



AGENDA OF THE PARKS COMMITTEE

**WEDNESDAY, OCTOBER 14, 2020, 5:00 PM
CITY HALL, ROOM 207**

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. Consideration with possible action on approving the request by Downtown Green Bay Inc. allowing them to fund and install a holiday light display at CityDeck.
2. Consideration with possible action on the staff request for preapproval for the award of the purchase of playground equipment at Baird Park and Olde Preble Neighborhood Park.

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 November 4, 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

Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/81377797762?pwd=ZGhteWFBVUVwNmdUaWt4Zy9LZlFMUT09>

Meeting ID: 813 7779 7762

Passcode: 623545

One tap mobile

+19292056099,,81377797762#,,,,,0#,,623545# US (New York)

+13017158592,,81377797762#,,,,,0#,,623545# US (Germantown)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 813 7779 7762

Passcode: 623545

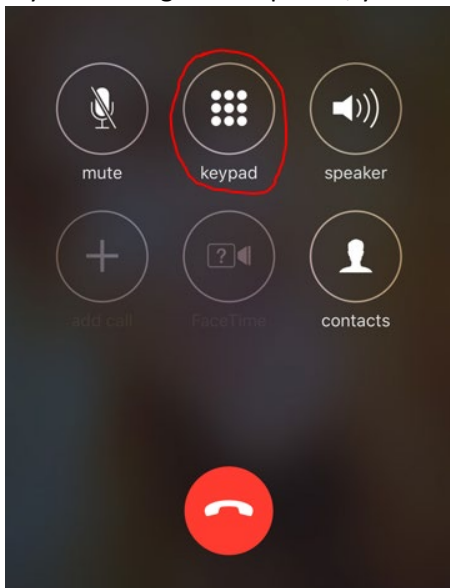
Find your local number: <https://us02web.zoom.us/j/kd39Ua5bWR>

Additional Information

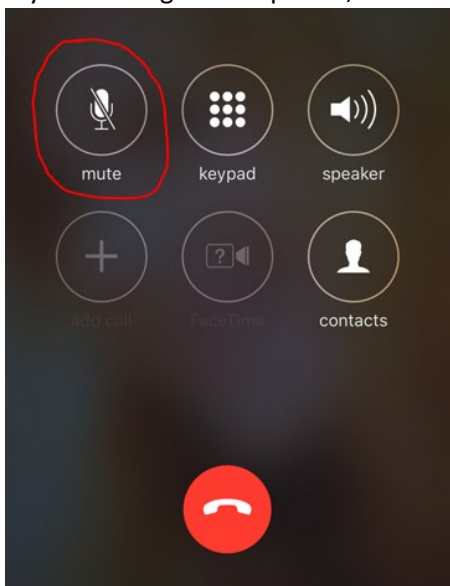
1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
2. All zoom meetings will have a password in the instructions. Please enter when prompted.
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 attending anonymously or listening to the meeting may call in by dialing *67 followed by the phone number above.

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

October 14, 2020

PREPARED BY

AGENDA ITEM # E.I

Consideration with possible action on approving the request by Downtown Green Bay Inc. allowing them to fund and install a holiday light display at CityDeck.

