



AGENDA OF THE PARKS COMMITTEE

WEDNESDAY, MAY 26, 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 approval of concept modifications to the previously approved Mountain Bike Skills Course to be located at Triangle Hill and donated by the Baird Creek Preservation Foundation.
2. Consideration with possible action on the request by the Green Bay Arts Commission to install art mural panels on 10 park shelters throughout the City.
3. 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.
4. Consideration with possible action on the City of Green Bay taking over the operation and management of the Nature Center Gift Shop at the Wildlife Sanctuary.
5. Consideration with possible action on the request by Wisconsin Public Service to grant a 12' wide utility easement in the Beaver Dam Creek Greenway just southeast of the intersection of West Point Road and Packerland Drive.
6. 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.

1. Staff update on the current staffing levels for the pools and summer playground program and how this staffing shortage will affect the opening of the pools and playground program.
2. Staff update on fat tire biking at He-Nis-Ra Park.
3. Director's Report on updates and recent activities of the Parks, Recreation & Forestry Department.
4. The next Parks Committee is scheduled for June 23, 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=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

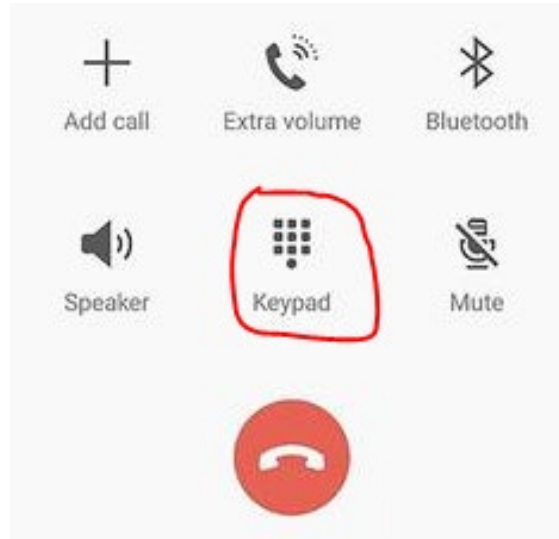
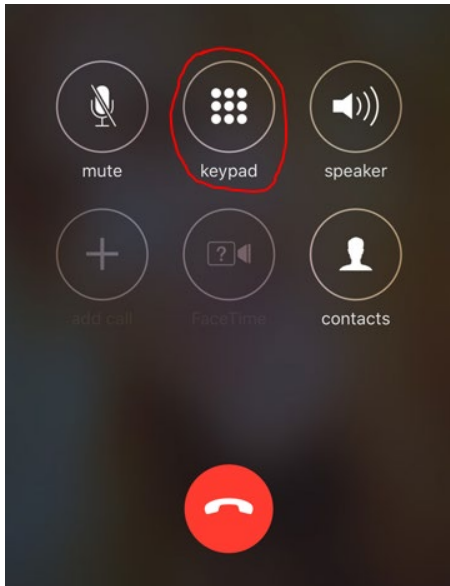
Find your local number: <https://us02web.zoom.us/j/84314784824?pwd=THBkdMwT1k4MG5DV3hnbC9xVDhXdz09>

Additional Information

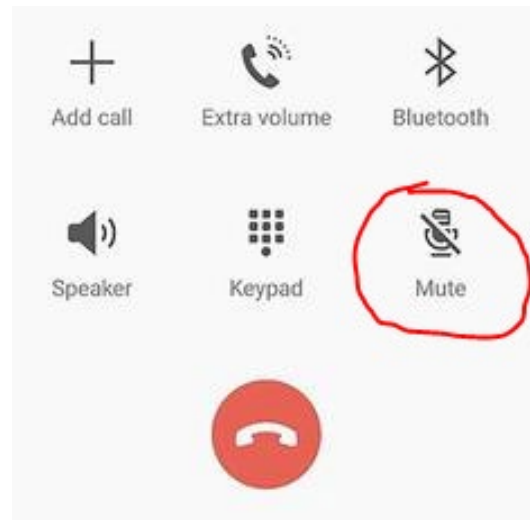
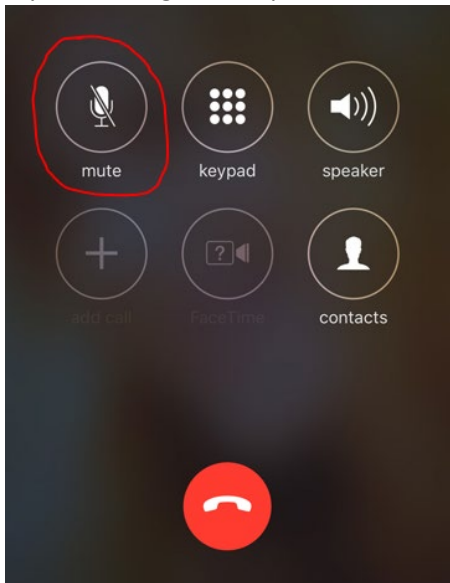
1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
2. All zoom meetings will have a password in the instructions. Please enter when prompted.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

May 26, 2021

PREPARED BY

AGENDA ITEM # E.1

Consideration with possible action on the approval of concept modifications to the previously approved Mountain Bike Skills Course to be located at Triangle Hill and donated by the Baird Creek Preservation Foundation.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Revised Bike Skills Concept
2. BCP Skills Park_Infosheet- Revised Trail Length

