



AGENDA OF THE PARKS COMMITTEE

WEDNESDAY, APRIL 12, 2023, 5:00 PM

In person at City Hall, Room 207.

Virtual attendance is also available via Zoom.

AMENDED

A. Zoom Meeting Information.

B. Roll Call.

C. Approval of the Agenda.

D. Approval of Minutes.

E. Regular Business.

1. Consideration with possible action on updates to the 2023 Engage program at St. John's Park, which includes the Homeless Outreach Team taking over the coordination of the program.
2. Consideration with possible action on the request by the Joannes Park Neighborhood Association to fundraise towards the installation of a Futsol Court at Joannes Park.
3. Consideration with possible action on donating the Sea Dragon ride at Bay Beach Amusement Park to the Friends of Bay Beach Amusement Park.

F. Informational.

1. Staff update on the Green Bay Park/Greenway Encroachment Initiative.
2. Director's Report on updates and recent activities of the Parks, Recreation & Forestry Department.
3. Next Meeting: April 26, 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.



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

April 12, 2023

PREPARED BY

AGENDA ITEM # E.1

Consideration with possible action on updates to the 2023 Engage program at St. John's Park, which includes the Homeless Outreach Team taking over the coordination of the program.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. HOT Team Description (I)

Homeless Outreach Team (HOT)



The Homeless Outreach Team (HOT) was started in 2018 at the Green Bay Police Dept. It was formally recognized in 2019 with a Memorandum of Understanding between GBPD and the Brown County Homeless and Housing Coalition. HOT is now a full standing committee with the coalition. It has team members involved in outreach as well as organizations providing support to those doing outreach. The collaboration is a very big step forward in connecting those experiencing homelessness to resources in our area. The HOT Team will impact the community in two ways:

Outreach:

- Outreach is connecting and meeting with people where they are geographically, philosophically and emotionally. This is the essence of outreach to people who are experiencing homelessness.
- The Homeless Outreach Team is a “boots on the ground” effort providing a bridge between homelessness and the Continuum of Care within our area

Goals:

- Establish trust and rapport with the homeless
- Make arrangements for treatment, shelter, safety & stability whenever possible
- Provide on site case management and next steps
- Document, verify homelessness
- Encourage, motivate, mentor
- Communicate with team partners and the community

Agency partners in the HOT Team program are:

NEW Community Shelter
Family Services
Newcap
NEW Community Clinic/ Outreach Health Care
Ecumenical Partnership for Housing (EPH)
Brown County Mental Health Treatment Center
HSHS St Vincent, St Mary's
De Pere Police Dept
Brown County Sheriff's Dept
Aging and Disability Resource Center
Green Bay Parks Dept
Veterans First of NEW
Bellin Health
Amanda's House Mandolin Foundation
Lakeland Care

The Veterans Outreach Program
Center for Veterans issues
St John's Ministries
Golden House
Hope Chats Community
Bellin Psychiatric Center
Golden House
Green Bay Police Dept
Brown County Library
The City of Green Bay
House of Hope
Options for Independent Living
Humana-I Care Insurance
All Rise LLC
Oneida Tribal /Safe Shelter

If you see someone who is experiencing homelessness, please contact us.

The HOT Team is coordinated by:

Paul Van Handel
Newcap
Homeless Outreach Team (HOT)
OFC (920) 373-9063
paulvanhandel@newcap.org



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

April 12, 2023

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action on the request by the Joannes Park Neighborhood Association to fundraise towards the installation of a Futsal Court at Joannes Park.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Proposed Joannes Futsal Court



Proposed Futsal Court Joannes Park

Typical standard size of a Futsal Court is 40m x 20m (131' x 66')

The proposed location within Joannes Park and size has yet to be determined.

Futsal is a type of soccer that is played on a much smaller court. The smaller field size ensures a game of Futsal is fast-paced and more intense, with more opportunity for goal scoring.



