



AGENDA OF THE PARKS COMMITTEE

WEDNESDAY, APRIL 29, 2020, 5:00 PM

AMENDED

Telephonic Meeting

Public may also view at:

<https://www.youtube.com/CityOfGreenBay>

A. Zoom Meeting Information

1. This item contains documents which provide call in information and instructions for the Zoom Meeting.

B. Roll Call.

C. Approval of the Agenda.

D. Approval of Minutes.

E. Regular Business.

1. Election of Chair and Vice-Chair of the Park Committee.
2. Consideration with possible action on the request by Ald. Corpus-Dax to look into newer, larger signs at parks indicating that dogs must be leashed at parks and/or trails and potentially a social media campaign reminding residents that dogs must be leashed.
3. Consideration with possible action on the request by Ald. Galvin that all parks be supplied with trash cans year round so residents have somewhere to put their trash when using our parks.
4. Consideration with possible action on the approval of an amendment to the Revocable Occupancy Permit with The Green Bay Riverside Unit Owners Association, Inc, to install landscaping along the Fox River Trail.
5. Consideration with possible action on the request from Wisconsin Public Service for a 12' wide utility easement at Ted Fritsch Park to provide new underground electrical facilities to serve the park shelter.

6. Consideration with possible action on the request by Wisconsin Public Service for a 12' wide utility easement in the Beaver Dam Creek Greenway just south of Kennedy School.
7. Consideration with possible action on purchasing HVAC equipment for the Park Shop from Temperature Systems Inc. for \$28,700.

F. Informational.

1. Director's Report on updates and recent activities of the Parks, Recreation and Forestry Department.
2. The next Park Committee is scheduled for May 13, 2020.

G. 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.

Virtual Meeting Instructions



Parks Committee for 4-29-2020

Zoom Meeting Information

City Of Green Bay is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/89769512598?pwd=NG12RS8yY0tYVUycjJQOURgRHk1UT09>

Meeting ID: 897 6951 2598

Password: 127898

One tap mobile

+13126266799,,89769512598#,,#127898# US (Chicago)

+19292056099,,89769512598#,,#127898# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US

+1 301 715 8592 US

Meeting ID: 897 6951 2598

Password: 127898

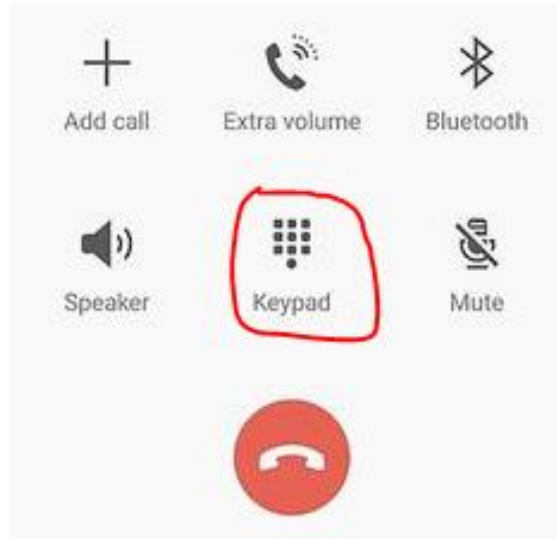
Find your local number: <https://us02web.zoom.us/u/kB53Rbkki>

