



AGENDA OF THE PARKS COMMITTEE

WEDNESDAY, FEBRUARY 28, 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=THBkdMwTlk4MG5DV3hnbC9xVDhXdz09>

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 accepting a \$65,000 donation from the Friends of the Wildlife Sanctuary to go towards the installation of an upgraded security system at the Wildlife Sanctuary.
2. Consideration with possible action on purchasing security system upgrades at the Wildlife Sanctuary from Heartland Business Systems for a total cost of \$179,274.87.
3. Consideration with possible action on the donation of a scoreboard from Vern Peterson for the new baseball field at Perkins Park.
4. Consideration with possible action on the request by the Green Bay Area Public School

District to renovate the Del Marcelle Stadium at Fisk Park/West High School.

5. Consideration with possible action on the donation of a rental kayak station at the new East River Canoe/Kayak launch located on St. George Street.
6. Consideration with possible action on the request by the Baird Creek Preservation Foundation to fundraiser for and install an addition to the Triangle Hill Chalet to accommodate their programming needs at the park.
7. Consideration with possible action on adopting a resolution in support of World Migratory Bird Day.
8. Consideration with possible action on renewing the annual weed control contract with N.E.W. Landscape & Lawn Care through February 28, 2025 for a total cost of \$33,821.85.
9. Consideration with possible action on hiring Carrico Aquatic Resources, Inc. to provide chemicals for the City's aquatic facilities for a total cost of \$43,775 for the 2024 pool season.
10. Consideration with possible action on the renewal of the annual portable toilets rental quote from VandenPlas Portable Solution LLC.

F. Informational.

1. Staff presentation of the concept plans for the JBS Boulevard and Destination Park.
2. Director's Report on updates and recent activities of the Parks, Recreation & Forestry Department.
3. Next Meeting: March 13, 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

February 28, 2024

PREPARED BY

AGENDA ITEM # E.I

Consideration with possible action on accepting a \$65,000 donation from the Friends of the Wildlife Sanctuary to go towards the installation of an upgraded security system at the Wildlife Sanctuary.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

February 28, 2024

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action on purchasing security system upgrades at the Wildlife Sanctuary from Heartland Business Systems for a total cost of \$179,274.87.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Wildlife Sanctuary Verkada Surveillance-Oct23-2023-FullQuote

Statement of Work

City of Green Bay

Wildlife Sanctuary Verkada Surveillance

SOW Prepared By:

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Project Overview

This Statement of Work (“SOW”) reflects the services and material to be provided by Heartland Business Systems, LLC, (hereinafter referred to as “HBS”) for City of Green Bay (hereinafter referred to as “Customer Abv.” or “Customer”).

Provide new Verkada Command Video Surveillance, Electronic Access Control, and Burglary Alarms for (7) cameras, (13) door access locations, and (3) alarm panels to cover Phase I locations at Bay Beach Wildlife Sanctuary. Cameras will be enrolled into customers new Verkada Command.

All on site and remote work will be completed by HBS

Electronic Access Control:

- Verkada Command
- Purpose: Provide electronic access control in the Nature Center, Woodland Building, and Observation Building
- Features Discussed:
 - Credential Access
 - Unlock Schedules
 - Door Forced / Door Held Software Alerts
 - Secure 13.56MHz MiFare Desfire EV2 and Mobile Credentials
- Integrations:
 - Door forced and held alarm monitoring via Verkada Alarms
 - Surveillance bookmarking for doors with a local Verkada IP Cameras
- Locations:

Building	Plan Page	Plan Marker	AC42	Credential Reader	Electric Lock 1	Electric Lock 2	Door Position Sensor	PIR REX	PB REX	Misc.
Nature Center	2	A	1.1	AD33	LR100VDK	LR100VDK	2	1		Armored Whip
Nature Center	2	B	1.2	AD33	LR100VDK	LR100VDK	2	1		Armored Whip
Nature Center	2	C	1.3	AD33	SAMD		Built-In	1	1	SWB-26D SMLS SMSS
Nature Center	2	D	1.4	AD33	BUDGET STK		1	1		
Woodland	3	A	2.1	AD33	1500C-630		2	1		Armored Whip
Woodland	3	B	2.2	AD33	1500C-630		1	1		
Woodland	3	C-Card In	2.3	AD33	1500C-630		1	N/A		
Woodland	3	D-Card Out	2.4	AD33	N/A		N/A	N/A		Card Out from C
Woodland	3	E	3.1	AD33	LR100VDK	LR100VDK	2	1		Armored Whip
Woodland	3	F	3.2	AD33	LR100VDK	LR100VDK	2	1		Armored Whip
Observation	4	A	4.1	AD33	1500C-630		2	1		Armored Whip
Observation	4	B	4.2	AD33	9400-630	9400-630	2	1		
Observation	4	C	4.3	AD33	9400-630	9400-630	2	1		

Video Surveillance:



- Verkada Command
- Purpose: Provide adequate coverage of interior and exterior portions of the facility
- Retention Period: 30-day onboard recording with 120 days of Cloud Storage
- Recording Method: Adaptive Quality Recording (22 frame per second standard quality until motion event, 22 frames per second high quality on motion event)
- Features Discussed:
 - Object Analytics
 - Face Search
 - Motion
- Integrations
 - Camera motion monitoring via Verkada Alarms
 - Electronic access control event bookmarking
- Locations:

Building	Technology	Plan Page	Plan Marker	Camera Model	Mount	Notes
Nature Center	SURV	2	7	CF81	ACC-MNT-7	Wall Mount Camera with Angle Mount, Conduit Run Needed
Woodland	SURV	3	1	CH52	ACC-MNT-10, ACC-MNT-2, ACC-MNT-8	Corner Mount Camera
Woodland	SURV	3	new	CD42		Ceiling Mount, Conduit Run Needed
Woodland	SURV	3	new	CD42		Ceiling Mount, Conduit Run Needed
Observation	SURV	4	3,4	CH52	ACC-MNT-10, ACC-MNT-2, ACC-MNT-8	Corner Mount Camera
Observation	SURV	4	5	CF81	ACC-MNT-7	Wall Mount Camera with Angle Mount, Conduit Run Needed
Driveway WLS	SURV	5	New	CB62TE	ACC-MNT-11	

Alarms

- Verkada Command
- Purpose: Replace existing alarm panels, consoles, and motion sensors with Verkada Command
 - (5) Motion sensors included per building for Nature Center, Woodland Building, and Observation Building
 - (1) Arm/disarm console per building for Nature Center, Woodland Building, and Observation Building
- Monitoring: 24/7 monitoring by Verkada
- Features Discussed:
 - Replace existing motion sensors with Verkada wired devices
 - Verkada IP cameras to be used as motion sensors in conjunction
 - Internet based alarm reporting with cellular backup
 - First valid electronic access control badge disarm
 - Fire alarm callout from existing fire alarm panel (requires coordination with existing fire alarm provider)
- Integrations
 - Verkada IP camera Motion Detection
 - Electronic access control valid credential scan disarm and door event monitoring



- Locations:

Building	Plan Page	Plan Marker	BP41	BC51	BK11
Nature Center	2	A-B-C-D	1		
Nature Center	2	A		1	
Nature Center	2				5
Woodland	3	A-B-C-D-E-F	1		
Woodland	3	A		1	
Woodland	3				5
Observation	4	A-B-C	1		
Observation	4	A		1	
Observation	4				5

Project Scope

HBS will provide the following services (hereinafter referred to as the “Scope”):

In Scope

- Project Management
- Database design meeting
- Vertical conduit stubs and back boxes
- Provide, install, terminate, and test yellow CAT6 data cable
- Provide, install, terminate, and test electronic access control and alarm cables
- Provide patch panel(s)
- Provide patch cable(s)
- Provide, install, terminate, and test devices on attached quote
- Database and device programming
 - Active Directory connection setup
- Administrative and user training
- Provide as-build PDF following signed Project Closure letter returned to HBS Project Manager

Out of Scope

- Provide database information
 - Naming conventions
 - System users and permissions
 - Credential holders
 - Schedules
 - Arm / Disarm
 - Access
 - Unlock
- Database and device programming
 - Active Directory programming



- Rackspace Available
- Wall space available
- Network configuration
- Network switch port(s)
- High voltage electric work (receptacles or circuits)
- Repairs and troubleshooting of existing equipment
- Local and/or State permits and inspections
- Equipment and trash disposal
- Any work or material not specifically identified in this document is not included in this Agreement. The out-of-scope items shall include the following: Deployment of any additional equipment not specifically listed in this SOW or Quote for the project.

Additional Requirements and Conditions

- HBS and Customer will both ensure that adequate resources, for which each respective party is responsible, are available when needed throughout the duration of this engagement. The timely completion of this engagement will depend on the availability of the necessary Customer personnel.
- The timely completion of this engagement will also depend on the availability and delivery of the product(s) associated with this SOW from other vendors.
- Any potential dependencies discovered prior to or during implementation will be communicated to Customer and HBS to determine impact to the timing, scope and pricing for the project, and the parties shall utilize the Change Order process as necessary.

Customer Responsibilities

Site and System(s) Readiness

The items listed below shall be the responsibility of the customer:

- Completed prior to installation team arriving onsite
 - Assign single point of contact
 - Database design packet returned to HBS project manager
 - Network configuration completed
 - Network switch ports identified
 - 120VAC electrical receptacle(s)
 - Repairs to existing equipment as needed

Working Conditions and Access

The items listed below shall apply to the extent applicable:

- Customer will provide a Single Point of Contact with decision making ability to interface with HBS. This person is responsible for signing off on Scope of Work and Change Order documents throughout the project.
- Customer will provide Subject Matter Experts (SMEs) when required by project personnel and/or project activities. If delays in the project timeline are a result of delayed access to SME personnel or any other Customer delays, Customer may be subject to additional charges.
- Customer will provide HBS with access, including all password and logins, to required existing network or system assets listed in the scope.



- Customer will provide HBS with proper access and workspace areas at Customer locations that includes internet, physical and remote access to in scope infrastructure or systems.
- Customer will allow the HBS engineer to connect their computer to Customer network in order to perform their duties. HBS will allow Customer to examine said notebook for current anti-virus software, if needed.
- Customer will allow HBS unescorted access to computer rooms, equipment closets and the general facility. If unescorted access is not available, Customer shall assign access levels appropriately and coordinate escorts.
- Customer will provide adequate access and credentials required for the assessment of all components or systems listed in the scope.
- Customer will provide remote access prior to, and throughout, the project if required.
- Customer will have working Internet access available where the work will be performed.
- Customer is responsible for resolving problems outside the SOW that are beyond the control of HBS. These shall include but not be limited to software/firmware bugs, vendor engineering support cases, hardware failures, telecommunication circuits, server issues, desktop issues, the acts or omissions of any third party, or any other occurrence not caused by HBS. HBS can assist with these out-of-scope issues through the Change Order process or on a time and materials basis.

Testing, Notification and Change Control

- Customer will provide advanced notification of any network outages or changes during the implementation period.
- Customer will assist with the creation of and perform user acceptance testing and post-migration end-point validations.
- HBS and Customer will provide 48-hour notification of any schedule changes.
- Customer will assist with the design, testing and validation of the project Deliverables .
- Customer and HBS agree that work shall progress when Customer staff is not available to participate.

Milestones

The project milestones below are utilized to track progress against the Project Plan.

Milestone
Implementation Team Introduction
Database Design Meeting
Cabling and Conduit Rough-in and Termination
System Programming
IP Camera Installation
Electronic Access Control Installation
Alarms Installation
Administrative and User Training
Signed Project Closure letter returned to HBS Project Manager

Deliverables

The following are the deliverables HBS will provide to Customer (hereinafter referred to as “Deliverables”) for this project:



Any change to the Deliverables listed below will require a Change Order.

#	Deliverables
1	Database design document
2	Verkada systems installed and programmed
3	As-built PDF

Fixed Fee Pricing

This SOW is fixed fee. Any additional work required under a Change Order will also be billed to City of Green Bay

Service and equipment identified in this SOW do not include any taxes that may be applicable. Any such taxes shall be specified on an invoice as a separate line item.

City of Green Bay agrees to compensate HBS for providing the Deliverables as stated in the attached Quote.

Project Completion

Project will be complete when all Deliverables have been provided to Customer.

Customer will have seven (7) business days to review the Deliverables for the project. If HBS does not receive a written notice of rejection describing the basis for rejection within this period, the Deliverables will be considered accepted.

After the completion of the project, support may be obtained by contacting the HBS Account Manager. Support will be billed at an agreed upon rate for services rendered.

Change Management

Additional products and services beyond the In-Scope deliverables listed above are considered out of scope and require a Change Order executed by the parties before any such work can be performed. Any additions, deletions, or modifications to the Agreement, regardless of change to project value, require a Change Order.

Terms

Binding Agreement. This SOW describes the professional services and/or products, and results to be provided by HBS. Upon execution, this SOW shall be contractually binding on the parties. The HBS Standard Terms and Conditions are also made part of this Agreement.

Order of Precedence. Any ambiguity or inconsistency between or among the statements of this SOW and the Standard Terms and Conditions shall be resolved by giving priority and precedence in the following order:

- Statement of Work
- Standard Terms and Conditions



Work Hours. All professional services work will be completed during the normal business hours of 8:00 am – 5:00 pm Monday - Friday Central Time. Any work occurring after 5:00 pm or before 8:00 am or on weekends is subject to a bill rate of 1.5 times the normal rate, unless the parties agree otherwise in writing.

General. No other promises have been made related to this SOW except for those stated in this SOW. This SOW supersedes all other agreements or promises related to this project and SOW. HBS shall not be responsible for any delay caused by the Customer or its vendors or contractors, equipment or shipping delays, or any other occurrence not caused by HBS.

Confidentiality. Each party may have access to confidential information concerning the methodologies, pricing, and business practices of the other. Neither party shall make any use of such information of the other party except in connection with the exercise of its rights and responsibilities under this SOW.

