



City of Appleton

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

Meeting Agenda - Final-revised Parks and Recreation Committee

Monday, November 9, 2020

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

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](#)

4. **Public Hearings/Apearances**

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](#)

[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](#)

[20-1493](#) Action Item-Request to Install Oversized Wooden Letters Spelling "HOPE" within Houdini Plaza

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

[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](#)

Legislative History

11/4/20

Common Council

referred to the Parks and Recreation
Committee**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](#)**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.



City of Appleton

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

Meeting Minutes - Final Parks and Recreation Committee

Monday, October 12, 2020

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

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

2. Roll call of membership

Others: Director Dean Gazza, Parks, Recreation & Facilities Management;
Attorney Chris Behrens, Legal Services

Present: 4 - Martin, Smith, Van Zeeland and Wolff

Excused: 1 - Schultz

3. Approval of minutes from previous meeting

[20-1268](#)

Minutes of the 09-21-20 Parks & Recreation Committee Meeting

Attachments: [Minutes of the 9-21-20 P & R Meeting.pdf](#)

Aldersperson Van Zeeland moved, seconded by Aldersperson Smith, that the Minutes of the September 21, 2020 Parks & Recreation Committee be approved. Roll Call. Motion carried by the following vote:

Aye: 4 - Martin, Smith, Van Zeeland and Wolff

Excused: 1 - Schultz

4. Public Hearings/Appearances

None

5. Action Items

[20-1269](#)

Request Approval of the Updated 2020 Trail Reservation and Fees Policy

Attachments: [Trail Reservation and Fee Policy - Clean.pdf](#)

[Trail Reservation and Fee Policy - Redlined.pdf](#)

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

Aye: 4 - Martin, Smith, Van Zeeland and Wolff

Excused: 1 - Schultz

[20-1271](#)

Request to Install Lion Statue in Lions Park

Attachments: [Lions Park Statue Memo.pdf](#)

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

Aye: 4 - Martin, Smith, Van Zeeland and Wolff

Excused: 1 - Schultz

6. Information Items

[20-1270](#)

Review of the proposed 2021 Parks & Recreation Budget

Attachments: [2021 Parks & Recreation Proposed Budget.pdf](#)

This item was presented

[20-1272](#)

Reid Golf Course Participation, Revenue & Expense Report, September, 2020

Attachments: [Reid Golf Course- Revenue and Expense Report- September 2020.pdf](#)

This item was presented

7. Adjournment

The meeting was adjourned at 7:03 p.m.

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

Aye: 4 - Martin, Smith, Van Zeeland and Wolff

Excused: 1 - Schultz

CITY OF APPLETON POLICY		TITLE: MIRACLE LEAGUE FIELD - RENTAL AND FEE SCHEDULE POLICY	
ISSUE DATE: August 19, 2009	LAST UPDATE: August 12, 2009		
POLICY SOURCE: Parks and Recreation Department		TOTAL PAGES: 5	
Reviewed by Attorney's Office Date: October 13, 2020	Parks and Recreation Committee Approval Date: October 22, 2014	Council Approval Date: November 5, 2014	

I. Purpose:

To provide a policy to authorize the Parks, Recreation and Facilities Management Department to equitably administer rules and regulations, policies, fees and charges and manage the schedule and use of the Miracle League Field and associated amenities for personal use, tournaments and/or community events.

II. Policy:

This policy authorizes the Parks, Recreation and Facilities Management Department to charge fees and schedule the use of the Miracle League Field and associated amenities within the rate structure and scheduling priorities established by the Parks and Recreation Committee and Common Council. To effectively schedule, manage, protect facilities, and promote the wise use of the Miracle League Field, this policy authorizes the Parks, Recreation and Facilities Management Director and/or designees to:

- Cancel and/or relocate any reservation that potentially threatens the integrity of the park and/or facility due to misrepresentation of information on the Facility Reservation Agreement, conditions of the facility or grounds would potentially create an unsafe situation, or if continued use of the facility by the group/organization may result in damage to the facility that is beyond the normal wear and tear of facility.
- Limit the number of weekend reservations for facilities for anyone or any group, organization or individuals that would dominate the use of a facility and/or restrict equal opportunities to reserve facilities by members of the public at large.
- Deny any facility reservation application if the expected attendance would exceed the safe capacity of the facility so as to endanger public health and safety, or compromise the condition of facilities and/or nearby facilities and/or natural resources.
- Enforce park rules, regulations, and policies.
- Require insurance coverage with limits established by the City Risk Manager, for activities or events that are beyond the scope of the normal and intended guidelines established by the Parks Recreation and Facilities Management Department.
- Require a security deposit and/or performance bond for activities or events that may impact the integrity of the facilities and require significant repairs to the facilities that

would limit the future use of the facilities.

III. Definitions:

- Miracle League Field – This field is located in the northwest corner of the Appleton Memorial Park Ball Diamond complex.
- Category A – Local non-profit organizations that provide ball diamond related recreational services or provide services to individuals with physical, mental, or emotional disabilities to Appleton and the Fox Cities community.
- Category B – For-profit, other non-profit or private groups and organizations.
- Concessions/Sales/Exchange of Money – The sale of food, beverage and other associated products or the exchange of money at an event or program that is held in a city park and/or special area specifically reserved for that event or program.
- Late Reservation – Request for a reservation of city park facility and/or special area that is received less than ten (10) business days before the reservation date.
- Processing Fee – Fee charged to process a refund and/or cancellation request that is received before the reservation date.
- Special Event – Any planned occurrence on public property that exceeds the normal and ordinary use of the property, as defined within the City of Appleton’s special event policy.

IV. Use of Miracle League Field:

The use of the Miracle League Field is managed and maintained by the Parks, Recreation and Facilities Management Department and is available to individuals, groups and organizations for exclusive use for practice, league play, and tournaments. The following shall direct the use of athletic facilities:

- All park ordinances shall apply to use of athletic facilities.
- Any additions or modifications to the athletic facilities shall be approved in writing by the Parks, Recreation and Facilities Management Director or designee.
- Individuals, groups and organizations must obtain a permit from the Parks Recreation and Facilities Management Director or designee.
- The display of any advertising, signs, etc. must be approved by the Parks Recreation and Facilities Management Director or designee.
- Access to the athletic facilities will be limited to the times listed on the reservation request form.
- The overnight storage of equipment, supplies, vehicles, etc. is prohibited unless approved by the Parks, Recreation and Facilities Management Department Director or designee.
- No games shall begin before 8:00 A.M. or end after 11:00 P.M. unless approved by the Parks and Recreation Committee.
- The Parks Recreation and Facilities Management Director or designee reserves the right to cancel and/or relocate any reservation if it threatens the integrity of the park and/or athletic facilities due to misrepresentation of information on the reservation request, unsafe facility conditions or weather conditions, or if continued use of the

facility by the group/organization may result in damage to the facility that is beyond the normal wear and tear of facility.

V. Reservations:

The reservation of Miracle League Field shall be directed by the following policies and procedures:

- The use by the Miracle League of the Fox Valley, Appleton Parks, Recreation and Facilities Management Department and other groups and/or organizations shall follow the Miracle League Field Use Policy.
- All groups, individuals and organizations reserving the Miracle League Field will be charged in accordance with the established rate schedule on file with the Parks, Recreation and Facilities Management Department or City Clerk. Reservations that meet certain criteria will be required to obtain a Special Events License.
- All reservations for the Miracle League Field shall submit the necessary payment with the reservation request. Full payment of the reservation fee shall be included with all other athletic facilities reservation requests. Reservations are not valid until a “Field Reservation Agreement” form has been signed by all parties and the required payments have been made.
- Organizations/groups that have reserved the Miracle League Field for special events shall have thirty (30) days after the date of the reservation to reserve the Miracle League Field for the same weekend and/or date for the following year. After thirty (30) days, the Parks, Recreation and Facilities Management Department will make the Miracle League Field available to other interested parties. The Miracle League Field schedule will be held open for events that meet “tournament rental fee” criteria for a period of 6 months to one year before the scheduled event. The Miracle League Field will be available for all events, including non-tournament events on a first-come, first-served basis beginning 6 months before the proposed date.
- All other reservations for the Miracle League Field are on a first-come, first-served basis and may be made no more than one (1) year in advance. Reservations for state, regional and/or national tournaments and/or events that must be scheduled more than one (1) year in advance may submit a written request to the Parks and Recreation Committee for approval.
- All applications for facility reservations must be made at least ten (10) business days in advance of the reservation date. Applications not made before this time period will be charged an additional \$20.00 for each reservation.
- Groups and/or organizations may be required to reserve pavilions and/or special areas if the Parks, Recreation and Facilities Management Department determines the event or activity warrants the additional reservations to minimize impact on other facility users or enhance the event.

