



Board of Park Commissioners

Regular Meeting

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

Revised Agenda

Thursday, January 19, 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 **January 19, 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 12-15-16
2. Approval to Accept Donation from American Transmission Company (ATC) for use in the Urban Orchard program.*
3. Approval to Accept Tree Donation from the GB Packers, WDNR, GB Packaging, WPS & SCA.*
4. Review and Approve Community Center Rental Request Until 1:00 am.
5. Review Community Center Fundraiser Request.
6. Review and Approve Recreation Division 2016 4th Quarter Report.
7. Approval of Recommended Special Events at Pools.
8. Consider request to reduce boat launch fee for Kayak event.
9. Consider location of new Aquatic Center.

III. Public Comment Period

IV. Future Agenda Items

V. Staff Updates

1. Brown County Trail Update.
2. Southwest Park Donations.

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
Alderpersons

De Pere Youth Hockey
Tod Maki, De Pere Select Soccer

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
American Transmission Company
WDNR
WPS
Beatriz Sanchez
Tom Young

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 McMorrow, Teen Advisor
GB Packers
GB Packaging
SCA
Laura Hillesheim

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: January 19, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve Board of Park Commissioners Minutes from 12-15-16

ATTACHMENTS:

- Draft Minutes 12-15-16 (PDF)



Board of Park Commissioners

Regular Meeting

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

Draft Minutes

Thursday, December 15, 2016

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

II. Action Items

- Review and Approve Board of Park Commissioners Meeting Minutes 10-27-16.

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

- Approve donation of \$21,476.38 from anonymous donor to be used for soccer related project.*

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

- Approval to Accept \$260 Donation from De Pere Area Men's Club to Recreation Scholarship Fund.*

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

- Approval to accept \$1,000 donation from a De Pere Citizen to Community Center.*

Attachment: Draft Minutes 12-15-16 (5444 : Approve Board of Park Commissioners Minutes from 12-15-16)

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

5. Revision to Ordinance 30-1 (C).*

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

6. Consider replacement costs for Diving Boards at Legion and VFW Pools.*

Marty Kosobucki spoke with the board in reference to the replacement of the diving boards. Marty took questions from the board in reference to the diving boards. There was discussion on the diving boards.

Bill Volpano made a motion to replace the diving boards at Legion and VFW Pools, seconded by Randy Soquet.

Motion passed with 4 ayes and 1 nay.

RESULT:	ADOPTED [4 TO 1]
MOVER:	Bill Volpano, Board Member
SECONDER:	Randy Soquet, Board Member
AYES:	Michael Donovan, George Brown, Randy Soquet, Bill Volpano
NAYS:	Lisa Rafferty
EXCUSED:	Larry Lueck, Sue Schinkten

7. Consider revisions to the Master Plan at Southwest Park.

Mike Donovan made a motion to open the meeting at 6:43 p.m., seconded by Randy Soquet.

Jonathon Webb from De Pere Baseball spoke with the board in reference to the revisions to the master plan at Southwest Park. Jonathon gave a presentation about the revisions to the master plan, which would involve a training facility. The facility would be funded by De Pere Baseball through fundraising. Jonathon took questions from the board in reference to the revisions of the master plan.

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

8. Consider and approve action plan for Aquatic Facility.

Marty Kosobucki spoke with the board about the action plan for the Aquatic Facility. Marty took questions in reference to the action plan. There was discussion on the Aquatic Facility action plan.

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

9. Consider Overnight Docking Policy for docks at Voyageur Park.*

Marty Kosobucki spoke with the board in reference to the Overnight Docking Policy for the docks at Voyaguer Park. Marty took questions from the board in reference to the docking policy. There was discussion on the docking policy.

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

III. Public Comment Period

None

IV. Future Agenda Items

George Brown asked for an update on the Southwest Park Donations.

V. Staff Updates

1. Donation of supplies for stain glass class.
2. Donations from Bingo Luncheon's.

Marty also gave an update on the Fox River Trail cleaning.

VI. Adjournment

Mike Donovan made a motion to adjourn the meeting at 7:21 p.m., seconded by George Brown.

