



AGENDA OF THE PARKS COMMITTEE

WEDNESDAY, JANUARY 10, 2024, 5:00 PM

In person at City Hall, Room 207.

Virtual attendance is also available via Zoom.

AMENDED

A. Zoom Meeting Information.

I. 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 request by the Fox-Wolf Watershed Alliance to implement and manage an Adopt-a-Launch Program at the Metro Boat Launch.
2. Consideration with possible action on contracting with Graef-USA Inc. to provide engineering services for required electrical upgrades to the Birds of Prey exhibit at the Wildlife Sanctuary for a total cost of \$27,300.
3. Consideration with possible action on the purchase of a Taylor L820 Electric Two-Sided Grill for Bay Beach Amusement Park from Taylor Enterprises of WI, Inc. for a total cost of \$35,678.

4. Consideration with possible action on the purchase of a Replacement Pool Filter for the Marquette Park wading pool from Carrico Aquatic Resources, Inc for a total cost of \$34,800 (Option I).

F. Informational.

1. Director's Report on updates and recent activities of the Parks, Recreation & Forestry Department.
2. Next Meeting: January 24, 2024

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

January 10, 2024

PREPARED BY

AGENDA ITEM # E.I

Consideration with possible action on the request by the Fox-Wolf Watershed Alliance to implement and manage an Adopt-a-Launch Program at the Metro Boat Launch.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

January 10, 2024

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action on contracting with Graef-USA Inc. to provide engineering services for required electrical upgrades to the Birds of Prey exhibit at the Wildlife Sanctuary for a total cost of \$27,300.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Proposal-Birds of Prey with T&C



The Avenue
275 West Wisconsin Avenue, Suite 300
Milwaukee, WI 53203
414 / 259 1500
414 / 259 0037 fax
www.graef-usa.com

collaborāte / formulāte / innovāte

December 8, 2023

City of Green Bay
Department of Parks, Recreation & Forestry

SUBJECT: WLS – Birds of Prey Electrical Upgrades

Dear Emma:

We are very pleased to provide you with this proposal for professional services. When accepted, this proposal will become the basis of the Agreement between Graef-USA Inc. (GRAEF) and City of Green City (Client).

This proposal is for WLS-Birds of Prey Electrical (Project). Our proposal is subject to the terms and conditions of our annual consultant agreement with City of Green Bay.

It is our understanding that the nature of the Project is to provide electrical upgrades, a new 200amp service, additional receptacles within the Birds of Prey exhibit. Provide cost estimating, attending meetings and surveys.

For this Project, GRAEF proposes to provide the following Basic Services:

- Design, Cost Estimating, Code Research, Specifications, and surveys per the RFP requirements.

GRAEF will endeavor to perform the Basic Services in accordance with a mutually agreed-upon schedule.

GRAEF can provide the following Additional Services for additional compensation as detailed below:

- Design work beyond what was outlined in the RFP dated November 29, 2023.

It is our understanding that you will provide the following services, items and/or information:

- Base map of the existing conditions in AutoCAD.
- Front-end specifications.
- Final plans and specifications to potential bidders.

You agree to compensate GRAEF for all basic services noted above with a lump sum of \$27,300.00.

Direct Expenses will be billed in accordance with our annual consultant agreement and are included in the fee quoted above.



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You agree to compensate GRAEF for any Additional Services on an hourly rate and direct expense basis.

To accept this proposal, please provide us with your standard authorization accepting the scope and fee of this proposal. Upon written authorization GRAEF will commence work on the Project.

We look forward to working with you on this exciting project. Please call us at 414-266-9238 if you have any questions regarding this proposal.

Sincerely,

Graef-USA Inc.

Jason Gerke, P.E., CxA, LEED AP BD+C
Practice Area Leader - MEP | Principal

Accepted by:
City of Green Bay

(Signature)

(Name Printed)

Erv Stern
Electrical Designer D.E.S.

(Title)

(Date)



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Graef-USA Inc.'s STANDARD TERMS AND CONDITIONS

These Standard Terms and Conditions are material terms of the Professional Services Agreement proposed on December 8, 2023 (Agreement) by and between Graef-USA Inc. (GRAEF) and City of Green Bay (Client):

Standard of Care: GRAEF shall exercise ordinary professional care in performing all services under this Agreement, without warranty or guarantee, expressed or implied.

