Board of Park Commissioners

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

Regular Meeting

Final Minutes

Thursday, April 20, 2023 | 6:30 PM | Council Chambers and Virtual

I. Call to Order

The meeting was called to order at 6:30 PM by Board Member Ryan Jennings

Attendee Name	Title	Status	Arrived
Melissa Thiel Collar	Board Member	Present	
Ryan Jennings	Board Member	Present	
Jim Kneiszel	Board Member	Present	
Amy Chandik Kundinger	Alderperson	Present	
Shana Defnet Ledvina	Alderperson	Present	
Dean Raasch	Alderperson	Present	
Randy Soquet	Board Member	Excused	
Madison DeCleene	Teen Advisor	Present	
Connor Goodman	Teen Advisor	Present	

Others present: Marty Kosobucki; Director of Parks, Recreation, and Forestry, and Grace Lahtela; Administrative Assistant.

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. Section 6-3(f) DPMC

None

III. Items

1. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from March 16, 2023 Meeting.

   Melissa Thiel Collar moved to approve the Board of Park Commissioners minutes from the March 16, 2023 meeting, seconded by Alderperson Defnet Ledvina. Upon vote, the motion passed unanimously.

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

2. Consideration and Possible Action to Accept a $1,750 Donation from Tweet/Garot Mechanical for June Beer Garden*

   Alderperson Chandik Kundinger moved to accept a $1,750 donation from Tweet/Garot Mechanical for the June Beer Garden, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

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

3. Consideration and Possible Action to Approve Flower Bed and Maintenance Around VFW Monument.*

Alderperson Raasch moved to accept the donation from the De Pere VFW to install and maintain a flower bed next to the VFW monument in VFW Park, seconded by Alderperson Chandik Kundinger. Upon vote, the motion passed unanimously.

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

4. Consideration and Possible Action to Approve Reconstruction of the Preserve Trail Crossing on Lawrence Drive.

Alderperson Raasch moved to approve the reconstruction of the Preserve Trail crossing on Lawrence Drive, seconded by James Kneiszel.
Alderperson Raasch questioned if the recommendation will need to go to the Board of Public Works for approval. Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that it does not need Board of Public Works approval. This is a DOT project which needs approval from all adjacent property owners. With the property being a park, it only has to go to the Board of Park Commissioners for approval.
Upon vote, the above motion passed unanimously.

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

5. Consideration and Possible Action to Approve Playground Proposal for Legion Park.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that proposals were sent out for the Legion Woods playground replacement. The proposal asked for an inclusive playground, with commercial grade equipment, between 2,500 to 3,000 square feet, and a budget of $65,000 or less. This price would allow funding for the sidewalk, drain tile, and poured in place surfacing. Many companies have lead times of over 40 weeks, so they did not bid. Proposals were received from two different manufacturers, Lee Recreation and Minnesota/Wisconsin Playground.
Option 1 is from Lee Recreation and was ranked the highest of the proposals with staff. The footprint of the playground is 3,264 square feet and is within budget. It has 21 play events, with 12 accessible from the ground. With the footprint for the playground at 3,264 square feet, it would be over budget with the poured in place surfacing. Staff contacted Lee Recreation to see if the layout could be revised and the indicated it could be without losing any play events. Option #2 from Minnesota/Wisconsin Playground ranked second of the options. The footprint is 3,000 square feet and within budget. It has

16 play events with 6 accessible from the ground. Staff recommendation would be to go with the Lee Recreation proposal, with the revised layout. It has more overall play events, along with more events accessible from the ground.
Ryan Jennings stated he likes the Lee Recreation proposal but likes the swing on the Minnesota/Wisconsin design where the parent can swing with the child. Alderperson Chandik Kundinger agreed with Ryan.
Ryan Jennings questioned if colors had to be determined. Marty Kosobucki stated that the colors of the playground would need to be decided on. Staff could bring this back to the May meeting for determination, but that would delay the construction of the playground by a month. The other options is for the Park Board to leave that decision up to staff.
Alderperson Chandik Kundinger stated she would be fine with staff choosing the colors to expedite the ordering of the equipment.
Alderperson Chandik Kundinger moved to approve the option 1 proposal from Lee Recreation, with staff to determine colors to expedite the timeline, and to see if there is an option of switching the handicap swing to the one from Minnesota/Wisconsin playground, seconded by Alderperson Raasch.
James Kneiszel recommended to stay away from red because of fading and would prefer more natural colors.
Alderperson Defnet Ledvina agreed that with the playground being at Legion Woods, natural colors would look good. Madison DeCleene, Teen Advisor, added that forest green would look good.
Upon vote, the above motion was approved unanimously.

