



Board of Park Commissioners

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

Regular Meeting

Final Minutes

Thursday, December 15, 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 Kunding	Aldersperson	Present	
Shana Defnet Ledvina	Aldersperson	Present	
Dean Raasch	Aldersperson	Present	
Randy Soquet	Board Member	Present	
Madison DeCleene	Teen Advisor	Excused	
Connor Goodman	Teen Advisor	Absent	

Others Present:

Marty Kosobucki, Director of Parks, Recreation, and Forestry; Paula Rahn, Recreation Supervisor; 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. §6-3(f) DPMC

None

III. Action Items

1. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the November 17, 2022 meeting.

Aldersperson Defnet Ledvina moved to approve the Board of Park Commissioners minutes from the November 17, 2022 meeting, seconded by James Kneiszel. Upon vote, the motion passed unanimously.

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

2. Consideration and Possible Action on Request from Brown County Land and Conservation Department for Staff.*

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that representatives from the Brown County Land and Conservation Department are here to discuss the East River rehabilitation project.

Ryan Jennings moved to open the meeting to public comment at 6:32 pm, seconded by James Kneiszel. Upon vote, the motion passed unanimously.

Mike Mushinski, Director of Brown County Land and Water Conservation Department and Tom Bayer, a volunteer with the coalition were present to discuss the East River

project. Mike explained that this project has been spearheaded by citizens in the community that are interested in revitalizing the East River and the surrounding habitat. The project would involve making the East River a navigable water trail and provide streambank rehabilitation. The area of the river that is included in the project is from Ledgeview Park, downstream to Hoffman Road. The project would provide additional access points for kayak users and help to control erosion by removing invasive species and replanting the areas with native plants. The project area contains over 3 miles of stream bank that is in bad condition. Currently \$500,000 in ARPA funding has been secured by Brown County, with an additional verbal commitment of \$25,000 from the Green Bay Community Foundation and another \$25,000 from the US Fish and Wildlife Service for habitat work. Also, a \$550,000 Natural Resource Damage Assessment (NRDA) grant was secured from the Fox River settlement funds. This NRDA grant requires a community match, and the intent was for the involved communities of Brown County, Bellevue, Ledgeview, Allouez, and De Pere to provide a level of involvement for their portion of the match. The match could be staff hours removing ash trees and invasive species, or reestablishing the bank with natural plants, trees, and shrubs. A detailed discussion followed.

Alderperson Raasch questioned if the other municipalities have approved the request. Mike Mushinski stated that Bellevue, Ledgeview, and Allouez all made commitments of the 40-100 hours. Mike also explained that the commitment could also be an annual commitment if the city did not want to commit for the entire 3-year period.

Randy Soquet questioned how grant funding worked. Mike Mushinski stated that if the grant recipient was unable to provide the matching grant funding, then the full NRDA grant would not be received.

James Kneiszel questioned if the 40-100 hours had to be staff time, or if volunteer hours would be applicable and if the other three communities involved had any reservations. Mike Mushinski stated that all the other communities were onboard with the project, along with the staff commitment of 40-100 hours, and he would have to verify the volunteer hours with the NRDA.

Melissa Thiel Collar questioned Marty Kosobucki if the East River area would be a priority for the city during the ash tree removals. Marty Kosobucki stated that the area would only be a priority if there were any safety concerns with the trees located there.

Melissa Thiel Collar questioned Mike Mushinski if all communities had to sign the documents for the NRDA grant that requires the matching funding. Mike Mushinski stated that the Brown County Land and Conservation Department would be taking care of all the tracking for the grant. The communities would just be responsible for submitting the hours and equipment totals for the year.

Marty Kosobucki questioned Mike Mushinski if the city was to commit hours to the project, would this time be at the discretion of the city as to when and what is to be done. Mike Mushinski stated that currently the idea is to have a master plan for specific areas and for the communities and volunteers to tackle items as time permits.

Ryan Jennings questioned the total cost of the project. Mike Mushinski stated that with the addition of two kayak launches and the streambank rehabilitation, the project comes in right around \$1M.

Melissa Thiel Collar questioned Marty Kosobucki on the type of motion that should be made. Marty Kosobucki stated that it is probably best if the item is referred back to staff to work with the legal department to draft a letter in support of the project.

Alderperson Raasch moved to return to regular order at 7:07 pm, seconded by Alderperson Chandik Kunding. Upon vote, the motion passed unanimously.

Melissa Thiel Collar moved to return the item back to staff and for staff to work with the legal department to draft a letter in support of the project and to provide staff hours if time permits, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

RESULT:	REFERRED BACK TO STAFF [UNANIMOUS]
	Next: 1/19/2023 6:30 PM
MOVER:	Melissa Thiel Collar, Board Member
SECONDER:	Dean Raasch, Alderperson
AYES:	Thiel Collar, Jennings, Kneiszel, Kunding, Defnet Ledvina, Raasch, Soquet

3. Consideration and Possible Action to Accept Donations from the De Pere Lions Club.*

Alderperson Raasch moved to accept the donation of a little library and a bench at Lion's Trailside Park by the Lions Club, seconded by Melissa Thiel Collar. Upon vote, the motion passed unanimously.

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

4. Consideration and Possible Action on Allocating Funds from Beer Garden to the Nelson Family Pavilion.*

Alderperson Raasch moved to approve allocating the proceeds from the beer gardens to the Nelson Family Pavilion, seconded by Alderperson Defnet Ledvina. Upon vote, the motion passed unanimously.

