

**MINUTES
PARK COMMITTEE
Wednesday, September 25, 2013
City Hall, Room 207
5:30 P.M.**

MEMBERS PRESENT: Aldermen Jerry Wiezbiskie, *Brian Danzinger, Joseph Moore
Ald. Tom DeWane joined the committee to make a quorum

EXCUSED ABSENCE: James Warner

OTHERS PRESENT: Dawne Cramer, Dan Ditscheit, Marsha Scholes, Tina Westergaard

A motion was made by Ald. DeWane to approve the minutes of the September 11, 2013 meeting as recorded, seconded by Ald. Moore and carried.

A motion was made by Ald. Moore to adopt the agenda which was seconded by Ald. DeWane and carried.

1. Discussion/Action on a request by T. Wall Enterprises to obtain an easement from the Green Bay Parks, Recreation and Forestry Department to install walks and staircases for CityDeck Residences Development, 100 N. Main Street, that will extend over park property on CityDeck.

The property is located at 100 N. Main Street. The developer has presented a preliminary site plan that requests an easement to locate one exterior staircase and one walkway on city property located at CityDeck. Originally the developer requested two staircases, but have since revised their plan. If they are not able to place the staircase in this location they will be required to redesign and downsize their building. The area we are referring to is the 12' area immediately behind the existing seat wall.

Staff referred to the map. The only disadvantage to allowing this easement is it reduces the width of the walkway in one location from 12' wide to 6' wide.

They would also like to extend a walkway around the staircase that would extend on city property. This walkway is shown as concrete on the plan; however, the owner has agreed to make it pavers to match what exists currently on the deck. This area still remains ADA compliant. The main trail will not be affected by this proposal. There are two existing trees with tree pits, up-lighting and irrigation located directly in front of the proposed central stairs. These trees will be a problem over time. We would request that they would be responsible for removing the two tree pits, irrigation and up-lighting and restore that area with the existing matching pavers. We have talked with the developer and they have agreed to this.

Ald. DeWane asked if we can we save these trees. Staff responded that we will try to relocate these trees in other areas on the deck where existing trees are damaged. Ald. Moore agreed.

Ald. Wiezbiskie asked if there was any monetary value to this property. Staff responded yes, that is why the City will maintain ownership and is only granting an easement.

Ald. Moore made a motion to approve the request by T. Wall Enterprises to obtain an easement from the Green Bay Parks, Recreation and Forestry Department to install walks and staircases for CityDeck Residences Development, 100 N. Main Street, that will extend over park property on CityDeck contingent upon:

- A final approval of their site plan and execution of a hold harmless agreement with the Law Department.
- Obtaining all building permits and meeting all codes per city ordinances.
- The walkway would be constructed using pavers to match the existing deck.
- Costs of removing the trees and the restoration of that area will be the responsibility of the developer.
- All proper permits and insurances being obtained.
- To authorize the Mayor and City Clerk to sign the hold harmless agreement.

The motion was seconded by Ald. DeWane and carried.

2. Discussion/Action on a request by T. Wall Enterprises to obtain an air rights easement from the Green Bay Parks, Recreation and Forestry Department to install canopies for CityDeck Residences Development, 100 Main Street, that will extend over park property on CityDeck.

The developer notified us this Tuesday that they have decided not to add canopies to this side of the building so we would suggest to receive this request and place it on file. The developer will request to install canopies along Washington Street, but that request will go to a future I&S Meeting for approval.

Ald. DeWane made a motion to receive and place on file the request by T. Wall Enterprises to obtain an air rights easement from the Green Bay Parks, Recreation and Forestry Department to install canopies for CityDeck Residences Development, 100 Main Street, that will extend over park property on CityDeck. The motion was seconded by Ald. Moore and carried.

3. Discussion/Action on a request by Aurora Hospital to install a trail through the Willow Creek Greenway.

In 2012 we brought Phase 1 of this trail development forward for Park Committee approval. They have completed Phase 1 and are now in the process of planning for the construction of the Phase 2 trail. In order to complete this phase they need to have an easement to cross the Willow Creek Greenway. The trail is an 8' wide asphalt trail. Aurora is proposing to leave an existing concrete box culvert in place and construct a pedestrian bridge over the top to cross the creek. Staff is in support of this request.

Ald. Moore asked if Aurora requested a trail easement in 2012 or an easement for a trail overlook. Staff stated that a request for an overlook was approved by the Park Committee but the easement was never completed because Aurora opted not to construct the overlook.

Ald. Wiezbiskie stated that this trail was a great addition. Ald. DeWane agreed.

Ald. Wiezbiskie inquired about the age, condition and previous use of the existing box culvert that crosses the creek. Staff replied that it was probably used by the previous owner as a crossing for farm equipment. The culvert will not be removed or affected. The new bridge will be independent of the culvert and will span the top of it.

Ald. DeWane made a motion to approve the request by Aurora Hospital to install a trail through the Willow Creek Greenway contingent upon:

- All costs of construction and maintenance of the trail will be the responsibility of Aurora Hospital.
- The trail must remain open to the public.
- A signed easement agreement approved by the Law Department.
- Obtaining all proper permits and meeting all building codes and ordinances.

The motion was seconded by Ald. Moore and carried.

