



Board of Park Commissioners

Regular Meeting

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

Final Minutes

Thursday, May 19, 2022

5:00 PM

Council Chambers and Virtual

Please note the time of this meeting has changed from the regular meeting time of 6:30 pm.

I. Call to Order

The meeting was called to order at 5:00 PM by Board Member Randy Soquet

Attendee Name	Title	Status	Arrived
Melissa Thiel Collar	Board Member	Excused	
Ryan Jennings	Board Member	Present	
Jim Kneiszel	Board Member	Present	
Amy Chandik Kunderling	Aldersperson	Present	
Shana Defnet Ledvina	Aldersperson	Present	
Dean Raasch	Aldersperson	Late	5:05 PM
Randy Soquet	Board Member	Present	
Hundamo Lovell	Teen Advisor	Late	6:30 PM
Christopher Soquet	Teen Advisor	Excused	

II. Presentations

1. Presentation by McMahon and Associates Regarding Nelson Family Pavilion Project.

Presentation given by Michael McMahon, Executive Vice President and Kevin Chevalier, Architectural Designer and Project Manager of McMahon and Associates regarding the design, bidding, and construction administration of the Nelson Family Pavilion at Voyageur Park.

RESULT: DISCUSSED

2. Presentation by Somerville Regarding the Nelson Family Pavilion Project.

Sam Graner, Vice President of Engineering/Mechanical Project Engineer; Jason Hale, Senior Project Architect/Project Manager; and Rustin Schwandt, Architect from Somerville gave a presentation regarding the design, bidding, and construction administration for the Nelson Family Pavilion at Voyageur Park.

RESULT: DISCUSSED

III. 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

Joe Nicks commented on the kayak rental proposal for Bomier Boat Launch. He feels that the proposal provided by Definitely De Pere is a good idea but feels the kayak rental idea should have been originated from the city. The proposal fits with the cultural plan, but he is concerned with the conflict of kayaks with the power boats that launch from Bomier. Joe also commented on the possible soil issues at Voyageur Park.

IV. Action Items

1. Consideration and Possible Action to Approve the Board of Park Commissioners minutes from the April 21, 2022 meeting.

Alderson Raasch moved to approve the Board of Park Commissioners minutes from the April 21, 2022, meeting, seconded by Alderson Defnet Ledvina. Upon vote, the motion passed unanimously.

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

2. Consideration & Possible Action to Accept an \$800 Donation from De Pere Optimists for Beer Gardens*

Alderson Raasch moved to accept the \$800 donation from De Pere Optimists for children's entertainment at the beer gardens, seconded by Ryan Jennings. Upon vote, the motion passed unanimously.

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

3. Consideration & Possible Action to Accept a \$300 Donation from De Pere Men's Club for Summer Carnival*

Alderson Defnet Ledvina moved to accept a \$300 donation from the De Pere Men's Club for the summer carnival, seconded by Ryan Jennings. Upon vote, the motion passed unanimously.

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

4. Consideration and Possible Action to Approve Proposal of Donation of Playground Equipment from First Congregation Church at Kelly Danen Park.

Randy Soquet moved to approve the proposal from the First Congregational Church for donation of playground equipment at Kelly Danen Park, seconded by James Kneiszel. Discussion followed.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that this topic was discussed previously, but there were safety concerns with baseballs flying into the playground. A playground at Kelly Danen would benefit the area neighborhood and all the children going to the park for baseball. The city would love to see a playground there if it could be done safely. The city, De Pere Baseball, and First Congregational Church are all interested in putting in a playground at the park. If the Park Board is interested in pursuing this, the church would then go back to their congregation to see if they are interested.

Alderson Raasch questioned where the playground could be located.

Marty Kosobucki, Director of Parks, Recreation and Forestry brought up a map of the park and indicated the areas that De Pere baseball felt the playground could be located safely.

Alderpersion Raasch moved to open the meeting to public comment at 7:42 pm, seconded by James Kneiszel. Upon vote, the motion passed.

Mary Bain and Anita Bain from First Congregational Church explained that the church property has been sold. They have watched children play at the park for a long time. The church would like to contribute and leave a mark on the city and thought playground equipment at Kelly Danen Park would be a great idea.

Alderpersion Raasch questioned if the church had any vision on what they would like to see.

Mary Bain explained that they realize the space will not handle a huge playground. The church will work together with the city to pick out what would work the best.

Randy Soquet commented that when the baseball teams play at Kelly Danen, the players siblings get bored because there is nothing for them to do and feels that the playground should be geared to these younger children.

Alderpersion Chandik Kundingner thanked the church for bringing this proposal to the Park Board. Having intentional playground equipment at the park would be great for the kids that are not playing baseball and for the area children.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that what the church is looking for now is the approval of the Park Board for playground equipment to be located at Kelley Danen Park. If so, the church would go back to the congregation to see if this is what they would like to do. The cost of the equipment would determine if it can be completed with the donation, or if the donation would need to be put into a dedicated fund and then the city could budget for the remainder in future years. A vote of yes would be that you are in favor of a playground at Kelly Danen Park.

