



# Board of Park Commissioners

Regular Meeting

335 South Broadway  
De Pere, WI 54115  
[www.deperewi.gov](http://www.deperewi.gov)

## Agenda

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Thursday, August 21, 2025

6:30 PM

Council Chambers and Virtual

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Pursuant to Wisconsin Statute 19.84, Notice is hereby given to the public that a meeting of the **Board of Park Commissioners** of the City of De Pere will be held on **August 21, 2025 at 6:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

**The Public or Members of the Board of Park Commissioners, which may count toward an official quorum, may attend the meeting either in person in the Council Chambers or telephonically or electronically via video conferencing or other appropriate technological means. Telephonic or electronic access to the meeting is provided below:**

Computer/smart phone accessing <https://www.gotomeet.me/DePere>

OR

**You can also dial in using your phone.**  
United States (Toll Free): [1 866 899 4679](tel:18668994679)  
United States: [+1 \(312\) 757-3117](tel:+13127573117)  
Access Code: 154-883-285

*This meeting may also be rebroadcast on TV throughout the week and available on demand at <https://deperewi.portal.civicclerk.com/>.*

- I. Call to Order
- 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
- III. Items
  1. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the July 17, 2025 meeting.
  2. Consideration and Possible Action to Approve \$2,500 Donation from the Wochinske Family Foundation to the Recreation Scholarship Fund\*
  3. Consideration and Possible Action to Accept a \$3,000 Donation from Aurora BayCare Sports Medicine to Sponsor Flag Football T-shirts \*
  4. Consideration and Possible Action to Approve Compressor Repairs at the De Pere Ice Arena

with funding to come from the De Pere Ice Arena Fund \*

5. Consideration and Possible Action Regarding the Ash Tree Grant from NEW Water \*
6. Consideration and Possible Action to Approve SBC Project GV-15 at Kiwanis Park \*

IV. Staff Updates

1. Staff Update on Donations to Recreation Department

V. Future Agenda Items

VI. Adjournment

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk's office at 339-4050 by Noon, the previous day so that arrangements can be made.

Board Members	De Pere Youth Hockey
Alderspersons	De Pere Select Soccer
Mayor James Boyd	De Pere Area Chamber of Commerce
Kim Flom, City Manager	Definitely De Pere
Joanne Bungert, City Attorney	Brown County Library – De Pere
Eric Erdman, Assistant City Attorney	TV & Radio Stations
Marty Kosobucki	De Pere Baseball
Carey Danen, City Clerk	De Pere Rapides Youth Soccer
City Hall 1st and 2nd Floor	Jason Lau, WDP School District
De Pere Girls Softball	Christopher Thompson, De Pere School Dist.
Connor Mason, Teen Advisor	Wochinske Family Foundation
Don Chilson, Brown County Ice Management	BayCare Sports Medicine

**\*All items marked with an asterisk will be forwarded to the Common Council.**



City of De Pere, Wisconsin

III.1

**Request for Board of Park Commissioners**  
**Action**

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**MEETING DATE:** August 21, 2025  
**DEPARTMENT:** Parks, Recreation & Forestry  
**FROM:** Grace Lahtela, Administrative Assistant  
**SUBJECT:** Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the July 17, 2025 meeting.  
**RECOMMENDED ACTION:** Staff recommends approval

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ATTACHMENTS:  
Draft Minutes 7-17-25



# Board of Park Commissioners

335 South Broadway  
De Pere, WI 54115  
[www.deperewi.gov](http://www.deperewi.gov)

## Regular Meeting

### Minutes

Thursday, July 17, 2025

6:30 PM

City Hall, Council Chambers 335 S. Broadway

#### I. Call to Order

**Present:** Jim Kneiszel, Randy Soquet, Shana Ledvina, Elizabeth McMasters, Amy Kunding

**Absent:** Mike Eserkahn

**Excused:** Melissa Thiel Collar, Connor Mason, James Lyga

#### 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 June 19, 2025 meeting.

Aldersperson Defnet Ledvina moved to approve the Board of Park Commissioners minutes from the June 19, 2025 meeting, seconded by James Kneiszel. Upon vote, the motion passed unanimously.

