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

Board of Park Commissioners

Regular Meeting

Final Minutes

Thursday, January 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 Randy Soquet

Attendee Name	Title	Status	Arrived
Melissa Thiel Collar	Board Member	Excused	
Ryan Jennings	Board Member	Present	
Jim Kneiszel	Board Member	Present	
Amy Chandik Kundinger	Alderperson	Present	
Shana Defnet Ledvina	Alderperson	Present	
Dean Raasch	Alderperson	Late	6:35 PM
Randy Soquet	Board Member	Present	
Connor Mason	Teen Advisor	Present	
Connor Goodman	Teen Advisor	Present	

Others Present:
Marty Kosobucki, Director of Parks, Recreation, and Forestry
Don Melichar, Park Superintendent and City Forester
Paula Rahn, Recreation Superintendent
Chelsea Moberg, Recreation Supervisor
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. Chapter 6-3(f) DPMC

Marty Kosobucki, Director of Parks, Recreation, and Forestry announced that Don Melichar, Park Superintendent and City Forester announced his retirement and is scheduled to retire in April 2024.

III. Items

1. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the December 21, 2023 Meeting.

   Ryan Jennings moved to approve the Board of Park Commissioners minutes from the December 21, 2023 meeting, seconded by Alderperson Chandik-Kundinger. Upon vote, the motion passed unanimously.

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

2. Consideration and Possible Action to Approve Amerilux as the Main Sponsor for De Pere Beer Gardens.*

Alderperson Chandik Kundinger moved to accept Amerilux as the main sponsor for the 2024 beer gardens, seconded by Alderperson Defnet Ledvina. Upon vote, the motion passed unanimously.

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

3. Consideration and Possible Action to Accept $1,750 Sponsorship from Immel Construction Inc. for June Beer Gardens.*

Alderperson Chandik Kundinger moved to accept a $1,750 sponsorship from Immel Construction, Inc. for the June beer garden, seconded by James Kneiszel. Upon vote, the motion passed unanimously.

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

4. Consideration and Possible Action to Approve $1,750 Sponsorship from Durr Systems Inc. for July Beer Garden.*

Alderperson Chandik Kundinger moved to accept a $1,750 sponsorship from Durr Systems for the July beer garden, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

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

5. Consideration and Possible Action to Approve $1,750 Sponsorship from Tweet Garot Mechanical for August Beer Garden.*

Alderperson Chandik Kundinger moved to accept a $1,750 sponsorship from Tweet Garot Mechanical for the August beer garden, seconded by Alderperson Defnet Ledvina. Upon vote, the motion passed unanimously.

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

6. Consideration and Possible Action to Accept a $1,500 Donation from the De Pere Lions Club for Children's Entertainment at 2024 Beer Gardens.*

   Alderperson Chandik Kundinger moved to accept a $1,500 donation from the De Pere Lions Club for children's entertainment at the 2024 beer gardens, seconded by Alderperson Defnet Ledvina. Upon vote, the motion passed unanimously.

   Alderperson Chandik Kundinger expressed her gratitude for all of the De Pere businesses and organizations for their donations.

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

7. Consideration & Possible Action to Approve Donation of Family Pool Pass to Recreation Department Snowman Contest.*

   Randy Soquet moved to approve the donation of a family pool pass to the Recreation Department snowman contest, seconded by James Kneiszel. Upon vote, the motion passed unanimously.

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

8. Consideration and Possible Action to Approve Tennis Program Fees Adjustment.*

   Alderperson Raasch arrived remotely to the meeting at 6:35 pm.

   James Kneiszel moved to approve the tennis program fee adjustments, seconded by Ryan Jennings. Upon vote, the motion passed unanimously.

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

9. Consideration and Possible Action to Approve Pool Closure Policy Update

Randy Soquet moved to approve the recommended pool closure policy updates, 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:	Jennings, Kneiszel, Kundinger, Defnet Ledvina, Raasch, Soquet
EXCUSED:	Melissa Thiel Collar

10. Consideration and Possible Action to Approve Evening Swim Lessons & General Evening Swim Schedule.

Randy Soquet moved to approve the adjustments to the evening swim lessons and evening swim schedule, 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:	Jennings, Kneiszel, Kundinger, Defnet Ledvina, Raasch, Soquet
EXCUSED:	Melissa Thiel Collar

11. Consideration and Possible Action to Approve Evening Swim Hour Adjustments.

Alderperson Defnet Ledvina moved to approve the evening swim hour adjustments, seconded by Ryan Jennings. Upon vote, the motion passed unanimously.

