



Board of Park Commissioners

Regular Meeting

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

Agenda

Thursday, February 19, 2026

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 **February 19, 2026 at 6:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

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 January 15, 2026 meeting.
 2. Consideration and possible action to approve a \$1,500 donation from Durr CTS Inc. for individual sponsorship of the Beer Gardens on June 16 & August 4, 2026. *
 3. Consideration and possible action to approve a Park Vending Permit with Swamp Donkey for a bait vending machine to be placed at Voyageur Park.
 4. Consideration and possible action on revising the Arboriculture Specifications Manual regarding tree planting.
 5. Consideration and possible action to approve a pop-up Beer Garden fundraiser with Stubborn Brothers to benefit the dog park. *
 6. Consideration and possible action to approve a 3-year agreement with Kay Distributing as the beer vendor for the Beer Gardens. *

7. Consideration and possible action to approve the proposal from Graef Consulting for \$19,500 to provide design and construction oversight of the Wilson Park renovation project. *
8. Consideration and possible action to approve the Beer Garden Revenue Policy. *

IV. Discussion Items

V. Staff Updates

1. Staff update on a \$750 donation received from IEI General Contractors, Inc. for the June 30, 2026 individual sponsorship of the Beer Gardens.
2. Staff update on \$750 donation received from Immel Construction Inc. for the June 9, 2026 individual sponsorship of the Beer Gardens.
3. Staff update on major park projects.
4. Staff update on 2025 donations.

VI. Future Agenda Items

VII. Adjournment

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Parks Department at 920-339-4065 by noon on 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	Rodney Schwartz, Durr CTS, Inc.
Olivia Alberson, Teen Advisor	Chip Kolocheski, Kay Distributing
Aaron Gilling, Stubborn Brothers	Chris Hansen, Graef
Chris Berg, IEI General Contractors	Rob Korth, Swamp Donkey
Allison Thiry, Immel Construction	

***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: February 19, 2026
DEPARTMENT: Parks, Recreation & Forestry
FROM: Grace Lahtela, Administrative Assistant
SUBJECT: Consideration and possible action to approve the Board of Park Commissioners minutes from the January 15, 2026 meeting.
RECOMMENDED ACTION: Staff recommends approval.

ATTACHMENTS:
2026 0115 Draft Minutes



Board of Park Commissioners

Regular Meeting

Minutes

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

Thursday, January 15, 2026

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, Amy Kunding

Absent:

Excused: Mike Eserkaln, Shana Ledvina, Connor Mason

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 November 20, 2025 meeting.

Randy Soquet moved to approve the Board of Park Commissioners minutes from the November 20, 2025, meeting, seconded by Alderperson Chandik Kunding. Upon vote, the motion passed unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Randy Soquet
SECONDER:	Amy Kunding
AYES:	Randy Soquet, Jim Kneiszel, Elizabeth McMasters, Amy Kunding

2. Consideration and possible action to approve Amerilux as the main sponsor for the 2026 Beer Gardens. *

Alderperson Chandik Kunding moved to approve Amerilux as the main sponsor for the 2026 Beer Gardens, seconded by Elizabeth McMasters. Upon vote, the motion passed unanimously.

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

3. Consideration and possible action to approve a donation proposal from De Pere Baseball, in the amount of \$5,000, to purchase robotic mowers to be used at Kelly Danen and Southwest Park baseball fields. *

Randy Soquet moved to approve the donation proposal from De Pere Baseball, in the amount of \$5,000, to purchase robotic mowers to be used at Kelly Danen and Southwest Park baseball fields, seconded by Elizabeth McMasters.

James Kneiszel questioned if the mowers would actually run from 11 pm - 9 am as stated in the memo, and would they run every day. Marty Kosobucki, Director of Parks, Recreation, and Forestry, confirmed that the plan would be for the mowers to operate those hours Monday–Friday for sure, but staff is still looking into running on the weekends. Marty explained that the mowers are designed to go out frequently and cut only a small amount of grass off at a time. The mowers are programmed to where they can and cannot go, as well as when they go out to mow. Staff will have a program on their phone, so if something goes wrong they will get notified. The mowers are also equipped with an alarm and a geo fence with GPS tracking, so if they are taken out of their programmed area, an alarm will sound and the units can be easily tracked with the GPS system.

Aldersperson Chandik Kundingner questioned if there will be signage at the fields, so residents know what the mowers are. Marty Kosobucki explained that along with signage, there will be posts on social media, educating residents on the new mowers.

Upon vote, the above motion passed unanimously.

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

4. Consideration and possible action to approve the first and second quarter financial statements for the De Pere Ice Arena.

James Kneiszel moved to approve the first and second quarter financial statements for the De Pere Ice Arena, seconded by Randy Soquet. Upon vote, the motion passed unanimously, with Elizabeth McMasters abstaining.

RESULT:	Passed
MOVER:	Jim Kneiszel
SECONDER:	Randy Soquet
AYES:	Randy Soquet, Jim Kneiszel, Amy Kundingner
NAYS:	None
ABSTAIN:	Elizabeth McMasters

5. Consideration and possible action to approve a park name for the new park in the Waterview Heights Subdivision. *

Marty Kosobucki, Director of Parks, Recreation, and Forestry, explained that he was able to connect with the Historical Society and McKim Boyd. They recommended the name Volunteer Park, in honor of the Volunteer group from the Civil War. The information gathered is provided in the packet.

Randy Soquet moved to open the meeting at 6:40 pm, seconded by Aldersperson Chandik Kundingner.

Upon vote, the motion passed unanimously.

Joe Nicks stated he feels the name Volunteer Park is a good idea. The name pays tribute to the soldiers from Company F and the De Pere Rifles that went to the Civil War from the area. It would also be a nice tie-in with Legion, VFW, and Bicentennial Park, which honor veterans. There could be some confusion with the name in reference to the Volunteers from Company F in the Civil War, with volunteers in general, but it is not a bad thing to honor volunteers in general.

Randy Soquet moved to return to regular order at 6:42 pm, seconded by Alderperson Chandik Kunding. Upon vote, the motion passed unanimously.

James Kneiszel stated he feels that making a decision on a park name should be done when the full board is present. Alderperson Defnet Ledvina had some recommendations on a park name and feels that there should be a full vote on this topic.

James Kneiszel moved to table the item, seconded by Alderperson Chandik Kunding. Upon vote, the motion to table the item passed unanimously.

RESULT:	Passed (UNANIMOUS) Table
MOVER:	Jim Kneiszel
SECONDER:	Amy Kunding
AYES:	Randy Soquet, Jim Kneiszel, Elizabeth McMasters, Amy Kunding

6. Discussion on Wilson Park Improvements

Marty Kosobucki, Director of Parks, Recreation, and Forestry, explained that a Request for Proposals (RFP) was advertised for the technical design and construction oversight for Wilson Park. Included in the RFP is for the consultant to review the approved conceptual design to see if it is still what the park board feels is the most appropriate for the area. The reason to possibly reconsider the design is that the current design considerably integrated St. Norbert College and there are currently significant changes going on at the college.

James Kneiszel questioned what changes are happening at St. Norbert that could potentially impact the park design. Marty Kosobucki stated that there are significant changes in the number of majors being offered, with many professors being let go and attendance has gone down substantially. James Kneiszel questioned if the student houses around the college are going to be sold and go back to neighborhood houses.

James Kneiszel stated that he reviewed the survey and found some of the comments interesting and wondered if any would be feasible without making major changes. One comment was regarding implementing pollinator gardens. Marty Kosobucki stated that although pollinator gardens are good for the environment, he does not feel that they would be a good fit for Wilson Park with many people being allergic to bees. James Kneiszel also mentioned the concept of an urban dog park. Marty Kosobucki again likes the idea of an urban dog park, but Wilson Park does not offer any parking, so all parking would need to be along the road, which could create congestion. Mr. Kneiszel mentioned that Wilson Park might not be the ideal location for an urban dog park, but hopes that these dog parks could be located within other parks. James Kneiszel also mentioned the concept of fitness centers, futsal court and pickleball courts. These might not be appropriate for Wilson Park, but could be considered in future parks.

Alderperson Chandik Kunding stated that it is interesting to look through the survey results and feels

the survey results confirm what is in the current design and uses the space wisely.

Randy Soquet questioned the concept of an urban dog park and what size they are. James Kneiszel stated that he has seen them as small as 10'x30', but 50'x100' seems to be a popular size. It just needs to be a fenced-in area that dogs can be left off leash.

James Kneiszel stated that he likes the current design but thinks we should look at the other items listed in the survey for other parks.

Elizabeth McMasters questioned what the current design is. Marty Kosobucki brought up the current design from Graef and reviewed the design. Elizabeth McMasters stated that looking at the design and the options listed, she really likes the design and feels that the survey data supports the design, especially where the park is located. Marty Kosobucki stated that there are no other parks in the area that kids can walk to. The current neighboring area is about 60% owned by St. Norbert College, but if St. Norbert begins to release some of these rental homes, the number could shift to more residential housing.

Randy Soquet questioned is there is an area where a small playground could be located. Marty Kosobucki stated that there is a large green space area in the current park design, but feels that kids can generate a lot more play options in a green space than a playground.

Randy Soquet moved to open the meeting to public comment at 7:05 pm, seconded by Elizabeth McMasters. Upon vote, the motion passed unanimously.

Joe Nicks stated that when the design consultant was hired they tried to think of how the park could be best utilized. At that time, the neighborhood was dominated by St. Norbert College students. There has been significant change at the college that has taken place and the change is very dramatic in the number of students around the area. This change could turn into a positive and the neighborhood could be revived and be restored. Mr. Nicks stated the importance of the Gettysburg memorial that is located in the park and hopes that the memorial should be valued and preserved properly. Mr. Nicks feels that some thought needs to be given to what can be done to get more people to enjoy the park and feels the park would be a great place for a small performance area. He agrees that there isn't a need for a playground there right now, but possibly in the future. He also stated the importance of the memorial tree for Jessica Martin that is located in the park. Jessica was a student of St. Norbert who died of natural causes in 2004. Mr. Nicks ran into her parents at the park last Spring. He stated that her parents, who live in Chicago, come every spring to work on the landscaping around the tree.

Jim Anderson stated that there have been homes sold in the neighborhood, but they are still rental properties, but there are a lot of residents that are 55+ that live within a couple of blocks of the park. This would be a great place for these older people to walk to the park and have lunch. The one suggestion he would recommend is to replace the crushed gravel pathway with concrete and that lighting is super important in the design.

Randy Soquet moved to return to regular order at 7:18 pm, seconded by James Kneiszel. Upon vote, the motion passed unanimously.

James Kneiszel questioned if there was anything in the survey that should be considered. Marty Kosobucki stated that from the survey, there are things that residents would like to see, but some are not a good fit for this location and park. It is clear that they want a passive park and the approved design is what they are looking for.

Randy Soquet questioned with the donors if there are any parameters that we need to continue with. Marty Kosobucki stated they approved the donation based on the plan submitted. If anything is changed substantially, we would need to submit the changes for approval.

IV. Staff Updates

1. Staff update on the Holiday Light Show.

Marty Kosobucki, Director of Parks, Recreation, and Forestry, stated that the summary of the event is attached, and that staff is extremely proud of what the Holiday Light Event has become.

