



Board of Park Commissioners

Regular Meeting

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

Agenda

Thursday, October 20, 2022

6:30 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Board of Park Commissioners** of the City of De Pere will be held on **October 20, 2022 at 6:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET, DE PERE.**

The public may attend the meeting either in person in the Council Chambers or electronically/telephonically. Electronic or telephonic access to the meeting is provided below:

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

OR

You can also dial in using your phone.

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

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

Access Code: 154-883-285

This meeting may also be rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at <http://deperewi.iqm2.com/>.

I. Call to Order

1. Roll Call

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

III. Items

1. Consideration and Possible Action to Approve the Minutes from the September 15, 2022 Board of Park Commissioners Meeting.
2. Consideration & Possible Action to Donate One Family Pool Membership for 2023 Snowman Photo Contest Grand Prize
3. Consideration and Possible Action to Accept a Donation from De Pere Baseball for Diamond Improvements.*
4. Consideration and Possible Action on Park Rental Agreement for "Rock the Dock".
5. Consideration and Possible Action on the Selection of Colors for the Kelly Danen Playground.
6. Consideration and Possible Action to Approve Nelson Family Pavilion Conceptual Design and Estimate.
7. Consideration & Possible Action to Approve Contractual Agreement with Inner Dimensions Wellness, LLC*
8. Consideration and Possible Action on Applying to America in Bloom/Canadian National Railroad EcoConnexions From the Ground Up Grant.

9. Consideration and Possible Action on Request from Brown County Land and Conservation Department for Staff.*
10. Consideration and Possible Action to Approve the First Quarter Financial Statements for the De Pere Ice Arena.
11. Consideration and Possible Action to the Holiday Light Show Itinerary and Tree Sponsorship Plan for 2022.
12. Consideration and Possible Action on the Beer Garden Sponsorship Plan.
13. Future Agenda Items

IV. Adjournment

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

Board Members
Alderpersons
Mayor James Boyd
Larry Delo, City Administrator
Kristen Johnson, City Attorney
Marty Kosobucki
Carey Danen, City Clerk
City Hall 1st and 2nd Floor
De Pere Girls Softball
Connor Goodman, Teen Advisor
Madison DeCleene, Teen Advisor
McMahon Associates
Bobbie Jackson, Inner Dimensions
Wellness

De Pere Youth Hockey
De Pere Select Soccer
De Pere Area Chamber of Commerce
Definitely De Pere
Brown County Library – De Pere
TV & Radio Stations
De Pere Rapides Youth Soccer
De Pere Baseball
Christopher Thompson, De Pere School Dist.
Dennis Krueger, WDP School District
First Congregational Church
Don Chilson, Brown County Ice Mgmt.
Dawn Paradiso-Hansen, Compassionate
Home Health Care

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



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: October 20, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Grace Lahtela

SUBJECT: Consideration and Possible Action to Approve the Minutes from the September 15, 2022 Board of Park Commissioners Meeting.

ATTACHMENTS:

- Draft Minutes 9-15-22 (PDF)



Board of Park Commissioners

Regular Meeting

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

Draft Minutes

Thursday, September 15, 2022

6:30 PM

Council Chambers and Virtual

I. Call to Order

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

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

Others in attendance:

Marty Kosobucki, Director of Parks, Recreation, and Forestry; Don Melichar, Park Superintendent and City Forester; Paula Rahn, Recreation Superintendent; Michael McMahon from McMahon Associates, and Grace Lahtela, Administrative Assistant.

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

None

III. Action Items

1. Consideration and Possible Action to Approve the Minutes from the August 18, 2022 Board of Park Commissioners Meeting.

Aldersperson Raasch moved to approve the minutes from the August 18, 2022 Board of Park Commissioners meeting, seconded by Melissa Thiel-Collar. Upon vote, the motion passed unanimously.

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

2. Consideration and Possible Action on Approval of Playground Proposal for Kelly Danen Park.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that staff was in contact with the church and their top choice was the Minnesota Wisconsin Playground, with the Northland playground as their second choice. Marty also commented that Burke is very good to work with and have been the manufacturer of the last two playgrounds installed. We did encounter a few headaches with the installers of the Northland

Equipment, and it has been 7-8 years since we have installed equipment from Minnesota Wisconsin, but the install went well.

Discussion followed.

James Kneiszel questioned if there is a design that provides the best protection from foul balls. Marty Kosobucki commented that all four designs offer some type of obstruction for foul balls as requested.

James Kneiszel questioned the location of the playground and the proximity to the street. Marty Kosobucki explained that this playground is designed for children 5-12 years of age. At this age, I hope that the parents would watch their children when playing on the playground. If it is an issue down the road, there is enough space between the playground and the street where a decorative fence could be installed.

Melissa Thiel Collar explained that currently there is nothing for the little kids to do. They are running everywhere. The playground will be a huge improvement having them all in one spot while their older siblings are playing ball.

Melissa Thiel Collar questioned the durability of the Little Tykes equipment. Marty Kosobucki explained that there have been some problems with some of the equipment, but it has been more of a design issue and not a durability problem.

Alderperson Defnet Ledvina commented that her first impression was that the two from Lee Recreation were really different, but the other two offer more inclusive play for different age ranges.

Alderperson Raasch stated that they all look nice but questioned if all were ADA assessable. Marty Kosobucki stated that the Minnesota Wisconsin design does have a transfer station, but all four do meet ADA requirements

Alderperson Raasch moved to approve the playground proposal from Minnesota Wisconsin for Kelly Danen Park, seconded by James Kneiszel. Upon vote, the motion passed unanimously.

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

3. Consideration and Possible Action on Conceptual Design Revisions to the Nelson Family Pavilion.

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that Michael McMahon from McMahon Associates is here to discuss the conceptual design revisions and displayed the revisions for everyone to see. Marty explained that a decision needs to be made regarding the design of the building. With these additional changes, the estimated cost of construction probably increased by \$50,000.

A detailed discussion of the conceptual design for the Nelson Family Pavilion followed. James Kneiszel stated that he thought this new conceptual design looked great. The changes provide a modern approach and are well worth the money.

Ryan Jennings agreed that this most recent design is the best use of space. Ryan feels that should be room for an additional vending machine outside of the building and for there to be a water spicket by the water fountains for dogs.

Alderperson Defnet Ledvina questioned if the increase in funds was due to additional square footage of the building. Michael McMahon from McMahon Associates stated that the estimated additional funds are for the extra walls and doors for the new design.

Marty Kosobucki explained that the estimate for construction of the original design came

in at \$1 million, now it is estimated to be around \$1.5 million. Michael McMahon stated that this increase is not due to design changes only, but a change in market conditions as well. Marty Kosobucki stated that currently we have around \$800,000 in funds raised. Alderperson Raasch stated that we must take into consideration that this project started as replacing a restroom building. Marty Kosobucki explained that the city originally allocated \$180,000 in funds to replace the restroom building. At the time, Casey Nelson was an Alderperson and brought up the idea of updating the restroom building to a multi-purpose building with restrooms.

