



Board of Park Commissioners

335 South Broadway

De Pere, WI 54115

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

Regular Meeting

Agenda

Thursday, February 19, 2015

6:30 PM

De Pere City Hall Council Chambers

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

I. Call to Order

1. Roll Call

II. Action Items

1. Approve Board of Park Commissioners Minutes 1-15-15
2. Approve Carrico Aquatics Water Management Program 2015-2016
3. Approve donation from Cellcom for Summer Day Camp.
4. Approval to accept donation from De Pere Optimist Club for Easter Egg Hunt
5. Approve \$500 donation from De Pere Optimist Club for the Summer Day Camp.
6. Approval of Donation for Fence Addition at Legion Park
7. Approval of Donation for Big Rig Gig Event in May
8. Request for Approval of Change Summer Weekend Pool Hours for Legion and VFW Pools
9. Approve Southwest Park rental for Midwest Soccer Championships.
10. Approve staff recommendation to begin planning for Old Bridge Approach in 2016.
11. Approve De Pere Ice Center Quarterly Report
12. Request for Approval for Changes to the Summer Park Playground Program Locations
13. Approval of Little Free Library donations by De Pere School District to Optimist & Legion Parks

III. Public Comment Period

IV. Future Agenda Items

V. Staff Updates

1. De Pere Area Men's Club Donation
2. Capital Projects

VI. Adjournment

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

Committee Members**Alderpersons****Mayor Michael J. Walsh****Judy Schmidt-Lehman, City Attorney****Allyson Watson, Definitely De Pere****Marty Kosobucki****Staff Members****De Pere Rapides Soccer****Ben Villarruel, Unified School District****Carrico Aquatic Resources****De Pere Optimist Club****JX Peterbilt/JX Enterprises****Don Chilson, Ice Time Management****De Pere Area Men's Club****De Pere Youth Hockey****Tod Maki, De Pere Select Soccer****Shana Defnet, City Clerk****City Hall 1st and 2nd Floor****De Pere Area Chamber of Commerce****TV & Radio Stations****De Pere Girls Softball****De Pere Baseball****John Zegers, West De Pere School District****Cellcom****Pink Flamingo Group****Tod Maki****Tracy Kindschuh, Unified School District**

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

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: February 19, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve Board of Park Commissioners Minutes 1-15-15

ATTACHMENTS:

- Draft Minutes 1-15-15 (PDF)
- Draft Minutes 1-15-15 2nd copy (PDF)



Board of Park Commissioners

335 South Broadway

De Pere, WI 54115

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

Regular Meeting

Draft Minutes

Thursday, January 15, 2015

6:30 PM

De Pere City Hall Council Chambers

I. Call to Order

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

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

II. Action Items

1. Approve Board of Park Commissioners Minutes 12-18-14

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

2. Approval to Accept a photo project donation from Nicole Reetz *

Don Melichar spoke with board about the project. Don took questions from the board.

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

3. Approval to Accept and acknowledge a Project Proposal for Markers on the Preserve Trail for an Eagle*

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

4. Review and approve Community Center 4th Quarter/year-End Report

Attachment: Draft Minutes 1-15-15 2nd copy (3090 : Approve Board of Park Commissioners Minutes 1-15-15)

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

5. Approve Long Term Strategy for Pools

Marty Kosobucki spoke with the board about the long term strategy for the pools. Marty took questions from the board about the pools. There was a lengthy discussion about the pools from the board.

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

III. Public Comment Period

None

IV. Future Agenda Items

None

V. Staff Updates

1. Voyaguer Boat dock grant

Marty Kosobucki told the board we did get approved for the grant. Marty explained to the board the project would be moving forward.

2. Communication from anonymous source about East River Trail and allowance of dogs.

Marty Kosobucki shared a letter with board about the East River Trail and allowance of dogs. There was discussion about the letter.

George Brown also brought up he had gone by Legion Park and people were playing Disc Golf. He stated it was good to see the parks in use.

VI. Adjournment

Mike Donovan made a motion to close the meeting at 7:16 p.m., seconded by Lisa Rafferty.

Respectfully submitted,
Debbie Zierson

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: February 19, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Stephanie Schlag

SUBJECT: Approve Carrico Aquatics Water Management Program 2015-2016

Carrico Aquatic Resources is a water management company based out of Jefferson, WI. They have provided a proposal for providing chemical administration, start up and maintenance for our Department for Legion and VFW Pools.

To summarize the Water Management Assistance Program:

- Carrico Aquatics will provide the City a chemical controller and chlorine feeder for each pool with the water management program. Controllers assess and manage the chemical feed in the pool throughout each day.
- Carrico Aquatics will provide all chemicals needed to maintain pool chemical levels as required per state statutes.
- Carrico Aquatics will provide installation support and start-up and operator training for all needed aquatic and maintenance staff.
- Carrico Aquatics will provide monthly water analysis as well as routine visits (every 2-4 weeks) to check equipment, chemical inventory and water clarity.
- Carrico Aquatics will provide emergency service calls as needed at a rate of \$85.00/hour while on site. Service calls as a result of equipment failure not related to routine housekeeping are Carrico Aquatics' expense.
- The City's financial commitment for the water management programs is \$20,000 each year for the 2015 and 2016 summers, which includes equipment, chemicals, operator training and monthly visits from Carrico Aquatics. There is an additional \$250 delivery fee assessed once each summer for cost of delivery of chemicals throughout the summer. The Department's current annual budget is \$23,500 for chemical purchases.

Year	Budgeted	Actual
2014	\$23,500	\$20,416
2013	\$19,500	\$23,710
2012	\$19,500	\$21,245

Benefits to the City include:

- Continuity in operations with a 3rd party responsible for leased equipment and water quality, and ability to provide professional assessment of pool operations
- Reductions in building maintenance staff time on pool water maintenance
- Professional training of maintenance and pool staff on water management practices

- Updated equipment
- Guaranteed chemical prices for 2015 and 2016
- On-call service staff for water quality issues and chemical equipment issues

Additional information:

- Carrico Aquatics is a stand-alone provider for their service of providing equipment and chemicals at a fixed price. As such, they have sole source provider status with some municipalities, including Green Bay and Madison. Because they are a stand-alone provider in the state we are not aware of another company where we can obtain additional quotes for similar services.
- I have done follow up phone calls with staff at the City of Green Bay, Town of Menasha, and Village of Little Chute. All local municipalities who have been using Carrico Aquatics for their Water Management Program for varying amounts of time, some as few as 2 years and some more than 10. All had positive feedback on the services provided and have seen positive benefits for their municipalities in initial cost savings for chemicals, saved staff time, professional expertise and guidance, emergency response assistance, or a combination of such.

The attached proposal is from Carrico Aquatics and summarizes their deliverables and expectations for the next two summers for Legion and VFW pools (2015 and 2016).

Recommendation: We recommend accepting the proposal from Carrico Aquatics for water management of Legion and VFW Pools for 2015 and 2016.

ATTACHMENTS:

- City of DePere - 1516 WM agreement (PDF)



Providing Safe Clean Sparkling Blue Water

720 N. Parkway • Jefferson, WI 53549

Office: 920-541-3600

Fax: 920-541-3602

www.carricoaquatics.com

February 9, 2015

Ms. Stephanie Schlag
925 South 6th Street
De Pere, Wisconsin 54115

RE: Water Management Assistance Program

Dear Stephanie,

Thank you for allowing Carrico Aquatic Resources, Inc. to provide you information on our Professional Help program. We feel this program allows these advantages:

1. Provide pool owners and operators with latest technology advances in water treatment.
2. Provide third party neutral assessment of their pool operation.
3. Provide independent evaluation of water treatment system and chemical levels.
4. Provide technical assistance in handling equipment warranty claims.
5. Provide consistent operation, especially when operator turnover occurs.
6. Provide continuity in aquatic operations.

Carrico Aquatic Resources, Inc. is located in Jefferson Wisconsin servicing commercial and municipal pool and spa owners since 1989 throughout Iowa, Wisconsin, and Illinois.

Carrico Aquatic Resources, Inc. has access to and utilizes professional engineers, certified Aquatic operator instructors, chemical engineers, microbiologists and seasoned pool operators to solve pool and spa problems and to ensure efficient operation in compliance with federal and state regulations. We offer a myriad of services tailored to all aspects of aquatic management and operations from pools to spas.

Operating Philosophy

At Carrico Aquatic Resources, Inc. we believe in providing the aquatic owner with safe, clean sparkling water with the lowest investment of time and money by coordinating the source water chemistry with the entire water treatment system.

Carrico Aquatic Resources, Inc. goals are to enable the aquatic owner to:

1. Protect the swimmers from disease and injury.
2. Protect the pool equipment and structures from premature replacement.

Carrico Aquatic Resources, Inc. offers a flexible approach to each project's needs. We do not have a canned approach or standard service. We tailor our professional chemical management program to each individual client's needs.