Randy Soquet questioned if the event could be kept open longer. He has been getting a lot of comments that with school ending December 23rd, it would be nice if the event could run the week between Christmas and the New Year. Marty Kosobucki stated that ice fishing starts heavily after Christmas and the ice fishing and the holiday decorations do not work well together. The ice fishermen walk through the holiday decorations and pull up the electrical cords, leading to a lot of repairs that need to be done daily.

James Kneiszel questioned why the day was postponed because of weather and the possibility of it being automatically turned on. Marty Kosobucki stated that the infrastructure in the park does not allow for the automatic turning on of all the lights, and the parking lot lights need to be turned off. Also, staff needs to be present to help put up the large inflatable Santa, as well as making sure everything is working properly. Staff is looking into the possibility of opening the event the week between the two weekends that the event runs, meaning it would run from the walking event through Christmas Eve.

James Kneiszel mentioned that there needs to be additional signage for the musical light show. Marty Kosobucki agreed that more signage is needed and staff has been talking internally about what the best way is to get people around to the musical light show.

Olivia Alberson, Teen Advisor, questioned if there was any way to direct the ice fishermen a different way during the event. Marty Kosobucki stated that staff could try, but it would probably be unsuccessful.

2. Staff update on playground Request for Proposals for Carney Park and the Waterview Heights Subdivision Park.

Marty Kosobucki, Director of Parks, Recreation, and Forestry, stated that the Request for Proposals (RFP) for both Carney Park and the park at the Waterview Heights Subdivision are out, and the proposals for both should be coming to the February meeting.

V. Future Agenda Items

James Kneiszel would like the topic of urban dog parks discussed.

VI. Adjournment

James Kneiszel moved to adjourn the meeting at 7:30 pm, seconded by Elizabeth McMasters. Upon vote, the motion passed unanimously.

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

Respectfully submitted,
Grace Lahtela



City of De Pere, Wisconsin

III.2

Request for Board of Park Commissioners
Action

MEETING DATE: February 19, 2026
DEPARTMENT: Parks, Recreation & Forestry
FROM: Paula Rahn, Recreation Superintendent
SUBJECT: Consideration and possible action to approve a \$1,500 donation from Durr CTS Inc. for individual sponsorship of the Beer Gardens on June 16 & August 4, 2026. *
RECOMMENDED ACTION: Approve

Donation approval for Beer Gardens from Durr CTS Inc.

ATTACHMENTS:
Beer Garden Durr CTS Inc 6.16.26 & 8.4.26 Donation

CITY OF DE PERE

Community Center | Recreation Department

600 Grant St., De Pere, WI | 920-339-4097 | www.deperewi.gov/communitycenter



TO: Board of Park Commissioners
FROM: Paula Rahn, Recreation Superintendent
DATE: February 19, 2026
RE: Consideration & possible action to accept a \$1500 donation from Dürr CTS Inc. for individual sponsorship of the Beer Gardens on June 16 & Aug. 4, 2026*

Staff is requesting the Board of Park Commissioner's approval to accept a \$1,500 donation from Dürr CTS Inc. for an individual sponsorship of two dates of our Beer Garden events at the Nelson Pavilion in Voyageur Park – June 16 & August 4, 2026. An individual sponsor would be listed in all social media posts and other electronic marketing specific to that event along with signage at the event.

Dürr CTS Inc. has been a wonderful partner over the years and has been an individual sponsor of the Beer Gardens since 2022. They are great workers and are extremely fun to work with! Dürr CTS Inc. provides additional volunteers (in festive themed shirts) to work the beer tent as well as provide swag to beer garden patrons. They also do a fabulous job at promoting the events at their business encouraging their staff to attend the events. We are extremely pleased to have Dürr CTS Inc. return as one of our individual sponsors again this year and look forward to their partnership in helping make the Beer Gardens a tremendous success!

Thank you for your time and consideration.

Donation Information:

From: Dürr Systems, Inc.
c/o Rodney Schwartz, Vicky Brittnacher
830 Prosper Street
De Pere, WI 54115
Vicky.brittanacher@cts-durr.com
To: De Pere Parks & Recreation Department
For: Individual Sponsorship for June 16 & August 4, 2026 Beer Garden Events
Amount: \$1,500 (2 dates @ \$750 ea.)



City of De Pere, Wisconsin

III.3

Request for Board of Park Commissioners
Action

MEETING DATE: February 19, 2026
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki, Parks, Recreation and Forestry Director
SUBJECT: Consideration and possible action to approve a Park Vending Permit with Swamp Donkey for a bait vending machine to be placed at Voyageur Park.
RECOMMENDED ACTION: Staff recommends approval.

ATTACHMENTS:
Memo.Voyageur Vending Machine, Bait Vending Machine

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Director of Parks, Recreation and Forestry
Date: February 19, 2026

RE: Consideration and possible action to approve a Park Vending Permit with Swamp Donkey for a bait vending machine to be placed at Voyageur Park.

Summary: Back in 2021 the Park Board approved a vending machine from Swamp Donkey, Inc at Voyageur Park. We renewed that vending permit for a couple of years until the Nelson Pavilion was under construction. Now that we have our feet under us, Rob Korth (owner of Swamp Donkey) would like to reinstall the vending machine back at Voyageur Park. The location of the vending machine would be located next to the Nelson Pavilion, in which the facility was designed to host a couple of vending machines. Our original fee associated with the permit was \$75 per month.

We have included a picture of the vending machine so you can have a visual.

Normally, we would auto renew the vending permit since you originally approved it. However, much has changed with the construction and opening of the Nelson Pavilion. Staff wants to make sure it's a service you want to keep/offer at the park.

Staff Recommendation: Approve park vending permit to Swamp Donkey.

SWAMP DONKEY BAIT & TACKLE



24 HOUR LIVE BAIT & TACKLE





City of De Pere, Wisconsin

III.4

Request for Board of Park Commissioners
Action

MEETING DATE: February 19, 2026
DEPARTMENT: Parks, Recreation & Forestry
FROM: Kyle Rouce, City Forester
SUBJECT: Consideration and possible action on revising the Arboriculture Specifications Manual regarding tree planting.
RECOMMENDED ACTION: Staff recommends approval.

ATTACHMENTS:

Memo. Limiting Small Tree Planting, Arboriculture Specifications Manual-planting update

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Brian Christnovich
Kyle Rouce
Date: February 19, 2026

RE: Consideration and possible action on revising the Arboriculture Specifications Manual regarding tree planting.

Summary:

Staff is requesting to update the verbiage in the Arboricultural Specifications Manual to assist the Forestry Department in making more educated decisions regarding terrace tree planting. This would allow the City Forester the latitude to channel the selection of tree species to ensure continued urban forest health, diversity, benefits, and safety.

Background:

Over the years, we continue to notice an increased interest with city residents in planting an overabundance of small stature trees within our City terraces. While this sounds positive, there are many drawbacks to keep in mind such as:

- decrease in species diversity
- decrease in benefits (stormwater, air quality, energy savings, property values, etc.)
- decrease in overall tree lifespan

It's critical to realize that while small tree planting is important and holds crucial value in our planting regimen, we should only plant them when we are strictly limited by site restrictions. We currently have many situations with planting vacancies that have potential to accommodate a large stature tree, but instead residents are choosing/preferring a small stature tree. If we limit these plantings, it gives us a better opportunity to choose the "right tree, right place" for these planting sites going forward. This also gives us better opportunity to educate homeowners on the value of planting larger stature trees and the benefits they provide.

There will always be a time and a place for small tree planting, especially with the abundance of limitations in a city setting. Our main goal is to reduce the number of small tree plantings and exchange them with larger stature trees that will provide much greater benefits to everyone involved.

Staff Recommendation:

Approve adding the language in the Arboriculture Specifications Manual to state, "The City Forester reserves the right to alter tree species selection to promote urban forest health, diversity, benefits, and safety."

III. TREE PLANTING STANDARDS

- A. Condition and Recommended Varieties: All trees must be in healthy condition with evidence of vigorous growth during the previous year. Shade trees must have single trunks, with a dominant central leader, which will develop into a desirable crown. Ornamental trees may have multiple leaders, but only in areas of non-street right-of-ways. Varieties must be selected from the recommended tree planting list in Appendix E, unless prior approval is granted from the City Forester. **The City Forester reserves the right to alter tree species selection to promote urban forest health, diversity, benefits, and safety.**
- B. Diameter of Tree Trunk: All trees planted along public streets must be of sufficient size to absorb the abuse and conditions common to street trees. Unless otherwise permitted for special reasons, the minimum size will be 1 1/4" diameter and may not exceed 3" diameter.
- C. Location: Generally all street trees shall be planted midway between the sidewalk and curb, following all guidelines listed below:
1. 30' in either direction from the street intersection
 2. 20' from a street light
 3. 10' from a driveway or carriage walk
 4. 10' from a fire hydrant
 5. 15' from man holes in terrace
 6. 10' from underground utility valves and t's
 7. 5' from adjacent property lines
 8. 25' from an approaching sign (front of sign)
 9. 10' from a non-approach sign (back side of sign)
- D. Parkway Width: No trees will be planted where the grassy terrace between the sidewalk and curb is less than 3 feet wide.
- E. Planting Depth: The planting depth is determined by root collar. All new plantings should be placed so that the root collar is even with the soil surface or slightly higher, where conditions and species favor the tree being slightly above grade.
- F. Spacing: All small trees will be planted a minimum of 25' apart. Medium trees will be spaced a minimum of 30' - 35' apart and large trees will be spaced a minimum of 35'-40' apart. Greater spacing may be needed depending on each species mature form.
- G. Transplanted Trees: When digging and planting trees bare root, care must be taken to prevent unnecessary injury to roots. All broken roots should be pruned. When digging balled and burlap trees, the following guide should be used to determine the diameter of the ball:

Tree Diameter	Root Ball Diameter	Approximate Root Ball Weight
1"	22"	270#
2"	24"	350#
2 1/2"	28"	625#
3"	32"	850#
4"	38"	1250#
5"	46"	2500#



City of De Pere, Wisconsin

III.5

Request for Board of Park Commissioners
Action

MEETING DATE: February 19, 2026
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki, Parks, Recreation and Forestry Director
SUBJECT: Consideration and possible action to approve a pop-up Beer Garden fundraiser with Stubborn Brothers to benefit the dog park. *

RECOMMENDED ACTION: Staff recommends approval.

ATTACHMENTS:
Memo.Dog Park Fundraiser

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Director of Parks, Recreation and Forestry
Date: February 19, 2026

RE: **Consideration and possible action to approve a pop-up Beer Garden fundraiser with Stubborn Brothers to benefit the dog park. ***

Summary: We recently were contacted by management of Stubborn Brothers out of Shawano, WI with an idea they have to help support dog parks. They have offered to bring in staff and a beverage trailer to our dog park, to help host a fundraiser where all proceeds of the event go to our dog park.

Date and times have not been selected yet, but would be likely held on a Friday, Saturday or Sunday.

The event would be led by our department and would bring Stubborn Brothers in as a vendor. Depending on the date/time selected we would consider bringing in a food truck as well.

