

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85, a Wisconsin Statute, notice is hereby given to the public that a regular meeting of the Board of Park Commissioners of the City of De Pere will be held at 6:30 p.m. on Thursday, June 18, 2009 at the Municipal Service Center, 925 S. Sixth Street, De Pere.

AGENDA:

1. Minutes of Board of Park Commissioners meeting. (Attachment)
2. Acceptance of donation from the De Pere Area Men's Club. (Attachment)
3. Review and take action on proposed fundraising plan for the De Pere Dog Park. (Attachment)
4. Discussion and determination of Park Board mentors to Teen Advisory Positions.
5. Review and comment on revisions to the seven year Capital Improvement Plan. (Attachment)
6. Discussion on cooperating with De Pere Unified School District to construct a multi-use diamond in Jim Martin Park. (Attachment)
7. Public Comment Period.
8. Future Agenda Items.
9. Staff Updates.
 - a. Donations
 - b. Major Projects
10. Adjournment.

Marty Kosobucki
Director of Parks, Recreation & Forestry

Agenda Sent To:

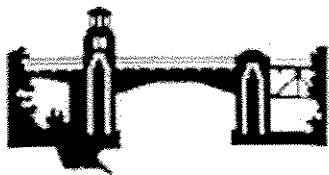
Committee Members (hard copy)
Mayor Michael J. Walsh (hard copy)
Larry Delo, City Administrator
Judy Schmidt-Lehman
Marty Kosobucki
Ernie Christus
Don Melichar
Paula Rahn
Lori Pazdera
Scott Thoresen
Dale Rhodes, Select Soccer Organization
George Ostrander, De Pere Rec. Soccer
Bill Kelley, Select Soccer
Larry Lueck, DADS
Steve Wilmet, American Legion
Randy Hofer, De Pere Youth Hockey

Alderspersons (hard copy)
Charlene Peterson (hard copy)
City Hall, 1st Floor
City Hall, 2nd Floor
De Pere Area Chamber of Commerce
Brown County Library, De Pere
TV & Radio Stations
Green Bay News Chronicle
Green Bay Press Gazette
De Pere Journal
Ben Villarruel, Unified School District
John Zegers, West De Pere School District
Tim Smith, De Pere Girls Softball
Jack Van Enkenvort, Kelly Danen Minor/Little League
Ed Hock, Kelly Danen Minor/Little League
Maddie Chitwood, Teen Advisory Representative
Kathy McGurk, Teen Advisory Representative

Agenda Also Sent To:

No additional contacts.

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. Any person wishing to attend who, because of disability, requires special accommodation, should contact the Park, Recreation & Forestry Department at 339-4065, two days prior to the meeting date, so that arrangements can be made.



Memorandum

To: Park Board

From: Marty J. Kosobucki
Director of Parks, Recreation and Forestry

Re: Agenda Summary

Date: June 18, 2009

1. **Minutes of Park Board meeting**

2. **Acceptance of donation from De Pere Area Men's Club.**

The Men's Club has offered a \$300 donation that is to be used toward the Senior Picnic to be held on Saturday, August 1. The Men's Club has historically donated to this wonderful event and their donation is highly appreciated.

Staff Recommendation: Approve and forward to City Council.

3. **Review and take action on proposed fundraising plan for the De Pere Dog Park.**

The Dog Park Committee has developed a plan on recognizing sponsors/donors to the dog park. Prior to moving forward with the plan, I believe the Park Board should review, revise as needed, and approve. Once approved it can then be sent to Council for approval.

Staff Recommendation: Approve

4. **Discussion and determination of Park Board mentors to Teen Advisory Positions.**

The Mayor has appointed two Teen Advisory members to the Park Board. As we have discussed in the past, we need to identify two people from our park board willing to be the mentors for the Teen Advisory members. The goal of the mentors is to help speed the learning curve of our newest members as well as providing them an avenue to feel comfortable in the early going. Mentors should take time with the Teen Member and discuss issues, matters, and policies as it relates to the agenda and mission.

Staff Recommendations: Appoint two members for our Teen Advisory members.

