

## **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, September 17, 2009 at the Municipal Service Center, 925 S. Sixth Street, De Pere.

### **AGENDA:**

1. Minutes of Board of Park Commissioners meeting. (Attachment)
2. Consider renewal of Humana Sports Park Lease. (Attachment)
3. Review and consider proposal from Cathy Hederson to construct a 9-Hole Disc Golf Course in De Pere. (Attachment)
4. Presentation on Dog Park progress and fundraising efforts.
5. Consider the creation of a task force to view and develop alternative revenue sources for the department.
6. Consider disposal of surplus equipment.
7. Public Comment Period.
8. Future Agenda Items.
9. Staff Updates.
  - a.) Green Initiative idea for Park Board
  - b.) Park and Recreation Supervisor Hiring Process
  - c.) Ice Rink Feasibility Study
  - d.) Katherine Harper Riverwalk Map
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  
Randy Hofer, De Pere Youth Hockey  
Maddie Chitwood, Teen Advisory Representative

Alderpersons (hard copy)  
Charlene Peterson (hard copy)  
City Hall, 1<sup>st</sup> Floor  
City Hall, 2<sup>nd</sup> 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:**

Cathy Henderson ([chenderson1@humana.com](mailto:chenderson1@humana.com))  
Jason Lee ([jasonlee@ctmt.com](mailto:jasonlee@ctmt.com))

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

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To: Park Board

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

Re: Agenda Summary

Date: September 17, 2009

1. **Minutes of Park Board meeting**

2. **Consider renewal of Humana Sports Park Lease.**

Without going into too much discussion on this matter, I do not see why we would not continue with the lease of this facility. (See attachment)

Staff Recommendations: Approve and forward to Council

3. **Review and consider proposal from Cathy Hederson to construct a 9-Hole Disc Golf Course in De Pere.**

Ms. Henderson has been in contact with our department several times about leading an effort to fund and construct a 9-Hole Disc Golf Course. She will be attending the Park Board meeting to present her proposal. With respect to a disc golf course, such a project is part of our long-range capital plan and would likely be a welcomed facility to the community. With our current budget environment it is likely the City would not be able to financially support such a project, other than to assist with manpower. (See attachment)

Staff Recommendation: Unfortunately, I am not able to provide a solid recommendation until I hear the proposal myself. I will offer my opinion and say that such a facility, under appropriate guidelines, would be a wonderful asset to our community

4. **Presentation on Dog Park progress and fundraising efforts.**

Don Melichar and members of the Dog Park Committee will be attending to provide you with updates to the planning and fundraising of the dog park.

Staff Recommendation: None

5. **Consider the creation of a task force to view and develop alternative revenue sources for the department.**

At the last park board meeting this idea was offered and requested to be put on a future agenda. I think the creation of such a group is a great idea. I would suggest the following structure; 2-3 members of the Park Board, 1 staff, and 2-3 resident at large positions.

Staff Recommendation: Approve

6. **Consider disposal of surplus equipment.**

In following proper procedure, our department is asking the Park Board to approve the disposal of an old four-wheel utility vehicle through surplus. The utility vehicle is over 20 years old and is not needed in our operation.

Staff Recommendation: Approve utility vehicle to be sold through surplus.

7. **Public Comment Period**

8. **Future Agenda Items**

9. **Staff Updates**

- A. Green Initiative idea for Park Board
- B. Park and Recreation Supervisor Hiring process
- C. Ice Rink Feasibility Study
- D. Katherine Harper Riverwalk Map

10. **Adjournment**

**BOARD OF PARK COMMISSIONER'S MEETING**  
Of the City of De Pere – August 20, 2009

A meeting of the Board of Park Commissioners was held on Thursday, August 20, 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, Rod Kowalczyk and Bill Volpano. Also present: Marty Kosobucki, Don Melichar, Ernie Christus, Paula Rahn. In addition, Maddie Chitwood and Kathy McGurk, Teen Advisory Representatives.

