

**MINUTES
PARK COMMITTEE
Wednesday, February 25, 2015
City Hall, Room 207
5:30 P.M.**

MEMBERS PRESENT: Aldermen Jerry Wiezbiskie, Joseph Moore, and David Nennig

MEMBERS ABSENT: Brian Danzinger was excused.

OTHERS PRESENT: Dawne Cramer, Dan Ditscheit, Keith Wilhelm, James Andersen, Ann Moeller, Jason Arnoldi, Alderman Chris Wery, Alderman Mark Steuer, JoAnne Zlotek, Rick Jensen, Andy Rosendahl.

Approval of the minutes of the meeting of February 11, 2015

A motion was made by Ald. Nennig and seconded by Ald. Moore to approve the minutes of the meeting of February 11, 2015.

Adoption of the Agenda

A motion was made by Ald. Moore and seconded by Ald. Nennig to adopt the agenda of the February 25, 2015, Park Committee meeting. Motion carried.

1. Discussion/Action on a request by Ald. Wery to have the Green Bay Swim Club and the Friends of Colburn Pool host an exhibition swim meet at Colburn Pool in August 2015 for a fundraising event for the Friends of Colburn Pool

Ald. Wery stated the Green Bay Swim Club is requesting to set aside a day to hold a swim event, similar to those envisioned in the future, with all proceeds going towards the Friends of Colburn Pool minus the cost of expenses.

Staff stated the Friends of Colburn Pool and The Green Bay Swim Club is requesting to hold an exhibition swim meet on a Saturday in August. The final date is to be determined. Staff will work with the groups on the logistics of the event. The time of the event will be sometime during operating hours, noon to 6 p.m. Estimated time of the swim exhibition will be approximately two hours. The facility will still be open for the public to swim. The Parks Department will be responsible to provide our normal staffing level. Any additional staff will be the responsibility of the Green Bay Swim Club and the Friends of Colburn Pool. The Parks Department is asking for concession revenue and admission fees calculated using an average from the last five years on Saturdays in August. Revenue above and beyond that will be given to the Friends of Colburn Pool. Concessions sold by the

Green Bay Swim Club and the Friends of Colburn Pool cannot conflict with those products normally sold at the pool. Team entry fees will be collected by the Green Bay Swim Club and will be donated to the Friends of Colburn Pool. Staff expects it to be a fun and successful event and will incorporate activities in conjunction with the event.

Ald. Moore asked if the Friends would be allowed to set up tents or sell vendor space. Staff replied that would be allowed. Ald. Moore also suggested the event be held on a non-Packer pre-season game day.

Ald. Wery stated the Green Bay Swim club would like participation from staff and Aldermen.

Ald. Wiezbiskie asked if a rain date would be scheduled. Staff replies yes.

A motion was made by Ald. Moore and seconded by Ald. Nennig to approve the request by Ald. Wery to have the Green Bay Swim Club and the Friends of Colburn Pool host an exhibition swim meet at Colburn Pool in August 2015 for a Friends fundraising event contingent upon:

- All proper insurances and permits being obtained;
- Final plans for the event must be approved by staff;
- All costs of the event are the responsibility of the Green Bay Swim Club and Friends of Colburn Pool;
- All revenue and proceeds raised minus expenses go directly to the Friends of Colburn Pool.

Motion carried.

2. Discussion/Action on a request by Brown County Port and Resource Recovery Department for a permanent easement for a causeway to Renard Island (referred from the February 16, 2015, City Council meeting)

This item was discussed by the Improvement and Services Committee at its meeting on February 11 as well as the February 16 Council meeting, at which time it was referred to the Park Committee. Park staff met with the Law Department, Department of Public Works Director and the Friends of Bay Beach to review the request.

For the past 20 years we have worked hard to acquire property on the west end of Bay Beach for future park development. A permanent easement could limit or affect several future development options. This could include limiting parking and driveway potential, placement of permanent structures such as open shelters or a bathhouse, placement of a shoreline walk and the location of temporary soccer fields. Staff referred to a map and photos that were handed out.

The Friends of Bay Beach reviewed the engineering of the island and do not envision any compatible, affordable options for Bay Beach. They feel giving up 60 feet of waterfront Bay Beach property for an easement is a bad idea and it limits future development options. The Friends group would like to see the County work with other adjacent property owners to accommodate this easement. For example, the adjacent landowner has an existing driveway adjacent to park property that could also be a possibility for an access easement. This option would preserve the park land.

At the Improvement and Services Committee there was talk about having an agreement which would allow a level of input and approval by the City's Park and Recreation Director as it pertains to the future development of the island. Seeing it is not our property this clause may not hold a whole lot of weight in a court of law, nor would the County be required to come before the Park Committee and Council for future approvals or considerations once a permanent easement is approved.

