



Board of Park Commissioners

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Agenda

Thursday, November 21, 2013

6:30 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a Regular Meeting of the **Board of Park Commissioners** of the City of De Pere will be held on **November 21, 2013** 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. Acceptance of Board of Park Commissioners Minutes 10-17-13
2. Review and Approve Community Center 3rd Quarter Report
3. Review and Approve Brown County Ice Management First Quarter Report
4. Approval to accept \$500 donation from De Pere Christian Outreach to Recreation Scholarship Fund
5. Approval for Revisions to Recruitment & Retention Plan for Seasonal Employees
6. Request from Keith Summers to split payment for Community Center Rental.

III. Public Comment Period

IV. Future Agenda Items

V. Staff Updates

- A. Riverwalk
- B. Southwest Park Development
- C. Preserve Trail
- D. Frisbee Golf Course
- E. Master Plans

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.

Agenda sent to:

Committee Members

Alderpersons

Mayor Michael J. Walsh

Larry Delo, City Administrator

Judy Schmidt Lehman, City Attorney

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

Allyson Watson, Definitely De Pere

Marty Kosobucki

Don Melichar

Lori Tonn

Scott Thoresen

Henry Kneiszel, Teen Advisor

De Pere Rapides Soccer

Ben Villarruel, Unified School District

De Pere Christian Outreach

Brown County Library De Pere

TV & Radio Stations

Paula Rahn

Stephanie Aerts

Abbey Barnes, Teen Advisor

De Pere Baseball

John Zegers, West De Pere School District

Don Chilson, Brown County Ice Management

Keith Summers

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: November 21, 2013

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Acceptance of Board of Park Commissioners Minutes 10-17-13

ATTACHMENTS:

- Minutes 10-17-13 (DOC)



Board of Park Commissioners

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Draft Minutes

Thursday, October 17, 2013

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
Larry Lueck	Aldersperson	Present	
Michael Donovan	Aldersperson	Present	
Lisa Rafferty	Aldersperson	Present	
Sue Schinkten	Board Member	Present	
Bill Volpano	Board Member	Present	
Rod Kowalczyk	Board Member	Excused	
George Brown	Board Member	Present	

Teen Members Abbey Barnes and Henry Kneiszel were also present.

II. Action Items

1. Acceptance of Board of Park Commissioners Minutes 9-19-13.

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

2. Recommendation from the Board of Park Commissioners to approve \$500 donation from SAY Soccer.

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

3. Recommendation from the Board of Park Commissioners to accept donation from Eagle Scout for improvements around two Service Club signs in De Pere.

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

4. Recommendation from Board of Park Commissioners to approve donation from Jim Kneiszel to construct Junior Disc Golf Course in Legion Park. Marty Kosobucki reviewed the history of the Disc Golf Course.

Henry Kneiszel stated he would like to be excused from any discussion on the course because of his relationship to the donor.

Marty Kosobucki reviewed the items of concerns which were brought up at the last Park Board Meeting and addressed each concern.

Attachment: Minutes 10-17-13 (1591 : Acceptance of Board of Park Commissioners Minutes 10-17-13)

Mike Donovan made a motion to open the meeting at 6:47 p.m., seconded by Sue Schinkten.

Laura Goomey asked the board who would take care of the course. Marty Kosobucki stated our Park Department would be doing the maintenance of the course. Marty also stated if a large expense would arise the initial donor may be approached to help with the cost.

Bill Volpano made a motion to close the meeting at 6:49 p.m., seconded by Sue Schinkten.

Several board members expressed their appreciation for the work done on the course.

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

III. Public Comment Period

None

IV. Future Agenda Items

None

V. Staff Updates

1. Riverwalk

Marty Kosobucki reported the sidewalk repair was finished. There were four panels by the island repaired, some patch work on Front Street and the sidewalk under the stationary bridge. The donor sign and naming sign were put in last Friday. Marty was very pleased with the signs. The permanent individual signs will go up on 10/18/13.

