Board of Park Commissioners

Regular Meeting

Agenda

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

Thursday, April 16, 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 **April 16, 2026** at **6:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE**.

Electronic Meeting Access:
https://www.gotomeet.me/DePere

Telephonic Meeting Access:
1 (866) 899 4679 -or- 1 (312) 757-3117
Access Code: 154-883-285

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENTS
   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
4. NEW BUSINESS
   - A. Consideration and Possible Action to Approve the Board of Park Commissioners minutes from the March 19, 2026 meeting.
   - B. Consideration and Possible Action to Approve $2,500 Donation from Ameriprise Financial on behalf of Greta Johnson to the Recreation Scholarship Fund*
   - C. Consideration and possible action to approve a rental waiver request from Cerebral Palsy Inc. for use of the East River Trail.
   - D. Consideration and possible action to approve the color scheme for the Carney Park playground.
   - E. Consideration and possible action to approve the color scheme for the Volunteer Park playground.
   - F. Consideration and possible action to approve the thrid quarter financial statements for the De Pere Ice Arena.
5. OLD BUSINESS

A. Review of the Conceptual Design of Wilson Park with Graef.

6. INFORMATIONAL

A. Staff Update on $750 Donation from CertaPro Painters of NEWI for July 21, 2026 Beer Garden.

B. Staff Update on Donations Under $1000 for Various Events/Equipment.

7. FUTURE AGENDA ITEMS

8. 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.

The Public or Members of the Board of Park Commissioners, which may count toward an official quorum, may attend the meeting either in person in the Council Chambers or telephonically or electronically via video conferencing or other appropriate technological means.

This meeting may also be rebroadcast on TV throughout the week and available on demand at https://deperewi.portal.civicclerk.com/.

Board Members
Alderpersons
Mayor James Boyd
Kim Flom, City Manager
Joanne Bungert, City Attorney
Eric Erdman, Assistant City Attorney
Marty Kosobucki
Carey Danen, City Clerk
City Hall 1st and 2nd Floor
De Pere Girls Softball
Connor Mason, Teen Advisor
Olivia Alberson, Teen Advisor
Kristine Blum, Cerebral Palsy, Inc.
Christine Pichler, Graef
De Pere Youth Hockey
De Pere Select Soccer
De Pere Area Chamber of Commerce
Definitely De Pere
Brown County Library – De Pere
TV & Radio Stations
De Pere Baseball
De Pere Rapides Youth Soccer
Jason Lau, WDP School District
Christopher Thompson, De Pere School Dist.
Greta Johnson
Don Chilson, Brown County Ice Management
Joseph Pepitone, Graef
Alan Phillips, CertaPro

***All items marked with an asterisk will be forwarded to the Common Council.**

City of De Pere, Wisconsin

4.A

Request for Board of Park Commissioners Action

Meeting Date:	April 16, 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 March 19, 2026 meeting.
Recommendation:	Staff recommends approval.

Attachments:
Draft Minutes March 19, 2026

Board of Park Commissioners

Regular Meeting

Minutes

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

Thursday, March 19, 2026	**6:30 PM**	**City Hall, Council Chambers 335 S. Broadway**

I. Call to Order

James Kneiszel asked for a motion for Alderperson Defnet Ledvina to chair the meeting. This motion was made by Alderperson Chandik Kundinger, seconded by Alderperson Eserkaln. Upon vote, the motion passed unanimously.

Present: Jeremy Beck, Jim Kneiszel, Elizabeth McMasters, Mike Eserkaln, Amy Kundinger, Shana Ledvina
Absent:
Excused: Randy Soquet, Connor Mason
Others Present: Marty Kosobucki, Director of Parks, Recreation, and Forestry; Paula Rahn, Recreation Superintendent; Cindy Lee, Recreation Supervisor; 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. Welcome new Board of Park Commissioner memeber Jeremy Beck.

The Park Board welcomed the newest Park Board member, Jeremy Beck.

2. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the February 19, 2026 meeting.

James Kneiszel moved to approve the Board of Park Commissioners minutes from the February 19, 2026 meeting, seconded by Elizabeth McMasters. Upon vote, the passed unanimously.

RESULT:	**Passed (UNANIMOUS)**
MOVER:	Jim Kneiszel
SECONDER:	Elizabeth McMasters
AYES:	Jeremy Beck, Jim Kneiszel, Elizabeth McMasters, Mike Eserkaln, Amy Kundinger, Shana Ledvina

3. Fairwell to Cindy Lee, Recreation Supervisor.

The Park Board recognized Recreation Supervisor, Cindy Lee, in her retirement after almost 19 years with the city.

4. Consideration and possible action to approve a new special event permit for the Democratic Party of Brown County, co-hosting with Indivisible Brown County, for a No Kings - De Pere walk at Voyageur Park.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that this is a new event that came about quickly. It was submitted after the Special Event permit deadline and with the anticipated attendance of over 1,000 people, the event requires Park Board approval.

James Kneiszel moved to approve the No Kings - De Pere walk at Voyageur Park for the Democratic Party of Brown County, co-hosting with Indivisible Brown County, seconded by Alderperson Chandik Kundinger. Upon vote, the motion passed unanimously.

RESULT:	**Passed (UNANIMOUS)**
MOVER:	Jim Kneiszel
SECONDER:	Amy Kundinger
AYES:	Jeremy Beck, Jim Kneiszel, Elizabeth McMasters, Mike Eserkaln, Amy Kundinger, Shana Ledvina

5. Request by Brown County Community Women's Club to waive rental fee. *

Marty Kosobucki, Director of Parks, Recreation and Forestry, explained that one of the groups that meets at the Community Center, that has met there since the start of the Community Center, has grown and is requesting an additional room for their monthly meetings at no charge. Policy states that staff is only allowed to grant one free room per month to any organization. The only option for the group is to ask Park Board for approval. Staff is apprehensive about waiving the fee. If it is done for one organization, we would have to do it for others and this would cut into the rooms available for general community use. If the Park Board is interested in pursuing the fee waiver, then staff recommends the policy be reviewed and possibly changed.

