



Board of Park Commissioners

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

Regular Meeting

Agenda

Thursday, March 17, 2022

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 17, 2022 at 6:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET, DE PERE.**

The public may attend the meeting either in person in the Council Chambers or electronically/telephonically. Electronic or telephonic access to the meeting is provided below:

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

OR

You can also dial in using your phone.

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

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

Access Code: 154-883-285

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

I. Call to Order

1. Roll Call

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

III. Items

1. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the February 17, 2022 meeting.
2. Consideration and Possible Action on Request from Property Owner at 478/480 N. Good Hope Road to have Trees Removed from Right of Way.
3. Consideration & Possible Action to Approve a \$500 Donation from De Pere Optimist Club for Easter Egg Hunt.*
4. Consideration & Possible Action to Accept a \$500 Donation from Optimist Club for Summer Camp T-shirts.*
5. Consideration & Possible Action to Select a Beer Distributor for the 2022 Beer Gardens.
6. Consideration and Possible Action to Approve 2022 WDNR Grant Application for Refurbishments to Perkofski Boat Docks.*
7. Consideration & Possible Action to Approve Changes to Adult Basketball League Program.*
8. 2021 Donation Listing.
9. Financial Statement for the De Pere Ice Center.

IV. Staff Updates

V. Future Agenda Items

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.

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
Hundamo Lovell, Teen Advisor
Tim and Lynn Jonet

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
Optimist Club
Don Chilson, Brown County Ice
Management

***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 17, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Grace Lahtela

SUBJECT: Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the February 17, 2022 meeting.

ATTACHMENTS:

- Draft Minutes 2-17-22 (PDF)



Board of Park Commissioners

Regular Meeting

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

Draft Minutes

Thursday, February 17, 2022

6:30 PM

Council Chambers and Virtual

I. Call to Order

The meeting was called to order at 6:39 PM by Board Member Randy Soquet

Attendee Name	Title	Status	Arrived
Melissa Thiel Collar	Board Member	Present	
Ryan Jennings	Board Member	Present	
Jim Kneiszel	Board Member	Present	
Amy Chandik Kunding	Aldersperson	Present	
Shana Defnet Ledvina	Aldersperson	Present	
Dean Raasch	Aldersperson	Present	
Randy Soquet	Board Member	Present	
Hundamo Lovell	Teen Advisor	Present	
Christopher Soquet	Teen Advisor	Excused	

Others Present:

Marty Kosobucki, Director of Parks, Recreation, and Forestry

Paula Rahn, Recreation Superintendent

Angela George, Recreation Supervisor

Grace Lahtela, Administrative Assistant

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

None

III. Items

1. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from January 20, 2022 Meeting.

Aldersperson Raasch moved to approve the Board of Park Commissioners minutes from the January 20, 2022 meeting, seconded by Aldersperson Chandik Kunding. Upon vote, the motion passed unanimously.

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

2. Review and Approval of Point of Sale System for Pools.

Aldersperson Raasch moved to approve purchasing RecDesk software and equipment for the point-of-sale (POS) system for the pools, seconded by Ryan Jennings. Upon vote, the motion passed unanimously.

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

3. Consideration & Possible Action to Approve Amerilux as the Main Sponsor of the De Pere Beer Gardens*

Alderperson Chandik Kunding moved to accept a \$3,000 donation from Amerilux to be the main sponsor of the De Pere Beer Gardens, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

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

4. Consideration & Possible Action to Approve a \$1,500 Donation from Immel Construction for the De Pere Beer Garden in August.*

Alderperson Chandik Kunding moved to accept a \$1,500 donation from Immel Construction for the sponsorship of the August Beer Garden, seconded by Melissa Thiel Collar. Upon vote, the motion passed unanimously.

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

5. Consideration & Possible Action to Approve a \$1,500 Donation from Graef for De Pere Beer Gardens in July.*

Alderperson Chandik Kunding moved to accept a \$1,500 donation from Graef for the Beer Garden sponsorship in July, seconded by Melissa Thiel Collar. Upon vote the motion passed unanimously.

Ryan Jennings thanked all the sponsors for the donations.

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

6. Consideration and Possible Action to Approve Policy Change regarding Transferable Fees for Community Center Rentals

Alderperson Defnet Ledvina moved to approve the policy changes regarding transferable fees for Community Center rentals, seconded by Randy Soquet.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that the requested change is to clear up the language in the policy to make it more understandable. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Shana Defnet Ledvina, Alderperson
SECONDER:	Randy Soquet, Board Member
AYES:	Thiel Collar, Jennings, Kneiszel, Kundinger, Defnet Ledvina, Raasch, Soquet

7. Consideration and Possible Action regarding Moving Forward with Technical Design of Nelson Family Pavilion.*

Ryan Jennings moved to approve moving forward with the technical design, bidding, and construction management for the Nelson Family Pavilion at Voyageur Park, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ryan Jennings, Board Member
SECONDER:	Dean Raasch, Alderperson
AYES:	Thiel Collar, Jennings, Kneiszel, Kundinger, Defnet Ledvina, Raasch, Soquet

8. Discussion on Timeline for Replacement of Legion Pool.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that a few months ago the Park Board requested that a discussion item be placed on the agenda regarding the timeline of replacing Legion Pool. Since that request, staff has reached out to the Finance Director for financial data for the aquatic facility and the referendum funding. The Finance Director has not provided the financial data yet. Staff recommends waiting to discuss this until financial information is available.

Alderperson Raasch agreed that without financial information it is hard to discuss a timeline and it is too early to even discuss a timeline yet.

Ryan Jennings explained that he requested the item to be placed on the agenda due to the recent repairs that had to be made to Legion. Ryan questioned if there is a certain point where the aquatic facility is paid down enough to start construction on Legion pool? With construction costs steadily increasing there is also a cost of waiting on the construction of the new pool.

Randy Soquet stated that once the financial data is received from the Finance Director to put the discussion topic back on the agenda.

RESULT:	DISCUSSED
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9. Discussion and Presentation of Aquatic Year End Report.

Marty Kosobucki, Director of Parks, Recreation, and Forestry gave a summary of the 2021 Aquatic Report. Marty explained that daily admission totals include patrons that walk up and pay admission for the day. Total attendance is not an exact count, but an average is taken of the head counts that are done every ½ hour at the pools. In 2021, 971 season passes were sold with 702 being residents and 269 non-resident passes. Swim lessons were not as popular because they were only offered as semi-private and private swim lessons due to COVID. In 2022 swim lessons are returning to normal swim lessons. Generally speaking, the pools did well, but could have done better with traditional swim lessons.

Randy Soquet questioned if the excess expenses come from the referendum funding.

Marty Kosobucki explained that all new operation costs come from the referendum funding, and previous operating costs still come from the operating budget. To see how this breaks down, we need the requested referendum financial information from Joe. Melissa Thiel Collar questioned if there is the expectation for the pools to break even. Marty Kosobucki explained that municipal pools are subsidized in some capacity. However, aquatic centers give municipalities a better chance of breaking even. Alderperson Raasch questioned the large increase in expenses. Marty Kosobucki explained that the largest increase was utilities, however the mechanical room at VFW was not running correctly for the entire year. Alderperson Raasch questioned how the staffing is doing for the pools. Marty Kosobucki explained that Council passed a new aggressive wage scale and at this time we probably have 80-90% of the pool positions filled.

RESULT:	DISCUSSED
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10. Discussion on Guidelines for Improving Wilson Park.