Alderpersion Raasch moved to return to regular order at 6:50 pm, seconded by Alderpersion Defnet Ledvina.

Upon vote, the above motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Randy Soquet, Board Member
SECONDER:	Jim Kneiszel, Board Member
AYES:	Jennings, Kneiszel, Kundingner, Defnet Ledvina, Raasch, Soquet
EXCUSED:	Melissa Thiel Collar

5. Consideration and Possible Action on Survey Results and Input on Wilson Park.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that the survey has been completed. Staff was hoping for a little more direction from the survey results, however the information received was all over and nothing concrete on what should be done. With the survey results, and no clear-cut direction on what should be done, staff would recommend hiring a consultant to come up with some designs on what could be done at the park. One thing for certain is that all the historical elements should remain at the park.

Alderpersion Raasch commented that most people probably do not realize the historical aspects of the park and feels that a consultant would be the best route.

Alderpersion Raasch moved to return the item back to staff and look at hiring a consultant to provide direction on what should be done at Wilson Park as part of the 2023 budget process, seconded by Alderpersion Defnet Ledvina.

Discussion followed.

Alderson Raasch moved to open the meeting to public comment at 6:58 pm, seconded by Ryan Jennings. Upon vote, the motion passed unanimously.

Joe Nicks stated he was skeptical when the survey went out, but with over 200 comments, even if they were very random, it shows that there is interest in the park. Mr. Nicks does see a problem with hiring a consultant, because whatever consultant is hired, the concept will come out based on what the consultant specializes in. It would be helpful to staff if the park board would provide some type of recommendation on what type of concept should be considered, so it fits in with the neighborhood, college, and downtown.

Alderson Raasch commented that the city has done a really good job on finding good consultants and the consultants do a really good job finding out what the residents want.

Alderson Raasch moved to return to regular order at 7:06 pm, seconded by James Kneisel. Upon vote, the motion passed unanimously.

Alderson Chandik Kunding feels that when feedback is solicited, it should be in the three areas of wants: recreational, passive and a combination of both.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that when the RFP is developed for consulting services, it could be structured to provide designs on the three main concepts that came through on the survey.

Upon vote, the above motion was approved unanimously.

RESULT: REFERRED BACK TO STAFF [UNANIMOUS]

Next: 1/19/2023 6:30 PM

MOVER: Dean Raasch, Alderson

SECONDER: Shana Defnet Ledvina, Alderson

AYES: Jennings, Kneisel, Kunding, Defnet Ledvina, Raasch, Soquet

EXCUSED: Melissa Thiel Collar

6. Consideration and Possible Action to Approve Request from Mathewson Monuments for Reimbursement of Expense. *

Alderson Raasch moved to approve the request from Mathewson Monuments for reimbursement of a \$750 unanticipated expense with the creation of the Veterans Memorial at VFW Park, seconded by Alderson Chandik Kunding.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that the expense occurred with the custom fabrication of the flag that sits on top of the monument. This expense was completely unknown by Mathewson. There is no markup on the invoice, the request is just to cover his costs.

Upon vote, the above motion passed unanimously.

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that there is a dedication ceremony planned for the memorial to occur at the end of June.

RESULT: ADOPTED [UNANIMOUS]

MOVER: Dean Raasch, Alderson

SECONDER: Amy Chandik Kunding, Alderson

AYES: Jennings, Kneisel, Kunding, Defnet Ledvina, Raasch, Soquet

EXCUSED: Melissa Thiel Collar

7. Consideration and Possible Action to Approve Contingency Plan for Hours of Operation of Swimming Pools.*

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that staff has been actively trying to hire a fourth pool manager. Currently we have three pool managers and a sub. Staff has been working on the pool schedules to see if all hours can be covered by the current pool managers. Looking at the number of hours the pool managers want per week, and what staff is comfortable with them working, it appears that we may be short around 8 hours. If so, staff is looking at closing Legion Pool on Sundays. Sunday was chosen because Monday – Thursday swim lessons are held, with Friday being a make-up day for lessons, so it does not make sense to close the pool during the week. This left Saturday or Sunday. Sunday has the lowest attendance records, so that is why it was chosen. Staff is also requesting that the mayor and the park board chairperson be given the authority to alter the plan moving forward if needed. Alderperson Defnet Ledvina question the possibility of closing an activity at VFW pool instead.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that closing an activity at VFW would not work because we are short a pool manager, not lifeguards. Marty also stated that staff is still working and hoping to find someone, but a contingency plan is needed just in case no one is found.

Alderperson Chandik Kunder suggested advertising the position as just one day a week and possibly reaching out to the YMCA and YWCA.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that some organizations are in a worse staffing condition than what we are, and they are not willing to reach out to their staff. Currently we are advertising the flexibility of the position.

