



AGENDA OF THE PARKS COMMITTEE

WEDNESDAY, APRIL 27, 2022, 4:30 PM

CITY HALL, ROOM 207

PLEASE NOTE TIME CHANGE

A. Roll Call.

B. Election

1. Election of Chair and Vice-Chair of the Parks Committee.

C. Approval of the Agenda.

D. Approval of Minutes.

E. Regular Business.

1. Consideration with possible action on revisions to the funding for the purchase of the Woods Golf Course Greenway.
2. Consideration with possible action on hiring Carrico Aquatic Resources, Inc. to provide chemicals for the City's aquatic facilities for a total cost of \$39,000 for the 2022 pool season.

F. Informational.

1. Staff presentation on revisions to the ENGAGE homeless support program at St. John's Park for 2022.
2. Director's Report on updates and recent activities of the Parks, Recreation and Forestry Department.
3. The next Parks Committee is scheduled for May 11, 2022.

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.



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

April 27, 2022

PREPARED BY

AGENDA ITEM # E.1

Consideration with possible action on revisions to the funding for the purchase of the Woods Golf Course Greenway.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Grant_Application Revised Final

1. Type of Project (check one):	☐ Coastal Wetland Protection and Habitat Restoration ☐ Nonpoint Source Pollution Control ☐ Coastal Resources and Community Planning ☐ Great Lakes Education ☒ Public Access and Historic Preservation
2. Project Title (max. 15 words): City of Green Bay - The Woods Greenway Acquisition	
3. Organization applying: City of Green Bay	5. Organization nine-digit DUNS Number: 074797028
4. Contact Person and Address (include full, <u>nine-digit</u> zip code): Daniel Ditscheit 100 N. Jefferson Avenue, Room 510 Green Bay, WI 54301 Phone: 920-448-3381 Email: Dan.Ditscheit@greenbaywi.gov	6. Primary County where project is located: Brown County 7. Other Counties where project is located: 8. Congressional District #: 8 9. State Senate District #: 30 10. State Assembly District #: 88
11. Total Project Cost: \$88,000	
12. WCMP Share: \$35,500	14. WCMP Percent: 40%
13. Applicant Share: \$52,500	15. Applicant Percent: 60%
16. Brief Summary of the Project (300 word maximum). Include (a) Project Description (1-2 paragraphs) and (b) Tasks/Deliverables (title and 1-2 sentence description for each task/deliverable). The project should have at least one task: add more as applicable. <u>Consider completing this portion of the application last to summarize your proposal.</u> a. Project Description: The City of Green Bay is looking to acquire 12.1 acres of land from a Developer which would become a greenway accessible to the public. The land is located in the far-east side of Green Bay within Parcel# 21-40-6. The southern branch of Baird Creek flows through the middle of the property. There are mature trees and areas of delineated wetlands within the site. The property was formerly used as a golf course and is currently being maintained as such. If this property is acquired, the City plans to convert the turf grass to native plantings as a future project which is not related to this request for grant funding. Acquiring this land and converting it to indigenous riparian vegetation will aid in better water quality within the Baird Creek which is a tributary of the Fox River. The Fox River flows north and empties into the Bay of Green Bay where the City is working to install a swimming beach, fish habitat and a fishing pier. This proposed greenway would allow the public access to nature-based recreational opportunities on a piece of property that is currently under private ownership. b. Project Tasks/Deliverables: 1. Task A: Commitment to Purchase Property The City of Green Bay will bring this request to purchase proposal to the Parks Committee on May 11, 2022 and the City Council on May 17, 2022. We will then work with the Developer to finalize the Option to Purchase and prepare the final closing documents. This will all be done in conjunction with your review of the grant proposal as much of the deliverables from Task A are needed for your review of the application. 2. Task B: Purchase of Property After the grant funding is approved the City will set a closing date. The closing will be completed within the terms of the grant contract. The final deliverables will include a recorded deed.	

1. Background/context: Concisely state the problem or issue that this proposal addresses. Include important background information.

The City of Green Bay is proposing to acquire property which would become a public greenway. The City would like to acquire the property to allow the public to have access to the site and to protect the water quality within the Baird Creek. The land which was formerly managed as a golf course has recently been purchased by a developer, Green Viper Inc., who is proposing to build residential housing adjacent to the 12.1 acres of proposed greenway. The south branch of the Baird Creek runs through the central area of the property with the majority of the land being located in a lower ravine area. The City would like to purchase and convert the proposed greenway to a native habitat riparian buffer. The habitat restoration work is not a part of this request for funding and would happen through a different funding source at a later time. From the top of the ridges on both the east and west sides of the property there is a 20 foot wide buffer area of proposed greenway to allow for access on the upper edges of the property. There are 20 foot wide easements proposed which would allow for public access to the greenway.

The City does not currently have the full amount of funding needed to purchase the property. If the City does not receive funding from this grant opportunity, there is a possibility that the City will not be able to purchase the property. If the City is unable to purchase the property in the near future, the property will become incorporated into the proposed residential lots.

