



AGENDA OF THE PARKS COMMITTEE

WEDNESDAY, APRIL 28, 2021, 5:00 PM

Virtual Meeting. Public may join via Zoom.

AMENDED

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 the request by Ald. Galvin for the City to study the feasibility of installing dog parks on the sites of old landfills located within the City. Many communities in Wisconsin have dog parks located on the sites of former landfills and they are a very positive asset to their communities.
2. Consideration with possible action on the request by Downtown Green Bay Inc. to install temporary seating on CityDeck through the fall of 2021.
3. Consideration with possible action on modifying the rules at the Joannes Skatepark to allow bikes and scooters.
4. Consideration with possible action on the request by Ald. Wery to review the Park Department Facility Use Policy as it relates to user groups advertising in the Parks.
5. Consideration with possible action on the request by Ducks Unlimited to fund and install a second controlled wetland at Ken Euers Park, west of the existing parking lot.
6. Consideration with possible action on approving the docking fees for Leicht Memorial Park to accommodate cruise ship docking.

7. Consideration with possible action on the approval of Change Order #3 for \$24,550 to incorporate stormwater management engineering into Stantec's contract for the design of the East River Trail Connection from Main Street to Webster Avenue.

F. Informational.

1. Staff update on fat tire biking at He-Nis-Ra Park.
2. Director's Report on updates and recent activities of the Parks, Recreation & Forestry Department.
3. The next Parks Committee is scheduled for May 12, 2021

G. Adjournment.

H.

- 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=THBkdMwT1k4MG5DV3hnbC9xVDhXdz09>

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=THBkdMwT1k4MG5DV3hnbC9xVDhXdz09>

Additional Information

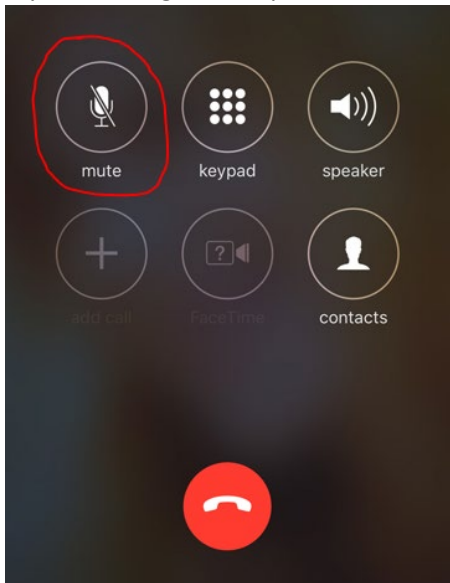
1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
2. All zoom meetings will have a password in the instructions. Please enter when prompted.
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 28, 2021

PREPARED BY

AGENDA ITEM # E.1

Consideration with possible action on the request by Ald. Galvin for the City to study the feasibility of installing dog parks on the sites of old landfills located within the City. Many communities in Wisconsin have dog parks located on the sites of former landfills and they are a very positive asset to their communities.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2021-04-12 Dist 4 to Parks 2



Alders' Petitions and Communications

Name:

Committee Name:

Today's Date:

Text of Communication:

I would like the City to study the feasibility of installing dog parks on the sites of old landfills located within the city. Many communities in Wisconsin have dog parks located on the sites of former landfills and they are a very positive asset to their communities.

Upon completing this form, please email it to the City Clerk.



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

April 28, 2021

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action on the request by Downtown Green Bay Inc. to install temporary seating on CityDeck through the fall of 2021.