Bay Beach Sanctuary Verkada Additions

Quote #316383 v2



Prepared For:

City of Green Bay

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Prepared By:

Heartland Business Systems

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Date Issued:

10.19.2023

Expires:

11.10.2023

Phase 1 Nature Center		Price	Qty	Ext. Price
BP41-HW	Alarm Panel - Verkada - 32 Input - 2 Output - IP Communications	\$791.89	1	\$791.89
ACC-CEL-LTE	Alarm Panel Accessory - Cellular Backup Module	\$237.01	1	\$237.01
BK11-HW	Alarm Keypad - Verkada - Wall Mount - POE	\$316.28	1	\$316.28
LIC-BA-5Y	License - Alarms - Site - 5-Year	\$5,945.12	1	\$5,945.12
LIC-CEL-5Y	License - Cellular Backup Module - 5-Year	\$1,980.91	1	\$1,980.91
BR11-HW	Motion Sensor - Wired	\$78.48	5	\$392.40
AL1024ULACM	Power Supply - 12 or 24VDC - 10AMP - 8 Doors	\$474.16	1	\$474.16
LC2	Power Supply Line Cord - 6ft.	\$6.10	1	\$6.10
BT126	Power Supply Battery - 12VDC - 7AH	\$30.67	2	\$61.34
AC42-HW	IP Door Controller - 4 Door 1 - Aux	\$1,426.04	1	\$1,426.04
ACC-BAT-4AH	IP Door Controller Accessory - Battery - 12VDC - 4AH	\$102.26	2	\$204.52
AD33-HW	Card Reader - Wall Mount - OSDP	\$276.65	4	\$1,106.60
LIC-AC-5Y	License - Door - 5 Year	\$791.89	4	\$3,167.56
ACC-EV3-1	Credential - Verkada - 13.56MHz - 100-Pack	\$633.35	1	\$633.35
LR100VDK	Electric Latch Retraction Kit - 12/24VDC - Von Duprin 99 Series	\$480.89	4	\$1,923.56
SAMD	Magnetic Lock - 12/24VDC - 1200LB	\$743.28	1	\$743.28
SWB-26D	Magnetic Lock Accessory - Mount - Wood Door Reinforcement Bracket	\$72.04	1	\$72.04
SMLS	Magnetic Lock Accessory - Mount - Housing	\$132.27	1	\$132.27
SMSS	Magnetic Lock Accessory - Mount - Strike	\$127.93	1	\$127.93
1500C-630	Electric Strike - 12/24VDC - Cylindrical or Mortise Locksets - Stainless Steel	\$389.01	1	\$389.01
DL-20A	Electric Lock Accessory - Door Loop Transfer	\$25.74	4	\$102.96
180-12WG-G	Door Position Switch - 3/4in. Recess Mount - Wide Gap - Terminal Connection - Grey	\$6.65	5	\$33.25
DS150I	Request to Exit - Passive IR - Grey - Pigtail	\$76.99	4	\$307.96
TP160	Request to Exit Accessory - Single-Gang Trim Plate	\$1.76	4	\$7.04
TS-2	Request to Exit - Push Button - Wall Mount - Green Illuminated	\$44.33	1	\$44.33

Phase 1 Nature Center		Price	Qty	Ext. Price
702790-04-1RL	Cable - Plenum - Composite - 22-3P Overall Shield - 18/4 - 22/2 - 22/4 - Yellow - 1000ft.	\$999.86	1	\$999.86
AL-2204C-2-2N-01-BX	Cable - Plenum - 22/4 - White - 1000ft.	\$148.00	1	\$148.00
UN874034114/10	Cable - Plenum - CAT6 - Yellow - 1000ft.	\$352.38	1	\$352.38
WBH2	Patch Panel - Hinged Wall Bracket	\$82.48	1	\$82.48
CPP-UDDM-M-1U-24	Patch Panel - Modular - 24 Port	\$78.30	1	\$78.30
760237783	Data Jack - Insert - Yellow	\$8.78	3	\$26.34
UC1BBB2-09F007	Uniprise Category 6 U/UTP Patch Cord, RJ45 to RJ45, 4-pair, yellow jacket, 7 feet	\$12.00	3	\$36.00
HBS-MISC-CABLING	Miscellaneous Expenses - Labels - Hardware - Fittings - Wiremold - Conduit - Etc.	\$1,500.00	1	\$1,500.00
HBS-FF-PROJECT	Fixed Fee Project	\$22,795.00	1	\$22,795.00
		Subtotal		\$46,645.27

Phase 1 Woodland		Price	Qty	Ext. Price
BP41-HW	Alarm Panel - Verkada - 32 Input - 2 Output - IP Communications	\$791.89	1	\$791.89
ACC-CEL-LTE	Alarm Panel Accessory - Cellular Backup Module	\$237.01	1	\$237.01
BK11-HW	Alarm Keypad - Verkada - Wall Mount - POE	\$316.28	1	\$316.28
LIC-BA-5Y	License - Alarms - Site - 5-Year	\$5,945.12	1	\$5,945.12
LIC-CEL-5Y	License - Cellular Backup Module - 5-Year	\$1,980.91	1	\$1,980.91
BR11-HW	Motion Sensor - Wired	\$78.48	5	\$392.40
AL1024ULACM	Power Supply - 12 or 24VDC - 10AMP - 8 Doors	\$474.16	1	\$474.16
LC2	Power Supply Line Cord - 6ft.	\$6.10	1	\$6.10
BT126	Power Supply Battery - 12VDC - 7AH	\$30.67	2	\$61.34
AC42-HW	IP Door Controller - 4 Door 1 - Aux	\$1,426.04	2	\$2,852.08
ACC-BAT-4AH	IP Door Controller Accessory - Battery - 12VDC - 4AH	\$102.26	3	\$306.78
AD33-HW	Card Reader - Wall Mount - OSDP	\$276.65	6	\$1,659.90
LIC-AC-5Y	License - Door - 5 Year	\$791.89	6	\$4,751.34
LR100VDK	Electric Latch Retraction Kit - 12/24VDC - Von Duprin 99 Series	\$480.89	4	\$1,923.56
1500C-630	Electric Strike - 12/24VDC - Cylindrical or Mortise Locksets - Stainless Steel	\$389.01	3	\$1,167.03
DL-20A	Electric Lock Accessory - Door Loop Transfer	\$25.74	5	\$128.70
180-12WG-G	Door Position Switch - 3/4in. Recess Mount - Wide Gap - Terminal Connection - Grey	\$6.65	8	\$53.20
DS150I	Request to Exit - Passive IR - Grey - Pigtail	\$76.99	4	\$307.96

Phase 1 Woodland		Price	Qty	Ext. Price
TP160	Request to Exit Accessory - Single-Gang Trim Plate	\$1.76	4	\$7.04
702790-04-1RL	Cable - Plenum - Composite - 22-3P Overall Shield - 18/4 - 22/2 - 22/4 - Yellow - 1000ft.	\$999.86	2	\$1,999.72
AL-2204C-2-2N-01-BX	Cable - Plenum - 22/4 - White - 1000ft.	\$148.00	1	\$148.00
AL-2202C-2-2S-01-BX	Cable - Plenum - 22-2P OS - White - 1000ft.	\$117.85	1	\$117.85
UN874034114/10	Cable - Plenum - CAT6 - Yellow - 1000ft.	\$352.38	1	\$352.38
CPP-UDDM-M-1U-24	Patch Panel - Modular - 24 Port	\$78.30	1	\$78.30
760237783	Data Jack - Insert - Yellow	\$8.78	4	\$35.12
UC1BBB2-09F007	Uniprise Category 6 U/UTP Patch Cord, RJ45 to RJ45, 4-pair, yellow jacket, 7 feet	\$12.00	4	\$48.00
HBS-MISC-CABLING	Miscellaneous Expenses - Labels - Hardware - Fittings - Wiremold - Conduit - Etc.	\$1,500.00	1	\$1,500.00
HBS-FF-PROJECT	Fixed Fee Project	\$27,892.50	1	\$27,892.50
		Subtotal		\$55,534.67

Phase 1 Observation		Price	Qty	Ext. Price
BP41-HW	Alarm Panel - Verkada - 32 Input - 2 Output - IP Communications	\$791.89	1	\$791.89
ACC-CEL-LTE	Alarm Panel Accessory - Cellular Backup Module	\$237.01	1	\$237.01
BC51-HW	Alarm Console - Verkada - Touchscreen - Wall Mount - POE	\$791.89	1	\$791.89
BK11-HW	Alarm Keypad - Verkada - Wall Mount - POE	\$316.28	1	\$316.28
LIC-CEL-5Y	License - Cellular Backup Module - 5-Year	\$1,980.91	1	\$1,980.91
BR11-HW	Motion Sensor - Wired	\$78.48	5	\$392.40
AL1024ULACM	Power Supply - 12 or 24VDC - 10AMP - 8 Doors	\$474.16	1	\$474.16
LC2	Power Supply Line Cord - 6ft.	\$6.10	1	\$6.10
BT126	Power Supply Battery - 12VDC - 7AH	\$30.67	2	\$61.34
AC42-HW	IP Door Controller - 4 Door 1 - Aux	\$1,426.04	1	\$1,426.04
ACC-BAT-4AH	IP Door Controller Accessory - Battery - 12VDC - 4AH	\$102.26	1	\$102.26
AD33-HW	Card Reader - Wall Mount - OSDP	\$276.65	3	\$829.95
LIC-AC-5Y	License - Door - 5 Year	\$791.89	3	\$2,375.67
1500C-630	Electric Strike - 12/24VDC - Cylindrical or Mortise Locksets - Stainless Steel	\$389.01	1	\$389.01
9400-613	Electric Strike - 12/24VDC - Satin Bronze - Rim Exit Device 1/2in. Pullman Latch	\$413.09	4	\$1,652.36
DL-20A	Electric Lock Accessory - Door Loop Transfer	\$25.74	1	\$25.74
180-12WG-G	Door Position Switch - 3/4in. Recess Mount - Wide Gap - Terminal Connection - Grey	\$6.65	6	\$39.90

Phase 1 Observation		Price	Qty	Ext. Price
DS150I	Request to Exit - Passive IR - Grey - Pigtail	\$76.99	3	\$230.97
TP160	Request to Exit Accessory - Single-Gang Trim Plate	\$1.76	3	\$5.28
702790-04-1RL	Cable - Plenum - Composite - 22-3P Overall Shield - 18/4 - 22/2 - 22/4 - Yellow - 1000ft.	\$999.86	1	\$999.86
AL-2204C-2-2N-01-BX	Cable - Plenum - 22/4 - White - 1000ft.	\$148.00	1	\$148.00
UN874034114/10	Cable - Plenum - CAT6 - Yellow - 1000ft.	\$352.38	1	\$352.38
CPP-UDDM-M-1U-24	Patch Panel - Modular - 24 Port	\$78.30	1	\$78.30
760237783	Data Jack - Insert - Yellow	\$8.78	3	\$26.34
UC1BBB2-09F007	Uniprise Category 6 U/UTP Patch Cord, RJ45 to RJ45, 4-pair, yellow jacket, 7 feet	\$12.00	3	\$36.00
HBS-MISC-CABLING	Miscellaneous Expenses - Labels - Hardware - Fittings - Wiremold - Conduit - Etc.	\$1,000.00	1	\$1,000.00
HBS-FF-PROJECT	Fixed Fee Project	\$22,795.00	1	\$22,795.00
		Subtotal		\$37,565.04

Phase 1 Surveillance		Price	Qty	Ext. Price
CD42-256-HW	IP Camera - Verkada - Interior - 5MP - Fixed-Lens Dome - WDR - IR - Analytic	\$791.89	2	\$1,583.78
CF81-30E-HW	IP Camera - Verkada - Exterior - 12MP - Fisheye Dome - WDR - IR - Vandal - Analytic	\$1,584.57	2	\$3,169.14
CB62-512TE-HW	IP Camera - Verkada - Exterior - 4K - Vari-Focal Telephoto Bullet - WDR - IR - Vandal - Analytic - License Plate Recognition	\$1,505.30	1	\$1,505.30
CH52-1TBE-HW	IP Camera - Verkada - Exterior - 4x5MP - Vari-Focal Dome - WDR - IR - Vandal - Analytic	\$2,852.87	2	\$5,705.74
ACC-MNT-11	IP Camera Accessory - Verkada - Mount - Square Junction Box	\$70.55	1	\$70.55
ACC-MNT-2	IP Camera Accessory - Verkada - Mount - Wall Arm	\$70.55	2	\$141.10
ACC-MNT-7	IP Camera Accessory - Verkada - Mount - Angle Mount	\$118.11	2	\$236.22
ACC-MNT-8	IP Camera Accessory - Verkada - Mount - Pendant Cap	\$54.70	2	\$109.40
ACC-MNT-10	IP Camera Accessory - Verkada - Mount - Corner	\$157.74	2	\$315.48
ACC-POE-60W	IP Camera Accessory - Verkada - POE Injector - 60W	\$118.11	2	\$236.22
LIC-5Y	License - Camera - 5 Year	\$712.62	5	\$3,563.10
LIC-CH52-5Y	License - Camera - 5 Year	\$2,139.45	2	\$4,278.90
LIC-CLD-120-1Y	License - 120 Day Cloud Storage - 1 Year	\$316.28	7	\$2,213.96
UN874034114/10	Cable - Plenum - CAT6 - Yellow - 1000ft.	\$352.38	2	\$704.76
CPP-UDDM-M-1U-24	Patch Panel - Modular - 24 Port	\$78.30	1	\$78.30
760248524	Modular - Surface Box - Ivory - 1 port	\$3.81	7	\$26.67

Phase 1 Surveillance		Price	Qty	Ext. Price
760237783	Data Jack - Insert - Yellow	\$8.78	14	\$122.92
UC1BBB2-09F005	Uniprise Category 6 U/UTP Patch Cord, RJ45 to RJ45, 4-pair, yellow jacket, 5 feet	\$11.05	7	\$77.35
UC1BBB2-09F007	Uniprise Category 6 U/UTP Patch Cord, RJ45 to RJ45, 4-pair, yellow jacket, 7 feet	\$12.00	7	\$84.00
HBS-MISC-CABLING	Miscellaneous Expenses - Labels - Hardware - Fittings - Wiremold - Conduit - Etc.	\$500.00	1	\$500.00
HBS-FF-PROJECT	Fixed Fee Project	\$13,730.00	1	\$13,730.00
		Subtotal		\$38,452.89

Quote Summary	Amount
Phase 1 Nature Center	\$46,645.27
Phase 1 Woodland	\$55,534.67
Phase 1 Observation	\$37,565.04
Phase 1 Surveillance	\$38,452.89
Subtotal:	\$178,197.87
Shipping:	\$1,077.00
Total:	\$179,274.87

This quote may not include applicable sales tax, shipping, handling and/or delivery charges. Final applicable sales tax, shipping, handling and/or delivery charges are calculated and applied at invoice. The above prices are for hardware/software only, and do not include delivery, setup or installation by Heartland ("HBS") unless otherwise noted. Installation by HBS is available at our regular hourly rates, or pursuant to a prepaid HBSFlex Agreement. This configuration is presented for convenience only. HBS is not responsible for typographical or other errors/omissions regarding prices or other information. Prices and configurations are subject to change without notice. HBS may modify or cancel this quote if the pricing is impacted by a tariff. A 15% restocking fee will be charged on any returned part. Customer is responsible for all costs associated with return of product and a \$25.00 processing fee. No returns, cancellations or order changes are accepted by HBS without prior written approval. This quote expressly limits acceptance to the terms of this quote, and HBS disclaims any additional terms. Customer may issue a purchase order for administrative purposes only. By providing your "E-Signature," you acknowledge that your electronic signature is the legal equivalent of your manual signature, and you warrant that you have express authority to execute this agreement and legally bind your organization to this proposal and all attached documents. Any purchase that the customer makes from HBS is governed by HBS' Standard Terms and Conditions ("ST&Cs") located at <http://www.hbs.net/standard-terms-and-conditions>, which are incorporated herein by reference. The ST&Cs are subject to change. When a new order is placed, the ST&Cs on the above-stated website at that time shall apply. If customer has signed HBS' ST&Cs version 2020.v1.0 or later, or the parties have executed a current master services agreement, the signed agreement shall supersede the version on the website. Certain purchases also require customer to be bound by end user terms and conditions. A list of end user terms and conditions related to various manufacturers and vendors is set forth at <https://www.hbs.net/End-User-Agreements>. Any purchase that customer makes is also governed by the applicable end user terms and conditions, which are incorporated herein by reference. If customer has questions about whether end user terms and conditions apply to a purchase, customer shall contact HBS. Any order(s) that exceeds the credit limit assigned by HBS shall require upfront payment from customer in an amount determined by HBS. HBS shall make this determination at the time of the order, unless customer has previously submitted the required onboarding paperwork. In such event, HBS shall make this determination at the time of quoting. Customer shall ensure that all invoices are timely paid as stated in Section 2 of the ST&Cs, regardless of whether Customer has a financing or leasing company or other third-party issue the purchase order. In the event that a third-party issues the purchase order, Customer shall be required to sign this Quote for purposes of approving the order. QT.2023.v2.0

Acceptance	
Heartland Business Systems	City of Green Bay
Michele Metcalf	
Signature / Name	Signature / Name Initials
10/19/2023	
Date	Date

Alarms Addendum

If Heartland Business Systems, LLC ("Heartland") resells Central Station Monitoring Services and Signal Routing Services to Buyer, Heartland's Standard Terms and Conditions (the "ST&Cs") shall be supplemented by, and include the terms of this Addendum. If there are any conflicts between the terms of this Addendum and the ST&Cs, the terms of this Addendum will control with respect to the resale of the CSMS by Heartland and the use of the SRS by the Buyer.

