



City of Appleton

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

Meeting Agenda - Final Parks and Recreation Committee

Monday, September 20, 2021

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[21-1318](#) Minutes of the August 23, 2021 Parks & Recreation Committee Meeting

Attachments: [Minutes of the 8-23-21 P & R Meeting.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[21-1321](#) Action Item: Award Design, Engineering, and Permitting Services for the WE Energies Trail to KL Engineering for a contract amount of \$134,912.58

Attachments: [WE Energies Trail Committee Memo.doc](#)

6. **Information Items**

[21-1319](#) Reid Golf Course-August, 2021 Revenue & Expense Report

Attachments: [Reid Golf Course-Revenue and Expense Report.pdf](#)

[21-1320](#) Department 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.

If you have any questions regarding this 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, August 23, 2021

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

Alderspersons Van Zeeland and Prohaska appeared remotely

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

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

3. Approval of minutes from previous meeting

[21-1188](#)

Minutes of the 07-26-21 Parks & Recreation Committee Meeting

Attachments: [Minutes of the 07-26-21 Meeting.pdf](#)

Aldersperson Wolff moved, seconded by Aldersperson Schultz, that the Minutes of the 07-26-21 Parks & Recreation Committee Meeting 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

[21-1189](#)

Resolution #11-R-21
Sidewalks Near Linwood Park

Attachments: [#11-R-21 Linwood Park Sidewalks.pdf](#)

Motion to approve is subject to the sidewalks being built in conjunction with the adjacent road construction when that occurs.

Per the Sidewalk Installation Policy this item, as approved by the Parks and Recreation Committee, will also require consideration by the Municipal Services Committee.

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

Aye: 3 - Martin, Schultz and Wolff

Nay: 2 - Van Zeeland and Prohaska

[21-1227](#)

Request from Sculpture Valley for an extended 10-year lease for the continued placement of the "Stairway to the Stars" sculpture in Pierce Park

Attachments: [StairwaytotheStarsExtensionMemo+ExtendedLeaseRequest.pdf](#)

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

Aye: 4 - Martin, Van Zeeland, Wolff and Prohaska

Abstained: 1 - Schultz

6. Information Items

[21-1190](#)

Reid Golf Course-July, 2021 Revenue, Expense & Participation Report

Attachments: [Reid, Revenue and Expense Report, July, 2021.pdf](#)

This item was presented

7. Adjournment

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

Alderson Van Zeeland moved, seconded by Alderson Prohaska, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

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



"...meeting community needs...enhancing quality of life."

**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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Appleton, Wisconsin 54911-8401
(920) 832-5572 FAX (920) 993-3103
Email - dean.gazza@appleton.org

TO: Parks & Recreation Committee

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

DATE: September 20, 2021

RE: Action Item: Award Design, Engineering, and Permitting Services for the WE Energies Trail to KL Engineering for a contract amount of \$134,912.58.

The 2021 Parks, Recreation and Facilities Management Department Capital Improvement Projects Fund includes funding for design, engineering, and permitting for the WE Energies Trail. There will be 1.6 miles of off-road trail developed under the WE Energies power lines starting at Oneida Street and ending at Woodland Park/Horizons Elementary School. Additionally, another half mile of supplemental wayfinding and route signage along Schaefer Circle connecting to Lake Park Road is also included in the project. The estimated cost of the project is \$1,200,000. Federal DOT TAP funding will cover \$516,292 with the City's funding covering the remaining \$683,708. Final design of the project is estimated to be finished in 2023 with construction completed in 2024.

The proposed trail development is identified in the following documents: City of Appleton Trails Master Plan, PRFMD Comprehensive Outdoor Recreation Plan, 5-Year Bike Lane and Trail Plan, City of Appleton Transportation Plan, City of Appleton Comprehensive Plan, and the East Central Wisconsin Regional Planning Commission Bicycle and Pedestrian Plan.

Two requests for qualification (RFQ) proposals were submitted for the design, engineering, and permitting of the WE Energies Trail. Firms were evaluated for relevant WisDOT non-traditional experience, past utility corridor projects, project team, project understanding, and project schedule. Below is the pricing received from the RFQ proposals.

<u>Company</u>	<u>Proposal Costs</u>
KL Engineering	\$134,912.58
EXP	\$128,000.00

KL Engineering has more experience with WisDOT non-traditional trail projects with numerous projects being within WE Energies corridors. KL Engineering has proven to be proficient in WisDOT design submittals, WE Energies coordination, transportation management plans, design study reports, WisDOT PS&E documents, WisDNR permitting, Section 106 archeology and state historical permitting, WisDOT utility process, and WisDOT highway permitting.

KL Engineering was determined to be the most experienced firm for the scope of work for the WE Energies Trail Project. It is the recommendation of the Parks, Recreation and Facilities Management Department to execute a contract with KL Engineering in the amount of \$134,912.58.

Please feel free to contact me at 832-5572 or by email at dean.gazza@appleton.org with any questions or comments.

