



AGENDA OF THE PARKS COMMITTEE

WEDNESDAY, MARCH 11, 2026, 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/88995993315?pwd=juhDPk4acxAxMySiEo6HWQVgL4vbFF.I>

Or call in by phone: +1 312 626 6799

Meeting ID: 889 9599 3315

Passcode: 103217

If you wish to leave a comment for this public meeting, please fill out the online [Comment Form](#) prior to the meeting. More detailed [Zoom Instructions](#) can be found online.

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, March 11, 2026, meeting of the Parks Committee.

D. Approval of Minutes.

- I. Approval of the minutes from the February 25, 2026 Parks Committee meeting.

E. Regular Business.

- I. 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.

2. Consideration with possible action on hiring Carrico Aquatic Resources to replace 2 pool heaters at the Joannes Aquatic Center for a total cost of \$104,868.50.
3. Consideration with possible action on hiring Sommerville, Inc. for a total cost of \$94,600 for architectural services necessary to create construction bid documents to construct a heated equipment storage garage at the Park Shop.
4. Consideration with possible action on partnering with the Western Great Lakes Bird and Bat Observatory to accept the donation of 800 trees for the Forestry Division to plant along the East River Greenway corridor, utilizing grant money Western Great Lakes Bird and Bat Observatory received from the National Fish and Wildlife Foundation.

F. Informational.

1. Director's Report on updates and recent activities of the Parks, Recreation & Forestry Department.
2. Next Meeting: April 15, 2026

G. Adjournment.

1. Adjournment of the Wednesday, March 11, 2026, 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

March 11, 2026

PREPARED BY

AGENDA ITEM # D.1

Approval of the minutes from the February 25, 2026 Parks Committee meeting.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Feb 25 Parks Committee Minutes



MINUTES OF THE PARKS COMMITTEE

WEDNESDAY, FEBRUARY 25, 2026, 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/88995993315?pwd=juhDPk4acxAxMySiEo6HWQVgL4vbFF.I>

Or call in by phone: +1 312 626 6799

Meeting ID: 889 9599 3315

Passcode: 103217

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B. ROLL CALL.

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

Ald. Joey Prestley excused.

C. APPROVAL OF THE AGENDA.

- I. Approval of the agenda for the Wednesday, February 25, 2026, meeting of the Parks Committee.

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

Motion Passed.

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

D. APPROVAL OF MINUTES.

1. Approval of the minutes from the January 28, 2026 Parks Committee meeting.

Moved by Ald. Melinda Eck, seconded by Ald. Jim Ridderbush to approve.
Motion Passed.
Yes-Melinda Eck, Ben Delie, Jim Ridderbush, No-None, Abstain-None.

E. REGULAR BUSINESS.

1. Consideration with possible action on the acceptance of a Wisconsin Department of Natural Resources grant in the amount of \$244,045 for the construction of the East River Emilie Park Nature-Based Recreation Access Project.

Moved by Ald. Jim Ridderbush, seconded by Ald. Melinda Eck to approve accepting a Wisconsin Department of Natural Resources grant in the amount of \$244,045 for the construction of the East River Emilie Park Nature-Based Recreation Access Project.
Motion Passed.
Yes-Melinda Eck, Ben Delie, Jim Ridderbush, No-None, Abstain-None.

2. Consideration with possible action on accepting a \$3,000 Green Bay Packers Foundation grant to support the ongoing efforts of the Green Bay Conservation Corps.

Moved by Ald. Jim Ridderbush, seconded by Ald. Melinda Eck to approve accepting a \$3,000 Green Bay Packers Foundation grant to support the ongoing efforts of the Green Bay Conservation Corps.
Motion Passed.
Yes-Melinda Eck, Ben Delie, Jim Ridderbush, No-None, Abstain-None.

3. Consideration with possible action on the request to purchase one (1) 2026 Ford Super Duty F-550 & Plow Accessories from Ewald Automotive Group, utilizing the State of Wisconsin Contract #505ENT-M24-VEHICLES-06, for a total sales price of \$70,258.

Moved by Ald. Jim Ridderbush, seconded by Ald. Melinda Eck to suspend the rules to take up agenda items 3, 4 and 5 under one vote.
Motion Passed.
Yes-Melinda Eck, Ben Delie, Jim Ridderbush, No-None, Abstain-None.

Moved by Ald. Melinda Eck, seconded by Ald. Jim Ridderbush to approve the purchase of one (1) 2026 Ford Super Duty F-550 & Plow Accessories from Ewald Automotive Group, utilizing the State of Wisconsin Contract #505ENT-M24-VEHICLES-06, for a total sales price of \$70,258.
Motion Passed.

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

4. Consideration with possible action on the request to purchase two (2) 2026 Ford Super Duty F-250 & Plow Accessories from Ewald Automotive Group, utilizing the State of Wisconsin Contract #505ENT-M24-VEHICLES-06, for a total cost of \$54,948/ea. and a total sales price of \$109,896.

Moved by Ald. Melinda Eck, seconded by Ald. Jim Ridderbush to approve the purchase of two (2) 2026 Ford Super Duty F-250 & Plow Accessories from Ewald Automotive Group, utilizing the State of Wisconsin Contract #505ENT-24-VEHICLES-06, for a total cost of \$54,948/ea. and a total sales price of \$109,896.

Motion Passed.

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

5. Consideration with possible action on the request to purchase one (1) 2027 Ford E-Series Cutaway Van w/16' Bay Bridge Body from Ewald Automotive Group, utilizing the State of Wisconsin Contract #505ENT-M24-VEHICLES-06, for a total cost of \$59,374.

Moved by Ald. Melinda Eck, seconded by Ald. Jim Ridderbush to approve the purchase of one (1) Ford E-Series Cutaway Van w.16' Bay Bridge Body from Ewald Automotive Group, utilizing the State of Wisconsin Contract #505ENT-M24-VEHICLES-06, for a total cost of \$59,374.

Motion Passed.

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

F. INFORMATIONAL.

1. Staff update on the purchase of the CivRec software platform to replace the existing RecTrac software platform.

Moved by Ald. Melinda Eck, seconded by Ald. Jim Ridderbush to receive and place on file the staff update on the purchase of the CivRec Software platform to replace the existing RecTrac software platform.

Motion Passed.

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

2. 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-Melinda Eck, Ben Delie, Jim Ridderbush, No-None, Abstain-None.

3. Next Meeting: March 11, 2026

G. ADJOURNMENT.

1. Adjournment of the Wednesday, February 25, 2026, meeting of the Parks Committee.

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

Motion Passed.

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



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

March 11, 2026

PREPARED BY

Dan Ditscheit, Parks Director

AGENDA ITEM # E.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.

BACKGROUND

This topic was last discussed at the September 10, 2025 Parks Committee meeting. The motion made was to refer to staff 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.

This was reviewed with the Law Department. Staff and the Law Department are recommending that Ordinance Section 28-37 of the Green Bay Municipal Code Relating to Parks and Recreation Violations be modified to better clarify what the fine will be and how that fine is calculated if City trees are removed without approval or damaged.

RECOMMENDATION

To approve General Ordinance No. 07-26, Amending Section 28-37 of the Green Bay Municipal Code, Relating to Parks and Recreation Violations.

FISCAL IMPACT

None

ATTACHMENTS

1. 2025-07-15 Dist 9 to P and P--redirected to PRF
2. Draft G.O. 07-26 Related to Parks and Recreation Violations
3. Chapter 28 - Green Bay, WI Code of Ordinances A

Online Form Submittal: Alders' Petitions and Communications

From noreply@civicplus.com <noreply@civicplus.com>

Date Tue 7/15/2025 8:25 PM

To Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Eric Genrich <Eric.Genrich@greenbaywi.gov>; Joseph Faulds <Joseph.Faulds@greenbaywi.gov>; Lindsey Belongea <Lindsey.Belongea@greenbaywi.gov>; Brian Johnson <Brian.Johnson@greenbaywi.gov>; Craig Stevens <Craig.Stevens@greenbaywi.gov>

Alders' Petitions and Communications

Name	Brian Johnson
Committee Name	Protection and Policy Committee
Text of Communication	For consideration and possible action 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. Staff is directed to further contemplate the best way to publicly share information related to calculating the value of damage to a public shrub or tree including adoption as an ordinance, annual review in the city's fee schedule, or some other mechanism deemed acceptable by legal and/or common council.

Email not displaying correctly? [View it in your browser.](#)

GENERAL ORDINANCE NO. 07-26

AN ORDINANCE
AMENDING SECTION 28-37,
GREEN BAY MUNICIPAL CODE,
RELATING TO PARKS AND RECREATION VIOLATIONS

THE COMMON COUNCIL OF THE CITY OF GREEN BAY DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 28-37, Green Bay Municipal Code, is hereby amended to read:

- (a) Any person found to disturb the root zone, prune, remove, or cause the removal or death of any public tree, shrub, or other plant without a permit shall be subject to a forfeiture of not less than \$500.00 per incident nor ~~more than the greater of \$1,500.00 or~~ **greater than** or the calculated value lost according to the latest edition of the Council of Tree and Landscape Appraisers "Guide for Plant Appraisal." **If the tree no longer exists for evaluation, tree data from the city tree inventory and images will be used to calculate the appraised value according to the CTLA appraisal guide.**
- (b) Any person violating any other provision of this article shall be subject to a forfeiture of not less than ~~\$25.00~~ **\$75.00** per incident nor ~~more than the greater of \$1,500.00 or~~ **greater than** the calculated value lost according to the latest edition of the Council of Tree and Landscape Appraisers "Guide for Plant Appraisal." **If the tree no longer exists for evaluation, tree data from the city tree inventory and images will be used to calculate the appraised value according to the CTLA appraisal guide.**

SECTION 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3. Effective date. This ordinance shall take effect on and after its passage and publication.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2026.

APPROVED:

Eric Genrich, Mayor

ARTICLE I. IN GENERAL

Sec. 28-1. Park district and jurisdiction.

The City shall constitute a single park district, and all City-owned parks shall be under the jurisdiction of the Park Committee. The jurisdiction of such Committee shall extend to all parks and greenways within the City. Park and greenway policies established by the Committee must be adhered to.

(Code 1984, § 25.01; Ord. No. 18-09)

Sec. 28-2. Director of Parks, Recreation and Forestry.

The Director of Parks, Recreation and Forestry (hereinafter "Director") shall be the same Director as appointed under section 2-79(7). The members of the Committee shall authorize this Director as the person skilled in the operation and management of parks, who shall administer and enforce the policies and regulations adopted by such Committee under Wis. Stats. Ch. 27. The Director shall administer the operation of the combined departments of parks, recreation, and forestry.

(Code 1984, § 25.02; Ord. No. 18-09; Ord. No. 21-22, § 1, 9-20-2022)

Sec. 28-3. Protection of parks and greenways.

(a) *General prohibitions.* No person shall play ball games, golf, archery, or paintball, or use any device which propels a projectile using the force of a compressed gas or a motorized toy in public parks and greenways, except in and upon areas designed for such purposes.

(b) *Damage to or removal of plants.* No person shall pluck or cause damage to any flowers, plants, fungi, shrubs, or trees growing in any public park or greenway. No person shall remove any plant, or parts of a plant, including fruit and seeds, without permission of park staff.

(c) *Care of or removal of any living bird, animal, animal parts, or non-living objects.* No person shall mistreat or collect, remove from or add to (release of animals on site) from any City park or greenway any bird, animal, mammal, fish (outside of urban fishing regulations for the lagoon at the Wildlife Sanctuary), reptile, amphibian or insect, nor remove nests, feathers, pellets, dens, antlers, and bones (including any approved research project) without permission of park staff.

(d) *Damage to or removal of property.* No person shall damage, deface, destroy, steal, take, or carry away any equipment used in or about the City parks and greenways. No person shall place equipment or items in parks and greenways (including, but not limited to, cameras, geo caches, deer stands, blinds, traps, etc.) without permission of park staff.

(e) *Trail use in parks and greenways.* All persons are to remain on staff designated and marked nature trails for walking/hiking, and cross-country skiing. Biking shall only be allowed on trails so designated. After cross-country ski trails have been groomed for the season, no activity that damages the groomed trails shall be permitted (i.e., ski skating, snowshoeing, walking, etc.). Wildlife Sanctuary nature trails are not open for public biking, skate skiing, or snowshoeing. At the Wildlife Sanctuary, walking off of the trails is not permitted unless conducting an approved research project.

(f) *Encroachment.* No property owner shall be allowed to intrude upon any public parks and/or greenways including, but not limited to, through the creation or extension of any mowing, physical structure, or flora above or below the surface of land, except as provided in Section 44-358.

(Code 1984, § 25.03; Ord. No. 20-99; Ord. No. 18-09; Ord. No. 21-22, § 2, 9-20-2022)

Sec. 28-4. Conduct in parks and greenways.

(a) *Traffic.* No automobile or other vehicle shall be driven within any park, except upon drives provided for that purpose, or at greater speeds than those posted; nor shall any person park an automobile or other vehicle in the parks, except in places designated therefor, unless ordered to do so by an officer on duty in the park. Except during City-sponsored or -approved events, no person shall park any vehicle anywhere in any City park between 10:00 p.m. and 6:00 a.m.

(b) *Disorderly conduct.* Wis. Stats. § 947.01, governing disorderly conduct, is adopted by reference and incorporated herein.

(c) *Alcohol beverages.*

(1) *Prohibition.* Notwithstanding subsections (c)(2) and (3) of this section, no person shall possess or consume any alcohol beverages in any park, playground, athletic field or court, swimming or wading pool, or parking lot.

(2) *Exceptions for certain parks.* A person may possess or consume fermented malt beverages or wine in the picnic areas of Bay Beach Amusement Park, Colburn Park, or Perkins Park between 8:00 a.m. and 9:00 p.m., and in Joanne's Baseball Stadium pursuant to any applicable agreement.

(3) *Approval by Parks Committee and Council.* A person may request approval from the Parks Committee to possess or consume fermented malt beverages or wine in any other park. The Committee may adopt, and the Council may approve, a written policy identifying which requests may be approved without a hearing. The Parks Department shall approve any request to which the written policy applies. Any person may demand a hearing before the Committee if their request was not approved under the written policy. If the Committee grants the person's request, and the Council approves, the person shall comply with any restrictions placed upon the rental permit or reservation by the Committee.

(d) *Glass prohibited.* Glassware and glass containers shall be prohibited in all City parks and greenways.

(e) *Controlled substances.* No person shall possess, use, offer for sale, or sell any controlled substance, as defined in Wis. Stats. Ch. 161, within any public park.

(f) *Sales of articles.*

(1) No person shall offer for sale or sell any article in any public park unless permission is first obtained from the Park Committee.

(2) This subsection (f) shall be interpreted to include the advance sale of tickets or chips for material or merchandise to be delivered at a public park.

(g) *Sale of services.* No person other than a City employee, official, or contractor shall sell or offer for sale any goods, merchandise, or services without prior approval by the Park Committee.

(h) *Littering.* No person shall place or leave any paper or refuse in any park except in the containers provided therefor.

(i) *Animals prohibited in City parks and farmers' market locations.*

(1) No domesticated or privately-owned animals shall be permitted in any part of any City park or farmers' market locations during market hours, except as allowed under subsec-

tion (i)(2) of this section or as may be approved from time to time by the Parks Department as part of a Parks Department program, including, but not limited to, programs for reducing fowl or other wildlife in City parks. No domesticated or privately-owned animals shall be permitted in the Bay Beach Amusement Park, Bay Beach Wildlife Sanctuary, and Ken Euers Nature Area.

(2) Exceptions.

