

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 August 20, 2009 at the Municipal Service Center, 925 S. Sixth Street, De Pere.

AGENDA:

1. Minutes of Board of Park Commissioners meeting. (Attachment)
2. Communication – Letter from Dick and Sharon Collar (Willems Park Lighting). (Attachment)
3. 2nd Quarter report from Community Center. (Attachment)
4. 2nd Quarter report from De Pere Ice Arena. (Attachment)
5. Announcement and recognition of the retirement of Ernie Christus.
6. Discussion and action on Non-Resident Fees related to Ledgeview residents participating in De Pere Rapides Soccer. (Attachment)
7. Review and action on Feasibility Study for Ice Arena. (Attachment)
8. Review and action on proposed 2010 Budget. (Attachments)
9. Public Comment Period.
10. Future Agenda Items.
11. Staff Updates.
 - a. NEV
 - b. Dog Park Video
 - c. Park and Recreation Transition
 - d. Major Projects
12. Adjournment.

Marty Kosobucki
Director of Parks, Recreation & Forestry

Agenda Sent To:

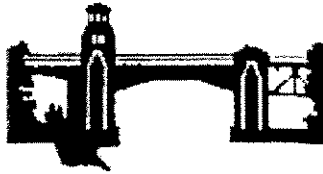
Committee Members (hard copy)
Mayor Michael J. Walsh (hard copy)
Larry Delo, City Administrator
Judy Schmidt-Lehman
Marty Kosobucki
Ernie Christus
Don Melichar
Paula Rahn
Lori Pazdera
Scott Thoresen
Dale Rhodes, Select Soccer Organization
George Ostrander, De Pere Rec. Soccer
Bill Kelley, Select Soccer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

Alderpersons (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
Steve Wilmet, American Legion
Ed Hock, Kelly Danen Minor/Little League
Kathy McGurk, Teen Advisory Representative

Agenda Also Sent To:

Mark Olsen, Sarah Burdette, Town of Ledgeview
De Pere Ice Center

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: August 20, 2009

1. Minutes of Park Board meeting
2. Communication – Letter from Dick and Sharon Collar.
3. 2nd Quarter report from De Pere Community Center.
4. 2nd Quarter report from De Pere Ice Arena.
5. Announcement and recognition of the retirement of Ernie Christus.
6. Discussion and action on NR Fees related to Ledgeview residents participating in De Pere Rapides Soccer.

This is a continuation of our discussion from past meetings. From our last meeting the Park Board asked staff to contact Ledgeview representatives and discuss options. I have enclosed a letter from Ledgeview that states their position. Based on the letter received from Ledgeview, I have tried to contact them and go into greater detail on the issue and our position. I have been unable to discuss the matter yet with them. I continue to believe our best course of action is to reduce our financial sponsorship of \$10,000 to De Pere Rapides to the amount of \$6000. This would be a \$4000 reduction, which would be approximately the amount paid by Ledgeview Non-residents. I also believe we should ask the Town of Ledgeview to consider financially assisting the De Pere Rapides organization to aid in the lost revenue. (See attachment)

Staff Recommendations: Waive NR fees to the Town of Ledgeview residents participating in De Pere Rapides soccer program. Ask Ledgeview to financially sponsor De pere Rapides. Coordinate an intergovernmental agreement outlining parameters.

7. Review and action on Feasibility Study for Ice Arena.

We have received two proposals related to conducting a feasibility study for the Ice Arena. I have included a summary of the proposals and my rankings of the proposals in the included information. Although I am an advocate for the study to be done, I feel obligated to ask the question of the Park Board whether we should move forward on the study or not due to the current economic conditions? (See attachment)(I will bring copies of the proposals to the meeting for your review.)

Staff Recommendation: Discussion

8. Review and action on proposed 2010 Budget.

I have included a wide variety of information for you to review related to the proposed 2010 budget, although the information you are getting this year is slightly different than the last couple

years. I have not included our individual worksheets this year, but have included general account, text, and program information. I have a summary memo at the start of the budget information that explains all the documents included in your packet. (See attachments)

Staff Recommendation: Approve

9. Public Comment Period

10. Future Agenda Items

11. Staff Updates

- A. NEV
- B. Dog Park Video
- C. Park and Recreation Supervisor Transition
- D. Major Projects

12. Adjournment

BOARD OF PARK COMMISSIONER'S MEETING

Of the City of De Pere – June 18, 2009

A meeting of the Board of Park Commissioners was held on Thursday, June 18, 2009 at 6:30 at the Municipal Service Center, 925 S. Sixth Street, De Pere. Members of the Park Board present: Kathy Van Vonderen, Mike Donovan, Sue Schinkten, James Boyd, George Brown. Excused: Rod Kowalczyk and Bill Volpano. Also present: Marty Kosobucki, Don Melichar.

