



Board of Park Commissioners

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

Regular Meeting

Final Minutes

Thursday, April 18, 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 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 Kunding	Aldersperson	Excused	
Shana Defnet Ledvina	Aldersperson	Present	
Dean Raasch	Aldersperson	Excused	
Randy Soquet	Board Member	Excused	
Connor Mason	Teen Advisor	Present	
Connor Goodman	Teen Advisor	Present	

Others in attendance:

Marty Kosobucki, Director of Parks, Recreation and Forestry; Don Melichar, Park Superintendent and City Forester; and Betty Marovich, 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. ?6-3(f) DPMC

None

III. Items

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

Melissa Thiel Collar moved to approve the Board of Park Commissioners minutes from the March 21, 2024 meeting, seconded by Aldersperson Defnet Ledvina. Upon vote, the motion passed unanimously.

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

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

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

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

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

Ryan Jennings moved to accept a \$600 donation from GRAEF for prizes at the 2024 Beer Gardens, seconded by James Kneiszel. Upon vote, the motion passed unanimously.

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

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

Alderperson Defnet Ledvina stated that she spoke with Alderperson Chandik Kunding this week regarding the use of the tot pool and they both feel strongly that there should be something offered for the little ones during swim lessons. The hours do not have to be every day of the week, or at both pools, but something that would work best for staff. She can relate to the mother's comments at the previous meeting regarding nap time and the unavailability to make the other open swim time with her young children. With the additional cost, she feels it would be worth trying out for at least this season to see if it works.

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that it could be done, but staff would not recommend doing it without adding an additional staff person to watch the locker room doors. This would allow for additional safety to make sure no little kids are left unsupervised. With all the activity at VFW, staff would probably recommend this be offered at Legion. Also, depending on what Park Board decides, if there is not sufficient funding in the budget to support the change, it would need to be brought to council for additional funding approval.

James Kneiszel questioned the rules of the tot pool. Marty Kosobucki explained that the issue is not the kids being supervised when in the tot pool. The problem occurs when the kids are coming from the locker room and getting inside the tot pool gate. During swimming lessons, the pool deck is extremely busy and many times the little ones get away from the parents and mix in with the swim lesson participants, creating safety concerns for staff.

James Kneiszel questioned if these additional hours would be used. Marty Kosobucki stated that he did think the pool would be utilized.

Ryan Jennings questioned if the swim instructors are lifeguard certified and wondered if there was a way to make parents aware of the issues without hiring additional staff. Marty Kosobucki explained that the swim lessons have 1-2 instructors and at least one of

them is lifeguard certified. Marty highly encouraged the park board to add an additional staff person if opening the tot pool. A level of safety and security needs to be kept on the pool deck and the only way to do this is to have a person monitoring the people coming in and out of the locker room.

Aldersperson Defnet Ledvina stated that she would like to see the tot pool offered at least 2 days a week and only at one pool, whichever pool works best for staff. Marty Kosobucki explained that Legion would probably work best, not only for staffing but for membership reasons too. Using the Legion pool would cover all family memberships.

James Kneiszel moved to approve changing the policy related to the use of the tot pool during swim lesson to two days a week, and two hours per time, at Legion Pool, seconded by Aldersperson Defnet Ledvina. Upon vote, the motion passed unanimously.

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

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

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that normally changes to a program are not brought to the Park Board; however, these are major changes so staff would like the Park Board to have some input. Some of the changes will include adding additional days, with walking days incorporated, and incorporating the use of the Nelson Family Pavilion with the event.

Ryan Jennings moved to approve the recommended changes to the Holiday Light Show, seconded by Melissa Thiel Collar.

James Kneiszel stated that he is excited for the added changes and hopes they do not conflict with the Historical Society Santa event.

Upon vote, the motion passed unanimously.

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

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

Marty Kosobucki, Director of Parks, Recreation, and Forestry apologized for the rental brochure not being included in the agenda packet, it was inadvertently omitted from the agenda packet, but the memo does list the recommended changes. Marty explained that after speaking with other municipalities, the weekday fee was not changed. The recommended weekend/holiday rate was increased to \$400 a day for De Pere residents and De Pere based non-profit organizations and to \$550 for non-residents and all other organizations.

