



Board of Park Commissioners

Regular Meeting

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

Agenda

Thursday, April 18, 2024

6:30 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statute 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 **April 18, 2024** at **6:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

The Public or Members of the Board of Park Commissioners, which may count toward an official quorum, may attend the meeting either in person in the Council Chambers or telephonically or electronically via video conferencing or other appropriate technological means. Telephonic or electronic access to the meeting is provided below:

Computer/smart phone accessing <https://www.gotomeet.me/DePere>

OR

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(312\) 757-3117](tel:+13127573117)

Access Code: 154-883-285

This meeting may also be rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at <http://deperecitywi.igmp2.com/>.

I. Call to Order

1. Roll Call

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

III. Items

1. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the March 21, 2024 Meeting.
2. Consideration and Possible Action to Approve \$2,500 Donation from Greta Johnson to Rec Scholarship Fund*
3. Consideration and Possible Action to Approve a \$600 Donation from GRAEF for Prizes for Beer Gardens*
4. Consideration and Possible Action on Changing the Policy Related to Use of Tot Pool During Swim Lessons.
5. Consideration and Possible Action to Approve Changes in the Holiday Light Show.
6. Consideration and Possible Action to Approve Rental Procedures and Fees for Nelson Family Pavilion.*

IV. Discussion Items

1. Review and Discussion on 2025-2031 Proposed Capital Improvement Plan

2. Announcement of Retirement of Current Park Superintendent, Don Melichar.

V. Future Agenda Items

VI. Adjournment

Any person wishing to attend this meeting who, because of their 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
Alderspersons
Mayor James Boyd
Larry Delo, City Administrator
Tony Wachewicz, City Attorney
Marty Kosobucki
Carey Danen, City Clerk
City Hall 1st and 2nd Floor
De Pere Girls Softball
Connor Goodman, Teen Advisor
Connor Mason, Teen Advisor
Patrick Skalecki, GRAEF

De Pere Youth Hockey
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
Christopher Thompson, De Pere School Dist.
Dennis Krueger, WDP School District
Greta Johnson

***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: April 18, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Grace Lahtela

SUBJECT: Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the March 21, 2024 Meeting.

ATTACHMENTS:

- Draft Minutes 3-21-24(PDF)



Board of Park Commissioners

Regular Meeting

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

Draft Minutes

Thursday, March 21, 2024

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	Excused	
Amy Chandik Kunderinger	Aldersperson	Present	
Shana Defnet Ledvina	Aldersperson	Present	
Dean Raasch	Aldersperson	Present	
Randy Soquet	Board Member	Present	
Connor Mason	Teen Advisor	Present	
Connor Goodman	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. Chapter 6-3(f) DPMC

Elizabeth Kee spoke regarding the reduction of hours for the tot pool. She is a frequent user of the De Pere pools and prior to last summer, on Monday – Thursday, the tot pool was open in the morning during swim lessons. In 2023, due to safety concerns, the tot pool hours were eliminated during the morning swim lessons and only available during open swim hours in the afternoon and evening. These hours are not convenient for young children as they are usually napping or getting ready for bed. She is asking the Park Board to reconsider the policy and open the tot pools up in the morning during swim lessons, even if the hours were alternated between Legion and VFW.

Randy Soquet thanked Aldersperson Raasch for his 10 years of service as an Aldersperson and 7 years on the Park Board. Aldersperson Raasch is transferring out of the area, and this is his last Park Board meeting. Aldersperson Raasch thanked the Park Board and stated that the Park Board was his favorite part of being an elected official. The kids have always been most important to him and looking at how the city can make things better for them.

III. Items

1. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from February 15, 2024 Meeting.

Aldersperson Defnet Ledvina moved to approve the minutes from the February 15, 2024 meeting, seconded by Aldersperson Raasch. Upon vote, the motion passed unanimously.

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

2. Consideration and Possible Action to Approve Rental of Voyageur Park for the Water Lantern Festival.

Alderperson Raasch moved to approve the rental of Voyageur Park for the Water Lantern Festival, seconded by Melissa Thiel Collar.

Alderperson Defnet Ledvina questioned if the entire park was going to be closed for the event. Marty Kosobucki explained that they only rented the park, and the Riverwalk and park will remain open for the event. Alderperson Defnet Ledvina expressed her concern that the park was going to be blocked off.

Upon vote, the motion passed unanimously.

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

3. Consideration and Possible Action to Approve Donation from the Talented and Gifted Students at the Unified School District to Build a Floral Garden at Legion Park.*

Alderperson Raasch moved to open the meeting at 6:40 pm, seconded by Alderperson Chandik Kunding. Upon vote, the motion passed unanimously.

Brody Hansen stated that he is working with Henry and the Talented and Gifted Teacher to help beautify Legion Park. The project will be done this Spring with other Talented and Gifted students by the new playground.

Alderperson Raasch questioned how the project will be funded. Brody Hansen explained that the students applied for a grant from the city for the project.

Randy Soquet questioned why they chose Legion Park and not a park that is closer to the middle school. Brody stated that they picked Legion because it is still close to the school, it hasn't been beautified in a long time and they both use Legion Park and are familiar with it.

