



# 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, May 9, 2016

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

[16-734](#) Minutes of the April 25, 2016 Parks & Recreation Committee Meeting

**Attachments:** [Minutes of the 4-25-16 Parks & Recreation Committee Meeting \(5-9-16\).pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

6. **Information Items**

[16-752](#) Erb Park & Pool Update

**Attachments:** [2016 Erb Park and Pool Q & A.doc](#)  
[Erb Park & Pool Update \(5-9-16\).pdf](#)

[16-767](#) Reid Golf Course Expense and Revenue Report Through April, 2016

**Attachments:** [Reid Expense & Revenue Report Through April, 2016.pdf](#)

[16-737](#) 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*



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## Meeting Minutes - Final Parks and Recreation Committee

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Monday, April 25, 2016

6:00 PM

Council Chambers, 6th Floor

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1. Call meeting to order

*The meeting was called to order at 6:00 p.m.*

2. Roll call of membership

**Others:** Dean Gazza, Tom Flick, Parks, Recreation & Facilities Management;  
Chris Behrens, Legal Services; Alderperson Meltzer, District 2

**Present:** 5 - Martin, Croatt, Spears, Williams and Mann

3. Approval of minutes from previous meeting

[16-634](#)

Minutes of the March 21, 2016 Parks & Recreation Committee Meeting

**Attachments:** [Minutes of the March 21, 2016 P & R Committee Mtg.pdf](#)

*Alderperson Williams abstained on vote on minutes (after recorded).*

**Alderperson Croatt moved, seconded by Alderperson Spears, that the Minutes of the March 21, 2016 Parks & Recreation Committee be approved. Roll Call.**

**Motion carried by the following vote:**

**Aye:** 4 - Martin, Croatt, Spears and Mann

**Abstained:** 1 - Williams

4. Public Hearings/Appealances

None

5. Action Items

[16-659](#)**#6-R-16***Referred to: Parks & Recreation*

**Whereas**, Appleton has been recognized by the League of American Bicyclists as a Bicycle Friendly Community. And

**Whereas**, communities as vibrant as Appleton are a destination for residents and visitors alike a place where people don't just live and work, but thrive. And

**Whereas**, riding a bike is a healthy, fun and safe activity. And

**Whereas**, Appleton has currently, 14.3 centerline-miles of bike lanes and are planning to add an additional 9.3 miles over the next five years. And

**Whereas**, Appleton has 8.0 miles of side paths (paths located in road rights-of-way that run parallel to roadways). We are planning to add at least an additional 2.3 miles over the next five years. And

**Whereas**, Appleton has 9.2 miles of public trails, which includes Apple Creek, North Island, Providence, Newberry, and Highview Trails. And

**Whereas**, we are planning to add in the next 3-10 years: The Trolley Trestle Trail from Atlas Mill to Pullmans, Lutz Park to Vulcan Heritage, Foremost Trestle Trail and Lawrence University connection, Riverview Gardens connecting Veterans Park to Olde Oneida Street and Newberry Trail, and Plamann Park to Apple Hill Trail. And

**Whereas**, bicycle advocates have fought hard for the right to the road and continue to shape our traffic laws to better accommodate people on bikes and all multimodal transportation choices, And

**Now, Therefore, Be It Resolved** that Appleton continues to grow our biking and walking community and plans to employ a shared employee in 2017 between Departments of Public Works and Park and Recreation to develop new programs, seek and apply for grants, enhance accommodations, and continue to make the City of Appleton a more bicycle and pedestrian friendly community.

