



Board of Park Commissioners

Regular Meeting

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

Agenda

Thursday, January 18, 2024

6:30 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statute 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 18, 2024 at 6:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

The Public or Members of the Board of Park Commissioners, which may count toward an official quorum, may attend the meeting either in person in the Council Chambers or telephonically or electronically via video conferencing or other appropriate technological means. Telephonic or electronic access to the meeting is provided below:

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

OR

You can also dial in using your phone.

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

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

Access Code: 154-883-285

This meeting may also be rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at <http://deperecitywi.igmp2.com/>.

I. Call to Order

1. Roll Call

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

III. Items

1. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the December 21, 2023 Meeting.
2. Consideration and Possible Action to Approve Amerilux as the Main Sponsor for De Pere Beer Gardens.*
3. Consideration and Possible Action to Accept \$1,750 Sponsorship from Immel Construction Inc. for June Beer Gardens.*
4. Consideration and Possible Action to Approve \$1,750 Sponsorship from Durr Systems Inc. for July Beer Garden.*
5. Consideration and Possible Action to Approve \$1,750 Sponsorship from Tweet Garot Mechanical for August Beer Garden.*
6. Consideration and Possible Action to Accept a \$1,500 Donation from the De Pere Lions Club for Children's Entertainment at 2024 Beer Gardens.*
7. Consideration & Possible Action to Approve Donation of Family Pool Pass to Recreation Department Snowman Contest.*

8. Consideration and Possible Action to Approve Tennis Program Fees Adjustment.*
9. Consideration and Possible Action to Approve Pool Closure Policy Update
10. Consideration and Possible Action to Approve Evening Swim Lessons & General Evening Swim Schedule.
11. Consideration and Possible Action to Approve Evening Swim Hour Adjustments.
12. Consideration and Possible Action to Approve the Second Quarter Financials for the De Pere Ice Center 2023/2024 Season.
13. Consideration and Possible Action Regarding Donation Proposal From De Pere Girls Softball Association.*
14. Consideration and Possible Action Regarding Upgrading the Water Fountain on Nelson Family Pavilion to a Water Bottle Filling Unit.*
15. Consideration and Possible Action on Approving Change Order #6 For Nelson Pavilion.*
16. Discussion on Donor Wall for the Nelson Family Pavilion.
17. General Discussion on Current Tree Planting Policy for ROW Trees and Potential Change.
18. Consideration and Possible Action Regarding Bids For Replacing Truck 18.*

IV. Staff Updates

1. Staff Update on Status of Southwest Park Shelter Construction Progress.
2. Staff Update on Nelson Family Pavilion Construction Progress.

V. Future Agenda Items

VI. Adjournment

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

Board Members
Alderspersons
Mayor James Boyd
Larry Delo, City Administrator
Tony Wachewicz, City Attorney
Marty Kosobucki
Carey Danen, City Clerk
City Hall 1st and 2nd Floor
De Pere Girls Softball
Connor Goodman, Teen Advisor
Connor Mason, Teen Advisor
Scott Keller, IEI General Contractors
Patrick Gauthier, Amerilux
Allison Thiry, Immel Construction
De Pere Lion's Club

De Pere Youth Hockey
De Pere Select Soccer
De Pere Area Chamber of Commerce
Definitely De Pere
Brown County Library – De Pere
TV & Radio Stations
De Pere Rapides Youth Soccer
De Pere Baseball
Christopher Thompson, De Pere School Dist.
Dennis Krueger, WDP School District
Don Chilson, De Pere Ice Center
Kevin Chevalier, McMahon Associates
Jo LeMoine, Durr Systems
Nicole Edge, Tweet Garot

***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: January 18, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Grace Lahtela

SUBJECT: Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the December 21, 2023 Meeting.

ATTACHMENTS:

- Draft Minutes 12-21-23 (DOC)



Board of Park Commissioners

Regular Meeting

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

Draft Minutes

Thursday, December 21, 2023

6:30 PM

Council Chambers and Virtual

I. Call to Order

The meeting was called to order at 6:30 PM by Board Member Randy Soquet

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

Others present:

Marty Kosobucki, Director of Parks, Recreation, and Forestry

Grace Lahtela, Administrative Assistant

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

None

III. Items

1. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the November 16, 2023 Meeting.

James Kneiszel moved to approve the minutes from the November 16, 2023, Board of Park Commissioners meeting, seconded by Ryan Jennings. Upon vote, the motion was approved unanimously.

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

2. Consideration and Possible Action to Approve Draft Comprehensive Outdoor Recreation Plan.

Melissa Thiel Collar moved to approve the draft Comprehensive Outdoor Recreation Plan, seconded by Ryan Jennings.

Aldersperson Defnet Ledvina questioned the reference of a bike map from the Planning Department. Marty Kosobucki, Director of Parks, Recreation and Forestry explained that the Planning Department suggested including a map in the COMP Plan that shows the

various bike paths and routes in the city. Staff and the consultant did not feel that the bike plan fits within the COMP Plan and did not want to confuse the two. Alderperson Defnet Ledvina questioned if a bike map even existed for the city.

Alderperson Defnet Ledvina questioned the comments regarding Wells Park and referencing the Downtown Master Plan. Marty Kosobucki explained that the Planning Department wanted any reference to improvements to Wells Park be referenced to the Cultural District Plan instead of the Downtown Master Plan.

Upon vote, the motion passed unanimously.

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

3. Consideration and Possible Action Related to a Canoe/Kayak Launch at Voyageur Park and the NRDA Grant.*

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that in the 2023 budget there were funds allocated to put in a kayak/canoe launch at Voyageur Park. This project was subject to receiving a stewardship grant from the WDNR and a NRDA grant. The city was awarded the NRDA grant for around \$20,000, however the WDNR stewardship grant was denied. With the denial of the WDNR grant, the Park Board will need to decide if they want to ask City Council for additional funding, terminate the project due to lack of funding, or postpone the project and try again for another WDNR grant.

James Kneiszel questioned if the project could be done in sections. Marty Kosobucki explained that it is just a ramp and launch, so it could not be done in phases.

James Kneiszel also asked if there were other grants that could be applied for. Marty Kosobucki explained that he is not aware of any other grants, but there might be some smaller, private ones.

James Kneiszel questioned if it was possible to delay the funds and try to fundraise for the additional funds. Marty Kosobucki explained that fundraising would be possible, but it would be extremely hard with the efforts just made for the Nelson Family Pavilion.

Connor Goodman questioned what the options are for the additional funds, in addition to the NRDA grant funding. Marty Kosobucki explained that the additional funds would need to be requested from City Council to come from unassigned reserves, or to postpone the project and ask for funds in the 2025 budget.

James Kneiszel asked where in importance staff would rank the kayak launch in the list of park projects. Marty Kosobucki explained that the project is important, but people have done without it. However, he would like to see the project done because it would be used greatly and increase the quality of life in De Pere.

Alderperson Defnet Ledvina commented that she would like to see if Council would fund it and questioned if the launch could be completed by summer to coordinate with the

opening of the Nelson Family Pavilion. Marty Kosobucki stated that there is a very strong likelihood of it being completed by summer.

Ryan Jennings questioned if any municipalities have a launch that they are not using but would like to send the project to Council to see if they would fund it first.

Aldersperson Chandik Kundingler feels that it is a good idea to have a launch there. The city was able to secure some funding for the project and if we postpone the project, it will cost more. She agrees that the City should take advantage of the grant funding secured and move forward with the project.

Aldersperson Defnet Ledvina moved to accept the NRDA grant for the kayak/canoe launch at Voyageur Park, with the additional funding determined by Council, seconded by Aldersperson Chandik Kundingler. Upon vote, the motion passed unanimously.

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

4. Consideration and Possible Action on the Selection of Grout Color for the Nelson Family Pavilion.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that the bid packet for the Nelson Family Pavilion specified the lighter grey color for the grout. Staff felt that the light grey color stood out a bit too much. Originally this was going to be an upgrade and an increase in charge, however the contractor has agreed to update the grout to the sable (darker) color for no charge.

Randy Soquet moved to approve the sable (darker) grout for the Nelson Family Pavilion, seconded by Aldersperson Defnet Ledvina. Upon vote, the motion passed 5-1, with James Kneiszel voting nay.

RESULT:	ADOPTED [5 TO 1]
MOVER:	Randy Soquet, Board Member
SECONDER:	Shana Defnet Ledvina, Aldersperson
AYES:	Thiel Collar, Jennings, Kundingler, Defnet Ledvina, Soquet
NAYS:	Jim Kneiszel
EXCUSED:	Dean Raasch

5. Consideration and Possible Action of Continuation of Water Fountain at Voyageur Park.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that the existing water fountain to the north of the playground was fed from the restroom building at Voyageur Park. The consultant did not outline the water line going to this water fountain in the bid packet for the Nelson Family Pavilion. When the restroom building was razed, this water line had to be cut off. Now, to have an operational water fountain on the north side of the playground, it would cost additional funds and a change order would be needed. If the contractor ran the water line to the outside of the patio, and our staff ran the remainder of the line to the fountain, it would cost around \$4,000. For the contractor to hook up the fountain completely, it would cost around \$6,000. The Park Board could

also elect to remove the fountain, because it does not get a lot of use. The fountain is an ADA accessible fountain, and could be used at Kiwanis Park, because it is in the budget for Kiwanis to get one this year.

James Kneiszel recommended questioned if a bottle filler was going to be installed on the Nelson Family Pavilion.

Conner Goodman stated he doesn't like using a water fountain and losing it would not be a great loss if another fountain was available.

Alderpersion Defnet Ledvina moved to discontinue the water fountain on the north side of the playground at Voyageur Park, seconded by James Kneiszel. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Shana Defnet Ledvina, Alderpersion
SECONDER:	Jim Kneiszel, Board Member
AYES:	Thiel Collar, Jennings, Kneiszel, Kundinger, Defnet Ledvina, Soquet
EXCUSED:	Dean Raasch

6. Consideration and Possible Action to Approve Proposed Facility Condition Assessment RFP for Ice Arena.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained the usually we do not bring a draft copy of an RFP to the Park Board. However, this is a unique RFP and staff is looking to see if there is any other information that the Park Board would like to see obtained in the proposal.

Ryan Jennings questioned if the proposal is looking to replace the entire facility. Marty Kosobucki stated one aspect would be the cost to replace the entire facility, but also to evaluate each area and assess the replacement cost and how long it will last.

Randy Soquet moved to approve the proposed Facility Condition Assessment RFP for the De Pere Ice Arena, seconded by Melissa Thiel Collar. Upon vote, the motion passed unanimously.

RESULT:	DISCUSSED
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7. Consideration and Possible Action to Consider Plowing the East River Trail.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that clearing the East River Trail was something that the Park Board has reviewed in the past. However, since the last review, people have been contacting the department to question why the City of De Pere does not clear their portion of the trail. The communities to the north and south of De Pere both clear their portion of the trail. The City of De Pere's portion of the trail is about a mile long and located in the middle of the trail. The city has elected not to clear the trail due to staffing and required resources.

Randy Soquet questioned if there is an estimated cost to clear the trail per incident. Marty Kosobucki stated that he could have staff prepare an actual estimate, but it would probably take 1-2 hours for a small event with a truck. If it was a large storm and needed the holder, it would probably take 4-5 hours to clear. These times are just for clearing the snow, no ice removal. Also, because of the dogs on the trail, the other communities do

not use a lot of salt on the trail, they use a sand/salt mix, which our equipment is not set up for.

James Kneiszel questioned if the City could subcontract with the other communities. Marty Kosobucki explained that he reached out to the other communities, and they were not interested.

Aldersperson Chandik Kunding agreed that an inter-governmental agreement would work well.

Aldersperson Defnet Ledvina moved for staff to clear the trail after all other duties are completed and if no overtime is needed, seconded by Aldersperson Chandik Kunding.

Melissa Thiel Collar questioned if there are any additional liability concerns with clearing the trail. Marty Kosobucki stated that if the snow is cleared, we would need to do something to treat the ice. He would not suggest just clearing the snow and our equipment is not set up for sand.

Connor Mason questioned if the neighboring communities have the equipment available to sand. Marty Kosobucki stated they do, and the City does as well, but ours is set up differently. Conner Mason suggested reaching out to the neighboring communities before adjusting our equipment.

James Kneiszel stated he would prefer to go into an inter-governmental agreement before the Park Department clears the trail. Marty Kosobucki stated that due to timing, the agreement would have to be completed next year if even possible.

Aldersperson Defnet Ledvina amended her motion to incorporate snow/ice removal of the East River Trail into the current Park Department operations after the top priorities have been completed and not incur overtime, and then look into an inter-governmental agreement for the 2024-2025 snow season. Aldersperson Chandik Kunding agrees with the amended motion. Upon vote, the amended motion passed unanimously.