1. Minutes of Board of Park Commissioners meeting. (Attachment)
Mike Donovan moved to approve the minutes, seconded by James Boyd. Motion passed.
2. Acceptance of donation from the De Pere Area Men's Club. (Attachment)
Sue Schinkten moved to approve the donation and forward to the Common Council, seconded by Kathy Van Vonderen. Motion passed.
3. Review and take action on proposed fundraising plan for the De Pere Dog Park. (Attachment)
Kathy Van Vonderen said the Council already has given their permission for fundraising for the dog park; however, the Council would like information so appropriate recognition can be given to the donors. Mike Donovan moved to open the meeting; seconded by James Boyd. Motion passed.
Jini Mornard, 1194 Meadowview and Mike Stumpf, 1826 Briarwood both were present and are members of the Dog Park Committee. Both Jini and Mike gave some insight on the sponsor contributions and how they were going to be recognized. Mike Donovan moved to go back to regular session; seconded by Kathy Van Vonderen. Motion passed.
Mike Donovan commented the necessity to support and recognize these volunteers and donors in their fundraising efforts. Mike Donovan moved to forward to the Common Council the motion to have the Common Council waive the need for fundraising donations to be forwarded to the Council for approval, but rather have the donors names be given to the Council for recognition. In addition, have staff work with the dog park fundraising committee to revise the "Rest of the Pack" name to a more appropriate title. Kathy Van Vonderen seconded the motion. Motion passed.
4. Discussion and determination of Park Board mentors to Teen Advisory Positions. Mike Donovan will be the mentor to Maddie Chitwood, Teen Advisory Representative from West De Pere, and James Boyd the mentor for Kathy McGurk, EDP Teen Advisory Representative. The Board discussed taking a tour of the Parks in August.
5. Review and comment on revisions to the seven-year Capital Improvement Plan. (Attachment)
Marty Kosobucki explained that we have been told that both pool boilers should be replaced. That cost would be approximately \$200,000. Also, in 2010, Southwest Park parking lot is being budgeted at a cost of \$400,000. De Pere is hosting the 2011 Regional Soccer Tournament which will be held at Southwest Park. We will need to have additional parking to accommodate the 7 soccer fields. Currently we do not have enough parking for 5 fields, much less 7 fields. Discussion was held on possibly pushing the replacement of the boilers to 2011.

Also, the line items in red probably should be deleted unless we would get private funding for them. George Brown suggested that we should be notifying the organizations of projects being deleted. Also change the line item from Jim Martin (2) youth ball diamonds to Jim Martin baseball and not specifically "diamond(s)". Sue Schinkten moved to approve the capital plan as presented with the revisions; seconded by James Boyd. Motion passed.

6. Discussion on cooperating with De Pere Unified School District to construct a multi-use diamond in Jim Martin Park. (Attachment)
James Boyd moved to open the meeting up to the public; seconded by Mike Donovan. Motion passed. Scott Radisson, 697 E. River Drive, DP, Operation Manager for the Pony League, spoke on the need for youth diamonds. The Unified School District is interested in a multi-use diamond. It could then serve the needs of both the City's Pony League and the School's JV's team. If Humana decides not to lease the City its 2 ball diamonds, the Pony League would not have a home. They specifically play only at Humana's diamonds. Scott Radisson said one diamond would suffice for the Pony League. Sue Schinkten moved to recommend that Staff move forward with the discussion with the school, and have them bring it forward to their governing board for approval to review the idea of a multi-use diamond in Jim Martin Park. Mike Donovan seconded the motion. Motion passed.
7. Public Comment Period.
None.
8. Future Agenda Items.
9. Staff Updates.
 - a. Donations – Donation received to pay the bus fee for the playground trip to the Timber Rattlers game.
 - b. Major Projects --
10. Adjournment.
Sue Schinkten moved to adjourn the meeting; seconded by James Boyd. Motion passed. The meeting ended at 7:20 pm.

Lou Ann Zeamer, Secretary

Marty,

A special "Thank You" for all you have
done to Willem's Park for the lightning
safety for everyone. We are very
pleased and many neighbors also
talked to us. Super job which you
kept working on. It was very nice
to have met & talked with you!
Have a great summer!

