



Board of Park Commissioners

Regular Meeting

Minutes

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

Thursday, March 27, 2025

6:30 PM

City Hall, Council Chambers 335 S.
Broadway, De Pere, Wisconsin
54115

I. Call to Order

Present: Melissa Thiel Collar, Randy Soquet, Mike Eserkaln, Shana Ledvina, Elizabeth McMasters, Amy Kundering, James Lyga

Absent: Jim Kneiszel

Excused: Connor Mason

II. Public Comment on 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 the February 20, 2025 meeting

Melissa Thiel Collar moved to approve the Board of Park Commissioners minutes from the February 20, 2025 meeting, seconded by Alderperson Defnet Ledvina. Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Melissa Thiel Collar
SECONDER:	Shana Ledvina
AYES:	Melissa Thiel Collar, Randy Soquet, Mike Eserkaln, Shana Ledvina, Elizabeth McMasters, Amy Kundering

2. Consideration and Possible Action to Approve \$2,500 Donation from Greta Johnson for Recreation Scholarship Fund *

Alderperson Chandik Kundering moved to accept a \$2,500 donation from Greta Johnson for the Recreation Scholarship Fund, seconded by Alderperson Defnet Ledvina. Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Amy Kundering
SECONDER:	Shana Ledvina
AYES:	Melissa Thiel Collar, Randy Soquet, Mike Eserkaln, Shana Ledvina, Elizabeth McMasters, Amy Kundering

3. Consideration and Possible Action to Approve \$2,500 Donation from Greta Johnson for Replacement of Chairs in Upper- Level Meeting Rooms at Community Center *

Aldersperson Chandik Kunding moved to accept a \$2,500 donation from Greta Johnson for replacement chairs in the upper-level meeting rooms at the Community Center, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Amy Kunding
SECONDER:	Randy Soquet
AYES:	Melissa Thiel Collar, Randy Soquet, Mike Eserkaln, Shana Ledvina, Elizabeth McMasters, Amy Kunding

4. Consideration and Possible Action to Approve Durr Systems Inc.'s Donation of \$1,500 for Individual Sponsorship of June 17 & July 22, 2025 Beer Garden Events *

Aldersperson Chandik Kunding moved to accept a \$1,500 donation from Durr Systems for individual event sponsorship for the June 17th and July 22, 2025 beer gardens, seconded by Elizabeth McMasters. Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Amy Kunding
SECONDER:	Elizabeth McMasters
AYES:	Melissa Thiel Collar, Randy Soquet, Mike Eserkaln, Shana Ledvina, Elizabeth McMasters, Amy Kunding

5. Consideration and Possible Action to Approve Hockers Home Services' Donation of \$1,500 as an Individual Sponsor for July 8 & 29, 2025 Beer Garden Events *

Aldersperson Chandik Kunding moved to accept a \$1,500 donation from Hockers Home Services for individual event sponsorship for the July 8th and July 29, 2025 beer gardens, seconded by Melissa Thiel Collar. Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Amy Kunding
SECONDER:	Melissa Thiel Collar
AYES:	Melissa Thiel Collar, Randy Soquet, Mike Eserkaln, Shana Ledvina, Elizabeth McMasters, Amy Kunding

6. Consideration and Possible Action to Approve the Special Event, Bike to the Beat, to be held at Voyageur Park at the Nelson Family Pavilion on August 2, 2025

Melissa Thiel Collar moved to approve the Special Event, Bike to the Beat, being held at Voyageur Park at the Nelson Family Pavilion on August 2, 2025, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Melissa Thiel Collar
SECONDER:	Randy Soquet
AYES:	Melissa Thiel Collar, Randy Soquet, Mike Eserkaln, Shana Ledvina, Elizabeth McMasters, Amy Kunding

7. Consideration and Possible Action to Approve the bid from Tweet Garot, in the amount of \$8,500, for the Air Conditioning Design, Bid Specification Development, and Construction Oversight at the Community Center *

Randy Soquet moved to approve the bid from Tweet Garot, in the amount of \$8,500 for the air conditioning design, bid specification development, and construction oversight for the air conditioning

unit at the Community Center, seconded by Melissa Thiel Collar. Upon vote, the motion passed unanimously, with Elizabeth McMaster abstaining.