5. **Review and comment on revisions to the seven year Capital Improvement Plan.**

I have provided a document to you that include revisions based on staff input. Projects are ranked as A, B, or C. "A" indicates a priority project for that year, while "C" indicates it is a low priority for the year. Projects identified in red are recommended to be eliminated, whether it be for minimal support from the City or the lack of probable funding for such a project.

Staff Recommendation: Discuss plan and approve with any revisions.

6. **Discussion on cooperating with De Pere Unified School District to construct a multi-use diamond in Jim Martin Park.**

We have had preliminary discussions with the De Pere Unified School District about the possibility of working together to construct a multi-use diamond in Jim Martin Park. The diamond would be used for JV Baseball within the school district and would be a home location for our Pony League program that currently operates out of Humana. The money we have tabbed within our Capital Plan for youth diamonds could be used. There is much more information and research we would need to do on this, but staff would like to have the Park Board provide direction if they would like to see us pursue this partnership or drop the concept. I have provided a potential layout of the park, although as indicated, much more research would be needed to determine a location (among other issues).

Staff Recommendation: None

7. **Public Comment Period**

8. **Future Agenda Items**

9. **Staff Updates**

- A. Donations
- B. Major Projects

10. **Adjournment**

**MINUTES OF BOARD OF PARK COMMISSIONERS MEETING
OF MAY 21, 2009**

A meeting of the Board of Park Commissioners of the City of De Pere was held on Thursday, May 21, 2009 at 6:30 pm at the Community Center, 600 Grant Street, De Pere. A brief tour of the Community Center began at 6:15 p.m. Members present: Bill Volpano, Kathy Van Vonderen, Mike Donovan, Sue Schinkten, James Boyd. Rod Kowalczyk (came in at 6:40 pm). Excused Absence: George Brown. Also present: Marty Kosobucki, Director, Paula Rahn, Community Center Manager, Lori Pazdera, Senior Programmer.

1. Minutes of Board of Park Commissioners meeting. (Attachment)
Mike Donovan moved to approve the minutes; motion seconded by James Boyd. Motion passed.
2. Open discussion on Community Center and usage.
Sue Schinkten moved to open the meeting to the public; motion seconded by Mike Donovan. Motion passed. Paula Rahn gave an overview of the usage of the Community Center and reported that overall all of the users are very satisfied with the Community Center. She reported that the Community Center has more than 2,000 paid rentals per year. The majority of the Recreation programs are held at the Community Center. Jim DeFrance, De Pere Men's Club, 1873 Lemon Lane, De Pere, gave a brief overview of the Men's Club. The Men's Club meets at the Community Center every Tuesday morning. They have several members volunteering for the Nutrition Program where they deliver 71 meals to homebound people on a daily basis. They hold several fundraisers throughout the year and donate to several organizations within the City. He had a concern regarding the recent change in the voting location. Now the voting booths are set up on the first floor, which affects the Nutrition Program and he was hoping that this could be set up on the 2nd Floor of the Community Center where it had originally been located. Cathy Huppert, 873 W. St. Francis Road spoke on behalf of the De Pere Women's Club. They meet at the Community Center the second Wednesday of the month. Cathy mentioned the Women's Club is very happy with the Community Center facilities. One thought she wanted to address is the rental fee for the kitchen storage and was wondering if that could be waived or reduced. Mary Schall, 708 N. Michigan St., De Pere, spoke on behalf of the Brown County's Women's Club. Mary commented the group is very happy with the Community Center facilities. Sue Schinkten moved to go back into regular session; motion seconded by Mike Donovan. Motion passed.
3. Action on Simplex contract extension for the Community Center to monitor and maintain access control system. (Attachment)
4. Action on A & A Fire and Security contract extension for the Community Center for security, fire and elevator monitoring. (Attachment)
5. Action on A & A Fire and Security contract extension for the Community Center for security system maintenance. (Attachment)
6. Action on A & A Fire and Security contract extension for the Community Center for fire alarm inspection and preventative maintenance.

Discussion was held on Item Nos. 3 thru 6. Mike Donovan moved to approve and forward to Council for their approval. Kathy Van Vonderen seconded the motion. Motion passed.