City of Appleton - Reid Golf Course
Revenues - August 31, 2021

	2020		2021	
Green Fees	2020 Y-T-D Rounds	Total Revenue	2021 Y-T-D Rounds	Total Revenue
Weekday-18 Holes	2,472	\$47,161.99	2,930	\$51,420.36
Weekday-9 Holes	8,674	\$128,275.07	9,996	\$147,008.03
Weekend - 18-Holes	1,509	\$42,441.81	1,800	\$49,800.14
Weekend - 9 Holes	2,437	\$41,934.82	2,949	\$50,025.45
Twilight Golf	2,762	\$30,896.78	2,501	\$28,327.25
Passholder Rounds	6,489		7,635	
Promo Rounds				
Coupon Rounds	202		179	
Misc. Promotional Rounds*	2,433	\$39,473.81	2,089	\$36,932.89
Team Rounds			732	
Sub-Totals	26,978	\$330,184.28	30,811	\$363,514.12
Pass/Coupon/Discount Card Sales	2020 Y-T-D Sales	Total Revenues	2021 Y-T-D Sales	Total Revenues
Pass Sales	101	\$53,174.33	145	\$70,004.58
Corporate Pass Sales	9	\$22,393.35	10	\$24,881.50
Coupon Sales	49	\$4,221.31	40	\$3,826.00
Discount Cards	106	\$3,179.86	115	\$3,450.00
Cart Revenue	2020 Y-T-D Cart Sales	Total Revenues	2021 Y-T-D Cart Sales	Total Revenues
Cart Fee	9,821	\$105,918.99	11,870	\$125,136.23
Annual Cart Passes	21	\$11,000.95	21	\$10,541.71
Practice Range	2020 Y-T-D Sales	Total Revenues	2021 Y-T-D Sales	Total Revenues
Driving Range	2,833	\$20,631.56	3,775	\$23,981.52
Annual Range Pass	8	\$2,246.44	10	\$2,800.94
Golf Shop Merchandise	2020 Y-T-D Sales	Total Revenues	2021 Y-T-D Sales	Total Revenues
Balls/Assessories/Apparel/Misc.		\$16,064.05		\$22,728.93
Gift Cards	246	\$10,978.75	248	\$10,936.92
Lessons**	0	\$0.00	168	\$7,566.50
Other Rentals***	396	\$1,865.30	590	\$3,726.15
Food and Beverage	2020 Y-T-D Sales	Total Revenues	2021 Y-T-D Sales	Total Revenues
Food		\$7,741.42		\$13,538.04
Beverage		\$17,615.42		\$20,900.59
Alcohol Sales		\$58,049.90		\$71,738.59
Catering/Banquet	107	\$304.88	97	\$716.06
Raincheck Redeemed		-\$1,668.75		-\$2,631.30
Total Revenue (All Categories)		\$663,902.04		\$777,357.08

*Misc. Promotional Rounds include Holidays, Family Day, Outings, Valpak & Comm Color Mailer specials

**Lessons include private, group and juniors

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

Reid Golf Course Budget August 31st Expense Report

Description	Budget	End of August Expenses	Available
Regular Salaries	\$184,900	(\$121,267)	\$63,633
Overtime	\$553	\$0	\$553
Part-Time	\$123,293	(\$90,104)	\$33,189
Fringes	\$84,674	(\$48,839)	\$35,835
Training and Conferences	\$2,250	(\$54)	\$2,196
Office Supplies	\$500	(\$195)	\$305
Memberships & Licenses	\$1,760	(\$1,756)	\$4
Food & Provisions	\$50	(\$50)	\$0
Printing & Reproduction	\$2,000	(\$1,038)	\$962
Clothing/Uniforms	\$500	(\$151)	\$349
Accounting/Audit	\$2,160	(\$2,169)	(\$9)
Bank Services	\$13,000	(\$10,429)	\$2,571
Consulting Services	\$1,000	\$0	\$1,000
Advertising	\$10,000	(\$4,607)	\$5,393
Insurance	\$6,170	(\$4,112)	\$2,058
Rent	\$35,975	(\$23,736)	\$12,239
Depreciation Expense	\$61,000	(\$38,352)	\$22,648
Facilities Charges	\$34,344	(\$22,501)	\$11,843
CEA Equipment Rental	\$110,690	(\$73,282)	\$37,408
Software Support	\$1,860	(\$1,944)	(\$84)
Interest Payments	\$8,625	(\$5,752)	\$2,873
General Fund	\$17,900	(\$11,934)	\$5,966
Transfer Out-Capital	\$0	\$0	\$0
Land Improvement	\$150,000	(\$8)	\$149,992
Bldg Maintenance/Janitorial	\$1,500	(\$712)	\$788
Landscape Supplies	\$36,900	(\$31,660)	\$5,240
Concession Supplies	\$60,400	(\$62,589)	(\$2,189)
Miscellaneous Supplies	\$2,000	(\$1,038)	\$962
Gas Purchases	\$13,500	(\$13,338)	\$162
Miscellaneous Equipment	\$6,016	(\$5,386)	\$630
Collection Services	\$1,100	(\$1,664)	(\$564)
Contractor Fees	\$1,000	\$0	\$1,000
Equipment Repair & Maintenance	\$5,500	(\$4,172)	\$1,328
Other Interfund Charges	\$2,000	(\$1,462)	\$538
Electric	\$22,063	(\$16,250)	\$5,813
Gas	\$4,300	(\$3,959)	\$341
Water	\$2,100	(\$600)	\$1,500
Waste Disposal/Collection	\$2,100	(\$163)	\$1,937
Stormwater	\$13,160	(\$6,598)	\$6,562
Telephone	\$3,900	(\$352)	\$3,548
Cellular Telephone	\$1,000	(\$247)	\$753
Other Utilities (DirecTV)	\$2,150	(\$1,293)	\$857
	\$1,033,893	(\$613,763)	\$420,130