Report to the
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of the City of Green Bay

MEETING DATE

April 12, 2023

PREPARED BY

AGENDA ITEM # E.3

Consideration with possible action on donating the Sea Dragon ride at Bay Beach Amusement Park to the Friends of Bay Beach Amusement Park.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

April 12, 2023

PREPARED BY

AGENDA ITEM # F.I

Staff update on the Green Bay Park/Greenway Encroachment Initiative.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Park Greenway Encroachment Policy 2022-Final Approved
2. Map1B
3. Map2B
4. Map3B
5. Map4B



CITY OF GREEN BAY PARKS POLICY

Policy Title Park & Greenway Encroachment	Last Revised 7/20/2022
Policy Source Parks, Recreation & Forestry Dept.	Legal Review Date 7/20/2022
Parks Committee Approval 7/27/2022	City Council Approval 8/2/2022

Policy Purpose

Provide City staff the tools necessary to work with adjacent property owners to return encroachment areas back to public parkland. The City has an extensive park, greenway, and trail system that is open and available to the public. A greenway also known as parkway, conservancy, or environmentally sensitive area, is an area of natural vegetation often found next to a waterway, which is managed and protected for the benefit of the community and environment. Greenways have been acquired by the City of Green Bay to help keep our waterways clean and to promote ecological diversity throughout the City. The immense root systems of the plants in greenways play a very important role in providing the following:

- Slowing water down and filtering water before it gets to the waterways.
- Providing recharge of ground water.
- Reducing flooding.
- Keeping soil in place and preventing erosion.
- Providing aesthetic and ecological enhancements.
- Supporting healthy fisheries and other aquatic life.
- Providing important migration corridors for wildlife.

There are a large number of residents that live directly adjacent to parks or greenways. There is a desire by the Parks, Recreation and Forestry Department to create a Park and Greenway Encroachment enforcement policy. This policy will provide City staff the tools necessary to work with adjacent property owners to return these encroachment areas back to public parkland, consistently throughout the City.

Unfortunately, a large percentage of these property owners have encroached on these public parks and greenways for private use, without approval from the City. Many times, these unauthorized improvements, mowing, and maintenance practices, give the false impression that these areas are private property and therefore appear to not be available or accessible to the public. Modifying the vegetation in these natural areas has a direct impact in achieving the

primary greenway roles listed above. Additionally, certain impacts to the vegetation in the greenways can compromise the health of other plants far beyond the area initially impacted. These impacts include, but are not limited to;

- Mowing into the greenway to achieve more lawn space.
- Creating private vegetable or flower gardens.
- Installing sheds, playground equipment, fences, arbors, and other built items.
- Disposing of lawn and garden waste on City parkland.
- Constructing patios, fire pits, footbridges, staircases, etc.
- Storing trailers, equipment, firewood piles, and other materials.
- Cutting down healthy vegetation, trimming trees, and removing brush.

