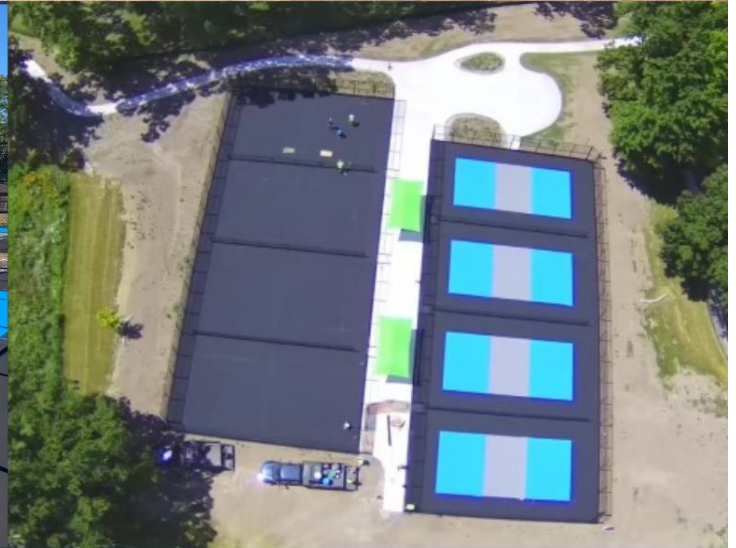




Grounds Division 2022 Annual Report



2022 Telulah Park Pickleball Complex Project

2022 Grounds Annual Report

Submitted by Greg Hoekstra
Grounds Manager

2022 brought some great additions to the City of Appleton's Parks. Pedestrian entrances and trails were added to Pierce Park. Telulah Park received an eight court pickleball complex. Two aging tennis courts at Green Meadows were replaced with new tennis and basketball courts. Fitness stations were added at Memorial and Telulah Parks, seven memorial benches were sold and installed, and a new storage shed was added to the Scheig Center via a Girl Scout project.

Finding seasonal employees proved to be very challenging in 2022. The Grounds Division typically hires a minimum of seventeen seasonal employees annually to help with mowing, trimming, park/pavilion cleaning, and landscape projects. In 2022 only thirteen employees were found even after resorting to various recruiting techniques that included attending local high schools' lunch hours to try to generate interest. The seasonal shortage made it very difficult for the Grounds Division's eight fulltime employees to keep properties maintained and to have parks ready for special events. It is hoped that increases in the seasonal wage will address this issue in 2023.

Grounds Division 2022 Annual Report

Contracted Projects

Pickleball Complex at Telulah Park

- The Pickleball Complex is waiting for site furniture. Lights were installed the week of February 6th.



Police Department Security Fence Project

- Project Complete. Installed a security fence and powered gate to the south parking lot of the Police Department.



Green Meadows Park Tennis Courts

- Two aging tennis courts were replaced with a tennis court and a basketball court. A pedestrian pathway was added. Courts and path are complete, benches and a garbage can will be installed this spring.



College Avenue Parklet Fence Replacement

- Project completed by American Fence

Concrete Raising

- All City Mudjacking repaired several sidewalk slabs and raised three dugout slabs.

Crack Filling

- Fahrner Asphalt crack filled the Newberry Trail and CE Trail.

Fence Repair

- American Fence is contracted to make repairs to the Hoover Park large diamond backstop and line fencing.
 - Work was started but wet soils and lack of frost have held this project up. It will be finished in 2023 when the ground firms up.

Court Repairs

- Armstrong repaired cracks on the Einstein Park tennis courts.

Striping

- Fire Station 2 and 6 had lines painted on parking lots.

Service Contracts

P&C Portables was contracted for portable toilets in 2022.

B & V Maintenance was contracted to mow the Industrial Parks.

True Green was contracted for herbicide applications in 2022.

RES was contracted to perform invasive removal at Telulah Park.

Trap Help was contracted to trap muskrats from the Memorial Park pond.

Operations

- Applied for and received a Goose Depredation Permit from the DNR for 2022.
- Created and sent RFP for Police Department lots and deck snow removal.
- Created and sent An RFP for court repairs at Peabody Park and Einstein Park courts.
- Created and sent RFP for Mead Pool fence and dumpster enclosure work.
- Applied for and received a grant from the Community Foundation to offset the cost of the seasonal that works at the Scheig Center.
- Seven memorial benches sold and installed in parks and along trails.
- Safety supplies, PPE and seasonal shirts ordered.
- Toilet paper, garbage liners, and cleaning supplies ordered for pavilion cleaning.
- Herbicides and grass seed purchased.
- Met with CEA on 2023 equipment purchases.
- Interviewed and hired seasonal employees.
- Tier 2 Report complete.
- Highview Park was added to the Adopt A Park program.
- Mowing maps were updated with GIS.
- Six Grounds employees recertified as Wisconsin Certified Pesticide Applicators.
- Grounds staff completed OSHA 10 Training.
- Three Grounds staff attended training on the application of salt in the winter.
- Grounds staff completed all safety training for 2023.
- Coordinated Adopt a Park/Trail workdays.
- Purchased bike racks for Telulah Park, Jones Park, and the Scheig Center.
- Coordinated with Northland Recreation to ensure warranty work on the Universal Playground was performed.
- Investigated the permitting and repair of the shoreline along Lower Telulah Park.
- Developed 2023 operational and capital improvement program budgets.