RESULT:	Passed
MOVER:	Randy Soquet
SECONDER:	Melissa Thiel Collar
AYES:	Melissa Thiel Collar, Randy Soquet, Mike Eserkaln, Shana Ledvina, Amy Kunding
NAYS:	None
ABSTAIN:	Elizabeth McMasters

8. Consideration and Possible Action to Approve the First and Second Quarter Financial Statements for the De Pere Ice Arena

Aldersperson Defnet Ledvina moved to approve the first and second quarter financial statements for the De Pere Ice Arena, seconded by Randy Soquet. Upon vote, the motion passed unanimously, with Elizabeth McMasters abstaining.

RESULT:	Passed
MOVER:	Shana Ledvina
SECONDER:	Randy Soquet
AYES:	Melissa Thiel Collar, Randy Soquet, Mike Eserkaln, Shana Ledvina, Amy Kunding
NAYS:	None
ABSTAIN:	Elizabeth McMasters

9. Consideration and Possible Action to Approve a One-Year Extension to the Lease Agreement with Brown County Ice Management to operate the De Pere Ice Arena *

Aldersperson Defnet Ledvina moved to approve a one-year extension to the lease agreement with Brown County Ice Management to operate the De Pere Ice Arena, seconded by Randy Soquet.

Marty Kosobucki, Director of Parks, Recreation, and Forestry questioned if the Park Board wanted to entertain increasing the hourly surcharge with the extension. Marty Kosobucki explained that he had discussions with Don Chilson, and Don felt that the surcharge could be increased to \$40 per hour and be comparable to other local establishments. The additional surcharge revenue would be put into the maintenance fund for the Ice Arena. If the Park Board is interested in increasing the surcharges, the extension could be amended before it goes to Common Council for approval.

Randy Soquet stated that there was previous discussion about the possibility of requesting proposals for the management of the De Pere Ice Arena to different management companies. Marty Kosobucki stated currently there is a great deal of uncertainty with the Ice Arena. With the recent condition analysis report done on the Ice Center, there are major concerns with the building. This one-year extension will give council time to review the facility and decide what the city would like to do.

Aldersperson Eserkaln questioned if it is always a year-to-year agreement. Marty Kosobucki stated that once the future of the facility is solidified, then a long-term agreement would be entertained.

Aldersperson Defnet Ledvina moved to approve the one-year extension with Brown County Ice Management with the recommendation to increase the surcharge to \$40 in the agreement, Randy Soquet was good with the recommended increase. Upon vote, the motion passed unanimously, with Elizabeth McMasters abstaining from the vote.

RESULT:	Passed
MOVER:	Shana Ledvina
SECONDER:	Randy Soquet
AYES:	Melissa Thiel Collar, Randy Soquet, Mike Eserkaln, Shana Ledvina, Amy Kunderinger
NAYS:	None
ABSTAIN:	Elizabeth McMasters

10. Consideration and Possible Action to Approve the Summer Water Management Agreement with Carrico Aquatics for both VFW and Legion Pools *

Melissa Thiel Collar moved to approve the Summer Water Management Agreement with Carrico Aquatics for both VFW and Legion Pools, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Melissa Thiel Collar
SECONDER:	Randy Soquet
AYES:	Melissa Thiel Collar, Randy Soquet, Mike Eserkaln, Shana Ledvina, Elizabeth McMasters, Amy Kunderinger

11. Consideration and Possible Action to Approve a 3-Year Agreement with Fox Communities Credit Union to Continue Sponsorship of the Holiday Light Show *

Alderson Chandik Kunderinger moved to approve a 3-year agreement with Fox Community Credit Union to continue sponsorship of the Holiday Light Show at Voyageur Park, seconded by Elizabeth McMasters.

Randy Soquet questioned what would be done with the increase in sponsorship. Marty Kosobucki, Director of Parks, Recreation, and Forestry, explained that the sponsorship is used to gradually build the event. Staff is looking at possibly adding another large inflatable or lights synchronized to music.

Randy Soquet questioned if this is a revenue-generating event. Marty Kosobucki stated that all sponsorship and donations received go back into the event.

Alderson Chandik Kunderinger commented that she loved the new decorations that were specific to De Pere. She suggested requesting the public vote on what displays the community would like to see next year. Marty Kosobucki explained that the order for the new displays has already been submitted and that some designs are challenging to generate, but staff could look into ways to incorporate community participation and involvement in upcoming events.

