifications, meetings and approvals to meet the State(s) and Federal guidelines necessary to complete this process. And, since the United States government currently does require employers to cover bonding and beginning of life care for Adoptive parents (i.e. Maternity/Paternity pay), and whereas both our employers do not offer this benefit, we will also be incurring a major loss of wages in order to ensure proper bonding time and parenting for our new child.

This fundraiser is meant to help us better afford for the costs of this process in the hopes that we will be able to proceed with less financial burden. Any and all funds raised will be put towards agency, legal and medical fees, as well as travel and lodging expenses in correlation with the adoption of our future son or daughter. As per Federal regulations, all funds raised will be listed on our 2014 State and Federal Tax filings as other income.

We have made a full payment (\$215.00 USD) for the reservation of the rental space for the full day on May 31, 2014, as of 2/20/14 and understand that this request will likely be reviewed by the board at your March 2014 meeting. In order to allow for proper planning and notification timeline, if this rental approval is not received by March 25th, I am afraid we will need to consider an alternative location and will be canceling our request with expectation of a full refund.

Thank you for your time and consideration in regards to our Adoption fundraiser. We are hopeful that the City and Board of Park Commissioners will consider this a worthy cause and approve our request without hesitation.

Sincerely,

Briana Petersen

Attachment: 20140307145158282 (1944 : Consideration of Fundraising Request at the Community Center.)

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: March 20, 2014

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Request to pursue Kidz Zone Before School Program with Notre Dame Elementary School on the east side.

Staff is requesting the Board of Park Commissioner's approval to pursue a Kidz Zone Before School pilot program with Notre Dame Elementary School. Currently there is no before school program established on the east side of De Pere. Notre Dame is eager to begin working with us. We would like to survey the interest and if viable, set up for Fall of 2014.

Thank you for your time and consideration.

ATTACHMENTS:

- Kidz Zone - East Side of De Pere Memo (DOCX)

Memorandum

To: Board of Park Commissioners

From: Cindy Lee, Activity Coordinator
Paula Rahn, Community Center Manager

Date: March 7, 2014

Re: Approval of proceeding for Kidz Zone Program/Before School on the East Side of De Pere.

The memo is to seek the Board of Park Commissioner's approval for the implementation of a Kidz Zone Before School Program at Notre Dame School of De Pere (elementary school on the East side of De Pere).

1. This would be a pilot program for the first year serving Notre Dame Elementary and Creekside Montessori schools. Subsequently the program would expand to be open to students at Dickinson Elementary school.
2. Notre Dame was interested in partnering with us for a Before/After School Program a few years back, it was shelved at that time for numerous reasons.
3. 75% of the Notre Dame student body are City of De Pere residents. There are approximately 270 students in their elementary school (preK-grade 5). (Note: Our Lady of Lourdes has approximately 185 families in their pre-K through grade 8 program, our Before School Program averages 18 students per/day, this program serves OLOL and Westwood Elementary).
4. We would need a minimum of 10 participants to cover all costs included with the program including staffing, an additional 5 hours/week for Activity Coordinator, parish stipend (\$1.00/child/day enrolled), and all supplies incurred for this program. The maximum amount of participants would be 36.
5. Notre Dame would also be interested in our providing Early Release Day Kidz Zone as is offered on the West Side Kidz Zone.
6. Notre Dame would provide space for our program as well as building access for our staff and arrange access for parents to enter the building to drop off their children. Kidz Zone would provide all needed materials/supplies for the program.
7. The before school program would parallel the West Side Kidz Zone offering as far as pricing.
8. As with our current Kidz Zone Program for the West side, we would handle all registrations and work with Notre Dame on marketing for the program.
9. We would be looking at having this program up and running for fall of 2014.
10. The Site Advisory Committee for Notre Dame is supportive of this program, as is the principal, Jeff Kaftan.

Thank you for your time and consideration in this matter.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: March 20, 2014

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve course of action resulting from City's aerial survey of deer population.*

I have included several attachments for your review.

Summary document - provides a history, description of issues, potential options, car/deer crash data.

WDNR Letter - this letter is from the WDNR Wildlife Biologist regarding our deer population.

Map - This provides an overview of the numbers of deer sightings from the survey.

Act 71 Map - Provides visual impact of Act 71 with relation to bow and cross bowhunting within the City Limits.

ATTACHMENTS:

- WDNR Deer Survey (PDF)
- Deer Survey Map (PDF)
- Act 71 Hunting Impact (PDF)
- Park Board Summary (DOCX)

DEPARTMENT OF NATURAL RESOURCES
101 S. Webster Street
Box 7921
Madison WI 53707-7921

Scott Walker, Governor
Cathy Stepp, Secretary
Telephone 608-266-2621
FAX 608-267-3579
TTY Access via relay - 711



March 3, 2014

Marty Kosobucki
City of Depere
Parks Recreation and Forestry

Subject: Depere Deer populations

Dear Marty:

I have taken some time to review the aerial deer survey for Depere, and discussed the results with a few people externally and internally. As we have never conducted an aerial survey previously, we are unable to determine a trend in population from this alone. However, here is what we do know:

- 1) The aerial survey did locate good numbers of deer calling Depere home during the winter season. This survey was a minimum number of deer present as sightability from a helicopter is greatly influenced by weather, sun angle, snow cover and presence of evergreens. The Deer are concentrated in habitat that includes conifer and thick understory cover.
- 2) Hunters in Brown County killed more bucks and more antlerless deer this past year than any season in the last 10 years. This has been a steady trend since the early 2004 peak.
- 3) In the most recent reporting year Car-deer accidents in Brown County were the highest recorded in the last 20 years.
- 4) Interest by municipalities in ways to control deer in Brown County is keen, as seen by Ashwaubenon and Allouez similarly aerially surveying their habitat for deer numbers. The City of Green Bay and UWGB has had a long term hunting control plan to alleviate deer issues in their jurisdictions.
- 5) Deer Damage complaints, browse observations and anecdotal reports of public managers and private landowners indicate a healthy herd albeit variable across the county.

All of these measures of deer population indicate a metro deer herd that is healthy and overall trending upward. In any individual year: weather, winter stress, farming practices, predators and hunter success all play a role in determining whether the population increases or decreases. However, the metro herd is clearly above goals and will likely be productive enough to stay that way for some time.

As for whether the number of deer in Depere constitute a nuisance that needs controlling is a more complex question. It is very individual to each jurisdiction and is heavily dependent on the arrangement of habitat areas, tolerance of citizens to damage, and how the growing and winters seasons play out. It can also be heavily influenced by media and local government reports.