James Kneiszel questioned if there was a bigger room for the organization to use. Paul Rahn, Recreation Superintendent, explained that they currently use the largest room on the upper level of the Community Center, in addition to setting up their registration table in the lobby. The organization is requesting the additional use of the Oak room for registration purposes and to set up displays. The lower level is already used on their meeting days for programming, so moving them to the lower level is not an option.

James Kneiszel stated his concern is that other people wanting to use the Community Center and rooms not being available. Paula Rahn did state that staff does have the option to bump the organization to a different room if there is a request for a private rental.

Alderperson Defnet Ledvina stated that staff is currently accommodating the group and allowing them to set up information in the lobby as well.

James Kneiszel moved to deny the request from Brown County Community Women's club to waive rental fees for an additional room, seconded by Jeremy Beck. Upon vote, the motion passed unanimously.

RESULT:	**Passed (UNANIMOUS)**
MOVER:	Jim Kneiszel
SECONDER:	Jeremy Beck
AYES:	Jeremy Beck, Jim Kneiszel, Elizabeth McMasters, Mike Eserkaln, Amy Kundinger, Shana Ledvina

6. Consideration and possible action to approve the ATM Site / Location Agreement with Convenient ATM Services to provide an ATM at the Nelson Family Pavilion for the Beer Gardens. *

Alderperson Eserkaln moved to approve the ATM Site / Location Agreement with Convenient ATM Services to provide an ATM at the Nelson Family Pavilion for the beer gardens, seconded by Alderperson Defnet Ledvina. Upon vote, the motion passed unanimously.

RESULT:	**Passed (UNANIMOUS)**
MOVER:	Mike Eserkaln
SECONDER:	Shana Ledvina
AYES:	Jeremy Beck, Jim Kneiszel, Elizabeth McMasters, Mike Eserkaln, Amy Kundinger, Shana Ledvina

7. Consideration and possible action on implementing an ordinance regarding power loading at the boat launches. *

Alderperson Defnet Ledvina stated that she totally agrees with the ordinance but is wondering how the ordinance will be enforced and if there will be cameras installed at the boat launches. Marty Kosobucki, Director of Parks, Recreation and Forestry, explained that with there being an ordinance, the police can then enforce and issue tickets. The installation of cameras would be another topic.

Jeremy Beck questioned if there was any signage posted. Marty Kosobucki stated that because of the issues, there is signage warning people to launch at their own risk and that power loading is not allowed; however, nothing can be enforced without the ordinance.

Jeremey Beck questioned if the ordinance is passed, would the signage be updated to reflect the ordinance? Marty Kosobucki stated that if the ordinance is approved, the signage would be updated to reflect the ordinance. Once the ordinance is posted, if the rules are broken, then the individuals could be cited.

James Kneiszel questioned if the ordinance would apply to all boat launches. Marty Kosobucki stated that it would apply to all three launches and signage would be posted at all three.

Alderperson Defnet Ledvina moved to approve implementing an ordinance regarding power loading at the boat launches, seconded by Jeremy Beck. Upon vote, the motion passed unanimously.

RESULT:	**Passed (UNANIMOUS)**
MOVER:	Shana Ledvina
SECONDER:	Jeremy Beck
AYES:	Jeremy Beck, Jim Kneiszel, Elizabeth McMasters, Mike Eserkaln, Amy Kundinger, Shana Ledvina

8. Consideration and possible action to approve new playground equipment for Carney Park.*

Marty Kosobucki, Director of Parks, Recreation, and Forestry, stated that staff reviewed all proposals to make sure they met the requirements. Staff did request that each manufacturer provide at least one non-traditional playground because of the proximity this park has to another park. The proposals were reviewed by staff and a survey was posted for community input and comments. The results and

comments received are included in the packet for review. In summary, option #1 from MWP received the most votes, followed by Lee option #2, and then Boland option #1. Colors for the playground can be determined later. Staff recommends the approval of option #1 from MWP.

James Kneiszel questioned if this playground would include fall surfacing. Marty Kosobucki stated that it will have some type of fall surfacing which will be a separate project.

Alderperson Defnet Ledvina moved to approve MWP option #1 for the Carney Park playground, seconded by Elizabeth McMasters. Upon vote, the motion passed unanimously.

RESULT:	**Passed (UNANIMOUS)**
MOVER:	Shana Ledvina
SECONDER:	Elizabeth McMasters
AYES:	Jeremy Beck, Jim Kneiszel, Elizabeth McMasters, Mike Eserkaln, Amy Kundinger, Shana Ledvina

9. Consideration and possible action to approve new playground equipment for the Waterview Heights subdivision park.*

Marty Kosobucki, Director of Parks, Recreation, and Forestry, explained that with this proposal, manufacturers were asked to include at least one design that has a separate smaller child play set. Again, the proposals were reviewed by staff and a survey was posted for community input and comments. The results and comments received are included in the packet for review. The votes for the playgrounds were close in numbers, with option #1 from Lee Recreation getting the most votes, followed by option #2 from Lee Recreation, and third was option #2 from MWP. One additional thing to note is that MWP would be willing to include an additional bench in their proposal.

James Kneiszel questioned if MWP would give a discount if we purchased both playgrounds from them. Marty Kosobucki stated that we would need to go by the bid proposals for each.

Alderperson Defnet Ledvina stated that the Voyageur Park playground has a separate small play structure for the little kids, and she loved that option.

Jeremy Beck moved to approve the option #1 proposal from Lee Recreation for the Wateview Heights subdivision park, seconded by Alderperson Eserkaln. Upon vote, the motion passed unanimously.

