



Board of Park Commissioners

335 South Broadway

De Pere, WI 54115

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

Regular Meeting

Agenda

Thursday, March 19, 2015

6:30 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Board of Park Commissioners** of the City of De Pere will be held on **March 19, 2015** at **6:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115**.

I. Call to Order

1. Roll Call

II. Action Items

1. Approve Board of Park Commissioners Minutes 2-19-15
2. Fee Waiver for Voyageur Park
3. Review swimming pool staffing issue and consider options.
4. Consider naming of new park property.
5. Consider extending outdoor ice/hockey rink hours past 8 pm.
6. Consider changes to Optimist Park Master Plan.
7. Approve agreement with De Pere School District to maintain soccer fields.

III. Public Comment Period

IV. Future Agenda Items

V. Staff Updates

1. Use of West De Pere School facilities.
2. Use of De Pere Unified School District Facilities
3. Dog Park - Wetland Permit Application

VI. Adjournment

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

Committee Members

Alderspersons

Mayor Michael J. Walsh

Larry Delo, City Administrator

Judy Schmidt-Lehman, City Attorney

Allyson Watson, Definitely De Pere

Marty Kosobucki

John Zegers, WDP High School District

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

Brown County Library De Pere

TV & Radio Stations

Ben Villaruel, Unified School District

De Pere Rapides Soccer

De Pere Baseball

Darrin Purcell

Erik Cornelius

Erin Bongers

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 19, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve Board of Park Commissioners Minutes 2-19-15

ATTACHMENTS:

- Draft Minutes 2-19-15 (PDF)



Board of Park Commissioners

335 South Broadway

De Pere, WI 54115

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

Regular Meeting

Draft Minutes

Thursday, February 19, 2015

6:30 PM

De Pere City Hall Council Chambers

I. Call to Order

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

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

II. Action Items

1. Approve Board of Park Commissioners Minutes 1-15-15

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

2. Approve Carrico Aquatics Water Management Program 2015-2016

Stephanie Schlag spoke with the board in reference to Carrico Aquatics Water Management program. There was discussion from the board in reference to the program.

Cindy Robinson from Carrico Aquatics Water Management took questions from the board in reference to the program.

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

3. Approve donation from Cellcom for Summer Day Camp.

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

4. Approval to accept donation from De Pere Optimist Club for Easter Egg Hunt

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

5. Approve \$500 donation from De Pere Optimist Club for the Summer Day Camp.

Attachment: Draft Minutes 2-19-15 (3218 : Approve Board of Park Commissioners Minutes 2-19-15)

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

6. Approval of Donation for Fence Addition at Legion Park

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

7. Approval of Donation for Big Rig Gig Event in May

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

8. Request for Approval of Change Summer Weekend Pool Hours for Legion and VFW Pools

Stephanie Schlag spoke with the board about changing the pool hours at both Legion and VFW pools. There was discussion from the board about the weekend change in hours.

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

9. Approve Southwest Park rental for Midwest Soccer Championships.

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

10. Approve staff recommendation to begin planning for Old Bridge Approach in 2016.

Mayor Michael Walsh spoke with the board about the old bridge approach area. The board had discussion about the old bridge approach and how to proceed with the planning of what to do with the area.

Mike Donovan made a motion to rename the old bridge approach, seconded by Rod Kowalczyk. The motion was rescinded because it was not relevant to the action item.

The naming of the old bridge approach will be considered at a future board meeting

Bill Volpano made a motion to recommend Common Council take money from the reserve fund to begin consultant work for the Old Bridge Approach, seconded by Rod Kowalczyk.

The board had more discussion about the process. The Mayor also added to the discussion.

Rod Kowalczyk rescinded his second motion from Bill Volpano's motion, the motion failed for lack of second.

Sue Schinkten made a motion staff work on details of the old bridge approach in 2015 and table the consultant work until 2016, seconded by Rod Kowalczyk. Motion passed.