7. Request from the Town of Ledgeview to have non-resident fees waived for recreational soccer league players. (Attachment)
The Board discussed the letter dated March 16, 2009, from Jeff Van Straten, Ledgeview Town Chairman, and Mark Olsen, Ledgeview Park Committee Chairperson. The letter states that by summer of 2010, Ledgeview will have a minimum of 5 soccer fields located at either Ledgeview Park or Scray Hill Park, with plans for two additional fields underway. Practice areas are also available at Ledgeview Park. With this information, Ledgeview is requesting the City of De Pere remove the non-resident fee for Ledgeview youth in the soccer and baseball programs effective with 2010 season. Board suggested that if we eliminate the non-resident fees, then Ledgeview should contribute towards the annual subsidy that the City has given to the Soccer group. Mike Donovan made a motion to table this item and direct Staff to meet with the Town of Ledgeview regarding the waiving of non-resident fees beginning in 2010 for soccer. Staff will discuss with them that the City is not opposed to waiving these fees knowing that Ledgeview will have 5 soccer fields that could be used for the Soccer program; however, the City would discuss with Ledgeview that the City subsidizes the Rec Soccer program annually, and since Ledgeview would not be paying the non-resident fees, Ledgeview would be expected to pay their share of the subsidy to the Rec Soccer group. James Boyd seconded the motion. Motion passed.
8. Election of Officers.
Sue Schinkten moved to nominate George Brown President; seconded by James Boyd. Motion passed. Kathy Van Vonderen moved to nominate Bill Volpano Vice President; seconded by Rod Kowalczyk. Motion passed. The term is one year.
9. Public Comment Period.
None.
10. Future Agenda Items.
Waiving of Ledgeview's soccer non-resident fees.
11. Staff Updates.
 - a. Major Projects
Wing mower delivered; Forester office furniture; Truck 10, MSC parking lot resurfacing; HVAC controls-MSC; Mezzanine design; NEV, waiting to hear on \$2,000 stimulus credit; laptops in for pools, software ID for membership passes at pools; bioretention pond working at SW Park; Ice Arena feasibility study, received comments for the feasibility study; Willems Park, identified location for the light pole; dog park, we may be able to get fence from Airport that is being taken down; met with both school districts regarding outdated agreements; Riverwalk Project – met with Regional Director regarding the fishing pier.
 - b. Teen Advisory
Received 12 applications from East De Pere and 1 from West De Pere
 - c. Capital Improvement Plan
At budget time the Board may need to review some of the capital improvements and establish if these capital improvements should remain on the list.
12. Adjournment.
Rod Kowalczyk moved to adjourn the meeting; seconded by Sue Schinkten. Motion passed. The meeting ended at 7:27 pm.

Lou Ann Zeamer, Secretary

Memorandum

TO: Board of Park Commissioners

FROM: Lori Pazdera, Senior Program Coordinator

DATE: June 5, 2009

RE: Approval to Accept Monetary Donation from De Pere Area Men's Club for the De Pere Senior Citizen Picnic

On behalf of the De Pere Community Center we are seeking the Board of Park Commissioner's approval to accept a \$300.00 donation from the De Pere Area Men's Club. This donation will be used towards the cost of the Senior Picnic including supplies and door prizes. The Senior Picnic is scheduled for Saturday, August 1, 2009.

In addition, we are seeking approval for community members and various businesses who have offered to donate various items such as hand-knit items, plants, food supplies and small door prizes for the Senior Picnic.

Thank you for your time and consideration.



925 S. Sixth Street
De Pere WI 54115

The following documents include the De Pere Dog Park Association's conceptual proposal for providing recognition to those contributing dollars, materials, and/or labor toward the construction of the future dog park.

The specifics of recognition and dollar values may require refinement as the fundraising activity and overall project progresses. When such issues do arise, we will return to the Park Board for additional guidance and approval.

Based on our research, we at the De Pere Dog Park Association firmly believe that these types of recognition are absolutely imperative in order to raise the funds required to develop the proposed dog park. Our major fundraising activities are on-hold until we receive approval to proceed.

Thank you very much for your consideration.