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

IV. Staff Updates

1. Staff Report on Southwest Park Shelter Repair.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that Council approved the Southwest Park shelter repairs with the shingled roof. The consultant is working on getting the contracts signed by IEI.

RESULT:	DISCUSSED
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2. Staff Report on Holiday Light Show

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that the Holiday Light Show at Voyageur Park is quite a bit bigger and better than last year. Last

Saturday, the second weekend that it was opened, there were just under 600 cars that went through the event. Staff received many comments that expressed how much people appreciated that it was a free event. We do, however, allow two community groups take donations one night during the event; Fox Community Credit Union, the sponsor of the event, and Pink Flamingo's that help with the set-up of the event.

RESULT:	DISCUSSED
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3. Staff Report on Nelson Pavilion Construction.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that the geopiers started on Friday. Another soil boring was requested, which has now been completed and it passed.

RESULT:	DISCUSSED
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4. Staff Report on 2023 Major Project Schedule.

Marty Kosobucki, Director of Parks, Recreation, and Forestry provided an update on the 2023 major project schedule.

RESULT:	DISCUSSED
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V. Future Agenda Items

James Kneiszel would like a discussion item on the history, signage, and potential uses for George Park.

Alderperson Defnet Ledvina would like a discussion item regarding street planting policies for trees and brainstorm ideas on how to get more trees planted in the terraces.

VI. Adjournment

James Kneiszel moved to adjourn the meeting at 7:28 pm, seconded by Melissa Thiel Collar. Upon vote, the motion passed unanimously.

Respectfully submitted,
Grace Lahtela



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 18, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to Approve Amerilux as the Main Sponsor for De Pere Beer Gardens.*

ATTACHMENTS:

- Memo.Amerilux.Beer Garden Main Sponsor (DOCX)

CITY OF DE PERE MEMO



To: Board of Park Commissioners

From: Marty Kosobucki

Date: January 4, 2024

RE: De Pere Beer Gardens – Main Sponsor

Staff is recommending the acceptance of Amerilux as the Main Sponsor of the De Pere Beer Gardens. We have received notification from Amerilux they would like to continue being the main sponsor of the largely popular event. Our sponsorship program continues to be \$3,500 for the Main Sponsor.

Next year would be the fourth year Amerilux would be our sponsor and we extremely grateful for their generosity and support to the event.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 18, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Consideration and Possible Action to Accept \$1,750 Sponsorship from Immel Construction Inc. for June Beer Gardens.*

ATTACHMENTS:

- Beer Gardens 2024 June - Immel Construction (DOCX)

CITY OF DE PERE

Community Center

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



TO: Board of Park Commissioners

FROM: Paula Rahn, Recreation Superintendent

DATE: January 4, 2024

RE: Consideration to accept a \$1,750 donation from Immel Construction for the De Pere Beer Gardens

Staff is requesting the Board of Park Commissioner's approval to accept a \$1,750 donation from Immel Construction for an individual sponsorship for our June 25, 2024 Beer Garden event at Voyageur Park. An individual sponsor would be listed in all social media posts and other electronic marketing specific to that event along with signage at the event.

We are very pleased to have Immel Construction on board as one of our sponsors of this great community event again this year! They have sponsored the event the past two years and also handed out free swag items for patrons which added a nice special touch!

Thank you for your time and consideration.

Donation Information:

From: Howard Immel, Inc., 1820 Radisson St., Green Bay, WI 54302
 c/o Allison Thiry, Marketing Specialist

To: De Pere Parks & Recreation Department

For: Individual Sponsorship for June 25 Beer Garden Event

Amount: \$1,750



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 18, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Consideration and Possible Action to Approve \$1,750 Sponsorship from Durr Systems Inc. for July Beer Garden.*

ATTACHMENTS:

- Beer Gardens 2024 July - Durr Systems Inc (DOCX)

CITY OF DE PERE

Community Center

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



TO: Board of Park Commissioners
 FROM: Paula Rahn, Recreation Superintendent
 DATE: January 4, 2024
 RE: Consideration to accept a \$1,750 donation from Dürr Systems, Inc. for the De Pere Beer Gardens

Staff are requesting the Board of Park Commissioner's approval to accept a \$1,750 donation from Dürr Systems, Inc. for an individual sponsorship of our July 23, 2024 Beer Garden event at Voyageur Park. An individual sponsor would be listed in all social media posts and other electronic marketing specific to that event along with signage at the event.

Dürr Systems, Inc. has been a sponsor for this great community event for the past two years. Not only have they provided wonderful volunteers to help in the beer tent but also handed out free swag items to patrons. We are very pleased to have them return as one of our sponsors again this year as they have been a great partner in helping make the Beer Gardens a tremendous success!

Thank you for your time and consideration.

Donation Information:

From: Dürr Systems, Inc.
 c/o Jo LeMoine
 830 Prosper St.
 De Pere, WI 54115

To: De Pere Parks & Recreation Department
 For: Individual Sponsorship for July 23 Beer Garden Event
 Amount: \$1,750



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 18, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Consideration and Possible Action to Approve \$1,750 Sponsorship from Tweet Garot Mechanical for August Beer Garden.*

ATTACHMENTS:

- Beer Gardens 2024 August - Tweet Garot (DOCX)

CITY OF DE PERE

Community Center

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



TO: Board of Park Commissioners

FROM: Paula Rahn, Recreation Superintendent

DATE: January 8, 2024

RE: Consideration to accept a \$1,750 donation from Tweet Garot Mechanical for the De Pere Beer Gardens

Staff is requesting the Board of Park Commissioner's approval to accept a \$1,750 donation from Tweet Garot Mechanical for an individual sponsorship for our August 27, 2024 Beer Garden event at Voyageur Park. An individual sponsor would be listed in all social media posts and other electronic marketing specific to that event along with signage at the event.

We are very pleased to have Tweet Garot Mechanical on board as one of our sponsors of this great community event again this year! They were a new individual sponsor for the June event last year, so we are pleased to have them back with us for a second year!

Thank you for your time and consideration.

Donation Information:

From: Tweet Garot Mechanical
 c/o Nicole Edge, Marketing Coordinator

To: De Pere Parks & Recreation Department

For: Individual Sponsorship for August 27 Beer Garden Event

Amount: \$1,750



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 18, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Consideration and Possible Action to Accept a \$1,500 Donation from the De Pere Lions Club for Children's Entertainment at 2024 Beer Gardens.*

ATTACHMENTS:

- Beer Gardens 2024 - Lions Club (DOCX)

CITY OF DE PERE

Community Center | Recreation Department

600 Grant Street, De Pere, WI 54115 | 920-339-4097 | www.deperewi.gov



Memorandum

To: Board of Park Commissioners

From: Cindy Lee, Recreation Supervisor

Date: January 8, 2024

Re: Approval to Accept \$1,500 Donation De Pere Lions Club

Staff is seeking Board of Park Commissioner's approval for the De Pere Community Center to accept a donation of \$1,500 from the De Pere Lions Club for sponsorship of Mischief and Magic (Children's Entertainment) at all three of our Beer Garden Events for the 2024 summer.

The De Pere Lions Club would be recognized as a sponsor of Mischief and Magic in our social media posts as well as at the Beer Gardens.

Thank you for your time and consideration.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 18, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Consideration & Possible Action to Approve Donation of Family Pool Pass to Recreation Department Snowman Contest.*

ATTACHMENTS:

- Snowman Contest - Family Pool Pass Request 2024 (DOCX)

CITY OF DE PERE MEMO



To: Board of Park Commissioners

From: Mandi Baker

Date: January 4, 2024

RE: Approve Request to Donate 1 Family Pool Membership for the 2024 Snowman Photo Contest Grand Prize

Staff is seeking the Board of Park Commissioner's approval for the donation of 1 Family Pool Pass to the Parks, Recreation and Forestry Department. The Family Pool Pass would be used as the grand prize for the Snowman Photo Contest.

The past three years, the families that received the Family Pool Pass were overwhelmingly grateful and surprised by the generous prize. This will be the fourth winter we host this free event. Since this is a multi-generational, family contest, we believe the Family Pool Pass is the perfect grand prize.

Thank you for your time and consideration.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 18, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Chelsea Moberg

SUBJECT: Consideration and Possible Action to Approve Tennis Program Fees Adjustment.*

Please see attached memo.

ATTACHMENTS:

- Park Board Memo - Tennis Program Fees Adjustment (PDF)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
 From: Chelsea Moberg
 Date: 1/8/2024
 RE: Tennis Program Fees Adjustment

Our contracted tennis instructors have requested an increase of 50% in program rates for the 2024 season. They are taking a loss due to staffing costs increasing faster than fees. 70% of the registration fee is paid to Green Bay Tennis Center in exchange for their services. Overall, we've had excellent participant feedback and service throughout this contract.

Staff have researched local comparable programs and found that Bellevue is the only local municipality offering tennis lessons. If we increase fees to the requested rate our cost per hour of instruction will be \$0.80 more per class hour per participant when compared with their 2023 tennis rates.

2023 Fees	Cost / hour instruction	Weeks	Classes per week	Class Length	Cost Per class
De Pere	\$ 5.60	5	2	1 hr	\$ 56.00
Bellevue	\$ 7.60	5	1	1 hr	\$ 38.00
GB Tennis Center	\$ 25.00	8	1	1 hr	\$ 200.00

Maintain Program Setup and Increase Fees by 50%

2024 Fees	Cost / hour instruction	Weeks	Classes per week	Class Length	Cost Per class
De Pere	\$ 8.40	5	2	1 hr	\$ 84.00

Staff recommends increasing fees and maintaining the existing program structure.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 18, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Chelsea Moberg

SUBJECT: Consideration and Possible Action to Approve Pool Closure Policy Update

Please see attached memo and document on existing policies.

ATTACHMENTS:

- Park Board Memo - Pool Closure Policy Update (PDF)
- Existing Pool Closure Policies & Signage (Effective in the 2023 Season) (PDF)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
 From: Chelsea Moberg
 Date: 12/18/2023
 RE: Pool Closure Policy Update

Staff recommends an update to our pool closure policy. Existing posted signs, staff manuals, and policies were not consistent with each other. This update is reflective of the existing practices and some minor updates to combine prior policies. Once approved, signage will be created and posted at the pools with simplified language.

All safety related closure policies are in line with industry standards and federal/state legislation.

Suggested Official Policy

- **General Closure Policy:** Pools will remain open unless it is in the best interest of the City to close. This decision will be made based on safety protocol, state law, total attendance, predicted weather, staffing levels, and protocols noted below. Closures may affect specific amenities, full facilities, a short period, or a full day depending on a variety of factors.
 - **Communication:** Full facility closures will be announced over the PA (15-minute warning when applicable), a sign posted on the front door, an email sent out to the pool alert program in CivicRec, and a note sent in the aquatics group chat on Sling. Pool Managers (PMs) will ensure onsite staff are aware of any closures, know how to communicate those to the public if questioned, & stop additional admissions if full facility closure is announced.
 - **Determination:** Closures will be determined on site by Pool Managers with support of Rec Supervisor unless specifically directed otherwise by the FT PRF supervisory team.
 - **Closure Length:** Amenities and facilities will be closed for the shortest period of time possible while keeping the best interests of the City in mind.
 - **Refunds & Vouchers:** No admissions refunds will be issued due to pool closures. Day pass vouchers may be issued at the discretion of the Pool Managers to paid guests who swam for less than one hour.
 - **Common Sense:** Pool managers will use their best judgement when determining closures. Safety of staff and guests will be prioritized, predicted weather considered, program schedules considered, staffing levels assessed, and recent closures considered.
- **Low Attendance:** At either pool if total current attendance is less than 15 people for an hour the pool manager will determine if any guests paid admission, and announce a 15-minute closure warning over the PA. For example, if the pool was under 15 swimmers from 1 PM – 2 PM at 2 PM a closure warning would be announced, and the facility would close at 2:15 PM.
 - **Paid Admissions:** eligible for a daily admission voucher (valid for 2 weeks) if patron swam for less than one hour.
 - **Clarified:** Low attendance closure is not automatically triggered by weather delays.

