



City of Appleton

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

Meeting Agenda - Final Parks and Recreation Committee

Monday, July 6, 2020

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[20-0829](#) Minutes of the June 8, 2020 Parks & Recreation Committee Meeting

Attachments: [Minutes of the 6-8-20 P & R Committee Meeting.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[20-0830](#) Action Item: Request to accept a grant from the David L. and Rita E. Nelson Family Fund within the Community Foundation of the Fox Valley Region in the amount of \$500,000 for the construction of the Edison Trestle

Attachments: [Action item communittee foundation grant.pdf](#)

6. **Information Items**

[20-0846](#) Reid Golf Course Participation & Revenue Report, June, 2020

Attachments: [Reid-June 2020 Participation, Revenue, Expense Report.pdf](#)

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.

If you have any questions regarding this meeting, 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 8, 2020

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

The meeting was called to order at 6:30 p.m.

2. Roll call of membership

Others: Dean Gazza, Parks, Recreation & Facilities Management; Chris Behrens, Legal Services

Present: 5 - Martin, Schultz, Smith, Van Zeeland and Wolff

3. Approval of minutes from previous meeting

[20-0620](#)

Minutes of the February 24, 2020 Parks & Recreation Committee Meeting

Attachments: [Minutes of the 2-24-20 P & R Committee Meeting \(06-08-20\).pdf](#)

Aldersperson Smith moved, seconded by Aldersperson Wolff, that the Minutes of the 2-24-20 Parks & Recreation Committee be approved. Roll Call. Motion carried by the following vote:

Aye: 5 - Martin, Schultz, Smith, Van Zeeland and Wolff

4. Public Hearings/Appealances

None

5. Action Items

[20-0621](#)

Set a Day and Time for the Parks & Recreation Committee Meeting

Aldersperson Martin moved, seconded by Aldersperson Smith that the Parks & Recreation Committee meetings be held at 6:30 p.m. on the first and third Mondays of the month following the Common Council meetings be approved. Roll Call. Motion carried by the following vote:

Aye: 5 - Martin, Schultz, Smith, Van Zeeland and Wolff

[20-0622](#)

Elect a Vice-Chair for the Parks & Recreation Committee

Aldersperson Martin moved, seconded by Aldersperson Wolff that Aldersperson Mike Smith be elected as Vice-Chair of the Parks & Recreation Committee be approved. Roll Call. Motion carried by the following vote:

Aye: 5 - Martin, Schultz, Smith, Van Zeeland and Wolff

[20-0623](#)

Designate a Contact Person for the Parks & Recreation Committee

Aldersperson Wolff moved, seconded by Aldersperson Smith that Director Dean Gazza be the designated Contact Person for the Parks & Recreation Committee be approved. Roll Call. Motion carried by the following vote:

Aye: 5 - Martin, Schultz, Smith, Van Zeeland and Wolff

6. Information Items

[20-0624](#)

Reid Golf Course May, 2020 Participation & Revenue Report

Attachments: [Reid Participation-Revenue Report May 2020.pdf](#)

This item was presented

[20-0625](#)

Parks & Recreation Updates

Attachments: [Parks & Recreation Updates \(06-08-20\).docx](#)

This item was presented

7. Adjournment

The meeting was adjourned at 6:56 p.m.

Aldersperson Smith moved, seconded by Aldersperson Van Zeeland, that the Parks & Recreation Committee Meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 5 - Martin, Schultz, Smith, Van Zeeland and Wolff



"...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 & Recreation Committee

FROM: Dean R. Gazza

DATE: 7/6/2020

RE: Action Item: Request to accept a grant from the *David L. and Rita E. Nelson Family Fund within the Community Foundation of the Fox Valley Region* in the amount of \$500,000 for the construction of the Edison Trestle.

On June 25, 2020 the Community Foundation informed us that the *David L. and Rita E. Nelson Family Fund*, a donor advised fund within the Community Foundation for the Fox Valley Region, had recommended a grant of \$500,000 to the City of Appleton designated for the Edison Trestle Trail. In 2018 this fund was created reflecting the charitable interests of David and Rita Nelson and their family. Parks, Recreation and Waterways is an interest identified in the fund for consideration.