- a. Dogs on a visible leash no longer than seven feet are only allowed to be walked in parks on designated perimeter or pass through walkways or pathways, parking lots serving the walkways or pathways, and designated trails.
- b. A dog owner or handler and its dog shall not loiter, stop, or stand in the parks or trails.
- c. If a dog defecates while walking through a park, the dog owner/walker must clean up after the dog and remove such excreta from the park.
- d. Dog Exercise Area.
 1. Dogs are permitted in the Dog Exercise Area located at Whitney Park subject to the following rules:
 - (i) All dogs must be licensed and vaccinated pursuant to Wis. Stats. § 95.21(2), as amended from time to time.
 - (ii) A dog owner or handler must be at least 16 years of age and must be in the fenced area at all times and shall not leave their dog unattended or out of sight. The dog must be under the voice control of the owner or handler at all times.
 - (iii) A dog owner is legally responsible for their dog and any injuries caused by the dog.
 - (iv) No more than two dogs are permitted in the Dog Exercise Area per owner or handler.
 - (v) Dog waste must be collected and disposed of immediately.
 - (vi) Dogs must be restrained by a leash no longer than seven feet when entering and leaving the off-leash area.
 - (vii) The owner or handler must have in their possession a leash for each dog at all times.
 - (viii) Dogs must be free of communicable illness and parasites.
 - (ix) No aggressive dogs, dogs in heat, or puppies under the age of five months are allowed.
 - (x) The owner or handler may not use a choke, pinch, or spike collar for their dogs.
 - (xi) No food (human or dog) is allowed.
 - (xii) Children under the age of 13 years must be supervised by an adult.
 - (xiii) Any dog deemed dangerous pursuant to Section 6-13 is not permitted.
 - (xiv) Professional trainers or any other person are not allowed to use the Dog Exercise Area for profit or gain without approval from the City of Green Bay.

2. Any violation of the Dog Exercise Area rules or policies by the City of Green Bay will result in the removal from the Dog Exercise Area and suspension of park privileges and/or forfeitures subject to Section 1-6.
- e. The Director of Parks, Recreation, and Forestry, or designated staff, has the authority to issue citations in the event that verbal warnings regarding dogs in parks are ignored.
- (j) *Trespass.*
 - (1) Personnel authorized by the Chief of Police or the Director of Parks and Recreation may eject a person from all City parks for a period of time if that person violates park rules, City ordinances, or state laws in a City park. Appeals may be made to the Director of Parks and Recreation or the Director's designee.
 - (2) It shall be unlawful for a person to enter a City park during the period of ejection under subsection (j)(1) of this section.
 - (3) Parental violation. A parent, guardian, or other person having custody of an unemancipated minor child, who has been advised of the child's ejection from the City parks, may be cited if the child trespasses in a City park in violation of subsection (j)(2) of this section. Citations may be issued under this subsection regardless of whether the child is cited. The term "custody" has the same meaning as in Wis. Stats. § 895.035(1)(a) and (b).
- (k) *Parks closed at night.* No person shall loiter, idle, or remain in a City park between the hours of 10:00 p.m. and 6:00 a.m., unless they are attending a Park Department City-sponsored or -approved activity.
 - (1) *Hours for Ken Euers Natural Area.* This section shall apply to Ken Euers Natural Area as follows:
 - a. From May 1 to October 31, Ken Euers Natural Area shall be closed between the hours of 8:00 p.m. and 6:00 a.m.
 - b. From November 1 to April 30, Ken Euers Natural Area shall be closed between the hours of 5:00 p.m. and 6:00 a.m.
- (l) *Smoking.* Smoking is prohibited as follows:
 - (1) In all City park shelters and facilities and within ten feet of such shelters and facilities.
 - (2) At the following locations at Bay Beach Amusement Park:
 - a. On any amusement ride or attraction;
 - b. In the pavilion, train depot, any concession stand, or ticket booth; and
 - c. The paved areas surrounding said amusement rides and attractions, ticket booths, and concession stands.
 - (3) At all locations at the Bay Beach Wildlife Sanctuary.
- (m) *Occupancy of City Deck.* No person shall obstruct or cause to be obstructed in any manner any portion of City Deck except for an emergency without first obtaining a permit from the Director of Parks, Recreation, and Forestry or a designated representative. Any portion of City Deck that is obstructed by such permit shall be delineated, if required, in accordance with this Code. Such permit shall be immediately revoked by the Director for noncompliance. (Code 1984, § 25.04; Ord. No. 40-98; Ord. No. 18-09; Ord. No. 17-10; Ord. No. 36-20, §§ 1, 2, 10-20-2020; Ord. No. 05-22, § 1, 3-1-2022; Ord. No. 12-24, § 2, 5-21-2024)

Sec. 28-5. Enforcement.

(a) *Duties of police.* Except for as provided in subsection 28-5(c), the Police Department shall enforce this chapter under the direction of the Mayor and Council.

(b) *Responsibilities of patrons.* No person shall resist or in any way interfere with any police or special officer or offer to do so while in any park, on the beach, or in the public waters, or while conveying any person from such park to the City. When called upon by any police officer, any person in any park, on the beach, or in the public waters shall promptly assist such officer.

(c) *Duty of Director.* The Director shall enforce subsection 28-3(f) under the direction of the Mayor and Council.

(Code 1984, § 25.05; Ord. No. 18-09; Ord. No. 21-22, § 3, 9-20-2022)

Sec. 28-6. Lawful orders to be obeyed.

Every person using any City park shall obey immediately any lawful order or direction given by park police and special officers or by park employees.

(Code 1984, § 25.06; Ord. No. 18-09)

Sec. 28-7. Bay boat ramp fee.

(a) There is hereby established a boat ramp user fee for use of all City of Green Bay boat ramps.

(1) The Common Council shall, by resolution, establish the amount of the seasonal and daily fee and provide for the method of payment and receipt display requirements.

(2) All boat ramp fee proceeds shall be segregated in the City of Green Bay Boat Ramp Operation, Maintenance, and Improvement Fund.

(b) The fee shall apply to the use of any City of Green Bay boat ramp by any person or vehicle launching any watercraft from the ramp.

(c) All City of Green Bay watercraft shall be exempt from payment of the boat ramp user fee. Exemption from payment of the boat ramp user fee may be granted to other authorized government watercraft by the express approval of the Green Bay Director of Public Works and the Green Bay Parks, Recreation and Forestry Director.

(d) It shall be unlawful for any person or owner of a vehicle to engage in any shift, scheme, device, or plan which results in payment of less than the actual fee due for any person or vehicle launching a watercraft from the City of Green Bay boat ramp. The owner of a vehicle found in violation of this subsection shall be liable for the violation.

(e) *Penalty.* The penalty for violation of any provision of this section, and related resolutions, shall be a forfeiture as follows:

(1) \$20.00 if payment is made to the Parking Utility within three calendar days after the violation.

(2) All other enforcement provisions of the Traffic Code in Chapter 40 shall apply to issuance and payment of a citation under this section; and the late payment schedule for all other parking regulations set out in Section 40-37 shall also apply.

(f) **Enforcement.** The Parks, Recreation and Forestry Director, or any person delegated by the Director, upon approval of the Parking Utility Commission, is hereby authorized to issue citations for violation of this section. The authority granted herein shall be pursuant to the Parking Utility provisions in Article II of Chapter 40.
(Code 1984, § 6.32)

Sec. 28-8. Intoxicants in public parks.

Consistent with Wis. Stats. § 125.06(6), this section hereby authorizes the sale of fermented malt beverages in public parks operated by the City of Green Bay, subject to the following provisions:

- (1) *Sellers.* The City of Green Bay and its officials and employees are permitted to sell fermented malt beverages in City parks. No person who is not an official of or employed by the City is permitted to sell fermented malt beverages in parks without a license or permit as outlined in Chapter 4 of the Green Bay Municipal Code.
- (2) *Intoxicants.* No type of alcohol or intoxicant which is not a fermented malt beverage shall be sold in a park.
- (3) *Containers.* All beverages shall be sold in unbreakable containers. Glass containers are not permitted.
- (4) *License.* The City is not required to obtain a license or permit to sell fermented malt beverages in public parks as outlined in this section.
- (5) *State provisions.* All other state provisions, including Wis. Stats. Ch. 125, shall apply to this section.

(Ord. No. 23-24, § 1, 10-15-2024)

Secs. 28-9—28-30. Reserved.

ARTICLE II. URBAN FORESTS

Sec. 28-31. Purpose.

It is the purpose of this article to promote, maintain, and improve the urban forest by addressing the planting, maintenance, and removal of trees within the City of Green Bay. This article provides full power and authority over all public trees, plants, and shrubs and to trees, plants, and shrubs located on private property that constitute a hazard or threat as described herein.

(Code 1984, § 25.21(1); Ord. No. 2-07; Ord. No. 18-09)

Sec. 28-32. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Agent means a vendor or contractor hired by the City to perform assigned tasks.

City Forester. The Director of Parks, Recreation and Forestry, or the representative thereof, oversees the duties of the City Forester.

Forestry Program Manual means a manual prepared by the City Forester pursuant to this article containing regulations and standards for the planting, maintenance, and removal of trees, shrubs, and other plants within the City.

Hazard means any tree with an infectious disease or insect problem; dead or dying trees; a tree or limb that obstructs streetlights, traffic signs, or the free passage of pedestrians or vehicles; a tree that poses a threat to safety.

Permit means the written permission of the City Forester.

Pest means any organism, insect, rodent, fungus, virus, bacteria, or other agent that causes any damage, abnormal growth or mortality of any tree, shrub, bush, or woody vegetation.

Property owner means the person owning such property as shown by the County Auditor's Plat of the City of Green Bay, Wisconsin.

Public property means property within the City limits of the City of Green Bay and owned, maintained, and controlled by the City or implied or expressly dedicated to the public for present or future use for purposes of vehicular or pedestrian traffic or for public easements.

Public right-of-way means:

- (1) A strip of land occupied or intended to be occupied for a special use. Rights-of-way intended for streets, crosswalks, water mains, sanitary sewers, storm drains, or any other use involving maintenance by a public agency shall be dedicated to public use by the maker of the plat on which such right-of-way is established.
- (2) The usage of the term "right-of-way" for land platting purposes shall mean that every right-of-way hereafter established and shown on a final plat is to be separate and distinct from the lot or parcels adjoining such right-of-way and not included within the dimensions or areas of such lots or parcels.

Top or *topping* means the severe cutting back of limbs to stubs within the tree's crown to such a degree so as to remove the normal canopy and disfigure the tree.

Tree Protection Zone means the minimum area beneath a tree that must be undisturbed in order to preserve a sufficient root mass to give a tree a reasonable chance of survival. The Tree Protection Zone will typically be represented by a concentric circle centering on the tree's trunk.

Urban forest means a collection of trees in and around the City, including park and street trees on public property and trees on private property.
(Code 1984, § 25.21(2); Ord. No. 2-07; Ord. No. 18-09)

Sec. 28-33. Authority and power.

(a) *Green Bay Park Committee (hereafter "the Committee")*. The Committee shall be advisory in nature with the purpose of providing advice to the Mayor and Common Council as to the preservation, protection, and management of the urban forest of Green Bay in accordance with the intents and purposes of this article. The Committee shall advise and consult with the Department of Parks, Recreation and Forestry, the Forestry Division, and the City Forester on any matter pertaining to the City of Green Bay Tree Ordinance and its enforcement.

(b) *City of Green Bay Parks, Recreation and Forestry Department (hereafter "the City")*.

- (1) The City shall have the authority and jurisdiction to plant, prune, maintain, and remove trees within the rights-of-way of all streets, alleys, avenues, lanes, and public properties and parks and tree-planting easements as may be necessary to ensure public safety or to preserve or enhance the symmetry and beauty of such public property.
- (2) The City shall have the right to prune or cause the pruning of any tree or shrub on private property when it interferes with the proper spread of light along the street from a streetlight or interferes with visibility of any traffic control device or sign or sight triangle at intersections, or interferes with the passage of pedestrians or vehicles in the public right-of-way.
- (3) The City shall have the right to treat or cause the treatment of any diseased or infested trees on private property when such trees constitute a potential threat to the urban forest.
- (4) The City shall have the right to remove or cause the removal of any dead, diseased, infested, or structurally damaged tree, or portion of tree, on private property when such tree constitutes a potential hazard to life and property within the right-of-way or on public property or constitutes a threat to the urban forest.

(c) *City Forester*.

- (1) The City Forester shall have the authority and jurisdiction of regulating the planting, maintenance, and removal of trees on public property and, subject to private property tree and vegetation regulations, to ensure safety or preserve the aesthetics of such public sites.
- (2) The City Forester shall have the authority to review all requests for permits for any planting, removal, pruning, and/or trimming or cutting of trees on any public property. The City Forester shall also have the authority to grant or deny and to attach reasonable conditions to all permits.
- (3) The City Forester has the authority and jurisdiction to review tree planting and landscaping planting plans for building and development projects that have been submitted as required by Chapter 44. The City Forester has authority to modify a landscape plan as a condition of approval.

- (4) The City Forester shall have the authority and jurisdiction to supervise or inspect all work done under a permit issued in accordance with the terms of this article.
- (5) The City Forester may inspect any trees, shrubs, vines, hedges, plants, logs, or branches existing or growing upon any property within the City. The City Forester may conduct surveys to determine if any destructive or communicable disease or other pest exists which may be detrimental to or endanger the good health and well-being of trees or other plant life in the City.
- (6) The City Forester shall have the authority and jurisdiction to restrict tree maintenance activities within the City limits to reduce the spread of infectious diseases and/or insects. Restrictions are to be listed in the Forestry Program Manual and presented annually in the local media.
- (7) The City Forester shall enforce such rules, regulations, permit, and penalty procedures as deemed necessary and may do so by the issuance of municipal citations to effectuate the intent of this article. No person shall unreasonably hinder, prevent, delay, or interfere with the City Forester or their agents while engaged in the execution or enforcement of this article.

(Code 1984, § 25.21(3); Ord. No. 2-07; Ord. No. 18-09)

Sec. 28-34. Public tree and vegetation regulations.

(a) It shall be unlawful for any person to plant, prune, or remove any tree (or portion thereof), shrub, or other plant upon any public property without a permit.

(b) It shall be unlawful for any person to "top" any tree on public property.

(c) Trees on public property shall be protected from damage or removal by any means unless otherwise authorized by a permit issued by the City Forester. Tree crowns and trunks shall not suffer any branch or bark loss. Roots shall be protected from compaction, storage of materials, and severing within a circle around the tree with the tree trunk as the focal point. The radius of the Tree Protection Zone (TPZ) shall be determined by the tree diameter listed in the following table:

RADIUS OF TREE PROTECTION ZONE

<i>Tree Diameter at 4 ½ Feet Above Ground</i>	<i>Radius of TPZ (Tree Trunk in Center)</i>
0—4.0 inches	2.0 feet
4.1—9.0 inches	5.0 feet
9.1—14.0 inches	10.0 feet
14.1—19.0 inches	12.0 feet
19.1 or more inches	15.0 feet

Roots located within the determined circle shall be protected by such practices as temporary bridges for vehicles or auguring for utility installation. Any factors that would cause any deviations from the above table shall be noted on the permit issued for such work and require notification of the City Forester.

(d) It shall be unlawful for any individual to place salt, brine, petroleum products, herbicides, or any other substances in such amount as to be toxic or injurious to the health, growth, or vitality of any public tree.

(e) No individual shall be allowed to drive nails, staples, screws, or fasten any rope, wire, electric attachment, sign (including any bills, advertisements, cards, or notices of any kind) or other devices to a public tree or to any guard about such tree.

(f) No individual shall deposit, place, store, or maintain upon any public property any stone, brick, sand, concrete, or other materials which may impede the free passage of water, air, or fertilizer to the roots of any tree growing therein, except by written permit of the City Forester.
(Code 1984, § 25.21(4); Ord. No. 2-07; Ord. No. 18-09)

Sec. 28-35. Private property tree and vegetation regulations.

(a) The owner of any tree or shrub overhanging any street or right-of-way within the City shall prune the tree or shrub before it interferes with the proper spread of light along the street from a streetlight or interferes with visibility of any traffic control device or sign or sight triangle at intersections or interferes with the passage of pedestrians or vehicles in the public right-of-way.

- (1) If the owner of the property fails or refuses to take remedial action, the City Parks, Recreation, and Forestry Department, or the agent of, may perform the remedial action without compensation to such owner or any person who planted or caused to be planted such tree or shrub.
- (2) The City Parks, Recreation, and Forestry Department may charge the owners for the expenses incurred.

(b) If the City Forester ascertains that a tree or shrub growing on private property suffers from a communicable disease or insect infestation which threatens the health of the urban forest, the City Forester may notify the owner of the property that the tree or shrub must be treated or removed within 15 days of the notification.

- (1) If the owner of the property fails or refuses to take remedial action, the City Parks, Recreation, and Forestry Department, or the agent of, shall have the authority to enter the property and perform the remedial action without compensation to such owner or any person who planted or caused to be planted such tree or shrub.
- (2) The City Parks, Recreation, and Forestry Department shall charge the owners for the expense incurred.