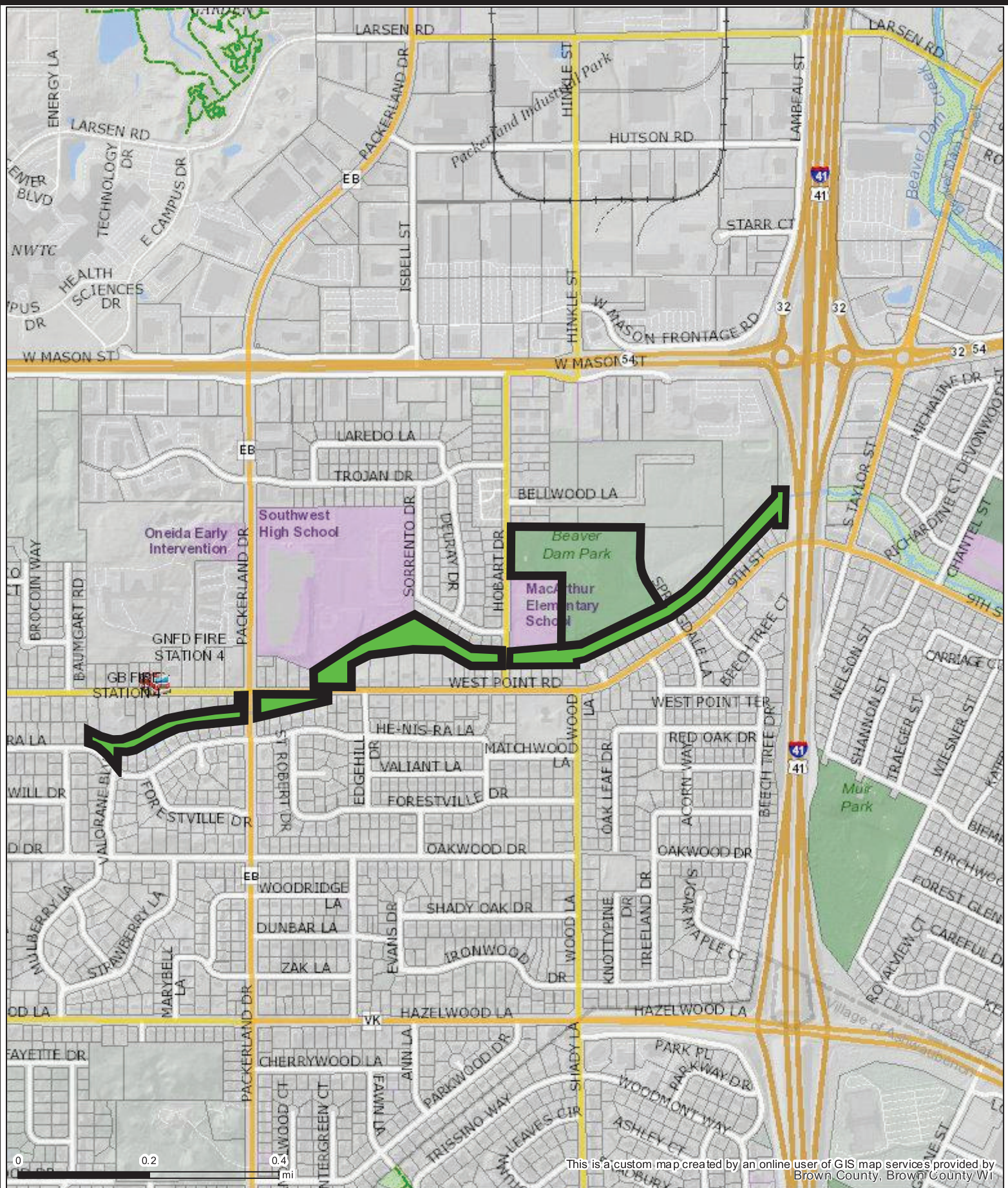
Complaints: The City does received complaints regarding encroachment on parks, greenways, and trails. Under this policy the City will continue to response to complaints when received and follow the steps identified in this policy.

Property Survey: The City will survey properties, including parks, greenways, and trails to determine if encroachments are present and follow the steps identified in this policy to resolve.

