Board of Park Commissioners

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

Regular Meeting

Final Minutes

Thursday, July 19, 2018 | **6:30 PM** | **De Pere City Hall Council Chambers**

I. Call to Order

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

Attendee Name	Title	Status	Arrived
Ryan Jennings	Alderperson	Late	
Larry Lueck	Alderperson	Present	
Dean Raasch	Alderperson	Present	
George Brown	Board Member	Excused	
Sue Schinkten	Board Member	Present	
Randy Soquet	Board Member	Present	
Bill Volpano	Board Member	Present	
William Soquet	Teen Advisor	Present	
Lydia McMorrow	Teen Advisor	Present	

II. Action Items

1. Approve Board of Park Commissioners Minutes from the June 21, 2018 Meeting.

Alderperson Jennings requested a correction made to action item #3. The vote results shows Alderperson Lueck abstaining from the vote and it should be Alderperson Jennings.
Alderperson Lueck made a motion to approve the Board of Park Commissioners Minutes from June 21, 2018 with the change noted, seconded by Bill Volpano. Upon vote, the motion passed unanimously with a 5-0 vote.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Larry Lueck, Alderperson
SECONDER:	Bill Volpano, Board Member
AYES:	Lueck, Raasch, Schinkten, Soquet, Volpano
EXCUSED:	Ryan Jennings, George Brown

2. Approval of Donations from Brown County Community Women's Club

Paula Rahn, Recreation Superintendent, gave a brief summary of the donation from the Brown County Women's Club.
Sue Schinkten made a motion to accept the donations from the Brown County Womens's Club, seconded by Bill Volpano. Upon vote, the motion passed unanimously with a 5-0 vote.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Sue Schinkten, Board Member
SECONDER:	Bill Volpano, Board Member
AYES:	Lueck, Raasch, Schinkten, Soquet, Volpano
EXCUSED:	Ryan Jennings, George Brown

3. Approve $1,000 Donation from De Pere Area Men's Club for Tables & Furniture at the Community Center

Paula Rahn, Recreation Superintendent, gave a brief summary of the $1,000 donation from the De Pere Area Men's Club.
Alderperson Raasch made a motion to accept the $1,000 donation from the De Pere Area Men's Club for tables and furniture at the Community Center, seconded by Sue Schinkten. Upon vote, the motion passed unanimously with a 5-0 vote.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Sue Schinkten, Board Member
AYES:	Lueck, Raasch, Schinkten, Soquet, Volpano
EXCUSED:	Ryan Jennings, George Brown

4. Approve $25,000 Donation from Anonymous Donor for Tables, Chairs & Furniture at the Community Center

Paula Rahn, Recreation Superintendent, gave a brief summary of the $25,000 donation from an anonymous donor for tables, chairs and furniture for the Community Center. The donation would be used to purchase 48" round tables that flip on their base for the lower level of the community center. With donor approval, the family or foundation would be honored with a plaque.
Alderperson Raasch made a motion to accept the $25,000 donation from an anonymous donor for tables, chairs and furniture at the Community Center, seconded by Bill Volpano. Upon vote, the motion passed unanimously with a 5-0 vote.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Bill Volpano, Board Member
AYES:	Lueck, Raasch, Schinkten, Soquet, Volpano
EXCUSED:	Ryan Jennings, George Brown

5. Approve Brown County Ice Management Quarterly Report.

Sue Schinkten made a motion to approve the Brown County Ice Management Quarterly Report, seconded by Alderperson Lueck. Upon vote, the motion passed unanimously with a 5-0 vote.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Sue Schinkten, Board Member
SECONDER:	Larry Lueck, Alderperson
AYES:	Lueck, Raasch, Schinkten, Soquet, Volpano
EXCUSED:	Ryan Jennings, George Brown

