



Board of Park Commissioners

Regular Meeting

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

Agenda

Thursday, October 16, 2025

6:30 PM

Council Chambers and Virtual

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 **October 16, 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 September 18, 2025 meeting.
 2. Consideration and possible action to accept a donation of \$1,680 from De Pere Baseball to repair the Gandrud Field outfield fence. *
 3. Consideration and possible action on revisions to the employee discount on recreation programming, Community Center room rentals, and shelter rentals. *
 4. Consideration and possible action to approve the revised pool pass fee structure. *

5. Consideration and possible action to approve option for the ticket machine and services provided at the Perkofski Boat Launch.

IV. Discussion Items

1. Update from Brown County Extension on the Community Garden at Lions Trailside Park.

V. Staff Updates

1. Staff update on allocation of beer garden revenues.
2. Staff update on beer garden survey.
3. Staff update on budget workshop.
4. Staff update on holiday light event.
5. Staff update on Legion Park disc golf course improvements.

VI. Future Agenda Items

VII. 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
Alderpersons	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	Patrick Ferron
Rachel Quintas, UW Extension Brown County	

***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

MEETING DATE: October 16, 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 September 18, 2025 meeting.
RECOMMENDED ACTION: Staff recommends approval.

ATTACHMENTS:
Draft Minutes 9-18-25



Board of Park Commissioners

Regular Meeting

Minutes

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

Thursday, September 18, 2025

6:30 PM

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

I. Call to Order

Present: Randy Soquet, Jim Kneiszel, Elizabeth McMasters, Shana Ledvina, Connor Mason

Absent:

Excused: Mike Eserkaln, Amy Kundinger

Others Present: Marty Kosobucki, Director of Parks, Recreation and Forestry, and Grace Lahtela, Administrative Assistant

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 August 21, 2025 meeting

James Kneiszel moved to approve the Board of Park Commissioners minutes from the August 21, 2025 meeting, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

RESULT:	(UNANIMOUS)
MOVER:	Jim Kneiszel
SECONDER:	Randy Soquet
AYES:	Randy Soquet, Jim Kneiszel, Elizabeth McMasters, Shana Ledvina

2. 2026 Budget Discussion

Marty Kosobucki, Director of Parks, Recreation and Forestry, explained that the information provided in the packet is what was submitted to the Mayor and City Manager for review. Along with the budget information, a summary sheet was prepared to summarize any changes from the previous year's budget. Since the summary was prepared, there have already been a few changes in the operational budget. In the park administration budget, the \$25,000 for the design of the James Street marina has been eliminated. In the forestry budget, Alderperson Hansen had requested an incentive plan for resident street tree planting be added to the budget. The proposed incentive plan was for residents to pay a flat fee of \$100 for street trees and the city would subsidize the additional costs. The cost for this incentive plan has been removed from the forestry budget. The special event budget proposed a 1/2 time additional employee to help staff the beer gardens and additional funds to allow for growth of the beer gardens. These additional funds were eliminated from the special event budget. In the capital budget a sheet was provided at the meeting highlighting proposed changes. The Mayor, City Manager, and Finance Director

met and pulled out around 10 projects from the proposed capital budget. After these were removed, the Mayor and City Manager told staff what the estimated capital budget was for the department, and it is up to the department what projects they want to see in the budget. The executive budget is in the process of being completed, but if there are any projects that the Park Board feels strongly about, staff can ask that these projects get discussed in the budget workshop.

Aldersperson Defnet Ledvina questioned what the difference was between the list provided in the packet and the list provided to the Park Board tonight. Marty Kosobucki explained that the list in the packet did not list any of the Community Center capital projects which are included on the list tonight. Also, on the list provided tonight, the highlighted projects are the ones that have been deleted from the budget.

Aldersperson Defnet Ledvina questioned if a temporary bike rack could be placed at Voyageur Park seeing the proposed permanent bike rack was deleted. Marty Kosobucki stated that the department does have temporary racks that could be placed at the park, but the capital project would be a permanent rack with a concrete pad. Aldersperson Defnet Ledvina questioned if the permanent location was by the Nelson Family Pavilion or by the playground. Marty Kosobucki stated that this project is for a permanent bike rack to be located near the driveway at the Nelson Family Pavilion. If a permanent bike rack was wanted by the playground, this would be an additional project. Marty Kosobucki stated that there is an additional topic on tonight's agenda that could address some of the projects that were cut from the budget.

Elizabeth McMasters questioned if any type of decision was necessary tonight. Marty Kosobucki stated that the discussion is to see if there are any projects that have been eliminated that the Park Board feels should remain in the budget. Staff would then request those projects to be discussed at the budget workshop.

Elizabeth McMasters questioned the removal of the pickleball courts. The sport is so popular, and she hears how hard it is to get on a pickleball court. With the removal of the project, when could it get funded? Marty Kosobucki explained that with any project that is removed from the budget, it would then get added to the 7-year CIP. This is where the Park Board would decide where they would like it to be located with regard to new projects.

