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**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

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TO: Parks & Recreation Committee

FROM: Dean R. Gazza

DATE: 9/12/2022

RE: Action Item: Approve process map for Ellen Kort Peace Park proposal by the Trout Museum requesting to co-locate a new museum in the park.

The City Council previously approved authorization to engage in further discussions with Trout Museum of Art representatives to continue exploring the feasibility of locating the museum within Ellen Kort Peace Park and, if feasible, further develop plans and agreements for subsequent approval by the Common Council during future steps in the process.

City staff and the Trout Museum team met, and staff recommended outlining a process that would be followed including, Common Council action and public participation steps. Please refer to the attached process map.

As you review the process map, please note that the steps move from one to seven. Each step is to be completed prior to moving to the next step to ensure that staff time and resources are used responsibly. The green circles indicate Common Council review and approval steps. City staff and the Trout Museum project team may decide not to proceed to further steps as prerequisite items and further site evaluation progress – Council will be notified timely in that event.

Approval of the process map will authorize staff to continue to engage in further discussions within the scope of each process step.

Please contact me at 832-5572 or at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org) with any questions.