



# Board of Park Commissioners

## Regular Meeting

335 South Broadway  
De Pere, WI 54115  
[www.deperewi.gov](http://www.deperewi.gov)

## Agenda

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Thursday, May 21, 2026

6:30 PM

Council Chambers and Virtual

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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 21, 2026 at 6:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

**Electronic Meeting Access:**

<https://www.gotomeet.me/DePere>

**Telephonic Meeting Access:**

1 (866) 899 4679 -or- 1 (312) 757-3117  
Access Code: 154-883-285

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENTS  
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
4. NEW BUSINESS
  - A. Elect Chairperson for the Board of Park Commissioners.
  - B. Elect Vice Chairperson for the Board of Park Commissioners.
  - C. Consideration and possible action to approve the Board of Park Commissioners minutes from the April 16, 2026 meeting.
  - D. Consideration and possible action to approve modifications to the Preserve stormwater pond.
  - E. Consideration and possible action to accept a tree donation from Green Bay Packer and Green Bay Packaging valued at \$2,500.\*
  - F. Consideration and possible action to accept a donation from WI United FC Soccer to apply plant growth regulators to two soccer fields at Southwest Park valued at \$2,500.\*
  - G. Consideration and possible action to approve the Unified School District of De Pere to include Optimist Park as a distribution location for the summer meal program.

- H. Consideration and possible action to revise the tree planting program to include proposed funding in 2027.
  - I. Consideration and possible action to approve an agreement with Brown County for access to city property at Perkofski Boat Launch for trail extension.
5. OLD BUSINESS
- A. Consideration and possible action to approve the thrid quarter financial statements for the De Pere Ice Arena.
  - B. Consideration and possible action to approve the plans and specifications for the Wilson Park development project.
6. INFORMATIONAL
- A. Staff Update on \$500 Donation from Kiwanis Club of De Pere to Recreation Scholarship Fund
  - B. Staff update on Brown County Ice Management lease amendment.
  - C. 2025 Aquatics Annual Report
  - D. Staff update on donations.
7. FUTURE AGENDA ITEMS
8. ADJOURNMENT

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Parks Department at 920-339-4065 by noon on the previous day so that arrangements can be made.

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.

***This meeting may also be rebroadcast on TV throughout the week and available on demand at <https://deperewi.portal.civicclerk.com/>.***

Board Members  
Alderpersons  
Mayor James Boyd  
Kim Flom, City Manager

De Pere Youth Hockey  
De Pere Select Soccer  
De Pere Area Chamber of Commerce  
Definitely De Pere

Joanne Bungert, City Attorney  
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  
Olivia Alberson, Teen Advisor  
Claire Czernek, ATC  
Brian Friedrich, WPS  
Patricia Lindquist, WDNR  
De Pere Kiwanis Club

Brown County Library – De Pere  
TV & Radio Stations  
De Pere Baseball  
De Pere Rapides Youth Soccer  
Jason Lau, WDP School District  
Christopher Thompson, De Pere School Dist.  
Eric Gebhard, WI United FC  
Don Chilson, Brown County Ice Management  
Joseph Pepitone, Graef  
Christine Pichler, Graef  
Heather Reitmeyer, De Pere School District  
Matt Kriese, Brown County Park Department

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



**City of De Pere, Wisconsin**

**4.A**

**Request for Board of Park Commissioners Action**

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**Meeting Date:** May 21, 2026  
**Department:** Parks, Recreation & Forestry  
**From:** Grace Lahtela, Administrative Assistant  
**Subject:** Elect Chairperson for the Board of Park Commissioners.  
**Recommendation:** Staff recommends approval.

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**Attachments:**  
None



**City of De Pere, Wisconsin**

**4.B**

**Request for Board of Park  
Commissioners Action**

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**Meeting Date:** May 21, 2026  
**Department:** Parks, Recreation & Forestry  
**From:** Grace Lahtela, Administrative Assistant  
**Subject:** Elect Vice Chairperson for the Board of Park Commissioners.  
**Recommendation:** Staff recommends approval.

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**Attachments:**  
None



**City of De Pere, Wisconsin**

**4.C**

**Request for Board of Park  
Commissioners Action**

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**Meeting Date:** May 21, 2026  
**Department:** Parks, Recreation & Forestry  
**From:** Grace Lahtela, Administrative Assistant  
**Subject:** Consideration and possible action to approve the Board of Park Commissioners minutes from the April 16, 2026 meeting.  
**Recommendation:** Staff recommends approval.

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**Attachments:**  
Draft Minutes 4-16-26



# Board of Park Commissioners

## Regular Meeting

### Minutes

335 South Broadway  
De Pere, WI 54115  
[www.deperewi.gov](http://www.deperewi.gov)

Thursday, April 16, 2026

6:30 PM

City Hall, Council Chambers 335 S. Broadway

#### 1. CALL TO ORDER

Randy Soquet called the April 16, 2026 Board of Park Commissioners meeting to order at 6:30 pm.

#### 2. ROLL CALL

**Present:** Jeremy Beck, Jim Kneiszel, Elizabeth McMasters, Randy Soquet, Mike Eserkaln, Amy Kundinger, Shana Ledvina, Olivia Alberson, Connor Mason

**Absent:**

**Excused:**

**Others Present:** Paula Rahn, Recreation Superintendent, and Grace Lahtela, Administrative Assistant. Christine Pichler and Joseph Pepitone from Graef.

#### 3. PUBLIC COMMENTS

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

James Anderson questioned if procedures could be implemented where individuals that have a lot of knowledge of a topic could communicate with the park board individually prior to the meetings, instead of just opening the meeting for individual comments. This would allow the board members time to consider options when the topic comes forward at the meeting.

Randy Soquet commented this would need to be reviewed by the legal department.

#### 4. NEW BUSINESS

- A. Consideration and Possible Action to Approve the Board of Park Commissioners minutes from the March 19, 2026 meeting.

Aldersperson Defnet Ledvina moved to approve the Board of Park Commissioners minutes from the March 19, 2026, meeting, seconded by Jeremy Beck. Upon vote, the motion passed unanimously.

<b>RESULT:</b>	<b>Passed (UNANIMOUS)</b>
<b>MOVER:</b>	Shana Ledvina
<b>SECONDER:</b>	Jeremy Beck
<b>AYES:</b>	Jeremy Beck, Jim Kneiszel, Elizabeth McMasters, Randy Soquet, Mike Eserkaln, Amy Kundinger, Shana Ledvina

- B. Consideration and Possible Action to Approve \$2,500 Donation from Ameriprise Financial on behalf of Greta Johnson to the Recreation Scholarship Fund\*

Randy Soquet moved to accept a \$2,500 donation from Ameriprise Financial on behalf of Greta Johnson to the Recreation Scholarship Fund, seconded by Aldersperson Eserkaln. Upon vote, the motion passed unanimously.

<b>RESULT:</b>	<b>Passed (UNANIMOUS)</b>
<b>MOVER:</b>	Randy Soquet
<b>SECONDER:</b>	Mike Eserkaln
<b>AYES:</b>	Jeremy Beck, Jim Kneiszel, Elizabeth McMasters, Randy Soquet, Mike Eserkaln, Amy Kunding, Shana Ledvina

C. Consideration and possible action to approve a rental waiver request from Cerebral Palsy Inc. for use of the East River Trail.

Aldersperson Defnet Ledvina moved to deny the rental waiver request from Cerebral Palsy Inc. for the use of the East River Trail, seconded by Aldersperson Chandik Kunding.

Randy Soquet moved to open the meeting to public comment at 6:33 pm, seconded by Aldersperson Defnet Ledvina. Upon vote, the motion passed unanimously.

Kristine Blum from Cerebral Palsy explained that this is the first inaugural event for CP, which services individuals with disabilities. The walk has a total of 110 participants signed up that will be walking with their caregivers. The walk is scheduled to utilize only .6 miles of the De Pere portion of the East River Trail and wanted to give you some context from neighboring communities. Allouez is not charging for the use of their portion of the trail and Ledgeview is charging a total of \$115 for the use of a park, pavilion, barricades and garbage collection.

Aldersperson Chandik Kunding questioned if the department has ever looked at a different fee structure for events that are not completely closing off park use and where others can use the space in conjunction with the event. Paula Rahn, Recreation Superintendent, explained that there are rates for non-profit organizations, as well as for-profit organizations in relation to field usage. It does not pertain to trails, parks or shelter use. Grace Lahtela, Administrative Assistant, also commented that in Marty Kosobucki's memo to the board, he is requesting that if the park board is interested in entertaining any fee waivers, then the entire policy be reviewed.

Aldersperson Chandik Kunding feels that there should be a policy in place before fees are waived.

Aldersperson Defnet Ledvina moved to close the meeting to public comment at 6:38 pm, seconded by James Kneiszel. Upon vote, the motion passed unanimously.

Randy Soquet commented that the item could be tabled until the next meeting. Aldersperson Defnet Ledvina stated that the item could not be tabled due to the timing of the event.

The above motion to deny the request for the rental waiver request from Cerebral Palsy, Inc. passed unanimously.

<b>RESULT:</b>	<b>Motion to Deny Request Passed Unanimously</b>
<b>MOVER:</b>	Shana Ledvina
<b>SECONDER:</b>	Amy Kunding
<b>AYES:</b>	Jeremy Beck, Jim Kneiszel, Elizabeth McMasters, Randy Soquet, Mike Eserkaln, Amy Kunding, Shana Ledvina
<b>NAYS:</b>	None

D. Consideration and possible action to approve the color scheme for the Carney Park playground.

Paula Rahn, Recreation Supervisor, presented color schemes for Carney Park that were provided by the manufacturer, as well as several other combinations that she designed. She stated that colors can also be customized any way you want.

Jeremy Beck stated that lighter colors should be avoided, due to wear and tear, dirt and vandalism. Jeremy stated that his family chose the West Palm Beach color palette, but it might be too close to the colors at Willems Park.

Randy Soquet moved to approve the West Palm Beach color palette but reversed, so the slide would be changed to dark blue and the climbing wall changed to orange, seconded by Elizabeth McMasters. Upon vote, the motion passed unanimously.

<b>RESULT:</b>	<b>Passed (UNANIMOUS)</b>
<b>MOVER:</b>	Randy Soquet
<b>SECONDER:</b>	Elizabeth McMasters
<b>AYES:</b>	Jeremy Beck, Jim Kneiszel, Elizabeth McMasters, Randy Soquet, Mike Eserkaln, Amy Kunding, Shana Ledvina

E. Consideration and possible action to approve the color scheme for the Volunteer Park playground.

Paula Rahn, Recreation Superintendent, presented the color options submitted by Lee Recreation for the Volunteer Park Playground. Paula Rahn stated that Marty Kosobucki recommended option R6 or R7, but again, color configurations could be altered in any way.

Aldersperson Defnet Ledvina stated she likes the R7 color option.

Elizabeth McMasters stated that she thinks that color option is pleasing to the eye.

Aldersperson Chandik Kunding suggested changing out the grey components with brown.

Jeremy Beck moved to approve color option R7, but substitute brown in place of the grey, seconded by Aldersperson Defnet Ledvina. Upon vote, the motion passed unanimously.

<b>RESULT:</b>	<b>Passed (UNANIMOUS)</b>
<b>MOVER:</b>	Jeremy Beck
<b>SECONDER:</b>	Shana Ledvina
<b>AYES:</b>	Jeremy Beck, Jim Kneiszel, Elizabeth McMasters, Randy Soquet, Mike Eserkaln, Amy Kunding, Shana Ledvina

F. Consideration and possible action to approve the third quarter financial statements for the De Pere Ice Arena.

Randy Soquet moved to open the meeting to public comment at 6:53 pm, seconded by Jeremy Beck. Upon vote, the motion passed unanimously.

Greg Binsfield questioned the comments listed on the Brown County Ice Management Financial Statements. There are three accounts that have outstanding balances listed in the comments, and he is

questioning if these outstanding balances are included in the income shown for each group, or if these outstanding balances would be an addition to the income numbers shown. If already in the profit and loss numbers, then he feels that the numbers listed are low. There is no ice time available from November to March for the user groups. The rink hosted the national hockey tournament and a girls' hockey tournament this year, so the rink was used quite a bit more and is showing a \$13,000 loss, when the previous year had a net income of \$8,000. Mr. Binsfield feels that the presented financial statements need to be explained.

James Kneiszel moved to close the meeting at 6:56 pm, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

Aldersperson Chandik Kundinger moved to table the approval of the financial statements until financial information can be shared in greater detail, seconded by Aldersperson Defnet Ledvina. Upon vote, the motion passed unanimously.

<b>RESULT:</b>	<b>APPROVED TO TABLE [UNANIMOUS]</b>
<b>MOVER:</b>	Amy Kundinger
<b>SECONDER:</b>	Shana Ledvina
<b>AYES:</b>	Jeremy Beck, Jim Kneiszel, Elizabeth McMasters, Randy Soquet, Mike Eserkaln, Amy Kundinger, Shana Ledvina

5. OLD BUSINESS

A. Review of the Conceptual Design of Wilson Park with Graef.

Randy Soquet stated that Christine Pichler and Joseph Pepitone from Graef are here at the meeting to review and discuss the Wilson Park project.

Christine Pichler, Project Manager from Graef, shared the conceptual design for the Wilson Park project. There has been some conversation that the population around the park has changed a little from the original conceptual design, so the one that is presented tonight has been updated. There was a request to remove the hammock stands from the design and to leave an open area as green space. These are the only changes that have been made to the original design concept.

Christine Pichler stated that there have been a number of potential changes that have been brought up, so the goal is to address each change and get the park board's recommendation. The first suggested change would be to upgrade the path in the park from crusher dust to concrete. This change will add substantial cost to the project. Graef would be able to bid the project with a crusher dust trail and have an alternative bid with an upgraded concrete trail.

Randy Soquet questioned the approximate cost increase. Christine Pichler stated that the last project she bid, crusher dust came in around \$4-\$7 per square foot, with concrete being \$10-\$13 per square foot, but it is easy to bid out as an alternative for the project and then a decision can be made when the bids are received. Joseph Pepitone stated the advantages of concrete are durability and longevity.

Jeremy Beck questioned if asphalt was an option. Christine Pichler stated that trails of this size are harder to pave because there would be different equipment needed and there is no shouldering. Jeremy Beck stated that in Green Bay they did an asphalt trail with concrete along the side. Joseph Pepitone stated that it is an option, but there would definitely be a cost to it. With this trail being more passive and 6' wide versus 8', there would be much more handwork, but a cost estimate could be received. James Kneiszel questioned if the cost estimate for asphalt is typically between the cost of crusher dust and concrete.

Christine Pichler stated that asphalt would typically be cheaper than concrete, but with the size of the trail, she isn't sure where the numbers would come in, because it will be a much harder project to pave. Randy Soquet commented that there will also be more upkeep with asphalt than concrete.

Alderperson Eserkaln questioned how often crusher dust needs to be replenished. Christine Pichler stated that it actually gets more durable as it gets used. If there are storms, parts of the trail could erode and maintenance would then be needed.

James Kneiszel questioned the ADA accessibility of the crusher dust. Joseph Pepitone stated that it would be ADA compliant because it is compacted, but it might need maintenance because of weather issues. It really comes down to how much you want to pay upfront versus longevity and maintenance in the future. James Kneiszel commented that the concrete would be nice with the senior housing nearby and, in the long term, he would like to see a concrete trail.

Elizabeth McMasters stated that when the design was developed, the crusher dust provides a more natural feeling. Concrete is nice to walk on, but if we want to stay on the more natural side, crusher dust would provide a more natural feeling.

Joseph Pepitone stated there are advantages and disadvantages to both surfaces. The original concept plan calls for the crusher dust trail, and it seems like there is enough interest to bid the project with a crusher dust trail with an alternative bid for concrete.

Christine Pichler stated that the next potential change was the addition of a playground. The concept plan for the park was for a more passive, natural park, but there is an area where a playground could be located, which is highlighted on the new concept plan. Park staff provided an estimated budget of \$150,000 for the playground and poured in place surfacing.

Alderperson Defnet Ledvina questioned where the discussion of a playground came from because it was never in the plan. Randy Soquet commented that it might have come about because of the changing neighborhood demographics.

James Kneiszel stated that there is a space available where a playground could be located in the future, but wouldn't want to take away from how nice the rest of the park is, by trying to add a playground.

