



AGENDA OF THE PARKS COMMITTEE

WEDNESDAY, JANUARY 15, 2025, 5:00 PM

In person at City Hall, Room 310.

Virtual attendance is also available via Zoom.

AMENDED

PLEASE NOTE MEETING ROOM CHANGE

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.

- I.** Consideration with possible action on the purchase of a Container Bar from the Hock Group using ARPA interest funding for a total cost of \$119,500.
- 2.** Consideration with possible action on hiring ISG to complete engineering bid documents for the alternate proposed revisions to the shelter/site and stage design at Leicht Memorial Park.

F. Informational.

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

2. Next Meeting: January 29, 2025

G. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Common Council will attend this Parks Committee meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

January 15, 2025

PREPARED BY

AGENDA ITEM # E.1

Consideration with possible action on the purchase of a Container Bar from the Hock Group using ARPA interest funding for a total cost of \$119,500.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Hock Group Container Bar Proposal - GBPD VI

THE HOCK GROUP

Date: January 14, 2025

Submitted By: Dave Hock & Jason Manders

Container Bar - Project Proposal



Overview

The following proposal outlines the structure and equipment needed to successfully operate a beer garden (container bar) operation in a city park location. All equipment is designed to be portable and movable between locations both inside a single park, as well as to another park location. The container bar is also designed to be open and closed for operation by a single able bodied person. If all options offered below are selected, this would be a turnkey ready to operate total solution.

2 Level Custom Container Bar with stage on top



Specifications

- 20 foot long shipping container (external size- 20'long x 8'wide x 9.5'tall)
- 4 Large Serving Windows
- Second level deck with railings
 - cantilever about 18 inches larger on all sides
 - Rated for 4000 lbs
 - Stairwell access
- Powered actuators to open serving windows (no muscle required)
- Auto window controls
- LED lighting
- Steel supports, framing, fasteners
- Custom Fabrication
- Electrical infrastructure (single external plug powers entire structure)
- Exterior/Interior paint
- Exhaust Fan

Total Investment: \$42,000

Additional Equipment for turnkey operation

ITEM	COST	QTY	TOTAL
2 story container bar described above	\$42,000	1	\$42,000
4 barrel used refrigerated draft coolers	\$2,000	2	\$4,000
2 door used stand up refrigerated package cooler	\$2,000	1	\$2,000
Camera security system and Internet install	\$3,400	1	\$3,400
POS system	\$500	1	\$500
Container bar outside signage and menus	\$5,000	1	\$5,000
20' New Storage Container- \$6,500 (strongly recommend this)	\$6,500	1	\$6,500
Picnic tables w/benches (more seating = more revenue potential)	\$1,500	24	\$36,000
High top barrel tables	\$400	10	\$4,000
Stools	\$50	50	\$2,500
Beer barrels with 10' light post secured through middle	\$300	14	\$4,200
Pub area lighting	\$600	2	\$1,200
Heavy duty Corn Hole sets	\$150	4	\$600
Giant Jenga	\$50	2	\$100
Delivery & install (3 semitrucks, installation, setup facilitation)	\$7500	1	\$7500
Additional Equipment Total			\$77,500
2 story container bar described above	\$42,000	1	\$42,000
Grand Total Investment			\$119,500

Revenue Potential

Based on our experience operating beer gardens in other cities, we estimate the above investment could be paid off in about three years. This assumes the beer garden is in operation on a regular weekly schedule, incorporates special events/activation, and has an online presence. All things we are presently doing for other beer garden operations.

Site Preparation

The main container bar structure requires a 12 inch deep compacted level gravel pad (dimensions 21ft x 9ft). In addition, a single electrical outlet rated for 50amps (RV plug style) mounted on a pedestal is needed in proximity to the gravel pad. As a temporary option, a portable generator can be used that meets the same electrical requirements. More details and site layout can be provided as install and site prep gets closer.

Delivery

With a formal agreement in place by Jan 28th 2025, the Hock Group is able to commit to a delivery of all items above in time for the NFL draft week events. We will target an April 9th 2025 delivery date to allow enough time for install and commissioning of the beer garden operation well before the NFL draft week. If another date is requested due to scheduling conflicts we are open to discussing.

The Hock Group will be onsite to receive the delivery (expected three semi-trucks), oversee off loading and setup, and commission the equipment. The Green Bay Parks Dept will be responsible for all heavy equipment needed (forklift).

Payment Terms

Upon approval of this document, The Hock Group requires 50% down within 10 days of signing to start fabrication and procurement of items. The remaining 50% is due upon delivery. If other payment terms are necessary please let us know.

I _____ representing the Green Bay Parks Department, approves this proposal for contracting and execution.

NAME: _____ Title: _____

DATE: _____

SIGNATURE: _____



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

January 15, 2025

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action on hiring ISG to complete engineering bid documents for the alternate proposed revisions to the shelter/site and stage design at Leicht Memorial Park.

BACKGROUND

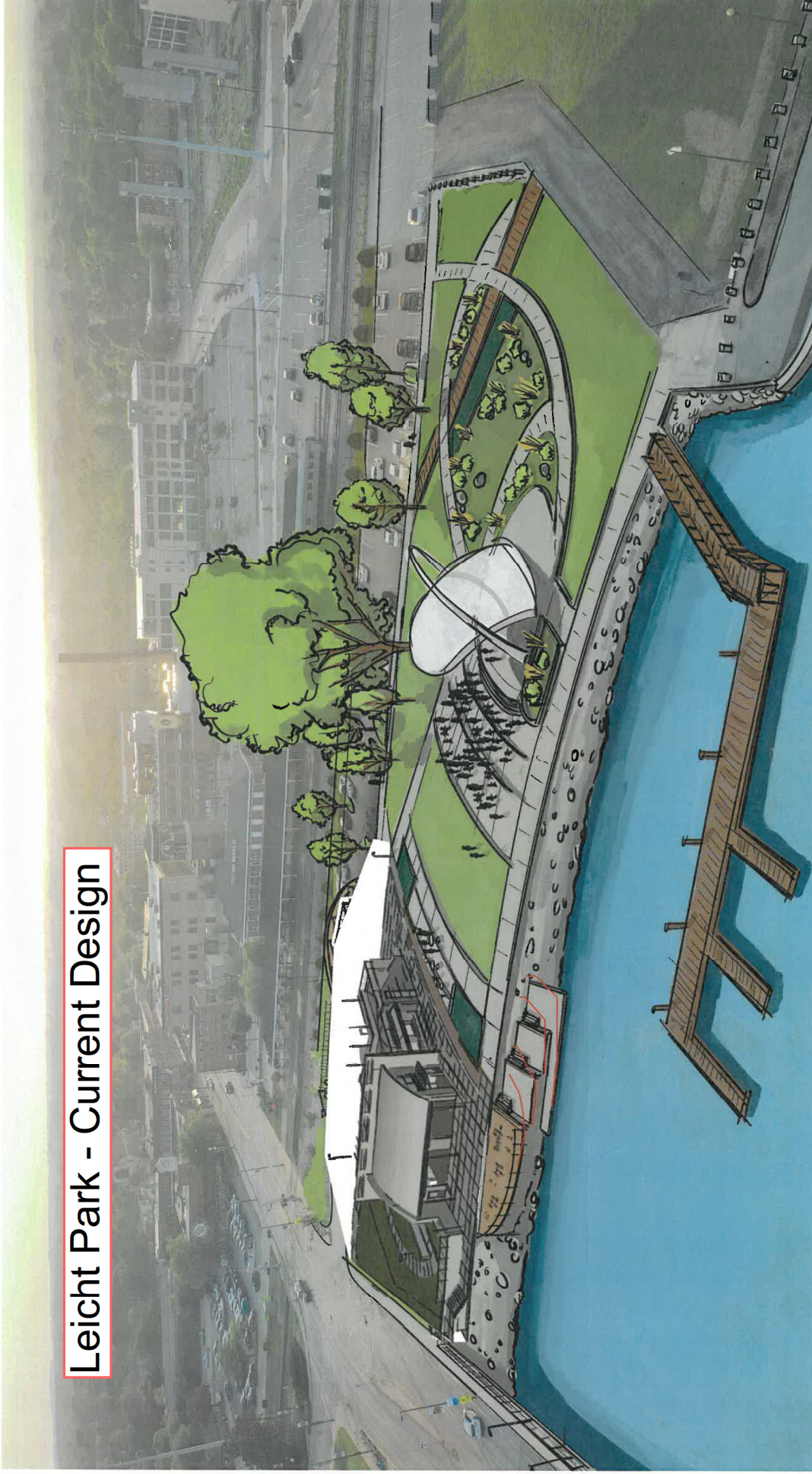
RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Leicht Original Design A
2. Leicht Revised Design Rendering A
3. DRAFT_2025_01-14_LeichtParkImprovements_GreenBayWI_ISG