RESULT:	**Passed (UNANIMOUS)**
MOVER:	Jeremy Beck
SECONDER:	Mike Eserkaln
AYES:	Jeremy Beck, Jim Kneiszel, Elizabeth McMasters, Mike Eserkaln, Amy Kundinger, Shana Ledvina

10. 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 this item has been tabled at the last couple of Park Board meetings with the hopes of having a full board present when the item is voted on. Tonight we are down one member, but one vote should not sway the outcome of the vote. Marty also explained that the Park Board had requested staff to reach out to the Historical Society for recommendations for a new park name. Staff reached out to McKim Boyd and the recommendation from the Historical Society would be Volunteer Park. This references the volunteer Rifle Company F, which

was a volunteer division from the Civil War that was from the De Pere area and a copy of an article regarding the rifle company is included in the packet. The name Volunteer Park could also serve as a reference to all the volunteers in the city. If the Park Board is interested, there could be a plaque installed at the park referencing the volunteer Rifle Company F and the history behind the name.

Alderperson Eserkaln commented that he likes the name Volunteer Park.

Alderperson Chandik Kundinger stated she was fine with Volunteer Park.

James Kneiszel agreed that he liked the name and would like to incorporate the history of Rifle Company F at the park.

Marty Kosobucki reminded the Park Board that the plan for the park is to include a gazebo and this would be a good place for the plaque once it is built.

Alderperson Chandik Kundinger moved to approve the name Volunteer Park and to incorporate a historical plaque at the Waterview Heights subdivision park, seconded by Alderperson Defnet Ledvina. Upon vote, the motion passed unanimously.

RESULT:	**Passed (UNANIMOUS)**
MOVER:	Amy Kundinger
SECONDER:	Shana Ledvina
AYES:	Jeremy Beck, Jim Kneiszel, Elizabeth McMasters, Mike Eserkaln, Amy Kundinger, Shana Ledvina

11. Consideration and possible action to approve design consultant for Voyageur Park Docks*

Alderperson Defnet Ledvina moved to approve the proposal from Graef for the design consultant for the Voyageur Park docks, seconded by James Kneiszel. Upon vote, the motion passed unanimously.

RESULT:	**Passed (UNANIMOUS)**
MOVER:	Shana Ledvina
SECONDER:	Jim Kneiszel
AYES:	Jeremy Beck, Jim Kneiszel, Elizabeth McMasters, Mike Eserkaln, Amy Kundinger, Shana Ledvina

IV. Discussion Items

None

V. Staff Updates

1. Staff Update on $750 Donation from Kay Distributing Co., Inc. to De Pere Beer Gardens.

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that Kay Distributing provided a $750 donation to be a sponsor at one of the 2026 beer garden events.

2. Staff Update on $750 Donation from GRAEF to De Pere Beer Gardens.

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that Graef provided a $750 donation to be a sponsor at one of the 2026 beer garden events.

3. Staff Update on $750 Donation from Hockers Home Services Inc. to De Pere Beer Gardens.

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that Hockers Home Services provided a $750 donation to be a sponsor at one of the 2026 beer garden events.

4. Staff Update on $750 Donation from One Source Technologies, LLC to De Pere Beer Gardens.

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that One Source Technologies provided a $750 donation to be a sponsor at one of the 2026 beer garden events. Currently, there is one sponsorship opportunity remaining for the 2026 beer gardens.

5. Staff Update on Donations from De Pere Optimist Club and Rennes Group for 2026 Events/Programs.

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated that the De Pere Optomist Club provided a $500 donation for Summer Camp t-shirts and $500 for the Easter Egg Hunt and Rennes Group provided a $200 donation for senior luncheons.

6. Staff Update on 2026 De Pere Beer Garden Lineup.

Marty Kosobucki, Director of Parks, Recreation, and Forestry, provided a sneak peek at some of the items that are planned for the upcoming beer gardens. He stated there are two acts coming from Nashville this year. One will provide a beach theme which we are coordinating with the Green Bay Parrot Club, and the other one is Kirstie Kraus who is originally from De Pere. The cups were very popular last year, so this year we will be offering mugs for purchase. We ordered 200 mugs, so a few more than what we had last year.

VI. Future Agenda Items

None

VII. Adjournment

Elizabeth McMasters moved to adjourn the meeting at 7:08 pm, seconded by Alderperson Defnet Ledvina. Upon vote, the motion passed unanimously.

RESULT:	**Passed (UNANIMOUS)**
MOVER:	Elizabeth McMasters
SECONDER:	Shana Ledvina
AYES:	Jeremy Beck, Jim Kneiszel, Elizabeth McMasters, Mike Eserkaln, Amy Kundinger, Shana Ledvina

Respectfully submitted,
Grace Lahtela

City of De Pere, Wisconsin

4.B

Request for Board of Park Commissioners Action

Meeting Date:	April 16, 2026
Department:	Parks, Recreation & Forestry
From:	Paula Rahn, Recreation Superintendent
Subject:	Consideration and Possible Action to Approve $2,500 Donation from Ameriprise Financial on behalf of Greta Johnson to the Recreation Scholarship Fund*
Recommendation:	Approve

$2,500 Donation to Rec Scholarship Fund from Greta Johnson

Attachments:
Rec Scholarship 2026 - Greta Johnson

CITY OF DE PERE

Community Center

600 Grant Street, De Pere, WI 54115 | 920-339-4097 | www.de-pere.org

TO: Board of Park Commissioners

FROM: Paula Rahn, Recreation Superintendent

DATE: April 1, 2026

RE: Consideration & Possible Action to Approve $2,500 Donation from Ameriprise Financial on behalf of Greta Johnson to the Recreation Scholarship Fund

Staff respectfully requests the Board of Park Commissioners' approval to accept a generous donation of $2,500 from Ameriprise Financial on behalf of Greta Johnson to the Recreation Scholarship Fund. Ms. Johnson has graciously contributed this same amount annually for the past seven years, and we are sincerely grateful for her continued generosity and support of our community.

Through 2025, the Recreation Scholarship Fund has awarded 608 scholarships to individuals and families within the De Pere community. The current fund balance is $54,975.64.

Thank you for your time and consideration.

