



City of Appleton

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

Meeting Agenda - Final Parks and Recreation Committee

Monday, September 12, 2022

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[22-1143](#) Minutes of the August 8, 2022 Parks & Recreation Committee Meeting

Attachments: [Minutes of the 8-8-22 P & R Committee.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[22-1144](#) Action Item: Approve Process Map for Ellen Kort Peace Park Proposal by the Trout Museum Requesting to Co-Locate a New Museum in the Park

Attachments: [2022 Ellen Kort Park Process Memo.docx](#)

[Ellen Kort Process Map.docx](#)

[22-1151](#) Action: Suspend Planning and Design of the WE Energies Trail - Phase One and Cancel Acceptance of the Department of Transportation TAP Grant

Attachments: [WE Energies Trail Phase One Memo_.docx](#)

6. **Information Items**

[22-1145](#) Reid Golf Course-Participation & Revenue Report for August, 2022

Attachments: [Reid Revenue & Expense Report, August, 2022.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.



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Meeting Minutes - Final Parks and Recreation Committee

Monday, August 8, 2022

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; Alderperson Denise Fenton;
Alderperson Chad Doran

Present: 4 - Wolff, Del Toro, Hartzheim and Thyssen

Absent: 1 - Schultz

3. Approval of minutes from previous meeting

[22-1018](#)

Minutes of the July 25, 2022 Parks & Recreation Committee Meeting

Attachments: [Minutes of the 7-25-22 Meeting.pdf](#)

Alderperson Hartzheim moved, seconded by Alderperson Thyssen, that the Minutes of the July 25, 2022 Parks & Recreation Meeting be approved. Roll Call. Motion carried by the following vote:

Aye: 4 - Wolff, Del Toro, Hartzheim and Thyssen

Absent: 1 - Schultz

4. Public Hearings/Appearances

None

5. Action Items

[22-1036](#)

Resolution #9-R-22 Sustainability

Attachments: [#9-R-22 Sustainability Panel Resolution.pdf](#)

Alderperson Thyssen moved, seconded by Alderperson Del Toro, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 3 - Wolff, Del Toro and Thyssen

Nay: 1 - Hartzheim

Absent: 1 - Schultz

[22-1022](#)

Action: Award the 2022 Lutz Park Shoreline Development and Trail Design Project Contract to AECOM in the Amount of \$50,000

Attachments: [Lutz Park Shoreline Development and Trail Design Project Memo.docx](#)

Aldersperson Hartzheim moved, seconded by Aldersperson Del Toro, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Wolff, Del Toro, Hartzheim and Thyssen

Absent: 1 - Schultz

6. Information Items

[22-1019](#)

Reid Golf Course-July, 2022 Participation, Revenue and Expense Report

Attachments: [Reid Revenue & Expenses, July 2022.pdf](#)

This item was presented

7. Adjournment

The meeting was adjourned at 7:02 p.m.

Aldersperson Hartzheim moved, seconded by Aldersperson Del Toro, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 4 - Wolff, Del Toro, Hartzheim and Thyssen

Absent: 1 - Schultz



"...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

TO: Parks & Recreation Committee

FROM: Dean R. Gazza

DATE: 9/12/2022

RE: Action Item: Approve process map for Ellen Kort Peace Park proposal by the Trout Museum requesting to co-locate a new museum in the park.

The City Council previously approved authorization to engage in further discussions with Trout Museum of Art representatives to continue exploring the feasibility of locating the museum within Ellen Kort Peace Park and, if feasible, further develop plans and agreements for subsequent approval by the Common Council during future steps in the process.