1. Definitions.

"Central Station Monitoring Service(s)" or "CSMS" means: (i) the monitoring by a Central Monitoring Station of signals and data received at the Central Monitoring Station from electronic security devices at a customer's premise; (ii) the notification to the person designated by the customer as the responsible party for the premises; and/or (iii) requesting, where appropriate, the dispatch of emergency responders or other agents to a customer's premises to investigate the signals and data.

"Central Monitoring Station" is a company that provides Central Station Monitoring Services.

"Buyer" means the subscriber, as such term is commonly used in the alarm industry, that purchases the Monitoring Services from Heartland.

"Signal Routing Service(s)" or "SRS" means the automated signal and data retransmission software that Heartland is reselling to Buyer.

"Heartland Indemnified Parties" for this Addendum means Heartland and its parents, affiliates, subsidiaries, subcontractors and third parties, and each of their respective shareholders, members, partners, owners, directors, managers, officers, employees and agents.

2. Monitoring Services. Heartland does not itself provide the CSMS, is not a Central Monitoring Station, and does not respond to signals and data, notify the personnel designated by the Buyer as the responsible parties, request dispatch of emergency responders or other agents to Buyer's premises to investigate alarm events. Rather, the SRS only routes the signals and data to a third-party platform which re-routes such information to the Central Monitoring Station. Furthermore, Heartland is simply reselling the SRS. Heartland and the Central Monitoring Station are entirely independent and unrelated entities.

3. Indemnification; Waiver of Subrogation. Buyer will (i) indemnify, defend, and hold harmless the Heartland Indemnified Parties, including their agents and subcontractors, from and against all claims, including those brought by third-parties,

including attorneys' fees and losses, asserted against and alleged to be caused by Heartland's performance, negligence, or failure to perform any obligation under or in furtherance of this Agreement, and (ii) advance to the Heartland Indemnified Parties, including their agents and subcontractors, expenses for litigation and arbitration, including investigation and legal and expert witness fees. Buyer, on its own behalf and on behalf of any insurance carrier, waives any right of subrogation Buyer's insurance carrier may otherwise have against Heartland or Heartland's subcontractors arising out of this Agreement or the relation of the parties hereto.

4. **Limitation of Liability.** Buyer agrees that, should there arise any liability on the part of Heartland as a result of Heartland's negligent performance to any degree or negligent failure to perform any of Heartland's obligations pursuant to this Agreement or any other legal duty, equipment failure, human error, strict products liability or otherwise, that Heartland's total aggregate liability shall be limited to the amount of fees actually paid by Buyer to Heartland for Buyer's use of the SRS in the twelve-month period preceding the events that give rise to the applicable claim. Except as expressly set forth in this Agreement, Heartland makes no express warranties and expressly disclaims all implied warranties and conditions, including without limitation warranties of non-infringement, merchantability, and fitness for a particular purpose, with respect to the products and services under this Agreement, which are otherwise provided "AS IS," or that the products and services will be timely, uninterrupted, or error-free.

5. **Exculpatory Clause.** Buyer agrees and acknowledges that Heartland is not an insurer, and no insurance is offered herein. The SRS is designed to reduce certain risks of loss; however, Heartland cannot guarantee that no loss or damage will occur. Buyer therefore assumes any risk of loss or damage. Heartland is not assuming liability, and, therefore, will not be liable to Buyer or any other third party, and Buyer covenants not to sue Heartland for any loss (economic or non-economic), business loss or interruption, consequential damages (in contract or tort), exemplary, punitive, multiple, lost profits or other indirect damages, data corruption or inability to retrieve data, personal injury, or property damage sustained by Buyer or any other third party as a result of equipment failure, human error, burglary, theft, hold-up, fire, smoke, water, or any other cause whatsoever, regardless of whether or not such loss or damage was caused by or contributed to by Heartland's breach of warranty, contract, negligent performance to any degree in furtherance of this Agreement, any extra contractual or legal duty, strict products liability, or negligent failure to perform any obligation pursuant to this Agreement or any other legal duty, even if a party has been advised of the possibility of such damages or losses.

6. **Insurance.** The parties intend that the Buyer assume all potential risk and damage that may arise by reason of failure of these products or services, including the Monitoring Services, and that Buyer will look to its own insurance carrier for any loss or assume the risk of loss. Subject to all limitations of liability set forth herein,

Heartland will not be responsible for any portion of any loss or damage which is recovered or recoverable by Buyer from insurance covering such loss or damage or for such loss or damage against which Buyer is indemnified or insured. Buyer and all those claiming rights under Buyer waive all rights against Heartland and its subcontractors for loss or damages caused by these products or services, including the Monitoring Services, or covered by insurance to be obtained by Buyer, except such rights as Buyer or others may have to the proceeds of insurance.

7. The prevailing party in any litigation or arbitration is entitled to recover its costs and attorneys' fees from the other party. In any action or proceeding commenced by Heartland against Buyer, Buyer shall not be permitted to interpose any counterclaim. BUYER MAY BRING CLAIMS AGAINST HEARTLAND ONLY IN BUYER'S INDIVIDUAL CAPACITY, AND NOT AS A CLASS ACTION PLAINTIFF OR CLASS ACTION MEMBER IN ANY PURPORTED CLASS OR REPRESENTATIVE PROCEEDING. ANY DISPUTE BETWEEN THE PARTIES OR ARISING OUT OF THIS AGREEMENT, INCLUDING ISSUES OF ARBITRABILITY, SHALL, AT THE OPTION OF ANY PARTY, BE DETERMINED BY BINDING AND FINAL ARBITRATION BEFORE A SINGLE ARBITRATOR IN OUTAGAMIE COUNTY, WISCONSIN, PURSUANT TO THE FEDERAL ARBITRATION ACT, EXCEPT THAT NO PUNITIVE OR CONSEQUENTIAL DAMAGES MAY BE AWARDED. The arbitrator shall be bound by the terms of this Agreement, and shall on request of a party, conduct proceedings by telephone, video, submission of papers or in-person hearing. By agreeing to this arbitration provision, the parties are waiving their right to a trial before a judge or jury, waiving their right to appeal the arbitration award and waiving their right to participate in a class action. Service of process or papers in any legal proceeding or arbitration between the parties may be made by First-Class Mail delivered by the U.S. Postal Service addressed to the party's address designated in this agreement, on file with an agency of the state, or any other address provided by the party in writing to the party making service. The parties submit to the jurisdiction and laws of Wisconsin, except for arbitration which is governed by the Federal Arbitration Act and the arbitration rules thereunder. The parties waive trial by jury in any action between them unless prohibited by law. Any action between the parties must be commenced within one year of the accrual of the cause of action or shall be barred. All actions or proceedings by either party must be based on the provisions of this Agreement. Any other action that Buyer may have or bring against Heartland in respect to other services rendered in connection with this Agreement shall be deemed to have merged in and be restricted to the terms and conditions of this Agreement.



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

February 28, 2024

PREPARED BY

AGENDA ITEM # E.3

Consideration with possible action on the donation of a scoreboard from Vern Peterson for the new baseball field at Perkins Park.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Perkins Scoreboard Donation

Quote valid for 30 days. Installation and electrical work not included. Visa, Mastercard, American Express, personal checks, and ACH Check Forms accepted for your convenience.



Scroll down to see your product

Please review these graphics carefully. Changes requested after acceptance of this quote may result in additional charges. Colors are for proofing only and may vary on different printers, monitors, and finished products.

MODEL - 3312

8 ft





Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

February 28, 2024

PREPARED BY

AGENDA ITEM # E.4

Consideration with possible action on the request by the Green Bay Area Public School District to renovate the Del Marcelle Stadium at Fisk Park/West High School.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Fisk Park Map 1c
2. 8.5x11 Green Bay West MP rendering 02.06.2024



GREEN BAY PUBLIC SCHOOL DISTRICT PROPOSED DEL MARCELLE STADIUM RENOVATIONS

EXISTING CONDITIONS MAP



KEYNOTES

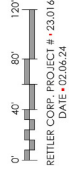
- 1 400 METER 8-LANE RUNNING TRACK W/ ALL WEATHER SURFACING
- 2 SYNTHETIC TURF FIELD (180'X360' FOOTBALL FIELD) (210'X360' SOCCER FIELD)
- 3 4" HIGH TRACK PERIMETER FENCING
- 4 10" AREA WITH HIGH JUMP
- 5 LONG JUMP/TRIPLE JUMP
- 6 POLE VAULT
- 7 DISCUS
- 8 SHOT PUT
- 9 NATURAL TURF PRACTICE FIELD (W/ BLEACHERS) (300'X180' FOOTBALL & 360'X180' SOCCER)
- 10 ATHLETIC FIELD LIGHTING
- 11 2,000 SEAT GRANDSTAND WITH PRESS BOX AND ENCLOSED STORAGE AREA
- 12 PLAZA EXPANSION AND IMPROVEMENTS WITH MASONRY COLUMNS
- 13 6" HIGH BLACK VINYL COATED FENCE W/ WINDSCREEN
- 14 8" HIGH VINYL FENCE (MATCH PREBLE)
- 15 RESTROOM/CONCESSION BUILDING (~2,600 SF)
- 16 GREENHOUSE
- 17 SOUTHEAST STORAGE BUILDING RECONSTRUCTION (~710 SF)
- 18 ENTRY FEATURE AND TICKET BOOTH
- 19 ADDITIONAL ACCESSIBLE PARKING
- 20 IRRIGATE GREEN SPACE
- 21 SCOREBOARD/VIDEO BOARD AND FLAG POLES
- 22 STORAGE AREA (UNDER GRANDSTAND)



GREEN BAY AREA PUBLIC SCHOOL DISTRICT

GREEN BAY WEST HIGH SCHOOL • ATHLETIC COMPLEX REDEVELOPMENT • MASTER PLAN

966 SHAWANO AVE, GREEN BAY, WI 54303





Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

February 28, 2024

PREPARED BY

AGENDA ITEM # E.5

Consideration with possible action on the donation of a rental kayak station at the new East River Canoe/Kayak launch located on St. George Street.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

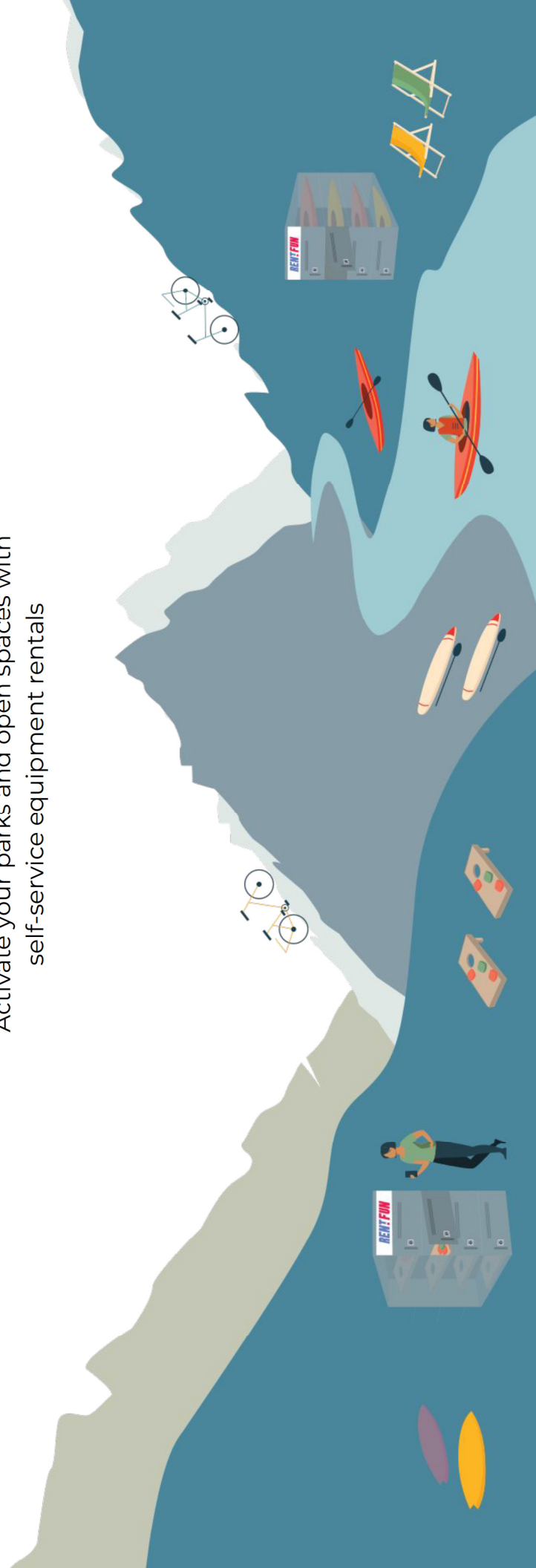
ATTACHMENTS

- I. Kayak Rental Proposal 2024A

RENT! FUN

UNLOCK ADVENTURE

Activate your parks and open spaces with
self-service equipment rentals



Everything you need for a self-service kayak rental program, with **no staff required**

FULL-SERVICE MAINTENANCE

Rent.Fun's hires local Field Service Technicians who provide ongoing maintenance to the locker and all rental equipment.