Carrico Aquatic Resources, Inc. believes in effective contractor client communication. We feel the key to success in contract operations is open, honest communication between our clients and the Carrico Aquatic Resources, Inc. Resources team. Our clients maintain control of their aquatic facilities because they are totally informed about operations and maintenance activities, water quality, equipment status, operation cost, preventative maintenance and budgetary considerations and make the final decisions on operations.

Please review the enclosed information in implementing this program for your aquatic facility please fill in the necessary information and forward to our office with your purchase order.

If you have any questions, please contact me at 1.800.832.7147.

Thank you,

Matt Carrico
President
Carrico Aquatic Resources, Inc.



Providing Safe Clean Sparkling Blue Water

720 N. Parkway • Jefferson, WI 53549

Office: 920-541-3600

Fax: 920-541-3602

www.carricoaquatics.com

OPERATION AND MAINTENANCE ASSISTANCE AGREEMENT

This Operation and Maintenance Assistance Agreement (the "Agreement") dated as of November 24, 2014 is between the City of De Pere (the "Owner"), whose address is 925 South 6th Street, De Pere, Wisconsin 54115 and Carrico Aquatic Resources, Inc. ("Carrico"), whose address is 720 N. Parkway, Jefferson, Wisconsin 53549

RECITALS

Whereas, Owner is the Owner of an aquatic facilities as describe in Exhibit A of this Agreement (the "Facilities"); and

Whereas, Owner desired to engage Carrico to assist Owner to operate and maintain the Facilities and Carrico desires to accept such engagement, all upon the terms and conditions hereafter set forth; and

Whereas, Owner is authorized by law to enter into this Agreement;

Now, therefore, in the consideration of the premises and the mutual covenants herein contained, the parties agree as follows:

ASSUMPTIONS

In our proposal we have assumed the following:

- Scope of services as outlined in the next section is the primary basis of Carrico's proposal.
- As contractor to Owner, Carrico will provide management assistance and consultation for Owner to achieve optimum performance and to maintain related equipment for system integrity within budgeted resources.
- Carrico will interpret all meters and gauge readings as designated by code and provide Owner with recommendations and evaluation.
- Carrico in consultation with Owner, has the authority to close the Facilities to swimmers should unsafe conditions exist and keep Facilities closed until corrective actions have been successful.
- Carrico believes in continuing education of its employees, which translates into Owner receiving the advantages of the latest proven technology programs to provide the safest pools, to reduce liability and increase life expectancy of equipment and structure.
- Carrico does not formulate policy nor assume any ownership of the system, unless other wise stated. The Owner is responsible for all capital outlay items unless otherwise stated.
- Terms of this Agreement will be self-perpetuating unless either party, for whatever reason, wishes to terminate and follows the termination procedures set forth herein.

- Should the owner wish to terminate the agreement after the initial term and in-between contract years Carrico will reinstall the owners equipment at a rate of \$85.00 per hour. Owner will be responsible for storage and maintenance of their equipment.

ARTICLE I: SCOPE OF SERVICES

Carrico agrees to provide the following equipment, chemicals, and services:

- 1.1 (2) BECS 3 Controllers
- 1.2 (2) Pulsar PIV feeders with booster pumps
- 1.3 All chemicals needed to maintain pool chemical levels as required, Including Pulsar Briquettes, Bulk Acid delivery, Bi-Carbonate, Calcium Flakes, Cyanuric Acid (Stabilizer), and Reagents.
- 1.4 Installation support and start-up.
- 1.5 Operator Training.
- 1.6 Delivery of chemicals F.O.B from closest point
- 1.7 14 Point water analysis every 4-6 weeks
- 1.8 Routine visits to check equipment and chemical inventory.

ARTICLE II: OWNERS' RESPONSIBILITIES

- 2.1 Operate facilities according to State of Wisconsin's Department of Health Swimming Pool Code, in a safe and healthy manner, consistent with education and training provided by Carrico.
- 2.2 Designate in writing, the employees to be trained by Carrico. Designated individuals will be available for training on the agreed upon date and time. Additional training for individuals not in attendance or for new employees will be billed outside of this agreement, at the rate of \$85.00 per hour.
- 2.3 Routine maintenance; cleaning and filling chemical feed equipment, when needed; vacuuming pool(s); backwashing filter(s).
- 2.4 Notifying Carrico minimum of 14 days in advance of the need for additional chemical inventory. Carrico provides delivery of chemicals F.O.B. from closest location.
- 2.5 Chemicals needed to rebalance pool after emergency draining and refilling due to Acts of God, vandalism, glass breakage, or for other reasons beyond control of Carrico are not covered in this agreement. These chemicals will be billed outside of this agreement.
- 2.6 Owner assumes and shall bare the entire risk of loss, theft, damage, destruction, storage, handling and feeding of the equipment and chemicals provided from any cause whatsoever, except losses resulting from the defective design or manufacture of the equipment or chemicals and except losses from the time place and manner of the performance of maintenance that is Carrico's responsibility under this agreement. Owner shall at Owner's expense keep the equipment and chemicals insured against theft, damage, spills and/or destruction. Said insurance shall provide a provision naming Carrico as an additional insured for Carrico's interest in such equipment and chemicals.
- 2.7 Provide all necessary electrical connections to complete the installation of the Pulsar feeders and BECSys controllers.

ARTICLE III: CARRICO AQUATIC RESOURCES, INC. RESPONSIBILITIES

- 3.1 Provide equipment, chemicals and services as described in Article I.
- 3.2 Provide sanitizer and balancing chemicals needed to maintain the pool water chemistry within State of Wisconsin's Department of Public Health Guidelines.
- 3.3 Routine visits to the Facilities to check equipment and water chemistry.

ARTICLE IV: COMPENSATION

- 4.1 Owner's guaranteed yearly investment for equipment, chemicals, operator training, and monthly visits is Twenty Thousand and no/100 (\$20,000.00) dollars.
- 4.2 Owner shall pay Carrico Five Thousand and no/100 (\$5,000.00) dollars due on the first day of May, June, July and August for the 2015 and 2016 pool seasons.
- 4.3 Owner may choose one of the following delivery options: One time fee of \$250.00 per season, Per delivery charge from our closest warehouse locations, Customer pick up at our Jefferson, WI facility.

ARTICLE V: TERM

- 5.1 Terms of this Agreement are a guaranteed yearly investment.
- 5.2 This initial agreement time period is for the 2015 and 2016 swimming seasons.
- 5.3 This agreement is a two year agreement and will be self-perpetuating unless either party, for whatever reason, wishes to terminate.

ARTICLE VI: TERMINATION

- 6.1 Either party wishing to terminate agreement, must do so in writing no later than thirty days from the anniversary of the original signing of the agreement, of any given year.
- 6.2 If Owner terminates agreement within the first year or between anniversary dates in subsequent years, a Five Hundred Dollar (\$500.00) fee, per pool and or spa as designed in Exhibit A, will be assessed for removal of equipment and/or chemicals.
- 6.3 Owner agrees to allow Carrico access to Facilities within thirty days of termination of agreement to remove Carrico's equipment and/or chemicals.
- 6.4 Owner may terminate this agreement without penalty if Carrico fails to:
- Supply chemicals as outlined in this agreement in a timely manner;
 - Perform routine visits to named Facilities
 - Provide routine water analysis report.
- 6.5 If the Owner terminates this Agreement pursuant to Section 6.4, the Owner agrees to give one written notice to Carrico of Owner's reason for potential termination and agrees to allow Carrico three weeks to correct any deficiencies before giving a final written notice of termination without penalty for removal of equipment and/or chemicals.

ARTICLE VII: MISCELLANEOUS.

- 7.1 Any equipment which is provided by Carrico during the term of this Agreement and which is not deemed part of the Facilities shall remain the property of Carrico upon termination of this Agreement. Carrico shall not make any capital replacement of the Facilities equipment or any component hereof without the written approval of the Owner unless there is an emergency. If there is an emergency, Carrico shall provide the Owner with verbal notice of the capital replacement as soon as possible.
- 7.2 This Agreement represents the entire Agreement of the parties and may only be modified or amended in writing and signed by both parties.
- 7.3 Written notices required to be given under this Agreement shall be deemed given when mailed by registered mail to Carrico, attention: President, and to Owner, attention: _____, at the address set forth for each in the opening paragraph of this Agreement.

- 7.4 This Agreement shall be governed by, and construed in accordance with, the laws of the State of Wisconsin.
- 7.5 Neither party shall assign, in whole or in part, any of the rights, obligations, or benefits of this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld.
- 7.6 Service Calls that are the result of the Owner or the Owner's Operator created by neglect for routine housekeeping responsibilities are billable at a rate of \$85.00 per hour while on site. Routine housekeeping is defined as, but not limited to the following: maintaining correct water level, backwashing filter(s), keeping chemical feed equipment supplied with chemicals, performing daily preventive maintenance on chemical feed equipment, vacuuming pool, cleaning hair/lint basket(s), and skimmer baskets, removing oily buildup at waterline, daily testing of chemical levels and logging said results, as required by code, recording all gauge readings and cleaning sensors and restandardization of controller, adding of chemicals per Carrico directions.
- 7.7 Service Calls resulting from equipment failure, not related to routine housekeeping as defined in 7.6, are the expenses of Carrico.
- 7.8 Chemicals needed to rebalance pool after emergency draining and refilling due to Acts of God, vandalism, glass breakage, or other reasons beyond control of Carrico are not covered in this agreement. These chemicals will be billed outside of this agreement.
- 7.9 All chemicals used will be only those approved by and purchased from Carrico.

