



Board of Park Commissioners

335 South Broadway
De Pere, WI 54115

<https://www.deperewi.gov/>

Regular Meeting

Final Minutes

Thursday, December 21, 2023

6:30 PM

Council Chambers and Virtual

I. Call to Order

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

Attendee Name	Title	Status	Arrived
Melissa Thiel Collar	Board Member	Present	
Ryan Jennings	Board Member	Present	
Jim Kneiszel	Board Member	Present	
Amy Chandik Kunding	Aldersperson	Present	
Shana Defnet Ledvina	Aldersperson	Present	
Dean Raasch	Aldersperson	Excused	
Randy Soquet	Board Member	Present	
Connor Mason	Teen Advisor	Present	
Connor Goodman	Teen Advisor	Present	

Others present:

Marty Kosobucki, Director of Parks, Recreation, and Forestry

Grace Lahtela, Administrative Assistant

II. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Board of Park Commissioners. Chapter 6-3(f) DPMC

None

III. Items

1. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the November 16, 2023 Meeting.

James Kneiszel moved to approve the minutes from the November 16, 2023, Board of Park Commissioners meeting, seconded by Ryan Jennings. Upon vote, the motion was approved unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jim Kneiszel, Board Member
SECONDER:	Ryan Jennings, Board Member
AYES:	Thiel Collar, Jennings, Kneiszel, Kunding, Defnet Ledvina, Soquet
EXCUSED:	Dean Raasch

2. Consideration and Possible Action to Approve Draft Comprehensive Outdoor Recreation Plan.

Melissa Thiel Collar moved to approve the draft Comprehensive Outdoor Recreation Plan, seconded by Ryan Jennings.

Aldersperson Defnet Ledvina questioned the reference of a bike map from the Planning Department. Marty Kosobucki, Director of Parks, Recreation and Forestry explained that the Planning Department suggested including a map in the COMP Plan that shows the various bike paths and routes in the city. Staff and the consultant did not feel that the

bike plan fits within the COMP Plan and did not want to confuse the two. Alderperson Defnet Ledvina questioned if a bike map even existed for the city.

Alderperson Defnet Ledvina questioned the comments regarding Wells Park and referencing the Downtown Master Plan. Marty Kosobucki explained that the Planning Department wanted any reference to improvements to Wells Park be referenced to the Cultural District Plan instead of the Downtown Master Plan.

Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Melissa Thiel Collar, Board Member
SECONDER:	Ryan Jennings, Board Member
AYES:	Thiel Collar, Jennings, Kneiszel, Kunding, Defnet Ledvina, Soquet
EXCUSED:	Dean Raasch

3. Consideration and Possible Action Related to a Canoe/Kayak Launch at Voyageur Park and the NRDA Grant.*

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that in the 2023 budget there were funds allocated to put in a kayak/canoe launch at Voyageur Park. This project was subject to receiving a stewardship grant from the WDNR and a NRDA grant. The city was awarded the NRDA grant for around \$20,000, however the WDNR stewardship grant was denied. With the denial of the WDNR grant, the Park Board will need to decide if they want to ask City Council for additional funding, terminate the project due to lack of funding, or postpone the project and try again for another WDNR grant.

James Kneiszel questioned if the project could be done in sections. Marty Kosobucki explained that it is just a ramp and launch, so it could not be done in phases.

James Kneiszel also asked if there were other grants that could be applied for. Marty Kosobucki explained that he is not aware of any other grants, but there might be some smaller, private ones.

James Kneiszel questioned if it was possible to delay the funds and try to fundraise for the additional funds. Marty Kosobucki explained that fundraising would be possible, but it would be extremely hard with the efforts just made for the Nelson Family Pavilion.

Connor Goodman questioned what the options are for the additional funds, in addition to the NRDA grant funding. Marty Kosobucki explained that the additional funds would need to be requested from City Council to come from unassigned reserves, or to postpone the project and ask for funds in the 2025 budget.

James Kneiszel asked where in importance staff would rank the kayak launch in the list of park projects. Marty Kosobucki explained that the project is important, but people have done without it. However, he would like to see the project done because it would be used greatly and increase the quality of life in De Pere.

