



Board of Park Commissioners

335 South Broadway
De Pere, WI 54115
www.deperewi.gov

Regular Meeting

Agenda

Thursday, May 15, 2025

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 **May 15, 2025 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 TV throughout the week and available on demand at <https://deperewi.portal.civicclerk.com/>.

- I. Call to Order
- II. Public Comment on 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 Chairperson of the Board of Park Commissioners
 2. Consideration and Possible Action to Approve the Vice Chairperson of the Board of Park Commissioners
 3. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the March 27, 2025 meeting.
 4. Consideration and Possible Action to Approve \$7,500 from an Anonymous Donor for Chairs for Community Center Meeting Rooms *

5. Consideration and Possible Action to Approve a Fee Waiver Request from the De Pere Area Chamber of Commerce for the Nelson Family Pavilion for Art in the Park on June 28, 2025 *
6. Consideration and Possible Action to Approve the Third Quarter Financial Statements for the De Pere Ice Arena
7. Consideration and Possible Action to Approve the Bid from Bluemels, for \$57,460.00 for Project 25-12 Rainbow Park Playground Surfacing *
8. Consideration and Possible Action to Approve the Name of the New Park in Waterview Heights Subdivision
9. Consideration and Possible Action to Approve the Southwest Park Master Plan
10. Consideration and Possible Action to Redirect Voyageur Dumpster Funds to Purchase a Garbage Picking Unit *
11. Consideration and Possible Action to Construct a Turnaround on Washington Street at Braisher Park *
12. Consideration and Possible Action to Approve WisDOT Temporary Limited Easement at Wells Park for the STH 32 / STH 57 repavement project *
13. Consideration and Possible Action to Approve Nature Center Park Pocket Forest Revitalization Project
14. Consideration and Possible Action on Continuation of Memorial Bench Swing Option

IV. Discussion Items

1. 2024 Forestry Report

V. Staff Updates

1. Staff Update on the Fitter and Faster Swim Tour Contract
2. Staff Update on Beer Gardens / Commemorative Cup
3. Staff Update on the Brown County Tourism Grant

VI. Future Agenda Items

VII. Adjournment

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

Board Members

De Pere Youth Hockey

Alderspersons
Mayor James Boyd
Kim Flom, City Manager
Eric Erdman, Assistant City Attorney
Marty Kosobucki
Carey Danen, City Clerk
City Hall 1st and 2nd Floor
De Pere Girls Softball
Connor Mason, Teen Advisor
James Lyga, Teen Advisor
Bluemels
Don Chilson, Ice Management

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.
Jason Lau, WDP School District
Luke Herlache, Dickinson School
Christopher Hendricks, Dickinson School

***All items marked with an asterisk will be forwarded to the Common Council.**



City of De Pere, Wisconsin

III.1

Request for Board of Park Commissioners
Action

MEETING DATE: May 15, 2025
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki, Parks, Recreation and Forestry Director
SUBJECT: Consideration and Possible Action to Approve the Chairperson of the Board of Park Commissioners
RECOMMENDED ACTION: Staff recommends approval

ATTACHMENTS:
None



City of De Pere, Wisconsin

III.2

Request for Board of Park Commissioners
Action

MEETING DATE: May 15, 2025
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki, Parks, Recreation and Forestry Director
SUBJECT: Consideration and Possible Action to Approve the Vice Chairperson of the Board of Park Commissioners
RECOMMENDED ACTION: Staff recommends approval

ATTACHMENTS:
None



City of De Pere, Wisconsin

III.3

Request for Board of Park Commissioners
Action

MEETING DATE: May 15, 2025
DEPARTMENT: Parks, Recreation & Forestry
FROM: Grace Lahtela, Administrative Assistant
SUBJECT: Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the March 27, 2025 meeting.
RECOMMENDED ACTION: Staff recommends approval of the Board of Park Commissioners Minutes from the March 27, 2025 meeting

ATTACHMENTS:
Draft Minutes 3-27-25



Board of Park Commissioners

Regular Meeting

Minutes

335 South Broadway
De Pere, WI 54115
www.deperewi.gov

Thursday, March 27, 2025

6:30 PM

City Hall, Council Chambers 335 S.
Broadway, De Pere, Wisconsin
54115

I. Call to Order

Present: Melissa Thiel Collar, Randy Soquet, Mike Eserkaln, Shana Ledvina, Elizabeth McMasters, Amy Kunding, James Lyga

Absent: Jim Kneiszal

Excused: Connor Mason

II. Public Comment on 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

None

III. Items

1. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the February 20, 2025 meeting

Melissa Thiel Collar moved to approve the Board of Park Commissioners minutes from the February 20, 2025 meeting, seconded by Alderperson Defnet Ledvina. Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Melissa Thiel Collar
SECONDER:	Shana Ledvina
AYES:	Melissa Thiel Collar, Randy Soquet, Mike Eserkaln, Shana Ledvina, Elizabeth McMasters, Amy Kunding

2. Consideration and Possible Action to Approve \$2,500 Donation from Greta Johnson for Recreation Scholarship Fund *

Alderperson Chandik Kunding moved to accept a \$2,500 donation from Greta Johnson for the Recreation Scholarship Fund, seconded by Alderperson Defnet Ledvina. Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Amy Kunding
SECONDER:	Shana Ledvina
AYES:	Melissa Thiel Collar, Randy Soquet, Mike Eserkaln, Shana Ledvina, Elizabeth McMasters, Amy Kunding

3. Consideration and Possible Action to Approve \$2,500 Donation from Greta Johnson for Replacement of Chairs in Upper- Level Meeting Rooms at Community Center *

Aldersperson Chandik Kunding moved to accept a \$2,500 donation from Greta Johnson for replacement chairs in the upper-level meeting rooms at the Community Center, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Amy Kunding
SECONDER:	Randy Soquet
AYES:	Melissa Thiel Collar, Randy Soquet, Mike Eserkaln, Shana Ledvina, Elizabeth McMasters, Amy Kunding

4. Consideration and Possible Action to Approve Durr Systems Inc.'s Donation of \$1,500 for Individual Sponsorship of June 17 & July 22, 2025 Beer Garden Events *

Aldersperson Chandik Kunding moved to accept a \$1,500 donation from Durr Systems for individual event sponsorship for the June 17th and July 22, 2025 beer gardens, seconded by Elizabeth McMasters. Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Amy Kunding
SECONDER:	Elizabeth McMasters
AYES:	Melissa Thiel Collar, Randy Soquet, Mike Eserkaln, Shana Ledvina, Elizabeth McMasters, Amy Kunding

5. Consideration and Possible Action to Approve Hockers Home Services' Donation of \$1,500 as an Individual Sponsor for July 8 & 29, 2025 Beer Garden Events *

Aldersperson Chandik Kunding moved to accept a \$1,500 donation from Hockers Home Services for individual event sponsorship for the July 8th and July 29, 2025 beer gardens, seconded by Melissa Thiel Collar. Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Amy Kunding
SECONDER:	Melissa Thiel Collar
AYES:	Melissa Thiel Collar, Randy Soquet, Mike Eserkaln, Shana Ledvina, Elizabeth McMasters, Amy Kunding

6. Consideration and Possible Action to Approve the Special Event, Bike to the Beat, to be held at Voyageur Park at the Nelson Family Pavilion on August 2, 2025

Melissa Thiel Collar moved to approve the Special Event, Bike to the Beat, being held at Voyageur Park at the Nelson Family Pavilion on August 2, 2025, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Melissa Thiel Collar
SECONDER:	Randy Soquet
AYES:	Melissa Thiel Collar, Randy Soquet, Mike Eserkaln, Shana Ledvina, Elizabeth McMasters, Amy Kunding

7. Consideration and Possible Action to Approve a Fee Waiver Request from the De Pere Area Chamber of Commerce for the Nelson Family Pavilion for Art in the Park on June 28, 2025 *

Aldersperson Chandik Kunding moved to approve a fee waiver request from the De Pere Area Chamber of Commerce for the use of the Nelson Family Pavilion and Voyageur Park for Art in the Park on June 28, 2025, seconded by Aldersperson Defnet Ledvina for discussion.

Marty Kosobucki, Director of Parks, Recreation, and Forestry, stated that David Vander Bloomen from the De Pere Chamber of Commerce is at the meeting for questions.

Aldersperson Defnet Ledvina questioned Marty Kosobucki regarding the comments made regarding policy changes regarding fee waiver requests and what the policy change would entail. Marty Kosobucki explained that quite a few years back, the Park Board approved a lot of fee waivers, and it was beginning to impact revenue. At that time, the Park Board implemented a policy allowing non-profits and De Pere based civic organizations the opportunity for fee waivers on rentals Monday–Thursday, but not on the weekends.

Aldersperson Chandik Kundinger suggested approaching fee waivers similar to what is done with the City facade grants. Organizations would need to apply for fee waivers and there is a selection process with a couple of waivers approved per year. Marty Kosobucki stated that with the current policy in effect, he would encourage the Park Board not to approve the fee waiver, but to review and update the policy if changes are wanted.

Aldersperson Chandik Kundinger updated her motion for the Park Board to review the Park Fee Waiver policy at the next Park Board meeting. Aldersperson Defnet Ledvina approved the change in the motion. Marty Kosobucki stated he could draft a revised policy that provides more latitude for waivers, but feels it would be best if the Park Board provided some direction.

Randy Soquet suggested that based on the action item, it might be best to table the item or refer the item back to staff to review policy.

Melissa Thiel Collar stated she has concerns about amending the policy. Fee waivers have to be done on an objective basis, making sure not to discriminate against different groups. The current policy clearly defines when fees can be waived and there are probably increased costs associated with weekend rentals. Marty Kosobucki stated that weekend rentals can lead to increased costs, but there is not always a need to have staff on site for the events. The biggest reason the policy waiver was instated was due to the loss in revenues, which is used to help pay for park infrastructure. Melissa Thiel Collar stated she is fine with entertaining the possibility of reviewing the current policy, but suggested that the new city attorney draft the policy.

Randy Soquet questioned the cost of the rental. Grace Lahtela stated that the cost of the rental of the Nelson Family Pavilion is \$400 with a \$250 deposit required at time of reservation. Randy Soquet commented that there are food trucks listed on the application, so the Chamber must be generating revenue from the event that could be used to cover the cost of the rental.

Randy Soquet moved to open the meeting to public comment at 6:41 pm, seconded by Aldersperson Chandik Kundinger. Upon vote, the motion passed unanimously.