925 S. Sixth Street
De Pere WI 54115

**Main Sponsor contribution recognition identified on main
sponsor sign near park entrance
(Name and contribution amount)**

Best in Show

Contributions of *\$30,000* or greater

Best in Group

Contributions of *\$5,000-\$29,999*

Best of Breed

Contributions of *\$1,000-\$4,999*

Other Contribution recognition

Rest of the Pack

Contributions of *\$100-\$999*

Recognition in newsletter and website

In-kind contributions

All will be recognized appropriately

Degree and type of recognition dependant upon value/effort

Anonymity upon request



925 S. Sixth Street
De Pere WI 54115

**Special recognition opportunities – while available
(in addition to previously noted recognition)**

Park Naming Rights

Available upon discussion/per proposal only

Park Area Naming Rights

Contributions of **\$30,000** or greater

- Wood Run Area
- Pond Run Area
- Small dog Run Area
- Pond

Feature Naming Rights

- Open Shelter – Contribution of **\$20,000** or greater
- Dock(s) – Contribution of **\$15,000** or greater
- Wood Area Trails – Contributions of **\$5,000** or greater
- Water Fountain – Contribution of **\$5,000** or greater

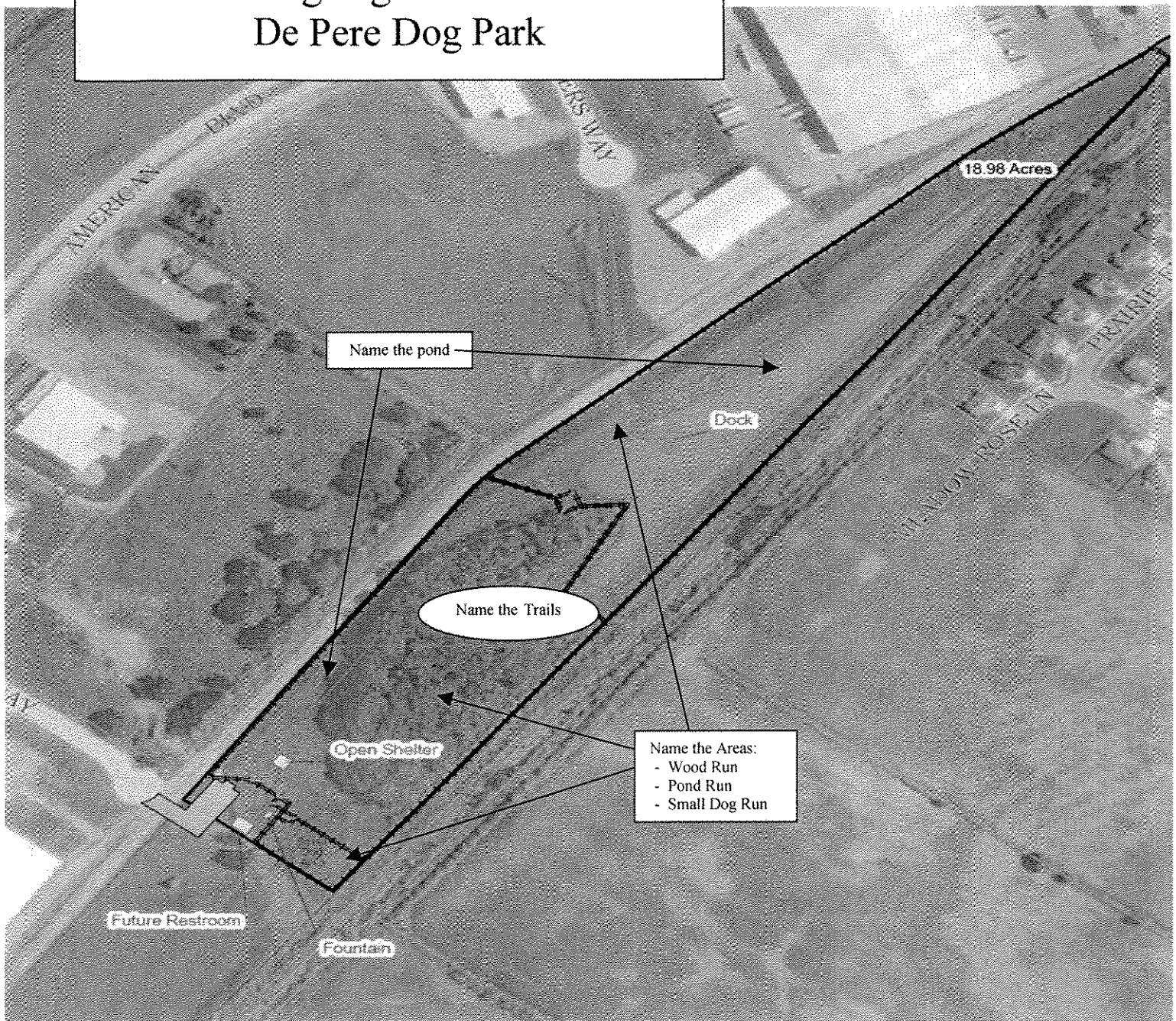


925 S. Sixth Street
De Pere WI 54115

Other potential contribution recognition/fundraising proposals

- Bench Sponsorship – Contribution of \$2,500 or greater
- Memorial wall (future)– sales of individual personalized tiles
+ Naming rights to wall itself – Contributions of *TBD*
- Restroom facility (if necessary) – Contribution of *TBD*

Naming Rights Available De Pere Dog Park



Parks		2010 - PROJECT / EQUIPMENT			TOTAL		Revised		Priority for	
PROGRAM / DEPARTMENT	YEAR	DESCRIPTION			COST	Cost	Cost	Year		
Park Equipment/Veh. Maint.	2010	#1 - 2000 Holder			\$ 85,000	\$ 120,000	A			
Parks & Public Lands	2009	Ice Arena Parking Lot - Mill and Overlay			\$ 45,000		A			
Parks & Public Lands	2009	SW Park Phase III - Diamond, parking lot			\$ 900,000	\$ 400,000	A			
Parks & Public Lands	2009	Jim Martin - (2) Youth ball diamonds			\$ 90,000		A			
Parks & Public Lands	2010	Legion - Field lights and infield mix			\$ 130,000	\$ 80,000	A			
Parks & Public Lands	2010	SW Park Sign			\$ 15,000		A			
Community Center	2010	Replacement of Tables			\$ 4,500		A			
