



Board of Park Commissioners

Regular Meeting

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

Agenda

Thursday, March 18, 2021

6:30 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Board of Park Commissioners** of the City of De Pere will be held on **March 18, 2021** at **6:30 PM** in the **DE PERE COUNCIL CHAMBERS, 2D FLOOR CITY HALL, 335 S. BROADWAY STREET, DE PERE.**

The public may attend the meeting either in person in the Council Chambers or electronically due to the public health emergency. Electronic or telephonic access to the meeting is below:

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

OR

You can also dial in using your phone.

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

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

Access Code: 154-883-285

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

I. Call to Order

1. Roll Call
2. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the February 18, 2021 Meeting.
3. Consideration and Possible Action to Approve Proposed Park Ban Policy.*
4. Consideration and Approval of VFW Memorial, Sponsors, and Additional Funding.*
5. Consideration and Possible Action to Approve Vending Permit for Bait and Tackle at Voyageur Park.
6. Consideration and Possible Action Regarding Sponsorship of Holiday Light Event in Voyageur Park.*
7. Consideration and Possible Action Regarding Departmental Policy of Clearing Snow From the East River Trail.
8. Consideration and Possible Action to Determine Direction of Multi-Use Facility at Voyageur.
9. Consideration and Possible Action on Proposed 2022-2028 Capital Improvement Plan.
10. Staff Update on Hiring Process for Activity Coordinator.
11. Staff Update on Staff Research of Friends Groups and Foundations.
12. Staff Update on Covid Restrictions and Programming.
13. Staff Update on the VFW Aquatic Facility Plaque.
14. Staff Update on Status of VFW Aquatic Facility Construction.

II. Public Comment Period

III. Future Agenda Items

IV. Adjournment

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

Board Members
Alderspersons
Mayor James Boyd
Larry Delo, City Administrator
Judy Schmidt-Lehman, City Attorney
Marty Kosobucki
Carey Danen, City Clerk
City Hall 1st and 2nd Floor
Ben Villaruel, De Pere School District
Dennis Krueger, WDP School District
Sue Nagel, Fox Community Credit Union
Pat Moran, VFW Post 2113
Rob Korth, Swamp Donkey Bait and
Tackle

De Pere Youth Hockey
De Pere Select Soccer
De Pere Area Chamber of Commerce
Definitely De Pere
Brown County Library – De Pere
TV & Radio Stations
De Pere Rapides Youth Soccer
De Pere Baseball
De Pere Girls Softball
Christopher Soquet, Teen Advisor
Lydia McMorrow, Teen Advisor
Randy Hansen, VFW Post 2113

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

***All items marked with an asterisk will be forwarded to the Common Council.**



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: March 18, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Grace Lahtela

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

ATTACHMENTS:

- Draft Minutes 2-18-2021 (DOC)



Board of Park Commissioners

Regular Meeting

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

Draft Minutes

Thursday, February 18, 2021

6:30 PM

Council Chambers and Virtual

I. Call to Order

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

Attendee Name	Title	Status	Arrived
Casey Nelson	Aldersperson	Present	
Melissa Thiel Collar	Board Member	Present	
Ryan Jennings	Board Member	Present	
James Kneiszel	Board Member	Present	
Amy Chandik Kunding	Aldersperson	Present	
Dean Raasch	Aldersperson	Present	
Randy Soquet	Board Member	Present	
Lydia McMorro	Teen Advisor	Present	
Christopher Soquet	Teen Advisor	Present	

Others Present: Marty Kosobucki, Director of Parks, Recreation and Forestry; Paula Rahn, Recreation Superintendent; John McDonald, Recreation Supervisor; Grace Lahtela, Administrative Assistant; Mayor Boyd; Randy Hansen, VFW Post 2113; Pat Moran, VFW Post 2113; and Rob Korth, Swamp Donkey Bait and Tackle.

Randy Soquet announced that Rick Klinkenberg has resigned from the Board of Park Commissioners and Mayor Boyd appointed James Kneiszel as the new citizen member of the Board of Park Commissioners.

2. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the January 21, 2021 Meeting.

Aldersperson Raasch moved to approve the Board of Park Commissioners minutes from the January 21, 2021 meeting, seconded by Ryan Jennings. Upon vote, the motion passed unanimously.

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

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

Aldersperson Chandik Kunding moved to accept the \$500 donation from the De Pere Optimist Club for the Easter Egg Hunt, seconded by Aldersperson Raasch. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amy Chandik Kunding, Aldersperson
SECONDER:	Dean Raasch, Aldersperson
AYES:	Nelson, Thiel Collar, Jennings, Kneiszel, Kunding, Raasch, Soquet

4. Consideration and Possible Action to Accept \$500 Donation from De Pere Optimist Club for Summer Camp T-shirts *

Aldersperson Chandik Kunderger moved to accept a \$500 donation from the De Pere Optimist Club for Summer Camp T-shirts, seconded by Aldersperson Raasch. Upon vote, the motion passed unanimously.

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

5. Consideration and Possible Action related to issuing a vending permit for bait and tackle services at Voyageur Park.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that a Request for Proposal (RFP) was published for providing bait and tackle vending services at Voyageur Park. There was only one proposal received, which was from Rob Korth of Swamp Donkey Bait and Tackle. The proposal offered was for \$15 per month, which would potentially cover the monthly electricity costs for the machine. Although the vending machine would be a convenience for park goers, there will be additional staff costs for clean up around the machine. Staff would recommend trying to negotiate a better rate with the vendor, so there is some benefit to the city to provide the service.

Discussion followed

Aldersperson Chandik Kunderger asked Marty Kosobucki for a recommendation on an acceptable negotiated rate.

Marty Kosobucki, Director of Parks, Recreation and Forestry stated with the attracted nuisance and additional cleaning costs to the city, he would not recommend anything less than \$75 per month.

Aldersperson Raasch commented that there was a bait and tackle vending machine at Voyageur Park before, but the owner removed it due to lack of sales.

Jim Kneiszel mentioned there might be additional liability issues and the possibility for additional police coverage.

Aldersperson Chandik Kunderger moved to refer the request for proposal back to staff to renegotiate the contract with the vendor for no less than \$75 per month, seconded by Melissa Thiel Collar.

Discussion followed.

Aldersperson Raasch questioned the need for the service with local gas stations providing bait and tackle.

Ryan Jennings agreed with Aldersperson Raasch that with the nuisance and additional garbage around the machine, not sure if there is a benefit to the city.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that he believes that there is definitely a convenience to park goers with this service; however if the service is provided, there needs to be a benefit to the city as well as the vendor.

Randy Soquet questioned how long the permit would be good for.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that a one year vending permit would be issued.

Jim Kneiszel moved to open the meeting to public comment at 6:49 pm, seconded by Aldersperson Raasch. Upon vote, the motion passed unanimously.

Rob Korth, owner of Swamp Donkey Bait and Tackle addressed the board. He feels that there is a convenience to park goers to provide the service and there needs to be a benefit to the city. He is willing to work on the numbers to see if the service can be a benefit to everyone.

Aldersperson Raasch questioned what Rob felt was a fair price.

Rob Korth stated that the first year will be a learning curve to see what the shore fishermen need and want.

Melissa Thiel Collar feels that the motion was to refer the proposal back to staff and is not comfortable negotiating a contract during the meeting.

Aldersperson Raasch moved to close the meeting to public comment at 6:53 pm, seconded by Ryan Jennings. Upon vote, the motion passed unanimously.

Discussion followed.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that with the current motion on the floor, staff would renegotiate the contract with Mr. Korth and if a proposal of \$75 per month is attained then staff would issue the vending permit and would not bring the item back to Park Board for approval.

Aldersperson Chandik-Kundinger moved to withdraw the motion; Melissa Thiel Collar is good with withdrawing her second.

Aldersperson Chandik Kundinger moved to refer the proposal back to staff to re-negotiate the proposal with Mr. Korth to provide bait and tackle vending services at Voyageur Park and bring the renegotiated proposal back to Park Board for approval, seconded by Melissa Thiel Collar. Upon vote, the motion passed with Aldersperson Raasch voting no.

