



AGENDA OF THE PARKS COMMITTEE

WEDNESDAY, APRIL 10, 2024, 5:00 PM

In person at City Hall, Room 207.

Virtual attendance is also available via Zoom.

A. Zoom Meeting Information.

I. Join Zoom Meeting Online:

<https://us02web.zoom.us/j/84314784824?pwd=THBkdMwTlk4MG5DV3hhdC9xVDhXdz09>

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.

F. Informational.

- I. Discussion regarding projects and initiatives for the Parks, Recreation & Forestry Department.
2. Next Meeting: May 1, 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

April 10, 2024

PREPARED BY

AGENDA ITEM # F.I

Discussion regarding projects and initiatives for the Parks, Recreation & Forestry Department.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Director's Report 4.10

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

PARK DIVISION

- The latest round of April snow was cleared by Park crews on walkways and paths.
- Following the storm, the Park crews cleared fallen branches, trees and other damage caused by the winter storm.
- Ball diamond crews were able to get on a few fields before the snow came and started line striping for spring sports.
- Park crews are continuing to pick litter, check garbage cans, and have presence in our parks on a daily basis.
- Park crews are also continuing to mulch tree rings, and landscape beds as time permits.
- Park shelter rentals begin the weekend of April 6th and 7th and the rental season goes through October.
- Park carpenters are wrapping up a small renovation project in the Bay Beach main pavilion.
- Park supervisors are continuing to review and interview candidates for seasonal positions.

FORESTRY DIVISION

- The pruning crews have completed oak and elm tree pruning. There is a pruning ban now in effect until October 15th.
- The winter tree removal operations continue. Crews are working on the east side of town.
- Staff has completed interviewing applicants and hiring for summer seasonal positions. We are currently at full staff capacity for seasonal positions.
- Forestry staff continue to work with IT staff on transferring our tree inventory to a GIS format.
- Staff continue to mark sites for spring tree planting. Tree deliveries will be coming in the next few weeks. We anticipate starting tree planting the week of April 22nd.
- The Spring snowstorm on April 2nd/3rd resulted in a considerable amount of tree damage. We received over 50 phone calls reporting tree damage. A huge Thank You to forestry staff for their efforts working through the storm to clear roofs, driveways, sidewalks, and roads.

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 is under construction.

- The stairs of the giant slide will need to be replaced prior to opening due to rusting concerns. The project is well under way and the ride should be back up and running in May.
- The installation of the all-inclusive playground at Bay Beach Amusement Park continues.
- Construction is near completion on the new concession stand/restrooms at the Finger Road Ballfield Complex along with the site utilities.
- 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 are working with the project manager and 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.
- The Farlin Park redevelopment construction project has been noticed for bidding.
- Bids have been received for the Joannes Park resurfacing project. The parking lot will be resurfaced later this summer.
- Planning continues for the Joliet Park habitat restoration project. The public input meeting that was planned to be held March 21, 2024, at 5:30 p.m. at UW-Green Bay was postponed. Another meeting date will be selected as planning continues.

GREEN BAY CONSERVATION CORPS

- Members continue to remove buckthorn and honeysuckle from Bay Beach Wildlife Sanctuary.
- Crew cut and removed all sod at Perkins Park in preparation for the Sun Garden planting. Members continue to mulch the planting area.
- Year-round members have received their herbicide certifications.
- 3 crew members traveled to Madison to complete their Wilderness First Aid training at the end of March. Two additional members will go through the training in mid-April.
- Staff trained members on hauling trailers in a 2-day training session.
- Year-round members completed the Leadership Pathway and have begun practicing as weekly crew leaders in preparation for the large summer crews.
- Two new members joined the crew in a full-time capacity in March. An additional 3 members will start April 15th.
- Staff continue to attend recruitment fairs and interview for summer members. Seasonal positions are 60% filled.
- The Field Assistant resigned, effective April 1st, and staff have conducted interviews for their replacement.
- Native plants are growing in the greenhouse with an additional donation from the Botanical Gardens which put the greenhouse at maximum capacity for plants.

Members built and installed a watering table in the greenhouse to increase the efficiency of watering nearly 3,000 plants.

- Staff continue to organize volunteer events for the month of April. Currently, 8 volunteer events are scheduled.
- Staff received a donation from the Xerces' Society to fund plants for a rain garden installation at Baird Park near the new playground to satisfy stormwater management requirements.
- Staff finalized the plant order for the WLS Nature Center and was granted more plants than requested. The new planting area will wrap around the entirety of the Nature Center. Planting is planned for May.
- The GBCC program was selected for a Federal Audit through Serve Wisconsin. Staff have been supporting this audit.
- Staff attended the Planning and Policy Committee meeting to answer questions about the Pesticide Policy. The policy was passed and sent to the Council for final approval.
- The 2024-2025 AmeriCorps grant was due in March. Staff submitted the application along with a new grant application to expand the AmeriCorps program into a "Community Corps". Final decisions should be announced in July.