Client Responsibilities: Client shall at all times procure and maintain financing adequate to timely pay for all costs of the PROJECT as incurred; shall timely furnish and provide those services, items and/or information defined in Agreement, as amended, and shall reasonably communicate with and reasonably cooperate with GRAEF in its performance of this Agreement. GRAEF shall be entitled to rely on the accuracy and completeness of any services, items and/or information furnished by Client. These terms are of the essence. Client shall indemnify, defend and hold GRAEF, its present or former officers, employees and subconsultant(s), fully harmless from any liability or loss, cost or expense (including attorney's fees and other claims expenses) in any way arising from or in connection with errors, omissions or deficiencies in the services, items and/or information Client is obliged to furnish in respect of this Agreement.

Limitation of Liability: Client and GRAEF agree that GRAEF's liability for any direct, indirect, incidental or consequential economic losses or damages arising under or in connection with this agreement (including any attorney's fees or claims expenses) shall be limited to the sum of one hundred thousand dollars (\$100,000.00).

Additional Services: Client may request or it may become necessary for GRAEF or its subconsultant(s) to perform Additional Services in respect of this Agreement. Client shall pay for such Additional Services above and beyond charges for Basic Services set forth in this Agreement. GRAEF will notify Client in advance of GRAEF's intention to render Additional Services. Client's failure to instruct GRAEF not to perform the proposed Additional Service shall constitute Client's acceptance of such Additional Service and agreement to pay for such Additional Service in accordance with the Invoicing & Payment terms of this Agreement.

Collection Costs: Client shall pay all collection costs GRAEF incurs in order to collect amounts due from Client under this Agreement. Collection costs shall include, without limitation, reasonable attorney's fees and expenses, collection agency fees and expenses, court fees, collection bonds and reasonable GRAEF staff costs at standard billing rates for GRAEF's time spent in efforts to collect. Client's obligation to pay GRAEF's collection costs shall survive the term of this Agreement or the earlier termination by either party.

Invoicing & Payment: GRAEF may issue invoices for services rendered and expenses incurred at such times and with such frequency as GRAEF deems necessary or appropriate in GRAEF's discretion. All invoices are due and payable upon receipt and shall be considered past due if not paid within thirty (30) calendar days of the due date. **Prompt and full payment of all periodic invoices or other billings issued by GRAEF pursuant to this Agreement is of the essence of this Agreement.** In the event that Client fails to promptly and fully pay any invoice as and when due, then, and in addition to any other remedies allowed by law, GRAEF, may, in its sole discretion, suspend performance of all services under this Agreement upon seven (7) calendar days' written notice to Client, and immediately invoice Client for all unbilled work-in-progress rendered and other expenses incurred. Upon GRAEF's receipt of full payment, in good funds and without offset, of all sums invoiced in connection with any such declaration of suspension, GRAEF shall resume services, **provided that** the time schedule and compensation under this Agreement shall be equitably adjusted in a manner acceptable to GRAEF to compensate GRAEF for the period of suspension plus any other reasonable and necessary time and expenses GRAEF suffers or incurs to resume services. No failure by GRAEF to exercise its right to suspend work and accelerate sums due shall in any way waive or abridge Client's obligations to GRAEF or GRAEF's rights to later suspend work and accelerate terms. Client agrees GRAEF shall incur no liability whatsoever to Client, or to any other person, for any loss, cost or expense arising from any such suspension by GRAEF, either directly or indirectly. In addition, simple interest shall accrue at the lower of 1.5% per month (18% per annum), or the maximum interest rate allowable by law, on any invoiced amounts remaining unpaid for more than 60 days from the date of the invoice. Payments made shall be allocated as follows: (1) first to unpaid collection costs; (2) second to unpaid accrued interest; and (3) last to unpaid principal of the oldest invoice.

Latent Conditions: Client acknowledges that subsurface or latent physical conditions at the site that differ materially from those indicated in the project documents, or unknown or unusual conditions that materially differ from those ordinarily encountered may exist. If such latent conditions require a change in the design or the construction phase services, GRAEF shall be entitled to a reasonable extension of time to evaluate such change(s) and their impact on the project and to prepare such additional design documents as may be necessary to address or respond to such latent conditions. Client shall pay GRAEF for all services rendered and reimbursable expenses incurred by GRAEF and its subconsultant(s), if any, to address, respond to or repair such latent conditions. Such services by GRAEF or its subconsultant(s) shall constitute Additional Services.