David Vander Bloomen, President and CEO of the De Pere Chamber of Commerce, stated that Art in the Park is the largest yearly money-making event for the Chamber. This will be the 10th year of the event allowing local artists the ability to showcase and sell their art. The event has grown to include food trucks and beer sales. The De Pere Chamber of Commerce is a non-profit, so every dollar they can save matters. This event brings 4,000–5,000 people into Voyageur Park and the City of De Pere each year. This is a good community event and questioned if a full waiver isn't approved, would a discount be possible?

Aldersperson Defnet Ledvina clarified that this is a free event to get into. David Vander Bloomen stated that it is a totally free event for the public. The food trucks and the art vendors pay to participate in the event, and the youth artists are sponsored by local businesses.

Melissa Thiel Collar moved to close the meeting at 6:44 pm, seconded by Aldersperson Defnet Ledvina. Upon vote, the motion to close the meeting to public comment passed unanimously.

Aldersperson Chandik Kunding moved to table the motion for staff review of the fee waiver policy, Aldersperson Defnet Ledvina agreed to table the motion. Upon vote, the motion to table the item was approved unanimously.

RESULT:	Refer Back to Staff
MOVER:	Amy Kunding
SECONDER:	Shana Ledvina
AYES:	Melissa Thiel Collar, Randy Soquet, Mike Eserkaln, Shana Ledvina, Elizabeth McMasters, Amy Kunding

- 8. Consideration and Possible Action to Approve the bid from Tweet Garot, in the amount of \$8,500, for the Air Conditioning Design, Bid Specification Development, and Construction Oversight at the Community Center *

Randy Soquet moved to approve the bid from Tweet Garot, in the amount of \$8,500 for the air conditioning design, bid specification development, and construction oversight for the air conditioning unit at the Community Center, seconded by Melissa Thiel Collar. Upon vote, the motion passed unanimously, with Elizabeth McMaster abstaining.

RESULT:	Passed
MOVER:	Randy Soquet
SECONDER:	Melissa Thiel Collar
AYES:	Melissa Thiel Collar, Randy Soquet, Mike Eserkaln, Shana Ledvina, Amy Kunding
NAYS:	None
ABSTAIN:	Elizabeth McMasters

- 9. Consideration and Possible Action to Approve the First and Second Quarter Financial Statements for the De Pere Ice Arena

Aldersperson Defnet Ledvina moved to approve the first and second quarter financial statements for the De Pere Ice Arena, seconded by Randy Soquet. Upon vote, the motion passed unanimously, with Elizabeth McMasters abstaining.

RESULT:	Passed
MOVER:	Shana Ledvina
SECONDER:	Randy Soquet
AYES:	Melissa Thiel Collar, Randy Soquet, Mike Eserkaln, Shana Ledvina, Amy Kunding
NAYS:	None
ABSTAIN:	Elizabeth McMasters

- 10. Consideration and Possible Action to Approve a One-Year Extension to the Lease Agreement with Brown County Ice Management to operate the De Pere Ice Arena *

Aldersperson Defnet Ledvina moved to approve a one-year extension to the lease agreement with Brown County Ice Management to operate the De Pere Ice Arena, seconded by Randy Soquet.

Marty Kosobucki, Director of Parks, Recreation, and Forestry questioned if the Park Board wanted to entertain increasing the hourly surcharge with the extension. Marty Kosobucki explained that he had discussions with Don Chilson, and Don felt that the surcharge could be increased to \$40 per hour and be comparable to other local establishments. The additional surcharge revue would be put into the maintenance fund for the Ice Arena. If the Park Board is interested in increasing the surcharges, the extension could be amended before it goes to Common Council for approval.

Randy Soquet stated that there was previous discussion about the possibility of requesting proposals for the management of the De Pere Ice Arena to different management companies. Marty Kosobucki stated currently there is a great deal of uncertainty with the Ice Arena. With the recent condition analysis report done on the Ice Center, there are major concerns with the building. This one-year extension will give council time to review the facility and decide what the city would like to do.

Aldersperson Eserkaln questioned if it is always a year-to-year agreement. Marty Kosobucki stated that once the future of the facility is solidified, then a long-term agreement would be entertained.

Aldersperson Defnet Ledvina moved to approve the one-year extension with Brown County Ice Management with the recommendation to increase the surcharge to \$40 in the agreement, Randy Soquet was good with the recommended increase. Upon vote, the motion passed unanimously, with Elizabeth McMasters abstaining from the vote.

RESULT:	Passed
MOVER:	Shana Ledvina
SECONDER:	Randy Soquet
AYES:	Melissa Thiel Collar, Randy Soquet, Mike Eserkaln, Shana Ledvina, Amy Kunding
NAYS:	None
ABSTAIN:	Elizabeth McMasters

11. Consideration and Possible Action to Approve the Summer Water Management Agreement with Carrico Aquatics for both VFW and Legion Pools *

Melissa Thiel Collar moved to approve the Summer Water Management Agreement with Carrico Aquatics for both VFW and Legion Pools, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Melissa Thiel Collar
SECONDER:	Randy Soquet
AYES:	Melissa Thiel Collar, Randy Soquet, Mike Eserkaln, Shana Ledvina, Elizabeth McMasters, Amy Kunding

12. Consideration and Possible Action to Approve a 3-Year Agreement with Fox Communities Credit Union to Continue Sponsorship of the Holiday Light Show *

Aldersperson Chandik Kunding moved to approve a 3-year agreement with Fox Community Credit Union to continue sponsorship of the Holiday Light Show at Voyageur Park, seconded by Elizabeth McMasters.

Randy Soquet questioned what would be done with the increase in sponsorship. Marty Kosobucki, Director of Parks, Recreation, and Forestry, explained that the sponsorship is used to gradually build the event. Staff is looking at possibly adding another large inflatable or lights synchronized to music.

Randy Soquet questioned if this is a revenue-generating event. Marty Kosobucki stated that all sponsorship and donations received go back into the event.

Aldersperson Chandik Kunding commented that she loved the new decorations that were specific to De Pere. She suggested requesting the public vote on what displays the community would like to see next year. Marty Kosobucki explained that the order for the new displays has already been submitted and that some designs are challenging to generate, but staff could look into ways to incorporate community participation and involvement in upcoming events.

Upon vote, the above motion was approved unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Amy Kunding
SECONDER:	Elizabeth McMasters
AYES:	Melissa Thiel Collar, Randy Soquet, Mike Eserkaln, Shana Ledvina, Elizabeth McMasters, Amy Kunding

13. Consideration and Possible Action on the Color Option for the Rainbow Park Playground

Randy Soquet moved to approve the staff recommendation of the rainbow color option for the Rainbow Park playground, seconded by Melissa Thiel Collar.

Melissa Thiel Collar stated she thinks the rainbow-colored option is great and fun, and goes with the park.

Aldersperson Eserkaln questioned if there is a price difference in the color options. Marty Kosobucki, Director of Parks, Recreation, and Forestry stated the color options are all priced the same.

Elizabeth McMasters questioned if there have been any complaints about colors picked in the past. Marty Kosobucki stated that he cannot remember any complaints received.

Upon vote, the above motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Randy Soquet
SECONDER:	Melissa Thiel Collar
AYES:	Melissa Thiel Collar, Randy Soquet, Mike Eserkaln, Shana Ledvina, Elizabeth McMasters, Amy Kunding

14. Consideration and Possible Action to Approve Delaying the Voyageur Park Dumpster Project

Randy Soquet moved to approve delaying the Voyageur Park dumpster project, seconded by Aldersperson Defnet Ledvina. Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Randy Soquet
SECONDER:	Shana Ledvina
AYES:	Melissa Thiel Collar, Randy Soquet, Mike Eserkaln, Shana Ledvina, Elizabeth McMasters, Amy Kunding

15. Consideration and Possible Action to Approve the Waterview Heights Subdivision Park Concept

Marty Kosobucki, Director of Parks, Recreation, and Forestry suggested that the straight area of sidewalk be removed from the plan. This area of sidewalk is not needed and the fluid area of green space could be better utilized. Initially, the Park Board requested staff to develop a design that would work well with the neighborhood. There is no type of active recreation area in the plan because the park does not have any parking area. The park is designed for kids to walk or ride their bikes to the park.

Melissa Thiel Collare stated that in the memo there are comments that the Park Program might get moved from Kiwanis Park to the new Waterview Heights Park with the lack of a pavilion or bathrooms at Kiwanis. Melissa Thiel Collar questioned why there was never a pavilion built at Kiwanis Park. Marty Kosobucki stated that there is a restroom building at Kiwanis Park on the Capital Improvement Plan, but the department was unable to get funding for the project, it would always get bumped. There is room for a facility in the park, but it never got any support.

Melissa Thiel Collar questioned if there is funding for the new Waterview Heights Park. Marty Kosobucki explained that currently there is no funding for the park. With the park being located in a new subdivision, it would probably get higher priorities. With there being three areas in the design, it might get phased in. Melissa Thiel Collar commented that her concern is that this subdivision is far away from any park with a restroom facility. If there is any chance that the Park Program will be relocated there, then the city needs to do a better job for the kids and have a pavilion and restroom facilities there, not just a tent and a portable toilet like at Kiwanis.

Marty Kosobucki stated that if a plan is approved, a sign would be installed notifying residents that a park is coming and showing the potential design.

Randy Soquet moved to approve the design concept for the Waterview Heights Subdivision Park, with the straight section of sidewalk being removed, seconded by Alderperson Defnet Ledvian. Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Randy Soquet
SECONDER:	Shana Ledvina
AYES:	Melissa Thiel Collar, Randy Soquet, Mike Eserkaln, Shana Ledvina, Elizabeth McMasters, Amy Kundingner

16. Consideration and Possible Action to Approve Agreement with Convenient ATM Services to Provide Seasonal ATM at the Nelson Family Pavilion *

Alderperson Defnet Ledvina moved to approve the agreement with Convenient ATM Services to provide a seasonal ATM at the Nelson Family Pavilion, seconded by Randy Soquet.

Randy Soquet verified that this agreement is not costing the City anything, but we are also not making any money either. Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that is correct. Marty Kosobucki also commented that fiber is in the process of being installed at the Nelson Family Pavilion. Once the fiber installation is complete, then the beer gardens will probably be cashless and this service will not be needed, but this will most likely be for the 2026 beer garden season.

Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Shana Ledvina
SECONDER:	Randy Soquet
AYES:	Melissa Thiel Collar, Randy Soquet, Mike Eserkaln, Shana Ledvina, Elizabeth

17. Consideration and Possible Action to Approve ATC Performing Work in Voyageur Park and Approve Signature of Permits Required for the Work *

Aldersperson Defnet Ledvina moved to approve ATC performing work in Voyageur Park and approved signing of the necessary permits, seconded by Melissa Thiel Collar. Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Shana Ledvina
SECONDER:	Melissa Thiel Collar
AYES:	Melissa Thiel Collar, Randy Soquet, Mike Eserkaln, Shana Ledvina, Elizabeth McMasters, Amy Kunderinger

IV. Discussion Items

1. Discussion on the Proposed Seven Year Capital Improvement Plan for the Parks, Recreation, and Forestry Departments

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that the CIP has already been submitted to the previous City Manager. Staff is not looking for approvals, but looking for any suggestions, comments, or recommendations that can be passed onto the new City Manager for consideration. The priority of the department has always been to take care of what we have in the city before adding anything new.

Randy Soquet commented that the Kiwanis Park restroom building is listed on the CIP.

Marty Kosobucki stated that staff does not like to just arbitrarily cut projects from the CIP, but there are two projects that staff would like the Park Board to consider eliminating. A few years back, previous Aldersperson Raasch suggested an Urban Sports Complex be added to the CIP. This concept would be to construct a small soccer area inside a city atmosphere. Although this is a great concept, it is designed for larger cities and staff would recommend removing the project from the CIP. The second item for consideration is the Carney Park Playground. Carney Park has a very small, very old playground, which is not in very good condition. The playground is located right around the corner from Willems Park, where the playground was just replaced. The playground would get used, but with the high cost of playground equipment, and the proximity to Willems Park, it might be something that the Park Board would consider.

Randy Soquet questioned how many projects get approved annually. Marty Kosobucki stated that every year is different, but usually 1/2 to 2/3 of the projects get approved.

Randy Soquet recommended removing the urban sports complex from the CIP.

V. Staff Updates

1. 2024 Donation Summary

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated there is an incredible amount of donations each year. Doing a quick calculation, since 2020 the department has received over \$1.4 million in donations. This is an incredible amount and without community support, our department

would not be able to provide the services we do. Marty Kosobucki thanked all those that donated and continue to donate to the Parks, Recreation, and Forestry Departments.

Randy Soquet thanked all the donors for their support and for the staff that did tremendous work getting the donations.

- 2. Staff Update on Kay Beer Distributing Co., Inc. being Individual Sponsor of July 15, 2025 Beer Garden

Marty Kosobucki, Director of Parks, Recreation, and Forestry, stated that Kay Distributing donated \$750 to be the individual event sponsor for the July 15, 2025 beer garden.

- 3. Staff Update on Hurckman Mechanical Industries, Inc. being Individual Event Sponsor of the July 1, 2025 Beer Garden

Marty Kosobucki, Director of Parks, Recreation, and Forestry, stated that Hurckman Mechanical Industries donated \$750 to be the individual event sponsor for the July 1, 2025 beer garden.

With this donation, all nine individual event sponsors for the 2025 beer gardens have been obtained.

- 4. Staff Update on \$500 Donation from De Pere Optimist Club for Summer Day Camp T-shirts

Marty Kosobucki, Director of Parks, Recreation, and Forestry, stated that the De Pere Optimist Club provided a \$500 donation for Summer Day Camp t-shirts.

- 5. Staff Update on the Ash Tree Replacement Grant from NEW Water

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that staff was notified that the Ash Tree grant had been suspended. Staff sent out letters to all residents that returned a free tree order form stating that this grant has been suspended and offered them the ability to purchase trees if they are still interested. Staff originally received 111 tree orders for free replacement trees and after notifying the residents that the program had been suspended, only 31 tree orders were placed. Thankfully, we received notification of the grant suspension when we did, or this would have had a major impact on the budget.

VI. Future Agenda Items

None

VII. Adjournment

Aldersperson Defnet Ledvina moved to adjourn the meeting at 7:16 pm, seconded by Melissa Thiel Collar. Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Shana Ledvina
SECONDER:	Melissa Thiel Collar
AYES:	Melissa Thiel Collar, Randy Soquet, Mike Eserkaln, Shana Ledvina, Elizabeth McMasters, Amy Kunding

Respectfully submitted,
Grace Lahtela



City of De Pere, Wisconsin

III.4

Request for Board of Park Commissioners
Action

MEETING DATE: May 15, 2025
DEPARTMENT: Parks, Recreation & Forestry
FROM: Paula Rahn, Recreation Superintendent
SUBJECT: Consideration and Possible Action to Approve \$7,500 from an Anonymous Donor for Chairs for Community Center Meeting Rooms *
RECOMMENDED ACTION: Staff recommends accepting the donation

Donation for replacement of chairs in meeting rooms at Community Center

ATTACHMENTS:
Anonymous Donation - Replacement of Chairs 5.25

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: May 5, 2025
RE: Consideration & Possible Action to Approve \$7,500 from an Anonymous Donor for chairs for Community Center meeting rooms

Staff is requesting the Board of Park Commissioner's approval to accept a very generous donation of \$7,500 towards the replacement of chairs in our upper-level meeting rooms at the Community Center. This donation, coupled with past donations, will now allow us to pursue the acquisition of these chairs. Our donor, who prefers to remain anonymous, has been a huge supporter of our department, and, for that, we are extremely grateful! We can't thank them enough for all the contributions they have made to our department for the betterment of our community.

Thank you for your time and consideration.

Donation Information:

From: Anonymous
To: De Pere Community Center
For: Replacement of Chairs in Meeting Rms. at Community Center
Amount: \$7,500



City of De Pere, Wisconsin

III.5

Request for Board of Park Commissioners
Action

MEETING DATE: May 15, 2025
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki, Parks, Recreation and Forestry Director
SUBJECT: Consideration and Possible Action to Approve a Fee Waiver Request from the De Pere Area Chamber of Commerce for the Nelson Family Pavilion for Art in the Park on June 28, 2025 *
RECOMMENDED ACTION: Consideration of Fee Waiver for the Nelson Family Paviion

This item was referred back to staff from the March 27, 2025 Board of Park Commissioners meeting.

ATTACHMENTS:

Cover memo.Fee Waiver request.5-15-25, Board of Park Commissioners 4.17.25 Memo - Park Fee Waiver Policy, Cover Memo.Fee Waiver request, De Pere Chamber Fee Waiver Request - Nelson Family Pavilion for Art in the Park 2025

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Director of Parks, Recreation and Forestry
Date: May 15, 2025

RE: Fee Waiver Request

In February, the Park Board reviewed the request from the De Pere Chamber of Commerce to have a fee waiver for the use of Voyageur Park. Because the Chamber does not fall within the criteria for providing a waiver on weekends, staff recommended denying the fee waiver request. The Park Board asked staff to go back and investigate with our legal department the ability to make a policy that allows for the latitude of providing waivers on the weekends. After reviewing with our legal department and investigating the rental further I would like to provide the following updates and recommendations.

Updates:

- Legal has provided summary and recommendation to the Park Board. (see included memo from Assistant City Attorney, Eric Erdman).
- In reviewing the rental request further, the Chamber has two days rented for the park for their one-day event. At this time, we are only charging them for one day. The second day reserved is to accommodate for a rain day.
- Reached out to several neighboring larger communities (Ashwaubenon, Oshkosh, Neenah, and Appleton) on their waiver policies. All the communities had a similar policy to ours. Ashwaubenon did have a provision that allowed them to waive a rental fee on the weekend, as long as the park/facility was not rented.

Recommendation:

Based on the above information I would recommend the Park Board go in one of two directions.

- Leave the policy as is and deny the fee waiver.
 - o I do think this is fair considering they are getting an additional day (their rain day) of park/facility reservation.
- Do not change the policy but investigate an acceptable way to become a sponsor of the "event" or sponsor of the Chamber. By becoming a sponsor, we are afforded the ability to waive fees on weekends. If we go in this direction, I would recommend the Park Board discuss the allowance of the rain date with their reservation.

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Eric Erdman
Date: April 17, 2025
RE: City of De Pere Park Fee Waiver Policy

The City legal department reviewed the attached park fee waiver policy. The legal department's recommendation is to keep the existing policy and not incorporate changes related to a specific number of fee waiver requests that can be granted during a period of time.

Subsections 1.-3. of Section E.1.a. of the attached policy provide the current guidelines in considering park shelter fee waiver requests. If there is a desire to consider updates to the existing policy, the Board could consider, by way of example and not of limitation, whether to expand the eligible rental waiver request days in Subsection 1. or discussing with staff the possibility of the City co-sponsoring or sponsoring additional events that could bring such an event under the Subsection 3. fee waiver condition.

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Director of Parks, Recreation and Forestry
Date: March 20, 2025

RE: Waiver request from De Pere Chamber for Art in the Park

Summary: The De Pere Chamber of Commerce is requesting to use Voyageur Park for their Art in the Park Event. They are requesting a fee waiver for the use of the park facilities.

Background: A number of years back the Board of Park Commissioners reviewed their practices on granting waivers and established a new policy. That policy essentially states that civic groups based in De Pere and serve over 50% De Pere Residents are allowed to request and be granted a waiver for the use of park facilities during Monday - Thursdays, however no fee waivers would be granted on weekends and holidays. The only fee waivers that I am aware of over the years has been for City sponsored/co-sponsored events and for Celebrate De Pere. The practice of the fee waiver for Celebrate De Pere started many years ago and simply was grandfathered in.

I have included a communication from Logan Brecklin of the De Pere Chamber explaining the request and their event.

Staff Recommendation: While the event is a great event for our community, I would not suggest granting a waiver as it would go against our policy. If you wish to grant a waiver to the event, I would suggest going back and revising our fee waiver policy.

Grace Lahtela

From: Brecklin, Logan <lbrecklin@atcllc.com>
Sent: Tuesday, February 25, 2025 8:26 AM
To: Marty Kosobucki
Cc: Grace Lahtela; De Pere Chamber of Commerce; Brecklin, Logan
Subject: Fee Waiver Request - Nelson Family Pavilion for Art in the Park 2025

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Marty,

Hope you're doing well with this beautiful spring-like weather. I'm reaching out on behalf of the De Pere Area Chamber of Commerce to **request a fee waiver for the Nelson Family Pavilion the weekend of 6/28-6/29/25.**

Over the last 10 years, we've grown this event to be a staple that artists and visitors have come to reserve on their calendars for the full family fun it brings. As an organization, DPACC has been intentional about receiving and applying feedback to provide even further value to everyone who joins us! The event includes:

- A 9-hour event timeline (past years has been 5 hours) that will allow more visitors to attend and more exposure for artists, musicians, and our elected officials.
- Maintaining our planned Saturday 1-day event, with Sunday being a full-day alternative rain day (used in 2024!).
- Also new this year is our plan to hold separate artist areas, including a youth artists area to highlight work from high school age artists (the intent is to have local businesses sponsor any entry fees so it's free of charge for the youth artists).
- Our intent is to use the Nelson Family Pavilion for multiple purposes:
 - Children's art area where the West De Pere High School Art Club, and West De Pere Middle School Dance Team, will volunteer to engage youth with facepainting, water tattoos, upcycled art, chalk art, etc.
 - Rotating music acts, providing an opportunity for youth artists and other local artists to showcase their talent, and an avenue for other prominent musicians (Luma Knotty and Randy Peterson in years past) to engage with the community.
 - Using the back garage area to sell beverages – this is our spot where we plan to have Mayor Boyd, Alderman Gantz, etc. to help engage with people while serving beer.

