



City of Appleton

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

Meeting Agenda - Final Parks and Recreation Committee

Wednesday, April 23, 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

14-674 Minutes of the 4-9-14 Parks & Recreation Committee Meeting

Attachments: [Minutes of the 4-9-14 P & R Committee Meeting.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

14-683 Award Removal/Replacement of Asphalt on the Newberry Street Trail Segment South River Street to Lawe Street to "Appleton Asphalt, Inc." for a Contract Total Not to Exceed \$23,742

Attachments: [Parks & Recreation Committee Hardscapes CIP \(4-23-14 Meeting\).docx](#)

14-714 Action: Approval of Scheig Learning Center and Appleton Memorial Park Arboretum and Gardens Rental and Fee Policy

Attachments: [Memo-Scheig & Arboretum Rental Policy 4-17-14.docx](#)
[Rental and Fees Policy-Draft \(Schieg & Arboretum\).docx](#)

6. **Information Items**

14-713 Information: Award Telulah Park Parking Lot and Entrance Road Projects to Peters Concrete in the amount of \$208,510.59 with a 10% contingency of \$20,851 for a contract total not to exceed \$229,361.59

Attachments: [Bid Recommendation-Telulah Park Parking Lot \(4-23-14 Meeting\).docx](#)

14-687 Update on the Fox River Academy-Pierce Park Ravine Project

14-673 Director's Report

- 14-684** Elect Vice-Chair and Secretary
- 14-685** Designate a Contact Person
- 14-686** Set Committee Meeting Date and Time

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

100 North Appleton Street
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Meeting Minutes - Final Parks and Recreation Committee

Wednesday, April 9, 2014

6:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

Aldersperson Croatt called the meeting to order at 6:00 p.m.

2. Roll call of membership

Others: Dean Gazza, Director, Parks, Recreation & Facilities Management; Jim Walsh, City Attorney

Present: 4 - Aldersperson Chris Croatt, Aldersperson Kyle Lobner, Aldersperson Michael Smith and Aldersperson Polly Dalton

Excused: 1 - Aldersperson Cathy Spears

3. Approval of minutes from previous meeting

14-575 Minutes of the March 12, 2014 Parks & Recreation Committee Meeting

Aldersperson Croatt moved, seconded by Aldersperson Lobner, that the Report Action Item be approved. Roll Call. Motion carried by the following vote:

Aye: 4 - Aldersperson Croatt, Aldersperson Lobner, Aldersperson Smith and Aldersperson Dalton

4. Public Hearings/Appealances

None

5. Action Items

None

6. Information Items

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

This item was presented

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

This item was presented

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

This item was presented

14-576 Director's Report

This item was presented

7. Adjournment

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

Aye: 4 - Aldersperson Croatt, Aldersperson Lobner, Aldersperson Smith and Aldersperson Dalton

Memorandum

To: Parks & Recreation Committee

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

Date: 04/17/14

Re: Action: Award removal/ replacement of asphalt on the Newberry Street Trail segment South River Street to Lawe Street to "Appleton Asphalt, Inc." for a contract total not to exceed \$23,742.

The 2014 Capital Improvement budget allocated monies for hard surface improvements to park and trail hard surfaces. The budget allocated \$65,000 for these projects.

Three asphalt companies responded to requests for quotations. The entire stretch of trail from South River Street to Lawe Street will be pulverized, graded, compacted and paved with hot mix asphalt. This project is being done due to deteriorating hard surface conditions. Below are the quotes from each company:

1. Appleton Asphalt, Inc. Appleton, WI- \$23,742
2. Absolute Asphalt, Ltd. Appleton, WI- \$28,638
3. American Pavement Solutions, Inc. Green Bay, WI- \$41,571

This is one of several projects we will be conducting under this CIP in 2014.

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

Memorandum

To: Parks and Recreation Committee

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

Date: April 17, 2014

Re: Action: Scheig Learning Center and Appleton Memorial Park Arboretum and Gardens – Rental and Fee Policy

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 gardens. The Gardens of the Fox Cities terminated their agreement with the City and ceased all operations on Friday, February 28, 2014.

