



Board of Park Commissioners Regular Meeting Agenda

Thursday, June 18, 2026 at 6:30 PM

Council Chambers and Virtual

In-Person Attendance:
City Hall Council Chambers
2nd Floor City Hall
335 S Broadway

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

Telephonic Meeting Access:
(866) 899-4679 -or- (312) 757-3117
Access Code: 154-883-28

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 May 21, 2026 meeting.
- B. Consideration and possible action to approve an easement with WPS for the De Pere Ice Arena electrical upgrades.*
- C. Consideration and possible action to approve an amendment to the Graef consulting agreement for the Voyageur Park docks.*
- D. Discussion on Southwest Park access trail from the Mystic Creek subdivision.

5. Informational

- A. Staff update on the Wilson Park project.
- B. Staff update on donations from WPS and ATC for Arbor Day tree planting.
- C. Staff Update on Pickleball Courts and Leagues.
- D. Staff update on non-profit fee waivers.

6. Future Agenda Items

7. 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

Claire Czernek, ATC

Brian Friedrich, WPS

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

Andy Bradford, De Pere School Dist.

Don Chilson, De Pere Ice Arena

Robert Laskowski, WPS

Joseph Pepitone, Graef

Christine Pichler, Graef

***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: June 18, 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 May 21, 2026 meeting.
Recommendation: Staff recommends approval.

Attachments:
Draft Minutes 5-21-26



Board of Park Commissioners

Regular Meeting

Minutes

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

Thursday, May 21, 2026

6:30 PM

City Hall, Council Chambers 335 S. Broadway

1. CALL TO ORDER

The May 21, 2026 Board of Park Commissioners meeting was called to order at 6:30 PM by Randy Soquet.

2. ROLL CALL

Present: Jeremy Beck, Jim Kneiszel, Elizabeth McMasters (virtual), Randy Soquet, Mike Eserkaln, Amy Kundinger, Shana Ledvina, Olivia Alberson, Connor Mason

Absent:

Excused:

Others present: Marty Kosobucki, Director of Parks, Recreation, and Forestry, Brian Christnovich (virtual), Park Superintendent, Grace Lahtela, Administrative Assistant, and Christine Pichler from Graef.

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

None

4. NEW BUSINESS

A. Elect Chairperson for the Board of Park Commissioners.

Aldersperson Chandik Kundinger moved to elect Randy Soquet as the Chairperson for the Board of Park Commissioners, seconded by James Kneiszel. Upon vote, the motion passed unanimously.

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

B. Elect Vice Chairperson for the Board of Park Commissioners.

Aldersperson Defnet Ledvina moved to elect James Kneiszel Vice Chairperson of the Board of Park Commissioners, seconded by Aldersperson Chandik Kundinger. Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Shana Ledvina
SECONDER:	Amy Kundinger

AYES: Jeremy Beck, Jim Kneiszel, Elizabeth McMasters, Randy Soquet, Mike Eserkaln, Amy Kunding, Shana Ledvina

C. Consideration and possible action to approve the Board of Park Commissioners minutes from the April 16, 2026 meeting.

Randy Soquet moved to approve the Board of Park Commissioners minutes from the April 16, 2026 meeting, seconded by Jeremy Beck. Upon vote, the motion passed unanimously.

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

D. Consideration and possible action to approve modifications to the Preserve stormwater pond.

Alderperson Defnet Ledvina moved to approve the modifications to the Preserve stormwater pond, seconded by Randy Soquet.

Eric Rakers, City Engineer, explained that the Humana Complex has been developing over the last several years. The next phases of both the Bungalows and Phoenix of De Pere are now being developed. Each development requires its own stormwater management plan. As part of these new developments, city staff has been working with the developer on options for the stormwater management for the properties. The proposed option is to increase the size of the Preserve stormwater pond. This increase will not only cover the new development, but it will also include treating 78 acres from Lawrence Drive that currently is treated at the Scheuring Road pond. This is a big benefit for the city as it is hard to meet the MS4 permit requirements from the DNR. This proposal also adds benefits to the park system, as the larger pond will look nicer and there will be a path added connecting the trail to the development, enhancing the connectivity of the trail. As part of the planning process, the pond would then be dedicated to the city.

James Kneiszel questioned the size of the pond and if it would require fencing. Eric Rakers stated it was probably at least twice as large as the existing pond. It will not be any closer to the trail, as it starts at the existing stormwater bank and will be built to the south. The pond will be built to DNR standards and will have natural vegetation around the pond, not fencing.

James Kneiszel questioned if the project would include cost sharing with the developers. Eric Rakers confirmed there would be a cost split with the developers depending on how much flowage comes from each development.