- **Evening Swims:** At either pool if total current attendance is less than 15, a modified rotation plan may be used so spare staff can start cleaning duties. This may include closing specific amenities.
- **Programs** If programs are being held during evening swim, pools will remain open.
 - Program participants count towards total attendance.
- **Safety Closures:** If any existing issues compromise the safety of guests and staff that can't be resolved quickly, a partial or full closure may be required. Such closures will be determined by Pool Managers with the assistance of the Senior Pool Manager or Rec Supervisor.
 - **Fecal Contaminants** – in the case of a fecal incident, CDC and state guidelines will be followed for decontamination of the affected area; up to and including full closure.
 - **Solid** – 30-minute closure of affected area following removal of contaminant.
 - **Loose** – 12–48-hour closure of affected area following removal of contaminant.
 - **Chlorine & pH Level** – if recorded chemicals are outside of the safe range for swimming all affected areas will be closed until the issue can be resolved. Staff will retest every 30 minutes until the issue is resolved in the case of partial closures (if it makes sense to re-test).
 - **Weather – Heavy Rain, Wind, or Fog** – If weather conditions reduce visibility (making it impossible to view the main drain in the deepest end of the pool) the pool will close until visibility clears or until the facility is closed for the day.
 - **Weather – Thunder, Lightning, Heat Lightning etc.** – If lightning is noted within a 10-mile radius of the pool a rolling 30-minute temporary closure will occur. This clock will reset to 30 minutes with every lightning strike. Lightning may be noted by one of three methods: sight, sound, weather bug app alert. No staff or guests may remain on deck. All guests must fully exit the facility.
 - **Weather – Cool Temperatures** – Closures may be appropriate to prevent hypothermia.
 - If air temperatures are below 72 degrees Pool Managers will monitor the effect of temperatures on staff and guests.
 - The pools will open or close at the discretion of the aquatics management team with approval from the Recreation Supervisor during periods of unseasonably cool weather.
 - **Weather – General** If pools are closed for more than 1 hour due to weather related delays and inclement weather is predicted to continue for the duration of swim times, pools will close for the remainder of that scheduled swim time.
 - **Power Outage** – If the power is out, all pools will be immediately cleared until power returns and chemicals are returned to proper range.
 - **Other / MISC** – Additional events requiring closure may occur and will be assessed on a case-by-case basis, prioritizing safety in the decision-making process.

Existing Pool Closure Policies & Signage (Effective in the 2023 Season)

(From Employee Manual)

Closings

Pools will stay open for one hour to start. If there are less than 15 swimmers, pools can close after an hour. Participants must be given a 15-minute notice over the PA system that the pool will be closing due to low attendance. The front counters must know to not sell any tickets once a 15-minute warning has been given. If participants purchase tickets to swim before a decision is made to close, the pool must stay open until the first pool check or until the ticket holders leave (whichever occurs first). Clear and consistent communication between the front desk and pool managers is necessary to avoid upsetting or frustrating Daily Admission purchasers. Refunds are not given if pools close early, however depending on the circumstances "Day Pass Vouchers" may be issued. (See Voucher Policy) Pool managers are responsible for making sure potential ticket purchasers are aware that the pool may close early.

The pool(s) should close if it is in the best interest of the City to do so. Both pools should either remain open or close together unless there is a considerable amount of additional patrons at one of the pools. Each pool needs to be aware of the other's open/closed status and not make a decision alone.

Pool managers must contact the Recreation Supervisor/Senior Pool Manager to let them know the attendance status and if a decision is made to close.

The Pool Managers will post a sign at their respective pool whenever closing.

Weather/Environmental Conditions

- During storms/heavy rain, the pools will be closed and the entire area cleared of patrons at the discretion of the pool manager. Due to limited cover, patrons are encouraged to leave the facility.
- During electrical storms (thunderstorms) patrons must vacate the pool and seek shelter inside a substantial building. The pools will not reopen until 30 minutes after the last sighting of lightning.
- During periods of cool weather the pools will open or close at the discretion of the pool managers, Senior Pool Manager, and Recreation Supervisor.

(From Website)

Pool Closures: If safety is a concern, staff will close the pools to address safety issues.

- Inclement Weather: in case of thunder or lightning the pools will close for 30 minutes following each sighting. No one will be allowed in the water or on deck during thunderstorms. Heat lightning is considered lightning. Excessive wind and rain may cause a closure depending on visibility in the pool.
- Mechanical / Safety: in case of a chemical, fecal, or other safety issue closures will be communicated to patrons on site via announcement.
- Staffing Levels: in case of limited staffing portions of the pools may be temporarily closed until sufficient staffing is available to reopen the full facility. This may include shutting down specific amenities.

(different page on website)

The pool will be closed if unsafe weather conditions exist (lightening, unseasonable cold, hard rain) and is up to the discretion of the park and recreation staff. An email will be sent out if lessons are canceled during the week. You are also encouraged to follow the De Pere Parks, Recreation & Forestry Facebook Page, which also posts updates on pool closures.

(Signs posted at pools)

Pool Closure Procedures

The pool will close in the event of...

- 15 people or less in the pool in an hours' time
- Lightning or thunder is seen or heard
(Cannot get back into pool from 30 minutes of last lightning strike or heard thunder)
- Fecal Incident
 - May re-enter 30 minutes after solid
 - May re-enter 24 hours after diarrhea
- Any conditions that may arise that cause the pool to be unsafe to swim.

Thank you,
Parks & Recreation Staff
The City of De Pere

Swimming Pool Closure Policies

Low Attendance

- Pools will stay open for one hour to start.
- If there are less than 15 swimmers, pools can close after an hour.
- Participants must be given a 15-minute notice over the PA system that the pool will be closing due to low attendance.
- The concessions stand will not sell any tickets once a 15-minute warning has been given.
- If participants purchase tickets to swim before a decision is made to close, the pool must stay open until the first pool check or until the ticket holders leave (whichever occurs first).
- Refunds are not given if pools close early.
- Concessions staff are responsible for making sure potential ticket purchasers are aware that the pool may close early.

Weather/Environmental Conditions

- During storms/heavy rain, the pools will be closed and the entire area cleared of patrons at the discretion of the pool manager. Due to limited cover, patrons are encouraged to leave the facility.
- During electrical storms (thunderstorms) patrons must vacate the pool and seek shelter inside a substantial building. The pools will not reopen until 30 minutes after the last sighting of lightening.
- During periods of cool weather the pools will open or close at the discretion of the pool managers and Parks and Recreation Supervisor.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 18, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Chelsea Moberg

SUBJECT: Consideration and Possible Action to Approve Evening Swim Lessons & General Evening Swim Schedule.

Please see attached memo

ATTACHMENTS:

- Park Board Memo - Evening Swim Lessons General Evening Swim Schedule (PDF)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
 From: Chelsea Moberg
 Date: 12/18/2023
 RE: Evening Swim Lessons & General Evening Swim Schedule

Staff recommend the following changes to the below programs and schedules.

Morning Swim Lessons:

- **Challenge:** When weather or other issues cause swim lessons to be cancelled makeups are offered on Fridays. These makeups cause a significant scheduling issue for staff, block off the pool from other use during Friday mornings, and are not well attended by participants.
- **Recommendation:** Replace Friday makeups with a fair prorated account credit policy to account for any classes that miss more than one scheduled lesson throughout the session.
- **Budget Affect:** Minimal.

Evening Swim Lessons:

- **Challenge:** Families have often voiced a need for swim lessons after 5:00 PM. With our existing pool schedule there isn't enough time at one pool in the evenings to provide lesson time.
- **Recommendation:** Provide a dual location swim lesson program running during the two evenings designated for alternative programs at both pool locations. Classes would meet twice a week, Mondays at VFW and Wednesdays at Legion during evening hours (6-8 PM). Pricing would mirror existing swim lesson fees (with equitable instructional time).
- **Budget Affect:** Minimal. All lesson costs would be offset by program registration fees.
- **Pool Schedule Affect:** None. This would occur during the two evenings that the park board approved in 2023 for alternative programming. Mondays at VFW and Wednesdays at Legion.

Friday Mornings:

- With the removal of makeups on Friday mornings staff recommend offering a variety of things on Friday mornings including private rentals and special swim programs.
 - **Both:** Private rentals, private swim lessons, LG makeup trainings, tot swim and story time
 - **Legion:** Additional inflatable swim events
 - **VFW:** City camp pool usage, camp rental groups
- **Budget Affect:** Minimal. Any rentals and programs would be offset by associated fees. If inflatable swims were offered a fee per attendee would be needed to offset staffing costs
 - Sample Inflatable Swim Event
 - 10:30 AM – 12:00 PM Inflatable Swim + Sensory Time (Tot Pool Open) at Legion
 - Special Event Fee: \$3 per person
 - Estimated Staffing Cost: \$225
 - Includes: swimming in the main pool (with inflatables), organized games with prizes, and tot pool. Music lowered or off and small toys will be provided for tot pool users.

Planned Pool Schedules (Pending Approval)*Highlighted items are the updates recommended by staff for 2024.*

Legion Pool Basic Schedule					
Monday	Tuesday	Wednesday	Thursday	Friday	Weekends
6:45-8:30 AM Lap Swim		6:45-8:30 AM Lap Swim			
9:30 - 11:45 AM Swim Lessons	9:30 - 11:45 AM Swim Lessons	9:30 - 11:45 AM Swim Lessons	9:30 - 11:45 AM Swim Lessons	9:30 – 12:00 PM Rentals, private lessons, & programs	9:00 AM - 12:00 PM Rentals
11:15 - 12:00 PM Lap Swim & Water Aerobics	11:15 - 12:00 PM Lap Swim & Water Aerobics	11:15 - 12:00 PM Lap Swim & Water Aerobics	11:15 - 12:00 PM Lap Swim & Water Aerobics		
1:00 - 5:00 PM Open Swim	1:00 - 5:00 PM Open Swim	1:00 - 5:00 PM Open Swim	1:00 - 5:00 PM Open Swim	1:00 - 5:00 PM Open Swim	1:00 - 6:00 PM Open Swim
6:00 – 8:00 PM Open Swim	6:00 – 8:00 PM Open Swim	6:00 – 8:00 PM Family Swim + Swim Lessons	6:00 – 8:00 PM Open Swim	6:00 – 8:00 PM Open Swim	7:00 – 9:00 PM Rentals

VFW Pool Basic Schedule					
Monday	Tuesday	Wednesday	Thursday	Friday	Weekends
	6:45-8:30 AM Lap Swim		6:45-8:30 AM Lap Swim		
9:30 - 11:45 AM Swim Lessons	9:30 - 11:45 AM Swim Lessons	9:30 - 11:45 AM Swim Lessons	9:30 - 11:45 AM Swim Lessons	9:30 – 12:00 PM Rentals, private lessons, & programs	9:00 AM - 12:00 PM Rentals
11:15 - 12:00 PM Lap Swim	11:15 - 12:00 PM Lap Swim	11:15 - 12:00 PM Lap Swim	11:15 - 12:00 PM Lap Swim		
1:00 - 5:00 PM Open Swim	1:00 - 5:00 PM Open Swim	1:00 - 5:00 PM Open Swim	1:00 - 5:00 PM Open Swim	1:00 - 5:00 PM Open Swim	1:00 - 6:00 PM Open Swim
6:00 – 8:00 PM Programming (Swim Lessons, Master Swim, Sensory Swim in tot pool)	6:00 – 8:00 PM Open Swim	6:00 – 8:00 PM Open Swim	6:00 – 8:00 PM Open Swim	6:00 – 8:00 PM Open Swim	7:00 – 9:00 PM Rentals



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 18, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Chelsea Moberg

SUBJECT: Consideration and Possible Action to Approve Evening Swim Hour Adjustments.

Please see attached memo.

ATTACHMENTS:

- Park Board Memo - Evening Swim Hours Adjustment (PDF)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Chelsea Moberg
Date: 12/18/2023
RE: Evening Swim Hours Adjustments

Staff recommends adjusting evening swim hours to ensure compliance with state labor laws. We were made aware of significant challenges pool staff encountered ensuring all employees were given a 30-minute break between the 1:00 PM – 5:00 PM and the 5:45 PM – 7:45 PM open swim times. When pools close at 5:00 PM it typically takes 5-15 minutes for the guests to dress and leave. Staff need to report back 15 minutes prior to their next shift to allow prep and transition time. This only allows 15-25 minutes for break time, when 30 minutes is the legal requirement.

Thus, staff recommends adjusting evening swim hours from 5:45 PM – 7:45 PM to 6:00 PM – 8:00 PM. This would address the break issue, minimally impact public usage times, and not affect the budget.

Staff will also be investigating other creative pool schedule options for the future seasons.

Thank you for your time and consideration.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 18, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to Approve the Second Quarter Financials for the De Pere Ice Center 2023/2024 Season.

ATTACHMENTS:

- 12-31-23 DePere Ice Arena Report (2nd quarter) (PDF)

DePere Ice Arena Report

1/10/24

Attached are the financial reports for the 2nd quarter 2023-24 year.

DePere Ice Arena opened Oct. 1 for the season. No issues at the start up of the rink. Some earth work was done with the landscaping in the front of the building, so water in the locker rooms hasn't been an issue, but we also haven't had any substantial rain or snow at this point to see if the problem has been solved. Initially it seems we are in good shape with that water problem.

DePere Youth Hockey will host WAHA State Tournament March 9/10, 2024, for 12U Boys.

All groups using the facility continue to grow in numbers.

Once we have decided the water issue in the locker rooms is fixed, we do plan to have Certa Pro Painters repaint all the locker rooms.

