



City of Appleton

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

Meeting Agenda - Final Parks and Recreation Committee

Monday, July 9, 2018

6:30 PM

Council Chambers, 6th Floor

2. Roll call of membership

3. Approval of minutes from previous meeting

[18-0965](#) Minutes of the June 11, 2018 Parks & Recreation Committee Meeting

Attachments: [Minutes of the 6-11-18 P & R Committee Meeting.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[18-1008](#) Action: Request Approval to Increase Area Leased by the Appleton Family Ice Center

Attachments: [AFIC Action Item.pdf](#)

[18-0966](#) **Resolution #8-R-18 Smoking in Parks- Playground Equipment**

Submitted by: Rachel Raasch, District 6; Joe Martin, District 4

Date: June 20, 2018

Referred to: Parks & Recreation Committee

Whereas the City of Appleton has adopted a "Health in All" Policy and;

Whereas second hand exposure to cigarette smoke and vapor has been proven to carry health risks, particularly for children and;

Whereas the City of Appleton's Municipal Code states "It shall be unlawful for any person to smoke or use tobacco products in the following outdoor areas: Within twenty (20) feet from all entry ways of City-owned buildings and structures."

Now therefore be it resolved to amend section 7-100(d) of the Municipal Code to include prohibiting smoking within twenty (20) feet of playground equipment located within City parks.

[18-0969](#)

Action: Award the "2018 Mead Pool Coating and Painting Project" to Corcoran Glass & Paint in the amount of \$43,188 with a contingency of \$15,000 for a project total not to exceed \$58,188

Attachments: [2018 Mead Pool Coating and Painting.docx](#)

6. Information Items

[18-0970](#)

Reid Golf Course - June 2018 Participation, Expense & Revenue Report

Attachments: [Reid June 2018 Expense, Participation & Revenue Report.pdf](#)

[18-0971](#)

PRFMD Director's Report

> Project Updates

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

Monday, June 11, 2018

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

The meeting was called to order at 7:55 p.m.

2. Roll call of membership

Others: Dean Gazza, Parks, Recreation & Facilities Management Department

Present: 4 - Martin, Dvorachek, Siebers and Meltzer

Excused: 1 - Spears

3. Approval of minutes from previous meeting

[18-0844](#)

Minutes of the 4-23-18 Parks & Recreation Committee Meeting

Attachments: [Minutes of the 4-23-18 P & R Committee Meeting.pdf](#)

Aldersperson Siebers moved, seconded by Aldersperson Dvorachek, that the Minutes of the 4-23-18 Parks & Recreation Committee be approved. Roll Call.
Motion carried by the following vote:

Aye: 4 - Martin, Dvorachek, Siebers and Meltzer

Excused: 1 - Spears

4. Public Hearings/Appealances

None

5. Action Items

None

6. Information Items

[18-0847](#)

Reid Golf Course - May, 2018 Participation, Expense & Revenue Report

Attachments: [May, 2018 Reid Expense, Participation & Revenue Report.pdf](#)

This item was presented

[18-0846](#)

PRFMD Director's Report

- > Youth Sports in Appleton Publicity
- > Project Updates

Attachments: [Youth Sports in Appleton Presentation.pdf](#)

