Board of Park Commissioners

335 South Broadway
De Pere, WI 54115
http://www.de-pere.org

Regular Meeting

Agenda

Thursday, February 21, 2019 | **6:30 PM** | **De Pere City Hall Council Chambers**

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Board of Park Commissioners** of the City of De Pere will be held on **February 21, 2019** at **6:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

This meeting can be viewed LIVE at www.depere.tv. This meeting is also rebroadcast on TW Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at www.depere.tv.

I. Call to Order

1. Roll Call
2. Approve Board of Park Commissioners Minutes from the January 17, 2019 Meeting

II. Discussion Items

1. Report on transition plan for having one pool in 2019.
2. 2018 Annual Aquatic Report
3. Summary of 2018 Recreation Scholarship Account

III. Action Items

1. Review and Approve 2018 Recreation & Community Center Annual Report
2. Approve $300 Donation from JX/Peterbilt for Big Rig Gig
3. Approve $500 donation from De Pere Optimist Club for Summer Day Camp T-shirts
4. Approve $500 donation from De Pere Optimist Club for Easter Egg Hunt
5. Approve bid for Aesbestos Inspection and removal.
6. Discuss and provide direction on VFW Playground.
7. Discuss and consider variables for the installation of Patriot Playground.
8. Approve Entering into an Agreement with YEL (Youth Enrichment League) for Enrichment Camps
9. Consider action related to implementing a Beer Garden.

IV. Staff Updates

1. 2018 Donation Listing

V. Future Agenda Items

VI. Public Comment Period

VII. 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
Alderpersons
Mayor Michael J. Walsh
Larry Delo, City Administrator
Judy Schmidt-Lehman, City Attorney
Marty Kosobucki
Shana Ledvina, City Clerk
City Hall 1st and 2nd Floor
John Zegers, WDP High School District
William Soquet, Teen Advisor
Dan Shoemaker, JX/Peterbilt
Kejel VanDeVen, YEL

De Pere Youth Hockey
Tod Maki, 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
Ben Villaruel, De Pere School District
Lydia McMorrow, Teen Advisor
De Pere Optimist Club
Chet Gunhus, YEL

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:	**February 21, 2019**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Grace Lahtela**
SUBJECT:	**Approve Board of Park Commissioners Minutes from the January 17, 2019 Meeting**

ATTACHMENTS:

- Draft Minutes 1-17-19 (PDF)

DE PERE

Board of Park Commissioners

335 South Broadway
De Pere, WI 54115
http://www.de-pere.org

Regular Meeting

Draft Minutes

Thursday, January 17, 2019 | **6:30 PM** | **De Pere City Hall Council Chambers**

I. Call to Order

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

Attendee Name	Title	Status	Arrived
Ryan Jennings	Alderperson	Present	
Larry Lueck	Alderperson	Present	
Dean Raasch	Alderperson	Present	
George Brown	Board Member	Present	
Sue Schinkten	Board Member	Present	
Randy Soquet	Board Member	Present	
Bill Volpano	Board Member	Present	
Lydia McMorrow	Teen Advisor	Present	
William Soquet	Teen Advisor	Present	

II. Action Items

1. Approve Board of Park Commissioners Minutes from the December 20, 2018 Meeting.

Randy Soquet moved to approve the Board of Park Commissioners meeting minutes from December 20, 2018, seconded by Sue Schinkten. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Randy Soquet, Board Member
SECONDER:	Sue Schinkten, Board Member
AYES:	Jennings, Lueck, Raasch, Brown, Schinkten, Soquet, Volpano

2. Approve Board of Park Commissioners Minutes from the January 7, 2019 Special Meeting.

Alderperson Raasch moved to approve the special Board of Park Commissioners meeting minutes from January 7, 2019, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Randy Soquet, Board Member
AYES:	Jennings, Lueck, Raasch, Brown, Schinkten, Soquet, Volpano

III. Presentation

1. Presentation from De Pere Chamber regarding the Community Stage at Voyageur Park.

Carol Karls and Amy Kundinger from the Economic Development Committee with the De Pere Area Chamber of Commerce gave an update on the community stage project. A kickoff meeting was held on August 15th to set the direction and determine the requirements for stage. The purpose, success criteria and goals of the project were also developed at the meeting. With recent developments, the Chamber would recommend allowing the cultural district plan to develop and inform the plan of the community stage

in Voyageur Park; however maintain earmarked funds for the Voyageur Park Community stage until further project planning is conducted in conjunction with the cultural district plan.
Discussion followed.

RESULT:	**DISCUSSED**

IV. Action Items

1. Approval of Sponsorship of Veterans Luncheon by Ryan Funeral Home

Alderperson Raasch moved to approve the donation from Ryan Funeral Home for the Veterans Luncheon, seconded by Sue Schinkten. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Sue Schinkten, Board Member
AYES:	Jennings, Lueck, Raasch, Brown, Schinkten, Soquet, Volpano

2. Consider estimates recieved for designing and managing the lighting project at Southwest Park.

Marty Kosobucki provided a brief summary of the Southwest Park lighting project. De Pere Select Soccer agreed to donate funds to pay for the installation of the old lights from Optimist Park to light a soccer field at Southwest Park. As part of this project, there was $3,800 budgeted for the design and construction management services for the project. The bids for the project came in extremely high, so a determination needs to be made to either move forward with the low bid and ask Council for the additional funds, approach Select Soccer for the additional money, or choose to dispose of the lights.
Alderperson Raasch moved to open the meeting to public comment at 7:02 pm, seconded by Randy Soquet. Upon vote, the motion passed unanimously.
Dale Rhodes from the board of De Pere Select Soccer was at the meeting to discuss the additional funding necessary.
Discussion followed.
Alderperson Raasch questioned the scheduling and availability of organizations other than De Pere Select Soccer using the lighted field. He feels this would be a way for the city to be active in youth sports and activities and would support the project if the field was shared between Select soccer and youth activities in the city.
Marty Kosobucki explained that with the new agreement Select Soccer has priority use of the field, but not exclusive use of field.
Dale Rhodes explained that De Pere Select would be willing to put up additional funds for the project, but they cannot put additional funds in for the design and again if more is needed for the installation of the lights.
Alderperson Jennings questioned the bidding process.
Alderperson Raasch moved to return to regular order at 7:15 pm, seconded by Alderperson Lueck. Upon vote, the motion passed unanimously.
Alderperson Lueck feels this initial increase in additional funding should come from the city and if the installation estimates come in high, then approach De Pere Select Soccer.
Randy Soquet questioned the time frame for the project.
Alderperson Lueck moved to request additional funding from city council for the design and construction management services for the lighting project at Southwest

Park, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Larry Lueck, Alderperson
SECONDER:	Dean Raasch, Alderperson
AYES:	Jennings, Lueck, Raasch, Brown, Schinkten, Soquet, Volpano

3. Consider Amendment to Current Agreement with MultiMedia Channels

Paula Rahn, Recreation Superintendent, explained that MultiMedia Channels is interested in modifying their current agreement with the city for printing and publishing the recreation brochure. Instead of mailing postcard to all households in De Pere, they would like to go back to mailing out the full brochure. There would be no additional costs to the city.

Sue Schinkten moved to approve the amendment with MultiMedia Channels for mailing of brochures, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Sue Schinkten, Board Member
SECONDER:	Randy Soquet, Board Member
AYES:	Jennings, Lueck, Raasch, Brown, Schinkten, Soquet, Volpano

4. Review and consider findings from on-line survey and public meeting on pool design.

Randy Soquet moved to take a five minute recess at 7:20 pm, seconded by Sue Schinkten. Upon vote, the motion passed unanimously.
Randy Soquet moved to return to regular order at 7:25 pm, seconded by Sue Schinkten. Upon vote, the motion passed unanimously.
A detailed discussion regarding the aquatic facilities followed.
Alderperson Lueck feels the aquatic facilities need to be similar.
Alderperson Raasch has concerns about the timeline of getting the facilities built and what amenities can actually be included with the costs continually increasing. He also stressed the importance to keep the projects moving.
Sue Schinkten commented that the survey results show that the residents want the pools to complement each other and not be the same. She also wants to make sure that whatever is done, the attendance needs to go up.
Randy Soquet feels the pools should be complimentary, but base things at each pool. The original goal was to reduce the loss from the aquatic centers each year, so it is important to increase the attendance at each pool.
Bill Volpano feels the pools should be kept simple.
Alderperson Jennings commented that with the popularity of the diving boards, they should be at each pool. Also, maybe have one pool geared toward little kids and the other geared toward teens. He is interested in the facilities as much as he is in the pool.
Lydia McMorrow feels the pools should be similar but not identical and be unique is some form.
William Soquet commented that the survey results show there is a group that wants just a box pool and one that wants all the extras. He feels it is important to also look at the concession area, locker room and parking facilities.

Alderperson Raasch also commented that it is important to not only look at the pool amenities, but look at the deck space and concession area, to keep people inside the pool longer.

Marty Kosobucki explained that the goal tonight is to review the information received from the survey and provide guidelines to the consultant to draft two designs for both VFW and Legion pools. Below is a list of amenities that were discussed at length and what consideration each should be given.

Guidelines for Aquatic Facility at VFW and Legion

Required items in all proposals	**Low Diving Board** **Medium Diving Board** **High Diving Board** **General Swim area** **Lap pool** **Zero Depth entry into main pool** **Lounge area/seating** **Shade (umbrellas)** **Activity Area (basketball, volleyball, etc.)** **Multiple filtration systems** **designated tot area in zero depth entry**
Alternate Considerations	**Drop Slide** **Body slide** **Body slides** **Competitive Swim lanes** **Separate Baby Pool** **Separate Tot area** **Kiddie Play area** **Shade (pergola/canopy)** **Challenge Area (lily pad, ropes, etc.)** **Climbing wall**
Things that should not be considered	**Adult only pool** **One filtration system** **Olympic Training Pool** **Hot Tub** **Wave pool** **Lazy River** **Shade (trees)** **Grass seating** **Lap lanes** **Splash Pad**

Sue Schinkten moved to open the meeting to public comment at 8:35 pm, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

Patrick Skalecki from Graef came up to discuss the amenities list and what he needs to prepare the aquatic center designs.
Katie Carviou commented to consider families with a large age span.
Adrianne Burns commented on layout of the pools.
Alderperson Raasch moved to return to regular order at 8:45 pm, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

Guidelines for Buildings at VFW/Legion

Required items in all proposals	**Concessions** **Inside facility seating for concessions** **Community Locker rooms** **Changing rooms inside locker rooms** **Individual Showers** **Restrooms** **Family Changing Rooms** **Family Restroom** **Lockers** **Mangers Office** **Sound System** **Front Desk/Entrance Foyer** **Diaper changing** **Mechanical Room** **Security lighting** **Lighting suitable for evening operation**
Alternate considerations	**Outdoor seating for concessions** **Community Showers** **Rentable Room** **Staff office/room** **First Aid Room** **Activity/Rentable Room** **Hair Dryers** **Swim Shop/Store** **Pavilion** **Water Bottle filling station** **Teen Area** **Natural light**
Things that should not be considered	**Video Games** **Swim Suit dryers**

Randy Soquet moved to approve the list of amenities as stated, seconded by Bill Volpano. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Randy Soquet, Board Member
SECONDER:	Bill Volpano, Board Member
AYES:	Jennings, Lueck, Raasch, Brown, Schinkten, Soquet, Volpano

V. Discussion Item

1. Bridge Inspection completed on Riverwalk.

   Marty Kosobucki stated the bridge inspection of the Riverwalk is complete and no major issues were found.

RESULT:	**DISCUSSED**

2. Update on concept of Beer Garden.

   Marty Kosobucki stated Common Council passed an ordinance to allow Beer Gardens and staff is currently developing a proposal.

RESULT:	**DISCUSSED**

3. Update on Bomier Boat Launch Renovation

   Marty Kosobucki commented that Common Council approved the contract with Graef for the Bomier Boat Launch renovations.

RESULT:	**DISCUSSED**

4. Update on De Pere Ice Arena repairs.

   Marty Kosobucki stated the Ice Arena repairs are completed and it is up and running, however we are still working with the insurance company to cover the repairs.

RESULT:	**DISCUSSED**

VI. Staff Updates

None

VII. Public Comment Period

None

VIII. Future Agenda Items

None

IX. Adjournment

Sue Schinkten moved to adjourn the meeting at 9:05 pm, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

Respectfully submitted,
Grace Lahtela

City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE:	**February 21, 2019**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Marty Kosobucki**
SUBJECT:	**Report on transition plan for having one pool in 2019.**

The Park Board asked if we would report back regarding the concern over losing VFW Pool for the 2019 season and how we can minimize the impact. Staff investigated the concerns related to transportation as well as handling swim lessons.