An agreement is attached for your review. The grant agreement requests that the trail trestle be renamed from the Edison Trestle in recognition of this grant with naming placed on the archways on both ends of the trail trestle, including a plaque explaining the Fund's involvement.

The grant agreement requests to pay \$250,000 on or after July, 2021 upon issuing construction contracts and another \$250,000 upon completion of the project on or after July, 2022. The total project cost is estimated to be \$2,950,000. Design would begin early 2021 and bidding would occur in mid-2021 with construction to follow.

The Parks, Recreation and Facilities Management Department requests your support to approve this grant. Our department would be honored to name this trestle after *David L. and Rita E. Nelson* for their support of the trail system and waterways in our community.

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

GRANT AGREEMENT

The grant to your organization from the **David L. and Rita E. Nelson Family Fund**, a donor advised fund within the Community Foundation for the Fox Valley Region, Inc. is for the explicit purpose(s) described below and is subject to your acceptance of the following conditions. Please confirm by **RETURNING THE SIGNED ORIGINAL COPY OF THIS GRANT AGREEMENT TO THE FOUNDATION** at: 4455 W. Lawrence St., Appleton, WI 54914, ATTN: Ann Engelhard. You will then be eligible to receive the funds per the payment schedule below.

Grantee	City of Appleton		
Project	Edison Trestle Trail		
Grant Start Date	7/1/2020	Tentative Date of Grant Completion	10/31/2022
Total Amount Awarded	\$500,000		
Payment Schedule	Proposed schedule, pending receipt of signed Grant Agreement, special instructions, and progress reports: July 2021 \$250,000 July 2022 \$250,000		
Grant Purpose	Designated to support the Edison Trestle Trail.		
Reporting	Progress	Due Date:	Every 6 months
Reporting	Final	Due Date:	Within 3 months of grant completion
Special Instructions	Renaming of the Edison Trestle in recognition of this grant with naming placed on the archways on both ends of the trail, including a plaque explaining the Fund's involvement.		

All grants are made in accordance with the current and applicable laws and pursuant to the Internal Revenue Code, as amended, and the regulations issued thereunder, as well as the following additional terms and conditions:

I. PUBLICIZING GRANTS

Grantee organizations are encouraged to make public announcements on their own, especially when such notices might stimulate additional support or help to spread word about important new projects. Please refer to this award as a grant from the **David L. and Rita E. Nelson Family Fund within the Community Foundation for the Fox Valley Region**. Questions about publicity can be directed to Megan Mulholland, Director Marketing & Communications at mmulholland@cffoxvalley.org or 920.702.7636. Please send Megan final copies of news releases, promotions, and weblinks to published media stories. **Please note that the Community Foundation has recently rebranded. Make sure to reach out to Megan to obtain a new David L. and Rita E. Nelson Family Fund/Community Foundation for the Fox Valley Region logo.**

Executive Director: Initial each page to acknowledge you have read this Grant Agreement.

Initials _____

I. PUBLICIZING GRANTS CONT.

- A. Grantee shall recognize the Foundation in all publicity materials related to the funded project or program, **as specified in the grant notification letter.**
- B. The Foundation retains the right to review and approve the content of any proposed publicity concerning this grant prior to its release.
- C. Grantee shall allow the Foundation to include any information about this grant, including your logo or trademark, and materials about your organization, in any of the Foundation's publicity and reports.

Marketing/Communications Contact for Your Organization:	Dean Gazza
Contact Phone Number:	920.993.3103
Contact Email:	dean.gazza@appleton.org

II. EXPENDITURE OF FUNDS

This grant is to be used only for the purpose(s) described on page 1 of the Agreement. It is subject to the Foundation's terms and conditions as agreed to by your organization upon submission of its application, and as reiterated below. **The program may be modified only with the Foundation's prior written approval.** In addition,