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

11. Approve De Pere Ice Center Quarterly Report

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

12. Request for Approval for Changes to the Summer Park Playground Program Locations

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

13. Approval of Little Free Library donations by De Pere School District to Optimist & Legion Parks

Mike Donovan made a motion to open the meeting at 7:10 pm, seconded by Larry Lueck.

Tracey Kindschuh from the Unified School District spoke with the board about the Little Library. The board had discussion and questions about the Little Library.

George Brown made a motion to close the meeting at 7:17 pm, seconded by Bill Volpano.

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

III. Public Comment Period

None

IV. Future Agenda Items

Mike Donovan asked we consider renaming the old bridge approach.

V. Staff Updates

1. De Pere Area Men's Club Donation

De Pere Men's Club made a donation of \$200 for the Easter Egg Hunt.

2. Capital Projects

Marty Kosobucki reviewed the capital projects.

Don Melichar is working on Jim Martin Park project.

Optimist Park will be coming to the Park Board possibly at the March meeting.

The consultant is working on the Dog Park wetlands.

The docks for Phase II are in the shop.

VI. Adjournment

Bill Volpano made a motion to adjourn the meeting at 7:23, seconded by Sue Schinkten.

Respectfully submitted,
Debbie Zierson

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: March 19, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Fee Waiver for Voyageur Park

The "Be the Light Walk" is requesting to use all of Voyageur Park for a walk they are performing in September to raise awareness in Suicide Prevention. From a community perspective this is a wonderful event. Due to some complications from last year, they are requesting to use the entire park versus, just the parking lot they requested last year.

Although the event is held in high regard, there are several factors that need to be considered before granting a waiver. First, other than Celebrate De Pere we typically do not like to rent out all of Voyageur Park due to the activity it sees for the Riverwalk. Second, the park also receives a high number of shelter rentals during this time (which was actually one of the conflicts last year.) In renting out the entire park, we will see a loss in revenue. Considering the size of the event, the amount of people coming to the event, and the loss of revenue we would not recommend a waiver. If a waiver is granted, I do believe there needs to be contingencies placed on the rental that allows use of other amenities of the park.

ATTACHMENTS:

- Fee Waiver Form 2014 for Be the Light Walk (DOCX)

**Fee Waiver Request Form
Board of Park Commissioners
City of De Pere**

Organization Name:	Be The Light Walk
Address:	
Phone:	
Contact Name:	Erik Cornelius
Address:	1874 Horshoe Ct De Pere
Phone	920-337-1897
E-mail:	ecornelius@new.rr.com

Non-profit status/number: EIN: 39-1809171_____

Event Description (Please include the following: general purpose of the event, audience description, attendance projection, activities during the event, live music, etc...)

Suicide is a preventable public health problem. To this end, the Brown County Coalition for Suicide Prevention is committed to providing education, overcoming stigma, and promoting awareness of suicide prevention for the benefit of all people in Brown County including De Pere. *Be the Light Walk* is an annual fundraising and awareness event of the Brown County Coalition for Suicide Prevention. The group engages in prevention strategies to reduce suicide in Brown County through grass roots efforts, including outreach, education and gatekeeper training utilizing the Question, Persuade and Refer (QPR) program. The De Pere Health Department is an active member on this coalition and this event's planning efforts. The activities will take place at St. Norbert College. People will park at Voyager Park and get shuttled to St. Norbert where there will be silent auction, music, booths and a nationally known speaker. The mile long walk will take place at dusk and will start from St. Norbert college and end at Voyager Park. The coalition would like assure that others are not able to occupy both Pavilions on this day as last year there was a wedding which caused parking issues for both parties. We are requesting Voyager Park from 1:00PM to 9:00PM on Saturday 9/12/2015.

Event Logistics (Please describe various needs of the event: parking (how much), tents, lighting, stage, garbage, bathrooms, etc...)

The coalition will need all parking available for this event along with use of the Pavilions. The actual activities will be at St. Norbert College. There were approximately 1100 people at this event in 9/2014 and the coalition is expecting to have more attendees this year.