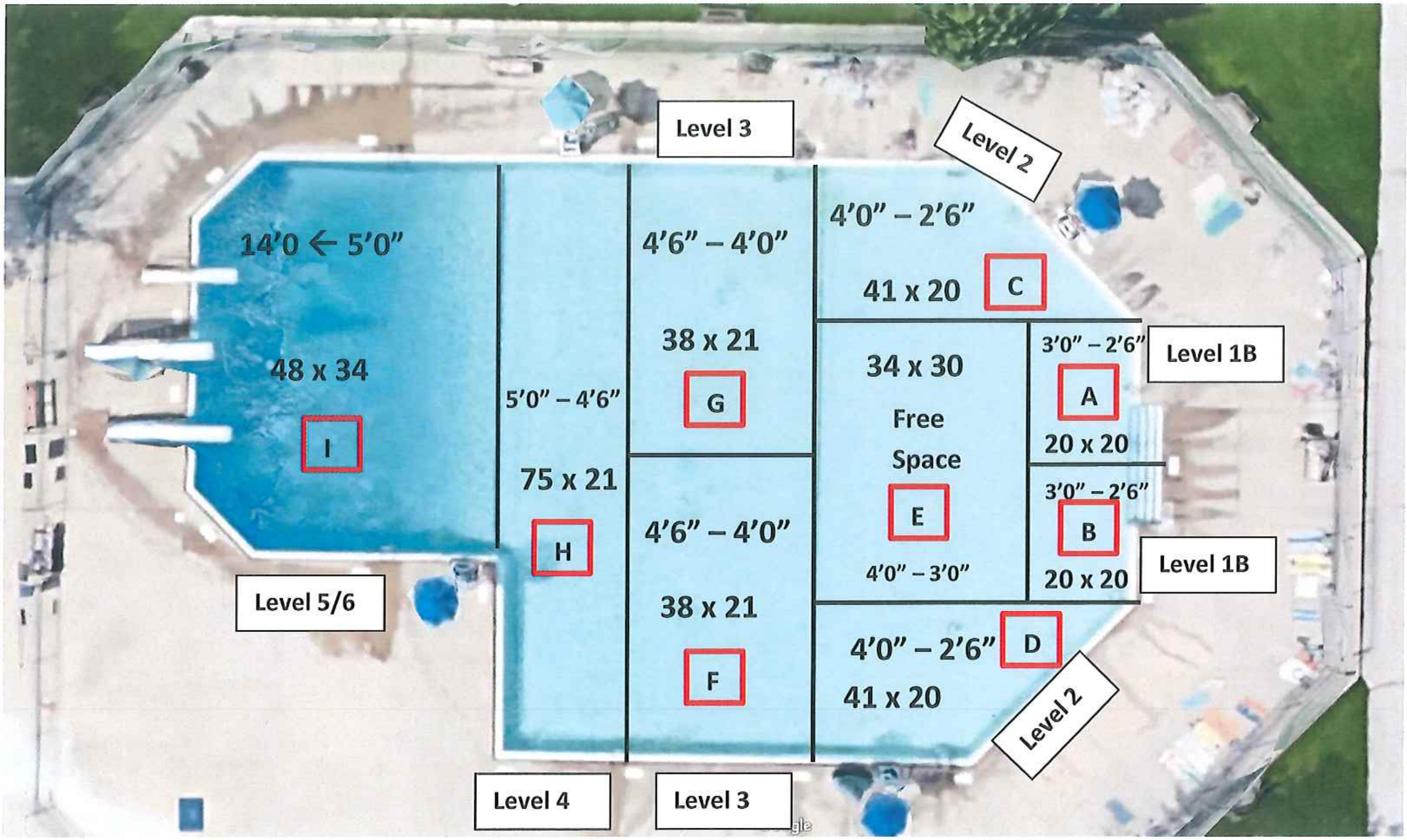
First - I have included a summary from John McDonald our Recreation Supervisor on the plan to accommodate an increased swim lesson load at Legion Pool. The attachments describe our plan for Session II, which is the highest attended of the three sessions. The other sessions will be a replica of what you see in the handout.

Second - We were asked to investigate and consider options for transporting kids/families from the west side of De Pere to Legion Pool. In short, there is not a good option for the City to consider. We investigated the option of having Green Bay Transit adjust their routes to accommodate. It was explained to us from the Transit Director, it would be very expensive to adjust the routes. Next we investigated contracting with Lamers Bus to provide transportation. Unfortunately, we believe this is not a good option for the City to consider as well. The first consideration is cost, which would be approximately $120 per round trip. Next, we have concerns over liability of riding the bus in this manner. Because the City is contracting the service we would be responsible for the people on the bus, thus making it a very difficult service to offer and ensure the safety of everyone.

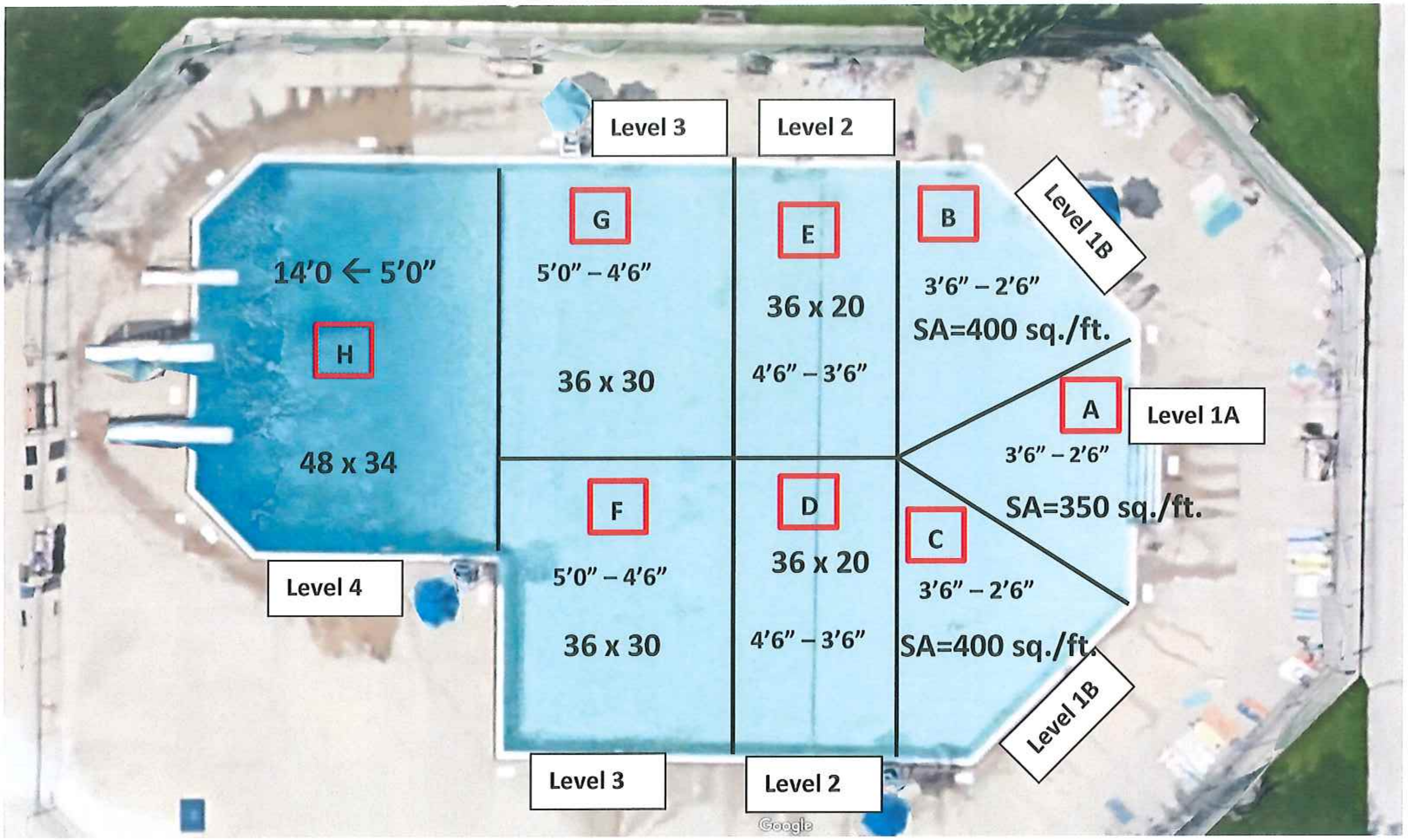
ATTACHMENTS:

- Pool Layout for lesson (PDF)
- Pool Lesson Schedule (PDF)

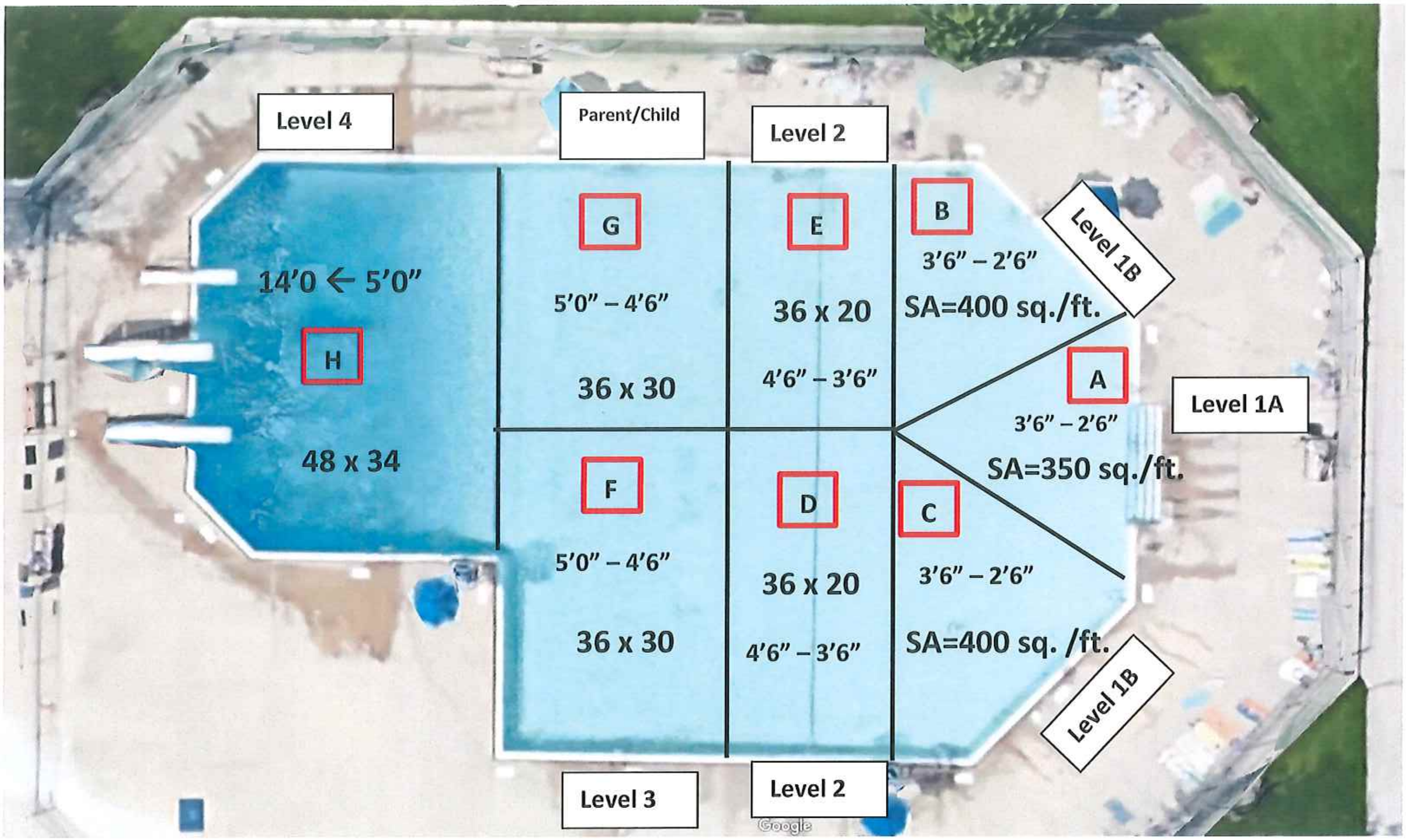
Session 2 – 9:30 – 10:00



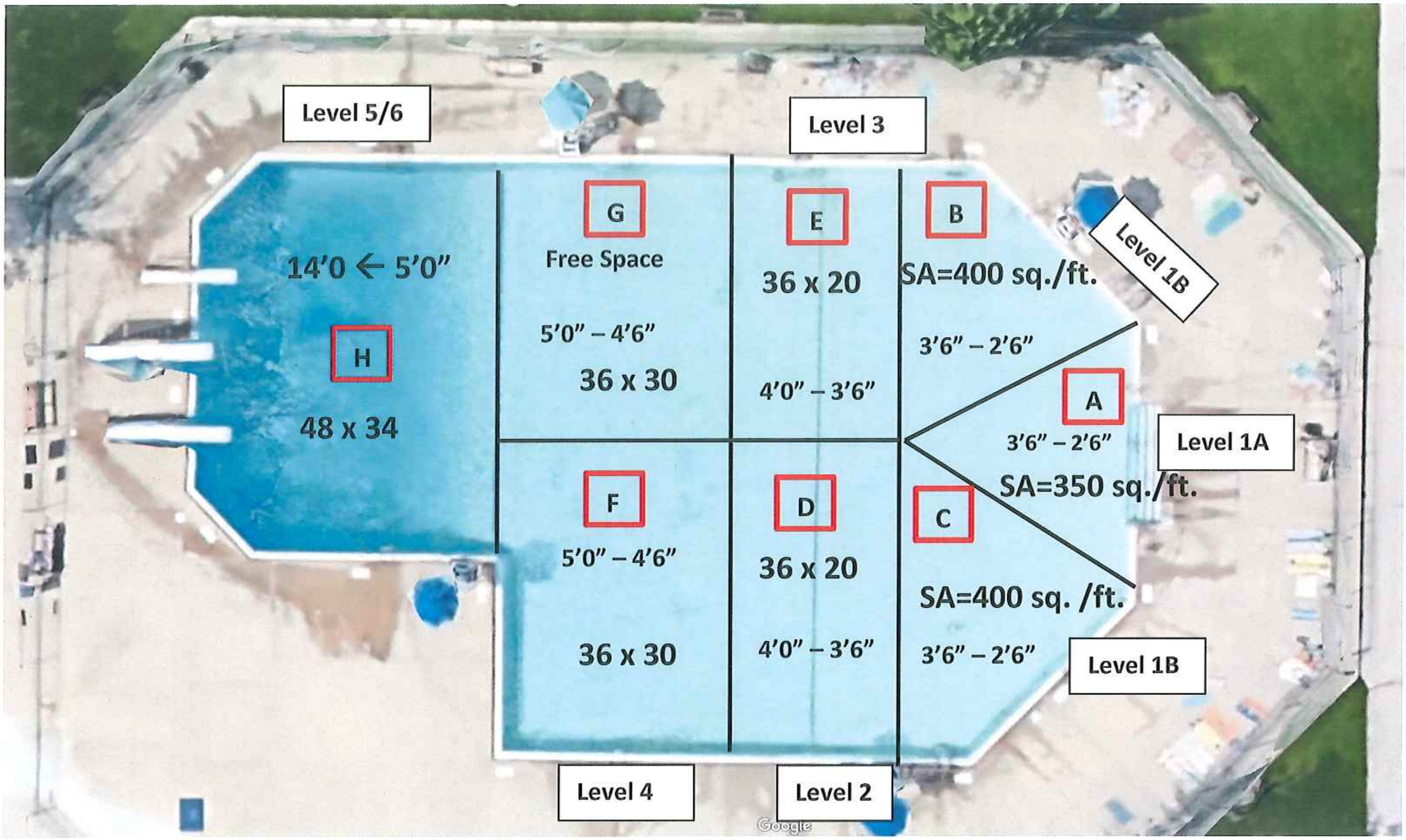
Session 2 – 10:05 -10:35



Session 2 – 10:40 – 11:10



Session 2 – 11:15 – 11:45



2019 Legion Swim Lesson Structure & Layout

Notes

- All measurements are in feet and are approximate and based on GIS
- Reference: 75 feet = 25 yards
- All depths are level appropriate based on skills and age
- Levels 1A & 1B have a max of 7 Participants in a class
- Levels 2 – 6 have a max of 10 participants in a class
- If there are participants that are too short to stand, we use wire baskets for them to stand on
- Deep Well: Instructors use tools such as lifeguard tubes to sit on while teaching class so they do not get too fatigued. Give students noodles as needed to help with progression of skills and aide in safety
- Plan is to have 2 lifeguards on duty during swim lessons
- Will always have Pool Manager walking around as well when not in office