1. Minutes of Board of Park Commissioners meeting. (Attachment)  
Mike Donovan moved to approve the minutes, seconded by James Boyd. Motion passed.
2. Communication – Letter from Dick and Sharon Collar (Willems Park Lighting) Attachment.  
Sue Schinkten moved to receive and place thank you letter on file, seconded by Kathy Van Vonderen. Motion passed.
3. 2<sup>nd</sup> quarter report from Community Center. (Attachment)  
George Brown commented that under Paula Rahn's leadership, it appears the Community Center is proving to be an excellent resource to citizens, of all ages, of De Pere, and is a real asset to the City. Paula and her staff are to be commended. Kathy Van Vonderen moved to receive and place on file, seconded by Bill Volpano. Motion passed.
4. 2<sup>nd</sup> quarter report from De Pere Ice Arena. (Attachment).  
George Brown asked if, in the future, the Ice Center Staff could put the profit and loss statement and the comparison of previous year to current year on the same page. Mike Donovan moved to receive and place on file, seconded by James Boyd. Motion passed.
5. Announcement and recognition of the retirement of Ernie Christus.  
A proclamation was given to Ernie Christus, Park and Recreation Supervisor, for his 31 years of dedication to the City. We wish him best of luck in his retirement on September 4.
6. Discussion and action on Non-Resident fees related to Ledgeview residents participating in De Pere Rapides Soccer. (Attachment).  
Marty Kosobucki, Director, explained he has made several attempts to contact Sarah Burdette on this issue. He then sent two emails and received some information stating they haven't been able to discuss this issue at present. At this point the City is not taking any different approach until Ledgeview gets back to us. George Brown moved to have Staff continue to work with Ledgeview and recommended that a year-to-year agreement would be best. Staff will bring any new information to the Board. Motion seconded by Sue Schinkten. Motion passed.
7. Review and action on Feasibility Study for Ice Arena. (Attachment)  
Marty Kosobucki explained to the Board he reviewed proposals from Bonestroo and Rink Management Services Corporation. The Park Board and the City Council has already approved \$20,000 for this study with funds coming out of the Park Dedication Fund, which is a non-lapsing fund. James Boyd moved to accept the proposal from Rink Management Services Corporation in the amount of \$13,500 with the stipulation that reference checks are acceptable. Rod Kowalczyk seconded the motion. George Brown also encouraged that Marty request RMS to include a final presentation to the Board, in-person would be the best method, tele-conference would be the next best option. Ayes: George Brown, Kathy Van Vonderen, Mike Donovan, Sue Schinkten, James Boyd, Rod Kowalczyk. Nay: Bill Volpano. Motion passed.

8. Review and action on proposed 2010 Budget. (Attachments)  
Mike Donovan moved to recommend the proposed 2010 Park, Recreation & Forestry Budget, Sue Schinkten seconded the motion. Motion passed.
9. Public Comment Period.  
Ed Hock, 1416 Surburban Drive, De Pere, representative from Kelly Danen Baseball, spoke on behalf of this group and the City subsidy received each year to offset some of their costs. He mentioned that if the subsidy is different from last year's amount, this group would need to adjust their costs accordingly.
10. Future Agenda Items
  - a. Discuss forming a sub-committee for increasing revenues or cost cutting measures
  - b. Initiatives for going "green"
  - c. Riverwalk – Map Renderings
11. Staff Updates
  - a. NEV – We have been using the NEV and so far it has been working out great for us.
  - b. Dog Park Video – There will be a segment on Channel 4 publicizing the dog park and its fundraising. Suggested perhaps getting an article to the De Pere Chamber of Commerce that they could include in their newsletter.
  - c. Park and Recreation Transition – The staff is working cooperatively undertaking the programs that will be running when Ernie retires. An ad was placed with the WPRA and as of today, 61 applications had been filed. The deadline is September 2.
  - d. Major Projects –  
Dog Park – Don Melichar was informed that the City received 4,000 linear feet of used fencing from Outagamie County Airport. Don estimates the fencing could go up yet this fall or spring, 2010, depending on donations to purchase posts, etc.  
Riverwalk Project: - Marty updated the Board that this project has been put into high gear. DNR has approved the project and we need to complete a different permit for them. Grant money has been approved for this project and these funds must be used within a 2-year timeframe.
12. Adjournment.  
Sue Schinkten moved to adjourn the meeting; seconded by Mike Donovan. Motion passed. The meeting ended at 8:35 pm.

Lou Ann Zeamer, Secretary

**SECOND AMENDMENT TO LEASE AGREEMENT**

THIS SECOND AMENDMENT TO LEASE AGREEMENT (the "Second Amendment") is entered into this \_\_\_\_\_ day of September, 2009, 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:**

A. Pursuant to the terms of the Lease Agreement, Humana is currently leasing 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 24 months, and the City has agreed to such extension on the terms and conditions contained herein.

NOW, THEREFORE, in consideration of the covenants and conditions set forth herein, the parties hereto, intending to be legally bound, hereby agree that the Lease Agreement is hereby amended and supplemented as follows:

1. **Recitals/Definitions.** The above recitals are true and correct and are hereby incorporated into this Second 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. **Length of Term.** The Term of the Lease Agreement as set forth in Paragraph I of the Lease Agreement is hereby amended and supplemented by extending the Lease Term of the Lease Agreement from the prior expiration date of March 31, 2010, for a period of two (2) years to a date certain of March 31, 2012.
3. **Miscellaneous.** Except as expressly set forth herein, the Lease Agreement is unmodified and in full force and effect. This Second Amendment shall be binding upon and shall inure to the benefit of the parties and their successors and assigns.