Grounds Staff Projects

- Benches and picnic tables refurbished.



- Jones Park hockey rink drains were raised due to settling.



- Twenty ton of large stone were placed along shoreline washouts at Lower Telulah Park and the North Island Trail. Large breaker was placed behind this.



- Hard surface cracks sprayed with herbicide.
- Two new park signs were built.
- Memorial bench slabs poured, and benches installed.
- Brushing took place at the Ellen Kort Peace Park shoreline, Pierce Park, and Wastewater.
- Low tree branch pruning completed at all parks.
- Yellow safety fence toppers were added to the ball diamonds at Appleton Memorial Park.
- A tensioned fabric roofed structure was purchased and installed at PRFMD for use as a soil bin.
- Rotten arbors from the Scheig Center were removed and new ones constructed.
- The Veteran's Memorial at the Scheig Center had several shrubs added along with 70 plant plugs.
- North side parks and all sports fields sprayed for broadleaf weeds and were fertilized.
- Tables and supplies transported for various events, such as Police Week Brat Fry, City Band, Fire events, and some Special Events.
- Mulch hauled to USA Sports Complex and to the Fire Stations.
- Oiled goose eggs. Applied Flight Control to repel geese.

- Concrete patched at the Transit Center.
- Two receivers for Memorial Park scoreboards were replaced.
- The Wildflower bed at the Scheig Center was removed and redesigned.
- Power washed the Hadzi Sculpture.
- Removed the Scheig Center storage shed and poured a new slab for a new shed donated and built by a Girl Scout.



- Banners installed throughout the City for seasonal hiring and to advertise Recreation's Playground Fair.
- Concrete slabs and fitness equipment were installed at Appleton Memorial Park and Telulah Park.



- Constructed and repaired Recreation games/props for the Playground Fair and other events.
- Pierce Park was repeatedly watered with the tanker to establish grass before the car show.
- The Highview Trail was backfilled along the area that had an asphalt overlay added.
- Stone delivered to Fire Station 5.
- A wood fence by the Fire Station 5 patio was replaced with a new vinyl fence.
- Homeless encampment removal.
- The old sand play area was removed at Mead Pool. The outer fence was removed, and the area was landscaped.
- A dumpster enclosure slab was installed at Mead Pool. The enclosure and other fencing on the south side of Mead Pool will be replaced in 2023.



Annual Responsibilities

- Maintained 610 acres of turf.
- Maintained 13.25 miles of trails.
- Snow removal for Fire Stations, Wastewater, park lots, sidewalks, trails, water tower, and lift stations.
- Maintained ice rinks at Pierce, Erb, Highview, Colony Oaks, and Jones Parks.
- Groomed skate and traditional cross-country skiing trails at Reid and traditional cross country and fat tire bike trails at Appleton Memorial Park.
- Repaired plow damage.
- Daily cleaning of 23 pavilions and restrooms from May through September.
- Cold patched park lots and roadways.
- Installed the bases and prepared and maintained 17 ball diamonds for play.
- Installed and removed nets and kept surfaces repaired and free from debris on 15 tennis courts, 11 basketball courts, and 8 pickleball courts.
- Performed monthly inspections and maintenance on twenty-nine playgrounds.
- Fertilized athletic fields.
- Aerated athletic fields.
- Maintained archery range and targets.
- Ongoing invasive removal of buckthorn, teasel, Japanese knot weed, poison hemlock and garlic mustard.

- Planted annual beds.
- Right of way and weed mowing.
- Hired and trained 13 seasonal employees.
- Sprayed median, round a bout and other hard surface cracks with herbicide.
- Weed control of landscape beds.
- Shade sails installed in spring and removed in the fall for all parks.



- Perform PMs and maintain powered gates at City facilities.
- Lutz Park and Telulah Park kayak launches installed in the spring and removed in fall.
- Support Recreation programs by moving fitness and other program related equipment where needed.
- Support the City Band by transporting their equipment to Pierce Park.
- Delivered and removed picnic tables from College Ave for Oktoberfest.
- Graffiti removal.
- Maintained irrigation at Erb Pool and Memorial Park diamonds.
- Maintain the flags at College and Memorial, Veteran’s Park, and by the “Doughboy”

Special Events

The Grounds Division works with many special event organizers to make their event successful for residents and visitors.

- Sky Dance
- African Heritage, Inc.
- People of Progression
- Jaycees
- ADI
- YMCA
- Soul Burner
- Art in the Park
- Irish fest
- Octoberfest

Grounds Division Collaborative and Volunteer Projects

- The Friends of the Memorial Park Gardens continued relationship for labor and expertise in maintaining the gardens.
- Coordinated workdays with the various Adopt a Park groups. Highview Park was added to the list of parks adopted in 2022.
- Coordinated with school groups, Fleet Feet, and scouting troops to pick up litter, sticks, trail clean up and Eagle Scout projects.
- Continued sharing of equipment with the Department of Public Works.