2. Project Description:

- a. Describe the project for which funding is requested. Describe how the project will address the issue(s) outlined in the Background/Context section, above. Do NOT include information about tasks that are not part of the funding request.
- b. Describe how this project is part of an integrated effort or approach.

a. The City of Green Bay would like to purchase 12.1 acres of land which would become public greenway. There is a strong desire by the City to acquire this property because of its proximity to the existing Baird Creek Greenway and the Baird Creek. The land has been designated as Park/Greenway on an official City map, which allows the City the first opportunity to purchase when it comes up for sale. The property north and south of this property are also designated as Park/Greenway. The eventual goal is to connect this proposed greenway to the larger Baird Creek Greenway system which covers over 500 acres of a naturalized landscape that is accessible to the public through an extensive trail system. This additional greenway protection will then also have a direct impact in preserving the water quality of Baird Creek, East River, Fox River and the Bay as a whole.

b. The Baird Creek Preservation Foundation is very supportive of this project as they partner with the City to preserve and enhance the Baird Creek Greenway and acquire property within the watershed.

3. Impact on Coastal Resources: Address all of the issues listed below as they relate to your project.

- a. Describe the coastal impacts of the project. How will the project address a coastal problem, need or priority?
- b. Describe the extent to which the project permanently addresses the problem or need.
- c. Describe how this project addresses priorities identified in local, state, regional, or national plans (such as remedial action plans, basin plans, Lakewide Area Management Plans, State of Wisconsin Hazard Mitigation Plan, county Land and Water Conservation Plans, et cetera), the priorities of the Conference of Great Lakes and St. Lawrence Governors and Premiers, or the Great Lakes Regional Collaboration Strategy.
- d. Describe the measurable results (give estimated benefits for all that apply) that you will be able to report. Use the suggested indicators listed below, or others that are appropriate to your project.

Type of Project	Suggested Indicators
Wetland Protection and Habitat Restoration	Acres of habitat restored or protected
Nonpoint Source Pollution Control	Reduction in tons of soil erosion/sedimentation
Great Lakes Education	- Number of people trained - Projected audience
Coastal Resources and Community Planning	- Number of municipalities included in a plan - Land area/coastline covered by the plan - Type of coastal resource (e.g., habitat) protected - Ordinances developed
Public Access and Historic Preservation	- Linear feet of coastline made accessible or acquired - Acres Acquired

- a. The Baird Creek flows into the Fox River which flows into the Bay of Green Bay which is part of the Great Lakes watershed. Protecting these waterways and allowing the public access to them is vitally important for the biotic community and the residents and visitors of the community.
- b. If the City is unable to purchase this property, the developer will likely subdivide it and incorporate it into the property boundaries of many different parcels. This would make it very difficult for the City to acquire the entirety of this land in the future.
- c. The Wisconsin Statewide Comprehensive Outdoor Recreation Plan (SCORP) 2019-2023 focuses on nature-based activities including bird/wildlife watching, hiking, walking, and nature photography. Objectives of the SCORP include maintaining and enhancing the ecological health of recreation properties and enriching people's connection with nature as well as to provide recreation opportunities that properties are well-suited to provide. It also lists trails and water access as a gap and need for the Upper Lake Michigan Coastal region in which this property is located. Therefore, by acquiring this property, the City of Green Bay would be helping to achieve these objectives and lessening the gap for access to trails and water in nature-based recreational areas.
- d. There is 12.1 acres of proposed greenway that would be acquired with this grant funding which is adjacent to approximately 1,400 linear feet of the Baird Creek.

4. Methodology and Timetable

- a. Provide a timeline (list, table, or chart) with grant and match-funded tasks and major milestones.
Your timeline may begin no earlier than July 1 (this includes activities that are to be counted as match funding).
- b. Provide a list of work products or deliverables. Describe how you will develop the work products and/or achieve tasks. "Measurable results" from Section 3d should be incorporated into this section.
- c. Describe how the project will encourage public participation and how the final product(s) will be distributed (as appropriate). If the project requires public participation (by state or other regulations), does the project exceed minimum standards?
- d. For Public Access projects, please describe how the project incorporates planning for changing lake levels.

- a. On May 17, 2022 the City Council will review the request to purchase this property contingent upon receiving grant funding. If approved by the City Council and the Coastal Management Program, the final acquisition closing date would be scheduled within the terms of the grant contract.
- b. The deliverables for this project will be providing the final deed transfer paperwork from the Brown County Register of Deeds to the WCMP.
- c. Public participation for this project is already underway. The developer hosted a public input session on October 14, 2021. The discussion revolved around converting the existing golf course property to residential with a public greenway through the middle. In order for this residential development to occur, the City's Comp Plan does need to be amended. This process is currently underway and was reviewed with the City Plan Commission and City Council. These are public meeting and adjacent neighbors are giving the opportunity to comment. For the most part, this development and public greenway has been well received by the community. Most of the public discussion that has occurred has revolved around the density of the residential development, not about creating a public greenway.
- d. Not applicable.