Baird Creek Greenway Bicycle Skills Park

GREEN BAY, WISCONSIN



BAIRD CREEK
GREENWAY
BICYCLE SKILLS PARK
GREEN BAY, WISCONSIN



MAP

Designed by:
Global Action Sports Solutions

Drawn by:
Global Action Sports Solutions

Date:
MAY 1, 2021



**GLOBAL
ACTION SPORTS SOLUTIONS**

Global Action Sports Solutions LLC
204 Evergreen Lane
Twin Lakes, WI 53181
Phone: 262-206-0222 603-481-2279
Email: jeremywitek@yahoo.com
Email: ola@gassparks.net

www.gassparks.net

All designs, concepts, details, etc. are the property of Global Action Sports Solutions LLC (GASS) and may not be duplicated, photographed or reproduced without the written consent of GASS LLC

Sheet number

3

BAIRD CREEK GREENWAY BICYCLE SKILLS PARK

DESIGN, BUDGET, AND TECHNICAL DETAILS



PROJECT OVERVIEW

Due to expressed interest from local community members, advocates, businesses and stakeholders, The Baird Creek Preservation Foundation has commissioned the services of Global Action Sports Solutions (GASS) and Community Trail Design, LLC to design a gateway bicycle skills park at the Triangle Sports Area of the Baird Creek Greenway in Green Bay, Wisconsin.

The addition of this purpose-built mountain bike facility to the Triangle Sports Area would serve to provide a fun, safe, and equitable space for youth and budding off-road cyclists to hone their skills on a variety of obstacles they may encounter on larger trail systems in the area, including the Baird Creek Preserve trails. Further, the addition of the bicycle skills area will provide a more comprehensive and unique recreation experience complimenting the already diverse activities available at the park.

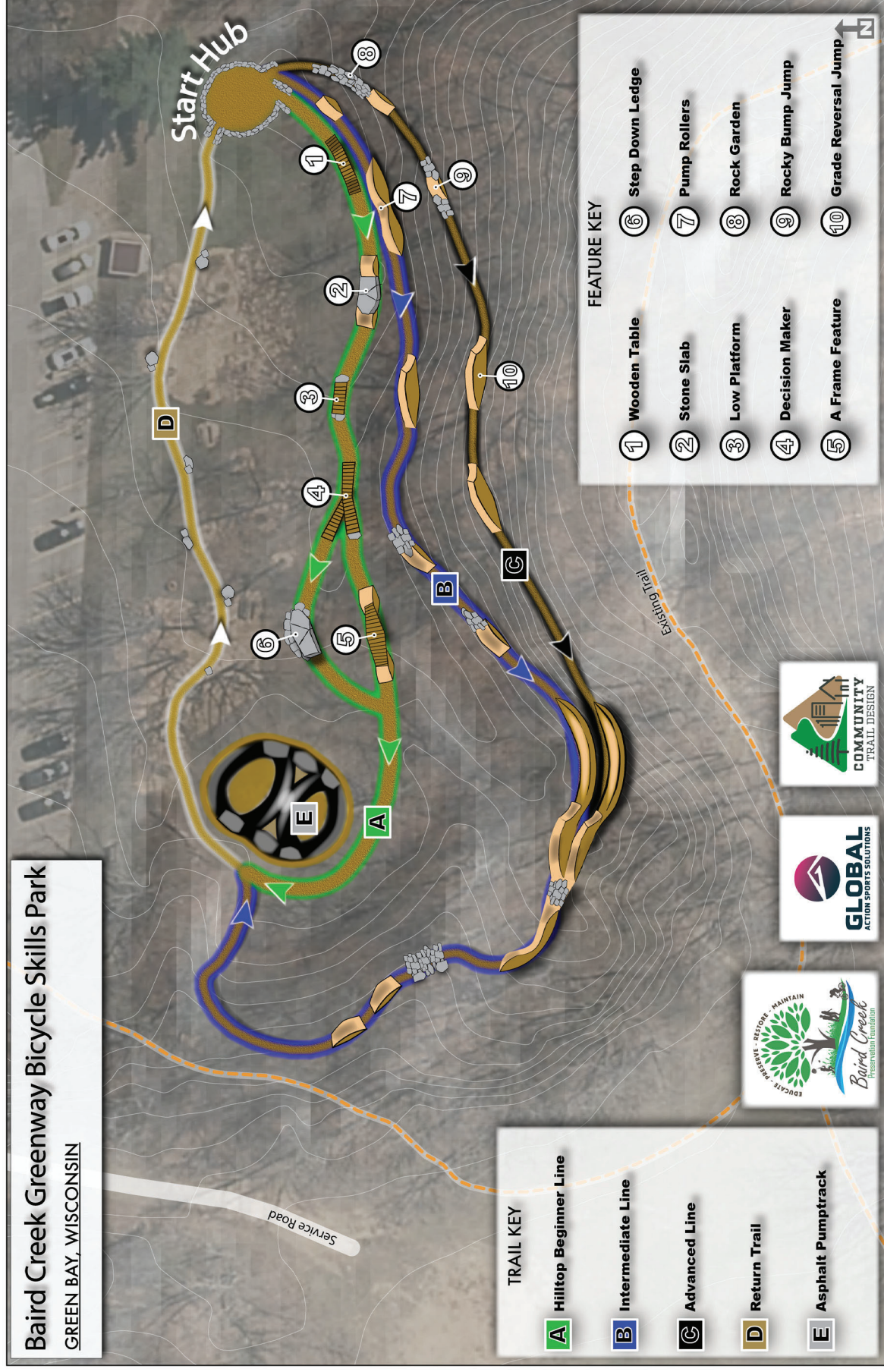
SETTING & CONTEXT

The proposed site for the bicycle skills park is situated on a hilltop at 500 Beverly Road, Green Bay, Wisconsin and lies just south of a large existing paved parking lot. Currently, the hilltop which is shaded by a canopy of trees is being used as a picnic area with several installed picnic tables and a disc golf practice space with one installed practice basket. The backside, or southern slope of the hilltop, boasts a large slope face that is canopied by hardwood trees and brush. Utilizing a combination of the hilltop and this southerly slope face, the consultants have developed a design that encompasses a variety of experiences and challenges in a compact area (Figure 1).