Additional Information

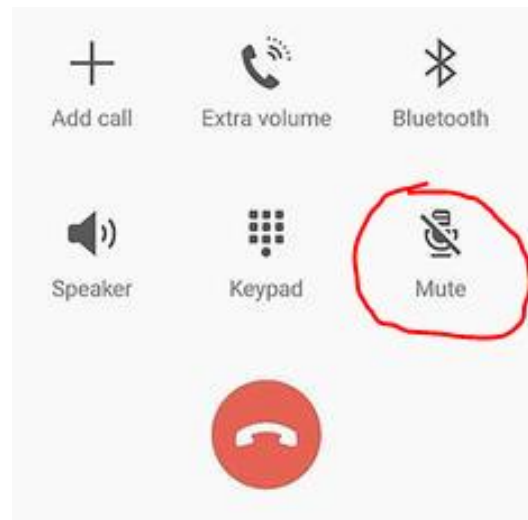
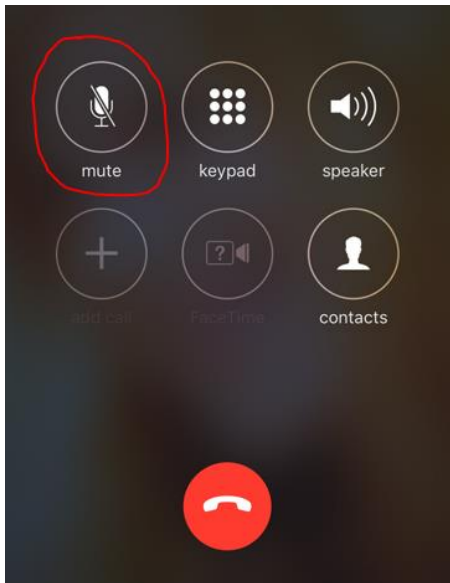
1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
2. All zoom meetings will have a password in the instructions. Please enter when prompted.
3. Please log into the Zoom meeting 10 minutes before the meeting starts to ensure proper technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
4. Once you are in the meeting please mute yourselves.
 - a. You may unmute yourself when you are called upon to speak.
5. Waiting room
 - a. When you call in, all callers/participants will be placed in a “waiting room.”
 - b. Persons on the agenda will be admitted to the meeting, and then once the item is concluded, the host will permanently mute you from the meeting (you can still hear the meeting).
6. Using Zoom with a tablet or computer
 - a. Tablet—you will be asked to sign in. Download the app either with the Apple Store or the Play Store
 - b. Computer—you will be asked to sign in. You may download the app or click on the link to open Zoom in your browser.
7. Registering
 - a. The host may ask you to register for the meeting. A registration link will be sent to you along with the invite. You’ll receive another email confirming that you’re registered for the meeting.
 - b. If you’re using a phone, your registration will still be tied to an email.
8. Raising your hand
 - a. Committee members—you can either use CivicClerk and request to speak or you can “raise your hand” in the zoom meeting (you’d need to use a computer or tablet) to let the host know you’d like to speak. You can also un-mute yourselves and start speaking.
 - b. Persons on the agenda—you can “raise your hand” but you’d need to use a computer. You will be allowed to speak, per Wisconsin Open Meetings Rules, once the committee has “opened the floor for interested parties to speak.” Once the committee is finished with your agenda item, the host will mute you permanently, unless the committee opens the floor again.
9. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - b. Land line
 - c. Tablet—well in advance of the meeting, please download the Zoom Meeting app before you join a meeting by using either the Apple Store or the Play Store. You will be asked to input your name, thus identifying you for the meeting. You’ll also be asked to verify your email.
 - d. Computer—well in advance of the meeting, please download the Zoom Meeting app, but you can also click on a link to open the Zoom Meeting in your browser. You will be asked to input your name, thus identifying you for the meeting.
 - e. For tablet and computer users—if you download the app you will be asked to verify your email.
10. Zoom etiquette
 - a. Muting yourselves when you’re not talking will prevent your background noise from interfering with others’ ability to listen to and participate in the meeting.
 - b. If you’re using a telephone, please identify yourself with your phone number and name before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourselves.
11. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching live on YouTube will see a gray screen with the City logo during closed session.
12. Persons interested in listening to the meeting can go to www.youtube.com/CityofGreenBay

Calling into the Zoom meeting using a smartphone

1. Dial the phone number listed at the beginning of this document.
2. When prompted, enter the Meeting ID number followed by #
 - a. If you're using a smartphone, you can access the keypad by clicking "Keypad" on your screen



3. Once you are in the meeting, notify the meeting host that you are in and state your name.
4. If you do not need to talk, please make sure your phone is on **Mute**
 - a. If you're using a smartphone, look at your screen and click the Mute button



- b. If you're using a computer, you should see a Mute button in the Zoom application





Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

April 29, 2020

PREPARED BY

AGENDA ITEM # E.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 29, 2020

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action on the request by Ald. Corpus-Dax to look into newer, larger signs at parks indicating that dogs must be leashed at parks and/or trails and potentially a social media campaign reminding residents that dogs must be leashed.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Dog Signs In Parks Communication

Dan Ditscheit

From: District Two
Sent: Tuesday, April 21, 2020 10:40 PM
To: Kris Teske
Subject: Late Communication

Clerk Teske,

I am unsure if this should go to Protection and Policy or Parks & Rec.

Look into newer larger signs at parks indicating that dogs must be leashed at parks and or trails. And potentially a social media campaign reminding residents that dogs must be leashed.

