



AGENDA OF THE PARKS COMMITTEE

**WEDNESDAY, OCTOBER 23, 2019, 5:30 PM
CITY HALL, ROOM 207**

AMENDED

A. Roll Call.

B. Approval of the Agenda.

C. Approval of Minutes.

D. Regular Business.

1. Consideration with possible action on the request by the Baird Creek Preservation Foundation to install a bike skills course at Triangle Hill in the Baird Creek Greenway.
2. Consideration with possible action on the approval of the rental rates for the new banquet hall in the 4K addition of the Nature Center.
3. Consideration with possible action on the request by Ald. Steuer to review the Park Department Facility Use Policy.

E. Informational.

1. To review the proposed 2020 Parks, Recreation & Forestry Department's budget.
2. Director's Report on updates and recent activities of the Parks, Recreation and Forestry Department.
3. The next Park Committee is scheduled for November 13, 2019.

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 Common Council will attend this Parks Committee meeting and will constitute a meeting of the Common Council 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

October 23, 2019

PREPARED BY

AGENDA ITEM # D.I.

Consideration with possible action on the request by the Baird Creek Preservation Foundation to install a bike skills course at Triangle Hill in the Baird Creek Greenway.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Baird Skills Course 191007

wooden features
to create some speed and interest in some of the flat straight sections



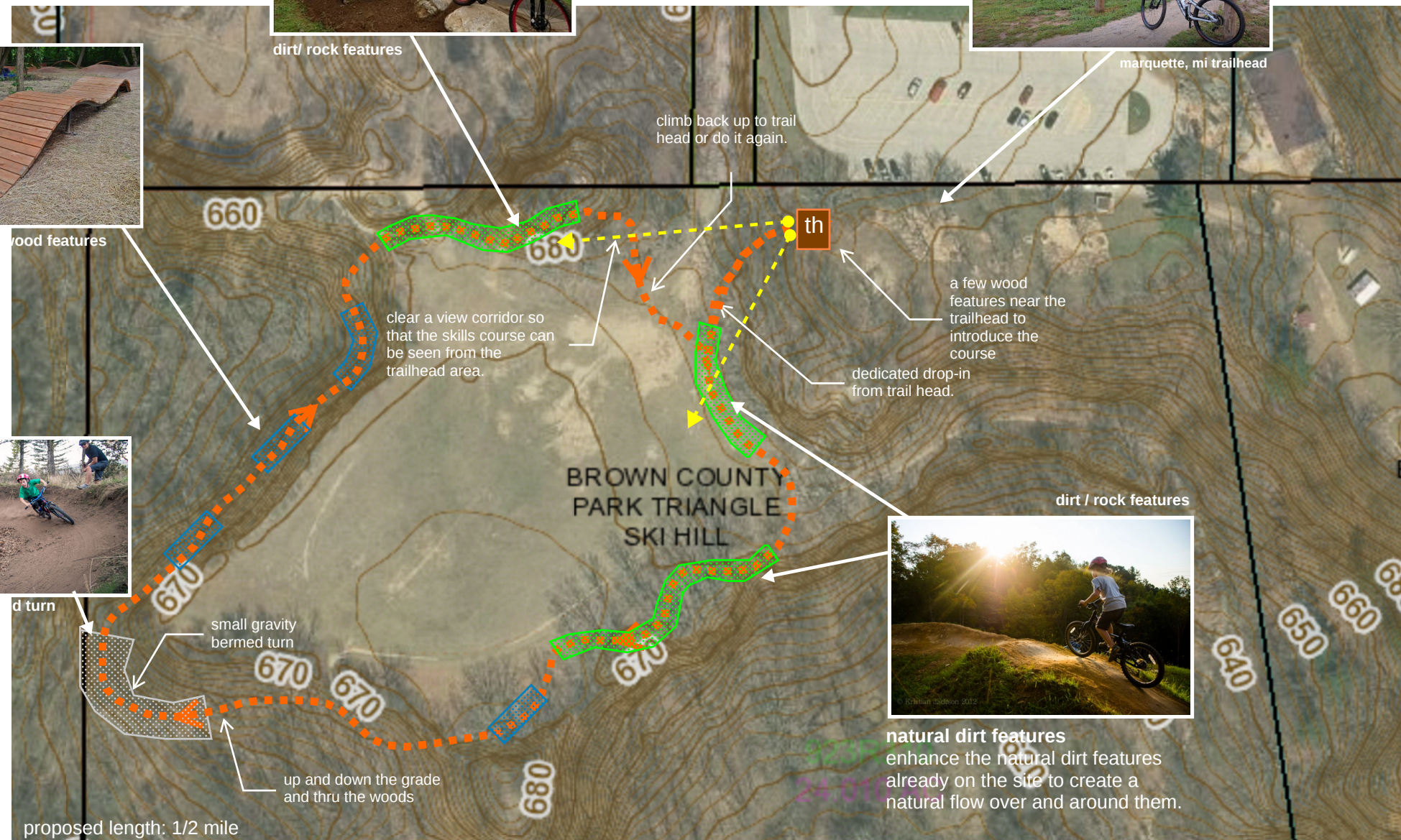
bermed turn
constructed out of wood or dirt, allows the rider to keep speed while changing directions



natural dirt features
enhance the natural dirt features already on the site to create a natural flow over and around them.



trail head pavilion
covered shelter with changing rooms. create official "start" to the trail system



The proposed plan would use a mixture of natural features and purpose built wood/metal obstacles. The intent of the course would be to introduce kids and beginners to the sport while still providing experienced riders with an opportunity to improve their abilities.



baird creek skills course proposal
designed for kids and beginners



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

October 23, 2019

PREPARED BY

AGENDA ITEM # D.2.