Leicht Park - Current Design



3D CONCEPT SKETCH

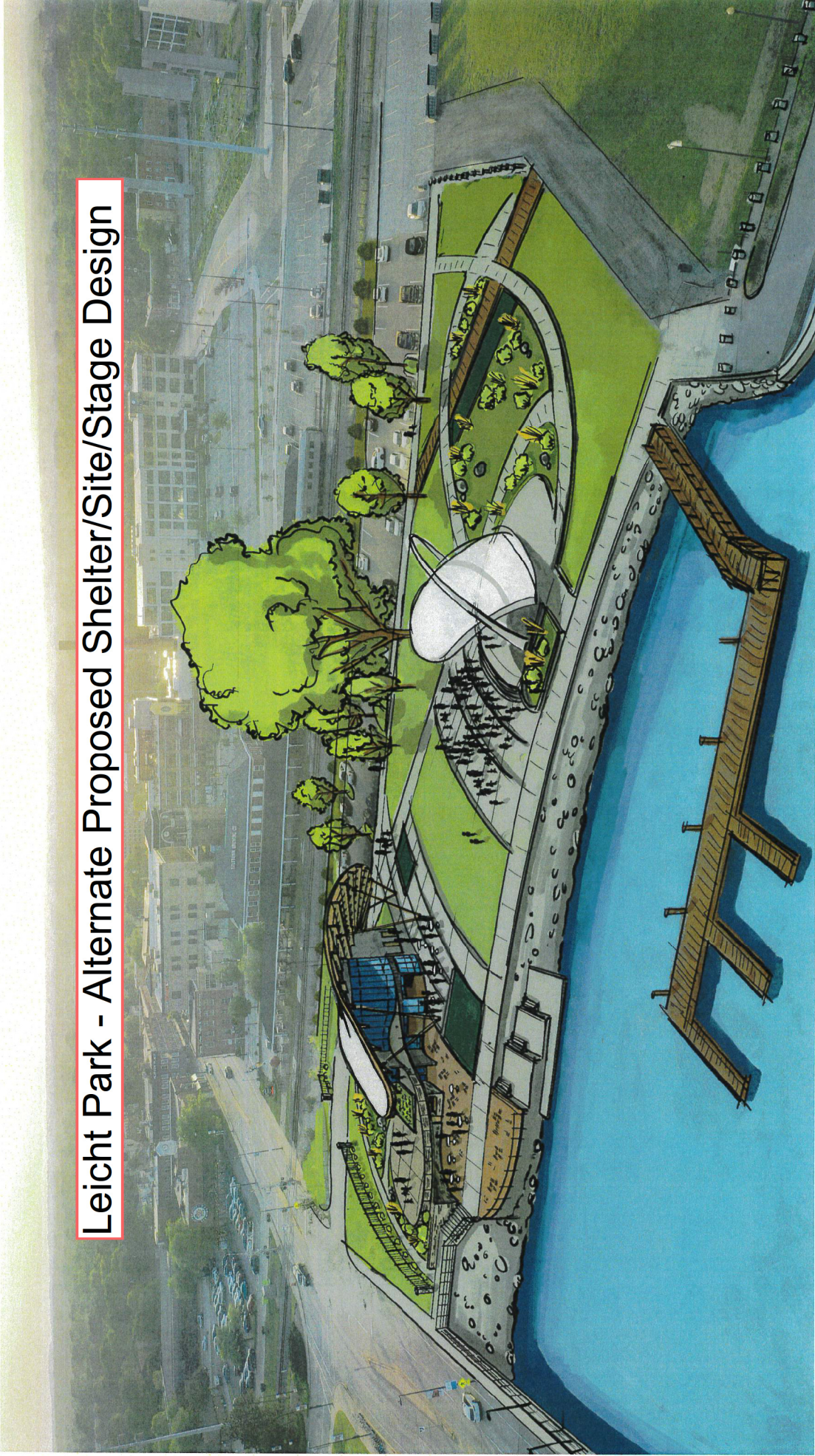
ISG

Architecture + Engineering + Environmental + Planning

LEICHT MEMORIAL PARK PAVILLION
Green Bay, WI - January 8, 2025

ISGinc.com

Leicht Park - Alternate Proposed Shelter/Site/Stage Design



3D CONCEPT SKETCH

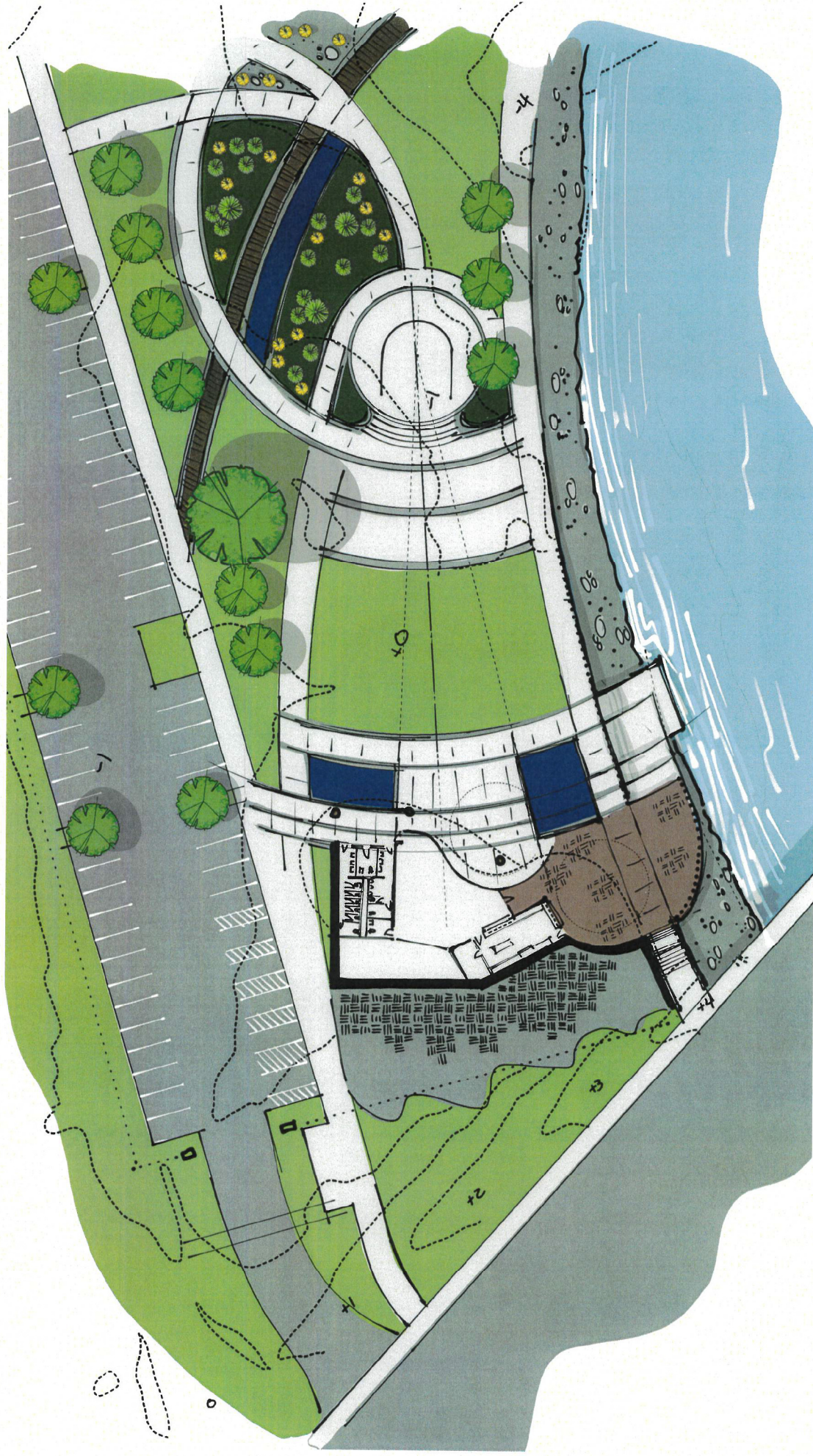
ISG

Architecture + Engineering + Environmental + Planning

LEICHT MEMORIAL PARK PAVILLION
Green Bay, WI - January 8, 2025

ISGInc.com

Leicht Park - Alternate Proposed Shelter/Site/Stage Design



LOWER LEVEL SITE PLAN

ISG
Architecture + Engineering + Environmental + Planning

LEIGHT MEMORIAL PARK PAVILLION
Green Bay, WI - January 8, 2025

ISGhnc.com

January 14, 2025

Dan Ditscheit, PLA

Director - Parks, Recreation,
and Forestry

City of Green Bay
dan.ditscheit@greenbaywi.gov

DRAFT
01/14/25 4:13 pm

**RE: Professional Services Proposal for
Leicht Park Construction Documents**
Green Bay, Wisconsin

ISG

Dan,

As the City of Green Bay prepares to continue improvements to Leicht Park in Green Bay, I & S Group, Inc. (ISG) stands eager and ready to assist. ISG understands the park improvements will include three (3) phases. Phase 1 and 2 would be designed and constructed in the near term. The opinion of probable cost for Phase 1 and 2 is \$3.6 million. All of the engineering and bid documents for Phase 3 will be completed, but will not be bid out until adequate funding is secured for construction. We further understand the schedule for the project is of critical importance to the City with the following drivers and expectations:

- The City accepts the January 8, 2025 pavilion concept.
- Phase 2 facilities and amenities must be 100% completed and operational by Fall 2026 to support an event.
- Construction cannot start until after the 2025 NFL draft, which is set to take place April 24–26, 2025.
- Poor soil conditions on site requires fill placed and sit for six (6) months (April 27–October 27, 2025) prior to any other construction activity occurring.
- Phase 2 construction is to begin immediately once the six (6) month duration has been achieved.
- Technology is not planned as part of this project, and it is our understanding the building will not have security cameras. ISG can add technology design services if these features are desired.
- Entry gateway and monument sign design are not planned as part of this project. It is our understanding that the City will request additional services if these features are desired.