Attached is the Scheig Learning Center and Appleton Memorial Park Arboretum and Gardens–Rental and Fee Policy that provides the framework for the rental of these facilities. The initial draft of the policy was presented to the Parks and Recreation Committee on April 9, 2014, as an information item. The draft policy was also distributed to the entire City Council after the April 9th Parks and Recreation Committee for their review and comment. The only significant change made to the policy based on feedback from the Committee and/or Council is noted on page 3, **Cancellations/Refunds**. The draft policy was amended to only allow the City to retain an amount equal to a 4-hour minimum rental if the facility cannot be rented to another party after a cancellation less than 90 days in advance of the event. The previous draft policy allowed the City to retain the entire rental fee if the reservation was cancelled less than 90 days in advance of the event.

The Scheig Learning Center and Appleton Memorial Park Arboretum and Gardens-Rental and Fee Policy will appear as an action item on the Parks and Recreation Committee meeting agenda on April 23, 2014.

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

CITY OF APPLETON POLICY		TITLE: SCHEIG LEARNING CENTER AND APPLETON MEMORIAL PARK ARBORETUM AND GARDENS – RENTAL AND FEE POLICY
ISSUE DATE: Day of Council Adoption	LAST UPDATE:	TEXT NAME:
POLICY SOURCE: Parks and Recreation Department		TOTAL PAGES: 5
Reviewed by Attorney's Office Date:	Parks and Recreation Committee Approval Date:	Council Approval Date:

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 use of the Scheig Learning Center and Appleton Memorial Park Arboretum and Gardens for private, corporate and/or community events.

II. Policy

This policy authorizes the Parks, Recreation and Facilities Management Department to charge fees for the use of the Scheig Learning Center and Appleton Memorial Park Arboretum and Gardens within the rate schedule established by the Parks and Recreation Committee and City Council. To effectively manage, protect the facilities, and promote the wise use of the resources, this policy authorizes the Parks, Recreation and Facilities Management Director and/or designees to:

1. 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, or if conditions of the facility or grounds would potentially create an unsafe situation.
2. Limit the number of reservations for the facilities for any group, organization or individuals that would dominate the use of the facilities and/or restrict equal opportunities to reserve the facilities by members of the public at large.
3. Deny any Facility Reservation Agreement if the expected attendance would exceed the safe capacity of the facilities so as to endanger public health and safety or compromise the condition of facilities and/or the natural resources.
4. Enforce park rules, regulations, and policies.
5. Require insurance coverage with limits established by the City Risk Manager for activities or events that are beyond the scope of the "normal and ordinary use" guidelines established by the Parks, Recreation and Facilities Management Department.

III. Definitions

- **Arboretum and Gardens** – Outdoor space immediately adjacent to the Scheig Learning Center that includes formal gardens, walkways, open space, etc. as identified in Attachment A.
- **Concession/Sales** - The sale of food, beverage and other associated products at an event or program that is held in a city park and/or special area specifically reserved for that event or program.
- **Facility Reservation Policies and Procedures** - These policies and procedures are stated on the back of the Facility Reservation Agreement that explain reservations, sales of concessions, cancellation/refund procedures, alcohol policies and damage policies.
- **Late Reservation** - Request for a reservation of a city park facility and/or special area that is received less than five (5) business days before the reservation date.
- **Normal and Ordinary Use of the Scheig Learning Center and Appleton Memorial Park Arboretum and Gardens** – Use is defined by guidelines established and published by the Parks, Recreation and Facilities Management Department.
- **Park Rules & Regulations** – Rules and regulations are formulated from ordinances adopted by the City Council and published by the Parks, Recreation and Facilities Management Department. These rules and regulations are provided with every Facility Reservation Agreement form.
- **Pavilion/Park Capacities** – Capacities are established and published by the Parks, Recreation and Facilities Management Department.
- **Processing Fee** - Fee charged to process a refund and/or cancellation request that is received before the reservation date.
- **Scheig Learning Center** – Enclosed facility located on the west end of Appleton Memorial Park as identified in Attachment B and available for reservation. The reservation of the Scheig Learning Center includes the restrooms, open area for seating/tables and chairs/programs/etc, food preparation area, entrance/gathering area, and meeting rooms.
- **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.

IV. Discussion

This policy defines how the Scheig Learning Center and Appleton Memorial Park Arboretum and Gardens shall be reserved by individuals, organizations and/or groups for exclusive use. The policy shall also define the fee(s) charged to those individuals, organizations and/or groups for that use.

V. Reservations:

1. All groups, individuals and organizations reserving the Scheig Learning Center and Appleton Memorial Park Arboretum and Gardens will be charged in accordance with the established rate schedule. Payment of the reservation fees must be included with the Facility Reservation Application, including set up fees, special event fees, etc.