Session 2 – 9:30 – 10:00 (8 classes)

Level	Max	Section	Dimensions	Depth
1B	7	A	20 x 20	2’6” – 3’0”
1B	7	B	20 x 20	2’6” – 3’0”
2	10	C	41 x 20	2’6” – 4’0”
2	10	D	41 x 20	2’6” – 4’0”
Free Space		E	34 x 30	3’0” – 4’0”
3	10	F	38 x 21	4’0” – 4’6”
3	10	G	38 x 21	4’0” – 4’6”
4	10	H	75 x 21	4’6” – 5’0”
5/6	10	I	48 x 34	5’0” – 14’0”

Session 2 – 10:05 – 10:35 (8 classes)

Level	Max	Section	Dimensions	Depth
1A	7	A	350sq./ft.	2’6” – 3’6”
1B	7	B	400 sq./ft.	2’6” – 3’6”
1B	7	C	400 sq./ft.	2’6” – 3’6”
2	10	D	36 x 20	3’6” – 4’6”
2		E	36 x 20	3’6” – 4’6”
3	10	F	36 x 30	4’6” – 5’0”
3	10	G	36 x 30	4’6” – 5’0”
4	10	H	48 x 34	5’0” – 14’0”

Session 2 – 10:40 – 11:10 am (8 classes)

Level	Max	Section	Dimensions	Depth
1A	7	A	350sq./ft.	2'6" – 3'6"
1B	7	B	400 sq./ft.	2'6" – 3'6"
1B	7	C	400 sq./ft.	2'6" – 3'6"
2	10	D	36 x 20	3'6" – 4'6"
2	10	E	36 x 20	3'6" – 4'6"
3	10	F	36 x 30	4'6" – 5'0"
Parent/Child	10	G	36 x 30	4'6" – 5'0"
4	10	H	48 x 34	5'0" – 14'0"

Session 2 – 11:15 – 11:45 (7 classes)

Level	Max	Section	Dimensions	Depth
1A	7	A	350sq./ft.	2'6" – 3'6"
1B	7	B	400 sq./ft.	2'6" – 3'6"
1B	7	C	400 sq./ft.	2'6" – 3'6"
2	10	D	36 x 20	3'6" – 4'0"
3	10	E	36 x 20	3'6" – 4'0"
4	10	F	36 x 30	4'6" – 5'0"
Free Space		G	36 x 30	4'6" – 5'0"
5/6	10	H	48 x 34	5'0" – 14'0"

City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: February 21, 2019

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: 2018 Annual Aquatic Report

ATTACHMENTS:

- Aquatic Annual Report 2018 Final (PDF)

Aquatic Annual Report 2018

Completed By:

John McDonald

DE PERE

STAFF

Re-hire letters were sent in December to staff that worked in the summer of 2017 that were recommended for re-hire. We had 13 staff returning and hired 21 full time staff. We also hired various lifeguard and swim instructor subs. This summer we successfully hired enough lifeguards to be fully staffed. 2018 was the fourth year for new full time lifeguards to be reimbursed for their lifeguard certification, contingent on successfully completing one season of employment. We paid for 11 guard certifications this year totaling $1,350.

A total of 34 staff was hired with a budgeted amount of $103,205. Actual amount spent in staff wages was $103,633

Positions Hired
Pool Managers (4)
Lifeguards/Swim Instructors(18)
Concession Staff (6)
Basket Attendants (6)
Sub Lifeguards/Swim instructors (9)

POOL MANANGERS

Neither manager from Legion Pool returned from last year. One VFW Pool Manager returned. Two returning lifeguards from 2017 at Legion Pool were hired as pool managers. One lifeguard from 2017 at VFW Pool was hired as a pool manager.

BASKET ATTENDANTS

We had one basket attendant return to Legion Pool and hired two new staff members. Returning staff transferred to the lifeguard position. We hired 3 new attendants to the basket attendant position at VFW.

CONCESSIONS

Legion had one returning staff with two additional staff hired. VFW did not have any returning staff. Staff returning became lifeguards. 3 new staff members were hired at VFW.

LIFEGUARD SAFETY/TRAINING

We had 4 full-time guards returning and hired 14 new guards this summer. Our pre-season training consisted of orientation to our pools, safety and expectations as well as emergency action plan scenarios. We also had swim lessons training for guards teaching swim lessons.

Our pre-season/summer training schedule was as follows:

Date	Time	Location	Topic	Staff Required
Sunday, May 20	1:00pm – 4:00pm	Community Center (600 Grant St.)	ActiveNet training w/Cheryl on own Pool Start Up Information - Binders	All Pool Managers
Wednesday, May 30	3:45pm-4:30pm	VFW Concession Stand	Safe Food Handling with Health Department – Dale S.	All Concession Staff All Pool Managers
Wednesday, May 30	4:30pm-6:00pm	Community Center (600 Grant St.)	Concessions and Guidelines	All Concession Staff All Pool Managers
Wednesday, May 30	6:00pm-8:30pm	Community Center (600 Grant St.)	All Staff Training/Bloodborne Pathogen Training Video	All Staff
Tuesday, June 5	8:30am-9:15am	VFW Pool	Water Testing with Carrico/Mainten.	All Pool Managers & Maintenance Staff
Tuesday, June 5	9:15am-11:15am	VFW Pool	Mechanical Room/Opening & Closing procedures	All Pool Managers
Tuesday, June 5	12:15pm-2:15pm	Legion Pool	Mechanical Room/Opening & Closing procedures	All Pool Managers
Wednesday, June 6	3:30pm-6:00 pm	Legion Pool	BA Training/Concessions Clean(VFW/Legion)	All Pool Managers & All Basket Att./Conc.
Wednesday, June 6	3:30pm-6:00pm	Legion Pool	Police Training (Be prepared to get in the H20) Safety & Expectations, Skills test	All Legion & VFW Staff
Wednesday, June 6	3:30pm-6:00pm	Legion Pool	Guard Skills & Swim Lesson Training **(Be prepared to get in the H20)**	All Pool Managers & All Lifeguards
Thursday, June 7	3:30pm-6:00pm	VFW Pool	Swim Lesson Training/Water Skills	All Managers/Guards
Thurs./Fri, June 7/8	3:30pm-6:30pm	VFW Pool	Start Up/Guard/Lesson Train/Concessions & BA Set Up	ALL VFW Staff
Thurs./Fri, June 7/8	3:30pm-6:30pm	Legion Pool	Start Up/Guard/Lesson Train/Concessions & BA Set Up	ALL Legion Staff

SAVES

Over the course of the summer, all saves were properly documented through incident reports and tracked. A total of 5 saves were made, tallying two more than the previous year.

Pool Location	2018
Dive Well	5
3 Foot	0
5 Foot	0

Rescues by Month June – 0 July – 5 August – 0

Rescues by Age

5 & Under – 0 6-12 Years – 3

13-18 Years – 0 18 & Over– 2

Rescues by Location

Dive Well – 5 3 Foot - 0 5 Foot – 0

Rescues by Pool

Legion – 3 VFW – 2

Saves History

2018	5 saves
2017	3 saves
2016	4 saves
2015	9 saves
2014	6 saves

Incident Reports

Incident reports are incidents that did not require a save to be performed. These incidents required the patron to receive First Aid for things such as cuts, bruises, bloody noses, etc.

Incidents by Pool

Legion – 6 VFW – 4

ATTENDANCE

Our operational season for both pools was 72 days long. Legion pool was open a total of 69 days and VFW pool was open a total of 66 days this summer. VFW was closed for a day due to the motor for the pump needing to be replaced. Other days for closure for both pools were weather related.

Legion Attendance Summary

	Resident/ Seniors	Non Resident	Baby Resident	Baby NR	Family Resident	Family NR	Lap	Summer Camp	Family Night	Season Pass	TOT.
June	887	122	77	18	174	108	0	196	229	3,661	5,06
July	987	135	140	31	273	168	0	223	158	4,322	6,21
August	606	60	86	19	189	114	0	125	142	2,440	3,65
TOTALS	2,480	317	303	68	636	390	0	544	529	10,423	**15,6**

**Includes Father's Day and Appreciation Pass numbers*

**Includes Summer Day Camp Attendance*

Legion Attendance History

2018	15,690 (69 days)
2017	16,718 (68 days)
2016	17,643 (72 days)
2015	12,031 (69 days)
2014	13,053
2013	15,953
2012	23,010

VFW Attendance Summary

	Resident/ Seniors	Non Resident	Baby Resident	Baby NR	Family Resident	Family NR	Lap	Summer Camp	Family Night	Season Pass	TOTALS
June	983	127	111	14	162	18	6	209	0	2,057	3,687
July	1,162	54	127	9	261	36	11	276	55	2,876	4,867
August	824	18	96	4	174	6	10	128	6	1,836	3,102
Totals	2,969	199	334	27	597	60	27	613	61	6,769	**11,656**

**Includes Father's Day and Appreciation Pass numbers*

**Includes Summer Day Camp Attendance*

VFW Attendance History

2018	11,656 (66 days)
2017	10,864 (68 days)
2016	12,235 (68 days)
2015	12,463 (70 days)
2014	10,520
2013	11,811
2012	15,241

PASSES

This year we offered one evening at the community center for swim pass registration. Past season pass holders could use their existing cards or choose to come into the community center and have new cards printed.

Season Passes Issued

	TOTALS
Individual Pass	45
Family Pass	526
Baby Pass	13
Caregiver Pass	34
Senior Pass	10
Lap Pass	1
TOTALS	**629**

Season Pass History

Year	Passes Issued
2018	629
2017	669
2016	689
2015	644
2014	593
2013	668
2012	660

RENTALS

VFW had 4 pool rentals while Legion had 3 pool rentals. The revenue stream exceeded our budget by $640. This was a $700 increase from 2017.

Resident Rental	13 Hours	$1,440
Less Sales Tax (0.05%)	$1,440*0.05	**$1,368**

Rental History

Year	VFW	Legion	Total Revenue	Budgeted
2018	4	3	$1,368	$800
2017	5	0	$903	$760
2016	3	0	$692	
2015	2	0	$506	

SPECIAL EVENTS

Kid's Night Out to Rule the Pool:
We offered four evenings of Kid's Night Out to Rule the Pool: two at VFW Pool and two at Legion Pool. This event is an after hour swim event offered to middle school aged kids which provides recreational, structured and supervised activity. We hosted all four events.

Swim-In Cinema:
Due to poor weather we were unable to host our Swim-In-Cinema. We will look to do other events in future years as the past 2 years have cancelled.

SWIM LESSONS

Swim Lessons were offered Monday – Thursday leaving Friday morning as possible make-up days for morning classes. We also offered 9-week evening lessons leaving the last week pools are open as possible make-ups.

	Legion Pool	VFW Pool	Total Enrolled
Level 1A	35 (9 Classes)	17 (7 Classes)	52 (16 Classes)
Level 1B	61 (12 Classes)	56 (9 Classes)	117 (21 Classes)
Level 2	85 (12 Classes)	57 (9 Classes)	142 (21 Classes)
Level 3	67 (9 Classes)	46 (7 Classes)	113 (16 Classes)
Level 4	40 (7 Classes)	30 (5 Classes)	70 (12 Classes)
Level 5/6	44 (5 Classes)	22 (4 Classes)	66 (9 Classes)
Baby and Me	9 (2 Classes)	5 (1 Class)	14 (3 Classes)
9 week Evening	51 (7 Classes)	54 (7 Classes)	105 (14 Classes)
TOTALS	**392(63 Classes)**	**287 (49 Classes)**	**679 (112 Classes)**

Private Swim Lessons

****Private swim lessons were not offered this year.**

	Packages of 4	Packages of 8	Total
Legion	0	0	0
VFW	0	0	0

Semi Private Swim Lessons

	Packages of 4	Packages of 8	Total
Legion	15	8	23
VFW	5	15	20

Swim Lesson History

Year	Total Enrolled	Legion Revenue	VFW Revenue	Total Revenue	Less 6.5 % ACTIVE Net	Budgeted
2018	722	$16,362	$11,467	$27,829	$26,021	$29,100
2017	721	$16,390	$11,390	$27,780	$25,974	$27,800
2016	714	$15,378	$12,638	$28,016		
2015	684	$14,335	$11,272	$25,607		
2014	720	$13,713	$11,365	$25,078		
2013	737	$12,857	$10,371	$23,228		
2012	741	$12,892	$10,317	$23,209		

Aquatic Fitness Classes

Class	Count	Revenue	2018 Budgeted
Aqua Zumba	7 (1 Class)	$168	$1,150
Summer Water Aerobic	13 (3 Classes)	$391.50	
Total		$559.50	
Active Net Fee	**-6.5%**	**$523**	

Total Lessons and Aqua Fitness Classes - $26,544

EXPENSES*

	2018 Budgeted	2018 Actual 1.29.19**	2017 Budgeted	2017 Actual	2016 Actual	2015 Actual	2014 Actual
Salaries	$16,264	$16,327	$16,343	$15,567	$15,252	$14,043	$17,487
Hr./OT Wages	$27,216	$11,788	$26,925	$18,231	$20,550	$18,465	$13,051
Seasonal Wages **	$103,205	$103,633	$100,106	$93,525	$93,144	$84,952	$92,229
Benefits	$30,352	$13,425	$26,602	$18,901	$22,270	$17,884	$17,323
Training	$150	$125	$150	$50	$90	$150	$140
Telephone	$1,800	$800	$1,800	$1,800	$1,800	$1800	$1,800
Cell/Radio	$0	$0	$0	$0	$0	$77	$532
Data	$250	$122	$500	$249	$369	$82	$0
Utilities	$41,500	$31,955	$41,500	$34,800	$42,465	$36,911	$40,557
Equipment Maintenance	$25,000	$29,019	$25,000	$21,070	$25,766	$25,615	$9,114
Operating Supplies	$5,700	$5,697	$5,700	$4,644	$4,511	$10,099	$5,388
Pool Chemicals	$23,000	$21,725	$23,000	$22,287	$20,667	$21,848	$20,416
Concession Purchases	$14,000	$11,120	$14,000	$11,267	$11,797	$13,027	$13,351
Capital Equipment	$0	$0	$0	$0	$26,662	$11,038	$9,851
TOTALS	$288,437	$245,736	$281,626	$242,391	$285,335	$255,990	$241,239

*** Subject to change**

**** This includes Lifeguard Certification Reimbursements**

Note: 2018 Expenses are as of 1.29.19 per In Code

***2018 Actual #'s listed are as of 1/29/2019**

Expense History

	Actual	Budgeted
2018	**$245,736***	$288,437
2017	$242,391	$281,626
2016	$285,335	$236, 525
2015	$255,990	$236,025
2014	$241,239	$253,906
2013	$213,492	$208,875
2012	$199,414	$225,300

*** Subject to change**

REVENUE

Legion and VFW pools brought in a total of $50,181.45 in daily revenue.

