



AGENDA OF THE PARKS COMMITTEE

WEDNESDAY, APRIL 14, 2021, 5:00 PM

Virtual Meeting. Public may join via Zoom.

A. Zoom Meeting Information.

- I. 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.

- I. Consideration with possible action on the purchase of the Woods Golf Course Greenway.

The Committee may convene in closed session pursuant to Sections 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating the sale of public properties, investing of public funds or conducting other specified public business as necessary for competitive or bargaining reasons. The Committee will thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to take action on items discussed in closed session, if appropriate, and to consider the remainder of the agenda.

F. Informational.

- I. Staff update on fat tire biking at He-Nis-Ra Park.
2. Staff update on Lifeguard recruiting efforts.
3. Director's Report on updates and recent activities of the Parks, Recreation & Forestry Department.
4. The next Parks Committee is scheduled for April 28, 2021.

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/84314784824?pwd=THBkdMwT1k4MG5DV3hhdC9xVDhXdz09>

Meeting ID: 843 1478 4824

Passcode: 278667

One tap mobile

+13126266799,,84314784824#,,,,*278667# US (Chicago)

+19292056099,,84314784824#,,,,*278667# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 843 1478 4824

Passcode: 278667

Find your local number: <https://us02web.zoom.us/j/84314784824?pwd=THBkdMwT1k4MG5DV3hhdC9xVDhXdz09>

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

April 14, 2021

PREPARED BY

AGENDA ITEM # E.1

Consideration with possible action on the purchase of the Woods Golf Course Greenway.

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BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 1707-01-19 ENG Neighborhood (3)
2. 1707-01-19 ENG Neighborhood (4)

A horizontal graphic scale bar with numerical markings at 100, 50, 0, 100, 200, and 300. The bar is divided into segments by vertical lines, with alternating black and white segments. The text "GRAPHIC SCALE" is centered below the bar.



PROPOSED PARKWAY
494,998 S.F. / 11.36 AC.