VI. Scheduling Priorities:

The Appleton Parks, Recreation and Facilities Management Department will schedule the Miracle League Field according to the following priorities:

1. The Miracle League of the Fox Valley will have the first opportunity to schedule regular programs (games, scheduled practices, instructional programs and scheduled tournaments) Monday through Friday from 4:00 PM to park closing and two weekend days between June 1 and August 15, before any other programs are scheduled with the approval of the Parks, Recreation and Facilities Management Department.
2. All Parks, Recreation and Facilities Management Department programs (games, scheduled practices, matches, camps, instructional programs) will be scheduled after the Miracle League program and before any other programs are scheduled.
3. Local non-profit organizations (Category A organizations) that provide services to individuals with physical, mental, or emotional disabilities to Appleton and the Fox Cities community will be scheduled after programs offered by the Miracle League of the Fox Valley and the Parks, Recreation and Facilities Management Department.
4. Programs sponsored by schools and other local non-profit organizations that offer youth sport programs.

VII. Cancellation/Refunds:

A refund of the rental fee will be made if the reservation for the Miracle League Field is cancelled more than 90 days in advance of the event. Refunds are subject to a \$10.00 processing fee.

A full refund of the rental fee will be made if the reservation is cancelled by the Parks Recreation and Facilities Management Department due to park closings, construction activities, etc. These refunds are not subject to the \$10.00 processing fee.

Miracle League Field- Fees & Charges
(Effective January 1, 2021)

The Miracle League of the Fox Valley - \$1.00 for each yearly season.

Ball Diamond Rental Fees –

<u>Category A</u>	<u>Category B</u>
Daily..... \$100.00 per day	Daily \$150.00 per day
West Concession Stand \$50.00 per day	West Concession Stand \$100.00 per day

Full payment for athletic fields are required at the same time the athletic field reservation form is submitted.

Hourly Ball Diamond Rental Fees –

<u>Category A</u>	<u>Category B</u>
Ball Diamond Rental Fee ... \$20.00 per hour	\$25.00 per hour

Other permits that must be obtained at the Appleton Parks, Recreation and Facilities Management Department office at least 5 working days prior to the event:

Tents over 200 square feet	\$15.00 per tent, per day
Fire Department tent inspection	\$25.00
Selling or serving concessions	\$25.00 per event

This policy became effective on January 1, 2015, and shall remain in effect until it is modified, changed, and/or repealed.

CITY OF APPLETON POLICY		TITLE: MIRACLE LEAGUE FIELD - RENTAL AND FEE SCHEDULE POLICY	
ISSUE DATE: August 19, 2009	LAST UPDATE: August 12, 2009	TEXT NAME:	
POLICY SOURCE: Parks and Recreation Department		TOTAL PAGES: 5	
Reviewed by Attorney's Office Date: October 13, 2020 September 15, 2014	Parks and Recreation Committee Approval Date: October 22, 2014	Council Approval Date: November 5, 2014	

I. Purpose:

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- Cancel and/or relocate any reservation that potentially threatens the integrity of the park and/or facility due to misrepresentation of information on the Facility Reservation Agreement, conditions of the facility or grounds would potentially create an unsafe situation, or if continued use of the facility by the group/organization may result in damage to the facility that is beyond the normal wear and tear of facility.
- Limit the number of weekend reservations for facilities for anyone or any group, organization or individuals that would dominate the use of a facility and/or restrict equal opportunities to reserve facilities by members of the public at large.
- Deny any facility reservation application if the expected attendance would exceed the safe capacity of the facility so as to endanger public health and safety, or compromise the condition of facilities and/or nearby facilities and/or natural resources.
- Enforce park rules, regulations, and policies.
- Require insurance coverage with limits established by the City Risk Manager, for activities or events that are beyond the scope of the “normal and intended guidelines” established by the Parks Recreation and Facilities Management Department.

- Require a security deposit and/or performance bond for activities or events that may impact the integrity of the facilities and require significant repairs to the facilities that would limit the future use of the facilities.

III. Definitions:

- Miracle League Field – This field is located in the northwest corner of the Appleton Memorial Park Ball Diamond complex.
- Category A – Local non-profit organizations that provide ball diamond related recreational services or provide services to individuals with physical, mental, or emotional disabilities to Appleton and the Fox Cities community.
- Category B – For-profit, other non-profit or private groups and organizations.
- Concessions/Sales/Exchange of Money - The sale of food, beverage and other associated products or the exchange of money at an event or program that is held in a city park and/or special area specifically reserved for that event or program.
- Late Reservation - Request for a reservation of city park facility and/or special area that is received less than ~~five (5)~~ ten (10) business days before the reservation date.
- ~~Normal and Ordinary Use of City of Appleton Parks—Is defined by guidelines established and published by the Parks, Recreation Facilities Management Department.~~
- Processing Fee - Fee charged to process a refund and/or cancellation request that is received before the reservation date.
- ~~Session—A designated period of time that is used to determine the rental fee for the ball diamonds at Appleton Memorial Park.~~
- Special Event – An event or activity that meets the City of Appleton’s requirements for a special event activity, is held in a city park and/or special area, and exceeds the normal and ordinary use of the park and/or special area. Any planned occurrence on public property that exceeds the normal and ordinary use of the property, as defined within the City of Appleton’s special event policy.

IV. Use of Miracle League Field:

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- The display of any advertising, signs, etc. must be approved by the Parks Recreation and Facilities Management Director or designee.
- Access to the athletic facilities will be limited to the times listed on the reservation request form.

- The overnight storage of equipment, supplies, vehicles, etc. is prohibited unless approved by the Parks, ~~and~~ Recreation ~~and~~ Facilities Management Department Director or designee.
- No games shall begin before 8:00 A.M. or end after 11:00 P.M. unless approved by the Parks and Recreation Committee.
- The Parks Recreation and Facilities Management Director or designee reserves the right to cancel and/or relocate any reservation if it threatens the integrity of the park and/or athletic facilities due to misrepresentation of information on the reservation request, unsafe facility conditions or weather conditions, or if continued use of the facility by the group/organization may result in damage to the facility that is beyond the normal wear and tear of facility.

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- All reservations for the Miracle League Field shall submit the necessary ~~deposit~~ **payment** with the reservation request. Full payment of the reservation fee shall be included with all other athletic facilities reservation requests. Reservations are not valid until a “Field Reservation Agreement” form has been signed by all parties and the required ~~deposits~~/payments have been made.
- Organizations/groups that have reserved the Miracle League Field ~~and other athletic facilities~~ for special events shall have thirty (30) days after the date of the ~~special event reservation~~ to reserve the Miracle League Field ~~and other athletic facilities~~ for the same weekend and/or date for the following year. After thirty (30) days, the Parks, Recreation and Facilities Management Department will make the Miracle League ~~Field~~ ~~Field and other athletic facilities~~ available to other interested parties. ~~The reservation may be cancelled if the appropriate facility rental fees are not paid within 30 days of receipt of invoice.~~
- The Miracle League Field schedule will be held open for events that meet “tournament rental fee” criteria for a period of 6 months to one year before the scheduled event. The Miracle League Field will be available for all events, including non-tournament events on a first-come, first-served basis beginning 6 months before the proposed date.
- All other reservations for the Miracle League Field are on a first-come, first-served basis and may be made no more than one (1) year in advance. Reservations for state, regional and/or national tournaments and/or events that must be scheduled more than

one (1) year in advance may submit a written request to the Parks and Recreation Committee for approval.

- All applications for facility reservations must be made at least ~~five-ten~~ (\$10) business days in advance of the reservation date. Applications not made before this time period will be charged an additional \$20.00 for each reservation.
- Groups and/or organizations may be required to reserve pavilions and/or special areas if the Parks, Recreation and Facilities Management Department determines the event or activity warrants the additional reservations to minimize impact on other facility users or enhance the event.

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2. All Parks, Recreation and Facilities Management Department programs (games, scheduled practices, matches, camps, instructional programs) will be scheduled after the Miracle League program and before any other programs are scheduled.
3. Local non-profit organizations (Category A organizations) that provide services to individuals with physical, mental, or emotional disabilities to Appleton and the Fox Cities community will be scheduled after programs offered by the Miracle League of the Fox Valley and the Parks, Recreation and Facilities Management Department.
4. Programs sponsored by schools and other local non-profit organizations that offer youth sport programs.

VII. Cancellation/Refunds:

A ~~full~~ refund of the ~~deposit/~~ rental fee will be made if the reservation for the Miracle League Field is cancelled more than 90 days in advance of the event. ~~A full refund of the deposit/rental fee for the cancellation of the Miracle League Field less than 90 days in advance of the event will be made only if the facility can be rented to another party for the date canceled.~~ Refunds are subject to a \$10.00 processing fee.

A full refund of the rental fee will be made if the reservation is cancelled by the Parks Recreation and Facilities Management Department due to park closings, construction activities, etc. These refunds are not subject to the \$10.00 processing fee.

Miracle League Field- Fees & Charges
 (Effective January 1, ~~2015~~ 2021)

The Miracle League of the Fox Valley - \$1.00 for each yearly season.