<b>RESULT:</b>	<b>Passed (UNANIMOUS)</b>
<b>MOVER:</b>	Shana Ledvina
<b>SECONDER:</b>	Jim Kneiszel
<b>AYES:</b>	Jim Kneiszel, Randy Soquet, Shana Ledvina, Elizabeth McMasters, Amy Kunding

2. Consideration & Possible Action to Accept a \$1000 Donation from Gary & Lory Wieseckel for City Band Music Stands

Aldersperson Chandik Kunding moved to accept a \$1,000 donation from Gary and Lory Wieseckel for city band music stands, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

<b>RESULT:</b>	<b>Passed (UNANIMOUS)</b>
<b>MOVER:</b>	Amy Kunding
<b>SECONDER:</b>	Randy Soquet
<b>AYES:</b>	None

3. Consideration and Possible Action to Approve a New Special Event "Flocktoberfest" at Legion Park.

Marty Kosobucki, Director of Parks, Recreation, and Forestry, explained that Celebrate De Pere and the Pink Flamingos are looking at combining efforts and doing an event in the Fall. The event will be a musical event and held at Legion Park. The reason for this event coming to the Park Board is that any

special event that is being held in a park and has a projected attendance of over 1,000 people needs to get approval from the Park Board for the event. Representatives from both organizations are at the meeting tonight if you have any questions regarding the event.

James Kneiszel questioned if this event would draw as many attendees as the Pink Flamingo. Marty Kosobucki stated that with this being a new event, it is hard to estimate, but if this drew in half of the attendance of the Pink Flamingo in the first year that it would be a success. James Kneiszel stated that he is concerned about parking for the event.

Randy Soquet questioned if there was any discussion about utilizing Voyageur Park. Marty Kosobucki stated that it was mentioned, but organizers want to provide a venue that feels like there is good attendance and busy. The event organizers are here tonight and can discuss this in more detail.

Randy Soquet moved to open the meeting to public comment at 6:37 pm, seconded by Alderperson Defnet Ledvina. Upon vote, the motion passed unanimously.

Gerard Ambrosius of Celebrate De Pere and Brandon Beard of the Pink Flamingos were there as representatives of Flocktoberfest. Brandon Beard addressed the use of Legion Park versus Voyageur Park. This will be a ticketed event. Voyageur Park is the most populated and used park in the city and the organizations didn't want to shut down the use of the park and disrupt anyone from using Voyageur Park and the Riverwalk. Legion Park would not be utilized as much in October, would provide a more intimate atmosphere, and has ties to the Pink Flamingo.

Jim Kneiszel questioned if they would pull the disc golf baskets. Brandon Beard stated that, no, they would not as the event would not be in that area.

Randy Soquet questioned where the event would be located in Legion Park. Gerard Ambrosius provided a revised map of the location.

Randy Soquet questioned what the admission price would be. Brandon Beard stated there would be a \$5 entry fee.

Randy Soquet questioned what type of bands would be playing. Brandon Beard stated the plan is to start with a polka band, then a country band, followed by a rock band and conclude the event with an all-around party band. There will be a total of four bands playing at the event.

James Kneiszel questioned if it would be a fully fenced-in area because it is a ticketed event. Brandon Beard stated yes, the event would be fully fenced in. The layout was chosen for security reasons and access for both fire and police. The layout would be where the skating rink is located in the park. The entrance would be along the left-field line and would require attendees to come through the field area, but the main activity would be where the skating rink is located in the winter.

Brandon Beard explained that this year between Celebrate and the Pink Flamingo, there will be about 1/4 million dollars that will go back into the community. This event will allow the organizations to add to this number. The selected beneficiary for this event is Hands Across De Pere, which will benefit both sides of the river.