Daily Revenue Summary

	Resident /Senior	Non-Resident	Concessions	TOTALS
June	$8,710.08 **	$2,479.98 **	$7,752.24	$18,942.30
July	$10,365.87 **	$2,486.99 **	$7,084.40	$19,937.26
August	$6,906.67 **	$1,253.04 **	$4,105.97	$12,265.68
After Season	$0	$0	$82.60	$82.60
TOTALS **	$25,982.62 **	$6,220.01 **	$17,978.82 **	**$50,181.45 ****

** Includes 5% sales tax

Season Pass Revenue Summary

	Baby	Caregiver	Family	Senior	Lap	Single	Replace	TOTALS
Pre-Season	$240	$728	$23,224	$280	$0	$1,350	$0	$25,822
In-Season	$135	$374	$19,252	$135	$91	$1,500	$0	$21,487
Replacement							$12	$12
TOTALS	$375	$1,102	$42,476	$415	$91	$2,850	$12	**$47,321**
Less 6.5% - Active Net & 5.5% Sales Tax (According to In Code Account)								**$45,981**

Revenue History***

	2018 Budgeted	2018	2017	2016	2015	2014	2013	2012
Gen. Admission*	$35,500	$33,859	$28,855	$35,756	$33,090	$28,994	$27,550	$36,300
Concessions*	$22,800	$17,581	$18,313	$20,706	$20,507	$19,214	$19,462	$24,538
Season Passes	$47,000	$45,981	$50,501	$49,636	$45,463	$39,790	$41,610	$42,005
Rentals*	$800	$1,368	$903	$692	$506	-	-	-
Swim Lessons/ Water Fitness**	$30,250	$31,025	$26,638	$28,016	$25,607	-	-	-
TOTALS	**$136,350**	**$129,814**	**$125,210****	**$134,806**	**$125,173**	**$87,998**	**$88,622**	**$102,843**

***General admission and concession includes 5% sales tax subtracted**
**** Does not include Syble Hopp Swim Lessons and Fitness Classes**
***** Numbers are reflective of In Code (1.29.19)**

VFW AND LEGION POOL EXPENSES AND REVENUES		
YEAR	EXPENSES	REVENUES
2018	$245,643	$129,814
2017	$242,391	$125,210
2016	$285,335	$134,806
2015	$255,990	$125,173
2014	$241,239	$120,891
2013	$267,680	$121,543
2012	$241,353	$132,489
2011	$193,367	$103,016
2010	$237,051.14	$98,426.61

City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE:	**February 21, 2019**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Paula Rahn**
SUBJECT:	**Summary of 2018 Recreation Scholarship Account**

In 2018 our Department awarded 60 scholarships which totaled our highest amount of scholarships given out in a single year. (The next highest was in 2015 with 41 scholarships awarded).

# of Scholarships:	60 (50 families, 17 youth activities, 43 pool passes)
Amount Awarded:	$4,007.50
Amount Donated:	$4013.00

Remaining Balance in Scholarship Account: $24,654.74

City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: **February 21, 2019**

DEPARTMENT: **Parks, Recreation & Forestry**

FROM: **Paula Rahn**

SUBJECT: **Review and Approve 2018 Recreation & Community Center Annual Report**

Please find attached the 2018 Recreation & Community Center Annual Report for your review and approval.

Thank you.

ATTACHMENTS:

- 2018 Annual Report (XLSX)

2018 RECREATION & COMMUNITY CENTER ANNUAL REPORT

	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
Paid Rentals	12	15	15	18	16	18	14	16	7	15	18	28
Non-Paid Rentals	13	18	27	21	20	9	6	19	12	18	19	12
Recreation Programs	149	156	135	119	96	107	104	89	127	186	146	80
Total Room Use	**174**	**189**	**177**	**158**	**132**	**134**	**124**	**124**	**146**	**219**	**183**	**120**
Rental Revenue	$1,745.00	$2,480.00	$2,160.00	$3,810.00	$3,920.00	$3,030.00	$3,665.00	$2,305.00	$1,465.00	$2,465.00	$3,665.00	$4,61
Contractual Revenue	$248.33	$248.33	$248.33	$248.33	$248.33	$248.33	$248.33	$248.33	$248.34	$248.34	$248.34	$24
Equipment/Storage & Miscellaneous Revenue	$16.66	$70.50	$32.00	$25.01	$32.00	$73.75	$17.13	$59.25	$10.00	$165.01	$747.40	$27
WPRA Ticket Program									$682.00			
Financial Assistance	$43.00	$112.00	$25.50	$34.00	$28.50	$2,524.00	$525.50	$513.50	$18.00	$115.00	$60.00	$1
Program Revenue	$9,891.53	$36,043.06	$31,821.26	$53,861.68	$25,972.10	$26,663.63	$33,446.20	$25,879.07	$13,093.71	$9,544.43	$16,642.95	$9,89
Adult Leagues Revenue	$107.00	$25.00	$12,248.00	$6,139.00	$2,438.00	$57.00	$1,330.00	$2,990.00	$26,227.00	$1,422.00	$681.00	$9
Co-Sponsored NR Revenue								$8,880.00				
Aquatics Revenue	$835.00	$1,436.27	$2,132.05	$13,709.86	$13,538.66	$57,947.18	$33,166.18	$15,145.22	$864.99	$17.00	$4,233.16	$1,10
TOTAL REVENUE	**$12,886.52**	**$40,415.16**	**$48,667.14**	**$77,827.88**	**$46,177.59**	**$90,543.89**	**$72,398.34**	**$56,020.37**	**$42,609.04**	**$13,976.78**	**$26,277.85**	**$16,25**

	2018	2017
TOTAL PAID RENTALS	**192**	**187**
TOTAL NON-PAID RENTALS	**194**	**199**
TOTAL REC PROGRAMS	**1494**	**1434**

	2018	2018 Budget	Difference	2
Total Rental Revenue	**$35,325.00**	**$31,255.00**	**$4,070.00**	**$32,92**
Total Contractual Revenue	**$2,980.00**	**$2,980.00**	**$0.00**	**$2,84**
Total Equipment/Storage/Misc. Revenue	**$1,526.71**	**$1,425.00**	**$101.71**	**$2,37**
Total WPRA Ticket Program	**$682.00**	**$600.00**	**$82.00**	**$52**
Total Financial Assistance	**$4,013.00**	**$3,500.00**	**$513.00**	**$4,42**
Total Aquatics Revenue	**$144,130.71**	**$140,621.00**	**$3,509.71**	**$142,34**
Total Program Revenue	**$292,756.51**	**$265,716.00**	**$27,040.51**	**$300,04**
Total Adult League Revenue	**$53,758.00**	**$58,900.00**	**-$5,142.00**	**$54,88**
Total Co-Sponsored Non-Resident Revenue	**$8,880.00**	**$9,405.00**	**-$525.00**	**$8,52**
2018 TOTAL REVENUE	**$544,051.93**	**$514,402.00**	**$29,649.93**	**$548,88**

FACILITY USAGE:

2018 marked a terrific year for rentals! We surpassed our budgeted amount by $4,070. We recorded 5 more rentals than last year. Our highest month was December at 28 rentals (27 la year) bringing in a total of $4,615 which was the 4th highest revenue received per month in all the years we've been here; non-paid rentals decreased by 5 rentals. Facility usage for recreation programs increased as well compared to last year depicting 60 more times classes/programs were held at the Center.

FACILITY OPERATIONS & STAFFING:

Regular and full-time staff remained consistent for 2018 unlike 2017! We hired a Winter/Spring intern as well as a Summer intern for the year along with numerous PT instructors/season staff. The Recreation Superintendent served on the 2018 WPRA Conference Committee while the Recreation Supervisor served on the Young Professional Network (YPN) Board. Staff a served on various City committees. Our Recreation Specialist established a partnership with Syble Hopp School to have 4 students complete volunteer work twice a month providing then with life skills and community experience. Agreements were renewed with the ADRC (nutrition program), MMC (brochure/ advertisements), Flunflicks & Global Eagle (movies), OLOL (Kid Zone) & both school districts (program facility usage). New agreements were also entered into: Action DJ's (Summer Carnival), UWGB Lifelong Learning (enrichment courses), Green Ba Area Tennis (tennis lessons) and a Cleaning Contract which reverted back to the previous company due to poor performance. Perhaps our two most notable accomplishments this past y were the remodeling of the lower level which included new flooring and painting of trimwork and walls and the acquisition of donated funds to fully cover the cost of new tables, chairs and lounge furniture which has provided a fresh new look! We also completed a paving and landscaping project, installed vinyl plank flooring in Hickory Rm. & Oak Rm. storage, worked with maintenance on determining roofing, venting and insulation issues, replaced bumpers and re-felted pool table, purchased new office chairs and carepting for upper level (project to be completed in 2019), harvested fruit from the CC urban orchard which we donated to schools for low income and the homeless, amongst many other smaller projects.

AQUATICS:

Legion and VFW pools operated to the norm. There was a major setback at VFW pool with the malfunction of the electrical component to the breaker box, also resulting in malfunctions to the main motor for the pump. This caused an approximate one and a half day shutdown of the pool. Many new staff were hired. Newly hired staff included; 3 managers, 5 Basket Attendar 5 Concessionaires, 14 Lifeguard/Swim Lesson Instructors between both pools. The department hosted a Lifeguard Certification course. To retain staff, certifications were reimbursed in fu staff worked the entire year as a regular staff member; 11 . Job training included all staff training and several job specific training sessions. It was recommended that more training was needed for swim lesson instruction. The pools recorded a combined 5 total saves. This was an increase of 2 from the 2017 season. Overall attendance was recorded at 27,346 patrons fo 2018 which was down 241 from 2017. Legion was open 69 out of 72 possible days. VFW was open 66 out of 72 possible days. Total Revenue was down $841 from 2017. We sold 629 passes which was 40 fewer passes than 2017. Concessions revenue was down $335 from 2017. General Admissions did see an increase in revenue of $3,312. Out of 121 lessons offere only 8 were canceled. We only offered Semi-Private swim lessons. Aqua Zumba and Water Aerobics saw a decrease in participation. Fall Parent/Child & Water Aerobics classes continue max out or be very close to reaching maximum class limits each session.

RECREATION PROGRAMS/SPECIAL EVENTS:

Recreation programs and events continue to run strong! We brought in a total of $27,040.51 in program revenue over last year. We've continued to strengthen our partnerships with the school districts, library and internally with our Police, Fire and Health Departments. 24 new programs/events were offered this past year. Our Candy Bar Bingo events continue to be very popular averaging 89 (70 last year) participants from young to old per event. Other new multi-age events this past year included: Halloween Trick-or-Treat event, Sign Making Workshop, Painting Workshop and a Cookies & Cocoa Bingo Event. The Big Rig Gig hosted over 300 kids and parents despite the colder temperatures and light rain. Unfortunately, for the second y in a row our Swim-N-Cinema event was canceled this year due to inclement weather. Our Summer Carnival was again a huge success with approximately 350 kids/200 parents in attendance; event was held at Optimist Park; a hot dog dinner was served by the Kiwanis Club.The Summer Park Playground Program registered 129 participants and was held at 4 park throughout the City. The Summer Meal Program at Optimist Park recorded increased participation. Average daily attendance increased from 101 in June 2017 to 170 in June 2018. This program also won a national recognition award. The Park Program held an ice cream social on the last day of summer school and served over 400 people at Optimist Park that day. Sum Day Camp had another successful season serving 112 different children. Both camps ran for 10 weeks; 346/360 seats filled - east, 409/440 seats filled - west. Kidz Zone registered 42 participants which was up from 35 participants in 2017. Youth Flag Football was an overwhelmingly successful program for the 2018 season. Games were held at VFW and Jim Martin Pa total participation numbers tallied to 382 for entire program. This was the first year that the 5th- 6th grade program ran after it did not go in 2017 due to low registration numbers; 69 kids played in the 5th-6th grade league! This year we had 56 of 60 possible volunteer coaches for grades 1st- 6th. New tools were implemented for coaches to improve their coaching practice and for players to learn the game at a fundamental level. Such things included a set playbook for all levels, wristbands, and new rules. 2019 will host the same levels including a new 7th-8 grade program.