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Graef-USA Inc.'s STANDARD TERMS AND CONDITIONS (continued)

Insurance: GRAEF shall procure and maintain liability insurance policies, including professional liability, commercial general liability, automobile liability, and workers' compensation insurance for the duration of this Agreement and shall, upon request, produce certificates evidencing the maintenance of such coverages. Should Client desire additional insurance, GRAEF shall endeavor reasonably to procure and maintain such additional insurance, but Client shall reimburse GRAEF for any additional premiums or other related costs that GRAEF incurs.

Instruments of Service: All original documents prepared for Client by GRAEF or GRAEF's independent professional associate(s) and subconsultant(s) pursuant to this Agreement (including calculations, computer files, drawings, specifications, or reports) are Instruments of Professional Service in respect of this Agreement. GRAEF shall retain an ownership and property interest therein whether or not the services that are the subject of this Agreement are completed. Unless otherwise confirmed by written Addenda to this Agreement, signed by duly authorized representatives of both Client and GRAEF, no Instrument of Professional Service in respect of this Agreement constitutes, or is intended to document or depict any "as-built" conditions of the completed Work. Client may make and retain copies for information and reference in connection with the use and occupancy of the completed project by Client and others; however, such documents are not intended or represented to be suitable for reuse by Client or others on extensions of the project, or otherwise. Any reuse without GRAEF's written consent shall be at Client's sole risk and responsibility, and without any liability to GRAEF, or to GRAEF's independent professional associate(s) and subconsultant(s). Further, Client shall indemnify, defend and hold GRAEF and GRAEF's independent professional associate(s) and subconsultant(s), fully harmless from all liability or loss, cost or expense (including attorney's fees and other claims expenses) in any way arising from or in connection with such unauthorized reuse.

Contractor Submittals: The scope of any review or other action taken by GRAEF or its subconsultant(s) in respect of any contractor submittal, such as shop drawings, shall be for the limited purpose of determining if the submission generally conforms with the overall intent of the design of the work that is the subject of this Agreement, but not for purposes of determining accuracy, completeness or other details such as dimensioning or quantities, or for substantiating instructions or performance of equipment or systems. GRAEF shall not be liable or responsible for any error, omission, defect or deficiency in any contractor submittal.

Pricing Estimates: Neither GRAEF nor Client has any control over the costs of labor, materials or equipment, over contractors' methods of determining bid prices, or over competitive bidding, market or negotiation conditions. Accordingly, GRAEF cannot and does not warrant or represent that bids or negotiated prices will not vary from any projected or established budgetary constraints.

Construction Observation: Unless expressly stated in this Agreement, GRAEF shall have no responsibility for Construction Observation. If Construction Observation services are performed, GRAEF's visits to the construction site shall be for the purpose of becoming generally familiar with the progress and quality of the construction, and to determine if the construction is being performed in general accordance with the plans and specifications. GRAEF shall have no obligation to "inspect" the work of any contractor or subcontractor and shall have no control or right of control over and shall not be responsible for any construction means, methods, techniques, sequences, equipment or procedures (including, but not limited to, any erection procedures, temporary bracing or temporary conditions), or for safety precautions and programs in connection with the construction. Also, GRAEF shall have no obligation for any defects or deficiencies or other acts or omissions of any contractor(s) or subcontractor(s) or material supplier(s), or for the failure of any of them to carry out the construction in accordance with the contract documents, including the plans and specifications. GRAEF is not authorized to stop the construction or to take any other action relating to jobsite safety, which are solely the contractor's rights and responsibilities.

Dispute Resolution: GRAEF and Client shall endeavor to resolve all disputes first through direct negotiations between the parties' informed and authorized representatives, then through mediation. If mediation fails to fully resolve all disputes within 120 calendar days of the first written request for mediation, either party may pursue any remedy it deems appropriate to the circumstances.

No Assignment: This Agreement is not subject to assignment, transfer or hypothecation without the written consent of both parties expressly acknowledging such assignment, transfer or hypothecation.

Governing Law: This Agreement, as amended, and any disputes or controversies arising in connection with this Agreement shall be governed and resolved by the laws of the State of Wisconsin, without regard to said state's choice of law rules.

Severance of Clauses: In the event that any term, provision or condition of this Agreement is void or otherwise unenforceable under the law governing this Agreement, then such terms shall be stricken and the balance of this Agreement shall be interpreted and enforced as if such stricken terms never existed.

Integrated Agreement: The parties' final and entire agreement is expressed in the attached proposal letter and these Standard Terms and Conditions. All prior oral agreements or discussions, proposals and/or negotiations between the parties are merged into and superceded by this Agreement. No term of the parties' Agreement may be orally modified, amended or superceded.