BACKGROUND

RECOMMENDATION

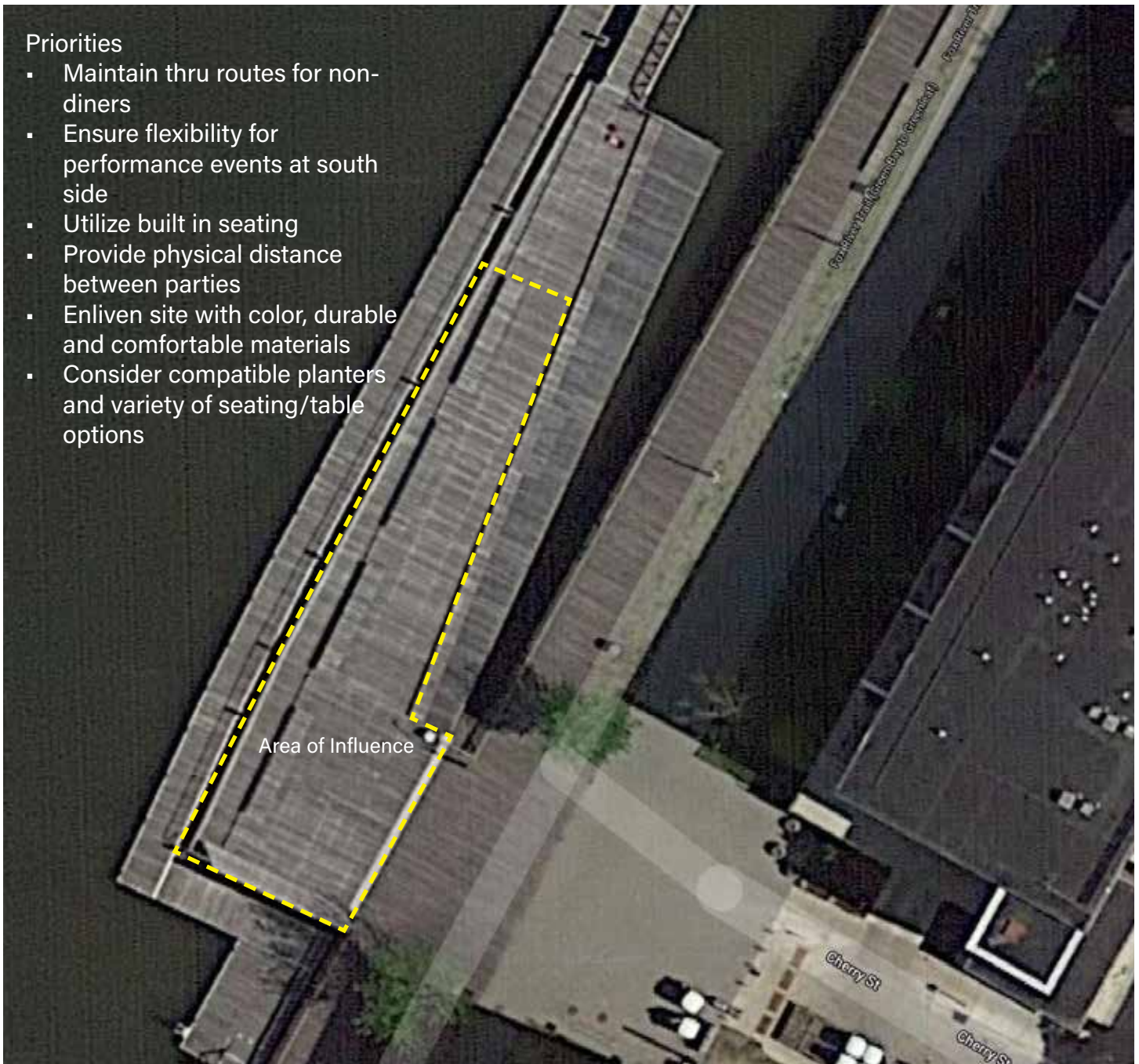
FISCAL IMPACT

ATTACHMENTS

1. DDR - Cherry Landing proposal plan
2. DDR - Cherry Landing proposal description

Priorities

- Maintain thru routes for non-diners
- Ensure flexibility for performance events at south side
- Utilize built in seating
- Provide physical distance between parties
- Enliven site with color, durable and comfortable materials
- Consider compatible planters and variety of seating/table options



ISG

urban design support donated by

dining
on the deck

2021

Additional Capacity

- Bar Height 5 tables with 3 per table
- Farm tables 3 tables and 3 benches with 9 new seats, plus existing built in wood benches
- Accessible seating at heads of farm tables



