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

Board of Park Commissioners

Regular Meeting

Final Minutes

Wednesday, November 18, 2020 6:30 PM

I. Call to Order

The meeting was called to order at 6:30 PM by Board Member Randy Soquet

Attendee Name	Title	Status	Arrived
Casey Nelson	Alderperson	Present	
Melissa Thiel Collar	Board Member	Present	
Ryan Jennings	Board Member	Present	
Rick Klinkenberg	Board Member	Present	
Amy Chandik Kundinger	Alderperson	Present	
Dean Raasch	Alderperson	Late	
Randy Soquet	Board Member	Present	
Lydia McMorrow	Teen Advisor	Excused	
Christopher Soquet	Teen Advisor	Present	

Others present: Marty Kosobucki, Director of Parks, Recreation and Forestry, Don Melichar, Park Superintendent/Forester, Grace Lahtela, Jason Hale and Rustin Schwandt from Somerville, and Eagle Scout Jeremy Weller.

II. Action Items

1. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the October 15, 2020 Meeting.

   Alderperson Chandik-Kundinger moved to approve the Board of Park Commissioners minutes from the October 15, 2020 meeting, seconded by Alderperson Nelson. Upon vote the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Amy Chandik Kundinger, Alderperson
SECONDER:	Casey Nelson, Alderperson
AYES:	Nelson, Thiel Collar, Jennings, Klinkenberg, Kundinger, Soquet
EXCUSED:	Dean Raasch

2. Consideration and Possible action on Eagle Scout request to install equipment at Dog Park.

   Alderperson Chandik-Kundinger moved to open the meeting to public comment at 6:32 pm, seconded by Alderperson Nelson. Upon vote, the motion passed unanimously.
   Don Melichar, Park Superintendent/Forester introduced Eagle Scout Jeremy Weller.
   Eagle Scout Jeremy Weller stated that his Eagle project is to build a set of five obstacles for the dog park. Once the obstacles are built, he plans to mount them in concrete and mulch around the obstacles with eco-friendly materials. He explained that he chose the dog park project because his family frequents the park and there are limited obstacles for the dogs to use.
   Melissa Thiel Collar questioned the maintenance of the obstacles.
   Don Melichar, Park Superintendent/Forester explained that the parks department would handle the maintenance of the equipment once it is installed.
   Randy Soquet questioned the expected timeline for the installation of the obstacles.

Jeremy Weller explained that he is planning to build the obstacles this winter and install them when the snow melts in the spring.
Don Melichar, Park Superintendent/Forester commented that the park department will assist Jeremy with the installation once the obstacles are complete.
Ryan Jennings moved to return to regular order at 6:38 pm, seconded by Melissa Thiel Collar. Upon vote, the motion passed unanimously.
Alderperson Nelson moved to approve the Eagle Scout donation of five obstacles for the dog park, seconded by Alderperson Chandik Kundinger. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Casey Nelson, Alderperson
SECONDER:	Amy Chandik Kundinger, Alderperson
AYES:	Nelson, Thiel Collar, Jennings, Klinkenberg, Kundinger, Soquet
EXCUSED:	Dean Raasch

3. Consideration and possilble action on the exterior design of the Voyageur Multi-Use Facility.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained there is a rough exterior picture in the board packet; however after meeting to discuss the drawing, Somerville came up with an updated version of the exterior building. This updated drawing was displayed for the Park Board.
A detailed discussion followed.
Jason Hale from Somerville explained that the drawings take into consideration the floor plan that was agreed on. The aesthetics of the exterior were incorporated from the previous picture study. The drawings include a stone or masonry base, with a different material above to break up the volume of the building. There is also pergola style shading to add to the aesthetics of the building.
Alderperson Chandik Kundinger suggested adding some type of second tier deck area to overlook the river. She feels the key feature of the river is missed the way the design is now.
Marty Kosobucki, Director of Parks, Recreation and Forestry explained that the view of the river is actually the best on the patio on the north side of the building.
Randy Soquet questioned the size of the covered patio, as they seem rather small.
Jason Hale from Somerville commented that on the current design the covered patio is 10' with an additional 5'pergola extension.
Alderperson Raasch arrived at 7:15 pm and commented on the need for stationary countertop areas for rental purposes. He had prior meeting commitments and had to leave the meeting at 7:30 pm.
Alderperson Nelson explained that his perspective has always been to maximize the river view. He feels that the northwest side of the building should be opened up, utilized more, and should have covered seating also.
Recommendations from the park board for the exterior building design would be to include the pergola look into the design; maximize covered and outdoor seating; have fewer pillars and make them look more refined; and to look at the possibility of having some type of elevated platform seating to take advantage of the river views.
Alderperson Chandik Kundinger moved to approve the design with tonight's feedback for further integration into the future design of the building, seconded by Ryan Jennings. Upon vote the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Amy Chandik Kundinger, Alderperson
SECONDER:	Ryan Jennings, Board Member
AYES:	Nelson, Thiel Collar, Jennings, Klinkenberg, Kundinger, Soquet
EXCUSED:	Dean Raasch