Marty was questioned about the lock tenders house and if anything had been resolved with the lease. Marty stated the city was not a part of the lease. Marty stated they were originally set to open July 25, 2013 and it did not happen. Marty is not sure what happened. Marty was also asked about the locks being placed on the bridge. He stated there were locks on the bridge and after conferring with the City Administrator and Mayor we will not take them down at this time. The item may be a future agenda item.

2. Southwest Park

Marty Kosobucki stated Southwest Park construction is underway. Marty stated they are working to get the curb poured for the parking lot. He is also working with the contractor on the time line to get infield mix in before the end of this year and the fence would be put in next year. Marty stated he is working on a bid for the drain tile. Marty reported everything is coming along well.

3. Braisher Playground

Marty Kosobucki reported Don Melichar worked with the donation of the playground

from Humana and the Green Bay Packers. The playground looks good. Seneca Wallace, Don Barclay, Mark Murphy, Bill Schroeder and Chris Jacke from the Packers helped in the construction of the playground. Marty reported he will address some items for the younger children in next years budget.

There was discussion about slides being considered for the future. Marty stated he will look into the slides, but there is a push in the industry to go more toward climbing items in the playgrounds.

VI. Adjournment

Sue Schinkten made a motion to adjourn the meeting at 7:00 p.m., seconded by Bill Volpano.

Respectfully submitted,
Debbie Zierson

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: November 21, 2013

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Review and Approve Community Center 3rd Quarter Report

Community Center 3rd Quarter Report for review and approval. Thank you.

ATTACHMENTS:

- Comm-Report.3rd Quarter 2013 (PDF)
- Community Center Facility Report Third Quarter 2013 (PDF)



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

Community Center 2013 3rd Quarter Report

Typically the 3rd quarter is an exciting and busy time for us and this year proves to be no different. Staff was winding down with an array of summer recreation classes, workshops, special events, Summer Day Camp and the Playground Program while also gearing up for fall programs, the start of Kidz Zone Program at OLOL, developing the 2014 budget for the Community Center, designing a new Winter/Spring brochure & postcard and working on other miscellaneous projects.

Year six of Summer Day Camp was again very successful and well received! There were a total of 764 spots available over the entire summer and 741 spots were filled. This reflected a decrease of 36 available spots due to the fact that the Unified School District got out one week later this year. Compared to last year, approximately the same amount of campers (50% of the participants each week) participated in Summer School through the West De Pere School District; the east side was a little lower than last year, due to more changes within the structure of their program plus the fact that their district got out one week later and Summer School went until July 8. Next year the Unified School District will again be getting out a week later than West De Pere which will result in the east side camp running for 9 weeks again instead of 10 weeks.

This quarter we brought in a total of \$60,409.85, which was a decrease of \$2,306.13 compared to last year's 3rd quarter (on a side note, last year we brought in \$7,184 more than the previous year's 3rd quarter so last year's 3rd quarter was an exceptional year!) This brings our overall revenue for the Community Center to \$219,587.07; nearly \$827 short from last year. Our 2013 estimated revenue is projected at \$232,980 and I'm confident we can attain and surpass that! Estimated rental revenue for 2013 is \$42,482; currently this year we brought in \$33,795.93, with 3 months left to go. This reflects an increase of \$2,864.93 compared to last year. Recreation program revenue was estimated at \$189,973 and thus far we have brought in \$185,791.14 so we are well on our way to reaching our goal and surpassing this as well! To date, our overall program revenue is slightly down from last year, \$3,692, but that is likely related to 1 less week of Summer Camp.

There were a total of 92 paid rentals (33 non-paid rentals) this quarter equaling \$8,479.50, which was higher than last year's 3rd quarter at 82. The Oak Rm. ranked the highest for rental usage with the Maple Rm. coming in second. The Pine Rm. continues to be the most widely used room for programs (115 times) with the Spruce Rm. coming in second at 104 times mainly for senior program usage.