This item was presented

7. Adjournment

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

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

Aye: 4 - Martin, Dvorachek, Siebers and Meltzer

Excused: 1 - Spears



"...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

To: Parks and Recreation Committee

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

Date: July 9, 2018

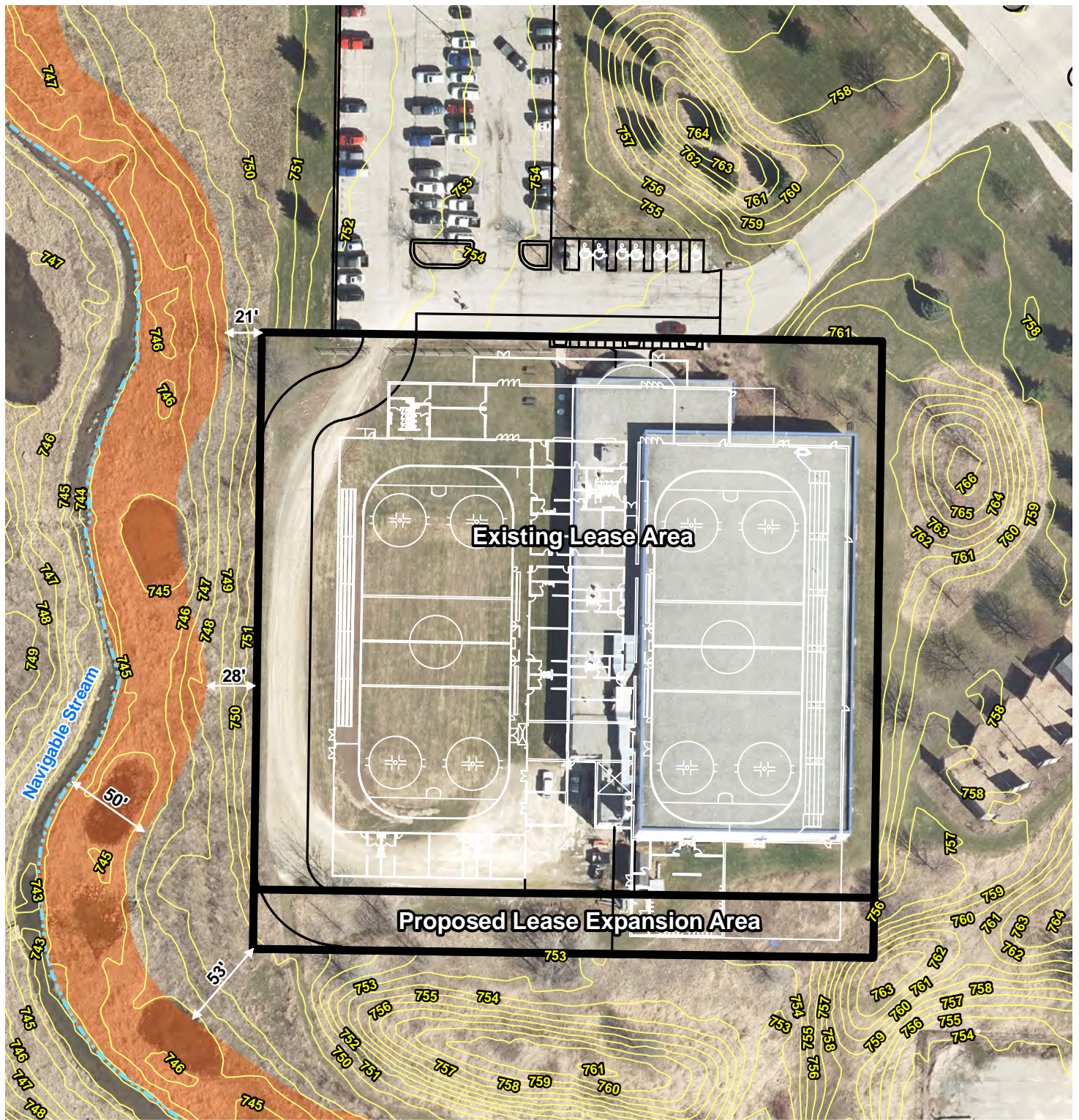
Re: Action: Request Approval to increase area leased by the Appleton Family Ice Center.

The Appleton Family Ice Center (AFIC) entered into an agreement on July 1, 1998 to lease a portion of Appleton Memorial Park for the sole purpose of operating an ice arena facility. This land consists of approximately 2.5 acres.

AFIC is requesting to increase this lease area to 2.849 acres to build an addition to the south side of the facility. This addition is to partner with Lawrence University to utilize the facility. The addition would house space for a locker room.

Upon review by the Parks, Recreation and Facilities Management Department we are comfortable with this request as this land has no planned future use due to its location.

Please find the attached documents that show the current and proposed leased areas as well as a property description. Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.



Mapped Features

- Lease Boundary*
- Ordinary High Water Mark (Approximate)
- 50 Foot Normal High Water Line Buffer
- 1 Foot Contour Line (2015)
- Building Features
- Parking/Drive Features



0 80
Feet

*See Lease Boundary document for exact lease boundaries.

Source: Outagamie County, 2015-18.

Disclaimer: The property lines, right-of-way lines, and other property information on this drawing were developed or obtained as part of the County Geographic Information System or through the County property tax mapping function. McMAHON ASSOCIATES, INC. does not guarantee this information to be correct, current, or complete. The property and right-of-way information are only intended for use as a general reference and are not intended or suitable for site-specific uses. Any use to the contrary of the above stated uses is the responsibility of the user and such use is at the user's own risk.



McMAHON
ENGINEERS ARCHITECTS
McMAHON ASSOCIATES, INC.

