



AGENDA OF THE PARKS COMMITTEE

WEDNESDAY, APRIL 29, 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=juhDPk4acxAxMySiEo6HWQVgkL4vbFF.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, Ben Delie, Jim Ridderbush, Ben DeBaker

C. Election

- I. Election of Chairperson of the Parks Committee.
2. Election of Vice-Chairperson of the Parks Committee.

D. Approval of the Agenda.

- I. Approval of the agenda for the Wednesday, April 29, 2026, meeting of the Parks Committee.

E. Approval of Minutes.

- I. Approval of the minutes from the April 15, 2026 Parks Committee meeting.

F. Regular Business.

- I. Consideration with possible action on hiring GRAEF for a total cost of \$123,000 for architectural/engineering services related to the design of a new shelter/concession stand at

Colburn Park.

G. Informational.

1. Director's Report on updates and recent activities of the Parks, Recreation & Forestry Department.
2. Next Meeting: May 13, 2026.

H. Adjournment.

1. Adjournment of the Wednesday, April 29, 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

April 29, 2026

PREPARED BY

AGENDA ITEM # E.1

Approval of the minutes from the April 15, 2026 Parks Committee meeting.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 4-15-26 Parks Committee Minutes



MINUTES OF THE PARKS COMMITTEE

WEDNESDAY, APRIL 15, 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

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B. ROLL CALL.

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

C. APPROVAL OF THE AGENDA.

- I. Approval of the agenda for the Wednesday, April 15, 2026, meeting of the Parks Committee.

Moved by Ald. Joey Prestley, seconded by Ald. Jim Ridderbush to approve.

Motion Passed.

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

D. APPROVAL OF MINUTES.

1. Approval of the minutes from the March 11, 2026 Parks Committee meeting.

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

Motion Passed.

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

E. REGULAR BUSINESS.

1. Consideration with possible action on the request by staff to designate a premier parking area at Bay Beach Amusement Park, implementing a premier parking fee of \$7 per day.

Moved by Ald. Jim Ridderbush, seconded by Ald. Joey Prestley to approve the request by staff to designate a premier parking area at Bay Beach Amusement Park, implementing a premier parking fee of \$7 per day.

Motion Passed.

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

2. Consideration with possible action on providing naming rights for the new train depot to the primary donor of the new train project.

Moved by Ald. Joey Prestley, seconded by Ald. Melinda Eck to approve naming rights for the new train depot to the primary donor of the new train project at Bay Beach Amusement Park.

Motion Passed.

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

3. Consideration with possible action on approving a request by Wisconsin Public Service for a 12' wide permanent utility easement located on the new Beaver Dam Park property, running along the east side of the newly constructed Hinkle Street.

Moved by Ald. Melinda Eck, seconded by Ald. Jim Ridderbush to approve the request by Wisconsin Public Service for a 12' wide permanent utility easement located on the new Beaver Dam Park property, running along the east side of the newly constructed Hinkle Street.

Motion Passed.

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

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

Moved by Ald. Melinda Eck, seconded by Ald. Joey Prestley to adopt a resolution in support of World Migratory Day.

Motion Passed.

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

F. INFORMATIONAL.

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

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

Motion Passed.

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

2. Next Meeting: April 29, 2026.

G. ADJOURNMENT.

1. Adjournment of the Wednesday, April 15, 2026, meeting of the Parks Committee.

Moved by Ald. Jim Ridderbush, seconded by Ald. Joey Prestley to adjourn.

Motion Passed.

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



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

April 29, 2026

PREPARED BY

Dan Ditscheit, Parks Director

AGENDA ITEM # F.1

Consideration with possible action on hiring GRAEF for a total cost of \$123,000 for architectural/engineering services related to the design of a new shelter/concession stand at Colburn Park.

BACKGROUND

The Parks Department is interested in constructing a new park shelter with concession stand at the Colburn Park ballfield complex off of Fisk Street. The existing park shelter and concession stand would be demolished to construct 1 new, consolidated building. We are looking to hire an architect/engineer to design the building/site plan and create the necessary bid documents.

The request for proposals were sent to eight companies. Only 4 companies submitted proposals.

GRAEF - \$123,000

ISG. Inc. - \$31,080

Gries Architectural Group, Inc. - \$110,800

Damon Farber Landscape Architects - \$153,531

The RFP solicited architectural and engineering services for the design and construction administration of a new concession and restroom building, playground, and associated site improvements at Colburn Park. The scope included demolition of existing facilities, development of conceptual and final designs, preparation of construction documents, permitting, and construction administration. The selected consultant was also responsible for site layout, grading, utilities, stormwater management, ADA-compliant access, and playground design and specifications.

Staff recommends awarding the RFP to GRAEF for a total cost of \$123,000 based on their extensive knowledge of the site and the completeness of their proposal.

ISG Inc. was not considered, as they only provided a fee for Phase I of the project. Gries Architectural Group, Inc. did not fully address the project scope, focusing primarily on the building component and not the site or playground. While Damon Farber Landscape Architects submitted a strong and competitive proposal, their fee was higher than GRAEF's.

RECOMMENDATION

To approve.

FISCAL IMPACT

The City bonded \$100,000 for these services in 2026. The Parks Department does have additional bond funding available that can be used to fund the difference. No additional funding will be needed in order to award this contract.

Additional funding will be needed to construct the building. There is currently additional funding for these construction expenses being requested in 2027 in our 5-year Capital Improvement Plan.

ATTACHMENTS

- I. GRAEF_AE Services for Colburn Park Concessions Restroom and Playground Facility



COLBURN
PARK

GREEN BAY
PARK SYSTEM

POOL →



ARCHITECTURAL & ENGINEERING
SERVICES PROPOSAL FOR:

COLBURN PARK

NEW CONCESSION, RESTROOM &
PLAYGROUND FACILITY

CITY OF GREEN BAY DEPARTMENT OF PARKS,
RECREATION, AND FORESTRY

April 21, 2026

PRIMARY POINT-OF-CONTACT:

Jay Jensen
Project Manager
jay.jensen@graef-usa.com
920 / 405 3811

April 21, 2026

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

RE: Architectural & Engineering Services Proposal for Colburn Park | New Concession, Restroom & Playground Facility

Dear Ms. Browne:

GRAEF is pleased to submit a proposal to provide the City of Green Bay with professional services for the Colburn Park – New Concession, Restroom & Playground Facility project. We understand that experience with similar projects is a very important criterion in your selection process. We believe GRAEF’s expertise in this area, as well as our familiarity with Green Bay from prior successful projects together, will provide you with a level of comfort and confidence that our partnership will lead to a successful project for the community. Quality parks and their amenities are at the heart of today’s vibrant and livable communities, and the City of Green Bay is fortunate to have the variety and quality of parks and natural resources available, particularly at Colburn Park.

At GRAEF, we innovate during design and collaborate with you to deliver long-lasting projects using our strong technical expertise and experience. GRAEF is a multi-discipline, planning, design, and engineering firm dedicated to serving public and private clients throughout the United States. For over 60 years, our ability to excel has been driven by integrity, quality, and our commitment to customer service. Today, with nearly 300 employees in ten offices in the Midwest, Florida, and Turks and Caicos Islands, GRAEF offers our clients a full range of consulting services, including building, playground, and stormwater management design.

GRAEF’s project management approach revolves around a strong, experienced project manager and supporting staff who establish a collaborative partnership with the internal project team and City of Green Bay representatives. Our goal is to deliver on time, and within a cost-effective budget, high quality products that provide solutions to achieve the project purpose and goals.