5. Project Budget

- a. Provide a breakdown of the proposed project budget using **Table 1**. WCMP Grant projects with a total budget of \$60,000 or less require a 50% match (that is, 1 to 1). Projects with a total budget larger than \$60,000 require a 60% match (that is, 1 to 1.5). Applicants requesting more than \$100,000 should contact the WCMP while they develop their applications.
- b. Provide the rate and list items included in Fringe Benefits.
- c. Contractual costs must be itemized (if known) using Table 2. Applicant may also provide further budget details using additional categories/sub-categories in the Table 3 or in another format, if necessary.
- d. Each table must show proposed *total* cost in each category rounded to the **nearest** dollar.

Table 1: Budget (Required)

Activity (<i>do not change categories</i>)	WCMP Request	Match	Total
Personnel (<i>names required, if known</i>)			
Fringe Benefits (<i>provide rate and included benefits</i>)			
Equipment			
Travel			
Supplies			
Contractual (complete Table 2)			

Construction			
Other (Acquisition Price)	\$35,500	\$52,500	\$88,000
Indirect Charges (<i>requested indirect should not exceed 15% of total requested amount</i>)			
Totals	\$35,500	\$52,500	\$88,000

Table 2: Contractual (Required if there is "Contractual" funding in Table 1)

Activity – Contractual Costs	WCMP Request	Match	Total
Personnel	\$	\$	\$
Fringe Benefits (<i>provide rate and included benefits</i>)			
Equipment			
Travel			
Supplies			
Contractual			
Construction			
Other			
Indirect Charges (<i>requested indirect should not exceed 15% of total requested amount</i>)			
Totals			

Table 3: Additional budget items (optional)

Activity	WCMP Request	Match	Total
	\$	\$	\$
Totals			

6. Budget Description

- Describe the composition and source of the matching funds. Indicate whether nonfederal matching funds have been secured or committed. Are all funding and activities counted as match in direct support of the project?
- Describe efforts to fully explore other grant funding sources, to establish the project's need for WCMP funding.
- Describe how the project will leverage additional funding, separate from the WCMP grant and match amounts.
- Describe any past WCMP-projects that are directly related to this project, if applicable. (For example, if WCMP provided past funding for site planning at a proposed public access project.)

- The City's matching funds will come from City Bonding. The city currently has adequate funding already in hand.
- This project developed fairly quickly. The Developer contacted the City and requested a quick sell. There has not been adequate timing to search out other grant funding opportunities.
- The property that the City is proposing to acquire is currently developed as a golf course. Once acquired the City plans on removing the turf grass and replace it with natural plantings. The funding for this work will come directly from the Parkland Fees the Developer is required to pay to convert the portion of the property we are not purchasing to residential. If the City does not purchase this property, the developer intends on modifying the proposed subdivision layout to convert this proposed greenway into extended backyards. If this were to happen it is likely that most of this area would continue to be maintained as manicured lawns.
- There are no past WCMP projects related to this proposed project.

7. Bonus objectives. Address all of the issues listed below as they relate to your project.

- a. Build partnership alliances with other organizations or agencies (describe their roles).
- b. Develop exceptional marketing, outreach, or education strategies.
- c. Encourage coast-wide projects or solutions.
- d. Engage underrepresented communities.

a. The City of Green Bay currently partners with the Baird Creek Preservation on many different projects throughout the Baird Creek Greenway. These efforts include programming, special events, park clean up, tree plantings, habitat restoration and trail improvements. The south branch of the Baird Creek runs right through the middle of this proposed greenway. We have already begun discussions with the Baird Creek Preservation to discuss teaming up with them on the future habitat restoration efforts.

b.

c.

d.



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

April 27, 2022

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action on hiring Carrico Aquatic Resources, Inc. to provide chemicals for the City's aquatic facilities for a total cost of \$39,000 for the 2022 pool season.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. CARRICO Scope of Work
2. Pool Chemicals Signed Single Source Doc 4-22

ATTACHMENT A - CARRICO AQUATIC RESOURCES, INC.

Whereas, Owner is the Owner of an aquatic facilities located at Colburn Pool 1025 South Fisk Street, Joannes Aquatic Center 1430 East Walnut Street, and Resch Aquatic Center 1058 Reed Street all in Green Bay, Wisconsin 54301 (the "Facilities"); and

(Please note that Astor, Marquette, and Mather are not included in this agreement.)

Whereas, Owner desired to engage Carrico to assist Owner to operate and maintain the Facilities and Carrico desires to accept such engagement, all upon the terms and conditions hereafter set forth; and

Whereas, Owner is authorized by law to enter into this Agreement;

Now, therefore, in the consideration of the premises and the mutual covenants herein contained, the parties agree as follows:

ASSUMPTIONS

- Scope of services as outlined in the next section is the primary basis of Carrico's proposal.
- As contractor to Owner, Carrico will provide management assistance and consultation for Owner to achieve optimum performance and to maintain related equipment for system integrity within budgeted resources.
- Carrico will interpret all meters and gauge readings as designated by code and provide Owner with recommendations and evaluation.
- Carrico in consultation with Owner, has the authority to close the Facilities to swimmers should unsafe conditions exist and keep Facilities closed until corrective actions have been successful.
- Carrico believes in continuing education of its employees, which translates into Owner receiving the advantages of the latest proven technology programs to provide the safest pools, to reduce liability and increase life expectancy of equipment and structure.
- Carrico does not formulate policy nor assume any ownership of the system, unless otherwise stated. The Owner is responsible for all capital outlay items unless otherwise stated.

