



# 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

---

Monday, September 12, 2016

6:00 PM

Council Chambers, 6th Floor

---

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[16-1391](#) Minutes of the July 25, 2016 Parks & Recreation Committee Meeting

**Attachments:** [Minutes of the 7-25-16 Parks & Recreation Committee Meeting \(8-8-16\).pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

6. **Information Items**

[16-1255](#) Erb Park & Pool Update

[16-1261](#) Reid Golf Course Participation, Expense & Revenue Report-August, 2016

**Attachments:** [Reid Revenue and Expense Report August 2016 .pdf](#)

[16-1258](#) 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

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

## Meeting Minutes - Final Parks and Recreation Committee

---

Monday, July 25, 2016

6:00 PM

Council Chambers, 6th Floor

---

1. Call meeting to order

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

2. Roll call of membership

*Aldersperson Martin arrived at 6:15 p.m.*

**Others:** Dean Gazza, Parks, Recreation & Facilities Management; Monica Stage, Community & Economic Development; Aldersperson Vered Meltzer, Aldersperson, District 2

**Present:** 4 - Martin, Spears, Williams and Mann

**Excused:** 1 - Croatt

3. Approval of minutes from previous meeting

**Williams moved, seconded by Mann, that the Minutes of the July 11, 2016 Parks & Recreation Committee Meeting be approved. Roll Call. Motion approved by the following vote:**

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

**Excused:** 1 - Croatt

**Absent:** 1 - Martin

[16-1157](#)

Minutes of the July 11, 2016 Parks & Recreation Committee Meeting

**Attachments:** [Minutes of the 7-11-16 Parks & Recreation Committee Meeting.pdf](#)

4. Public Hearings/Appealances

[16-1167](#)

Presentation of \$5,000 Donation from Arby's for the Parks, Recreation & Facilities Management Department - Kent Kaphingst

**This item was presented**

5. Action Items

## 6. Information Items

[16-1169](#)

Review of the Parks & Recreation Master Plan, Chapter 18

Presentation by SEH Representatives Andrew Dane and Gregg Calpino

**Attachments:**    [Parks & Recreation Chapter 18 Comprehensive Plan \(7-25-16\).pdf](#)  
[Parks & Recreation Chapter 18 Comprehensive Plan Survey Results \(7-25-16\).pdf](#)

**This item was presented**

[16-1168](#)

Parks, Recreation & Facilities Management Mid-Year Report

**Attachments:**    [PRFM Mid-Year Report \(7-25-16\).doc](#)

**This item was presented**

[16-1158](#)

Erb Park & Pool Update

**This item was presented**

[16-1159](#)

Director's Report

**This item was presented**

## 7. Adjournment

*The meeting was adjourned at 7:15 p.m.*

**Williams moved, seconded by Mann, that the meeting be adjourned. Roll Call.  
Motion approved by the following vote:**

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

**Excused:** 1 - Croatt

**City of Appleton - Reid Golf Course**  
**2016 Revenues - August 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	1,419	\$35,096.33	1,648	\$31,394.40
Weekday-9 Holes	10,034	\$148,582.20	10,022	\$148,595.94
Weekend - 18-Holes	1,197	\$35,183.32	996	\$29,228.86
Weekend - 9 Holes	2,223	\$41,000.85	1,744	\$31,554.22
Twilight Golf	3,456	\$30,520.00	3,755	\$37,708.16
Passholder Rounds	4,869		5,598	
Promo Rounds				
Coupon Rounds	278		608	\$1,700.00
Outing/Tournament Rounds			268	\$11,347.41
Other	2,081	\$51,705.88	1,378	\$33,770.67
Memorial Day/Mother's Day /Free Golf Promo	9		151	
High School Rounds	200		496	
<b>Sub-Totals</b>	<b>25,766</b>	<b>\$342,088.58</b>	<b>26,664</b>	<b>\$325,299.66</b>

	<u>2015 Y-T-D Sales</u>	<u>Total Revenues</u>	<u>2016 Y-T-D Sales</u>	<u>Total Revenues</u>
<u>Pass/Coupon/Discount Card Sales</u>				
Pass Sales	105	\$55,305.00	117	\$51,380.00
Corporate Pass Sales	3	\$7,375.00	4	\$9,875.00
Coupon Sales	71	\$6,240.00	64	\$5,304.90
Discount Cards	72	\$2,160.00	90	\$2,700.00
	<u>2015 Y-T-D Cart Sales</u>	<u>Total Revenues</u>	<u>2016 Y-T-D Cart Sales</u>	<u>Total Revenues</u>
<u>Cart Revenue</u>				
Cart Fee	8,043	\$75,450.00	8,693	\$85,464.87
Annual Cart Passes	17	\$8,505.00	19	\$10,710.00
	<u>2015 Y-T-D Sales</u>	<u>Total Revenues</u>	<u>2016 Y-T-D Sales</u>	<u>Total Revenues</u>
<u>Practice Range</u>				
Driving Range	2,475	\$15,552.00	3,023	\$19,946.37
Annual Range Pass	8	\$2,412.50	12	\$3,062.50