Submitted April 20, 2016

Aldersperson Joe Martin- District 4

*Referred to staff to be back on the Parks & Recreation Committee agenda on 6/20/16.*

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

**Aye:** 5 - Martin, Croatt, Spears, Williams and Mann

## 6. Information Items

[16-636](#) Presentation by MSA Professional Services - Erb Park & Pool Update

**This item was presented**

[16-637](#) Director's Report

**This item was presented**

[16-652](#) Confirm the Following:

- \* Elect Vice-Chairperson
- \* Designate a Contact Person
- \* Set Meeting Day and Time

*Alderson Spears voted Vice-Chair (4-0) (Spears abstained).*

*The Parks & Recreation Committee meetings will be on the second and the fourth Mondays of the month at 6:00 p.m.*

*The contact person for the Parks & Recreation Committee is Dean Gazza, Director, Parks, Recreation & Facilities Management. His contact number is 920-832-5514.*

## 7. Adjournment

*The meeting was adjourned at 8:10 p.m.*

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

**Aye:** 5 - Martin, Croatt, Spears, Williams and Mann



*"...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: 5/9/2016

RE: Erb Park and Pool Questions and Answers by Committee

At the April 25<sup>th</sup> Parks and Recreation Committee meeting, the following questions were asked and I promised to follow-up on them. Director Vandehey and I met and have found the answers you need to the best of our knowledge.

1. Can we provide the number of times it was reported people went into our stormwater ponds? Zero.
2. Is DPW willing to cost share for the portion of stormwater from non Erb Park areas? Yes, DPW staff is willing to request an appropriate budget adjustment. Director Vandehey, Director Saucerman and I met and money will be budgeted to pay for the stormwater needs coming from areas other than Erb Park.
3. What is the cost to do underground storage? Our consultant estimated \$1.5 - \$2 million. DPW feels very comfortable with the consultant's estimate of \$1.5 - \$2 million based on the Appleton East Project.
4. What changed in the stormwater policy approved this last April? The only changes to the Ordinance that have an impact on this project are (1) the consultant needs to analyze and report out the phosphorous, but no treatment is required and (2) there are new runoff curve numbers and rainfall intensities that are required to be used in the modeling.
5. What do we have to do in regards to stormwater and is anything optional? QUANTITY – we have to bring peak discharge to its pre-settlement condition. QUALITY – we need to reduce Total Suspended Solids by 80% or Maximum Extent Practicable (MEP). No infiltration or protective areas.

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

**PROJECT ARCHITECT:**

MSA Professional Services, Inc.  
Carter Arndt, AIA  
carndt@msa-ps.com

**MSA PROJECT TEAM:**

Raine Gardner, PE, Civil Engineer  
Sarah McDonald, PLA Landscape Architect

**AQUATICS SUBCONSULTANT:**

Water Technology Inc.  
Matt Freeby

**DATE:**

May 3, 2016

**STATUS SUMMARY:**

The project development is proceeding on schedule. The Parks and Recreation Committee recently met to review and approve for the project to proceed with final design and bidding. MSA as the Architect/Engineer in collaboration with Water Technology as the Aquatics Designer are proceeding with work on the final drawings and specifications. See the attached rendered overall park plan and aquatics plan.

**COMPLETED PROJECT ACTIVITIES:**

<b>February 4<sup>th</sup></b>	Kick-off Meeting #1 conducted
<b>February 10<sup>th</sup></b>	Aquatics Programming, Group Meetings and Tours took place
<b>February 12<sup>th</sup></b>	Draft program statement reviewed and Concept development began
<b>February 18<sup>th</sup></b>	TEAM Conference Meeting
<b>February 24<sup>th</sup></b>	Conceptual Design Meeting #2
<b>February 29<sup>th</sup></b>	Public Open House conducted
<b>March 1<sup>st</sup></b>	TEAM Conference Meeting
<b>March 9<sup>th</sup></b>	Schematic Design Meeting #3
<b>March 16<sup>th</sup></b>	TEAM Conference Meeting
<b>March 21<sup>st</sup></b>	Parks and Recreation Committee Meeting
<b>March 30<sup>st</sup></b>	Stormwater Meeting
<b>April 6<sup>th</sup></b>	Design Development Meeting
<b>April 25<sup>th</sup></b>	DD Civil & additional Parks and Recreation Committee Meeting
<b>April 27<sup>th</sup></b>	DD Meeting - #6
<b>April 29<sup>th</sup></b>	Complete Design Development Package
<b>May 2<sup>nd</sup></b>	Start Final Construction Documents