Consideration with possible action on the approval of the rental rates for the new banquet hall in the 4K addition of the Nature Center.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

October 23, 2019

PREPARED BY

AGENDA ITEM # D.3.

Consideration with possible action on the request by Ald. Steuer to review the Park Department Facility Use Policy.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. UserGroupPolicy-Policy&Proc(updated 1-01-04-18)

Facilities Use Policy

Green Bay Parks, Recreation & Forestry Department

Purpose & Philosophy

Purpose

To establish policies and procedures for a standardized approach for use and reservations of Green Bay Parks, Recreation and Forestry facilities in a fair and non-discriminatory manner.

Philosophy

The intent of these core values is to ensure that Associations are mindful of the public desire for positive and healthy athletic experiences for children of families in our community.

Youth Sports Core Values and Community Strategy

- 1.) The City of Green Bay believes it is necessary and desirable to establish guidelines, requirements and standards for youth sports programs utilizing public facilities.
- 2.) We believe that youth sports programs are enormously beneficial to develop emotionally, socially and physically healthy children. Skills and values learned from youth sports will benefit them throughout life.
- 3.) We believe that Green Bay's youth athletic sports programs strengthen the community by providing opportunities to develop positive character traits and life values where children can learn a multitude of important lessons and valuable fundamentals, such as ethics, abiding by the rules, promoting healthy competition without conflict, always trying to do your best, respecting authority figures, learning about team work, developing fundamental motor skills and sports specific knowledge.
- 4.) We recognize the need to ensure that Green Bay's youth sports programs are open to all residents of all abilities and one should not be denied an opportunity to participate based on ability.
- 5.) We believe that youth sports program organizers and administrators must be educated on how to provide a safe, positive, and fun youth sports environment before being granted access to public facilities.
- 6.) We believe volunteer coaches and parents must receive orientation and education as to the individual roles and responsibilities in our community's effort to raise the standards of youth sports programs and that volunteer coaches and parents be held accountable for their behaviors.
- 7.) We recognize the need to ensure that Green Bay's youth sports programs form and advertise a formal grievance process by which residents are assured of an appropriate venue and process to hear their grievances in a manner that is open, fair, and just.

Priority Usage

Priorities of Field Use

Youth –

- 1.) All Green Bay Parks, Recreation and Forestry Department municipal programs.
- 2.) Green Bay Parks and Recreation sanctioned non-profit 501(c)(1-27) youth groups, Green Bay parochial/private schools. Priority use is based on past usage.
- 3.) All Green Bay Parks, Recreation and Forestry Department endorsed leagues and programs and events open to the public as approved by the Parks, Recreation and Forestry Director or his or her designee.
- 4.) Green Bay Public Schools
- 5.) Public Rental
Resident
- 6.) Community non-profit 501(c)(1-27) groups/organizations
Resident
- 7.) Public Rentals
Non-resident
- 8.) Community non-profit 501(c)(1-27) groups/organizations
Non-resident
- 9.) For profit groups (must have Park Committee approval)
Resident
Non-resident

Adult –

- 1.) Green Bay Parks and Recreation Department municipal programs
- 2.) Public Rental
Resident
- 3.) Community non-profit 501(c)(1-27) groups/organizations
Resident
- 4.) Public Rental
Non-resident
- 5.) Community non-profit 501(c)(1-27) groups/organization
Non-resident
- 6.) For profit groups (must have Park Committee approval)
Resident
Non-resident

How to Reserve Fields

- 1.) All sanctioned youth groups will receive priority facility usage at no cost. All other groups will receive facilities on a first-come, first-served basis dependent upon availability and are subject to fees and charges.
- 2.) Each organization will have one authorized agent who will be responsible for submitting a facility/field request form by the following dates:
 - a. Spring/Summer activities by **February 1** of the season.
 - b. Fall activities by **June 1** of that season.
- 3.) Any teams participating in the City of Green Bay Parks and Recreation Department adult leagues will be allowed 2 two-hour practice reservations within a 2 week period at a payment per Fees and Charges Schedule.
- 4.) All primary season activities shall have priority over off season activities.
- 5.) Each organization must provide notice within a 72 hour period for make-up games.
- 6.) Facility use should not extend outside of the hours of the approved reservation/allocation request.
- 7.) The City reserves the right to restrict any reservation to length, time and frequency of usage.
- 8.) The City Parks and Recreation Department has full authorization in reserving facilities. All ownership and rights to use City property shall remain with the City of Green Bay who further retains all rights to make any changes or decisions deemed to be in the best interest of the City of Green Bay and its facilities.
- 9.) Each organization shall never allow another organization or group to use the facility under their permit.
- 10.) Each organization assumes full responsibility and liability for activity and participants.
- 11.) Any violations of the above mentioned policies, violation of city codes, damage/vandalism of City property, deceitfulness, trickery or fraud may result in denial or loss of permits and facility use.