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

January 10, 2024

PREPARED BY

AGENDA ITEM # E.3

Consideration with possible action on the purchase of a Taylor L820 Electric Two-Sided Grill for Bay Beach Amusement Park from Taylor Enterprises of WI, Inc. for a total cost of \$35,678.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. BAY_BEACH___GRILL_QUOTE
2. Bay Beach Grill - No Substitute Form - A



Quote

12/20/2023

Project:
BAY BEACH - GREEN BAY

From:
Taylor Enterprises of WI, Inc
Mitch Tesch
N8108 Maple St
Ixonia, WI 53036
262-567-7286 136

Job Reference Number: 2640

Item	Qty	Description	Sell	Sell Total
1	1 ea	GRIDDLE WITH PLATENS, ELECTRIC  Taylor Company (Middleby) Model No. L820 Crown® Series Electric Grill, floor unit, 2-sided, (2) upper platens, (2) separately controlled cooking zones, (3) independent heating elements, programmable microprocessor controls, automatic gapping, one touch menu selection, external USB port, casters, NSF, cULus listed	\$35,678.00	\$35,678.00
	1 ea	208v/60/3-ph, 48.0 amps, NEMA 15-60P		
	1 ea	Two side grease cans		
	1 ea	Box of 9 release sheets, includes clips and retainer		
	1 ea	Squeegee		
	1 ea	Grill cleaner, 1qt		
	1 ea	Cleaning pads		
	1 ea	Cleaning pad holder		
	1 ea	Tool holder		
Total				\$35,678.00

Prices subject to change. Does not include freight or tax.

CREDIT CARD PAYMENTS WILL INCUR A 3% PROCESSING FEE.

5% Surcharge on Henny Penny equipment for orders shipping 90-180 days. Shipping after 180 days, will be priced at the current price upon shipment date.

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: \$35,678.00



Model G820 Includes
grooved upper platen.

Item No. _____

L820

Electric Two-Sided Grill

Features

One touch menu selection automatically provides accurate TIME, TEMPERATURE, and GAP settings for every product.

Programmable Controls

Microprocessor controls are programmable for simplified operator operation. Offers flexibility for future menu items and product specification changes at the restaurant level. Customizable to offer multi-stage settings per product, five languages (English, Spanish, French, Russian and Portuguese), standby alert to conserve energy, and four timers that can be used specifically for flat grill cooking.

External USB Port

External USB port allows user access to upload new menu and promotional items. Menu changes can be sent electronically to other store locations saving time and eliminating operator error.

Upper Platens

Two upper platens will close automatically to the preset gap setting with the touch of one button. Air cylinder system provides quiet, simple, trouble-free operation of the upper platen. As a safety feature, platen will automatically open at loss of power, or if an obstruction is detected.

Precise Automatic Gapping

Solid platform with 3-point reference plane and fixed (home) reference point. Once programmed, the upper platen automatically achieves accurate and consistent gaps, every time. Precise, repeatable gapping assures product safety and better quality finished product.

Cooking Zones

Two separately controlled cooking zones. Each zone has three independent heating elements, and two in the upper platen to assure even temperatures and quick recovery.

Side-To-Side Release Material

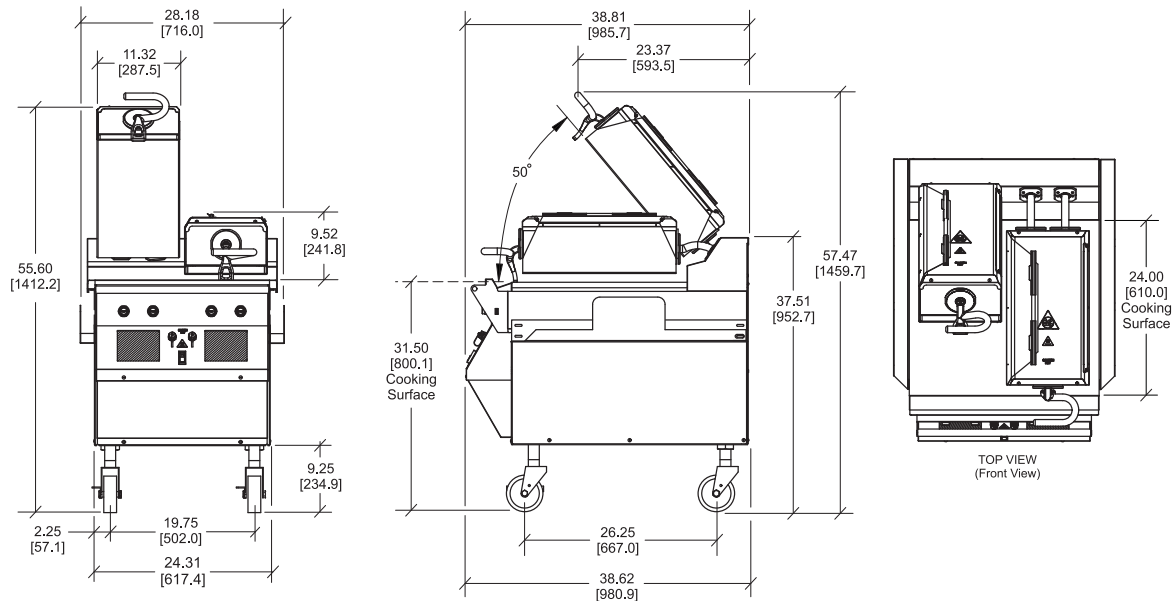
Protects entire upper platen cooking surface and makes cleaning easy. Improved installation and removal process away from hot surfaces.