Alderperson Defnet Ledvina stated she drives past the sign every day and thinks it is a perfect spot.

Alderperson Raasch moved to close the meeting at 6:45 pm, seconded by Alderperson Defnet Ledvina. Upon vote, the motion was approved unanimously.

Randy Soquet moved to approve the donation from the Talented and Gifted Students at Unified School District to build a floral garden at Legion Park, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

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

4. Consideration and Possible Action to Approve Donation of Time and Materials from De Pere High School and De Pere Area Chamber for Park Projects.

Alderperson Raasch moved to approve the donation of time and materials from De Pere High School and the De Pere Chamber of Commerce for park projects, seconded by Melissa Thiel Collar. Upon vote, the motion passed unanimously.

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

5. Consideration and Possible Action to Approve Request from East River Trail Collaborative Effort To Plant Native Vegetation

Alderperson Defnet Ledvina moved to approve the request from the East River Trail Collaborative Effort to plant native vegetation in the City of De Pere property, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

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

6. Consideration & Possible Action to Approve Drop-in Pass for Adult Softball Leagues

Melissa Thiel Collar moved to approve the drop-in pass for adult softball leagues, 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, Kundinger, Defnet Ledvina, Raasch, Soquet
EXCUSED:	Jim Kneiszel

7. Consideration and Possible Action to Approve Pool Rental Contract for SNC Pool Usage

Alderperson Raasch moved to approve the rental contract for St. Norbert College pool usage, seconded by Alderperson Defnet Ledvina. Upon vote, the motion passed unanimously with Alderperson Chandik Kundinger abstaining.

RESULT:	ADOPTED [5 TO 0]
MOVER:	Dean Raasch, Alderperson
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	Thiel Collar, Jennings, Defnet Ledvina, Raasch, Soquet
ABSTAIN:	Amy Chandik Kunding
EXCUSED:	Jim Kneiszel

8. Consideration and Possible Action to Approve Color Options For Nelson Pavilion Furniture.

Randy Soquet moved to approve the color options for the Nelson Family Pavilion as recommended by staff, seconded by Ryan Jennings. Upon vote, the motion passed unanimously.

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

9. Consideration and Possible Action on Approval of Rental Procedure and Fees for Nelson Family Pavilion.*

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that the recommendations are essentially the same as the last meeting, with a couple revisions. The rental fee was increased, and staff added the ability to rent the bowl with the Nelson Family Pavilion. There are contingencies with the rental of the bowl. Due to parking issues, the bowl can only be rented with the Nelson Family Pavilion if the outdoor shelters are not rented.

Ryan Jennings questioned the amount of the park rental fee. Marty Kosobucki stated that the park rental fee is \$410 and does not include the rental of the Nelson Family Pavilion. If the park is rented, the outdoor shelters are included, but not the Nelson Family Pavilion

Alderperson Defnet Ledvina questioned what is available for use if the Nelson Family Pavilion is not rented. Marty Kosobucki stated that the open patio is the only thing that would be available to use. Alderperson Defnet Ledvina stated her concern is that residents will not have access to Voyageur Park and more events will be occurring that totally block off access to the park, like Celebrate De Pere. Marty Kosobucki stated that could be accurate and the park is very attractive.

Alderperson Defnet Ledvina stated that the proposed rates are very accessible and feels the fees should be raised. Marty Kosobucki stated that the fees may be low for a corporate event, but maybe not for a couple planning a small wedding reception.

Alderperson Chandik Kunding suggested that a non-profit and a for profit or corporate rate be distinguished.

Alderperson Raasch questioned when does a Special Event Permit need to be obtained. Marty Kosobucki stated that if the event is open to the public then the special event

process needs to be followed, but not sure what attendance limits are. Alderperson Raasch stated another option for fees could be if the event is public or private.

Connor Goodman stated that he feels that there needs to be a weekend and weekday rate. Marty Kosobucki stated that we do have weekday and weekend rates, but maybe we could add a fee for preferred months as well.

Melissa Thiel Collar stated that there should be a precedence for non-profit organizations and maybe double the fee for profit events. Marty Kosobucki stated that there are not many for profit organizations running events. Alderperson Raasch stated that public versus private events should also be addressed.

Randy Soquet questioned the number of inquiries that are out there for the use of the Nelson Family Pavilion. Marty Kosobucki stated there are probably about 6 that have asked to be penciled in for use and another 6 that have asked about the fees.

Marty Kosobucki stated that regardless of what fees are established, the fees should be reviewed and adjusted after 6 months or a season of use.

Ryan Jennings suggested using blackout dates. Marty Kosobucki worries about blocking out dates and the possibility of turning away an event and then not having anyone rent the shelters.

Randy Soquet moved to refer the item back to staff to consider a prime season rate, public versus private fee, blackout dates for renting the pavilion and not the bowl, and profit versus non-profit rates, seconded by Alderperson Defnet Ledvina.

Alderperson Raasch stated he is not in favor of the block out dates.

Ryan Jennings questioned anticipated procedures if the Nelson Family Pavilion and bowl are rented far in advance. Marty Kosobucki stated that if both the pavilion and the bowl are rented then the two outdoor shelters would not be rented, but available for use. If the outdoor shelters are rented, then the pavilion could be rented, but not the pavilion and bowl together due to parking concerns.