FIGURE 1
2015 LIDAR CONTOURS
AND 2017 AERIAL
APPLETON ICE
LEASE EXPANSION
CITY OF APPLETON
OUTAGAMIE COUNTY, WISCONSIN

LEASE BOUNDARY

skelliner, W: \PROJECTS\A0036-630174\CADD\Civil3D\Survey Documents\Lease Boundary\2017-04-07 Revised Lease Boundary.dwg, 8.5x11, Plot Date: 5/25/2018 11:54 AM, xrefs:none



McMAHON
ENGINEERS ARCHITECTS

Project No. A0036-630174 Date MAY 2018 Scale 1"=50'
 Drawn By SKK Field Book Page
 1445 McMAHON DRIVE NEENAH, WI 54956
 Mailing: P.O.BOX 1025 NEENAH, WI 54957-1025
 Tel: (920) 751-4200 Fax: (920) 751-4284

File No.



"...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

TO: Parks and Recreation Committee

FROM: Dean R. Gazza

DATE: 7/9/2018

RE: Action: Award the "2018 Mead Pool Coating and Painting Project" to Corcoran Glass & Paint in the amount of \$43,188 with a contingency of \$15,000 for a project total not to exceed \$58,188.

The City of Appleton's Mead Pool coating has an average life span of five years. Renewal is a delicate balance between doing it too often versus waiting too long; therefore, it is recommended each pool get recoated once every five years. The existing Mead Pool coating was applied in 2012 and since has received routine maintenance and repairs to help extend its useful life. Inspections of the coating have found various areas of coating beginning to crack. In addition, inspections of the water slide structure and stairs have found existing surfaces beginning to flake and corrode. This request is to complete recoating and painting upon closing for the 2018 season.

The 2018 Capital Improvement Plan includes \$145,000 for Mead Pool coating and painting of the pool tank, water slide structure and stairs.

The Parks, Recreation and Facilities Management Department has solicited bids. A bid walk through was completed on May 10th with three painting contractors. Bids were received from each painting contractor and are listed below:

Corcoran Glass & Paint	\$43,188
Omni Glass & Paint	\$86,855
M.V. Klinger Painting Co, Inc.	\$101,040

Due to variation in bids received, the Parks, Recreation & Facilities Management Department conducted extensive due diligence with the lowest bid to ensure the contractors will fulfill the scope of work required. It is the recommendation of the Parks, Recreation & Facilities Management Department to execute a contract with Corcoran Glass & Paint in the amount of \$43,188 with a contingency of \$15,000 for a project total not to exceed \$58,188.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.

City of Appleton - Reid Golf Course
2018 Revenues - June 30, 2018

	2017		2018	
<u>Green Fees</u>	<u>Rounds</u>	<u>Total Revenue</u>	<u>2018 Y-T-D Rounds</u>	<u>Total Revenue</u>
Weekday-18 Holes	685	\$13,467.17	724	\$14,194.09
Weekday-9 Holes	4,504	\$66,227.48	5,011	\$73,437.52
Weekend - 18-Holes	757	\$19,385.74	537	\$14,991.68
Weekend - 9 Holes	1,448	\$21,747.01	970	\$16,452.61
Twilight Golf	1,205	\$12,526.63	1,250	\$13,067.82
Passholder Rounds	3,511		2,614	
Promo Rounds				
Coupon Rounds	224	\$805.72	143	
Outing/Tournament Rounds	148	\$2,939.48	156	\$2,457.18
Other	775	\$14,621.62	969	\$15,398.08
High School Rounds	579		432	
Sub-Totals	13,836	\$151,720.85	12,806	\$149,998.98
	<u>2017 Y-T-D Sales</u>	<u>Total Revenues</u>	<u>2018 Y-T-D Sales</u>	<u>Total Revenues</u>
<u>Pass/Coupon/Discount Card Sales</u>				
Pass Sales	118	\$57,217.00	104	\$54,950.21
Corporate Pass Sales	7	\$17,500.00	7	\$16,238.10
Coupon Sales	49	\$4,049.00	64	\$5,652.99
Discount Cards	120	\$3,600.00	149	\$4,470.00
	<u>2017 Y-T-D Cart Sales</u>	<u>Total Revenues</u>	<u>2018 Y-T-D Cart Sales</u>	<u>Total Revenues</u>
<u>Cart Revenue</u>				
Cart Fee	3,813	\$38,842.33	4,004	\$40,729.31
Annual Cart Passes	21	\$11,215.00	27	\$13,615.00
	<u>2017 Y-T-D Sales</u>	<u>Total Revenues</u>	<u>2018 Y-T-D Sales</u>	<u>Total Revenues</u>
<u>Practice Range</u>				
Driving Range	1,643	\$10,311.60	1,788	\$11,991.64
Annual Range Pass	11	\$2,715.00	16	\$4,849.94