Accomplishments for the 3rd Quarter of 2013 included:

- Continued to oversee summer recreation classes, special events and field trips and the closing of these programs including the Summer Playground Program and Summer Day Camps.
- Many successful workshops and clinics were held in July and August with amazing numbers. These included: a Hoopin' It Around Workshop, two Dance with Ribbons Camps, a Pom Clinic, and a Baton Twirling Clinic. We also offered successful free preview days for our Zumba Gold, Hooping for Health, Dynamic Sculpting Workout and Zumba classes to bring awareness to the new classes or increase participation numbers in current classes. These were very popular and staff plans to offer these periodically to help gain interest.
- The Summer Playground Program completed with 93 paid participants this year at six different parks, which was a decrease of 11 participants from last year. There still were several children that participated in the Park Playground Program who were not able to pay the registration fee. Staff, as well as volunteers, did inform them of the Recreation Scholarship Program.
- The annual Senior Citizen's Picnic was held on Saturday, August 24. Sold just 192 tickets, which was an increase of 40 tickets compared to last year. Senior enjoyed booyah, hot dogs, chips, soda and ice cream sundaes. They also enjoyed an afternoon of bingo with the Mayor and a chance to win an array of fabulous prizes. Everyone had a wonderful time!
- Completed 2014 Community Center budget.
- Interviewed and hired staff this fall for the following positions: Assistant Tumbling Instructors, Kidz Zone Counselors, and substitute fitness instructors. The hiring process included completing proper paperwork, lesson planning, orientation & training.

- Started working on new Winter/Spring 2014 Brochure and designed the new postcards. The company we normally worked with was sold and no longer supports the software the brochure is designed in so staff searched out and found a local company to complete the work. Still were able to print the postcards from PDF at the current company though – received quotes and no company could come close to what we were paying.
- Ten new programs were offered for winter & spring. They are: Holiday Treats Galore, Movie & A Meal, Sewing, Studio Oil Paint, Stain Glass, Dynamic Sculpting Workout, Zumba Gold, Hoopin for Health & a WHEAP Program. In collaboration with ADRC, offered a new Stepping On Program. Also made enhancements to the following programs: ABC, 123...Dance With Me, Dances for Weddings & Social Dance classes.
- Kidz Zone has several new families this year, many from OLOL. Several previous students have “graduated out” and no longer need the care. Our numbers are a bit lower this year and we’ve had a few changes during the month of September due to job related issues. The first Early Release Day in September had 16 participants. OLOL has a few different early release days/days off from the West De Pere School District calendar but the school is being very gracious about letting us hold Kidz Zone on those days. Jeff Young, the new principal at OLOL came on board in July and has been nice to work with.
- Collaborative agreements with the Unified School District and Our Lady of Lourdes School/Parish are up for review and renewal. Each entity has requested one year renewals. Staff will be working on getting new and updated agreements in place over the next upcoming months.
- Completed the Profit/Loss Reports for Summer classes.
- Our percent of online registration remained the same from last year 3rd quarter to this year’s. We averaged 55% online registration versus 45% for all other methods of registration – walk-in, mail-in, fax, and drop off.
- Our department participated in the WPRA Ticket Program once again this year. We sold 836 tickets to various attractions throughout the state. Total sales were \$18,322.85 allowing our department to net a total profit of \$627.
- Continued to offer The Grief Support Group and Here’s To Your Health Seminars through Interim Health. Alzheimer’s Support Group also continues to meet on the first Monday of every month.
- Work in conjunction with the ADRC in reviewing and revising our Nutrition Contract.
- Revised Computer Use Policies for public computer workstations; revised recruitment & retention plan.
- Staff received training on Minute Traq.
- Developed Long-Range Planning Survey for the Community Center.