Upon vote, the above motion passed unanimously.

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

- E. Consideration and possible action to accept a tree donation from Green Bay Packer and Green Bay Packaging valued at \$2,500.*

Aldersperson Defnet Ledvina moved to accept a tree donation from the Green Bay Packers and Green Bay Packaging valued at \$2,500, seconded by Aldersperson Chandik Kunding. Upon vote, the motion passed unanimously.

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

- F. Consideration and possible action to accept a donation from WI United FC Soccer to apply plant growth regulators to two soccer fields at Southwest Park valued at \$2,500.*

Jeremy Beck moved to accept a donation from WI United FC Soccer to apply plant growth regulators on two soccer fields at Southwest Park valued at \$2,500, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

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

- G. Consideration and possible action to approve the Unified School District of De Pere to include Optimist Park as a distribution location for the summer meal program.

Jeremy Beck moved to approve the Unified School District of De Pere including Optimist Park as a distribution location for the summer meal program, seconded by Randy Soquet. Upon vote, the motion passed unanimously.

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

- H. Consideration and possible action to revise the tree planting program to include proposed funding in 2027.

Aldersperson Defnet Ledvina moved to approve the revisions to the tree planting program to include proposed funding in 2027, seconded by Randy Soquet.

Marty Kosobucki, Director of Parks, Recreation, and Forestry, explained that this is not approving any funding, this is approving changes to the existing policy we have in place. Currently, if a tree dies in the right of way, the city would not replace the tree, the homeowner would need to purchase a new tree if one is to be planted. With this amendment, if a terrace tree needs to be removed because it dies, the city would fund the tree replacement if the homeowner wants a new tree.

Aldersperson Defnet Ledvina expressed her appreciation of this policy change.

James Kneiszel questioned why the homeowner would have the option of replanting a tree. Marty Kosobucki stated that if a resident is forced to have a tree that they do not want, they won't take care of the tree, or purposefully kill the tree. This was brought up at the Council level and there was not a lot of support for forcing a resident to plant a tree if one is not wanted.

James Kneiszel questioned if staff would try to convince the owners to plant a new tree. Marty Kosobucki stated that the City Forester will talk to the owners and try to convince them into planting a new tree, but will not force the issue if residents do not want one. The idea would be to take advantage of the homeowners that want and will embrace the idea of receiving a free tree.

Aldersperson Defnet Ledvina stated that the policy could always be updated if needed. Marty Kosobucki agreed that the policy could be updated. Staff did survey other municipalities and most do not force homeowners to plant trees.

James Kneiszel questioned if extensive planting is allowed in the right of way. Marty Kosobucki stated this would be in the jurisdiction of Public Works, but believes there are limitations on what can be planted in the right of way.

Connor Mason questioned what happens if funding is exhausted prior to the Fall tree planting. Marty Kosobucki stated if funding is exhausted and there are trees on the list that are requested, then these remaining trees would carry over to the following year and be on the top of the list to get planted.

Aldersperson Eserkaln questioned the number of ash trees located in the terrace that still need to be removed. Marty Kosobucki stated that all the ash trees in the right of way that are not being treated have been removed. Now staff is dealing with residential concerns with dead ash trees on private property and trying to get the homeowners to remove them.

Upon vote, the above motion passed unanimously.

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

- I. Consideration and possible action to approve an agreement with Brown County for access to city property at Perkofski Boat Launch for trail extension.

Aldersperson Defnet Ledvina moved to approve an agreement with Brown County for access to city property at Perkofski Boat Launch for trail extension, seconded by Aldersperson Eserkaln.

Marty Kosobucki, Director of Parks, Recreation, and Forestry, explained that the existing trail runs about 90% of the way. Brown County is looking to extend the trail so it runs from Ashwaubamay to the Perkofski Boat Launch. In order to connect to our trail, the County needs to come onto our property.

Upon vote, the above motion passed unanimously.

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

5. OLD BUSINESS

- A. Consideration and possible action to approve the thrid quarter financial statements for the De Pere Ice Arena.

Randy Soquet moved to approve the third quarter financial statements for the De Pere Ice Arena, seconded by James Kneiszel.

Marty Kosobucki, Director of Parks, Recreation, and Forestry, clarified that at last month's Park Board meeting, there were questions if the noted outstanding revenues were included in the stated revenue amounts, or whether they would be in addition to the stated dollar amounts. After discussions with Don Chilson from Brown County Ice Management, he confirmed those outstanding balances were not included in the revenue figures.

Upon vote, the above motion passed, with Elizabeth McMasters abstaining.