Elizabeth McMasters questioned if the total amount of the capital projects list is normal. Marty Kosobucki stated that the number of projects requested is around the same. However, project costs have jumped exponentially since COVID. Randy Soquet commented that from the total you can deduct around \$500,000 for the projects that have already been eliminated.

Connor Mason questioned the removal of the pickleball courts from the budget and the process of how it would get funded. Marty Kosobucki stated that if the project is not funded this year, then it would get put on the list of Capital Improvement Projects. This list is brought to the Park Board and the board would have to determine where they would like the project to be on the list. Marty Kosobucki explained that it has always been his philosophy that maintenance projects should be taken care of prior to adding anything new.

Randy Soquet questioned if there is a location earmarked for a new pickleball court. Marty Kosobucki stated that the only park that was identified in the master plan is Southwest Park, but there would need to be a conversation about where a new court would be located.

No changes were requested by the Park Board.

3. Consideration and Possible Action to Approve Legion Park Disc Golf Course Improvement Request *

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that he was approached by some of the disc golf course users stating they would like to initiate some improvements to the course at Legion Park. Originally, the group wanted the city to fund it, but this would either need to be requested in the budget process or staff would need to find alternative funding. An alternative to city funding would be to give the group authority to fundraiser for the project.

James Kneiszel moved to open the meeting to public comments at 6:45 pm, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

Patrick Ferron stated that the group would like to get permission to make improvements to the disc golf course at Legion Park. The improvements would be eight concrete pads and new course signage. A quote for the work has been received from a business that the city has done work with before. The original request was for the city to fund the improvements, but if the city does not fund the project, the group is willing to fundraiser to get the improvements completed.

Randy Soquet questioned if this was a formal group. Mr. Ferron stated that back in 1997 this group was called the Green Bay Disc Golfers and put in the disc golf course at Triangle Park near Bairds Creek. The group raised funds and installed the course themselves. There are no concrete pads on this course because of the sledding hill at the park. The use of concrete pads improve the look of the course and more people are willing to play the course. They are also safer, provide better footing, improve wear and tear on the course and improves the longevity of the course. If you go to Legion Park, there are people using the disc golf course year round. The concrete pads will also eliminate the erosion that occurs around the rubber pads that exist on the course now. The quote of \$3,900 to put in eight tee pads is very reasonable. Along with new signs on each hole, a welcome sign showing course layout and rules could be placed on the restroom building. At this point, the group is looking for permission to move forward with the improvements, and if funding is not approved by the city, then the group would like approval to raise funds for the project.

James Kneiszel moved to return to regular order at 6:50 pm, seconded by Alderperson Defnet Ledvina. Upon vote, the motion passed unanimously.

James Kneiszel stated that he would like to try to get these improvements funded through the city. From a historical perspective, the course itself was funded through private donations, which he coordinated 10 years ago. At that time, there were questions about whether the course would be utilized. The group did not think the project would get funded, so the group thought it was important to fundraiser to get the course developed. The baskets on the course are fine. This is a very small financial item for the benefit derived in both aesthetics and safety on the course. This course is used a lot by all ages, and he would like to find a way to work this into the budget.

Conner Mason, Teen Advisor, agreed with James Kneiszel. This project is a low-cost, high-reward project. He has been out on the course a lot recently and there is a wide range of people that use it. The gym classes use it. These improvements will make a better playing experience for golfers and would bring the course to life.

James Kneiszel added that he forgot to mention the schools using the facility. Originally, the gym teachers had to set up the baskets every day. He did not realize it was still being used by the gym classes. He stated that this is a minimal expense, seeing the usage of the course.

Randy Soquet moved to approve the Legion Park disc golf course improvement request without funding at this time, seconded by James Kneiszel. Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Randy Soquet
SECONDER:	Jim Kneiszel
AYES:	Randy Soquet, Jim Kneiszel, Elizabeth McMasters, Shana Ledvina

4. Consideration and Possible Action on Allocation of Beer Garden Revenue *

Marty Kosobucki, Director of Parks, Recreation, and Forestry, stated that there are a number of projects that are not included in the budget that could be considered for funding from the beer garden revenues, but any recommendation made would still need to be approved by council. Marty Kosobucki explained some of the options available for potential funding. One project on the list is a portable ice rink with a project cost of \$120,000. Something worth noting with this project, there is a group that is willing to fund-raise half of the cost of a portable rink. Staff always gets calls in the winter complaining about why our ice rinks are not ready. Staff cannot make ice if the temperature is above 32 degrees. This system allows ice for about 3–4 months out of the year. Another project would be funding the Legion disc golf course improvements, or any of the projects that were already cut from the budget process. Staff would not recommend funding the Rotary Park gazebo and access pad. This project is one that staff would like further discussion on. The gazebo is not used that often and questioning if it should be improved or removed. Staff would also like to reach out to the Rotary Club to see if they have any input on the project. Optimist Park roof replacement or the Voyageur Park bike rack could be possibilities. The Voyageur Park electrical extension would be to extend electrical service to another area of the park. This would be beneficial in growing the Holiday Light Event. Optimist Park storm drain installation would improve drainage issues at Optimist Park. There have been comments regarding getting permanent trash receptacles at the Nelson Family Pavilion in Voyageur Park. Another project that was cut was a new pickleball facility. The amount listed on the budget worksheet is for a new facility. We currently do not have enough funds for a new facility, but there might be a potential option to expand the VFW or Legion courts. Staff could research the cost of expanding the existing facilities versus adding a new facility.

