



AGENDA OF THE PARKS COMMITTEE

**WEDNESDAY, APRIL 25, 2018, 4:30 PM
CITY HALL, ROOM 207**

A. Roll Call.

B. Approval of the Agenda.

C. Approval of Minutes.

D. New Business.

1. Election of Chair and Vice-Chair of the Park Committee.
2. Consideration with possible action on the approval to purchase a Hill Mower and Attachments from Horst Distributing Co. for \$25,205.
3. Consideration with possible action on the approval to purchase a Zero Turn Riding Mower from Service Motor Company for \$13,700.

E. Informational.

1. Presentation by staff on the Wildlife Sanctuary 4K addition to the Nature Center.
2. Director's Report on recent activities of the Parks, Recreation and Forestry Department.
3. The next Park Committee is scheduled for May 9, 2018.

F. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Parks Committee will attend this committee meeting and will constitute a meeting of the Parks Committee for purposes of discussion and information gathering relative to this agenda.

- 4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

April 25, 2018

PREPARED BY

AGENDA ITEM # D.I.

Election of Chair and Vice-Chair of the Park Committee.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

April 25, 2018

PREPARED BY

AGENDA ITEM # D.2.

Consideration with possible action on the approval to purchase a Hill Mower and Attachments from Horst Distributing Co. for \$25,205.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 4-25-18 PARKS Mower Quote



CITY OF GREEN BAY - PURCHASING DIVISION

TO: Parks Committee
FR: Rick Jensen, Purchasing Manager
DT: April 25, 2018
RE: Purchasing Report
Cc: Dan Ditscheit, James Anderson, Diana Ellenbecker

Report of the Purchasing Manager:

1. Request approval to purchase a Hill Mower and Attachments from Horst Distributing Co. for \$25,205.
2. Request approval to purchase a Zero Turn Riding Mower from Service Motor Company for \$13,700.

The following items were openly and competitively offered:

Parks Committee - Report of the Purchasing Manager				
DESCRIPTION and TERM IF A CONTRACT	FUNDING SOURCE	AWARDED VENDOR	RESPONSES	\$ AMOUNT
4500 Ventrack Hill Mower	426630-55140 Parks Equipment Replacement	Horst Distributing Inc.	4	\$25,205
Zero Turn Riding Mower 72"	426630-55140 Parks Equipment Replacement	Service Motor Company	3	\$13,700

NOTE: The Zero Turn Riding Mower was bid in 2017. The awarded vendor has agreed to maintain the 2017 price for this year's purchase. Since this bid was substantially below other bidders, the Department is requesting to piggyback off last year's bid. The Department operates a number of Kubota mowers and has established an inventory of maintenance and repair parts to help reduce costs.

CITY OF GREEN BAY QUOTE SUMMARY**RFQ #2993****Sidewalk Tractor w/Attachments** PO #

Dept: PARKS	Req #119	VENDOR #1	VENDOR #2	VENDOR #3	VENDOR #4
Planholders: 7	CC #765 020	HORST DISTRIBUTING INC	PRAIRIE POWER CENTER LLC	KANSAS GOLD & TURF	LF GEORGE INC
Issued: 1/18/18	Due: 1/31/18	Chilton	Sun Prairie	Lenexa, KS	De Pere
DESCRIPTION		PRICE	PRICE	PRICE	PRICE
YR/BRAND/MODEL TRACTOR		2018 Ventrac 4500Y	2018 Ventrac 4500Y	2018 Ventrac 4500Y	2018 Multi-One 5.3
BASE TRACTOR WITHOUT ATTACHMENTS INCLUDING ALL TERRAIN TIRES:		\$ 19,998.00	\$ 23,250.00	\$ 23,650.00	\$ 42,000.00
OPTIONS:					
MOWER DECK:		\$ 3,436.50	\$ 4,250.00	\$ 4,120.00	\$ 4,248.00
DUAL WHEEL KIT:		\$ 1,039.65	\$ 1,250.00	\$ 1,225.00	N/A
DELUXE SUSPENSION SEAT:		\$ 730.80	-	-	-
DELIVERY & SETUP		INCLUDED	INCLUDED	\$ 3,500.00	INCLUDED
TOTAL OPTIONS:		\$ 5,206.95	\$ 5,500.00	\$ 8,845.00	\$ -
TOTAL WITH TRACTOR AND OPTIONS:		\$ 25,204.95	\$ 28,750.00	\$ 32,495.00	\$ 42,000.00
Lead Time		30-45 Days	60 Days	60-90 Days	4-6 Weeks
Payment Terms Net 30		Net 30	Net 30	Net 30	Net 30
Early Payment Discount:					
Accepts credit card payments:		No	No	No	No