As you can see from the below graphic, the Nelson Family Pavilion will be a keystone to our event with all activity centering around the Voyageur Park bowl. The DPACC has been very dedicated to reinvesting any cash we have into our programs and community events that help bridge together

businesses and communities. **Getting a waiver to the fees for the pavilion and bowl would help the DPACC remain financially healthy, and support our mission of helping businesses and citizens in the greater De Pere area succeed.**

Please reach out if you have any questions or concerns. Look forward to hearing back from you!

Sincerely,

Logan Brecklin, MBA, PE

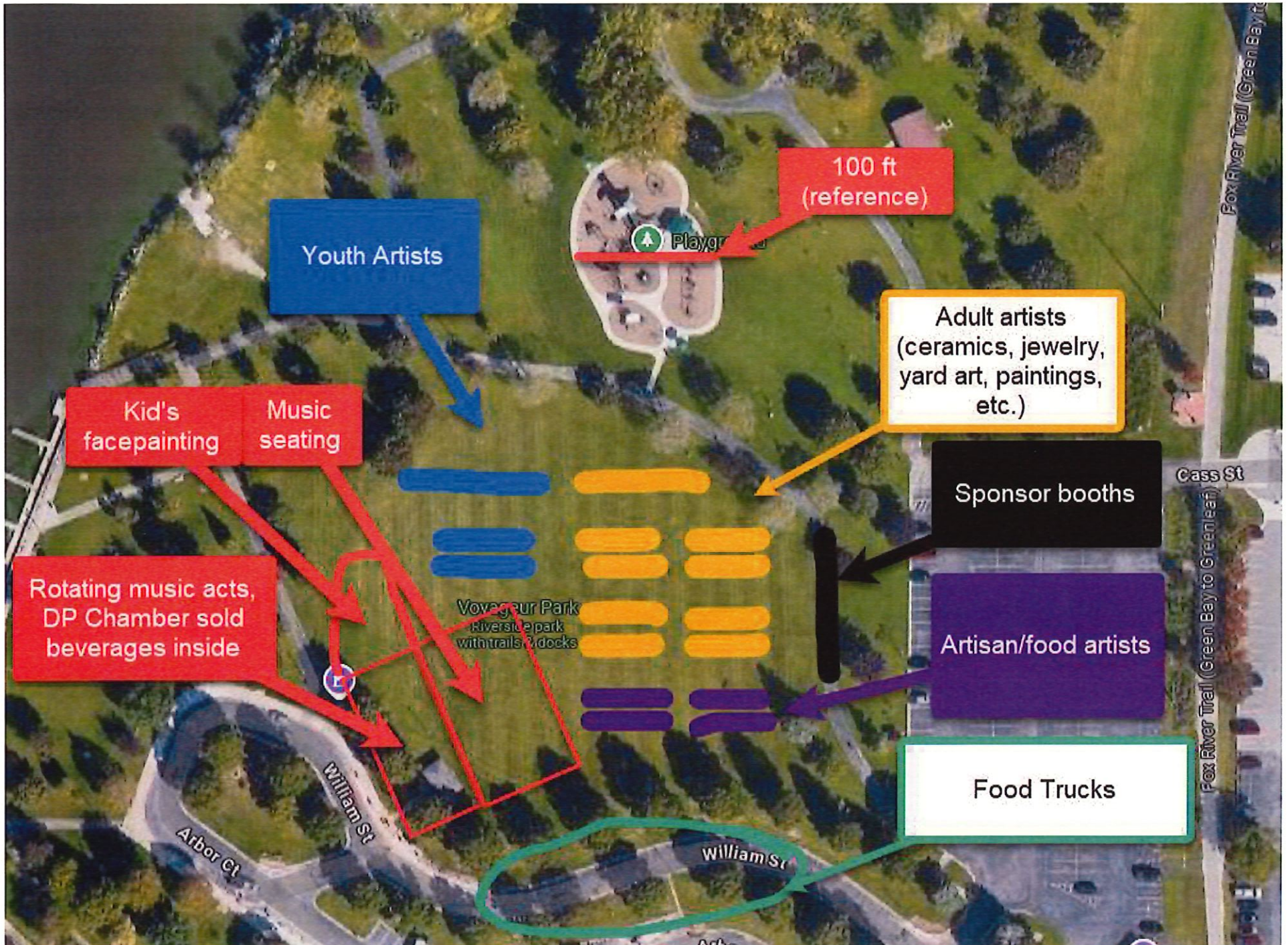
Events Committee | De Pere Area Chamber

566 Redbird Cir Ste B

De Pere, WI 54115



CONFIDENTIAL - Limited Disclosure. This information can be shared with participants of an organization or some members of a community. Additional restrictions can be made.





City of De Pere, Wisconsin

III.6

Request for Board of Park Commissioners
Action

MEETING DATE: May 15, 2025
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki, Parks, Recreation and Forestry Director
SUBJECT: Consideration and Possible Action to Approve the Third Quarter
Financial Statements for the De Pere Ice Arena
RECOMMENDED ACTION: Staff recommends approval

ATTACHMENTS:
DePere Ice Arena Financials thru 3-31-25

De Pere Ice Arena
Balance Sheet Prev Year Comparison
As of March 31, 2025

	Mar 31, 25	Mar 31, 24
ASSETS		
Current Assets		
Checking/Savings		
1015 · Nicolet Bank	37,194.61	56,475.68
Total Checking/Savings	37,194.61	56,475.68
Other Current Assets		
1300 · Prepaid Expenses	6,697.59	-1,787.11
Total Other Current Assets	6,697.59	-1,787.11
Total Current Assets	43,892.20	54,688.57
Fixed Assets		
1600 · Equipment	89,822.48	89,822.48
1610 · Accumulated Depreciation	-87,097.50	-84,471.90
Total Fixed Assets	2,724.98	5,350.58
TOTAL ASSETS	46,617.18	60,039.15
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
20000 · Accounts Payable	2,912.94	543.14
Total Accounts Payable	2,912.94	543.14
Other Current Liabilities		
2105 Sales Tax Payable	7.88	0.00
2703 Payable Surcharge to City	-1,017.80	-3,342.30
2701 · Payable to/(Receivable fr) BCIM	14,210.40	15,321.33
Total Other Current Liabilities	13,200.48	11,979.03
Total Current Liabilities	16,113.42	12,522.17
Total Liabilities	16,113.42	12,522.17
Equity		
3900 · Unrestricted Net Assets	18,036.55	58,456.18
Net Income	12,467.21	-10,939.20
Total Equity	30,503.76	47,516.98
TOTAL LIABILITIES & EQUITY	46,617.18	60,039.15

De Pere Ice Arena
Profit & Loss Prev Year Comparison
 June 2024 through March 2025

	Jun '24 - Mar 25	Jun '23 - Mar 24
Ordinary Income/Expense		
Income		
4003 · Advertising Revenue	0.00	487.50
4004 · Figure Skating	53,469.69	51,735.30
4007 · Ice Rental-Private		
4007i · De Pere High School	30,380.43	31,092.09
4007j · DePere Youth Hockey	93,812.06	70,273.53
Total 4007 · Ice Rental-Private	124,192.49	101,365.62
4007a · Non Contracted Ice	11,108.00	12,163.00
4009 · Ice Rental-Summer	1,247.50	0.00
4013 · Open Skate/Open Hockey	0.00	227.47
4016 · Vending	4,318.44	1,056.82
4110 · Kick-Synch	7,812.00	4,395.95
4111 · Ice Rental-Deacons	7,318.00	7,243.30
Total Income	209,466.12	178,674.96
Gross Profit	209,466.12	178,674.96
Expense		
5000 · Building Expense		
5004 · Service Contracts	6,989.55	14,860.30
5005 · Zamboni	2,202.90	8,484.67
5010 · Repairs and Maintenance	8,642.48	11,178.65
Total 5000 · Building Expense	17,834.93	34,523.62
5001 · Insurance Expense	12,600.00	12,000.00
5300 · Office Expense		
5301 · Bank Service Charges	266.71	160.90
5306 · Office Supplies	1,972.84	2,528.16
5308 · Telephone Expense	3,023.17	3,053.01
5300 · Office Expense - Other	181.27	0.00
Total 5300 · Office Expense	5,443.99	5,742.07
5400 · Payroll		
5401 · FICA Employer	6,109.87	4,513.43
5403 · Medicare Expense	1,264.68	1,090.91
5404 · Regular Earnings	39,413.90	37,131.74
5405 · Salaries	44,994.54	35,704.41
5407 · Payroll Processing Fees	550.00	550.00
Total 5400 · Payroll	92,332.99	78,990.49
5500 · Program Expense		
5501 · Advertising and Promotion	0.00	1,925.00
Total 5500 · Program Expense	0.00	1,925.00
5600 · Electric	47,777.43	43,209.01
5601 · Water	7,857.08	4,906.66
5602 · Gas	7,742.58	4,693.66
5700 · Vending Expense	3,221.91	1,435.65
6000 · Depreciation Expense	2,188.00	2,188.00
Total Expense	196,998.91	189,614.16
Net Ordinary Income	12,467.21	-10,939.20
Net Income	12,467.21	-10,939.20



City of De Pere, Wisconsin

III.7

Request for Board of Park Commissioners
Action

MEETING DATE: May 15, 2025
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki, Parks, Recreation and Forestry Director
SUBJECT: Consideration and Possible Action to Approve the Bid from Bluemels, for \$57,460.00 for Project 25-12 Rainbow Park Playground Surfacing *
RECOMMENDED ACTION: Staff recommends approval

ATTACHMENTS:

Memo.Rainbow Poured in Place, 2025 0424 CE_Project 25-12_Bid Tab

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Director of Parks, Recreation and Forestry
Date: May 15, 2025

RE: Bid approval for poured in place surfacing

Our engineering department sent out bids on poured in place surfacing for the new playground coming this summer at Rainbow Park. We received two bids (can be seen on the following document), of which we recommend accepting the bid from Bluemels in the amount of \$57,460.

Based on our projected cost of \$60,000 for poured in place, we are currently in line with our overall budget of \$150,000.

