Board of Park Commissioners

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

Regular Meeting

Final Minutes

Thursday, July 21, 2022	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	Alderperson	Excused	
Shana Defnet Ledvina	Alderperson	Present	
Dean Raasch	Alderperson	Present	
Randy Soquet	Board Member	Present	
Hundamo Lovell	Teen Advisor	Present	
Christopher Soquet	Teen Advisor	Present	

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. §6-3(f) DPMC

III. Items

1. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the June 16, 2022 meeting.

   Alderperson Raasch moved to approve the minutes from the June 16, 2022 meeting, seconded by Randy Soquet. Upon vote the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Randy Soquet, Board Member
AYES:	Thiel Collar, Jennings, Kneiszel, Defnet Ledvina, Raasch, Soquet
EXCUSED:	Amy Chandik Kundinger

2. Welcome new Teen Advisors

   Randy Soquet welcomed Madison DeCleene and Connor Goodman, the new teen advisors.
   Madison DeCleene gave a brief introduction of herself, stating that she will be a senior at De Pere High School. She works for the park and recreation department as a parkee and camp advisor and loves running.
   Connor Goodman gave a brief introduction of himself, stating that he will a junior at West De Pere High School. He enjoys running, cross country, and track and is a part of the archery club.

RESULT:	**DISCUSSED**

3. Consideration & Possible Action to Accept $250 from De Pere Women's Club to Rec Scholarship Fund*

Alderperson Raasch moved to accept the $250 donation from the De Pere Women's Club for the Recreation Scholarship Fund, seconded by Ryan Jennings. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Ryan Jennings, Board Member
AYES:	Thiel Collar, Jennings, Kneiszel, Defnet Ledvina, Raasch, Soquet
EXCUSED:	Amy Chandik Kundinger

4. Consideration & Possible Action to Accept a $400 Donation from Lions Club for Beer Gardens*

Melissa Thiel Collar moved to accept a $400 donation from the De Pere Lions Club for the Beer Gardens, seconded by Alderperson Defnet Ledvina. Upon vote, the motion passed unanimously.

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

5. Consideration & Possible Action to Accept a $500 Donation from BCCWC to CC Facility & Activities*

Alderperson Raasch moved to accept a $500 donation from the Brown County Community Women's Club for Community Center facilities and activities, seconded by James Kneiszel. Upon vote, the motion passed unanimously.

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

6. Consideration and Possible Action to Accept $2,500 Donation from the Wochinske Foundation for Recreation Scholarship Fund.*

Alderperson Raasch moved to accept a $2,500 donation from the Wochinske Foundation for the Recreation Scholarship Fund, seconded by Melissa Thiel Collar. Upon vote, the motion passed unanimously.
Randy Soquet thanked the donors for all of the donations.

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

7. Consideration and Possible Action to Approve the De Pere Ice Arena End of Year 2022 Financial Statements.

Randy Soquet moved to approve the De Pere Ice Arena Year End 2022 Financial Statements, seconded by Alderperson Raasch.

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that the summary provided by Brown County Ice Management did a good job explaining that the year-end financials were not as good as they had hoped for, because there were many repairs needed throughout the year that directly affect the year-end profits. Marty explained that all repairs up to $10,000 are the responsibility of Brown County Ice Management to pay for, and over $10,000 would be the cities responsibility. He also stated that the city is still receiving the hourly surcharge that was implemented with the chiller repair that was needed.
Alderperson Defnet Ledvina questioned the comments regarding one repair being done that was over $10,000 that couldn't wait for approval.
Marty Kosobucki commented that they do not need city approval for anything under $10,000. If the repair is a larger item, they should let us know. Staff will need to follow up on the $11,000 repair that was done to see why this repair was not submitted to the city for payment.
Alderperson Raasch questioned the condition of the facility and at what time do we stop putting money into this old facility.
Marty Kosobucki explained that the ice center should be a year-round facility, but it cannot be because of the heating issues in the floor. The facility is old and there are repairs that need to happen yearly, but the city is not subsidizing the facility. If there is another large repair that needs to be completed, there would need to be a discussion done to see what the city wants to do with the building.
Upon vote, the above motion to approve the financial statements was approved unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Randy Soquet, Board Member
SECONDER:	Dean Raasch, Alderperson
AYES:	Thiel Collar, Jennings, Kneiszel, Defnet Ledvina, Raasch, Soquet
EXCUSED:	Amy Chandik Kundinger