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

5. Consideration and Possible Action to Approve Revised Policies for Community Center Rentals.*

Paula Rahn, Recreation Superintendent gave an update on the recommended policy changes for Community Center rentals. She stated that staff surveyed five communities regarding their policies and fees. In addition to increasing rental fees by 5% as directed by City Administration, staff is also recommending a few policy changes. The main recommendation is to eliminate the full day rental and for rentals to end by 11 pm. Most communities that were surveyed only have 4-hour rentals, with the ability to add additional hours. Full day rentals tend to lead to more cleaning and damage issues and problems scheduling facility attendants to check over the rooms. Staff is also requesting an increase to the on-call assistance fee to help cover overtime costs and charging a fee for a non-emergency police and/or fire call. Implementation of a \$50 cleaning fee is also recommended.

Alderperson Defnet Ledvina questioned the policy on alcohol. Paula Rahn stated that beer, wine, and wine coolers are approved, but alcohol requires an additional permit.

Aldersperson Chandik Kunderger suggested charging a specific cleaning deposit, along with security deposit, with the rental fee.

Aldersperson Raasch agreed with charging a cleaning fee up front with the deposit, which could be refunded if everything is cleaned up after the event.

Marty Kosobucki commented that 66% of the rentals that go until midnight have issues where a portion, or all, of the deposit is held. If the Park Board is interested in increasing the deposit or adding a cleaning deposit, it might be best to refer the item back to staff to do some additional research.

Ryal Jennings stated that the policy changes were well thought out and thinks it should be approved the way it is. Ryan Jennings moved to approve the revised policy changes for Community Center rentals, seconded by Randy Soquet.

Aldersperson Raasch stated he still feels that there should be a cleaning fee included with the deposit.

Melissa Thiel Collar recommended that staff try the new policy changes and review them in a year.

Upon vote, the above motion passed unanimously.

Aldersperson Raasch stated he would like a staff update on how the new policy changes are doing in 6 months.

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

6. Consideration and Possible Action on Repairs to Legion Pool.*

Aldersperson Raasch moved to approve the repairs to Legion Pool, in the amount of \$40,000, seconded by Ryan Jennings. Upon vote, the motion passed unanimously.

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

7. Consideration and Possible Action on Concept for Preserve Sign.

James Kneiszel questioned why the Preserve Sign is so elaborate. Marty Kosobucki stated it was probably due to the fact it is off Lawrence Drive and the location in regard to local businesses.

James Kneiszel stated he is not in favor of placing another elaborate sign there and feels that there should be something on the sign designating that it is a walking trail.

Randy Soquet moved to replace The Preserve sign with the model sign that was approved for parks back in 2019, seconded by Ryan Jennings. Upon vote, the motion passed unanimously.

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

8. Consideration and Possible Action to Approve Draft RFP for Comprehensive Plan Update.

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that the Request for Proposals for the Comprehensive Plan is almost identical as to what was sent out 5 years ago. The difference in this RFP is that it requests the consultant to look into our core services and to determine the priorities, as well as looking at the cost of certain services compared to the private sector.

James Kneiszel moved to approve the draft RFP for the Comprehensive Plan update, seconded by Alderperson Defnet Ledvina.

Alderperson Raasch questioned if this is done regularly. Marty Kosobucki stated that the plan is updated every 5 years and aids in our ability to obtain grants from the DNR. Upon vote, the above motion passed unanimously.

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

9. Review And Discussion On 2023 Major Project Timeline.

Marty Kosobucki explained that the 2023 major project timeline is an interior tool that staff uses to keep track of all the projects and when things are happening.

Alderperson Defnet Ledvina questioned what the underpass plan is. Marty Kosobucki explained that this area is on Main Avenue under the railroad bridge.

RESULT:	DISCUSSED
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10. Discussion on Recycling Efforts in De Pere Parks.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that recently the Street Superintendent received information from the Brown County Recycling facility that there has been a lot of garbage in the recycling coming from the parks. When talking with staff, they stated that many of the recycling containers are being used for garbage in the parks. We are not interested in having staff rummage through the recycling containers to remove any garbage but rather be more strategic about recycling in the parks. Staff is suggesting that in the small mini parks only put out a garbage container. In the larger community parks, we need to be better at recycling and start budgeting for new recycling containers that you must push your bottles and cans through, and target recycling bottles and cans only.

Alderperson Defnet Ledvina suggested putting labels on the poly carts until the new containers can be purchased.

Ryan Jennings agreed that the method of recycling moving forward makes the most sense.

RESULT: DISCUSSED

IV. Staff Updates

1. Staff Update on Special Events.

Marty Kosobucki, Director of Parks, Recreation, and Forestry gave an update on Ringing in with Santa stating it was the 2nd biggest year. There was a total of 214 calls made from Santa to the kids in De Pere. There were 9 volunteers that made the calls.

Marty Kosobucki also gave an update on the Holiday Light Show at Voyageur Park. It started the weekend of December 9th and 10th and will run December 16th and 17th, and then also on December 22nd, 23rd and 24th. There were 740 cars that went through the first weekend of the event. Last year we had 8 sponsor trees and this year we have 24. Also, this year we approached the Pink Flamingos to see if they would be willing to help us set up. What took staff over a week to put up, took a few hours with the help of the Pink Flamingos.

RESULT: DISCUSSED

2. Staff Update on Nelson Family Pavilion Technical Design.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that staff is in the process of the technical design for the Nelson Family Pavilion. In talking with the consultant, they are a little backlogged and they hope to bring several options to the January meeting.

RESULT: DISCUSSED

V. Future Agenda Items

Aldersperson Chandik Kunding asked if staff could look into placing a garbage container at Legion Park, just west of the disc golf course. A lot of people enter and exit the park in this location and park users are discarding their trash on the ground.

VI. Adjournment

Aldersperson Defnet Ledvina moved to adjourn the meeting at 7:47 pm, seconded by Aldersperson Chandik Kunding. Upon vote, the motion passed unanimously.

Respectfully submitted,
Grace Lahtela