



City of Appleton

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

Meeting Agenda - Final Parks and Recreation Committee

Wednesday, April 9, 2014

6:00 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
14-575 Minutes of the March 12, 2014 Parks & Recreation Committee Meeting

Attachments: [Minutes of the 3-12-14 P & R Meeting.pdf](#)

4. Public Hearings/Apearances

5. Action Items

6. Information Items

14-615 Rental Policy (Draft) for Scheig Learning Center and Appleton Memorial Park Arboretum and Gardens

14-580 Update on Scheig Learning Center and Appleton Memorial Park Arboretum and Gardens

Attachments: [Scheig Learning Center Update 4-9-14 Meeting.docx](#)
[Gardens-2014 Expense-Revenue Estimates 3-4-14.xlsx](#)

14-579 Informational: Award Purchase of Rain Shelter at Reid Golf Course to "Porter Corporation" for a contract total not to exceed \$14,784

Attachments: [Parks & Recreation Committee Golf Course Shelter \(4-9-14 Meeting\).docx](#)

14-576 Director's Report

7. Adjournment

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

For questions on the agenda, please contact the Parks, Recreation and Facilities Management Department at 920.832.5514



City of Appleton

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Meeting Minutes Parks and Recreation Committee

Wednesday, March 12, 2014

6:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

Alderson Croatt called the meeting to order

2. Roll call of membership

Others: Dean Gazza, Director, Parks, Recreation & Facilities Management;
Stacy Doucette, Attorney's Office, Wendy Helgeson, City Clerk's Office; Bill
Fellows, 1808 E. Longview

Present: 5 - Alderson Chris Croatt, Alderson Kyle Lobner, Alderson Michael
Smith, Alderson Cathy Spears and Alderson Polly Dalton

3. Approval of minutes from previous meeting

Minutes of the February 26, 2014 Parks & Recreation Committee
Meeting

**Alderson Smith moved, seconded by Alderson Dalton, that the minutes
of the 2-26-14 Parks & Recreation Committee meeting be approved. Roll Call.**

Motion carried by the following vote:

Aye: 5 - Alderson Croatt, Alderson Lobner, Alderson Smith, Alderson
Spears and Alderson Dalton

4. Public Hearings/Appealances

None

5. Action Items

Approval to adopt the recommended change to Ordinance 13-4;
Weapons within City Parks.

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

Aye: 5 - Alderson Croatt, Alderson Lobner, Alderson Smith, Alderson
Spears and Alderson Dalton

Approval to award contract for four (4) pool heaters at Erb Pool to PBBS Equipment Corp in the amount of \$53,780, with a contingency of \$5,380 for a contract not to exceed \$59,160

Alderson Croatt moved, seconded by Alderson Smith, that the Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Alderson Croatt, Alderson Lobner, Alderson Smith, Alderson Spears and Alderson Dalton

Award Playground Equipment Purchase at Woodland Park to Miller & Associates

Alderson Croatt moved, seconded by Alderson Spears, that the Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Alderson Croatt, Alderson Lobner, Alderson Smith, Alderson Spears and Alderson Dalton

6. Information Items

Informational - Replacement Fencing at Appleton Memorial Park Diamond #7

This item was presented

Gardens of the Fox Cities Update

This item was presented

Southeast Regional Park Update

This item was presented

Director's Report

This item was presented

7. Adjournment

Alderson Smith moved, seconded by Alderson Spears, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 5 - Alderson Croatt, Alderson Lobner, Alderson Smith, Alderson Spears and Alderson Dalton

Memorandum

To: Parks & Recreation Committee

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

Date: 04/9/14

Re: Informational: Update on Scheig Learning Center and Appleton Memorial Park Arboretum and Gardens

In 1994, the Gardens of the Fox Cities entered into a long term agreement with the City of Appleton to lease approximately 35 acres of property within Appleton Memorial Park to operate an arboretum and botanical garden. The Gardens of the Fox Cities notified the City of Appleton on January 21, 2014 they were terminating their agreement to operate the Gardens and ceasing all operations effective Friday, February 28, 2014.

Our department analyzed the expenses related to the ownership and operation of the facilities and gardens. I have attached a spreadsheet for reference. We anticipate the fixed expenses for ownership to be \$65,719. These costs are to pay for the utilities, insurance, building maintenance and grounds maintenance. We estimated that the cost to rent the facility to the public would add approximately another \$37,636. It is difficult to project the exact demand for rentals, but it is anticipated that this revenue could be completely offset the cost related to providing this service.

The 2014, budget did not include any funding for the ownership and operation of the Scheig Learning Center and Appleton Memorial Park Arboretum and Gardens because no one anticipated the termination of the agreement. Our department has been working with the Finance Department to provide solutions to cover the costs incurred this year. In 2015, monies will be budgeted for accordingly.