Patty Cook Position Placement Guide

Lower cooking surface is etched for a permanent patty placement guide for two-sided cooking.

Optional Weighted Platens- 3 Phase Models Only

The weighted platen is designed to compress a fresh hand formed product to a patty, while maintaining the juices and quality of the product along with the desired sear.



FIGURES IN BRACKETS INDICATE MILLIMETERS / DECIMAL AND FRACTIONAL DIMENSIONS EQUAL TO (PLUS OR MINUS 1/16 INCH [1.5mm]).
MACHINE HEIGHT CAN VARY (PLUS OR MINUS 2.5 INCHES [63.5 MM]) WITH CASTER HEIGHT ADJUSTMENT / SIDE GREASE CANS NOT SHOWN.

Weights	lbs.	kgs.
Net	670/***783	304***355
Crated	772/***885	350/***401

***Weighted platen model

	cu. ft.	cu. m.
Volume	39.0	1.11
Dimensions	in.	mm.
Width	28-3/16	716
Depth	38-13/16	986
Height	55 to 60	1397 to 1524
Cooking Surface Height	29 to 34	737 to 864
Floor Clearance	6-3/4 to 11-3/4	172 to 299

Casters may be adjusted.

Electrical	Amps Per Cord	Total kW	Cord Supplied with NEMA Plug
208/60/3***	48	17	NEMA 15-60P
220-240/50/3	44	17	NEMA 15-60P
240/60/3	43	17	NEMA 15-60P
200/50/60/3	48	17	**
220/380/60/3	15 (2)	17	**
400/50/3N~***	14 (2)	17	**

** Plug supplied by customer ***Weighted platen model available voltage

This unit may be manufactured in other electrical characteristics and may have additional regulatory agency approvals. Consult the local Taylor Distributor for other electrical characteristics and agency approvals based on specific electrical and country requirements.

(For exact electrical information and approval marks, always refer to the data label of the unit.)

Continuing research results in steady improvements; therefore, these specifications are subject to change without notice.

Bidding Specs

Electrical: Volt _____ Hz _____ ph _____
Neutral: ☐Yes ☐No Cooling: ☐Air ☐Water ☐NA

Options: _____

Authorized Taylor Distributor

Specifications

Electrical

One dedicated electrical connection is required. See the Electrical chart for the proper electrical requirements. Manufactured to be permanently connected. Consult your local Taylor distributor for receptacle specifications as local codes allow.

Accessories

- Cleaner (1qt)
- Grease cans (two, mount on each side)
- Minimum clearance from construction:**
Allow for a 34"(86.4cm) minimum aisle width in front of grill for grease can removal.
- Release sheets; includes clips and retainer (one box of 9)
- Squeegee (one)

Options

- Cleaning Pads (10 qty.)
- Cleaning Pad Holder
- Gap Gage (0.255)
- Grill Scraper
- Tool Holder



750 N. Blackhawk Blvd.
Rockton, Illinois 61072
www.taylor-company.com

081629-ADV

12/16

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

TO : Purchasing Division/Administrative Services

DATE: 12/27/23

FROM: Department/Division Bay Beach Amusement Park

REQUISITION #

List "No Substitute" Item(s) here:

taylor L820 Electric Two Platen Two-Sided Grill

Select One:

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

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

We request approval of a "NO SUBSTITUTE" specification for the purchase of the subject item(s)

Check appropriate justification(s). Provide DETAILED explanation(s) below.