Regards,

Veronica Corpus-Dax
Alder District 2 Green Bay, WI
District2@greenbaywi.gov
920.328.5441



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

April 29, 2020

PREPARED BY

AGENDA ITEM # E.3

Consideration with possible action on the request by Ald. Galvin that all parks be supplied with trash cans year round so residents have somewhere to put their trash when using our parks.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

April 29, 2020

PREPARED BY

AGENDA ITEM # E.4

Consideration with possible action on the approval of an amendment to the Revocable Occupancy Permit with The Green Bay Riverside Unit Owners Association, Inc, to install landscaping along the Fox River Trail.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Amendment #1

FIRST AMENDMENT TO
REVOCABLE OCCUPANCY PERMIT

Amendment is hereby made to the Revocable Occupancy Permit issued by the City of Green Bay, a Wisconsin Municipal Corporation (hereinafter CITY) to Green Bay Riverside Unit Owners Association, Inc. (hereinafter APPLICANT), dated February 3, 2020 and recorded in the office of the Register of Deeds for Brown County as Document Number 2890246 on February 3, 2020.

Legal description:

All of Riverside Place Condominium, being a condominium created under the Condominium Ownership Act of the State of Wisconsin by a "Declaration of Condominium for Riverside Place Condominium", recorded November 17, 2005 in the Office of the Register of Deeds for Brown County, Wisconsin, as Document No. 2226687 and by a Condominium Plat therefor; and any and all amendments thereto.

Return to:
City of Green Bay - Clerk
100 N. Jefferson Street
Green Bay, WI 54301-5026

Affecting tax parcel numbers 12-281 to 12-283 and 12-284-1 to 12-284-63 and 12-285 to 12-350.

WHEREAS, CITY previously granted to APPLICANT the above referenced Revocable Occupancy Permit for the purpose of installing Stairs and Walkway for access to the Fox River Trail; and

WHEREAS, APPLICANT desires that Retaining Walls and Landscaping be installed within the City owned lands designated as the Fox River Trail, in addition to those facilities previously installed and described in Document Number 2890246 thereto be included in the aforementioned Permit.

NOW, THEREFORE, IT IS HEREBY AGREED AND THE REVOCABLE OCCUPANCY PERMIT IS HEREBY AMENDED TO INCLUDE THE FOLLOWING:

1. APPLICANT is permitted to place and maintain Retaining Walls and Landscaping be installed within the City owned lands designated as the Fox River Trail at the location specified on the map attached hereto and incorporated by reference as Attachment A. The final location of the

2. APPLICANT agrees to coordinate the timing of any work on the Fox River Trail with the Green Bay Department of Parks, Recreation and Forestry.
3. APPLICANT agrees to obtain all permits required by the City of Green Bay, County of Brown, State of Wisconsin or other entity having jurisdiction.
4. The Hold Harmless Agreement set out in the initial Revocable Occupancy Permit shall and hereby does extend to include any and all operations hereunder and said Hold Harmless Agreement is incorporated by reference.
5. Any and all other terms of the initial Permit not specifically amended herein shall remain in full force and effect and are incorporated hereunder.

CITY OF GREEN BAY

Eric Genrich – Mayor

Kris A. Teske – Clerk

STATE OF WISCONSIN)
) SS.
BROWN COUNTY)

Personally came before me this _____ day of _____, 20__ the above named Eric Genrich – Mayor and Kris A. Teske – Clerk to me known to be the person who executed the forgoing instrument and acknowledge the same.

X

(Print or Type name of notary above)
Notary Public, Brown County, Wisconsin
My Commission Expires: _____

