



Board of Park Commissioners

Regular Meeting

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

Final Minutes

Thursday, April 21, 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	Excused	
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	
Hundamo Lovell	Teen Advisor	Present	
Christopher Soquet	Teen Advisor	Present	

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. Items

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

James Kneiszel moved to approve the minutes of the March 17, 2022 meeting, seconded by Aldersperson Raasch. Upon vote, the motion was approved unanimously.

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

2. Consideration & Possible Action to Approve a \$2,500 Donation from Greta Johnson to Rec Scholarship Fund*

Aldersperson Defnet Ledvina moved to accept a \$2,500 donation from Greta Johnson to the Recreation Scholarship Fund, seconded by Aldersperson Chandik Kunding. Upon vote, the motion passed unanimously.

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

3. Consideration & Possible Action to Approve a \$1500 Donation from Durr Systems, Inc. for Beer Gardens*

Randy Soquet moved to accept a \$1,500 donation from Durr Systems, Inc. for an individual event sponsorship for the beer gardens, 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

4. Consideration & Possible Action to Approve Banner Donation from Tundra Apparel & Promotions for Beer Gardens*

Alderperson Raasch moved to accept a banner donation from Tundra Apparel and Promotions for the Beer Gardens, seconded by Ryan Jennings. Upon vote, the motion passed unanimously.

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

5. Consideration & Possible Action to Approve a \$250 Donation from TOPS Club for Brick Paver Donation*

Alderperson Defnet Ledvina moved to accept a donation of a brick valued at \$250 from the TOPS Club, seconded by James Kneiszel.

Ryan Jennings questioned where the brick paver was going and if there are others available for purchase.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that the brick pavers are located at the main entrance at the Community Center and that additional bricks are available.

Upon vote, the above motion passed unanimously.

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

6. Consideration and Possible Action to Accept Tree Donation from the Green Bay Packers, WDNR, Green Bay Packaging, and Essity valued at \$3,000.*

Randy Soquet moved to accept the tree donation from the Green Bay Packers, WDNR, Green Bay Packaging, and Essity valued at \$3,000, 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, Kundinger, Defnet Ledvina, Raasch, Soquet
EXCUSED:	Melissa Thiel Collar

7. Consideration and Possible Action on Kayak Rental Proposal from Definitely De Pere. *
- Ryan Jennings moved to open the meeting up to public comment at 6:35 pm, seconded by Alderperson Chandik Kundinger. Upon vote, the motion passed.
- Tina Quigley and Scott Hemauer from Definitely De Pere were present to discuss the kayak rental proposal. Scott stated he is part of the Economic Enhancement Committee with Definitely De Pere and the Committee would like to enhance river activity in De Pere. He explained that this same type of kayak rental setup is currently installed in Wrightstown. There are a couple of phases involved with the proposal. The first phase Definitely De Pere is more involved in, while the second phase the city is more involved. Tina Quigley stated that an increase in river usage has been identified with both the downtown district planning and branding initiative. Definitely De Pere is excited about the possibility of offering kayak rentals and is confident that this will bring more activity to the downtown area.
- James Kneiszel questioned why Bomier Boat Launch and not Voyageur Park.
- Tina Quigley explained that there is already a kayak launch located at Bomier and Voyageur Park would be looked at as a future location. The project would be a year out with ordering the kayaks and Bomier allows for the opportunity to launch the project in 2023. Tina stated that with the Mulva Center opening in 2023, this would provide an opportunity for visitors to do something in De Pere rather than leaving the city and going to Green Bay. Tina explained that Voyageur Park would be an ideal location, but Bomier would provide a good pilot program. It has great visibility from the bridge and the paddle south is beautiful.
- James Kneiszel questioned if there is a kayak launch at the Riverwalk.
- Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that there was a launch near the Riverwalk that is under the jurisdiction of the Navigational Authority, but it is just stone and really starting to deteriorate.
- James Kneiszel asked Marty to address the concerns staff has with the proposal.
- Marty Kosobucki explained that staff looked at the proposal and doesn't think that Bomier is the best location and will be a challenge for the novice kayaker. He agrees that Voyageur Park does not have the same visibility and Voyageur currently does not have a launch so the setup would not be cheap. The main concern is that with any type of situation like this where city property is used for private or company gain, a vendor permit or agreement is obtained, with the city benefiting in some form. The current proposal does not refer to any compensation for the city.
- Alderperson Defnet Ledvina questioned Definitely De Pere if they expected any commitments from the city for the future phases of the plan.
- Tina Quigley explained that Definitely De Pere has no plans for phase two and there is a year or more to make any decisions on the next phase. Tina explained that Definitely De Pere is confident that the kayak rental will be successful.
- Ryan Jennings commented that he kayaks quite a bit and with the type of kayak they are proposing they cannot fill up with water and are quite safe. Ryan suggests that if this project is approved that Definitely De Pere should arrange the layout so the rentals could

