



Board of Park Commissioners

Regular Meeting

Final Minutes

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

Thursday, August 20, 2020

6:30 PM

I. Call to Order

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

Attendee Name	Title	Status	Arrived
Casey Nelson	Aldersperson	Excused	
Melissa Thiel Collar	Board Member	Present	
Ryan Jennings	Board Member	Excused	
Rick Klinkenberg	Board Member	Present	
Amy Chandik Kunding	Aldersperson	Present	
Dean Raasch	Aldersperson	Present	
Randy Soquet	Board Member	Present	
Lydia McMorro	Teen Advisor	Present	
Christopher Soquet	Teen Advisor	Present	

Others present: Marty Kosobucki, Director of Parks, Recreation and Forestry, Don Melichar, Park Superintendent/Forester, Paula Rahn, Recreation Superintendent, John McDonald, Recreation Supervisor and Grace Lahtela, Administrative Assistant.

Randy Soquet welcomed out new Teen Advisor, Christopher Soquet.

II. Action Items

1. Approve Board of Park Commissioners Minutes from the July 16, 2020 Meeting.

Aldersperson Raasch moved to approve the Board of Park Commissioners minutes from the July 16, 2020 meeting, seconded by Aldersperson Chandik-Kunding. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Aldersperson
SECONDER:	Amy Chandik Kunding, Aldersperson
AYES:	Thiel Collar, Klinkenberg, Kunding, Raasch, Soquet
EXCUSED:	Casey Nelson, Ryan Jennings

2. Consideration & Approval of \$500 Donation from BCCWC for Youth Activities/Equipment.*

Aldersperson Chandik-Kunding moved to accept a \$500 donation from the Brown County Community Women's Club for youth recreation activities and equipment, seconded by Melissa Thiel-Collar. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amy Chandik Kunding, Aldersperson
SECONDER:	Melissa Thiel Collar, Board Member
AYES:	Thiel Collar, Klinkenberg, Kunding, Raasch, Soquet
EXCUSED:	Casey Nelson, Ryan Jennings

3. Consideration and Possible Action of Transferring Sponsorship of 2021 Beer Gardens.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that the remaining beer gardens for 2020 have been cancelled. All sponsors have been contacted and they would like to transfer their sponsorship to next year. Staff is looking for approval from the Park Board to transfer the sponsorships to the 2021 beer gardens. Alderperson Raasch moved to approve transferring the beer garden sponsorships to 2021, seconded by Alderperson Chandik-Kundinger.

Alderperson Chandik-Kundinger questioned if there are any budget actions that need to be taken due to transferring funds to 2021.

Marty Kosobucki, Director of Parks Recreation and Forestry explained that a request to carry over the sponsorship from Kay Distributing will need to be requested, but the other sponsorships have not come in yet. These will be invoiced next year.

The above motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderperson
SECONDER:	Amy Chandik Kundinger, Alderperson
AYES:	Thiel Collar, Klinkenberg, Kundinger, Raasch, Soquet
EXCUSED:	Casey Nelson, Ryan Jennings

4. Review and Possible Action on Distribution of Youth League Funds.

Marty Kosobucki, Director of Parks, Recreation of Forestry explained that within the budget there are funds set aside for assistance to co-sponsored youth leagues in the city. These funds are contingent on the youth leagues taking place. De Pere Baseball did run their league; De Pere Girls Softball and De pere Rapides Soccer cancelled their league; and De Pere Hockey is still in the decision making process. The leagues that didn't run were asked how vital the funds were to operations, and both girls softball and Rapides soccer stated the funds were not crucial to their funding.

Discussion followed.

Melissa Thiel Collar questioned the ability to give the funds to the league for scholarships.

Alderperson Chandik Kundinger questioned if the funds could be used for field improvements, if the leagues decided not to take the funds.

Alderperson Raasch questioned why De Pere Baseball receives double the funds of what soccer receives. He also stated that he is in favor of the support given to the youth sports leagues.

Randy Soquet questioned if the recreational scholarships can be used for these programs. Marty Kosobucki, Director of Parks, Recreation and Forestry explained that through the Recreational Scholarship program, the city could cover up to 50% of registration fees for eligible families.

Alderperson Raasch moved to approve the distribution of youth league funds as it has been done in the past, seconded by Alderperson Chandik-Kundinger. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderperson
SECONDER:	Amy Chandik Kundinger, Alderperson
AYES:	Thiel Collar, Klinkenberg, Kundinger, Raasch, Soquet
EXCUSED:	Casey Nelson, Ryan Jennings

5. Consideration and Possible Action to Approve Bid for Community Center Insulation and Roofing Project*

Paula Rahn, Recreation Superintendent, explained that two bids were received. The budgeted amount for this project was \$100,000. The low bid came in at \$85,770, which includes the alternate bid of \$20,000 to furnish and install fabric covered acoustical panels in the Pine room.

Alderson Raasch moved to approve the low bid from Milbach Construction Services Co. for \$85,770, seconded by Randy Soquet.

Discussion followed.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that this project needs to be completed because there are severe ice dams that accumulate on the Community Center roof. These dams create large icicles formations, which cause safety concerns for people walking on the sidewalk.

Randy Soquet questioned if the additional budgeted amount could be used for something else.

Marty Kosobucki, Director of Parks, Recreation and Forestry stated he would be cautious in using any additional funds, as there could be unforeseen circumstances that are uncovered once the project starts and change orders might be needed.

