



Board of Park Commissioners

Regular Meeting

Final Minutes

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

Thursday, May 21, 2020

6:30 PM

De Pere City Hall Council Chambers

I. Call to Order

The meeting was called to order at 6:30 PM by Alderperson Dean Raasch

Attendee Name	Title	Status	Arrived
Casey Nelson	Alderperson	Present	
Amy Chandik Kundinger	Alderperson	Present	
Dean Raasch	Alderperson	Present	
Randy Soquet	Board Member	Present	
Sue Schinkten	Board Member	Present	
Ryan Jennings	Board Member	Present	
Melissa Thiel Collar	Board Member	Present	
Lydia McMorro	Teen Advisor	Present	
William Soquet	Teen Advisor	Present	

Others present: Don Melichar, Park Superintendent/Forester, Paula Rahn, Recreation Superintendent, John McDonald, Recreation Supervisor, and Cindy Lee, Recreation Specialist.

II. Action Items

1. Election of Park Board Chairman.

Alderperson Chandik Kundinger nominated Randy Soquet for Park Board Chairman, seconded by Ryan Jennings. Upon vote, the motion passed unanimously.
Alderperson Chandik Kundinger nominated Ryan Jennings for Park Board Vice Chairman, seconded by Sue Schinkten. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amy Chandik Kundinger, Alderperson
SECONDER:	Sue Schinkten, Board Member
AYES:	Nelson, Kundinger, Raasch, Schinkten, Soquet, Jennings

2. Approve the Board of Park Commissioners Minutes from the April 23, 2020 Meeting.

Alderperson Raasch moved to approve the Board of Park Commissioners minutes for the April 23, 2020 meeting, seconded by Ryan Jennings. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderperson
SECONDER:	Ryan Jennings, Board Member
AYES:	Nelson, Kundinger, Raasch, Schinkten, Soquet, Jennings

3. Consideration & Possible Action to Cancel East & West sides of Summer Day Camp for Month of June

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that there has been a lot of staff debate regarding recreation programs; however there has been no direction on Summer Day Camp. Staff feels that with the current environment, it is not feasible to run the program safely. Staff recommends cancelling the program for the month of June and re-evaluating it for July and August.

Discussion followed.

Alderson Chandik Kunder questioned if staff is planning and proactively looking at what needs to be done for July and August to run.

Cindy Lee, Recreation Specialist explained she has been reviewing the current CDC requirements and how the schools are looking at incorporating these changes. She explained the rules for Summer Camp that they are planning on implementing. Staff will meet the kids outside and run through a checklist to make sure the kids are healthy; staff will be signing the kids in and out; kids will be with their camp group for the entire day; there will be smaller groups; no outside field trips, they will all be in house this year; all kids will have their own basket to keep things in; and there will be a basket of shared items per group and these will be sanitized after each use.

Sue Schinken moved to approve cancelling Summer Day Camp for the month of June and look at restarting for the month of July, seconded by Alderson Nelson.

Discussion followed.

Alderson Raasch explained that based on the decision from Council regarding the reopening plan for June 15th, he agrees that this move will allow staff to get items in place. Alderson Raasch feels it is important for kids to have activities available outside of the home and plans should be in place to move forward and get the city open. Sue Schinken questioned if there has been anything done online to get kids excited about camp and provide home activities.

Cindy Lee, Recreation Specialist explained there has been a lot of communication with camp families providing an overview on how camp will be different.

Ryan Jennings noted his appreciation to Cindy for all the information and questioned if anything is being done when creating pods to match similar interests.

Cindy Lee, Recreation Specialist explained that when creating pods they are looking at matching best friends, siblings and similar interests; however, all pods rotate through all activities to create diverse camp days.

Melissa Thiel Collar thanked Cindy for all of the work she has done reviewing the CDC guidelines. She stated it is an outstanding program that both kids and parents look forward to, and it is clear that she has put in a lot of work to try to provide a safe environment for the kids.

After discussion, the above motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sue Schinken, Board Member
SECONDER:	Casey Nelson, Alderson
AYES:	Nelson, Kunder, Raasch, Schinken, Soquet, Jennings

4. Consideration & Possible Action to Cancel Summer Park Playground Program for Month of June

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that the Summer Playground Program is similar in nature to Summer Day Camp. Staff feels that if Day Camp is cancelled for the month of June, that it is appropriate to cancel the Playground Program as well and re-evaluate for the months of July and August.

Alderson Raasch verified the details of the Playground Program and feels delaying opening until the end of June works with Council timing decisions.

Alderson Chandik Kunder moved to approve cancelling the Summer Park Playground Program for the month of June, seconded by Sue Schinken. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amy Chandik Kunding, Alderperson
SECONDER:	Sue Schinkten, Board Member
AYES:	Nelson, Kunding, Raasch, Schinkten, Soquet, Jennings

5. Consideration and Possible Action Regarding Opening Legion Pool for the 2020 Summer Season

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that City Council approved a reopening plan. In this plan, open swim would not be offered until further notice; however lap swim, swim lessons and limited rentals would be permitted. Marty explained that there are a large number of communities throughout Wisconsin that are not opening, or delaying the opening, of their pools. To try to avoid mechanical issues, the pool has to be filled regardless. Staff feels that if the pool has to be filled and chemicals added, we can open safely with the plan that has been prepared and provide some type of benefit to the city. Marty detailed the opening plan which includes opening June 15th with a maximum capacity of 30 in the facility. Lap swim and rentals would be offered for \$2 per swimmer for a 45 minute time frame. The balance of the hour would be used to clean and sanitize the facility by staff. Rentals would be for a minimum of 10 swimmers and a maximum of 25 and offered during regular business hours. Swim lessons would be offered starting on June 29th, allowing staff to prepare and advertise the lessons.