IN WITNESS WHEREOF, the parties have executed this First Amendment on the date first written above.

**HUMANA INSURANCE COMPANY**

**CITY OF DE PERE**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

ATTEST: \_\_\_\_\_

## Marty Kosobucki

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**From:** Lee, Jason [jasonlee@ctmt.com]  
**Sent:** Thursday, August 27, 2009 8:28 AM  
**To:** Marty Kosobucki  
**Cc:** Lee, Jason  
**Subject:** RE: Humana - Amendment to review - Project #1761 De Pere, WI

Marty,

Thank you for the response and hope the vacation was a nice break. After you review, just let me know if the document is ok. If so, please distribute the number of docs you need plus one for Humana for signatures.

The signed amendments can be sent to the address below for processing:

Humana  
Attn: Sandy Clemmons  
500 W. Main Street  
Louisville, KY 40202

Thank you and I look forward to your feedback.

**Jason Lee**  
(314) 392-2621

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**From:** Marty Kosobucki [mailto:mkosobucki@mail.de-pere.org]  
**Sent:** Thursday, August 27, 2009 8:09 AM  
**To:** Lee, Jason  
**Subject:** RE: Humana - Amendment to review - Project #1761 De Pere, WI

Hi Jason,

Sorry for the delayed response. I was on a mini-family vacation through yesterday. I did receive the document, however have not had the chance to review. If it is the identical document as before with different dates, I am sure it will be fine. I will review and put the item on my next Park Board agenda (September 17) and will get it moving through our channels. I'll let you know if I have any concerns or thoughts prior to the Park Board meeting. Thanks.

Marty

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**From:** Lee, Jason [mailto:jasonlee@ctmt.com]  
**Sent:** Tuesday, August 25, 2009 10:05 AM  
**To:** Marty Kosobucki  
**Cc:** Lee, Jason  
**Subject:** RE: Humana - Amendment to review - Project #1761 De Pere, WI

Marty,

Good morning. I wanted to follow up to confirm you received the email below from last week. Please let me know if this document is acceptable. Thank you and I look forward to your reply.

**Jason Lee**  
(314) 392-2621

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**From:** Lee, Jason

8/27/2009

**Sent:** Friday, August 21, 2009 4:01 PM  
**To:** 'mkosobucki@mail.de-pere.org'  
**Cc:** Lee, Jason  
**Subject:** Humana - Amendment to review - Project #1761 De Pere, WI

Marty,

Good afternoon. Attached is the amendment for the sports park in De Pere that Humana leases to the City of De Pere. This is a replica of the last extension signed and wanted to get your approval that all looks good before sending over an execution copy.

Thank you and I look forward to your feedback.

**Jason Lee**  
Manager  
Colliers Corporate Solutions  
721 Emerson, Suite 300  
Saint Louis, MO 63141  
(314) 392-2621 (direct)  
(314) 392-2723 (fax)  
jasonlee@ctmt.com

8/27/2009



## Marty Kosobucki

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**From:** Cathy Henderson [chenderson1@humana.com]  
**Sent:** Wednesday, September 09, 2009 7:54 AM  
**To:** Marty Kosobucki  
**Cc:** spasterski@wbay.com  
**Subject:** RE: disc golf

OK, I'll give you what I have so far,

We are proposing the Disc Golf Course for DePere/West DePere. The funding will be contributions from the community (mostly business'). In return for the donation, the business/individuals will have their name either on a large plaque at the beginning of the course or one business/individual designated to each hole on a small plaque on that hole.

A suggestion given to us, was to have 9 holes in DePere and 9 holes in West DePere. This would depend on what area would be available and of course this decision would be the Parks and Rec board for the placement of the course/courses.

We do have interested parties ready to donate and we haven't even started soliciting. We feel this would be an excellent contribution to the cities as well as something for all ages and it is free. People from DePere travel to other cities in the area to play disc golf. This is an opportunity to bring others to our city and possible good for business' as they would see what we have to offer and with the advertising on the donated holes might bring people to their establishment.

Thanks Marty,

PS: Could you please tell us when, where and time of the meeting?