Parks & Public Lands	2010	Tennis Court repairs			\$ 30,000		A			
Parks & Public Lands	2010	SW Park Accessibility Trail - Phase I			\$ 1,500		A			
Swimming Pools	2010	Replace Shower Heads			\$ 8,000		A			
Swimming Pools	2010	Replace boiler at pools			?		B			
Park Equipment/Veh. Maint.	2009	Forestry Mgt Plan/GIS Inventory			\$ 50,000		B			
Parks & Public Lands	2010	Optimist - Relight Soccer/Football field			\$ 120,000	\$ 70,000	B			
Parks & Public Lands	2009	Jim Martin Park - Trail, Entry sign			\$ 25,000		B			
Parks & Public Lands	2009	Lions Trailside - Utilities			\$ 11,000		B			
Parks & Public Lands	2009	Kiwanis - Shelter/Restrooms			\$ 175,000		B			
Parks & Public Lands	2009	Samantha - Restrooms			\$ 100,000		B			
Parks & Public Lands	2010	Lions Trailside - restrooms/trail			\$ 140,000		B			
Parks & Public Lands	2010	Preserve Trail (3 sections) Mill and Overlay			\$ 87,000		B			
Parks & Public Lands	2010	Optimist - Basketball Court			\$ 17,500		B			
Parks & Public Lands	2010	SE Community Park Land Acquisition			\$ 1,000,000		C			
Parks & Public Lands	2010	Bomier - Auto Cashier			\$ 15,000		C			
Pools & Recreation	2010	Portable Dance Floor			\$ 5,000		C			
Parks & Public Lands	2010	Jim Martin Park - Parking Lot Addition			\$ 25,000		C			
Parks & Public Lands	2009	Lawton Park - lighting			\$ 12,000		C			
Swimming Pools	2009	Legion - Pool Renovation			\$ 100,000		C			
Parks & Public Lands	2010	Lions Trailside - Playground			\$ 22,000		C			
Community Center	2009	Expansion Analysis - Arch. Review			\$ 10,000		C			
Parks & Public Lands	2009	Voyageur - Signature Playground			\$ 190,000		C			
Swimming Pools	2009	Legion - Splash Pad			\$ 200,000		C			
Parks & Public Lands	2010	ER Trail - Arboretum			\$ 16,000		C			
Parks & Public Lands	2010	Kiwanis - Trail			\$ 37,500		C			
Parks & Public Lands	2010	Legion Trail			\$ 23,500		C			
Parks & Public Lands	2010	Voyageur - Trail Connection			\$ 12,500		C			
Pools & Recreation	2010	Indoor Pool Facility			\$ 3,500,000		C			
Building/Maintenance	2010	Fork Lift				\$ 13,000	A			
Building/Maintenance	2010	MSC - VAV Box conversion to Digital				\$ 12,000	A			
Building/Maintenance	2010	Police Dept - HVAC Completion				\$ 70,000	A			
Building/Maintenance	2010	Police - Heat Recovery Unit				\$ 32,000	A			
Building/Maintenance	2011	FD - HVAC			\$ 92,000	\$ 92,000	A			

