



AGENDA OF THE PARKS COMMITTEE

WEDNESDAY, OCTOBER 1, 2025, 5:00 PM

In person at City Hall, Room 207.

Virtual attendance is also available via Zoom.

AMENDED

A. Zoom Meeting Information.

1. Join Zoom Meeting Online:

<https://us02web.zoom.us/j/84314784824?pwd=THBkdMwTlK4MG5DV3hhbC9xVDhXdz09>

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.

1. Members: Melinda Eck, Joey Prestley, Ben Delie, Jim Ridderbush

C. Approval of the Agenda.

1. Approval of the agenda for the Wednesday, October 1, 2025, meeting of the Parks Committee.

D. Approval of Minutes.

1. Approval of the minutes from the September 10, 2025 Parks Committee meeting.

E. Regular Business.

1. Consideration with possible action on the approval to purchase (1) Forestry Body w/Hoist for a total cost of \$47,137.00 from Casper's Truck Equipment.
2. Consideration with possible action on hiring Wisconsin Public Service to install the electric

service and gas service for the JBS subdivision and park development for a total cost of \$225,000.

F. Informational.

1. Director's Report on updates and recent activities of the Parks, Recreation & Forestry Department.
2. Next Meeting: October 15, 2025.

G. Adjournment.

1. Adjournment of the Wednesday, October 1, 2025, meeting of the Parks Committee.

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



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

October 1, 2025

PREPARED BY

AGENDA ITEM # D.1

Approval of the minutes from the September 10, 2025 Parks Committee meeting.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 9-10-25 Parks Committee Minutes



MINUTES OF THE PARKS COMMITTEE

WEDNESDAY, SEPTEMBER 10, 2025, 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=THBkdMwTlk4MG5DV3hhbC9xVDhXdz09>

Or call in by phone: +1 312 626 6799

Meeting ID: 843 1478 4824

Passcode: 278667

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B. ROLL CALL.

- I. Members: Melinda Eck, Joey Prestley, Ben Delie, Jim Ridderbush

C. APPROVAL OF THE AGENDA.

- I. Approval of the agenda for the Wednesday, September 10, 2025, meeting of the Parks Committee.

Moved by Ald. Melinda Eck, seconded by Ald. Joey Prestley to approve.

Motion Passed.

Yes-Joey Prestley, Melinda Eck, Ben Delie, Jim Ridderbush, No-None, Abstain-None.

D. APPROVAL OF MINUTES.

1. Approval of the minutes from the August 13, 2025 meeting.

Moved by Ald. Jim Ridderbush, seconded by Ald. Melinda Eck to approve.

Motion Passed.

Yes-Joey Prestley, Melinda Eck, Ben Delie, Jim Ridderbush, No-None, Abstain-None.

E. REGULAR BUSINESS.

1. Consideration with possible action on the request by Ald. Johnson to review and update city ordinance 28.37 related to violations for tree removal, and all correlating ordinances and adopted policies that impact the penalty for violating 28.34 or other unspecified ordinances related to public shrubs and trees.

Moved by Ald. Melinda Eck, seconded by Ald. Jim Ridderbush to refer to staff the request by Ald. Johnson to review and update city ordinance 28.37 related to violations for tree removal, and all correlating ordinances and adopted policies that impact the penalty for violating 28.34 or other unspecified ordinances related to public shrubs and trees.

Motion Passed.

Yes-Joey Prestley, Melinda Eck, Ben Delie, Jim Ridderbush, No-None, Abstain-None.

2. Consideration with possible action on accepting a grant from the U.S. Fish and Wildlife Service for \$1,700 to go towards 1/2 of the cost of a prescribed prairie burn at He-Nis-Ra Park.

Moved by Ald. Joey Prestley, seconded by Ald. Melinda Eck to approve accepting a grant from the U.S. Fish and Wildlife Service for \$1,700 to go towards 1/2 of the cost of a prescribed prairie burn at He-Nis-Ra Park.

Motion Passed.

Yes-Joey Prestley, Melinda Eck, Ben Delie, Jim Ridderbush, No-None, Abstain-None.

F. INFORMATIONAL.

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

Moved by Ald. Melinda Eck, seconded by Ald. Jim Ridderbush to receive and place on file the Director's Report on updates and recent activities of the Parks, Recreation & Forestry

Department.

Motion Passed.

Yes-Joey Prestley, Melinda Eck, Ben Delie, Jim Ridderbush, No-None, Abstain-None.

2. Next Meeting: September 24, 2025

G. ADJOURNMENT.

1. Adjournment of the Wednesday, September 10, 2025, meeting of the Parks Committee.

Moved by Ald. Melinda Eck, seconded by Ald. Jim Ridderbush to adjourn.

Motion Passed.

Yes-Joey Prestley, Melinda Eck, Ben Delie, Jim Ridderbush, No-None, Abstain-None.



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

October 1, 2025

PREPARED BY

Dan Ditscheit, Parks Director

AGENDA ITEM # E.1

Consideration with possible action on the approval to purchase (1) Forestry Body w/Hoist for a total cost of \$47,137.00 from Casper's Truck Equipment.