Stubborn Brothers is a brewery out of Shawano and has been growing in popularity. In fact, our Summer Beer Garden often features a product of theirs.

With the City leading the charge on this event, we would handle numerous elements of this event including set up, take down, advertising, administration, and additional onsite staffing to ensure appropriate supervision of the event.

Expenses: We anticipate a few expenses to make this event a reality. First, we would need to hire 1-2 bartenders, and likely contract out additional port-o-lets for the increased attendance at the park. Estimated expenses would be around \$500. With the limited expenses and staffing, we feel we can effectively run this event within our Beer Garden Budget. While legally we are required to purchase the beer from Stubborn Brothers, they have indicated they would donate all costs of the kegs/barrels back to the Dog Park so technically that would not impact us as an expense.

Dog Park Fund: Currently we have a special revenue fund for the Dog Park where all proceeds could be placed into. This fund is used to support repairs, maintenance and capital projects for the park.

Staff Recommendation: Approve pop-up Beer Garden at the Dog Park, with proceeds going to benefit the Dog Park.



City of De Pere, Wisconsin

III.6

Request for Board of Park Commissioners
Action

MEETING DATE: February 19, 2026
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki, Parks, Recreation and Forestry Director
SUBJECT: Consideration and possible action to approve a 3-year agreement with Kay Distributing as the beer vendor for the Beer Gardens. *
RECOMMENDED ACTION: Staff recommends approval.

ATTACHMENTS:

Memo.Beer Distributor Approval, ofc@kaydist.com_20260112_171645,
ofc@kaydist.com_20260112_165559

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Director of Parks, Recreation and Forestry
Date: February 19, 2026

RE: Consideration and possible action to approve a 3-year agreement with Kay Distributing as the beer vendor for Beer Gardens. *

Summary: We recently solicited and received proposals from vendors to be the beer vendor at the Beer Gardens. One proposal was received, which was from Kay Distributing. Within the proposal one key factor was to require a vendor to have at a minimum of five local (within Brown County) beer makers within their options. This has been one of our emphasis points in promoting local breweries.

We are familiar with Kay Distributing as they have been our vendor for the last few years.

Staff Recommendation: We recommend the City approves Kay Distributing as the beer vendor for the 2026 Beer Gardens. In addition, we also recommend approval of a 3 year agreement with them.

CITY OF DE PERE MEMO



To: Beer Distributors
From: City of De Pere Park Department
Date: January 8, 2026

RE: **2026 Beer Gardens**

As we approach our 2026 Beer Garden season, we are requesting proposals from interested Distributors in the area to be the beer provider of our events. This year's Beer Gardens will run weekly on Tuesdays from June 9th through August 18th from 4:30 – 8:30 pm. Upon review of the information provided, we will make a recommendation to the Board of Park Commissioners at our February meeting. If you are interested in being considered, please provide answers to the following questions by February 2nd.

- Provide a list of beer selections and alcohol beverages available, along with their prices. See attached price list
- Provide a breakdown or highlight of the craft beers that are: See attached
 - Native to Brown County
 - Native to Northeast Wisconsin
 - Native to Wisconsin
- Distributor must have at least 5 local microbreweries from Brown County. Are you able to meet this requirement? Please list the different microbrews you carry. Yes. See attached
- Do you provide the use of a beer trailer? If so, provide a breakdown of the cost. Yes. \$250 required by law
- Do you provide set up and take down of the trailer? Yes
- Cups
 - Are they provided? Yes
 - What size options do you have? 12oz, 16 oz, 20oz
 - What is the cost? \$80 per case of 1000
- Do you provide on-site support to take care of any issues at the event with the beer trailer, barrels, low product, etc.? Yes
- Do you provide marketing materials for the event? If so, please describe what type of marketing you provide, as well as the cost. Yes. Banners, fliers, menu boards at no cost
- Please provide us with any additional information regarding your services you feel are important for us to know and will help us in the decision-making process. Kay Beer meets and exceeds all requirements in this RFP

Also, it is the intent of the city to enter into a three-year agreement. We understand that beverage prices may fluctuate, however when quoting prices of ancillary items (i.e. cups, trailer, marketing, etc.) please identify a three-year flat price/fee for each item. Upon successful selection, the City will draft a working agreement outlining the parameters.

Should you have any questions, please do not hesitate to contact us at mkosobucki@deperewi.gov or prahn@deperewi.gov. You can also reach us at 920-339-4065 or 920-339-2471. Thank you!

Dear Marty, Grace, and Paula,

Please find this memo as our request for proposal for the 2026-2028 De Pere Beer Gardens. Our extensive Craft portfolio consists of many local and regional breweries which will provide many choices for you and for all of your customers. We have been your partner from the inception of the De Pere Beer Gardens and we feel that it has been a very solid relationship and hope you feel the same way. The following is a list of Breweries and Brands from Green Bay, Brown County, NE Wisconsin and greater Wisconsin that we feel would be the best options for you to serve.

Brown County

- Badger State Brewing, (Grassy Place Hazy IPA, Brw-ski, Mallard IPA, Jet-Ski, On Wisconsin Red, Musky IPA, Beermosa)
- Hinterland Brewing, (Blueberry Wheat, Cherry Wheat, Jamaican Haze IPA, Nitro Luna Stout, Packerland Pils)
- Titletown Brewing, (Green 19 IPA, Johnny Blood Red, Tundra Tropics Hazy IPA, Boathouse Pilsner, 400 Honey Ale)
- Stillmank Brewing, (Guava IPA, Perky Porter, Wisco Disco Amber, Tailgater, Blast Tropical Seltzer, Glass Apple Cider)
- Noble Roots Brewing, (Blueberry Cream, Noble IPA, Blonde Belgium, Cardinal IPA, Cherry Pucker Punch, Mackinaw Island Amber)

Northeast Wisconsin

- Stubborn Brothers, (Drop Top, Drop Top Cherry, Dairyland Amber, Jolly Beer, Sweet Peel)

And any other Brands these Breweries develop during the year.

Greater Wisconsin

- New Glarus Brewing
- Point Brewery
- CiderBoys Brewing
- Lakefront Brewing
- Eagle Park Brewing
- Raised Grain Brewing
- Milwaukee Brewing
- Sprecher Brewing

Please strongly consider Kay Beer as your partner for the 2026-2028 De Pere Beer Gardens as we will provide superior service, brands, and equipment for all your events.

THANK YOU VERY MUCH FOR PAST CONSIDERATIONS AND ALL FUTURE CONSIDERATIONS!!



Chip Kolocheski
Kay Beer



City of De Pere, Wisconsin

III.7

Request for Board of Park Commissioners
Action

MEETING DATE: February 19, 2026
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki, Parks, Recreation and Forestry Director
SUBJECT: Consideration and possible action to approve the proposal from Graef Consulting for \$19,500 to provide design and construction oversight of the Wilson Park renovation project. *

RECOMMENDED ACTION: Staff recommends approval.

ATTACHMENTS:

Memo .Wilson Park Design Consultant, City of De Pere Wilson Park Design RFP_GRAEF

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Director of Parks, Recreation and Forestry
Date: February 19, 2026

RE: Consideration and possible action to approve the proposal from Graef Consulting for \$19,500 to provide design and construction oversight of the Wilson Park renovation project. *

Summary: Staff sent out a request for proposal to consultants regarding the design and construction oversight of Wilson Park renovation. We put out an ad along with doing several direct email notifications to consultants. Unfortunately, we only received one proposal which happened to be from Graef who did the original conceptual design. The bid/proposal includes a fee for technical design, Bid Administration, and construction oversight of the project. City Staff will do the assembly and posting of the bid.

The project budget is \$200,000 which includes a \$100,000 donation from the Nelson Family Fund.

Staff Recommendation: Accept bid/proposal from Graef Consulting in the amount of \$19,500.



WILSON PARK TECHNICAL DESIGN, BIDDING, AND CONSTRUCTION OVERSIGHT SERVICES

FEBRUARY 5, 2026

PREPARED FOR:
City of De Pere



PRIMARY CONTACT

Christine Pichler, PE
Project Manager
920 / 405 3833

Christine.Pichler@graef-usa.com

GRAEF

116 S. Adams Street
Suite 201
Green Bay, WI 54301
920 / 592 9440
www.graef-usa.com

February 5, 2026

Marty Kosobucki
Director, Parks, Recreation and Forestry
City of De Pere
925 S. Sixth Street
De Pere, WI 54115

Re: Wilson Park Technical Design, Bidding, and Construction Oversight Services

Dear Mr. Kosobucki,

GRAEF is pleased to submit our proposal for the **Wilson Park Technical Design, Bidding, and Construction Oversight Services**. Our team is excited about the opportunity to continue supporting the City of De Pere on this important community project. As we present our proposal, we want to highlight three strengths that distinctly position GRAEF for the successful delivery of the Wilson Park project:

Background Knowledge of Wilson Park | GRAEF was previously hired by the City of De Pere to facilitate the master plan design for Wilson Park in 2023. This early involvement gave us direct exposure to the park’s conditions, community informed ideas, and key design drivers for the future development of the park. Though the previous phase was limited in scope and staffing, it provided us with meaningful context that will help streamline this next phase and support a smooth transition from concept to technical design.

Our Green Bay office provides close, responsive support | Our Green Bay office is located just minutes from the City of De Pere, enabling our team to provide highly responsive support throughout design and construction. This proximity allows us to easily attend Board of Park Commissioners meetings, conduct on site reviews, manage stakeholder discussions, and perform the frequent construction visits outlined in the RFP. Our local presence means faster communication, greater availability, and a project team that understands the community and is invested in its success.

A multidisciplinary team of experts dedicated to project success | GRAEF brings a well rounded team with deep experience in municipal park design, landscape architecture, , site civil design, site lighting design and small scale park construction administration. Our professionals have delivered projects that balance sustainability, cost effectiveness, safety, and aesthetic value, which are all priorities emphasized in this RFP. We are committed to providing clear communication, detailed technical documentation, thorough construction oversight, and leadership from concept through warranty support.

Thank you for the opportunity to partner with the City of De Pere on this neighborhood park. Please reach out with any questions. We look forward to the opportunity to work together.

Sincerely,

Christine Pichler, PE
Project Manager
920 / 405 3833
Christine.Pichler@graef-usa.com

Joe Pepitone, PLA, LEED AP
Principal-In-Charge
414 / 266 9039
Joseph.Pepitone@graef-usa.com

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SECTION 1: CONSULTANT BACKGROUND AND INFORMATION



Since its inception in 1961, GRAEF has grown from a small individual partnership to a prominent, multi-disciplinary international firm. GRAEF has a team of nearly 300 employees spread across ten offices in the Midwest, Florida, and Turks and Caicos.

For over 63 years, GRAEF’s unwavering dedication to excellence has been fueled by core values such as integrity, quality, and a steadfast commitment to exceptional customer service. These principles form the bedrock of GRAEF’s operations, ensuring that clients receive the highest level of satisfaction and a seamless experience.

GRAEF has remained at the forefront of the industry, consistently adapting to emerging trends and embracing advancements, and is proud to be a reliable partner for clients seeking top-tier design services and unmatched expertise.

