



City of Appleton

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

Meeting Agenda - Final-revised Parks and Recreation Committee

Monday, April 22, 2019

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[19-0453](#) Minutes of the February 25, 2019 Parks & Recreation Committee Meeting

Attachments: [Minutes of the 2-25-19 Parks & Recreation Committee Meeting.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[19-0457](#) Elect Vice Chair - Parks & Recreation Committee

[19-0458](#) Designate Contact Person - Parks & Recreation Committee

[19-0536](#) Action: Award the City of Appleton's 2019 Pierce Park Playground Equipment Project Contract to Lee Recreation, LLC. in an amount not to exceed \$130,000

Attachments: [2019 Pierce Playground Park and Rec. Memo.docx](#)

[19-0456](#) Action Item: Request Approval of 2019 Updated Turf Management Plan

Attachments: [2019 Turf Management Plan memo.doc](#)

[Turf Management Policy 2019 Final.doc](#)

[Turf Management Policy 2019 Red-Lined Draft.doc](#)

6. **Information Items**

[19-0459](#) Select Meeting Day and Time - Parks & Recreation Committee

[19-0454](#) Health in All Policies Annual Report

Attachments: [Health in All Policies Timeline.pdf](#)

[19-0455](#) PRFMD Parks Projects Update

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
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Meeting Minutes - Final Parks and Recreation Committee

Monday, February 25, 2019

4:30 PM

Council Chambers, 6th Floor

NOTE TIME CHANGE

1. Call meeting to order

The meeting was called to order at 4:30 p.m.

2. Roll call of membership

Others: Dean Gazza, Niki Wendt, Jeff Plasschaert, Parks, Recreation & Facilities Management Department; Jim Walsh, Legal Services

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

3. Approval of minutes from previous meeting

[19-0258](#)

Minutes of the January 7, 2019 Parks & Recreation Committee Meeting

Attachments: [Minutes of the 1-07-19 P & R Committee Meeting.pdf](#)

Aldersperson Siebers moved, seconded by Aldersperson Dvorachek, that the Minutes of the January 7, 2018 Parks & Recreation Committee meeting be approved. Roll Call. Motion carried by the following vote:

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

4. Public Hearings/Appealances

None

5. Action Items

[19-0259](#)

Action: Request Approval of Updated Aquatic Programs Fees and Charges Policy

Attachments:

[Aquatic Fees and Charges Policy Memo \(2.25.19\).doc](#)

[2019 Aquatic Programs Fees and Charges - REDLINE.docx](#)

[2019 Aquatic Programs Fees and Charges - CLEAN.docx](#)

Alderson Siebers asked Director Gazza for the breakdown of 2018 Revenues and Expenses for the pools. Director Gazza has asked staff for input and the numbers are \$469,298 in revenues and \$524,210 in expenses.

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

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

[19-0264](#)

Action: Request Approval of the Houdini Plaza Rental and Fee Schedule Policy

Attachments:

[2019 Houdini Plaza Memo.doc](#)

[2019 Houdini Plaza Rental & Fee Schedule Policy - Redline Version.docx](#)

[2019 Houdini Plaza Rental & Fee Schedule Policy - Clean.docx](#)

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

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

[19-0265](#)

Action: Request Approval of the Jones Park Rental and Fee Schedule Policy

Attachments:

[2019 Jones Park Policy.doc](#)

[2019 Jones Park Rental & Fee Schedule Policy-Clean.docx](#)

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

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

6. Information Items

[19-0260](#)

Presentation of the 2018 Annual Report for the Recreation Division

Attachments: [2018 Recreation Year End Report.pdf](#)

This item was presented

[19-0261](#)

Presentation of the 2018 Annual Report for Reid Golf Course

Attachments: [2018 Reid Golf Course Year End Report.pdf](#)

This item was presented

[19-0263](#)

PRFMD Updates

> Appleton Family Ice Center Amended Lease Update

> Adult Softball Vendor Update

This item was presented

7. Adjournment

The meeting was adjourned at 5:28 p.m.

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

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



"...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: 04/22/2019

RE: Action: Award the City of Appleton's "2019 Pierce Park Playground Equipment Project" contract to Lee Recreation, LLC. in an amount not to exceed \$130,000.

The 2019 Capital Improvement Plan includes \$130,000 for installing a new playground at Pierce Park. The Parks, Recreation, and Facilities Management Department (PRFMD) issued an RFP package for supplying and installing new playground equipment at Pierce Park. Suppliers are asked to propose various playgrounds that fit within our budget.

