Board of Park Commissioners

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

Regular Meeting

Final Minutes

Thursday, March 16, 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 Randy Soquet

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	Excused	
Shana Defnet Ledvina	Alderperson	Present	
Dean Raasch	Alderperson	Present	
Randy Soquet	Board Member	Present	
Madison DeCleene	Teen Advisor	Present	
Connor Goodman	Teen Advisor	Present	

Others in attendance:
Marty Kosobucki, Director of Parks, Recreation, and Forestry; Chelsea Moberg, Recreation Supervisor; 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. §6-3(f) DPMC

Marty Kosobucki, Director of Parks, Recreation and Forestry introduced Chelsea Moberg, Recreation Supervisor to the Board of Park Commissioners.

III. Items

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

   Melissa Thiel-Collar moved to approve the Board of Park Commissioners minutes from the February 16, 2023 meeting, 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, Kneiszel, Defnet Ledvina, Raasch, Soquet
EXCUSED:	Amy Chandik Kundinger

2. Consideration and Possible Action to Approve a $1,750 donation from Immel Construction for July Beer Garden*

   Alderperson Raasch moved to accept the $1,750 donation from Immel Construction for the July Beer Garden, seconded by Ryan Jennings. Upon vote, the motion passed unanimously.

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

3. Consideration and Possible Action to Approve a $1,750 donation from Durr Systems for August Beer Garden*

   Alderperson Raasch moved to accept a $1,750 donation from Durr Systems for the August Beer Garden, 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, Kneiszel, Defnet Ledvina, Raasch, Soquet
EXCUSED:	Amy Chandik Kundinger

4. Consideration & Possible Action to Approve a $600 Donation from Graef for Beer Gardens*

   Alderperson Defnet-Ledvina moved to accept a $600 donation from Graef for the Beer Gardens, 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, Defnet Ledvina, Raasch, Soquet
EXCUSED:	Amy Chandik Kundinger

5. Consideration & Possible Action to Approve Banner Donation from Tundra Apparel & Promotions and Wonder Sign for Beer Gardens*

   Alderperson Raasch moved to accept a donation of a banner for the Beer Gardens from Tundra Apparel and Promotions and Wonder Signs, 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, Kneiszel, Defnet Ledvina, Raasch, Soquet
EXCUSED:	Amy Chandik Kundinger

6. Consideration/Possible Action to Approve a $500 from the De Pere Optimist Club for Easter Egg Hunt*

   Randy Soquet moved to accept a $500 donation from the De Pere Optimist Club for the Easter Egg Hunt, 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, Kneiszel, Defnet Ledvina, Raasch, Soquet
EXCUSED:	Amy Chandik Kundinger

7. Consideration & Possible Action to Approve a $500 donation from the De Pere Optimist Club towards Summer Day Camp T-shirts*

   Alderperson Raasch moved to accept a $500 donation from the De Pere Optimist Club for Summer Camp T-shirts, seconded by Ryan Jennings. Upon vote, the motion passed unanimously.

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

8. Consideration/Possible Action to Approve $200 Donation from De Pere Men's Club for Easter Egg Hunt*

   Alderperson Raasch moved to accept a $200 donation from the De Pere Men’s Club for the Easter Egg Hunt, 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, Kneiszel, Defnet Ledvina, Raasch, Soquet
EXCUSED:	Amy Chandik Kundinger

9. Consideration/Possible Action to Approve a $300 donation from De Pere Area Men's Club for Summer Carnival*

   Alderperson Defnet-Ledvina moved to accept the $300 donation from the De Pere Area Men’s Club for the Summer Carnival, 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, Defnet Ledvina, Raasch, Soquet
EXCUSED:	Amy Chandik Kundinger

10. Consideration/Possible Action to Approve a $300 donation from De Pere Area Men's Club for Senior Picnic*

    Alderperson Raasch moved to accept the $300 donation from the De Pere Area Men’s Club for the Senior Picnic, seconded by Melissa Thiel-Collar. Upon vote, the motion passed unanimously.
    Randy Soquet thanked all the donors for the donations. Melissa Thiel-Collar also thanked all the donors for the donations. She stated that her children have participated in many of these activities, and they would not be possible without these donations.