Elizabeth McMasters stated that she thinks the event is a great event for the community.

Randy Soquet questioned if there were any noise complaints from the Pink Flamingo. Gerard Ambrosius stated that one of the reasons the location was selected was to be cognizant of the neighbors and to point the sound in a direction away from the houses and toward the trees.

Marty Kosobucki stated that the intent tonight is to review the event. All the details of the lighting and portable toilets will be part of the Special Event process.

Randy Soquet moved to close the meeting to public comment at 6:43 pm, seconded by James Kneiszel.

Upon vote, the motion passed unanimously.

Randy Soquet moved to approve the new special event, Flocktoberfest, to be held at Legion Park, seconded by Alderperson Defnet Ledvina. Upon vote, the motion passed unanimously.

<b>RESULT:</b>	<b>Passed (UNANIMOUS)</b>
<b>MOVER:</b>	Randy Soquet
<b>SECONDER:</b>	Shana Ledvina
<b>AYES:</b>	Jim Kneiszel, Randy Soquet, Shana Ledvina, Elizabeth McMasters, Amy Kundinger

#### IV. Staff Updates

##### 1. Update on Donations under \$1,000 from Recreation Department

Marty Kosobucki, Director of Parks, Recreation, and Forestry, stated that attached is a memo documenting donations recently received by the department under \$1,000.

Randy Soquet thanked all the donors.

##### 2. Staff Update on Naming of the New Park in the Waterview Heights Subdivision

Marty Kosobucki, Director of Parks, Recreation, and Forestry, explained that after several attempts to get ahold of McKim Boyd, they were finally able to connect. Marty stated that McKim is working on getting some information together, but is struggling to find options. They are still working on getting some information together.

##### 3. Staff Update on Rainbow Park Playground

Marty Kosobucki, Director of Parks, Recreation, and Forestry, stated that the old playground equipment at Rainbow Park has been removed. The sidewalk is planned to go in this week and the playground equipment is scheduled to be installed in the first or second week of August. The poured-in-place surfacing is bid out and will hopefully be scheduled to be in place in September. If everything goes as scheduled, the new playground should be done by the end of September.

##### 4. Staff Update on 2025 Beer Gardens

Marty Kosobucki, Director of Parks, Recreation, and Forestry, explained that the city has new software, Placer.AI that has the ability to see how many people attend different events or areas of the city. The software targets the days and times of the events and tracks cell phones in the area. With the great weather we have been given, the average attendance for the beer gardens has been around 1,274 people. This far exceeds staff expectations going into the weekly events. The lowest attendance was a little over 1,000 and the highest attendance was around 1,600 people.

#### V. Future Agenda Items

None

#### VI. Adjournment

James Kneiszel moved to adjourn the meeting at 6:49 pm, seconded by Alderperson Chandik Kundinger. Upon vote, the motion was approved unanimously.

Respectfully submitted,  
Grace Lahtela



City of De Pere, Wisconsin

III.2

**Request for Board of Park Commissioners**  
**Action**

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**MEETING DATE:** August 21, 2025  
**DEPARTMENT:** Parks, Recreation & Forestry  
**FROM:** Paula Rahn, Recreation Superintendent  
**SUBJECT:** Consideration and Possible Action to Approve \$2,500 Donation from the Wochinske Family Foundation to the Recreation Scholarship Fund\*  
**RECOMMENDED ACTION:** Staff recommends approval

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Donation to Recreation Scholarship Fund from Wochinske Family Foundation.