Respectfully submitted,
Debbie Zierson

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: January 19, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Don Melichar

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

This memo is to seek the Board of Park Commissioner's approval for the De Pere Parks, Recreation and Forestry Department to accept a donation of \$3600 from American Transmission Company (ATC) that will be used for the Urban Orchard project. The Urban Orchard project is a coordination of several City departments and the West De Pere School District to provide two orchards with edible fruit for the general public and students in Braisher Park and on Westwood Elementary School grounds. This donation, along with a donation secured through the Health Department, will help to fund at least 12 trees and all needed materials at both locations. Thank you for your consideration in this matter. If you have any questions, concerns or comments, please do not hesitate to contact me.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: January 19, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Don Melichar

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

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 donation of 38 bare root trees from a cooperative effort between the Green Bay Packers, Wisconsin DNR, Green Bay Packaging, WPS and SCA.

Summary: For several years now the Packers have been working on a way to reduce their carbon footprint in the area and one way is with a program called 'First Down for Trees'. What this program entails is that for every first down the Packers make they will donate a tree to a Brown County community. Using last year as a guide, the City was chosen to receive 38 trees this spring. The trees will be between 1.25"- 1.5" diameter and we were free to plant them anywhere within the community. Staff has placed the order and the trees will be planted in parks and right of ways. The amount of the donation is approximately \$2400.

Thank you for your consideration in this matter. If you have any questions, concerns or comments, please do not hesitate to contact me.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: January 19, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

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

Please find attached a rental request to extend their hours until 1:00 am at the De Pere Community Center. The rental is scheduled for Saturday, September 2, 2017. The renter is requesting the extra time after midnight to spend with family from California and for clean up purposes.

ATTACHMENTS:

- Sanchez Rental 9-2-17(PDF)

12/13/16

To Whom It May Concern,

I am renting the Pine Room at the De Pere Community Center on 9/2/17 for the full day. I am requesting an extension for the room until 1:00 am so we have extra time with family from California and for clean-up.

Please feel free to contact me with any questions at 920-393-4875.

Sincerely,

 12-13-16
Beatriz Sanchez

Attachment: Sanchez Rental 9-2-17 (5380 : Review and Approve Community Center Rental Request Until 1:00 am.)



DE PERE COMMUNITY CENTER RENTAL CONTRACT
600 GRANT STREET, DE PERE, WI 54115
(920) 339-4097 Fax: (920) 339-6348

RESERVATION DATE: 9-2-17 EVENT: Quinceañera

The following areas will be included in the contract:

X Upper Level
Pine Room/Kitchen, Rms. 201 & 206 Oak Room, Rm. 208 Hickory Room, Rm. 209
Lower Level
Spruce Room/Kitchen, Rms. 103 & 105 Maple Room, Rm. 108

*NOTE: When renting Spruce Rm., the Maple Rm. remains available for other rental reservations unless reserved and paid for with Spruce Rm. rental.

Starting Time: 7:30 am Ending Time: 1:00 am

Number of Persons Attending: 150

Additional Special Arrangements (see equipment listed on back): _____

COMMUNITY CENTER FEES					
Spruce & Pine Rooms (includes kitchen)			Maple, Oak & Hickory Rooms		
Residents:	\$150/4 hrs.	\$230/full day	Residents:	\$70/4 hrs.	\$100/full day
Non-Residents:	\$180/4 hrs.	\$280/full day	Non-Residents:	\$95/4 hrs.	\$125/full day
Additional Per Hour Charges After 4 Hours					
Residents & Non-Residents:					
\$20/hr. – meeting rooms					
\$35/hr. – large activity rooms					

The Lessee agrees to exercise due care in the preservation of the premises and to prevent loitering and presence of unauthorized persons during all usage periods. The Lessee hereby agrees to remit the applicable rental fee and security deposit and be held responsible for any and all damage to persons, property and premises.

Lessee shall indemnify and hold harmless the Lesser from any and all damage, loss, or liability of any kind whatsoever occasioned upon and/or within the leased premises, or ways or walks adjacent thereto, by reason of any injury to persons or property caused or alleged to be caused by any act or omission, neglect, or wrongdoing of the Lessee or any of his, her and/or its officers, agents, representatives, assigns, guests, employees, invitees, or other persons admitted by the Lessee to the premises. The Lessee will, at his, her and/or its own cost and expense, defend and protect the Lesser against any and all such claims or demands, including attorney's fees.