ARTICLE VIII: PURCHASE

- 8.1 The City of De Pere has the option to purchase the system at the current retail price; at any time the agreement is valid.
- 8.2 Upon purchase, it is the sole responsibility of Owner to monitor, maintain, and control the quality and chemical content of the contained water. Owner agrees to hold Carrico Aquatic Resources, Inc. its officers and employees harmless from any loss expense (including attorney fees and expert fees) or damage resulting from any claim or legal action against Carrico Aquatic Resources, Inc. involving the use and maintenance of the equipment by Owner, including equipment subsequently purchased or chemicals used by Owner at the above-described site.
- 8.3 Upon purchase of said chemical system, Carrico Aquatic Resources, Inc. disclaims any and all warranties including merchantability and fitness of purpose. Owner shall rely upon the warranty of the manufacturer.

ARTICLE IX: AUTHORIZATION

- 9.1 IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the date of _____, 2015.

CARRICO AQUATIC RESOURCES, INC.

City of De Pere

By: _____
Matt Carrico

By: _____
 Owner

EXHIBIT A **(2) Outdoor swimming pools.**

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: February 19, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Approve donation from Cellcom for Summer Day Camp.

Staff are requesting the Board of Park Commissioner's approval in accepting a donation from Cellcom valued at \$500. The donation proposal includes the use of two cell phones and cell phone service for our Summer Day Camp program. The phones would be active from June 8, 2015 - August 14, 2015. Each camp location would have use of one phone. Cellcom would be recognized in camp information supplied to parents as well as an appreciation letter acknowledging their donation.

Thank you for your time and consideration.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: February 19, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Approval to accept 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 4, 2015. Like past years, the De Pere Optimist Club has co-sponsored this event by providing staff and a monetary donation to help cover some of the costs of candy, prizes and craft supplies.

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

Thank you for your time and consideration.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: February 19, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

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

Staff is requesting the Board of Park Commissioner's acceptance of a \$500 doantion from the De Pere Optimist Club. The donation will be used to acquire 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 as well as acknowledged by a letter of thanks and appreciation.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: February 19, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Stephanie Schlag

SUBJECT: Approval of Donation for Fence Addition at Legion Park

The De Pere Parks, Recreation and Forestry Department has been approached by the Pink Flamingos to donate monies to modify the fence at Legion Park softball field. Their request is to extend the current fence upward an additional 4 feet along the first base side from the first base dugout to past first base. During games, and especially during the Pink Flamingo Tournament when the stands are crowded, balls overthrown to first base can sail over the current fence and injure spectators sitting in the higher levels of the bleachers and/or spectators standing behind the bleachers. The additional height for the fence will help stop many of the overthrown balls from leaving the playing area. The Department obtained quotes from fence companies and the recommended project quote is \$1295.00

I am recommending the Board of Park Commissioners accept the donation of \$1295.00 from the Pink Flamingos to complete the fencing addition at Legion Park.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: February 19, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Stephanie Schlag

SUBJECT: Approval of Donation for Big Rig Gig Event in May

The De Pere Parks, Recreation and Forestry Department recently received a donation for \$300.00 JX Peterbilt/JX Enterprises to be used for the Big Rig Gig Event on May 15, 2015. The \$300 will be used for promotion of the free event and a radio spot during the Big Rig Gig. JX Peterbilt/JX Enterprises is located in De Pere and participated in the first Big Rig Gig event last year.

I am recommending the Board of Park Commissioners accept the donation of \$300.00 for the Big Rig Gig.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: February 19, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Stephanie Schlag

SUBJECT: Request for Approval of Change Summer Weekend Pool Hours for Legion and VFW Pools

Legion and VFW Pools are open 11 weekends each summer. Yearly attendance trends reflect that Saturday and Sundays are our lowest attended open swim days. Currently our Saturday and Sunday open swim hours are 1-4:30pm and 6-8:30pm for a total of 6 open swim hours each day. The current schedule has a 1.5 hour break for staff and patrons during the late afternoon.

I am requesting the hours on Saturday and Sunday be modified to 1-6pm for the following reasons:

- Statistically our open swim times in the evening shift (6-8:30pm) on are lower than the afternoon swims, and the Saturday and Sunday evening swims are the lowest attended. The intent isn't to drastically cut the open swim hours offered, it is to offer more time earlier in the day to better utilize our staff when the community is at the pool. In addition, this change in time will now provide the community with additional rental time opportunities. The table below shows average hourly attendance for both Legion and VFW Pools combined for the weekends compared to the work week for the past 3 summers (2012-2014)

Weekend (S&S) overall average/hour	30	Work week (M-F) overall average/hour	37
Weekend (S&S) afternoon average/hour (1-4:30pm)	33	Work week (M-F) afternoon average/hour (1-4:30pm)	40
Weekend (S&S) evening average/hour (6-8:30pm)	25	Work week (M-F) evening average/hour (6-8:30pm)	27

- We offered pool rentals for the first time last year and had substantial interest for the weekend morning hours. Our current available rental times are Saturday and Sunday mornings before 12:30pm and any evening from 8:45-10:45pm. Shifting the weekend hours to 1-6pm will still allow time for morning rentals, but now will also allow for early evening pool rentals starting at 6:15pm.
- Keeping the weekend open swim hours starting at 1pm keeps continuity in the start of the open swim hours each day of the week, which can help lesson confusion with a change of hours on the weekend.
- A 5 hour work shift will allow us to maximize our staff work schedule, provide appropriate safety checks which will also serve as breaks for staff while still maintaining current staffing ratios and open swim time for patrons.

- For a 6 hour shift, Department of Workforce Development requires all minors receive a 30 minute meal period (break). To effectively schedule breaks for staff as such, we would need to have a 5th guard on staff to work to offset the breaks.

Recommendation: We recommend accepting the proposal to change the Saturday and Sunday weekend hours at Legion and VFW to 1-6pm.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: February 19, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve Southwest Park rental for Midwest Soccer Championships.

Please find the enclosed attachment showing the rental of the facility. As part of our agreement with Select and Recreational Soccer on Southwest Park, we are permitted to provide the park at no charge. We have met preliminarily with Tod Maki, Select Soccer Representative, and see no reason to deny the rental.

ATTACHMENTS:

- Southwest Park Soccer 2015 (DOC)

**PARK USE AGREEMENT
BETWEEN THE CITY OF DE PERE
And**

This agreement made and entered into by and between the City of De Pere, a Wisconsin municipal corporation ("CITY") and;

Name: De Pere Select Soccer
2015 Region II Championship Series

Authorized Representative: Tod Maki

Address: 1735 Spring Hills Lane
De Pere, WI 54115

Phone: 920.412.4885

(hereinafter referred to as "Permittee").

In consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

City does hereby grants to Permittee the following areas/facilities at

To be used for the following purposes only: Parking/Activities

This permit shall be for the following date(s):

Date	Event	Facility	Time	Cost
Thursday, June 18, 2015	Set-Up	Southwest Park	7:00am to 9:00pm	
Friday, June 19, 2015	Set-Up	Southwest Park	7:00am to 9:00pm	
Saturday, June 20, 2015	Soccer Games	Southwest Park	6:00am to 8:00pm	
Sunday, June 21, 2015	Soccer Games	Southwest Park	6:00am to 8:00pm	
Monday, June 22, 2015	Soccer Games	Southwest Park	6:00am to 8:00pm	
Tuesday, June 23, 2015	Soccer Games – Semi Finals (if necessary) or Clean up	Southwest Park	7:00am to 6:00pm	
Wednesday, June 24, 2015	Soccer Games – Finals (if necessary)	Southwest Park	7:00am to 6:00pm	

1. Permittee agrees to pay City as and for the permit fee for the above referenced area the sum of **(fee waived)** which shall be paid no later than **N/A** . Failure to pay City by the prescribed date will nullify and void this permit.
2. **Permittee agrees to file with the City Director of Parks, Recreation and Forestry on or before June 1, 2015 ,a certificate of insurance giving evidence of adequate and proper liability insurance-including products liability when dispensing or supplying any confections, food, liquors or other beverages. City shall be named as an**

PARK USE AGREEMENT

additional insured thereunder for purposes of the activities taking place pursuant to this agreement.

The limits of bodily injury, property damage liability and products liability shall not be less than \$1,000,000 per occurrence and \$2 million aggregate.