This instrument drafted by:
Thomas H. Giese - R/W Specialist

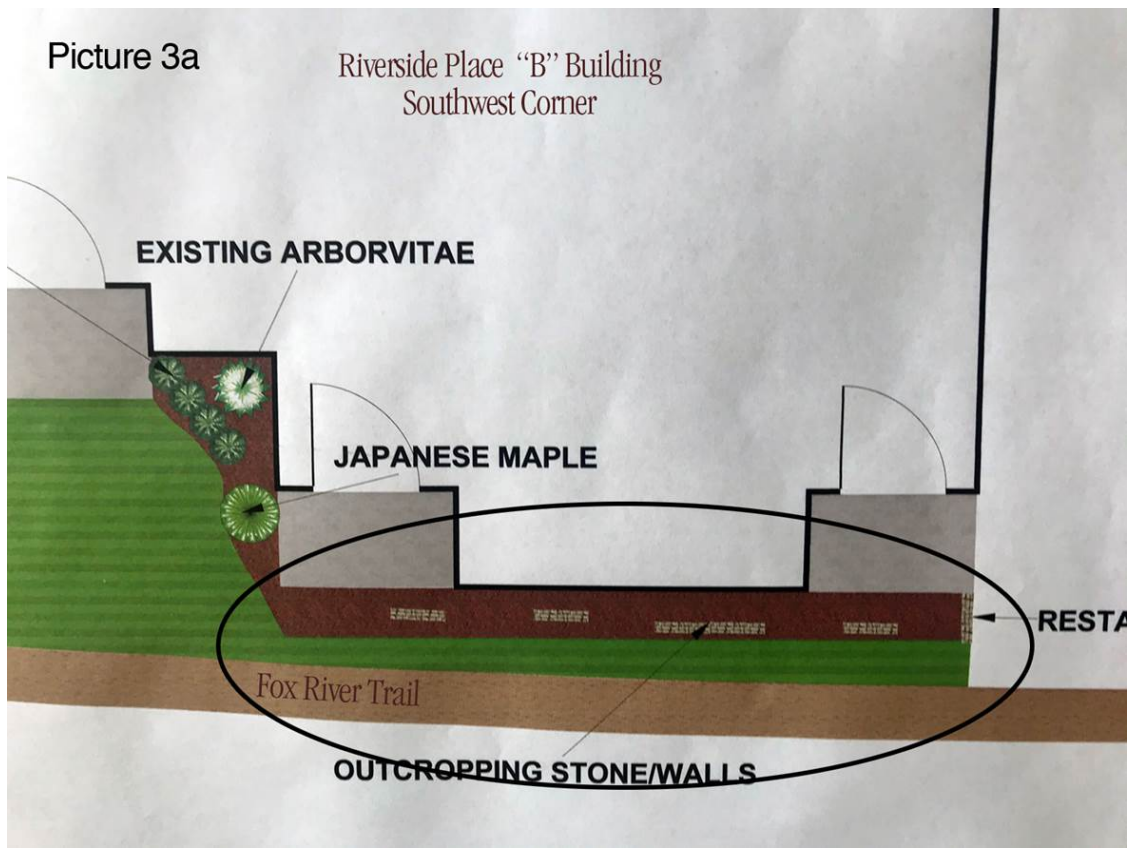
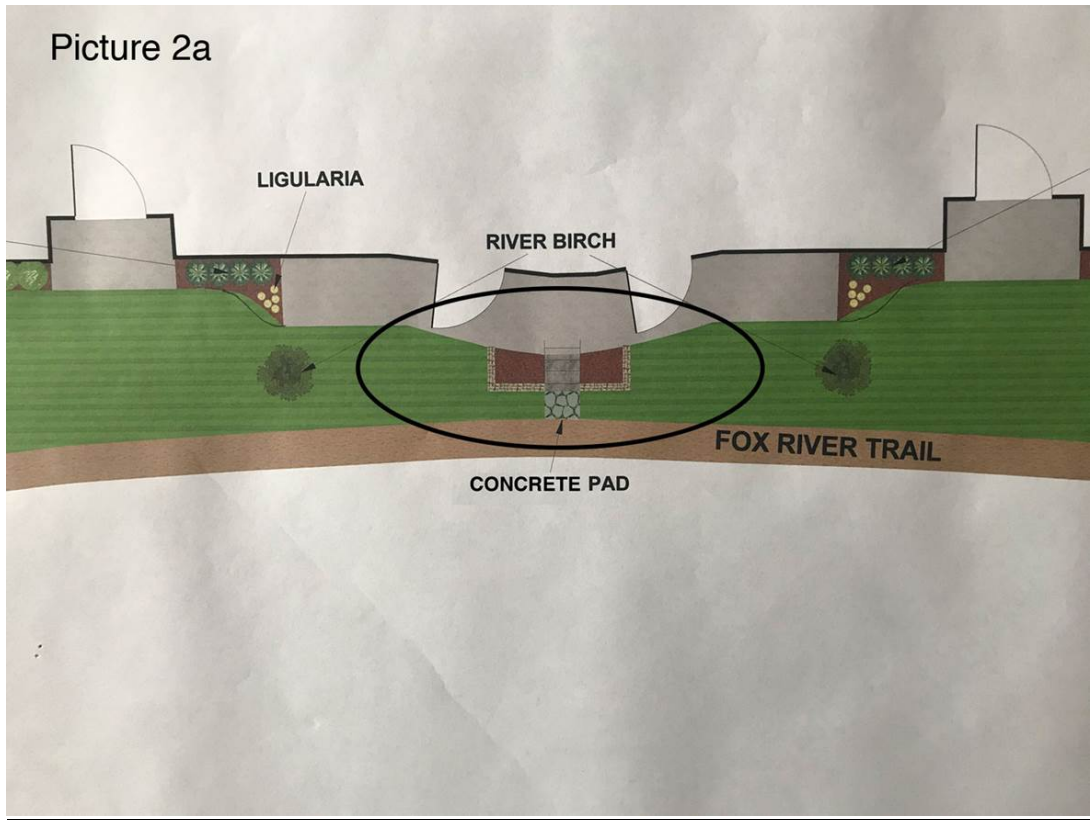
ATTACHMENT A