To summarize your situation: There is a healthy number of deer located in Depere that is trending upward until reaching some maximum number that is not predictable. As this population increases, nuisance complaints, vegetation impacts, car accidents, and human- deer negative interactions will also increase. There are natural controls that will eventually kick in such as predators, food limitations, and accidents that will help limit the deer population. Social tolerance of these natural controls is usually much less than the public's appreciation of more humane hunting and sharp-shooting controlling the herd.

The WDNR looks forward to working with you as you make a decision on methods to manage the deer herd in Depere.

Sincerely,

James Robaidek
WDNR Wildlife Biologist.

 Deer Survey Blocks

Total = 7.02 Sq. Miles

Results per area

<u>West</u>	<u>East</u>
1-22	6-5
2-29	7-5
3-27	8-0
4-22	9-0
5-9	10-0

2014

Aerial Deer Survey

Wildlife Management Services



Legend

City Boundary

100Yd. Building Buffer

1 inch = 350 yards

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

Aerial Deer Survey/Hunt Summary

Issue: Determine if the City has an issue with overpopulation of deer, and what tactics the City should pursue to reduce the population if necessary.

History:

- We were asked by Alderperson Bauer to research allowing hunting within the City Limits and on park property.
- Park Board discussion resulted in conducting a community survey asking people how they felt in allowing hunting within the City Limits as it related to mitigating deer problems/issues.
 - o The survey resulted in close to 700 responses.
 - 60% of community was in favor of hunting if it was related to mitigating deer issues.
 - 60% of the community was not in favor of hunting if it was not directly tied to mitigating deer issues.
 - The survey contained very passionate responses on both sides of the issue.
- As a result of the survey, the City pursued a grant to conduct an aerial survey of our deer population.
 - o This survey was done in conjunction with the Village of Allouez and Village of Ashwaubenon.
- Survey results indicated a high concentration of deer on the west side of De Pere, and very few deer on the east side of De Pere.
- In December of 2013, Act 71 was signed limiting the ability for municipalities to regulate the discharge of bows and crossbows for hunting purposes.
 - o Act 71 prohibits the City of De Pere from banning hunting of deer and other animals by bow or crossbow.
- Staff met with WDNR representatives with regard and deer issue.
 - o During the meeting, staff was informed the WDNR no longer endorses a “number” which can be compared to for determining if there is a problem.
 - o Determining if there is a problem or not, is completely up the municipality and its community acceptance/tolerance of the deer herd.
- In March of 2014, the City is considering new language in their ordinance, to allow for the discharge of shotguns in select areas adjacent to municipalities which allow hunting.
 - o At this time, it appears that the proposal will not allow for discharge of a shotgun for the purpose of deer hunting.

Current Issues/Concerns:

- Large population of deer on the West side of City.
- During aerial survey it was apparent that deer baiting/feeding was occurring.
 - o This draws deer into a concentrated area, and many times was drawing them close to densely populated areas.
- Several concentrations of deer were in areas where the City does not own property.
- Human/deer altercations (ie. Car/deer accidents, landscaping damage, taming of deer, etc...)
- Community position on the issue.
- Safety of allowing a hunt.

- Complexity of issue now that Act 71 is in place and City is considering ordinance changes to allow for certain forms of hunting with a shotgun.

Summary:

Considering all the information, the Park Board and City are in a rather tough situation. We are dealing with a very passionate issue within the community, and lack the ability to have data define if we have a “problem” with deer herd numbers. In dealing with this issue, I believe the first question we need to ask is “do we have enough information to make a decision as to whether there is a problem or not?”.

Data/Information we currently have;

- Deer population numbers (See map)
- Car/deer accident numbers (See attachment)
- Community Survey information/comments (previously distributed)
- Input from WDNR
- Map that shows impact of bow/cross bow hunting from Act 71(See map)

If you feel we do not have enough information, I believe the Park Board should discuss what additional information they would like to see. Staff would continue research and bring back to the Park Board at a later date.

If you feel you have enough information to make a decision, I believe we should follow the below process.

- If we feel there is no problem, I believe a report should be generated and forwarded to the Council recommending we do nothing.
- If we feel there is a problem, I would recommend the following process;
 - i. Develop a list of options for reducing the deer herd.
 - ii. Conduct a community listening session that would include the following;
 1. Options for reducing the herd.
 2. Provide opportunity for community to speak.

Potential Options

Because the concentrations of deer are in drastically different types of environment the tactics to use in reducing the deer herd numbers would be different.

Block 5 – Area next to St. Norbert Campus

- This area is owned by be several land owners, however most of the deer were spotted in the property owned by Midwest Communications. The City does not own any property in this area, and would need to obtain cooperation from property owners to reduce the herd.
- Options include;
 - Contracted Sharp shooter. (with landowner approval)
 - Ordinance put into place to minimize baiting/feeding of deer and attempts by residents to domesticate deer.
 - Trap and remove (with landowner approval)

Block 4/3 – Area next to the intersection of Lost Dauphin Road and Red Maple Road

- The City owns some wooded property on the south side of Red Maple Road and this wooded area holds some deer. However most of the deer reside on the north side of Red Maple Road and along the Fox River in this section. The owners of the property north of Red Maple is listed as Russell and Lynne Gilson. Several lander owners are listed along the Fox River.
- Options include;
 - Contracted Sharp shooter. (with landowner approval)
 - Ordinances put into place to minimize baiting/feeding of deer and attempts by residents to domesticate deer.
 - Trap and remove (with landowner approval)

Block 1/2/3 – Area including Southwest Park and The Preserve

- The City owns most of this area and ranges from densely wooded to open fields. Additionally, the City owned property varies in use. The property owned by the City consists of larger tracts of wooded property.
 - Preserve – Park open to public use with active use multi-use path.
 - Southwest Park – wooded area is open to the public, however has multiple areas that are not feasible to be reached by the average person.
 - Misc – The City owns several parcels between Southwest Park and The Preserve that are not listed as “Park Land”.
- Options include:
 - Contracted Sharp shooter.
 - Ordinances put into place to minimize baiting/feeding of deer and attempts by residents to domesticate deer.
 - Trap and remove.
 - Controlled and managed hunt, out of regular hunting season.
 - February-March.

Deer Crash Summary

Trying to accurately determine the number of car/deer crashes is a challenging task, because of three different policing jurisdictions participate. Below are the numbers that were obtained from the City of De Pere Police Department and Brown County Sherriff's Department. This number does not include the number of car/deer crashes reported from the State Patrol. Efforts to obtain car/deer crashes from the State Patrol have not been successful. The next piece of information we were able to attain was through the WDNR, identifying the number of car/deer crashes in Brown County.