RESULT:	Passed
MOVER:	Randy Soquet
SECONDER:	Jim Kneiszel
AYES:	Jeremy Beck, Jim Kneiszel, Randy Soquet, Mike Eserkaln, Amy Kundingner, Shana Ledvina
NAYS:	None
ABSTAIN:	Elizabeth McMasters

- B. Consideration and possible action to approve the plans and specifications for the Wilson Park development project.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that the item is to approve the final conceptual design for Wilson Park and also discuss how to move forward with the project. There are a few obstacles with the bidding for this project. After the last park board meeting, staff and representatives from Graef met with members of the De Pere Historical Society to obtain their guidance on the two historical items at the park, the school foundation and the monument. The Historical Society feels that the monument should not be moved and be left where it is. They feel that with the uncertainty of the monument and how fragile it is, the trail could be relocated around the existing location of the monument and landscaped like the memorial tree. The Historical Society would like to see the monument refurbished. However, they feel it is more important to have the other park improvements completed first and, if there are funds available, then see about refurbishing the monument. The Historical Society was not in favor of doing an underground sonar, but feels part of the project should include highlighting the area of the foundation that is currently visible and to include educational signage highlighting the foundation. We were hoping that a portion of the foundation would be near the proposed speaking platform and large green space, but the foundation is not located there. With the new design, a concrete area was added off the trail with a bench, to highlight the old school's foundation.

Marty Kosobucki explained that there are some obstacles with bidding for the project. The original plan was for the park board to approve the design today and, once the technical design is completed by Graef,

have the Engineering Department put the project out for bids. After speaking with the Engineering Department, with their current project load, they cannot get to this project for at least a month. With this schedule, the project would not be bid until August and the Engineering Department thinks the bids might come in higher. We can either wait for the Engineering Department to go out for bid, or we could alter the agreement with Graef for them to do the bidding for the project. Another possible option would be to have the concrete portion of the project be included in the city's current sidewalk program and then go out for bids for the rest of the project. This option might result in a better price for the concrete and, with a condensed project, it might open up the bidding to landscapers and not just general contractors.

James Kneiszel commented that he appreciates the creative approach of staff and doesn't care if the sidewalk is done first and if the project is not completed all at once.

Aldersperson Defnet Ledvina stated she likes the option of doing the concrete with the other city project and questioned if staff requested a quote from Graef for bidding out the project.

Aldersperson Defnet Ledvina questioned if City Council had to approve the design. Marty Kosobucki stated that City Council does not have to approve the design, but they will need to approve the final contract for the project.

Christine Pichler from Graef reviewed the updated layout of Wilson Park stating the location of the trail was adjusted slightly, taking into consideration the suggestion from the Historical Society to leave the historical monument where it is currently located. The landscape architect has begun the landscape design by adding the resting knolls and options for plantings. Christine discussed the cost opinion provided and stated the cost opinion is for the trail to be done with crusher dust and includes the concrete for the speaking pad or bench platforms that would be out of concrete. Christine reviewed the suggested furnishings and options for the resting knolls, which would be the smaller knolls for mower accessibility. The Historical Society is having several signs made to put up throughout the city, so the plan would be for these historical markers to match these signs. Marty Kosobucki added that the Historical Society already has a sign developed for the monument and would be willing to write the verbiage for the foundation marker, and the city would be responsible for purchasing the signs.

James Kneiszel questioned if the concrete alternative was chosen, would be a deduction for the crusher dust. Christine Pichler stated that no, there would be just the add-on charge for the concrete. James Kneiszel questioned if there was a consensus to go with the concrete trail. Marty Kosobucki stated that from his memory, the members were in favor of the concrete trail if money allows.

Randy Soquet questioned if the project should even be bid on with crusher dust, or just bid the concrete. Marty Kosobucki advised them to leave the bid as crusher dust, with the concrete alternative.

James Kneiszel questioned the removal of the hammock stands. Randy Soquet stated that he thought it was decided to remove them based on the changing demographics of the neighborhood and staff could always install them later if they are wanted.

James Kneiszel stated he would prefer square picnic tables and would like to see more tables.

Randy Soquet questioned the agenda item and if furnishings needed to be decided on tonight. Marty Kosobucki stated that the park board would need to make a determination on what they would like to see for this project so it can go out for bids.

Randy Soquet questioned if the unspecified trees on the new drawing are new trees or existing. Christine

Pichler stated that all the trees in the drawing exist.

Randy Soquet questioned if the planting would be native to Wisconsin plantings. Christine Pichler stated that she feels that can be an option.