city deck - dining mock up

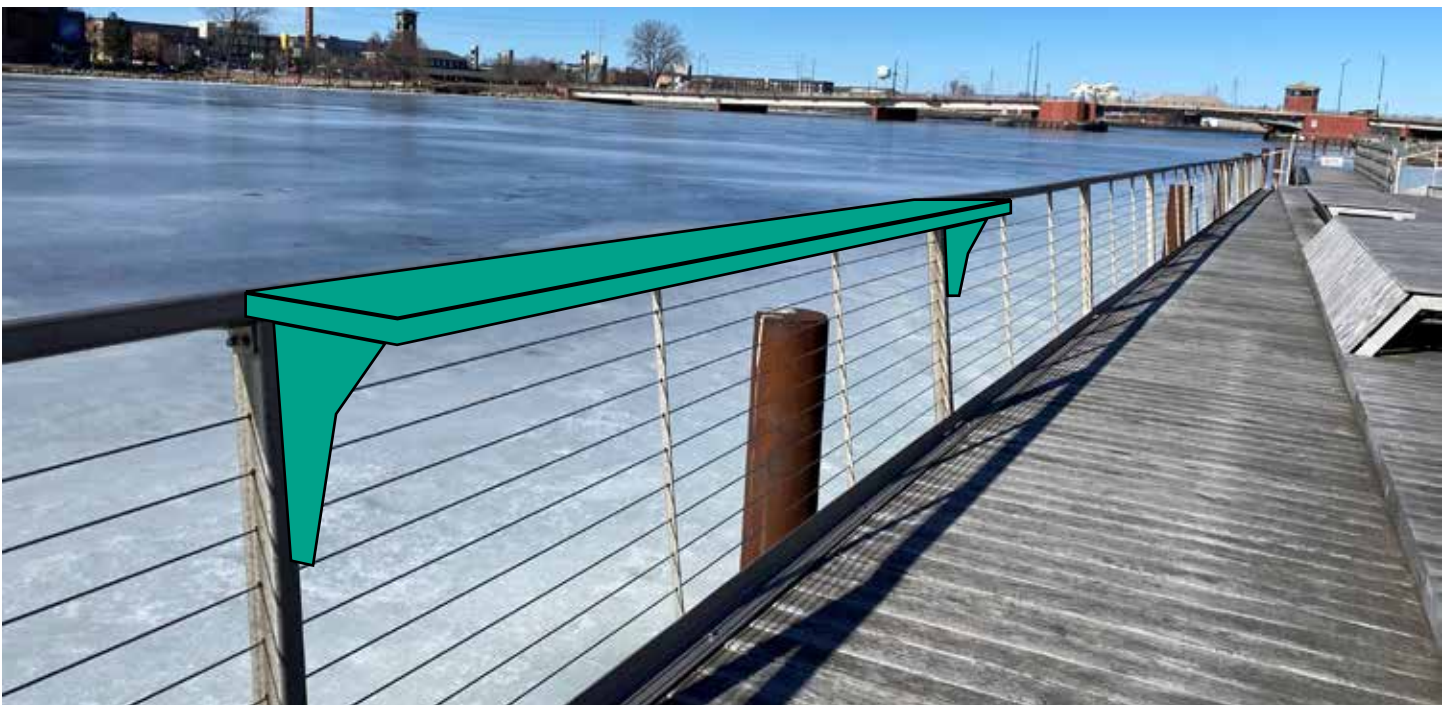
Priorities

- Maintain clear view through existing railing
- Coordinate new material aesthetic with existing material



Precedent

- Wood or metal rail topper for guard rail
- 12" wide x 48" lengths shows in product to right
- opportunity for a custom option to blend seamlessly with existing materials



sandwich and drink rail retrofit



Retail price range, add shipping

- Table: Alfresco dining table (95 inch) \$1,995
- Bench: Alfresco bench (81 inch) \$1,375
- High top: Fresh air bar table (26 inch) \$945



At our headquarters in Northern Minnesota, we manufacture original premium products proudly crafted by 70 genuine humans. Quality is built into every product including material choices, design, manufacturing, an authentic warranty, and unparalleled customer service. Guided by a vision to inspire people to appreciate the outdoors, we coalesce to make innovative and functional products that are beautifully crafted in the USA and distributed worldwide.

- Recycled & Recyclable from reclaimed HDPE plastic milk jugs
- Easy-to-clean, non porous surfaces that will not harbor dirt or mold.
- Maintenance free.
- Weatherproof! We only use high grade materials that can be left outdoors year-round.
- Loll's unique, hidden fastening system allows component parts to be removed and replaced if damaged or vandalized.
- Withstands seaside and poolside environments.
- Made in the USA.
- Cradle to Cradle Certified™
- BeOriginal™ Member

recommendation - loll

table 95

seats 12



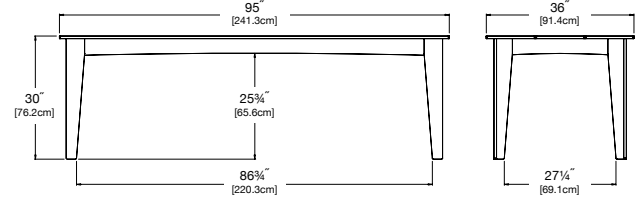
SKU: AL-T95-(color code)

dimensions:

width: 95" (241.3cm)
 depth: 36" (91.4cm)
 height: 30" (76.2cm)

use with:

alfresco bench 81

**shipping dimensions:** Pallet

bench 81



SKU: AL-B81-(color code)

dimensions:

width: 81" (205.7cm)
 depth: 14.75" (37.4cm)
 height: 17.75" (45.0cm)

weight:

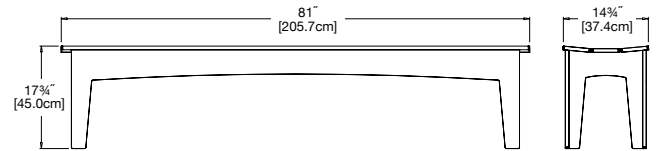
69 lbs
 (31.3kg)

use with:

Table 95 to seat five



552
 reclaimed
 milk jugs

**shipping dimensions:**

Pallet

shipping weight:

78 lbs (35.4kg)

bar table 26



SKU: FA-BT26-(color code)

dimensions:

width: 26" (66.0cm)
 depth: 26" (66.0cm)
 height: 42" (106.5cm)

weight:

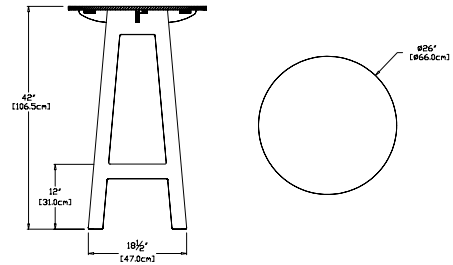
38.5 lbs (17.5kg)

use with:

fresh air bar stool



308
 reclaimed
 milk jugs

**shipping dimensions:**

28" x 4" x 42"

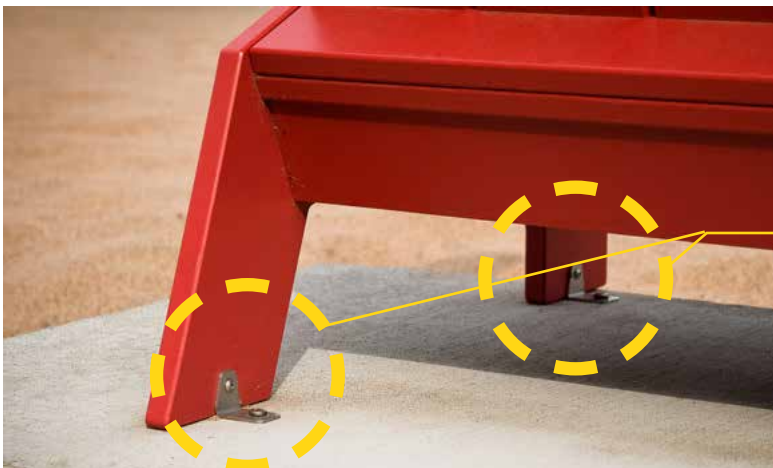
shipping weight:

45 lbs (20.4kg)

lolltrade.com



it's good to
 be recycled



optional:
 request stainless steel mounting
 hardware to avoid opportunistic
 vandalism

Proposal by Downtown Green Bay, Inc. to set up a Downtown Dining Room on Cherry Landing

Downtown Green Bay, Inc. (DGBI) through sponsorship from Nicolet Bank, is proposing the temporary installation of tables, benches and planters on Cherry Landing of the CityDeck from June through October of 2021.

This project is a pivot from last year's Downtown Dining Room which was located in the Adams Street Parking lot. As use of that lot will likely increase this summer we decided to not pursue that location. Instead, in an effort to help downtown food establishments affected by the pandemic as well as give the downtown community an open air space for meals, outdoor meetings, etc., we are proposing Cherry Landing as the location for a Downtown Dining Room.

DGBI hopes to secure the outdoor furniture in a temporary fashion through the summer and plans to conduct a post-analysis of the project. If successful, based on metrics agreed upon by DGBI and the City of Green Bay Parks Department (Parks), DGBI hopes to then gift the outdoor furniture to Parks for future use in that space.

DGBI is proposing setting up a temporary stage, 3 farm tables, 3 long benches, 5 high top tables, 2 food & drink rails, and 3 planters in the space.

Sponsor recognition will be worked out between DGBI and Nicolet Banks with Parks approval to make sure it adheres to CityDeck signage rules.

Planting and maintenance of the 3 planters will be the responsibility of DGBI.

Total expected project costs: \$20,000



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

April 28, 2021

PREPARED BY

AGENDA ITEM # E.3

Consideration with possible action on modifying the rules at the Joannes Skatepark to allow bikes and scooters.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

April 28, 2021

PREPARED BY

AGENDA ITEM # E.4

Consideration with possible action on the request by Ald. Wery to review the Park Department Facility Use Policy as it relates to user groups advertising in the Parks.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. UserGroupPolicy-PolicyProc(updated 1-01-04-18) (003)

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

April 28, 2021

PREPARED BY

AGENDA ITEM # E.5

Consideration with possible action on the request by Ducks Unlimited to fund and install a second controlled wetland at Ken Euers Park, west of the existing parking lot.

