



AGENDA OF THE PARKS COMMITTEE

WEDNESDAY, SEPTEMBER 15, 2021, 5:00 PM

Virtual Meeting. Public may join via Zoom.

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. Steuer on behalf of the property owner at 1236 Thrush Street, for the City to reimburse the property owner \$3,500 for the removal of 3 street trees.
2. Consideration with possible action on granting approval to the Green Bay Arts Commission to install 4 art sculptures in Leicht Memorial Park.
3. Consideration with possible action on the request by Ald. Wery to review drainage concerns in the baseball fields at Colburn Park.
4. Consideration with possible action on the request by Ald. Wery to review the Park Department's Public Notification Policy.

F. Informational.

1. Director's Report on updates and recent activities of the Parks, Recreation & Forestry Department.
2. The next Parks Committee is scheduled for Sept. 29, 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

September 15, 2021

PREPARED BY

AGENDA ITEM # E.1

Consideration with possible action on the request by Ald. Steuer on behalf of the property owner at 1236 Thrush Street, for the City to reimburse the property owner \$3,500 for the removal of 3 street trees.

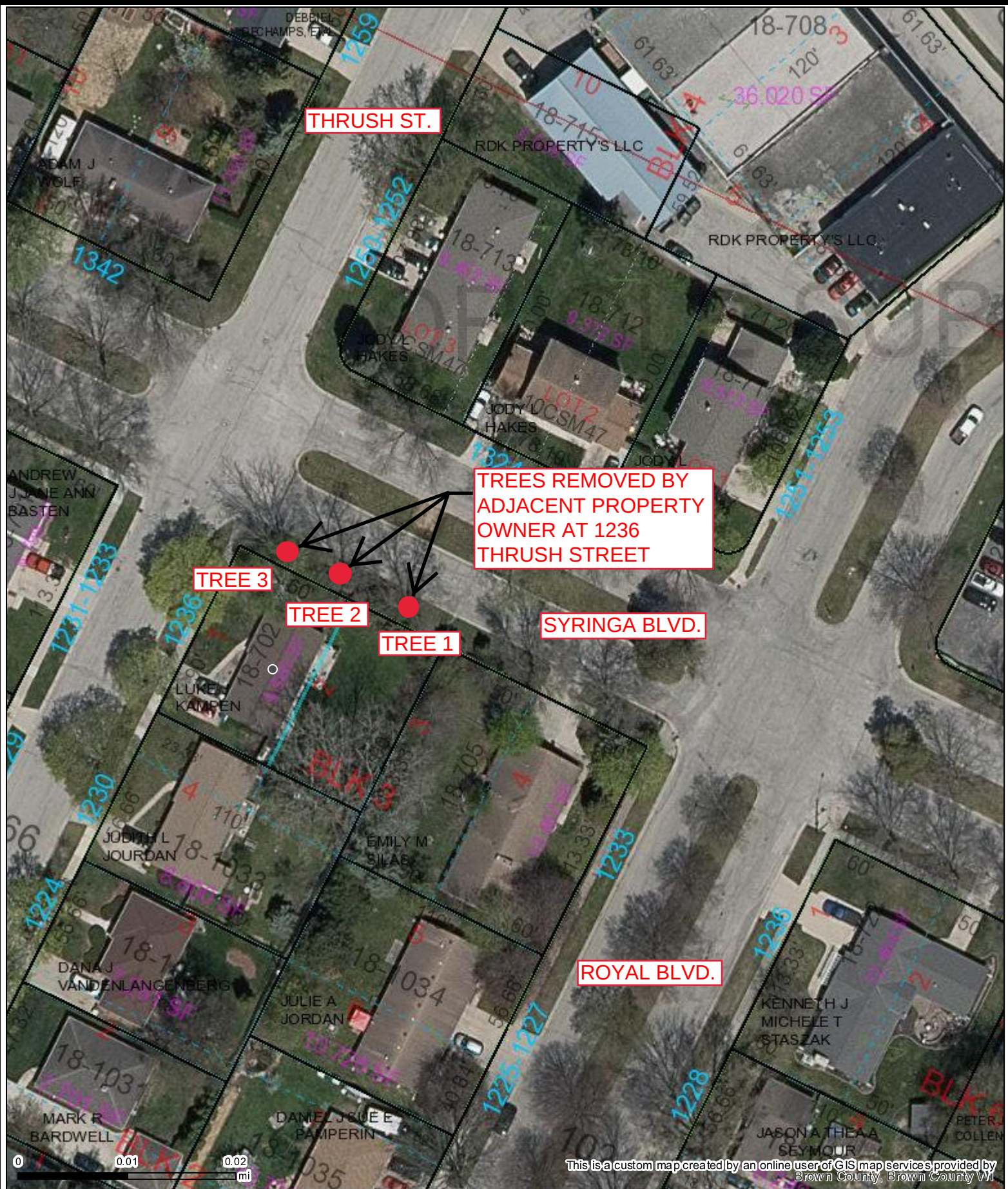
BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Map2-Final
2. Photos2