Alderperson Defnet Ledvina commented that she would like to see if Council would fund it and questioned if the launch could be completed by summer to coordinate with the opening of the Nelson Family Pavilion. Marty Kosobucki stated that there is a very strong likelihood of it being completed by summer.

Ryan Jennings questioned if any municipalities have a launch that they are not using but would like to send the project to Council to see if they would fund it first.

Aldersperson Chandik Kundingner feels that it is a good idea to have a launch there. The city was able to secure some funding for the project and if we postpone the project, it will cost more. She agrees that the City should take advantage of the grant funding secured and move forward with the project.

Aldersperson Defnet Ledvina moved to accept the NRDA grant for the kayak/canoe launch at Voyageur Park, with the additional funding determined by Council, seconded by Aldersperson Chandik Kundingner. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Shana Defnet Ledvina, Aldersperson
SECONDER:	Amy Chandik Kundingner, Aldersperson
AYES:	Thiel Collar, Jennings, Kneiszel, Kundingner, Defnet Ledvina, Soquet
EXCUSED:	Dean Raasch

4. Consideration and Possible Action on the Selection of Grout Color for the Nelson Family Pavilion.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that the bid packet for the Nelson Family Pavilion specified the lighter grey color for the grout. Staff felt that the light grey color stood out a bit too much. Originally this was going to be an upgrade and an increase in charge, however the contractor has agreed to update the grout to the sable (darker) color for no charge.

Randy Soquet moved to approve the sable (darker) grout for the Nelson Family Pavilion, seconded by Aldersperson Defnet Ledvina. Upon vote, the motion passed 5-1, with James Kneiszel voting nay.

RESULT:	ADOPTED [5 TO 1]
MOVER:	Randy Soquet, Board Member
SECONDER:	Shana Defnet Ledvina, Aldersperson
AYES:	Thiel Collar, Jennings, Kundingner, Defnet Ledvina, Soquet
NAYS:	Jim Kneiszel
EXCUSED:	Dean Raasch

5. Consideration and Possible Action of Continuation of Water Fountain at Voyageur Park.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that the existing water fountain to the north of the playground was fed from the restroom building at Voyageur Park. The consultant did not outline the water line going to this water fountain in the bid packet for the Nelson Family Pavilion. When the restroom building was razed, this water line had to be cut off. Now, to have an operational water fountain on the north side of the playground, it would cost additional funds and a change order would be needed. If the contractor ran the water line to the outside of the patio, and our staff ran the remainder of the line to the fountain, it would cost around \$4,000. For the contractor to hook up the fountain completely, it would cost around \$6,000. The Park Board could also elect to remove the fountain, because it does not get a lot of use. The fountain is an

ADA accessible fountain, and could be used at Kiwanis Park, because it is in the budget for Kiwanis to get one this year.

James Kneiszel recommended questioned if a bottle filler was going to be installed on the Nelson Family Pavilion.

Conner Goodman stated he doesn't like using a water fountain and losing it would not be a great loss if another fountain was available.

Alderpersion Defnet Ledvina moved to discontinue the water fountain on the north side of the playground at Voyageur Park, seconded by James Kneiszel. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Shana Defnet Ledvina, Alderpersion
SECONDER:	Jim Kneiszel, Board Member
AYES:	Thiel Collar, Jennings, Kneiszel, Kundinger, Defnet Ledvina, Soquet
EXCUSED:	Dean Raasch

6. Consideration and Possible Action to Approve Proposed Facility Condition Assessment RFP for Ice Arena.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained the usually we do not bring a draft copy of an RFP to the Park Board. However, this is a unique RFP and staff is looking to see if there is any other information that the Park Board would like to see obtained in the proposal.

Ryan Jennings questioned if the proposal is looking to replace the entire facility. Marty Kosobucki stated one aspect would be the cost to replace the entire facility, but also to evaluate each area and assess the replacement cost and how long it will last.

Randy Soquet moved to approve the proposed Facility Condition Assessment RFP for the De Pere Ice Arena, seconded by Melissa Thiel Collar. Upon vote, the motion passed unanimously.

