



Board of Park Commissioners

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

Regular Meeting

Final Minutes

Thursday, July 20, 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	Present	
Randy Soquet	Board Member	Present	
Connor Mason	Teen Advisor	Excused	
Connor Goodman	Teen Advisor	Excused	

Others present:

Marty Kosobucki, Director of Parks, Recreation, and Forestry;
Mark Sauer and Brian Carranza, Mead and Hunt;
Kristan Sanchez, Graef;
and 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 June 15, 2023 meeting

Melissa Thiel Collar moved to approve the minutes from the June 15, 2023 meeting, seconded by Aldersperson Defnet Ledvina. Upon vote, the motion passed unanimously.

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

2. Consideration/Possible Action to Accept Donation of Canvas Paper & Frames from Walmart-\$2,500 value*

Aldersperson Raasch moved to accept a donation of canvas paper and frames from Walmart, valued at \$2,500, seconded by James Kneiszel. Upon vote, the motion passed unanimously. Randy Soquet thanked Walmart for the generous donation.

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

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

Alderperson Raasch moved to accept a \$2,500 donation from the Wochinske Family Foundation for the Recreation Scholarship Fund, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

Randy Soquet thanked the Wochinske Family for the generous donation.

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

4. Presentation from Mead and Hunt Regarding the Survey and Data Collection on Comp Plan.

Marty Kosobucki introduced Mark Sauer and Brian Carranza from Mead and Hunt, who were present at the meeting to give the Board of Park Commissioners and update on the progress of the Comprehensive Plan.

Mark Sauer explained that the data gathering process is continuing and includes a live public survey; sending out postcards; public reach out at the June Beer Garden and Farmers Market; Facebook posts regarding the updates to the plan; and a public meeting was held prior to this meeting. Mead and Hunt still plan to meet with the primary stakeholders of the community to gather information from them. To date there have been 333 responses, with a good age distribution, and there have been no surprising comments. Data analysis is ongoing, and the goal is to have a draft plan to staff, and the Park Board by September or October and the project finished by the end of the year.

Mark Sauer stated that there will be a few differences from the previous COMP Plan. Humana Park was lost, but Waterview Heights Park will be added. Also, another big difference will be in the park categories. Voyageur Park and Southwest Park were classified as Large Urban Parks, and this time they will be classified as Community Parks to follow NRDA standards. The location of the upcoming Southern Bridge was also discussed.

RESULT:	DISCUSSED
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5. Consideration and Possible Action on the Draft Plan for Wilson Park.

Marty Kosobucki, Director of Parks, Recreation, and Forestry introduced Kristan Sanchez from Graef to give an update on the draft plan for Wilson Park. Kristen explained that at the last Park Board meeting there was both an active and passive draft plan presented, and from that discussion the passive plan was the preferred concept. From this discussion, the passive plan was modified slightly from the comments and suggestions made by the board at the previous meeting. Some of these changes included

changes to the pathway with it wrapping around the memorial tree and adding plantings to highlight the memorial tree a little more. The pathway material is suggested to be a pathway mix, which is ADA accessible and will provide a more natural look. The memorial was relocated to the middle of the park, to provide the centerpiece of the park, and is surrounded by a community garden. There were resting knolls and hammock groves added to provide various seating options. There is lighting on the four corners of the park, on the southern edge of the park, along the pathway, and moon lighting throughout the park. A water source was also added to the plan.

Marty Kosobucki suggested that the fence running north and south be marked for removal. Also, there isn't a playground in the proposal, so the playground reference in the legend should be removed. Marty explained that from the recommendations tonight, Graef will make final tweaks to this plan and create a cost estimate.

James Kneiszel questioned if the current city equipment could handle mowing the proposed resting knolls. Marty Kosobucki explained that the ones in the picture the current mowers would be able to go over.

Alderperson Raasch agreed that the resting knolls need to be designed so there are no mowing concerns. The hammock stands are a nice feature, especially right next to the college. Kristan Sanchez stated they are incredibly popular and growing in popularity. James Kneiszel questioned how many hammocks the grove could handle and if there should be additional groves and stands added throughout the park. Kristan stated that additional groves and stands could be added, both in the sun and shade to accommodate a variety of users.

Ryan Jennings questioned the wording of community garden near the monument. In the city this would be confusing and would like the name to be changed to just garden. Ryan liked the movement of the monument to the middle of the park, but recommends it be recessed off the trail a bit more to provide space for individuals to view and read it.

Alderperson Chandik Kunding questioned the additional water source, or if the flowers and gardens should be more sustainable. Marty Kosobucki recommended that the water source be put in the plan, with a cost estimate, which can always be removed.

Alderperson Chandik Kunding also commented that she would like to see more seating with laptop and eating ability. It could be picnic tables or anchored tables and chairs, but something that could be used by students to study or to have lunch. Marty Kosobucki stated that only permanent tables and fixtures would be included in the plans.