Aldersperson Defnet Ledvina clarified that the project list provided are ones that are currently in the budget and these projects should not be considered. Marty Kosobucki agreed that projects currently listed in the budget should not be selected. The projects that he just summarized are ones that have already been removed from the budget.

Marty Kosobucki summarized that the possible funding options would be the projects that were already eliminated from the budget process, the Legion Park disc golf course improvements, the portable ice rink, funding a new pickleball court or adding onto the existing courts, or any new project that the park board would like to consider.

Aldersperson Defnet Ledvina questioned if the park board wanted to explore the option of adding onto the existing pickleball courts, would the item need to be brought back for discussion? Marty Kosobucki stated that he would suggest tabling the item and staff would research the costs of expanding the existing pickleball facilities for the next meeting.

Elizabeth McMasters questioned if it is possible to set aside the funds for future years. Marty Kosobucki explained that he believes this is an option but would need to verify it with the Finance Director. Elizabeth McMasters questioned if we could recommend setting aside the funds with the intention of building a new pickleball facility in the future. Aldersperson Defnet Ledvina commented that normally it is not recommended to tie future Park Board and council members to a project.

Aldersperson Defnet Ledvina moved to approve the request for the Legion Park disc golf course

improvements, up to \$5,000, from the beer garden revenues, and refer the item back to staff for research on other projects on the list for the remaining funds, seconded by Randy Soquet.

James Kneiszel questioned if the bike racks at Voyageur Park is a needed project. Alderperson Defnet Ledvina commented that there is plenty of space to park your bike at the pavilion. Marty Kosobucki explained that the reason this item came up was that during a couple for the beer gardens, there were bike clubs that actually rode to the event.

Upon vote, the above motion passed unanimously.

RESULT:	(UNANIMOUS)
MOVER:	Shana Ledvina
SECONDER:	Randy Soquet
AYES:	Randy Soquet, Jim Kneiszel, Elizabeth McMasters, Shana Ledvina

5. Consideration and Possible Action to Approve Pink Flamingo Request to Place a Statue and Plaque at Legion Park

Marty Kosobucki, Director of Parks, Recreation, and Forestry, explained that there was a request from the Pink Flamingos to install a statue, similar to the one that is located in the alley by Nicky's, and a plaque at Legion Park to honor the two individuals that started the Pink Flamingo tournament. Staff has suggested that the statue be placed on top of the scorers' shack to avoid vandalism.

James Kneiszel questioned if it would be better to place the statue on top of the scoreboard, as he sees many kids climbing on the scorers shack. Marty Kosobucki stated that structurally the flamingo could not be located on the scoreboard.

Randy Soquet moved to approve the request from the Pink Flamingos to install a statue and plaque at Legion Park, seconded by James Kneiszel. Upon vote, the motion passed unanimously.

RESULT:	(UNANIMOUS)
MOVER:	Randy Soquet
SECONDER:	Jim Kneiszel
AYES:	Randy Soquet, Jim Kneiszel, Elizabeth McMasters, Shana Ledvina

6. Consideration and Possible Action to Approve Rainbow Park Playground Addition

Marty Kosobucki, Director of Parks, Recreation, and Forestry, explained that after all the bills are paid for the Rainbow Park playground project there is approximately \$5,100 remaining in the budget. Staff has researched and provided three options available for use of the funds.

Elizabeth McMasters stated that she has heard from people in the neighborhood, and they would like to see more benches at the park.

Randy Soquet commented that the bench with the canopy would be a nice addition, providing shade for park goers. Elizabeth McMasters commented that three standard benches could be purchased for one shaded bench and that there are trees that could provide shade.

Marty Kosobucki explained that the city does offer a memorial bench program that is extremely popular with around 7–8 memorial benches requests per year. It would be great to get some memorial benches to

be placed around the playground, then we could add something with play value, but we cannot guarantee a memorial bench would be requested at Rainbow Park.

Connor Mason, Teen Advisor, questioned if there is anyone waiting for a memorial bench. Marty Kosobucki explained that there is not anyone waiting for a bench. When a memorial bench request is received, the Park Superintendent discusses options on placement with the individual.

