



Board of Park Commissioners

Regular Meeting

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

Revised Agenda

Thursday, September 19, 2019

6:30 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Board of Park Commissioners** of the City of De Pere will be held on **September 19, 2019** at **6:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

This meeting can be viewed LIVE at www.depere.tv. This meeting is also rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at www.depere.tv.

I. Call to Order

1. Roll Call

II. Action Items

1. Approve Board of Park Commissioners Minutes from the August 15, 2019 Meeting.
2. Approve \$250 Donation from The Pink Flamingos for the De Pere Community Center Flooring Project*
3. Consider request from De Pere Rapides to waive non-resident fees for Town of Lawrence.
4. Approve Reallocating Partial Funding from Southwest Lighting Project to Riverwalk Maintenance. *
5. Approve 9th Amendment to Humana Lease for Open Space and Ball Diamond.*

III. Discussion Items

1. Discussion on Policy Related to Dogs in Parks.
2. Aquatic Annual Report
3. Presentation from Park Superintendent/City Forester on Emerald Ash Borer and tree planting.

IV. Staff Updates

1. Update on the Status of the 2020 Budget.
2. Update on the Outcome of the August Beer Garden.

V. Future Agenda Items

VI. Public Comment Period

VII. Adjournment

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

Board Members
Alderspersons
Mayor Michael J. Walsh
Larry Delo, City Administrator
Judy Schmidt-Lehman, City Attorney
Marty Kosobucki
Carey Danen, City Clerk
City Hall 1st and 2nd Floor
Dennis Krueger, WDP High School
District
William Soquet, Teen Advisor
Jim Kneiszel, Brown County
Pink Flamingos

De Pere Youth Hockey
Tod Maki, De Pere Select Soccer
De Pere Area Chamber of Commerce
Definitely De Pere
Brown County Library – De Pere
TV & Radio Stations
De Pere Rapides Youth Soccer
De Pere Baseball
Ben Villaruel, De Pere School District

Lydia McMorrow, Teen Advisor
Jim Westerman, De Pere Rapides Soccer
Johnathan Watkins, Cushman & Wakefield

Notice is hereby given that a majority of the Members of the Common Council of the City of De Pere may attend this meeting to gather information about a subject (s) over which they have decision making responsibility.

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



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: September 19, 2019

DEPARTMENT: Parks, Recreation & Forestry

FROM: Grace Lahtela

SUBJECT: Approve Board of Park Commissioners Minutes from the August 15, 2019 Meeting.

ATTACHMENTS:

- Draft Minutes 8-15-19 (PDF)



Board of Park Commissioners

Regular Meeting

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

Draft Minutes

Thursday, August 15, 2019

6:30 PM

De Pere City Hall Council Chambers

I. Call to Order

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

Attendee Name	Title	Status	Arrived
Ryan Jennings	Aldersperson	Present	
Amy Chandik Kundinger	Aldersperson	Present	
Dean Raasch	Aldersperson	Present	
George Brown	Board Member	Excused	
Sue Schinkten	Board Member	Present	
Randy Soquet	Board Member	Present	
Bill Volpano	Board Member	Present	
Lydia McMorro	Teen Advisor	Present	
William Soquet	Teen Advisor	Present	

Others Present: John McDonald, Recreation Supervisor.

II. Action Items

1. Approve Board of Park Commissioners Minutes from the July 18, 2019 Meeting.

Aldersperson Raasch moved to approve the Board of Park Commissioner minutes from the July 18, 2019 meeting, seconded by Sue Schinkten. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Aldersperson
SECONDER:	Sue Schinkten, Board Member
AYES:	Jennings, Kundinger, Raasch, Schinkten, Soquet, Volpano
EXCUSED:	George Brown

2. Approve \$600 donation from De Pere Men's Club for Two Events - Summer Carnival & Senior Picnic

Aldersperson Raasch moved to approve a \$600 donation from the De Pere Men's Club for the Summer Carnival and the Senior Picnic, seconded by Bill Volpano. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Aldersperson
SECONDER:	Bill Volpano, Board Member
AYES:	Jennings, Kundinger, Raasch, Schinkten, Soquet, Volpano
EXCUSED:	George Brown

3. Approval to accept \$250 donation from Pink Flamingos to the Recreation Scholarship Fund

Sue Schinkten moved to approve \$250 donation from the Pink Flamingos to the Recreation Scholarship Fund, seconded by Aldersperson Chandik-Kundinger. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sue Schinkten, Board Member
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	Jennings, Kunding, Raasch, Schinkten, Soquet, Volpano
EXCUSED:	George Brown

4. Approval to accept \$1,000 donation from BCCWC to the De Pere Community Center
- Bill Volpano moved to approve \$1,000 donation from Brown County Community Women's Club to the De Pere Community Center, seconded by Alderperson Jennings. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bill Volpano, Board Member
SECONDER:	Ryan Jennings, Alderperson
AYES:	Jennings, Kunding, Raasch, Schinkten, Soquet, Volpano
EXCUSED:	George Brown