Picture 3



ATTACHMENT A CONTINUED





Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

April 29, 2020

PREPARED BY

AGENDA ITEM # E.5

Consideration with possible action on the request from Wisconsin Public Service for a 12' wide utility easement at Ted Fritsch Park to provide new underground electrical facilities to serve the park shelter.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Easement_City of Green Bay_2920918

ELECTRIC UNDERGROUND EASEMENT

THIS INDENTURE is made this _____ day of _____, _____, by and between **City of Green Bay, a 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 the Parcel described in Brown County Register of Deeds Jacket 4377, page 8, being part of the Northeast Quarter of the Northwest Quarter (NE 1/4-NW 1/4) of Section 30, Township 24 North, Range 20 East, **City of Green Bay, 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

Parcel Identification Number (PIN)
6H-1181

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.
9. **Indemnification.** Grantee hereby agrees to indemnify, defend and hold harmless the Grantor, its elected and appointed officials, officers, employees, agents, representatives and volunteers, and each of them, from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorneys' fees, costs and expenses of whatsoever kind or nature in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive, of Grantee, any contractor or subcontractor performing work on behalf of Grantee in the Easement Area, or of anyone acting under its direction or control or on its behalf, even if liability is also sought to be imposed on Grantor, its elected and appointed officials, officers, employees, agents, representatives and volunteers. The obligation to indemnify, defend and hold harmless the Grantor, its elected and appointed officials, officers, employees, agents, representatives and volunteers, and each of them, shall be applicable unless liability results from the sole negligence of the Grantor, its elected and appointed officials, officers, employees, agents, representatives and volunteers.

Grantee shall reimburse the Grantor, its elected and appointed officials, officers, employees, agent or authorized representatives or volunteers for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.

This indemnity provision shall survive the termination or expiration of this Easement agreement.

[REMAINDER OF PAGE LEFT BLANK]

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

City of Green Bay, a municipal corporation

Corporate Name

Sign Name

Print name & title

Sign Name

Print name & title

STATE OF _____)
COUNTY OF _____)SS

This instrument was acknowledged before me this _____ day of _____, _____, by the above-named _____

City of Green Bay, a 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 _____

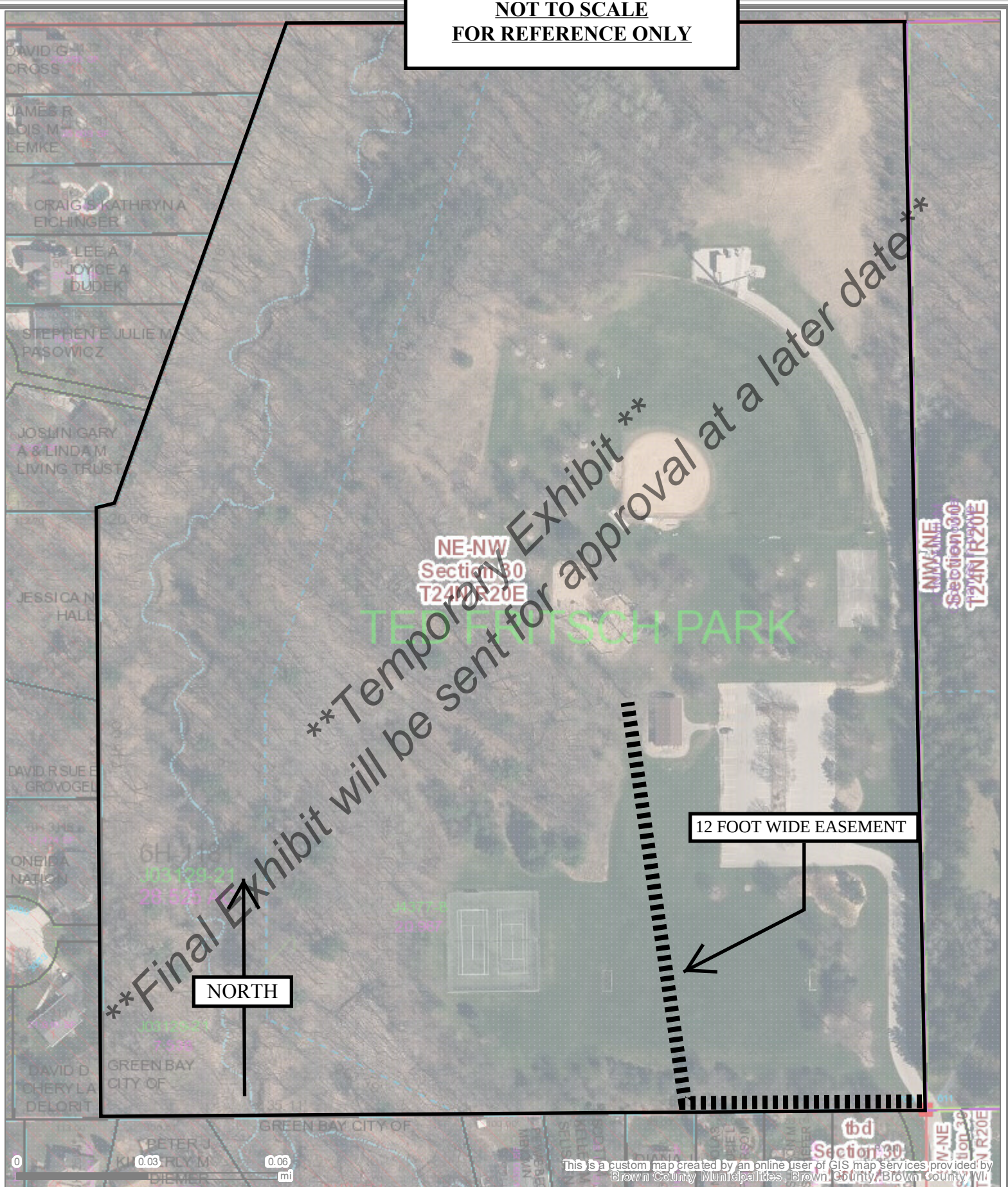
Notary Public, State of _____
My Commission expires: _____