OUR CORE PURPOSE

To improve the physical environment for the benefit of society in a sustainable manner

WE ARE

- ▶ Site/Civil Engineers
- ▶ Environmental Scientists
- ▶ Surveyors
- ▶ Architects
- ▶ Mechanical, Electrical, Plumbing Engineers
- ▶ Landscape Architecture
- ▶ GIS Specialists
- ▶ Planners & Urban Designers
- ▶ Structural Engineers
- ▶ Transportation Engineers

GRAEF Green Bay Office

116 S. Adams Street
Suite 201
Green Bay, WI 54301
(t) 920 / 592 9440
www.graef-usa.com



PROVEN FAMILIARITY

We know Wilson Park — we created the 2023 concept and understand the site, vision, and community expectations.

LOCAL & RESPONSIVE

Our Green Bay office is close in proximity, ensuring quick site visits, fast communication, and strong support throughout design and construction.

INTEGRATED EXPERTISE

A unified team of designers and engineers ensures seamless communication and efficient project delivery.

KEY PERSONNEL

A Team Aligned With Wilson Park's Vision

GRAEF is proud to offer a multidisciplinary, in-house team with deep experience in park design, municipal infrastructure, and community-driven outdoor environments. Our team brings a balance of creativity, technical expertise, and hands-on construction experience to ensure Wilson Park is designed thoughtfully and delivered smoothly. Each team member contributes specialized knowledge that supports the City's goals for a passive, accessible, and historically rooted neighborhood park. Meet your proposed team:



Christine Pichler PE
PROJECT MANAGER | CIVIL ENGINEER

Christine provides detailed municipal engineering expertise, specializing in trails, grading, stormwater, and park-adjacent infrastructure throughout northeast Wisconsin.



Joseph Pepitone PLA, LEED AP
PRINCIPAL-IN-CHARGE

Joe brings decades of award-winning park and open-space design experience, ensuring thoughtful leadership and clear direction from concept through construction.



Adam Krieger PE
QUALITY ASSURANCE/QUALITY CHECK

Adam offers over 20 years of civil engineering and project management experience, delivering practical, buildable solutions for parks, pathways, and municipal site improvements.



Alexander Thill ASLA
LANDSCAPE /SITE DESIGNER

Alex contributes creative, user-focused site design skills with strong experience in passive parks, naturalized landscapes, and community-driven planning.

Together, our team brings:

- Direct experience with municipal parks, naturalized landscapes, and trail systems
- Strong knowledge of City of De Pere processes and regional project conditions
- Expertise in grading, pathways, stormwater, and site civil engineering
- Hands-on experience with bidding, permitting, and construction oversight
- A collaborative, in-house design team that delivers cohesive, integrated solutions

This group is uniquely equipped to transform the Wilson Park concept into a welcoming, sustainable, and community-driven public space.



Christine Pichler PE

CIVIL ENGINEER

Christine is a municipal engineer with more than 10 years of experience in the development of plans and specifications for various municipalities and private sector clients. She specializes in the design of municipal utilities and roadways, storm water management and system design, boat launch and park facilities, multi-use trails and site design projects. She is familiar with the preparation of permit applications including various design reports.

PROJECT ROLE:

Project Manager | Civil Engineer

EDUCATION

B.S., Civil Engineering, University of Wisconsin-Platteville, Platteville, WI

Continuing Education: Essentials of Hydraulics for Civil and Environmental Professionals, University of Wisconsin

REGISTRATIONS:

Professional Engineer – WI

PROJECT EXPERIENCE

Waukau Dam Nature Preserve Improvements, Waukau, WI – Project

Manager: Provided site design, permitting, and construction administration for improvements to the dams, parking lot, and recreational elements. Improvements to the dams included hard armoring of the outlet dam emergency overflow and repair of washout and additional riprap at the bypass dam. The parking lot was reconstructed and an asphalt, ADA compliant walking trail was constructed which doubles as an access point to the Town of Rushford fire department dry hydrant. Recreation improvements included resurfacing of the existing fishing pier to improve ADA access, construction of two additional fishing piers, resurfacing of the existing walking trail around the dam impoundment, replacement of the existing dam catwalks with wider bridges to improve access, construction of an open-air shelter with picnic tables, and a concrete pad for an ADA accessible portable toilet. Permits were obtained from the Department of Natural Resources and Winnebago County Zoning. Construction administration including construction oversight was completed for all areas of site improvement.

De Pere Aquatic Facility at VFW Park, City of DePere, WI – Design Engineer:

Provide site design for the new \$7 million aquatic center. Involved a new 6150 square foot bathhouse including offices, public spaces, and concessions. A separate 1250 square foot mechanical building was also included. The aquatic features included a lap pool with dive well, activity zone, water walk, dual body slides, drop slide, separate tot pool with zero depth entry, and tot play features. Phase I involved conceptual design and budget estimates. Site design included grading, storm water management, and all exterior utilities.

Bomier Boat Launch, De Pere, WI – Design Engineer:

GRAEF provided the City of De Pere with design, permitting, and construction oversight services on the expansion of the existing Bomier Boat Launch. The boat launch was expanded to provide a true two-lane boat launch at the existing location. The concrete boat launch was cast in place to match the slope of the existing pavement. New dock sections were constructed on driven piles to match the existing dock system. A new floating ADA accessible kayak launch was installed at the end of the dock. Included in this project were new parking areas for cars and boat trailers, asphalt mill and overlay with reconfigured parking in the existing lot for cars and boat trailers, ADA accessible parking and sidewalks adjacent to the existing bathroom building, and a connection to the regional Fox River Trail. The adjacent park was also updated with an ADA accessible sidewalk, cast in place concrete stairs, concrete pads for benches and other seating, and a covered pavilion for a picnic table.

The Plaza at Gateway Park, Neenah, WI – Project Manager:

Provided site design related to the development of an outdoor refrigerated ice rink and related park facilities. Included site walkways, a concrete slab, new multi-purpose building and various landscape features. The site has been named “One of the 10 Most Charming Ice Rinks” in the nation by the national Best Life website.



Joseph Pepitone PLA, LEED AP

PRACTICE AREA LEADER - LANDSCAPE ARCHITECTURE

Joe is a licensed landscape architect who brings 39 years of professional experience in project management and landscape architectural design and planning. During his tenure at GRAEF, Joe's projects have won numerous design awards. Joe has been involved in master planning and design for park and recreational facilities for both public and private entities of all sizes. His experience includes trail design and alignment, landscape design, outdoor site amenities, green infrastructure development including porous pavement, bio infiltration and other landscape related stormwater management systems. His thorough knowledge of all aspects of site development allows him to provide complete and thorough documentation which includes site planning, detailed design, landscape design and details, planting design, construction documentation, specifications and on-site construction administration.

PROJECT ROLE:

Principal-In-Charge

EDUCATION

B.S., Landscape Architecture, University of Wisconsin-Madison, Madison, WI

REGISTRATIONS:

Registered Landscape Architect – WI, CA, MN, MI, NV, VA

CLARB National Certification

AFFILIATIONS

American Society of Landscape Architecture (ASLA)

Council of Landscape Architects Review Board (CLARB)

Society for College and University Planning (SCUP)

American Sports Builders Association (ASBA)

PROJECT EXPERIENCE

Wilson Park Master Plan, De Pere, WI – Principal In Charge: Provided multiple conceptual site plan options for improvements to the existing park site. Concepts were presented to the Parks Board for review and comments. A final concept was then generated based on comments received with cost estimate for final Park Board approval.

Herb & Dolly Smith Park, City of Neenah, WI – Landscape Architect:

This park is located on the site of a former fueling station and blighted undeveloped areas. It now offers amenities to suit several types of outdoor recreation enthusiasts. GRAEF was a critical member of the Master Planning team in 2008 and then was retained by the City of Neenah for full design, bidding and construction oversight of the project completed in 2013. Highlights of the park include a shelter with restrooms and open-air picnic space, bike/ped trails with wildlife viewing areas, and a canoe and kayak launch. In addition, to avoid sensitive environmental areas and meet ADA accessibility guidelines, the trail path includes a 60-foot long timber boardwalk ravine crossing as well as a 390-foot-long timber boardwalk across Little Lake Butte des Morts at the mouth of the Neenah Slough.

Jaycee Park Master Plan, Sheboygan, WI – Principal-In-Charge: Provided conceptual design of a 37 acre park that provides recommendations to meet the needs of the community and surrounding region while being flexible enough to accommodate for change. The design process included a comprehensive inventory and analysis of existing conditions, public engagement, design alternatives, cost estimating and 3D illustrations to help the client and the community visualize proposed improvements, foster consensus and generate enthusiasm moving forward with phased implementation. The plan includes a multi-purpose park building, beach house, tiki hut, picnic shelter, council ring, perched beach, lake loop trail, ropes course, frisbee golf course, enhanced natural landscape areas, flexible lawn space and improved access to both Quarry Lake and the Pigeon River. The final plan not only reflects the needs and desires of the City's Department of Public Works, but the community as a whole.

Pleasant View Park Master Plan and Design, Franklin, WI – Project

Manager: Provided landscape design and civil engineer services related to an entire park development that included sand volleyball courts, pickleball courts, a playground, baseball field, tennis courts, parking lot, pavilion, and recreational trails as well as new parking lot.



Adam Krieger PE

PRACTICE AREA LEADER - INFRASTRUCTURE

Adam brings over 20 years of public and private sector experience to GRAEF. His diverse design, cost estimating, construction administration, and project management background includes site development for commercial, government, and industrial clients, transportation/highway design, and agency/utility coordination. He has also been actively involved with inspection projects for roadways, utilities, and drainage facilities, as well as surveying for sewer, water, and transportation projects. Having worked for public and private clients throughout Wisconsin, Adam is familiar with local regulatory guidance and operational practices.

PROJECT ROLE:

Quality Assurance/Quality Check

EDUCATION

Master of Business Administration (MBA),
Cardinal Stritch University, Milwaukee, WI

B.S., Civil Engineering, University of
Wisconsin-Milwaukee, Milwaukee, WI

REGISTRATIONS:

Professional Engineer – WI

AFFILIATIONS

American Society of Civil Engineers, ASCE

American Public Works Association, APWA

Wisconsin Parks & Recreation Association,
WPRA

PROJECT EXPERIENCE

Arrowhead Park, City of Neenah, WI - Project Engineer: This proposed development is located along the lakeshore of Little Lake Butte Des Morts just west of downtown Neenah. It is the site of a former wastewater treatment facility that processed sludge water from the former P.H. Glatfelter Paper Mill and contains capped waste material and debris from the deconstruction of the former mill buildings. Significant coordination with WDNR is needed. Preliminary design for the development includes site grading and utility plans, vehicular access analysis, and a pedestrian overpass feasibility analysis.

Manitowoc Road Sidewalk, City of Green Bay, WI – Project Manager:

Managed all aspects of engineering design services for the construction of approximately 1.75 miles of new sidewalk in the City of Green Bay. The project was funded with a Transportation Alternative Program (TAP) grant, administered using Non-Traditional Transportation Project Implementation, and administered as a three-party contract with the City of Green Bay and WisDOT. Work included topographic survey, utility coordination, TLE & fee acquisition, sidewalk design, and ADA curb ramps. Specifically, prepared documents for and ran public involvement meeting as well as prepared the probable opinion of construction cost (engineer’s estimate) for the project.

