



AGENDA OF THE PARKS COMMITTEE

WEDNESDAY, MARCH 15, 2023, 5:00 PM

**Immediately following the conclusion of the Sex Offender
Residence Board**

AMENDED - Note change of time.

**In person at City Hall, Room 207.
Virtual attendance is also available via Zoom.**

A. Zoom Meeting Information.

- I. 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 \$32,500 to fund 1/3 of the cost of a new Sam and Sadie otter memorial/sculpture/exhibit at the Wildlife Sanctuary, with the Friends of the Wildlife Sanctuary funding the remaining 2/3 of the cost.
2. Consideration with possible action on approving the donation of a turtle sculpture from the Baird Creek Preservation Foundation to be placed within the Baird Creek Greenway.

F. Informational.

1. Director's Report on updates and recent activities of the Parks, Recreation & Forestry Department.
2. Next Meeting: March 29, 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

March 15, 2023

PREPARED BY

AGENDA ITEM # E.1

Consideration with possible action on approving \$32,500 to fund 1/3 of the cost of a new Sam and Sadie otter memorial/sculpture/exhibit at the Wildlife Sanctuary, with the Friends of the Wildlife Sanctuary funding the remaining 2/3 of the cost.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. WLS Sam and Sadie (I)

Green Bay
Wildlife Sanctuary

***Sam and Sadie
Memorial Installation***



Hutchison Art & Design
Kent Hutchison
HutchisonArtDesign@gmail.com
920-791-1237

*Fully Insured
15 years of experience
Wide range of fabricating applications*

HUTCHISONARTDESIGN.COM

Project Narrative

Atmosphere of installation

- Installation Intention:
 - Installation will act first and foremost as a memorial for long term Wildlife Sanctuary residents Sadie and Sam.
 - Installation will inspire curiosity, wonderment and appreciation for otters and their habitat
 - Sculpture will be exterior constructed of long lasting and weatherproof materials that require a little to no maintenance
 - Installation will be interactive, immersive, and will allow viewers to walk through to discover nuanced details
 - Installation will be educational and biologically accurate
- Installation components:
 - Life sized cast bronze sculptures of Sadie and Sammy
 - Various regional underwater vegetation sculpted in various metals including and not limited to steel, stainless steel, bronze, brass, aluminum and copper
 - Aquatic plants may include: Water lily, curly leaf pondweed and water celery
 - Hand welded tree stump with elaborate root system
 - Underwater scene that has a stone riverbed made for walking
 - Various underwater creatures created out of various metals
 - Creatures include: fish, crayfish, river clams



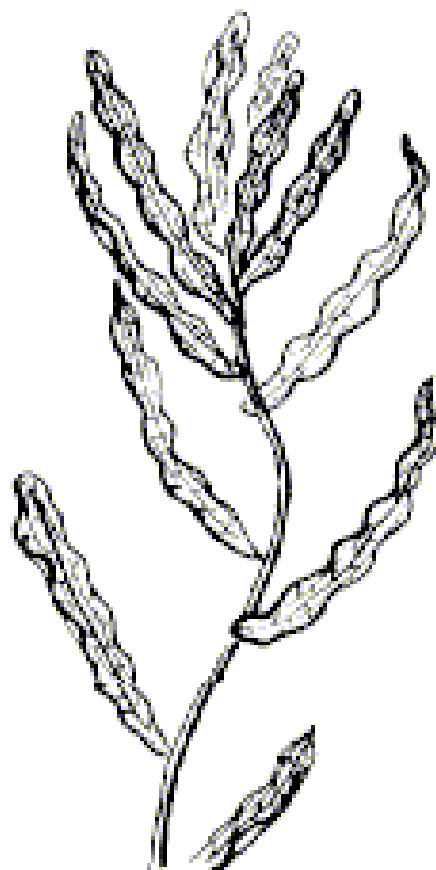
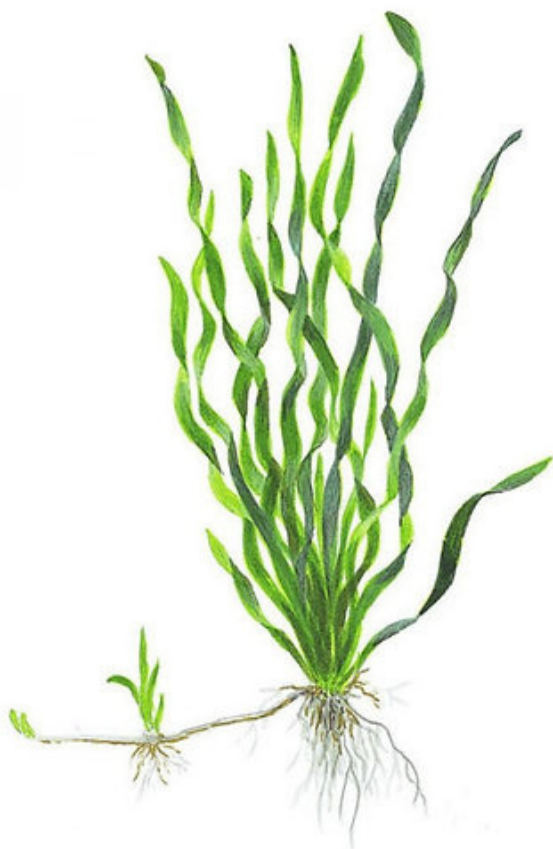
Included in the Habitat Installation

