Board of Park Commissioners

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

Regular Meeting

Agenda

Thursday, January 15, 2015 | **6:30 PM** | **De Pere City Hall Council Chambers**

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Board of Park Commissioners** of the City of De Pere will be held on **January 15, 2015** at **6:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

I. Call to Order

1. Roll Call

II. Action Items

1. Approve Board of Park Commissioners Minutes 12-18-14
2. Approval to Accept a photo project donation from Nicole Reetz *
3. Approval to Accept and acknowledge a Project Proposal for Markers on the Preserve Trail for an Eagle*
4. Review and approve Community Center 4th Quarter/year-End Report
5. Approve Long Term Strategy for Pools

III. Public Comment Period

IV. Future Agenda Items

V. Staff Updates

1. Voyaguer Boat dock grant
2. Communication from anonymous source about East River Trail and allowance of dogs.

VI. Adjournment

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

Committee Members
Alderpersons
Mayor Michael J. Walsh
Larry Delo, City Administrator
Judy Schmidt-Lehman, City Attorney
Allyson Watson, Definitely De Pere
Marty Kosobucki
John Zegers, WDP High School District
De Pere Rapides Soccer
Nicole Reetz
De Pere Youth Hockey
Tod Maki, De Pere Select Soccer
Shana Defnet, City Clerk
City Hall 1st and 2nd Floor
De Pere Area Chamber of Commerce
Brown County Library De Pere
TV & Radio Stations
Ben Villaruel, Unified School District
De Pere Baseball
Jacob Dorsch

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 15, 2015**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Marty Kosobucki**
SUBJECT:	**Approve Board of Park Commissioners Minutes 12-18-14**

ATTACHMENTS:

- Draft Minutes 12-18-14 (PDF)

Board of Park Commissioners

335 South Broadway

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

Regular Meeting

Draft Minutes

Thursday, December 18, 2014 | 6:30 PM | De Pere City Hall Council Chambers

I. Call to Order

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

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

II. Action Items

1. Approve Board of Park Commissioners Minutes 11-20-14

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

2. Approval to accept a $260 donation from De Pere Area Men's Club to Recreation Scholarship Program*

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

3. Consider options and make recommendation to City Council on use of old bridge approach.*

Marty Kosobucki spoke with the board about the old bridge approach and showed the board a picture of the bridge approach. Marty took questions and concerns from the board.

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

Ruthann Ryan spoke with the board about her concerns for the bridge approach. She stated she would like to see it become some type of park.

Jerry Turba spoke with the board about his concerns for the bridge approach. He stated he would like to see it become some type of park.

Jennifer Johnson spoke with the board about her concerns for the bridge approach. She stated she would like to see it become some type of park.

Joe Seroogy spoke with the board about his concerns for the bridge approach. He stated he would like to see it become some type of park.

Steve Lepak spoke with the board about his concerns for the bridge approach. He stated he would like to see it become some type of park.

Alderperson Jim Kneiszel spoke with the board about his concerns for the bridge approach. He stated he would like to see it become some type of park.

Mike Donovan made a motion to close the meeting at 6:58 p.m., seconded by Bill Volpano.

The board had continued discussion about the old bridge approach.

Rod Kowalczyk made a motion to put the old bridge approach under the Parks jurisdiction, seconded by Bill Volpano.

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

4. Approve contract with consultant to permit wetlands in Dog Park.*

Marty Kosobucki presented the two bids to the board.

George Brown made a motion to consider low bid by Ayres Associates to contract to consult to permit wetlands in the Dog Park, seconded by Rod Kowalczyk.

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

5. Consideration of Re-write of Chapter 106 De Pere Municipal Code Regarding Licenses & Permits.

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

III. Public Comment Period

None

IV. Future Agenda Items

None

V. Staff Updates

VI. Discussion Item

1. Boat Dock Grant submittal

   Marty Kosobucki reported information on the boat dock grant submittal.

2. Zamboni

   Marty Kosobucki and the Mayor will be receiving a check from the Figure Skating Club for the Zamboni. Marty reported they are trying to sell the old Zamboni, but have had no luck at this point.

3. Benefit of Parks and Recreation

   Marty Kosobucki gave the board an article on the benefits of Parks and Recreation Departments for the board to read.

4. Board of Park Commissioners Yearly Donations

   Marty Kosobucki reported the yearly donations that were given the Parks, Recreation and Forestry Department.

5. Adjournment

   Mike Donovan made a motion to adjourn the meeting at 7:16 p.m., seconded by Rod Kowalczyk.