Donation Information:

From: Greta Johnson
1301 Franklin St.
De Pere, WI 54115

To: De Pere Parks & Recreation Department
For: Recreation Scholarship Fund
Amount: $2,500

City of De Pere, Wisconsin

4.C

Request for Board of Park Commissioners Action

Meeting Date:	April 16, 2026
Department:	Parks, Recreation & Forestry
From:	Marty Kosobucki, Parks, Recreation and Forestry Director
Subject:	Consideration and possible action to approve a rental waiver request from Cerebral Palsy Inc. for use of the East River Trail.
Recommendation:	Consider the waiver request from CP.

Attachments:
Memo.ER Trail Rental Waiver Request, De Pere Park Rental Request CP, Special_Event_Application - Limitless 5K & 1K, 2026+Proposed+Maps - Limitless 5K & 1K

CITY OF DE PERE
MEMO

To: Board of Park Commissioners
From: Marty Kosobucki
Director of Parks, Recreation and Forestry
Date: April 16, 2026

RE: Consideration and possible action to approve a rental fee waiver request from Cerebral Palsy Inc. for use of the East River Trail.

Summary: We have received a waiver request from the Cerebral Palsy, Inc (CP) proposing to run a charity event on the East River Trail. We have informed the organization our policy does not allow for waiving of park rental fees on the weekends.

Background: The CP organization is running a 1K and 5K event for charity. The event is based out of Ledgeview; however, a portion of the event is being held on the East River Trail the City of De Pere owns. According to the event application there is an estimated attendance of 250 people, however in speaking with the organizer she felt there would only be about 150. In addition, the event is not requesting to close the trail down to public use. Analyzing the estimated number of attendees (150-250), it is difficult to say if there will be an adverse impact to public users of the trail during their event. If there would be an impact, I would suspect it would be minimal based on attendance projections and time of the event. Our policy unfortunately does not allow for a waiver of fees on weekends to any groups unless the event is sponsored or co-sponsored.

Strictly based on our policy and past decisions regarding waiver requests, I would advise the Park Board to stay consistent with our policy and deny the request.

Maddy Szymanski
Director of Development & Marketing
(920) 337 - 1122 x 1257
mszymanski@wearecp.org

Deanna Novak
Major Gifts Coordinator
(920) 337 - 1122 x 1205
dnovak@wearecp.org

Kristine Blum
Development Coordinator
(920) 337 - 1122 x 1203
kblum@wearecp.org

De Pere Parks Recreation & Forestry
925 S. Sixth Street
De Pere, WI 54115

3 April 2026

Dear Members of the Park and Recreation Board,

On behalf of our organization, I am writing to respectfully request a waiver of the $430 park fee associated with the use of a portion of the East River Trail for our upcoming Limitless 5K event on Sunday, April 26.

The Limitless 5K is a first-year, inclusive community event designed to raise awareness and support for individuals and families served by CP. This event celebrates individuals of all abilities and promotes accessibility, community engagement, and wellness.

The event will begin at Ledgeview Park at 9:30 a.m. and conclude by approximately 10:30 a.m. Our request involves only a minimal use of the De Pere section of the East River Trail, with no park facility or pavilion rental. Participants will be on this portion of the trail for an estimated 20 minutes as they begin the course, before continuing into other municipalities and city streets.

We anticipate approximately 225 participants. During this time, the trail will remain open to the public, and we will have appropriate safety measures in place, including trained road marshals and a lead cyclist to help ensure awareness and safe shared use of the trail.

As this is our inaugural event, the Limitless 5K serves as both a community-building opportunity and a fundraiser that directly supports programs and services for individuals with disabilities. We are committed to hosting an event that reflects positively on the community and fosters inclusivity and engagement among residents.

We appreciate your consideration of this request and your support in helping make this meaningful community event possible. Please let us know if any additional information is needed.

Kristine Blum

SPECIAL EVENT PERMIT APPLICATION

SPECIAL EVENT INFORMATION: Any public event, ceremony, demonstration, exhibition, march, pageant, parade, procession, race, show or other similar display which interferes with the usual flow or regulation of traffic upon the streets, sidewalks, or rights-of-way, or the usual use of parks or other public grounds. Exceptions: this permit shall not apply to funeral processions or to neighborhood block parties.

Note: Launching streamers, food products, t-shirts or any other object into the air or at any target by any means is strictly prohibited.

EVENT CANCELLATION: The City Administrator or Fire Department Battalion Chief may cancel a special event, regardless of whether a permit has been issued or not, with or without prior notice, due to any significant change in conditions which would or may adversely affect the public health or safety of the community, or for any condition which places facilities, grounds or other natural resources at risk of damage or destruction if the event were allowed to take place. All fees paid prior to cancellation will be refunded to the permit applicant.

APPLICATION INSTRUCTIONS: Submit this completed application **NOT LESS THAN 60 DAYS** before the proposed date of the event.

Application fee amount will be determined after review. Cost will be dependent on the type of event and the level of exposure to spectators.

COMPANY/ORGANIZATION INFORMATION

Name of Company or Organization	Cerebral Palsy, Inc. (CP)
Mailing address	**Street Address:** 2801 S. Webster Ave **City:** Green Bay **State:** WI **Zip:** 54301
Does your organization have 501(c)(3) status? If so, you MAY be exempt from certain fees and costs associated with this permit.	Yes
Please provide your EIN and the official name of the organization	39-0901265

under which the tax exempt status was filed.	
You must upload a copy of your tax exempt certificate or IRS determination letter here:	CP WI Tax Emept Certificate.pdf

EVENT COORDINATOR CONTACT INFORMATION

Full Name	**First Name:** Allie **Last Name:** Thut- Connelly
Home Address	**Street Address:** 118 S WASHINGTON ST STE A323 **City:** Green Bay **State:** WI **Zip:** 54301-4263
Phone Number	9206396284
Email	allie@goldenmadeevents.com
Will the event coordinator listed above also be the ONSITE contact the day of the event?	Yes