RECREATION DIVISION

- We have 16 playground locations approved in the budget for the summer playground program. We currently have enough seasonal staff hired to fill just over ½ of these sites. We are going to continue to advertise these open positions and promote the program.
- High school and youth baseball and softball field permits have been released.
- 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. We currently have 3 teams registered.
- 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. Registration has been great for these camps. There are only a few spots open.
- 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. There are still plenty of openings left in these programs.
- We are currently taking registration for our Youth Soccer Skills Program. The program will be held at Edison Middle School beginning April 1. We have 20 participants currently registered.
- We are taking job applications for Summer Playground Leaders, Camp Instructors,

- Softball Umpires and Site Supervisors.
- Planning is underway for the 2024 Mayor's Kids Day to be held Tuesday, June 25th.

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.
- Interview have begun for Pool Facility Attendants and Lifeguards. The positions are quickly filling up, but we still need to hire 25 lifeguards and 19 attendants to be fully staffed for the season.
- A recruitment event will be held Wednesday April 10th 5-7 p.m. at Green Bay Indoor Golf. Returning pool staff will be on hand to educate about our positions and connect with potential new staff.
- Staff will be going out to a few middle schools over the next month to talk to 7th and 8th graders about future pool jobs, how to fill out applications, and interview tips.

BAY BEACH AMUSEMENT PARK

- Staffing
 - Interviews for seasonal staff began on March 1. There are a large number of seasonal staff that will be returning this year.
 - Facility Attendants – 150 Needed to operate at full capacity.
 - Ride Operators – 150 Needed to operate at full capacity.
 - Our staffing is nearly full for this season. There are only a few more positions that need to be filled in order to operate at full capacity.
- Concessions and shelters
 - Concession product pricing has been received from vendors and we are working on setting the sales price for each item.
 - Souvenir apparel and hard goods have been ordered and have begun to arrive.
 - Site work has been completed to prepare for a new grill arrival in the kitchen.
 - Crews have been working hard to give the inside of the pavilion a new paint job.
- Rides
 - Work on replacing the slide stairs has commenced.
 - The East end train track has been repaired and will be ready for opening day.
 - Electrical work on the Bay Beast is completed.
 - Documentation is being revised and updated.
 - Ride set up has begun, but the weather has impacted the progress.
 - Ride signs are being updated for each ride.

Metro Boat Launch

- Docks have been placed and the boat launch is open for the season.
- The MBL will be hosting an annual walleye tournament on April 7th.

Triangle Sports Area

- Disc golf will be set up in April.

WILDLIFE SANCTUARY

- Staff is planning various plantings/beautification projects that will be completed this year. Plants have been ordered and coordination is underway to get them established.
- The security system upgrade timeline has been established and most equipment has been delivered. Installation work will begin soon.
- OAK 4K enrollment interest for the upcoming school year is high with more than a dozen tours already provided to prospective families and several more planned. Registration for 2024-2025 school year is nearly 2/3 full (of 80 available spots).
- The vacant Ranger II position, following the retirement of Ranger Paul Leicht, was filled by long time WLS Ranger Austin Larsen. WLS staff all wish Paul well in his retirement and congratulate Austin!
- All seasonal summer positions have been filled for the 2024 season.
- Wildlife rehabilitation season has started with the first babies of the year arriving early March (owls) and mammals arriving late March/early April. Many Eastern Cottontails have been brought in along with a few squirrels. This signals the start of the 'busy' season for rehab with various other mammals soon to be with young and birds starting to build their nests. Canadian geese are already on eggs at the Sanctuary as well.
- Coordination is underway to complete the Leadership Green Bay dock project. All that is left to do is install an ADA walkway to the new dock at the Whirligig Pond.
- Planning is underway for free summer public programming offerings. Specific programming is still being developed. The tentative schedule includes programs daily Monday through Thursday at 10:30 a.m. & 2 p.m. – Friday at 10:30 a.m., and every Saturday and Sunday at 2 p.m. Full schedule and promo materials will be out soon.
- WLS Summer camps are scheduled for 16 sessions over 8 weeks with many spots already filled.
- Extensive buckthorn removal continues at WLS led by the Green Bay Conservation Corps. Crews have made a visible difference in these invasives and have also been incredibly helpful in assisting the WLS team with ensuring public trails are safe and maintained.
- WLS admin staff visited the Horicon Marsh Nature Center to explore some of their improved signage/exhibits/offerings. We met with their admin staff behind the

scenes, getting ideas and gathering resources for the improvement of our onsite offerings.

ADMINISTRATION

- Reservations for shelter rentals are open for the season.
- Staff are continuing to support special event requests.
- The 2024 rehire of seasonal staff are all activated, and they are working hard to get their paperwork completed.
- The 2024 seasonal positions are now up and we're accepting applications for our upcoming season. We have received many applications already and a few positions are almost full.
- The Brown County Annual Boat Launch Permits are now available for 2024 in our office. The pay station was reactivated March 6th.
- Gift cards, Metal Detecting Permits and Pool passes are on sale in the Parks and Recreation office.
- Staff are working on summer softball registrations, setting up swim lessons and aquatic events for registration opening on April 5th for residents and April 19th for non-residents, our Admin staff are working hard setting them up as well as other activities and programs.