RESULT: **REFERRED BACK TO STAFF [6 TO 1]**

Next: 3/18/2021 6:30 PM

MOVER: Amy Chandik Kundinger, Aldersperson

SECONDER: Melissa Thiel Collar, Board Member

AYES: Nelson, Thiel Collar, Jennings, Kneiszel, Kundinger, Soquet

NAYS: Dean Raasch

6. Consideration and Possible Action regarding the VFW Veteran's Memorial.*

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that a number of vendors were contacted regarding the design of the VFW monument, and they are not capable of designing the flag that was on the original design. A few different options were proposed and staff prefers the design in the Mathewson proposal. Even though it is the most expensive, it provides the most clarity of what the monument will look like.

Also, if donors are secured for the monument, the final design would recommend that the donor names be etched on the back of the monument. Staff recommends the Park Board approve the design proposal from Mathewson and for staff to work with the vendor to provide a final draft of the monument once donors are secured. This final design would then return to Park Board for final approval.

Randy Soquet questioned what monument the local VFW post preferred.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that he spoke with Randy Hansen of VFW Post 2113 a number of times during the design process and is aware that staff was recommending the one with the bronze flag.

Aldersperson Nelson agrees the design from Mathewson appears to be the nicest one. He does have a concern with the donor names being etched on the memorial.

Aldersperson Nelson moved to open the meeting to public comment at 7:05 pm, seconded by Aldersperson Chandik Kundinger. Upon vote, the motion passed unanimously.

Randy Hansen from VFW Post 2113 explained that the VFW does not have a problem with the donor names being listed on the back of the monument.

Pat Moran from VFW Post 2113 commented that the monument is for veterans, the donors are honoring the veterans, not necessarily using it for advertisement.

Alderson Raasch moved to return to regular order at 7:09 pm, seconded by Ryan Jennings. Upon vote, the motion passed unanimously.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that with the proposed design, the sign and the emblems will be in bronze and the donors will be etched in the granite and feels that the donors will not take away from the monument. Alderson Raasch moved to approve the proposal for the design only of the VFW Monument from Mathewson, seconded by Alderson Nelson.

Discussion followed.

Alderson Raasch commented that at first he was not in favor of having the donor names being etched into the monument, but after hearing the comments from the VFW Post, he is fine with it.

Alderson Nelson question if the donations would be open to public donations.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that with speaking to Randy Hansen at the VFW, it appears that there are enough donors to support the monument cost.

Upon vote, the above motion passed unanimously.

RESULT:	REFERRED BACK TO STAFF [UNANIMOUS]
	Next: 3/18/2021 6:30 PM
MOVER:	Dean Raasch, Alderson
SECONDER:	Casey Nelson, Alderson
AYES:	Nelson, Thiel Collar, Jennings, Kneiszel, Kunding, Raasch, Soquet

7. Consideration and Possible Action to Consider Extending the Plowing of the Fox River Trail from Heritage Road South to Rockland Rd.*

Alderson Raasch explained that Alderson Hansen originally requested the extension of the plowing of the Fox River Trail; however Alderson Hansen has since asked for the item to be tabled because it is the responsibility of Brown County to plow the trail.

Alderson Raasch moved to refer the item back to staff, seconded by Ryan Jennings. Upon vote, the motion passed unanimously.

RESULT:	REFERRED BACK TO STAFF [UNANIMOUS]
MOVER:	Dean Raasch, Alderson
SECONDER:	Ryan Jennings, Board Member
AYES:	Nelson, Thiel Collar, Jennings, Kneiszel, Kunding, Raasch, Soquet

8. Consideration and Possible Action on Proposed Opening Plans for our Outdoor Pools.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that staff is trying to prepare for the opening of the pools for the season. Staff is not looking for the Park Board to approve a plan to use, because Council will end up approving what can be done. Staff is looking for the Park Board to approve what staff is proposing with parameters we are given.

Discussion followed.

Melissa Thiel Collar stated that last year De Pere was one of the only communities to open their pool and was able to keep everyone safe. Melissa recommends leaving the options up to Park staff and the Health Department to decide what happens with the opening of the pool.

Alderson Nelson agrees with Melissa with how last year went and to leave the decision up to staff.

Alderson Raasch questioned patron capacity at both pools and would like to believe that patron capacity would be at 50% or more when it is time to open. He is good with the options as presented and to let Council make final recommendations.

Marty Kosobucki, Director of Parks, Recreation and Forestry thanked Paula, John and the pool managers and lifeguards that had to run the facility last year. They all did a great job and would expect the same this year.

RESULT:	NO ACTION
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9. Consideration and Possible Action to Determine Direction of Multi-Use Facility at Voyageur.

Alderson Raasch moved to send the item back to staff to approach Sommerville to see what the cost would be to redesign a facility of \$600,000, seconded by Ryan Jennings. Discussion followed.

Alderson Chandik Kunding questioned delaying the project until the 2022 budget process.

Ryan Jennings questioned the ability to build the facility in phases and what the first phase of the facility would be.

Randy Soquet agreed that finding out the potential cost of redesign is a good idea.

Upon vote, the motion passed unanimously.

RESULT:	REFERRED BACK TO STAFF [UNANIMOUS]
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Next: 3/18/2021 6:30 PM

MOVER: Dean Raasch, Alderson

SECONDER: Ryan Jennings, Board Member

AYES: Nelson, Thiel Collar, Jennings, Kneiszel, Kunding, Raasch, Soquet

10. Discussion on Security and Safety within our Park System.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained the Alderson Chandik Kunding requested the item of park security and safety to be placed on the agenda. Staff proposed hiring park patrol employees to patrol the parks when people are present; however this did not make the budget for 2021.

RESULT:	DISCUSSED
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11. Discussion on Extension of Flag Football Program

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that Alderson Chandik Kunding requested the possibility of extending the flag football season be placed on the agenda. With the unpredictability of the fall weather, it is difficult to get participation when the weather gets bad.

Alderson Chandik Kunding commented that she wanted to know if there were any possibilities to extend the season, but with the existing program parameters it appears that the season is maximized.

RESULT:	DISCUSSED
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12. Discussion on Park Projects, Lack of Funding, and Options to Address.

Ryan Jennings explained that the Park Department has a lot of great ideas for project, but many times the projects get cut during the budget process. Ryan thinks that we will need

to think outside the box in order to get funding for some of these projects and a more cohesive plan might be necessary and questioned if there has ever been a De Pere Friends of the Park official group.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that staff has looked into crating a foundation a couple of times, but has not tried to start a friend of the parks group. A friends group would be a great idea; however there would need to be a few key people needed to start the group.

Randy Soquet questioned if there are any programs for naming rights or selling bricks for projects.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that different programs have been researched, but due to the vastly different parameters of each project it makes it extremely difficult to have a set program. Staff does a great job on getting donations throughout the year, but we are missing the large donations that a friends group might be able to secure. Staff will do some research on the possibility of a friends group or foundation and bring the item back to Park Board for review.

Alderperson Raasch agrees with the concept of establishing a foundation and a few key people to coordinate activities to support the park foundation.

RESULT:	DISCUSSED
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13. Staff Update on 2020 Recreation Scholarship Fund

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that with COVID, there was not much utilization of the Recreation Scholarship Fund.

RESULT:	DISCUSSED
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14. Consideration and Possible Action on Request from Immel Construction for Cost Reimbursement.*

Alderperson Raasch moved to go into closed session at 7:55 pm, seconded by Ryan Jennings. Upon vote, the motion passed unanimously.

Alderperson Raasch moved to return to regular order at 8:06 pm, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

Alderperson Raasch moved to deny the request from Immel Construction for cost reimbursements for the VFW Aquatic Facility, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

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

II. Future Agenda Items

Randy Soquet requested an update on the options of establishing a Friends of the Park / Park Foundation.

III. Adjournment

Ryan Jennings moved to adjourn the meeting at 8:10 pm, seconded by Jim Kneiszel. Upon vote, the motion passed unanimously.

Respectfully submitted,

Grace Lahtela



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: March 18, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

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

ATTACHMENTS:

- Memo.Park Ban and Appeal (DOCX)
- DRAFT Parks Ban and Appeal Policy (DOCX)
- Ord21-XX Creating Sec. 30-17 Parks Ban (DOCX)

CITY OF DE PERE MEMO



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

RE: **Park Ban and Appeal Policy**

In an effort to combat continued vandalism and problems within our parks, staff is recommending the development of a Park Ban and Appeal Policy. Essentially this policy will provide our Police Department with the authority to ban an individual from our park system for a period of time. Our Assistant City Attorney Kristen Johnson and Captain Chad Opicka did a fair amount of research with other communities and were instrumental in developing the draft policy.