(c) The City Parks, Recreation, and Forestry Department shall have the right to cause the removal of any hazardous tree (or portion of tree) on private property within the City when such tree constitutes a hazard to life or property in the public right-of-way or on public property. The City Forester shall notify the owner of the property that the hazard must be alleviated or removed within 15 days of the notification.

- (1) If the owner of the property fails or refuses to take remedial action, the City Parks, Recreation, and Forestry Department, or the agent of, shall have the authority to enter the property and perform the remedial action without compensation to such owner or any person who planted or caused to be planted such tree.

- (2) The City Parks, Recreation, and Forestry Department shall charge the owners for the expense incurred.

(Code 1984, § 25.21(5); Ord. No. 2-07; Ord. No. 18-09)

Sec. 28-36. Permits.

(a) No person shall plant, spray, fertilize, preserve, prune, remove, cut or otherwise disturb any public tree, or portion thereof, without first submitting a written request and procuring a permit from the City Forester.

(b) Public utility companies shall notify the City Forester in writing prior to pruning any public tree for the purpose of maintaining safe line clearance and shall carry out all such work in accordance with accepted arboricultural standards.

(c) No person shall excavate any ditches, tunnels, trenches, or lay any drive within a radius of 15 feet from any public tree without first submitting a written request and procuring a permit from the City Forester.

(Code 1984, § 25.21(6); Ord. No. 2-07; Ord. No. 18-09)

Sec. 28-37. Violations.

(a) Any person found to disturb the root zone, prune, remove, or cause the removal or death of any public tree, shrub, or other plant without a permit shall be subject to a forfeiture of not less than \$500.00 per incident nor more than the greater of \$1,500.00 or the calculated value lost according to the latest edition of the Council of Tree and Landscape Appraisers "Guide for Plant Appraisal."

(b) Any person violating any other provision of this article shall be subject to a forfeiture of not less than \$25.00 per incident nor more than the greater of \$1,500.00 or the calculated value lost according to the latest edition of the Council of Tree and Landscape Appraisers "Guide for Plant Appraisal."

(Code 1984, § 25.21(7); Ord. No. 2-07; Ord. No. 18-09; Ord. No. 32-12)

Sec. 28-38. Emergencies.

The Mayor, with approval of the City Council, in the case of emergencies, such as windstorms, ice storms, or other disasters, may waive the requirements of this article so that they in no way shall hinder private or public work to restore order in the City.

(Code 1984, § 25.21(8); Ord. No. 2-07; Ord. No. 18-09)



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

March 11, 2026

PREPARED BY

Dan Ditscheit, Parks Director

AGENDA ITEM # E.2

Consideration with possible action on hiring Carrico Aquatic Resources to replace 2 pool heaters at the Joannes Aquatic Center for a total cost of \$104,868.50.

BACKGROUND

The pool heaters at the Joannes Aquatic Center are original to the construction of the facility. In recent years there have been numerous smaller equipment failures to these heaters, but we have been able to repair them. They are becoming more unreliable each year. The Parks Department would like to be proactive and replace these pool heaters before they completely fail. The Purchasing Department bid out the replacement of two pool heaters for the Joannes Aquatic Center. The scope of work includes the purchase, delivery and installation. Two companies bid on the work. The City is recommending contracting these services to the low bid, Carrico Aquatic Resources, for a total cost of \$104,868.50. The City has worked with Carrico Aquatic Resources on numerous occasions and has been satisfied with their work. If approved, this work would be completed before the start of the 2026 pool season.

RECOMMENDATION

To approve.

FISCAL IMPACT

The total cost to replace two pool heaters at the Joannes Aquatic Center is \$104,868.50. The funding for these replacements will come from 2 funding sources.

\$250,000 - 2025 bond funding to replace the pool filters at the Joannes Aquatic Center.

\$200,000 - 2024 bond funding to replace the asphalt roof shingles at all of the buildings at the Joannes Aquatic Center.

The projects originally bonded for have been completed. There is enough remaining funding in these 2 accounts to fund the replacement of the pool heaters. No additional funding will be needed if this is approved.

ATTACHMENTS

1. 2026-03 Bid Summary
2. Carrico Aquatic Resources - Bid



CITY OF GREEN BAY - Bid Tabulation

Bid ID: 2026-03 Pool Heater Replacement At Joannes Aquatic Center

Broadcast Date: 2/5/2026

Due Date: 2/26/2026 by 2:00 (CST)

CC: 6500, 93100, 98800

			VENDOR #1	VENDOR #2	VENDOR #3	VENDOR #4
	ITEM DESCRIPTION	QTY (UNITS)	CARRICO AQUATIC RESOURCES Jefferson, WI	TWEET GAROT MECHANICAL De Pere, WI	NICOLET HEATING & COOLING Green Bay, WI	PLEVA MECHANICAL Woodward, IA
			PRICE	PRICE	PRICE	PRICE
1	Pool Heater #1	1	\$46,500.00	\$64,041.50	\$54,464.29	\$112,089.00
2	Pool Heater #2	1	\$46,500.00	\$64,041.50	\$54,464.29	\$112,089.00
3	Year/Make/Model	n/a	2026 Raypak MVB P2004 A	2026 Raypak MVB P2004 A	2026 Raypak MVB P2004 A	SPH 3600
4	Factory Authorized Statup (Pool Heater #1 & #2)	1	Included	Included	\$4,000.00	\$3,500.00
5	Complete Install	1	\$11,868.50	-	\$55,443.42	\$59,246.00
TOTAL PROJECT COST			\$104,868.50	\$128,083.00	\$168,372.00	\$286,924.00
	Lead Time		2 weeks	4-6 weeks	n/a	30 days
	Payment Terms (Net 30)		Yes	Yes	Yes	Yes
	Early Payment Discounts		n/a	n/a	n/a	n/a

RECOMMENDATION: Award the lowest responsive, responsible, vendor: **CARRICO AQUATIC RESOURCES.**



Form A – Signature of Affidavit

RFB 2026-03 POOL HEATER REPLACEMENT AT JOANNES AQUATIC CENTER

This form must be returned with your response.

In signing Bids/Proposals, we certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise take any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit Bids/Proposals, that Bids/Proposals have been independently arrived at, without collusion with any other Bidders/Proposers, competitor or potential competitor; that Bids/Proposals have not been knowingly disclosed prior to the opening of Bids/Proposals to any other Bidders/Proposers or competitor; that the above statement is accurate under penalty of perjury.

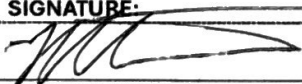
The undersigned, submitting Bids/Proposals, hereby agrees with all the terms, conditions, and specifications required by the City in this Request for Bids/Proposals, declares that the attached Bids/Proposals and pricing are in conformity therewith, and attests to the truthfulness of all submissions in response to this solicitation.

Bidders/Proposers shall provide the information requested below. Include the legal name of the Bidders/Proposers and signature of the person(s) legally authorized to bind the Bidders/Proposers to a contract.

Has your company ever been debarred?

NO

YES (please explain below):

COMPANY NAME:	
Carrico Aquatic Resources, Inc.	
SIGNATURE: 	
PRINT NAME:	DATE:
Matt Carrico	2-24-26



Form B – Receipt of Forms & Submittal Checklist

RFB 2026-03 POOL HEATER REPLACEMENT AT JOANNES AQUATIC CENTER

This form must be returned with your response.

Bidders/Proposers hereby acknowledge the receipt and/or submittal of the following forms:

FORMS	Initial to Acknowledge SUBMITTAL	Initial to Acknowledge RECEIPT
Description of Services/Commodities	N/A	
FORM A: Signature of Affidavit	MC	N/A
FORM B: Receipt of Forms & Submittal Checklist	MC	N/A
FORM C: Vendor Profile Information	MC	N/A
FORM D: Bid Offer Form	MC	N/A
FORM E: References	MC	N/A
FORM F: Confidential & Proprietary Information	MC	N/A
Appendix A: Standard Terms & Conditions	N/A	MC
Appendix B: Contract for Purchase of Services	N/A	MC
Statement of Qualifications (SOQ) – If Required	N/A	N/A
Addendum # 1		MC
Addendum #		
Addendum #		
Addendum #		

COMPANY NAME:	
Carrico Aquatic Resources, Inc.	
SIGNATURE:	
Matt Carrico	
PRINT NAME:	DATE:
	2-24-24



Form C – Vendor Profile Information

RFB 2026-03 POOL HEATER REPLACEMENT AT JOANNES AQUATIC CENTER

This form must be returned with your response.

COMPANY INFORMATION

COMPANY NAME (Make sure to use your complete, legal company name):

Carrico Aquatic Resources, Inc.

FEIN (If FEIN is not applicable, SSN collected upon award):

42-1487242

CONTACT NAME:

Matt Carrico

TITLE:

President

TELEPHONE NUMBER:

920-541-3600

FAX NUMBER:

EMAIL:

matt@carricoaquatics.com

ADDRESS:

720 North Parkway

CITY:

Jefferson

STATE:

WI

ZIP:

53549

ORDERS/BILLING CONTACT

CONTACT NAME:

Cyndi Robertson

TITLE:

Director of Purchasing

TELEPHONE NUMBER:

920-541-3600

FAX NUMBER:

EMAIL:

cyndi@carricoaquatics.com

ADDRESS:

720 North Parkway

CITY:

Jefferson

STATE:

WI

ZIP:

53549

PROCUREMENT CARD (P-CARD)

COMPANY ACCEPTS PAYMENT BY CREDIT CARD:

YES _____ or NO _____

NOTE: The City does not pay service charges.

The City of Green Bay has implemented a Procurement Card (P-Card) Program. Bidders/Proposers must have the capability to accept credit cards for payments or must be willing to take the necessary steps in order to accept credit card payments by the City prior to the implementation of this agreement as the City may opt to use the P-Card as its method of payment.

While acceptance of credit cards for payments may be mandatory, this shall not be the City's exclusive method of payment. Bidders/Proposers shall not charge a surcharge, convenience fee or any other fees associated with the acceptance of payment by the City's P-Card.



Form D – Bid Offer Form

RFB 2026-03 POOL HEATER REPLACEMENT AT JOANNES AQUATIC CENTER

This form must be returned with your response.

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.

ITEM	DESCRIPTION OF ITEMS	UNIT COST
1.	Pool Heater #1	\$46,500.00
2.	Pool Heater #2	\$46,500.00
	List Year/Make/Model Quoted:	2026 Raypak MVB "H" Bypass P2004A
3.	Factory Authorized Startup Pool Heater #1 & #2	Included
4.	Complete Install	\$11,868.50
	TOTAL PROJECT COST	\$ 104,868.50

LEAD TIME (UPON RECEIPT OF ORDER):
2 WEEKS
PAYMENT TERMS (NET 30):
YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> / OTHER <input type="checkbox"/>
EARLY PAYMENT DISCOUNT (SPECIAL TERMS):



Form E – References

RFB 2026-03 POOL HEATER REPLACEMENT AT JOANNES AQUATIC CENTER

This form must be returned with your response.

REFERENCE #1 – CLIENT INFORMATION			
COMPANY NAME:		CONTACT NAME:	
City of Cedarburg		Jason Scheer	
ADDRESS:		CITY:	STATE: ZIP:
W63N645 Washington Avenue		Cedarburg	WI 53012
TELEPHONE NUMBER:		FAX NUMBER:	
262-375-7611			
EMAIL:			
jscheer@cityofcedarburg.wi.gov			
CONTRACT PERIOD:	YEAR COMPLETED:	TOTAL COST:	
November 2025	2026	\$88,705.24	
DESCRIPTION OF WORK PERFORMED:			
Removal of existing Raypak heater and installation of MVB P2005A			

REFERENCE #2 – CLIENT INFORMATION			
COMPANY NAME:		CONTACT NAME:	
The Legend Clubs		Tom Brun	
ADDRESS:		CITY:	STATE: ZIP:
1 Legend Way		Wales	WI 53183
TELEPHONE NUMBER:		FAX NUMBER:	
262-968-9717			
EMAIL:			
tbrun@thelegendclubs.com			
CONTRACT PERIOD:	YEAR COMPLETED:	TOTAL COST:	
May 2025	2025	73,705.24	
DESCRIPTION OF WORK PERFORMED:			
Replaced Raypak Hi Delta pool heater with Raypak MVB 1505A pool heater			

REFERENCE #3 – CLIENT INFORMATION			
COMPANY NAME:		CONTACT NAME:	
Shawano School District		Shawn Mathwich	
ADDRESS:		CITY:	STATE: ZIP:
220 County Rd B		Shawano	WI 54166
TELEPHONE NUMBER:		FAX NUMBER:	
715-526-3194			
EMAIL:			
mathwis@shawanoschools.com			
CONTRACT PERIOD:	YEAR COMPLETED:	TOTAL COST:	
February 2025	2025	\$28,985.00	
DESCRIPTION OF WORK PERFORMED:			



Form F – Confidential & Proprietary Information

RFB 2026-03 POOL HEATER REPLACEMENT AT JOANNES AQUATIC CENTER

This form must be returned with your response.

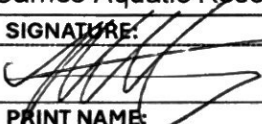
Material submitted in response to the City of Green Bay's ("City") Bid/Proposal includes at least one formula, pattern, compilation, program, device, method, technique or process that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use and is the subject of reasonable efforts to maintain its secrecy. Such information qualifies as a trade secret, as provided in Wis. Stat. § 19.36(5). As such, the Bidder/Proposer asks that the trade secrets contained on certain pages of this Bid/Proposal, as indicated below, be treated as confidential material and not be released to the public. I am providing the following information with the understanding that it is being submitted to the City under a pledge of confidentiality. I would not have submitted this information had the City not pledged to keep it confidential* and request that the following pages not be released:

SECTION	PAGE	TOPIC

NOTE: Bidders/Proposers are cautioned that the entire Bid/Proposal may not fall within the confines of the pledge of confidentiality. The about designation(s) of confidentiality in now way guarantees that designated information will be kept confidential. Under the provision of the Public Records Law, Bidder/Proposer is not entitled to notification prior to release of information and is not entitled to go to court to block disclosure of any portion of the Bid/Proposal.

If the City agrees with Bidders/Proposers designation of trade secret or confidentiality and the designation is challenged, the undersigned hereby agrees to provide legal counsel or other necessary assistance to defend the designation of trade secret or confidentiality.

Failure to include this designation in the Bid/Proposal response may mean that all information provided as part of the Bid/Proposal response will be open to examination and copying.

COMPANY NAME:	TITLE:
Carrico Aquatic Resources, Inc.	President
SIGNATURE: 	
PRINT NAME:	DATE:
Matthew Carrico	2-24-24

NOTE: The City as custodian of these public records has the obligation, pursuant to Public Record Laws, to determine whether the above information can be kept confidential.



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

March 11, 2026

PREPARED BY

Dan Ditscheit, Parks Director

AGENDA ITEM # E.3

Consideration with possible action on hiring Sommerville, Inc. for a total cost of \$94,600 for architectural services necessary to create construction bid documents to construct a heated equipment storage garage at the Park Shop.

BACKGROUND

In 2026 the City Council bonded \$100,000 for the Parks Department to hire an architect to design and complete construction bid documents for the future construction of a Heated Storage Building at the Park Shop to house Park vehicles and equipment. As our equipment continues to get bigger and the number of vehicles and equipment increases, the existing Park Shop indoor parking facility is unable to house all of the daily equipment. This leaves expensive equipment and vehicles exposed to harsh temperatures, precipitation and exposure to sunlight that can degrade fiberglass booms and equipment stored on the trucks. Equipment that would be stored in this building would include; aerial lift trucks, chip trucks and chippers, flatbed trucks and skid loaders. Much of this equipment runs on diesel fuel and has sensitive hand controls that the operation can be affected by extended exposure to harsh weather conditions.

The Park Department's 5-year Capital Improvement Plan currently calls out a request in 2028 to fund the construction costs of this building.

The Request for Proposals was sent to 7 companies. Only 2 companies submitted proposals. Staff is recommending hiring Somerville, Inc., who submitted the low quote for a total cost of \$94,600. The breakdown of costs associated with the work is listed below.

