



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appleton.org](http://www.appleton.org)

## Meeting Agenda - Final Parks and Recreation Committee

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Monday, June 21, 2021

6:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[21-0842](#) Minutes of the 05-24-21 Parks & Recreation Committee Meeting

**Attachments:** [Minutes of the 5-24-21 P & R Committee Meeting.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[21-0844](#) Action: Request Approval for the Trout Museum of Art to Use Houdini Plaza for a Private Event

**Attachments:** [Trout Museum-Made to Order.pdf](#)

6. **Information Items**

[21-0843](#) Reid Golf Course Participation, Revenue and Expense Report-May, 2021

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

[21-0901](#) Summer 2021 Erb and Mead Pools 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.*

*If you have any questions regarding this 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

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Monday, May 24, 2021

6:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

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

2. Roll call of membership

**Others:** Tom Flick, Parks, Recreation & Facilities Management; Attorney Chris Behrens, Legal Services; Alderperson Fenton, District #6; Alderperson Hartzheim, District #13; Alderperson Meltzer, District #2

**Present:** 5 - Martin, Schultz, Van Zeeland, Wolff and Prohaska

3. Approval of minutes from previous meeting

**Alderperson Schultz moved, seconded by Alderperson Prohaska, that the Minutes of the May 10, 2021 Parks & Recreation Committee be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Martin, Schultz, Van Zeeland, Wolff and Prohaska

4. **Public Hearings/Appearances**

None

5. **Action Items**

[21-0715](#)

Resolution #8-R-21 Resolution expressing support for Knowles-Nelson Stewardship Program

**Attachments:** [#8-R-21 Knowles-Nelson Program w-Attachments.pdf](#)

**Alderperson Schultz moved, seconded by Alderperson Wolff, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Martin, Schultz, Van Zeeland and Wolff

**Nay:** 1 - Prohaska

[21-0599](#)

Action Item: Elect a Vice-Chair for the Parks & Recreation Committee

**Alderperson Nate Wolff is Vice-Chair by unanimous consent**

**6. Information Items**

[21-0600](#)

Information Item: Confirm Meeting Date and Time for the Parks & Recreation Committee Meetings

**The Parks and Recreation Committee meetings will be held on the first and the third Mondays of the month (following the first Wednesday) at 6:30 p.m.**

[21-0601](#)

Information Item: Designate a Contact Person who can Answer Specific Questions about Agenda Items for the Parks & Recreation Committee

**The contact person for questions on the agenda is Dean Gazza, Director, Parks, Recreation & Facilities Management**

**7. Adjournment**

*The meeting was adjourned at 6:57 p.m.*

**Aldersperson Schultz moved, seconded by Aldersperson Prohaska, that the meeting be adjourned. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Martin, Schultz, Van Zeeland, Wolff and Prohaska

# **TMA** TROUT MUSEUM OF ART

111 W College Ave, Appleton, WI 54911

To: Members of COA Parks and Recreation Committee  
From: Trout Museum of Art Staff  
Regarding: Request for Event in Houdini Plaza

The Trout Museum of Art is planning a special event to be held on Friday, August 27, 2021, in Houdini Plaza. This is the opening reception for Trout Museum of Art's Made to Order exhibition.

Made to Order is an opportunity for any interested party to commission artwork to be custom made by their selected artist, which is then put on display in our gallery before going home with the commissioner. This gives artists, an opportunity to sell their work with the Trout Museum of Art acting as their agent.

The opening event on August 27 is also a fundraiser for our non-profit art museum. Anyone is welcome to attend if they buy a ticket, which will be priced at \$200 per person, in line with our fundraising goal. We estimate a maximum attendance of 300.

The exhibition will be held within our museum, but food, drinks, music, and some seating will be offered in the plaza. We applied for an addendum to our liquor license since Houdini Plaza is not on but adjacent to our property.

Setup and take down of this event will all occur on August 27<sup>th</sup>. In Houdini Plaza we will set up two 10x10 foot bar tents and one other 10x20 foot tent. In addition, there will be tables, chairs, and couches for about 100 people. Décor in the plaza will also include some lighting and multiple artworks for sale the night of the event. During the event guests will be inside on the three floors of our building, as well as outside.

We have filed a Special Event permit with the City Clerk's office, including a COVID-19 mitigation plan.

There will be live music on the stage in Houdini Plaza from 9:00 p.m. until 10:30 p.m. to end the event. We have been granted a noise variance for this music. Passersby are welcome to listen to the music without buying a ticket, as the area will not be fenced off.