- Waterfront stairs were an additional scope item to the 2021 project and were planned as a future phase. We understand there is a donor interested in supporting this feature, and waterfront stairs are part of the current vision. Additional bathymetric survey, no rise floodway modeling, Army Corp permitting, and structural design are required for this component. ISG recommends considering this component only through design development to ensure the permitting requirements do not impact the priority improvements (pavilion and surrounding site improvements). Therefore, the construction documents, engineering, and the additional permitting is not included in our scope. However, if this feature is funded, ISG will provide a proposal for engineering bid documents for the stairs in bid set 3. It will be determined at the end of design development if the waterfront stairs engineering and permitting is moving forward.

PROJECT UNDERSTANDING

Building upon the conceptual pavilion effort ISG is completing now, we understand the following list of amenities are to be included in the scope of work:

Phase 1

Soil Surcharging

Existing soil contamination on site requires a soils management plan and permitting through the Wisconsin Department of Natural Resources (WDNR). This plan and permitting will be provided by the City's geotechnical consultant (GEI Consultants).

ISG will coordinate removal of existing park amenities as needed for mass grading of surcharge site to support future design. We will develop mass grading plans to place soil surcharge.

Phase 2

Park Pavilion

See attached concept plan approved by the City on January 8, 2025.

- A conditioned, approximately 3,400-square-foot concession building and pavilion
- Five (5) male, seven (7) female restroom, and two (2) family restroom
- An overlook deck extending over the pavilion

General Site Improvements

- Removal of remaining existing park amenities in the Phase 2 area
- Pavilion area plaza and beer garden
- Accessible parking
- Phase 2 area site utilities
- Urban stormwater management design for the Phase 2 area
- Accessible walkway to the overlook deck
- Detailed planting plan for Phase 2 area and restoration plan for Phase 3 area
- Green roof design, irrigation, and maintenance plan

Phase 3

Stage

The stage design contract underway will be closed out, and this new scope of work and new contract will complete that design from the current 95% construction document phase.