Wisconsin Department of Transportation – WI – Project Engineer:

Performed design services, cost estimating, and assisted with public involvement efforts for 12 WisDOT projects. Design work included erosion control, drainage and utilities, roadway plans & profiles, and cross sections for the projects, varying in length between 0.1 miles and 3.0 miles. Calculated probable opinion of construction cost (engineer’s estimate) and performed construction close-out using “Field Manager.”

Place de Douai, Kenosha, WI – Project Engineer:

Design services for the 18-acre public plaza including concrete paving, clay brick, landscaping, lighting and power distribution to vendor areas. An existing clock tower and water features were relocated to match the new plaza layout. Services included master planning, landscape architecture, civil engineering, site electrical engineering, and field services. Performed site/civil engineering including site demolition; storm sewer and water mains; permitting; grading and paving; stormwater management, and cost estimating.



Alexander Thill ASLA

LANDSCAPE/SITE DESIGNER

Having earned a Master’s of Landscape Architecture, Alex brings a robust collection of site design and planning experience to the project team. He has been involved in a large breadth of design projects ranging from both urban and rural spaces, waterfront design, mixed use development, public park design, and master planning exercises. Specifically, he has been integral to the site design process on projects; evaluating options, proposing alternatives, and identifying ways that enhance the space for users and the environment. Having been in the profession almost ten years, Alex has the experience to help bring a project from concept to construction. Additionally, Alex currently serves as the Chapter President for the Wisconsin Chapter of the American Society of Landscape Architects.

PROJECT ROLE:

Landscape/Site Designer

EDUCATION

Master of Landscape Architecture, University of Minnesota-Twin Cities, Minneapolis, MN

Bachelor of Environmental Design, University of Minnesota-Twin Cities, Minneapolis, MN

AFFILIATIONS

American Society of Landscape Architecture (ASLA)

Wisconsin Chapter of the American Society of Landscape Architecture (WI ASLA)

PROJECT EXPERIENCE

Jaycee Park Master Plan, Sheboygan, WI – Landscape/Site Designer:

Provided conceptual design of a 37 acre park that provides recommendations to meet the needs of the community and surrounding region while being flexible enough to accommodate for change. The design process included a comprehensive inventory and analysis of existing conditions, public engagement, design alternatives, cost estimating and 3D illustrations to help the client and the community visualize proposed improvements, foster consensus and generate enthusiasm moving forward with phased implementation. The plan includes a multi-purpose park building, beach house, tiki hut, picnic shelter, council ring, perched beach, lake loop trail, ropes course, frisbee golf course, enhanced natural landscape areas, flexible lawn space and improved access to both Quarry Lake and the Pigeon River. The final plan not only reflects the needs and desires of the City’s Department of Public Works, but the community as a whole.

Carpenter Preserve Re-Master Plan, Neenah, WI – Landscape/Site

Designer: Provided the City with an update to the Carpenter Preserve Master Plan. Work on the project included conducting a site analysis of the 102 acre preserve that evaluated not only its accessibility, but also its ecology. As part of the process, community workshops were held to gather feedback from residents. The feedback directly influenced program enhancements proposed within the final report. Some of the elements proposed included an elaborate network of upgraded walking trails and boardwalks, native restoration, creek restoration and realignment, nature overlooks and better accessibility for users. A phasing plan, combined with future land acquisition opportunities, and the potential location for restrooms rounded out the updated plan.

Riverside Park Master Plan, Medford, WI – Landscape/Site Designer:

The Riverside Park Master Plan was a reimagining of a small city owned parking lot along the Black River in downtown Medford. In an effort to expand public space in downtown, the City hired GRAEF to create the master plan, as well as facilitate a small community engagement session with the steering committee. The results of the engagement and master plan concluded in a vision that embraced the river, provided much needed green space in downtown, and created a catalyst for future development. Additionally, by eliminating approximately an acre of asphalt adjacent the river, the design helps mitigate runoff pollutants, as well as provides restorative shoreline habitat for birds and small insects. Part of the master plan included creating a cost estimate and implementation strategy. This strategy identified initial steps and possible funding partners to help get the construction phase of the project started.

SECTION 2: PROJECT UNDERSTANDING

PROJECT UNDERSTANDING & APPROACH

Located just one block from the core of St. Norbert College, Wilson Park firmly cements itself within the neighborhood as an asset in need of rejuvenation. Since the Covid pandemic of 2019, the need and want for sustainable, and ecologically significant green space has grown exponentially. In 2023, GRAEF collaborated with the City of De Pere to develop a master plan that highlighted passive recreational uses. Wilson Park's proximity to the campus provides an opportunity to incorporate pathways and seating areas, study and reflection spaces, memorial areas, native plant communities, and enhanced pedestrian connectivity and security for the neighborhood community and students traveling to and from campus.

The GRAEF team has experience developing and implementing similar park projects like this one. Based on our conceptual plan work for Wilson Park, we already have a well-rounded understanding of the project and overall expectations for its development. Our team's experience in developing technical design documents and providing bidding and construction oversight will ultimately culminate in the successful implementation of the design. We also understand the importance of timing and fiscal responsibility related to public and donated funds; thus, we will strive to align both design and construction services with the anticipated 2026 schedule and total project budget of approximately \$200,000.

Meetings and collaboration are an important part of this project. With the recent staffing turnover at St. Norbert College, it will be important to confirm the final design intent and adjust as necessary. It is assumed that most meetings can be virtual, though GRAEF believes it to be important to be physically present when necessary at Park Board meetings or when there are opportunities for public engagement. Otherwise, regular virtual check-ins and discussions between GRAEF, the City, and the Park Board will be important to keep the design intent accurate and cost effective.

PROJECT INITIATION AND KICKOFF

1. Kick off Meeting: The design team will participate in a kickoff meeting with City staff to review project goals, schedule and scope items, as well as concerns that may have risen regarding the site, concept plan, and/or cost estimates.
2. At the conclusion of the kickoff meeting, the design team will confirm the design intent with the Board of Park Commissioners, while simultaneously, if needed, reviewing sustainable, efficient, and/or cost saving strategies with the Board.
3. Site Base Map: GRAEF intends to use GIS data and contours to create the site base map in the most cost-effective manner. If the need for a topographic survey is determined during the design process, GRAEF will coordinate with the city to provide surveying services, which GRAEF has the in-house capability to do so. Digger's Hotline will be contacted to verify existing utilities, and the team will check for any easements or other conflicts that may affect the design.
4. GRAEF does not feel soil borings are currently necessary but can coordinate that effort with a trusted local contractor if the need arises.

PHASE I: TECHNICAL DESIGN

1. Construction Drawings: The GRAEF team will complete a full construction drawing package based on the conceptual park layout as affirmed at the Kickoff and Board of Park Commissioners review. The drawing package is anticipated to include but is not limited to:
 - a. Existing Conditions Plan
 - b. Demolition and Erosion Control Plan
 - c. Site Layout and Grading Plan
 - d. Utility Plan (anticipated water source shown in the conceptual plan)
 - e. Landscape Plan
 - f. Construction Notes and Details
2. Technical Specifications: Provide all required technical specifications to successfully complete the project. To conform with City standards, the team will use City of De Pere's standard specifications as required.

PROJECT UNDERSTANDING & APPROACH CONTINUED

3. Design Document Reviews: The design team will provide the city with two design review submittals, at approximately 50% and 95% completion. It is expected that comments will be provided by City staff, and updates to the design documents will reflect those comments prior to the next review and final submittal.
4. City and State Approvals: At the conclusion of the 95% review, comments will be addressed and the final design drawing package will be compiled in accordance with city, local and state required approvals.

PHASE II: PROJECT MANUAL AND BIDDING

1. At the time of final city, local and state approvals, technical specifications will be submitted, that the City of De Pere will use to develop the Project Manual.
2. For ease of bidding, GRAEF will provide a summary of quantities and provide an opinion of probable construction costs.
3. City staff will advertise and post the project on the City's "Quest" account.
4. The GRAEF team will assist the City of De Pere throughout the bidding process by helping to evaluate pre-qualified bidders, actively answering questions that arise during the bidding process, preparing addenda (if necessary), and evaluating bids for completeness.

PHASE III: AWARDING OF BID

1. GRAEF will be active in the selection of a contractor and provide a recommendation to the Board of Park Commissioners and Common Council.

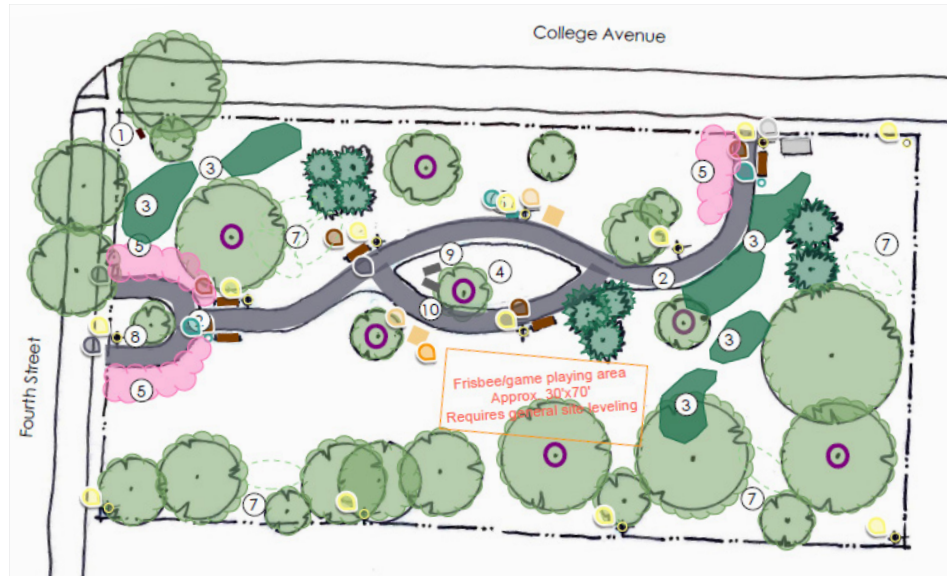
PHASE IV: CONSTRUCTION OVERSIGHT AND ADMINISTRATION

1. Once a contractor is selected, GRAEF will coordinate with them to provide an outline of budget and a timeline for construction.
2. Shop drawings, change orders, pay requests, and other submittals or RFIs will be reviewed in a timely manner to ensure deadlines and schedules are met.
3. To ensure accuracy of design during construction, construction staking services will be included in the scope of services provided by the selected survey team. Else, the contractor will stake the project from the engineering design files.
4. Construction Site Visits: GRAEF will provide approximately two weekly site visits at significant milestones or work effort (such as material verification, utility coordination, etc.) during the construction process to ensure adherence to the project manual. A project timeline showing the engineer's anticipated construction schedule (to be verified by the selected contractor) can be found later in this proposal. Site visits will include a photography log of current progress and site conditions.
5. In coordination with the construction site visits, one of the two weekly meetings can consist of the contractor, GRAEF, and the City of De Pere, reviewing progress and addressing any concerns.
6. Punchlist development, close-out documentation, and warranty-period services will be provided by GRAEF, as needed.