Alderperson Raasch stated that originally the building was expected to come in around \$800,000 and now it is up to \$1.5 million. He likes the design but is uncomfortable with the additional \$60,000 increase. There is an obligation for the city to put up a nice building, but we must be aware of the costs. There is not an unlimited supply of money in the budget and doesn't know if all these bells and whistles can be obtained.

Alderperson Chandik Kunding questioned if the donors are being shown the different variations of the building when fundraising. She stated that we wouldn't have to build until we reach a certain dollar mark and if that date comes, then decide at that time. She also commented on getting access to two restrooms from the interior of the building.

Marty Kosobucki stated that if you look at how many people will fit into the interior room, one bathroom is probably sufficient.

Melissa Thiel Collar stated that the bathrooms at Voyageur are not in good condition and putting up a new restroom building with a multi-purpose room does not constitute all kinds of bells and whistles. Melissa feels that the Park Board owes it to the taxpayers to put up a building like this.

James Kneiszel commented that he is confident of the benefactors within the city and feels the additional \$50,000 - \$60,000 is well worth it. Marty Kosobucki agreed that the investment into the facility is worth it and that the restrooms of the future are going in this direction. However, we have a fundraising committee that is working hard to get donations and we cannot continue to ask them to raise additional funds. A final design needs to be approved so we can move forward.

Alderperson Defnet Ledvina commented that she is afraid that if we start to build the facility without the funds that the donation goal will not be achieved.

Alderperson Raasch stated that he appreciates the effort that is going into the fundraising and supports the facility, but he feels that a design needs to be chosen so we can move forward with it.

Alderperson Chandik Kunding questioned if fundraising is an issue, if it would be possible to eliminate the two end stalls and make the mechanical area smaller. Michael McMahon from McMahon Associates stated that this is something that could be looked at for cost purposes.

Ryan Jennings commented that he is happy with the design now. He feels it is much better than the original design and this we should move forward with it. We should try to get as many bathrooms in as possible. The only changes that he would make is moving the walls around for additional vending and install a spicket to provide water for dogs below the bubblers.

Teen Advisor, Conner Goodman, stated he really likes the design and that a cost estimate for the design should be prepared. If costs need to cut, then he would suggest cutting the size of the indoor space.

Alderperson Raasch commented that he likes Alderperson Chandik Kunding's idea of cutting off the two restrooms and questioned if we really do need nine individual restrooms. Marty Kosobucki stated that with the current park environment we would be fine with eliminating the two restrooms, but what is planned for the facility, these

restrooms will be needed. If the current design is approved, we could look at eliminating those two end restrooms as an option if necessary.

Randy Soquet moved to approve the proposed conceptual design for the Nelson Family Pavilion, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

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

4. Discussion and Review of 2023 Proposed Budget for Parks, Recreation and Forestry

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that he prepared a cover page that shows a summary of the budget. At first glance, the percentage increase looks extreme, but it is mostly due to wages. If the increased wages were eliminated, it would not be horrible. Marty stated that since this draft budget was prepared, he has already met with the mayor and administrator and several capital projects have already been cut. However, if something is important to the Park Board, he will advocate for putting the project back into the budget.

Alderperson Raasch stated that there was close to a million dollars in capital projects for Public Works that were not done in 2022 and were pushed into the 2023 budget. The large project cost increases were not expected so projects needed to be delayed.

Randy Soquet moved to approve the 2022 budget as presented, seconded by Ryan Jennings.

Alderperson Raasch stated that it is not an action item, it is just for review and discussion. Randy Soquet withdrew his original motion.

RESULT:	NO ACTION
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5. Consideration and Possible Action to Accept \$250 Donation from Pink Flamingos to the Recreation Scholarship Fund.*

Alderperson Chandik Kunding moved to accept a \$250 donation from the Pink Flamingos to the Recreation Scholarship Fund, seconded by Alderperson Defnet Ledvina. Upon vote, the motion passed unanimously.

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

6. Consideration and Possible Action to Accept a \$300 Donation from Pink Flamingos toward a Chalk Liner for Legion Park Ball Diamond.*

Alderperson Raasch moved to accept a \$300 donation from the Pink Flamingos to go toward a chalk liner for the Legion Park ball diamond, seconded by Alderperson Defnet Ledvina. Upon vote, the motion passed unanimously.

Melissa Thiel Collar thanked the Pink Flamingos for their donations.

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

7. Consideration and Possible Action to Accept an \$800 Donation from WI United FC for Grass Seed and Services to Oversee the Soccer Fields at Southwest Park.*

Alderperson Raasch moved to accept a donation from WI United FC for grass seed and services to oversee the soccer fields at Southwest Park, valued at \$800, seconded by Melissa Thiel Collar. Upon vote, the above motion passed unanimously.

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

8. Consideration and Possible Action to Accept Donation from WI United FC of Two Premier Goals Valued at \$15,000 for Field 1 at Southwest Park.*

Alderperson Raasch moved to accept a donation from WI United FC of two premier goals for field #1 at Southwest Park valued at \$15,000, seconded by Randy Soquet. Discussion followed.

Alderperson Raasch explained that these goals were the premier goals that were used at the first soccer game played at Lambeau Field and requested that a plaque be added to the goals sharing the significance of them.

Upon vote, the above motion passed unanimously.

Ryan Jennings thanked WI United FC for the donations.

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

IV. Staff Updates

1. Staff Update on Beer Garden

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that three events were held this year. The first one rained and didn't turn out very great. Overall, the events were a success, but the revenue was not what it was in the past. One thing that did occur for budget purposes was the funding from the beer garden was originally allocated to replacing the Legion playground. The mayor is still recommending the playground to be replaced; however he wants to revisit where the beer garden revenues are being allocated to.

RESULT:	DISCUSSED
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V. Future Agenda Items

None

VI. Adjournment

Aldersperson Defnet Ledvina moved to adjourn the meeting at 7:55 pm, seconded by James Kneiszel. Upon vote, the motion passed unanimously.

Respectfully submitted,
Grace Lahtela



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: October 20, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Consideration & Possible Action to Donate One Family Pool Membership for 2023 Snowman Photo Contest Grand Prize

ATTACHMENTS:

- Family Pool Pass Request - Park Board 2023 (DOCX)

CITY OF DE PERE MEMO



To: Board of Park Commissioners

From: Mandi Baker

Date: September 8, 2022

RE: Approve Request to Donate 1 Family Pool Membership for the 2023 Snowman Photo Contest Grand Prize

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

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

Thank you for your time and consideration.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: October 20, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to Accept a Donation from De Pere Baseball for Diamond Improvements.*

ATTACHMENTS:

- Memo.De Pere Baseball donation (DOCX)
- Southwest park pdf_ (PDF)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Date: October 20, 2022

RE: Diamond Improvements at Southwest Park

De Pere Baseball would like to invest into improvements at Gandrud Field in Southwest Park. The work will cost \$10,968 and will be beneficial for the long-term health of the complex.