ARTICLE I: SCOPE OF SERVICES

Carrico agrees to provide the following equipment, chemicals and services:

- 1.1 All chemicals needed to maintain the pool per Wisconsin state code (please note: that this include the use of 50lb. buckets of Pulsar)
- 1.2 Bulk acid will be used for pH and alkalinity control during pool season
- 1.3 Muriatic acid will be used for start-up
- 1.4 Installation support and start-up
- 1.5 Operator Training
- 1.6 14 point water analysis every 4-6 weeks

ARTICLE II: OWNERS' RESPONSIBILITIES

2.1 Operate facilities according to State of Wisconsin's Department of Health Swimming Pool Code, in a safe and healthy manner, consistent with education and training provided by Carrico.

2.2 Designate in writing, the employees to be trained by Carrico. Designated individuals will be available for training on the agreed upon date and time.

Additional training for individuals not in attendance or for new employees will be billed outside of this agreement, at the rate of \$125.00 per hour.

- 2.3 Routine maintenance; cleaning and filling chemical feed equipment, when needed; vacuuming pool(s); backwashing filter(s).
- 2.4 Notifying Carrico minimum of 14 days in advance of the need for additional chemical inventory. Carrico provides delivery of chemicals F.O.B. from closest location. Chemicals needed to rebalance pool after emergency draining and refilling due to Acts of God, vandalism, glass breakage, or for other reasons beyond control of Carrico are not covered in this agreement. These chemicals will be billed outside of this agreement.
- 2.5 Owner assumes and shall bare the entire risk of loss, theft, damage, destruction, storage, handling and feeding of the equipment and chemicals provided from any cause whatsoever, except losses resulting from the defective design or manufacture of the equipment or chemicals and except losses from the time place and manner of the performance of maintenance that is Carrico's responsibility under this agreement.
- 2.6 Owner shall at Owner's expense keep the equipment and chemicals insured against theft, damage, spills and/or destruction. Said insurance shall provide a provision naming Carrico as an additional insured for Carrico's interest in such equipment and chemicals

ARTICLE III: CARRICO AQUATIC RESOURCES, INC. RESPONSIBILITIES

- 3.1 Provide chemicals and services as described in Article I.
- 3.2 Provide technical assistance in the installation of said equipment and provide operator training and manuals at time agreed upon by both parties.
- 3.3 Provide sanitizer and balancing chemicals needed to maintain the pool water chemistry within State of Wisconsin's Department of Public Health Guidelines.
- 3.4 Routine visit of Facilities to check equipment and water chemistry.

ARTICLE IV: COMPENSATION

- 4.1 Owner's guaranteed yearly investment for chemicals, operator training, and monthly visits is thirty-nine thousand and no/100 dollars (\$39,000.00) for the 2022 pool season.
- 4.2 Owner shall pay Carrico nine thousand seven hundred fifty and no/100 dollars (\$9,750.00) due on the first day of May, June, July and August for the 2022 pool season.

ARTICLE V: TERM

- 5.1 Terms of this Agreement are a guaranteed yearly investment. This is a one year minimum agreement.
- 5.2 This agreement time period is for the 2022 pool season.

ARTICLE VI: TERMINATION

- 6.1 Either party wishing to terminate agreement, must do so in writing no later than thirty days from the anniversary of the original signing of the agreement, of any given year.
- 6.2 Owner agrees to allow Carrico access to Facilities within thirty days of termination of agreement to remove Carrico's equipment and/or chemicals.
- 6.3 Owner may terminate this agreement without penalty if Carrico fails to:
- Supply chemicals as outlined in this agreement in a timely manner;
 - Perform routine visits to named Facilities
 - Provide routine water analysis report.
- 6.4 All financial commitments by the City will be subject to the availability of funds approved by the Green Bay City Council.
- 6.5 If the Owner terminates this Agreement pursuant to Section 6.4, the Owner agrees to give one written notice to Carrico of Owner's reason for potential termination and agrees to allow Carrico three weeks to correct any deficiencies before giving a final written notice of termination without penalty for removal of equipment and/or chemicals.

ARTICLE VII: MISCELLANEOUS

- 7.1 Any equipment which is provided by Carrico during the term of this Agreement and which is not deemed part of the Facilities shall remain the property of Carrico upon termination of this Agreement. Carrico shall not make any capital replacement of the Facilities equipment or any component hereof without the written approval of the Owner unless there is an emergency. If there is an emergency, Carrico shall provide the Owner with verbal notice of the capital replacement as soon as possible.
- 7.2 This Agreement represents the entire Agreement of the parties and may only be modified or amended in writing and signed by both parties.
- 7.3 Written notices required to be given under this Agreement shall be deemed given when mailed by registered mail to Carrico, attention: President, and to Owner, attention Matt Carrico, at the address set forth for each in the opening paragraph of this Agreement.
- 7.4 This Agreement shall be governed by, and construed in accordance with, the laws of the State of Wisconsin.