Staff Recommendation: Approve bid from Bluemels in the amount of \$57,460.



Project 25-12
Rainbow Park Playground Surfacing

ITEM	DESCRIPTION	UNIT	QTY	BIDDER NO. 1		BIDDER NO. 2	
				UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
				Bluemels		Minnesota Wisconsin Playground, Inc.	
PC-01	Playground Surface Installation	SF	3200	\$17.30	\$55,360.00	\$20.13	\$64,418.50
PC-02	Playground Surface Testing	LS	1	\$2,100.00	\$2,100.00	\$2,750.00	\$2,750.00
TOTAL AMOUNT BID:				\$57,460.00		\$67,168.50	



City of De Pere, Wisconsin

III.8

Request for Board of Park Commissioners
Action

MEETING DATE: May 15, 2025
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki, Parks, Recreation and Forestry Director
SUBJECT: Consideration and Possible Action to Approve the Name of the New Park in Waterview Heights Subdivision
RECOMMENDED ACTION: Staff recommends approval

ATTACHMENTS:

Memo.Naming New Park, De Pere Proposed Naming and Re-Naming Policy-Final

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Director of Parks, Recreation and Forestry
Date: April 17, 2025

RE: Consideration and Possible Action to Approve Name of the New Park in Waterview Heights Subdivision

The City Council recently adopted the proposed policy for naming parks. I have included a copy of it for your reference. With a policy now in place, I would ask the Park Board to entertain a discussion and decision on naming the new park located in Waterview Heights Subdivision. While the Park Board has multiple directions you could go in generating names for the park, I would suggest the Park Board consider naming the park "Waterview Heights Park".

Granted the name is not very glamorous, but I think it accomplishes several things. First, it's associated with the subdivision and makes it easier for people to understand. Second, I think many of the categories for consideration are not necessarily applied in this case. We do not have donor, there is no historical significance to this area that I am aware of, and/or I am not aware of any local landmarks.

An option for you to consider is naming the park after a person of significance or general cause. If you choose to go this route, I would ask the Park Board to discuss ideas and options and then bring back to the next meeting so the Park Board has time to think through proposed names.

Naming of Public Park Lands – Policy

Purpose: To provide a consistent and formal process in developing suitable and acceptable names for Park Lands.

Responsibilities: It shall be the responsibility of the Board of Park Commissioners to research and select a name for park land(s). This name shall require final approval from the City Council.

Criteria:

- A. A park name must be purposeful, suitable, symbolic, and uncontroversial.
- B. A park name must fall under one of the following classifications.
 - a. Location – park is named after an adjacent street or subdivision.
 - b. Historic or local significance to the area – events, veterans, battles, discoveries, etc...
 - c. Geographical – there is a geological or geographical significance to the area.
 - d. Large Donor – a park may be named after or for a large donor that was instrumental in acquisition or development of the park.
 - i. Each case will be reviewed separately, however in general terms a large donor should be considered only if they have donated the land or are funding at least half of the park development.
 - e. An individual that has performed outstanding and long running community service to the City of De Pere (preferably in the area of Parks, Recreation and/or Forestry).
 - i. Criteria for individual naming shall be critiqued significantly and considerations shall only be given to people with a documented and long running history of giving and contributions to the City of De Pere, preferably in the field of parks, recreation and/or forestry. Their significance of contributions shall be clearly established beyond the generation of their contribution.
 - f. Generalized Good Causes – this category provides the latitude to name a park without individual significance but emphasizes a good cause or viewpoint such as Friendship, Independence, Peace, etc...

Renaming:

- A. The renaming of a park is discouraged and only considered under the most critical examination as to not diminish the original justification.
- B. Renaming of a park shall only be allowed under the following conditions;
 - a. A review of donor contingencies or outstanding agreements has been conducted.
 - b. A comprehensive explanation of why the existing name shall be changed.
 - c. Majority vote of approval of the Board of Park Commissioners and a subsequent majority vote of approval of all the members present at a City Council meeting

having a quorum. A request to rename a park would not be considered by the City Council if such request to rename does not receive a majority vote of approval of the Board of Park Commissioners.



City of De Pere, Wisconsin

III.9

Request for Board of Park Commissioners
Action

MEETING DATE: May 15, 2025
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki, Parks, Recreation and Forestry Director
SUBJECT: Consideration and Possible Action to Approve the Southwest Park Master Plan
RECOMMENDED ACTION: Staff recommends approval of the Southwest Park Master Plan

ATTACHMENTS:

Cover memo.SW Park Master Plan, SOUTHWEST PARK SITE LAYOUT-PROP VS EXIST

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Director of Parks, Recreation and Forestry
Date: May 15, 2025

RE: Southwest Park Master Plan

Several months back the Board of Park Commissioners asked staff to develop a proposed revision to the Southwest Park Master Plan. After working with staff, we have developed the proposed revisions.

The park is mostly built up so adding amenities is not easily done. However, we are proposing several ideas for consideration.

- Small/Practice Disc golf area (this would be north of Gandrud Field)
- Access path/trail from the Mystic Creek Subdivision to Southwest Park
 - o This is a new subdivision that went in west of the park along French Road.
- Auxiliary parking lot located south of the main parking lot.
 - o This would serve the practice soccer area and the two proposed facilities.
- Pickle Ball Court and Basketball Court



CITY OF DE PERE

ENGINEERING DIVISION 925 S. SIXTH ST DE PERE WI 54115
OFFICE 920-339-4061 FAX 920-339-4071

SOUTHWEST PARK

NAME:

PARKS

PROJECT

PARKS 2025

BY

DATE

NO.

DATE

REVISIONS / ISSUES

SURVEYED

MJT

01-2025

DRAWN

DESIGNED

CHECKED

BY

REMARKS

PAGE

NO.

PG1



City of De Pere, Wisconsin

III.10

Request for Board of Park Commissioners
Action

MEETING DATE: May 15, 2025
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki, Parks, Recreation and Forestry Director
SUBJECT: Consideration and Possible Action to Redirect Voyageur Dumpster Funds to Purchase a Garbage Picking Unit *
RECOMMENDED ACTION: Staff recommends approval of redirecting the Voyageur Park dumpster funds to purchase a garbage picking unit.

ATTACHMENTS:
Memo.Garbage Collection, Brochure

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Director of Parks, Recreation and Forestry
Date: May 15, 2025

RE: Consideration and Possible Action to Redirect Voyageur Dumpster Funds to Purchase a Garbage Picking Unit

At last month's Park Board meeting you agreed to postpone the Voyageur Dumpster Project. This was because staff recommended pursuing a different tactic in removing garbage from the parks. This tactic is purchasing a unit that fits in the back of a pickup truck and would likely nullify the need to have a dumpster and/or to effectively use a dumpster. I have proposed funding in the 2026 Capital Improvement Budget, but if that gets approved, we are likely looking into 2027 before we can decide to move forward with a dumpster or not. Being two years removed from determining if this idea works or not, I would propose a different course of action.

- I would recommend that we redirect a portion of the funding from the Voyageur dumpster project (\$75,000) to purchasing this garbage collection device in 2025. (See included brochure).
 - o Funding for this unit is approximately \$30,000.
- I would then propose rolling the remaining funds/balance of the Voyageur Dumpster project to 2026.
 - o If the garbage unit works as we suspect, we would then propose purchasing an additional unit with the remaining funds and eliminating the dumpster project all together.

Features and Benefits

The Perkins Satellite offers users the ability to collect refuse from hard to reach places full-size garbage trucks cannot access.

- ◆ Allows collection in parks, beaches, trails, off-road, warehouses and other facilities, throughways, temporary events, and remote locations
- ◆ Available in regular and 50/50 split-body configurations
Limited customization available.
- ◆ Dual side-access doors standard on 6 yard sizes
- ◆ Your choice of lifter for hook style carts or barrels
- ◆ 6yd body dumps into standard rearloader
- ◆ Heavy Duty 1" mounting bolts for security
- ◆ Bumper system protects lifter
- ◆ **Optional Tarp system**
- ◆ ISO 9001 manufacturer

Specifications

- Available in 3, 6 & 8 cubic yard sizes, bed or chassis mount
- Heavy duty construction for years of use
- 45 degree dump angle
- Operates on 12vdc power standard, PTO options are available.
- **High visibility powder-coated finish**
- Push button controls
- Many cart lifter types to select from for handling your bins.
- Optional hard-top for food waste collection
- **Optional Sweep Lid (shoves trash deeper inside, making way for next load)**
- 1 year limited warranty

Perkins Manufacturing Company

380 Veterans Parkway #110 Bolingbrook, IL 60440
 (708) 482-9500 Fax: (708) 354-5878
 Email: tuckaway@perkinsmfg.com
www.Perkinsmfg.com TOLL FREE 800-882-5292



This 6 yard SAT is equipped with a sweep lid and grabber lifter.

Model SAT SERIES Lifter. An ISO 9001:2000 Company





Made in USA



Perkins

ACCESSORIES |

AUTOMATED SYSTEMS | HY

ACCESSOR

PERKINS SATELLITE LIFTER SYSTEMS

Mount a Perkins Satellite Lifter System to the rear bed of any standard 8' pick-up truck and you have yourself a powerful tool for collecting refuse where a typical garbage truck cannot go. Areas including rough terrain, small alleys, remote locations, beaches, parks, and other areas having limited or restricted access. Available in a variety of configurations to fit any of your needs.





City of De Pere, Wisconsin

III.11

Request for Board of Park Commissioners
Action

MEETING DATE: May 15, 2025
DEPARTMENT: Engineering
FROM: Eric Rakers, City Engineer
SUBJECT: Consideration and Possible Action to Construct a Turnaround on Washington Street at Braisher Park *
RECOMMENDED ACTION: Staff recommends approval of the turnaround on Washington Street at Braisher Park

ATTACHMENTS:

2025 0417 CI-Memo-Braisher Park, Project 25-01_C106_Washington-Braisher

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Eric Rakers, P.E., City Engineer
Date: April 17, 2025

RE: **Consideration and possible action to construct a turnaround on Washington Street at Braisher Park**

Utility and street rehabilitation are occurring through and adjacent to Braisher Park on Washington Street. The purpose of this memo is to provide the Board with an update on the project and request approval for the construction of a turnaround (hammerhead) on Washington Street in the Park.

Background

Under Project 25-01 Sewer and Water Relay and Street Resurfacing, Washington Street, from Ridgeway Boulevard to Braisher Park, is being rehabilitated. Work includes water main relay, storm sewer installation, sanitary lateral relay, and removing and replacing the asphaltic concrete pavement. There are impacts to Braisher Park as part of the project.