Ms. Johnson and Mr. Opicka are both planning on attending the meeting to answer any questions you might have.

Staff would recommend approving the policy and forwarding to City Council for consideration.

CITY OF DE PERE BOARD OF PARK COMMISSIONERS PARKS BAN AND APPEAL POLICY

Intent. Pursuant to Wisconsin Statutes § 27.08 and De Pere Municipal Code § 30-1, the City of De Pere Board of Park Commissioners shall govern, manage, control, improve and care for all public parks, parkways, boulevards and pleasure drives located within the city and secure their quiet, orderly and suitable use and enjoyment by residents of the city. Pursuant to this express authority and De Pere Municipal Code § 30-17, the Board of Park Commissioners has established this City of De Pere Parks Ban & Appeal Policy to ensure that City of De Pere Parks are safe, welcoming and available to all potential Park users to enjoy for their intended use. This Policy sets forth the types of behavior that the Board of Park Commissioners finds infringes upon the use and enjoyment of Parks, the consequences for violations of this Policy, and the creation of due process protections for those sought to be restricted from using the City's Parks.

For the purposes of this Parks Ban & Appeal Policy, "Park" or "Parks" includes all City of De Pere property subject to the authority of the Board of Park Commissioners, and includes the City parks and park facilities, and portions thereof, including any shelters, restrooms, buildings, or other enclosures, and all parks parking lots owned or controlled by the City.

Prohibited Behavior. For the purposes of this Parks Ban & Appeal Policy, Prohibited Behavior shall include but not be limited to all of the following which the Board of Park Commissioners finds compromises the use and enjoyment of the Parks, and the safety, security and maintenance thereof:

- Any violation of Chapter 30 of the De Pere Municipal Code related to City Parks.
- Committing or attempting to commit any activity that would constitute a crime or a violation of City or County ordinances.
- Selling, distributing or using any dangerous weapon as that term is defined in Wis. Stats. § 939.22(10) or using or threatening the use of any other object in such a manner that it may be considered a weapon.
- Fighting, engaging in any physically intimidating or assaultive behavior, or making any threats of violence or other unlawful activities.
- Possession, selling, distributing, or consuming a controlled substance without a prescription.
- Engaging in behavior that is disruptive, harassing, or threatening in nature to Park users or staff, including stalking, unwanted physical contact, or verbal abuse.
- Engaging in explicit sexual activities or conduct.
- Engaging in behavior that unreasonably interferes, disrupts, or prevents the intended use and enjoyment of the Park, including: interfering with safe use and free passage; improper use, damage, or loitering; interfering with others' use including programming, reservations, activities, and services; or noise from personal electronic equipment at volumes that interferes with parks services and activities.
- Engaging in threatening, harassing, or abuse of companion, domestic, wildlife, or captive animals on any Park property.
- Theft or intentional damaging of Park materials, furniture, equipment or facilities.

- Traffic violations that disturb the public, including reckless driving and disorderly conduct with a motor vehicle.
- Alcohol related traffic offenses.

Violations. Any violation of this Policy may result in individuals being banned from the Parks for up to six (6) months, depending on the severity of the violation or collective violations. In imposing a ban, the following procedures and processes will apply.

1. **Notice.** Notice shall be provided in writing and delivered by a law enforcement officer to the person in question. If a person leaves the Park before notice can be given, notice may be sent to the person's last known address, or served upon them at a later date. The Police Department shall record the method of providing the person with notice. The notice shall identify the person, inform the person of the behavior observed that was in violation of this Policy, inform the person of the specifics of the ban, and describe the person's appeal rights.
2. **Banning.** Violations of this Policy observed by Park Department staff, City of De Pere employees, or other persons, including law enforcement officers, are subject to this banning procedure. All such violations shall be documented and kept on file at the Police and Parks Departments.

A person banned from City Parks pursuant to this Policy shall be informed that during the period of the ban he or she does not have permission to enter or remain at any City of De Pere Park and that if the person returns to a Park during the period of the ban, or remains at the Park after notified of the ban, that he or she will be subject to an ordinance or statutory enforcement action.

After determining that a person has violated this Policy and should be banned from the Park the following procedures and rules shall apply:

- A. Written notice shall be issued to the person in question expelling the person from all City Parks for six (6) months.
- B. If a person violates this Policy a second time during the initial six (6) month ban period, the person shall be subject to a ban of one (1) year from all City Parks from the date of the second offense.

A copy of the notice and incident report shall be forwarded to the Director of Parks, Recreation and Forestry or the Director's designee as soon as possible. Any individual banned from City Parks may, within ten (10) days from the issuance of the ban, appeal to the Director or the designee. An appeal must be submitted in writing to the Department of Parks, Recreation and Forestry at 925 S. 6th Street, De Pere, WI 54115. The Director or the designee will then review the ban and determine whether to uphold the decision to ban, or if deemed appropriate, rescind or modify the terms of the ban. When reviewing an appeal, the Director shall consider all relevant factors, including the seriousness of the violation, the individual's criminal record, the individual's behavioral history at City parks, and the impact of the individual's presence upon others' use and enjoyment of the

Parks. The Director or designee shall notify the banned individual in writing of the decision within five (5) business days of receiving the appeal. If the Director or designee rescinds or modifies the ban, they shall specify the reasons for such rescission or modification. The Director or the designee shall also notify the banned individual of the process for appealing the ban, as set forth below. You may contact the Director at 920-339-4065 if you have any questions regarding this ban or would like to provide additional information for the Director to include during the Director's review.

3. **Appeals.** A banned person may appeal the decision by the Director or Director's designee to the Board of Park Commissioners. The banned person shall file a written request with the City Clerk within thirty (30) calendar days of the issuance of the Director's or designee's decision. A person may only file one appeal of each ban that is issued. Any appeal so requested shall be heard by the Board of Park Commissioners within fifteen (15) calendar days, unless the parties agree to a hearing date beyond that time.

A hearing on the appeal shall follow the procedure set forth in Wis. Stat. § 68.11. The Chair of the Board of Park Commissioners shall conduct the hearing and administer oaths to witnesses. After considering the evidence presented, the Board of Park Commissioners shall uphold, rescind or modify the terms and conditions of the ban. A person's failure to appear at the Board of Park Commissioners hearing shall constitute a withdrawal of the appeal. Within twenty (20) calendar days of the hearing, the Board shall mail a written determination stating the reasons for such determination.

The decision of the Board of Park Commissioners shall be reviewable as set forth in Wis. Stats. § 68.13. Until such time as a ban has been rescinded or modified by the Director of the Parks Department, or rescinded or modified on appeal, the person is subject to the terms and conditions of the ban.

ORDINANCE #21-XX
CREATING SECTION 30-17 DE PERE MUNICIPAL CODE
PARKS BAN AND APPEALS

THE COMMON COUNCIL OF THE CITY OF DE PERE, WISCONSIN, DO ORDAIN AS
FOLLOWS:

SECTION 1: Section 30-17, *Parks Ban and Appeals*, is hereby created as follows:

Sec. 30-17. – Parks Ban and Appeals.

- a) **Policy.** The Board of Park Commissioners shall establish a Parks Ban and Appeal Policy. This policy shall prohibit certain behavior within City Parks and establish a procedure for banning individuals who violate the policy from City Parks.
- b) **Appeals.** Any person subject to a ban under the policy established in (a) shall have the opportunity to appeal the ban to the Director of Parks and Recreation. Any decision of the Director may be appealed to the Board of Park Commissioners. The procedure for an appeal shall be detailed in the policy established in (a).
- c) **Penalty.** Any person who violates a ban issued pursuant to the policy established in (a) shall be subject to a forfeiture as established by resolution of the Common Council.

SECTION 2: This ordinance shall take effect upon its passage and publication according to law.

SECTION 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Adopted by the Common Council of the City of De Pere, Wisconsin, this ____ day of _____, 2021.

APPROVED:

James G. Boyd, Mayor

ATTEST:

Ordinance #21-XX

Page 2 of 2

Carey E. Danen, City Clerk

Ayes: _____

Nays: _____

Board/Committee Approval: _____

Publication Date: _____

Effective Date: _____



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: March 18, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

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

ATTACHMENTS:

- Memo.Memorial (DOCX)
- DePere Proposal 3.8.21 (DOCX)
- Monument.Scan (JPG)

CITY OF DE PERE MEMO



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

There is a lot of moving parts to this topic so please bear with me as we try to explain everything and provide you direction in what staff is recommending for action.