8. Consideration and Possible Action on Lease Agreement Between the City of De Pere, De Pere Deacons Hockey Team, Inc. and De Pere Voyageurs Booster Club, Inc. for Locker Room and Storage Facility.*

Alderperson Defnet Ledvina moved to approve the Lease Agreement between the City of De Pere, De Pere Deacons Hockey Team, Inc. and De Pere Voyageurs Booster Club, Inc. for the locker room and storage facility at the Ice Arena, seconded by Ryan Jennings.
Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that the ice arena is a unique building. The city owns the arena and leases the management of the facility to Brown County Ice Management. Also, the ice arena appears to be one building, however there is a building that houses the two locker rooms that is attached to the building. This attached building was constructed, paid for, and is owned by St. Norbert College and the De Pere Deacons hockey team and the property for the building is leased from the city. St. Norbert no longer uses the Ice Arena and would like to be taken off this lease. The high school has been using the facility but does not want to be on the lease; instead, they would like De Pere Voyageurs to be on it. The city attorney has been involved with preparing the new that would take St. Norbert off the lease, and put De Pere Voyageurs Booster Club on it.
Upon vote, the above motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Shana Defnet Ledvina, Alderperson
SECONDER:	Ryan Jennings, Board Member
AYES:	Thiel Collar, Jennings, Kneiszel, Defnet Ledvina, Raasch, Soquet
EXCUSED:	Amy Chandik Kundinger

9. Consideration and Possible Action to Approve Proposal for Ash Tree Removals from On Site Logging.*

Alderperson Raasch moved to approve the proposal for On-Site Logging for ash tree removals, seconded by Randy Soquet.
Discussion followed.
Don Melichar, Park Superintendent and City Forester explained that the city requested proposals to remove ash trees in the city on a per inch basis. On-Site Logging is the only proposal that was received. Don explained that On-Site Logging has done work in the city with other contractors, and everything was done satisfactorily.
A detailed discussion of future Forestry Department budgetary needs followed.
Marty Kosobucki, Director of Parks, Recreation, and Forestry requested returning to the topic on the agenda.
Ryan Jennings requested clarification of the motion, if it was to approve removing 188 ash trees, or for removing 109 trees and for the removal/restoration of the tree stumps.
Alderperson Raasch clarified his motion, stating it would be to approve the proposal from On-Site Logging for the removal of 109 ash trees and the restoration of the stumps in section E3 for approximately $77,570, with the contractor removing additional trees and stumps to maximize the budget amount of $80,000. Randy Soquet approved the clarification of the motion.
James Kneiszel asked Don what his professional opinion and recommendation would be.
Don Melichar explained that he recommends removing more of the dead and dying trees. Dead ash trees dry out quickly and increase the risk of breaking or failing. Stumps do not look good, but they are not going to fall and cause property damage.
James Kneiszel commented that he would recommend taking down more trees as well.
Melissa Thiel Collar questioned if the property owners could remove the stumps themselves. Don Melichar stated that with the amount of dead ash trees, the city would allow the homeowner to take care of stump removal on their own, as long as Diggers Hotline is contacted.
Ryan Jennings agreed with Jim Kneiszel and would like to see more trees taken down.
Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that there was a situation with resources this summer that did not allow us to get seasonals to take care of the stumps. Council recently approved additional funding for our current existing stumps to be removed. It is very difficult to prioritize taking down a dead tree or grinding a stump, but feels it is not fair to residents for stumps to be left for over a year. Marty would recommend removing the stumps, with the hopes of getting additional funding in 2023 for removals due to EAB.
Alderperson Defnet Ledvina questioned if an existing stump prohibited a homeowner from planting a new tree and if the homeowner receives information on tree planting when a tree is taken down.
Don Melichar explained that the homeowner could plant a new tree, with the stump being removed before the tree is planted if necessary. Homeowners do not automatically receive information on tree planting if a tree is removed. The only time the homeowners receive information was when there were grant trees available.