Staff recommends accepting the generous donation and thanks De Pere Baseball for their generosity and care in keeping the fields at top level condition.

HUTCHINSON PROPERTY SERVICES

Quote
920-493-8080
Chris Hutchinson

2195 County Rd S.
Sturgeon bay, Wi
54235

September 20, 2022

Southwest park

Jon Susek

Project:
1 field renovation
1 option

Scope of work: baseball field

1. Verify location of home plate, pitching rubber, and anchors turn new angle if needed.
2. Perform minor lip removal to back infield arc. Sod cut and clean up existing grass edge interior.
3. Till and regrade existing material to remove weeds. Achieve proper sub grade
4. Install, laser grade, and compact (approx. 44 tons) of infield mix Quickpitch red to field.
5. Reset new base anchors to corrected height after installing new infield mix. Additional anchors other than one set is additional.
6. Supply and install new home plate and pitching rubber. Adding bag clay to mound and home plate areas. Clay bricks option not included. Additional anchors for mound is extra.

Total Quote to perform the above scope of work: \$7,480.00

Option add material to warning track approx. 44 tons add \$3,488.00

Sincerely yours,

Chris Hutchinson

Hutchinson Property Services

Email - chris@hutchinsonpropertyservice.com

Cell - 920-493-8080



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: October 20, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action on Park Rental Agreement for "Rock the Dock".

ATTACHMENTS:

- Memo.Rock the Dock (DOCX)
- Voyageur Park Map.Rock the Dock (JPG)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Date: October 20, 2022

RE: Park Rental Request

The organizer (Dawn Paradiso-Hansen) for the special event known as “Rock the Dock”, is requesting to rent Voyageur Park on August 19, 2023 for a full day to host the music festival that aims at raising money for charity. Departmental Policy requires events projected with an attendance over 1,000 people, to have prior authorization from the Park Board. We have been informed that as many as 30,000 people have attended this event.

Summary:

Rock the Dock has been a one-day music festival held in downtown Green Bay. The organizers have reached out to us to ask about Voyageur Park hosting the event. Several City Staff have met with the organizers of the event, to cover details of the event and ensure we can handle the event. Unless new information comes to light, most City staff have indicated the City would be able to host the event.

Event Details:

Date: Saturday, August 19th, 2023

Time: Park Rental would be from 7am till closing.

Event activities:

- Three different music stages
- Food Trucks
- Engineering/Innovation stations
- Festival Food Cart rides

Notes:

- The entire park would be utilized for the event.
- The event features a unique laser light show performed by drones.

Included in your packet is a proposed design of activities/amenities hosted throughout the park.

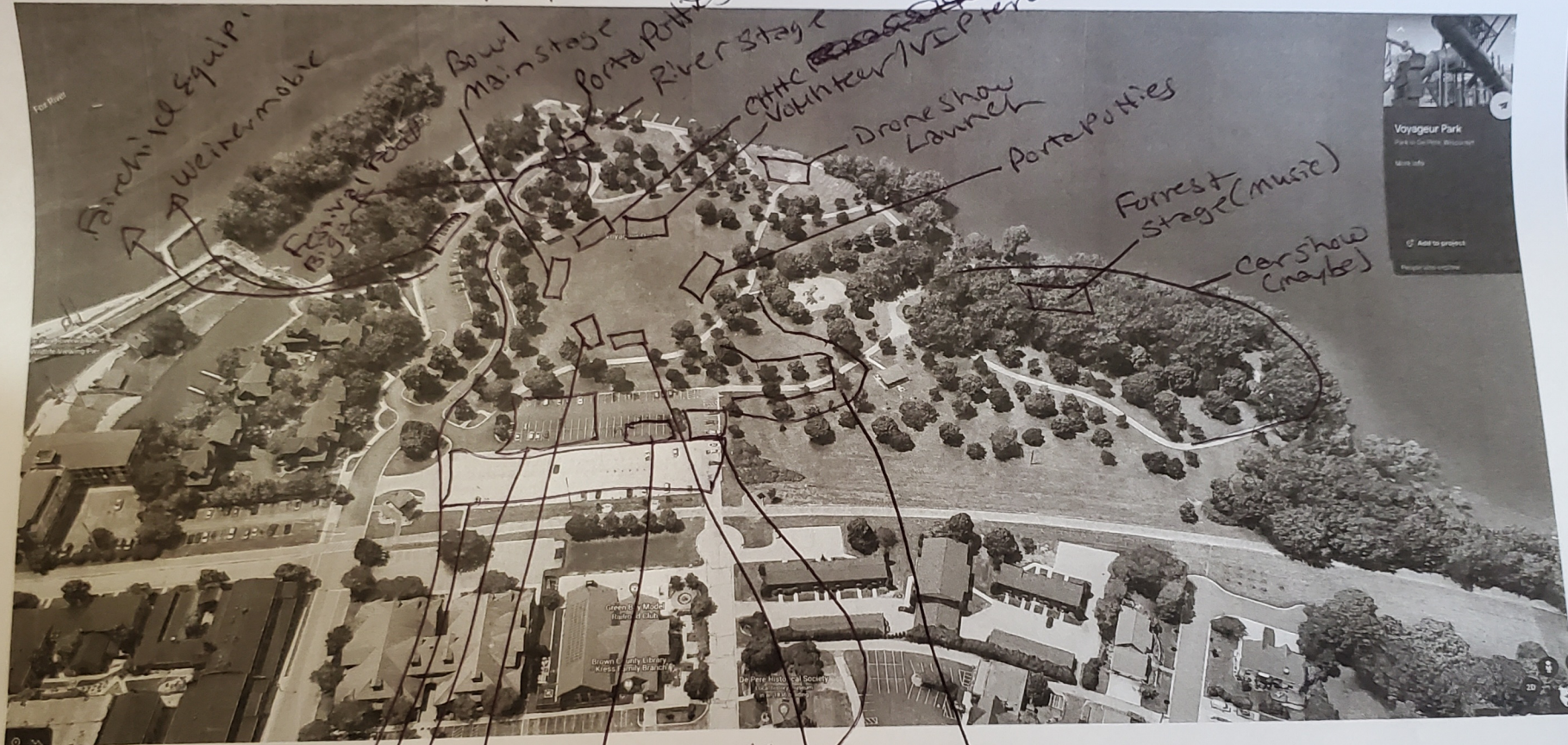
Staff Recommendation:

While more work needs to be done with the event organizers, we have not seen any issues with the proposed event being hosted at Voyageur Park. We would recommend approval of the rental request from Rock the Dock to use Voyageur Park on August 19th, 2023.