Thanks again
Drew & Sharon Collier

Community Center 2009 2nd Quarter Report

Last year marked the first year we broke the \$100,000 mark for rental and program revenue (we actually surpassed it at the end of the third quarter last year) bringing in a total of \$133,528 at the end of 2008. Towards the end of the second quarter this year we have already surpassed the \$100,000 mark bringing in a total of \$115,017.50 with six months left to go!! Program revenue from Kidz Zone and the Summer Day Camps have attributed to the substantial increase in revenue. This represents an increase of \$55,525 compared to first two quarters of last year. Overall 2009 budgeted revenue for the Community Center is \$202,780 so we are well on our way to reaching our goal! A big surge in registration for Kidz Zone and recreation programs for fall is anticipated in August and September.

There were a total of 73 paid rentals this quarter equaling \$7,621.20, which was 10 more rentals than last quarter. However, compared to last year, the rentals have decreased – from 96 down to 73. Regular groups have cut down on the number of rooms they rent weekly or monthly due to the economy so that has contributed to the decline. As usual, the Oak Rm. continues to rank as the more widely utilized room for rentals (48, compared to 74 2nd quarter last year) while the Pine Rm. continues to be the most widely used room for programs (146) – many kids activities are held during the day and evening in that room as well as adult exercise programs in the evening.

Accomplishments for the 2nd Quarter of 2009 included:

- Staff interviewed, completed background checks, and hired 7 new staff out of 14 for Summer Camp (6 for east side, 1 DPI licensed teacher for west side) and 7 new staff out of 8 for Summer Park Playgrounds. West side Summer Camp staff are paid by the West De Pere School District through our Cooperative Agreement. Gavin Scray was also hired as the Summer Recreation Assistant. His primary duties are helping manage and provide support for the Playground Program and assisting with front office duties. Work schedules were created for many instructors already working for us throughout the year - we are fortunate to have staff that are very versatile and can teach in many different areas.
- Held Kids Day Out Spring Break Camps – one scheduled during the west side break and the other scheduled for the east side break. As word spread, our numbers/inquiries increased. Both went over really well. Plans are to offer Early Release Days this year in addition to Kids Day Out Day Camps when there is no school.
- Conducted staff trainings and orientations for Summer Day Camp – this was a cooperative effort with the West De Pere School District. Also held training and orientation for Park Playground programs. Both programs started June 15.
- Summer Day Camps at the Community Center and Dickinson School are up and running. Feedback has been very positive from both sides of camp – campers love it and parents that didn't sign their kids up for most of the summer now want to get them in more weeks! The West side is filled every week with a waiting list (40 kids/week); the East side is full from weeks 5-10 with waiting lists (32 kids/week), weeks 1,2 and 4 had 1-2 openings and week 3 had 3 openings (4th of July week). Thus far, the programs have been running smoothly!
- Coordinated with Westwood School to utilize space at the school for some daytime recreation programs, which has worked out extremely well, just like last year. If we did not have this cooperation many programs would not be offered in the summer because of space limitations due to the Summer Camp Program. Staffs at both schools have been wonderful to work with; the janitorial staff at Dickinson School are very accommodating and keep in touch with us regarding our needs daily.
- Ordered supplies and prepared for the start of Summer Park Playgrounds, Summer Day Camp, trips, and summer recreation classes.
- In a new and "growing" collaborative project with the West De Pere School District, the Community Center has planted a Children's Community Garden. The garden was built and filled with soil by park staff. A volunteer came and tilled up the soil, assorted vegetables (plants and seeds) were planted by camp staff and campers. The garden is routinely tended by camp staff and campers. The Children's Garden Club, a new class for this summer, meets once a week; in addition to learning about all aspects of gardening and Wisconsin Plants, they also tend the garden. Home Depot donated a \$25 gift certificate which went towards plants and tomato cages for the garden. Produce grown this summer will be used for snacks and in creative recipes during camp and during the Garden Club Class.
- Currently accepting registration for Kidz Zone Program at OLOL. Enrollment is increasing each week, inquiries have been coming in weekly as well. Anticipate more registrations in August as it gets closer to school starting. Staff from last year will be returning, but some not until the 2nd semester due to student teaching/studying abroad. Additional staff will be drawn from camp staff. Presently we have 21 children registered with numbers as follows: After School (5 days) – 11, Before & After School (3 days) – 1, Before & After School (5 days) – 5, Before School – 4.