City of De Pere – Car/Deer Crashes

Year	City of De Pere /Brown County
2011	2/NA
2012	12/2
2013	4/2

Brown County Car/Deer Crashes

2008	2009	2010	2011	2012
267	408	424	493	541

When analyzing data, it can be concluded that car/deer crashes in Brown County are on an upswing over the last 5 years based on the last full reporting period (2012). However, without further information (detailed reports from State Patrol) it is not possible to conclude that car/deer crashes are on an upswing in the City of De Pere.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: March 20, 2014

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve Brown County Ice Time Management Report.

ATTACHMENTS:

- Brown Count Ice Management report submitted 12-31-13 (PDF)

DePere Ice Arena**Dec, 31st 2013**

On Dec. 13th the NDA coach informed me that several of his players were sick during and after the game on Dec. 12th at the DePere Ice Arena. I went to the arena and tested the air for CO and Nitrogen Dioxide. The CO test was negative and the NO2 test was positive at 2ppm. (OSHA standard is 3ppm during an 8 hour work day). I then contacted the coach to confirm what I had found and that the symptoms he described do match poisoning from NO2. The NDA team and 1 official suffered symptoms of the NO2 poisoning. No others from in the arena or from the DePere Team seemed to have any problems. I also notified our executive board and the City of DePere after speaking with the Coach of NDA.

I immediately had Wisconsin Lift Truck out to check out and Tune the Zamboni engine on that Friday. The engine fuel mixture was off and an adjustment was made to burn the fuel cleaner. A complaint from an anonymous citizen was filed with the DePere Health Department also on Friday after we had confirmed that we indeed had a problem on Dec. 12th.

We then vented the building, and tested the Air 3 times each day until I ran out of testing supplies on Monday which forced us to close. We remained closed till Thursday, on Thursday our new continuous Air Monitor arrived and we installed that. The readings at that time were normal and we opened that evening for business. Testing for NO2 is not something most buildings use. We do test all rinks on a periodic basis using a hand pump and glass one use testing tubes. There are no standards in WI for Ice Rink Air Quality. We also tune Zamboni's each year in order to assure the fuel mixture is correct. Those tune ups were scheduled for the following Monday. Cornerstone and DePere ventilation systems monitor CO and flush fresh air in the building when the CO levels become too high.

During the week while we were closed I had all the HVAC equipment tested and tuned, installed a new ventilation fan to intercept the gases from flowing down in the locker room space down stairs, also re connected old ventilation fans that had been disconnect at some point prior to us taking over management of the arena. We moved a Zamboni from CCC that had tested at 0ppm after use to the DePere Ice Arena as the resurfacers at DePere is very old. We brought the DePere Zamboni here and added a catalytic converter to the exhaust system. It is now in use here and seems to be passing air tests.

We are finding that we need to keep the ventilation fans running at DePere constant when the Zamboni is being used, this has made the arena temp very cold as we are bringing in a ton of fresh air non tempered air. The amount of exhaust has now upset the balance in the arena which should be under positive pressure and now under negative pressure. This will need to be fixed prior to summer operation in order to keep the humid air out of the building.

I met with the DePere Mayor, Administrator and Park and Rec. Director last week to look at options, as there have been other instances of Air quality at the DePere Ice Arena in the past. Each time there was another ventilation system added, but no thought on how to balance the air in the building. They agree with me that we need to make some type of permanent solution. Best and easiest solution is to purchase an electric Zamboni, which will solve any ventilation issues and we can turn off the fans

and temper all the air that come into the building.

De Pere Ice Arena
Profit & Loss Budget vs. Actual
 June 2013 through May 2014

	Jun '13 - May 14	Budget
Total 5500 · Program Expense	0.00	1,000.00
5600 · Utilities	52,878.40	74,000.00
5700 · Vending Expense	6,854.09	9,600.00
6000 · Depreciation Expense	3,360.00	3,678.20
Total Expense	149,351.77	218,206.20
Net Ordinary Income	-5,866.17	56,693.80
Other Income/Expense		
Other Expense		
7000 · Split with City of De Pere	0.00	28,345.00
Total Other Expense	0.00	28,345.00
Net Other Income	0.00	-28,345.00
Net Income	-5,866.17	28,348.80

De Pere Ice Arena
Profit & Loss Budget vs. Actual
June 2013 through May 2014

	Jun '13 - May 14	Budget
Ordinary Income/Expense		
Income		
4003 · Advertising Revenue	0.00	2,500.00
4004 · Figure Skating	42,730.00	100,000.00
4004b · Kick-Synch	6,290.00	7,140.00
4005b · Ice Rental-Deacons	2,568.48	7,000.00
4007 · Ice Rental-Private		
4007i · De Pere High School	14,875.00	28,000.00
4007j · DePere Youth Hockey	34,310.00	65,000.00
Total 4007 · Ice Rental-Private	49,185.00	93,000.00
4007a · Non Contracted Ice	1,173.18	6,000.00
4008 · Ice Rental-SNC	8,797.73	11,500.00
4009 · Ice Rental-Summer	9,985.00	8,500.00
4011 · Men's League	10,089.98	10,760.00
4013 · Open Skate/Open Hockey	991.42	3,500.00
4016 · Vending	11,674.81	20,000.00
4018 · Summer Programs	0.00	5,000.00
Total Income	143,485.60	274,900.00
Expense		
5000 · Building Expense		
5000a · Repairs and Maintenance	26,445.40	20,000.00
5004 · Service Contracts	6,335.78	600.00
5005 · Zamboni	5,800.16	7,500.00
Total 5000 · Building Expense	38,581.34	28,100.00
5001 · Insurance Expense	4,800.00	14,400.00
5100 · Interest Expense	0.00	750.00
5300 · Office Expense		
5300a · Bank Service Charges	77.15	150.00
5300c · Legal and Accounting/Audit	445.28	
5300d · Office Supplies	630.29	1,500.00
5300f · Telephone Expense	1,378.32	1,476.00
Total 5300 · Office Expense	2,531.04	3,126.00
5400 · Payroll		
5400a · FICA Employer	2,301.45	4,800.00
5400c · Medicare Expense	543.02	1,152.00
5400d · Regular Earnings	17,352.93	42,500.00
5400e · Salaries	19,774.50	34,500.00
5400g · Payroll Processing Fees	375.00	600.00
Total 5400 · Payroll	40,346.90	83,552.00
5500 · Program Expense		
5500a · Advertising and Promotion	0.00	1,000.00
5500g · Sales Tax	0.00	0.00

Attachment: Brown Count Ice Management report submitted 12-31-13 (1890 : Approve Brown County Ice Time Management Report.)