Marty and I met with the Youth Hockey board right after the first of the year, they would like to get more involved with fundraising for upgrades within the arena. At the end of the year, they were able to get LED Lights donated for the lobby and upstairs meeting room.

If you have any questions please feel free to contact me, 920-403-2000 or email at cornerstoneicecenterdon@gmail.com.

Thank you.



Don Chilson, Manager

Brown County Ice Management

De Pere Ice Arena
Profit & Loss Prev Year Comparison
June 2023 through May 2024

3.12.a

	Current Year	Last Fiscal Year
	Jun '23 - May 24	Jun '22 - May 23
Ordinary Income/Expense		
Income		
4003 · Advertising Revenue	112.50	750.00
4004 · Figure Skating	33,798.56	78,049.57
4007 · Ice Rental-Private		
4007i · De Pere High School	21,696.37	32,409.34
4007j · DePere Youth Hockey	47,557.35	95,124.40
Total 4007 · Ice Rental-Private	69,253.72	127,533.74
4007a · Non Contracted Ice	6,870.50	11,831.87
4011 · Men's League	0.00	4,216.07
4012 · Misc	0.00	465.59
4013 · Open Skate/Open Hockey	132.69	554.48
4016 · Vending	635.99	3,264.42
4110 · Kick-Synch	1,582.50	2,307.00
4111 · Ice Rental-Deacons	1,336.30	8,680.00
Total Income	113,722.76	237,652.74
Gross Profit	113,722.76	237,652.74
Expense		
5000 · Building Expense		
5004 · Service Contracts	4,954.77	7,734.50
5005 · Zamboni	7,712.25	1,922.78
5010 · Repairs and Maintenance	3,768.19	32,269.26
Total 5000 · Building Expense	16,435.21	41,926.54
5001 · Insurance Expense	8,400.00	14,400.00
5300 · Office Expense		
5301 · Bank Service Charges	96.10	195.95
5306 · Office Supplies	1,830.65	2,463.01
5308 · Telephone Expense	2,335.80	3,205.89
Total 5300 · Office Expense	4,262.55	5,864.85
5400 · Payroll		
5401 · FICA Employer	2,428.67	5,062.10
5403 · Medicare Expense	586.73	1,223.50
5404 · Regular Earnings	22,875.21	40,464.36
5405 · Salaries	16,292.50	41,196.80
5407 · Payroll Processing Fees	250.00	650.00
Total 5400 · Payroll	42,433.11	88,596.76
5500 · Program Expense		
5501 · Advertising and Promotion	1,925.00	2,425.00
Total 5500 · Program Expense	1,925.00	2,425.00
5600 · Electric	29,066.14	48,731.37
5601 · Water	4,906.66	6,042.26
5602 · Gas	1,784.91	9,686.02
5700 · Vending Expense	2,194.43	2,616.53
6000 · Depreciation Expense	1,531.60	2,625.52
Total Expense	112,939.61	222,914.85
Net Ordinary Income	783.15	14,737.89
Other Income/Expense		
Other Expense		
7000 · Split with City of De Pere	0.00	7,351.94
Total Other Expense	0.00	7,351.94
Net Other Income	0.00	-7,351.94
Net Income	783.15	7,385.95

De Pere Ice Arena
Balance Sheet
As of January 4, 2024
Jan 4, 24

3.12.a

ASSETS

Current Assets

Checking/Savings

1015 · Nicolet Bank 13,741.38

Total Checking/Savings 13,741.38

Accounts Receivable

11000 · Accounts Receivable 47,314.94

Total Accounts Receivable 47,314.94

Other Current Assets

1300 · Prepaid Expenses 258.23

Total Other Current Assets 258.23

Total Current Assets 61,314.55

Fixed Assets

1600 · Equipment 89,822.48

1610 · Accumulated Depreciation -83,815.50

Total Fixed Assets 6,006.98

TOTAL ASSETS 67,321.53

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 · Accounts Payable -0.06

Total Accounts Payable -0.06

Other Current Liabilities

2105 Sales Tax Payable 17.27

2703 Payable Surcharge to City 5,392.20

2701 · Payable to/(Receivable fr) BCIM 2,672.79

Total Other Current Liabilities 8,082.26

Total Current Liabilities 8,082.20

Total Liabilities 8,082.20

Equity

3900 · Unrestricted Net Assets 58,456.18

Net Income 783.15

Total Equity 59,239.33

TOTAL LIABILITIES & EQUITY 67,321.53



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 18, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action Regarding Donation Proposal
From De Pere Girls Softball Association.*

ATTACHMENTS:

- Memo.DGSA Donation (DOCX)
- 62492A-PR_De Pere (JPG)
- De Pere Girls Softball Association- Scoreboards (1654 with install)- 2023_V2 (PDF)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Date: January 18, 2024

RE: DGSA Donation Proposal

The De Pere Girls Softball Association (DGSA) would like to propose a donation in cooperation with one of our scheduled purchases. The donation proposal is to purchase two scoreboards for Optimist Park and to fund the installment of three scoreboards.

The City of De Pere approved funding in the 2024 budget to replace several scoreboards. One of them being at Optimist Park and in the amount of \$11,250. DGSA would like to partner with the City and move forward with having all the scoreboards replaced and installed. Below are parameters of their proposal.

DGSA...

- Purchases two scoreboards and donates to the City of De Pere.
- Scoreboards shall be as illustrated/shown in your packet, which have the option of displaying sponsors.
- DGSA shall have the option to sell sponsorships to be placed on the scoreboard, with Park Board approval.
- The City of De Pere shall move forward with purchasing one scoreboard that is consistent with the scoreboards illustrated/shown in your packet.
- The City of De Pere will allocate remaining balance of budgeted amount toward installation.
- DGSA will pay for the balance of installment for all three scoreboards.

In looking at the parameters of the donation proposal, we feel it is a positive. While DGSA will have the ability to sell sponsorships to help offset their costs of the scoreboards and installation, the City still retains the ability to approve the donor and parameters.

I have included in your packet a picture of the scoreboard being proposed by DGSA. I have also provided you with an estimate received from Nevco scoreboards for the grand total for the purchase of three scoreboards and installation.

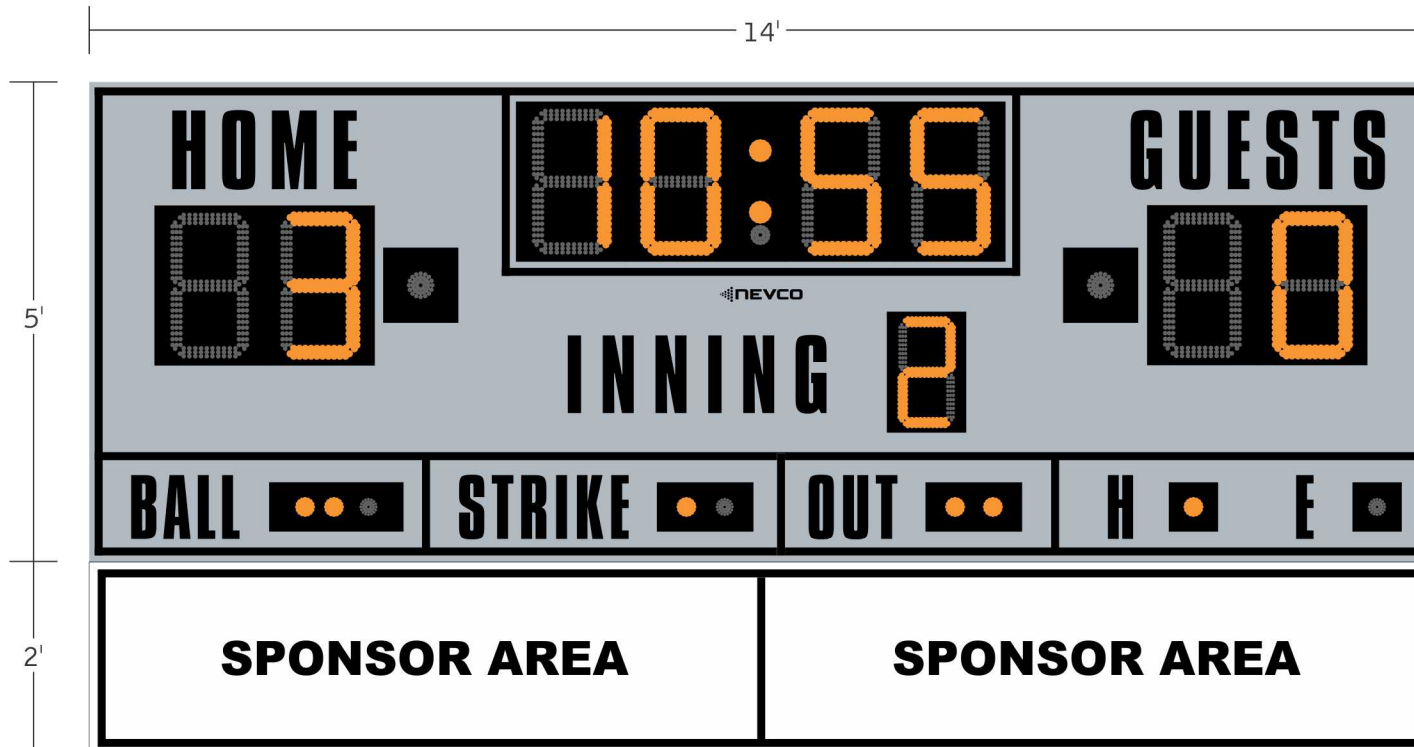
Staff Recommendation: Staff recommends accepting the proposal from DGSA and either work out a pre-determined sponsorship guideline or approve each sponsor as they get them.

PROOF INCLUDES:

- **Model 1654 Baseball/Softball LED Scoreboard**
(3) 14'W x 5'H x 8"D
Scoreboard Color: 194 Gray
Digit Color: Amber
Custom Striping: 183 Jet Black

- **Non-illuminated Sign**
(3) 14'W x 2'H

*Sponsor sign ships blank.



SIGNATURE OF APPROVAL _____ DATE _____

This rendering is for conceptual purposes only. It may not be to exact scale or specifications and should not be used for installation purposes. Every effort has been made to make it as accurate as possible. Beams and or pillars are for illustration only. Engineering specifications may require changes in the quantity, size and/or shape of beams and pillars to meet installation requirements. Nevco assumes no obligations or liability regarding the viability of applicability of existing structures. THIS DRAWING IS THE PROPERTY OF NEVCO INC. AND SHALL NOT BE REPRODUCED, COPIED, SHARED or DISTRIBUTED WITH ANYONE OTHER THAN THE INTENDED STAFF OR CLIENT OF THE PROPOSED PROJECT WITHOUT THE EXPRESSED PERMISSION OF NEVCO INC.



INTEGRATED DISPLAY AND
SCORING SOLUTIONS

WWW.NEVCO.COM

Packet Pg. 41



700 W Center St
Sandwich, IL 60548



QUOTATION
A Nevco-Authorized Dealer

Account Name	De Pere Girls Softball Association	Created Date	1/9/2024
Quote Number	00160942	Expiration Date	1/20/2024
Contact Name	Jim Raisleger	Prepared By	Paul Gregoire
Title	Facilities Coordinator	Title	Display & Scoring Consultant
Phone	(920) 609-8987	Phone	(920) 634-4250
Mailing Address	De Pere, WI 54115 USA	Email Address	pgregoire@nevco.com
Email Address	james.raisleger@blue.com		

Quantity	Model/Part #	Product Description	Line Item Description	Color	Dimensions L x H x W/D	Unit Price	Total Price
3.00	1654	Baseball/Softball LED Scoreboard with Amber/Red Digits	Amber Digits	#95 Silver Gray	14'x5'x8"	USD 7,495.00	USD 22,485.00
3.00	235-5016	Custom Color Striping 1"- 14'-18' Outdoor models		#76 Print Black		USD 106.00	USD 318.00
3.00	802-0300 - MPCX2 Baseball/Softball	Wireless Handheld Control			0.3'x0.5'x0.1'	USD 375.00	USD 1,125.00
3.00	ADO 14-2	Non-illuminated Outdoor Sign	Sponsor or logo Sign		14'x2'	USD 986.00	USD 2,958.00
3.00	MPCX/MPCX2 Case	MPCX/MPCX2 Control Carrying Case (holds 2 controls)			12.4'x8"x4"	USD 35.00	USD 105.00
3.00	MPCX2 Rec - Outdoor x6xx	In-board Wireless Receiver Kit				USD 635.00	USD 1,905.00

Ttl Shipping Wt (lbs)	1,590	Subtotal	USD 28,896.00
County	Brown	Freight	USD 1,172.63
		Installation	USD 8,500.00
		Total	USD 38,568.63

Billing/Shipping Information

Bill To Name	De Pere Girls Softball Association	Ship To Name	De Pere Girls Softball Association
Bill To	5315 Sundust Court De Pere, WI 54115 USA	Ship To	5315 Sundust Court De Pere, WI 54115 USA

Payment Information

Purchase Order Address	Correct Digital Displays 700 W Center St Sandwich, IL 60548	Remit To Address	Correct Digital Displays 700 W Center St Sandwich, IL 60548
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Quote Terms and Conditions

The above pricing is for equipment only and does not include installation (unless specified) or taxes (if applicable). Unless shown specifically in the quote, shipping is an additional cost and is not included. Due to the custom nature of our



700 W Center St
Sandwich, IL 60548



QUOTATION

A Nevco-Authorized Dealer

products, our preferred payment terms are 50% down and remaining balance net 30. Additional payment terms available upon credit review. Shipping terms are F.O.B. Greenville, IL USA.