Alderson Chandik Kundering stated that she likes the simplicity of the design and that it allows for budget flexibility. She also is in favor of using the city sidewalk contractor for the concrete if allowable.

Jim Kneiszel questioned the uplighting that was in the original drawing. Marty Kosobucki questioned if it was the uplighting or the solar lighting in the trees. There are complications with them and the uplighting is an easy target for vandalism.

An in-depth discussion took place regarding the furniture for Wilson Park. Marty Kosobucki verified that the final vote was for the first Victor Stanley bench pictured RB-28-QUIK, the wood-looking Walden Park picnic table by Thomas Steele, the Ashbery Light by Landscape Forms, and the Victor Stanley trash receptacle SD-42-QUIK.

Randy Soquet opened the meeting to public comment at 7:39 pm, seconded by Alderson Defnet Ledvina. Upon vote, the motion passed unanimously.

Joe Nicks stated that he is just seeing the new plans tonight. He stated that for the past 5 years there have been communications about the Gettysburg address monument. He is alright with it being left where it is located, as long as there is some signage highlighting it, but it does need some type of improvements. There are businesses that do refurbishing of cast iron, and he would like to be involved in the refurbishing of the monument if done. He is pleased that there is a speaking platform to activate the park, but feels that it is a little small the way that it is drawn up now. If the platform was bigger, it would open up more options. Regarding the bidding for the project, he understands the Engineering Department is busy with other projects, but this project has the attention of three council members and the mayor in attendance at the last park board meeting, he feels it should be a higher priority for the Engineering Department.

James Anderson stated that with this project, the entire park is being redone for what the city would normally spend on a new playground at a park. He is pleased to see all the green space and is in favor of having some sophisticated uplighting added to the design. It doesn't need to be ground lighting, it could be located in the trees and would look spectacular.

Randy Soquet moved to close the meeting at 7:44 pm, seconded by Alderson Defnet Ledvina. Upon vote, the motion passed unanimously.

Alderson Defnet Ledvina questioned if uplighting components could be added to the bid. Marty Kosobucki questioned if the lighting should be on the ground, or in the trees. Alderson Defnet Ledvina asked if staff could research the different options and put them in the bid. Marty Kosobucki stated the uplighting could be put in the bid as an additional alternative bid. James Kneiszel stated he liked the concept in the original plans and was disappointed that the uplighting was not in the new plan. Elizabeth McMasters stated she likes the idea of uplighting as well. After discussion, Marty Kosobucki stated that they could look at adding uplighting and would try to simulate what was pictured in the original design and would look into wired lighting options.

James Kneiszel questioned if there is a way of looking into restoring and protecting the monument. Marty Kosobucki stated the intent is to refurbish the monument if there are funds available at the end of the

project. Cost estimates run between \$2,500 - \$7,500 and staff would want it to be done by someone that has experience and is insured. The plan would be to work with the Historical Society, which also wants the monument to be refurbished and protected, but wants the park to be done as well.

Alderperson Chandik Kundinger stated she would like at least one more permanent picnic table and feels it could be located by the evergreen cluster.

Randy Soquet moved to approve the design as presented with the addition of a third permanent picnic table, an alternate bid for uplighting, the Victor Stanley bench RB-28-QUIK, the Thomas Steel Walden Park picnic table, with one being ADA compliant, the Landscape Forms Ashbery lights and the Victor Stanley SD-42-QUIK trash receptacle, and to add the concrete work to the existing city contract if possible and then continue with the bidding process, seconded by Jeremy Beck. Upon vote, the motion passed unanimously.

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

6. INFORMATIONAL

A. Staff Update on \$500 Donation from Kiwanis Club of De Pere to Recreation Scholarship Fund

Marty Kosobucki, Director of Parks, Recreation, and Forestry, updated the Park Board on a \$500 donation from the Kiwanis Club of De Pere to the Recreation Scholarship Fund.

B. Staff update on Brown County Ice Management lease amendment.

Marty Kosobucki, Director of Parks, Recreation, and Forestry, stated that due to timing constraints, the Lease Amendment with Brown County Ice Management for the Ice Arena was taken right to Common Council for approval. The amendment is for one year, with an additional one-year extensions if both parties are in agreement.

C. 2025 Aquatics Annual Report

Marty Kosobucki, Director of Parks, Recreation, and Forestry, explained that this report covers attendance, revenues, concessions, saves, and a recap of what the Aquatic season looked like last year. This report was accompanied by an update on Legion Pool at the Council meeting.

Randy Soquest questioned the status of Legion Pool. Marty Kosobucki stated that it is still running and there have not been any major mechanical issues yet this year.

