



Board of Park Commissioners

Regular Meeting

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

Revised Agenda

Thursday, May 17, 2018

6:30 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Board of Park Commissioners** of the City of De Pere will be held on **May 17, 2018 at 6:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

This meeting can be viewed LIVE at www.depere.tv. This meeting is also rebroadcast on TW Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at www.depere.tv.

I. Call to Order

1. Roll Call

II. Action Items

1. Approve Board of Park Commissioners Minutes from the April 19, 2018 Meeting.
2. Election of Chairperson and Vice-Chair for the Park Board.
3. Accept Donation of \$250 from Denmark State Bank for the Urban Orchard. (Added 5/15/18)
4. Consider bids for De Pere Ice Arena bleachers. * (Added 5/15/18)
5. Approve Funding from the Ice Arena Fund to Replace Water Tank.*
6. Consider Bids for Tennis Court Renovation at Legion Park.*
7. Consider recognition of Mary Meyer at Southwest Park Playground.

III. Staff Updates

1. Sturgeon/Riverwalk
2. Chamber/Community Stage

IV. Future Agenda Items

V. Public Comment Period

VI. Adjournment

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

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

City Hall 1st and 2nd Floor
John Zegers, WDP High School District
Ella Buboltz, Teen Advisor
Don Chilson, Brown County Ice Mgmt.
Mary Meyer
Thad Majkowski, Cedar Corp.
Kris Nystrom, Denmark State Bank

De Pere Baseball
Ben Villaruel, De Pere School District
Lydia McMorrow, Teen Advisor
Amy Hobbins, De Pere Chamber
Cameron Yindra, Northeast Asphalt
Josh Gerrits, Cedar Corp.
Julie Hamby, Denmark State Bank

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.**

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: May 17, 2018

DEPARTMENT: Parks, Recreation & Forestry

FROM: Grace Lahtela

SUBJECT: Approve Board of Park Commissioners Minutes from the April 19, 2018 Meeting.

ATTACHMENTS:

- Draft minutes 4-19-18 (PDF)



Board of Park Commissioners

Regular Meeting

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

Draft Minutes

Thursday, April 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 George Brown

Attendee Name	Title	Status	Arrived
Ryan Jennings	Aldersperson	Present	
Larry Lueck	Aldersperson	Present	
Dean Raasch	Aldersperson	Present	
George Brown	Board Member	Present	
Sue Schinkten	Board Member	Present	
Randy Soquet	Board Member	Present	
Bill Volpano	Board Member	Present	
Ella Bublotz	Teen Advisor	Excused	
Lydia McMorro	Teen Advisor	Present	

II. Action Items

1. Approve Board of Park Commissioners Minutes from the March 15, 2018 Meeting.

Larry Lueck made a motion to approve the Board of Park Commissioner's minutes from the March 15, 2018 meeting, seconded by Bill Volpano. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Larry Lueck, Aldersperson
SECONDER:	Bill Volpano, Board Member
AYES:	Jennings, Lueck, Raasch, Brown, Schinkten, Soquet, Volpano

2. Approve \$300 Donation from JX Peterbilt/JX Enterprises for the Big Rig Gig.*

Sue Schinkten made a motion to accept the \$300 donation from JX Peterbilt/JX Enterprises for the Big Rig Gig, seconded by Dean Raasch. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sue Schinkten, Board Member
SECONDER:	Dean Raasch, Aldersperson
AYES:	Jennings, Lueck, Raasch, Brown, Schinkten, Soquet, Volpano

3. Presentation from De Pere Chamber of Commerce on Bandshell. (Added 4/17/18)

Marty Kosobucki stated that this is just a presentation and no action will be taken at this meeting.

Sue Schinkten made a motion to open the meeting up to public comment at 6:33 pm, seconded by Dean Raasch. Upon vote, the motion passed unanimously.

Carol Karls, Craig Kolb and Keith Vanden Avond from the De Pere Chamber of Commerce gave a presentation on the future bandshell. They stated the Chamber is looking at this as an opportunity for a longer lasting, more expansive project for the city and would like formal authority from the city to allow the Chamber of Commerce to proceed to fundraise for a larger community stage. The Chamber is under the assumption

that the location for the bandshell is to be in Voyageur Park where the main stage for Celebrate De Pere is located, and it would be a raised stage with a covering, with additional expansion opportunities. Fundraising will be necessary and the Chamber is willing to take the lead on the fundraising. Also, programming is a key component and the Chamber would address programming. The Chamber would like to get formal approval from the Park Board and Common Council in May for the Chamber to represent the project.