6. Approve fees and recommendation to proceed with Lifelong Learning Institute Agreement

Paula Rahn, Recreation Superintendent, gave a brief summary of the Lifelong Learning Institute of UW Green Bay enrichment courses, stating they have a great desire to hold courses at the Community Center. They would like classes to be offered beginning with the Winter/Spring session of 2019.
Bill Volpano made a motion to accept the fees and recommendation to proceed with the Lifelong Learning Institute agreement, seconded by Sue Schinkten. Upon vote, the motion passed unanimously with a 5-0 vote.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Bill Volpano, Board Member
SECONDER:	Sue Schinkten, Board Member
AYES:	Lueck, Raasch, Schinkten, Soquet, Volpano
EXCUSED:	Ryan Jennings, George Brown

7. Approve request to fundraise and construct large community stage in Voyageur Park.

Marty Kosobucki gave a summary on the large community stage, stating that the Park Board made a decision to postpone any decisions until the Cultural District Plan was approved. The Cultural District Plan was approved at the July 17th Common Council meeting and a large community stage incorporated and identified in the plan.
Sue Schinkten made a motion to open the meeting to public comment at 6:40 pm, seconded by Bill Volpano. Upon vote, the motion passed unanimously with a 5-0 vote.
Amy Hobbins and Carol Karls from the De Pere Area Chamber of Commerce were in attendance to answer any questions the Park Board might have.
Alderperson Raasch questioned Amy and Carol on the planned fundraising efforts, cost and amenities of the stage.
Carol Karls spoke regarding the anticipated procedures for the design of the stage. She stated that the first priority would be meeting with Performa to develop a survey that the Chamber Ambassadors could take to the different user groups in the community to get their needs and interests. She anticipates the stage to be designed in phases, where the stage would start with something basic that would meet the needs of many user groups. Then, depending on how it is received and used by the groups, components could then be added to the stage over time.
Sue Schinkten questioned the fundraising and support of the user groups.
Sue Schinkten made a motion to return to regular order at 6:40 pm, seconded by Alderperson Lueck. Upon vote, the motion passed unanimously with a 5-0 vote.
Marty Kosobucki suggested to the Park Board that if they move forward with approving the fundraising and the stage concept, the motion should include the final design and location to come back to Park Board for approval.
Alderperson Lueck questioned the final location of the community stage. He stated that he spoke with someone involved with Celebrate De Pere and was told they do not want the stage in the bowl. Alderperson Lueck is concerned about putting the stage in a location where a specific user group doesn't want it and wouldn't use it. Also, depending on location, fundraising efforts could be different.
Marty Kosobucki commented that the exact location has not been determined, however it will be somewhere in the bowl at Voyageur Park.
William Soquet commented on the location of the stage.
Alderperson Raasch is concerned that the request is very vague for fundraising efforts. Also, if the location was to change, the fundraising efforts would change as well.
Discussion followed.
Alderperson Lueck made a motion to open the meeting back up to public comment at 6:50 pm, seconded by Sue Schinkten. Upon vote, the motion passed unanimously with a 5-0 vote.

Carol Karls stated that fundraising can't occur until the design and costs are determined. The process would be to assess the community needs and interests, get preliminary