January 14, 2025

General Site Improvements

This new scope of work and new contract will complete the current site design from the current 70% construction document phase to 100% construction documents.

If the waterfront stairs move beyond design development, that feature would reside in this phase. See Page 1, drivers and expectations, for more clarity.

SCOPE OF SERVICES

ISG is committed to delivering excellence through the collective expertise of our multi-disciplinary team. With this collaborative approach, we will provide the following scope of services to meet your project needs.

Design Development

ISG will facilitate a kickoff meeting with the City to determine project logistics, confirm the scope of work, establish the schedule and milestones, and identify the preferred communication methods moving forward. This initial meeting will be highly collaborative to ensure ISG and City are aligned regarding the project tasks, goals, and deliverables.

Utilizing the preferred site and building plan, approved by the City on January 8, 2025, ISG will further develop the design. During this process, ISG will work closely with the City to make appropriate design, layout, and material selections. The overall design will be further refined, and ongoing constructibility reviews will be conducted throughout this phase. Constructibility, City standards, and preferred design principles will be integrated during this phase of design. These documents will be the basis for subsequent construction documents.

Design of the water stairs will be explored further in this phase to refine scale of the feature, position along the shore, and to review budgetary considerations. See Page 1 drivers and exceptions list for more clarity.

Deliverables

- One (1) kickoff meeting with City staff
- One (1) design development package and City review meeting
- One (1) design development opinion of probable cost
- Proposal for water stair bathymetric survey, permitting, and construction documents

January 14, 2025

Construction Documents

It is anticipated the documents will be split into three (3) bid packages. This phase will also produce final construction documents for construction of the proposed improvements.

Soil Management Plan (By GEI Consultants)

ISG understands that a soil management plan will be required to address the contaminated soils on site for each phase of construction. The soil management plan, including amendments as needed for phasing, will be prepared by GEI Consultants along with the required review and permitting through the WDNR. ISG is expecting GEI Consultants to submit the WDNR Post Closure Modification Request.

ISG will provide GEI Consultants with the construction plans and CAD drawing such that GEI Consultants can then prepare the plan and complete permitting. ISG can provide additional coordination and design information as requested by the Owner or GEI Consultants on a time and materials basis.

ISG Deliverables to GEI

- Preliminary plan review meeting with GEI
- Design development and final construction plans in PDF and CAD formats
- Other coordination and design information on time and material basis

Soil Surcharging (Bid Pack 1)

ISG will provide the professional design services necessary to prepare construction documents as required for obtaining competitive bids for placing a surcharge on the existing soils in preparation for the pavilion construction. Plans will include the following information:

- Site removals plans
- Mass grading plan
- Erosion control plan
- Notes, details, and specifications

Pavilion and Site (Bid Pack 2)

ISG will provide the professional design services necessary to prepare construction documents as required for obtaining competitive bids for the improvements outlined within this proposal. The construction documents will include a cover sheet, existing conditions and removals plan, site details, erosion control plan, site plan, grading and drainage plans, utility plans, landscape and restoration plan, and site power and lighting plans.

January 14, 2025

For the park pavilion, our team will develop plans, elevations, sections, details, schedules, and specifications for the following disciplines:

- Architecture
- Structural engineering
- Mechanical engineering
- Electrical engineering

The construction documents will be paired with a complete specification manual to supplement the drawings and updated cost estimates will be provided at each milestone outlined in the deliverables section below.

Stage and Site (Bid Pack 3)

ISG will provide the professional design services necessary to prepare construction documents as required for obtaining competitive bids for the improvements outlined within this proposal. The construction documents will include a cover sheet, existing conditions and removals plan, site details, erosion control plan and stormwater management plan, site plan, grading and drainage plans, utility plans, landscape and restoration plan, and site lighting and power plans. The construction documents will be paired with a complete specification manual to supplement the drawings.

Deliverables (All Bid Packages)

- Bi-weekly check-in meetings will be held with the client team (City and select stakeholders; ideally a group of up to three [3] decision makers) to ensure mutual understanding and consensus throughout the design process
- An opinion of probable costs to construct that reflect the total project costs, including soft costs and contingencies
- Facilitation of up to one (1) meeting for each milestone, including a 60% plan set, 90% plan set, and 100% plan set to review the construction documents with City staff
- Facilitation of preliminary reviews with jurisdictional entities
- Final construction documents for City approval to bid
- Meeting minute summaries
- Deliverables for Phase 1, Phase 2, and Phase 3 construction documents in PDF digital format

January 14, 2025

Permitting+ Plan Review (Phase 1 + Phase 2)

ISG will provide a development services coordinator to streamline coordination and navigation of the required permitting and approvals process. Initially, ISG will update the prior permit matrix outlining the applicable permits and approvals based on the project scope.

Based on our past effort, this proposal anticipates the following permits, plan reviews, and meetings will be required:

- WDNR Post Closure Modification Request (by GEI Consultants)
- City Site Plan Review
- WDNR General Pond Permit for Stormwater Ponds
- WDNR General Construction Stormwater Permit
- Green Bay Building Plan Review
- Green Bay Plumbing Plan Review
- WI DATCP Food and Beverage Establishment Plan Review

ISG will prepare and submit permit application materials, project narratives, and other supplemental information that may be required. ISG will provide correspondence and representation on the City's behalf throughout the process. Attendance during meetings can also be provided on a time and materials (T+M) basis if requested by the City.

Contractor(s) will be responsible for obtaining and maintaining all construction-related permits, including the demolition permit to remove the existing stage, and the City will be responsible for all permit application costs.

Bidding Administration

ISG will provide the professional design services necessary to prepare the bidding documents for Phase 1 and 2 of the project, including plans and specifications using the preferred City bidding platform, QuestCDN. For the purposes of this proposal, ISG assumes the project will be bid digitally through Quest CDN and will also have a public bid notice posted with the local newspaper.

Deliverables

- One (1) bidding package (PDF) for Phase 1 and 2
- One (1) advertisement for bid in the City paper (PDF)
- Assistance to City and PRF staff with regard to bidder questions and issuing of any addendum during the construction contract bidding phase for Phases 1 and 2
- Phase 3 bidding administration is not included in this proposal; A fee proposal will be submitted for consideration at the time the project is bid out

Construction Administration

ISG will provide construction administration services for Phases 1 and 2 of the project. Construction administration for Phase 3 is not included in this proposal. A fee proposal will be submitted for consideration at the time this project is bid out.