Water Lily



Curly Pondweed

Water Celery



Included in the Habitat Installation

Crayfish



Trout



Green Frog



Renderings



"Sam and Sadie Memoial Installation"

Ed Hino
2023



"Sam and Sadie Memoial Installation"

Ed Hino
2023

Budget

- Budget
 - These budget options include all components of design, fabrication and installation of the S&S Memorial Installation.
 - Design, engineering specs, administrative duties
 - Fabrication, casting process, boulderscaping/habitat construction
 - Transportation/lodging - foundry
 - Foundation prep and pour
 - Materials
 - Installation

• Option 1 ○ Custom stone river bed ○ Cast bronze Sadie and Sam sculptures ○ Metal creatures: Crayfish ○ Metal aquatic plants: Water lily Options 1 Complete budget estimate: \$62,500	• Option 2 ○ Custom stone river bed ○ Cast bronze Sadie and Sam sculptures ○ Metal creatures: Crayfish, river clams, rainbow trout, sunfish ○ Metal aquatic plants: Water lily, curly leaf pondweed and water celery ○ Metal Eastern Cedar tree stump with elaborate root system and mushrooms throughout. ○ Metal Birch beaver stump Option 2 Complete budget estimate: \$97,500
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Next steps

Next steps are to select an option and put a 1/3 budget payment down. Another 1/3 will be paid upon request mid way. The final 1/3 will be paid upon project completion.

HAD estimates installation during the late fall months. Upon option selection we will secure a place in line to receive service at a bronze sculpture foundry over the summer months. This is important as foundries are often backed up several months.

Option: _____

WLS Sign: _____

Date: _____

HAD Sign: _____

Date: _____

Past work



MORE AT: HUTCHISONARTDESIGN.COM



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

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PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action on approving the donation of a turtle sculpture from the Baird Creek Preservation Foundation to be placed within the Baird Creek Greenway.