Recommendation: Award to the lowest responsive, responsible vendor Horst Distributing Inc. for \$25,204.95. This includes the base unit price of \$19,998 and optional mower deck, dual wheel kit, deluxe suspension seat for \$5,206.95.

CITY OF GREEN BAY QUOTE SUMMARY**RFQ #2896****Zero Turn Riding Lawn Mower-72"** PO #1700098

Dept: Parks	Req #93	VENDOR #1	VENDOR #2	VENDOR #3
Planholders: 7 Vendors	CC #020-515	SERVICE MOTOR COMPANY	EIS IMPLEMENT INC	REINDERS
Issued: 5/3/17	Due: 5/24/17	New Franken	Two Rivers	Sussex
DESCRIPTION		PRICE	PRICE	PRICE
Year/Brand/Model Quoted:		2017 Kubota ZD1211	2017 John Deere Z997R	New Toro GM7200
TOTAL PRICE:		\$ 13,700.00	\$ 16,625.00	\$ 18,182.34
Warranty:		24 Months	3-Yrs/1500 Hrs	2-Years
Lead Time		30 Days	30 Days	60 Days
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Early Payment Discount:				
Accepts credit card payments:		No	Yes	No

Recommendation: Award to the lowest responsive, responsible vendor Service Motor Company for \$13,700.



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

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PREPARED BY

AGENDA ITEM # D.3.

Consideration with possible action on the approval to purchase a Zero Turn Riding Mower from Service Motor Company for \$13,700.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

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Parks Committee
of the City of Green Bay

MEETING DATE

April 25, 2018

PREPARED BY

AGENDA ITEM # E.I.

Presentation by staff on the Wildlife Sanctuary 4K addition to the Nature Center.