Pre-Construction

- Support one (1) pre-construction meeting facilitated by the City for each Phase 1 and 2

Shop Drawing, Product, and Material Review and Approvals

- Provide shop drawing review
- Conduct one (1) review on all shop drawings and a second review on no more than 10% of the submitted drawings (150 shop drawings submittals are anticipated)
- Approve color selections in conjunction with the City
- Consult with the City when necessary for selection choices not defined in the specifications
- Review mockups on site when required, which will be scheduled in conjunction with scheduled site visits

Construction Observation

- Attendance of bi-weekly construction meetings led by Contractor; ISG is assuming 38 regularly scheduled site visits, includes three (3) site visits for Phase 1
- Review of work in conformance with the construction documents

Special Inspections + Testing

- ISG assumes the City's geotechnical consultant (GEI Consultants) will be retained by the City for this work during construction
- Review special inspection and testing reports provided by a third-party inspector

Information + Change Requests

- Respond to contractor request for information (RFI)
- Prepare proposal requests (PRs) or supplemental instructions (SIs) for the project as anticipated or defined under the original work scope; additional work scope items requested by the City are subject to additional fees
- Review contractor pricing (Request for Change) and provide recommendations to the City

January 14, 2025

Pay-Applications + Schedule

- Review and approve up to 12 pay applications
- Monitor contractor's schedule, review, and provide recommendations for contractor's claim for additional time

Project Closeout

- Execute substantial completion by participating in the site visit punchlist walkthrough and providing the Contractor a list of items requiring completion and correction; It is assumed that the punchlist for all trades will occur on the same day
- Execute final completion by reviewing the completion of all punchlist items and providing the Certificate of Substantial Completion authorizing the City to occupy the site
- Review contractor supplied closeout documents for content and completeness, including:
 - Warranties
 - Owner manuals
 - As built plans
- Facilitate sharing contractor-provided documents to the City in digital format and as hard copies

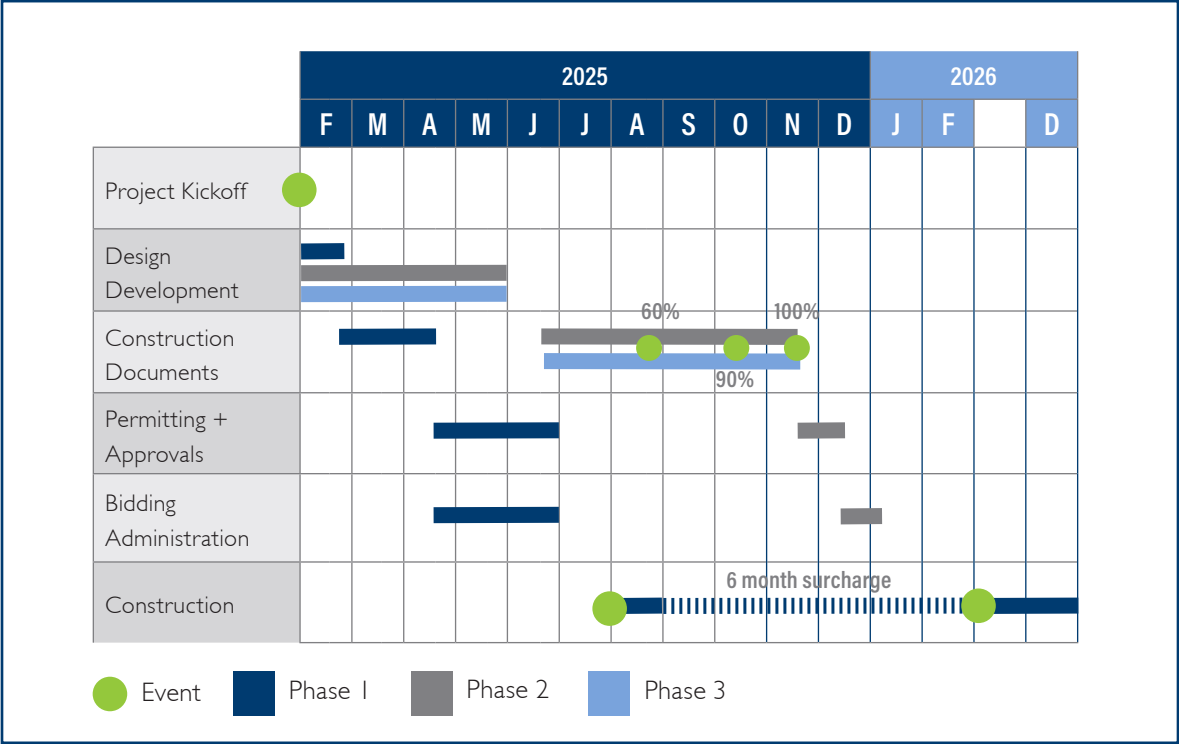
Deliverables

- One (1) electronic AutoCAD zip file

January 14, 2025

PRELIMINARY SCHEDULE

ISG offers this preliminary schedule, based on the assumption that the project will start in early February 2025. Prior to project commencement, we will refine and verify the project schedule with the City.



January 14, 2025

COMPENSATION

ISG proposes to provide the scope of work described within this proposal for compensation in accordance to the below table. Anticipated reimbursable expenses such as travel, mileage, and printing are included.

Service	Cost
Design Development	\$148,590
Construction Documents	\$198,948
Permitting + Approvals	\$11,900
Bidding Administration	\$15,062
Construction Administration	\$130,500 T+M, estimated
Total	\$505,000

Additional Service	Cost
Attendance at Permitting + Approvals Meetings as Requested by City	Time + Materials
Additional Meetings	See Attached Hourly Fee
3D Rendered Perspective	\$5,000/Rendering

ISG appreciates the opportunity to provide a solution tailored to the needs of the City of Green Bay. Should this proposal align with the City's requirements, ISG recommends and is prepared to develop an AIA contract due to the project's complexity. We are committed to providing you with responsive service, a collaborative experience, and timely delivery.

Sincerely,



Danyelle Pierquet, PLA
Green Bay Office Lead



Amanda Prosser, PLA
Vice President

ATTACHMENTS

- 2025 Standard Rate Sheet
- 2022-2024 Park Site Plan with Phases
- Current Pavilion Concept

2025 Standard Hourly Rates

Rates are effective as of January 1, 2025 and are subject to change.

ISG

Job Type	Hourly Rate
Administrative <i>I-IV</i>	\$80–150
Applied Technology Specialist <i>I-Senior</i>	\$110–170
Architect <i>I-Senior</i>	\$130–235
Architectural Designer <i>I-Senior</i>	\$120–180
Business Developer <i>I-Senior</i>	\$150–230
Business Writer <i>I-Senior</i>	\$120–140
Civil Engineer <i>I-Senior</i>	\$150–235
Civil Designer <i>I-Senior</i>	\$120–180
Commissioning Technician <i>I-Senior</i>	\$130–190
Construction Administrator <i>I-Senior</i>	\$120–170
Development Services Coordinator <i>I-Senior</i>	\$130–200
Drone Specialist <i>I-Senior</i>	\$120–170
Electrical Controls Designer <i>I-Senior</i>	\$210–220
Electrical Engineer <i>I-Senior</i>	\$160–250
Electrical Designer <i>I-Senior</i>	\$130–190
Environmental Scientist/Engineer <i>I-Senior</i>	\$130–215
Finance Consultant <i>Senior</i>	\$200
General Counsel	\$370
GIS Specialist <i>I-Senior</i>	\$130–205
Graphic Designer <i>I-Senior</i>	\$110–130
IT Specialist <i>I-Senior</i>	\$130–200
Interior Designer <i>I-Senior</i>	\$130–195