PERSON IN CHARGE (Must be at least 18 years of age): Beatriz Sanchez

ADDRESS: 2167 Nellie Lane Green Bay WI 54303
 (Street) (City/State) (Zip Code)

ORGANIZATION: _____ PHONE: 920-393-4875
 (Home) (Cell) (Work)

The preceding information is correct to the best of my knowledge. I have received a copy of the De Pere Community Center Policies and agree to abide by all the regulations and policies set forth for the use of the building and/or grounds. I acknowledge overall supervision of and responsibility for this event. I acknowledge that the City of De Pere has no responsibility, express or implied, for any damage or injury arising out of, or connected in any way with my/our use of the Community Center facilities.

SIGNED: Beatriz Sanchez DATE: 12-13-16
 (Signature of Lessee)

TO BE COMPLETED BY COMMUNITY CENTER PERSONNEL

Rental/Kitchen Fee \$ 280.00
 Equipment Fee \$ _____
 Storage Fee \$ _____
 Total Amount Due \$ _____
 Security Deposit \$ _____
 Game Room Deposit \$ _____

Date Paid 12/13/2016
 Receipt # 00117921
 Date Paid _____
 P.O. # _____

Card # Issued _____
 Key(s) Issued _____
 Date Issued _____
 Date Returned _____
 Date Returned _____

APPROVED BY: [Signature]

DATE: 12/13/16

Revised 12/28/15

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: January 19, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Review Community Center Fundraiser Request.

Please find attached a request for a fundraiser to be held at the De Pere Community Center on behalf of Laura Hillsheim for the Midwest Brainspotting Institute. Per our policies, this type of request requires the Board of Park Commissioners approval. Stipulations for fundraisers include the following:

1. Fundraisers are only permitted to benefit individuals/organizations from the City of De Pere.
2. Every fundraising activity must provide the following:
 - a. Name under which the individual/organization intends to conduct the fundraising.
 - b. Names and addresses of all responsible parties.
 - c. General purpose for which the organization/group is organized and purpose for which the contributions will be used.
 - d. Other information as may be necessary or appropriate in the public interest or for the protection of contributors.

Ms. Hillsheim has provided a letter addressing all of the points listed above.

Thank you for your time and consideration.

ATTACHMENTS:

- fundraiser.letter.9.15.17 (PDF)



December 28, 2016

Mr. Marty Kosobucki and De Pere Park Board
600 Grant Street
De Pere, WI 54115

Dear Board Members,

I am planning a fund raiser on September 15, 2017, and would like the board's approval for this event. We are proposing an event at the DePere Community Center. At the moment the plans are for a gathering from 6:30 to 9:30 PM. It will include donated music, informational presentations, food, silent auction, and plenty of time for people to talk and learn about our Institute. There will be no charge for admission; people can choose to donate. Here are the details:

- Name of Organization: Midwest Brainspotting Institute.
- Responsible Party: Laura Hillesheim, MHR, LPC, SAC
- Purpose of Organization: Build a collaborative community of counseling professionals to bring innovative therapeutic techniques to help individuals in need.
- General Purpose for Contributions: We are raising money to provide therapy services for individuals who do not have insurance or cannot afford treatment.
- Information for the public interest: All the funds generated will be used only for people in the DePere community. This will directly help our community, and donors can be assured of this. Our financial reports demonstrate our consistent careful use of all donations.

Thank you for your consideration.

Laura Hillesheim, Board Member
Midwest Brainspotting Institute
Laura_Hillesheim@yahoo.com
920-609-1539

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: January 19, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Review and Approve Recreation Division 2016 4th Quarter Report.

Please find attached the Recreation Division 2016 4th Quarter Report for review and approval. Thank you.