**ATTACHMENTS:**  
Rec Scholarship 2025 - Wochinske Family Foundation

# CITY OF DE PERE

## Community Center



600 Grant Street, De Pere, WI 54115 | 920-339-4097 | [www.de-pere.org](http://www.de-pere.org)

TO: Board of Park Commissioners  
FROM: Paula Rahn, Recreation Superintendent  
DATE: August 1, 2025  
RE: Consideration & Possible Action to Approve \$2,500 from the Wochinske Family Foundation to the Recreation Scholarship Fund

Staff is requesting the Board of Park Commissioner's approval to accept a generous donation of \$2,500 from the Wochinske Family Foundation to the Recreation Scholarship Fund. The Wochinske Family has donated since the inception of this wonderful program and continues to give a generous donation annually. It is genuine and kind-hearted people such as the Wochinske's that help our department provide meaningful opportunities, lasting connections and heartfelt memories, for the members of our community that otherwise cannot afford to do so on their own.

To date, the Recreation Scholarship Fund has awarded 608 scholarships to families in need. Our current balance in the account is \$52,209.64.

Thank you for your time and consideration.

### Donation Information:

From: Wochinske Family Foundation Inc.

1981 Hawthorne Heights Dr.

De Pere, WI 54115

To: De Pere Parks, Recreation & Forestry Department

For: Recreation Scholarship Fund

Amount: \$2,500



City of De Pere, Wisconsin

III.3

**Request for Board of Park Commissioners**  
**Action**

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**MEETING DATE:** August 21, 2025  
**DEPARTMENT:** Parks, Recreation & Forestry  
**FROM:** Chelsea Moberg, Recreation Supervisor  
**SUBJECT:** Consideration and Possible Action to Accept a \$3,000 Donation from Aurora BayCare Sports Medicine to Sponsor Flag Football T-shirts \*  
**RECOMMENDED ACTION:** Staff recommends acceptance

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**ATTACHMENTS:**  
Park Board Memo - Flag Football Sponsorship 2025

# CITY OF DE PERE

## Community Center



600 Grant Street, De Pere, WI 54115 | 920-339-4097 | [www.de-pere.org](http://www.de-pere.org)

TO: Board of Park Commissioners

FROM: Chelsea Moberg, Recreation Supervisor  
Mandi Baker, Recreation Coordinator

DATE: July 30, 2025

RE: Consideration & Possible Action to Approve \$3,000 from Aurora BayCare Sports Medicine to sponsor Flag Football T-Shirts

Staff is requesting the Board of Park Commissioner's approval to accept a generous donation of \$600 per league (\$3,000) from Aurora BayCare Sports Medicine.

In exchange for their sponsorship, all shirts for the league would have an approved Aurora BayCare Sports Medicine logo on the back. The estimated cost per league for shirts is \$550-\$600. This sponsorship would greatly reduce the program operational costs.

Thank you for your time and consideration.

### Donation Information:

From: Aurora BayCare Sports Medicine  
Primary Contact: Kati Coleman  
1035 Kepler Dr, Green Bay WI 54311

To: De Pere Parks & Recreation Department

For: Youth Flag Football Shirts

Amount: \$3,000



City of De Pere, Wisconsin

III.4

**Request for Board of Park Commissioners**  
**Action**

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**MEETING DATE:** August 21, 2025  
**DEPARTMENT:** Parks, Recreation & Forestry  
**FROM:** Marty Kosobucki, Parks, Recreation and Forestry Director  
**SUBJECT:** Consideration and Possible Action to Approve Compressor Repairs at the De Pere Ice Arena with funding to come from the De Pere Ice Arena Fund \*  
**RECOMMENDED ACTION:** Staff recommends approval

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**ATTACHMENTS:**

Memo.Ice Arena Compressor Repair, Rink Tec Compressor Quote De Pere Ice Center

# CITY OF DE PERE MEMO



To: Board of Park Commissioners  
From: Marty Kosobucki  
Director of Parks, Recreation and Forestry  
Date: August 21, 2025  
  
RE: Ice Arena Compressor Failure

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## **Summary**

We were recently informed by our management firm for the Ice Arena (Brown County Ice Management) that one of the compressors failed and no longer works. It is not known as to why it failed; however the item was submitted to our insurance company for review. After review of the issue, our insurance company will be covering the replacement.