Alderperson Chandik Kunding stated that a playground would not be attainable with the current budget. Christine Pichler stated there is an open green space that could be programmed in the future if desired.

Christine Pichler stated that the next item to discuss is the addition of a gazebo. There are two circles located on the new concept where a gazebo could be located. Joseph Pepitone stated that if a gazebo was to be added to the design, it would have to be a prefab structure and the cost would be around \$15,000-\$20,000.

James Kneiszel questioned where the idea of a gazebo came from. Christine Pichler stated that she believes this idea came from a residential request to Marty. James Kneiszel stated that he feels a gazebo would look out of place in the park and there would be more value in a small informal performance area.

Christine Pichler stated that the monument is the next area for discussion. With the current concept, the plan is to just relocate the current monument as is, with a cost estimate of around \$2,000 and questioned if there is anything else that should be done to the monument.

Connor Mason, Teen Advisor, questioned if the entire stone would be moved. Joseph Pepitone stated that there are some unknowns regarding the stone that the plaque is on and investigation needs to be done before moving it. The other option would be to take the plaque off the existing stone and place it on a different type of monument. The plaque is quite large, so whatever you put the plaque on will be substantial, and it is not a 360 degree monument, so landscaping would be needed around it.

James Kneiszel questioned if the plaque would benefit from having some type of protection put on it. Joseph Pepitone stated it is a bronze plaque that has been at the park for this long, so the material of the plaque should be fine. Christine Pichler stated the plaque itself has been at the property since the early 1900s, so the plaque should be fine, but when the monument is moved, we are not sure what will happen to the stone that it is on. James Kneiszel questioned if there could be a contingent cost added in case something happens to the monument when trying to move it. Elizabeth McMasters stated that if a new monument is needed, she likes the appearance of the natural stone. Christine Pichler stated that a contingency will be added to the bid packet for the natural stone option to place the monument on if something were to happen when the monument is moved.

Christine Pichler stated that the next area for discussion is the possibility of investigating and highlighting the foundation of the original De Pere High School. It was brought to our attention that this property is the sight of the original De Pere High School and there should be some of the foundation from this original building on the property. There have been discussions on some type of investigation and preservation of this foundation and the question would be how much, and what type of investigation is wanted. Alderperson Chandik Kundinger stated that part of the foundation of the building can currently be seen on the property and the Historical Society should be able to verify exactly where the corner is. James Kneiszel mentioned putting up another plaque highlighting the foundation of the original school but doesn't see the need to get an archeologist involved.

Christine Pichler summarized the schedule of the project moving forward. If everything goes as planned, the goal is for a design, 90% completed, to be brought back to the May meeting, with the hopes for the bid packet to go out in June. In July, the bids will come back to the Park Board for approval, with hopes for construction to begin in September or October.

Christine Pichler summarized the decisions from this meeting. There is no interest in a playground or gazebo, but possibly a small performance area. To relocate the monument as is and, if necessary, to replace the plaque on a natural-looking stone monument. To add a plaque indicating the corner of the original school, if the corner foundation is able to be located.

Randy Soquet moved to open the meeting to public comment at 7:33 pm, seconded by Alderperson Chandik Kundinger. Upon vote, the motion passed unanimously.

Joe Nicks provided some history of Wilson Park and the school location. Mr. Nicks stated that the current location of the Gettysburg address monument would have been to the left of the sidewalk going up to the front door of the original school. The plaque is not bronze, it is cast iron and an incredible historic monument. There are resources locally that can restore the plaque, and it would not do the plaque justice to just relocate it. It needs work done to it and the cast iron needs to be preserved. Locally, Nick Backhaus has worked on the monument already and has ideas on what can be further done to the plaque. Also, the Wisconsin Historical Society has contacts for individuals that work on historic monuments. From the original concept plan and cost estimate from Graef, he feels that this project can be done with the allotted budget of \$200,000, is in favor of the concrete sidewalk, and feels the monument and plantings should not be scrimped on, making sure to use the allotted funds.

Randy Soquet moved to close the meeting at 7:41 pm, seconded by Alderperson Chandik Kunding. Upon vote, the motion passed unanimously.

Alderperson Defnet Ledvina questioned the speaking space and if it was going to be in the new plan. James Kneiszel stated that he originally he was thinking of a small concrete slab around the area of the monument, possibly 200–400 square feet.

James Kneiszel also mentioned that he feels restoration of the plaque should be taken into consideration with the project.

6. INFORMATIONAL

- A. Staff Update on \$750 Donation from CertaPro Painters of NEWI for July 21, 2026 Beer Garden.

Paula Rahn, Recreation Superintendent, stated that CertaPro Painters has been secured as the last sponsor of the Beer Garden. The last two dates of the Beer Gardens are left open for potential rain dates.

Alderperson Chandik Kunding questioned the sponsorship agreements and departmental policies regarding sponsorship and vendor relationships.

- B. Staff Update on Donations Under \$1000 for Various Events/Equipment.

Paula Rahn, Recreation Superintendent, stated that the list provided is for donations received by the Recreation Department for special events and programs.

7. FUTURE AGENDA ITEMS

Alderperson Chandik Kunding requested that staff look into the policy for fee waivers for both De Pere area non-profit organizations and others.

Randy Soquet requested staff look into James Anderson's request regarding the ability for individuals to communicate with the Park Board members on topics prior to the actual Park Board meetings.

8. ADJOURNMENT

James Kneiszel moved to adjourn the meeting at 7:52 pm, seconded by Alderperson Defnet Ledvina. Upon vote, the motion passed unanimously.

<b>RESULT:</b>	<b>Passed (UNANIMOUS)</b>
<b>MOVER:</b>	Jim Kneiszel
<b>SECONDER:</b>	Shana Ledvina
<b>AYES:</b>	Jeremy Beck, Jim Kneiszel, Elizabeth McMasters, Randy Soquet, Mike Eserkahn, Amy Kunding, Shana Ledvina

Respectfully submitted,  
Grace Lahtela



**City of De Pere, Wisconsin**

4.D

**Request for Board of Park  
Commissioners Action**

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**Meeting Date:** May 21, 2026  
**Department:** Engineering  
**From:** Eric Rakers, City Engineer  
**Subject:** Consideration and possible action to approve modifications to the Preserve stormwater pond.  
**Recommendation:** Staff recommends approval.

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**Attachments:**  
2026 0521 CI-PB-Preserve Pond, Preserve Pond, 0404512BASEMAP-POND

# CITY OF DE PERE MEMO



To: Board of Park Commissioners

From: Eric Rakers, City Engineer

Date: May 21, 2026

RE: Consideration and possible action to approve modifications to the Preserve stormwater pond.

The purpose for this memo is to review the possible expansion of the Preserve Trail stormwater pond off Lawrence Drive in conjunction with development of the former Humana property.

## **Background**

The Humana complex has been redeveloping over the last few years, starting with the first phase of the Bungalows off Lawrence Drive and Honeysuckle Circle extension in 2023. The Bungalows development is continuing this year with the second phase of the Bungalows south of Employers Boulevard, and now the proposed Phoenix of De Pere north of Employers Boulevard and south of the Preserve Trail. The latest project, Phoenix of De Pere, will require a new storm water management pond for storm water treatment. This pond will be constructed and owned by the city as part of the project.

Currently, there is a stormwater pond located near the Preserve Trail just west of Lawrence Drive. This pond treats storm water from 1716 and 1724 Lawrence Drive. The pond discharge goes to Ashwaubenon Creek and a storm sewer on Lawrence Drive and ultimately the storm water pond located at the southeast corner of the I41 Interchange and Scheuring Road.

Staff is working with the developer to review options for a new storm water pond for the development. This review includes rerouting storm sewer from Lawrence Drive to obtain better total suspended solids (TSS) and total phosphorous (TP) for the existing pond at I41 and Scheuring Road. One of the reviews is to lower the elevation and expand the existing stormwater pond near the Preserve Trail and west of Lawrence Drive.

## **Discussion**

Staff is proposing to modify the existing Preserve Pond to treat storm water from the new development and route the storm sewer from Lawrence Drive to the revised Preserve Pond. A preliminary plan is attached. The Preserve Pond surface elevation will be lowered, and the

overall pond surface area increased. This pond will remain a De Pere pond with the property dedicated to De Pere. There are several advantages for De Pere.

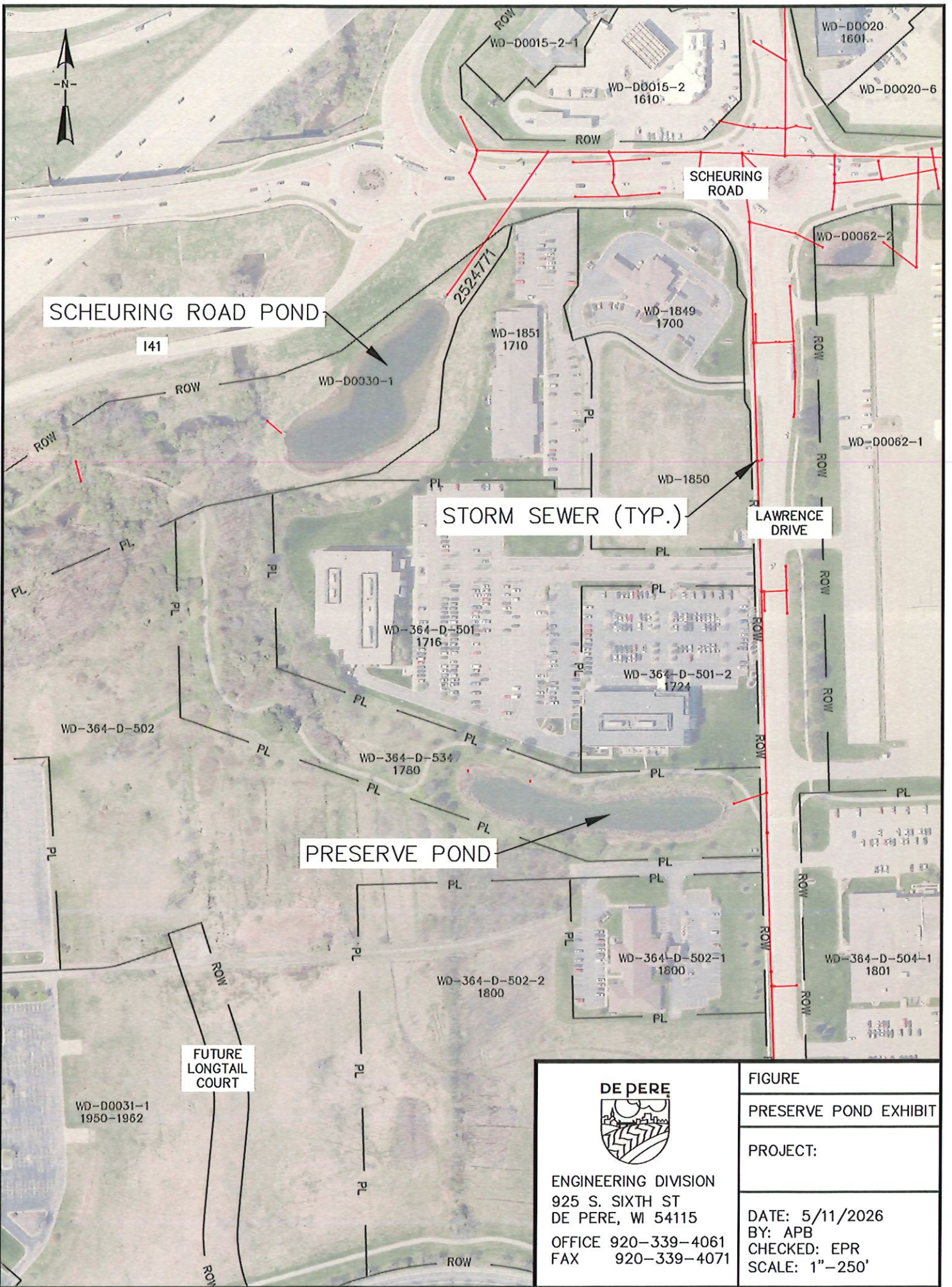
Diverting water from the I41 and Scheuring Road pond will increase the percent removal of TSS and TP for storm water. Storm water ponds are designed based on the area being treated and the amount of impervious area. The pond surface is sized to maximize the time it takes storm water to route through the pond. The longer it takes water to route through the pond, the larger amount of sediment that settles out. In the case of De Pere, there are lots of clay soils that take a larger amount of time to settle. By rerouting area from the Scheuring Road pond, settling times will increase which will improve pollutant removal rates.

The Scheuring Road pond was constructed in 2011. This stormwater pond was built after the development in the area and currently removes 61.57% TSS and 44.90% TP from storm water. Rerouting the storm sewer from Lawrence Drive to a modified Preserve Pond will divert 78.8 acres from the Scheuring Road Pond. Rerouting, along with some minor modifications to the Scheuring Road pond outfall, will improve treatment removal rates to 71.35% TSS and 56.82% TP. With the new stormwater pond, the 78.8 acres being rerouted will improve from 61.57% TSS and 44.90% TP removal to 83.06% TSS and 66.04% TP removal in the enlarged Preserve Trail.

Finally, staff believes modifying the pond will improve the Preserve Trail system. The larger stormwater pond will provide an improved water feature with the enlarged surface. The Preserve area will be increased with the addition of the area around the pond. Finally, the trail system will be increased with a new trail from the Phoenix of De Pere development to the Preserve Trail.

### **Recommendation**

Staff is recommending approval for the proposed modifications to the Preserve Pond.



SCHEURING ROAD POND

STORM SEWER (TYP.)

PRESERVE POND

FUTURE LONGTAIL COURT



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

FIGURE  
 PRESERVE POND EXHIBIT

PROJECT:

DATE: 5/11/2026  
 BY: APB  
 CHECKED: EPR  
 SCALE: 1"=250'





**City of De Pere, Wisconsin**

4.E

**Request for Board of Park  
Commissioners Action**

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**Meeting Date:** May 21, 2026  
**Department:** Parks, Recreation & Forestry  
**From:** Kyle Rouce, City Forester  
**Subject:** Consideration and possible action to accept a tree donation from Green Bay Packer and Green Bay Packaging valued at \$2,500.\*  
**Recommendation:** Staff recommends accepting the tree donation.

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**Attachments:**  
Memo. First Down For Trees Donation

# CITY OF DE PERE MEMO



To: Board of Park Commissioners  
From: Brian Christnovich, Park Superintendent  
Kyle Rouce, Forestry Supervisor  
Date: May 21, 2026

RE: Consideration and possible action to accept a tree donation from Green Bay Packers and Green Bay Packaging valued at \$2,500. \*

## Summary:

Staff is requesting to seek the Board of Park Commissioner's approval for the Parks, Recreation and Forestry Department to accept a donation of 32 bare root trees, valued at \$2,500, through a cooperative effort between the Green Bay Packers and Green Bay Packaging.

## Background:

This has been a cost-share program going on for the past 16 years called "First Down for Trees". Throughout the football season, one tree is donated to a Brown County community for each first down the Green Bay Packers achieve. This year, the City received 32 bare root trees as part of that program to be planted within the City. These trees range from 1.25"-2" in diameter dependent on selected species.

## Staff Recommendation:

Approve accepting the donation of 32 bare root trees, valued at \$2,500, from the Green Bay Packers and Green Bay Packaging to be planted within the City.

## Donation Information:

From: Green Bay Packers and Green Bay Packaging  
Patricia Lindquist, Urban Forestry Coordination - WDNR  
[patricia.lindquist@wisconsin.gov](mailto:patricia.lindquist@wisconsin.gov)  
To: De Pere Forestry Department  
For: 32 bare root trees to be planted within the City  
Amount: Valued at \$2,500



**City of De Pere, Wisconsin**

4.F

**Request for Board of Park  
Commissioners Action**

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**Meeting Date:** May 21, 2026  
**Department:** Parks, Recreation & Forestry  
**From:** Brian Christnovich, Parks Superintendent  
**Subject:** Consideration and possible action to accept a donation from WI United FC Soccer to apply plant growth regulators to two soccer fields at Southwest Park valued at \$2,500.\*  
**Recommendation:** Staff recommends approval.

