



# City of Appleton

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

## Meeting Agenda Parks and Recreation Committee

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Wednesday, March 11, 2015

6:00 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

**15-369** Minutes of the February 25, 2015 Parks & Recreation Committee Meeting

Attachments: [Minutes of the 2-25-15 P & R Committee Meeting.pdf](#)

4. Public Hearings/Appealances

5. Action Items

**15-370** Action: Award contract to ACT Services, Inc. in the amount of \$21,900 to perform an ADA Accessibility Audit and to develop a Transition Plan. In addition, requesting approval of \$3,000 in contingency in the event additional amenities require assessments not included in the original scope. Total contract not to exceed \$24,900.

Attachments: [2015 ADA Analysis Action Item.pdf](#)

**15-371** Action: Award playground equipment purchase and installation at Lions Park to Team REIL Inc. for a contract total not to exceed \$42,256

Attachments: [Lions Parks Playground Equipment CIP \(3-11-15\).pdf](#)

6. Information Items

**15-372** Director's Report

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.*

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



# City of Appleton

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## Meeting Minutes Parks and Recreation Committee

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Wednesday, February 25, 2015

6:00 PM

Council Chambers, 6th Floor

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1. Call meeting to order

*The meeting was called to order at 6:03 P.M.*

2. Roll call of membership

**Present:** 4 - Alderperson Croatt, Alderperson Dalton, Alderperson Martin and  
Alderperson Trauger

**Excused:** 1 - Alderperson Williams

3. Approval of minutes from previous meeting

[15-279](#)

Minutes of the 1-28-15 Parks & Recreation Committee Meeting

**Attachments:** [Minutes of the 1-28-15 P & R Meeting.pdf](#)

**Alderperson Martin moved, seconded by Alderperson Dalton, that the Minutes be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Alderperson Croatt, Alderperson Dalton, Alderperson Martin and  
Alderperson Trauger

**Excused:** 1 - Alderperson Williams

4. Public Hearings/Appealances

5. Action Items

[15-302](#)

#3-R-15 - Coenen/Martin

**"WHEREAS,** The City of Appleton Staff created a Master Plan for Jones Park and Fox River Properties in 2006,

**AND WHEREAS,** In said Master Plan, the land formerly known as the Appleton Water Treatment Plant on Water Street is recommended to become a park,

**THEREFORE, BE IT RESOLVED,** that the City of Appleton move the land formerly know as the Appleton Water Treatment Plant on Water Street to the Parks and Recreation Department."

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

**Aye:** 4 - Alderson Croatt, Alderson Dalton, Alderson Martin and Alderson Trauger

**Excused:** 1 - Alderson Williams

[15-291](#)

Action: Approval of 2015-2017 Agreement with the Supple Restaurant Group for Use of Vulcan Heritage Park Patio

**Attachments:** [Memo-Supple Agreement-Vulcan Patio 2-25-15.pdf](#)

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

**Aye:** 4 - Alderson Croatt, Alderson Dalton, Alderson Martin and Alderson Trauger

**Excused:** 1 - Alderson Williams

## 6. Information Items

[15-280](#)

Introduction of the New Golf Course Superintendent and Clubhouse Manager

**This Presentation was presented**

[15-281](#)

Pioneer Park Update

**This Presentation was presented**

[15-292](#)

Information: Approve Additional Spending Authority of \$10,000 from the Lutz Park Special Revenue Fund

**Attachments:**     [Memo-Lutz Park-Additonal Spending Authority 2-25-15.pdf](#)

**This Presentation was presented**

[15-283](#)

Director's Report

**This Presentation was presented**

## 7. Adjournment

*The meeting adjourned at 6:59 P.M.*

**A motion was made by Alderperson Joe Martin, seconded by Alderperson Polly Dalton, that the meeting be adjourned. The motion carried by the following vote:**

**Aye:** 4 - Alderperson Croatt, Alderperson Dalton, Alderperson Martin and Alderperson Trauger

**Excused:** 1 - Alderperson Williams



*"...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](mailto:dean.gazza@appleton.org)

TO: Parks & Recreation Committee

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

DATE: 3/11/2015

RE: Action: Award contract to ACT Services, Inc. in the amount of \$21,900 to perform an ADA Accessibility Audit and to develop a Transition Plan. In addition, requesting approval of \$3,000 in contingency in the event additional amenities require assessments not included in the original scope. Total contract not to exceed \$24,900.

The 2015 CIP budget includes \$75,000 to hire a consultant to conduct ADA Accessibility Audits for our facilities and parks to obtain compliance with the Americans with Disabilities Act (ADA) Title II, and the 2010 Standard for Accessible Design to improve the access to municipal facilities, parks and recreation facilities, and enhance amenities for citizens.

Four consultants responded to the Request for Proposal. A team consisting of the Grounds Manager, Parks Planner and Liaison and myself reviewed the proposals and unanimously selected Accessibility Consultation and Training Services (ACT Services, Inc.). Past experience, qualifications of the team performing similar audits, approach and understanding of the project, and references were all considered as essential criteria.

ACT Services	\$21,900
Recreation Accessibility Consultants	\$39,869
Ayres	\$46,400
Performa	\$87,550

There is an extreme variation in pricing. ACT Services is a widely recognized firm specializing only in ADA audits and is highly respected throughout the industry. Though it can be difficult to understand the variation in pricing, the lower cost proposed by ACT may be a result of their specialization in this area, ability to be extremely efficient due to performing thousands of these type of audits and their ability to maintain a low overhead. They fully meet the requirements of the Request for Proposal and the Americans with Disabilities Act requirements for such an audit.

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



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**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: 3/11/2015

RE: Action: Award playground equipment purchase and installation at Lions Park to Team REIL Inc. for a contract total not to exceed \$42,256.

The 2015 Capital Improvement budget allocated monies to purchase and install new playground equipment at our city parks. After weighing such factors as age, appearance, repair costs, and current trends of play, staff decided to replace the ages 5-12 year-old category play component at Lions Park. The budget allocated \$50,000 for this project. The remainder of the funds will be used for ADA compliant engineered wood mulch surfacing and accessibility walkways.

Four playground equipment firms responded to Requests for Proposals. The firms were judged and graded by the Parks, Recreation and Facilities Management Department's staff. Each firm's designs were graded in the following areas; relevant experience, play value, layout/design and maintenance, overall impression, safety/risk factors, warranty, and cost.

Our staff recommends awarding Team REIL Inc. (Miracle Manufacturing) a contract to provide and install ages 5-12 year old category equipment at Lions Park for a contract total of \$42,256. The final bids were as follows:

1. Team REIL Inc. - \$42,256
2. Miller & Associates - \$45,254
3. Gerber Leisure Option - \$49,930
4. Lee Recreation - \$50,000

Please feel free to contact me at 832-5572 or by email at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org) with any questions or comments.