The certificate of insurance must contain the following provisions:

It is agreed that the insured shall indemnify and hold harmless the City of De Pere, its agents, officers, and employees, from any and all damage or liability whatsoever occasioned within the described premises by reason of any bodily injury to or death of any person, or by reason of any damage to property of third persons occasioned by any act or commission, neglect or wrongdoing of the sponsoring party, or any of its officers, agents, representatives, assigns, guests, employee, invitees or persons admitted by the sponsoring party to said premises and sponsoring party shall at its own cost and expense, defend and protect the City of De Pere and its agents, officers and employees against all such claims and demands.

The certificate must stipulate that coverage is provided at the location and for the event or activity permitted.

When occupancy is for a period of time in excess of one special event or occupancy, certificate must include the following stipulations:

In the event of cancellation of or any reduction of limits in the insurance as shown herein, this Company will give ten (10) days prior notice by mail to the party to whom this certificate is addressed at the address stated herein.

Said certificate shall be signed by an authorized representative of the issuing Company.

Failure to provide the necessary certificate of insurance prior to the event will result in forfeiture by the Permittee of all fees paid, cancellation of the event, and nullification of this permit and all agreements.

3. It is specifically understood and agreed that this agreement shall not be construed to create or evidence a partnership or joint venture between City and Permittee and that both parties hereto are individually responsible for their respective debts and financial obligations. The Permittee shall not make presentations to third parties contrary to the terms of this paragraph.
4. No activities in violation of Federal, State or local laws shall be permitted on the premises, and it shall be the responsibility of the Permittee to enforce this provision. No

PARK USE AGREEMENT

lewd or indecent actions, conduct, language, pictures or portrayals shall be included in the activities or events presented by the Permittee on the premises and nothing presented, used, or sold that is contrary to law or prohibited by ordinance of the municipality will be permitted. The Permittee agrees to abide and be bound by the decision of the Permittee should any questions arise under this paragraph.

5. The following noise ordinance requirements apply to this Agreement:

A. The permitted hours of operation are:

1.	June 18, 2015	7:00 am to 9:00 pm
2.	June 19, 2015	7:00 am to 9:00 pm
3.	June 20, 2015	6:00 am to 8:00 pm
4.	June 21, 2015	6:00 am to 8:00 pm
5.	June 22, 2015	6:00 am to 8:00 pm
6.	June 23, 2015	7:00 am to 6:00 pm
7.	June 24, 2015	7:00 am to 6:00 pm

B. The permittee shall be responsible for compliance with the following requirements:

1. Any amplified sound shall be maintained at a reasonable level to be determined by the size and nature of the event.
 2. An adult (18 years or older) will be available on-site during the event and will be responsible for monitoring/managing the event and associated activities.
 3. Officers will monitor the area and may stop and assess noise volumes and disruption of the neighborhood.
 4. The permit holder shall contact the Park Department at 339-4065 with any questions.
6. In allowing the above premises to be used as requested, the City does not relinquish and does hereby retain the right to enforce all necessary and proper rules for the management and operation of the above premises. Said rules shall be promulgated and enforced strictly by City. City, its agents and employees retain the right of ingress and egress to all above facilities and grounds when in performance of official duties and to ensure said premises is being used for the purposes stated.
7. Permittee will provide adequate police protection to the satisfaction of the City on the grounds for the entire event and until all participants have left the premises. Permittee shall assume and pay the cost thereof for all security and emergency personnel. (SEE SUPPLEMENTALS ON PAGE 6, No. 7)
8. Permittee will provide all promotion for their event and will provide City with contact person and phone number where all inquiries into the event may be referred. City's

PARK USE AGREEMENT

business phone numbers, addresses, and names may not be used in promotional materials as a source for additional information on the event.

9. Permittee will be granted concession rights for their event and will be responsible for obtaining any and all permits necessary to do so. Permittee must provide its own supplies and make arrangements with its vendors to accept deliveries at the premises during the regular operating hours of 8:00 a.m. until 4:00 p.m. only. City, its agents, or employees will not accept, receive or sign receipts on Permittee's behalf when such supplies are delivered to the facility or premises.
10. The permit fee set forth in paragraph 3 above entitles the permittee only to access the areas indicated above and during regular park hours only unless prior approval is obtained from the City. Permittee further agrees not to utilize or disturb City's equipment, displays, fixtures, furnishings, or other materials not specifically identified in this permit. It is expressly understood that the De Pere Ice and Recreation Center is privately operated and that Permittee shall not utilize or permit to utilize the Ice and Recreation Center for parking or other uses during the term of this permit.
11. Permittee agrees not to interfere, impede or discourage other authorized activities occurring at the same time of its use of the premises. Ingress and egress to boat launching, where applicable, are not to be interfered with by Permittee, its agents or employees. City retains the right to all fees collected for other activities not related to this permit during the duration of this permit and has full control and authorization over regulating those activities.
12. City will provide utilities including heating for ordinary purposes when applicable.
13. Permittee will provide **AS NEEDED** employees for parking and traffic control. Parking will be permitted only in areas designated by City. Permittee will be responsible for keeping emergency lanes open at all times.
14. City must approve alterations to all grounds and facilities prior to Permittee's event. Permittee will not be allowed to dig into any grounds, track, roadways, etc. and will return all premises to their original condition prior to the expiration of this permit. All utility modifications, alterations, connections, and hookups will be in strict accordance with State and local codes. Alterations requiring City's approval include, but are not limited to, electrical wiring track modifications, stakes, fencing, poles, roadway closures, building partitions, etc.
15. Permittee is responsible for maintaining premises in a clean, safe, and sanitary condition during their event. Permittee will maintain an appropriate number of trash containers and arrange for disposal of all waste materials. Any materials and personal property or items of any nature whatsoever remaining on the premises after the duration of this permit shall be considered to be intended for discarding and/or other disposal by City. Permittee

PARK USE AGREEMENT

waives any and all rights or interests if may have in such property. All grounds, facilities, and fixtures shall be restored to their original condition and to the satisfaction of the City, reasonable wear and tear expected. Permittee will be charged and agrees to pay City **\$500.00 (Five Hundred Dollars)** per day for each day beyond the permit agreement in which the said premises are not fully cleaned and restored. Permittee further agrees to pay all costs incurred by the City in restoration of the premises due to Permittee's failure to do so on or before the 1st day of July, 2015. Permittee is solely responsible for making all arrangements for cleanup and restoration of the premises during the duration of this permit.

(SEE SUPPLEMENTALS, PAGE 6, No. 4)

16. In the event that the premises or any portion thereof used during the term of this permit shall be damaged by the act of default or negligence of the Permittee, or of the Permittee's agents, employees, patrons, guests, or any other person admitted to said premises by Permittee, Permittee will pay to the City upon demand such sums as shall be necessary to restore said premises to their present condition.
17. The Permittee agrees to use the premises for not other use than that specified herein. The Permittee shall not assign this permit or any part thereof without written consent of City. In the event consent is granted to assign, the Permittee shall not permit any assignee or to engage in conduct prohibited to the Permittee by the terms of this agreement.
18. Permittee will notify City in writing no later than thirty (30) days prior to their scheduled event of any cancellation. When City receives written notice, this permit will become null and void, and the City will retain twenty percent (20%) of all rental fees. City will also be entitled to deduct and retain any costs incurred as a result of Permittee's actions. City retains the right to cancel any event in the interest of public safety, health, or welfare and/or upon the Permittee's failure to uphold the terms of this agreement. No refund will be issued to the Permittee in the event of cancellation due to the Permittee's failure to comply with the terms of this permit.

Dated this _____ day of _____, 2015

CITY OF DE PERE

BY: _____
Marty Kosobucki
Director of Parks, Recreation and Forestry

BY: _____
PERMITEE

PARK USE AGREEMENT

*** See following Page 6 through Page 8 for Supplementals to this Agreement.**

SUPPLEMENTALS: (A)

1. Event attendees may be required to park off-site. If required, it will be so noted as **Required / Not Required** (circle one). Permittee will secure a site for approximately **#** vehicles to park on-site or provide shuttle transportation to and from the Fairgrounds. The lower boat launch must remain open to the public at all times during your event. It will be the Lessee's responsibility to provide clean up and security at the off-site parking area. The parking process will be noted on all printed items-posters, mailers, tickets, etc. to inform the public prior to the event.
2. Vendors and scheduled worker with appropriate permits or passes will be allowed to park on the premises.
3. If for any reason any event attendee's vehicles (other than vendors and event staff workers) are permitted to park on the Fairgrounds property, a \$ /car/day event parking fee will be collected at the gate by the Permittee. If parking fees are collected, they will be accounted for and maybe paid (0 %) to the City upon the conclusion of each day's events.
4. Permittee will provide a cleaning crew to keep the grounds cleaned throughout the duration of the event. Permittee will provide all cleaning supplies for the entire event. Permittee will provide dumpsters at their costs for the disposal of all event waste. Permittee will also arrange with waste removal company at their cost for disposal of cooking grease after event.
5. Permittee will inform all Vendors that they are not to discard cooking grease on the park grounds, drains or on any grass areas-cooking grease will be disposed of properly off-site (see # 4 above). Permittee is responsible to ensure all food vendors comply with all local requirements, including obtaining all permits necessary to operate.
6. **Permittee estimates an attendance of approximately 1600 persons each day.**
7. **Permittee will be responsible to provide adequate security at all times throughout the event. Permittee will contract with the De Pere Police Department to determine the number of law enforcement or private security personnel necessary to manage the event.**
8. Permittee will inform all Vendors of the NO GLASS BEVERAGE BOTTLES policy on the premises. Glass bottled beverages are not allowed to be sold on the premises.