ATTACHMENTS:

- 2016 4th Quarter (DOC)
- 4th.quarter (XLSX)

City of De Pere

600 Grant St.
De Pere, WI 54115-1199
Phone: 920-339-2471
Fax: 920-339-6348

Paula Rahn
Recreation Superintendent
prahn@mail.de-pere.org
www.de-pere.org

2016 Community Center 4th Quarter/Year-End Report

- Staff worked in conjunction with Multi Media Channels for advertising, design, printing and distribution of our Winter/Spring Brochure and postcards. In turn, Multi Media Channels was able to retain all fees associated with soliciting ads for our brochure and postcard. This was a great partnership that developed and helped saved our Department thousands of dollars in printing and mailing as well as time spent in designing the brochure and postcards.
- Hired many part-time seasonal staff: assistants for Tumbling, Dance, Poms, basketball scorekeepers and officials, youth rec night supervisors, and aquatic staff at Syble Hopp.
- Re-hire letters were sent out to last year's summer seasonal staff. 2017 positions were reviewed and posted online.
- Part-time Office Assistant was let go in June; hired and trained a temporary part-time office assistant in August while decisions were being made on ADRC staffing. Hired and trained, Dawn Barron, new part-time office assistant in November. Also hired a new CC Facility Attendant and part-time Maintenance/Custodian person.
- Most of our fall programs ran with successful numbers and this is our second year with some programs such as Dance, Poms, TKD located in schools on the east side of De Pere. Adult Basketball League was full with 48 teams. Youth Rec Nights started at Westwood Elementary and attendance has averaged 15 participants which is a great start!
- Ordered costumes for Pom, Twirling & Dance classes. Secured basketball performances and coordinated professional pictures. Re-evaluated Pom, Twirl & Dance recitals; decided to combine them and hold 3 shows all on one day – a Saturday in March. This will be our first time offering our recitals on a Saturday.
- Organized a variety of holiday special events and workshops for different ages: Halloween Workshop, Candy Bar Bingo, Ringing In With Santa Claus (180 happy holiday calls were placed!), Cribbage Tournament, and a holiday party for Cribbage. Two new additional successful events were held – Luncheon Bingos, which were put on by the Commission on Aging and supported by Renaissance Assisted Living. Other events included an NWTC Foot Clinic and an AARP Smart Driver Course.
- We ended the year with 15 students in our Kidz Zone Before School program and 20 in our Kidz Zone After School program which is up from last year. Our Early Release Day programs have been hit or miss this year - Grace System (OLOL) and West De Pere have different schedules so that may attribute to the some of those not going. We anticipate receiving our renewal agreement with OLOL for next school year by the end of January.
- Kids Day Out Camps for winter break did not run, not enough interest. We will be offering a spring break camp March 27 - 31, Unified and West De Pere (and Ashwaubenon) are on break this week. Grace Systems has their break earlier in the month, we will work Kidz Zone around this.
- Brochures have been delivered to all schools, library, City buildings, on the City's website and emailed to those on interest list. The renewal agreement for this summer is being worked on by the City, hoping to have it to the district later this month. Registration is February 1, 2017. East side camp will run for 10 weeks, the West side camp will run for 11 weeks.
- Worked with ADRC in exercising a new contract for the Nutrition Program. Beginning in 2017, the ADRC will provide their own staff person to manage the nutrition program at the De Pere site. The Senior Program Coordinator's position then went to a half time position. Staff re-arranged offices and worked with the ADRC and IT Departments in helping make a smooth transition. Senior Program Coordinator helped train new ADRC staff taking over that program.
- Staff attended WPRA Conference in Wisconsin Dells in November.
- Completed final process of developing a more unified budget combining Community Center and Recreation divisions - revised InCode accounts and GL account assignments in ActiveNet. Also developed one timesheet for all of Recreation.
- Completed preventative maintenance, elevator inspections, fire alarm & sprinkler inspections.

Overall, 2016 was another year of change, transition and challenges! But with change comes new opportunities and looking forward to what we can accomplish in 2017! Twenty-three new programs were introduced this year and staff focused on improving quality of programs adding that personal touch! For the new year, staff will be busy overseeing classes starting, notifying all seasonal part-time staff regarding pay raises and incentives; advertising/hiring for summer seasonal positions and a recreation intern; evaluating recreation division structure and filling vacant position; completing self and staff appraisals; preparing for pom & twirling BB performances and holding rehearsal/recital; meeting with instructors and developing Summer/Fall brochure and postcards; assigning coding for programs; completing P/L's for fall/winter programs; finalizing cooperative agreements with schools for Summer Camp & Kidz Zone programs; requesting school facility usage; and reviewing/renewing various contractual agreements.

Respectfully submitted by: *Paula Rahn, Recreation Superintendent*

Attachment: 2016 4th Quarter (5443 : Review and Approve Recreation Division 2016 4th Quarter Report.)