DESCRIPTION OF EVENT

Event Name	Limitless 5K/1K
Type of Event	Community 5K & 1K run, walk and roll event for people of all abilities
Event SET UP Date & Time	April 26, 2026 06:00 AM
Is your event a single-day or multiple-day event?	Single Day
Event Date	April 26, 2026
Event Start Time	9:00AM
Event End Time	12:00PM
Approximate number of persons attending the event (including volunteers, monitors, and spectators):	250
Is the event being held in one fixed location, or following a route through the City?	following a route

Describe the route to be traveled, including the starting point and the termination point.	The event will start and end in Ledgeview Park. The course will get on the East River Trail to Weise Park where they will exit the trail to Leburn St. Take a left on East River Drive and run through the neighborhood to River Point Ct where they will turn to get back on the East River Trail to the park. Routes are attached.
You must provide a detailed map of the route. Upload document(s) here.	2026 Proposed Maps.png
How is the route being marked?	With signage/course markings (lawn signs) and road marshals

Do **NOT** use paint to mark sidewalks or streets. Sidewalk chalk or spray chalk is acceptable.

EVENT SPECIFICS/ACTION ITEMS

Parks Department

Will your event be held in a City park?	No

Public Works Department

Please indicate the type of parking you plan to offer your attendees:	Street Parking Offsite Private Parking
Please provide any additional details about your plan for attendee parking:	Parking available on Dickinson St and then we have approval from the business owners over by Blu restaurant and Broken Spoke.
Does your event involve the use of public streets, and/or require any street closures?	Yes
How much of the street will be used (all of the width, a portion of the width, sidewalks, etc.?)	A portion of the width of the street. Pretty much the parking lane if there is one. Please let me know if you think I need to request any barricades for this but not planning on closing any roads. The De Pere section of the route is limited with use of East River Dr and River Point Ct.

If your event will be held on public streets, and/or will require street closures, the Department of Public Works will need to review your request to ensure that all safety measures are met and the street closure(s) will not adversely affect traffic flow. **Call the Public Works Department at 920-339-4060 to arrange for authorization.**

If your proposed road closure will block access for local residents and/or businesses, you must notify affected properties via postcard or door hangers. You can use the City's DIME map to find the addresses for the properties you need to notify: https://depere.maps.arcgis.com/apps/webappviewer/index.html?id=203d2a7fc9ef43f3b293888fff43cd97

You must notify affected properties at least one week in advance.

Will you need barricades?	No
Will you need garbage/recycling polycarts?	No
Will you need street sweeping services after your event?	No

Police Department

To ensure public safety for your event, the City reserves the right to require that you maintain minimum levels of Police/Security services throughout the duration of the event. **Call the Police Department at 920-339-4078** to determine and arrange for your event's security/traffic control needs.

Fire Department

Will your event have fireworks/pyrotechnics, propane tanks, liquid petroleum, or deep fryers?	No

Building Inspection

Will your event have tents larger than 200 square feet or canopies larger than 400 square feet?	No
Does your event require temporary electrical service?	No

Clerk's Office

Will alcohol be served at your event?	No

Health Department

Will food be served at your event?	No
Will the event have amplified sound?	No

INSURANCE REQUIREMENTS

Please upload Certificate of Insurance here:	Cert of Liability.pdf

Please upload Additional Insured Endorsement here:	COI placeholder.pdf

ADDITIONAL INFORMATION

Please provide any additional information that you feel is necessary in order for the City of De Pere to process this application.	This permit is just for a small section of the 5K route but the pre and post event will all be held in Ledgeview.

FEES

The application fee for a special event permit is as follows:

Small Event	$35
Medium Event	$65
Large Event	$310
Special Hazard Event	$625

For more details on fees, please visit our Planning a Special Event Guide on the website.

The application fee is reduced for charitable organizations which hold IRS section 501(c) status.

City staff will determine the hazard rating of your event and notify you of your application fee amount due.

Fees for park facilities, permits, and other City services (Fire/EMS, Public Works, Police, etc.), if applicable, are **in addition** to the special event application fee and will be invoiced separately.

Check that you understand:	I understand the late fee and cancellation policies.

READ CAREFULLY BEFORE SIGNING. The undersigned states that each of the above questions has been truthfully answered to the best of my knowledge. I understand that any activity engaged in is limited to the time, date, location and inventory representations made on this application and by the provisions of Chapter 106 De Pere Municipal Code. I hereby designate the City Clerk for the City of De Pere as my agent for the purposes of accepting service in any civil action arising out of or in conjunction with the use of this Permit.

Permit holder shall indemnify, save and hold harmless the City of De Pere and all of its officers, employees and agents, from any and all personal injury or property damage that may occur to any party as the result of the event permitted. This provision is intended to indemnify and hold harmless the City of De Pere to the fullest extent permitted by law and includes the payment of reasonable attorney's fees for the City's defense of any claims brought which can fairly be said to be related to the intent and purpose of this hold harmless agreement. To secure such hold harmless agreement, permit holder shall maintain a general liability insurance policy on its event and operations as required by this application. Sec. 106-6(a)(4)D De Pere Municipal Code.

Signature Data	First Name: Allie Last Name: Thut Email Address: allie@goldenmadeevents.com  Signed at: March 20, 2026 10:37am America/Chicago
User's Session Information	IP Address: 72.129.138.199 Referrer URL:


Search
Wese Park
Ridgeway Drive
Ridgeway Circle
Yavara Circle
East River
Deepdale Road
East Bankes Circle
Bark River Court
Tennile Drive
Pigeon Court
Charles Street
Black Earth Drive
Carol Way
East River Drive
MAC Dental Center
Dickinson Road
Windy Acres Way
CTH
3.2 mi
click for km
Powered by Esri | Warnings | Map data © OpenMapTiles © OpenStreetMap contributors and others Help


Dickinson Road
Windy Acres Way
East River Trail
Stone Silo Circle
Ledge Haven Court
Ledgeview Park
Winding Waters Way
East River Trail
0.6 mi
click for km

City of De Pere, Wisconsin

4.D

Request for Board of Park Commissioners Action

Meeting Date:	April 16, 2026
Department:	Parks, Recreation & Forestry
From:	Marty Kosobucki, Parks, Recreation and Forestry Director
Subject:	Consideration and possible action to approve the color scheme for the Carney Park playground.
Recommendation:	Staff recommends approval.