Criteria to Recognize and Define

Sanctioned Green Bay Parks and Recreation Department Youth Athletic Associations

The City of Green Bay's view is that the public is best served when there is only one independently incorporated youth athletic association per sport. Existing associations have priority over newly formed groups. Usage shall be allocated in the best interest of the City.

To qualify and be identified as a Green Bay Parks and Recreation Department youth athletic association, the Association must meet specific requirements:

The Associations must:

- 1.) Have teams consisting of at least 51 percent of Green Bay residents. Green Bay youth residents are defined as individuals who are high school age and younger who live within the corporate city limits of Green Bay.
- 2.) Be a bona fide 501(c)(1-27) non-profit organization as defined by state statute. Groups organized for personal profit will not be recognized.
- 3.) Be open to all Green Bay city residents and may not discriminate based on race, ethnic background, religion, or ability. All groups need to comply with requirements of the Americans with Disabilities Act (ADA).
- 4.) Ensure that the Association has an open, fair and just process to handle public grievances.
- 5.) Require teams to play during the designated "primary season".
- 6.) Be governed by one board of directors.
- 7.) Encourage its own coaches to complete a training/certification program.
- 8.) Complete background checks utilizing an accredited/certified sports service agency on all individuals 18 and over who serve as coaches, referees, board of directors, and volunteers.
- 9.) Provide equitable playing time for each level of competition within the appropriate age group.
- 10.) Enforce all policies and guidelines set forth by the City of Green Bay Parks and Recreation Department.

Each League must:

- 1.) Establish a NO CUT policy, however, registration is NOT guaranteed if registration deadlines have past or maximum participation numbers have been met. Leagues will make provisions so that all youth may be able to participate regardless of their skill levels and ability to pay.
- 2.) Adopt rules prohibiting use of alcohol, illegal substances or tobacco by coaches, league administrators, game officials, spectators and volunteers associated with all youth sporting events.

- 3.) Adopt a policy that makes provisions for excused absences through parental requests for church, school and other family outings.
- 4.) Develop a code of conduct defining unacceptable behavior, sportsmanship and removal procedures.
- 5.) Abide by the City of Green Bay Parks and Recreation Department youth sports core values philosophy for all players, coaches, spectators and volunteers.

Policy & Procedures

All Associations must meet all the following requirements set forth by the City of Green Bay Athletic/Recreation Facilities Use Policy and Guidelines.

All Associations must:

- 1.) Be responsible for establishing standards and procedures to handle accidents, injuries and emergencies. They will also be responsible for providing first aid supplies.
- 2.) Have an inclement weather policy and be responsible for cancellations. All users must cease play immediately upon sounding of the Emergency System Warning Siren.
- 3.) Provide and inspect all game supplies, equipment, and team uniforms in accordance with the Association rules and regulations.
- 4.) Inspect fields and applicable facilities to ensure the area is free of debris, safe for play and to provide necessary supervision during the use of the field.
- 5.) Provide procedures on how to remove coaches that knowingly require or allow players with injuries to participate in activities.
- 6.) Upon request, provide a report of all revenues and expenses to the Green Bay Parks and Recreation Department from any association pertaining to any use of Green Bay athletic facilities for leagues, tournaments, or concessions.
- 7.) Enforce all city ordinances pertaining to vehicles such as cars, scooters, trailers, bikes, skateboards, etc. No person shall operate, stop or park any vehicle except on park roads, parking areas or other areas so designated for such use. No person shall operate any vehicle, in a reckless or negligent manner, or in such a manner as to become a nuisance to other park users.
- 8.) Not engage in any business on city property or do anything in connection therewith which shall be in violation of any existing state or federal law or municipal ordinances, or use the same in such manner as to constitute a nuisance. The City of Green Bay reserves the right to exclude any individual or group from its facilities based on conduct, which it determines in its discretion to be objectionable or contrary to City interests. The City shall have the right to exercise its authority over the Association and its members, officials, and agents.
- 9.) Comply with established policies. Failure to comply shall jeopardize their use of sports facilities. Until the association that violates the policy is in compliance, the City of Green Bay Parks and Recreation Department shall restrict its use of assigned facilities. Reservations are revocable at any time for any violation of rule, ordinance, or state law.

Private Groups/Organizations/Leagues

The City of Green Bay Parks and Recreation Department will not enter into a lease or reserve any facilities for private leagues/groups which conflicts with or duplicates any services or programs provided by the Green Bay Parks and Recreation Department.

Private groups and organizations wishing to use city facilities for their own programs which don't conflict or duplicate any services provided by the Green Bay Parks and Recreation Department should enter into a lease agreement with the City of Green Bay Parks and Recreation Department and be approved by the Park Committee and Common Council.

Facilities-Donations, Improvements And Partnerships Projects

DONATIONS & IMPROVEMENTS

- 1.) Associations shall not be allowed to alter, add, delete or improve facilities without prior written consent by the Green Bay Parks and Recreation Department Director. Such alterations, additions, donations or improvements must meet existing applicable City codes.
- 2.) Any property/equipment/donations added to a park become City property. The City reserves the right to remove any equipment/property as needed.
- 3.) It is possible to enter into construction partnership projects with the Green Bay Parks and Recreation Department. As resources are available, assistance with material and/or labor may be possible, but the requesting parties are responsible for securing all city and county permits and must complete all construction work within the time frame specified by the Green Bay Parks and Recreation Department. Any construction must comply and conform to building code ordinances and be approved by the Green Bay Parks and Recreation Director.
- 4.) Donations/improvements or partnership projects added to any park/facility DO NOT give the organization, contributor, or user groups priority or exclusive usage rights to any park/facility.