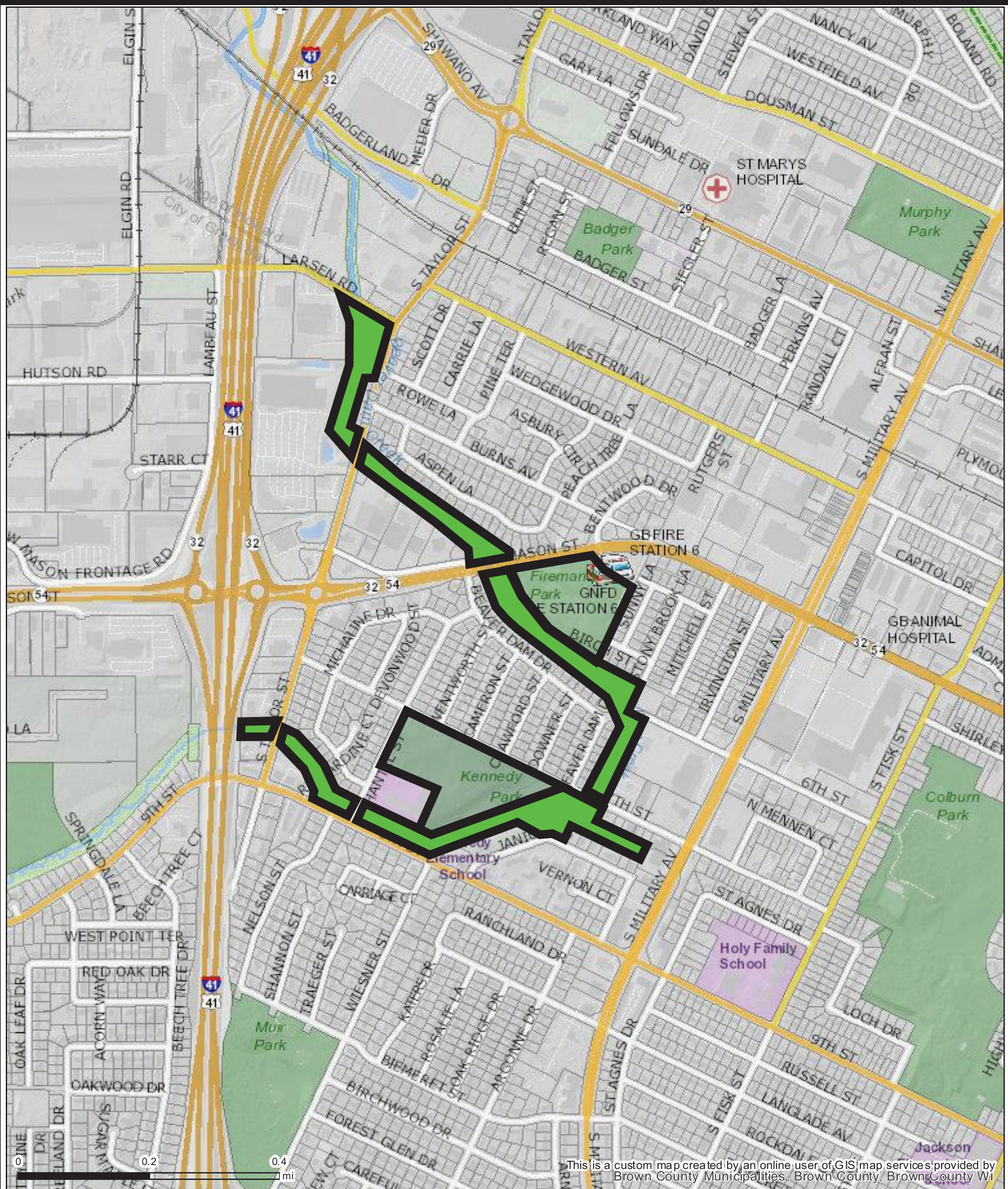
Steps:

1. City will send a letter to all directly adjacent property owners identifying the possible encroachment issues happening on the adjacent City property, actions that need to be taken by persons causing the encroachment and identify the inspection process that will commence at these properties, if the encroachment is not corrected or removed.
2. After at least 30 days, City Staff will inspect the City property to identify and document any violations. The City will send a follow up letter to only the violating properties stating that they are out of compliance and explain the steps needed to correct the problem. No inspection fee will be charged for this step of the process.
3. After at least 30 additional days, City staff will inspect the properties again. Any property owner that has not corrected or removed an encroachment will be billed an inspection fee. The status of the encroachment will be documented for follow-up inspections and possible enforcement action. The inspection fee will be consistent with other standard inspection fees charged by the City Inspection Department. A follow up letter will be sent along with the fee, again explaining the expectations.
4. No more frequently than every 2 weeks, City staff will re-inspect the properties for continued encroachments. Any property owner that does not correct or remove the encroachment will be charged subsequent inspection fees for each inspection. A follow up letter will be sent along with the fee, again explaining the expectations.
5. After at least two inspections and opportunities for correction, City staff may review the circumstances on a case-by-case basis for additional enforcement actions or other alternatives that may be appropriate.
6. No inspections will be done for mowing concerns from November 1 through May 1.
7. Concerns regarding built or stored items on Park and Greenway property will continue year-round.
8. City staff will report to the Parks Committee 2 times per year with an update to this initiative. These bi-annual reports will list the parks, greenways, and trails that have been surveyed, as well as the actions taken, and what is upcoming.

