Board of Park Commissioners

335 South Broadway
De Pere, WI 54115
http://www.de-pere.org

Regular Meeting

Final Minutes

Thursday, November 16, 2017 | **6:30 PM** | **De Pere City Hall Council Chambers**

I. Call to Order

The meeting was called to order at 6:30 PM by Board Member George Brown

Attendee Name	Title	Status	Arrived
Ryan Jennings	Alderperson	Present	
Larry Lueck	Alderperson	Excused	
Dean Raasch	Alderperson	Present	
George Brown	Board Member	Present	
Sue Schinkten	Board Member	Present	
Randy Soquet	Board Member	Excused	
Bill Volpano	Board Member	Present	
Ella Bublotz	Teen Advisor	Present	
Lydia McMorrow	Teen Advisor	Present	

II. Action Items

1. Approve Board of Park Commissioners Minutes from 9-21-17

Sue Schinkten made a motion to approve the Board of Park Commissioners Minutes from September 21, 2017, seconded by Ryan Jennings. Upon vote, the motion passed.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Sue Schinkten, Board Member
SECONDER:	Ryan Jennings, Alderperson
AYES:	Jennings, Raasch, Brown, Schinkten, Volpano
EXCUSED:	Larry Lueck, Randy Soquet

2. Consider draft Comprehensive Outdoor Recreation Plan. *

Marty introduced Patrick Belifuss from Cedar Corporation to discuss the Comprehensive Outdoor Recreation Plan.
Patrick stated that the Comprehensive Outdoor Recreation Plan needs to be updated every 5 years to reflect the needs of community and also so the community is eligible for grants. He reviewed what procedures were taken to develop the plan and how the projects were prioritized.
A summary of the plan was provided, which includes recommendations with cost estimates and prioritizations for each park. Continuation of ADA improvements was also included in the plan.
Discussion followed
Dean Raasch wanted to clarify that this is not approving and projects or funding. Marty Kosobucki confirmed that it only provides staff direction but it is very important for DNR funding. Having a plan is vital for funding and if the project is listed in plan it is given higher priority.
Dean Raasch made a motion to accept the draft of the Comprehensive Outdoor Recreation Plan as is, seconded by Bill Volpano. Upon vote, the motion passed.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Bill Volpano, Board Member
AYES:	Jennings, Raasch, Brown, Schinkten, Volpano
EXCUSED:	Larry Lueck, Randy Soquet

3. Approval to Accept $1000 Donation from WalMart for Recreation Programs & Facility Needs*

Sue Schinkten made a motion to approve and accept the $1,000 donation from Wal-Mart for recreation programs and facility needs, seconded by Ryan Jennings. Upon vote, the motion passed.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Sue Schinkten, Board Member
SECONDER:	Ryan Jennings, Alderperson
AYES:	Jennings, Raasch, Brown, Schinkten, Volpano
EXCUSED:	Larry Lueck, Randy Soquet

4. Approve agreement with Brown County to clear Fox River Trail. *

Marty Kosobucki reviewed the agreement with Brown County for snow clearing on the Fox River Trail.
Discussion followed
Ryan Jennings made a motion to accept the agreement from Brown County to clear the Fox River Trail, seconded by Dean Raasch. Upon vote, the motion passed.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Ryan Jennings, Alderperson
SECONDER:	Dean Raasch, Alderperson
AYES:	Jennings, Raasch, Brown, Schinkten, Volpano
EXCUSED:	Larry Lueck, Randy Soquet

5. Approve changes to ordinance related to Park Vending Permit. *

Marty Kosobucki provided an overview of the recommended changes to the ordinance related to the Park Vending Permit process. The changes are to allow a food truck to vend out on the Riverwalk and to ease the process for getting a permit.
Discussion followed.
Ryan Jennings suggested that there be a provision within the ordinance that if a vendor is not compliant by city standards that the permit could be pulled.
Dean Raasch made a motion to change the wording to allow up to, but not more than three vendors on the Riverwalk, seconded by Bill Volpano. Upon vote, the motion passed.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Bill Volpano, Board Member
AYES:	Jennings, Raasch, Brown, Schinkten, Volpano
EXCUSED:	Larry Lueck, Randy Soquet