LAYOUT AND DESIGN

Start Hub: The core experience of the bicycle skills park originates from the start hub; a single point of access where the different "lines" stem from. The Baird Creek start hub is located at the eastern edge of the picnic area at the highest point on the landscape. Just a few vertical feet of elevation above the terminus of the skills area lines, the start hub location provides a slight gravitational push helping riders overcome obstacles without much physical input. The start hub will need to be constructed in such a way that it creates a level, elevated platform which will require a stone retaining wall around its perimeter. Visually appealing and anchoring the landscape, the start hub will draw the riders' attention and serve as a gathering place. The stone wall is estimated to be 36" maximum height with a slight batter for strength.

Figure 1 - Baird Creek Greenway Skills Area Layout



Beginner Line (Green): Gently rolling off the start hub, the introductory beginner line will utilize the gradually sloping and undulating surface of the hilltop picnic area. This relatively flat, open space is clear of obstacles and hazards and is visible from the parking lot. It provides a safe and predictable corridor with ample room for learning, making mistakes, and trailside supervision. The beginner line will consist of a series of constructed features with a variety of textures and shapes such as wood platforms, stone slabs, and dirt. Maximum feature height will be approximately 18-24" above grade with a maximum vertical riding surface transition of 6-10". The obstacles and surface of the beginner line will help introduce riders to surface transitions, line of sight targeting, balance, and varying textures.

Beginner Line (Green) length: 570 ft



Intermediate Line (Blue): In an attempt to provide additional challenge, the intermediate line begins to transition away from the safety net of the flat hilltop and onto the slopeface adjacent to the picnic area. Utilizing the "brow" of the slope, the intermediate line provides some comfort of the nearby flats at eye level with an introduction to exposure. This line will be bench cut into the slopeface and take on a more traditional singletrack character. Using large grade reversals (changes in the trail's grade) the bench cut trail can provide flow, speed, and small airtime opportunities without importing fill. Rather, the alignment of the trail provides the experience. Incorporating rock and flagstone into the trail's surface will provide opportunities for surface roughosity, line choice, texture and playfulness.

Intermediate Line (Blue) length: 750 ft



Advanced Line (Black): Building on the philosophies of the intermediate line, the advanced trail will take a more direct plunge down the slope from the start hub and provide riders with both exposure and technical challenge. Using a slightly steeper trail gradient, the advanced line will incorporate elements such as chunky rock gardens which will provide both challenge and sustainability for the trail surface. This quick plunge may be followed by an opportunity to jump a grade reversal, hit a rock slab, and finish with a step-up jump before it merges carefully with the intermediate trail above. This short segment of trail is sure to provide technical experiences that possibly exceed what is currently availability in the area, giving even the most advanced riders an opportunity to grow.

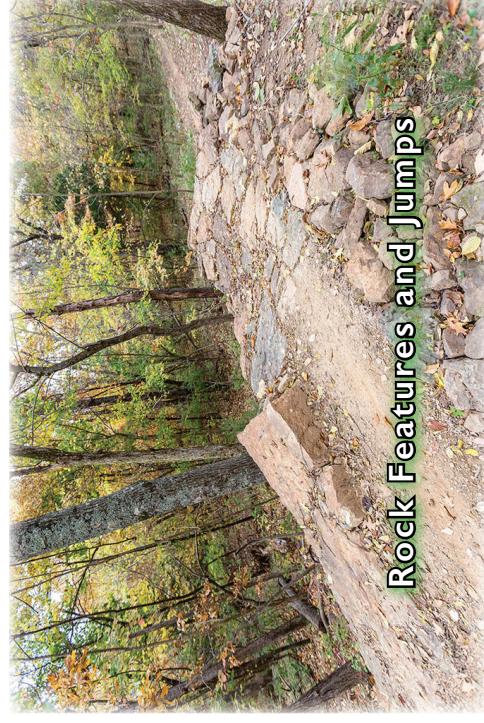
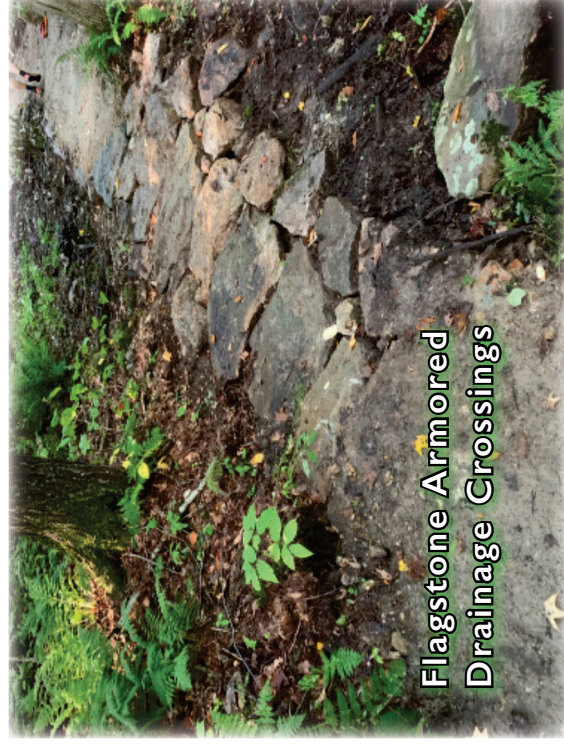


Advanced Line (Black) length: 425 ft

Asphalt Pumptrack: The area currently being used for a disc golf practice hole is uniquely optimal for a small asphalt pumptrack which, like the start hub platform will provide a visual anchor for the space and likely be a crowd favorite. The currently available space would provide for a roughly 2,000 square foot pumptrack.