5. Approve Year End Financial Report from Brown County Ice Management on De Pere Ice Arena.

Alderperson Raasch moved to approve the Year End Financial Report from Brown County Ice Management on the De Pere Ice Arena, seconded by Alderperson Chandik-Kunding. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderperson
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	Jennings, Kunding, Raasch, Schinkten, Soquet, Volpano
EXCUSED:	George Brown

6. Approve agreement with Graef for the VFW Pool Technical Design and Construction Administration.*

Marty Kosobucki, Director of Public Works gave a summary of the selection process used to determine the consultant chosen for the Technical Design, Bidding and Construction Management of the VFW Aquatic Facility. He stated staff reviewed the proposals and the top three candidates were interviewed by the interview team, which consisted of Marty, Recreation Supervisor John McDonald, Director of Public Works Scott Thoresen, and Board of Park Commissioner member Randy Soquet. Each candidate was given 10 questions to base their presentation on. The interview team unanimously approved Graef as the top candidate choice.

Alderperson Raasch moved to approve the agreement with Graef for the VFW Pool Technical Design and Construction Administration, seconded by Bill Volpano. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderperson
SECONDER:	Bill Volpano, Board Member
AYES:	Jennings, Kunding, Raasch, Schinkten, Soquet, Volpano
EXCUSED:	George Brown

III. Discussion Items

1. Discuss proposed budget for 2020.

Marty Kosobucki, Director of Parks, Recreation and Forestry gave board members a recap sheet of the proposed budget, summary sheet of revenue projects and staff worksheets for the beer garden accounts. He stated the mayor has asked for a 0% raise in the budget, not including capital expenditures or the beer garden. The beer garden was not included in the budget packet, but will be proposed to the mayor. Also, an additional park laborer lead for field supervision will be proposed to the mayor. To offset the cost of the new employee, a Spring/Fall park laborer position will be eliminated and decreasing the amount of outside tree pruning.

An in depth discussion of the budget and capital projects took place.

RESULT:	DISCUSSED
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IV. Staff Updates

1. Update on Additional Donations under \$250 for Flooring at Community Center
Donations under \$250 for the Community Center flooring project were presented.

RESULT:	DISCUSSED
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2. Update on status of VFW Playground installation.

Marty Kosobucki, Director of Parks, Recreation and Forestry commented that the playground at VFW Park is installed. The notice to proceed, for the poured in place surfacing, has been sent out to Bluemel's, so the surfacing should be installed soon.

RESULT:	DISCUSSED
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V. Future Agenda Items

Alderson Raasch requested an update on attendance at Legion Pool.

Alderson Raasch also commented on the negative comments that are being made toward the City Forester and the Forestry Department. He requested an update on the number of trees being cut down, in comparison to the trees being planted, as well as the process taken to determine when a tree is taken down.

VI. Public Comment Period

Marty Kosobucki, Director of Parks, Recreation and Forestry announced that the next Beer Garden is on August 27th. This one will be featuring beer selections from local breweries. There will be improvements made to the beer tent area, hopefully eliminating the long lines.

VII. Adjournment

Sue Schinkten moved to adjourn the meeting at 8:03 pm, seconded by Bill Volpano. Upon vote, the motion passed unanimously.

Respectfully submitted,
Grace Lahtela



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: September 19, 2019

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Approve \$250 Donation from The Pink Flamingos for the De Pere Community Center Flooring Project*

Staff is seeking approval to accept a \$250 donation from The Pink Flamingos towards the flooring project for the upper level of the Community Center. This entire project is to be funded through private donations; thus far we have raised nearly \$9,000. Total cost of the project is \$22,000.

Thank you for your time and consideration.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: September 19, 2019

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consider request from De Pere Rapides to waive non-resident fees for Town of Lawrence.

ATTACHMENTS:

- Lawrence NR Waiver (PDF)



P.O. 5033
De Pere, WI 54115
www.dprys.org

September 10, 2019

BOARD OF PARK COMMISSIONERS
CITY OF DE PERE
335 S BROADWAY
DE PERE, WI 54115

RE: NON RESIDENT WAIVER REQUEST

Dear Board Members:

Please accept this letter as a request to be placed on the agenda of your September meeting to discuss the non-resident fees for the De Pere Rapides Youth Soccer Club (DPYRS) members that reside in the Town of Lawrence.

This past season DRPYS had a total of 1,564 participants in our program. The participants reside in a number of communities within southern Brown County as our district boundary covers De Pere, West De Pere, and Wrightstown School Districts. Our soccer fields are located within the following communities: The City of De Pere, the Town of Ledgeview, the Town of Lawrence, and the Village of Wrightstown. It is my understanding that currently DPRYS participants from the Town of Ledgeview have a non-resident waiver as they reside in communities that provide soccer fields for our club's use. Whereas the Wrightstown school district participants are excluded from the De Pere non-resident requirement as this division is separate from the rest of the DPRYS and all of their home games are played at Wrightstown High School. Over the past couple of years we have added fields in the Town of Lawrence and have been working with them on a location to add even more fields. On page 2 of this request you will find a breakdown that shows the proportional number of fields to the proportional number of players for De Pere, Ledgeview, and Lawrence. Based on the information provided, we are asking the Board to grant a waiver to the Town of Lawrence to participants for the non-resident fee. We ask that this waiver be retroactive to include the 2019 season.