Olivia Alberson, Teen Advisor, questioned if the bathrooms will be functioning all of this year. Marty Kosobucki stated that the sewer lines were lined last year, so hopefully this will solve the issues.

D. Staff update on donations.

Marty Kosobucki, Director of Parks, Recreation, and Forestry stated this is a staff update on a couple of donations the Recreation Department received for music stands.

7. FUTURE AGENDA ITEMS

Jeremy Beck asked if staff could research the possibility of a path being developed from the Mystic Creek Subdivision, off of Lawrence Drive, to connect with Southwest Park. Marty Kosoucki, Director of Parks, Recreation, and Forestry, stated this is in the long range plans for the park, but could be brought up for discussion if it should be listed in the CIP.

8. ADJOURNMENT

Aldersperson Defnet Ledvina moved to adjourn the meeting at 8:01 pm, 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, Randy Soquet, Mike Eserkaln, Amy Kunding, Shana Ledvina

Respectfully submitted,
Grace Lahtela



City of De Pere, Wisconsin

4.B

**Request for Board of Park
Commissioners Action**

Meeting Date: June 18, 2026
Department: Parks, Recreation & Forestry
From: Marty Kosobucki, Parks, Recreation and Forestry Director
Subject: Consideration and possible action to approve an easement with WPS for the De Pere Ice Arena electrical upgrades.*
Recommendation: Staff recommends approval.

Attachments:
Memo.WPSeasement.Icearena, Easement_City of De Pere_3500493

CITY OF DE PERE MEMO



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

RE: Consideration and possible action to approve an easement with WPS for the De Pere Ice Arena electrical upgrades.

Summary: We are looking for the City to authorize the easement included next to the Ice Arena. The purpose of the easement is to allow WPS to bore new transmission lines to the electrical feeds for the Ice Arena. We have reviewed the location of the easement and do not have any concerns about it.

3344877

Easement

THIS INDENTURE is made this _____ day of _____, _____, by and between **The City of De Pere, a Wisconsin Municipal Corporation** ("Grantor") and **WISCONSIN PUBLIC SERVICE CORPORATION**, a Wisconsin Corporation, along with its successors and assigns (collectively, "Grantee") for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor, owner of land, hereby grants and warrants to, Grantee, a permanent easement upon, within, beneath, over and across a part of Grantor's land hereinafter referred to as "easement area" more particularly described as follows:

Part of Lot 100 of Assessor's Subdivision, City of Nicolet (now city of De Pere), **Part of Private claim 27, West Side of Fox River, City of De Pere, County of Brown, State of Wisconsin**, as shown on the *attached Exhibit "A"*.

Return to:
Wisconsin Public Service Corp.
Real Estate Dept.
P.O. Box 19001
Green Bay, WI 54307-9001

Tax Parcel Identification Number
(PIN)

WD-73 & WD-73-1

1. **Purpose: ELECTRIC UNDERGROUND** - The purpose of this easement is to construct, install, operate, maintain, repair, replace and extend underground utility facilities, conduit and cables, electric pad-mounted transformers, manhole, electric pad-mounted switch-fuse units, electric pad-mounted vacuum fault interrupter, concrete slabs, power pedestals, riser equipment, terminals and markers, together with all necessary and appurtenant equipment under and above ground as deemed necessary by Grantee, all to transmit electric energy, signals, television and telecommunication services, including the customary growth and replacement thereof. Trees, bushes, branches and roots may be trimmed or removed so as not to interfere with Grantee's use of the easement area.
2. **Access:** Grantee shall have the right to enter on and across any of the Grantor's property outside of the easement area as may be reasonably necessary to gain access to the easement area and as may be reasonably necessary for the construction, installation, operation, maintenance, inspection, removal or replacement of the Grantee's facilities.
3. **Buildings or Other Structures:** Grantor agrees that no structures will be erected in the easement area or in such close proximity to Grantee's facilities as to create a violation of all applicable State of Wisconsin electric and gas codes or any amendments thereto.
4. **Elevation:** Grantor agrees that the elevation of the ground surface existing as of the date of the initial installation of Grantee's facilities within the easement area will not be altered by more than 4 inches without the written consent of Grantee.

5. **Restoration:** Grantee agrees to restore or cause to have restored Grantor's land, as nearly as is reasonably possible, to the condition existing prior to such entry by Grantee or its agents. This restoration, however, does not apply to any trees, bushes, branches or roots which may interfere with Grantee's use of the easement area.
6. **Exercise of Rights:** It is agreed that the complete exercise of the rights herein conveyed may be gradual and not fully exercised until sometime in the future, and that none of the rights herein granted shall be lost by non-use.
7. **Binding on Future Parties:** This grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.
8. **Easement Review:** Grantor acknowledges receipt of materials which describe Grantor's rights and options in the easement negotiation process and furthermore acknowledges that Grantor has had at least 5 days to review this easement document *or* voluntarily waives the five day review period.