BACKGROUND

The City bonded \$182,700 in 2025 for the replacement of this Forestry Truck. The truck has already been purchased and delivered. The truck body w/Hoist will be a separate purchase from a separate vendor. The Purchasing Department sent out a Request for Quotes to various providers for the purchase of the body w/Hoist. Only one vendor submitted a quote.

We are requesting approval to purchase the truck body w/Hoist for a total cost of \$47,137 from Casper's Truck Equipment. We are familiar with this company and have purchased equipment from them in the past.

After this purchase is complete, we still need to purchase approximately \$5,000 in misc. equipment to make this truck ready for service. This would include lights, a toolbox and various other small items.

The total cost for this purchase, along with all other items associated with this truck will come out to approximately \$149,000, which is well below what was budgeted for this truck purchase.

RECOMMENDATION

To approve.

FISCAL IMPACT

The City bonded a total of \$182,700 for the replacement of this truck in 2025.

\$96,767 - Cost to purchase this truck. This has already been purchased and delivered.


\$47,137 - Cost to purchase the truck body w/hoist.

\$5,000 - Approximate cost for lights, toolbox and additional amenities. (These have not been purchased yet.)

\$148,904 - Total approximate cost for this truck replacement.

ATTACHMENTS

1. Bid Form
2. Request For Bid Info
3. Forestry Body Product Info

| | |
|---|---|
|  | <p>Form D: Bid Offer Form</p> <p>RFB #: 2025-27</p> |
|---|---|

This form must be returned with your response.

MODIFY THIS FORM TO YOUR NEEDS

Prepare the bid offer form as all inclusive, not-to-exceed, fixed fees:

- All Inclusive – Covers all direct and indirect necessary expenses including but not limited to; travel, telephone, copying and other out-of-pocket expenses.
- Not To Exceed – The actual fees shall not exceed the amount specified in fee proposal.
- Fixed Fee – All prices, rates, fees and conditions outlined in the proposal shall remain fixed and valid for the entire length of the contract and any/all renewals.

Any pricing increases or additions must be agreed upon in writing by both parties.

| | | |
|-----------|--|---------------------|
| 1. | YEAR/BRAND/MODEL CHIPPER BODY W/ HOIST, TARP-SYSTEM AND BULKHEAD QUOTED: | 2025 |
| 2. | PRICE FOR DUMP BODY WITH HOIST, TARP-SYSTEM AND BULKHEAD: | \$ 47,137.00 |

| | | | |
|--|----------|-------|-------|
| COMPANY NAME (Make sure to use your complete, legal company name.) | | | |
| Casper's Truck Equipment | | | |
| ADDRESS | CITY | STATE | ZIP |
| 700 Randolph Drive | Appleton | WI | 54913 |
| LEAD TIME (Upon receipt of order) | | | |
| 35 weeks | | | |
| PAYMENT TERMS (Net 30) | | | |
| Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> | | | |
| EARLY PAYMENT DISCOUNT (Special Terms) | | | |
| No | | | |

2 DESCRIPTION OF SERVICES/COMMODITIES

2.1 Background

Contractor shall furnish all materials, supervision and labor necessary for the successful completion of this project to City’s satisfaction as specified herein.

2.2 Quantity/Type

One (1) current year and production chipper body with hoist for the City of Green Bay Parks Department. To be mounted on a 2026 International 26,000 lb G.V.W.R. single axle conventional cab truck chassis (*purchased separately*).

2.3 Basis of Award

The award will be made to the lowest responsive, responsible Bidder.

2.4 Responsibilities

Contractor shall examine this request and contract documents and shall exercise their own judgment as to the nature and scope of the work required. No plea of ignorance of conditions or difficulties that exist or may hereafter arise in the execution of the work under this contract as a result of failure to make necessary examinations and investigations, shall be accepted as an excuse for any failure or omission on the part of the quote to fulfill the requirements of the contract. The contractor shall be responsible for familiarizing themselves with the site conditions prior to bidding. It is the intent of this specification to describe the minimum requirements for the work that is to be completed for this request.

All items, details of work, services or features not specifically mentioned which are regularly furnished in order to provide the required services shall be furnished at the price bid and shall conform in strength, quality and workmanship to that usually provided by this profession. It is the intent of this specification to describe the minimum requirements for the work that is to be completed for this request.

2.5 Specifications

It is the intent of this specification to describe the minimum requirements for the work that is to be completed for this request.


For each minimum requirement below, respond by marking “Y” for compliant and “X” for exception or deviation. Failure to identify exceptions or deviations in this manner may be a basis to declare the quote as non-responsive.

_____ Mark “Y” for Compliant


_____ Mark “X” for Exception or Deviation (describe the exception underneath the requirement)

1. Chipper Body Dimensions:

Y Forestry body to fit 138” dual rear wheel chassis cab.

Y Body Length: 144” (OD). 

Y Outer Body Width: 96” (OD) To be free of all obstructions, no pole saw box. 

Y Body Height: 84” (total inside height of 72” from floor to roof top). 