#Rock the Dock Map (tentative) map

image.png

3.4.b





City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: October 20, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action on the Selection of Colors for the Kelly Danen Playground.

ATTACHMENTS:

- Color Schemes for Kelly Danen Playground (PDF)

NATURAL PALETTES



ARCTIC

Uprights White	Metal Champagne	HDPE Sky Blue
Roto Plastic Periwinkle	Decks Gray	



BAYOU

Uprights Spring Green	Metal Bronze	HDPE Green
Roto Plastic Champagne	Decks Brown	



SPRING BLOOM

Uprights Champagne	Metal Spring Green	HDPE Sky Blue
Roto Plastic Sky Blue	Decks Brown	



JUNGLE

Uprights Brown	Metal Spring Green	HDPE Orange
Roto Plastic Light Green	Decks Brown	



MALIBU

Uprights Bronze	Metal Beige	HDPE Spring Green
Roto Plastic Spring Green	Decks Brown	



SANTA ELANA

Uprights Bronze	Metal Butterscotch	HDPE Dolphin Gray
Roto Plastic Light Green	Decks Brown	

CONTEMPORARY PALETTES



AVALON

Uprights

Bronze

Metal

White

HDPE

Dolphin Gray

Roto Plastic

Periwinkle

Decks

Gray



DEEP SPACE

Uprights

Starlight Black

Metal

Yellow

HDPE

Red

Roto Plastic

Sky Blue

Decks

Blue



EMERALD

Uprights

Metallic

Metal

White

HDPE

Yellow

Roto Plastic

Spring Green

Decks

Blue



PASSION FRUIT

Uprights

Orange

Metal

Spring Green

HDPE

Sky Blue

Roto Plastic

Yellow

Decks

Brown



WHIMSY

Uprights

White

Metal

Blue

HDPE

Orange

Roto Plastic

Periwinkle

Decks

Gray



HONEYSUCKLE

Uprights

Spring Green

Metal

Champagne

HDPE

Blue

Roto Plastic

Periwinkle

Decks

Gray

PRIMARY PALETTES



ALLEGIANCE

Uprights

Sky Blue

Metal

White

HDPE

Red

Roto Plastic

Dark Blue

Decks

Gray



GUM DROP

Uprights

Burgundy

Metal

Butterscotch

HDPE

Blue

Roto Plastic

Blue

Decks

Blue



JOVIAL

Uprights

Burgundy

Metal

Butterscotch

HDPE

Dolphin Gray

Roto Plastic

Spring Green

Decks

Blue



PATRIOT

Uprights

Burgundy

Metal

White

HDPE

Blue

Roto Plastic

Champagne

Decks

Blue



SHINE

Uprights

Sky Blue

Metal

Spring Green

HDPE

Orange

Roto Plastic

Orange

Decks

Gray



SUNRISE

Uprights

Orange

Metal

White

HDPE

Dolphin Gray

Roto Plastic

Poyal Purple

Decks

Gray



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: October 20, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to Approve Nelson Family Pavilion Conceptual Design and Estimate.

ATTACHMENTS:

- 2022-10-12 De Pere - Pavilion Opinion of Probable Cost -Revised (PDF)
- 2022-10-12 De Pere - Pavilion - Concept Floor Plan (PDF)

Opinion of Probable Cost

CLIENT City of DePere

DATE 10/12/2022

PROJECT NAME NELSON FAMILY PAVILION

McM PROJECT NO. D0005 06-22-00146

ITEM No.	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE (Labor & Matl.)	ESTIMATED AMOUNT
1	Site - Concrete	6,300	SF	\$9.00	\$56,700.00
2	Site - Fill and Grading	900	SY	\$30.00	\$27,000.00
3	Site - Sanitary and Water	280	LF	\$70.00	\$19,600.00
4	Concrete - Building Including Excavation	2040	SF	\$27.00	\$55,080.00
5	Masonry	2040	SF	\$60.00	\$122,400.00
6	Carpentry (Exposed Wood Beams and Trusses)	1200	SF	\$54.00	\$64,800.00
7	Thermal - Moisture - Roof	3240	SF	\$25.00	\$81,000.00
8	Miscellaneous Metals	1	EA	\$14,000.00	\$14,000.00
9	Finishes (Interior Paint)	2040	SF	\$10.00	\$20,400.00
10	Specialties	1248	SF	\$10.00	\$12,480.00
11	Mechanical (In-Floor Heating)	2040	SF	\$28.00	\$57,120.00
12	Electrical	2040	SF	\$25.00	\$51,000.00
13	Electrical Site/Open Pavilion	2000	SF	\$15.00	\$30,000.00
14	Plumbing	2040	SF	\$15.00	\$30,600.00
15	Finishes (Exterior Paint/Stain)	1200	SF	\$10.00	\$12,000.00
16	Gyp. Board Ceilings and Upper Walls	2040	SF	\$7.50	\$15,300.00
17	Casework	2040	SF	\$5.00	\$10,200.00
18	Demolition of Existing Building and Site Restoration	1	EA	\$10,000.00	\$10,000.00
19	Miscellaneous Site Prep and Demolition	1	EA	\$4,000.00	\$4,000.00
20	Provide Accessible Parking Stall	1	EA	\$5,000.00	\$5,000.00
21	Glass Garage Doors (Insulated Glass)	5	EA	\$11,000.00	\$55,000.00
22	Hollow Metal Doors and Hardware	13	EA	\$2,500.00	\$32,500.00
23	Storefront Windows and Clearstory's	89	SF	\$150.00	\$13,350.00
24	Retaining Walls	600	sf	\$120.00	\$72,000.00
25	Decorative Railings	150	LF	\$220.00	\$33,000.00
26	SOD and seeding	3000	SF	\$1.50	\$4,500.00
27	Landscaping Allowance	1	EA	\$5,000.00	\$5,000.00
28	Exterior Metal Clad Walls	1500	SF	\$25.00	\$37,500.00
29	Epoxy Flooring	1150	SF	\$18.00	\$20,700.00
30	Sub Total				\$972,230.00
31	Furnishings (fixed tables and chairs and pub tables)				\$27,000.00
32	Overhead and Profit (15%)				\$145,834.50
33	General Conditions (12%)				\$116,667.60
34	Project Contingency (15%)				\$189,259.82
35					\$0.00
32					\$0.00