PARK USE AGREEMENT

SUPPLEMENTALS: (B)

The City of De Pere and the State of Wisconsin have adopted a new fire prevention code that has increased requirements for those who may be cooking at assembly events. The city has adopted the International Fire Code in its entirety.

De Pere Fire Rescue will be enforcing these more stringent regulations on the vendors at any assembly function. We would like to recommend you review the following to assure that your operation will be allowed to continue during the event.

- 1) **Tents or Canopies. Must be proper, labeled, and listed for use.** Any fabric or other product not approved for use may not be used. When cooking with open flame, charcoal, or a fryer the equipment must be 3' outside the drip edge of the material. No heating equipment may be closer than 3' to the fabric.
- 2) **Structural stability. Any tent, canopy, or air-supported structure must be adequately roped, braced, and anchored to withstand the elements of weather.**
- 3) Clear access. A twelve-foot clear width access must be provided as a corridor between rows of stands and at the ends. This dimension is in addition to any guy ropes and other protrusions into this space. Corridor rows must be arranged so as to provide a clear path to the means of egress. The layout is subject to the approval of the fire department.
- 4) Combustible materials. No combustible products such as hay, straw, or shavings may be located within the fabric enclosure. All combustible materials that could create a fire hazard must be kept at least 20' from the structure.
- 5) Fire extinguishers. Any booth cooking or heating will be required to have a minimum 5-pound ABC dry chemical fire extinguisher. Any vendor using a deep fat fryer must provide a type 'K' extinguisher for their booth.
- 6) Pressurized cylinders. Any pressurized cylinders must be securely fastened in such a way that there is no possibility of tipping them over. (This includes all CO₂ and LPG tanks.) Propane tanks must be 5' from any tent; hoses may need to be longer depending on equipment placement. (e.g. 5' + 5'[in tent]=10')
- 7) Gasoline containers must have the proper covers and caps. Containers and vehicles must be at least 50' from any open flame devices.
- 8) **Electrical cords. All cords must be listed and approved for use.** All cords must be in good condition and may not be spliced, extended beyond manufactured length, or multiplied beyond the current carrying capacity. Cords should be secured so they do not constitute a tripping hazard.

PARK USE AGREEMENT

- 9) Eating areas. Food may not be cooked within 15' of a fabric assembly area where customers are seated to consume the food or watch entertainment. A 15' separation must be maintained between cooking equipment and other structures. This separation must consist of a break between the fabric-covered areas.

SUPPLEMENTALS: (C)

The director of parks, recreation & forestry, or designee ("director"), may, in conjunction with the issuance of a permit under Section 30-6 of Ordinance #11-08:

- 1) Approve a request by permittee to charge a fee for the parking of vehicles at the event provided that:
 - a) the City receives 50% of the net parking revenue not to exceed \$2.00/vehicle;
 - b) the permittee provides the director with a written parking plan and schematic for review and approval at least 30 days prior to the event.
- 2) Approve a request by a permittee hosting a multiple, consecutive day event, to remain in the park during closed hours, including overnight, for purposes of security. In granting such permission, the director may impose conditions that are including, but not limited to, the following:
 - a) ingress and egress to area of overnight use shall be allowed at all times;
 - b) no campfires, open flame, lit-charcoal or other outside burning shall be allowed;
 - c) the area of overnight use shall be kept neat and orderly with covered trash receptacles provided and maintained by permittee;
 - d) no outside display or storage of laundry is permitted;
 - e) no tents will be permitted;
 - f) all gray and black water shall be disposed of at a permitted facility.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: February 19, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

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

Recently the Council approved the Park Board's recommendation of placing the Old Bridge Approach into the park system. It is my understanding the site will stay in its current use until the Park Board decides to do something with the site. I would not recommend, at this time, to begin planning of the site. The reasons for this are;

- it is clear there are some issues and complexity to the site that the Park Board will need to satisfactorily understand before moving forward with development.
- I would recommend having a consultant assist us with the process due to the complexity of this site. In talking with a few consultants, the cost to assist in this project could range from \$10,000 - \$20,000, of which has not been budgeted for.

I would recommend holding off on any design at this point in time and propose funding for 2016 to assist with planning and design of the site.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: February 19, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve De Pere Ice Center Quarterly Report

ATTACHMENTS:

- Brown County Ice Management Dember 2014 (PDF)
- Copy of December 2014 Report Financials (XLSX)

Brown County Ice Management Report**2/11/15****As of December 2014****Financial Reports Attached:**

I apologize for the lateness of this report:

This fall we were able to secure a donation in trade for advertising at the Cornerstone to have Verhalen come in and re hang the lobby lights in a suspended grid. It cleans up the look of the lights and gives the lobby more of a finished look. The Wrap on the new Zamboni was finished just before the start of the Hockey season in October and it looks great.

The Heater in the Zamboni Room failed on us this fall and was replaced with a new heater at a cost of \$2300.00. We have also had a few problems with the refrigeration system and with 2 different pumps needing to be replaced both at a cost of about \$4000.00 We do continue with our quarterly maintenance program with Rink Tec, but the first pump that went out was due to corrosion from the calcium chloride (which is the secondary refrigerant that is pumped through the floor) and was a pump that was not replaced when the new system was put in. The second pump sheered a shaft from sediment that collected in the water tank and settled around the impellor, sort of a freak thing. So the good news is the actually cooling system is working well with no leaks.

This summer however we will be taking the ice out for 5 months. This is necessary due to the fact that the sub floor system has a leak and will not hold fluid. My understanding is that during the replacement of the refrigeration skid, this was talked about as being a problem. The only fix is to pull up the entire floor and replace this system. As it stands right now that ice has been in almost 2 years. A floor without frost protection typically needs 5 months to draw the frost out of the ground below. If not the frost compounds quickly as you saw back in the late 1990's when you need to replace the floor because of the frost heave. Our plan for now is to take the ice out for the off season May-September and have it back up and ready to go for October through the following May. This should be a good temporary adjustment until a time when funding can be obtained to replace the sub floor heating pipes.

Other than that the season has been going very well, Youth Hockey has will have hosted 2 Tournaments there, January and February. Greater Green Bay Figure skating has held some very well received skating promotional events and the open public skating on Saturdays has have awesome attendance. USA Hockey National Tournament will be taking place there and the volunteers from DePere Youth Hockey will be handling events at the DePere Ice Arena for

the tournament. 29 of the games will be played there. 72 teams will be in town for weekend of March 25-30 for the event. Please let me know if you any of the board would like passes for the games that week, I can have them dropped off at Marty's office. It is really a great event, hopefully some of you can make it to see. In April we'll also host WAHA Bantam/Midget/ and Girls Festivals for the state and at the end of April the Cheese Cup tournament will again be hosting games at the DePere Ice Arena.

Respectfully submitted,

Don Chilson, Manager

Brown County Ice Management.

Jun - Dec 14

Ordinary Income/Expense

Income

4003 · Advertising Revenue	137.50
4004 · Figure Skating	39,922.29
4004b · Kick-Synch	7,777.50
4005b · Ice Rental-Deacons	625.00
4007 · Ice Rental-Private	
4007j · DePere Youth Hockey	18,717.50
Total 4007 · Ice Rental-Private	18,717.50
4007a · Non Contracted Ice	2,183.00
4008 · Ice Rental-SNC	8,901.71
4009 · Ice Rental-Summer	17,208.75
4011 · Men's League	10,199.01
4013 · Open Skate/Open Hockey	454.01
4016 · Vending	7,623.91

Total Income	113,750.18
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Expense

5000 · Building Expense	
5000a · Repairs and Maintenance	18,716.01
5004 · Service Contracts	3,799.65
5005 · Zamboni	217.76
Total 5000 · Building Expense	22,733.42
5001 · Insurance Expense	8,400.00
5300 · Office Expense	
5300a · Bank Service Charges	79.85
5300d · Office Supplies	100.00
5300f · Telephone Expense	1,493.62
Total 5300 · Office Expense	1,673.47
5400 · Payroll	
5400a · FICA Employer	2,508.68
5400c · Medicare Expense	606.67
5400d · Regular Earnings	20,712.40
5400e · Salaries	19,774.50
5400g · Payroll Processing Fees	375.00
Total 5400 · Payroll	43,977.25
5500 · Program Expense	
5500a · Advertising and Promotion	275.00
Total 5500 · Program Expense	275.00
5600 · Utilities	47,266.72
5700 · Vending Expense	3,814.75
6000 · Depreciation Expense	5,530.00

Total Expense	133,670.61
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Net Ordinary Income	-19,920.43
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Net Income	-19,920.43
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Attachment: Copy of December 2014 Report Financials (3114 : Approve De Pere Ice Center Quarterly Report)

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: February 19, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Request for Approval for Changes to the Summer Park Playground Program Locations

Staff is seeking approval for changes to our site locations for our Summer Playground Program for the 2015 season. Changes are outlined in the attached document.