We received seven proposals (Lee Recreation, MN/WI Playground, Boland Recreation, Northland Recreation, Commercial Recreation Specialists, Gerber Leisure, and Playworld). We internally reviewed all seven proposals with staff and narrowed the list down to two finalists - Lee Recreation and Northland Recreation. We then requested some final additions and modifications from the two finalists and the PRFMD staff unanimously chose the Lee Recreation final proposal based on value, design, innovation, and prior history working with the City of Appleton.

The Parks, Recreation, and Facilities Management Department recommends awarding the contract for the Pierce Park Playground Equipment to Lee Recreation, LLC. in an amount not to exceed \$130,000, which is the cost of the proposal chosen.

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



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**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: April 8, 2019

Re: Action: Request Approval of the 2019 Updated Turf Management Plan

Please find attached a copy of the updated Turf Management Plan. The Turf Management Plan defines acceptable policies and procedures for the management of turf in parks and other City of Appleton properties maintained by the Parks, Recreation and Facilities Management Department. The Turf Management Plan is required to be updated in 2019. Only a couple of minor changes were made to it.

Please find the attached policy for your review. Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.

CITY OF APPLETON POLICY		TITLE: TURF MANAGEMENT PLAN
ISSUE DATE: 10/20/99 Day of Council Adoption	LAST UPDATE: 10/20/99, 01/16/08	TEXT NAME: K:\Common\Administration\Policies\ Turf Management Policy
POLICY SOURCE: Parks and Recreation Department		TOTAL PAGES: 5
Reviewed by Attorney's Office Date: 3/6/19	Parks and Recreation Committee Approval Date:	Council Approval Date:

I. **Purpose**

It is the purpose of this policy to define acceptable policies and procedures for the management of turf in parks and other City of Appleton property maintained by the Parks and Recreation Department.

II. **Policy**

It is the policy of the City of Appleton Parks and Recreation Department to provide turf management practices and procedures for City parks and properties that meet the needs of users and current DNR regulation NR 151 requirements for stormwater management.

III. **Definitions**

1. Pesticides - chemicals used to manage pests such as insects, rodents and turf diseases.
2. Herbicides - chemicals used to eradicate plants such as weeds and grasses.
3. Selective Herbicides - chemicals designed to eradicate specific plants, such as broad leaf weeds, while not harming the other plant species that share common turf areas.
4. Non-selective herbicides -chemicals designed to eradicate all "green" plant life.
5. Slow-release fertilizer – fertilizer formulated to release its nutrients over a 2-3 month period of time.
6. Fast-release fertilizer - formulated to release its nutrients quickly. This quick release of nutrients provides immediate nutrients to the turf.
7. Category A Areas - parks, recreation facilities and other city properties that will have a 15% or less tolerance for weeds. These areas include athletic fields where quality turf is critical to player safety and fair play or turf areas around facilities that receive high public use or visibility.
8. Category B Areas - parks, recreation facilities and other city properties that will have a 16-40% tolerance for weeds. Included in this category are areas where turf

quality and appearance is important, but not critical. Examples of these areas include boulevards and triangles that serve as entrances to the City, along major streets and arterials, etc.

9. Category C areas - parks, recreation facilities and other city properties that will have a tolerance for weeds of greater than 40%.
10. Hard Surface Areas - sidewalks/walkways, trails, parking lots, tennis courts, basketball courts, etc. in parks or on other City property the Parks and Recreation Department maintains.
11. Properly trained staff - employee who has obtained a Pesticide Application Certification.

IV. Discussion

This plan attempts to set standards for turf quality and establish acceptable policies and procedures that will maintain turf quality and control and/or reduce the need for chemical treatment of turf areas. This can be accomplished primarily by:

1. Giving preference to non-chemical means of trimming or controlling weeds.
2. Placing mulching rings around trees to lessen the need for string trimming and herbicide use.
3. Utilizing spot application method of herbicides versus broadcast application.
4. Applying selective herbicides on an as needed basis instead of yearly.
5. Reducing the number of areas that have received occasional herbicide application in the past.
6. Proper mowing and fertilization techniques.
7. Better education of maintenance staff that used herbicides.
8. Exploring, testing, and implementing alternative methods of turf management particularly methods designed to reduce the use of herbicides.

