



# 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, June 6, 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

[16-876](#) Minutes of the May 9, 2016 Parks & Recreation Committee Meeting

**Attachments:** [Minutes of the 5-9-16 Parks & Recreation Committee Meeting \(6-6-16\).pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

6. **Information Items**

[16-877](#) Erb Park & Pool Final Design Presentation

[16-878](#) Capstone Project Presentation - Bill Collins, UW-Madison Student

[16-879](#) Reid Golf Course Report Expense & Revenue Report Through May, 2016

**Attachments:** [Participation-Revenue Report May 2016.pdf](#)

[Reid Golf Course Expense Report Through May, 2016.pdf](#)

[16-880](#) 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, May 9, 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:** Tom Flick, Parks, Recreation & Facilities Management; Alderperson  
Jeff Jirschele, District 15

**Present:** 3 - Croatt, Spears and Mann

**Excused:** 2 - Martin and Williams

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](#)

Mann moved, seconded by Croatt, that the Minutes of the April 25, 2016 Parks & Recreation Committee be approved. Roll Call. Motion carried by the following vote:

**Aye:** 3 - Croatt, Spears and Mann

**Excused:** 2 - Martin and Williams

4. Public Hearings/Appearances

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](#)

This item was presented

[16-767](#)

Reid Golf Course Expense and Revenue Report Through April, 2016

**Attachments:**    [Reid Expense & Revenue Report Through April, 2016.pdf](#)**This item was presented**[16-737](#)

Director's Report

**This item was presented**

## 7.     Adjournment

*The meeting was adjourned at 6:35 p.m.***Croatt moved, seconded by Mann, that the meeting be adjourned. Roll Call.  
Motion carried by the following vote:****Aye:**    3 -    Croatt, Spears and Mann**Excused:**    2 -    Martin and Williams

**City of Appleton - Reid Golf Course**  
**2016 Revenues - May 31, 2016**

	2015		2016	
<u>Green Fees</u>	<u>2015 Y-T-D Rounds</u>	<u>Total Revenue</u>	<u>2016 Y-T-D Rounds</u>	<u>Total Revenue</u>
Weekday-18 Holes	434	\$10,508.95	510	\$10,746.79
Weekday-9 Holes	2,939	\$43,129.00	2,806	\$40,888.39
Weekend - 18-Holes	244	\$8,776.12	286	\$8,407.28
Weekend - 9 Holes	655	\$12,062.10	559	\$10,077.17
Twilight Golf	750	\$6,098.00	767	\$6,991.95
Passholder Rounds	1,396		1,680	
Promo Rounds				
Coupon Rounds	50		89	
Early Bird Special	4	\$80.00	4	\$100.00
Outing Rounds			59	\$1,480.20
Other (Coupon Special Rounds)	135	\$3,450.00	298	\$6,245.73
Memorial /Mother's Day Golf Promo	9		52	
Couples League Registration			10	\$476.20
High School Rounds	200		401	
<b>Sub-Totals</b>	<b>6,816</b>	<b>\$84,104.17</b>	<b>7,521</b>	<b>\$85,413.71</b>

	<u>2015 Y-T-D Sales</u>	<u>Total Revenues</u>	<u>2016 Y-T-D Sales</u>	<u>Total Revenues</u>
<b><u>Pass/Coupon/Discount Card Sales</u></b>				
Pass Sales	88	\$52,330.00	92	\$46,290.00
Corporate Pass Sales	3	\$7,375.00	4	\$9,875.00
Coupon Sales	31	\$2,595.00	22	\$2,123.00
Discount Cards	70	\$2,100.00	89	\$2,670.00
<b><u>Cart Revenue</u></b>	<u>2015 Y-T-D Cart Sales</u>	<u>Total Revenues</u>	<u>2016 Y-T-D Cart Sales</u>	<u>Total Revenues</u>
Cart Fee	2001	\$18,654.00	2,239	\$22,402.87
Annual Cart Passes	17	\$8,505.00	18	\$9,810.00
<b><u>Practice Range</u></b>	<u>2015 Y-T-D Sales</u>	<u>Total Revenues</u>	<u>2016 Y-T-D Sales</u>	<u>Total Revenues</u>
Driving Range	766	\$5,031.00	1,088	\$7,273.05
Annual Range Pass	7	\$2,162.50	11	\$2,812.50