What percentage of De Pere Residents are involved with your organization? Approximately 75%

What percentage of your attendance will come from the City of De Pere? Approximately 50%

Where to proceeds go from the event? The proceeds go to the Brown County Suicide Prevention Program Fund which is used in prevention strategies to reduce suicide in Brown County to include De Pere.

Please explain the financial hardship the rental fee causes to the organization/event.

The planning committee strives to make this awareness event very low cost to the participants. All proceeds are returned back to the communities the coalition serves with suicide prevention activities.

Please describe the benefit this event will have for the City of De Pere.

Participants in 2014 commended the venue chosen to host this event. The planning committee would like to keep the event in De Pere due to the previous success.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: March 19, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Review swimming pool staffing issue and consider options.

I would like to make the Park Board aware of a growing issue as it relates to the Outdoor Swimming pools and staffing, and ask for their recommendation. We are currently experiencing a shortage of applicants for Lifeguards and Pool Managers. With the current state of applicants and open positions, it appears we would not have enough quality applicants to fully staff our pools this summer. We have recently extended our deadline for accepting applications for swim staff. Staff has investigated the issue and has uncovered other local municipalities (and the YMCA) are experiencing the same issue.

Marketing of aquatic positions - Staff has conducted the following tasks in an effort to market the aquatic positions. Personal calls to colleges and high schools, posting of jobs at colleges and high schools, calls to neighboring municipalities, e-mails to current staff asking for referrals, assisting with teaching of life guarding course, contacted UW-Oshkosh, promotion during high school visit, and use of Facebook.

We have included a comprehensive spreadsheet that describes the wages paid for a lifeguard with the City of De Pere, how it compares to other lifeguard positions and positions within the City, and a financial impact if we were to increase the wages for this summer in an attempt to attract more aquatic staff.

Options - I have summarized the below tactics in dealing with the issue.

- Do nothing and plan or hope that we receive enough applicants to accommodate our pool staff. If we do not get enough pool staff, we will need to consider a revision of hours for swim lessons and open swim.

- Consider raising the wage for aquatic staff in an effort to attract staff from other areas or other positions. This tactic does not ensure we will obtain a sufficient amount of applicants, however does increase our chances.

- Consider paying for new hire certification. This would cost approximately \$1400. Once again, this tactic would not ensure we will obtain additional or more applicants. However, it would certainly increase our chances.

Staff recommends the following for the 2015 season. Increase the Life Guard wage by \$.25/hour and promote the paying of lifeguard certification for new life guards, contingent on staff successfully completing one season of employment. The increase of \$.25/hour and paying for life guard certification (new employees) would equate to approximately \$1400 and can likely be consumed by our current budget due to the change in hours.

ATTACHMENTS:

- Copy of Aquatic Salaries-- (XLSX)

Wage Comparison Lifeguards

City of De Pere 2015

	2015 Approved Budget	Budget w/new weekend hours	Budget w/\$.25 per hour increase	Budget w/\$.50 per hour increase	Budget w/\$.75 per hour increase
Legion	\$52,128	\$51,294	\$52,044	\$52,794	\$53,545
VFW	\$50,790	\$49,956	\$50,676	\$51,396	\$52,117
Total	\$102,918	\$101,250	\$102,720	\$104,190	\$105,662
difference from 2015 budget:		-\$1,668	-\$198	\$1,272	\$2,744

*Wage increase is for Lifeguards

De Pere Wages (Starting)

Pool Manager	\$14.00/hour
Tennis Instructor	\$12.00/hour
Camp Counselor (Lead)	\$11.00/hour
Swim Instructor w/WSI	\$9.75/hour
Camp Counselor	\$9.00/hour
Lifeguard	\$9.00/hour
Park Laborer	\$9.00/hour
Basket Attendant	\$8.50/hour
Concessions Staff	\$8.50/hour
Playground Supervisor	\$8.50/hour

Other Wages

Howard Swim Instructor	\$11.00/hour
Green Bay Swim Instructor	\$9.10/hour
Ashwaubenon Swim Instru.	\$8.90/hour
Howard Lifeguard	\$8.75/hour
Green Bay Lifeguard	\$8.59/hour
YMCA Lifeguard	\$8.50/hour
Ashwaubenon Lifeguard	\$8.40/hour

Attachment: Copy of Aquatic Salaries-- (3209 : Review swimming pool staffing issue and consider options.)