N Capacity: 21-yard chip capacity. 18 Yard Capacity

2. Chipper Body:

 Y Shall be mounted, undercoated, chemically degreased, cold tar epoxy coating (inside chip box), primed and painted to match cab or City of Green Bay's specific color.

State Paint Warranty: 1 Year

 Y Shall come equipped with stainless steel hinge pins. Stainless Steel
Continuous Hinge

3. Chipper Body Cont'd:

 Y Chipper air exhaust vents.

4. Chipper Body Materials:

 Y All A-40 Galvannealed (Zinc Coated, Rust Resistant)

 Y Sides & Front: Shall be 12-gauge galvanneal smooth. 14-gauge

 Y Top/Roof Panel: Shall be 14-gauge plate galvanneal. Roof panels shall be reinforced with roof bow bracing. Hat sections are formed into the panels

 Y Floor: 10-gauge plate galvanneal. Shall be supported by 3" structural channel across sills and 6" minimum structural long sills.

10GA HY50 floor
3" cross sills
7" long sills

 Y Floor: 3/16" floor option in lieu of 10-gauge floor.

5. Chipper Body Support(s):

 Y Rear Vertical Support: Structural square tubing.

 Y Cross Members: 3" structural channel.

Formed 10GA (required to run wiring)

 Y Rear Horizontal Support: 4"x2"x1/4" rectangular tubing.

Structural 1-1/2" angle
iron for vertical braces
every 24". Every other
brace will extend into the
ceiling

 Y Vertical Formed Bracing: 24" on center front to rear and floor to roof.

 Y Horizontal Bracing: 16" and 32" from roof down.

6. Chipper Body Tailgate:

 Y Door: 24" height double panel tailgate.

16-gauge

 N 12-gauge galvanneal plate w/ tubing frame to swing to curb side of body with folding latch.

 Y Swings open 270° w/ latch in open position.

 Y Greaseable door hinges.

7. Chipper Body Lights:

 Y Shall be LED and meet FMVSS 108 Specifications. Shall be recessed LED clearance lights.

Y Factory chassis S/T/T lights to be mounted with clear visibility when body is down and clear of body while in raised position.

Y LED S/T/T lights and backup lights to be mounted in rear of body.

Y LED Strobe Lights: 2 forward facing and 2 rear facing, mounted in top corners of box. Wired to fused switch in cab dash w/ label.

8. Chipper Box Wiring:

Y All wiring shall be conduit.

9. Chipper Box Side Panels:

Y Shall have punched upper vents in side panels.

10. Paint:

Y Body shall be fully protected by electrodeposition prime and water-based undercoating (or equal).

Y Shall be sandblasted, re-primed and the paint shall match cab or City of Green Bay Parks Dept. color(s).

11. Hoist Assembly:

N Shall come equipped w/ Knapheide KHA-1520SF-DC subframe hoist assembly (or equal).

Manufacturer: Rugby

Model Number: SR-4020

Warranty: 1 year

N Class F single or twin cylinder hoist with lifting capacity of 15 tons. 9.6-13.3 Tons Class 40

N Hot shift PTO w/ direct mount pump valve/tank combo.

N Cab mounted air hoist controls. Electrically Actuated Valve in dash switch

N Small air-controlled switch in dash and power take off for automatic transmission with control switch in cab dash.

Y Power take off switch to be wired to a dash mounted PTO switch (if available).

Y All hinge points must be greaseable.

12. Subframe:

Y Shall come with built in rear hinge and body prop.

13. Pintle Hitch:

Y 1/2" plate trailer hitch with class four (4) receiver tube and pintle style hitch mounted at 21" inches from ground to center and 5/8" D ring safety chain hooks w/ trailer light connector 7 pin RV type wired to electric brake control. 2" receiver tube

14. Back-Up Alarm:

Y Shall come equipped w/ backup alarm.

15. Electric Trailer Brake Controller:

Y Vendor to supply and install electric trailer brake controller.

16. Mudflaps:

Y Shall come equipped w/ 1 set of mudflaps, rear mounted to frame, not to chipper body.

17. Pre-Build Meeting:

Y There shall be a pre-build meeting between the City of Green Bay and the awarded vendor.

2.6 Vendor Requirements

Bidder must be an original manufacturer, or distributor, or dealer authorized by manufacturers with service and repair capabilities for the product.

Bidder must be in the business of **Truck Bodies** for the past **5** years.

Bidder must supply references from **3** firms to which similar products have been provided during the past **5** years to a comparable-sized institution or company. If contacted, all of those references must verify that a high level of satisfaction was provided. Use Form E to list references.

2.7 Insurance Requirements

Bidder shall provide a Certificate of Insurance upon award and maintain the minimum limits specified for the term of the contract. Proof of Insurance is required when award is made.

2.8 Delivery

Bid prices shall be complete to include all delivery charges, travel, labor, equipment, materials, parts, supplies, incidental items and anything else needed in order to complete this project to the City's satisfaction unless otherwise specified. Fuel surcharges or surcharges of any kind and mileage charges will not be allowed.