BUILDING & SHELTERS

- 1.) Concession/Restroom Buildings

Generally these buildings will be discussed with staff prior to any design work, donations or other commitments being made. Design proposals will then be taken to the Park Committee/Council.

- 2.) Storage Buildings

Generally these buildings will be discussed with staff prior to any design work, donations or other commitments being made but Committee/Council review is not required. The following guidelines will be required:

- (a) Minimum size 8' x 8' square/rectangular shape (Note: structures under 100 square feet do not need a building permit).
- (b) 8' sidewall height
- (c) Gable roof with continuous ridge vent and 25 year shingles (or better).
- (d) All walls to be "smart panel"® construction minimum 5/8" thick or approved equal.
- (e) No windows unless approved by Park Superintendent.

- (f) Doors to be solid wood, metal or composite material.
- (g) Locks to be Schlage® deadbolt.
- (h) Buildings to be painted. Paint, trim and shingle colors must all be approved by Park Superintendent. Block or siding may be considered.
- (i) Floors to be either concrete (preferred) or all treated lumber at least 6" above surrounding grade.
- (j) Building location and door location must be approved by Park Superintendent.
- (k) Door(s) to have paved stoop or apron approved by Park Superintendent.

SCOREBOARDS

- 1.) All scoreboards added to the Green Bay Parks and Recreation facilities need to be approved by the Green Bay Parks and Recreation Director prior to installation.
- 2.) Need to be installed in compliance with the City of Green Bay building codes and requirements. All designs and construction plans need to be approved prior to installation.
- 3.) The entire costs of scoreboards and installation will be the responsibility of the organization.
- 4.) Donations or improvements of a scoreboard do not give the organization priority or exclusive usage rights.
- 5.) All scoreboards added to Green Bay city parks become city property.
- 6.) Operations of scoreboards will be limited to properly trained personnel. Loss or damage to the scoreboard due to negligence by the user will require replacement at full cost by the Association/renter.

MAINTENANCE

GENERAL

- 1.) Association/renter must notify the Green Bay Parks and Recreation Department of any damage, vandalism, needed repairs/safety issues at their respective park as soon as possible and no later than the next working day.
- 2.) The Association/renter is liable for damage to the facility and will be responsible for paying for damage caused during use of facility.
- 3.) Continued abuse could result in cancellation of existing permits and/or denial of permits on future occasions.

EQUIPMENT

- 1.) Field users are not permitted to use field grooming machines, personal vehicles, or other motorized equipment on city fields without prior permission from the Director of the Parks, Recreation and Forestry Department or his/her designee. Field users are permitted to use simple hand tools to rake and tamp infield surfaces in order to improve playing conditions. These tools must be provided by the field users and removed from the field after each use.
- 2.) Any additional field maintenance needed by the Association/renter, such as additional base anchors, pitching rubbers, goals, flags, etc., must first be requested and approved by the Green Bay Parks and Recreation Department.
- 3.) Goals, pitching screens and other athletic field items must be inspected and kept in a safe condition. Any damaged equipment must be immediately removed from the park or locked up to prevent access.
- 4.) All field users must remove any equipment and supplies used in athletic activities from the fields after each use; goal nets must be removed after each season. Storage of these items is the responsibility of each field user. Requests to use existing storage space at the park must be coordinated through the Green Bay Parks and Recreation Department.
- 5.) Keys may be provided to some user groups as needed. Keys are not to be duplicated or given to unauthorized users. User groups will be billed directly for lost keys.

ASSOCIATION/RENTER RESPONSIBILITIES

Association/renter must:

- 1.) Allow athletic fields to be used only when field conditions are deemed safe and when use will not create unacceptable damage to fields.
- 2.) Allow the Green Bay Parks and Recreation Department the right to close the fields or revise the permit to perform required maintenance if field conditions change during permit usage.

- 3.) Perform daily field preparations such as chalking and lining. Materials must be a commercial grade field lining material such as Sparkle #6® or equivalent. No lime or other caustic materials.
- 4.) Use materials approved for water absorption which are Turface Pro's Choice®, Diamond Pro® or other approved by the Green Bay Parks and Recreation Department (no sand). Use of cat litter to soak up standing water, digging ditches or holes and raking wet clay into grass areas is prohibited.
- 5.) Be responsible for picking up litter on the fields, play areas, dugouts, fencing, concessions, and adjacent grounds.
- 6.) Dispose of all waste and garbage in appropriate trash barrels.
- 7.) Assume responsibility and maintain batting cages and scoreboards in a safe and quality condition.
- 8.) Pay any field maintenance overtime expenses beyond routine services incurred by the Green Bay Parks and Recreation Department that is required due to any play, tournament, special event or holiday.
- 9.) No soft toss hitting into chain link fences. The renter will be responsible for damages.
- 10.) All groups will be responsible for providing portable toilets as needs exceed what is provided by the City.