We contacted the Army Corps of Engineers to discuss City concerns. The Army Corps of Engineers stated that they will require a permanent easement either on City property or private property to keep the causeway in place. They are very willing to work with the City to compromise on the conditions of the easement if the City were to allow this to proceed. They will require a minimum of a 16' wide easement, the final location of the easement would be up to the City, there could be a condition that the easement could be relocated in the future if necessary. In addition, the Army Corps of Engineers will only require a maintenance access easement, not a public access easement. They went on to explain that the Corps has over a one-million investment in this causeway and they will give the City and County a few months to negotiate the terms of the easement if this were to proceed.

Ald. Wiezbiskie stated he is pleased to know there is no time restraint on action as we were previously led to believe. He would prefer a temporary maintenance easement vs. a permanent easement. Staff stated there is currently a temporary easement for access to maintain the island which has been in place since 2010.

Ald. Nennig noted that the City is currently engineering a portion of the parking lot in that general area, but it does not expand to the vacated Sauk Avenue. He questioned how this easement would affect ingress and egress for any future parking lot expansion. This easement could potentially interfere with future City plans so it would be difficult to say right now if a permanent easement should be granted. Once an easement is granted you are giving away rights to that land in the future for any other purpose. He would like to try to negotiate the terms of the easement with the County or to explore the possibility of getting an easement from the adjacent property.

Ald. Moore stated that the island is of greater value to Brown County when there is access to the island and there is no value to the City or Bay Beach. It could be

detrimental to Bay Beach. Granting an easement is just giving the property away. He agrees all other options should be exhausted before we grant an easement and we should have additional discussions with the Army Corps of Engineers. The development of Bay Beach is exploding now and we cannot let an easement to Renard Island, that will not be developed for years, get in the way. He supports sending this item back to staff for further review before a final decision can be made.

Ald. Wiezbiskie noted that only a minimal easement width is required and thinks it may be feasible to place the easement on the adjacent property. He agrees that Bay Beach is exploding we do not want to give away a piece of golden opportunity. Diminishing waterfront property is a concern.

Staff addressed some of the questions the Parks Department has as it pertains to the easement. It would be the hope that the County would first work with adjacent property owners. We need to know the exact width and location of the easement. We would need to determine if language should be added to alter the easement for future development, would public access be allowed, is the language revocable, would trucking be allowed during hours of operation should the City require a paved drive. Finally, should the city be compensated for granting the easement.

Ald. Wiezbiskie agreed that further review needs to occur and given the fact that immediate action does not need to be taken, all these items need to be discussed and considered and would like to refer this back to staff. We have been somewhat misled on the urgency of the timing on this request.

A motion was made by Ald. Moore and seconded by Ald. Nennig to open the floor for discussion. Motion carried.

Ald. Steuer asked for clarification on the proposed width of the easement. Staff replied that the vacated Sauk Ave. ROW is 60' and the Army Corps of Engineers would only require a 16' width to accommodate maintenance equipment. Ald. Steuer inquired if the County wanted to use the island for recreational use.

Ald. Wiezbiskie stated no determination has been made in that regard that he is aware of.

Tom Siebert, 480 Masters Lane, is on the County Board and thought there was an agreement with the City to allow the easement and that the Friends of Bay Beach were interested in expansion and access to Renard Island. In the plan handed out it appears as though the future proposed parking lot driveway could extend to Renard Island.

Staff replied that if we ever install the Phase 2 parking lot, the proposed easement would be where the future driveway would need to go. If the Phase 2 parking lot is

never installed, than an alternate use would be considered for that area. This space would likely be needed if a building or shoreline walk is ever proposed.

Mr. Siebert felt that a 16' width would be acceptable for maintenance, but Brown County really would like to allow public access to the island for recreational use. Fish habitat around the island is also being created which will provide a great opportunity for the public.

Ald. Nennig asked how many parking stall will be installed in 2015. Staff replied between 400—500. Ald. Nennig stated Phase 2 parking expansion may be desirable because of the demand.

Ald. Wiezbiskie has a question about the water flow if the causeway were to remain. Staff will make sure his question is addressed in discussions with the County.

A motion was made by Ald. Moore and seconded by Ald. Nennig to return to the regular order of business. Motion carried.

A motion was made by Ald. Nennig and seconded by Ald. Moore to refer to staff to have additional discussions with Brown County and the Army Corps of Engineers for a possible easement to Renard Island, gather information, and report back to the Park Committee.

Motion carried.

3. Report of the Purchasing Manager:

Discussion/Action to request approval to purchase new Honeywell software, including installation and training to upgrade the City Hall HVAC Control System for \$25,150

Purchasing manager Rick Jensen stated that the City contracted with Honeywell in 2001 for software and maintenance to run and manage the HVAC system at City Hall. The current software which controls the City Hall HVAC system was installed in July, 2002 and operates on a dedicated PC that came with the software in 2002. The current contract with Honeywell runs through 2018.