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

*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):

Our current equipment for cooking hamburgers, chicken, ham and cheese and other items in the pavilion has become unreliable and is in constant need of repair. Additionally this has become a hinderance to delivering fresh food in a timely manner for our customers. After extensive research into alternatives, staff has determined that the Taylor L820 would be the only viable equipment to handle the volume of product in a timely manner to our quality standards. This grill is used at fast food chains throughout the country including McDonalds. It features programmable cook times for different items, ensures food is cooked to required temperatures, eliminates employee error, delivers a consistant product and is capable of delivering 8 fully cooked burgers per minutes

Approvals:

Requestor:

King B. Bissette

Date:

12/27/2023

Department Head:

Paul D. Schubert

Date:

12/27/2023

Purchasing Manager:

Chad Walsh

Date:

12/27/23



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

January 10, 2024

PREPARED BY

AGENDA ITEM # E.4

Consideration with possible action on the purchase of a Replacement Pool Filter for the Marquette Park wading pool from Carrico Aquatic Resources, Inc for a total cost of \$34,800 (Option I).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Marquette Pool Filter Quote
2. Pool Filter Sole Source Signed 1-1-24



Providing Safe Clean Sparkling Blue Water

720 N. Parkway • Jefferson, WI 53549

Office: 920-541-3600

Fax: 920-541-3602

www.carricoaquatics.com

August 7, 2023

Mr. Andy Krzewina
City of Green Bay
100 N. Jefferson Room 510
Green Bay, WI 54301

RE: *Marquette Pool Filter Replacement*

Dear Andy,

Thank you for allowing Carrico Aquatic Resources Inc. the opportunity to continue to work with the City of Green Bay and provide you with a proposal for a filter replacement at Marquette Pool.

Option 1:

- (1) Poltank, NSF, 42" diameter, 17.5 sqft. horizontal commercial pool filter
- Gauge panel and backwash sight glass
- AFM Filter Media
- Schedule 80 pipe and fittings
- Bray lug style butterfly valves
- Demolition and disposal of existing filter system
- Installation, start-up, operator training and manuals
- State required engineered plans, permits and inspections
- Shipping

Your total investment for Option 1 is thirty-four thousand eight hundred and 00/100 dollars (\$34,800.00).

Option 2:

- (1) Poltank, NSF, 34" diameter, 17.5 sqft. horizontal commercial pool filter
- Gauge panel and backwash sight glass
- AFM Filter Media
- Schedule 80 pipe and fittings
- Bray lug style butterfly valves
- Demolition and disposal of existing filter system
- Installation, start-up, operator training and manuals
- State required engineered plans, permits and inspections
- Shipping

Your total investment for Option 2 is thirty-four thousand seven hundred fifty and 00/100 dollars (\$34,750.00)

Terms for this sale are:

- Prices are firm for 30 days from date of this proposal.
- Terms of payment requested is 30 days from the date of our invoice.
- Past due accounts will be charged a late fee of 1.5% per month.
- This price does not include taxes.

If you have any questions please contact us at 800-832-7147. If you find this proposal acceptable, please send a signed copy to jon@carricoaquatics.com.

Thank you,

Jon Yearwood
Sales Director
Carrico Aquatic Resources Inc.

Proposal Acceptance

Option 1 _____ Option 2 _____

Accepted By: _____ Date: _____ P.O.#: _____

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

TO : Purchasing Division/Administrative Services

DATE: 01/03/24

FROM: Department/Division Parks, Recreation & Forestry

REQUISITION #

List "No Substitute" Item(s) here:

Marquette Wading Pool Filter Replacement

Select One:

- ☒ 1) One Time Purchase Estimated Cost: \$ \$35,000
☐ 2) Annual Commodity purchase: Estimated annual cost: \$
☐ 3) Item may be purchased again: Indicate term: Estimated Annual Cost: \$
Example: 1 year, indefinite, etc. Long term requests will be reevaluated periodically)

We request approval of a "NO SUBSTITUTE" specification for the purchase of the subject item(s)

Check appropriate justification(s). Provide DETAILED explanation(s) below.

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

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

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

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

Carrico Aquatic Resources, Inc. is the Parks Department supplier of all our pool chemicals, pool chemical feeders and other essential pool equipment required to operate our pools and wading pools safely. It is critical that all purchased equipment is compatible with our chemical supplier's system. During the pool operating season Carrico has been a reliable resource to trouble shoot problems, no matter what time of day when pool operating issues occur. Staying with Carrico and the products and knowledge they supply will ensure that the wading pools and all our pools will run efficiently and remain open as much as possible throughout the pool season.

