



Board of Park Commissioners

Regular Meeting

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

Agenda

Thursday, February 16, 2017

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 16, 2017 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

II. Action Items

1. Approve Board of Park Commissioners Minutes from 1-19-17.
2. Approval to Accept a Project Proposal for the construction and installation of tee boxes at the disc golf course at Legion by an Eagle Scout.*
3. Approval to Accept a Project Proposal for refinishing numerous park entrance signs by an Eagle Scout.*
4. Approval to Accept Monetary Donation from De Pere Optimist Club for Summer Day Camp T-shirts.*
5. Approval to Accept Monetary Donation from De Pere Optimist Club for Annual Easter Egg Hunt.*
6. Approval of Donation for Big Rig Gig Event in May.*
7. Approve Brown County Ice Time Management Quarterly Report.
8. Proposed changes in Hours to the Summer Park Playground Program
9. Change to Ordinance §30-2(I) to Extend Hours of Operation at Community Center to 1:00 am*
10. Consider location for new Aquatic Center.
11. Approve consulting firm to design Bomier Boat Launch.*

III. Public Comment Period

IV. Future Agenda Items

V. Staff Updates

1. Consider changes to the Recreation Division Quarterly Report.
2. Comprehensive Plan Update

VI. Adjournment

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

Board Members
Alderspersons
Mayor Michael J. Walsh
Larry Delo, City Administrator
Judy Schmidt-Lehman, City Attorney
Definitely De Pere
Marty Kosobucki
John Zegers, WDP High School District
De Pere Rapides Youth Soccer
Ella Buboltz, Teen Advisor
Bradley Nies
De Pere Optimist Club
Brown County Ice Time Management

De Pere Youth Hockey
Tod Maki, De Pere Select Soccer
Shana Ledvina, City Clerk
City Hall 1st and 2nd Floor
De Pere Area Chamber of Commerce
Brown County Library – De Pere
TV & Radio Stations
Ben Villaruel, Unified School District
De Pere Baseball
Rachel McMorro, Teen Advisor
James Daanen
JX Peterbilt/JX Enterprises

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 16, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve Board of Park Commissioners Minutes from 1-19-17.

ATTACHMENTS:

- Draft Minutes 1-19-17 (PDF)



Board of Park Commissioners

Regular Meeting

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

Draft Minutes

Thursday, January 19, 2017

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
Michael Donovan	Aldersperson	Present	
Larry Lueck	Aldersperson	Absent	
Lisa Rafferty	Aldersperson	Present	
George Brown	Board Member	Present	
Sue Schinkten	Board Member	Present	
Randy Soquet	Board Member	Present	
Bill Volpano	Board Member	Excused	
Ella Bublotz	Teen Advisor	Excused	
Rachel McMorrow	Teen Advisor	Excused	

II. Action Items

1. Approve Board of Park Commissioners Minutes from 12-15-16

RESULT: ADOPTED [UNANIMOUS]
MOVER: Randy Soquet, Board Member
SECONDER: Sue Schinkten, Board Member
AYES: Donovan, Rafferty, Brown, Schinkten, Soquet
ABSENT: Larry Lueck
EXCUSED: Bill Volpano

2. Approval to Accept Donation from American Transmission Company (ATC) for use in the Urban Orchard program.*

RESULT: ADOPTED [UNANIMOUS]
MOVER: Randy Soquet, Board Member
SECONDER: Lisa Rafferty, Aldersperson
AYES: Donovan, Rafferty, Brown, Schinkten, Soquet
ABSENT: Larry Lueck
EXCUSED: Bill Volpano

3. Approval to Accept Tree Donation from the GB Packers, WDNR, GB Packaging, WPS & SCA.*

RESULT: ADOPTED [UNANIMOUS]
MOVER: Sue Schinkten, Board Member
SECONDER: Randy Soquet, Board Member
AYES: Donovan, Rafferty, Brown, Schinkten, Soquet
ABSENT: Larry Lueck
EXCUSED: Bill Volpano

4. Review and Approve Community Center Rental Request Until 1:00 am.

Attachment: Draft Minutes 1-19-17 (5525 : Approve Board of Park Commissioners Minutes from 1-19-17.)

Marty Kosobucki reviewed the request with the board and took questions from the board in reference to the rental request.

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

5. Review Community Center Fundraiser Request.

Marty Kosobucki reviewed the Community Center Fundraiser request with the board and took questions from the board. The board requested if the fundraiser is going to be an annual event a financial report should be provided.

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

6. Review and Approve Recreation Division 2016 4th Quarter Report.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sue Schinkten, Board Member
SECONDER:	Randy Soquet, Board Member
AYES:	Donovan, Rafferty, Brown, Schinkten, Soquet
ABSENT:	Larry Lueck
EXCUSED:	Bill Volpano

7. Approval of Recommended Special Events at Pools.

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

8. Consider request to reduce boat launch fee for Kayak event.

Sue Schinkten made a motion to open the meeting at 6:45 pm, seconded by George Brown.

Tom Young with the Fox-Wisconsin Heritage Paddles spoke with the board in reference to the boat launch fee for the Kayak event. Tom took questions from the board in reference to the request.

Marty Kosobucki also spoke with the board about the request and took questions.

There was discussion on the request and how to handle the boat launch fee.