Discussion followed.

Bill Volpano questioned the proposed location of the bandshell and costs.

Sue Schinkten also question anticipated costs and designs.

Ryan Jennings commented on the design and the pressure of programming the facility.

Randy Soquet questioned the preferred timing of the project.

Larry Lueck made a motion to return to regular order at 7:20 pm, seconded by Dean Raasch. Upon vote, the motion passed unanimously.

Larry Lueck asked Marty Kosobucki to see if a special meeting could be scheduled, allowing it to go to the May 1st or May 15th Common Council meeting.

RESULT:	DISCUSSED
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4. Consider Bids for Project 18-18, Community Center Flooring.*

Ryan Jennings made a motion to accept bidder #1 - JW Flooring, for project #18-18 Community Center Flooring, in the amount of \$35,495.00, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ryan Jennings, Alderperson
SECONDER:	Randy Soquet, Board Member
AYES:	Jennings, Lueck, Raasch, Brown, Schinkten, Soquet, Volpano

5. Consider Amending Easement Agreement with WPS.*

Marty Kosobucki provided a brief summary stating that at Wells Park WPS would like to put in additional infrastructure that is outside of the current easement.

Randy Soquet made a motion to open the meeting to public comment at 7:25pm, seconded by Ryan Jennings. Upon vote, the motion passed unanimously.

Mark Wasilewski, Engineering Manager for WPS in the natural gas department is overseeing this project. Mark stated that WPS is installing additional remote monitoring infrastructure. This infrastructure is outside the current easement, so an amendment is necessary.

Dean Raasch made a motion to return to regular order at 7:26 pm, seconded by Bill Volpano. Upon vote, the motion passed unanimously.

Dean Raasch made a motion to approve the easement agreement with WPS, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderperson
SECONDER:	Randy Soquet, Board Member
AYES:	Jennings, Lueck, Raasch, Brown, Schinkten, Soquet, Volpano

6. Consider Donation Proposal from De Pere Select Soccer.*

Marty Kosobucki gave an overview of the lighting from Optimist Park. Staff was directed to work with De Pere Select Soccer on provisions related to the donation of

funding for the installation of the lights at Southwest Park. The proposal from De Pere Select Soccer is to offer the funding for the installation of the lights on field #1, and in addition they would like to donate all the equipment they own at the concession building to the city. In exchange for these donations, De Pere Select Soccer would like fields #1, #2 and #3 allocated to them for the soccer season, and extend the current agreement they have with the city for the use of the fields an additional 5 years; which is set to expire in 2021.

Discussion followed.

George Brown questioned the benefit of the equipment donation.

Dean Raasch questioned the rights to the use of the concession building.

Larry Lueck questioned how the equipment would benefit the city.

Randy Soquet commented on the utilization of the equipment if it was city owned property.

Ryan Jennings commented on the benefits of the equipment donation.

Dean Raasch is concerned about the allocation of the fields.

Randy Soquet made a motion to accept the proposal from De Pere Select Soccer, seconded by Ryan Jennings. The motion passes 5-2 with Larry Lueck and George Brown voting no.

RESULT:	ADOPTED [5 TO 2]
MOVER:	Randy Soquet, Board Member
SECONDER:	Ryan Jennings, Alderperson
AYES:	Jennings, Raasch, Schinkten, Soquet, Volpano
NAYS:	Larry Lueck, George Brown

7. Consider proposals for playground at Southwest Park.

Marty Kosobucki gave a brief overview of the Southwest Playground proposals. Marty commented that several staff voted, and Mary Meyer had over 1,000 kids vote on the proposals. Between the kids and staff, the proposals were narrowed down to two; the castle from Lee and the tree house from Northland.

Discussion followed.

Dean Raasch made a motion to open the meeting to public comment at 7:48 pm, seconded by Sue Schinkten. Upon vote, the motion passed unanimously.

Mary Meyer commented on her survey procedures, explaining that prior to any fundraising she asked the principals at Westwood and Hemlock Creek Schools if they would be interest in participating in the survey. Within three days she received over 1,000 votes. The treehouse from Northland was the favorite; with the castle from Lee being a very close second.

Discussion followed.

Sue Schinkten made a motion to return to regular order at 7:52 pm, seconded by Bill Volpano. Upon vote, the motion passed unanimously.

Discussion followed.