Sincerely,

DE PERE RAPIDES YOUTH SOCCER CLUB

Jim Westerman, President

cc: DPRYS Board



The table below shows the relationship of the number of players from that particular community to the total number of players within the De Pere division. There were a total of 1,324 players with the De Pere Division. (1564 minus 240 players in the Wrightstown Division) The table also shows the relationship between the total number of fields used within the De Pere Division and the number of fields within each community.

Community	Number of Players	% of Players	Number of Fields	% of Fields
De Pere	619/1324	46.8%	10/19	52.6%
Ledgeview	237/1324	17.9%	4/19	21.1%
Lawrence	167/1324	12.6%	3/19	15.8%

As you can see the table demonstrates that proportionally each of these communities provides their fair share of fields based on the number of players participating.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: September 19, 2019

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve Reallocating Partial Funding from Southwest Lighting Project to Riverwalk Maintenance. *

Staff is asking the Board of Park Commissioners to consider officially canceling the Southwest paving project and reallocate a part of the funding toward maintenance at the Riverwalk. In 2018, the City approved \$16,000 to pave part of the entry way to Southwest Park. Bids for the project came in much higher than expected to the point staff believes we are better off leaving the site as is. We would like to request \$5,000 of the that funding be allocated toward the Riverwalk to provide some needed maintenance. A number of the boards on the raised walkways have cracked and are in need of replacement. In addition many of the bollards need replacement lenses and/or need to be completely replaced. Boards cost between \$50-\$80 per board depending on the length (12'-16'). Last, over time the bridge has become slightly out of line. We would like to have the contractor who built the bridge to come in and realign.

The following is what we believe we should order to appropriately update the Riverwalk deck boards and bollard lighting.

4 - Bollard Lighting (\$425 each) = \$1,700
 12 - Bollard Lens shields (\$50 each) = \$600
 20 - 16' Deck Boards (\$80/each) = \$1,600
 5 - 12' Deck Boards (\$50/each) = \$250
 Bridge Adjustment = \$850



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: September 19, 2019

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve 9th Amendment to Humana Lease for Open Space and Ball Diamond.*

Included in your information is a proposed 9th amendment to our lease agreement with Humana to use the Sports Park. We would recommend approving again.

ATTACHMENTS:

- Humana.9th Amendment Vacant Land - De Pere WI (DOCX)

NINTH AMENDMENT TO LEASE

THIS AGREEMENT is executed this ____ day of _____, 2019 by and between CITY OF DE PERE, a Wisconsin Municipal Corporation ("City"), and HUMANA INSURANCE COMPANY, a Wisconsin corporation f/k/a EMPLOYERS HEALTH INSURANCE COMPANY ("Humana").

WITNESSETH

WHEREAS, pursuant to that certain Lease Agreement, City is currently leasing from Humana, 22 acres located at 1100 Employers Boulevard, City of De Pere, Brown County, Wisconsin, Humana desires to extend the Term of the Lease Agreement for a period of Twelve (12) months, and the City has agree to such extension on the terms and conditions contained herein.

WHEREAS, the Lease made by and between the parties will expire on October 31, 2019, and the parties are desirous of extending the term thereof.

NOW, THEREFORE, for valuable and other good consideration, the receipt and sufficiency, of which is hereby acknowledged and the promises and covenants herein contained, it is mutually agreed as follows:

1. The above recitals are true and correct and are hereby incorporated in this Eighth Amendment as if set forth herein at length. Any and all capitalized terms not defined herein shall have the definitions set forth in the Lease.
2. The term of the Lease shall be extended for a period of Twelve (12) months to commence on November 1, 2019 and to expire on October 31, 2020.
3. The Lease may be terminated by either party upon thirty (30) days written notice.
4. The City shall keep the park in good condition in accordance with the maintenance schedule contained in Exhibit A attached hereto.
5. All other provisions, terms and conditions of the Lease shall remain in full force and effect throughout the extension period as identified herein.
6. This Amendment, and any subsequent amendment or consent provided in connection with the Lease, may be executed in counterparts (each of which shall be deemed an original but all of which together shall constitute one and the same Amendment) and shall become effective when one or more counterparts have been signed by each of the parties and delivered to the other party. In the event that any signature is delivered by facsimile transmission or by e mail delivery of a ".pdf" format data file, or by electronic signature pursuant to ESIGN or UETA, or similar laws such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such were an original thereof.

- - SIGNATURE PAGE TO FOLLOW - -

Attachment: Humana.9th Amendment Vacant Land - De Pere WI (8672 : Approve 9th Amendment to Humana Lease for open space and ball

IN WITNESS WHEREOF, the parties have executed this Amendment to Lease and delivered this agreement as the date first above written.