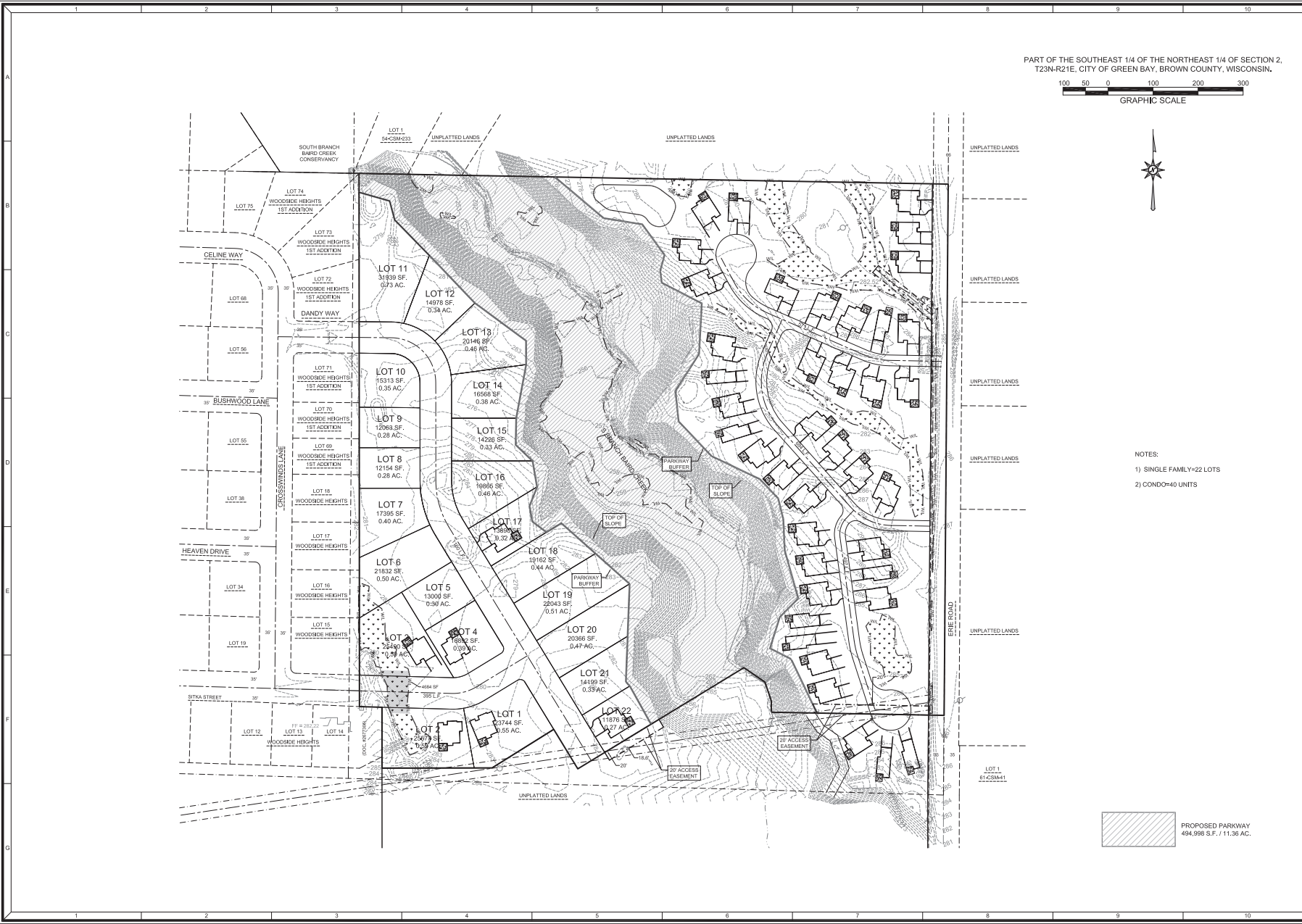
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2260 Salschelder Court Green Bay, WI 54313
PH: 920-569-5765; Fax: 920-569-5767
www.mach-iv.com

NEIGHBORHOOD INFORMATIONAL MEETING

[illegible]

R:\urban\1707-01-19 The Woods\DRAWINGS\1707-01-19 ENG.dwg 10/14/2020 10:54:57 AM



- NOTES:
- 1) SINGLE FAMILY=22 LOTS
 - 2) CONDO=40 UNITS

PROPOSED PARKWAY
494,998 S.F. / 11.36 AC.

MACHIV
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2280 Salescler Court Green Bay, WI 54313
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NEIGHBORHOOD
INFORMATIONAL MEETING

NO.	REVISION DESCRIPTION

DATE: 10-14-2020
DRAFTED BY: SAH
CHECKED BY:
PROJECT NO.: 1707-01-19
DRAWING NUMBER
SHEET NUMBER



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

April 14, 2021

PREPARED BY

AGENDA ITEM # F.I

Staff update on fat tire biking at He-Nis-Ra Park.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

April 14, 2021

PREPARED BY

AGENDA ITEM # F.2

Staff update on Lifeguard recruiting efforts.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Lifeguard Wage Proposal Park Committee 4.14

LIFEGUARD INCENTIVE PROGRAM

Goal: Hire 49 Lifeguards for the 2021 Season

CURRENT PAY RANGE

Currently, lifeguards are classified in Pay Grade "C" with Bay Beach Ride Operators, Playground Leaders and other program instructors.

C	628	Bay Beach Ride Operator	\$11.39	\$11.84	\$12.19	\$12.60
	629	Lifeguard				
	627	Playground Leader				
	632	Swim Instructor w/o WSI				
		Misc. Instructor				

The spreadsheet below shows what we currently spend to staff Open Swim at three pools for 11 weeks at the current Pay Grade C.