Marty Kosobucki commented that it was clear the Park Board did not want to part with Wilson Park. Since the last meeting, staff met with St. Norbert College to see what could be done at Wilson Park. During this meeting it quickly noted that some type of direction is needed in order to come up with ideas that would benefit the residents and the students at St. Norbert College.

Alderperson Raasch stated that the historical value of what is located at the park needs to be focused on. With the historical piece there, that most of the city of De Pere knows that it is there, the city should emphasize the memorial and why it is unique and special to De Pere.

Jim Kneiszel commented that he would like to see the city to remain owner of the parcel and to have complete control of the space; he would like to see both passive and active recreation at the park; and would consider a building on the property if it was feasible with the property size. One idea that he would support would be an adult fitness system around the park.

Alderperson Chandik Kunding stated she would like tables and chairs, or benches at the park. This would allow city residents, students, and employees of the college to walk there and have lunch. Just simple benches and sitting areas would encourage people to use the park.

James Kneiszel questioned the parking at the park.

Marty Kosobucki stated that the parking is strictly street parking and is generally filled with St. Norbert employees and students.

Randy Soquet moved to open the meeting to public comment at 7:25 pm, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Joe Nicks stated that he was at the Park Board meeting in November and expressed his opposition of transferring the ownership of the park to anyone else. He believes improvements are needed to the park and feels the park should be included in the comprehensive plan and downtown visioning plan that is taking place for the west side of the city. Mr. Nicks explained that he contacted Dan Lindstrom, Development Services Director, about including the park in the comprehensive plan. Dan explained that it was decided that the park was not being included in the comprehensive plan and that the planning of any park improvements would fall under the responsibility of the park board and the Park Comprehensive Plan. Mr. Nicks does not think this is correct and still feels that it should be included in the west side comprehensive plan, and for the planner to look

at it. Mr. Nicks would like the Park Board request that the planner include Wilson Park in the west side comprehensive plan.

Alderson Raasch moved to return to regular order at 7:30 pm, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

Alderson Raasch explained that the cultural district plan that was done on the east side of the city, the Mulva organization had a lot of impact on how the plan was prepared. At the planning commission, the west side plan is looking more into the business district and the west side business development. This could be brought back to the Planning Commission for reconsideration. Also, with the historical plaque located at the park, it might be beneficial for the Historic Preservation committee to look into it as well.

Randy Soquet stated he would like to see the city maintain ownership of the property but might be open to private partnership. Also, both a passive and active recreational area would be nice, with the possibility of an open-air shelter for shading.

Alderson Chandik Kunding feels that a public art wall or structure would be impactful in the area, and a partnership with St. Norbert College art students could be a low-cost option.

Alderson Raasch commented that he likes the art idea but is a little concerned with the vandalism that is taking place in the art alley.

Ryan Jennings stated that the city is doing a 10-year strategic plan and Wilson Park can be part of that discussion as well.

RESULT:	DISCUSSED
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IV. Future Agenda Items

None

V. Adjournment

Melissa Thiel Collar moved to adjourn the meeting at 7:37 pm, seconded by Alderson Defnet Ledvina. 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 17, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action on Request from Property Owner at 478/480 N. Good Hope Road to have Trees Removed from Right of Way.

ATTACHMENTS:

- Memo.tree removal (DOCX)
- Jonet.Tree removal request (PDF)
- Memo to Park Board - Tree Removal Request.Asst City Attorney (DOCX)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Date: March 17, 2022

RE: Request for Tree Removal

I have included in your packet a request from Tim and Lynn Jonet. They have purchased a duplex on Good Hope Road in the City of De Pere and are asking to have two Silver Maple trees removed. Mr. and Mrs. Jonet originally started by asking our City Forester/Park Superintendent (Don Melichar) to remove the trees. In his review of the trees and environment around the trees, Mr. Melichar has found the trees to be healthy and moderately impacting the sidewalk. The City Forester is hired to, and expected to, protect and preserve the City's urban forest. So, while there are some impacting factors on the sidewalk, with the trees being healthy and only moderately impacting the sidewalk, he is unable to recommend removal of the trees based on the guidance provided to him as City Forester.

While it's not entirely possible to predict what impact the trees will have on a newly poured sidewalk or vice versa, I do believe we can accurately provide a few thoughts/facts:

- If a new sidewalk is poured, there will be some impact to the trees and their root system. The short-term and long-term impact to the trees is not completely known.
- If the trees remain healthy, they will continue to grow. This means their root systems will also continue to grow and possibly impact the newly poured sidewalk in some capacity. The level of impact is not known.
- If a trees root system does interact with a sidewalk at some point in the future, the City Engineering Department has a policy that allows any damaged sidewalk blocks to be repaired at no cost to the homeowner.

In April of 2021, the Board of Park Commissioners had a request from a City Resident to have a tree removed. This was not a common occurrence, so we asked our Assistant City Attorney for clarification. In your agenda packet, I have included the memo that was sent to the Board of Park Commissioners during the April 2021 tree appeal topic. This will help you to understand the process to use when a city resident asks to have a tree removed and the tree is identified by our City Forester as healthy.

March 7, 2022

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

Dear Board Members,

We are requesting the removal of two trees from the terrace way in front of 478 & 480 N. Good Hope Road. We will be widening and replacing the existing driveways at this location due to poor condition and lack of available parking. Our intent is to replace the entire sidewalk in front of this property when we make the driveway upgrade. We are investing in this property to bring it up to the standards of other rental properties on this street.

We feel the original placement of both trees didn't take into consideration their growth or impact to the sidewalks and driveways. Both trees in front of this property are rather large and have a history of heaving the sidewalk. Sidewalk sections were replaced near both trees in 2007 and they are currently in need of attention again. Please see the enclosed photos.

The approved driveway permit we have and the current City of De Pere sidewalk elevation ordinance will cause extensive damage to the trees root system when we excavate. We are trying to avoid unnecessary expenses and risk in the future as the trees will continue to grow larger. Water ponds in the lower section of the sidewalk which is causing a slip hazard in inclement weather. There are quite a few people who walk in this quiet neighborhood.

We encourage you to look at our existing concerns we stated and are available to discuss or meet with you.

Feel free to contact Tim at (920) 655-0941.

Regards,

Tim and Lynn Jonet

Enclosure: photos



Green lines indicate new driveway width





CITY OF DE PERE MEMO



To: Members of the Board of Park Commissioners

From: Kristen Johnson, Assistant City Attorney

Date: April 15, 2021 (meeting date)

RE: Request from Private Property Owner to Remove Tree in Public Area

The purpose of this memo is to provide general guidance on a request from a private property owner to remove a tree located in a public area.

The City of De Pere Arboriculture Specifications Manual adopted by Section 30-8(c) establishes the following policy for tree removal:

XI. TREE REMOVAL POLICY

A. Reason For Removal:

1. Trees located in the City right-of-way, parks, and other public properties are removed only when they are dead, dying, dangerous or condemned (due to insect, disease, storm damage, or construction). The City Forester will make a determination for removal based on a tree evaluation and/or examination from field crews. The cost of removal will be assumed by the City of De Pere.
2. The City Forester will determine public trees that must be removed due to street reconstruction and the City of De Pere or that same reconstruction project funding shall assume cost of said removals.
3. Damage to any public tree that is determined, by the City Forester, to require removal may be assumed by and charged to the individual causing damage, if known.
4. Property owner requests for the removal of any public tree will be evaluated and a determination made by the City Forester and/or the Parks, Recreation & Forestry Director. The decision can also be appealed to the Board of Park Commissioners at the next regularly scheduled meeting.
5. The City Forester will determine the removal of any undesirable tree species.

