

**MINUTES
PARK COMMITTEE
Wednesday, October 23, 2013
City Hall, Room 207
5:30 P.M.**

MEMBERS PRESENT: Ald. Jerry Wiezbiskie, Ald. Brian Danzinger, and Ald. James Warner

MEMBERS EXCUSED: Ald. Joseph Moore

OTHERS PRESENT: Dawne Cramer, Dan Ditscheit, Beth Nadolski Spears, Atty. Wachewicz, Bill Kloiber, Ald. Jesse Brunette, and Ald. Tom DeWane

Approval of the minutes of the meeting of September 25, 2013

A motion was made by Ald. Warner and seconded by Ald. Danzinger to approve the minutes of the September 25, 2013, Park Committee meeting. Motion carried.

Adoption of the Agenda

A motion was made by Ald. Danzinger and seconded by Ald. Warner to adopt the agenda of the October 23, 2013, Park Committee meeting. Motion carried.

1. Discussion/Action on a request by Ald. Brunette regarding official City recognition of a Friends of Colburn Park fundraising and advocacy group.

Discussions were held with Ald. Brunette, staff, and the Law Department as to what the group is requesting. We needed to know if they were proposing to apply for an official 501(c) non-profit status. Clarification was also needed if this request was solely for fundraising for Colburn Pool or for Colburn Park as a whole. We all know that the force currently pushing this issue is Colburn Pool.

The Park Department is in favor of working with any group who wishes to donate funds or services to enhance parks. However, having said that, mechanisms needed to manage the fundraising process need to be in place before the City can endorse the group. Things that need to be discussed are issues like who would be responsible for collecting, securing, keeping records, accounting, and tax records needed to process the donations or returning donations in the event that insufficient fundraising occurs.

The process usually entails the group:

- To obtain their 501(c) status.
- The group is responsible for all fees associated with the process.

- They need to form a Board of Directors who would be responsible for making decisions for the group.
- They need to set up a legal money management mechanism for collection and accountability for handling donations.
- They need to secure a legal bank account with a reputable financial institution that would secure the funding.

To prevent the City and fundraising participant from liability of mishandled or stolen funds, we would need to have a plan in place where we would address these issues before the City would endorse or recognize the group. Endorsing or recognizing the group does not in any way give the group legal decision-making authority of what improvements occur to the park. That authority is maintained by Park staff, Park Committee, and ultimately the City Council.

Ald. Wiezbiskie wanted clarification that these requirements are standard. Staff said that was correct.

Ald. Warner inquired about the City allowing the group to operate when the 501(c) status application is pending a long review and approval process. Staff said yes.

Ald. Danzinger clarified that the other requirements, such as management and facilitation of the funds, organizational structure, etc., has to be in place as well before operations can begin. Staff said that was correct. They could also work with an organization like the Greater Green Bay Community Foundation, which would help them with a special event fund.

Ald. Danzinger added that this group could partner with another organization that has 501(c) status to do a special project. The organization could then take care of the funds and paperwork, and this would still satisfy City requirements. Atty. Wachewicz said that was correct.

Ald. Wiezbiskie asked if it was customary for the City to work with the group pending approval of 501(c) status as though the application was already approved. Staff said the City would move forward as long as the other requirements were in place.

Ald. Wiezbiskie asked if there were advantages or disadvantages to having the name of the group be broad, such as Friends of Colburn Park, or if it should be more specific, like Friends of Colburn Pool. Staff said it could be done either way.

Ald. Brunette had a meeting a few weeks ago that 75-100 residents attended; therefore he has community support. He also did a literature drop with information on the situation of the pool – basically that if something fails with the operation of the pool, the community could be without it for two to four years until funding can be secured for a new pool. Residents seem to understand this. Ald. Brunette feels the name of the group should be Friends of Colburn Pool because the funds raised will be going directly towards a new pool. He will be working with Colburn Neighborhood Association and

Park staff to facilitate programming at the park. In order to get the group going, Ald. Brunette feels an event should be held. He already has a meeting scheduled to form the Friends of Colburn Pool and will present the information from tonight's meeting. He is requesting the City officially recognize the group so that fundraising can begin.

Ald. Warner wanted clarification that the name of the group would be changed from Friends of Colburn Park to Friends of Colburn Pool. Ald. Brunette said he would be proposing that change at the meeting with the group.

Ald. Warner asked if the group was interested in obtaining its 501(c) status or the alternative of "piggybacking" on another group, or apply for a special project fund application. Ald. Brunette said the group wants to obtain its own 501(c) status.

Ald. Danzinger was glad to see progress being made on the project.

Ald. Wiezbiskie thanked Ald. Brunette for his efforts in gaining community support.

Ald. Danzinger thought it might be helpful to add a target date of February 1, 2014, in the motion for these tasks to be accomplished.

Ald. Tom DeWane gave his support for the project.

A motion was made by Ald. Danzinger and seconded by Ald. Warner to approve the request by Ald. Brunette regarding the official City recognition of a Friends of Colburn Pool contingent upon:

- The group obtaining its official 501(c) non-profit status application process;
- The group forming a Board of Directors which would be responsible for decision-making for the group;
- The group securing a legal money management mechanism for collection and accountability for handling donations;
- The group securing a financial account with a reputable financial institution that would be responsible for securing the funds;
- February 1, 2014, deadline to accomplish these tasks.

Motion carried.