---

**Attachments:**  
Memo. WI United FC Donation Growth Regulator

# CITY OF DE PERE MEMO



To: Board of Park Commissioners  
From: Brian Christnovich, Park Superintendent  
Date: May 21, 2026

RE: Consideration and possible action to accept a donation from WI United FC Soccer to apply plant growth regulators to two soccer fields at Southwest Park valued at \$2,250. \*

## Summary:

Staff is requesting the Board of Park Commissioner's approval to accept a donation from WI United FC Soccer that will cover the cost of a plant growth regulator application on two soccer fields at Southwest Park. The estimated value of this donation is \$2,250.

## Background:

WI United FC Soccer is currently in conversations with the City of De Pere to renew an agreement allowing the program to have usage of four soccer fields at Southwest Park. The details of the agreement are still being worked on as we speak and will come forward once our legal office is comfortable with the parameters. It was the intent to have the donation of plant growth regulator be part of the forthcoming agreement, however due to the timing of the agreement and this park improvement, it was decided to bring this forward on its own.

Plant growth regulators slow vertical turf growth, reduce mowing frequency, reduce line stripping frequency, and improve turf density and stress tolerance to the applied area. WI United FC is proposing the application of plant growth regulators on two of the four fields as a pilot program to gauge effectiveness. For best results, five applications are recommended throughout the year (May through September). Each application costs \$450 dollars totaling \$2,250 for the year.

## Staff Recommendation:

Approve accepting the donation from FC United to cover the cost of plant growth regulator application on two soccer fields located at Southwest Park for a total donation of \$2,250.

## Donation Information:

From: WI United FC Soccer  
Eric Gebhard, Director, [executivedirecor@wiunitedfc.org](mailto:executivedirecor@wiunitedfc.org)  
To: De Pere Parks and Recreation Department  
For: Application of plant growth regulator on two soccer fields at Southwest Park.  
Amount: Valued at \$2,250



**City of De Pere, Wisconsin**

**4.G**

**Request for Board of Park  
Commissioners Action**

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**Meeting Date:** May 21, 2026  
**Department:** Parks, Recreation & Forestry  
**From:** Paula Rahn, Recreation Superintendent  
**Subject:** Consideration and possible action to approve the Unified School District of De Pere to include Optimist Park as a distribution location for the summer meal program.  
**Recommendation:** Staff recommends approval.

---

**Attachments:**  
Summer Lunch Program Park Board Memo, Optimist Park Food Program 2026

# CITY OF DE PERE

## Community Center | Recreation Department

600 Grant St., De Pere, WI | 920-339-4097 | [www.deperewi.gov/communitycenter](http://www.deperewi.gov/communitycenter)



TO: Board of Park Commissioners  
FROM: Mandi Baker, Recreation Coordinator  
DATE: April 30, 2026  
RE: De Pere Summer Lunch Program at Optimist Park

Unified School District of De Pere is seeking approval from the Board of Park Commissioner's on adding Optimist Park as a third meal site for the summer meal distribution program. Before 2024, Optimist Park was one of the district's most important summer meal sites due to the area's high need population. Due to the site falling outside the census area boundaries and census criteria required by the USDA, they were not able to continue offering the program at Optimist Park.

In collaboration with the Wisconsin Department of Public Instruction, Unified School District of De Pere was able to find a solution. The Optimist Park meal site will require children to enroll in the program to ensure at least 50% of children are free and reduced eligible. The De Pere School Nutrition Department will be responsible for the enrollment and verification of each student's eligibility. Expected attendance based on area statistics is 100 children with the program running June 2 until August 7, excluding July 2-4.

The De Pere School Nutrition Department staff recognize the impact this third meal site will have on the Park Maintenance Staff and will ensure an orderly food distribution that maintains respect and integrity of the park space and surrounding community. Per my conversation with Heather Reitmeyer, School Nutrition Director, their staff will pick up trash in the park and ensure it is placed in garbage cans.

Overall, the Unified School District of De Pere strongly believe that the return investment is significant, not just for the well-being of their students, but for the overall strength of the community. They reaffirm De Pere's commitment to fostering a thriving, connected, and healthy environment for our children.

**UNIFIED SCHOOL  
DISTRICT OF DE PERE**

1700 Chicago Street  
De Pere, WI 54115  
[www.deperek12.org](http://www.deperek12.org)



Ph. 920.337.1032  
Fax. 920.337.1033

**Christopher Thompson**  
Superintendent

**Dawn Foeller**  
Business Services

**Nick Joseph**  
Secondary Curriculum

**Kathy Van Pay**  
Elementary Curriculum

**Kimberly Hartwig**  
Human Resources

**Jerry Nicholson**  
Student Services

**Heather Reitmeyer**  
School Nutrition

**Curt Pieschek**  
Technology

**Pam Pirman**  
Communications

**MISSION**

*In partnership with our families and community, we deliver a distinct educational edge and prepare all learners to be successful and contributing members who serve and lead in our global society.*

April 22, 2026

To the De Pere Board of Parks Commissioners,

As leaders of the Unified School District of De Pere, we wholeheartedly support the expansion of the summer meal distribution program at Optimist Park. Our support stems from an understanding of the positive impact these programs have on our community, ensuring not only the physical health of our students through nutritious and reliable meals but also fostering their mental and social well-being.

Optimist Park has historically been one of the district's most important summer meal sites. However, beginning in 2024, the site fell outside the census area boundaries and census criteria required by the USDA which administers the program. As a result, we were not able to offer meals at this site.

This year, in collaboration with the Wisconsin Dept. of Public Instruction, we have developed an accommodating solution allowing us to provide meals to the nearby high need population. The Optimist Park summer meal program will require children to enroll in the meal program. The percentage of children enrolled in the program will need to exceed 50% free and reduced eligible. The De Pere School Nutrition Department will be responsible for the enrollment and the verification of each student's eligibility.

We request that the De Pere Parks Board approve Optimist Park, 801 Cook St., to serve as a closed, enrolled summer meal site. The program will run from 6/2/2026 until 8/7/2026, Mon - Fri. (days off include 7/2 and 7/3 due to the 4th of July holiday). Meals will be distributed in a prepared bag. The meals will need to be eaten on site. This site will not be available to the general public. However ongoing enrollment will be allowed as long as it continues to maintain the 50% threshold of free and reduced eligible enrollees.

The statistics of the families that live nearest to the park and the number of children served in years past indicate there will be approximately 100 children who will participate. The De Pere School Nutrition Department will maintain an orderly food distribution that maintains respect and integrity of the park space and the surrounding community.

We acknowledge the logistical considerations that come with expanding this initiative, but we strongly believe that the return on investment is significant—not just for the well-being of our students but for the overall strength of our community. We reaffirm De Pere's commitment to fostering a thriving, connected, and healthy environment for our children.

Thank you for your time and consideration.

**Heather Reitmeyer** - School Nutrition Director  
Melanie CBrick - School Social Worker  
Rebecca M. McClain - School Social Worker  
Michelle Dahlke - School Social Worker  
Pamela Pirman - District Communications Director



**City of De Pere, Wisconsin**

**4.H**

**Request for Board of Park  
Commissioners Action**

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**Meeting Date:** May 21, 2026  
**Department:** Parks, Recreation & Forestry  
**From:** Kyle Rouse, City Forester  
**Subject:** Consideration and possible action to revise the tree planting program to include proposed funding in 2027.  
**Recommendation:** Staff recommends approval.

---

**Attachments:**  
Memo. Increase Planting Budget

# CITY OF DE PERE MEMO



To: Board of Park Commissioners  
From: Brian Christnovich, Park Superintendent  
Kyle Rouse, Forestry Supervisor  
Date: May 21, 2026

RE: Consideration and possible action to revise tree planting program to include proposed funding in 2027.

## Summary:

Staff is requesting a revision to the current tree planting program. This revision would allow the City to fund replacement street (terrace) trees following removals.

Currently, the City does not fund the replacement of street trees following tree removals due to death, declining health, safety, storm damage, and/or insect/disease. Presently, if a street tree is marked for removal following an assessment, it is only replaced if the property owner purchases a tree through our Parkway Tree Planting Program. The only exception to this policy is if a street tree is removed due to a City construction/engineering project. These replacement trees are currently funded by the City.

In order to offer this revised version of our tree planting program, we estimate an increase of \$13,000 to our current tree planting budget. This would fund a projected 80 trees each year, aligning closely with our past street tree removal numbers over the last two years (following Ash tree removals). Funding would be directly used for tree cost, shipping, and planting materials/supplies (staking, strapping, tree guards, etc.) to replace street trees that otherwise are not funded. Of course, these replacements would only be allowed where spacing and limitations allow, according to our tree planting guidelines and specifications.

We believe this approach will promote our planting initiatives while streamlining our planting operations and increasing overall street tree planting numbers.

## Process as follows:

- Tree is marked for removal (following assessment)
- Tree is removed
- Site analyzed for potential replacement and recorded
- Stump is ground/site restored
- Homeowners are notified and strongly encouraged to re-plant
  - Note- property owners will not be forced to have a tree planted
- City Forester will select species for each site
- Trees are planted at selected sites the following planting season (next spring/fall)
- If funding is exhausted for trees, they will be planted the following year on a priority basis

Staff Recommendation:

Approve the revision to the tree planting program which allows the City to fund the replacement of street trees and recommend the inclusion of \$13,000 in the 2027 budget to cover the cost of replacing removed street trees.



**City of De Pere, Wisconsin**

4.1

**Request for Board of Park  
Commissioners Action**

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**Meeting Date:** May 21, 2026  
**Department:** Parks, Recreation & Forestry  
**From:** Marty Kosobucki, Parks, Recreation and Forestry Director  
**Subject:** Consideration and possible action to approve an agreement with Brown County for access to city property at Perkofski Boat Launch for trail extension.  
**Recommendation:** Staff recommends approval.

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**Attachments:**  
Memo.BC Agreement Trail Extension, Contractor Hold Harmless Agreement-Brown County Recreational Trail

# CITY OF DE PERE MEMO



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To: Board of Park Commissioners  
From: Marty Kosobucki  
Director of Parks, Recreation and Forestry  
Date: May 21, 2026

RE: Consideration and possible action to approve an agreement with Brown County for access to city property at Perkofski Boat Launch for trail extension.

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Summary: The Parks Department from Brown County is leading a project that will extend a trail from Ashwaubomay Park to the Brown County Fairgrounds. The trail is proposed to connect to the small section of trail located at the Perkofski Boat Launch. In order to complete this connection, the contractor must obtain authorization from the City to perform some work on the property owned by the City.

The agreement you have before you allows Brown County and their contractor to complete work on the City's property.

Recommendation: Staff are in full support of the project and recommend approval.



**CITY OF DE PERE**

**HOLD-HARMLESS AND PROPERTY ACCESS AGREEMENT**

THIS AGREEMENT is made in the City of De Pere, Brown County, Wisconsin, this \_\_\_\_ Day of \_\_\_\_\_, 2026, by and between the City of De Pere (“City”), a Wisconsin municipal corporation, and Brown County, a Wisconsin body corporate and politic (“County”), collectively referred to as the “Parties”.

WHEREAS the City is the owner of the property commonly known as the Perkofski Boat Launch located in De Pere, Wisconsin (“the Property”). The Property consists of park land, boat launch facilities and a municipally owned pedestrian trail connecting to the boat launch property; and

WHEREAS, the Property lies adjacent to property owned by the County, known as the Brown County Park Fairgrounds; and

WHEREAS, County is undertaking a project wherein they are desiring to construct and connect their pedestrian trail (“Fairgrounds Trail) to the Property as general depicted in the attached Exhibit A; and

WHEREAS, County requires access to the Property for itself and its contractor Vinton Construction Company (“Vinton”) to complete this project.

**NOW THEREFORE**, in consideration of the covenants and promises hereinafter set forth and other good and valuable consideration acknowledged by the parties herein, it is agreed as follows:

1. City grants County and Vinton permission to access the Property to perform work as on and within the Property.
2. City grants County and Vinton permission to place on and within the Property equipment necessary to perform the work as contracted with Vinton, which includes but is not limited to a dozer, skid steers paver and other like equipment and machinery necessary for the work. However, the lower parking lot area of the boat launch at the Property shall not be utilized and or occupied in any manner.
3. Vinton shall be responsible for the placement, removal, repair or maintenance of said equipment.
4. County and Vinton shall ensure proper safety measures and requirements are adhered to through the duration of the work on and within the Property.
5. County and/or Vinton shall provide a minimum of forty-eight (48) hour written notice to City of De Pere Director of Parks Recreation and Forestry prior to commencement of work as contemplated under this Agreement.
6. Vinton and County hereby agree to indemnify, defend and hold harmless the City, its elected and appointed officials, officers, employees, agents, representatives and volunteers, and each of them, from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorneys' fees, costs and expenses of whatsoever kind or nature in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive, of Vinton and/or the County, or of anyone acting under their direction or control or on their behalf, even if liability is also sought to be imposed on City, its elected and appointed officials, officers, employees, agents, representatives and volunteers. The obligation to indemnify, defend and hold harmless the City, its elected and appointed officials, officers, employees, agents, representatives and volunteers, and each of them, shall be applicable unless liability results from the sole negligence of the City, its elected and appointed officials, officers, employees, agents, representatives and volunteers. Vinton and/or County shall reimburse the City of De Pere, its elected and appointed officials, officers, employees, agent or authorized representatives or volunteers for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. In

the event that Vinton and/or County employs other persons, firms, corporations or entities (sub-contractor) as part of the work covered by this Agreement, it shall be Vinton's and or County's responsibility to require and confirm that each sub-contractor enters into an Indemnity Agreement in favor of the City, its elected and appointed officials, officers, employees, agents, representatives and volunteers, which is identical to this Indemnity Agreement. This indemnity provision shall survive the termination or expiration of this Agreement.

7. Notwithstanding any other portions of this Agreement, nothing contained herein is intended to waive or estop the County or its insurers from relying upon the limitations, defenses, and immunities contained within Sections 345.05 and 893.80, Wis. Stats. To the extent that indemnification is available and enforceable, County or its insurers shall not be liable in indemnity, contribution, or otherwise for an amount greater than the limits of liability of municipal claims established under Wisconsin law.
8. Vinton shall present to the City a Certificate of Insurance with coverage and minimum policy limits as set forth herein. It is hereby agreed and understood that the insurance required by the City is primary coverage and that any insurance or self-insurance maintained by the City, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. This insurance shall be written for not less than any limit of liability specified herein, or required by law, whichever is greater, notwithstanding that the policy may have lower limits applying elsewhere in the policy. All applicable insurance and endorsements shall be in full force and evidenced prior to commencing work and remain in force until all of the work contemplated under the Agreement is completed or the length that is specified herein.
  1. General Liability Coverage
    - A. Commercial General Liability. Policy will be written to provide coverage for, but not limited to, the following: Premises and Operations Liability, Products and Completed Operations, Personal Injury, Blanket Contractual Liability coverage for the joint negligence of the City of De Pere, its officers, council members, agents, employees, authorized volunteers and the named insured, Broad Form Property Damage, Independent Contractor's coverage, and coverage for Property Damage from Perils of Explosion, Collapse, or Damage to Underground Utilities (commonly known as XCU coverage). Limits of liability not less than:

1. \$2,000,000 general aggregate
  2. \$1,000,000 products/completed operations aggregate per project
  3. \$1,000,000 personal injury and advertising injury per project
  4. \$1,000,000 each occurrence limit.
2. Automobile Liability Coverage
    - A. Minimum Limits - \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage each accident
    - B. Business automobile policy must cover liability for "Any Auto" - including Owned, Non-Owned private passenger automobile and commercial vehicles and Hired Automobiles
3. Umbrella Liability

Coverage to be in excess of employer's liability, commercial general liability, and automobile liability insurance required above. Limits of liability not less than \$2,000,000 each occurrence, \$4,000,000 aggregate.
4. Workers Compensation And Employers Liability

Workers Compensation and Employers Liability Insurance. Statutory workers compensation benefits and employers liability insurance with a limit of liability no less than \$1,000,000 each accident. This policy shall be endorsed to include a waiver of subrogation in favor of City. Contractor shall require subcontractors and others not protected under its insurance to obtain and maintain such insurance.
5. Additional Provisions
    - \* Additional Insured – The City of De Pere, and its elected or appointed officials, officers, employees agents and authorized volunteers shall be named as "Additional Insureds" on all Liability policies.
    - \* Waiver of Workers Compensation Subrogation - The workers' compensation policy is to be endorsed with a waiver of subrogation. The insurance company, in its

endorsement, agrees to waive all rights of subrogation against the City, its officers, officials, employees and volunteers for losses paid under the terms of the policy that arises from the work performed by the named insured for or on behalf of the City of De Pere.