Alderperson Defnet Ledvina questioned the type of notice residents will receive and what effect this closure will have at VFW.

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that staff plans to notify residents about the contingency plan a week prior to opening, if a manager can not be found. If Legion must be closed, there will be long lines at VFW on Sunday.

Alderperson Raasch questioned if the topic of allowing the mayor and park board chairman the authority to alter, implement, and/or remove the plan is being requested if staff is lost.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that with the pool season starting, we do not have the ability of going back to the park board for a decision. Is something major were to happen, a special board meeting would need to be called. This allows some flexibility with the mayor and park board chairperson having the ability to alter the plan.

Alderperson Raasch moved to approve the contingency plan as presented, seconded by Alderperson Defnet Ledvina.

Ryan Jennings commented that closing Legion on Sunday makes the most sense.

Sunday's will allow the parents the ability to bring their kids to VFW if they would like.

Ryan hopes that the contingency plan does not need to be used but understands there needs to be one in place. Ryan also questioned if the attendance at VFW was high, could they ask at the front desk if patrons are swimming or not to increase the patron load.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that once a patron is admitted to the pool, they are considered a swimmer.

Upon vote, the above motion passed unanimously.

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

8. Consideration and Possible Action to Approve Consultant for Nelson Family Pavilion Project.*

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that the fee for the Nelson Family Pavilion came in with Somerville at \$113,800 and McMahon at \$89,500. For the fees to be more comparable, you would need to subtract \$6,000 from the Somerville bid for the soil study and add \$2,000 to the McMahon bid for furniture, fixtures, and equipment. After these adjustments, Somerville would be at \$107,800 and McMahon at \$91,500.

Alderperson Chandik Kunding stated that she liked the Somerville presentation. She liked what was presented and how the information was presented. The presentation was well laid out and it seems like they would offer greater adaptability.

Alderperson Defnet Ledvina agreed with Alderperson Chandik Kunding. She thought Somerville seemed more eager and more invested in the project.

Alderperson Raasch also agreed with Alderperson Chandik Kunding. He feels that both are very qualified and presented quality projects but is not sure if McMahon has a full scope of the project.

Ryan Jennings stated he was torn between the two companies. Somerville led us through the full design process, understands it is not a music venue, and what the city wants the building to be. He is concerned that if we change to a different consultant, it will lead to a different structure. The donor likes the vision that is designed.

Alderperson Defnet Ledvina questioned if Marty worked with both groups and what his thoughts are.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that he has only worked with Somerville on this design and with McMahon on the Legion restroom building, which was a much smaller project than this. Marty also pointed out that the donors donated to the conceptual design that was approved and the idea behind it.

Alderperson Defnet Ledvina stated she likes the idea of Somerville being a local company and just right down the road if something were to happen.

Alderperson Chandik Kunding moved to approve Somerville as the consultant for the Nelson Family Pavilion, seconded by Alderperson Defnet Ledvina.

Discussion followed.

Ryan Jennings stated that he is going to vote for McMahon due to the cost discrepancy.

James Kneiszel stated that he was initially leaning toward McMahon due to the cost difference but does see the benefits of going with Somerville.

Marty Kosobucki, Director of Parks, Recreation, and Forestry summarized some points.

Both Somerville and McMahon are great companies. McMahon does have an edge with cost. Somerville has an edge with being a local company and being with the project from the beginning.

Randy Soquet mentioned that he does like the option of an indoor bathroom that McMahon suggested.

James Kneiszel questioned Marty if there were any unexpected overages with the Legion restroom building.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that there were no overages. McMahon was good to work with as a consultant and Alliance Construction was the contractor for the project.

James Kneiszel stated that he really likes what Somerville prepared at the botanical gardens, but ultimately it comes down to cost.

Upon vote, the motion failed with a 2-4 vote, with Alderperson Chandik Kunding and Alderperson Defnet Ledvina voting Aye.

Randy Soquet moved to approve McMahon as the consultant for the Nelson Family Pavilion, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

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

V. Staff Updates

1. Update on Status of Recreation Supervisor Position

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that the Recreation Supervisor, Angela George, has resigned her position. Angela's last day will be May 27th. The position is posted, and interviews have started.

RESULT:	DISCUSSED
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2. Update on Status of De Pere Ice Arena and User Groups.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that recently The Press Times ran an article on the De Pere Ice Center. Since this article was published, staff met with the stakeholders to confirm that the facility has support from the city, but if it is to continue there needs to be some commitment from the stakeholders as well.

RESULT:	DISCUSSED
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VI. Future Agenda Items

Alderperson Defnet Ledvina reminded that the Chairman and Vice Chairman needed to be voted on.

VII. Adjournment

James Kneiszel moved to adjourn the meeting at 8:00 pm, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

Respectfully submitted,
Grace Lahtela