6. Consider preliminary designs for Aquatic Center.

Marty Kosobucki explained that as part of the RFP it was requested to schedule a public information meeting; however this meeting will be held after the initial draft plan is presented to the board. This will give the board a month to review the information before the public information meeting.
Patrick Skalecki, Project Manager from Graef and Matt Freeby, Aquatic Specialist from Water Technology gave a detailed summary of the three vastly different design options for both the aquatic center and park. They explained that the three options were designed with information obtained from interviews with stakeholders an online survey results.
Patrick and Matt took questions from the board and the design options were discussed at length.
George Brown asked John McDonald, Recreation Supervisor and Paula Rahn, Recreation Superintendent for any additional comment they might have.
Discussion followed.
George Brown made a motion to table the item for further discussion next month, after the public information meeting and the information received can be reviewed, seconded by Bill Volpano. Upon vote, the motion passed.

RESULT:	**TABLED [UNANIMOUS]**
MOVER:	George Brown, Board Member
SECONDER:	Bill Volpano, Board Member
AYES:	Jennings, Raasch, Brown, Schinkten, Volpano
EXCUSED:	Larry Lueck, Randy Soquet

7. Recommendation to extend Brochure Advertising Agreement two years. *

Marty Kosobucki stated that this is a unique fit and not many companies do this.
Recreation Superintendent Paula Rahn came up to answer questions from the board. She stated that Multi Media Channels provides the design and printing of the postcards and brochures. This has not only saved the city the cost of printing, but countless hours of staff time.
Discussion followed.
Sue Schinkten made a motion to extend the Brochure Advertising Agreement with Multi Media Channels for two years, seconded by Dean Raasch. Upon vote, the motion passed.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Sue Schinkten, Board Member
SECONDER:	Dean Raasch, Alderperson
AYES:	Jennings, Raasch, Brown, Schinkten, Volpano
EXCUSED:	Larry Lueck, Randy Soquet

8. Consider proposal to improve James Street Parkway boat docks. *

Marty Kosobucki reviewed the proposal with the board. There is a group of residents that have money they would like to donate to help fund enhancements to the James Street boat docks. The donation does not totally fund the entire project and additional funding would need to be requested from Common Council.
Discussion followed.
Dean Raasch made a motion to send the proposal back to staff and have the group reconsider the project as a whole or find alternative funding, seconded by Sue Schinkten. Upon vote, the motion passed.

RESULT:	**REFERRED BACK TO STAFF [UNANIMOUS]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Sue Schinkten, Board Member
AYES:	Jennings, Raasch, Brown, Schinkten, Volpano
EXCUSED:	Larry Lueck, Randy Soquet

III. Public Comment Period

Dean Raasch commented that his son thought the new playground equipment at Voyageur Park was pretty impressive and feels it was a good choice.

IV. Future Agenda Items

V. Staff Updates

1. Band Shell/Ampitheater

   Marty Kosobucki stated there was nothing new to report. The Chamber of Commerce is still attempting to reach out to other communities.

2. Voyageur Playground

   Marty Kosobucki stated that for the most part it is done, unfortunately several parts arrived damaged or the incorrect parts were shipped. The playground is not functional right now and we are still waiting on backordered parts. Instead of putting in woodchips a credit was received and the poured in place will be bid with a requirement of a completion date prior to May 11th

3. Bomier Boat Launch

   Marty Kosobucki gave the board an update on grant funding and timeline for the Bomier boat launch.

4. Application to WDNR for use of State owned land

   Marty Kosobucki stated that with the approved design at Bomier boat launch, there is a sliver of state owned land that would be used. An application has been sent in to the Wisconsin Department of Natural Resources for the use of state owned land, which is just a formality and should be approved. The approved agreement will need to come back to park board for approval.

VI. Adjournment

Dean Raasch made a motion to adjourn the meeting at 8:50 pm, seconded by Sue Schinkten. Upon vote, the motion passed.

Respectfully submitted,
Grace Lahtela