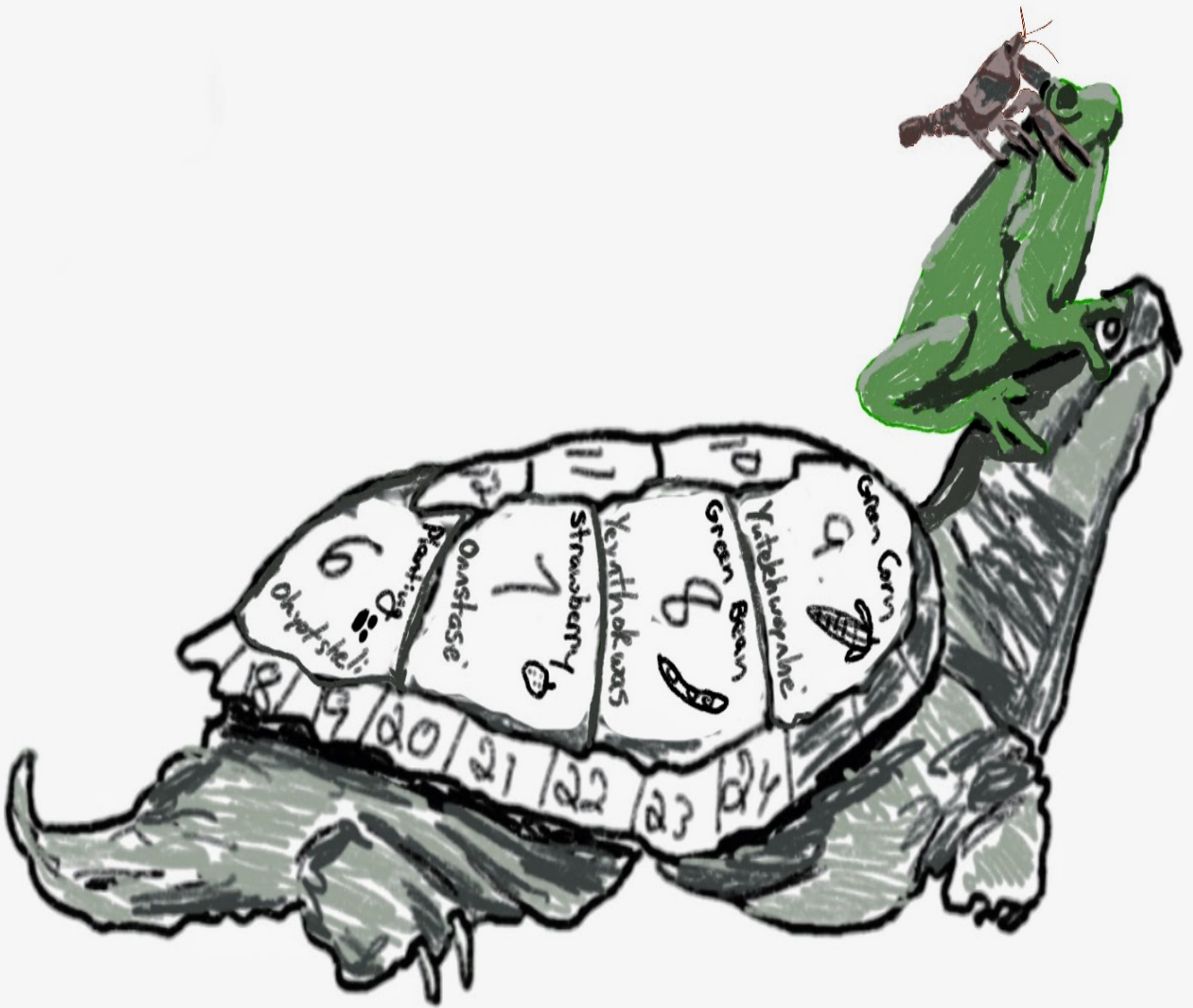
BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Turtle Sculpture Image 1
2. Turtle Sculpture Image 2