be expanded to add another rack. He explained that this is the type of activity that is wanted on the river. Ryan questioned how equipment replacement is handled.

Scott Hemauer explained that at the Bomier location there is enough room to place four racks. With the quality of the kayaks, they should last a long time. Definitely De Pere does not have an exact replacement cost for the equipment, but payback is usually 3-5 years. In the contract, the split is 70/30 with Kayak Wisconsin, but there is no split on the cost of the equipment.

Tina Quigley added that Kayak Wisconsin states the payback period of 3-5 years with the season running June – August. Tina believes the season could be extended and the payback reached sooner. Tina mentioned that Definitely De Pere is willing to look at some type of payback to the city.

Alderperson Raasch stated he feels it is an interesting concept and would like to see where it goes but wants to make sure that if the city is requested to invest resources into a project, that the city benefits as well. Ultimately Kayak Wisconsin is getting most of the benefits from the proposal.

Scott Hemauer commented that Definitely De Pere views it as a way of adding amenities to the city.

Alderperson Chandik Kunderlik likes the idea and that as contracted services become more popular, they are like an extension of the parks.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that there are a lot of obstacles with this proposal, but it is a good idea and hopes there is a way to solve the obstacles. The staff memo states that if the proposal is approved, the Park Board would need to ask for funding from unassigned reserves. However, with the delay in getting the kayaks until 2023, the funding could be requested for in the 2023 budget. Also, there would also need to be some type of agreement or vending service permit that will need to be approved.

Alderperson Raasch questioned if the kayak launch at Bomier could be reconfigured, so it is an actual dual kayak launch.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that the location of the kayak launch at Bomier has been changed and is now placed on the outside of the dock and is now a dual launch. Marty also commented that amenities and proposals like these should be included in the 7-year capital plan, where grant applications could be submitted for the launches.

Randy Soquet questioned how long Kayak Wisconsin has been in business and how long it takes to receive your code to use the kayaks. Their website states that you need to download their app and then you should have a code within two hours.

Scott Hemauer explained that it is a new company. Kimberly just signed on last year and Wrightstown signed up the middle of last year. He stated that Definitely De Pere is a little more comfortable with the company because both Kimberly and Little Chute recently agreed to a contract.

James Kneiszel moved to return to regular order at 7:16 PM, seconded by Alderperson Defnet Ledvina. Upon vote, the motion passed unanimously.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that if Park Board decides to move forward with this program at Bomier, staff could work out the details of the contract with Definitely De Pere and either bring the item back to Park Board, or if the Park Board is comfortable with staff handling it, the agreement could go directly to council for approval. If council approves it, then it would be placed in the 2023 budget.

Ryan Jennings moved to approve phase one of the proposal for Definitely De Pere to fund and place a kayak rack for rentals at Bomier Boat Launch and have staff work with

Definitely De Pere to develop the agreement with the agreement going directly to council for approval, seconded by Alderperson Chandik Kunding.

Ryan Jennings explained that he loves the idea and is glad that the item is moving forward. The funds that the city is providing is minimal to allow people to use the river and is hopeful that a resolution will be found on how the city can get some type of payback.

Alderperson Raasch stated that with the agreement there should be some sort of fee structure that funds get returned to the city for upkeep and maintenance.

James Kneiszel thinks it is a great idea and suggested that staff check with other communities to see if they are receiving any payback on the kayak rentals.

Upon vote, the above motion passed unanimously.

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

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

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that three proposals were received for the design consultant for the Nelson Family Pavilion. Staff scored each proposal, and a summary of the review is provided. Each proposal had numerous questions, which were sent out to the consultants, with the answers provided tonight. McMahon and Somerville both scored high, with C&S scoring a bit lower. Staff would recommend bringing in McMahon and Somerville for interviews.