Connor Mason suggested fees based on expected attendance of the event. Marty Kosobucki stated that is a great idea, however there is not enough staff to monitor events and keep people honest.

Randy Soquet amended the above motion to remove blackout dates from the motion. Alderperson Defnet Ledvina is good with the amendment. Upon vote, the motion passed unanimously.

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

10. Consideration and Possible Action to Approve Willems Playground Proposal and Budget.*

Alderperson Raasch moved to approve the proposal and budget for the Willems Park playground, seconded by Randy Soquet.

Connor Goodman stated he was happy to see that the large spinner was still on the plan.

Upon vote, the motion passed unanimously.

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

11. Consideration and Possible Action on Kelly Danen Playground Improvements

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that while reviewing the completed projects it was noted that there is \$17,000 to \$20,000 left from the donation received for the Kelly Danen Playground. Staff reached out to Mary Bain from the church to see if they had any suggestions. Mary stated that they would be fine with anything that benefited the playground. Originally there was going to be a decorative fence on the front portion of the fence to keep the little ones in the playground. One option would be to put a decorative fence around the entire playground at a cost of approximately \$11,000. Staff also contacted the playground manufacturer to see if there were any other play features that could be added. They suggested incorporating three play panels with the fence. The play panels would be around \$12,000, for a total approximate cost of \$23,700 for the fence and panels.

Alderperson Chandik Kunding feels seating is very important and that a bench would be a better option over the play panels. Even a bench with no back so parents can sit either way, allowing them the ability to watch younger kids at the playground and the older kids play baseball. Marty Kosobucki stated there are very limited areas that a bench could be located safely. The cost for a bench would be around \$3,000, so there would be enough funds to do the fence and bench.

Conner Goodman stated he thinks the play panels are a bad idea. There does not seem to be the play value for the panels. He feels the money should be spent on seating, a better fence, or screening for foul balls.

Alderperson Raasch agreed that he is not a fan of the panels.

Melissa Thiel Collar agreed with Alderperson Chandik Kunding regarding seating and the possibility of a bench with no back. Marty Kosobucki stated he still worries about the safety of the bench.

Melissa Thiel Collar moved to proceed with purchasing one backless bench and fencing to go around the playground equipment, seconded by Alderperson Chandik Kunding. Upon vote, the motion passed with Alderperson Raasch voting nay because he is not in favor of the bench.

RESULT:	ADOPTED [5 TO 1]
MOVER:	Melissa Thiel Collar, Board Member
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	Thiel Collar, Jennings, Kunding, Defnet Ledvina, Soquet
NAYS:	Dean Raasch
EXCUSED:	Jim Kneiszel

12. Consideration and Possible Action on Approval of Surveillance Camera Plan for Park System.

Alderperson Raasch moved to approve the surveillance camera plan for the park system, seconded by Alderperson Defnet Ledvina. Upon vote, the motion passed unanimously.

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

IV. Staff Updates

1. Staff Update on the 2023 Donations

Marty Kosobucki, Director of Parks, Recreation, and Forestry thanked all the donors and staff for doing a great job getting the donations.

Randy Soquet also thanked the community for all their support.

RESULT:	DISCUSSED
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2. Status Report on the Southwest Park Building Repair.

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that it appears that the Southwest Park repairs will be completed in April. Although the building will be back up and functioning, the interior will not be 100% complete because we are waiting for the cabinets to be finished.

RESULT:	DISCUSSED
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V. Future Agenda Items

Alderperson Defnet Ledvina requested the tot pool hours be on the agenda next month, with discussion and possible action.

Marty Kosobucki stated that the Capital Improvement Plan will be on next month's agenda.

VI. Adjournment

Melissa Thiel Collar moved to adjourn the meeting at 7:30 pm, seconded by Randy Soquet.
Upon vote, the motion passed unanimously.

Respectfully submitted,
Grace Lahtela



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 18, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Consideration and Possible Action to Approve \$2,500 Donation from Greta Johnson to Rec Scholarship Fund*

ATTACHMENTS:

- Rec Scholarship 2024 - Greta Johnson (DOCX)

CITY OF DE PERE

Community Center

600 Grant Street, De Pere, WI 54115 | 920-339-4097 | www.de-pere.org



TO: Board of Park Commissioners

FROM: Paula Rahn, Recreation Superintendent

DATE: March 20, 2024

RE: Consideration & Possible Action to Approve \$2,500 from Greta Johnson to the Recreation Scholarship Fund

Staff is requesting the Board of Park Commissioner's approval to accept a generous donation of \$2,500 from Greta Johnson to the Recreation Scholarship Fund. Ms. Johnson has graciously donated this same amount for the past five years. We are genuinely thankful for her continued support.

Through 2023, the Recreation Scholarship Fund had awarded 496 scholarships to families in need. Our current balance in the account is nearly \$38,463.

Thank you for your time and consideration.