~~Session~~ *Ball Diamond Rental Fees –*

<u>Category A</u>	<u>Category B</u>
Session \$50.00 per session	Session \$75.00 per session
Daily..... \$100.00 per day	Daily \$150.00 per day
West Concession Stand \$50.00 per day	West Concession Stand \$100.00 per day

~~Sessions are defined as:~~

- ~~———— Morning Session — 7:00 AM — Noon~~
- ~~———— Afternoon Session — Noon — 5:00 PM~~
- ~~———— Evening Session — 5:00 PM to Close~~
- ~~———— **Session rental includes Facility Supervisor, field preparation and use of concession stand in the west restroom facility.**~~

Full payment for athletic fields are required at the same time the athletic field reservation form is submitted.

Hourly Ball Diamond Rental Fees –

	<u>Category A</u>	<u>Category B</u>
Ball Diamond Rental Fee ...	\$15-20.00 per hour	\$20 25.00 per hour
Concession Stand	\$ 5.00 per hour	\$10.00 per hour
West Restroom Facility		
Facility Supervisor (AMP)...	\$10.00 per hour	\$15.00 per hour

~~**Ball Diamond Preparation Fees – (Other than tournament rental)**~~

- ~~———— Weekday preparation without overtime..... No Fee~~
- ~~———— Preparation beyond regular hours and Saturdays ... \$35.00 per hour, per person~~
- ~~———— Preparation Sunday and Holidays \$45.00 per hour, per person~~

Other permits that must be obtained at the Appleton Parks, Recreation and Facilities Management Department office at least 5 working days prior to the event:

- Tents over 200 square feet \$15.00 per tent, per day
- Fire Department ~~inspection of the tent~~ inspection..... \$15-25.00 per tent
- Selling or serving concessions ~~\$20~~ 25.00 per event

This policy ~~shall become~~became effective on January 1, 2015-~~2021~~, and shall remain in effect until it is modified, changed, and/or repealed.



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

**PARKS, RECREATION & FACILITIES
MANAGEMENT**

1819 E. Witzke Boulevard
Appleton, Wisconsin 54911-8401
(920) 832-3915 FAX (920) 993-3103
tom.flick@appleton.org

Memorandum

To: Parks and Recreation Committee
From: Dean Gazza, Parks, Recreation and Facilities Management Department
Date: November 9, 2020
Re: Action Item: Request Approval of Reid Golf Course 2021 Rates Policy

Attached is the proposed 2021 Reid Golf Course Rates Policy that outlines the daily fees and pass rates for 2021. The 2021 Reid Golf Course Rates Policy is consistent with the policy adopted by the Committee and Council for 2020.

The policy continues to include a Discount Card that provides a 15% discount on daily fees and removes the afternoon twilight time restriction of 1pm-4pm and weekend twilight time restriction of 4pm-close. The twilight start times are fluid and can change based on demand for tee times. Additional language is also proposed to further define cart rentals are based on double occupancy.

The proposed 2021 golf rates include a \$1.00 increase to twilight unlimited golf riding.

The Parks, Recreation, and Facilities Management Department is requesting approval of the 2021 Reid Golf Course Rates Policy at this time to begin planning for the 2021 season.

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

CITY OF APPLETON POLICY		TITLE: 2021 REID GOLF COURSE RATES POLICY	
ISSUE DATE: Day of Council Adoption		LAST UPDATE: December 2008, December 2010, December 2011, September 2012, September 2013, August 2014 October 2015, November 2016, November 2017, November 2018, October 2019	LOCATION: J:\Department\Administration\Policies\ Golf Course
POLICY SOURCE: Parks and Recreation Department		TOTAL PAGES: 5	
Reviewed by Attorney's Office Date: October 28 th , 2020	Parks and Recreation Committee Approval Date:	Council Approval Date:	

I. PURPOSE:

The Appleton Parks, Recreation and Facilities Management Department operates Reid Golf Course to maintain open space and provide for the recreational needs of the Community. The adoption of the rates outlined in this policy provides additional recreational opportunities to the members of the public. In addition, these rates shall provide revenues to meet operational, administrative and debt service expenses. The policy also contains procedures regarding refunds and coupon/pass upgrades that will provide additional golf opportunities, secure additional revenues for the City of Appleton and increase customer satisfaction.

II. POLICY:

It is the policy of the City of Appleton to establish daily green fees, discount cards and annual pass rates to meet changing community and participant interests and secure revenues to meet operational, administrative and debt service needs of the golf course. All daily green fees, discount cards and annual pass rates shall be established by the Parks, Recreation and Facilities Management Department and presented to the Parks and Recreation Committee and Council for annual review and adoption. Special and/or seasonal rates shall be established by the Parks, Recreation and Facilities Management Department to address current market conditions, changing competition, local and national trends, seasonal opportunities, golf course conditions, etc.

III. DEFINITIONS:

1. Discount Card – Provides 15% discount on regular green fees
2. Weekday – Monday through Friday
3. Weekend – Saturday, Sunday and holidays

4. Dependent - Child age 18 and under, for family passes only
5. Junior – Age 18 and under
6. Junior Associate – Age 19 to 24
7. Associate – Age 25 to 40
8. Adult – Age 41 to 61
9. Senior – Age 62 and up
10. Family – All persons currently residing at the same address who are directly related (mother, father, son, daughter), or are foster children. Families are limited to two adults and the dependents and/or foster children.
11. Guest Round – A free round of golf provided to a guest of Annual pass holder.
12. New Pass Holder – individual and/or family who have not purchased an annual pass the previous year.
13. Business Pass – Pass purchased by businesses and companies for use by employees, business guests, etc. The Business Pass includes a foursome for one tee time and two carts per day.

IV. DISCUSSION:

1. Weekday daily fees will be charged Monday through Friday, except holidays.
2. Weekend daily fees will be charged Saturdays, Sundays and all holidays.
3. A Weekday Pass:
 - a. Is available for 9-hole or 18-hole play.
 - b. Can be used anytime Monday through Friday.
 - c. Can be used for league play Monday through Friday.
 - d. Cannot be used for tournaments, outings and/or special events.
4. An Associate, Junior Associate, Adult, and Family Annual Pass:
 - a. Is available for 9-hole or 18-hole play.
 - b. Can be used anytime Monday through Sunday and holidays based on availability.
 - c. Can be used for league play Monday through Friday.
 - d. Can be used for tournaments, outings and/or special events.
5. A Junior Annual Pass:
 - a. Is available for 9-hole or 18-hole play.
 - b. Can be used anytime Monday through Friday.
 - c. Can be used Saturdays, Sundays and holidays after 2:00 PM
 - d. Can be used for tournaments, outings and special events.
6. A Junior Summer Pass:
 - a. Is available for 9 or 18 hole play.
 - b. Can be used from Memorial Day to Labor Day only.
 - c. Can be used Monday through Friday from 6:00 am to 3:00 pm.
 - d. Can be used Saturdays, Sundays and holidays after 2:00 PM.
 - e. Cannot be used for tournaments, outings, and/or special events.
7. A New Pass Holder (Weekday or Annual) can purchase a pass for the following year at the end of the current golf season and the pass can be used for the remainder of the current golf season and the entire following golf season. The use of the Weekday and/or

Annual Pass for the remainder of the current golf season will be consistent with #4, #5 and #6 above.

8. The Discount Card is available:
 - a. Provides a 15% discount on all regular green fees.
 - b. Cannot be used for tournaments, outings and/or special events.
9. Discount Cards, Special, Weekday and Annual Passes cannot be transferred to another individual.
10. The Family Annual Pass provides the benefits listed in #5 above to the pass holder and family members. An adult family member must accompany a minor child/children when a Family Annual Pass is used.
11. The Business Pass allows the company and/or business to schedule one (1) foursome for one tee time per day during the golf season and also includes two (2) carts. The company and/or business must schedule the tee time for the foursome with the Pro Shop office at least 24 hours before the tee time by the designated business representative(s). The Business Pass cannot be used for outings or tournaments.
12. The Guest Rounds provided to annual pass holders can only be used when the guest is accompanied by the pass holder. Junior guest passes are only redeemable for juniors.
13. The Guest Rounds are good for either 9-hole or 18-hole rounds. All guest passes are redeemable based on which golf pass was purchased, annual vs. weekday.
14. All Discount Cards, Coupon Books, Weekday and Annual Passes expire at the end of the season for which they were purchased.
15. Twilight rates allow for unlimited play from the established start time until the course closes.
16. Cart rental is based on double occupancy when applicable, including annual individual cart pass.
17. There will be no refunds issued for passes, coupon books or discount cards. Exceptions may be granted in hardship cases by the Parks and Recreation Committee and City Council.