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

11. Consideration and Possible Action to Approve Consultant for Wilson Park Master Plan.*

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that at the February Park Board meeting, it was requested for staff to reach out to the three consultants that submitted proposals for the Wilson Park design to see if they were interested in submitting a revised proposal. The revised proposal took out a tremendous amount of research and requested two cost conscious designs developed from the research that the city has already acquired. The lowest revised proposal came back from Rettler and the highest quote came from Graef. All three companies can do the design for Wilson Park. Rettler does more active type recreation design, but is capable of doing the design, but if looking for a more passive recreation area Cedar Corp. and Graef probably have more experience.

Ryan Jennings questioned Rettlers proposal of including a site topographical layout. Marty Kosobucki explained that that was part of the original proposal and was probably listed in error.

Connor Goodman, Teen Advisor, questioned if there was a possibility of designing something inhouse, instead of hiring a consultant. Marty Kosobucki stated that the Engineering Department would be capable of designing something for the park, however the department is down two employees and they do not have time. Also, with City Council approving several ARPA projects, many of these will require the Engineering Departments time.

Melissa Thiel-Collar questioned if staff has a recommendation. Marty Kosobucki stated that staff would recommend Rettler because they are capable of doing the design and are the most cost-effective. If the Park Board wants to go with more experience in developing park master plans, then Cedar Corp. and Graef are more experienced.

Melissa Thiel-Collar stated that Wilson Park has been in this condition for a very long time. If the park is redone, it will probably be a long time before anything additional is done to the park. Melissa questioned if the lowest bidder would be able to create a design that the Park Board is looking for. Marty Kosobucki stated that the city has historically went with the most qualified low bid. Rettler is capable of doing what was asked of them. Cedar Corp and Graef are probably more qualified as a consultant for this project.

Alderperson Defnet-Ledvina stated her concern is if the Park Board moves forward with a consultant, there are so many park projects that need to be done. She questioned Marty Kosobucki where Wilson Park would rank on the priority list of projects to be done. Marty Kosobucki stated that when staff prepares the CIP and budget, it is most important to take care of existing items and safety concerns, with anything new coming in at the end. Where Wilson Park would fall would ultimately be the decision of the Park Board and City Council. Marty Kosobucki also explained that when residents look to the city to fully fund a project, there is a process for the projects to get approved. If residents come forward and help with funding the project, then there may be a different priority level above replacing the old existing equipment.

Alderperson Raasch explained that this proposal is just for the design of the park. There is no guarantee that the design from Rettler would come in at the least expensive to develop. Graef did design some other passive recreation areas in the city and have a feel for what the city is interested in. The best way for this project to move forward is for fundraising to take place and for community involvement. Alderperson Raasch stated he is leaning more toward Graef, or maybe Cedar Corp. because of the experiences the city has had with them in the past.

Ryan Jennings moved to open the meeting to public comment at 6:50 pm, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Joe Nicks provided a brief history of the park. He stated that in 1924 the park was acquired from the school board, and it was named Woodrow Wilson Park. The following year the park board hired a consultant that drew up a design that called for a gravel pathway throughout the park with garden beds and flowers, so a passive recreational area. At the same time, there was talk of developing a band stand in the middle of the park. Mr. Nicks stated he has lived in De Pere for a long time and the city has a reputation of a place where good plans die. He recognizes there is a risk in the planning process in developing the park. There is immediate work that needs to be done at the park and is concerned that if there is a development plan in place, that this maintenance will not be done. Also, if the park gets some immediate attention, then the design might get put on a shelf and nothing done to it. Mr. Nicks feel that Wilson Park is as deserving as any other park in De Pere and feels that the design should be done; developing Wilson Park should be put in the CIP; and then the development should be completed.

Jim Anderson stated that his request would be to have Marty Kosobucki discuss what the maintenance plan is for the park because that could affect the decision on how the park develops.

Alderperson Raasch moved to return to regular order at 7:02 pm, seconded by Alderperson Defnet-Ledvina. Upon vote, the motion passed unanimously.