SENIOR PROGRAMS/EVENTS:

2018 was an eventful year for senior programming! The Taste of De Pere for Seniors was a wonderful event showcasing some of De Pere's delicious restaurants. We added 2 music events, the Riverboat Rascal Show and an Elvis Tribute Show which attracted 216 seniors. We reached out to our veteran community and held our first Veterans Appreciation Luncheon 114 area veterans. Over 417 seniors attended our bingo and luncheon events! Other senior/community events included 3 Cribbage Tournaments servicing 188 participants, a Senior Citizen's Picnic which recorded 158 attendees, 2 Foot Care Clinics, Studio Oil Painting, Stained Glass and new Senior Line Dancing classes were popular. For 2018, the ADRC had 9098 meals delivered, and 1300 congregate diners.

ADULT LEAGUES:

Adult Rec Leagues went well this past year accounting for 9.89% of overall recreation revenue. Softball leagues included: Men's 12" & 14" Slowpitch on Thursday evenings at Legion & VF Parks; a Tuesday night Coed League at Legion Park and a Fall League at VFW Park. Out of a total of 42 teams, we had 34 teams this year playing in our Adult Softball Leagues; the Mer 12" Softball League on Monday nights did not run this past year. A Kickball League was offered on Sunday evenings at VFW Park with 4 teams participating in the league. Our Adult Men Basketball League filled to 42 of 48 possible teams. The American League at West De Pere did not go. The first 8 of 16 games had a full staff of 2 officials per court. The second half of th season (last 7 games) struggled to field a full staff which, at times, West De Pere had either 1- 3 courts with only one official. New rules were put in place to alleviate unruly players and teams which seems to have taken a positive effect. Staff also reviewed and is proposing new wages for the 2019-2020 season for officials, which should increase the application pool anc retention of current staff. Overall, the 2018-2019 season had 737 adults participate in our adult basketball league which was only 13 participants down from the year before (1 less team ir our leagues).

SUMMARY:

Overall, we surpassed the total revenue budgeted by $29,649.93! According to the allocated budgets, our highest increases were seen in general recreation programs, aquatics and rent revenues. There was a 9.5% decline in Adult League Sports revenue due to the fact that we dropped down one league in Adult Men's Basketball and the Monday Night Adult Softball League did not run. The collection of Co-Sponsored non-resident fees from the Youth Soccer, Softball, Baseball, and Hockey Sports Organizations decreased by 5.9%. Compared to last year, overall total revenue was down however, we added one more week to both sides of Summer Camp which brought in $11,598. All in all, we are proud of the staff's efforts in providing quality recreational programming to our community...it's was a very exciting and prosperous year!

City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE:	**February 21, 2019**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**John McDonald**
SUBJECT:	**Approve $300 Donation from JX/Peterbilt for Big Rig Gig**

For the fifth year in a row, JX/Peterbilt has offered to be the main sponsor for our Big Rig Gig event. JX/ Peterbilt will donate $300 to cover the cost of the radio advertisement for the event and provide free giveaways for the children. Approximately 300 kids attend this event every year which will be held at the Perkofski Boat Launch area on May 10. Staff is seeking the Board of Park Commissioner?s approval to accept this generous donation of $300 for our Big Rig Gig event.

Thank you for your time and consideration.

City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE:	**February 21, 2019**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Paula Rahn**
SUBJECT:	**Approve $500 donation from De Pere Optimist Club for Summer Day Camp T-shirts**

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 t-shirts for our Summer Day Camp Program. The Optimist Club would be recognized as a sponsor of our t-shirts with their logo on the back of the shirts. This is their 11th year, out of 12, they have sponsored the summer camp t-shirts. Our department is proud and extremely thankful to have a wonderful partnership with the De Pere Optimists.

Thank you for your time and consideration.

City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE:	**February 21, 2019**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Paula Rahn**
SUBJECT:	**Approve $500 donation from De Pere Optimist Club for Easter Egg Hunt**

The De Pere Optimist Club would like to donate $500 to the Community Center for the Easter Egg Hunt, which is a special event open to children ages 2-9 and is scheduled for Saturday, April 13, 2019. For many years the De Pere Optimist Club has co-sponsored this event by providing staff and a monetary donation to help cover some of the costs of candy and prizes. We are seeking the Board of Park Commissioner's approval to accept this generous donation of $500 for our Easter Egg Hunt.

Thank you for your time and consideration.

City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE:	**February 21, 2019**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Marty Kosobucki**
SUBJECT:	**Approve bid for Aesbestos Inspection and removal.**

Prior to removing razing the VFW Pool Building we were informed we must go through an inspection and potential removal of asbestos. We have received the following quotes to conduct an inspection of the facility for asbestos and provide a report.

In addition to approving a quote and requesting funds for the asbestos inspection, we are also requesting the Park Board recommend funds up to $20,000 for asbestos removal. We do not know at this time if there is any asbestos, however if there is, we would like to obtain pre-approval of up to $20,000 to contract with a company to have the asbestos removed. If asbestos is discovered, we would follow the purchasing policy guidelines of the City to ensure the best and fairest price. If the project is over $20,000 we would want to evaluate if we would need to state bid the project or not.

Staff recommends the following: Approve bid from North Star Environmental Testing in the amount of $1,450 to conduct an inspection for asbestos at VFW Pool and recommend funding from the City Council. In addition, recommend to the City Council approving a budget amount of up to $20,000 for the purpose of removing any asbestos discovered through the inspection.

ATTACHMENTS:

- City of De Pere - VFW Swimming Pool - Asbestos Inspection Proposal - North Star (PDF)
- City of De Pere - VFW Swimming Pool - Asbestos Inspection Proposal - Bay Environmental (PDF)

NORTHSTAR ENVIRONMENTAL TESTING, LLC
www.NorthStarTesting.com

Central Wisconsin Office:
1006 Western Avenue
Mosinee, WI 54455
Tel: 715.693.6112
Fax: 715.693.1225

Fox Cities Office:
1835 E. Edgewood Drive
Suite 10542
Appleton, WI 54913
Tel: 920.422.4888

Madison Office:
1310 Mendota Street
Suite 121
Madison, WI 53714
Tel: 608.827.6761

PROPOSAL

Pre-Demolition:
Asbestos Inspection
Lead-Based Paint Inspection
Restricted Waste Inventory

City of De Pere

Site:
730 Grant Street
De Pere, WI

Work Area:
Pool House & Mechanical Building

Proposal Date: January 23, 2019

Submitted By:
NorthStar Environmental Testing, LLC

Asbestos • Lead Paint • Mold • Indoor Air Quality • Industrial Hygiene

NorthStar Environmental Testing, LLC
www.NorthStarTesting.com

Central Wisconsin Office:
1006 Western Avenue
Mosinee, WI 54455
Tel: 715.693.6112
Fax: 715.693.1225

Fox Cities Office:
1835 E. Edgewood Drive
Suite 10542
Appleton, WI 54913
Tel: 920.422.4888

Madison Office:
1310 Mendota Street
Suite 121
Madison, WI 53714
Tel: 608.827.6761

Asbestos • Lead Paint • Mold • Indoor Air Quality • Industrial Hygiene

January 23, 2019

City of De Pere
c/o Grace Lahtela
925 S Sixth Street
De Pere, WI 54115

Cost Proposal:	Pre-Demolition Inspection: Asbestos / Lead Paint / Waste
Site:	730 Grant Street De Pere, WI
Work Area:	Pool House & Mechanical Building

NorthStar Environmental Testing, LLC (NorthStar) is pleased to provide this cost estimate for asbestos, lead-based paint and restricted waste inspections for a commercial property located in De Pere, Wisconsin.

Our proposal is based on limited site information as provided by Grace Lahtela with the City of De Pere via phone conversation on January 17, 2018. and subsequent site visit (exterior only) on January 17, 2018.

The intent of the inspections will be to identify materials that may require special handling, and/or disposal prior to impact by the intended demolition activities. The inspection will be conducted to obtain information necessary for compliance with the State of Wisconsin Department of Natural Resources (WI DNR), the state of Wisconsin Department of Health Services (WI DHS) and the Occupational Health & Safety Administration (OSHA). Additional waste characterization and/or employee exposure monitoring may be required or recommended dependent upon the inspection results.

We appreciate the opportunity to provide these services to you and look forward to working with your organization in accomplishing this project. Please contact us with any questions that you might have regarding our proposed services.

Buildings to be Inspected:

Site	Building	Age	Size	Floors	Status
730 Grant Street De Pere, WI	Pool House	1970	6,750 ft²	1	Vacant
	Maintenance	1970	1,800 ft²	1	

Building age and size as listed are approximations.

Estimated completion date: On or before February 28, 2019, pending acceptance

Proposed Scope of Services:

1 - Asbestos Inspection

Proposed scope of work for an Asbestos Inspection will include the following:

- Site visit for a building survey to detect the presence of asbestos containing materials (ACM) from throughout the interior/exterior of the structures.
- Bulk sample collection of representative suspect interior and exterior ACM. To avoid compromising the integrity of the materials: fire doors, electrical panel interiors and roofing materials will be assumed as asbestos containing.
- Sample analysis by a NVLAP accredited laboratory.
- Final report with an inventory of ACM type and estimated quantity.
- A building diagram, if client provided, can be included to show room names used for sampling locations.
- All sampling procedures to be performed by a licensed asbestos inspector accredited by the State of Wisconsin.
- Anticipated project duration includes one (1) day for site work. A report would be submitted approximately 10 business days following site work completion.

OPTIONAL

2 – Lead-Based Paint Inspection

Proposed scope of work for Lead Paint Testing will include the following:

- Testing for the presence of lead-based paint using X-ray fluorescence (XRF) technology to determine cementitious areas or materials that have been painted with lead bearing paint. This information is to be used when determining disposal/recycling determinations for demolition only (if the property is to be renovated, additional testing will be required).
- Representative testing locations will be chosen for each type of painted cementitious material throughout the structures.
- Final report will include testing data listed in a room by room format.
- Testing will be performed by a State of Wisconsin accredited lead risk assessor.
- Lead paint testing will be completed concurrent with asbestos testing (same site visit).

3 – Hazardous Materials Inventory (Restricted Waste Identification)

Proposed scope of work for identification of Restricted Waste items will include the following:

- Inventory for the presence of restricted waste items that may require removal prior to disturbance by demolition (no sampling or analysis, only visual identification).
- These materials commonly include refrigerants, pcb's, mercury containing items and other items that generally require specialized removal, recovery or disposal. Reference will be made to the WI DNR Publication WA-651 (environmental checklist). Personal items (likely to be retained by the current occupants) will be excluded.
- Final report will include an inventory of materials listed by building space.
- The materials inventory will be completed concurrent with asbestos testing.

All testing will be performed according to client requirements for site access during normal business days, normal business hours. Proposal assumes all sampling may be completed during one continuous site visit.

Survey Limitations

Limitations to performing the survey may include: confined spaces or areas possessing high voltage equipment not able to be properly de-energized with effective lock-out/tag-out procedures; structurally unsafe areas; isolated or inaccessible building areas; mechanical spaces or equipment that would require extensive demolition or dismantling to provide adequate access for material identification or sampling. Additional presumed-ACM, lead painted items or restricted waste items that may be located in spaces not accessible during the survey, hidden from view, or not sampled at the client's request, may require additional sampling prior to disturbance by future renovation or demolition activity. Materials or areas with limited accessibility such as underground piping, boiler interiors, vessel & tank lining, chimney/flue/stack interiors, false ceiling/wall cavities, gasket material, subsurface building adhesives & caulkings, fire door interiors, electrical components/wiring/equipment and similarly inaccessible items may require assumption of asbestos content for inclusion in this survey.

Quantification of asbestos materials will be estimated and inventoried with a room-by-room format. The estimates will be based on visible conditions and may require verification by building owner or abatement/demolition contractor prior to use for demolition design, bidding and/or regulatory compliance notification purposes.

Asbestos Analysis Methodology

Bulk samples of suspect ACMs will be collected and forwarded under chain-of-custody to a National Voluntary Laboratory Accreditation Program (NVLAP) approved laboratory for analysis by polarized light microscopy (PLM) to evaluate whether asbestos fibers are present. The bulk samples will be analyzed using the U.S. Environmental Protection Agency (USEPA) *Method for the Determination of Asbestos in Bulk Building Materials,* Method 600/R-93/116. This method states that all multiple, distinct layers identified by the laboratory must be analyzed individually. Therefore, sample analytical results will be provided for each distinct layer of each sample submitted.

In addition to evaluating a bulk sample for layers, regulatory procedures require that a confirmatory "Point Counting" test be performed on samples resulting in an initial positive PLM result of <1% asbestos content. This more precise test is required to give confirmative quantification of a low subjective (PLM visual estimate) percentage reading. As it is impossible to predict how many of the presumed number of ACM samples will fall into this category, NorthStar will provide this analysis and charge on a unit cost, only as needed. For budgeting purposes, we generally estimate five percent of PLM results require Point Count confirmation.

Project Cost Estimate:

730 Grant Street

1) Asbestos Inspection

Site Survey, Reporting & Mobilization	**$550**
Asbestos Bulk Sample Analysis (PLM) (40 - 60 samples @ $15 each)	**$600 - $900**
Estimated Cost:	**$1,150 to $1,450**

OPTIONAL:

2) Lead-Based Paint Inspection (Cementitious Materials for Recycling) (Site Survey, Reporting & Mobilization)	**$425**
3) Restricted Waste Inventory (Site Survey, Reporting & Mobilization)	**$150**

The work will be performed on a time-and-materials basis. NorthStar will not exceed the authorized amount without prior written approval. Additionally, budgets are estimates and we reserve the right to reallocate budget between the services listed for actual work performed, but will not exceed the total contract without approval. Proposed costs are estimated. Actual project costs will be invoiced dependent upon the actual project hours and actual number of asbestos samples analyzed (at standard turn- around). Additional services performed beyond the original scope of work will require pre-authorization from the client.

Thank you for the opportunity to provide this cost proposal. Please contact us should you need any additional information.

Sincerely,
NorthStar Environmental Testing, LLC.