- A. **The grantee shall return to the Foundation any unused funds:**
 - 1. at the end of the grant period, unless written permission has been secured for an extension, or
 - 2. if the grantee has not performed as per this agreement and approved program/budget, or
 - 3. if the grantee loses its status as a public charity.
- B. Grantee agrees to notify the Foundation immediately of any change in grantee's legal or tax status, or grantee's executive or key staff responsible for achieving the grant purposes, or grantee's ability to expend the grant for the intended purpose.
- B. Funds provided by the Foundation may not be used to participate or intervene in political campaigns or to support an attempt to influence legislation except to the extent that such activities are permissible under IRS rules pertaining to recognized 501(c)(3) organizations.
- C. Unless specifically authorized in writing by the Foundation, expenses charged against this grant may not be incurred prior to the start date of the grant or after the grant's end date as listed on page 1 of this Grant Agreement. Expenses may be incurred only as necessary to carry out the purposes and activities of the approved program.
- D. The grantee organization is responsible for the expenditure of funds and for maintaining adequate supporting records. Grantee shall give the Foundation reasonable access to the grantee's files and records for the purpose of making such financial audits, verifications, and investigations as it deems necessary concerning the grant, and maintain such files and records for a period of at least four years after completion or termination of the project.

Initials _____

III. REPORTS TO THE FOUNDATION

Progress Reports: Funding for each year of a multiple year commitment is conditional upon receipt, review, evaluation and approval of Progress Reports. The Foundation may require a report in writing, completion of a form, or an interview and presentation prior to approval of future year payments.

Final Reports: If required as a condition of this grant, the Foundation will forward a form prior to the due date, with an expectation that it be completed in full and returned by the deadline indicated.

IV. LIMIT OF COMMITMENT

Unless stipulated in writing, this grant is made with the understanding that the Foundation has no obligation to provide other or additional support to the grantee.

By signing below, City of Appleton understands and agrees that granted funds are to be used only for the purpose(s) set forth in its application and this agreement.

Upon receipt of the signed agreement, the Community Foundation will co-sign the document and return a copy to you for your records.

The undersigned are authorized to commit the grantee to abide by terms and conditions as set forth herein.

Executive Director (signature)
City of Appleton

Print Name

Date

Annamarie Engelhard
VP Donor Services & Gift Planning
Community Foundation for the Fox Valley Region

Board Chair or Chair Elect (signature)
City of Appleton

Print Name

Date

Date

Initials _____

City of Appleton - Reid Golf Course
2020 Revenues - June 30, 2020

	2019		2020	
<u>Green Fees</u>	<u>2019 Y-T-D Rounds</u>	<u>Total Revenue</u>	<u>2020 Y-T-D Rounds</u>	<u>Total Revenue</u>
Weekday-18 Holes	687	\$12,892.62	1,245	\$24,181.32
Weekday-9 Holes	4,437	\$64,444.38	3,976	\$58,922.52
Weekend - 18-Holes	522	\$14,038.73	767	\$21,520.79
Weekend - 9 Holes	988	\$15,835.04	1,224	\$20,800.44
Twilight Golf	1,193	\$12,453.56	1,289	\$14,362.95
Passholder Rounds	2,660		3,364	
Promo Rounds				
Coupon Rounds	98		94	
Misc. Promotional Rounds*	1,002	\$12,408.81	987	\$9,149.48
Team Rounds	516			
Sub-Totals	12,103	\$132,073.14	12,946	\$148,937.50
	<u>2019 Y-T-D Sales</u>	<u>Total Revenues</u>	<u>2020 Y-T-D Sales</u>	<u>Total Revenues</u>
<u>Pass/Coupon/Discount Card Sales</u>				
Pass Sales	104	\$54,425.22	99	\$52,420.63
Corporate Pass Sales	6	\$15,000.00	9	\$22,393.35
Coupon Sales	44	\$4,170.24	37	\$3,146.31
Discount Cards	167	\$5,010.00	106	\$3,179.86
	<u>2019 Y-T-D Cart Sales</u>	<u>Total Revenues</u>	<u>2020 Y-T-D Cart Sales</u>	<u>Total Revenues</u>
<u>Cart Revenue</u>				
Cart Fee	3,328	\$34,052.56	4,164	\$45,888.48
Annual Cart Passes	23	\$11,805.00	20	\$10,703.79
	<u>2019 Y-T-D Sales</u>	<u>Total Revenues</u>	<u>2020 Y-T-D Sales</u>	<u>Total Revenues</u>
<u>Practice Range</u>				
Driving Range	1,929	\$13,443.11	1,178	\$8,698.08
Annual Range Pass	12	\$3,774.96	8	\$2,246.44