- Set up training on ActiveNet Reservation module and worked on setting up facility reservations in the system. Will plan to implement reservations beginning in September. Staff was unable to test system due to fact we had to wait until upgrades were installed. Staff also went through training on Membership Pass module of ActiveNet.
- Implemented absorption of convenience fees with online registrations beginning with the Summer/Fall Brochure, which was mailed out in late March. Staff has seen nearly a 24% increase with participants registering online compared to this time last year. Our goal is to obtain 40% online registration verses other methods of registration. One factor to consider in regards to enrollment methods is that we do not allow online registration for Summer Camp or the Kidz Zone Programs due to the fact of the forms that need to be completed. This accounts for a lot of enrollments for the entire year and will skew our percentages.
- Once again, instituted WPRA Ticket Program, which offers discounted tickets to various attractions throughout the state. The department retains \$.75 per each ticket sold and \$4 for each City Pass sold. This year there seemed to be many last minute changes by the attractions – some attractions lowered their prices after brochures were printed so we have just honored and re-publicized the new prices. So far this year ticket sales have been slow... weather hasn't been too warm, better deals elsewhere (although attractions are bound to give best deals to WPRA) and the economy has more than likely affected sales.
- Staff worked with Sue Smullen and Ginny Stibbe to purchase and plant flowers in the planters at the Community Center. We always appreciate their assistance with this task!
- Met with Don Melichar, City Forester and Jerry Landwehr from Scenic View to discuss replacing dead shrubbery and adding new plantings around the Community Center. Mr. Landwehr drew up a plan and staff will work with him to purchase plants and new shrubs. This project will take place in July and new mulch will be added around the facility after everything has been planted. Depending on the cost, some plantings will take place this year and finish up with some next year.
- Conducted Commission on Aging meeting; hosted NEWPRO Meeting in April and attended other NEWPRO meetings, City Staff meetings & Park Board Meetings.
- In process of establishing guidelines for volunteers for the Volunteer Program. Volunteers are in place for a majority of the senior programs offered.
- The café type offering to the Cribbage group has continued to be successful. Participants continue to donate money and treats towards the weekly café. This will continue throughout the summer and fall.
- Held Cribbage Tournament on Sunday, April 19. There were 36 teams/72 participants. Many of the participants have requested additional tournaments, possibly a summer and mid-winter tourney.
- Defensive Driving for Seniors was offered in May through AARP. There were 21 participants registered, which was excellent!
- AARP Tax preparation was very busy this year. There were 224 people signed up and serviced for this free service provided by AARP volunteers.
- The NWTC Foot Clinic was offered in May and serviced 40 participants. This is also a free service for seniors.
- Ordered repair kit for the concrete tables and seats on our patios. Many of them have small cracks and the company said this repair kit will fill in all the cracks and then sealant will be applied. Maintenance will be working on that project in the near future.

During the 3rd quarter of 2009, staff will continue to oversee summer recreation classes, playground program, special events/field trips, WPRA Ticket Program, and the Summer Day Camp program; continue to accept registration for summer & fall programs; begin accepting registration and prepare for the start of Kidz Zone at OLOL; design and distribute small flyer on 2009 Fall recreation offerings to the schools; implement reservation portion of ActiveNet software; complete 2010 Community Center budget; conduct and/or attend various meetings; prepare for start of Fall programs; research Kidz Zone offering on east side of De Pere; develop financial assistance program; develop a green initiative plan for Community Center and finalize contractual service agreements.

Respectfully submitted by:

PAULA RAHN
Community Center Manager

FACILITY USAGE

	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
Paid Rentals	19	17	27	26	24	23						
Non-Paid Rentals	23	26	29	37	41	19						
Recreation Programs - <i>(includes P&R, CC & NWTC)</i>	153	189	186	161	102	151						
Total Room Use	195	232	242	224	167	193	0	0	0	0	0	0

Percentage Used

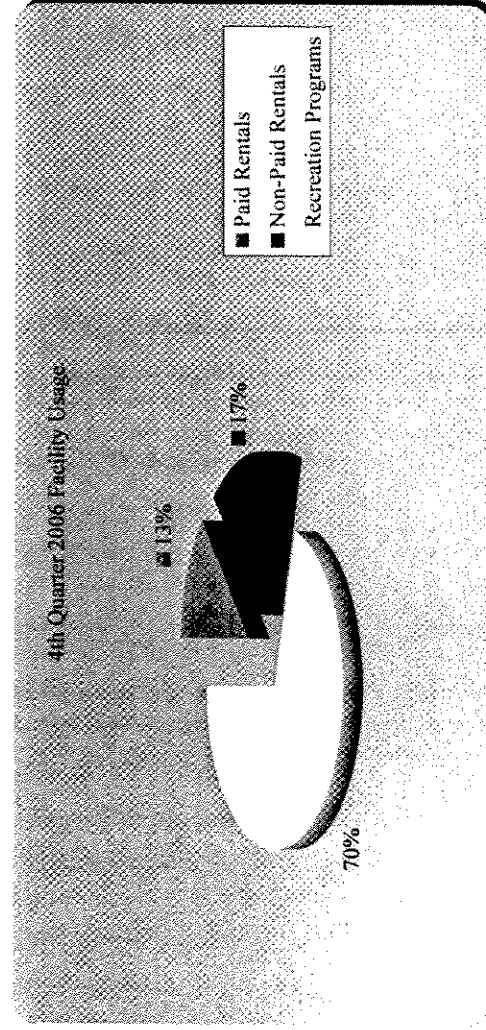
(percents over 100 reflect rooms rented more than once on a given day)