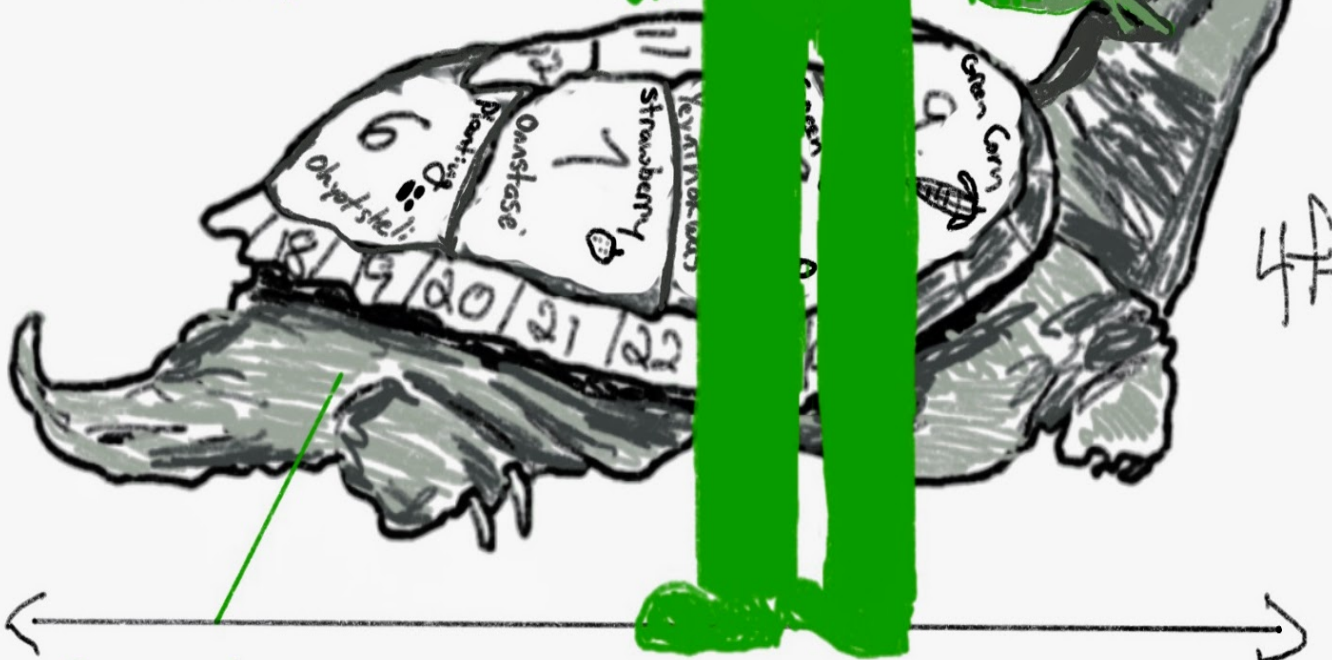


Crayfish

Green Tree Frog

Oneida

Moan
Calendar



4 ft

6 ft

Giant
Snapping
Turtle



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MEETING DATE

March 15, 2023

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 3.15

**PARKS COMMITTEE
DIRECTOR'S REPORT
WEDNESDAY, MARCH 15, 2023**

PARK DIVISION

- Park crews have been busy removing snow on RDA owned property, park sidewalks, trails, and parking lots.
- Due to recent snowfalls, we have been able to groom the cross-country ski trails at Baird Creek, Wildlife Sanctuary, and He Nis Ra. We will continue to monitor the ski trail conditions as we get later into the season.
- Crews have been preparing boards for picnic tables by applying coats of primer and paint, removing damaged or rotten boards and putting new boards on.
- Crews are preparing garbage cans for the summer season by putting a fresh coat of paint on them.
- Remodeling in the restrooms at Bay Beach shelters six and seven continues. Tiling has been completed and a fresh coat of paint is now being applied to finish up the remodel.
- Crews continue to paint and prepare shelters for the upcoming rental season.
- Since there isn't much frost in the ground crews have paused on final clean up in Colburn wooded areas until the ground firms up.

FORESTRY DIVISION

- Tree removal operations continue. Crews have finished street tree removals on the east side and are now working on the west side. Crews have removed over 450 street trees so far in 2023.
- Our pruning crew is working on pruning young trees and service requests as needed. Pruning crew has been focused on N. Fisk and N. Platten Streets taking care of some cycle pruning.
- Recently staff attended the Wisconsin Arborist Winter Conference held in Green Bay. Staff attended three days of training and networking to cover a wide array of topics covering operations, safety, and management issues for the care of trees and Arborists.
- Staff is also busy with planning for Spring tree planting, pursuing apprenticeship opportunities, Emerald Ash Borer inspections, and 2023 treatment protocols.
- One seasonal forestry position has been filled; we have only received four applications. Forestry was present at the recent job fair at the WLS and is also looking into other job fair opportunities.

DESIGN & DEVELOPMENT DIVISION

- Bay Beach Amusement Park – Pavilion Upgrades:
 - Staff is working with the consultant on planning for the HVAC upgrades and roof replacement.

- Bay Beach Amusement Park – NebulaZ Ride:
 - Staff is working with a consultant on the electrical and footing design.
 - We are hoping for a July 4th opening of the ride.
- Fox River Trail Brick Replacement and Colburn ADA Walk:
 - This project came in over budget and has not been awarded. It includes the installation of an ADA accessible walk from the Colburn Pool parking lot to the soccer area along with replacing the bricks with asphalt along the Fox River Trail from Mason St. to Stuart St.
 - Staff is currently looking at alternative options to get the work done within budget.
- East River Trail Expansion and Canoe/Kayak Launch:
 - This project has been awarded and will include the installation of a portion of the East River Trail which will extend from St. George Street north and west to N. Webster Avenue as well as a canoe/kayak launch, open shelter, fishing access, parking, storm water management, pollinator plantings and associated site work. An existing boathouse and three buildings will need to be demolished as part of the work.
 - Work will begin later this spring.
- Farlin Park Redevelopment:
 - The consultant has been selected and approved to complete the Park masterplan and detailed engineering documents. The consultant has been notified, and the kick-off meeting will be scheduled soon.
 - Several playground companies submitted playground design proposals. Public input was received to help select the best playground design. The Redevelopment Authority will approve the playground purchase at their next meeting.
 - A public input meeting was held at the Boys & Girls Club of Green Bay on March 6, to discuss redevelopment in the park. Several adjacent property owners attended the meeting along with many neighborhood children.
- Fisk Park Tennis Court Resurfacing:
 - Construction bids were within budget. Work will be done later this summer.
- Leicht Memorial Park – Master Planning, Shelter, and Stage:
 - Planning is progressing.
 - Staff and design team members continue to work with the consultant on the design of the stage and rental/concessions building.
- Perkins Park Ballfield Renovation:
 - Project bids were within budget. The work under this contract shall consist of the removal of an existing softball field and constructing a new baseball field. The construction will begin late spring/early summer.
- Shipyard – Phase 1 – Construction continues.