De Pere Ice Arena
Balance Sheet
As of December 31, 2013

	<u>Dec 31, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
1015 · Nicolet Bank	5,808.15
Total Checking/Savings	5,808.15
Accounts Receivable	
11000 · Accounts Receivable	30,005.00
Total Accounts Receivable	30,005.00
Total Current Assets	35,813.15
Fixed Assets	
1600 · Equipment	50,116.78
1610 · Accumulated Depreciation	-7,038.20
Total Fixed Assets	43,078.58
TOTAL ASSETS	<u><u>78,891.73</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	20,138.68
Total Accounts Payable	20,138.68
Other Current Liabilities	
2105 Sales Tax Payable	457.14
2701 · Payable to/(Receivable fr) BCIM	36,249.65
Total Other Current Liabilities	36,706.79
Total Current Liabilities	56,845.47
Total Liabilities	56,845.47
Equity	
3900 · Unrestricted Net Assets	29,948.67
Net Income	-7,902.41
Total Equity	22,046.26
TOTAL LIABILITIES & EQUITY	<u><u>78,891.73</u></u>

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: March 20, 2014

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Request for Approval of Donation from De Pere Optimist Club.*

Staff is requesting approval to accept a donation of \$500 from the De Pere Area Men's Club for the annual Easter Egg Hunt.

Thank you for your time and consideration.

ATTACHMENTS:

- 2014 Park Board Easter Egg memo (PDF)



Memorandum

To: Board of Park Commissioners

From: Lori Tonn
Senior Program Coordinator

Re: 2014 Easter Egg Hunt

Date: February 26, 2013

The De Pere Optimist Club would like to donate \$500 to the Community Center for the Easter Egg Hunt, which is a special event open to children ages 2-9 and is scheduled for Saturday, April 19th 2014. Like past years, the De Pere Optimist Club has co-sponsored this event by providing staff and a monetary donation to help cover some of the costs of candy, prizes and craft supplies.

In addition, the De Pere Area Men's Club will donate an additional \$100 to the Community Center for the Easter Egg Hunt, approved by Director Marty Kosobucki. Again, this monetary donation will help cover some of the costs of prizes, candy and the fee for the Easter Bunny. The special appearance by the Easter Bunny has proved to be a highlight of the day as he/she mingles, hands out treats, and takes pictures with the children throughout the event.

In past years this event cost approximately \$600 - \$700 to run. We are anticipating costs to be in that same range for this year. The donation from the De Pere Optimist Club, in addition to the \$100 donation from the De Pere Area Men's Club, previously approved, would help cover most of the costs associated with this event. Therefore, we are seeking Board of Park Commissioner's approval to accept the De Pere Optimist Club's donation of \$500 to the Easter Egg Hunt.

Thank you for your time and consideration.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: March 20, 2014

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Discuss possible terms and conditions of extension of Humana Lease.

PLEASE TAKE NOTICE THAT, pursuant to Wis. Stats. §19.85(1)(e), the Board may convene in closed session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

The Board may then reconvene in open session to take action on any matter discussed in closed session or for such other purposes as are allowed by law.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: March 20, 2014

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consider request to amend De Pere Municipal Code regarding discharge of firearms for hunting within City Limits. *

This issue was reviewed at the Finance Committee on March 11. At the meeting, it was requested to have the issue reviewed by the Park Board considering they have been investigating the deer population and allowance of deer hunting by bow and cross bow within the City limits.

A motion to change the ordinance failed at the Finance Committee with a vote of 2-2. The issue will go to the City Council for review and consideration after the Park Board has reviewed the issue and makes a recommendation. Included with the information you will find the following information:

- Cover letter from our City Attorney explaining the situation, a staff recommendation, and an alternative option.
- Letter from De Pere resident requesting permission to hunt.
- Guideline to Firearm discharge and distances traveled by ammunition.
- Map identifying potential parcels which would be allowed to hunt under an alternative option.

ATTACHMENTS:

- 2261 (PDF)
- 2262 (PDF)
- 2265 (PDF)
- 2284 (PDF)

February 12, 2014

Larry Delo
De Pere City Hall
335 S. Broadway
De Pere, WI 54115

Dear Mr. Delo,

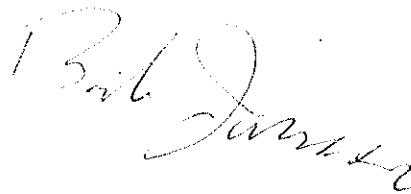
Several years ago we annexed our 120 acre family farm to the city of De Pere from Rockland township. Unfortunately when we did so, we unknowingly gave up the right to hunt with firearms on our property. Because of our family heritage of hunting and the need to hunt on this property to help control deer, geese, turkey, squirrels, rabbits, and coyotes we are approaching the City of De Pere to amend the ordinance that prohibits the discharge of firearms within city limits.

Our farm is bordered on the east, south and west by the Town of Rockland, which permits firearms discharge and hunting. To the north of our farm the nearest neighbor (which is only one house) is one quarter of a mile away. Any other residencies are one half mile away. Our farm lies south of Old Janssen Trail (north boundary), east of Highway 57 (west boundary) north of Old Martin Road (south boundary) and on the east boundary is land belonging to residents of the Town of Rockland. (Please see enclosed map.)

Once again we are asking the City of De Pere to consider amending the city ordinance to allow hunting on our farm.

Thank you.