AGREED AND ACCEPTED:

Witness:

HUMANA
HUMANA INSURANCE COMPANY
A Wisconsin corporation

By: _____
Its: _____

CITY
CITY OF DE PERE
A Wisconsin Municipal Corporation

By: Michael J. Walsh
Its: Mayor

Attachment: Humana.9th Amendment Vacant Land - De Pere WI (8672 : Approve 9th Amendment to Humana Lease for open space and ball

EXHIBIT A
Maintenance Schedule

- General mowing - 1x/week
- Mowing of all ball fields - 1x/week
- Trimming- 1x/every two weeks
- Ball diamond grooming - 1x/week. Daily if active.
- Bathroom maintenance - 1x/week. Daily if active.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: September 19, 2019

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Discussion on Policy Related to Dogs in Parks.

We have been requested to review the current policy on dogs in our park system and consider changes. I have summarized below our current policy and what other communities are doing.

Current Policy:

- Dogs are not allowed in any of our parks with the following exceptions:
 - Area designated for dogs only (ie. De Pere Dog Park)
 - Trail systems (ie. Preserve Trail, East River Trail)
 - De Pere Riverwalk
 - Voyageur Park
 - Parks approved in our Goose Patrol program.
- Dogs permitted in parks must be leashed unless otherwise stated (ie. Dog Park, Goose Patrol Program)

Other Community Policy related to dogs in parks:

Brown County - Dogs must be on a leash unless otherwise stated, and are still prohibited in playground, picnic areas and/or buildings. Some locations are identified to prohibit dogs all together, and organized events (ie. Brown County Fair) prohibit dogs.

Ashwaubenon - Dogs are allowed in their parks, however are prohibited from buildings, picnic areas, playgrounds, and sport fields.

Allouez - Dogs are allowed in their parks, however are prohibited from buildings, picnic areas, playgrounds and sport fields.

Bellevue - Dogs are not allowed in their parks, with the exception of their Dog Park and East River Trail.

Howard - Dogs in village parks must be leashed at all times on a leash not longer than eight feet.

Domestic pets shall be permitted on roads, sidewalks, trails, and natural areas where they will not interfere with the use of the parks by other persons. Pets shall not be allowed in buildings, playgrounds, picnic, sport, or public event areas.

Green Bay - Dogs are not permitted in parks but have the following exceptions. Dogs on a visible leash no longer than seven feet are only allowed to be walked in parks on designated perimeter or pass through walkways or pathways, parking lots serving the walkways or pathways, and designated trails.

If you believe we should consider altering our current ordinance, I would recommend doing something similar to the other communities. If this is the direction you would like to pursue, we will make proposed revisions to the ordinance and bring back to another meeting.

ATTACHMENTS:

- dogs_in_parks_2018_correction (3) (PDF)

- Brown County Dogs in Parks Memo (PDF)

DOGS IN PARKS



On-Leash Dog-Friendly Parks - all Brown County Parks except:

- Barkhausen Waterfowl Preserve, trails north of Lineville Road (dogs are allowed on the trails south of Lineville Road).
- Reforestation Camp

Rules for Dog-Friendly Parks:

- Dogs must be leashed at all times (8-feet or less or 5-feet or less on a state recreational trail)
- Dogs not allowed on groomed ski trails or mountain bike trails
- Dogs are not allowed in playgrounds, designated picnic areas or buildings
- Dog owners are responsible for the clean-up and removal of dog waste
- Dogs not allowed during organized events (i.e. Brown County Fair)
- No more than three dogs per person on any one visit
- Dogs must be licensed and current on rabies vaccines
- Female dogs in heat are prohibited
- Aggressive dogs are not permitted

Important Numbers:

Brown County Sheriff's Department
Non-Emergency - (920) 448-4200
Brown County Parks Department
(920) 448-6242

Dog-friendly parks, off-leash:

- Brown County Pet Exercise Area (Dog Park), small and large dog off-leash fenced areas

Use of the dog park requires an annual or daily permit. Both permits are available for purchase at the kiosk.

Daily Permits \$2

Daily passes are \$2 per dog and may be purchased right at the Dog Park.

Annual Passes \$20

Can be purchased several ways:

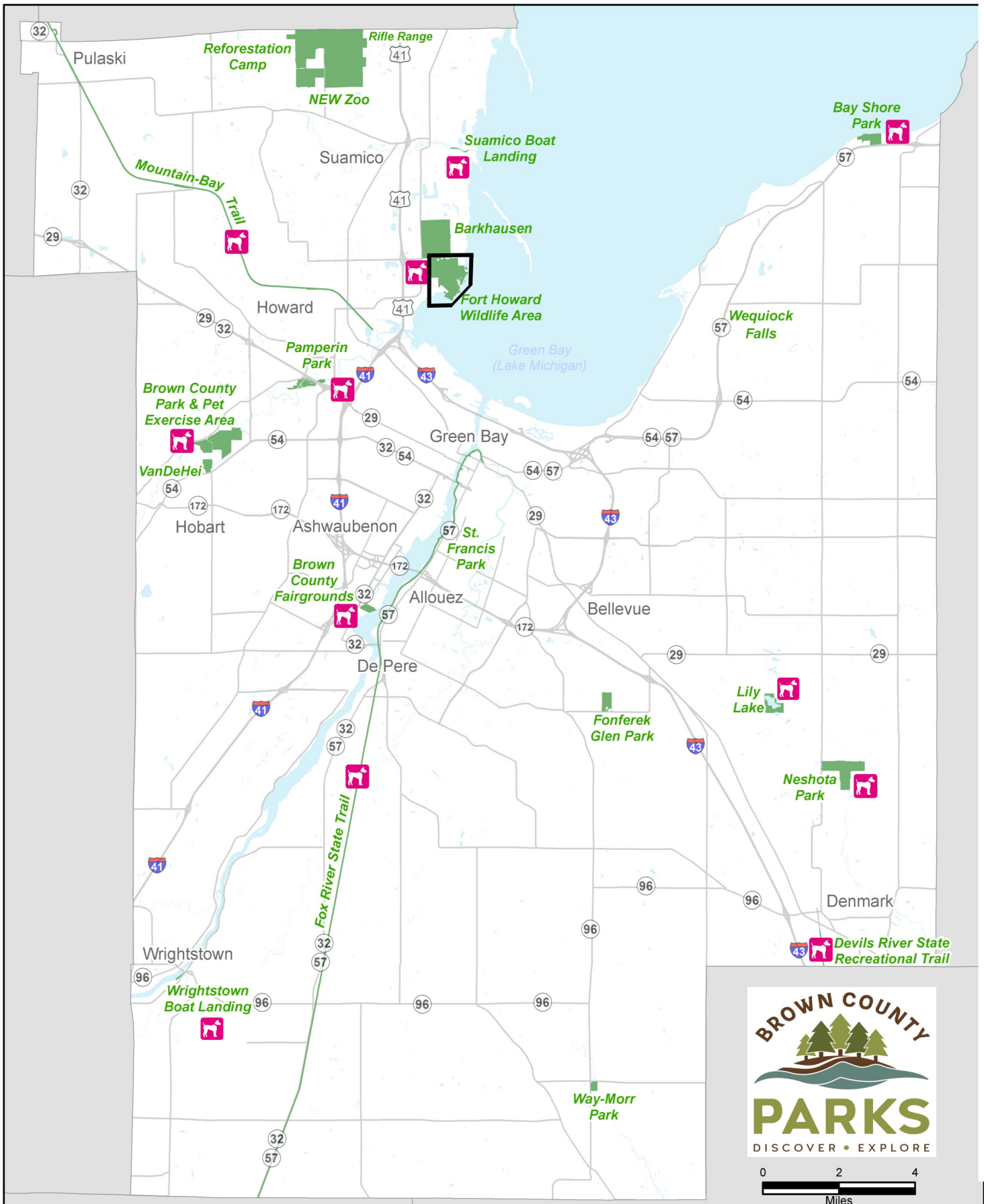
- Visit browncountyparks.org
 - Click on "Online Sales" and make your purchase
 - Click on "Permits and Passes", print the application found and mail in with payment
 - Visit one of our vendors listed under the "Permits and Passes" page
- At the kiosk, fill out park envelope, insert your payment and we will mail it to you.
- Call the Brown County Parks Office and make payment with Visa, MasterCard or Discover



DOG OWNERS:

PLEASE REMEMBER THAT YOU ARE RESPONSIBLE FOR THE ACTIONS AND BEHAVIOR OF YOUR DOG.

BROWN COUNTY DOG-FRIENDLY PARKS



Attachment: dogs_in_parks_2018_correction (3) (8713 : Discussion on Policy Related to Dogs in Parks.)

September 11, 2019

RE: Dogs in Brown County Parks

Dear Supervisor Kneiszel:

The following information is what transpired in 2016/17 when Brown County Parks received a communication from the County Board to investigate allowing dogs to enter more county parks.

This data is specifically related to Brown County Parks and may differ from other municipalities. Parks vary and are classified by their service areas, size, location, programs, and goals. Set park classifications exist through the National Recreation and Park Association.

The County's ordinance is as follow:

Chapter 8 Ordinance:

8.08 Pets (1): Pets shall not be allowed in any of the county parks except in those parks as set forth in subsection (2) herein;

(2): The Facility and Park Department will designate areas of public parks and recreational trails to be on-leash or off-leash "Dog Exercise Areas" subject to the Department's rules and regulations and as approved by the Brown County Board of Supervisors.

During the investigation process of either allowing or not allowing dogs in the parks many details were reviewed, including staff assessments of surrounding communities, state parks and national parks. Seeing as the Brown County Parks align best with state parks we choose to model this system.

The County Board of Supervisors approved allowing dogs in the majority of county parks following a one-year trial.

Since the inception of allowing dogs, park staff have had little to no customer concerns in the parks. In fact, it has been well received and to-date the Department has heard many positive comments.

The following rules have been established for Dogs in Brown County Parks:

- Dogs must be leashed at all times (8-feet or less or 5-feet or less on a state recreational trail)
- Dogs not allowed on groomed ski trails or mountain bike trails
- Dogs are not allowed in playgrounds, designated picnic areas or buildings
- Dog owners are responsible for the clean-up and removal of dog waste
- Dogs not allowed during organized events (i.e. Brown County Fair)
- No more than three dogs per person on any one visit
- Dogs must be licensed and current on rabies vaccines

- Female dogs in heat are prohibited
- Aggressive dogs are not permitted.