Sue Schinkten made a motion to approve the Treehouse Design playground by Northland, seconded by Dean Raasch. Upon vote, the motion passed 6-1 with Larry Lueck voting no.

RESULT:	ADOPTED [6 TO 1]
MOVER:	Sue Schinkten, Board Member
SECONDER:	Dean Raasch, Alderperson
AYES:	Jennings, Raasch, Brown, Schinkten, Soquet, Volpano
NAYS:	Larry Lueck

8. Consider design for future Aquatic Center.

Randy Soquet made a motion to open the meeting to public comment at 7:54 pm, seconded by Dean Raasch. Upon vote, the motion passed unanimously.

Patrick Skalecki from Graef and Matt Freeby from Water Technology gave an update on the Aquatic Center design, stating the effort is to get down to a single conceptual plan. Marty Kosobucki stated that from the previous designs it was asked to see if the entrance off Allard Street could work with keeping the soccer field. This could not be done, so the entrance to the facility was shifted from the previous three concepts.

Patrick Skalecki gave a summary of the main facility design. There are two primary pools, the lap pool and the leisure pool. There were parking concerns, so additional parking was added. The octagon building was maintained. A drive lane was added between the ice rink and octagon building to get to the additional parking and the mechanical room. A sidewalk connection off Allard Street was added and the concession area can be accessed from both inside and outside the aquatic center.

Matt Freeby gave a summary of the aquatic facilities. The leisure pool has a zero depth entry, which is split into two areas; one which is open with no activities and the other half is an active play area with play structures. The leisure pool also includes a bench or social area, water walk, and lazy river with an action channel in middle. The lap pool is a 25 yard, six lane pool, with a one and three meter spring board. There is an area off the lap pool with a rock climbing wall and drop slide. There is also a body slide area containing two slides with a runout.

Discussion followed.

Dean Raasch questioned the layout and square footage of the Aquatic Center compared to the two current pools.

Randy Soquet would like basketball hoops added for group activity and would like more group activities rather than individual activities.

John Mc Donald, Recreation Supervisor, would agree with having more group activities like basketball, either stationary or mobile. He would also like a tube slide that empties into the lazy river, with an additional exit from the lazy river. He also questioned fencing and emergency exits.

Paula Rahn, Recreation Superintendent, stated she is passionate about including basketball for a family activity. She would like a tube slide rather than two separate body slides, where the tub slide would allow younger kids to go down with another individual.

Don Melichar, Park Superintendent, likes that the octagon building is staying, even though a lot of maintenance needs to be done to it. He doesn't like where the playground is located. Also, he has concerns over the amount of turf, which is going to be difficult to maintain and keep out of pool and off the deck.

Design and amenities for the Aquatic Center were discussed at length. A summary of this discussion would include having one body slide and one tube slide, which empties into the lazy river; extend the lazy river, keeping the amount of staff the same; have portable basketball hoops; and increase the height deck for the drop slide.

Sue Schinkten made a motion to return to regular order at 9:20 pm, seconded by Rand Soquet. Upon vote, the motion passed unanimously.

RESULT: NO ACTION

III. Staff Updates

1. Staffing

Marty Kosobucki gave an update on summer staffing, stating that currently we are in a good position.

2. Big Rig Gig

Marty Kosobucki stated the Big Rig Gig is coming up the beginning of May and it averages over 300 people attending the event.

3. Voyageur Playground

Marty Kosobucki stated the preconstruction meeting was postponed due to the weather, but the goal still is to have it ready by Celebrate De Pere.

4. De Pere Ice Arena bleachers

Marty Kosobucki stated the advertisement for bids went out for the Ice Arena bleachers, with the bid opening scheduled for the 2nd week of May.

IV. Future Agenda Items

Dean Raasch requested that an item be added to the next agenda to discuss adding a plaque or bench to recognize Mary Meyer for her fundraising efforts for the Southwest Park playground.

V. Public Comment Period

None

VI. Adjournment

Randy Soquet made a motion to adjourn the meeting at 9:25 pm, seconded by Sue Schinkten. Upon vote, the motion passed unanimously.