Building/Maintenance	2010	Wash Bay - Drive through			B
Building/Maintenance	2009	Expansion Analysis - MSC	\$	20,000	B

Parks

2011 - PROJECT / EQUIPMENT

PROGRAM / DEPARTMENT	YEAR	DESCRIPTION	TOTAL COST	Revised Cost	Priority for Year
Park Equipment/Veh. Maint.	2010	Truck #14 - 1993 1 1/2 Ton	\$ 60,000		A
Park Equipment/Veh. Maint.	2010	Truck #20 - 1994 1 Ton	\$ 30,000		A
Parks & Public Lands	2011	SW Park Accessibility Trail - Phase II	\$ 1,200		A
Park Equipment/Veh. Maint.	2010	Truck 4 - 2000 1 Ton Dump	\$ 25,000	\$30,000	B
Park Equipment/Veh. Maint.	2011	Truck #2 - 2000 1/2 ton	\$ 25,000		B
Parks & Public Lands	2011	Legion Entrance Drive - Mill and Overlay	\$ 8,250		B
Park Equipment/Veh. Maint.	2011	Truck #9 - 1998 1/2 ton	\$ 18,000		B
Park Equipment/Veh. Maint.	2011	Replace Turf/Vac Sweeper	\$ 11,000		B
Parks & Public Lands	2011	Patriot - Basketball court	\$ 17,500		B
Parks & Public Lands	2011	Trail Expansion - Parcel Acquisition	\$ 65,000		B
Parks & Public Lands	2011	Patriot - Baseball backstop	\$ 20,000		C
Parks & Public Lands	2011	DePere HS - Skate Park	\$ 150,000		C
Parks & Public Lands	2011	Patriot - Landscaping	\$ 12,500		C
Parks & Public Lands	2011	ER Parkway - Frisbee Golf/parking lot	\$ 75,000		C
Parks & Public Lands	2011	Wilson - Landscaping, gazebo	\$ 20,000		C
Swimming Pools	2011	VEW Pool Renovation	\$ 100,000		
Parks & Public Lands	2011	Patriot - regrade Soccer field	\$ 25,000		
Parks & Public Lands	2011	Preserve - Sledding Hill	\$ 17,000		
Swimming Pools	2011	VEW Pool - Splash Pad	\$ 200,000		

Parks

2012 - PROJECT / EQUIPMENT

PROGRAM / DEPARTMENT	YEAR	DESCRIPTION	TOTAL COST	Revised Cost	Priority for Year
Park Equipment/Veh. Maint.	2012	#307 - 2002 6 ft Mower	\$ 25,000		A
Park Equipment/Veh. Maint.	2012	#309 - 2002 1 Ton/plow	\$ 30,000		A
Parks & Public Lands	2012	Preserve - Trail to Creamery	\$ 143,000		A
Park Equipment/Veh. Maint.	2012	Replace Truck 15 - 3/4 ton	\$ 30,000		A
Parks & Public Lands	2012	SW Park Accessibility Trail - Phase III	\$ 1,300		A
Park Equipment/Veh. Maint.	2012	#301 - Stumper	\$ 40,000		B
Parks & Public Lands	2012	Bicentennial - Landscaping	\$ 15,000		B
Parks & Public Lands	2012	Neighborhood Park - Land Acquisition	\$ 400,000		B
Parks & Public Lands	2012	Mini Park - Land Acquisition	\$ 50,000		B
Building/Maintenance	2011	Police - Shooting Range HVAC	\$ 59,500	\$62,000	A
Building/Maintenance	2011	City Hall - Air HVAC System	\$ 192,500	\$200,000	A
Building/Maintenance	2011	City Hall - Var Freq Drive/heating pumps	\$ 2,500	\$2,700	A
Building/Maintenance	2011	City Hall - Rooftop Fan - Performance	\$ 3,200	\$3,500	A
Building/Maintenance	2011	City Hall - Rooftop Fan Outdoor Air Reduct.	\$ 7,500	\$8,000	A
Building/Maintenance	2011	City Hall - 2nd Floor Corridor HVAC	\$ 4,000	\$4,300	A