All Scoreboards and Message Centers are UL Listed and most come with our free 5-year guarantee (Exception: Special promotion/packages may have shorter warranty and are noted in product descriptions). Portable Production Kits carry a 3-year guarantee. Wireless components and Solar Power Kit carry a 2-year guarantee. Hand-held controls, switches and printed scrims carry a 1-year guarantee. Performance and Payment Bonds, if required, will include a one-year warranty after substantial completion.

STATE TAX EXEMPT FORM MUST BE SUBMITTED WITH ORDER OR TAXES WILL BE INVOICED.

Scoreboards are available in 15 standard colors at no extra charge. Please contact your consultant for production/shipping lead times.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 18, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action Regarding Upgrading the Water Fountain on Nelson Family Pavilion to a Water Bottle Filling Unit.*

ATTACHMENTS:

- Memo.Water bottle filling unit(DOCX)
- Water Bottle Filler (DOCX)
- De Pere - Pavilion - Drinking Fountain - Option A (PDF)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Date: January 18, 2024

RE: Nelson Pavilion – Water Bottle Filling unit

At our December Park Board meeting there was a brief discussion to make sure we had a water bottle filling station in conjunction with our water fountain. I was able to dig into the issue and below is a summary.

- During technical design phase, staff and our consultant did discuss the concept of a water bottle filling station versus a standard water fountain.
- There were several obstacles with a water bottle filling station that our consultant brought to our attention.
 - o Water bottle fillers are difficult to drain due to their design.
 - o In addition, the units have several plastic parts in them that get compromised due to the cold and harsh weather.
 - o With the difficulty to drain combined with the plastic parts, it makes the water bottle filling a costly piece of equipment with high maintenance .
- To change order out the current water fountain for a water bottle filling unit, there would be an upcharge of \$5,574.
 - o One of the main reasons for this upcharge is because the water bottle filling unit would need an additional electrical circuit ran.

Due to the concern of maintenance combined with cost, staff did not recommend or implement the use of a water bottle filling station in the technical design of the Nelson Pavilion. While the benefit of such a unit is very evident, the concern of maintenance and high cost were overriding factors.

HOME > BY MANUFACTURER > ELKAY > SPLIT LEVEL



Elkay EZWS-EDFP217K EZH2O Bottle Filling Station with Soft Sides Drinking Fountain, Bi-Level, ADA, GreenSpec Listed, (Non-Refrigerated)

ELKAY

Lead Time - 3 to 7 business days

Now: \$3,460.20

MSRP: ~~\$5,767.00~~ | (You save \$2,306.80)

 **PayPal** Pay in 4 interest-free payments on purchases of \$30-\$2,000 [Learn more](#)

SKU: EZWS-EDFP217K

Availability:  In Stock

CHOOSE YOUR PRODUCT OPTIONS:

Non-Refrigerated Acknowledgement:

☐ I understand I am ordering a non-refrigerated unit.*

ELKAY
 SPECIFICATIONS

 Elkay Soft Sides Bi-Level Fountain Non-Filtered Non-Refrigerated
DF-1: EDFP217C
Model EDFP217C
PRODUCT SPECIFICATIONS

Elkay Soft Sides® Bi-Level Fountain Non-Filtered Non-Refrigerated, Stainless. Furnished with Flexi-Guard Safety Bubbler. Mechanical Front Bubbler Button activation. Product shall be Wall Mount (On Wall), for Indoor + Outdoor applications, serving 2 station(s). Unit shall be lead-free design which is certified to NSF/ANSI 61 & 372 (lead free) and meets Federal and State low-lead requirements.

Finish:	Stainless Steel
Power:	No Electrical Required
Bubbler Style:	Flexi-Guard Safety Bubbler
Activation by:	Mechanical Front Bubbler Button
Mounting Type:	Wall Mount (On Wall)
Chilling Option:	Non-refrigerated
Dimensions (L x W x H):	38-1/2" x 19-3/8" x 20-3/8"
Approx. Shipping Weight:	42 lbs.
Installation Location:	Indoor + Outdoor
No. of Stations Served:	2

- Mechanically-Activated bubbler continues to supply water in event of service disruptions.



AMERICAN PRIDE. A LIFETIME TRADITION. Like your family, the Elkay family has values and traditions that endure. For almost a century, Elkay has been a family-owned and operated company, providing thousands of jobs that support our families and communities.



Included with Product: Fountain

PRODUCT COMPLIANCE

ADA & ICC A117.1

Buy American Act

NSF/ANSI 61 & 372 (lead free)



Complies with ADA & ICC A117.1 accessibility requirements when installed according to the requirements outlined in these standards. Installation may require additional components and/or construction features to be fully compliant. Consult the local Authority Having Jurisdiction if necessary.

[Installation Instructions \(PDF\)](#)

Water Systems are warranted for 12 months from date of installation.

Warranty pertains to drinking water applications only. Non-drinking water applications are not covered under warranty.

[Warranty \(PDF\)](#)

OPTIONAL ACCESSORIES

97258C - Accessory - Cane Apron for Contour & Soft Sides Models Black
MPW200 - Accessory - In Wall Carrier (Bi-Level) for EDFP217, EDFPB117 & EHW217 models
ACCESS12X38-5 - Accessory - Access Panel for Gray ABS Plastic
AP99 - Elkay Access Panel 9" x 9" x 6"

PART: _____ QTY: _____
 PROJECT: _____
 CONTACT: _____
 DATE: _____
 NOTES: _____
 APPROVAL: _____

In keeping with our policy of continuing product improvement, Elkay reserves the right to change product specifications without notice. Please visit elkay.com for the most current version of Elkay product specification sheets. This specification describes an Elkay product with design, quality, and functional benefits to the user. When making a comparison of other producers' offerings, be certain these features are not overlooked.

FIRST SUPPLY
The Midwest's Premier Distributor | Since 1897

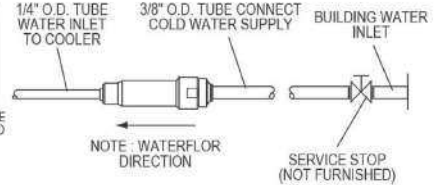
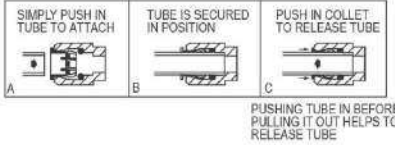
ELKAY
SPECIFICATIONS

Elkay Soft Sides Bi-Level Fountain Non-Filtered Non-Refrigerated
Stainless
Model EDFP217C

INSTALLER NOTE

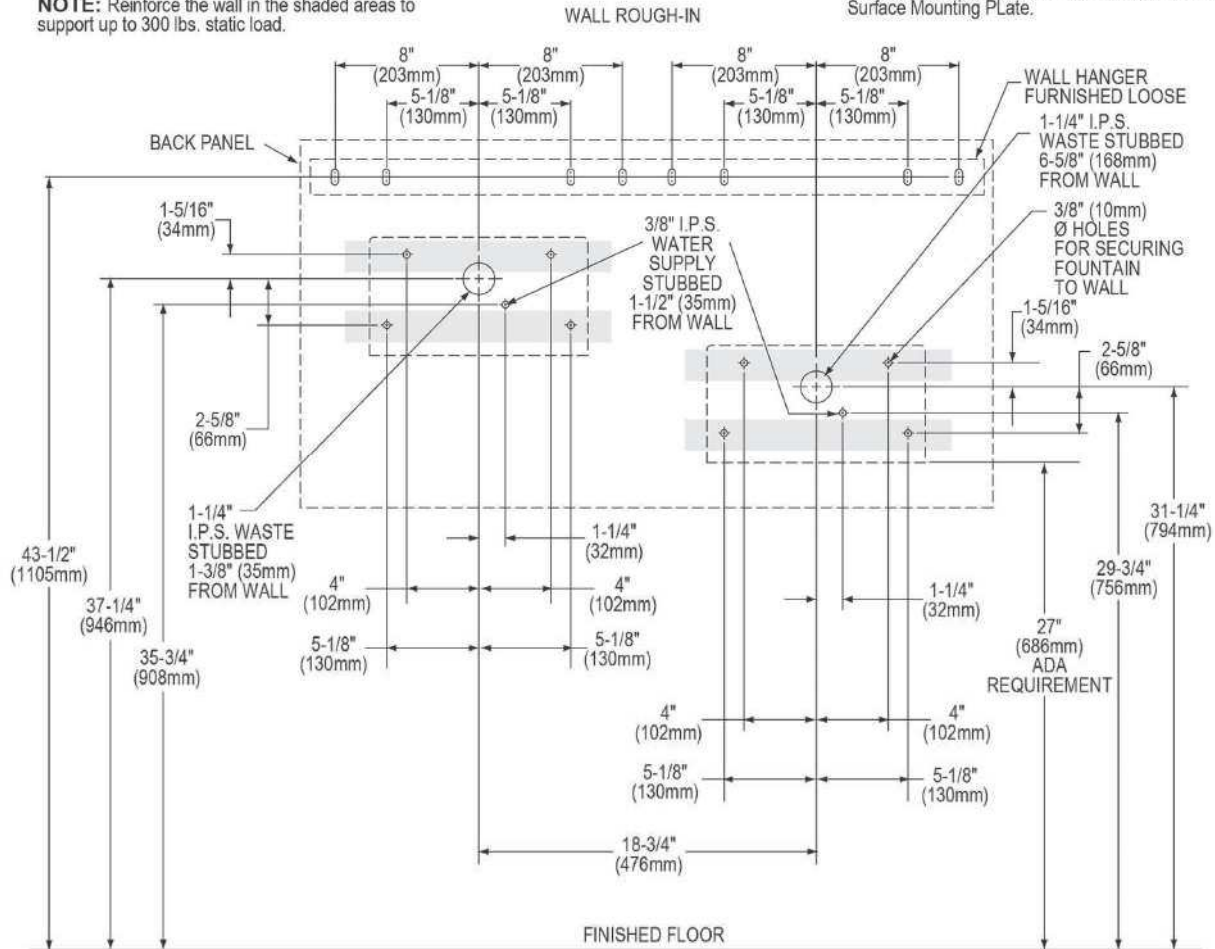
This drinking fountain is furnished with a bubbler and valve including all connecting fittings which are manufactured of completely lead free material. Shut off valve (not furnished) to accept 3/8" O.D. unplated copper tube.

OPERATION OF QUICK CONNECT FITTINGS



NOTE: When using MP20 Surface Mounting Plate, remove the wall hanger and back panel channels. See separate specification sheet for details on MP20 Surface Mounting Plate.

NOTE: Reinforce the wall in the shaded areas to support up to 300 lbs. static load.