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
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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
Ella Buboltz, Teen Advisor
Dale Rhodes – De Pere Select Soccer
Joseph Watermolen – JW Flooring
Mary Meyer

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
Patrick Skalecki, GRAEF
Lucas Oshefsky, WPS
Dan Shoemaker - JX Peterbilt

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

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: May 17, 2018

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Election of Chairperson and Vice-Chair for the Park Board.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: May 17, 2018

DEPARTMENT: Parks, Recreation & Forestry

FROM: Don Melichar

SUBJECT: Accept Donation of \$250 from Denmark State Bank for the Urban Orchard. (Added 5/15/18)

The Denmark State Bank graciously donated \$250 toward our Urban Orchard at Samantha Park. Six associates also helped us plant the trees.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: May 17, 2018

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consider bids for De Pere Ice Arena bleachers. * (Added 5/15/18)

We received the bids for the De Pere Ice Arena Bleacher project on May 10, 2018. We received two bids from contractors of which both are below our projected budget. Our budget for the project was \$150,000. I have included the bid tabulation of our contractors that submitted bids.

In reviewing the bids, we believe GT Grandstand to be considered a non-responsive bidder as they did not submit cross section plans as was asked of all bidders. In communication with GT Grandstand they informed us they simply did not have time to develop the cross section plans. Our consultant has indicated cross section plans are vital to ensuring we are getting what we are asking for. Therefore, it is our recommendation that you reject the bid from GT Grandstand and award the bid to JW Industries in the amount of \$102,800.

ATTACHMENTS:

- 20180514100511269 (PDF)

**PROJECT 18-20 DE PERE ICE ARENA BLEACHERS
BID TAB**

				BIDDER NO. 1		BIDDER NO. 2	
				GT GRANDSTANDS INC		JW INDUSTRIES INC	
ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
SC-01	500-600 seat custom constructed aluminum bleachers with standing room only viewing platform	LS	1.00	\$ 95,600.00	\$ 95,600.00	\$ 102,800.00	\$ 102,800.00
TOTAL AMOUNT BID					\$ 95,600.00		\$ 102,800.00

Attachment: 20180514100511269 (6970 : Consider bids for De Pere Ice Arena bleachers.*)

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: May 17, 2018

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve Funding from the Ice Arena Fund to Replace Water Tank.*

We have received a request from Don Chilson from Brown County Ice Management to use money from the Ice Arena Fund to replace a water tank that feeds the Chiller System. We are obtaining three quotes, however the cost will be approximately \$9,500 to replace the tank.

Currently there is enough funding in the Ice Arena Fund to cover this cost. Although, in approving this cost it will mean more money will need to come from un-designated reserves to fund the bleacher system that was approved. When the bleacher system was approved, funding was to come from the Ice Arena Fund and City reserves.

Summary: The sump tank for the Evaporation Tower has deteriorated to the point that Brown County Ice Management (BCIM) staff feel it could fail this coming year. The sump tank feeds water to the evaporation towers and is essential for the Chilling Plant to operate. BCIM staff were doing regular maintenance/cleaning after they shut the rink down this spring, and noticed the walls of the tank have eroded in places. These areas are very thin and will likely fail soon. BCIM recommends replacing the tank over the summer while the Ice Arena is shut down. Having the tank replaced during the season would cause a temporary shut down of the facility.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: May 17, 2018

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consider Bids for Tennis Court Renovation at Legion Park.*

The renovation of Legion Park Tennis courts was recently bid with the City's asphalt contract. The low bid came in at \$115,000, which is \$35,000 over our budgeted amount.

The Park Board has two options to consider.

- First, recommend accepting the bid which would need to accompany a recommendation to the City Council for additional funding.
- The second option would be to postpone the project until 2019. We will attempt to obtain accurate information prior to the park board meeting regarding what type of costs are involved in patching the current courts so they would last until 2019.

In discussing the bid with the Engineering Department it was determined the large over run for the project is being caused by the fencing (\$27,000). Our original plans were to not move and reuse the fence. However, while investigating the site and project our Engineering Department recommends revising the exterior dimensions of the court, regrading, and replacing of the fence.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: May 17, 2018

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consider recognition of Mary Meyer at Southwest Park Playground.

At the April Park Board meeting, it was requested to have a future agenda item to discuss and consider options for recognizing Mary Meyer and her fundraising efforts for Southwest Park Playground. The options we can look at considering (but not limited to) are:

- Single picket on donor fence (4" wide). Provided to donors over \$100.
- Single picket on donor fence (6" wide). Provided to donors \$1,001-\$5,000.
- Single picket on donor fence (8" wide). Provided to donors \$5,001-\$10,000
- Bench with recognition plaque.

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: May 17, 2018

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Sturgeon/Riverwalk

City of De Pere, Wisconsin

**Request For Board of Park Commissioners Action**

MEETING DATE: May 17, 2018

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Chamber/Community Stage