Some of the key project benefits that you will gain through the selection of GRAEF will include:

- **Local Team Expertise:** The project will be led and assisted by staff from our downtown Green Bay office, many of whom also worked on the conceptual pool project at Colburn Park about ten years ago. This GRAEF team has the best combination of creative problem solving and practical engineering experience for this park project.
- **Proven Similar Experience:** The GRAEF team has a proven record of delivering similar concession/restroom and playground projects throughout Wisconsin, including the completion of numerous local projects. Our solutions feature both custom-designed buildings and pre-engineered buildings, which were eventually determined by balancing the needs and priorities of the owner. We have the understanding and resources to develop a design that provides safe, unique, and cost-effective solutions for the project.
- **Client Familiarity:** We have assembled a project team that is not only experienced with similar parks projects but has worked on numerous City of Green Bay projects and is familiar with you and your expectations, adding a level of comfort and confidence to working with GRAEF.

GRAEF is excited to partner with the City of Green Bay to bring the next phase of improvements at Colburn Park to life. Having previously supported planning efforts at Colburn Park, our team understands both the opportunities and practical considerations that come with enhancing this community space. We see this project as more than a new concession, restroom and playground facility. It is an investment in creating a functional, durable, and welcoming destination for residents and families.

Sincerely,



Jay Jensen
Project Manager | Designer
jay.jensen@graef-usa.com
920 / 405 3811



Jeff Rosner, PE
Project Executive | Principal | Structural Engineer
jeff.rosner@graef-usa.com
920 / 405 3813

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SECTION 1

FIRM OVERVIEW & PROJECT EXPERIENCE



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.

OUR CORE PURPOSE

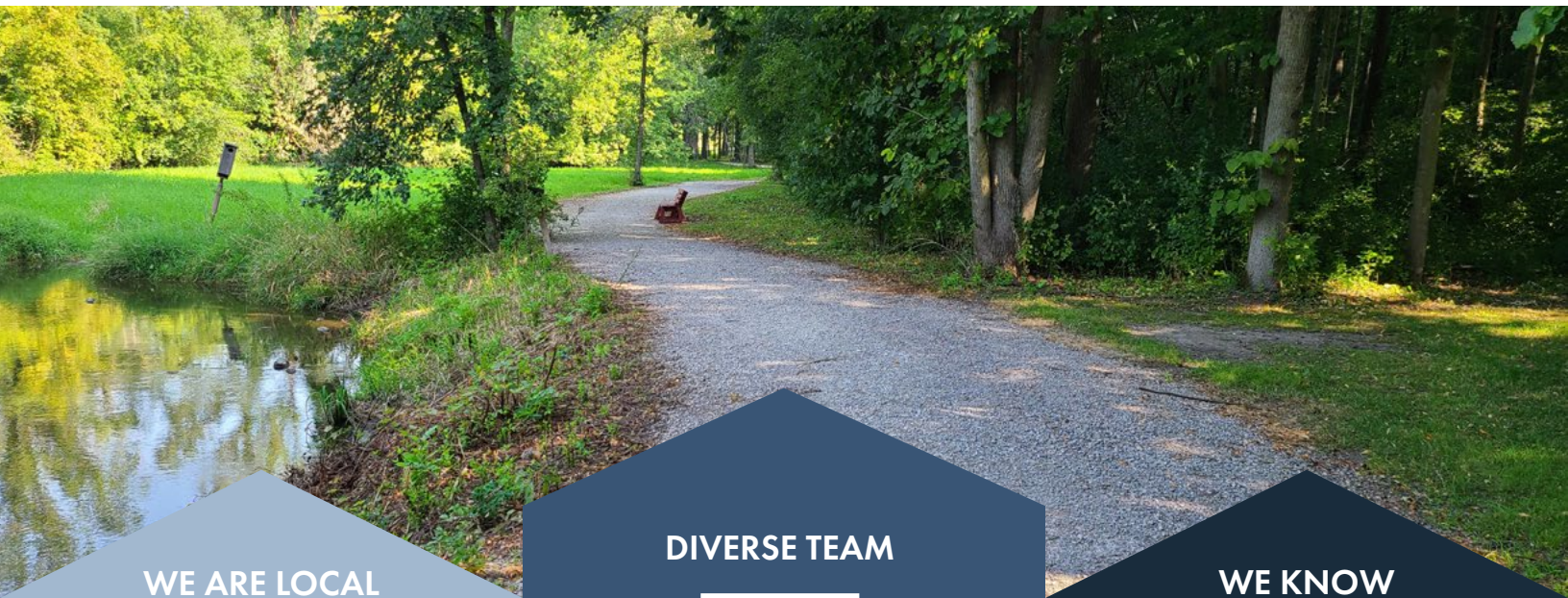
To improve the physical environment for the benefit of society in a sustainable manner

WE ARE

- ▶ Site / Civil Engineers
- ▶ Landscape Architects
- ▶ Structural Engineers
- ▶ MEP Engineers
- ▶ Planners & Urban Designers
- ▶ Architects
- ▶ GIS Specialists
- ▶ Environmental Engineers
- ▶ Transportation Engineers
- ▶ Surveyors

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

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



WE ARE LOCAL

Being a local firm, we have a strong connection with the community and better understanding of local needs, leading to effective solutions.

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 PARKS

Our expertise is unmatched, reflecting our commitment to creating extraordinary experiences while ensuring safety for the community.

PARK/RECREATION EXPERIENCE

PROJECT	LOCATION	PROJECT ELEMENTS		
		PARK PLANNING/ DESIGN	CONCESSIONS / RESTROOM / PAVILION / SHELTER	PLAYGROUND
Heesakker Park (Next Phase is Currently in Design Phase)	Little Chute	•	•	
Community Park (Currently in Design Phase)	Oshkosh	•	•	•
Hart Park (Multiple Projects)	Wauwatosa	•	•	•
Arrowhead Park (Next Phase is Currently in Design Phase)	Neenah	•	•	•
Community Park	Salem	•	•	•
Naga-Waukee, Minooka, Mukwonago Parks	Waukesha County	•	•	•
Civic Campus Park	Mt Pleasant	•	•	•
Jaycee (Quarry) Park	Sheboygan	•	•	•
Hydro Park	Kaukauna	•	•	
Herb & Dolly Smith Park	Neenah	•	•	
Colburn Park (Pool Concepts)	Green Bay	•	•	
Erb Park and Swimming Pool Facility Evaluation and Concept Plan	Appleton	•	•	
JBS Subdivision and Parks	Green Bay	•		•
Kayla's Playground at Franklin Woods	Franklin	•		•





HEESAKKER PARK SHELTER & PARKING LOT CONCEPT REFINEMENT

LITTLE CHUTE, WI

GRAEF was hired to work alongside the Village of Little Chute and the community to develop three (3) initial park shelter concepts within different project budget levels. The concepts were designed based on survey results performed by the Village and open meetings held by the Park and Recreation department.

Conceptual plans of park shelter and parking lot, opinion of project costs, and renderings were provided as a final package to be used as the Village moves forward with the design phase of the project.

GRAEF has recently been selected to provide design development, construction documents, and construction administration of the preferred alternative.



HYDRO PARK

KAUKAUNA, WI

For over a decade, Kaukauna Utilities worked with the Federal Energy Regulatory Commission (FERC) for a new license on their upgrade to the Badger Hydro Plant with a new Powerhouse and power canal modifications in downtown Kaukauna. The hydro plant is contained in the Badger Hydro-Electric Historic District that was placed on the National Register in 1991. As part of the licensing requirements, KU was required to redevelop the old Badger facility and decommissioned area of the power canal. Part of the redevelopment was construction of community park.

