



AGENDA OF THE PARKS COMMITTEE

WEDNESDAY, DECEMBER 14, 2022, 5:00 PM

In person at City Hall, Room 207.

Virtual attendance also available via Zoom.

A. Zoom Meeting Information.

1. This item contains Zoom information, instructions, and a link to the Virtual Comment Form.

B. Roll Call.

C. Approval of the Agenda.

D. Approval of Minutes.

E. Regular Business.

1. Consideration with possible action on approving a Leadership Green Bay project to improve the Wildlife Sanctuary 4K outdoor exploration/play area with the construction of a new dock and shelter along with providing funding to set up a scholarship fund for bussing Wildlife Sanctuary 4K students.
2. Consideration with possible action on purchasing playground equipment for John Muir Park from GameTime for a total cost of \$25,674.89.

F. Informational.

1. Director's Report on updates and recent activities for the Parks, Recreation & Forestry Department.
2. The next Parks Committee meeting is scheduled for January 11, 2023.

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=THBkd mRwT1k4MG5DV3hnbC9xVDhXdz09>

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 DC)

+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=THBkd mRwT1k4MG5DV3hnbC9xVDhXdz09>

Public Comments

If you wish to speak at this public meeting or leave a comment, please fill out the online [Comment Form](#) prior to the meeting.

Additional Information

1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must state their name and address for the minutes.
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order Newly Revised 12th edition*.
2. Please log into the Zoom meeting at least 10 minutes before the meeting begins to ensure a proper connection and that your technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
3. Once you are in the meeting please mute yourself.
 - a. You may unmute yourself when you are called upon to speak.
4. Waiting room
 - a. When you call in or connect via web or Zoom app, you will be placed in a "waiting room."
 - b. The meeting host will then admit you to the meeting, and mute you upon entrance (you will still be able to hear and or otherwise observe the meeting).
5. 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 be tied to an email.
6. Raising your hand
 - a. Committee/Commission/Board members—you can either use CivicClerk and request to speak or you can also utilize the "raise your hand" tool in the Zoom platform (you'd need to use a computer or tablet) to let the host know you would like to speak. You can also un-mute yourself and start speaking.
 - b. Persons with items on the agenda or other interested parties—you can also utilize the "raise your hand" tool on the Zoom platform via computer or mobile device. You will be allowed to speak once the committee, commission, or board has moved to "open the floor for interested parties to speak." Once discussion on your agenda item has concluded, the host will mute you, unless the committee opens the floor again.
7. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - b. Land line
 - c. Tablet—in advance of the meeting, please download the Zoom Meeting app by using either the Apple Store or the Play Store. You will be asked to input your name, to identify you for the meeting.
 - d. Computer—you can access the meeting through a web browser by clicking on the meeting link, or through the Zoom Meeting app. If using the app, please download it in advance of the meeting. You will be asked to input your name, to identify yourself for the meeting.
 - e. For tablet and computer users—if you download the app you may be asked to verify your email.

8. Zoom etiquette
 - a. Muting yourself when you're not speaking 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 state your name and address before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourself.
9. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee/commission/board meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching a Common Council meeting live on YouTube will see a gray screen with the City logo during closed session.
10. Persons interested in attending anonymously or listening to the meeting may call in by dialing *67 followed by the phone number in the Zoom Meeting Information box.

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 #
3. Once you are in the meeting, notify the meeting host that you are in and state your name.
4. If you do not wish to speak, please make sure your phone is on **Mute**
 - a. If you're using a smartphone, look at your screen and click the Mute button





Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

December 14, 2022

PREPARED BY

AGENDA ITEM # E.1

Consideration with possible action on approving a Leadership Green Bay project to improve the Wildlife Sanctuary 4K outdoor exploration/play area with the construction of a new dock and shelter along with providing funding to set up a scholarship fund for bussing Wildlife Sanctuary 4K students.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. LGB Group 4 Project Presentation

Group Focus:

Themes that helped us focus our project ideas (based on each person's passions):

- Environment / Outdoors
- Youth / Education
- Accessibility
- Sustainability

Process:

- Shared our passions
- Brainstormed opportunities
- One and two person teams investigated approximately eight different opportunities, including meeting with several individuals for advice/guidance
- Met with Green Bay Parks Department and Wildlife Sanctuary personnel to discuss and scope the project

Proposed Project Summary:

- The Green Bay Wildlife Sanctuary is a 600-acre urban wildlife refuge as well as Green Bay's largest city park.
- In addition to being open all year with no admission fee for people to enjoy miles of hiking, live animal exhibits and educational displays, the Wildlife Sanctuary offers a nature-based 4K program in partnership with the Green Bay Area Public Schools. This program engages children in interactive outdoor learning that encourages children to explore the world around them while acquiring skills to help them succeed in kindergarten.
- The Oak Learning Center, where the 4K program is based, is in need of repair and improvements. A dock allowing the children to explore the pond is currently inaccessible due to safety concerns, and the path leading to the area is challenging for those with mobility issues. In addition, a small gathering area for instruction is limited in room and opportunity, and the fencing and playground areas could use a refresh.
- Depending upon funding options, our project would consist of 3 phases:
 - Phase I:** Rebuild dock and create accessible pathway (anticipated costs: \$15-\$20K)
 - Phase II:** Build shelter/pavilion and fix fencing/clean-up the area (anticipated costs: \$10-\$15K) (also possibility for in-person LGB volunteer event)
 - Phase III:** Create scholarship fund (mainly for bussing to the site) (anticipated costs: \$5K)

Benefits:

- Safe and accessible area for teaching and exploration
- Engagement in outdoor activities and opportunities that children may not otherwise experience (especially children with mobility limitations)
- Partnership with Green Bay area schools allows children from lower income families to attend and obtain benefits of interactions with nature

Tentative Timeline:

- Phases I and III: Completion by May 2023
- Phase II: Completion by December 2023

Financial Support/Plans:

- Based on potential in-kind donations as well as support from companies that sponsor employees in Leadership Green Bay, we believe we have the majority of the Phase I costs and/or materials covered.
- For Phase II and III costs, we anticipate investigating the following options:
 - Identifying and soliciting current donors to the Wildlife Sanctuary
 - Seeking grants from local foundations, such as the Kress Foundation
 - Investigating additional in-kind donations

Next Steps:

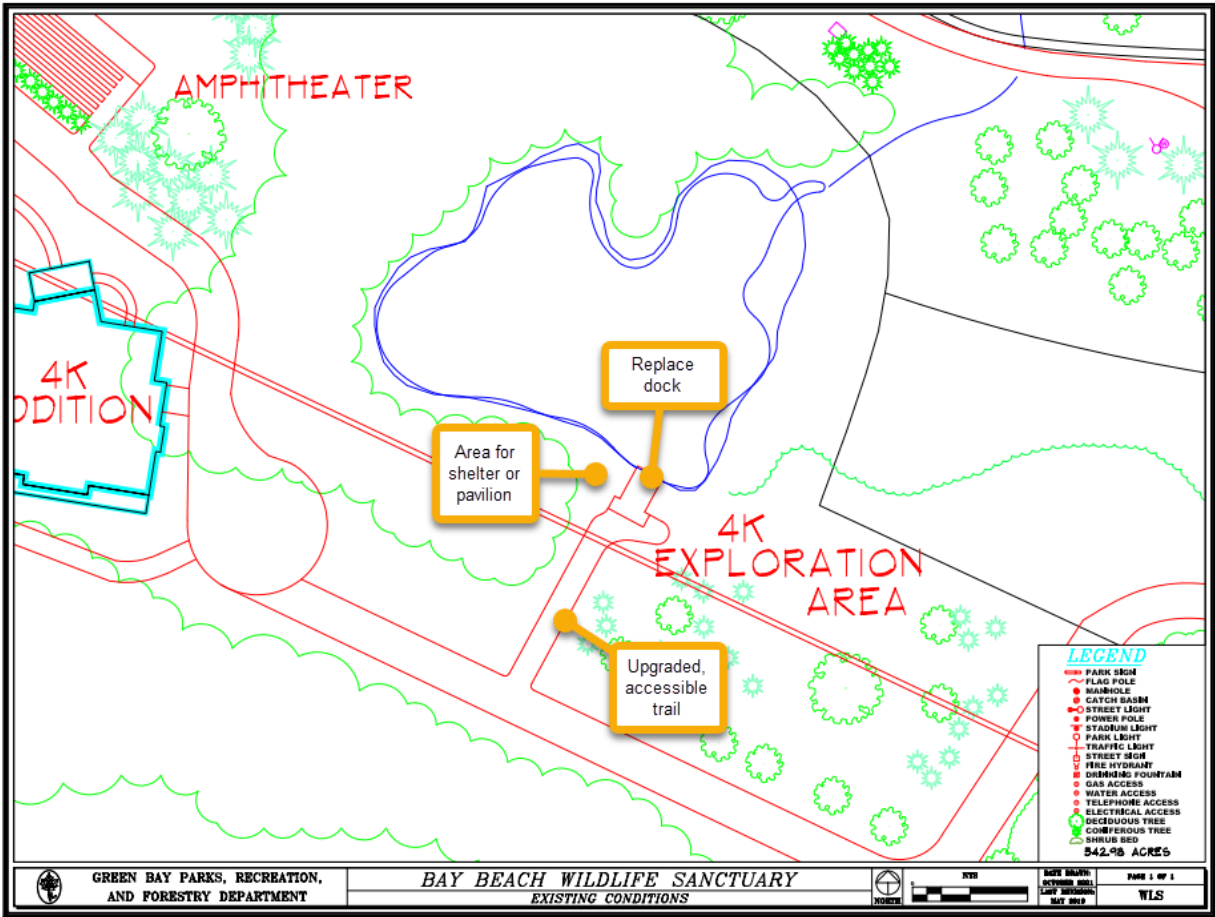
- Work with the Wildlife Sanctuary and outside vendors to create and finalize plans and obtain bids/commitments/approvals
- Confirm sources for monetary and in-kind donations
- Engage in grant writing/fundraising efforts

Current Status:

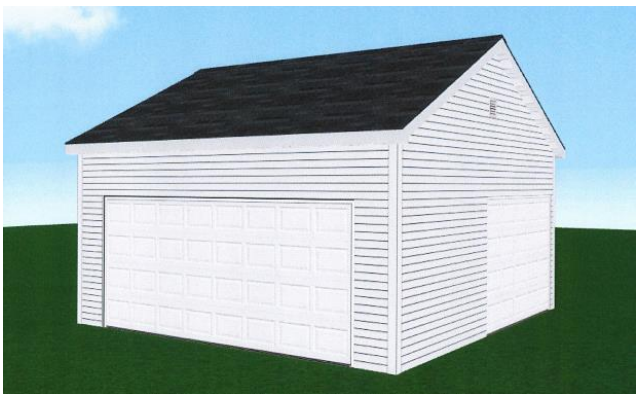


Group 4 Team: Meghan Weycker, Allie Thut, Christopher Kuss, Aaron Malczewski, Erin Collar, Jason Just, Tim Perlwitz, Sheri Hank

Ariel View of Project Area:



Shelter Ideas/Possibilities:





Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

December 14, 2022

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action on purchasing playground equipment for John Muir Park from GameTime for a total cost of \$25,674.89.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. City of Green Bay - Muir Park - Replacement 2-5 Xscape Unit_Updated 120722
2. sharpscans@greenbaywi.gov_20221209_130100
3. Muir Playground
4. D11487E 10H (1)



Minnesota / Wisconsin Playground
5101 Highway 55, Suite 6000
Golden Valley, Minnesota 55422
Ph. 800-622-5425 | 763-546-7787
Fax 763-546-5050 | info@mnwiplay.com

12/07/2022
Quote #
6547-01-01

John Muir Park D11487E / Updated 12-06-22

City of Green Bay
Attn: Kaurie Mihm
919 Crocker St.
Green Bay, WI 54303
Phone: 920-448-3382
kauriemi@greenbaywi.gov