Rental Revenue	\$2,472.56	\$1,229.56	\$2,339.14	\$2,491.75	\$2,981.95	\$2,147.50						
Program Revenue	\$18,157.45	\$17,515.42	\$16,027.29	\$19,002.05	\$14,839.61	\$13,114.25						
Contractual Revenue	\$274.00	\$274.00	\$284.00	\$294.00	\$244.00	\$244.00						
<i>(includes NWTC & County Rent)</i>												
Equipment/Storage & Miscellaneous Revenue	\$384.48	\$101.04	\$246.79	\$123.79	\$150.83	\$78.04						
TOTAL REVENUE	\$21,288.49	\$19,120.02	\$18,897.22	\$21,911.59	\$18,216.39	\$15,583.79						

2009 TOTAL REVENUE (to date) \$115,017.50

2nd Quarter 2009 - Individual Room Usage

ROOM	Program Usage	Rental Usage
Pine Room	149	30
Oak Room	13	48
Hickory Room	81	32
Spruce Room	82	33
Maple Room	29	27
Lounge	60	N/A
Total Usage	414	170



Ice Time Management, Inc.

De Pere Ice Arena
1450 Fort Howard Avenue
De Pere, WI 54115
Tel: 920-336-1874 Fax: 920-336-4338
e-mail: icerec@new.rr.com

July 8, 2009

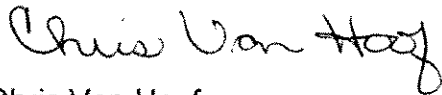
Mrs. Lou Ann Zeamer
De Pere Park & Rec Department
925 S. Sixth Street
De Pere, WI 54115

Dear Lou Ann,

Enclosed is check number 7950 in the amount of \$7,500 which represents the second installment for 2009 from Ice Time Management, Inc., per the De Pere Ice Recreation Center lease agreement. Also included are the quarterly activities report and P & L statement.

Please feel free to contact me if you have any questions.

Sincerely,



Chris Van Hoof
Office Manager

enclosures

De Pere Ice Area

ACTIVITIES AND EVENTS FOR THE QUARTER ENDING JUNE 30, 2009

HOCKEY

Weekly conditioning sessions called Captain's practices started in June and go thru July.

Hockey by Bauer is holding a camp at the rink currently; it runs twice a week for 5 weeks. This is the first year he is holding a camp in the area, he is from Wausau.

De Pere Youth Hockey will begin their weekly program in August and run through September.

Turcotte Stickhandling will hold their annual camp the week of August 17th.

Adult drop-in hockey continues to be held every Tuesday and Thursday at noon, along with Tuesday evenings.

FIGURE SKATING

The Greater Green Bay Figure Skating Club has started their summer ice schedule which includes five mornings and two evenings per week. They are preparing to host a test session and their annual skating competition (Skate Green Bay) which is scheduled for August 15th, and 16th.

The Learn-to-Skate program has switched to Wednesday evenings for the summer running through August.

RECREATIONAL SKATING

During the summer Adult Open Skate is held on Mon, Wed, and Fridays. We are trying something new this summer holding a Family Open Skate on Tuesday afternoons from 1pm-2:50pm. We have been getting about 15 people so far, we are hoping the word will get out a little more and it will grow. Family Open skate will return to Sunday's in the fall with a small change in time. Family Open Skate will be held at 12:30pm until 2:30pm. The change was made to try to

keep our Men's League at a reasonable time in the evening, and accommodate other User Groups.

BUILDING UPDATES

As there is less traffic in the building, we are in the middle of annual cleaning and minor repair projects, as well as some painting in heavy use areas.

7:56 AM

07/07/09

Accrual Basis

Ice Time Management, Inc.