Figure 2 - Trail Element Examples



CORRIDOR CONSTRUCTION BEST PRACTICES

The following guidelines are recommended for trail construction.

- Overall trail characteristic resembling a USFS Trail Class 3
- 36-48" trail tread width
- Unavoidable obstacle max height optional lines: 10"
- Grade reversals or drains approximately every 25-50'
- Vibratory compaction of all tread and fill slopes
- Renaturalized disturbances, spoils, and borrow pits with native OM or seed blend
- Backslope 1:1 or less than angle of repose
- 6" maximum Diameter Breast Height (DBH) living tree removal
- 25' corridor centerline allowance, left or right of flagline.
- 8' minimum trail corridor ceiling
- Pruning and limbing of all branches flush with bark collar
- 5' fall zone clear of all hazards, stobs, protrusions
- Implementation of SWPP and ECD's where necessary
- Maintain less than 3,000 sq ft of broken, uncompacted soil at any time



(850) 264-7355

communitytraildesign.com



(262) 206-0222

globalactionsportsolutions.com



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

May 26, 2021

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action on the request by the Green Bay Arts Commission to install art mural panels on 10 park shelters throughout the City.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Paint in the Parks DRAFT Updated 5.19.21-compressed



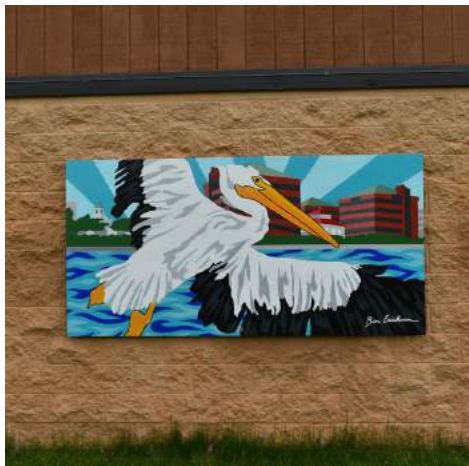
GBPA

GREEN BAY
PUBLIC ARTS
COMMISSION

CITY OF GREEN BAY
PAINT IN
THE PARKS

CALL FOR ARTISTS 2021

INSPIRATION



CALL FOR ARTISTS

The City of Green Bay Public Arts Commission, in partnership with the Parks Department, is seeking artists to express themselves with small-scale, outdoor murals. Artists are encouraged to aesthetically transform park shelters into engaging outdoor art galleries.

WHY PAINT PARK SHELTERS?

Parks offer a variety of opportunities to enjoy the outdoors through swimming, hiking, skating, and numerous other sports and exercise. Parks also offer a space to gather with friends and family or just collect one's thoughts while sitting on a bench or taking a walk. Green Bay's parks provide a wide variety of activities for people to enjoy and engage with, and now we are looking for your help to incorporate more art opportunities within our parks!

ELIGIBILITY

Any artist, or team of artists, interested in creating a design(s) may complete the proposal in accordance with the guidelines provided below. Artists under 18 years of age will be required to have a parent/guardian signature for participation.

PAYMENT

The final selected artists/artist teams will receive \$1,000 per mural panel upon completion of an artist agreement and installation of the piece.

PROJECT GOALS

- Create 10 mural panels to be displayed on park shelters throughout the City.
- Artwork designs should create engaging and vibrant work to be enjoyed by all visitors of the parks.
- Aesthetic value; work should be pleasing and add beauty to the community.
- When designing artwork, artists are encouraged to consider the following themes:
 - Green Bay parks and neighborhoods
 - Nature and outdoor activities
 - Wisconsin and local pride
 - Diversity and inclusion

Designs may include a message or phrase that references one or more of the above.

POLICIES

- At the time an agreement is awarded, the artist must agree to the terms of the artist agreement form. If under the age of 18, artists must have a parent/guardian signature.
- Final selection of designs will be made by the Green Bay Public Arts Commission and City staff from the Parks Department and Community and Economic Development.
- Financial compensation will be awarded to the artist(s) upon installation of artwork and signed artist agreement form.
- Final artwork placement will be determined by City staff. Artists may propose a location for their design when submitting.
- Installation of finished murals is expected to take place during the month of October. Dates to be organized with Public Arts Coordinator.

DESIGN SPECS

- Designs must be able to be applied to the 4ft x 8ft panel. Artists are welcome to develop their design in landscape or portrait and may develop their design(s) to occupy 1, 2, or 3 panels for a single location. If more than 1 panel is selected, the panels should have a cohesive concept and design to them.
- Design cannot contain business promotions or advertisements.
- Design cannot include any breach of intellectual property, brands, trademarks, or depictions of illegal activities and must be appropriate for audiences of all ages.
- Designs must be painted with acrylic paint to ensure the best adhesion with panel surface and bond with protective UV layers to be applied by City staff.

The City of Green Bay reserves the right to remove any artworks for any reason, at any time.

SUBMISSIONS

Artists may submit up to four (4) design concepts using the attached template located on page 5 or attach their own creations maintaining the required 4ft x 8ft rectangle for the finished panel. The City of Green Bay has the right to decline all submissions and retract this call for entries for any reason at any time.