The Department is pleased with the outcome of Dogs in Parks and has no intention at this time of changing the policy.

Matt Kriese



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: September 19, 2019

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Aquatic Annual Report

This is the Aquatic Annual Report for 2019. Resident concerns include the following. Low Attendance Policy.

ATTACHMENTS:

- Aquatic Annual Report 2019 Final (PDF)

Aquatic Annual Report 2019

Completed By:

John McDonald



STAFF

Re-hire letters were sent in December to staff that worked in the summer of 2018 that were recommended for re-hire. We had 10 staff returning and hired 4 full time staff. We also hired various lifeguard and swim instructor subs. This summer we successfully hired enough lifeguards to be fully staffed. 2019 was the fifth year for new full time lifeguards to be reimbursed for their lifeguard certification, contingent on successfully completing one season of employment. We paid for 7 guard certifications this year totaling \$1,050.

A total of 24 staff was hired with a budgeted amount of \$65,795. Actual amount spent in staff wages was \$60,602

Positions Hired
Pool Managers (2)
Lifeguards/Swim Instructors(7)
Concession Staff (3)
Basket Attendants (2)
Sub Lifeguards/Swim instructors (10)

POOL MANAGERS

One manager returned to Legion from last year. Neither manager from VFW returned from 2018 season. One second year returning lifeguard from VFW, was hired as second manager. VFW Pool was not open during 2019 season.

BASKET ATTENDANTS

We had one basket attendant from VFW return to Legion Pool and hired a returning concessionaire to second position.

CONCESSIONS

Legion had three returning staff from VFW. No previous year staff returned from Legion.

LIFEGUARD SAFETY/TRAINING

We had 3 full-time guards returning and hired 4 new guards this summer. Our pre-season training consisted of orientation to our pools, safety and expectations as well as emergency action plan scenarios. We also had swim lessons training for guards teaching swim lessons.

Our pre-season/summer training schedule was as follows:

Date	Time	Location	Topic	Staff Required
Wednesday, May 22	5:00pm - 8:00pm	Community Center (600 Grant St.)	ActiveNet training w/Cheryl on own Pool Start Up Information - Binders	All Pool Managers
Wednesday, May 29	4:30pm - 6:00pm	Community Center Hickory Rm. (600 Grant St.)	Concessions & Basket Attendants Guidelines and Season Schedules	All Concessions All Basket Attendants All Pool Managers
Wednesday, May 29	6:00pm - 8:30pm	Community Center Hickory Rm. (600 Grant St.)	All Staff Training/Bloodborne Pathogen Training Video	All Staff
Friday, May 31	4:00pm - 7:00pm	Syble Hopp School (755 Scheuring Rd) (Enter through door #7 in back parking lot)	Swim Lesson Training (Deck & In Water)	All Pool Managers All Regular Guards
Tuesday, June 4	3:30pm - 6:00pm	Legion Pool	Police Training Safety & Expectations In Water Training	All Staff
Wednesday, June 5	3:30pm - 6:00pm	Legion Pool	BA/Concessions Training/Cleaning Set Up	All Pool Managers All Basket Att./Conc.
Wednesday, June 5	3:30pm - 6:00pm	Legion Pool	On Deck & In Water Guard Skills Swim Lesson Additional Training	All Pool Managers All Lifeguards
Thurs./Fri, June 6/7	3:30pm - 6:30pm	Legion Pool	Start Up/Guard/Lesson Train/Concessions & BA Set Up	ALL Staff
Friday, June 7	12:15pm - 2:15pm	Legion Pool	Mechanical Room/Opening & Closing procedures/Water Testing	All Pool Managers

Attachment: Aquatic Annual Report 2019 Final (8733 : Review and discussion of Annual Aquatic Report)

SAVES

Over the course of the summer, all saves were properly documented through incident reports and tracked. A total of 2 saves were made, tallying two less than the previous year.

Rescues by Month June – 0 July – 2 August – 0

Rescues by Age

5 & Under – 1 6-12 Years – 1
13-18 Years – 0 18 & Over – 0

Rescues by Location

Dive Well – 1 3 Foot - 1 5 Foot – 0

Rescues by Pool

Legion – 2 VFW – N/A (Did not open in 2019)

Saves History

2019	2 saves (1 Pool)
2018	5 saves
2017	3 saves
2016	4 saves
2015	9 saves
2014	6 saves

Incident Reports

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.

Incidents by Pool

Legion – 11 VFW – 0

Legion		VFW	
2019	11	2019	N/A
2018	6	2018	4
2017	Not Recorded	2017	Not Recorded
2016	Not Recorded	2016	Not Recorded

ATTENDANCE

Our operational season for Legion Pool was 72 days long. Legion Pool had minimal closures due to weather.

