



City of Appleton

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

Meeting Agenda - Final Parks and Recreation Committee

Monday, August 12, 2024

6:15 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

4. Approval of minutes from previous meeting

[24-1052](#) Minutes of the July 8, 2024 Parks & Recreation Committee Meeting

Attachments: [Minutes of the July 8, 2024 Parks & Recreation Committee Meeting.pdf](#)

5. **Public Hearing/Appealances**

6. **Action Items**

[24-1054](#) 2024 Reid Irrigation Update Memo

Attachments: [2024 Reid Irrigation Update Memo.pdf](#)

[2024 Reid Irrigation Update Sole Source Request.pdf](#)

[24-1055](#) Irish Fest - Request Private Event Memo

Attachments: [Irish Fest - Request Private Event Memo.pdf](#)

[24-1057](#) Mom Prom Memo - Raffle License

Attachments: [Mom Prom Memo - Raffle License.pdf](#)

7. **Information Items**

[24-1056](#) Reid Golf Course-July 2024 Revenue & Expense Report

Attachments: [Reid Golf Course-July 2024 Revenue & Expense Report.pdf](#)

8. 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 8, 2024

6:15 PM

Council Chambers, 6th Floor

1. Call meeting to order

Chair Van Zeeland called the meeting to order at 6:15 p.m.

2. Pledge of Allegiance

3. Roll call of membership

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

4. Approval of minutes from previous meeting

[24-0903](#)

Minutes of the June 10, 2024 Parks & Recreation Committee Meeting

Attachments: [Minutes of the June 10, 2024 Parks & Recreation Committee Meeting.pdf](#)

**Jones moved, seconded by Smith, that the Minutes be approved. Roll Call.
Motion carried by the following vote:**

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

5. **Public Hearing/Appearances**

6. **Action Items**

7. **Information Items**

[24-0901](#)

2024 Parks and Recreation Mid Year Report

Attachments: [2024 Parks and Recreation Mid Year Report.pdf](#)

The 2024 Parks and Recreation Mid Year Report was presented.

[24-0902](#)

Reid Golf Course-June 2024 Revenue & Expense Report

Attachments: [Reid Golf Course-June 2024 Revenue & Expense Report.pdf](#)

The Reid Golf Course-June 2024 Revenue & Expense Report was presented.

8. Adjournment

Wolff moved, seconded by Jones, that the meeting be adjourned at 6:20 p.m.

Roll Call. Motion carried by the following vote:

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



CITY OF APPLETON

Department of Parks & Recreation
1819 East Witzke Blvd.
Appleton, WI 54911
p: 920-832-3919
f: 920-993-3103
www.appleton.org

TO: Parks and Recreation Committee
FROM: Dean R. Gazza
DATE: August 12, 2024
RE: Action: Approve Use of Reid Golf Course Fund Balance for Updates to Toro Irrigation System and Software.

Reid Golf Course maintains a Toro Irrigation System which was installed in 2005. The irrigation system is controlled via a central computer and software program (SitePro) and 13 Toro Osmac Satellites which communicate to automatically turn sprinkler heads on and off for the desired duration.

Satellite communication components are being phased out and will need to be upgraded when parts are no longer available. Reinders has a promotion on G3 Osmac upgrade kits, purchase 3 kits receive 2 free kits. In addition, Toro is offering Lynx Software and new computer at 50% savings. Reid's irrigation computer is not city owned and is serviced through Toro NSN. SitePro is an antiquated software program which will not be updated when the new Windows Operating system comes out.

Quote for G3 Upgrade Kits for Osmac

Lynx Central Computer w/Apps	\$6,450.00
9 - G3 Osmac Upgrade Kits - \$1978.83 per	\$17,809.47
6 - G3 Osmac Upgrade Kits	Free
Programming Software and Training	\$2,000.00
Installation of G3 Osmac Kits	<u>\$1,200.00</u>
Total	\$27,459.47

We are requesting to purchase these unbudgeted items as a sole source purchase through Reinders and install this year. Projected 2024 revenues are on track to exceed budgeted projections. Attached is the approved sole source request.