[REMAINDER OF PAGE LEFT BLANK]

WITNESS the hand and seal of the Grantor the day and year first above written

The City of De Pere, a Wisconsin Municipal Corporation

Organization name

Sign Name

Print name & title

Sign Name

Print name & title

STATE)
OF _____)

_____)SS

COUNTY)
OF _____)

This instrument was acknowledged before me this _____ day of _____, _____, by the above-named _____ **The City of De Pere, a Wisconsin Municipal Corporation**, to me known to be the Grantor(s) who executed the foregoing instrument on behalf of said Grantor(s) and acknowledged the same.

Sign Name

Print Name

Notary Public, State of

My Commission expires:

This instrument drafted by: Ashley Kohn
Wisconsin Public Service Corporation

REMS Entity ID	WR Number	Document ID	REMS Formatted Number
1494933	WMIS-3500493	3344877	INT11-494-933

TEMPORARY EXHIBIT "A"

NOT TO SCALE
FOR REFERENCE ONLY

NORTH

12 FOOT WIDE EASEMENT

****Temporary Exhibit ****
****Final Exhibit will be sent for approval at a later date****

0 0.02 0.04 mi

This is a custom map created by an online user of GIS map services provided by Brown County, Brown County WI, Brown County Wisconsin

Part of Brown County WI
Map printed on 5/28/2026

1:1,200
1 inch = 100 feet*

Parcel ownership key
Parcel Boundary

Parcel line
Right of Way line
Meander line
Lines between deeds only



City of De Pere, Wisconsin

4.C

**Request for Board of Park
Commissioners Action**

Meeting Date: June 18, 2026
Department: Parks, Recreation & Forestry
From: Marty Kosobucki, Parks, Recreation and Forestry Director
Subject: Consideration and possible action to approve an amendment to the Graef consulting agreement for the Voyageur Park docks.*
Recommendation: Staff recommends approval.

Attachments:
Memo.GraefAmendment.Voyageur, Voyageur Park - Proposal Amendment Letter for Additional Services

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Director of Parks, Recreation and Forestry
Date: June 18, 2026

RE: Consideration and possible action to approve an amendment to the Graef Consulting Agreement for the Voyageur Docks.

Summary: The original plan for the Voyageur Dock project was for Graef to develop the technical specifications while our Engineering Division would prepare and post the bidding documents. However, after discussing the timeline with our City Engineer, he indicated that his team will not be likely to support the coordination as planned due to additional projects.

To keep the project moving forward and not delay until 2027, we would recommend drafting an amendment to Graef's current contract with us for the Voyageur Docks. The amendment would have Graef coordinate the bidding document and post for the cost of \$3,600.

Our current budget for the Voyageur Dock project is \$200,000. Graef's current contract for designing the dock system is \$7,200.

Staff Recommendation: Approve amendment to existing contract with Graef.



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June 10, 2026

Marty Kosobucki
Director Parks, Recreation and Forestry
City of De Pere
1201 Enterprise Drive, Suite A
De Pere, WI 54115

SUBJECT: Voyageur Park Dock System Replacement

Dear Mr. Kosobucki:

We are very pleased to provide you with this proposal to amend our professional services. When accepted, this proposal will amend our Agreement dated April 24, 2026.

This proposal is for Voyageur Park Dock System Replacement (Project). This proposal is subject to the Terms and Conditions agreed upon in our original contract.

It is our understanding that the nature of the Project is technical specifications and schematic design of a new floating dock system for Voyageur Park. The new system will be approximately the same size and layout of the existing system and will attach to the seawall in the same locations as the existing system.

For this Project, GRAEF proposed to provide the following additional Basic Services:

- Completion of a Project Manual including applicable Division 00 and Division 01 specifications.
- Publication of the Advertisement for Bid in the standard publication for City of De Pere bids.
- Posting of the Project on Quest including management of bidder questions and required addendums.
- Assistance in Pre-qualification of Bidders according to City of De Pere standards.

GRAEF will endeavor to perform the proposed additional Basic Services in accordance with a mutually agreed-upon schedule.

You agree to compensate GRAEF for all additional Basic Services noted above with an additional sum of \$3,600.00. Any cost of publishing the Advertisement for Bids will be a reimbursable expense.

You agree to compensate GRAEF for any Additional Services with an additional fee agreed to in advance of the services being performed.



