



Board of Park Commissioners

335 South Broadway
De Pere, WI 54115
<https://www.deperewi.gov/>

Regular Meeting

Final Minutes

Thursday, August 17, 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 Kundinger	Aldersperson	Present	
Shana Defnet Ledvina	Aldersperson	Present	
Dean Raasch	Aldersperson	Present	
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

Marty Kosobucki, Director of Parks, Recreation, and Forestry reminded everyone that the last beer garden for the year is being held on Tuesday, August 22nd. Durr Systems is the sponsor for the August event and Amerilux is the events main sponsor.

III. Items

1. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the July 20, 2023 Meeting.

Aldersperson Defnet Ledvina moved to approve the minutes from the July 20, 2023 Board of Park Commissioners meeting, seconded by Aldersperson Raasch. Upon vote, the motion passed unanimously.

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

2. Consideration & Possible Action to Accept a \$700 Donation from BCCWC for Community Center Facility Needs & Programs*

Aldersperson Chandik Kundinger moved to accept a \$700 donation from the Brown County Community Women's Club for Community Center facility needs and programs, seconded by Aldersperson Defnet Ledvina. Upon vote, the motion passed unanimously.

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

3. Consideration and Possible Action to Accept \$500 Donation from Pink Flamingo Classic Inc. for Summer Carnival*

Alderperson Chandik Kunding moved to accept a \$500 donation from the Pink Flamingo Classic, Inc. for the Summer Carnival, seconded by Melissa Thiel Collar. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amy Chandik Kunding, Alderperson
SECONDER:	Melissa Thiel Collar, Board Member
AYES:	Thiel Collar, Jennings, Kneiszel, Kunding, Defnet Ledvina, Raasch, Soquet

4. Consideration & Possible Action to Accept a \$250 Donation from Pink Flamingo Classic, Inc. to the Rec Scholarship Fund*

Alderperson Chandik Kunding moved to accept a \$250 donation from the Pink Flamingo Classic, Inc. for the Recreation Scholarship Fund, seconded by Alderperson Raasch. The above motion passed unanimously.

Randy Soquet thanked the Brown County Community Women's Club and The Pink Flamingo's for their generous donations.

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

5. Consideration and Possible Action to Approve Final Master Plan and Cost Opinion for Wilson Park.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that Kristan Sanchez from Graef used the comments from the July Park Board meeting to prepare a final master plan. From the final plan, a cost estimate was also prepared for the project.

Alderperson Raasch commented on the crushed gravel pathway and the durability of the product. The aesthetics of the crushed gravel would look good, but he would be alright if blacktop is used.

Randy Soquet agreed that blacktop would be a more dependable and ADA accessible product.

Marty Kosobucki stated that for sidewalks, cement is usually used instead of blacktop, and will work with Graef to provide another cost estimate for hard surface sidewalks, along with the crushed gravel estimate that has been prepared already.

Conner Mason, Teen Advisor, commented that he felt there should be more picnic tables placed throughout the park. Marty Kosobucki explained that moveable picnic tables could be placed throughout the park and the draft plan only shows the permanent fixtures.

Alderperson Raasch moved to approve the master plan for Wilson Park, with the addition of getting another cost estimate for hard surface sidewalks, seconded by Randy Soquet.

Discussion followed.

James Kneiszel questioned if hard surface just means concrete because he likes the look of the granite walking path. Marty Kosobucki stated if staff had a choice, we would prefer a concrete hard surface. There is an area of crushed gravel in a city park, and it requires a lot of maintenance. However, this existing area of crushed gravel does not have the polymer base, so the recommended product is much different than what we currently have.

Ryan Jennings stated that Wilson Park would be a good park to try the granite polymer material and would like to keep the granite pathway as an alternative.

James Kneiszel questioned if the main reason they were recommending the gravel pathway was to keep costs down. He would hate to see the project cut due to the cost of hard surfacing.

Alderperson Defnet Ledvina questioned if it made sense to have Graef prepare a cost estimate for concrete and the granite pathway. Marty Kosobucki stated he can have Graef prepare an additional estimate for the pathway to be concrete.

Alderperson Raasch stated he struggles with the decision to do something other than concrete. If the granite polymer does not last, then the base will have to be redone the correct way and it would be at full cost again.

Randy Soquet moved to open the meeting to public comment at 6:52 pm, seconded by James Kneiszel. Upon vote, the motion passed unanimously.

Joe Nicks stated he went to Wilson Park to try to visualize what the draft plan would look like. He feels that the design is pretty good for the park and was happy that a cost estimate was prepared. Mr. Nicks is concerned that there is only \$50,000 being requested in the 2024 budget, and is not sure how the project could be implemented in a two-year period. Mr. Nicks would like to see the Park Board approve the plan and for the full project cost be requested in the 2024 budget.

Alderperson Raasch commented that he knows that Mr. Nicks would prefer the project to be done at once, but for the Nelson Family Pavilion, council put aside money for 5 years prior to doing any fundraising. If money is put aside in stages, the project may be able to get done.

Joe Nicks stated that this parcel of land is very significant. The property has not been kept up in the past and is worried that the project will not be done. He feels it is important to not only vote for approval of the project, but also for budgeting the money to get the project completed.