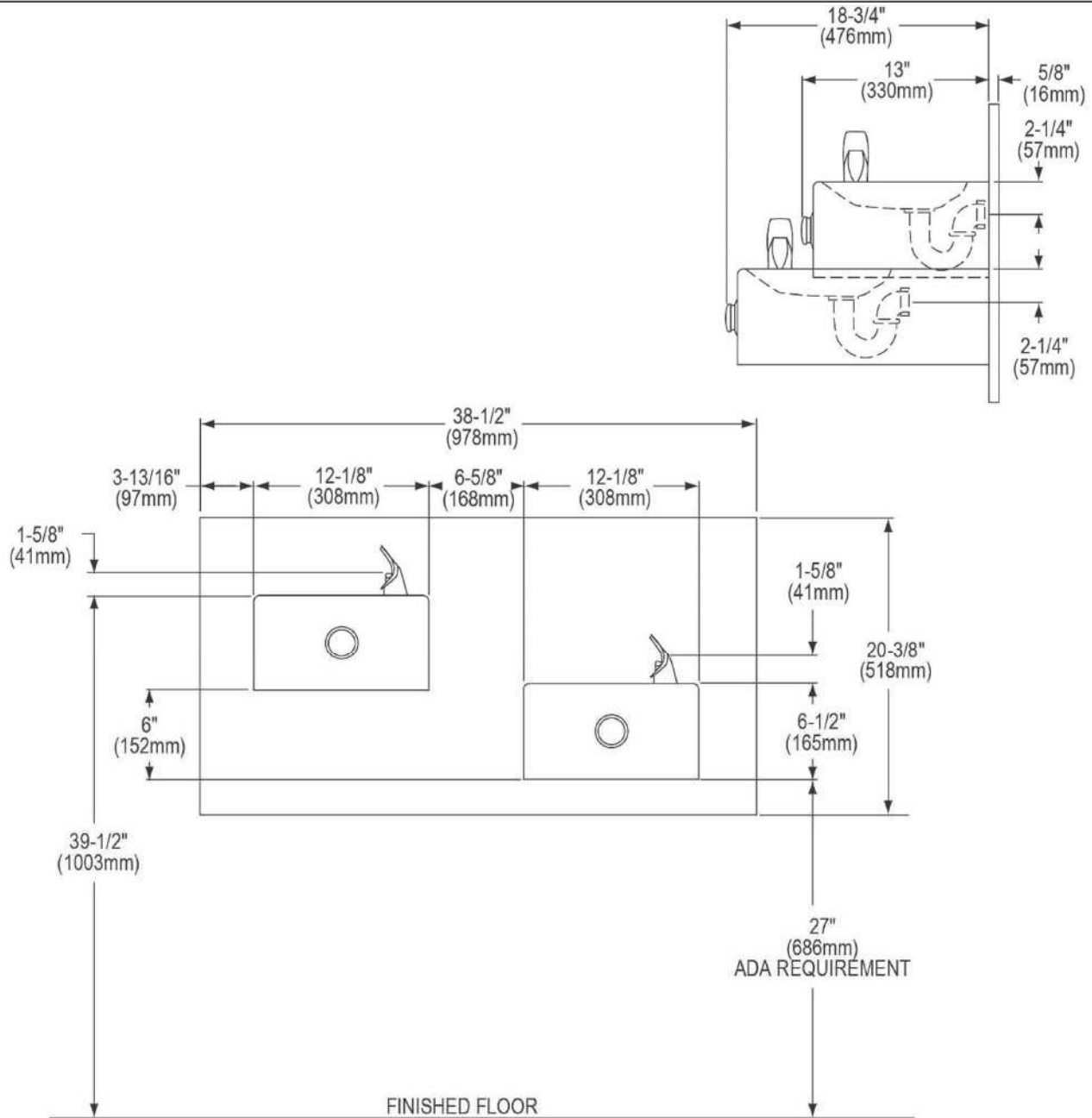


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FIRST SUPPLY
The Midwest's Premier Distributor | Since 1897

ELKAY
SPECIFICATIONS

Elkay Soft Sides Bi-Level Fountain Non-Filtered Non-Refrigerated
Stainless
Model EDFP217C



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DF-1: 230-0706201

» Buying Guide

	ITEM NO	DESCRIPTION	MIN QTY	CASE QTY
Plastic Tubular - P-Traps - With Threaded Adapter				
	230-0206101	1-1/2" with PVC trap adapter & poly washers, 1/bag - White	50	50
	230-0206201	1-1/2" with PVC trap adapter & soft TPV washers, 1/bag - White	50	50
	230-0316101	1-1/2" with ABS trap adapter & poly washers, 1/bag - Black	50	50
	230-0316201	1-1/2" with ABS trap adapter & soft washers, 1/bag - Black	50	50
Plastic Tubular - P-Traps - With Threaded Adapter & Deep Escutcheon				
	230-0226301	1-1/2" PVC trap adapter, deep escutcheon & poly washers, 1/bag - Chrome	25	25
Plastic Tubular - P-Traps - With Solvent Weld Adapter				
	230-0406101	1-1/2" with PVC solvent weld trap adapter & poly washers, 1/bag - White	50	50
	230-0406201	1-1/2" with PVC solvent weld trap adapter & soft TPV washers, 1/bag - White	50	50
	230-0516150	1-1/2" with ABS solvent weld trap adapter & poly washers, 1/bag - Black	50	50
Plastic Tubular - P-Traps - Reversible - With Threaded Adapter				
	230-0706101	1-1/2" with PVC trap adapter & poly washers, 1/bag - White	50	50
	230-0706201	1-1/2" with PVC trap adapter & soft TPV washers, 1/bag - White	50	50
	230-0716101	1-1/2" with ABS trap adapter & poly washers, 1/bag - Black	50	50
	230-0716201	1-1/2" with ABS trap adapter & soft TPV washers, 1/bag - Black	50	50
	230-0806101	1-1/2" with ABS trap adapter & poly washers, 1/bag - White	50	50
	230-0806201	1-1/2" with ABS trap adapter & soft TPV washers, 1/bag - White	50	50
Plastic Tubular - P-Traps - Reversible - With Threaded Adapter & Deep Escutcheon				
	230-0706401	1-1/2" with PVC trap adapter, soft TPV washer & deep poly escutcheon - White	50	50
Plastic Tubular - P-Traps - Repair				
	230-0908101	1-1/2" x 1-1/4" with poly washers, 1/bag - White	12	12
	230-0918101	1-1/2" x 1-1/4" with poly washers, 1/bag - Black	12	12

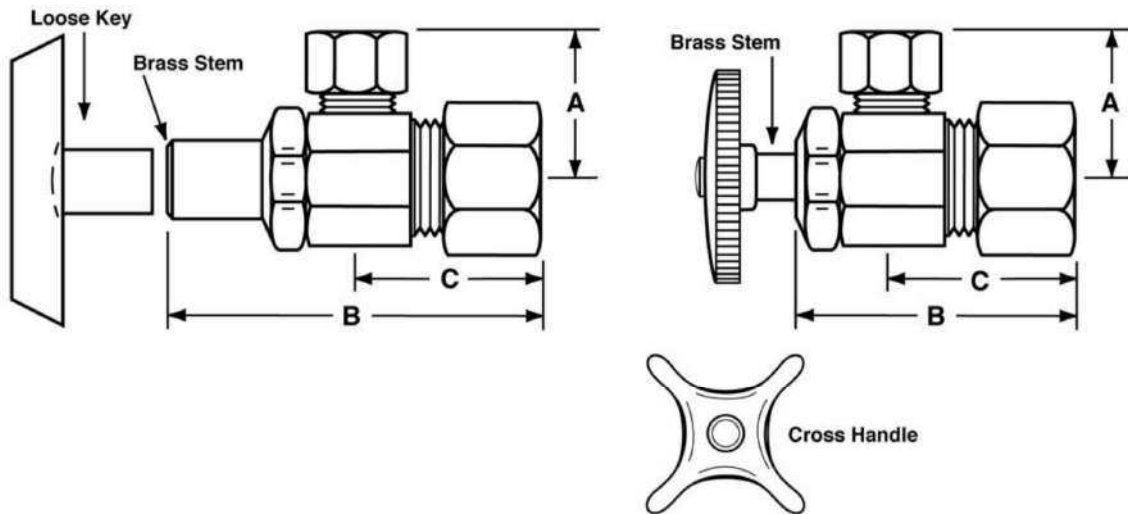
**McGuire Manufacturing Co., Inc.**

60 Grandview Court
P.O. Box 746 • Cheshire, CT 06410
203-699-1801 • Fax: 203-699-1813
www.mcguiremfg.com

PRODUCT SPECIFICATION**Part No.**

LFST09, LFST09LK, LFST09X,
LFST10, LFST10LK, LFST10X

**Angle Supply Stop
Nominal x O.D.**

Job Name:**Submittal Number:****DF-1: LFST09****Compression To Compression**

NO.	DESCRIPTION	ROUGHING MEASUREMENTS		
		A	B	C
LFST09	1/2" Nominal x 3/8" O.D.	1"	1-3/4"	1-1/8"
LFST09LK	1/2" Nominal x 3/8" O.D.	1"	2-3/8"	1-1/8"
LFST09X	1/2" Nominal x 3/8" O.D.	1"	1-3/4"	1-1/8"
LFST10	1/2" Nominal x 1/2" O.D.	1-3/16"	1-3/4"	1-1/4"
LFST10LK	1/2" Nominal x 1/2" O.D.	1-3/16"	2-3/8"	1-1/4"
LFST10X	1/2" Nominal x 1/2" O.D.	1-3/16"	1-3/4"	1-1/4"

LK designates *Loose Key*

X designates *Heavy Brass Cross Handle*

See options and accessories section for details on product variations.



ASME A112.18.1-2011

Specifications:

Chrome plated brass, supply stop valve with full turn brass stem. Inlet shall be (3/8, 1/2) inch (IPS, sweat, compression). Outlet shall be (3/8, 1/2) inch (IPS, compression). Supply stop valve shall be McGuire _____. Supply stop valve shall be recognized by testing authority and bear manufacturer and testing mark.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 18, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action on Approving Change Order #6
For Nelson Pavilion.*

ATTACHMENTS:

- Memo.Change Order #6 (DOCX)
- NFP Change Order #6 (PDF)

CITY OF DE PERE

MEMO



To: Board of Park Commissioners
 From: Marty Kosobucki
 Date: January 18, 2024

RE: Nelson Pavilion – Change Order #6

Staff is recommending the acceptance of Change order #6 for the Nelson Pavilion. The collection of items for the change order is summarized below.

Add/Delete	Description
\$2,096	This is an addition to accommodate electric wiring that was missed in our design that feeds our HVAC
-\$1,909.53	This is a deduct for removing the paper towel dispensers. We work with a supply company that will provide dispensers at no charge.
-\$822.90	This is a deduct for the Glulam pieces. They are decorated pieces on the roof that make it appear a wooden beam is present. These were removed because they are facing north and are not consistent with the way our beams run.
-\$1,304	This is a deduct for changing interior room light fixtures to the recommendation of our Electrician.

This change order does not include the acceptance of upgrading the water fountain to a Water Bottle Filler. If the Park Board ends up approving the Water bottle Filler, I would recommend adding it to Change Order #6.

SECTION 00 63 63
CHANGE ORDER

3.15.b

No. 6
Date of Issuance: January 10, 2024 Effective Date: 1/10/2024
Owner: City of De Pere
Project: Nelson Family Pavilion
Contractor: IEI General Contractors Date of Contract: September 7, 2023

The Contract Documents are modified as follows upon execution of this Change Order:

Description: CB #1 electric HVAC pump add, CB #2 paper towel dispenser deduct, decorative glulam outlooker deduct, LED strip light fixture deduct.

Attachments (list documents supporting change): _____

CHANGE IN CONTRACT PRICE: Original Contract Price: <u>\$1,518,281.00</u> [Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No: <u>5</u> <u>\$156,982.00</u> Contract Price prior to this Change Order: <u>\$1,675,263.00</u> Increase of this Change Order: <u>(\$1,940.43)</u> Contract Price incorporating this Change Order: <u>\$1,673,322.57</u>	CHANGE IN CONTRACT TIMES: Original Contract Times: ☐ Working Days ☐ Calendar Days Substantial Completion (days or date): _____ Ready for Final Payment (days or date): _____ [Increase] [Decrease] from previously approved Change Orders No. <u>N/A</u> to No. <u>N/A</u> Substantial Completion (days): _____ Ready for final payment (days): _____ Contract Times prior to this Change Order: Substantial Completion (days): _____ Ready for final payment (days): _____ [Increase] [Decrease] of this Change Order: Substantial Completion (days): _____ Ready for final payment (days): _____ Contract Times with all approved Change Orders: Substantial Completion (days): _____ Ready for final payment (days): _____
ACCEPTED: By: _____ Owner (Authorized Signature) Date: _____	ACCEPTED: By: _____ Contractor (Authorized Signature) Date: _____



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 18, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Discussion on Donor Wall for the Nelson Family Pavilion.