2.9 Warranty **Knapheide 6-Year Limited Warranty**

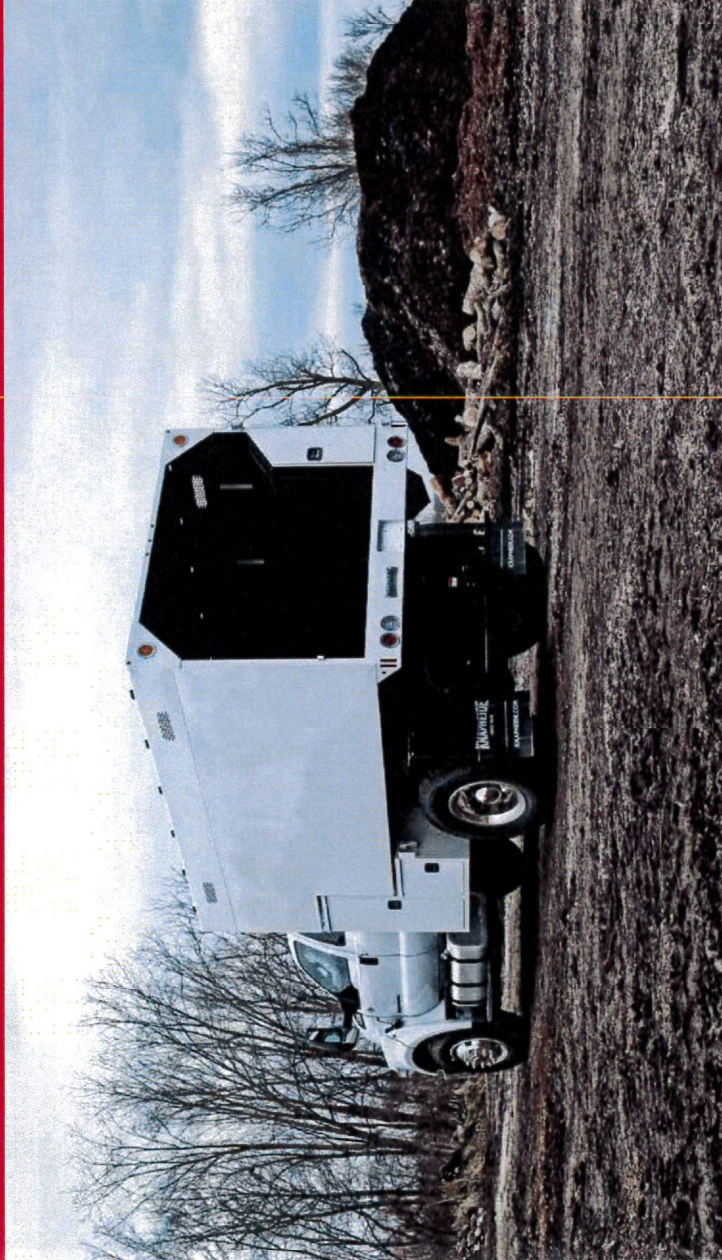
Vendor shall provide the manufacturer's warranty on the product(s) at no additional cost to the City. The warranty period shall begin on the date of the signed and executed certificate of final completion, unless otherwise specified in a separate contract.

KNAPHEIDE
SINCE 1848



FORESTRY BODIES

KNAPHEIDE FORESTRY BODIES



FORESTRY BODIES

The Knapheide Forestry Body is America's premier chipper body packed with industry-leading features to help you get the job done.

When looking for your next forestry body, choose Knapheide, the most trusted name in the industry.



FORESTRY BODY

Engineered and built for ground or aerial applications, all Knapheide Forestry Bodies are fully immersed in our exclusive electrodeposition prime paint system for superior corrosion resistance. Smooth side panels allow for maximum-sized company graphics to easily be applied. All Knapheide Forestry Bodies feature LED lighting for longevity and low maintenance.