Pay Grade C

	Hours Mon-Thurs (11:30- 7:30)		Hours Fri-Sun (11:30- 6:30)		Total Guards on Site	Total Hours/Week	Current Avg Rate of Pay	Total Staffing Cost/Week		Total Staffing Cost/Season
Colburn	7.5	30	6.5	19.5	10	49.5	\$12.01	\$5,944.95	11	\$65,394.45
Joannes	7.5	30	6.5	19.5	13	49.5	\$12.01	\$7,728.44	11	\$85,012.79
Resch	7.5	30	6.5	19.5	10	49.5	\$12.01	\$5,944.95	11	\$65,394.45
										\$215,801.69

PROPOSAL

For the 2021 pool season, we intend to hire all new lifeguards at Step 3 (\$12.19/hr) and all returning lifeguards will be paid at step 4 (\$12.60/hr), regardless of their years of service.

The total budget impact will be approximately \$5,500. We feel we will be able to sustain the budgetary impact with some changes we've made to how we train, streamlined swim lesson offerings, weather closures and how we budget our utilities.

	Total LGs/Day	Total Hours/Week	Proposed Avg Rate of Pay	Total Staffing Cost/Week		Total Staffing Cost/Season
Re-Hires	10	49.5	\$12.60	\$6,237.00	11	\$68,607.00
New Hires	23	49.5	\$12.19	\$13,878.32	11	\$152,661.47
						\$221,268.47
Total Budget Impact						\$5,466.78

OTHER INCENTIVES

- Free Lifeguard Certification (Value: \$200)
- Free Uniform-Shirts, Whistle, Hip Pack (Value: \$35)
- Food Discounts while working
- Updated Uniforms with expanded offerings (Rash Guards, shorts, etc)



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

April 14, 2021

PREPARED BY

AGENDA ITEM # F.3

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

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Director's Report 04-14-21

**PARKS COMMITTEE
DIRECTOR'S REPORT
WEDNESDAY,
April 14, 2021**

PARK DIVISION

- Park crews are preparing the parks for spring and summer use.
- Park crews continue to add garbage cans to parks, trails, and other areas as park usage continues to increase.
- Athletic field crews have begun preparing, dragging of Ball Diamonds, and line striping of athletic fields.
- Tennis nets are up throughout the city parks.
- The Pickle Ball nets and wind screens at Edison Park have been installed.
- The Disc golf course is set up for the season at Triangle Sports Area.
- The Parks Department is planning on implementing the recommendation by the Sustainability Commission for Park Staff to participate in the TREX Community plastic bag recycling program. Potential drop off locations we are researching include City Hall and the Wildlife Sanctuary.

FORESTRY DIVISION

- Forestry crews have been busy with tree removal operations on the west side of town. The removal crew has been working in the Perkins Park and Fisk Park neighborhoods. The crew is working its way west with about 250 trees on our current removal list yet to be removed.
- Spring tree planting operations will be gearing up in the next week.
- Tree pruning has been ongoing with crews working in the Farlin and Kennedy Park neighborhoods on the eastside, and Roy and Lincoln Street on the west side.
- Staff has been working with DPW and Water staff to work through street tree conflicts on the upcoming construction projects.
- Emerald ash borer concerns from residents are on the rise. Woodpecker activity on the ash trees has resulted in a lot of bark falling in the resident's yards. The ash trees were last inspected in early fall and trees that looked to have good canopy were not marked for removal. 2021 is going to be another peak year for EAB activity and declining trees. Treatment of ash trees for Emerald Ash Borer (EAB) will begin in May and continue through the summer. As the trees start to bud out, staff will be evaluating ash trees again to determine infestation levels across the city and start assessing removal needs for the next removal list.
- Staff has been meeting with IT to move our tree inventory from a database format to a GIS Arcview format. This process involves a lot of formatting and tweaking to be as user friendly as possible. Making the switch will make many facets of our operation more efficient and will be well worth the wait. Staff has been collecting tree data from our current tree planting grant. These are the first trees to be entered into the new inventory system and allow us to work out some of the bugs with the new system. A big thank you to Mike Hronek for his extreme diligence and patience while working on this project with our staff.