IV. Policies and Procedures

1. The Parks and Recreation Department shall only provide managed turf areas in those areas and locations that require that are identified in Categories A, B, and C.
2. Natural areas shall be developed and maintained wherever that level of service is appropriate.
3. All NR 151 requirements shall be followed before the application of any fertilizer, including soil testing, development of a comprehensive turf management plan for each park, facility and/or property.
4. The controlled use of selective and non-selective herbicides shall be applied using the following policies and procedures.
 - A. The application of herbicides will only be considered when the quality of turf for an area does not meet the established standards and all other methods to improve the turf quality are ineffective or cost prohibitive.
 - B. Only properly trained staff or someone under their direction shall apply any herbicide. ATCP 29.26(2.a)

- C. The application of any herbicide will follow the directions on the product label.
 - D. Spray patterns for non-selective herbicides will not exceed 6" around any object or on either side of a fence line when using non-selective herbicides (exception for softball/baseball warning track area).
 - E. Herbicide applications for broadleaf control will be applied in fall with a systemic herbicide which will be absorbed into the plant within 24 hours.
 - F. The application of herbicides on athletic fields will be scheduled when the fields are not scheduled for use for a minimum of 24 hours.
 - G. Herbicides will not be used on hard surfaces in close proximity to storm sewers.
 - H. Only a vinegar, soap and water mixture will be used around playground equipment.
 - I. Spot application as opposed to broadcast application will be used whenever feasible.
 - J. Caution will be used when applying herbicides along waterways, rivers, etc.
5. The controlled use of fertilizers shall be applied using the following policies and procedures.
- A. Fertilizers will be used when establishing or re-establishing new turf areas (sodding may be suggested more frequently).
 - B. The amount of fertilizer applied to parks, athletic fields or other City properties will be determined by soil testing results and standards identified in Wisconsin DNR Technical Standard #1100 and other accepted turf management practices.
 - C. Fertilizers will be swept off or removed from paved areas.
 - D. A mixture of slow and fast release types of fertilizer will generally be used (slow release only may have a greater tendency to run-off in late fall or early spring and needs a higher ground temperature to be most effective).
 - E. Fertilizers will usually be applied in the fall.
 - F. If necessary, only fast release fertilizers will be used in close proximity to water (less chance of run-off).
6. Other general turf management policies and procedures will include:
- A. Preference will be given to non-chemical means of controlling turf growth around trees, posts, under fences, etc.
 - B. As time permits, park maintenance crews will place mulch rings around trees thus reducing the need for string trimming or herbicide use.
 - C. Mower heights will be set at 2-1/2" – 3".
 - D. A frequent mowing schedule is preferred, ideally never trimming more than 1/3 off the grass plant. Proper mowing will eliminate 60-70% of potential weed problems.
 - E. Whenever possible, mulching mowers will be used.
7. All hard surface areas will have a Category A classification if the following conditions exist:

- A. Undesirable weeds that grow in cracks can create an unsafe surface for users.
- B. Untreated weeds in hard surface cracks can lead to surface damage and follow - up repair.
- C. Application of herbicides in hard surface areas is scheduled to prevent or minimize any public contact. If contact were to occur it would be limited to footwear of those walking over the sprayed area.

City of Appleton
Parks and Recreation Department
Classifications of Parks and Other City Properties

Category A

- All Fire Stations
- Appleton Parks and Recreation Department Office
- Athletic Fields in City Parks
- College Avenue and Memorial Drive Triangle
- Erb Pool
- Hadzi Square
- Houdini Plaza
- Library
- Mead Pool
- Municipal Service Building
- Police Department
- Reid Golf Course
- Scheig Center
- Valley Transit Operations Facility
- Wastewater Treatment Plant Office Area
- Water Treatment Plant Office Area

Category B

- Highview Trail
- Lake Park Rd.
- Meadow Grove Boulevard
- Memorial Drive
- Midway Road
- Northland Avenue Boulevards
- Park Hill Drive
- Providence Trail
- Richmond and Glendale Triangle
- S. Oneida Street
- S. Richmond and W. College Avenue Boulevard
- Wastewater Treatment Plant (Excluding office area)
- Water Treatment Plant (Excluding office area)
- Woodward Way Segment of Newberry Trail

Category C

- All Parks
- Other City properties not mentioned above

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4. Non-selective herbicides -chemicals designed to eradicate all "green" plant life.
5. Slow-release fertilizer – fertilizer formulated to release its nutrients over a 2-3 month period of time.
6. Fast-release fertilizer - formulated to release its nutrients quickly. This quick release of nutrients provides immediate nutrients to the turf.
7. Category A Areas - parks, recreation facilities and other city properties that will have a 15% or less tolerance for weeds. These areas include athletic fields where quality turf is critical to player safety and fair play or turf areas around facilities that receive high public use or visibility.