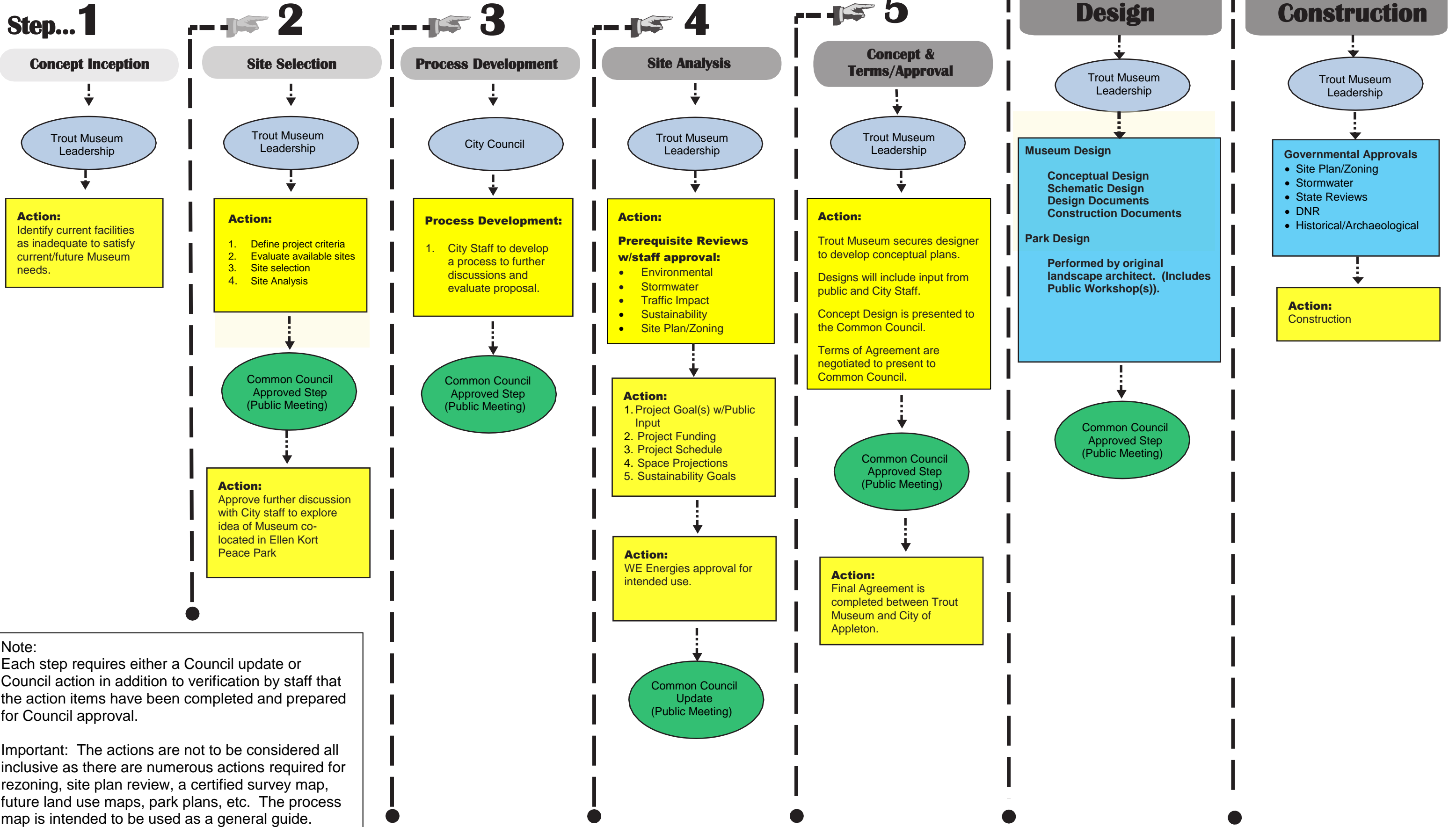
City staff and the Trout Museum team met, and staff recommended outlining a process that would be followed including, Common Council action and public participation steps. Please refer to the attached process map.

As you review the process map, please note that the steps move from one to seven. Each step is to be completed prior to moving to the next step to ensure that staff time and resources are used responsibly. The green circles indicate Common Council review and approval steps. City staff and the Trout Museum project team may decide not to proceed to further steps as prerequisite items and further site evaluation progress – Council will be notified timely in that event.

Approval of the process map will authorize staff to continue to engage in further discussions within the scope of each process step.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.