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: March 19, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consider naming of new park property.

The Mayor has requested the Park Board consider calling the new park Creviere Commons or incorporating the name of Creviere Commons into the park in some way. The Mayor explained the current Creviere Commons site is being marketed for redevelopment and at some point will be developed. Considering the new park site is across the street he was hoping the name could be transferred, once it's redeveloped, to the new site in some capacity either in naming of the actual park or in naming of some structure or facility within the park.

At this point in time, I do not think the Park Board needs to officially take any other action than maybe declaring their intention. Until the current Creviere Commons site is sold and redeveloped and/or the old bridge approach site is actually developed I do not believe there is the need to take any action.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: March 19, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

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

We have received a request from resident Darrin Purcell to extend the hours at our ice rinks past 8 pm. In talking with our Park Superintendent, the rink hours have historically been to 8 pm. We have contacted other local communities to find out their hours. We have identified those below:

Green Bay - 10:00 pm

Howard - 8:00 pm

Allouez - 8:00 pm

Bellevue - 10:00 pm

In reviewing the issue internally, we don't see a glaring reason to not extend the hours. We would recommend changing the hours to 9:00 pm and then look to evaluate after next season.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: March 19, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consider changes to Optimist Park Master Plan.

Staff Recommendation is to approve the proposed changes to the master plan for Optimist Park.