This park incorporates historic elements outlined in the Historic Resources Management Plan to commemorate and educate on the historical significance of hydroelectric power in the area's settlement. For the initial phases of the project, GRAEF staff worked with KU, City, and general public representatives to develop a schematic master plan for the park. The effort included several stakeholder workshops to obtain public input for the park.

A portion of the power canal was filled and a new retaining wall constructed. Portions of the existing canal limestone wall were left in place and exposed as a nod to the historical use of the space. The design incorporated an area with views of the new powerhouse and remaining canal and a large turbine impeller that was already in the area. Also, historic

educational nodes were integrated into the site design, as were an outdoor performance area, gathering spaces, and trail connections.



HERB AND DOLLY SMITH PARK

NEENAH, WI

Herb and Dolly Smith Park demonstrates the successful transformation of a once blighted area into a popular community recreational asset. The park is located on the site of a former fueling station and undeveloped area on the shores of Little Lake Butte des Morte.

The waterfront park offers amenities to suit many types of outdoor recreation enthusiasts including walking paths with wildlife viewing areas and a canoe and kayak launch with ADA accessibility. Spaced periodically along the shoreline are swinging contemplation benches that draw those interested in a relaxing, peaceful moment. An attractive park shelter and recreation area was designed around a green space and offers open-air picnic space available for events and festivities.

A central point of interest is the paved bicycle and pedestrian path that makes up part of the Loop the Little Lake recreational trail; a 3.5-mile loop that links Neenah, Menasha, and the Village of Fox Crossing. In order to avoid sensitive areas and meet ADA accessibility guidelines, this section of the 'Loop' includes a ravine crossing and a 390-foot-long timber boardwalk across the mouth of the Neenah Slough. GRAEF performed full hydraulic design

for the boardwalk structure, ensuring that it meets state navigational and flood control requirements and carefully designed around existing creeks and wetlands, while restoring forested areas. Invasive plants were removed and native plants and tall grass prairies were planted.



COMMUNITY PARK

SALEM HILLS, WI

GRAEF designed an active community park located on 10 acres in the Village of Salem Hills. The project boasts two full size baseball diamonds, one combination soccer/football field, adequate parking, a pavilion/bathroom facility, a playground, and areas for open spaces and picnic tables. The combination soccer/football field includes space for movable bleachers on both sides of the field. The active use area was designed and constructed without impacting existing wetlands and a primary environmental corridor.

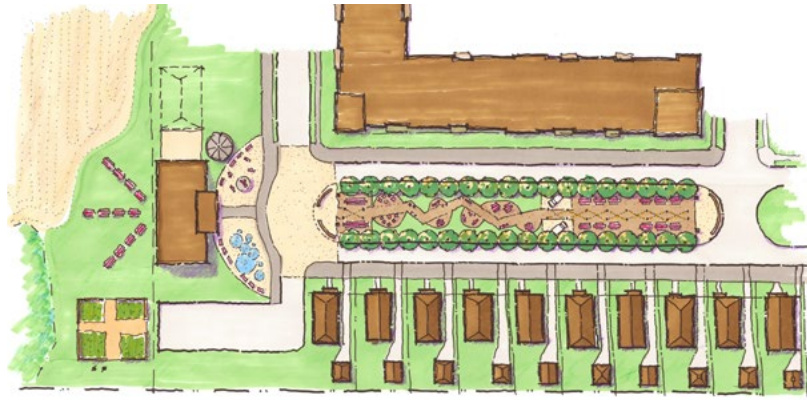
GRAEF provided complete grading and drainage plans for all storm water sewers, drainage swales, retention basins, and water quality improvements, meeting town, county, and state requirements. GRAEF provided a pavement design, grading plan, and typical section for all access roads, driveways, shared use trails, and a parking lot. GRAEF also prepared plans, specifications, and construction details for all site improvements including the athletic field base and turf materials, perimeter fencing, related equipment, site lighting, and water requirements for the pavilion/bathroom and irrigation of the sports fields.



NAGA-WAUKEE, MINOOKA & MUKWONAGO PARK SHELTERS

WAUKESHA COUNTY, WI

Waukesha County constructed new restroom facilities at three of its county parks – Naga-Waukee, Minooka and Mukwonago. GRAEF provided engineering design, construction documents, bidding and construction administration for the four new restroom buildings. Full-service design included site/civil, electrical, mechanical, plumbing and structural engineering services as well as landscape architecture. The project was completed in three phases.



JBS REDEVELOPMENT SITE

GREEN BAY, WI

When JBS Foods donated nearly 26 acres of land to Green Bay in April 2021, the city quickly identified opportunities for the site. With the end goal being a development that embraces the multi-cultural and multi-generational composition of the existing surrounding neighborhoods and greater Green Bay. Conveniently located adjacent to the community anchor Salvation Army Kroc Center, Imperial Pride neighborhood, and commercial activity on Highway 141/Main Street, opportunities seemed limitless. GRAEF was retained in late 2022 to help identify opportunities, assign priorities, and bring community stakeholders together to develop a conceptual design of the site.

Key conceptual elements include connectivity to existing adjacent destinations and neighborhoods, destination park with diverse elements for all ages, community center and urban farming, active streets and medians, equal priority for bikes, pedestrians, and vehicles, and a variety of land uses focusing on a housing mix.

With conceptual design complete, GRAEF was further retained to provide design development services.



SECTION 2

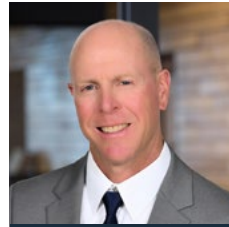
TEAM EXPERIENCE

PROJECT TEAM

The GRAEF team is fully committed and available to undertake Architectural and Engineering Services for the City of Green Bay's Colburn Park concession, restroom and playground facility. Our dedicated professionals, including engineers, environmental scientists, planners, and project managers, are ready to allocate the necessary time and resources to ensure the successful completion of this project. We have ensured that our key personnel are available and have no conflicting commitments, allowing us to provide the highest level of service and support to the City of Green Bay.



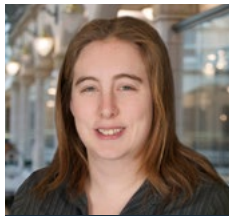
Jay Jensen
PROJECT MANAGER



Jeff Rosner PE, LEED AP
PROJECT EXECUTIVE AND
STRUCTURAL ENGINEER



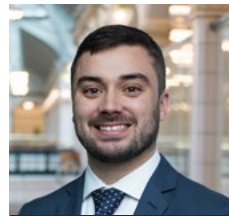
Wayne Tillmann NCARB,
LEED AP
ARCHITECT
QA/QC



Christine Pichler PE
CIVIL AND STORMWATER
ENGINEER



Erik Schmitt PLA, CDT, ASLA
SR. LANDSCAPE ARCHITECT



Matt Garcia PE
MECHANICAL ENGINEER



David Krajnak PE
ELECTRICAL ENGINEER



Alaina Michels PE
PLUMBING ENGINEER

Subconsultants:



SUBSURFACE
EXPLORATION AND
GEOTECHNICAL
SERVICES

A background image showing a group of people in a meeting room, sitting around a table and looking at documents. The image is dimmed and serves as a backdrop for the text.

OVER THE YEARS, GRAEF HAS HAD
A HAND IN RESHAPING THE URBAN
LANDSCAPE, REDEFINING HOW THE
PEOPLE OF THE FOX VALLEY WORK, LIVE,
AND PLAY BY CRAFTING DYNAMIC SPACES
THAT FOSTER COMMUNITY, CONNECTION,
DIVERSITY AND VIBRANCY.