De Pere Municipal Code Section 30-8(d) states the following:

30-8(d) City forester. (1) *Powers and duties.* The city forester, subject to the direction and supervision of the director of parks, recreation and forestry and the board of park commissioners, shall have the following general powers and duties:

- a. To direct, manage, supervise, and control the city's forestry program to include the planting, removal, pruning, maintenance, and protection of all trees and shrubs in or upon all public areas of the city.

The Arboriculture Specifications Manual which establishes the tree removal policy was adopted by ordinance and most recently updated in 2017. When considering removal of a tree in a public area, the adopted policy lists specific reasons for removal. Unless the tree is dead, dying, dangerous or condemned (due to insect, disease, storm damage, or construction) or needs to be removed for street reconstruction, the City Forester will not remove a tree.

The City Forester's powers and duties are subject to the direction and supervision of the Director of Parks, Recreation and Forestry and the Board of Park Commissioners. Additionally, a request from a property owner to remove a tree in a public area may be appealed to the Board of Park Commissioners. The Board of Park Commissioners may therefore direct the City Forester to remove a tree in the public area. However, if the reason for removal is not one listed in the policy established by the Arboriculture Specifications Manual, the policy will need to be updated accordingly.

If a property owner believes the City is negligent or otherwise legally responsible for damage, the property owner may file a claim with the City Clerk. The claim would then be investigated by the City's insurance carrier and a recommendation would be made to the Common Council whether to approve or deny the claim.

If you have any questions ahead of the meeting, please feel free to contact me directly.

KKJ



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: March 17, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Consideration & Possible Action to Approve a \$500 Donation from De Pere Optimist Club for Easter Egg Hunt.*

ATTACHMENTS:

- De Pere Optimists - Easter Egg Hunt 2022 (DOCX)

CITY OF DE PERE

Community Center | Recreation Department

600 Grant St., De Pere, WI | 920-339-4097 | www.deperewi.gov/communitycenter



Memorandum

To: Board of Park Commissioners

From: Mandi Baker, Recreation Coordinator

Date: February 14, 2022

Re: Approval to Accept Donation De Pere Optimist Club

This memo is to seek the Board of Park Commissioner's approval for the De Pere Community Center to accept a donation of \$500 from the De Pere Optimist Club towards candy and prizes for the Easter Egg Hunt. Our Easter Egg Hunt will be a drive-thru event similar to last year's event with staff handing out goodie bags complete with candy and craft kits. The Fire Department will also be in attendance along with the Easter Bunny.

The De Pere Optimist Club would be recognized as a sponsor of the event with their logo on all promotional flyers. We certainly appreciate all their support as they have been a sponsor of this wonderful, community event since its inception 20 years ago.

Thank you for your time and consideration.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: March 17, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Consideration & Possible Action to Accept a \$500 Donation from Optimist Club for Summer Camp T-shirts.*

ATTACHMENTS:

- De Pere Optimists - Summer Camp T-shirts 2022 (DOCX)

CITY OF DE PERE

Community Center | Recreation Department

600 Grant St., De Pere, WI | 920-339-4097 | www.deperewi.gov/communitycenter



MEMORANDUM

To: Board of Park Commissioners

From: Cindy Lee, Recreation Supervisor

Date: February 14, 2022

Re: Approval to Accept Donation De Pere Optimist Club

Staff is seeking Board of Park Commissioner's approval for the De Pere Community Center to accept a donation of \$500 from the De Pere Optimist Club towards t-shirts for our Summer Day Camp. The Optimist Club would be recognized as a sponsor of our t-shirts with their logo on the back of the shirts.

This is our 14th year running Summer Day Camp and the De Pere Optimist Club has been a sponsor of our t-shirts for 14 years. We are truly thankful for their gracious support over the years!

The Optimist Club would be recognized as a sponsor of our t-shirts with their logo on the back of the shirts.

Thank you for your time and consideration.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: March 17, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Consideration & Possible Action to Select a Beer Distributor for the 2022 Beer Gardens.

ATTACHMENTS:

- 2022 Selection of Beer Distributer for Beer Gardens (DOCX)

CITY OF DE PERE

Community Center



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

TO: Board of Park Commissioners
 FROM: Paula Rahn, Recreation Superintendent
 DATE: March 1, 2022
 RE: Consideration & Approval of Beer Distributor for Beer Gardens

Staff sent out requests for proposals from Beer Distributors in the area for our 2022 Beer Gardens and received proposals back from two of the three vendors contacted, Dean Distributing and Kay Distributing. Below provides a summary of each company's proposal.

2022 Beer Distributors

Question	Dean	Kay
List of beer selections and alcoholic beverages available, with prices	Bud Light - 16 oz aluminum bottles - \$25 / case (Buy 10 get 1 free)	Coors Light - 16 oz cans - \$23.24 / case
	Bud Light Seltzer (Black Cherry, Mango and Hard Soda) - 16 oz aluminum cans - \$31.10 / case (Buy 10 get 1 free)	White Claw (Various flavors) - 12 oz cans - \$33.50 / case
	Fox River Blu Bobber (1/2 BBL) - \$142.00 (1/6 BBL) - \$62; no ¼ BBL	Truly Hard Selzer - 12 oz cans - \$27.50 / case
	Third Space Happy Place (1/2 BBL) - \$154.00 (1/6 BBL) - \$72; no ¼ BBL	New Glarus Spotted Cow (1/2 BBL) - \$140.00
	Stone Arch Vanilla Stout (1/2 BBL) - \$140.00 (1/6 BBL) - \$65; no ¼ BBL	1/2 BBL ranging from \$150.00 - \$198.00
	Wisconsin Brewing Company Lake Louie Warped Speed (1/2 BBL) - \$157.00 (1/6 BBL) - \$65; no ¼ BBL	1/4 BBL ranging from \$89.00 - \$109.00 and 1/6 BBL ranging from \$55.00 - \$63.00
Breweries Native to Wisconsin	Bridge Up - Sturgeon Bay	Stillmank, Badger State, Titledown and Hinterland - Brown County
	Door County Brewing - Bailey's Harbor	New Glarus Spotted Cow - New Glarus, WI
	Fox River Brewing - Appleton / Oshkosh	
	South Shore Brewing - Ashland	
	Third Space Brewing - Milwaukee	
	Wisconsin Brewing Company - Verona	
Beer Trailer	\$200 - one time fee Try to keep any tapped BBL's that are not empty for the next event.	\$150 per event
Cups (used 16 oz in past)	\$3.35 per 50 cup sleeve	\$2.25 per 50 cup sleeve
Trailer set up and take down	Yes at every event and also have bar sections and coolers to help with set up	Yes at every event and also have texas tanker available to keep cans cold

On-site support	Yes - we understand that inventory can be tricky, or equipment may break from time to time	Yes - manpower provided to set-up, facilitate, and tear down the beer portion of the event.
Other	Prides themselves in customer service and follow through	Local business and local breweries.
	Although craft beers may not be local to Green Bay, they would be willing to offer a unique offering if interested in.	Kay appreciates the past years of partnership and looks forward to continued partnership in the years to come.

The cost comparisons between the two are pretty close, with slight edges in different areas by each distributor. While cost is always a main factor for consideration, other factors that rank high are variety of selections and barrels, local brands, and service.