FACILITY USAGE

	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC
Paid Rentals	34	23	16	20	14	24	16	15	10	13	16	17
Non-Paid Rentals	17	19	25	20	32	10	8	11	10	18	18	12
Recreation Programs	229	263	251	233	197	226	190	183	233	273	254	156

(includes P&R, CC)

Total Room Use	280	305	292	273	243	260	214	209	253	304	288	185
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Percentage Used	181%	218%	188%	182%	157%	173%	138%	135%	169%	196%	192%	119%
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(percents over 100 reflect rooms rented more than once on a given day)

Rental Revenue	\$3,832.24	\$2,695.24	\$2,461.12	\$2,405.00	\$2,123.00	\$3,795.00	\$3,115.00	\$3,375.00	\$1,490.00	\$2,080.00	\$2,975.00	\$3,215.00
Program Revenue	\$9,327.22	\$32,987.25	\$24,914.00	\$48,038.99	\$27,590.60	\$24,389.71	\$28,695.47	\$27,111.51	\$16,402.34	\$13,620.58	\$17,782.51	\$11,707.00
Aquatics Revenue	\$787.56	\$1,177.38	\$758.59	\$15,589.92	\$13,727.92	\$58,332.05	\$11,188.22	\$1,100.10	\$644.00	\$561.00	\$3,975.00	\$464.00
Adult Leagues Rev.	\$153.00	\$0.00	\$20,898.00	\$1,476.00	\$2,454.00	\$79.00	\$890.00	\$2,853.00	\$29,114.00	\$1,127.00	\$508.00	\$136.00
Contractual Revenue	\$237.00	\$237.00	\$237.00	\$237.00	\$237.00	\$237.00	\$237.00	\$237.00	\$237.00	\$237.00	\$237.00	\$237.00

(County Rent)

Equipment/Storage & Miscellaneous Revenue	\$138.06	\$103.87	\$75.37	\$91.81	\$110.12	\$105.37	\$122.10	\$127.87	\$76.37	\$255.28	\$147.36	\$106.00
TOTAL REVENUE	\$14,475.08	\$37,200.74	\$49,344.08	\$67,838.72	\$46,242.64	\$86,938.13	\$44,247.79	\$34,804.48	\$47,963.71	\$17,880.86	\$25,624.87	\$15,865.61

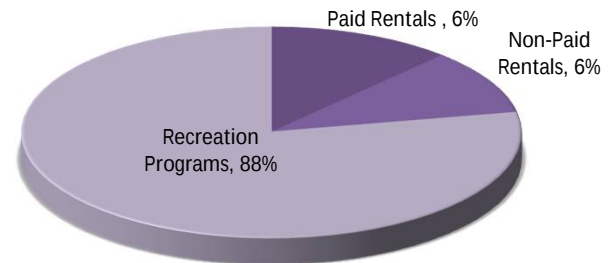
2016 TOTAL REVENUE (to date)

\$488,426.76

4th Quarter 2016 - Individual Room Usage

<u>ROOM</u>	<u>Program Usage</u>	<u>Rental Usage</u>
Pine Room	202	21
Oak Room	16	33
Hickory Room	105	4
Spruce Room	224	20
Maple Room	36	16
Lounge	<u>100</u>	<u>N/A</u>
Total Usage	683	94

4th Quarter 2016 Facility Usage



NOTE: Total revenue for 2016 was \$488,426.76. The total amount of revenue budgeted for Recreation and Community Center was \$503,125, which left us a shortfall of \$14,698. We have seen a decline in non-residents signing up for programs along with overall participation numbers and some classes getting canceled due to low enrollment numbers. Many Kidz Zone Early Release Days were canceled as a result of low enrollment due to different day off of school between OLOL & West De Pere School District; the Winter Break Camp was also canceled. Summer Softball and Kickball Leagues declined by 10 teams overall which had a major impact on revenues. Rental/Contractual/Equipment/Storage & Miscellaneous revenue declined \$5,164 and this could be attributed to a raise in facility rental fees along with a new competitor in the market, the Ashwaubenon Community Center. *Note: Because last year's report was solely based upon Community Center program revenues and this year's report encompasses all of recreation program revenue, we are not able to give a true comparison. This year was a starting point for us and from here on out we will be able to draw that comparison. Last year's Community Center program revenue totaled \$214,880.31, while this year's recreation program revenue including leagues and aquatics totaled \$450.562.*