8. Category B Areas - parks, recreation facilities and other city properties that will have a 16-40% tolerance for weeds. Included in this category are areas where turf quality and appearance is important, but not critical. Examples of these areas include boulevards and triangles that serve as entrances to the City, along major streets and arterials, etc.
9. Category C areas - parks, recreation facilities and other city properties that will have a tolerance for weeds of greater than 40%.
10. Hard Surface Areas - sidewalks/walkways, trails, parking lots, tennis courts, basketball courts, etc. in parks or on other City property the Parks and Recreation Department maintains.
11. Properly trained staff - employee who has obtained a Pesticide Application Certification.

IV. Discussion

This plan attempts to set standards for turf quality and establish acceptable policies and procedures that will maintain turf quality and control and/or reduce the need for chemical treatment of turf areas. This can be accomplished primarily by:

1. Giving preference to non-chemical means of trimming or controlling weeds.
2. Placing mulching rings around trees to lessen the need for string trimming and herbicide use.
3. Utilizing spot application method of herbicides versus broadcast application.
4. Applying selective herbicides on an as needed basis instead of yearly.
5. Reducing the number of areas that have received occasional herbicide application in the past.
6. Proper mowing and fertilization techniques.
7. Better education of maintenance staff that used herbicides.
8. Exploring, testing, and implementing alternative methods of turf management particularly methods designed to reduce the use of herbicides.

IV. Policies and Procedures

1. The Parks and Recreation Department shall only provide managed turf areas in those areas and locations that ~~require that level of service~~ are identified in **Categories A, B and C.**
2. Natural areas shall be developed and maintained wherever that level of service is appropriate.
3. All NR 151 requirements shall be followed before the application of any fertilizer, including soil testing, development of a comprehensive turf management plan for each park, facility and/or property.
4. The controlled use of selective and non-selective herbicides shall be applied using the following policies and procedures.
 - A. The application of herbicides will only be considered when the quality of turf for an area does not meet the established standards and all other methods to improve the turf quality are ineffective or cost prohibitive.

- B. ~~Only properly trained staff shall apply any herbicide.~~ **Only properly trained staff or someone under their direction shall apply any herbicide.**
ATCP 29.26(2)(a)
- C. The application of any herbicide will follow the directions on the product label.
- D. Spray patterns for non-selective herbicides will not exceed 6" around any object or on either side of a fence line when using non-selective herbicides (exception for softball/baseball warning track area).
- ~~E.~~ Herbicide applications for broadleaf control will be applied in **early** fall with a systemic herbicide which will be absorbed into the plant within 24 hours. ~~Spring applications are discouraged because of the public use of parks and other City properties.~~
- F. The application of herbicides on athletic fields will be scheduled when the fields are not scheduled for use for a minimum of 24 hours.
- G. Herbicides will not be used on hard surfaces in close proximity to storm sewers.
- ~~H.~~ ~~Herbicides will not be used near any park playground equipment.~~ **Only a solution of vinegar, soap and water will be used near playground equipment.**
- I. Spot application as opposed to broadcast application will be used whenever feasible.
- J. Caution will be used when applying herbicides along waterways, rivers, etc.
- ~~K.~~ ~~A plan for applying herbicides in parks will be presented to the Parks and Recreation Committee as an information item before the plan is implemented.~~
5. The controlled use of fertilizers shall be applied using the following policies and procedures.
- A. Fertilizers will be used when establishing or re-establishing new turf areas (sodding may be suggested more frequently).
- B. The amount of fertilizer applied to parks, athletic fields or other City properties will be determined by soil testing results and standards identified in Wisconsin DNR Technical Standard #1100 and other accepted turf management practices.
- C. Fertilizers will be swept off or removed from paved areas.
- D. A mixture of slow and fast release types of fertilizer will generally be used (slow release only may have a greater tendency to run-off in late fall or early spring and needs a higher ground temperature to be most effective).
- E. Fertilizers will usually be applied in the fall ~~only (late August through mid-September, slow/fast mixture; late October, fast release preferred).~~
- F. If necessary, only fast release fertilizers will be used in close proximity to water (less chance of run-off).
6. Other general turf management policies and procedures will include:

- A. Preference will be given to non-chemical means of controlling turf growth around trees, posts, under fences, etc.
 - B. As time permits, park maintenance crews will place mulch rings around trees thus reducing the need for string trimming or herbicide use.
 - C. Mower heights will be set at 2-1/2" – 3".
 - D. A frequent mowing schedule is preferred, ideally never trimming more than 1/3 off the grass plant. Proper mowing will eliminate 60-70% of potential weed problems.
 - E. Whenever possible, mulching mowers will be used.
7. All hard surface areas will have a Category A classification if the following conditions exist:
- A. Undesirable weeds that grow in cracks can create an unsafe surface for users.
 - B. Untreated weeds in hard surface cracks can lead to surface damage and follow- up repair.
 - C. ~~Public exposure to spot herbicide treatment is typically very minimal, usually limited to footwear.~~ Application of herbicides on hard surface areas is scheduled to minimize public contact. If contact were to occur it would be limited to footwear of those walking over the sprayed area.**