	2015 Y-T-D	Total	2016 Y-T-D	Total
	<u>Sales</u>	<u>Revenues</u>	<u>Sales</u>	<u>Revenues</u>
<b><u>Golf Shop Merchandise</u></b>		\$11,687.70		\$14,449.18
Balls/Assessorries/Apparel/Misc.	140	\$6,572.04	192	\$8,421.32
Gift Cards	631	\$3,730.00	611	\$4,295.90
Other Rentals				
	2015 Y-T-D	Total	2016 Y-T-D	Total
	<u>Sales</u>	<u>Revenues</u>	<u>Sales</u>	<u>Revenues</u>
<b><u>Food and Beverage</u></b>		\$14,631.41		\$15,162.65
Food		\$18,438.20		\$19,129.08
Beverage		\$54,726.32		\$60,662.80
Alcohol Sales				
		<b>\$635,732.84</b>		<b>\$635,864.23</b>
<b>Total Revenue (All Categories)</b>				

Note: Other rentals include additional revenue club rentals, pull carts & locker rentals.

## Reid Golf Course Budget August 31st Expense Report

Description	Budget	End of August Expenses	Available
Regular Salaries	\$154,077	(\$81,400)	\$72,677
Labor Pool Allocations		(\$23,031)	(\$23,031)
Overtime	\$500	\$0	\$500
Part-Time	\$122,149	(\$98,000)	\$24,149
Other Compensation		\$3,020	\$3,020
Vacation Pay		(\$5,953)	(\$5,953)
Fringes	\$65,440	(\$50,000)	\$15,440
Unemployment Compensation		(\$3,336)	(\$3,336)
Training and Conferences	\$1,000	(\$300)	\$700
Office Supplies	\$750	(\$466)	\$284
Memberships & Licenses	\$1,076	(\$1,040)	\$36
Food & Provisions	\$250	\$0	\$250
Printing & Reproduction	\$2,500	(\$1,279)	\$1,221
Clothing	\$1,000	(\$527)	\$473
Accounting/Audit	\$2,700	\$0	\$2,700
Bank Services	\$8,000	(\$5,414)	\$2,586
Consulting Services	\$5,500	(\$2,290)	\$3,210
Advertising	\$12,000	(\$6,815)	\$5,185
Insurance	\$6,073	(\$4,520)	\$6,073
Rent	\$27,191	(\$15,746)	\$11,445
Depreciation Expense	\$67,000	(\$45,136)	\$21,864
Facilities Charges	\$32,466	(\$12,698)	\$19,768
CEA Equipment Rental	\$81,247	(\$59,284)	\$21,963
Interest Payments	\$13,920	(\$9,280)	\$4,640
Trans Out			
General Fund	\$17,900	(\$11,933)	\$5,967
Internal Services	\$3,200	(\$3,200)	\$0
Bldg Maintenance/Janitorial	\$5,000	(\$713)	\$4,287
Landscape Supplies	\$36,000	(\$29,228)	\$6,772
Concession Supplies	\$58,500	(\$54,852)	\$3,648
Miscellaneous Supplies	\$3,000	(\$1,761)	\$1,239
Gas Purchases	\$13,600	(\$8,290)	\$5,310
Miscellaneous Equipment	\$5,000	(\$5,751)	(\$751)
Collection Services	\$1,000	(\$580)	\$420
Contractor Fees	\$2,000	(\$1,744)	\$256
Equipment Repair & Maintenance	\$5,000	(\$2,937)	\$2,063
Other Interfund Charges	\$3,000	\$0	\$3,000
Electric	\$22,233	(\$11,613)	\$10,620
Gas	\$7,350	(\$2,843)	\$4,507

Water	\$2,023	(\$650)	\$1,373
Waste Disposal/Collection	\$1,825	(\$661)	\$1,164
Stormwater	\$12,120	(\$5,790)	\$6,330
Telephone	\$2,031	(\$1,835)	\$196
Cellular Telephone	\$620	(\$533)	\$87
	<b>\$806,241</b>	<b>(\$568,409)</b>	<b>\$237,832</b>

\*\*Bench donation is taken out of line item, budget number has not been adjusted to reflect donation amount\*\*