Respectfully submitted,
Debbie Zierson

City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE:	**January 15, 2015**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Don Melichar**
SUBJECT:	**Approval to Accept a photo project donation from Nicole Reetz ***

Issue: This memo is to seek the Board of Park Commissioner's approval of a donation from Nicole Reetz. The donation is for a photo project of all the City's parks and their facilities.

Summary: The project that Nicole and the Parks Department will coordinate entail having her take photos of all of the City's parks and facilities. Once all the photos have been assembled, we will work on creating a Park catalog that will be placed on the City's website to further enhance our visitor's experience and allow them to better visualize our amenities. The value of the donation is approximately $2800. We expect work will continue through the summer with an anticipated fall debut.

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 15, 2015**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Don Melichar**
SUBJECT:	**Approval to Accept and acknowledge a Project Proposal for Markers on the Preserve Trail for an Eagle***

Issue: This memo is to seek the Board of Park Commissioner's approval and acknowledgement of a Project Proposal from an Eagle Scout. The Project Proposal is for the installation of mile markers on the Preserve Trail.

Summary: The Eagle Scout Service Project Proposal from Scout Jacob E. Dorsch details plans to fund raise and acquire materials to install at every tenth of a mile a 4x4 recycled plastic post along the Preserve Trail. The value of the donation is $1200. In the summer of 2014 Jacob finished approximately 2/3 of the project and donated the rest of the materials to the Parks Department to finish after completion of the trail to Southbridge Rd. Our department will complete the work in spring 2015.

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 15, 2015**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Paula Rahn**
SUBJECT:	**Review and approve Community Center 4th Quarter/year-End Report**

Please find attached the 2014 Community Center 4th Quarter/Year-End Report for review and approval. Thank you.

ATTACHMENTS:

- 2014 4th Quarter (DOC)
- 4th.quarter (XLSX)

City of De Pere

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

Paula Rahn
Community Center Manager
prahn@mail.de-pere.org
www.de-pere.org

2014 Community Center 4th Quarter/Year-End Report

- Redesigned Winter/Spring Brochure and designed postcards, which were mailed out the end of October. Also developed special events/program flyers, which were distributed through the schools, daycares and published on Cable Channel 4 our website and in the newspaper. All classes were entered into ActiveNet and our Access reservation system and began accepting registrations for winter programs in November.
- Training took place for a new part-time secretary who was hired for the Community Center. Justine Semrow has replaced Lori Wagner who previously held the position.
- Organized a variety of holiday special events and workshops for different ages: Halloween Workshop, Candy Bar Bingo, Ringing In With Santa Claus (219 happy holiday calls were placed!), Holiday Treats Galore, Cribbage Tournament, a holiday party for Cribbage. Other senior card groups held their own potluck holiday parties as well. Additional events held included an NWTC Foot Clinic and an AARP Smart Driver Course.
- Ordered costumes for Pom & Twirling classes. Secured basketball performances at De Pere High School for January 31 for these classes. Confirmed with Principal Held on dates/needs for rehearsal/recital at Hemlock Creek School at the end of February. Coordinated professional pictures for class participants as well.
- We ended December with 12 students in our Kidz Zone Before School program and 28 in our Kidz Zone After School Program. Our Early Release Day programs have been averaging 14 participants. We are currently in the process of renewing our agreement with OLOL for use of their facility for our program.
- A new Kidz Zone Program was publicized at Notre Dame Elementary School. Unfortunately for fall we didn't get enough interest however we were contacted by the principal recently stating that he has interested families and will put out more information to see if we can get it up and running in January or February. A meeting has been set up for January 15th.
- Kids Day Out Camps were scheduled over winter break but were canceled due to not enough interest. Mini camps will be offered over Spring Break.
- Determined 2015 Summer Camp themes and developed brochures, revised handbooks, manuals and updated registration materials. Brochures will be delivered to both school districts and information available on the City's website in January. Registration packets available January 8; registration will be held on Wednesday, February 4. Summer School dates have been confirmed with both school districts. Renewal of Unified School District agreement is in progress and we will be looking at our agreement with WDPSD as it pertains to summer classes.
- Re-hire letters were sent out to last year's summer seasonal staff. Staff has gone through NeoGov Training which will enable us to process all future advertisements and complete the full hiring process online.
- Met with members from the ADRC and other Nutrition Program sites on the potential to add outlying areas such as Wrightstown and Greenleaf to the home delivered meal program. The De Pere site would pack the meals only for these outlying areas. Service members from those areas have already agreed to pick up and deliver the meals. This may be up and running in early 2015.
- Due to increases in group activity, we have arranged some senior programs to better accommodate new groups coming in.
- Staff worked on gathering data on usage and activities for the Community Center Long Range Plan. Staff will meet to review the findings and then the goal is to establish a team to formally develop a plan for the Community Center.
- Renewed ADRC Contract for the nutrition program.
- Completed preventative maintenance, elevator inspections, fire alarm & sprinkler inspections. Worked with Packerland Electric on a solution for LED lighting…looking to install lighting in 2015. Our elevator is in need of repairs which will take place in the next quarter. Additional maintenance work was also completed on our boilers.

