



City of Appleton

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

Meeting Agenda - Final Parks and Recreation Committee

Wednesday, April 21, 2021

5:45 PM

Council Chambers, 6th Floor

SPECIAL

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[21-0418](#) Minutes of the 03-22-21 Parks & Recreation Committee Meeting

Attachments: [Minutes of the 03-22-21 Meeting.pdf](#)

4. Public Hearings/Apearances

5. Action Items

- [21-0419](#) Action Item: Request to award contract to ISG for Master Planning design services for Lundgaard Park in the amount of \$27,700 with a design contingency of \$2,300 for a total contract not to exceed \$30,000

Attachments: [2021 Lundgaard Park Consultant.doc](#)

6. Information Items

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

Monday, March 22, 2021

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

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

Excused: 1 - Smith

3. Approval of minutes from previous meeting

[21-0317](#)

Minutes of the March 8, 2021 Parks & Recreation Committee Meeting

Attachments: [Minutes of the 03-08-21 P & R Committee Meeting.pdf](#)

Aldersperson Van Zeeland moved, seconded by Aldersperson Wolff, that the
Minutes of the 03-08-21 Parks & Recreation Committee be approved. Roll Call.
Motion carried by the following vote:

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

Excused: 1 - Smith

4. Public Hearings/Appealances

None

5. Action Items

[21-0316](#)

Action Item: Award the City of Appleton's "2021 Linwood Park
Playground Equipment Project" contract to Lee Recreation, LLC in an
amount not to exceed \$85,000

Attachments: [2021 Linwood Playground Parks and Rec. Committee Memo.docx](#)

Aldersperson Van Zeeland 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, Van Zeeland and Wolff

Excused: 1 - Smith

6. Information Items

[21-0318](#) 2020 Sustainability Report

Attachments: [2020 Sustainability Report.docx](#)

This item was presented

[21-0319](#) 2020 Creating a Sustainable City of Appleton Plan

Attachments: [2020 Creating a Sustainable City of Appleton Plan.doc](#)

This item was presented

7. Adjournment

The meeting was adjourned at 6:59 p.m.

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

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

Excused: 1 - Smith



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

**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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TO: Parks & Recreation Committee

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

DATE: 4/21/2021

RE: Action Item: Request to award contract to ISG for master planning design services for Lundgaard Park in the amount of \$27,700 with a design contingency of \$2,300 for a total contract not to exceed \$30,000.

On February 24, 2021, Request for Proposals were received from five firms for master planning and design services for Lundgaard Park. After review of the proposals by a seven-person panel including Fire Department staff, Parks, Recreation and Facilities Management staff and Lindsey Lundgaard, ISG was unanimously selected by the review team to be recommended for award of the contract.

The process to get to this step began during the 2020 city budget process when the Common Council approved funding to begin master planning and design for the new park. The parkland was acquired in 1999 and dedicated as Lundgaard Park in 2020.

The Request for Proposals were evaluated for relevant experience, project success, project team, project understanding/study methodology, project schedule, and cost. It was important that the firms clearly demonstrated experience in the planning and design of parks and memorials. Additionally, the firms had to present an ability to foster strong public engagement throughout the design process.

The work will include a master plan for the park including a final conceptual design. Input will be gathered by the community and numerous stakeholders. A final design is anticipated to be completed by fall.

Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.