Aaron Stroud
Operations Manager

attach: proposal acceptance
project qualifications

Proposal Acceptance

NorthStar will provide an Asbestos Inspection for the property located at 730 Grant Street in De Pere, WI.

Total estimated cost: $1,150 to $1,450 ______ Initial

OPTIONAL:

Lead Paint Testing: $425 ______ Initial

Restricted Waste Inventory: : $150 ______ Initial

Please indicate your acceptance of our proposal by signing below and returning a copy to NorthStar Environmental Testing.

Accepted By:

Company Name ____

Authorized Representative ________________________________

Title ____

Signature ____

Date ____

PAYMENT TERMS & CONDITIONS - Your signature of acceptance will authorize the work scope as described. The work will be performed in accordance with the terms and conditions as defined above. The project will be invoiced upon site work completion with the total amount due prior to submission of our final report to client

QUALIFICATIONS STATEMENT

NorthStar Environmental Testing

Corporate Office:
817 Oak Ridge Road
Mosinee, WI 54455

Phone: 715.693.6112

Fox Valley Office:
1835 E. Edgewood Drive
Suite 10542
Appleton, WI 54913
Phone: 920.422.4888

Madison Office:
1310 Mendota Street
Suite 121
Madison, WI 53714
Phone: 608.827.6761

email: info@northstartesting.com
web: www.northstartesting.com

Summary of Capabilites:

NorthStar Environmental Testing, LLC (NorthStar) is a full service environmental consulting and testing company specializing in indoor environmental concerns such as **Asbestos, Lead Paint, Hazardous Materials, Microbial Investigation, Exposure Monitoring, Housing Code Inspection, and Radon Testing** for commercial, industrial, residential and governmental entities and owners. We provide a practical, economical and common sense approach in providing solutions to building owners for environmental matters.

In order to continue to meet the needs of our clients, NorthStar continues to grow with the January 2014 addition of a Fox Cities office in Appleton, Wisconsin and a May 2015 office in Madison, Wisconsin. We feel it is extremely important to provide a local contact and immediate response capability should the need arise for any of our clients.

We do not perform or offer to perform remediation or abatement services nor are we affiliated with any company that does provide those services, thereby maintaining conflict free and unbiased inspection / consulting services.

We are fully accredited by the State of Wisconsin for asbestos and lead paint services. We carry full general, professional liability and workers compensation insurance. Our staff is widely respected in the industry and has vast experience in asbestos, lead paint, mold and property inspections and project management throughout the Midwest.

Company Certifications:

Wisconsin Asbestos Company: CAP-925800 (expiration 08/01/2019)
Wisconsin Lead Company: HFS-925800 (expiration 08/01/2019)

List of Certified Personnel:

Dave Barrett – owner & senior project manager
asbestos inspector, supervisor, project designer, management planner
lead inspector, risk assessor
certified trainer – asbestos and lead disciplines
environmental consultant since 1990

Aaron Stroud – operations manager & field inspector
asbestos inspector & supervisor
lead inspector, risk assessor
certified trainer – asbestos and lead disciplines
radon testing professional
environmental consultant since 2003

Project Qualifications Statement (continued)

Field Staff:

Larry Pawlus	
Jamie Brzezinski	asbestos inspector & supervisor
Andrew Schilling	lead inspector, risk assessor
Ethan Turriff	microbial investigator
Dustin Gaede	
Jason Motkowski	

Subcontractors:

No subcontractors are expected to be needed for this project.

Similar Projects:

Brown County Arena – Ashwaubenon, WI – January 2019

Aspirus Hospital – Wausau, WI – August 2018

Tecumseh Factory – New Holstein, WI – July 2018

City of Appleton Parking Ramp – Appleton, WI – May 2018

South Wood County YMCA – Wisconsin Rapids, WI – March 2018

Sheboygan Tannery – Sheboygan, WI – March 2018

Green Bay Packaging – Green Bay, WI – February 2018

Brillion Iron Works – Brillion, WI – February 2018

Kwik Trip Stores – Throughout Wisconsin – 2017

Wisconsin Veterans Home at King – Waupaca, WI – February 2017

Appleton International Airport (ATW) – Appleton, WI – January 2017

Menasha Joint School District – Menasha, WI – January 2017

Oshkosh / Winnebago Housing Authority – Omro, WI – September 2016

Alliance Laundry Systems – Ripon, WI – July 2016

Village of Sussex – Sussex, WI – May 2016

UW-Marshfield – Marshfield, WI – March 2016

ConAgra Foods – Fridley, MN – February 2016

Cardinal Environmental (Wittman Airport) – Oshkosh, WI – September 2015

Miron Construction (Lambeau Field) – Green Bay, WI – October 2015

references and contacts available upon request

BAY environmental STRATEGIES, INC.

2920 S Webster Ave Ste C
Green Bay, WI 54301
920.347.2234
800.576.2476

January 21, 2019

Marty Kosobucki
Director of Parks, Recreation, and Forestry
City of De Pere
925 S. Sixth Street
De Pere, Wisconsin 54115
Sent Via Email: mkosobucki@mail.de-pere.org

RE: Proposal for Professional Services – Pre-Demolition Asbestos Survey
City of De Pere – VFW Swimming Pool: 730 Grant St, De Pere, WI 54115

Dear Marty:

At your request, Bay Environmental Strategies, Inc. (BAY) is providing you with this proposal to provide professional services associated with a pre-demolition asbestos inspection for the swimming pool area, swimming pool entrance building (showers, bathrooms, mechanical, office, storage rooms), and swimming pool mechanical building located at the above referenced location.

PRE-DEMOLITION ASBESTOS INSPECTION AND SCOPE-OF-WORK

It is BAY's understanding that you wish to demolish the swimming pool and associated buildings located at 730 Grant Street, De Pere, Wisconsin. During demolition activities, asbestos containing materials (ACM) may be disturbed. The disturbance of asbestos is regulated in part by *Wis. Adm. Code* ch. NR 447. An inspection by an asbestos inspector licensed by the Wisconsin Department of Health Services (DHS) is required prior to beginning a demolition or renovation project. The inspection will determine the categories of asbestos present in the structure.

COST SCHEDULE

BAY will provide an asbestos inspector certified by the DHS to perform the inspection. Although the actual number of samples is unknown, an estimate has been provided based on BAY's knowledge of the property. Because of this, the cost for the inspection and report is a lump sum cost and unit costs are provided for each sample. Laboratory fees will vary depending on the number of samples collected. Detailed below is the proposed cost schedule:

ITEM	UNIT COSTS	TOTAL
VFW Swimming Pool – Inspection & Report	Lump Sum	$975.00
Laboratory Fees – Asbestos	est. 65 samples	$8.00 per sample*

*Note: The $8.00 sample fee is for a 3 day turn around time (plus 2 days for shipping).

TIME FRAME FOR PROJECT COMPLETION

Upon execution of a *Professional Services Agreement*, BAY would be able to deliver the final report within two weeks. Please notify BAY if there would be a need for a quicker turnaround time or a specific deadline is needed.

CLOSING

Thank you for inviting BAY to provide this proposal. If you have any questions or would like to proceed with the project, please contact BAY at (920) 347-2241.

Sincerely,

BAY ENVIRONMENTAL STRATEGIES, INC.

Tyler Breitenfeldt
Project Manager

Jim Rabideau, PG, PSS
President

City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE:	**February 21, 2019**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Marty Kosobucki**
SUBJECT:	**Discuss and provide direction on VFW Playground.**

We have selected and acquired the play equipment to be installed for VFW Playground. As we continue to plan and prepare for the playground, we will need the Park Board to review and provide guidance on some issues.

First and foremost, staff has been in contact with the Kiwanis Club and they have expressed interest in assisting the construction of the playground. Community Built Playgrounds usually take a little more administrative work, however provide a tremendous value and ownership for the community. I have talked with Lee Recreation, who we purchased the play equipment from, and they do not have concerns with leading a community built playground at their approved price. Staff would recommend pursuing the community built option with the Kiwanis Club.

Second, in reviewing projected costs and current estimates, staff has determined we will be around $19,000 over budget if we were to install the playground as previously planned. Several factors are involved with this potential overage, but probably the main culprit is the playground selected for VFW covers a significantly greater about of space than our past playgrounds. The added surface area increases our Poured in Place and sidewalk costs. I have provided an attachment to explain several budgetary options.
Option 1 explains the budget impact if you would like to pursue the playground as we have planned (putting poured in place fall surface for the whole playground). If the Park Board selects this route, staff suggests you request additional funding from the City Council to complete the project.
Option 2 - I have also provided another option for you to consider that would put us consistent with our project budget. The option would create two areas; the swings and the play structure. The play structure would have poured in place fall surfacing and the swings would have wood fiber. A sidewalk separating the two areas is important so we don't create a similar environment we have at Optimist Park.

Ultimately, the Park Board will need to decide if they want to request additional funding from the City Council to complete the VFW Project with all poured in place fall surfacing, or revise the fall surfacing plan as described above which would allow us to complete the project within our budget.

ATTACHMENTS:

- VFW Playground Budget Comparison (PDF)
- VFW Playground.Option 1 Layout (PDF)
- VFW Playground.Option 2 Layout (PDF)

VFW Playground Project - $110,000

Option 1 – Playground will be all poured in place surfacing

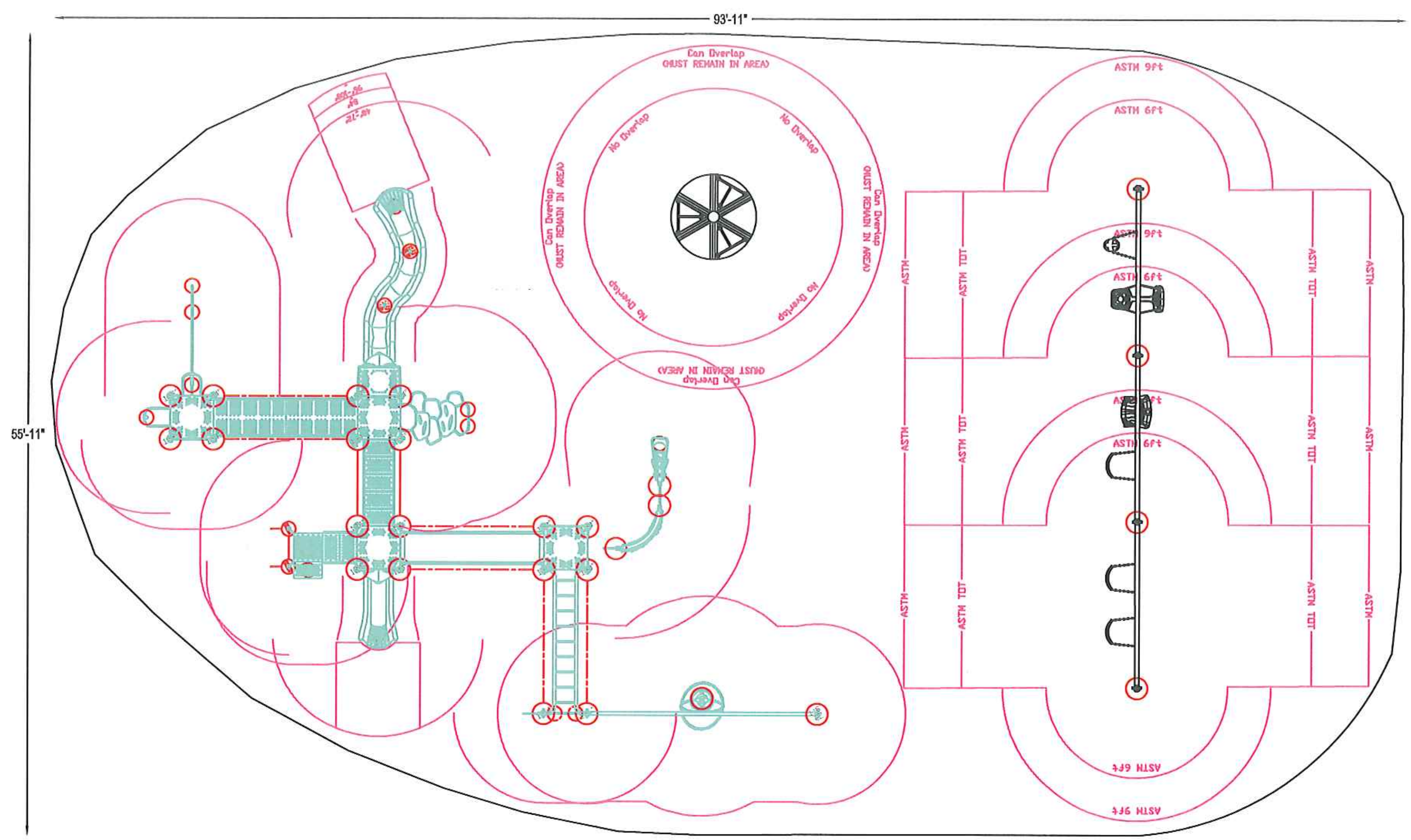
Expenses:

Playground equipment	$55,000	
Sidewalk		
251' x $32/lineal foot (4 ft)	$ 8,032	
15' x $40/lineal foot (5 ft)	$ 600	
Poured in Place		
4,399 sq ft x $14/sq ft	$61,586	
Misc (Drain tile, landscaping, etc)	$ 4,000	
Total		$129,218

Option 2 – Sidewalk separating swings and playscape, playscape is poured in place, swings are wood fiber.