GRAEF understands the importance of maintaining momentum to allow for 2026 construction and will actively manage all design and construction submittals and field decisions to avoid delays and to minimize costs. The design timeline assumes coordination will occur with the Board of Park Commissioners on regularly scheduled meetings the third Thursday of the month. If intermittent meetings can be scheduled, there is an opportunity to potentially accelerate the design process.

SECTION 3: SIMILAR PROJECTS

PROJECT EXPERIENCE



WILSON PARK MASTER PLAN

DE PERE, WI

GRAEF supported the City of De Pere in 2023 by preparing the initial conceptual design for Wilson Park. A small group of our designers collaborated with the City of De Pere to develop the conceptual design for Wilson Park. Our team prepared multiple conceptual site plan options illustrating potential improvements to the existing park, which were presented to the Parks Board for review and feedback. Based on the Board's comments, we refined the concepts and produced a final plan accompanied by a preliminary cost estimate. This early visioning effort established the framework for the park's passive-use character and provides a clear foundation for advancing the project into detailed design.

Services Provided: Master Planning, Landscape Architecture, Public Engagement

PROJECT EXPERIENCE



HYDRO PARK

KAUKAUNA, WI

For ten years, Kaukauna Utilities worked with FERC to secure a new license for upgrades to the Badger Hydro Plant, located within the Badger Hydro-Electric Historic District. As part of the licensing requirements, KU redeveloped the former Badger facility and sections of the decommissioned power canal, including the creation of a new community park. Designed to honor the area's hydroelectric history, the park incorporates elements from the Historic Resources Management Plan.

GRAEF collaborated with KU, the City, and the public to create a schematic master plan, conducting multiple stakeholder workshops for input. Redevelopment included filling a portion of the power canal, building a new retaining wall, and preserving exposed limestone canal walls as historic features. The park supports community events of all sizes and includes riverfront pedestrian enhancements,

native landscaping, improved parking and accessibility, and two circular gathering plazas. Each plaza features a wood deck pathway symbolizing the Fox River, with engraved granite markers noting power plants (north plaza) and locks and dams (south plaza). Additional amenities include custom wood and limestone seating, digital kiosks, an outdoor performance pavilion, restored turbine propeller display, decorative lighting, and bird houses along the river channel.

Services Provided: Structural, Mechanical, Plumbing/Fire Protection, Civil/Site, Municipal Engineering, Landscape Architecture, Architecture

PROJECT EXPERIENCE



MICHAEL J WALSH PLAZA

DE PERE, WI

The James Street project involved the design of a new public space and the reconstruction of one block of roadway through the central business district of De Pere. The project goals were to create a special place that could be used by visitors and downtown employees; improve the quality of the pedestrian amenities; provide improved pedestrian and vehicular circulation; and reconstruct the public utilities, roadway, and sidewalk.

The site of a memorable fountain that was past repair, the project involved stakeholder and public engagement to plan for the future use and goals of this space. The direction for the design was to create a space for use by individuals and small groups, for things like a lunch break, cup of coffee, or small musical performance.

The existing mature honey locust trees created beautiful dappled shade and the intent was to retain the trees

and provide seating against the backdrop of the historic landmark Union Hotel. A more activated space at the east end of the site is connected by an allée of trees in grates and flexible seating. The east-end plaza contains a custom water wall-style fountain at one end and a custom kinetic wind wall sculpture at the other, both with coordinated color-changing LED lights.

Design and engineering tasks included: topographic survey, design presentations and summaries, coordination with utilities, public and stakeholder meetings. The project scope included the public space design and a full street reconstruction: conceptual design and public engagement through construction documents.

Services Provided: Electrical, Civil/Site Engineering, Landscape Architecture

PROJECT EXPERIENCE



GATEWAY PLAZA PARK

NEENAH, WI

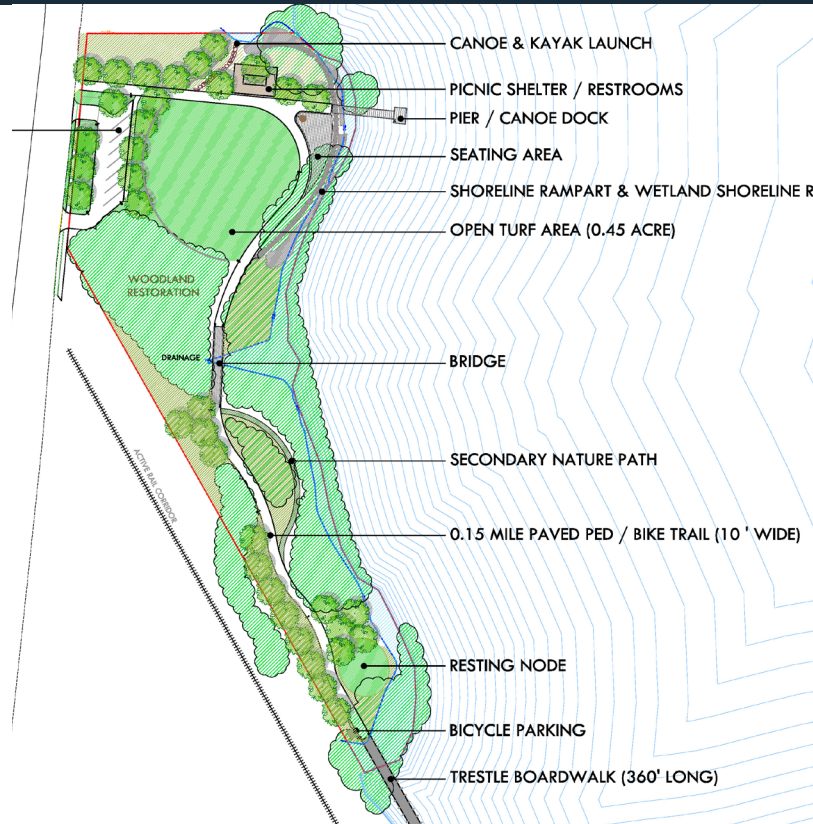
This new centerpiece of downtown Neenah is designed to be the predominant gathering spot in the business district as well as a gateway into the expanded Neenah park and trail system. A unique entry court with kinetic art is designed to draw in views while screening undesirable views.

The “wind walls” are large kinetic sculpture that have reflective qualities similar to “The Bean” in Chicago, using the wind to create movement and light. Light can be projected onto the sculpture’s surface to change colors, themes, and messages. Each wind wall is flanked with tall fescues and adjacent seating that creates “art coves,” allowing for independent viewing and meditation of changing art and sculpture.

The large pedestrian plaza is designed for large group gathering while serving as fire access for existing and future adjacent buildings. The center of the plaza includes in-ground “dance chimes” allowing people to make music or play with the interactive piece. The rear of the plaza is anchored with a bosque of cypress creating a natural buffer into the park system. The cypress were selected to create an outdoor room that changes throughout the seasons. The plaza includes a permanent (70-foot white spruce) holiday tree that allows for seasonal variety

Services Provided: Site/Civil, Structural, Electrical Engineering, Landscape Architecture

PROJECT EXPERIENCE



HERB & DOLLY SMITH PARK

NEENAH, WI

Herb and Dolly Smith Park demonstrates the successful transformation of a once blighted area into a popular community recreational asset. The park is located on the site of a former fueling station and undeveloped area on the shores of Little Lake Butte des Morte.

The waterfront park offers amenities to suit many types of outdoor recreation enthusiasts including walking paths with wildlife viewing areas and a canoe and kayak launch with ADA accessibility. Spaced periodically along the shoreline are swinging contemplation benches that draw those interested in a relaxing, peaceful moment. An attractive park shelter and recreation area was designed around a green space and offers open-air picnic space available for events and festivities.

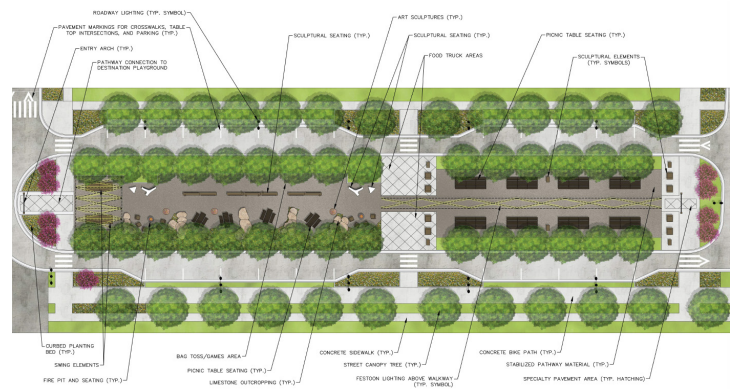
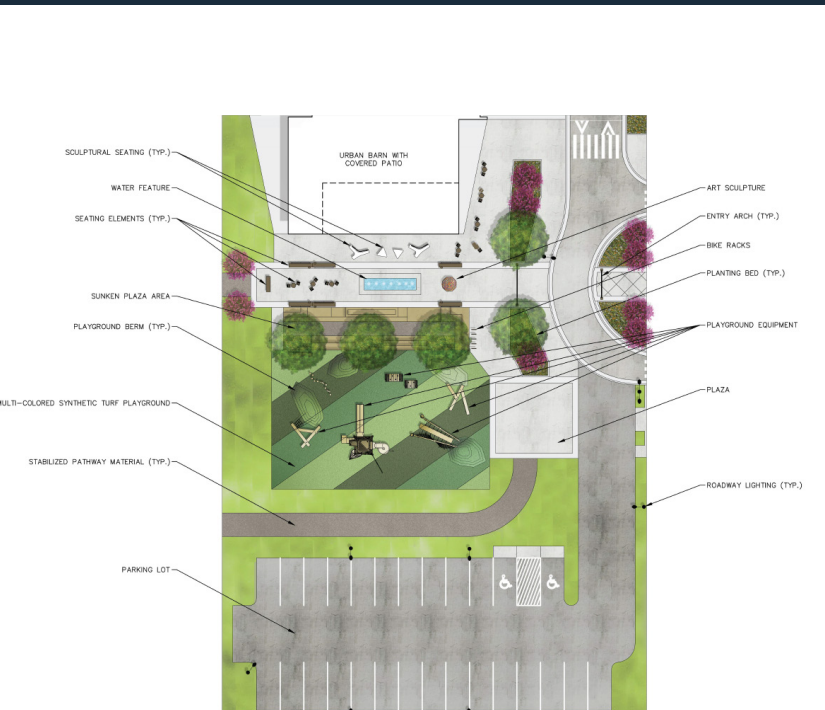
A central point of interest is the paved bicycle and pedestrian path that makes up part of the Loop the Little Lake

recreational trail; a 3.5-mile loop that links Neenah, Menasha, and the Village of Fox Crossing. In order to avoid sensitive areas and meet ADA accessibility guidelines, this section of the 'Loop' includes a ravine crossing and a 390-foot-long timber boardwalk across the mouth of the Neenah Slough.

GRAEF performed full hydraulic design for the boardwalk structure, ensuring that it meets state navigational and flood control requirements and carefully designed around existing creeks and wetlands, while restoring forested areas. Invasive plants were removed and native plants and tall grass prairies were planted.