\$39,500 - Conceptual Design and Design Development
\$26,300 - Construction Documents
\$22,000 - Construction Administration Services
\$6,800 - Site Survey, Soil Borings
\$94,600 - Total Cost

RECOMMENDATION

To approve.

FISCAL IMPACT

The City bonded \$100,000 in 2026 for this project. The low quote is within the existing budget. No additional funding is needed.

ATTACHMENTS

1. Summary of RFPs-3.6.26
2. City of Green Bay - Park Shop – Heated Storage Building - Somerville

Park Shop Heated Storage Building - RFP

Consultant	Price
Somerville	\$ 94,600.00
Strang	\$ 144,500.00

*RFP was sent to seven (7) companies



somerville

architects
engineers

PROPOSAL FOR:

Architectural &
Engineering Design
Services for Park
Shop - Heated
Storage Building

**City of
Green Bay**



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February 26, 2026

Emma Browne, PE
Park Planner
City of Green Bay Department of Parks, Recreation and Forestry
100 N Jefferson Street, Room 510
Green Bay, WI 54301

Dear Ms. Browne,

The City of Green Bay's Park Shop – Heated Storage Building project represents an important investment in the operational needs of the Forestry Department and the long-term stewardship of City resources. Somerville is pleased to submit our qualifications to support the planning and design of a functional, durable, and low-maintenance heated storage facility that enables efficient circulation and safe storage for trucks and trailers. Our team brings proven experience delivering practical, **cost-conscious municipal facilities**, and we are committed to providing solutions that meet program needs, respect the project budget, and serve the City of Green Bay and its community for years to come.

Somerville is one of Wisconsin's largest 100% employee-owned providers of **integrated architecture, engineering, interior design**, and construction administration services. We have been in business since 1946 and have had the opportunity to serve many of Wisconsin's cities, villages and municipalities, including the City of Green Bay. One of Somerville's greatest assets is the flexibility and sensitivity to respond to each individual aspect of your project. The expertise and talent of our professionals provides a strong foundation for every project. Our team balances technical expertise with decades of hands-on experience as facility planners and designers.

We hope the enclosed information adequately conveys our interest in your project, as well as our team's qualifications to execute it to your satisfaction. Somerville's expertise, long history, depth of staff, and solid financial stability will ensure that our firm and its personnel will be a resource to the City of Green Bay for years to come.

Thank you for this opportunity.

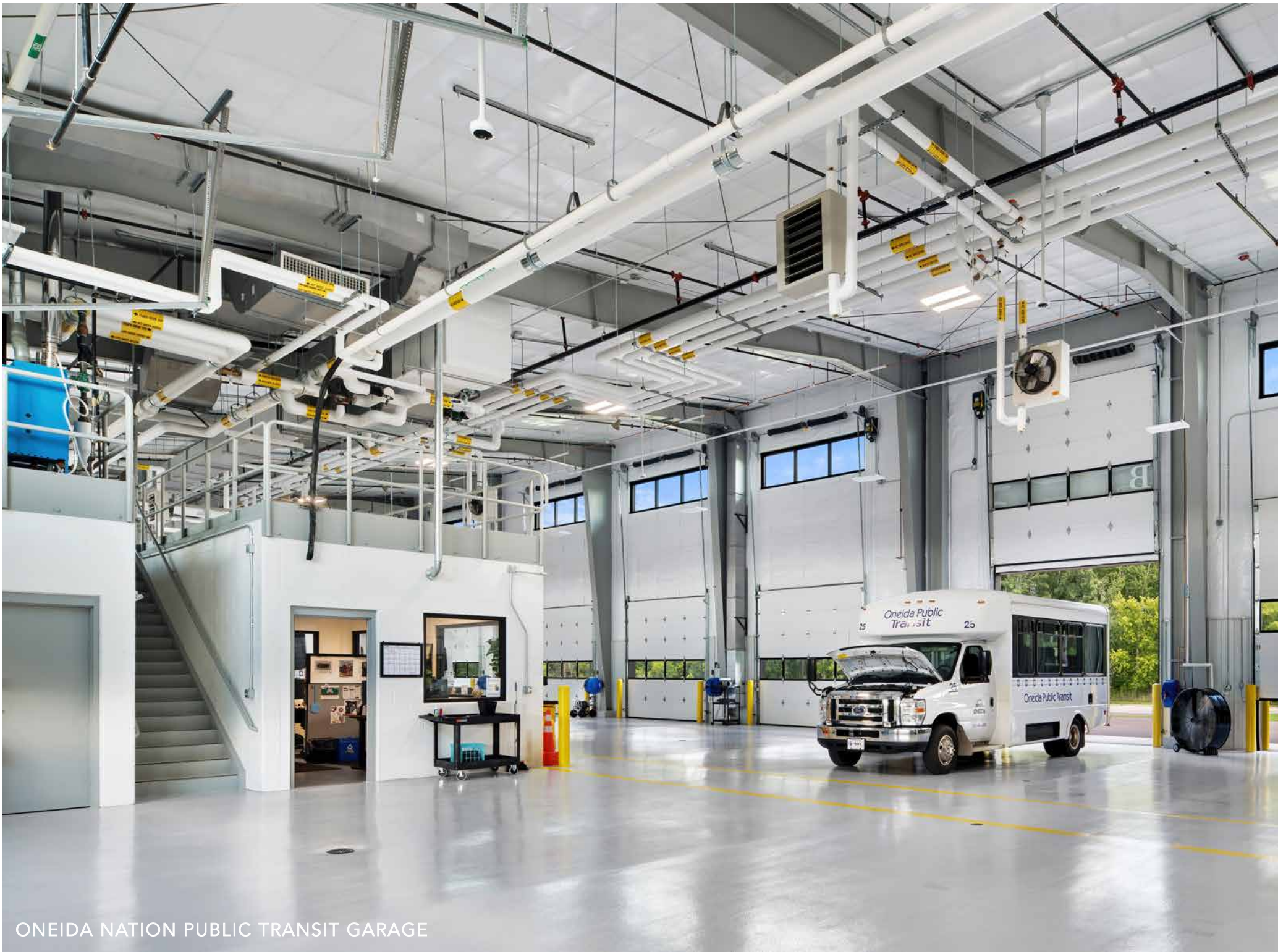


Matthew J. Schachtner, NCARB, AIA
Principal-in-Charge | President
mschachtner@somervilleinc.com | 920-593-3839

 **Somerville, Inc.**
2120 Riverside Drive | Green Bay, Wisconsin 54301
920.437.8136 | somervilleinc.com

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ONEIDA NATION PUBLIC TRANSIT GARAGE



HEADQUARTERED
Green Bay
WISCONSIN

Somerville, Inc.
2120 Riverside Drive
Green Bay, WI 54301

Phone 920.437.8136
Fax 920.437.1131

somervilleinc.com

EST. 1946
WE'VE BEEN IN
BUSINESS FOR
80 Years



EMPLOYEE-OWNED
CORPORATION



SOMERVILLE BUSINESS INFORMATION

At Somerville, we believe that design matters, not only for building systems and structures, but also in the assembly of our team. Our innovative, engaging, and creative projects begin with our outstanding staff. The idea “design matters” begins with a strong employee foundation and a belief that each employee you interact with matters to you and your project.

PRINCIPALS

Matt Schachtner, NCARB, AIA
President
mschachtner@somervilleinc.com | 920.593.3839

Sara Kvittek
Executive Vice President
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Senior Vice President & Education Studio Leader
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PRIMARY CONTACT

Collin Arndt, AIA | Architect
carndt@somervilleinc.com | 920.593.3861

SOMERVILLE STAFFING

In-House Architectural Personnel

Registered Architects	8
Project Managers	6
Architectural Designers	3
Drafters	2
Interior Designers	2

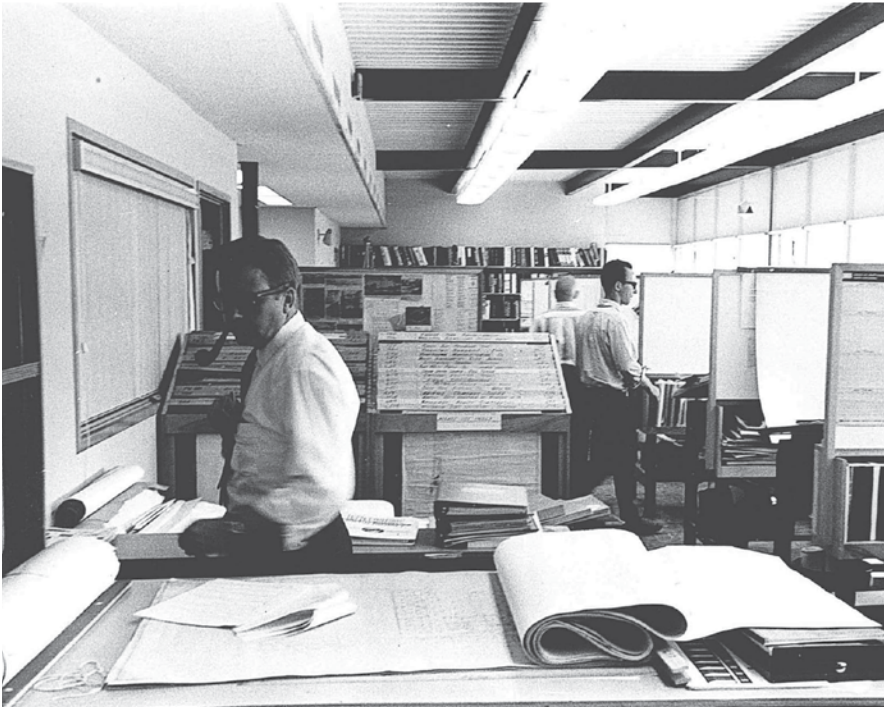
In-House Engineering Personnel

Registered Mechanical	3
Registered Electrical	3
Registered Plumbing & Fire Protection	1
Drafters & Designers	7

Support Personnel

Construction Phase Services	2
Production/Quality Control	1
Marketing/Business Development	4
Administrative	3

Total Number of Employees **45**



our story

1946



Somerville, Inc. was founded in 1946 by **John E. Somerville** to deliver professional Architectural/Engineering (A/E) services and a quality customer experience.

Success was met early on by Somerville's dedicated team with the completion of numerous commercial and industrial projects. Word of our success quickly spread throughout northeast Wisconsin, expanding Somerville's client base to include civic, cultural, life, healthcare, corporate, and our largest market today, education.

Since 1946, our team has continued the tradition of **designing beautiful facilities that are landmarks in their communities**, the most notable being the original Lambeau Field built in 1957 and its 2003 renovation. Performing an important role in the growth of many of the Midwest's largest and most recognizable companies and organizations, Somerville's service base grew to fulfill the demands of diverse client base. We take great pride in the variety of projects we have completed, and our broad experience across different markets informs every design we create. We have built our reputation by designing **attractive, well-engineered, energy-efficient buildings** of all types while maintaining established budgets, schedules, and relationships.



TODAY

One thing is for sure, **Somerville isn't your typical architectural and engineering firm.**

We've been in business for almost **eight decades**, and in that time, we've created thoughtfully-designed and inspiring buildings for clients in a wide range of industries. But we've also built something more important – a reputation for listening to our clients, responding with innovative designs and then completing projects on time and on budget. Maybe that's why **94% of our clients have returned to us** time and again, trusting us to complete more than 8,000 projects.

Of course, our clients also appreciate that we're **employee-owned** and that they know they can count on our team to take pride in designing solutions that will serve their needs now and well into the future. Many clients also point to **how easy we make the design and construction process** - Somerville offers a comprehensive range of architectural, engineering and interior design services all under one roof.

Whatever your reason for choosing Somerville for your next project, one thing is for sure – you'll be pleased with the results.



SOMERVILLE'S QUALIFICATIONS



ARCHITECTURE

Our approach to design is simple. You have a goal for your next building project, and our job is to help you achieve and even **exceed that goal** – often in ways you never dreamed possible.

To do that, we begin by getting to know you and your business or mission. **We ask questions.** We learn about your unique goals and challenges and we share our seven decades of insight learned through similar challenges and design.

Then **we respond with thoughtful and innovative design solutions** created especially for you. Our process is interactive; we take the time to listen again to your feedback and suggestions. In fact, we encourage that give-and-take throughout the design and construction process because we understand that no one knows your business or mission like you do. In the end, we've created not only a great space but **a lasting relationship with you.** Perhaps that's why so many of our clients have returned to us for project after project.



ENGINEERING

It's simply not enough for a building to enhance your organization's image and purpose. It also has to be **comfortable, safe and as efficient** as possible to operate and maintain.

Our in-house staff includes LEED-accredited engineers and designers — from **electrical, plumbing and fire protection** design to **HVAC**, air quality, and sustainable "green" energy systems. Our engineers and architectural team collaborate and work closely with each other, applying the **latest systems and technology** to create a seamlessly integrated infrastructure plan for your building that provides maximum comfort, efficiency, and reliability.

What's more, **our engineers understand that your needs can grow.** They design with an eye toward making future expansion easy and inexpensive – at Somerville, **we're always thinking ahead.**



INTERIOR DESIGN

It's one thing to design a space. It's quite another to **design an environment** – how the space feels, how people move through it, and how the space can be used to promote productivity while contributing to your organizational goals.

Interior design is about **integrating your brand with the built environment** to create a memorable experience. Elements like material, image, color, texture, pattern, and illustration are aligned with architectural features to convey a specific feeling or create a distinct experience.

Throughout the design process, we can help you **visualize the environment** and propose ideas, ensuring you get a real sense of how your final environment will look and feel before construction even begins.

Our interior design team provides **solutions that are creative**, environmentally progressive, and provide a lasting impact unique to your vision, mission, and goals.

ENVIRONMENTAL GRAPHICS

Environmental graphic design is about **integrating a story or a brand with the built environment** to create a memorable experience.

Environmental graphic design in its most basic explanation **unites architecture with visual elements of a brand**. But it is much more than that. Environmental graphics help create a sense of comfort and inspiration in a hospital, provide words of encouragement to students in a school, and give businesses eye-catching displays that promote their brand.

Images, color, patterns, illustrations, and typography are integrated with architectural features to **convey a specific message or create an experience**. The message and experience can vary greatly – from informing building occupants how to interact with the space, to inspiring the people who inhabit it.

Our team of environmental graphic designers help you **communicate stories, inform people, activate spaces**, and organize places for efficient navigation.



PLANNING + SUPPORT

Building projects are often **bold visions for the future**. To turn those visions into reality, supporters must often convince others to embrace their dream as well.

After more than seven decades of managing projects both large and small, we know this— the more time and effort spent planning beforehand, the fewer issues and questions you'll have to deal with later. Somerville's planning + support services can **ensure your project goes smoothly** from start to finish.

That's why Somerville offers a variety of support services to assist in the effort, from **public presentation** support to fund-raising and direct mail campaign design and management. Somerville can also assist with grant applications, commissioning and bid management.

Finally, our experienced and highly respected staff can also be called upon to provide expert testimony for litigation purposes.

SUSTAINABILITY

At Somerville, "going green" isn't just a passing fad. **It's a driving mission**. It just makes sense to design and build buildings in a way that is more energy efficient, sensitive to the environment and makes better use of the natural resources that are all around us.

Our staff includes LEED-accredited architects and engineers. We are able to present you with a **vast array of sustainable product and systems** choices to incorporate into your building design—from simple ideas like low-flow toilets and motion sensor-controlled lighting systems to advanced high-efficiency geothermal heating systems. What's more, high-efficiency green technologies and building strategies often pay for themselves during their expected life cycle.

In presenting these sustainable options to you, we also help you **evaluate the feasibility, cost and potential return on investment** for each. This approach allows you to make the best choices for your project, now and for the future. After all, what **we most want to sustain is your satisfaction**.



1,200+
CIVIC + LIFE + CULTURE
PROJECTS IN
OUR PORTFOLIO



Less than 2%
AVERAGE CHANGE
ORDER RATE **VS.**
5% INDUSTRY AVERAGE



350+
CIVIC + LIFE + CULTURE
CLIENTS



94%
REPEAT CLIENTS

PROJECT
experience

Public Transit Garage ONEIDA NATION

Oneida, Wisconsin

For years the Oneida Public Transit Department lacked a permanent home that met their needs and provided secure storage for their vehicle fleet. When it was time to create such a facility, Somerville was there to help them through the process. Beyond collaborating on a new facility design, Somerville also assisted in meeting regulatory requirements associated with federal grants that were pursued for the project. The result is a modern 12,000 SF facility with room for future expansion.