4th quarter revenue broke down as follows: \$43,110.73 in program revenue, which includes all instructional recreation programs and activities overseen by CC staff & the Recreation Supervisor; \$5,000 brought in for aquatics revenue, which reflects water aerobics and baby & me swim classes; \$1,771 in adult leagues revenue, which is mainly adult basketball player fees; rental, contractual, equipment/storage & miscellaneous revenue totaled \$9,489.66. This quarter brought in a total of 94 paid rentals, which is 24 more rentals than last quarter. The Oak, Pine & Spruce rooms were the utilized the most for paid rentals while the Spruce Rm. ranked the highest in program usage due to many senior groups meeting there. The Pine Rm. ranked second for program usage with the Hickory Rm. coming in a close third. These are two rooms where primarily many youth activities and exercise classes are held.

Paid Rentals	6%	4%
Non	6%	2%
	88%	28%
	100%	

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: January 19, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Jenny Hammes

SUBJECT: Approval of Recommended Special Events at Pools.

Staff is proposing holding some fun specials at our pools to increase attendance and add an entertainment element. The pool specials are similar to what we held in Summer of 2016. Some of these will not directly cost anything while others will have a small fee. Supply costs to run the special events will be used from the pools operating supply budget.

The following are the events we are planning on hosting:

Sunday, June 18 - Father's Day

- Fathers get in free with paid youth admission

Saturday, June 24 - Season Pass Holder Appreciation

- Pass holders only: Bring a friend, friend gets in for \$1.00

Wednesday, July 5 - Goggles The Gator Day

- One lucky youth gets a free pair of goggles at 2:45pm break

Thursday, July 20 - National Lollipop Day

- Pick a lollipop and try for a prize

Tuesday, August 1- Freeze Pop Frenzy

- Free Freeze pop for the first 100 patrons

Friday, August 11 - Rubber Ducky Day

- Choose a duck and try for a prize

Wednesday, August 16 -Swim Towel Giveaway

- One lucky youth will win a swim towel in a drawing at 7:15pm break

Sunday, August 20 - Half Price Concessions Day

- All concession items are half price

Staff recommends the Board of Park Commissioners approve the proposed events for the 2017 summer pool season.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: January 19, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consider request to reduce boat launch fee for Kayak event.

We have received a request from Tom Young of the Fox-Wisconsin Heritage Paddle event to consider reducing the launch fee for kayaks and canoes at this event. Presently, the group pays \$5 per kayak/canoe as outlined by our launch fee program. If the Park Board wishes to accommodate a request of a reduced fee, I would encourage the Park Board to consider charging a "per car fee" and only for "scheduled" events. The per car fee would allow for up to 4 kayak/canoes to be launched and would also be manageable when it comes to monitoring. In addition, I would encourage the waiver to be for "scheduled" events only as I do not believe we should implement a complete change in policy for single users

ATTACHMENTS:

- Launch Fee Park Commissioner Meeting (MSG)

Debbie Zierson

From: Tom Young <tjyoung@att.net>
Sent: Sunday, January 08, 2017 9:44 PM
To: Marty Kosobucki
Cc: 'Tom Young'
Subject: Launch Fee Park Commissioner Meeting

Due by Jan9th.

Dear Mr. Kosobucki,

Thanks for your time in our recent discussion regarding the upcoming Fox-Wisconsin Heritage Paddle on August 4th 2017 starting at Bomier Park. I kindly request to be put on the January 19th Parks Commission Agenda to discuss the daily launch fee. Specifically our group is requesting a reduction in this fee relative to the not-for-profit nature of this event; and its burden and fairness relative to the large number of users expected. Talking points for the Board of Park Commissioners would include the following.

Background

- We have a established history of supporting the De Pere area—this is our 7th year bringing business before and after the event to the area.
- Adjunct paddling materials such as Maps have been produced, and we have been granted a NPS National Water Trail designation in 2012 (See example map below.)
- We are sponsored by NE Wisconsin Paddlers; a longstanding Green Bay area club. They are education based not for profit.