Alderson Raasch also cautioned using any additional budget funds and explained that due to the economic downturn, there is a very good chance there will be shared revenue reductions in the next budget from the State.

Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderson
SECONDER:	Randy Soquet, Board Member
AYES:	Thiel Collar, Klinkenberg, Kundinger, Raasch, Soquet
EXCUSED:	Casey Nelson, Ryan Jennings

6. Review and Possible Action to Approve 2019 Recreation & Community Center Annual Report

Paula Rahn, Recreation Superintendent, reviewed the 2019 Recreation and Community Center Annual Report. She stated that 2019 was a very good year. Programming went well; there were 31 new programs offered throughout the year; and all areas of revenue increased, except the pool that went from two pools down to one.

Alderson Raasch moved to approve the 2019 Recreation and Community Center Annual Report, seconded by Melissa Thiel-Collar.

Melissa Thiel-Collar thanked Paula for the amazing work.

Randy Soquet commented on the increase in numbers at the Community Center.

Upon vote, the above motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderson
SECONDER:	Melissa Thiel Collar, Board Member
AYES:	Thiel Collar, Klinkenberg, Kundinger, Raasch, Soquet
EXCUSED:	Casey Nelson, Ryan Jennings

7. Review and Consideration of Draft Budget Proposal for 2021.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained the budget process. The draft budget has already been submitted to the mayor. Any comments or suggestions from the meeting tonight will be relayed to the mayor and administrator. From the draft budget meeting, the mayor prepares his own budget that is presented to

council and in October, there is a budget workshop where the numbers are finalized. The finalized budget is then brought to the council in November, where it is actually adopted. Marty Kosobucki explained that departments were asked to come in at a 0% increase in the operating budget. The Parks, Recreation and Forestry department is not even close to a 0% increase. The biggest reason for the increase is the VFW Aquatic facility opening in 2021. Even though new operating costs will come from the referendum, the facility has a huge impact to the budget. He also explained other significant changes that increase the budget.

Alderpersion Raasch questioned the increase in pool costs in relation to the referendum, and the organizational structure change at the Community Center.

Alderpersion Chandik-Kundinger moved to approve the draft budget proposal for recommendation to the mayor, seconded by Melissa Thiel-Collar. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amy Chandik Kundinger, Alderpersion
SECONDER:	Melissa Thiel Collar, Board Member
AYES:	Thiel Collar, Klinkenberg, Kundinger, Raasch, Soquet
EXCUSED:	Casey Nelson, Ryan Jennings

III. Discussion Items

1. Update on VFW Aquatic Facility Color Selections for Building and Slides.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that the Park Board chose a general color scheme, and gave staff the direction to choose other colors. The color scheme that was chosen was blue and lime green, to try to match the city logo. Staff felt it would be a good idea to get the Park Boards recommendation for the color of the two large body slides and the drop slide. Staff picked out sky blue and sulphur yellow, which is as close to lime green as we could get, for the body slides and melon yellow for the drop slide. There is an optional lime green color for the slides available for an upcharge, and we have requested information on that cost.

Alderpersion Chandik-Kundinger stated that it would look nice if the city logo was on the shade structures and would be consistent with city branding. Also, she didn't feel that it would be worth an upcharge for the lime green slide.

Melissa Thiel-Collar dislikes the sulphur yellow slide and would like to see what the upcharge would be for the lime green one.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that the darker the color for the slides, the more fading will appear. The color choice was just brought to staff on Monday, August 17th and to have the slides delivered on time, we have to order them by September 7th. If the upcharge for the lime green slide is substantial, it would have to be a change order which would need to have approval. If the park board wanted to pursue the lime green slide, we would have time to go directly to council for approval if the upcharge is significant.

The park board recommended staying with the standard colors, but would like to know what the upcharge would be for the lime green slide.

RESULT:	DISCUSSED
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2. Discussion on Approach for Obtaining Park Board Insight for Multi-Use Facility at Voyageur.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that he had a virtual meeting with Sommerville regarding the multi-use building at Voyageur Park. Under normal circumstances, Sommerville would propose an in-house workshop to gather concepts and ideas from the park board. However, with COVID-19, Sommerville is proposing to send out a survey to gather input from the park board members and then provide a presentation to the park board in September.

RESULT:	DISCUSSED
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3. Discussion on Second Park Tour for Park Board Members.

Marty Kosobucki, Director of Parks, Recreation and Forestry questioned the interest in having another park tour. The tour would be next Thursday, August 27th at 6:00 pm if anyone is interested.

RESULT:	DISCUSSED
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IV. Staff Updates

1. Update on the Status of Construction of the VFW Aquatic Facility.

Marty Kosobucki, Director of Parks, Recreation and Forestry gave an update on the construction of the VFW Aquatic Facility. The pouring of the bath house floor should start tomorrow and they should begin laying the brick for the bath house next week. They will also begin the mechanical building next week. Immel did run into some bad soil and old trenches that needed to be addressed.

RESULT:	DISCUSSED
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V. Future Agenda Items

Melissa Thiel-Collar requested an update on the fall recreation programs, as to what is going and what is going to be cancelled.

VI. Public Comment Period

None

VII. Adjournment

Alderperson Chandik-Kundinger moved to adjourn the meeting at 7:35 pm, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Respectfully submitted,
Grace Lahtela