



City of Appleton

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

Meeting Agenda - Final Parks and Recreation Committee

Monday, May 22, 2017

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[17-771](#) Minutes of the 5-8-17 Parks & Recreation Committee Meeting

Attachments: [Minutes of the 5-8-17 P & R Meeting.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

6. **Information Items**

[17-772](#) Introduction of Parks, Recreation & Facilities Management Staff

[17-773](#) Discussion of the Parks, Recreation & Facilities Management Strategic Plan

Attachments: [PRFMD Strategic Plan 2017.doc](#)

[17-774](#) Erb Park & Pool Update

[17-775](#) 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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100 North Appleton Street
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Meeting Minutes - Final-revised Parks and Recreation Committee

Monday, May 8, 2017

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 5 - Martin, Spears, Dvorachek, Reed and Siebers

3. Approval of minutes from previous meeting

[17-609](#)

Minutes of the April 24, 2017 Parks & Recreation Committee Meeting

Attachments: [Minutes of the 4-24-17 P & R Meeting.pdf](#)

Siebers moved, seconded by Spears, that the Minutes be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Martin, Spears, Dvorachek, Reed and Siebers

4. **Public Hearings/Appearances**

None

5. **Action Items**

[17-578](#)City of Appleton - **Resolution #6-R-17**

April 19, 2017

Submitted by: Alderperson Lobner - District 13

Referred to: Parks & Recreation Committee

WHEREAS Section 3-15 of the Appleton Municipal Code requires that an animal, when off of its owner's premises, shall be restrained so that the unprovoked animal does not run at large or become a public nuisance.

AND WHEREAS Section 3-14 of the Appleton Municipal Code requires the owner or caretaker of an animal to promptly remove and dispose of, in a sanitary manner, any excrement left or deposited by the animal upon public or private property.

AND WHEREAS Section 3-17 of the Appleton Municipal Code requires all incidents occurring in the City in which any animal bites or scratches a person or another animal, or is suspected of such, to be immediately reported to the Police Department by any person having knowledge of such incident.

AND WHEREAS the aforementioned ordinances and others not mentioned have been deemed sufficient for providing humans and pets an opportunity to operate and interact in a safe and sanitary manner in outdoor spaces including sidewalks, trails and other public spaces.

AND WHEREAS the same ordinances would allow an opportunity for humans and pets an opportunity to operate and interact in a safe and sanitary manner in parks if not for Section 13-5, subsection N of the Appleton Municipal Code, which prohibits dogs in all parks except on trails.

THEREFORE BE IT RESOLVED that the City of Appleton shall repeal Municipal Code Section 13-5, subsection N.

Attachments: [5-8-17 Dogs in Parks Document.pdf](#)

Motion made by Martin, seconded by Dvorachek to amend the Resolution to as originally submitted and remove the restrictions specific to parks. (4-1, Siebers)

Motion made by Dvorachek, seconded by Reed to amend the Resolution to include the restrictions identified by the Parks and Recreation Department. (3-2, Spears, Siebers)

Amendments are as follows:

< Dogs be allowed in parks with an 8 foot or less leash and must stay on a sidewalk,

trail or road and not be allowed on playgrounds, athletic fields, picnic areas, lawns, courts, skateboard parks, disc golf courses or park pavilions. In addition, dogs not be allowed access to pool areas with the exception of dog swim day sponsored by the Parks & Recreation Department.

< Dogs must have and display a current rabies and current registration and license tags.

< All dog waste must be immediately picked up and disposed of by the dog handler per Appleton Municipal Code Section 3-14.

< Double all fines that pertain to violations of the adopted ordinance. The reason is to penalize the few pet owners who display non-compliant behavior.

< Dogs are not allowed at special events, unless approved by the organizers of the Special Event and the Special Event Committee.

< These restrictions will not apply to a service animal, as defined under the American for Disabilities Act that are under control by the use of a harness or other restraint and are accompanying blind, deaf or mobility impaired persons, as provided under Wis. Stats. § 174.056.