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

12. Consideration and Possible Action to Approve the Second Quarter Financials for the De Pere Ice Center 2023/2024 Season.

Alderperson Defnet Ledvina moved to approve the second quarter financial statements from the De Pere Ice Center, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

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

13. Consideration and Possible Action Regarding Donation Proposal From De Pere Girls Softball Association.*

The De Pere Girls Softball representative was not present at the meeting yet, so this item was skipped and returned to after item #16.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that there is money in the budget to replace several scoreboards at the parks. De Pere Girls Softball is very grateful for the city's project but approached staff about the possibility of replacing all three scoreboards at Optimist Park. To help De Pere Girls Softball fund the purchase of the scoreboards, they are looking to have two sponsor panels located on each scoreboard, and the details of the sponsorships still need to be determined. De Pere Girls Softball is also willing to pay for the installation of the scoreboards. The city would still have the determination of what sponsors are included on the scoreboards and the length of time they would be up.

Alderperson Defnet Ledvina moved to open the meeting to public comment at 7:08 pm, seconded by Ryan Jennings. Upon vote, the motion passed unanimously.

Alex Krukowski, representing De Pere Girls Softball explained that the league experienced a lot of difficulty with all three scoreboards in the last two years. They were hard to just get them on, let alone keeping score. The organization has had some very successful fundraising efforts and is willing to fully fund the scoreboards. The organization has been discussing the sponsorship and looking at potentially a $5,000 donation for 5 years, with rights of first refusal after the 5-year period and $1,000 per year thereafter.

Randy Soquet questioned the life expectancy of the scoreboards. Alex Krukowski stated that the life expectancy is at least 10 years. Marty Kosobucki stated that new scoreboards are much more technical, and the old ones are impossible to find parts for.

James Kneiszel moved to return to regular order at 7:10 pm, seconded by Alderperson Defnet Ledvina. Upon vote, the motion passed unanimously.

Randy Soquet moved to approve the donation proposal from De Pere Girls Softball of purchasing and installing three scoreboards for Optimist Park valued at $27,300 and work out sponsorship guidelines, 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:	Jennings, Kneiszel, Kundinger, Defnet Ledvina, Soquet
ABSENT:	Dean Raasch
EXCUSED:	Melissa Thiel Collar

14. Consideration and Possible Action Regarding Upgrading the Water Fountain on Nelson Family Pavilion to a Water Bottle Filling Unit.*

Alderperson Chandik Kundinger moved to approve the water fountain on the Nelson Family Pavilion to a water bottle filling station, seconded by Randy Soquet.

Alderperson Defnet Ledvina stated that she requested Marty to look into the water bottle filling station a little more.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that he talked to the consultant and found out that it is difficult to drain and winterize the water filling stations, making it very difficult for building maintenance. With the winterization problems, staff recommendation would be not to install the water filling station.

Ryan Jennings questioned if there would be a simpler option, maybe just a spicket. Marty Kosobucki stated that there will be a spicket and a water fountain, so individuals will be able to fill bottles.

Alderperson Chandik Kundinger withdraws her original motion, Randy Soquet withdraws his second.

Alderperson Chandik Kundinger moved to support staff recommendations to not implement the use of a water bottle filling station in the technical design of Nelson Family Pavilion, seconded by Alderperson Defnet Ledvina. Upon vote, the motion passed unanimously.

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

15. Consideration and Possible Action on Approving Change Order #6 For Nelson Pavilion.*

Randy Soquet moved to approve change order #6 for the Nelson Family Pavilion, seconded by Ryan Jennings.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that change order #6 includes an add-on for some wiring that was not included on the drawings, but overall, the total is a deduct for the project.

Upon vote, the motion passed unanimously.

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

16. Discussion on Donor Wall for the Nelson Family Pavilion.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that an RFP will be prepared for the design of the donor wall for the Nelson Family Pavilion. On the building plans, there is a recessed 4x4 area on the brick exterior of the building that is designed for the donor wall. Staff is requesting input as to what type of donor wall the Park Board is interested in; if the designated position of the donor plaque is appropriate; and if the 4x4 size is adequate.

Alderperson Defnet Ledvina questioned the vandalism of the plaque if it is on the outside of the building. Marty Kosobucki explained that the sign material will be designed to handle the weather, but none will handle vandalism.

Marty Kosobucki explained that the donor sign for the Riverwalk is one that can be added to, and questioned if the Park Board was interested in this option. Currently the naming option of the patio is still available.