BACKGROUND

RECOMMENDATION

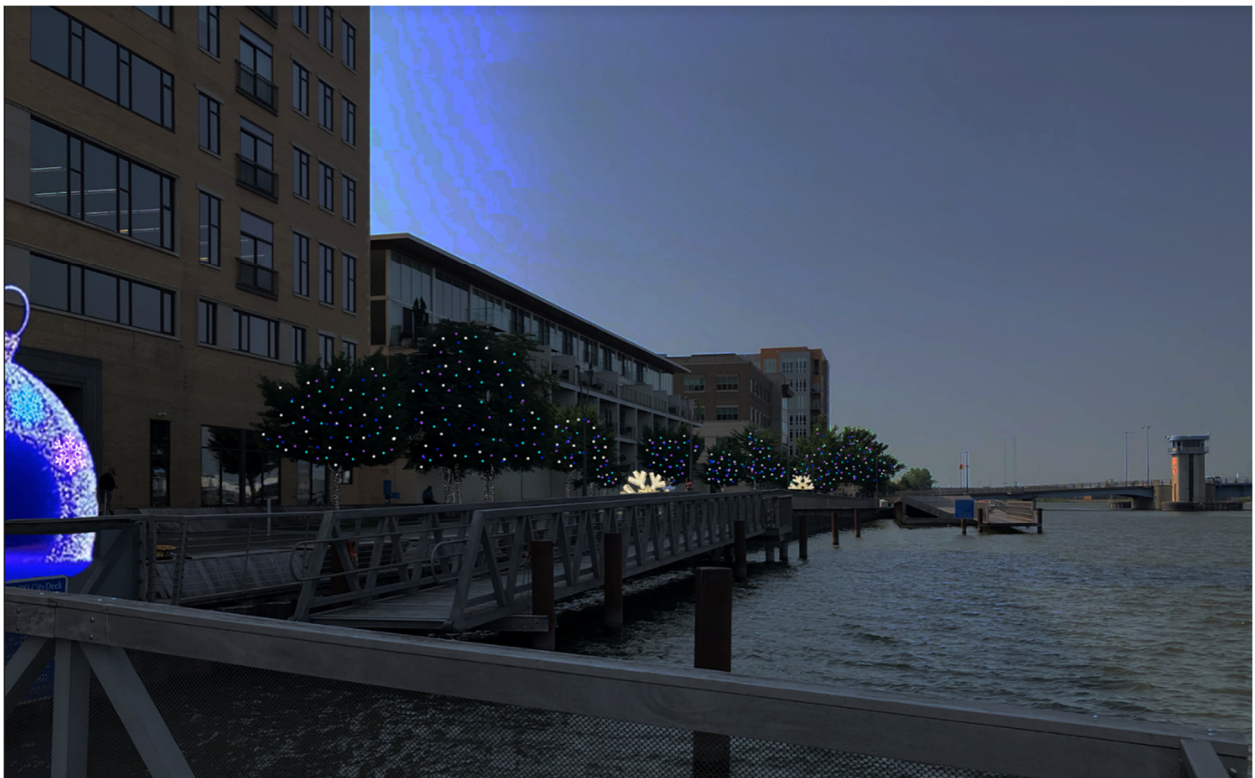
FISCAL IMPACT

ATTACHMENTS

- I. Proposed CityDeck Holiday Light Display Photos

Proposed CityDeck Holiday Light Display

Downtown Green Bay Inc.







Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

October 14, 2020

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action on the staff request for preapproval for the award of the purchase of playground equipment at Baird Park and Olde Preble Neighborhood Park.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

October 14, 2020

PREPARED BY

AGENDA ITEM # F.1

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

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Director's Report 10-14-20

PARK COMMITTEE
DIRECTOR'S REPORT
WEDNESDAY, October
14, 2020

PARK DIVISION

- Landscape crews are beginning to do fall cleanup of the perennial beds.
- Mowing crews are continuing to mow turf areas as well as perform leaf clean up along fence lines, shelters and playgrounds as trees begin to lose their leaves.
- Ballfield crews continue to make improvements while leagues are finishing up for the season.
- As fall approaches we continue to have a persistent presence in the parks keeping them clean.

FORESTRY DIVISION

- Tree pruning along streets in the Sullivan Park/St. Phillips Park area continues.
- Stump removal along streets and in Perkins Park continues.
- Fall tree planting plans are underway.