- 7.5 Neither party shall assign, in whole or in part, any of the rights, obligations, or benefits of this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld.
- 7.6 Service Calls that are the result of the Owner or the Owner's Operator created by neglect for routine housekeeping responsibilities are billable at a rate of \$125.00 per hour while on site. Routine housekeeping is defined as, but not limited to the following: maintaining correct water level, backwashing filter(s), keeping chemical feed equipment supplied with chemicals, performing daily preventive maintenance on chemical feed equipment, vacuuming pool, cleaning hair/lint basket(s), and skimmer baskets, removing oily buildup at waterline, daily testing of chemical levels and logging said results, as required by code, recording all gauge readings and cleaning sensors and restandardization of controller, adding of chemicals per Carrico directions.
- 7.7 All chemicals used will be only those approved by and preferably purchased from Carrico Aquatic Resources, Inc.
- 7.8 Service Calls resulting from equipment failure, not related to routine housekeeping as defined in 7.6, are the expenses of Carrico.
- 7.9 Chemicals needed to rebalance pool after emergency draining and refilling due to Acts of God, vandalism, glass breakage, or other reasons beyond control of Carrico are not covered in this agreement. These chemicals will be billed outside of this agreement.

Exhibit A

"Facilities" as referred to in this document consist of the following:

- 400,000 gallon main pool - Joannes
- 360,000 gallon main pool - Resch
- 580,000 gallon main pool - Colburn

City of Green Bay, Wisconsin
REQUEST FOR APPROVAL OF "NO SUBSTITUTE" PURCHASE SPECIFICATION

TO : Purchasing Division/Administrative Services
FROM: Department/Division *Park, Rec, and Forestry*

DATE: *02/18/22*

REQUISITION #

List "No Substitute" Item(s) here:

Pool chemical contract

Select One:

- ☒ 1) One Time Purchase Estimated Cost: \$
☐ 2) Annual Commodity purchase: Estimated annual cost: \$
☐ 3) Item may be purchased again: Indicate term: Estimated Annual Cost: \$

Example: 1 year, indefinite, etc. Long term requests will be reevaluated periodically)

We request approval of a "NO SUBSTITUTE" specification for the purchase of the subject item(s)
Check appropriate justification(s). Provide DETAILED explanation(s) below.

- ☐ 1. Sole Source – The below signed has searched the market and verified that no comparable item is available.
☒ 2. Single Source – Although comparable items are available, THIS is the only brand/model that will work.
☐ 3. Item(s) is (are) only acceptable replacement part(s) known for _____ (Identify)
☐ 4. Continuity of design is overriding consideration (ex: playground equipment or street furniture)
☐ 5. Safety:
☐ 6. Other:

*Explanations shall contain sufficient information and justification for the items to be considered and approved as "NO SUBSTITUTE" items. Failure to do so will result in the request being denied and returned to the originator.

*Recommending Department Head will be available to defend said recommendation to the appropriate City Committee and/or Common Council.

PLEASE EXPLAIN YOUR REASONS FOR THIS REQUEST (additional info may be attached on a separate sheet):

Carrico Aquatics has been the City of Green Bay Park's Dept pool chemical and service supplier for a number of years. Carrico has been able to deliver pool chemical in a timely and efficient manner, even with the shortages of last summer Carrico was able to procure chemicals to keep our facilities up and running. The Parks Dept currently has Pulsar and Bees chemical feed system in all of our pool facilities. Carrico has supplied the chemical feed systems which over the years the Parks Dept has invested close to \$30,000.00. If we were to go with a different vendor we would need to change over all of our feed systems to that new vendor which would cost the city substantial amount of money. Carrico also has been a valuable resource for helping trouble shoot pool chemical equipment, pool cleaning equipment and unique situations that arise. Carrico is able to do this with the contacts they have made in the aquatic industry and share their knowledge with us. Representatives are also easily reached along with the owner of Carrico.

Approvals:

Requestor:

Date:

Department Head:

Date:

Purchasing Manager:

Date:



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

April 27, 2022

PREPARED BY

AGENDA ITEM # F.I

Staff presentation on revisions to the ENGAGE homeless support program at St. John's Park for 2022.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. ENGAGE Parks Agenda april 27

Summary of modifications to the ENGAGE homeless support program at St. John's Park for 2022

BACKGROUND:

In the spring of 2021 the Parks Committee and City Council approved a program proposal called ENGAGE, which was proposed, staffed and facilitated by the St. John's Homeless Shelter. The St. John's Homeless Shelter proposed an inclusive program in partnership with the City, Parks Department, Police Department, Homelessness Task Force and various community partners/organization with the hopes of providing better outreach services to the homeless population in Green Bay. This program operated at St. John's Park from May 1, 2021 through October 31, 2021.

For the majority of the summer, it provided an inclusive program that helped build relationships, connect guests with services and addressed dynamic community challenges. However, having one agency staff and coordinate all programming aspects of ENGAGE with the dynamic challenges, during the entire operational day, became increasingly hard to fully operate all aspects of the program.