Jay Jensen

PROJECT MANAGER | ARCHITECTURAL DESIGNER

Jay possesses extensive experience in the architectural design of commercial, industrial, municipal buildings and related structures. He provides design, programming, space planning, construction documents and construction cost estimate services. Jay’s specialized expertise includes architectural/engineering Building Information Management (BIM), 3D Modeling, photo realistic computer rendering and animations. Jay has developed numerous project displays to assist clients in visualizing various details associated with large and complex projects.

EDUCATION

B.S., Architecture, University of Wisconsin-Milwaukee, Milwaukee, WI

PROJECT EXPERIENCE

Heesakker Park Shelter & Parking Lot Concept Refinement – Little Chute, WI - Project Manager/Designer

Colburn Park Pool - Green Bay, WI – Designer

VFW Park Aquatic Facility and Legion Park Aquatic Facility Design & Construction, City of De Pere, WI - Designer

Hydro Park Pavilion, Kaukauna Utilities, Kaukauna, WI – Designer

Rapide Croche Park Pavilion, City of Kaukauna, WI – Designer

City of De Pere Riverwalk - De Pere, WI - Designer



Jeffrey S. Rosner PE, LEED AP

PROJECT EXECUTIVE | STRUCTURAL ENGINEER

Jeff has an outstanding record of completing a variety of consulting engineering projects. His structural project experience includes the design of new buildings, building additions, and evaluation and repair of existing buildings. Jeff’s experience has encompassed a wide range of commercial building designs including numerous educational facilities, retail facilities, recreational facilities, office buildings, and water park/pool facilities. Jeff also provides notable experience in the inspection and design of bridges throughout Wisconsin. With a master’s degree in structural engineering, Jeff has handled a design role on numerous bridge projects of various size and complexity. He has also been responsible for inspection of a number of large structures, including interstate bridges in southeastern Wisconsin.

EDUCATION

M.S., Structural Engineering, 1997, Marquette University, Milwaukee, WI

B.S., Civil Engineering, 1995, Marquette University, Milwaukee, WI

PROJECT EXPERIENCE

Fox River Boardwalk, Little Chute, WI – Structural Engineer:

Fox River “Loop the Lake” bridge crossings, Neenah/Menasha, WI – Structural Engineer

CityDeck, City of Green Bay, WI - Structural Engineer

Ashwaubenon Creek Multi-Modal Bridge, Ashwaubenon, WI – Structural Engineer

De Pere Riverwalk, City of De Pere, WI - Structural Engineer

Colburn Park Pool - Green Bay, WI - Structural Engineer

REGISTRATION

Professional Engineer – DC, ME, MT, NC, SD, TX, WI

CERTIFICATIONS

LEED Accredited Professional



Wayne Tillmann AIA, LEED AP

ARCHITECT | QA/QC

Wayne brings over 45 years of experience to projects at GRAEF. He has experience managing projects with budgets from a few thousand dollars to those in the millions. He has significant experience working with clients and clearly understands how to share ideas, milestones, and complex ideas with them. He provides project team oversight, specification writing, and shop drawing review and can work with multiple subconsultants in an effective and efficient manner. His body of work and excellent management skills are valuable tools on any architectural design project.

EDUCATION

M.Arch, University of Wisconsin-Milwaukee, Milwaukee, WI

B.S., Architecture, University of Wisconsin-Milwaukee, Milwaukee, WI

REGISTRATION

Registered Architect – WI, MN

CERTIFICATIONS

NCARB Certified

Construction Documents Technologist (CDT), Construction Specifications Institute

LEED Accredited Professional

PROJECT EXPERIENCE

Konkel Park Shelter, Greenfield, WI – Project Manager/Architect

Kayla’s Playground, Franklin, WI – Project Manager/Architect

Franklin Woods Nature Center Pavilion, Franklin, WI – Project Manager/Architect

Department of Public Works Facility, Village of Germantown, WI – Project Architect

New Berlin Department of Public Works Building and Cold Storage Buildings, New Berlin, WI – Project Architect



Erik R. Schmitt PLA, CDT, ASLA

SENIOR LANDSCAPE ARCHITECT | ASSOCIATE

Erik is a licensed landscape architect with over 25 years of professional experience and brings an extensive understanding of all aspects of site development. With a strong passion for planting design, urban placemaking, intimate space details and providing context-sensitive design, Erik provides an artful, creative-minded approach to delivering unique and memorable design solutions on a wide variety of project types and scales in both the private and public sectors. Erik’s substantial design and construction background features many award-winning projects which include the following services: Project visioning, community identity & branding, streetscapes, urban/civic plazas, rooftop gardens, sustainable design elements/stormwater BMP’s, gardens/intimate scale pedestrian spaces, parks/trails/open spaces, mixed-use developments, business parks, corporate & educational campus design, neighborhood and residential landscape design & master planning, resorts/pools/water parks and large-scale land use planning.

EDUCATION

B.S., Landscape Architecture, 1996, University of Wisconsin-Madison, Madison, WI

B.S., Horticulture, 1996, University of Wisconsin-Madison, Madison, WI

REGISTRATION

Registered Landscape Architect – WI

Certified Construction Documents Technologist (CDT) – Construction Specifications Institute

AFFILIATIONS

American Society of Landscape Architects (ASLA)

Wisconsin Park & Recreation Association (WPRA)

PROJECT EXPERIENCE

Heesakker Park Shelter & Parking Lot Concept Refinement – Little Chute, WI - Landscape Architect

Kaukauna Hydro Park - Kaukauna Utilities/City of Kaukauna, Kaukauna, WI – Project Landscape Architect:

De Pere Aquatic Facility at VFW Park, De Pere, WI – Landscape Architect

Kinnickinnic River Reach 2 Park Improvements, Milwaukee Metropolitan Sewerage District, Milwaukee, WI – Landscape Architect

Herb & Dolly Smith Park, City of Neenah, WI - Landscape Architect



Matthew Garcia PE

MECHANICAL ENGINEER | MECHANICAL TEAM LEADER

Matt is an Associate at GRAEF and a registered Professional Engineer who leads the Milwaukee Mechanical Team. He has extensive experience designing HVAC and plumbing systems for a variety of building types, including industrial manufacturing, educational, commercial, recreation, and aviation facilities, which has allowed him to develop a diverse skill set. His expertise extends to performing energy analyses, designing geothermal-based HVAC systems, and creating HVAC systems for acoustically sensitive environments. He excels in multidiscipline coordination, project management, and innovative problem solving.

EDUCATION

B.S., Mechanical Engineering, 2015, University of Missouri, Columbia, MO

REGISTRATION

Professional Engineer – KY, MA, MI, MO, MS, NC, OH, TN, TX, WA, WI

AFFILIATIONS

American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE)

PROJECT EXPERIENCE

Imagination Center, Madison, WI – Lead Mechanical Engineer:

Howard Commons Apartments, Howard, WI – Plumbing Designer

Burlington Area School District Karcher Middle School – Burlington, WI – Mechanical Engineer

Burlington Area School District Elementary School Renovations - Burlington, WI – Mechanical Engineer

St. Augustine Prep School, Milwaukee, WI – Mechanical Engineer



David Krajnak PE

ELECTRICAL ENGINEER | ELECTRICAL TEAM LEADER

As an electrical engineer for over 30 years, David has a broad range of experience with clients, different building types, and varied electrical systems. He has significant experience designing electrical and lighting systems, building electrical services and distribution systems, process and special power requirements, site lighting, standby emergency power systems, and fire alarm systems.