James Kneiszel questioned if it was possible to target residents in the area about the memorial bench program. Marty Kosobucki stated that we could, but what the topic now is how to spend the \$5,100 in available funds. If the Park Board is interested in play value and decides on the chair, then staff could market the memorial bench program in the area. If the Park Board decides to put in benches, then it doesn't make sense to market the memorial benches.

Aldersperson Defnet Ledvina questioned if the benches would be installed this year, or if we could wait to see if any memorial benches are purchased for the park. Marty Kosobucki stated that there is a possibility that the bench could be installed yet this year if the Park Board decides to go this way. Randy Soquet commented that if we went with the bench with the canopy there would be room for other memorial benches. Aldersperson Defnet Ledvina stated that we could go with the fun adirondack style chair if memorial benches were to come in.

Connor Mason, Teen Advisor, questioned if there was a way to install benches with the possibility of them becoming memorial benches in the future. Marty Kosobucki stated that the benches that would be installed are the same as a memorial bench, but it is not possible to take the money from the sale of a memorial bench and allocate it to a future project.

Randy Soquet moved to approve the purchase of the bench with canopy for Rainbow Park, seconded by Elizabeth McMasters. Upon vote, the motion passed unanimously.

RESULT:	(UNANIMOUS)
MOVER:	Randy Soquet
SECONDER:	Elizabeth McMasters
AYES:	Randy Soquet, Jim Kneiszel, Elizabeth McMasters, Shana Ledvina

7. Consideration and Possible Action to Approve the Wilson Park Grant from the David and Rita Nelson Foundation *

Aldersperson Defnet Ledvina moved to approve the Wilson Park grant from the David and Rita Nelson Foundation, seconded by James Knieszal. Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Shana Ledvina
SECONDER:	Jim Kneiszel
AYES:	Randy Soquet, Jim Kneiszel, Elizabeth McMasters, Shana Ledvina

8. Consideration and Possible Action to Approve Conducting a Survey for Residents to Provide Options for a Park Name for the Waterview Heights Subdivision Park

Marty Kosobucki, Director of Parks, Recreation, and Forestry, explained that he has reached out to McKim Boyd several times. McKim Boyd stated that the Historical Society has not been able to find anything that really stands out for a park name. In all the staff research, there haven't been any names that gained momentum or that everyone is in favor of. Staff is not excited about preparing a survey asking for resident input, because there may be suggestions that are not wanted.

James Kneiszel stated that he originally suggested the name Henry Cady Park and questioned if someone thinks this is inappropriate. Marty Kosobucki explained that he felt if the Park Board was in favor of that name, then the Park Board would have voted for it. Marty also explained that when talking to McKim Boyd he got the impression that the Historical Society was not in full support of this name. James Kneiszel stated that he had researched this young man and he is compelled to advocate for this name. He joined the union army and died for his country. He is not memorialized anywhere else and grew up right in that area. This name meets a lot of the criteria. Cady Park is a short name that provides history and teaching opportunities. James Kneiszel stated that he feels compelled to continue to advocate for this name and feels that the park board should come up with the name and is not in favor of a survey.

Aldersperson Defnet Ledvina stated she was under the impression that the Historical Society was still working on a name. Marty Kosobucki stated that he could follow up with McKim Boyd again, but the last time he spoke with him, he was told they were not able to find anybody from the west side that would be significant enough for a park name. Aldersperson Defnet Ledvina stated she just spoke with Patrick from the Historical Society and the Historic Preservation Committee, and he stated that he was still working on it.

Aldersperson Defnet Ledvina explained that she thought there was an issue with Cady being a resident of De Pere. James Kneiszel stated there wasn't a city at the time and Henry Cady joined the regime in West De Pere, he is buried in the cemetery a mile from the location, and it is where he grew up. James Kneiszel stated that he would just appreciate a vote on Cady Park at some time and wished that everyone would come up with more suggestions.

Aldersperson Defnet Ledvina stated she had a female suggestion, but the issue she is struggling with is that parks have never been named for historical figures. Parks have historically been named for individuals that have had a significant impact on the park and recreation department.

Randy Soquet stated the action item is if the Park Board is interested in doing a survey or not.

James Kneiszel moved to not move forward with a community survey at this time, seconded by Aldersperson Defnet Ledvina.

Elizabeth McMasters questioned if there are still a lot of houses to be built in the area. Marty Kosobucki confirmed that there are a lot of vacant lots left, but the south half of the subdivision is really built up, and they are starting to develop the north side of the subdivision.

Randy Soquet confirmed that there is \$200,000 in the budget for developing the park. Marty Kosobucki confirmed that the \$200,000 in the budget to start development of the park with a sign, playground, and an accessible route to the playground.

Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Jim Kneiszel

SECONDER: Shana Ledvina

AYES: Randy Soquet, Jim Kneiszel, Elizabeth McMasters, Shana Ledvina

IV. Staff Updates

1. Staff Update on Donation from BCCWC

Marty Kosobucki, Director of Parks, Recreation, and Forestry, stated that the Community Center received a donation from the Brown County Community Women's Club.