- \* Certificates of Insurance – Certificates of Insurances, Commercial General, Umbrella and Additional Insured Endorsements acceptable to the City shall be submitted prior to commencement of the work.
- \* Endorsement -The Additional Insured and Workers Compensation Subrogation Waiver policy endorsements must accompany the Certificate of Insurance.
- \* Occurrence Basis – All policies, other than workers compensation, shall be written on an occurrence and not on an claims made basis.
- \* Notice - City of De Pere requires thirty (30) day advance written notice of cancellation.
- \* Acceptability of Insurers - No insurance required hereunder shall be carried with an insurer not authorized to do business in Wisconsin. The City reserves the right to disapprove any insurance company. A minimum rating of no less than A and Financial Size Category of no less than Class VI is required.
- \* Prohibited Exclusions - No policies of insurance required to be obtained by Contractor or its contractors or subcontractors shall contain provisions (1) that exclude coverage of liability assumed by this Agreement with City except as to infringement of patents or copyrights or for libel and slander in program material, (2) that exclude coverage of liability arising from excavating, collapse, or underground work, (3) that exclude coverage for injuries to City's employees or agents, or (4) that exclude coverage of liability for injuries or damages caused by Contractor's contractors or contractors employees, servants, or agents.

Proof of Insurance, Approval. The Contractor shall provide the City with certificate(s) of insurance showing the type, amount, effective dates, and expiration dates of required policies prior to commencing work under this Contract. Contractor shall provide the certificate(s) to the City's representative upon execution of the Contract, or sooner, for approval by the City. If any of the policies required above expire while

this Contract is still in effect, Contractor shall provide renewal certificate(s) to the City for approval. Certificate Holder language should be listed as follows:

City of De Pere  
335 South Broadway  
De Pere, WI 54115

The Contractor shall provide copies of additional insured endorsements or insurance policies, if requested by the City. The Contractor and/or Insurer shall give the City thirty (30) days advance written notice of cancellation, non-renewal or material changes to any of the above-required policies during the term of this Contract.

9. City may terminate this Agreement for any reason upon written notice to County and Vinton.
10. This Agreement will be construed and interpreted in accordance with the laws of the State of Wisconsin, notwithstanding any conflicts of laws provisions.
11. This Agreement constitutes the Parties' complete agreement and may only be modified, amended, or added after the date of this Agreement by a written instrument executed by both Parties.
12. If any provision of this Agreement or the application thereof to any persons or circumstances shall, to any extent, be invalid or unenforceable, then the remainder of this Agreement or the application of such provision, or portion thereof, and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.
13. Nothing in this Agreement is intended nor may be construed to create between City, County and or Vinton, either an employer/employee, joint venture, landlord/tenant, or any other similar relationship. No agent, employee or representative of either Party shall be deemed to be an agent, employee or representative of the other Party.
14. This Agreement may be executed in several counterparts, and the signatures on this Contract may be transmitted electronically. Electronic signatures will be deemed to constitute original signatures and counterparts to this Agreement containing the signatures (whether original or electronic) of all the parties will be deemed to constitute a single, enforceable Contract.

15. The Parties have given due authority to the individuals who have signed this Agreement to execute this Agreement on behalf of Vinton, County and the City respectively, and, when signed, this Agreement shall constitute the binding obligation each of the parties hereto.

THE CITY OF DE PERE:

DATED: \_\_\_\_\_

\_\_\_\_\_  
Kimberly Flom, City Manager

\_\_\_\_\_  
Carey Danen, Clerk

BROWN COUNTY

DATED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
By:

\_\_\_\_\_  
Its:

VINTON CONSTRUCTION COMPANY

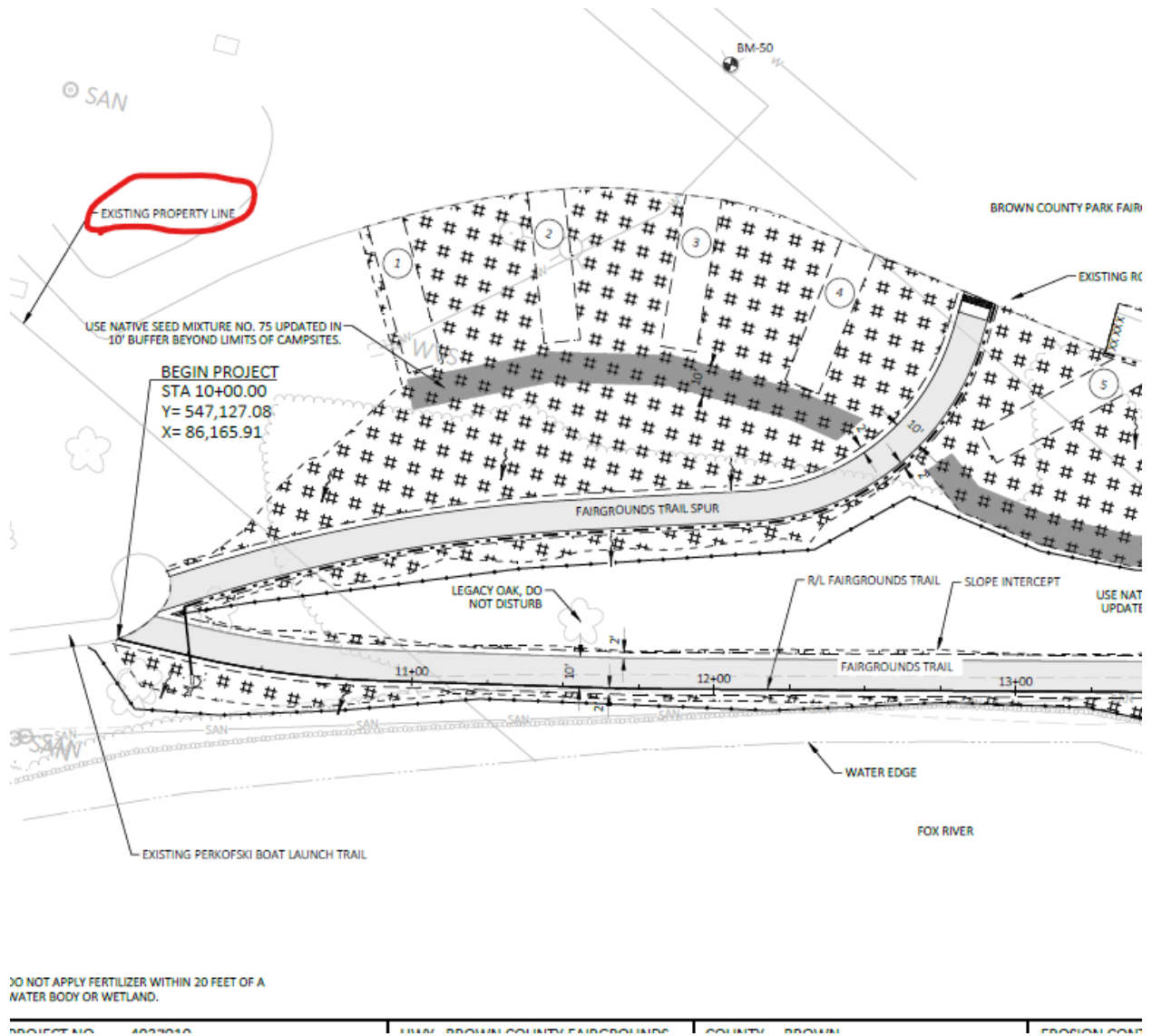
DATED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
By:

\_\_\_\_\_  
Its:

# EXHIBIT A





**City of De Pere, Wisconsin**

**5.A**

**Request for Board of Park  
Commissioners Action**

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**Meeting Date:** May 21, 2026  
**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.  
**Recommendation:** Staff recommends approval.

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**Attachments:**  
Memo. Quarterly report, De Pere Ice Management 3rd Quarter Financials Updated,  
Third Quarter DePere Ice Arena Report 4-1-2026, Third Quarter Financials April 6 25-26  
FY vs 24-25 FY

# CITY OF DE PERE MEMO



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To: Board of Park Commissioners  
From: Marty Kosobucki  
Director of Parks, Recreation and Forestry  
Date: May 21, 2026  
  
RE: Brown County Ice Management Quarterly Financial

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Summary: At the last Park Board meeting in April there was a question related to understanding the revenue accounts listed. In talking with Don Chilson, he confirmed that he was trying to indicate revenues were expected, but not yet received. Since this time, the revenues have been received and a new quarterly report is provided for you in your packet.

Don Chilson will be developing his year end report shortly and is expected to be at our June or July meeting. Mr. Chilson is also planning on attending that meeting.

**De Pere Ice Arena**  
**Profit & Loss Prev Year Comparison**  
June 2025 through May 2026

	Jun '25 - April 26 This fiscal year as of Quarter 3	Jun '24 - May 25 Last Fiscal Year
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
4003 · Advertising Revenue	2,000.00	0.00
4004 · Figure Skating	61,235.77	72,059.63
4007 · Ice Rental-Private		
40071 · De Pere High School	39,441.75	37,017.15
4007J · DePere Youth Hockey	80,250.33	103,432.53
4007 · Ice Rental-Private - Other	1,249.00	0.00
<b>Total 4007 · Ice Rental-Private</b>	<b>120,941.03</b>	<b>140,449.68</b>
4007a · Non Contracted Ice	6,513.00	16,597.00
4009 · Ice Rental-Summer	0.00	1,247.50
4016 · Vending	4,792.39	4,318.44
4110 · Kick-Synch	5,737.50	9,012.00
4111 · Ice Rental-Deacons	6,746.00	9,520.00
<b>Total Income</b>	<b>207,965.74</b>	<b>253,204.25</b>
<b>Gross Profit</b>	<b>207,965.74</b>	<b>253,204.25</b>
<b>Expense</b>		
5000 · Building Expense		
5004 · Service Contracts	7,365.69	8,394.03
5005 · Zamboni	5,629.34	2,362.08
5010 · Repairs and Maintenance	24,236.18	9,842.82
<b>Total 5000 · Building Expense</b>	<b>37,231.21</b>	<b>20,598.93</b>
5001 · Insurance Expense	12,600.00	15,120.00
5300 · Office Expense		
5301 · Bank Service Charges	245.22	311.29
5306 · Office Supplies	952.23	3,853.15
5308 · Telephone Expense	3,177.33	3,834.22
5300 · Office Expense - Other	0.00	181.27
<b>Total 5300 · Office Expense</b>	<b>4,374.78</b>	<b>8,179.93</b>
5400 · Payroll		
5408 Insurance	0.00	5,145.29
5401 · FICA Employer	5,615.95	6,977.91
5403 · Medicare Expense	1,357.32	1,474.59
5404 · Regular Earnings	42,480.50	44,611.90
5405 · Salaries	48,110.13	53,799.30
5407 · Payroll Processing Fees	550.00	650.00
<b>Total 5400 · Payroll</b>	<b>98,113.90</b>	<b>112,658.99</b>
5500 · Program Expense		
5501 · Advertising and Promotion	2,099.00	0.00
<b>Total 5500 · Program Expense</b>	<b>2,099.00</b>	<b>0.00</b>
5600 · Electric	42,687.73	56,446.85
5601 · Water	8,426.19	7,857.08
5602 · Gas	9,912.00	8,665.38
5700 · Vending Expense	3,443.64	3,221.91
6000 · Depreciation Expense	2,188.00	2,625.60
<b>Total Expense</b>	<b>221,076.45</b>	<b>235,574.67</b>
<b>Net Ordinary Income</b>	<b>-13,110.71</b>	<b>17,629.58</b>
<b>Other Income/Expense</b>		
<b>Other Expense</b>		
7000 · Split with City of De Pere	0.00	8,814.79
<b>Total Other Expense</b>	<b>0.00</b>	<b>8,814.79</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>-8,814.79</b>
<b>Net Income</b>	<b>-13,110.71</b>	<b>8,814.79</b>
Receivable Figure Skating	\$ 11,587.55	
Receivable Youth Hockey	\$ 23,000.00	
Receivable Syncho Skating	\$ 2,500.00	

**Net Income as of 3rd Quarter 23,976.84**

DePere Ice Arena, will be closing for the season April 24,2026

The ice arena saw a busy season, as Green Bay hosted several portions of their expanded tournaments at the DePere Ice Arena, the Wroble Cup for the HS teams and parts of the National Championships were all held at the Arena this season, along with DePere Youth Hockey hosting another State tournament in late February.

Plans for off season updates to electrical panels, the dehumidification controls system, and flooring replacements will be ongoing this off season.

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

Thank you.

Don Chilson, Manager

Brown County Ice Management

**De Pere Ice Arena**  
**Profit & Loss Prev Year Comparison**  
June 2025 through May 2026

	Jun '25 - April 26	Jun '24 - May 25
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
4003 · Advertising Revenue	2,000.00	0.00
4004 · Figure Skating	61,235.77	72,059.63
4007 · Ice Rental-Private		
4007i · De Pere High School	39,441.75	37,017.15
4007j · DePere Youth Hockey	80,250.33	103,432.53
4007 · Ice Rental-Private - Other	1,249.00	0.00
<b>Total 4007 · Ice Rental-Private</b>	120,941.08	140,449.68
4007a · Non Contracted Ice	6,513.00	16,597.00
4009 · Ice Rental-Summer	0.00	1,247.50
4016 · Vending	4,792.39	4,318.44
4110 · Kick-Synch	5,737.50	9,012.00
4111 · Ice Rental-Deacons	6,746.00	9,520.00
<b>Total Income</b>	207,965.74	253,204.25
<b>Gross Profit</b>	207,965.74	253,204.25
<b>Expense</b>		
5000 · Building Expense		
5004 · Service Contracts	7,365.69	8,394.03
5005 · Zamboni	5,629.34	2,362.08
5010 · Repairs and Maintenance	24,236.18	9,842.82
<b>Total 5000 · Building Expense</b>	37,231.21	20,598.93
5001 · Insurance Expense	12,600.00	15,120.00
5300 · Office Expense		
5301 · Bank Service Charges	245.22	311.29
5306 · Office Supplies	952.23	3,853.15
5308 · Telephone Expense	3,177.33	3,834.22
5300 · Office Expense - Other	0.00	181.27
<b>Total 5300 · Office Expense</b>	4,374.78	8,179.93
5400 · Payroll		
5408 Insurance	0.00	5,145.29
5401 · FICA Employer	5,615.95	6,977.91
5403 · Medicare Expense	1,357.32	1,474.59
5404 · Regular Earnings	42,480.50	44,611.90
5405 · Salaries	48,110.13	53,799.30
5407 · Payroll Processing Fees	550.00	650.00
<b>Total 5400 · Payroll</b>	98,113.90	112,658.99
5500 · Program Expense		
5501 · Advertising and Promotion	2,099.00	0.00
<b>Total 5500 · Program Expense</b>	2,099.00	0.00
5600 · Electric	42,687.73	56,446.85
5601 · Water	8,426.19	7,857.08
5602 · Gas	9,912.00	8,865.38
5700 · Vending Expense	3,443.64	3,221.91
6000 · Depreciation Expense	2,188.00	2,625.60
<b>Total Expense</b>	221,076.45	235,574.67
<b>Net Ordinary Income</b>	-13,110.71	17,629.58
<b>Other Income/Expense</b>		
<b>Other Expense</b>		
7000 · Split with City of De Pere	0.00	8,814.79
<b>Total Other Expense</b>	0.00	8,814.79
<b>Net Other Income</b>	0.00	-8,814.79
<b>Net Income</b>	-13,110.71	8,814.79



**City of De Pere, Wisconsin**

**5.B**

**Request for Board of Park  
Commissioners Action**

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**Meeting Date:** May 21, 2026  
**Department:** Parks, Recreation & Forestry  
**From:** Marty Kosobucki, Parks, Recreation and Forestry Director  
**Subject:** Consideration and possible action to approve the plans and specifications for the Wilson Park development project.  
**Recommendation:** Staff recommends approval.

---

**Attachments:**  
Memo.Wilson Park Plans

# CITY OF DE PERE MEMO



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To: Board of Park Commissioners  
From: Marty Kosobucki  
Director of Parks, Recreation and Forestry  
Date: May 21, 2026

RE: Consideration and possible action to approve the plans and specifications for the Wilson Park development project.