PARK DEPARTMENT WILL BE RESPONSIBLE FOR MAINTAINING:

- 1.) All pre-season clay and turf maintenance to include adding clay, clay renovation and cutting infield arcs and base paths.
- 2.) Low areas by providing sand, soil, etc. to be used in leveling or backfilling.
- 3.) All turf areas on the fields to include mowing, weed control, fertilizing and herbicide spraying.
- 4.) Field irrigation systems and managing watering schedules of turf areas.
- 5.) Structural integrity of restrooms and applicable storage buildings, including repair or replacements of damaged roofs, doors, and windows.
- 6.) Restroom facilities.
- 7.) Parking areas including repairs and replacement.
- 8.) Fences and gates in a safe and secure condition.
- 9.) Facility and field lighting systems.
- 10.) Dugouts and bleachers in a safe and secure condition.
- 11.) Infields by dragging on permitted game days only weather permitting.

- 12.) Marking outfield foul lines for baseball and softball diamonds as well as field lines for football, rugby, soccer fields, etc.
- 13.) Disposing of trash that has been deposited in trash receptacles as warranted.

Advertising/Temporary Signs/Banners

Advertising Policy

Advertising may only be implemented by Green Bay Parks and Recreation Department sanctioned youth groups.

All advertising revenues generated shall:

Go directly back to the organization(s) to be strictly used to support the organization(s) program needs or to update City of Green Bay owned facilities used by the organization(s).

Each team will be allowed:

- 1.) Two banners or temporarily removable signs no larger than 4 x 6 per game/event to be displayed.
- 2.) If a league chooses to advertise per league versus by teams, they will be allowed (2) two signs/banners times the number of teams in their league to be displayed per game.
- 3.) Signs/banners can be displayed 1 ½ hours prior to the start of their event and removed immediately upon completion of their event.
- 4.) Tournament banners/signs can be displayed during the day of their scheduled tournaments.
- 5.) No duplication of business advertisement signs/banners should be placed on any one field at the same time.
- 6.) Additional banners/signs may be allowed with Green Bay Parks & Recreation Department approval.

Signs/banners must be:

- 1.) Lightweight.
- 2.) Capable of being affixed to a fence by either rope or similar fastener.
- 3.) Constructed of materials that is weather and wind resistant.
- 4.) Be easily removed.
- 5.) Shall permanently display the name of the team or tournament being sponsored.

Signs/banners shall not:

- 1.) Bear the name or likeness of any alcohol beverage or tobacco product.
- 2.) Contain offensive images or other matter otherwise inappropriate for youth recreational activities.
- 3.) The Green Bay Parks and Recreation Department shall have the final decision of whether the sign/or banner conforms.

- 4.) During high school activities, no WIAA restricted signage will be displayed. The organization administering the contract for the WIAA contest shall be responsible to cover or remove the sign(s) prior to the event.
- 5.) Signs/banners may be hung at parks containing a ball diamond or playing field that is enclosed by cyclone or similar fencing. Only teams which utilize such field or diamond may have sponsor banner/signs. Signs/banners may only be placed where they will not impede, obstruct or negatively affect the play or viewing of the game.
- 6.) The City of Green Bay Parks and Recreation Department reserves the right to remove any sign/banner if it becomes unsightly due to failure to maintain or poses a threat to persons or property.

User groups shall be responsible for:

- 1.) Selling all signs/banners and enter into a contract with each advertiser. Be legally responsible for all contract violations.
- 2.) Purchase all signs/banners and coordinate construction of signs.
- 3.) Install all signs/banners in compliance with city approved procedures.
- 4.) Respond to all sign/banner issues in a timely manner.
- 5.) Maintain all signs/banners in good condition and ensure they do not present any safety hazards to the field users.
- 6.) Remove immediately if determined by the City to be a safety hazard.
- 7.) Graffiti removal.
- 8.) Store all signs.
- 9.) Maintain an independent record of all advertising sign program transactions and contracts.
- 10.) Provide records and account information on advertising sign program revenues and expenditures upon request by the City of Green Bay.
- 11.) Reimburse the City of Green Bay for any repairs to City owned property. Failure to reimburse the City for these repairs will result in loss of advertising privileges.

Sales Programs

The City is recommending that the sales program per sign will be \$500.00 for the first two years and all additional years will be at a cost of \$250.00 each. Should there be a lapse in any succeeding year; a new two-year contract of \$500.00 should be entered into.

Scoreboard Advertising

All scoreboard advertising must have the Green Bay Parks and Recreation Director's approval prior to installation.

The Green Bay Parks and Recreation Department will work with the organizations to determine a standardized advertising criterion which would include but not limited to:

- 1.) Contract terms-generally limited to 2-3 years.
- 2.) Sign content.
- 3.) Approximate dimensions.
- 4.) Materials to be used.
- 5.) Designs.
- 6.) The number of advertising areas allowed.

Concessions

The sale of any items on City of Green Bay property without authorization is prohibited by City Ordinance.

All organizations must abide by any and all health code requirements for food services. Those requirements must be obtained through the Brown County Health Department.

