

A meeting of the Board of Park Commissioners was held on Thursday, September 19, 2008 at 6:30 p.m. at the Municipal Service Center, 925 S. Sixth Street, De Pere. Members at start of meeting: James Boyd, George Brown, Mike Donovan, Bill Volpano, Rod Kowalczyk, Sue Schinkten, and Kathy Van Vonderen.

1. Minutes of Park Board Meeting. Attachment.
Bill Volpano moved to approve the minutes, seconded by James Boyd. Motion passed.
2. Communication – Letter from De Pere Citizen’s Academy thanking Don Melichar and his assistance with the De Pere Movie Nights. Attachment.
Mike Donovan placed on file, seconded by Bill Volpano the motion. Motion passed.
3. Discussion on convenience fee for ActiveNet. Attachment.
The Park and Recreation Department has been with the registration software from ActiveNet since August, 2007. This software allows anyone to register on line for our programs. However, we have been receiving negative comments on the transaction fees being charged when registering on line. One does not get charged this fee when calling in their registration to the office, or mailing in their registration. To absorb these fees, do we up our fees by 7% for all programs? A motion was made by James Boyd to waive the transaction fees and have all costs associated with the programs reflected in the price charged for the program, beginning with the Summer/Fall brochure, scheduled to go out to the public in April, 2009. Motion seconded by Sue Schinkten. Kathy Van Vonderen suggested that if people are calling in their registrations and not signing up on line due to the transactions fees, and now they are taking up staff time, that we implement this change in January, 2009. Vote taken on motion: Ayes: Boyd, Kowalczyk, Volpano, Donovan, Brown; Nays: Schinkten, Van Vonderen. Motion passed.
4. Review request from Lunda Construction to use Bomier Boat Launch. Attachment. Mike Donovan moved to open the meeting for discussion and James Boyd seconded the motion. Motion passed. The representative from Lunda Construction they will be using a barge to get the concrete out from old bridge. A crane will be used to service the barge. They will maintain traffic, have a certificate of insurance on file prior to beginning the project, and pay the necessary fees. Marty Kosobucki, Director, said he learned that the Park Board can make recommendations, however, the Director of Public Works will be issuing an Occupancy Permit to Lunda for this work relating to the removal of the City’s old bridge. Sue Schinkten moved to go back to regular session. Motion passed. Sue Schinkten moved to defer this item to the Public Works Director, seconded by Mike Donovan. Lunda will need to contact Scott Thoresen for the occupancy permit, fees, insurance certificate, etc. Motion passed.
5. Discussion on creating a volunteer committee to fundraise and develop the dog park.
Don Melichar would serve as the lead person on creating a volunteer committee for the dog park on Bio Tech Way. After discussion, the Park Board thought it would be best if staff would work with citizens on an informal basis, rather than setting up a formal committee. Don would work with Todd McMahon at the De Pere Journal/Green Bay Press Gazette in soliciting volunteers to raise the necessary fund for fencing, etc. The estimated cost would be \$50,000. Bill Volpano moved to recommend that Park Staff work with citizens in forming a committee for the development of the dog park, Rod Kowalczyk seconded the motion. Motion passed.

6. Request from Hmong Wisconsin Fair to use City portion of Fairgrounds on September 27 and September 28, 2008.

Mike Donovan moved to approve their request provided the appropriate fees are paid, contract is signed, two million dollars certificate of insurance, naming the City of De Pere as Certificate Holder and this insurance certificate must be on file prior to signing the contract. Also, in the future, his request must be made to the Park Board much more timely. Sue Schinkten seconded the motion. Motion passed.

7. Public Comment Period. None.

8. Future Agenda Items.

- It was suggested that a Teen Board from both school districts be formed to work with the Park Board. More information will follow at the next Park Board meeting.
- Discussion on future Park Board meetings being held in the Council Chambers to allow them to be televised on Channel 4. A system could possibly be installed at the MSC to also allow for this coverage. This item will be discussed further in the future. Many Park Board members feel that the current meeting format is better since the meetings are more work-like settings and members felt if these meetings were televised the members would be less creative.

9. Staff Updates.

- Budget – The Council will have work sessions on October 15 and 16.
- Southwest Park Shelter - has been completed.
- Kiwanis Sledding Hill – seeded today, as well as Trailside sledding hill.

Bill Volpano asked if the Christmas Tree located at the west side of the bridge by the Clock tower, could be moved either back or to another location so it would not create a blind spot for drivers. Staff will monitor the placement of the Christmas tree.

10. Adjournment.

Bill Volpano moved to adjourn the meeting. Motion seconded by Sue Schinkten. Meeting adjourned at 7:45 pm.

Lou Ann Zeamer, Secretary