Melissa Thiel Collar questioned if holidays are defined somewhere in the brochure. Marty Kosobucki explained that they are not listed, but it would include all national holidays. Melissa Thiel Collar suggested that the holidays be listed in the brochure.

Marty Kosobucki explained that there was also a rate added for for-profit organizations at \$750 per day, and an additional add on price for rental of the bowl at \$250 per day. Also added was to allow advance registration for De Pere residents and De Pere civic groups. All recurring civic events would be penciled in more than one year in advance. Rentals would be available to De Pere residents and De Pere based non-profits one year in advance, and at 6 months all non-residents, for profit organizations and outside non-profits could reserve it. Marty also stated that he agrees with Melissa regarding holidays being specified in the brochure.

Aldersperson Defnet Ledvina stated that she thinks this is a great start and asked about fee adjustments. Marty stated that fees are adjusted with the fee schedule. If someone has reserved a facility under an approved fee, then they are charged the fee at the time of registration.

Aldersperson Defnet Ledvina moved to approve the rental procedures and fees for the Nelson Family Pavilion, seconded by Ryan Jennings. Upon vote, the motion passed unanimously.

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

IV. Discussion Items

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

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that this is the 7-year plan for the Parks Department which helps with the budget process. The plan does not guarantee that these projects will be approved during the budget process. The ranking of the projects can be adjusted if the Park Board wants, but staff always looks at safety concerns first and repairing existing capital before adding any additional projects. The one project that staff feels should be added to the plan somewhere is the addition of more pickleball courts.

Aldersperson Defnet Ledvina questioned the comments regarding Legion Pool and it being a fluent topic. Marty Kosobucki stated that although there is a plan for Legion Pool, that plan can change quickly depending on what happens when staff begins to open the pool for the season.

Ryan Jennings moved to open meeting at 7:00 pm, seconded by Aldersperson Defnet Ledvina. Upon vote, the motion passed unanimously.

Joe Nicks commented on the CIP and that the process should be taken seriously. Although there is no guarantee that the projects are going to be funded, this plan should

provide concrete guidance on what should be done and the projects listed should be ones that the city plans on doing. He stated he is thankful that Wilson Park is on the CIP for next year. Mr. Nicks questioned the process for the CIP from here. Marty Kosobucki explained that after Park Board approval, the CIP goes to the City Administrator and Mayor for approval. After any adjustments, the draft would go to council for final approval.

Melissa Thiel Collar moved to return to regular order at 7:06 pm, seconded by James Kneiszel. Upon vote, the motion passed unanimously.

Melissa Thiel Collar commented that there needs to be fluidity with the CIP. There are several items listed that could fail and the item would need to be bumped up the list.

Marty Kosobucki questioned if the CIP should be submitted as drafted, or if there are changes that the Park Board would like to see.

Ryan Jennings questioned if pickleball courts were added to the plan, would this be converting tennis courts to pickleball courts. Marty Kosobucki stated that there are no other tennis courts to convert. This would be a new facility.

Melissa Thiel Collar questioned where the pickleball courts would be added in the CIP. Marty Kosobucki stated that he would plan to include them in 2026 -2027 and the project would fall in the list with other new projects. It would be put after any repairs and safety requirements that are needed.

Marty Kosobucki stated that he will try to add pickleball courts to the CIP in 2026 – 2027 as a new project.

RESULT:	DISCUSSED
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2. Announcement of Retirement of Current Park Superintendent, Don Melichar.

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that Don Melichar's last day with the city is tomorrow, April 19th. He gave a summary of all the accomplishments that Don has done for the city for the past 24 years.

Don Melichar, Park Superintendent and City Forester stated he is blessed to have been chosen by the City and to have been given the opportunity to be the City Forester and progress to the Park Superintendent. He thanked the Park Board for all they have provided him with over his years with the city.

The Park Board thanked Don for his years of service.

RESULT:	DISCUSSED
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V. Future Agenda Items

None

VI. Adjournment

James Kneiszel moved to adjourn the meeting at 7:23 pm, seconded by Melissa Thiel Collar. Upon vote, the motion passed unanimously.

Respectfully submitted,
Grace Lahtela