During the 4th quarter of 2013, staff will continue to oversee fall recreation programs; finalize design of Winter/Spring brochure and postcards; coordinate distribution of postcards to all households in the City of De Pere; enter all winter & spring classes into ActiveNet and Access, begin accepting registration; attend the WPRA Conference; order costumes/supplies for pom & dance costumes & twirling classes; hold Kids Day Out Camps for days when there is no school; decide on themes for 2014 Summer Camps, develop and publicize flyers for summer day camps; hold parties and special events for the holidays; complete profit/loss sheets for fall programs; prepare for seasonal hiring process; bring forward cooperative agreements with the school districts for approval; improve reservation software; renew Time Warner Cable Agreement; bring forward revised recruitment & retention plan and incentive pay plan for approval; finalize Nutrition agreement with ADRC & set up meetings to discuss program relationship & responsibilities; continue to work on Long Range Planning Project for the Community Center.

Respectfully submitted by:

PAULA RAHN
Community Center Manager

FACILITY USAGE

	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
Paid Rentals	32	37	41	41	36	38	27	30	35			
Non-Paid Rentals	27	25	25	22	44	16	6	10	17			
Recreation Programs - (includes P&R, CC & NWTC)	131	134	132	161	120	142	143	140	125			
Total Room Use	190	196	198	224	200	196	176	180	177	0	0	0
Percentage Used (percents over 100 reflect rooms rented more than once on a given day)	123%	140%	128%	149%	129%	131%	114%	116%	118%	0%	0%	0%
Rental Revenue	\$3,101.64	\$3,573.77	\$3,820.63	\$4,030.53	\$3,680.54	\$3,679.32	\$2,568.48	\$2,924.18	\$2,986.84			
Program Revenue	\$10,636.56	\$24,420.58	\$22,597.69	\$32,194.02	\$25,415.64	\$19,655.02	\$19,355.58	\$18,641.37	\$12,874.68			
Contractual Revenue (includes County Rent)	\$292.00	\$304.00	\$292.00	\$304.00	\$292.00	\$232.00	\$208.00	\$208.00	\$208.00			
Equipment/Storage & Miscellaneous Revenue	\$163.56	\$89.09	\$82.24	\$127.66	\$116.49	\$76.24	\$167.99	\$120.24	\$146.49			
TOTAL REVENUE	\$14,193.76	\$28,387.44	\$26,792.56	\$36,656.21	\$29,504.67	\$23,642.58	\$22,300.05	\$21,893.79	\$16,216.01	\$0.00	\$0.00	\$0.00

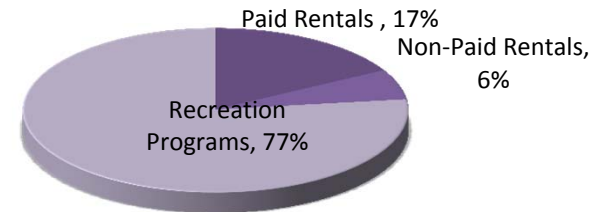
***September's Program Revenue includes \$627 from the WPRR Ticket Program Sales.**

2013 TOTAL REVENUE (to date) \$219,587.07

3rd Quarter 2013 - Individual Room Usage

<u>ROOM</u>	<u>Program Usage</u>	<u>Rental Usage</u>
Pine Room	115	15
Oak Room	17	38
Hickory Room	90	19
Spruce Room	104	26
Maple Room	23	27
Lounge	59	N/A
Total Usage	408	125

3rd Quarter 2013 Facility Usage



Paid Rentals	17%	4%
Non	6%	2%
	77%	28%
	100%	

City of De Pere, Wisconsin**Request For Board of Park Commissioners Action**

MEETING DATE: November 21, 2013

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Review and Approve Brown County Ice Management First Quarter Report

ATTACHMENTS:

- Brown County Ice Management Report 11-13 (PDF)

Brown County Ice Management Report First Quarter Report 2013

Submitted: Oct 31, 2013

We opened the ice center back up for business the week of July 4th. During the down time we have Rink Tec in to fix some of the issues with the edges of the floor. The ice would separate from the edges along the boards which created a hazard and also affected the way the puck played along the boards. Once we had the ice out we were able to locate the outer loop of the floor system. It has come loose from the anchors that held it at the surface. We then had them re anchor that loop to the rhibar which held it in place and now things look great. There was a cost to have that work done of \$3,000.00.