The center features five offices as well as a large conference room, a breakroom for drivers and staff, and a central reception area.

The vehicle storage area features dedicated restrooms and lockers for drivers, a wash bay, and mechanical space. Outside of the building, a fenced area provides additional **secure vehicle storage area** and a separate parking area for staff and visitors.

Sustainable design was discussed throughout the course of the design process and, although the building will not be seeking LEED certification, it was designed to meet several of the standards implemented by LEED.

Project Highlights

- Building Type: New Building
- Project Cost: \$4.26 Million
- Area Dimensions: 12,000 SF
- Completion Date: June 2025





Public Safety Center NICOLET COLLEGE Rhineland, Wisconsin

Somerville Architects and Engineers partnered with the College to deliver a new Public Safety Center that enhances hands-on learning and strengthens the campus's public safety education programs. The 10,000 SF facility provides instructional space in a modern, flexible environment designed to support real-world training for future first responders.

The building features a comprehensive mix of instructional and hands-on training spaces, including classrooms and labs, a self-defense training area, simulated jail cells with a mock booking space, EMS storage, ambulance and fire truck storage, offices, restrooms, and a dedicated student area. Together, these spaces support realistic, career-focused training while improving overall functionality for faculty and students.

The design of the facility incorporates strategically placed windows to increase natural daylight and create a brighter, more welcoming learning environment. The building allows Nicolet College to expand its public safety program into a cohesive, modern center that better supports evolving instructional needs.

Facility Highlights

- Building Type: New Building
- Project Cost: Original building shell: \$1.3 M / Building Addition and Interior Buildout: \$1.9 M
- Area Dimensions: 10,000 SF original building shell / 2,245 SF addition
- Completion Date: Shell - May 2022 / Addition and Buildout - August 2023



Horicon Regional Center MORAINE PARK TECHNICAL COLLEGE Horicon, Wisconsin

Somerville Architects and Engineers partnered with Moraine Park Technical College to design a new 18,000-square-foot regional center in Horicon, expanding access to hands-on, career-focused education for MPTC students. Completed in summer 2024, the facility was developed as a dedicated regional hub, purpose-built to support fire training while also accommodating additional academic programs and future growth.

The building includes classrooms, specialized fire training labs, a fitness center, offices, and apparatus bays with a dedicated donning area to support firefighter training and readiness. The design also incorporates a dedicated props area for a fire training tower and a drafting pond to allow fire trucks to fill on site, creating a realistic and fully functional training environment.

Throughout the project, the design team balanced established Moraine Park Technical College branding with unique architectural features tailored to the Horicon campus, resulting in a facility that is both recognizable and distinctly local. Designed with flexibility and expansion in mind, the new regional center positions the college to grow its programs and continue serving students and the surrounding communities for years to come.

Facility Highlights

- Building Type: New Building
- Project Cost: \$6.9 Million
- Area Dimensions: 18,000 SF
- Completion Date: Summer 2024



New Transportation Center **MENOMINEE TRIBE OF WISCONSIN** Keshena, Wisconsin

When the Menominee Tribe's Transportation Department decided to expand services far beyond the capabilities of its 9,000-square foot transit facility, they called on Somerville for help.

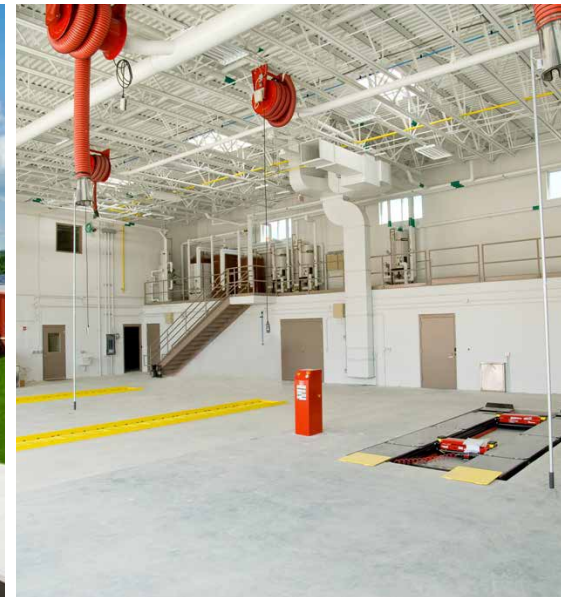
Beyond collaborating on a new facility design, Somerville also assisted tribal leaders in meeting regulatory requirements associated with securing grants from the Federal Transit Administration and other government entities. The result is a modern 32,000-square foot facility with an additional 30,000-square feet available for future expansion.

The center features indoor bay space for 28 city buses, a maintenance garage, a vehicle wash including automatic washing equipment and administrative office space. An additional canopy offers shelter for 14 school buses along with an 1800-square foot storage facility.

To promote sustainability and lower maintenance costs, the building boasts a geothermal heating and cooling system, a solar thermal hot water heating and a photovoltaic solar electric system. The two-level building is also thoughtfully situated on a slope, with the upper floor intended for public access and bus pick-up and drop-off, while the lower level provides garage access for buses largely out of the public view.

Facility Highlights

- Building Type: New Building
- Project Cost: \$5.8 Million
- Area Dimensions: 32,000 SF
- Completion Date: May 2010



Ozaukee County Transit Station OZAUKEE COUNTY

Port Washington, Wisconsin

Ozaukee County Transit had shared office and vehicle storage areas with the Ozaukee County Public Works Department and it became clear that a new facility was needed. The Transit Department worked with Somerville in programming the new facility, as well as adhering to requirements for both design and construction in regards to funding from the Federal Transit Administration and other grants. The result is a **18,000+ square foot center that accommodates indoor storage for dozens of county vehicles, a vehicle wash bay, administrative office space, and public use restrooms.**

The office component of the building includes 2 private offices, a large meeting room, storage, staff restrooms, an open office area for dispatch staff as well as a public lobby and restrooms.

The building style is reminiscent of mass transit's past, featuring pitched roofs with long overhangs, eave brackets, and arch-topped openings. The red brick and stone exterior resembles a classic rail depot. With the County's interurban bike/walking trail adjacent to the new facility, improving the relationship between trail users and the County facility became a design priority. A small park was incorporated as a tranquil rest area for all trail users. The park includes access to restroom facilities, a drinking fountain, benches, and vegetation.

Project Highlights

- Building Type: New Building
- Project Cost: \$2.1 Million
- Area Dimensions: 18,800 SF
- Completion Date: September 2013



Ongoing Services

NORTHCENTRAL TECHNICAL COLLEGE

Various Locations in Wisconsin

Somerville has proudly partnered with Northcentral Technical College (NTC) since 2006, completing more than 120 projects across its campuses, including functional, low-maintenance vehicle storage buildings. Our long-standing relationship with NTC reflects our commitment to creating environments that support hands-on learning, workforce development, and community engagement. Many of these projects share similarities with the needs of a highway shop facility.

Notably, we designed NTC's CDL Training Building, which includes a truck bay, classroom space, and restrooms to support the College's Commercial Driver's License training program. We recently designed an addition to that facility that will provide a second truck bay, further expanding its capacity. Somerville has also completed an addition to the Diesel Lab at NTC's Wausau campus, along with the design of welding labs and schematic planning for a new diesel training facility. These projects demonstrate our experience designing durable, purpose-built environments that accommodate large vehicle access, technical instruction, and support spaces.

Through every project with NTC, we've gained valuable insights into how to plan and deliver specialized learning and operational environments that perform efficiently and stand the test of time.



Green Bay Metro Transit CITY OF GREEN BAY Green Bay, Wisconsin

The Green Bay Metro Transit Facility incorporates a 63,000 SF vehicle and bus storage garage, 13,000 SF administration and employee facilities area and 15,600 SF maintenance garage in a single location.

The facility includes an indoor fueling facility, bus wash and six maintenance bays. It also includes a large transit board/public meeting room available for neighborhood residents' use after-hours.

The sweeping design of the bus entry/exit facilitates ease of passenger loading and location of buses, while the covered transfer station connects to the passenger waiting room. An in-depth programming and needs assessment process provided a cost-effective and functional yet contemporary design.

Project Highlights

- Building Type: New Building
- Project Cost: \$6 Million
- Area Dimensions: 98,400 SF
- Completion Date: January 2001





PROJECT
team



Matt Schachtner, NCARB, AIA
President & Principal In Charge

Matt Schachtner's natural inclination to roll up his sleeves and get his hands dirty has led him to the role of hands-on leader at Somerville.

Raised in a family of masons, homebuilders and structural engineers, Matt is a born designer still energized by the scent of sawdust and concrete. Building runs in his blood, and he fed that passion with summer jobs in masonry and homebuilding, a bachelor's degree in Architectural Studies and a Master of Architecture from the University of Wisconsin-Milwaukee. He followed that up with over 25 years of experience in the industry where he now leads an expert team with the sure hand of someone committed to innovative design and the power of relationships.

Today, Matt's steady leadership is marked by passionate problem solving – a desire to understand a client's challenges and co-create the solutions. He brings visionary planning to each project and provides the strategic direction to guide the expert team at Somerville through work that is unparalleled in client satisfaction. Matt has led a range of projects from high-end residential to health care facilities; from legendary sports venues like the crown jewel of the NFL in Green Bay to the city's transit center; from game-changing structures on La Crosse's riverfront to Green Bay's Automobile Gallery.

Although Matt is energized by his work, he doesn't take his foot off the pedal when the workday is done. At his family's more than 100-year-old Dyckesville house, he recently rebuilt a barn, and he and his wife stay busy with five children and a couple of horses. They raise lambs, pigs, chickens and turkeys and sit down each night to a dinner almost wholly supplied by their own hobby farm.

Personally and professionally, Matt values the relationships at the heart of it all. And he ensures no team operates more efficiently and with better results than Somerville. With his sleeves rolled up, Matt is the visionary leader ready to dive in.

EDUCATION / AFFILIATIONS

- **Master of Architecture**, University of Wisconsin – Milwaukee
- **Bachelor of Science in Architectural Studies**, University of Wisconsin – Milwaukee
- **Certificate in Historic Preservation**, University of Wisconsin – Milwaukee
- **Registered Architect** – Michigan, Wisconsin
- **National Council of Architectural Registration Boards (NCARB) Certified**
- **American Institute of Architects (AIA)**
- **Matt has been a part of the Somerville team since 1998**

PROJECT EXPERIENCE

- **Green Bay Metro**
New Transit Facility
Green Bay, Wisconsin
- **The Automobile Gallery**
Remodeled building to a new gallery, event and meeting space
Green Bay, WI
- **Brown County STEM Innovation Center**
New Building
Green Bay, Wisconsin
- **Green Bay Packers**
Don Hutson Center Facility Assessment, Lambeau Field Suites & Interior Remodel; Lambeau Field Redevelopment; Hall of Fame Renovation; Food Service & Concessions Remodel
Ashwaubenon, Wisconsin
- **Bellin Health**
Multiple new buildings; Various addition and renovation projects
Northeast Wisconsin



Collin Arndt, AIA Architect

Collin Arndt is the bridge. He translates design concepts into fully modeled buildings, creating the documents to make them a reality.

There's a give and take throughout the design process which could last a couple of weeks to a couple of months, and Collin is that bridge between the possible and the actual throughout that process.

From extensive projects, such as the creation of the Bellin Health Titletown Sports Medicine & Orthopedics facility and additions to the CP Center and Campbellsport School District, to smaller renovation projects throughout the area, Collin's to-do list varies depending on where he's needed.

That versatility also applies to the changing technology and the ability to meet a client's goals. He appreciates being part of a team that works hard to engage and understand each client's vision, then execute a plan that's better than the client had imagined. That means each day, each deadline and each decision is different.

His focus is simple and has been a lifelong interest: impressive spaces that are comfortable for everyone to be in. His artistic nature and eye for design is an asset that aligns perfectly with Somerville's mission.

Somerville also offers him the opportunity to explore rapidly changing technologies, considering software that may be more effective and efficient and add to his arsenal. His role gives him the freedom to be on site to determine how materials work together and use that knowledge to consciously improve on the work.

Somerville's team works hard to understand each client's vision and bring that model to fruition. From dream to reality, Collin is that bridge.

EDUCATION / AFFILIATIONS

- **Bachelor of Science in Architectural Studies**, University of Wisconsin-Milwaukee
- **Registered Architect** – Wisconsin
- **American Institute of Architects (AIA)**
- **Experienced in Revit, Lumion**
- **Collin has been a part of the Somerville team since 2016**

PROJECT EXPERIENCE

- **Oneida Nation**
Public Transit Garage
Oneida, Wisconsin
- **Notre Dame Academy**
Secure Entrance and Classroom Remodel,
Science Classroom and Laboratory Remodel
Green Bay, Wisconsin
- **Mid-State Technical College**
Various Addition and Renovation Projects
Northeast Wisconsin
- **Brown County**
New STEM Innovation Center
Green Bay, Wisconsin
- **School District of Westfield**
Various Remodel and Site Improvement
Projects
Westfield, Wisconsin
- **DC Everest Area School District**
Greenheck Turner Community Center, Facility
Study, Evergreen Elementary School Remodel,
Riverside Elementary School Remodel,
Weston Elementary School Remodel,
Rothschild Elementary School Addition and
Remodel, Junior High School Remodel
Weston, Wisconsin
- **Somerville Architects and Engineers**
New Somerville Office Building
Green Bay, Wisconsin



Kirsten Martin

Interior Designer

It takes a special touch to blend the practicalities of a space with the unique personalities of those spending time within it.

And Kirsten Martin has that special touch.

Her role as Interior Designer at Somerville places her at the heart of what makes a space come alive for its users. It takes a listening ear and an eye for what works, and Kirsten has excelled at collaborating with clients on the aspects of spaces that are most personal to them.

Her product knowledge guides clients in a way that adds substance to the subjective. And her counsel encourages quality choices. Aesthetic styles change over time, but with good choices, timeless design can be achieved.

Amidst the personal pieces, Kirsten delivers cohesive environments that pull the messaging of the client's brand together.

Interior design involves big decisions and for many clients, new considerations. Kirsten can quickly put clients at ease, with a friendly, fun approach that supports them in a way that inspires confidence in the decisions they're making about their future surroundings.

It's the process she most enjoys, and success for her is seeing clients embrace the adventure alongside the Somerville team.

Born and raised in the Green Bay area, Kirsten is now raising a family of her own, working to be present for each moment.

EDUCATION / AFFILIATIONS

- **Bachelor of Fine Arts in Interior Architecture and Business Administration,** University of Wisconsin – Stevens Point
- **International Interior Design Association (IIDA) – Member**
- **Experienced in InDesign, Photoshop, AutoCAD, and Revit**
- **Kirsten has been a part of the Somerville team since 2014**

PROJECT EXPERIENCE

- **Nicolet College**
Fieldside Center Addition & Remodel
Rhineland, Wisconsin
- **Brown County**
New STEM Innovation Center; New Medical Examiners Office; County Jail Expansion
Green Bay, Wisconsin
- **Experience Green Bay**
New Visitor Center
Green Bay, Wisconsin
- **Bellin Health**
Various Addition and Renovation Projects
Northeast Wisconsin
- **Payne and Dolan**
Office Addition and Renovation
Greenville, Wisconsin
- **Wisconsin Aluminum Foundry**
Office and Facade Renovation
Manitowoc, Wisconsin
- **Cerebral Palsy Center**
Addition & Remodel
Green Bay, Wisconsin
- **Green Bay Area Public School District**
New Starr Elementary School
(currently in construction)
Green Bay, Wisconsin



Sam Graner, PE, QCxP
Vice President of Engineering

Sam Graner is hoping you never notice all his hard work.

If all goes well, his efforts stay behind the scenes; his team doesn't get much credit. That means everything was done right.

Designing heating and cooling systems is less flashy, less visible than some of the more noticeable pieces of any project. But that's no testament to its importance, which you'll truly understand only if something goes wrong.

And Sam ensures it doesn't by putting design first. He considers design the most important aspect of a project: Good design minimizes risk and ensures the result is exactly what the client is looking for. It's good engineering practice that meets codes and regulations while keeping within a budget and masterfully coordinating with the electrical, plumbing and structural engineers and architects.