This instrument drafted by: Michelle Somers
Wisconsin Public Service Corporation

Date	County	Municipality	Site Address	Parcel Identification Number
April 10, 2020	Brown	City of Green Bay	700 La Count Rd	6H-1181
Real Estate No.	WPSC District	WR#	WR Type	I/O
1050725	Green Bay	2920918	EPLAN	21820291EC

EXHIBIT "A"

NOT TO SCALE
FOR REFERENCE ONLY





Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

April 29, 2020

PREPARED BY

AGENDA ITEM # E.6

Consideration with possible action on the request by Wisconsin Public Service for a 12' wide utility easement in the Beaver Dam Creek Greenway just south of Kennedy School.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Easement_City of Green Bay_2802343-Beaver Dam

ELECTRIC UNDERGROUND EASEMENT

THIS INDENTURE is made this _____ day of _____, _____, by and between **City of Green Bay, a 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 the Parcel described in Brown County Register of Deeds Volume 678, page 216, Document Number 622694, being part of Private Claim 8 West side of the Fox River, **City of Green Bay, 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

Parcel Identification Number (PIN)
6-275-A

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.
9. **Indemnification.** Grantee hereby agrees to indemnify, defend and hold harmless the Grantor, its elected and appointed officials, officers, employees, agents, representatives and volunteers, and each of them, from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorneys' fees, costs and expenses of whatsoever kind or nature in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive, of Grantee, any contractor or subcontractor performing work on behalf of Grantee in the Easement Area, or of anyone acting under its direction or control or on its behalf, even if liability is also sought to be imposed on Grantor, its elected and appointed officials, officers, employees, agents, representatives and volunteers. The obligation to indemnify, defend and hold harmless the Grantor, its elected and appointed officials, officers, employees, agents, representatives and volunteers, and each of them, shall be applicable unless liability results from the sole negligence of the Grantor, its elected and appointed officials, officers, employees, agents, representatives and volunteers.

Grantee shall reimburse the Grantor, its elected and appointed officials, officers, employees, agent or authorized representatives or volunteers for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.

This indemnity provision shall survive the termination or expiration of this Easement agreement.

[REMAINDER OF PAGE LEFT BLANK]

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

City of Green Bay, a municipal corporation

Corporate Name

Sign Name

Print name & title

Sign Name

Print name & title

STATE OF _____)
COUNTY OF _____)SS

This instrument was acknowledged before me this _____ day of _____, _____, by the above-named _____

City of Green Bay, a 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: Michelle Somers
Wisconsin Public Service Corporation

Date	County	Municipality	Site Address	Parcel Identification Number
March 27, 2020	Brown	City of Green Bay	Seventh St	6-275-A
Real Estate No.	WPSC District	WR#	WR Type	I/O
1050275	Green Bay	2802343	EPLAN	21810189EC

EXHIBIT "A"