City of Appleton
Parks and Recreation Department
Classifications of Parks and Other City Properties

Category A

- Appleton Parks and Recreation Department Office
- Athletic Fields in City Parks
- College Avenue and Memorial Drive Triangle
- **Erb Pool**
- ~~Fire Station #6~~ **Fire Stations**
- Hadzi Square
- Houdini Plaza
- **Library**
- Mead Pool
- Municipal Service Building
- Police Department
- Reid Golf Course
- **Scheig Center**
- Valley Transit Operations Facility
- Wastewater Treatment Plant Office Area
- Water Treatment Plant Office Area

Category B

- Highview Trail
- **Lake Park Rd.**
- Meadow Grove Boulevard
- Memorial Drive
- Midway Road
- Northland Avenue Boulevards
- Park Hill Drive
- Providence Trail
- Richmond and Glendale Triangle
- S. Oneida Street
- S. Richmond and W. College Avenue Boulevard
- Wastewater Treatment Plant (Excluding office area)
- Water Treatment Plant (Excluding office area)
- Woodward Way Segment of Newberry Trail

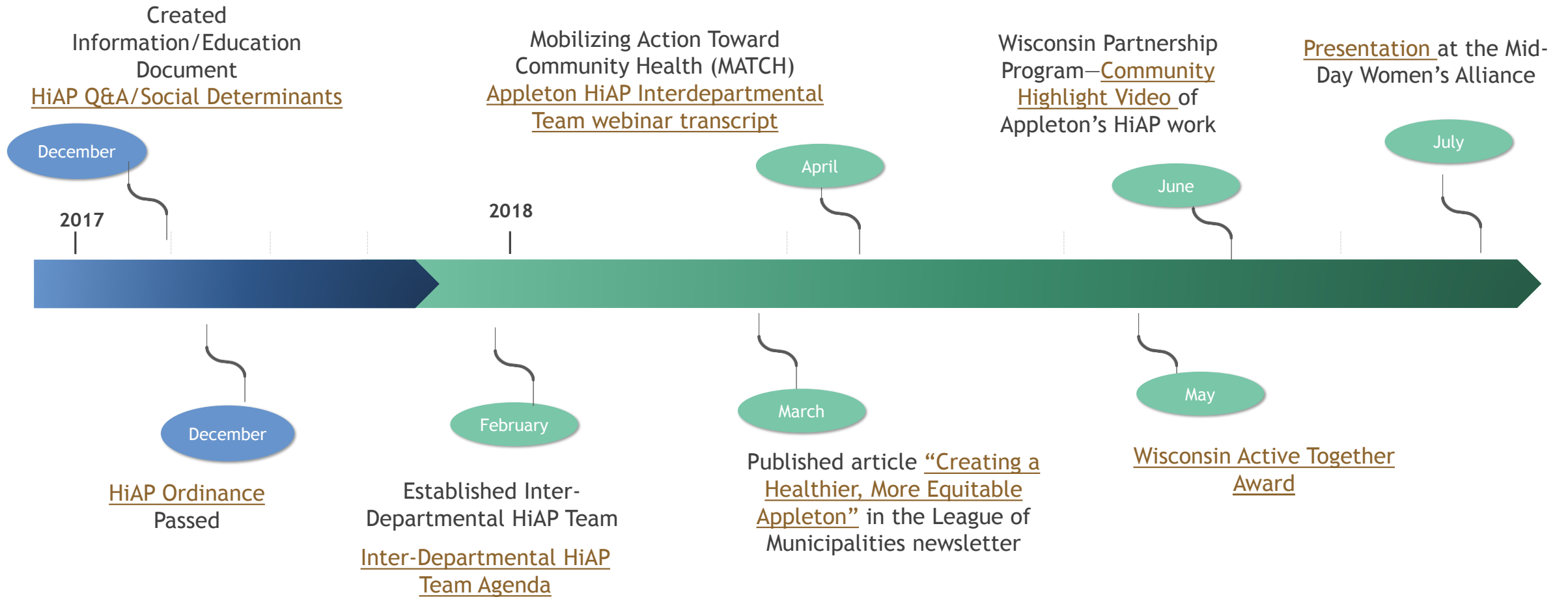
Category C

- All Parks
- Other City properties not mentioned above



Health in All Policies

Accomplishments/Awards/Recognitions





Health in All Policies

Accomplishments/Awards/Recognitions