Due to the variety of beer available, Kay Distributing showed ranges for the ½ barrels, ¼ barrels and 1/6 barrels. The different sizes were great options as many times we started out with ½ barrels and then switched to ¼ or 1/6 barrels during the night so that we would not have a lot of product waste. Dean Distributing offered only 4 varieties in ½ & 1/6 barrels only. They indicated they would try to keep any tapped barrels good to use for the next event. While keeping product for the next event could potentially be a cost savings, it does not provide a variety of new selections for each of our beer gardens.

We have geared ourselves toward featuring our local brands/brews with a touch of micro brews outside the area. Kay Distributing provides selections from 4 local breweries in Brown County. Dean Distributing, unfortunately, really does not give us that option. The closest brewery locations would be Appleton/Oshkosh.

The Department has worked with Kay Distributing the past three years and have valued their partnership. They are a local distributor in De Pere that has provided great service. If we were running low on product or if there were issues, Kay Distributing was quick to provide product or resolve the issue. They have provided posters for our beer garden events each year for no extra charge. They offer a broader variety of microbrew selections that provides us the ability to offer new options for each beer garden event.

Staff recommends selecting Kay Distributing as the beer distributor for the 2022 Beer Garden events.

Thank you for your time and consideration.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: March 17, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to Approve 2022 WDNR Grant Application for Refurbishments to Perkofski Boat Docks.*

ATTACHMENTS:

- Memo.Perkofski (DOCX)
- WDNR Complete Application - Perkofski Boat Launch 2022 (PDF)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Date: March 17, 2022

RE: WDNR Grant Application

We have submitted a draft grant application to you for consideration. The grant application is for our continued effort in renovating the boat docks at Perkofski Boat Launch. This would be the third of three docks we would have renovated. Once these are completed we would turn our focus onto the two fishing piers we have at the boat launch.

Boating and Fishing State and Federal Grant Application

Form 8700-343 (R 8/21)

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Notice: This form is authorized under s. 30.92, Wis. Stats. and 50 C.F.R. 80 Code of Federal Regulations. You must complete this form in order to apply for or receive financial assistance from the Wisconsin Department of Natural Resources. Failure to complete this form will result in denial of financial assistance. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records Laws [ss. 19.31-19.39 Wis. Stats.]

1. Complete the suggested resolution in Section 10 or submit a resolution conforming to the appropriate section of ch. NR 7, Wis. Adm. Code.
2. Have you contacted your regional Grant Project Manager? ☒ Yes ☐ No
If you answered No  contact your Grant Project Manager.
3. Submit copies of all forms and attachments to your regional Grant Project Manager. See Section 8 for checklist of required attachments.

Date Approved	
Leave Blank - DNR Use	
Date Received	Project Number(s)

Notice to Applicant. If you are applying for a federal grant you will need a DUNS Number:

D&B D-U-N-S Request Service

DUNS Number

Section 1: Grant Programs

- ☒ **Recreational Boating Facilities (RBF) - Type of Project:**
- ☒ Development Project
 - ☐ Aids to Navigation & Regulatory Markers
 - ☐ Weed Harvesting Equipment
 - ☐ Channel Dredging
 - ☐ Trash Skimmer
- ☐ **Clean Vessel Act (CVA) - Type of Project:**
- ☐ Construction, renovation, operation and maintenance of pump out or dump stations and/or lift stations
 - ☐ Education/Information
- ☐ **Sport Fish Restoration (SFR) - Type of Project:**
- ☐ Recreational Boating Access
 - ☐ Fishing Pier or Flat
 - ☐ Non-motorized launch, canoe, kayak or raft
 - ☐ Feasibility Study
- ☐ **Boating Infrastructure Grant (BIG)**

Section 2: Applicant Information

Applicant/Organization Name		Address	
City of De Pere		925 S Sixth St	
Individual Authorized to Act on Behalf of Applicant per Resolution	City	State	ZIP Code
Marty Kosobucki	De Pere	WI	54115
Title	County		
Parks, Recreation and Forestry Director	Brown		
Phone Number (include area code)	E-mail Address		
(920) 339-4065	mkosobucki@deperewi.gov		
Cell Phone Number. (include area code)	Mail Check to (if different from applicant)		
(920) 639-1015			
FAX Number (include area code)	Organization		
(920) 339-4071			

Section 3: General Project Information

Project Title						
Perkofski Dock Refurbishing						
Project Location:						
County	Township	Range	Section	1/4	1/4	GPS Coordinates (Latitude/Longitude in DD)
Brown	23	N 20	21			4434593181/-88.0685634
Waterbody Name				Acres (DNR will fill in)		
Fox River						

Do you have the necessary permits for your project? ☒ Yes ☐ No

In order to qualify for funding you must submit the necessary permits.

Boating and Fishing State and Federal Grant Application

Form 8700-343 (R 8/21)

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Section 4: Financial Information

Section 4: Financial Information		Leave Blank – DNR Use Only		
Total Project Cost	\$10,000	Total Project Cost		%
Source of Matching Funds				%
Applicant Share (Includes local budget, force acct., etc.)	\$5,000	Applicant Share		%
Other State funds/grants Specify:		Other State Funds/Grants		%
Other Federal funds/grants Specify:		Other Federal Funds/Grants		%
Other (Donations, etc.) Specify:		Other		%
Grant Request	\$5,000	Grant Awarded		%

Section 5: Required Project Information

Property Owner Name (if other than applicant)		Phone Number (include area code)	
Address	City	State	ZIP Code

☒ Public Entity
 ☐ Private Entity
 ☐ Lease or Easement
 Expiration Date: _____

Who will be responsible to build/operate/maintain the project for at least 20 years?

City of De Pere

Is this project new construction or a renovation of an existing facility? ☐ New ☒ Renovation	Number of vehicle/trailer parking spaces currently at the location: 68	How many vehicle/trailer parking spaces are you planning to add? 0
--	--	--

For an inland lake project, what is the total number of vehicle/trail parking spaces currently on the proposed waterbody at public facilities?	Will your project have single vehicle parking spaces? ☒ Yes ☐ No	If yes, how many? 17
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For a Great Lake or river project, what is the distance to the nearest existing public access site?	Does your project location have any designated disabled parking space(s)? ☒ Yes ☐ No	If yes, how many? 4
---	--	---------------------

Is your project (boat launch, boarding dock, pier, restrooms, etc.) accessible to people with disabilities? ☒ Yes ☐ No	If no, are there any other locations on the waterbody accessible to people with disabilities? ☐ Yes ☐ No	If yes, where is the location?
--	---	--------------------------------

Does your project develop an access facility on an inland lake or river where no public access exists? ☐ Yes ☒ No

Is your project associated with a harbor of refuge or protected launch (structures such as bulkheads and breakwaters necessary to provide safe water conditions) ref. NR 7.03(14) ☐ Yes ☒ No	If yes, explain.
---	------------------

Will your project correct a significant health or safety hazard NOT due to inadequate routine maintenance? ☐ Yes ☒ No	If yes, explain.
--	------------------

Is this project required to fulfill a compliance order or court ruling? ☐ Yes ☒ No
If yes, include a copy with key provisions highlighted.

Describe the geography of the current site. Include physical characteristics, topography, vegetation cover type, presence of any waterways/wetlands, current land use and zoning classification, etc.
The location is an operating boat launch with various amenities and features. It has two parking lots (upper and lower), restroom, open shelter, oak trees, storm water pond, and a short recreational trail.