Thank you for your time and consideration.

ATTACHMENTS:

- 2015 park recommendation memo (martys) (DOC)



Memorandum

Date: February 5, 2015

To: Board of Park Commissioners

From: Lori Tonn, Senior Program Coordinator

Re: Consideration of changes for the Summer Playground Program Sites

Staff is considering revisions to the Summer Park Playground Program locations to better meet the needs of our community's youth. Due to the ever changing population, we feel some location changes are needed to accommodate the neighborhoods and participation in the playground program. We have provided a table identifying the participation numbers, last year schedule of locations, and staff's proposed new schedule of locations.

2014 Location and Attendance

Park	East/West	Days	Attendance
Braisher	East	M, W, F	277
Optimist	East	M, W, F	199
Jim Martin	East	T, Th	20
Legion	East	T, Th	*315
Kiwanis	West	M, T, W, Th, F	641
Patriot	West	M, W, F	340
Southwest	West	T, Th	72

* includes Reader Program Participants (Tuesday only program averages 37 kids per Tuesday)

2015 Proposed Locations

Park	East/West	Days	Attendance
Braisher	East	M, W, F	
Optimist	East	M, W, F	
Legion	East	T, Th	
Kiwanis	West	M, T, W, Th, F	
Patriot	West	M, T, W, Th, F	
VFW	West	T, Th	*105 (2013 attendance)

Based upon the recommendations above, there would be no added cost to the City, and we feel these changes would best meet the needs of our growing community.

Thank you for your time and consideration.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: February 19, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

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

Staff is recommending the approval of the donations of two Little Free Libraries from the De Pere School District; one to be placed at Optimist Park and the other at Legion Park. Attached is a letter of request from Senior Program Coordinator, Lori Tonn along with a written letter from De Pere School District personnel.

Thank you for your time and consideration.

ATTACHMENTS:

- Little Library Memo (DOC)
- 20150209095202995 (PDF)
- Library (PDF)
- Optimist and Legion Park (PDF)



Memorandum

To: Board of Park Commissioners

From: Lori Tonn
Senior Program Coordinator

Re: Little Free Library

Date: February 2, 2015

Staff is recommending the approval of the donation of a Little Free Library to the Optimist and Legion Parks donated by De Pere School District. The Little Free Library is a small outdoor unit on a post that would be located alongside the walkway between the ball field and the bathrooms at Optimist and along the walkway between the shelter and the pool entrance. It will contain books for youth to adults to pick up and read and then bring back another book to share. It's an opportunity for the children and the city residents to share their favorite literature and promote literacy and love of reading in the community. This wonderful program has been popular in the City of Green Bay and at other communities as well as the current Little Library located by the De Pere Community Center.

The De Pere School District would be responsible for purchasing the materials, constructing the Little Free Library and supplying all the books for the unit. They would also take care of maintaining the unit. The City Park Department would be responsible for the initial installation of the unit on the park grounds.

Attached is a letter from *Steve Warner and/or Tracy Kindschuh* from the De Pere School District along with sample pictures of the Little Free Library at our current locations at the De Pere Community Center for your reference. Steve has been instrumental in starting up and over seeing our Super Summer Reader Program offered at both Legion and Optimist parks during the Summer Playground program for the past 3 years and has secured a grant to support this project financially.

Thank you for your time and consideration.

February 5, 2015

Dear Board of Park Commissioners:

There are several of us who are hoping to continue to promote literacy within the De Pere area for our students and families. As you may know, Steve Warner, one of my colleagues within the De Pere School District, has been doing the Super Summer Readers program at Legion Park for the last several years, and we expanded it last year at Optimist Park. Although attendance wasn't superb at Optimist, we know that it was the first year and the weather wasn't the greatest. Your parkees were excellent in helping us with the program. We are hoping that it will be better attended this coming summer!

While taking a class on poverty this fall, the instructor asked each of us in the class to come up with an action project to help positively impact children in poverty. My idea was to expand upon the Super Summer Readers program at Optimist, and see if we could have a Free Little Library built to ensure access to books for our kids every day of the week. As you probably know, the apartments right across the street from Optimist are low-income housing.

My first thought was to ask the landlord of the apartments across the street from Optimist Park about having the structure installed on his property. In talking to a few colleagues, however, they suggested possibly doing it at the park instead. Carolyn Jahns, wife of Rod Kowalczyk, was one of these colleagues. She said she is on the Beautification Committee in De Pere, and thought that perhaps they could even donate a small bench to go beside the Free Little Library. The project has morphed, and Nic Zeitler, a tech learning teacher at our high school, offered to build the structure with some of his students. We believe we will have a local company donate the supplies.

After talking to Steve Warner, he'd also like to have one built at Legion Park in conjunction with his program. He recently wrote a grant to try to get some supplies (books, a wagon, etc), and will find out about that within a few months. In addition, we are going to ask our PTO's from Altmayer and Dickinson (whose students will benefit from the Libraries), for money to register the libraries and make them official. Since then, a few 4th grade teachers from Altmayer are going to enlist their students as a service project to do a book drive this spring. As you can see, this project has really taken off!

We are really hoping to be able to get approval from your board to have these structures installed. In conjunction with the Super Summer Readers Program, we will be able to monitor the Little Libraries weekly during the summer, to be able to replenish books and check on their state. After the summer, it would seem feasible to be able to go once a month to check the condition and supply of books.

Thank you for your consideration! You can reach me at (920) 983-9174, ext. 3007 during normal business hours. My cell phone number is (920) 619-7548 in the evenings.

Sincerely,

Tracy Kindschuh
School Psychologist
Unified School District of De Pere

Here's what this first set of plans can help you build - a Little Library in the style of the Amish Cabin. Michael Kramer has put together some drawings and instructions for the basic structure. You can vary these any way you wish.

A five foot 4" x 4" post put 24" in the ground will do the trick. No need to use cement. Just pack it tightly and make sure it's steady.



Could this be Bookus Binder, Little Library patron and reader? Yes...and she is eager to see what you can build. Go for it! We hope these plans make it easier for you.

A little landscaping, some flowers or a bench can make your Little Free Library more inviting.



LITTLE FREE LIBRARY
TAKE A BOOK • PUT IT ON A SHOE

Little Free Library

Library Box - Builder's Kit Plans

www.littlefreelibrary.org

Plans by Michael Kramer

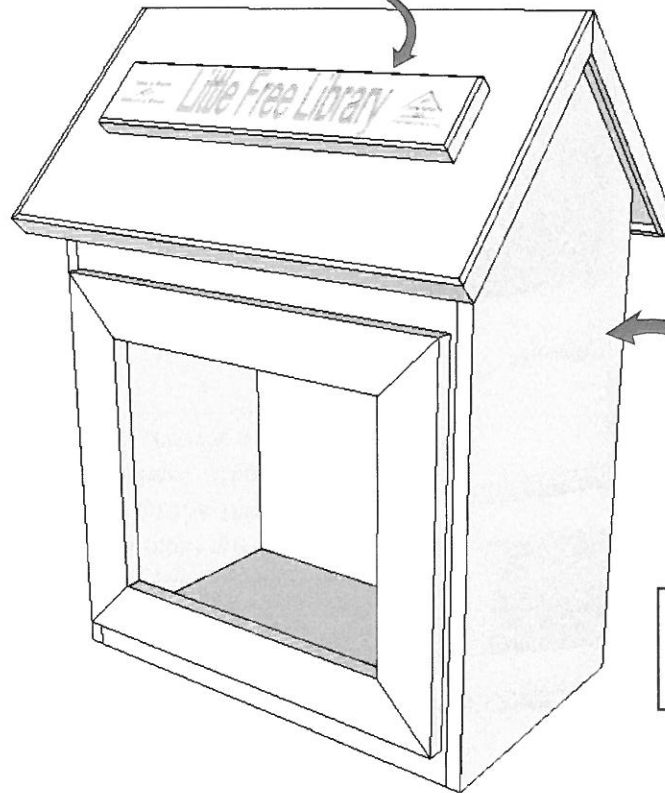
Be sure to leave room for your official Little Free Library sign. It identifies this structure with the registry number, lets people know you are part of an international movement, and tells patrons what to do: Take a book. Return a book.

Keep in mind that rain and snow have a way of finding their way inside unless you have a substantial overhang here, tight seals in all joints, no holes in the roof and no holes that would let even a drop fall on the books. Double walls can make a big difference!

LFL signs will be sent once your library is registered.

The apex of the roof will stay dry if you cover it with a piece of sheet metal.