Sue Schinkten made a motion to close the meeting at 7:05 pm, seconded by Randy Soquet.

Randy Soquet made a motion to charge a per car fee of \$5.00 per car only for scheduled events and that a car fee would allow up to four kayaks to launch and that it would be for scheduled events only, seconded by Sue Schinkten.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Randy Soquet, Board Member
SECONDER:	Michael Donovan, Alderperson
AYES:	Donovan, Rafferty, Brown, Schinkten, Soquet
ABSENT:	Larry Lueck
EXCUSED:	Bill Volpano

9. Consider location of new Aquatic Center.

Marty Kosobucki spoke with the board in reference to the location of the new Aquatic Center. Marty took questions from the board about the location and there was considerable discussion about the location. Marty reviewed each location that was considered for the Aquatic Center. The board discussed bringing the locations down to four locations and then work from there. Marty also spoke with the board about joint efforts for the Aquatic Center with surrounding area towns.

Randy Soquet made a motion to refer the location of the new Aquatic Center back to staff and they continue to look at considerations and concerns in the potential locations of Voyageur, Legion, VFW and Jim Martin, seconded by Sue Schinkten.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Randy Soquet, Board Member
SECONDER:	Sue Schinkten, Board Member
AYES:	Donovan, Rafferty, Brown, Schinkten, Soquet
ABSENT:	Larry Lueck
EXCUSED:	Bill Volpano

III. Public Comment Period

Marty Kosobucki announced Lori Tonn would be leaving the city. Lori's last day is January 19, 2017. Marty wished her well and thanked her for her 19 years of service.

IV. Future Agenda Items

Sue Schinkten asked for further discussion about the Community Center extending the hours.

V. Staff Updates

1. Brown County Trail Update.

Marty Kosobucki reported the City had entered into an agreement with Brown County in reference to clearing the trail. The agreement is a one year agreement.

2. Southwest Park Donations.

Fundraising has been approved for the Southwest Park project.

VI. Adjournment

Sue Schinkten made a motion to close the meeting at 8:02 p.m., seconded by Randy Soquet.

Respectfully submitted,
Debbie Zierson

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: February 16, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Don Melichar

SUBJECT: Approval to Accept a Project Proposal for the construction and installation of tee boxes at the disc golf course at Legion by an Eagle Scout.*

Issue: This memo is to seek the Board of Park Commissioner's approval for the De Pere Parks, Recreation and Forestry Department to accept a Project Proposal from an Eagle Scout to construct and install tee boxes at each of the remaining 8 holes of the disc golf course at Legion Park (the first hole has a concrete pad).

Summary: The Eagle Scout Service Project Proposal from Scout Bradley Nies details plans to fund raise and acquire materials to build the tee boxes at Legion Park. The approximate value of the donation will be \$1500. Staff has spoken to Bradley and he will be recruiting volunteers to help him in his quest. He is planning to create 8 tee boxes with a wooden frame and recycled rubber pads installed over crushed limestone.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: February 16, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Don Melichar

SUBJECT: Approval to Accept a Project Proposal for refinishing numerous park entrance signs by an Eagle Scout.*

We are seeking approval from the Board of Park Commissioner's to accept a Project Proposal from an Eagle Scout to re-paint/re-stain numerous park entrance and way signs in our parks. He will also be minimally landscaping some of the signs under the direction of the City Forester.

Summary: The Eagle Scout Service Project Proposal from Scout James Daanen details plans to fund raise and acquire materials to refinish park signs and landscape some of them. The approximate value of the donation will be \$1500. Staff has spoken with James and he will be recruiting volunteers to help him in his quest. He is planning to refinish 13 signs and to possibly landscape up to 6 of them.

Thank you for your consideration in this matter.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: February 16, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Approval to Accept Monetary 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. For the past 9 years the De Pere Optimist Club has provided monetary support to help defray the costs of camp t-shirts and for that we are truly thankful! In recognition, the De Pere Optimist Club's logo will be sponsored on the back of the shirts.

Thank you for your time and consideration.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: February 16, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Approval to Accept Monetary Donation from De Pere Optimist Club for Annual 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 1-9 and is scheduled for Saturday, April 15, 2017. Over the 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.

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 would help cover most of the costs associated with this event. Therefore, on behalf of Cindy Lee, Activity Coordinator, staff is 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 16, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Jenny Hammes

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 from JX Peterbilt/JX Enterprises to be used for the Big Rig Gig Event on May 12, 2017. The \$300.00 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 sponsored the event the last two years.

Staff is 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 16, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve Brown County Ice Time Management Quarterly Report.

ATTACHMENTS:

- Brown Count Ice Management report to City of DePere 12-31-16 (DOCX)
- Copy of 1-31-17 DePere Financials (XLSX)

DePere Ice Arena

Second Quarter Report 2/6/17

DePere Youth Hockey has begun to take advantage of our advertising Coop, with that we have been able to put up more advertising at the arena. The Coop allows Youth Hockey to find advertisers, we then split the proceeds in year 1, 75% to Youth Hockey and 25% to the arena, year 2 the split is 50/50 from there on out. This allows us to get better contact with business's will support youth hockey.

In January, DePere Youth Hockey hosted an 8 team tournament, the arena has been busier than the previous year in part that youth hockey has purchased more due to them have a couple more teams that the previous year.