Services Provided: Civil, Structural, Mechanical, Plumbing/ Fire Protection Engineering, Landscape Architecture

PROJECT EXPERIENCE



JBS DEVELOPMENT SITE

GREEN BAY, WI

When JBS Foods donated nearly 26 acres of land to Green Bay in April 2021, the city quickly identified opportunities for the site. With the end goal being a development that embraces the multi-cultural and multi-generational composition of the existing surrounding neighborhoods and greater Green Bay. Conveniently located adjacent to the community anchor Salvation Army Kroc Center, Imperial Pride neighborhood, and commercial activity on Highway 141/Main Street, opportunities seemed limitless. GRAEF was retained in late 2022 to help identify opportunities, assign priorities, and bring community stakeholders together to develop a conceptual design of the site.

Key conceptual elements include connectivity to existing adjacent destinations and neighborhoods, destination park with diverse elements for all ages, community center and

urban farming, active streets and medians, equal priority for bikes, pedestrians, and vehicles, and a variety of land uses focusing on a housing mix.

With conceptual design complete, GRAEF was further retained and also completed design development and construction documentation. Construction is currently underway for the recreational features and the housing units.

Services Provided: Civil, Structural, Mechanical, Plumbing/ Fire Protection Engineering, Landscape Architecture

SECTION 4: REFERENCES



REFERENCES

GRAEF has a strong history of working with cities, villages, and counties, providing multidisciplinary consulting services that support both small-scale and large-scale municipal initiatives. These references highlight our commitment to public-sector clients and our understanding of the unique needs and processes of local government.

VILLAGE OF LITTLE CHUTE

John McDonald
Director of Parks, Recreation & Forestry
920 / 423 3868
john@littlechutewi.org

CITY OF GREEN BAY

Dan Ditscheit
Director of Parks, Recreation & Forestry
920 / 448 3381
dan.ditscheit@greenbaywi.gov

WINNEBAGO COUNTY

Adam Breest
Park & Expo Director
920 / 232 1961
abreest@winnebagocountywi.gov

VILLAGE OF ASHWAUBENON

Rex Mehlberg
Director of Parks, Recreation & Forestry
920 / 492 2331
rmehlberg@ashwaubenon.gov

CITY OF NEENAH

Michael Kading
Director of Parks & Recreation
920 / 886 6062
mkading@neenahwi.gov

SECTION 5: PROJECT TIMELINE

PROJECT TIMELINE


Wilson Park Technical Design, Bidding and Construction Oversight - Proposed Design Schedule																																		
2026																																		
GRAEF	February				March					April					May				June				July				August				September			
	2/2	2/9	2/16	2/23	3/2	3/9	3/16	3/23	3/30	4/6	4/13	4/20	4/27	5/4	5/11	5/18	5/25	6/1	6/8	6/15	6/22	6/29	7/6	7/13	7/20	7/27	8/3	8/10	8/17	8/24	8/31	9/7	9/14	9/21
A	Phase I: Technical Design																																	
A-1	Project Kick-off Meeting																																	
A-2	Meeting with Park Board on Sustainable/Cost Saving Strategies																																	
A-3	Investigation of Sustainable/Cost Savings Strategies																																	
A-4	Design Development Drawings / Spec / Cost Opinion																																	
A-5	GRAEF/City Review Meeting on DD Drawings/Spec/Cost																																	
A-6	Construction Drawings / Specifications / Cost Opinion																																	
A-7	GRAEF/City Review Meeting on CD Drawings/Spec/Cost																																	
A-8	Submit to City/State for Building and Plan Review/Approval																																	
A-9	Revise Drawings/Specifications As Needed per Review Comments																																	
A-10	Final Updates to Construction Cost Opinion																																	
A-11	Final Plan Approval from Park Board - 5/21 meeting																																	
B	Phase II: Project Manual and Bidding																																	
B-1	Obtain and Review City of De Pere Front End and Standard Specifications																																	
B-2	Edit City Front End Specifications As Appropriate for Bidding																																	
B-3	Submit Full Project Manual to City for Review																																	
B-4	GRAEF/City Review Meeting on Draft Project Manual																																	
B-5	Revise Project Manual per City Comments																																	
B-6	GRAEF/City Final Review of Project Manual/Bidding Documents																																	
B-7	City to Post Bidding Documents to QuestCDN and Assist with Public Notices																																	
B-8	Print/Provide Hard Copy and PDF Bidding Documents to City																																	
B-9	Review Bidder Pre-Qualifications Submittals and Provide Comment to City																																	
C	Phase III: Awarding of Bid																																	
C-1	Project Out to Bid / Pre-Bid Meeting / Addenda																																	
C-2	Bid Opening																																	
C-3	Review / Tabulate Bids																																	
C-4	Recommendation / Selection of Contractor																																	
C-5	City to approve Contract at Park Board and Common Council - 7/16 & 7/21 meetings																																	
D	Phase IV: Construction Oversight and Administration																																	
D-1	PreConstruction Conference																																	
D-2	Construction - Anticipated three weeks (Must be confirmed by selected contractor)																																	
D-3	Weekly Onsite Inspection and Meetings (4 Hrs per Week Budgeted)																																	
D-4	Weekly Progress Meetings																																	
D-5	Punch List Walk-Through																																	
D-6	Confirm Completion of Punch List																																	
D-7	Shop Drawing Review																																	
D-8	Review of RFI's																																	
D-9	Process Change Orders																																	
D-10	Process Payment Requests																																	
D-11	Close Out meeting with Contractor and City																																	

KEY	
Team Task	■
City Action Required	■

SECTION 6: FEE

FEE SCHEDULE

PROPOSED FEE SCHEDULE

Contact Information	
Company Name	GRAEF
Company Address	116 S. Adams Street, Suite 201, Green Bay, WI 54301
Company Representative	Christine Pichler
Email Address	Christine.Pichler@graef-usa.com
Phone Number	920.405.3833
Signature:	

Wilson Park Design, Bidding and Construction Oversight	
Item	Fee
Technical Design	\$11,700
Bid Administration (See manual. City will develop bid packet and advertise.)	\$1,600
Construction Oversight Pre-con meeting, on-site visits, pay requests, change orders, final walk through, and warranty work	\$6,200
Total Fee	\$19,500

Please list any items not listed in the scope of services and fees/costs associated with those items below.

Item	Fee



City of De Pere, Wisconsin

III.8

Request for Board of Park Commissioners
Action

MEETING DATE: February 19, 2026
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki, Parks, Recreation and Forestry Director
SUBJECT: Consideration and possible action to approve the Beer Garden Revenue Policy. *
RECOMMENDED ACTION: Staff recommends approval.

ATTACHMENTS:
Memo.Beer Garden Revenue Policy

CITY OF DE PERE MEMO



To: Board of Park Commissioners
 From: Marty Kosobucki
 Director of Parks, Recreation and Forestry
 Date: February 19, 2026

RE: Consideration and possible action to approve the Beer Garden Revenue Policy. *

Summary:

Now that the Beer Gardens are established and successful, we are requesting a formalized approach in how to allocate the revenue from the Beer Gardens.

Background:

The Beer Gardens started back in 2019, with the premise that surplus from the Beer Gardens would go directly back into Park infrastructure. A formalized process in how to allocate these funds was never established. Staff recommended holding off on allocating money until it would have a meaningful impact on a park project. After a few years of revenue, the Park Board and Council ended up allocating the funds toward the construction of the Nelson Family Pavilion. Since the allocation of the money to the Nelson Family Pavilion, we have only recommended allocating a small amount of money to provide updates at our Disc Golf Course. Presently, there is approximately \$82,350 in the Beer Garden Fund.

Below is spreadsheet showing the history of the net proceeds from the Beer Gardens since its inception.

	2019-2021	2022	2023	2024	2025
Operating Expenses	\$25,719.47	\$9,451.49	\$11,515.80	\$8,984.29	\$26,993.21
Revenue	\$54,836.26	\$23,480.17	\$33,097.14	\$27,271.92	\$70,723.92
Surplus	\$29,116.79	\$14,028.68	\$21,581.34	\$19,800.19	\$43,730.71
Total fund balance	\$29,116.79	\$43,145.47	\$22,726.81	\$42,527.00	\$82,357.71
Funded Projects		Nelson Family Pavilion \$42,000 1/19/23 CC			Disc Golf Improvements \$5,000 Allocated (only \$3,900 spent so far)

Proposed Beer Garden Surplus Revenue Policy

The purpose of this policy is to ensure equitable, transparent, and strategic use of surplus revenue generated by the De Pere Beer Gardens. These funds will be allocated to projects that enhance the enjoyment, safety, and usability of City parks and recreation facilities.

Use: Surplus revenues shall be used primarily for **capital improvements** within City parks. Eligible projects must:

- Align with the City's Parks Master Plan or Capital Improvement Plan (CIP).
- Demonstrate significant community benefit within the Parks System, and not used for maintenance, equipment or other operational costs.
- Meet a minimum cost threshold of **\$5,000** unless otherwise approved by the City Council.

Process:

- **Project Identification:**

The Parks Department will prepare a list of potential projects as part of the development of the 7-year CIP.

- **Annual Review:**

The Board of Park Commissioners will review the CIP and Beer Garden Fund balance at a summer or early fall meeting prior to the executive budget process.

- **Recommendation:**

The Board of Park Commissioners shall recommend projects to be funded by Beer Garden revenue based on established criteria within the CIP. The recommendations shall be strictly advisory to the City Council.

- **Council Approval:**

The City Council will review and approve allocations as part of the annual budget process. The Council may approve, deny, amend, or request additional input from the Board.



City of De Pere, Wisconsin

V.1

Request for Board of Park Commissioners
Action

MEETING DATE: February 19, 2026
DEPARTMENT: Parks, Recreation & Forestry
FROM: Paula Rahn, Recreation Superintendent
SUBJECT: Staff update on a \$750 donation received from IEI General Contractors, Inc. for the June 30, 2026 individual sponsorship of the Beer Gardens.
RECOMMENDED ACTION: Staff Update

ATTACHMENTS:
Staff Update Beer Gardens IEI Sponsorship 6.30.26

CITY OF DE PERE

Community Center | Recreation Department

600 Grant St., De Pere, WI | 920-339-4097 | www.deperewi.gov/communitycenter



TO: Board of Park Commissioners
FROM: Paula Rahn, Recreation Superintendent
DATE: February 19, 2026
RE: Staff update on a \$750 donation from IEI General Contractors, Inc. for the June 30th Individual Sponsor of the De Pere Beer Gardens

Staff is updating the Board of Park Commissioner's on a \$750 donation from IEI General Contractors to be an individual sponsor of our June 30, 2026 Beer Garden event at the Nelson Pavilion in Voyageur Park. An individual sponsor would be listed in all social media posts and other electronic marketing specific to that event along with signage at the event.

We are excited to have IEI General Contractors, Inc. return for their second year as a sponsor of this great community event. Their team rocked it last year serving the customers and were extremely fun to work with! They are looking forward to coming up with a creative idea to coordinate with our country musician that is lined up for that day. We are looking forward to working with them again to help make the Beer Gardens a tremendous success!