Ship to Zip 54304

Quantity	Part #	Description
1	178749	GameTime - Owner's Kit
5	26094	GameTime - Triangular Shroud
1	36000	GameTime - Bubble Climbing Wall [Basic:_____] [HDPE:_____]
1	36002	GameTime - Abc Climbing Wall [2 Color HDPE:_____] [Basic:_____]
1	36020	GameTime - Single Upright Support W/Step [Basic:_____] [Roto Plastic:_____]
1	36025	GameTime - 4 Way X-Pod Step [Basic:_____] [Roto Plastic:_____]
1	36042	GameTime - 3' Xscape Curved Zip SI W/Hdpe Insert [Accent:_____] [Basic:_____] [Deck:Pvc:_____] [HDPE:_____] [Roto Plastic:_____]
1	36067	GameTime - Therapeutic Rings Attachment [Accent:_____] [Basic:_____]
1	36068	GameTime - Grip Rail Link [Accent:_____] [Basic:_____]
		Total \$25,674.89

Indemnification; Owner/Owner's Representative will indemnify and hold Minnesota Playground, Inc., dba, Minnesota Wisconsin Playground (MWP), harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of Owner/Owner's Representative's negligence or noncompliance with any of its commitments under this document. MWP will indemnify and hold Owner/Owner's Representative harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of MWP's negligence or noncompliance with any of its commitments under this document.

Excusable Delays/Additional Costs: MWP, and/or its affiliates, shall be liable for default unless delay of performance, whether supplying materials only or including installation in accordance with our project scope, is caused by an occurrence beyond reasonable control of MWP, and/or its affiliates, such as, but not limited to, acts of Superior Force or the public enemy, acts of Government in either its sovereign or contractual capacity, fire, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, delays of common carriers (for transportation of goods whether raw materials or finished product) and attainability of raw materials. Such events resulting in additional costs are not included in quoted amounts and shall be the responsibility of the Owner/Owner's Representative. Any additional costs shall be provided in writing for purchaser's records and shall be due upon payment of invoice.

This quotation is subject to policies in the current Gametime Park and Playground catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to Gametime, c/o Minnesota/Wisconsin Playground.

Each quote is handled on a per order/project basis. Unless a long-term agreement is in place between purchaser and GameTime, terms and conditions of this quotation shall be as outlined herein with no other requirements applicable.





Minnesota / Wisconsin Playground
5101 Highway 55, Suite 6000
Golden Valley, Minnesota 55422
Ph. 800-622-5425 | 763-546-7787
Fax 763-546-5050 | info@mnwisplay.com

12/07/2022
Quote #
6547-01-01

John Muir Park D11487E / Updated 12-06-22

Pricing: f.o.b. factory, firm for 15 days from date of quotation. If placing an order after expiration of quote, please contact our office for updated pricing. A tax-exempt certificate is needed at time of order entry for all orders whether from tax-supported government agencies or not. Sales tax, if applicable, will be added at time of invoice unless a tax exempt certificate is provided at time of order entry.

Payment terms: net 30 days for tax supported governmental agencies. Should this quotation be forwarded to an agency not listed on this quote, credit terms, as well as other terms and conditions herein, may be need to be altered. For instance, non-tax supported organization purchasing any or all products and/or services quoted herein may require full payment for that amount due at time of order entry. Remaining balance owed by tax supported agency, if any, shall still be net 30 days. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

GameTime Standard Product Shipment: order shall ship within eight to ten weeks after GameTime's receipt and acceptance of your purchase order, color selections and approved submittals, if required. Receipt of anything other than what is stated herein will not constitute an order and therefore no materials will be placed into production nor installation, if required, will be scheduled.

Freight charges: Allowed & prepaid

Exclusions: unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions.

Order Information:

Bill To: _____ Ship To: _____

Company: _____ Project Name: _____

Attn: _____ Attn: _____

Address: _____ Address: _____

City, State, Zip: _____ City, State, Zip: _____

Contact: _____ Contact: _____

Tel: _____ Tel: _____

Fax: _____ Fax: _____

Acceptance of quotation:

Accepted By (printed): _____ P.O. No: _____

Signature: _____ Date: _____

Title: _____ Phone: _____

Facsimile: _____ Purchase Amount: **\$25,674.89**



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

TO : Purchasing Division/Administrative Services

DATE: 12/08/22

FROM: Department/Division Parks, Recreation & Forestry

REQUISITION #

List "No Substitute" Item(s) here:

Playground Structure for John Muir Park from GameTime per Quote# 6547-01-01 dated 12/07/2022.