Profit & Loss Prev Year Comparison

April through June 2009

	Apr - Jun 09	Apr - Jun 08	\$ Change
Income			
Advertising Sales	0.00	200.00	-200.00
Concession Receipts	878.12	1,937.43	-1,059.31
Ice Rental	48,244.00	49,620.00	-1,376.00
Locker Rental	118.49	241.71	-123.22
Mens League	24.50	0.00	24.50
Miscellaneous Income	0.00	872.76	-872.76
Open Skating	3,847.52	3,845.74	1.78
Pro Shop Receipts	9.43	58.04	-48.61
Room Rental	0.00	94.80	-94.80
Vending Machine Sales	1,142.93	1,091.62	51.31
Tournament Income	2,411.99	2,234.60	177.39
Interest Income	13.49	178.73	-165.24
Total Income	56,690.47	60,375.43	-3,684.96
Cost of Goods Sold			
COGS - Concession Stand	1,536.82	1,960.52	-423.70
COGS - Pro Shop	547.13	140.31	406.82
COGS - Soda	873.08	434.04	439.04
Total COGS	2,957.03	2,534.87	422.16
Gross Profit	53,733.44	57,840.56	-4,107.12
Expense			
payroll	0.00	0.00	0.00
Labor			
Wages & Salaries	15,903.88	18,688.86	-2,784.98
Payroll Tax Expense	1,249.84	1,429.69	-179.85
Payroll Expenses	434.00	0.00	434.00
Total Labor	17,587.72	20,118.55	-2,530.83
Operating Expenses			
Building Repairs	26.25	422.72	-396.47
Business Insurance	5,228.84	3,845.91	1,382.93
City of Depere Qtrly Payment	0.00	7,500.00	-7,500.00
Cleaning Maintenance & Supplies	496.45	408.61	87.84
Equipment Repairs	1,094.60	257.06	837.54
Fuel	669.50	614.30	55.20
Internet Service	272.04	284.70	-12.66
Licenses and Permits	357.08	216.00	141.08
Men's League	72.74	0.00	72.74
Miscellaneous	636.22	-677.40	1,313.62
Postage and Delivery	42.00	104.99	-62.99
Supplies - Building	796.04	245.29	550.75
Telephone	505.37	605.39	-100.02
Tournament Expense	527.27	1,015.14	-487.87
Utilities	17,764.41	20,673.14	-2,908.73
Zamboni Maintenance	1,924.14	792.00	1,132.14
Operating Expenses - Other	1,598.63	0.00	1,598.63
Total Operating Expenses	32,011.58	36,307.85	-4,296.27
Advertising & Administrative			
Advertising	0.00	496.61	-496.61
Office Supplies	267.86	607.13	-339.27
Dues and Subscriptions	0.00	489.00	-489.00
Reconciliation Discrepancies	-0.01	-3.00	2.99
Total Advertising & Administrative	267.85	1,589.74	-1,321.89
Total Expense	49,867.15	58,016.14	-8,148.99
Net Income	3,866.29	-175.58	4,041.87

7:56 AM

07/07/09

Accrual Basis

Ice Time Management, Inc.
Profit & Loss Prev Year Comparison
April through June 2009

	<u>% Change</u>
Income	
Advertising Sales	-100.0%
Concession Receipts	-54.7%
Ice Rental	-2.8%
Locker Rental	-51.0%
Mens League	100.0%
Miscellaneous Income	-100.0%
Open Skating	0.1%
Pro Shop Receipts	-83.8%
Room Rental	-100.0%
Vending Machine Sales	4.7%
Tournament Income	7.9%
Interest Income	-92.5%
Total Income	-6.1%
Cost of Goods Sold	
COGS - Concession Stand	-21.6%
COGS - Pro Shop	289.9%
COGS - Soda	101.2%
Total COGS	16.7%
Gross Profit	-7.1%
Expense	
payroll	0.0%
Labor	
Wages & Salaries	-14.9%
Payroll Tax Expense	-12.6%
Payroll Expenses	100.0%
Total Labor	-12.6%
Operating Expenses	
Building Repairs	-93.8%
Business Insurance	36.0%
City of Depere Qtrly Payment	-100.0%
Cleaning Maintenance & Supplies	21.5%
Equipment Repairs	325.8%
Fuel	9.0%
Internet Service	-4.5%
Licenses and Permits	65.3%
Men's League	100.0%
Miscellaneous	193.9%
Postage and Delivery	-60.0%
Supplies - Building	224.5%
Telephone	-16.5%
Tournament Expense	-48.1%
Utilities	-14.1%
Zamboni Maintenance	143.0%
Operating Expenses - Other	100.0%
Total Operating Expenses	-11.8%
Advertising & Administrative	
Advertising	-100.0%
Office Supplies	-55.9%
Dues and Subscriptions	-100.0%
Reconciliation Discrepancies	99.7%
Total Advertising & Administrative	-83.2%
Total Expense	-14.1%
Net Income	2,302.0%