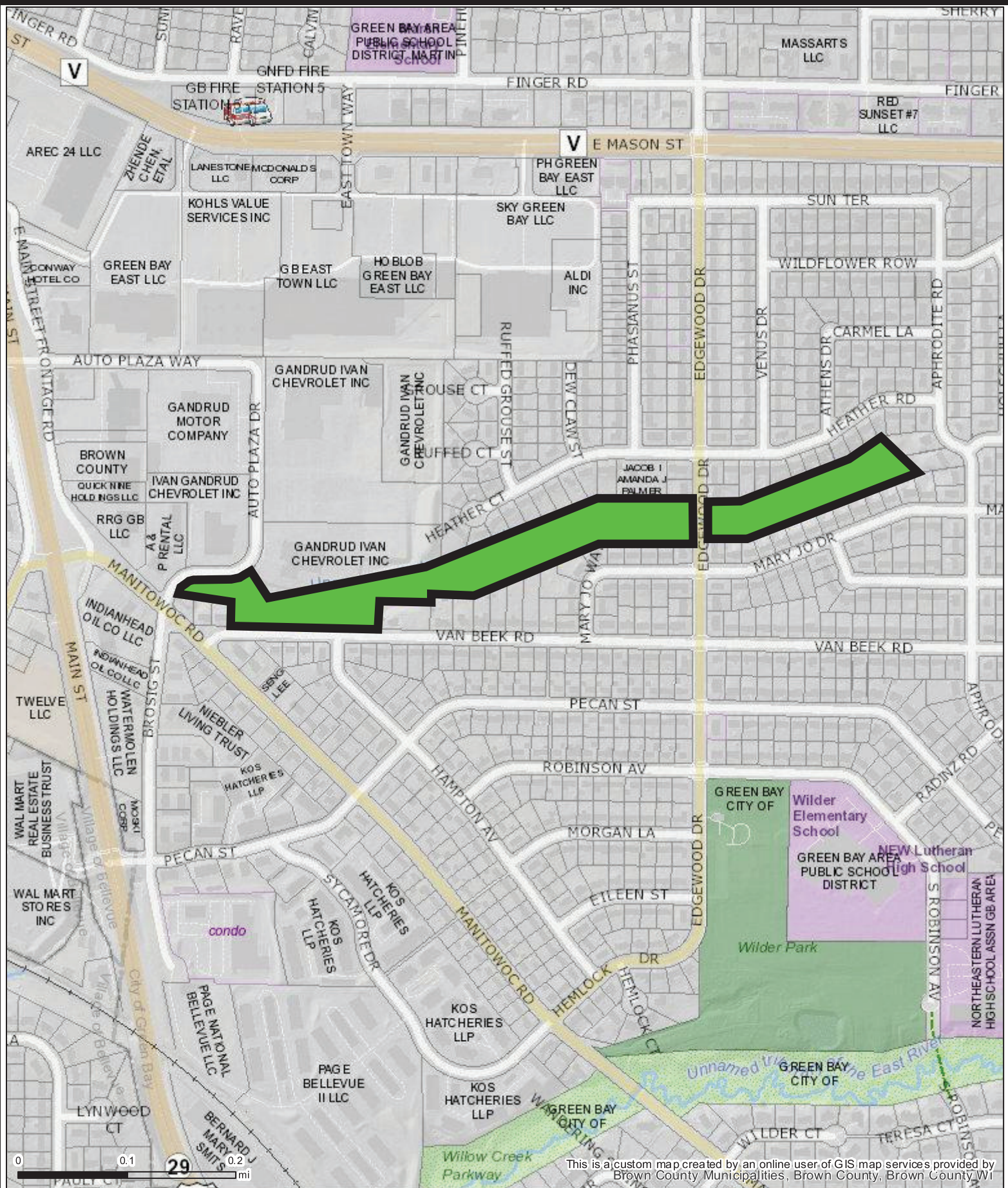
9. Neighbors seeking to remove invasives, plant, or otherwise clean up parks, greenways, and trails may do so by contacting the City to plan a group event or continuing event such as the adopt a park or trail program.