PROJECT EXPERIENCE

Village of Hales Corners – Department of Public Works Building, Hales Corners, WI – Lead Electrical Engineer

Ashwaubenon Ballpark, Ashwaubenon, WI – Green Bay Booyah Baseball Ballpark, Green Bay, WI – Electrical Engineer

Green Bay Booyah Capital Credit Union Park, Ashwaubenon, WI – Electrical Engineer

City of Milwaukee DPW Central Repair Garage Mechanical Updates, Milwaukee, WI – Electrical Engineer

EDUCATION

B.S., Electrical Engineering, 1991, University of Wisconsin -Platteville, Platteville, WI

M.B.A., Marketing Emphasis, 1999, University of Wisconsin Whitewater, Whitewater, WI

REGISTRATION

Professional Engineer – AR, CA, CT, FL, GA, IA, IL, KS, KY, MI, MN, NC, NE, NV, TN, TX, VA, WA, WI, WV

AFFILIATIONS

Member, Illuminating Engineering Society (IES)

President, IES Milwaukee Section



Alaina Michels PE

PLUMBING ENGINEER

Alaina is a skilled mechanical engineer specializing in plumbing and fire protection system design. She is proficient in performing accurate system sizing, engineered calculations, and code coordination for a wide range of building types. She designs plumbing and fire protection systems that meet client needs while ensuring efficiency, safety, and long-term performance. Her project experience includes industrial, commercial, educational, recreational, and multifamily facilities. Alaina also has strong technical skills in design software such as Revit and AutoCAD, which she uses to produce accurate and well-coordinated construction documents. She combines technical precision with effective project management and strong problem-solving skills, helping resolve design challenges, streamline coordination, and support successful project delivery.

EDUCATION

B.S. Mechanical Engineering – Concentration in Engineering Leadership, 2021, Marquette University

REGISTRATION

Professional Engineer – WI

AFFILIATIONS

American Society of Plumbing Engineers (ASPE)

PROJECT EXPERIENCE

Konkel Park Shelter, Greenfield, WI – Mechanical/Plumbing Designer

The Turf Park Shelter, Greenfield, WI – Mechanical/Plumbing Designer

Plamann Pavilion, Outagamie, WI - Plumbing/FP Designer

Germantown Department of Public Works Facility Site Evaluation and Design, Village of Germantown, WI – Plumbing/FP Designer

Wauwatosa West Zone Pumping Station, Wauwatosa, WI – Plumbing & Mechanical Designer



Christine Pichler PE

CIVIL AND STORMWATER ENGINEER

Christine has worked on a wide array of engineering projects from schematic design to final construction. She specializes in site design, multi-use trails and park facilities, municipal utilities and roadways, and storm water management and system design. Christine is a municipal engineer in the development of plans and specifications for various municipalities and private sector clients. She is familiar with the preparation of permit applications including various design reports.

EDUCATION

B.S., Civil Engineering, University of Wisconsin Platteville, Platteville, WI

REGISTRATION

Professional Engineer – WI

PROJECT EXPERIENCE

De Pere Aquatic Facility at VFW Park, City of DePere, WI – Design Engineer

Grundman Boat Landing, Winnebago County, WI – Design Engineer

Bomier Boat Launch, De Pere, WI - Design Engineer

Fox River Boardwalk, Village of Little Chute/City of Kaukauna, WI – Design Engineer

The Plaza at Gateway Park, Neenah, WI – Design Engineer

Colburn Park Pool - Green Bay, WI - Civil Engineer



SECTION 3

REFERENCES



CLIENT REFERENCES

HEESAKKER PARK:

John McDonald
Park, Recreation, and Forestry Director

Village of Little Chute
108 W. Main St.
Little Chute, WI 54140

920 / 423 3868
john@littlechutewi.org

HYDRO PARK:

Eric Miller
Distribution Engineer

Kaukauna Utilities
777 Island St., P O Box 1777
Kaukauna, WI 54130

920 / 462 0214
emiller@wppisys.org

COMMUNITY PARK:

Brad Zautcke
Director of Public Works / Planning & Development
Administrator

Village of Salem Lakes
P.O. Box 443, 9814 Antioch Road
Salem, WI 53168

262 / 843 2753
bzautcke@voslwi.gov

HERB & DOLLY SMITH PARK:

Michael Kading
Director of Parks & Recreation

City of Neenah
211 Walnut Street
Neenah, WI 54956

920 / 886 6062
mkading@ci.neenah.wi.us

JBS DEVELOPMENT:

Dan Ditscheit
Green Bay Parks, Recreation and Forestry Department

City of Green Bay
100 North Jefferson Street, Room 608
Green Bay, WI 54301

920 / 448 3381
dan.ditscheit@greenbaywi.gov



SECTION 4

SUBCONTRACTORS



ABOUT OUR COMPANY

ECS Group of Companies (ECS) was founded in 1988 with the goal to raise the standards of professional engineering consulting. Today, we are a leader in geotechnical, construction materials, environmental and facilities consulting services. We are employee-owned with more than 3,000 employees in 100+ offices and testing facilities coast to coast.

ECS is currently ranked #66 in Engineering News-Record’s Top 500 Design Firms (April 2025), #148 in Engineering News-Record’s Top 200 Environmental Firms (October 2025) and #50 in Zweig Group’s Hot Firm List (June 2025). For additional information about ECS, visit: www.ecslimited.com.

Our Midwest operations include offices in Wisconsin, Ohio, Illinois, Missouri and Iowa. With over 200 professionals in our Midwest offices, ECS has an expert for whatever contingency, big or small projects, short-term or long-term assignments. ECS consistently delivers successful projects to our clients. ECS embodies its philosophy of “Helping you build while helping you save” by using technology and experience to assist clients in the development of cost-effective and practical solutions. For over three decades, our value engineering consulting has resulted in our clients saving millions of dollars on projects.

3,000+
employees

100+
locations

37+
years' experience

ECS CORE SERVICES

- Geotechnical
- Environmental
- Construction Materials
- Facilities

ECS FOOTPRINT

Whether your project requires local project management, specialty expertise or both, we have you covered. ECS provides the best of both worlds - the attention your projects deserve from our local team, coupled with abundant staffing and technical resources.

SAFETY PROGRAM

The ECS Safety Program is built on care and concern for our people. Genuine care and concern is the cornerstone of all we do in the name of safety at ECS. Our goal is to implement practical solutions to continually improve our safety processes and demonstrate our commitment to a safe work environment. Processes including near miss reporting, safety observations and employee engagement + feedback sessions have all been created with the goal of sending our people home safely every day.

A photograph of a park pavilion with a dark brown roof and tan support columns. Inside the pavilion, there are several green picnic tables. The pavilion is situated on a concrete pad overlooking a large body of water, likely a lake or reservoir, with trees in the background under a clear blue sky.

SECTION 5

PROPOSAL



PROJECT UNDERSTANDING & APPROACH

GRAEF understands that the City of Green Bay Department of Parks, Recreation, and Forestry (PRF) is seeking a qualified consultant to deliver a cohesive, code-compliant, and community-oriented improvement to Colburn Park. This includes the design and construction of a new seasonal concession and restroom facility, redesigned playground facilities, and associated site and infrastructure improvements. This project represents more than replacement of aging infrastructure. It is an opportunity to implement the vision outlined in the City's proposed conditions/master planning document while addressing existing site constraints, improving accessibility, and enhancing overall park functionality, safety, and user experience.

GRAEF will provide architectural and engineering design, organized into the three phases identified in the RFP. Being a full-service engineering firm, we will provide all this effort in-house, adding an unparalleled level of efficiency and coordination that will ensure a cohesive and accurate set of documents and cost estimates. This provides the City confidence and a seamless transition from conceptual design through construction administration. Our design

team has experience with both custom-designed and pre-engineered building solutions and can provide the City with both alternatives from which to choose. The pre-engineered building solution likely offers cost savings during construction but may limit the customized design and amenity options that would integrate more seamlessly into the existing and proposed space. The custom-designed building will likely come with higher construction costs but offers more opportunity for the City to receive the exact final product it envisions. Our team will assist the City of Green Bay to help make the best decision for the community.