Appleton Police Officers will be contracted to provide security in Houdini Plaza.

**City of Appleton - Reid Golf Course**  
**Revenues - May 31, 2021**

|  | 2020                 |                     | 2021                 |                     |
|--|----------------------|---------------------|----------------------|---------------------|
|  | 2020 Y-T-D<br>Rounds | Total<br>Revenue    | 2021 Y-T-D<br>Rounds | Total<br>Revenue    |
| <b>Green Fees</b>                      |                      |                     |                      |                     |
| Weekday-18 Holes                       | 613                  | \$12,663.10         | 681                  | \$12,930.49         |
| Weekday-9 Holes                        | 1,626                | \$24,117.91         | 2,811                | \$41,018.29         |
|  |                      |                     |                      |                     |
| Weekend - 18-Holes                     | 402                  | \$11,231.79         | 743                  | \$20,140.43         |
| Weekend - 9 Holes                      | 606                  | \$10,024.22         | 1,125                | \$18,485.62         |
|  |                      |                     |                      |                     |
| Twilight Golf                          | 532                  | \$5,969.94          | 768                  | \$8,682.37          |
|  |                      |                     |                      |                     |
| Passholder Rounds                      | 1,692                |                     | 2,834                |                     |
|  |                      |                     |                      |                     |
| Promo Rounds                           |                      |                     |                      |                     |
| Coupon Rounds                          | 33                   |                     | 62                   |                     |
| Misc. Promotional Rounds*              | 468                  | \$2,775.60          | 661                  | \$8,960.24          |
|  |                      |                     |                      |                     |
| Team Rounds                            | 0                    |                     | 631                  |                     |
| <b>Sub-Totals</b>                      | <b>5,972</b>         | <b>\$66,782.56</b>  | <b>10,316</b>        | <b>\$110,217.44</b> |
|  |                      |                     |                      |                     |
|  | 2020 Y-T-D           | Total               | 2021 Y-T-D           | Total               |
| <b>Pass/Coupon/Discount Card Sales</b> | <b>Sales</b>         | <b>Revenues</b>     | <b>Sales</b>         | <b>Revenues</b>     |
| Pass Sales                             | 89                   | \$50,297.42         | 136                  | \$67,966.69         |
| Corporate Pass Sales                   | 8                    | \$19,905.20         | 10                   | \$24,881.50         |
| Coupon Sales                           | 22                   | \$1,714.31          | 23                   | \$2,256.00          |
| Discount Cards                         | 83                   | \$2,489.86          | 111                  | \$3,330.00          |
|  |                      |                     |                      |                     |
|  | 2020 Y-T-D           | Total               | 2021 Y-T-D           | Total               |
| <b>Cart Revenue</b>                    | <b>Cart Sales</b>    | <b>Revenues</b>     | <b>Cart Sales</b>    | <b>Revenues</b>     |
| Cart Fee                               | 1,509                | \$17,203.43         | 3,348                | \$36,091.96         |
| Annual Cart Passes                     | 19                   | \$10,182.46         | 20                   | \$10,317.54         |
|  |                      |                     |                      |                     |
|  | 2020 Y-T-D           | Total               | 2021 Y-T-D           | Total               |
| <b>Practice Range</b>                  | <b>Sales</b>         | <b>Revenues</b>     | <b>Sales</b>         | <b>Revenues</b>     |
| Driving Range                          | 320                  | \$2,384.96          | 1,353                | \$9,195.66          |
| Annual Range Pass                      | 6                    | \$1,677.72          | 9                    | \$2,516.58          |
|  |                      |                     |                      |                     |
|  | 2020 Y-T-D           | Total               | 2021 Y-T-D           | Total               |
| <b>Golf Shop Merchandise</b>           | <b>Sales</b>         | <b>Revenues</b>     | <b>Sales</b>         | <b>Revenues</b>     |
| Balls/Assessoris/Apparel/Misc.         | 315                  | \$2,842.66          | 903                  | \$8,952.12          |
| Gift Cards                             | 18                   | \$1,650.40          | 66                   | \$3,089.00          |
| Lessons**                              | 0                    | \$0.00              | 136                  | \$6,470.00          |
| Other Rentals***                       | 87                   | \$494.41            | 197                  | \$1,256.28          |
|  |                      |                     |                      |                     |
|  | 2020 Y-T-D           | Total               | 2021 Y-T-D           | Total               |
| <b>Food and Beverage</b>               | <b>Sales</b>         | <b>Revenues</b>     | <b>Sales</b>         | <b>Revenues</b>     |
| Food                                   | 472                  | \$1,118.70          | 1,452                | \$3,364.59          |
| Beverage                               | 787                  | \$1,809.56          | 2,065                | \$4,628.30          |
| Alcohol Sales                          | 2,010                | \$8,394.03          | 4,801                | \$20,243.14         |
| Catering/Banquet                       |                      | \$0.00              | 20                   | \$56.80             |
|  |                      |                     |                      |                     |
| <b>Raincheck Redeemed</b>              |                      | <b>-\$35.75</b>     |                      | <b>-\$115.00</b>    |
|  |                      |                     |                      |                     |
| <b>Total Revenue (All Categories)</b>  |                      | <b>\$188,911.93</b> |                      | <b>\$314,718.60</b> |