Ellen Kort Peace Park Request



Note:
Each step requires either a Council update or Council action in addition to verification by staff that the action items have been completed and prepared for Council approval.

Important: The actions are not to be considered all inclusive as there are numerous actions required for rezoning, site plan review, a certified survey map, future land use maps, park plans, etc. The process map is intended to be used as a general guide.



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**PARKS, RECREATION & FACILITIES
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(920) 832-5572 FAX (920) 993-3103
Email - dean.gazza@appleton.org

TO: Parks and Recreation Committee

FROM: Dean R. Gazza

DATE: September 12, 2022

RE: Action: Suspend planning and design of the WE Energies Trail - Phase One and cancel acceptance of the Department of Transportation TAP Grant.

The Parks, Recreation, and Facilities Management Department and KL Engineering have completed geotechnical exploration and conceptual design for the WE Energies Trail Phase One. Based on the prevailing soil types, groundwater levels, and increased cost of construction to address the soil conditions, it is the recommendation of PRFMD and KL Engineering to suspend planning and design and cancel acceptance of the DOT TAP Grant in the amount of \$516,292.00.

Prior to completing geotechnical exploration, the estimated cost of construction was \$958,672.70. The current estimate of construction costs is \$3,197,226.30.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.

City of Appleton - Reid Golf Course
Revenues - August 31, 2022

	2021		2022	
Green Fees	2021 Y-T-D Rounds	Total Revenue	2022 Y-T-D Rounds	Total Revenue
Weekday-18 Holes	2,960	\$55,246.36	3,743	\$67,830.81
Weekday-9 Holes	11,633	\$175,332.26	11,639	\$175,231.11
Weekend - 18-Holes	2,012	\$53,548.24	2,264	\$55,833.18
Weekend - 9 Holes	3,338	\$54,886.01	2,238	\$34,656.43
Twilight Golf	2,501	\$28,327.25	2,127	\$23,468.70
Passholder Rounds	7,635		8,619	
Team Rounds	732		845	
Sub-Totals	30,811	\$367,340.12	31,475	\$357,020.23
Pass/Coupon/Discount Card Sales	2021 Y-T-D Sales	Total Revenues	2022 Y-T-D Sales	Total Revenues
Pass Sales	145	\$70,004.58	187	\$71,945.56
Corporate Pass Sales	10	\$24,881.50	11	\$31,279.60
Discount Cards	115	\$3,450.00	165	\$5,864.00
Cart Revenue	2021 Y-T-D Cart Sales	Total Revenues	2022 Y-T-D Cart Sales	Total Revenues
Cart Fee	11,870	\$125,136.23	16,296	\$145,561.74
Annual Cart Passes	21	\$10,541.71	23	\$11,720.19
Practice Range	2021 Y-T-D Sales	Total Revenues	2022 Y-T-D Sales	Total Revenues
Driving Range	3,775	\$23,981.52	6,029	\$22,459.67
Annual Range Pass	10	\$2,800.94	15	\$3,895.72
Golf Shop Merchandise	2021 Y-T-D Sales	Total Revenues	2022 Y-T-D Sales	Total Revenues
Balls/Assessorios/Apparel/Misc.		\$22,728.93		\$25,760.58
Gift Cards	248	\$10,936.92	225	\$12,208.99
Lessons**	168	\$7,566.50		\$7,145.00
Other Rentals***	590	\$3,726.15		\$3,764.41
Food and Beverage	2021 Y-T-D Sales	Total Revenues	2022 Y-T-D Sales	Total Revenues
Food		\$13,538.04		\$14,875.17
Beverage		\$20,900.59		\$20,778.71
Alcohol Sales		\$71,738.59		\$68,799.96
Catering/Banquet	97	\$716.06		\$521.29
Raincheck Redeemed		-\$2,631.30		-\$507.56
Total Revenue (All Categories)		\$777,357.08		\$803,093.26

*Misc. Promotional Rounds include Holidays, Family Day, Outings, Valpak & Comm Color Mailer specials