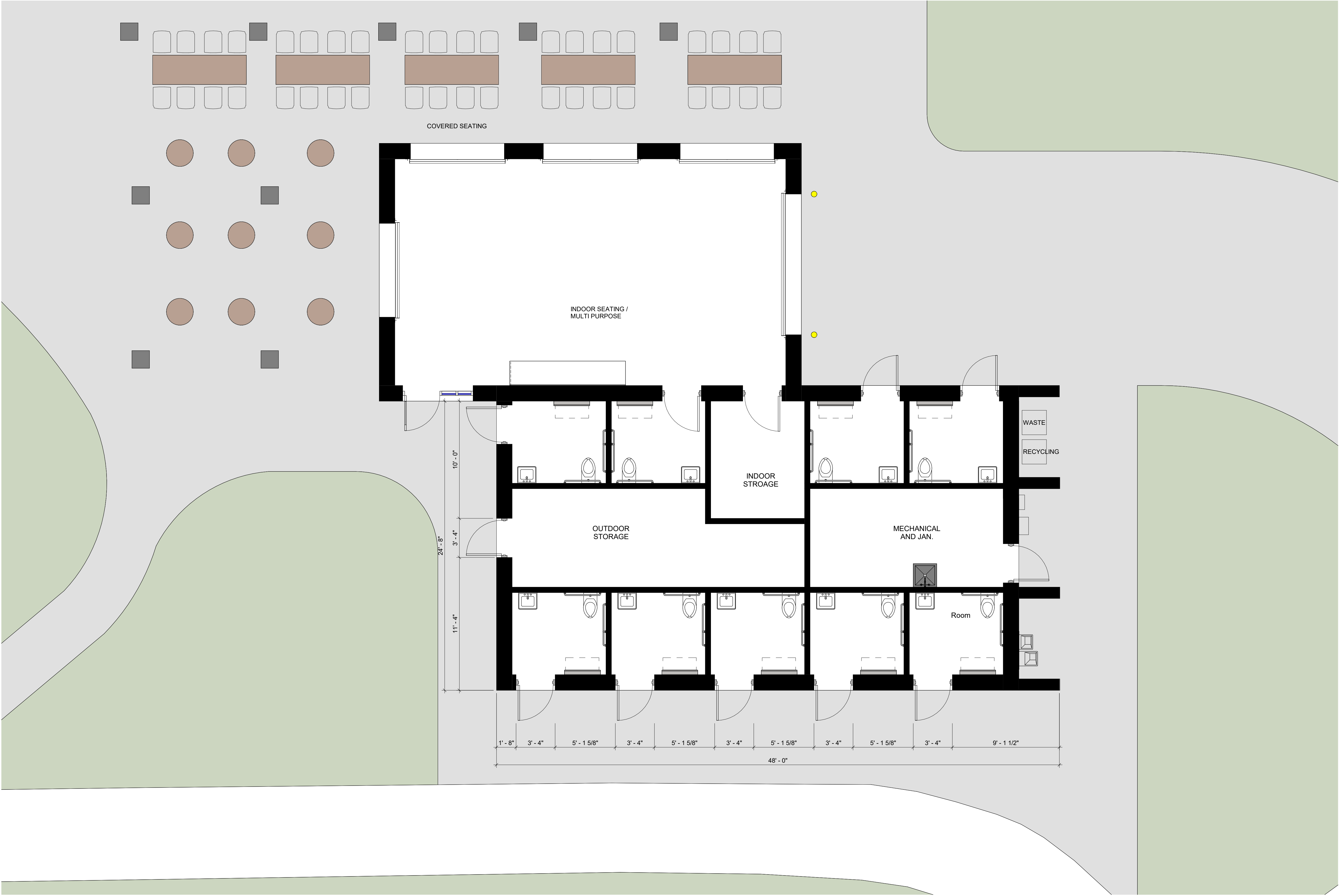
TOTAL

\$1,450,991.92

Disclaimer: The attached Opinion Of Probable Cost was prepared for use by the Owner in planning for future costs of the project. In providing Opinions Of Probable Cost, the Owner understands that the Design Professional has no control over costs or the price of labor, equipment or materials, or over Construction Professionals' method of pricing, and that the Opinions Of Probable Cost provided herewith are made on the basis of the Design Professional's qualifications and experience. It is not intended to reflect actual costs, and is subject to change with the normal rise and fall of the local area's economy. This Opinion must be revised after every change made to the project or after every 30-day lapse in time from the original submittal by the Design Professional.

McMAHON

Street Address: 1445 McMAHON DRIVE / Mailing: P.O. BOX 1025 - NEENAH, WI 54956 / 54957-1025 PH. 920.751.4200 / FX. 920.751.4284



FIRST FLOOR PLAN

1/4" = 1'-0"



PRELIMINARY NOT FOR CONSTRUCTION

PROPOSED NEW FACILITY
CITY OF DE PERE DE PERE WISCONSIN
FIRST FLOOR PLAN

DESIGNED MJM	DRAWN AAT
PROJECT NO. D0005 06-22-00146	
DATE OCTOBER 12, 2022	
SHEET NO. A211	

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McMAHON
ENGINEERS ARCHITECTS
McMAHON ASSOCIATES, INC.
1445 McMAHON DRIVE WENOMAH, WI 54986
Main: (920) 751-4200 Fax: (920) 751-4284
www.mcngrp.com



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: October 20, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Consideration & Possible Action to Approve Contractual Agreement with Inner Dimensions Wellness, LLC*

Please see the attached memo and independent contractor agreement with Inner Dimensions Wellness, LLC drafted by our legal department for your review and consideration.

ATTACHMENTS:

- Inner Dimensions Wellness Agreement 10.22 (DOCX)
- Inner Dimensions Wellness LLC - Independent Contractor Agreement (10-22-22) (DOCX)

CITY OF DE PERE

Community Center | Recreation Department

600 Grant St., De Pere, WI | 920-339-4097 | www.deperewi.gov/communitycenter



To: Board of Park Commissioners

From: Paula Rahn, Recreation Superintendent

Date: October 13, 2022

Re: Consideration of Contractual Agreement with Inner Dimensions Wellness, LLC

Staff is requesting the Board of Park Commissioner's review and possible action to approve the independent contractual agreement with Inner Dimensions Wellness, LLC. Bobbie Jackson is owner of Inner Dimensions Wellness, LLC and is a certified Meditation Teacher, Fitness Trainer, and Reiki Master. She currently works with the Villages of Howard and Suamico teaching meditative sessions, along with Bellin Health and many other businesses in the Green Bay area.

Wellness is a state of complete physical, mental, and social well-being, and not merely the absence of disease or infirmity. As part of the department's mission, we strive to improve the quality of life for individuals. One way to improve personal wellness and help balance these important areas of our lives is through meditation, which has been growing in popularity.

