



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
www.appleton.org

## Meeting Agenda - Final Parks and Recreation Committee

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Monday, December 7, 2020

6:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

[20-1558](#) Minutes of the November 9, 2020 Parks & Recreation Committee

**Attachments:** [Minutes of the November 9, 2020 P & R Meeting.pdf](#)

3. Approval of minutes from previous meeting

4. **Public Hearings/Apearances**

5. **Action Items**

[20-1578](#) Action Item: Approve J Restaurant Patio Premise to Lease Space in Vulcan Heritage Park for 2021-2025

**Attachments:** [2020 Supple Lease Renewal.doc](#)

[20-1582](#) Action Item: Approve Trails Master Plan Amendment - JJ North

**Attachments:** [Trail Master Plan Amendment - JJ North.doc](#)

[Trial Master Plan Amendment Final – JJ North.pdf](#)

6. **Information Items**

[20-1595](#) Upcoming Recreation Programming - December, 2020

7. **Adjournment**

*Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.*

*Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.*

*If you have any questions regarding this agenda, please contact the Parks, Recreation & Facilities Management Department at 920.832.5514*





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## Meeting Minutes - Final Parks and Recreation Committee

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Monday, November 9, 2020

6:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

*The meeting was called to order at 6:30 p.m.*

2. Roll call of membership

*Aldersperson Schultz arrived at 6:39 p.m.*

**Others:** Dean Gazza and Jeff Plasschaert, Parks, Recreation & Facilities Management; Chris Behrens, Attorney's Office

**Present:** 3 - Martin, Smith and Wolff

**Absent:** 2 - Schultz and Van Zeeland

3. Approval of minutes from previous meeting

[20-1468](#)

Minutes of the 10-12-20 Parks & Recreation Committee Meeting

**Attachments:** [Minutes of the 10-12-20 P & R Meeting.pdf](#)

**Aldersperson Smith moved, seconded by Aldersperson Wolff, that the Minutes of the October 12, 2020 Parks & Recreation Committee be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Martin, Smith and Wolff

**Absent:** 2 - Schultz and Van Zeeland

4. Public Hearings/Appealances

None

5. Action Items

[20-1469](#)

Action Item-Request Approval of the Updated Miracle League Field-Rental and Fee Schedule Policy

**Attachments:** [Miracle League Field Policy - Clean.doc](#)  
[Miracle League Field Policy - Redlined.pdf](#)

*Approved with change made to date on Fee Schedule to reflect effective date of January 1, 2021*

**Aldersperson Smith moved, seconded by Aldersperson Wolff, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Martin, Schultz, Smith and Wolff

**Absent:** 1 - Van Zeeland

[20-1477](#)

Action Item-Request Approval of Reid Golf Course 2021 Rates Policy

**Attachments:** [2021 Golf Rates Memo.doc](#)  
[Reid Rate Policy 2021 Final.docx](#)  
[Reid Rate Policy 2021 redline.pdf](#)

*Meeting went into Recess at 6:34 p.m. due to technical issues*

*Meeting Reconvened at 6:35 p.m.*

**Aldersperson Smith moved, seconded by Aldersperson Wolff, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Martin, Smith and Wolff

**Absent:** 2 - Schultz and Van Zeeland

[20-1493](#)

Action Item-Request to Install Oversized Wooden Letters Spelling "HOPE" within Houdini Plaza

**Attachments:** [Houdini Plaza-HOPE Sign.pdf](#)

**Aldersperson Schultz moved, seconded by Aldersperson Martin, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Martin, Schultz, Smith and Wolff

**Absent:** 1 - Van Zeeland

[20-1458](#)

#16-R-20 Ellen Kort Peace Park Subcommittee Resolution

**Attachments:** [#16-R-20 Ellen Kort Peace Park SubCommittee.pdf](#)  
[SIGNED Memo to Mayor \(Schultz Resolution\).pdf.pdf](#)

*After some discussion, Alderperson Schultz withdrew his Resolution #16-R-20 with permission from Committee Chair Martin*

**6. Information Items**

[20-1470](#)

Reid Golf Course Participation, Revenue and Expense Report-October, 2020

**Attachments:** [Reid-Participation, Revenue and Expense Report 10-20.pdf](#)

**This item was presented**

**7. Adjournment**

**Aldersperson Smith moved, seconded by Aldersperson Schultz, that the meeting be adjourned. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Martin, Schultz, Smith and Wolff

**Absent:** 1 - Van Zeeland



*"...meeting community needs...enhancing quality of life."*

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

1819 East Witzke Boulevard  
Appleton, Wisconsin 54911-8401  
(920) 832-5572 FAX (920) 993-3103  
Email - [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

TO: Parks & Recreation Committee

FROM: Dean R. Gazza, Director of Parks, Recreation and Facilities Management

DATE: 12/7/2020

RE: Action Item: Approve J Restaurant Patio Premise to Lease Space in Vulcan Heritage Park for 2021-2025.