NOT TO SCALE
FOR REFERENCE ONLY

GREEN BAY AREA
PUBLIC SCHOOL
DISTRICT KENNEDY

12 FOOT WIDE EASEMENT

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

NORTH

0.085

0.17
mi

This is a custom map created by an online user of GIS map se
Brown County, B



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

April 29, 2020

PREPARED BY

AGENDA ITEM # E.7

Consideration with possible action on purchasing HVAC equipment for the Park Shop from Temperature Systems Inc. for \$28,700.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Copy of #3233 Quote Summary

CITY OF GREEN BAY QUOTE SUMMARY**RFQ #3233****Park Shop HVAC (Carrier)**

Dept: Parks	Req #25	VENDOR #1
Planholders: 18	CC #914-031-967	TEMPERATURE SYSTEMS INC
Issued: 3/25/2020	Due:4/13/2020	Green Bay & Madison, WI
DESCRIPTION		
<i>*One (1) Carrier 39L Series size 15 air handler</i> <i>*One (1) Carrier 38AUD 20 Ton dual circuit air-cooled condenser</i> <i>*Two (2) PA250-Triangle Tube 250,000 BTU High Efficiency Boilers, Prestige Series OR EQUAL</i>		\$ 28,700.00
State Brand & Model # of Boilers being quoted:		Burnham - Aspen Series
Lead Time:		8-9 Weeks
Payment Terms Net 30		
Early Payment Discount:		Net 30
Accepts credit card payments:		Yes

Recommendation: Award to the lowest responsive, responsible vendor Temperature Systems Inc for \$28,700.



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

April 29, 2020

PREPARED BY

AGENDA ITEM # F.I

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

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Director's Report 042920 (003)

PARK COMMITTEE
DIRECTOR'S REPORT
WEDNESDAY, April 29, 2020

PARKS DIVISION

- Keith Wilhelm, who served the City as Parks Superintendent for over 30+ years retired in mid-April. Andy Krzewina has been hired as his replacement.
- The pools are being cleaned and prepared in anticipation of the upcoming opening for the season. It is still unknown as to when the health department will allow the pools to open due to COVID-19.
- The Parks are going through a spring cleanup which consists of blowing leaves out of landscape beds, mulching leaves, clean up of branches, and repairing turf damage from snow removal operations.
- We are wrapping up preparation of the park shelters for the upcoming shelter rental season.
- The park shop and vehicles are being wiped down and disinfected on a daily basis.
- Signs have been put up regarding the playground closures on the play equipment and social distancing recommendation signs at the basketball courts. We will consider installing the tennis nets and disc golf baskets at Triangle when the number of COVID-19 cases in Brown County begin decreasing.

FORESTRY DIVISION

- Tree Planting - along streets and in parks is underway.
- Tree Removal – wind damage cleanup continues. Tree removal for DPW construction projects are on schedule at this point.
- Tree Pruning – Along streets and in parks is currently suspended for planting.

DESIGN&DEVELOPMENT DIVISION

- Bay Beach Amusement Park – Beach, Boardwalk, Bathhouse
 - Staff is currently reviewing construction plans for the shoreline improvements and will be receiving the bathhouse plans very soon.
- Bay Beach Wildlife Sanctuary – Bird Aviary
 - The consultant has begun the architectural design work for the aviary.
- City Hall - Elevator Renovations
 - Work is nearly completed except for a few remaining punch list items. The outstanding punch list items are on hold until city hall is back open to the public due to COVID-19.
- Colburn Park – Pool, Bathhouse, Concession Stand, Pool Deck Lighting
 - Work on the pool and bathhouse are progressing as expected.

- The slab for the concession stand has been installed and the Parks Dept. will begin installing the building very soon.
- Work on the lighting for the pool deck will begin soon.
- East River Optimist Park – Concession Stand
 - The Concession stand block and brick work is completed.
 - The roof will be installed in the near future.

RECREATION DIVISION

- For now we are planning for all programming and sports to resume early summer. We are still unsure if this will be possible due to COVID-19. As time goes on we will have to re-evaluate and modify our programming schedule accordingly. The Park & Recreation Department will follow the orders of the Governor and following CDC recommendations when programming does finally resume.
- Staff are attending daily zoom meetings with state, county and lobbyists, working very closely with the Wisconsin Park and Recreation Association & Northeast Wisconsin Park and Recreation Association to monitor the Covid-19 situation.
- Recreation staff is creating a series of virtual recreation programming on our Facebook and other social media accounts. Take part in Lego Building, Sidewalk Chalk Art, Pet contests, Fitness Bingo and other fun activities while at home, in your yard or out for a walk.
- A virtual Talent Show will be taking place where participants can take a video of their talent, send it in and receive prizes donated from local businesses.
- Registration for Summer Adult Softball Leagues began in February and has been extended through June 1. 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 are currently interviewing and hiring staff for summer positions (playground leaders, softball site supervisors, softball officials, and pool staff).
- The Golden Memories Ball has been cancelled.
- Recreation staff are currently interviewing for Summer Playgrounds Leaders, Wading Pool Facility Attendants, Softball Umpires & Site Supervisors, Lifeguards and concessionaires.
- Planning is currently underway for this summer's FIT in the Parks and FIT Fest.