2. Staff Update on 2025 Beer Gardens

Marty Kosobucki, Director of Parks, Recreation, and Forestry, stated that a summary of the 2025 beer gardens is included in the agenda packet.

3. Staff Update on 2025 Holiday Light Event

Marty Kosobucki, Director of Parks, Recreation, and Forestry, explained that the dates are set for the 2025 Holiday Light Event. The walking event will take place on Thursday, December 11th, with the drive-through event starting on December 12th. Staff has ordered 15–20 new large displays and are working on a few other new ideas.

Randy Soquet confirmed the dates of the Holiday Light Event, with the walking event taking place on December 11th, and the drive-through event being held December 12th - 14th and December 18th - 21st.

V. Future Agenda Items

Marty Kosobucki, Director of Parks, Recreation, and Forestry, stated that the topics regarding naming of the park and the allocation of beer garden revenues will be returned on future agendas.

VI. Adjournment

Aldersperson Defnet Ledvina moved to adjourn the meeting at 7:38 pm, seconded by Elizabeth McMasters. Upon vote, the motion passed unanimously.

Respectfully submitted,
Grace Lahtela



City of De Pere, Wisconsin

III.2

Request for Board of Park Commissioners
Action

MEETING DATE: October 16, 2025
DEPARTMENT: Parks, Recreation & Forestry
FROM: Brian Christnovich, Parks Superintendent
SUBJECT: Consideration and possible action to accept a donation of \$1,680 from De Pere Baseball to repair the Gandrud Field outfield fence. *

RECOMMENDED ACTION: Staff recommends approval

ATTACHMENTS:

De Pere Baseball Donation - Gandrud Field fence repairs, Jacobs Fence Quote - Gandrud Field Repairs

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Brian Christnovich
Parks Superintendent
Date: October 16, 2025

RE: Consideration and possible action to accept a donation of \$1,680 from De Pere Baseball to repair the Gandrud Field outfield fence. *

Summary: Staff is requesting the Board of Park Commissioner's approval to accept a donation of \$1,680 from De Pere Baseball to the Parks Department. The money will be used to cover half of the cost to repair the outfield fence at Gandrud field, the city will cover the other half of the cost.

Staff Recommendation: Approve donation

ESTIMATE



Prepared For

City Of De Pere (Southwest Park)
2474 Lawrence Dr
De Pere, WI
(920) 339-8362

Jacobs Fence LLC

1100 Broadway St Unit 106
Wrightstown, WI 54180
Phone: (920) 360-0950
Email: jacobsfencellc@gmail.com

Estimate # 4360
Date 08/15/2025
Business / Tax # 47-4193733

Description	Total
8' chain link repair	\$3,360.00
- 2x9x84" kk aluminized	
- 2 1/2" x 12' x 40 lines	
- 3" x 9 1/2 x 40 terminals	
- 1 5/8"x 21' x 20 rail	
Drive down outfield posts to get wire back to correct height. Tie off all posts and top rail once wired is lowered.	

Subtotal	\$3,360.00
Total	\$3,360.00



City of De Pere, Wisconsin

III.3

Request for Board of Park Commissioners
Action

MEETING DATE: October 16, 2025
DEPARTMENT: Human Resources
FROM: Tracy Hood, Human Resources Generalist
SUBJECT: Consideration and possible action on revisions to the employee discount on recreation programming, Community Center room rentals, and shelter rentals. *
RECOMMENDED ACTION: Staff recommends approval

ATTACHMENTS:
Employee Discount -9.2025

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki, Parks, Recreation & Forestry Director
Tracy Hood, Human Resources Generalist
Date: October 16, 2025

RE: **Employee Discount on Recreation Programming, Community Center Room Rentals, and Shelter Rentals**

In 2012, the Park Board approved a 25% discount for City employees and their immediate family members for movement-based classes.

To enhance the overall value of the employee benefit program, promote greater use of City facilities by employees and their families, and encourage community engagement we are recommending expanding the employee discount. By broadening the discount's scope, we can better support employee wellness, work-life balance, and connection to our parks and recreation services. Effective January 1, 2026 we are proposing to expand the discount program to also include:

- Season Pool Passes
- Community Center Room Rentals
- Park Shelter Rentals (excluding Nelson Pavillion)

We anticipate this will have minimal impact on the budget as it appears in the prior year there were 6 season pool passes, 1 Community Center room rental and no shelter rentals made by employees or their spouses.

To ensure compliance with IRS regulations and avoid the need to tax employees on this benefit, we recommend adjusting the discount rate from 25% to 20%. This modification will align the program with applicable guidelines while still providing a meaningful benefit to employees and their families.

We are bringing this change forward to the Finance Committee and City Council for consideration in October, with our recommendation to Finance and Council being contingent on the Board of Park Commissioners approval.