Donation Information:

From: Greta Johnson

1301 Franklin St.

De Pere, WI 54115

To: De Pere Parks & Recreation Department

For: Recreation Scholarship Fund

Amount: \$2,500



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 18, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Consideration and Possible Action to Approve a \$600 Donation from GRAEF for Prizes for Beer Gardens*

ATTACHMENTS:

- Beer Gardens 2024 Prizes - Graef (DOCX)

CITY OF DE PERE

Community Center

600 Grant Street, De Pere, WI 54115 | 920-339-4097 | www.de-pere.org



TO: Board of Park Commissioners

FROM: Paula Rahn, Recreation Superintendent

DATE: March 20, 2024

RE: Consideration and possible action to accept a \$600 donation from GRAEF for the De Pere Beer Gardens

Staff is requesting the Board of Park Commissioner's approval to accept a \$600 donation from Graef towards our 2024 Beer Gardens at Voyageur Park. This donation will be used to cover large prize giveaways at each of our beer garden events this summer.

Last year we added these prize giveaways at the beer gardens in hopes to entice more people to attend. We believe it worked as we noticed several people left after the prize winners were announced. GRAEF sponsored the prize giveaways last year and we are thankful they have graciously donated money for the prizes again this year.

Thank you for your time and consideration.

Donation Information:

From: GRAEF

1150 Springhurst Dr. #201

Green Bay, WI 54304

c/o Patrick Skalecki

To: De Pere Parks & Recreation Department

For: 2024 Door Prizes Sponsorship for the 3 Beer Garden Events

Amount: \$600



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 18, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action on Changing the Policy Related to Use of Tot Pool During Swim Lessons.

ATTACHMENTS:

- Memo.Tot Pool (DOCX)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Date: April 18, 2024

RE: Tot Pool Schedule/Policy

At the last month's meeting the Park Board requested we submit an action item to discuss our pool policy of not opening up the Tot Pool during the morning hours. This policy was changed last year and implemented for the pool season of 2023. I will try to provide you a synopsis of the topic, along with some history.

Old/Original Policy: Our original policy was to allow for people to use the Tot Pool during the morning hours while we had swim lessons going on.

New/Current Policy: Does not permit for people to utilize the Tot Pool unless it is rented and/or during open swim hours.

Reason for change to New/Current Policy: The main reason for the change in policy was safety.

- Our pools over the last several years have been a very popular venue.
- When we have lessons, we only employ people to teach the lessons and one roaming lifeguard.
- We do not have someone scheduled/employed to monitor the tot pool and the traffic coming in and out of the facility intended for the Tot Pool.
- Concerns were evident that an unsupervised tot or person could easily navigate their way to the pool. With only one lifeguard on duty this puts the person and other members at a risk.
- Finally, the recommended change was also to provide better security and monitoring of our swim lessons. Swim lessons are a high stress environment for many staff and parents. We have children learning to swim, we have a large amount of traffic between lessons of people coming and people going, and a challenging environment of monitoring all of this. We received a number of complaints from parents about the lack of supervision on the pool deck and the lack of a controlled environment.
 - o An unsupervised tot/person entering the pool not only creates an unsafe environment, but also a stressor and challenge to children learning how to swim.
 - o Last, for safety of the pool facility and children during lessons, we do not allow parents on the pool deck. If we are to allow general users to enter and use the tot pool, it makes it incredibly difficult to defend parents not being allowed on the pool deck. Once we allow people on the pool deck, it generates an unsafe environment for the children to learn swimming.

Miscellaneous Information:

- If the decision is to allow for Tot Swims during the morning, we would not recommend doing so without additional staff. A rough estimate of \$50/day would need to be assumed to add staff and ancillary items to monitor traffic on the pool deck/tot pool/locker room/etc...
-

Staff Recommendations:

- Staff's first priority would be to keep the current policy in place. We feel this provides the highest safety value for our patrons and keeps us in line with our budget forecast.
- If the decision is to allow for Tot Pool usage during the morning hours. Staff would recommend a limited number of days for each pool, and obtain approval from City Council for funding to hire additional staff to provide for monitoring of the pool deck and tot pool during lessons. We would also recommend the open swim time for the tot pool coincides with our Swim Lessons.
- Staff would not recommend allowing of the tot pool and not provide additional staff for monitoring.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 18, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to Approve Changes in the Holiday Light Show.

ATTACHMENTS:

- Memo.Holiday Lights Updates(DOCX)
- Holiday Lights Walking Event Proposal (MSG)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
 From: Marty Kosobucki
 Date: April 18, 2024
 RE: Holiday Light Show - Updates

We are proposing some changes to the Holiday Light Show to build on its popularity and to take advantage of the opening of the Nelson Pavilion.

The Holiday Light Show held in Voyageur Park has steadily gained attention and popularity. We would like to propose some changes to the event we think will build its popularity and importance within the community. At this point, all of the proposed changes fall within the scope of our budget. However, if events and/or features plan to be added that utilize more than our approved budget we would pursue a sponsorship.