ATTACHMENTS:

- Memo.Donor wall (DOCX)
- De Pere - Pavilion - Donor Wall (PDF)
- Donor Wall Ideas (DOCX)
- Donor wall ideas.II (DOCX)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Date: January 18, 2024

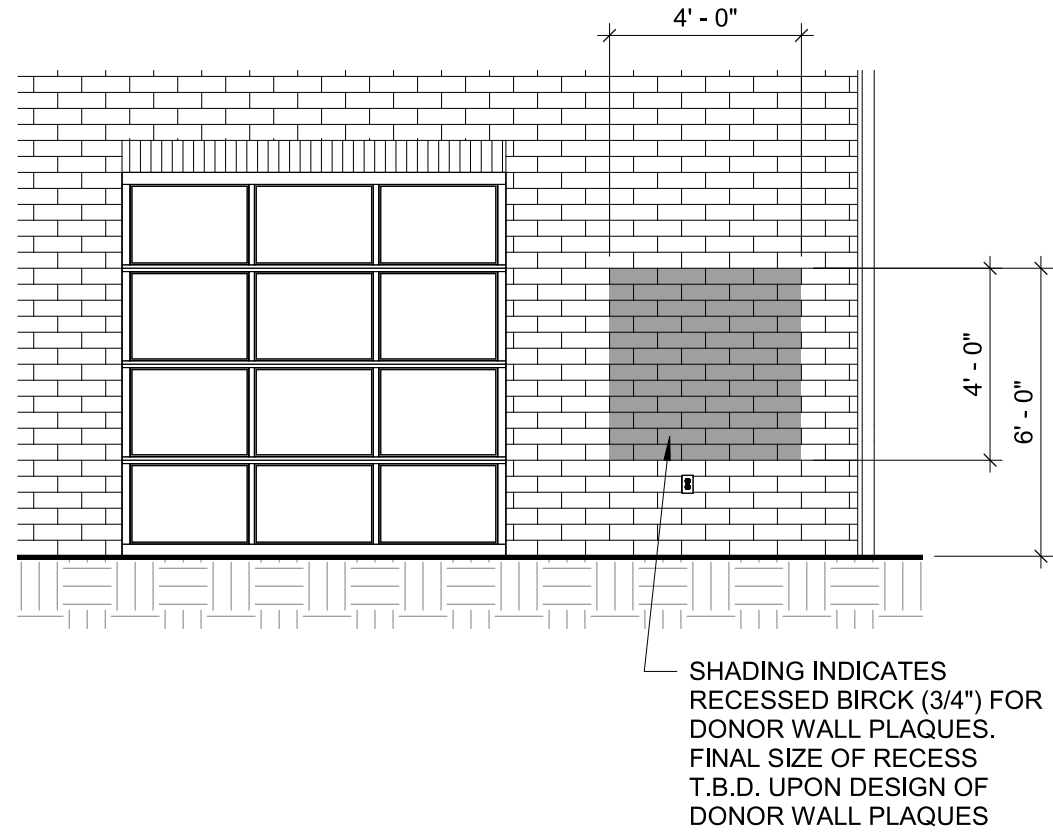
RE: Nelson Family Pavilion – Donor Wall

I would like to have the Park Board review options for constructing the donor wall on the Nelson Family Pavilion. This donor wall has been advertised to show/illustrate our main donors. The goal would be for the Park Board to determine the theme or style of donor wall from the various options. Once the theme or style is established, staff will go out to vendors to get proposals. Once we have the proposals we will then bring the topic back to Park Board for review and selection.

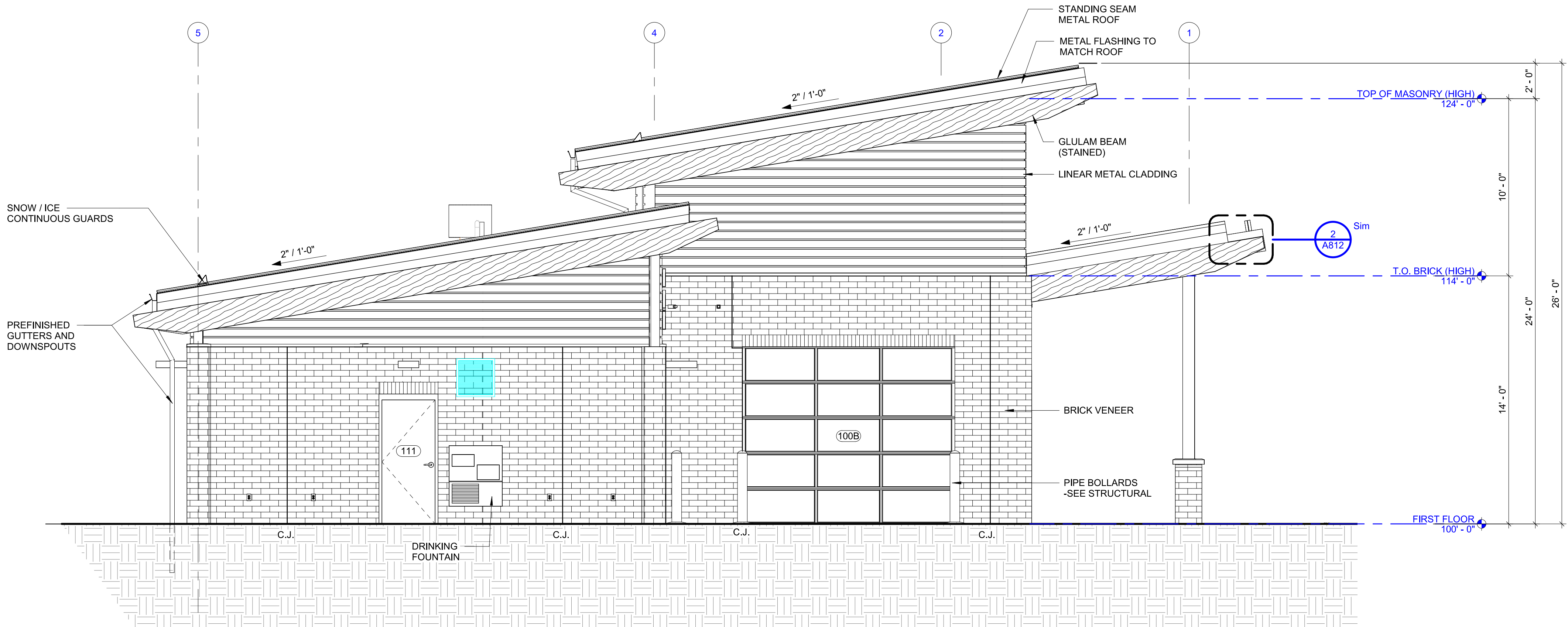
Miscellaneous Information:

- Our projected budget was \$10,000 for the donor wall.
- With the fundraising campaign we advertised that Silver Donors and up would be placed on the donor wall. Silver Donors were a minimum of \$1,000.
- We currently have 10 Bronze level sponsors, 27 Silver level sponsors, 2 Gold level sponsors, and 6 Platinum level sponsors.
 - o As indicated above, Bronze level sponsors were not advertised to be placed on the donor wall.

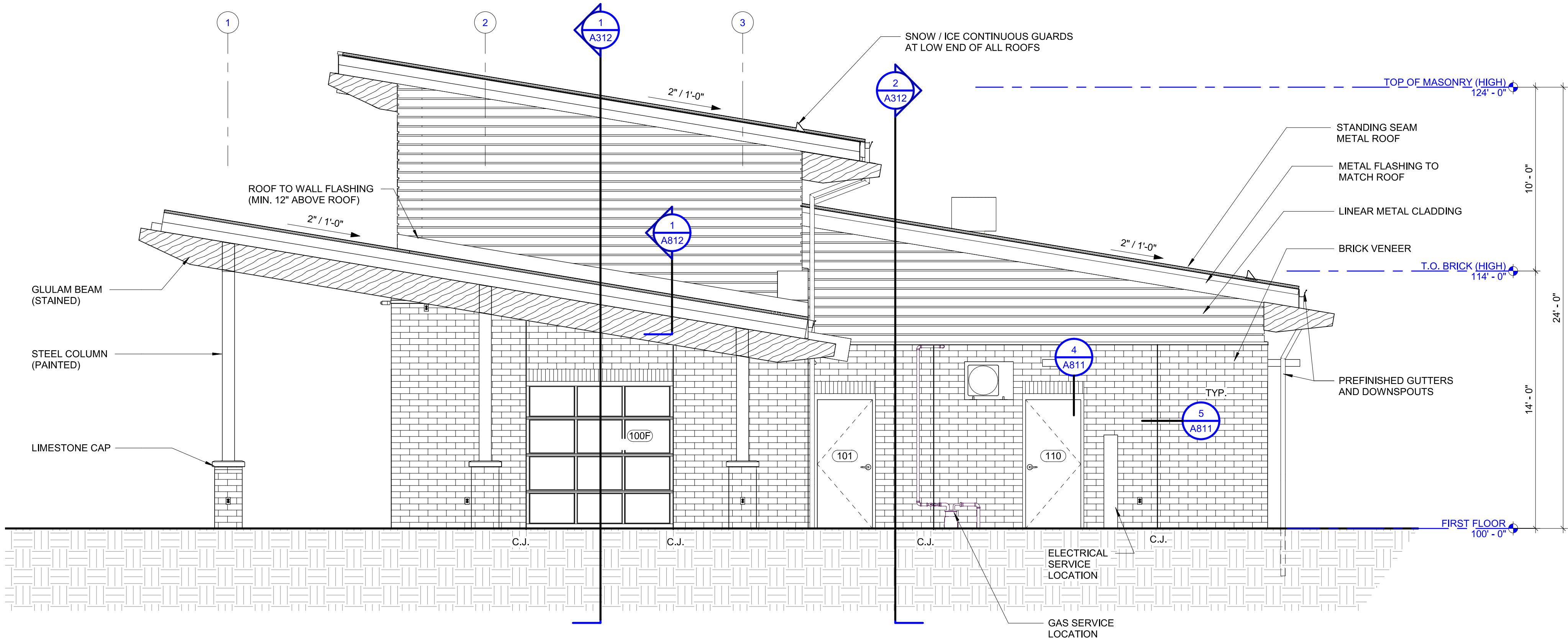
In your packet I have provided you with a series of options/themes/styles that can be considered. In addition, I provided you with a schematic that shows the planned location of the donor wall. This can also be discussed if you wish.



1
A302
DONOR WALL
1/4" = 1'-0"



EAST ELEVATION
1/4" = 1'-0"



WEST ELEVATION
1/4" = 1'-0"

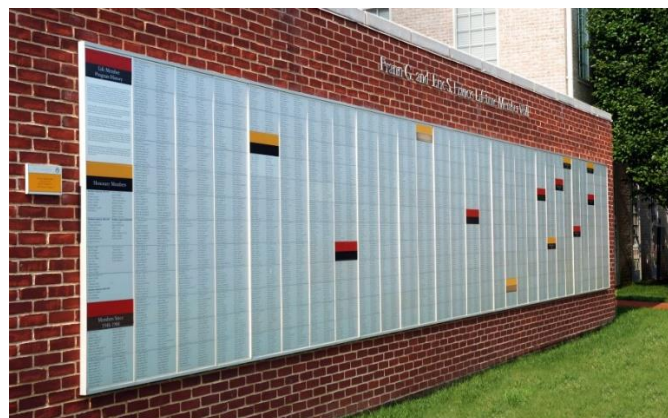
DESIGN	
DATE	
BY	

DESIGN	
DATE	
BY	

NELSON FAMILY PAVILION
CITY OF DE PERE 100 WILLIAM ST, DE PERE, WI 54115
EXTERIOR ELEVATIONS

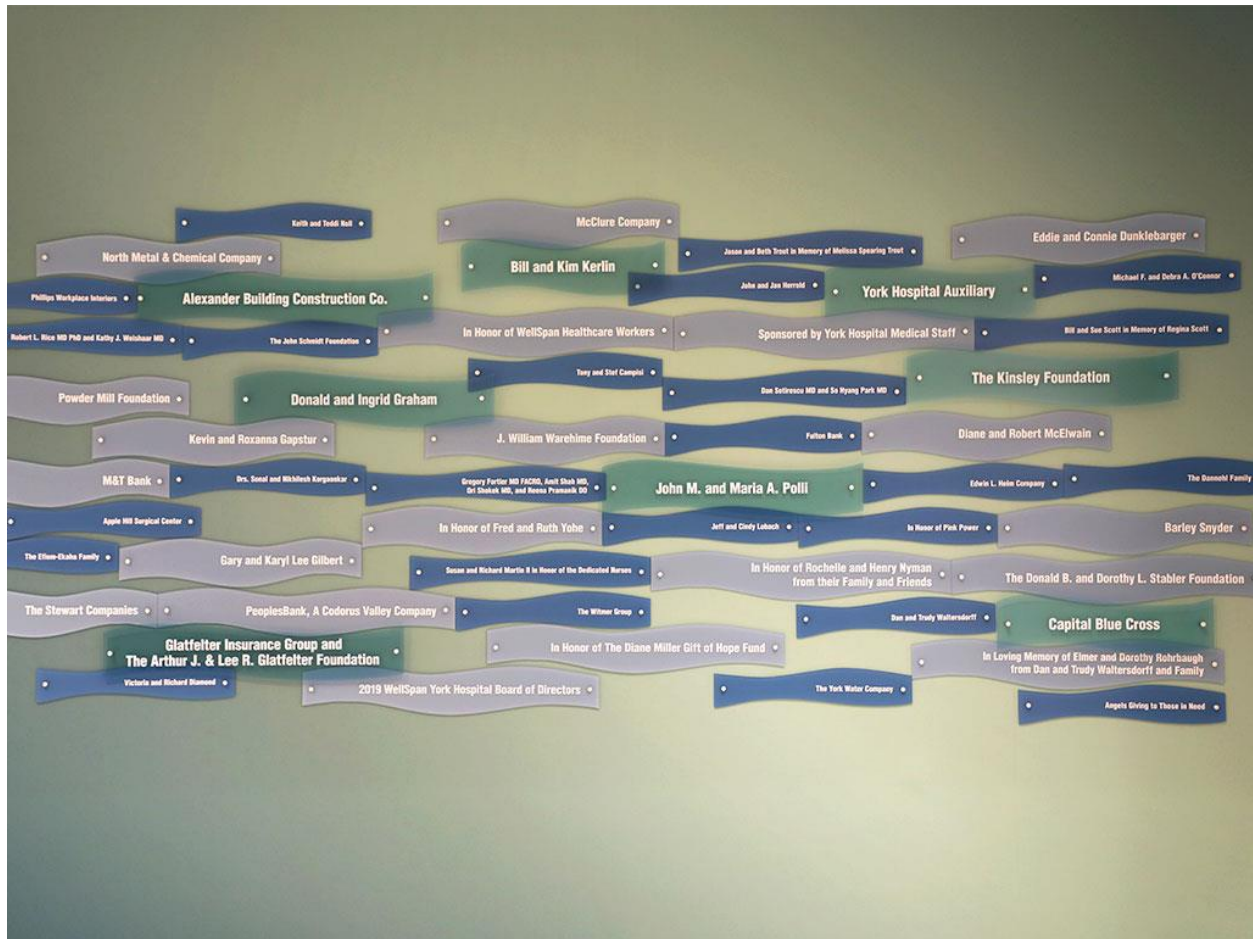
DESIGNED	KJC	DRAWN	CAW
PROJECT NO.	D0005 06-22-00146		
DATE	SEPTEMBER 7, 2023		
SHEET NO.	A302		