\*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 May 31st Expense Report**

| <b>Description</b>             | <b>Budget</b>      | <b>End of May Expenses</b> | <b>Available</b> |
|--------------------------------|--------------------|----------------------------|------------------|
| Regular Salaries               | \$184,900          | (\$64,631)                 | \$120,269        |
| Overtime                       | \$553              | \$0                        | \$553            |
| Part-Time                      | \$123,293          | (\$26,372)                 | \$96,921         |
| Fringes                        | \$84,674           | (\$23,776)                 | \$60,898         |
| Training and Conferences       | \$2,250            | (\$54)                     | \$2,196          |
| Office Supplies                | \$500              | (\$97)                     | \$403            |
| Memberships & Licenses         | \$1,760            | (\$1,215)                  | \$545            |
| Food & Provisions              | \$50               | \$0                        | \$50             |
| Printing & Reproduction        | \$2,000            | (\$2,364)                  | (\$364)          |
| Clothing/Uniforms              | \$500              | (\$151)                    | \$349            |
| Accounting/Audit               | \$2,160            | \$0                        | \$2,160          |
| Bank Services                  | \$13,000           | (\$2,342)                  | \$10,658         |
| Consulting Services            | \$1,000            | \$0                        | \$1,000          |
| Advertising                    | \$10,000           | (\$1,894)                  | \$8,106          |
| Insurance                      | \$6,170            | (\$2,571)                  | \$3,599          |
| Rent                           | \$35,975           | (\$7,997)                  | \$27,978         |
| Depreciation Expense           | \$61,000           | (\$25,417)                 | \$35,583         |
| Facilities Charges             | \$34,344           | (\$13,573)                 | \$20,771         |
| CEA Equipment Rental           | \$110,690          | (\$46,375)                 | \$64,315         |
| Software Support               | \$1,860            | \$0                        | \$1,860          |
| Interest Payments              | \$8,625            | (\$3,594)                  | \$5,031          |
| General Fund                   | \$17,900           | (\$7,458)                  | \$10,442         |
| Transfer Out-Capital           | \$0                | \$0                        | \$0              |
| Land Improvement               | \$150,000          | (\$8)                      | \$149,992        |
| Bldg Maintenance/Janitorial    | \$1,500            | (\$392)                    | \$1,108          |
| Landscape Supplies             | \$36,900           | (\$27,609)                 | \$9,291          |
| Concession Supplies            | \$60,400           | (\$28,372)                 | \$32,028         |
| Miscellaneous Supplies         | \$2,000            | \$0                        | \$2,000          |
| Gas Purchases                  | \$13,500           | (\$5,252)                  | \$8,248          |
| Miscellaneous Equipment        | \$5,000            | (\$4,451)                  | \$549            |
| Collection Services            | \$1,100            | (\$832)                    | \$268            |
| Contractor Fees                | \$1,000            | (\$496)                    | \$504            |
| Equipment Repair & Maintenance | \$5,500            | (\$1,933)                  | \$3,567          |
| Other Interfund Charges        | \$2,000            | (\$1,462)                  | \$538            |
| Electric                       | \$22,063           | (\$6,202)                  | \$15,861         |
| Gas                            | \$4,300            | (\$3,206)                  | \$1,094          |
| Water                          | \$2,100            | (\$279)                    | \$1,821          |
| Waste Disposal/Collection      | \$2,100            | (\$71)                     | \$2,029          |
| Stormwater                     | \$13,160           | (\$3,389)                  | \$9,771          |
| Telephone                      | \$3,900            | (\$199)                    | \$3,701          |
| Cellular Telephone             | \$1,000            | (\$247)                    | \$753            |
| Other Utilities (DirecTV)      | \$2,150            | (\$468)                    | \$1,682          |
|                                | <b>\$1,032,877</b> | <b>(\$314,749)</b>         | <b>\$718,128</b> |