



City of Appleton

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

Meeting Agenda - Final Parks and Recreation Committee

Monday, August 8, 2022

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[22-1018](#) Minutes of the July 25, 2022 Parks & Recreation Committee Meeting

Attachments: [Minutes of the 7-25-22 Meeting.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[22-1036](#) Resolution #9-R-22 Sustainability

Attachments: [#9-R-22 Sustainability Panel Resolution.pdf](#)

[22-1022](#) Action: Award the 2022 Lutz Park Shoreline Development and Trail Design Project Contract to AECOM in the Amount of \$50,000

Attachments: [Lutz Park Shoreline Development and Trail Design Project Memo .docx](#)

6. **Information Items**

[22-1019](#) Reid Golf Course-July, 2022 Participation, Revenue and Expense Report

Attachments: [Reid Revenue & Expenses, July 2022.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.



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Meeting Minutes - Final Parks and Recreation Committee

Monday, July 25, 2022

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; Attorney
Chris Behrens, Legal Services

Present: 4 - Schultz, Wolff, Hartzheim and Thyssen

Absent: 1 - Del Toro

3. Approval of minutes from previous meeting

[22-0912](#)

Minutes of the June 6, 2022 Parks & Recreation Committee Meeting

Attachments: [Minutes of the June 6, 2022 P & R Meeting.pdf](#)

Aldersperson Hartzheim moved, seconded by Aldersperson Schultz, that the Minutes of the June 6, 2022 Parks & Recreation Committee Meeting be approved. Roll Call. Motion carried by the following vote:

Aye: 4 - Schultz, Wolff, Hartzheim and Thyssen

Absent: 1 - Del Toro

4. Public Hearings/Appearences

None

5. Action Items

[22-0930](#)

Action Item: Approve contract with Shade Systems for \$49,664.87 to purchase shade structures for Jones Park

Attachments: [Action-2022 Jones Park Shade Systems.docx](#)

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

Aye: 4 - Schultz, Wolff, Hartzheim and Thyssen

Absent: 1 - Del Toro

[22-0940](#)

Action Item: Authorize staff to engage in further discussions with Trout Museum of Art representatives in order 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

Attachments: [2022 Ellen Kort Park Proposal.docx](#)

Aldersperson Hartzheim moved, seconded by Aldersperson Thyssen, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Schultz, Wolff, Hartzheim and Thyssen

Absent: 1 - Del Toro

6. Information Items

[22-0925](#)

Reid Golf Course-June, 2022 Participation, Revenue & Expense Report

Attachments: [Reid-June, 2022 Revenue & Expense Report.pdf](#)

This item was presented

[22-0926](#)

PRFMD Mid Year Report

Attachments: [PRFMD 2022 Mid Year Report.doc](#)

This item was presented

7. Adjournment

The meeting was adjourned at 6:45 p.m.

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

Aye: 3 - Wolff, Hartzheim and Thyssen

Nay: 1 - Schultz

Absent: 1 - Del Toro

City of Appleton – Resolution #9-R-22
Sustainability Resolution

Submitted on: August 3, 2022

Submitted by: Denise Fenton, District 6; Kristin Alfheim, District 11

Referred To: Parks & Recreation Committee

SUMMARY: *This resolution creates the City of Appleton Advisory Panel on Sustainability & Climate Resilience to act in an advisory capacity to the Mayor, City Department Directors, and the Common Council providing feedback and advice on a range of matters related to sustainability, climate action, and resiliency as those matters relate to the City’s Comprehensive Plan, Sustainability Plan and other related plans.*

Sustainability Resolution

Whereas, the City of Appleton’s mission statement is “The City of Appleton is dedicated to meeting the needs of our community and enhancing the quality of life”; and

Whereas, the City of Appleton is committed to being a leader in sustainability, climate action, and resiliency; and