Based on timing of the situation, we obtained emergency approval from our City Manager to move forward with the repair so that it can be ordered and installed in time for the fall skating season. Staff have already begun the process to order and install the compressor.

The cost of the compressor is \$24,307.63, of which the insurance company will be covering minus our \$2,500 deductible. The balance of the compressor is recommended to come from the Ice Arena Fund.

According to our contract with Brown County Ice Management, any repairs over \$10,000 shall be the responsibility of the City.

## **Staff Recommendation:**

Approve repair of compressor and balance coming from the Ice Arena Fund.



Quote  
Prepared  
For

Don Chilson  
DePere Ice & Recreation Center  
1450 Fort Howard  
DePere, WI 54115

(920) 402-2000

Quotation

Date of Quote 1/9/2025

Quote Number 1787

Quote Includes Compressor with Labor & Travel

Item #	Description	Qty	Price	Extended Price
6FE-44-2NU-2D	Compressor 208-230/440-480/3/60 2CR HD	1	\$16,061.73	\$16,061.73
MST	Maintenance Service Travel hours	36	\$153.00	\$5,508.00
MSL	Maintenance Service Labor hours	12	\$135.00	\$1,620.00
Hotel	Accomodations	2	\$275.00	\$550.00
OL60CH	# 90 Oil Float Control	1	\$567.90	\$567.90

Total Items **\$17,179.63**  
 Labor / Shipping **\$7,128.00**  
 Tax Exempt **\$0.00**

Quote Total **\$24,307.63**

*THIS QUOTE IS VALID FOR 30 DAYS*

[kyle@rinktec.com](mailto:kyle@rinktec.com) <http://rinktec.com>

3485 Willow Lake Blvd., Suite # 500 Vadnais Heights MN 55110 Tel: (651) 481-1190 Fax: (651) 481-1178

Licensed To: Rink-Tec International



City of De Pere, Wisconsin

III.5

**Request for Board of Park Commissioners**  
**Action**

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**MEETING DATE:** August 21, 2025  
**DEPARTMENT:** Parks, Recreation & Forestry  
**FROM:** Brian Christnovich, Parks Superintendent, Kyle Rouce, City Forester  
**SUBJECT:** Consideration and Possible Action Regarding the Ash Tree Grant from NEW Water \*  
**RECOMMENDED ACTION:** Staff recommends approval

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**ATTACHMENTS:**

Memo. Ash Grant Recommendations, Email from NEW Water regarding Ash Tree Grant

# CITY OF DE PERE MEMO



To: Board of Park Commissioners

From: Brian Christnovich  
Kyle Rouce

Date: August 19, 2025

RE: Consideration and Possible Action Regarding the Ash Tree Grant from NEW Water\*

## Summary:

We have been notified by our grant specialist at NEW Water that according to the US Forest Service, as of right now, spending and reimbursement under currently funded projects will continue for the foreseeable future, at least through the grant agreement period going through July 2026. The City currently has 193 potential trees remaining to plant for the grant, and we'd like to resume planting now that the grant is active again. This has an impact on us due to the residents that had previously sent in planting orders for spring 2025 planting and were rejected as a result of the grant being put on hold, residents that paid for trees that were initially supposed to be grant funded, and the remainder of trees we have left to plant as part of the grant.

## Background:

The City received a NEW Water Grant to plant 250 trees that helped support the replacement of Ash Trees within the City. The program was created to help homeowners recoup the large number of Ash Trees that were removed due to Emerald Ash Borer. Earlier in spring, staff received an e-mail from our grant specialist at NEW Water that indicated all funding for the current grant has been put on hold. They stated they were hopeful to have the grant reinstated for the fall of 2025, which brings us to where we are currently.