	2017 Y-T-D	Total	2018 Y-T-D	Total
<u><i>Golf Shop Merchandise</i></u>	<u>Sales</u>	<u>Revenues</u>	<u>Sales</u>	<u>Revenues</u>
Balls/Assessories/Apparel/Misc.	1,097	\$8,863.57	929	\$8,164.37
Gift Cards	125	\$4,809.56	140	\$8,417.25
Lessons*	132	\$6,990.00	174	\$8,499.00
Other Rentals**	399	\$2,286.80	299	\$1,883.70
	2017 Y-T-D	Total	2018 Y-T-D	Total
<u><i>Food and Beverage</i></u>	<u>Sales</u>	<u>Revenues</u>	<u>Sales</u>	<u>Revenues</u>
Food	2,711	\$6,996.19	2,954	\$6,964.12
Beverage	3,695	\$7,432.40	4,098	\$8,244.43
Catering/Banquet	263	\$1,551.77	241	\$1,947.90
Alcohol Sales	6,465	\$28,112.70	6,917	\$29,373.92
<u>Raincheck Redeemed</u>		-\$880.50		-\$485.24
Total Revenue (All Categories)		\$363,333.27		\$375,505.62

*Lessons include private, group and juniors

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

Reid Golf Course Budget June 30th Expense Report

Description	Budget	End of June Expenses	Available
Regular Salaries	\$164,468	(\$75,914)	\$88,554
Overtime	\$533	\$0	\$533
Part-Time	\$121,367	(\$37,345)	\$84,022
Fringes	\$84,250	(\$30,335)	\$53,915
Training and Conferences	\$1,000	(\$18)	\$982
Office Supplies	\$600	(\$95)	\$505
Memberships & Licenses	\$1,659	(\$1,060)	\$599
Food & Provisions	\$50	\$0	\$50
Printing & Reproduction	\$2,250	(\$923)	\$1,327
Clothing	\$750	\$0	\$750
Accounting/Audit	\$2,800	\$0	\$2,800
Bank Services	\$13,000	(\$2,053)	\$10,947
Consulting Services	\$3,500	\$0	\$3,500
Advertising	\$10,500	(\$6,086)	\$4,414
Insurance	\$7,685	(\$3,630)	\$4,055
Rent	\$30,861	(\$9,311)	\$21,550
Depreciation Expense	\$63,936	(\$32,484)	\$31,452
Facilities Charges	\$36,632	(\$9,250)	\$27,382
CEA Equipment Rental	\$96,996	(\$49,912)	\$47,084
Software Support	\$1,860	\$0	\$1,860
Interest Payments	\$12,556	(\$6,276)	\$6,280
General Fund	\$17,900	(\$8,950)	\$8,950
Internal Services	\$3,200		\$3,200
Bldg Maintenance/Janitorial	\$2,000	(\$775)	\$1,225
Landscape Supplies	\$36,900	(\$29,229)	\$7,671
Concession Supplies	\$61,000	(\$30,830)	\$30,170
Miscellaneous Supplies	\$2,750	(\$1,225)	\$1,525
Gas Purchases	\$12,350	(\$7,625)	\$4,725
Miscellaneous Equipment	\$7,150	(\$5,956)	\$1,194
Collection Services	\$1,100	(\$331)	\$769
Contractor Fees	\$1,000	(\$140)	\$860
Equipment Repair & Maintenance	\$5,000	(\$2,664)	\$2,336
Other Interfund Charges	\$2,000	(\$3,835)	(\$1,835)
Electric	\$22,233	(\$5,247)	\$16,986
Gas	\$6,500	(\$3,559)	\$2,941
Water	\$2,100	(\$492)	\$1,608
Waste Disposal/Collection	\$1,974	(\$667)	\$1,307
Stormwater	\$11,516	(\$5,639)	\$5,877
Telephone	\$3,000	(\$1,827)	\$1,173
Cellular Telephone	\$936	(\$426)	\$510
Other Utilities (DirecTV)	\$1,900	(\$564)	\$1,336
	\$859,762	(\$374,673)	\$485,089