	2015 Y-T-D	Total	2016 Y-T-D	Total
<i><u>Golf Shop Merchandise</u></i>	<u>Sales</u>	<u>Revenues</u>	<u>Sales</u>	<u>Revenues</u>
Balls/Assessorries/Apparel/Misc.	566	\$3,340.65	652	\$3,827.72
Gift Cards	25	\$1,235.81	58	\$2,638.61
Other Rentals			182	\$1,338.20
	2015 Y-T-D	Total	2016 Y-T-D	Total
<i><u>Food and Beverage</u></i>	<u>Sales</u>	<u>Revenues</u>	<u>Sales</u>	<u>Revenues</u>
Food	1165	\$3,220.53	1,555	\$4,172.93
Beverage	1730	\$3,769.57	2,234	\$4,657.44
Alcohol Sales	2841	\$12,764.43	3,420	\$15,181.22

<b>Total Revenue (All Categories)</b>		<b>\$207,187.66</b>		<b>\$220,486.25</b>
Note: Other rentals include additional revenue club rentals, pull carts & locker rentals.				

## Reid Golf Course Budget (Through 5-31-16)

Description	Budget	End of May Expenses	Available
Regular Salaries	\$154,077	(\$41,000)	\$113,077
Labor Pool Allocations		(\$9,701)	(\$9,701)
Overtime	\$500	\$0	\$500
Part-Time	\$122,149	(\$25,540)	\$96,609
Other Compensation		(\$1,588)	(\$1,588)
Vacation Pay		(\$4,279)	(\$4,279)
Fringes	\$65,440	(\$19,801)	\$45,639
Unemployment Compensation		(\$3,336)	(\$3,336)
Training and Conferences	\$1,000	(\$170)	\$830
Office Supplies	\$750	(\$315)	\$435
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	(\$1,036)	\$6,964
Consulting Services	\$5,500	(\$590)	\$4,910
Advertising	\$12,000	(\$4,000)	\$8,000
Insurance	\$6,073	(\$2,825)	\$3,248
Rent	\$27,191	(\$6,208)	\$20,983
Depreciation Expense	\$67,000	(\$28,210)	\$38,790
Facilities Charges	\$32,466	(\$9,362)	\$23,104
CEA Equipment Rental	\$81,247	(\$40,042)	\$41,205
Interest Payments	\$13,920	(\$5,800)	\$8,120
Trans Out			
General Fund	\$17,900	(\$7,458)	\$10,442
Internal Services	\$3,200	\$0	\$3,200
Bldg Maintenance/Janitorial	\$5,000	(\$487)	\$4,513
Landscape Supplies	\$36,000	(\$24,155)	\$11,845
Concession Supplies	\$58,500	(\$23,959)	\$34,541
Miscellaneous Supplies	\$3,000	(\$563)	\$2,437
Gas Purchases	\$13,600	(\$2,400)	\$11,200
Miscellaneous Equipment	\$5,000	(\$4,079)	\$921
Collection Services	\$1,000	(\$280)	\$720
Contractor Fees	\$2,000	\$0	\$2,000
Equipment Repair & Maintenance	\$5,000	(\$1,900)	\$3,100
Other Interfund Charges	\$3,000	\$0	\$3,000
Electric	\$22,233	(\$4,022)	\$18,211

Gas	\$7,350	(\$2,459)	\$4,891
Water	\$2,023	(\$276)	\$1,747
Waste Disposal/Collection	\$1,825	(\$174)	\$1,651
Stormwater	\$12,120	(\$2,942)	\$9,178
Telephone	\$2,031	(\$1,124)	\$907
Cellular Telephone	\$620	(\$226)	\$394
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	\$806,241	(\$282,903)	\$523,338