4. Approve Request to Donate Five (5) Family Pool Memberships for 2021 Specail Events and Programming

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that the Recreation Department is planning to run some special events and programs. The department would like to utilize family pool memberships to entice people to participate in the events.
Randy Soquet moved to approve allocating five family pool memberships for Recreation Department special event programing and forward to Common Council for final approval, seconded by Ryan Jennings. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Randy Soquet, Board Member
SECONDER:	Ryan Jennings, Board Member
AYES:	Nelson, Thiel Collar, Jennings, Klinkenberg, Kundinger, Soquet
EXCUSED:	Dean Raasch

5. Consideration and Possible Action to Approve the Brown County Fairgrounds Master Plan Update.

Marty Kosobucki, Director of Parks, Recreation and Forestry, explained that Brown County developed a master plan for renovations to the Fairgrounds property, which was already approved by the Park Board. In order to be in compliance, there needed to be some minor revisions to the plan. These revisions include a change to the location of the announcer platform, restroom building and dumping area.
Matt Kriese from the Brown County Park Department explained that as part of the City of De Pere's Planned Development District and Precise Implementation Plan and the rezoning process, the revisions to the master plan needed to go to Park Board for review and approval. City Council already approved the plan development. Currently the County is in the early stages of construction of the restroom building to be more ADA compliant. This new building is going to be located in the exact same location of the current building. There are no new uses of the property other than the announcer platform. The revisions were needed because the originally master plan was over $26 million, so the Brown County Board approved to do the updates in phases.
Alderperson Nelson moved to approve the updated Master Plan for the Brown County Fairgrounds property, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Casey Nelson, Alderperson
SECONDER:	Randy Soquet, Board Member
AYES:	Nelson, Thiel Collar, Jennings, Klinkenberg, Kundinger, Soquet
EXCUSED:	Dean Raasch

6. APPROVE MIDWEST ATHLETIC FIELDS LLC. AS CONTACTOR FOR VFW SOFTBALL FIELD RENOVATION PROJECT

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that there was $50,000 allocated in the budget to make improvements to the VFW softball field. There were only two bids received from the RFP and neither bid included fencing repairs. With the weather, the project will not occur until next year and the low bidder, Midwest Athletic Fields will honor the price of the contract next year. The fencing repairs will be contracted out separately.
Alderperson Nelson moved to award the contract for improvements to the VFW softball field to Midwest Athletic Fields in the amount of $37,520, seconded by Ryan Jennings. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Casey Nelson, Alderperson
SECONDER:	Ryan Jennings, Board Member
AYES:	Nelson, Thiel Collar, Jennings, Klinkenberg, Kundinger, Soquet
EXCUSED:	Dean Raasch

7. Consideration and Possible Action to Approve Aquatic Annual Report.

Alderperson Chandik Kundinger moved to table the aquatic annual report, seconded by Alderperson Nelson. Upon vote, the motion passed unanimously.

RESULT:	**TABLED [UNANIMOUS]** **Next: 12/17/2020 6:30 PM**
MOVER:	Amy Chandik Kundinger, Alderperson
SECONDER:	Casey Nelson, Alderperson
AYES:	Nelson, Thiel Collar, Jennings, Klinkenberg, Kundinger, Soquet
EXCUSED:	Dean Raasch

III. Staff Updates

1. Status update on the VFW Aquatic Facility.

Marty Kosobucki, Director of Parks, Recreation and Forestry gave an update on the VFW Aquatic Facility. Other than the bullet points in the board packet, the interior walls on the main pool building were started. Also, the mechanical building is encapsulated and the deck by the mechanical building is starting to be poured. Even with the recent weather, they are still on target.

RESULT:	**DISCUSSED**

2. Status update on the Legion Restroom Building construction.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that the construction on the Legion restroom building is going well. There are a few issues that need to be cleared up, but should be completed soon.

RESULT:	**DISCUSSED**

IV. Future Agenda Items

None

V. Adjournment

Melissa Thiel Collar moved to adjourn the meeting at 7:52 pm, seconded by Alderperson Nelson. Upon vote, the motion passed unanimously.

Respectfully submitted,
Grace Lahtela