REID GOLF COURSE – Proposed Fees

WEEKDAY DAILY FEES	2017	2018	2019	2020	2021	Net
Adult 9	\$17.00	\$17.00	\$17.00	\$17.00	\$17.00	-
Adult 18	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	-
Senior 9	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	-
Senior 18	\$24.00	\$24.00	\$24.00	\$24.00	\$24.00	-
Junior w/ restrictions	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	-
WEEKEND DAILY FEES						
Adult/Junior/Senior 9	\$19.50	\$19.00	\$19.00	\$20.00	\$20.00	-
Adult/Junior/Senior 18	\$31.00	\$31.00	\$31.00	\$31.00	\$31.00	-
REPLAY RATES						
Walking	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	-
Riding	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	-
TWILIGHT (unlimited golf)						
Walking	\$11.00	\$11.00	\$11.00	\$12.00	\$12.00	-
Riding	\$22.00	\$22.00	\$22.00	\$23.00	\$24.00	\$1
AFTERNOON TWILIGHT Fri, Sat & Sun						
9 Holes – walking	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	-
18 Holes – walking	\$24.00	\$24.00	\$24.00	\$24.00	\$24.00	-
DISCOUNT CARDS						
Adults/Seniors	\$31.50	\$31.50	\$31.50	\$31.65	\$31.65	-
SPECIALS						
Junior Summer Pass	\$150	\$150	\$150	\$150	\$150	-
WEEKDAY PASSES (Monday-Friday Only)						
Junior	\$175	\$175	\$175	\$175	\$175	-
Adult	\$815	\$815	\$815	\$815	\$815	-
Senior	\$660	\$660	\$660	\$660	\$660	-
ANNUAL PASSES						
Junior	\$200	\$200	\$200	\$200	\$200	-
Junior Associate	-	\$350	\$350	\$350	\$350	-
Associate	\$735	\$735	\$735	\$735	\$735	-
Adult	\$1105	\$1050	\$1050	\$1050	\$1050	-
Senior	\$790	\$800	\$800	\$800	\$800	-
Family	\$1155	\$1155	\$1155	\$1200	\$1200	-
Business	\$2625	\$2625	\$2625	\$2625	\$2625	-

Tax included on daily fees and annual passes

Returning Pass Holder Loyalties

2017 Pass Sales

- Purchase pass in 2016 and play remainder of year with next year's pass
- Returning Pass Holders receive 3 free guest passes
- 5% off 2 passes, 10% off 3 passes in March

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2020 Pass Sales

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2021 Pass Sales

- Returning Pass Holders receive 3 free guest passes.
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- 5% off 2 passes, 10% off 3 passes in March

CITY OF APPLETON POLICY		TITLE: 202 10 REID GOLF COURSE RATES POLICY	
ISSUE DATE: Day of Council Adoption	LAST UPDATE: December 2008, December 2010, December 2011, September 2012, September 2013, August 2014 October 2015, November 2016, November 2017, November 2018, October 2019	<u>LOCATION TEXT NAME:</u> J:\Department\Administration\Policies\ Golf Course	
POLICY SOURCE: Parks and Recreation Department		TOTAL PAGES: 5	
Reviewed by Attorney's Office Date: October 28th, 2020 September 24, 2019	Parks and Recreation Committee Approval Date: October 7, 2019	Council Approval Date: October 16, 2019	

I. PURPOSE:

The Appleton Parks, Recreation and Facilities Management Department operates Reid Golf Course to maintain open space and provide for the recreational needs of the Community. The adoption of the rates outlined in this policy provides additional recreational opportunities to the members of the public. In addition, these rates shall provide revenues to meet operational, administrative and debt service expenses. The policy also contains procedures regarding refunds and coupon/pass upgrades that will provide additional golf opportunities, secure additional revenues for the City of Appleton and increase customer satisfaction.

II. POLICY:

It is the policy of the City of Appleton to establish daily green fees, discount cards and annual pass rates to meet changing community and participant interests and secure revenues to meet operational, administrative and debt service needs of the golf course. All daily green fees, discount cards and annual pass rates shall be established by the Parks, Recreation and Facilities Management Department and presented to the Parks and Recreation Committee and Council for annual review and adoption. Special and/or seasonal rates shall be established by the Parks, Recreation and Facilities Management Department to address current market conditions, changing competition, local and national trends, seasonal opportunities, golf course conditions, etc.

III. DEFINITIONS:

1. Discount Card – Provides 15% discount on regular green fees
2. Weekday – Monday through Friday

3. Weekend – Saturday, Sunday and holidays
4. Dependent - Child age 18 and under, for family passes only
5. Junior – Age 18 and under
6. Junior Associate – Age 19 to 24
7. Associate – Age 25 to 40
8. Adult – Age 41 to 61
9. Senior – Age 62 and up
10. Family – All persons currently residing at the same address who are directly related (mother, father, son, daughter), or are foster children. Families are limited to two adults and the dependents and/or foster children.
11. Guest Round – A free round of golf provided to a guest of Annual pass holder.
12. New Pass Holder – individual and/or family who have not purchased an annual pass the previous year.
13. Business Pass – Pass purchased by businesses and companies for use by employees, business guests, etc. The Business Pass includes a foursome for one tee time and two carts per day.

IV. DISCUSSION:

1. Weekday daily fees will be charged Monday through Friday, except holidays.
2. Weekend daily fees will be charged Saturdays, Sundays and all holidays.
3. A Weekday Pass:
 - a. Is available for 9-hole or 18-hole play.
 - b. Can be used anytime Monday through Friday.
 - c. Can be used for league play Monday through Friday.
 - d. Cannot be used for tournaments, outings and/or special events.
4. An Associate, Junior Associate, Adult, and Family Annual Pass:
 - a. Is available for 9-hole or 18-hole play.
 - b. Can be used anytime Monday through Sunday and holidays based on availability.
 - c. Can be used for league play Monday through Friday.
 - d. Can be used for tournaments, outings and/or special events.
5. A Junior Annual Pass:
 - a. Is available for 9-hole or 18-hole play.
 - b. Can be used anytime Monday through Friday.
 - c. Can be used Saturdays, Sundays and holidays after 2:00 PM
 - d. Can be used for tournaments, outings and special events.
6. A Junior Summer Pass:
 - a. Is available for 9 or 18 hole play.
 - b. Can be used from Memorial Day to Labor Day only.
 - c. Can be used Monday through Friday from 6:00 am to 3:00 pm.
 - d. Can be used Saturdays, Sundays and holidays after 2:00 PM.
 - e. Cannot be used for tournaments, outings, and/or special events.
7. A New Pass Holder (Weekday or Annual) can purchase a pass for the following year at the end of the current golf season and the pass can be used for the remainder of the current golf season and the entire following golf season. The use of the Weekday and/or

Annual Pass for the remainder of the current golf season will be consistent with #4, #5 and #6 above.

8. The Discount Card is available:
 - a. Provides a 15% discount on all regular green fees.
 - b. Cannot be used for tournaments, outings and/or special events.
9. Discount Cards, Special, Weekday and Annual Passes cannot be transferred to another individual.
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Riding	\$22.00	\$22.00	\$22.00	\$23.00	\$24.00 \$23.00	\$1
WEEKEND TWILIGHT Fri, Sat & Sun 4:00-Close						
Walking	-	-	-	\$15.00	-	-
Riding	-	-	-	\$26.00	-	-
AFTERNOON SUPER TWILIGHT Fri, Sat & Sun 1-4 PM						
9 Holes – walking	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	-
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MEMORANDUM

“...meeting community needs...enhancing quality of life.”

TO: Dean Gazza, Director of Parks, Rec, Facilities and Grounds

FROM: Jessica Titel, Principal Planner

DATE: November 5, 2020

RE: Request to Install Oversized Wooden Letters Spelling “HOPE” within Houdini Plaza

The Appleton Public Arts Committee met on November 5, 2020 and recommended approval of the request from Creative Downtown Appleton Inc. to install oversized wooden letters spelling “HOPE” on City-owned property located within Houdini Plaza at 121 W. College Avenue (Tax Id #31-2-0065-00) to be anchored into a base in the grass along the front angled walkway **as shown on the attached maps and subject to the following conditions.**

1. Agreement between the applicant and the City will be prepared by the City’s Legal Services Department and shall be executed prior to installation. This agreement will memorialize the expectations of the parties including the location of the art, installation and insurance requirements, maintenance, liability, indemnification, and the like.
2. Per the Art in Public Places Policy, any artwork signage shall meet the parameters set forth in Zoning Code Section 23-531(e), which allows each artwork one plaque/sign not to exceed nine square feet in size.
3. Applicant and/or any contractors shall provide proof of minimum liability insurance to meet City requirements, prior to installation.
4. Upon completion of the installation, a structural/professional engineer shall provide certification that the artwork was installed according to specifications and meets required structural standards.
5. The applicant shall coordinate with Parks, Recreation and Facilities Management to determine the exact location of the structure. PRFM shall be onsite for the installation of the structure.

6. Applicant shall contact Digger's Hotline for underground utility locates and Parks, Recreation and Facilities Management for underground sprinkler line locates prior to any site work commencing.
7. Applicant is required to fully restore the grass and/or repair any damage that occurs as a result of this installation.
8. Installation will occur as soon as practical after all approvals are received and the Public Art Agreement is fully executed. HOPE structure shall be removed, and the site fully restored, no later than March 31, 2021.

Per the Art in Public Places Policy, the recommendation from the Appleton Public Arts Committee is forwarded to the committee of jurisdiction, in this case, the Parks and Recreation Committee. Please place this item on the agenda for the November 9, 2020 Parks and Rec Committee agenda. Their recommendation would then be forwarded to the Common Council for final consideration on November 18, 2020.

The Staff Report prepared for the Public Art Committee is attached as reference.