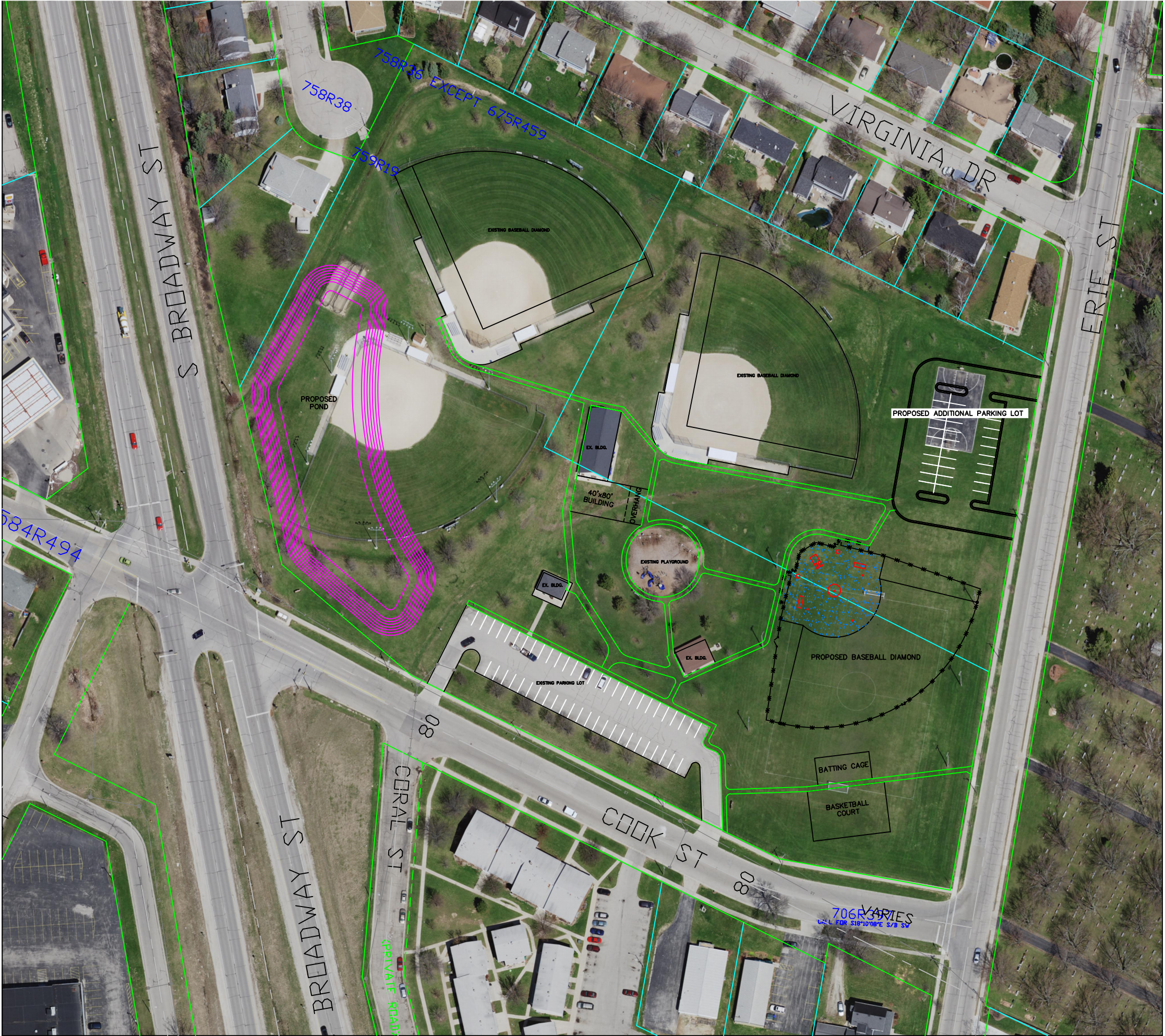
History: In 2013, we were approved funding to develop a Master Plan for the park. The Master Plan was a tool that will help future development of the park in a strategic and rational manner. While doing the Master Plan, we were informed from our Engineer Department that storm water was a large issue on the east side and Optimist Park was being considered as a potential site. At this point, the Master Plan was put on hold until our Engineering Department had the opportunity to research alternatives for stormwater. Stormwater research was completed and showed the best place to put a stormwater pond was in Optimist Park in the southwest corner (same location as lighted diamond). Once the analysis was completed, staff began to work with the Girls Softball Association and our Engineering Department on design and layout of the park site.

Because the diamond is being removed due to stormwater, funding for the construction for the diamond can come from the Stormwater Utility Fund.

Due to the uncertainty of the park design, we also postponed a project in 2013 for the amount of \$25,000 to construct accessible routes in the park. If the design is approved, we could begin accessible routing for the park as well this summer.

ATTACHMENTS:

- De Pere Optimist With Parking Lot-Model (PDF)



Attachment: De Pere Optimist With Parking Lot-Model (3186 : Consider changes to Optimist Park Master Plan.)

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: March 19, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

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

The included agreement is to allow the City to enter the property owned by the De Pere Unified School District for the purposes of maintaining soccer fields that will be used by the De Pere Rapides Soccer Association during the summer of 2015. Staff recommends approving this agreement.

ATTACHMENTS:

- Right of Entry Permit - Unified soccer fields (PDF)

DRAFT

PERMIT/RIGHT OF ENTRY

The undersigned property owner of parcel number ED-R28-1 located on Diversity Drive in the City of De Pere, permits the City of De Pere, its agents, contractors or employees the right to enter its land adjacent to the street right-of-way lines (Ryan Road and/or Diversity Drive) of the above parcel for the purpose of mowing and striping soccer fields, and placing soccer goals on or around the areas noted in the attached depictions of possible soccer field configurations.