LOCAL MARKETING

We'll build a custom website for your program and run targeted advertisements online so your whole community knows about it.

EQUIPMENT REPLACEMENT

As equipment gets damaged or goes missing, we repair and replace so your station is always ready to go.

RISK MANAGEMENT

All users must sign a digital waiver in app prior to rentals. Rent.fun will add your city as an additionally insured on our \$5M insurance policy.

DELIVERY AND INSTALLATION

Rent.Fun handles delivery and installation. Our Smart Lockers can be installed on any surface and do not require access to electricity or wi-fi.

CUSTOMER SUPPORT

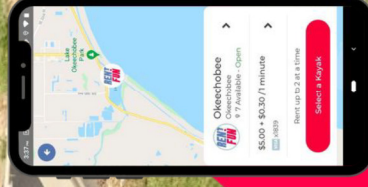
The public calls us, not you. Our team is on call 7 days per week to assist users with billing or technical issues.

[Rent and unlock kayaks](#)

[Process payments](#)

[Sign waivers](#)

[Watch safety tutorials](#)



RENT.FUN

TRUSTED BY 100+ GOVERNMENT AGENCIES



“People are loving the kayak rentals and the self-service approach is really reducing the burden on our staff.”

— Celeste Lewis, Olmsted County, MN

One-time Activation Fee, No Annual Service Fees

4 - UNIT



\$19,000

Activation Fee (one time fee)

PROGRAM DETAILS

City Rev Share: 50%

Term: 5 years

Renewal: No Cost

SERVICES

Software Set Up

Standard Marketing Package

Monthly Utilization Reporting

7-day customer support

Installation

Branded Signage

EQUIPMENT

Paddles

Adult Lifevests

Single Kayaks

Youth Lifevest (13 yo+)

Paddleboards

8 - UNIT



\$29,000

Activation Fee (one time fee)

PROGRAM DETAILS

City Rev Share: 50%

Term: 5 years

Renewal: No Cost

SERVICES

Software Set Up

Standard Marketing Package

Monthly Utilization Reporting

7-day customer support

Installation

Branded Signage

EQUIPMENT

Paddles

Adult Lifevests

Single Kayaks

Youth Life Vest (13 yo+)

Paddleboards

12 - UNIT



\$39,000

Activation Fee (one time fee)

PROGRAM DETAILS

City Rev Share: 50%

Term: 5 years

Renewal: No Cost

SERVICES

Software Set Up

Custom Website

Monthly Utilization Reporting

7-day customer support

Installation

Branded Signage

EQUIPMENT

Paddles

Adult Lifevests

Single Kayaks

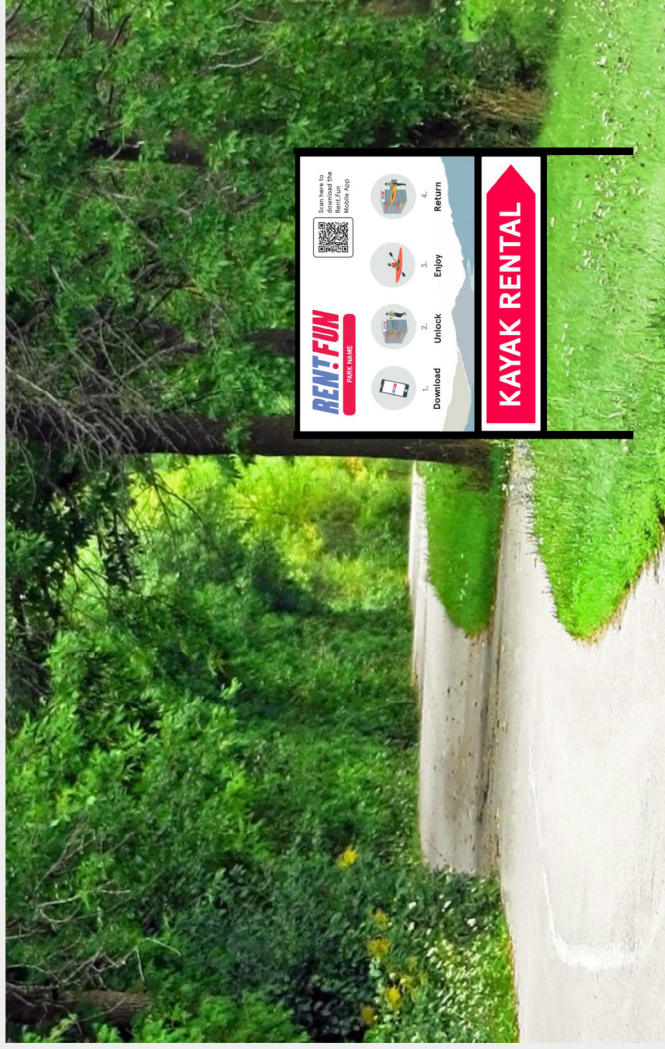
Youth Lifevest (13 yo+)

Paddleboards

Premium Marketing Package



500 Physical Promo Code Cards
(\$12,500 in free rentals)



3 Custom Signs With Wayfinding

\$3,500 One Time Fee

MEDIUM-SIZED CITY 50-250K IN POPULATION	CITY	POP.	AVERAGE RENTALS / VISITORS PER YEAR	AVERAGE CHARGE PER RENTAL	TOTAL REVENUE PER YEAR	CITY REVENUE PER YEAR (50% REVENUE SHARE)	COST RECOVERY % AFTER 5 YEARS
	OLATHE, KS	143,000	670	\$25.42	\$17,031.40	\$8,515.70	236%
	LENEXA, KS	58,000	630	\$25.94	\$16,342.20	\$8,171.10	227%
	MCKINNEY, TX	203,000	1038	\$10.41	\$10,805.58	\$5,402.79	150%

SMALL CITY 25K-50K IN POPULATION	CITY	POP.	AVERAGE RENTALS / VISITORS PER YEAR	AVERAGE CHARGE PER RENTAL	TOTAL REVENUE PER YEAR	CITY REVENUE PER YEAR (50% REVENUE SHARE)	COST RECOVERY % AFTER 5 YEARS
	JEFFERSON CITY, MO	43,000	270	\$31.92	\$8,618.40	\$4,309.20	120%
	PONCA CITY, OK	24,000	350	\$22.78	\$7,973	\$3,987	111%
	ELK RIVER, MN	27,000	326	\$23.14	\$7,543.64	\$3,771.82	105%

TOWN <25K POPULATION	CITY	POP.	AVERAGE RENTALS / VISITORS PER YEAR	AVERAGE CHARGE PER RENTAL	TOTAL REVENUE PER YEAR	CITY REVENUE PER YEAR (50% REVENUE SHARE)	COST RECOVERY % AFTER 5 YEARS
	CHARLESTON, IL	17,350	690	\$20.73	\$14,304	\$7,152	199%
	SMITHFIELD, VA	7800	490	\$28.71	\$14,068	\$7,034	195%
	MAYNARD, MA	10700	360	\$28.07	\$10,105	\$5,053	101%

Cities of all sizes can achieve 100%+ cost recovery with our revenue share program

FAQS



THE RENTAL PROCESS

How do people pay for the rentals?

All users must create an account in the rent.fun mobile app and add their credit or debit card information prior to starting a rental.

Are there any age restrictions?

Yes, users must be 13 and up to rent our equipment.

Do you have to make a reservation in advance?

No. All rentals are on demand and no reservations are required. Users can look in the app to see how many kayaks are available in real time.

How do you know if equipment is returned?

Users must use the rent.fun mobile app to take a photo of the equipment in the locker prior to ending their rental.

How much does it cost to rent?

We customize the rental pricing based on each location and our partner's goals. Most rent.fun programs charge "market rates" (\$20 - 25 per rental).



LOCATION REQUIREMENTS

Is a concrete pad required?

No. We can install on any surface - including grass, sand, gravel, etc.

Are utilities are required?

No. Rent.Fun units are solar-powered and do not require access to water or electricity.

Is wi-fi required?

No. Rent.Fun rental stations operate on cellular technology. You need to have at least one bar of cell service at the location.

Who performs the installation?

Rent.Fun technicians install all equipment. No support is need from our partners / hosts.

What happens in the event of a flood?

Our cage can take on up to 3 feet of water. If we expect higher water levels, we move the cage off site and put it back after the flood.



EQUIPMENT MANAGEMENT

Does the city have any maintenance obligations?

No.

Who maintains the equipment?

For every rent.fun program, we recruit, hire, and train a part-time Field Service Technician local to your community (within 30 minutes drive of the install).

How often is the equipment inspected?

Typically 2 to 4 times per month, through a combination of Preventative Maintenance Checks and Reactive Repairs.

If something is damaged or goes missing, what is the turnaround time to replace?

The most common issue is missing or damaged lifevests and paddles. Rent.Fun are provided with safety stock of these items to ensure prompt replacement within 2-4 business days.

Can the city access the equipment or the locker in the case of an emergency?

Yes, we provide admin access to unlock units remotely.



LIABILITY & RISK MANAGEMENT

Do users sign waivers?

Yes, all users must sign a waiver in the rent.fun mobile app prior to taking a rental. The waiver expressly releases the city / land owner from liability. Waivers may be customized to further meet the needs to our city / land owner partners.

What happens if the city gets sued?

Our standard agreement with cities include indemnification provisions, which state that rent.fun will cover the city's legal expenses in the event of claim.

Does the city need to have insurance to cover this?

No. Rent.Fun owns and manages all equipment. We have a \$5m general liability insurance policy. We add all our government agency partners as an additionally insured on this policy.

Have there ever been any safety incidents?

No. Rent.Fun has 100 locations nationwide. We have never been subject to a claim, nor have any of our partners.



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

February 28, 2024

PREPARED BY

AGENDA ITEM # E.6

Consideration with possible action on the request by the Baird Creek Preservation Foundation to fundraiser for and install an addition to the Triangle Hill Chalet to accommodate their programming needs at the park.

BACKGROUND

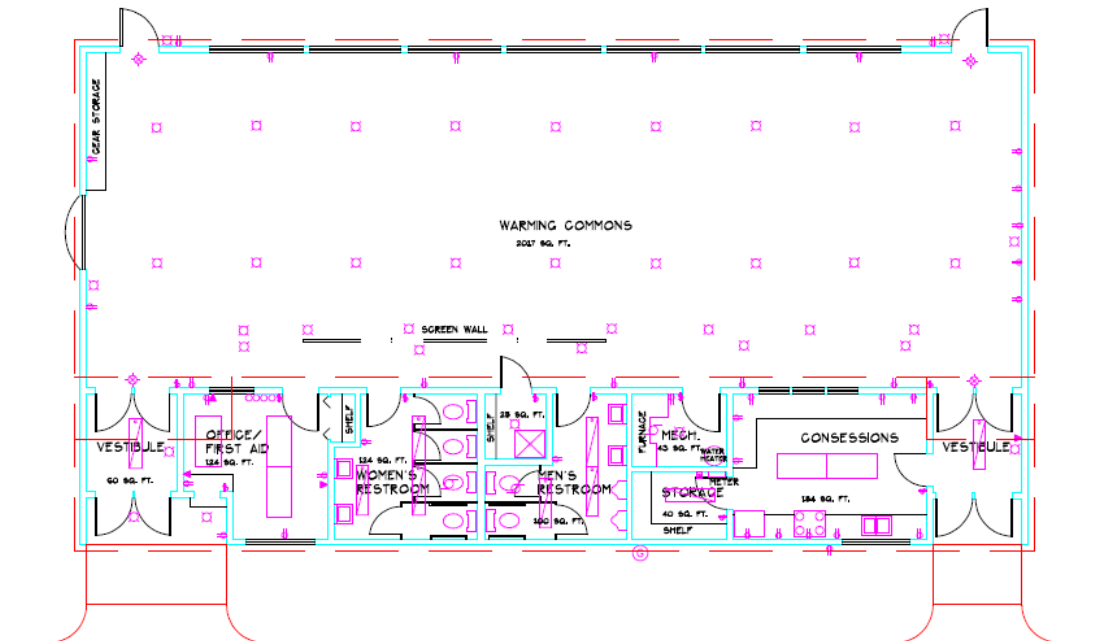
RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Triangle Hill Chalet

Triangle Hill Chalet – Existing Conditions





Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

February 28, 2024

PREPARED BY

AGENDA ITEM # E.7

Consideration with possible action on adopting a resolution in support of World Migratory Bird Day.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Draft Resolution regarding 2024 WMBD



**RESOLUTION RELATING TO
WORLD MIGRATORY BIRD DAY
March 5, 2024**

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY:

WHEREAS migratory birds are some of the most beautiful and easily observed wildlife that share our communities; and

WHEREAS many citizens recognize and welcome migratory songbirds as symbolic harbingers of spring; and

WHEREAS these migrant species also play an important economic role in our community, controlling insect pests and generating millions in recreational dollars statewide; and

WHEREAS migratory birds and their habitats are declining throughout Americas, facing a growing number of threats on their migration routes and in both their summer and winter homes; and

WHEREAS public awareness and concern are crucial components of migratory bird conservation; and

WHEREAS citizens enthusiastic about birds, informed about the threats they face, and empowered to help address those threats can directly contribute to maintaining healthy bird populations; and

WHEREAS, since 1993, World Migratory Bird Day (“WMBD”), formerly International Migratory Bird Day, has become a primary vehicle for focusing public attention on the nearly 350 species that travel between nesting habitats in communities throughout North America and their wintering grounds in South and Central America, Mexico, the Caribbean, and the southern United States; and

WHEREAS World Migratory Bird Day is officially celebrated on the second Saturday in May in the US, as migratory birds’ journey to nesting sites.

WHEREAS observance of WMBD is not limited to a single day, and planners are encouraged to schedule activities on the dates best suited to the presence of both migrants and celebrants in accordance with federal, state, and local public health directives; and

WHEREAS WMBD is not only a day to foster appreciation for wild birds and to celebrate and support migratory bird conservation, but also a call to action.

NOW, THEREFORE, BE IT REOLVED that Saturday, May 11th, 2024, shall be known as **World Migratory Bird Day** in the City of Green Bay, Wisconsin.

BE IT FURTHER RESOLVED that the Common Council of the City of Green Bay urges all citizens to celebrate this observance and to support the efforts to protect and conserve migratory birds and their habitats in our community and the world at large.