Design Submission Deadline: July 15, 2021

Complete design submissions may be submitted via email to laura.schley@greenbaywi.gov, dropped off at the dropbox located behind City Hall, or mailed to:

Attn: Public Arts Coordinator
City of Green Bay
Community and Economic Development
100 North Jefferson Street - Rm 608
Green Bay, WI 54301

QUESTIONS

Questions may be directed to Public Arts Coordinator, Laura Schley at:
laura.schley@greenbaywi.gov or 920-448-3142.

APPLICATION FORM BELOW



Paint in the Parks City of Green Bay 2021 Park Mural Project

Complete information below and include/attach design(s) and submit by **July 15, 2021** to laura.schley@greenbaywi.gov,
dropped off at the dropbox located behind City Hall, or mailed to:

Attn: Public Arts Coordinator
City of Green Bay
Community and Economic Development
100 North Jefferson Street - Rm 608
Green Bay, WI 54301

Artist Name(s): _____

Parent/Guardian Name (if applicant is under 18): _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone: _____

Email: _____ **Website:** _____

Design Title: _____

Proposed Mural Location: ☐ **Staff Selection/No Preference** ☐ **Park** _____
Please check one option (must have park shelter/building nearby)

Number of panels to be used in the design: ☐ **1** ☐ **2** ☐ **3**
Please check one option

Display: ☐ **Landscape** ☐ **Portrait**
Please check one option

Draw/paint/insert design into the box below or attach with this form.
If planning to display multiple panels together, please provide notes in email when submitting.

4in. x 8in. rectangle = 4ft. x 8ft. finished panel size which may be displayed either portrait or landscape.

Questions? Contact Public Arts Coordinator, Laura Schley at: laura.schley@greenbaywi.gov or 920.448.3142



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

May 26, 2021

PREPARED BY

AGENDA ITEM # E.3

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

May 26, 2021

PREPARED BY

AGENDA ITEM # E.4

Consideration with possible action on the City of Green Bay taking over the operation and management of the Nature Center Gift Shop at the Wildlife Sanctuary.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

May 26, 2021

PREPARED BY

AGENDA ITEM # E.5

Consideration with possible action on the request by Wisconsin Public Service to grant a 12' wide utility easement in the Beaver Dam Creek Greenway just southeast of the intersection of West Point Road and Packerland Drive.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Easement_City of Green Bay_3157995

ELECTRIC UNDERGROUND EASEMENT

THIS INDENTURE is made this _____ day of _____, by and between **City of Green Bay, a Municipal Corporation**, ("Grantor") and **WISCONSIN PUBLIC SERVICE CORPORATION**, a Wisconsin Corporation, along with its successors and assigns (collectively, "Grantee") for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor, owner of land, hereby grants and warrants to, Grantee, a permanent easement upon, within, beneath, over and across a part of Grantor's land hereinafter referred to as "easement area" more particularly described as follows:

Part of the Parcel described in Brown County Register of Deeds Volume 695, page 30, Document Number 629155, being part of Section 32, Township 24 North, Range 20 East, **City of Green Bay, County of Brown, State of Wisconsin**, as shown on the **attached Exhibit "A"**.

Return to:
Wisconsin Public Service Corp.
Real Estate Dept.
P.O. Box 19001
Green Bay, WI 54307-9001

Parcel Identification Number (PIN)
6H-198

1. **Purpose: ELECTRIC UNDERGROUND** - The purpose of this easement is to construct, install, operate, maintain, repair, replace and extend underground utility facilities, conduit and cables, electric pad-mounted transformers, manhole, electric pad-mounted switch-fuse units, electric pad-mounted vacuum fault interrupter, concrete slabs, power pedestals, riser equipment, terminals and markers, together with all necessary and appurtenant equipment under and above ground as deemed necessary by Grantee, all to transmit electric energy, signals, television and telecommunication services, including the customary growth and replacement thereof. Trees, bushes, branches and roots may be trimmed or removed so as not to interfere with Grantee's use of the easement area.
2. **Access:** Grantee shall have the right to enter on and across any of the Grantor's property outside of the easement area as may be reasonably necessary to gain access to the easement area and as may be reasonably necessary for the construction, installation, operation, maintenance, inspection, removal or replacement of the Grantee's facilities.
3. **Buildings or Other Structures:** Grantor agrees that no structures will be erected in the easement area or in such close proximity to Grantee's facilities as to create a violation of all applicable State of Wisconsin electric and gas codes or any amendments thereto.
4. **Elevation:** Grantor agrees that the elevation of the ground surface existing as of the date of the initial installation of Grantee's facilities within the easement area will not be altered by more than 4 inches without the written consent of Grantee.
5. **Restoration:** Grantee agrees to restore or cause to have restored Grantor's land, as nearly as is reasonably possible, to the condition existing prior to such entry by Grantee or its agents. This restoration, however, does not apply to any trees, bushes, branches or roots which may interfere with Grantee's use of the easement area.