Staff has met with and is excited to offer the following programs with Bobbie Jackson of Inner Dimensions Wellness:

- Two Holiday De-Stress Meditation Sessions in early December
- Monthly Guided Monthly Meditation Sessions focusing on different areas of wellness
- Meditative Fusion classes, which incorporates yoga with meditation
- Cardio Gold classes, which focuses on active fitness

The City will pay contractor 70% of base registration fees for the programming offered on a monthly basis. All fees in excess of the base registration fees will be retained by the City.

Thank you for your time and consideration.

**Inner Dimensions Wellness, LLC
Independent Contractor Agreement**

(Guided Meditation Sessions, Meditative Fusion Classes and Cardio Gold Classes)

THIS AGREEMENT is made and entered into this _____ day of _____, 2022, by and between the City of De Pere, a Wisconsin municipal corporation ("City") and Inner Dimensions Wellness, LLC, a Wisconsin limited liability company ("Contractor").

WHEREAS, the City wishes to purchase guided meditation sessions, meditative fusion classes and cardio gold classes (collectively the "Programming") as set forth in Exhibit A; and

WHEREAS, the Contractor has the ability to provide qualified and capable staff to provide the Programming.

NOW, THEREFORE, in consideration of the above recitations and the mutual covenants, promises and obligations of the parties set forth herein, the receipt and sufficiency of which is acknowledged by each party for itself, the City and the Contractor agree as follows:

1. Term

The term of this Agreement shall be from December 6, 2022 to May 31, 2023, or until service is completed, whichever occurs first. By mutual consent of the City and the Contractor, and upon the same terms and conditions, the parties may agree to extend this Agreement for subsequent terms.

2. Competency, Timing and Cooperation

The Contractor agrees to provide fully qualified instructors for the Programming, and shall commence, carry on and complete its obligation under this Agreement with all deliberate speed and in an economical and efficient manner in accordance with this Agreement.

Consultant shall provide City with the following information on all instructors to be used in carrying out this Agreement:

- Full Name
- Date of Birth
- SSN
- Address

City shall have the right to reject any instructor it deems unqualified for an instructional position.

3. Compensation

City shall pay the Contractor an amount equal to 70% of all base registration fees collected for the Programming offered. All fees in excess of the base registration fee shall be retained by the City. City shall pay the Contractor in monthly installments.

4. Compliance with Laws and Indemnification

In conducting its activities under this Agreement, Contractor shall:

- a. provide only fully qualified individuals to conduct all Programming activities in compliance with all applicable federal, state, and local laws, regulations, and ordinances (including nondiscrimination laws);
- b. secure all appropriate necessary public or private permits and consents;
- c. obtain and maintain all appropriate liability insurance for injury to any person or property arising from its activities relating to this Agreement. Contractor shall provide the City with a Certificate of Liability Insurance in an amount of not less than \$2,000,000 per occurrence, naming the City as an additional insured thereunder, and shall provide City with the additional insured endorsement. Such liability insurance shall provide City with not less than 30 days' notice of cancellation; and
- d. to the fullest extent permitted by law, indemnify and hold harmless the City, 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 Programming 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 Contractor or Contractor's officers, directors, partners, employees, agents or contractors in the performance and furnishing of Contractor's services under this Agreement, regardless of whether or not it is caused in part by a party indemnified hereunder.

5. Confidentiality

The Contractor acknowledges that the City maintains participation records that may be protected as confidential under local, state, or federal law or ordinance and agrees to protect and maintain the confidentiality thereof.

Contractor further acknowledges that, as the Contractor to City, a Wisconsin municipality, Wis. Stats. §19.36(3) applies to it and records produced by it pursuant to this contract are subject to the public records law to the extent they would otherwise be if maintained by the City. Contractor agrees that, within 10 business days of a written request of City, it shall forward to City any such contract or records maintained by Contractor as are requested by City. Such records shall be in the format requested by City provided that such records are kept and maintained in that format. City shall reimburse Contractor for its reasonable costs incurred in complying with this paragraph. Contractor also agrees to indemnify the City from all costs City incurs should Contractor fail to comply with these requirements.

6. Termination and Notice

Either party may terminate the Agreement with or without cause upon 20 days written notice mailed by first class mail, postage paid to the other party as follows:

If to City:

City of De Pere
Attention: City Clerk
335 South Broadway Street
De Pere, WI 54115

With a copy to:

City of De Pere
Attention: Recreation Superintendent
600 Grant Street
De Pere, WI 54115

If to Contractor:

Inner Dimensions Wellness, LLC
Attention: Roberta Jackson
2500 Haven Road
Green Bay, WI 54313

7. Independent Contractor

Contractor agrees that it is an independent contractor and not an employee of the City for purposes of the services rendered herein. Contractor shall secure at its own expense all personnel necessary to carry out its obligations under this Agreement. Such personnel shall not be deemed to be employees of the City, nor shall they have or be deemed to have any direct contractual relationships with the City.

8. No Assignment/Entirety of Agreement/Severability

Contractor may not assign this Agreement, in whole or in part, to any other individual or organization without the written consent of City. This Agreement contains the entire Agreement between the parties and supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof. If any provision of this Agreement is held invalid, illegal or unenforceable by any court of final jurisdiction, all other provisions of this Agreement be interpreted to remain valid, enforceable, and binding on the parties.

9. Authority

By signing below, the person hereby represents they have the authority to sign this Agreement and bind the respective party to the terms and conditions contained herein.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first above written.

Inner Dimensions Wellness, LLC
Independent Contractor Agreement
Page 3 of 4

INNER DIMENSIONS WELLNESS, LLC

By:

Print Name: Roberta S. Jackson

Title: Registered Agent/Owner

CITY OF DE PERE

By:

James G. Boyd, Mayor

Carey E. Danen, City Clerk



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: October 20, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action on Applying to America in Bloom/Canadian National Railroad EcoConnexions From the Ground Up Grant.

ATTACHMENTS:

- Memo.AIB Grant (DOCX)
- AIB and CN Grant (DOCX)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Date: October 20, 2022

RE: AIB/CN Grant

The City has hired a consultant to research and find various grants to assist departments with finding funding and resources. One of these grants that was found is called the America In Bloom Grant sponsored by Canadian National Railroad.

Summary: The grant aims at providing funding to communities to enhance the landscape through forestry, flowers and ground cover improvements. The grant will provide up to \$25,000 in landscape improvements to a community. After checking into the grant, we uncovered there is quite a bit of work that needs to be done in order to apply and accept the grant. One of the tasks that a community is required to do is host a panel of analysts that come into the community to critique and provide direction.

The Village of Combined Locks received the grant, of which I contacted the Administrator. She indicated that the grant was helpful but they probably would not apply for it again as (she indicated) it took quite a bit of time and staff resources to fulfill the grant requirements. She indicated she thought it is a great resource/program for communities just starting out with trying to figure out how to enhance their community through forestry, plants and ground décor.