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

6. Consideration and Possible Action to Approve Playground Proposal for Lawton Park.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that the biggest issue with Lawton Park is space. Request for Proposals were sent out with requirements of commercial grade posts, an inclusive playground of 2,500 square feet or less, and a budget of $51,000.
Marty Kosobucki reviewed the three options that were received. The Minnesota/Wisconsin proposal was 2,300 square feet and within budget. It was ranked last by internal staff. It has 13 total play events, with 9 elevated and 4 ground level. The one big issue with this design was that there were no swings. Lee Recreation option #2 had a footprint of 2,500 square feet and within budget. From internal rankings, this was ranked second. It has 16 total play events, with 9 elevated and 7 ground level. Lee Recreation option #1 was a little over 3,000 square feet and within budget. From internal rankings, this was ranked first. It has 20 total play events, with 7 being elevated and 13 at ground level. The issue is the footprint consumes most of the park property. Staff recommendation would be for Lee Recreation option #2. Although the Lee Recreation #1 offers more play events, there is a hesitation of consuming that much green space of the park.
Alderperson Defnet Ledvina questioned if staff asked if Lee Recreation could rework option #1 so that it does not consume so much space. Marty Kosobucki stated that if you

look at the 2D rendering of the playground, there is not a lot of room for any modifications.
Marty Kosobucki explained that letters were sent out to the neighboring property owners to vote for a playground, and we did have one individual stop by to vote. She was conversing with other neighborhood moms that use the park regularly and their top choice was Lee Recreation #2. The only suggestion they had was to change out the single-seat spinner to the larger double child spinner on the other proposal.
Melissa Thiel Collar stated she drives by the park at least twice a day and the park is used a lot. The kids are using the play equipment, not the green space. Melissa questioned what concern there is for lack of green space. Marty Kosobucki stated mostly it is about the aesthetics of the park and there being only playground equipment. The larger the play equipment, the closer you get to the neighbor's fence, sidewalk, and the road.
Alderperson Raasch stated that the Lee Recreation option #1 does not meet the size requirements of the proposal. Alderperson Raasch moved to approve Lee Option #2, with the possibility of switching the single seat spinner to the double spinner if it meets the budget and required footprint, seconded by Melissa Thiel Collar.
Melissa Thiel Collar stated she likes the color combination of Lee Option #1 better if the playground could include this color combination.
James Kneiszel questioned if the park is super small for a park. Marty Kosobucki explained that he is not sure of the history behind the park, but the city does have several mini parks. One thing that staff did find out was that the park is used by a lot of the neighbors and has a large number of homes and apartments that surround it.
Madison DeCleene, Teen Advisor, questioned the fence and if it was a city fence. Marty Kosobucki explained that it is a wooden privacy fence of the adjacent property owner. Also, while doing mapping for the new playground, it appears that the fence may be on city property. Staff will be looking into this issue.
Madison DeCleene, Teen Advisor, questioned if there are benches within the playground proposal. Marty Kosobucki stated that there are no benches in the proposal, but there would be the ability to add benches in the future.
Upon vote, the motion passed unanimously.

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

7. Consideration and Possible Action to Approve Grant Application for Canoe/Kayak Launch to NRDA.*

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that there is money in the budget to install a kayak/canoe launch at Voyageur Park. Staff reached out to the NRDA to see if this is a project that is eligible for grant funding and found out it is.
Alderperson Defnet Ledvina moved to approve the grant application for a kayak/canoe launch at Voyageur Park, seconded by Alderperson Raasch.
Alderperson Raasch questioned if this grant was one that staff found or if the consultant suggested it. Marty Kosobucki explained that staff was aware of the grant opportunity.
Upon vote, the above motion passed unanimously.