**Lessons include private, group and juniors

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

Reid Golf Course Budget August 31st Expense Report

Description	Budget	End of August Expenses	Available
Regular Salaries	\$189,517	-\$128,970.00	\$60,547.00
Overtime	\$567	-\$193.00	\$374.00
Part-Time	\$125,316	-\$83,860.00	\$41,456.00
Fringes	\$85,369	-\$49,939.00	\$35,430.00
Training/Conferences	\$750.00	-\$426.00	\$324.00
Office Supplies	\$500.00	-\$199.00	\$301.00
Memberships & Licenses	\$1,760.00	-\$2,103.00	-\$343.00
Building Maint./Janitorial	\$1,500.00	-\$465.00	\$1,035.00
Food & Provisions	\$50.00	\$0.00	\$50.00
Landscape Supplies	\$36,900.00	-\$31,206.00	\$5,694.00
Shop Supplies	\$0.00	\$0.00	\$0.00
Tools & Instruments	\$0.00	\$0.00	\$0.00
Concession/Merchandise Supplies	\$60,400.00	-\$63,046.00	-\$2,646.00
Other Misc. Supplies	\$2,000.00	-\$4,212.00	-\$2,212.00
City Copy Charges	\$0.00	\$0.00	\$0.00
Outside Printing	\$4,000.00	-\$3,693.00	\$307.00
Uniforms	\$500.00	-\$241.00	\$259.00
Gas Purchases	\$14,000.00	-\$18,968.00	-\$4,968.00
Miscellaneous Equipment	\$43,000.00	-\$12,345.00	\$30,655.00
Accounting/Audit Fees	\$2,160.00	\$0.00	\$2,160.00
Bank Service Fees	\$13,000.00	-\$11,261.00	\$1,739.00
Consulting Services	\$500.00	\$0.00	\$500.00
Solid Waste/Recycling Pickup	\$2,405.00	-\$1,542.00	\$863.00
Contractor Fees	\$1,000.00	\$0.00	\$1,000.00
Advertising	\$7,500.00	-\$3,016.00	\$4,484.00
Electric	\$22,063.00	-\$14,700.00	\$7,363.00
Gas	\$4,300.00	-\$4,460.00	-\$160.00
Water	\$2,100.00	-\$527.00	\$1,573.00
Sewer	\$650.00	-\$176.00	\$474.00
Stormwater	\$13,160.00	-\$6,588.00	\$6,572.00
Telephone	\$3,900.00	-\$405.00	\$3,495.00
Cellular Phones	\$1,000.00	-\$538.00	\$462.00
Cable Services	\$2,150.00	-\$1,222.00	\$928.00
Equip Repairs & Maint	\$5,000.00	-\$6,469.00	-\$1,469.00
Facilities Charges	\$33,357.00	-\$34,225.00	-\$868.00
Software Support	\$1,860.00	-\$189.00	\$1,671.00
CEA Operations/Maint.	\$48,146.00	-\$25,870.00	\$22,276.00
CEA Depreciation/Replace.	\$73,037.00	-\$40,955.00	\$32,082.00
Laundry Services	\$0.00	\$0.00	\$0.00
Grounds Repair & Maintenance	\$2,000.00	-\$11,214.00	-\$9,214.00
Insurance	\$6,213.00	-\$4,144.00	\$2,069.00
Equipment Rent	\$33,500.00	-\$16,936.00	\$16,564.00
Other Contracts/Obligation	\$0.00	\$0.00	\$0.00
Depreciation Expense	\$61,000.00	-\$43,632.00	\$17,368.00
Interest Payments	\$6,300.00	-\$4,200.00	\$2,100.00
Land Improvements	\$0.00	\$0.00	\$0.00
Storm Sewers	\$0.00	\$0.00	\$0.00
Other Capital Outlay	\$0.00	\$0.00	\$0.00
Transfer Out - General Fund	\$17,900.00	-\$11,933.00	\$5,967.00
Transfer Out - Capital Project	\$0.00	\$0.00	\$0.00
Expense Total	\$930,150.00	(\$644,068)	\$286,082