



Board of Park Commissioners

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

Regular Meeting

Final 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 Kundingner	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, Kunding, 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, Kunding, 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, Kunding, 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, Kunding, 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 Kunding 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