The north side garage door was replaced this summer; this is the area we figure the rodents are entering the building from. Once that door was replaced we have not seen or caught any rodents in the traps. The new floors in the lobby were refinished this summer, so they will start the season bright clean. The Upstairs room, we have now removed the carpeting, leveled the floors and painted them with epoxy paint. It has really brightened up that room, and made it more useful for some of the office ice activities that the Figure skating club and youth hockey are doing in that area. We still need to finish that area with new ceiling tiles. Youth Hockey is currently working on a new trophy case which will display the trophies in the lower lobby.

The Zamboni has received a lot of attention this summer. We reworked the hydraulic pump that operates off the engine, complete some other maintenance and replaced the augers.

The Bleachers have now been modified to pass current code, which they did not meet. Ron McCracken volunteered most of his summer to do that work. It looks great. There are new railings on all sides of the bleachers, and he also did some work to improve the support under them. This will still continue to be an issue until there is the money available to replace them completely.

The Roof over the lobby and locker rooms is being completed at this time.

During July, we also need to replace a sewer drain line that had shifted and broke, the line was draining straight into the ground most likely for a couple of years. It turned out to be a major excavation to get to the pipe. That has all been cleaned up and is draining well.

Deacon Hockey, Schedules have been set and practices have begun

St. Norbert JV Hockey, Schedules have been set and practices have begun

WIAA DePere HS Hockey

HS hockey begins Nov. 11th.

DePere Youth Hockey Association is hosting Try Hockey Free on Nov. 2. They have over 40 kids signed up to participate; we'll be providing free rental skates that day for those that need them.

Greater Green Bay Figure Skating Club, has their second session of skating lessons beginning this week, they are also working on some intro programs to get their figure skating numbers up.

Customer Contact

De Pere Youth Hockey has scheduled 2 tournaments at the Arena for next season January 18 and 19, 2014 and February 8 and 9, 2014. We now have a regular schedule of Open skating on Saturday's times vary and we do skip some dates depending on availability of ice time.

As always please feel free to contact me if you have any questions or comments to share. We have enjoyed working with the City, the youth groups and the adult groups at De Pere Ice Arena.

Thank you for allowing us to be a part of the De Pere Community.

**De Pere Ice Arena
Profit & Loss
June through September 2013**

	<u>Jun - Sep 13</u>
Ordinary Income/Expense	
Income	
4004 - Figure Skating	1,480.00
4007a - Non Contracted Ice	382.00
4009 - Ice Rental-Summer	2,110.00
4013 - Open Skate/Open Hockey	170.60
4016 - Vending	414.21
Total Income	<u>4,556.81</u>
Expense	
5000 - Building Expense	
5000a - Repairs and Maintenance	13,500.19
5005 - Zamboni	619.74
Total 5000 - Building Expense	<u>14,119.93</u>
5001 - Insurance Expense	4,800.00
5300 - Office Expense	
5300a - Bank Service Charges	41.15
5300d - Office Supplies	200.00
5300f - Telephone Expense	689.16
Total 5300 - Office Expense	<u>930.31</u>
5400 - Payroll	
5400a - FICA Employer	1,178.53
5400c - Medicare Expense	272.84
5400d - Regular Earnings	7,148.12
5400e - Salaries	11,864.70
5400g - Payroll Processing Fees	225.00
Total 5400 - Payroll	<u>20,689.19</u>
5600 - Utilities	25,355.23
6000 - Depreciation Expense	2,100.00
Total Expense	<u>67,994.66</u>
Net Ordinary Income	<u>-63,437.85</u>
Net Income	<u><u>-63,437.85</u></u>

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: November 21, 2013

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Approval to accept \$500 donation from De Pere Christian Outreach to Recreation Scholarship Fund

This memo is to seek the Board of Park Commissioner's approval for the De Pere Community Center to accept a \$500 check donation from the De Pere Christian Outreach Corporation to the Recreation Scholarship Program. To date, this program has awarded 81 scholarships to youth/families in our community for participation in city sponsored recreation programs, co-sponsored sports programs or pool passes for families to enjoy!