Whereas, the City of Appleton also has a Sustainability Master Plan which identifies many initiatives to work towards sustainability and resiliency through evaluation of the following: conservation, energy efficiency opportunities, restorative redevelopment, increased facilities efficiencies, pollution reduction, green building and buying, reductions in greenhouse gas (GHG) emissions, restore urban waterways, promote environmental stewardship, improve transportation infrastructure and improve and expand green infrastructure; and

Whereas, the City of Appleton’s past efforts and plans demonstrate its commitment to sustainability. All plans, including, but not limited to the Comprehensive Plan and the Sustainability Plan are used to meet the needs of the community and enhance the quality of life in Appleton and support efforts identified in the annual budgets; and

Whereas, the City of Appleton became one of the first five Wisconsin communities to be part of the Green Tier Legacy Communities; and

Whereas, the City of Appleton created the Taskforce on Resiliency, Climate Mitigation and Adaptation in January 2020 to convene area leaders for the purpose of making practical recommendations to address climate change and the effects of climate change on our community; and

Whereas, the Taskforce made the creation of a permanent body to advise city leaders on sustainability and climate resilience a top priority in the Climate Action Plan Proposal presented in December 2021.

Therefore, be it resolved, the City of Appleton will create the City of Appleton Advisory Panel on Sustainability & Climate Resilience.

Be it further resolved, the City of Appleton Advisory Panel on Sustainability & Climate Resilience will act as an advisory group to the Mayor, City Department Directors, and the Common Council providing feedback and advice on a range of matters related to sustainability, climate action and resiliency.

Be it further resolved, the Panel will convene quarterly and may be convened more frequently at the request of the Mayor, City Department Directors, and/or the Common Council to review and provide advisory input on active proposals as they are being advanced and implemented by the City through legislation, executive orders, policy changes, and practices. The following are examples of the types of issues on which the Panel may be called upon to provide feedback and advisory input:

- receiving and monitoring outcome measures for sustainability programs and initiatives
- areas for improvement of the City's sustainability and climate initiatives, programs, and performance
- the review of plans, ordinances, actions, and policies as relevant
- goal setting and budgeting processes as relevant
- ways to promote and communicate the principles of sustainability and climate resilience broadly among stakeholders
- affordable strategies associated with climate change, resource use, conservation, renewable energy, and energy efficiency, considering ecological, economic, and social equities
- the adoption, prioritization, and implementation of initiatives, actions, policies, and public outreach and education programs to support and promote aspects of sustainability and climate resilience
- financial initiatives and resources to offset costs such as grants and cost savings

Be it further resolved, the City's Project and Resiliency Manager, housed in the City's Facilities and Construction Management Department, will serve as the liaison to the Panel, and any requests to engage the Panel will be made through the Project and Resilience Manager.

Be it further resolved, the Advisory Panel will be composed of seven individuals, Appleton residents who have experience or expertise, professional or lived, in the following or other related subject matters: energy efficiency, renewable energy, energy efficient building, environmental justice, equity in environmental stewardship and sustainability, alternative transportation and mobility, energy policy, environmental policy, forestry, water resources, ecology, other life sciences, carbon emission reduction, environmental law, education, architecture, engineering, science, environmental design, sustainable construction, and other related areas. Panel members will draw on their experience and knowledge of best practices to advise the City regarding the types of issues described above.

Be it further resolved, the Advisory Panel members will be appointed by the Mayor, subject to approval by the City Council. Members will serve without compensation for terms of two years from the date of appointment¹, and may be appointed to succeeding terms. Vacancies occurring prior to the expiration of the term of a member shall be filled for the unexpired portion of the term by appointment of the Mayor, subject to approval by the City Council. One member of the Advisory Panel will be named chairperson by the Mayor to serve for a term of one year and thereafter until a successor is appointed.

Be it further resolved, Advisory Panel members serve in an advisory role only and will not have the authority to speak for the City or otherwise to commit the City to any course of action or inaction.

Be it further resolved, Panel members will meet as called upon and in accordance with city government meeting requirements.

¹ Initial appointments will stagger terms, with three of the seven members appointed for a one-year term, with all subsequent appointments/reappointments being the standard two-year term.