6. **Exercise of Rights:** It is agreed that the complete exercise of the rights herein conveyed may be gradual and not fully exercised until sometime in the future, and that none of the rights herein granted shall be lost by non-use.
7. **Binding on Future Parties:** This grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.
8. **Easement Review:** Grantor acknowledges receipt of materials which describe Grantor's rights and options in the easement negotiation process and furthermore acknowledges that Grantor has had at least 5 days to review this easement document *or* voluntarily waives the five day review period.
9. **Indemnification.** Grantee hereby agrees to indemnify, defend and hold harmless the Grantor, its elected and appointed officials, officers, employees, agents, representatives and volunteers, and each of them, from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorneys' fees, costs and expenses of whatsoever kind or nature in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive, of Grantee, any contractor or subcontractor performing work on behalf of Grantee in the Easement Area, or of anyone acting under its direction or control or on its behalf, even if liability is also sought to be imposed on Grantor, its elected and appointed officials, officers, employees, agents, representatives and volunteers. The obligation to indemnify, defend and hold harmless the Grantor, its elected and appointed officials, officers, employees, agents, representatives and volunteers, and each of them, shall be applicable unless liability results from the sole negligence of the Grantor, its elected and appointed officials, officers, employees, agents, representatives and volunteers.

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

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

[REMAINDER OF PAGE LEFT BLANK]

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

City of Green Bay, a Municipal Corporation

Corporate Name

Sign Name

Print name & title

Sign Name

Print name & title

STATE OF _____)
COUNTY OF _____)SS

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

City of Green Bay, a Municipal Corporation, to me known to be the Grantor(s) who executed the foregoing instrument on behalf of said Grantor(s) and acknowledged the same

Sign Name _____

Print Name _____

Notary Public, State of _____

My Commission expires: _____

This instrument drafted by: Michelle Somers
Wisconsin Public Service Corporation

Date	County	Municipality	Site Address	Parcel Identification Number
March 31, 2021	Brown	City of Green Bay	He-Nis-Ra Ln	6H-198
Real Estate No.	WPSC District	WR#	WR Type	I/O
1055884	Green Bay-10	3157995	EACR	6000270

TEMPORARY EXHIBIT "A"

**NOT TO SCALE
FOR REFERENCE ONLY**





Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

May 26, 2021

PREPARED BY

AGENDA ITEM # E.6

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.

BACKGROUND

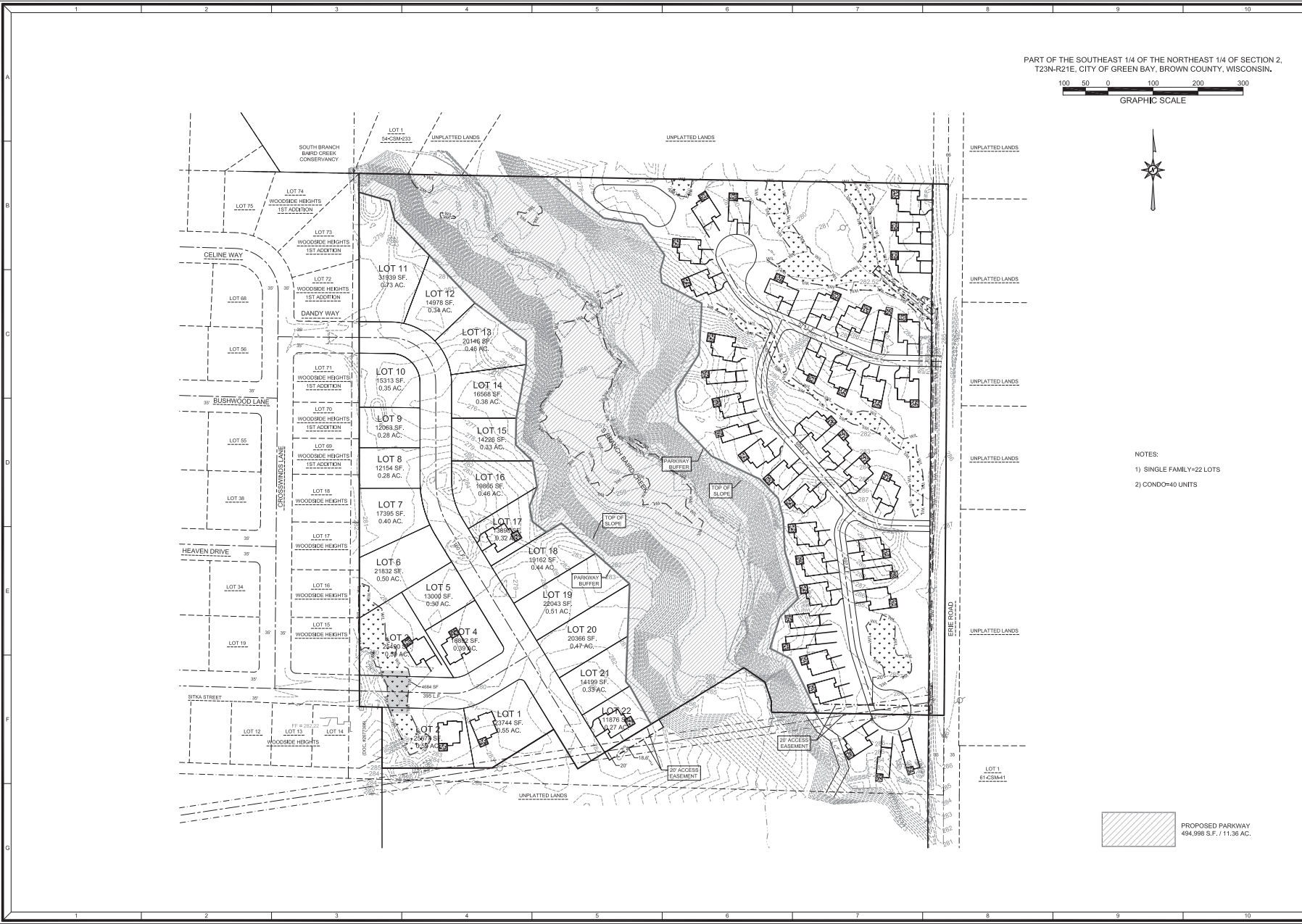
RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

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

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
ENGINEERING • SURVEYING • ENVIRONMENTAL
2280 Salschelder Court Green Bay, WI 54313
PH:920-569-5765; Fax:920-569-5767
www.machiv.com

NEIGHBORHOOD
INFORMATIONAL MEETING

NO.	REVISION DESCRIPTION

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

PART OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 2,
T23N-R21E, CITY OF GREEN BAY, BROWN COUNTY, WISCONSIN.