REPORT TO PUBLIC ARTS COMMITTEE

Appleton Public Arts Committee Meeting Date: November 5, 2020

Parks & Recreation Committee Date: November 9, 2020

Common Council Meeting Date: November 18, 2020

Item: HOPE – Houdini Plaza

Case Manager: Jessica Titel

GENERAL INFORMATION

Applicant: Creative Downton Appleton Inc., c/o Jennifer Stephany

Property Owner: City of Appleton c/o Dean Gazza, Director of Parks, Recreation and Facilities Management

Address/Parcel: Houdini Plaza – 121 W. College Avenue (Tax Id #31-2-0065-00)

Applicant's Request: Applicant is requesting to display oversized wooden letters spelling "HOPE" within Houdini Plaza.

PROJECT DETAILS

Brief Description of Project and Location: The applicant is proposing to install oversized letters spelling the word "Hope" along the walkway in Houdini Plaza. The installation will be displayed through March 2021. The letters will be made of wood and painted green. Each letter will be approximately 4-feet tall by 3-feet wide and will be anchored to a wooden base. The letters will also be lit. The artwork will be owned and maintained by Creative Downton Appleton, Inc.

Reason for Choosing the Proposed Location: Houdini Plaza offers great visibility for our community and allows people to walk up and take a picture with the HOPE installation. Proximity to an electrical source was also a consideration for the chosen location.

Description of How the Work is Installed/Anchored/Attached: The letters will be made of wood and each letter will be approximately 4-feet tall by 3-feet wide. The letters will be anchored to a 5-foot by 14-foot base that is one foot tall. Engineering specifications are attached.

Timeline and Duration of Installation: Installation will occur as soon as practical after approvals are received. HOPE will be displayed until March 31, 2021.

Maintenance and Cost: The HOPE installation will be maintained by Creative Downton Appleton Inc. A Public Art Agreement will be prepared by the City's Legal Services Department and will need to be executed prior to installation.

HOPE – Houdini Plaza

November 5, 2020

Page 2

Associated Signage: No signage presented at this time. Per the Art in Public Places Policy, any artwork signage shall meet the parameters set forth in Zoning Code Section 23-531(e), which allows each artwork one plaque/sign not to exceed nine square feet in size.

Appleton Comprehensive Plan 2010-2030: The City of Appleton *Comprehensive Plan 2010-2030* illustrates the importance of the arts community to Appleton and encourages the expansion and promotion of placemaking and arts in the City. The proposed public art project is consistent with the following goals and objectives of the *Comprehensive Plan 2010-2030*.

Chapter 3 – Community Vision #12: Creative place making and public art enhance the public realm and contribute to a vibrant economy.

Goal 7 – Agricultural, Natural, and Cultural Resources

Appleton will continue to protect and enhance its environmental quality and important natural resources, preserve historic sites, and support cultural opportunities for community residents.

Chapter 14 – Downtown Plan

- *Strategy 1.1 Continue development of entry features on major routes into the downtown*
- *Strategy 1.4 Install sculpture, murals, and other art in public locations throughout the downtown*
- *Strategy 2.1 Maintain and strengthen the vitality of the arts and entertainment niche*

RECOMMENDATION

Based upon the guidelines outlined in the Art in Public Places Policy, staff recommends that the proposed HOPE installation within Houdini Plaza – 121 W. College Avenue (Tax Id #31-2-0065-00), as shown on the attached maps, **BE APPROVED** subject to the following conditions:

1. Agreement between the applicant and the City will be prepared by the City's Legal Services Department and shall be executed prior to installation. This agreement will memorialize the expectations of the parties including the location of the art, installation and insurance requirements, maintenance, liability, indemnification, and the like.
2. Per the Art in Public Places Policy, any artwork signage shall meet the parameters set forth in Zoning Code Section 23-531(e), which allows each artwork one plaque/sign not to exceed nine square feet in size.
3. Applicant and/or any contractors shall provide proof of minimum liability insurance to meet City requirements, prior to installation.
4. Upon completion of the installation, a structural/professional engineer shall provide certification that the artwork was installed according to specifications and meets required structural standards.
5. The applicant shall coordinate with Parks, Recreation and Facilities Management to determine the exact location of the structure. PRFM shall be onsite for the installation of the structure.
6. Applicant shall contact Digger's Hotline for underground utility locates and Parks, Recreation and Facilities Management for underground sprinkler line locates prior to any site work commencing.

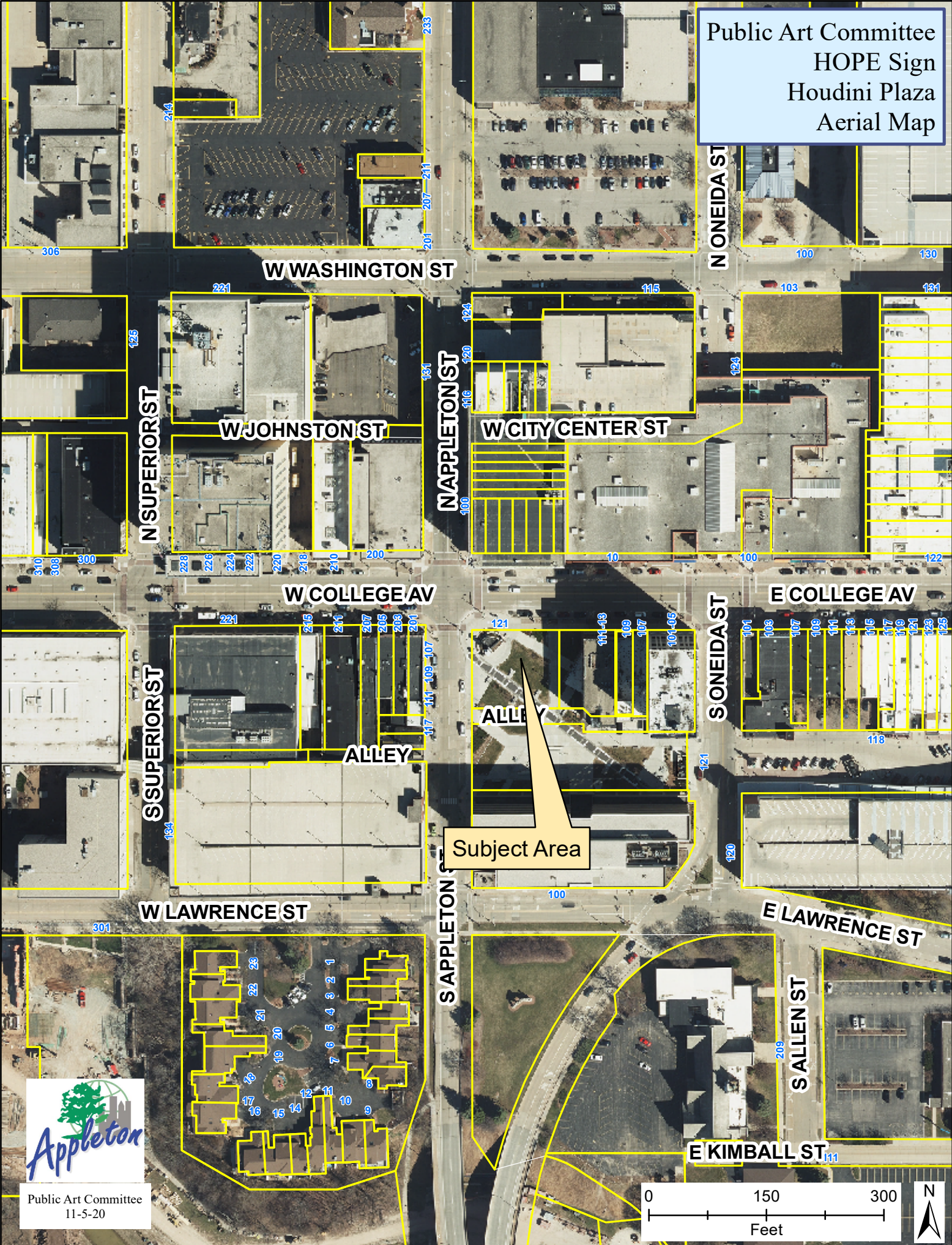
HOPE – Houdini Plaza

November 5, 2020

Page 3

7. Applicant is required to fully restore the grass and/or repair any damage that occurs as a result of this installation.
8. Installation will occur as soon as practical after all approvals are received and the Public Art Agreement is fully executed. HOPE structure shall be removed, and the site fully restored, no later than March 31, 2021.

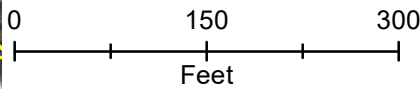
Public Art Committee
HOPE Sign
Houdini Plaza
Aerial Map



Subject Area



Public Art Committee
11-5-20





HOUDINI PLAZA



- Legend**
- Bike Rack
 - Electrical Box
 - Toilet
 - Manhole
 - Light
 - Trash/Recycle
 - BENCH
 - DUMPSTER
 - LANDSCAPING
 - GRASS
 - FOUNTAIN
 - BUILDING

COLLEGE AVENUE

APPLETON STREET

ONEIDA STREET

Fountain

HOPE sign

Trout Museum of Art

Basil's

Zuehlke Building

Olde Town Tavern

Basil's Patio

Stage

Dumpster

Appleton Center

A complete submittal includes a completed application signed by the applicant with the following supplementary information:

- Brief description of the proposed artwork

During this very turbulent time, we look to offer HOPE to the Downtown Appleton.