Sam's not in this for the credit. He's not in it for time spent in the office, looking at lines on paper. It's the field work – troubleshooting in a loud, hot mechanical room – that's more his style. It helps him appreciate what he's working on and allows for a better understanding of the system – and a better connection with the contractors installing his pieces. The hands-on experience allows him to better understand problems and how to manage them. Sam's listening to the maintenance folks, the ones who have to live with the work for 30 years. If he can make them happy, make their jobs easier, he's done his job.

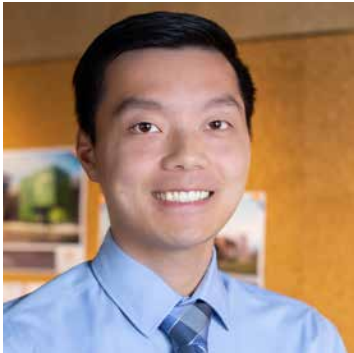
Ideally, no one notices or cares about his work because it's been done so well. A bit of a thankless job, but one that he takes great pride in.

EDUCATION / AFFILIATIONS

- **Bachelor of Science, Mechanical Engineering**, University of Wisconsin – Madison
- **Registered Professional Engineer** – Wisconsin
- **American Society of Heating, Refrigeration, and Air Conditioning (ASHRAE)**
- **Qualified Commissioning Process Provider (QCxP)**
- **Sam has been a part of the Somerville team since 2017**

PROJECT EXPERIENCE

- **Brown County**
East Branch Library Renovation, STEM Innovation Center; Jail Expansion & New Medical Examiners Office, New Denmark Library and Community Center
Green Bay, Wisconsin
- **Menominee Indian School District**
New High School
Keshena, Wisconsin
- **Green Bay Area Public School District**
New Starr Elementary School (currently in construction)
Green Bay, Wisconsin
- **Department of Corrections**
Cell Hall Upgrades
Green Bay, Wisconsin
- **Somerville Architects and Engineers**
New Somerville office building
Green Bay, Wisconsin



Nick LaFaive, PE Electrical Engineer

Nick LaFaive's grandfather was his role model in more ways than one.

He was Nick's mentor, the sort of hero that a grandpa is to a grandson. But Nick also looked up to him for his hard work and skill in electrical engineering, his grandfather's forte. The superintendent for Cleveland-Cliffs Iron Company led the power plant work in Michigan for years, and his career sparked in his grandson an early interest in the industry.

When Nick helped his parents replace the outlets and lighting in their historic home, he found he not only enjoyed the work but it was something he was very good at.

Since Nick had math skills to spare, he explored engineering paths, continuing to find electrical work to be most interesting.

He's finding his niche at Somerville, using the latest computer software to convert the work of designers into a model. He appreciates Somerville's team approach to the work and finds the strong communication among departments – something that can be hard to come by in project work – keeps multiple projects running smoothly at all times. It also creates a workplace culture that makes him enjoy his work even more.

Open to any project, Nick finds that being a bit newer to his role gives him the flexibility to jump into experiences with a fresh perspective and bring innovative approaches to the work. He is ready to learn from the more experienced team members, while calling upon his UW-Madison education and experience.

Nick grew up in Menasha and is happiest when he's physically active or spending time with his wife and family. He's recently picked up kayaking, loves bike rides and thrives on summer activities. But winter has its upside too. He's played percussion since elementary school and is looking at joining a local band. And family time always rises to the top – board games, card games, outdoor fun and all.

EDUCATION / AFFILIATIONS

- **Bachelor of Science in Electrical Engineering**, University of Wisconsin–Madison
- **Certificate in Mathematics**, University of Wisconsin–Madison
- **Registered Professional Engineer** – Wisconsin
- **OSHA 10 training**
- **Experienced in Revit and AutoCAD**
- **Nick has been a part of the Somerville team since 2019**

RELATED EXPERIENCE

- **Notre Dame Academy**
Maintenance Garage, Addition & Interior Remodel, Secure Entry and Classroom Remodel
Green Bay, Wisconsin
- **Menominee Indian School District**
New High School, Keshena Primary School - Main Office Remodel
Keshena, Wisconsin
- **Green Bay Area Public School District**
New Starr Elementary School (currently in construction), Howe Elementary School HVAC Upgrades and Remodel, Aldo Leopold Community School Remodel
Green Bay, Wisconsin
- **Brown County**
New Denmark Library and Community Center
Denmark, Wisconsin
- **D.C. Everest Area School District**
Greenheck Turner Community Center
Weston, Wisconsin
- **Green Bay Packers**
Concourse Renovations, North Generator Addition
Ashwaubenon, Wisconsin



Travis Grell, DES
Senior Designer of Mechanical Engineering Systems

It's not easy for Travis Grell to show off his best work.

After all, Travis deals mainly with air – its temperature, its purity, how fast and how often it's replenished. But you sure notice when Travis does his job well (which, as a notorious perfectionist, is every project he tackles). The environment feels comfortable, employee productivity is maximized and real energy savings are realized. All thanks to a well-designed climate control and HVAC plan that can include the latest technologies, from advanced geothermal heating systems and variable speed pumping systems to even fabric duct work and chilled beams.

Not only can Travis keep people comfortable, he can use his expertise to protect sensitive work environments such as major data centers. Such experience was crucial in Travis' recent project designing systems for the an industrial client's new Center of Excellence, a major LEED accredited, cutting edge research and design facility.

Travis also efficiently and seamlessly integrates his efforts with other disciplines and contractors. So no detail is left, well, up in the air.

EDUCATION / AFFILIATIONS

- **Associate Degree, Mechanical Design,** Northeast Wisconsin Technical College – Green Bay
- **Design of Geothermal Systems for Water Source Heat Pumps and Central Systems,** University of Wisconsin – Madison
- **Registered Designer of Engineering Systems –** Wisconsin
- **Wisconsin Building Code Seminars**
- **American Society of Heating, Refrigeration, and Air Conditioning (ASHRAE)**
- **Experienced in Revit, Carrier Hourly Analysis (Energy Modeling) Program**
- **Travis has been a part of the Somerville team since 1997**

RELATED EXPERIENCE

- **Oneida Nation**
Public Transit Garage
Oneida, Wisconsin
- **Moraine Park Technical College**
New Horicon Regional Center
Horicon, Wisconsin
- **Nicolet College**
Fieldside Center Addition & Remodel
Rhinelander, Wisconsin
- **Menominee Tribe of Wisconsin**
New Transportation Center
Keshena, Wisconsin
- **City of Sturgeon Bay**
New Municipal Center
Sturgeon Bay, Wisconsin
- **Somerville Architects and Engineers**
New Office Building
Green Bay, Wisconsin



Sheila Downing, CPD, LEED AP® BD+C
Associate | Senior Designer of Plumbing
Engineering Systems

It's fair to say Sheila Downing stands out from the crowd.

After all, she's one of just a few female licensed plumbing designers in all of Wisconsin. But it's her LEED-accreditation, impressive knowledge of plumbing design and broad experience with a diverse array of projects that really set her apart.

Over the course of her career with Somerville, she's masterfully handled just about every type of plumbing design project—from medical gas and compressed air systems to sustainable water usage systems and specialty waste management.

Sheila's skills were even called upon to assist with the formidable challenge of cleaning up the Fox River, helping to design the complex plumbing systems within the barge to filter harmful sediment and hazardous materials out of the basin over a 10-mile span.

Not surprisingly, Sheila enjoys activities that set her apart from the typical as well (or at least many of her female counterparts)—she shoots trap, hunts and delights in the beauty of the great outdoors. One thing's for sure—clients who see firsthand Sheila's commitment to designing efficient, reliable and worry-free plumbing solutions know she's more than someone who stands out. She's outstanding.

EDUCATION / AFFILIATIONS

- **Bachelor of Science**, University of Wisconsin – Stevens Point
- **Registered Designer of Plumbing Systems** – Wisconsin
- **Certified Plumbing Designer** (CPD)
- **LEED® Accredited Professional** for Building Design and Construction
- **Experienced in Revit MEP**
- **Sheila has been a part of the Somerville team since 1994**

RELATED EXPERIENCE

- **Menominee Tribe of Wisconsin**
New Transportation Center
Keshena, Wisconsin
- **Nicolet College**
Fieldside Center Addition & Remodel
Rhineland, Wisconsin
- **Green Bay Metro**
New Transit Facility
Green Bay, Wisconsin
- **City of Sturgeon Bay**
New Municipal Center
Sturgeon Bay, Wisconsin
- **Brown County**
STEM Innovation Center; Jail Expansion & New Medical Examiners Office
Green Bay, Wisconsin
- **Menominee Indian School District**
New High School, Keshena Primary School - Main Office Remodel, Bus Garage Office Addition
Keshena, Wisconsin
- **Somerville Architects and Engineers**
New Office Building
Green Bay, Wisconsin
- **Experience Green Bay**
New Visitor Center
Green Bay, Wisconsin



Aaron Baumgartner, PE
Supervisor of Engineering Drafting
Senior Fire Protection Project Engineer

As an established member of Somerville's technical design team, Aaron Baumgartner has significant experience creating HVAC, plumbing, and fire protection systems for buildings that help people feel at ease and comfortable.

In other words, similar to how working at Somerville makes Aaron feel. Following his 2011 graduation from the prestigious Milwaukee School of Engineering (MSOE), Aaron set his sights on returning to Green Bay to work at Somerville because of the company's unique team-driven culture. It's a spirit that Aaron believes stems from the fact that Somerville is employee-owned, fostering a highly collaborative approach to design.

It's also a big reason Somerville always goes the extra mile to deliver an exceptional client experience.

But Aaron isn't always completely comfortable while on the job. One of his clients is Lambeau Field and Aaron is a lifelong Packers fan. "I've been inside Lambeau Field dozens of times working on various projects," says Aaron. "But occasionally, I look around and still get goosebumps."

EDUCATION / AFFILIATIONS

- **Bachelor of Science in Architectural Engineering**, Milwaukee School of Engineering, Milwaukee, Wisconsin
- **Registered Professional Engineer** – Wisconsin
- **American Society of Heating, Refrigeration, and Air Conditioning (ASHRAE)**
- **Experienced in Revit, AutoCAD, Navisworks, Carrier HAP**
- **Aaron has been a part of the Somerville team since 2012**

PROJECT EXPERIENCE

- **Moraine Park Technical College**
New Horicon Regional Center
Horicon, Wisconsin
- **Governor Thompson State Park**
Visitor Station and Maintenance Garage
Stevenson, Wisconsin
- **Payne and Dolan**
Office Addition/Renovation
Greenville, Wisconsin
- **Greenfire Management**
Office Renovation
Wausau, Wisconsin
- **Village of Allouez**
Community Center facility assessment
Allouez, Wisconsin
- **City of Marinette**
New Sports & Events Center
Marinette, Wisconsin
- **Department of Corrections**
Green Bay Correctional Institute cell hall upgrades
Green Bay, Wisconsin
- **Green Bay Packers**
Lambeau Field Suites & Interior Remodel; Lambeau Field Redevelopment; Hall of Fame Renovation; Packer Pro Shop
Green Bay, Wisconsin



references

ONEIDA NATION
N7332 Water Circle Place, Oneida, WI 54155

- **Reference:** Sam VanDen Heuvel
- **Title:** Construction Manager
- **Contact Information:**
800-236-2214 | svandenh@oneidanation.org

BROWN COUNTY
515 Pine Street, Green Bay, WI 54301

- **Reference:** Curt Beyler
- **Title:** Brown County Library Facilities Manager
- **Contact Information:**
920-448-5849 | curt.beyler@browncountywi.gov

NOTRE DAME ACADEMY
610 Maryhill Drive, Green Bay, WI 54303

- **Reference:** Amy Ott
- **Title:** President
- **Contact Information:**
920-429-6106 | aott@notredameacademy.com

MID-STATE TECHNICAL COLLEGE
500 32nd Street N, Wisconsin Rapids, WI 54494

- **Reference:** Brad Martinson
- **Title:** Construction Superintendent
- **Contact Information:**
715-422 5409 | Brad.Martinson@mstc.edu

SCHOOL DISTRICT OF WESTFIELD
N7046 Cty Road M, Westfield, WI 53964

- **Reference:** Michelle Johnson
- **Title:** Superintendent
- **Contact Information:**
608-296-2107 | michelle.johnson@westfieldpioneers.org

CONSULTANT: **STRUCTURAL ENGINEERING**



WE KNOW RELATIONSHIPS

GRAEF has maintained multiple long-term relationships with clients across the country based on collaboration, shared values, and innovative results.

DIVERSE TEAM

Our team leverages the strengths of each team member, creating a dynamic and resilient environment that can thrive in both traditional and contemporary spaces.

WE KNOW ENGINEERING

Our expertise is unmatched, providing comprehensive services tailored to our clients through collaboration, planning, sustainable design, and cost-effective solutions.

OUR CORE PURPOSE

To improve the physical environment for the benefit of society in a sustainable manner

GRAEF - Green Bay
116 S. Adams Street
Suite 201
Green Bay, WI 54301

(t) 920 / 592 9440
www.graef-usa.com

GRAEF

Since its inception in 1961, GRAEF has grown from a small individual partnership to a prominent, multi-disciplinary international firm. GRAEF has a team of over 300 employees spread across ten offices in the Midwest, Florida, and Turks and Caicos.

For 65 years, GRAEF's unwavering dedication to excellence has been fueled by core values such as integrity, quality, and a steadfast commitment to exceptional customer service. These principles form the bedrock of GRAEF's operations, ensuring that clients receive the highest level of satisfaction and a seamless experience.

GRAEF has remained at the forefront of the industry, consistently adapting to emerging trends and embracing advancements, and is proud to be a reliable partner for clients seeking top-tier design services and unmatched expertise.

WE ARE

- ▶ Structural Engineers
- ▶ Site/Civil Engineers
- ▶ Landscape Architects
- ▶ Environmental Engineers
- ▶ Transportation Engineers
- ▶ Planners + Urban Designers
- ▶ Surveyors
- ▶ Mechanical, Electrical & Plumbing Engineers
- ▶ GIS Specialists

Somerville and GRAEF have worked on **over 80 projects** together.



Alex Van Boxel, PE
STRUCTURAL ENGINEER

Alex is a Structural Engineer with extensive experience in designing and analyzing a wide range of building types, including pre-engineered metal structures, commercial and institutional facilities, and manufacturing plants. His expertise spans structural steel and concrete systems, deep and shallow foundations, light-framed wood construction, and retrofit solutions for existing buildings, ensuring safety and performance across new and renovated projects. Prior to working at GRAEF, Alex worked for a pre-engineered metal building design firm, providing the design and analysis of large-scale pre-engineered manufacturing buildings.

ALEX'S STRUCTURAL BUILDING DESIGN EXTENDS FROM SMALL ADDITIONS TO MULTI-MILLION DOLLAR STRUCTURES AND, AS A RESULT OF THIS VARIETY, HE HAS A BACKGROUND IN THE ECONOMICAL USE OF CONCRETE, MASONRY, STEEL, AND WOOD STRUCTURAL SYSTEMS.

EDUCATION

B.S., Civil Engineering, 2018, Iowa State University, Ames, IA

M.S., Structural Engineering, 2022, University of Alabama-Birmingham, Birmingham, AL

REGISTRATION

Professional Engineer (Structural) – Wisconsin

PROJECT EXPERIENCE

Mueller Excavating, Campbellsport, WI: Designed and analyzed the shallow foundation system for a 250' x 105' x 23' pre-engineered metal office/maintenance facility in Campbellsport, WI, including concrete walls, piers, spread footings, structural slab with thrust resisting hairpins, and a wood-framed mezzanine, with coordination provided post-bid with the metal building supplier.

Fox Valley Lutheran High School – Indoor Sports Center, Appleton, WI: Designed and analyzed the shallow foundation system for a 170' x 148' x 39' pre-engineered indoor sports facility and adjacent locker room at Fox Valley Lutheran High School, including concrete walls, piers, spread footings, slab on grade, and structural tie beams to resist thrust loads, with early analysis provided for cost estimating and coordination with the metal building supplier post-award.