In December, the Greater Green Bay Figure skating club hosted "Skate with Santa" attendance was huge for the event which is a fundraiser for the club.

Open skates on Saturday afternoon continue to be very popular and well attended. We had our surge just after Thanksgiving and it has held steady even past the holiday season. The weather has most likely helped attendance as outdoor rinks have been hit and miss this season.

In November, DePere Youth Hockey hosted a try hockey free day as did most of the associations in the state. The attendance in WI was the highest of any state this year. This is a good sign that hockey will continue to grow in the state and in our area.

Green Bay Youth Hockey has used the DePere Arena for several of its tournaments this year as those tournaments continue to grow in popularity. With the Live Barn addition of streamed games, the DePere and Cornerstone viewer ship was #8 in viewing of the almost 200 rinks the cameras are installed in, so people from all over the Midwest are logging in to watch what's going on in Green Bay and DePere.

No major repairs or malfunctions at this point, so that is good news. We still have several more events this spring to host, WAHA Bantam and Midget Festival, 2 weekend of Cheese Cup and a Men's hockey tournament. Ice is planned to come out after the first weekend in May, then we'll bring it back up in late September.

Respectfully submitted by,

Don Chilson, Manager Brown County Ice Management.

De Pere Ice Arena
Profit & Loss Budget vs. Actual
June 2016 through May 2017
As of 1/31/17

2.7.b

	<u>Jun '16 - May 17</u>	<u>Budget</u>	Recievables
Ordinary Income/Expense			
Income			
4003 · Advertising Revenue	1,650.00	1,500.00	
4004 · Figure Skating	31,305.00	69,000.00	\$ 10,062.50
4004b · Kick-Synch	6,518.00	12,100.00	\$ 4,462.50
4005b · Ice Rental-Deacons	5,287.22	10,500.00	\$ 2,087.00
4007 · Ice Rental-Private			
4007i · De Pere High School	13,912.50	27,000.00	\$ 10,837.50
4007j · DePere Youth Hockey	27,637.72	60,000.00	\$ 14,875.10
Total 4007 · Ice Rental-Private	41,550.22	87,000.00	
4007a · Non Contracted Ice	4,101.99	4,669.50	
4008 · Ice Rental-SNC	5,468.75	7,000.00	
4011 · Men's League	8,914.25	10,000.00	\$ 1,400.00
4012 · Misc	0.00	6,562.50	
4013 · Open Skate/Open Hockey	696.18	1,600.00	
4016 · Vending	12,976.13	22,761.84	
Total Income	118,467.74	232,693.84	
Expense			
5000 · Building Expense			
5000a · Repairs and Maintenance	13,362.69	16,800.00	
5004 · Service Contracts	10,802.64	6,800.00	
5005 · Zamboni	320.35	950.00	
Total 5000 · Building Expense	24,485.68	24,550.00	
5001 · Insurance Expense	9,600.00	14,400.00	
5300 · Office Expense			
5300a · Bank Service Charges	74.45	130.20	
5300d · Office Supplies	62.40	520.00	
5300f · Telephone Expense	2,485.04	3,420.00	
5300 · Office Expense - Other	250.00	0.00	
Total 5300 · Office Expense	2,871.89	4,070.20	
5400 · Payroll			
5400a · FICA Employer	2,958.94	4,121.92	
5400c · Medicare Expense	715.27	996.05	
5400d · Regular Earnings	23,799.82	32,214.64	
5400e · Salaries	23,927.15	34,275.80	
5400g · Payroll Processing Fees	450.00	650.00	
Total 5400 · Payroll	51,851.18	72,258.41	
5500 · Program Expense			
5500a · Advertising and Promotion	2,000.00	900.00	
Total 5500 · Program Expense	2,000.00	900.00	
5600 · Utilities	35,344.65	61,000.00	
5700 · Vending Expense	8,557.27	10,086.96	
6000 · Depreciation Expense	7,666.20	0.00	
Total Expense	142,376.87	187,265.57	

Attachment: Copy of 1-31-17 DePere Financials (5515 : Approve Brown County Ice Time Management Quarterly Report.)

De Pere Ice Arena
Profit & Loss Budget vs. Actual
June 2016 through May 2017

	As of 1/31/17		
	<u>Jun '16 - May 17</u>	<u>Budget</u>	
Net Ordinary Income	-23,909.13	45,428.27	Receivables
Other Income/Expense			
Other Expense			
7000 - Split with City of De Pere	0.00	22,000.00	
Total Other Expense	0.00	22,000.00	
Net Other Income	0.00	-22,000.00	
Net Income	<u>-23,909.13</u>	<u>23,428.27</u>	\$ 43,724.60
Receivables	43724.6		
Year to date income	19,815.47		

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: February 16, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Proposed changes in Hours to the Summer Park Playground Program

Staff is proposing revisions to the Summer Park Playground Program hours to better meet the needs of our community's youth. Based upon an end of summer survey from parent and program participants as well as feedback from playground staff, we are proposing changing the daily operating times of the program Mon- Fri. The change in hours would also reflect recreation division hours of operation and staff accessibility.