City of De Pere, Wisconsin

III.4

Request for Board of Park Commissioners
Action

MEETING DATE: October 16, 2025
DEPARTMENT: Parks, Recreation & Forestry
FROM: Chelsea Moberg, Recreation Supervisor
SUBJECT: Consideration and possible action to approve the revised pool pass fee structure. *
RECOMMENDED ACTION: Staff recommends approval

ATTACHMENTS:

Park Board Memo - Consideration to Revise Pool Pass Fee Structures, Pool Pass Financial Impact Projection Data

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Chelsea Moberg
Date: October 16, 2025
RE: Consideration and possible action to approve revise pool pass fee structures. *

Staff request the adoption of these proposed changes to the seasonal pool pass structure and fees. This change will address a variety of challenges with the existing pool pass structure. In short, we propose removing 'family passes' and transitioning to a per person pool pass rate.

We also propose considering waiving the cost of passholders who are 2 and under at the time of purchase. Compared to all local competition, we are the only municipality who doesn't waive that cost.

Challenges Addressed

- Family Passes
 - Families listing caregiver/nanny as part of their household
 - Grandparents on family pass who live in the same household
 - Extended family/relatives living here during the summer months
 - Staff must determine whether a guest's household qualifies as a 'family'
 - Inconsistent interpretation of 'family definition' leads to confusion
 - Ongoing guest frustration with family pass size
 - Family passes are more time consuming to renew due to system structure
- Fee structure is complex (28 rates depending on type, age, residency, and date of purchase)
- Pass sales have been trending down in the last few seasons.

Additional Anticipated Benefits

- Families pay for exactly the amount of family members they have, reducing issues listed above.
- Save staff and guest time in reviewing all family pool pass memberships
- Ease of renewal – staff would no longer have to spend time attaching a card to each member after 1st year of purchase unless a new card is purchased.

Proposed 2026 Pool Pass Fees

	Legion Only		Both VFW & Legion	
	Resident	Non-Resident	Resident	Non-Resident
Infant (0-2 YO)	\$0	\$0	\$0	\$0
Individual (3-59 YO)	\$25	\$52	\$30	\$63
Senior (60+ YO)	\$20	\$41	\$25	\$52
In Season Fee	+\$15 per pass in-season <i>(not applied to infant passes)</i>			
	- Infant pool passes available with purchase of an individual or senior pass. - Lap swim included with pool passes.			

2026 Expected Financial Impact

Using the 2025 pass holder demographics to project potential sales, we conservatively expect it will increase the total revenue from pool pass sales by \$4,000+ annually. This projection accounts for an anticipated reduction of the total passes sold by 466 (all zero check-in users in the 2025 season) and the update to infant pass prices.

References

Local Competition Comparison

2025 Rates	Individual*	Family of 5	Family Cost / Person	Notes
De Pere	\$68 R / \$143 NR	\$128 R / \$269 NR	\$25.6 R / \$53.8 NR	
Ashwaubenon	\$40 R / \$55 NR	\$85 R / \$100 NR	\$17 R / \$20 NR	Children 2 & under free
Appleton	\$95 R / \$130 NR	\$170 R / \$225 NR	\$34 R / \$45 NR	Children 2 & under free
Green Bay	\$30 R / \$30 NR	NA (\$150)	\$30 R / \$30 NR	Children 2 & under free
Kaukauna	\$40 R / \$50 NR	\$140 R / \$160 NR	\$28 R / \$32 NR	Children 3 & under free
Little Chute	\$45 R / \$59 NR	\$120 R / \$148.75 NR	\$24 R / 29.75 NR	Children 1 & under free
Neenah	\$70 R / \$90 NR	\$185 R / \$200 NR	\$37 R / \$40 NR	Children 2 & under free
Oshkosh	\$80 R / \$100 NR	\$171 R / \$191 NR	\$34.2 R / \$38.2 NR	Children 2 & under free

**Compared in season rates for adults if variable rates were offered.*

2025 Pool Pass Data

2025 Pass Data	Legion Only			Both VFW & Legion		
	Resident	Non-Resident	In Season	Resident	Non-Resident	In Season
Infant (0-2 YO)	11	6	5	71	15	23
Individual (3-59 YO)	239	99	98	1,865	489	706
Senior (60+ YO)	19	6	5	64	9	19

2025 Pool Pass Fees

Legion Only	Pre-Season Swim Passes		In-Season Swim Passes	
Season Pool Passes	Resident	Non-Resident	Resident	Non-Resident
Individual	\$40.00	\$84.00	\$55.00	\$116.00
Family	\$80.00	\$168.00	\$95.00	\$200.00
Senior	\$30.00	\$84.00	\$45.00	\$116.00
Additional Dependent	\$8/dependent			

Legion & VFW	Pre-Season Swim Passes		In-Season Swim Passes	
Season Pool Passes	Resident	Non-Resident	Resident	Non-Resident
Individual	\$53.00	\$111.00	\$68.00	\$143.00
Family	\$113.00	\$237.00	\$128.00	\$269.00
Senior	\$40.00	\$111.00	\$55.00	\$143.00
Additional Dependent	\$8/dependent			