Alderperson Raasch suggested making sure that enough open space is kept to play games and throw frisbees.

James Kneiszel moved to open the meeting to public comments at 7:32 pm, seconded by Ryan Jennings. Upon vote, the motion passed.

Joe Nicks commented on the refined plans at Wilson Park. He likes that the memorial was moved in the park and is fine with the removal of the playground. He doesn't like the gravel walkway and feels over time it will lead to problems and concrete would have a more finished look. Mr. Nicks stated that the park has been neglected for such a long

time that there are dips, swales, holes, and the grass is a disaster. It really needs to be evened out and some good grass planted. His biggest concern is that nothing will be completed at the park. The plan will probably not be approved until after this year's budget cycle and the project will have to sit another year, possibly losing momentum. Hopefully something can be put into the 2024 budget to get a portion of the project done.

Randy Soquet moved to go back to regular order at 7:37 pm, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Alderperson Raasch commented that the budget process has already started, and it is up to the mayor to make sure this project gets into the budget. Alderperson Raasch stated that he appreciates all the comments and likes the look of the crushed gravel walkway. He is cautious about populating the path with tables, which will take away from the aesthetics of the park.

Marty Kosobucki stated that he would prefer a concrete path. The gravel path looks nice to start but requires a lot of maintenance. Kristan Sanchez from Graef stated that with gravel pathway, the material can be mixed with a polymer, creating a solid surface that would not erode. Marty stated at this time the material of the trail does not need to be determined at this time. Marty commented that correcting the slope of the park is needed, but the vision of lush grass at the park will not happen due to the number of trees at the park.

Melissa Thiel Collar mentioned that this process started with St. Norbert approaching the city to purchase the land. The residents did not like that idea, so conversations started on how the park could be improved. Melissa thanked the individuals present at the meeting that provided much needed input to the design of the park.

Melissa Thiel Collar moved to approve the draft plan for Wilson Park with the recommendations presented by the Park Board, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

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

6. Consideration and Possible Action to Approve the 2022-2023 Year End Financial Statements for the De Pere Ice Arena.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that the agreement states that Brown County Ice Management is to split the net profits with the city and the balance goes into the ice arena fund. The \$7,351.94 reflects the split for the 2022-2023 season. The ice arena fund is finally out of the red from the chiller repairs that were done.

Alderperson Raasch questioned the change in the balance sheet balance and if it was due to the repairs that were needed and do we need to discuss the long-term life of the building. Marty Kosobucki stated that in next year's budget staff is proposing to do a conditional use assessment of the ice arena.

Aldersperson Defnet Ledvina moved to approve the 2022-2023 Year End Financial Statements for the De Pere Ice Center, 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, Kunding, Defnet Ledvina, Raasch, Soquet

7. Consideration and Possible Action to Approve Amended Agreement with Best Stump Grinding to Remove City stumps in the amount of \$44,784*

Aldersperson Raasch moved to approve an amendment to the agreement with Best Stump Grinding to remove city stumps in the amount of \$44,784, seconded by James Kneiszel. Upon vote, the motion passed unanimously.

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

IV. Staff Updates

1. Staff Update of Project 23-12, Playground Surfacing

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that unfortunately the playground surfacing project was advertised for bids by the Engineering Department and the city did not receive any bids. Staff reached out to the usual main bidder for these projects and unfortunately the company messed up on the deadline. The project is currently out for rebidding.

RESULT:	DISCUSSED
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2. Staff Update on Fire Damage to the Southwest Park Pavilion

Marty Kosobucki, Director of Parks, Recreation, and Forestry gave an update on the fire damage to the Southwest Park pavilion, stating that finally some progress has been made. REL provided estimates of the damages to the shelter and recently the insurance company approved the claim for REL to do the work. Marty explained that parts of the building are unusable, but fortunately the restrooms are able to be open. Melissa Thiel Collar questioned if the individual has been found. Marty Kosobucki explained that the police have identified an individual and they have been charged.

RESULT:	DISCUSSED
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3. Staff update on Nelson Family Pavilion status.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that progress is finally being made. The environmental consultant was able to have a discussion with the DNR regarding the soils test. This conversation went well and the DNR did not foresee any holdups with the project. A special permit is needed from the DNR, which has been submitted. Once the approved permit is received, city administration will need to decide

if we want to accept the bid from IEI with a change order for the piers, or if they want to rebid the project.

Marty also stated that staff and the mayor are still working with a few organizations for possible donations.

RESULT: DISCUSSED

V. Future Agenda Items

None

VI. Adjournment

Melissa Thiel Collar moved to adjourn the meeting at 7:50 pm, seconded by Alderperson Defnet Ledvina. Upon vote, the motion passed unanimously.

Respectfully submitted,
Grace Lahtela