Cathy Henderson  
Special Projects  
WAH

"Marty Kosobucki" <mkosobucki@mail.de-pere.org>

To "Cathy Henderson" <chenderson1@humana.com>

cc <Spasterski@wbay.com>

09/08/2009 09:34 AM

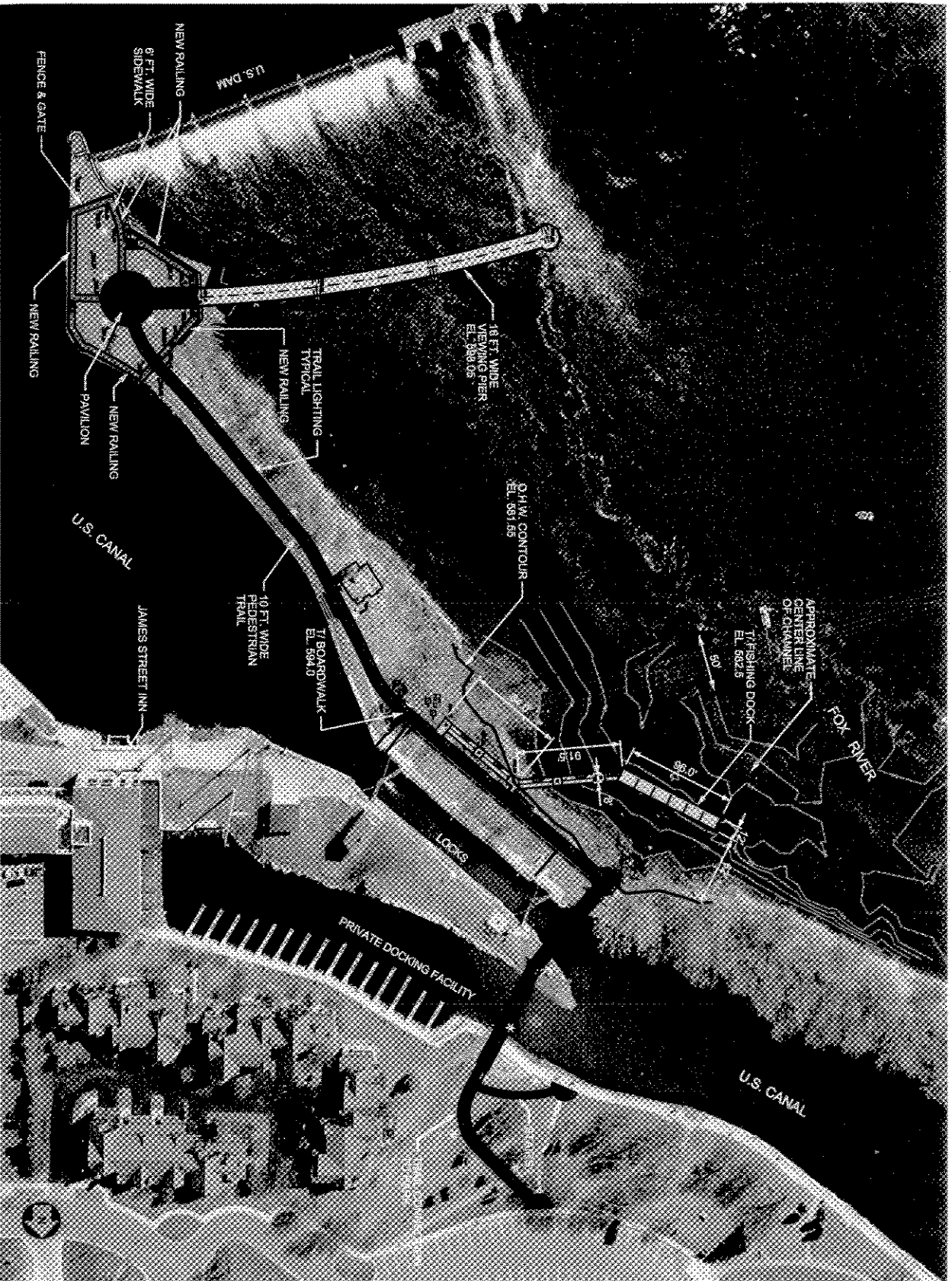
Subject RE: disc golf

Hi Cathy,

Not a problem. Are you able to provide me with any information I can include in the packet for the Park Board? I will need by tomorrow.

Marty

9/9/2009



**GR@EF**

1150 Springburn Drive,  
Suite 201  
Green Bay, WI 54304-0900  
920 / 392-5440  
920 / 392-5445 fax  
www.gr@ef.com

CONSULTANTS:

PROJECT TITLE:  
KATHERINE HARPER  
RIVER WALK & WILD LIFE  
VIEWING PIER

ISSUE:

PROJECT INFORMATION:  
PROJECT NUMBER: 2007-2029-20  
DATE: 07-26-2009  
DRAWN BY: JLU  
CHECKED BY: MSJ  
APPROVED BY: M.L.  
SCALE: N.T.S.

SHEET TITLE:  
OVERALL PLAN VIEW  
EXHIBIT 3

SHEET NUMBER:

**C100.2**