NOTES:

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



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
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NEIGHBORHOOD INFORMATIONAL MEETING

[illegible]

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OF 1



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

May 26, 2021

PREPARED BY

AGENDA ITEM # F.1

Staff update on the current staffing levels for the pools and summer playground program and how this staffing shortage will affect the opening of the pools and playground program.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Playgrounds Park Committee Packet

Summer Playground Program Park Locations

Typical Year Park Locations

Number of Playground Sites: 32.

Park Locations: Astor, Baird, Bayview, Beaumont, Beaver Dam, Colburn, Danz, Eastman, East River Van Beaver, Edison, 8th Street, Eisenhower, Fireman's, Fisk, Ft. Howard, Fritsch, Joannes, John Muir, JFK, Marquette, Mather Heights, McAuliffe, Murphy, Nicolet, Perkins, Red Smith, St. James, St. Phillip, Seymour, Tank, VT Pride, Wilder.

Staffing Needed: 67 + 3 managers, 10-15 subs.

2020 Selected Park Locations

Number of Playground sites: 16.

Selected Park Locations: Astor, Danz, Eastman, Eisenhower, Fisk, Ft. Howard, Fritsch, Joannes, John Muir, JFK, Marquette, Mather Heights, McAuliffe, Perkins, Tank, VT Pride.

2020 Staffing: 38 + 3 manager, 11 subs.

2021 Selected Park Locations (Per the staffing levels we currently have to date)

Number of Playground sites: 16.

Park Locations: Astor, Colburn, Danz, Eastman, Fisk, Ft. Howard, Fritsch, Joannes, John Muir, JFK, Marquette, Mather Heights, McAuliffe, Red Smith, Tank, VT Pride.

*Beaumont and Wilder are the next two sites if more staff are hired before the start of the program.

Current Staffing to Date: 33 + 3 managers, 10 subs.

Factors used to determine which Playground sites were selected for 2021:

1. Location (all districts are represented, equal number East/West).
2. Past participation numbers.
3. Summer Lunch counts from previous years.
4. Shelter size and park amenities.



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

May 26, 2021

PREPARED BY

AGENDA ITEM # F.2

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

May 26, 2021

PREPARED BY

Dan Ditscheit, Parks Director

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 052621

**PARKS COMMITTEE
DIRECTOR'S REPORT
WEDNESDAY, May 26, 2021**

PARK DIVISION

- Park crews continue to mow city parks, greenways, and athletic fields.
- Park crews continue to prepare and maintain soccer fields, ballfields, and other athletic fields.
- Park crews are currently working on landscape bed maintenance throughout the Park system.
- A few Park seasonal employees have begun to arrive with more expected in the coming weeks.
- Park crews continue to monitor, pick garbage in parks and add garbage cans as needed.

FORESTRY DIVISION

- Forestry crews are continuing 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 175 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

- Art in the Parks
 - Staff has been collaborating with the City's Public Arts Coordinator on a proposal to implement murals on shelters in the parks.
 - The Family & Childcare Resources of N.E.W. and the Art Garage have been coordinating with the Parks Department on a community art project which is proposed to be installed in one of the parks.
- Baird Creek Greenway – Mountain Bike Skills Course
 - The Baird Creek Preservation Foundation submitted construction plans to the City for review.
- Bay Beach Amusement Park – Wildlife Viewing Platform
 - Staff completed the review of the final plans, specifications, and cost estimate.
 - Construction on the pier is currently scheduled to begin in the fall of 2021.
- Bay Beach Wildlife Sanctuary – Dick Resch & Family Nature and Conservation Center Bollard Lighting
 - The light bollards that were installed had to be relocated due to modifications to the

main entry walkway. A Request for Bids was issued for this project. A Pre-bid meeting was held on May 4, 2021. Proposals were due May 15, 2021. Work will begin soon.

- Colburn Park – Little League Renovation
 - This project went out to bid on May 10. Bid proposals are due May 25, 2021.
- East River Optimist Park – Concession Stand with Restrooms
 - A ribbon cutting for the new building was held on April 30.
 - We are still working through some plumbing issues before we can open the restrooms to the public.
- Seymour Park – Storm Water Management
 - The Department of Public Works received 2 conceptual designs from a consultant for storm water management within the park that would help to alleviate flooding in the neighborhood. The Parks Department has reviewed the concepts and is working with DPW and the consultant to ensure that the vision of the project meets the needs of the desired park use and the desired overall master plan for the park.
 - The final concepts will be shared with the neighborhood.