After the program ended for the season we reviewed the program with Parks Committee. We provided input and gained feedback from the Homelessness Task Force, Homeless Outreach Team and all partners involved to determine how the program could be more effective. We reviewed how to address some of the challenges as to how to realistically approach the program for the 2022 season.

CURRENTLY:

After meeting throughout the last 5 months, it has been determined that the ENGAGE program could not sustain itself with the same model that was proposed for the 2021 season.

However, it was determined, that something needed to continue and be implemented. The reality is it needed to be a hybrid solution because there was not 1 sole organization or entity that could provide the level of coordination and operational capacity to facilitate the program alone. The opportunity that came to light through many meetings and discussions with other community agencies and partners, was that to nothing would make the situation much worse and would be accepting that the problems will continue to worsen.

It was determined that the City could facilitate a modified version of the ENGAGE program, and utilize the wide network of community partners, agencies, churches and advocates to continue

to build relationships, host programs and events and provide resources for all guests at the park.

The City Parks Department, Community and Economic Development Department, GB Police Department and NEWCAP will be partnering and coordinating efforts to ensure that St. Johns Park and the engagement that takes place in the Park is consistent with the same policies we would implement with our other Parks within the City.

We will have monthly meetings with current and potential partners who are interested in being involved in initiatives to bring positive activity and services to the Park. We have a volunteer sign up schedule and a process in place for organizations or individuals who will need to submit Volunteer Waivers and/or Hold Harmless agreements to engage within the park depending on what level of service/activity they are providing.

Some agencies may only come in for a couple hours all summer and some agencies may choose to come in every Tuesday from 10-12 for example. Other agencies like St. Johns Homeless Shelter have already committed to providing programs, services and also serve Dinner from 5-8 pm every night of the week.

The Park will open during standard Park hours, 6 am – 10 pm, and be closed at night. The restrooms will be open and a schedule will be posted for the week.

Community Partners

Community partners will also participate in monthly meetings, HOT teams, homelessness task force to continue to collaborate and build awareness and activation of what services are available and how to access them!

Some of the Community Partnerships that are participating:

- Foodwise
- Outreach Healthcare
- NWTC Nursing Students
- Green Bay Police Dept.
- NEWCAP
- NEW Community Shelter
- WeRise
- Parks and Rec Dept.
- Brown County
- Salvation Army
- Green Bay First Church
- Life Bridge Church
- Spring Lake Church

Although this program is not an end all solution to the dynamic challenges that are part of our community, we believe this approach will continue to build relationships and provide access to the park that will move the needle in the right direction. Park staff will continue to evaluate this program throughout the summer months and will modify accordingly as needed.



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

April 27, 2022

PREPARED BY

AGENDA ITEM # F.2

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

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Director's Report 4.27

**PARKS COMMITTEE
DIRECTOR'S REPORT
WEDNESDAY, APRIL 27, 2022**

PARK DIVISION

- We have been having trouble staffing our seasonal Park crew positions. There are 25 positions budgeted for. To date we have only been able to hire 10.
- Park crews are preparing the parks for the upcoming season. This is accomplished by picking litter from the parks, fixing any snowplow damage, and just general tidiness of the park.
- As weather permits and fields begin to dry up we are dragging ball diamonds and line stripping soccer fields.
- Park crews have repaired picnic tables during the winter months and delivered refurbished/freshly painted tables to the parks.
- Carpenters are continuing work on the WLS gift shop remodel along with other indoor projects. When the weather permits, projects outdoors are completed.

FORESTRY DIVISION

- It has been difficult finding seasonal staff for this division. There are currently 5 summer positions budgeted for and only 2.5 have been hired to date. One individual only committed to working ½ of the summer.
- Crews continue winter ash tree removals on both sides of town. The estimated number of ash trees to be removed during this phase is 950. Crews are working in the St. Phillips/Anne Sullivan Park neighborhoods on the east side and Mather Heights/Fisk Park neighborhoods on the west side. Approximately 150 trees remain on the current removal list.
- Crews are gearing up for tree planting season to begin as soon as the weather cooperates. Replacement trees for the EAB infested ash are the primary focus of planting efforts.
- Staff is also preparing for the upcoming EAB treatment program. Treatments will begin as soon as weather and soil moisture will allow. Staff hopes to treat 2400 ash trees this year.
- The Forestry Division will be celebrating its 40th year as a Tree City USA! Green Bay is one of the oldest Tree City USA programs in the State. 2022 is also the 150th anniversary of Arbor Day, staff will be recognizing the day with an event at Colburn Park, more details to follow.

DESIGN & DEVELOPMENT DIVISION

- Arnie Wolff – Parking Lot Expansion
 - The Arnie Wolff Sports Complex Parking Lot Expansion construction bids were received March 8, 2022 and the contract has been awarded. A preconstruction meeting is being held May 5th. Work for the project is

expected to be completed by mid-June and it is anticipated that there will be very minimal impacts to regular park programming during construction.