We would like to display oversized letters in Houdini Plaza that spell out HOPE. Letters will be no greater than 5 feet high and 3 feet wide and 1 foot deep. Letters would be anchored into a base of wood or concrete 12 feet long. We are working with Boldt Construction on the final design of the letters and how best to anchor them with a base. An option to have a 1-foot high wood base with 4-foot letters is also being considered.

We want people to be able to walk up and take pictures but want to keep them thin enough, so people don't try to sit on them.

- Photos/sketches of proposed work:

The letters will be a BLOCK type. 4 to 5 feet high, 3 feet wide and up to 1 foot deep with a 12 foot base to anchor them. Letters will be painted green. The letters will not be free standing as shown in the LOVE example image.



Color Sample:

Example image:



- Site plan/location map showing location of proposed work – [attached](#)
- Reason for choosing the proposed location:

Houdini Plaza offers visibility and allows people to walk up to take a picture with HOPE. Close access to the power pedestal is also important to the location.

- Description of how the work is installed/anchored/attached

Boldt is building the letters and will work with the Park and Recreation Department on the best way to anchor. A proposed concrete slab or wooden base are two options. Boldt will install the letters.

- Installation specifications provided by a structural engineer

THIS IS COMING from Boldt

- Timeline and duration of installation

Desired installation is November 13th but we will install as soon as we have permission to do so. We would like the letters to remain through March of 2021, if allowed. Boldt has agreed to move them when needed. Our HOPE is to find a location for HOPE to be placed after its time in Houdini Plaza.

- How the artwork will be maintained (including any costs associated with the maintenance and who will be responsible for those costs)

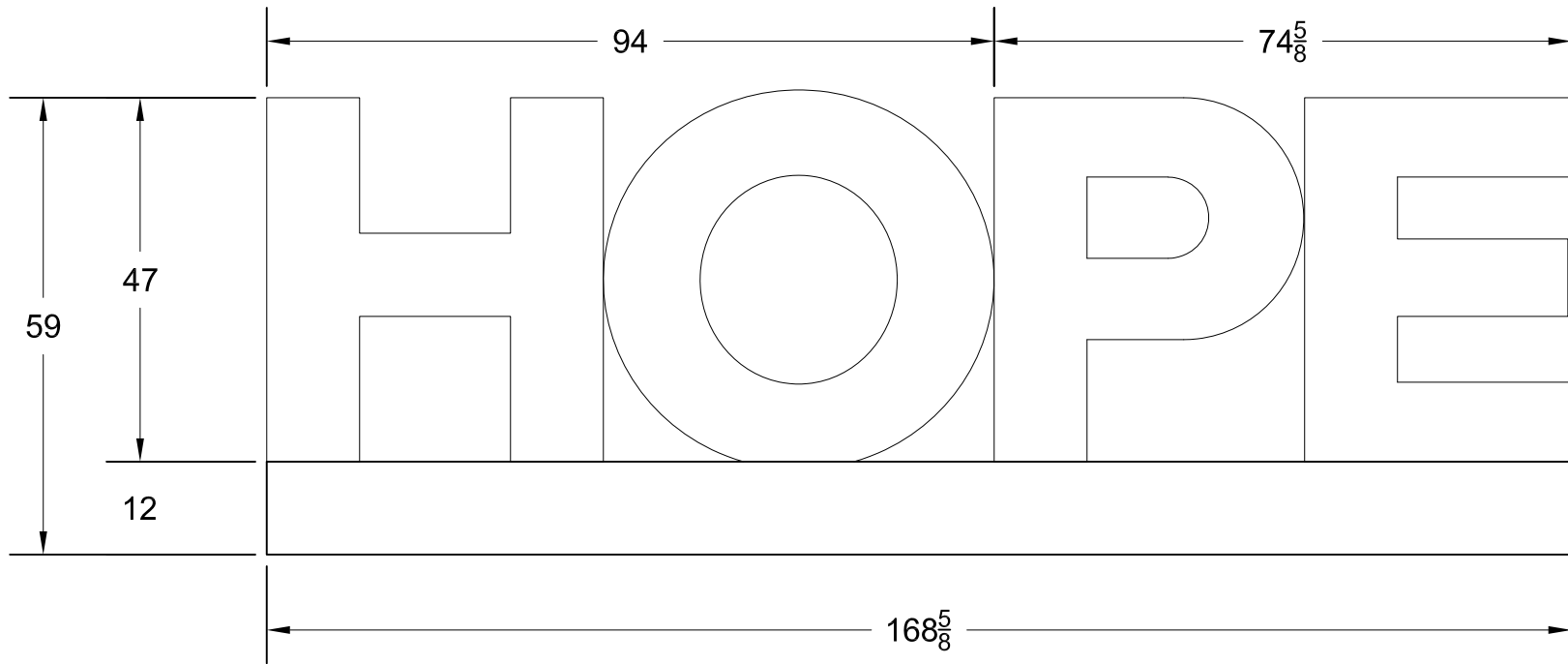
Creative Downtown Appleton Inc. will maintain the letters and provide graffiti removal and paint touch ups as needed. Lighting will also be maintained by CDA.

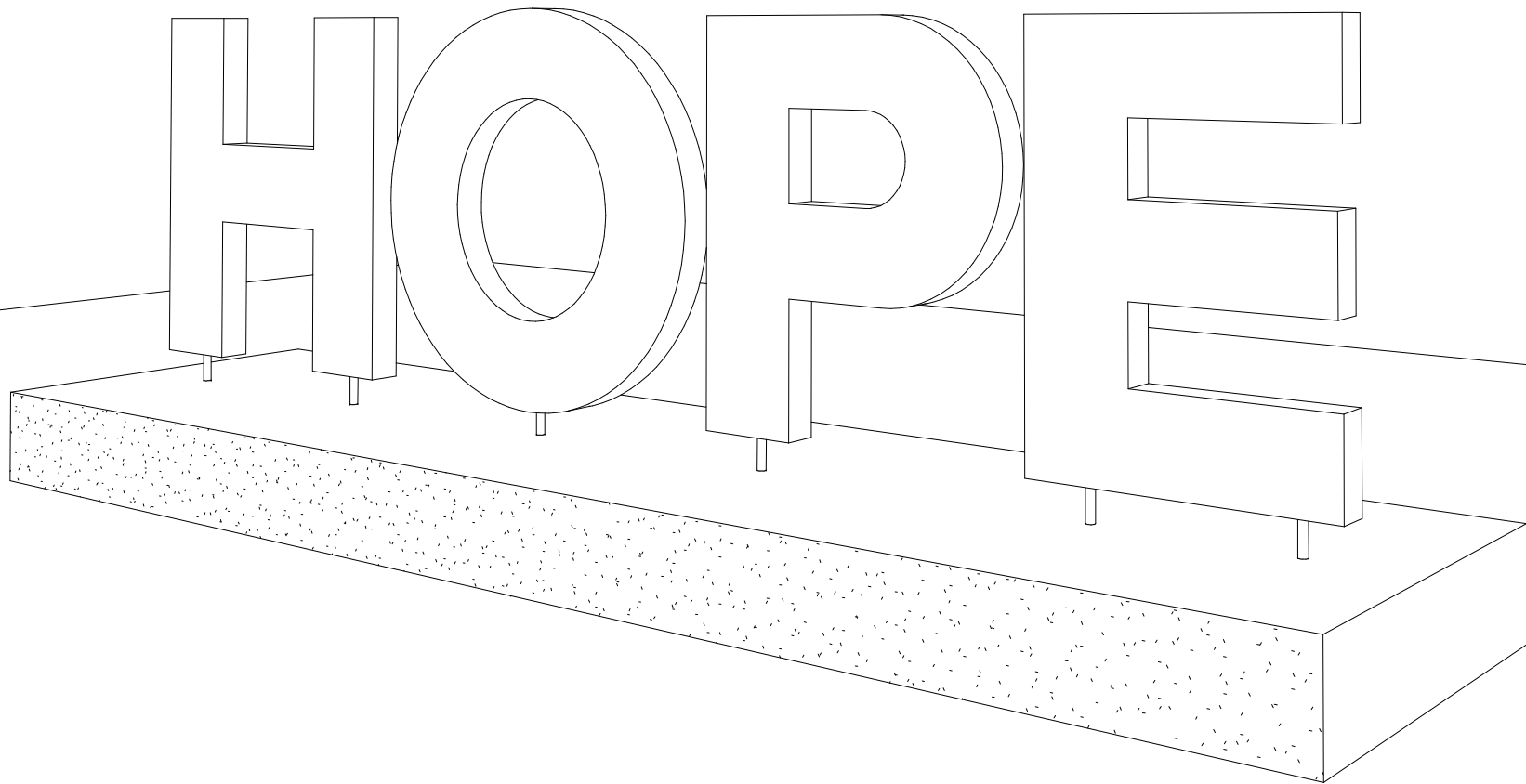
- Description of any associated signage

Attached to the base will be a 1 foot by 2 feet Sign recognizing Boldt and other supporting donors: Azco Inc. Tundraland, and Kimberly Clark

Example image







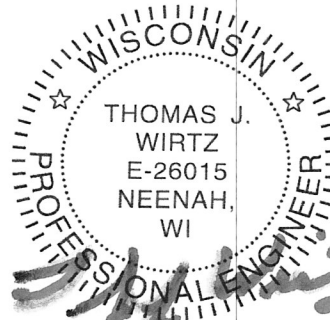
HOPE Sign

Appleton, WI

Structural Calculations

10/23/2020

<u>Item</u>	<u>Page</u>
General	1
Wind Analysis	2
Wood Design	4
Sketch	5



10-25-2020

Codes:

IBC 2015 with Wisconsin Provisions
ASCE 7-10

Hope Sign - Struct. Calcs.