Select One:

- ☒ 1) One Time Purchase Estimated Cost: \$ \$25,675
- ☐ 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):

The playground structure at John Muir Park was damaged when a tree fell on it, during the large storm event in the summer of 2022. The entire structure was damaged beyond repair and has been removed. We are proposing to purchase the exact same playground from the same manufacturer that supplied the original structure. The City will submit an insurance claim for the purchase of this playground equipment. Other playground manufacturer's provide alternate playground equipment, so it is not possible to get an accurate replacement cost from an alternate playground vendor.

Approvals:

Requestor: _____

Date: _____

Department Head: _____

Date: 12/8/22

Purchasing Manager: _____

Date: _____



TOT SWING

EXISTING SEE-SAW
VERIFY LOCATION

POSSIBLE EXPANSION AREA

Qty	Part No	Description
5	26094	Triangular Shroud
1	36000	Bubble Climbing Wall
1	36002	Abc Climbing Wall
1	36020	Single Upright Support w/Step
1	36025	4 Way X-Pod Step
1	36042	3' Xscape Curved Zip SI w/Hdpe Insert
1	36067	Therapeutic Rings Attachment
1	36068	Grip Rail Link

24"

24"

14"

14"

12"

SCALE: 1" = 10'-0"

THIS PRINT IS THE PROPERTY OF MINNESOTA WISCONSIN PLAYGROUND INC. AND IS NOT TO BE USED, COPIED OR REPRODUCED WITHOUT THEIR EXPRESSED WRITTEN PERMISSION.

Mfg. By:

GameTime
A PLAYSCAPE COMPANY

Enriching Childhood Through Play

Sold & Distributed By:

**MINNESOTA • WISCONSIN
PLAYGROUND**

P.O. Box 27328, Golden Valley, MN 55427
763-546-7187 1-800-622-5425
Fax 763-546-5050
E-Mail info@mnwplay.com

THIS PLAN REQUIRES A FINISHED GRADE RESOLUTION

John Muir Park
Green Bay, Wisconsin

11-11-2022 DWG. D11487E



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

December 14, 2022

PREPARED BY

AGENDA ITEM # F.1

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

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Director's Report 12.14

**PARKS COMMITTEE
DIRECTOR'S REPORT
WEDNESDAY, DECEMBER 14, 2022**

PARK DIVISION

- Park crews have been busy installing the Holiday Lighting at Colburn Park with a lighting ceremony scheduled for December 15th.
- Park crews are continuing to mulch landscape beds throughout the parks.
- Park carpenters and mechanics are nearly completed with the installation of the magic carpet tube lift at Triangle Hill.
- City parks are still being emptied of garbage and litter is picked up on a daily basis.
- As the weather gets colder, and we get closer to the first of the new year, we'll start preparation of flooding the ice rinks.
- Off season work continues in the pool facilities.
- Crews have wrapped up mulching leaves for the season. The equipment has been cleaned and will go through routine winter maintenance in preparation for the 2023 season.

FORESTRY DIVISION

- Stump grinding operations are done for the year. In 2023 stump restoration will begin in June on the eastside and move to the westside later in summer.
- Tree removal operations are in full swing, with two removal crews working on ash trees. Our removal list will be in the range of 1,200-1,500 trees again this cycle.
- Our pruning crew is working on pruning dormant oak trees across the city.