**UPCOMING PROJECT ACTIVITIES:**

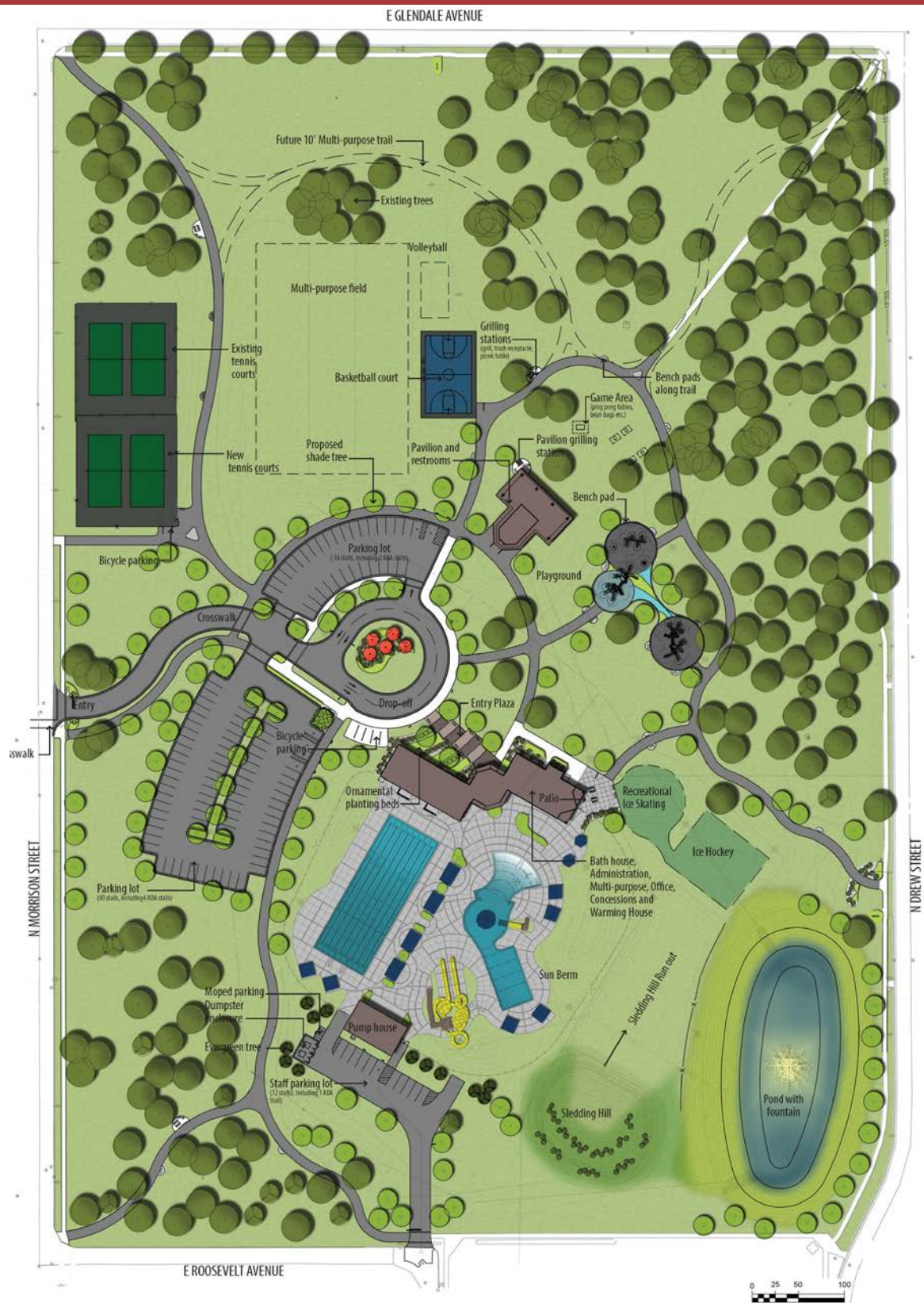
<b>May 18<sup>th</sup></b>	Construction Documents Meeting #7
<b>May 20<sup>th</sup></b>	Site Plan Submittal to Community Development
<b>April 27<sup>th</sup></b>	Construction Documents Meeting #8