Staff Recommendation: Considering the amount of time and other tasks we have staff intermingled with, I would not suggest pursuing this grant at this time. We have applied for other grants related to community enhancement that do not require as much time and energy by staff to fulfill grant requirements.

AIB/CN Grant Info

About the Grant

CN EcoConnexions From the Ground Up supports collaborative community greening projects that enhance landscapes in communities neighboring CN rail lines to meet the following objectives:

- Enhance the quality of life in cities, villages, and townships.
- Promote public health benefits through the proper planting and care of trees and plants.
- Ensure that community landscapes provide ecosystem services – clean air and water, increased property values, reduced erosion and stormwater runoff, wildlife habitat, moderated temperatures, lessened energy demands, and year-round enjoyment.
- Enhance community tree canopy by properly planting diverse, quality trees for long-term sustainability and resistance to future pests.
- Beautify community gateways and create significant landscapes demonstrating the contribution of flowers and plants to growing community pride and economic vitality.
- Leverage CN EcoConnexions From the Ground Up grant support to catalyze strong and enduring community partnerships to undertake and sustain community greening efforts.
- Provide opportunities for CN and its neighbors to work together towards shared goals of environmental stewardship.
- Support long-term community greening through ongoing involvement in America in Bloom.

Who's Eligible?

Municipalities, townships, other local governments and locally active non-profit groups in communities *neighboring CN rail lines* in the US.

Available Funding

CN EcoConnexions From the Ground Up will provide funding , however it will not fund more than 50% of project costs.

Preference will be given to projects that can demonstrate multiple funding sources. A minimum of 50% matching funding must come from other sources (such as municipalities, service clubs, donations, etc.) and can include in-kind contributions.

Priority will be given to high-profile, significant landscapes that are accessible to the public and are in need of beautification.

The following components are **not** eligible for funding under this program:

- Hard landscaping such as paving stones, fencing
- Urban furniture
- Play structures
- Annual maintenance (although plans must show how annual maintenance will be performed)

Note: Projects CANNOT be in the CN Right of Way.

Benefits to the Community

Successful projects will leverage the power of flowers, plants, shrubs, and trees to bring multiple benefits to the community. They will demonstrate how community beautification will improve economic vitality, boost civic pride, encourage active enjoyment of the landscape, and improve quality of life. Projects that also contribute ecosystem services such as air and water quality improvements, stormwater benefits, screening, energy conservation, and habitat are favored.

Community Engagement

Working together to create lasting, beautiful landscapes also builds community. Successful projects will involve many partners in planning, fundraising, site preparation, planting, and maintenance.

Participate in AIB National Awards Program

All grant recipients are required to participate in the [National Awards Program](#). Grant recipients may use grant money to pay the registration fee.

Media Event

Successful projects will celebrate the contributions of volunteers, partners, and donors. All grant recipients are required to hold a media event to celebrate the grant project and to recognize CN, America in Bloom, and any other funders or partners. Events may be to kick off the project, to help get the work done, or to celebrate its successful completion. CN and America in Bloom representatives will participate in these events.

Signage

Appropriate signage must be installed at or near the project location to recognize CN, America in Bloom, and other funders.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: October 20, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action on Request from Brown County
Land and Conservation Department for Staff.*

ATTACHMENTS:

- Memo.East River Water Trail Summary (DOCX)
- muni ltr (DOC)

CITY OF DE PERE MEMO



To: Board of Park Commissioners

From: Marty Kosobucki

Date: October 20, 2022

RE: Request for staffing resources from BC Land and Conservation

We have been requested from representatives of the Brown County Land and Conservation Department to allocate 40-100 hours of staffing time and resources to the efforts of creating the East River Water Trail. The staff hours would be used as supporting resources for grants that are being searched out for improving the water quality and use of the East River.

Staff Input: We are in full support of the efforts to improve the East River so that it can be used and enjoyed by residents and patrons. That being said, I think it would be difficult for us to commit to dedicating 40-100 hours of staffing time over the next 3 years to working on the East River. The complications we see with this are 1) Ultimately, we do not know the extent and type of work that needs to be done. 2) Timing/Season of the work is relatively unknown and can have an impact on our operations. 3) It is very difficult for us to project out three years and ensure we can allocate 40-100 hours without it impacting our operations.

If you would like to support the request, this item will need to go to City Council for approval as it will require staffing/budget commitments past the current year.

Brown County

2019 TECHNOLOGY WAY, STE. 104
GREEN BAY, WI 54311

MIKE MUSHINSKI

PHONE (920) 391-4620 WEB: www.browncountywi.gov

COUNTY CONSERVATIONIST

DATE: September 27, 2022
TO: Municipalities
FROM: Mike Mushinski
RE: **PROPOSED EAST RIVER WATER TRAIL**

The East River Water Trail project is a collaborative effort between local municipalities and non-profit groups to develop a water trail/corridor along the East River from Hoffman Road upstream to Ledgeview Park along with improving the instream fishery by removing impediments and creating aquatic habitats. Additionally, this project will restore and protect near-shore and riparian habitat which will include invasive species removal, spawning wetlands, pollinator/savanna areas, and repairing streambank erosion sites. The current proposal includes 2 additional canoe/kayak launches along the East River.

Brown County Land & Water Conservation Department has secured \$500,000 of ARPA funding towards this project. An additional \$550,000 grant has been submitted to US Fish & Wildlife Service (FWS) requesting Natural Resources Damage Assessment (NRDA) funds for this project along with a \$25,000 request for Partners for Fish & Wildlife funding through the FWS.

We are asking municipalities to commit in-kind matches to the project which could include equipment usage, staff time (40-100 hours/year), and supplies used on the project within their municipal boundaries.

The timeline for this project is 2023-2025.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: October 20, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to Approve the First Quarter Financial Statements for the De Pere Ice Arena.

ATTACHMENTS:

- DePere Ice Arena Report June 2022 (PDF)
- 6-1-2022 to 8-31-2022 PL (PDF)
- Balance sheet 08-31-2022 (PDF)

DePere Ice Arena Report June 2022-August 2022

10/13/22

The Arena has been closed all summer, we re-opened October 1 for the season. We were able to replace the bleacher heaters this fall, with the help of one of the hockey families, Kelly and Jason Benzschawel, their family business installed, and they were also able to get the heaters at cost. This is a big deal for the rink, the heaters haven't been working properly for the last couple of seasons, and they have been on the capital improvements list for a long time as they have run through their life expectancy.

Over the summer, we've continued to fight the frost problem under the rink. This summer the floor experienced a heave under one end of the header pipe. We struggled to get this to settle down enough so we could get ice installed over it, but it's still raised up more than we like. We'll most likely need to address this area next spring and summer when we get the ice out, as this may only get worse if we don't try and come up with a solution as soon as possible.