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



SOLE SOURCE REQUEST

The undersigned certifies that the commodity/service shown below qualifies as a sole source request and meets one or more of the following requirements. The department has demonstrated, and the Purchasing Manager concurs that only one source exists, the price is equitable, and/or noncompetitive negotiation is in the best interests of the City.

- Unique, proprietary, or one-of-a-kind:** Specific commodity/service is required and available from only one source, giving the City a superior and necessary benefit that cannot be obtained from other sources.
- Inadequate competition:** Purchasing solicitation (bid, proposal, or quote) did not result in any qualified vendor responses and competition is determined to be inadequate.
- Health or Safety Concern:** When a health or safety concern exists that is *not* an immediate threat but needs to be addressed in a period that does not allow for formal competitive procurement procedures.
- Continuity of design:** Consistency with current commodity or service.
- Emergency procurement:** A risk of human suffering or substantial damage to real or personal property exists requiring immediate attention.
- Cooperative purchase:** Purchase from another governmental unit contract or state approved purchasing association.
- Other:** Description provided below

Significant cost savings to participate in current vendor program. With parts already becoming obsolete and required upgrades, proactive procurement saves time and money.

PROPOSED DETAILS

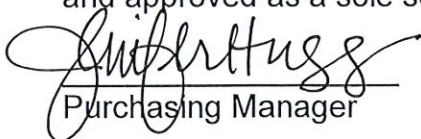
Requesting dept: Park & Recreation

Product/service: Toro Irrigation System – upgrade, computer, software, install, & training

Vendor name: Reinders

Total cost: \$27,459.47

Justification and price quotation provided by the department, for the items to be considered and approved as a sole source purchase attached for review.


Purchasing Manager

7/25/24
Date



CITY OF APPLETON

Department of Parks & Recreation

1819 East Witzke Blvd.

Appleton, WI 54911

p: 920-832-5905

f: 920-993-3103

www.appletonparkandrec.org

TO: Parks & Recreation Committee

FROM: Dean Gazza

DATE: 8/12/2024

RE: Action: Approve Irish Fest of the Fox Cities to hold a ticketed private Special Event in Jones Park on September 13-14, 2024 for Irish Fest

The Jones Park Rental Policy requires permission from the Parks and Recreation Committee for any private Special Events in Jones Park.

Irish Fest of the Fox Cities is requesting to host a Special Event in Jones Park for the fourth year. Irish Fest is an Irish Musical, Dancing and Cultural Festival with an anticipated attendance of 3,000 people. Because Irish Fest is charging attendees a fee to attend the event, the Committee will need to give approval.

Irish Fest is aware of the rules and regulations of the park and agree to abide by them. Staff are also allowing Irish Fest to extend their music until 10:00pm and to have demonstration dogs. The Parks and Recreation Department supports their requests as their past events have had no problems or issues.



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TO: Parks and Recreation Committee

FROM: Dean Gazza

DATE: July 10, 2024

RE: Action Item: Request to obtain a raffle license for Parks & Recreation Mom Prom event

Our recreation programming provides valuable opportunities for children to engage in physical activities, develop new skills, and build lasting friendships. Unfortunately, many families in our community face financial barriers that prevent their children from participating in these beneficial programs. Our fee waiver program aims to eliminate these barriers, ensuring that all children can partake in our activities. In the past 12 months, our department has observed a 150% increase in fee waiver applications. In 2024, we revised our Fee Waiver Policy to increase the annual amount allocated per child, ensuring it better aligns with the costs of our programs. Given the recent growth and increased demand for our fee waiver program, we anticipate the need to explore creative solutions to offset the associated costs with the fee waiver program.