designs, and then get the designs to park board for approval. Once the design is approved it would get refined, priced out and come back to park board again for approval. This process would be completed before any fundraising would be done. The Chamber of Commerce would like the permission and be designation to lead the project by both the Park Board and Common Council.
Discussion followed.
Marty Kosobucki commented on the location of the large community stage and that the final location will ultimately be up to the Park Board.
William Soquet questioned when the fundraising would take place and commented that the motion could be split into two different items.
Keith VandenAvond expressed his frustration on the project. The Economic Development Team has spent numerous hours on this project and has done everything asked of them. There is a plan in place and the Chamber would like to move forward with getting a community assessment of the user groups. Lighthouse Productions has made an assessment of the location, and there is no other location than the bowl. A successful presentation and approval was given with the Cultural District Plan. The Chamber is not asking for any commitment of money, they are just asking to move forward with the plan.
Alderperson Lueck also expressed his frustration, however his frustration is because the preferred location isn't getting total support from Celebrate De Pere. He doesn't want to put the bandshell in the bowl if Celebrate De Pere doesn't want it there and will not use it. He feels that the landfill site is actually the preferred spot, but has additional costs involved.
Carol Karls commented that the Chamber has not received the same information from Celebrate De Pere, but if the site is an obstacle with them it will be found out in the very first step of the process with the survey.
Sue Schinkten commented that Celebrate De Pere is only one user group and uses the park for only one weekend a year. The needs of other user groups have to be assessed as well.
Keith VandenAvond stated there are many other user groups that would use the facility that would be leasing from the entity doing the programming. The Chamber has the support of Definitely De Pere, the Cultural District and the Economic Development Committee for the bandshell and just wants the approval to come forward with a proposal.
Alderperson Raasch commented that a concept or proposal could have been brought to the board.
Carol Karls commented that the Chamber is not comfortable going to groups and ask them to spend time and resources on project that does not have the park board backing.
Bill Volpano commented on the approval of the location for the bandshell.
William Soquet suggested that the Chamber come back to the park board with the user group surveys, where potential location issues would be addressed.
Carol Karls commented that they would like to move the process along. If opposition is received in the survey, they will come back to the board. If not, they would like to move forward with the design.
Alderperson Raasch made a motion to return to regular order at 7:15 pm, seconded by Sue Schinkten. Upon vote, the motion passed unanimously with a 5-0 vote.
Larry Lueck made a motion to authorize the Chamber to develop a concept for a large community stage at Voyageur Park and proceed with drafting fundraising for the stage, with the final plans coming back to Park Board for approval and then Common Council, seconded by Sue Schinkten.

Discussion followed.
Alderperson Raasch made a motion to amend the original motion to remove the fundraising element of the above motion, seconded by Alderperson Lueck.
Discussion followed.
Upon vote, the amended motion passed unanimously with a 5-0 vote.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Larry Lueck, Alderperson
SECONDER:	Dean Raasch, Alderperson
AYES:	Lueck, Raasch, Schinkten, Soquet, Volpano
EXCUSED:	Ryan Jennings, George Brown

8. Approve final design of Aquatic Center

Marty Kosobucki provided a brief update on the aquatic center design, stating the final design includes everything that the park board requested. The operating budget provided in the final draft by Graef, includes some items that are not part of the current operating budget for the pool, most significantly being the $150,000 estimated for maintenance reserve.
Discussion followed.
John McDonald, Recreation Supervisor provided additional information on the proposed operating budget. He commented on the Water Safety Instructor budget of $15,000, isn't needed because you don't need to be certified to teach swim lessons. Currently the lifeguards teach swim lessons
Alderperson Raasch commented on the proposed operating budget, stating he has received comments that the daily operating budget for the aquatic center is far more that the current operating budget for the pools. If the $150,000 estimated maintenance reserve is taken out of the proposed budget, it would be very close to the current budget.
John McDonald also stated that the concession manager wages could be eliminated. Currently, the pool managers are trained to manage the lifeguards, concessions and the basket attendants.
Alderperson Lueck questioned the WSI wages and the estimated construction costs. These costs are as of today and these numbers will increase with each additional year.
John McDonald clarified staffing requirements for swim lessons.
Marty Kosobucki commented that if the $150,000 estimated maintenance reserve was removed, the operating budget would be a fair representation.
Randy Soquet questioned John McDonald on the design layout of the lazy river.
Alderperson Lueck made a motion to approve the final design of the aquatic center, seconded by Alderperson Raasch.
Discussion followed.
Marty Kosobucki commented that the "Save Legion Pool" group will be giving their presentation at the next park board meeting and asked if the final design for the aquatic center should be sent to Common Council or wait until after the presentation is done.
Alderperson Lueck stated that the direction from Common Council was clear to proceed forward with the Aquatic Center.
Upon vote, the above motion passed unanimously with a 6-0 vote.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Larry Lueck, Alderperson
SECONDER:	Dean Raasch, Alderperson
AYES:	Jennings, Lueck, Raasch, Schinkten, Soquet, Volpano
EXCUSED:	George Brown

III. Staff Updates

1. Update on Flooring Project for the Lower Level of the De Pere Community Center

   Paula Rahn gave an update on the Community Center flooring project stating all flooring has been ordered. Installation is slated to start on August 27th and will be installed over a two week period.