Siebers moved, seconded by Dvorachek, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 3 - Martin, Dvorachek and Reed

Nay: 2 - Spears and Siebers

[17-668](#)

Award the City of Appleton "2017 Kiwanis Playground Equipment Project" contract to Lee Recreation, LLC in an amount not to exceed \$70,000.

Attachments: [2017 Kiwanis Playground award.pdf](#)

Aldersperson Reed left the meeting.

Spears moved, seconded by Siebers, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Martin, Spears, Dvorachek and Siebers

Excused: 1 - Reed

6. Information Items

[17-655](#)

Reid Golf Course Participation, Expense & Revenue Report Through April, 2017

Attachments: [April 2017 Reid Expense, Participation & Revenue Report.pdf](#)

This item was presented.

[17-610](#)

Erb Park & Pool Update

This item was presented.

7. Adjournment

The meeting was adjourned at 7:56 p.m.

Siebers moved, seconded by Spears, that the be adjourned. Roll Call. Motion carried by the following vote:

Aye: 4 - Martin, Spears, Dvorachek and Siebers

Excused: 1 - Reed



Parks, Recreation and Facilities Management Departmental Strategic Plan

Mission:

"Building communities and enriching lives where we live, work and play."

Community Values:

- Diverse park experiences and recreational opportunities
- Economical recreation opportunities
- Safe, healthy and sustainable environment
- Well maintained facilities and grounds
- Positive youth development

Vision:

A progressive leader in providing superior parks, recreation and facilities management services to enrich the quality of life for our community.

Planning Assumptions

- Staffing levels will change
- Demographics of City will change
- Demands for services will increase
- Community has numerous other leisure service-providers
- Unfunded mandates will increase
- Parks and recreation services are not generally considered as important as essential services or protective services and infrastructure

Key Strategies:

1. Provide clean and safe parks, public facilities, public golf course, trails and recreational facilities.
2. Preserve and extend the useful life of real estate, hardscape, playground and other assets in a proactive manner to effectively deliver quality services.
3. Create a viable, desirable, and livable community that benefits all people.
4. Provide lifelong experiences, programming and learning opportunities.
5. Lead the community to improved health and wellness.
6. Balance neighborhood parks with community parks/complexes.
7. Collaborate with partners to provide a wide-range of sustainable, accessible, and diverse recreation/leisure opportunities.
8. Support the parks, facilities, programs, and services through effective marketing and communication efforts that build awareness and appreciation.
9. Maintain a quality workforce and positive work environment.
10. Protect open space, connect the community to nature, and engage the community in conservation practices.
11. Proactively pursue alternative funding sources earmarked directly toward program/facility development and delivery.
12. Utilize technology to improve efficiency and effectiveness.
13. Engage with the City's diverse community and proactively respond to changing demographics, needs and trends.
14. Implement Energy Efficiency and Sustainability strategies to reduce operating costs and carbon footprint to provide for a better environment for future generations.

Key Performance Measures:

Refer to individual Business Unit performance measures in annual budget.

Operational Plans:

- Prepare new Master Plans for Parks and Facilities that add or renovates parks and facilities when needed.
- Balance neighborhood parks with community parks/complexes.
- Ensure our parks and facilities are barrier free and accessible.
- Expand the trail system and provide connections to existing trails including converting riverfront trestle crossings to trails.
- Create and implement a playground replacement program.
- Preserve and extend the useful life of hardscape surfaces.
- Develop a life-cycle assessments program for fields and courts.
- Provide structured and unstructured recreational opportunities.
- Provide opportunities for improved health and wellness.
- Increase social media, website and on-line registration use.
- Educate and encourage environmental stewardship.
- Maintain low cost for capita and square footage for services provided.
- Coordinate the physical workplace with the people and processes within their environments.
- Implement a GIS work order mobile application for staff.
- Maintain staff with high degree of technical skills.
- Encourage minorities to join our staff, utilize our parks and participate in recreational programs.