POPULAR VOCATIONS



LANDSCAPING/
TREE CARE

A. 14-GAUGE GALVANNEAL SMOOTH PANELS are excellent for advertising graphics

B. 14-GAUGE GALVANNEAL ROOF PANEL reinforced with integrated formed hat sections

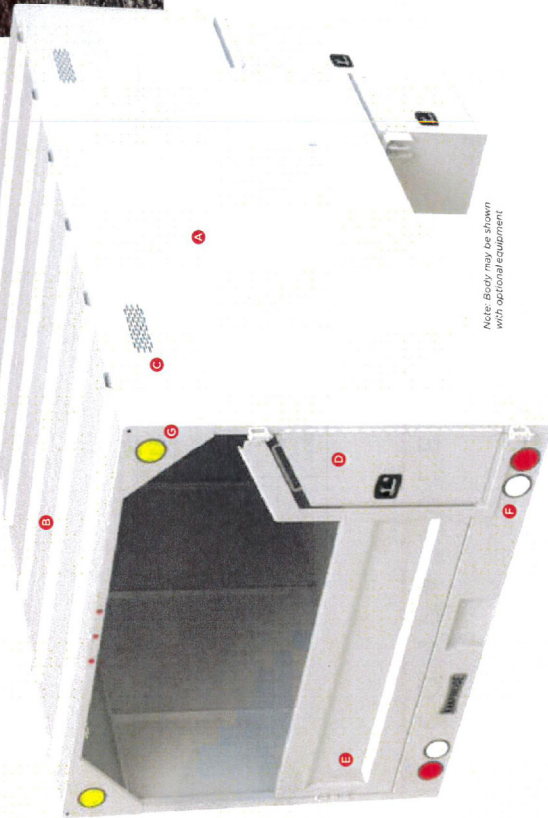
C. PUNCHED VENTS in upper side panels

D. LADDER BOX with full length pole pruner shelf and lockable access door on curbside

E. 24" TALL, 16-GAUGE GALVANNEAL, DOUBLE-PANEL TAILGATE swings open 270 degrees and latches in the open position

F. RECESSED LED LIGHTS to meet DOT standards

G. STROBE LIGHTS on front and rear of body



Note: Body may be shown with optional equipment

REQUEST A QUOTE



Visit knapheide.com/quote and fill out the form to receive a quote and additional product information.



MODEL OPTIONS

FORESTRY BODIES

| MODEL | BODY LENGTH | STYLE | MINIMUM RECOMMENDED CHASSIS GVWR | TOTAL CAPACITY | USABLE CAPACITY | EXTERIOR LENGTH | INTERIOR HEIGHT | NET WEIGHT |
|-----------|-------------|----------|----------------------------------|----------------|-----------------|-----------------|-----------------|------------|
| KFBN-1166 | 11' | Notched | 19,500 lb. | 15 yd. | 13 yd. | 135" | 66" | 2,137 lb. |
| KFBN-1266 | 12' | Notched | 19,500 lb. | 17 yd. | 15 yd. | 147" | 66" | 2,313 lb. |
| KFBS-1266 | 12' | Straight | 19,500 lb. | 18 yd. | 16 yd. | 147" | 66" | 2,454 lb. |
| KFBN-1472 | 14' | Notched | 19,500 lb. | 21 yd. | 19 yd. | 171" | 72" | 2,804 lb. |
| KFBS-1472 | 14' | Straight | 19,500 lb. | 22 yd. | 20 yd. | 171" | 72" | 2,959 lb. |

*Notched bodies include a 24" cutout for storage pack

FEATURES NOT SHOWN

FLOOR IS CONSTRUCTED OF 7" STRUCTURAL LONG SILLS, 12-GAUGE FLOOR PLATE AND 3" STRUCTURAL CHANNEL CROSS SILLS

ELECTRODEPOSITION PRIME-PAINT SYSTEM provides superior corrosion resistance

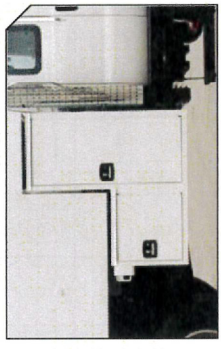
BODIES ARE FULLY PROTECTED WITH KNAPHEIDE'S WATER-BASED UNDERCOAT



f **i** **o** **v**
 FOLLOW US
 LIKE US
 TAG US

STORAGE PACKS

| MODEL | STYLE | PACK LENGTH | PACK WIDTH | HEIGHT | UNDERBODY BOX DEPTH | UNDERBODY BOX WIDTH | UNDERBODY BOX HEIGHT | WEIGHT |
|------------|--------|-------------|------------|--------|---------------------|---------------------|----------------------|---------|
| KPF-944850 | L-Pack | 94" | 48" | 50" | 20" | 24" | 24" | 598 lb. |
| KPF-945450 | L-Pack | 94" | 54" | 50" | 20" | 30" | 24" | 610 lb. |
| KPF-946050 | L-Pack | 94" | 60" | 50" | 20" | 36" | 24" | 636 lb. |
| KPFI-24 | I-Pack | 94" | 24" | 50" | N/A | N/A | N/A | 455 lb. |



- One full width shelf is 54" long, centered side to side
- Three combination stationary/swivel hooks are mounted in the curbside compartment
- Recessed hinges create a pry resistant compartment
- Electrodeposition prime-paint system provides superior corrosion resistance
- L-Pack lower compartment has no interior wall for full width utilization between both compartments
- All packs include 3 point T-handles and master lock system to ensure equipment is safely stowed away

POPULAR OPTIONS



COAL TAR INTERIOR



CONE HOLDER



FORESTRY CHOCK HOLDERS

NOT PICTURED:
 - Rear Barn Doors
 - Hitch

COMPATIBLE HOISTS



| HOIST MODEL | FORESTRY BODY MODEL | BODY LENGTH (feet) | CHASSIS CA (inches) | REAR OVERHANG (inches) | CAPACITY* (tons) |
|---------------|---------------------|--------------------|---------------------|------------------------|------------------|
| KHR-1516SF-ED | KFBN-1166 | 11' | 84" | 6 | 8.5 |
| | KFBN-1266 | 12' | 84" | 18 | 10.5 |
| | KFBS-1266 | | 84" | 18 | 9.4 |
| | | | 108" | 30 | 12.1 |
| | | | | 6 | 7.7 |