RECREATION DIVISION

- The high school and youth baseball/softball groups have begun practicing and playing games.
- The Cricket Association reserved the cricket field for their season.
- The adult softball leagues began 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 Wildlife Sanctuary. The camps will run Monday through Thursday for 6 weeks and will begin the week of June 21.
- The summer session of our partnership with GGLeagues Esports is currently open for registration. 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. Registration closes June 28 and leagues begin the week of July 12.
- Kids' Day 2021 will be held on Friday, June 25 from 10am-3pm at Joannes and Fisk Parks. We will be displaying vehicles from City Departments and partnering with local business to offer Kids' Day this year. Events will also take place at our pool facilities, Bay Beach, and the Wildlife Sanctuary.
- The Summer Playground Program will open to the public on June 15th. The schedule will be as follows:
 - June 15 at 1 p.m. the Playgrounds Open
 - June 16-Summer Lunch Program begins
 - June 25-Kids' Day
 - July 1-Special Event-Games Day
 - July 7-WLS Day

- July 8-Special Event
- July 14-City Wide Track & Novelty Day
- July 20 & 21-Drama/Skit Day
- July 22-Sports Tournament
- August 3-Kiddie Karnival
- August 1-Bay Beach Day
- August 16-Aquatic Day
- August 19 Park Picnics
- August 20-Last Day Summer Playground Program
- The Summer Lunch Program will be distributed at the Summer Playground sites in 2021.
- The Brown County Bookmobile will be visiting 11 parks during the Summer Playground Season.
- Einstein Project will be offered at the following parks during summer: Fisk, Tank, Joannes, Navarino, and Preble.
- The Pickleball Dedication Ceremony at Edison Park will be on June 8 at 11:00 a.m.
- Pickleball 101 classes are being offered in June, July, and August.
- Wading pools will be opening on June 12.
- Planning is underway for FIT in the Parks. The series this year will be July 12-August 19.

AQUATICS

- Staff is currently working on the following projects:
 - Lifeguard Recruitment strategies.
 - Training on the new RecTrac software and setting up the POS (Point of Sale) screens for pool concessions & admissions.
 - Setting up the new HydroApps staff scheduling software. This new system will allow staff to view their schedules, request days off, pick up open shifts all from the app.
- Staffing Update:
 - We currently have 22 Facility Attendant positions to fill.
 - We currently have 40 Lifeguard positions to fill.
 - The first round of Lifeguard interviews have taken place. In-water screenings will take place through 05/26. For those who pass this screening, will be offered a position, and invited to take the full Lifeguard Certification course. We currently have 10 applicants in this stage.
 - 3 certified lifeguards have been (or will be) hired.
- 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.
 - NBC 26 aired a story the week of 5/10.
 - Spectrum News1 will air a story the week of 5/17.
 - Social media hits have been growing on all our postings about recruitment.
 - Staff will attend a Summer Hiring Job Fair put on by the Green Bay Convention and Visitors Bureau on Wednesday, 5/26.

BAY BEACH AMUSEMENT PARK

- Improvements for 2021 season are being made.
 - Sanitizing rides will continue hourly.
 - Bathrooms and tables will continue to be cleaned like 2020 season.
- Staffing
 - Interviews continue for the upcoming season. In a typical spring we interview over 200 candidates to fill open positions. We still need about 17 full time spots filled.
 - Orientations and trainings will continue.
 - Ride Operators
 - Full time needed: 74
 - Open positions: 16
 - Filled 58
 - Sub Positions filled: 70
 - Concessionaires
 - Full time needed: 54
 - Open positions: 0
 - Filled: 52
- Jolt Software
 - Staff have been added to the system as new hires turn in paperwork.
 - The new POS (Point of Sale) terminals have been delivered and installed in all areas.
- Weekends continue to go great.
 - We were able to be fully staffed on the weekends in May because of the shortened hours and only being open on weekends.
 - Concessions and ticket sales were excellent.

TRIANGLE SPORTS AREA

- The disc golf course opened on 3/22.
- Rentals continue for the season.

METRO BOAT LAUNCH

- The VenTek paystation has been ordered, will be installed shortly after it arrives.

WILDLIFE SANCTUARY

- The change to longer Summer hours began Saturday May 1st.
- All SME (seasonal summer) positions have been filled at the Wildlife Sanctuary.
- The remaining HVAC work for new banquet hall addition is underway. This work should be completed within the next few days.
- The wildlife rehab season underway with dozens of animals being admitted daily.
- Many areas on paved trails on roadways were patched/fixed with assistance from DPW. Large heaving asphalt areas near waterfall being cut away were repaved the week of May 3rd.

- The 2021 trout stocking permit obtained from the DNR. Staff is working with the donor to select an appropriate date to stock the bonds.

ADMINISTRATION

- Cutover to our new Credit Card Processor is complete.
- We continue to assist staff with onboarding processes which includes using the Neogov system and completing new hire/rehire paperwork.
- Paperwork and supplies have been gathered and organized for pools, wading pools, and playground program.
- Assisting with marketing of job recruitment and overseeing the social media side of advertising seasonal positions.
- We are busy taking registrations for all park programs including Pickleball 101, Swim Lessons, Lifeguarding, and Summer Camps.
- We will oversee the website, updating and marketing of the GGLeagues.
- Softball Leagues have started games this first week of May. We continue to communicate with teams as the weather has been affecting games and field availability.
- An increase of forestry calls as summer approaches regarding planting, stump removal, and EAB questions.
- An increase of Park Shelter calls as groups feel more comfortable seeing loved ones in an outdoor setting.
- The 2021 Summer Activity Guide has been completed and published on the website and social media.
- Shelter reservations: several weekend dates are full or almost full as phone and online reservations continue to come in.
- Word is spreading of Bay Beach Amusement Park's opening. Call inquiries come in from the area as well as around the state and across the country.
- If you are visiting the Milwaukee County Zoo this year, stop in our office to purchase discounted admission tickets.



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

May 26, 2021

PREPARED BY

AGENDA ITEM # F.4

The next Parks Committee is scheduled for June 23, 2021.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None