DESIGN & DEVELOPMENT DIVISION

- Bay Beach Amusement Park – Pavilion Upgrades:
 - Staff hired the architect for the pavilion upgrades and held a kickoff meeting for the project on December 8th.
- Bay Beach Amusement Park – NebulaZ Ride:
 - The manufacturer recently submitted the detailed engineering documents for the ride. Staff is working with an engineering consultant to complete the electrical construction documents.
- Colburn Park – Scoreboards/Bleachers:
 - The order has been placed for the scoreboards and bleachers to be installed at the new ballfields at Colburn Park.
- East River Trail – Trail Construction & Canoe/Kayak Launch:
 - This project is planned to be bid out in January. The proposed trail will run from Main Street to Webster Avenue.
- Leicht Memorial Park – Master Planning, Shelter & Stage:
 - The conceptual design is completed. The consultant has begun work on the

- detailed construction plans.
 - Staff is working with On Broadway to finalize the funding details for the project.
- Perkins Park – Ballfield Renovation:
 - This project is planned to be bid out in January.
 - A scoreboard was purchased for the project.
- Shipyard – Phase 1 – Construction continues on the shoreline portion.

GREEN BAY CONSERVATION CORPS

- Members finished collecting native seeds and have begun drying and storing the seed. This year, members collected over six pounds of native grass and flower seeds. Seed will be used to restore invasive removal areas next spring.
- Members removed buckthorn and honeysuckle at numerous parks including East River Emilie, Colburn, He-Nis-Ra, Joliet and WLS. Notably, crews removed all buckthorn from East Shore Drive to the Nature Center and around all animal enclosures. Crews removed all buckthorn and honeysuckle at Colburn Park.
- The crew assisted park staff at Colburn Park to hang lights in preparation for the lighting ceremony.
- Members have wrapped up all fall maintenance on native plantings and biofilters.
- The Conservation Corps met with the Police Department at the Newberry Conservancy, near Preble High School. The crew met onsite with Lt. Gering to discuss solutions to safety concerns. In partnership with the Police Department, the Conservation Corps will remove invasive shrubs to create better sight lines into the conservancy.
- Members removed over 10 pounds of garbage and debris along the parking lot edge of Newberry Conservancy. Future volunteer events will address the litter.
- The GBCC has been partnering with the Oak Learning Center to provide presentations and learning opportunities for students.
- The Conservation Corps created and sent out its first newsletter via NotifyMe on the City's website.
- MLK day is January 16th, and the crew is planning a volunteer event at the Westside trail to celebrate.

RECREATION DIVISION

- The fall session of our partnership with GGLeagues Esports began the week of October 3. 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, and Super Smash Bros.
- The adult basketball program began on November 2 at various area high schools. We currently have 24 teams registered.
- We are currently taking registrations for our Mini-Dribblers Youth Basketball Program. These programs will be held at Red Smith and King schools. We have 31 participants currently registered. Classes begin January 16th and 24th.

- We are currently taking registration for our Winter Table Tennis League. It will be held on Wednesday evenings beginning January 4th at Franklin Middle School.
- The 2022-23 Chill Chaser. There will be 20 parks around Green Bay with a symbol hanging in the window of the shelter located at the park. Participants will receive prizes for the number of symbols they find. The program will run mid-December-early February.
- Open gyms have been very popular. Please see our website for dates and times.
- Registration is currently open for the Frenzy on the Fox event to take place on Friday, January 13. This 5K Fun Run/Walk/Bike down the Fox River Trail (and CityDeck) is a collaborative event put on by: Village of Allouez, Brown County Parks, Wello, Downtown Green Bay and the Friends of the Fox River Trail.
- The Winter Wonderland Lighting Ceremony will be held on Thursday, December 15th at Colburn Park (901 Fisk St.). The event will begin at 5:30 p.m. Holiday music will be provided by the Green Bay Southwest High School Marching Band. Santa will make a special visit at 5:45 p.m. Scooter's will provide free hot chocolate, coffee, and cinnamon rolls. Holidays trinkets will be given away at the event. I hope we see you there!!!
- The Park and Recreation Department had a booth at the Breakfast with the Grinch on Saturday, December 3, 2022 at the Resch Center. Staff were on site to promote Recreation Programs, Wildlife Sanctuary, Aquatics, and Design & Development. The booth was very popular with over 1,000 people who attended.
- The Youth Dance Program began the week of November 14. We have about 50 people registered for this year's program. Classes offered are: Preschool Ballet, Creative Movement, Jazz, Tap/Ballet, Tap/Jazz, Poms, Musical Theater and Adult Jazz. Registration is open now. Classes will run through the beginning of March and will conclude with a recital.