Wausau East High School – Theater Outbuilding, Wausau, WI: Performed the foundation design and analysis for a 60'-0"x30'-0"x15'-0" storage building for Wausau East High School. The foundations supported a pre-engineered metal building consisting of post and beam end wall frames and 30'-0" clear span moment frames spaced at 20'-0" bay spacings. The lateral force resisting system of the pre-engineered metal building included moment frames and steel rod cross bracing. The foundation design included design and analysis of a shallow foundation system consisting of a monolithic slab on grade reinforced with a perimeter grade beam for resisting building loads and layered with rigid insulation around the perimeter of the slab for frost protection. Coordination with the pre-engineered metal building supplier was provided once the project was bid and secured by the contractor.

Northcentral Technical College Diesel Lab Addition – Wausau, WI: New pre-engineered metal building addition to the existing metal building facility to include a lab for the diesel truck program. Designed the foundations and coordinated the design with the existing facility. Final design



CONSULTANT: **SITE CIVIL ENGINEERING**



Point of Beginning



Point of Beginning

CIVIL ENGINEERING &
LANDSCAPE ARCHITECTURE

YEAR ESTABLISHED
2001

LOCATIONS

Stevens Point, WI
4941 Kirschling Court

Green Bay, WI
1497 6th Street - Suite C

Sun Prairie, WI
1261 W Main Street - Suite 102

PRINCIPAL

Scott Groholski, PLS

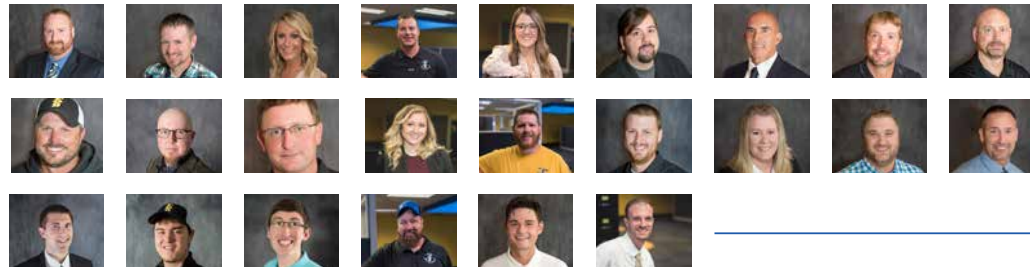
STAFF (50)

Professional Engineers
Professional Land Surveyors
Professional Landscape Architects
Environmental Scientist
Field Crews

Point of Beginning, Inc. is a multi-faceted civil engineering, landscape architecture, land surveying and materials testing firm based in Stevens Point, Green Bay & Sun Prairie, Wisconsin. We offer affordable services to the public and private sectors encompassing transportation design and construction administration, residential, commercial, municipal and recreational. Our services include site and transportation design, surveying, and statewide aggregate, concrete and nuclear density testing.

Our talented and experienced staff encompasses Professional Engineers, Professional Land Surveyors, Professional Landscape Architects, field crews, CADD technicians, and an integral administrative staff. These individuals complement one another by combining backgrounds in diverse areas of expertise. Our state-of-the-art computer equipment minimizes human handling errors, thus ensuring data integrity and improved efficiency.

OUR PROFESSIONALS



CIVIL
ENGINEERING
Design Services
Construction Services

SURVEYING
**Boundary &
Topographic Survey**
**Machine Control & 3D
Modeling Support**
**Site Construction
Layout**
Transportation Layout

LANDSCAPE
ARCHITECTURE
Landscape Design
Master Planning
**Site Maintenance
Analysis**
**3D Renderings &
Animation**

pobinc.com

Since 2006, Somerville and Point of Beginning have worked on **over 50 projects** together.



Jim Lundberg, PE
 Director of Engineering /
 Project Executive

Jim Lundberg is the Director of Engineering with Point of Beginning, Inc. Within the past years, he has performed several tasks in completing various residential subdivision projects, including site planning, municipal, county, and state agency coordination, grading, public utility, storm water management, and urban roadway design. Additionally, as the project manager of multiple projects, he has coordinated the bidding process, solicited bids from contractors, overseen the construction, and reviewed contractor's pay requests. Since he has been with the company, Jim has designed and managed various commercial, industrial, and institutional types of projects. These include medical, educational, retail, and industrial plants. His ability to design, manage, and coordinate is a clear asset to making a project successful.

EDUCATION

- Bachelor of Science in Civil Engineering, University of Minnesota – Twin Cities, 2001

REGISTRATIONS/TRAINING

- Professional Engineer, States of: Wisconsin, Minnesota, Iowa

AREAS OF EXPERTISE

- Project Management
- Storm Water
- AutoCAD Drafting
- Site Planning
- Agency Coordination



Melissa Kluck, PLA
 Landscape Architect /
 Project Manager

Melissa Kluck serves as a Landscape Architect at Point of Beginning. She has performed an array of duties throughout the course of her career in this field. Melissa has been responsible for coordinating with clients during the course of the entire project. She has completed concept plans, construction documents and landscaping plans for numerous commercial projects including retail centers, restaurants, hotels, medical facilities, and banks. She has also been involved in residential design including apartment layout and construction, public utility extensions, and subdivision layout and design. Melissa believes that a solid client relationship with good communication throughout the entirety of the project is essential to its success.

EDUCATION

- B.S., Plant Biology, University of Wisconsin - Stevens Point

REGISTRATIONS/TRAINING

- Professional Landscape Architect, State of: Wisconsin

AREAS OF EXPERTISE

- Master Planning Development
- Due Diligence/Property Research
- Construction Document Preparation
- Site Concept Planning
- Landscaping Designs
- State and Local Permit Coordination



ABILITY TO MEET **schedule requirements**

Somerville has organized an elite team to work with the City of Green Bay as described in this proposal. **We have the capacity to work within your proposed schedule and meet your deadline to have 100% complete plans, specifications and final opinion of probable cost (OPC) to the City of Green Bay by November 2, 2026. We will ensure that this project is prioritized within our office.**

Our team also has the depth of staff to propose alternates for each team member if an issue arises, personnel are out of the office, or for any other reason. **Our wealth of experience in each discipline is flexible, versatile and goes beyond the team members who are listed.**

Furthermore, **our team's close project proximity allows for face-to-face meetings, even at a moments notice**, whether that be during concept design or construction. When an unforeseen situation threatens to halt the construction team, our design team can be on-site to work through the situation and keep the project moving forward.

fee PROPOSAL

Somerville, Inc. will provide professional services to The City of Green Bay as outlined within this proposal for the following fee structure:

PHASE 1 \$39,500
CONCEPTUAL DESIGN AND DESIGN DEVELOPMENT

PHASE 2 \$26,300
CONSTRUCTION DOCUMENTS

PHASE 3 \$22,000
CONSTRUCTION ADMINISTRATION SERVICES

TOTAL \$87,800

REIMBURSABLE EXPENSES ESTIMATE \$3,000

Approval fees, printing, etc.

ESTIMATE OF EXPENSES PAID DIRECTLY BY OWNER

The services listed below are not provided by Somerville. The fees are estimates of potential costs. Once it is determined these services are needed, Somerville would assist in the RFP process.

SITE SURVEY, SOIL BORINGS \$6,800

CONSTRUCTION INSPECTION SERVICES \$15,000

(ie: structural steel and concrete testing, firestopping, etc.)

All fees are negotiable.

SERVICES INCLUDED:

The stated fees include the following services:

- Architectural and interior design.
- Structural, site/civil, mechanical, electrical, fire protection and plumbing engineering.
- Telecommunications and data design limited to the location of data closets and cable tray and/or conduit runs to junction box locations only.
- Project management and contract administration.
- Development of schematic design, design development, and construction drawings and documents.
- Detailed programming/space needs analysis.
- Coordination of ancillary services or specialized consulting as needed, including environmental services.
- Collaboration with stakeholders for preliminary project planning and design development.
- Coordination and application for regulatory agency permits.
- Coordination and application for all required plan reviews and approvals.
- Provide status reports, meeting minutes, and related documentation of the project.
- Provide an Opinion of Probable Cost at the completion of the schematic design, design development and construction documents phases.
- Development of renderings necessary to communicate project concepts and for approvals.
- Assistance with bidding projects including posting of bidding documents, responding to bidder questions, preparing addenda, attending pre-bid meeting with bidders, and evaluating bids.
- Assistance during the construction phase including conducting the pre-construction meeting, providing responses to contractor Requests for Information, preparing Requests for Proposals, reviewing contractor proposals, making recommendations on Change Orders, reviewing shop drawings, reviewing and approving contractor Applications for Payment, conducting construction meetings and site observation visits (8 site visits included), and performing final punch list walk-through.
- Review, approval and delivery of closeout documents to Owner.

Reimbursable expenses are in addition to the stated fees and will be billed with a 10% markup. Reimbursable expenses include the following:

- Plan approval and other fees required by regulatory agencies.
- Printing and reproduction.
- Specialty consultants as required by the project, including landscape architecture, AV, and other specialty consultants.
- Mileage to and from the project site will not be billed. Travel expenses associated with the project (ie project tours).
- Additional renderings, physical models, mock-ups, professional photography, and presentation materials.
- Other project related expenses.

Services not included but can be provided by Somerville as additional services are as follows:

- Review and coordination of signage, artwork, etc.
- Environmental graphic design.
- Furniture selection.
- Record drawings in electronic format.

Services not included which are performed by the Owner or others include but are not limited to:

- Site Survey of existing site, including utilities and grades.
- Wetland delineation.
- Geotechnical investigation services.
- Asbestos and hazardous material survey and removal (if applicable).
- Security evaluation and planning.
- Telecommunications / data design beyond included services.
- Construction inspection services.

2026 SOMERVILLE, INC. HOURLY RATES & INSURANCE

(For additional services requested & authorized by the owner. Billing rates are adjusted annually effective on the first day of January.)

Architecture

Senior Project Architect - Level III	\$180
Senior Project Architect - Level II	\$175
Senior Project Architect - Level I	\$170
Project Architect - Level III.	\$165
Project Architect - Level II	\$160
Project Architect - Level I	\$155
Architect - Level III.	\$150
Architect - Level II	\$145
Architect - Level I	\$140
Senior Designer - Level III	\$118
Senior Designer - Level II	\$115
Senior Designer - Level I.	\$112
Designer - Level III.	\$109
Designer - Level II	\$106
Designer - Level I	\$103
Senior Drafter - Level III	\$100
Senior Drafter - Level II	\$97
Senior Drafter - Level I.	\$94
Drafter - Level III.	\$91
Drafter - Level II	\$88
Drafter - Level I	\$85

Project Management

Senior Project Manager - Level III	\$166
Senior Project Manager - Level II	\$160
Senior Project Manager - Level I.	\$154
Project Manager - Level III.	\$148
Project Manager - Level II	\$142
Project Manager - Level I	\$136

Interior Design & Environmental Graphics

Senior Interior Designer - Level III.	\$127
Senior Interior Designer - Level II	\$119
Senior Interior Designer - Level I	\$111
Interior Designer - Level III	\$103
Interior Designer - Level II	\$95
Interior Designer - Level I	\$87
Environmental Graphics / Graphic Design	\$109

Engineering

Senior Project Engineer - Level III	\$190
Senior Project Engineer - Level II	\$182
Senior Project Engineer - Level I	\$174
Project Engineer - Level III.	\$169
Project Engineer - Level II	\$164
Project Engineer - Level I	\$159
Engineer - Level III.	\$154
Engineer - Level II	\$149
Engineer - Level I	\$144
Senior Designer of Engineering Systems - Level III	\$149
Senior Designer of Engineering Systems - Level II	\$145
Senior Designer of Engineering Systems - Level I.	\$141
Designer of Engineering Systems - Level III.	\$137
Designer of Engineering Systems - Level II	\$133
Designer of Engineering Systems - Level I	\$129
Senior Designer - Level III	\$127
Senior Designer - Level II	\$124
Senior Designer - Level I.	\$121
Designer - Level III.	\$118
Designer - Level II	\$115
Designer - Level I	\$112
Senior Drafter - Level III	\$109
Senior Drafter - Level II	\$106
Senior Drafter - Level I.	\$103
Drafter - Level III.	\$100
Drafter - Level II	\$97
Drafter - Level I	\$94
Principal	\$253
Vice President - Engineering.	\$215
Vice President - Operations	\$193

Business, Umbrella, Automobile, Workers Comp and Professional Liability Insurance

Somerville, Inc. carries the insurance limits listed on page 39 as standard coverage. Premiums for insurance limits beyond that identified on the following page which are required by the Owner will be charged as a reimbursable expense.



SOMEARC-01

MONGE1

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/31/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT: Jessica Sorenson	
Baer Insurance Services, Inc. 9701 Brader Way, Suite 101 Middleton, WI 53562		PHONE (A/C, No, Ext): (608) 830-5831	FAX (A/C, No): (608) 830-5877
		E-MAIL Address: jess@baerinsurance.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A : RLI Insurance	
		INSURER B : Arch Insurance Company	
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	
INSURED		NAIC #	
Somerville Inc 2100 Riverside Drive Green Bay, WI 54301			

COVERAGES

REVISION NUMBER:

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION WAIVED	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
A	X COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PERCT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:		PSB0003664	8/1/2025	8/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRER SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY		PSA0001848	8/1/2025	8/1/2026	COMBINED SINGLE LIMIT \$ 2,000,000 (Ea accident) BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0		PSE0002089	8/1/2025	8/1/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	PSW0002721	8/1/2025	8/1/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 5,000,000
B	Professional Liab		PAAP0169701	8/1/2025	8/1/2026	Each Claim/Aggregate
A	Excess Umbrella		PSE0003183	8/1/2025	8/1/2026	Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

For Proposal Purposes Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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CONTRACT EXCEPTIONS:

The following items are requested contract exceptions to the Standard Agreement for Professional Services between the City of Green Bay and Design Professional. These exceptions have been incorporated into current contracts between the City of Green Bay and Somerville, Inc.

5. INDEMNIFICATION (HOLD HARMLESS) AGREEMENT

Design Professional hereby agrees to indemnify the City, its elected and appointed officials, officers, ~~and employees, agents, representatives and volunteers;~~ and each of them, from and against any and all ~~suits, actions, legal or administrative proceedings, third party claims, demands;~~ and damages, liabilities, interest, ~~reasonable~~ attorneys' fees, costs and expenses of whatsoever kind or nature ~~in any manner directly or indirectly arising from such third party claim, to the extent caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned, or contributed to in whole or in part,~~ by negligence, whether active or passive, of Design Professional or of anyone acting under its direction or control or on its behalf ~~even if liability is also sought to be imposed on City, its elected and appointed officials, officers, employees, agents, representatives and volunteers;~~ in the performance of services under this agreement. The obligation to indemnify the City, its elected and appointed officials, officers, employees, ~~agents, representatives and volunteers;~~ and each of them, shall be applicable ~~unless except to the extent~~ liability results from the ~~sole~~ negligence of the City, its elected and appointed officials, officers, employees, agents, representatives and volunteers.

Design Professional will indemnify the City for any ~~third party claims to the extent caused by~~ ~~reason of its-Design Professional's~~ negligent acts ~~in the performance of the Design Professional's services.~~ The obligation to indemnify and hold harmless the City, its elected and appointed officials, officers, employees,

agents, representatives and volunteers and each of them, shall be applicable except to the extent the liability results from the ~~sole~~ negligence of the City, its elected and appointed officials, officers, employees, agents, representatives and volunteers. ~~Any duty to defend shall not extend to professional liability claims.~~

In the event that Design Professional employs other persons, firms, corporations or entities (sub-contractor) as part of the work covered by this Agreement, it shall be Design Professional's responsibility to require and confirm that each sub-contractor enters into an Indemnity Agreement in favor of the City, its elected and appointed officials, officers, employees, ~~agents, representatives and volunteers;~~ which is identical to this Indemnity Agreement.

This indemnity provision shall survive the termination or expiration of this Agreement.

6. INSURANCE

- B. GENERAL LIABILITY COVERAGE
 - (1) Commercial General Liability
 - (a) ~~\$4,000,000~~ \$2,000,000 general aggregate
 - (b) \$1,000,000 products - completed operations aggregate
 - (c) \$1,000,000 personal injury and advertising injury
 - (d) ~~\$2,000,000~~ \$1,000,000 each occurrence limit

8. ACCESS/UTILITIES

The City will arrange access to the site, as necessary, for Design Professional to complete the work. Design Professional will take reasonable precautions to minimize any damage to the site due to its operation. Site restoration is not included unless specifically requested by the City.