Approvals:

Requestor:

Kim A. Bobette

Date:

1/03/2024

Department Head:

Paul D. Smith

Date:

1/03/24

Purchasing Manager:

Sherry A. Hall

Date:

1-3-24



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

January 10, 2024

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 I.10

**PARKS COMMITTEE
DIRECTOR'S REPORT
WEDNESDAY, JANUARY 10, 2024**

PARK DIVISION

- Park crews have cleared the few small snow events that we have had so far this winter season.
- Park crews are busy cutting, painting, and replacing broken picnic table boards that were damaged over the past year.
- Ball diamond crews have been working on removing portions of the existing ballfield fence at Ft. Howard Park in preparation of the new Forestry tree nursery that will be installed in 2024.
- Ball diamond crews have been trouble shooting and repairing the existing scoreboards at Colburn Park.
- With the lack of snow and cold weather for ice making, Park crews have been mulching tree rings and planting beds in the park system.
- Park crews are performing daily park checks, including emptying garbage cans, securing buildings and picking litter.
- Over the last week and a half, park carpenters have had to board up broken windows at the McAuliffe Park shelter. There has been an unusual amount of vandalism for this time of year at McAuliffe Park and St. Philips Park.
- Our Park painter has been busy working on indoor painting projects and cleaning up graffiti on park shelters, park equipment and other amenities in the park system and throughout the city.

FORESTRY DIVISION

- The pruning crew continues to work in the Astor Park area and individual requests as needed.
- Staff continue 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.
- The winter tree removal season is upon us. Crews are working on the far west side of town and will progress to the east side.
- Staff have started to interview applicants for summer seasonal positions.

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. Work will be completed in the spring of 2024.
- The stairs of the giant slide will need to be replaced prior to opening due to rusting concerns. Bid proposals are due 1/9/24.
- Staff are planning for the installation of the inclusive playground at Bay Beach Amusement Park.

- The construction contract was awarded for the underground utilities to the new concession stand/restrooms at the Finger Road Ballfield Complex.
- The engineering of the site work, shelter and stage is progressing at Leicht Memorial Park. A subconsultant was hired for the audio-visual design of the stage. The consultant will be submitting the 90% complete set of construction plans soon.
- Shipyard Phase 1 construction continues. Work is scheduled to be completed in the summer of 2024.
- Staff is working with the consultant on the design of the JBS park/boulevard/barn development.
- Staff are working with DPW on the Seymour Park west side storm water management design which is near completion.
- Staff has reviewed the 75% plan set for the Farlin Park redevelopment project.
- Planning continues for the Joliet Park habitat restoration project.

GREEN BAY CONSERVATION CORPS

- Staff trained new members on brush cutter operations and members began removing invasive species.
- Members and staff have begun planning a celebration event for MLK day coming up in January. The MLK event will be Monday, January 15th with 3-parts. A volunteer event will be held from 2 pm - 4 pm. Afterwards, we will host 2 speakers at the Downtown Library from 4:30 pm – 5:30 pm. Finally, there is a social hour scheduled until 6:30 p.m.
- Members removed buckthorn and honeysuckle from the Westside Trail, Newberry Conservancy and E.R. Optimist Park.
- Members and staff have begun planning planting projects which will be grown in the greenhouse.

RECREATION DIVISION

- The Mini-Dribblers youth basketball program has begun at Red Smith and Ft. Howard schools. We are full, with 40 participants currently registered.
- We are currently taking registration for our Youth Soccer Skills program. The program will be held at Edison Middle School beginning April 1st. We have 1 participant currently registered.
- The adult basketball program began on November 2nd at various area high schools. We currently have 24 teams registered.
- We are currently taking youth baseball and softball field permits for the spring/summer 2024 season.
- Open gyms are being held at the following sites: Beaumont, Jackson, Wilder, Chappell, Baird, and Franklin. Please see our website for age brackets, times, and locations.
- Summer Playground Leader applications are now being accepted. Apply today for a great summer job.

- A big Thank You to the Park Maintenance crew for the awesome job they did decorating Whitney Park!!! The Wandering Winter Lighting ceremony was fantastic!
- The Youth Dance Program is underway. Classes include Creative Movement, Preschool Dance, Tap and Ballet, and Hip Hop.
- The 8th annual Frenzy on the Fox event will take place on Friday, January 26, 2024, on the CityDeck and Hagemeister Park. This 5k run, walk, and bike event will celebrate the year-round use of the Fox River Trail and outdoor winter recreation.