Sue Schinkten questioned if the \$2 swimmer fee was for both residents and non-residents. Marty Kosobucki, Director of Parks, Recreation and Forestry explained that the current plan was to have the same fee for both residents and non-residents, but priority would be given to residents.

Alderperson Raasch questioned the attendance numbers and the chlorine based chemical system with regards to COVID.

John McDonald, Recreation Supervisor explained that there hasn't been any research done to see if chlorine kills the virus; however the EPA states a disinfectant with 1-2 ppm will kill the virus. Pools are required to operate between 2-10 ppm and Legion Pool runs at 3-5 ppm, making underwater one of the safest places to be.

Alderperson Chandik Kunding questioned the reservation process.

Ryan Jennings questioned if a waiver is going to be required to use the facility and what council actually approved.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that council approved offering limited rentals, lap swim and swim lessons, and for there to be no open swim. Council did not approve any attendance numbers, but the maximum attendance is what staff feels could be handled safely.

Alderperson Nelson questioned if there will be dedicated time for lap swim and rentals.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that there will be a dedicated schedule for lap swim, rentals and swim lessons.

Alderperson Raasch questioned if there will be life guards present for walk up rentals.

John McDonald, Recreation Supervisor explained that there will be an on-call schedule and there will be 1-2 guards on standby in case there is a rental.

Alderperson Chandik Kunding questioned if there was going to be any limits on the number of rentals per person.

Sue Schinkten moved to approve opening Legion Pool for the 2020 summer season as presented by staff, seconded by Alderperson Raasch.

Discussion followed.

Alderson Raasch questioned what is different with this reopening plan and what was approved by council.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that the plan provides details on the fees, facility attendance limits and when the facility will open. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sue Schinkten, Board Member
SECONDER:	Dean Raasch, Alderson
AYES:	Nelson, Kundinger, Raasch, Schinkten, Soquet, Jennings

6. Consideration and Possible Action to Approve Bid for VFW Aquatic Facility.*

Marty Kosobucki, Director of Parks, Recreation and Forestry stated that six bids were received for the VFW Aquatic Facility and the consultant was pleased with the results. Both staff and the consultant recommend approving the base bid #1 and alternate bid #2 to the lowest bidder Howard Immel for \$6,297,500. Even with the addition of alternative bid #2, which includes resurfacing of the parking lot, the project is still under budget. Alderson Raasch moved to approve base bid #1 and alternate bid #2 to Howard Immel, Inc. for \$6,297,500, seconded by Ryan Jennings.

Discussion followed.

Alderson Raasch commented that he is very happy that progress is moving forward on the aquatic center.

Alderson Nelson questioned what the next step is.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that if council approves the bid, the consultant will work to get the contracts signed with the hope to break ground the first week of July. The contract does require that the aquatic center is up and running prior to the end of May 2021.

Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderson
SECONDER:	Ryan Jennings, Board Member
AYES:	Nelson, Kundinger, Raasch, Schinkten, Soquet, Jennings

III. Staff Updates

1. Update on EAB Tree Removals and Planting.

Don Melichar, Park Superintendent/Forester gave an update on the EAB tree removals and planting. He stated that since the first of the year, there has been approximately 100 ash trees removed, over 90 on the list to be removed and many more to be marked for removal. As far as planting, out of the 22 letters that were sent out with the grant, only seven were returned and the trees have been planted.

RESULT:	DISCUSSED
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2. Update on ADRC & Use of Community Center

Paula Rahn, Recreation Superintendent gave an update on the ADRC use of the Community Center, stating that Brown County gave a 60 day notice they were cancelling their facility use agreement effective August 1st. They will still be delivering meals to De Pere residents and the surrounding areas, but not serving in house meals at the Community Center.

RESULT: DISCUSSED

3. Update on Recreation Programs in Relation to Re-Opening Plan of the City
- Marty Kosobucki, Director of Parks, Recreation and Forestry stated that staff is looking at what recreational programs can be reopened and offered to the public in a safe manner, but there is no set schedule yet.

RESULT: DISCUSSED

4. Update on status of Legion Park Restroom building.
- Marty Kosobucki, Director of Parks, Recreation and Forestry gave an update on the status of the Legion Park restroom building. McMahon has the plans and specifications done and are working with the engineering department to get the project manual ready.

RESULT: DISCUSSED

5. Update on status of Beer Gardens in 2020.
- Marty Kosobucki, Director of Parks, Recreation and Forestry provided an update on the 2020 Beer Gardens. The June beer garden has been cancelled and the remaining ones will be looked at on a month by month basis.

RESULT: DISCUSSED**IV. Future Agenda Items**

None

V. Public Comment Period

Sue Schinkten announced that she is resigning from the park board. As of June 1st, she will no longer be a resident of the City of De Pere. She stated that she was appointed to the park board the same time Marty Kosobucki was hired as the director of parks. It has been very rewarding and has enjoyed working with everyone.

Randy Soquet announced that Sue Schinkten has been on the park board since 2006 and thanked her for her service. He also mentioned that Bill Volpano served on the park board from 1994 until a couple of months ago and George Brown from 2001 until last month.

VI. Adjournment

Sue Schinkten moved to adjourn the meeting at 7:45 pm, seconded by Alderperson Chandik Kundinger. Upon vote, the motion passed unanimously.

Respectfully submitted,
Grace Lahtela