AQUATICS DIVISION

- At this point, no new lifeguards can be trained so we will have to rely on currently certified lifeguards. This may impact how many of our three pools we will be able to open this season.
- Staff is working on contingency plans for what the summer pool season will look like in 2020. These plans will include:
- Daily Operating Procedures:

- Social Distancing: Locker Rooms, Pool Decks, Pool Capacities.
- Hardscapes: For example- should we provide chairs or have participants bring their own to reduce the risk of spreading germs and having to constantly clean our own chairs.
- Evaluation of a disinfection schedule.
- Summer Schedule:
 - Possible opening dates. We will have to wait for direction from the Governor and Health Department before we can select an opening date. There is a potential that none of the pools will be able to open for the season.
 - If and when we are able to open we are considering methods to incorporate social distancing into Swim lessons.
- National/Local data:
 - Staff is collecting information from facilities across the United States and Wisconsin.

BAYBEACH

- We are currently planning for the Amusement Park to open at some point over the summer. There is a considerable amount of planning and preparation that needs to be done to get ready to open for the season. We will have to wait for direction from the Governor for future COVID-19 restrictions on Amusement Parks before we will know when or if we will be able to open.
- Bids and request for quotes for concessions have been finalized. We are waiting for more direction on the opening date before we order the products.
- Bids and request for quotes for POS systems have been cancelled as the quotes came in over budget. We are currently re-evaluating our plans.
- Onboarding, training, orientation processes had to be changed due to the current situation.
 - Orientations began the first week of March.
 - Orientations are being done on Zoom four times a week to meet the schedules of our staff.
- Food and Beverage offerings and menus are being designed.
- Ride training review of ASTM standards.
 - Operating Documents were revamped for all rides.
 - All staff will have access to this information to improve knowledge of all procedures.
- Possible future destination playground planning.
 - Visited Syble Hopp School to see their indoor inclusive playground.
 - The playground companies have submitted their design proposals.
 - This project is on hold until the companies are able to come present to our small group.
- Beach construction.
 - Water testing forms have been created.
 - Researching lockers and equipment for the future Bath House.

- Staff is researching new ride options.
- Updates are being made to Jolt for trainings and audits.
- Applications for summer employment are slowly coming in. Zoom interviews began the first week of March. In order to be fully staffed we need approximately 70 more full time seasonal employees.
- Nursing rooms have been added to the main pavilion. The rooms were funded by HSHS - Hospital Sisters Health System. They have 15 hospitals and several clinics throughout Wisconsin and Illinois, including St. Vincent and St. Mary's. We have worked with HSHS and the Friends of Bay Beach to build 3 partitioned privacy rooms for moms to nurse or pump.
- Concession areas and rides are currently being setup.
- The bolts have all been re-tightened on the Zippin Pippin. Work is currently being done on replacing the main ride control unit for the coaster.
- Supervisor training is being done on Zoom until we can do hands on training.
- Independent Contractors being contacted for yearly inspections for opening.

TRIANGLE SPORTS AREA

- The gates have been opened to allow more parking while patrons use the trails.

METRO BOAT LAUNCH

- Two docks are installed.
- Procedures for fishing tournaments had to be changed due to the COVID-19 situation.

WILDLIFE SANCTUARY

- We updated all three of our buildings with new Exit Lights and Emergency Lights. These are LED fixtures that do a self-diagnostics test every month to insure functionality. When we have a power outage the Emergency lights will turn on then run off of battery power.
- We pumped out flooded areas of the sanctuary.
- The Resch Falls has been turned on for the season.
- Staff re-graded the parking lot at the trail head East of Danz Ave.
- With help from the Parks department many landscape projects have been completed and more are planned.
- The Parks department went through each of our buildings and performed a deep clean. Exhibits also have been cleaned and repaired.
- Until further notice, the entire facility is closed to the public with the exception of certain trails. The trails are closed at 4:30.
- We have added new, highly visible, signage informing guests of trail hours.



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

April 29, 2020

PREPARED BY

AGENDA ITEM # F.2

The next Park Committee is scheduled for May 13, 2020.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None