- Baird Creek Greenway – Various Projects
 - ATC continues work in the greenway within their right-of-way to install new poles and service lines.
 - Construction of the pedestrian bridge over Baird Creek is near completion.
- Bay Beach Amusement Park – Lighting/Benches Grant
 - The light poles were purchased from Continental Pole & Lighting for a total cost of \$20,112.
 - The light fixtures were purchased from Graybar for a total cost of \$40,585.68
 - Bodart has been hired to install the footings and conduit for \$23,380
 - The bench quotes are due on 4/28.
- East River Trail – Erosion Control & Native Plantings
 - Staff has been working with The Nature Conservancy (TNC) to identify projects that could be funded with Funds for Lake Michigan grant money they've received with no match funding required by the City. The projects will focus on municipal streambank stabilization and native plantings along the East River. Allouez and Ledgeview are also partnering with TNC to implement projects with this funding in an effort to have the municipalities work together for a mutual cause.
- Green Bay Conservation Corps – AmeriCorps Program
 - Staff submitted an application for grant funding to implement the Green Bay Conservation Corps program.
 - Staff is continuing the necessary planning with the hopes that the implementation grant will be approved.
 - Staff started promoting the program at various job fairs and events.
- Leicht Memorial Park – Dock Wall Repair
 - Work continues on the fenders and mooring repairs along the dock wall.
- Leicht Memorial Park – Master Planning, Shelter & Stage
 - Staff and design team members met with the consultant to review 3 master plan concepts for the park. Feedback provided at the meeting will guide a final master plan concept. This final concept will be reviewed with the Parks Committee after it is completed.
- Shipyard – Phase 1
 - Bids for the shoreline improvements were received and will be reviewed at the next Improvement & Services Committee meeting.

RECREATION DIVISION

- The adult softball league registration began in January. We will be offering Men's slow-pitch, Co-Ed slow-pitch and Men's modified softball leagues at Beaver Dam Park. The season is scheduled to begin the week of May 2. There are currently 48 teams registered.
- Registration is now closed for our recreation summer day camps at the WLS. The camps will run Monday through Thursday for six weeks and will begin the week of June 20. There are six weekly camps being offered from 9 a.m. – 4 p.m.,

Mondays-Thursdays. Field Trips will take place on Thursdays. Classes are limited to 12 participants. All of the camps are currently full.

- The Spring 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 22, Fortnite, Rocket League, Mario Kart and Super Smash Bros. Registration closed April 4 and leagues begin the week of April 18.
- A youth soccer skills class is currently taking place at Edison Middle School. This is a skill building clinic for boys and girls focusing on the basic fundamentals of soccer such as footwork, dribbling, passing, teamwork, and sportsmanship.
- The Public Outreach, Marketing and Programming Team have begun a marketing campaign called, "Love the Park Life". This campaign showcases the culture, atmosphere, and fun working environment our seasonal positions offer. "Love the Park Life" will be seen on social media, commercials, print items at Job Fairs and around the town. "Love the Park Life" logo items will be handed out at high schools and colleges as we promote our open positions and new hires will be going home with fun swag as well.

AQUATICS

- All current employees have been contacted and encouraged to return this summer and fill out their paperwork.
- A Bonus Pay Plan has been set up to recruit new staff and encourage all employees to work full time positions.
 - \$50 bonus: Complete paperwork, attend all mandatory training, commit to full time schedule.
 - \$200 bonus: Work full time schedule until July 31 (50 total operating days), work a minimum of 25 full shifts.
 - \$100 bonus: Work until the end of season on August 25, work a minimum of 12 shifts in the month of August.
 - Earn up to an additional \$350 for working a full-time schedule!
- Referral incentives will also be available to anyone who refers friends to apply and who eventually are hired (Clothing and Uniforms).
- New Hire starting pay will be based on their certification level and their commitment to a full-time schedule (For example, someone who is not certified and just wants to be a sub will be hired at step 1. A candidate who is already certified and is working full time, will be hired at step 3).
- Job Fairs, Commercials and Social Media Marketing are ongoing.
- Staff will hold open interviews once a week for anyone interested in applying for a pool position.
- Video interviews will also be implemented on a pilot program trial basis this year to encourage candidates to do the interview for when it's convenient to them.
- We are still 25 lifeguards short for the season. Staff is interviewing and swim testing applicants as soon as they come in. Lifeguard certification courses will begin mid-May and run through June until we can fill our full-time positions.

- Once again, we're finding that many applicants would prefer a sub-position over full-time. Staff is educating applicants on the benefits and flexibility of full time schedules. Like last year we anticipate many people to apply for a summer position as the school year wraps up. Unfortunately, that does not give us enough time to train lifeguards prior to the start of the season. We are encouraging people to apply as soon as possible.