**PARK/GREENWAY ENCROACHMENT INITIATIVE
2023 PROPERTIES TO INSPECT
BEAVER DAM CREEK GREENWAY - WEST OF I-41
AND BEAVER DAM PARK**



**PARK/GREENWAY ENCROACHMENT INITIATIVE
2023 PROPERTIES TO INSPECT
BEAVER DAM CREEK GREENWAY (EAST OF I-41),
KENNEDY PARK AND FIREMAN'S PARK**



**PARK/GREENWAY ENCROACHMENT INITIATIVE
2023 PROPERTIES TO INSPECT
SOUTH BRANCH OF ELLIS CREEK**



BAIRD CREEK GREENWAY - EAST OF HURON (BAIRD CREEK PRESERVE NEIGHBORHOOD)



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

April 12, 2023

PREPARED BY

AGENDA ITEM # F.2

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

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Director's Report 4.12

**PARKS COMMITTEE
DIRECTOR'S REPORT
WEDNESDAY, April 12, 2023**

PARK DIVISION

- Remodeling of the bathrooms in shelter six and seven at Bay Beach has been completed.
- Picnic table refurbishment is still underway. With most of the remaining snow disappearing, crews have begun to bring picnic tables out to the parks for the spring and summer season.
- Crews removed garbage cans in the park that need a new coat of paint and replaced them with newly painted ones.
- Shelter rentals began the first weekend of April for the 2023 season.
- Crews are itching to get soccer fields painted and ball fields dragged and ready for the much-anticipated spring ball season.
- Crews have been busy picking up litter in the parks/trails, and tidying up the parks as a whole.
- Tennis court net installation is on our radar. We are waiting for the courts to have a bit more melt off of snow and ice. The pipe sleeves on the poles that hold the nets up are still iced up, we need to wait for a few more rains and warmer temps to help thaw out the holes.
- Outdoor pre-season maintenance has begun in the pools in preparation for swimmers.

FORESTRY DIVISION

- Tree removal operations are coming to an end. Our winter ash list has been completed and most construction project removals have been done as well.
- Our pruning crew is working on pruning young trees and service requests as needed. Oak pruning has been completed for the season. There is an oak pruning ban from March 15th to October 15th.
- Staff is busy with planning for Spring tree planting and coordinating deliveries to our tree nursery.
- Emerald Ash Borer inspections, and 2023 treatment season is also quickly approaching. As soon as the ground dries to normal soil moisture, treatments will begin. We plan to treat approximately 2,000 ash trees this year.
- Seasonal positions are still available, applications are very light again this year.
- The City has been recognized again as Tree City USA for the 41st year, the City also received the Tree City USA Growth Award for 2022!

DESIGN & DEVELOPMENT DIVISION

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

- A notice to contractors has been sent out for bidding the foundation, concrete, and electrical work for NebulaZ Ride ride.
- A preconstruction meeting is being held April 13th for the East River Trail Expansion and Canoe/Kayak Launch.
- Staff attended a kickoff meeting with the consultant on April 3rd for the Farlin Park Redevelopment. The playground equipment has been ordered.
- The Finger Road concession stand with restrooms construction is expected to begin April 12th.
- The Fox River Trail brick replacement project has been added as a change order to the East River Trail & Canoe/Kayak Launch project.
- Fox River Trail – WPS remediation work continues near the former WPS headquarters blocking off this section of trail as work continues.
- The Ken Evers – West Berm Waterfowl Nesting Habitat Project: removal of the trees along the berm is expected to begin soon.
- The Leicht Memorial Park master planning, shelter, and stage is progressing. Staff and design team members continue to work with the consultant on the design.
- The City did not receive any bids for this Park Shop Reroof project.
- Shipyard Phase 1 construction continues.
- A preconstruction meeting is scheduled for April 20th for the ballfield renovations at Perkins Park.