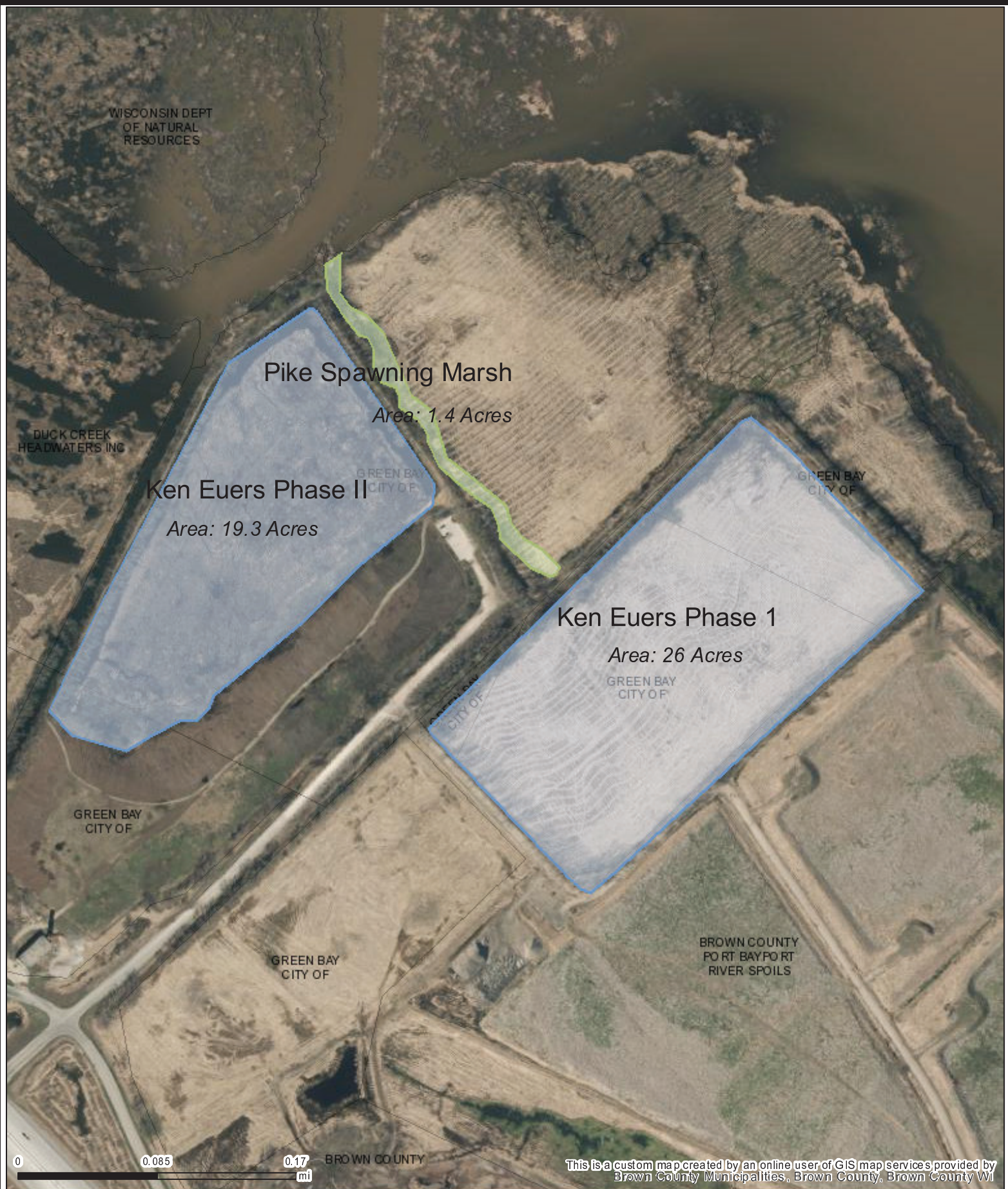
BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Ken Euers Map 1
2. Ken Euers Map 2



Ken Euers Phase II - Plan View

Map printed on 2/11/2021

1:4,800
1 inch = 400 feet*
1 inch = 0.0758 miles*
*original page size: 8.5"x11"
Appropriate format depends on zoom level

Parcel ownership key

- Parcel Boundary
- Condominium
- Gap or Overlap

- Parcel line
- Right of Way line
- Meander line
- Lines between deeds or lots
- Historic Parcel Line
- Vacated Right of Way

"hooks" indicate parcel ownership crosses a line

SC-190-2 Parcel ID Number
2880257 Document Number
0.814 AC Area of parcel
279.8' Line Distance
3547 Address