Memorial Layout

Staff has been working with Mathewson Memorials and the VFW to finalize the details of the VFW memorial. As we continued to work on the project we are recommending some minor changes to the overall plan. These recommended changes are with cooperation from the VFW and Mathewson Memorials. The changes are;

- Remove the original wording/plaque of dedicating the park back in 1962 and have inset into concrete between memorial and the flag post.
 - o We are recommending this for a couple reasons. First the plaque was a dedication of the park and is a slightly different topic than the actual memorial. Second, we felt the plaque became very confusing when paired with the sponsor language and the year the memorial was dedicated. (We had the years 1962 and 2021 in close proximity which was causing confusion.
- To fill the gap left by the park dedication plaque, we are recommending some universal "artwork" that is meaningful but is not too splashy.
 - o Your packet of info will have the recent layout/design of the monument. It will also show you two options for artwork. We are recommending Option A, or the "banner" artwork.

Donations/Funding

In working with the VFW, we have been notified that the following companies would like to share in the cost of the memorial up to \$4,000 each. The entities are: Ryan Funeral Home, ISC Insurance, and VFW Post 2115. These three donations would match a portion the City of De Pere contributes. The estimate for the revised memorial and plaque is \$15,605. This would mean each of the four entities would pay \$3,901.25.

Staff would recommend the City's portion of this cost come from the Pool Referendum. We believe this would be appropriate as the construction of the pool was the reason for the past memorial to be removed.

Park Board Approval

We are looking for the Park Board to;

- Approve the revisions of the VFW Memorial and park dedication plaque as described in this memo.
- Approve donations from Ryan Funeral Home, ISC Insurance and VFW Post 2115 in the amount of \$3,901.25 each to help fund the VFW Memorial and forward to Council for approval.
- Request \$3,901.25 from the City Council be taken from the Pool Referendum funding to help pay for the VFW Memorial.

Mathewson Monuments
 750 Industrial Loop Rd
 New London, WI 54961
 920-982-6465

3/8/21

Proposal for the City of DePere VFW Memorial

Granite Podium 28" w x 46" t x 22" d All polished except recessed area for lettering	\$6,412.00
Bronze Folded Flag 22" x 16" x 3" to be attached to top of podium	\$3,852.00
9-8" Bronze Military Emblems installed on either side of podium	\$2,837.00
Carved back of podium with sponsors (either option A or B)	\$1,150.00
22" x 14" Bronze V.F.W. Plaque (plaque only)	\$1,354.00

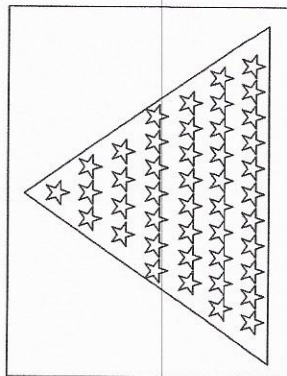
Complete project cost installed on customers concrete foundation and location
\$15,605.00

Please see additional renderings for this project.

Thanks,
 Greg Mathewson

Mathewson Monuments
 750 Industrial Loop Rd
 New London, WI 54961
 920-982-6465

TOP



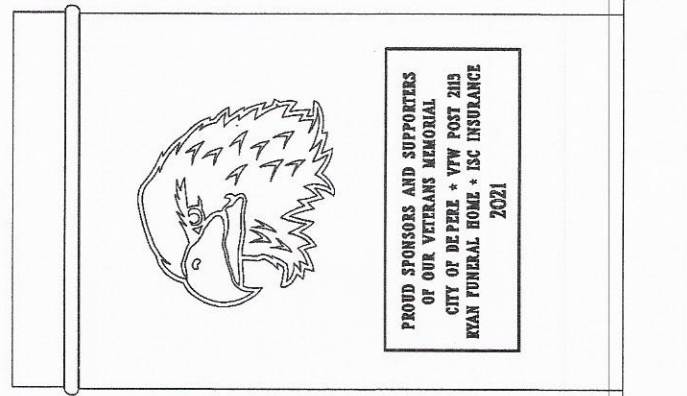
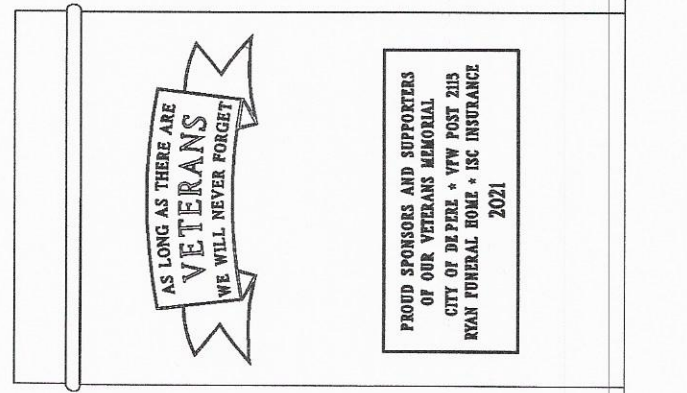
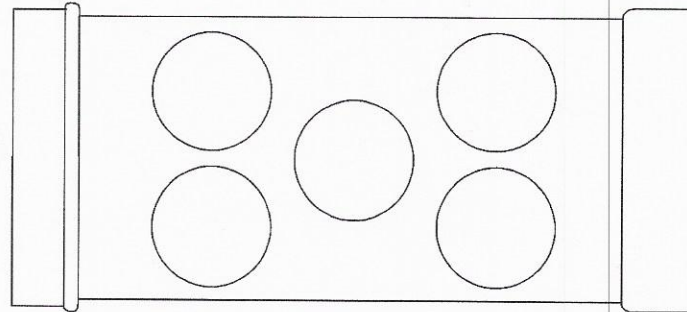
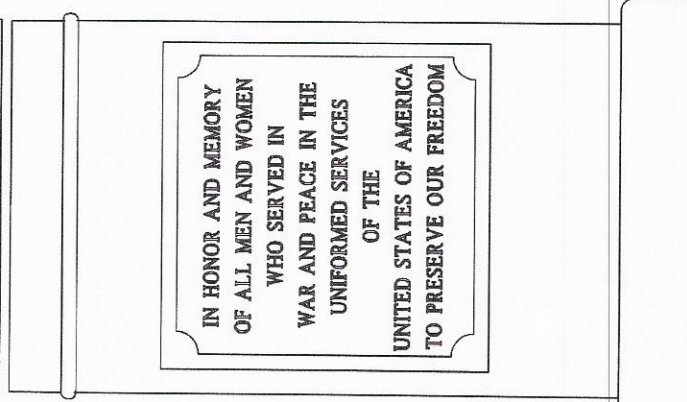
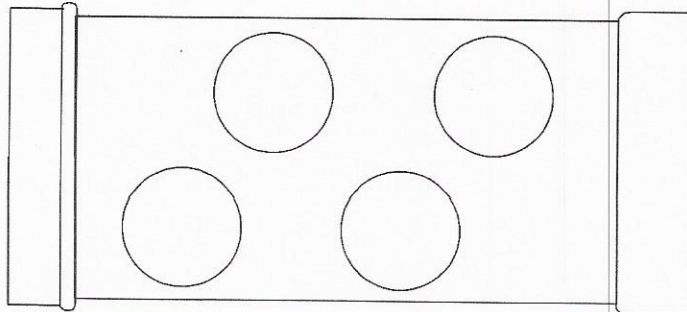
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OPTION A

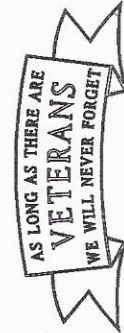
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OPTION B

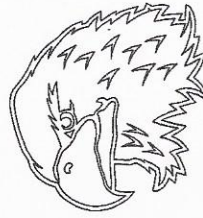


FRONT

IN HONOR AND MEMORY
OF ALL MEN AND WOMEN
WHO SERVED IN
WAR AND PEACE IN THE
UNIFORMED SERVICES
OF THE
UNITED STATES OF AMERICA
TO PRESERVE OUR FREEDOM



PROUD SPONSORS AND SUPPORTERS
OF OUR VETERANS MEMORIAL
CITY OF DE PERE * VFW POST 2113
RYAN FUNERAL HOME * ISC INSURANCE
2021



PROUD SPONSORS AND SUPPORTERS
OF OUR VETERANS MEMORIAL
CITY OF DE PERE * VFW POST 2113
RYAN FUNERAL HOME * ISC INSURANCE
2021



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: March 18, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

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

ATTACHMENTS:

- Memo.Vending Services (DOCX)
- RFP Revised Copy (PDF)

CITY OF DE PERE MEMO



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

RE: **Vending Services at Voyageur Park**

We have received a revised proposal from Rob Korth with regard to providing vending services for Bait and Tackle at Voyageur Park. Considering the monthly fee he is proposing, staff feels comfortable in providing a vending permit to them.