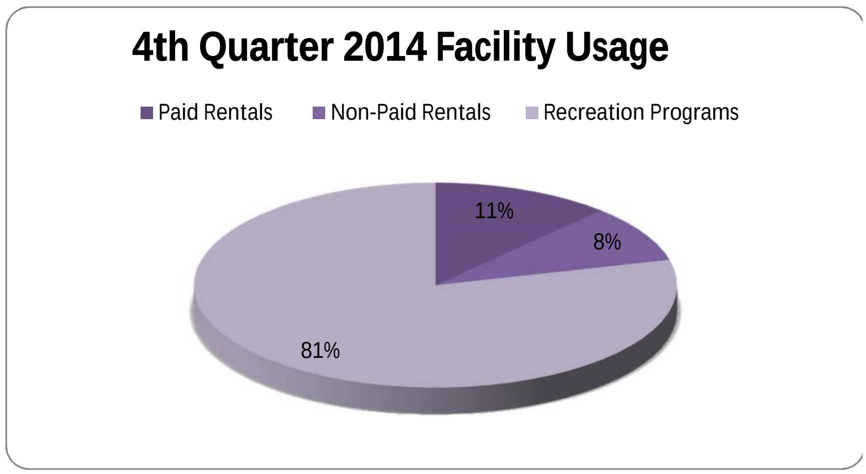
Overall, 2014 has been a very successful year for the Community Center. We pride ourselves in offering a variety of quality programs with that personal touch! We look forward to the new year and what lies ahead! Staff will be very busy starting off the new year researching and getting quotes on design software for our brochures, heated gutter coiling to prevent icicle buildup on our facility, researching interactive guides, lightweight tables and possibly replacing lower level flooring; meeting with engineering on our lower level parking lot; planning for the start of new programs; advertising for open summer positions; hiring staff including a part-time CC maintenance person; notifying all part-time staff regarding pay raises, incentives and cancellation policies; prepare for pom & twirling BB performances and hold rehearsal/recital; complete self-appraisal along with staff evaluations; look for alternative sites within the community to house some of our recreation programs; solicit quotes for printing of department brochures & postcards; meet with instructors to discuss summer programming; assign coding for programs & design Summer/Fall brochure and postcards; finalize cooperative agreements with schools; continue with LED lighting project; review & renew contractual agreements including researching a new copier.

Respectfully submitted by: *Paula Rahn, Community Center Manager*

FACILITY USAGE

	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
Paid Rentals	28	31	33	30	32	35	37	34	13	23	22	29
Non-Paid Rentals	14	22	28	20	31	11	17	18	19	21	18	17
Recreation Programs	136	190	175	204	139	137	122	100	91	259	182	123
(includes P&R, CC)												
Total Room Use	**178**	**243**	**236**	**254**	**202**	**183**	**176**	**152**	**123**	**303**	**222**	**169**
Percentage Used	115%	174%	152%	169%	130%	122%	114%	98%	82%	195%	148%	109%
(percents over 100 reflect rooms rented more than once on a given day)												
Rental Revenue	$2,597.76	$2,861.43	$2,987.32	$3,212.66	$4,498.52	$4,149.24	$4,255.91	$3,922.16	$1,614.52	$2,759.36	$2,294.20	$4,223.2
Program Revenue	$10,819.91	$28,382.47	$25,817.23	$31,768.25	$19,912.11	$14,229.40	$19,622.73	$19,362.47	$15,259.83	$10,950.64	$13,771.89	$11,287.
Contractual Revenue	$215.00	$215.00	$215.00	$215.00	$215.00	$215.00	$215.00	$215.00	$215.00	$215.00	$215.00	$215.0
(County Rent)												
Equipment/Storage & Miscellaneous Revenue	$89.63	$93.71	$68.71	$138.82	$75.35	$146.85	$111.54	$147.18	$58.93	$108.10	$68.93	$119.7
TOTAL REVENUE	**$13,722.30**	**$31,552.61**	**$29,088.26**	**$35,334.73**	**$24,700.98**	**$18,740.49**	**$24,205.18**	**$23,646.81**	**$17,148.28**	**$14,033.10**	**$16,350.02**	**$15,845.26**