Attachments:
Memo.Color selection.Carney Park, Color Selection.Carney Park Playground

CITY OF DE PERE
MEMO

To: Board of Park Commissioners
From: Marty Kosobucki
Director of Parks, Recreation and Forestry
Date: April 16, 2026

RE: Consideration and possible action to approve the color scheme for the Carney Park playground.

Summary: We asked Minnesota/Wisconsin Playground (MWP) to create several different options for consideration in choosing a color scheme for the playground at Volunteer Park. The color schemes submitted are color schemes that MWP has seen become popular. You are not restricted to these color selections, however if you do not pick one of them, we would need clear direction in what color combinations you would like.

Staff Recommendation: Staff does not really have a preference of one option over the other. Only piece of information we would provide is that we may lean toward Whimsy Way or Evening Elegance for the simple reason the slides are a darker color. Slides tend to attract graffiti and when that happens, a lighter color makes the markings/vandalism stick out more until we can get it removed.

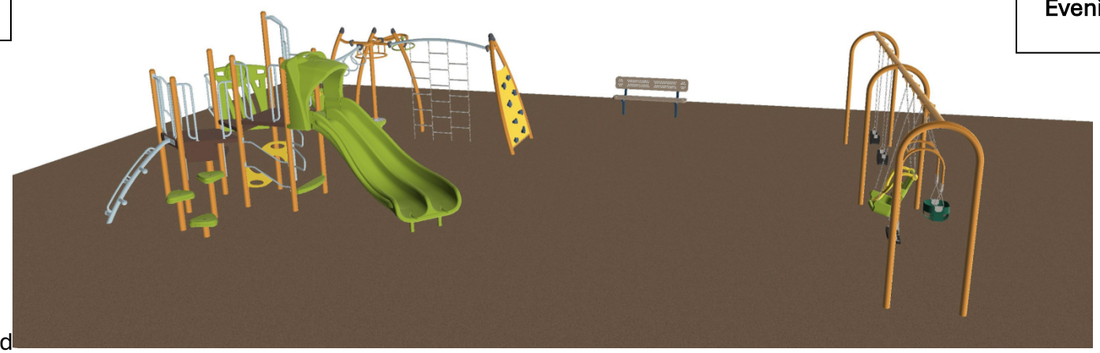
Carney Park Playground – Color Options



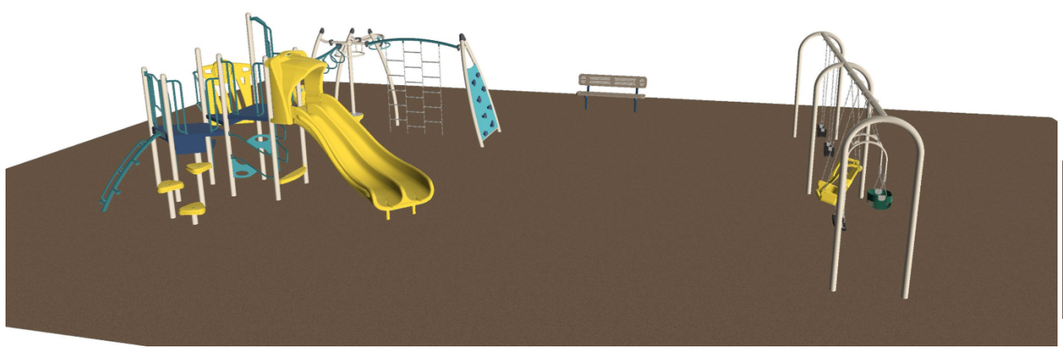
Whimsy Way



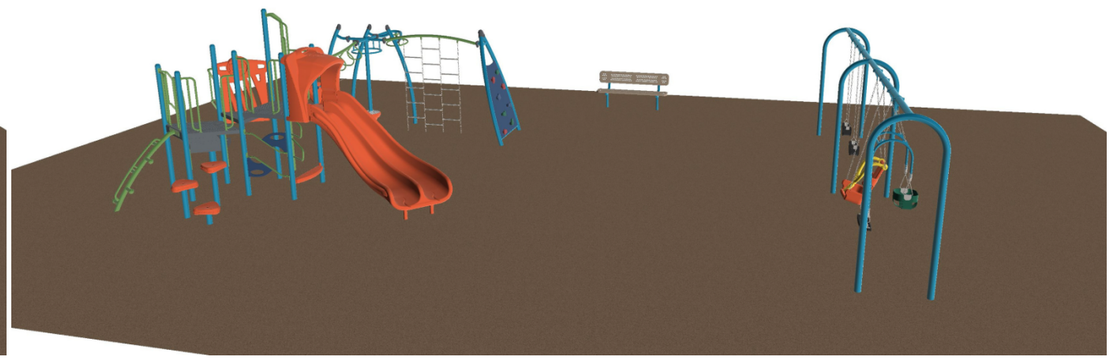
Evening Elegance



Backyard



Lemonade



West Palm Beach

City of De Pere, Wisconsin

4.E

Request for Board of Park Commissioners Action

Meeting Date:	April 16, 2026
Department:	Parks, Recreation & Forestry
From:	Marty Kosobucki, Parks, Recreation and Forestry Director
Subject:	Consideration and possible action to approve the color scheme for the Volunteer Park playground.
Recommendation:	Staff recommends approval.

Attachments:
Memo.Color selection.Volunteer Park, Waterview Heights Playground Color Options

CITY OF DE PERE
MEMO

To: Board of Park Commissioners
From: Marty Kosobucki
Director of Parks, Recreation and Forestry
Date: April 16, 2026

RE: Consideration and possible action to approve a color scheme for Volunteer Park playground.