* Capacity rating based upon 50° dump angle

SIX YEAR, LIMITED TIME WARRANTY



NO RUST THROUGH



DOOR HINGES WILL NOT FAIL OR COME OFF BODY



LATCHES AND LOCK CYLINDERS WILL NOT FAIL TO OPERATE

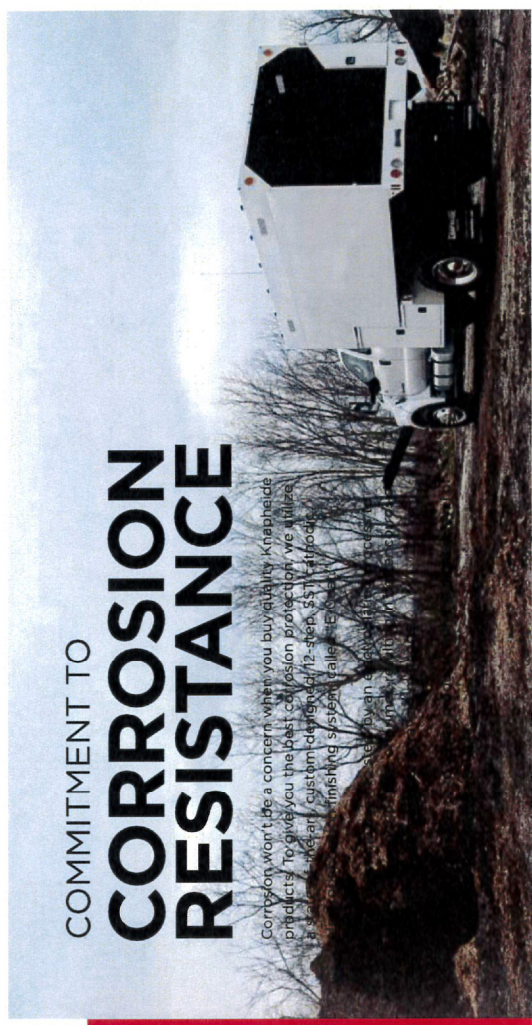


SHELVES WILL NOT BEND UNDER MAX. LOAD OF 250 LBS.

TO LEARN MORE VISIT www.knapheide.com/warranty

COMMITMENT TO CORROSION RESISTANCE

Corrosion won't be a concern when you buy quality Knapheide products. To give you the best corrosion protection, we utilize a state-of-the-art, custom-designed 12-step, 55% zinc floor coating and a finishing system called "E-Coat".





Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

October 1, 2025

PREPARED BY

Dan Ditscheit, Parks Director

AGENDA ITEM # E.2

Consideration with possible action on hiring Wisconsin Public Service to install the electric service and gas service for the JBS subdivision and park development for a total cost of \$225,000.

BACKGROUND

The City requested a quote from Wisconsin Public Service to provide electric service and gas service to the JBS subdivision and park. There are 4 electric services included within this quote. Two separate electric services are needed for the street lights. One electric service is needed for the destination/boulevard park and one electric service is needed for the sewer lift station. This cost does not include running electric and gas service to the residential developments within this subdivision. Each residential developer will have to request and pay for their own services to satisfy each development. These City utilities will need to be installed prior to any developer requesting service for their individual developments. If approved, these utilities will be installed later this fall. These underground utilities will be installed within existing utility easements already in place.

This is a necessary expense and there are no other vendors that can provide this service. This was an anticipated expense from the start of the project.

RECOMMENDATION

To approve.

FISCAL IMPACT

The \$225,000 needed for this work will come from the already allocated TIF funding for this project. No additional funding is required.

ATTACHMENTS

- I. ESTIMATE LETTER21_3406807

September 30, 2025

CITY OF GREEN BAY
100 N JEFFERSON ST ROOM 510
GREEN BAY, WI 54301

Dear Customer:

Following is the estimated cost for the proposed work request at:

Property Description: JBS SITE REDEVELOPMENT
CITY OF GREEN BAY

County of BROWN
State of WI

- The cost to install your Electric facilities is: \$0.00 service and \$195,000.00 system. Total Electric charges are \$195,000.00.
- The cost to install your Gas facilities is: \$0.00 service and \$30,000.00 system. Total Gas charges are \$30,000.00.

The estimate is effective for sixty (60) days as of the date of this letter. It is based on our understanding of the existing conditions and the proposed location of the system and/or service on the property. If you decide to proceed with the proposed work request we will calculate the actual cost. This actual cost may vary from the estimated cost because of changes in job scope, location/route, materials/labor costs, winter construction or other variables.

If you would like to proceed, a Service Application and Property Site Sketch & Liability Waiver will need to be completed. For more information you can visit our Website at: WisconsinPublicService.com or contact us at 920-617-2775 and refer to **Work Request 3406807-1**.

Thank you.