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

8. Consideration and Possible Action to Approve Grant Application for Canoe/Kayak Launch to WDNR.*

Alderperson Raasch moved to approve the WDNR grant application for a kayak/canoe launch at Voyageur Park, seconded by Alderperson Chandik Kundinger. Upon vote, the motion passed unanimously.

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

9. Consideration and Possible Action to Approve Alkalinity System Quote from Carrico Aquatics with an Additional $860 From Pool Referendum Funding.*

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that due to lead time issues to get the alkalinity system, the City Administrator already approved the purchase. Last year the building maintenance supervisor requested one to be installed. It was put in the budget and approved. This request is for the increase in the product cost, over the budgeted amount. Staff recommends the $860 overage come from the pool referendum funding.
Ryan Jennings moved to approve the purchase of the alkalinity system from Carrico Aquatics, with the additional $860 coming from the pool referendum funding, seconded by Alderperson Defnet Ledvina. Upon vote, the motion passed unanimously.

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

10. Discussion of Nelson Pavilion Budget Breakdown

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that bids for the Nelson Family Pavilion came in around $1.5 million, which were very close to the budget amount; however, the soil testing results were not received prior to the bid opening. The preliminary soil testing results came in stating there is bad soil. The consultant thinks it will be around $75,000 to correct the problem; however, the final soil report is not back yet.
Marty Kosobucki explained the different alternative bids for the project. Alternate #1 is for pavement to be used on the sidewalk instead of concrete. The consultant thought that the pavement would come in cheaper, but it came in higher. Concrete is preferred, so staff would recommend alternate #1 to not be approved. Alternate #2 is for the interior ceiling of the multi-purpose room to painted MDF board, instead of the lineal metal clad that matches the outside of the building. This would be a decrease of $17,000. As the bids stand now, the project would be about $130,000 over budget. Staff has had

discussions with the consultant and the contractor to look at what can be done to decrease the costs, but not change the look of the building. Currently we are not looking at reducing the number of bathrooms. There have been some donations received since the bid came in, with the possibility of another $50,000 donation coming in. The mayor is speaking with someone about the naming rights for the patio, and staff will be recommending that the revenues from the 2023 beer garden be allocated to the Nelson Family Pavilion.
Alderperson Chandik Kundinger questioned if the results from the soil findings can be remedied. Marty Kosobucki explained that there are many ways of correcting the issue, but the easiest and cheapest way would be to put metal pylons down until rock is reached.
Ryan Jennings questioned if changing the ceiling from metal clad will require additional maintenance. Marty Kosobucki explained that the MDF board will need to be painted, but it will not be a maintenance problem.
Alderperson Chandik Kundinger questioned with everything that is known now, when can it be expected that construction will start. Marty Kosobucki stated that if approved, the bid will go to Council in early May, the contract then will need to be signed, which usually takes a couple of weeks. If everything goes as planned, construction could begin by late May or early June.

RESULT:	**DISCUSSED**

11. Consideration and Possible Action to Approve the Bids for the Nelson Family Pavilion.*

Alderperson Defnet Ledvina moved to approve the bid from IEI General Contractors, accepting bid alternative 2, for a total cost of $1,518,281, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

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

12. Review and Discussion on Proposed Capital Improvement Plan

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that the 7-year Capital Improvement Plan is for planning purposes. When looking into the plan, the first goal of staff is to take care of what we currently have, before looking at anything new. Marty Kosobucki gave a rundown on a few of the projects that have been in the CIP for several years to see if the Park Board wanted to leave them in or remove them completely. These projects are the shelter at Kiwanis and Samantha Park.
Ryan Jennings stated that Kiwanis has soccer fields, so it would be nice to have a restroom at the park. Marty Kosobucki stated that there are portable toilets at Kiwanis. There is also a very successful park program that is run at Kiwanis Park and currently staff does not have water for the program.
Melissa Thiel Collar question with the addition to Waterview Heights if there is a park planned for the new subdivision, and with the new subdivision there will be increased traffic at Kiwanis. Marty Kosobucki stated that there are funds in the budget for basic landscaping for the designated park area of the new subdivision. Alderperson Raasch commented that the subdivision will be done in phases and the plan is to have a park in the center of the subdivision.
Melissa Thiel Collar questioned if the $200,000 proposed for the new park would be better dedicated to Kiwanis Park to put in a restroom building.