Job Type	Hourly Rate
Land Surveyor <i>I-Senior</i>	\$120–205
Land Survey Specialist <i>I-Senior</i>	\$105–150
Landscape Architect <i>I-Senior</i>	\$140–215
Landscape Designer <i>I-Senior</i>	\$120–170
Marketing Consultant <i>Senior</i>	\$200
Marketing Specialist <i>I-Senior</i>	\$130–150
Mechanical Designer <i>I-Senior</i>	\$130–190
Planner <i>I-Senior</i>	\$130–210
Process Engineer <i>Senior</i>	\$230
Project Coordinator <i>I-IV</i>	\$130–180
Project Executive <i>Senior</i>	\$290
Project Manager <i>I-Senior</i>	\$140–230
Refrigeration Engineer <i>I-Senior</i>	\$180–285
Refrigeration Designer <i>I-Senior</i>	\$140–205
Structural Engineer <i>I-Senior</i>	\$150–240
Structural Designer <i>I-Senior</i>	\$120–185
Technical Writer <i>I-Senior</i>	\$150–170
Technology Engineer <i>I-Senior</i>	\$140–220
Technology Designer <i>I-Senior</i>	\$120–210
Telecommunications Engineer <i>I-Senior</i>	\$160–240
Telecommunications Designer <i>I-Senior</i>	\$95–150
Telecommunications Field Designer <i>I-IV</i>	\$115–145

Job Type	Hourly Rate
Telecommunications Project Manager <i>I-Senior</i>	\$140–230
Visualization Specialist <i>I-Senior</i>	\$170–220
Videographer	\$155
Water/Wastewater Engineer <i>I-Senior</i>	\$160–250
Water/Wastewater Designer <i>I-Senior</i>	\$130–190
Water/Wastewater Project Manager <i>I-Senior</i>	\$140–240
Water/Wastewater Operator <i>I-IV</i>	\$115–130

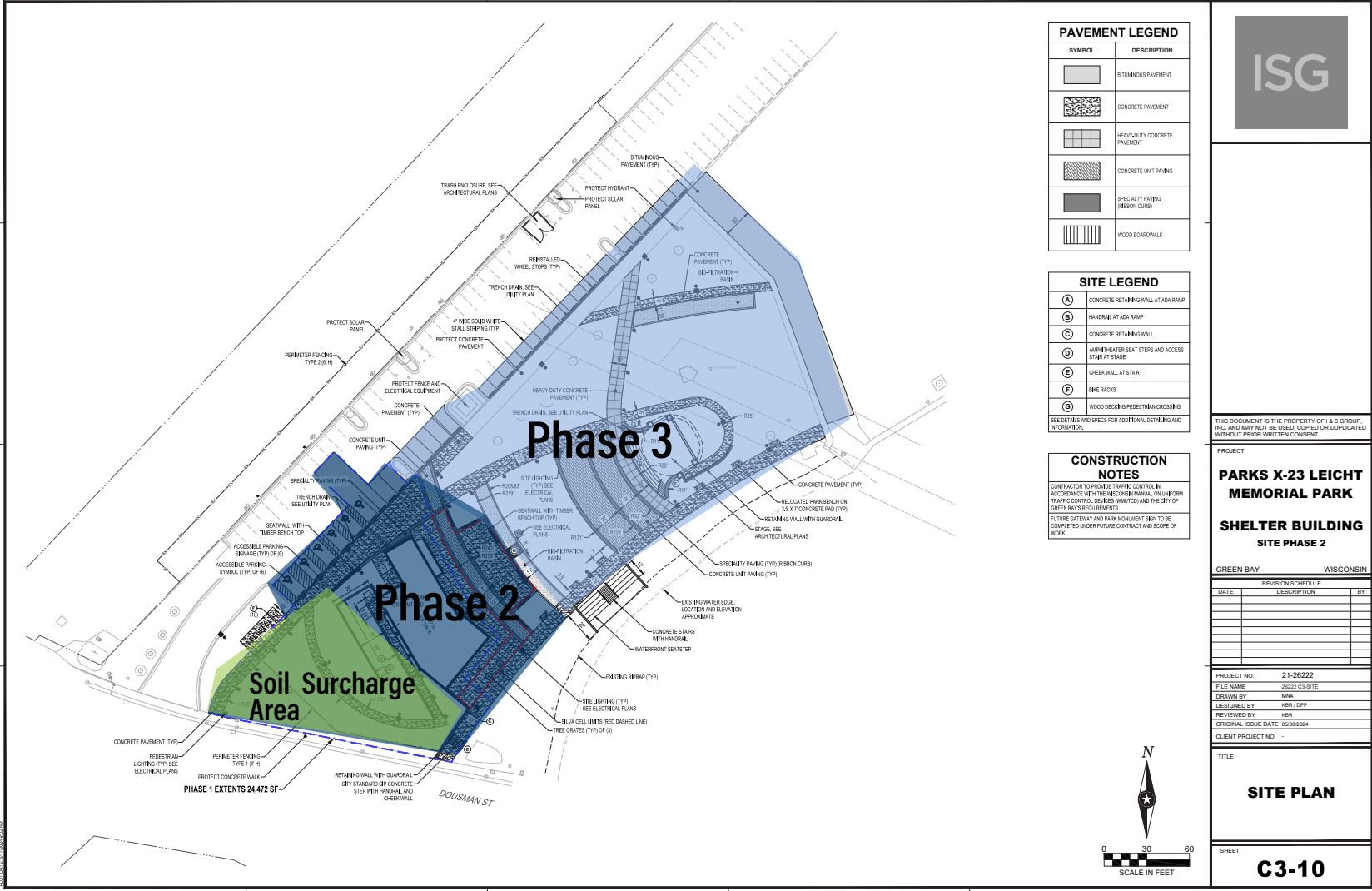
Equipment	Hourly Rate
Survey Grade GPS/Robotics	\$62
Mapping Grade GPS	\$22
3D Laser Scanner	\$80
Manhole Scanner	\$75
Mobile Scanner**	Varies
R/C Boat + Sounding Equipment	\$58
Surveillance Drone	\$60
Photogrammetry Drone	\$150
Thermal Imaging Drone	\$193
LiDAR Drone**	Varies
All-Terrain Vehicle	\$30
Traffic Counter	\$15
Pipe Crawler**	Varies

Mileage reimbursement is at the IRS standard rate.

Outside services are billed at cost plus 10%.

**Project-specific rates—call for pricing

Attachment: 2022-2024 Park Site Plan / Phasing Diagram



PAVEMENT LEGEND	
SYMBOL	DESCRIPTION
	BITUMINOUS PAVEMENT
	CONCRETE PAVEMENT
	HEAVY-DUTY CONCRETE PAVEMENT
	CONCRETE UNIT PAVING
	SPECIALTY PAVING (REBBER CURB)
	WOOD BOARDWALK

SITE LEGEND	
(A)	CONCRETE RETAINING WALL AT ADA RAMP
(B)	HANDRAIL AT ADA RAMP
(C)	CONCRETE RETAINING WALL
(D)	AMPHITHEATER SEAT STEPS AND ACCESS STAIR AT STAGE
(E)	CHECK WALL AT STAIR
(F)	BIKE RACKS
(G)	WOOD SEATING PEDESTRIAN CROSSING
SEE DETAILS AND SPECS FOR ADDITIONAL DETAILING AND INFORMATION.	