James Anderson commented that all the conversation has been about college kids using the park and never about the elderly residents of the nearby Nicolet Highlands Apartments. Mr. Anderson feels that the hard surface path would be better for the elderly and that there should be money placed in the budget to get the project completed.

Aldersperson Raasch moved to go back to regular order at 7:08 pm, seconded by Aldersperson Defnet Ledvina. Upon vote, the motion passed unanimously.

Aldersperson Defnet Ledvina commented that there are projects and playgrounds that have been in the budget for years that keep getting cut. The Park Board is very serious about getting this project done, but it might take a while before funding is approved.

Aldersperson Raasch clarified the motion that it included getting a quote for hard surfacing and moving the master plan forward, Randy Soquet agreed to the clarification. Upon vote, the motion passed unanimously.

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

6. Approve bid for fall surfacing at Kelly Danen and Legion Playground Projects.

Ryan Jennings moved to approve the bid from Bluemels, in the amount of \$73,335 for the poured in place surfacing at Kelly Danen and Leion Park playground projects, seconded by Aldersperson Raasch.

Aldersperson Defnet Ledvina questioned if the Lawton Park playground was getting poured in place surfacing. Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that there was only money in the budget for woodchips at Lawton Park.

Upon vote, the motion passed unanimously.

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

7. Review and Consideration of 2024 Proposed Budget.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that in the agenda packet budget section, the pools, recreation, and special event budgets were inadvertently left out. These budgets are provided in the handouts tonight. Marty provided a recap of the budgets and as prepared, the budgets show a 5% increase in expenditures, and a 4% increase in revenues. Most increases are directly relative to salary and insurance costs and then explained any additional increases. Marty stated that

there is a requested increase in building maintenance at the Community Center due to the Maintenance Supervisor requesting regular manual maintenance to be done on the boiler. For parks, we have several very old playgrounds. The life expectancy of a playground is 20 years, and we have many over the 20-year-old mark. Also, the cost of flags is continuing to increase, which is reflected in the budget. In pools, expenses are decreasing. With the addition of the third maintenance staff, the maintenance supervisor feels the contractor is not needed to open and close the pools for the season, so this contract has been eliminated. The special event budget increased because we are proposing a grand opening celebration for the Nelson Family Pavilion. Marty explained that there are also some proposed staffing changes. The Community Center would like to add a part-time office assistant. The forestry department is also requesting additional help but has a few different suggestions. The first option would be to have a specified seasonal staff employee, that has forestry experience, along with permanently removing the duties of the current arborists that do not pertain to trees (hanging baskets, flags, decorations, and so forth), and assign them to a different department. Or, if the forestry department is to continue all the other duties, then to hire an additional forestry employee.

Alderson Defnet Ledvina questioned the age of the Willems and Rainbow Park playgrounds as these two keep getting cut from the budget. Marty Kosobucki estimated the two playgrounds to be 24-26 years old.

Alderson Raasch stated that the non-forestry type work needs to go to a different department so the forestry employees can focus on keeping up with the forestry work.

James Kneiszel questioned a few topics on the budget and expressed his interest in seeing funds going toward Wilson Park, rather than the Jim Martin Park parking lot. Marty Kosobucki explained that the Jim Martin Park parking lot has been included in the budget for around 10 years and has always been cut.

Ryan Jennings questioned why only \$50,000 was put in the budget for Wilson Park. Marty Kosobucki explained that the cost estimate was not received from Graef when the budget needed to be submitted and knew that the \$50,000 would be for a phase of the project, not completion.

Alderson Raasch questioned the stumper cost and if it would be better to contract this service out. Marty Kosobucki explained that our stumper is extremely old and even if stump removal was contracted out, the department would still need a stumper for emergency removals. The stumper is also used for tree planting, which is a month-long process and if stump removal was to be contracted out, it would need to be added to the budget.

Alderson Raasch suggested requesting the full cost estimate of Wilson Park and the mayor can elect to reduce it if he wants to do it in phases.

RESULT:	DISCUSSED
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IV. Staff Updates

1. Staff Update on Nelson Pavilion.

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that good news was received from the DNR. They stated that construction of the Nelson Family Pavilion will not be hindered by the soil tests and the city might even receive the required permits today. Staff has a meeting with the consultant and IEI tomorrow, with the bid hopefully going to the first council meeting in September for approval. Once approved, the contracts need to be signed, with ground-breaking taking place mid to late September. If all goes as planned during construction, the facility could open as early as May 2024.

RESULT:	DISCUSSED
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2. Staff Update on Comprehensive Outdoor Plan.

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that he had a meeting with Mead and Hunt and all the survey comments received were good. Mead and Hunt are now in the process of doing research, breaking down the survey results, and reviewing each park. They are hoping to have a rough draft ready in September and a draft to the October Park Board meeting.

RESULT:	DISCUSSED
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V. Future Agenda Items

Aldersperson Raasch requested a report from the Forestry Department on the estimated number of properties that have dead ash trees on them that might be a public safety risk. Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that the topic of residential dead ash trees is going to the Board of Public Works next month to be discussed.

VI. Adjournment

Aldersperson Defnet Ledvina moved to adjourn the meeting at 8:00 pm, seconded by Melissa Thiel Collar. Upon vote, the motion passed unanimously.

Respectfully submitted,
Grace Lahtela