Final Dimension

Base Dimension $1'-0" \times 14'-0" \times 5'-0"$

Ht of Letters = $47"$

WIND Calcs

IBC 2015
ASCE 7-10

Use RISK CATEGORY I
(Low risk to human life)

Temporary Structure use 75%
of Design Loads

WIND FORCES

$V = 105$
 $Exp = B \Rightarrow K_z = 0.57$
 $h = 5'$

$K_d = 0.85$

$K_{zt} = 1.0$

$Z = 0.00256 (.57)(1)(.85)(105)^2 = 13.67 \text{ psf}$

Treat as OPEN Sign $\Rightarrow \approx 30\%$ OPEN

$h = s = 5'$ $h/s = 1.0$
 $B = 14'$ $B/s = 2.8$

$C_f = 1.60$ $A_z = 1(14) + 14(4) \cdot 0.7 = 53.2$

$F = 13.67(.85)(1.6)(53.2) = 989$ (Factored)

$.6F = .6(989) = 593 \#$ (ASD)

<u>LETTERS</u>	$(13.67)(.85)(.7)(14)(4)(1.6) =$	$F = 728 \#$	$\frac{a.m}{3'}$	$\frac{M_0}{2184}$
----------------	----------------------------------	--------------	------------------	--------------------

<u>BASE</u>	$13.67(.85)(1.6)(1)(14) =$	$260 \#$	$.5$	130
-------------	----------------------------	----------	------	-------

$988 \#$ $2314 \#-ft$

$F = .6(988) = 593$ (ASD) $M_0 = (.6)(2314) = 1388 \#-ft$ (ASD)

USE 75% for Temporary Structure

$M_0 = 1041 \#-ft$
 $F = 445 \#$

Wt. of Sign

Letters = (3) $\frac{3}{4}$ " Plywood \Rightarrow $2.25(3) = 6.75 \text{ psf}$

$A_L \approx 60\% \left(\frac{47}{12} \times 14' \right) = 16.35 \text{ ft}^2$

$W = 16.75(16.35) = 110 \text{ lbs}$

Base - 4' WIDE (Assume)

Plywood $4 \times 14 (.3) = 168 \text{ lbs}$

Lumber = $\left[4 \left(\frac{11.25}{12} \left(\frac{1.5}{12} \right) \left(\frac{168}{10} \right) + (2) \left(\frac{1.5}{12} \right) 14' \right) \right] 30 \text{ psf}$

$= 252 \text{ lbs}$

Total wt = $110 + 168 + 252 = 530 \text{ lbs}$

$M_R = 530 \left(\frac{4}{2} \right) = 1060 < M_0(1.5) = 1560$

Make Base Larger

TRY 5' wide base

$Wt = 110 + \frac{5}{4}(252 + 168) = 635 \text{ lbs}$

$M_R = 635 \left(\frac{5}{2} \right) = 1588 \text{ lbs-ft}$

OK - USE 5' WIDE BASE

Post

$$M = \frac{wL^2}{2} = 13.67 (.85)(14)(4')(14')(4/2) = 1832$$

$$.6(1832) = 1093 \# - ft$$

use (4) 4x4 post

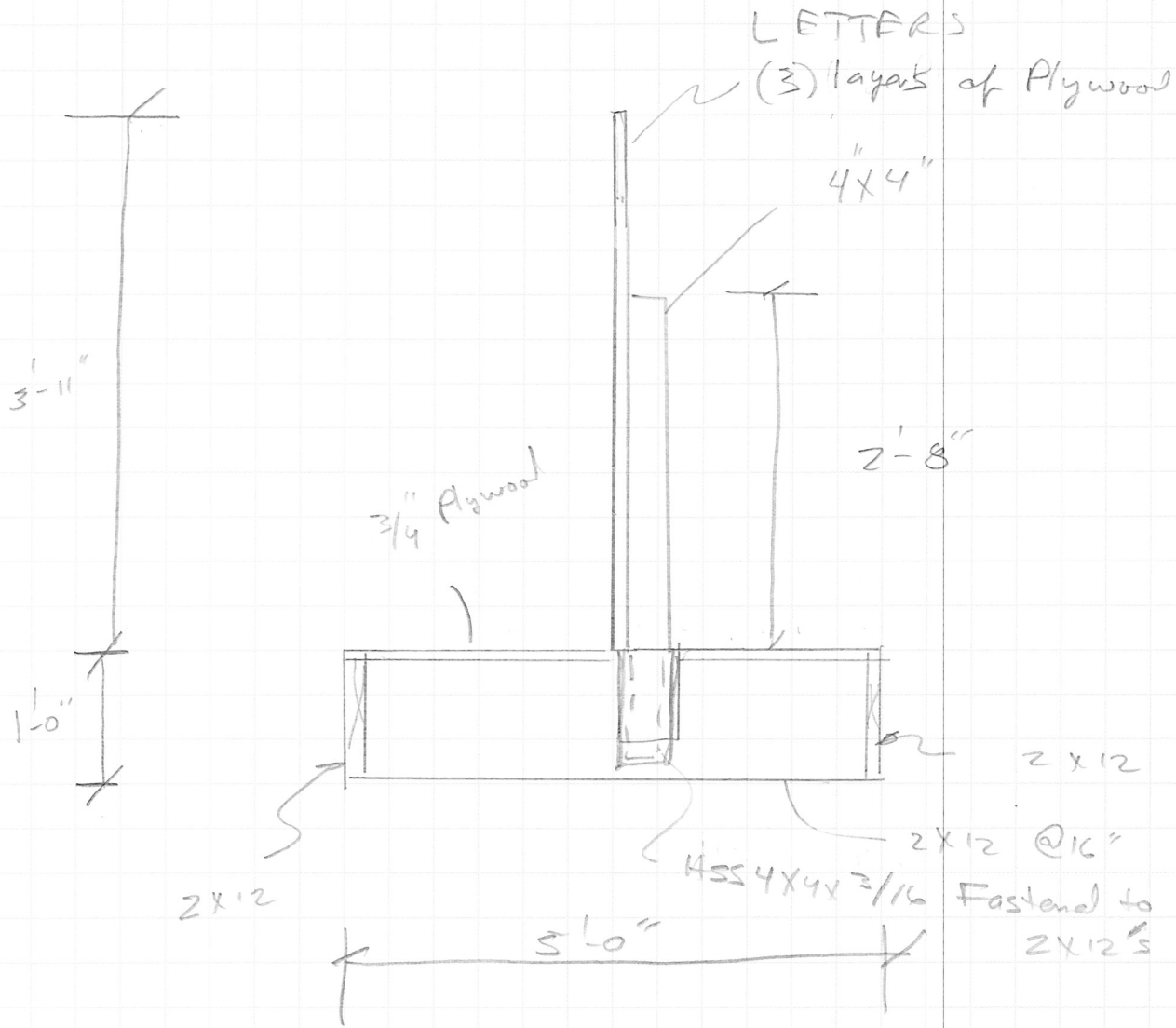
$$M/post = 1093 / 4 = 273 \# - ft$$
$$= 3279 \# - in$$

$$S_x = (3.5)^3 / 6 = 7.14 in^3$$

$$f_b = 3279 / 7.14 = 459 \text{ psi} < 1500 \text{ psi} \quad \underline{\underline{OK}}$$

BASE - 2x12's @ 16" O.C
OK by Inspector

Job: HOPE SIGN
Subject: WIND Analysis By: T. Wirtz
Job No: _____ Date: 10/23/20 Sheet: 5/



SIDE VIEW

Resolution #16-R-20

Re-establishing the Ellen Kort Peace Park Committee as Standing Subcommittee of Parks, Recreation & Facilities

Date: September 16, 2020

Submitted By: Alderperson Schultz, District 9 & Alderperson Fenton, District 6

Referred To: City Attorney's Office

WHEREAS; in 2017, upon Common Council adoption of both the future name and future function of the former We Energies / Waste Water treatment plant properties, as the "Ellen Kort Peace Park", an ad-hoc community committee was formed to steer the concept and design of the future park, namely the Ellen Kort Peace Park Committee, and;