With this new information, the Forestry Department is looking for recommendations on how to handle the remaining tree grant with NEW Water. Currently, 57 trees have been planted/reimbursed with regards to the grant, leaving us 193 trees remaining to plant. In the spring, nearly 400 letters were sent out to grant eligible residents for free trees. Of those 400, 89 residents returned letters totaling 113 trees. After learning of the grant being put on hold, a follow up letter was sent to residents informing them of the grant issue, essentially cancelling their tree orders for the spring 2025 planting season. The option was given to residents in the follow up letter to move forward with their tree orders if they wished to purchase the tree/s. Finally, after sending out the second letter, 12 residents responded and paid for a total of 17 trees.

## Staff Recommendation:

-2025 Fall Planting: Approve reimbursing the 12 residents who chose to pay for trees after the program was put on hold and apply the 17 trees to our ash grant. Our grant specialist assured us that this is possible. These costs would be submitted for grant reimbursement following 2025 fall planting season.

-2025 Fall Planting: Approve contacting the remaining 77 residents that initially returned letters with 96 tree orders that chose not to plant after the grant was put on hold. Inform them of the current grant status giving them the opportunity to plant free grant trees again. With this technically being the third time reaching out to these residents, we would suggest the City stand behind funding these trees if for some reason the grant were to be put on hold again. We would estimate the maximum potential cost to the city to be around \$12,000 if all 96 trees were to be planted. These costs would be submitted for grant reimbursement immediately after trees are planted and invoices are received from nurseries.

-2026 Spring/Fall Planting: Approve offering remaining trees to City residents to be planted in the terrace on a 'first come, first serve' basis. These costs would be submitted for grant reimbursement immediately after trees are planted and invoices are received from nurseries.

-2026 Spring/Fall Planting: Approve planting any remaining trees (if applicable) in parks or other City owned properties. These costs would be submitted for grant reimbursement immediately after trees are planted and invoices are received from nurseries.

## Grace Lahtela

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**From:** Brian D. Christnovich  
**Sent:** Tuesday, August 5, 2025 10:42 AM  
**To:** Kyle Rouce; Marty Kosobucki; Grace Lahtela  
**Subject:** FW: Tree grant update

See below about updates/ answers to questions about the tree grant.

### Brian Christnovich

Park Superintendent | [City of De Pere](#)  
925 S. Sixth Street | De Pere, WI 54115  
Tel: (920) 339-8362 | Fax: (920) 339-4071



[Click here to Check out the WDNR website to view the City's urban tree inventory and all the benefits that our trees provide.](#)

**From:** Kowalzek, Angela <AKowalzek@newwater.us>  
**Sent:** Tuesday, August 5, 2025 10:38 AM  
**To:** Brian D. Christnovich <bchristnovich@deperewi.gov>  
**Cc:** Public Affairs <PublicAffairs@newwater.us>  
**Subject:** Tree grant update

**CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Good morning! The NEW Water Team would like to provide you with an update on the status of our U.S. Forest Service (USFS) tree grant concerning funding and tree planting plans.

As you know, over the past few years, more than 3,000 trees have been planted in Northeast Wisconsin municipalities served by NEW Water, thanks to a grant received from USFS. Earlier this year, we shared news that transitions with federal funding were impacting this grant.

We recently reached out to our USFS contact to better understand where financing of the program stands. Below is a synopsis of what we've learned, what we understand, and additional suggestions:

- **What is the confidence level that funding will remain through July 2026?**
  - The grant period runs through August 1, 2026. With the federal transitions underway, it remains to be seen if funding will continue through this entire period.
- **Are invoices currently being paid out?**
  - Yes, invoices are currently being paid by USFS. If the grant program were to end early, municipalities would still be reimbursed for eligible costs incurred before the end date. There is a 120-day window after the grant ends to submit final invoices for reimbursement, even in the case of early termination of the program.
  - Here is an example, as we understand it: if the announcement were made on July 23, 2025 that the program stopped, invoices for costs incurred through July 23, 2025 would be paid, and may be submitted within 120 days from July 23, 2025.