Adopted: _____

Approved: _____

Eric Genrich, Mayor

Celestine Jeffreys, Clerk



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

February 28, 2024

PREPARED BY

AGENDA ITEM # E.8

Consideration with possible action on renewing the annual weed control contract with N.E.W. Landscape & Lawn Care through February 28, 2025 for a total cost of \$33,821.85.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. #2021-06 Bid Summary-Weed Control

CITY OF GREEN BAY BID SUMMARY - RFB #2021-06
Weed Control Contract at Various Park Locations

Dept: PRF	Req #	VENDOR #1	VENDOR #2	VENDOR #3
Planholders: Vendors	CC #988-940	NEW LANDSCAPE & LAWN CARE	BECK'S ORNAMENTAL & TURF MGT	TURF PRO LLC
Issued: 2/16/2021	Due: 3/15/2021	Suamico	Norway, MI	Green Bay
DESCRIPTION	PRICE	PRICE	PRICE	
Vegetation control (April/May) ~ 10 acres of fence lines around baseball, softball, little league, ice rinks, batting cages, park boundaries, tree rings, dugouts & horseshoe courts at all parks (aprox 60 locations)	\$ 10,224.00	\$ 3,611.00	\$ 3,500.00	
Pre-emergent of mulch beds w/solid beds of shrubs (end of April) ~ 24 acres including roundabouts (1 at Velp/Atkinson ~2916 sq. ft & 3 on Mason Street by Taylor St & North/South US 41 and surrounding beds ~44,132 sq. ft). Beds at: Bay Beach; Leicht's Park; Boat Launch; some water parks-Joannes & Resch Pools; I-43 Industrial Park entrance and pocket parks such as Joannes Stadium; Keuler Place; Badger Park & Murphy Park and Beds at Park & Rec Shop that are sprayed over the top early - pre-emergent.	\$ 2,765.05	\$ 7,951.00	\$ 8,400.00	
Mulch Beds with tree rings and big tree beds with individual shrubs (April/May timeframe per Letters A-E listed below) ~60 acres				
A) Pre & Post Emergence Weed & Grass Control Perennial & Annuals at Lake Largo Frontage (May)	\$ 1,494.90	\$ 2,167.00	\$ 3,500.00	
B) Pre & Post Emergence Weed Control for Bay Beach Beds, Joannes Aquatic Center, Keuler Place, Badger Park and Murphy Park (May)	\$ 3,784.00	\$ 6,732.00	\$ 7,000.00	
C) Pre & Post Emergence Weed Control at Veterans Park/ Neville Museum (Burm between access road and railroad tracks) (May)	\$ 311.56	\$ 448.00	\$ 500.00	
D) Pre & Post Emergence Weed Control at Forestry Dept Beds at corner of Shawano Ave & Taylor - tree rings ~25,286 sq. ft. (May)	\$ 236.56	\$ 275.00	\$ 350.00	
E) Pre & Post Emergence Weed Control at Industrial Park (I-43 & Mason St) (May)	\$ 646.23	\$ 391.00	\$ 2,800.00	
Vegetation control for all sidewalks, walkways, parking lot seams, curbs & frost cracks in asphalt ~ 19 acres (April)	\$ 2,559.90	\$ 4,680.00	\$ 6,650.00	
Total Kill: (Season Long Control): ~ 4-5 total acres at: Park Shop storage yard (except where trees line); Bay Beach Zippin Pippin Roller Coaster - under & around in drain field stone and crushed gravel (not in crushed asphalt area) and at Leicht Parkway (gravel between parking lot & railroad tracks)	\$ 461.56	\$ 1,400.00	\$ 2,000.00	
Herbicide application for ~180 acres: berm at Bay Beach lawns except low area toward Wildlife Sanctuary, Leicht's Park and all Park athletic fields (~30 soccer fields & 30 ball diamonds and smooth surrounds) & other park areas including but not limited to a 20' perimeter around the fields and dugouts	\$ 8,803.15	\$ 9,616.00	\$ 27,000.00	
Broadleaf weed control application on Boulevard from Mason St to Main St to I-43 (Sept/Oct) ~3 acres	\$ 2,534.94	\$ 330.00	\$ 450.00	
TOTAL:	\$ 33,821.85	\$ 37,601.00	\$ 62,150.00	
Payment Terms Net 30/Early Payment Discount:	5%		N/A	
Accepts Credit Cards:	No	No	No	
SOQ Expires:	In Process	In Process	3/4/2022	

Indicate if prices quoted will remain the same:			
1st Renewal Option for Calendar year 2022	Yes	No	No
2nd Renewal Option for Calendar year 2023	Yes	No	No
3rd Renewal Option for Calendar year 2024	No	No	No
4th Renewal Option for Calendar year 2025	No	No	No
5th Renewal Option for Calendar year 2026	No	No	No
If prices will not remain the same, maximum increase for the one-year renewal options:	3%	2%	5%

Recommendation: Award to the lowest responsive, responsible bidder NEW Landscape & Lawn Care with a not to exceed amount of \$33,821.85 for the 2021 season with five one-year renewal options upon mutual agreement by both parties.



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

February 28, 2024

PREPARED BY

AGENDA ITEM # E.9

Consideration with possible action on hiring Carrico Aquatic Resources, Inc. to provide chemicals for the City's aquatic facilities for a total cost of \$43,775 for the 2024 pool season.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Pool Chemical Quote
2. Single Source Form - Pool Chemicals



Providing Safe Clean Sparkling Blue Water

720 N. Parkway • Jefferson, WI 53549

Office: 920-541-3600

Fax: 920-541-3602

www.carricoaquatics.com

January 29, 2024

Mr. Andy Krzewina
City of Green Bay
100 North Jefferson Street, Room 510
Green Bay, Wisconsin 54301-5026

RE: Water Management Assistance Program Renewal

Dear Andy,

Thank you for giving Carrico Aquatic Resources, Inc. the opportunity to provide you with water management services for the the last 8 years and we look forward to doing so again in 2024.

As always, Carrico Aquatic Resources, Inc. utilizes expert knowledge from professional engineers, certified Aquatic operator instructors, chemical engineers, microbiologists and seasoned pool operators to solve pool and spa challenges and to ensure efficient operation in compliance with federal and state regulations.

Please review the enclosed information that outlines the terms of the water management program for your aquatic facility. To move forward, we will need the enclosed documents filled out and a purchase order number provided.

If you have any questions, please contact me at 800.832.7147.

Thank you,

Matt Carrico
President
Carrico Aquatic Resources, Inc.



Providing Safe Clean Sparkling Blue Water

720 N. Parkway • Jefferson, WI 53549

Office: 920-541-3600

Fax: 920-541-3602

www.carricoaquatics.com

OPERATION AND MAINTENANCE ASSISTANCE AGREEMENT

This Operation and Maintenance Assistance Agreement (the "Agreement") dated as of January 29, 2024 is between the City of Green Bay (the "Owner"), whose address is 100 North Jefferson Street, Green Bay, Wisconsin 54301-5026 and Carrico Aquatic Resources, Inc. ("Carrico"), whose address is 720 N. Parkway, Jefferson, Wisconsin 53549

RECITALS

Whereas, Owner is the Owner of an aquatic facilities located at Colburn Pool 1025 South Fisk Street, Joannes Aquatic Center 1430 East Walnut Street, and Resch Aquatic Centre 1058 Reed Street all in Green Bay, Wisconsin 54301 (the "Facilities"); and

(Please note that Astor, Marquette, and Mather are not included in this agreement.)

Whereas, Owner desired to engage Carrico to assist Owner to operate and maintain the Facilities and Carrico desires to accept such engagement, all upon the terms and conditions hereafter set forth; and

Whereas, Owner is authorized by law to enter into this Agreement;

Now, therefore, in the consideration of the premises and the mutual covenants herein contained, the parties agree as follows:

ASSUMPTIONS

In our proposal we have assumed the following:

- Scope of services as outlined in the next section is the primary basis of Carrico's proposal.
- As contractor to Owner, Carrico will provide management assistance and consultation for Owner to achieve optimum performance and to maintain related equipment for system integrity within budgeted resources.
- Carrico will interpret all meters and gauge readings as designated by code and provide Owner with recommendations and evaluation.
- Carrico in consultation with Owner, has the authority to close the Facilities to swimmers should unsafe conditions exist and keep Facilities closed until corrective actions have been successful.
- Carrico believes in continuing education of its employees, which translates into Owner receiving the advantages of the latest proven technology programs to provide the safest pools, to reduce liability and increase life expectancy of equipment and structure.

- Carrico does not formulate policy nor assume any ownership of the system, unless other wise stated. The Owner is responsible for all capital outlay items unless otherwise stated.
- Terms of this Agreement will be self-perpetuating unless either party, for whatever reason, wishes to terminate and follows the termination procedures set forth herein.

ARTICLE I: SCOPE OF SERVICES

Carrico agrees to provide the following equipment, chemicals and services:

- 1.1 All chemicals needed to maintain the pool per Wisconsin state code. Note: acid is limited to 75 gallons of bulk acid to each pool along with one case of Acid Magic per season. All other acid and bicarb are billable.
- 1.2 Installation support and start-up
- 1.3 Operator Training
- 1.4 14 point water analysis every 4-6 weeks

ARTICLE II: OWNERS' RESPONSIBILITIES

- 2.1 Operate facilities according to State of Wisconsin's Department of Health Swimming Pool Code, in a safe and healthy manner, consistent with education and training provided by Carrico.
- 2.2 Designate in writing, the employees to be trained by Carrico. Designated individuals will be available for training on the agreed upon date and time. Additional training for individuals not in attendance or for new employees will be billed outside of this agreement, at the rate of \$125.00 per hour.
- 2.3 Routine maintenance; cleaning and filling chemical feed equipment, when needed; vacuuming pool(s); backwashing filter(s).
- 2.4 Notifying Carrico minimum of 14 days in advance of the need for additional chemical inventory. Carrico provides delivery of chemicals F.O.B. from closest location.
- 2.5 Chemicals needed to rebalance pool after emergency draining and refilling due to Acts of God, vandalism, glass breakage, or for other reasons beyond control of Carrico are not covered in this agreement. These chemicals will be billed outside of this agreement.
- 2.6 Owner assumes and shall bare the entire risk of loss, theft, damage, destruction, storage, handling and feeding of the equipment and chemicals provided from any cause whatsoever, except losses resulting from the defective design or manufacture of the equipment or chemicals and except losses from the time place and manner of the performance of maintenance that is Carrico's responsibility under this agreement. Owner shall at Owner's expense keep the equipment and chemicals insured against theft, damage, spills and/or destruction. Said insurance shall provide a provision naming Carrico as an additional insured for Carrico's interest in such equipment and chemicals.

ARTICLE III: CARRICO AQUATIC RESOURCES, INC. RESPONSIBILITIES

- 3.1 Provide chemicals and services as described in Article I.
- 3.2 Provide technical assistance in the installation of said equipment and provide operator training and manuals at time agreed upon by both parties.
- 3.3 Provide sanitizer and balancing chemicals needed to maintain the pool water chemistry within State of Wisconsin's Department of Public Health Guidelines.
- 3.4 Routine visits to the Facilities to check equipment and water chemistry.

ARTICLE IV: COMPENSATION

- 4.1 Owner's guaranteed yearly investment for chemicals, operator training, and monthly visits is forty-three thousand seven hundred seventy-five and no/100 dollars (\$43,775.00) for the 2024 pool season.
- 4.2 Owner shall pay Carrico ten thousand nine hundred forty-three and 75/100 dollars (\$10,943.75) due on the first day of May, June, July and August for the 2024 pool season.

ARTICLE V: TERM

- 5.1 Terms of this Agreement are a guaranteed yearly investment. This is a one year minimum agreement and will be self-perpetuating unless either party for whatever reason, wishes to terminate.
- 5.2 This agreement time period is for the 2024 pool season.

ARTICLE VI: TERMINATION

- 6.1 Either party wishing to terminate agreement, must do so in writing no later than thirty days from the anniversary of the original signing of the agreement, of any given year.
- 6.2 Owner agrees to allow Carrico access to Facilities within thirty days of termination of agreement to remove Carrico's equipment and/or chemicals.
- 6.3 Owner may terminate this agreement without penalty if Carrico fails to:
- Supply chemicals as outlined in this agreement in a timely manner;
 - Perform routine visits to named Facilities
 - Provide routine water analysis report.
- 6.4 All financial commitments by the City will be subject to the availability of funds approved by the Green Bay City Council.
- 6.5 If the Owner terminates this Agreement pursuant to Section 6.4, the Owner agrees to give one written notice to Carrico of Owner's reason for potential termination and agrees to allow Carrico three weeks to correct any deficiencies before giving a final written notice of termination without penalty for removal of equipment and/or chemicals.

ARTICLE VII: MISCELLANEOUS

- 7.1 Any equipment which is provided by Carrico during the term of this Agreement and which is not deemed part of the Facilities shall remain the property of Carrico upon termination of this Agreement. Carrico shall not make any capital replacement of the Facilities equipment or any component hereof without the written approval of the Owner unless there is an emergency. If there is an emergency, Carrico shall provide the Owner with verbal notice of the capital replacement as soon as possible.
- 7.2 This Agreement represents the entire Agreement of the parties and may only be modified or amended in writing and signed by both parties.
- 7.3 Written notices required to be given under this Agreement shall be deemed given when mailed by registered mail to Carrico, attention: President, and to Owner, attention _____, at the address set forth for each in the opening paragraph of this Agreement.
- 7.4 This Agreement shall be governed by, and construed in accordance with, the laws of the State of Wisconsin.

- 7.5 Neither party shall assign, in whole or in part, any of the rights, obligations, or benefits of this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld.
- 7.6 Service Calls that are the result of the Owner or the Owner's Operator created by neglect for routine housekeeping responsibilities are billable at a rate of \$125.00 per hour while on site. Routine housekeeping is defined as, but not limited to the following: maintaining correct water level, backwashing filter(s), keeping chemical feed equipment supplied with chemicals, performing daily preventive maintenance on chemical feed equipment, vacuuming pool, cleaning hair/lint basket(s), and skimmer baskets, removing oily buildup at waterline, daily testing of chemical levels and logging said results, as required by code, recording all gauge readings and cleaning sensors and restandardization of controller, adding of chemicals per Carrico directions.
- 7.7 All chemicals used will be only those approved by and preferably purchased from Carrico Aquatic Resources, Inc.
- 7.8 Service Calls resulting from equipment failure, not related to routine housekeeping as defined in 7.6, are the expenses of Carrico.
- 7.9 Chemicals needed to rebalance pool after emergency draining and refilling due to Acts of God, vandalism, glass breakage, or other reasons beyond control of Carrico are not covered in this agreement. These chemicals will be billed outside of this agreement.

ARTICLE VIII: AUTHORIZATION

- 8.1 IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the date of _____, 20_____.

CARRICO AQUATIC RESOURCES, INC.