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

Gardens of the Fox Cities

Expenditure	Description	Units	Unit Description	Units	Unit Description	Unit Cost	Unit Cost Description	Additional Costs	Description	2014 Cost	Annual Cost
LABOR											
Grounds Maintenance	One (1) seasonal staff assigned to Grounds Division	35	weeks/year	40	Hours/wk.	\$9.05	Hourly wage	\$969.26	Benefits	\$13,639.26	\$13,639.26
	One (1) seasonal staff assigned to Grounds Division	35	weeks/year	40	Hours/wk.	\$8.48	Hourly wage	\$908.21	Benefits	\$12,780.21	\$12,780.21
Rental Coordinator/Fac. Supervisor	Seasonal staff to manage Scheig Learning Center during facility rentals	52	weeks/year	40	Hours/wk.	\$12.00	Hourly wage	\$1,909.44	Benefits	\$17,733.83	\$26,869.44
Facility Support	One (1) seasonal staff to assist with facility prep and clean up	52	weeks/year	20	Hours/wk.	\$8.50	Hourly wage	\$676.26	Benefits	\$6,280.73	\$9,516.26
	Sub-Total									\$50,434.03	\$62,805.16

GARDENS											
Supplies	Supplies/Services to maintain grounds	1	Lump Sum			\$3,500.00				\$3,500.00	\$3,500.00
	Equipment	1	Lump Sum			\$2,500.00				\$2,500.00	\$1,250.00
	Sub-Total									\$6,000.00	\$4,750.00

FACILITY											
Utilities	Water/sewer/stormwater	3.5	Quarterly			\$1,100.00	per quarter			\$3,850.00	\$4,400.00
	Electricity	10	Monthly			\$480.00	per month			\$4,800.00	\$5,760.00
	Natural Gas	10	Monthly			\$75.00	per month			\$750.00	\$900.00
	Telephone/Internet Service	10	Monthly			\$110.00	per month			\$1,100.00	\$600.00
Insurance	Insurance coverage on building and property	0.83	Annual			\$3,000.00				\$2,490.00	\$3,000.00
Waste Management	Contract for collection of waste/recycling	10	Monthly			\$50.00				\$500.00	\$600.00
	Sub-Total									\$13,490.00	\$15,260.00
Building Maintenance	Elevator service/inspection/permits	0.83	Annual			\$390.00				\$323.70	\$390.00
	Fire Protection	1	Annual			\$1,000.00	Annual			\$1,000.00	\$1,000.00
	Floor Mats, etc.	10	Monthly			\$25.00	per month			\$250.00	\$300.00
	Pest Management	12	Monthly			\$20.00	per month			\$240.00	\$240.00
	Housekeeping Services	12	Monthly			\$150.00	per month			\$1,800.00	\$1,800.00
	Restroom Supplies	1	Lump Sum			\$2,000.00				\$2,000.00	\$2,000.00
	Supplies/services	1	Lump Sum			\$5,000.00				\$5,000.00	\$5,000.00
	Facility Maintenance Charges	1	Lump Sum			\$10,000.00				\$10,000.00	\$10,000.00
	Sub-Total									\$20,290.00	\$20,340.00
Furnishings	Round Tables	10	each			\$255.00				\$2,550.00	\$0.00
	Banquet Tables	8	each			\$150.00				\$1,200.00	\$0.00
	Chairs	100	each			\$35.00				\$3,500.00	\$0.00
	Waste Receptacles	5	each			\$100.00				\$500.00	\$0.00
	Kitchen Appliances	1	Lump Sum			\$1,000.00				\$1,000.00	\$0.00
	Sub-Total									\$8,750.00	\$0.00
Security System	Annual Monitoring	1	Annual			\$200.00				\$200.00	\$200.00
	Security System	1	each			\$3,500.00				\$2,500.00	\$0.00
	Security Cameras	4	each			\$250.00				\$1,000.00	\$0.00
	Sub-Total									\$3,700.00	\$200.00
	Total									\$102,664.03	\$103,355.16

PROJECTED REVENUES											
Revenues	Description	#	Description	#	Description	Unit Fee/Rate	Description	Additional Fees/Rates	Description	Total	Total
Building Rental	Rental of Learning Center for family reunions, bridal showers, etc. (4 hour maximum, less than 100 people)	75	Learning Center rentals			\$200.00		\$25.00	Set-up fee	\$8,437.50	\$16,875.00
	Rental of Learning Center for company meetings, etc. (4 hour maximum, 100-190 people)	25	Learning Center rentals			\$400.00		\$50.00	Set-up fee	\$5,625.00	\$11,250.00
	Rental of Learning Center for company meetings, etc. (all day, 50-190 people)	20	Learning Center rentals			\$250.00		\$50.00	Set-up fee	\$3,000.00	\$6,000.00
	Rental of Learning Center and Gardens for special events, etc. (All day/more than 250 participants)	2	Learning Center rentals			\$1,000.00		\$100.00		\$1,100.00	\$2,200.00
	Total Revenues									\$18,162.50	\$36,325.00

	Net Expenses									\$84,501.53	\$67,030.16
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Fixed Expenses										\$66,399.46	\$65,719.46
Variable Expenses										\$36,264.56	\$37,635.70



Memorandum

To: Parks & Recreation Committee

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

Date: 04/01/14

Re: Informational: Award Purchase of Rain Shelter at Reid Golf Course to “Porter Corporation” for a contract total not to exceed \$14,784.

The 2014 Capital Improvement budget allocated monies to purchase and install a rain shelter at Reid Golf Course. During the stormwater project a rain shelter was removed during construction. This rain shelter replaces the one removed. The budget allocated \$35,000 for this project and was funded by the stormwater project. A future contract will be issued to pour the concrete base for this shelter.

Pricing was requested from five (5) companies, from which I received two (2) proposals. Companies included Classic Recreation, Minnesota/WI Playground, Park and Rec. Products, Gazebo Creations and the Porter Corporation.

Porter Corporation \$14,784.40

Gazebo Creations \$18,640.00

The proposal from Porter Corporation met all of the criteria including the lowest price. Therefore, the contract was awarded to them.

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