June 24, 2009

Mr. Marty Kosobucki
Director of Parks, Recreation and Forestry
925 S. 6th Street
De Pere, WI 54115

Dear Marty,

The Ledgeview Park Committee met with officials of the Town of Ledgeview and discussed our recent communication regarding the non- resident fee currently charged Ledgeview children to participate in Soccer activities in conjunction with the City of De Pere.

In order to achieve our goal of providing all children, regardless of where they live with the chance to play soccer at a cost most families can afford we would propose to the City of De Pere that the Town of Ledgeview though its park committee budget provide the following funding to the City of De Pere which would replace the non- resident fee in total.

For the soccer season 2010 a one- time payment of \$4,000. For the season 2011 a one- time payment of \$4,000 and for the 2012 season a one-time payment of \$2,000. For all years after the 2012 season, the payments from Ledgeview would cease and the subject of non- resident fees would end for soccer participation by any Ledgeview participant.

This phase out and eventual waiver of any fees for non-residency would be in recognition of the soccer fields at Scray Hill Park, Ledgeview, becoming an integral part of the soccer program for all who participate.

We would appreciate your efforts to present this proposal to the proper authorities within the City of De Pere and would be happy to be present at said meeting to support our request.

We look forward to hearing from you in the affirmative on this proposal.

Sincerely,



Mark R. Olsen

Ledgeview Park Committee Chairperson

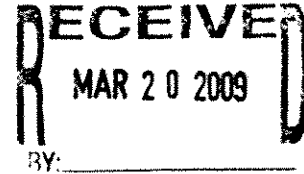


Sarah Burdette

Ledgeview Administrator

March 16, 2009

City Of De Pere
Park and Recreation Department
Attention: Marty Kosobucki
925 South 6th Street
De Pere, WI 54115



Dear Marty

For many years the youth of the Town Of Ledgeview have enjoyed the ability to participate in soccer, baseball and other recreational programs through the local youth organizations and for the City Of De Pere in use of its park facilities.

The Town Of Ledgeview made a commitment a few years ago to invest in quality recreational areas within the Town as a way to foster growth of those youth programs and to bring its "fair share" to the cost of those programs.

By the summer of 2010 we will have a minimum of five soccer fields available at either Ledgeview Park or Scray Hill Park and plans for two additional fields are also underway. In addition, practice areas are available in Ledgeview Park.

We have one little league field at Ledgeview Park and two additional fields planned for Scray Hill Park in the near future.


Based on information you were able to share with us, Ledgeview makes up approximately 20% of the soccer program. One would assume a similar percent is in the baseball programs but I don't have data on that sport.

With that in mind the Town Of Ledgeview would request at this time that the City Of De Pere remove the non resident fee for Ledgeview youth in the soccer and baseball programs effective with the 2010 sports seasons.

We appreciate your efforts in working with us through out the years in the spirit of providing our young people with organized sports that provide healthy outlets for them and a way to become good community citizens.

We look forward to your response and let me know if there is anything else we can provide you regarding this request.

Sincerely,


Jeff Van Straten
Ledgeview Town Chairman


Mark R. Olsen
Ledgeview Park Committee Chairperson

Waiver of Non-Resident Fees for Recreational Soccer

Issue: The Town of Ledgeview is requesting the City to waive NR fees for Town of Ledgeview residents playing in soccer (no other program), starting in 2010. This request is driven by their developing of Scray Park that will be home to four soccer fields, bringing the Town's total to five.

Summary:

DePere Rapides offers recreational soccer to the surrounding area, which includes De Pere, Ledgeview, Lawrence, Rockland, and Wrightstown. Many of the games are played in De Pere, with a few being played in Lawrence, Wrightstown, and Ledgeview. Registration numbers are not exact, however there are approximately 200-250 from Ledgeview, 360 from Wrightstown, and the balance (900-1000) from De Pere and other areas. The De Pere Rapides is working on breaking out this number. Currently, and in years past, the City has taken much of the burden to find fields for all these kids. As with many of our programs we have charged a NR fee to anyone outside of the corporate city limits. This fee is \$20 per child, of which we collected about \$10,700 in 2007. Of the fees collected, it is estimated that Ledgeview residents paid approximately \$4500.

