



AGENDA OF THE PARKS COMMITTEE

WEDNESDAY, OCTOBER 25, 2023, 5:00 PM

In person at City Hall, Room 207.

Virtual attendance is also available via Zoom.

AMENDED

A. Zoom Meeting Information.

1. Join Zoom Meeting Online:

<https://us02web.zoom.us/j/84314784824?pwd=THBkdMRowTlk4MG5DV3hnbC9xVDhXdz09>

Or call in by phone: +1 312 626 6799

Meeting ID: 843 1478 4824

Passcode: 278667

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

B. Roll Call.

C. Approval of the Agenda.

D. Approval of Minutes.

E. Regular Business.

1. Consideration with possible action on the approval of a Change Order for \$12,500 for additional engineering work associated with the stormwater management and trail design for Olde Preble Park.
2. Consideration with possible action on the request by the Astor Neighborhood Association and Astor East River Neighborhood Association to apply for a mini-grant for the purchase and installation of a furnace for the Astor Park shelter.
3. Consideration with possible action on the request by the Astor and Astor East River Neighborhood Associations to allow free-use of the Astor Park shelter for meetings if they are able to secure adequate funding to purchase and install a furnace for that shelter.

F. Informational.

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



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

October 25, 2023

PREPARED BY

AGENDA ITEM # E.I

Consideration with possible action on the approval of a Change Order for \$12,500 for additional engineering work associated with the stormwater management and trail design for Olde Preble Park.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. AG09292023A_Amendment I_Olde Preble Site Engineering_JSL

September 29, 2023

Ms. Emma Browne, P.E., Civil Engineer

emma.browne@greenbaywi.gov

CITY OF GREEN BAY

100 North Jefferson Street, Room 510

Green Bay, WI 54301

RE: Olde Preble Park Storm Water Management – Amendment 1 for Site Engineering of Phase I of City of Green Bay’s Master Plan

Dear Ms. Browne:

At the request of the City of Green Bay, REL is pleased to present this contract amendment to expand the initially requested scope of storm water management engineering services to now include the Phase I site design of the trail system and accommodate future items, including the concrete pad for the pavilion at Olde Preble Park.

The expanded scope of work will encompass the design of Phase I of the City of Green Bay’s Master Plan, as outlined in the attached document. This expanded scope includes the following key elements:

1. Design of a Paved Trail: We will design a paved trail that connects the existing parking lot located north of the ball diamonds to the proposed open shelter area.
2. Design of a Crushed Stone Trail: In addition, we will design a crushed stone trail that connects the sidewalk on Oakdale Avenue to the proposed paved trail.
3. Future Considerations: The trail design will take into consideration the future connections of Phase II, which involves relocating the existing parking spaces to Hillside Lane, converting the existing lot to a cul-de-sac, and providing connectivity through the park with a paved trail.

To accomplish these tasks effectively, we propose the following additional scope of work.

Additional Scope of Work, by Existing Task

- Task III:
 - Prepare concept site plan and grading plan.
 - Prepare concept estimate.
 - Submit and review concept with City.
- Task IV:
 - Prepare preliminary plans, specifications, and estimate (PSE) taking feedback from the Task III meeting.
 - Plans will include site plan, grading plan, utility plan, erosion control plan, construction details.
 - Submit preliminary PSE to City of review and comment.

Ms. Emma Browne, P.E., Civil Engineer

RE: Olde Preble Park Storm Water Management – Amendment 1 for Site Engineering of Phase I of
City of Green Bay’s Master Plan

- Task V:
 - Prepare final PSE, taking feedback from Task IV review.
 - Plans will include site plan, grading plan, utility plan, erosion control plan, construction details.
 - Prepare special provisions.
 - Prepare bid schedule.
 - Submit final PSE to City’s use.

Schedule

REL proposed to complete the work outlined in this Amendment 1 in accordance with the timeline specified in the original Olde Preble Park Storm Water Management agreement.

Compensation

Robert E. Lee & Associates, Inc. will complete the additional scope of work (Amendment 1) on a time-and-expense basis.

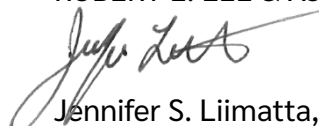
Additional Scope of Work (Amendment 1) <i>time-and-expense basis</i>	\$ 12,500
Original Contract Price	<u>\$ 19,800</u>
Total Revised Contract	\$ 32,300

All other terms and conditions of the original agreement shall remain in full force and effect.

If this Amendment 1 is acceptable, please sign below and return a copy to our office. We are committed to providing high-quality engineering services and look forward to assisting you with this expanded scope of work.

Sincerely,

ROBERT E. LEE & ASSOCIATES, INC.