Expenses:

Playground equipment	$55,000	
Sidewalk		
305' x $32/lineal foot (4 ft)	$ 9,760	
15' x $40/lineal foot (5 ft)	$ 600	
Poured in Place		
2,852 sq ft x $14/sq ft	$39,928	
Wood Fiber		
63 cubic yards x $15/cy	$ 945	
Misc (Drain tile, landscaping, etc)	$ 4,000	
Total		$110,233



LENGTH = 254' 257'
AREA = ~~4,520 SF~~ 4,399

4520 SF x 1' = 4520 CF / 27 = 170 CY

*Playground Supervision Required

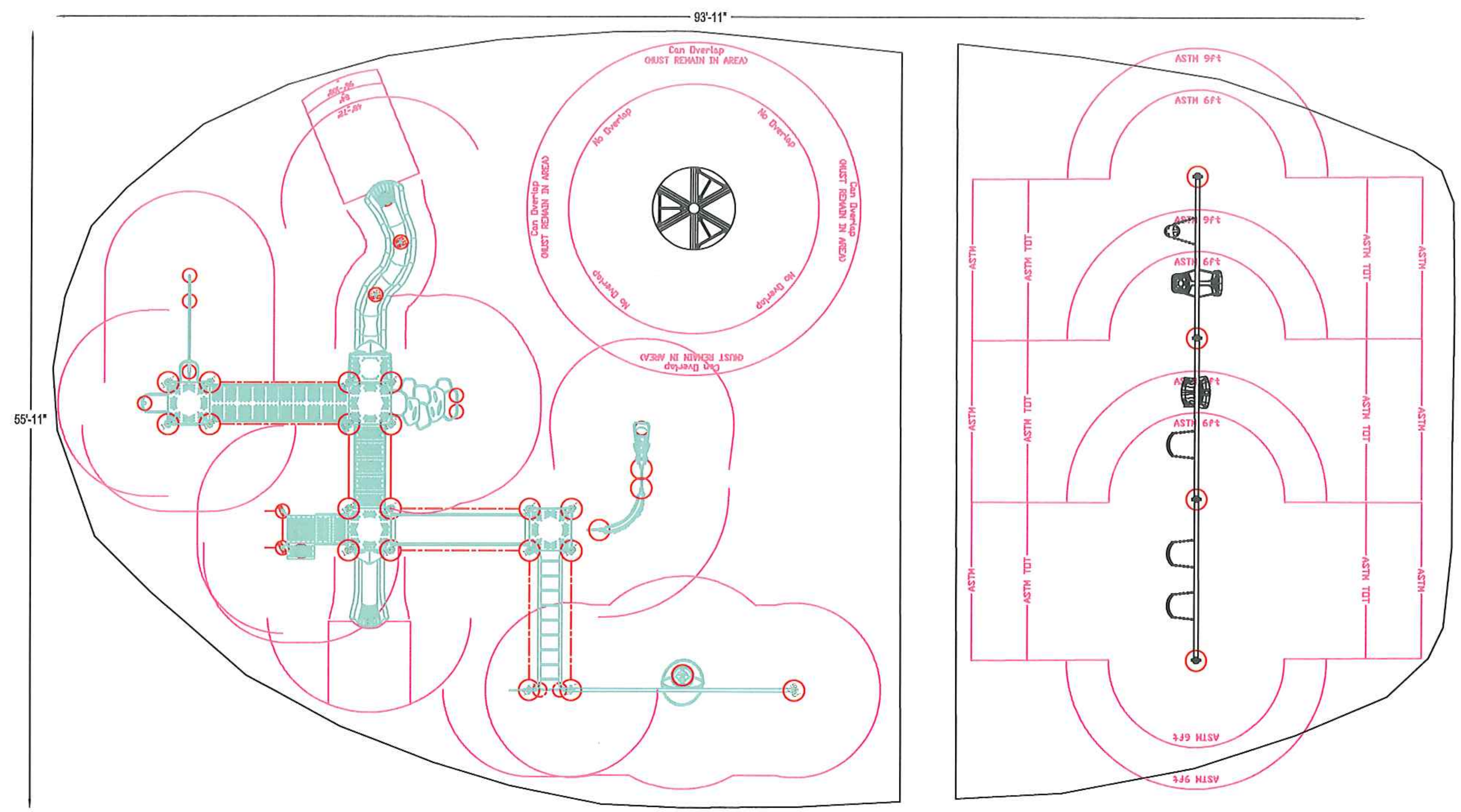
Company Name
Address
Address
Phone #

PROJECT NAME
CITY, STATE

PLAYWORLD

PROJECT NO: 080000.DIR	REV: -	DATE: DD-MMM-YY
SYSTEM: CHALLENGERS		SCALE: 3/16" = 1'-0"
SITE PLAN		DRAWN BY:

Attachment: VFW Playground.Option 1 Layout (7812 : Discuss and provide direction on VFW Playground.)



305' TOTAL SIDEWALK LENGTH
UNDER SWINGS- 1,691 SF
REMAINDER OF PLAYGROUND- 2,852SF

*Playground Supervision Required

Company Name
Address
Address
Phone #

PROJECT NAME
CITY, STATE

PLAYWORLD

00 USERS | 2-12 | X' x Y' x Z' | 0.00 FL | 0.00 SqFL | X' x Y'

PROJECT NO:	REV:	DATE:
080000.DIR	-	DD-MMM-YY
SYSTEM:		SCALE:
CHALLENGERS		3/16" = 1'-0"
SITE PLAN		DRAWN BY:

Attachment: VFW Playground.Option 2 Layout (7812 : Discuss and provide direction on VFW Playground.)

City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: **February 21, 2019**

DEPARTMENT: **Parks, Recreation & Forestry**

FROM: **Marty Kosobucki**

SUBJECT: **Discuss and consider variables for the installation of Patriot Playground.**

Prior to going out for proposals I would like to get some insight from Park Board on variables to the playground installation at Patriot Park.

Summary: Our approved budget for the project is $115,000, however have an additional $5,000 in budgeted funds for ADA compliant sidewalk that is being directed toward this project. The playground is budgeted and scheduled for replacement in 2019. Patriot Park is a highly used neighborhood park with a rentable shelter and hosts a summer playground program.

Question #1 - Where should the playground be located. This has a significant impact on cost due to the amount of sidewalk we will need to reach the playground. We recommend a slightly different location for the playground as shown in the attachment.

Question #2 - Width of Sidewalk. This has an important impact on cost as a 5' sidewalk is estimated at $40 per lineal foot, and a 4' sidewalk is estimated at $32 per lineal foot. A 5' sidewalk is recommended for City sidewalks, however a 4' sidewalk does satisfy ADA compliance. In addition, the 4? sidewalk is inside of the park, not in the right of way, and will be flush with the poured in place surfacing.

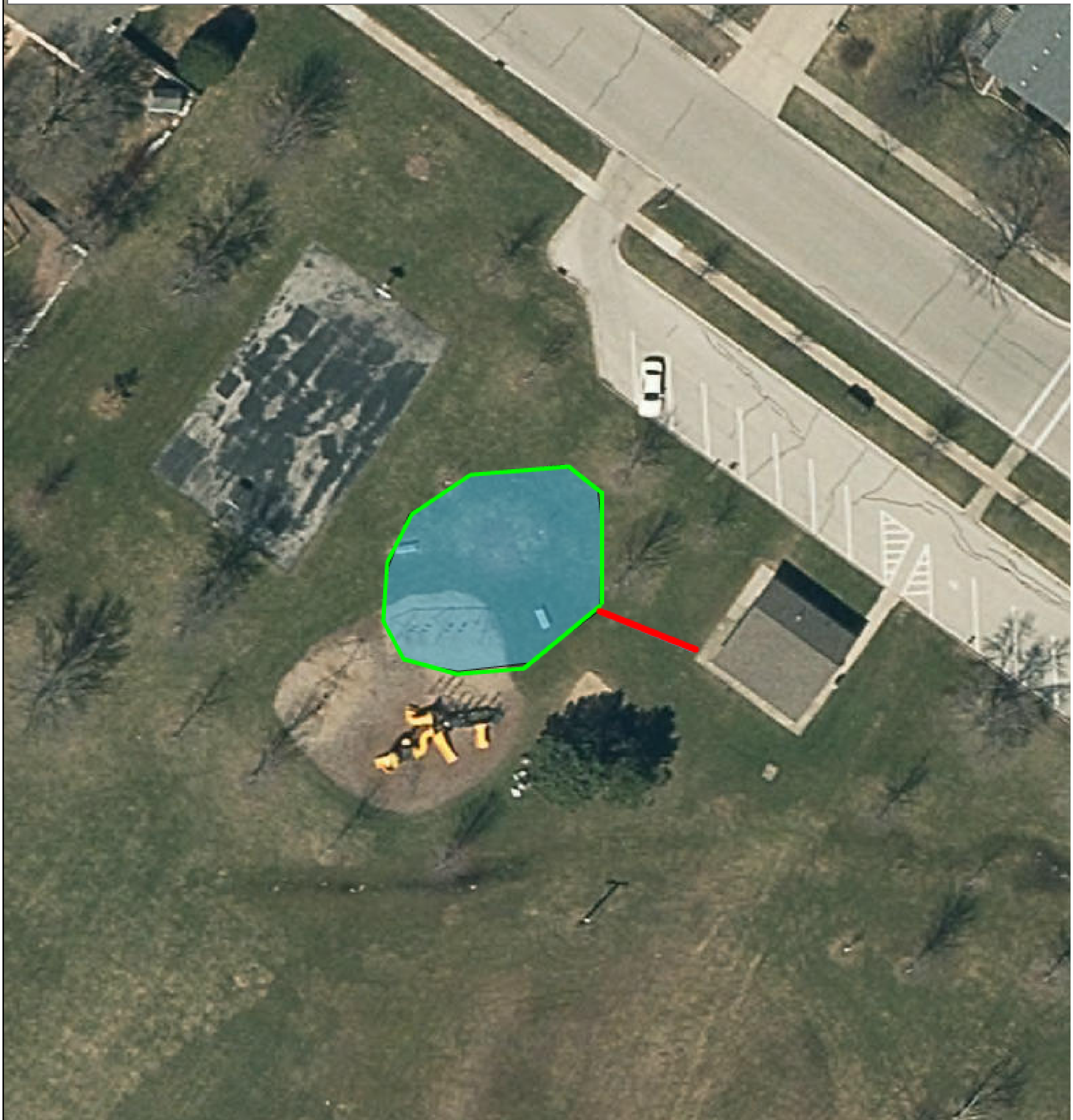
Question #3 While navigating through the VFW Playground project and reviewing current estimates of sidewalk, poured in place surfacing, etc?we will likely have to reconsider the Patriot Park Playground project in some manner to successfully complete. Based on current estimates, and anticipating a similar size playground at VFW, we would likely need an additional $15,000-$20,000 to successfully complete the project. Our options include:
1) Downsize the playground to meet our budgeted amount. I would anticipate we would need to look at approximately $45,000 worth of play equipment. (VFW Playground was $55,000.)
2) Eliminate (partially or completely) the poured in place fall surfacing and replace with wood fiber.
3) Consider requesting additional funds (either from unassigned reserves, or postponing the project till 2020 and request additional funding in the budget process).

Staff Recommendation: Staff recommends locating the playground in the approximate location displayed in your attachment. In addition we also recommend a 4' sidewalk around the playground and a 5' sidewalk attaching the facility to existing sidewalk. Last, staff would not recommend downsizing the playground at Patriot as we believe it has significant use. If you choose this direction, staff would likely lean toward postponing the project and request additional funds in 2020.

ATTACHMENTS:

- New playground location (PDF)
- Patriot Park Playground Budget (DOCX)

Patriot Park Playground Location Proposal



DE PERE

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

Map of De Pere, WI Provided By The De Pere Planning/GIS Department 2010

Patriot Park Playground Budget

Revenue:

Patriot Park Play equipment	$115,000	
New Sidewalk Construction	$ 5,000	
		$120,000

Projected Expense:

Sidewalk to Facility - 5' wide - 50' x $40/lineal foot	$ 2,000	
Sidewalk around Playground - 4' wide - 280' x $32/lineal foot	$ 8,960	
Playscape/Equipment	$ 55,000	
Installation and Poured in Place	$ 60,000	
Drain tile	$ 6,000	
Miscellaneous: - Stone, landscaping, bench, etc…	$ 3,040	
Total		$135,000

City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE:	**February 21, 2019**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Paula Rahn**
SUBJECT:	**Approve Entering into an Agreement with YEL (Youth Enrichment League) for Enrichment Camps**

Spearheaded by Cindy Lee, our Recreation Specialist, the De Pere Park, Recreation & Forestry Dept. would like to enter into an agreement with YEL (Youth Enrichment League) to provide three enrichment camps during the 2019 summer. Camps typically run 3 hours per day for 1 week. The entire camp time frame would be focused on the specialty offered. Camps offered would include; Project Runway - sewing camp, Junior League Robotics - Legos, and Chess. Camps would target children in grades 1-8.

YEL would provide: all staff (background checks conducted), required insurances including liability and worker's compensation, all materials and supplies, and retain ownership of all computers, Lego kits, chess kits and sewing machines. YEL would also promote all camps on their website and social media sites. The De Pere Park, Recreation & Forestry Department would provide a location for each camp, conduct all enrollment for camps, promote the camps in flyers to the schools and community and also place in our brochure if the timeline permits.

Camp fees vary from $105 - $145 per week for residents (non-resident fee addditonal $15) based on staffing and materials utilized. YEL would retain $87 - $120 per participant depending on camp selected. Projected budget based on all three camps with 10 participants per session:

Revenue:	$3,800
Expenses:	$2,175
Projected Profit:	+$1,625

YEL has drafted a preliminary contract (see attached) which is currently being reviewed by our City Attorney's office. The communities of Bellevue and Allouez started contracting with YEL last year and indicated it was very easy to work with them; the partnership was beneficial to both entities and to the community as a whole.

Staff recommends proceeding with entering into an agreement with YEL to provide youth specialty enrichment camps this summer at the per participant rates indicated above. We are excited to provide additional learning and enrichment opportunities for youth in our community, which help target the tween population and enhance our program offerings.

Thank you for your time and consideration.

ATTACHMENTS:

- 20190211123423548 (PDF)

{YEL!} Contract

{THINK}
{LEARN}
{PLAY WELL}

Youth Enrichment League {YEL!} agrees to provide the following services to the City of De Pere:

- Summer Enrichment Camps.
- {YEL!} will provide all necessary supplies.