Last year hours of operation were 10:00am - 12:30pm and 1:00pm - 5:00pm for a total of 6.5 hours per day. We are proposing to change the hours to 9:30am - 12:30pm and 1:00pm-4:30pm, again for a total of 6.5 hours/day. Additional programming will be held on select evenings and will stay within the allotted budgeted hours.

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 16, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Change to Ordinance §30-2(I) to Extend Hours of Operation at Community Center to 1:00 am*

At the January Park Board meeting, board members requested staff to look into changing the policy regarding Community Center rental requests until 1 am going to Park Board for approval. Listed below is a copy of the current ordinance.

§30-2(1) Park closed; entry prohibited.

- (1) Except as provided herein, all parks within the city shall be closed to the public between the hours of 11:00 p.m. and 6:00 a.m. and no person shall enter or remain upon any park property during these hours. The hours the park is closed to the public also prohibits causing or allowing the docking of any watercraft upon any city-owned boat landing except as specifically permitted by section 30-4.
- (2) Exceptions.
 - a. Voyager Park shall be closed to the public between the hours of 11:00 p.m. and 4:00 a.m.
 - b. The hours of operation of the county fairgrounds shall be governed by section 30-3(5).
 - c. Dog parks shall be closed between the hours of sunset and 7:00 a.m.
 - d. The director of parks, recreation and forestry, or designee, may, in writing and upon request, extend the hours of operation at the community center to midnight and on New Year's Eve to 1:00 a.m.

In consultation with the City Attorney, staff recommends making the following change to the ordinance:

- (2) d. The director of parks, recreation and forestry, or designee, may, in writing and upon request, extend the hours of operation at the community center to 1:00 a.m.

If change in ordinance is approved, staff also requests approval for adding an additional fee of \$15 for the extra hour from 12:00 am (midnight) until 1:00 am. Proposed fee from 10:30 pm - 1:00 am would be \$50.

Thank you for your time and consideration.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: February 16, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consider location for new Aquatic Center.

I have included several pieces of information for your consideration in our continued discussion about the location for the future Aquatic Center. There are attachments (one for each park) that identify parking, zoning, utilities, impact aquatic center in the park, bus routes, and major roads. I have also revised and added to the document that lists all the points of consideration for each site.

I would like to continue our discussion and debate as to where the best location is for the Aquatic Center.

ATTACHMENTS:

- Location Comparison (DOCX)
- Aquatic Center Locations (PDF)

Location Comparison

Location	If City demolishes both pools and rebuilds one facility	If City co-ops with neighboring community	# of households within walking distance	# of households within biking distance	Vehicular service area
Voyageur	1 st	4 th	2 nd	1 st	Top tier
Legion	2 nd	3 rd	1 st	2 nd	Tip tier
VFW Pool	3 rd	2 nd	2 nd	4 th	Middle (4 th)
Jim Martin	4 th	1 st	4 th	3 rd	Top tier
YMCA Site	5 th	5 th	5 th	6 th	6 th
Fairgrounds	6 th	6 th	6 th	5 th	Top tier
Southwest Park	7 th	7 th	6 th	8 th	7 th
Humana	8 th	8 th	8 th	7 th	8 th

Location Considerations/Concerns:

Voyageur Park:

- Ranked as the best location for an Aquatic Center.
- Locating an Aquatic Center next to River may cause problems with birds/aviary.
- An addition of an Aquatic Center would likely need an additional parking.
 - o Park lots have a total of 247 stalls in the park. However, 93 of the stalls are privately owned and under a joint use agreement. The 85 stall parking lot is used during the day hours for private business use. 48 stalls are essentially dedicated to the Riverwalk.
 - o Parking could become a problem during the peak use of Voyageur Park for fishing and use of the Riverwalk.
 - o Street Parking is not likely.
- Probable location for a facility is the north side of the park. In constructing an Aquatic Center here would impact many trees and 1-2 open shelters.
 - o Location of the pool may conflict with current uses (i.e. events, festivals, and/or rentals)
- Location is not centrally located in a residential area.
- Principal Arterial street comes within a block of the park.
- Fox River Trail connects to park which would provide convenient bicycling and pedestrian access to much of the City.
- Bus route comes with ¼ mile of the park entrance.

Legion Park:

- Ranked as the second best location according to the Location Study.

- Park is surrounded by local streets, however the east side of the park is attached to a Minor Arterial Street in Webster Avenue.
- Parking would be a concern. Would have to allow/embrace extensive street parking or consider building an additional parking lot.
- Evening swim/activities would be impacted by leagues using Legion Ball field, depending on the amount of available parking.
- Of the two potential locations, the most likely option for locating the Aquatic Center would be on the west side of the park.
- The most likely location would be the west side of the park, or a similar location as the current pool. Current amenities of the park would likely be impacted due to the amount of acreage needed. Facilities such as the Tennis Courts, playground, Basketball Court, ice/hockey rinks, historic Oak Trees (150-200 years old) may be partially or all of them impacted.
- Parking – 44 stalls next to diamond, 43 additional slots along Charles and Ontario Streets. (Total 89). An additional 25 stalls along Charles Street next to Webster Avenue.
- Bus route currently goes past Legion Park on the eastern side along Webster Avenue.
- Legion Park is centrally located in a highly populated residential area.