**PROPOSED OVERALL SCHEDULE:**

<b>Construction Document Completion</b>	June 27 <sup>th</sup>
<b>Bidding</b>	July 1-21
<b>Finance Committee Meeting</b>	July 26 <sup>th</sup>
<b>City Council Award</b>	August 3 <sup>rd</sup>
<b>Start Construction</b>	Mid-August
<b>Finish Construction</b>	Late June 2017



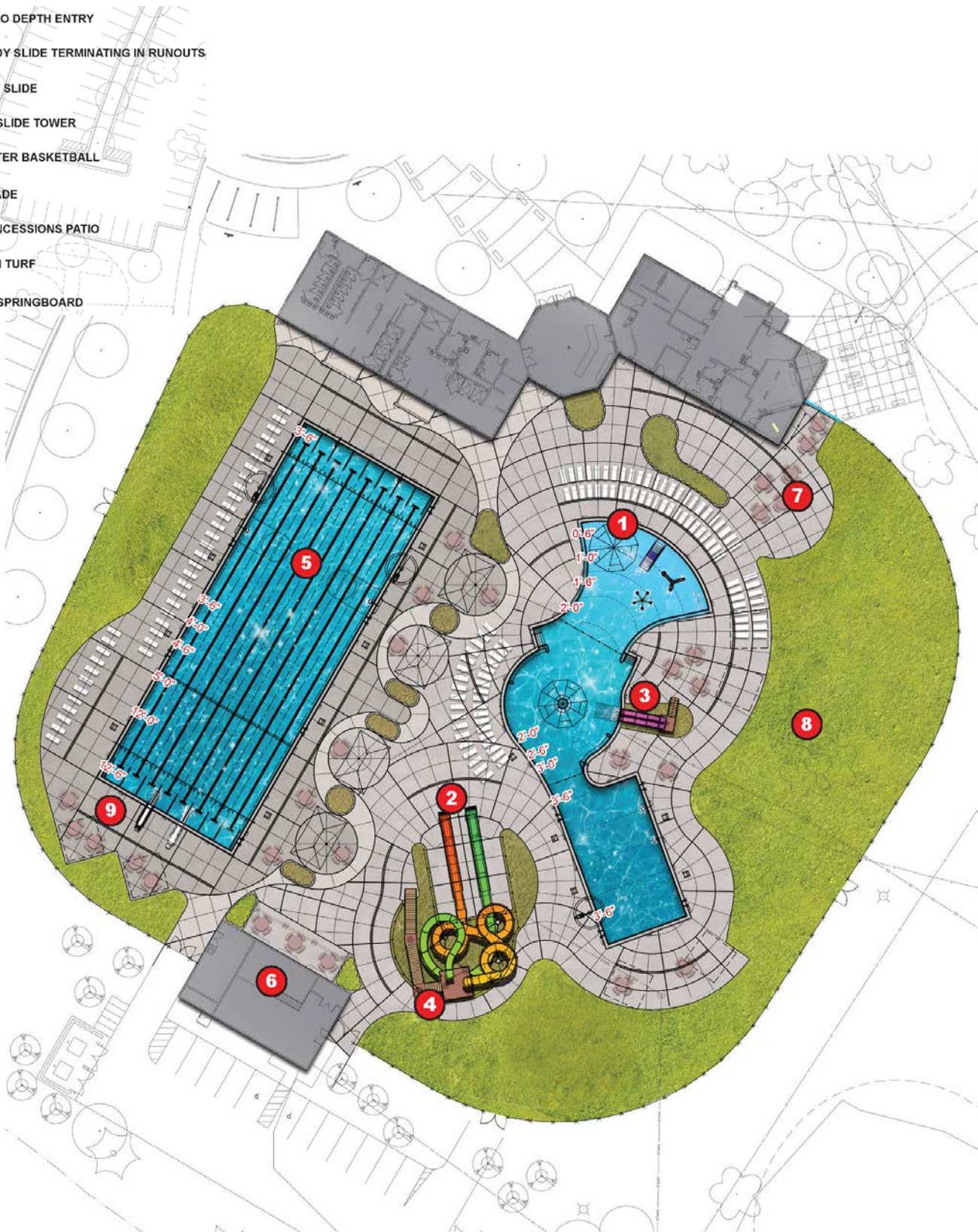
Erb Park and Pool Update





# Erb Park and Pool Update

- 1 ZERO DEPTH ENTRY
- 2 BODY SLIDE TERMINATING IN RUNOUTS
- 3 TOT SLIDE
- 4 25' SLIDE TOWER
- 5 WATER BASKETBALL
- 6 SHADE
- 7 CONCESSIONS PATIO
- 8 SUN TURF
- 9 1M SPRINGBOARD





**City of Appleton - Reid Golf Course**  
**2016 Revenues - April 30, 2016**

	2015		2016	
<b><u>Green Fees</u></b>	<b><u>2015 Y-T-D Rounds</u></b>	<b><u>Total Revenue</u></b>	<b><u>2016 Y-T-D Rounds</u></b>	<b><u>Total Revenue</u></b>
Weekday-18 Holes	207	\$4,850.99	230	\$4,681.56
Weekday-9 Holes	947	\$13,488.40	774	\$10,363.24
Weekend - 18-Holes	35	\$839.24	54	\$1,585.22
Weekend - 9 Holes	88	\$1,628.00	118	\$2,134.38
Twilight Golf	170	\$1,509.60	181	\$1,803.45
Passholder Rounds	472		627	
Promo Rounds				
Coupon Rounds	4		28	
Early Bird Special	4	\$80.00		
Annual Pass Promo	4		5	
Other (Coupon Special Rounds)			42	\$1,176.95
Couples League Registration			8	\$380.96
High School Rounds	110		312	
<b>Sub-Totals</b>	<b>2,041</b>	<b>\$22,396.23</b>	<b>2,379</b>	<b>\$22,125.76</b>