GREEN BAY CONSERVATION CORPS

- March 12th-18th was the National AmeriCorps Week. On March 15th, staff and members traveled to the capital to participate in the statewide celebration event. Members met with Senators and Representatives, discussing AmeriCorps and the Conservation Corps program.
- Staff attended a job fair at Triangle Hill on March 18th. There was an increase of applications directly following, indicating it was a successful event.
- Currently 11 out of 15 of the summer seasonal positions are filled. Summer members will begin in the next few weeks.
- Members partnered with the Baird Creek Preservation Foundation's contractor to assist in removing woody invasives from the greenway. The crew removed over five acres.
- Members completed training on frog and toad identification in preparation for spring surveys. Members will take a certification test in the next week.
- Crew members and staff traveled to Madison to complete Wilderness First Aid Training. All members and staff passed and are certified in Wilderness First Aid.
- Members are finalizing woody invasive species removal throughout the parks in hopes of completing priority areas in the next week. Members completed over 65 acres of invasive removal at the WLS alone.
- Greenhouse plants have sprouted and over 1,000 plants are growing. Members continue to water and maintain these plants in preparation for planting in May.

- The GBCC held a free educational event to teach community members about installing rain gardens on March 9th. Nearly 25 community members joined to learn about installing a rain garden.
- Staff filmed promotional videos for the GBCC program, and the Adopt-A-Park program and the videos were uploaded last week.
- Staff have seen an increase of volunteer inquiries for opportunities in the Spring including a UWGB class planning a Campus Service Day at the WLS.
- Notre Dame Academy students will participate in 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 met with troop leaders Monday, April 3rd to discuss future opportunities.
- Staff is working to create an online volunteer portal which will help manage and recruit more volunteers. It is anticipated to be launched in the next month.
- 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. On April 18th, members and staff will assist the 4K with a planting day for the students.
- Crew and staff attend monthly trainings for the Wisconsin Disaster Team in preparation for flooding events or other natural disasters.

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 42 teams registered.
- Registration is currently taking place for our recreation summer day camps at the WLS. The camps will run Monday through Thursday for eight weeks. The recreation summer day camp at the WLS is scheduled to begin the week of June 20th. There are eight 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.
 - Week 1 – All about Animals – Ages – 8-11 – 15 Registered
 - Week 2 – STEAM Learning – Ages – 8-11 – 15 Registered
 - Week 3 – Outdoor Adventures – Ages – 10-13 – 15 Registered
 - Week 4 – All About Animals – Ages – 8-11 – 15 Registered
 - Week 5 – STEAM Learning – Ages 10-13 – 14 Registered
 - Week 6 – Outdoor Adventures – Ages 8-11 – 15 Registered
 - Week 7 – All About Animals – Ages – 8-11 – 15 Registered
 - Week 8 – Outdoor Adventures – Ages 10-13 – 15 Registered
- The Youth Soccer Skills Program will be held at Edison Middle School beginning March 13th. We have 20 participants currently registered.

- The Latin Fusion Dance featuring Grupo Kn Zavor will be held at the Bay Beach Amusement Park Pavilion on Friday, May 12 from 7:00 p.m. - 10:00 p.m. Doors will open at 6:30 p.m. The eight-piece Latin Rhythmic Bands will play a wide range of music including Salsa, Cumbia, Bachata and Merengue. Tickets can be purchased now for \$10 each by calling the park office.
- The Summer Playground Program will begin on Tuesday, June 13th at 1:00 p.m. Recreation staff recently had Job Fairs at the Bay Beach Wildlife Sanctuary and Triangle Ski Hill. The next job fairs will be at UWGB on April 4th and Green Bay West High School on May 2nd. Staff are scheduling in playground program visits from the Wildlife Sanctuary, Einstein Project, Mobile Bike Repair, Brown County Library, Garden Programs, and Bookmobile.
- Recreation facility permits are being done for Soccer, Tennis, Baseball, and Softball. Many of the sanctioned groups will begin playing in early April. High school spring sports are well underway.
- Recreation staff are working closely with the Green Bay Jazz Orchestra to plan future special events in fall.
- Planning is underway for the FIT in the Parks program. Staff is currently seeking fitness instructors and business sponsorships for the 2023 season.