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To accept this proposal for additional Basic Services, please sign and date and return one copy to us. Upon receipt of an executed copy, GRAEF will commence work on the additional Basic Services for the Project.

Please call us at 920-405-3833 if you have any questions regarding this proposal.

Sincerely,

Graef-USA Inc.

Christine Pichler, PE
Project Manager

Jeffrey Rosner, PE, LEED AP
Project Executive

Accepted by:
City of De Pere

(Signature)

(Name Printed)

(Title)

(Date)

Voyageur Park - Proposal Amendment Letter for Additional Services



City of De Pere, Wisconsin

4.D

**Request for Board of Park
Commissioners Action**

Meeting Date: June 18, 2026
Department: Parks, Recreation & Forestry
From: Marty Kosobucki, Parks, Recreation and Forestry Director
Subject: Discussion on Southwest Park access trail from the Mystic Creek subdivision.
Recommendation: Discussion only.

Attachments:
Memo.SWPark.Access Path, SOUTHWEST PARK SITE LAYOUT-PROP VS EXIST

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Director of Parks, Recreation and Forestry
Date: June 18, 2026

RE: Discussion on Southwest Park Access Trail from the Mystic Creek Subdivision.

Summary: We have been getting some questions about creating a connection from the Mystic Creek Subdivision to Southwest park so that children/families can access the park without driving a long distance to get there. Mystic Creek Subdivision is located on the west side of Ashwaubenon Creek, with Southwest Park located on the east side of the Ashwaubenon Creek.

When Mystic Creek Subdivision was developed, we requested an access point from the subdivision into the City Owned property which is known as Southwest Park. This access point was included in the plat. See included map for location of access point.

The project is highlighted in the Southwest Park Master Plan that was updated in May of 2025, however it has yet to be included in the seven-year Capital Improvement Plan.

Due to the topography and woody environment of where the access trail must run, I would suggest hiring a consultant to chart out the ideal location of the trail and provide a cost opinion of the project. I would recommend that money is proposed in 2027 to do this investigative work, with planning for the construction of the trail dependent on the findings from the consultant work.



CITY OF DE PERE

ENGINEERING DIVISION 925 S. SIXTH ST DE PERE WI 54115
OFFICE 920-339-4061 FAX 920-339-4071

SOUTHWEST PARK

NAME:

PARKS

PROJECT

PARKS 2025

BY

DATE

NO.

DATE

REVISIONS / ISSUES

SURVEYED

MJT

01-2025

DRAWN

DESIGNED

CHECKED

BY

REMARKS

PAGE NO.

PG1



City of De Pere, Wisconsin

5.A

**Request for Board of Park
Commissioners Action**

Meeting Date: June 18, 2026
Department: Parks, Recreation & Forestry
From: Marty Kosobucki, Parks, Recreation and Forestry Director
Subject: Staff update on the Wilson Park project.
Recommendation: Staff update.

Attachments:
Memo.Wilson

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Director of Parks, Recreation and Forestry
Date: June 18, 2026
RE: Staff update on the Wilson Park project.

Summary: We have been working on the Wilson Park project since our last meeting. Here is a summary of what has transpired and discussion topics related to Wilson Park.

- Met with Graef regarding design. It was determined there does not appear to be any solid options for accent lighting in the trees unless they are solar. We do not feel solar lighting will work effectively as the trees and leaves will make the solar lights ineffective for most of the year.
 - o If you would like us to consider ground level lighting that shines up, we can investigate this. We would not recommend this as low level lights are a very attractive target for vandalism. Our bollard lights get vandalized frequently. At this time, we would recommend leaving the lights out of the project and focus on the rest of the park. We can always come back to this at a different time to enhance the park.
- We spoke with Eric Rakers, and he has indicated that he cannot commit staff to the project as he has received a number of additional projects.
- We have our technical specifications submitted to our Engineering Division for review of the concrete work. Our hope is that we can pull the concrete work out of the project and have it done through our current City contract. If this would occur, it would simplify the rest of the work and bidding requirements. At the writing of this memo, we have still not received word back from Engineering. I am hopeful we will have an answer by your meeting.
- To keep progressing with this project, we are moving forward with amending the current agreement with Graef to create and advertise our bid packet.
- Monument – We have not made a tremendous amount of progress on this topic, but we continue to put out questions and research. We have reached out to Heritage Hill and Brown County Museum, talked to a representative at the State Historical Preservation Office, and sent several emails to potential contractors. At the writing of this memo, we still have not received solid advice or direction of what should be done to refurbish the plaque and who is able to do it.