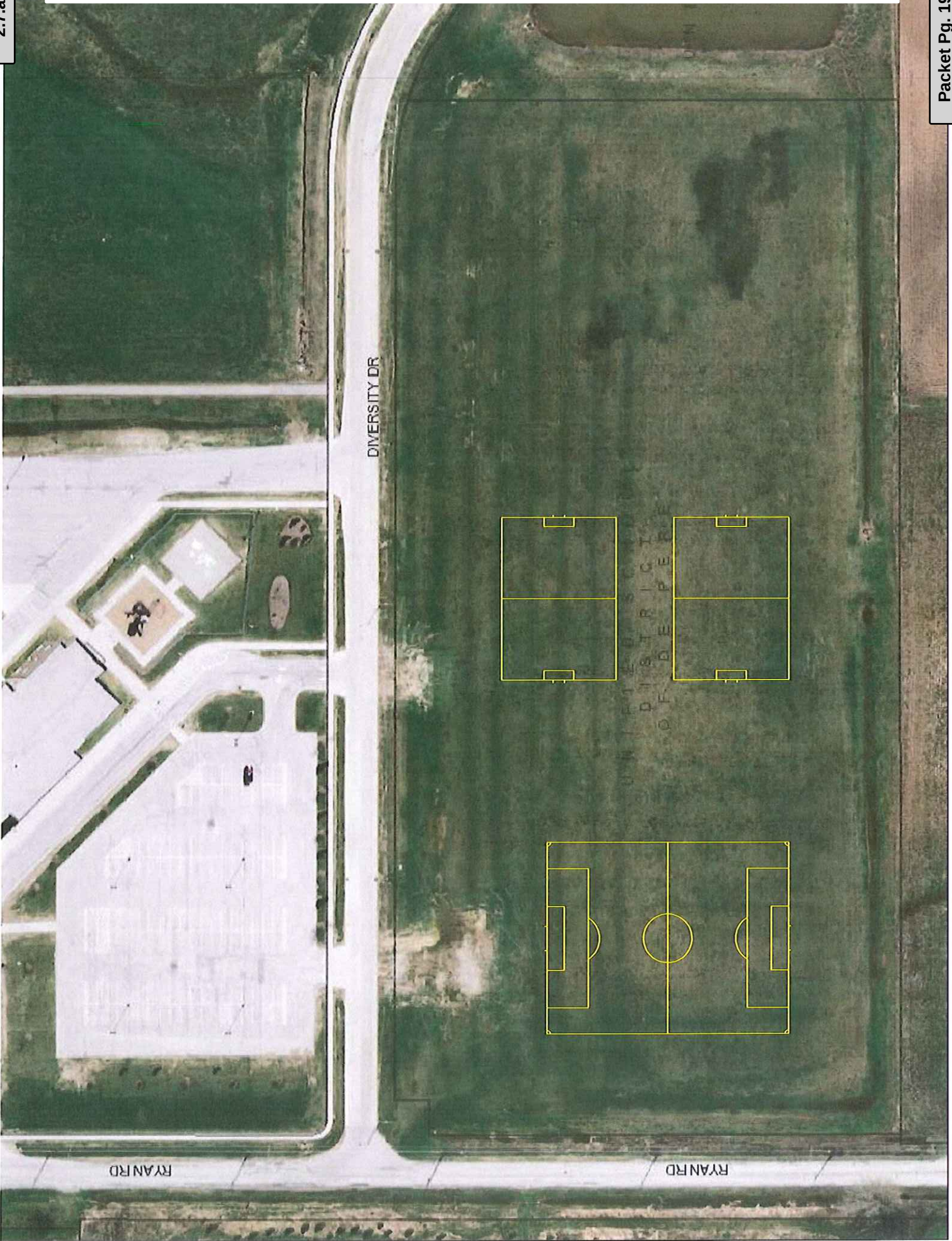
This permit shall terminate upon the conclusion of the 2015 De Pere Rapides Youth Soccer program season and may be renewed on a yearly basis.