We would also recommend evaluating the service at the end of the summer to consider if it warrants continuation.

Swamp Donkey Bait and Tackle LLC.
Proposal for Vending Service with the
City of DePere

I. Parties

This proposal is made and effective the _ day of _ , 2021, by and between Swamp Donkey Bait and Tackle, LLC (hereinafter referred to as contractor) and the City of De Pere, a body corporate (hereinafter referred to as City).

Agreement Administrators

Contractor employee responsible for Administration of this proposal will be Robert Korth, whose principal business address is 879 Woodstock Lane, Pulaski, WI 54162.

The City's employee responsible for Administration of the proposal will be Marty Kosobucki or designee, whose principal address is 925 S. Sixth St., De Pere, WI 54115.

II. Introduction

Contractor has been in business since March of 2011. Contractor has operated as a seasonal bait and tackle provider at 1081 N. Broadway, De Pere, WI 54115. Contractor provides live bait and tackle from ice out through the first part of April on an annual basis. The business is reliant on the weather and fish migration.

III. Summary

This contractor acquired a live bait vending machine in 2019 to supplement services outside of normal operation. Contractor has watched the development of the Voyageur Park area with respect to the viewing/fishing docks, walking/biking trail, and increase in shore fishermen. Contractor would like to provide live bait and tackle services through a vending machine service at Voyageur Park during the spring, summer, and fall seasons. See Attachment 1 for a picture of the machine.

IV. Compensation

Current electrical rates are at .13 per KWh. The machine specs are 7amps @115 volts (805watts). Weather dependent, the machine will run from 12% to 20% during spring,

summer, and fall seasons. With an average run time of 2-4 hours daily, the average operating costs are \$8.00 to \$15.00 monthly. In addition to contractor's solicitor permits with the City. Contractor agrees to pay \$75.00 monthly or pay in full upfront for the calendar months of March thru October.

V. Insurance

Please see Attachment 2 for current insurance policy.

VI. Indemnification

The Contractor shall indemnify and hold harmless the City, its officers, agents and employees from and against all claims, damage, losses, and expenses including reasonable attorney's fees arising out of or resulting from the performance of the work specified in this Contract, provided that any such claim damage, loss or expense is caused in whole or in part by any negligent or intentional act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a part indemnified hereunder.

VII. Personal Liability of Public Officials

In carrying out any of the provisions of this contract or in exercising any power or authority granted to them thereby, there shall be no personal liability upon the City, its officers, officials, agents, and employees, it being understood that in such matters they act as agents and representatives of the City. Any right of action by the Contractor against the City, or its agents or employees, is hereby expressly waived.

VIII. Guarantee of Equipment and Operation.

The Contractor agrees to always maintain and keep the machine operational. In the event of any machine malfunction, the Contractor will solely be responsible of maintenance, costs, or other repairs.

<u>Rob Korth</u>	<u>Dated:</u>	<u>Marty Kosobucki</u>	<u>Dated:</u>
<u>Swamp Donkey Bait and Tackle, LLC</u>		<u>City of De Pere-Director of Parks</u>	



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: March 18, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

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

ATTACHMENTS:

- Memo.Sponsorship Holiday Lights (DOCX)
- Voyageur Holiday Light Experience.Program Description (DOCX)
- Map (PDF)
- Agreement parameters(DOCX)

CITY OF DE PERE MEMO



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

RE: **Sponsorship of Holiday Light Display**

We are happy to report to the Board of Park Commissioners, that after several discussions with Fox Communities Credit Union they are proposing to be the main sponsor for a brand new program to be held during the winter months. Included in your packet is a description of the program and the sponsorship being proposed from Fox Communities Credit Union.

Staff is recommending:

- Approval of the Holiday Light Event.
- Approval of the sponsorship request from Fox Communities Credit Union.
- Forward to the City's Legal Office for the creation of an agreement and then forward to City Council for approval.

Voyageur Holiday Light Experience

Dates: December 10 & 11 (Fri, Sat)

December 17 & 18 (Fri, Sat)

December 23, 24, & 25 (Thur, Fri, Sat)

Time: 5 – 9 pm

What: Drive through holiday light experience in Voyageur Park.

Long Range Plan: Due to the cost in purchasing lights, it is our intent to grow over time. We do not plan on charging initially; however will plan on having “donation” days. “Donation Days” will be marketed in a way that will encourage people to make a donation prior to going through the light experience. It would be our intent to grow our lighting display over the course of 3-5 years to a point we could possibly charge for the drive through experience.

Initial year: With the City resources and the main sponsor donation, we anticipate we can acquire enough lights to light approximately 25-30 trees...averaging 500-750 lights per tree.

Sponsor Trees: In addition to City installed lights, we would solicit donors (businesses, organizations, people, etc...) to light a sponsor tree as part of the overall program. We would place a sponsor tree along the access road or median. Sponsor trees would be a 6-7 ft Balsam Fir Tree staked into the ground. There would be two options. Option 1 would be for a sponsor to pay \$500 and the City will set up the tree, put lights on the trees, and place a sign in front of the tree indicating they are the sponsor. Option 2 would be for the for the sponsor to pay \$125. For this option the City will install the tree, however the sponsor will decorate and lite their own tree and place their own sign in front of the tree.

Entrance Gate/Donations: We would solicit Non-Profits or businesses raising money for non-profits to man the front of the entrance to accept donations for entry. Our intent is to not charge an entrance fee at this time to enter the light display, but to ask for a donation if people want. If they don't provide a donation, they can still go through. For instance, an organization could man the entrance and ask for a canned food donation to enter. All proceeds would be given to Paul's Pantry. Another day, we would ask for a new children's toy with all donations going to Health and Human Services. Another day would be staff taking monetary donations for the Recreation Scholarship Fund. The department would take applications to review for participating organizations and would likely have the Park Board involved in the selection of organizations.

City's Responsibility: Erect the lights that are not part of the volunteer lighting program. Ensure the lights work, turn lights on and turn them off, trouble shoot any electrical issues, pay for utilities, take all lights down and store. We would also provide an on-site supervisor for the project. Anticipated cost for the site supervisor is approximately \$500. We do not know the full extent of utility costs although we

believe they would be minimal as we will be incorporating all LED lighting, and we are also not sure of the full extent of our staffing for set up and tear down as the size of the program is unclear.

Long Range Plan

- Year 1 – main focus will be to light the circle. If we have businesses, we will start to light the trees moving to the east.
- Year 2 – Main focus will be to light the circle and enhance the variety and features of the circle. If we have businesses, we will continue to light the trees moving to the east.
- Year 3 – Circle will remain somewhat consistent. Resources will now be directed to lighting trees to the east (access road and median).
- Year 4 - Circle will remain somewhat consistent. Resources are directed to lighting trees to the east (access road and median).

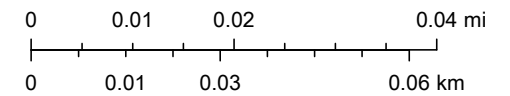
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■ Red: Band_1

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Approval Process:

- The Park Board shall review the program and sponsorship parameters.
- Upon Park Board approval, the item will be submitted to our legal office for drafting of an agreement.
 - o The agreement shall be reviewed by both parties and agreed upon prior to going forward for approval
- Once the agreement is mutually agreed upon, the agreement will be submitted to our City Council for approval.

General Parameters of Agreement:

City of De Pere

- Responsible for running/promoting/maintaining the program including providing an on-site supervisor.
- Responsible for utility costs related to event.
- Responsible for the installation and removal of lights/decorations.
- Title of Program will be "De Pere Holiday Light Festival...sponsored by Fox Communities Credit Union".
- City agrees to recognize FCCU sponsorship for a period of 4 years.
- Solicit organizations to staff front entrance for purpose of raising donations/funds for a charity that has some correlation to the City of De Pere. City to provide FCCU one of these dates.