Jennifer S. Liimatta, P.E.
Project Manager

JSL/JGS/NJM


Jared G. Schmidt, P.E., V.P.
Civil / Municipal Engineering Manager

ACCEPTED BY CITY OF GREEN BAY

Signature

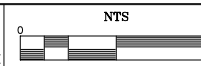
Date

Print Name



GREEN BAY PARKS, RECREATION,
AND FORESTRY DEPARTMENT

OLDE PREBLE PARK
MASTER PLAN



NTS

DATE DRAWN:
DECEMBER 1992
LAST REVISION:
JUNE 2021

PAGE 1 OF 1

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Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

October 25, 2023

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action on the request by the Astor Neighborhood Association and Astor East River Neighborhood Association to apply for a mini-grant for the purchase and installation of a furnace for the Astor Park shelter.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

October 25, 2023

PREPARED BY

AGENDA ITEM # E.3

Consideration with possible action on the request by the Astor and Astor East River Neighborhood Associations to allow free-use of the Astor Park shelter for meetings if they are able to secure adequate funding to purchase and install a furnace for that shelter.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

October 25, 2023

PREPARED BY

AGENDA ITEM # F.I

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

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Director's Report 10.25

**PARKS COMMITTEE
DIRECTOR'S REPORT
WEDNESDAY, October 25, 2023**

PARK DIVISION

- Park carpenters have finished the Seymour playground. They are now working on replacing fascia boards at the Kennedy Park shelter.
- Park caretakers are continuing to monitor the parks. As they make the rounds, they are picking litter, checking garbage, and opening bathrooms.
- As we creep closer to winter, crews are going through Bay Beach and hauling picnic tables to the Park Shop for repair work this winter.
- Park mowing crews now have mulch blades and mulch kits installed on their lawn mowers. These mulch kits and blades help chew up leaves and break them down within the parks.
- Landscape crews are performing fall pruning of plants and shrubs in landscape beds throughout the city.
- Ball diamond crews have been busy making field improvements this fall. This includes adding concrete bleacher pads, aerating sports fields, and cutting down lips in the ball fields.
- The wading pool vessel painting has been completed. More winterizing of the wading pools and aquatic centers are being completed.
- Our Park painter continues to clean up graffiti around the city and recently finished up putting a fresh coat of paint on the playground equipment at Navarino Park.

FORESTRY DIVISION

- Pruning crew continues to work in the Astor Park area and individual requests.
- Large trees posing an increased risk are being removed across the city. All other tree removals are being added to our winter list. Crew is currently in the Martin Luther King School neighborhood.
- Stump grinding continues. Westside operations are working in the Murphy Park area. Crews will be grinding stumps until the snow flies this winter.
- Staff have begun to mark trees for the winter removal cycle. We anticipate 700-800 Ash trees and a few hundred more non-Ash trees on the winter list. It is still a large removal number but fewer than the 2023 list.
- Fall tree planting is just around the corner. Staff are starting to mark tree sites and preparing lists for the season. We hope to plant around 300 trees this fall.
- Staff continue to work with DPW and the Water Department on road reconstruction and resurfacing where trees are in conflict with construction.

DESIGN & DEVELOPMENT DIVISION

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

- The roof replacement of the Bay Beach Amusement Park pavilion was awarded to a contractor. We are currently looking at the contractor's schedule to determine if this will be a fall or a spring project.
- Staff is planning for the installation of the inclusive playground at Bay Beach Amusement Park.
- Construction on the East River Trail Expansion and Canoe/Kayak Launch project is completed. There is a ribbon cutting event planned for Wednesday, October 25.
- The engineering of the site work, shelter and stage is progressing at Leicht Memorial Park. The consultant will be submitting 90% of the complete set of construction plans soon.
- Shipyard Phase 1 construction continues.
- Staff is working on coordination of the JBS park/boulevard/barn development and attended the presentation of the JBS development plans to the G40 group on October 12th.
- No bids were received for the removal of the deer tower at Bay Beach Wildlife Sanctuary. Staff will be working with Public Works and the Purchasing Department to develop a game plan moving forward.
- A new lending library was installed at Colburn Park by an eagle scout.
- A ribbon cutting was held for the new playground at Seymour Park on October 10th.

GREEN BAY CONSERVATION CORPS

- Recruitment continues for new members and interviews continue.
- Staff continues to finalize AmeriCorps grant documents to close out the 2022-2023 grant year.
- Prairie Nursery donated over 2,000 plants to be planted throughout the parks system.
- Stone Silo donated 150 plants which members planted at Emilie Park.
- Members continue to complete plant maintenance and water new plantings throughout the City.
- Staff trained members on brush cutter operations and members began removing invasive species.
- The GBCC hosted numerous volunteer events in the first 2 weeks of October, seeing over 140 volunteers!
- The crew has started follow up treatments for the invasive buckthorn that was cut last winter.
- The crew assisted UW-Extension with their buckthorn research plots in Baird Creek. These plots were treated with different methods of control for buckthorn. With plots throughout the state, this data will help land managers better control this invasive.
- Members planted numerous plants at Triangle Hill Bike Skills Course to address the erosion concerns.
- On October 28th, the GBCC will host a volunteer event for National Make A Difference Day at Red Smith Park. The event will run from 9AM to 12PM and volunteers can meet at the park shelter.