With recent developments in Ledgeview, they have taken a drastic step in developing a park that will meet the needs of their children for soccer. Their number of soccer fields compared to their population and kids in soccer is very comparable to what the City of De Pere offers. Please review the table below.

	Population	# of fields	% of children under 15	Ratio of fields to population	Ratio of fields to children under 15	# of kids in Recreation Soccer
De Pere	*22,310	15(DePere owned) 19 DePere and School)	**20.7% (4264)	1 to 1487 1 to 1174	1 to 284 1 to 224	***900
Ledgeview	*4,481	5	**21 (941)	1 to 896	1 188	225

*2005 Estimate from Wisconsin Department of Administration

**Percentage taken from 2000 Census Data.

***This number is based on the amount of fees collected minus the number of kids from Ledgeview and other known NR numbers. It is likely not accurate, however is the best we can determine until we get more data from Rapides Soccer.

In addition to the data provided, I have listed pros and cons of entering into an agreement with Ledgeview.

Pro's

- Eliminates potential for De Pere residents to be paying NR fees, which could be as much as \$18,000.
- Shows good faith to a community that is in fact doing their fair share.

Con's

- Reduces our revenue by approximately \$4500, due to reduced non-resident fees.
- If an agreement is not completed, it is likely that Ledgeview will begin to charge NR fees to City of De Pere residents and other outside municipalities.

Summary

If an agreement is not reached, I do anticipate that Ledgeview will charge NR fees to De Pere residents. In using the best available information and using what we charge NR's (\$20/player), our residents would be paying up to \$18,000 to the Town of Ledgeview to play on their soccer fields. In doing this, it makes the program much more expensive for our residents. Considering the De Pere Rapides structure, it is highly unlikely that they would do a split program. This would mean keeping Ledgeview kids in Ledgeview and De Pere kids in De Pere. When looking at all the data and information, I do feel that the Park Board should consider strongly endorsing an agreement that would waive NR fees for Ledgeview residents starting in 2010.

Feasibility Study Comparison

Summary: After sending out a Request for Proposal, the City received two bids from companies to conduct a feasibility study on adding a second sheet of ice to our current ice arena. A goal of ours was to obtain bids from companies having experience in the ice rink industry, which was accomplished. The two companies that bid on the project are summarized as follows; Bonestroo is based out of Wisconsin, Rink Management Service is based out of Virginia. Both of these companies have demonstrated experience in the industry. The Park Board received approval to conduct the study with a cap of \$20,000.

Bonestroo

Item	Score	Notes
Experience	3.5	Indicates a large amount of experience related to design and construction from staff. Is teaming up with Ballard King to conduct the analysis. BK has completed over 500 studies. It is unclear how much relevant experience is here.
Quality and Clarity	5	The packet of information was very well laid out and easy to follow. The company displays and defines a very thorough approach to obtaining needed information and developing their recommendations.
Timeline	5	A detailed time was laid out and presented. It is apparent there was appropriate thought given to the tasks and timing of the project.
Project Cost	2	\$23,000 - The project cost is high and is over our budgeted amount.
Completeness of Proposal	4	The RFP had all the information we were looking for.
	19.5	

Rink Management Services Corporation

Item	Score	Notes
Experience	5	Company has extensive experience in running and managing facilities. Appears to have experience in feasibility studies, however is somewhat unclear.
Quality and Clarity	3	RFP does not display thoroughness or a clear understanding of what our project is. There is no indication of how the company will go about obtaining their information and developing their recommendations.
Timeline	3	The project defines a 60 day window to do the study.
Project Cost	5	\$13,500 - The cost of the project is less than our proposed amount.
Completeness of Proposal	3	The original proposal lacked detailed information as defined in the Submission Contents, and the Selection Criteria. Follow-up conversations as well as the submittal of an example of a feasibility study they completed assisted in explaining their plan for conducting the study.
	19	

Conclusion/Recommendation: After reviewing both companies proposals and doing follow up conversations, I am fully confident both companies would do a very good job. I feel Bonestroo has a more detailed plan to conduct the study, however their proposed budget is \$23,000. In discussions with Bonestroo, it was felt it could be possible to get the budget down to \$20,000. Bonestroo is also relatively local compared to the other company. Rink Management has a very extensive background and knowledge in the rink industry. Their proposal would not include as much personal time as Bonestroo, however based on their information they have the ability to provide a quality product and study that would get us the information we are looking for. Considering the budget, I would recommend to go with Rink Management Services after we have investigated references.