VFW Park:

- Ranked as the third best location according to the Location Study.
- Probable location would be the current site of the pool.
- Would likely impact various park amenities, such as open shelter, trees, playground and/or octagon shelter...or all of them.
- Although no street parking is conducive, the amount of parking stalls in the area would be able to accommodate.
- Parking – 94 stalls in current parking lot, 75 stalls in upper level of Community Center, and an additional 61 stalls along Allard Street.
- Park is not centrally located in a residential area.
- Park entrance is located on Minor Arterial Street (Grant Street).
- Bus route does not come next to park, however does come within ¼ mile. It is possible the Bus route could be adjusted.

Jim Martin Park:

- Ranked high as a location if a cooperative agreement could be developed with Ledgeview.
- This site becomes a viable location if the Town of Ledgeview wants to cooperate.
- Location is less convenient to west side residents.
- Some park amenities would be impacted (ie. Soccer field, basketball court).
- Parking would be a concern, as there is only a moderate sized parking lot (approximately 91 stalls). Additional parking would need to be constructed as street parking would be difficult based on location of the park. Parking would be needed for Aquatic Center and 1-2 Soccer Fields.
- No bus route in close proximity to park.
- It is located in the center of a highly populated residential area.
- Is located just off a Minor Arterial Street (Chicago Street).
- Located very close to municipal boundary with Town of Ledgeview.

- Probable location of Aquatic Center would likely impact current playground and basketball court, and 1 of the three soccer fields we have located at this park.

Parking Comparisons:

Location	Stalls	Street parking
Legion	69	Yes
VFW	165	No
Jim Martin	78	Yes *
Voyageur	170 *	No
Resch Aquatic Center	19	Yes
Colburn Pool	50	Yes
Neenah	190	No
Mead Pool (Appleton)	110	No
Joannes Aquatic Center	150	No
Merrill	132	No
Onalaska	150 (230 overflow)	No

Jim Martin Street Parking – while we identified street parking as available, its not convenient to the entrance of the park.

Voyageur Park Stalls – 170 are listed in the combined parking lot (85 City/85Private) as you enter Voyageur Park. However the City has an agreement with neighboring business to use park for customers and staff. Most of the park during the day is consumed with vehicles.

General:

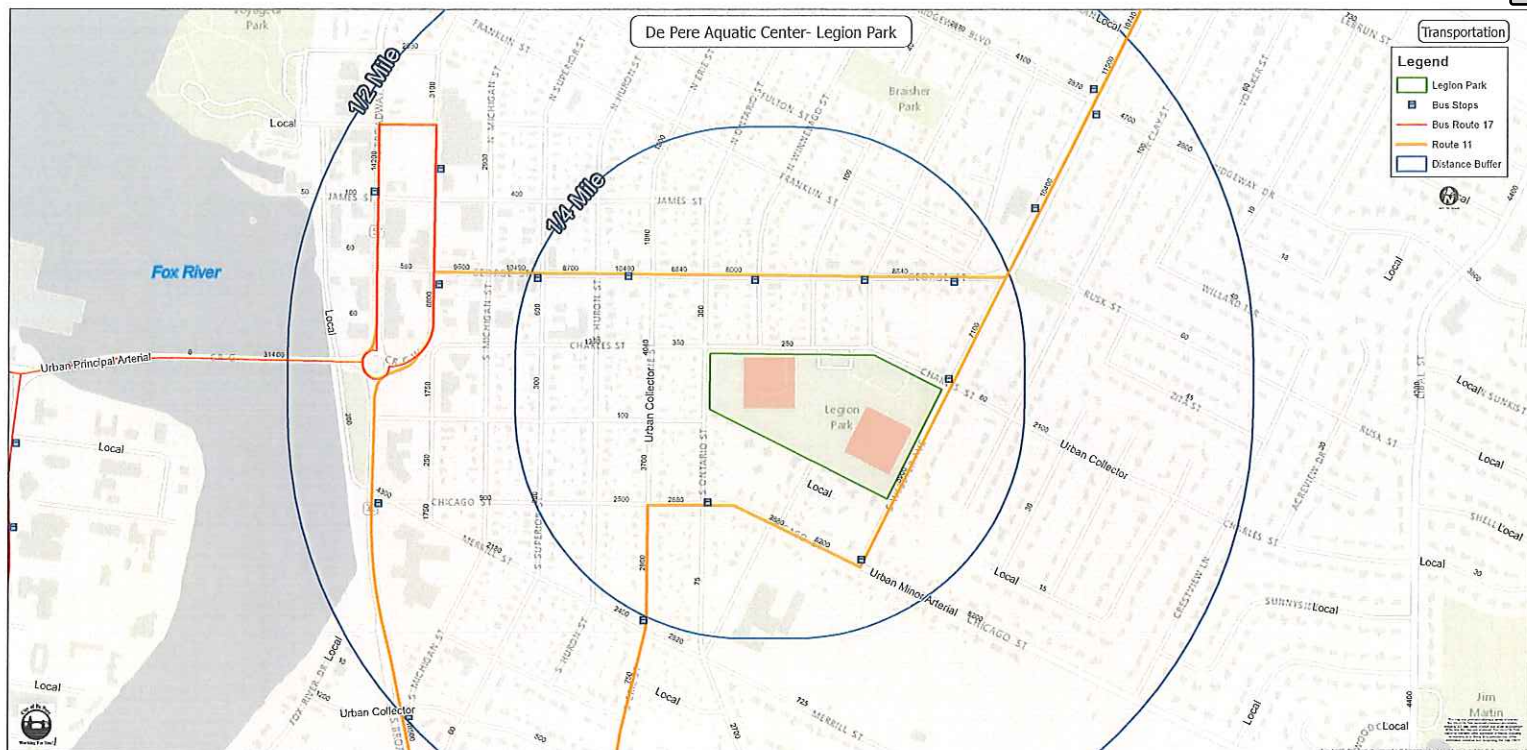
- The greatest growth is identified to be in the southeastern part of the City. Projections call for the City to grow to 30,000+ by 2040.
- In looking at other pools, approximately 1.5-2.0 acres is need just for pool/buildings. This does not include parking.