RECREATION DIVISION

- The table tennis league is being held on Wednesday evenings beginning October 4th at Franklin Middle School. We have six players registered.
- The Youth Basketball Skills program for grades 1-4 is being held for 6 weeks on Monday evenings at Franklin Middle School. We have 30 participants registered.
- The adult basketball program will begin on November 1st at various area high schools. We currently have 13 teams registered.
- The adult fall softball leagues began August 14th. We have 26 teams registered for the season which will run on Mondays and Tuesdays through mid-October.
- The Tennis, Soccer, Football, and Pickleball facility permits will be completed by November 5th.
- The Adult Football League Championships were held on October 12th. Champions are Fox Cities Home Buyers (Swiss League) and Milakovich Roofing (Colby League). Thank you to all the teams and players for a very successful season.
- Open gyms will begin in November at Franklin, Baird, Chappell, Wilder, Beaumont, and Jackson.
- The 3rd Annual Howling Halloween Hike took place on Friday, the 13th (October). Due to heavy rain all day, the event was held inside the DRC and Nature Center of the Wildlife Sanctuary. We had about 1,200 people come through that night to trick-or-treat, play games, get their face painted and watch a magic show. Overall, it was a huge success!
- The Summer Playground Program attracted 24,513 kids during the ten-week program. This is an increase of 9,838 kids compared to 2022.
- Registration is now open for the Youth Dance Program. Classes are scheduled to begin in November and will include classes for ages two and up: Creative Movement, Preschool Dance, Tap and Ballet, and Hip Hop.

AQUATICS

- Staff is completing a sign inventory of all three pools:
 - Pictures and lists of required signs.
 - Signs in need of repair.
 - Where signs were purchased.
- Staff did a walkthrough of all facilities with maintenance to talk through winter projects and updates needed.
- Off season projects include:
 - Updating staffing plans at all three facilities to become compliant with the updated DATCP 172 Pool Operating Code.
 - Create an updated database on staff certifications to comply with the new requirement that lifeguards must recertify their CPR certifications annually (versus every two years).
 - Research scheduling options to accommodate the increased need for flexible scheduling for our seasonal staff.
- Updated rehire information so we'll be ready towards the end of the year to re-hire our pool seasonal staff.

- Staff is working on updates to onboarding documents, interview materials and scheduling information have started. Rehires of current staff is currently taking place for the summer of 2024.

BAY BEACH AMUSEMENT PARK

- Attendance and revenue
 - The park closed on 9/25.
 - Online sales—a new website has been created. We are working with the Finance Department to help with setting up the payment system before it can go live.
- Staffing
 - Updates to all onboarding documents have been completed.
 - Handbook
 - Orientation
 - Certification of training
 - Offer letters.
 - The interview process will be evaluated.
 - The rehire list has been completed,
- Concessions and shelters
 - The Craft Show was held on 10/7.
 - The annual duathlon was held on 10/14 in the pavilion.
 - Areas are getting winterized and will have the water turned off in the next month.
- Rides
 - The rides are almost winterized for the season. Mechanics still have a few rides to take down and then yearly maintenance will continue over the winter months.
 - The new Bumper Cars have arrived.
 - The Bay Beast Ride will still need some work done before opening in 2024.
- Signage updates
 - Ride signs to be more detailed for each ride.
 - Parking lot signs.

Metro Boat Launch

- The pay system continues to work well.
- Pick up is now once a week due to slower traffic.
- The docks will be removed and stored for the winter soon.

Triangle Sports Area

- The snow making equipment is on order. We are still waiting for delivery.

- It is unlikely that the necessary infrastructure for the snow making equipment will be installed in time for this winter season.
- Rentals continue through October.
- A staffing email has been sent out to get staff ready for the winter season.

WILDLIFE SANCTUARY

- The eagle exhibit's new perching and platform system are completed, and the eagles are happy to be back on an improved exhibit.
- The upper coyote viewing platform is rebuilt and open again to the public. The old platform was aged, and the wood was starting to deteriorate.
- An Art/Immersive Exhibit installation is underway, honoring our former otters, at the entry way of the Woodland Building. Work is ongoing with a local artist with an anticipated completion around the end of month.
- A landscape architecture student selected updating the Wildlife Sanctuary masterplan as his capstone year-long project. Staff will provide information to this individual so that he can complete this plan.

ADMINISTRATION

- Reservations for shelter rentals are beginning to taper off as winterization of the shelters begin.
- Staff are continuing to support special event requests.
- Staff are preparing to start the rehire process for 2024 and also update 2024 hiring paperwork.
- Annual boat launch passes are available for purchase in our office.
- Admin staff assist program managers who are opening fall and winter programming.
- Budget formulation is ongoing for the upcoming Parks Budget for 2024 as well as the Capital Improvement Plan.
- Registration for Adult Basketball, Dance and Disc Golf Tournament are now open.