



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appleton.org](http://www.appleton.org)

## Meeting Agenda - Final Parks and Recreation Committee

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Monday, March 11, 2024

6:15 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

4. Approval of minutes from previous meeting

[24-0287](#) Minutes of the February 12, 2024 Parks & Recreation Committee Meeting

**Attachments:** [Minutes of the February 12, 2024 Parks & Recreation Committee Meeting.pdf](#)

5. **Public Hearing/Appealances**

6. **Action Items**

[24-0267](#) 2024 Highview Park Playground Memo

**Attachments:** [2024 Highview Park Playground Memo.pdf](#)

7. **Information Items**

8. **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

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Monday, February 12, 2024

6:15 PM

Council Chambers, 6th Floor

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1. Call meeting to order

*Chair Siebers called the meeting to order at 6:20 p.m.*

2. Pledge of Allegiance

3. Roll call of membership

**Present:** 4 - Siebers, Hayden, Schultz and Wolff

**Excused:** 1 - Alfheim

4. Approval of minutes from previous meeting

[24-0095](#)

Minutes of the January 22, 2024 Parks & Recreation Committee Meeting

**Attachments:** [Minutes of the 1-22-24 Meeting.pdf](#)

Schultz moved, seconded by Hayden, that the minutes be approved. Roll Call.  
Motion carried by the following vote:

**Aye:** 4 - Siebers, Hayden, Schultz and Wolff

**Excused:** 1 - Alfheim

5. Public Hearing/Appearances

6. Action Items

[24-0162](#)

Request to award contract to AECOM for Phase II design and construction management services for Lutz Park shoreline redevelopment and trail in the amount of \$88,400 with a design contingency of \$5,000 for a total contract not to exceed \$93,400

**Attachments:** [2024 Lutz Park Design Phase II Memo.doc](#)  
[AECOM Lutz Park Contract.pdf](#)

Schultz moved, seconded by Wolff, that the Report Action item be recommended for approval. Roll Call. Motion carried by the following vote:

**Aye:** 4 - Siebers, Hayden, Schultz and Wolff

**Excused:** 1 - Alfheim

[24-0099](#)

Award the City of Appleton's "2024 Green Meadows Park Playground Equipment Project" contract to Lee Recreation in an amount not to exceed \$85,000.

**Attachments:** [2024 Green Meadows Park Playground Memo.docx](#)

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

**Aye:** 4 - Siebers, Hayden, Schultz and Wolff

**Excused:** 1 - Alfheim

[24-0163](#)

Request Approval of Aquatic Program Fees and Charges Policy

**Attachments:** [Memo Aquatic Fees and Charges Policy.2024.pdf](#)  
[Aquatic Programs Fees and Charge.CLEAN.2024.pdf](#)  
[Aquatic Programs Fees and Charge.REDLINE.2024.pdf](#)

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

**Aye:** 4 - Siebers, Hayden, Schultz and Wolff

**Excused:** 1 - Alfheim

[24-0164](#)

Request Approval of Recreation Program Fee Waiver Policy

**Attachments:** [Memo Recreation Fee Waiver Policy 2024.pdf](#)  
[Fee Waiver Policy.CLEAN.2024.pdf](#)  
[Fee Waiver Policy.REDLINE.2024.pdf](#)

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

**Aye:** 4 - Siebers, Hayden, Schultz and Wolff

**Excused:** 1 - Alfheim

[24-0165](#)

Request Approval of Pool Rental, Reservation, and General Use Policy

**Attachments:**[Memo Pool Rental, Reservation, and General Use Policy.2024.pdf](#)[Pool Rental, Reservation and General Use Policy.CLEAN.2024.pdf](#)[Pool Rental, Reservation and General Use Policy.REDLINE.2024.pdf](#)

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

**Aye:** 4 - Siebers, Hayden, Schultz and Wolff

**Excused:** 1 - Alfheim

## 7. Information Items

[24-0166](#)

Grounds 2023 Annual Report

**Attachments:**[Grounds 2023 Annual Report.pdf](#)

The Grounds 2023 Annual Report was presented.

[24-0167](#)

Recreation 2023 Annual Report

**Attachments:**[Recreation 2023 Annual Report.pdf](#)

The Recreation 2023 Annual Report was presented.

[24-0168](#)

Reid Golf Course 2023 Annual Report

**Attachments:**[Reid 2023 Annual Report.pdf](#)

The Reid Golf Course 2023 Annual Report was presented.

## 8. Adjournment

Wolff moved, seconded by Hayden, that the meeting be adjourned at 7:12 p.m. Roll Call. Motion carried by the following vote:

**Aye:** 4 - Siebers, Hayden, Schultz and Wolff

**Excused:** 1 - Alfheim



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

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

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

TO: Parks and Recreation Committee

FROM: Dean R. Gazza

DATE: 03/11/2024

RE: Action Item: Request to award the City of Appleton's "2024 Highview Park Playground Equipment Project" contract to Lee Recreation in an amount not to exceed \$95,000.

The 2024 Capital Improvement Plan includes \$150,000 to install a new playground at Highview Park. The Parks, Recreation, and Facilities Management Department (PRFMD) issued an RFP package for the design, supply, and installation of new playground equipment at Highview Park. Suppliers were asked to propose various playgrounds that fit within our budget.

We received seven proposals (Lee Recreation, Minnesota-Wisconsin Playgrounds, Boland Recreation, and Gerber Leisure). We internally reviewed all seven proposals with staff and the Lee Recreation proposal was selected based on value, design, and innovation.

The Parks, Recreation, and Facilities Management Department recommends awarding the contract for the Highview Playground Project to Lee Recreation in an amount not to exceed \$95,000, which is the cost of the chosen proposal.

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