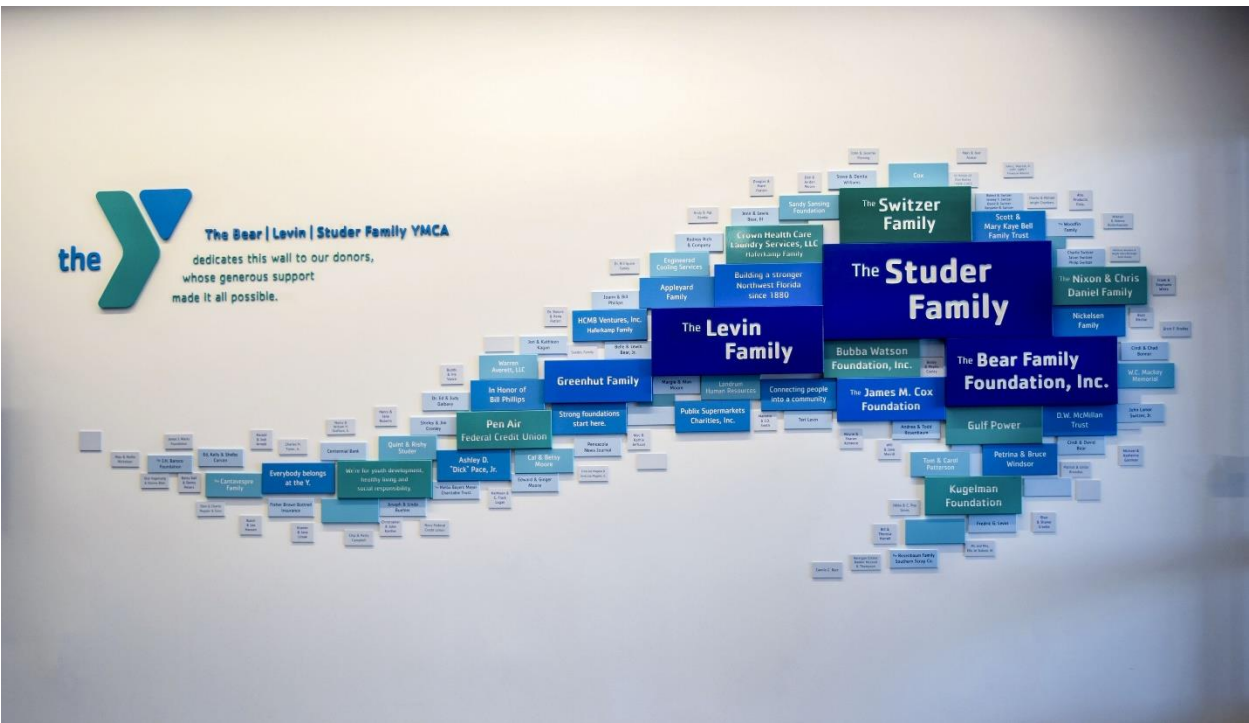














City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 18, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: General Discussion on Current Tree Planting Policy for ROW Trees and Potential Change.

ATTACHMENTS:

- Tree planting summary for Park Board 1-4-24 (DOCX)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
 From: Don Melichar
 Date: January 4, 2024
 RE: **Tree Planting Policy**

This memo is to respond to Alderperson Ledvina's request for information on the department's tree planting policy. The following is copied directly from our Standards and Specifications Manual:

A. Street Tree Planting Programs:

1. Neighborhood Tree Program – This program is to allow property owners the opportunity to have the City plant trees along the street in front of their home or business. This is a cost share program where the owner can purchase a tree(s) through the City at wholesale cost and the City will plant and maintain the tree for life. The City Forester will select and give property owners a choice of bare root trees in a size range of 1.25" – 1.75" diameter (caliper) at 6" above the ground line. Trees will only be planted where an established lawn exists.
2. Replacement – Trees destroyed by vandalism, vehicles, lawn equipment, etc. may be replaced at a cost to the person causing the damage, if known. If such person is unknown, the adjacent homeowner may request and pay for a new tree if conditions and space allow for a replacement planting. The City Forester, the Director of Parks, Recreation and Forestry or the Board of Park Commissioners may also request a new tree to be planted at no cost to the property owner to replace the lost tree.
3. Unimproved Streets – Trees shall not be planted in the terrace where curbing and/or established lawn area does not exist.
4. Memorial Tree Planting – Individuals or groups may choose to purchase (on their own or through the City), and have planted by the City, a tree to honor someone special. This planting can take place in a park of their choice if space and conditions allow. Planting can occur at various times of the year if weather and species permit.

B. Installation Time Periods:

1. Street tree plantings will normally take place during two time periods per year. The first plantings will be in the spring, typically mid-April until the end of May. The other planting period occurs in the fall, approximately from Mid-October to early November.
2. Some tree species can only be transplanted in the spring for optimal establishment so these species will only be available once per year.
3. Evergreen trees (not an approved street tree but may be planted in parks) should only be planted in the spring or summer to ensure establishment prior to freezing weather in the fall. Evergreens continue to transpire throughout winter so they should not be planted after October 1st since optimal establishment would not take place.

The City has utilized grant funds to assist homeowners in a cost share program to replace ash lost to Emerald Ash Borer. This program has allowed the City to replace a limited amount of dead trees with new, no cost trees in the terrace.

The City Public Works Department does pay for new trees when an existing tree is removed in construction projects, as long as the city's standards and specifications are met and space is available.

The City of De Pere does not have any requirements for new developments for the planting of trees and does not unilaterally plant trees in terraces by new homes or businesses in open planting spaces.

I have also surveyed several surrounding communities and their responses are:

Ashwaubenon

- New subdivisions – linear price per foot for tree planting. We charge \$5.50/lineal foot which provides approximately \$275/tree planted... this covers both labor and plant material.
- Neighborhood Street Tree Planting Program – Residents can purchase trees for established neighborhoods if they currently don't have any. We charge \$100 per tree and provide a 5-year warranty. This is a cost sharing partnership between residents and the Village to get trees planted in established neighborhoods.
- Budgeted – we also have a separate line item in the budget for tree planting. This is used for arterial/collector streets, park plantings, warranty replacements and resolving issues such as vandalism and car accidents.

Allouez

- Neighborhood Tree Planting program – resident pays the cost for the tree, which is whatever we get charged from the nursery.
- Street/Park Tree planting (replacements) – line item in our Forestry Budget; 2024 is \$10,000.
- Street Reconstruction projects – I try to get replacements paid for out of that project. We haven't done any new plantings from this so far though.

Green Bay

- We have a line item in our budget for trees.
- Any new developments are charged a fee of \$2.00 per lineal foot of roadway in the development. We figure 1 tree per 50' so basically 1 tree per lot at 100.00 per tree.

Ledgeview

- Resident Street Tree Planting program – resident purchases a tree at \$200-\$250/tree and the town will plant it, maintain it, and replace it if it dies.
- New subdivisions tree planting - The Town shall require street trees for all new subdivisions in the Town. The cost of planting street trees will be at the expense of the developer.
- Planting of trees when streets are urbanized or reconstructed - When streets are fully reconstructed, new street trees shall be planted if, in the opinion of the Town Forester or designee, there is adequate land in the terrace or boulevard to reasonably support tree growth. The cost of planting street trees will be included and considered part of the street urbanization or reconstruction cost.

As with De Pere, all surveyed communities also utilize grants to help offset losses and assist in building their urban forests in parks and ROWs.

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 18, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action Regarding Bids For Replacing Truck 18.*

ATTACHMENTS:

- Memo.Truck 18 (PDF)
- Copy of Bidders' Opening Document E24-05 (XLSX)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
 From: Marty Kosobucki
 Date: January 18, 2024
 RE: Truck 18 replacement

In the 2024 Budget we were allocated \$95,000 to replace Truck 18. Staff obtained quotes on many pieces of equipment, and all were within range with exception for this vehicle. Truck 18 low bid came in \$72,922 over budget. (See included bid amounts.)

Because the lowest bid falls outside of our budgeted amount by a significant amount, we are requesting the Park Board review and recommend a direction. I have provided a detailed summary below along with background information.

Truck 18 Description— Truck 18 is currently a non-cdl dump truck. When the truck was purchased originally it was intended to provide flexibility in who was able to drive it. However, as more research was done it was uncovered that once our chipper is attached it now becomes a cdl required rig. Staff felt if the rig is needed to have a cdl to operate, then we should obtain a cdl vehicle which is larger and can hold more weight and wood chips. This allows for less dumping which ultimately means our staff is in the field more.

Truck 18 Condition – In speaking with Tom Blohowiak (Maintenance/Fleet Supervisor) he has indicated it is very likely we can maintain and keep Truck 18 running for another year. Right now, the work/task of Truck 18 has been shifted to the Street Department to be a water/brine truck. In return, the Park Dept is using their dump truck for chipping.

Various Factors - There are several factors to consider when deciding on which way to go. I will try to summarize below.

- Truck 18 condition – summarized above.
- Financial Impact – If we postpone the purchase of the vehicle till 2025, there will likely be a cost increase. What that will be is not possible to predict but assuming a 5-10% increase could be likely.
- Additional Funding – If the recommendation would be to pursue the acquisition of the vehicle the additional money needs to come from somewhere. In talking with our Finance Director there are two options:
 - o Bonding - Because the City has not bonded yet for 2024, the City Council could simply add this to the bonding schedule. In doing this, it would not impact unassigned reserves (the City's fund balance).
 - o Unassigned Reserves - The other option would be to request money from the City's unassigned reserves. In speaking with the Finance Director, she has indicated adding it

to the bonding schedule would be a better option and preferred over taking from the unassigned reserves.

- Current Park Equipment Projects/Bonding
 - o The Park Department currently has two other pieces of equipment in the works for acquisition (Stumper and Van #34 replacement). Between these two projects we are approximately \$16,000 under budget, which are scheduled to be bonded for.
 - o The Public Works Department has four pieces of equipment being purchased, of which are approximately \$58,000 under budget.

Options:

1. Approve vehicle purchase and low bid, recommend to City Council additional funding to come from adding to the bonding schedule for the Capital Projects.
2. Postpone purchase of vehicle till 2025 and request additional funding to complete purchase in 2025.
3. Approve vehicle purchase and low bid, recommend to City Council additional funding to come from unassigned reserves.

Staff Opinion:

When looking at all the factors, staff would not recommend option number 3. I do not believe it would be necessary to impact the City's financial reserves if in fact the truck can last another year, even though the acquisition of the replacement would cost a bit more the following year. If the City values the acquisition over the potential cost increase, then we would recommend pursuing the vehicle through adding the additional funds through the Capital Projects Fund and bonding. If the City values the impact to the bonding, then we would recommend postponing the project till 2025.

**CITY OF DE PERE - PUBLIC WORKS
EQUIPMENT PROPOSAL E24-05
ONE (1) 2024 OR CURRENT PRODUCTION YEAR 4X2 CHIPPER TRUCK
BIDDERS OPENING DOC**

[illegible]



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 18, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Staff Update on Status of Southwest Park Shelter Construction Progress.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 18, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Staff Update on Nelson Family Pavilion Construction Progress.