Ryan Jennings questioned the amount the bids came in at.

Marty Kosobucki explained that Somerville came in at \$113,000 and McMahon at \$89,500, however there were some services that were not included in McMahon's that would have to be added, so they are more comparable.

Jim Kneiszel questioned if the project is based on the conceptual drawings, are all consultants capable of doing the project and if so, why would we not look at the lowest cost?

Marty Kosobucki explained that the project is based on the conceptual drawing and that each consultant has experience on projects like this. However, the project was laid out in detail and staff did not feel that the lowest bid consultant had a good understanding of the project, which could lead to additional costs.

Jim Kneiszel questioned with the significant cost difference, should C&S be brought in for an interview as well and during the interview process determine if there was a clear understanding of the project.

Alderperson Defnet Ledvina also questioned if C&S should be brought in for an interview. Even with the potential lack of understanding of the project, they still scored quite high.

Alderperson Raasch stated he looks at this project a little differently. Somerville has been a part of this project from the beginning and their bid is probably more accurate because they know what they are getting into and can better conceptualize the project. The only concern with Somerville is that there is an expectation for the city to prequalify the bidders and questioned what burden this would have on the city.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that he spoke with the Engineering Department, and they stated that they would be uneasy about prequalifying bidders due to the lack of project knowledge and lack of staff time. Alderperson Raasch stated with the lack of project understanding from C&S, he would recommend bringing in McMahon and Somerville for interviews. James Kneiszel stated that he would bring in all three consultants for interviews.

Ryan Jennings stated that there are a lot of additional fees that would need to be added into the C&S proposal.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that there are a lot of costs listed in the additional costs of services. If you look at the proposal from C&S, many of their meeting are proposed as virtual. Virtual meetings are sufficient some of the time, but each time they need to attend an in person meeting the cost starts at \$450 per meeting.

Alderperson Raasch moved to approve bringing Somerville and McMahon in for interviews to evaluate the proposals for the design, bidding, and construction management services for 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:	Jennings, Kneiszel, Kundinger, Defnet Ledvina, Raasch, Soquet
EXCUSED:	Melissa Thiel Collar

9. Consideration and Possible Action Related to Providing Softballs to Adult Softball League Games. *

Alderperson Raasch stated that he had an individual contact him on behalf of the softball teams in the leagues. They stated that compared to the other leagues in the area, other communities fee structure is less than De Pere's and the softballs are provided for the leagues. Currently De Pere does not provide the softballs for the leagues, the home team is responsible for providing the balls.

James Kneiszel questioned why this could not be handled at the department level.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that the department could approve the change, however the cost of the softballs is not insignificant, and the department cannot just consume the expense. If the city is to provide the balls, the balls would be stored at the diamonds in the scorer shack, and staff would recommend providing one new ball per game.

Ryan Jennings moved to approve providing softballs for the softball leagues and ask for council to fund the softballs for this year and for the softballs to be included in subsequent years budgets, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

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

10. Discuss Park Board Members Volunteering for the Beer Garden.

Marty Kosobucki stated that we can use volunteers for the Beer Gardens, so if the Park Board would be interested in volunteering staff can send out an email and members can sign up to help when available. This shows the community the Park Boards commitment to the event.

RESULT: DISCUSSED

IV. Staff Updates

1. Staff Update on Memorial Trees to be Planted on Ridgeway Blvd.

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that we had a very generous donation from Jennifer Classon of 22 memorial trees to be planted in the middle boulevard on Ridgeway Boulevard. These trees will help offset the numerous ash and cherry trees that have been taken down recently.

RESULT: DISCUSSED

2. Staff Update on Upcoming Construction of VFW Tennis Courts.

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that after two years, the VFW tennis court project is planned to start on June 1st.

RESULT: DISCUSSED

3. Staff Update on Fundraising Activity for the Nelson Family Pavilion.

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that the mayor is waiting on one very large donation and the fundraising committee is continuing their efforts.

RESULT: DISCUSSED

4. Staff Update on the Status of the Point of Sale System for the Swimming Pools.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that there has been a lot of confusion. We were hoping to use our current point of sale system, but it was not compatible with Rec Desk, so staff had to start over with another company. Equipment has been ordered and everything should be ready for the start of the pool season.

RESULT: DISCUSSED

V. Future Agenda Items

None

VI. Adjournment

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

Respectfully submitted,
Grace Lahtela