



Board of Park Commissioners

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

Regular Meeting

Final Minutes

Thursday, March 18, 2021

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
Casey Nelson	Aldersperson	Present	
Melissa Thiel Collar	Board Member	Present	
Ryan Jennings	Board Member	Present	
Jim Kneiszel	Board Member	Remote	
Amy Chandik Kundering	Aldersperson	Present	
Dean Raasch	Aldersperson	Present	
Randy Soquet	Board Member	Present	
Lydia McMorow	Teen Advisor	Late	7:05 PM
Christopher Soquet	Teen Advisor	Present	

Marty Kosobucki, Director of Parks, Recreation and Forestry; Paula Rahn, Recreation Superintendent; John McDonald, Recreation Supervisor; Don Melichar, Park Superintendent/City Forester; Chad Opicka, Captain Police Department; Kristen Johnson, Assistant City Attorney and Betty Sellenheim, Administrative Assistant.

2. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the February 18, 2021 Meeting.

Aldersperson Raasch moved to approve the Board of Park Commissioners minutes from the February 18, 2021 meeting, seconded by Aldersperson Nelson. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Aldersperson
SECONDER:	Casey Nelson, Aldersperson
AYES:	Nelson, Thiel Collar, Jennings, Kneiszel, Kundering, Raasch, Soquet

3. Consideration and Possible Action to Approve Proposed Park Ban Policy.*

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that the city has been working on a policy to help deal with problems in the parks. Captain Chad Opicka and Assistant City Attorney Kristen Johnson are present to discuss the policy, as they were the individuals that did the majority of the work on the policy.

Discussion followed.

Aldersperson Raasch questioned if the policy is for all parks or just Voyageur Park, and if it includes the art alley that has been vandalized several times.

Captain Opicka explained that the policy, as written, only refers to all city park property and that the art alley would not be included in the policy.

Ryan Jennings questioned how traffic related offenses pertain to parks.

Aldersperson Raasch questioned how the ban would be monitored.

Aldersperson Kundering questioned if signage would be placed in the parks.

Ryan Jennings questioned the appeal process and if the Board of Park Commissioners is the best body to hear the appeal.

Assistant City Attorney Johnson explained that policy states the appeal process would start with the Park Director and then progress to the Board of Park Commissioners because they approved the policy.

Aldersperson Raasch moved to approve the proposed park ban policy and appeal process, seconded by Aldersperson Nelson. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Aldersperson
SECONDER:	Casey Nelson, Aldersperson
AYES:	Nelson, Thiel Collar, Jennings, Kneiszel, Kunding, Raasch, Soquet

4. Consideration and Approval of VFW Memorial, Sponsors, and Additional Funding.*

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that the monument design being presented tonight differs from the design that was approved last month. The approved design included the original park dedication plaque to go on the back side of the memorial. With the park dedication date differing from the new monument, it created some confusion. Due to the confusion, staff is recommending the monument design be revised and for the park dedication plaque be removed from the new monument, and instead be mounted in the concrete near the flag. With removing the park dedication plaque from the monument, there was now an empty space that needed to be filled and there are two options for artwork that would nicely fill this space. Also, donors have come forward to help pay for the cost of the memorial. Staff recommendation would be to approve the revisions to the memorial design with option A for the artwork and to approve the three donors, with the city portion of sponsorship of \$3,901.25 to come from the pool referendum funding.

Discussion followed.

Aldersperson Nelson questioned if the revisions are approved, would it come back to Park Board for further approval and if there is any type of warranty on the monument.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that there was some type of warranty, but was not sure of the exact details. Marty also explained that the monument will not be ready in time for the Aquatic Facility opening and suggested a separate dedication for the memorial once it is installed.

Aldersperson Raasch questioned if the memorial is part of the pool construction, why the funding needs City Council approval.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that funding was in the budget to pour the concrete slab for the monument and near the flagpole, and for the existing monument to be relocated. Since the memorial needed to be replaced and was not budgeted for, Council needs to approve these additional funds.

Ryan Jennings moved to approve the redesign of the VFW Memorial with option A for the artwork; approve the donations from the three sponsors (ISC Insurance, VFW Post 2115, and Ryan Funeral Home) in the amount of \$3,901.25 each, and for City Council to approve the city funding portion of \$3,901.25 to come from the pool referendum funding, seconded by Aldersperson Chandik Kunding. Upon vote, the motion passed unanimously.

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

5. Consideration and Possible Action to Approve Vending Permit for Bait and Tackle at Voyageur Park.

Alderperson Raasch moved to approve vending permit for Bait and Tackle at Voyageur Park, seconded by Alderperson Nelson. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderperson
SECONDER:	Casey Nelson, Alderperson
AYES:	Nelson, Thiel Collar, Jennings, Kneiszel, Kunding, Raasch, Soquet

6. Consideration and Possible Action Regarding Sponsorship of Holiday Light Event in Voyageur Park.*

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that the Parks Department is looking at starting a new Holiday Lighting Event at Voyageur Park. This event will start small and will be developed in stages. Fox Community Credit Union has agreed to sponsor the event over a four year period, so city funding will be minimal. Staff time will be needed to put up and take down the lights, and a site supervisor will probably be hired to monitor the event in case something were to happen. Staff is recommending that the Holiday Lighting event be approved with Fox Community Credit Union sponsoring the event over a four year period.

Discussion followed.

Melissa Thiel Collar questioned the possibility of adding additional features other than trees.

Alderperson Chandik Kunding questioned the time frame of the event and how the condominium owners would be notified.