Sincerely,

Robert T Laskowski



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

October 1, 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 10.1

**PARKS COMMITTEE
DIRECTOR'S REPORT
WEDNESDAY, OCTOBER 1, 2025**

PARK DIVISION

- Park shelter rentals are continuing through the fall months.
- Park crews continue to mow the parks, green spaces, and RDA owned property on a regular basis. Mowing crews are getting caught up on detail work such as pruning suckers off trees, extra string trimming, picking up branches, and picking litter.
- Park landscape crews are out and about maintaining landscape beds in our parks, Bay Beach, aquatic facilities, and other areas throughout the city.
- Park crews are also in the process of restoring the playground and splashpad that were removed from Farlin Park.
- Park crews continue to assist with special events throughout the city.
- Park caretakers continue to have a presence in the parks picking litter, checking bathrooms, emptying garbage cans and ensuring the parks are in order for visitors.
- The ballfield crews continue to prepare soccer fields, softball fields, and baseball fields for fall athletic games. Preparing the various fields can mean anything from dragging ballfields, to laying out and line painting soccer fields and moving soccer goals.
- Park Carpenters have begun the installation of various new playground pieces at Murphy Park.
- Staff have begun end of season maintenance on pools and wading pools. This includes giving wading pool vessels a new coat of paint.
- We are starting to close down the splashpads for the season. All of the splashpads should be closed by early October.
- Trail maintenance throughout the Baird Creek biking trails has been an ongoing project throughout this summer and continue into early fall.
- On Thursday, Sept. 25, Friday, Sept. 26 and Saturday, Sept. 27, Habitat for Humanity completed exterior beautification projects around the Fisk Neighborhood. 100's of Volunteers assisted with the efforts throughout the entire neighborhood. Fisk Park received fresh woodchips for the playground area. The Resch Aquatic Center and Fisk Shelter/Splashpad areas will be getting pressure washed as part of the efforts.

FORESTRY DIVISION

- Crews are still working on pruning and tree removals for ongoing DPW projects including road resurfacing, reconstruction and sidewalk replacements.
- Forestry staff recently removed infested ash trees and pruned trees around the Nature Center parking lot at the WLS.
- Forestry staff continue to work with IT staff on transferring our tree inventory to a GIS format.
- The stump grinding has been completed on the east side. Approximately 725 stumps have been ground so far this season. Crews are starting the west side list in the neighborhoods near Ft Howard and Seymour Parks. There are approximately 500 stumps remaining on the westside.

- Cycle pruning efforts are being focused in the downtown and Whitney Park areas. Typical cycle pruning includes raising tree limbs for clearance, deadwood pruning and structure pruning to help reduce the chances of breakage during storms.
- Pruning crews are also working on individual pruning requests throughout the city.

DESIGN & DEVELOPMENT DIVISION

- The state approved the completion of the West End Train. This ride will open to the public in May of 2026. Park staff will work on beautification efforts adjacent to the ride in the off season.
- Staff are working with a consultant to complete the wildlife viewing platform and shoreline walk construction plans for Bay Beach Amusement Park. Staff hired a consultant to complete the quality assurance requirements in the EPA grant for the wildlife viewing platform and shoreline walk work.
- Shipyard Phase II design work has begun. The consultant recently submitted the 50% bid plan sets for review.
- Planning continues for the Joliet Park Area of Concern habitat restoration project.
- Construction is nearly completed on the Main Street East River Trail project from Baird to Irwin.
- Construction of the JBS project is well underway. The infrastructure/road project is nearly completed. The construction of the Park/Boulevard will likely begin in mid-October.
- Planning continues for the Bay Beach Wildlife Sanctuary and Renard Island Nearshore Area. A draft Quality Assurance Project Plan (QAPP) has been completed.
- Planning for the Bay Beach Wildlife Sanctuary Strategic and Master Planning has begun.
- The consultant is actively working on the redesign of the Leicht Park shelter project. Final plans have been submitted to the city for review. The site grading for the soil surcharge has been completed.
- A consultant has been hired to design improvements for Joannes Sk8 Park. The consultant is developing conceptual plans.
- Construction of the Bay Beach HVAC Pavilion Project began on 9/8/25.
- A Request for Quotes has been issued to trail designers for Baird Creek Mountain Bike Flow Track Improvements.

GREEN BAY CONSERVATION CORPS

- The 2024-2025 program year concluded on August 31st. The new crew starts September 22nd. This year, we filled more positions in the fall than anticipated, with a total of 16 crew members. Nine of these members are alumni of the program.
- The Red Smith school received a grant to install storybook trail signs along the trail. Staff began installing these trail signs in late August. The Girl Scouts built and donated 3 benches along the trail. After vandalism of the new trail signs, park staff reinstalled them with concrete, and the storybook was installed on September 17th.

- Staff continue to complete encroachment surveys throughout the park system and have begun re-inspections.
- Staff presented at the Woodland Dunes Nature Center (September 9th), the Wisconsin Association for Home and Community Education Annual Conference (September 16th), and the Sustainability Coffee Hour (September 16th).
- Staff met with the Botanical Gardens to discuss the 2026 Pollinator Corridor plantings. Five sites were chosen: Muir, Marquette, Fort Howard, Sullivan, and Metro Boat Launch. These five plantings will nearly complete the corridor at a 0.5-mile radius between plantings. The Botanical Garden has also agreed to match our plant kit giveaway if we receive the grant funding. This would increase the planned 100 free plant kits to 200 free kits for Green Bay residents.
- Staff have been meeting with other organizations across the state to develop a state coalition of programs dedicated to youth career development and community service. Other programs include Operation Fresh Start, WisCorps, and multiple Youth Build programs.
- Staff continue to research and write grants for the department. Recently, staff worked with Design & Development to submit an application for stormwater management at Bay Beach.