James Kneiszel commented that he feels it would be more cost effective to find a company that just does stump grinding to remove the stumps.
Alderperson Raasch stated that the job is not just stump grinding. It involves grinding the stump, removing the waste, and reseeding the area. Alderperson Raasch feels that the Arborists have many ancillary items that require their time and that these items should be reallocated to other individuals so 100% of their time could be on Forestry.
Marty Kosobucki explained that over the years the arborists have been tasked with many jobs because of their expertise with the lift truck. There are two other lift trucks in the city: one in building maintenance and one for the sign shop. Marty would support the notion that the arborists work 100% of their time on forestry.
Upon vote, the motion passed, with Ryan Jennings voting Nay.

RESULT:	**ADOPTED [5 TO 1]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Randy Soquet, Board Member
AYES:	Thiel Collar, Kneiszel, Defnet Ledvina, Raasch, Soquet
NAYS:	Ryan Jennings
EXCUSED:	Amy Chandik Kundinger

10. Discussion on Nelson Family Pavilion Technical Design.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that in the agreement with McMahon, they were to review the conceptual design and propose suggestions and recommend changes to the Park Board before the technical design starts on the Nelson Family Pavilion.
Michael McMahon and Kevin Chevalier from McMahon presented and reviewed the updated conceptual design with the Park Board. Kevin explained that they sat down and reviewed the conceptual design with Marty and there were several questions that came out of the interview process.
A detailed discussion on the Nelson Family Pavilion followed.
Kevin Chevalier from McMahon questioned if the Park Board felt that the vending and trash area should be screened from public view and covered. Also, if there should be multiple areas, one for the vending machines and one for the trash. It was decided that the Park Board did like the idea of there being a designated place for vending and trash containers.
Melissa Thiel Collar commented on the restroom facilities. With the updated drawings and a designated vending and trash area, the restroom layout changed. Melissa questioned the option of creating all restrooms as gender neutral and if this would allow for more restroom stalls. With this being a high use facility, she would like to maximize the number of restrooms on the footprint provided.
Randy Soquet questioned if the gender-neutral restroom idea was done, would they all have to be handicap accessible.
James Kneiszel stated that since COVID, the trend is going toward the individual restrooms with them being safer and easier to isolate if issues arrive.
Alderperson Raasch stated that with any updates we must stay aware of the cost associated with the updates, and what the primary donors think. He is concerned that the cost of construction will skyrocket with the individual restroom facilities.
Michael McMahon questioned the size and use of the storage areas for both inside and outside storage.
Kevin Chevalier stated that they added a family restroom that could be accessed from the indoor area, without the need to go outside the facility.

Kevin Chevalier questioned if there is a need for two different entertainment locations, or if the facility should just focus on the area overlooking the bowl. Two individual locations would require two power sources on the deck.
Ryan Jennings stated that he would like there to be a lot of power, so whatever event is being held at the pavilion, there is sufficient power for bands or Nesco roasters.
Alderperson Defnet Ledvina stated she would prefer the focus to be on one location that could be utilized for a large or small band.
Michael McMahon brought up the topic of handicapped parking. The building will be required to provide handicapped parking. He questioned if the board would like to see a handicapped parking space up near the building or prefer for a curb cut to be done on the existing drive with an accessible path leading to the facility.
Randy Soquet commented that he would not like an additional special spot located up by the building. He would prefer a curb cut made on an existing parking spot on the current drive.
Marty Kosobucki, Director of Parks, Recreation, and Forestry commented that originally the intent of this building was to heat it enough that the building did not need to be winterized and the building maintenance department is highly recommending the same. This would allow the restroom facilities to be open year-round, but not the entire building. Is there any interest from the park board in installing a heating system to make the pavilion a year-round facility?
Alderperson Raasch stated he would prefer there to be enough heat source, so the building doesn't need to be winterized and the restrooms could stay open, but not the upgrades required to make it a year-round facility.
Alderperson Defnet Ledvina stated that she doesn't necessarily want the facility to be open year-round, but she would like the restrooms to be.
James Kneiszel questioned the ability to have portable heaters to allow facility use in the winter.
Teen Advisor Connor Goodman suggested that if there are individual restrooms are at the facility, is it possible to winterize some of them and only keep a few open during the winter months.

RESULT:	**DISCUSSED**

IV. Future Agenda Items

None

V. Adjournment

Alderperson Defnet Ledvina moved to adjourn the meeting at 7:58 pm, seconded by Melissa Thiel Collar. Upon vote, the motion passed unanimously.

Respectfully submitted,
Grace Lahtela