AQUATICS

- All seasonal positions have been posted and a recruitment/marketing strategy is being implemented in the coming weeks. Applications are being accepted and interviews will begin immediately.
- Staff is working on re-writing schedules in order to offer more part-time and flexible scheduling options.
- Other offseason projects will include updating the Staff Handbook, updating staff discipline procedures, researching new staff payroll, and scheduling platforms, restructuring the facility attendant staff, and digitizing all daily forms.

BAY BEACH AMUSEMENT PARK

- Staffing:
 - Rehire paperwork has been sent out and staff have started filling it out.
 - Open interviews will be first week of March
- Concessions and shelters:
 - Update RecTrac:
 - Pricing.

- New items added.
 - Menu updates.
- Rides:
 - The mechanics will be replacing the harnesses on the “Bay Beast” ride.
 - The new bumper cars have been ordered.
- Policies and Procedures needed to be updated:
 - Heights and measurements.
 - Bus parking.
 - Supervisor and Team Lead requirements.
 - Ride operating documents.
 - Employee Apparel.
- Signage updates:
 - Informational sandwich boards.
 - Ride rules.
 - Exit signs.
 - Height signs.
 - Parking lot signs.
 - Shelters.
- Parking Lot updates:
 - Painting lines, holes, crosswalk, stop signs, handicap parking.

TRIANGLE SPORTS AREA

- Snow making machinery is currently being researched.
- All equipment and materials are ready for operations of the tubing and ski hill.
- We are ready to open as soon as Mother Nature provides the snow. We need at least 3 inches of snow to open the facility.
- The Magic Carpet tube conveyor belt lift has been installed and we are working through the final testing.
 - The lift needs to be ran and tested for a certain number of hours before we can open it to the public.
 - Staff is currently being trained on how to operate the new lift.
 - The Final State Inspection will be completed soon.
 - The lift operating procedures are being finalized.
- The Hill will be closed Monday through Wednesday through the entire season, due to low attendance numbers on those days in past years.

METRO BOAT LAUNCH

- The boat docks have been removed. The new docks will be installed next spring.

WILDLIFE SANCTUARY

- Winterization is complete on Resch Falls and water systems throughout park. Final items for outdoor caging in process of being put up and repaired. Ice signage has been added around the lagoon system.
- Recruitment continues for qualified candidates to fill the vacant 4K Teacher and 4K Naturalist position. Interim subs working out very well with the transition for both parents and students going smoothly.
- The Nature Center Welcome Desk now open every Thursday-Sunday through the winter months with the intent of staffing seven days a week in Spring 2023. Feedback has been very positive.
- Addition of designated handicap stalls have been painted in front of the Nature Center along with improved directional signage, to better address traffic flow and occasional parking issues.
- The busy wildlife rehabilitation year continues with patients topping the 6500+ mark for the year (roughly half mammals and half birds).
- The new Red Foxes continue to do well on exhibit and bring new life to the Woodland Building exhibits. New woodchuck added to ambassadors and already going on programs.

ADMINISTRATION

- The Administrative staff members are busy updating fees, dates, and information regarding park shelter rentals, Bay Beach rentals, field rentals, programs, activities, and events. Preparation for 2023 is a large undertaking that effects our software, marketing materials, and website.
- Registration setup and material preparation has been completed for Mini Dribblers and Table Tennis and staff is currently taking registrations for these programs. Advertising is also taking place for programs including Open Gym, GGLeagues, Cookies & Cocoa with Santa, Health & Wellness Summit, and many Bay Beach Wildlife Sanctuary events.
- Frenzy on the Fox planning and preparation has started.
- The Wildlife Sanctuary Gift Shop has officially opened. The Administrative Division worked with staff to design and order products, implement the POS, and inventory system, and setup the gift shop. Administrative staff members are also training the Gift Shop employee.
- All current seasonal rehires have been rehired in the system.
- All seasonal positions are open and ready for recruitment.



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

December 14, 2022

PREPARED BY

AGENDA ITEM # F.2

The next Parks Committee meeting is scheduled for January 11, 2023.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None