Discussion

There are three separate impacts to the park. First, the existing 6" cast iron water main that extends from Washington Street north and south of the park is being replaced with an 8" PVC water main. The existing water main runs near the east edge of the bathrooms at Braisher Park. The new water main will be installed west of the existing water main and run under the bathrooms. The water main will be installed by directional drilling the water main through the park. There will be an excavation at the south side of the park and at the bathroom to connect the water service to the bathroom. If the water main were to be installed around the bathroom, open cut construction would be required which will cause more disruptions to the park and increase the cost to the project.

Next, the 8" sanitary lateral to the bathroom is being replaced with a 6" lateral through slip lining.

Finally, we are proposing to construct a turnaround (called a "hammerhead" due to the shape) on the north side of the park at Washington Street. The purpose for the hammerhead is to provide a turnaround for vehicles, in particular City trucks. Currently, large City vehicles back onto Ridgeway to turnaround for garbage and recycling collection which is a safety concern.

Recommendation

Staff recommends approval of the turnaround on the north side of Braisher Park.

Attachments

Project 25-01_C106_Washington-Braisher Park



City of De Pere, Wisconsin

III.12

Request for Board of Park Commissioners
Action

MEETING DATE: May 15, 2025
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki, Parks, Recreation and Forestry Director
SUBJECT: Consideration and Possible Action to Approve WisDOT Temporary Limited Easement at Wells Park for the STH 32 / STH 57 repavement project *
RECOMMENDED ACTION: Staff recommends approval

ATTACHMENTS:
Memo.WDOT Easement Request, WisDOT Temporary Limited Easement

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Director of Parks, Recreation and Forestry
Date: May 15, 2025

RE: WDOT Easement request

The Wisconsin Department of Transportation is requesting an easement to perform work related to curb/curb ramps. Once the work is completed the easement terminates. Our City Engineer is in support of the easement request.

WisDOT Division of Transportation System
 Development - Northeast Region Office
 944 Vanderperren Way
 Green Bay, WI 54304

Governor Tony Evers
 Secretary Kristina Boardman
wisconsindot.gov
 Telephone: (920) 492-5643
 FAX: (920) 492-5640
 Email: ner.dtsd@dot.wi.gov



Owner
 City of De Pere, a municipal corporation

Acres/sq. ft. required
 No FEE

Interest required
 87.00 sq. ft. of Temporary Limited Easement (TLE)

Having been fully informed of their rights, the undersigned owner(s) of the above identified lands have decided to waive their right to see the estimated value of their donation.

The undersigned owner(s) further state that the decision to waive their right to see the estimated value of their donation was made without undue influences or coercive action of any nature.

It is intended that the instrument of conveyance will be executed upon presentation by Department of Transportation agents or representatives.

Owner Signature _____ Date _____

Print Name _____

Owner Signature _____ Date _____

Print Name _____

APPROVING AUTHORITY RECOMMENDATION:

Agent Signature _____ Date _____

Trevin Peters
 Print Name _____

APPROVING AUTHORITY APPROVAL:

Management Signature _____ Date _____

Print Name _____

Project
 4085-65-23

County
 Brown

Parcel
 2

**DONATION - WAIVER OF APPRAISAL
RECOMMENDATION AND APPROVAL**

Wisconsin Department of Transportation

RE1896 01/2023 Ch. 32 Wis. Stats.

Owner City of De Pere, a municipal corporation	
Acres/sq. ft. required No FEE	Interest required 87.00 sq. ft. of Temporary Limited Easement (TLE)

The undersigned owner(s) of the above lands declare an intent to donate said lands.

Having been fully informed of the right to have the property appraised and to receive just compensation based upon an appraisal, the undersigned further state that the decision to donate said lands was made without any undue influence or coercive action of any nature, and that the right to an appraisal and to just compensation is hereby waived.

It is intended that the instrument of conveyance will be executed upon presentation by Wisconsin Department of Transportation agents or representatives.

Owner Signature _____ Date _____

Print Name _____

Owner Signature _____ Date _____

Print Name _____

APPROVING AUTHORITY RECOMMENDATION:

Agent Signature _____ Date _____

Trevin Peters
Print Name _____

APPROVING AUTHORITY APPROVAL:

Management Signature _____ Date _____

Print Name _____

Project
4085-65-23

County
Brown

Parcel
2

TEMPORARY LIMITED EASEMENT

Wisconsin Department of Transportation
Exempt from fee: s. 77.25(2r) Wis. Stats.
Exempt from filing transfer form [s. 77.21(1), 77.22(1) Wis. Stats.]
RE1577 01/2023

THIS EASEMENT, made by **City of De Pere**, a municipal corporation GRANTOR, conveys a temporary limited easement as described below to the **City of De Pere**, GRANTEE, for the sum of **One Dollar and Other Valuable Consideration (\$1.00)** for the purpose of **Grading**.

Any person named in this conveyance may make an appeal from the amount of compensation within six months after the date of recording of this conveyance as set forth in s. 32.05(2a) Wisconsin Statutes. For the purpose of any such appeal, the amount of compensation stated on the conveyance shall be treated as the award, and the date the conveyance is recorded shall be treated as the date of taking and the date of evaluation.

Other persons having an interest of record in the property: **None**

LEGAL DESCRIPTION IS ATTACHED AND MADE A PART OF THIS DOCUMENT BY REFERENCE.

This space is reserved for recording data

Return to
Wisconsin Department of Transportation
944 Vanderperren Way
Green Bay, WI 54304

Parcel Identification Number/Tax Key Number
ED-287

Signature _____ Date _____
 City of De Pere, a municipal corporation
 Print Name _____

Signature _____ Date _____
 Print Name _____

Signature _____ Date _____
 Print Name _____

Signature _____ Date _____
 Print Name _____

Date _____
 State of _____)
 _____) ss.
 _____ County)

On the above date, this instrument was acknowledged before me by the above person(s).

The signer was: _____ Physically in my presence. OR _____ in my presence involving the use of communication technology.

Signature, Notary Public, State of _____

Print or Type Name, Notary Public, State of _____

Date Commission Expires _____

Project ID
4085-65-23

This instrument was drafted by
City of De Pere

LEGAL DESCRIPTION

Parcel 2

A Temporary Limited Easement (TLE) is a right for construction purposes as defined herein, including the right to operate necessary equipment thereon, the right of ingress and egress, as long as required for such public purpose, including the right to preserve, protect, remove or plant thereon any vegetation the highway authorities may deem desirable. All TLEs expire at the completion of the construction project for which this instrument is given.

A parcel of land located in Lot 7, Block 64, of Dickinson's Addition to The Plat of De Pere, City of De Pere, Brown County, Wisconsin, more fully described as follows:

Commencing at the southeast corner of said Lot 7;
Thence westerly along the southerly line of said Lot 7, 21.37 feet;
Thence easterly 17.70 feet;
Thence northerly 10.72 feet parallel to the east line of Lot 7;
Thence easterly 3.00 feet to the East line of said Lot 7;
Thence southerly along said East line of Lot 7, 16.00 feet to the point of beginning.

Containing 87 square feet, more or less.

Subject to all other easements, restrictions and covenants, recorded and unrecorded.

STATEMENT TO CONSTRUCTION ENGINEER

Wisconsin Department of Transportation
 RE1528 10/2024 s. 84.09 Wis. Stats.

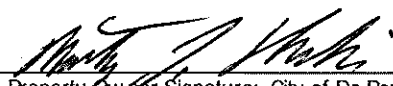
Copies to: project engineer and owner

Owner Name(s) City of De Pere, a municipal corporation	Property Address 230 S Broadway De Pere, WI 54115	Area code - phone Home: Cell:
	Mailing Address 335 S. Broadway, 925 S. Sixth St. De Pere, WI 54115	Work: (920) 339-4061 Email:
Tenant, if any	Property Address 230 S Broadway De Pere, WI 54115	Area code - phone Home: Cell:
	Mailing Address	Work: Email:

- All commitments agreed upon between negotiator and property owner are listed below.
- All commitments are subject to approval of Wisconsin Department of Transportation.
- Basic concepts of construction project have been explained to owner.
- No other commitments, either verbal or implied, are valid.

Commitments made (fences, driveways, trees, drainage or other items):
 Wells Park Sign within TLE area will not be impacted during construction

Other matters of interest and owner concerns:


 Property Owner Signature: City of De Pere, a municipal corporation
 Date

Negotiator Signature _____ Date

Property Owner Signature: City of De Pere, a municipal corporation
 Date

Trevin Peters
 Print Negotiator Name

Commitments Approved:

Approving Authority Signature and Title _____ Date

Print Approving Authority Name _____

Project ID 4085-65-23	County Brown	Parcel No. 2
--------------------------	-----------------	-----------------

NOTES:

THIS EXHIBIT IS A GRAPHIC REPRESENTATION AND IS FOR REFERENCE PURPOSES ONLY. REFER TO THE CONVEYANCE DOCUMENT FOR PARCEL RELATED DETAILS.

PURPOSE OF ALL TLES IS FOR GRADING, UNLESS OTHERWISE NOTED.