Green Bay Parks and Recreation Department youth sanctioned organizations will be allowed to sell concessions subject to the following:

- 1.) All revenues generated from such use shall directly go back to the organization(s) to be strictly used to support the organization(s) program needs to update City of Green Bay owned facilities used by the organization(s).
- 2.) Concessions cannot be contracted through a private concessionaire.
- 3.) Leagues shall have the first right of refusal on operating the concession stands.
- 4.) No sales of alcohol will be allowed at youth games, events or tournaments.

Concession Requirements

Food Service at City-Owned Facilities

This policy describes the insurance requirements placed upon a person or organization desiring to serve food during events taking place at city-owned facilities. Unless an outside food vendor is authorized under Green Bay Municipal Code § 25.04(5), only the person or organization which has priority use of the city-owned facility may serve food while using such facility. If an outside food vendor provides goods or services to the person or organization, it may not retain any proceeds from any transaction taking place on city-owned facilities.

If the person or organization will serve only non-perishable, pre-packaged food items at room-temperature not subject to any heating or cooling process, the organization may do so without obtaining any insurance specific to food service. If the person or organization will serve food items that are A) perishable, B) heated or cooled before serving, C) removed from a package by a person who serves the food, or D) a possible human health risk if not properly served, the person or organization shall obtain insurance prior to the date of serving which covers any injuries or damages arising out of the act of serving such food. The person or organization shall provide the City of Green Bay with proof of insurance prior to the date of serving, unless otherwise allowed in this policy. Within that insurance coverage, the person or organization shall:

*Obtain and maintain general liability insurance in the following amounts:

- \$1,000,000 general aggregate, \$1,000,000 products – completed operations aggregate, \$1,000,000 personal injury and advertising injury, \$1,000,000 each occurrence limit.

*Obtain and maintain automobile liability (where applicable) for any auto used during the event in the following amounts:

- \$250,000 each person/\$500,000 each accident for Bodily Injury and \$100,000 for Property Damage or \$500,000 combined single limit for Bodily Injury and Property Damage each accident.

*Name the City of Green Bay as an additional insured.

Once a person or organization has filed a certificate of insurance with the City of Green Bay Risk Management Division for one event, the person or organization does not need to provide proof of insurance to the City of Green Bay before serving food at any subsequent events. Said person or organization shall continue to maintain insurance in accordance with this policy when serving food at any subsequent events on city-owned property.

Organizations are responsible for any of their items stolen or damaged.

Trailer concession use and placement must be authorized by Parks and Recreation staff and approved prior to arrival on site. All trailers must meet all health and safety codes. LP gas may not be stored outside concession trailers when not in use. At NO time may natural gas containers be stored in any City facility. Vehicles are not permitted to be parked at press boxes or concession trailers.

Due to safety concerns, concession deliveries should occur during times when activity is not taking place. Access to playing fields must remain free of congestion to allow access for emergency service vehicles.

Concessionaires shall store all concession items inside storage areas. Storage of concession items outside is not permitted. Concessionaires are responsible for recycling all recyclable materials. Boxes shall not be left in trash cans or piled outside.

Litter from concession items is a major concern and concessionaires should encourage users to dispose of trash in proper containers.

It is the responsibility of the user group to maintain a clean and safe concession. This includes trailer concessions.

Insurance

Insurance Requirements for Use of Outdoor City-Owned Athletic or Recreational Facilities

This policy describes the insurance requirements for any person or organization desiring to rent athletic or recreational facilities owned by the City of Green Bay.

If a person or organization rents an athletic or recreational facility from the City of Green Bay, the City recommends that the person or organization obtain insurance before the date of rental which covers any injuries or damages up to \$1 million arising out of the use of said facility. The person or organization shall maintain said insurance for as long as the event takes place. The City of Green Bay does not require proof of said insurance.

Pursuant to Wis. Stat. § 895.52(2)(b), the City of Green Bay is immune from liability for the death of, any injury to, or any death or injury caused by, a person engaging in a recreational activity on City-owned property.

Insurance Requirements for Use of Indoor Recreational Facilities Rented/Owned by City

If a person or organization uses any indoor facility rented/owned by the City of Green Bay for an organized event, the person or organization shall obtain insurance before the date of said event which covers any injuries or damages arising out of the use of said facility in the following amounts: \$1,000,000 general aggregate, \$1,000,000 products – completed operations aggregate, \$1,000,000 personal injury and advertising injury, \$1,000,000 each occurrence limit. The City of Green Bay shall also be named as an additional insured on said policy.

The person or organization shall maintain said insurance for as long as the event takes place. The person or organization shall provide proof of said insurance to the City of Green Bay before the date of use.

Tournaments

- 1.) All tournaments must be hosted by a Green Bay Parks and Recreation sanctioned youth association or a bonafide 501(c)(1-27) City of Green Bay non-profit group/organization approved by the Green Bay Parks and Recreation Department.
- 2.) Each Green Bay Parks and Recreation sanctioned youth association will be allowed one Invitational Tournament and one Intra League Tournament per season. All other groups will be allowed one Invitational Tournament per season.
- 3.) All tournaments cannot interfere with league play.

Proceeds and Fees

Green Bay Youth Sanctioned Organizations

- 1.) Fees - no tournament field rental fees will be charged to Green Bay Parks and Recreation Department sanctioned youth organizational tournaments.
- 2.) Proceeds - All proceeds go directly back to the organization(s) to be strictly used to support the organization(s) program needs or to update City of Green Bay owned facilities used by the organization(s).