"...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: August 8, 2022

RE: Action: Award the 2022 Lutz Park Shoreline Development and Trail Design Project contract to AECOM in the amount of \$50,000.

The 2022 Capital Improvement Plan includes \$50,000 for the Lutz Park Shoreline and Trail Design. The completed design will address current shoreline erosion, relocate trail and lights, and make ADA improvements to existing river amenities.

The proposals were received as follows:

AECOM	\$50,000
MSA	\$55,500

The Parks, Recreation, and Facilities Management Department recommends awarding the contract to AECOM in the amount of \$50,000.

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

City of Appleton - Reid Golf Course
Revenues - July 31, 2022

	2021		2022	
<u>Green Fees</u>	<u>2021 Y-T-D Rounds</u>	<u>Total Revenue</u>	<u>2022 Y-T-D Rounds</u>	<u>Total Revenue</u>
Weekday-18 Holes	2,776	\$49,296.17	2,808	\$57,402.32
Weekday-9 Holes	8,078	\$120,961.88	8,343	\$125,573.34
Weekend - 18-Holes	2,010	\$48,744.70	1,751	\$41,862.25
Weekend - 9 Holes	2,416	\$40,892.63	1,731	\$28,489.27
Twilight Golf	2,007	\$22,731.25	1,679	\$18,245.65
Passholder Rounds	6,112		6,616	
Team Rounds	692		745	
Sub-Totals	24,091	\$282,626.63	23,673	\$271,572.83
<u>Pass/Coupon/Discount Card Sales</u>	<u>2021 Y-T-D Sales</u>	<u>Total Revenues</u>	<u>2022 Y-T-D Sales</u>	<u>Total Revenues</u>
Pass Sales	145	\$70,004.58	185	\$71,898.17
Corporate Pass Sales	10	\$24,881.50	11	\$31,279.60
Discount Cards	115	\$3,450.00	161	\$5,314.00
<u>Cart Revenue</u>	<u>2021 Y-T-D Cart Sales</u>	<u>Total Revenues</u>	<u>2022 Y-T-D Cart Sales</u>	<u>Total Revenues</u>
Cart Fee	9,082	\$96,394.70	12,074	\$110,970.24
Annual Cart Passes	20	\$10,317.54	23	\$11,720.19
<u>Practice Range</u>	<u>2021 Y-T-D Sales</u>	<u>Total Revenues</u>	<u>2022 Y-T-D Sales</u>	<u>Total Revenues</u>
Driving Range	3,089	\$19,870.68	5,126	\$17,535.95
Annual Range Pass	9	\$2,516.58	15	\$3,895.72
<u>Golf Shop Merchandise</u>	<u>2021 Y-T-D Sales</u>	<u>Total Revenues</u>	<u>2022 Y-T-D Sales</u>	<u>Total Revenues</u>
Balls/Assessories/Apparel/Misc.		\$18,990.93		\$20,809.11
Gift Cards	191	\$9,752.92	167	\$10,808.99
Lessons**	168	\$7,592.50		\$7,035.00
Other Rentals***	456	\$2,953.84		\$2,855.93
<u>Food and Beverage</u>	<u>2021 Y-T-D Sales</u>	<u>Total Revenues</u>	<u>2022 Y-T-D Sales</u>	<u>Total Revenues</u>
Food		\$9,789.52		\$11,427.00

Beverage		\$15,803.39		\$16,022.99
Alcohol Sales		\$55,740.14		\$54,532.93
Catering/Banquet		\$687.62		\$521.29
<u>Raincheck Redeemed</u>		-\$2,133.73		-\$254.26
Total Revenue (All Categories)		\$629,239.34		\$647,945.68

*Misc. Promotional Rounds include Mem Day & Mother's day free golf, Family Day, ValPak & Comm Color Mailer specials, outing & tment rounds