BACKGROUND

RECOMMENDATION

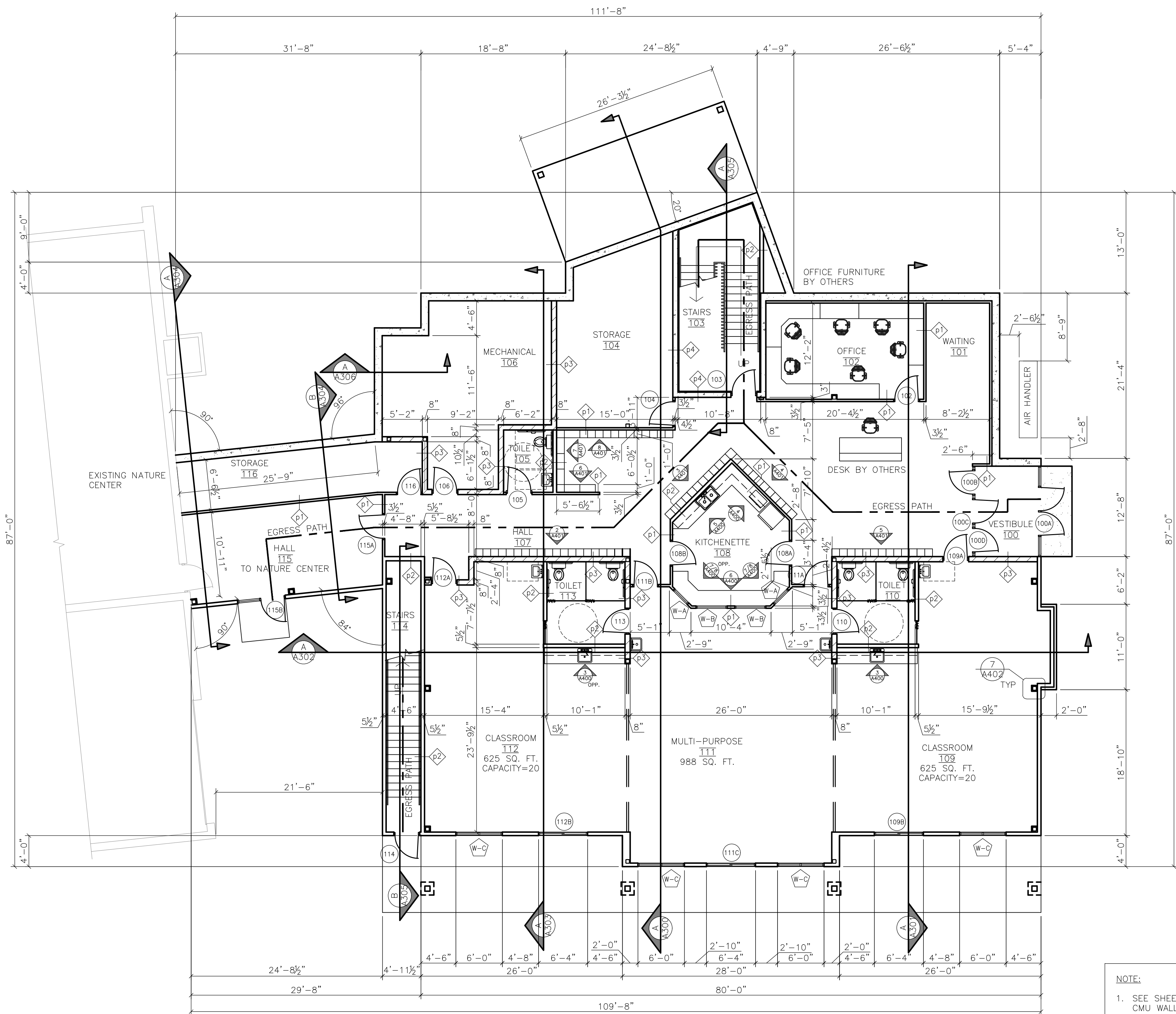
FISCAL IMPACT

ATTACHMENTS

1. 4K Rendering Front
2. 4K Rendering Back
3. 4K Floor Plan Level 1
4. 4K Floor Plan Level 2

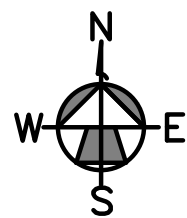






LOWER FLOOR PLAN

SCALE: 1/8" = 1'-0"



NOTE:

1. SEE SHEET S100 FOR DIMENSIONS TO CMU WALLS.

WALL TYPE SCHEDULE px		
p1	1/2" GYP. 2x4 WOOD STUD 1/2" GYP.	
p2	1/2" GYP. 2x6 WOOD STUD 1/2" GYP.	
p3	8" CMU	
p4	8" POURED CONCRETE 3/4" HAT CHANNELS 1/2" GYP. BOARD	

NOTE:
ALTHOUGH EVERY
EFFORT HAS BEEN MADE
IN PREPARING THESE
PLANS AND CHECKING
THEM FOR ACCURACY,
THE CONTRACTOR MUST
CHECK ALL DETAILS &
DIMENSIONS AND BE
RESPONSIBLE FOR THE
SAME