Changes being proposed are:

- Increase the number of days offered from 7 days to 9 days.
 - o This year we plan to host on Dec 12, 13, 14, 15 (Thursday – Sunday), and December 20, 21, 22, 23, and 24 (Friday – Tuesday).
 - o We do not plan to host the event on Christmas day as our historical numbers have shown it is the lowest attended day of all the days and allows staff to be with their families.
- Special Event Day
 - o On December 12 we plan to make the event a walking event only. Combined with this concept we will host activities at the Nelson Pavilion. See attached information from Amanda Baker, our Recreation Coordinator.
- Sponsor Trees
 - o Because space is starting to become a premium, we are proposing a maximum of 40 sponsor trees allowed.
 - With this maximum number of trees, we are proposing that the previous year tree sponsors are offered the chance to register first. After the returning sponsors deadline, it would then be open to first come first served.
- Sponsor Tree Competition
 - o We are proposing to have a friendly competition of sponsor trees. We would allow the public to vote on the best decorated tree. The winner would be provided free admission as a tree sponsor the following year.

Staff is asking for approval to the changes and additions to the event.

Grace Lahtela

From: Amanda Baker
Sent: Wednesday, April 10, 2024 12:44 PM
To: Marty Kosobucki
Subject: Holiday Lights Walking Event Proposal

To celebrate opening day of our annual Holiday Lights Show, the Parks, Recreation & Forestry Department would like to hold a walking event on Thursday, December 12th. Patrons will only be able to walk through the lights show, not drive, from 5:00pm to 9:00pm. We are tentatively planning for our event to run from 5:00pm to 8:00pm. The event will also highlight our Nelson Pavilion with special decorations on the building and a "Candy Cane Lane" leading up the walkway. Inside the Pavilion we will have the room decorated with Santa Claus greeting families and taking pictures with the children. Other notable highlights of the event are selling hot chocolate, patrons voting for their favorite tree, and (hopefully) Stanley dressing up as a reindeer!

Cost Breakdown: we plan to use the \$750 budget. Below are ideas for what we could include in the event.

- Santa Claus (Rick Rosenbaum already booked) - \$250
- Decorations (tentative ideas - sleigh, Christmas tree, tree decorations, fake snow, chair, blankets, wrapped presents, fake fireplace) - \$350
- Space Heater Rentals - \$19 - \$50
- Candy Cane (Spangler) Handout – \$54
- Outdoor Activities (Christmas themed cornhole, Snowball toss) – \$50
- Elf Costume - \$25-\$50

*There is the possibility of having a sponsor for a portion or all the event costs.

*Looking at budget, I think the sleigh might be something we buy later considering how many other things we need to purchase.

*Definitely De Pere station uses their own personal Christmas decorations for their Santa event.

Below are pictures to visualize some of the decoration ideas....



Mandi Baker (she/her)

Recreation Coordinator | Parks, Recreation & Forestry | [City of De Pere](#)

600 Grant St. | De Pere, WI 54115

Phone: (920) 336-6054 | Fax: (920) 339-6348

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City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 18, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to Approve Rental Procedures and Fees for Nelson Family Pavilion.*

ATTACHMENTS:

- Memo.Nelson Rental Rates.April (DOCX)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
 From: Marty Kosobucki
 Date: April 18, 2024
 RE: Nelson Pavilion Rental Procedures - updates

At the last Park Board meeting, staff was asked to go back and do some revisions to the rental procedures. I have included a revised document for you, but have also summarized information and findings below.

- Reached out to several organizations with large, rentable facilities.
 - o All indicated they do not have a Prime Season rental rate.
 - o All charged a Resident and Non – Resident rate.
 - o All did not provide special treatment to any groups other than:
 - Residents were allowed to reserve before Non-Residents.
 - Re-occurring civic events were penciled in prior to the opening of registration.
- Recommend allowing Resident and Resident based Civic groups reserve one year in advance. All other (NR, Business, and outside Non Profit groups) reserve 6 months in advance.
- Recommend large events approved by the Park Board to be penciled in before reservations are open to the public.
- Increased price for renting the adjacent bowl from \$200 to \$250/day.
- Kept the “weekday” price for the Nelson Pavilion the same.
- Increased the “weekend/holiday” price to \$400/day for Residents and De Pere Based Civic groups, and \$550/day for all other Non Profit groups.
- Added fee of \$750/day for any for profit business running a for profit event.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 18, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Review and Discussion on 2025-2031 Proposed Capital Improvement Plan

ATTACHMENTS:

- Memo.CIP Cover (DOCX)
- Copy of Copy of DRAFT - CIP 2025 - 2031 (XLSX)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
 From: Marty Kosobucki
 Date: April 18, 2024
 RE: Proposed Capital Improvement Plan

You have a copy of a proposed Capital Improvement Plan (CIP) that has been submitted to the City Administrator for consideration in developing the all-city CIP. Upon final development, the proposed CIP will be submitted to the City Council for consideration. As always, I wanted to provide you the draft so that you can provide input and/or comment as it relates to how we have structured the proposal. Also, as a reminder this is just a plan and does not assure funding for identified projects nor does assure a project will occur in a specified year. However, it is a valuable tool for planning purposes from a department perspective as well as a City perspective.

I have provided a handful of highlights for you as the entire document can be somewhat intimidating.

When developing the CIP, there are a handful of things to keep in mind.