---

Summary: We will be looking for approval on the final plans and specifications for Wilson Park. Our plan was to include the plans, revisions and estimates with your packet, however due to a few changes that have occurred (based on last meeting along with meeting with the De Pere Historical Society), our consultant did not have documents quite ready in time to include with your packet.

Our consultant informed us that they should be ready in time for the Thursday, May 21st Board of Park Commissioner meeting. Should you have any questions please do not hesitate to reach out prior to the meeting.



**City of De Pere, Wisconsin**

**6.A**

**Request for Board of Park  
Commissioners Action**

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**Meeting Date:** May 21, 2026  
**Department:** Parks, Recreation & Forestry  
**From:**  
**Subject:** Staff Update on \$500 Donation from Kiwanis Club of De  
Pere to Recreation Scholarship Fund  
**Recommendation:**

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**Attachments:**  
Rec Scholarship 2026 - Kiwanis Club of De Pere

# CITY OF DE PERE

## Community Center

600 Grant Street, De Pere, WI 54115 | 920-339-4097 | [www.de-pere.org](http://www.de-pere.org)



TO: Board of Park Commissioners  
FROM: Paula Rahn, Recreation Superintendent  
DATE: May 14, 2026  
RE: Staff Update on \$500 Donation from Kiwanis Club of De Pere

The Kiwanis Club of De Pere has generously donated \$500 to the Recreation Scholarship Fund. We are truly thankful for their generosity and commitment to providing recreational opportunities to members of our community who otherwise could not financially afford to do so.

Currently, the Recreation Scholarship Fund has awarded 637 scholarships to individuals and families within the De Pere community. The current fund balance is \$53,723.64.

### Donation Information:

From: Kiwanis Club of De Pere  
c/o Steve Wilmet  
PO Box 5981  
De Pere, WI 54115

To: De Pere Parks & Recreation Department  
For: Recreation Scholarship Fund  
Amount: \$500



**City of De Pere, Wisconsin**

**6.B**

**Request for Board of Park  
Commissioners Action**

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**Meeting Date:** May 21, 2026  
**Department:** Parks, Recreation & Forestry  
**From:** Marty Kosobucki, Parks, Recreation and Forestry Director  
**Subject:** Staff update on Brown County Ice Management lease amendment.  
**Recommendation:** Staff update.

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**Attachments:**  
Memo.Lease Extension, 4th Amendment to Lease - BCIM w Exhibit

# CITY OF DE PERE MEMO



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To: Board of Park Commissioners  
From: Marty Kosobucki  
Director of Parks, Recreation and Forestry  
Date: May 21, 2026  
  
RE: Staff update on Brown County Ice Management lease amendment.

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Summary: At the May 5, 2026 City Council meeting the City Council approved a lease extension with Brown County Ice Management to operate the De Pere Ice Arena. The extension is a one-year extension with the opportunity to re-up for additional one-year extensions through mutual agreement. We went this route so that we have the flexibility to re-bid the operations of the rink if we find it is in our best interests.

I have included a copy of the approved and revised lease agreement for your knowledge.

**FOURTH AMENDMENT TO LEASE AGREEMENT BETWEEN THE  
CITY OF DE PERE AND BROWN COUNTY ICE MANAGEMENT, INC.**

THIS AMENDMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2026, by and between the City of De Pere, a Wisconsin municipal corporation (“City”) and Brown County Ice Management, Inc., a not-for-profit Wisconsin corporation (“Lessee”).

WHEREAS, the City and Lessee are parties to a Lease Agreement dated April 5, 2012, with amendments thereto dated April 17, 2013, December 29, 2014, and November 27, 2018, and extensions thereto dated June 1, 2023, March 19, 2024, and April 28, 2025 (collectively referred to as the “Lease Agreement”), which provides for Lessee’s use of City owned property and improvements located at 1450 Fort Howard Avenue, known as the De Pere Ice Recreation Center; and

WHEREAS, City and Lessee wish to amend the Lease Agreement along the terms and conditions more fully set forth below.

NOW THEREFORE, in consideration of the foregoing and mutual covenants and promises contained herein and other good and valuable consideration, the receipt of which is acknowledged, the parties hereto agree as follows:

1. Paragraph 1.16 is amended and replaced to read as follows:
  - 1.16 **Board of Advisors** means Lessee’s advisory panel made up of one (1) member from the following groups or people:
    - (a) City of De Pere Parks, Recreation and Forestry Department staff representative
    - (b) Board of Parks Commissioners representative
    - (c) Brown County Ice Management, Inc.
    - (d) De Pere Youth Hockey, Incorporated
    - (e) De Pere Deacons Hockey Team Inc.
    - (f) Greater Green Bay Figure Skating Club, Inc.
    - (g) De Pere Voyageur Booster Club Inc.

The Board of Advisors shall meet a minimum of one (1) time per year.

2. Paragraph 2.01 of the Lease Agreement is amended to provide that the lease term shall be extended for a term of 12 months, June 1, 2026 through May 31, 2027.

Thereafter, the Lease Agreement may renew for one (1) year increments upon mutual written agreement by both parties.

3. Paragraph 5.05 is amended and replaced to read as follows:
  - 5.05 During the months of October – February, Lessee shall provide a weekly open skate that is open to the public. Lessee shall offer at least one (1) open skate free of charge to City of De Pere residents. The selection of such free open skate date(s) shall be made in cooperation with the City of De Pere.
4. Paragraph 5.07 is amended and replaced to read as follows:
  - 5.07 Lessee shall set its own schedules, ice rental rates, concession prices and user fees. Ice rental rates shall not be increased on a yearly basis greater than five (5) percent to members of the Board of Advisors without prior approval from the Board of Park Commissioners and Common Council. Ice rental rates shall not be increased on a yearly basis greater than three (3) percent to members of the Board of Advisors without prior notification to the Director of Parks, Recreation and Forestry.
5. Paragraph 5.09 is amended to delete the words “grass cutting” from Paragraph 5.09.
6. Paragraph 5.12 of the Lease Agreement is amended to provide that the Lessee shall provide to the Director of Parks, Recreation and Forestry a seven (7) year capital improvement projection covering the ice facility.
7. Paragraph 5.15, which read as follows, “The Lessee shall ensure that every effort is made to provide teams from the De Pere Youth Hockey Association are provided the ability to host a minimum of 15 home games for each sponsored team, so long as they continue to remain as a core user and member of the Board of Advisors”, is hereby deleted in its entirety.
8. Paragraph 5.17 is created to read:
  - 5.17 The Lessee shall create a documented complaint system which includes the date and nature of the complaints, along with the complaint’s resolution. This documented complaint system shall be included with Lessee’s quarterly financial report to the City.
9. Paragraph 6.04 is amended and replaced to read as follows:
  - 6.04 The City will maintain, trim and be responsible for lawn cutting and maintenance in all areas of the park property, including the Leased Property.
10. Paragraph 7.01 is amended and replaced to read as follows:

7.01 Ice Facility Locker Rooms and Storage Facility. Lessee acknowledges that the existing Ice Facility currently is encumbered by a Lease Agreement dated September 7, 2022 by and between the City and De Pere Deacons Hockey Team Inc. and De Pere Voyageurs Booster Club Inc. A copy of said Lease is attached hereto and incorporated by reference as Exhibit A. City hereby assigns said Lease to Lessee for the term of this Lease Agreement and Lessee consents to such assignment and all terms, conditions, provisions, obligations, requirements and restrictions contained therein.

11. Paragraph 9.04 is amended and replaced to read as follows:

9.04 The City shall develop a sponsorship and advertising plan and present such plan to Lessee for Lessee’s review and approval, whose approval shall not be unreasonably withheld.

12. All other terms, conditions, requirements, and obligations found in the Lease Agreement are incorporated herein by reference and remain unaffected by this Amendment.

**BROWN COUNTY ICE MANAGEMENT, INC.**

By:

\_\_\_\_\_  
Print Name: \_\_\_\_\_

\_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
Print Name: \_\_\_\_\_

\_\_\_\_\_  
Title: \_\_\_\_\_

**CITY OF DE PERE**

By:

\_\_\_\_\_  
Kimberly T. Flom, City Manager

\_\_\_\_\_  
Carey E. Danen, City Clerk

Exhibit A

Locker Room and Storage Facility Lease Agreement

**LEASE AGREEMENT BETWEEN CITY OF DE PERE,  
DE PERE DEACONS HOCKEY TEAM, INC., AND DE PERE VOYAGEURS BOOSTER  
CLUB, INC. FOR LOCKER ROOM AND STORAGE FACILITY**

This Lease Agreement ("Lease") is made and effective September 7, 2022 (the "Effective Date"), by and between the City of De Pere, a Wisconsin municipal corporation ("Lessor") and De Pere Deacons Hockey Team, Inc. ("De Pere Deacons") and De Pere Voyageurs Booster Club, Inc. ("WIAA Booster Club")

WHEREAS, Lessor is the owner and operator of the De Pere Ice Recreation Center ("Center") located at 1450 Ft. Howard Avenue, De Pere, WI 54115; and

WHEREAS, a lease agreement was entered into on December 11, 1995 between Lessor, St. Norbert College, Inc., and the original De Pere Deacons Hockey Team whereby Lessor authorized St. Norbert College and the original De Pere Deacons Hockey Team to construct and maintain ownership of a locker and storage facility adjacent and connected to the Center, a copy of which is attached hereto as Exhibit A; and

WHEREAS, pursuant to the lease agreement between Lessor and the original De Pere Deacons Hockey Team, a locker and storage facility consisting of 5,200 square feet of property immediately adjacent to the east wall of the Center was constructed and co-owned by St. Norbert College and the original De Pere Deacons Hockey team in 1995, as illustrated on Exhibit 1 of Exhibit A attached hereto and shall be referred to as the "Premises;" and

WHEREAS, St. Norbert College and the original De Pere Deacons Hockey Team no longer have an interest in owning or operating the Premises; and

WHEREAS, the WIAA Booster Club and De Pere Deacons ("Co-Lessees") have jointly assumed occupancy and responsibility of the Premises; and

WHEREAS, it is the intention of all parties to terminate the lease agreement dated December 11, 1995 and replace it with this Lease Agreement.

NOW, THEREFORE, in consideration of the mutual promises herein contained and other good and valuable consideration, it is agreed:

1. **TERM AND RENEWAL TERMS.** The Co-Lessees shall lease the Premises from Lessor commencing on the Effective Date for an initial term of twenty (20) years (the "Initial Term"), subject to the terms and conditions of this Lease. This Lease shall automatically renew for consecutive ten (10) year renewal terms subject to one (1) year written notice of intent to terminate this Lease given by Lessor to both Co-Lessees at any time during any lease term other than the Initial Term, or given by both Co-Lessees to Lessor at any time after the Effective Date.
2. **RENT.** Co-Lessees shall pay rent to Lessor in the sum of one dollar (\$1.00) per year during the Initial Term and each Renewal Term. Said amount shall be due and payable

on or before the Effective Date, and thereafter, on January 1<sup>st</sup> of each year during the Initial Term and each Renewal Term of the Lease. However, Co-Lessees shall have the right to prepay the entire amount for the Initial Term and each Renewal Term at the commencement thereof.

3. **EXCLUSIVE USE/RIGHT OF ENTRY.** Co-Lessees shall have the exclusive right to utilize and improve the Premises for Co-Lessees' private use in accordance with the terms and conditions of the Lease. Lessor shall have the right to enter the Premises at any time to ensure that Co-Lessees' use and occupancy of the Premises is in compliance with the terms of the Lease.
4. **IMPROVEMENTS.** Co-Lessees shall not make any structural improvements to the Premises unless the plans are first approved in writing by Lessor, which such approval may be subject to conditions but shall not be unreasonably withheld. Co-Lessees shall obtain any required permits and/or approvals from the building inspection department before making any structural improvements to the Premises.
5. **OWNERSHIP AND RESPONSIBILITY.**
  - a. **Personal Property and Fixtures.** Co-Lessees may place personal property and fixtures within the Premises in any manner so as to reasonably accommodate the purpose or use of the Premises as a locker room or storage facility.
  - b. **Right to Sublet.** Co-Lessees shall have the right to sublet the Premises back to Lessor or to third parties upon the prior written approval of Lessor which such approval may not be unreasonably withheld.
  - c. **General Liability Insurance Required.** Each Co-Lessee shall maintain a policy of comprehensive general liability insurance, including personal injury liability, blanket contractual liability and broad form property damage liability. The combined single limit for bodily injury and property damage shall not be less than \$1,000,000, with additional umbrella liability insurance coverage for a total of not less than \$5,000,000.
  - d. **Improvements and Personal Property Insurance.** Co-Lessees shall be jointly and severally responsible for and shall maintain adequate property insurance on the Premises.
  - e. **Utilities.** Co-Lessees shall be jointly and severally responsible for any and all utility costs associated with the Premises, including but not limited to water, electricity, sanitary sewer, storm sewer and natural gas.
  - f. **Maintenance.** Co-Lessees shall be jointly and severally responsible for any and all costs required to keep the Premises in full compliance with all relevant state, federal and local codes applicable to the Premises.
6. **HOLD HARMLESS.** Co-Lessees hereby agree to indemnify, defend and hold harmless Lessor, its elected and appointed officials, officers, employees, agents, representatives and volunteers, and each of them, from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorneys' fees, costs and expenses of whatever kind or nature in any manner

which relate to either, or both of the Co-Lessees' use of the Premises and which are directly or indirectly caused, occasioned or contributed in whole or in part or claimed to be caused, occasioned or contributed to in whole or in part, by reason of any act, omission, fault or negligence, whether active or passive, of Co-Lessees or anyone acting under their direction or control or on their behalf, even if liability is also sought to be imposed on Lessor, its elected and appointed officials, officers, employees, agents, representatives and volunteers. The obligation to indemnify, defend and hold harmless Lessor, its elected and appointed officials, officers, employees, agents, representatives and volunteers, and each of them, shall be applicable unless liability results from the sole negligence of Lessor, its elected and appointed officials, officers, employees, agents, representatives and volunteers.

Co-Lessees shall reimburse Lessor, its elected and appointed officials, officers, employees, agents, representatives and volunteers for any and all legal expenses and costs incurred by each of them in connection with the enforcement of the indemnification obligations set forth herein.

In the event that Co-Lessees employ other persons, firms, corporations or entities ("Sub-contractor") as part of work covered by the Lease, it shall be Co-Lessees' responsibility to require and confirm that each Sub-contractor has liability insurance satisfactory to Lessor or, in the alternative each Sub-contractor shall enter into an indemnity agreement in favor of Lessor, its elected and appointed officials, officers, employees, agents, representatives and volunteers.

## **7. RESTRICTIONS ON USE.**

- a. **Hours of Use.** Access to the Premises will be limited to Center operating hours except that Co-Lessees may have access to the Premises at hours other than operating hours of the Center for the limited purpose of returning equipment, providing maintenance or, with Lessor's prior written consent, which consent shall not be unreasonably withheld, attending to Co-Lessees' other obligations set forth herein.
- b. **Use of the Premises.** The Premises shall be subject to the exclusive use and control of Co-Lessees. While the principal purpose of the Premises is to provide private locker room and storage facilities, it is understood that Co-Lessees may also use the Premises for academic activities, clinics, camp events, etc.
- c. **Conduct on Premises.** Co-Lessees shall impose and enforce rules substantially similar to those of the Center for all users of the Premises. In the event that activities on the Premises interfere with the public use of the Center, the Center's Manager and/or their designee, may take any action reasonably necessary to provide for orderly public use of the Center, including requiring all users of the Premises to temporarily leave the Premises and/or Center. Repeated violations of this Section shall constitute default of this Lease.

8. **SIGNS.** Co-Lessees shall not place or erect any signs on the outside of the Premises without the prior consent of Lessor which such consent shall not be unreasonably

withheld. The size, text, design and location of any sign shall be subject to written pre-approval by Lessor. Signs may be placed on the inside of the Premises provide the signs are not permanent fixtures.