NEW ADDITION FOR:
THE WILDLIFE SANCTUARY
GREEN BAY, WISCONSIN

BAY ARCHITECTS, L L C

901 PARKVIEW RD.
GREEN BAY, WI 54304

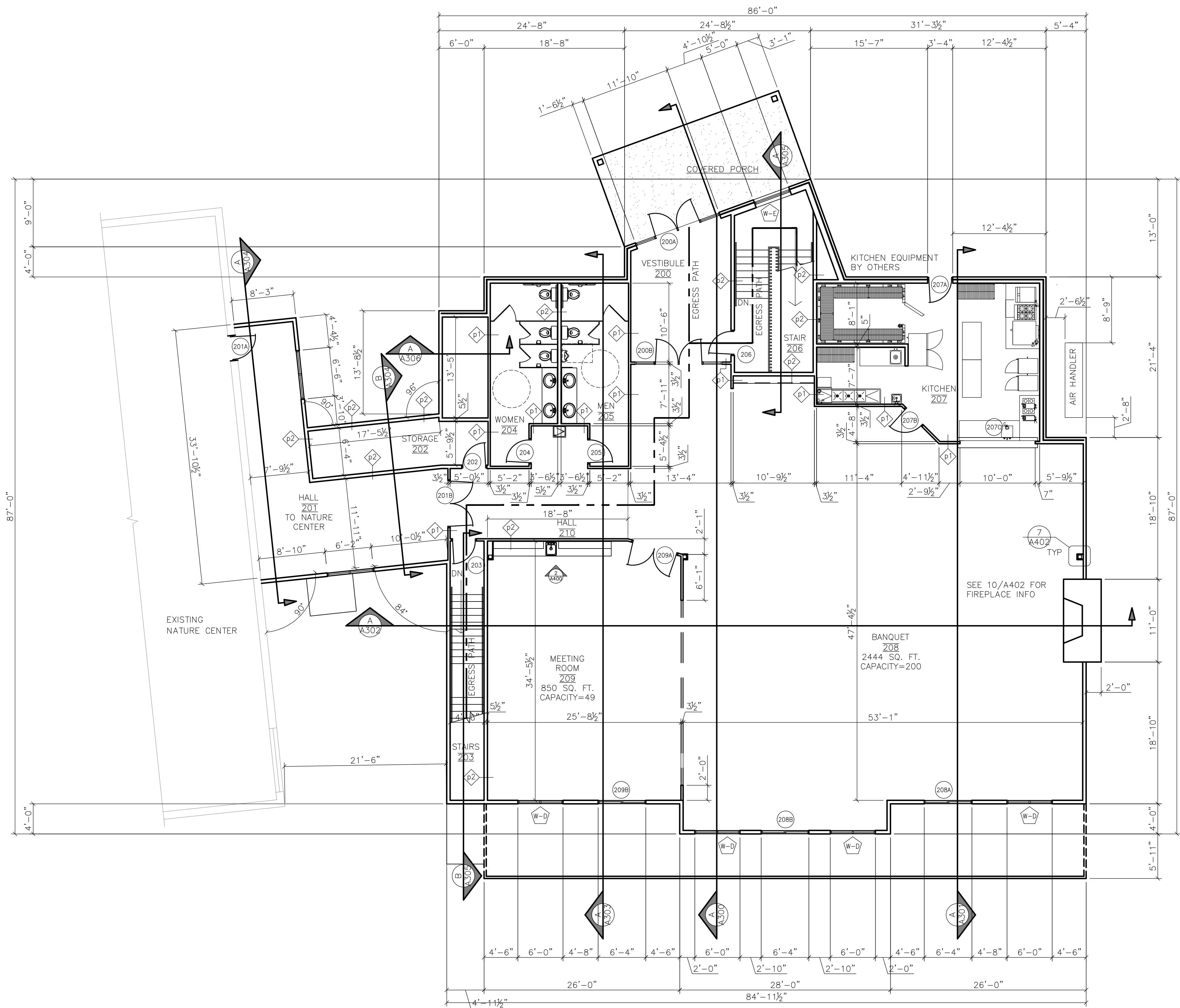
PHONE: 920-337-9400
FAX: 920-337-9416

DATE 4/25/18

FILE 12

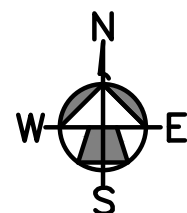
JOB NO. 155415

A100



UPPER FLOOR PLAN

SCALE: 1/8" = 1'-0"



WALL TYPE SCHEDULE		
p1	1/2" GYP. 2x4 WOOD STUD 1/2" GYP.	
p2	1/2" GYP. 2x6 WOOD STUD 1/2" GYP.	
p3	8" CMU	
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901 PARKVIEW RD.
GREEN BAY, WI 54304

PHONE: 920-337-9400
FAX: 920-337-9416

DATE 4/22/18

FILE 12

JOB NO. 155415

A101



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

April 25, 2018

PREPARED BY

AGENDA ITEM # E.2.