Fox Cities

- Year 1 - Pays \$5,000 to the City of De Pere for sponsorship prior to August 1.
- Year 2 – Pays \$2,500 to the City of De Pere for sponsorship prior to August 1.
- Year 3 – Pays \$2,500 to the City of De Pere for sponsorship prior to August 1.
- Year 4 – Pays \$2,500 to the City of De Pere for sponsorship prior to August 1.

Miscellaneous:

- The City of De Pere reserves the right to solicit additional sponsors as outlined in the program proposal.
- The City of De Pere reserves the right to cancel a day or days of the event due to weather and/or other impacting emergency (water main break, pandemic, etc...)



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: March 18, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

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

ATTACHMENTS:

- Memo.Plowing East River Trail (DOCX)
- Ald. Hansen Plowing East River Trail Memo (PDF)
- East River Trail.Aerial(PDF)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
 From: Marty Kosobucki, Director of Parks, Recreation and Forestry
 Date: March 18, 2021
 RE: Snow Plowing of East River Trail

Alderson Hansen has requested the Park Board consider the plowing of our portion of the East River Trail. A memo from Alderson Hansen is included in your packet.

The East River Trail is approximately 6 miles long and extends from the City of Green Bay to the Town of Ledgeview. Our portion of this trail extends roughly $\frac{3}{4}$ of a mile of the 6 mile long trail. Currently, we do not include our section of the East River Trail in our snow removal operations. There are numerous reasons for this.

- Clearing of snow would rank very low on our list of priorities for snow removal. When we have a snowfall, it takes about 1-3 days to remove snow. By the time we could get to removing of snow on the East River Trail, it will likely have already been walked/traveled on and snow compacted.
- In order to make a recreational trail safe in the winter, after it has been walked/traveled on and has been compacted, we would need to use a fair amount of salt/sand and scraping to remove the compaction. Even with a fair amount of salt/sand we would still have spots that are very slippery.
- Dogs are allowed on the East River Trail and our salt would not be conducive to our four legged friends.
- Putting down salt and running machinery on it will increase the amount of wear and tear of the pavement, and ultimately make for higher maintenance costs.
- The East River Trail runs through five different municipalities. In order for clearing of snow to work on our section, the rest of the communities would need to also remove snow.
 - Ledgeview does not clear their trail and are not planning to.
 - Allouez does clear their trail.

Considering all the factors, staff would not recommend maintaining the East River Trail from snow/ice during the winter months.

DE PERESM



Memo Re: Plowing De Pere Portion of East River Trail

To: De Pere Board of Park Commissioners

From: Ald. Jonathon Hansen

Meeting Date: March 18, 2021

A resident who lives near the East River Trail reached out to me asking if we could potentially plow the portion of the trail that runs through the City of De Pere during the winter months, similar to what is already done by Brown County (in partnership with De Pere, Allouez, and Green Bay) for the Fox River Trail. The length of this section of the East River Trail is a little less than one mile. The resident mentioned that the Village of Allouez has tried plowing their portion of the trail in the past, and it has been widely used. After sharing this idea with Parks & Rec Director Marty Kosobucki, Mr. Kosobucki shared several concerns that he has about this idea, which he will provide in a separate memo. I wanted to bring this forward as an agenda item so that the pros and cons can be discussed, and the public can have the opportunity to weigh in if they choose. Thank you for your consideration of this request.

###

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City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: March 18, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

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

ATTACHMENTS:

- Memo Multi Use (PDF)
- City of De Pere Voyageur Park Redesign (PDF)
- Voyageur.Questions (PDF)
- 7524_Final Boards - 120720 (PDF)

CITY OF DE PERE MEMO



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

RE: **Multi-Use Facility at Voyageur**

At last month's Park Board meeting you requested to have staff obtain an estimate on redesigning the multi-use facility to be more in line with an estimate of \$600,000. I obtained an estimate from Somerville (our consultant that prepared the original conceptual design), and attached that information for your review.

I will be providing you with updates and a summary at our meeting, however based on recent developments, staff will be recommending the following to the Park Board for their consideration.

- Create a recommendation to City Council to pursue the original conceptual design of the multi-use facility.
- Recommend to the City Council a City commitment of funding, of up to \$500,000 to this project. (The City already has \$170K saved for this project, so it would be a commitment of an additional \$330K.)
- Recommend to the City Council the creation of a fundraising committee to generate up to \$700,000 in funding for the project.
- Recommend to the City Council the project be targeted for construction in 2023.



February 25, 2021

Marty Kosobucki
Parks, Recreation & Forestry Director
City of De Pere
925 S Sixth St
De Pere, WI 54115

RE: Voyageur Park Multi-Use Shelter - Redesign

Dear Marty,

Somerville, Inc. is pleased to provide this proposal for preliminary architectural design services for the project listed above.

It is our understanding that the scope of this work will be to redesign the proposed multi-use shelter at Voyageur Park to meet the following requirements

1. Construction cost of approximately \$600,000
2. Maintain functional intent of original design
3. Reduce overall square footage and design features
4. Assume construction will be completed in phases.

Work (or deliverables) to include the following:

- One meeting with Park Staff to confirm desired reductions and phasing
- Two meetings with Park Staff to review and discuss progress drawings
- One meeting with Park Staff to share final design drawings
- Final Deliverables to include
 - Drawings
 - Conceptual Colored Site Plan
 - Conceptual Colored Floor Plan (with phases designated)
 - Exterior Renderings (showing all phases)
 - Square foot-based opinion of probable construction cost broken down by phase.

Professional Design Fees

Somerville, Inc. will provide the services listed above for a lump sum fee of six thousand one hundred dollars (\$6,100).

Standard reimbursable expenses such as printing and postage, are additional to the fee above and will be submitted with a nominal 10% mark-up. If services beyond those identified are

desired, we would be happy to provide them on a time and material basis at our normal hourly rates.

Thank you for this opportunity. We look forward to working with you on this exciting project. Please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "JASON HALE". The signature is stylized with a horizontal line under the first name and a vertical line separating it from the last name.

Jason Hale, AIA, NCARB, LEED AP BD+C
Senior Project Architect

Voyageur Multi-Purpose Facility Discussion

I think it's a fair assumption to summarize the facility designed by Somerville is exactly what the Park Board was visualizing. It's a very attractive and functional facility that would be very popular and utilized within our community. I believe its also fair to assume that the cost opinion Somerville provided is substantially higher than we were anticipating. So in an effort to move forward and establish a direction, I have put together a list of questions the Park Board can walk through. I provided some answers to questions I am anticipating you may have below.

1. Can the facility be built in phases?
 - a. Yes, we spoke with Somerville and the facility can be built in phases. The first phase would be the restroom and second phase would be the multi-purpose room and patio.
 - b. Keep in mind, if you build something in phases it ultimately costs more.
2. What funding do we currently have for the multi-use facility?
 - a. The only funding we currently have is what was originally intended for replacing the restroom building. After deducting the Somerville expense, we currently have \$162,500 allocated toward this project.
 - b. While not official yet, the City Council is planning to reallocate the Stadium Tax money for the Band Shell and Splash Pad to a different project. I would not anticipate this money to be available for this project.
3. Could fundraising be an option for the facility?
 - a. Yes, however based on the type of facility it would need to be all private donations. It is not likely, that we would get any state funded grants for this project.
 - b. The City would need to formally create a committee to perform such a venture.
4. Can we go back and revise the facility to make it smaller?
 - a. Yes. However, we would need to request funds from City Council to have Somerville work on revisions and downsizing as Somerville have completed their contract with us.
5. How quickly do we need to make a decision?
 - a. I am not sure there is a perfect answer to this question, however I believe we all need to keep in mind the current restroom building is not in good condition.

General questions to help determine direction:

- Does the Park Board want to construct the proposed facility regardless of cost?
 - o If so, we will need to discuss at another meeting the process/plan for fundraising and then ask for Council approval.
- Does the Park Board want to downsize the facility to obtain a more manageable budget projection?
 - o If so, the Park Board will need to discuss at another meeting the following;
 - Estimate for Somerville to do revisions and obtain approval from Council.
 - What should be the budget for the project?
- Does the Park Board want to scrap the idea of the multi-use facility and move forward with constructing restrooms only?
 - o If so, the Park Board will need to discuss at another meeting the variables we want to see in a restroom facility and its location.