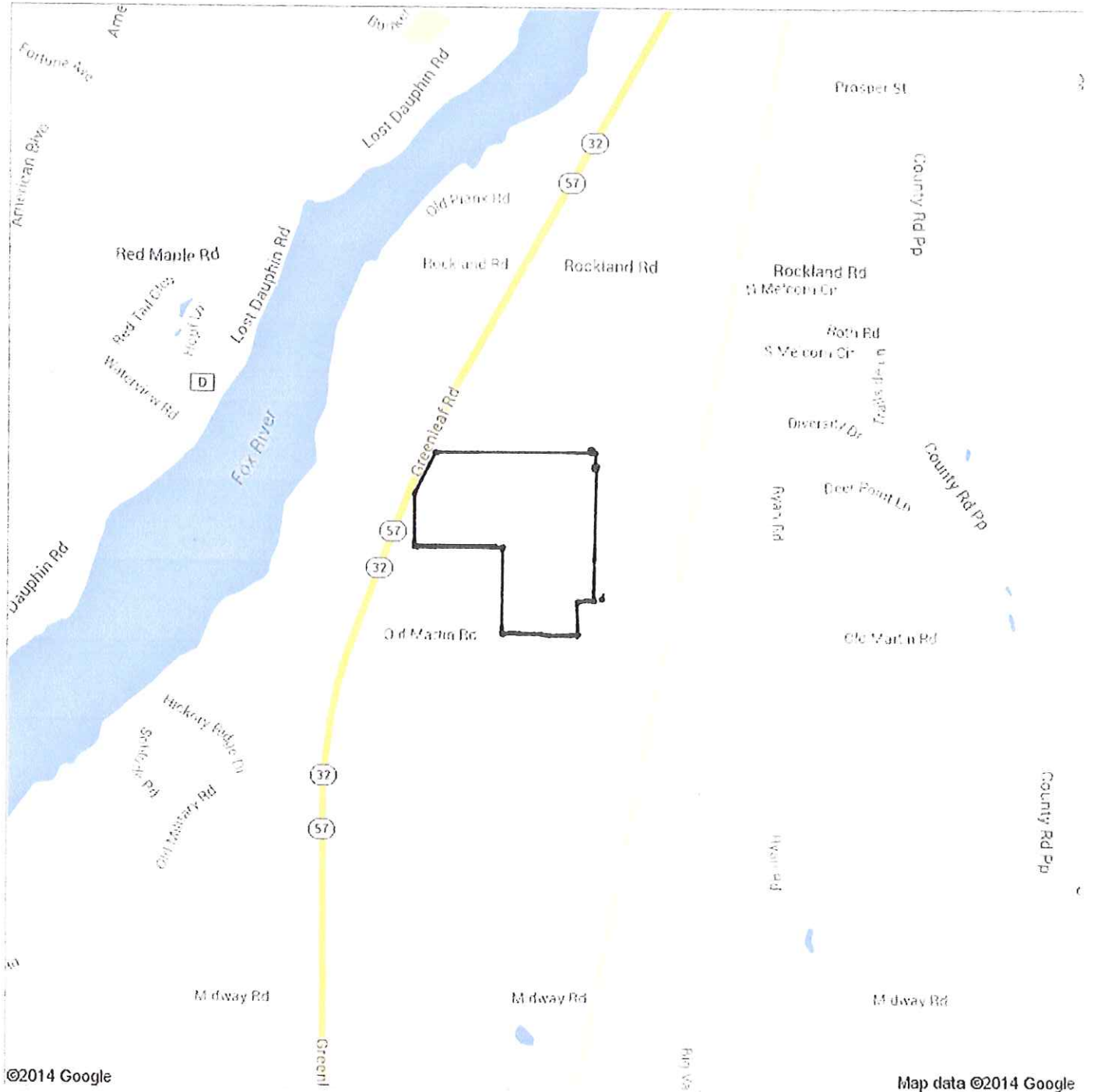
Robert Janssen



3234 Old Janssen Trail
De Pere, WI 54115
920-336-4448

cc: Ken Pabich





Rifle: Maximum Projectile Range with Lead

Caliber	Miles	Feet	Acres
.22 short	<1	3960	6
.22 long	<2	6336	9.6
.22 win mag	<2	7920	12
222 round	<3	11,088	16.8
.243 round	<3	13,200	20
.270 round	<3	13,728	20.8
7mm mag	<4	18,480	28
30-30	<2	9,240	14
30-06	<4	17,424	26.4
300 savage	<3	13,200	20
300 H and H	<3	13,728	20.8
308	<3	12,144	18.4
338	<3	14,784	22.4
35 Rem	<2	7920	12
45-47	<2	9,240	14

5,280 feet in 1 miles
 2,640 feet in 1/2 mile
 1,320 feet in 1/4 mile
 660 feet in 1/8 mile

Shotgun: Maximum Projectile Range with Lead

Shotsize	Miles	Feet	Acres
#9	<1/8	600	0.9
#7.5	<1/4	700	1.06
#6	<1/4	800	1.21
#5	<1/4	900	1.36
#4	<1/4	950	1.43
#2	<1/4	1100	1.66
#0	<1/2	1800	2.7
#00	<1/2	1900	2.8
Slug Distances			
1 oz Slug	<1	3700	5.6
410 slug	<1	2800	4.2

5,280 feet in 1 miles
 2,640 feet in 1/2 mile
 1,320 feet in 1/4 mile
 660 feet in 1/8 mile

Handgun: Maximim Projectilve Range with Lead

Caliber	Miles	Feet	Acres
.25 ACP	<1	3300	5
.45 ACP	<2	5350	8.1
.38 SPL	<2	5750	8.7
.357 Mag	<2	6600	10
.40 S&W	<2	6600	10
9x19 mm para	<2	6600	10
.44 Mag	<2	7000	10.6

5,280 feet in 1 miles
 2,640 feet in 1/2 mile
 1,320 feet in 1/4 mile
 660 feet in 1/8 mile

CITY OF DE PERE

MEMO

To: Michael J. Walsh, Mayor
 Members of the Finance/Personnel Committee
 From: Judith Schmidt-Lehman, City Attorney
 RE: Request to Allow Discharge of Firearms for Hunting within City Limits
 Date: March 4, 2014

Attached is a letter received by City Administrator Larry Delo requesting a change in city ordinance to allow the discharge of weapons within city limits for hunting purposes. Department heads from Parks, Recreation & Forestry, Planning, Legal, and Police met with Administrator Delo to discuss this request. It was the consensus of this group that a recommendation be forwarded to the Finance/Personnel Committee to not allow the discharge of firearms for hunting purposes within city limits. This recommendation is discussed in detail below.

Generally speaking, the regulation of hunting is within purview of the state and municipalities are prohibited from regulating hunting. Local governments may adopt a regulation that "...has an incidental effect on hunting, fishing or trapping, but only if the primary purpose is to further public health or safety." Wis. Stats. §29.038(3)(a).

The City currently prohibits the discharge of all weapons with certain exceptions under §8-2, De Pere Municipal Code. The group consensus to recommend no change in the City's current ordinance took into consideration the following:

1. Health and safety concerns exist with allowing firearms to be discharged within city limits based upon the distance most ammunition carries being incompatible with urban areas (see attached DNR information);
2. The discharge of bow and arrow or crossbow for hunting purposes is mandatorily allowed under state law; and
3. The lack of general public consensus to allow the discharge of as demonstrated by the response to the Parks & Recreation Department survey indicating a majority of responders not in favor of allowing hunting by bow and arrow or crossbow within the City unless tied to mitigating deer overpopulation issues.