Legion & VFW		
Lap Swim Pool Pass	Resident	Non-Resident
Individual	\$50.00	\$105.00
Senior	\$38.00	\$105.00

2026 Projection using 2025 pass data	Legion Only									Both VFW & Legion								
	Resident			Non-Resident			In Season Add. Fee			Resident			Non-Resident			In Season Add. Fee		
	Rate	Passes	Subtotal	Rate	Passes	Subtotal	Fee	Passes	Subtotal	Rate	Passes	Subtotal	Rate	Passes	Subtotal	Fee	Passes	Subtotal
Infant (0-2 YO)	\$0	11	\$0	\$0	6	\$0	\$0	5	\$0	\$0	71	\$0	\$0	15	\$0	\$0	23	\$0
Individual (3-59 YO)	\$25	239	\$5,975	\$52	99	\$5,148	\$15	98	\$1,470	\$30	1,865	\$55,950	\$63	489	\$30,807	\$15	706	\$10,590
Senior (60+ YO)	\$20	19	\$380	\$41	6	\$246	\$15	5	\$75	\$25	64	\$1,600	\$52	9	\$468	\$15	19	\$285
	\$6,355			\$5,394			\$1,545			\$57,550			\$31,275			\$10,875		

Highlighted cells show the in-season additional fee. This would be on top of the base pass rate. **\$ 112,994.00**

Possible Lost Revenue (total pass holders with zero checkins in 2025)	Legion Only									Both VFW & Legion								
	Resident			Non-Resident			In Season Add. Fee			Resident			Non-Resident			In Season Add. Fee		
	Rate	Passes	Subtotal	Rate	Passes	Subtotal	Fee	Passes	Subtotal	Rate	Passes	Subtotal	Rate	Passes	Subtotal	Fee	Passes	Subtotal
Infant (0-2 YO)	\$0	0	\$0	\$0	6	\$0	\$0	0	\$0	\$0	13	\$0	\$0	2	\$0	\$0	6	\$0
Individual (3-59 YO)	\$25	38	\$950	\$52	12	\$624	\$15	17	\$255	\$30	294	\$8,820	\$63	75	\$4,725	\$15	129	\$1,935
Senior (60+ YO)	\$20	2	\$40	\$41	6	\$246	\$15	1	\$15	\$25	17	\$425	\$52	1	\$52	\$15	3	\$45
	\$990			\$870			\$270			\$9,245			\$4,777			\$1,980		

\$ 18,132.00

Projection - Zero Checkins
\$ 94,862.00



City of De Pere, Wisconsin

III.5

Request for Board of Park Commissioners
Action

MEETING DATE: October 16, 2025
DEPARTMENT: Parks, Recreation & Forestry
FROM: Brian Christnovich, Parks Superintendent
SUBJECT: Consideration and possible action to approve option for the ticket machine and services provided at the Perkofski Boat Launch.
RECOMMENDED ACTION: Staff recommends approval

ATTACHMENTS:
Park Board Perkofski Ticket Machine memo

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Brian Christnovich
Parks Superintendent
Date: October 16, 2025

RE: Consideration and possible action to approve option of ticket machine and services provided at the Perkofski Boat Launch

Summary: The ticket machine located at the Perkofski Boat Launch is due for replacement in 2025. After extensive research, VenTek has become the front runner in our search. Within the VenTek ticket machine, we have the option to customize and modify the machine to best meet our needs and the needs of the user. Below are 3 options for your consideration. The total budget is \$20,000 and quotes for each option will be available at the Park Board meeting. Ultimately, we would like to get the direction of the Park Board regarding the type of services we should offer with our ticket machine.

Option 1: Only accept credit card payment, no cash: Purchasing a machine that only accepts credit cards is the cheapest and simplifies the machine the most. This option is the most limiting to the user by offering only one payment option but has less variables for the machine to malfunction and limits the concern for vandalism/theft of cash/coins.

Option 2: Accept credit card and cash payment, no change dispensed: This option will accept credit card payments and will allow the option for users to pay with cash, but the machine will not dispense change. The user must use exact cash or be ok making a "donation" to the boat launch if they choose to pay with a larger bill. For example, our launch fee is \$6 dollars. If I pay with a \$10 dollar bill, I will receive my launch pass and "donate" \$4 dollars to be used for future boat launch improvements.

Option 3: Accept credit card and cash payments, dispense change: This option is currently how our ticket machines are configured. Purchasing a machine with these options will be the costliest and has the potential to cause the most maintenance issues in the future due to the various components within the machine. This option does offer the user the most variability for payment.

Staff Recommendation: Staff understand the delicate balance between maintenance cost and user experience. While option 3 offers the most versatility for the user to pay the daily launch fee, staff strongly encourage option 1 to be considered as the best candidate due to simplicity of the machine keeping maintenance cost and after hour calls to a minimum.