AQUATICS

- Swim tests have begun for all new Lifeguard Candidates. If swim tests are completed and passed, candidates will be invited to participate in the full lifeguard training course.
- Staffing Update:
 - We still need 40+ lifeguards for this summer season. After this week, we'll have approximately 10 applicants ready to be certified.
 - We need about 18 more facility attendants with our main need of 16+ year-olds to help manage our slide duties.

BAY BEACH AMUSEMENT PARK

- Staffing:
 - Interviews for Ride Operators and Cashiers continue.
 - Team Lead and Supervisor interviews have been completed and candidates have been selected.
 - Hands on training sessions are scheduled for May 4 and May 5.
- Concessions and shelters:
 - Initial product orders are being placed.
 - The gift shop has received a needed update. New products are arriving daily.
 - Final menus have been set for the season.
- Rides:
 - NebulaZ placement and planning continues. Bids will be sent out the week of April 10th.
 - All inspection and operating documents have been updated for the season.
 - New Bumper Cars will be arriving in May.

- New Scrambler buckets will be arriving in the coming week.
- Alternative Revenue Sources will be researched.
 - Parking:
 - Reached out to companies to see options and pricing.
 - 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 (3/8 meeting).
 - Informational sandwich boards.
 - Ride rules.
 - Exit signs.
 - Height signs.
 - Parking lot signs.
 - Shelters.
- Parking Lot updates:
 - Painting lines, holes, crosswalk, stop signs, handicap parking.
 - Paid parking and what would need to be changed.
 -

TRIANGLE SPORTS AREA

- Snow making machinery is being researched (funding has been approved).
- Groomer equipment is being researched.
- The tubing and skiing hills are now closed for the season.
- The chalet has been converted over for rentals.
- Disc Golf course will be put up as the area dries.

METRO BOAT LAUNCH

- We are still waiting for the delivery of the new docks. The two old docks have been installed as a temporary measure.
- The season's first tournament took place on April 1st.

WILDLIFE SANCTUARY

- Bay Beach Wildlife Sanctuary Friends Organization (with staff) raised \$43,854.84 during the annual Give Big Green Bay Day of Giving – WLS was honored to be chosen for a fourth year in a row along with many other notable local not for profits.
- Seasonal summer positions for WLS have been filled that include new teammates along with several returning employees. Schedules have been set for coverage

once WLS moves to summer hours on May 6th, coordinating with opening day at the amusement park.

- Summer animal series daily free programming is set with a few new offerings this year. WLS summer camps have 16 sessions over 8 weeks and enrollment is nearing capacity.
- OAK 4K leaders are working with city staff to increase awareness and ultimately reach enrollment to the 80-student capacity. Morning session for the next school year is nearly full with recruiting underway to fill the afternoon sessions. Several tours with prospective families are currently scheduled and an upcoming media blitz is planned.
- Recruitment and first round of interviews for the vacant Senior Animal Keeper position has been underway with several qualified potential candidates identified.
- A large fencing improvement project is underway to update and improve resident animal ambassadors enclosures including additional fencing to protect from CWD/Covid, further enclosing our observation lagoon, and rebuilding a couple mammal shifts.
- Recent large snowfalls caused some damage to the exterior pen roofing at our Woodland Building. An Inspection also revealed deterioration of beams on the structure. Work is underway to assess the next steps and begin repairment as soon as possible.
- In addition to banquet rental opportunities to the public, staff is offering events such as canvas painting, city wellness fair, real estate class, cooking demonstrations, etc. all in addition to our in-house programming events.

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.
- Metro boat launch pay station is now open for daily launch.
- Registration opened for Summer Camps on February 1st and the sessions are already filled. Registration is also open for Indoor Soccer Skills, Adult Softball, and Pickleball 101.
- 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.
- Junior lifeguard classes are now available for registration.
- Swim lesson's will be opening soon for registration.
- Summer guide is now completed and has been made available for patrons for all upcoming seasonal information.