Part of Brown County WI

Map printed on 8/31/2021

1:720
1 inch = 60 feet*
1 inch = 0.0114 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
2880257
0.814 AC
279.8'
3547

Parcel ID Number
Document Number
Area of parcel
Line Distance
Address

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

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





Syringa Blvd. looking east at adjacent sidewalk



Syringa Blvd. looking east at tree 1



Syringa Blvd. looking west at trees 1, 2, & 3



Syringa Blvd. Looking west at trees 2 & 3



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

September 15, 2021

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action on granting approval to the Green Bay Arts Commission to install 4 art sculptures in Leicht Memorial Park.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

September 15, 2021

PREPARED BY

AGENDA ITEM # E.3

Consideration with possible action on the request by Ald. Wery to review drainage concerns in the baseball fields at Colburn Park.

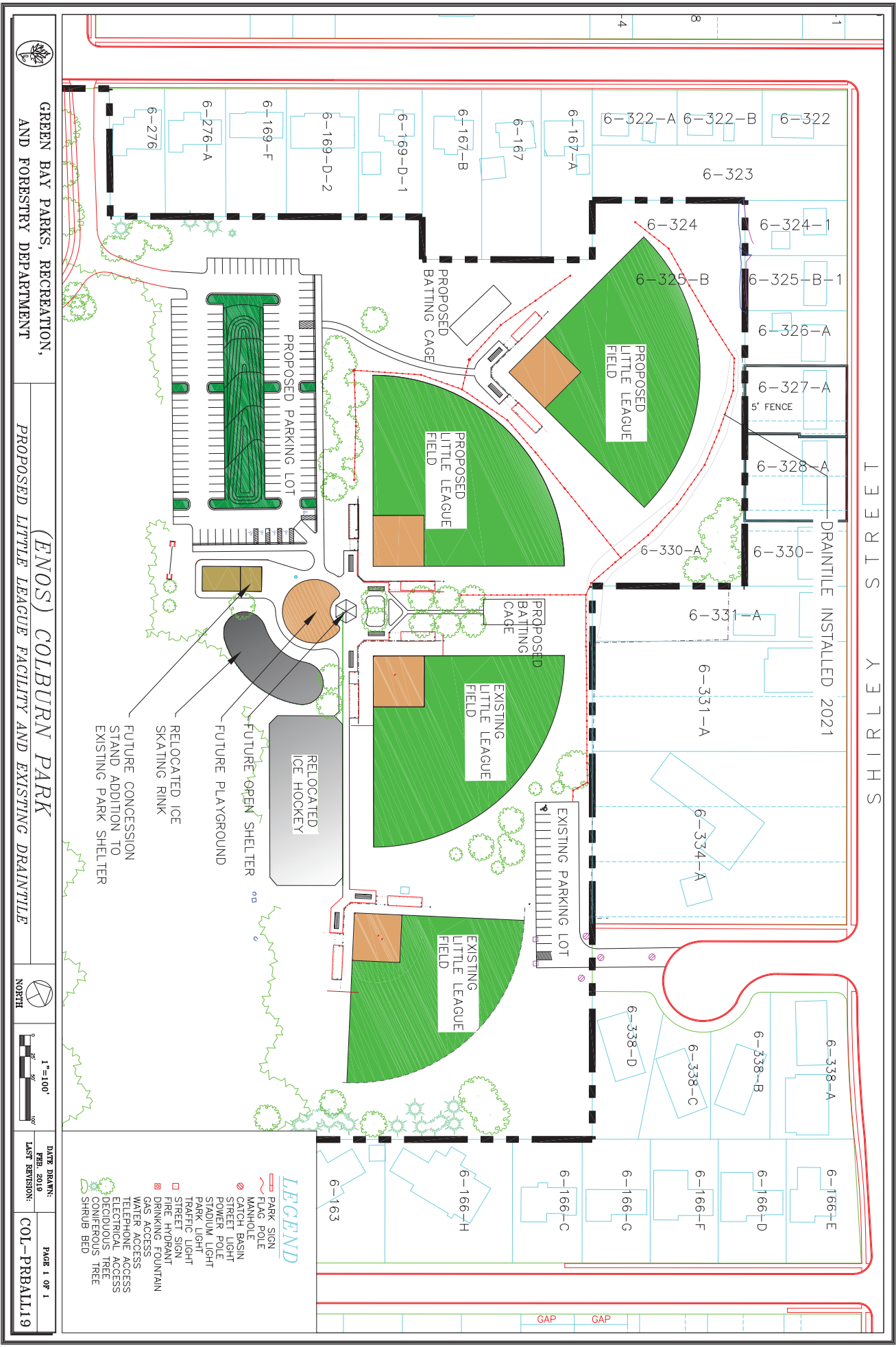
BACKGROUND

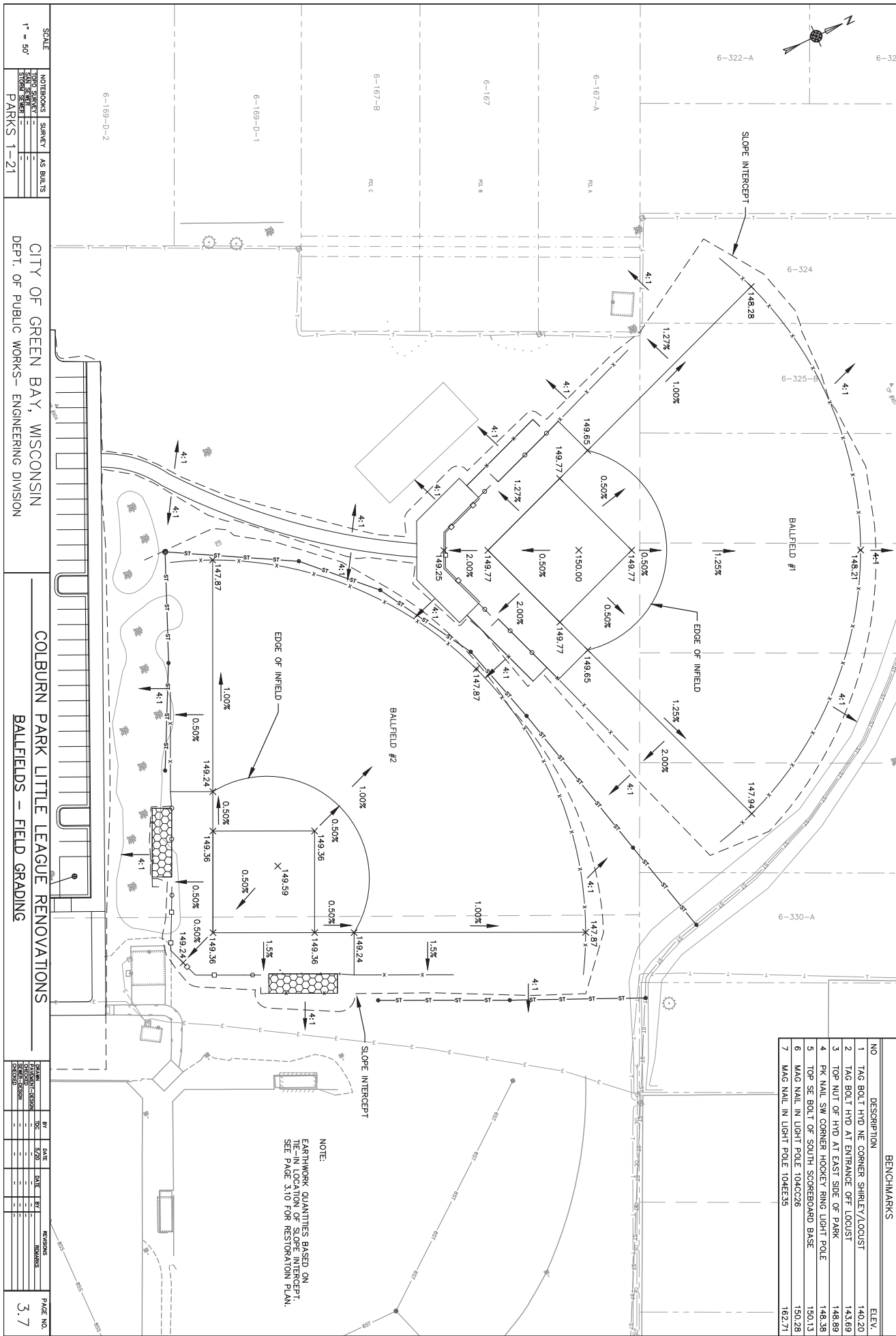
RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Colburn Little League 9.10.21-4
2. 3.7 Bid Plan Grading (003)







Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

September 15, 2021

PREPARED BY

AGENDA ITEM # E.4

Consideration with possible action on the request by Ald. Wery to review the Park Department's Public Notification Policy.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Policy - Resident Notification - Final

CITY OF GREEN BAY
PARKS, RECREATION & FORESTRY DEPARTMENT
POLICIES AND PROCEDURES

GENERAL SUBJECT: Administration
SPECIFIC SUBJECT: Public Notification for Park Development
AUTHORIZATION DATE: Park Committee Approved: 7/10/19
Council Approved: 7/16/19

Purpose

To establish a policy to gather input from the public about funded Park development projects.

Policy and Procedures

- The City Council approved Park capital improvement projects will be listed on the City webpage. There will be contact information provided on the website for the public to provide comments and/or questions.
- Per the discretion of the Park Director, neighborhood input meetings will occur for projects on a case by case basis. In these situations Park staff will reach out to Alderperson for the park area, the Neighborhood Association and/or the affected adjacent property owners.
- For all construction projects that are publically bid, seventy-two (72) hours prior to the start of construction, the awarded Contractor for the park project will notify adjacent neighbors of the start of construction.



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

September 15, 2021

PREPARED BY

AGENDA ITEM # F.1

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

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Director's Report 09-15-21

**PARKS COMMITTEE
DIRECTOR'S REPORT
WEDNESDAY, September 15, 2021**

PARK DIVISION

- Park crews continue to mow athletic fields, green ways and park areas.
- Park crews continue to line, stripe and drag our ball diamonds.
- Park crews are going through landscape beds, pruning shrubs, weeding and mulching as needed.
- All of our park seasonal staff have finished working with us for the season and have returned back to school.
- Park crews continue to pick litter, pull garbage can liners and monitor our parks on a daily basis.
- Staff is catching up on picnic table and bench board replacements and repairs as time allows.

FORESTRY DIVISION

- Street tree stump removal is scheduled to be finished by the end of October. Forestry crews are working in the Perkins and Colburn Park areas and continuing their way west.
- Crews also continue tree removal operations on the west side streets. The removal crew is very close to finishing our current list and then will prepare for the first phase of the upcoming EAB Ash removal plan.
- Ash trees continue to be evaluated for Emerald Ash Borer. Trees are being evaluated for their condition and worthiness of continued treatments. Trees deemed not suitable for treatment are then being prioritized for tree removal. The current projected number of ash trees identified for removal looks to be between 2,000 and 2,500 street trees. Staff is in the process of determining a course of action to address the increasing tree removal needs. Treatment of ash trees was concluded this week. Staff was able to treat ~1,800 ash trees this summer.

DESIGN & DEVELOPMENT DIVISION

- Baird Creek Greenway
 - The Baird Creek Preservation has completed the installation of the signage throughout the greenway to help users navigate through the trail system.
 - Staff is working with the Baird Creek Preservation Foundation to facilitate orienteering as an activity throughout the greenway.
 - Construction will begin soon on the new Bike Skills Course at Triangle Hill.

- Colburn Park - Colburn Park Little League Renovations
 - Construction is progressing. The grading is approximately 75% completed.
- Park Artwork
 - Staff is working with the Green Bay Public Arts Commission to select and install 4 new sculptures along the art walk located near Dousman Ave.
 - Staff selected the final locations for the shelter artwork that was recently approved.
- Leicht Park – Shelter
 - Staff has issued a Request for Proposals to hire an architect to design a new shelter with restrooms. This project will be funded with TIF funding.
- Olde Preble Neighborhood Park – Playground
 - Installation of the playground equipment is completed.