CONSTRUCTION NOTES	
CONTRACTOR TO PROVIDE TRAFFIC CONTROL IN ACCORDANCE WITH THE WISCONSIN MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) AND THE CITY OF GREEN BAY'S REQUIREMENTS.	
FUTURE GATEWAY AND PARK MONUMENT SIGN TO BE COMPLETED UNDER FUTURE CONTRACT AND SCOPE OF WORK.	



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PROJECT
PARKS X-23 LEICHT MEMORIAL PARK

SHELTER BUILDING
SITE PHASE 2

GREEN BAY WISCONSIN

REVISION SCHEDULE		
DATE	DESCRIPTION	BY

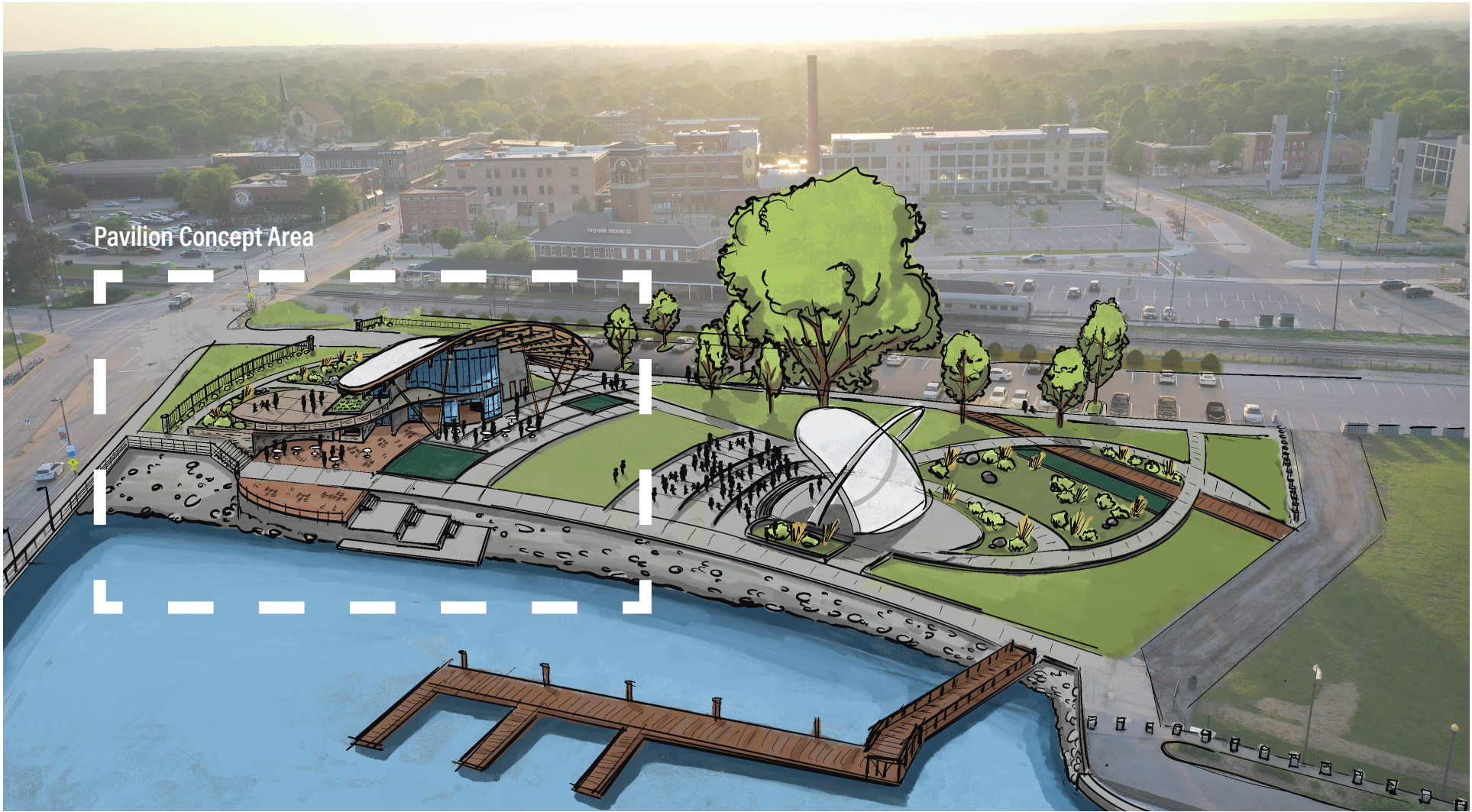
PROJECT NO.	21-26222
FILE NAME	26222 CS-SITE
DRAWN BY	MNA
DESIGNED BY	KBR / GPP
REVIEWED BY	KBR
ORIGINAL ISSUE DATE	05/30/2024
CLIENT PROJECT NO.	-

TITLE
SITE PLAN

SHEET
C3-10

PRELIMINARY NOT FOR CONSTRUCTION

Attachment: Current Pavilion Concept





Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

January 15, 2025

PREPARED BY

AGENDA ITEM # F.1

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

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Director's Report 01.15

**PARKS COMMITTEE
DIRECTOR'S REPORT
WEDNESDAY, JANUARY 15, 2025**

PARK DIVISION

- Ball diamond crews installed the new portable rink system at Colburn. Staff began flooding ice and hockey rinks after New Years Day at several park locations. Crews will continue to work on the ice rinks as the weather cooperates.
- Park crews have removed snow from sidewalks, parking lots, and walking trails for the few small snow events we have had. Only one snowfall this year brought enough snow for us to be able to groom the cross-country ski trails, but that has all now melted.
- Park caretakers continue to make daily rounds of the parks and facilities. Staff are inspecting for vandalism, damaged doors, windows, and any other oddities within our parks.
- Park crews have mulched the roundabout landscape beds around the Mason St. and Interstate 41 interchange.
- Park crews are taking advantage of the lack of snow to mulch tree rings and other landscape beds.
- Staff are in the process of going through our picnic tables, repairing broken boards and giving the tables a fresh coat of paint.
- Parks carpenters have finished rebuilding three of the bird enclosures in the birds of prey area at the Wildlife Sanctuary.
- Parks carpenters are working on small bathroom renovations and shelter updates within the park system.
- Park crews are working on cleaning up the westside trail and cutting back some of the undergrowth brush.

FORESTRY DIVISION

- Crews are working on cycle pruning in the neighborhoods of Tank, Marquette and Beaumont Parks. Typical cycle pruning includes raising tree limbs for clearance, deadwood pruning and structure pruning to help reduce the chances of breakage during storms.
- Forestry staff continue to work with IT staff on transferring our tree inventory to a GIS format.
- Crews are in full operation of winter tree removal cycle. Ash trees infested with Emerald Ash Borer (EAB) will continue to make up the bulk of tree removals for another year. Crews are currently in the Wilder Park neighborhood.
- Staff is still looking for a qualified Arborist 2 candidate to fill the vacant position.

