Board of Park Commissioners

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

Regular Meeting

Final Minutes

Thursday, February 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	Present	
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 present: Marty Kosobucki, Director of Parks, Recreation, and Forestry; Paula Rahn, Recreation Superintendent; 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

None

III. Items

1. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from January 19, 2023 meeting.

   Melissa Thiel Collar moved to approve the minutes from the January 19, 2023 Board of Park Commissioners 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, Kundinger, Defnet Ledvina, Raasch, Soquet

2. Consideration and Possible Action to Approve WDNR Grant for Bomier Dock Rennovations.*

   Alderperson Raasch moved to approve the WDNR Grant for Bomier Dock Renovations, seconded by Randy Soquet. Upon vote, the above motion passed unanimously.

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

3. Consideration and Possible Action to Approve WDNR Grant for James Street Dock Modifications.*

   Alderperson Raasch moved to approve the WDNR grant for James Street Dock modifications, seconded by Ryan Jennings. Upon vote, the above motion passed unanimously.

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

4. Consideration & Possible Action to Approve Amendment to Inner Dimensions Wellness Agreement*

   James Kneiszel moved to approve the amendment to the Inner Dimensions Wellness agreement, seconded by Alderperson Chandik Kundinger. Upon vote, the above motion passed unanimously.

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

5. Consideration & Possible Action To Approve Use of QuickScores*

   Alderperson Chandik Kundinger moved to approve the use of QuickScores for the recreation leagues, seconded by Alderperson Raasch. Upon vote, the above motion passed unanimously.

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

6. Consideration & Possible Action to Approve Seasonal Aquatics Updates

   Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that Recreation Supervisor, Chelsea Moberg, is stuck on a plane coming home from an aquatic's convention, and requested if this item could be tabled until next month.
   Alderperson Raasch moved to table the item related to the seasonal aquatic updates until the March meeting, seconded by Melissa Thiel Collar. Upon vote, the motion to table the item until the March meeting was approved unanimously.

RESULT:	**TABLED [UNANIMOUS]** **Next: 3/16/2023 6:30 PM**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Melissa Thiel Collar, Board Member
AYES:	Thiel Collar, Jennings, Kneiszel, Kundinger, Defnet Ledvina, Raasch, Soquet

7. Consideration and Possible Action to Approval of Insurance Claim for VFW Pool.*

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that this item is a formality. Emergency procedures were taken to get replacement parts on order as soon as possible because there was a 30-week lead time for some of the equipment. The insurance company has already approved the claim and we have received the payment. What happened was during the process of winterizing VFW pool, an event occurred, and the basement of the maintenance building flooded. All the frequency drives and motors for the pool were under water.

Alderperson Raasch questioned what happened to cause the flooding. Marty Kosobucki explained that the insurance company is still investigating the incident so the details of the event cannot be discussed, but essentially a valve was not closed during the winterizing process.

Melissa Thiel Collar moved to approve the insurance claim for VFW Pool, seconded by Ryan Jennings.

Alderperson Raasch questioned what the insurance deductible is. Marty Kosobucki stated that he thought the deductible is $1,000.

Upon vote, the above motion was approved unanimously.

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

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

Marty Kosobucki, Director of Parks, Recreation and Forestry reviewed the previous actions pertaining to Wilson Park. He stated that staff put out a survey to see what individuals would like to see at Wilson Park. The results of the survey were in-decisive, with a 50-50 split in active and passive recreation areas. At that time, the park board requested that staff request money in the 2023 budget to hire a consultant to come up with a design plan for Wilson Park. Staff prepared an RFP and asked the consultants to survey the stakeholders again to see what is wanted and to come up with a plan. Staff reviewed the submitted proposals and Cedar Corp ranked the highest, followed by Graef, and then Rettler. Rettler's bid came in the lowest, but staff is not confident that they understood the project completely. Graef submitted a good proposal but veered away from the specific demands of the RFP, instead they would just provide a rendering of what the park would look like in a bubble diagram, not a definitive design to scale. Cedar Corp had a good proposal, which is over budget, but a little less if you add in all Graef's costs.

Marty Kosobucki explained that he received an email from both Mr. Anderson and Mr. Nicks regarding the proposals. Mr. Nicks was not able to attend the meeting, so copies of the email comments were provided. Both Mr. Nicks and Mr. Anderson have a valid point regarding doing another survey. The results could come back indecisive, the same as before, regarding active or passive recreation areas.

Alderperson Raasch moved to open the meeting to public comment at 6:43 pm, seconded by Alderperson Chandik Kundinger. Upon vote, the motion passed unanimously.

Jim Anderson stated that public outdoor space is at a premium. Wilson Park is the oldest park in the city and feels that the park should be updated by making it an inviting green space. He feels it would be nice to have an inviting green space on the West side of the river, similar in aspect to Walsh Plaza or the Riverwalk.

Randy Soquet questioned how much is available to invest in Wilson Park. Marty Kosobucki explained that currently there is only the $10,000 budgeted for design and development that would come out of the park dedication funds. There is nothing budgeted for any updates because it is hard to budget for something that is not designed yet.

Jim Anderson stated that if the brush was cut down by the fence and the trees trimmed, it would open up the park. If regular maintenance is done and the park cleaned up, that alone would be a significant improvement.

James Kneiszel moved to close the meeting at 6:47 pm, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Ryan Jennings questioned if it is possible to move the $10,000 from the park land dedication fund to an active fund. Marty Kosobucki explained that it might be possible, but not recommended. Something needs to be designed before any improvements can be done. At this time, the engineering department would not be available due to their current workload and being two employees down currently.