{YEL!} agrees to provide:

- Liability Insurance coverage naming the City of De Pere as additionally insured.
    - {YEL!} agrees to hold the City of De Pere harmless and indemnify it from any and all claims arising out of any negligent act or omission or intentional act committed by {YEL!} or any person working on behalf of {YEL!} and any other claims arising from the performance of this agreement.
- Worker's Compensation insurance that holds the City of De Pere harmless and indemnifies it for any and all claims arising out of injury, disability or death.
- {YEL!} will conduct criminal background checks on all employees before they begin work in the City of De Pere. Instructors will need to pass a background check before beginning any work on behalf of {YEL!}, {YEL!} agents or affiliates.
    - For full details on what {YEL!} checks for and what excludes candidates from working with {YEL!}, please visit our website at https://youthenrichmentleague.com/background-check-policy/
- Summer 2019 courses include:
    - Project Runway at $120.00 per student, for the dates of 07/15/2019-07/19/2019
    - Chess Summer Camp at $87.00 per student , for the dates of 08/05/2019-08/08/2019
    - Junior League Robotics at $105.00 per student, for the dates of 07/29/2019-08/02/2019
    - Minimums and maximums are set according to documentation sent prior to this contract
    - The City of De Pere will pay designated amount per student upon completion of all the class sessions.
- All classes will be held at the De Pere Community Center.

This Agreement shall immediately become null and void if (a) any of the conditions set forth in this Agreement are not satisfied by {YEL!}; (b) {YEL!}'s criminal background check is not acceptable as determined by the City of De Pere; or (c) insufficient enrollment in the classes or courses as determined by {YEL!} and the City of De Pere.

__________________________ ___ / ____ / ______

{YEL!} Agent Date

__________________________ ___ / ____ / ______

City of De Pere Representative Date

City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: **February 21, 2019**

DEPARTMENT: **Parks, Recreation & Forestry**

FROM: **Marty Kosobucki**

SUBJECT: **Consider action related to implementing a Beer Garden.**

The City has passed a new ordinance that allows for Beer Gardens to take place within our Parks. Prior to moving forward with the concept we would like to get the recommendation from the Park Board on some key components of the program.

First - we would like the Park Board to consider and recommend the creation of a separate Park Fund in which all net proceeds from the event will be deposited. The purpose of the fund would be to assist future improvements of our existing park infrastructure.

Second we would like to have the Park Board weigh in on how the program should be offered. The two methods to offer the program are to 1) have our staff run the event, or 2) obtain proposals from outside organizations to offer such an event.

- If we run the event, there is a much greater risk/reward. The ability for greater revenue is obviously present, however there is also a much greater risk in offering the event. Risks include program competition, newness, and weather. An outline of how we would accomplish running the event is included in your packet.
- If we would not run the event, we would recommend going out for proposals. Proposals would offer a general outline of expectations for the event, plus ask for a proposed cut of net proceeds which would be placed into the park fund we are requesting to have created. The positive side of this method is we have no risk in offering the event, but the likely hood of having a significant financial return from the event is minimal. It is very possible that some organizations may not event want to give a cut of the net proceeds due to the newness and uncertainty of offering a brand new event.

ATTACHMENTS:

- Proposed Program Plan (DOCX)

DE PERE

Memorandum

To: City of De Pere – Park Board

From: Marty Kosobucki – Parks & Recreation Director, Paula Rahn – Recreation Superintendent, Don Melichar – Parks Superintendent, John McDonald - Recreation Supervisor, & Grace Lahtela – Administrative Assistant

Re: Beer Garden Program Proposal – Operated In House

Date: January 9, 2019

Purpose

1. To host a community social gathering with beer and food vendors. The beer garden will be hosted three times throughout the 2019 summer and fall seasons.

2. Net proceeds go to a separate Park Fund for the purpose of funding Capital improvements for the park system.

Event

1. The Parks, Recreation, & Forestry Department (P/R/F) will operate and for all purposes, be responsible for the event.

2. Three "Beer Garden" events will take place at Voyageur Park. Event will be held rain or shine except during severe weather conditions.

3. Dates would be the last Tuesday of the months in July, August, and September.

Date	Time	Location	Theme	Music
Tuesday, July 30	4:00 – 9:00 pm	Voyageur Park	*"It's a Party in the U.S.A."*	5:00 – 8:00 pm
Tuesday, August 27	4:00 – 9:00 pm	Voyageur Park	*"Down Home Micro"*	5:00 – 8:00 pm
Tuesday, September 24	4:00 – 9:00 pm	Voyageur Park	*"Octoberfest"*	5:00 – 8:00 pm

Themes

July – "*It's a Party in the U.S.A.*" – Features popular craft beers brewed in the U.S.A.

August – "*Down Home Micro*" – Features local micro brews from Northeastern Wisconsin

September – "*Octoberfest*" - Features beers in celebration of Octoberfest.

<u>Staffing</u>
The City of De Pere will staff all staff. Staff may include:

- 1 P/R/F Department Staff
- 1 licensed Manager
- 2 licensed Assistants *
    - **Staff may increase due to attendance of event. However revenue should reflect added staff.*

<u>Beer & Food</u>
The P/R/F Department will contract out a beer trailer and a food truck(s). Beer choices would include micro beers and traditional domestic beers.

<u>Music & Activities</u>
Music will be contracted and paid for through sponsorships. Music will consist of acoustic sets of no more than three (3) band members.

As success of the event rises, additional supplies for games and activities may be purchased

<u>Sponsorships</u>
The City of De Pere will solicit sponsorships from local and surrounding businesses. We would need to acquire a minimum of $1,000 per event (or $3000 total).

<u>Budget</u>

Expenses – Per Event

Staffing	Wage	Shift Hours	Total Cost
Manager	$14.00	6 Hours	$84
Assistants (2)	$10/hr.	6hours	$120
Music			$250
Tent			$400
Beer (3 – ¼ barrels X $95) (3 – 1/6 barrels X $75)			$510
Miscellaneous			$128
Total			$1,492

Revenue

Sponsorship (One Event)	$1,000
Beer Sales ($1,560 minus 10% loss)	$1,404
Food Truck	$ 200
Total	$2,604

<u>Tips/Gratuity</u>

The City of De Pere will not allow employees of the event to collect tips. All tips that are collected will be added to the Park Fund.

City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE:	**February 21, 2019**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Grace Lahtela**
SUBJECT:	**2018 Donation Listing**

ATTACHMENTS:

- Donations 2018 (PDF)

2018 DONATIONS

NAME	AMOUNT	ITEM
Eagle Scout - Adam Brada	$6,600.00	Backstop Nets on 3 soccer fields at SW Pakr
De Pere Optimist Club	$500.00	Summer Day Camp T-shirts
Girl Scout Troup #4679	$200.00	Little Library at Kelly Danen Park
Dave Richards	$250.00	Dog Waste Station - Old Bridge Approach
Dog Park Donations	$168.00	Dog Park
JX Peterbilt/JX Enterprises	$300.00	Big Rig Gig
De Pere Select Soccer	$2,000.00	Concession building equipment at Southwest Park
Green Bay Packers	$2,800.00	Tree Donation
Wisconsin DNR		Tree Donation
WPS		Tree Donation
Green Bay Packaging		Tree Donation
SCA		Tree Donation
Denmark State Bank	$250.00	Urban Orchard
Wochinske Family Foundation	$2,500.00	Recreation Scholarship Fund
De Pere Baseball	$20,000.00	Improvements to playing field at Kelly Danen Park
Dog Park Donations	$38.00	Dog Park
Jim Stadler	$62.00	Pool Table
Cribbage	$81.00	Cribbage
Brown County Community Women's Club	$500.00	Recreation Scholarship Fund
Brown County Community Women's Club	$1,000.00	Tables and furniture at the Community Center
De Pere Area Men's Club	$1,000.00	Tables and furniture at the Community Center
Anonymous	$25,000.00	Tables and furniture at the Community Center
Dog Park Donations	$21.00	Dog Park
Pink Flamingos	$500.00	Tables and furniture at the Community Center
Pink Flamingos	$250.00	Recreation Scholarship Fund
Bugsy	$250.00	Recreation Scholarship Fund
De Pere Area Men's Club	$300.00	Senior Picnic
De Pere Area Men's Club	$300.00	Summer Carnival
Cotter Funeral Home	$250.00	Tables and furniture at the Community Center
Greenwich Café	$20.00	Senior bingo and luncheons
Cranky Pat's	$35.00	Gift card for Senior bingo and luncheons
Plank Road Pub & Grill	$20.00	2 - $10 gift cards for Senior bingo and luncheons
Walmart	$50.00	Gift card for Senior bingo and luncheons
Festival Foods	$25.00	Senior bingo and luncheons
Woodside Senior Living	$25.00	Shirt and gift card for Senior bingo and luncheons
Howard Motors	$50.00	Summer Carnival
Ron Willems	$100.00	Summer Carnival
Walmart	$50.00	Gift card for Summer Carnival
Konop Vending	$100.00	300 bags of chips for Summer Carnival
Seroogy's	$40.00	Case of taffy for Summer Carnival
DQ Grill & Chill	$171.00	57 coupons for Senior Citizen Picnic for small sundae
Festival Foods	$50.00	Gift card for Senior Citizen Picnic
Village Grille	$20.00	4 - $5 gift cards for Senior Citizen Picnic
Big Apple Bagels	$20.00	4 - $5 gift cards for Senior Citizen Picnic
Cranky Pat's	$35.00	Gift card for Senior Citizen Picnic
Ziggy's	$15.00	Gift card for Senior Citizen Picnic
Dunkin Donuts	$50.00	$50.00 in free donut cards for Senior Citizen Picnic
Golden Basket	$30.00	2 - $15 gift cards for Senior Citizen Picnic
Bay Family Restaurant	$50.00	2 - $25 gift cards for Senior Citizen Picnic
The Pancake Place	$30.00	6 - $5 gift cards for Senior Citizen Picnic
De Pere Y-Mart	$100.00	4 - $25 gift cards for Senior Citizen Picnic
The Creamery	$20.00	2 - $10 gift cards for Senior Citizen Picnic
T&C Pub and Grill	$20.00	2 - $10 gift cards for Senior Citizen Picnic
Sidekicks	$30.00	3 - $10 gift cards for Senior Citizen Picnic

Denny's	$15.00	Gift card for Senior Citizen Picnic
Oak Street Café	$30.00	2 - $15 gift cards for Senior Citizen Picnic
Piggly Wiggly	$25.00	5 - $5 gift cards for Senior Citizen Picnic
De Pere Greenhouse	$80.00	16 plants for Senior Citizen Picnic
Hockers Plumbing	$75.00	3 - $25 gift certificates for Senior Citizen Picnic
Woodside Senior Living	$50.00	Gift Basket
Blue Opus	$25.00	Gift card for Senior Citizen Picnic
Subway	$30.00	4 free subs for Senior Citizen Picnic
Ken Peterson	$25.00	Gift card to Blue Opus for Senior Citizen Picnic
John Smits	$10.00	Gift card to Oak Street for Senior Citizen Picnic
Seroogy's	$20.00	2 - $10 gift cards for Senior Citizen Picnic
Optimist Club	$500.00	Egg Hunt
Walmart	$2,500.00	Tables and furniture at the Community Center
Drift Inn	$30.00	2-$10 gift cards, spices & bowls with lids for Chili Bingo Luncheon
Green Bay Packers	$150.00	Various door prizes for Tailgate Party and Bingo
Ryan Funeral Home	$1,000.00	Swan Club luncheon and decorations for Veterans Luncheon
Candy Bar Bingo	$199.50	Recreation Scholarship Fund
Horns A Plenty	$48.00	Recreation Scholarship Fund
Candy Bar Sales	$215.80	Recreation Scholarship Fund
Artisan Senior Living	$100.00	200 Ice cream sandwiches for Senior Picnic
Unity Hospice	$50.00	Gift Basket for Senior Picnic
Dave Prust	$25.00	Bag of small prizes for Senior Picnic
Jim Stadler	$62.00	Pool Table
Cribbage	$81.00	Cribbage
Southwest Park Donations	$2,601.00	(See attached listing)
Memorial Trees and Benches	$9,109.82	(See attached listing)
De Pere Select Soccer *	$34,000.00	Costs of installing lighting at Southwest Park
De Pere Girl's Softball *	$24,000.00	Batting cages at Optimist Park
Steve Seidl and group *	$9,600.00	Extension and improvements to James St. docks
Total	$150,933.12	

*** Committed in 2018, but not completed.**

2018 SOUTHWEST PARK DONATIONS

DONATION	TOTAL	DATE
Festival Foods	$5,000.00	1/5/2018
Nathan Thompson	$1,001.00	1/30/2018
Subway	$100.00	2/12/2018
De Pere Smiles SC	$100.00	2/13/2018
Erin Christensen	$150.00	2/19/2018
Jaime Spychalla	$100.00	2/27/2018
Unison Credit Union	$100.00	2/27/2018
Boldt Compay	$100.00	3/12/2018
Emily and Ben Brossard	$100.00	3/13/2018
Stacie and Philip Tucker	$100.00	3/29/2018
Mark and Lois Velicer	$150.00	4/12/2018
Thomas and Stephanie Krahn	$100.00	4/13/2018
Brad and Kelsey LaPierre	$100.00	4/19/2019
Denmark State Bank	$100.00	4/25/2018
William and Brenda May	$100.00	4/30/2018
Robert and Cheryl Manders	$100.00	5/14/2018
Larry and Kathy Meyer	$100.00	8/15/2018
Total	$2,601.00	

2018 MEMORIAL TREE/BENCH DONATIONS

NAME	AMOUNT	ITEM	DATE
Roxanne Goof Frick	$ 1,700.00	Swinging Bench	3/15/2018
Roxanne Goof Frick	$ 130.82	Tree	3/15/2018
Ann Mattern	$ 680.00	Bench	3/26/2018
De Pere Lions Club	$ 1,100.00	Bench	4/18/2018
Optimist Club of De Pere	$ 165.00	Tree	5/29/2018
Optimist Club of De Pere	$ 1,400.00	Two Benches	5/29/2018
JoAnn Werner	$ 700.00	Bench	7/26/2018
Bridget Vande List	$ 754.00	Bench	8/28/2018
Ann Baeten and John Calawerts	$ 1,750.00	Swinging Bench	9/6/2018
Harry and Patti Clifford	$ 730.00	Bench	10/2/2018
Total	$ 9,109.82		