- The order of projects does not always translate to what is and is not approved during the budget. The order listed is what staff feels is the priority based on need and safety, however this is not always how projects are funded.
- Projects that were eliminated from consideration in the current or previous years are automatically transferred into the new plan... we simply don't eliminate them unless there are extenuating circumstances.
- Generally speaking, projects that involve addressing a safety concern and/or "taking care of what we have" will tend to rank higher on priority scale.

Wilson Park:

The entire cost of renovating Wilson Park is listed in 2025. The Wilson Park Development is the first project listed that is not considered a replacement, repair, or addressing of a safety issue.

Legion Pool:

I have continued to put place holders for the design and construction of Legion Pool in the CIP, however this is a very fluent topic that much conversation and decision would need to take place.

Wild Card Projects:

For a lack of better terms there are a handful of Wild Card Projects listed in the plan. Many times they are listed in the plan for purposes of identifying the project for grant purposes and fundraising, or simply to keep the thought of the project around.

Urban Soccer Complex – City funding for this is not likely, however if grant or private funding would come available it would serve a great purpose in our community.

Turf Baseball Field – Again, city funding for such a facility is highly unlikely, however a turf baseball field would have many benefits, uses, and provide flexibility where regular grass fields do not.

Automated Mower – at some point, technology will advance to the level that we can utilize programmed and self-propelled lawn mowers. The technology actually exists however, with anything brand new, we are usually a little reserved to jump on the band wagon until it is proven. We will be demo'ing a AI mower this summer.

Community Center Expansion – The city continues to offer programs and services to the community. We have expanded programming to facilities outside of our own (ie. Schools). However, there are increased challenges with effectively offering programs in facilities not our own (ie. Short notice Cancellations). Expanding our facilities would certainly aid in providing more and quality programming to the City. However, once again...receiving major city funding for such a project is minimal. Listing it does help with potential donors. In fact, we do have one donor that is a big supporter of the Community Center very interested in the topic/concept.

Ice Arena Facility Condition Analysis:

A few projects have been listed in the CIP related to the long term repair and sustainability of the ice arena. However, a majority of the projects are not listed at this time as we do not have the results of the study in, nor have we had the opportunity to analyze the report.