If the Committee/Common Council wishes however to permit the discharge of firearms for hunting purposes within the City, it was also the consensus of the group that, to better ensure the public health and safety, the following requirements be imposed:

1. The property upon which the discharge is to occur is contiguous and adjacent to property in a neighboring community upon which the discharge of firearms is permitted;
2. The property upon which discharge is to occur is not platted and located in a R-1, Single Family Residence District or Conservancy District;
3. Written permission of the property owner must be obtained;
4. Shotguns only are allowed to be discharged; slugs as ammunition are prohibited; and
5. Discharge less than 100 yards from any structure, public park or trail and less than 50 yards from the centerline of any roadway is prohibited.

Attached is a map prepared by Bill Boyle showing the areas within the City where shotgun discharge in conjunction with hunting would be permitted using the above criteria.

If you have any questions or concerns regarding this matter prior to the March 11, 2014 Finance/Personnel Committee meeting, please feel free to call any of the above mentioned department heads at your convenience.

JSL:jld

Attachments

cc: Lawrence Delo, City Administrator
Marty Kosobucki, Director of Parks, Recreation & Forestry
Ken Pabich, Director of Planning & Economic Development
Derek Beiderwieden, Chief of Police
Alderpersons Boyd, Kneiszel, Heuvelmans and Bauer

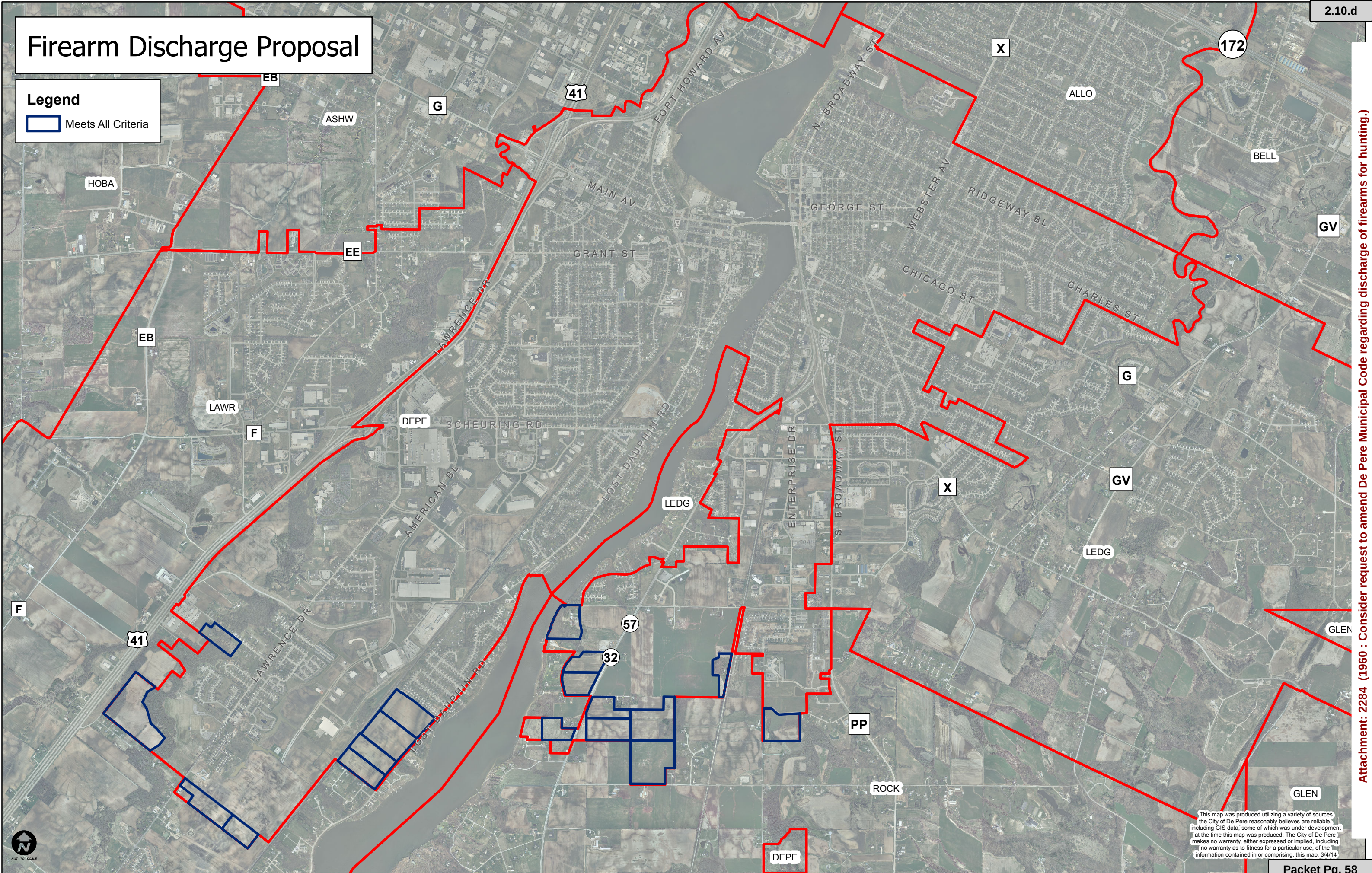
H:\jdupont\Memos\2014\Mayor & F-P - discharge of weapons 3-4-14-148-002-14.docx

Attachment: 2265 (1960 : Consider request to amend De Pere Municipal Code regarding discharge of firearms for hunting.)

Firearm Discharge Proposal

Legend

Meets All Criteria



Attachment: 2284 (1960 : Consider request to amend De Pere Municipal Code regarding discharge of firearms for hunting.)

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: March 20, 2014

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Men's Club Donation for Easter Egg Hunt

ATTACHMENTS:

- 2014 Easter Egg memo (DOC)



Memorandum

To: Marty Kosobucki

From: Lori Tonn
Senior Program Coordinator

Re: 2014 Easter Egg Hunt

Date: February, 2014

The De Pere Area Men's Club would like to donate \$100 to the Community Center for the 2014 Easter Egg Hunt. This donation would be in addition to a \$500 donation from the De Pere Optimist Club that we have requested approval for from the Park Board. This monetary donation will help cover some of the costs of prizes, candy and the fee for the Easter Bunny. The special appearance by the Easter Bunny has proved to be a highlight of the day as he/she mingles, hands out treats, and takes pictures with the children throughout the event.

In past years this event cost approximately \$600 - \$700 to run. We are anticipating costs to remain in that price range for this year's hunt. The donation from the De Pere Men's Club, in addition to the \$500 donation from the De Pere Optimist Club, would help cover most of the costs associated with this event. Therefore, we are seeking your approval to accept the De Pere Area Men's Club donation of \$100 to the Easter Egg Hunt

Thank you for your time and consideration.