Director's Report on recent activities of the Parks, Recreation and Forestry Department.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Director's Report 042518

PARKS, RECREATION, & FORESTRY COMMITTEE
DIRECTOR'S REPORT
WEDNESDAY, April 25, 2018

PARK DIVISION

- Much of the park work has been on hold due to the weather. Snow removal has been our primary focus. It will take a whole week to get the lots, walks and trails clear enough for safe travel. Think Spring.

FORESTRY DIVISION

- Tree removal along streets continues; the focus is on ash trees at this time.
- Tree pruning along streets continues; the crew has been working on service requests throughout the city.

DESIGN & DEVELOPMENT DIVISION

- **Bay Beach Amusement Park – Beach Engineering**
 - The engineering consultant has begun finalizing the scope of work to complete the construction plans and specifications for the beach, pier, boardwalk and bathhouse.
 - Staff is working on the application for a DNR stewardship grant.
- **Bay Beach Amusement Park – Concession Stands**
 - Work continues on the construction of the new concession stand. The building is framed in and work has begun on the interior electrical and plumbing.
- **Bay Beach Amusement Park – Ferris Wheel**
 - The footing consultant submitted the preliminary footing design for review.
 - The Ferris Wheel manufacturer is in the process of designing the loading platform.
- **Bay Beach Amusement Park – West End Train**
 - The train storage building is nearly completed. The contractor is currently working on the electrical. Site work will resume as soon as the weather cooperates.
 - The track construction is currently on hold due to the recent snow.
- **Colburn Pool**
 - The Purchasing Department is in the process of quoting out the caulking and painting of the pool, along with the purchase of the inflatables.

- Staff is in the process of hiring a consultant to specify the new pool heaters and to complete the design of the new mechanical equipment that will be replaced in the fall of 2018.
- A conceptual plan was developed for the pool overflow parking near the ballfields.
- It may not be feasible to replace the pool pump this spring. Staff is working with a consultant and the health department to determine if the existing pump will be acceptable for operating the pool this season, with the understanding that the pump would then be replaced in the fall of 2018.
- Badger Environmental Services has been hired to remove the asbestos in the mechanical room. This will be done in the next few weeks.
- **East River Optimist Park**
 - The consultant has begun work on the storm water management plan.
- **Eisenhower School Expansion**
 - Work is scheduled to begin the last week of April on the construction of the new school addition. Staff is working with the contractor and school district to finalize the construction easements within the park.
- **Pocket Park**
 - Staff is developing concepts for the new Pocket Park.

RECREATION DIVISION

- The adult softball season is scheduled to begin the week of April 30, 2018. We will be offering Men's Slow-pitch, Co-Ed Slow-pitch and Men's Modified softball leagues at various parks throughout Green Bay. We currently have 63 teams registered.
- Kids' Day 2018 will be held Monday, June 25, 2018. The Mayor's Luncheon will be held from 11 a.m. – 2 p.m. at Leicht Park. Past sponsors are currently being contacted to participate in this year's event.
- Recreation Supervisors are currently interviewing for PG Leaders, Wading Pool Facility Attendants, Concessionaires, Lifeguards, Special Population Coordinators, etc.
- The Wisconsin Park and Recreation Association-53rd Annual Conference and Trade Show will be at the Hyatt Regency and KI Convention Center in Green Bay from October 30th-November 2nd.
- The Golden Memories Ball will be held at the Bay Beach Pavilion on Friday, May 11, 2018 from 7-10 p.m. Doors open at 6:30 p.m. The Eddie Larson Band will provide the entertainment. Tickets are on sale now for \$8 per person.