Alderperson Raasch questioned if it was necessary for the plaque to be mounted on the outside of the building, or if it could be located inside the building. Marty Kosobucki explained that the inside of the building is not the best location because you would need to be inside the building to see all the donors and the building would not be open.

Alderperson Raasch also questioned if the donor names could be incorporated into the fencing area along the patio, or a different way to display it around the building, without placing it on the building. Marty Kosobucki stated that could be requested in the RFP, but that option may be more costly. Where the donor wall is located on the building plans is not a bad location for it.

Alderperson Chandik Kundinger stated that she likes the simplicity of the plaque in the packet from Signarama and it appears that it is close to the size of the area. Also, it doesn't have any pieces that could be broken off, or that would chip and crack easily. Marty Kosobucki stated that the one pictured from Signarama could be an option, but it is a brass plaque that could not be added to and would probably be costly.

Alderperson Defnet Ledvina questioned how many donors have been added to the Riverwalk donor plaque since it was installed. Marty Kosobucki stated that there hasn't been any in the last five years, but it has been updated twice since it was installed.

Marty Kosobucki explained that commonalities in the type of sign are what we are interested in so we can list them in the RFP. For instance, would you like it to be updateable, if you want it to be the 4x4 size, or let the companies be creative and see what is submitted.

Randy Soquet questioned how many names have been added to the Riverwalk sign. Marty Kosobucki answered that it has been less than 10 names. Randy Soquet stated he likes the options that show the donor names with different levels or with pillars.

Marty Kosobucki verified that from the conversations the Park Board would like the sign to be durable, graffiti resistant, ability to update, and to keep it around the size of the allotted area. Also, to submit one concept that could be tied to the railing.

Ryan Jennings questioned if there was a potential discount if the indentation was removed from the plans. Marty Kosobucki stated that there probably would not be a cost savings and with the sign being indented it might eliminate some people getting scratched or cut and eliminate an attractive nuisance for vandalism.

Alderperson Raasch left the meeting at 7:00 pm.

The representative from De Pere Girls Softball arrived at the meeting, so the Park Board went back to item #13 on the agenda.

RESULT:	**DISCUSSED**

17. General Discussion on Current Tree Planting Policy for ROW Trees and Potential Change.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that Alderperson Defnet Ledvina requested a discussion regarding the current tree planting policies for

Right of Way trees be placed on the agenda. Staff included a summary of what our current tree planting policy is, along with what other local municipalities do.

Alderperson Defnet Ledvina stated that she feels there needs to be more trees planted in the city. Many municipalities in Brown County require trees to be planted in new subdivisions and at a minimum, De Pere should at least require this. Marty Kosobucki explained that a policy change will probably need many departments' approval and will have to ask the City Administrator how to move forward with the request.

Don Melichar, Park Superintendent and City Forester explained that this topic was brought up at the Planning Commission. Alderperson Hansen brought the topic up for discussion for trees to be planted in new subdivisions. The discussion stopped for some reason. Many local areas require tree planting, but they all charge differently. If there is an increase in tree planting, there is also an increase in maintenance of the trees, and the maintenance is the biggest part. If there is a change to the tree planting policy, it needs to also include maintenance of the newly planted trees and employees to take care of them. It is a great initiative and a great idea, but you need the employees to take care of them.

Ryan Jennings stated he is a huge fan of street trees, but the policy itself needs to be looked at. Individuals can park a vehicle within 15 feet of a stop sign but you cannot plant a tree within 25 feet of the sign. There should be trees planted in new subdivisions as trees add value to the city.

Marty Kosobucki stated that there isn't anyone in the Parks Department that would not want trees. The concern with planting additional trees is having enough employees to take care of them properly. Also, with new subdivisions, it would be an administrative nightmare to track the planting. Additional resources would need to be added to handle all the planting, maintenance, and administration of the trees. Alderperson Defnet Ledvina commented that resources would be received by charging by the linear foot. Marty Kosobucki stated that the charges would take care of the price of the tree, but not the staffing to take care of them.

James Kneiszel questioned what percentage of trees that were taken down are being replaced. Don Melichar commented that for the last couple of years we have had a grant program available to replace trees that were taken down from EAB. The response to the free trees was very underwhelming. This year we have 250 free trees to plant with the grant and hopefully the response will be better. There were approximately 1,500 – 2,000 trees that were lost in the total tree canopy for city trees, which does not include any trees in residential properties. It takes a long time to recover from losing those large trees.

James Kneiszel stated that there were more than a dozen large trees taken down on his block. He feels it is ideal to have tree lined streets and asked if it is up to the homeowner to have a tree. Don Melichar stated that the homeowner can elect to have a tree. Marty Kosobucki stated that other communities are not mandating trees unless it is a new development.