- **Should I plant any trees this fall in my municipality with these funds?**
  - Our USFS contact suggests that municipalities may confidently move forward with plans for a fall 2025 planting.
- **If we don't fulfill the grant, will we get penalized at all? For example, if we don't plant all trees we'd said we would in a time frame, is there any penalty?**
  - There is no penalty for not planting all the trees originally planned, as long as costs are in line with the number of trees that have been planted.
- **How many trees remain to be planted under my municipality's agreement?**
  - Under the NEW Water/De Pere agreement, 193 trees remain to be planted.
  - We're here to assist you in successfully completing this within the grant period. If you anticipate needing to decrease the number of trees to be planted, please reach out to us as soon as possible so we can work together to adjust your agreement accordingly.
- **If USFS cancels the grant and program for any reason, is NEW Water guaranteeing payment for any trees we would purchase?**
  - If USFS funding were to fall through, NEW Water will not be covering payment for trees purchased after you were informed of the program being cancelled. We would have 120 days post cancellation of the grant to submit for reimbursement of grant related expenditures. Therefore, you will receive reimbursement for any trees purchased prior to being informed of grant cancellation.
- **What about any trees I order in advance from a nursery, if they aren't paid before cancellation of the program?**
  - The USFS suggests including termination clauses or cancellation policies in tree nursery purchase agreements. These typically include a "restocking fee" of X%, which can vary depending on the timing of the cancellation. Most nurseries have some form of cancellation policy, and as a matter of good practice—regardless of funding source—it is advisable to have clear termination clauses in place. Please contact NEW Water if you would like some example termination clauses that have been offered by USFS.
- **Will this tree grant program be extended?**
  - No. This grant cannot be extended beyond August 1, 2026 due to the expiration date of the master agreement that USFS has with the Environmental Protection Agency.

If you have any questions, concerns, or would like to talk through your planting plans, please don't hesitate to reach out. We're happy to provide support as you move forward and want to ensure you feel confident in your next steps.

Thank you for your continued partnership to improve area waterways!

Angela Kowalzek (she/her)  
 Contract & Grant Specialist | NEW Water  
 (920) 438-1072 | [www.newwater.us](http://www.newwater.us)



City of De Pere, Wisconsin

III.6

**Request for Board of Park Commissioners**  
**Action**

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**MEETING DATE:** August 21, 2025  
**DEPARTMENT:** Parks, Recreation & Forestry  
**FROM:** Marty Kosobucki, Parks, Recreation and Forestry Director  
**SUBJECT:** Consideration and Possible Action to Approve SBC Project GV-15 at Kiwanis Park \*  
**RECOMMENDED ACTION:** Staff recommends approval

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**ATTACHMENTS:**

Memo.Kiwanis Letter, SBC Project-GV-15\_KiwanisPark-de minimis\_Concurrence letter-FINAL

# CITY OF DE PERE MEMO



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To: Board of Park Commissioners  
From: Marty Kosobucki  
Director of Parks, Recreation and Forestry  
Date: August 21, 2025  
  
RE: Kiwanis Park Land/WDOT Acquisition

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**Summary:**

The Wisconsin Department of Transportation (WDOT) is looking for a letter from City of De Pere staff indicating our cooperation for a portion of Kiwanis Park be turned over to the WDOT for the Southern Bridge Corridor work. Staff have reviewed the plans and do not feel the identified property has any negative impact to the park.

**Staff Recommendation:** Approve letter acknowledging a part of Kiwanis Park being turned over to the WDOT for the Southern Bridge Corridor project.

Wisconsin Department of Transportation  
ATTN: Katie Schwartz (Project Manager)  
Northeast Region  
944 Vanderperren Way  
Green Bay, WI 54304

July 21, 2025

**Subject: GV-15 Improvement Project – Finding of *de minimis* impact determination**

Project I.D. 4985-04-00/70  
C De Pere – CTH GV  
Lawrence Drive – CTH D  
Future County GV, South Bridge Connector  
Brown County

Dear Ms. Schwartz:

This letter is in reference to the Wisconsin Department of Transportation (WisDOT) and Brown County project along Southbridge Road and Red Maple Road in Brown County (GV-15) as it relates to Kiwanis Park (here forth referred to as ‘the park’) which is located in the City of De Pere ( here forth referred to as the “City”). The park is 10.48-acres and includes a playground area, picnic area, soccer fields, and sledding hill.