DESIGN & DEVELOPMENT DIVISION

- Danz Park – Green Bay Parks Century Grove Project
 - Staff is in the final planning stages of the installation of 100 trees to be planted between Oct 21st – Oct 26th. The 100 trees symbolize the 100 year anniversary of the Green Bay Parks Department.
 - An asphalt path from the Baird Creek Trail and leading through the Century Grove will be installed as part of this project.
 - Staff is working with a local artist to install 2 custom made benches within the central area of the planting.
- Wildlife Sanctuary Parking Lot Expansion – Storm Water Management
 - A Request for Quotes was issued for consulting services to engineer the storm water management related to the future parking lot expansion. Quotes are due on October 16th.
- Navarino Park – Walk and Stormwater Management
 - The Department of Public Works hired a contractor to install vegetated swales and a vegetated biofilter for the stormwater management in the Park. Additionally, the 2nd phase of a 300 meter walking/running path will be installed this fall.
- Playground Equipment – Baird Park and Olde Preble Neighborhood Park
 - Proposals are due on October 13 for the new playground equipment at Baird and Old Preble Neighborhood Parks.

RECREATION DIVISION

- The Summer Adult Softball Leagues will end on October 12. We had 38 teams participate.
- Recreation staff has issued fall facility use permits – Cricket, Ultimate Frisbee and Youth Baseball.
- The Fall Playground Program is going very well. We have sites at Astor & Fritsch Parks Monday thru Thursday from 1-4 p.m. The program is being offered from September 14-October 22.
- The Youth Tennis Lessons are being offered at Astor Park. This six week instructional program is offered for Tennis Tykes and Jr. Tennis. Classes are on Monday or Thursdays between 4-6 p.m. The program is being offered from September 14-October 26.
- Youth Dance Boot Camp is taking place on Tuesdays and Thursdays at Astor Park. This class offers a combination of dance skills and conditioning for a fun, high energy class. Registration is open. Classes began September 14.
- Recreation staff are working closely with Youth Soccer Organizations to set up facility permits during the fall season. The last game will be played on November 1.

AQUATICS

- Staff is currently working on the following projects:
 - Updating the Pool Staff Manual with current policies, procedures and information.
 - Training on the new RecTrac software and setting up the POS screens for pool concessions & admissions.
 - Researching new innovative and creative staff in-services, pre-season trainings and online modules to use (in case of continued virtual training is needed).
- Staff is researching online scheduling apps and programs.

BAY BEACH

- Take down of all concession areas has begun.
 - Grill is completed.
 - Tickets and Souvenirs is completed.
 - Concession stand is being worked on.
 - Kitchen and Back Bar are being worked on.
- First Aid kits and fire extinguishers have been collected from all outside areas.
- Staff is getting the Pavilion ready for November 3rd voting.
- We will continue to look at what can be improved for the 2021 season and hopefully it will be a “normal” summer.
- Policy and procedures are being updated for the 2021 season.
- Rehire documents are being reviewed.
- RecTrac is being upgraded. We are going through the training process now.
- Various playground companies will give presentations for our proposed Inclusive Destination Playground next week.

- We are brainstorming ideas for alternative revenue sources.
- Meetings are planned for improvements of grounds and maintenance throughout the park.

TRIANGLE SPORTS AREA

- Rentals continue through October.
- New programming is being researched to bring in additional revenue.
- Setup of the sledding hill and tow ropes will begin in November after the shelter rentals are completed. Fencing is being installed to make the sledding lanes visible.

METRO BOAT LAUNCH

- Staff is researching potential site improvements to improve the experience for the boaters.

WILDLIFE SANCTUARY

- The renovation of the floating boardwalk is nearly complete.
- Work will begin soon on the Fiber Optic internet upgrade for all buildings at the sanctuary. This work will tie into our pending security upgrades.
- The buildings are closed again to public as a result of spike in positive Covid-19 numbers and in response to the Governor's orders.
- The "Walk for Wildlife" event was held on September 19. The event was extremely successful. In all we had approximately 430 walkers throughout the day and raised approximately \$14,000 that will go directly towards animal care.
- Repairs to the directional sign to the Observation Building and Nature Center are now under repair.



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

October 14, 2020

PREPARED BY

AGENDA ITEM # F.2

The next Park Committee is scheduled for November 4, 2020.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None