A complete key (legend) is available at:
<https://tinyurl.com/BrownDogKey>



(920) 448-6480
maps.gis.co.brown.wi.us

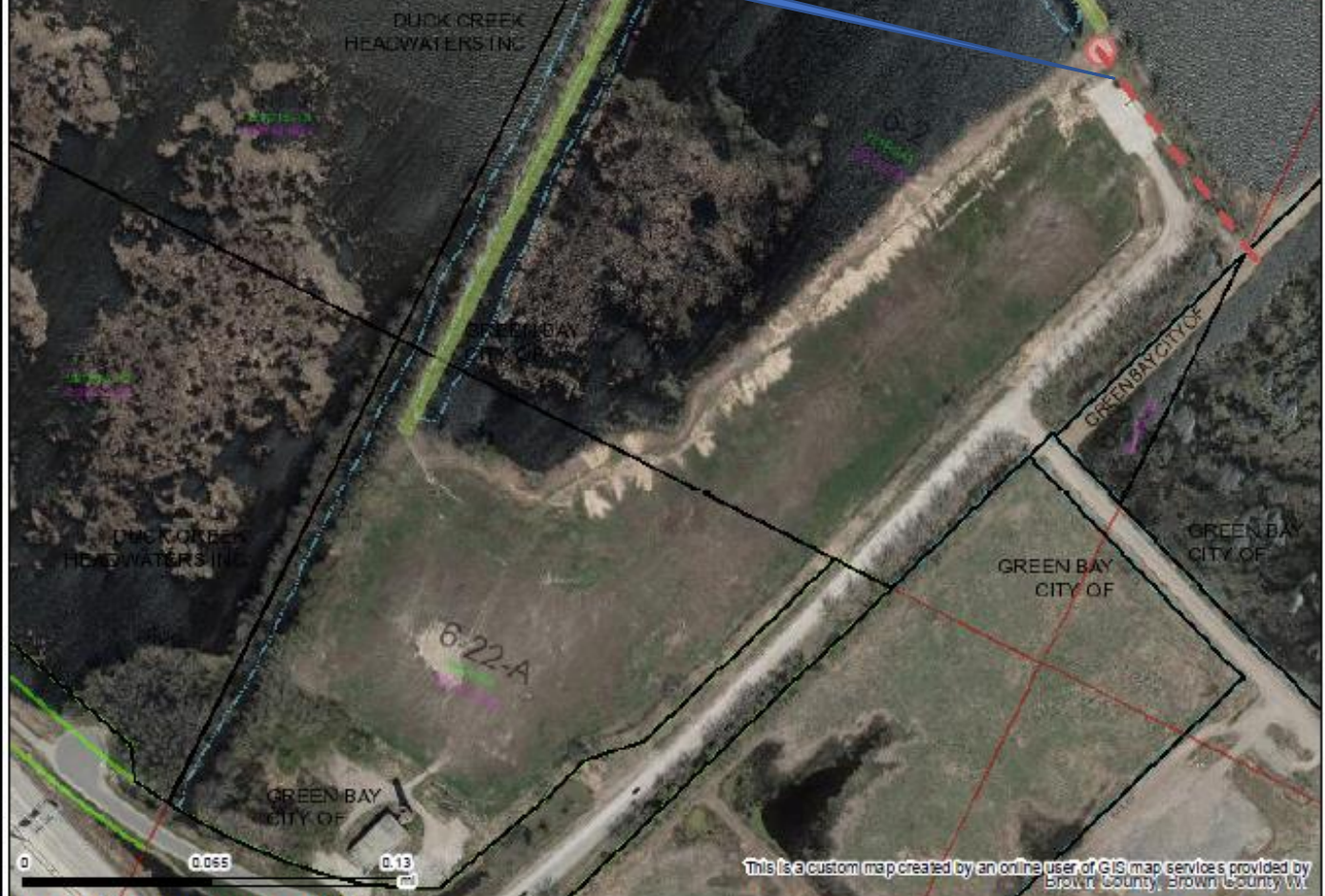
Ken Euers Phase II (West Cell)

Preliminary Plan

Install water control station and potential pump station

Remove trees and re-grade interior slope of berm

Potential transfer structure to move water to Phase 1



Part of Brown County WI

Map printed on 10/7/2020

1:3,600

1 inch = 300 feet*

1 inch = 0.0568 miles*

*original page size: 8.5"x11"

Appropriate format depends on zoom level

Parcel ownership key

- Parcel Boundary
- Condominium
- Gap or Overlap

- Parcel line
- Right of Way line
- Meander line
- Lines between deeds or lots
- Historic Parcel Line
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✓ "hooks" indicate parcel ownership crosses a line

SC-190-2
2868257
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Parcel ID Number
Document Number
Area of parcel
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maps.gis.co.brown.wi.us



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

April 28, 2021

PREPARED BY

AGENDA ITEM # E.6

Consideration with possible action on approving the docking fees for Leicht Memorial Park to accommodate cruise ship docking.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

April 28, 2021

PREPARED BY

AGENDA ITEM # E.7

Consideration with possible action on the approval of Change Order #3 for \$24,550 to incorporate stormwater management engineering into Stantec's contract for the design of the East River Trail Connection from Main Street to Webster Avenue.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Change Order - Subconsultant Agreement