Group Fee Discussion Points

- When the ordinance for the daily launch fee was established, we speculate it did not envision 100-120 kayaks launching at the same time as a not for profit group.
- A great deal (perhaps half) do not use the boat ramp – many put in by hand on rip-rap or off dock. Cars are not left at the park.
- This event will run in conjunction with River Tyme, an excursion boat business based in De Pere.
- Our group has typically lost money on paddle – largely due to burden of De Pere launch fee; we would like to be able to continue to offer this popular event in De Pere.
- There are no logistics needed from the city for this event such as parking, tents, lighting, etc—therefore no burden is put on the city for this event.
- We typically have anywhere from 1 to 4 kayaks with a single car. That means a vehicle with 4 persons could pay \$20 vs a trailered power boat with the same persons paying \$5.
- We agree that paddle craft should pay their fair share for an improved landing such as Bomier. We advocate for consideration, that as a group event that currently has a onetime fee of 500-750 dollars, as non-motorized craft there is an unfair burden. We advocate for consistency with the spirit of the Wisconsin state policies that encourages either free launch fees if possible [NR1.90 (11)] or a reasonable launch fees to help maintain the facility.
- Example: recently the Fox River Navigational Authority board approved a lower fee structure for organized paddle events going through the locks. See below. It is \$1 per boat with a 100 dollar

Attachment: Launch Fee Park Commissioner Meeting (5450 : Consider request to reduce boat launch fee for Kayak event.)

minimum. This new fee structure recognized that without a group fee, a single lockage of 100 kayaks could pay 500 dollars, whereas the same lockage of a single power boat would pay only 10 dollars.

In summary, we kindly request the Commission reduce our estimated fee burden for Aug 4th of 500-750 dollars to either a per car basis; or some other flat or reduced fee that is commensurate with our limited use that evening. Thank you. Regards, Tom Young Fox-Wisconsin Heritage Paddles 920-380-3489

Supporting Materials:

2016 LOCK USER FEE SCHEDULE

Daily Recreational Locks Transit Permit – use all locks 1 day

Non-Motorized \$5.00 -||- Less than 26 ft. \$10.00 - || - 26 ft. or greater \$15.00

2-Day Recreational Locks Transit Permit – use all locks 2 consecutive days

Non-Motorized \$8.00 -||- Less than 26 ft. \$15.00 - || - 26 ft. or greater \$25.00

Season Unlimited Recreational Transit Permits – use all locks

Non-Motorized \$50.00 -||- Less than 26ft \$100.00 -||- More than 26ft \$150.00 (+ \$20.00 2nd Boat)
(Multi-Vessel Season Unlimited Transit Permit Largest Boat Season Fee +\$20.00 2nd Boat)

Tour Vessels \$50.00 Each Lock (round trip) +\$1.00 Each Passenger

Commercial Vessels \$80.00 Each Lock (each way - includes tug and barge)

Scheduled Paddle Events \$1.00 each (minimum 100 participants)

Special off-hour Call-In lockages available per rate schedule-12 Hour Call-In Notice Required
To Schedule Please Call: 920-202-1853

Wisconsin Information on Fees

NR 1.90 Public access policy for waterways.

(1) It is the goal of the state of Wisconsin to provide, maintain and improve access to the state's navigable lakes, r Waterway uses shall be equally available to all waterway users and include enjoyment of natural scenic beauty an reasonable fee. The department, alone or in cooperation with local government, shall exercise its management and including protection of natural resources.

(11) **Boat launching fees.** The department encourages free boat launching. A reasonable launch fee may be charg providers meeting the provisions of sub. (7). Charging excessive, unjustified or unreasonable boat launching fees i maximum allowable amount under the following criteria:

(a) **Base fee.** A base is that fee that is charged a state resident vehicle for entrance to the state parks.

(b) **Public boating access surcharges.** Municipalities, lake management districts and other public boating access p

De Pere INFORMATION:

General Information

A daily launch fee of \$5.00 is required or \$30.00 annual fee. Annual boat launch stickers can be purchased at the Park & Recreation Department, 925 S. Sixth Street, Monday thru Friday, 7:30 am - 4:00 pm or City Hall, 1st Floor, 335 S. Broadway Street, Monday thru Friday, 8:00 am - 4:30 pm. The annual Launch Pass is valid at all boat launches operated by the City of Green Bay, City of De Pere and Brown County.