This project is an opportunity to heighten the existing City of Green Bay PRF infrastructure by allowing more efficient concession and restroom activities and safer and more accessible routes throughout the park. It will enhance wellness, energy, and Green Bay community pride, while promoting a more inclusive Colburn Park neighborhood environment. GRAEF looks forward to guiding the City through that cost/benefit analysis during the conceptual design, so an informed and appropriate decision can be made by PRF staff.

EXISTING CONDITIONS AND PLANNING CONTEXT

Based on site visits performed by GRAEF staff, existing conditions mapping, master plan documents, the stormwater management plan, and our knowledge of Colburn Park **(having an office in downtown Green Bay three miles away from the site and having worked on the park's pool renovation concepts in 2017)**, GRAEF is fully invested in enhancing our community with this project and recognizes several key drivers that will inform design:

- The existing concession and restroom structures are dated, fragmented, and do not efficiently serve current park programming or user demands.
- Circulation – particularly between parking areas, the existing and proposed facilities, and recreational amenities – can provide clearer sightlines, ADA-compliant connections, and fewer user conflicts.
- The site contains established utilities and drainage patterns that will require careful coordination to support new development while minimizing disruption.
- There is a need for consolidated facilities, enhanced gathering spaces, and a modernized, inclusive playground that better serves a broad spectrum of ages and abilities.

Our approach will be collaborative and align closely with existing planning framework while offering a fresh perspective that aligns with results of the topographic survey, geotechnical investigation, architectural and engineering analysis, as well as City input. GRAEF views meetings and collaboration with City staff as essential to project success, as it will be important to keep the design intent accurate and cost effective.

Phase 1: Concept Design and Design Development

GRAEF will begin by confirming project goals, operational needs, and budget expectations with PRF staff in Meeting #1. Using this input, along with insights from the topographic survey and geotechnical exploration, we will develop two distinct conceptual design alternatives. The GRAEF design team has extensive in-house design experience with this exact project scope, having designed and constructed numerous park restroom/concession buildings and playground facilities.

Each concept will:

- Explore a unique building configuration, aesthetics, and operational layout for the seasonal concession/restroom facility.
- Integrate the playground, gathering areas, and

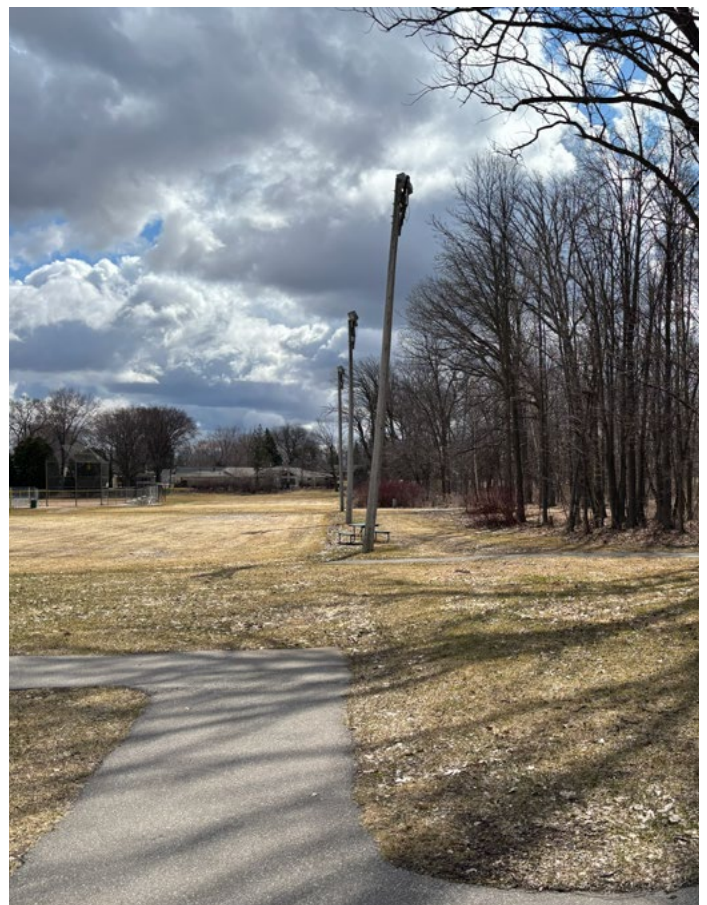
pedestrian circulation as a unified site design.

- Address ADA accessibility, safety, visibility, and user flow.
- Consider durability, vandal resistance, and ease of maintenance.
- Include preliminary stormwater and utility strategies consistent with the existing site conditions and stormwater management plan.

Concepts will be supported by order-of-magnitude cost estimates and presented for PRF review. Based on feedback, GRAEF will refine a preferred concept into a final schematic design.

During design development, we will:

- Advance architectural, structural, civil, mechanical, and electrical systems.
- Finalize site layout, grading, and drainage strategies.
- Coordinate utility connections (water, sanitary, storm, and electrical), verifying existing capacities and locations.
- Develop a more detailed playground design, including equipment selection, layout, surface material, and accessibility features in compliance with ADA, ASTM, and CPSC requirements. Playground equipment will be purchased directly by the City under a separate contract, per the RFP.
- Provide input on materials, lighting, security considerations, and long-term maintenance.





Phase 2: Construction Documents

GRAEF understands the importance of a complete and fully coordinated set of construction documents. Being a full-service engineering firm, we will provide all this effort in-house, adding an unparalleled level of efficiency and coordination that will ensure a cohesive and accurate set of construction documents. These construction drawings, specifications, and cost estimates will fully coordinate all disciplines, incorporate City feedback at the 75% and 95% milestones listed in the RFP, and provide the most accurate cost estimates to help the City make informed budget decisions.

Key components include:

- Detailed architectural and engineering plans for the concession/restroom facility.
- Comprehensive site design, including grading, drainage, and pedestrian circulation.
- Playground layout and specifications, coordinated with City procurement of equipment.
- Utility plans addressing any necessary extensions, relocations, and connections.
- Stormwater management design, including evaluation of the existing stormwater plan and incorporation of any required detention, infiltration, or water quality measures to meet both City and DNR requirements.
- ADA-compliant access routes and site features.

GRAEF will also:

- Prepare detailed construction cost estimates and bid-ready quantities.
- Develop an anticipated construction schedule.
- Assist with preparation of front-end documents, including AIA contract forms.
- Submit plans for City, State, and DNR review to obtain all necessary permits, including stormwater approvals.

Phase 3: Construction Administration

GRAEF has served as construction administrator for many similar building and parks projects, including those listed in our proposal, among others. Our team has the background and eye to spot construction concerns, and the confidence and tact to work with City staff and contractors, before they become issues and costly problems. During construction, GRAEF will serve as the City’s representative to help ensure the project is delivered in accordance with the contract documents.

Services will include:

- Responding to contractor questions and issuing clarifications/addenda during bidding.
- Reviewing shop drawings and submittals.
- Responding to RFIs and evaluating change orders.
- Conducting periodic site visits to observe progress and general conformance.
- Assisting with project closeout, including punch list development and certification of substantial completion.

If authorized, GRAEF can also provide in-house construction inspection services to supplement any City oversight and further support quality assurance and promote cost effectiveness.