9. **ASSIGNMENT.** Unless authorized and agreed upon in writing by all parties, which such authorization and agreement shall not be unreasonably withheld, neither of the Co-Lessees may assign or otherwise transfer any right or privilege conferred by this Lease.
10. **CONTINUED USE OF THE CENTER.** Nothing in this Lease shall require Lessor to continue to utilize the Center as an ice recreation facility if it is determined by Lessor that such use is contrary to the public interest. Notwithstanding the foregoing, in the event that Lessor elects to permanently discontinue use of the Center as an ice recreation facility or discontinue use of the same for a period of time in excess of 12 months, this Lease may be terminated by written notice given by both Co-Lessees to Lessor.
11. **BREACH AND RIGHT TO CURE.** In the event that Co-Lessees, or either of them, fails to perform under the terms or conditions of this Lease, Lessor shall give Co-Lessees sixty (60) days written notice of the event of default, during which time Co-Lessees have the right to cure the default. Lessor may terminate this Lease if, after said cure period expires Co-Lessees fail to cure the default.
12. **EFFECT OF TERMINATION.**
  - a. **Termination of One Co-Lessee.** In the event that this Lease is terminated in regard to one Co-Lessee by mutual agreement of the parties, or for any other reason whatsoever, the other Co-Lessee may request, in writing to Lessor, to continue this Lease under its current terms. In such case, this Lease shall continue upon satisfactory proof to Lessor that all provisions of this Lease are complied with by the remaining Lessee. This Lease shall thereupon continue until it is terminated pursuant to the terms of this Lease.
  - b. **Disposition of Personal Property and Fixtures.** Upon termination of this Lease, Lessor shall have the option of accepting ownership of the Co-Lessee's personal property and fixtures which remain on the Premises or requiring its removal at Co-Lessee's cost.
  - c. **Ownership of the Premises Upon Termination.** Upon termination of this Lease, Lessor shall have the option of accepting ownership of the Premises or requiring its removal at Co-Lessee's cost. In the event Lessor determines to take ownership of the Premises, Lessor may require Co-Lessee to take any and all steps reasonably necessary to bring the Premises into compliance with the terms and conditions of this Lease at Co-Lessee's cost or may make such repairs and/or perform required maintenance at Co-Lessee's cost.
13. **JOINT AND SEVERAL RESPONSIBILITY OF CO-LESSEES.** Except as otherwise specifically provided, the Co-Lessees shall be jointly and severally liable for performance of and compliance with all terms and conditions of this Lease. Such joint

and several liability shall exist in favor of Lessor to compel compliance with the terms of this Lease by either or all Co-Lessees in regard to the provisions of this Lease, regardless of exclusivity of use.

14. **NOTICE.** Any notice required or permitted under this Lease shall be deemed sufficiently given or served if personally delivered or sent by United States certified mail, return receipt requested, addressed as follows:

If to Lessor:

City of De Pere  
Attn: Director of Parks,  
Recreation & Forestry  
925 S. Sixth Street  
De Pere, WI 54115

If To Co-Lessees:

De Pere Deacons  
Attn: David Lepp  
14908 Argonne Dr.  
Green Bay, WI 54304

and

WIAA Booster Club  
a.k.a De Pere Voyageurs Booster Club  
Attn. Board President  
PO Box 5163  
De Pere, WI 54115

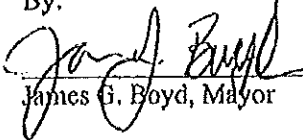
15. **WAIVER.** No waiver of any default of Lessor or either or both of Co-Lessees hereunder shall be implied from any omission to take any action on account of such default if such default persists or is repeated, and no express waiver shall affect any default other than the default specified in the express waiver and that only for the time and to the extent therein stated. One or more waivers by Lessor or either or both Co-Lessees shall not be construed as a waiver of a subsequent breach of the same covenant, term or condition.
16. **MEMORANDUM OF LEASE.** The parties hereto contemplate that this Lease should not be filed for record, but in lieu thereof, at the request of Lessor or either or both Co-Lessees, the parties shall execute a memorandum of Lease to be recorded for the purpose of giving record notice of the appropriate provisions of this Lease.
17. **SUCCESSORS.** The provisions of this Lease shall extend to and be binding upon Lessor and Co-Lessees, and their successors and assigns.
18. **FINAL AGREEMENT.** This Lease terminates and supersedes all prior understandings or agreements on the subject matter hereof. This Lease may be modified only by further writing that is duly executed by all parties.

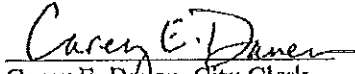
19. GOVERNING LAW. This Lease shall be governed, construed and interpreted by, through and under the Laws of the State of Wisconsin.

IN WITNESS WHEREOF, the parties have executed this Lease as of the day and year first above written:

CITY OF DE PERE

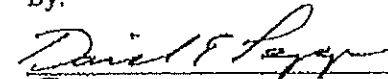
By:

  
James G. Boyd, Mayor

  
Carey E. Dallen, City Clerk

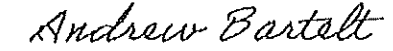
DE PERE DEACONS

By:

  
DAVID E LEPT PRES.

WIAA BOOSTER CLUB  
A.K.A. DE PERE VOYAGEURS  
BOOSTER CLUB

By:

  
Andrew Bartelt, President

LEASE AGREEMENT

THIS LEASE AGREEMENT is made and entered into this 11th day of December, 1995 by and between the City of De Pere, a Wisconsin municipal corporation ("Lessor") and St. Norbert College, Inc. a Wisconsin corporation, and De Pere Deacons Hockey Team. St. Norbert College, Inc. and De Pere Deacons Hockey Team shall be collectively referred to as "Lessee" where the responsibility and liability for compliance with the terms and conditions of this lease are joint and several. Where the responsibility and liability of St. Norbert College, Inc. or the De Pere Deacons Hockey Team are independent of the other tenant, the party shall be referred to as "co-tenant".

RECITALS

WHEREAS, Lessor owns and operates the De Pere Ice Recreation Center (hereinafter "Center"); and

WHEREAS, Lessee is a significant user of the Center; and

WHEREAS, over the years, the use of the public locker facility supplied by Lessor and used by Lessee has been inconvenient for both Lessor and Lessee; and

WHEREAS, Lessee has approached Lessor requesting permission to construct a locker facility for Lessee's sole use adjacent and connected to the Center; and

WHEREAS, Lessor sees public benefit to permitting the construction of a private facility by Lessee to be used in conjunction with the Center and is therefore amenable to permit such construction under the terms and conditions of this Agreement;

## Miscellaneous

NOW, THEREFORE, in consideration of the mutual covenants contained herein, Lessor does hereby lease to Lessee and Lessee hereby agrees to occupy the premises described hereunder under the following terms and conditions:

I. PREMISES. The leased premises shall consist of 5,200 square feet of property immediately adjacent to the east wall of the Center, which Center is located at 1450 Ft. Howard Avenue. Such property is illustrated and designated "Premises" on Exhibit 1 attached hereto and is hereinafter referred to as the "Premises".

II. TERM. This lease shall commence June 30, 1995 and shall run for twenty (20) years, subject to the terms and conditions of this Agreement. The lease shall automatically renew for consecutive ten (10) year terms subject to a one (1) year written notice of intent to terminate the Agreement given at any time during any lease period other than the initial period.

III. RENT. Lessee shall pay rent to Lessor in the sum of One (\$1.00) Dollar per year. Said amount shall be due and payable on or before June 20 of each year during the term of the lease. However, Lessee shall have the right to prepay the entire amount for the term.

IV. EXCLUSIVE USE/RIGHT OF ENTRY. Lessee shall have the exclusive right to utilize and improve the Premises for Lessee's private use in accordance with the terms and conditions of this Agreement. Lessor shall have the right to enter the Premises at any time to ensure that Lessee's use is in compliance with the covenants of this Agreement.

V. LEASEHOLD IMPROVEMENTS. It is the underlying intent of this Agreement to permit Lessee to construct upon real property owned by Lessor (Premises) locker room and storage facilities for the exclusive use of Lessee ("Improvements").

(a) Construction Specifications. To ensure compatibility of the Improvements with the Center, no Improvements shall be constructed unless the plans are first approved by Lessor's Department of Public Works and Ice Facilities Management Committee. Such approval will not be unreasonably withheld, but may be subject to conditions. Construction shall be in substantial compliance with Exhibits 1, 2, and 3 annexed hereto.

(b) Responsibility for Construction Specifications Compliance. Lessee shall be entirely responsible to see to it that all construction is in accordance with all state, local, and federal regulations pertaining to the type of construction contemplated by this Agreement. Lessee shall coordinate construction activities with Lessor so as to minimize disruption of Center operations and the construction schedule shall be subject to the approval of the Center Manager.

(c) Hold Harmless. Lessee shall save and hold harmless Lessor for any and all causes of action, administrative proceedings, claims, suits, or other claims or proceedings of any nature whatsoever as a result or consequence of any of the following:

1. Bodily injury or property loss or damage to any officer, agent, employee or invitee of the City, officer, agent, employee or invitee of Lessee, or third party, occasioned as a result of construction activities contemplated hereunder or in any manner as a result of Lessee's exercise of the rights and/or obligations under this Lease Agreement, including, specifically, the use and operation of the Improvements;

2. Any violation of any state, federal, or local building code or any other regulation whatsoever pertaining to construction requirements for the Improvements; or

3. Any claim or allegation that Lessor or Lessee have acted in violation of any state or federal law pertaining to contracting procedures and compensation.

This hold harmless agreement is meant to apply to the fullest extent of the law and is to include the cost of attorney fees and any other cost reasonably incurred in the defense of any such claim, action, proceeding, etc.

VI. OWNERSHIP/MAINTENANCE RESPONSIBILITIES IN REGARD TO IMPROVEMENTS. (a) During the term of the lease and any renewals thereof, ownership of the Improvements shall be that of Lessee.

1. Personal Property and Fixtures. Lessee may place personal property and fixtures within the leased premises in any manner so as to reasonably accommodate the purpose or use of the Premises and Improvements thereon as a locker room or storage facility.

2. Right to Sublet. Each co-tenant shall have the right to sublet the Premises and use of the Improvements back to Lessor or to third parties upon the approval of Lessor.

3. General Liability Insurance Required. Lessee shall maintain a policy of General Liability Insurance in an amount not less than One Million Dollars per occurrence which shall be at all times during the term of this lease applicable to the Premises.

4. Improvements and Personal Property/Insurance. Lessee shall be solely responsible for and shall maintain adequate property insurance on the Improvements and all fixtures and personal property therein.

(b) Utilities. The construction specifications for the Improvements shall require separate meters to be installed for all utilities servicing the Improvements. Lessee shall be and remain responsible for any and all costs of the provision of water, electricity, sanitary sewer, storm sewer (if any), natural gas, or any other utilities whatsoever required and utilized by Lessee as a consequence of use of the Improvements.

(c) St. Norbert Game Credit. It is recognized that due to the construction of the Improvements, Lessee will not require the use of the Center's locker facilities. It is further acknowledged that the absence of Lessee from the locker room facilities before and after St. Norbert hockey games will enable Lessor to rent additional ice time before and after such games. In consideration of the foregoing, Lessor shall credit Lessee 25% of the total cost of ice rental for St. Norbert home hockey games scheduled in four hour blocks between the hours of 6:00 p.m. and 11:00 p.m.

(d) Maintenance. Lessee shall be responsible for any and all costs required to keep the leased premises in full compliance with all relevant state, federal, and local codes applicable to the Premises. Each co-tenant shall be responsible for normal daily maintenance as necessary to keep the Premises and Improvements under their exclusive control in good repair (including interior painting) and in a clean, sanitary, and safe condition, free and clear of refuse or debris in the portion of the Premises and Improvements under their exclusive control. Lessee shall promptly and in a workerlike manner perform all other repairs or maintenance of all components of the Improvements, including, without limitation, electrical, heating, plumbing, or structural systems (including exterior painting, roofing, siding, etc.). Lessee's duty to

repair the Premises shall apply regardless of the source of damage. Lessee may contract with Lessor for the provision of maintenance services under this paragraph and Lessee shall coordinate any major maintenance/repair activities with the Manager of the Center. Lessor shall have the authority to make repairs or provide maintenance as required in this Section and to tax the reasonable cost thereof as rent to Lessee, such costs to be due thirty (30) days after delivery of the invoice of the actual cost of repair or maintenance, where, in the reasonable discretion of the Manager of the Center:

1. The repair or maintenance activity is of such a nature that property damage to the Center or significant damage to the Improvements or their contents is reasonably likely or occurring, or that the condition to be repaired or maintained creates a reasonable possibility of harm to people utilizing the Center or Improvements; or
2. The Improvements have fallen below the requirements of this paragraph, in which case the Manager shall provide Lessee with notice of the required repair or maintenance, granting Lessee a reasonable time under the circumstances to make such repair or perform such maintenance activity before proceeding to perform such repair or maintenance.

VII. DAMAGE OR DESTRUCTION OF PROPERTY. Lessee shall hold Lessor harmless from any and all damage or destruction of the Improvements or personal property or fixtures located therein unless such damage can be shown to be the result of the intentional conduct of the officers or agents of Lessor. Lessee shall have the affirmative duty not to suffer or permit any conduct which would result in damage to or waste of the Improvements.

VIII. RESTRICTIONS ON USE. (a) Hours of Use. Access to the Premises will be limited to Center operating hours except that Lessee may have access to the Premises at hours other than operating hours of the Center for the limited purpose of returning equipment or providing maintenance. Each co-tenant shall be responsible to see to it that in the event the Premises are entered by a co-tenant or its members, officers, agents, or invitees during hours other than normal operational hours of the Center, such officers or agents of Lessee shall not enter or remain on the property of the Center.

(b) Use of the Premises. The Premises and Improvements thereon shall be subject to the exclusive use and control of Lessee. Each co-tenant shall maintain separate areas within the Premises subject to the exclusive use of one of the co-tenants. While the principal purpose of this lease is to provide Lessee with private locker room and storage facilities, it is understood that Lessee may use the Premises and Improvements thereon for academic activities, clinics, camp events, etc.

(c) Conduct on Premises. Each co-tenant shall impose and enforce rules substantially similar to those of the Center for all users of the Premises. In the event that activities on the Premises interfere with the public use of the Center, the Center's Manager and/or his designee may take any action reasonably necessary to provide for the orderly public use of the Center, including requiring all users of the Premises to leave the Premises and/or Center. Repeated violation of this section shall constitute default of this Agreement.

IX. SIGNS. Lessee shall not place or erect any signs on the inside or outside of the Premises without the prior consent of Lessor. The size, text, design, and location of any sign shall be subject to pre-approval by Lessor.

X. ASSIGNMENT. Except as expressly provided herein, Lessee may not assign or otherwise transfer any right or privilege conferred by this agreement. Lessee shall not encumber any portion of the Improvements without the written permission of Lessor.

XI. CONTINUED USE OF CENTER. Nothing in this Agreement shall require Lessor to continue to utilize the Center as an Ice Recreation Facility if it is determined by the Common Council of Lessor that such use is contrary to the public interest.

XII. BREACH OF LEASE. (a) Breach and Right to Cure. In the event that Lessee fails to perform under the terms or conditions of this lease, Lessor shall give sixty (60) days written notice of the event of default, during which time Lessee shall cure the default. Good faith efforts by Lessee shall constitute compliance. Lessor may terminate this Agreement if Lessee fails to cure a second written notice to Lessee. The second written notice shall require only fifteen (15) days to cure default.

(b) Violation of Certain Lease Terms. Notwithstanding the foregoing paragraph, each of the co-tenants is to be responsible for compliance with Section VI, paragraph (b), in regard to maintenance of that portion of the Premises and Improvements under their control and for compliance with any and all rules established under and requirements provided in Section VIII of this Agreement. If either co-tenant repeatedly violates the above mentioned contractual provisions, Lessor may provide that co-tenant with written notice of the failure/violation

and in such notice may provide that any other such failure or violation within sixty (60) days of such notice will result in termination of this lease.

XIII. EFFECT OF TERMINATION. (a) Termination of one co-tenant. In the event that this Agreement is terminated in regard to one co-tenant as provided in Section XII, paragraph (b), above, or by mutual agreement, the other co-tenant may request to continue the lease under its current terms. In such case, the lease shall continue upon satisfactory proof to Lessor that all provisions of this Agreement, including, specifically, insurance coverages, are complied with. The lease shall thereupon continue until it is breached as provided in Section XII or until notice is given as provided in Section II.