Annual Boat Launch Information: The annual boat launch sticker must be permanently affixed to the backside of the trailer winch post. If the design of your trailer prohibits the clear view of the sticker, the sticker should be placed on the left side of the winch post in a visible location. An additional sticker is available for \$5 for a second trailer only if both boats are registered to the same person. You must provide your registration receipt from your first sticker and proof of ownership of both boats to purchase the second trailer sticker. Registration must be current.

If you sell or transfer ownership of the trailer a \$5 replacement sticker can be obtained by removing the old sticker from the trailer and returning it to the location you purchased it. You must return the old sticker to receive the replacement sticker. If the sticker is not available to return you must contact the Brown County Park Department at 448-6242.

De Pere ORDINANCE:

- (h) *Permit required.* No person or owner of a motor vehicle as defined at Wis. Stats. § 340.016 shall use a public boat landing in the city if the person does not obtain and displays a valid daily or annual boat ramp user permit as provided in this subsection (h).
- (1) *Annual permit purchase.* Annual permits may be purchased at the office of the city clerk-treasurer in city hall or at the office of the city clerk-treasurer in the Municipal Service Center on weekdays during normal business hours. Such permits shall be valid from date of purchase to the end of the year 31 of the year of purchase.
 - (2) *Daily permit purchase.* Daily permits may be purchased at the launch sites using the form and collection box located at the sites. Such permits shall be valid at the launch site where the permit was purchased for the date of the purchase.
 - (3) *Fee for permit.* The fee for the permit shall be established by resolution.
 - (4) *Receipt to constitute payment.* Receipt for payment of either a daily or annual permit shall constitute the permit for purposes of this section. The receipt shall be displayed prominently on the lower lefthand front windshield of the motor vehicle used for launching from the ramp. The daily receipt shall be displayed prominently on the lower lefthand front windshield of the motor vehicle used for launching from the ramp. All permits shall remain on display for the entire time the motor vehicle is on the premises of the boat ramp.
 - (5) *Use of daily permit.* Upon purchase of a daily permit, the date of the purchase shall be clearly marked on the appropriate portion of the permit. Failure to clearly and legibly enter such date or any attempt to alter the date or use the permit on a date other than the date of purchase shall constitute a violation of this section.

MAP EXAMPLE



Attachment: Launch Fee Park Commissioner Meeting (5450 : Consider request to reduce boat launch fee for Kayak event.)

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: January 19, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consider location of new Aquatic Center.

I would like the Park Board to start the general discussion on the location of the future Aquatic Center. I have put together various steps and/or action plan in how to go about determining the location. This should be view more as a guide and not an exact process. I will provide you with a summary of comments from the Public Comment Meeting.

ATTACHMENTS:

- Aquatic Facility Location Decision (DOCX)

Aquatic Facility Location Decision

Action Plan

Step	Action
1	Review comments from Public Input meeting.
2	Quick discussion on proposed locations from Location Study. - Are there locations that we unanimously should eliminate, and are there any locations that we should consider that were not mentioned since the study?
3	Discuss potential for cooperative efforts? - What impact will a cooperative effort have on a location? - Will a cooperative effort impact your vote/decision as to where a facility should go? - How long should we investigate a cooperative effort which may impact our decision? -
4	Discuss if a cooperative effort has a higher priority than location? (i.e. Should we put the facility where we feel it will best serve the City and then seek cooperative efforts, or seek out a cooperative effort and place facility where it would best serve all parties?
5	If decision is to put in best possible location for the City. - Begin process to analyze best site based on location study, public comment, staff input, and Park Board input. If decision is to seek out cooperative effort first, and location second. - Staff should be given authority to speak with identified agencies to discuss potential agreements.
6	TBD

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: January 19, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Brown County Trail Update.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: January 19, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Southwest Park Donations.

Kevin and Mary Meyer	\$	500.00
Gerry and Joan Steffen	\$	1,000.00
Brett and Lyn Stanton	\$	500.00
Erica Beyer	\$	200.00
David Raasch	\$	100.00
Dan and Amber Bassindale	\$	100.00
Nicholas and Katie Meisner	\$	100.00
Sara and Harley Quarnstrom	\$	20.00