Appleton Parks and Recreation is seeking the Committee's approval to apply for a raffle license to support our annual Mom Prom fundraiser event that is organized by Appleton Parks and Recreation. The purpose of this fundraiser is to raise funds for our fee waiver program, which enables children to participate in our recreation programming regardless of their financial status. Currently, the money raised comes solely from the registration fee and monetary donations for the event. During our 2024 Mom Prom event, we made \$8,000. We believe that hosting this fundraiser event with a raffle license will significantly increase our fundraising efforts allowing us to reach even more children in need. Your approval of the raffle license is vital for the success of this event and the continuation of our mission to provide accessible recreation programming to all children in our community.

The next Mom Prom event is scheduled for March 8, 2025, at the Paper Valley Hilton Hotel in Appleton. Local businesses generously donate products and services as prizes for the event. In the past, we provided free raffle tickets for these prizes. If we obtain a raffle license, we plan to sell tickets at a fixed price at the door to raise funds for our fee waiver program. The proceeds from the raffle will be allocated to Parks and Recreation: 16541.502000 Donations & Memorials. These funds will not only help cover costs associated with the fee waiver program but also significantly enhance our ability to reach more underprivileged youth in need of financial assistance, helping them develop relationships, social skills, and physical well-being through recreation programming.

Thank you for your continuous support in the fee waiver program and your consideration in obtaining a raffle license. Please feel free to contact me at 832-5572 with any questions or by email at dean.gazza@appleton.org

Reid Golf Course Budget July 31st Expense Report

Description	Budget	End of July Expenses	Available
Regular Salaries	\$223,362	-\$122,681.00	\$100,681
Overtime	\$624	-\$185.00	\$439
Part-Time	\$178,550	-\$82,703.00	\$95,847
Fringes	\$93,775	-\$59,820.00	\$33,955
Training/Conferences	\$3,375.00	-\$2,882.00	\$493
Office Supplies	\$500.00	-\$14.00	\$486
Memberships & Licenses	\$2,170.00	-\$1,912.00	\$258
Building Maint./Janitorial	\$1,500.00	-\$880.00	\$620
Food & Provisions	\$50.00	\$0.00	\$50
Landscape Supplies	\$41,800.00	-\$28,995.00	\$12,805
Concession/Merchandise Supplies	\$65,600.00	-\$64,470.00	\$1,130
Other Misc. Supplies	\$3,500.00	-\$100.00	\$3,400
City Copy Charges	\$0.00	\$0.00	\$0
Outside Printing	\$4,000.00	-\$85.00	\$3,915
Uniforms	\$500.00	-\$300.00	\$200
Gas Purchases	\$20,770.00	-\$11,088.00	\$9,682
Miscellaneous Equipment	\$6,700.00	-\$5,642.00	\$1,058
Accounting/Audit Fees	\$2,160.00	-\$1,237.00	\$923
Bank Service Fees	\$24,000.00	-\$10,615.00	\$13,385
Consulting Services	\$15,500.00	-\$1,500.00	\$14,000
Solid Waste/Recycling Pickup	\$2,534.00	-\$1,644.00	\$890
Contractor Fees	\$1,500.00	-\$824.00	\$676
Advertising	\$5,000.00	-\$3,116.00	\$1,884
Electric	\$24,562.00	-\$10,135.00	\$14,427
Gas	\$6,446.00	-\$3,165.00	\$3,281
Water	\$1,800.00	-\$588.00	\$1,212
Sewer	\$555.00	-\$176.00	\$379
Stormwater	\$13,160.00	-\$6,443.00	\$6,717
Telephone	\$3,000.00	-\$527.00	\$2,473
Cellular Phones	\$1,000.00	-\$445.00	\$555
Cable Services	\$2,500.00	-\$992.00	\$1,508
Equip Repairs & Maint	\$6,500.00	-\$3,205.00	\$3,295
Facilities Charges	\$44,215.00	-\$18,627.00	\$25,588
Software Support	\$1,944.00	\$0.00	\$1,944
CEA Operations/Maint.	\$35,445.00	-\$35,353.00	\$92
CEA Depreciation/Replace.	\$85,109.00	-\$36,830.00	\$48,279
Grounds Repair & Maintenance	\$10,000.00	\$0.00	\$10,000
Insurance	\$7,550.00	-\$5,032.00	\$2,518
Equipment Rent	\$33,500.00	-\$16,895.00	\$16,605
Depreciation Expense	\$61,000.00	-\$42,520.00	\$18,480
Interest Payments	\$1,725.00	-\$1,152.00	\$573
Other Capital Outlay	\$30,000.00	\$0.00	\$30,000
Transfer Out - General Fund	\$26,850.00	-\$17,904.00	\$8,946
Expense Total	\$1,094,331.00	-\$600,682.00	\$493,649