CITY OF GREEN BAY - OWNER

By: _____
Matt Carrico, President

By: Adrian Zi
Owner

P.O. _____

Exhibit A

"Facilities" as referred to in this document consist of the following:

- 400,000 gallon main pool - Joannes
- 375,000 gallon main pool - Resch
- 580,000 gallon main pool - Colburn

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

TO : Purchasing Division/Administrative Services

DATE: 02/13/24

FROM: Department/Division Park, Rec, and Forestry

REQUISITION #

List "No Substitute" Item(s) here:

Pool chemical contract

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:

*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 Aquatics has been the City of Green Bay Park's Dept pool chemical and service supplier for a number of years. Carrico has been able to deliver pool chemical in a timely and efficient manner, even with the shortages of last summer Carrico was able to procure chemicals to keep our facilities up and running. The Parks Dept currently has Pulsar and Beca chemical feed system in all of our pool facilities. Carrico has supplied the chemical feed systems which over the years the Parks Dept has invested close to \$32,000.00. If we were to go with a different vendor we would need to change over all of our feed systems to that new vendor which would cost the city substantial amount of money. Carrico also has been a valuable resource for helping trouble shoot pool chemical equipment, pool cleaning equipment and unique situations that arise. Carrico is able to do this with the contacts they have made in the aquatic industry and share their knowledge with us. Representatives are also easily reached along with the owner of Carrico.

Approvals:

Requestor:

Antew S.

Date:

2-13-2024

Department Head:

David O.

Date:

2/14/2024

Purchasing Manager:

Shirley A.

Date:

2/14/24



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

February 28, 2024

PREPARED BY

AGENDA ITEM # E.10

Consideration with possible action on the renewal of the annual portable toilets rental quote from VandenPlas Portable Solution LLC.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. VandenPlas Renewal 2024
2. VandenPlas Portable Solutions
3. VandenPlas Signature Page and References



January 15, 2024

2/15/2024 Letter was e-mailed to: billing@VPSenterprises.com

Mr. Kurt VandenPlas
VandenPlas Portable Solutions LLC
5132 County Road R
Denmark, WI 54208

Dear Mr. VandenPlas:

The City of Green Bay is pleased to award you the Portable Toilet Rental & Service Contract as per City specifications in RFQ #2021-07 and your quotation dated March 2, 2021. This is a two-year agreement from April 1, 2021 through March 31, 2023 with the option to renew for three (3) additional one-year periods upon mutual agreement by both parties. The City reserves the right to add or remove units from service during the term of agreement and to request units for any City Departments, although the Parks, Recreation and Forestry (PRF) Department will be the major user of your services along with the Department of Public Works (DPW) Bayport and East Side Yard Waste sites. City of Green Bay would like to utilize the first extension of the contract for 3-31-2024 to 03-31-2025. Please see attached revised quote summary with updated costs. Contract allows for a 10% increase for this renewal year.

If any of the required insurance coverage expires during the term of the contract, you must deliver renewal certificates and/or policies to the City of Green Bay Risk Management Division at least 10 days prior to the expiration date. E-mail it to: certificates.insurance@greenbaywi.gov

A copy of the quotation summary is attached.

Payment/Invoicing: Net 30 days upon receipt of invoice. Please direct PRF invoices to Kala Lardinois – 100 N. Jefferson Street, Room 510, Green Bay, WI 54301 and DPW Yard Waste Sites invoices to Nathan Wachtendonk – 519 S. Oneida Street, Green Bay, WI 54303.

I have read the above letter for Contract Extension and Cerify that the Extension from 03-31-2024 to 03-31-25 is valid and binding.

Kurt VandenPlas

Thomas J. Walenski
City of Green Bay -
Procurement Manager

cc: D. Ditchett
A. Krzewina
N. Robinette
L. Destree
N. Wachtendonk

OFFICE USE

Verification the Certificate of Insurance is on File

Risk Management Approval: 3/23/2024 per HH

Insurance expires:

CITY OF GREEN BAY QUOTATION
SUMMARY RFQ #2021-07 Portable Toilets -
Updated 1-16-2023

DEPT: Parks				VENDOR #1					
Planholders: Vendors				CC #977-971-934		VANDENPLAS PORTABLE SOLUTION LLC			
ISSUED: 2/25/2021				DUE: 3/17/2021		Denmark			
# Days per location	# OF MONTHS	DURATION	DESCRIPTION (1 Unit at each location unless otherwise stated)	UNIT COST (Price/Mth)	ANNUAL TOTAL				
214	7	April-Oct	TRIANGLE (Beverly Rd.)	\$ 86.00	\$ 615.00				
214	7	April-Oct	FINGER ROAD SPORTS COMPLEX 1 OF 2	\$ 86.00	\$ 615.00				
214	7	April-Oct	FINGER ROAD SPORTS COMPLEX 2 OF 2	\$ 86.00	\$ 615.00				
61	2	June-July	KENNEDY SCHOOL	\$ 86.00	\$ 175.00				
92	3	May-July	KELLER SCHOOL	\$ 86.00	\$ 264.00				
184	6	May-Oct	CHAPPELL SCHOOL	\$ 86.00	\$ 528.00				
183	6	April-Sep	EAST RIVER (Lawe St.)	\$ 86.00	\$ 525.00				
214	7	April-Oct	EAST RIVER (Emilie St. - Near baseball diamond) 1 OF 2	\$ 86.00	\$ 615.00				
122	4	April-July	EAST RIVER (Emilie St. - Near soccer fields) 2 OF 2	\$ 86.00	\$ 350.00				
122	4	April-July	GAGNON	\$ 86.00	\$ 350.00				
92	3	May-July	PERKINS PARK (Bond St)	\$ 86.00	\$ 264.00				
184	6	May-Oct	DANZ SOCCER FIELD	\$ 86.00	\$ 528.00				
184	6	May-Oct	BEAVER DAM DIAMONDS 1 of 2	\$ 86.00	\$ 528.00				
184	6	May-Oct	BEAVER DAM DIAMONDS 2 of 2	\$ 86.00	\$ 528.00				
123	4	May-Aug	NAVARINO PARK	\$ 86.00	\$ 353.00				
153	5	May-Sep	WILDLIFE SANCTUARY-1 Handicap Unit	\$ 126.00	\$ 643.00				
184	6	May-Oct	LEICHT PARK (110 Dousman St)	\$ 86.00	\$ 528.00				
365	12	April-March	BAYPORT YARD WASTE SITE	\$ 86.00	\$ 1,048.00				
365	12	April-March	EAST SIDE YARD WASTE SITE	\$ 86.00	\$ 1,048.00				
	7	April-Oct	City Owned (2) PORTABLE UNITS Requires cleaning on an as needed basis. Units stored at City's Park Shop. City to pay this cleaning fee only if needed on our 2 units.	\$ 90.00					
			Extra Service w/24 hour notice:	\$ 45.00					
			Extra Service w/o 24 hour notice:	\$ 65.00					
50	4	EACH June 20-Aug 8	(Additional) Portable Toilets for Kid's Day through Kiddie Karnival Standard Portable Toilets:	TOTAL COST FOR 1 DAY EVENT	\$ 400.00				
50	1	EACH June 20-Aug 8	Handicap Portable Toilet:		\$ 150.00				
50	2	EACH June 20-Aug 8	Sinks:		\$ 250.00				
	1	EACH	(As Needed) Approximately four (4) SPECIAL EVENTS (Typically a Friday, Saturday & Sunday)	TOTAL COST FOR 3 DAY EVENT					
	1	EACH	Standard Portable Toilets:		\$ 100.00				
	1	EACH	Handicap Portable Toilet:		\$ 150.00				
			Sinks:		\$ 125.00				
	1	EACH	(As Needed) 1 Unit may be designated at different park locations throughout the year on an as needed basis for emergency situations or short-term situations - Standard Portable Toilets:	\$ 101.00					
Indicate the Brand/Model Quoted in this worksheet:				2010-2018 Polyjohn					
2021 & 2022 ANTICIPATED ANNUAL COSTS:					\$ 11,295.00				
Maximum increase for 2023-2024:				5%	\$ 11,859.75				
Maximum increase for 2024-2025:				5%	\$ 12,452.74				
Maximum increase for 2025-2026:				5%	\$ 13,075.37				
Approx. 15	EACH	Replacement Costs due to Fire/Vandalism (We have averaged replacing 3 units per year on approximately 15 units for the 5 year contract):		\$400.00	\$6,000.00				
TOTAL COST OF FIVE YEAR CONTRACT:					\$ 65,977.86				
Accepts credit card payments w/o fees:				No					
NOTES & Exceptions: <u>Fuel surcharge will apply if fuel is over \$4.00 per gallon</u>				No fuel surcharges		2023 – 2025 10% increase per year			

RECOMMENDATION: Award to the lowest responsive, responsible vendor VandenPlas Portable Solutions LLC for the two year contract with three (3) one-year renewal options upon mutual agreement by both parties. Anticipated annual cost is \$11,295 for each Year 1 & Year 2 plus replacement costs of ~\$1,200/year due to historical data of 3 units per year being replaced because of Fire/Vandalism.

VENDOR NAME: VandenPlas Portable Solutions LLC.

VENDOR REQUIREMENTS
~ SPECIFICATIONS & QUOTATION SUBMITTAL FORMS – RFQ #2021-07 ~

- **FORMAT:** Vendor shall complete every space in the 'Vendors Column' with a (√) to indicate compliance with specification or (Exception) to indicate any deviation from specification. Any items appearing in the manufacturer's specifications furnished by the vendor are assumed to be included in this quotation. Note any exceptions to standard manufacturer's specifications.
- **COMPLETE REQUIREMENTS:** While every effort has been made to ensure the accuracy and completeness of the information in this RFQ, the City recognizes the information is not exhaustive of every detail and all work and materials may not be expressly mentioned in the requirements of this RFQ. Therefore, it is the Vendor's responsibility to include in their quotation all requirements necessary for the full and faithful performance of the requested goods/services in accordance with the objectives of the City. The goods/services offered shall be complete in every respect inclusive of all design, components, and recommendations for auxiliary equipment, and required maintenance or licensing, etc.

No.	DESCRIPTION	VENDOR'S COLUMN "√" COMPLY OR "EXCEPTION"
1.	QUANTITY/TYPE: The City of Green Bay is requesting quotes for the Rental and Service of Portable Toilets. This will be a two year contract from 4/1/2021 through 3/31/2023 with the option to renew for three additional one-year periods upon mutual agreement by both parties. See attached worksheet for quantity, number of months of usage, locations, etc. The line items highlighted in yellow are events that may or may not take place due to the restrictions of COVID-19.	X
2.	RENTAL UNITS (Standard size units unless otherwise noted – see attached worksheet): The City reserves the right to add or remove units from service during the contract year. The units listed on the attached worksheet are located in the City Parks areas and DPW areas; however, the City reserves the option to request additional units to be provided to other departments and locations upon request. Rental to include the following: • Delivery • Anchoring • Tissue Replacement • Weekly Cleaning • Weekly Disposal Waste Fees • Pick-up at end of season with proper notification to the department.	X
3.	TERM OF CONTRACT: The initial term of the contract shall be for two year(s) anticipated to be 4/1/202021 to 3/31/2023. Upon mutual agreement, the City and Vendor may renew this agreement for three additional one-year time periods. A minimum of thirty (30) days notice must be given to renew the contract for additional increments. The City reserves the right to cancel any resulting agreement at any time with 30 days notice and or January 1 if funding is not appropriated. Any resulting purchase agreement, based on this RFQ, shall become the contractual agreement for the required services. Each section contained herein, any addenda and the response from the successful Vendor shall also be incorporated by reference into the resulting agreement. The authorization for the contract to begin will be upon City Council approval of the award, assuming any insurance and bonding requirements have been met. Similar services may be added and pricing for these services negotiated during the term of the contract.	X

No.	DESCRIPTION	VENDOR'S COLUMN "√" COMPLY OR "EXCEPTION"
4.	TERMINATION OF CONTRACT & RIGHT TO CANCEL: The City may terminate the resulting contract at any time by a notice in writing from the City Purchasing Agent to the Vendor. If the City terminates the contract with the Vendor, the Vendor shall be entitled to receive payment for work completed up to the date of notice. The City reserves the right to cancel this agreement or any resulting agreement at any time with 30 days written notice.	X
5.	SITE INSPECTIONS: If the vendors need to see the sites for inspection(s), contact Andy Krzewina at (920) 606-8536.	X
6.	DAMAGES: The vendor to accept responsibility for labor to repair damages and the City of Green Bay will accept responsibility for all parts needed to repair damaged units.	X
7.	REPLACEMENT COST OF A UNIT (in the event of fire damage / vandalism): Vendor to indicate on the Quotation Pricing & Signature Pages this replacement cost. Replacement cost to be pro-rated for the cost of the make/model and year of unit that was under contract – "blue book value".	X
8.	RENTAL PERIOD PER MONTH: To be based off a 30 day rental period.	X
9.	PRO-RATED RATES (with minimum of one week rental): In the event the City needs a portable unit before or after contracted season dates, vendor to provide the unit at a pro-rated rate. The calculation for pro-rated rates will be: (cost of the unit divided by 30 days times the number of days required before or after contracted season dates). Example: \$50 unit / 30 days X 15 days = \$25.00.	X
10.	DELIVERY & TAX EXEMPT: All quoted items or services delivered shall be tax-exempt, F.O.B. Delivered to the pools and wading pools mentioned above - Green Bay, WI.	X
11.	PAYMENT: Payment of the seller's invoices is subject to adjustment for any shortage, or for the rejection of any item or items.	X
12.	VENDORS INSURANCE / INDEMNIFICATION REQUIREMENTS: The successful vendor will be required to provide proof of required insurance coverage, naming the City of Green Bay as an additional insured, to the City of Green Bay's Risk Management Division prior to the start of work. The vendor complies with the insurance/indemnification requirements listed in these specifications.	X
13.	RESPONSE TO THIS RFQ is required to be on these attached specification/worksheets. Additional information may be attached.	X

No.	DESCRIPTION	VENDOR'S COLUMN "✓" COMPLY OR "EXCEPTION"
14.	ABILITY TO FULFILL QUOTE REQUIREMENTS: The City of Green Bay may make an investigation as is necessary to determine the ability of the vendor/contractor to fulfill quote requirements. The Vendor/Contractor shall furnish such information requested and be prepared to demonstrate types of products or services similar to that included in the quote.	X
15.	ATTACHMENT(S) INCLUDED IN THIS RFQ: "Appendix A" City of Green Bay Standard Terms and Conditions (STC-Form: 3/5/2020).	X
16.	QUOTES: Due at 2:00 PM (CT) on the due date indicated above. E-mail them to PurchasingAq@greenbaywi.gov Responses received after the deadline cannot be considered and if mailed, will be returned unopened. The City is not responsible for delays occasioned by the U.S. Postal Service, the internal mail delivery system of the City, or any other delivery method employed by the Vendor. Due to the <u>restrictions of COVID-19, there will be no public opening.</u>	X
17.	LIQUIDATED DAMAGES: If Vendor fails to deliver all materials quoted to a location where they are readily available for installation for the Number of Months (DURATION) and the designated park location (DESCRIPTION) on the enclosed list of Portable Toilets , Vendor agrees to be liable to the City for liquidated damages in the amount of One Hundred Dollars (\$100.00) for each day said materials are not readily available.	X
18.	LITERATURE/BROCHURES: Vendor to provide literature/brochure on the type of unit being quoted.	
19.	FUEL SURCHARGES FOR THE THREE 1-YEAR EXTENSION OPTIONS: Your initial two year 2021-2023 quoted rates to include all fuel surcharges. For the three 1-year extension options, indicate what your fuel surcharge policy will be: _____ 0 _____ — _____ _____	
20.	REFERENCES: Vendors are to include a list of TWO (2) municipalities or customers to be used as references. These references should be current customers utilizing services similar to those requested. The City may make such investigation as is necessary to determine the ability of the Vendor to fulfill service requirements. <u><i>If you are currently working with the City of Green Bay, just list your City contact person's name & phone number below.</i></u> 1. Company Name: Address: Telephone: Contact Person: E-mail address: Product(s) and/or Service(s) Used: How long have you been working with this company? _____	

No.	DESCRIPTION	VENDOR'S COLUMN "√" COMPLY OR "EXCEPTION"
	2. Company Name: Address: Telephone: Contact Person: kkk E-mail address: Product(s) and/or Service(s) Used: How long have you been working with this company? 3. Company Name: Address: Telephone: Contact Person: E-mail address: Product(s) and/or Service(s) Used: How long have you been working with this company?	