☐ Check here if the applicant conducts a boating safety enforcement and education program approved by the Department of Natural Resources

Boating and Fishing State and Federal Grant Application

Form 8700-343 (R 8/21)

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Existing launch facilities:

Do you charge a launch fee? ☒ Yes ☐ No If yes, how much? \$6.00 If no, contact your Grant Project Manager.

New launch facilities:

Will you charge a launch fee? ☐ Yes ☐ No If yes, how much? _____

Do you have a budget for maintenance? ☒ Yes ☐ No

Have any of the following reviews been completed for the property? If yes, explain and/or provide a copy of the review

Rare Species ☐ Yes ☒ No

Phase I Environmental Site Assessment ☐ Yes ☒ No

Archaeological and Historical ☐ Yes ☒ No

What is the state of readiness of your project?

☒ Project has final engineering plans suitable for construction or construction bidding or project does not require further planning or design for construction to begin.

☐ Project has preliminary site plans but additional engineering or design work are necessary before construction can begin.

Are there any known controversies/complications with the proposed project? Are there any measures proposed to address the controversies/complications? Please identify any known controversies.

No

Section 6: Project Description & Proposed Timeframe

Use language that an evaluator unfamiliar with your project will understand. If the project will be completed in phases, please list specific work activities that will be undertaken during each phase.

The City of De Pere is planning to refurbish one of the five docks at Perkofski Boat Launch. This will be the third dock section out of the five that will be refurbished. The launch is located next to the Brown County Fairgrounds. The refurbishment would consist of repairing or replacing damage to the frame, in addition to replacing the wood skirts, stringers and decking with recycled plastic boards. The City intends to incrementally refurbish the docks every year until they are all completed.

Refurbishing would likely take place in November/December of 2022 in order to not disrupt the boating season.

Section 7: Project Feasibility Statement

Describe, justify and state the project objectives to include economic, environmental and engineering aspects (who, what, where, when and why). Include dimensions of the property and proposed facilities.

The frames and flotation of our docks are beginning to deteriorate after being installed just under 15 years ago. In an effort to increase safety to all users, it is the intention for the City to refurbish one dock section per year.

Section 8: Checklist For Projects

RBF	SFR	CVA	
☐	☐	☐	Project resolution by grant applicant authorizing participation (See Section 10 sample resolution)
☐	☐	☐	Statement of project's feasibility Section 7.
☐	☐	☐	Cost estimate worksheet – Form 8700-014 (estimated costs to meet the project objectives)
☐	☐	☐	Project location clearly marked on a map
☐	☐	☐	Project area footprint (site plan detailed on a map)
☐	☐	☐	Topographical map of project location

Boating and Fishing State and Federal Grant Application

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RBF	SFR	CVA	
☐	☐		Illustration (drawings/photos) of project area in its current condition. Include existing boat launch, dock, restrooms, etc.
☐	☐		Drawings of the proposed project including buildings, parking lots, ramps, piers, etc.
☐	☐		Plans for launch ramps that show percentage of ramp slope, the water depth at the end of the ramp, and the width of the existing or proposed boarding dock or pier
☐	☐		Preliminary engineering plans for channel dredging
☐	☐	☐	Estimated construction timeline, including schedule of development phases Section 6 Project Descriptions and Proposed Timelines.
☐	☐	☐	Draft easement or lease document (if development project is on land not owned by applicant)
☐	☐	☐	Copy of required permits

Checklist for weed harvesting and trash skimmer equipment

☐			Project resolution by Grant Sponsor authorizing participation (See Section 10 sample resolution)
☐			Cost estimate worksheet – Form 8700-014 (estimated costs to meet the project objectives)
☐			Copy of proof of approved weed harvesting management plan (weed harvesting equipment only)

Checklist for Navigational or Regulatory Markers

☐			Copy of permit (navigational or regulatory markers)
☐			A copy of the conservation warden permit showing where the buoys will be placed
☐			Information to include the name(s) of the water body, the number and description of the markers
☐			Grant Payment Request and Worksheet (Form 8700-001)
☐			Copies of all invoices or receipts
☐			Proof of Payment (either copies of the front and back of the cancelled checks, or bank statements showing the payments have been made)

Section 9: Certification

I certify that information in this application, and all its attachments, is true and correct and in conformity with applicable Wisconsin Statutes.

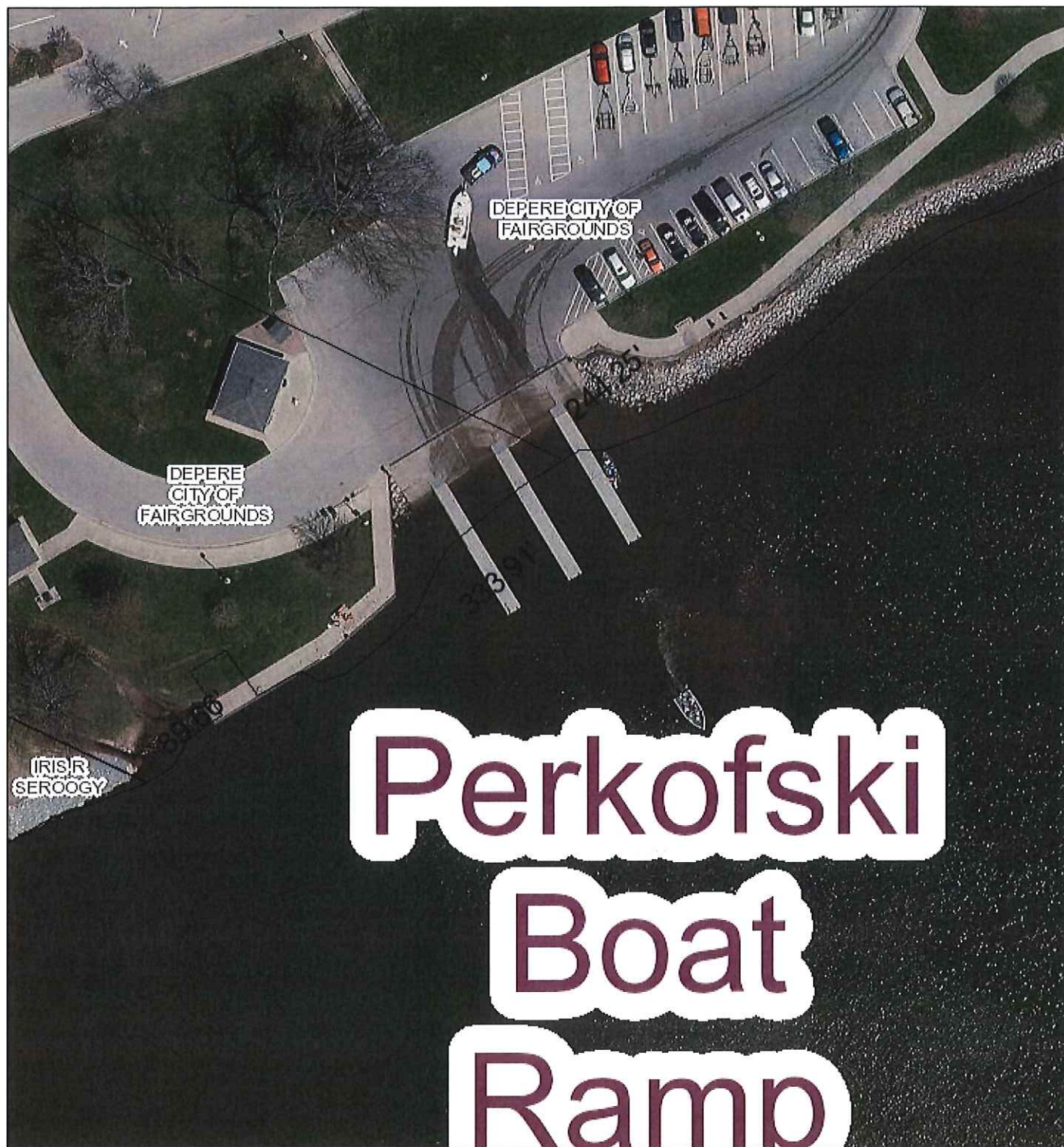
Name of Authorized Representative (<i>Type or Print</i>)	Title
Marty Kosobucki	Parks, Recreation and Forestry Director
Signature of Authorized Representative	Date Signed

Submit copies of all forms and attachments to your regional Grant Project Manager.