	<b><u>2015 Y-T-D Sales</u></b>	<b><u>Total Revenues</u></b>	<b><u>2016 Y-T-D Sales</u></b>	<b><u>Total Revenues</u></b>
<b><u>Pass/Coupon/Discount Card Sales</u></b>				
Pass Sales	73	\$53,305.00	77	\$52,475.00
Coupon Sales	19	\$1,735.00	13	\$1,257.00
Discount Cards	62	\$1,860.00	59	\$1,770.00

	<b>2015 Y-T-D</b>	<b>Total</b>	<b>2016 Y-T-D</b>	<b>Total</b>
<b><u>Cart Revenue</u></b>	<b><u>Cart Sales</u></b>	<b><u>Revenues</u></b>	<b><u>Cart Sales</u></b>	<b><u>Revenues</u></b>
Cart Fee	568	\$5,414.00	574	\$5,874.42
Annual Cart Passes	16	\$8,005.00	18	\$9,810.00
Other Rentals	75	\$652.00	58	\$437.25
	<b>2015 Y-T-D</b>	<b>Total</b>	<b>2016 Y-T-D</b>	<b>Total</b>
<b><u>Practice Range</u></b>	<b><u>Sales</u></b>	<b><u>Revenues</u></b>	<b><u>Sales</u></b>	<b><u>Revenues</u></b>
Driving Range	261	\$1,728.00	347	\$2,470.97
Annual Range Pass	6	\$1,912.50	10	\$2,587.50
	<b>2015 Y-T-D</b>	<b>Total</b>	<b>2016 Y-T-D</b>	<b>Total</b>
<b><u>Golf Shop Merchandise</u></b>	<b><u>Sales</u></b>	<b><u>Revenues</u></b>	<b><u>Sales</u></b>	<b><u>Revenues</u></b>
Balls/Assessorios/Apparel/Misc.	186	\$1,297.00	245	\$1,480.86
Gift Cards	7	\$391.10	39	\$1,792.01
	<b>2015 Y-T-D</b>	<b>Total</b>	<b>2016 Y-T-D</b>	<b>Total</b>
<b><u>Food and Beverage</u></b>	<b><u>Sales</u></b>	<b><u>Revenues</u></b>	<b><u>Sales</u></b>	<b><u>Revenues</u></b>
Food		\$677.79		\$890.67
Beverage		\$1,110.92		\$1,350.14
Alcohol Sales		\$2,049.84		\$2,565.83