City of Green Bay Resident Non-Profit Groups

- 1.) Fees - all non-profit resident groups will be charged rental fees as established by the Green Bay Parks and Recreation Department Fees and Charges Policy.
- 2.) Proceeds - go directly back to the hosting organization.

All Other Non-Resident Non-Profit Groups and For-Profit Groups:

- 1.) Must submit a written request and need to come before the Park Committee for approval, determination of fees and charges, and distribution of proceeds.

Insurance and Concession Requirement

Insurance and concession requirements must comply with the requirements stated within this policy.

Field Reservation Requests

- 1.) All field reservation tournament requests must be submitted no later than 60 days in advance of the tournament date.
- 2.) Green Bay sponsored youth organization must submit spring/summer activities by **February 1** of that season, fall/winter activities by **June 1** of that season.
- 3.) No alcohol sales will be allowed at youth tournaments.

- 4.) All groups hosting tournaments will be responsible for securing portable toilets, additional tables, benches, and trash containers from the Parks and Recreation Department at their costs according to the established fees and charges.
- 5.) All groups are responsible for proper cleanups of the park areas and recycling all recyclable materials. Groups failing to do so will be billed by the Green Bay Parks and Recreation Department for services and may lose future tournament privileges.
- 6.) All tournaments must complete a Special Events Application Form and meet all the permit requirements to qualify for tournament approval and permits.
- 7.) The permittee (and in the case of individuals, partnerships and associations, the named contact person and the person signing the special events application agreement) shall indemnify and save or hold harmless the City of Green Bay, its employees and representatives against any and all injuries and damages to persons and property and shall defend, indemnify and save or hold harmless the City of Green Bay and its employees and representatives from any and all claims, demands, suits, actions, costs, expenses and proceedings of any kind and nature including any claims for injuries and/or damages caused in whole or in part by the negligence of the City of Green Bay, its employees and representatives which in any way result from or arise out of such activity.
- 8.) Failure to comply with established policies shall result in the loss of permit and facility use.

Camps/Clinics

Camps/clinics must be hosted by a non-profit 501(c)(1-27) organization, approved by the Green Bay Parks and Recreation Department.

Proceeds and Fees

Green Bay Youth Sanctioned Organizations

- 1.) Green Bay Parks and Recreation sanctioned youth associations hosting camps/clinics solely for its group members, will be allowed at no cost. No user fees or field rental fee will apply, provided no coaches, officers of the association or team members receive a payment for service.
- 2.) Proceeds - All proceeds go directly back to the organizations to be strictly used to support the organization(s) program needs or to update City of Green Bay owned facilities used by the organization(s).

City of Green Bay Resident Non-Profit Groups

- 1.) Fees - City of Green Bay resident non-profit groups hosting a camp or clinic will be charged rental fees as established by the Green Bay Parks and Recreation Department Fees and Charges Policy.
- 2.) Proceeds go directly back to the hosting organizations.

All Other Non-Resident Non-Profit Groups and For Profit Groups:

Hosting a camp or clinic must submit a written request and need to come before the Park Committee for approval, determination of fees and charges, and distribution of proceeds.

Records of revenues and expenditures must be provided to the Green Bay Parks and Recreation Department upon request.

Insurance and Concession Requirement

Insurance and concession requirements must comply with the requirements stated within this policy.

Written requests must be submitted for approval by the Green Bay Parks and Recreation Department 60 days prior to requested dates.

A permit will be issued when the following requirements have been met within a minimum of 14 days prior to the event date.

- 1.) Proof of insurance.
- 2.) Proof of product liability insurance and concession requirements met.
- 3.) Payment of all field rental and user fees per invoice.

If the above conditions are not met per the/our agreement, the event will be subject to cancellation.

The user must follow all policies and procedures established by the Green Bay Parks and Recreation Department.

The permittee (and in case of individuals, partnerships and associations, the named contact person and the person signing the special events application agreement) shall indemnify and save or hold harmless the City of Green Bay, its employees and representatives against any and all injuries and damages to persons and property and shall defend, indemnify and save or hold harmless the City of Green Bay and its employees and representatives from any and all claims, demands, suits, actions, costs, expenses and proceedings of any kind and nature including any claims for injuries and/or damages caused in whole or in part by the negligence of the City of Green Bay, its employees and representatives which in any way result from or arise out of such activity.

Failure to comply with established policies shall result in the loss of permit and facility use.



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

October 23, 2019

PREPARED BY

AGENDA ITEM # E.I.

To review the proposed 2020 Parks, Recreation & Forestry Department's budget.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

October 23, 2019

PREPARED BY

AGENDA ITEM # E.2.

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

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Director's Report 102319

PARKS, RECREATION, & FORESTRY COMMITTEE
DIRECTOR'S REPORT
WEDNESDAY, October 23, 2019

PARK DIVISION

- Wet conditions still exist making many tasks challenging.
- We are preparing for winter. The winterizing process at park shelters has begun which includes water lines to fountains and irrigation systems.
- We've started re-sealing some park shelters floors.
- Staff is removing Bay Beach rides and preparing them for winter storage.
- Work has begun on fabricating new gates for the Bay Beach entrances.

