



Board of Park Commissioners

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

Regular Meeting

Final Minutes

Thursday, May 20, 2021

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	
Lydia McMorro	Teen Advisor	Present	
Christopher Soquet	Teen Advisor	Present	

Also present: Parks Director Marty Kosobucki, John McDonald, and Kelly Barker.

II. Public Comment Period

None.

III. Items

1. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the April 15, 2021 Meeting.

Aldersperson Chandik Kunding moved to approve the Board of Park Commissioners minutes from the April 15, 2021 meeting, seconded by Aldersperson Raasch. Upon vote, the motion passed unanimously.

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

2. Consideration & Possible Action to Accept a \$3,500 Grant from Wal*Mart Foundation*

Ryan Jennings moved to accept a \$3,500 grant from the Walmart Foundation, seconded by Aldersperson Raasch. Upon vote, the motion passed unanimously.

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

3. Consideration & Possible Action to Accept a \$1,000 Donation from the De Pere Optimist Club*

Melissa Thiel Collar moved to accept the \$1,000 donation from the De Pere Optimist Club, seconded by Alderperson Chandik Kunding. Upon vote, the motion passed unanimously.

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

4. Consideration & Possible Action to Accept a \$1,500 Donation from Immel Construction for Beer Gardens*

Alderperson Chandik Kunding moved to accept the \$1,500 donation from Immel Construction for the Beer Gardens, seconded by Alderperson Defnet Ledvina. Upon vote, the motion passed unanimously.

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

5. Consideration and Possible Action to Approve Request from De Pere Girls Softball to Install Fence Cap and Signage at Optimist Park.*

Alderperson Raasch moved to accept the donation from De Pere Girls Softball to install fence caps and signage at Optimist Park, seconded by Ryan Jennings.

Marty Kosobucki, Director of Parks, Recreation and Forestry stated that the signs are fine with staff and the fence caps are a wonderful addition to the park.

Upon vote, the motion passed unanimously.

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

6. Consideration and Possible Action to Accept Tree Donation from Wisconsin Public Service valued at \$400.

Alderperson Raasch moved to accept the tree donation from WPS valued at \$400, seconded by Alderperson Chandik Kunding. Upon vote, the motion passed unanimously.

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

7. Consideration and Possible Action to Accept Tree Donation from the Green Bay Packers, WDNR, Green Bay Packaging and Essity valued at \$2,800.*

Ryan Jennings moved to accept the tree donation from the Green Bay Packers, WDNR, Green Bay Packaging and Essity, seconded by Jim Knizel. Upon vote, the motion passed unanimously.

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

8. Consideration and Possible Action to Accept Donation of Trees from American Transmission Company (ATC) valued at \$250.

Melissa Thiel Collar moved to accept the tree donation from American Transmission Company valued at \$250, 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

9. Consider and Approve agreement with consultant for Voyageur Breakwall Study.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that unfortunately he does not have any additional information to provide to the board tonight. Staff went out for proposals, however none were received. There was a consultant that contacted the city and said that if there were no proposals received to let them know and they would prepare one. Unfortunately, they did not have sufficient time to prepare the proposal to get it to Park Board tonight, but they did state that it would come in under \$10,000, which is significantly less than the budget amount. When the proposal is received, Park Board could request the proposal be brought back for approval, or if it is under the budgeted amount it could go directly to Council for approval.

Alderperson Raasch questioned if there are concerns with the proposal providing all the information that is needed seeing it will come in significantly lower than the budget amount.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that once the proposal is received, a discussion will take place to verify that the proposal includes all necessary information. He also stated that the budgeted amount could be inflated as no one at the City has any understanding in what work needs to be done for the study.

Alderperson Chandik Kunding asked if other proposals come in if they would then come back to Park Board for review.

Ryan Jennings moved to approve the consultant agreement for the Voyageur Park breakwall study to be forwarded to Council for approval, seconded by Alderperson Defnet Ledvina.

Randy Soquet questioned if the consultant would have time to actually do the work, with not having time to prepare the proposal.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that the hope is to firm up the details of the proposal over the next week and have the agreement forwarded to Council the first meeting in June.

Upon vote, the motion passed unanimously.

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

IV. Staff Updates

1. Discussion of Future Plans for Extending Preserve Trail to Southwest Park.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that the City is three parcels away from connecting the Preserve Trail to Southwest Park. One of these parcels is owned by the Town of Lawrence. At this time, staff has not reached out to the property owners to see if they would be interested in selling the property to the city. Currently, acquiring the property was not high on the priority list and staff was just watching to see if the properties ever became available.

Discussion followed.

Jim Kneiszel questioned if staff ever tried to obtain easements from land owners

Marty Kosobucki, Director of Parks, Recreation and Forestry stated that he will reach out to the property owners to see if they are willing to work with the city.

RESULT:	DISCUSSED
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2. Staff Update on Forestry Consulting Services

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that at the last council meeting, it was approved that the Forestry Department was able to contract out with a consultant if any emergency services were needed. At this time, there has not been the need for these services, and our one remaining arborist is back to doing tree work.

RESULT:	DISCUSSED
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3. Status Report on Hiring Process for Arborist Position.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that interviews are scheduled for next week, but there have not been as many applicants as staff had hoped for. If all goes well, it will be the middle to end of June before the new arborist is on board.

RESULT:	DISCUSSED
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4. Report on recruitment of Recreation Supervisor position.

Marty Kosobucki, Director of Parks, Recreation and Forestry announced that John McDonald recently accepted a position as the new Park Director in Little Chute. The position has already been advertised and trying to do a quick turn around on the position and are hoping to start interviewing for the position the first week of June.

John McDonald, Recreation Supervisor extended his gratitude to the Park Board, City Council and the City of De Pere for all the support that was provided during his time with the City.

Randy Soquet, Alderperson Raasch and Alderperson Chandik Kunding thanked John for his service and congratulated him on his new opportunity.

RESULT:	DISCUSSED
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5. Status on VFW Aquatic Facility Training Run, Ribbon Cutting, and Grand Opening.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that invites are out. On Thursday there is a training run for pool staff which is open to city employees and their families. On Friday, the Ribbon Cutting and Grand Opening Ceremony will take place. In order to provide staff much needed training, we need people to be in attendance at both sessions and to use the facility. If you have anyone that you know would be interested in going into the pool and using the facility, please let staff know and we will add them to your attendance numbers.

RESULT:	DISCUSSED
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V. Future Agenda Items

None

VI. Adjournment

Melissa Thiel Collar moved to adjourn the meeting at 7:00 pm, seconded by Alderperson Chandik Kunding. Upon vote, the motion passed unanimously.

Respectfully submitted,
Grace Lahtela