Alderperson Raasch addressed Mr. Nick's comments regarding De Pere as a community where good plans die. If there is a good plan, the city finds a way to get it done, but it might take some time to develop. If a plan is not put together, there is nothing to do, and the park will not be developed. Alderperson Raasch also stated that he is not concerned about what the maintenance plan is for the park. He knows that staff will take care of the area.

James Kneiszel agreed that a consultant should be decided on and get a plan developed and there is merit to have a professional design for the park.

Ryan Jennings stated he is reluctant to go with the lowest bidder in this case. With skipping the community input, a consultant that is familiar with the city and has done this type of work should be considered.

Ryan Jennings moved to approve Graef as the consultant for the design of Wilson Park, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

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

12. Consideration and Possible Action to Approve Consultant for Update to Comp Plan.

Marty Kosobucki, Director of Parks, Recreation, and Forestry provided a summary of the proposals for the Comprehensive Outdoor Plan. He stated that staff went through the proposals and broke out a few key components of three of the seven proposals. Smithgroup was the consultant that did the city visioning, but way over our budget. Cedar Corp. provided a very attractive quote, bud did not provide any alternative bids.

Cedar Corp. contacted staff and asked if they would be disqualified if they did not provide any alternative bids. Staff told them to submit the proposal, and the Park Board could decide. Latent is out of Chicago and were ranked low due to lack of similar projects and the fees were very difficult to understand and try to compute. After contacting them and adding in additional costs, they were not the lowest bidder. After these three key components were addressed, staff ranked them based on how staff felt like they understood the project; if they have experience developing COMP plans; and if they have the staff and resources to complete the project. Also, a point was given to consultants that have a good base knowledge and working relationship with the city. If the Park Board decides that the alternative bids are necessary, then Cedar Corp. has to be eliminated.

Alderperson Raasch feels that the alternative bids A, B, and C are important to do, but questioned if the COMP plan and the alternatives are being looked at as a complete package. Marty Kosobucki explained that the consultant should be chosen to do the COMP plan and if the Park Board feels that the alternatives are important it should be done as a complete package. If the alternatives are to be completed, then Cedar Corp. needs to be eliminated from the consultant list. Marty Kosobucki also stated that the COMP plan is very important because you get additional points when applying for grant funding.

Randy Soquet stated that he feels that the alternative bids are important as well.

Marty Kosobucki stated that budget amount is $25,000, so with the alternative bids, it would be over budget. The additional funds necessary would come out of the Parkland Dedication Fund, not unassigned reserves.

James Kneiszel stated that the Mead and Hunt proposal looks good.

Alderperson Raasch moved to approve the proposal from Mead and Hunt, including the alternative bids of A, B, and C, 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, Kneiszel, Defnet Ledvina, Raasch, Soquet
EXCUSED:	Amy Chandik Kundinger

13. Consideration and Possible Action to Approve Adult Athletic Waivers

Alderperson Defnet-Ledvina moved to approve the adult athletic waivers, seconded by Ryan Jennings.

Melissa Thiel-Collar questioned if there is a reason that the City Attorney did not include recreational immunity in the waiver. Chelsea Moberg, Recreation Supervisor stated that the City Attorney just said that a general waiver for athletics was needed. Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that staff will reach out to the City Attorney to see if recreational immunity should be included in the waiver.

Alderperson Defnet-Ledvina amended her motion to include a secondary review with the legal department to see if the waiver should include recreational immunity, Ryan Jennings approved the amended motion. Upon vote, the amended motion passed unanimously.

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

14. Consideration & Possible Action to Approve Pool Rental Contract for SNC Pool Usage

Randy Soquet moved to approve the pool rental contract with St. Norbert College for pool usage, seconded by Alderperson Defnet-Ledvina. Upon vote, the motion passed unanimously.

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

15. Consideration & Possible Action to Approve Seasonal Aquatics Updates

Ryan Jennings moved to approve the recommended season aquatic updates, seconded by Melissa Thiel-Collar. Upon vote, the motion passed unanimously.