	2019 Y-T-D	Total	2020 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.	869	\$8,418.20	860	\$7,609.28
Gift Cards	147	\$6,859.00	121	\$8,122.75
Lessons**	158	\$7,462.00	45	\$1,925.00
Other Rentals***	366	\$1,976.50	209	\$1,066.81
	2019 Y-T-D	Total	2020 Y-T-D	Total
<u><i>Food and Beverage</i></u>	<u>Sales</u>	<u>Revenues</u>	<u>Sales</u>	<u>Revenues</u>
Food	2,651	\$6,321.69	1,454	\$3,620.02
Beverage	3,208	\$6,839.13	2,931	\$6,728.83
Catering/Banquet	123	\$1,243.81		\$0.00
Alcohol Sales	6,139	\$26,242.11	6,041	\$24,526.74
<u><i>Raincheck Redeemed</i></u>		-\$375.87		-\$548.69
Total Revenue (All Categories)		\$338,740.80		\$350,665.18

*Misc. Promotional Rounds include Memorial Day & Mother's day free golf, Family Day, ValPak & Community Color Mailer specials, outing & tournament rounds

**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	\$177,660	(\$86,105)	\$91,555
Overtime	\$563	(\$164)	\$399
Part-Time	\$123,351	(\$34,992)	\$88,359
Fringes	\$83,382	(\$34,899)	\$48,483
Training and Conferences	\$2,250	(\$1,564)	\$686
Office Supplies	\$500	\$0	\$500
Memberships & Licenses	\$1,760	(\$1,295)	\$465
Food & Provisions	\$50	\$0	\$50
Printing & Reproduction	\$2,000	(\$1,056)	\$944
Clothing/Uniforms	\$500	\$0	\$500
Accounting/Audit	\$2,250	\$0	\$2,250
Bank Services	\$13,000	(\$3,060)	\$9,940
Consulting Services	\$1,000	\$0	\$1,000
Advertising	\$10,000	(\$2,529)	\$7,471
Insurance	\$6,200	(\$3,102)	\$3,098
Rent	\$35,975	(\$11,321)	\$24,654
Depreciation Expense	\$61,000	(\$30,684)	\$30,316
Facilities Charges	\$30,930	(\$18,500)	\$12,430
CEA Equipment Rental	\$108,572	(\$49,855)	\$58,717
Software Support	\$1,860	\$0	\$1,860
Interest Payments	\$10,432	(\$5,214)	\$5,218
General Fund	\$17,900	(\$8,950)	\$8,950
Transfer Out-Capital	\$3,850	\$0	\$3,850
Land Improvement	\$161,517	\$0	\$161,517
Bldg Maintenance/Janitorial	\$1,500	(\$625)	\$875
Landscape Supplies	\$36,900	(\$26,575)	\$10,325
Concession Supplies	\$60,400	(\$26,655)	\$33,745
Miscellaneous Supplies	\$2,000	(\$176)	\$1,824
Gas Purchases	\$13,500	(\$3,940)	\$9,560
Miscellaneous Equipment	\$5,000	(\$3,303)	\$1,697
Collection Services	\$1,100	(\$630)	\$470
Contractor Fees	\$1,000	(\$280)	\$720
Equipment Repair & Maintenance	\$5,500	(\$2,561)	\$2,939
Other Interfund Charges	\$2,000	(\$765)	\$1,235
Electric	\$21,525	(\$5,361)	\$16,164
Gas	\$4,300	(\$2,777)	\$1,523
Water	\$2,100	(\$252)	\$1,848
Waste Disposal/Collection	\$2,100	(\$64)	\$2,036
Stormwater	\$13,160	(\$3,331)	\$9,829
Telephone	\$3,900	(\$1,907)	\$1,993
Cellular Telephone	\$1,000	(\$203)	\$797
Other Utilities (DirecTV)	\$2,150	(\$552)	\$1,598
	\$1,035,637	(\$373,247)	\$662,390