The project would result in acquisition of permanent (fee) right-of-way totaling 0.11 acres and a Temporary Limited Easement (TLE) of 0.07 acres from the park. The acquisition area falls within a portion of the park that the City utilizes as part of its stormwater management system. This part of the park is undeveloped and currently has no recreational features.

It is the City’s understanding that the fee is necessary due to constraints of the current narrow right-of-way. Additionally an existing culvert within the fee area is proposed for replacement. The TLE is needed for temporary grading due to the steep slopes in this section of the park.

The City’s most recent Comprehensive Outdoor Recreation Plan 2024-2029 recommends improving the trails in the wooded area of Kiwanis Park to ADA-compliant standards and extending the trail up to the future South Bridge Connector route. The GV-15 build alternatives would include minor grade adjustments and would not affect the City’s ability to construct the ADA compliant trail in the future.

The City’s understands the proposed mitigation measures include restoration/replanting to existing conditions for any vegetated areas that are disturbed. Additionally, the City will be compensated for the acquisition of the permanently impacted park area.

After review of the proposed project, Project ID 4985-04-00, and allowing the public an opportunity to review and comment on the effects of the project, the City concurs that this project will not have any adverse effects on the activities, features or attributes that qualify Kiwanis Park as eligible for protection under Section 4(f).

Sincerely,

Marty Kosobucki  
Parks, Recreation & Forestry Director; City of De Pere



City of De Pere, Wisconsin

IV.1

**Request for Board of Park Commissioners**  
**Action**

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**MEETING DATE:** August 21, 2025  
**DEPARTMENT:** Parks, Recreation & Forestry  
**FROM:** Paula Rahn, Recreation Superintendent  
**SUBJECT:** Staff Update on Donations to Recreation Department  
**RECOMMENDED ACTION:** No action required.

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Update on Donations under \$1000 to Rec Dept.

**ATTACHMENTS:**  
Staff Update on Donations 8.5.25

# CITY OF DE PERE

## Community Center | Recreation Department



600 Grant St., De Pere, WI | 920-339-4097 | [www.deperewi.gov/communitycenter](http://www.deperewi.gov/communitycenter)

TO: Board of Park Commissioners  
 FROM: Mandi Baker, Recreation Coordinator  
 Paula Rahn, Recreation Superintendent  
 DATE: August 5, 2025  
 RE: Update on Donations

Staff is providing an update to the Board of Park Commissioner’s on donations received under \$1,000 for various programs and events. Department staff have received the following donations:

<u>Donator</u>	<u>Amount</u>	<u>Designated For:</u>
Pink Flamingos	\$250	Recreation Scholarship Fund
Pink Flamingos	\$500	Summer Carnival
CoVantage Credit Union	\$100	Summer Carnival
All That is Certain	\$100	City Band Music Stands
DKG Entertainment - Sidekicks	\$200	City Band Music Stands
Joseph Bertrand	\$100	City Band Music Stands
Elizabeth Wieseckel	\$100	City Band Music Stands
De Pere Area Men’s Club	\$500	City Band Music Stands
Bay Towel	\$100	City Band Music Stands
Jeffrey & Karen Rafn	\$250	City Band Music Stands
C Perry	\$100	City Band Music Stands
Wampler	\$75	City Band Music Stands
Frain Family Chiropractic	\$250	City Band Music Stands
Heggeland Family	\$100	City Band Music Stands
Patricia & Mark Schroeder	\$100	City Band Music Stands
Honey Baked Ham	\$500	City Band Music Stands
James Streed	\$100	City Band Music Stands
Barbara Whitcomb	\$100	City Band Music Stands