GREEN BAY CONSERVATION CORPS

- Staff and members attended the Aldo Leopold Celebration at the Brown County Library on February 25th. Over 120 community members were in attendance.

- Staff and members also attend the “Winter in Whitney” event on February 25th. Hundreds of community members stopped at the GBCC table to learn more about the program.
- March 12th-18th is the national “AmeriCorps Week”. On March 15th, staff and members will travel to the capital to participate in the statewide celebration event.
- Members continue to remove woody invasive species throughout the parks in hopes of completing priority areas in the next two weeks.
- The greenhouse has been planted with native seeds. Plants have begun to sprout, and we are seeing an average of 80% germination. Over 1,000 plants are growing.
- The GBCC is planning a free educational event to teach community members about installing rain gardens on March 9th from 5:00 p.m. - 6:30 p.m.
- Staff have begun recruiting for summer positions. Currently, about 50% of slots are filled.
- Staff continue to search for outside grant funding opportunities and presented before the board of Brown County United Way for a grant opportunity last week. This grant would fund a rain garden installation at Navarino Park to address flooding.
- Staff filmed promotional videos for the GBCC program and the “Adopt-a-Park” program last week. Videos are anticipated to be uploaded next week.
- Volunteer groups have started contacting staff for opportunities in the Spring. A UWGB class is planning a “Campus Service Day” at the WLS with the GBCC.
- Notre Dame Academy reached out about opportunities for their Day of Service on April 18th. GBCC will host four service locations at Colburn, WLS, Westside Trail, and Bay Beach Amusement Park.
- Staff is working with Girl Scout troops in the area to plan volunteer events and projects.
- Staff is working to create an online volunteer portal through “Volgistics” which will help manage and recruit more volunteers.
- GBCC will hold volunteer opportunities on Earth Day throughout the City at four locations. Events will be held from 1:00 p.m. – 4:00 p.m. on April 22nd.
- The GBCC continues to partner with the Oak Learning Center and provide presentations and learning opportunities for students.
- Crew and staff attend monthly trainings for the Wisconsin Disaster Team in preparation for flooding events or other natural disasters.
- Staff continue to partner with the Kroc Center and help with the Earth Day event at the Kroc Center.

RECREATION DIVISION

- Youth baseball/softball spring/summer permits have been issued.
- The adult softball league registration has begun. 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 1st. We currently have 13 teams registered.

- Registration is currently taking place for our recreation summer day camps at the WLS. The camps will run Monday through Thursday for six weeks. The recreation summer day camp at the WLS is scheduled to begin the week of June 20th. There are six weekly camps being offered from 9:00 a.m. – 4:00 p.m., Mondays through Thursdays. Field Trips will take place on Thursdays. Classes are limited to 15 participants.
- The Youth Soccer Skills Program will be held at Edison Middle School beginning March 13th. We have 20 participants currently registered.
- Recreation staff are promoting their seasonal job openings. Staff will be contacting local colleges for visits soon.
- The Summer Playground Program planning is well underway. We are contacting the Einstein Program, Wildlife Sanctuary, Brown County Library, Bookmobile, Mobile Bike Repair, and Green Bay School Summer Lunch Program to finalize visits.
- Recreation staff are working with Sanctioned Groups and High Schools to schedule facility permits for soccer, tennis, cross country meets, softball, tee ball, and baseball.
- Open gyms will continue until March 18th. Please visit our website to see dates, times, locations for each age bracket.
- Staff are meeting with the Green Bay Jazz Orchestra and Grupo KN Zavor (Latin Band) to discuss future programs.
- Be Active WI will take place March 1-31. Registration is open and costs \$15, which include a long sleeve performance T-shirt. This event is a statewide program that promotes activity and movement throughout the month of March. Communities across Wisconsin are competing for the title, "Fittest Community in Wisconsin". Participants will track their active minutes throughout the month of March and the community with the highest average number of minutes will win.