City of De Pere, Wisconsin

5.B

**Request for Board of Park
Commissioners Action**

Meeting Date: June 18, 2026
Department: Parks, Recreation & Forestry
From: Kyle Rouse, City Forester
Subject: Staff update on donations from WPS and ATC for Arbor Day tree planting.
Recommendation: Staff Update.

Attachments:
Memo. ATC and WPS Arbor Day Donations

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Brian Christnovich, Park Superintendent
Kyle Rouse, Forestry Supervisor
Date: June 18, 2026

RE: Staff update on donations from ATC and WPS for Arbor Day tree planting sponsorships.

The Forestry Department has received the following donations:

<u>Donator</u>	<u>Amount</u>	<u>Designated For:</u>
ATC	\$370	Arbor Day Tree Sponsorship
WPS	\$200	Arbor Day Tree Sponsorship



City of De Pere, Wisconsin

5.C

**Request for Board of Park
Commissioners Action**

Meeting Date: June 18, 2026
Department: Parks, Recreation & Forestry
From: Chelsea Moberg, Recreation Supervisor
Subject: Staff Update on Pickleball Courts and Leagues.
Recommendation: Informational only

Pickleball Courts and Leagues update

Attachments:
Staff Update on Pickleball Courts and Leagues

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: Chelsea Moberg, Recreation Supervisor
DATE: June 18, 2026
RE: Staff Update on Pickleball Courts and Leagues

After reviewing pickleball league feedback from the 2025 season, staff are planning to complete the following updates to improve the experience of participants.

- Post signs at pickleball / tennis courts requesting users limit time to one hour if busy.
- Reserve one evening per week at VFW and Legion pickleball court for use by league players. (Different days of the week to ensure public access to courts is still available)

These updates address a variety of challenges faced by pickleball players including difficulty accessing courts in a timely fashion, having to travel to outside of De Pere to access available courts, and are reflective of what other recreation departments are doing with their pickleball courts locally.



City of De Pere, Wisconsin

5.D

**Request for Board of Park
Commissioners Action**

Meeting Date: June 18, 2026
Department: Parks, Recreation & Forestry
From: Marty Kosobucki, Parks, Recreation and Forestry Director
Subject: Staff update on non-profit fee waivers.
Recommendation: Staff update.

Attachments:
Memo.NonProfitPolicy, Non Profit Fee Waiver Comparison

CITY OF DE PERE MEMO



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

RE: Staff Update on Non-Profit Policy.

Summary: A few meetings back the Park Board asked if staff would research other communities on how they handle rental fee charges for Non-Profit organizations. It was my understanding that the Park Board also asked for a proposed revision of the policy if conditions were warranted. After obtaining several policies from other municipalities, I believe we are consistent with what others do. Included in your packet are seven different communities and their general policy related to non-profit groups.

Our current policy allows us to waive a fee if a Non-Profit is using a facility Monday - Thursday, one time per month. It does not provide any fee waivers on weekends and holidays unless they were already approved from years ago (grandfathered in). In addition, the Non-Profit must be De Pere based and/or serve a majority of De Pere residents.

At this point, I would not recommend pursuing an altered policy to allow for fee waivers. A revised policy will be very difficult to manage as we will need to sift through who is a De Pere based Non-Profit and/or if they serve a majority of De Pere residents. This determination and measurement will be subjective. Last, if you were to open to all Non-Profits it opens us to some Non-Profits that are not in line with our values and they would be entitled to the same benefit as others.

Municipality	Fee Waiver Policy
City of Green Bay	Full price. There are only a few exceptions tht come to mind. This would apply to any "Friends" group such as Friends of Bay Beach Amusement Park or Friends of Wildlife Sanctuary. We also do not charge for "sanctioned" groups such as Baird Creek Preservation Foundation and several sports leagues/groups. We also allow three free shelter rentals per year to each Neighborhood Association. All other non-profits are charged full price.
City of Neenah	Half price Monday - Thursday and full price Friday - Sunday.
City of Marshfield	No discounted rates. Tax-exempt do not pay sales tax.
Ledgerview	Non-profits get charged 50% the resident rate for any facility rental. If they are organizing a special event, additional fees may apply (barricades, road closures, etc) and those fees are not discounted.
Ashwaubenon	There are some non-profits (scout troupes, Ash Lions, Ash Elks, Ash VFW) that partner w/us on event (by volunteering, donations, clean-up days, etc) If a facility is available, no charge to them. These groups typically need to be Ashwaubenon based. Other groups (whether non-profit or not), get charged full price. We do not have pricing tiers.
Appleton	Get a discounted rate on a couple of selected parks in the City. Get tax waived.
Oshkosh	Does not waive fees for Non Profits