The original software, which is no longer supported by Honeywell, was designed to run on a Windows 2000 operating system, which is also no longer supported. Should either the existing software or the PC crash, the City would be forced to make this upgrade on short notice. Replacement of this software has been planned and funded through the 2014 bond request for City Hall. This quote is within budget.

Ald. Wiezbiskie asked if a new computer for the software will be included in the purchase. Staff replied that the upgraded software will be installed on a City server and the system will be converged onto the City's IT network, allowing access from network PC's and remote devices, such as smart phones or tablets, thereby reducing our dependency on Honeywell technicians to do trouble shooting and diagnostic work. City Hall maintenance staff will now have the ability to monitor the performance of the HVAC system and make necessary adjustments remotely. The system will send alerts electronically to staff 24/7 if problems exist. This quote also includes automatic upgrades as long as the City pays an annual maintenance fee.

Ald. Moore asked if Brown County could be included in this quote. Staff replied that City Hall should be updated now. Typically each individual building has its own system and needs to be quoted separately.

Staff did work with Honeywell to bring this quote within budget. Staff did look at other systems but felt that switching to another software company may lead to complications because we have a Honeywell HVAC system. In addition, the other system was more expensive.

Ald. Steuer asked if the City Hall security system could be added to this monitoring system. Staff stated that it is possible, but it has not been explored in any detail.

A motion was made by Ald. Nennig and seconded by Ald. Moore to approve the request for approval to purchase new Honeywell software, including installation and training.

4. Discussion/Action on a request by staff to acquire two new passenger train cars compatible with the donated train engines for Bay Beach Amusement Park

Staff stated that on July 9, 2014 the Park Committee accepted the donation of several miniature trains from the Woelbing Family. The donation included one steam engine, one Santa Fe engine, one trolley engine and two passenger cars. These new trains will be placed on the future west end track that will be installed in the summer of 2015. The two donated passenger cars will be placed behind the steam engine. The trolley car is a stand-alone train that does not have a large enough motor to pull any passenger cars. Staff would like to acquire two passenger cars to be placed behind the donated Santa Fe engine so that we can also use that engine on the west end track.

Staff stated that on May 13, 2003 the Park Committee authorized staff to purchase a 1947 used miniature train from Pardeeville, Wisconsin to keep as a spare if one of the Bay Beach trains broke beyond repair. The City purchased the train and about \$10,000 worth of used steel track for \$38,500. The steel and train have been in storage ever since and staff does not feel that this train will be needed in the foreseeable future due to last year's train donation. The passenger cars from

this used train are not compatible with the Santa Fe engine. All of the wheels and the entire brake system would have to be replaced. In addition, the doors are on the wrong side of the car. It was determined that there would be too much expense and staff time involved to retrofit these passenger cars to the new engine.

Staff contacted a company called Diamond Car Works. This company restores old trains and sells them. They also construct and sell new miniature trains similar to the ones donated to the City. Staff inquired the cost of purchasing two new gondola cars to match the style of the Santa Fe engine. Diamond Car Works quoted a price of \$40,000 for two 16'x38" steel cars with 10 seats each, custom painted to match the Santa Fe engine.

Staff then inquired if Diamond Car Works was acceptable to a trade of the used Pardeeville train for two new gondola style passenger cars. Staff and Diamond Car Works both feel this is a fair and acceptable trade. Diamond Car Works would be responsible to supply and deliver the new passenger cars and pick up the old train. There would be no additional cost to the City. The City would still maintain ownership of the \$10,000 worth of steel track purchased from Pardeeville.

A motion was made by Ald. Moore and seconded by Ald. Nennig to authorize staff to trade the un-used Pardeeville miniature train for two new gondola style passenger cars from Diamond Car Works at no additional cost to the City. Motion carried.

5. Director's Report

Our youth dance recitals will be held March 2nd and 3rd at West High School.

The Friends of the Wildlife Sanctuary have agreed to purchase new ceramic tiles to replace the 30 year old tiles in the lower level hall of the Nature Center. They also will offer \$1,400 in scholarships to the Wildlife Sanctuary summer camps to low income families.

Ald. Wiezbiskie asked if the Park Committee will get a chance to see the final Joliet Park invasive study report. Staff replied yes.

Ald. Nennig inquired if the Ameriprise ice rink located on CityDeck will be removed later this week. Staff replied yes. Every year the rink is removed around the same time to give Hagemeister Park an opportunity to use this outdoor deck area for seating for the St. Patrick's Day parade.

Ald. Wiezbiskie asked if the Park Committee will get a chance to see the Bay Beach pavilion conceptual designs. Staff replied yes.

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

A motion was made by Ald. Nennig and seconded by Ald. Moore to adjourn the meeting. Motion carried.

Meeting was adjourned at 6:17 p.m.