James Kneiszel stated that there should be a long-term program in the city that if a tree comes down that a new tree is planted, and the city should take a stance that a tree should be in the terrace on all homes. Don Melichar stated that if people do not order a tree, or if they do not want a tree in their terrace, they will not take care of it. If the tree is not cared for, then it becomes a liability for the city.

Alderperson Defnet Ledvina stated that there needs to be some type of outreach to residents on how to get a tree. Don Melichar stated that originally it was just placed in the city brochure. Now the tree planting program is put on social media, and we had a passionate resident pass out brochures and even pay to plant some trees in other resident's terraces. Alderperson Defnet Ledvina commented on the possibility of splitting the city in quadrants, like the sidewalk program and marking a certain area each year. Also, maybe the sustainability commission, or neighborhood associations would like to get involved in a program.

Marty Kosobucki stated he would like a recommendation from the Park Board on what action they would like to take on the issue. Alderperson Defnet Ledvina stated she would like the item to be brought to the next Park Board meeting as an action item to bring it to the Development Team to mandate trees in new subdivisions in the city.

RESULT:	DISCUSSED

18. Consideration and Possible Action Regarding Bids For Replacing Truck 18.*

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that there is $95,000 in the 2024 budget to replace truck #18. The lowest bid came in at $167,000 which is extremely over budget. The reason the bid was high is because current truck #18 is a non CDL required truck, but when you hook something up to it, the weight makes it become a CDL required truck. The replacement truck is a bigger CDL truck and staff did not think it would come in that much over budget. The options available are to continue with the purchase and ask for additional funds. The additional funds could come from unassigned reserves, or it could be included in part of the 2024 bonding. The other option is to try to run the existing truck another year and request additional funds in the 2025 budget, but waiting another year, the cost will probably be even more.

Randy Soquet moved to approve the vehicle purchase and the low bid of $167,922 from Olsen Trailer and Body and request the City Council to include additional funding in the bonding schedule for capital projects, seconded by Ryan Jennings.

Alderperson Defnet Ledvina questioned if that was what staff recommendation is. Marty Kosobucki stated that it is one of the options available, not necessarily the staff recommendation.

Randy Soquet explained his rationale is to ask for the bonding increase and the City Council can decide if they want to try to wait the additional year.

James Kneiszel questioned if the vehicle could run for one or more years with the trade in value being so minimal. Marty Kosobucki stated that the mechanics go through all equipment and rate them for replacement. This truck was rated the highest because the mechanics are worried about the injectors going bad on it. Don Melichar stated that it is rated high due to the probability of maintenance issues. Currently truck #18 is being used by the street department exclusively for brining and smaller areas.

James Kneiszel stated that he feels the prudent thing to do is to try to get through another year and budget for it appropriately in 2025.

Ryan Jennings questioned why there is the need for a CDL truck. Marty Kosobucki stated that when you add any weight to the truck, it is over the threshold making it a CDL required truck. The street department is using the small truck because it is more convenient to get into small areas and parking lots.

Randy Soquet questioned the timeline for the new truck. Marty Kosobucki stated that it is a multiple month project and probably looking at 2-3 months at a minimum.

After discussion the above motion passed with a 4-1 vote with James Kneiszel voting nay.

RESULT:	**ADOPTED [4 TO 1]**
MOVER:	Randy Soquet, Board Member
SECONDER:	Ryan Jennings, Board Member
AYES:	Ryan Jennings, Amy Chandik Kundinger, Shana Defnet Ledvina, Randy Soquet
NAYS:	Jim Kneiszel
ABSENT:	Dean Raasch
EXCUSED:	Melissa Thiel Collar

IV. Staff Updates

1. Staff Update on Status of Southwest Park Shelter Construction Progress.

   Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that the project is starting to move forward. The preconstruction meeting was held, and supplies have been ordered. IEI plans to start mobilizing next week.

RESULT:	**DISCUSSED**

2. Staff Update on Nelson Family Pavilion Construction Progress.

   Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that the forms have been poured for the Nelson Family Pavilion. IEI mentioned that the project is about a month and a half behind schedule, due to the soil issues, and getting done by June is very slim.

RESULT:	**DISCUSSED**

V. Future Agenda Items

James Kneiszel mentioned that he hopes a discussion on George Park can make the February Park Board meeting.

VI. Adjournment

Alderperson Defnet Ledvina moved to adjourn the meeting at 8:00 pm, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

Respectfully submitted,

Grace Lahtela