**Lessons include private, group and juniors

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

Reid Golf Course Budget July 31st Expense Report

Description	Budget	End of July Expenses	Available
Regular Salaries	\$189,517	-\$111,539.00	\$77,978.00
Overtime	\$567	-\$192.00	\$375.00
Part-Time	\$125,316	-\$66,883.00	\$58,433.00
Fringes	\$85,369	-\$45,562.00	\$39,807.00
Training/Conferences	\$750.00	-\$42.00	\$708.00
Office Supplies	\$500.00	-\$198.00	\$302.00
Memberships & Licenses	\$1,760.00	-\$2,103.00	-\$343.00
Building Maint./Janitorial	\$1,500.00	-\$354.00	\$1,146.00
Food & Provisions	\$50.00	\$0.00	\$50.00
Landscape Supplies	\$36,900.00	-\$29,736.00	\$7,164.00
Shop Supplies	\$0.00	\$0.00	\$0.00
Tools & Instruments	\$0.00	\$0.00	\$0.00
Concession/Merchandise Supplies	\$60,400.00	-\$52,182.00	\$8,218.00
Other Misc. Supplies	\$2,000.00	-\$4,212.00	-\$2,212.00
City Copy Charges	\$0.00	\$0.00	\$0.00
Outside Printing	\$4,000.00	-\$693.00	\$3,307.00
Uniforms	\$500.00	-\$241.00	\$259.00
Gas Purchases	\$14,000.00	-\$12,472.00	\$1,528.00
Miscellaneous Equipment	\$43,000.00	-\$12,345.00	\$30,655.00
Accounting/Audit Fees	\$2,160.00	\$0.00	\$2,160.00
Bank Service Fees	\$13,000.00	-\$7,724.00	\$5,276.00
Consulting Services	\$500.00	\$0.00	\$500.00
Solid Waste/Recycling Pickup	\$2,405.00	-\$1,321.00	\$1,084.00
Contractor Fees	\$1,000.00	\$0.00	\$1,000.00
Advertising	\$7,500.00	-\$3,016.00	\$4,484.00
Electric	\$22,063.00	-\$12,874.00	\$9,189.00
Gas	\$4,300.00	-\$4,460.00	-\$160.00
Water	\$2,100.00	-\$527.00	\$1,573.00
Sewer	\$650.00	-\$176.00	\$474.00
Stormwater	\$13,160.00	-\$6,588.00	\$6,572.00
Telephone	\$3,900.00	-\$354.00	\$3,546.00
Cellular Phones	\$1,000.00	-\$477.00	\$523.00
Cable Services	\$2,150.00	-\$987.00	\$1,163.00
Equip Repairs & Maint	\$5,000.00	-\$4,058.00	\$942.00
Facilities Charges	\$33,357.00	-\$33,250.00	\$107.00
Software Support	\$1,860.00	\$0.00	\$1,860.00
CEA Operations/Maint.	\$48,146.00	-\$21,689.00	\$26,457.00
CEA Depreciation/Replace.	\$73,037.00	-\$35,881.00	\$37,156.00
Laundry Services	\$0.00	\$0.00	\$0.00
Grounds Repair & Maintenance	\$2,000.00	-\$11,214.00	-\$9,214.00
Insurance	\$6,213.00	-\$3,626.00	\$2,587.00
Equipment Rent	\$33,500.00	-\$12,936.00	\$20,564.00
Other Contracts/Obligation	\$0.00	\$0.00	\$0.00
Depreciation Expense	\$61,000.00	-\$38,178.00	\$22,822.00
Interest Payments	\$6,300.00	-\$3,675.00	\$2,625.00
Land Improvements	\$0.00	\$0.00	\$0.00
Storm Sewers	\$0.00	\$0.00	\$0.00
Other Capital Outlay	\$0.00	\$0.00	\$0.00
Transfer Out - General Fund	\$17,900.00	-\$10,442.00	\$7,458.00
Transfer Out - Capital Project	\$0.00	\$0.00	\$0.00
Expense Total	\$930,150.00	-\$552,207.00	\$377,943.00