PARKS CIP 2025 - 2031

					FUNDING SOURCES											
<i>Parks</i> PROGRAM / DEPARTMENT	YEAR	PRIORITY	PROJECT / EQUIPMENT DESCRIPTION	TOTAL COST	Tax Levy	Special Assessment	Private Donations	Federal / State Grants	G.O. Bonds	TIF Bonds	Water Fund	Wastewater Fund	Park Fund	Storm Water Utility	Other Intergovernmental Funding	Other (Specify)
Parks & Public Lands	2025	1	ADA Sidewalk/Hard Surface replacement program	\$ 25,000	\$ 25,000											
Parks & Public Lands	2025	2	Crackfilling/Sealcoating Program	\$ 25,000	\$ 25,000											
Community Center	2025	3	Maintenance Fund	\$ 15,000	\$ 15,000											
Park Equipment/Veh. Maint.	2025	4	Replace 307 mower - (Zero Turn/Trailer)	\$ 40,000												
Park Equipment/Veh. Maint.	2025	5	Compact Truck/Forestry Supervisor	\$ 40,000												
Park Equipment/Veh. Maint.	2025	6	Replace #207 (3/4 Ton Truck)	\$ 80,000												
Park Equipment/Veh. Maint.	2025	7	Refab Truck 64 for Forestry Operations (Bucket Truck)	\$ 135,000					\$ 135,000							
Park Equipment/Veh. Maint.	2025	8	Replace #11 (Hybrid Sedan)	\$ 50,000					\$ 50,000							
Parks & Public Lands	2025	9	Replace Rainbow Park Playground (1998)	\$ 135,000					\$ 135,000							
Boat Ramps	2025	10	Repair Voyageur Docks	\$ 60,000				\$ 40,000								
Parks & Public Lands	2025	11	Kelly Danen - Replace bleachers (upper diamond)	\$ 15,000												
Swimming Pools	2025	12	Legion Pool Technical Design/Bidding	\$ 475,000												\$ 475,000
Parks & Public Lands	2025	13	Voyageur Park - ADA route/Ramp repair/Engineering	\$ 225,000												
Parks & Public Lands	2025	14	VFW Softball Buildings - new doors	\$ 6,000												
Parks & Public Lands	2025	15	Replace Braiser Roof	\$ 13,000												
Park Equip	2025	16	Roof replacement - VFW #2	\$ 11,000	\$ 11,000											
Parks & Public Lands	2025	17	Legion Park Basketball Court repairs/refurbish	\$ 35,000					\$ 35,000							
Boat Ramps	2025	18	Perkofski - roof replacement	\$ 15,000					\$ 15,000							
Parks & Public Lands	2025	19	Wilson Park Development	\$ 175,000					\$ 175,000							
Parks & Public Lands	2025	20	Waterview Heights Park Development	\$ 250,000	\$ 250,000											
Parks & Public Lands	2025	21	Patriot Park Sign replacment	\$ 7,000												
Ice Arena	2025	22	Replace ceiling insulation	\$ 50,000												
Community Center	2025	23	Replacement of counters/window sills/ledges, updates	\$ 50,000	\$ 50,000											
Community Center	2025	24	Lower Level Outdoor Signage	\$ 15,000	\$ 15,000											
Community Center	2025	25	Decorative Planters at VFW Pool	\$ 7,000												
Parks & Public Lands	2025	26	Park Light Replacement Program (LED Heads)	\$ 15,000	\$ 15,000											
TOTAL				\$ 1,969,000	\$ 406,000	\$ -	\$ -	\$ 40,000	\$ 545,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 475,000
<i>Parks</i> PROGRAM / DEPARTMENT	YEAR	PRIORITY	PROJECT / EQUIPMENT DESCRIPTION	TOTAL COST	Tax Levy	Special Assessment	Private Donations	Federal / State Grants	G.O. Bonds	TIF Bonds	Water Fund	Wastewater Fund	Park Fund	Storm Water Utility	Other Intergovernmental Funding	Other (Specify)
Parks & Public Lands	2026	1	ADA Sidewalk/Hard Surface replacement program	\$ 30,000	\$ 30,000											
Parks & Public Lands	2026	2	Crackfilling/Sealcoating Program	\$ 25,000	\$ 25,000											
Communitiy Center	2026	3	Maintenance Fund	\$ 15,000	\$ 15,000											
Park Equipment/Veh. Maint	2026	4	Replace Truck 7 (1/2 ton)	\$ 55,000					\$ 55,000							
Parks & Public Lands	2026	5	Rotary Park - Gazebo updates/repairs	\$ 8,000												
Parks and Public Lands	2026	6	Riverwalk refurbishment (painting, sandblasting, repairs)	\$ 150,000					\$ 150,000							
Parks & Public Lands	2026	7	Replace Carney Park Playground (1994)	\$ 125,000					\$ 125,000							
Parks and Public Lands	2026	8	Optimist Open Shelter - roof replacement	\$ 12,000												
Parks & Public Lands	2026	9	Octagon Roof Replacement	\$ 14,000	\$ 14,000											
Parks & Public Lands	2026	10	Replace Legion Open Shelter Roof	\$ 11,000												
Parks& Public Lands	2026	11	Replace Kiwanis Playground (2003)	\$ 155,000					\$ 155,000							
Park Equipment/Veh. Maint	2026	12	Replace Slope Mower	\$ 100,000					\$ 100,000							
Parks & Public Lands	2026	13	Removal of Nature Center gazebo	\$ 5,000												
Parks & Public Lands	2026	14	Kiwanis Parking Lot resurface	\$ 25,000					\$ 25,000							
Swimming Pools	2026	15	Legion Aquatic Facility and Construction Oversight	\$ 10,500,000												\$ 10,000,000
Ice Arena	2026	16	Replace locker room flooring	\$ 50,000												\$ 45,000
Park Equipment/Veh. Maint	2026	17	Automated Mower	\$ 60,000												
Parks & Public Lands	2026	18	Park Light Replacement Program (LED Heads)	\$ 15,000	\$ 15,000											
Parks & Public Lands	2026	19	Kiwanis Shelter/restrooms	\$ 230,000					\$ 230,000							
Parks & Public Lands	2026	20	Turf Baseball Field	\$ 250,000			\$ 175,000		\$ 75,000							
Parks & Public Lands	2026	21	SE Community Park Land Acquisition	\$ 700,000									\$ 500,000			
TOTAL				\$ 12,535,000	\$ 99,000	\$ -	\$ 175,000	\$ -	\$ 915,000	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ 10,045,000
<i>Parks</i> PROGRAM / DEPARTMENT	YEAR	PRIORITY	PROJECT / EQUIPMENT DESCRIPTION	TOTAL COST	Tax Levy	Special Assessment	Private Donations	Federal / State Grants	G.O. Bonds	TIF Bonds	Water Fund	Wastewater Fund	Park Fund	Storm Water Utility	Other Intergovernmental Funding	Other (Specify)
Parks & Public Lands	2027	1	ADA Sidewalk/Hard Surface Replacement Program	\$ 30,000	\$ 30,000											
Parks & Public Lands	2027	2	Crackfilling/Sealcoating Program	\$ 30,000	\$ 30,000											
Community Center	2027	3	Maintenance Fund	\$ 15,000	\$ 15,000											
Park Equipment/Veh Maint.	2027	4	Replace Mower 305 - Toro 5900 (16 ft mower)	\$ 160,000					\$ 130,000							
Park Equipment/Veh. Maint	2027	4	Replace Truck 308 (1 Ton)	\$ 100,000					\$ 100,000							