R/W PROJECT NUMBER: 4085-65-23

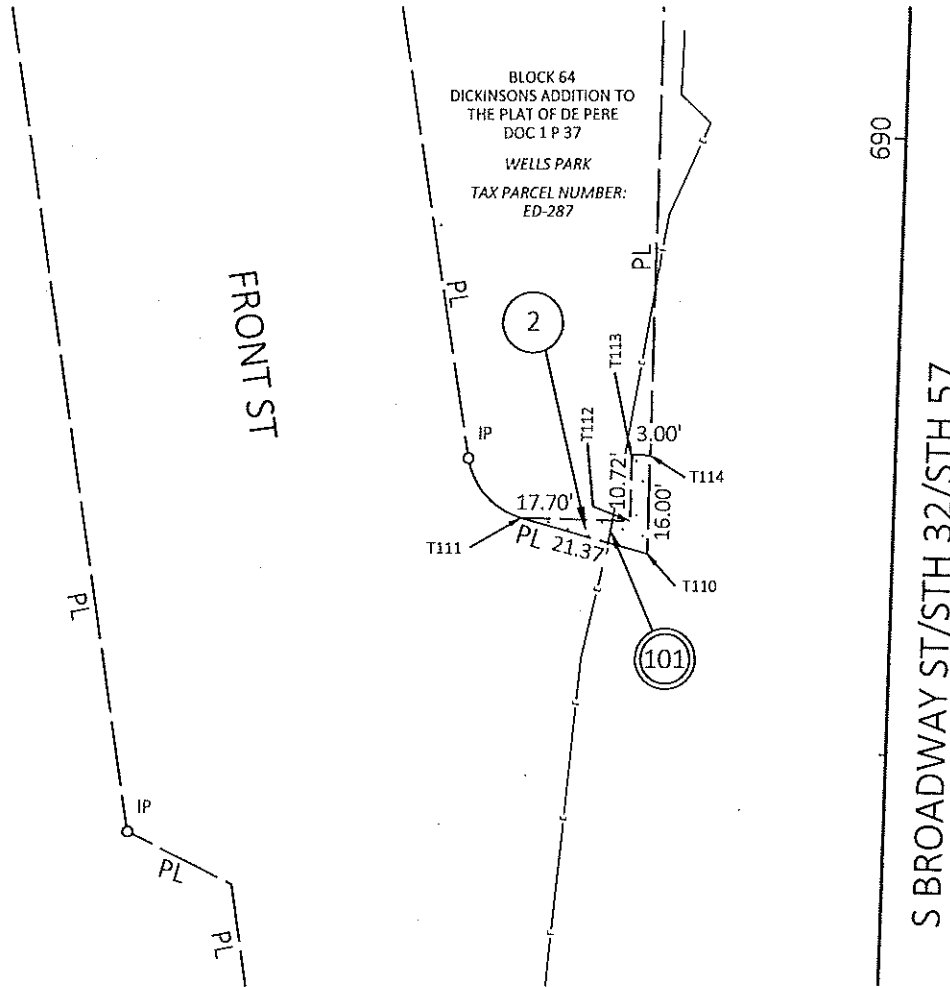
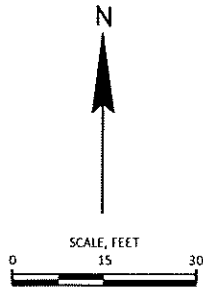
EXHIBIT NUMBER: 2

TLE ACQUISITION EXHIBIT
CITY OF DE PERE, S BROADWAY STREET
COOK STREET TO MERRILL STREET

STH 32

BROWN COUNTY

THAT PART OF LOT 7, BLOCK 64, DICKINSON'S ADDITION TO THE PLAT OF DE PERE, CITY OF DE PERE, BROWN COUNTY, WISCONSIN.



4

SCHEDULE OF LANDS & INTERESTS REQUIRED

OWNERS NAMES ARE SHOWN FOR REFERENCE PURPOSES ONLY AND ARE SUBJECT TO CHANGE PRIOR TO THE TRANSFER OF LAND INTERESTS TO THE DEPARTMENT

PARCEL NUMBER	OWNER(S)	INTEREST REQUIRED	TLE SQUARE FEET
2	CITY OF DE PERE	TLE	87

UTILITY INTERESTS REQUIRED

UTILITY NUMBER	UTILITY OWNER(S)	INTEREST REQUIRED
101	WISCONSIN PUBLIC SERVICE	RELEASE OF RIGHTS

THIS MAP IS APPROVED FOR THE DEPARTMENT OF TRANSPORTATION
NORTHEAST REGION - GREEN BAY

SIGNATURE: *Trevin Peters* DATE: _____

PRINT NAME: Trevin Peters DATE: 2/04/2025



City of De Pere, Wisconsin

III.13

Request for Board of Park Commissioners
Action

MEETING DATE: May 15, 2025
DEPARTMENT: Parks, Recreation & Forestry
FROM: Kyle Rouce
SUBJECT: Consideration and Possible Action to Approve Nature Center Park
Pocket Forest Revitalization Project
RECOMMENDED ACTION: Staff recommends approval

ATTACHMENTS:
Nature Center Park Memo

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Brian Christnovich
Kyle Rouce
Date: April 17th, 2025

RE: Consideration and Possible Action to Approve Nature Center Park- Pocket Forest Revitalization Project

Summary:

In spring of 2023, our city arborists worked with a volunteer parent group removing the dense buckthorn and honeysuckle growth throughout the forest at Nature Center Park. The goal was to remove invasives (buckthorn, honeysuckle), create a line of sight through the forest, and make it a more useable area for the public.

Through various conversations with staff members from both Dickenson Elementary School and De Pere High School, there is an interest in planting native species in this area. The goal is to suppress/control invasive growth while promoting native species to thrive. This not only increases forest health but also presents an educational opportunity for students involved in this project.

The proposal begins with removing the buckthorn that has begun sprouting back. Brittany Arnold (certified applicator) will then chemically treat (cut-stump herbicide) the stumps to reduce sprout-back. Following the treatment, native varieties of plants/shrubs will be planted in the fringe area on the east edge of the woods by students. This will assist in shading out unwanted invasives when the native plants get established and begin to thrive. This will also serve as an educational opportunity for students as they will be involved in planting, pruning, maintenance, use of hand tools, and learning plant I.D.

All costs associated with the proposal will be covered by a grant that was secured through the school. We will be working closely with school staff on the logistics of the project (updates, timeframes, phases, etc.). The majority of this project will be completed by volunteers, which will keep staff labor/involvement to a minimum.

Staff Recommendation:

Approve the collaborative effort between both schools to revitalize the forest area at Nature Center Park.



City of De Pere, Wisconsin

III.14

Request for Board of Park Commissioners
Action

MEETING DATE: May 15, 2025
DEPARTMENT: Parks, Recreation & Forestry
FROM: Brian Christnovich, Parks Superintendent
SUBJECT: Consideration and Possible Action on Continuation of Memorial Bench Swing Option
RECOMMENDED ACTION: Discussion

ATTACHMENTS:
Memo Memorial Swing

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Brian Christnovich
Parks Superintendent
Date: May 15, 2025

RE: Consideration and Possible Action on Continuation of Memorial Bench Swing Option

Summary:

As part of our effort to beautify and improve our park system, the City of De Pere offers a memorial bench and swing program. Currently we only offer one type of swing for folks to purchase in an effort to stay consistent throughout our parks. Recently I've been made aware that the manufacturer is no longer offering the style swing that we have purchased in years past due to demand.

Staff recommendation:

1. Discontinue the memorial swing program and only offer stationary memorial benches.
2. Offer a new style memorial swing that the manufacturer offers. (see picture for reference)

Current memorial swing



Proposed memorial swing





City of De Pere, Wisconsin

IV.1

Request for Board of Park Commissioners
Action

MEETING DATE: May 15, 2025
DEPARTMENT: Parks, Recreation & Forestry
FROM: Kyle Rouce
SUBJECT: 2024 Forestry Report
RECOMMENDED ACTION: Discussed

ATTACHMENTS:
2024 Forestry Report

2024 Forestry Report

(8/5/24-12/31/24)

Tree Planting:

- Memorial trees planted/staked/mulched: 4
- Street trees planted/staked/mulched: 76
- Park trees planted/staked/mulched: 3

Tree Pruning:

- 390 trees pruned
 - pruned all of American Blvd median
 - finished massive pruning list from the last 5 years (mostly resident requests)
 - spent a day at Nature Center removing pruning/removing hazard trees
 - completed multiple school zone pruning's

Storm Damage:

- 8/27/24: 35 sites visited/remedied

Tree Removals:

- 80 removals
 - parks: 17 trees
 - streets: 63 trees

Stump Grinding/Restoration:

- Street stumps: 58 ground/sites restored/seeded
- Park stumps: 40 ground/sites restored/seeded

Holiday/Decorations:

- 162 streetlights decorated
- 100 trees decorated
- 8 roundabouts decorated
- ~90 city banners removed/replaced
- 5 overhead banners switched out
- removal of 88 hanging baskets
- developed maps for seasonal decorations

SeeClickFix:

- 10 addressed

Resident requests/site visits:

- 85 requests addressed via email, phone, site visits

New Arborist Orientation:

- trained on all equipment, GIS, policies, and procedures

- Utility trained arborists on bucket trucks separately
- both arborists involved in separate City Teams

Urban Orchards:

- reached out to other orchards/businesses in surrounding area discussing methods relating to organic/chemical control and +/- of each
- developed a seasonal maintenance schedule for city orchards

Tree Planting Program:

- reached out to surrounding municipalities regarding their street tree planting methods
- researched/contacted multiple different nurseries to explore options
- goals- increase street tree planting interest, diversity/availability, resident tree planting awareness, efficiency with planting setup, planting in newer developments, tree replacement after removals

Tree City USA:

- completed and submitted application for 2024 to retain our tree city status

GIS Updates:

- pruning, removal, planting, stump grinding updates done daily if applicable
- continued progress being made to update separate data from contractor work
- collaboration with GIS Dept to update internal GIS components as well as sending reports

Nature Center Park:

- on-going collaboration with faculty from Dickenson School/De Pere High School to transform the wooded area with hopes to reduce buckthorn growth, while promoting native species and education for students

Spreadsheets:

- developed/daily update spreadsheets for removals, pruning, planting, stake pulling, stump grinding, storm damage to enhance organization, crew efficiency, tracking purposes, etc.



City of De Pere, Wisconsin

V.1

Request for Board of Park Commissioners
Action

MEETING DATE: May 15, 2025
DEPARTMENT: Parks, Recreation & Forestry
FROM: Chelsea Moberg, Recreation Supervisor
SUBJECT: Staff Update on the Fitter and Faster Swim Tour Contract
RECOMMENDED ACTION: Staff Update

ATTACHMENTS:

Common Council Cover Memo.Fitter Faster Agreement, Park Board Memo - Fitter and Faster Contract Agreement Approval 2025, Fitter and Faster Contract Agreement 2025

CITY OF DE PERE MEMO



To: City Council
From: Marty Kosobucki
Director of Parks, Recreation and Forestry
Date: May 6, 2025

RE: Consideration and Possible Action to Approve the Fitter and Faster Agreement at VFW Pool

Staff is asking for approval of the agreement for the Fitter and Faster program prior to Park Board review and approval. The item was scheduled for the April Park Board meeting, however that meeting was cancelled due to a lack of quorum. Unfortunately, due to timing issues we are not able to wait until the May Park Board meeting. Our staff has reviewed the agreement with our Legal Department and in approval.

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Chelsea Moberg
Date: April 17, 2025
RE: Consideration and Possible Action to Approve the Fitter and Faster Swim Tour Contract

Staff recommends approval of the included contract with the Fitter and Faster Swim Tour company. We plan to offer a series of four competitive swimming clinics in partnership with their company.

Fitter and Faster is a well-known, national level swimming organization that brings in two Elite swimmers (sometimes Olympians) to run clinics for competitive swimmers. We selected dates that are often not rented (June 14th and June 15th) and we are offering this outside of open swim hours to prevent the disruption of pool services to our community. It is a mutually beneficial programming option & would get a lot of swimmers into our pool from the local area.