INTEGRATED SITE DESIGN PHILOSOPHY

A key element of this project is the integration of all site components – concession/restroom building, playground, pedestrian circulation, utilities, stormwater management, and opinion of probable construction costs – into a cohesive and functional project. Being a full-service architectural and engineering firm, GRAEF has the unique ability to provide all these services in-house, providing confidence to the City that it will receive a coordinated, complete, and accurate set of plans, specifications, and estimates. Our structured Quality Assurance and Quality Control (QA/QC) process ensure all deliverables are accurate, coordinated, and aligned with project goals, fiscal responsibility, and regulatory requirements. For this project, QA/QC will be integrated throughout each phase rather than treated as a final review step.

In addition to the projects listed in this proposal, GRAEF is currently designing similar amenities at Community Park in Oshkosh, WI and Heesakker Park in Little Chute, WI. Our team understands the operational needs of park systems, the importance of durable and vandal-resistant building and playground design, and the technical coordination required to deliver efficient, cost-effective public facilities.

GRAEF's approach will:

- Align with the Colburn Park Master Plan vision.
- Improve circulation clarity and ADA accessibility.
- Improve sightlines between playground and the concession/restroom building for enhanced parental supervision
- Minimize conflicts between pedestrians, maintenance operations, and recreational users.
- Incorporate resilient and maintainable stormwater solutions.
- Create a welcoming and durable environment for long-term community use.

GRAEF understands the importance of maintaining budget considerations and keeping momentum to allow for construction in 2027. We will actively manage all design and construction processes, submittals, and decisions to avoid delays and minimize costs.

PROJECT SCHEDULE

GRAEF has reviewed the proposed schedule in the Request for Qualification / Proposal and can meet the anticipated schedule as proposed. Highlights include the following:

May 20, 2026:	Meeting #1 – Kickoff and site visit
June 10, 2026:	Meeting #2 – Present two alternative design concepts
July 8, 2026:	Meeting #3 – Present one final schematic design
August 5, 2026:	Submit 75% construction documents for City review
September 9, 2026:	Meeting #4 – Review City’s proposed changes
November 4, 2026:	Submit 95% construction documents for City review
December 15, 2026:	Meeting #5 – Review City’s proposed changes
January 11, 2027:	Submit 100% Plans, Specifications, and Cost Estimate

QUESTIONS & ADDENDA

GRAEF has received, acknowledges, and accepts “Addendum 1 – Design Services: Colburn Park New Concession, Restroom & Playground Facility” sent by Emma Browne via email on Monday, March 23, 2026.

CITY’S STANDARD AGREEMENT

GRAEF has read the “Standard Agreement for Professional Services Between City of Green Bay and Design Professional” and does not have any exceptions for consideration.

FEE PROPOSAL

COLBURN PARK NEW CONCESSION, RESTROOM & PLAYGROUND FACILITY

CITY OF GREEN BAY

4/21/2026

GRAEF has reviewed the Scope of Work as outlined in the Request for Qualifications/Proposal. We have developed a thorough task list and level of effort to complete the work as outlined in the RFP and clarified in our written Project Understanding and Approach included in the proposal. GRAEF proposes to complete the outlined scope for the following lump sum fee, per phase:

Phase 1: Concept Design and Design Development:	\$49,500
Phase 2: Construction Documents:	\$49,500
Phase 3: Construction Administration:	\$24,000
TOTAL:	\$123,000

Phase 3 (alt): Construction Inspection: \$28,750

This alternative Construction Inspection lump sum fee assumes a T6 technician/inspector on site and reporting four hours a week for six months and a P4 engineer on site and reporting four hours a week for four months.

GRAEF's 2026 Hourly Fee Schedule is included which shows hourly rates by staff classification, mileage rates, and other expenses for additional services if needed.

SCHEDULE OF HOURLY FEES



116 S. Adams Street, Suite 201
 Green Bay, WI 54304
 920 / 592 9440
 www.graef-usa.com

**CITY OF GREEN BAY: COLBURN PARK
 PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES
 ADDITIONAL SERVICES - FEE SCHEDULE
 EFFECTIVE: MAY 1, 2026 - MAY 1, 2027**

CLASSIFICATION	RATE
Senior Group Manager (P9)	\$257.00
Group Manager (P8)	\$235.00
Senior Professional (P7)	\$224.00
Professional (P6)	\$213.00
Professional (P5)	\$201.00
Professional (P4)	\$187.00
Professional (P3)	\$172.00
Professional (P2)	\$156.00
Professional (P1)	\$131.00
TECHNICIAN/INSPECTOR	
Senior Technician/Inspector (T6)	\$174.00
Senior Technician/Inspector (T5)	\$160.00
Senior Technician /Inspector (T4)	\$150.00
Technician/Inspector (T3)	\$136.00
Technician/Inspector (T2)	\$118.00
Technician/Inspector (T1)	\$99.00
Survey Crew - 1 Person	\$185.00
Survey Crew - 2 Person	\$257.00
Administrative	\$94.00

Automobile travel will be billed at the current federal rate.
 Survey vehicles will be billed at \$1.36 per mile.
 Expenses such as travel and supplies will be billed at actual cost.
 Contracted services and consultants will be billed at actual cost.





Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

April 29, 2026

PREPARED BY

AGENDA ITEM # G.I

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

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Director's Report 4.29

**PARKS COMMITTEE
DIRECTOR'S REPORT
WEDNESDAY, APRIL 29, 2026**

PARK DIVISION

- Park supervisors are getting closer to having seasonal positions filled. Daytime positions are filled and only a few spots remain for our p.m. shift.
- Our park ballfield crews are continuing to prep softball and baseball fields for daily games. They are also in the process of painting stripes on all of our soccer fields for the upcoming soccer season.
- Our shelter rentals have begun for the 2026 season. This will continue through the end of October.
- As the parks dry up from a rainy stretch, any type of washouts and repairs are being noted and scheduled for repair.
- Park mowing crews will soon be hitting the parks for the upcoming season.
- Park crews are also prepping Bay Beach Amusement Park for the upcoming 2026 season. This includes placing picnic tables, completing a few small landscape projects and getting the grounds ready.
- 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 have recently installed new park signs at Kueller place and Whitney Park.
- Pool maintenance is beginning to ramp up as we are getting closer to opening day. The Joannes pool vessel is currently being pressured washed. This is to clean the pool vessel from dirt over the winter months, this also allows us to see what tile work repair needs to be completed along with caulking of the joints.

FORESTRY DIVISION

- Crews continue tree removal operations throughout the city. Tree removals on the west side are focused on preparing for road work and sidewalk construction season.
- Crews are also working in Bay Beach and along Baird's Creek Trail removing dead ash trees and broken uprooted trees from recent weather events.
- Staff continue to prepare for spring tree planting season. Digging in the nursery will begin as soon as the soil dries. Street tree planting will begin shortly thereafter.
- Earth Day was April 22nd. Forestry staff partnered with DBI on tree mulching along Washington Street and Packer Plaza.
- Arbor Day, was April 24th. The city planted a Liberty Elm tree to commemorate the 250th birthday of our nation.
- 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 and ongoing construction projects for 2026.

DESIGN & DEVELOPMENT DIVISION

- Bids for the Bay Beach pier were received on April 21 and are currently being reviewed.
- Shipyard Phase II design work continues. The project will go out to bid soon.
- 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 approved.
- Construction of the JBS project is well underway. The infrastructure/road project is completed. The construction of the Park/Boulevard should start up next week. Staff is working to close out the grant for this project. The JBS barn bids were received on April 21st and are currently being reviewed.
- Planning continues for the Bay Beach Wildlife Sanctuary and Renard Island nearshore Area of Concern habitat restoration project.
- Planning for the Bay Beach Wildlife Sanctuary Strategic and Master Planning has begun.
- Construction of the Bay Beach HVAC Pavilion Project is now complete. It is now open to the public for rentals.
- A consultant has been hired for Baird Creek Mountain Bike Flow Track Improvements. The consultant will be on site to review the trail system April 26th – April 29th.
- Design continues for the Joannes Aquatic Center Phase 1 engineering.
- Final plans are completed for the Ted Fritsch Park Splashpad. The project will go out for bid in May with a fall construction start date.
- Construction has begun on the Leicht Memorial Park Shelter. The pile work is nearly completed.
- The Perkins Park parking lot resurfacing contract has been awarded. Construction will take place this summer.