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

16. Consideration and Possible Action to Approve Kay Distributing as the Beer Vendor for the 2023 Beer Gardens.

Alderperson Raasch moved to approve Kay Distributing as the beer vendor for the 2023 Beer Gardens, seconded by Jim Kneiszel. Upon vote, the motion passed unanimously.

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

17. Consideration and Possible Action on Replacing Truck 4.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that in the 2023 budget, there is funding to replace a 1-ton truck in the Parks Department in the amount of $60,000. State vehicle purchasing prices have been non-existent with the way the new car market is now. Seeing this, staff has been scouring the local vendors for replacement vehicles, and these prices have been 30% - 50% higher than budget. To replace the 1-ton truck, the price comes in at $78,330. If approved, the replacement would have to go to City Council to approve the additional funding. Staff could continue to search to see if anything else comes up or wait until state funding vehicles becomes available again. Alderperson Raasch questioned if there is a reason the dump box would not be used. Marty Kosobucki stated that there would be a dump box, but the picture is for a steel box and the mechanics are recommending a stainless-steel box.

Alderperson Raasch questioned if a 1-ton truck is necessary. Marty Kosobucki explained that the mechanics and the MSC fleet team reviews the vehicle necessity and with plowing and watering they felt a 1-ton is necessary.
Marty Kosobucki also explained that the vehicle pictured is white. Normally all the new fleet vehicles are red. Staff did reach out to see what it would cost to paint the truck and it would cost an additional $5,000.
James Kneiszel questioned if staff would consider a wrap for the vehicle. It might be considerably less that what it would cost to paint the truck. Marty Kosobucki felt this was a very good idea and staff could get a cost on the vehicle wrap and list this on the item when it goes to City Council.
Maddison DeCleene, Teen Advisor, stated with the necessity of the vehicle and the uncertainty of availability of new vehicles, it would be a good idea to go through with the purchase.
Alderperson Raasch moved to accept the bid from Broadway Automotive in the amount of $78,330 for the replacement of the 1-ton truck, with the option of pricing out the vehicle wrap instead of painting and requesting additional funding from City Council, seconded by James Kneiszel.
Alderperson Defnet-Ledvina verified that the truck that will be replaced is a 2000. Marty Kosobucki stated that she is correct and there are some vehicles that are from 1998 and 1999 in the fleet.
Upon vote, the above motion passed unanimously.

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

IV. Staff Updates

1. Staff Update on Wilson Park Maintenance

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that staff plans to get the brush along the fence line cleaned up and this should be done within the next month, weather dependent. In early spring/summer staff will do some tree trimming and freshen up the woodchips. Ideally, we would like to have the summer seasonals to have started because we only have 5 employees to do all the grass cutting and field maintenance.
Connor Goodman, Teen Advisor, questioned if it is possible to get some community involvement to help clean up the park. Marty Kosobucki stated there are groups that reach out to help around the parks and the beautification committee that adopts round-a-bouts, but there is only so much that can be done.
Connor Goodman, Teen Advisor, stated that he will pitch the idea to his National Honor Society to see if they would be interested in helping clean up the park. Marty Kosobucki stated that would be a great idea and appreciated.

RESULT:	**DISCUSSED**

2. Staff Update on Status of the Nelson Family Pavilion.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that there have been several different developments that occurred with the Nelson Family Pavilion. First, the pavilion will have a maximum capacity of 49 because a second exit door could

not be incorporated in the design. This should not be a problem because the garage doors can be opened, and occupants can use the patio area. Also, the door access controls were not included in the bid. The IT Department wanted these to be purchased separately, along with the security equipment. Also, from entertainment requests, the company switch was upgraded from a 60-amp switch to a 100-amp switch. The project is currently out for bids, with bids due on April 6th.
Alderperson Defnet-Ledvina questioned why the garage doors do not count as a door. Marty Kosobucki thought it was because of the opening mechanism of the garage doors in case of a fire.

RESULT:	**DISCUSSED**

V. Future Agenda Items

None

VI. Adjournment

Melissa Thiel-Collar moved to adjourn the meeting at 7:40 pm, seconded by Ryan Jennings. Upon vote, the motion passed unanimously.

Respectfully submitted,
Grace Lahtela