Section 10: Grant Project Resolution

Grant Project Resolution (Form 8700-388)

Perkofski Boat Launch Docks



Perkofski Boat Launch
1500 Fort Howard Ave
De Pere, WI 54115

Perkofski Dock Refurbishments

The refurbishments will be to one of the five docks at Perkofski Boat Launch and will consist of repairing or replacing damage to the frame, in addition to replacing wood skirts, stringers, and decking with recycled plastic boards.

MERRILL EQUIPMENT COMPANY
 2209 STURDEVANT ST
 MERRILL, WI 54452
 FAX 715-536-2472
 PHONE 715-536-2471

Quote

Date	Quote #
2/3/2022	4306

Name / Address
DE PERE, CITY OF 925 SOUTH SIXTH STREET DE PERE, WI 54115 email inv - Don Melichar

Ship To
DE PERE, CITY OF 925 SOUTH SIXTH STREET DE PERE, WI 54115

Requested By	PO				Terms	FOB
DON MELIC...	PERKOFSKI 2022				NET DUE	MERRILL
Item	Description	U/M	Qty	Cost	Total	
30-MEMFG	DOCK REFURBISHMENT DOCKS 6' X 30' GANGWAYS 6' X 30' NEW WOOD SKIRTS NEW WOOD STRINGERS NEW KNURLED WEATHERWOOD DECKING ANY DAMAGE TO STEEL FRAMING REPAIRED/REPLACED	EA	1	8,365.83	8,365.83	
FREIGHT	PICK UP & RETURN OF A COMPLETE DOCK & GANGWAY SECTION		1	840.00	840.00	
NOTE	FLOATATION SYSTEM IS CARRYING DOCKS AT APPROXIMATELY 85% OF ORIGINAL DESIGN HEIGHT IF REPLACEMENT OF POLYSTYRENE FLOATATION IS DESIRED ADD: \$2,780			0.00	0.00	
NOTE	QUOTE GOOD FOR 30 DAYS			0.00	0.00	

QUOTE GOOD FOR 10 DAYS

Sales Tax (5.5%) \$0.00

Total \$9,205.83



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: March 17, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Angela George

SUBJECT: Consideration & Possible Action to Approve Changes to Adult Basketball League Program.*

ATTACHMENTS:

- Park Board Memo - Proposed Basketball Changes (DOCX)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
 From: Angela George
 Date: March 10, 2022
 RE: Adult Basketball League – Proposed Changes

This past year, our department had to make the unpopular choice to offer “un-officiated” basketball leagues because we simply did not have enough officials to offer one league, let alone seven leagues. When making this decision, we refunded teams \$200 of their team fee, that were interested in playing in this un-officiated format. Shortly after the first of the year, staff began an investigative process to determine how the league participants would like to continue this long-standing league. While we had several teams/individuals indicate they like the un-officiated leagues, the majority of the feedback was that people were willing to pay “whatever they had to, in order to have officiated leagues”. So, after our analysis, we have provided options to consider in moving forward with our Adult Basketball League. These should not necessarily be considered the only options, as we are more than welcome to have other ideas considered.

Option	Team Fee	Resident Player Fee	Non - Res Player Fee	Officials Wage	Other Wages	Projected Revenue	Projected Expense
1	\$242	\$39	\$59	\$30 / \$35	Site Supervisor - \$18/hr Scorekeeper - \$14/ga	\$28,686	\$29,632
2	\$0	\$39	\$59	-	Site Supervisor - \$18/hr Court Supervisor - \$16/ga Scorekeeper - \$14/ga	\$18,522	\$13,380
3	\$600	\$39	\$59	\$40 / \$45	Site Supervisor - \$18/hr Scorekeeper - \$14/ga	\$43,722	\$41,417
4	\$0 / \$550	\$39	\$59	\$40 / \$45	Site Supervisor - \$18/hr Court Supervisor - \$16/ga Scorekeeper - \$14/ga	\$31,722	\$28,213

Option 1 – The league format we originally tried to offer - all leagues are officiated. This did not work as we were unable to find officials for the wages we were paying and was difficult to find other staff; projected loss at the current team fee.

Option 2 – Provides all leagues as non-officiated, similar as to how it was offered this past season.

Option 3 – Includes hiring officials for all leagues at a wage we believe would attract enough staff and the team fee to cover expenses.

Options 4– Provides a combination of officiated leagues with team fee at \$550 and non-officiated leagues with a team fee of \$0 (currently based on 4 officiated and 3 non-officiated leagues); provides wages that we believe will attract enough officials and staff.

Staff Recommendation: Staff recommends offering a blended league as in Option 4. We know the majority of participants would like to have officiated leagues and are willing to pay for whatever the cost is; however, we also know there is a smaller group of people/participants that appreciate and would like to see the non-officiated leagues offered again. If your recommendation is anything other than Option 1, it shall be forwarded to the Common Council for consideration as it will involve a change in fees and possibly wages.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: March 17, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: 2021 Donation Listing.

ATTACHMENTS:

- 2021 Donations (PDF)