(b) Termination During Initial Term Due to Change in Use. If the public interest requires Lessor to discontinue use of the Center as an ice recreation facility as provided in Section XI of this Agreement, Lessor shall pay Lessee the fair market value of the Improvements. The fair market value shall be determined by taking the mean value determined by three (3) appraisers licensed in the State of Wisconsin, one of whom will be chosen by Lessee, one of whom will be chosen by Lessor, and last of which one will be selected by joint agreement of the parties. Each party shall bear the cost of the appraisal of the appraiser of their choice and the cost of the third appraiser shall be split. The appraisal shall take into consideration depreciation and the useful life of the Improvements, but shall not consider the value of the Premises. Payment of the amount so determined will be made to Lessee within ninety (90) days of either the determination of the amount or the vacation of the Premises by Lessee. A portion of such payment may be

withheld to bring the Improvements into compliance with Section VI, paragraph (d), of this Agreement.

(c) Disposition of Personal Property and Fixtures. Upon termination of this lease for whatever reason, Lessee may remove all fixtures and personal property placed within the Improvements (except those fixtures necessary for utility or sanitary services).

(d) Ownership of Improvements Upon Termination of Lease. Upon termination of this lease, Lessor shall have the option of accepting ownership of the Improvements or requiring their removal at Lessee's cost. In the event that Lessor determines to take ownership of the Improvements, Lessor may require Lessee to take any and all steps necessary to bring the Improvements into compliance with Section VI, paragraph (b), of this Agreement at Lessee's cost or may make such repairs and/or required maintenance at Lessee's cost.

XIV. JOINT AND SEVERAL RESPONSIBILITY OF LESSEE. Except as otherwise specifically provided by this lease, the parties shall be jointly and severally liable for performance of, and compliance with, any and all provisions of this Agreement. Such joint and several liability shall exist in favor of Lessor to compel compliance with the terms of this Agreement by either or both co-tenants in regard to all provisions of this Agreement, regardless of exclusivity of use, unless this Agreement specifically states that responsibility for a specific provision is the responsibility of each co-tenant. Payment by Lessor of any credit or refund of any overpayment to one of the co-tenants shall be deemed payment to both co-tenants.

XV. MISCELLANEOUS. (a) Effect of Waiver. A waiver of any term or condition of this lease by either party shall not be constituted as a waiver of any subsequent breach or covenant or condition, and the

consent or approval by either party to an act of the other requiring consent or approval shall not be deemed to waive or render unnecessary the other's consent or approval to or of any similar subsequent act.

(b) Law Applicable. This Agreement shall be construed in accordance with the laws of the State of Wisconsin.

XVI. NOTICES. Notices, where required in this Agreement, shall be given to the following addressees and shall be deemed received upon date mailed by certified mail:

If to Lessee:

With a Copy to:

If to City:

Ice Recreation Facility Manager  
1450 Ft. Howard Avenue  
P. O. Box 181  
De Pere, WI 54115

With a Copy to:

City Attorney  
335 South Broadway  
De Pere, WI 54115

XVII. ENTIRE AGREEMENT. This Agreement is meant and intended to be the entire agreement between the parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date and year first written above.

CITY OF DE PERE

Victor F. De Gleene  
~~XXXXXXXXXXXXXXXXXXXX~~ Mayor  
Victor F. De Gleene

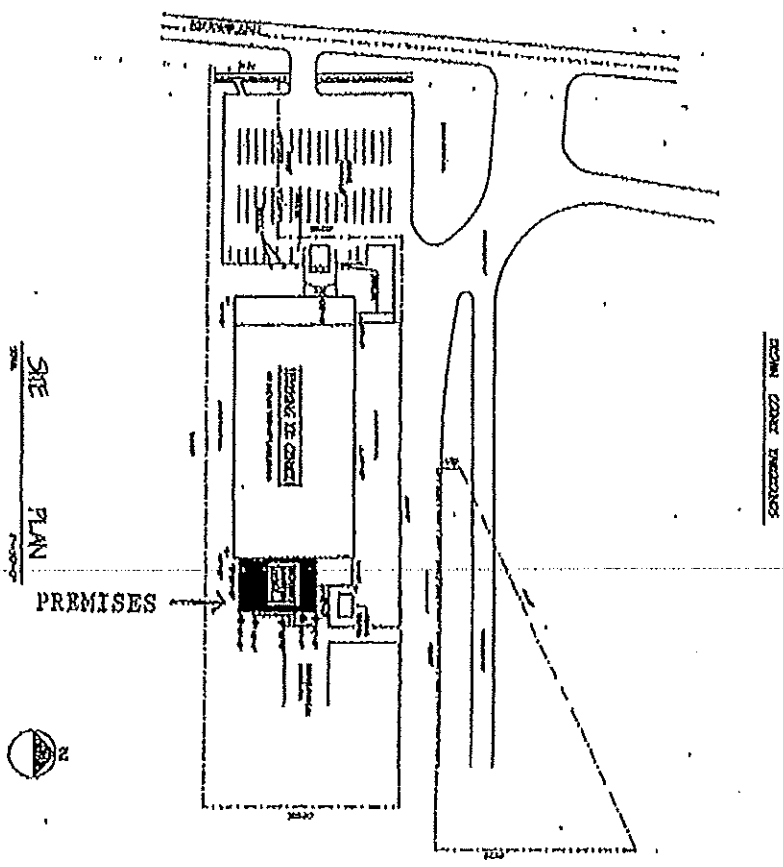
David G. Minten  
David G. Minten, Clerk-Treasurer

ST. NORBERT COLLEGE, INC.

Valerian C. Janni

DE PERE DEACONS HOCKEY TEAM

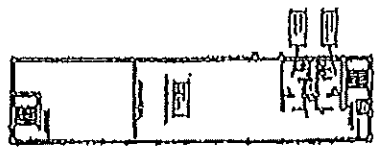
Carl H. Magnus



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		WISCONSIN	

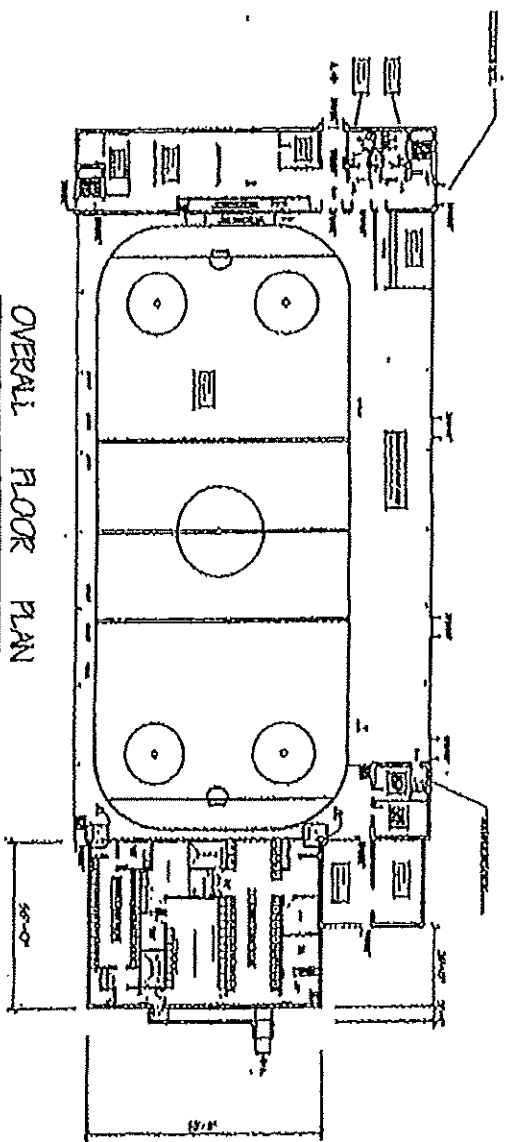
Exhibit A  
EXHIBIT 1

MEZZ LEVEL PLAN

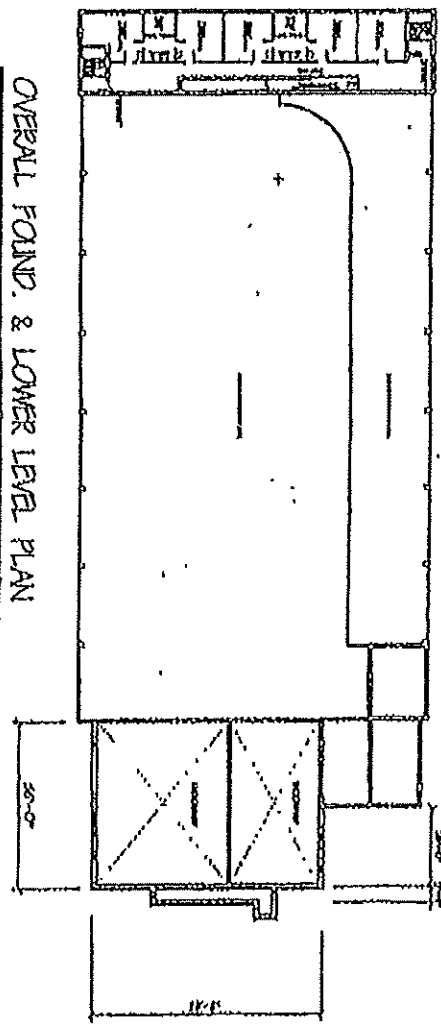


GENERAL NOTES

OVERALL FLOOR PLAN



OVERALL FOUND. & LOWER LEVEL PLAN



A 2	DE PERE ICE CENTER 12 HIR. EXHIBIT A	RECORD LOCATE ROOM HEIGHT FOR SET
		12 HIR. EXHIBIT A

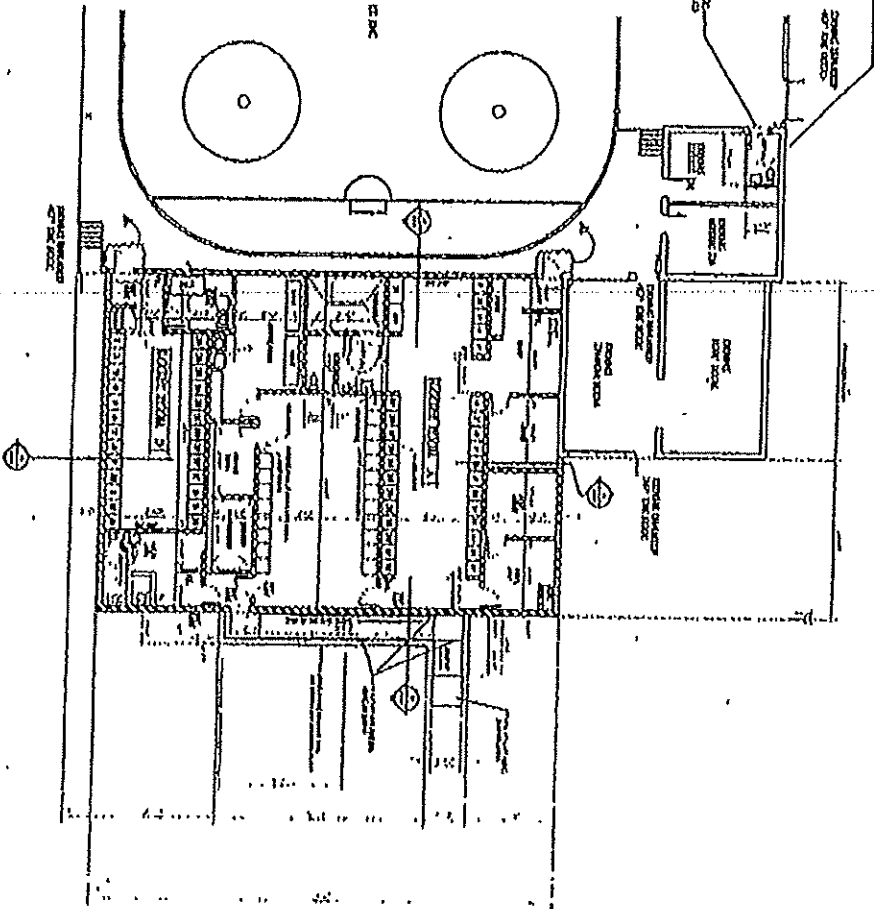
EXHIBIT 2

- GENERAL NOTES**
1. ALL DIMENSIONS TO CENTERLINE UNLESS OTHERWISE NOTED.
  2. FINISH FLOOR TO BE 4" THICK CONCRETE ON 4" THICK REINFORCED CONCRETE SLAB.
  3. ALL WALLS TO BE 8" THICK UNLESS OTHERWISE NOTED.
  4. ALL DOORS TO BE 3'0" X 7'0" UNLESS OTHERWISE NOTED.
  5. ALL WINDOWS TO BE 4'0" X 6'0" UNLESS OTHERWISE NOTED.
  6. ROOF TO BE 2" THICK CONCRETE ON 4" THICK REINFORCED CONCRETE SLAB.
  7. FLOOR FINISH TO BE 1/2" THICK POLISHED CONCRETE.
  8. CEILING FINISH TO BE 5/8" THICK GYP SOUDED TO 15' RISE ABOVE FINISH FLOOR.
  9. ALL WORK TO BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND SPECIFICATIONS.

**GENERAL NOTES**

DOOR TO BE 3'0" X 7'0" UNLESS OTHERWISE NOTED.  
 WINDOW TO BE 4'0" X 6'0" UNLESS OTHERWISE NOTED.  
 ALL DIMENSIONS TO CENTERLINE UNLESS OTHERWISE NOTED.

**PERIM FLOOR PLAN**  
 1/2" = 1'-0"



A 3		RECORD 10014 10011 10010 10001 10000 <b>DE PERE ICE CENTER</b> DE PERE, WISCONSIN	
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**EXHIBIT 3**



**City of De Pere, Wisconsin**

**6.C**

**Request for Board of Park  
Commissioners Action**

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**Meeting Date:** May 21, 2026  
**Department:** Parks, Recreation & Forestry  
**From:** Chelsea Moberg, Recreation Supervisor  
**Subject:** 2025 Aquatics Annual Report  
**Recommendation:** Staff update.

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**Attachments:**  
Memo.Aquatic Report, Aquatic Annual Report - 2025

# CITY OF DE PERE MEMO



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To: Board of Park Commissioners  
From: Marty Kosobucki  
Director of Parks, Recreation and Forestry  
Date: May 21, 2026  
  
RE: Annual Pool Report

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Summary: Included in your packet is the 2025 Annual Aquatic Report. This report provides you with a current and historical insight into the operations of our Aquatic Program. This includes our two outdoor pools as well as our swimming programs offered during non-summer dates/times.

I apologize for submitting this later than normal, however we wanted to partner the report along with a conversation at the City Council level with regard to Legion Pool. The report and Legion Pool discussion occurred on May 19.



# Aquatic Annual Report 2025

Completed by:  
Chelsea Moberg

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## Season Summary

Overall, the 2025 season was consistent with prior seasons facility usage levels, program registrations, and trended positively for most areas like pool rentals and daily admission levels. Staffing levels were excellent. Our overall numbers would be higher for concessions sales and attendance if the first couple weeks of the season had better weather.

### Daily Usage Data

This data gives an overview of the season attendance in comparison to the most recent season.

	2025		2024	
	Legion	VFW	Legion	VFW
Daily Average Attendance	176	309	182	330
Highest Attendance Day	6/17/25 519	6/17/25 688	6/18/24 462 Daily Total	6/18/24 797 Daily Total
Total Season Attendance	12,703	22,250	13,081	23,741
Baby Daily Admissions	233	748	183	744
Single Daily Admissions	3,550	10,608	3,260	10,430
Senior Daily Admissions	199	469	212	443
Lap Swim Daily Admissions	124	24	32	84
Season Pass Daily Scans	8,597	10,401	9,394	12,040
Max Rental Attendees	1,524	3,845	1,552	2,464
Days in Season	72	72	72	72
Facility Closures	21	15		

### Historic Attendance Data

Year	Legion		VFW		Notes
	Daily Attendance	Days in Season	Daily Attendance	Days in Season	
2025	12,703	72	22,250	72	
2024	13,081	72	23,741	72	
2023	14,449	72	25,357	72	
2022	12,604		24,240	72	Legion – delayed opening due to leak
2021	16,320	72	25,331	72	
2020	6,146	69	NA	0	VFW Closed
2019	15,493	72	NA	0	VFW Closed
2018	15,690	69	11,656	69	

2017	16,718	68	10,864	68	
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## Staffing

### Recruitment & Retention Strategies

Staff retention and recruitment was actively started for the 2025 season during the 2024 summer season. Re-hire letters were issued in December of 2024, management positions interviewed for in January and February of 2025, and lifeguard/pool facility attendant positions interviewed for starting in January and February of 2025. Most positions were filled by the end of February with most onboarding paperwork being completed in March and April.