AQUATICS

- 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.
- Rehire information has been sent out to all eligible staff in November. Many staff have already committed to returning for the summer of 2024.
- The 2024 Seasonal Lifeguard and Facility Attendant positions have been posted. Application reviews have begun, and interviews will take place beginning in February.

BAY BEACH AMUSEMENT PARK

- Attendance and revenue
 - Alternative Revenue: A new online website has been created to sell Bay Beach merchandise throughout the year. The site is now live and sales were decent before the holidays.
- Staffing
 - Updates to all onboarding documents have been completed.
 - Handbook.
 - Orientation.
 - Certification of training.
 - Offer letters.
 - The interview process is being evaluated.
 - The rehire list has been completed.
 - 205 employees have been asked back.
 - 50 have completed all paperwork.
 - 90 have started their paperwork.
 - 65 have not gotten back to us. We will reach out to them weekly.
- Concessions and shelters
 - Shelter rentals for 2024 season is open for registration.

- Rides
 - Giant Slide stairs will need to be replaced before opening in May.
 - New Bumper Cars have arrived.
 - Bay Beast will still need some work done before opening in 2024.
 - East train tracks are being repaired.
- Signage updates.
 - Ride signs to be more detailed for each ride.
 - Parking lot signs.

Metro Boat Launch

- The pay system and docks have been closed for the season.

Triangle Sports Area

- The snow cannons and groomer have been delivered.
- Staff tested the snow cannons, and we will begin making snow as soon as temperatures cooperate.
- A staffing email has been sent out to get staff ready for the winter season.

WILDLIFE SANCTUARY

- Work continues with the UW student on his capstone project to design a Master Plan for the Sanctuary with initial presentations and input sessions completed. Staff and admin gathered input and provided recommendations.
- Work continues on exhibit winterization. Heating elements and perches have been added to the bird exhibits, ensuring access to warmth and water. The Songbird Flight enclosure floor was recently replaced.
- The existing Deer Tower is now completely removed due to structural concerns with the wood supports. Temporary fences were installed to keep the animals/public safe. Planning is underway for a new 'deck' structure or concrete pad/walkway. The updated exhibit is planned to open again mid-2024.
- Staff is exploring options to replace the electrical service and outlets in the Raptor Walk exhibit to maintain new USDA standards of care. The engineering consultant was hired and the design process is underway.
- Wildlife rehab final numbers for the year ended 2023 with over 6500+ admits. This was another challenging year in many respects with the presence of zoonotic illnesses/etc. However, WLS staff researched and implemented best practices, donned PPE, and were able to assist these animals safely. It's important to note the impact that the high number of volunteers have in ensuring this is a successful endeavor. Staff alone could not successfully care for/rehab/release 6500+ animals without this dedicated volunteer network.
- The presence of HPAI (bird flu) in the region recently caused the temporary reexamination of admitting avian species, especially waterbirds and birds of prey, into our wildlife rehabilitation program. This is due to the potential risks of both our captive and wild onsite bird population. Animal care admin is working closely with

DNR officials and animal control personnel to assist in any safe manner we can. Internal policy will be reexamined weekly until the threat has subsided.

- WLS staff is planning multiple upcoming events including the Fairy Tale Ball & Snow Ball (for adults) at the DRC banquet hall, along with several upcoming rentals.
- Planning/coordinating/recruiting is underway for the upcoming Frosty Family Fun Night to be held on Saturday 2/3. This wildly popular family-oriented event will remain at \$10 a family to attend. This year will feature multiple food trucks, horse drawn sleigh rides, a band in the Nature Center, High School orchestral ensembles in the DRC, lit trails, crafts for the kids, bonfires and, of course, hot cocoa!

ADMINISTRATION

- Reservations for shelter rentals are now open and we received over 75 rentals on the opening day of January 2nd.
- Staff are continuing to support special event requests.
- The 2024 rehire of seasonal staff has been completed and we have a great response from our returning staff who are filling out their paperwork.
- 2024 seasonal positions are now up and accepting applications for our upcoming season. We have had a number of applications already.
- Annual boat launch passes are no longer available for 2023. We will announce when we receive the 2024 passes.
- Gift cards, Metal Detecting Permits, and Pool passes are on sale in the Parks and Recreation office.