



Board of Park Commissioners

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

Regular Meeting

Final Minutes

Thursday, November 16, 2023

6:30 PM

Council Chambers and Virtual

I. Call to Order

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

Attendee Name	Title	Status	Arrived
Melissa Thiel Collar	Board Member	Excused	
Ryan Jennings	Board Member	Present	
Jim Kneiszel	Board Member	Present	
Amy Chandik Kunding	Aldersperson	Present	
Shana Defnet Ledvina	Aldersperson	Present	
Dean Raasch	Aldersperson	Present	
Randy Soquet	Board Member	Present	
Connor Mason	Teen Advisor	Present	
Connor Goodman	Teen Advisor	Present	

Marty Kosobucki, Director of Parks, Recreation and Forestry

Paula Rahn, Recreation Superintendent

Don Melichar, Parks Superintendent/City Forester

Chelsea Moberg, Recreation Supervisor

Betty Marovich, Administrative Assistant

II. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Board of Park Commissioners. Chapter 6-3(f) DPMC

None

III. Items

1. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the October 19, 2023 Meeting.

Aldersperson Defnet Ledvina moved to approve the Board of Park Commissioners minutes from the October 19, 2023 meeting, seconded by Ryan Jennings. Upon vote the motion passed unanimously.

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

2. Consideration and Possible Action to Approve Southwest Park Shelter Renovation Bid.*

Marty Kosobucki, Director of Parks, Recreation and Forestry, explained that the bids were received for the Southwest Park Shelter Renovation, with an alternate bid being requested for an upgrade to a metal roof. The low base bid for a shingled roof was from IEI general contractors in the amount of \$124,000. The low alternative bid was from Bayland Builders in the amount of \$142,165. The insurance company will not cover the

cost of a metal roof, so the alternate bid would require approval by Common Council and funding from unassigned reserves.

Jim Kneisel questioned if metal roofs are standard on park shelters. Marty Kosobucki explained that metal roofs have been overlayed on shelters in past years and will continue into future projects.

Aldersperson Defnet Ledvina questioned if the base bid would be totally covered by insurance. Marty Kosobucki stated that it would be covered, less any calculated depreciation from the insurance company. At this time, staff has not received the depreciation analysis from the insurance company, but it should be available for the December council meeting.

Randy Soquet asked if the proposed repairs would be to replace the shingles as they are. Marty Kosobucki explained that the base bid is to replace the shingles, plywood, and trusses. The entire roof structure that was damaged.

Aldersperson Raasch asked how old the existing roof is. Marty Kosobucki estimated that the building is 12-15 years old. Aldersperson Raasch stated that there will be considerable depreciation on the shingled roof, so even the base bid will require some funding from unassigned reserves.

Aldersperson Chandik Kunderling questioned how frequently the shelters are re-built. Marty Kosobucki explained that some current park buildings are 35-45 years old and are only replaced when the building structure is compromised.

Aldersperson Raasch questioned if there is a chance that the building would need to be replaced before a shingled roof would need to be. Marty Kosobucki responded that it is possible, but he would expect the building would last much longer than a shingled roof.

Randy Soquet moved to accept the alternate bid from Bayland Buildings for \$142,615, which includes the metal roof upgrade, with additional funding coming from unassigned reserves, seconded by James Kneisel.

Aldersperson Defnet Ledvina questioned what the amount from unassigned reserves would be. Marty Kosobucki stated that the actual amount would not be known until the analysis is received from the insurance company, however it should be available by the December Common Council meeting.

Aldersperson Raasch stated his concern about increasing the cost of the roof on a structure that might not last as long as the roof.

The above motion passed 4-2, with Aldersperson Chandik Kunderling and Aldersperson Raasch voting no.

RESULT:	ADOPTED [4 TO 2]
MOVER:	Randy Soquet, Board Member
SECONDER:	Jim Kneiszel, Board Member
AYES:	Ryan Jennings, Jim Kneiszel, Shana Defnet Ledvina, Randy Soquet
NAYS:	Amy Chandik Kunding, Dean Raasch
EXCUSED:	Melissa Thiel Collar

3. Consideration and Possible Action to Approve Changing Recreational Management Software to CivicPlus.*

Marty Kosobucki, Director of Parks, Recreation and Forestry, explained that staff would like to change the recreational management software being used. Staff have been experiencing many issues with Activenet, as well as increases in fees. Both the Finance Director and IT Director were consulted in the process and staff found out that the city has an agreement with CivicPlus for other software programs. Financially, Activenet has become very expensive and even with year one transition costs, the city will see cost savings in the first year.

Aldersperson Defnet Ledvina comment that as a former user of Activenet, she was excited.

Aldersperson Raasch questioned if there are key components of the new software that led to the decision. Paula Rahn, Recreation Superintendent and Chelsea Moberg, Recreation Supervisor explained that this one software system will allow for a full integration of the Recreation Department. Currently there is one system for pools, quick books is used for sport leagues and scheduling, and reservations are made manually. The new system will integrate all systems, along with offering text and automatic messaging. The reservation module will allow the community to make reservations online, all with cost savings to the city. With Activenet, the city is currently paying over 7% in credit card processing fees, with additional transaction fees and with Forte the fees will be 2.8% with no transaction fees.

Aldersperson Defnet Ledvina moved to approve upgrading the recreation management software system to Civic Plus, seconded by Aldersperson Raasch. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Shana Defnet Ledvina, Aldersperson
SECONDER:	Dean Raasch, Aldersperson
AYES:	Jennings, Kneiszel, Kunding, Defnet Ledvina, Raasch, Soquet
EXCUSED:	Melissa Thiel Collar

4. Consideration and Possible Action to Approve NEW Water Agreement.*

Aldersperson Defnet Ledvina moved to approve the tree grant from NEW Water, seconded by Aldersperson Chandik Kunding. Upon vote, the motion was approved unanimously.

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

IV. Staff Updates

1. Staff Update on Comprehensive Outdoor Plan.

Marty Kosobucki stated that the Planning Commission is currently reviewing the plan. After their review, staff will discuss their comments and make any necessary revisions, with the final plan hopefully ready for the December Park Board meeting.

RESULT:	DISCUSSED
----------------	------------------

2. Staff Update on Holiday Light Show.

Marty Kosobucki provided an update on the De Pere Holiday Light Show. Everything is coming into place and the Pink Flamingos graciously agreed to help with setting up the decorations again this year. There will be 12-14 new ground displays this year and the event is slowly getting bigger and better.

RESULT:	DISCUSSED
----------------	------------------

3. Staff Update on Playground Installations and Openings.

Marty Kosobucki explained that the Legion and Kelly Danen playgrounds are up and running. The playground at Lawton Park is still waiting for the concrete to be poured, then the wood fiber chips will be added and it will be ready for use.

RESULT:	DISCUSSED
----------------	------------------

4. Staff Update on NEW Water Tree Grant

Marty Kosobucki stated that the agreement for the NEW tree grant was approved earlier and explained that the trees will be distributed the same way that was approved before. For every two trees a homeowner lost due to Emerald Ash Borer, the homeowner would be eligible for one free tree. If there are still trees remaining, then there will be a request sent out to everyone that lost trees. Staff is not requesting any approval because the same policy that is in place will be used.

RESULT:	DISCUSSED
----------------	------------------

V. Future Agenda Items

None

VI. Adjournment

James Kneiszel moved to adjourn the meeting at 6:58 pm, seconded by Alderperson Chandik Kunding. Upon vote, the motion passed unanimously.

Respectfully submitted,
Grace Lahtela