Change Order #	Change Order No. 03	Date	26 March 2021
	Reference: Task Order: The East River Trail Development, executed 04/18/2019		
"STANTEC"	STANTEC CONSULTING SERVICES INC. STANTEC Project # 193805828 12075 Corporate Parkway Suite 200 Mequon, WI 53092-2649 Ph: (262) 643-9150 Fx: email: michael.bach@stantec.com		
CLIENT	THE CITY OF GREEN BAY AND THE CITY OF GREEN BAY PARKS, RECREATION AND FORESTRY DEPARTMENT Client Project # THE EAST RIVER TRAIL DEVELOPMENT City of Green Bay Parks, Recreation and Forestry Department 100 N. Jefferson Street, Room 510 Green Bay, Wisconsin 54301-5026 Ph: (920) 448-3382 Fx: (920) 448-3426 email: Kauriemi@greenbaywi.gov		

Project Name and Location: The East River Trail Development, Green Bay, WI

In accordance with the original Professional Services Agreement dated (Master Services Agreement, dated October 1, 2012) and Change Orders thereto, the Agreement changes as detailed below are hereby authorized.

Additional Scope and Fees as Discussed:

1. Additional Design Services – Regional Stormwater Design:

- a. Design and engineering work related to the regional stormwater management design near and adjacent to the Kayak Launch Site. Work is anticipated to be completed as follows and in Attachment A.
 - i. Stormwater Management Design (\$14,900 LS)
 - ii. Soil Investigation (\$2,200 LS)
 - iii. Wetland Delineation (\$3,950 LS)
 - iv. Project Management & Coordination with Current Design (\$3,500 LS)

This change order will be applied to the overall project budget as the Main Street Tasks have been closed.

Total fees this Change Order	3	\$	24,550.00
Original agreement amount		\$	81,200.00
Change Order Number	1	\$	10,500.00
Change Order Number	2	\$	6,850.00
Change Order Number		\$	-
Change Order Number		\$	-
Total Agreement			\$ 123,100.00

Effect on Schedule: The overall schedule is not anticipated to be affected by this work, schedule updates are to be discussed and deliverables completed on a mutually agreeable timeline.

Payments shall be made in accordance with the original agreement terms. All other items and conditions of the original Agreement shall remain in full force and effect.



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

April 28, 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 28, 2021

AGENDA ITEM # F.2

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

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Director's Report 04-28-21

**PARKS COMMITTEE
DIRECTOR'S REPORT
WEDNESDAY, April 28, 2021**

PARK DIVISION

- Crews continue to prepare City parks for park patrons by adding garbage cans, picnic tables, and other park amenities.
- Crews continue to mulch tree rings and planting beds at City parks.
- Bay Beach crews are setting up picnic tables, setting out garbage cans, and continue to prepare the Park for opening day on May 1.
- Mowing has begun on our athletic fields, parks, and green ways where the grass has sprouted faster than other areas.
- Ballfield crews continue to drag, line stripe, and maintain new soccer, baseball and other athletic fields.
- Park Supervisors continue to interview and hire seasonal maintenance employees for the upcoming season.

FORESTRY DIVISION

- Forestry crews started tree planting operations. Crews are working in both the nursery and planting trees on the street. We are anticipating to plant between 400-450 trees this spring.
- Crew continues to remove trees on the west side of town. Approximately 180 trees remain on the winter removal list.
- Pruning operations have been halted until tree planting is over.
- Staff continues to receive calls about ash trees losing bark. This is a result of woodpecker activity looking for larva in the ash trees. These trees will be evaluated in June after leaf out for our next removal list and treatment options.

DESIGN & DEVELOPMENT DIVISION

- Bay Beach Amusement Park – Wildlife Viewing Platform
 - Staff has received the final plans, specifications and estimate from the consultant and will be putting the project out to bid soon.
- NexTrex®/Trex® Recycling Challenge
 - The City will participate in a NexTrex® plastic film recycling challenge through where if the City collects 500 lbs. of plastic, or approximately 40,500 plastic bags, within 6 months, the City will receive a bench made from Trex® recycled plastic. The collection sites will be located at City Hall and the Bay Beach Wildlife Sanctuary. If the program is successful, the City may continue to collect the bags in an effort to reduce this type of waste from landfills.
- The final inspection of the new concession stand with restrooms was on 4/23. This building will open to the public soon.
- Staff submitted an offer to purchase for the acquisition of the Woods Golf Course

Greenway. The owner is currently reviewing the offer.

- Staff met with the DNR and adjacent communities to discuss trail flooding concerns along the East River corridor.