Parks & Public Lands	2027	5	Canoe/Kayak Launch - Perkofski	\$ 50,000	\$ 25,000				\$ 25,000							
Parks & Public Lands	2027	6	Replace ball diamond groomer	\$ 40,000												
Parks & Public Lands	2027	7	Jim Martin Parking lot addition	\$ 115,000												
Ice Arena	2027	8	Replace HVAC	\$ 35,000												
Parks & Public Lands	2027	9	Braiser - replace basketball standards	\$ 7,000												
Community Center	2027	10	Community Center Expansion	\$ 1,000,000			750,000		\$ 250,000							
Parks & Public Lands	2027	11	Neighborhood Park - Land Acquisition	\$ 200,000								\$ 200,000				
Parks & Public Lands	2027	12	Replace VFW Restrooms (Allard)	\$ 170,000					\$ 170,000							
TOTAL				\$ 1,952,000	\$ 100,000	\$ -	\$ 750,000	\$ 25,000	\$ 650,000	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -
<i>Parks</i> PROGRAM / DEPARTMENT	YEAR	PRIORITY	PROJECT / EQUIPMENT DESCRIPTION	TOTAL COST	Tax Levy	Special Assessment	Private Donations	Federal / State Grants	G.O. Bonds	TIF Bonds	Water Fund	Wastewater Fund	Park Fund	Storm Water Utility	Other Intergovernmental Funding	Other (Specify)
Community Center	2028	1	Maintenance Fund	\$ 15,000	\$ 15,000											
Parks & Public Lands	2028	2	Hard Surface Replacement Program	\$ 30,000	\$ 30,000											
Park Equipment/Veh. Maint.	2028	3	Replace Truck #20 - 3/4 Ton	\$ 90,000					\$ 90,000							
Parks & Public Lands	2028	4	Crackfilling/Sealcoating Program	\$ 30,000	\$ 30,000											
Parks & Public Lands	2028	5	Replace Samantha Playground (2006)	\$ 170,000					\$ 170,000							
Parks & Public Lands	2028	6	Samantha Park - Restrooms	\$ 175,000					\$ 175,000							
Parks & Public Lands	2028	7	Urban Soccer Complex	\$ 150,000			150,000									
Park Equipment	2028	8	Roof replacement - Metal (Bomier)	\$ 10,000					\$ 10,000							
Park Equipment/Veh. Maint.	2028	9	Replace Goosen vacuum - 16	\$ 42,000					\$ 20,000							
TOTAL				\$ 955,000	\$ 75,000	\$ -	\$ 150,000	\$ -	\$ 465,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
<i>Parks</i> PROGRAM / DEPARTMENT	YEAR	PRIORITY	PROJECT / EQUIPMENT DESCRIPTION	TOTAL COST	Tax Levy	Special Assessment	Private Donations	Federal / State Grants	G.O. Bonds	TIF Bonds	Water Fund	Wastewater Fund	Park Fund	Storm Water Utility	Other Intergovernmental Funding	Other (Specify)
Community Center	2029	1	Maintenance Fund	\$ 15,000	\$ 15,000											
Parks & Public Lands	2029	2	Hard Surface Replacement Program	\$ 35,000	\$ 35,000											
Parks & Public Lands	2029	3	Crackfilling/Sealcoating Program	\$ 30,000	\$ 30,000											
Ice Arena	2029	4	Replace Dasher Boards	\$ 300,000												\$ 250,000
Park Equipment/Veh. Maint.	2029	5	Replace Truck 16 (1 Ton) - 22	\$ 125,000					\$ 75,000							
Parks & Public Lands	2029	6	Roof replacement - Metal (Fox Point)	\$ 10,000	\$ 10,000											
TOTAL				\$ 515,000	\$ 90,000	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
<i>Parks</i> PROGRAM / DEPARTMENT	YEAR	PRIORITY	PROJECT / EQUIPMENT DESCRIPTION	TOTAL COST	Tax Levy	Special Assessment	Private Donations	Federal / State Grants	G.O. Bonds	TIF Bonds	Water Fund	Wastewater Fund	Park Fund	Storm Water Utility	Other Intergovernmental Funding	Other (Specify)
Community Center	2030	1	Maintenance Fund	\$ 15,000	\$ 15,000											
Parks & Public Lands	2030	2	Hard Surface Replacement Program	\$ 35,000	\$ 35,000											
Park Equipment/Veh Maint.	2030	3	Chipper replacement	\$ 80,000					\$ 55,000							
Ice Arena	2030	4	Replace Scoreboard	\$ 30,000												
Parks & Public Lands	2030	5	Crackfilling/Sealcoating Program	\$ 30,000	\$ 30,000											
TOTAL				\$ 190,000	\$ 80,000	\$ -	\$ -	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Parks</i> PROGRAM / DEPARTMENT	YEAR	PRIORITY	PROJECT / EQUIPMENT DESCRIPTION	TOTAL COST	Tax Levy	Special Assessment	Private Donations	Federal / State Grants	G.O. Bonds	TIF Bonds	Water Fund	Wastewater Fund	Park Fund	Storm Water Utility	Other Intergovernmental Funding	Other (Specify)
Community Center	2031	1	Maintenance Fund	\$ 20,000												
Parks & Public Lands	2031	2	Hard Surface Replacment program	\$ 35,000												
Parks & Public Lands	2031	3	Replace Patriot Park Shelter	\$ 250,000					\$ 230,000							
Parks & Public Lands	2031	4	Crackfilling/Sealcoating Program	\$ 30,000												
Parks & Public Lands	2031	6	Lions Trailside Restroom	\$ 175,000					\$ 175,000							
TOTAL				\$ 510,000	\$ -	\$ -	\$ -	\$ -	\$ 405,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 18, 2024

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Announcement of Retirement of Current Park Superintendent, Don Melichar.