2021 DONATIONS

NAME	AMOUNT	Event
De Pere Optimist Club	\$500.00	Easter Egg Hunt
De Pere Optimist Club	\$500.00	Summer Camp T-shirts
Fox Community Credit Union	\$5,000.00	Holiday Lighting Display at Voyageur Park - \$5,000 first year and \$2,500 the following three years
De Pere Area Men's Club	\$200.00	Easter Egg Hunt
Joe Wollin and Family	\$450.00	Disc Golf Practice Basket at Legion Park
Greta Johnson	\$2,500.00	Recreation Scholarship Fund
Wal-Mart	\$3,500.00	VFW Aquatic Facility - furnishings, supplies and equipment
Wal-Mart	\$50.00	Senior Picnic
Wal-Mart	\$50.00	Summer Carnival
De Pere Girl's Softball	\$2,800.00	Fence Cap and Signage at Optimist Park
Wisconsin Public Service	\$400.00	Tree Donation
Green Bay Packers, WDNR, Green Bay Packaging and Essity	\$2,800.00	Tree Donation
American Transmission Company (ATC)	\$250.00	Tree Donation
Women's Club of De Pere	\$350.00	Recreation Scholarship Fund
Brown County Community Women's Club	\$500.00	Activities / Community Center needs
BayCare Clinic of Green Bay	\$582.80	First Aid Table for VFW Aquatic Facility
Wochinske Family Foundation	\$2,500.00	Recreation Scholarship Fund
De Pere Baseball	\$23,750.00	Improvements to Kelly Danen Fields
Pink Flamingos	\$250.00	Recreation Scholarship Fund
De Pere Men's Club	\$300.00	Summer Carnival
De Pere Men's Club	\$300.00	Senior Picnic
The Abbey	\$20.00	5K Virtual Run/Walk
Gallagher's	\$125.00	5K Virtual Run/Walk
Sidekicks	\$30.00	5K Virtual Run/Walk
Sidekicks	\$30.00	Senior Picnic
Festival Foods	\$50.00	Senior Picnic
De Pere Greenhouse	\$128.00	Senior Picnic
Renaissance Senior Living	\$100.00	Senior Picnic
Scott's Subs	\$50.00	Senior Picnic
Nicolet Restaurant	\$20.00	Senior Picnic
Barb and Mark Javoroski	\$50.00	Senior Picnic
El Maya	\$40.00	Senior Picnic
Tazza Italian Coffee	\$25.00	Senior Picnic
Nicky's Lionhead	\$20.00	Senior Picnic
Woodside Senior Community	\$40.00	Senior Picnic
J. Michael and Carolyn Brown	\$100.00	Dog Park Donations
Dog Park	\$233.75	Dog Park Donations
Dog Park	\$26.25	Dog Park Donations
Dog Park	\$130.00	Dog Park Donations
Dog Park	\$19.00	Dog Park Donations
Candy Bar Sales - Community Center	\$301.60	Recreation Scholarship Fund
Total	\$49,071.40	
Total Memorial Benches and Trees	\$13,070.40	
Total Beer Garden Donations	\$11,000.00	
Total all 2021 Donations	\$73,141.80	

2021 MEMORIAL TREE/BENCH DONATIONS

NAME	AMOUNT	ITEM
Mary and George Blohowiak	\$ 135.00	Memorial Tree at Legion
Mary and George Blohowiak	\$ 1,250.00	Memorial Bench at Fox Point
Sarah Borley	\$ 130.20	Memorial Tree at Voyageur
Becky Broderick	\$ 1,225.00	Memorial Bench Front St Park
Mary Jean Busche	\$ 825.00	Memorial Bench at Voyageur
Tina Carriveau	\$ 850.00	Memorial Bench at Voyageur
Tracy Fabry	\$ 130.20	Memorial Tree at Voyageur
Donna Hanson	\$ 130.00	Memorial Tree at Voyageur
Dan Hendricks	\$ 850.00	Memorial Bench at Legion
Diane Hockers	\$ 800.00	Memorial Bench at Voyageur
Nichole Hunter	\$ 850.00	Memorial Bench at Voyageur
Shannon Metzler	\$ 800.00	Memorial Bench at Voyageur
Loretta Meyer	\$ 850.00	Memorial Bench at Voyageur
James Reinhard	\$ 850.00	Memorial Bench at Voyageur
Mark VanderLoop	\$ 2,350.00	Memorial Bench at Voyageur
Jo Ellen Waddell	\$ 195.00	Memorial Tree at Voyageur
Pat Zich	\$ 850.00	Memorial Bench at Voyageur
Total	\$ 13,070.40	

2021 BEER GARDEN DONATIONS

NAME	AMOUNT	ITEM
Amerilux	\$ 4,000.00	Main Sponsor
Kay Distributing	\$ 2,500.00	General Sponsor
Optimist Club	\$ 1,000.00	Childrens Entertainment
Graef	\$ 1,500.00	July Event Sponsor
Immel	\$ 1,500.00	August Event Sponsor
Tundra Promotions	\$ 500.00	Value of Banner
Total	\$ 11,000.00	



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: March 17, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Financial Statement for the De Pere Ice Center.

ATTACHMENTS:

- De Pere Ice Arena Report 1-31-22 (PDF)
- DP balance sheet thru 1-31-2022 (PDF)
- DP PL vs PY 2022 (PDF)
- DP balance sheet surcharge thru 2-28-22 (PDF)

De Pere Ice Arena Report January 31, 2022

A better start to the year this year than last. All the groups are back to full capacity and operating more normal this year than previously. Youth Hockey continues to grow. Deacons are back competing this season, and figure skating. Biggest change to this season was the change of hands for the St. Norbert Locker room. DePere High School hockey has assumed control over that space in partnership with the Deacons. St. Norbert has removed their ACHA team from the DePere Ice Arena and now operate that program out of the Cornerstone, although there are still ACHA games being played at the Ice Arena.

Maintenance continues to be an ongoing issue in an older building. Mechanically we have replaced some expensive items for the refrigeration system condenser pump needed replacing for \$5700.00, and we had a refrigeration leak over the summer, so we needed to recharge half the system with Freon at a cost of \$8100.00. Other issues that we took care of this year included a major repair to the tubing in the floor. Over the years it had separated from the sides of the rink, making it extremely tough to get the ice to build up along the boards. This summer we added 3 loops to the west of the rink to resolve this issue, and it worked out well. We did that at a cost of about \$11,000.00. We replaced all the shower mixing valves at a cost of \$1627.00. Replaced the signage on the front of the building for \$1224.00 after it was vandalized last season. We have started replacing the arena lighting to LED as they burn out ballast and bulbs, as it is now cheaper to replace the bulbs and ballast with an LED Kit rather than replacing that equipment. We have finished three lights at a cost of \$1318.00. Using the City maintenance fund, we replaced the roof over the Zamboni room which had finally given up and split open. That was a cost of about \$10,000.00. We need to focus next season on getting the bleacher heaters replaced as that seems to be the biggest source of complaints this year. Cost to replace those is about \$11,000. Another item that is reaching its life expectancy soon will be the rubber flooring.

Staffing has been a big issue this year. While we have been able to keep the building open and staffed, we have continued to have trouble competing for part time labor to help cover concessions, skate rentals and public skating sessions. This season we made an agreement with Youth Hockey for them to operate the concession stand at the ice arena, which has worked out great as allows us to continue concession service amid the staffing shortages. Early in the season the Figure skating club operated public skating sessions for us also and used it as a fundraiser, but they eventually ran out of volunteers. We were able to host public skating during the holiday season, but since then we again have struggled to secure staff on Weekends to hold public skating sessions.

We have a new website under construction for the ice arena. Our website host technology was eliminated so we are now moving it to another format, but it will continue to be www.depereicearena.org. That site should be operational in a few weeks.

As always if you have any questions about the Arena, please feel free to contact me.
Thank you.