Summary: We asked Lee Recreation to create several different options for consideration in choosing a color scheme for the playground at Volunteer Park. The color schemes submitted are color schemes that Lee Recreation has seen become popular. You are not restricted to these color selections, however if you do not pick one of them, we would need clear direction in what color combinations you would like.

Staff Recommendation: Staff does not really have a preference of one option over the other. Only piece of information we would provide is that we may lean toward R6 or R7 for the simple reason the slides are a darker color. Slides tend to attract graffiti and when that happens, a lighter color makes the markings/vandalism stick out more until we can get it removed.

Burke
PLAY THAT MOVES YOU.
BCIBURKE.COM • 800.266.1250

WATERVIEW HEIGHTS PARK - DE PERE - OPTION 1

PROPOSAL #: 142-212118-1 R5

MADE IN WISCONSIN

COLOR KEY

- BLACK
- AQUA
- ORANGE
- LIME
- SILVER
- GRANITE
- GRAY
- ORANGE/BLACK
- LIME/BLACK
- GRAY/BLACK

LR
LEE
RECREATION LLC

3D Designer: Rachel

PROPOSAL #: 142-212118-1 R8

WATERVIEW HEIGHTS PARK - DE PERE - OPTION 1

MADE IN WISCONSIN

Burke
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BCIBURKE.COM • 800.266.1250



LR
LEE
RECREATION LLC

3D Designer: Felicia

PROPOSAL #: 142-212118-1 R6

WATERVIEW HEIGHTS PARK - DE PERE - OPTION 1

MADE IN WISCONSIN

Burke
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BCIBURKE.COM • 800.266.1250

COLOR KEY

- LEMON
- AQUA
- ORANGE
- LIME
- PURPLE
- B ORANGE/BLACK
- B LIME/BLACK

LR
LEE
RECREATION LLC

3D Designer: Felicia

PROPOSAL #: 142-212118-1 R7

WATERVIEW HEIGHTS PARK - DE PERE - OPTION 1

MADE IN WISCONSIN

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BCIBURKE.COM • 800.266.1250



LR
LEE
RECREATION LLC

3D Designer: Felicia

City of De Pere, Wisconsin

4.F

Request for Board of Park Commissioners Action

Meeting Date:	April 16, 2026
Department:	Parks, Recreation & Forestry
From:	Marty Kosobucki, Parks, Recreation and Forestry Director
Subject:	Consideration and possible action to approve the thrid quarter financial statements for the De Pere Ice Arena.
Recommendation:	Staff recommends approval.

Attachments:
Third Quarter DePere Ice Arena Report 4-1-2026, Third Quarter Financials April 6 25-26 FY vs 24-25 FY

DePere Ice Arena Report 4/1/26

DePere Ice Arena, will be closing for the season April 24,2026

The ice arena saw a busy season, as Green Bay hosted several portions of their expanded tournaments at the DePere Ice Arena, the Wroble Cup for the HS teams and parts of the National Championships were all held at the Arena this season, along with DePere Youth Hockey hosting another State tournament in late February.

Plans for off season updates to electrical panels, the dehumidification controls system, and flooring replacements will be ongoing this off season.

If you have any questions, please feel free to contact me, 920-403-2000 or email at cornerstoneicecenterdon@gmail.com .

Thank you.

Don Chilson, Manager

Brown County Ice Management

De Pere Ice Arena
Profit & Loss Prev Year Comparison
June 2025 through May 2026

	Jun '25 - April 26	Jun '24 - May 25	
Ordinary Income/Expense			
Income			
4003 · Advertising Revenue	2,000.00	0.00	
4004 · Figure Skating	61,235.77	72,059.63	Outstanding balance from Mar.11,587.55
4007 · Ice Rental-Private			
4007i · De Pere High School	39,441.75	37,017.15	
4007j · DePere Youth Hockey	80,250.33	103,432.53	Outstanding balance Feb/ Mar. $23,000.00
4007 · Ice Rental-Private - Other	1,249.00	0.00	
Total 4007 · Ice Rental-Private	120,941.08	140,449.68	
4007a · Non Contracted Ice	6,513.00	16,597.00	
4009 · Ice Rental-Summer	0.00	1,247.50	
4016 · Vending	4,792.39	4,318.44	
4110 · Kick-Synch	5,737.50	9,012.00	Outstanding balance Jan/Feb/Mar. $2500.00
4111 · Ice Rental-Deacons	6,746.00	9,520.00	
Total Income	207,965.74	253,204.25	
Gross Profit	207,965.74	253,204.25	
Expense			
5000 · Building Expense			
5004 · Service Contracts	7,365.69	8,394.03	
5005 · Zamboni	5,629.34	2,362.08	
5010 · Repairs and Maintenance	24,236.18	9,842.82	
Total 5000 · Building Expense	37,231.21	20,598.93	
5001 · Insurance Expense	12,600.00	15,120.00	
5300 · Office Expense			
5301 · Bank Service Charges	245.22	311.29	
5306 · Office Supplies	952.23	3,853.15	
5308 · Telephone Expense	3,177.33	3,834.22	
5300 · Office Expense - Other	0.00	181.27	
Total 5300 · Office Expense	4,374.78	8,179.93	
5400 · Payroll			
5408 Insurance	0.00	5,145.29	
5401 · FICA Employer	5,615.95	6,977.91	
5403 · Medicare Expense	1,357.32	1,474.59	
5404 · Regular Earnings	42,480.50	44,611.90	
5405 · Salaries	48,110.13	53,799.30	
5407 · Payroll Processing Fees	550.00	650.00	
Total 5400 · Payroll	98,113.90	112,658.99	
5500 · Program Expense			
5501 · Advertising and Promotion	2,099.00	0.00	
Total 5500 · Program Expense	2,099.00	0.00	
5600 · Electric	42,687.73	56,446.85	
5601 · Water	8,426.19	7,857.08	
5602 · Gas	9,912.00	8,865.38	
5700 · Vending Expense	3,443.64	3,221.91	
6000 · Depreciation Expense	2,188.00	2,625.60	
Total Expense	221,076.45	235,574.67	
Net Ordinary Income	-13,110.71	17,629.58	
Other Income/Expense			
Other Expense			
7000 · Split with City of De Pere	0.00	8,814.79	
Total Other Expense	0.00	8,814.79	
Net Other Income	0.00	-8,814.79	
Net Income	**-13,110.71**	**8,814.79**	