~~Design Professional is responsible for coordinating with an appropriate private utility locating service to identify the presence of public utilities on private property. Design Professional shall not be responsible for the accuracy and completeness of utility location information provided by third parties. To the extent caused by Design Professional's negligent acts or omissions in the performance of services under this Agreement, Design Professional agrees to indemnify and save the City harmless from all claims, suits, losses, cost and expenses including reasonable attorney's fees as a result of any personal injury, death or property damage resulting from damage to public utilities, provided such indemnification shall not apply to the extent of the City's own negligence.~~

The Design Professional will coordinate the hiring of third-party consultants to perform surveys, utility location, soil borings, and other related services as-needed. Contracts for these services will be held directly with the City.

10. OWNERSHIP OF DOCUMENTS

Any reports, specifications, drawings, or other documents prepared by the Design Professional in the performance of its obligations under this Agreement shall become the property of the City., **provided that Design Professional has been paid all undisputed invoice amounts due.** All such materials shall be returned to the City upon completion, termination, or cancellation of this Agreement and payment in full of all monies due the Design Professional. The Design Professional shall not use, willingly allow, or cause such materials to be used for any purpose other than the performance of all Design Professional's obligations under this Agreement without the written consent of the City. The City agrees that the Design Professional shall not be responsible for any re-use by the City, or by third parties that obtained the documents from or through the City, for purposes other than the original intent of the documents provided by the Design Professional.

19. COMPLIANCE WITH LAWS

Design Professional is responsible to see that services and documents furnished by Design Professional **are provided in accordance with the Standard of Care in order to** conform to the applicable laws, rules, regulations, codes, orders, and special requirements, except as may be specifically provided otherwise herein.

22. MUTUAL WAIVER OF CONSEQUENTIAL DAMAGES

Design Professional and City waive all consequential or special damages, including, but not limited to, loss of use, profits, revenue, business opportunity, or production, for claims, disputes, or other matters arising out of or relating to the Contract or the services provided by Design Professional, regardless of whether such claim or dispute is based upon breach of contract, willful misconduct or negligent act or omission of either of them or their employees, agents, subconsultants, or other legal theory, even if the affected party has knowledge of the possibility of such damages. This mutual waiver shall survive termination or completion of this Contract.

23. STANDARD OF CARE

It is agreed that the quality of such services shall be judged solely as to whether Design Professional performed its services consistent with the professional skill and care ordinarily provided by firms practicing in the same or similar locality under the same or similar circumstances (herein the "Standard of Care").



THE SOMERVILLE
difference



MEETING DEADLINES

RESPECTING BUDGETS

exceeding expectations

We hope that our proposal displays our passion - a passion for design that improves the experience and lives of all that enter the buildings we design. Our **full-service team** has the experience, knowledge, and dedication to help the City of Green Bay achieve your goals. We have assembled a team of highly-experienced and seasoned professionals, all of whom have previous experience working on functional municipal projects. Our team has a reputation of "digging in" to facilities, understanding what is working and what isn't, **listening to our clients' needs** and developing creative and engaging solutions unique to each clients program.

Central to Somerville's approach is the belief that architecture/engineering is a constant balance between art, science, and sustainability. **Our goal is to produce functional yet creative solutions for the City of Green Bay.** This approach underscores our firm's philosophy that Design Matters to each individual client - for every client's individual needs.

Advantages of the Somerville Team

- **Full-service team:** architectural, interior design, mechanical, electrical, plumbing & fire protection engineering, plus environmental graphics – **What this means to you** is that our team of designers understand the importance of the whole building, not just architecture, but the **importance of integrated MEP systems**
- We have been in business for 80 years and have a time-tested process that will bring success to the City of Green Bay
- We bring creative solutions with no preconceived ideas
- We design attractive, cost-effective and functional facilities
- **We want to continue to be a partner and advocate for the City of Green Bay for years to come**



somerville

architects
engineers



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

March 11, 2026

PREPARED BY

Dan Ditscheit, Parks Director

AGENDA ITEM # E.4

Consideration with possible action on partnering with the Western Great Lakes Bird and Bat Observatory to accept the donation of 800 trees for the Forestry Division to plant along the East River Greenway corridor, utilizing grant money Western Great Lakes Bird and Bat Observatory received from the National Fish and Wildlife Foundation.

BACKGROUND

The Western Great Lakes Bird and Bat Observatory recently received a grant from the National Fish and Wildlife Foundation to plant 2,300 native trees using biochar soil amendments in highly urbanized areas of Green Bay, Sheboygan and Racine. If approved, the Observatory would purchase and deliver 800 trees to the Green Bay Forestry tree nursery. The Forestry Division would be responsible to plant these trees throughout the East River Greenway corridor within the Green Bay City Limits, using biochar soil amendments. This tree planting would occur over a period of 3 years. Biochar is created from burning branches and woody vegetation. Our Forestry staff and Conservation Corps members are trained and have the necessary equipment to make biochar from vegetation we cut.

RECOMMENDATION

To approve.

FISCAL IMPACT

There is no financial impact to the City. Forestry staff time spent on the project will be calculated and the value of their allocated time will be used as a match to the grant.

ATTACHMENTS

None



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

March 11, 2026

PREPARED BY

Dan Ditscheit, Parks Director

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 3.11

**PARKS COMMITTEE
DIRECTOR'S REPORT
WEDNESDAY, MARCH 11, 2026**

PARK DIVISION

- As the warm weather continues, our park crews are able to continue to pick litter and get the parks ready for spring activities.
- Park crews were able to wrap up pruning on the west side trail and now have moved to the east trail system for select pruning.
- Park crews removed the portable hockey board system from Colburn Park and stored it at the park shop until needed next winter.
- Park crews continue to repair picnic tables, which includes cutting down lumber to proper size, priming, and painting the replacement boards.
- Park caretakers continue to have a presence in the parks picking litter, emptying garbage cans, and checking buildings to ensure there is no vandalism or graffiti.
- Park Carpenters are working on a mixture of indoor and outdoor projects as the weather allows.
- Park Carpenters are finishing installing a new facade around the dumpster enclosure at the Resch Aquatic Center.
- Pool maintenance staff are beginning to prepare for cleaning of the pool vessels and vessel repairs that need to be completed prior to opening in June of 2026.

FORESTRY DIVISION

- Crews continue winter tree removal operations. Crews are currently working in the Red Smith and Astor Park neighborhoods. Tree removals on the westside are complete, except for a few individual trees. Assessments for incoming DPW road projects and sidewalk replacement programs are in process for additional tree removals across the city.
- Cycle pruning efforts are focused on the eastside area near Red Smith Park. Typical cycle pruning includes raising tree limbs for clearance, deadwood pruning and structure pruning to help reduce the chances of breakage during storms.
- Crews have finished removing dead ash trees in the Red Smith woods and clearing trails of high-risk trees adjacent to the walking paths.
- Crews have been working at the Wildlife Sanctuary, removing risk trees around the Nature Center, Observation Building and trails.
- Crews also cleared dead and risk trees on the JBS subdivision, prior to construction of the housing developments.
- Forestry staff continue to work with IT staff on transferring our tree inventory to a GIS format. This will be an ongoing process for 2026.
- Staff continue inspecting trees for potential conflicts with upcoming sidewalk replacement for 2026.

DESIGN & DEVELOPMENT DIVISION

- Staff are working with a consultant to complete the wildlife viewing platform and shoreline walk construction plans for Bay Beach Amusement Park. Construction is currently scheduled to begin in the fall of 2026, after the amusement park season ends.
- Shipyard Phase II design work has begun. Final plans will be submitted to the city for review on March 11th, 2026.
- Planning continues for the Joliet Park Area of Concern habitat restoration project. The consultant is approximately 90% complete with the construction documents. The DNR permits were applied for.
- Construction of the JBS project is well underway. The infrastructure/road project is completed. The construction of the Park/Boulevard has begun but was put on hold for the winter season. Staff are working to close out the grant for this project. Design continues for the JBS barn; the consultant is approximately 95% completed with the construction documents. WPS is currently installing the electric service.
- Planning continues for the Bay Beach Wildlife Sanctuary and Renard Island Nearshore Area.
- Planning for the Bay Beach Wildlife Sanctuary Strategic and Master Planning has begun.
- Construction of the Bay Beach HVAC Pavilion Project began on September 8, 2025, and will be completed in the spring of 2026.
- A consultant has been hired for Baird Creek Mountain Bike Flow Track Improvements.
- The city hired a consultant for the Joannes Aquatic Center Phase 1 engineering.
- Planning continues for Ted Fritsch Park Splashpad. The construction plans are 95% complete.
- The Leicht Memorial Park Shelter contract has been awarded. Construction should begin soon.

GREEN BAY CONSERVATION CORPS

- Crews completed removing woody invasive species from Fritsch, East River Meyer Park, and Joliet Park. They continue to cut and remove woody invasive species at Willow Creek, Baird Creek, John Muir, and the WLS. In 2026, crews cut 27,700 invasive shrubs across 35 acres.
- Members have started prepping the greenhouse for planting. Nearly 4,000 plants have been started.
- Staff and members participated in the “Stop the Bleed” training through Bellin College.
- Members have started planning for Earth Day celebrations. This year, the Green Bay Conservation Corps (GBCC) will host a frog night hike, bird walks, and a park clean-up throughout the week of Earth Day. Additionally, members will partner with OAK 4K to complete projects on Wednesday and Thursday that week.
- Staff launched promotional materials for the native plant kit giveaway. Staff will give 3 community talks in March to promote the giveaway. The registration will go live on March 23rd and close on April 19th. There will be 300 kits available.
- Staff submitted the FY26 AmeriCorps grant on February 26th. If awarded, this would fund the GBCC from September 2026 through August 2027.

- Staff have started recruiting for the summer crew members. There has been a huge demand for these positions. We are on track to fill all openings. We have 5 new members starting on March 9th.
- Staff hosted a resume training and workshop for the members and continue to offer career development training.
- Staff continue to manage the WLS AOC project and review all technical memos from GEI. A public input meeting is tentative for April; details will be released as soon as possible.
- 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.

RECREATION DIVISION

- High school and youth baseball/softball spring and summer permits are being finalized.
- The adult softball league registration has begun. We will be offering Men's Slow-pitch, Men's 55+ 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 5th.
- Registration is currently taking place for our recreation summer day camps at the Wildlife Sanctuary (WLS). The recreation summer day camp at the WLS is scheduled to begin the week of June 16th. There are 8 weekly camps being offered from 9 a.m. – 4 p.m., Mondays-Thursdays. Field Trips will take place on Thursdays. Classes are limited to 15 participants.
 Week 1 – Outdoor Adventures – Ages – 8-11
 Week 2 – STEAM Learning – Ages – 10-13
 Week 3 – All About Animals – Ages – 8-11
 Week 4 – Outdoor Adventures – Ages – 10-13
 Week 5 – STEAM Learning Ages 8-11
 Week 6 – All About Animals – Ages 10-13
 Week 7 – STEAM Learning – Ages – 8-11
 Week 8 – Outdoor Adventures – Ages 8-11
- The adult basketball program championship games are scheduled to take place March 4th.
- We are currently accepting job applications for Camp Instructors, Softball Umpires, and Softball Site Supervisors.
- Interviews for Playground Leaders have begun and will continue until we reach capacity. We are looking to fill 11 positions.
- Interviews for our Seasonal Playground Assistant Manager are also underway. This role will focus on bringing weekly crafts and art activities to all 16 sites.
- The Green Bay Dance Program Recital will take place on Wednesday, March 11th at Edison Middle School. We have sold 364 tickets to date.
- Open Gyms are set to conclude the week of March 23, with all five sites wrapping up for the season.

- For the first time in its 100+ year history, the Parkee Playground Program is seeking community sponsorships to support neighborhood parks and youth programming. Sponsorship information can be found here: <https://www.greenbaywi.gov/FormCenter/Parks-Recreation-Forestry-8/2026-Parkee-Program-Sponsorship-Opportun-253>

AQUATICS

- Dog Swim Event: Staff are currently identifying potential organizational partners to expand community outreach and increase participation for this summer's event.
- Summer Kickoff Party: A season opening celebration is scheduled for Saturday, June 13th, at Resch Aquatic Center.
- Staffing
 - Rehires
 - Paperwork has gone out to everyone.
 - Staff were given a deadline of May 20th to complete their rehire paperwork.
 - Interviews & hiring
 - We are continuing with interviews and hiring new staff.
 - Interviews for noncertified lifeguards will take place in spring as we get closer to the start of the season due to the dual nature of the interviews and one part being the swim test.
 - Lifeguards
 - The goal is to have 77 total lifeguards.
 - Currently we have 26 returning lifeguards.
 - Facility Attendants
 - The goal is to have 50 total facility attendants.
 - Currently we have 30 returning facility attendants.
- Management is developing a seasonal incentive program to maintain high performance and staff morale throughout the summer.
- Staff are working on swim lesson programming. Registration will open for residents on April 6th and for non-residents on April 20th.
- Staff are working on a marketing plan for private pool rentals.
- We are brainstorming ideas for more lifeguard recruitment.
- This year's NEWPRO Lifeguard Competition will be hosted at Resch Aquatic Center on August 7th.

BAY BEACH AMUSEMENT PARK

- Rides
 - Painting and maintenance continue to keep our rides looking fresh and new.
 - Mechanics continue to work on rides and ordering parts as needed.
 - Rides are being reassembled and carefully inspected.
- Concessions
 - Working with vendors to get new products and pricing situated.
 - Kitchen needs a new walk-in freezer, or some repair done before we can open.

- Souvenir items have started to arrive; we are working on getting more storage for all items due to construction in the dance hall.
- Inclusive Playground
 - The bathrooms have been winterized and closed for the season.
 - Parking lot has been reopened for playground users.
- Improvements
 - Dancehall HVAC construction began on September 8th and will be completed in Spring 2026.
 - Staff have applied for permits to renovate the West end restrooms.
 - We are looking for ways to increase special events and revenue for 2026 season.
- Staffing
 - Onboarding documents have been updated for 2026 season. Rehire paperwork was sent out to 190 employees, and they have begun filling out paperwork.
 - 60% have 100% completed.
 - 28% have started onboarding or activated their accounts.
 - 12% have not responded to activation emails.
 - Summer scheduling process will be reevaluated to continue to make our summer job flexible but remain open with enough staff.

METRO BOAT LAUNCH

- Fishing tournaments start at the end of March. We will open our docks at that time.

TRIANGLE HILL

- Warmer temperatures and forecasted rain have put an end to our season.

WILDLIFE SANCTUARY

- The annual RPAWS training meeting, which is our volunteer rehab assistance program, is being planned with many people already signed up.
- Spring preparations for sanctuary animals is underway with some less cold tolerant species being transitioned back to their outdoor enclosures.
- Planning and preparations is underway to welcome two Red-Shouldered Hawks and Mississippi Kites to our captive animal displays.
- Seasonal employee recruitment is well underway with a majority of positions seeing a good number of applicants. Interviews will be conducted by all Sanctuary divisions in the next 1-2 weeks.
- Staff is nearly completed with the renovations to the bird of prey enclosures.
- 4K registration is going extremely well. We are anticipating being at full capacity for the '26 – '27 school year.
- The school field trip season has started, with many school groups here this week for Naturalist led programming.
- The annual Easter Egg Hunt event is planned for April 4th. Registration opened March 3rd.

- Planning is underway and registration is open for the sanctuary's annual Fairytale Ball.

ADMINISTRATION

- Staff are continuing to support special event requests.
- Summer softball is open for registration.
- Summer Camps are open and are nearly full.
- Garden Plot letters have gone out, and payment has been coming in.
- Pool birthday party reservations are now open and can be reserved online, by phone, or in person in our office.
- Indoor Soccer skills is open for enrollment.
- Gift cards are available to purchase online for Bay Beach only in 2026.
- Customers have until December 31, 2026; to utilize any recreation gift cards they currently have in their possession.
- Metal Detecting permits are available for purchase online, by phone, or in person in our office.
- Annual Brown County boat launch passes are available for purchase in the main office.
- Posted social media events, programs, and information.
- The reservation system is open and accepting shelter reservations for the 2026 rental season.
- Seasonal positions are posted and applicants for various positions have applied.
- Staff are working on preparing for transitioning to a new reservation system that will go live in January of 2027.