If cash consideration is still desired by the board, option 2 would be staff's recommendation to eliminate the variable of change dispensed in the form of coins. Coin return issues are currently one driving factor triggering after-hour calls in our current machines.





City of De Pere, Wisconsin

IV.1

Request for Board of Park Commissioners
Action

MEETING DATE: October 16, 2025
DEPARTMENT: Parks, Recreation & Forestry
FROM: Brian Christnovich, Parks Superintendent
SUBJECT: Update from Brown County Extension on the Community Garden at Lions Trailside Park.
RECOMMENDED ACTION: Update

ATTACHMENTS:
Community Garden Report 2025 - Brown County Extension

Lions Park Brown County Community Gardens Summary 2025

This season at Lions Community Garden, all 25 plots were utilized initially. There were far less challenges in growing and maintenance compared to last year. The summer season at Lions was peaceful and calm. We had 7 new gardeners.

A quote from Site Leader Alina:

I think the garden production went very well for all the garden plots observed. The gardeners enjoy the sense of community this provides and many like to observe and get inspired by each other's practices. We even have one gardener that is allowing community picking from one of their tomato plants! As far as issues, it's a challenge when gardeners abandon their plots and then they get taken over by weeds. We had two plots this year that were not maintained until the end of the season. It would be helpful if there was a backup plan for next year if anyone cannot continue how to maintain these plots. The other challenge I see is that it is hard to get spring and fall crops based on the garden opening and closing times. It would be helpful if we could start a couple of weeks sooner and end a couple of weeks later. I know I will have to pull out my broccoli in a month and it is just starting to produce nicely.

- 25 plots available
- 25 plots were taken at registration time
- 6 people on waitlist for 2026
- 17 out of 25 gardeners have a home address in De Pere
- Garden start and end date have historically been mid to end of May through October 23rd



City of De Pere, Wisconsin

V.1

Request for Board of Park Commissioners
Action

MEETING DATE: October 16, 2025
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki, Parks, Recreation and Forestry Director
SUBJECT: Staff update on allocation of beer garden revenues.
RECOMMENDED ACTION: Staff update

ATTACHMENTS:
Staff Update.Beer Garden Revenues

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Director of Parks, Recreation and Forestry
Date: October 16, 2025

RE: Beer Garden Revenue

I am still coordinating numbers and estimates, however I will have some updates to share with you at the meeting.



City of De Pere, Wisconsin

V.2

Request for Board of Park Commissioners
Action

MEETING DATE: October 16, 2025
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki, Parks, Recreation and Forestry Director
SUBJECT: Staff update on beer garden survey.
RECOMMENDED ACTION: Staff update

ATTACHMENTS:
Staff Update.Beer Garden Survey

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Director of Parks, Recreation and Forestry
Date: October 16, 2025

RE: Beer Garden Survey

We recently sent out and promoted an evaluation survey of our Beer Gardens. The purpose of the survey is to continually look for ways to make the Beer Garden experience better. I will have a short update for you on results coming out of the survey.



City of De Pere, Wisconsin

V.3

Request for Board of Park Commissioners
Action

MEETING DATE: October 16, 2025
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki, Parks, Recreation and Forestry Director
SUBJECT: Staff update on budget workshop.
RECOMMENDED ACTION: Staff update

ATTACHMENTS:
Staff Update.Budget Workshop

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Director of Parks, Recreation and Forestry
Date: October 16, 2025

RE: Budget Workshop

Budget Workshop was held on Wednesday, October 8. I will provide a brief update on key points coming out of the meeting.



City of De Pere, Wisconsin

V.4

Request for Board of Park Commissioners
Action

MEETING DATE: October 16, 2025
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki, Parks, Recreation and Forestry Director
SUBJECT: Staff update on holiday light event.
RECOMMENDED ACTION: Staff update

ATTACHMENTS:
Staff Update.Holiday Light Show

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Director of Parks, Recreation and Forestry
Date: October 16, 2025

RE: Holiday Light Show

Solicitation for the Holiday Light Show is under way. Looking for sponsors, businesses and/or people to help make the Holiday Light Show a special event.



City of De Pere, Wisconsin

V.5

Request for Board of Park Commissioners
Action

MEETING DATE: October 16, 2025
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki, Parks, Recreation and Forestry Director
SUBJECT: Staff update on Legion Park disc golf course improvements.
RECOMMENDED ACTION: Staff update

ATTACHMENTS:
Staff Update.Legion Disc Golf Course

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Director of Parks, Recreation and Forestry
Date: October 16, 2025

RE: Legion Park Disc Golf Course – Tee Boxes

The council approved your recommendation of using funding from the Beer Garden proceeds to conduct improvements to the Disc Golf Course at Legion Park. I will have further information regarding our progress at the meeting.