RECREATION DIVISION

- The high school and youth baseball/softball groups have begun practicing with the nice 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 50 teams registered for the season.
- Registration is currently taking place for our recreation summer day camps at the WLS. The camps will run M-Th for 6 weeks. The recreation summer day camp at the WLS is scheduled to begin 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 – 5 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 – 8 Registered
- Recreation staff are currently interviewing for Summer Playgrounds Leaders, Wading Pool Facility Attendants, Softball Umpires & Site Supervisors, Lifeguards and concessionaires.
- The Summer Playground Program schedule is as follows:
 - June 9-New Leader Orientation
 - June 10-Manager's Meeting
 - June 14 & June 15-Playground Leader Orientation
 - June 15-Playground Program begins at 1 p.m.
 - June 16-Summer Lunch Program Begins
- The Einstein Project will be at the following park locations:
 - June 22-Joannes Park 1-3 p.m.
 - June 23-Fisk Park 11 a.m.-1 p.m.
 - June 23-Tank Park 3-5 p.m.
 - June 24-Navarino Park 9-11 a.m.
 - June 24-Preble Park 1-3 p.m.
- Pickleball 101 Classes are currently being offered in June, July, and August. The Green Bay Pickleball Challenge will be held on August 7, 2021 at Edison Park. The 70's Pickleball Tournament will be held on July 27 at Edison Park.
- Extensive Facility Use Permits are being prepared for Cross Country, Tennis, Softball, Baseball, Soccer, Track, Football, Pickleball and Swimming. The Green Bay Schools and our Sanctioned Groups are conducting many sports now that are typically offered in fall due to the pandemic.
- Planning is underway for FIT in the Parks.

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 have begun.
- 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.
 - WBAY aired a story on 4/20 on our lifeguard shortage.
 - FOX 11 mentioned that we are hiring on 4/19.
 - Staff did a separate interview specifically on pools and lifeguards for FOX 11 which should air sometime the week of 4/26.
 - Social media hits have been growing on all our postings about recruitment.
- 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

- Bay Beach opens the first weekend in May. On Memorial Day we will switch from being open weekends to being open on a daily basis.
- Staff is completing the update to the Covid-19 reopening plans for 2021.
- Staffing update:
 - Interviews continue for the upcoming season. In a typical spring we interview over 200 candidates to fill open positions.
 - Ride Operators
 - Full time needed: 74
 - Open positions: 28
 - Filled 46
 - Sub Positions filled: 54
 - Concessionaires
 - Full time needed: 54
 - Open positions: 4
 - Filled: 50
 - Sub Positions filled: 34
- Staff are being added to the Jolt software system as new hires turn in their paperwork.
- The new Credit Card terminals have arrived and are currently being installed.
- The updated POS terminals have been delivered and installed in the main pavilion, concessions, and trailer. They still need to be installed in main ticket window.
- The Standard Operating Procedures for all concession areas have been updated.

- 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.
- Shelter rentals have begun for the Spring season.

METRO BOAT LAUNCH

- The new VenTek Paystation should arrive any day. It will be installed very soon after it arrives.
- Two docks have been installed by DPW.
- The bathrooms are open daily.

WILDLIFE SANCTUARY

- The re-roofing of the Observation Building was completed.
- The internet upgrade is complete to the Observation Building and nearly complete at all of the other buildings.
- We have successfully filled all of our Sanctuary summer positions and are looking forward to welcoming a new team of capable young people.
- A few portable restrooms were added on the grounds in response to increasing demand.
- The DNR fish stocking permit was approved. We are working with Mr. Don Renard again this year on his generous yearly donation of rainbow trout for the Manger Lagoon. This pond will be stocked with fish in the coming months.
- The soft opening of several buildings is going well with minimal issues regarding the mask requirement.
- We still plan on switching to summer hours and opening the majority of the facility to the public on May 1.
- The contractor is still awaiting arrival of air relief system (louvre) and will install it when it arrives. That is the last item that still needs to be completed to be able to get the occupancy permit for the new banquet hall. The parts are anticipated to arrive any day now.

ADMINISTRATION

- The Parks Department has implemented a teams approach, where staff from all of the Park Divisions will meet regularly to discuss Park issues.
- The 2021 Summer Guide is nearing completion.
- Cutover to our new Credit Card Processor is complete.
- The new Point of Sales systems have arrived. We have begun setting them up at Bay Beach.
- Staff is providing marketing assistance for summer hire recruitment.
- Printing and prepping paperwork and materials for the pools and Playground Program.

- Assisting all Park Divisions in seasonal employee recruitment.
- Continuing to manage increased program registrations and waitlists.
- The new Civic Clerk 8 software migration begins April 5.
- We continue to assist staff with onboarding processes which includes using the Neogov system and completing new hire/rehire paperwork.
- We have added 50 more staff but have also deactivated 40 rehires who have decided not to return to seasonal employment. Our count of 530 from the last Parks Committee has increased to approximately 540.



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

April 28, 2021

PREPARED BY

AGENDA ITEM # F.3

The next Parks Committee is scheduled for May 12, 2021

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None