Current balance in our account is \$17,925.40.

Thank you for your time and consideration.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: November 21, 2013

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Approval for Revisions to Recruitment & Retention Plan for Seasonal Employees

Staff is proposing and seeking approval to minor revisions to the Recruitment & Retention Plan for Seasonal Employees. The revisions are highlighted in the attached document. The first change recommended is to clarify an employee should work one full year before earning a free class.

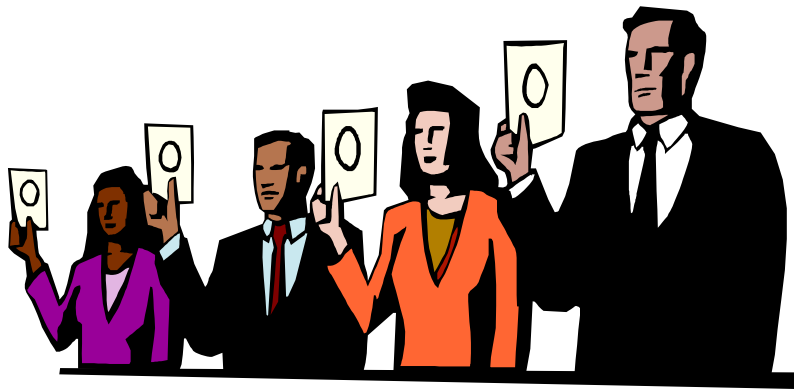
The second revision refers to incentive pay for select classes and is based upon the number of participants registered. This has been approved by Park Board in the past but we would like to add it as part of our Recruitment & Retention Plan for seasonal employees.

Thank you for your time and consideration.

ATTACHMENTS:

- Recruitment and Retention Plan - Revised2 (DOC)

Recruitment and Retention Plan for Seasonal Employees



De Pere Park, Recreation and Forestry Department
8/2013

This plan is to be used by the De Pere Park, Recreation and Forestry Department as a tool to obtain and keep quality seasonal employees. The plan is directed and applicable to only seasonal employees with the Parks, Recreation and Forestry Department. Any portion of the plan related to dollars will not be eligible until the budget is approved and adopted in 2008. Any item not related to dollars will be eligible to start immediately.

RECRUITMENT

The following items will be pursued in developing a comprehensive recruitment plan in attracting quality candidates to the various positions the Park, Recreation and Forestry Department has available. The intent of a recruitment plan is to have a consistent flow of qualified applicants in to the city.

1. The department should work as a team in finding seasonal staff for all programs, events or other areas. All department employees should be aware of other staffing needs within the department and then forward potential candidates or leads to the appropriate staff member.
2. Work cooperatively with the City's HR Department to advertise for open positions well in advance to the need of the position(s).
3. Utilize various marketing tools in advertising positions.
 - place ads in local newspapers
 - advertise positions on city's website
 - advertise positions on Cable Access Channel 4
 - advertise positions in department brochures/city newsletters/DBA newsletter, etc.
 - develop flyers/posters and send available position information to career services departments of schools, technical colleges, universities, city buildings, senior housing units, churches, daycares, etc.
 - Announcements at schools, etc.
4. Create an e-mail newsletter/alert to area resources (schools, colleges, churches, etc.) about new positions available within the department. Include any local contacts on the newsletter/alert system.
5. Update the employment page of the department website to include benefits of employment, complete listing of all possible positions including volunteer positions offered, and highlighting high-need positions.
6. Establish key contacts at the schools, colleges, other recreation departments, YMCA's, private businesses, etc. to work with or contract with instructors (i.e. coaches/owners/managers of pom & dance teams, sports teams, computer resource, art, theatre & music clubs, etc.).
7. Make college & local high school visits at strategic times to coincide with major recruitment efforts (i.e. station a table at UWGB, St. Norbert College, NWTC, or local high schools in hallway promoting seasonal positions or attend job fairs).
8. While interviewing, ask for ability to teach and availability for any other classes as well as any friends interested.