Attachment: 2014 Easter Egg memo (1936 : Men's Club Donation for Easter Egg Hunt)

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: March 20, 2014
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki
SUBJECT: Fee Waiver

ATTACHMENTS:

- FEE WAIVER LISTING (PDF)

FEE WAIVER LISTING

NAME	WAIVER
Village of Allouez	Submit waiver request to the Village Board. Fees are not typically waived. Service groups may receive one time per year fee waiver and do not have to go to the board.
City of Appleton	Fees are waived for groups which are related to the city and schools (during the school year and during times when they are in session). Fees are not waived for any other situation
Village of Ashwaubenon	All requests for waiver go to Park Director and he makes the waiver decision. They do not typically waive fees.
Village of Bellevue	See attached.
Brown County	Submit waiver request to County Board. If the waiver is granted the group has to do service in the parks to cover the waiver.
City of Green Bay	Fees are not waived.
Village of Howard	Waiver request goes to Village Board. They have a scale for reduced Rental Fees. See attached.
Town of Lawrence/Hobart	Fees are not waived.
Town of Ledgeview	Fees are not waived.
City of Neenah	Fees are waived for groups which are related to the city. Fees are not waived for any other situation. (Non-Profits receive 30% discount)
Village of Suamico	Submit waiver request to Village Board. They have a scale for reduced Rentals Fees. See attached.

*Village of Bellevue Parks, Public Buildings & Recreation Program
Reservation, Rental & Registration Policy
Administrative Policy No. 1*

Any person or group wishing to request to reserve a Village facility must submit a completed Rental Contract Form with appropriate fee and deposit to the Village Office (2828 Allouez Avenue, 54311) specifying the facilities to be used and the date(s). Requests for reservations will be accepted on a first-come, first-served basis (exception, see paragraph e., Leagues).

The Village reserves the right to deny any request if the proposed use of the facility would interfere with the maintenance of the facility, Village operations, or if the proposed use is in violation of any local, State or Federal laws. The Village may also deny requests from persons or groups who have previously used Village facilities and have either damaged Village property or engaged in disruptive behavior.

c. Rental Limitations

1. Consecutive Days - With the exception of league play, no party may reserve any Village facility for more than two consecutive days.
2. Large Groups - The daily rental fee for the Josten Park or DeBroux Park enclosed shelter houses for groups of 151 to 250 people shall be doubled. The deposit fee shall remain the same. The shelter houses will not be rented to groups with more than 250 people due to lack of adequate parking and facilities. The Josten Park North Open Shelter will not be rented for groups over 150 people, due to lack of adequate parking. The Josten Park South Open Shelter will not be rented for groups over 75 people, due to lack of adequate parking.

d. Waiver of Fee

The Department Director may waive all fees except for deposit for any public or private non-profit group, or municipal entity, which is sponsoring a youth organization meeting or community special event or service provided that the following criteria are met;

1. Youth Organization Meetings (Examples; meetings of Boy Scouts, Girl Scouts, Cub Scouts, Brownies, and the 4-H Group).
 - a. Organizations must be based in Bellevue and be primarily composed of Bellevue residents.
 - b. Organizations may not exclude any Bellevue resident from membership in their group.
 - c. If fees are required for membership in the organization, they must be used for expenses directly related to the activities conducted.
 - d. The sponsoring organization must be organized as a non-profit corporation in accordance with the laws of the State of Wisconsin, and shall provide, upon request, documentation of such status.
 - e. If there is a question as to an organization's eligibility for a waiver of fees, the Park Commission shall make a final determination upon recommendation of the Department Director.

Village of Bellevue Parks, Public Buildings & Recreation Program
Reservation, Rental & Registration Policy
 Administrative Policy No. 1

2. Community Special Events or Services (Examples; blood drives, CPR courses, crime prevention awareness seminars, Special Olympics, and auctions to raise money for community projects).
 - a. Organizations must be based in Bellevue and be primarily composed of Bellevue residents, except in such cases where an event is sponsored by organization which is not specific to any particular community, such as the American Red Cross or NWTC.
 - b. The event must be open to attendance by the general public.
 - c. Any profits realized from food sales, drawings, auctions or other revenue generating activities associated with the event must be used for the purpose of supporting a project which will benefit the community in general. Examples would include donations of equipment or funds to schools, donations of park equipment, construction of community facilities, and funding programs to assist community residents.
 - d. The sponsoring organization must be organized as a non-profit corporation in accordance with the laws of the State of Wisconsin, and shall provide, upon request, documentation of such status.
 - e. If there is a question as to an organization's eligibility for a waiver of fees, the Park Commission shall make a final determination upon recommendation of the Department Director.
3. Religious Organizations. Religious organizations are eligible to have rental fees waived provided that all of the above conditions are met, and only if the purpose of the meeting or event is secular in nature (i.e. church services or congregation fund raisers would not be permitted.)
4. Youth Athletic Organizations (Example; Bellevue Youth Softball, AYSO, etc).
 - a. Are primarily composed of Village of Bellevue residents.
 - b. Organizations may not exclude any Village of Bellevue resident from participating in their organization. There are no "cuts" at any point during the season.
 - c. If fees are required for membership in the organization, they must be used for expenses directly related to the activities conducted.
 - d. The sponsoring organization must be organized as a non-profit corporation in accordance with the laws of the State of Wisconsin, and shall provide, upon request, documentation of such status.
 - e. If there is a question as to an organization's eligibility for a waiver of fees, the Park Commission shall make a final determination upon recommendation of the Department Director.
 - f. For-Profit athletic organizations, leagues, and programs shall not have access to athletic facilities unless:
 1. The Village contracts with the said group to provide a service. Registration must be handled by the Village of Bellevue. Any applicable fees go directly to the Village and reimbursement for services is made based on the terms of the contract.
 2. Approval for facilities usage is granted by the Park Commission.

5. Military Family Support

*Village of Bellevue Parks, Public Buildings & Recreation Program
Reservation, Rental & Registration Policy
Administrative Policy No. 1*

It is the intent of this policy to provide guidelines necessary to allow Village of Bellevue military families with a family member currently deployed to waive fees associated with renting and reserving the community center or park shelters available by the Leisure Services Department, regardless of their financial status, in gratitude for their service to our country.

It is the policy of the Village of Bellevue to offer waived rental fees for usage of the community center or park shelters by military families from the Village of Bellevue when appropriate documentation of military service and deployment are provided.

Family Member – Member of a military family currently serving in one of the military branches of the United States of America and deployed in support of our country.

Military Family – All persons residing currently at the same address, who are directly related to the military person (spouse, son, daughter, parents), are legal dependents, or are foster children. Households are limited to two adults and their dependents and/or foster children.