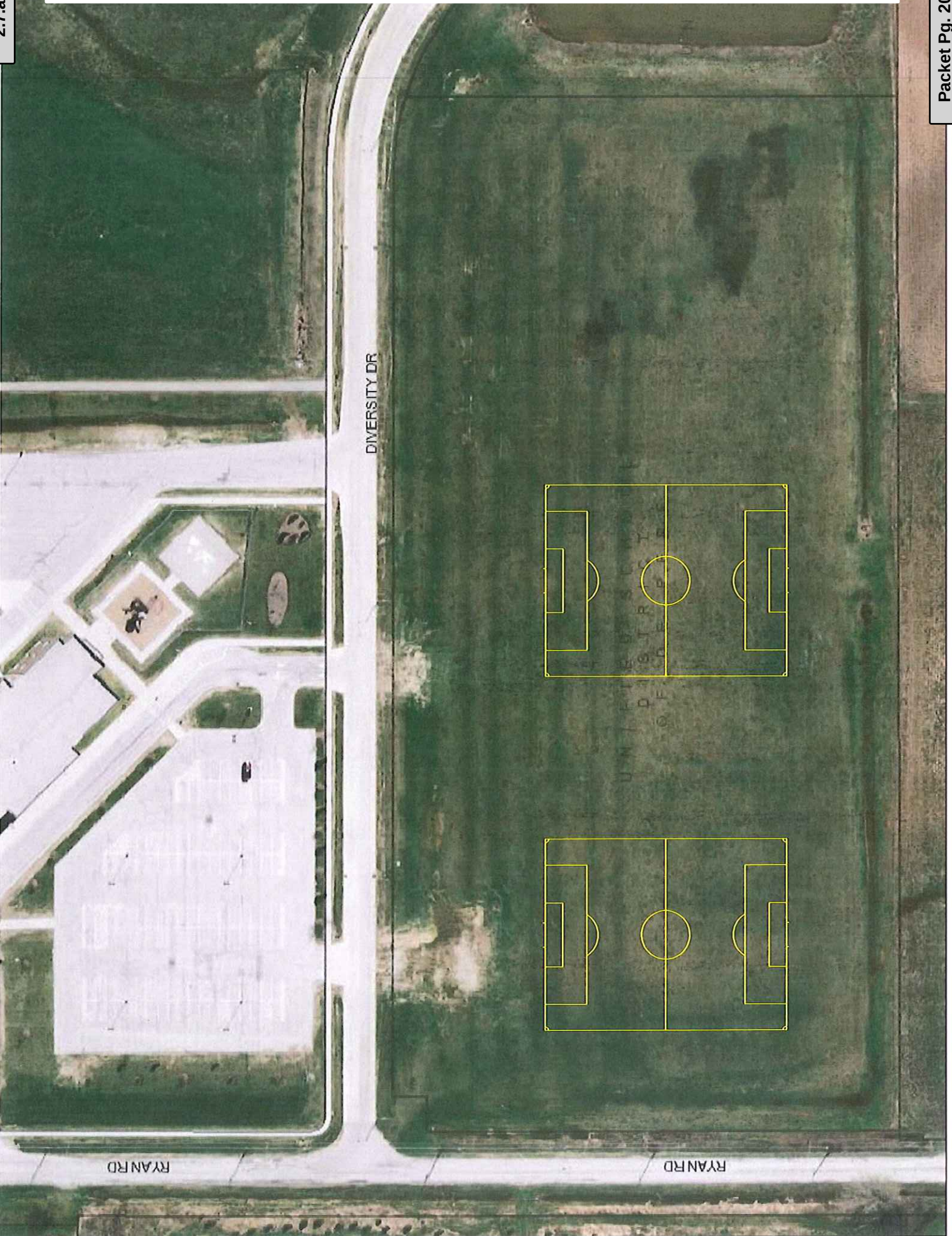
Dated this _____ day of _____, 2015.

Unified School District of De Pere

By: _____
Signature

Print Name





City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: March 19, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Use of West De Pere School facilities.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: March 19, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Use of De Pere Unified School District Facilities

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: March 19, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Dog Park - Wetland Permit Application