Respectfully Submitted,
Don Chilson, Brown County Ice Management
920-403-2000
cornerstoneicecenterdon@gmail.com

De Pere Ice Arena

Balance Sheet

As of January 31, 2022

3.9.b

Jan 31, 22

ASSETS

Current Assets

Checking/Savings

1015 · Nicolet Bank 59,189.54

Total Checking/Savings 59,189.54

Accounts Receivable

11000 · Accounts Receivable 26,556.72

Total Accounts Receivable 26,556.72

Other Current Assets

1300 · Prepaid Expenses -478.55

Total Other Current Assets -478.55

Total Current Assets 85,267.71

Fixed Assets

1600 · Equipment 89,822.48

1610 · Accumulated Depreciation -78,783.18

Total Fixed Assets 11,039.30

TOTAL ASSETS 96,307.01

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 · Accounts Payable 1,711.28

Total Accounts Payable 1,711.28

Other Current Liabilities

2105 Sales Tax Payable 165.64

2703 Payable Surcharge to City 697.54

2701 · Payable to/(Receivable fr) BCIM 26,370.48

Total Other Current Liabilities 27,233.66

Total Current Liabilities 28,944.94

Total Liabilities 28,944.94

Equity

3900 · Unrestricted Net Assets 107,857.16

Net Income -40,495.09

Total Equity 67,362.07

TOTAL LIABILITIES & EQUITY 96,307.01

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02/28/22

Accrual Basis

De Pere Ice Arena
Profit & Loss
 June 2021 through May 2022

	Jun '21 - May 22	Jun '20 - May 21
Ordinary Income/Expense		
Income		
4003 · Advertising Revenue	2,375.00	1,950.00
4004 · Figure Skating	59,092.38	73,681.96
4007 · Ice Rental-Private		
4007i · De Pere High School	25,147.06	26,176.73
4007j · DePere Youth Hockey	55,183.72	68,170.95
Total 4007 · Ice Rental-Private	80,330.78	94,347.68
4007a · Non Contracted Ice	2,553.32	12,384.40
4008 · Ice Rental-SNC	0.00	6,730.04
4011 · Men's League	2,536.72	0.00
4013 · Open Skate/Open Hockey	0.00	791.86
4016 · Vending	1,427.47	26.54
4110 · Kick-Synch	0.00	5,012.58
4111 · Ice Rental-Deacons	5,864.49	7,739.70
Total Income	154,180.16	202,664.76
Gross Profit	154,180.16	202,664.76
Expense		
5000 · Building Expense		
5004 · Service Contracts	13,604.28	7,813.81
5005 · Zamboni	206.66	572.17
5010 · Repairs and Maintenance	32,901.41	8,974.87
5000 · Building Expense - Other	1,200.00	0.00
Total 5000 · Building Expense	47,912.35	17,360.85
5001 · Insurance Expense	10,800.00	14,400.00
5300 · Office Expense		
5301 · Bank Service Charges	109.80	173.97
5306 · Office Supplies	746.17	0.00
5308 · Telephone Expense	3,370.54	2,610.31
Total 5300 · Office Expense	4,226.51	2,784.28
5400 · Payroll		
5401 · FICA Employer	3,416.34	4,101.49
5403 · Medicare Expense	826.03	931.42
5404 · Regular Earnings	25,641.72	30,278.28
5405 · Salaries	29,481.73	35,890.84
5407 · Payroll Processing Fees	475.00	650.00
Total 5400 · Payroll	59,840.82	71,852.03
5500 · Program Expense		
5501 · Advertising and Promotion	2,187.50	1,575.00
Total 5500 · Program Expense	2,187.50	1,575.00
5600 · Electric	38,527.19	38,766.32
5601 · Water	5,011.03	4,733.04
5602 · Gas	5,378.00	4,901.06
5700 · Vending Expense	3,024.13	233.65
6000 · Depreciation Expense	1,969.12	2,796.16
Total Expense	178,876.65	159,402.39
Net Ordinary Income	-24,696.49	43,262.37
Other Income/Expense		
Other Expense		
7000 · Split with City of De Pere	0.00	21,631.18
Total Other Expense	0.00	21,631.18
Net Other Income	0.00	-21,631.18

2:30 PM

02/28/22

Accrual Basis

De Pere Ice Arena
Profit & Loss
June 2021 through May 2022

	Jun '21 - May 22	Jun '20 - May 21
Net Income	<u><u>-24,696.49</u></u>	<u><u>21,631.19</u></u>

2:32 PM

02/28/22

Accrual Basis

De Pere Ice Arena
Transactions by Account
As of February 28, 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
2703 Payable Surcharge to City								30.04
Deposit	10/26/2021			McFarland BA...	1015 · Nicolet ...		52.50	82.54
Bill	11/01/2021	20211...	City of De Pere	September 20...	20000 · Accou...		-1,587.00	-1,504.46
General Journal	11/01/2021	1170		DPYH Septe...	4007j · DePere...		315.00	-1,189.46
General Journal	11/05/2021	1179		GBAYHA 10/...	4007a · Non C...		90.00	-1,099.46
General Journal	11/12/2021	1175		GGBFSC Sep...	-SPLIT-		1,163.40	63.94
General Journal	11/19/2021	1176		KICKS Septe...	4004 · Figure ...		245.00	308.94
General Journal	11/19/2021	1177		DPHS Septe...	4007i · De Per...		128.10	437.04
General Journal	11/19/2021	1178		DPYH Octobe...	4007j · DePere...		1,047.60	1,484.64
Bill	12/02/2021	20211...	City of De Pere	October 2021 ...	20000 · Accou...		-3,489.60	-2,004.96
General Journal	12/07/2021	1181		DPHS 10/26/...	2701 · Payable...		11.70	-1,993.26
Deposit	12/09/2021			GGBFSC Oct...	1015 · Nicolet ...		1,450.80	-542.46
General Journal	12/13/2021	1190		GBAYHA 11/...	2701 · Payable...		45.00	-497.46
Bill	12/14/2021	20211...	City of De Pere	November 20...	20000 · Accou...		-5,309.70	-5,807.16
General Journal	12/15/2021	1189		DPHS Novem...	2701 · Payable...		1,065.00	-4,742.16
General Journal	12/21/2021	1191		DYHA Novem...	4007j · DePere...		2,452.50	-2,289.66
Deposit	01/05/2022		Kicks Synchro	October 2021 ...	1015 · Nicolet ...		445.00	-1,844.66
Bill	01/10/2022	20220...	City of De Pere	December 20...	20000 · Accou...		-6,399.60	-8,244.26
Deposit	01/11/2022		DePere Youth Hock...	December 20...	1015 · Nicolet ...		2,295.00	-5,949.26
Deposit	01/11/2022		GGBFSC	November 20...	1015 · Nicolet ...		1,417.20	-4,532.06
Deposit	01/18/2022		Deacons	December 2021	1015 · Nicolet ...		330.00	-4,202.06
Deposit	01/25/2022		De Pere High School	December 2021	1015 · Nicolet ...		1,455.00	-2,747.06
General Journal	01/31/2022	1207	GGBFSC	GGBFSC Jan...	11000 · Accou...		1,509.60	-1,237.46
General Journal	01/31/2022	1208	De Pere High School	DPHS Januar...	11000 · Accou...		1,290.00	52.54
General Journal	01/31/2022	1209	Kicks Synchro	KICKS Dece...	11000 · Accou...		105.00	157.54
General Journal	01/31/2022	1210	Kicks Synchro	KICKS Januar...	11000 · Accou...		435.00	592.54
Deposit	02/08/2022		GGBFSC	December 20...	1015 · Nicolet ...		2,109.60	2,702.14
Deposit	02/08/2022		Kicks Synchro	November 20...	1015 · Nicolet ...		210.00	2,912.14
Bill	02/14/2022	20220...	City of De Pere	January 2022	20000 · Accou...		-6,407.10	-3,494.96
Deposit	02/21/2022			DPYH Januar...	1015 · Nicolet ...		2,602.50	-892.46
Deposit	02/21/2022		Deacons	January 2022 ...	1015 · Nicolet ...		480.00	-412.46
Deposit	02/25/2022			Jr Gamblers 1...	1015 · Nicolet ...		90.00	-322.46
Total 2703 Payable Surcharge to City							-352.50	-322.46
TOTAL							-352.50	-322.46