<i>Parks</i>		2013 - PROJECT / EQUIPMENT				Revised		Priority for	
<u>PROGRAM / DEPARTMENT</u>	<u>YEAR</u>	<u>DESCRIPTION</u>	<u>TOTAL COST</u>	<u>Cost</u>	<u>Year</u>	<u>Cost</u>	<u>Year</u>	<u>Cost</u>	<u>Year</u>
Park Equipment/Veh. Maint.	2013	Replace Truck 18 - 5yd Dump - 2003	\$ 57,000		A				
Park Equipment/Veh. Maint.	2013	Field Painter replacement - 2003	\$ 8,500		A				
Parks & Public Lands	2013	VFW Allard Street - Parking	\$ 17,000		A				
Parks & Public Lands	2013	SW Park Accessibility Trail - Phase IV	\$ 4,000		A				
Parks & Public Lands	2013	Neighborhood Park - Land Acquisition	\$ 400,000		B				
Parks & Public Lands	2013	Mini Park - Land Acquisition	\$ 50,000		B				
Parks & Public Lands	2013	Preserve - Trail (Creamery to SW Park)	\$ 143,000		C				

<i>Parks</i>		2014 - PROJECT / EQUIPMENT				Revised		Priority for	
<u>PROGRAM / DEPARTMENT</u>	<u>YEAR</u>	<u>DESCRIPTION</u>	<u>TOTAL COST</u>	<u>Cost</u>	<u>Year</u>	<u>Cost</u>	<u>Year</u>	<u>Cost</u>	<u>Year</u>
Parks & Public Lands	2014	Community Center Parking Lot - Mill and Overlay	\$ 42,000		A				
Parks & Public Lands	2014	Beaumont Launch - Mill and Overlay	\$ 37,500		A				
Park Equipment/Veh. Maint.	2014	Multi-Deck Mower - New	\$ 50,000		A				
Parks & Public Lands	2014	Neighborhood Park - Land Acquisition	\$ 400,000		B				
Parks & Public Lands	2014	Mini Park - Land Acquisition	\$ 50,000		B				

<i>Parks</i>		2015 - PROJECT / EQUIPMENT				Revised		Priority for	
<u>PROGRAM / DEPARTMENT</u>	<u>YEAR</u>	<u>DESCRIPTION</u>	<u>TOTAL COST</u>	<u>Cost</u>	<u>Year</u>	<u>Cost</u>	<u>Year</u>	<u>Cost</u>	<u>Year</u>
Park Equipment/Veh. Maint.	2015	#305 2002 16' Mower	\$ 75,000		A				
Park Equipment/Veh. Maint.	2015	Truck #16 - 1 Ton	\$ 32,000		B				
Parks & Public Lands	2015	VFW Pool Parking Lot - Mill and Overlay	\$ 46,500		A				
Parks & Public Lands	2015	Fox Point Parking Lot - Mill and Overlay	\$ 180,000		A				
Parks & Public Lands	2015	MSC Back Parking Lot - Mill and Overlay	\$ 106,520		A				

<i>Parks</i>		2016 - PROJECT / EQUIPMENT				Revised		Priority for	
<u>PROGRAM / DEPARTMENT</u>	<u>YEAR</u>	<u>DESCRIPTION</u>	<u>TOTAL COST</u>	<u>Cost</u>	<u>Year</u>	<u>Cost</u>	<u>Year</u>	<u>Cost</u>	<u>Year</u>
	2016								
	2016								
	2016								
	2016								
	2016								