The business will provide insurance, naming De Pere as additionally insured. We will provide lifeguards and pool management staff on site. There is zero cost on our end beyond our staffing which is minimal (and already budgeted for). The business will pay us a rental fee of \$1,080 for the use of VFW Aquatic Facility, cover all other related expenses, and process the registrations for the event.

This rental agreement has been reviewed and approved by our legal counsel.

Thank you for your time and consideration.



Chelsea

Dear _____,

Thank you for selecting Fitter and Faster Swim Tour, LLC ("FFT") to produce swim camps for you. This agreement ("Agreement") is by and between _____ ("Host") and FFT.

City of De Pere

A. **Term:** The Term of this Agreement shall commence upon signing ("Effective Date"), and shall continue through _____ (the Term").

June 14, 2025

B. **FFT Swim Camp** – FFT shall produce a minimum of _____ Set(s) of Swim Camps ("Swim Camps") approximately every _____ months during the Term of the Agreement.

N/A

1. Fee: "Host" shall pay to FFT a fee of \$ _____ to secure each FFT Swim Camp.
2. Dates and Locations: Swim Camps shall take place at a location mutually agreed upon by both parties at least 90 days before they are to occur. *Currently agreed upon dates and locations are listed in the "Addendum" to this agreement.*
3. Sessions: Each Swim Camp will have a minimum of _____ sessions. If it is discovered that it makes sense to either add an additional Session or to combine the Sessions, FFT will discuss this option with the Host and come to a mutually beneficial solution to be outlined via email. Details including the number of Sessions and curriculum for each will be mutually agreed upon by the parties via email during the planning stages for each Swim Camp.
4. Regional Business Manager: FFT shall provide the Host with an "elite" level Clinician(s) and/or Coach(es) ("Clinician") who will lead each Swim Camp. Clinician(s) shall bring their Olympic or other Elite Competition level medals or awards. **All expenses associated with the Clinician shall be the sole and exclusive responsibility of FFT and shall include travel to and from the Camp, hotel, ground transportation and any appearance fees** . a) Clinician(s) will be available for photographs and autographs with Camp Participants. In addition,

Participants and parents may take their own photographs. FFT hereby gives Host the right to use and/or publish any photograph(s) or image(s), both singly and in conjunction with other persons or objects and presentations, advertising, publicity, and promotion relating thereto, and hereby releases Host, its officers, officials and employees from any and all liability from such use and/or publication. FFT understands that it will not be entitled to any form of compensation for their use, and it waives any claims it may have under the Right to Privacy statute (Wis. Stat. §995.50).

b) Clinician(s) will engage Participants in activities relevant to the curriculum of the particular Swim Camp.

5. **Coaches Program** - The FFT Coaches Program is highly regarded in elite swimming circles. American Swimming Coaches Association members (ASCA) who are doing their "certification update" or a "certification upgrade" need to "list ALL camps and clinics attended" since their last certification. Coaches who list the FFT camps that they attended get "lifetime education units". FFT encourages all coaches on the Host team to arrive 30 minutes before "sign-in" of any session to get to know the Clinician better and to play an active role in the camp. This is a great opportunity to learn, share information and build relationships.

6. Promotion and Registration – FFT shall assist the Host with the promotion of the Swim Camp. FFT will provide for the following services:

- a) A dedicated web page within fitterandfaster.com containing information regarding the Swim Camp and allowing for online registration by Participants.
- b) Emails to encourage registration and participation in the Swim Camp.

- c) When appropriate and at the discretion of FFT, FFT shall use commercially reasonable efforts to promote the Swim Camp through additional and alternative means including in partnership with FFT sponsors, Facebook and other social media.
- d) Upon request of the Host, FFT shall prepare customized flyers for distribution to teams and coaches in their area. Host shall be responsible for the reproduction and distribution of Camp Flyers including all expenses.

7. Participant Gifts – Each Camp Participant shall receive a gift from FFT or one of its sponsors.

8. All signage, merchandise and promotional items will be brought by the Clinician(s) or sent to the Camp in advance at FFT's expense.

Docusign Envelope ID: 397FF35D-EB0F-4529-9373-F15A67258D9E



9. Insurance - If required, certificates of Insurance for the Camp will be provided by and at the expense of FFT. In conducting its activities under the Agreement, FFT shall maintain all appropriate liability insurance for injury to any person or property arising from its activities relating to this Agreement. FFT shall provide Host with a Certificate of Liability Insurance in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate, naming the City of De Pere as an additional insured on the liability policy thereunder, and shall provide the City of De Pere with a certificate of insurance outlining such required coverage and naming the City of De Pere as an additional insured thereunder for purposes of the Agreement. Such liability insurance shall provide the City of De Pere with not less than 30 days' notice of cancellation.

10. Fees & Bonuses - FFT will pay the following fees and/or bonuses to the Host and/or the Facility in which any is produced.

a) Facility & Lifeguard Fees:

1,080.00

i. FFT agrees to pay \$ _____ for pool rental, lifeguard staffing and other services to the Facility in which the Camps will take place.

City of De Pere

ii. Payments shall be made out to _____

iii. Payments shall be sent to the following address

600 Grand St

De Pere, WI 54115

iv. Following the completion of each camp, the payment shall be sent to the attention of _____

Moberg

v. Please provide FFT with a W9 form and send it to accounting@fitterandfaster.com. FFT will need this form in order to process any payments.

b) Host Bonuses:

N/A

i. FFT agrees to pay Host _____.

ii. Payments shall be made out to _____

iii. Payments shall be sent to the following address _____

_____ following completion of each camp

iv. Payments shall be sent to the attention of _____.

v. If the payment to the Host is **different** than for the facility, please provide FFT with a W9 form and send it to accounting@fitterandfaster.com. FFT will need this form in order to process any

claims it may have under the Right to Privacy statute (Wis. Stat. §995.50).

4. Should any non-material portion (word, clause, phrase, sentence, paragraph or section) of this Agreement be declared void or unenforceable, such portion shall be considered independent and severable from the remainder, the validity of which shall remain unaffected.
5. This Agreement shall be governed by and construed in accordance with the substantive laws of the State of ~~Wisconsin~~Maryland, without regard to any choice of law provisions, rules, statutes or the like.
6. Host shall not under any circumstances solicit the personal services of any Clinician outside the scope of this Agreement.
7. This Agreement shall be binding upon, and insure to the benefit of, the Parties hereto and their respective successors and assigns. Notwithstanding the foregoing, no Party shall have any right to assign this Agreement without the prior written consent of all other Parties to this Agreement, such consent not to be unreasonably conditioned, withheld or delayed. However, in no event may the personal services required of Clinicians be assigned.

8. To the fullest extent permitted by law, FFT shall indemnify and hold harmless the City of De Pere, its officers, officials, employees and agents from any and all claims, expenses or demands for loss of or damage to property, injury or death to any person from any cause whatsoever, and/or the violation of any law, ordinance or regulation (including, but not limited to all fees and charges of attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) arising out of or resulting from the performance of the services specified in this Agreement, provided that any such claim, damage, loss or expense is caused in whole or in part by any negligent or intentional act or omission of FFT or its officers, directors, partners, employees, agents, representatives or contractors in the performance and furnishing of FFT's services under this Agreement, regardless of whether or not it is caused in part by a party indemnified hereunder.

9. Each Party hereto has full authority to execute and perform this Agreement, and has obtained all necessary authorizations to enter into, execute and deliver this Agreement.

If you are in agreement with the terms and conditions detailed above, please provide your signature and date below.

Thank you for choosing the Fitter & Faster Swim Tour! We look forward to producing your Swim Camp(s).

AGREED AND ACCEPTED:

Host:

By: _____

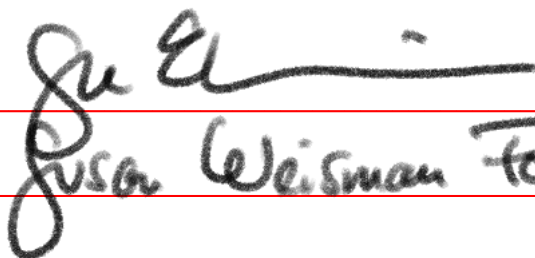
Name: _____

Date: _____

FFT:

By: _____

Name: _____


Jusa Weisman For FFT

Date:

3/18/2015



Addendum

Agreed upon dates and locations of upcoming

Swim Camps: Camp 1:

June 14-15,

730 Grant St,
VFW AQUATIC

De Pere, WI 54115

Dates: _____ Facility Name: _____ Facility Address: _____

2025

Camp 2 (if known or applicable):

FACILITY

Dates: _____ Facility Name: _____ Facility Address: _____

Camp 3 (if known or applicable):

Dates: _____ Facility Name: _____ Facility Address: _____

Camp 4 (if known or applicable):

Dates: _____ Facility Name: _____ Facility Address: _____

Camp 5 (if known or applicable):

Dates: _____ Facility Name: _____ Facility Address: _____

If more than five dates please add additional info below if relevant:

Additional Terms:

June 14/15

6:45am - 12:45pm



City of De Pere, Wisconsin

V.2

Request for Board of Park Commissioners
Action

MEETING DATE: May 15, 2025
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki, Parks, Recreation and Forestry Director
SUBJECT: Staff Update on Beer Gardens / Commemorative Cup
RECOMMENDED ACTION: Discussed

ATTACHMENTS:
Cover Memo.Beer Garden Cup

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Director of Parks, Recreation and Forestry
Date: April 17, 2025
RE: Staff Update on Beer Garden/Commemorative Cup

As part of our efforts to build the De Pere Beer Garden's we will be expanding our offering to customers/attendees. We will be offering a commemorative cup for purchase. The cup will be a 20 oz cup with a logo of the 2025 De Pere Beer Gardens (TBD). People will then have the opportunity to bring the cup back and purchase a cup of beer for the 16 oz price.

Our plan is to purchase 144 of these at the price of \$509. Our plan then is to:

- Provide two to each sponsor free of charge.
- Sell commemorative cups for \$10-\$12 with beverage.
- When the cup owner brings the cup back, they will have their 20 oz cup filled for the 16 oz price.
- Cup owners are allowed to bring the cup back to future Beer Gardens and receive the same deal throughout the summer.



We anticipate the sale of cups to break even or make a few dollars, however we feel public relations and marketing will have a significant impact on Beer Gardens throughout the summer.



City of De Pere, Wisconsin

V.3

Request for Board of Park Commissioners
Action

MEETING DATE: May 15, 2025
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki, Parks, Recreation and Forestry Director
SUBJECT: Staff Update on the Brown County Tourism Grant
RECOMMENDED ACTION: Staff update

ATTACHMENTS:
None