Legion Attendance Summary

	Resident/ Seniors	Non Resident	Baby Resident	Baby NR	Family Resident	Family NR	Lap	Summer Camp	Family Night	Season Pass	TOT.
June	961	64	95	4	135	48	1	181	235	2,455	4,17
July	1,798	208	178	12	501	153	0	283	193	4,941	8,26
August	617	34	77	2	219	24	0	275	138	1,661	2,88
TOTALS	3,376	306	350	18	855	225	1	739	566	9,057	15,4

**Includes Father's Day and Appreciation Pass numbers*

**Includes Summer Day Camp Attendance*

**Family counts are multiplied by 3 for average*

Legion Attendance History

2019	15,493(72 days)
2018	15,690 (69 days)
2017	16,718 (68 days)
2016	17,643 (72 days)
2015	12,031 (69 days)
2014	13,053

VFW Attendance Summary

	Resident/ Seniors	Non Resident	Baby Resident	Baby NR	Family Resident	Family NR	Lap	Summer Camp	Family Night	Season Pass	TOTALS
June	-	-	-	-	-	-	-	-	-	-	-
July	-	-	-	-	-	-	-	-	-	-	-
August	-	-	-	-	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-	-	-	-	-

**Includes Father's Day and Appreciation Pass numbers*

**Includes Summer Day Camp Attendance*

VFW Attendance History

2019	Did Not Open
2018	11,656 (69 days)
2017	10,864 (68 days)
2016	12,235 (68 days)
2015	12,463 (70 days)
2014	10,520

PASSES

This year we offered one evening at the community center for swim pass registration. Past season pass holders could use their existing cards or choose to come into the community center and have new cards printed.

Season Passes Issued

	TOTALS
Individual Pass	30
Family Pass	334
Baby Pass	6
Caregiver Pass	24
Senior Pass	5
Lap Pass	1
Replacement Pass	1
TOTALS	401

Season Pass History

Year	Passes Issued
2019	401 **Legion Only
2018	629
2017	669
2016	689
2015	644
2014	593

RENTALS

Legion had scheduled 5 scheduled pool rentals. One had to be refunded 100% due to weather.

Resident Rental	8 Hours	\$850
Less Sales Tax (5.5%)	\$850*0.055	\$803.25

Rental History

Year	VFW	Legion	Total Revenue	Budgeted
2019	0	4	\$803.25	\$800
2018	4	3	\$1,368	\$800
2017	5	0	\$903	\$760
2016	3	0	\$692	
2015	2	0	\$506	

SPECIAL EVENTS

Kid's Night Out to Rule the Pool:

We offered four evenings of Kid's Night Out to Rule the Pool: This event is an after hour swim event offered to middle school aged kids which provides recreational, structured and supervised activity. We hosted all four events.

Sensory Swim Sundays

Event was added to cater to needs of persons with disabilities. This event was held on Sunday mornings 9:30 am – 11:30 am. This event was not well attended. We will look to move to a different day and/or time.

SWIM LESSONS

Swim Lessons were offered Monday – Thursday leaving Friday morning as possible make-up days for morning classes. We also offered 9-week evening lessons leaving the last week pools are open as possible make-ups.

	Legion Pool	VFW Pool	Total Enrolled
Level 1A	48 (9 Classes)	Not Open	48 (9 Classes)
Level 1B	72 (15 Classes)	Not Open	72 (15 Classes)
Level 2	112 (17 Classes)	Not Open	112 (17 Classes)
Level 3	88 (14 Classes)	Not Open	88 (14 Classes)
Level 4	65 (10 Classes)	Not Open	65 (10 Classes)
Level 5/6	45 (6 Classes)	Not Open	45 (6 Classes)
Baby and Me	14 (3 Classes)	Not Open	14 (3 Classes)
9 week Evening	89 (12 Classes)	Not Open	89 (12 Classes)
TOTALS	533 (86 Classes)	0 (0 Classes)	533 (86 Classes)

Private Swim Lessons

	Packages of 4	Packages of 8	Total
Legion	5	3	8
VFW	0	0	0

Semi Private Swim Lessons

	Packages of 4	Packages of 8	Total
Legion	4	30	34
VFW	0	0	0

Swim Lesson History

Year	Total Enrolled	Legion Revenue	VFW Revenue	Total Revenue	Less 6.5 % ACTIVE Net	Budgeted
2019	533	\$24,047	\$0	\$24,047	\$22,484	\$20,000
2018	722	\$16,362	\$11,467	\$27,829	\$26,021	\$29,100
2017	721	\$16,390	\$11,390	\$27,780	\$25,974	\$27,800
2016	714	\$15,378	\$12,638	\$28,016		
2015	684	\$14,335	\$11,272	\$25,607		
2014	720	\$13,713	\$11,365	\$25,078		

Aquatic Fitness Classes

Class	Count	Revenue	2019 Budgeted
Water Fitness – Syble Hopp	7 (4 Classes)	\$957	\$600
Summer Water Aerobic	15 (3 Classes)	\$532	
Total		\$1,489	
Active Net Fee	-6.5%	\$1,392	