AQUATICS

- We received eight new job applicants from the recent Job Fair at the Wildlife Sanctuary.
- Staff is setting up more job fairs, school visits and community outreach events to continue to educate the community on our open positions.

BAY BEACH AMUSEMENT PARK

- Staffing
 - Onboarding rehire paperwork is underway:
 - We need 213 employees. Currently 154 employees are returning and 115 additional people have completed paperwork.
 - A weekly email gets sent out to all rehire staff to remind them to activate their accounts and to fill out their paperwork.
 - A hiring event will be held on March 18th at Triangle Sports Area from 9:00 a.m. until noon.
 - Group interviews have started as of March 6th.

- Concessions and shelters
 - Updating RecTrac continues:
 - Pricing and menus have been updated and new products have been added.
 - Vendors are currently sending samples of new/updated products.
- Policies and Procedures needed to be updated:
 - Heights and measurements.
 - Bus parking.
 - Supervisor and Team Lead requirements.
 - Ride operating documents.
 - Employee Apparel.
- Alternative Revenue Sources are being researched:
 - Parking.
 - Events we can host or have.
 - Enhance current offerings.
 - Online sales:
 - Souvenirs throughout the year.
 - Cost of shipping.
 - Cost of website.
- Signage updates:
 - Map of park.
 - Informational sandwich boards.
 - Ride rules.
 - Exit signs.
 - Height signs.
 - Parking lot signs.
 - Shelters.

TRIANGLE SPORTS AREA

- Snow making machinery is being researched.
- Staff is researching used Snow Grooming equipment.
- Weather is being monitored on a daily/weekly basis:
 - Need at least five inches of snow to open (possibly more).
 - Staff are on standby.

WILDLIFE SANCTUARY

- Recruitment for limited seasonal positions is well underway. Several candidates were recruited during the PRF Job Fair and some employees from subsequent seasons have returned.
- Planning and scheduling is underway for summer educational offerings. Many of the newly developed offered camps are now full.

- OAK 4K leaders are still working to explore better ways to market this program for increased enrollment for the 2023-2024 school year. Morning classes are nearly full; however, numbers are lower for the afternoon enrollment.
- Animal care leaders recently attended a national conference on wildlife rehabilitation and related issues; bringing back new protocols, ideas and plans to keep improving the care of our temporary and permanent animals in the park, as well as enhancing visitor experience.
- An administrative member/park leader passed an advanced licensing exam to become an additional licensed wildlife rehabilitator on staff, improving the onsite animal care and ensuring trained staff are available at all open times of the park.
- There has been a steady increase in rental activity for the Dick Resch Event Space. The Wildlife Sanctuary Banquet Space Coordinator is working hard to develop new offerings and generating interest and increased traffic to our available venue. In addition to rentals opportunities to the public, we have explored events such as canvas painting, fairytale ball, craft fair, milkweed workshops, etc. all in addition to our in-house programming events.
- Recruitment and planning are underway for the start of the longer summer hours. The Nature Center Visitor Specialist Desk will be staffed for the majority of open hours to be a resource to park patrons. These hours will coincide with open hours for the on-site gift shop as well.
- Several key WLS staff and volunteers planned, presented, and volunteered at the annual state wildlife rehabilitation association conference (WWRA). Our senior animal keeper has been very active with her appointment to the WDNR Wildlife Rehabilitation Advisory Committee representing Northeast Wisconsin in state wildlife rehab matters. There was a great professional showing of staff presence in professional avenues further increasing awareness and strengthening us as a resource to the community.

ADMINISTRATION

- Reservations are open for all our shelter rentals, and we have been busy setting up our customer's reservations.
- Annual Boat Launch passes are now available for purchase in our office.
- Registration opened for Summer Camps on February 1st and half of the sessions are already filled. Registration is also open for Indoor Soccer Skills, Adult Softball, Be Active WI and Pickleball 101.
- Summer preparation has begun. Staff is busy working on Bay Beach Amusement Park souvenir designs, programming materials, and the 2023 Summer Activity Guide.
- All Summer 2023 seasonal positions have been posted. The administrative section takes the lead on all graphics, advertisements, press releases, and printed materials.
- All seasonal rehires have been rehired in the system and are completing paperwork.
- Our winter Chill Chaser has concluded, and we had two winners each winning a \$25 gift certificate, we had a great community involvement once again.