RECREATION DIVISION

- The adult fall softball leagues have begun. We are offering Men's Slow-pitch, Co-Ed Slow-pitch and Men's Modified softball leagues at Beaver Dam Park. There are 26 teams registered for the season which will run through mid-October.
- The fall session of our partnership with GGLeagues Esports will begin the week of October 4. 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.
- The table tennis league is being held on Wednesday evenings beginning October 6 at Franklin Middle School.
- The Youth Basketball Skills program for grades 1-4 is being held for 6 weeks on Monday evenings at Franklin Middle School beginning September 27. There are 12 participants currently registered.
- We are currently taking registrations for the adult basketball leagues which is scheduled to begin November 3.
- Adult Football Leagues began on August 25th. Sixteen teams are scheduled to play on Wednesday and Thursday nights.
- Open Gyms will be offered on Mondays, Thursdays and Saturdays, beginning in November.
- Recreation Staff are currently preparing facility permits for Football, Soccer, Tennis, Cross Country, etc....
- Pickle Ball is going very well at Edison. We had 3 Adult Tournaments and quite a few Pickle Ball 101 classes. The courts are extremely busy.

AQUATICS

- Indoor pool rentals for Green Bay Swim Club start on Monday 9/13 at Southwest and Edison pools.
- Fall Swim lessons begin on October 13 at Edison Pool.

BAY BEACH AMUSEMENT PARK

- Staffing:
 - Due to staffing shortages, some rides will likely be closed each day we are open through the remainder of the season.
- Attendance:
 - When the weather is nice, we continue to see attendance levels on par with 2019.
- Fall Hours:
 - We made changes to our scheduled fall hours. Starting on Saturday, September 4 we changed our hours from 10:00-6:00 to 11:00-4:00. This change was required due to staffing shortages. We do not have enough ride operators to open with the originally planned park hours. The park will continue to be open weekends through the end of September, staffing levels permitting.

METRO BOAT LAUNCH

- The VenTek automated pay station has been installed and operating since August 5.

WILDLIFE SANCTUARY

- Storm and trail clean-up is still under way from early August storms. The last remaining blocked trail area will be addressed this week. The Snowy Owl enclosure was severely damaged and has now been repaired.
- In-person 4K school has started with 77 of 80 spots filled as of first day. One of last year's 4K teachers recently accepted a job with another school system. We are currently advertising for a new 4K teacher.
- The first conference has been booked for the new rental space. This 3-day event will be the Wisconsin Association of Environmental Educators (WAEЕ annual conference).
- Wildlife rehab season is running long this year with many infant and juvenile mammals and birds still being admitted.
- Summer programming wrapped up with good attendance throughout the season.
- Architectural/engineering design work is underway for a possible welcome counter in the Nature Center along with an improved entrance walkway for students in the 4K program.

- An ice machine was recently installed in the new banquet facility. This is the final piece of kitchen equipment needed for the new addition.
- The air conditioning units in the Nature Center Auditorium was replaced.
- The 2021 Walk For Wildlife event planning is well underway and is scheduled for September 18. There are already a large number of pre-registrants. The event will be modified similar to last year to adhere to social distancing recommendations.
- Wildlife Sanctuary staff is teaming with Recreation staff to plan a family friendly outdoor Halloween event at the Sanctuary.

ADMINISTRATION

- Staff is currently taking registration for Youth Basketball Skills, Indoor Swim Lessons, Table Tennis Leagues, and Adult Basketball Leagues.
- Staff is in the process of wrapping up summer programs and completing closing reports, checking in equipment, paperwork, etc.
- Staff is working with the Director on the completion of the proposed 2022 budget and updates to the 5 year Capital Improvement Plan.
- As summer hiring ends, staff has focused efforts on hiring for the fall/winter season.
- The following positions have been posted:
 - 4K Teacher at Wildlife Sanctuary
 - Conservation Corps Coordinator
 - Basketball Official, Site Supervisor, and Scorekeeper.
 - Football Official and Site Supervisor.
 - Open Gym Facility Leader.
 - Youth Basketball Skills Program Instructor.
 - Dance Program Director and Dance Facility Attendant.



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

September 15, 2021

PREPARED BY

AGENDA ITEM # F.2

The next Parks Committee is scheduled for Sept. 29, 2021.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None