In 2006, the City of Appleton executed a three-year agreement with the Supple Restaurant Group for the use of the patio area at Vulcan Heritage Park. The agreement was renewed for additional three-year terms in 2009, 2012, 2015 and 2018. The 2018 agreement expired on October 29, 2020 and the Supple Restaurant Group has requested renewal of the agreement for use of the Vulcan Heritage Park patio for another five years.

The following identifies the basic components of an agreement reached with the Supple Restaurant Group based on the previous agreements:

- The Supple Restaurant Group will lease the patio area immediately west of Fratello's Riverfront Restaurant for a five-year period, 2021 – 2025.
- Annual compensation for the lease will be as follows:
  - 2021 - \$3,225 per year.
  - 2022 - \$3,225 per year.
  - 2023 - \$3,300 per year.
  - 2024 - \$3,300 per year.
  - 2025 - \$3,375 per year.
- Food and beverage service will be limited to the "patio" area of the leased area only.
- The Supple Restaurant Group will provide food and beverage service that meets all applicable licenses and permits.
- The Supple Restaurant Group will provide trained wait staff during all food service hours.
- The Supple Restaurant Group will allow the general public to use the patio area during regular serving hours.

- The service of the food and beverage will be from 11:00 A.M. to 11:00 P.M. Extension of these hours may be granted by written permission from the Parks, Recreation and Facilities Management Department for special events.
- The Supple Restaurant Group will provide all furniture for the patio. The furniture theme shall be consistent with the current park amenities.
- The Supple Restaurant Group will be solely responsible for the furniture.
- The Supple Restaurant Group will maintain the area immediately surrounding the patio on a daily basis. Immediate surrounding area shall include parking lot, walkways, planters, turf areas, etc. on a daily basis. Maintenance activities shall include waste and litter disposal, walkway cleaning, general site inspection, and daily plant care consistent with standards established by the Parks, Recreation and Facilities Management Department.
- Either party has fifteen (15) days from written notice to correct a violation of the agreement. If the violation is not corrected after fifteen (15) days, either party shall have the right to terminate the agreement.
- All signs shall meet applicable zoning ordinances and cannot promote alcohol and tobacco or contain morally questionable or overly suggestive themes.

The 2018-2020 agreement with the Supple Restaurant Group included annual payments of \$3,225 to the City of Appleton. The proposed 2021-2025 lease agreement includes an increase in the annual payments beginning in year three to \$3,300 and an increase of \$75.00 in year five.

This lease has been mutually beneficial. The Supple's, in addition to their lease payment, continue to work with the City to continually improve the space and assist with outdoor maintenance tasks including security. We have found this partnership very positive and recommend approval of this agreement.

Please contact me at 832-5572 or [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org) with any questions or concerns.



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MANAGEMENT**

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## Memorandum

**To:** Parks and Recreation Committee  
**From:** Dean Gazza, Director, Parks, Recreation & Facilities Management Department  
**Date:** December 7, 2020  
**Re:** Action Item: Approve Trails Master Plan Amendment – JJ North

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The City adopted the Trails Master Plan in January of 2017. Since this adoption, the Departments of Public Works, Community and Economic Development, and Parks, Recreation and Facilities Management have been working with developers on future land development plans.

Proposed are future trails to be built in the northeast area of the City as developers move forward with plans for development. Highlighted in yellow, are the newly proposed trails that are not currently shown on the Trails Master Plan.

The Parks, Recreation, and Facilities Management Department is requesting approval of the Trails Master Plan amendment as presented.

Please feel free to contact me at (920) 832-5572 or [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org) if you need additional information or have questions.



# Trail Master Plan Amendment

- Area Trails on Master Plan**
- Proposed Bike Route/Lane
  - Existing Bike Route/Lane
  - Proposed Trail
  - Existing Trail
  - Newly Proposed Trail not on Master Plan
  - City Parcels
  - County Parcels
  - Officially Mapped Road
  - Park
  - City Limits