- After 35 years with the City of Green Bay Mark Freberg has decided to retire and see if the trees are greener over the next hill as he rides his bike throughout NE Wisconsin and into a long and well deserved retirement!
- Brian Pelot, the City's Assistant Forester for the last 12 years, has been promoted to the City Forester position.

DESIGN & DEVELOPMENT DIVISION

- East River Trail – Flooding Collaboration
 - Staff met with Brown County staff and local municipalities on April 8th to discuss flooding issues along the East River.
- Fox River Trail – Rotary Monument
 - The Rotary Club will be installing paving and landscaping around the Rotary Monument located just south of the Admiral Flatley gazebo in April.
- Green Bay Parks He-Nis-Ra/West Side Trails Focus Group
 - Staff met with the focus group to discuss the He-Nis-Ra trails and potential alternative sites for biking/fat tire biking on the west side of Green Bay.

RECREATION DIVISION

- The high school and youth baseball/softball groups have begun practicing with the nice March/April weather.
- The adult softball leagues will begin the week of May 3. We will be offering Men's Slow-pitch, Co-Ed Slow-pitch and Men's Modified softball leagues at Beaver Dam Park. There are 45 teams registered for the season.
- The spring session of our partnership with GGLeagues Esports has begun. These competitive leagues for youth and adults will allow participants to compete against participants in other Wisconsin communities. Leagues will run during the week and we will be offering leagues in Madden 21, Fortnite, Rocket League, and Super Smash Bros.
- Recreation staff are currently conducting virtual interviews for Summer Seasonal positions.
- The Green Bay School District will be distributing Summer Lunches at the parks in 2021.
- Recreation staff are working on Facility Permits for our Sanctioned Groups along with an extensive list from the Green Bay School District. Sports that were cancelled in fall due to the pandemic are currently being played in spring.
- Pickleball 101 classes will be offered at Edison Park in June, July, and August.
- The Green Bay Pickleball Challenge, Battle of the Ages, will be held on August 7, 2021 and the 70's Pickleball Tournament will be held on July 27th. Both will be held at Edison Park.
- The Einstein Project will be offered at Navarino, Preble, Fisk, Tank, and Joannes in June, July, and August.
- Registration is currently taking place for recreation division summer day camps. The camps will run M-Th for 6 weeks and will be held at the Wildlife Sanctuary beginning the week of June 21. There are 6 weekly camps being offered from 9am – 4pm, Monday-Thursday.
 - Week 1 – All about Animals – Grades – 3-5 – 6 Registered
 - Week 2 – Outdoor Adventures – Grades 5-7 – 3 Registered
 - Week 3 – STEAM Programs – Grades 3-5 – 13 Registered

- Week 4 – All About Animals – Grades 3-5 – 10 Registered
- Week 5 – Outdoor Adventures – Grades 3-5 – 12 Registered
- Week 6 – STEAM Learning – Grades 5-7 – 7 Registered

AQUATICS

- Staff is currently working on the following projects:
 - Lifeguard Recruitment strategies.
 - Researching new innovative and creative staff in-services, pre-season trainings and online modules to use (in case of continued virtual training is needed).
 - Researching online scheduling apps and programs.
 - Training on the new RecTrac software and setting up the POS screens for pool concessions & admissions.
- We currently have 21 (out of 70) Lifeguards returning and 19 (out of 38) Facility Attendants returning to the pools this summer. We still need to hire 49 Lifeguards and 19 Attendants. Group Interviews for the Facility Attendant Position begin the week of 4/12.
- A Marketing and Incentive Plan for recruiting Lifeguards will be taking place over the next few weeks. Video, Flyers and Interviews will be created and posted to our social media outlets to promote why being a Lifeguard is a great summer job.
- The Junior Lifeguard Program that will be held at Colburn Pool this summer is full with 10 participants. We are taking a waiting list in hopes to expand the program with additional instructors.