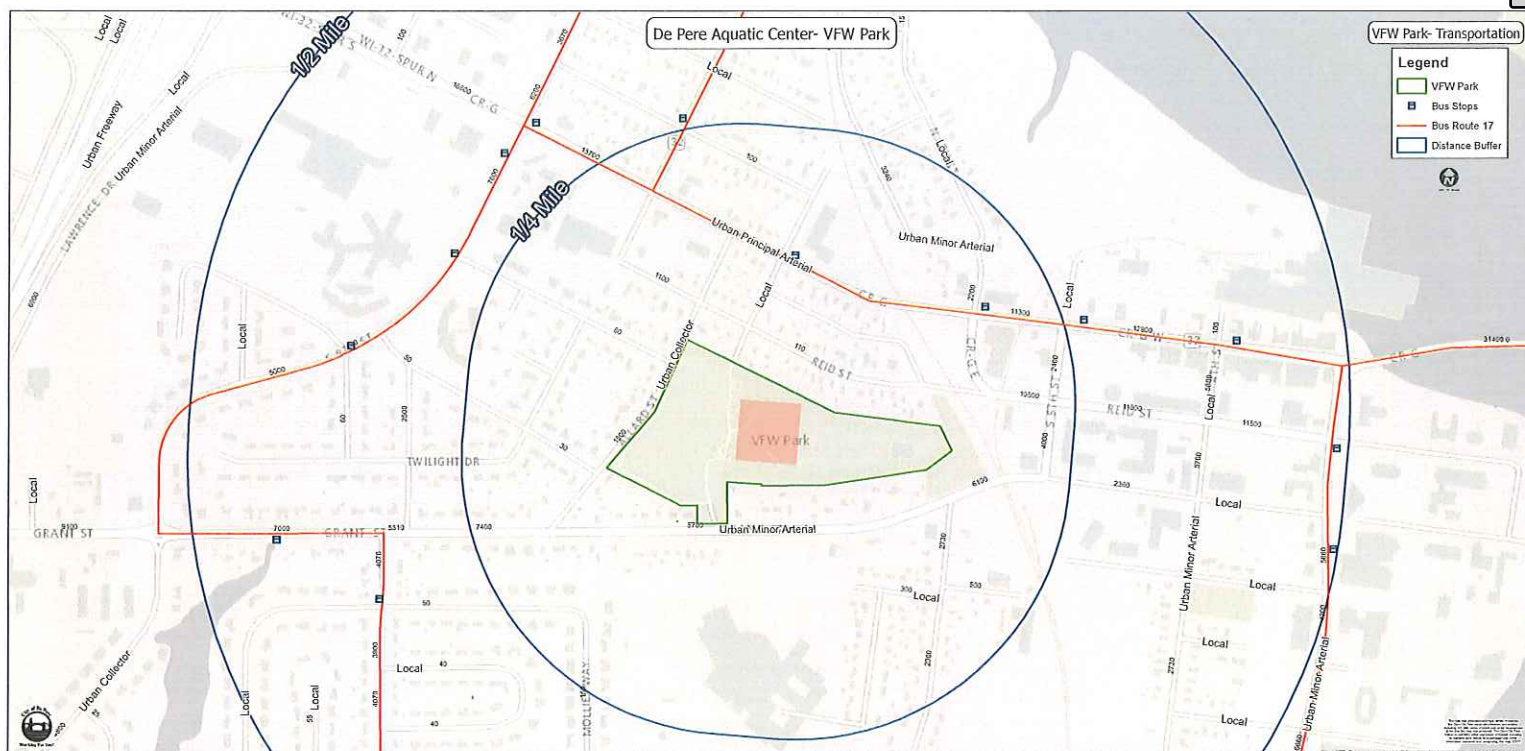
General Comments received:

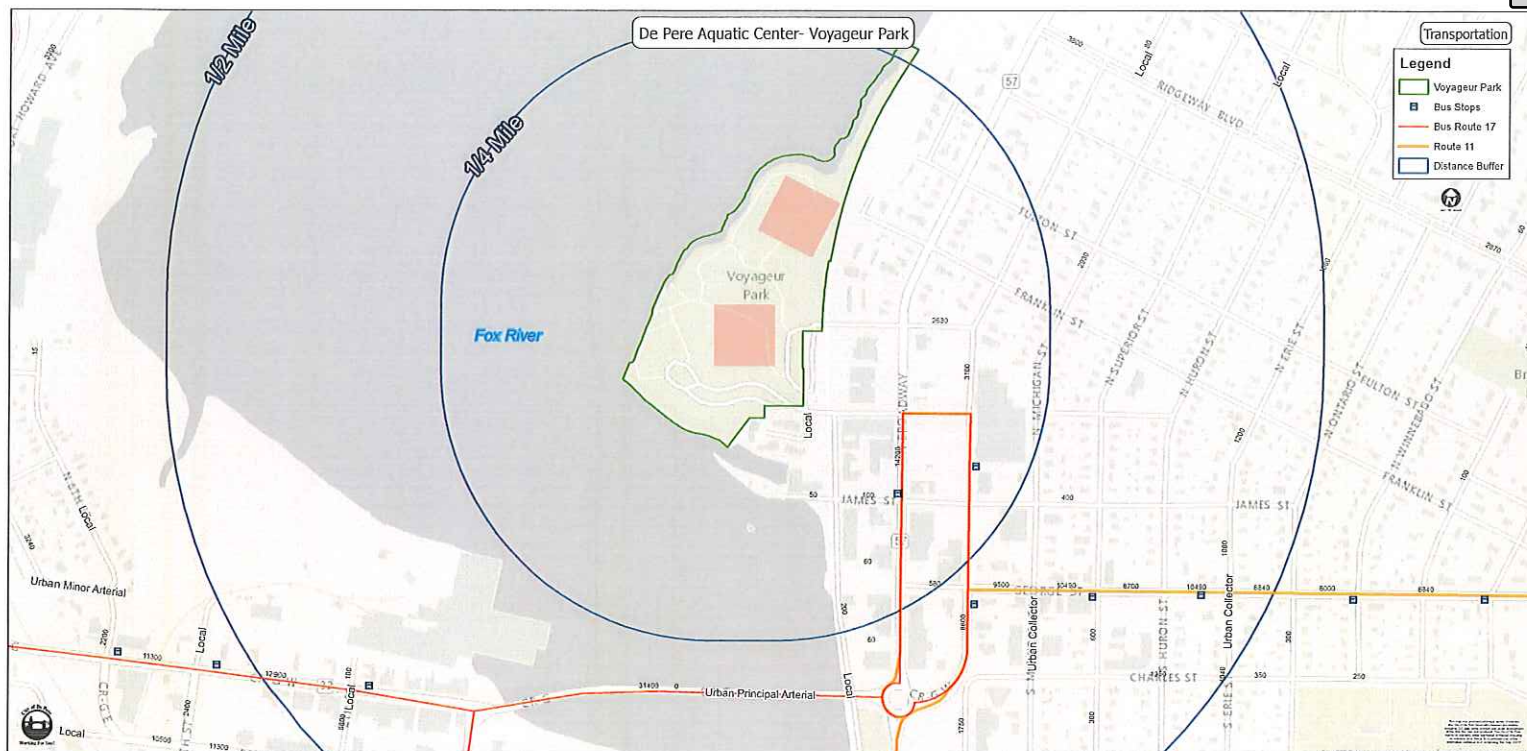
- Clara Sauer – feels there should be two pools.
- Supports Voyageur Park for Aquatic Center, feels Jim Martin is too low
- Prefers a pool on west side, but if not what will be done to make it safe for kids to get to a pool on the other side of the river.
- Questioned what would happen to summer day camp programs and the swimming component?
- Concerned about parking at locations.
- Have we thought or planned about future expansion?
- Will the facility cater to all ages? Will it have a hot tub or sauna?
- Where in Voyageur Park would it go?
- Has there been any consideration in what to do with the old pools when done?
- Was there any consideration given to the neighborhood value of the current pools, and if one aquatic center is built the community value will be lost.

- How much did the location study cost? Why are you asking about location when you already did a location study?
- Hand vote was taken and the following families voted – Jim martin (0), Voyageur (3), VFW (4), Legion (3).
- “I do not think the new aquatic center should go at Voyageur, it would take away from the natural beauty of the park, the river, the Riverwalk and the general atmosphere of the park and also take away from many of the amenities people go there to enjoy (the fishing, the quiet, etc).”
- Would vote for Voyageur Park as the location for an aquatic center.









City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: February 16, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve consulting firm to design Bomier Boat Launch.*

As part of our Bomier Boat Launch project we have funding in 2017 to design the renovation of the boat launch. This is an important step because we need to have our design and permits completed before we can apply to the WDNR for additional grants. We have budgeted \$35,000 in 2017 to complete the design and permitting of the boat launch. We advertised and sent personal invites to approximately 10 different consultants. We were pleased with getting six different bids on our RFP. The RFP is a cooperative effort with our Engineering Department, as they would like to add the addition of storm water treatment into the renovation plans.

Staff from the Park Department and Engineering Department have reviewed the bids and are recommending awarding the project to Graef Consulting.

ATTACHMENTS:

- Bomier Design.RFP. Final (DOCX)
- Design.bid comparison (PDF)

Request for Proposals For Bomier Boat Launch Renovation and Expansion

The City of De Pere would like to invite your firm to submit a proposal for design of the Bomier Boat Launch Renovation and Expansion.

Your proposal must be submitted to our office by Friday, January 27, 2017 at 3:00 p.m. Proposals can be submitted either by paper copy or via email to Marty Kosobucki.