RETENTION

It is felt that after much time and energy is spent into finding the right person for a job, we should make every effort to retain that employee for as long as possible. We feel this would be best accomplished by offering various incentives to our employees.

1. Seasonal employees are given free admission to one program per season (Fall, Winter/Spring, and Summer), as long as employee is currently employed by the City and has worked for at least one year. League fees, season passes, or daily passes are not included. Paying program participants have first priority and free admission does not count toward program minimums (restrictions apply).
2. Receive Park & Recreation Department staff t-shirts.
3. Visit programs on a regular basis and provide positive and constructive feedback.
4. Create a four-step seasonal pay table that is approved on a yearly basis by the City Finance Committee.
 - All first year employees are started at the first step.
 - Step up in pay is not automatically granted. A supervisor must consider the seasonal employees work knowledge, professionalism, certification and other work related factors to warrant a step up in pay.
 - Seasonal employees are not eligible for a step up in pay, until they reach their one year anniversary date of hire.
 - Only one step up in pay is permitted.
5. Offer flexible schedules to work around.
6. Offer “milestone” return bonuses for consecutive years of employment or service to seasonal employees. (5 years - \$50, 10 years - \$100, 15 years - \$150, 20 years - \$200, and 25+ years - \$250). Return bonuses are given out on a yearly basis, not given out per position, and will start with the employees first eligible year. This reward will not be retroactive to past years of employment. (i.e. If a person is in her ninth year of employment she will not receive the five year reward, however will receive her 10 year reward if she continues employment for one more year.)
7. Instructor-type positions may be paid for preparation and lesson planning time as well as have the opportunity to earn incentive pay based upon number of participants registered. Additionally, the department shall pay all instructors/staff 15 minutes before and 15 minutes after each program, when applicable.
8. Allow potential instructors or substitute instructors attend and participate in current classes. This will help creating a strong and deep substitute list, while ensuring the continuity of the program.
9. All seasonal employees that are in good standing with the department shall be invited to an annual employee appreciation party hosted by department staff.
10. Staff should strategically use small gestures or rewards to build staff moral. (i.e. birthday cards, donuts, freezies on a hot day, etc...).
11. Ask seasonal staff to complete a questionnaire focused on finding out beneficial background information.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: November 21, 2013

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Request from Keith Summers to split payment for Community Center Rental.

We have received a request from Keith Summers to be allowed the ability to pay the rental fee for the Community Center into two installments. Mr. Summers is hosting a Ham Radio workshop at the Community Center.

We currently do not allow payment for renting the facility in installments. In doing so, we would have a high level of administration that would be needed, as well as potential for losing out on rentals/revenue.

Staff Recommendation: We do not recommend allowing this request, and do recommend that we follow current Community Center rental policies that require full payment.

ATTACHMENTS:

- 20131112150757127 (PDF)

Marty Kosobucki
Director of Parks, Recreation & Forestry
C/o De Pere Community Center
925 South Sixth Street
De Pere, WI 54115-1199

RE: Request to split Room Rental fee into installments for Ham Radio Group

Marty,

Thank you for taking the time to meet with me. Per our conversation, our event will be of a paid per guest arrangement. Therefore, we won't have an accurate head count and sufficient fees collected to pay the entire room rental fee up-front.

We formally request that the fee be split into two equal installments (not including the security deposit). One to be paid at time of contract execution and the final payment will be made by a date agreed upon by both parties.

Per our discussion, the security deposit will be due 1-2 weeks prior to the reservation date.

Please feel free to share this written request with others parties as appropriate.

Please do not hesitate to contact me with any questions you may have at 920-619-3394 or ks9wi@new.rr.com.

Thank you for your consideration.

Keith Summers