12/7/2020

CITY OF DE PERE
Multi-Use Building
DE PERE, WISCONSIN

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12/7/2020

CITY OF DE PERE
Multi-Use Building
 DE PERE, WISCONSIN

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design mattersSM



PROPOSED PROJECT LOCATION



12/7/2020

CITY OF DE PERE
Multi-Use Building
DE PERE, WISCONSIN

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design mattersSM





City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: March 18, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

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

ATTACHMENTS:

- Memo.CIP (PDF)
- Copy of DRAFT CIP 2022 - 2028.worksheet (XLSX)

CITY OF DE PERE

MEMO



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

RE: **Seven Year Capital Improvement Plan (CIP)**

Included in your packet you will find a draft of what staff has prepared for submittal to the City Administrator for the City's Capital Improvement Plan. The CIP is an important planning tool for the City however, the plan is not a commitment of funding. While the plan stretches over seven years, we put the most amount of research and planning into the first few years. I have highlighted some of the projects below.

Ultimately, we are looking for the Park Board to review, recommend changes, and approve the plan for submittal to the City Administrator for consideration in the overall City CIP.

2022

Community Center	Pumps	\$110,000	Informed from our Maintenance supervisors that there are original pumps that need to be replaced.
Pools	Point of Sale System	\$25,000	Provides greater accountability in financial transactions. For both pools.
Park Equip/Veh	Replace Car #9	\$30,000	With addition of staff and responsibilities, combined with necessity of travel we are recommending a vehicle that is more useful and flexible than the current sedan.
Park	Kelly Danen Drainage and Outfield	\$15,000	Funding to address some of the standing water and uneven terrain issues.
Park	Turf baseball infield	\$75,000	Dollar amount to use in partnering with local organizations to implement a turf infield for a baseball field in De Pere.
Park	Park Light replacement program	\$15,000	This would be an annual dollar amount to replace trail lights, parking lot lights, and other park lighting to LED heads.

2023

Pools	Legion Aquatic Facility	\$6,500,000	To be fair, this is just a place holder for the pool and not an accurate projection of when we plan to build. I do not have an accurate projection as to when the City wants to construct Legion Pool.
Park	Multi-Use Facility in Voyageur	\$1,000,000	Even if we were to move forward right now, it is highly unlikely we would be able to start construction of the facility in 2022.

PARKS CIP 2022 - 2028

FUNDING SOURCES

<i>Parks</i> PROGRAM / DEPARTMENT					TOTAL COST	Tax Levy	Special Assessment	Private Donations	Federal / State Grants	G.O. Bonds	TIF Bonds	Water Fund	Wastewater Fund	Park Fund	Storm Water Utility	Other Intergovernmental Funding	Other (Specify)
Community Center	2022	1	Maintenance Fund		\$ 10,000	\$ 10,000											
Parks & Public Lands	2022	2	ADA Sidewalk/Hard Surface replacement program		\$ 20,000	\$ 20,000											
Community Center	2022	3	Replace pumps and system accessories		\$ 110,000					\$ 110,000							
Swimming Pools	2022	4	POS System for VFW Pool		\$ 25,000												25000 Pool Ref.
Parks & Public Lands	2022	5	Roof replacement for VFW restroom and score shack		\$ 12,000	\$ 12,000											
Parks & Public Lands	2022	6	Open/Enclosed Shelter Repairs		\$ 30,000	\$ 30,000											
Park Equipment/Veh. Maint.	2022	7	Replace Truck #13		\$ 35,000					\$ 35,000							
Parks & Public Lands	2022	8	Voyageur Park - Western Parking Lot Resurface		\$ 75,000					\$ 75,000							
Parks & Public Lands	2022	9	Patriot Park Basketball court resurface		\$ 12,000	\$ 12,000											
Parks & Public Lands	2022	10	Kiwanis Parking Lot resurface		\$ 17,000					\$ 17,000							
Park Equipment/Veh. Maint.	2022	11	Replace Car #9 - 2004 Malibu		\$ 30,000					\$ 30,000							
Park Equipment/Veh. Maint.	2022	12	Replace #301 Stumper		\$ 45,000	\$ 45,000											
Parks & Public Lands	2022	13	Legion Woods Playground replacement (1996)		\$ 135,000					\$ 135,000							
Parks & Public Lands	2022	14	Voyageur Park - Overlay		\$ 69,000					\$ 69,000							
Parks & Public Lands	2022	15	Kelly Danen Drainage and outfield repairs		\$ 15,000	\$ 15,000											
Parks & Public Lands	2022	16	Park Light Replacement Program (LED Heads)		\$ 15,000	\$ 15,000											
Park Equipment/Veh. Maint.	2022	17	Truck 4 Replacement (1 Ton)		\$ 48,000					\$ 48,000							
Park Equipment/Veh. Maint.	2022	18	Replace 306 - 4000D 11ft mower		\$ 85,000					\$ 85,000							
Parks & Public Lands	2022	19	Legion field resotration		\$ 60,000					\$ 60,000							
Boat Ramps	2022	20	James Street Boat Dock Extension (Additional Funding)		\$ 15,000				\$ 7,500	\$ 7,500							
Parks & Public Lands	2022	21	Willems Playground replacement (1995)		\$ 85,000					\$ 85,000							
Parks & Public Lands	2022	22	Water Cooler replacement program		\$ 6,000	\$ 6,000											
Parks & Public Lands	2022	23	Accessible Route program		\$ 7,000	\$ 7,000											
Parks & Public Lands	2022	24	Jim Martin Parking Lot Addition		\$ 100,000					\$ 100,000							
Parks & Public Lands	2022	25	Turf Baseball Field		\$ 300,000			\$ 225,000		\$ 75,000							
Ice Arena	2022	26	Replace ceiling insulation		\$ 35,000												\$ 35,000
Parks & Public Lands	2022	27	Replace Patriot Park Shelter		\$ 200,000					\$ 200,000							
TOTAL					\$ 1,596,000	\$ 172,000	\$ -	\$ 225,000	\$ 7,500	\$ 1,131,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000

<i>Parks</i> PROGRAM / DEPARTMENT					TOTAL COST	Tax Levy	Special Assessment	Private Donations	Federal / State Grants	G.O. Bonds	TIF Bonds	Water Fund	Wastewater Fund	Park Fund	Storm Water Utility	Other Intergovernmental Funding	Other (Specify)
Community Center	2023	1	Maintenance Fund		\$ 10,000	\$ 10,000											
Parks & Public Lands	2023	2	ADA Sidewalk/Hard Surface replacement program		\$ 25,000	\$ 25,000											
Park Equipment/Veh. Maint.	2023	3	Replace 6 ft mower (#307)		\$ 40,000	\$ 40,000											
Swimming Pools	2023	4	Legion Aquatic Facility		\$ 6,500,000												
Parks & Public Lands	2023	5	Replace Lawton Park Playground (1996)		\$ 85,000					\$ 85,000							
Park Equipment/Veh. Maint.	2023	6	Replace Truck #18 - 2004 5yd Dump		\$ 65,000					\$ 65,000							
Park Equipment/Veh. Maint.	2023	7	Replace #34 Watering Van		\$ 35,000					\$ 35,000							
Parks & Public Lands	2023	8	Water Cooler replacement program		\$ 6,000	\$ 6,000											
Boat Launches	2023	9	Perkofski Parking resurface		\$ 203,000					\$ 203,000							
Park Equipment/Veh. Maint.	2023	10	Replace #1 - 2010 Holder		\$ 130,000					\$ 130,000							
Parks & Public Lands	2023	11	Multi-Use Facility - Voyageur		\$ 1,000,000			\$ 630,000		\$ 200,000						\$ 170,000	
Parks & Public Lands	2023	12	Replace Carney Park Playground (1994)		\$ 85,000					\$ 85,000							
Parks & Public Lands	2023	13	Kiwanis Shelter/restrooms		\$ 200,000					\$ 200,000							
Parks & Public Lands	2023	14	Accessible Route program		\$ 8,000	\$ 8,000											
Community Center	2023	15	Community Center Expansion		\$ 750,000			550,000		\$ 200,000							
Parks & Public Lands	2023	16	Samantha Park - Restrooms		\$ 175,000					\$ 175,000							
Parks & Public Lands	2023	17	Urban Soccer Complex		\$ 150,000			150,000									
Parks & Public Lands	2023	18	Park Light Replacement Program (LED Heads)		\$ 15,000	\$ 15,000											
TOTAL					\$ 9,482,000	\$ 104,000	\$ -	\$ 1,330,000	\$ -	\$ 1,378,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 170,000	\$ -