VENDOR'S SIGNATURE & INFORMATION:

Vendor Full Legal Name: VandenPlas Portable Solution LLC.
Complete Address, City, ST, Zip: 5132 County Road R
Denmark WI 54208
Bidders Contact Name & Title (Type or Print): Kurt VandenPlas
Authorized Signature: _____
Phone # & Fax#: 920-655-7065
Date: 3/2/2021
Taxpayer I.D. Number: 39-1957677
E-mail address: Kurt@VPSenterprises.com

Interested in doing business with the City? Register at NO CHARGE <http://www.demandstar.com> to access opportunities at the City.

ADDENDA - It is Vendor's responsibility to check for issuance of any addenda. The undersigned hereby acknowledges receipt of the following addenda:

Addenda Number: _____ Date: _____ Addenda Number: _____ Date: _____
Addenda Number: _____ Date: _____ Addenda Number: _____ Date: _____

City of Green Bay
QUOTATION PRICING & SIGNATURE PAGES – RFQ #2021-07

The undersigned, on behalf of the Vendor, certifies: (1) this offer is made without previous understanding, conflict of interest, agreement or connection with any person, firm, or corporation making a quotation on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the quotation is entered; (4) they have read the complete Request for Quotation and understand all provisions and fully understanding the local conditions affecting the cost of the work, hereby proposes to furnish all labor, materials, tools and equipment to perform the work required by the proposed purchase contract documents referred to therein (as altered, amended or modified by addenda); (5) if accepted by the City, this quotation is guaranteed as written and will be implemented as stated; and (6) mistakes in writing of the submitted quotation will be their responsibility.

Rates to be firm for a two year contract from 4/1/2021 through 3/31/2023 with the option to renew for three additional one-year periods upon mutual agreement by both parties. See attached worksheet for quantity, number of months of usage, locations, etc.

YEAR and BRAND/MODEL of quoted units:	Polyjohn 2010-2018
REPLACEMENT COST OF A UNIT (in the event of fire damage / vandalism. To be pro-rated for the cost of the make/model and year of unit that was under contract):	\$400.00
EXTRA SERVICE: Indicate cost for extra service <u>WITH</u> 24 hour notice:	\$45.00
EXTRA SERVICE: Indicate cost for extra service <u>WITHOUT</u> 24 hour notice:	\$65.00
LEAD-TIME: Contracted units to be installed annually by April 1 st or as stated on the list below.	
PAYMENT TERMS: Final payment will be made Net 30. Vendor to indicate early payment discount offered: → →	
STATE IF COMPANY ACCEPTS PAYMENT BY CREDIT CARD: (check one) YES ____ or NO <u>X</u> ____ The City does not pay any service or finance charges.	
This contract is for the 2021-2023 season. Upon mutual agreement, the City and Vendor may renew this agreement for three additional 1-year contracts for: 2023-2024; 2024-2025 and 2025-2026. Indicate to the right below the maximum percentage increase/decrease for the additional one-year contracts.	
INDICATE MAXIMUM % (DECREASE/INCREASE) FOR 2023-2024 (circle one)	5 %
INDICATE MAXIMUM % (DECREASE/INCREASE) FOR 2024-2025 (circle one)	5 %
INDICATE MAXIMUM % (DECREASE/INCREASE) FOR 2025-2026 (circle one)	5 %

Vendor shall complete & submit the following required documents:

1. ☒ Quotation Submittal Forms – Pages 7 – 10
2. ☒ Quotation Pricing & Signature Page - Pages 11-12

CITY OF GREEN BAY PORTABLE TOILETS TWO YEAR AGREEMENT 4/1/2021-3/31/2023 with 3 one-year renewal options

Renewal #1 4/1/2023-3/31/2024 Renewal #2 4/1/2024-3/31/2025 Renewal #3 4/1/2025-3/31/2026

Current Pricing 4/1/2021 - 3/31/2023

# Days per unit location	# OF MONTHS	DURATION	DESCRIPTION (1 Unit at each location unless otherwise stated)	UNIT COST (Price/30 days)	ANNUAL TOTAL * (1)
214	7	April-Oct	TRIANGLE (Beverly Rd.)	\$ 86.00	\$ 615.00
214	7	April-Oct	FINGER ROAD SPORTS COMPLEX 1 OF 2 (NEW for 2019)	\$	\$ 615.00
214	7	April-Oct	FINGER ROAD SPORTS COMPLEX 2 OF 2 (NEW for 2019)	\$	\$ 615.00
61	2	June-July	KENNEDY SCHOOL (1754 9th St.)	\$	\$ 175.00
92	3	May-July	KELLER SCHOOL (806 Bond St.)	\$	\$ 264.00
184	6	May-Oct	CHAPPELL SCHOOL (205 Fisk St.)	\$	\$ 528.00
183	6	April-Sept	EAST RIVER (Lawe St.)	\$	\$ 525.00
214	7	April-Oct	EAST RIVER (Emilie St. - Near baseball diamond) 1 OF 2	\$	\$ 615.00
122	4	April-July	EAST RIVER (Emilie St. - Near soccer fields) 2 OF 2	\$	\$ 350.00
122	4	April-July	GAGNON (Hillside Ln.)	\$	\$ 350.00
92	3	May-July	PERKINS PARK (Bond St.)	\$	\$ 264.00
184	6	May-Oct	DANZ SOCCER FIELD (Basten St.)	\$	\$ 528.00
184	6	May-Oct	BEAVER DAM DIAMONDS 1 OF 2	\$	\$ 528.00
184	6	May-Oct	BEAVER DAM DIAMONDS 2 OF 2	\$	\$ 528.00
123	4	May-Aug	NAVARINO PARK (Corner of Stuart & Jackson)	\$	\$ 353.00
153	5	May-Sept	WILDLIFE SANCTUARY-1 Handicap Unit (1660 E. Shore Drive)	\$ 126.00	\$ 643.00
184	6	May-Oct	LEICHT PARK (110 Dousman St.)	\$ 86.00	\$ 528.00
365	12	April-March	BAYPORT YARD WASTE SITE for DPW (1470 Hurlbut Dr.)	\$	\$ 1048.00
365	12	April-March	EAST SIDE YARD WASTE SITE for DPW (2530 E. Shore Dr.)	\$	\$ 1048.00
?	7	April-Oct	City Owned (2) PORTABLE UNITS Requires cleaning <u>on an as needed basis</u> . Units are stored at the City's Park Shop located 919 Crocker Street. City to pay this cleaning fee only if needed on our 2 units. Keith or his staff will contact Selected Vendor when this service needs to be performed.	\$ 90.00	\$
			Extra Service with 24 hour notice:	\$ 45.00	\$
			Extra Service without 24 hour notice:	\$ 65.00	\$
50	4	EACH June 20 - August 8	(Additional) Portable Toilets for Kid's Day through Kiddie Karnival Standard Portable Toilets:	TOTAL COST FOR 1 DAY EVENT	\$ 400.00
50	1	EACH June 20 - August 8	Handicap Portable Toilet:		\$ 150.00
50	2	EACH June 20 - August 8	Sinks:		\$ 250.00
				Current Pricing 4/1/2021 - 3/31/2023	
1	EACH		(As Needed) Approximately four (4) SPECIAL EVENTS - (Typically a Friday, Saturday & Sunday) - Such as: Going Big in the Bay, Glow Zumba, Open Streets Bike Event and others as needed. Standard Portable Toilets:	TOTAL COST FOR 3 DAY EVENT	\$ 100.00
1	EACH		Handicap Portable Toilet:		\$ 150.00
1	EACH		Sinks:		\$ 125.00
1	EACH		(As Needed) 1 Unit may be designated at different park locations throughout the year on an as needed basis for emergency or short-term situations: Standard Portable Toilets:	\$ 101.00	\$
ANTICIPATED ANNUAL COST:					\$ 11301.00
Replacement Cost of a unit (in the event of fire damage/vandalism):					\$ 400.00
Indicate the Brand/Model Quoted in this worksheet:					Polyljohn

 = Events that may or may not take place due to the restrictions of COVID-19.

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No.	DESCRIPTION	VENDOR'S COLUMN "✓" COMPLY OR "EXCEPTION"
	2. Company Name: <i>DePere Park Dept</i> Address: <i>1615 Grant St DePere, WI 54115</i> Telephone: <i>920-339-4046</i> Contact Person: <i>John McDonald</i> E-mail address: <i>jmcdonald@depere.wi.gov</i> Product(s) and/or Service(s) Used: <i>portable restrooms, portable sinks</i> How long have you been working with this company? <i>5 + years</i> 3. Company Name: <i>Oneida Nation of Wisconsin</i> Address: Telephone: Contact Person: <i>William (Bill) Vervart</i> E-mail address: <i>wvervart@oneidanation.org</i> Product(s) and/or Service(s) Used: <i>portable toilets, portable sinks</i> How long have you been working with this company? <i>20 + years</i>	

VENDOR'S SIGNATURE & INFORMATION:

Vendor Full Legal Name: VandenPlas Portable Solution LLC.
Complete Address, City, ST, Zip: 5132 County Road R
Denmark WI 54208
Bidders Contact Name & Title (Type or Print): Kurt VandenPlas
Authorized Signature: *Kurt VandenPlas*
Phone # & Fax#: 920-655-7065
Date: 3/2/2021
Taxpayer I.D. Number: 39-1957677
E-mail address: Kurt@VPSenterprises.com

Interested in doing business with the City? Register at NO CHARGE <http://www.demandstar.com> to access opportunities at the City.

ADDENDA - It is Vendor's responsibility to check for issuance of any addenda. The undersigned hereby acknowledges receipt of the following addenda:

Addenda Number: _____ Date: _____ Addenda Number: _____ Date: _____
Addenda Number: _____ Date: _____ Addenda Number: _____ Date: _____



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

February 28, 2024

PREPARED BY

AGENDA ITEM # F.I

Staff presentation of the concept plans for the JBS Boulevard and Destination Park.