City of De Pere, Wisconsin

5.A

Request for Board of Park Commissioners Action

Meeting Date:	April 16, 2026
Department:	Parks, Recreation & Forestry
From:	Marty Kosobucki, Parks, Recreation and Forestry Director
Subject:	Review of the Conceptual Design of Wilson Park with Graef.
Recommendation:	Discussion only.

Attachments:
Memo.Wilson Park Conceptual Design

CITY OF DE PERE
MEMO

To: Board of Park Commissioners
From: Marty Kosobucki
Director of Parks, Recreation and Forestry
Date: April 16, 2026

RE: Review of the Conceptual Design of Wilson Park with the consultant Graef.

Summary: As part of our process outlined in the agreement with Graef, the first order of business with this project is to review and confirm the conceptual design for Wilson Park. A few meetings back, we did discuss a changing environment around the park, however the Park Board did not recommend any major changes to the conceptual design at that time and continued their recommendation of the park match that of a Passive Park.

Prior to working on the technical design, we must first confirm the conceptual design. Below is a snapshot of our timeline and the tasks involved with the project. Any major changes to the project would likely impact our timeline and possibly funding.

April 16 – Review and confirmation of the Conceptual Design

- Suggestions and minor alterations are able to occur within this task without impacting the timeline much or at all. Below are some typical questions that will be asked:
    - What kind of lighting and how much, and where?
    - Hammock stands or no hammock stands?
    - Minor Additions to the plan (such as a gazebo, concrete vs crushed stone path, etc…) are likely to impact the proposed budget, but would not likely impact our timeline.
    - Major Additions or changes (ie. Historical study, design and look of a memorial, etc…) are things that should be discussed but would impact the timeline of the project.

May 21 – Review and approval of technical design and site plan.

- This would not be the approval of the complete plans and technical specifications, however the approval of a detailed conceptual plan identifying the key elements of the project. Think of this as a very detailed conceptual plan.

June – Bidding

July/August – Bid review and approval

August/September – Construction start

Representatives from Graef will be present at our meeting, to navigate the Park Board through the discussion of the conceptual plan and what changes or alterations you may recommend.

Staff Recommendation: We would recommend you approve the current conceptual design taking into account any minor changes or alterations you propose, and add larger items as “Alternate” bids within the scope of technical design. We would caution you that making major changes to the plan may cause some complications with timing along with funding.

- First, any major change will likely cause a delay in the project causing construction to start in 2027.
- Any major change will likely cause an increase in cost. This increase in cost will likely need to come from the City and a proposed budget amendment or additional funding in the 2027 Budget. Both of these methods are contingent on funding approval from the council and cannot be guaranteed.
- Any major changes will need to be filtered through our donor. While its likely they will not have an issue, we run the risk of them pulling funding due to the project no longer matching their goals and mission.

City of De Pere, Wisconsin

6.A

Request for Board of Park Commissioners Action

Meeting Date:	April 16, 2026
Department:	Parks, Recreation & Forestry
From:	Paula Rahn, Recreation Superintendent
Subject:	Staff Update on $750 Donation from CertaPro Painters of NEWI for July 21, 2026 Beer Garden.
Recommendation:	Informational only

Individual Sponsorship for Beer Gardens from CertaPro Painters

Attachments:
Staff Update Beer Gardens CertaPro Painters Sponsorship 7.21.26

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: April 16, 2026

RE: Staff update on a $750 donation from CertaPro Painters of NEWI for the July 21st Individual Sponsorship of the De Pere Beer Gardens

Staff is updating the Board of Park Commissioner's on a $750 donation from CertaPro Painters of NEWI to be an individual sponsor of our July 21, 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 extremely pleased to have CertaPro Painters as a first-time individual sponsor of this wonderful community event. We look forward to partnering with them and their volunteers to help make the Beer Gardens a tremendous success!

Donation Information:

From:	CertaPro Painters of NEWI c/o Alan Phillips, General Manager/Owner 1510 Mid Valley Dr. De Pere, WI 54115 aphillips@certapro.com
To:	De Pere Parks & Recreation Department
For:	Individual Sponsorship for July 21, 2026 Beer Garden Event
Amount:	$750

City of De Pere, Wisconsin

6.B

Request for Board of Park Commissioners Action

Meeting Date:	April 16, 2026
Department:	Parks, Recreation & Forestry
From:	Paula Rahn, Recreation Superintendent
Subject:	Staff Update on Donations Under $1000 for Various Events/Equipment.
Recommendation:	No action required. Informational only.

Update on Donations for Events/Equipment

Attachments:
Staff Update on Donations 3.30.26

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: Mandi Baker, Recreation Coordinator

DATE: March 30, 2026

RE: Update on Donations

Staff is updating the Board of Park Commissioner's on donations for various programs and events. All donors will be recognized through event social media posts and emails and recognized at the event. Parks & Recreation Department staff have received the following donations:

Donator	Amount	Designated For:
De Pere Men's Club	$250	Summer Carnival
De Pere Men's Club	$400	Easter Egg Hunt
De Pere Men's Club	$250	Senior Picnic
Claudia Schultz	$500	City Band Music Stands
Senior Life Care Advisors	$200	Elvis John Live Music Show
Cornerstone Caregiving	$200	Elvis John Live Music Show
Festival Foods	$50 Gift Card	May Luncheon & Bingo