Donation Information:

From: IEI General Contractors, Inc.
c/o Chris Berg
1725 Midway Rd.
De Pere, WI 54115
chris@ieigc.com
To: De Pere Parks & Recreation Department
For: Individual Sponsorship for June 30, 2026 Beer Garden Event
Amount: \$750



City of De Pere, Wisconsin

V.2

Request for Board of Park Commissioners
Action

MEETING DATE: February 19, 2026
DEPARTMENT: Parks, Recreation & Forestry
FROM: Paula Rahn, Recreation Superintendent
SUBJECT: Staff update on \$750 donation received from Immel Construction Inc. for the June 9, 2026 individual sponsorship of the Beer Gardens.
RECOMMENDED ACTION: Staff Update

Donation Sponsorship for Beer Gardens

ATTACHMENTS:
Staff Update Beer Gardens Immel Construction Sponsorship 6.9.26

CITY OF DE PERE

Community Center | Recreation Department

600 Grant St., De Pere, WI | 920-339-4097 | www.deperewi.gov/communitycenter



TO: Board of Park Commissioners
FROM: Paula Rahn, Recreation Superintendent
DATE: February 19, 2026
RE: Staff update on a \$750 donation from Immel Construction Inc. for the June 9th Individual Sponsor of the De Pere Beer Gardens

Staff is updating the Board of Park Commissioner's on a \$750 donation from Immel Construction Inc. to be an individual sponsorship of our June 9, 2026 Beer Garden event at the Nelson Pavilion in Voyageur Park. An individual sponsor would be listed in all social media posts and other electronic marketing specific to that event along with signage at the event.

Immel Construction Inc. has been a wonderful partner over the years and has sponsored the De Pere Beer Gardens as an individual sponsor since 2021. We are extremely pleased to have Immel Construction Inc. return as one of our individual sponsors again this year and look forward to their partnership in helping make the Beer Gardens a tremendous success!

Donation Information:

From: Immel Construction Inc.
c/o Allison Thiry, Marketing Specialist
2601 Development Dr.
Green Bay, WI 54311
allisonth@immelconstruction.com
To: De Pere Parks & Recreation Department
For: Individual Sponsorship for June 9, 2026 Beer Garden Event
Amount: \$750



City of De Pere, Wisconsin

V.3

Request for Board of Park Commissioners
Action

MEETING DATE: February 19, 2026
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki, Parks, Recreation and Forestry Director
SUBJECT: Staff update on major park projects.
RECOMMENDED ACTION: Staff update.

ATTACHMENTS:
Memo.Staff update on major projects

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Director of Parks, Recreation and Forestry
Date: February 19, 2026
RE: Staff update on major projects

Below is a quick Summary of select major projects for our department.

- Bleacher replacement has been ordered for Kelly Danen Park.
- Carney Playground proposals have been received. We will be bringing the proposals and various staff and public input to you in March.
- The new playground in Waterview Heights Subdivision has received several proposals. We will be bringing the proposals and various staff and public input to you in March.
- Repairs/updates to the Ice Arena are in the works.
 - o Work was scheduled to update the Dehumidification System.
 - o Quotes are being gathered for replacing several breaker panels.
 - o Quotes have been collected for floor replacement.
- Metal roof installation for Legion Park open shelter has been ordered.
- Picnic tables for Nelson Pavilion have been ordered.
- Request for proposals went out for the replacement of the docks at Voyageur Park.
- Self-Watering baskets for downtown have been ordered.
- Two robotic mowers have been ordered.
- The parks and forestry divisions will be moving out of the Municipal Service Center (MSC) over the next month to prepare for the renovation/addition to the MSC. We will be moving to a temporary location for about a year.



City of De Pere, Wisconsin

V.4

Request for Board of Park Commissioners
Action

MEETING DATE: February 19, 2026
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki, Parks, Recreation and Forestry Director
SUBJECT: Staff update on 2025 donations.
RECOMMENDED ACTION: Staf update.

ATTACHMENTS:
2025 Donations

2025 DONATIONS

NAME	AMOUNT
Total Park Donations	\$172,587.00
Total Community Center Donations	\$29,745.00
Total Memorial Benches and Trees	\$16,378.00
Total all 2025 Donations	\$218,710.00

2025 PARK DONATIONS

NAME	AMOUNT	Event
KC and Georgia Stock Foundation	\$100,000.00	Naming Sponsor Patio Nelson Family Pavilion
VFW Post	\$532.00	Flags for VFW and Legion Park
Amerilux	\$5,500.00	Main Sponsor - Beer Garden
Immel Construction	\$750.00	June 10th Beer Garden Sponsor
Durr Systems	\$1,500.00	June 17th and July 22nd Beer Garden Sponsor
IEI	\$750.00	June 24th Beer Garden Sponsor
Hurckman Mechanical	\$750.00	July 1st Beer Garden Sponsor
Kay Distributing	\$750.00	July 15th Beer Garden Sponsor
Hockers Home Services	\$1,500.00	July 8th and July 29th Beer Garden Sponsor
Graef	\$750.00	August 5th Beer Garden Sponsor
Associated Bank	\$12,000.00	2nd Installment - NFP Pledge
Fox Community Credit Union	\$5,000.00	Holiday Light Event Sponsorship
NEW Water	\$ 5,630.00	Ash Tree Grant Reimbursement (2024 trees)
American Transmission Company	\$ 500.00	Tree donation
Pink Flamingo	\$ 3,000.00	Pink Flamingo statue and plaque at Legion
De Pere Baseball	\$ 1,680.00	Gandrud Field fence repairs
NEW Water	\$ 14,184.00	Ash Tree Grant Reimbursement (2025 trees)
WPS	\$ 201.00	Arbor Day tree planting
VFW Post 2113	\$ 17,610.00	Improve the memorial at Bicentennial Park
Total	\$172,587.00	

2025 COMMUNITY CENTER DONATIONS

NAME	AMOUNT	Event
Greta Johnson	\$2,500.00	Recreation Scholarship Fund
Greta Johnson	\$2,500.00	Chairs for Community Center
De Pere Optimist Club	\$500.00	Summer day camp t-shirts
De Pere Optimist Club	\$500.00	Easter Egg Hunt
Anonymous Donor	\$7,500.00	Chairs for Community Center
De Pere Rotary Club	\$300.00	Summer Carnival
Wieseckel Family	\$1,000.00	City band music stands
Kaster Family	\$100.00	City band music stands
Barthel Family	\$100.00	City band music stands
Kiwanis Club of De Pere	\$300.00	City band music stands
Wochinske Family Foundation	\$2,500.00	Recreation Scholarship Fund
Aurora BayCare Sports Medicine	\$3,000.00	Flag Football t-shirts
Brown County Women's Club	\$700.00	Community Center programs/updates
Hockers Home Services	\$1,000.00	Holiday Light Show - Walking Event
Starbucks	\$25.00	Misc. Recreation Events
Seroogy's	\$25.00	Misc. Recreation Events
Luna Café	\$35.00	Misc. Recreation Events
De Pere Men's Club	\$250.00	Summer Carnival
De Pere Men's Club	\$250.00	Senior Picnic
De Pere Men's Club	\$400.00	Easter Egg Hunt
De Pere Men's Club	\$500.00	Misc. Recreation Events
Renaissance	\$100.00	Senior Lunch/Bingo
Hockers Home Services	\$100.00	Summer Carnival
Hockers Home Services	\$100.00	Senior Picnic
Hockers Home Services	\$500.00	Movie in the Park
Hockers Home Services	\$100.00	Easter Egg Hunt
CoVantage Credit Union	\$100.00	Summer Carnival
Pink Flamingo	\$500.00	Summer Carnival
Pink Flamingo	\$250.00	Recreation Scholarship Fund
All That is Certain	\$100.00	City band music stands
DKG Entertainment - Sidekicks	\$200.00	City band music stands
Joseph Bertrand	\$100.00	City band music stands
Elizabeth Wieseckel	\$100.00	City band music stands
De Pere Men's Club	\$500.00	City band music stands
Bay Towel	\$100.00	City band music stands
Jeffrey and Karen Rafn	\$250.00	City band music stands
C Perry	\$100.00	City band music stands
Wampler	\$75.00	City band music stands
Frain Family Chiropractic	\$250.00	City band music stands
Heffeland Family	\$100.00	City band music stands
Patricia and Mark Schroeder	\$100.00	City band music stands
Honey Baked Ham	\$500.00	City band music stands
James Streed	\$100.00	City band music stands

Barbara Whitcomb	\$100.00	City band music stands
CESA 7 Head Start	\$50.00	Summer Carnival
Zink Family	\$50.00	City band music stands
Community First Credit Union	\$100.00	Summer Carnival
AOAP Lifejacket Grant	\$500.00	Pools
Rutowski Family	\$100.00	Recreation Scholarship Fund
El Maya	\$20.00	Senior Picnic
Sidekicks	\$30.00	Senior Picnic
Scott's Subs	\$50.00	Senior Picnic
Vintage Rose	\$30.00	Senior Picnic
Bosses	\$30.00	Senior Picnic
Maple Buz Café	\$45.00	Senior Picnic
Oak Street Café	\$45.00	Senior Picnic
Nicolet Restaurant	\$120.00	Senior Picnic
Cranky Pats Pizza	\$40.00	Senior Picnic
Drift Inn	\$125.00	Senior Picnic
Total	\$29,745.00	

2025 MEMORIAL TREE/BENCH DONATIONS

NAME	AMOUNT	ITEM
Charlie Buysse	\$ 1,800.00	Memorial bench - Fox Point Boat Launch
Fran Monfils	\$ 126.50	Memorial tree - Voyageur Park
Toni Burns	\$ 205.00	Memorial tree - Voyageur Park
Debbie Ambrosius	\$ 1,820.00	Memorial bench - James Street Parkway
Sara Herrscher	\$ 1,820.00	Memorial bench - Bomier Boat Launch
Marie Sauvey	\$ 1,875.00	Memorial bench - Legion Park
Courtney Starry	\$ 955.00	Memorial bench - VFW Park
James Boyd	\$ 126.50	Memorial tree - Voyageur Park
Eugene Hackbarth	\$ 1,925.00	Memorial bench - James Street Parkway
Robert Wagner	\$ 2,125.00	Memorial bench - Rusk Park
Debbie Ambrosius	\$ 115.00	Memorial tree - James Street Parkway
Laurie Timmerman	\$ 165.00	Memorial tree - Voyageur Park
Sara Herrscher	\$ 212.00	Two memorial trees - Bomier Boat Launch
Jill Baker	\$ 115.00	Memorial tree - Voyageur Park
Ashlie Dehn	\$ 146.00	Memorial tree - Voyageur Park
Mike Berken	\$ 165.00	Memorial tree - Voyageur Park
Lisa Gutowski	\$ 110.00	Memorial tree - Voyageur Park
Cathy Kappell	\$ 110.00	Memorial tree - VFW Park
Jasmine Folkman	\$ 112.00	Memorial tree - Voyageur Park
Mary Lett	\$ 2,100.00	Memorial bench - Willems Park
Jerry Tree Donations	\$ 250.00	Total 2025 donations
Total	\$ 16,378.00	