<b>Total Revenue (All Categories)</b>		<b>\$102,534.38</b>		<b><u>\$106,887.41</u></b>
Note: Other rentals include additional revenue club rentals, pull carts & locker rentals.				

## Reid Golf Course Budget

Description	Budget	End of April Expenses	Available
Regular Salaries	\$154,077	\$24,856	\$129,221
Labor Pool Allocations		\$5,730	(\$5,730)
Overtime	\$500	\$0	\$500
Part-Time	\$122,149	\$6,438	\$115,711
Other Compensation		(\$1,554)	\$1,554
Vacation Pay		\$3,958	(\$3,958)
Fringes	\$65,440	\$13,040	\$52,400
Unemployment Compensation		\$3,336	(\$3,336)
Training and Conferences	\$1,000	\$155	\$845
Office Supplies	\$750	\$86	\$664
Memberships & Licenses	\$1,076	\$1,040	\$36
Food & Provisions	\$250	\$0	\$250
Printing & Reproduction	\$2,500	\$1,029	\$1,471
Clothing	\$1,000	\$527	\$473
Accounting/Audit	\$2,700	\$0	\$2,700
Bank Services	\$8,000	\$36	\$7,964
Consulting Services	\$5,500	\$475	\$5,025
Advertising	\$12,000	\$3,939	\$8,061
Insurance	\$6,073	\$1,695	\$4,378
Rent	\$27,191	\$3,104	\$24,087
Depreciation Expense	\$67,000	\$16,926	\$50,074
Facilities Charges	\$32,466	\$7,874	\$24,592
CEA Equipment Rental	\$81,247	\$34,312	\$46,935
Interest Payments	\$13,920	\$3,480	\$10,440
Trans Out			
General Fund	\$17,900	\$4,475	\$13,425
Internal Services	\$3,200	\$0	\$3,200
Bldg Maintenance/Janitorial	\$5,000	\$462	\$4,538
Landscape Supplies	\$36,000	\$26,106	\$9,894
Concession Supplies	\$58,500	\$16,144	\$42,356
Miscellaneous Supplies	\$3,000	\$351	\$2,649
Gas Purchases	\$13,600	\$516	\$13,084
Miscellaneous Equipment	\$5,000	\$2,839	\$2,161
Collection Services	\$1,000	\$148	\$852
Contractor Fees	\$2,000	\$890	\$2,000
Equipment Repair & Maintenance	\$5,000	\$1,169	\$3,831
Other Interfund Charges	\$3,000	\$0	\$3,000
Electric	\$22,233	\$2,918	\$19,315

Gas	\$7,350	\$2,091	\$5,259
Water	\$2,023	\$276	\$1,747
Waste Disposal/Collection	\$1,825	\$174	\$1,651
Stormwater	\$12,120	\$2,942	\$9,178
Telephone	\$2,031	\$895	\$1,136
Cellular Telephone	\$620	\$226	\$394
	<hr/>		
	\$806,241	\$193,104	\$614,027