2. The reservation request shall include the actual time needed for the program, including the time period for the event/activity and all set up and clean up time. The Parks, Recreation and Facilities Management Department reserves the right to invoice the individuals, organizations and/or groups if the use of the facilities exceeds the original reservation request.
3. Individuals, organizations and/or groups may reserve either the Scheig Learning Center only or the Scheig Learning Center and the Arboretum and Gardens grounds together. The Arboretum and Gardens grounds cannot be reserved without reserving the Scheig Learning Center.
4. All other reservations for the Scheig Learning Center and Appleton Memorial Park Arboretum and Gardens are on a first-come, first-served basis and may be made for the current year only.
5. The reservation of the Scheig Learning Center and/or Arboretum and Gardens Grounds is available from 8:00 am to 8:00 pm only.
6. The Parks, Recreation and Facilities Management Department reserves the right to require a security deposit for any reservation based on the type of event, number of participants, use of facility, etc. The security deposit will be returned within 10-14 business days after the event if all conditions of the reservation request were met, including but not limited to facility clean-up, proper vacation of the facilities, removal of personal equipment/supplies/etc., and leaving the facility (s) in clean and orderly condition.
7. All applications for facility reservations must be made at least five (5) business days in advance of the reservation date. Applications not made before this time period will be charged an additional \$50.00 for each reservation if accepted by the Department.
8. Groups and/or organizations may be required to reserve multiple facilities and/or special areas if the Parks, Recreation and Facilities Management Department determines the event or activity warrants the additional reservations.
9. This policy shall become effective June 2, 2014, and shall remain in effect through December 31, 2014.

VI. Cancellation/Refunds:

- A full refund of the rental fee will be made if the reservation is cancelled more than 90 days in advance of the event. A full refund of the rental fee for a cancellation of the Scheig Learning Center and Appleton Memorial Park Arboretum and Gardens 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. If the facility cannot be rented to another party after a cancellation less than 90 days in advance of the event, the Parks, Recreation and Facilities Management Department will retain an amount equal to the rental of the facility for a 4-hour minimum rental. All 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, weather conditions, etc. These refunds are not subject to the \$10.00 processing fee.

FEE SCHEDULE

<u>Scheig Learning Center</u>	<u>Fees</u>
<u>June 2 through December 31, 2014</u>	
(Available 8:00 am to 8:00 pm)	
<u>Monday through Sunday</u>	
Hourly Fee (4 hour minimum)	\$30.00/hour
<u>Scheig Learning Center and Arboretum and Gardens Grounds</u>	<u>Fees</u>
<u>June 2 through December 31, 2014</u>	
(Available 8:00 am to 8:00 pm)	
<u>Monday through Sunday</u>	
Hourly Fee (4 hour minimum)	\$45.00/hour
<u>Security Deposit</u>	<u>\$200.00</u>

Memorandum

To: Parks and Recreation Committee

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

Date: April 17, 2014

Re: Information: Award Telulah Park Parking Lot and Entrance Road Project to Peters Concrete in the amount of \$208,510.59 with a 10% contingency of \$20,851 for a contract total not to exceed \$229,361.59.

The bids for the Telulah Park parking lot and entrance road project were opened on Wednesday, April 16, 2014. The project includes the excavation and base material for the parking lot, entrance road and skate park and construction of the facilities to address stormwater management requirements. Six bids were received for the project. Peters Concrete was determined to be the low bidder. The base bid for the excavation and base material for the parking lot and entrance road and stormwater facilities is \$178,235.95. It is the recommendation of the Parks, Recreation and Facilities Management Department to accept an alternate bid of \$10,750 to complete the landscaping around the parking lot and entrance road and also accept an alternate bid of \$19,524.64 to complete the excavation and base material for the skate park that will be constructed immediately adjacent to the parking lot. A 10 % contingency of \$20,851 is being recommended for a total contract with Peters Concrete of \$229,361.59.

The Parks, Recreation and Facilities Management Department's Capital Projects Fund includes a budget of \$350,000 for these projects. Design and engineering services are \$21,200 for the project, leaving a balance of \$99,438.41 for asphalt paving after the completion of the skate park this fall.

A recommendation by the Parks, Recreation and Facilities Management Department to award the contract to Peters Concrete for \$229,361.59 will appear as an action item on the Finance Committee agenda on April 23, 2014. The recommendation to the Finance Committee will appear as an information item on the Parks and Recreation Committee meeting agenda on April 23, 2014.

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