- Recreation staff are interviewing Summer Seasonal Employees for Playgrounds, Wading Pools, Special Populations Program, Pools, and Concessions etc...
- Parks/Perks Summer Kickoff Party will be at Joannes Shelter/Park on Thursday, May 17, 2018 from 5-7:30 p.m.
- Tennis Lesson registration is now open. Lessons are available for Tykes, Juniors, and Adults.
- Youth and Adult Sailing registration is now open.
- The Summer Activity Guide will be delivered to City Hall on Friday, April 20, 2018.

Aquatics

- The Indoor Pool Season is underway at Southwest High School and Edison Pools with swim team rentals 5 nights a week and underwater hockey rentals on Sunday evenings.
- The final session of indoor swim lessons began on April 3, 2018 at Southwest Pool. We are currently running classes for levels 1A, 1B, 2, 3, 4, 5 and Parent/Child. This is the final session before our outdoor season begins.
- Seasonal recruitment for the outdoor pool season is underway. Offer letters to current staff have been sent and received. Interviews are being scheduled to fill all open positions.
- Staff is preparing bid proposals for new equipment and amenities for Colburn Pool.

Recreation

- Planning is underway for the 4th Annual FIT in the Parks Series. Sponsorships are being secured, with commitments from Streue's Pharmacy, Belmark, The YMCA, YWCA, Balance from Within, Jenstar Yoga & Dance so far. Instructors and classes are currently being scheduled.
- Planning is underway for the improved GB Parks Rx program. The activity logs have been updated and will be ready for distribution in May. This new interactive activity is more colorful and easier to fill out. Our goal is to see more logs turned in and increase the level of physical activity for our area's youth this summer. A special event is being planned for the end of summer to showcase winners and to announce grand-prize winners.

SPECIAL FACILITIES

- **Bay Beach**
 - Pricing for all concession items are finished.
 - The new ice cream machine has arrived, we have picked up product and tested the machine, everything is good and working as needed.
 - Equipment has been purchased for new concession building.

- Orientations continue for returning and new staff. 115 employees have already gone through them, 15 more will be done by next week.
- Scheduling updates are complete to make the process more suitable for the current and future expansions.
- Souvenir shirts are being folded and put in stock room.
- Souvenir items are being organized and put in stock room.
- Back bar, kitchen and pavilion have to be ready for 4/25 since the pavilion area is being rented.
- Applications are still coming in; interviews will continue for ride operators, 21 employees will be hired by 4/20/2018.
- **Metro Boat Launch**
 - The tournament held on April 7, 2018 had a good turnout, approximately 50 envelopes were collected.
- **Triangle Sports Area**
 - There have been several rentals already this year.

WILDLIFE SANCTUARY

- **Projects**
 - Due to snow a number of volunteer groups had to be rescheduled.
 - Big “Thank You” to the Park Shop and WLS Ranger for their help in snow removal all weekend and into the work week.
 - Proud of WLS staff and their team work during this historic blizzard digging out and caring for the animals.
 - Snow damage to some of the exhibits we will be working with Park Shop on repairs.
 - A great deal of tree and vegetation damages by heavy snow. We will need to wait until the snow melts to fully assess damage.
- **Programs**
 - Cross country ski trails are open once again after historic April snowfall.
 - Earth Day event is scheduled for Sunday, April 22, 2018.
 - Crane count is rescheduled for Saturday, April 21, 2018

- Recycling drive is on Friday afternoon, April 20 & Saturday morning, April 21, 2018.
- Cub Scout clinic on Saturday, April 14, 2018 was cancelled.
- Astronomy Night is on Saturday, April 21, 2018 and is free to the public.
- Falcon Chick naming contest runs through April 30, 2018.
- 40 - 4K students and their parents and had a great time assembling the Bluebird House kits prepared by our Ranger.
- **Public Relations**
 - Extensive media coverage regarding how birds are surviving the spring snow storm.
 - Over 500,000 hits and 5,000 Likes on WLS Facebook regarding our post giving people ways to help Robins and other birds negatively affected by the blizzard.
 - WLS Superintendent will be giving a dinner presentation about the Wildlife Sanctuary at the Neville Museum on Thursday, April 19, 2018.



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

April 25, 2018

PREPARED BY

AGENDA ITEM # E.3.

The next Park Committee is scheduled for May 9, 2018.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None