BACKGROUND INFORMATION:

Bomier Boat Launch was renovated in 1998, which included the addition of a paved parking lot, upgraded launch, stationary dock and restroom facility. The boat launch is located on the City's east side, just south of the Claude Allouez Bridge.

In 2011 the City of De Pere acquired a .166 acre parcel to the south of the restroom located in Bomier Boat Launch with the intent to expand the park site to accommodate the growing use of the boat launch. The parcel had a home on the site which has since been razed. Currently, the Bomier Boat Launch is the only launch located south of the De Pere Locks and north of the Wrightstown Dam, making it a highly sought after launch for people living on the Fox River.

The City plans to expand the existing boat launch onto this southern parcel to include additional parking, add an additional boat launch lane, and the inclusion of an ADA Accessible canoe/kayak launch.

The City of De Pere currently has been approved for a grant from the NRDA (National Resource Damage Assessment) to be used toward the expansion of Bomier Boat Launch. It is the City's intention to apply for a WDNR grant in addition upon completion of design and permitting.

SCOPE OF SERVICES:

The scope of services for this project is to include the following:

- Complete the final design of the boat launch expansion and renovation based on input from City at kickoff and preliminary design meetings.
- Provide detailed plans and details for the boat launch renovation and expansion for inclusion in the City Project.
- Provide technical specifications
- Provide bid items and cost estimate
- Prepare and submit permits for the boat launch renovation and expansion.

Meetings

The consultant should include

- Kickoff meeting, including review of the site.
- Preliminary design meeting. Consultant will meet with City Staff to obtain clear direction of the desired amenities and concepts to expand and renovate the Bomier Boat Launch.
- Final design meeting.

The proposed fee schedule is included with this document. If there are any specific work items which the Consultant believes are not identified in any unit price item, but is required to provide a functionally completed project, then the identified specific work items shall be included in the appropriate unit price item.

The City will bid the project. Additionally, the City will insert the technical specifications into the bid document. The City will provide the other components to the bid documents, such as notice to bidders, instructions to bidders, agreement, and general conditions.

A sample consultant agreement is attached.

SCHEDULING:

The proposal will be taken to the Board of Park Commissioners on February 16 and Common Council on February 22. Based on this, work is anticipated to start in March.

INSURANCE:

Your company shall effect and maintain insurance to protect from claims under workmen's compensation acts; claims for damages because of bodily injury including personal injury, sickness or disease, or death of any of the company's employees; and from claims for damages because of injury to or destruction of tangible property including loss of use resulting there from; and from claims arising out of the performance of professional services caused by any errors, omissions or negligent acts for which the company is legally liable.

The company shall indemnify and save harmless the City of De Pere and their representatives from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any person, persons or property resulting from the negligent acts of the company or of any of their sub consultants in prosecuting the work.

FEE:

A fee schedule has been included for use on your proposal.

DELIVERY:

The deliverables for this project include the following:

1. Provide Boat Launch construction plans in AutoCAD and .pdf for insertion into the bid documents. The City will bid the project on-line with 11"x17" .pdf plan set.
2. Provide technical specifications in a word document for bidding of the Bomier Boat Launch Renovation and Expansion.
3. Provide bid items, quantities, summary of work, and an engineer's estimate. The estimate is to be provided in an Excel document. Provide the remaining items in a Word document.
4. Provide all required permits and regulatory approvals for construction of Bomier Boat Launch Renovation and Expansion.
5. Provide a timeline of events to include (but not limited to) kick off meeting, design phase, final design, completion of items for bid document, permit application, and permit acquisition.

The City will prepare the bid documents and bid the Bomier Boat Launch Renovation and Expansion project. The plans will be inserted into a City plan set. The City will provide the cover sheet. Additionally, the City will insert the technical specifications into the bid document. The City will provide the other components to the bid documents, such as notice to bidders, instructions to bidders, agreement, and general conditions.

ADDITIONAL INFORMATION:

The City will provide the following information to the consultant:

- GIS data
- Construction documents from the 1998 renovation.
- Aerial view of property (included).

Any required survey work to generate plans or for construction will not be completed by the City.

The consultant will establish survey control for the construction contractor.

The City will pay for permitting fees associated with the project.

A sample consultant agreement is attached.

For questions, please contact Marty Kosobucki at 920-339-8358, or e-mail at mkosobucki@mail.de-pere.org.

Proposed Fee Schedule

Company Name: _____

Company Address: _____

Company Address: _____

Company Representative: _____

Signature: _____

Item	Unit	Fee
Bomier Boat Launch Renovation and Expansion		
Design the Bomier Boat Launch Renovation and Expansion	\$	
Project Meetings (three)	\$	
Site Survey	\$	
Total Fee	\$	

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: February 16, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Consider changes to the Recreation Division Quarterly Report.

Discuss Recreation Division Quarterly Reports:

- 1) Does Board find them valuable?
- 2) What information would they like to see on the report?
 - a. Does it matter about room usage...numbers are skewed for Recreation Programs; i.e. numerous walk-in groups are each counted separately even though using the Spruce Rm.
 - b. Would it be more beneficial to know how many people were served for Rec Programs per month vs. room usage?
 - c. Would likely still keep room usage for rentals on there.
- 3) Could it change to a bi-annual report instead of quarterly?

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: February 16, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Comprehensive Plan Update