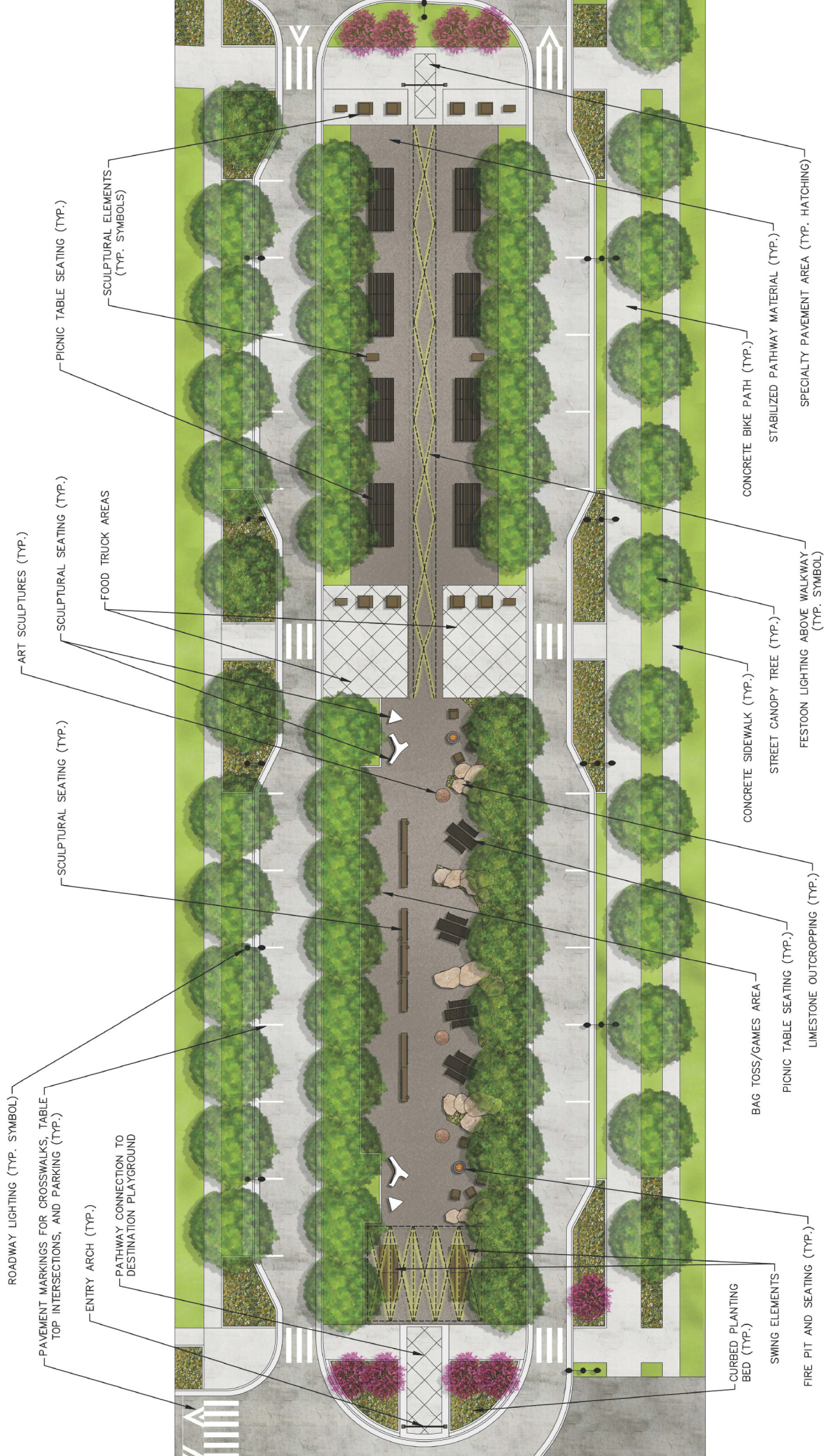
BACKGROUND

RECOMMENDATION

FISCAL IMPACT

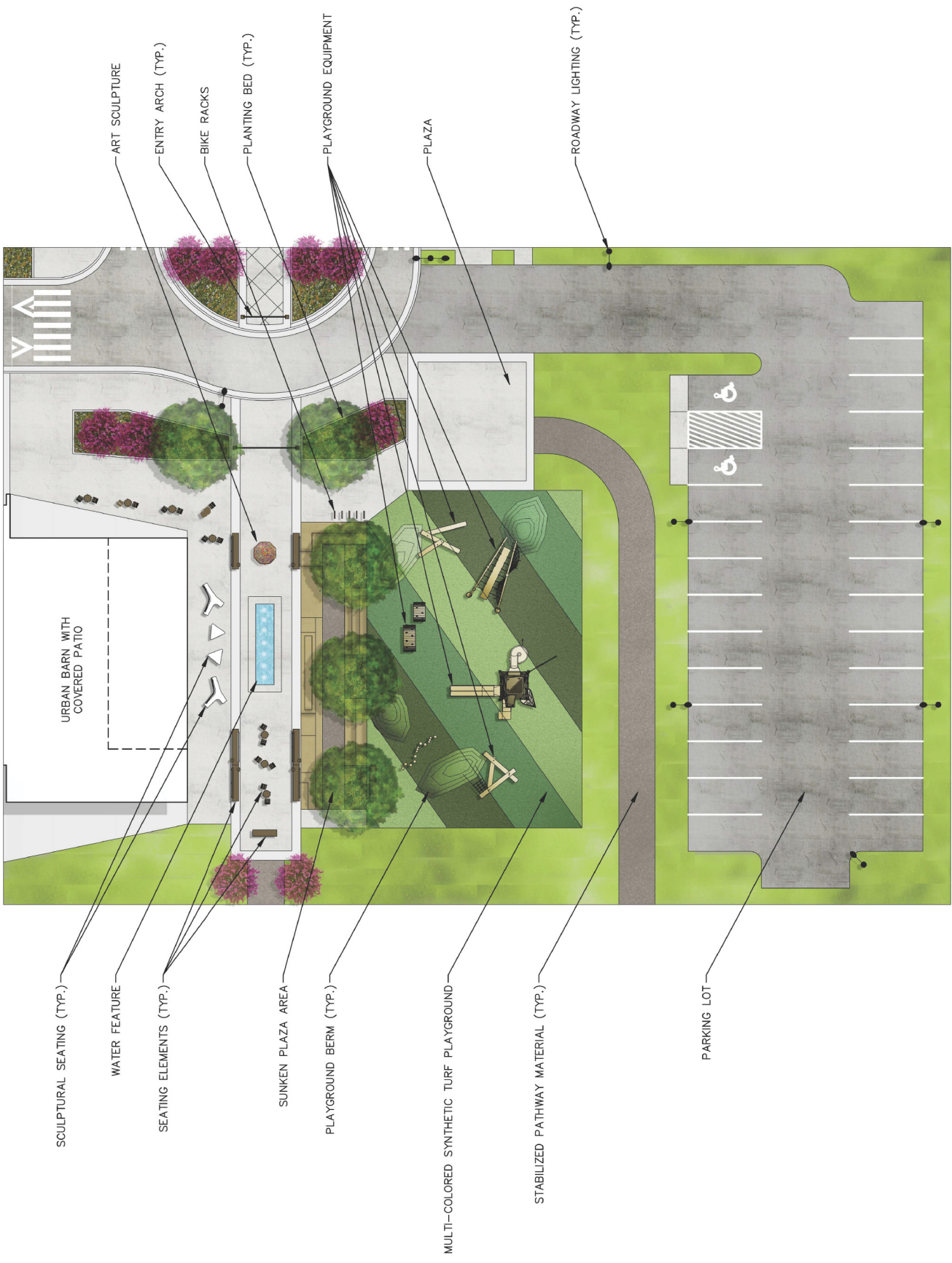
ATTACHMENTS

1. 2024-02-27_JBS Boulevard Rendering
2. JBS Boulevard Images A
3. 2024-02-27_JBS Playground Rendering
4. JBS Park Images A





JBS Boulevard Images



JBS: DESTINATION PLAYGROUND RENDERING
FEBRUARY 27th, 2024



JBS Destination Park Images



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

February 28, 2024

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 2.28

**PARKS COMMITTEE
DIRECTOR'S REPORT
WEDNESDAY, FEBRUARY 28, 2024**

PARK DIVISION

- Earlier this winter Park crews were busy clearing snow from the sidewalks, parking lots and trails for winter use. With the recent warm weather, we were able to refocus our efforts towards other projects.
- Crews have been refurbishing two sets of bleachers. This work includes painting the frames, along with installing new seat and foot boards.
- Park crews were able to get an ice rink at Colburn and Red Smith up for one week in mid-January. Warm temperatures followed and quickly melted the rinks.
- Park crews have been busy mulching landscape areas, picking sticks and some lawn edging of splash pads and sidewalks where the grass was overgrown last fall.
- Crews continue to do daily checks of shelters and pick litter along trails and park land.
- Park carpenters are in the process of finishing up a floor tiling project at the Seymour shelter.
- Park carpenters are working on a small bathroom remodel at the Fisk shelter, which includes tile flooring and a new interior wall finish.
- Interviews have begun for our summer seasonal positions.
- The Fritsch Park shelter is the latest shelter to be hit by vandals with two broken windows. Staff have boarded up the windows until new windows arrive and can be installed.

FORESTRY DIVISION

- The pruning crews are focusing on oak and elm tree pruning before spring pruning bans take place in March.
- Staff continues 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 operations continue. Crews are working on the far west side of town. Eastside removals will start up again in the coming weeks after oak pruning is complete.
- Staff has been interviewing applicants and filling positions for summer seasonal positions. We are approaching full staff levels for seasonal positions.
- Staff have been working with IT staff on transferring our tree inventory to a GIS format.
- Staff are beginning to mark sites for spring tree planting.
- Forestry was able to put its new 50' bucket truck into operation this week. This truck gives us 6 bucket trucks for 9 Arborist II 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. A contractor has been hired. The preconstruction meeting was held 2/20/24. Work will begin soon.
- Staff are planning for the installation of the all-inclusive playground at Bay Beach Amusement Park. A preconstruction meeting was held 2/13/24. The contractor has begun installing the necessary erosion control.
- The construction has started on the underground utilities to the new concession stand/restrooms at the Finger Road Ballfield Complex. Unfortunately contaminated soil has been encountered. Staff is working with the contractor and Public Works to resolve this issue.
- 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 is 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.
- Parks received \$90,838 in grant reimbursement funding from the Department of Natural Resources (DNR) for the East River Trail expansion project.
- Parks received \$200,000 in grant reimbursement funding from the Natural Resource Damage Assessment (NRDA) grant for the St. George St. Canoe/Kayak Launch.
- Parks received \$10,000 in grant reimbursement funding from the Nature Conservancy to plant pollinator plantings within the East River Trail project.

GREEN BAY CONSERVATION CORPS

- Members and staff held a celebration event for MLK Day on Monday, January 15th. A total of 25 community members participated in the event.
- Staff and members participated in On Broadway's event Winterfest where they taught attendees how to make recycled bird feeders out of toilet paper rolls.
- Members continue to remove buckthorn and honeysuckle from the Westside Trail, Newberry Conservancy, E.R. Optimist Park, Red Smith Park, and Bay Beach Wildlife Sanctuary.
- Staff and members participated in the Lifestyle Expo at the Resch Center on February 9th & 10th. Staff presented on installing rain gardens for homeowners.

- Local professionals joined the crew for a panel discussion about careers in the environmental field.
- Members have begun taking the herbicide certification test.
- Members toured the Botanical Gardens greenhouse to learn about greenhouse operations and management.
- Members planted over 1,000 plugs in the greenhouse.
- Staff and members participated in the Aldo Leopold event held at the Library on February 24th.
- Members have begun planning the Earth Day celebration events to be held in April.
- Staff continue to attend recruitment fairs and interview for summer members.
- Staff have been working with Astor Park Neighborhood Association to plan a native planting for the park.
- Staff are working with the Botanical Gardens to plan the installation of 2 large native plantings at Perkins and Danz parks.

RECREATION DIVISION

- We are finalizing youth baseball and softball field permits.
- The adult softball league registration has begun. We will be offering Men's Slow-pitch, Co-Ed Slow-pitch and Women's and Men's Modified softball leagues at Beaver Dam Park. The season is scheduled to begin the week of May 6th.
- Registration is currently taking place for our recreation summer day camps at the WLS. The camps will run M-Th for 8 weeks. The recreation summer day camp at the WLS is scheduled to begin the week of June 17th. There are 8 weekly camps being offered from 9 a.m. – 4 p.m., Mondays-Thursdays. Field Trips will take place on Thursdays. Classes are limited to 15 participants.

Week	Camp	Ages	Registered
1	All About Animals	8-11	10
2	STEAM Learning	10-13	6
3	Outdoor Adventures	8-11	11
4	STEAM Learning	8-11	15
5	All About Animals	10-13	5
6	Outdoor Adventures	10-13	9
7	All About Animals	8-11	15
8	Outdoor Adventures	8-11	15

- Registration is currently taking place for our new recreation summer day camps at Perkins and Preble Parks. The camps will run M-Th for 8 weeks. The recreation summer day camps are scheduled to begin the week of June 17th. There are 16 weekly camps being offered from 9 a.m. – 4 p.m., Mondays-Thursdays. Field Trips will take place on Thursdays. Classes are limited to 20 participants.

Perkins

Week	Camp	Ages	Registered
1	Game On	10-13	0
2	Out of this World	10-13	0
3	Outdoor Adventures	8-11	1
4	Holiday Extravaganza	8-11	0
5	Game On	8-11	0
6	Outdoor Adventures	10-13	3
7	Out of this World	8-11	2
8	Holiday Extravaganza	10-13	3

Preble

Week	Camp	Ages	Registered
1	Game On	10-13	0
2	Out of this World	10-13	0
3	Outdoor Adventures	8-11	0
4	Holiday Extravaganza	8-11	0
5	Game On	8-11	2
6	Outdoor Adventures	10-13	0
7	Out of this World	8-11	2
8	Holiday Extravaganza	10-13	0

- The adult basketball program championship games were held February 21st.
- The Mini-Dribblers Youth Basketball Program is being held at Red Smith and Ft. Howard schools. We have 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 11 participants currently registered.
- We are taking job applications for Summer Playground Leaders, Camp Instructors, Softball Umpires and Site Supervisors.
- The Youth Dance Program has been underway since November. Students have been hard at work polishing their routines in Ballet, Tap, Creative Movement, Hip Hop and Poms. Our end of season recital will take place on Wednesday, March 6th at Lombardi Middle School.
- The 8th Annual Frenzy on the Fox event took place on Friday, January 26th. We had about 100 people come on a warm, but very rainy night to celebrate the 4 seasons 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.
- Staffing
 - Updates to all onboarding documents have been completed. We've had a large amount of folks already committed to returning.
 - Handbook.
 - Orientation.
 - Certification of training.
 - Offer letters.
 - The interview process is set up and will start the week of February 26.
- Concessions and shelters
 - Shelter rentals for 2024 season is open for registration. A number of weekend days are already fully booked.
 - Annual maintenance and facility preparation is underway for the 2024 season.
- Rides
 - Giant Slide stairs will be replaced before opening in May.
 - The new Bumper Cars have arrived.
 - The Bay Beast still needs some work done before opening in 2024.
 - East train tracks have been 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 winter tubing and skiing is on-hold with the recent warm temperatures.

WILDLIFE SANCTUARY

- The Web-Of-Life Trail interpretive signage has been updated. Installation is underway. Additional hiking trail signage is being worked on as well.
- The captive animal program recently had the annual USDA inspection. This thorough examination included mammals and birds as well. Animal health, food prep, storage areas, veterinary and enrichment protocols were all inspected. We passed all aspects of this inspection. A HUGE thanks to the entire animal care team and veterinarians.
- Work continues with the UW student on his capstone project to design a Master Plan for the Sanctuary. The first semester presentations and input sessions are completed. Staff continue to work with the student to provide input and guidance to wrap up his project this semester.
- Summer position recruitment for all positions is well underway with the majority of positions already being filled. We are fortunate to welcome back several great candidates as well as new staff.
- Site planning is underway for a new 'deck' structure for the deer enclosure viewing area. The updated exhibit is planned to open again mid-2024.
- The OAK 4K student/family enrollment for 2024-2025 school year is now open. Staff have met with 12+ families for tours and corresponded with many more via email/phone. A steady marketing effort by OAK leaders has gotten the word out and feedback has been incredibly positive.
- HPAI (bird flu) is still present in the area. Due to the potential risks of this on the Sanctuary property, we are still placing a hold on accepting water birds into the rehabilitation program. We are doing everything possible to protect our captive, as well as wild, on-site birds. Animal care leaders in contact with DNR officials/etc. and the situation is re-examined weekly.
- Frosty Family Fun Night was held on the first Saturday of February. Beautiful weather played a huge role, and the event drew a very large crowd. Within 20 minutes the entire Bay Beach Amusement Park parking lot was filled. The Zippin Pippin lot was then opened and filled up within minutes. The team estimates approximately 8,000-10,000 attended this event with amazing positive feedback. The showing of volunteers was incredible and the only way the Sanctuary could host this many people.
- Winter site clean-up and maintenance is well underway. Staff and the Green Bay Conservation Corps are working to clear large areas of invasive buckthorn to improve trail accessibility and promote natural flora.
- Animal care admin staff recently attended and helped plan/coordinate the WI State Wildlife Rehabilitator Conference. Multiple staff are set to head to the National Wildlife Rehab conference in the near future. The Sanctuary plays a prominent role and has a big voice in state rehabilitation issues and is seen as a resource throughout Wisconsin.

ADMINISTRATION

- Reservations for shelter rentals are now open for the season. We have had a large number of reservations already.
- 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.
- The 2024 seasonal positions are now up and we're accepting applications for our upcoming season. We have received a number of applications already.
- The Brown County Annual Boat Launching Permits are now available for 2024 in our office.
- Gift cards, Metal Detecting Permits and Pool passes are on sale in the Parks and Recreation office.
- Staff are working on Baseball and Softball field reservations as well as other special facilities.
- Our staff welcomed a new addition to our Admin team, Stacey Malvitz. We are excited to have her onboard. I'd also like to recognize the amazing effort made by Jamie, Alex, and Kala during the vacancy.