BAY BEACH AMUSEMENT PARK

- Improvements for the 2021 season are being discussed.
- Work is underway to update our Covid-19 reopening plans for 2021.
- Staffing
 - Interviews continue for the upcoming season. In a typical spring we interview over 200 candidates to fill open positions.
 - Orientations and trainings will begin in the next few weeks.
 - Ride Operators (Full time) needed: 38
 - Concessionaires (Full time) needed: 7
- Jolt Operation Software
 - Staff are added as new hires turn in paperwork.
 - Maintenance forms and documentation procedures have been updated.
- Upgrading RecTrac Software
 - New Credit Card terminals have been researched and will be soon ready for purchase.
 - Updated POS terminals have been delivered and installed in the main pavilion.
- Standard Operating Procedures for all concession areas are being updated.
- Souvenirs
 - The building is currently being repaired due to some rotted boards from weathering and age.

- New items have been ordered.
- Items are being delivered and inventoried.
- Setup will begin in the next few weeks, weather permitting.
- New concession offerings are being researched and menus are being restructured and updated for each area.

TRIANGLE SPORTS AREA

- The disc golf course opened on 3/22.
- Rentals have begun for the Spring season.

METRO BOAT LAUNCH

- Recent improvements include:
 - The VenTek electronic pay station has been ordered and will be installed in early spring.
 - Pavement has been repaired in the loading area, as well as the driveway/parking lot.
- Two docks are installed.
- The bathrooms are open daily.

WILDLIFE SANCTUARY

- The restrooms and some of the buildings recently opened to the public.
- On May 1 the Sanctuary will return to their normal summer hours. With the exception of a few areas, nearly all buildings and displays will be open to the general public on this date.
- The Internet upgrade is complete in Observation Building and nearly complete in Nature Center and Woodland Building.
- New exhibits are completed in the Nature Center. These include a native WI backyard bird exhibit a new antler/taxidermy exhibit.
- The Wildlife Sanctuary 85th Anniversary Party planning underway. Additional information will be provided as this event nears.
- Public Works will complete the asphalt patching on some trails in the near future.
- Portable restrooms were added at the Lagoon parking lot and Nature Center parking lot.
- A portable power washing system was purchased to better clean/address several trails/waterfalls/buildings/etc.
- Complete bird box/house replacement is underway throughout park – Many old/decayed boxes have been removed. About a dozen new wood duck boxes were built and hung with the help of the children from the OAK 4K school. This was tied into a lesson about birds, their habitat, and some of their unique features.
- A full summer of free programming is planned with multiple events throughout the weekdays and weekends. Times will be staggered throughout day. There are 16 sessions of Summer Camp scheduled with many of them already full.

ADMINISTRATION

- The design and layout process for the Summer Guide 2021 has begun.
- Reservations throughout our shelters and at Bay Beach have increased with many customer's utilizing the web as well as over the phone.
- The new Point of Sales systems have arrived, and we have begun setting them up at the Beach as well and will be attaching the credit card readers soon.
- Reservations for fields, diamonds, and courts for schools and youth groups have increased dramatically.
- Photo staging for the Wildlife Sanctuary Banquet Room has been completed. New brochures and advertising will be coming soon.
- We are currently advertising GG Leagues, Summer Camps, and a brand-new program, Be Active WI.
- Staff completed the Wildlife Sanctuary's Spring Edition of the Honker publication.
- Admin Staff is training/assisting other staff on the Onboarding/Hiring system.
- Training is underway on the new Civic Clerk 8 software program.
- Current seasonal staff count has grown to 530 as we continue to assist with onboarding processes including new hire and rehire paperwork.



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

April 14, 2021

PREPARED BY

AGENDA ITEM # F.4

The next Parks Committee is scheduled for April 28, 2021.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None