<i>Parks</i> PROGRAM / DEPARTMENT YEAR PRIORITY PROJECT / EQUIPMENT DESCRIPTION TOTAL COST					Tax Levy	Special Assessment	Private Donations	Federal / State Grants	G.O. Bonds	TIF Bonds	Water Fund	Wastewater Fund	Park Fund	Storm Water Utility	Other Intergovernmental Funding	Other (Specify)
Community Center	2024	1	Maintenance Fund	\$ 10,000	\$ 10,000											
Parks & Public Lands	2024	2	Accessible Route program	\$ 8,000	\$ 8,000											
Parks & Public Lands	2024	3	ADA Sidewalk/Hard Surface replacement program	\$ 25,000	\$ 25,000											
Parks& Public Lands	2024	4	Replace Kiwanis Playground (2003)	\$ 155,000					\$ 155,000							
Parks & Public Lands	2022	5	Replace Rainbow Park Playground (1998)	\$ 130,000					\$ 130,000							
Parks & Public Lands	2024	6	Water Cooler replacement program	\$ 6,000	\$ 6,000											
Parks & Public Lands	2024	7	Replace VFW Restrooms (Allard)	\$ 170,000					\$ 170,000							
Park Equipment/Veh. Maint.	2024	8	Replace Truck 16 (1 Ton)	\$ 50,000					\$ 50,000							
Parks & Public Lands	2024	9	Jim Martin - Overlay	\$ 50,000					\$ 50,000							
Park Equipment/Veh. Maint.	2024	10	Replace Truck #15 - 3/4 Ton	\$ 40,000					\$ 40,000							
Parks & Public Lands	2024	11	Park Light Replacement Program (LED Heads)	\$ 15,000	\$ 15,000											
Parks & Public Lands	2024	12	Neighborhood Park - Land Acquisition	\$ 200,000									\$ 200,000			
Parks & Public Lands	2024	13	SE Community Park Land Acquisition	\$ 500,000									\$ 500,000			
TOTAL				\$ 1,359,000	\$ 64,000	\$ -	\$ -	\$ -	\$ 595,000	\$ -	\$ -	\$ -	\$ 700,000	\$ -	\$ -	\$ -

<i>Parks</i> PROGRAM / DEPARTMENT YEAR PRIORITY PROJECT / EQUIPMENT DESCRIPTION TOTAL COST					Tax Levy	Special Assessment	Private Donations	Federal / State Grants	G.O. Bonds	TIF Bonds	Water Fund	Wastewater Fund	Park Fund	Storm Water Utility	Other Intergovernmental Funding	Other (Specify)
Parks & Public Lands	2025	1	Accessible Route program	\$ 8,000	\$ 8,000											
Community Center	2025	2	Maintenance Fund	\$ 15,000	\$ 15,000											
Parks & Public Lands	2025	3	ADA Sidewalk/Hard Surface replacement program	\$ 25,000	\$ 25,000											
Park Equipment/Veh. Maint	2025	4	Replace Truck 7 (1/2 ton)	\$ 35,000	\$ 35,000											
Park Equipment/Veh. Maint	2025	5	Replace Truck 308 (1 Ton)	\$ 50,000					\$ 50,000							
Parks & Public Lands	2025	6	Replace VFW Octagon Building	\$ 225,000					\$ 225,000							
Parks & Public Lands	2025	7	Park Light Replacement Program (LED Heads)	\$ 15,000	\$ 15,000											
TOTAL				\$ 373,000	\$ 98,000	\$ -	\$ -	\$ -	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

<i>Parks</i> PROGRAM / DEPARTMENT YEAR PRIORITY PROJECT / EQUIPMENT DESCRIPTION TOTAL COST					Tax Levy	Special Assessment	Private Donations	Federal / State Grants	G.O. Bonds	TIF Bonds	Water Fund	Wastewater Fund	Park Fund	Storm Water Utility	Other Intergovernmental Funding	Other (Specify)
Parks & Public Lands	2026	1	Accessible Route program	\$ 8,000	\$ 8,000											
Community Center	2026	2	Maintenance Fund	\$ 15,000	\$ 15,000											
Parks & Public Lands	2026	3	ADA Sidewalk/Hard Surface replacement program	\$ 25,000	\$ 25,000											
Parks & Public Lands	2026	4	Replace Samantha Playground (2006)	\$ 170,000					\$ 170,000							
TOTAL				\$ 218,000	\$ 48,000	\$ -	\$ -	\$ -	\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

<i>Parks</i> PROGRAM / DEPARTMENT YEAR PRIORITY PROJECT / EQUIPMENT DESCRIPTION TOTAL COST					Tax Levy	Special Assessment	Private Donations	Federal / State Grants	G.O. Bonds	TIF Bonds	Water Fund	Wastewater Fund	Park Fund	Storm Water Utility	Other Intergovernmental Funding	Other (Specify)
Parks & Public Lands	2027	1	ADA Sidewalk/Hard Surface Replacement Program	\$ 25,000	\$ 25,000											
Community Center	2027	2	Maintenance Fund	\$ 15,000	\$ 15,000											
Parks & Public Lands	2027	3	Accessible Route Program	\$ 8,000	\$ 8,000											
Park Equipment/Veh. Maint	2028	4	Replace Car #11 (Toyota Prius)	\$ 30,000	\$ 30,000											

TOTAL				\$ 78,000	\$ 78,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Parks</i>																		
<u>PROGRAM / DEPARTMENT</u>	<u>YEAR</u>	<u>PRIORITY</u>	<u>PROJECT / EQUIPMENT DESCRIPTION</u>	<u>TOTAL COST</u>	<u>Tax Levy</u>	<u>Special Assessment</u>	<u>Private Donations</u>	<u>Federal / State Grants</u>	<u>G.O. Bonds</u>	<u>TIF Bonds</u>	<u>Water Fund</u>	<u>Wastewater Fund</u>	<u>Park Fund</u>	<u>Storm Water Utility</u>	<u>Other Intergovernmental Funding</u>	<u>Other (Specify)</u>		
Parks & Public Lands	2028	1	Hard Surface Replacement Program	\$ 25,000	\$ 25,000													
Community Center	2028	2	Maintenance Fund	\$ 15,000	\$ 15,000													
Parks & Public Lands	2028	3	Accessible Route Program	\$ 8,000	\$ 8,000													
TOTAL				\$ 48,000	\$ 48,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Parks</i>																		
<u>PROGRAM / DEPARTMENT</u>	<u>YEAR</u>	<u>PRIORITY</u>	<u>PROJECT / EQUIPMENT DESCRIPTION</u>	<u>TOTAL COST</u>	<u>Tax Levy</u>	<u>Special Assessment</u>	<u>Private Donations</u>	<u>Federal / State Grants</u>	<u>G.O. Bonds</u>	<u>TIF Bonds</u>	<u>Water Fund</u>	<u>Wastewater Fund</u>	<u>Park Fund</u>	<u>Storm Water Utility</u>	<u>Other Intergovernmental Funding</u>	<u>Other (Specify)</u>		
									\$ 25,000									
									\$ 50,000									
TOTAL				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: March 18, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Staff Update on Hiring Process for Activity Coordinator.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: March 18, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Angela Zills

SUBJECT: Staff Update on Staff Research of Friends Groups and Foundations.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: March 18, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Staff Update on Covid Restrictions and Programming.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: March 18, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Staff Update on the VFW Aquatic Facility Plaque.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: March 18, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Staff Update on Status of VFW Aquatic Facility Construction.

ATTACHMENTS:

- Memo.VFW Aquatic Update (PDF)

CITY OF DE PERE MEMO



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

RE: VFW Aquatic Facility Update

Over the last month Immel has completed the following:

- Mech building equipment install and piping
- Pool Building painting and epoxy flooring
- Pool Building MEP (mechanical, electrical, plumbing) rough-ins

Work started last month that will be completed shortly:

- Pool building interior siding
- Pool Building casework and counters
- Pool building toilet accessories and partitions
- Pool Building MEP finishes and trim out
- Pool Building interior and exterior doors and hardware