Total Lessons and Aqua Fitness Classes → \$23,441

EXPENSES

	2019 Budgeted	2019 Actual 9.4.19	2018 Budgeted	2017 Actual	2016 Actual	2015 Actual	2014 Actual
Salaries	\$17,085	\$11,252*	\$16,264	\$15,567	\$15,252	\$14,043	\$17,487
Hr./OT Wages	\$28,620	\$7,695	\$27,216	\$18,231	\$20,550	\$18,465	\$13,051
Seasonal Wages	\$65,795	\$60,602**	\$103,205	\$93,525	\$93,144	\$84,952	\$92,229
Benefits	\$25,214	\$9,013	\$30,352	\$18,901	\$22,270	\$17,884	\$17,323
Training	\$150	\$150	\$150	\$50	\$90	\$150	\$140
Telephone	\$900	\$450	\$1,800	\$1,800	\$1,800	\$1800	\$1,800
Cell/Radio	\$0	\$0	\$0	\$0	\$0	\$77	\$532
Data	\$126	\$129	\$250	\$249	\$369	\$82	\$0
Utilities	\$24,000	\$17,578	\$41,500	\$34,800	\$42,465	\$36,911	\$40,557
Equipment Maintenance	\$15,000	\$11,639**	\$25,000	\$21,070	\$25,766	\$25,615	\$9,114
Operating Supplies***	\$6,400	\$4,509**	\$5,700	\$4,644	\$4,511	\$10,099	\$5,388
Pool Chemicals	\$13,300	\$13,750	\$23,000	\$22,287	\$20,667	\$21,848	\$20,416
Concession Purchases	\$7,000	\$6,359	\$14,000	\$11,267	\$11,797	\$13,027	\$13,351
Capital Equipment	\$0	\$0	\$0	\$0	\$26,662	\$11,038	\$9,851
TOTALS	\$203,590.00	\$143,126*	\$288,626	\$242,391	\$285,335	\$255,990	\$241,239

* Subject to change

** Per Recreation Supervisor

***This includes Lifeguard Certification Reimbursements

***2019 Actual #'s listed are as of 9.4.2019**

Expense History

	Actual	Budgeted
2019	\$143,126*	\$203,590
2018	\$277,328	\$288,437
2017	\$242,391	\$281,626
2016	\$285,335	\$236,525
2015	\$255,990	\$236,025
2014	\$241,239	\$253,906

*** Subject to change**

REVENUE

Legion Pool brought in a total of \$32,053 in daily revenue.

Daily Revenue Summary

	Resident /Senior	Non- Resident	Concessions	TOTALS
June	\$4,254.25	\$760.00	\$3,670.16	\$8,433.70
July	\$9,500.00	\$2,441.25	\$7,191.18	\$18,177.13
August	\$3,511.00	\$394.50	\$2,196.45	\$5,786.75
After Season	\$0	\$0	\$26	\$26.00
TOTALS **	\$16,315.66	\$3,397.98	\$12,339.61	\$32,053

** Includes 5.5% sales tax

Season Pass Revenue Summary

	Baby	Caregiver	Family	Senior	Lap	Single	Replace	TOTALS
Pre-Season	\$100	\$490	\$14,111	\$200	\$0	\$790	\$0	\$15,691
In-Season	\$135	\$188	\$12,486	\$0	\$31	\$900	\$0	\$13,740
Replacement							\$6	\$6
TOTALS	\$235	\$678	\$26,597	\$200	\$31	\$1,690	\$6	\$29,437
Less 6.5% - Active Net & 5.5% Sales Tax (According to In Code Account)				\$29,437	X	.055%	(\$1,619.04)	\$27,082

Revenue History***

	2019 Budgeted	2019	2018	2017	2016	2015	2014
Gen. Admission*	\$18,000	\$19,714	\$33,859	\$28,855	\$35,756	\$33,090	\$28,994
Concessions*	\$12,500	\$12,340	\$17,581	\$18,313	\$20,706	\$20,507	\$19,214
Season Passes	\$29,000	\$27,082	\$45,981	\$50,501	\$49,636	\$45,463	\$39,790
Rentals*	\$800	\$803	\$1,368	\$903	\$692	\$506	-
Swim Lessons/ Water Fitness**	\$30,250	\$23,441	\$31,025	\$26,638	\$28,016	\$25,607	-
TOTALS	\$90,550	\$83,380	\$129,814	\$125,210**	\$134,806	\$125,173	\$87,998

*General admission and concession includes 5% sales tax subtracted

** Does not include Syble Hopp Swim Lessons and Fitness Classes

VFW AND LEGION POOL EXPENSES AND REVENUES		
YEAR	EXPENSES	REVENUES
2019	\$143,126	\$83,380
2018	\$245,643	\$129,814
2017	\$242,391	\$125,210
2016	\$285,335	\$134,806
2015	\$255,990	\$125,173
2014	\$241,239	\$120,891

END OF REPORT



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: September 19, 2019

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Presentation from Park Superintendent/City Forester on Emerald Ash Borer and tree planting.

Our Park Superintendent/City Forester will be providing a presentation on the status of Emerald Ash Borer within our community, how we are dealing with the issue, outlook, and also highlight our tree planting progress.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: September 19, 2019

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Update on the Status of the 2020 Budget.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: September 19, 2019

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Update on the Outcome of the August Beer Garden.