City of Appleton - Reid Golf Course
Revenues - July 31, 2024

	2023		2024	
<u>Green Fees</u>	<u>2023 Y-T-D Rounds</u>	<u>Total Revenue</u>	<u>2024 Y-T-D Rounds</u>	<u>Total Revenue</u>
Weekday-18 Holes	2,808	\$62,106.19	2,302	\$52,477.22
Weekday-9 Holes	10,398	\$140,435.48	10,556	\$156,489.30
Weekend - 18-Holes	1,568	\$41,899.20	2,323	\$63,518.71
Weekend - 9 Holes	2,204	\$36,184.16	2,447	\$40,278.55
Twilight Golf	2,239	\$26,724.11	2,287	\$30,204.14
Passholder Rounds	6,869		7,807	
Team Rounds	775		984	
Sub-Totals	26,861	\$307,349.14	28,706	\$342,967.92
<u>Pass/Coupon/Discount Card Sales</u>	<u>2023 Y-T-D Sales</u>	<u>Total Revenues</u>	<u>2024 Y-T-D Sales</u>	<u>Total Revenues</u>
Pass Sales	219	\$96,643.04	217	\$109,458.67
Corporate Pass Sales	12	\$34,123.20	13	\$36,966.84
Discount Cards	250	\$8,154.00	404	\$6,803.58
<u>Cart Revenue</u>	<u>2023 Y-T-D Cart Sales</u>	<u>Total Revenues</u>	<u>2024 Y-T-D Cart Sales</u>	<u>Total Revenues</u>
Cart Fee	14,651	\$147,253.12	15,735	\$137,249.90
Annual Cart Passes		\$16,001.01	56	\$14,305.43
<u>Practice Range</u>	<u>2023 Y-T-D Sales</u>	<u>Total Revenues</u>	<u>2024 Y-T-D Sales</u>	<u>Total Revenues</u>
Driving Range	3,905	\$29,254.83	2,872	\$23,432.02
Annual Range Pass	23	\$3,981.12	12	\$3,779.54
<u>Golf Shop Merchandise</u>	<u>2023 Y-T-D Sales</u>	<u>Total Revenues</u>	<u>2024 Y-T-D Sales</u>	<u>Total Revenues</u>
Balls/Assessories/Apparel/Misc.		\$22,221.07		\$22,602.64
Gift Cards	191	\$12,311.00		\$11,848.19
Lessons**		\$8,015.00		\$7,190.00
Other Rentals***		\$4,279.48		\$4,083.06
<u>Food and Beverage</u>	<u>2023 Y-T-D Sales</u>	<u>Total Revenues</u>	<u>2024 Y-T-D Sales</u>	<u>Total Revenues</u>
Food		\$13,702.43		\$11,681.43
Beverage		\$19,106.95		\$18,182.48
Alcohol Sales		\$63,602.84		\$60,792.28
Catering/Banquet		\$701.25		\$708.01
Total Revenue (All Categories)		\$786,699.48		\$812,051.99

**Lessons include private, group and juniors

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