Resident – Any person who lives in the incorporated limits of the Village of Bellevue. Persons who own property in Bellevue, but live outside of Bellevue, will be considered residents for the purposes of this policy.

Waived rental fees are available to all Village of Bellevue military families with a family member deployed who wish to participate in the use of a park shelter. The waived fees will be available to military families from the time of a family member deployment to a period of twelve (12) months after return to the United States.

Military families shall receive a 100% reduction in rental fees for any reservable park shelter or the community center in the Village. This waiver does not include any additional required fees or security deposits. Eligible families may have fees waived a maximum of one (1) time per calendar year.

The military family shall provide a copy of the military person's identification card, copy of mobilization orders and/or other appropriate documentation to verify military service and deployment. Additional documentation may be requested to verify Village residency.

All requests for military family rental fee waivers must be presented in person at the Village Offices at the time of reservation. Copies of the verification documents must be provided at the time of reservation.

e. Use of Athletic Facilities for League Play

Village owned athletic facilities may be reserved for regular league play. Leagues must be non-profit, and open to membership by the general public.

Requests to reserve facilities for league play must be received not later than March 1st of that season's calendar year. Leagues operating in the previous year shall have first

Day and Date of Rental: _____ Private Event ☐ Open to the Public* ☐

*If open to the public, a Certificate of Insurance is required. See rental policies & procedures.

Event Time: from _____ am/pm to _____ am/pm Reserve Time: from _____ am/pm to _____ am/pm

Reserve time includes setup and cleanup.

Use Type: ☐ Family Party ☐ Wedding Reception ☐ Meeting ☐ Event ☐ Other _____

Maximum # of Participants Expected: _____ (Not to exceed building capacities)

Request for Special Arrangements or Setup: _____

As the official user or authorized designee of the above group, I hereby agree to accept the responsibility for the observance of all ordinances, regulations and policies established by the Village of Howard governing the use of all parks and recreational facilities. I furthermore accept full responsibility for any damages or excessive cleanup expenses that may be incurred as a result of the use of the above shelter or facility by myself or by those that I represent. I have received a copy of the Village of Howard rental policies and procedures and agree to abide by all the regulations and policies set forth for the use of the building and/or grounds. **As the responsible party, I agree to be present at all times during the rental with this rental form in my possession. During the rental, this form and the corresponding rules must be provided to any village official upon request.**

Signature: _____ Date: _____

FACILITY RENTAL FEES

	Category 1		Category 2		Category 3	
	Mon-Thurs	Fri-Sun	Mon-Thurs	Fri-Sun	Mon-Thurs	Fri-Sun
Meadowbrook Pavilion	\$0	\$40	\$75	\$100	\$100	\$150
Meadowbrook Open Air Shelter	\$0	\$15	\$30	\$50	\$50	\$75
Pinewood Enclosed Shelter	\$0	\$25	\$50	\$75	\$75	\$115
Akzo Nobel Sports Complex Open Air Shelter	\$0	\$15	\$30	\$50	\$50	\$75
Village Hall Community Center						
up to 4 hours	\$0	\$25	\$50	\$75	\$75	\$115
whole day	\$0	\$50	\$100	\$150	\$150	\$225
Village Hall Activity Room						
up to 4 hours	\$0	\$20	\$40	\$50	\$50	\$75
whole day	\$0	\$40	\$80	\$100	\$100	\$150
Mills Center Open Air Shelter	\$0	\$15	\$15	\$30	\$30	\$50
Security Deposit	\$75	\$75	\$75	\$75	\$75	\$75

Category 1: Government Agencies, Non-Profit Organizations

Category 2: Village of Howard Residents, Charitable Groups within the Village of Howard, Schools

Category 3: Non-Residents of Howard, For-Profit Businesses

Examples**Government Agency:** Department of Transportation, Department of Natural Resources, Brown County Library**Non-Profit Organization** (any group with 501(c)(3) status): Howard Suamico Community Band, Duck Creek Softball Association, Howard Suamico Youth Soccer Association, Howard Hurricanes Soccer Club, Howard Suamico Pulaski Hockey Association, Howard Suamico Historical Society, Boy/Girl Scouts, YMCA, American Diabetes Association, Service Clubs**Charitable Groups within the Village of Howard** (any group without 501(c)(3) status): Howard Youth Sports Association, Special Interest Groups, Church Organizations, Ignite Youth Center, Sports Teams/Clubs**Schools:** Howard Suamico School District, St. John the Baptist School, Home School, Northeast Wisconsin Technical College, University of Wisconsin-Green Bay**Non-Residents of Howard:** Any individual who lives outside of the Howard Village limits**For-Profit Businesses:** Any group or individual who operates for a profit

Revised 12/13

Office Use Only

Total Rental Fees: _____ Key # Issued: _____

Security Deposit: _____ Door Code : _____ #

Total Program Fees: _____ Date Key Issued: _____

Grand Total Due: _____ Date Key Returned: _____

FEE'S

Open April 1 - October 1

Open Year-round

\$150 Deposit for all Rentals

Mon. - Thurs.

Fri. - Sun.

Mon. - Thurs.

Fri. - Sun.

CATEGORY 1**Government Agencies**

Examples:

- Department of Transportation
- Department of Natural Resources
- Brown County Library

\$0

\$50

\$0

\$50

CATEGORY 2**Residents**

Any individual who lives within the Village of Suamico limits

\$75

\$100

\$50

\$75

CATEGORY 3**Schools, Special Interest Groups, Charitable and Non-Profit Groups in Suamico****Schools**

HSSD, home school, NWTC, UWGB

Special Interest Group

Scrapbooking club, car club, snowmobile club etc.

Charitable Groups & Non-profit Organizations

Neighborhood Watch Groups, Lake Associations, HYSA, Suamico Church Organizations, Howard Suamico Sports Teams/Clubs, HS United Soccer Association, HS Historical Society, HS Boy/Girl/Cub Scouts, American Red Cross, service clubs, 4H

\$75

\$100

\$50

\$75

**Optional Non-Fee Room Rental.
Fridays Only.**

- 501(c)(3) must be on file.
- \$150 Security Deposit Required
- Please refer to Page 2 of Rental Policies and Procedures for details on scheduling rentals

Free of
ChargeFridays
OnlyFree of
ChargeFridays
Only**CATEGORY 4****Non-Residents, Non-Resident Non-Profits,
For-Profit Businesses****Non-Residents**

Any individual who lives outside the Village of Suamico limits

\$95

\$120

\$70

\$95

For-Profit Businesses

Any group or individual who operates for a profit

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: March 20, 2014
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki
SUBJECT: Payment Plans

No attachments.