Once we get settled in for the season, we be working with DePere Youth Hockey who will be running some open public skating sessions this winter as fundraisers for their association.

All user groups and now up and running for the season, we are looking forward to a successful season for all of them.

Attached are financial reports for the first quarter, please understand these are reports during a time where there is no income for the arena, only expense, so it does not reflect that the arena is running at a loss, but rather the time of year dictates our currently financials. If you look at the Balance sheet you will notice that we carry a balance in our checking account to carry us into the start of each season.

Thank you.

Don Chilson, Manager

Brown County Ice Management

12:43 PM

10/13/22

Accrual Basis

De Pere Ice Arena
Profit & Loss
 June through August 2022

	Jun - Aug 22	Jun - Aug 21
Ordinary Income/Expense		
Income		
4004 · Figure Skating	0.00	2,210.00
4012 · Misc	465.59	0.00
4110 · Kick-Synch	-45.00	0.00
Total Income	420.59	2,210.00
Gross Profit	420.59	2,210.00
Expense		
5000 · Building Expense		
5004 · Service Contracts	2,001.81	2,113.37
5005 · Zamboni	853.35	0.00
5010 · Repairs and Maintenance	0.00	8,556.56
Total 5000 · Building Expense	2,855.16	10,669.93
5001 · Insurance Expense	3,600.00	3,600.00
5300 · Office Expense		
5301 · Bank Service Charges	48.90	46.60
5306 · Office Supplies	2,331.17	746.17
5308 · Telephone Expense	838.08	786.40
Total 5300 · Office Expense	3,218.15	1,579.17
5400 · Payroll		
5401 · FICA Employer	0.00	437.32
5403 · Medicare Expense	0.00	105.76
5404 · Regular Earnings	0.00	848.00
5405 · Salaries	0.00	6,206.68
5407 · Payroll Processing Fees	0.00	100.00
Total 5400 · Payroll	0.00	7,697.76
5600 · Electric	6,556.27	7,789.15
5601 · Water	1,435.88	1,979.93
5602 · Gas	395.60	509.40
6000 · Depreciation Expense	656.40	656.32
Total Expense	18,717.46	34,481.66
Net Ordinary Income	-18,296.87	-32,271.66
Other Income/Expense		
Other Expense		
7000 · Split with City of De Pere	3,213.08	0.00
Total Other Expense	3,213.08	0.00
Net Other Income	-3,213.08	0.00
Net Income	-21,509.95	-32,271.66

12:45 PM

10/13/22

Accrual Basis

De Pere Ice Arena
Balance Sheet
 As of August 31, 2022

	Aug 31, 22
ASSETS	
Current Assets	
Checking/Savings	
1015 · Nicolet Bank	31,059.05
Total Checking/Savings	31,059.05
Accounts Receivable	
11000 · Accounts Receivable	221.00
Total Accounts Receivable	221.00
Other Current Assets	
1300 · Prepaid Expenses	2,681.27
Total Other Current Assets	2,681.27
Total Current Assets	33,961.32
Fixed Assets	
1600 · Equipment	89,822.48
1610 · Accumulated Depreciation	-80,314.78
Total Fixed Assets	9,507.70
TOTAL ASSETS	43,469.02
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	-34.00
Total Accounts Payable	-34.00
Other Current Liabilities	
2701 · Payable to/(Receivable fr) BCIM	10,695.66
2702 · Payable to City of De Pere	3,213.08
Total Other Current Liabilities	13,908.74
Total Current Liabilities	13,874.74
Total Liabilities	13,874.74
Equity	
3900 · Unrestricted Net Assets	51,104.23
Net Income	-21,509.95
Total Equity	29,594.28
TOTAL LIABILITIES & EQUITY	43,469.02



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: October 20, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to the Holiday Light Show Itinerary and Tree Sponsorship Plan for 2022.

ATTACHMENTS:

- Memo.Holiday Light Show (DOCX)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Date: October 20, 2022

RE: Holiday Light Show Plan and Changes

Dates: December 9-10th, 16-17th, 22 – 24th.

Times: 5:00 – 9:00 pm

Location: Voyageur Park

Program Notes:

- Fox Communities Credit Union is our sponsor once again. Part of a four-year agreement.
- They will be hosting on December 9th to fundraise for their charity.
- At the front of the light show we will have a small building, decorated as a Ginger Bread House. This will be an information point for people.
- In an effort to keep this a “free” event as much as possible, we will look to offer one night per weekend for a fundraising event...the other nights will be free. Provided the group assists or benefits the event in some fashion.
- We have acquired a number of ground decorations and a few above ground decorations with our sponsorship money. We are focusing on ground decorations due to the ease of set up versus above ground decorations.
- We will be sending out the Christmas Tree sponsorship letter to businesses shortly. (See enclosed draft letter.) We have proposed an increase of the sponsorship for trees decorated by the donor to go from \$125 to \$150.
 - o The Christmas Tree Sponsor program is where local businesses and/or people can sponsor a tree in the Holiday Light Show. There are two options;
 - decorate their own tree
 - City Staff decorates for them.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: October 20, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action on the Beer Garden Sponsorship Plan.

ATTACHMENTS:

- Memo.Beer Garden Sponsorship Rates(DOCX)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Date: October 20, 2022

RE: Beer Garden Sponsorship Plan

We would like to have a discussion and action (if required) related to how to approach our Beer Gardens for 2023. Prior to having the discussion, we would like to summarize our current sponsorship plan and details around it.

Current Sponsorship Plan:

Main Sponsor - We recruit one main sponsor at the cost of \$3,000. We only have one main sponsor as we have talked with sponsors and if they are going to be the “Main” sponsor they do not want to be categorized with others.

Individual Event Sponsors – We recruit one sponsor per event at the cost of \$1,500/event. We limit it to one sponsor for the similar reason as the main sponsor. We do not want to dilute the meaning of our sponsors by having multiples of them.

Sponsors are given the opportunity to help at the event and pass out marketing materials (swag) if they so choose.

2023 Proposed Sponsorship Plan:

Background – with rising prices we think it warrants consideration for raising our sponsorship rates. The challenge with raising our sponsorship rates is that, we want to be careful about raising them to a point they are no longer attractive for someone/business to consider. However, with rising costs we think it warrants a discussion and strong consideration. When we started the Beer Gardens musician costs were as low as \$150 per session. We are now finding that it is difficult to find someone for \$300 per session. In addition, our staffing costs have risen due to the pay rates along with rising costs of beer and our tent.

Staff Recommendation:

Raise Main sponsor rate to \$3,500 and Individual Sponsor to \$1,750.