Alderperson Raasch questioned if the lights would be on only during the scheduled times.

Jim Kneiszel requested that the De Pere Historical Society be notified of the event.

Melissa Thiel Collar moved to approve the holiday lighting event at Voyageur Park, with sponsorship by Fox Communities Credit Union over a four year agreement, seconded by Alderperson Chandik Kunding. Upon vote, the motion passed unanimously.

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

7. Consideration and Possible Action Regarding Departmental Policy of Clearing Snow From the East River Trail.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that Alderperson Hansen requested this item to be placed on the agenda. With current park resources, staff does not feel they would be able to effectively clear the trail of snow and ice and would recommend denying this request.

Alderperson Raasch moved to approve staff recommendation of not clearing and maintaining the East River Trail in the winter months, 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:	Nelson, Thiel Collar, Jennings, Kneiszel, Kunding, Raasch, Soquet

8. Consideration and Possible Action to Determine Direction of Multi-Use Facility at Voyageur.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that Park Board requested staff to reach out to Somerville to obtain an estimate to redesign the Voyageur Multi-Use Facility to a building with construction costs around \$600,000. This estimate was received and came in at \$6,100. However, since the last park board meeting, new circumstances have occurred. Staff has been working with an anonymous donor that is very interested in the project of the original design of the facility, with a potential donation up to \$500,000. In order for staff to continue the pursuit of the donation, staff is recommending the City pursue the original conceptual design of the multi-use facility; and for City Council to commit up to \$500,000 for the project, with a fundraising committee created to generate the funding.

Discussion followed.

Alderperson Raasch questioned if the donor would be willing to contribute to the \$600,000 facility.

Melissa Thiel Collar questioned if a scaled down version could be pursued if the donor funding did not materialize.

Alderperson Chandik Kunding suggested that a fundraising deadline should be established.

Alderperson Raasch stated that if the donation was secured, there would actually be less of a financial burden to the City to pursue the original designed facility than a scaled down version.

Alderperson Nelson moved to recommend to City Council to pursue the original conceptual design of the Voyageur Park multi-use facility; for the City to commit funding up to \$500,000 for the project; for the City to create a fundraising committee to generate up to \$700,000 in funding; and to target construction of the facility in 2023, seconded by Jim Kneiszel. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderperson
SECONDER:	Jim Kneiszel, Board Member
AYES:	Nelson, Thiel Collar, Jennings, Kneiszel, Kunding, Raasch, Soquet

9. Consideration and Possible Action on Proposed 2022-2028 Capital Improvement Plan.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that the 7 year CIP is developed for large capital projects. The CIP is used to implement projects into the budget. However, during the budget process, City Council removes and relocates projects on the CIP. As a general rule, projects with safety concerns receive the highest priority, and existing capital is usually fixed before buying new items.

A detailed discussion of the CIP followed, with a recommendation to advance the Jim Martin parking lot expansion.

Ryan Jennings moved to approve the 2022-2028 Capital Improvement Plan with proposed changes, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

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

10. Staff Update on Hiring Process for Activity Coordinator.

Marty Kosobucki, Director of Parks, Recreation and Forestry stated that Amanda Baker has been hired as the new Recreation Coordinator/Office Assistant. Amanda will be responsible for the majority of the senior programming.

RESULT:	DISCUSSED
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11. Staff Update on Staff Research of Friends Groups and Foundations.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that staff is still in the process of gathering information on different friends groups and foundations.

RESULT:	DISCUSSED
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12. Staff Update on Covid Restrictions and Programming.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that Council approved a revised Covid policy for City facilities. The biggest change for the Park Department is that user groups will have the ability to have gatherings up to 200 individuals per field. In order for the increase in capacity, the user groups are required to submit and follow a Covid mitigation plan that is approved by the Health Director. For the aquatic facilities, maximum capacity was increased to 50% of the facility capacity. This allows pool memberships to be sold for the season. Swim lessons will be the same as last year and will continue to be only offered as semi-private and private. A Covid mitigation plan needs to be approved by the Health Director. Also, it will be recommended that patrons wear masks in the building or concession area, and if they are not swimming. Another key update is the maximum capacity for the Ice Arena was increased to 25% of facility capacity.

RESULT:	DISCUSSED
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13. Staff Update on the VFW Aquatic Facility Plaque.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that the VFW Aquatic Facility plaque has not been ordered and will not be ordered until after the election so information can be updated.

RESULT:	DISCUSSED
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14. Staff Update on Status of VFW Aquatic Facility Construction.

Marty Kosobucki, Director of Parks, Recreation and Forestry discussed the status of construction at the VFW Aquatic Facility. Within the next 2 weeks, the majority of the inside of the facility will be finished. With the break in the weather, they will continue to pour the concrete and the decking will begin to take shape. The VFW Aquatic Facility has a scheduled opening date of June 12th. On Friday June 11th there will be a soft opening where the Park Board, City Council and local dignitaries will be invited and asked to bring kids. This soft opening is a huge benefit and training opportunity for staff.

RESULT: DISCUSSED

II. Public Comment Period

None

III. Future Agenda Items

Alderperson Raasch requests that the signage at the Nature Trail be updated and corrected.

Ryan Jennings requested that improvements to the Preserve Trail and sign be looked into.

IV. Adjournment

Ryan Jennings moved to adjourn the meeting at 7:57 PM, seconded by Alderperson Raasch.

Upon vote, the motion passed unanimously.

Respectfully submitted,
Grace Lahtela