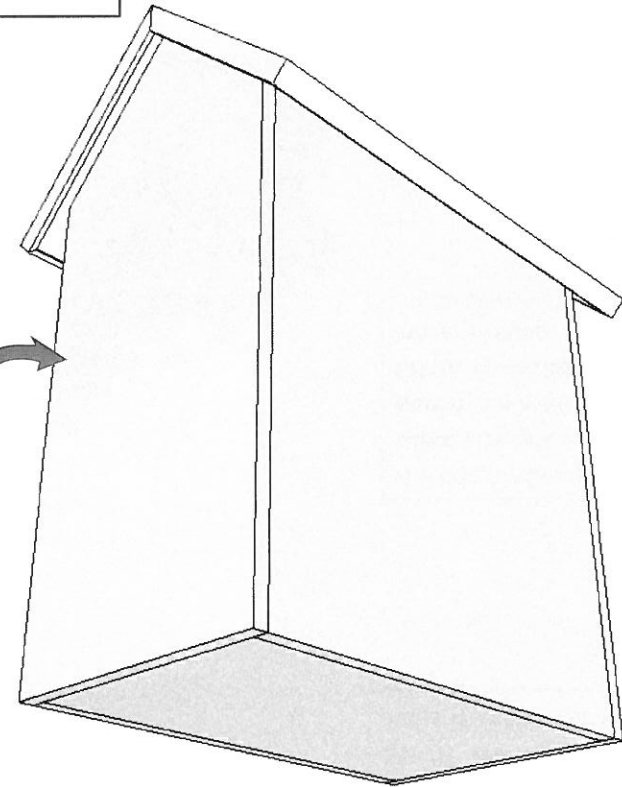
Want a window or some artwork here? Be creative or keep it simple.



Perspective View - Front

Not to scale

A
02

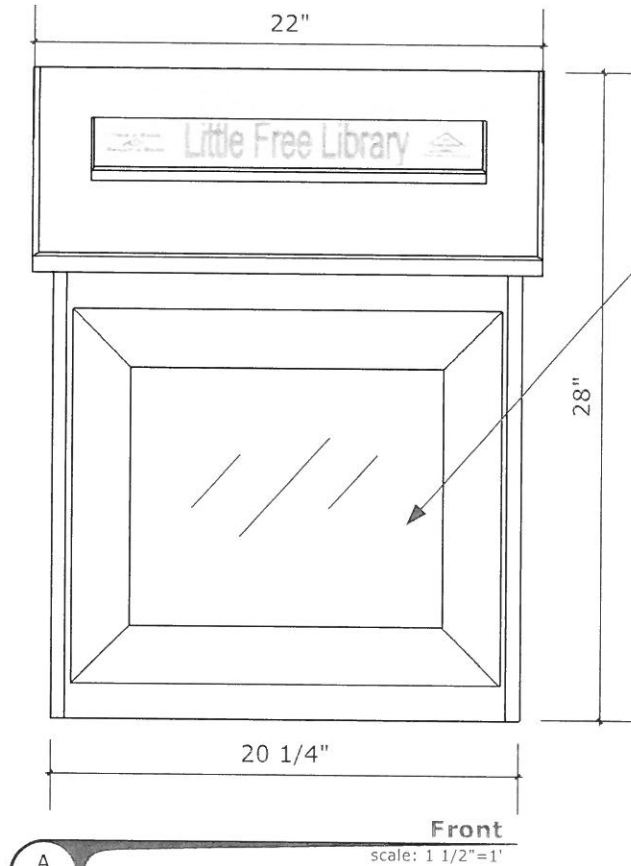


Perspective View - Back

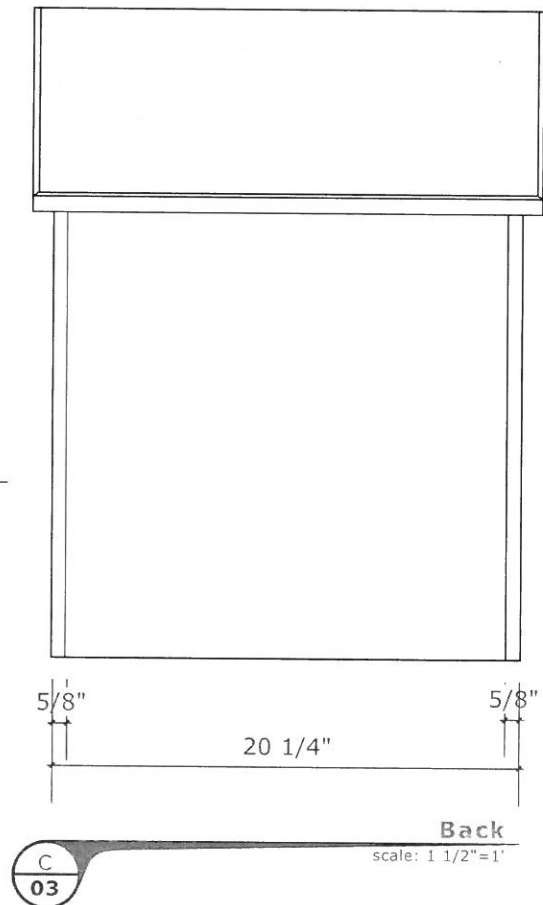
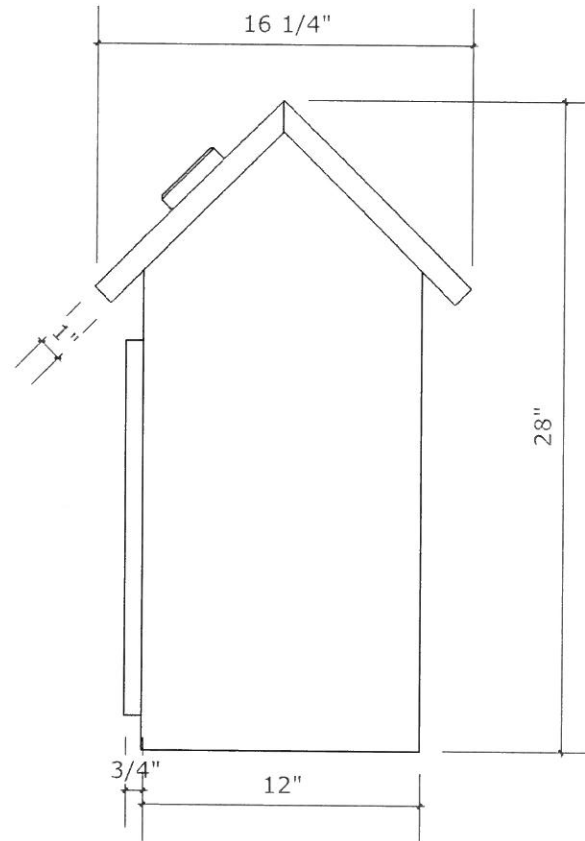
Not to scale