FORSTRY DIVISION

- Oak Pruning Ban will be lifted beginning October 15th and will last until March 15th.
- Stump Removal – along streets continues from west to east this season. The crew is in the Oneida St. area.
- Tree Pruning – along streets continues. Recently completed streets include Broadway and Neville. The crew is currently on Wilson at this time.
- The largest concentration of Emerald Ash Borer (EAB) infested trees in the City of Green Bay exists in the Edison Park/Wilder Park area. We are currently working on removing Ash infested trees from Wilder Park.

DESIGN & DEVELOPMENT DIVISION

- Bay Beach Amusement Park – Beach, Boardwalk, Pier
 - Staff is currently reviewing the project construction phasing and budget.
- City Hall Elevator Renovations
 - Work on the first elevator continues.
- Colburn Park – Bathhouse, Concession Stand
 - New windows and the standing seam metal roofing are being installed. Paving, electrical and plumbing work are also in process.
 - Plans for the concession stand are complete and the materials for the building have been ordered.
- East River Optimist Site Improvements
 - Most of the contaminated soil has been removed and the remaining paving and site work will continue as planned.

- East River Van Beaver - Playground Equipment
 - The installation of the playground equipment has begun.
- Ken Euers Habitat Restoration
 - The project is scheduled to be completed soon. The only work that remains is to install the water control culvert feature.
- Red Smith Shelter
 - The completion date for the construction of the shelter restrooms and site walkway is October 25.

RECREATION DIVISION

- The Fall Softball Leagues are currently being held at Beaver Dam and Ft. Howard Parks. There are 25 teams participating.
- The table tennis league is currently being held on Wednesday evenings through December at Franklin Middle School. There are 15 players registered.
- The Youth Basketball Skills program for grades 1-4 is currently being held on Monday evenings at Franklin Middle School. There are 30 participants registered.
- The adult basketball leagues will be held on Wednesday evenings at various school locations beginning November 6th. There are 24 teams registered.
- The Adult Football Leagues have begun their playoff season. There are 24 teams playing on Wednesday & Thursday evenings.
- The Open Gym Program will begin in November. Sites will be offered as follows:
 - Monday: Beaumont, Eisenhower, Fort Howard, and Kennedy
 - Thursday: Baird, Wilder, and Chappell
 - Saturday: Franklin
- The 2019-2020 Youth Dance Program began the week of September 30th. Classes this year will range from Tap/Ballet to Hip Hop and Jazz. We have classes for anyone ages 3-18 years old at sites throughout the city. We still have openings in many of our classes.
- Planning is underway for the 4th annual Frenzy on the Fox. This unique winter event will bring runners, walkers and bikers along the Fox River Trail where everyone can celebrate being active outdoors all year long.

AQUATICS

- The indoor pool season is underway with swim team rentals at Southwest and Edison Pools 4 nights/week.

- We are facilitating many community group pool rentals at Southwest and Edison pools. This includes the Underwater Hockey group which rents Southwest pool every Sunday evening during the school year.
- Session 1 of indoor swim lessons begins at Edison Pool on October 17th. We are offering levels 1A-5. Our 1A, 1B and level 2 classes are all full with waitlists.

BAY BEACH

- The regular season ended on September 29th, but we still have weekend events happening and they have been very successful.
 - Annual Craft Show was on October 5th. Attendance was at a high this year. We will be sitting down with the organizer and looking at what we can do different for next year.
 - Boo Beach was rainy and cold, but many people attended and had a great time.
 - Opened Friday, October 11th (5-9pm) and Saturday, October 12th (2-9pm).
 - We had trick-or-treating on Saturday and a movie was shown Saturday night.
 - Maze through train depot was a success and many people expressed how great of an addition it was!
 - Partnered with the YMCA to put on some additional activities as 2 sessions of Family Zumba were held in the dancehall.
 - ESPN took video of the rides to show during Monday Night Football.
 - Aurora Duathlon will take place on October 19th.
- Staff is preparing for a few conferences in the off season to see what is trending in the food and beverage and Amusement Park industry.
- Staff is preparing to meet with vendors to get bids set for next year. A few vendors have reached out to us and are hoping to meet our needs for this coming season.

TRIANGLE SPORTS AREA

- The Disc Golf season is coming to an end.
- Met with GBASO to set up some winter activities for this season. We are reaching out to surrounding ski and snowboard hills to see if they would be interested in working with us.

WILDLIFE SANCTUARY

- We held a successful LLI (Lifelong Learning Institute with UWGB) program for 50 people, talking about our volunteer program and working with our animal care program.
- Staff is working with Law and Risk Management departments to update our paperwork for volunteers.

- Staff is going to the Fox 11 Fieldhouse to talk about our animal ambassadors and upcoming programs on Friday, October 18th.
- Staff and R-PAWS volunteers are participating in WWRA (Wisconsin Wildlife Rehabilitators Association) semi-annual meeting on Sunday, October 20th.
- Staff is working with an eagle scout to look at how we can plant native plants to create a more sustainable environment for the captive birds of prey.
- 4K students and families were excited to start in their new classrooms at the New Oak Learning Center on Wednesday, October 16th!



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

October 23, 2019

PREPARED BY

AGENDA ITEM # E.3.

The next Park Committee is scheduled for November 13, 2019.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None