### Staffing Levels

This year staffing levels were excellent. There were no instances of closure or significantly reduced offerings due to staffing levels. Compared to prior seasons this is a monumental achievement. Our most challenging role to fill was Lifeguards. A small number of applicants / staff dropped off early in the season, but we over hired anticipating this issue.

### Positions Hired

Senior Pool Manager - 1

Pool Managers – 5-8

Assistant Pool Managers – 2-4

Lifeguards / Swim Instructors – 38

Pool Facility Attendants - 21

### Inservice Training

We collaborated with a variety of departments to create a robust training plan for this summer season. This included partnering with the police department (active threat response), HR (sexual harassment videos), maintenance (pump room training), and the fire department (EMS activation training).

- **Pre-Season:** 5/27-6/5/2025 various topical trainings including: orientation, skills polishing, emergency action plans, concessions/point of sale, cleaning, swim lessons, CPR/first aid, pool maintenance, and a soft opening at VFW.
- **Main Season:** Lifeguards trained for an hour each week throughout the summer season and cycled through a variety of relevant topics including seizures, EAPs, first aid, CPR, and more. Pool facility attendants had 3 trainings throughout the summer season to touch base, review procedures and troubleshoot ongoing issues. Pool management met weekly to discuss ongoing issues, upcoming events, and coordinate tasks. We partnered with the Fire Department to run full EAP scenarios (including 911 calls and a follow-up debrief with the responding fire fighters).
- **Additional Training:** De Pere participated in the New Pro Lifeguard Competition. One of our two participating teams took second place at the event. We were one of the planning municipalities and spent time prior to the season preparing activities for the competitions.

## Staffing Plan Changes

This year we implemented roving staff at VFW during the busiest times of the day. This helped address a variety of issues including reduced impact on pool operations for staff call outs, increased lifeguard coverage on busiest parts of pool, increased support in concessions or admissions, and a way to rotate staff in for a break during extreme heat or poor air quality index days. Staff were also able to find and address the “shower slip and slide” culprits preventing further damages to the facilities. We will continue to fine tune this adjustment but see it as a positive change for the department and community.

## Aquatic Offerings

### Concessions

Concession sales were excellent. Pulled pork nachos were added to our menu and a quick favorite for many guests. Two freezers were replaced at VFW to address prior issues with melting ice cream. They performed better than expected and we had no instances of the freezers causing product losses this season. Leftover products were sold at the Beer Gardens and at the Community Center / MSC at a discount post season. **Below reflects a sample of some of our product sales.**

Product Type	Sale Price	QTY Sold Legion	QTY Sold VFW	Qty Sold Grand Total	Best Seller
Candy	\$1.00	291	366	657	Airheads (3 for \$1)
	\$2.25	154	278	432	Charleston Chew - Vanilla
	\$3.50	56	129	185	Cotton Candy – Blue
	\$4.00	27	95	122	Freeze Dried Skittles
	<b>ALL Candy</b>	<b>1526</b>	<b>2688</b>	<b>4214</b>	
Drinks	\$1.50	148	550	698	Bottled Water
	\$2.50	56	179	235	Bubbl’r Triple Berry
	\$3.00	0	1556	1556	Slush Puppies
	\$4.00	0	19	19	Iced Coffee
	<b>ALL Drinks</b>	<b>697</b>	<b>3900</b>	<b>4597</b>	
Food	\$0.75	176	826	1002	Extra Cheese
	\$2.75	0	188	188	Hot Dog Bagel Bites
	\$3.50	272	1089	1361	Pretzel
	\$6.00	10	86	96	Pulled Pork Nachos
	\$11.00	0	110	110	Pepperoni Pizza
	<b>ALL Food</b>	<b>614</b>	<b>3146</b>	<b>3760</b>	
Frozen	\$1.25	426	753	1179	Giant Freezie Pop
	\$2.25	212	312	524	Ice Cream Sandwich
	\$2.75	200	418	618	Sponge Bob Bar
	\$3.25	222	614	836	M&M Cookie Sandwich
	<b>ALL Frozen</b>	<b>2098</b>	<b>4004</b>	<b>6102</b>	
Snacks	\$0.75	45	124	169	Welches Fruit Snack
	\$1.00	126	302	428	Ruffles Cheddar & SC

	\$2.25	60	180	240	Pickle Bites
	\$3.00	5	24	29	Beef Stick
	<b>ALL Snacks</b>	<b>445</b>	<b>1624</b>	<b>2069</b>	

### Facility Rentals

In 2025 we offered traditional facility rentals to the community on most of the operating weekends. Opening weekend, Fourth of July, and closing weekends were not offered as reservable due to consistent difficulties staffing additional hours those weekends. We continued offering rentals on Friday mornings and party packages during evening open swim. Bookings were processed via online application. We had 4 Legion Pool Parties and 9 VFW Pool Parties in 2025.

Summary			Legion Pool			VFW Pool				
Year	Rental Revenue	Total Renters	Main Pool	Tot Pool	Inflatables	Main Pool	Tot Pool	Party Room	Slides	Concessions
2025	\$24,411	63	18	4	9	35	13	10	29	6
2024	\$17,277	54	19	6	3	28	9	10	27	6
2023	\$16,465	52	14	7	6	35	19	10	31	2
2022	\$10,832	41						NA		
2021	\$12,970	62								
2020	\$0	0	<i>NA – no traditional rentals due to COVID</i>							
2019	\$803	4								
2018	\$1,368	7								

### Programs

At our summer seasonal facilities, we offered a variety of regular programs including group swim lessons, private swim lessons, water fitness classes, and a Masters Swim program. In 2025 we added a competitive swim program with 23 participants joining for the season. We also offered a mermaid experience in conjunction with existing youth programming.

### Swim Lesson Data

Year	Total Enrolled	Group Lessons	Private Lessons	Est. Total Revenue	Budgeted
2025	953	692	261	\$59,086	\$45,500
2024	858	694	164	\$52,016	\$44,632
2023	708	621	87	\$37,392	\$35,000

Year	Total Enrolled
2025	953
2024	858
2023	708
2022	
2021	160
2020	88
2019	533

2018	722
2017	721

#### Adult Aquatic Fitness Programming

Year	Water Fitness – Summer	Water Fitness – Syble Hopp	Masters Swimming
2025	57	420	14
2024	53	479	9
2023			13

#### Pool Passes

Multiple pass options were available to residents and non-residents this year. Offerings included: Legion pool passes, VFW & Legion pool passes, individual passes, family passes, and senior passes. Sales for those passes started with the summer brochure registration opening date and included a pre-season discount. Registration was offered online with an in-person validation. Staff noted challenges with verifying family status and transferring prior season ID numbers to new registrations.

Year	VFW & Legion					Legion Only		
	Individual	Family	Senior	Lap	Lap - Senior	Individual	Family	Senior
2025	103	2,343	34	4	11	10	348	17
2024	143	2,618	38	9	10	25	420	20
2023	145	3,169	45	7	11	21	369	22
2022	153	2,905	47	11	20	26	292	13

#### Historic Season Pass Data

Data updated to reflect each individual user with a pass for consistent comparisons.

Year	Total Passes Issued
2025	2870
2024	3148
2023	3789
2022	3467
2021	3478
2020	NA
2019	1558
2018	2470
2017	2520
2016	2568

#### Residency Breakdown of Pool Passes

Year	VFW & Legion		Legion Only		Notes
	Resident	Non-Resident	Resident	Non-Resident	
2025	2000	513	269	111	
2024	2265	502	295	90	
<i>No data prior to 2024 on residency status of pass holders is available due to registration system transitions.</i>					

## History of Pool Passes Rates

Rates listed show the pre-season fee. In season pass fees increase by a nominal amount to encourage early registration. In 2021 a philosophy change occurred in the pricing structure, pool pass fees were doubled for Non-Residents. In 2025 the Non-Resident rate was set at 210% the Resident rate.

Year	VFW & Legion					Legion Only		
	Individual	Family	Senior	Lap	Lap - Senior	Individual	Family	Senior
2025	\$53 R \$111 NR	\$113 R \$237 NR	\$40 R \$111 NR	\$50 R \$105 NR	\$38 R \$105 NR	\$40 R \$84 NR	\$80 R \$168 NR	\$30 R \$84 NR
2024	\$50 R \$98 NR	\$108 R \$228 NR	\$38 R \$98 NR	\$47 R \$62 NR	\$37 R \$52 NR	\$38 R \$71 NR	\$76 R \$163 NR	\$28 R \$71 NR
2023	\$48 R \$79 NR	\$105 R \$221 NR	\$37 R \$95 NR	\$45 R \$60 NR	\$35 R \$50 NR	\$37 R \$69 NR	\$74 R \$158 NR	\$27 R \$69 NR
2022	\$48 R \$93 NR	\$105 R \$215 NR	\$37 R \$92 NR	\$48 R \$63 NR	\$37 R \$52 NR	\$37 R \$67 NR	\$74 R \$154 NR	\$27 R \$67 NR
2021	\$45 R \$90 NR	\$100 R \$210 NR	\$35 R \$90 NR	\$45 R \$60 NR	\$35 R \$50 NR	\$35 R \$65 NR	\$70 R \$150 NR	\$25 R \$65 NR
2020	NA	NA	NA	NA	NA	NA	NA	NA
2019	NA	NA	NA	\$35 R \$55 NR	\$27 R \$55 NR	\$50 R \$70 NR	\$75 R \$95 NR	\$40 R \$70 NR
2018	\$50 R \$70 NR	\$75 R \$95 NR	\$40 R \$70 NR	\$35 R \$55 NR	\$27 R \$55 NR	NA	NA	NA

## Special Events

This season a variety of family and youth focused events were offered throughout the season. They were typically offered in conjunction with open swim as a perk of attending during lower attendance times.

- Floating Family Bingo – 4 times, twice at each pool.
- 4<sup>th</sup> of July Games – 2 times, once at each pool
- Boat Races – 2 times, once at each pool
- Mermaid Meet & Greet – 1 time, at Legion Pool during tot swim hours
- Giveaways – 8 times, four times at each pool
- Flotation Fridays – 3 times at Legion Pool during open swim hours

## Safety

All rescues, first aid instances, patron discipline issues and similar issues were tracked through our standard reports. A few trends have been noticed, and staff are considering plans to ensure those are addressed in future seasons.

- Diving Board (high dive) injuries while attempting to climb down the ladder
- Non-swimmers on the lily pads

## Water Rescues

Total Rescues by Month

	June	July	August
2025	24	12	11
2024	16	14	4
2023	10	12	8
2022	15	15	12

Total Rescues by Age

	<b>0-5 Years</b>	<b>6-12 Years</b>	<b>13-17 Years</b>	<b>18+ Years</b>
2025	10	35	1	1
2024	5	25	0	4
2023	10	18	2	0
2022	12	24	2	4

Total Rescues by Location

	<b>Lily Pads</b>	<b>Deep End</b>	<b>Shallow End</b>	<b>Other</b>
2025	31	8	7	2
2024	22	9	3	0
2023	19	10	1	0
2022	27	15	0	0

Total Rescues by Facility

	<b>Legion</b>	<b>VFW</b>
2025	2	46
2024	2	32
2023	5	25
2022	4	38

Historic Water Rescue Data

Staff would like to make note that the significant overall increase in rescues is not a poor reflection on the seasonal staff skills or attention. This increase is directly related to the nature of the amenities at VFW Aquatic Facility along with the magnitude of attendees per day at that facility. Most rescues have been either distressed swimmers or active drowning victims, which indicates the quick recognition and response of staff members.

<b>Year</b>	<b>Total Rescues</b>	<b>Notes</b>
2025	48	Significantly more lily pad specific rescues this season
2024	34	
2023	30	Added standard swim testing, coordinated with day camp staff on skill assessments
2022	42	Added adult supervision requirement for children aged 8 & under, allowed coast guard life jackets
2021		<i>Unsure – data not found</i>
2020	1	(1 pool)
2019	2	(1 pool)
2018	5	
2017	3	
2016	4	
2015	9	
2014	6	

## Incidents

Incident reports are incidents that did not require a save to be performed. These incidents required the patron to receive First Aid for things such as cuts, bruises, bloody noses, etc.

<b>Year</b>	<b>Legion</b>	<b>VFW</b>
2025	1	6
2024	2	8
2023	4	2
2022	1	11
2021		
2020	2	NA
2019	11	NA
2018	6	4

## Budget

### Overall Budget Comparison

<b>Expenses</b>	<b>2025 Budgeted</b>	<b>2025 Actuals</b>	<b>2024 Budgeted</b>	<b>2024 Actuals</b>
Salaries	\$27,319	\$26,575	\$26,258	\$26,756
Hourly Wages	\$69,092	\$41,551	\$55,963	\$38,702
OT Wages	\$4,000	\$5,939	\$1,700	\$4,996
Seasonal Wages	\$280,285	\$292,933	\$257,461	\$266,153
Benefits				
- FICA	\$11,746	\$9,739	\$10,153	\$9,126
- Pension	\$6,979	\$5,000	\$5,791	\$4,859
- Insurance	\$37,675	\$28,748	\$50,369	\$31,899
Training	\$4,000	\$4,273	\$4,000	\$2,765
Telephone	\$2,050	\$1,424	\$2,050	\$2,014
Conferences	\$2,200	\$855	\$2,166	\$929
Data	\$750	\$0	\$750	\$0
Rentals	\$14,000	\$3,569	\$0	\$0
Utilities	\$79,500	\$66,679	\$79,500	\$55,890
Equipment Maintenance	\$44,000	\$29,590	\$44,000	\$31,113
Memberships & Subscriptions	\$55	\$76	\$45	\$56
Operating Supplies	\$14,250	\$16,010	\$17,745	\$15,189
Pool Chemicals	\$64,000	\$47,776	\$40,000	\$38,883
Concessions	\$28,000	\$25,970	\$28,000	\$25,038
Capital Equipment	\$28,000	\$57,829	\$13,600	\$10,719
<b>Total Expenses</b>	<b>\$717,901</b>	<b>\$664,539</b>	<b>\$639,551</b>	<b>\$565,090</b>

<b>Revenues</b>	<b>2025 Budgeted</b>	<b>2025 Actuals</b>	<b>2024 Budgeted</b>	<b>2024 Actuals</b>
Concessions	\$54,574	\$50,041	\$53,534	\$48,130
Swimming	\$276,150	\$284,979	\$254,410	\$283,628
- MISC	^	\$24,411	^	\$19,423
- Season Pass	^	\$91,233	^	\$92,104
- Gen. Admission	^	\$92,911	^	\$91,371
- Swim Lessons	^	\$52,497	^	\$44,621
- Syble Hopp	^	\$44,159	^	\$36,109
<b>Total Revenue</b>	<b>\$330,724</b>	<b>\$355,252</b>	<b>\$307,944</b>	<b>\$331,758</b>

Historic Budget Data

<b>Year</b>	<b>Actual Revenue</b>	<b>Actual Expenses</b>
2025	\$355,252	\$664,539
2024	\$331,758	\$565,090
2023	\$336,266	\$584,858
2022	\$306,284	\$529,933
2021	\$289,637	\$405,560
2020	\$32,585	\$133,952
2019	\$83,380	\$143,126
2018	\$129,814	\$277,328
2017	\$125,210	\$242,391



**City of De Pere, Wisconsin**

**6.D**

**Request for Board of Park Commissioners Action**

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**Meeting Date:** May 21, 2026  
**Department:** Parks, Recreation & Forestry  
**From:** Paula Rahn, Recreation Superintendent  
**Subject:** Staff update on donations.  
**Recommendation:** Staff update.

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**Attachments:**  
Staff Update on Donations 4.30.26

# CITY OF DE PERE

## Community Center | Recreation Department

600 Grant St., De Pere, WI | 920-339-4097 | [www.deperewi.gov/communitycenter](http://www.deperewi.gov/communitycenter)



TO: Board of Park Commissioners  
FROM: Mandi Baker, Recreation Coordinator  
DATE: May 21, 2026  
RE: Update on Donations

Staff is updating the Board of Park Commissioner's on donations for various programs and events. All donors will be recognized through event social media posts and emails and recognized at the event. Parks & Recreation Department staff have received the following donations:

<u>Donator</u>	<u>Amount</u>	<u>Designated For:</u>
John Schoendorf	\$20	City Band Music Stands
Peggy Van Gheem	\$100	City Band Music Stands