RECREATION DIVISION

- The adult fall softball leagues began August 19th. We are offering Co-Ed Slow-pitch and Men's Slow-pitch at Beaver Dam Park. The season will run Mondays and Tuesdays through mid-October.
- Adult football leagues have begun. Leagues are played on Thursday nights at East River Van Beaver and Ted Fritsch Parks through mid-October.
- Youth Basketball Skills registration opened on August 4th. The program will start on September 29th.
- We are currently taking registrations for the table tennis league which will be held on Wednesday evenings beginning October 1st at Franklin Middle School.
- Fall permits have been issued for the youth baseball, cross-country, football, soccer and tennis programs.
- We are currently taking registration for the adult basketball leagues which are scheduled to begin November 5th.
- Fall 2025-2026 Dance Registration is open. Information on Fall classes is available at: <https://www.greenbaywi.gov/885/Dance-Classes>. The informational parent meeting takes place on September 23rd with classes beginning the week of September 30th.
- FIT in the Parks concluded August 28th with great success following a short hiatus. Stay tuned for some fall pop-up FIT classes.
- Registration opened for the Howling Halloween Hike on September 8th. We anticipate selling out the event, which is scheduled to take place on October 24th at the Bay Beach Wildlife Sanctuary.

AQUATICS

- This off-season, staff will continue to evaluate the staffing shortage we continue to endure. Some notes to consider:
 - Types of schedules
 - Length of shifts
 - Scheduling software
 - Incentives
 - Weekend bonus pay
- Staff are working on completing the 2025 Annual Aquatics Report. This will assist in making decisions for the 2026 season.
- Staff are working on completing Program Analysis'. This will assist in programming for the 2026 season.

BAY BEACH AMUSEMENT PARK

- Ride Repairs
 - Sea Dragon: Staff are waiting for delivery of new lap bars.
 - West Train: Construction is nearing completion. The train has been tested on the new tracks. The State Ride Inspector has completed their final inspection. The contractor still has to complete the queue line fencing.
 - Merry Go Round: Down for the year. This will be repaired in the off season.
 - Rockin Tug: Replacement parts are on the way.
- Inclusive Playground
 - Elevate is looking to install the donation sign around September 23rd.
 - The new prefabricated bathroom is installed and open when the park is busy.
 - On nice days, there are plenty of families utilizing the playground.
- Staffing
 - Our staffing numbers continue to decline as staff head back to college.
 - Some rides do close on weekends as staff call in sick.
 - Staff are planning on attending the annual IAAPA conference in Orlando for professional development, seeing new trends, and looking for options of rides we may purchase.
- Improvements
 - Dancehall HVAC construction has begun.
 - Look for ways to increase special events for 2026 season.

METRO BOAT LAUNCH

- The Pay Station is open and taking payments.
- This year we have seen an average amount of usage.

TRIANGLE HILL

- Shelter rentals are underway.
- Disc golf and bike track continue to get a great number of participants.
- Discussions on winter operations continues.
- Construction of the underground utilities for making snow will begin in a few weeks.

WILDLIFE SANCTUARY

- The Raptor Walk exhibit electrical now live with a very small amount of backfill/mulching remaining.
- AOC Habitat grant work continues onsite. Plant assessments are still underway in our forests, fields and lagoons and the data being analyzed.
- Work continues on Sanctuary Strategic & Master Planning project. Early deliverables are being generated. Onsite meetings, including public input sessions, will be scheduled in the near future.
- The 20th annual Walk for Wildlife was held on September 20th. There were over 500 pre-registered walkers. This year we are highlighting our otters Renee and Cesar. It turned out to be a successful event and the weather cooperated.
- The OAK 4K school year is now nearly a month in, with full enrollment.
- R-PAWS – the sanctuary’s wildlife rehabilitation program has admitted 6300+ already this year, with 3000+ of these being native mammals. While it is late in the season, staff is still seeing newborn rabbits and a few species of very recently hatched birds including Mourning Doves and Goldfinches.

ADMINISTRATION

- Reservations for shelter rentals are open for heated shelters until October 26th.
- Staff are continuing to support special event requests.
- Gift cards are available to purchase by phone or in person in our office.
- Metal Detecting Permits are available for purchase online, or in person in our office.
- Posted social media events, programs, and information.
- Annual Metro Boat passes are available in the Parks and Recreation Office for the 2025 season.
- Park and Recreation Department budget formulation continues.
- Capital Improvement Project budget formulation has been compiled.
- Basketball, Table Tennis, and Youth Basketball Skills are open for registration.
- Registration for the Dance 2025-2026 season is available online, by phone, or in person with a program start date of September 29th.
- Registration for the Howling Halloween Hike, scheduled for Friday, October 24th, is available online, by phone, or in person.