4. Discussion/Action on the Parks, Recreation and Forestry proposed 2014 budget.

Staff summarized the proposed 2014 preliminary budget proposal. Areas that were discussed was wages and benefits, employee related expenses, services, materials and supplies, operations and utilities. Staff compared the 2013 and 2014 line items in each category noting where the budget increased or cuts were recommended.

Ald. Wiezbiskie clarified that Bay Beach Amusement Park is not included in the 101 fund.

Ald. DeWane asked if City Hall maintenance is part of the Park Budget. Staff responded yes.

Ald. Wiezbiskie asked how did we arrive at reducing contractual services by \$4,880. Staff responded that we are going to look for ways within all Divisions to find these savings. If something large like an elevator had to be replaced this expense would be too large to handle within this contractual line item. We would have to bond for these requests. Ald. Wiezbiskie then inquired why City Hall is part of the Park Budget. Staff responded that Public Works used to handle City Hall maintenance, now the Parks Department does. We can handle managing the City Hall maintenance. If City Hall is passed to another department their budgets would be affected.

Discussion occurred on the increase in the sand and gravel budget. This is primarily due to the increase in tree and stump removal from the effects of the emerald ash borer. We will have significantly more stump holes to fill in. Ald. DeWane stated that may not be enough, it should be increased. Staff stated that this year we were able to salvage fill from other projects to cover our fill needs.

Discussion occurred on the building repairs line item. Staff stated that there are currently over \$400,000 in unfunded repairs needed. These priorities have been reviewed with the Park Committee in previous discussions. We cannot fund all of the needed repairs at this time. The existing budget line item will only cover smaller repairs such as replacement of doors, locks, windows and repairing vandalism.

Ald. Wiezbiskie asked if City Hall utilities are under this budget. Staff responded yes. Staff mentioned that when the Park Shop was reorganized last year one position was reclassified as an HVAC specialist. This position has saved the City a lot of money.

Ald. Wiezbiskie asked how much would the City save if Colburn Pool was removed from the budget. Staff replied, approximately \$60,000.

Ald. Moore stated that if each Department split the City Hall maintenance budget each Department would have to fund approximately \$70,000.

Staff reviewed a compiled list of Park Department grants and donations secured in 2012 and 2013. Over the past 2 years the Parks, Recreation and Forestry Department has secured over \$2.6 million in approved grants, donations and volunteer projects. The Parks Department actively seeks out opportunities whenever possible to improve our facilities and programs. These projects would not have happened without these grants and community donations due to our budget limitations. It is in the City's benefit to help out these organizations with projects such as concession stands. When these groups generate additional income they reinvest it back into the parks. Our hope is that they will eventually become self sufficient.

*Ald. Danzinger arrived.

Staff stated that these grants and donations provide an incredible savings to the taxpayer. Ald. Wiezbiskie responded that this total is impressive. Ald. DeWane and Ald. Danzinger agreed.

Ald. Moore stated that having City Hall in the Park Department budget may need a little more discussion. Director Cramer responded that the Parks Department is OK with managing City Hall maintenance.

Staff reviewed the proposed equipment replacement priorities. Staff initially requested a total of \$505,700 in equipment replacement. After initial discussions it was recommended that the Park Department reduce their request to \$372,800. More discussion on this will likely occur prior to the final budget presentation to the Finance Department.

Discussion was held on replacement of the forestry aerial truck. Director Cramer stated this truck and lift will cost \$105,000 and is similar to the one we replaced last year. We cannot find parts for the swivel base anymore. We need this truck so that we do not get into the situation where crews have to rope and saddle every time they cut a tree. There are safety concerns if this is done on a regular basis, especially in inclement weather. The other option is to rotate between the three trucks, which will take additional time.

Ald. Wiezbiskie discussed Public Works procedure of implementing a grading system for all equipment. Staff stated that the Parks Department uses a similar grading system.

Ald. Wiezbiskie asked if Parks and Public Works share equipment. Staff stated that DPW and Parks regularly share equipment and have a good working relationship. Ald. Wiezbiskie asked if equipment purchase is ever shared in the Department budgets. Staff replied no.

Ald. DeWane made a motion to receive and place on file the summary of the proposed 2014 Parks, Recreation and Forestry budget. The motion was seconded by Ald. Moore and carried.

5. Directors Report.

Regarding the Emerald Ash Borer, traps were set within a ½ mile radius of our original find and we found additional infestation within the ½ mile radius on both sides of the Fox River. The foresters are working with the property owners to address their concerns.

October 5th is our Going Big In The Bay event at Joannes SK8 Park from 10 a.m.– 4:00 p.m.

This past Saturday the Walk for Wildlife was held at the Bay Beach Wildlife Sanctuary. It was a record year with participation increased by approximately 100 from last year with an estimated total of 500+ in attendance. The wolves were the featured animal this year.

This past Friday we held our Rock The Night Away dance at Bay Beach with 359 people participating in a night of 50's and 60's music along with an antique car display.

This is Bay Beach's last weekend. The park officially closes Sunday at 6 p.m. We had another great year at Bay Beach. 14,480 people rode the Sea Dragon to date and the Zippin Pippin has similar numbers as last year.

Ald. Danzinger made a motion to receive and place on file the Directors report. The motion was seconded by Ald. Moore and carried.

Ald. DeWane made a motion to adjourn. The motion was seconded by Ald. Danzinger and carried.