RESULT:	**DISCUSSED**

2. Update on Southwest Park Soccer field lights

   Marty Kosobucki stated that the Southwest Park soccer field lighting project is on hold until next year. In order to install the lights, engineered plans are needed. The engineering department does not have time to do this, so the funds will be budgeted for in 2019.

RESULT:	**DISCUSSED**

3. Update on Ice Arena Bleacher installation

   Marty Kosobucki stated the design for the Ice Arena bleachers is scheduled to go for state review on August 14^{th}, with planned installation September 17^{th} through September 20^{th}.

RESULT:	**DISCUSSED**

4. Update on installation of Southwest Playground status.

   Marty Kosobucki provided an update on the Southwest Park Playground. Excavation will be starting next week, with a tentative installation scheduled for the first full week of August. However, the sidewalk will not get installed until the end of August or early September.

RESULT:	**DISCUSSED**

5. Update on replacement of 6 ft mower with zero turn mower.

   Marty Kosobucki gave an update on the lease of the zero turn mower. After a month of use, it was determined it is not in the best interest of the city and rear turn mower demos will be scheduled.

RESULT:	**DISCUSSED**

6. Staff recruitment for city arborist

   Marty Kosobucki stated that the forestry department is currently short staffed. Tree trimmer Joe Swiatnicki resigned, and we are in the process of hiring new employee.

RESULT:	**DISCUSSED**

IV. Future Agenda Items

Alderperson Raasch requested Marty to investigate the needs and popularity of futsal courts in the surrounding communities. Cities around the Midwest are putting in futsal courts, which are small soccer fields within the playground setting, so smaller groups can get together and play soccer in an organized area.
Alderperson Lueck asked Marty to provide a staff update on the disc golf course at Legion Park.
Randy Soquet asked Marty to provide information regarding the addition of a second disc golf course in a different park.

V. Public Comment Period

None

VI. Adjournment

Alderperson Raasch made a motion to adjourn the meeting at 7:45 pm, seconded by Sue Schinkten. Upon vote, the motion passed unanimously with a 6-0 vote.

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk-Treasurer's office at 339-4050 by Noon, the previous day so that arrangements can be made.

Board Members
Alderpersons
Mayor Michael J. Walsh
Larry Delo, City Administrator
Judy Schmidt-Lehman, City Attorney
Marty Kosobucki
Shana Ledvina, City Clerk
City Hall 1st and 2nd Floor
John Zegers, WDP High School District
William Soquet, Teen Advisor
Tina Quigley, Definitely De Pere

Ken Peterson, De Pere City Band
Patrick Skalecki, GRAEF
Brown County Community Women's Club

De Pere Youth Hockey
Tod Maki, De Pere Select Soccer
De Pere Area Chamber of Commerce
Definitely De Pere
Brown County Library – De Pere
TV & Radio Stations
De Pere Rapides Youth Soccer
De Pere Baseball
Ben Villaruel, De Pere School District
Lydia McMorrow, Teen Advisor
Amy Hobbins, De Pere Chamber of Commerce
Robert Tease, Celebrate De Pere
Don Chilson, Brown County Ice Mgmt
Jason Mathwig, UW Green Bay

Notice is hereby given that a majority of the Members of the Common Council of the City of De Pere may attend this meeting to gather information about a subject (s) over which they have decision making responsibility.

***All items marked with an asterisk will be forwarded to the Common Council.**

Respectfully submitted,
Grace Lahtela