Alderperson Raasch questioned the purchase of a stumper and if it makes sense to contract out stumping. Marty Kosobucki stated he is not opposed to contracting out stumping at the price we received recently; however, he does not think the forestry department should be without a stumper.
Ryan Jennings questioned if a van was the best type of vehicle for watering. Marty Kosobucki stated the van was a hand down from the old water utility. The Parks Department needed something to put a water tank on, so they used the van. When it is replaced, it will not be with another van.
Ryan Jennings questioned if the shelters at Kiwanis and Samantha Park should be removed from the CIP. Alderperson Raasch and Alderperson Defnet Ledvina requested for them to be left in.

RESULT:	DISCUSSED

13. Discussion and Review Legion Pool Maintenance Items

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that there have been some issues with Legion Pool. It currently appears that things are finally in good shape. Late last year, a leak was found in the baby pool, in a seam in the main pool, and a break in the pool wall. A quote was received for the repairs needed and was approved in December. The contractor came in and fixed the leak in the baby pool. When staff went to pressurize the baby pool it would not hold pressure. Staff was able to locate another leak in the pool, fixed it and the baby pool now holds pressure. Last year, even with the leak in the seam, the main pool held pressure. Staff went to pressurize the main pool this year and it did not hold pressure. Staff found a leak in the main pool, fixed it, and it now holds pressure. When the contactor went to fix the wall, they were able to fix it, but notified staff that the area behind the wall is hollow. The seam still needs to be fixed and the contractor is supposed to come back in the next couple of weeks to fix it. Staff is doing the best they can to find the leaks and fix them.
Alderperson Raasch stated that the city now has a master plumber on staff and that makes a huge difference in what repairs staff can now do.

RESULT:	DISCUSSED

14. Consideration and Possible Action to Approve the Financial Statements for the De Pere Ice Center.

Melissa Thiel Collar moved to accept the financial statements from the De Pere Ice Center, seconded by Ryan Jennings.
Alderperson Raasch questioned what the life of the Ice Center is for the city. Marty Kosobucki stated that he met with Don Chilson from the ice center, and he has some concerns about the long-term sustainability of the arena. There are a lot of large ticket items that will need to be addressed and explained that the user groups will need to step up. Staff feels that a facility needs assessment and condition report be done to the building, with funding coming from the ice arena fund.
Alderperson Raasch commented that the Ice Center is on city property and a city building. Cornerstone is not that far away and has a lot of ice. He feels it might be time to look long term to see if there is something better that the city can do with the property.
Upon vote, the above motion passed unanimously.

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

IV. Staff Updates

1. Staff Update on Ammendment to the Tree Removal Agreement.

   Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that the city was able to negotiate an amendment to the tree removal contract that was signed last year. With this amendment ash tree removals should be complete and staff time can be allocated to pruning and planting

RESULT:	**DISCUSSED**

V. Future Agenda Items

Alderperson Defnet Ledvina reminded staff that the chair and vice chair had to be elected.
Connor Goodman, Teen Advisor asked about the clean up with Wilson Park and stated his NHS chapter is very interested in doing a project there.
Alderperson Raasch commented that with the noxious weed ordinance revisions, for park staff survey areas that can have more natural plantings that support bee/butterfly habitat.
Alderperson Defnet Ledvina requested that Beer Garden profits allocations to the Nelson Family Pavilion be discussed.

VI. Adjournment

Alderperson Defnet Ledvina moved to adjourn the meeting at 7:50 pm, seconded by Ryan Jennings. Upon vote, the motion passed unanimously.

Respectfully submitted,
Grace Lahtela