WHEREAS: The Ellen Kort Peace Park Committee presented a design brief to the Urban Landscaping and Design firm of Lunde Williams, which included numerous unique recommendations for amenities, spacial function and flow and numerous expressionistic elements, unlike those typically offered in a city or neighborhood park, and;

WHEREAS: in 2018, The Master Plan for Ellen Kort Peace Park received an Honor Award from the Wisconsin Chapter of American Society of Landscape Architects for analysis and planning due in no small part to the inclusion and exploration of these conceptual "peace-themed" components presented in the steering committees' design brief, and;

WHEREAS: with the Master Plan for Ellen Kort Peace Park established as a foundation for the final design process to begin in the fall of 2021, and considering the many extraordinary park elements requiring further exploration to realize their potential role in the overall mission of this one-of-a-kind Peace Park, now therefore,

BE IT RESOLVED, that the Common Council of Appleton direct the Parks, Recreation and Facilities Director to establish the "Ellen Kort Peace Park Committee" as a standing subcommittee under Park and Recreation and task it with continuing the important work of advising City staff on final park design and formerly vetting and providing recommendations on all ideas brought forth on the Peace Park's behalf, and;

BE IT FURTHER RESOLVED, that the Committee membership shall consist of no less than but not limited to 6 members, including alderman from District 11 or designee, one representative of the Ellen Kort family, one representative from Appleton Downtown, Inc, one representative of Sculpture Valley or other arts based non-profit advocacy organization, and 2 members of the public appointed by the Mayor



LEGAL SERVICES DEPARTMENT

Office of the City Attorney


100 North Appleton Street

Appleton, WI 54911

Phone: 920/832-6423

Fax: 920/832-5962

TO: Jacob A. Woodford, Mayor

FROM: Christopher R. Behrens, City Attorney 

DATE: October 21, 2020

RE: Resolution #16-R-20/Schultz
Re-establishing the Ellen Kort Peace Park Committee as Standing Subcommittee of Parks, Recreation & Facilities submitted September 16, 2020

Mayor Woodford:

The above-referenced Resolution was referred for my review, comment and opinion.

This Resolution, in my opinion, is most appropriately referred to the Parks and Recreation Committee for its consideration. With that being said, the resolution itself likely misstates the type of advisory body it is proposing. Specifically, this Resolution repeatedly refers to creation of a standing subcommittee of the Parks and Recreation Committee; however, a subcommittee consists only of members of the broader committee. The membership being proposed in this Resolution includes members outside of the committee and accordingly would not be a standing subcommittee but rather an advisory group.

Additionally, the function of this advisory group may overlap with the function of a similar advisory group created by the Council that oversees the installation of art on City property. That distinction and delegation of responsibility would be a decision of the Parks and Recreation Committee and ultimately the Common Council.

In summary, this Resolution is best considered by the Parks and Recreation Committee. If that committee determines that a formalized advisory group such as the one being proposed is necessary it will have a fair amount of work in defining that group, its scope of authority in advising the Parks and Recreation Committee and related expectations and responsibilities.

CRB:jlg
20-0622

City of Appleton - Reid Golf Course
2020 Revenues - October 31, 2020

	2019		2020	
	2019 Y-T-D Rounds	Total Revenue	2020 Y-T-D Rounds	Total Revenue
Green Fees				
Weekday-18 Holes	2,004	\$37,681.24	3,060	\$57,978.49
Weekday-9 Holes	10,284	\$148,545.88	10,256	\$150,039.97
Weekend - 18-Holes	1,472	\$40,003.72	2,073	\$56,173.74
Weekend - 9 Holes	2,312	\$37,268.00	3,210	\$53,714.52
Twilight Golf	3,136	\$32,696.59	3,276	\$36,631.75
Passholder Rounds	6,383		8,469	
Promo Rounds				
Coupon Rounds	368		280	
Misc. Promotional Rounds*	3,248	\$52,280.99	3,359	\$55,622.70
Team Rounds	668		101	
Sub-Totals	29,875	\$348,476.42	34,084	\$410,161.17
	2019 Y-T-D	Total	2020 Y-T-D	Total
Pass/Coupon/Discount Card Sales	Sales	Revenues	Sales	Revenues
Pass Sales	108	\$56,375.68	105	\$55,799.91
Corporate Pass Sales	6	\$15,000.00	9	\$22,393.35
Coupon Sales	64	\$5,958.24	52	\$4,418.31
Discount Cards	167	\$5,010.00	106	\$3,179.86
	2019 Y-T-D	Total	2020 Y-T-D	Total
Cart Revenue	Cart Sales	Revenues	Cart Sales	Revenues
Cart Fee	9,827	\$101,870.21	12,511	\$135,901.61
Annual Cart Passes	28	\$13,408.50	23	\$12,422.75
	2019 Y-T-D	Total	2020 Y-T-D	Total
Practice Range	Sales	Revenues	Sales	Revenues
Driving Range	3,770	\$25,767.52	3,508	\$25,231.63
Annual Range Pass	12	\$3,774.96	8	\$2,246.44
	2019 Y-T-D	Total	2020 Y-T-D	Total
Golf Shop Merchandise	Sales	Revenues	Sales	Revenues
Balls/Assessories/Apparel/Misc.		\$18,537.79		\$20,634.29
Gift Cards	254	\$10,446.25	281	\$11,981.75
Lessons**	159	\$7,466.00	42	\$1,845.00
Other Rentals***	724	\$4,101.50	517	\$2,381.97
	2019 Y-T-D	Total	2020 Y-T-D	Total
Food and Beverage	Sales	Revenues	Sales	Revenues
Food		\$15,970.61		\$9,282.58
Beverage		\$19,670.47		\$20,315.51
Alcohol Sales		\$67,705.90		\$70,003.14
Catering/Banquet	374	\$2,238.88	107	\$304.88
Raincheck Redeemed		-\$2,691.85		-\$2,143.58
Total Revenue (All Categories)		\$719,087.08		\$806,360.57

*Misc. Promotional Rounds include Outings, Holidays, Family Day, Valpak & CCM Specials

**Lessons include private, group and juniors

***Other rentals include additional revenue club rentals, pull carts & locker rentals.

Reid Golf Course Budget October 31st Expense Report

Description	Budget	End of October Expenses	Available
Regular Salaries	\$177,660	(\$152,416)	\$25,244
Overtime	\$563	(\$503)	\$60
Part-Time	\$123,351	(\$100,946)	\$22,405
Fringes	\$83,382	(\$60,817)	\$22,565
Training and Conferences	\$2,250	(\$1,600)	\$650
Office Supplies	\$500	(\$132)	\$368
Memberships & Licenses	\$1,760	(\$1,904)	(\$144)
Food & Provisions	\$50	\$0	\$50
Printing & Reproduction	\$2,000	(\$1,698)	\$302
Clothing/Uniforms	\$500	\$0	\$500
Accounting/Audit	\$2,250	(\$2,123)	\$127
Bank Services	\$13,000	(\$14,032)	(\$1,032)
Consulting Services	\$1,000	\$0	\$1,000
Advertising	\$10,000	(\$3,743)	\$6,257
Insurance	\$6,200	(\$5,170)	\$1,030
Rent	\$35,975	(\$33,687)	\$2,288
Depreciation Expense	\$61,000	(\$51,140)	\$9,860
Facilities Charges	\$30,930	(\$26,325)	\$4,605
CEA Equipment Rental	\$108,572	(\$82,352)	\$26,220
Software Support	\$1,860	(\$1,860)	\$0
Interest Payments	\$10,432	(\$8,690)	\$1,742
General Fund	\$17,900	(\$14,917)	\$2,983
Transfer Out-Capital	\$3,850	\$0	\$3,850
Land Improvement	\$161,517	(\$9,621)	\$151,896
Bldg Maintenance/Janitorial	\$1,500	(\$1,030)	\$470
Landscape Supplies	\$36,900	(\$31,707)	\$5,193
Concession Supplies	\$60,400	(\$54,589)	\$5,811
Miscellaneous Supplies	\$2,000	(\$176)	\$1,824
Gas Purchases	\$13,500	(\$10,240)	\$3,260
Miscellaneous Equipment	\$5,000	(\$3,401)	\$1,599
Collection Services	\$1,100	(\$1,669)	(\$569)
Contractor Fees	\$1,000	(\$980)	\$20
Equipment Repair & Maintenance	\$5,500	(\$5,012)	\$488
Other Interfund Charges	\$2,000	(\$765)	\$1,235
Electric	\$21,525	(\$18,107)	\$3,418
Gas	\$4,300	(\$3,248)	\$1,052
Water	\$2,100	(\$1,167)	\$933
Waste Disposal/Collection	\$2,100	(\$295)	\$1,805
Stormwater	\$13,160	(\$9,929)	\$3,231
Telephone	\$3,900	(\$2,115)	\$1,785
Cellular Telephone	\$1,000	(\$203)	\$797
Other Utilities (DirecTV)	\$2,150	(\$1,473)	\$677
	\$1,035,637	(\$719,782)	\$315,855