B
02



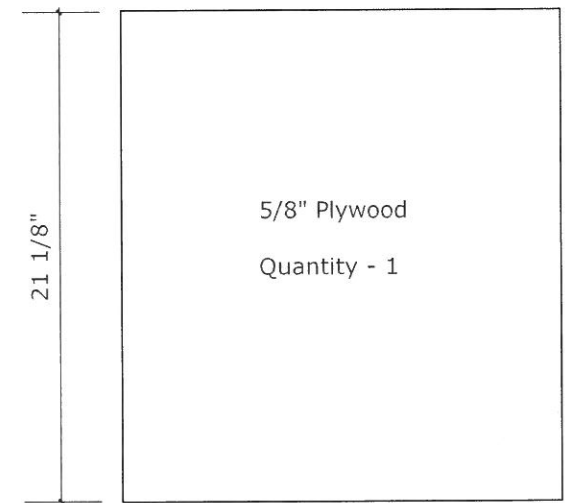
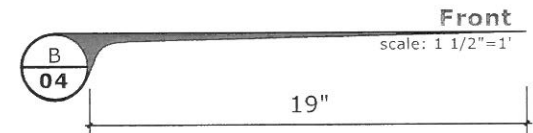
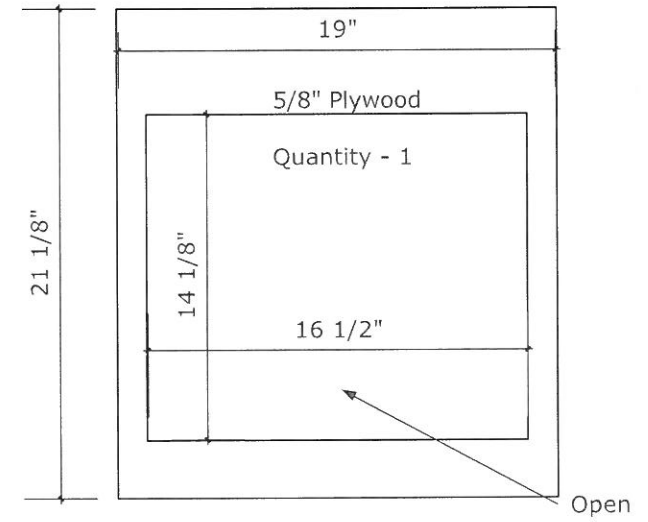
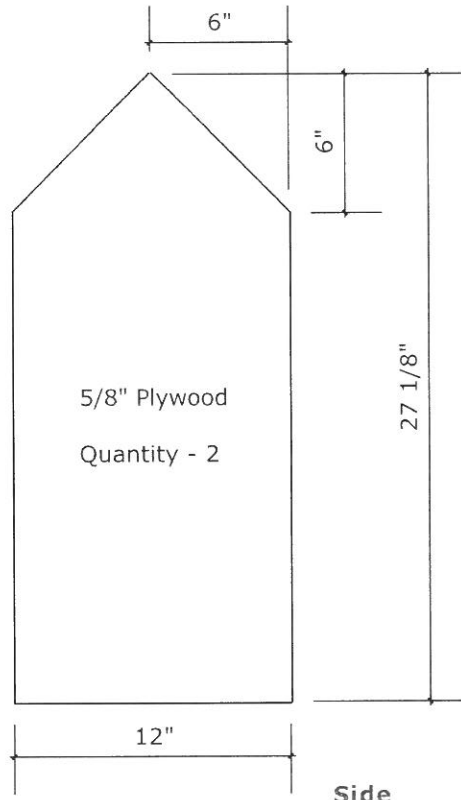
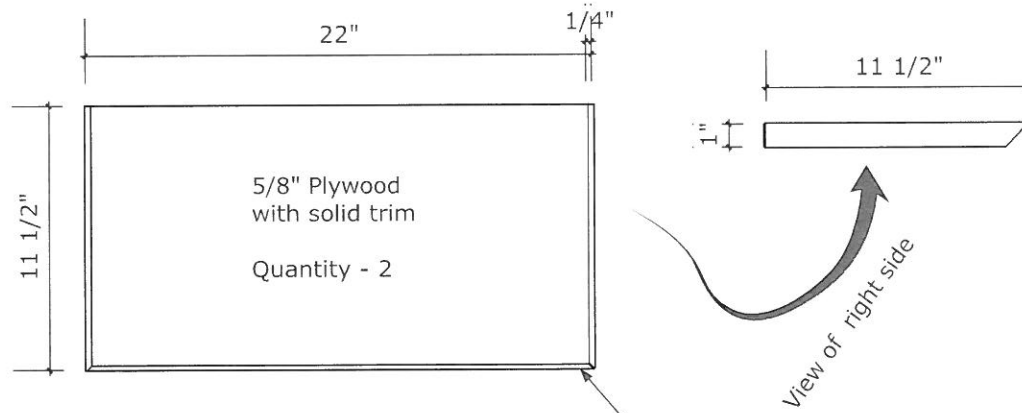


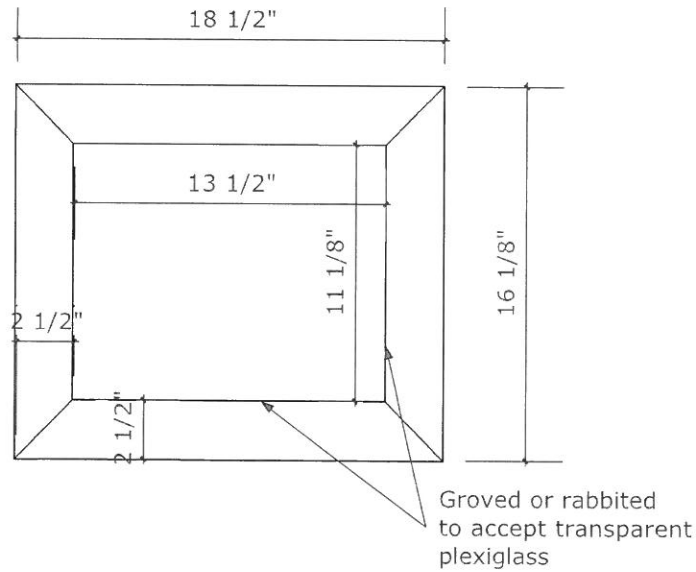
Use plexiglass, not regular glass.
It's safer and will last a lot longer.



These dimensions are not set
in stone. If you want to have
two shelves rather than just
one, you can do it!

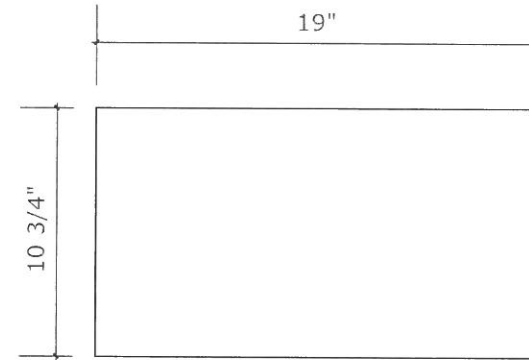






Door
scale: 1 1/2"=1'

A
05



Bottom
scale: 1 1/2"=1'

B
05

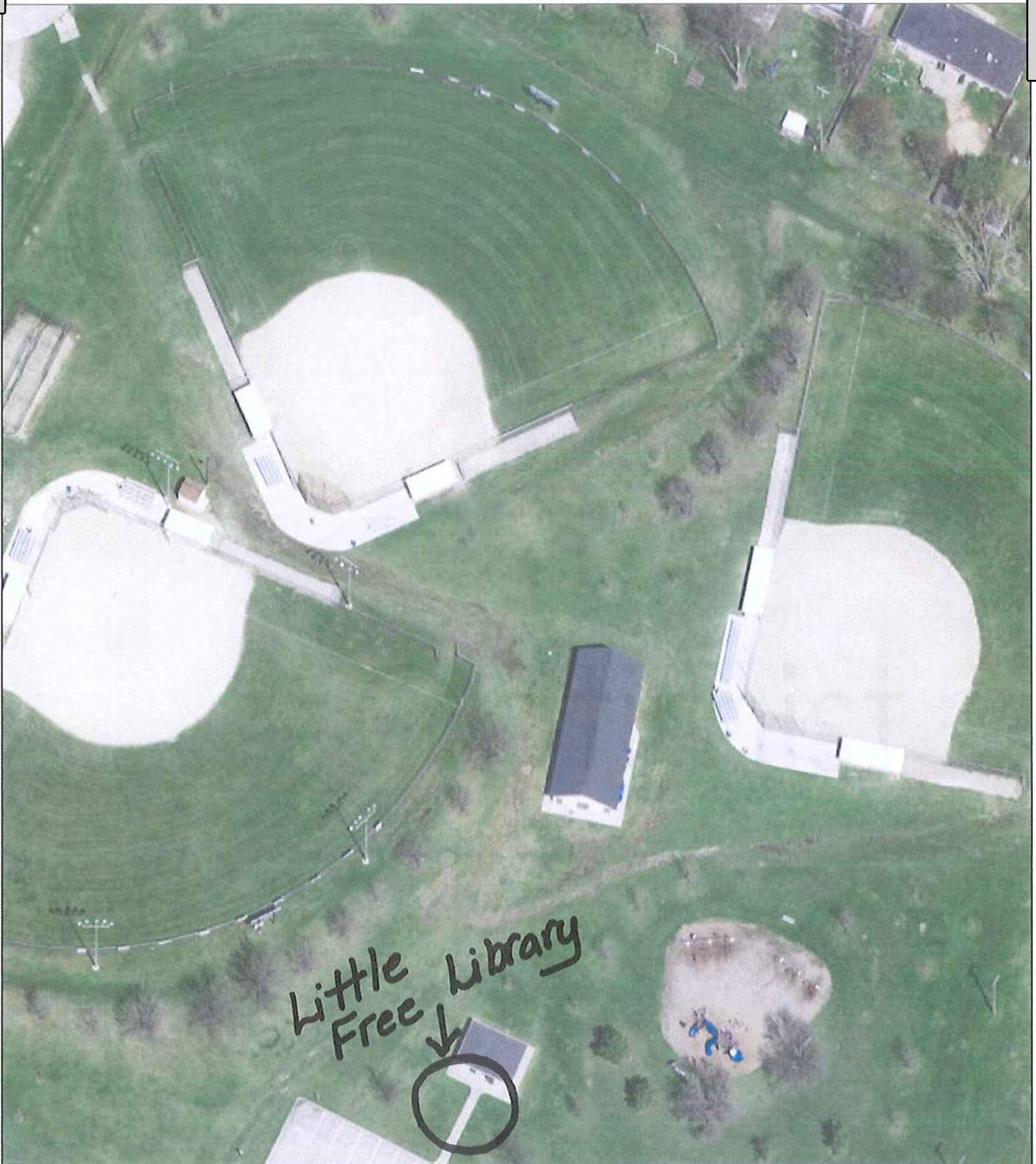
For technical assistance and tips, see the Neighborhood Library Builders Guild group on Facebook.

www.facebook.com/pages/Neighborhood-Library-Builders-Guild



<Title>

OPTIMIST PARK



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



02/10/2015
Scale 1:720

<Title>

Legion Park



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



02/16/2015
Scale 1:720

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: February 19, 2015
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki
SUBJECT: De Pere Area Men's Club Donation

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

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: February 19, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Capital Projects