BAY BEACH AMUSEMENT PARK

- Bay Beach officially opens up for the season the first weekend in May. The Park Mechanics and Park Crews are putting in many hours getting the rides, concessions and grounds ready for opening day.
- Unfortunately the Falling Star and Bay Beast rides have been permanently removed. Both rides needed significant repairs and it was cost prohibitive to repair.
- Staffing
 - Rehire paperwork continues to be completed for returning staff. Currently close to 80 staff have responded.
 - Seasonal job applications have gone live and we received 150 concession applicants. We still need about 30 full time ride operators to be fully staffed.
 - Interviews are underway.
- Shelter Reservations
 - Reservations have continued at a high volume. Many schools and corporate picnics that were absent in 2020 and 2021 will be returning for 2022.
- Concessions
 - Meetings are being held with each vendor to determine product availability, placement, and potential for new offerings.
 - Pricing has been returned from vendors. We saw a significant increase in product cost.
 - Product mix is being evaluated and menus are being set for each of the 6 concession areas.
- Souvenirs and Marketing
 - We are working with a former ride operator who is currently involved in graphic design in creating some unique designs for the 2022 season.
- Updates are being made for the 2022 season
 - All maintenance forms are being updated and adjusted to the 2022 standards.
 - Ride manufacturers have been contacted for updated bulletins and manuals.
 - Scheduling and Time and Attendance app will be updated.
- Website and Social Media
 - Updates made on hours, menu, FAQ, pictures.

TRIANGLE SPORTS AREA

- Rentals began April 1.
- Frisbee golf was set up April 6.

METRO BOAT LAUNCH

- Docks have been installed.
- Fishing tournament was successful.

WILDLIFE SANCTUARY

- The full time custodial position and part time DRC/Event Coordinator position have both been filled. Summer seasonal positions for the Wildlife Sanctuary are filling fast but we still have room for a few more great candidates.
- Traffic/street safety improvements are underway in response to a noticeable increase in cars travelling at high rates of speed within the park. Removable speed bumps have been purchased and installed, crosswalks are scheduled for a re-paint, and we are exploring adding solar flashing lights to crosswalks (specifically from Amusement Park to Wildlife Sanctuary crossing East Shore Drive).
- There has been a noticeable uptick in room rentals and rentals in the new DRC Banquet facility. We continue to plan and market the rentals accordingly and improve offerings.
- Wood has been purchased to replace the Nature Center back deck. The work will be done primarily in-house by Park staff.
- New LED fixtures were purchased for all public areas of Observation Building to replace missing and failing old, less efficient fixtures. The fixtures will be installed by City staff.
- Free "Summer Animal Series" programming will run from May 30 to August 26 with Educational Enrichment on Mondays, Fantastic Felines & Snake Celebrations on Tuesdays, Exciting Eagles and Cool Corvids on Wednesdays, followed by Quill Thrills and Terrific Turtles on Thursday with Friday ending the week with a full day including Otter Odyssey, Wonderful Waterbirds/Singing Shorebirds and Talon Talks. These programs are held throughout the day at various times, good for all ages, and free.
- WLS Summer Camps scheduled with the majority already being filled! Eighteen sessions of camp over 9 weeks (two half-day session per day) including Life In The Water, Nature Nuts, Prehistoric Animals, Challenge Camp, Arty Adventures, and Survival Camp. The camps are sure to be enjoyable and educational, showcasing not only the mission of the park but the goals of our city park department as well.
- 2022 RPAWS (wildlife rehabilitation program at the wildlife sanctuary) baby season is well underway with the first arrivals of baby mammals into rehabilitation due to being orphaned/injured/in danger. Early patients include primarily Eastern Gray Squirrels and Eastern Cottontails.
- Remodeling of the existing Nature Center gift shop area into the new WLS Welcome Center and Gift Shop continues.

- Continual wet conditions have made many areas of the park and trails saturated. Our Rangers are working hard to keep them clean and clear and ready for the warm weather to arrive. Recent windy conditions have again damaged several trees and blocked a few trails. All trails are clear and open as of April 20. The Chipmunk Trail boardwalk re-opened for season with a few fixes.
- Educational programs both onsite and off are increasing rapidly. We are offering several programs during the week and on the weekends. WLS is enjoying many busses full of school children visiting us onsite studying items from animals tracks and bird migration to Spring plants. We have also seen a recent uptick in buses arriving to spend the day at the sanctuary enjoying our trails, exhibits and buildings.

ADMINISTRATION

- We are currently taking registration for Outdoor Swim Lessons, Adult Summer Softball Leagues, Summer Camps, Pickleball, and Jr. Lifeguard Program.
- 2022 hiring has begun, and jobs are posted on the City of Green Bay Website.
 - We are busy running background checks and processing new hire paperwork for the 2022 season.
- Metro Boat Launch is open and boaters have been using the new VenTek machine to purchase their passes.
- Park Shelters are open for weekend rentals and summer dates are filling up. Bay Beach has many reservations already.
- The creation of the 2022 Summer Guide is complete and has been released digitally.
- Our section recently implemented a new registration question, "How did you hear about this program?" As of April 15:
 - 36% - Online (i.e. social media or website or Google)
 - 12% - I'm a previous participant
 - 25% - Friend or family member
 - 2% - Printed advertisement
 - 0% - Airtime (i.e. news or radio)
 - 26% - Other



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

April 27, 2022

PREPARED BY

AGENDA ITEM # F.3

The next Parks Committee is scheduled for May 11, 2022.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None