2014 TOTAL REVENUE (to date) **$264,368.02**



4th Quarter 2014 - Individual Room Usage

ROOM	Program Usage	Rental Usage
Pine Room	168	34
Oak Room	10	37
Hickory Room	70	16
Spruce Room	205	21
Maple Room	20	22
Lounge	91	N/A
Total Usage	**564**	**130**

The last quarter of 2014 again was a busy time for the Community Center! December ranked third highest in overall rental revenue throughout the year bringing in a total of $4,223.26 (average per month is $3,281.36). Total revenue for the 4th quarter was $46,228.38 which was an increase ov last year's 4th quarter revenue by $734. This is great considering the fact that we lost a significant amount of weekly revenue from a long-standing church group that have met here for many years. Budgeted revenue for rental/contractual/equipment/storage & miscellaneous revenue for 2014 w $36,985. We surpassed this goal by nearly $6,200 bringing in a total of $43,184. We also reached and exceeded our goal for program revenue bringing in a total of $221,185; an amount of $199,355 was originally budgeted. This quarter brought in 74 paid rentals which is a respectable average. The Oak Rm. was the most widely used room for rentals while the Spruce Rm. ranked the highest for program usage. All in all 2014 was very succesful year! We met and exceeded our total revenue goal of $236,940 by $27,428 bringing in a total of $264,368, which reflects an 11.6% increase!

Paid Rentals		
Non	11%	***4%***
Rec Programs	8%	***2%***
	81%	***28%***
	100%	

City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: **January 15, 2015**

DEPARTMENT: **Parks, Recreation & Forestry**

FROM: **Marty Kosobucki**

SUBJECT: **Approve Long Term Strategy for Pools**

ATTACHMENTS:

- MEMO FOR POOL (PDF)

Memorandum

To: Board of Park Commissioners

From: Marty J. Kosobucki, Director of Parks, Recreation and Forestry

Re: Strategic Planning for Pools

Date: December 10, 2014

This memo is being provided to you in an effort to give direction on strategy and process to move forward in addressing the long term future of our pools. As you know, the City conducted an analysis on the condition of our two outdoor pools this past summer of 2014. The analysis indicated deteriorating condition of the pools, and the need to address the long term future of them. I have provided a brief summary below, and the direction the Park Board has been asked to consider from City Officials.

SUMMARY

Pool Analysis: The pools located at VFW and Legion Pools were analyzed for their condition by a team of private consultants. Both pools are very similar in their condition and history. The analysis has indicated deteriorating condition of the facilities and has recommended various and extensive repairs. In general, the cost to repair the facility to appropriate and safe conditions is approximately $600,000 per pool.

Area Pools/Plans:
The YMCA still does not have a clear picture of construction due to the timeline, or lack of timeline, related to the new bridge. It remains our understanding the YMCA will not consider construction until the bridge goes in. I have contacted representatives at St. Norbert over rumors they are considering the construction of an indoor pool. In talking with St. Norbert staff they confirmed there are discussions about constructing an indoor pool. I was also informed that if the pool is constructed, it will be a competition style pool and not an outdoor or aquatic facility type of venture.

Fix Pool vs. Replace Pool
One of the largest questions we face is, do we fix the current pools or do we look to replace them with something different. The advantage of fixing a pool is that it would be the most cost effective way to keep pools on both sides of the river. However, in "fixing" both pools we are still left with a 40-50 year old facility that has functional limitations and appeal. If we replace the pools, it is a common position that we would replace the facility with an aquatic center versus a standard box pool or competition pool. Replacing a pool will allow us to create an appealing facility that will better serve our users. However, replacing a facility with an aquatic center has a much higher price tag ($3 - $4 million).

Replacement of Pool – In replacing a pool, it is probably not realistic to have the City construct two aquatic centers at a price tag of $3-$4 million for each facility. However, if an aquatic facility is constructed the biggest and most complex question will be "where should the aquatic facility go?". This will not be an easy question to answer and should not be rushed.

Staff Recommendations:
In looking at all the available data and talking with City Officials, we believe the best strategy would be as follows:

- Build one aquatic center to serve the entire City.
- Contract with a consultant to do a location study for an aquatic facility.
- Analyze potential uses for one or both current pools sites.
- Continue to make repairs to the current pool facilities to keep them safe until an Aquatic Facility could be constructed.

City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: January 15, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Debbie Zierson

SUBJECT: Voyaguer Boat dock grant

City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE:	**January 15, 2015**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Marty Kosobucki**
SUBJECT:	**Communication from anonymous source about East River Trail and allowance of dogs.**