RESULT:	DISCUSSED
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7. Consideration and Possible Action to Consider Plowing the East River Trail.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that clearing the East River Trail was something that the Park Board has reviewed in the past. However, since the last review, people have been contacting the department to question why the City of De Pere does not clear their portion of the trail. The communities to the north and south of De Pere both clear their portion of the trail. The City of De Pere's portion of the trail is about a mile long and located in the middle of the trail. The city has elected not to clear the trail due to staffing and required resources.

Randy Soquet questioned if there is an estimated cost to clear the trail per incident. Marty Kosobucki stated that he could have staff prepare an actual estimate, but it would probably take 1-2 hours for a small event with a truck. If it was a large storm and needed the holder, it would probably take 4-5 hours to clear. These times are just for clearing the snow, no ice removal. Also, because of the dogs on the trail, the other communities do

not use a lot of salt on the trail, they use a sand/salt mix, which our equipment is not set up for.

James Kneiszel questioned if the City could subcontract with the other communities. Marty Kosobucki explained that he reached out to the other communities, and they were not interested.

Aldersperson Chandik Kunding agreed that an inter-governmental agreement would work well.

Aldersperson Defnet Ledvina moved for staff to clear the trail after all other duties are completed and if no overtime is needed, seconded by Aldersperson Chandik Kunding.

Melissa Thiel Collar questioned if there are any additional liability concerns with clearing the trail. Marty Kosobucki stated that if the snow is cleared, we would need to do something to treat the ice. He would not suggest just clearing the snow and our equipment is not set up for sand.

Connor Mason questioned if the neighboring communities have the equipment available to sand. Marty Kosobucki stated they do, and the City does as well, but ours is set up differently. Conner Mason suggested reaching out to the neighboring communities before adjusting our equipment.

James Kneiszel stated he would prefer to go into an inter-governmental agreement before the Park Department clears the trail. Marty Kosobucki stated that due to timing, the agreement would have to be completed next year if even possible.

Aldersperson Defnet Ledvina amended her motion to incorporate snow/ice removal of the East River Trail into the current Park Department operations after the top priorities have been completed and not incur overtime, and then look into an inter-governmental agreement for the 2024-2025 snow season. Aldersperson Chandik Kunding agrees with the amended motion. Upon vote, the amended motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Shana Defnet Ledvina, Aldersperson
SECONDER:	Amy Chandik Kunding, Aldersperson
AYES:	Thiel Collar, Jennings, Kneiszel, Kunding, Defnet Ledvina, Soquet
EXCUSED:	Dean Raasch

IV. Staff Updates

1. Staff Report on Southwest Park Shelter Repair.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that Council approved the Southwest Park shelter repairs with the shingled roof. The consultant is working on getting the contracts signed by IEL.

RESULT:	DISCUSSED
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2. Staff Report on Holiday Light Show

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that the Holiday Light Show at Voyageur Park is quite a bit bigger and better than last year. Last

Saturday, the second weekend that it was opened, there were just under 600 cars that went through the event. Staff received many comments that expressed how much people appreciated that it was a free event. We do, however, allow two community groups take donations one night during the event; Fox Community Credit Union, the sponsor of the event, and Pink Flamingo's that help with the set-up of the event.

RESULT:	DISCUSSED
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3. Staff Report on Nelson Pavilion Construction.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that the geo piers started on Friday. Another soil boring was requested, which has now been completed and it passed.

RESULT:	DISCUSSED
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4. Staff Report on 2023 Major Project Schedule.

Marty Kosobucki, Director of Parks, Recreation, and Forestry provided an update on the 2023 major project schedule.

RESULT:	DISCUSSED
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V. Future Agenda Items

James Kneiszel would like a discussion item on the history, signage, and potential uses for George Park.

Alderson Defnet Ledvina would like a discussion item regarding street planting policies for trees and brainstorm ideas on how to get more trees planted in the terraces.

VI. Adjournment

James Kneiszel moved to adjourn the meeting at 7:28 pm, seconded by Melissa Thiel Collar. Upon vote, the motion passed unanimously.

Respectfully submitted,
Grace Lahtela