DESIGN & DEVELOPMENT DIVISION

- Staff are working with the consultant on planning for the HVAC upgrades for the Bay Beach Amusement Park pavilion.
- Staff are working with the Friends of Bay Beach Amusement Park and the engineering

- consultant on the planning for the West End Train expansion and proposed restroom.
- Staff are working to complete the wildlife viewing platform and shoreline walk construction plans for Bay Beach Amusement Park.
 - Shipyard Phase II planning has just begun. A kick-off meeting was held with the selected engineering consultant.
 - Planning continues for the Joliet Park AOC habitat restoration project.
 - Staff are working with the Department of Public Works (DPW) on planning for the wetland project at East River Van Beaver Park.
 - Staff are working with the consultant on revising the plans for the Main Street East River Trail project.
 - Construction of the Seymour Park west stormwater development continues.
 - Construction of the JBS Park/Boulevard continues.
 - Staff sent out a Request for Proposal for hiring a consultant for the Bay Beach Wildlife Sanctuary and Renard Island Nearshore Area of Concern work.
 - Staff are preparing a Request for Proposal for the Bay Beach Wildlife Sanctuary Masterplan.
 - Staff are working on updating the Park, Recreation and Open Space Plan.

GREEN BAY CONSERVATION CORPS

- Four new members joined the crew on Monday, January 13th.
- Members continue to cut and remove invasive woody species such as buckthorn from Red Smith Park, WLS, Newberry, and Joliet.
- Members have begun planning the MLK Event for January 2025. The event will be held at Triangle Hill on January 20th. There will be various events throughout the day from 1 p.m. – 6:30 p.m.
- Members have completed the first Disaster Response training through Serve Wisconsin.
- There are 6 positions starting March 17th that staff are recruiting for. Currently, 2 are confirmed and there are 3 outstanding offers. We anticipate filling all open positions.
- Human Resources is actively recruiting for the new Community Corps Assistant position.
- Staff have submitted a grant application to fund a large-scale volunteer effort for the NFL Draft which would result in additional trail work, restoration, and beautification projects. We expect to hear back by the end of January on the award.

RECREATION DIVISION

- The adult basketball program began on November 2nd at various area high schools. We currently have 24 teams registered.
- We are currently taking youth baseball and softball field permits for the spring/summer 2025 season.
- We are currently taking high school baseball, softball, tennis, and soccer permit requests for the spring of 2025.
- The 2024-2025 Chill Chaser had over 40 participants.

- Staff is updating Assistant Manager & Playground Leader job descriptions.
- We are in the process of creating the 2025 calendar for the Parkee Program.
- Staff are working with the parks Marketing Coordinator to add in monthly themed videos to promote programs, outdoor spaces and enhance online presence.
- Staff are currently planning activities and events to take place throughout NFL Draft weekend, April 23-26.
- Frenzy on the Fox is set to take place on January 24. This event celebrates the year-round use of the Fox River Trail. It is a suggested 5K Run/Walk/Bike and will be on CityDeck outside of Hagemeister Park. This event is a collaboration with Village of Allouez and Brown County Parks.

AQUATICS

- Rehire information has been sent out. We also sent out holiday cards to returning staff as a fun reminder to complete their paperwork and secure their position.
- We are preparing for an upcoming aquatic staff recruitment informational meeting on January 16th at 5:30 p.m. at the Wildlife Sanctuary banquet and event space.
- Staff is continuing to develop a plan for lifeguard recruitment. Along with the holiday cards to returning staff, we sent out "tag a friend" cards as a tool to encourage staff to have their friends apply. Both the staff member and friend applying will put their name on the card and the person applying will bring it to the interview and both people will be entered into a raffle.
- Applications for Facility Attendants and Lifeguards are active, and interviews will begin next month.
- Creating a Facility Attendant training manual.

BAY BEACH AMUSEMENT PARK

- Staffing
 - Offer cards for next year have been sent out (175 out of 268 rehired)
 - The Amusement Industry Manufacturers & Suppliers International (AIMS) Convention will be attended by Parks Superintendent and Maintenance Foreperson.
 - Working with summer intern to create special events for the upcoming year.
- Concessions and shelters
 - Winterization of all concession areas has been completed.
- Rides
 - Nebulaz: Staff are working with the manufacturer, Zamperla, to address the current gear box issue.
 - Sea Dragon: Staff are working with Hydraulic Solutions on valve replacement.
 - West Train: Plans have been submitted to the state. Refurbishment of the engine has been completed.
 - Scat: We are currently working on some off-season repairs to the ride.
- Inclusive Playground
 - Working on donation "plaque". Waiting for business to get back to us.
 - During nice weather, people are still out here playing.

- Parking gate will remain open daily until weather conditions change.

Metro Boat Launch

- Docks have been removed.
- Pay Station has been covered for the season.

Triangle Sports Area

- Snowmaking continues as the weather is ideal.
- Seasonal staff are on standby if snowmaking is successful.
- All facilities are setup and ready as soon as we have enough snow to open.

WILDLIFE SANCTUARY

- The Wildlife Sanctuary (WLS) Nature Center parking lot construction is still underway. The City is working with the contractor to establish a timeline to complete the lighting as soon as possible.
- Outdoor cage repair/reconstruction is complete and undergoing final checks at our Woodland Building. Reconstruction is also underway and nearly complete on a few enclosures in our outdoor Birds of Prey exhibit with new perching, warming areas, and cage furnishing to be installed and final inspection(s).
- Wildlife Sanctuary staff wish to recognize long time team-member Fluffy A. for all she has done for the sanctuary. We all wish her a long and happy retirement from her Administrative Clerk position at WLS. Fluffy dedicated 30+ years to our city, the majority of which were with the Wildlife Sanctuary. Thank you Fluffy!
- Preparation underway for the Sanctuary's annual Frosty Family Fun Night, held annually in early February. This annual event drew thousands of patrons last year. The WLS team is working with other park staff and the Friends of the Wildlife Sanctuary (FOWLS) to plan the event.
- WLS welcomed Melanie C. to their Administrative team, filling the vacant Senior Animal Keeper role. Melanie brings deep compassion and dedication to the team and the animals under her care.

ADMINISTRATION

- Reservations for shelter rentals are open for 2025 and are getting a great response.
- Staff are continuing to support special event requests, with an emphasis on the NFL Draft.
- The 2025 hiring season has begun. We have rehired and offered positions to our returning staff, and many have already accepted and done their paperwork. All seasonal positions are now up and accepting 2025 applicants.
- Gift cards are available to purchase by phone, mailed, or in person in our office.
- Metal Detecting Permits are available for purchase online, or in person in our office.
- Pool passes are now available for purchase online, or in person in our office.
- Posted social media events, programs, and information.