Melissa Thiel Collar questioned if the consultant isn’t approved tonight, what would the next step be. Marty Kosobucki explained that staff would look to the park board for direction on what to do next. Marty reminded the park board that this all started with St. Norbert wanting to purchase the park, and it accelerated into what it is now. When the survey was completed originally, it was put out on social media and a direct mailing to the nearby neighbors was sent out. The number of surveys received was a good turnout. Marty also explained that the park board could move forward with the design of the park, but what is the likelihood that there would be funding allocated to the park for development.

Alderperson Raasch suggested that instead of having the consultant do another survey, it might be better to have the consultants look at the results that were already received and have them do a design from those survey results. The design needs to be realistic with what a small community park should be. Due to the size of the park, it would probably be better suited for a passive recreation area, as it is probably too small for anything active.

Alderperson Chandik Kundinger commented that this all stemmed from St. Norbert’s interest to purchase the park. At this point it might be best to maintain the green space, clean up the park, and be good with what we have there now.

James Kneiszel stated that he doesn’t think that a new survey is needed, but an expert opinion on what should be done is. There is a wide range of individuals in the immediate neighborhood surrounding the park. The money would be well spent with designing something from the survey results we have, that could possibly be implemented in stages.

Alderperson Defnet Ledvina questioned if the scope is changed would another RFP need to be done. Marty Kosobucki stated that he could just go back to the three consultants that submitted a proposal and have them submit a new proposal with a specific revised scope of service. The scope of service would be to use the existing survey results to give two general designs that would come back to park board for approval.

James Kneiszel commented that staff should reach out to St. Norbert College to see what they would like in the park. Marty Kosobucki stated he would caution utilizing St. Norbert as the only stakeholder, as there are other community members that utilize the park, and St. Norbert was included in the original survey.
Alderperson Raasch moved to refer the item back to staff to get revised proposals that use the original survey results to design a small community park, seconded by Alderperson Chandik Kundinger.
Marty Kosobucki questioned if Alderperson Raasch wanted a 2D and 3D design versus a bubble diagram concept like Graef proposed. Alderperson Raasch responded that it would depend on the cost difference between the two options.
Ryan Jennings stated that a bubble diagram would give a plan for the park but questioned if it would provide enough information to go out for RFP for updates to be done on portions of the park. Marty Kosobucki stated that a bubble diagram is nothing more than a sketch or drawing and doesn't show how the elements will flow or fit together. Engineering work would still need to be done.
Alderperson Raasch stated that the consultants need to have some type of budget in mind with improvements, maybe put a cost not to exceed $80,000. Marty Kosobucki stated that he will give the consultants guidance for the design to be very cost effective.
Ryan Jennings stated he is in favor of moving forward with a consultant to bring all the data collected into a cohesive design.
Upon vote, the motion to return the item back to staff to get revised proposals passed unanimously.

RESULT:	**REFERRED BACK TO STAFF [UNANIMOUS]** **Next: 3/16/2023 6:30 PM**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Amy Chandik Kundinger, Alderperson
AYES:	Thiel Collar, Jennings, Kneiszel, Kundinger, Defnet Ledvina, Raasch, Soquet

9. Consider and Possible Action on Furniture in the Nelson Pavilion.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that the budget for furniture for the Nelson Family Pavilion was estimated at $27,000 and staff is questioning what type of furniture the Park Board would like. Staff would like to stay away from steel as it is hard to fix any vandalism; aluminum which is light and would be moved all over the park and probably end up in the river; and for the furniture to not be fixed adding to the flexibility of the deck. Staff stayed away from rectangular tables, as they look like regular picnic tables.
An in-depth discussion on the style of furniture for the Nelson Family Pavilion took place.
Ryan Jennings questioned if the intent was for the bar tables and chairs to be stored inside the pavilion when not in use. Marty Kosobucki stated that the intention would be for the picnic tables to remain on the patio and for the bar height tables and chairs to be stored indoor when not in use.
Alderperson Raasch moved to approve option 3, which is the round composite tables, with colors to be determined later, 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, Kundinger, Defnet Ledvina, Raasch, Soquet

IV. Staff Updates

1. Update on Amended Agreement with MultiMedia Channels, LLC for Brochure Advertising

   Paula Rahn, Recreation Superintendent, stated she was notified by Multimedia Channels that the contract for publishing the Parks and Recreation brochure was no longer cost effective. The current contract calls for the brochures to be mailed out to all residential properties in the city. Due to the high cost of mailing the brochure, the amended contract will be for a postcard to be mailed out listing where the brochures can be picked up or viewed online. Multimedia Channels will still solicit advertisements for the brochure, but these funds will cover the cost of setting up and printing the brochures.

RESULT:	**DISCUSSED**

2. Staff Update on 2022 Donations

   Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that what is included in the park board packet is a summary of 2022 donations but does not include any for the Nelson Family Pavilion, or the Jerry Hasenberg Memorial Fund. Marty expressed his gratitude to his staff for bringing in these donations and for all the individuals and business for the donations.

RESULT:	**DISCUSSED**

3. Staff Update Regarding Nelson Pavilion.

   Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that next week, staff will have the opportunity to go through the Nelson Family Pavilion plans, hoping that the project will be going out for bids the following week. Marty also explained that at the last park board meeting it was brought up to have the beams from the patio continue into the multipurpose room. McMahon did the research, and it will actually cost less to incorporate the extended beams into the plans, so they will be part of the design for the multipurpose room ceiling.

RESULT:	**DISCUSSED**

V. Future Agenda Items

None

VI. Adjournment

Alderperson Defnet Ledvina moved to adjourn the meeting at 7:35 pm, seconded by Melissa Thiel Collar. Upon vote, the above motion passed unanimously.

Respectfully submitted,
Grace Lahtela