GREEN BAY CONSERVATION CORPS

- Crews started removing invasive garlic mustard at the Westside Trail, He-Nis-Ra Park and the Wildlife Sanctuary.
- Members continue to maintain greenhouse plants. Nearly 4,000 plants are growing. The crew installed a hoop house at the Wildlife Sanctuary to house more plants as they grow.
- Registration for the free plant kit giveaway went live on March 23rd and closed on April 19th. The winners of the kits were notified on Earth Day. Plant pick up times are on May 15th, May 22nd, and May 23rd.
- The Green Bay Conservation Corps celebrated Earth Day with multiple events, including a frog night hike, bird walks, and a park clean-up throughout the week of Earth Day. Additionally, members partnered with OAK 4K to complete projects on Wednesday and Thursday that week.
- Crews have started spring scouting for frog survey locations and members completed training. The first round of surveys started Friday, April 24th.

- Crews installed “live stakes” at the Wildlife Sanctuary and Red Smith Park in areas where buckthorn was removed and native trees are sparse. Native shrubs species used include redosier dogwood, pussywillow, and winterberry.
- Crews mulched trails at Red Smith Park to improve access after the flooding.
- Crews have started burning cut buckthorn in biochar kilns. They have produced about 400 gallons of biochar so far in 2026. Biochar will be used by the Forestry division in their tree plantings.
- Staff and members attended the Clean Water Action Council Banquet and received the Environmental Citizenship Award on Thursday, April 23rd.
- The program has been named the 2026 Invasive Species Action Award from the Wisconsin Invasive Species Council. The award ceremony will take place June 3rd.
- Staff attended the America Service Commission National Service Training conference in Dallas, TX.
- Staff submitted the FY26 AmeriCorps grant on February 26th. The application passed the state review and was sent on to the federal level. If awarded, this would fund the GBCC from September 2026 through August 2027.
- Staff started recruiting for the summer crew members. There has been a huge demand for these positions and staff have started interviewing and completing background checks. We are on track to fill all openings.
- 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.
- A prescribed burn took place at the He-Nis-Ra Park prairie by NES. This comes after the previous goat grazing to remove invasive reed canary grass and phragmites. Staff will spread native seed onsite next week to continue the restoration. This is a partnership project with the Fish and Wildlife Service.

RECREATION DIVISION

- We will be offering Men’s Slow-pitch, Co-Ed Slow-pitch and Men’s Modified softball leagues at Beaver Dam Park. The season is scheduled to begin the week of May 4th.
- Registration is currently taking place for our recreation summer day camps at the Wildlife Sanctuary (WLS). The camps will run M-Th for 8 weeks. The recreation summer day camp at WLS is scheduled to begin the week of June 15th. 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.
- Interviews for Playground Leaders have begun and will continue until we reach capacity. We still need to fill 8 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.
- 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 is 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 the Resch Aquatic Center.
- Staffing
 - Rehires
 - Paperwork has gone out to everyone.
 - Staff was given a deadline of March 20th to complete their rehire paperwork.
 - Interviews & hiring
 - We are continuing with lifeguard interviews. All facility attendant positions have been filled.
 - The Pool Facility Attendant application has been closed.
 - Lifeguards
 - The goal is to have 77 total lifeguards.
 - Currently we have 45 lifeguards confirmed and 14 pending offers.
 - At Colburn Pool we need 1 more full-time guard.
 - At Resch Aquatic Center we need 1 more full-time guard and 5 more part-time guards.
 - At Joannes Aquatic Center we need 9 more full-time guards and 3 more part-time guards.
 - We sent out "pre-qualified to apply" cards to swim teams and clubs in the area in hopes to recruit swimmers to apply to become lifeguards.
 - Facility Attendants
 - All facility attendant positions are filled; we have 61 on staff this summer.
- Lifesavers Pathway
 - We have found a new sponsor, the Carrico Aquatic Safety Foundation! The program will run on Tuesday mornings in July. Anyone interested can apply online.
- Management is developing a seasonal incentive program to maintain high performance and staff morale throughout the summer.
- Swim lessons registration is open to residents and non-residents.
- Information about private pool rentals has gone out to the public. Anyone interested in renting the pool can call the office to book.
- This year's NEWPRO Lifeguard Competition will be hosted at Resch Aquatic Center on August 7th.

BAY BEACH AMUSEMENT PARK

- Rides
 - Mechanics are completing the lengthy process of ride setup.
 - Rides are being inspected by staff as well as undergoing their annual state inspection.
- Concessions

- Product has been stocked for opening weekend.
- Concession area setup continues as product is moved in, menus are created, and machines are made ready.
- 2026 Souvenir items have arrived. The gift shop has been merchandised. Items are priced and ready for opening weekend.
- Inclusive Playground
 - Bathrooms are currently open for weekends.
 - There has been heavy usage on our nicer weather days.
- Improvements
 - The Dancehall HVAC project has been completed.
 - The west end family bathroom construction is underway. The demolition and electrical work have been completed. The project is about half done.
 - We are looking for ways to increase special events and revenue for 2026 season.
- Staffing
 - Onboarding documents have been updated for the 2026 season. Rehire paperwork was sent out to 190 employees.
 - Rehires
 - 141 employees are 100% completed (90%).
 - 13 employees have started onboarding or activated their accounts (9%).
 - 1 has not responded to activation email.
 - Facility Attendants: (FULL as of March 28th)
 - Goal: 86
 - Returning: 40
 - Hired: 47
 - Need: 7 to finish paperwork
 - Ride Operators:
 - Goal: 121
 - Returning: 82
 - Hired: 23
 - Need to hire: 16
 - 10 interviews scheduled
 - 14 applicants need to schedule interviews
 - Summer scheduling process has been re-evaluated to continue to make our summer jobs more flexible but remain open with enough staff.
 - New staff will be attending orientation and training during the week of April 27th.

METRO BOAT LAUNCH

- Docks have been installed and pay station opened as of March 26th.

TRIANGLE HILL

- The disc golf course is now up and running.

WILDLIFE SANCTUARY

- The consultant shared preliminary conceptual designs for the Area of Concern habitat restoration project. Staff is reviewing the information.
- Wildlife Sanctuary's RPAWS (Rehabilitation Program at the Wildlife Sanctuary) was nominated for this year's WPS service award.
- Planning and preparations are underway for turning on the water features throughout the park, including exhibits and the Resch Falls.
- The Fairytale Ball event was sold out. Very positive feedback was received from attendees.
- Trails are starting to dry up.
- Wildlife rehabilitation admits are increasing with the warmer weather.

ADMINISTRATION

- Staff are continuing to support special event requests.
- Summer Camps are open and are nearly full.
- Pool birthday party reservations are now open and can be reserved online, by phone, or in person in our office.
- Swim lessons are open for enrollment.
- Aqua Fitness classes at Colburn Pool are now open for enrollment.
- Summer Dance programs are now 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.
- Staff posted social media events, programs, and information.
- The reservation system is open and accepting shelter reservations for the 2026 rental season.
- Enrollment for the summer playground participants is available online at no cost to participants.
- 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. We officially kicked off our conversion on the 15th of April and are excited to make this happen.