2. Discussion/Action on Green Bay Disc Golfers to donate rubber tee pads to be installed at Triangle Disc Golf Course.

Green Bay Disc Golfers is an active group of disc golfers whose goal is to create more opportunities for disc golf. One of their missions is to continue to enhance Triangle Hill Disc Golf Course by updating amenities to provide a better experience for participants. This group facilitated three disc golf tournaments this year and fundraised \$900 for enhancements. They are looking to purchase rubber tee mats to be installed in the tee

pad area. Staff reviewed the photos of the tee pads and rubber mats. As you know, these areas get muddy and worn due to excessive use.

This summer, the group approached us about trying a mat on one tee area. We installed one on a severely worn tee pad area and found it to be effective. It is also ADA accessible. The Park & Recreation Department and the group would like to work together to install additional mats. They would be installed at 16 of the 18 tee areas. In 2 tee areas, we would not install them as they are located in the middle of our ski hills. However, these tees could be rerouted and then mats could be placed at the new locations.

The rubber material would cost \$382.50 and would be paid for by the Disc Golf Group. The remaining \$517.50 would be used to purchase materials such as crusher dust, gravel, dirt, and timbers.

We would like to thank the Disc Golf Group for its continued support of Triangle Disc Golf Course and recommend approving accepting the Green Bay Disc Golfers' donation of rubber tee pads.

Rob Brennan, 1306 Chicago Street, De Pere, said he wanted to thank staff and the Park Committee for their continued support. The course was created in 1997, and he was part of the initial group working with the City.

A motion was made by Ald. Warner and seconded by Ald. Danzinger to approve accepting the Green Bay Disc Golfers' donation of rubber tee pads contingent upon:

- Green Bay Disc Golfers being responsible for all costs of materials and supplies;
- Once installed, the tee pads become City property;
- Park staff approval of the layout and installation plans;
- All materials must meet City building and inspection codes;
- All proper permits and insurance being obtained.

Motion carried.

3. Discussion/Action on a request by WPS for a utility easement through the Baird Creek Greenway just south of the intersection of Whittier and Huron.

Wisconsin Public Service is requesting a 12-foot wide, 95-foot long utility easement to provide gas service to a residential property located at 3410 Whittier Drive. Currently the homeowner is using propane. Staff reviewed the area of the greenway affected by the request. No trees need to be taken down. It's basically a field/grassland area. We have worked with the Law Department to develop the easement, and both the Park and Law staff have no issues with the request.

Ald. Tom DeWane asked if other residences in the area would be disrupted by this change. Staff said no other residences are affected.

Staff clarified that the reason the request came to the Park Committee is due to the easement being in the Baird Creek Greenway.

A motion was made by Ald. Warner and seconded by Ald. Danzinger to approve the request by Wisconsin Public Service for a utility easement through the Baird Creek Greenway to provide gas service to a residential property located at 3410 Whittier Drive contingent upon a signed utility easement agreement with the City Law Department. Motion carried.

4. Discussion/Action on the installation of a Little Library in Lakeside Park by the East Shore Neighborhood Association.

This Committee is now very familiar with this concept. Staff referred to the maps; the East Shore Drive Neighborhood Association purchased a Little Library and would like to install it near the park shelter.

Ald. Wiezbiskie said these are getting more popular, and he feels they are a great success.

A motion was made by Ald. Warner and seconded by Ald. Danzinger to approve the installation of a Little Library in Lakeside Park by the East Shore Neighborhood Association contingent upon:

- East Shore Neighborhood Association being responsible for all costs of construction materials and installation;
- Once installed, the Little Library becomes City property;
- No advertising to be allowed;
- Park staff approval of the layout and installation plan;
- All materials meeting City building and inspection codes;
- East Shore Neighborhood Association being responsible for managing the reading content, damage, maintenance, and repairs of the Little Library;
- All proper permits and insurance being obtained.

Motion carried.

5. Director's Report.

Staff introduced Elizabeth Nadolski Spears who is our new Executive Secretary for our department.

This past Saturday we held a dedication ceremony for the West Side Trail, which also includes the Sgt. Benjamin Edinger Corridor. It was a beautiful ceremony and a tremendous honor to the memory of our hometown hero – Sgt. Benjamin Edinger.

Ald. Tom DeWane wanted to thank everyone for this successful event.

Staff wanted to thank B. Kloiber for his efforts in the event. Staff mentioned a letter he obtained from George W. Bush that was presented to the family of Sgt. Edinger, as well as another letter from President Obama to be presented.

The trail is already very popular, and we received numerous compliments on the trail itself, as well as the impact it has already had for residents who use it. Our goal is to continue the trail from Military to Bond to eventually hook up with the Mountain Bay Trail.

Regarding the Baird Creek Preserve, the owner has donated over 23 acres of land adjacent to Baird Creek in lieu of parkland fees. We also have a signed offer to purchase for the acquisition of Outlot 8. We expect to close on October 25. The DNR will fund 50%, Baird Creek Foundation 25%, and the City 25%.

It looks favorable that we will receive our DNR grants for the purchase of the kayak/canoe launch property and the replacement of the Fox River Trail between the Main Street Bridge and Monroe Avenue.

We had a great turnout for our 1st year event "Run for the Hill of It", a 5K event held at Baird Creek. We had over 350 runners and feel this event will continue to grow and become a major event.

The Autumn Adventure event held at the Wildlife Sanctuary on October 12 was very well-attended. It was a great family event.

Construction began on the Wildlife Sanctuary bridge replacement. Demolition is completed. The new bridge structure was delivered and installed on October 8. We hope to be open to drive on it by mid-November.

A motion was made by Ald. Danzinger and seconded by Ald. Warner to receive and place on file the Director's Report. Motion carried.

A motion was made by Ald. Warner and seconded by Ald. Danzinger to adjourn the meeting. Motion carried.

Meeting adjourned at 6:14 p.m.