Upon vote, the above motion was approved unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Amy Kunderinger
SECONDER:	Elizabeth McMasters
AYES:	Melissa Thiel Collar, Randy Soquet, Mike Eserkaln, Shana Ledvina, Elizabeth McMasters, Amy Kunderinger

12. Consideration and Possible Action on the Color Option for the Rainbow Park Playground

Randy Soquet moved to approve the staff recommendation of the rainbow color option for the Rainbow Park playground, seconded by Melissa Thiel Collar.

Melissa Thiel Collar stated she thinks the rainbow-colored option is great and fun, and goes with the park.

Alderson Eserkaln questioned if there is a price difference in the color options. Marty Kosobucki, Director of Parks, Recreation, and Forestry stated the color options are all priced the same.

Elizabeth McMasters questioned if there have been any complaints about colors picked in the past. Marty Kosobucki stated that he cannot remember any complaints received.

Upon vote, the above motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Randy Soquet
SECONDER:	Melissa Thiel Collar
AYES:	Melissa Thiel Collar, Randy Soquet, Mike Eserkaln, Shana Ledvina, Elizabeth McMasters, Amy Kunderling

13. Consideration and Possible Action to Approve Delaying the Voyageur Park Dumpster Project

Randy Soquet moved to approve delaying the Voyageur Park dumpster project, seconded by Alderson Ledvina. Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Randy Soquet
SECONDER:	Shana Ledvina
AYES:	Melissa Thiel Collar, Randy Soquet, Mike Eserkaln, Shana Ledvina, Elizabeth McMasters, Amy Kunderling

14. Consideration and Possible Action to Approve the Waterview Heights Subdivision Park Concept

Marty Kosobucki, Director of Parks, Recreation, and Forestry suggested that the straight area of sidewalk be removed from the plan. This area of sidewalk is not needed and the fluid area of green space could be better utilized. Initially, the Park Board requested staff to develop a design that would work well with the neighborhood. There is no type of active recreation area in the plan because the park does not have any parking area. The park is designed for kids to walk or ride their bikes to the park.

Melissa Thiel Collar stated that in the memo there are comments that the Park Program might get moved from Kiwanis Park to the new Waterview Heights Park with the lack of a pavilion or bathrooms at Kiwanis. Melissa Thiel Collar questioned why there was never a pavilion built at Kiwanis Park. Marty Kosobucki stated that there is a restroom building at Kiwanis Park on the Capital Improvement Plan, but the department was unable to get funding for the project, it would always get bumped. There is room for a facility in the park, but it never got any support.

Melissa Thiel Collar questioned if there is funding for the new Waterview Heights Park. Marty Kosobucki explained that currently there is no funding for the park. With the park being located in a new subdivision, it would probably get higher priorities. With there being three areas in the design, it might get phased in. Melissa Thiel Collar commented that her concern is that this subdivision is far away from any park with a restroom facility. If there is any chance that the Park Program will be relocated there, then the city needs to do a better job for the kids and have a pavilion and restroom facilities there, not just a tent and a portable toilet like at Kiwanis.

Marty Kosobucki stated that if a plan is approved, a sign would be installed notifying residents that a park is coming and showing the potential design.

Randy Soquet moved to approve the design concept for the Waterview Heights Subdivision Park, with the straight section of sidewalk being removed, seconded by Alderperson Defnet Ledvian. Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Randy Soquet
SECONDER:	Shana Ledvina
AYES:	Melissa Thiel Collar, Randy Soquet, Mike Eserkaln, Shana Ledvina, Elizabeth McMasters, Amy Kunderinger

15. Consideration and Possible Action to Approve Agreement with Convenient ATM Services to Provide Seasonal ATM at the Nelson Family Pavilion *

Alderperson Defnet Ledvina moved to approve the agreement with Convenient ATM Services to provide a seasonal ATM at the Nelson Family Pavilion, seconded by Randy Soquet.

Randy Soquet verified that this agreement is not costing the City anything, but we are also not making any money either. Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that is correct. Marty Kosobucki also commented that fiber is in the process of being installed at the Nelson Family Pavilion. Once the fiber installation is complete, then the beer gardens will probably be cashless and this service will not be needed, but this will most likely be for the 2026 beer garden season.

Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Shana Ledvina
SECONDER:	Randy Soquet
AYES:	Melissa Thiel Collar, Randy Soquet, Mike Eserkaln, Shana Ledvina, Elizabeth McMasters, Amy Kunderinger

16. Consideration and Possible Action to Approve ATC Performing Work in Voyageur Park and Approve Signature of Permits Required for the Work *

Alderperson Defnet Ledvina moved to approve ATC performing work in Voyageur Park and approved signing of the necessary permits, seconded by Melissa Thiel Collar. Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Shana Ledvina
SECONDER:	Melissa Thiel Collar
AYES:	Melissa Thiel Collar, Randy Soquet, Mike Eserkaln, Shana Ledvina, Elizabeth McMasters, Amy Kunderinger

IV. Discussion Items

1. Discussion on the Proposed Seven Year Capital Improvement Plan for the Parks, Recreation, and Forestry Departments

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that the CIP has already been

submitted to the previous City Manager. Staff is not looking for approvals, but looking for any suggestions, comments, or recommendations that can be passed onto the new City Manager for consideration. The priority of the department has always been to take care of what we have in the city before adding anything new.

Randy Soquet commented that the Kiwanis Park restroom building is listed on the CIP.

Marty Kosobucki stated that staff does not like to just arbitrarily cut projects from the CIP, but there are two projects that staff would like the Park Board to consider eliminating. A few years back, previous Alderperson Raasch suggested an Urban Sports Complex be added to the CIP. This concept would be to construct a small soccer area inside a city atmosphere. Although this is a great concept, it is designed for larger cities and staff would recommend removing the project from the CIP. The second item for consideration is the Carney Park Playground. Carney Park has a very small, very old playground, which is not in very good condition. The playground is located right around the corner from Willems Park, where the playground was just replaced. The playground would get used, but with the high cost of playground equipment, and the proximity to Willems Park, it might be something that the Park Board would consider.

Randy Soquet questioned how many projects get approved annually. Marty Kosobucki stated that every year is different, but usually 1/2 to 2/3 of the projects get approved.

Randy Soquet recommended removing the urban sports complex from the CIP.

V. Staff Updates

1. 2024 Donation Summary

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated there is an incredible amount of donations each year. Doing a quick calculation, since 2020 the department has received over \$1.4 million in donations. This is an incredible amount and without community support, our department would not be able to provide the services we do. Marty Kosobucki thanked all those that donated and continue to donate to the Parks, Recreation, and Forestry Departments.

Randy Soquet thanked all the donors for their support and for the staff that did tremendous work getting the donations.

2. Staff Update on Kay Beer Distributing Co., Inc. being Individual Sponsor of July 15, 2025 Beer Garden

Marty Kosobucki, Director of Parks, Recreation, and Forestry, stated that Kay Distributing donated \$750 to be the individual event sponsor for the July 15, 2025 beer garden.

3. Staff Update on Hurckman Mechanical Industries, Inc. being Individual Event Sponsor of the July 1, 2025 Beer Garden

Marty Kosobucki, Director of Parks, Recreation, and Forestry, stated that Hurckman Mechanical Industries donated \$750 to be the individual event sponsor for the July 1, 2025 beer garden.

With this donation, all nine individual event sponsors for the 2025 beer gardens have been obtained.

4. Staff Update on \$500 Donation from De Pere Optimist Club for Summer Day Camp T-shirts

Marty Kosobucki, Director of Parks, Recreation, and Forestry, stated that the De Pere Optimist Club provided a \$500 donation for Summer Day Camp t-shirts.

5. Staff Update on the Ash Tree Replacement Grant from NEW Water

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that staff was notified that the Ash Tree grant had been suspended. Staff sent out letters to all residents that returned a free tree order form stating that this grant has been suspended and offered them the ability to purchase trees if they are still interested. Staff originally received 111 tree orders for free replacement trees and after notifying the residents that the program had been suspended, only 31 tree orders were placed. Thankfully, we received notification of the grant suspension when we did, or this would have had a major impact on the budget.

VI. Future Agenda Items

None

VII. Adjournment

Alderperson Defnet Ledvina moved to adjourn the meeting at 7:16 pm, seconded by Melissa Thiel Collar. Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Shana Ledvina
SECONDER:	Melissa Thiel Collar
AYES:	Melissa Thiel Collar, Randy Soquet, Mike Eserkaln, Shana Ledvina, Elizabeth McMasters, Amy Kunding

Respectfully submitted,
Grace Lahtela